

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, April 18, 2022 6:00 pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES City Council Meeting minutes from Monday, April 4th, 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. Stauber Community Project Memo

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

***3. COMMITTEE REPORTS**

- A. SEH Minutes April 13th, 2022
- B. Liquor Control Minutes April 4th, 2022
- C. Police Civil Service Commission March 30th, 2022
- D. Public Safety Minutes June 7th, 2021

4. CLERK ADVISES COUNCIL

- A. Form LG510
- B. 1st Quarter Financial Report

5. UNFINISHED BUSINESS

- A. Lowest Responsible Bidder**
- B. Government Data Practices**
- C. American Rescue Plan
- D. Capital Budget Request**
- E. City Rebrand Process
- F. Purchasing Policy**

6. NEW BUSINESS

A. Hoghead Fireworks

B. 2022 Event Recommendations

C. Fire Department Pay Increase

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

Attorney Bray:

BILLS FOR APPROVAL

General: \$91,294.78

Liquor: \$21,979.97

TOTAL BILLS FOR APPROVAL: \$113,274.75

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for April 4, 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: Mayor Ward, Councilor Troy DeWall, Councilor Jake Benson, Councilor Rohweder, Councilor Johnson, C

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

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the minutes from Monday, March 7th, 2022.

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve the amended agenda for Monday, April 4th, 2022 with the following changes:

7A: Negotiating Land Sale

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan – 1501 3rd Ave – is present to comment on the sand/salt shed facility. She suggests the addition of a climate change component addition to all new projects within and around the City of Proctor. Councilor Benson requests the addition of an agenda item regarding these additional opportunities and components.

Motion by Ward, seconded by Benson and carried 5-0 to approve the consent agenda, pulling item *1A for discussion.

Ward amends motion, Benson seconds to amend *1B instead of *1A.

Councilor Benson highlighting the recognition of Proctor as a Tree City participant. Giving a summary of the participation of the programming.

***1. COMMUNICATIONS**

A. 2022 MNDoT Construction Announcements

B. Arbor Day

C. Fire Department Open House

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

***3. COMMITTEE REPORTS**

A. 2nd St Committee Minutes – March 17th, 2022

B. Golf Advisory Committee Minutes – March 23rd, 2022

4. CLERK ADVISES COUNCIL

A. Capital Bonding Request – Agenda Item 5D

The biennial bonding process starts in July before the bonding year, placing 2024 requests to be submitted in July of 2023. Administrator Rich suggests keeping an agenda item under unfinished business in order to continuously keep bonding project prioritization and requests in the city's planning process.

B. 2nd St Update

The advisory committee met on March 17th to discuss any potential changes to the scope of the project after the notification the city did not receive SRTS grand funds. The purpose of the meeting was to mainly discuss keeping a trail on one side of the street and sidewalk on the other. After lengthy discussions, the committee decided to keep the original plan, advising SEH to continue with plan developments. Assessment hearings are expected to take place in May or June at which time committee recommended plans will be made available to the public. Administrator Rich notes project plans will be made available to council prior to any public hearings.

C. Sand/Salt Facility Update

Bids will be placed within the next couple of weeks, final plans to be reviewed by council, and the project as a whole is on schedule. Funding from the state in the amount of a \$500,000.00 grant has been secured, with PUC securing their portion as previously discussed.

D. 2021 Audit Update

The 2021 audit process has begun with auditors on site this week.

E. Lakehead Racing Assn Management Agreement Update

Administrator Rich attended a meeting with Councilor Johnson and Councilor DeWall along with the fair board members from Lakehead Racing Association regarding updates to a management agreement. The fair board has agreed to pay for the personal property taxes while the Speedway sets up their 501c(3). In the meantime, Administrator Rich will proceed with an updated management agreement in the event the 501c(3) process is longer than anticipated.

F. Beautification Committee Meeting

The committee will be meeting on April 12th at 5:00 pm to discuss spring projects.

G. Legislative Update

Councilor Benson provides a summary on the action of legislative items including property tax division activity, fire relief items, and additional new bills introduced.

Administrator Rich states the sales tax bill is in process, adding proposed legislation for the Playground for EveryBody and 2nd St trail and sidewalks were submitted to Rep. Murphy and Senator Bakk. Gillette Childrens Specialty Healthcare has taken an interest in carrying funding forward for the \$10,000 funding gap, stating it is not too late to submit a request and will be contacting both legislators.

H. One Roof Community Housing Update

730 5th St: The Deed has been transferred from the City of Proctor to One Roof, who has begun the RFP and bidding process. Administrator Rich notes this is not a land trust agreement, a family will be purchasing the home and land at fair market value.

5. UNFINISHED BUSINESS

A. Lowest Responsible Bidder and 5F: Purchasing Policy

Draft has been submitted to councilors for review. Comparing with other communities, and revisited allowable amounts as designated by LMC. Asks for councilor's feedback. Mayor Ward suggests a language change to read: "The City of Proctor encourages its staff to use local purchasing when all factors are relatively equal."

Councilor DeWall notes there has been a significant change to amounts as authorized without prior council approval. He would like to recommend an amount of \$10,000 without council approval, and also references changes and modifications to the organization chart, moving Financer Director to level one, leaving only City Administrator.

Administrator Rich requests to bring revisions back to council for approval and adoption.

B. Government Data practices

Revised draft has been submitted to council for updating with direction from LMC. Councilor Benson states the new policy to be adopted by resolution prior to August 1st, 2022. Requests clarification if the PD and City should operate under separate data practices. DeWall clarifies renewal and revision of the data practices annually. Policy revisions will occur in accordance with changes in state statutes.

C. American Rescue Plan

D. Capital Budget Request

E. City Rebrand Process

6. NEW BUSINESS

A. Liquor License Renewal

Motion by Benson, seconded by Dewall carried 5-0 to approve the 2022 liquor license for Halvor Lines Speedway.

B. Proctor Fire Department Retirement and Resignation

Motion by Rohweder, seconded by Benson and carried 4-0 (DeWall abstains) to accept the retirement from Troy DeWall effective April 10th, 2022, with gratitude and tenure for his twenty-two years of service Proctor Fire Department.

Motion by Johnson, seconded by DeWall and carried 5-0 to accept the resignation from Andrew Leibel from the Proctor Fire Department effective March 24th, 2022.

7. PURCHASE OR SALE OF REAL OR PERSONAL PROPERTY Per MN §13d.05, SUBD.3 (C) – CLOSED

Motion by DeWall, seconded by Rohweder and carried 5-0 to suspend the regular council meeting and open a closed session for land purchase or sale at 6:39 pm

Motion by Rohweder seconded by Johnson and carried 5-0 to reconvene the regular city council meeting at 7:10 pm.

Motion by Ward, seconded by Rohweder and carried 5-0 to direct a drafted letter by Administrator Rich regarding the items discussed during the closed session. No additional actions taken.

MEMBER CONCERNS

Benson: Encourages attendance of the LMC annual conference held in Duluth. Annual donation to Legion for Mem day Celebration.

DeWall: Wednesday May 11, 2022 Open House inviting community to attend – featuring new equipment.

Johnson: Extends Easter wishes to all.

Rohweder: None

Mayor Ward: Wishing everyone a Happy Easter

Attorney Bray: None

BILLS FOR APPROVAL

General: \$

Liquor: \$

TOTAL BILLS FOR APPROVAL: \$171,864.51

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve the bills as submitted, DeWall clarification of monthly cleaning fees, monthly rate, etc.

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn the meeting at 7:15 pm.

Chad Ward
Mayor

Jess Rich
City Administrator



Building a Better World
for All of Us®

***3A**

MEETING MINUTES

Re: Proctor Monthly Meeting **Date of Meeting:** 4/13/2022
Project Manager: Matt Bolf, PE **Time of Meeting:** 9:00 a.m.
SEH No.: PROCT 166073 **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, Tyler Yngsdal – SEH
Char Jones - PUC

I. Proctor GIS

- A. Public Works Updates – SEH collected corrections from Rick and will make updates to the GIS system.
- B. PUC updates –. Matt will schedule a meeting with Pat and Char in May to discuss field locating efforts. SEH will provide an idea of number of blocks to be marked for SEH to pick up curb stop field data in an efficient manner.

II. Salt / Sand / Public Works Project

- A. Project Schedule
 - A. Advertise – 4/21 - both online via QuestCDN and the Proctor Journal (21st & 28th)
 - B. Virtual Bid Opening – May 12th @ 2:00 p.m.
 - C. Council Award – May 16th. SEH will provide a letter of recommendation after bids are reviewed.
 - a) PUC to schedule special meeting for May 16th @ 5:00 p.m. to approve prior to Council.
 - D. Construction – late May after award & road restrictions
 - E. City would like to encourage local vendors/contractors are used with the project – Matt will look at ways to include this in the contract documents.
- B. Project Updates and Next Steps:
 - A. The Greystone Salt/Sand Shed plans have been received. SEH is finalizing plans and specs this week for the site work, utility work, and maintenance garage building.
 - B. Permits
 - a) Sewer Extension Permit (MPCA) – Sent to WLSSD for approval. WLSSD will send to MPCA after the WLSSD Board approves the application.
 - b) CAF to WLSSD – SEH will work with Dan Belden on getting this completed.
 - c) Water Extension Plan Review (MDH) - \$150 review fee. SEH plans to send in this application today.
 - d) Wetland Impacts – Permit application has been submitted.

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

SEH is an equal opportunity employer | www.sehinc.com | 218.279.3000 | 888.722.0547 | 888.908.8166 fax

- e) Building Options needing City Input.
 - (1) Interior Finishes
 - (a) Flooring – sealed concrete finish throughout
 - (b) Office / Restroom Walls – FRP colors – Pearl Gray with pebbled embossed texture
 - (c) Garage Space – Metal walls and ceilings – Ash Grey Colorfast finish. Classic Rib Panels.
 - (d) Foundation – block paint color
 - (2) Exterior Finishes
 - (a) Walls/colors/Windows/Lighting – See building rendering for review
- f) SEH will send draft plans to Rick and Jay for any additional comments.

C. MnPower – MN Power has confirmed that the grading for the new access road and facilities are not in conflict with their utilities.

D. Utility conflicts

- a) NESC fiber optic crossing with storm and sanitary. SEH is working with NESC to get this resolved.
- b) CenturyLink (Lumen) fiber optic grading issue. SEH is working with CenturyLink to get this resolved.

III. 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. SEH and city staff met on 3/22 to discuss update needs and break out who will be completing each of the updates. Matt is working on ordinance recommendations and will send questions/comments to Jess prior to our next monthly meeting.
- B. Updated binder – this should include new forms for the new MS4 coverage. SEH will work on creating an electronic folder structure with pdfs for city staff to use.
- C. Annual Report – Jess forwarded login information for the annual report submittal (due 6/30/2022). SEH is working on the updates for June.

IV. PUC Items

A. Booster Station

- A. Delivery is anticipated for the beginning of May and work will commence then.

V. Second Street LRIP

A. Project Updates:

A. Limits of project – At the committee meeting on 3/17 and the following decisions were made:

- a) Keep trail on north side with a green space boulevard
- b) 34' wide street from face of curb to face of curb
- c) 8' parking lane on the south side of the street
- d) 5' sidewalk on the south side of the street
- e) Keep roadway resurfacing for 9th avenue along with sidewalk connection from 2nd street to the south entrance of the school and to the entrance of the school from 9th ave.
- f) Trail extensions north on 9th to 4th street will only be included if the school contributes sufficient funding.

g) Keep roadway resurfacing for 3rd Street.

B. Next Steps

- A. Guidance committee – 3rd meeting will be scheduled after the preliminary assessments have been calculated to discuss with the committee.
- B. Preliminary assessment feasibility report – this will be prepared after project scope and funding are defined. We will try to get this completed by June.
- C. 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.
 - a) Water main looping / rock blasting – SEH will send a map to Char to look at what water main improvements are wanted with the project. Char would like to get soil borings to try and determine a best route for watermain looping.
 - b) Lighting – Roughly \$100k for 9 light poles on the north side of 2nd street (intersections and midblock)

VI. Ugstad Road Development Site – any update? No

VII. School District Plan Review – any update? No

- A. Hockey Arena – Due to Covid, project was put on hold.
 - A. Pond 3 Expansion – Troy asked SEH for price to process HydroCAD updates and determine how much bigger the pond needs to get.
 - B. 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.
 - C. Maintenance Agreement – not complete yet.

VIII. Miscellaneous

- A. Storm Water Utility – any update? No
- B. MN OSHA Safety Grant – Grant allows purchase of machine used to locate tracer wire installed with underground public utilities.
 - A. Jess and Char will discuss prior to submitting grant application. No additional needs from SEH.
- C. PUC Water Break Sites – Rick provided a list of locations in need of restoration from water main breaks. SEH will provide simple plans with photos of restoration areas and a simple bid form for the PUC to solicit quotes to complete the restoration.
- D. Boundary Ave & 9th Street Intersection – The city has been having discussions on whether to provide additional stop signs at the intersection. Jess and Rick will prepare memo for review. Matt will send the old Grove Street memo to Jess for reference.

IX. Next Meeting – May 12, 2022 @ 9:00 am.

Liquor Control Committee

Minutes: April 4th, 2022

MEMBERS PRESENT: Kent Gaidis, Rory Johnson, Jim Rohweder

OTHERS PRESENT: Megan Jordan, Dick Kari

Chief Gaidis called the meeting to order at 5:30 pm

Motion by Rohweder, seconded by Johnson and carried unanimously to approve the minutes of Monday, March 21st, 2022.

Motion by Johnson, seconded by Rohweder and carried unanimously to recommend the approval of the 2022 liquor license for Speedway with no contingencies. Receipt of all property taxes paid March 25th, 2022.

As a follow up item from the last meeting, Gaidis confirmed with the Alcohol and Gambling Enforcement (AGE) regarding the licensure of the Keyboard Lounge. AGE confirmed licensing as common practice having a manger operate underneath the licensure of the owner. Ownership has remained and liquor license has been submitted and approved for 2022, with new management operating underneath their licensure.

Motion by Rohweder, seconded by Johnson and carried unanimously to adjourn at 5:33 pm.

PROCTOR POLICE CIVIL SERVICE COMMISSION

Minutes of meeting held Wednesday, March 30th, 2022.

Minutes of Commission meeting held March 7th, 2022 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, Officer Dan Mosher, and City Administrator Jess Rich.

1. Civil Service Commission met Wednesday March 30th, 2022 at 4:45 pm. at Proctor City Hall.
2. Discussion in regard to hiring new Police Officers.
3. Discussion regarding the posting for one lateral officer and one new officer hiring. Posting will take place within two days
4. Discussion on Sgt. position options.
5. Discussion on rotation for new police vehicles.
6. 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 5:40 pm.

Respectfully submitted,

Steven Elder, Secretary

Proctor Police Civil Service Commissioner.

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

**PUBLIC SAFETY COMMITTEE MEETING
June 7, 2021
MEETING MINUTES**

A. CALL TO ORDER:

Meeting was called to order by Chair Gaidis at 5:03 p.m.

B. MEMBERS PRESENT:

Members present were Kent Gaidis, Troy Dewall, Chad Ward, Dick Karl, Kerry Helquist and Rick Lalonde. Also present Jessica Rich, Sally Hedtke, Jessica Buhs, Karl Putikka.

C. APPROVAL OF MINUTES:

Motion by Dick Karl, seconded by Chad Ward and passed to recommend that Council approve the Minutes of March 29, 2021.

D. APPROVAL OF AGENDA:

Motion by Chair Gaidis, seconded by Chad Ward and passed to approve the Agenda of June 7, 2021.

E. NEW BUSINESS:

1. Cub Scout Day Camp, August 13-14, 2021

Clark R. Garthwait (District Director, Boy Scouts of America) discussed use of soccer fields for the day camp. Parents will be present during the day camp.

"Weird Science" is the weekend's theme.

Motion by Kerry Helquist, seconded by Rick Lalonde and passed to recommend that Council approve the Cub Scout Day Camp event.

2. Car Show and Swap Meet at Fairgrounds, August 8, 2021

No issues noted.

Motion by Chad Ward, seconded by Chair Gaidis and passed to recommend that Council approve the Car Show and Swap Meet event.

3. Friday Night Hoghead/Time Change, August 20, 2021

Members discussed the change in time from 10:00 p.m. to 11:00 p.m.

Motion by Chair Gaidis, seconded by Rick Lalonde and passed to recommend that Council approve the time change of Friday Night Hoghead.

F. MEMBER CONCERNS:

Limited parking at the St. Luke's Sports and Event Center and High School.

The street projects on 2nd Street, 800-900 block of 3rd Street, and 9th Street.

A blind letter stating future plans for parking and street updates to be sent to Proctor city residents.

G. ADJOURNMENT:

Motion by Chad Ward, seconded by Chair Gaidis and passed to adjourn the Public Safety Committee Meeting at 5:20 p.m.

LG510 City or County Annual Report, 10% Lawful Gambling Contribution Fund**10% Lawful Gambling Contribution Fund Allowance**

Minnesota Statutes, Section 349.213, Subdivision 1, Paragraph (f)(2), allows a city or county to require (by ordinance) an organization to contribute up to 10% per year of net profits to a fund that the city or county administers.

For purposes of the 10% contribution, net profits are gross profits less amounts expended for that site's allowable expenses and portion of lawful gambling taxes.

- * The 10% contribution requirement may only be applied to net profits derived from lawful gambling conducted at premises within the city or county's jurisdiction.
- * A city or county may request from an organization a copy of the site's LG100A showing that site's net profit.
- * Organizations must make 10% fund checks payable to the city or county requiring the funds, and not to any other payee.
- * A licensed organization that contributes to the 10% fund may not be a beneficiary of that fund.
- * A required contribution is different from a voluntary contribution to units of government (under lawful purpose Code A10) for government programs and projects, and cities or counties are not required to report voluntary contributions to the Board.

City or County Information

City or County Name (may not be township): Proctor This report is for calendar year 2021
 Address: 100 Pionk Drive City: Proctor, MN Zip: 55810

Financial Information, 10% Lawful Gambling Contribution Fund

1. **Contribution rate** 1. 10%
 • Up to 10% per year of net profits (may not exceed 10%; may not be a variable rate).
2. **Fund balance as of December 31 of previous calendar year** 2. \$ 23,215.56
 • If none or negative, enter 0.
3. **Interest earned, if any, on fund balance for the calendar year** 3. \$ _____
4. **Contributions received from licensed organizations for the 10% contribution fund:**
 • Use separate line for each site in your jurisdiction; use additional sheets if necessary.
 • You may use one total for "Amount Contributed" per organization, rather than per site.
 • Checks for contributions to the 10% fund **must be written to the city or county** and deposited in a fund administered by the city or county before the city or county may make expenditures from this fund.
 • Do not include amounts received for a local gambling regulatory tax or an investigation fee, or any voluntary contributions made to a city or county by an organization (see LG555).

4A

Name of Licensed Organization	Organization License #	Site/Premises Name	Amount Contributed
Irving Community Center	02305	Powerhouse Bar	\$ 7,081.17
Duluth Softball Association	02794	Moose Lodge	\$ 2,475.13
Duluth Softball Association	02794	Pit Stop	\$ 1,167.69
Duluth Softball Association	02794	Keyboard	\$ 2,609.82

Enter total amount contributed on Line 4 \$ 13,333.81 4. \$ 13,333.81

5. **Total required contributions and interest (add Lines 2, 3, and 4)** 5. \$ 36,549.37
6. **From Page 2, enter total of expenditures the city or county made from its 10% fund** 6. \$ 2,625.23
 (Note: The Line 6 amount may not exceed the amount of Line 5.)
7. **Year-end balance on December 31** (Line 5 minus Line 6; enter 0 if negative balance) 7. \$ 33,924.14

Continued on Page 2

LG510 City or County Annual Report—10% Lawful Gambling Contribution Fund

09/18
Page 2 of 3

City or County Name: **Proctor**

Expenditures from 10% Contribution Fund - Payee/Recipient Information

6. List all expenditures made from the 10% contribution fund, using the A codes listed on Page 3 to describe the purpose of the contribution. Expenditures may only be used for the A code purposes listed on Page 3. Include a detailed description of each expenditure. Note: Contributions made from a city's or county's 10% lawful gambling contribution fund are subject to the same expenditure requirements as licensed lawful gambling organizations. Contributions may not be made to organization contributing to the 10% fund.

Code*	Payee/Recipient	Detailed Description/Purpose of Expenditure	Amount
A	American Legion	Donation	\$ 300.00
A	Proctor Police Department	National Night Out - Activity for Youth	\$ 866.37
A	Swank Motion Pictures	Family movie during Hoghead Festival - Activity for Youth	\$ 465.00
A	Proctor Historical Society	Interpretive Sign for Engine 225 - Donation	\$ 629.50
A	Proctor Police and Fire Departments	Trunk or Treat - Activity for Youth	\$ 364.36
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6. TOTAL \$ 2,625.23

* Use the Codes listed on Page 3

(Enter Total on Page 1, Line 6)


City or County Name: Proctor

*** Use the codes listed below to describe expenditures from the 10% lawful gambling contribution fund.**

- A1 To a 501(c)(3) organization or a 501(c)(4) festival organization.
- A2 To relieve effects of poverty, homelessness, or disability.
- A3 Program for education, prevention, or treatment of problem gambling.
- A4 To a public or private nonprofit school.
- A5 To a scholarship fund.
- A6 For recognition of military service (open to the public) or support for active military personnel and their immediate family members in need.
- A7 Activities and facilities for youth.
- A10 Expenditures for police, fire, and other emergency or public safety-related services, equipment, and training. Not allowed: Contribution to pension or retirement fund.
- A11 To a church.
- A12 With Minnesota Pollution Control Agency (PCA) approval, citizen monitoring of surface water quality by individuals. Requires submission of data to PCA.
- A13 With DNR approval, wildlife management projects or activities that benefit the public-at-large; grooming or maintaining snowmobile or all-terrain vehicle trails, or other trails open to public use; supplies and materials for DNR-coordinated safety training and education programs.
- A14 For nutritional programs, food shelves, and congregate dining programs primarily for persons age 62 or older or disabled.
- A15 For community arts organizations, or sponsorship of community arts programs.
- A19 For humanitarian service, recognizing volunteerism or philanthropy.

City or County Acknowledgment

- ☒ 1. I am the official responsible for the financial reporting of the city's or county's 10% lawful gambling contribution fund under Minn. Stat. § 349.213, subd. 1.
- ☒ 2. I affirm that the contributions received were deposited into a fund administered by the city or county.
- ☒ 3. I am aware of the restrictions under Minnesota law on expenditures from this fund and affirm that the expenditures meet the definition of charitable contributions as defined in Minn. Stat. § 349.12, subd. 7a, or are for police, fire, and other emergency or public safety-related services, equipment, and training, excluding pension obligations, are accounted for in a manner consistent with generally accepted accounting principles, and that the city or county does not retain control of funds once they are expended from the city's or county's account.
- ☒ 4. I have reviewed this report and affirm that the revenues, expenditures, and the fund balance reflect all contributions received and expenditures from the 10% contribution fund, and is a true, correct, and complete report.

 Signature of City or County Official	Finance Director Title	4/7/22 Date
Leslie Brunfelt Print Name	218-624-3641 Phone Number	lbrunfelt@proctormn.gov Email Address

By March 15 each year email, fax, or mail the LG510 to:

Minnesota Gambling Control Board
Attention: City Reports
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Email: gbcrcity.reports@state.mn.us
Fax: 651-639-4032

Questions? Call 651-539-1900

To: City Council
From: Leslie Brunfelt, Finance Director
Date: April 18, 2022
Re: Quarterly Financial Update

4B

Finance Highlights

- 2021 audit field work is complete. Everything went well. The auditors really appreciated our new financial system, where they could view invoices and account detail without asking us to pull paper files. This saved us a lot of time pulling files and re-filing.
- 2022 Sales tax revenues through February were 8% lower than 2021.
- 2021 Lodging tax revenue is coming in on par with prior years.
- The liquor store sales have started to slip some. They are down 3% from last year and margins are taking a bit of a hit with the inflation and supply chain issues. The Liquor Store manager is diligently working to get the pricing right for customers and maintain the margins.
- We received the remainder of the 2021 AFG (Assistance to Firefighters) \$25K
- We also have received \$41,531 from Midway for Fire and \$25,000 from ISD 704 for the SRO.
- All General Fund revenues are on track for the year.
- See the expenditure analysis on page four for an explanation of the expenditure variances.

Proctor will receive a total of \$330,906.61 in funds from the American Rescue Plan (ARP). The current guidance from the Treasury departments allows for awards up to \$10 million to be used to replace lost revenue related to the pandemic. This application allows the City of Proctor to use the funds for the “General Provisions of Government”.

So far Council has designated funds for the following projects:

1. Fire Department SCBA units - \$21,404. Total project was for 20 SCBA units. 16 units were funded through a FEMA Assistance to Firefighters Grant. Purchasing the additional 4 units brings the Fire Department to 100% SCA Compliance.
2. Sand Salt Facility -\$200,000. Construction of a new Sand and Salt storage facility to replace the present location of the salt/sand and public works facility adjacent to Kingsbury Creek, a MN DNR designated trout stream. The City of Proctor has taken a directive from the Minnesota Pollution Control Agency to contain salt/sand piles to eliminate migration of said products into Kingsbury Creek and the Lake Superior Watershed and to move the current facility.

Current Economics

On a National Level, From HilltopSecurities 2022 Q1 Economic Commentary, the story of the quarter is upcoming uncertainty as to how the war in Ukraine will affect the global outlook. The Job Openings and Labor Turnover Survey (JOLTS) showed 11.3 million job openings. There are now 1.8 jobs for every American actively seeking work. By comparison, in July 2009, when the country was emerging from “the Great Recession”, there were 6 unemployed workers for each open position. Initial jobless claims totaled just 187K for the week ending March 19th, the lowest level in 57 years. Most of the data coming out support more aggressive Fed rate hikes, but most of the data do not yet reflect the war in Ukraine.

The State’s Budget and Economic forecasts reports in December 2021, the CPI rose 7.1 percent over December 2020, bringing annual inflation to 4.7 percent. Resolution of supply-chain issues, consumer demand reverting to services, and monetary policy expected to slow inflation late this year and into next. Recently surging energy prices add risk to the inflation forecast.

A tight labor market is expected to support strong total wage income growth of 9.4 percent this year.

State Budget outlook:

The State’s economic outlook remains positive. The revised projected general fund surplus is \$9.253 billion for FY 2022-23. Higher income, consumer spending and corporate profits in the state has driven the revenue growth. Uncertainty due to inflation and geopolitical conflict pose risk to the budget and economic outlook.

Through December, the state’s unemployment rate has fallen to 3.1%, the lowest since December 2019, and total employment has risen to 96.4 percent of the pre-pandemic level. That still means that 87,000 fewer Minnesotans are in the labor force compared to February 2020.

The state’s economic forecast still identifies the following risks:

- Inflation, energy prices
- Geopolitical conflict
- Supply chain issues
- Labor force participation
- Path of pandemic

City of Proctor
Cash Balances
March 2021

Fund	Current Balance
100 - General Fund	3,257,181
200 - Cable Communications Fund	108,104
300 - Construcion Projects	(13,723)
400 - Closed Debt Service Funds	300,157
493 - Equip Cert 2012A, Refunding	10,001
494 - 2015 Improvement Refund Bonds	77,186
495 - 2016A Advance Refunding Bonds	85,982
496 - 2018A GO Bonds Almac and 6th S	(36,623)
500 - Sewer Fund	2,192,394
550 - Golf Course Fund	(245,370)
600 - Liquor Fund	285,848
700 - Public Utilities Commission	5,801,938
810 - Proctor BDRHC Fund	13,779
830 - Proctor Economic Development	111,962
	<hr/>
	11,948,816
	<hr/>

Cash balances are 8.2% above January 2021. The City's General Fund cash reserves of \$3.26 million are 112% of the City's General Fund 2022 budget. The City is not projecting ay cash flow issues at this time.

City of Proctor
Select Departmental and Fund Expenditure/Expense Budget Variance Report
January - March 2022

	2022 Annual Budget	2022 YTD Budget	2022 YTD Actual	Budget Variance over (under)	over (under) %
General Fund	2,846,051	829,378	688,451	(140,927)	-17%
Police	1,160,153	367,141	320,502	(46,639)	-13%
Fire	253,535	62,449	50,945	(11,504)	-18%
Streets	647,527	183,052	158,936	(24,116)	-13%
Parks	78,937	30,404	11,835	(18,569)	-61%
City Admin	414,792	106,830	98,806	(8,024)	-8%
Council/Mayor	143,432	37,990	14,039	(23,950)	-63%
Legal	65,000	16,250	6,756	(9,494)	-58%
City Hall	82,675	25,263	26,632	1,370	5%
Sewer	555,482	137,750	122,580	(15,170)	-11%
Liquor Store	1,075,501	270,250	271,841	1,591	1%
PEDA	55,000	13,750	4,800	(8,950)	-65%

1

Explanation of Significant Variance

The budget is generally split flat between 12 periods. The majority of the budget variances through March are timing related. Other items of note are listed below:

1 - City Hall cleaning has been coming in higher than budgeted

Purchasing Policy

Adopted _____ 2022

Section 1. Purpose. The purpose of this policy is to establish the procedures for purchases made on behalf of the City of Proctor. This policy has the following objectives:

1. To ensure that all purchases comply with all applicable laws.
2. To economically maximize the use of tax dollars for purchasing goods and services.
3. To provide clear and consistent guidelines for authorized purchasers to follow.
4. Expenditure of public funds shall represent a lawful expenditure, by meeting both of the following standards:
 - Public purpose. A public purpose for the expenditure must exist.
 - Authority. Specific or implied authority for the expenditure must arise out of a statute or from the city's charter.

It is the responsibility of each City employee to adhere to the purchasing process and procedure for the actual ordering/purchasing of goods and services, procedure for receiving and reporting purchases and procedure for payment of vendor invoices.

The City of Proctor encourages its staff to use local purchasing when all factors are relatively equal.

Section 2. Purchasing Agent. The Finance Director shall be the purchasing agent for the City. The Finance Director is responsible for the overall purchasing function. The City Administrator and Department Heads shall be responsible for purchasing items within their respective budgets.

All authorized persons are required to coordinate their purchasing with the purchasing agent for reporting to the City Council. The purchasing agent is responsible for ensuring that the purchases are reported to the City Council for approval, ratification, and/or confirmation. In the Finance Director's absence, the City Administrator shall serve as the purchasing agent.

Section 3. Purchasing Levels and Approvals.

Department Heads shall review all department invoices for expenditures in and verify the validity of the charges. Department Heads shall approve invoices after ascertaining that the goods or services have been delivered to the City in the quantities listed and charges are correct. Certain invoices are excluded from Department Head review and approval. These include monthly invoices which are allocated to departments based on employee costs or other factors, e.g., health insurance, life insurance, dental insurance, utilities, and telephone invoices, and construction contracts. Purchases shall be reviewed and ratified by the City Council at their regular meeting before payments are released. Authorization for purchases shall be according to the following levels:

1. Level 1

The following department heads shall have the authority to authorize purchases up to \$2,500 based on budgets and appropriations contained in their specific department:

- Fire Chief
- Chief of Police
- Finance Officer
- Street Foreman
- Cable Coordinator
- City Clerk's and Administrator
- Liquor Store Manager
- Proctor Utilities Commission Operations Coordinator

2. Level 2

The following shall have the authority to authorize and approve purchases up to \$2,500 - \$10,000 based on budget and appropriations:

- City Administrator

3. Level 3

When the purchase involves more than one department, the Finance Director and the City Administrator may combine to authorize expenditures up to \$5,000 per department but not to exceed \$25,000.

Section 4. Purchasing Procedures. Purchases may be made by the following methods: Regular Purchasing, Bidding and Quote Procedures, Price Agreements, Emergency Purchasing, Disaster Purchasing, Cooperative Purchasing, and Use of Credit cards.

A. Regular Purchasing, Bidding and Quote Procedures. These procedures apply to the purchase of supplies, materials, equipment, or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property. Purchasing must be consistent with the approved annual budget.

1. Purchases of less than \$10,000

The purchase may be made in the open market by an authorized purchaser. Authorized purchasers are strongly encouraged to seek quotations unless the time involved would not justify the benefit, and to buy locally whenever possible or practical.

2. Purchases from \$10,000 to \$25,000

- The purchase should be based on a minimum of two quotations.
- Quotations may be obtained in written form via mail or electronically and must have a specific date and time for submission.
- All quotations should be kept on file for a minimum of one year and shall include:
 - the names of vendors providing the quotations
 - the amount of quotations
 - each successful quotation signed and dated
- The quotations must be forwarded to the purchasing agent, who will forward the request and recommendation to the City Administrator for approval.

3. Purchases from \$25,000 to \$175,000

As per Minn. Stat. § 16C.105. and Minn. Stat. § 471.345, subd. 1, for contracts estimated \$25,000 but not more than \$175,000, the city must consider the availability, price, and quality of supplies, materials, or equipment available through the state cooperative purchasing venture or other approved cooperative purchasing source before buying through another source.

If it is not feasible to make the purchase from a cooperative purchasing source, the following procedures shall apply:

- The purchase should be based on a minimum of two quotations.
- Quotations may be obtained in written form via mail or electronically.
- Quotations must have a specific date and time for submission.
- All quotations should be kept on file for a minimum of one year and shall include:
 - the names of vendors providing the quotations
 - the amount of quotations
 - each successful quotation signed and dated.
- The quotations whether from cooperative purchasing sources or from vendors will be received by the purchasing agent and city administrator, who will forward the request and recommendation to the City Council for approval.

4. Purchases exceeding \$175,000

Purchases or contracts exceeding \$175,000 require formal sealed bids solicited by public notice in accordance with Minnesota Statute 471.345.

- The purchasing agent or designee shall prepare or cause to be prepared,
 - the specifications required to accurately describe purchase
 - the advertisement to solicit sealed bids
 - the opening and tabulation of bids
 - any necessary investigation of the bids.
- The purchasing agent or designee shall recommend to the City Council which bid is the lowest responsible bid. The City Council shall determine the lowest responsible bidder and may award based on lowest responsible bid. In all cases, the City Council reserves the right to accept or reject any or all the bids and waive informalities therein.

5. Lowest Responsible Bidder. In determining the lowest responsible bidder, in addition to the price, City of Proctor's consideration shall include, but not be limited to, the following:

- a. The ability, capacity and demonstrated skill of the bidder to perform and/or provide the required service.
- b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- d. The quality of performance of previous contracts or services.
- e. The sufficiency of the financial resources and ability of the bidder to perform the contract or services.
- f. The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
- g. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.

For all contracts for construction, alteration, repair, or maintenance work, the city may award contracts to the vendor offering the best value, and "best value" shall be defined as found in Minnesota statute. Alternatively, the county may award all contracts for construction, alteration, repair, or maintenance work to the lowest responsible bidder, reserving the right to reject any or all bids. (*Minn. Stat. § 16C.28, Subd. 1, paragraph (a), clause (2), and paragraph (c), and Section 16C.28, Subd. 1a*)

6. Best Value. For the purposes of construction, building, alteration, improvement, or repair services, "best value" describes the result determined by a procurement method that considers price and other criteria, which may include, but are not limited to:

- a. The quality of the vendor or contractor's performance on previous projects.
- b. The timeliness of the vendor or contractor's performance on previous projects.
- c. The level of customer satisfaction with the vendor or contractor's performance on previous projects.
- d. The vendor or contractor's record of performing previous projects on budget and ability to minimize cost overruns.
- e. The vendor or contractor's ability to minimize change orders.
- f. The vendor or contractor's ability to prepare appropriate project plans.
- g. The vendor or contractor's technical capabilities.
- h. The individual qualifications of the contractor's key personnel; or
- i. The vendor or contractor's ability to assess and minimize risks.

7. Local Vendors. All requests for quotations and/or competitive bids shall include local vendors whenever possible. It is the desire of the City Council to give local vendors preference, provided it is not in conflict with this policy.

8. Exclusions from Competitive Bidding Requirements. It is not legally necessary to advertise for bids for:

- Professional services such as those of doctors, engineers, lawyers, architects, accountants, and other services requiring technical, scientific, or professional training (if in doubt, contact the City Attorney). Before contracting any professional services for a significant amount, the City Council shall be advised. The City Council will then decide if quotations or bids are appropriate even though not legally required.
- The purchase or lease of real estate.
- The purchase of non-competitive products patented or obtainable from only one source.
- Public safety equipment may be purchased without competitive bids or proposals if the equipment is clearly and legitimately limited to a single source of supply and the contract price may be best established by direct negotiation. "Public safety equipment" is defined as vehicles and specialized equipment used by a fire department in firefighting, ambulance and emergency medical treatment services, rescue, and hazardous materials response.

B. Price Agreements. Price agreements may be used to acquire items the City frequently purchases in small quantities, i.e. gasoline, propane, and heating fuel. A price agreement is a contract between the City and a vendor. Under it, the vendor agrees to supply all the City's requirements for the specified commodity during the period of agreement. The price may be fixed or variable, such as a fixed discount from market price. Such price agreements expedite delivery, reduce paperwork, and generally result in lower prices. The procedure for "Purchases of less than \$10,000" applies.

C. Emergency Purchasing. The Emergency Management Act (Minn. Stat. § 12.03, subds. 2, 3) defines an “emergency” as an unforeseen combination of circumstances that calls for immediate action to prevent a “disaster” from developing or occurring.

When an emergency occurs, the Finance Director, the City Administrator, the Police Chief, the Fire Chief and/or the Mayor may authorize a necessary emergency purchase. All emergency purchases shall be reported in writing to the City Administrator within 24 hours with the reasons for such a purchase to be included.

If the emergency purchase exceeds \$5,000, the Finance Director, the City Administrator, and the Mayor may combine to authorize expenditures over \$5,000 but not to exceed \$25,000 with the written follow-up approval of the Mayor and City Council. At least two competitive quotations should be utilized whenever possible as part of the process.

In an emergency, the City Council may dispense with the bidding requirements of state contract law. Before deciding if an emergency exists, the City Council shall consult with the City Attorney.

D. Section 11. Disaster Purchasing. A “disaster” is defined in Minn. Stat. § 12.03, subd. 2. as a situation that creates an actual or imminent serious threat to the health and safety of persons, or a situation that has resulted or is likely to result in catastrophic loss to property or the environment, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

Disaster Purchasing shall only be conducted as follows:

- The mayor shall issue a proclamation declaring an emergency. Only the mayor can declare a local emergency. The emergency declaration will not last longer than three days unless continued by the city council.
- The declaration of an emergency must invoke the city’s disaster plan. The portions of the plan necessary for response and recovery must be used. The declaration of the emergency may also authorize aid and assistance under the disaster plan.
- The council passes a resolution to continue the emergency if it will last longer than three days.
- During a declared emergency, the City may enter contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and aiding victims of such disasters. The City may exercise such power as deemed necessary without complying with purchasing procedures prescribed by law pertaining to the performance of public work, entering into rental equipment agreements, purchase of supplies and materials, limitations upon tax levies, and the appropriation and expenditures of public funds, including, but not limited to, publication of resolutions, publication of call for bids, provisions of personnel laws and rules, provisions related to low bids, and requirement for budgets. The council shall pass a resolution to make the emergency contract.

E. Cooperative Purchasing. The City may increase savings from bulk discounts by making purchases jointly with one or more governmental units. The joint-powers law authorized cooperative purchasing. Under these programs, several governmental units can enter into an agreement to authorize one party to solicit bids and provide for the purchase at the option of each participating governmental unit. Once the governmental units agree on the specifications of the item, one party may advertise for bids on behalf of all the parties

that participate in the agreement. Rather than specify a specific number of items, the advertising participant will advertise for "...up to (number) of (item)." This way, each participating unit can make the final decision on whether to purchase the items from the successful bidder.

F. Use of Credit Cards. The City Council may authorize the use of a credit card by any City Official or employee otherwise authorized to make a purchase on behalf of the City.

All expenditures done with use of the City designated credit card shall adhere with City of Proctor Credit Card Policy as amended from time to time.

Section 5. Effective Date. This policy becomes effective upon adoption by the City Council.

CITY OF PROCTOR DATA PRACTICES POLICY

UPDATED:

Government Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all “government data” are public unless a state or federal law says the data are not public. “Government data” means all recorded information a government entity has collected, created, received, maintained or disseminated, including paper, email, flash drives, CDs, DVDs, photographs, etc. Government Data is categorized as follows:

Data on individuals or decedents: All government data in which any individual or decedent is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual or decedent.

- Public data are any data not classified as private or confidential. Public data are accessible to anyone upon request.
- Private data are any data expressly classified as private. Private data are accessible only to the subject of the data; City officials or employees whose work assignments reasonably require access; outside entities or agencies authorized by law; and entities or individuals given access by express written direction of the subject of the data.
- Confidential data are any data expressly classified as confidential. Confidential data are accessible only to City officials or employees whose work assignments reasonably require access; and outside entities or agencies authorized by law. Confidential data are not accessible to the data subject.

Data not on individuals: All government data that is not data on individuals. Data not on individuals includes data on corporations, partnerships and other organizations and entities.

- Public data are any data not classified as nonpublic or protected nonpublic. Public data are accessible to anyone upon request.
- Nonpublic data are any data expressly classified as nonpublic. Nonpublic data are accessible only to the subject of the data; City officials or employees whose work assignments reasonably require access; outside entities or agencies authorized by law; and entities or individuals given access by express written direction of the subject of the data.
- Protected Nonpublic data are any data expressly classified as protected nonpublic. Protected Nonpublic data are accessible only to City officials or employees whose work assignments reasonably require access; and outside entities or agencies authorized by law. Protected Nonpublic data are not accessible to the data subject.

Your Data

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessen warning. The notice includes the purpose and intended use of the requested data, whether you can refuse to supply the requested data, any known consequences from supplying or refusing to supply the data, and the identity of other persons authorized to receive the data. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

You have the right to challenge the accuracy and/or completeness of data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

Your Right to Access Government Data

The Data Practices Act requires that the City keep all government data in a way that makes it easy for you to access. You have the right to look at (inspect), free of charge, all public data and private data that you are the subject of. You also have the right to get copies of this data, but the City will charge for copies.

How to Request Government Data

The City requires that all requests for data be submitted in writing on the “Data Request Form” attached to this policy. This form may be emailed, mailed or delivered in person to the Responsible Authority.

Please be as specific as possible about what data you are seeking to help facilitate the request.

If you are requesting public data you are not required to identify yourself or explain the reason for your data request. However, you may need to provide the City with some personal information for practical reasons (for example, you need to provide us with an address or P.O Box if you want us to mail it to you). If we do not understand your request and have no way to contact you, we cannot respond to your request.

If you are requesting private or nonpublic data as the data subject or the data subject’s parent or guardian, you must provide proof of your identity and relationship to the minor if applicable. If you do not provide this proof, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it. We may ask you to clarify what data you are requesting.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but we are not allowed to give it to you, we will notify you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and we are allowed to give it to you, we will respond to your request by doing one of the following:
 - Arranging a date, time, and place for you to inspect the data at our offices; or
 - Notifying you that you may pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.

If you are the subject of the data we will provide you with the requested data within 10 business days. After we have provided you with your requested data, we do not have to provide the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you are not the subject of the data we will provide you with the requested data in an appropriate and prompt manner and within a reasonable amount of time.

Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time. If you ask we will provide you with the estimated cost of your data request before completing the request to confirm you wish to proceed. In some cases, the City may require pre-payment or may provide the data in phases. If the City deems pre-payment or a phased response appropriate we will notify you as soon as reasonably possible.

If you do not respond to our questions or notices or if you do not make arrangements to inspect or retrieve the data within 10 business days, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests or questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from private or confidential data. You may use the data request form to request summary data. We will respond to your request as soon as reasonably possible with the data, details of when the data will be ready and how much we will charge you, or that the data will not be provided and the reasons why providing the data would compromise the private or confidential data. The City may require pre-payment for the cost of creating the data.

Requests for Private Data about Minor Children

As a parent, you have the right to request public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to request public and private data about an individual for whom you are appointed guardian. However, minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents or guardians access to the data. We will make the final decision

about your request based on your best interests. In determining the best interest of the minor, the City will consider:

- Whether the minor is of sufficient age and maturity to be able to explain the reasons for and to understand the consequences of the request to deny access;
- Whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- Whether there is ground for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- Whether the data in question is of such a nature that disclosure of it to the parent could lead to physical or emotional harm to the minor data subject; and
- Whether the data concerns medical, dental, or other health services provided pursuant to Minnesota Statutes, sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor.

The City may also deny parental access without a request from the minor under applicable state or federal law.

Copy Costs

There is no charge or fee for the inspection of data. There may be charges or fees for copies of physical or electronic data. The City may require pre-payment of allowable costs associated with your data request before releasing the data to you. The City will not charge you for costs related to separating public data from not public data.

Public Data - For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy. The City does not charge for copies if the cost is less than \$10.00. Multiple requests within the same 15 business day period will be treated as a single request for the purposes of calculating whether the minimum of \$10.00 is met. (Not applicable for requests in which you are the subject of the data.)

Data Subject – actual cost

If you are the subject of the requested data, the City will charge you the actual cost of making the copies or electronically sending the data. The rate charged will be the actual hourly rate of the employee performing the work. If based on your request, we find it necessary for a higher-paid employee to provide the data, we will calculate the charges at the higher wage. All time will be charged based upon 15 minute increments. Responses under 15 minutes will not be charged.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

The rate charged will be the actual hourly rate of the employee performing the work. If based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher wage. All time will be charged based upon 15 minute increments. Searches under 15 minutes will not be charged.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

CD Rom, Flash Drives, Thumb Drives or other information storage devices

The City will not allow requestors to provide their own storage devices. Requestor must accept and pay for the implement provided by the City to fulfill the data request. The City will not allow you to use your own implement on City equipment.

Data Protection

Accuracy of Data

All employees will be requested to provide updated personal information to the appropriate supervisor and Human Resources. The information is necessary for tax purposes, insurance coverage, emergency notifications, and other personnel purposes. Other people who provide private or confidential data to the City will also be encouraged to provide updated information when appropriate.

Department heads should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.

All records must be disposed of according to the City's records retention schedule.

Data Safeguards

Not public data will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.

Not public data must be kept only in City offices, except when necessary for City business.

Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain not public data. These employees will be instructed to:

- not discuss, disclose or otherwise release not public data to City employees whose job responsibilities do not require access to the data;
- not leave not public data where non-authorized individuals might see it; and
- shred not public data before discarding, or dispose through confidential locked recycling.

When a contract with an outside party requires access to not public data, the contracting party will be required to use and disseminate the data consistent with the Act.

Data Retention

The City retains and destroys government data pursuant to the General Records Retention Schedule for Minnesota Cities as approved and as may be amended from time to time by the Minnesota Records Disposition Panel. The schedule can be located online from the Municipal Clerks and Finance Officers Association of Minnesota at <http://www.mcfoa.org/> or the Minnesota Historical Society at <http://www.mnhs.org/preserve/records/retentionsched.php>. Any City specific amendments to the schedule will be attached to this policy.

Data Inventory

An inventory of the private and confidential data on individuals maintained by the City is attached to this policy. The inventory includes the type of data, the designee responsible for each type of data, and the statutory cite which classifies the data as private or confidential. This inventory will be updated by the Responsible Authority as appropriate.

State Law

This policy is subject to the Minnesota Data Practices Act in Minnesota Statutes Chapter 13 and the related rules in Minnesota Rules Chapter 1205.

Data Practices Contacts

The data practices Responsible Authority is the designated City employee who is responsible for the collection, use, and dissemination of government data. The data practices compliance official is the designated City employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The data practices designees are designated City employees who are in charge of individual files or systems containing government data and receive and comply with requests for government data.

Title	Name	Address	Phone #	Email Address
Submit Requests to:				
Responsible Authority	Jess Rich City Adm/Clerk	100 PIONK DRIVE PROCTOR, MN 55810	218-624-3641	jrich@proctormn.gov
Submit Complaints to:				
Compliance	City Attorney	100 PIONK DRIVE PROCTOR, MN 55810		jbray@brayreed.com

Other's that may be directed to handle requests by the Responsible Authority:				
Designee	Megan Jordan	100 PIONK DRIVE PROCTOR, MN 55810	218-624-3641	mjordan@proctormn.gov
Designee	Char Jones	100 PIONK DRIVE PROCTOR, MN 55810	218-624-4055	cjones@proctormn.gov
Designee	Karry Helquist Fire Chief	100 PIONK DRIVE PROCTOR, MN 55810	218-624-3641	khelquist@proctormn.gov
Designee	Kent Gaidis Police Chief	100 PIONK DRIVE PROCTOR, MN 55810	218-624-7788	kgaidis@proctorpd.org

CITY OF PROCTOR

Data Request Form

REQUESTER COMPLETE Items 1-7

1. DATE OF REQUEST		REQUESTER NOTES: A. Identification is not required for public data; Contact information is required for us to be able to provide the requested data. B. Identification is required for release of private or nonpublic data. C. <u>You must have the complete name and date of birth if you are requesting a background check on an individual.</u> D. Disclosure of information depends on the data requested and the status of any related case or investigation. E. The City may require pre-payment or may provide a phased response depending on the request.
2. REQUESTER NAME (<i>Last, First, Middle</i>)		
3. ADDRESS		
4. PHONE Home # _____ Cell # _____		
5. EMAIL (if applicable)		
6. DESCRIPTION OF DATA REQUESTED <input type="checkbox"/> Inspection <input type="checkbox"/> Copies <input type="checkbox"/> Both inspection and copies 		
7. SIGNATURE		

To Be filled out by the City:

REQUEST TYPE: In-person <input type="checkbox"/> Mail <input type="checkbox"/> Phone		REQUESTED BY: Subject of data <input type="checkbox"/> Not Subject of data	
DATA REQUESTED IS CLASSIFIED: Public <input type="checkbox"/> Private/Nonpublic <input type="checkbox"/> Confidential/Protected Nonpublic			
RESPONSE (provide notes for checked boxes) Clarification Requested: _____ Pre-payment: _____ Estimated Cost: _____ Phased Response: _____			
REQUEST Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved in Part (<i>explain in REMARKS</i>)			REQUEST HANDLED BY:
REMARKS: Not Public Data Has Been Removed. Mailed _____ Faxed _____ In Person _____		ADDITIONAL REMARKS:	
PAYMENT DUE: _____		PAYMENT RECEIVED: _____	

**DATA MAINTAINED BY CITY OF PROCTOR
CLASSIFIED AS PRIVATE OF CONFIDENTIAL
DATA ON INDIVIDUALS**

Private, Confidential, Nonpublic and Protected Nonpublic data are available only to those employees and volunteers who need to access the data in order to perform their specific work assignments. The Responsible Authority and Designees are responsible for ensuring that not public data is accessed only as needed or as provided by law.

Personnel Data (Private)

Minn. Stat. § 13.43

All data about an individual who is employed as, or an applicant for employment as, an undercover law officer is private data.

All personnel data is private except for the following which is public:

- Name
- Employee identification number (which must not be employee Social Security number)
- Actual gross salary
- Salary range
- Terms and Conditions of employment relationship
- Contract fees
- Actual gross pension
- Value and nature of employer paid fringe benefits
- Basis for and amount of added remuneration, including expense reimbursement
- Job title
- Bargaining unit
- Job description
- Education and training background
- Previous work experience
- Date of first and last employment
- The existence and status (but not nature) of any complaints or charges against the employee, whether or not resulting in discipline
- Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees
- Terms of any agreement settling any dispute arising from the employment relationship, including a "buyout" agreement
- Work location
- Work telephone number
- Badge number
- Work related continuing education
- Honors and awards received
- Payroll time sheet or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of medical leave or other not public data

If it is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, information that is relevant to the safety concerns may be released to (1) the person who may be harmed or to the person's attorney when relevant to obtaining a restraining order, (2) a pre-petition screening team in the commitment process, or (3) a court, law enforcement agency or prosecuting authority.

Applicant Data (Private)

Minn. Stat. § 13.43, Subd. 4

Data about current and former applicants for employment is private, except the following which is public:

- Veteran status
- Relevant test scores
- Rank on eligible list
- Job history
- Education and training
- Work availability
- Name, after being certified as eligible for appointment to a vacancy or when considered a finalist for a position of public employment (which occurs when the person has been selected to be interviewed by the appointing authority)

Applicant for Appointment

Minn. Stat § 13.601, Subd. 3

Data about applicants for appointment to a public body collected by a government entity as a result of the applicant's application for appointment to the public body are Private Data on individuals except that the following are public: name, city of residence (except when appointment has residency requirement), education and training, employment history, volunteer work, awards and honors, prior government services, data required to be provided for application to a multimember agency pursuant to section 15.0597, and veteran status.

Once an individual is appointed to a public body, the following additional data are public: residential address, either a telephone number or email address where the appointee can be reached or both at the request of appointee, first and last dates of service on the public body, existence and status of any complaints or charges against the appointee, and the final investigative report related to any complaint or charge unless access to the data would jeopardize an active investigation.

Property Complaint Data (Confidential)

Minn. Stat. § 13.44, Subd. 1

The identities of individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.

Security Information (Private/Nonpublic)

Minn. Stat. § 13.37, Subd. 2

Data which if disclosed would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury. This includes checking account numbers, crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers, but these may be disseminated to other volunteers participating in crime prevention programs. This also includes interior sketches, photos, or plans of buildings where detailed information about alarm systems or similar issues could jeopardize security.

Registered Voter Lists/Absentee Ballots (Private/Nonpublic) Minn. Stat. §§ 13.37, Subd. 2; 203B.12, 201.091

Sealed absentee ballots before opening by an election judge. Names of voters submitting absentee ballots are private until the close of voting.

Registered voter lists are private, except for use related to elections, political activities, or law enforcement. The data of birth on voter lists is always private.

Bids, Proposals, Sealed Bids (Private/Nonpublic) Minn. Stat. § 13.37, Subd. 2; 13.591, Subd. 3 and 5

Sealed bids, including the number of bids received, prior to opening.

Data submitted by a business to a government entity in response to a request for bids or request for proposals. Once opened the following data becomes public, for a request for bids the name dollar amount, for a request for proposals the name. After the process is completed, all remaining data are public with the exception of trade secret data.

Data in an internal competitive response

Evaluative Data (Protected Nonpublic) Minn. Stat. § 13.37, Subd. 2; 13.591, Subd. 3

Data created or maintained by a government entity as part of the selection or evaluation process for a request for bids or request for proposals are protected nonpublic data until completion of the selection process or completion of the evaluation process at which time the data are public with the exception of trade secret data.

Trade Secret Information (Private/Nonpublic) Minn. Stat. § 13.37, Subd. 2

Government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the City, (2) that is the subject of efforts by the City that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

Labor Relations Information (Private/Nonpublic/Protected Nonpublic) Minn. Stat. § 13.37, Subd. 2

Management positions on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position.

Firearms Data (Private) Minn. Stat. § 13.87, Subd. 2

Data about the purchase or transfer of firearms and applications for permits to carry firearms.

Examination Data (Private) Minn. Stat. § 13.34

Completed versions of personnel and licensing examinations are private, unless the Responsible Authority determines that they should be confidential because access would compromise the objectivity, fairness or integrity of the examination process.

Elected Officials Correspondence (Private)**Minn. Stat. § 13.601, Subd. 2**

Correspondence between individuals and elected officials, but either may make it public.

Federal Contracts Data (Private/Nonpublic)**Minn. Stat. § 13.35**

To the extent that a federal agency requires it as a condition for contracting with a City, all government data collected and maintained by the City.

Civil Investigative Data (Confidential/Protected Nonpublic/Private) Minn. Stat. § 13.39, Subd. 2

Data collected as part of an active investigation undertaken to commence or defend pending civil legal action, or which are retained in anticipation of pending civil legal action.

Appraisal Data (Confidential/Protected Nonpublic)**Minn. Stat. § 13.44, Subd. 3**

Appraisals made for the purpose of selling or acquiring land through purchase or condemnation.

Appraisal Value (Private/Nonpublic)**Minn. Stat. § 13.44, Subd. 3**

Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from a government entity.

Appraisal Data – Personal or Intangible Property (Nonpublic) Minn. Stat. § 13.44, Subd. 3

Appraisals of personal or intangible property owned by the city or county.

Recreational Data (Private)**Minn. Stat. § 13.548**

For people enrolling in recreational or other social programs: name, address, telephone number, any other data that identifies the individual, and any data which describes the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of an individual.

Domestic Abuse Data (Confidential)**Minn. Stat. §§ 13.80**

Data collected, created, received or maintained by the police department, sheriff's office or clerk of court under the Domestic Abuse Act is confidential.

Law Enforcement Data (Private) Minn. Stat. §§ 13.82, 13.821, 13.871

See also §§ 169.09, 168.10, 169A.70, 171.043, 171.07, 171.071, 171.12, 171.32, 243.166, 299A.61, 299C.065, 299C.091, 299C.093, 299C.095, 299C.46, 299C.53, 299C.56, 611.272, 626.53, 609.324, 609.3457, 609.3471, 626.556, 626.557, 626.558, 626.89, 629.341, 299C.68, 299F.035, 299F.05, 299F.054, 299F.055, 299F.056, 299F.095, 299F.096

Certain arrest data, request for service data, response or incident data, and written transcripts of 911 calls (unless it reveals the individual's identity) are public under Minn. Stat. § 13.82.

Otherwise, investigative data collected to prepare a case against a person for the commission of a crime or civil wrong is confidential or protected nonpublic information while the investigation is active. A person's financial account number

or transaction numbers are private or nonpublic even after the investigation is inactive. Photographs which are part of inactive investigation files are private or nonpublic if they are clearly offensive to common sensibilities.

The identity of a victim of child abuse or neglect is private. The identity of a reporter of child abuse or neglect is confidential. Inactive investigative data which relates to the alleged abuse or neglect of a child by a person responsible for the child's care is private. Videotapes of child abuse victims may not be released under any circumstances without a court order.

Certain data in reports and investigations related to maltreatment of vulnerable adults is confidential or private.

Name change data related to a name change under section 259.10, Subd. 2 is private. Data which would reveal the identities of the following individuals is private:

- The identity of undercover law enforcement officers. The identity of criminal sexual conduct victims.

- The identity of certain informants.

- The identity of victims or witnesses to a crime whose personal safety or property would be threatened by disclosure.

- The identity of a deceased person whose body was unlawfully removed from a cemetery.

- The identity of a person making a 911 call, or the identity or telephone number of a service subscriber whose phone is used to place a 911 call, if revealing the person's identity would threaten his or her personal safety or property or if the objective of the call was to receive help in a mental health emergency.

- The identity of a juvenile witness and the agency reasonably determines that the subject matter of the investigation justifies protecting the identity of the witness.

- The identity of a mandated reporter under sections 60A.952, Subd. 2, 609.456, 626.559 or 626.557.

Data in arrest warrants or search warrants are confidential until the individual has been taken into custody, served with a warrant, or appears before the court, except when the law enforcement agency determines that the public purpose is served by making the information public.

Unique descriptions of stolen, lost, confiscated, or recovered property is private or nonpublic.

Financial records of a program that pays rewards to informants are protected nonpublic data, or in the case of individuals, confidential data.

Data on missing children bulletins shall be classified by section 299C.54. Deliberative processes or investigative techniques are confidential.

Booking photographs are public. A law enforcement agency may temporarily withhold access to a booking photograph if the agency determines that access will adversely affect an active investigation.

Identities of customers of licensed pawnshops and secondhand goods dealers are private. Predatory offender registration status shall be classified by section 244.052

Sexual Assault Data (Private)**Minn. Stat. §§ 13.822**

Sexual assault communication data.

Automated License Plate Reader Data (Private/Nonpublic)**Minn. Stat. §§ 13.824**

Data collected by an automated license plate reader.

Portable Recording System Data (Private/Nonpublic)**Minn. Stat. §§ 13.825**

Data collected by a portable recording system are private or nonpublic except as set forth in Subd. 2 (a).

Corrections and Detention Data (Private/Confidential)**Minn. Stat. § 13.85**

Corrections or detention data which would disclose medical, psychological or financial information or endanger an individual's life.

Corrections or detention data to the extent release of the data would (a) endanger an individual's life, (b) endanger the effectiveness of an investigation authorized by statute and relating to the enforcement of rules or law, (c) identify a confidential informant, or (d) clearly endanger the security of any institution or its population.

Investigative Detention Data (Private/Confidential)**Minn. Stat. § 13.86**

Investigative detention data which: (a) if revealed, would disclose the identity of an informant who provided information about suspected illegal activities, and (b) if revealed, is likely to subject the informant to physical reprisals by others.

Criminal History Data (Private/Confidential)**Minn. Stat. § 13.87, Subd. 1**

Criminal history data is private, except convictions of crimes which are public data for 15 years following the discharge of the sentence imposed.

Mental Health Data obtained by Law Enforcement (Private/Confidential)**Minn. Stat. § 144.294**

Health records obtained by law enforcement under section 144.294.

Juvenile Justice Data (Private/Confidential)**Minn. Stat. § 13.875, 260B.171, 260B.198, 260B.235**

Certain juvenile justice data.

Planning Survey Data (Private/Nonpublic)**Minn. Stat. § 13.59**

The following data collected in surveys of individuals conducted for the purposes of planning, development and redevelopment: names and addresses of individuals and the legal descriptions of property owned by the individuals, and the commercial use of the property to the extent disclosure of the use would identify a particular business. In surveys of businesses conducted for the purposes of planning, development and redevelopment, the names, addresses, and legal descriptions of business properties and the commercial use of the property to the extent disclosure of use would identify a particular business.

City Attorney Records (Privileged/Protected)**Minn. Stat. § 13.393**

The use, collection, storage, and dissemination of data by the city attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility.

Business Data (Private/Nonpublic)**Minn. Stat. § 13.591**

The following data that are submitted by a business requesting financial assistance, a license, or other benefit are private or nonpublic: financial information about the business, including credit reports; financial statements; net worth calculations; business plans; income and expense projections; balance sheets; customer lists; income tax returns; and design, market and feasibility studies not paid for with public funds. This data becomes public when financial assistance is granted except the following remain private or nonpublic: business plans; income and expense projections not related to the financial assistance provided; customer lists; income tax returns; and design, market, and feasibility studies not paid for with public funds.

Municipal Obligation Register Data (Private/Nonpublic)**Minn. Stat. § 475.55, Subd. 6**

Information with respect to the ownership of certain municipal obligations.

Auditing Data (Confidential/Protected Nonpublic/Private)**Minn. Stat. § 13.392**

Data, notes and preliminary drafts of audit reports created, collected and maintained by the internal audit office of the City until the final report has been published or the audit or investigation is no longer being actively pursued. Data on an individual supplying information for an audit or investigation that could reasonably be used to determine the individual's identity if the data was needed and would not have been provided without assurances that the individual's identity would remain private.

Salary Benefit Survey Data (Nonpublic)**Minn. Stat. § 13.435**

Salary and personnel benefit survey data purchased from consulting firms or nonprofit organizations or obtained from employees with written understanding that such data shall not be made public.

Public Employees Retirement Association Data (Private)**Minn. Stat. § 13.63, Subd. 3**

The following data on beneficiaries and survivors of members are private: home address, date of birth, direct deposit account number, and tax withholding data.

Drug and Alcohol Test Results (Private/Confidential)**Minn. Stat. § 181.954**

Drug and alcohol test results for public sector employees and job applicants.

Safe at Home Program Participant Data (Private)**Minn. Stat. § 13.045, Subd. 3**

Identity and location data on program participants who submit required notice.

Electronic Access Data (Private)**Minn. Stat. § 13.15, Subd. 2**

Data related to a person's access to a government entity's computer.

Social Security Numbers (Private)**Minn. Stat. § 13.355, Subd. 1**

The Social Security numbers of individuals, whether provided in whole or in part, collected or maintained by a government entity.

Personal Contact and Online Account Information (Private)**Minn. Stat. § 13.356**

Telephone number, e-mail address, internet user name, password, Internet protocol address, and any other similar data related to the individual's online account or access procedures collected, maintained, or received by the entity for notification purposes or as part of a subscription list for the entity's electronic periodic publications.

Drinking Water Testing Data (Private/Nonpublic)**Minn. Stat. § 13.3806, Subd. 4**

Data that identify the address of the testing site and the name, address, and telephone number of residential home owners of each specific site that is tested for lead and copper as required by the federal Safe Drinking Water Act, the United States Environmental Protection Agency's lead and copper rule, and the department's drinking water protection program.

Medical Data (Private)**Minn. Stat. § 13.384, Subd. 3**

Data collected because an individual was or is a patient or client of a hospital, nursing home, medical center, clinic, health or nursing agency operated by a government entity including business and financial records, data provided by private health care facilities, and data provided by or about relatives of the individual.

Deferred Assessment Data (Private)**Minn. Stat. § 13.52**

Any data, collected by political subdivisions pursuant to section 435.193, which indicate the amount or location of cash or other valuables kept in the homes of applicants for deferred assessment.

Address of Candidate for Office (Private)**Minn. Stat. § 204B.06, Subd. 1b**

A candidate's address of residence.

Utility Disconnection (Private/Nonpublic)**Minn. Stat. § 13.681, Subd. 6**

Utility data on disconnections provided to cities under section 216B.0976.

Reporting Employee Identity (Private)**Minn. Stat. § 181.932, Subd. 2**

Identity of an employee making a report under section 181.932, Subd. 1.

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

6B

Date: April 13, 2022
To: Proctor City Council
From: Public Safety Committee & Liquor Control Committee
Re: 2022 Event Applications

The Liquor Control Committee met on Tuesday, April 12 at 3:00 pm. Submitted event applications for 2022 were reviewed and as a result, **Liquor Control makes the recommendation to the Proctor City Council to approve the following events as submitted:**

Speedway Media Day and Car Show

May 4

approving outside liquor sales and consumption on city property

Powerhouse Bike Night

Thursdays, May 19th-September 15th

approving outside liquor sales and consumption on city property

Powerhouse June Car Show

June 1st

approving outside liquor sales and consumption on city property

Hoghead Car Show

August 16 (Rain date August 17)

approving outside liquor sales and consumption on city property

Hoghead Street Dance

August 21-22

approving outside liquor sales and consumption on city property

Hoghead Festival

August 15th-August 20th

approving outside liquor sales and consumption on city property

The Public Safety Committee met on Tuesday, April 12 at 4:00 pm. Submitted event applications for 2022 were reviewed and as a result, **Public Safety makes the recommendation to the Proctor City Council to approve the following events as submitted:**

Speedway Media Day and Car Show-May 4

Powerhouse Bike Night- Thursdays, May 19-September 15

Powerhouse June Car Show – June 1

Hoghead Car Show– August 17 (Rain date August 18)

Hoghead Festival – August 15-21

Hoghead Street Dance – August 20-21

Speedway Regular Season – May 8-September 29

Dirt Floor Arena

LSRCC Summer Race Season

MS 150 – June 10-11

Rail Rumble Softball Tournament – June 10-12

Outdoor Endurance Training Classes – Tuesdays, June - August

Proctor Classic Baseball Tournament – June 24-26

MS Ride Across MN – July 17-18, 22

South St. Louis County Fair – July 27-31

Monster Truck Show – July 29-30

Midsummer Night of Mayhem – August 6

Silver 1000 – September 1

Hoghead Fireworks – August 20



CITY OF PROCTOR
CORPORATE SEAL

1894

Chad Ward
Mayor

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6C

DATE: April 15, 2022
TO: Proctor City Council
FROM: Jess Rich, City Administrator
RE: Fire Dept Pay Increases

Fire Chief Helquist has requested a fire department pay increase for fire calls and removing the \$4,500 cap on the medical calls. The pay increase and cap removal was built into the 2022 budget, but formal council approval is needed. Current and proposed pay schedule below. The negotiations committee recommends approval of the increase effective the first quarter 2022.

Proposed 2022		
	Annual Salary	Per Call Rate
Chief	\$ 3,000	\$ 39.77
Asst Chief	\$ 1,600	\$ 34.78
Captain/Sec	\$ 1,200	\$ 32.32
Driver		\$ 32.32
Captain		\$ 32.32
Firefighter		\$ 29.82
Medical		\$ 23.32

2021 Rates		
	Annual Salary	Per Call Rate
Chief	\$ 2,000	\$ 29.77
Asst Chief	\$ 1,300	\$ 26.03
Captain/Sec	\$ 1,100	\$ 24.19
Driver		\$ 24.19
Captain		\$ 24.19
Firefighter		\$ 22.32
Medical	\$4500 per quarter	

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 = 04/18/2022

General Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AIRFIBER				
26919	INTERNET SERVICE - 5 STATIC IPS	02/10/2022	252.70	100-10-120-3009 Computer Services
Total AIRFIBER:			252.70	
ANGEL ARMOR				
10023	ANDREW LIEBEL VEST	01/28/2021	1,010.48	100-20-210-2217 Clothing
Total ANGEL ARMOR:			1,010.48	
ANIMAL ALLIES HUMANE SOCIETY				
13302	STRAY PICK UP SERVICE	04/08/2022	228.00	100-20-210-4408 Boarding Fee
Total ANIMAL ALLIES HUMANE SOCIETY :			228.00	
AT-SCENE, LLC				
1333	ICRIMEFIGHTER, TECH SUPPORT, THIRD PARTIES	03/25/2022	2,100.00	100-20-210-4433 Dues & Subscriptions
Total AT-SCENE, LLC:			2,100.00	
BINGAMAN ELECTRICAL SPECIALTIES				
1049	POLICE STATION LIGHTING	04/04/2022	7,988.00	100-10-130-4400 Repairs & Maintenanc
Total BINGAMAN ELECTRICAL SPECIALTIES:			7,988.00	
BRAY&REED				
1659	PROSECUTION MATTERS	04/01/2022	2,500.00	100-10-160-3004 Legal Fees
Total BRAY&REED:			2,500.00	
CHEMICAL KING PRODUCTS				
3-31-2022 FD	SAFETY FIRE WIPES	03/31/2022	1,003.97	100-20-220-2210 Operating Supplies
Total CHEMICAL KING PRODUCTS:			1,003.97	
CITY OF HERMANTOWN				
1059	BUILDING OFFICIAL SERVICES	01/01/2022	960.00	100-10-180-3000 Professional Services
Total CITY OF HERMANTOWN:			960.00	
COMPUDYNE INC				
31379757	COMPUTER LEASES	04/04/2022	563.17	100-10-120-3009 Computer Services
407784	OFFICE 365	03/31/2022	373.50	100-10-120-3009 Computer Services
408762	MONTHLY BILLING	04/05/2022	2,991.98	100-10-120-3009 Computer Services
Total COMPUDYNE INC:			3,928.65	
CONSOLIDATED COMMUNICATIONS				
040122	MONTHLY TELEPHONE	04/01/2022	453.76	100-10-120-3021 Telephone

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total CONSOLIDATED COMMUNICATIONS:			453.76	
CW TECHNOLOGY				
75574	IT SERVICES	04/13/2022	1,443.75	100-20-210-3009 Computer Services
75633	IT SERVICES	04/13/2022	175.00	100-20-210-3009 Computer Services
75692	IT SERVICES	04/13/2022	299.10	100-20-210-3009 Computer Services
CW71884	IT SERVICES	01/31/2022	87.50	100-20-210-3009 Computer Services
CW73269	IT SERVICES	03/31/2022	87.50	100-20-210-3009 Computer Services
cw73352	IT SERVICES	03/31/2022	141.59	100-20-210-3009 Computer Services
CW73572	AGREEMENT MITEL PHONE SUPPORT	04/01/2022	230.00	100-10-120-3021 Telephone
Total CW TECHNOLOGY :			2,464.44	
DLL FINANCIAL SERVICES, INC				
75645117	COMPUTER LEASES	04/13/2022	281.00	100-20-210-3009 Computer Services
75976575	COMPUTER LEASES	04/09/2022	271.89	100-20-210-3009 Computer Services
Total DLL FINANCIAL SERVICES, INC :			552.89	
DULUTH DODGE				
6267500/1	2018 DODGE CHARGER	03/07/2022	95.45	100-10-130-2220 Supplies - Repair & M
6268467/1	2016 DODGE DURANGO BRAKES/OIL CHANGE	04/12/2022	961.79	100-20-210-4400 Repairs & Maintenan
Total DULUTH DODGE :			1,057.24	
ELAN CORPORATE PAYMENT SYSTEMS				
03072022	GFOA DUES	03/07/2022	160.00	100-10-150-4433 Dues & Subscriptions
030720220	FLEET FARM/AMMO	04/14/2022	107.46	100-20-210-2210 Operating Supplies
030722	POST BOARD LICENSE RENEWAL	03/08/2022	92.24	100-20-210-4438 Licenses & Permits
030922	MIDWAY USA/RIEBEL EQUIPMENT	04/14/2022	48.23	100-20-210-2214 Safety Items
031022-1	CONSTRUCTION PRACTICES TRAINING	04/15/2022	99.00	100-10-180-3035 Training Expense
031122	HOME DEPOT/PAINT	04/14/2022	41.35	100-10-130-2220 Supplies - Repair & M
031522	AMAZON/HOT SPOT BATTERY	04/14/2022	16.79	100-20-210-2205 Office Supplies
032122	JOSEPH CARTER	03/10/2022	109.98	100-20-210-2217 Clothing
032422	DASH MEDICAL GLOVES	04/14/2022	281.44	100-20-210-2214 Safety Items
032522	HOBBY LOBBY/DECOR NAT'L ANTHEM SIGN	04/14/2022	21.76	100-20-210-2205 Office Supplies
032722	MAPLE LEAF/CARTER RIFLE EQUIPMENT	04/14/2022	324.52	100-20-210-2217 Clothing
032922	AMAZON/STOOLS/ CHAIRS	04/14/2022	218.91	100-20-210-5570 Office Equip & Furnish
03302022	BUILDING OFFICIAL LICENSE	04/13/2022	35.00	100-10-180-4433 Dues & Subscriptions
04012022	OFFICE SUPPLIES	04/15/2022	11.97	100-20-210-2205 Office Supplies
0931	DRESS BLUE UNIFORMS	02/23/2022	1,109.02	100-20-220-2217 Clothing
111-7877083-8	C CHARGING CORDS	04/14/2022	14.14	100-20-210-2210 Operating Supplies
114-0842666-1	COFFEE	03/15/2021	39.15	100-10-120-2210 Operating Supplies
114-8948421-8	CART FOR COUNCIL MEETINGS	03/28/2022	51.14	100-10-120-2205 Office Supplies
114-9761868-7	COFFEE CARAFE	03/29/2022	42.90	100-10-120-2205 Office Supplies
12683	MEMBERSHIP	12/17/2021	320.00	100-20-210-4433 Dues & Subscriptions
3.17.22	BOOTS FOR JAY	03/17/2022	137.14	100-30-300-2217 Clothing
310539	BUILDING LICENSE TRAINING INSTITUTE	03/07/2022	104.00	100-10-180-3035 Training Expense
3-29-22 1511	PRINTER INK	03/29/2022	467.47	100-20-220-2210 Operating Supplies
3-29-22 FD	DRINKING WATER	03/29/2022	35.28	100-20-220-2210 Operating Supplies
43263861939	RIEBEL TRAINING	03/10/2022	359.00	100-20-210-3035 Training Expense
4449	CARTER/BALLISTIC BODY ARMOR	03/25/2022	277.38	100-20-210-5545 Police Reserve for Eq
90111081	VARIDESK	03/09/2022	557.50	100-10-120-5570 Office Equip & Furnish
D01-2311511-7	AMAZON PRIME SUBSCRIPTION	03/10/2022	128.97	100-10-120-4433 Dues & Subscriptions

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total ELAN CORPORATE PAYMENT SYSTEMS:			5,133.44	
EMERGENCY AUTOMOTIVE TECH INC				
DUL21150	2014 RAM	04/13/2022	800.64	100-20-210-4400 Repairs & Maintenanc
DUL342115	2021 DURANGO	03/18/2022	15,967.63	100-20-210-5540 Vehicle or Heavy Mac
DUL342118	2021 DURANGO	03/22/2022	1,020.00	100-20-210-5540 Vehicle or Heavy Mac
Total EMERGENCY AUTOMOTIVE TECH INC:			17,788.27	
ESC SYSTEMS				
71396	SERVICE CALL - CITY HALL DOORS NOT HOLDING	03/28/2022	555.00	100-10-130-4400 Repairs & Maintenanc
Total ESC SYSTEMS :			555.00	
ESSENTIA HEALTH				
022822	PHYSICAL LUCAS HEDIN	02/28/2022	1,315.00	100-20-210-3005 Medical & Dental Fees
Total ESSENTIA HEALTH :			1,315.00	
FIELD TRAINING SOLUTIONS				
9362	FTO BASIC COURSE CARTER	03/13/2022	295.00	100-20-210-3035 Training Expense
Total FIELD TRAINING SOLUTIONS:			295.00	
GOPHER STATE ONE-CALL, INC				
2030686	10 FTP TICKETS	03/31/2022	13.50	500-50-510-3000 Professional Services
Total GOPHER STATE ONE-CALL, INC :			13.50	
GRAYBAR ELECTRIC CO				
9326068164	CITY HALL EMERGENCY LIGHTS	03/21/2022	139.08	100-10-130-2220 Supplies - Repair & M
9326348474	ELECTRIC PANEL COVER FOR DOWNTOWN LIGHTS	04/07/2022	160.25	100-30-300-2210 Operating Supplies
Total GRAYBAR ELECTRIC CO :			299.33	
GREAT AMERICA FINANCIAL SERVIC				
31367449	KONICA MINOLTA BIZHUB COPIER AGREEMENT	04/01/2022	171.73	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVIC:			171.73	
GREAT LAKES PIPE SERVICES, INC				
22101	CLEAN AND TELEVISE TROUBLE AREA ON 5TH ST NEAR 8TH AV	03/24/2022	3,005.00	500-50-510-3015 Contractor
Total GREAT LAKES PIPE SERVICES, INC:			3,005.00	
INNOVATIVE OFFICE SOLUTIONS LLC				
619635-C	OFFICE SUPPLIES	03/30/2022	4.67	100-10-120-2205 Office Supplies
IN3699497	OFFICE SUPPLIES - ENVELOPES NO WINDOW	03/07/2022	201.38	100-10-120-2205 Office Supplies
IN3730592	OFFICE SUPPLIES - FOLDERS	03/30/2022	7.77	100-10-120-2205 Office Supplies
IN3739587	COMMISSIONER NAME PLATE	04/06/2022	29.32	100-10-110-2210 Operating Supplies
Total INNOVATIVE OFFICE SOLUTIONS LLC:			233.80	
JOHNSON CONTROLS				
1-11692380748	FIRE INSPECTION	03/31/2022	610.20	100-10-130-4400 Repairs & Maintenanc
1-11716114472	WATER HEATER EXCHANGER ISSUE	04/05/2022	318.00	100-10-130-4400 Repairs & Maintenanc

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
1-11752190573	SERVICE CALL COUNCIL CHAMBERS OVERHEATING	04/14/2022	342.00	100-10-130-4400 Repairs & Maintenanc
Total JOHNSON CONTROLS :			1,270.20	
LEAGUE OF MN CITIES INS TRST				
04042022	INSURANCE ENDORSMENT - SIGNS	04/13/2022	349.00	100-10-130-3062 Insurance: Property
04042022-1	ENDORSEMENT SIGNS	04/13/2022	349.00	100-10-130-3062 Insurance: Property
Total LEAGUE OF MN CITIES INS TRST :			698.00	
LOCKSMITH SERVICES				
22-03292	REKEY - GOLF COURSE	03/29/2022	132.00	550-55-550-4400 Repairs & Maintenanc
2203301	REKEY - GOLF COURSE	03/30/2022	70.00	550-55-550-4400 Repairs & Maintenanc
Total LOCKSMITH SERVICES:			202.00	
OREILLY AUTO PARTS				
3290-224776	PART FOR PARK TRUCK TAILGATE	03/14/2022	15.68	100-30-300-2220 Supplies - Repair & M
Total OREILLY AUTO PARTS :			15.68	
OVERHEAD DOOR CO OF DULUTH				
4992	DOOR OPENER	03/30/2022	49.70	100-20-220-2210 Operating Supplies
Total OVERHEAD DOOR CO OF DULUTH:			49.70	
PROCTOR BUILDERS				
3/8/22	URINAL BLOCKS	04/13/2022	6.58	100-20-220-2211 Cleaning Supplies
Total PROCTOR BUILDERS :			6.58	
PROCTOR JOURNAL				
35904	CITY COUNCIL MEETING MINUTES 3.21.22	04/13/2022	143.62	100-10-110-3052 General Notices & Pub
35905	P&Z PUBLIC HEARING	04/13/2022	98.45	100-10-180-3052 General Notices & Pu
Total PROCTOR JOURNAL :			242.07	
PUBLIC UTILITIES COMMISSION				
1016550000-0	UTILITIES - BDRY AVE & I35 LIFT STATION	03/23/2022	113.37	500-50-510-3080 Utilities
110810000-032	UTILITIES - CITY HALL	03/23/2022	614.26	100-10-130-3080 Utilities
1108200000-03	UTILITIES - CITY GARAGE	03/17/2022	526.43	100-30-300-3080 Utilities
1108850000-03	UTILITIES - CONCESSION STAND #2	03/15/2022	10.33	100-40-410-3080 Utilities
1112360000-03	UTILITIES - ALMAC DR LIFT STATION	03/17/2022	11.76	500-50-510-3080 Utilities
1127050000-03	UTILITIES - 225 FIFTH AVE - FIRE DEPT	03/15/2022	585.62	100-20-220-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			1,861.77	
QUADIENT LEASING				
N9342247	POSTAGE MACHINE LEASING	03/29/2022	212.90	100-10-120-3022 Postage
Total QUADIENT LEASING:			212.90	
QUALITY GARAGE DOOR SERVICE, L				
1965	CITY HALL GARAGE DOOR REPAIR	04/07/2022	1,352.24	100-10-130-4400 Repairs & Maintenanc
2004	GARAGE DOOR REMOTES	04/07/2022	396.00	100-10-130-4400 Repairs & Maintenanc

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total QUALITY GARAGE DOOR SERVICE, L:			1,748.24	
SHRED N GO INC				
133499	SHREDDING SERVICES	04/09/2022	64.75	100-10-120-3000 Professional Services
Total SHRED N GO INC :			64.75	
STREICHER S				
I1560062	JOE CARTER UNIFORM	03/30/2022	16.98	100-20-210-2217 Clothing
Total STREICHER S:			16.98	
SWENSON, DAVID X. PH.D				
02/27/2022	POLICE OFFICER EVALUATION - L. HEDIN	03/16/2022	350.00	100-20-210-3005 Medical & Dental Fees
Total SWENSON, DAVID X. PH.D:			350.00	
TEAMLAB				
INV0029612	VEHICLE WASH AND DEGREASE - 5 GALLONS	03/25/2022	150.00	100-30-300-2210 Operating Supplies
Total TEAMLAB :			150.00	
THOMSON REUTERS-WEST				
846171199	CLEAR THOMSON REUTERS	04/01/2022	126.45	100-20-210-4433 Dues & Subscriptions
Total THOMSON REUTERS-WEST :			126.45	
TROYS SERVICE				
58732	2012 CHARGER	02/15/2022	369.14	100-20-210-4400 Repairs & Maintenanc
59095	2018 CHARGER	03/24/2022	38.00	100-20-210-2220 Supplies - Repair & M
Total TROYS SERVICE :			407.14	
US BANK VOYAGER				
030822	FUEL	03/08/2022	1,081.45	100-20-210-2212 Fuels & Lubricants
040822	FUEL	04/08/2022	1,348.20	100-20-210-2212 Fuels & Lubricants
Total US BANK VOYAGER:			2,429.65	
VIKING INDUSTRIAL CENTER				
3238550	SAFETY ITEMS	04/07/2022	144.01	100-30-300-2210 Operating Supplies
Total VIKING INDUSTRIAL CENTER :			144.01	
W.L.S.S.D.				
qtr12022	1ST QUARTER CAF FEES	03/31/2022	902.40	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D. :			902.40	
WEX BANK				
04072022	FUEL - STREET DEPT	04/07/2022	1,706.99	100-30-300-2212 Fuels & Lubricants
04072022	FUEL - FIRE DEPT	04/07/2022	68.82	100-20-220-2212 Fuels & Lubricants
04072022	FUEL - PUC	04/07/2022	439.93	700-71-720-2212 Fuels & Lubricants
04072022	FUEL - STREET DEPT	04/07/2022	2,135.21	100-30-300-2212 Fuels & Lubricants

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total WEX BANK:			80.53	
ZIEGLER, INC.				
IN000472139	RENTAL ANGLE PLOW FOR RENTAL LOADER	03/21/2022	245.00	100-30-300-2220 Supplies - Repair & M
SI000151467	MAJOR REPAIR LOADER - REAR AXLE, DIFFERENTIAL, RIDE CONTROL	03/23/2022	26,760.53	100-30-300-4400 Repairs & Maintenanc
Total ZIEGLER, INC. :			27,005.53	
Grand Totals:			91,294.78	

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 = 04/18/2022

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 = 04/18/2022

Liquor Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AMERICAN BOTTLING COMPANY				
3313223863	SODA	04/04/2022	271.50	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			271.50	
ARTISAN BEER COMPANY				
3528489	BEER	04/01/2022	296.60	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			296.60	
BERNICK S PEPSI				
826345	BEER	04/06/2022	2,237.70	600-60-600-2252 Beer Purchases
Total BERNICK S PEPSI :			2,237.70	
BINGAMAN ELECTRICAL SPECIALTIES				
1055	BUILDING LIGHTS	04/04/2022	375.00	600-60-600-4400 Repairs & Maintenan
Total BINGAMAN ELECTRICAL SPECIALTIES:			375.00	
BREAKTHRU BEVERAGE				
343636077	LIQUOR	04/07/2022	859.75	600-60-600-2251 Liquor Purchases
343636077	SERVICE FEE	04/07/2022	12.95	600-60-600-3033 Freight & Express
Total BREAKTHRU BEVERAGE:			872.70	
COCA COLA BOTTLING CO				
2819164	SODA	04/05/2022	202.80	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO :			202.80	
JOHNSON BROTHERS INC				
2020457	LIQUOR	03/30/2022	1,708.79	600-60-600-2251 Liquor Purchases
2020457	DELIVERY CHARGE	03/30/2022	29.40	600-60-600-3033 Freight & Express
2020458	WINE	03/30/2022	237.00	600-60-600-2253 Wine Purchases
2020458	DELIVERY CHARGE	03/30/2022	8.40	600-60-600-3033 Freight & Express
2025414	LIQUOR	04/06/2022	771.91	600-60-600-2251 Liquor Purchases
2025414	DELIVERY CHARGE	04/06/2022	11.32	600-60-600-3033 Freight & Express
2025415	LIQUOR	04/06/2022	514.45	600-60-600-2251 Liquor Purchases
2025415	DELIVERY CHARGE	04/06/2022	23.10	600-60-600-3033 Freight & Express
Total JOHNSON BROTHERS INC :			3,304.37	
MICHAUD DISTRIBUTING COMPANY				
365711	BEER	03/28/2022	359.60	600-60-600-2252 Beer Purchases
365711	FUEL SURCHARGE	03/28/2022	3.00	600-60-600-3033 Freight & Express
365914	BEER	04/04/2022	778.15	600-60-600-2252 Beer Purchases
365914	FUEL SURCHARGE	04/04/2022	3.00	600-60-600-3033 Freight & Express
366079	FUEL SURCHARGE	04/11/2022	3.00	600-60-600-3033 Freight & Express
366079	BEER	04/11/2022	423.65	600-60-600-2252 Beer Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total MICHAUD DISTRIBUTING COMPANY :			1,570.40	
MINNESOTA ENERGY RESOURCES				
0502591202-0	0502591202-00001 MOUNTAIN SPIRITS GAS SERVICE	04/11/2022	115.82	600-60-600-3080 Utilities
Total MINNESOTA ENERGY RESOURCES :			115.82	
MOOSE LAKE BREWING				
14-007	BEER	04/07/2022	120.00	600-60-600-2252 Beer Purchases
Total MOOSE LAKE BREWING :			120.00	
PHILLIPS WINE & SPIRITS CO.				
6371671	LIQUOR	03/30/2022	871.87	600-60-600-2251 Liquor Purchases
6371671	DELIVERY CHARGE	03/30/2022	11.21	600-60-600-3033 Freight & Express
6371672	WINE	03/30/2022	64.00	600-60-600-2253 Wine Purchases
6371672	DELIVERY CHARGE	03/30/2022	4.20	600-60-600-3033 Freight & Express
6375421	LIQUOR	04/06/2022	781.83	600-60-600-2251 Liquor Purchases
6375421	DELIVERY CHARGE	04/06/2022	11.38	600-60-600-3033 Freight & Express
6375422	WINE	04/06/2022	120.00	600-60-600-2253 Wine Purchases
6375422	DELIVERY CHARGE	04/06/2022	2.10	600-60-600-3033 Freight & Express
Total PHILLIPS WINE & SPIRITS CO. :			1,866.59	
PUBLIC UTILITIES COMMISSION				
1016900000-0	UTILITIES - MT SPIRITS	03/23/2022	631.98	600-60-600-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			631.98	
RADIO ACCOUNTING SERVICE				
webcs0308	ADVERTISEMENTS	04/12/2022	350.00	600-60-600-3040 Advertising
Total RADIO ACCOUNTING SERVICE:			350.00	
RED BULL				
2002579537	RED BULL	04/11/2022	67.30	600-60-600-2254 Soft Drinks & Mix
Total RED BULL :			67.30	
SOUTHERN WINE & SPIRITS				
2198632	DELIVERY	04/08/2022	6.83	600-60-600-3033 Freight & Express
2198632	LIQUOR	04/08/2022	357.47	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			364.30	
SUPERIOR BEVERAGE (MN)				
1460133	BEER	04/12/2022	17.20	600-60-600-2252 Beer Purchases
20016665	BEER	04/01/2022	847.40	600-60-600-2252 Beer Purchases
20016779	BEER	04/05/2022	3,648.95	600-60-600-2252 Beer Purchases
20017033	BEER	04/08/2022	642.90	600-60-600-2252 Beer Purchases
20017151	BEER	04/12/2022	2,018.40	600-60-600-2252 Beer Purchases
20017151	FREIGHT	04/12/2022	3.00	600-60-600-3033 Freight & Express
Total SUPERIOR BEVERAGE (MN) :			7,143.45	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
WINE MERCHANTS				
7373636	WINE	03/30/2022	2,143.78	600-60-600-2253 Wine Purchases
7373636	FREIGHT	03/30/2022	45.68	600-60-600-3033 Freight & Express
Total WINE MERCHANTS :			2,189.46	
Grand Totals:			21,979.97	

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 = 04/18/2022