

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

AGENDA
PROCTOR CITY COUNCIL MEETING
Monday, February 7th, 2022
6:00 pm

Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

OTHERS PRESENT
OATH OF OFFICE: OFFICER BRADLEY

APPROVAL OF MINUTES City Council Meeting minutes from Tuesday, January 18th, 2022
Budget Working Session minutes from Tuesday, January 25th, 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. 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
- B. Utility Rate Increases
- C. Code Adoption
- D. Joint Police Civil Service Commission/City Council Meeting

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
- B. Legal Services Contract
- C. Greystone Construction Services Contract
- D. DEED Main Street Revitalization
- E. Tourism Sponsorship
- F. Liquor Store Clerks Wage Increase
- G. Employment Contract – J. Buhs
- H. Jet Loan Agreement
- I. Resolution 05-22 Equipment Donation
- J. Declaring Equipment Surplus
- K. Golf Course Management Agreement

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

Attorney Bray:

BILLS FOR APPROVAL

General: \$226,186.66

Liquor: \$36,846.19

TOTAL BILLS FOR APPROVAL: \$263,032.85

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for January 18, 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.

Mayor Ward called the meeting to order at 6:00 pm

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

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

Motion by Rohweder seconded by DeWall and carried 5-0 to approve the minutes from Monday, January 3rd, 2022.

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the agenda for Monday, January 3rd, 2022, with the addition of the following items:

*1B: Report of Outstanding Indebtedness

4C: Salt/Shed Facility Financing

6I: Resolution 04-22 Impose Local Sales Tax

6J: DEED Main Street Economic Revitalization

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

NONE

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the consent agenda.

***1. COMMUNICATIONS**

A. SEH Meeting Minutes December 22, 2021

B. Report of Outstanding Indebtedness

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

***3. COMMITTEE REPORTS**

4. CLERK ADVISES COUNCIL

A. Insurance Renewal

Administrator Rich provides an update on the 2022 insurance renewal, the ladder truck has been added as a replacement cost, and liquid liability has changed due to the decrease in liquor liability for the golf course. The new management contract will suggest management holding their own liquor license instead of the city carrying it. Coverage has been bound as of the first of the year, and the renewal amount will be presented to council for approval shortly.

B. COVID-19 Update

Administrator Rich states a COVID-19 protocol document has been presented in draft form. She states due to the late delivery of the proposal, she is not requesting action at this time. Included with the document are the results from the employee survey. The survey indicates the top concerns from employees are co-workers coming to work sick, depleting sick time, and communication regarding COVID protocols/policies. She also states the city has received molecular testing kits from the State of MN. These are available free to employees in the event they are experiencing symptoms or have experienced an exposure to the virus.

C. Sand/Salt Shed Financing

Administrator Rich drafted a memo including three options for financing the \$350,000 gap needed for the city's share of the \$1,369,000.00 sand/salt facility. This decision will be discussed with action taken at a special budget working session meeting to be determined.

5. UNFINISHED BUSINESS

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

6. NEW BUSINESS**A. Midwest Communications Medallion Hunt**

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the event application as submitted by Midwest Communications.

B. SWCD Service Contract

Motion by Benson, seconded by DeWall and carried 5-0 to approve the agreement for Wetland Conservation Act administration with South St. Louis Soil and Water Conservation District (SWDC) as submitted. It is noted there are no fee increases, but the length of the agreement has changed from a one-year agreement to a two-year agreement. The agreement is approved from 1/1/2022-12/31/2023.

C. Attorney RFP

Three proposals were received for general legal services and one for criminal prosecution. Council members were given a copy of the proposals along with a rubric which was based on qualifications, ability to meet scope of work and cost/fees. Ability to meet scope of work was weighted the most and cost fee the least. Bray and Reed received the highest cumulative score of 348 – the lowest score was 231. Bray and Reed were the only firm to submit a proposal for criminal prosecution. Administrator Rich recommends accepting the proposals from Bray and Reed for general and criminal legal services.

Motion by Rohweder, seconded by Johnson and carried 5-0 to accept the proposals from Bray and Reed for general and criminal legal services as submitted.

D. PEDAC Commission Member Appointment Recommendation

Motion by Ward, seconded by Benson and carried 5-0 to approve the recommendation as submitted and appoint Eric Bingaman to the Proctor Economic Development Authority.

E. 2022 Official Designations

Newspaper:

Proctor Journal

Duluth News Tribune as alternate

Motion by DeWall, seconded by Rohweder and carried 4-0 (Benson abstained) to designate the Proctor Journal as the official newspaper and the Duluth News Tribune as alternate.

Discussion follows with Councilor Benson suggesting removing the Duluth News Tribune as alternate indefinitely. Motion amended by DeWall, second amended by Councilor Rohweder to designate the Proctor Journal as the official newspaper for the City of Proctor.

Depository of City Funds:

First National bank of Proctor

Proctor Federal Credit Union

MN 4M Fund

PMA Network (4M Funds)

RBC Capital Markets & Dain Rauscher

Northland Securities

Motion by DeWall, seconded by Johnson and carried 5-0 to approve the above listed as the depository of city funds.

Motion by Ward, seconded by Rohweder and carried 4-0 (DeWall abstains) designating Councilor DeWall as Mayor Pro-Tem, Deputy Mayor.

Motion by Rohweder, seconded by Benson and carried 5-0 to approve the designation of City Administrator Jess Rich as the responsible authority for data requests.

Motion by Ward, seconded by DeWall and carried 5-0 to approve the designation of City Administrator Jess Rich as compliance officer.

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the designee of records as Jess Rich, City Administrator.

Motion by Ward, seconded by DeWall and carried 5-0 to approve the appointment of Sean Reed as prosecuting attorney.

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the appointment of Joh Bray as city attorney.

Motion by DeWall, seconded by Benson and carried 5-0 to approve the appointment of Jim Rich as building official.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the appointment of Jay Boysen as building inspector.

Motion by Benson, seconded by Rohweder and carried 5-0 to approve the fire department officers as:

Chief – Kerry Helquist

Assistant Chiefs – Kevin Field, Troy DeWall, and Jesse Annala

Captains – Lynn Windus, Brad Johnson, Kris Bryant

Secretary – Lynn Windus

Treasurer – Lisa Vogel

F. 2022 Committee/Commission Appointments

Motion by Ward, seconded by Rohweder and carried 5-0 to accept receipt of the 2022 committee/commission appointments and meeting schedule as submitted.

G. 2022 Budget Discussion

Supplemental information sent to councilors prior to the regular council meeting.

Motion by Ward, seconded by DeWall and carried 5-0 to schedule a special budget working session for Tuesday, January 24th, 2022 at 4:00 pm.

H. Resolution 03-22 Issuing Gambling Permit

Motion by Ward, seconded by Benson and carried 5-0 to approve Resolution 03-22 issuing a gambling permit to Lake Superior Chapter Muskies, Inc to conduct a raffle at the proctor Moose on March 12th, 2022.

I. Resolution 04-22 Impose a Local Sales Tax

Councilor Benson states the deadline to submit to the senate and house for consideration is January 31, 2022. This resolution requests additional sales tax authority and is a necessary step in the process of possibly instituting additional sales tax in the City of Proctor to fund the Community Recreation Initiative and the regional benefits it would provide. The drafted resolution requests to add a sales tax increase of a half percent (0.5) based on the model resolution provided by House Research and the MN Department of Revenue. Councilor Benson also requests to provide updated and corrected numbers for the resolution to Administrator Rich.

Motion by Benson, seconded by Ward and carried 5-0 to approve Resolution 04-22 – Impose a Local Sales Tax and allow for corrected numbers prior to submittal.

J. DEED Main Street Economic Revitalization

The deadline for submitted applications is February, Councilor Benson suggests adding this to the working session budget agenda, or the February 7th agenda for the regular council meeting at the discretion of Administrator Rich.

MEMBER CONCERNS

Benson: None

DeWall: None

Johnson: States there are a number of non-working streetlights within the city. Safety/Aesthetics concerns and would like to see them working again. Administrator Rich notes she has been working with PUC who has been working with MN Power, putting pressure on MN Power to get them fixed.

Rohweder: None

Mayor Ward: Will be absent at the next meeting, February 7th, 2022.

Attorney Bray: Extends gratitude for the receipt of his RFP for attorney services.

BILLS FOR APPROVAL

General: \$149,564.39

Liquor: \$25,155.59

TOTAL BILLS FOR APPROVAL: \$174,719.98

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

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn the meeting at 6:43 pm.

Chad Ward
Mayor

Jess Rich
City Administrator

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"

MINUTES
SPECIAL MEETING – BUDGET WORKING SESSION
CITY COUNCIL

Tuesday, January 25, 2022, 4:00 P.M.

Council Chambers- Proctor Community Center - 100 Pionk Drive

MEMBERS PRESENT: Councilor DeWall, Councilor Rohweder, Councilor Johnson, Councilor Benson, Mayor Ward

MEMBERS ABSENT: None

OTHERS PRESENT: City Administrator Jess Rich, Megan Jordan, Finance Director Leslie Brunfelt

CALL TO ORDER

Mayor Ward calls the meeting to order at 4:00 pm with all members present.

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the agenda for Tuesday, January 25, 2022.

WORKING SESSION

A. 2022 Budget – Administrator Rich gave an overview of agenda items for discussion and action:

1. Public Safety Fund transactions from departments and PEDA budgets
2. Fire Department Audit Payment
3. Police Officer Positions
4. Sand/Salt Shed Financing
5. COVID-19 Protocol

1. 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.

PEDA Budget: Administrator Rich gives an overview to the council pertaining to development inquiries received, and the current factors hindering development at this time. Potential developers have considered locations within Proctor, however these sites either need updates to existing infrastructure or basic utility extensions. After discussing the variety of funding options for the PEDA budget, the decision is made to draft a resolution in February reflecting a percentage of surplus funds to be transferred after 2021 has been tied out and finalized.

2. Fire Department Audit Payment: A discussion after the completion of the 2020 audit suggested a payment come from the relief association to pay for audit expenses. The discussion includes the amount to pay for the audit will come from the city, but a check issued directly from the fire relief reflects better accounting practices. A brief discussion takes place on allocation of sales tax funds and expenses for the PlayGround for Everybody, with Administrator Rich stating she is continuing to seek additional grant opportunities to cover final expenses for the project without having to use sales tax funds.

3. Police Officer Positions: Administrator Rich participated in police interviews with Chief Gaidis for the open officer position. She states during the last round of interviews, there are two outstanding candidates, and addresses the council with the option of hiring two officers right now as opposed to one. Discussion follows factoring in overtime wages versus salary, lateral hirings versus rookie candidates, mostly focusing on the excess hours current officers are putting in to cover staff shortages within the department. After the initial discussion, the council would like to be provided with more specific numbers showing the cost of hiring an additional officer. Finance Director Brunfelt and Administrator Rich to provide these numbers to the council at a future council meeting.

4. Sand/Salt Shed Financing: As previously reported, the City of Proctor's share of the \$1,369,000.00 sand salt facility scheduled for construction this spring is \$960,000.00, with Proctor Utilities paying \$409,000.00. The 2022 budget included \$110,000 from general funds, a \$500,000 bonding bill, leaving a gap of \$350,000. Finance Director Brunfelt and Administrator Rich provide the council with three options: transfer of funds from closed debt service funds and a portion of ARPA funds, using only ARPA funds, or secure financing through the Minnesota Rural Water Association Midi-Loan program.

After discussing the options presented, it is decided to close out Fund 492 entirely, with a balance of \$85,149.00, using \$200,000 of ARPA funds, with the difference remaining to be withdrawn from Fund 491, a balance of ~\$64,851.00. This would leave ~109,500.00 in ARPA funds which need to be designated by 2024 and spent by 2026.

ACTIONS TAKEN:

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve financing the \$350,000 funding gap for the sand/salt shed by closing out Fund 492 entirely, using \$200,000.00 of ARPA funds, and the remaining amount \$64,851 to be withdrawn from Fund 491.

Motion by Johnson, seconded by Benson and carried 5-0 to approve the 2022 budget as presented with the addition of the sand/salt shed financing decision and an amendment of a line item in the amount of \$5,000 in the fire department budget to transfer into the public safety fund annually.

*Councilor Johnson leaves the meeting at 6:05 pm

5. COVID-19 Protocol: Administrator Rich gives an update on recent situations at City Hall in response and relation to COVID-19. Molecular tests have been received from the state and have been essential to have on-site for employees who have been exposed and/or are showing symptoms. These tests are a nose swab, delivering results within 20 minutes. To date, four tests have been administered with one positive case. The provided protocol has been drafted to determine how administration will handle staff shortages due to COVID-19 including leave time, duration, and isolation requirements. Employees have had the opportunity or ability to work remotely when feasible, with Rich stating this has been working efficiently thus far. Discussion including mask mandates, use of time off, and staffing to cover shortages follows. It is noted when employees are out due to COVID, it will not impede on their HCSP benefit, and they are able to determine what time they would like to use during their quarantine or isolation period.

Motion by Ward, seconded by Benson and carried 4-0 to approve the COVID-19 protocol as presented.

Motion by DeWall, seconded by Rohweder and carried 4-0 to adjourn the budget working session meeting at 6:18 pm.

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

***1A**

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

January 19, 2022

Hillside Gardens
Attn: Renter's Coalition
419 7th St
Proctor, MN 55810

To the Renter's Coalition at Hillside Gardens,

The City of Proctor has received your letter regarding the complaints and concerns you have within the apartment building that you all reside at.

The City of Proctor would like to inform you that we do not own, rent, lease, or manage this property. All your complaints and or concerns regarding repairs, safety and maintenance at this property should be addressed with the appropriate owners, or management company of the apartment building.

However, when it comes to public safety at this property those concerns can be addressed to the City of Proctor Police Department or by calling 911.

If there are blight issues outside off the building that are making this property look run down and unsafe, please contact City Hall so we can investigate such complaints and work towards a resolution to remedying the situation.

I want to thank you for taking the time to share your concerns with us, and if there is anything we can do in the future to help address any of the issues addressed above please do not hesitate to contact me at any time.

Sincerely,

Chad Ward
Mayor
City of Proctor



North America's Railroad

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NEWS RELEASE

CN Announces Appointment of Tracy Robinson as President and Chief Executive Officer

Jean Charest appointed to CN's Board of Directors as an independent Director

Shauneen Bruder named Vice Chair

Two new independent Directors to be appointed to the Board by no later than CN's 2022 Annual General Meeting

Montreal, January 25, 2022 – CN (TSX: CNR, NYSE: CNI) today announced that it has appointed Tracy Robinson as President and Chief Executive Officer and as a member of its Board of Directors, effective February 28, 2022. This appointment follows the previously announced retirement of Jean-Jacques ("JJ") Ruest, who will depart CN's Board on February 28, 2022 but remain at CN in an advisory role until March 31, 2022 to ensure a seamless transition.

Ms. Robinson, who will be joining CN from TC Energy and previously spent almost three decades at Canadian Pacific, is a well-respected and seasoned public company executive who brings more than 35 years of operational management, strategy development, and project execution experience to drive growth and profitability to CN. She has a proven track record as an extraordinary high-performing leader, for which she is highly regarded within the Canadian federal and provincial regulated natural gas industry and beyond.

CN also announced several changes to its Board of Directors. The Company has appointed The Hon. Jean Charest P.C. as an independent Director. Shauneen Bruder has been appointed Vice Chair of the Board. By no later than CN's 2022 Annual General Meeting ("AGM"), CN will appoint two new independent Directors with North American railroad experience to the Board.

"We are thrilled to have Tracy join CN as President and CEO and are confident that CN has the right team to lead it into the next phase of growth. She brings more than 35 years of operational management, strategy development, and project execution experience to drive growth and profitability. I would like to thank Shauneen for leading the Search Committee through a robust process that identified the right leader to drive growth, continued operational improvement, technological advancement, and shareholder value, and attract a world-class workforce. Additionally, we are pleased to welcome Jean to the Board now and look forward to welcoming two additional Directors with railroad experience. Our strategy is well-underway, and we have made significant progress towards building the railway of the future."

— Robert Pace, Chair of the Board of Directors of CN

“I have no doubt that Tracy will be an extraordinary leader for the next phase of CN’s journey and I am very much looking forward to working closely with her. I want to express my gratitude to my fellow members of the Board and Search Committee for their work in this very rigorous and thorough process and JJ Ruest for the leadership he has provided as CEO since 2018. We wish JJ all the best in his upcoming retirement.”

— Shauneen Bruder, Vice Chair of the Board of Directors of CN

“This is a transformational period at CN, and I couldn’t be more excited about the opportunities ahead. Our focus is on building the railway of the future – one that creates shareholder value by meeting the needs of our customers, employees, communities, and the economies that depend on us, safely, reliably, and efficiently. I look forward to working closely with CN’s extremely talented railroaders, Board, and management team as we take CN to the next level of performance and industry leadership. I also want to say that I respect and value CN’s rich history in Montréal and in Québec, where the common and official language is French. I am excited to be returning to the wonderful city of Montréal, and I have already begun French lessons to ensure I am able to fully embrace the experience of living in Québec and communicate with CN’s valued employees and customers across the continent.”

— Tracy Robinson, President and Chief Executive Officer of CN

Biographies of Tracy Robinson and Jean Charest

- **Tracy Robinson** will join CN from TC Energy, where she is the Executive Vice-President and President, Canadian Natural Gas Pipelines and President, Coastal GasLink. Prior to joining TC Energy, Ms. Robinson spent 27 years at Canadian Pacific, including executive roles spanning Commercial, Operations, and Finance. Throughout her professional career, Ms. Robinson has held a number of industry and private board positions, and currently serves as a member of the Board of the Business Council of British Columbia and on the Campaign Committee and the Dean’s Advisory Council at the Edward’s School of Business of the University of Saskatchewan. She also represents TC Energy on the Board of the Canadian Gas Association, is a member of the Business Council of Alberta, and is on the Board of STARS. Ms. Robinson fully understands and respects Quebec’s rich cultural and linguistic reality and distinctiveness and has made it a personal priority to build proficiency in French.
- **Jean Charest** has had a public service career spanning almost 30 years, including serving as the 29th premier of Quebec from 2003 until 2012. Under his leadership, Québec experienced a sustained period of economic prosperity despite a global financial and economic crisis. His government also implemented a major infrastructure investment program and was a world leader on the environment and climate change. Before that, he served as the leader of the federal Progressive Conservative Party of Canada and the leader of the Quebec Liberal Party. He currently serves as a Partner in the Montréal office of McCarthy Tétrault LLP.

CN has entered into a Resolution Agreement with CIFF Capital and TCI (collectively “TCI”). As part of that Resolution Agreement, CN and TCI will mutually agree on the appointment of the two independent Directors to the Board prior to the 2022 AGM. TCI

has agreed to withdraw its requisition for a Special Meeting of Shareholders, which was previously scheduled to be held on March 22, 2022, and to support the election of all CN Director nominees at the 2022 and 2023 AGMs.

About CN

CN is a world-class transportation leader and trade-enabler. Essential to the economy, to the customers, and to the communities it serves, CN safely transports more than 300 million tons of natural resources, manufactured products, and finished goods throughout North America every year. As the only railroad connecting Canada's Eastern and Western coasts with the U.S. South through a 19,500-mile rail network, CN and its affiliates have been contributing to community prosperity and sustainable trade since 1919. CN is committed to programs supporting social responsibility and environmental stewardship.

Forward-Looking Statements

Certain statements included in this news release constitute "forward-looking statements" within the meaning of the United States Private Securities Litigation Reform Act of 1995 and under Canadian securities laws. By their nature, forward-looking statements involve risks, uncertainties and assumptions. The Company cautions that its assumptions may not materialize and that current economic conditions render such assumptions, although reasonable at the time they were made, subject to greater uncertainty. Forward-looking statements may be identified by the use of terminology such as "believes," "expects," "anticipates," "assumes," "outlook," "plans," "targets," or other similar words.

Forward-looking statements are not guarantees of future performance and involve risks, uncertainties and other factors which may cause the actual results or performance of the Company to be materially different from the outlook or any future results or performance implied by such statements. Reference should be made to Management's Discussion and Analysis in CN's annual and interim reports, Annual Information Form and Form 40-F, filed with Canadian and U.S. securities regulators and available on CN's website, for a description of major risk factors.

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*1C

John Anderson

Chair, Regional Stormwater Protection Team (RSPT)

1/10/2022

To RSPT Member,

Thank you for continuing to support efforts to protect local water from pollution by being a member of the Regional Stormwater Protection Team (RSPT). In this unprecedented year, RSPT members have continued to work in their jurisdictions and as a team for clean stormwater. Clean water is important to all of us for many different reasons: public health, recreation, scenic beauty, fishing opportunities, and tourism... just to name a few.

According to the EPA, stormwater is the leading source of pollution to our nation's water, and in this region, that ultimately means Lake Superior. RSPT's mission is to educate and inform people about how their actions can and will impact water quality and to provide reasonable options and tools for decreasing stormwater pollution off their property. Since 2003, RSPT has been working to increase the public's understanding of stormwater pollution and promote methods to prevent it. And the issues around stormwater pollution are only getting more complex. Rain, snow and ice, more intense storm events, and aging infrastructure make our work all the more complex and imperative.

As a member of the RSPT, your organization receives the benefits of sharing resources with other local agencies and organizations. By working together we can accomplish much more than all of us working separately. For most of our members, being a part of the RSPT is critical to helping your organization meet specific education and outreach requirements of your MS4 stormwater permit. We are pleased with recent outreach efforts, including development of new public service announcements, weekly stormwater social media messaging, and training. With the 2020 reissuance of the MS4 permit by the MPCA there are more requirements that have been added making this group all the more valuable to support Twin Ports MS4 communities. We hope that you have found the various resources made available to you through membership in the group helpful. These resources and many more can be found at <https://sites.google.com/view/rspt/>

We would like to personally thank you for your past support with both resources and staff time. The participation and collaboration of our members is vital to keeping our creeks, streams, and lakes clean.

Enclosed you will find your 2022 invoice. If you have any questions or concerns about RSPT or its mission please feel free to contact us anytime at rsptduluth@gmail.com.

Sincerely,

John Anderson

John Anderson – Chair, Regional Stormwater Protection Team
rsptduluth@gmail.com

From: [CGMC Communications](#)
Subject: Join us for Legislative Action Day!
Date: Tuesday, January 18, 2022 10:26:03 AM
Attachments: [image001.png](#)
[image002.png](#)

*1D

Registration is now open for Legislative Action Day 2022!

Our annual “day at the Capitol” event will be held in-person **Wednesday, March 2 in St. Paul**. Legislative Action Day is always a great opportunity to build connections between local officials and legislators and advocate for the priorities of Greater Minnesota cities. The cost is \$75 per person.

REGISTER HERE

LEGISLATIVE ACTION DAY SCHEDULE

- 9:30 a.m. – Registration begins at Amherst H. Wilder Foundation - 451 Lexington Parkway North, St. Paul
- 10 a.m. – Legislative update and messaging
- 12 p.m. – Lunch and Legislative Leaders Panel Discussion. Invited legislators include Senate Majority Leader Jeremy Miller, Speaker of the House Melissa Hortman, Senate Minority Leader Melisa Lopez Franzen and House Minority Leader Kurt Daudt
- 1-5 p.m. – Attendees lobby and meet with legislators* (a shuttle bus will make rounds between the Wilder Foundation and the State Capitol buildings)
- 5 p.m. – Reception at Mancini's Char House - 531 7th St. W, St Paul
- 6 p.m. – Dinner with legislators at Mancini's

*Attendees are responsible for scheduling their own appointments with legislators. Due to continued uncertainty about the availability of meeting space in the Capitol buildings and some legislators' hesitancy about meeting in person, we encourage you to reach out to your legislators now to let them know you will be coming and to schedule a time and location for your meeting. Attendees are welcome to invite legislators to meet with them at the Wilder Foundation; however, please note that meeting space is not private.

HOTEL INFO

For those who want to spend the night in St. Paul, a block of rooms is reserved for CGMC for the nights of Tuesday, March 1 and Wednesday, March 2 at the following hotels:

- Drury Plaza Hotel St. Paul Downtown (105+tax). Reservations can be made online at druryhotels.com and entering group number 2443104, or by calling 1-800-325-0720 and referring to group number 2443104. The deadline to book a room under CGMC's block is Feb. 15.
- Double Tree by Hilton – St. Paul Downtown (\$149+tax). Reservations can be made online [here](#) or by calling the hotel at 651-291-8800. The deadline to book a room under CGMC's block is Feb. 18.

COVID UPDATE

The health and safety of our members is important to us. CGMC will comply with all state and local mandates and private business requirements related to the COVID-19 pandemic that are in effect at the time of the event. This may include requiring attendees to wear masks when not eating or drinking and/or requiring attendees to show proof of vaccination or a negative COVID test taken within 72 hours of the event.

QUESTIONS?

If you have any questions about Legislative Action Day or other CGMC events, please contact Julie Liew at jlliew@flaherty-hood.com or 651-259-1917.



Building a Better World
for All of Us®

*3A

MEETING MINUTES

Re: Proctor Monthly Meeting **Date of Meeting:** 1/19/2022
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
Char Jones - PUC

I. 6th Street and Almac Drive.

- A. George Lee's survey pins – Survey crew was onsite and found existing survey pins nearby. We needed to check in with those since they are recorded at County. Comps are almost done so new pins will be 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 – Char will check with Pat Casey to see if he has any comments or corrections to be made to the current GIS data. Matt will schedule a meeting with Pat and Char in Spring 2022 to discuss field locating efforts.
- B. PUC curb stop locations – Matt will follow up with Char and Pat to discuss how they would like to move forward. Char and Pat would like SEH to field survey locations of curb stops. SEH will provide an idea of number of blocks to be marked for SEH to pick up 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 Updates and Next Steps:
 - 1. Review Building Architecture Assumptions: Jay provided a list of responses to the building questions. SEH will look into heating options with cost comparisons and provide to the group.
 - a) SEH will bring examples for building exterior options to the next meeting.
 - 2. Final Design
 - a) SEH is proceeding with final design and will be putting a project schedule together to identify bidding and Council approval dates.
 - 3. MnPower – Matt sent updated exhibit to MN Power for easement coordination on 1/17.

4. Funding

- a) State Grant – Jess is working on grant execution this week.
- b) Coastal Grant – Grant award is mid February and City will find out at that time if they are successful.
- c) Rural Water Loan – City likely will not apply for this loan. Jess mentioned that it is a quick turnaround if the loan is eventually needed.

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.
- 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.

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 Ugastad Road to 9th Ave based on recent committee meeting.
- B. Next Steps
 - 1. Guidance committee –We will plan to meet again after the PUC has had a chance to discuss lighting for the project and after we hear back on if the city has been awarded the SRTS funding.
 - 2. Safe Routes to School application
 - a) Full Application – Application was submitted last week.
 - b) Award – Listed as 3/4/2022
 - 3. SEH to prepare funding comparison sheet for grant eligibility items after SRTS is known.
 - 4. Complete a preliminary assessment feasibility report if project will be assessed (after feasibility study)
 - 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.
 - 6. SEH and the city will look into Munger Trail connections to determine if additional funding is available for the project.

VII. Ugstad Road Development Site – No update this month.

VIII. School District Plan Review – No update this month.

- 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 update this month.
- B. WLSSD Annual Report
 - 1. Draft report is complete.
 - 2. Meeting scheduled with WLSSD after today's monthly meeting.
- C. 501 3rd Ave Sewer Lateral
 - 1. Video shows root intrusion, collapsed pipe, multiple connections – Matt sent draft Waiver Language since it's under a County road and multiple connections. Megan sent this to the homeowner and has not heard anything in response. Any updates? No.

X. Next Meeting – February 16, 2022 @ 9:00 am.

PROCTOR TOURISM COMMITTEE
MINUTES
October 27, 2021

*3C

Meeting was called to order by Mary Korich at 3:00 p.m.

Members present were Mary Korich, Jan Resberg, Jake Benson, and Sally Hedtke. Members absent were Ashley Johnson, Mary Nikko, Lisa Johnson, Bryn Pollard, and Ryan Jones.

APPROVAL OF MINUTES: Recommendation by Jake, seconded by Mary to approve the September 13, 2021 Minutes.

Ayes: Jan, Jake, Sally, Mary

APPROVAL OF AGENDA: Recommendation by Mary, seconded by Jake to approve the October 27, 2021 Minutes.

Ayes: Jan, Jake, Sally, Mary

COMMITTEE BUSINESS

Committee Membership 2022. Sally confirmed that Jan, Mary and Jake will continue as members on the Tourism Committee for 2022. Sally will contact current committee members to confirm whether they will remain on the committee in 2022.

Members discussed the committee make-up, number of members, and organizations that should be represented. Because Spirit Mountain and Best Western are in transition, we will keep the committee membership the same at this time. But the Committee would like to review by-laws, committee membership and their mission in 2022.

FINANCIAL BUSINESS

Recommendation by Mary, seconded by Sally to approve the Expense and Revenue Reports.

Ayes: Sally, Jake, Jan and Mary

Recommendation by Jake, seconded by Mary to approve the 2022 Tourism Budget.

Ayes: Jake, Jan, Mary and Sally

OTHER BUSINESS

Members discussed the event grant funding for 2022. The committee set funding priorities as new events, mid-week events, and Fall, Winter and Spring events.

Mary called an adjournment at 4:00 p.m.

NEXT MEETING: January 26, 2022 at 3:00 p.m.

PROCTOR POLICE CIVIL SERVICE COMMISSION

Minutes of meeting held Thursday, January 6th, 2022.

Minutes of Commission meeting held September 8th, 2021 were read and, “motion to approve as written,” by Chairperson Diane Giuliani, seconded by Commissioner Lori Anderson. Motion carried.

Present were Chairperson Diane Giuliani, Commissioners Lori Anderson and Steven Elder. Police Chief Kent Gaidis.

1. Civil Service Commission met Thursday January 6th, 2022 at 4:30 pm. at Proctor City Hall.
2. Discussion on updating job descriptions for Sgt. and Patrol Officer.
3. Discussion ensued in regards to the Chiefs interview of four candidates for Police Officer.
4. Motion by Commissioner Lori Anderson, “to give paperwork for a background check to applicants, Lucas Tedin and Chis Schrupp.” Seconded by Chairperson Diane Giuliani, motion carried.
5. Discussion about possible changes in Police applications regarding lateral hiring.
6. Discussion on our annual joint meeting with the Mayor and City Council members. The date of Monday, February 7th at 5 p.m. will be proposed.
7. With no further business to discuss, motion by Commissioner Steven Elder and seconded by Commissioner Lori Anderson, “motion to adjourn”, motion carried.

Adjourned meeting at 5:55 pm.

Respectfully submitted,

Steven Elder Secretary

Proctor Police Civil Service Commissioner.

cc. Chairperson Diane Giuliani,
Police Commissioner Lori Anderson,
Police Chief Kent Gaidis,
Police Sgt. Tim Redfield.
Proctor City Administrator Jess Rich.

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

6A

To: City Council

From: Jess Rich, Administrator

Re: City Engineering Services

The agreement for city engineering services between the City of Proctor and Short, Elliott Hendrickson Inc. (SEH) expired on December 31, 2021. SEH originally presented a new Supplement Letter Agreement for two years, 2022-2023. I requested they resubmit for a three-year term, 2022-2024, since the engineering services RFP process is scheduled in 2024 for a 2025 contract. The scope of the agreement did not change from previous years. Supplemental Letter Agreement attached.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Proctor ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective April 4, 2007, this Supplemental Letter Agreement dated January 1, 2022 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2022-24 City Engineering Services.

Client's Authorized Representative: Jessica Rich
Address: 100 Pionk Drive
Proctor, MN 55810
Telephone: 218.624.3641 **email:** jrich@proctormn.gov

Project Manager: Matt Bolf
Address: 418 W Superior St, Ste 200 | PO Box 229
Duluth, MN 55801-0229
Telephone: 218.279.3025 **email:** mbolf@sehinc.com

Scope: The Basic Services to be provided by Consultant:

SEH will provide City Engineering services as required.

Resident Project Representative Services: RPR services will be provided in accordance with attached Exhibit B.

Payment: Estimates of cost will be provided as services are required and will be invoiced by the hour. Email authorization of services will be acceptable under this SLA.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.

City of Proctor

By: 
Matt Bolf
Title: Client Service Manager

By: _____
Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Proctor (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 1, 2022

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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Exhibit B
to Supplemental Letter Agreement
Between City of Proctor (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 1, 2022

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
8. Records:
- (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
9. Reports:
- (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
12. Completion:
- (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

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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

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6B

To: Mayor Ward and Proctor City Council

From: City Administrator Rich

Re: General and Prosecuting Legal Services Agreement

John Bray and Shawn Reed have presented an agreement for general and prosecuting legal services. Mr. Bray has provided legal services to the City of Proctor for 20+ years and was chosen by the Proctor City Council during our recent request for proposals. Mr. Reed will be replacing Mr. Ron Envall who chose to not submit an RFP.

**AGREEMENT FOR LEGAL SERVICES
BETWEEN THE CITY OF PROCTOR, MINNESOTA
AND
BRAY & REED, LTD.**

THIS AGREEMENT, effective January 1, 2022, is by and between the CITY OF PROCTOR (hereinafter “City”) and BRAY & REED, LTD. (“BR”)

WHEREAS:

1. The City has need of the services of attorneys who are licensed to practice law in the State of Minnesota who are experienced and knowledgeable in matters involving municipal law and in criminal prosecutions to advise and represent the City;
2. John H. Bray is licensed to practice law in the state of Minnesota, and has significant experience in and is knowledgeable in municipal and related law;
3. Shawn B. Reed is licensed to practice law in Minnesota and has significant experience in and is knowledgeable in criminal prosecution work; and
4. The parties hereto desire to enter into a written agreement to set forth the terms, conditions, compensation, duties, responsibilities, and other matters relating to the BR’s services to the City as City Attorney and City Prosecutor,

NOW, THEREFORE, in consideration of the mutual undertakings herein, the parties hereto agree as follows:

1. ACCEPTANCE OF PROPOSAL

- A. The City does hereby retain, and designates John H. Bray (“Bray”) as the Proctor City Attorney, and Shawn B. Reed (“Reed”) as the City Prosecutor;
- B. Bray does hereby accept the position of Proctor City Attorney and Reed does hereby accept the position of City Prosecutor, and they agree to perform the

requirements of those positions, all on the terms and conditions hereinafter set forth;

- C. BR shall be engaged as independent contractors and not as a City employee.

BR is free to contract with other entities provided that such services for other entities do not constitute a conflict of interest, and do not conflict with the interests of the City.

2. DUTIES OF ATTORNEY

A. Jurisdiction and Conflicts of Interest

- 1) Should Bray or Reed be unable to handle the representation of City for a particular matter due to illness, conflict of interest, or other justifiable reason, another qualified attorney will be assigned by Bray or Reed in consultation with the City Administrator. The City reserves the right to disapprove of such assignment.

B. Scope of Services

BR shall perform and furnish the following legal services:

- 1) Consult with and provide advice to the City Council and City Administrator on matters of civil law;
- 2) Perform legal research and writing as required;
- 3) Attend and advise at regular City Council and Planning & Zoning Matters;
- 4) Draft City policies and ordinances as requested; and
- 5) In performing such services, the manner and standards of performance, procedures followed by legal and clerical staff, specific staff assigned to work on projects, and other matters incident to provision of services under

this agreement shall be under the sole control and direction of the City Attorney's office.

- 6) Reed shall perform all services necessary to carry out his function as City Prosecutor. In performing such services, the manner and standards of performance, procedures followed by legal and clerical staff, specific staff assigned to work on projects, and other matters incident to provision of services under this agreement shall be under the sole control and direction of the Prosecutor's Office.

3. TERM OF AGREEMENT

- A. This agreement is for a three (3) year term commencing on January 1, 2022, except as may be amended in writing based on the mutual agreement of the parties.
- B. BR shall serve at the discretion of the City, and may be terminated with or without cause by resolution of the City Council.
- C. Either party may terminate this contract on sixty (60) days written notice to the other party. In addition, either party may terminate this contract immediately and without advance notice in the event performance becomes impossible due to suspension or disbarment from the practice law, physical or mental impairment, or because continued performance would be contrary to law.
- D. In the event of a transfer of responsibility for legal services to a different attorney, BR shall work with and assist the new attorney to ensure an orderly, expedient and professional transition in the City's best interests.

4. PAYMENT

- A. The Attorney shall submit an itemized billing statement to the City Administrator on a monthly basis, which shall be paid by the City in the usual course of the City's business.
- B. The itemized billing statement shall identify the particular matter worked on, the person performing the work, the time invested, a description of work performed, and the date the work was performed.
- C. John H. Bray shall be paid on an hourly basis for the work performed and not included in paragraph 2, according to the following rates:

Attorney time: \$150.00 per hour

All items included in paragraph 2 shall be paid by way of a monthly return of \$1,700.00 for General Civil Services and \$2,500.00 for prosecution services

IN WITNESS WHEREOF, the City of Proctor by Resolution No. _____ of its
City Council has authorized execution of this Agreement on the date first above written.

BRAY & REED, LTD.

DATE: _____

BY: _____
John H. Bray
Attorney Reg. No. 209922
224 – Holiday Center
207 W. Superior Street
Duluth, MN 55802
(218) 727-8451

BRAY & REED, LTD.

DATE: _____

BY: _____
Shawn B. Reed
Attorney Reg. No. 0279043
224 – Holiday Center
207 W. Superior Street
Duluth, Minnesota 55802
(218) 727-8451

THE CITY OF PROCTOR

DATE: _____

BY: _____
Mayor of Proctor

ATTEST:

DATE: _____

BY: _____
Proctor City Administrator

Chad Ward
Mayor

City of Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
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Jess Rich
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6C

To: Mayor Ward and Proctor City Council
From: City Administrator Rich
Re: Salt Storage Greystone/Sourcewell Contract

We have received a proposal from Greystone Construction for the building material, supplies and installation of the City of Proctor Salt Storage building. The proposal and attached contracts/agreements were competitively solicited and awarded through Sourcewell. City engineer and city staff recommend approving the contract/agreements.



CONTRACT

(Labor and Material)

This Contract is entered into this **31st** day of **January 2022**, by and between Owner, and Greystone Construction Company, Contractor.

Owner	City of Proctor, MN	Sourcewell	
Address	100 Pionk Drive	Member ID:	17655
City State/Zip	Proctor, MN 55810	Phone:	218-624-9024
		County:	St. Louis

1. **The Work.** Contractor agrees to perform, and Owner agrees to accept, the work described below ("Work"), subject to the terms and conditions stated herein: **Furnish and install:**

65'x84' Britespan Atlas L10 Series Building per attached exhibits

which Work shall be performed at: Building Address: 704 Kirkus Street
City State/Zip: Proctor, MN 55811 County: St. Louis

2. **Contract Price.** Owner agrees to pay to Contractor for the Work the sum of **Two Hundred Thousand Thirty-Five Dollars and no /100** **(\$200,035.00)**, as adjusted by additions to and deletions from the Work that have been agreed to by the parties in writing.
3. **Payment Terms.** Payment of the Contract Price shall be made as follows:
Monthly Progress Billing will be issued and Due Net 30 from date of Invoice.
Payments due and unpaid hereunder shall bear interest from the date payment is due at the rate of **18%** or, in the absence thereof, at the legal rate prevailing at the place the Work is performed.
4. **Insurance.** Contractor shall secure and maintain a policy of commercial general liability insurance with coverage limits that are customary for the type of Work being performed. Owner shall secure and maintain policies of property and general liability insurance which include coverage for the Work. The parties waive all rights against each other and any of their agents and employees for damages caused by the other to the extent such damages are covered by any of the insurance policies required herein. Prior to the commencement of the Work, each party shall deliver to the other certificates of insurance evidencing the existence of the required insurance.
5. **Claims for Consequential Damages.** The Contractor and Owner waive claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.
6. **Covenant/Completion of the Work.** Contractor shall complete the Work in approximately **120** days from the execution of Contract. If the progress of the Work is delayed by inclement weather, delays in delivery of materials, acts of God or other casualties or causes beyond Contractor's control, then the time to commence and/or complete the Work herein shall be extended accordingly.
7. **Indemnification.** Contractor shall indemnify and hold harmless the Owner, its agents and employees, from and against any claims, damages, losses and expenses, arising out of or resulting from the performance of the Work, but only to the extent caused solely by the negligent acts or omissions of Contractor, its subcontractors, anyone directly or indirectly employed by Contractor.
8. **Warranty.** Owner agrees to look exclusively to the manufacturer for any warranties covering the materials (including any design and engineering requirements of the materials) used in the performance of the Work. Contractor makes no warranty, express or implied, regarding the materials or the design and engineering requirements of the materials. The manufacturer's warranty is expressly in lieu of all other warranties covering the materials, including any warranty of

merchantability or fitness for a particular purpose or use, which are hereby expressly disclaimed by Contractor. Owner agrees to complete any warranty registration cards required in order to activate any manufacturers' warranties, and to deliver the completed warranty registration cards to the Contractor upon completion of the Work. Contractor warrants only that its labor will be of good quality and workmanship and free of defects for a period of one (1) year from completion of the Work. Contractor does not provide, and shall not be responsible for, any of the design and engineering requirements of the Project, except as follows: _____. Owner agrees that all other design and engineering requirements for the Project shall be the Owner's responsibility.

- 9. **Remedy.** If Contractor breaches Contractor's labor warranty as set forth above, or if Contractor breaches this Contract, Owner's sole remedy against Contractor shall be the repair or replacement of the defective Work, at Contractor's option. Notwithstanding anything to the contrary herein, under no circumstances shall Contractor be liable to Owner, or to anyone else, for any costs or damages, including without limitation, any incidental, indirect, specific or consequential damages of any kind, resulting from Contractor's breach of warranty, or breach of this agreement, or from Contractor's negligence or other actions or failure to act, including without limitation, costs or damage resulting from defects in the Work.
- 10. **Permits by Owner.** Owner shall obtain and pay for the building permit and any other permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work.
- 11. **Condition of Site.** Owner shall provide Contractor with information regarding the condition of the site prior to commencement of construction, including surveys, soils reports and information regarding underground utilities, tanks or other buried equipment or obstructions. Contractor shall not be responsible for damage to underground utilities, tanks or other buried equipment or obstructions not disclosed to Contractor prior to commencement of the Work.
- 12. **Use of Site.** Owner shall provide Contractor with open access to the site for purposes of performing the Work. Owner shall maintain the site including access in and around the building in a manner that allows the contractor to complete the work without limitation for the duration of construction.
- 13. **Clean Up.** Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work.
- 14. **Governing Law.** This Contract shall be governed by the laws of the place where this project is located.
- 15. **Assignment.** Neither party may assign the Contract without the written consent of the other.
- 16. **Entire Agreement.** This Contract, together with attached Exhibits **A, B, & C** constitute the entire agreement between the Contractor and the Owner with respect to the Work. The Contract may be amended or modified only by writing signed by both of the parties.

OWNER: _____
By _____
Title _____
Date _____

This contract is not binding until signed by Greystone Construction Company. A copy of the executed contract should be sent to you within 10 days. If this contract is not accepted by Greystone Construction Company, the contract will become null and void and all down payments will be returned to you.

CONTRACTOR: _____
By _____

Its _____
Date _____



EXHIBIT A

Owner's Responsibilities:

- Promptly remove snow from base of cover and area surrounding building
- Do not allow storage or accumulation of any material that would come in contact with structural supports, walls or fabric cover.
- Proper ventilation is required to prevent condensation.

Standard Exclusions:

Building Permit	Dewatering
Site Surveys	Frost Ripping
Subsurface Investigation	Bedrock Excavation and Backfill
Unforeseen Subsurface Conditions	Utility Hookup Charges
Soil Correction Work	Winter Conditions
Contaminated Soil Clean up and Disposal	Winter Heat and Cover

Customer Signature _____ Date _____



Waiver

I hereby give Greystone Construction Company permission to use photographs and/or video footage taken of me, my or my company's property and/or statements made by me or my company, in any and all future productions and/or publications without remuneration or liability. I understand that the above may be used for promotional purposes, both nationally and internationally.

Furthermore, I give Greystone Construction Company permission to edit any of the aforementioned photographs, video footage and/or statements for brevity, clarity or aesthetic purposes.

COMPANY NAME: _____

YOUR NAME: _____

TITLE: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

SIGNATURE: _____

DATE: _____

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



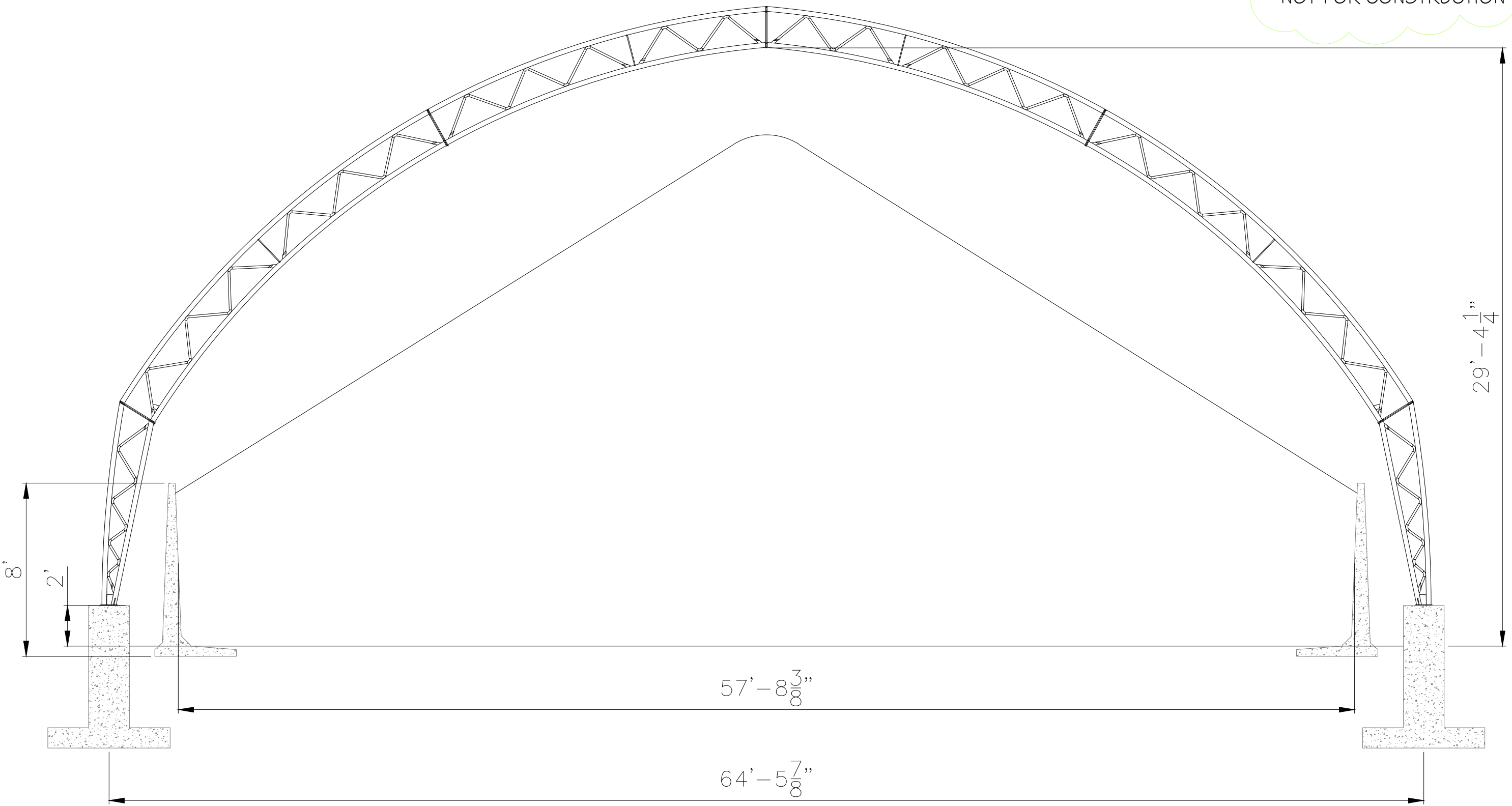
MARKET AND PANDEMIC PROVISIONS:

- 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

EXHIBIT C - PROFILE



120 N 3rd Street • Suite 225
Bismarck, ND 58001
P: 701.214.5883 • F: 701.214.6403
www.greystoneconstruction.com

500 S. Marshall Road • Suite 300
Shawnee, MO 64666
P: 866.966.2277 • TF: 866.742.6837



DATE:	12-7-20
NOT FOR CONSTRUCTION	
DRAWN BY:	ML
CHKD BY:	XX



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".

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
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 - Single piece cover design
- Building designed per ASCE7-10 (IBC 2015)
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See exclusions on following page



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- Union labor
- Sales Tax
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- 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

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

6D

To: Mayor Ward and Proctor City Council
From: City Administrator Rich
Re: MN DEED Main Street Economic Revitalization Program

I reviewed the Request for Proposals for Minnesota DEED's Main Street Economic Revitalization Program and summarized the program below:

- Informational Webinar is scheduled Tuesday February 8, 2022 at 11:00.
- Proposals due February 28, 2022
- Projects awarded March 2022 and need to be completed by December 2026
- Eligible recipient: means a: (1) business; (2) nonprofit organization; or (3) developer that is seeking funding to complete an eligible project. Eligible recipient does not include a partner organization or a local unit of government.

Based on this initial research, I believe the City of Proctor is not eligible to apply. However, I will attend the February 8 webinar to see if the program is appropriate for another Proctor organization.

Main Street Economic Revitalization Program

Request for Proposals

Important Dates

RFP Release: January 27, 2022 by 3:00 pm.

Informational Webinar or Meeting Information:

11:00 am – 12:00 pm, February 8, 2022. To join the meeting from your smartphone, tablet or computer click the Microsoft Teams meeting link [here](#) or use the audio only call in number +1 651-395-7448 (Phone Conference ID 289 689 5#)

All webinars will be recorded, and content will be made available online at <https://mn.gov/deed/about/contracts/open-rfp.jsp>.

Proposals Due: 4:00 pm, February 28, 2022

Proposals must be received via email by 4:00 pm on February 28, 2022. Proposals should be submitted by email to MSERP.DEED@state.mn.us in a single PDF file not to exceed 25mb in file size. Please avoid using a large number of image files, photos, and scanned documents in the proposal document as that greatly increases the file size.

The subject of the email line should be “MSERP – [Organization Name] – [Proposed Service Area]”

Grant Decision Made: March, 2022

Grant Decision Communicated: March, 2022

Contract End Date: December, 2026

Disclaimer: All costs incurred in responding to the Request for Proposal (RFP) will be borne by responder. This RFP does not obligate the State to award a contract or complete the project. The State also reserves the right to cancel the solicitation if it is considered to be in its best interests.

Alternative Format: Upon request, these materials will be made available in alternative formats.

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Grant Request for Proposal

INTRODUCTION

The Minnesota Department of Employment and Economic Development (DEED) is committed to empowering the growth of the Minnesota economy for everyone. DEED facilitates an economic environment to produce jobs and improve the quality of the state's workforce.

Objective of RFP

The Department of Employment and Economic Development, through its Economic Development Division is seeking proposals from qualified responders to establish economic revitalization programs that will provide leveraged grants and guaranteed loans to support economic development and redevelopment projects that deliver the most economic impact in communities with the greatest needs due to conditions that have arisen since March 15, 2020.

Successful efforts funded by this program will result in:

- the revitalization of corridors and main streets that have an outsized impact on businesses and surrounding communities,
- expanding the tax base of targeted communities,
- increasing the creation and retention of jobs relative to the local economy, and
- delivering a positive impact on diverse communities most severely harmed by the events of the last year.

In the proposals, organizations will define a service area that includes one or more commercial corridors and/or main streets within communities that have been impacted by conditions that have arisen since March 15, 2020. Proposals will demonstrate how these conditions have resulted in the need for these funds to spur investment and increase commercial activity within those identified commercial corridors or main streets.

Qualifying conditions include but are not limited to:

- Widespread property damage due to fire, flood, arson, civil unrest and/or natural disasters.
- One or more employer closures or multiple commercial space vacancies that have significant impact on the corridor or main street.
- COVID-19 impacts on travel, tourism, retail and accommodation.

Funds Available

As authorized in 2021 Minnesota Laws, 1st Special Session, Chapter 10, Article 1, Sec. 2, Subd. 2 (u) and Minnesota Statutes 116J.8749 up to \$80,000,000 is available for grants to partner organizations under the Main Street Economic Revitalization Program. A total of up to \$40,000,000 was available in the first round through an RFP issued on August 3rd. This is the second round of funding and a total of up to \$41 million is available.

Program funds will be made available to partner organizations in proportion to eligible demand with no more than 65% of funds awarded in any one region over the life of the program. The regions are defined

as either the 7-county metropolitan area or the area outside the 7-county metropolitan area ('Greater Minnesota').

The first round of funding awarded approximately 75% of round 1 funds to programs in the Twin Cities Metropolitan Area. Therefore to meet statutory requirements, DEED expects approximately 50% of the round 2 funds will be awarded for programs based in Greater Minnesota.

Technical Assistance

Technical assistance is available for interpreting instructions or preparing applications. Contact: MSERP.DEED@state.mn.us. Please review all available materials and responses to frequently asked questions before emailing your inquiry.

Each week, DEED staff will post responses to frequently asked questions on DEED's website by way of the Competitive Grants and Contracts page: <https://mn.gov/deed/about/contracts/open-rfp.jsp> and on the Main Street Economic Revitalization program page: <https://mn.gov/deed/business/financing-business/deed-programs/emergency-programs/economic-revitalization/>

SCOPE OF WORK

Overview

Eligible Partner Organizations

The following types of organizations are eligible to submit a proposal for grant funding as a partner organization:

- Foundations engaged in economic development
- Community development financial institutions
- Non-profit organizations engaged in housing and commercial development

Partner organizations must demonstrate that they have the scale, experience, qualifications and capacity to successfully implement a program that will result in the successful completion of multiple development and redevelopment projects within one or more commercial corridors and main streets in their defined service area. In addition, regardless of state or national affiliation, organizations must have Minnesota-based operations, staff, and services.

Organizations seeking to serve as a partner organization must demonstrate in their proposal they have secured funds for the specific purposes of this program or will do so within 15 months of being awarded grant funds. Existing assets not committed to this program and state or federal funds may not be used to meet this requirement. Matching funds can be in the form of lending capital, charitable donations, grants, local government contributions, insurance proceeds and cash contributions from the eligible recipient.

Partner organizations cannot receive financial assistance from this program for facilities or properties they own or lease. Partner organizations must establish a process of ensuring there are no conflicts of interest in determining awards under the program.

Local governments cannot receive funding from this program.

Eligible Uses

Partner organizations receiving grant funds from this program can use the funds to establish a program within one or more commercial corridors or main streets to provide assistance to eligible recipients and projects within a defined service area.

Leveraged grants and guaranteed loans can be used by eligible recipients for the following:

- Repair, or renovation of real property
- Building construction
- Landscaping and street scaping
- Demolition and site preparation
- Predesign and design
- Engineering
- Non-publicly owned infrastructure
- Related site amenities

Eligible project expenses do not include the purchase of real estate or business operations or business operating expenses, such as inventory, wages or working capital.

Per 2020 Minnesota Statutes 116J.871 prevailing wage requirements under Minnesota Statutes 177.41 through 177.44 apply to all recipients receiving more than \$200,000 in grants or \$500,000 in loan proceeds.

Program Administration Cost

A portion of the grant to a partner organization may be used by the partner organization for administration and monitoring of the program. The amount of administrative funds made available to a partner organization is based on the following formula:

Administrative Budget Formula

Total Leveraged Grants Allocation) X 4% = Program Administration Budget Allocation

Expenses directly related to implementing and running this program can include personnel, fringe benefits, travel, equipment, supplies and contractual. Expenses not directly related to delivering grant objectives but necessary to support this grant funded program can include administrative costs.

Administrative costs may include a portion of the following expenses: accounting, human resources, IT support, other general office expenses, executive or supervisory salaries and fringe, rent, facilities maintenance costs, utilities, Fleet vehicles, etc.

Leveraged Grants

Partner organizations can offer eligible recipients up to \$750,000 in state funded grants per project. A leveraged grant can cover up to 30% of the project cost and must be matched by an eligible recipient at 200% of the state's portion of the grant. Matching funds may include but are not limited to funds contributed by a partner organization, insurance proceeds from an eligible recipient, loan proceeds, private grants, cash contributions, donations, local government contributions, and the non-guaranteed

portion of a guaranteed loan from this program. The 200% matching portion of a leveraged grant cannot include state or federal funds.

The matching portion of a leveraged grant can be any combination of loans, grants, cash from the partner organization or from any other sources other than state or federal sources.

For a recipient to receive \$750,000 of state funds the total funding, including matching, will be equal to or greater than \$2.25 million with a total project cost of \$2.5 million. The additional \$250,000 matching minimum to reach the 70% minimum matching requirement does not have any source restrictions and can use state or federal funds.

If an eligible recipient is also receiving a guaranteed loan guaranteed by this program, the non-guaranteed portion of the loan can count towards the eligible recipient 200% minimum matching contribution.

Table 1. Example of a Leveraged Grant

Funding Source	Amount	% of total project cost
Leveraged Grant (State's contribution)	\$750,000	30%
200% minimum grant recipient's contribution (no state or federal funds) A. Partner organization contributions B. Insurance proceeds C. Private grants and donations D. Loans E. Cash F. Local government contributions G. Non-guaranteed portion of a state guaranteed loan	\$1,500,000	60%
Additional matching minimum (can include state and/or federal funds)	\$250,000	10%
Total minimum project cost	\$2,500,000	100%

An eligible project must have secured commitments for all required matching funds and all required development approvals before a leveraged grant may be distributed.

Guaranteed Loans

Partner organizations can offer eligible recipients up to \$2,000,000 in guaranteed loans that are guaranteed by the state up to 80% of the value of the loan. Loan capital must be sourced from non-state or federal sources.

Loan guarantees are for a maximum period of 15 years from the origination of the loan. DEED will use state funds to reserve an equivalent of up to 25% of the value of the guarantee in a loan guarantee trust fund to pay out defaulted loans. If guarantee claims exceed fund levels, guarantees will be paid out on a pro rata basis. The guaranteed portion of the loan may be subordinate to other loans made by lenders in the overall financing package. The full terms and conditions of loan guarantees offered by this program can be found in [Form 2](#).

An eligible project must have all required development approvals before a guaranteed loan may be distributed.

As part of the proposal, organizations seeking a lending capacity allocation will complete a separate lender enrollment form and attach it to the proposal. The lender enrollment form is included as [Form 2](#) in the RFP.

Requesting a Guaranteed Loan Allocation

Proposals may include a request for the total amount of lending capacity their program will utilize. This in turn will determine the amount of loan guarantees that will be set aside for the partner organization and the expected amount of state funded contributions to the loan guarantee trust fund that will originate from loans made by partner organization.

The amount of loans made and the status of the trust fund will be updated on a quarterly basis and the information made available on DEED's website.

Table 2: Example of a Guaranteed Loan Lending Capacity Allocation

Requested Lending Capacity (max \$2m per loan)	\$10,000,000
Total Loan Guarantees (80%)	\$8,000,000
Loan Guarantee Trust Fund Set-Aside (25% of Loan)	\$2,500,000

Table 3: Example of A Guaranteed Loan

Guaranteed Loan	\$2,000,000
Guaranteed portion (80%)	\$1,600,000
Loan Guarantee Trust Fund Contribution (min 25%) – State Funds	\$200,000
Total Non-State Dollars	\$2,000,000

Collaboration

Proposers are encouraged to establish programmatic and co-financing partnerships with organizations that will assist with community outreach, review, awarding and the financing of eligible projects while ensuring there are no conflicts of interest in the award decision and grant monitoring process.

Partner organizations cannot award grants or loans to projects owned by that partner organization or its Main Street program partners. Main Street program partners cannot request or receive funds from the partner organization they are collaborating with. This is considered a conflict of interest and is prohibited.

Partner organizations and their program partners can request and receive funds from a separate partner organization they are not affiliated with or directly collaborating with as long as the grantor partner organization meets all conflict of interest requirements when making award decisions.

Any organization affiliated with another Mainstreet Program funded revitalization program applying for grants or loans from another program will have to meet all the same requirements as any other eligible recipient.

Matching Funds

Partner organizations must have matching funds secured or do so within the 15-month period following the awarding of grant funds. Matching funds may include but are not limited to funds contributed by a partner organization, funds contributed by a financing partner, local government funds, or cash contributions by eligible recipients including insurance proceeds from an eligible recipient. Matching funds cannot include state or federal funds.

Matching funds can take the form of cash contributions such as grants or the proceeds of loans offered by the partner organization or its financing partners, local governments, or the proceeds of loans or equity secured by eligible recipients. Leveraged grants can be matched with loan proceeds or cash.

An eligible project must have secured commitments for all required matching funds and all required development approvals before a leveraged grant or the proceeds of guaranteed loan may be distributed.

Tasks/Deliverables

Partner organizations will be responsible for establishing and implementing a Main Street Economic Revitalization program within a defined service area that targets eligible recipients in one or more specific eligible commercial corridors identified in the proposal. Task and deliverables include:

- Establish an economic revitalization program targeting the service area. This includes but is not limited to developing forms, instructions, marketing material, review and award processes, monitoring, reporting and close out processes and forms.
- Conduct marketing and outreach of the program and partner with trusted community organizations to raise awareness of the opportunity. Partner organization will ensure marketing and application materials are available in multiple languages that reflect the communities which the program is targeting.
- Provide directly or partner with local organizations to provide technical assistance to potential eligible recipients who are seeking to request financial assistance from this program.

- Establish a process, including all needed forms and templates, by which eligible recipients can request financial assistance from this program.
- Establish a project application review and award process that ensures there is no conflict of interest in making award decisions and that provide opportunities for community review and input.
- Provide ongoing monitoring of funded projects to ensure eligible recipients are following all guidelines and requirements.
- Submit quarterly program and fiscal reports to DEED that report on grants and loans made, individual project status, projects completed, and other outputs and outcomes as required by DEED.
- Actively participate in evaluation and data collection efforts that assess the impact of this initiative.

Target Population

This program seeks to spur investment that results in a positive and transformative impact in communities with the greatest needs having arisen since March 15, 2020.

The proposal should address how this program will serve diverse populations including racial and ethnic communities, including American Indians, LGBTQI communities, people with disabilities, veterans, low-income communities, and rural communities.

In addition, proposals should present a robust community engagement and equity plan as part of their program design and work plan that ensures individuals and diverse communities living and working in the service area have awareness of these efforts, what opportunities they will have to be included in the project review and funding decision process, and how the results of this work will be communicated back out to those individuals and communities.

PROPOSALS

Proposals must conform to all instructions, conditions and requirements included in the RFP. Responders are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the Proposal are at the Responder's risk and may, at the discretion of the State, result in disqualification of the Proposal. Acceptable Proposals must offer all services identified in *Scope of Work* and agree to the contract conditions specified throughout the RFP.

Narrative Format

The submitted narrative must address all sections in the [Evaluation Criteria](#) and must meet the following specifications:

- 11 point font (Calibri)
- No more than 15 single-sided, double spaced pages with 1" margin on all four sides
- Cover Letter and Proposal Summary (see [Form 1](#))
- Proposal Summary, required forms, and letter do NOT count toward the 15-page limit.

Proposers are encouraged to use the tables and worksheets provided in Form 1- Proposal Summary within the body of narrative sections as needed and where relevant.

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

6E

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

Date: January 24th, 2022
To: City Council
From: Tourism Committee
Re: 2022 Sponsorship

On January 24th, 2022, the Tourism Committee unanimously approved sponsoring the Fair Association in 2022, and recommend that the City Council approves the sponsorship to the Fair Association in the amount of \$8,000.00



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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6F

To: City Council
From: Negotiations Committee – City Councilor DeWall and City Councilor Johnson
Re: Liquor Store Clerks Non-Affiliated Wage Increase

The negotiating committee is recommending 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 we settled on a 2022 3% increase for the bargaining units. Original 2020-2022 scale attached as well as the revised reflecting the additional 1%.

LIQUOR STORE NON-AFFILIATED CLERKS

Effective 01/01/2020 2% Increase

Effective 01/01/2021 2% Increase

Effective 01/01/2022 3% Increase

	2020	2021	2022
START	\$10.77	\$10.99	\$11.31
520 HOURS	\$11.05	\$11.27	\$11.60
1040 HOURS	\$11.30	\$11.53	\$11.87
2080 HOURS	\$11.58	\$11.81	\$12.16
** 18 MONTHS	\$11.85	\$12.09	\$12.45
36 MONTHS	\$12.38	\$12.63	\$13.00

It is agreed that the progression to the eighteen-month level shall be six (6) calendar months from the attainment of 2080 hours.

It is also agreed that there shall be \$1.00 per hour Shift Differential for all hours worked on Sunday.

Chad Ward

Date

Andrew Brunner

Date

Mayor

Liquor Store Manager

Attest:

Jess Rich

Date

City Administrator

LIQUOR STORE NON AFFILIATED CLERKS

Effective 1/1/2020 2% Increase
Effective 1/1/2021 2% Increase
Effective 1/1/2022 2% Increase

	Current	1/1/2020	1/1/2021	1/1/2022
Start	\$ 10.56	\$ 10.77	\$ 10.99	\$ 11.21
520 HOURS	\$ 10.83	\$ 11.05	\$ 11.27	\$ 11.50
1040 HOURS	\$ 11.08	\$ 11.30	\$ 11.53	\$ 11.76
2080 HOURS	\$ 11.35	\$ 11.58	\$ 11.81	\$ 12.05
**18 MONTHS	\$ 11.62	\$ 11.85	\$ 12.09	\$ 12.33
36 MONTHS	\$ 12.14	\$ 12.38	\$ 12.63	\$ 12.88

** It is agreed that the progression to the eighteen * month level shall be six (6) calendar months from attainment of 2080 hours.

It is also agreed that there shall be \$1.00 per hour Shift Differential for all hours worked on Sunday (Non Union)



Chad Ward
Mayor



Andrew Brunner
Liquor Store Manager

Attest:



City Administrator

Chad Ward
Mayor

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6G

To: City Council
From: Negotiations Committee – City Councilor DeWall and City Councilor Johnson
Re: Non-Affiliated Jessica Buhs Contract

The negotiating committee is recommending a 2022 3% pay increase (as was for other employees) 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. Her contract expired 12/31/2021.

EMPLOYMENT AGREEMENT BY AND BETWEEN
THE CITY OF PROCTOR AND JESSICA BUHS

The City of Proctor ("City") and Jessica Buhs ("Employee") enter into the following Employment Agreement:

Jessica Buhs has agreed to employment with the City in the position of Police Records Clerk; and

The City of Proctor is willing to offer and Jessica Buhs is willing to begin employment with City in said position, the parties do agree to the following terms of part-time/vacation relief employment:

1. Period:

January 1, 2022 to December 31, 2022

2. Performance and Salary Reviews:

To be reviewed annually, per 204 "Personnel Policy" of the City Ordinances (in effect as of inception date of this Agreement).

The terms of this employment shall be according to the conditions prescribed in the above section of the Proctor City Ordinances, except as noted or modified below:

3. Work Week:

Averaging 24 hours/week and up to 40 hours/week when covering for vacation.

4. Overtime:

In accordance with 204.05, subd. 1, subd. 2,. Overtime to be compensated either in the form of overtime pay or compensatory time off. Time worked more than eight (8) consecutive hours, except for time out as a lunch period, shall be considered overtime and paid for at the rate of one and one-half times the regular straight time rate of pay.

Employee may elect to receive, in accordance with the Fair Labor Standards Act Amendments of 1985 and in lieu of overtime compensation, compensatory time off at a rate equivalent to the overtime rate earned, but not less than one and one-half (1 & ½) hours for each hour of employment for which overtime compensation is required by this Article. Such compensatory time off may be accrued to a maximum of seventy-two (72) hours during the calendar year. At the end of the calendar year the maximum accrual shall be thirty-five (35) hours. Additional overtime hours of work shall be paid overtime compensation. An employee who has accrued compensatory time off shall be permitted to use such time requested when mutually agreeable.

Employee shall be entitled to be paid a minimum of two hours pay at the appropriate overtime rate in the event she is called back to work after a period of released time.

When required to perform work on holidays, work shall be paid at one and one-half times the regular rate of pay plus applicable holiday pay. Work performed on Sundays shall be paid at one and one-half times the regular rate of pay.

5. Vacation:

A. Vacation with pay at the employee's regular rate will be allowed each clerical employee according to the following schedule:

1 st year of service:	2 hours per month
2 nd through 5 th year of service:	4 hours per month
6 th through 12 th year of service:	6 hour per month
13 th through 19 years of service:	8 hours per month
20 th year of service and thereafter:	10 hours per month

Maximum vacation accumulation shall be 1.5 times the amount of vacation earned in one year or 168 hours, whatever is greater; provided at least one-half of vacation earned in a calendar year is taken in that calendar year.

B. All of the Employee's unused vacation accrual, upon separation from the City, shall be deposited into the Employee's Post Employment Retirement Health Care Savings Plan.

6. Sick Leave

Employee shall receive 4.8 hours of sick leave per month, which can be accumulated to a maximum of 624 hours.

If the employee does not use a full shift of unscheduled sick leave within a six (6) month period, she shall receive 4.8 hours of their hourly pay, not to exceed 9.6 hours per calendar year, and it shall be deposited into their Minnesota State Retirement Post-Retirement Health Care Savings Plan, at no loss to that employee's sick leave accrual balance.

7. Funeral Leave

In accordance with 204.09, 3 days without a loss of pay; with a possibility of 2 additional days is necessary for travel or personal reasons.

8. Insurance Premium

It is agreed upon by both parties that no insurance coverage is provided as the position is exempt from Section 1. City Code, Section 201.10, entitled "Insurance Program" and does not qualify for insurance coverage.

9. Holidays

Employee shall receive 5 hours of pay for holidays.

For the purpose of this Agreement, the following days shall be paid holidays:

New Year's Day	Martin Luther King Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Veteran's Day	Thanksgiving Day
Christmas Eve Day	Christmas Day

When a holiday falls on a Saturday, the preceding Friday will be treated as the holiday. When a holiday falls on a Sunday, the following Monday will be treated as the holiday.

10. Personal Leave

Employee shall receive 19 hours of personal leave time per year.

11. Professional Development

City agrees to pay reasonable educational expenses incurred when such education is required.

12. Salary

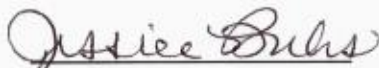
January 1, 2022

\$19.47/hr

13. Appointment, Termination, Discipline

Employee is covered by the Police Civil Services Commission Rules and Regulations with regard to terms of employment. Upon Employee providing two (2) weeks' notice of retirement or separation from the City, the Employer will execute the language set forth in Article 5 paragraph B of this contract.

Dated: 1/31/2022


Jessica Buhs

Chad Ward, Mayor


Kent Gaidis, Chief of Police

Jess Rich, City Administrator

**NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE (NMUSAF)
COMMUNITY STATIC DISPLAY LOAN PROGRAM**

2022 LOAN AGREEMENT, SDA0159

1.0. Parties. The United States of America or "the Government," represented by the National Museum of the United States Air Force (NMUSAF), and collectively referred to hereinafter as "the Lender," hereby establishes with the **CITY OF PROCTOR**, hereinafter called "the Borrower," incorporated and operating under the laws of the State/Country of **MN** and located at **PROCTOR** a Loan Agreement hereinafter called "the Agreement" for Department of the Air Force (DAF) historical property. This Agreement is entered pursuant to Public Law 80-421 [10 United States Code (USC) §2572], and any amendments thereto, and is effective for the period commencing 1 April 2022 and ending 31 March 2024. This Agreement is not transferable.

2.0. Borrower Obligations/Costs. The Borrower has applied, in writing, for the loan of DAF historical property, and hereby agrees to be responsible for all arrangements and, in accordance with 10 USC §2572, is required to pay all costs, charges and expenses associated with the loan of this property, including, but not limited to, the cost of preparation, demilitarization, hazardous material removal, disassembly, packing, crating, handling, maintenance, repair, restoration, transportation, and all other actions incidental to the use and/or movement of the loaned property to or from the Borrower's location.

3.0. Loaned Property. The NMUSAF shall loan to the Borrower the historical property identified in the inventory report, which has been included in the loan package and is incorporated into this Agreement by reference as if fully rewritten herein (hereinafter the "Property"). The Borrower accepts the Property on an "as is, where is" basis, and the Lender makes no warranties, expressed or implied, as to the Property's condition, fitness for any particular purpose, or other warranty of any kind.

4.0 Loan Conditions.

4.1. The Borrower agrees that the Property shall be used for static display purposes only. Loaned aerospace vehicles will not be flown or restored to flying condition under any circumstance, nor will they be licensed with the Federal Aviation Administration (FAA). The Borrower shall not remove any parts from loaned aircraft except as directed in paragraph 4.2. Relocation of the Property for temporary special events (parades, ceremonies, air shows, etc.) is not authorized under any circumstances. No decorations of any type, for any purpose (special event, seasonal display, ceremonies, etc.) are authorized to be displayed on any of the Property. The Property shall not be used in a manner that provides the appearance of endorsement by the DAF of any non-federal entity or political candidate, or the expression of a political viewpoint of any kind.

4.2. The Borrower agrees to allow the Lender to remove parts from loaned aerospace vehicles for the NMUSAF or military requirements, upon written direction from the NMUSAF. Such parts are generally internal in nature and removal or replacement should not alter the external aesthetic appearance of the aerospace vehicle.

4.3. The Borrower shall not part with possession of the Property or any component of the Property in any manner to any third party either directly or indirectly. The Borrower shall not enter into any negotiations with a third party regarding any future disposition of the loaned material, in whole or in part.

4.4. The Borrower agrees to all of the following: to use the Property in a careful and prudent manner; to not modify the Property in any manner, without prior written permission of the Lender, which would alter the original form, design, or the historical significance of said Property; to perform routine maintenance to include, but not limited to, annual upkeep, periodic painting, tire inflation, repair of damage, day-to-day care and management of the Property, so as to provide an acceptable appearance and to not reflect negatively on the Lender; and to display and protect the Property in accordance with the instructions set forth in Attachments 1 and 2, which are incorporated into this Agreement by reference as if fully rewritten herein.

4.5. The Borrower agrees that any additions, modifications or alterations that improve the Property become part of said Property and are owned by the NMUSAF.

4.6. Interior access to loaned aerospace vehicles (cockpit, cargo areas, etc.) for purposes other than maintenance or restoration work by persons other than staff or authorized maintenance personnel is prohibited. This is to ensure not only the integrity and preservation of the aircraft, but more importantly, the safety and security of the public.

5.0. Use as Security, Sale or Lease. The Borrower agrees not to use the Property as security for any loan, and not to sell, lease, rent, lend or exchange the Property under any circumstances.

6.0. Professional Photography. The Borrower shall not make or allow the use of the Property for any commercial purpose, including, but not limited to, use of the Property for still photography, motion picture, television or video production, without prior written approval from the Lender. Photography or video created by the Borrower for general promotion of the institution's collection online or in organizational materials is permitted. (Note – permission is not granted for fundraising events or anything that could imply endorsement by the DAF or the NMUSAF.) Casual photography or video created by visitors for personal or non-promotional use is permitted.

7.0. Incident Reporting. The Borrower shall, within one (1) working day of discovery, notify the Lender of any instance of loss, damage or destruction of the Property.

8.0. Title. The Borrower shall obtain no interest in the Property by reason of this Agreement and title shall remain with the Lender at all times.

9.0. Receipt, Custody & Liability.

9.1. This Agreement shall be executed prior to the Borrower accepting physical custody of the Property or on or before 1 April 2022.

9.2. The Borrower agrees to provide a receipt to the Lender at the time it assumes physical custody of the Property (unless the Property is already in its possession).

9.3. The Borrower agrees that it is strictly liable for up to the full replacement value (FRV) of the Property, as identified in the inventory report, and to accept such liability upon assuming physical custody of the Property or execution of this Agreement, whichever occurs first.

9.4. The Borrower agrees to waive any right to contest the FRV in any legal proceeding. The FRV of the Property is as identified in the inventory report or, if not identified in the inventory report, the FRV otherwise identified at the sole discretion of the NMUSAF.

9.5. The Borrower agrees that if the Property, or any portion thereof, has been irreparably damaged, destroyed, or stolen the NMUSAF may direct the Borrower to either replace the Property with an historical item of equal value to the satisfaction of the NMUSAF or require monetary reimbursement equaling the FRV. In the event of less than total loss to the Property, or any portion thereof, the Borrower agrees to repair/replace the damage to the Property to the satisfaction of the NMUSAF or reimburse the NMUSAF for the full value of the damage, as determined by the NMUSAF. The election of a remedy under this subparagraph is at the sole discretion of the NMUSAF. This subparagraph is not intended to waive or limit the Government's rights and remedies, legal or equitable, and the Government reserves all such rights and remedies.

9.6. The Borrower agrees to place the Property on exhibit within ninety (90) days from the date it takes physical custody, or as otherwise mutually agreed upon.

10.0. Borrowers Responsibilities.

10.1. The Borrower agrees to indemnify, hold harmless, and defend the Lender from and against all claims, demands, actions, liabilities, judgments, costs, and attorney's fees, arising out of, claimed on account of, or in any manner predicated upon personal injury, death, or property damage caused by or resulting from possession and/or use of the Property.

10.2. The Borrower agrees to report, as requested, to the Lender on the condition and location of the Property. Further, the Borrower agrees to allow authorized Department of Defense representatives access to the Borrower's records and facilities to assure accuracy of information provided by the Borrower and compliance with the terms of this Agreement.

10.3. The Borrower agrees to return said Property to the Lender on termination of this Agreement or earlier, if it is determined that the Property is no longer required, at no expense to the Lender and according to terms determined by the Lender. In the event of a partial termination, the Borrower agrees to the return of all items of the Property subject to the partial termination, at no expense to the Lender, and according to terms determined by the Lender.

11.0. Initial Loan Agreement Requirements.

11.1. The Borrower agrees to furnish the Lender a CD/DVD containing digital images of the Property within fifteen (15) days of taking physical possession of the Property. The image file name must be the accession number for that item (e.g. SD-2000-0123.JPG). For aircraft and ballistic missiles, images will include views showing all external surfaces including tail number and all accessible interior areas including instrument panels, avionics racks and equipment, aircrew, passenger, cargo and payload compartments, wheel wells, and bomb bays. Digital images for all other artifacts will be of sufficient detail to ensure positive identification of each object.

11.2. The Borrower shall arrange insurance coverage for the Property on an all-risk, wall-to-wall basis, at a minimum, for an amount that equals the total agreed upon FRV for all items in the inventory report, plus any additional amount to cover the inventory that does not have an identified FRV, so long as the Property remains in its possession. The Borrower further agrees to furnish the Lender proof of said insurance. For Borrowers with private insurance coverage, proof shall constitute a copy of the insurance certificate from the commercial provider, noting any deductible, and showing coverage up to the FRV of the Property and any additional coverage for Property that does not have an FRV identified in the inventory report. For self-insured organizations, proof shall constitute a written and signed statement attesting to its ability to reimburse the Government for the FRV of the Property (as identified in the inventory report and/or as determined by the NMUSAF).

12.0. Annual Loan Renewal Requirements.

12.1. The Borrower agrees to furnish the Lender a CD/DVD containing current digital images of all Property. The image name must be the accession number for that item (e.g. SD-2000-0123.JPG). Digital images of aircraft and missiles will provide general views to include sufficient detail to show the overall condition and tail number of the airframe. Digital images for all other artifacts will be of sufficient detail to ensure positive identification of each object and its current condition.

12.2. The Borrower agrees to furnish the Lender proof of insurance as required in subparagraph 11.2 for each renewal period.

12.3. The Borrower agrees to furnish a signed inventory as provided by the Lender with the annual renewal package, which accurately reflects the Property in its possession. Discrepancies in the inventory provided by the Lender shall be noted on the inventory report by the Borrower to the extent that such notes accurately reflect the current inventory held by the Borrower. In the event of a dispute, the Lender shall make the final determination of the current inventory on or near the renewal date and document the NMUSAF records accordingly.

13.0. Display/Maintenance Requirements.

13.1. No aircraft will be renovated, reconfigured, painted, have markings changed, or tail number altered, or any parts added, removed, or replaced as part of a planned restoration effort without prior written approval from the NMUSAF.

13.2. The Borrower agrees that all aircraft, missiles and artifacts on display will have an identification sign adjacent to each display. For aircraft and missiles note the type, model, and serial number. If the aircraft or missile has been reconfigured, markings changed, or serial number altered after acquisition for display purposes, it will be stated on the sign and noted in all records as follows:

“The (item) on display is actually (nomenclature), Serial No. _____, but painted and marked to depict (nomenclature), Serial No. _____, assigned to the (Unit and/or person) in (location or theater) during (year).”

13.3. The sign will state that the item is part of the NMUSAF collection as follows:

"This (artifact/object) is on loan from the National Museum of the United States Air Force."

13.4. For aircraft on which the serial number has been altered for display purposes with prior written approval, the mission, design and series (e.g. F-100C or F-4C) along with the original serial number will be stenciled in two inch letters using contrasting paint colors on the fuselage under the horizontal stabilizers.

13.5. All record keeping will reflect the true serial number.

14.0. Radioactive Components. In accordance with Attachment 1, (“NMUSAF Loan and Static Display Programs’ Instructions for Preparation and Maintenance of Aerospace Vehicles”), if, upon inspection, it is determined radioactive items have been installed or reinstalled on the Property while in possession of the Borrower, the Borrower will pay the cost of removal of the radioactive items and any decontamination required.

15.0. Loan Termination.

15.1. The Borrower agrees to return the Property to the NMUSAF upon expiration of this Agreement or earlier, the Borrower terminates the agreement prior to expiration of this Agreement or the NMUSAF terminates this Agreement for cause, at no expense to the NMUSAF. The return of all or any part of the Property will be made to the NMUSAF at Wright-Patterson AFB, OH; the Aerospace Maintenance and Regeneration Group at Davis-Monthan AFB, AZ; or a location determined by NMUSAF upon termination of this Agreement or earlier. The Borrower shall be responsible for paying all freight, storage, crating, handling, transportation, demilitarization, and/or other costs or charges associated with any return.

15.2. The failure of the Borrower to observe any of the conditions set forth in this Agreement and Attachments 1 and 2 thereto shall be sufficient cause for the Lender to terminate the loan and repossess the Property. Repossession of all or any part of the Property for such cause by the Lender shall be made at no cost to the Government; the Borrower shall be responsible for paying all maintenance, freight, storage, crating, handling, transportation, demilitarization, and/or other costs or charges attributable to such repossession.

15.3. In the event the loan is terminated for any reason, the provisions of this Agreement will remain in effect until all of the Property, or in the event of a partial termination that portion of the Property at issue, has been relocated and in a condition that is satisfactory to the NMUSAF.

15.4. Termination of the loan and subsequent repossession of all or any part of the Property at the option of the Borrower shall require no less than thirty (30) days advance notice to the Lender in writing. This requirement may be waived by the Lender only through the provision of a written waiver to the Borrower prior to the return of the Property. If this Agreement is terminated at the option of the Borrower, the Borrower is responsible to bear all expenses associated with moving, reclaiming, and/or demilitarizing the Property.

15.5. The Lender reserves the right to terminate this Agreement without cause, in all or part, and to recall the Property. The Lender will provide a written thirty (30) day notice of intent to recall to the Borrower. In the event of recall, movement of the recalled Property from the Borrower's site will be accomplished at the Lender's expense.

16.0. Dispute Resolution. In the event a dispute arises between the parties over the terms and conditions of this Agreement reasonable attempts will be undertaken to resolve the matter through negotiation between the parties or persons appointed, in writing, by the parties. This Agreement shall be construed and interpreted in accordance with federal law. If any provision herein is held unlawful or otherwise unenforceable by the Court any remaining provisions shall be considered divisible and remain in full force and effect. In the further event that negotiations fail to reach a resolution, the parties agree that the Federal District Court for the Southern District of Ohio, at Dayton, Ohio, will be the exclusive venue for resolving such disputes.

Executed on behalf of the Lender this Tenth Day of January, 2022, at Wright-Patterson AFB Ohio.

By: 
MELISSA SHAW

Title: Community Static Display Program Administrator

Agency: National Museum of the United States Air Force

Address: NMUSAF/MUC
1100 Spaatz St
Wright-Patterson AFB OH 45433-7102

Telephone: (937) 255-8839

Email: melissa.shaw@us.af.mil

ACCEPTANCE

The Borrower, through its authorized representative, hereby accepts responsibility of the Property subject to the terms and conditions contained in this Agreement set forth above. The Borrower certifies that they have read, understand and acknowledge that concealing a material fact and/or making a fraudulent statement in dealing with the federal government may constitute a violation of federal law in accordance with 18 USC §1001.

Executed on behalf of the Borrower this _____ day of _____, 2022, at _____.

CITY OF PROCTOR
(Name of Borrower/Organization)

By: _____
(Signature)

(Typed or Printed Name & Title)

Address: _____

Telephone: _____

Email: _____

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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61

To: City Council
From: City Administrator Rich and Chief of Police Gaidis
Re: Equipment Donation

Resolution attached to accept the donation of the following equipment to the Proctor Police Department:

The Byrna SD (Self Defense) is the successor of the Byrna HD. It has been re-engineered for optimal performance. Powered by compressed air (CO2), the Byrna SD shoots .68 caliber round kinetic and/or chemical irritant projectiles that can disable a threat from up to 60-feet away. It is an incredibly powerful and non-lethal self-defense weapon.

The Byrna SD is not classified as a firearm therefore does not require a permit or background check to own. Must be 18 or older to purchase.



Chad Ward
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RESOLUTION 05-22

A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, the City of Proctor is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to donate the following to the city:

<u>Name of Donor</u>	<u>Donation</u>	<u>Amount/Value</u>
Dead on Arms Inc	Byrna Live Safe Non-Lethal SD	\$399.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Terms or Conditions</u>
None

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Proctor, Minnesota this 7th day of February 2022.

Mayor Chad Ward

Attested:

City Clerk Jess Rich

Chad Ward
Mayor

City of Proctor

COUNCILORS
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City Administrator

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6J

To: City Council

From: Jess Rich, Administrator

Re: Surplus Equipment

Efforts to clean and organize the back studio are continuing. The following list includes items no longer needed, unrepairable, or available to be sent for public auction. The items have minimal value. Resolution attached declaring the equipment surplus and to liquidate or dispose of at the discretion of city staff.

Chad Ward
Mayor

City of Proctor

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RESOLUTION 06-22

DECLARATION OF SURPLUS ITEMS

WHEREAS, the City of Proctor (the “City”) has an attached inventory list of various miscellaneous items at little value.

WHEREAS, the City has declared these items to be surplus; and

WHEREAS, the City directs City Hall Staff to dispose of these items as deemed necessary.

Declared and adopted this 7th day of February 2022.

Chad Ward
Mayor

Attest:

Jess Rich
City Administrator

CITY OF PROCTOR
CORPORATE SEAL

1894

INVENTORY OF SURPLUS IN STUDIO

1. Brown wheeled office chair
2. Mail slot cabinet w/ 10 slots
3. Dymo Label Writer 400 Turbo
4. Alarm clock
5. Tension rod
6. Orange camera case
7. Red/grey office chair w/ arms
8. 6-shelf metal unit (approx. 5 ft)
9. Misc. blue/green/tan material/cloth
10. 6-shelf metal unit (approx. 6 ft)
11. (2) office desks (approx. 2x4 ft)
12. (3) black brackets
13. (2) 5-cabinet storage w/ sliding covers
14. Black Schwinn Frontier adult bike
15. Blue/black adult bike (unable to decipher brand)
16. Purple/white Apollo Dazzler kids bike
17. Blue/black Hyper Shocker kids bike
18. Purple/black Ascent EX Diamond Back adult bike
19. (3) small plastic display racks
20. (9) large CD slip sleeve cases
21. (6) magazine file bins
22. (2) Apple computer screens/keyboards/wireless mouse
23. Apple corded mouse
24. (4) Panasonic Tough Books
25. Toshiba Laptop
26. 4-shelf metal/plywood unit (approx. 6 ft)

Chad Ward
Mayor

City of Proctor

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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

6K

To: City Council

From: Jess Rich, Administrator

Re: Golf Course Management

The City of Proctor Golf Course Management Request for Proposals was published, posted, and emailed to three interested parties. One proposal was received.

The Golf Course Advisory Committee met on Wednesday February 2, 2022, and unanimously voted to recommend the Proctor City Council authorize the negotiating committee to meet with Mr. Jason Klatte to negotiate the terms and conditions of a management agreement. The negotiating committee hopes to have a proposed contract to the council for Tuesday, February 22, 2022, city council meeting.

Introduction

Hi, I am Jason Klatte. I have been in the Golf Business my whole life. It started when I was born in Phoenix, Arizona; my father owned an 18-hole golf course in Casa Grande. My grandfather in 1960 took the family farm and built it into an 18-hole golf course in Plymouth, Minnesota. My brother Chris Klatte and I grew up working on the golf course's our family had acquired over the years. During this process I have worked in every level of the business from grounds to the club house. I started riding to work with my father when I was a young child, taking candy from behind the counter when I wasn't supposed to. When I was around 10 years old, I started working for \$5 a day (that was big time money back then) gassing and cleaning golf carts, picking up garbage on the course, and filling ball washers. By the time I was 12 years old I was mowing grass.

My parents had divorced when I was young, and my mother stayed in Phoenix after they sold the golf course in AZ. My father moved back up to Minneapolis to work for his father at the family golf course in Plymouth. Growing up in Arizona I went to school down there and spent every summer in Minnesota working at the family golf course. Thru my teenage years my father sold his interest in the family golf course and purchased & sold a handful of other golf courses I worked at. We owned golf courses in Garrison, Alexandria, Albert Lea, Clarks Grove, and Baudette MN. I also worked down in Phoenix at Encanto Park municipal golf course. My brother Chris owned Pine Hill Golf Course, currently Grandview Golf Course, and has run Proctor Golf Course over the past few years. My Uncle Mike graduated from the golf turf program at Penn State University and had served on the Minnesota State Board of Directors for the MN Golf Course Superintendent association of America. Working under him we learned how to take care of grass. My father was the Pro and Director of Golf in his hay day. Thru the years I can say that I have been a part of every aspect of the golf business.

I have played golf since I was a young boy. I played on High School golf teams learning rules of golf and etiquette. I earned a Golf Scholarship for Phoenix Collage and played on the team. Today I still play in tournaments and am a member at Edinburgh USA Golf Course. I play in weekly events

After working for Farmers Pride Meats while the golf course was closed for the season I discovered that I became pretty good at it which led me to opening my own business. After owning my business the last 18 years the type of experiences I have gained would be useful toward operating Proctor Golf. I have learned how to manage people, customer service, and various accounting tasks.

I love the game and would love the opportunity to share my passion of the game with Proctor and its members.

Below is my Request for Proposal

17. Experience.

A. Experience in managing, maintaining, and operating a golf course.

Elm Creek Golf Links of Plymouth, Plymouth, Minnesota 1991-1994

Gas up & Clean Golf Carts

Garrison Golf Park, Garrison, Minnesota 1994

Grounds Crew Maintenance

Crestwood Hills Golf Course, Alexandria, Minnesota 1995-1997

Grounds Crew Maintenance, Mowing Tees, Greens, & Fairways

Encanto Park Golf Course, Phoenix, Arizona 1998-2000

Cart Boy, Gas up & Clean golf carts, Maintain Batteries for electric carts

Clean Club house area & Cart Storage area

Driving Range Attendant, Picking up golf balls, Cleaning Balls & range area

Club House Attendant

Phoenix College Golf Team, Phoenix, Arizona

Full Golf Scholarship; competed in weekly events & Tournaments

Elm Creek Golf Links of Plymouth, Plymouth, Minnesota 1998-2004

Grounds Crew Maintenance & Foreman

Mowing tees, Fairways, Greens, rough areas

Irrigation Specialist; daily irrigation operations, automating fairway sprinklers, fixing leaks and maintaining sprinkler system

Golf Course improvement Crew; building new tee boxes, landscaping, building flower gardens on the property, redesigning greens and drainage systems

Grounds Crew Manager

Club House Concessions & Pro Shop Attendant

Pine Hill Golf Course, Carlton, Minnesota 2000

Carpentry, assisted in building new club house

Farmers Pride Meat Delivery, Blain Minnesota 2001-2004

Delivery & Sales of Meat Products

Assistant Manager

Mid-West Best, Brooklyn Park, Minnesota 2004-Present

Owner & General Manager

Delivery & Sales of Meat Products

Managing Contractors & Staff

Mechanical Maintenance of Delivery Vehicles

Inventory Ordering & Managing

Accounting & Bookkeeping

Customer Service

Marketing

Edinburgh Men's Club & Saint Andrews Club, Brooklyn Park, Minnesota 2004- Present

Competed in weekly club events

Organizing & Participating in Club Events

B. Experience and qualifications of management's staff.

6 years' experience as grounds crew foreman @ Elm Creek Golf

2 years' experience of Assistant Manager for Farmers Pride

18 years' experience of owning Mid-West Best Meats

C. References.

Chris Klatte

Owner Grandview Golf & Turf, Duluth Minnesota

218-522-0812

cklatte@hotmail.com

Don Berry,

Director of Golf Edinburgh USA, Brooklyn Park, Minnesota

763-315-8550

Don.berry@brooklynpark.org

Gina Kubis

Director of Sales Gourmet Express Marketing, Addison, Illinois

630-244-1910,

Gina.gem230@yahoo.com

Ben Chouinard

Farmers Pride Mearts Blain, Minnesota

763-442-8053

Ben.c.chouinard@gmail.com

D. Management's marketing plan to increase the percentage of play by area residents, by juniors and to increase community spirit and public awareness of the course as a community resource.

1. Advertising on Radio, News Paper, Yellow Pages, Facebook, and Instagram
2. Organizing & Running Junior Leagues
3. Assisting in the Proctor High School Golf Team as a Coach & Teacher
4. Organizing & Running Ladies & Senior Leagues
5. Reaching out to local Businesses for League & Event Opportunities
6. Offering Discounts for Proctor City Events
7. Creating a couples Wine & Nine Events

E. Business Management. Detailed description of the method/resources to be used to ensure the accountability for all revenues, expenditures, payroll reporting, inventory control, etc.

1. My greatest asset would be my brother Chris Klatte whom has leased & managed Proctor golf course for the most part of the past 10 years. Chris is willing to be a consultant and advisor to help with anything that I would have questions or concern with. Free training and resources from Chris on all golf course related issues.

2. Form a LLC for Proctor Golf Course.
3. I plan on using K & M Accountant for payroll and tax purposes.
4. I Plan on using Mertz Agency of Salon Springs for General Liability Insurance, Workman's Comp, and Liquor liability
5. I plan on using Elevon for my Credit Card Merchant Services.
6. I plan on using Riendeers of Plymouth, Minnesota for Chemicals and Fertilizers.
7. I plan on using Rodrigues Embroidery for Club house Apparel.
8. I plan on using TeeSnap for the Club House Point Of Sale system; this system has been used in the club house for the past couple years. This system is great for documenting and categorizing revenues.

9. Being a business owner for the past 17 years I am experienced in balancing budgets, documenting expenses, and inventory ordering & control. I design spread sheets in Microsoft Excel and use Quick Books.

F. Equipment Maintenance. Management submits a plan and qualifications for equipment maintenance such as in house maintenance or contracting.

1. Create a program for daily, weekly, monthly maintenance of Golf Carts and Grounds Equipment. Such a programs would include:

- a. Cleaning golf carts & turf equipment daily
- b. Checking of tire pressure & fluids on a weekly basis
- c. Oil Changes & greasing to be done monthly or as needed
- d. Sharpening and adjusting reels as needed
- e. Hiring a grounds crew employee with mechanical qualifications
- f. What we can't do in house we would send out for professional service

G. Course Grounds Keeping and Management Plan. Management submits a plan that clearly and effectively demonstrates extensive knowledge of golf course grounds keeping and management.

1. Hiring two Grounds Crew Employees in which their job entitles:

- a. Mowing Greens Daily.
- b. Mowing Tee Boxes, Fairways, and Roughs 2-3 times per week according to growing schedules.
- c. Changing cups 2-3 times per week based on the amount of play and wear & tear.
- d. Morning set up; moving tee markers, filling in divots with sand & seed, picking up garbage, filling ball washers, racking bunkers.
- e. Performing daily, weekly, and monthly maintenance and cleaning.

2. I will be the Grounds Manager and Keeper which entitles:

- a. Hiring, training, scheduling, and managing staff.
- b. Spraying for weeds & applying fertilizers.
- c. Top dressing & aerate greens.
- d. Filling in for any grounds crew member that is not available.
- e. Irrigation improvements and operations.

H. Club House Operations. Management shall submit an operation plan for the snack bar and beverage service during regular season golf operations periods.

1. Club House Hours of Operation are from 7am to dusk 7 days a week.
2. Hire 3-4 Club House Attendants in which their job entitles:
 - a. Collect greens fees & concessions for food and beverage.
 - b. Answer phone calls and take reservations.
 - c. Restock inventory and clean club house area & bathrooms.
3. Hire 1 golf cart attendant in which his job entitles.
 - a. Gas up and clean golf carts.
 - b. Check oil and tire pressure.
 - c. Park and organize carts.
4. I will be the Club House Manager which entitles:
 - a. Hiring, training, scheduling, and managing staff.
 - b. Bookkeeping.
 - c. Ordering food, beverage, and pro shop merchandise.
 - d. Filling in for staff when they aren't available.

My Aspirations for Future Developments. These are my ideas that I would like to get done soon.

1. Researching a well for the irrigation system. It currently does not get enough pressure from the city water to water the entire golf course. A well water system would cost much less than paying for city water & would help eliminate the Utility Bill issue.
2. Irrigate the fairways and upgrade tee boxes & greens sprinkler heads.
3. Fill in dips in fairways and try to make the fairways smoother.
4. Tree trimming.
5. Blacktop and redesign parking lot for more curb appeal.
6. Upgrade the Club House AC unit.
7. Recarpet the club house.
8. New lighting in the club house, LED.
9. Add new tables and chairs in the club house.
10. Upgrade grounds equipment; sidewinder, workman, and gas situation.

In conclusion it would be a lifelong dream for me to have a golf course to run and take pride in. I try to do everything in life to the best of my ability. Golf is my passion. If I were chosen to get this opportunity, I would take great pride in having this piece of property associated to my name.

To whom this may concern:

Re: Jason Klatte Qualifications to run the Proctor GC

From Chris Klatte Previous Golf Course Manager, Owner Grand View GC

After I decided to not renew the management agreement at Proctor GC, I was asked who I would recommend?

I was talking to my brother Jason at Christmas about Proctor Golf Course, and he mentioned he would like to get back in the golf business. I turned to him and said Yes, you would be perfect and would do such a good job.

Here's a little background on Jason. He loves Golf! Ask him about his putter collection, it's unbelievable. He has a room dedicated to just golf. Jason has always been the best golfer in the family, practicing for hours and competing in tournaments his whole life. After grown up in the golf business he took an opportunity to run his own food delivery business and has been running it for the last 20 years. He now has a family in Minneapolis. He is eager to be back in the golf course business, willing to move to the area and continue running his own business in the off season.

Being in a family that has ran multiple courses, he has seen the good the bad and indifferent ways that work in the golf business. He has good charisma and is a born salesman. Jason's attention to detail is very good. I always said "A persons vehicle tells a lot about a person", and his is always clean! Also, a good greenskeeper has to be a good mechanic, and that is true to him. Jason is also the best bookkeeper I've seen, very detail orientated.

Jason has the means and resources to successfully adapt and be trained in to operate the course right from day one.

Jason would not come in with any crazy ideas or attitude, he would listen and follow what has been working already and listen to suggestions. He is full of passion and energy to give it his all and if you're reading this, then Jason has fully committed to running the Proctor GC. I think the golfers and city would be very satisfied if he is running the course this spring.

Call me with any questions anytime 218-522-0812

Sincerely Chris Klatte

Edinburgh USA



EDINBURGH USA

8700 Edinbrook Crossing, Brooklyn Park, MN 55443-1979 • Phone 763-315-8550 • Fax 763-315-8540
TDD 763-493-8392

January 14, 2022

To: Proctor Golf Advisory Committee

Hello,

I am writing you to recommend Jason Klatte to operate the Proctor Golf Course. I have known Jason for 25 years, first meeting him while he was going to school in Phoenix, AZ and working at a local golf course there. I have known his father and uncle even longer than that as his family owned and operated Elm Creek Golf Course in Plymouth, MN.

Jason loves the game of golf; he also has a very extensive background in the game; both as an accomplished player and working in the business as he literally has worked every position in the golf business from golf shop operations to maintenance to outside services and is not afraid to do any job that is needed at the time. He will bring experience, quality, accountability and an enthusiasm to your facility that the staff and customers will appreciate and if you combine those skills with an eagerness to provide a great customer service experience, I'm quite sure that you will see an upgraded facility for your patrons and a golf course that City administrators will be proud of.

Thank you very much for taking the time to look at Jason's proposal, I can certainly be contacted if you have any questions for me.

Best of luck on the search,

A handwritten signature in dark ink, appearing to read 'Don Berry', with a long, sweeping horizontal line extending to the right.

Don Berry, Director of Golf

Edinburgh USA Golf Course

Don.berry@brooklynpark.org

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 = 02/07/2022

General Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
292 DESIGN GROUP				
21044.00-6	ATHLETIC COMPLEX STUDY	01/15/2022	2,400.00	830-80-800-3000 Professional Services
Total 292 DESIGN GROUP:			2,400.00	
ADMAX				
34098	DULUTH CHAMBER MAP AD	02/03/2022	800.00	100-15-115-3040 Advertising
Total ADMAX:			800.00	
AIRFIBER				
24353	INTERNET SERVICE - 5 STATIC IPS	02/01/2022	121.35	100-10-120-3009 Computer Services
Total AIRFIBER:			121.35	
AMERICAN LEGAL PUBLISHING				
14390	2022 S-1 FOLIO/INTERNET SUPPLEMENT	01/20/2022	158.00	100-10-120-3000 Professional Services
Total AMERICAN LEGAL PUBLISHING:			158.00	
ANIMAL ALLIES HUMANE SOCIETY				
13292	DECEMBER BOARDING FEE	12/14/2021	380.00	100-20-210-4408 Boarding Fee
Total ANIMAL ALLIES HUMANE SOCIETY :			380.00	
APPLIED CONCEPTS				
393899	2021 DODGE DURANGO	11/19/2022	3,080.00	100-20-210-5540 Vehicle or Heavy Mac
Total APPLIED CONCEPTS:			3,080.00	
ARAMARK				
082321	TOWELS & MATS - CITY HALL	02/02/2022	83.39	100-10-130-3000 Professional Services
263000014194	TOWELS & MATS - CITY HALL	07/26/2021	83.39	100-10-130-3000 Professional Services
263000016762	TOWELS & MATS - CITY HALL	08/02/2021	60.05	100-10-130-3000 Professional Services
263000080491	TOWELS & MATS - CITY HALL	01/10/2022	112.91	100-10-130-3000 Professional Services
263000083306	TOWELS & MATS	01/17/2022	69.06	100-20-250-3000 Professional Services
263000085999	TOWELS & MATS - CITY HALL	01/24/2022	112.91	100-10-130-3000 Professional Services
Total ARAMARK:			521.71	
BAKER TILLY				
BTMA13061	ANNUAL REPORT PREPARATIONS	01/28/2022	400.00	495-45-100-6620 Fiscal Agents Fees
BTMA13061	ANNUAL REPORT PREPARATIONS	01/28/2022	400.00	496-45-100-6620 Fiscal Agents Fees
BTMA13061	ANNUAL REPORT PREPARATIONS	01/28/2022	400.00	494-45-100-6620 Fiscal Agents Fees
Total BAKER TILLY:			1,200.00	
CHRIS KLATEE				
1012022	GOLF COURSE MERCHANDISE AT END OF CONTRACT	01/01/2022	2,102.00	550-55-550-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total CHRIS KLATEE:			2,102.00	
COMPUDYNE INC				
30980515	COMPUTER LEASES	02/01/2022	563.17	100-10-120-3009 Computer Services
347052	MONTHLY BILLING	10/05/2021	2,949.82	100-10-120-3009 Computer Services
Total COMPUDYNE INC:			3,512.99	
CONSOLIDATED COMMUNICATIONS				
010122	TELEPHONE	01/01/2022	441.50	100-10-120-3021 Telephone
Total CONSOLIDATED COMMUNICATIONS:			441.50	
CW TECHNOLOGY				
75272	IT SUPPORT	07/14/2021	131.25	100-20-210-3009 Computer Services
CW71301	AGREEMENT MITEL PHONE SUPPORT	01/25/2022	230.00	100-10-120-3021 Telephone
Total CW TECHNOLOGY :			361.25	
DISPLAY SALES				
SO-332030-1	FLAG	02/01/2022	147.00	100-10-120-2210 Operating Supplies
Total DISPLAY SALES:			147.00	
DLL FINANCIAL SERVICES, INC				
74031396	COMPUTER LEASE	11/01/2021	285.49	100-20-210-3009 Computer Services
75028575	COMPUTER LEASE	01/08/2022	290.52	100-20-210-3009 Computer Services
Total DLL FINANCIAL SERVICES, INC :			576.01	
DONALD HOLM CONSTRUCTION				
012722	REFUND OF OVERPAID CAF FEE	01/27/2022	940.00	500-34-350-3457 Sewer Charges
Total DONALD HOLM CONSTRUCTION:			940.00	
DRIVER & VEHICLE SERVICES DIV				
130868	1985 FORD DUMP	01/08/2022	19.25	100-30-300-4438 Licenses & Permits
139720	VEHICLE TABS 1989 FORD SIGN TRUCK	01/08/2022	19.25	100-30-300-4438 Licenses & Permits
916310	VEHICLE TABS 2002 DODGE 3500	01/08/2022	19.25	100-30-300-4438 Licenses & Permits
935922	VEHICLE TABS 2010 INTL PLOW TRUCK	01/08/2022	19.25	100-30-300-4438 Licenses & Permits
949707	VEHICLE TABS 2015 CHEV 3500	01/08/2022	19.25	100-30-300-4438 Licenses & Permits
953192	VEHICLE TABS 2016 GMC 2500	01/08/2022	19.25	100-30-300-4438 Licenses & Permits
954655	VEHICLE TABS MACK DUMP	01/08/2022	19.25	100-30-300-4438 Licenses & Permits
Total DRIVER & VEHICLE SERVICES DIV:			134.75	
ESRI - ENVIRONMENTAL SYSTEMS				
26053392	ARCGIS USER RENEWAL - SEWER JAY, RICK, MEGAN, JESS	01/27/2022	725.32	500-50-510-3009 Computer Services
Total ESRI - ENVIRONMENTAL SYSTEMS :			725.32	
GENERAL CLEANING SPECIALISTS				
35230	CLEANING SERVICES	01/11/2022	287.50	100-10-130-3000 Professional Services
Total GENERAL CLEANING SPECIALISTS :			287.50	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
GOPHER STATE ONE-CALL, INC				
1070686	FTP TICKETS	07/31/2021	63.45	500-50-510-3000 Professional Services
1110687	FTP TICKETS	11/30/2021	103.95	500-50-510-3000 Professional Services
2000686	ANNUAL FACILITY OPERATOR FEE	01/31/2022	50.00	500-00-000-2020 Accounts Payable
Total GOPHER STATE ONE-CALL, INC :			217.40	
GRAND FORKS FIRE EQUIPMENT LLC				
33994	HYDRANT FITTINGS FOR LADDER TRUCK	01/24/2022	491.65	100-20-220-2210 Operating Supplies
34009	2 1 1/2 INCH NOZZLES	01/26/2022	1,185.00	100-20-220-2210 Operating Supplies
Total GRAND FORKS FIRE EQUIPMENT LLC:			1,676.65	
GREAT AMERICA FINANCIAL SERVIC				
30802916	AGREEMENT - BIZHUB C368 COPIER SYSTEM	01/04/2022	200.04	100-10-120-4400 Repairs & Maintenanc
30980516	KONICA MINOLTA BIZHUB COPIER AGREEMENT	02/01/2022	200.04	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVIC:			400.08	
GUARDIAN PEST CONTROL, INC				
2313854	CITY HALL PEST CONTROL	01/20/2022	97.75	100-10-130-4406 Pest Control
Total GUARDIAN PEST CONTROL, INC :			97.75	
HARTELS/DBJ DISPOSAL COMPANY				
545574	TRASH REMOVAL SERVICES - CITY OF PROCTOR	01/25/2022	305.25	100-10-130-3084 Refuse Disposal
545574	FIRE DEPT TRASH & RECYCLE SERVICES	01/25/2022	74.16	100-20-220-3084 Refuse Disposal
545574	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	01/25/2022	175.25	100-30-300-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY :			554.66	
INNOVATIVE OFFICE SOLUTIONS LLC				
IN3612769	CITY HALL TONER	01/06/2022	301.96	100-10-120-2205 Office Supplies
Total INNOVATIVE OFFICE SOLUTIONS LLC:			301.96	
IRON RANGE TOURISM BUREAU				
20220104	NE MN CO-OP MARKETING	01/10/2022	2,000.00	100-15-115-3040 Advertising
Total IRON RANGE TOURISM BUREAU:			2,000.00	
JOHNSON CONTROLS				
1-11379260267	SERVICE CALL COLD SPOTS AND ELECTRICAL SMELL	01/12/2022	566.00	100-10-130-4400 Repairs & Maintenanc
1-11456982080	2 GAS LOCHINVAR BOILERS	01/31/2022	52,500.00	100-10-130-5580 Other Equipment Purc
Total JOHNSON CONTROLS :			53,066.00	
LEAGUE OF MN CITIES INS TRST				
02032022	2022 WORKERS COMP PREMIUM	02/03/2022	97,972.00	100-00-000-1550 Prepaid Expenses
Total LEAGUE OF MN CITIES INS TRST :			97,972.00	
MACQUEEN EMERGENCY				
63315	LADDER BELTS	01/18/2022	1,233.58	100-20-220-2214 Safety Items
Total MACQUEEN EMERGENCY:			1,233.58	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
MINNESOTA ENERGY RESOURCES				
0504812808-0	0504812808-00001 GAS UTILITY FIRE HALL	01/14/2022	41.75	100-20-220-3080 Utilities
0504812808-0	GAS BILL STREET GARAGE	01/14/2022	2,116.27	100-30-300-3080 Utilities
0504812808-0	CITY OF PROCTOR GAS SERVICE	01/14/2022	2,116.27	100-10-130-3080 Utilities
Total MINNESOTA ENERGY RESOURCES :			41.75	
MNIT SERVICES				
DV21120437	WAN CHARGES	01/20/2022	101.38	100-20-210-3009 Computer Services
Total MNIT SERVICES :			101.38	
NORTH COUNTRY GM				
PROTR37/22	2022 GMC SIERRA	01/26/2022	33,348.60	100-30-300-5540 Vehicle or Heavy Mac
Total NORTH COUNTRY GM:			33,348.60	
NORTHERN ENGINE & SUPPLY, INC				
137365	STROBE LIGHT FOR SKID STEER	01/08/2022	69.65	100-30-300-2220 Repair & Maintanance
Total NORTHERN ENGINE & SUPPLY, INC:			69.65	
PROCTOR BUILDERS				
250890	SQUEEGE, OIL, TREATED PINE	01/05/2022	57.70	100-20-220-2210 Operating Supplies
250950	OUTWALL EYE CONTROL	01/11/2022	10.99	100-20-220-2210 Operating Supplies
251143	CITY HALL MISC	01/24/2022	8.40	100-10-130-2210 Operating Supplies
251155	COMPRESSOR PARTS	01/24/2022	13.17	100-20-220-2210 Operating Supplies
Total PROCTOR BUILDERS :			90.26	
PROCTOR JOURNAL				
35228	TOURISM MEETING PUBLISHED NOTICE	09/08/2021	25.80	100-15-115-3012 Meeting Expense
35518	WINTER PARKING AD	11/23/2021	45.00	100-10-110-3052 General Notices & Pub
35559	WINTER PARKING AD	12/02/2021	20.00	100-10-110-3052 General Notices & Pub
35669	HOLIDAY CLOSING - MLK DAY	01/20/2022	16.20	100-10-110-3052 General Notices & Pub
35714	FIRE DEPT AD	02/02/2022	30.00	100-20-220-2210 Operating Supplies
35716	CITY COUNCIL MEETING MINUTES 1.03.22	02/02/2022	141.32	100-10-110-3052 General Notices & Pub
35717	P&Z PUBLIC HEARING	02/02/2022	41.36	100-10-180-3052 General Notices & Pu
35718	2022 SUMMARY BUDGET STATEMENT	02/03/2022	225.00	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL :			544.68	
PUBLIC UTILITIES COMMISSION				
1016550000 12	UTILITIES - BDRY AVE & I35 LIFT STATION	12/20/2021	156.47	500-50-510-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			156.47	
RANGE PAPER				
46663	CLEANING SUPPLIES	01/19/2022	19.50	100-10-130-2211 Cleaning Supplies
Total RANGE PAPER :			19.50	
RASMUSSEN CLEANING SERVICE LLC				
31	CLEANING SERVICES	01/17/2022	2,805.00	100-10-130-3000 Professional Services
31	CLEANING SUPPLIES	01/17/2022	148.46	100-10-130-2211 Cleaning Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total RASMUSSEN CLEANING SERVICE LLC:			2,953.46	
RENAUD, ROBERT				
12312021	12.75 HOURS AT \$40	12/31/2021	510.00	100-10-180-3000 Professional Services
12312021	81.5 MILES AT \$.56 PER MILE	12/31/2021	45.64	100-10-180-3000 Professional Services
Total RENAUD, ROBERT:			555.64	
RSPT C/O S ST LOUIS SWCD				
01012022	RSPT MEMBERSHIP FOR 2022	01/01/2022	1,100.00	100-10-110-4433 Dues & Subscriptions
Total RSPT C/O S ST LOUIS SWCD :			1,100.00	
SEH				
418626	153900 PROCTOR CITY ENGINEERING	01/11/2022	2,580.46	100-10-110-3003 Engineering Fees
418626	153900 SAND & SALT SHED	01/11/2022	2,317.50	300-30-330-3003 Engineering Fees
418626	153900 WLSSD ANNUAL REPORT	01/11/2022	500.00	500-50-510-3003 Engineering Fees
418771	161800 2ND STREET RECONSTRUCTION	01/11/2022	2,998.50	300-30-330-3003 Engineering Fees
Total SEH :			8,396.46	
SHRED N GO INC				
12974	SHREDDING SERVICES	01/15/2022	64.75	100-10-120-3000 Professional Services
Total SHRED N GO INC :			64.75	
ST LOUIS COUNTY PUBLIC WORKS				
244558	STRIPING	01/23/2021	1,373.30	100-30-330-2224 Street Maintenance M
Total ST LOUIS COUNTY PUBLIC WORKS :			1,373.30	
ST. LUKES MEDICAL CLINIC				
1-04-22	MEYERS PHYSICAL	01/04/2022	152.00	100-20-220-3005 Medical & Dental Fees
Total ST. LUKES MEDICAL CLINIC:			152.00	
TEAMLAB				
INV0028899	BACTERIA BUGS FOR LIFT STATIONS	01/11/2022	759.50	500-50-530-2210 Operating Supplies
Total TEAMLAB :			759.50	
TROYS SERVICE				
58469	2016 DODGE RAM TRUCK BATTERY	01/20/2022	239.50	100-10-130-2220 Repair & Maintanance
Total TROYS SERVICE :			239.50	
ZIEGLER, INC.				
IN000392741	CUTTING EDGES FOR GRADER	01/15/2022	401.64	100-30-300-2220 Repair & Maintanance
IN000393679	CUTTING EDGE SKID STEER BLOWER	01/18/2022	408.66	100-30-300-2220 Repair & Maintanance
Total ZIEGLER, INC. :			810.30	
Grand Totals:			226,186.66	

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 = 02/07/2022

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"

Check Issue Date	Check Number	Payee	Amount
02/07/2022	40969	292 DESIGN GROUP	2,400.00
02/07/2022	40970	ADMAX	800.00
02/07/2022	40971	AIRFIBER	121.35
02/07/2022	40972	AMERICAN LEGAL PUBLISHING	158.00
02/07/2022	40973	ANIMAL ALLIES HUMANE SOCIETY	380.00
02/07/2022	40974	APPLIED CONCEPTS	3,080.00
02/07/2022	40975	ARAMARK	521.71
02/07/2022	40976	BAKER TILLY	1,200.00
02/07/2022	40977	CHRIS KLATEE	2,102.00
02/07/2022	40978	COMPUDYNE INC	563.17
02/07/2022	40979	CONSOLIDATED COMMUNICATIONS	441.50
02/07/2022	40980	CW TECHNOLOGY	361.25
02/07/2022	40981	DISPLAY SALES	147.00
02/07/2022	40982	DLL FINANCIAL SERVICES, INC	576.01
02/07/2022	40983	DONALD HOLM CONSTRUCTION	940.00
02/07/2022	40984	DRIVER & VEHICLE SERVICES DIV	134.75
02/07/2022	40985	ESRI - ENVIRONMENTAL SYSTEMS	725.32
02/07/2022	40986	GENERAL CLEANING SPECIALISTS	287.50
02/07/2022	40987	GOPHER STATE ONE-CALL, INC	217.40
02/07/2022	40988	GRAND FORKS FIRE EQUIPMENT LLC	1,676.65
02/07/2022	40989	GREAT AMERICA FINANCIAL SERVIC	400.08
02/07/2022	40990	GUARDIAN PEST CONTROL, INC	97.75
02/07/2022	40991	HARTELS/DBJ DISPOSAL COMPANY	554.66
02/07/2022	40992	INNOVATIVE OFFICE SOLUTIONS LLC	301.96
02/07/2022	40993	INTEGRIS	2,949.82
02/07/2022	40994	IRON RANGE TOURISM BUREAU	2,000.00
02/07/2022	40995	JOHNSON CONTROLS	53,066.00
02/07/2022	40996	LEAGUE OF MN CITIES INS TRST	97,972.00
02/07/2022	40997	MACQUEEN EMERGENCY	1,233.58
02/07/2022	40998	MINNESOTA ENERGY RESOURCES	41.75
02/07/2022	40999	MNIT SERVICES	101.38
02/07/2022	41000	NORTH COUNTRY GM	33,348.60
02/07/2022	41001	NORTHERN ENGINE & SUPPLY, INC	69.65
02/07/2022	41002	PROCTOR BUILDERS	90.26
02/07/2022	41003	PROCTOR JOURNAL	544.68
02/07/2022	41004	PUBLIC UTILITIES COMMISSION	156.47
02/07/2022	41005	RANGE PAPER	19.50
02/07/2022	41006	RASMUSSEN CLEANING SERVICE LLC	2,953.46
02/07/2022	41007	RENAUD, ROBERT	555.64
02/07/2022	41008	RSPT C/O S ST LOUIS SWCD	1,100.00
02/07/2022	41009	SEH	8,396.46
02/07/2022	41010	SHRED N GO INC	64.75
02/07/2022	41011	ST LOUIS COUNTY PUBLIC WORKS	1,373.30
02/07/2022	41012	ST. LUKES MEDICAL CLINIC	152.00
02/07/2022	41013	TEAMLAB	759.50
02/07/2022	41014	TROYS SERVICE	239.50
02/07/2022	41015	ZIEGLER, INC.	810.30

Check Issue Date	Check Number	Payee	Amount
Grand Totals:			226,186.66

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-00-000-1550	97,972.00	.00	97,972.00
100-00-000-2020	2,116.27	213,986.24-	211,869.97-
100-10-110-3003	2,580.46	.00	2,580.46
100-10-110-3052	447.52	.00	447.52
100-10-110-4433	1,100.00	.00	1,100.00
100-10-120-2205	301.96	.00	301.96
100-10-120-2210	147.00	.00	147.00
100-10-120-3000	222.75	.00	222.75
100-10-120-3009	3,634.34	.00	3,634.34
100-10-120-3021	671.50	.00	671.50
100-10-120-4400	400.08	.00	400.08
100-10-130-2210	8.40	.00	8.40
100-10-130-2211	167.96	.00	167.96
100-10-130-2220	239.50	.00	239.50
100-10-130-3000	3,545.15	.00	3,545.15
100-10-130-3080	.00	2,116.27-	2,116.27-
100-10-130-3084	305.25	.00	305.25
100-10-130-4400	566.00	.00	566.00
100-10-130-4406	97.75	.00	97.75
100-10-130-5580	52,500.00	.00	52,500.00
100-10-180-3000	555.64	.00	555.64
100-10-180-3052	41.36	.00	41.36
100-15-115-3012	25.80	.00	25.80
100-15-115-3040	2,800.00	.00	2,800.00
100-20-210-3009	808.64	.00	808.64
100-20-210-4408	380.00	.00	380.00
100-20-210-5540	3,080.00	.00	3,080.00
100-20-220-2210	1,788.51	.00	1,788.51
100-20-220-2214	1,233.58	.00	1,233.58
100-20-220-3005	152.00	.00	152.00
100-20-220-3080	41.75	.00	41.75
100-20-220-3084	74.16	.00	74.16
100-20-250-3000	69.06	.00	69.06
100-30-300-2220	879.95	.00	879.95
100-30-300-3080	2,116.27	.00	2,116.27
100-30-300-3084	175.25	.00	175.25
100-30-300-4438	134.75	.00	134.75
100-30-300-5540	33,348.60	.00	33,348.60
100-30-330-2224	1,373.30	.00	1,373.30
300-00-000-2020	.00	5,316.00-	5,316.00-
300-30-330-3003	5,316.00	.00	5,316.00
494-00-000-2020	.00	400.00-	400.00-
494-45-100-6620	400.00	.00	400.00
495-00-000-2020	.00	400.00-	400.00-

GL Account	Debit	Credit	Proof
495-45-100-6620	400.00	.00	400.00
496-00-000-2020	.00	400.00-	400.00-
496-45-100-6620	400.00	.00	400.00
500-00-000-2020	50.00	3,298.69-	3,248.69-
500-34-350-3457	940.00	.00	940.00
500-50-510-3000	167.40	.00	167.40
500-50-510-3003	500.00	.00	500.00
500-50-510-3009	725.32	.00	725.32
500-50-510-3080	156.47	.00	156.47
500-50-530-2210	759.50	.00	759.50
550-00-000-2020	.00	2,102.00-	2,102.00-
550-55-550-2210	2,102.00	.00	2,102.00
830-00-000-2020	.00	2,400.00-	2,400.00-
830-80-800-3000	2,400.00	.00	2,400.00
Grand Totals:	230,419.20	230,419.20-	.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 = 01/31/2022

Liquor Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ADT SECURITY SERVICES				
1-13-22	ADT SECURITY MONITORING	01/13/2022	70.55	600-60-600-4443 Security Systems
Total ADT SECURITY SERVICES:			70.55	
AMERICAN BOTTLING COMPANY				
3313223154	SODA	01/21/2022	225.94	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			225.94	
ARTISAN BEER COMPANY				
3516134	BEER	01/14/2022	222.50	600-60-600-2252 Beer Purchases
3517175	BEER	01/25/2022	232.00	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			454.50	
BELLBOY CORPORATION				
0093187300	DELIVERY	01/11/2022	21.66	600-60-600-3033 Freight & Express
0093187300	LIQUOR	01/11/2022	360.56	600-60-600-2251 Liquor Purchases
0093268500	LIQUOR	01/19/2022	283.50	600-60-600-2251 Liquor Purchases
0093268500	DELIVERY	01/19/2022	6.16	600-60-600-3033 Freight & Express
0104560800	MIX	01/11/2022	46.00	600-60-600-2254 Soft Drinks & Mix
0104560800	DELIVERY	01/11/2022	2.00	600-60-600-3033 Freight & Express
Total BELLBOY CORPORATION :			719.88	
BERNICK S PEPSI				
816494	SODA	01/19/2022	13.33	600-60-600-2254 Soft Drinks & Mix
816495	BEER	01/19/2022	4,563.15	600-60-600-2252 Beer Purchases
817387	BEER	01/26/2022	3,686.85	600-60-600-2252 Beer Purchases
Total BERNICK S PEPSI :			8,263.33	
BOURGET IMPORTS, LLC				
184022	WINE	01/13/2022	328.02	600-60-600-2253 Wine Purchases
184022	SERVICE FEE	01/13/2022	18.00	600-60-600-3033 Freight & Express
Total BOURGET IMPORTS, LLC:			346.02	
BREAKTHRU BEVERAGE				
342572172	LIQUOR	01/13/2022	469.53	600-60-600-2251 Liquor Purchases
342572172	SERVICE FEE	01/13/2022	6.16	600-60-600-3033 Freight & Express
342645866	LIQUOR	01/20/2022	2,048.77	600-60-600-2251 Liquor Purchases
342645866	SERVICE FEE	01/20/2022	35.15	600-60-600-3033 Freight & Express
342727603	LIQUOR	01/27/2022	426.18	600-60-600-2251 Liquor Purchases
342727603	SERVICE FEE	01/27/2022	11.10	600-60-600-3033 Freight & Express
409325428	LIQUOR	01/05/2022	11.08	600-60-600-2251 Liquor Purchases
409342272	SERVICE FEE	01/10/2022	1.85	600-60-600-3033 Freight & Express
409342272	LIQUOR	01/10/2022	125.91	600-60-600-2251 Liquor Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total BREAKTHRU BEVERAGE:			2,858.05	
CINTAS				
4107528422	MATS	01/13/2022	103.56	600-60-600-2210 Operating Supplies
4108218133	MATS	01/20/2022	103.56	600-60-600-2210 Operating Supplies
Total CINTAS :			207.12	
COCA COLA BOTTLING CO				
2781005	SODA	01/25/2022	178.10	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO :			178.10	
JOHNSON BROTHERS INC				
1975237	LIQUOR	01/19/2022	1,015.38	600-60-600-2251 Liquor Purchases
1975237	DELIVERY CHARGE	01/19/2022	21.09	600-60-600-3033 Freight & Express
1975238	WINE	01/19/2022	595.70	600-60-600-2253 Wine Purchases
1975238	DELIVERY CHARGE	01/19/2022	17.01	600-60-600-3033 Freight & Express
1979480	WINE	01/26/2022	256.00	600-60-600-2253 Wine Purchases
1979480	DELIVERY CHARGE	01/26/2022	9.45	600-60-600-3033 Freight & Express
Total JOHNSON BROTHERS INC :			1,914.63	
MICHAUD DISTRIBUTING COMPANY				
363857	FUEL SURCHARGE	01/17/2022	3.00	600-60-600-3033 Freight & Express
363857	BEER	01/17/2022	477.70	600-60-600-2252 Beer Purchases
364049	FUEL SURCHARGE	01/24/2022	3.00	600-60-600-3033 Freight & Express
364049	BEER	01/24/2022	315.30	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY :			799.00	
MINNESOTA ENERGY RESOURCES				
0502591202-0	0502591202-00001 MOUNTAIN SPIRITS GAS SERVICE	01/12/2022	227.42	600-60-600-3080 Utilities
Total MINNESOTA ENERGY RESOURCES :			227.42	
MOOSE LAKE BREWING				
04-018	BEER	01/27/2022	84.00	600-60-600-2252 Beer Purchases
Total MOOSE LAKE BREWING :			84.00	
PHILLIPS WINE & SPIRITS CO.				
6336385	LIQUOR	01/19/2022	758.29	600-60-600-2251 Liquor Purchases
6336385	DELIVERY CHARGE	01/19/2022	10.87	600-60-600-3033 Freight & Express
6336386	WINE	01/19/2022	53.75	600-60-600-2253 Wine Purchases
6336386	DELIVERY CHARGE	01/19/2022	1.89	600-60-600-3033 Freight & Express
6336387	WINE	01/19/2022	216.00	600-60-600-2253 Wine Purchases
6336387	DELIVERY CHARGE	01/19/2022	5.67	600-60-600-3033 Freight & Express
6339663	LIQUOR	01/26/2022	1,069.83	600-60-600-2251 Liquor Purchases
6339663	DELIVERY CHARGE	01/26/2022	12.09	600-60-600-3033 Freight & Express
6339664	WINE	01/26/2022	213.46	600-60-600-2253 Wine Purchases
6339664	DELIVERY CHARGE	01/26/2022	4.25	600-60-600-3033 Freight & Express
Total PHILLIPS WINE & SPIRITS CO. :			2,346.10	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
RANGE PAPER				
42891	BAGS	01/12/2022	161.51	600-60-600-2210 Operating Supplies
Total RANGE PAPER :			161.51	
SOUTHERN WINE & SPIRITS				
2168294	LIQUOR	01/14/2022	1,400.36	600-60-600-2251 Liquor Purchases
2168294	DELIVERY CHARGE	01/14/2022	34.85	600-60-600-3033 Freight & Express
2170760	DELIVERY CHARGE	01/21/2022	18.45	600-60-600-3033 Freight & Express
2170760	LIQUOR	01/21/2022	759.70	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			2,213.36	
SUPERIOR BEVERAGE (MN)				
20012421	BEER	01/14/2022	255.60	600-60-600-2252 Beer Purchases
20012549	BEER	01/18/2022	1,093.70	600-60-600-2252 Beer Purchases
20012550	BEER	01/18/2022	108.00-	600-60-600-2252 Beer Purchases
20012811	BEER	01/21/2022	2,185.10	600-60-600-2252 Beer Purchases
20012929	BEER	01/25/2022	254.40	600-60-600-2252 Beer Purchases
Total SUPERIOR BEVERAGE (MN) :			3,680.80	
Grand Totals:			24,750.31	

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 = 01/31/2022

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 = 02/07/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
BELLBOY CORPORATION				
0093392500	LIQUOR	01/27/2022	466.00	600-60-600-2251 Liquor Purchases
0104632200	MIX	01/26/2022	84.00	600-60-600-2254 Soft Drinks & Mix
0104632200	DELIVERY	01/26/2022	4.00	600-60-600-3033 Freight & Express
Total BELLBOY CORPORATION :			554.00	
BERNICK S PEPSI				
818276	BEER	02/02/2022	3,354.60	600-60-600-2252 Beer Purchases
Total BERNICK S PEPSI :			3,354.60	
BREAKTHRU BEVERAGE				
342815872	LIQUOR	02/03/2022	848.56	600-60-600-2251 Liquor Purchases
342815872	SERVICE FEE	02/03/2022	16.15	600-60-600-3033 Freight & Express
Total BREAKTHRU BEVERAGE:			864.71	
CINTAS				
4108896668	MATS	01/27/2022	103.56	600-60-600-2210 Operating Supplies
Total CINTAS :			103.56	
COCA COLA BOTTLING CO				
2786171	SODA	02/01/2022	96.15	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO :			96.15	
HARTELS/DBJ DISPOSAL COMPANY				
545574	MOUNTAIN SPIRITS LIQUOR	01/25/2022	159.53	600-60-600-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY :			159.53	
JOHNSON BROTHERS INC				
1981663	LIQUOR	01/28/2022	622.05	600-60-600-2251 Liquor Purchases
1981663	DELIVERY CHARGE	01/28/2022	13.44	600-60-600-3033 Freight & Express
1981664	WINE	01/28/2022	139.15	600-60-600-2253 Wine Purchases
1981664	DELIVERY CHARGE	01/28/2022	5.67	600-60-600-3033 Freight & Express
1983989	LIQUOR	02/02/2022	466.90	600-60-600-2251 Liquor Purchases
1983989	DELIVERY CHARGE	02/02/2022	12.59	600-60-600-3033 Freight & Express
1983990	WINE	02/02/2022	178.00	600-60-600-2253 Wine Purchases
1983990	DELIVERY CHARGE	02/02/2022	6.30	600-60-600-3033 Freight & Express
Total JOHNSON BROTHERS INC :			1,444.10	
PHILLIPS WINE & SPIRITS CO.				
6343081	LIQUOR	02/02/2022	1,154.34	600-60-600-2251 Liquor Purchases
6343081	DELIVERY CHARGE	02/02/2022	19.41	600-60-600-3033 Freight & Express
6343082	WINE	02/02/2022	261.50	600-60-600-2253 Wine Purchases
6343082	DELIVERY CHARGE	02/02/2022	8.40	600-60-600-3033 Freight & Express

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
6343083	MIX	02/02/2022	26.00	600-60-600-2254 Soft Drinks & Mix
6343083	DELIVERY CHARGE	02/02/2022	2.10	600-60-600-3033 Freight & Express
Total PHILLIPS WINE & SPIRITS CO. :			1,471.75	
PROCTOR JOURNAL				
35705	NEWS STAND SALES	01/27/2022	8.89	600-60-600-2258 Misc Merchandise
Total PROCTOR JOURNAL :			8.89	
SOUTHERN WINE & SPIRITS				
2173314	LIQUOR	01/28/2022	2,011.12	600-60-600-2251 Liquor Purchases
2173314	DELIVERY CHARGE	01/28/2022	40.66	600-60-600-3033 Freight & Express
Total SOUTHERN WINE & SPIRITS:			2,051.78	
SUPERIOR BEVERAGE (MN)				
20013185	BEER	01/28/2022	254.15	600-60-600-2252 Beer Purchases
20013299	BEER	02/01/2022	1,172.65	600-60-600-2252 Beer Purchases
Total SUPERIOR BEVERAGE (MN) :			1,426.80	
WINE MERCHANTS				
7366109	WINE	01/28/2022	546.78	600-60-600-2253 Wine Purchases
7366109	FREIGHT	01/28/2022	13.23	600-60-600-3033 Freight & Express
Total WINE MERCHANTS :			560.01	
Grand Totals:			12,095.88	

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 = 02/07/2022

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "Liquor Checking"

Check Issue Date	Check Number	Payee	Amount
01/31/2022	999913217	ADT SECURITY SERVICES	70.55
01/31/2022	999913218	AMERICAN BOTTLING COMPANY	225.94
01/31/2022	999913219	ARTISAN BEER COMPANY	454.50
01/31/2022	999913220	BELLBOY CORPORATION	719.88
01/31/2022	999913221	BERNICK S PEPSI	8,263.33
01/31/2022	999913222	BOURGET IMPORTS, LLC	346.02
01/31/2022	999913223	BREAKTHRU BEVERAGE	2,858.05
01/31/2022	999913224	CINTAS	207.12
01/31/2022	999913225	COCA COLA BOTTLING CO	178.10
01/31/2022	999913226	JOHNSON BROTHERS INC	1,914.63
01/31/2022	999913227	MICHAUD DISTRIBUTING COMPANY	799.00
01/31/2022	999913228	MINNESOTA ENERGY RESOURCES	227.42
01/31/2022	999913229	MOOSE LAKE BREWING	84.00
01/31/2022	999913230	PHILLIPS WINE & SPIRITS CO.	2,346.10
01/31/2022	999913231	RANGE PAPER	161.51
01/31/2022	999913232	SOUTHERN WINE & SPIRITS	2,213.36
01/31/2022	999913233	SUPERIOR BEVERAGE (MN)	3,680.80
Grand Totals:			24,750.31

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
600-00-000-2020	246.84	24,997.15-	24,750.31-
600-60-600-2210	368.63	.00	368.63
600-60-600-2251	8,592.10	136.99-	8,455.11
600-60-600-2252	13,370.30	108.00-	13,262.30
600-60-600-2253	1,662.93	.00	1,662.93
600-60-600-2254	463.37	.00	463.37
600-60-600-3033	241.85	1.85-	240.00
600-60-600-3080	227.42	.00	227.42
600-60-600-4443	70.55	.00	70.55
Grand Totals:	25,243.99	25,243.99-	.00

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "Liquor Checking"

Check Issue Date	Check Number	Payee	Amount
02/07/2022	30154	BELLBOY CORPORATION	554.00
02/07/2022	30155	BERNICK S PEPSI	3,354.60
02/07/2022	30156	BREAKTHRU BEVERAGE	864.71
02/07/2022	30157	CINTAS	103.56
02/07/2022	30158	COCA COLA BOTTLING CO	96.15
02/07/2022	30159	HARTELS/DBJ DISPOSAL COMPANY	159.53
02/07/2022	30160	JOHNSON BROTHERS INC	1,444.10
02/07/2022	30161	PHILLIPS WINE & SPIRITS CO.	1,471.75
02/07/2022	30162	PROCTOR JOURNAL	8.89
02/07/2022	30163	SOUTHERN WINE & SPIRITS	2,051.78
02/07/2022	30164	SUPERIOR BEVERAGE (MN)	1,426.80
02/07/2022	30165	WINE MERCHANTS	560.01
Grand Totals:			12,095.88

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
600-00-000-2020	.00	12,095.88-	12,095.88-
600-60-600-2210	103.56	.00	103.56
600-60-600-2251	5,568.97	.00	5,568.97
600-60-600-2252	4,781.40	.00	4,781.40
600-60-600-2253	1,125.43	.00	1,125.43
600-60-600-2254	206.15	.00	206.15
600-60-600-2258	8.89	.00	8.89
600-60-600-3033	141.95	.00	141.95
600-60-600-3084	159.53	.00	159.53
Grand Totals:	12,095.88	12,095.88-	.00