

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, May 2nd, 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 18th, 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. LMCIT Loss Control Recommendation Letter – April 7, 2022 Visit

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

***3. COMMITTEE REPORTS**

- A. Tourism Committee Minutes – January 24th, 2022
- B. Planning & Zoning Minutes – March 28th, 2022
- C. PUC Minutes – March 14th, 2022

4. CLERK ADVISES COUNCIL

- A. Lavaque Welcome Sign Update
- B. ARPA Funding Update
- C. LBAE Tuesday, May 17th, 2022, 10:00-11:00 am

5. UNFINISHED BUSINESS

- A. American Rescue Plan
- B. 2023 Capital Budget Request Proposal
- C. City Rebrand Process

6. NEW BUSINESS

A. Rezoning Recommendation

B. Tourism Funding Recommendations

1. The Tourism Committee recommends the City Council approve a \$1500.00 marketing grant to the Proctor Lions Club for 2022 Hoghead marketing.
2. The Tourism Committee recommends the City Council approve a \$1500.00 marketing grant to the Dirt Floor Arena for 2022 event marketing.

C. Resolution 13-22 Declaring Hoghead Festival Designation

D. Resolution 14-22 Declaring Bike Night Festival Designation

E. Resolution 15-22 Declaring June Car Show Festival

F. Hoghead Fireworks

G. Memorial Day Observance

Monday, May 30th 8:30-11:00 am

Proctor Area Community Center

H. Softball Field #1

7. Labor negotiations/Attorney-client privilege Per MN §13d.05, SUBD.3 (b) – CLOSED

A. Park Worker and Non-Affiliated Liquor Store Wages

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

Attorney Bray:

BILLS FOR APPROVAL

General: \$75,801.80

Liquor: \$38,065.92

TOTAL BILLS FOR APPROVAL: \$113,867.72

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for April 18, 2022

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

Mayor Ward called the meeting to order at 6:06 pm

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

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

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the minutes from Monday, April 4th, 2022.

Motion by Ward seconded by Benson and carried 5-0 to approve the agenda for Monday, April 18th, 2022.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the consent agenda, pulling item *3C for discussion.

*3C Police Civil Service Commission Minutes – March 20th, 2022

Councilor DeWall references the minutes of joint meeting with the Police Civil Service Commission, asking Chief Gaidis about the hiring process and the list of eligible applicants.

Motion by Johnson, seconded by Dewall and carried 5-0 to accept the Police Civil Service Commission minutes from March 30th, 2022.

***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 Minutes March 30th, 2022

D. Public Safety Minutes June 7th, 2022

4. CLERK ADVISES COUNCIL

A. Form LG510

Administrator Rich provides a summary of the funds received from the lawful gambling proceeds and the report as required by the State of Minnesota. The report has been submitted, noting the fund balances, authorized use of the funds throughout the year, and designated uses for 2022.

Motion by Rohweder, seconded by Benson and carried 5-0 to accept the form LG510. Mayor Ward confirms the year-end balance as of December 31st of \$33,924.14, with Administrator Rich giving an overview of the line items of the form.

B. 1st Qtr Financial Report.

Mayor Ward and councilors state their appreciation of the reports prepared and presented quarterly by Finance Director Brunfelt.

C. Administrator Rich informs council of her upcoming vacation plans.

5. UNFINISHED BUSINESS

A. Lowest Responsible Bidder and Purchasing Policy

Mayor Ward notes the suggested changes discussed at the last meeting have been updated and the draft is presented for approval.

Motion by Ward, seconded by Rohweder and carried 5-0 to accept the purchasing policy/lowest responsible bidder as submitted with Administrator Rich noting the policy to take effect immediately.

B. Government Data Practices

Councilor Benson had previously asked if the police department needed a separate policy regarding data practices. Attorney Bray refers to the data practices changing in recent years, stating a city doesn't need to hold separate policies for the police department and general city records. Administrator Rich states it is noted in the policy as the city administrator, a responsible authority for data can be designated as necessary and when needed. The policy states the Chief of Police as the responsible authority for data requests pertaining to police department records. Motion by Ward, seconded by Benson and carried 5-0 to approve the data practices policy as submitted.

C. American Rescue Plan

D. Capital Budget Request

E. City Rebrand Process

6. NEW BUSINESS

A. Hoghead Fireworks

Mayor Ward addresses council with regards to purchasing additional fireworks as the 2021 display was cancelled due to the drought. Mayor asks if council would like to purchase additional fireworks for one show, add an additional show, or keep the original amount of funds designated for fireworks display during Hoghead. Councilor Rohweder suggests keeping the one display and

making the display a little bigger by purchasing additional fireworks for Hoghead 2022. Discussion follows regarding display time and date, traffic flow, Hoghead activity schedules and events, with the decision to keep the fireworks display on Saturday, August 20th. A fireworks contract will be presented to council at a later date for approval.

B. 2022 Event Recommendations

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the event recommendations by the liquor control and public safety committees as presented in the council packet.

Motion by Rohweder, seconded by Johnson and carried 5-0 to declare Powerhouse Bike Nights on Thursdays from May 19th – September 15th Powerhouse Bike Night Festival.

Discussion follows including the designation of festivals to allow for the sale and consumption of alcohol on privately or city-owned property. With the declaration of a festival, the liability of alcohol sales and consumption is covered.

C. Fire Department Pay Increase

Administrator Rich states this pay increase has been discussed for many years, noting the per-call amount has not increased in several years. This pay increase has been included in the 2022 budget but needs official approval from council in order to take effect.

Motion by Rohweder, seconded by Johnson and carried 4-0 (DeWall abstains) to approve the fire department pay increase as submitted.

MEMBER CONCERNS

Benson: Referencing FormLG510 and the balance, notes the Yellowstone 225 needs some assistance, suggests an additional discussions regarding this.

DeWall: None

Johnson: None

Rohweder: None

Mayor Ward: Provides pre-registration information for the LMC annual conference.

Attorney Bray: None

BILLS FOR APPROVAL

General: \$91,294.78

Liquor: \$21,979.97

TOTAL BILLS FOR APPROVAL: \$113,274.75

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

Councilor DeWall asks Chief Gaidis and references the payment of police gear for a former officer. Chief Gaidis confirms it is an outstanding invoice, from a year ago the department recently received.

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn the meeting at 6:56 pm.

Chad Ward
Mayor

Jess Rich
City Administrator

April 8, 2022

Jessica Rich, City Administrator – jrich@proctormn.gov

City of Proctor

100 Pionk Drive

Proctor, MN 55810-1705

Re: Workers' Compensation Loss Control Survey Conducted on April 7, 2022

Dear Jessica,

On the above date, I met with you to discuss loss control topics pertaining to the City of Proctor. This was in conjunction with your participation in the League of Minnesota Cities Insurance Trust (LMCIT) property, automobile, liability and/or workers' compensation program.

Purpose of Visit

The purpose of my visit was to review injury trends and complete the Workers' Compensation Loss Control Survey and discuss corresponding areas for improvement.

LMCIT Member Claim Trends

As we discussed, sprains & strains, followed by slips, trips, and falls are the leading cause of injury. Getting to the root cause of accidents and implementing solutions can help improve employee safety.

City of Proctor WC Loss Analysis Trends (2017 - 2022)

- Total Claims in this Period: 7
- Total Claims by Class: Police 2, Fire 2, Streets 2, and Clerical 1
- Percentage Total Incurred Cost by Job Class: Police 99%
- Percentage Total Incurred Cost by Cause of Injury: Fall or Slip 99%
- The 5-year work-comp claim analysis is attached in the email.

Safety Training Benefits

Employee safety training that is consistent and effective can benefit the city in various ways.

- Continuity of city services by helping to keep employee injury free and at work.
- Reduced workers' compensation premium by maintaining a low experience modification factor.
- Reduced risk for OSHA citations through OSHA compliance.

Survey Summary

We completed the Workers' Compensation Loss Control Survey. This survey was a high-level overview of your overall safety program, ergonomics, training, hiring protocols, job hazard identification and control, incident investigations, and safety committees and is intended to identify areas needing improvement. We discussed the following areas that the city should consider making progress on:

- Safety Committee meetings
- AWAIR & ERTK safety program
- Safety Training
- Facility Inspections
- Job Hazard Analysis

Other items we discussed and that I left or attached:

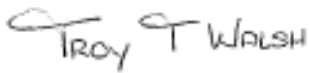
- OSHA Safety Grant
- NEOGOV Information
- CoastalFlix Safety Streaming Video Information
- OSHA Safety Training Requirements
- Drug and Alcohol Testing
- Ergonomic Evaluation
- Stretching Program
- Safety Training via RSG's
- OSHA Recordkeeping Reporting
- Tool Box Talks

Suggestions

I have no suggestions as a result of my visit. We also reviewed previous suggestions and I've updated the status of these as well.

Thanks again for the time and courtesy extended to me during my visit. I will plan to contact you in approximately one year to schedule the next loss control meeting. As always, if you have safety or loss control related questions, please do not hesitate to contact me.

Sincerely,



Troy T. Walsh | Loss Control Consultant
Public Works Specialist

Mobile: (612) 554-0623 | Tel: (651) 281-1231

E-Mail: twalsh@lmc.org | Web site: www.lmc.org

League of Minnesota Cities

145 University Avenue West

St. Paul, MN 55103-2044

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

Cc: Eric Madson, Madson Financial Consultants – madmanmadson1@yahoo.com
Marc Dunker, LMCIT Loss Control Representative – mdunker@lmc.org

Attachments: Appendix Past Recommendations

Attachments:

- Loss Control Work Comp Suggestions and Past Recommendations.
- Loss Control Claim Trends for Your City

Resources available upon Request:

- WC Safety Resources Guide
- AWAIR Model
- Employee Right-to-Know Model
- General Safety Inspection Checklist
- LMCIT Drug & Alcohol Testing Toolkit
- Job Hazard Analysis Form
- Job Hazard Analysis Ergo Form
- Office Ergo Workstation Diagram
- Office Ergo Evaluation Checklist
- Safety Committee Toolkit
- Safety Committee Guidelines
- Supervisor Roles & Responsibilities after an Injury
- Benefits of an Accident/Incident Investigation
- OSHA Safety Training Requirements
- The Importance of Toolbox Safety Talks
- 3rd Party Safety Consultant List
- Ebbinghouse Study
- OSHA Recordkeeping Resources
- Work Comp Campus for Claims Reporting
- LMCIT Contract Review Services Flyer
- LMCIT NEOGOV Safety Training Flyer
- LMCIT CoastalFlix Streaming Safety Videos Flyer
- LMCIT eRisk Hub
- LMCIT Blogs
- LMCIT Member Center
- LMCIT Regional Safety Group (RSG) Flyer
- LMCIT PATROL
- TSO Police
- TSO Fire
- LMCIT Land Use
- LMCIT Collaboration Services

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Suggestion Appendix

Status of Previous Recommendations:

01-03/21: (Resubmitted) Consider creating a written fleet policy to help in regulating the proper use of the city vehicles and to reduce the frequency and severity of accidents resulting from city vehicle operations. Attached is a sample fleet policy document which you may use as a guide for creating your fleet safety program efforts. Sample policies are intended to provide a basis for drafting policy which should be modified to meet the specific needs of a city. The sample policies should be considered as open to modification. Rarely does one policy statement reflect the needs and concerns of all cities. Sample policies should not substitute for or replace the advice of your city's legal counsel.

02-03/21: (Completed) Consider using the attached sample maintenance log. Use this template to record vehicle maintenance. This will help reduce critical downtime, promote driver safety and manage maintenance costs.

Response 04/07/22 – Departments are responsible for their individual maintenance and documentation. Major repairs are completed by outside mechanics.

01-06/13: (Resubmitted) Consider providing additional safety training to liquor store employees. The City is now part of a new Regional Safety Group (RSG), but some of the liquor store employees are not getting all the required safety training they need. If they are not able to attend the training that is provided by MMUA, then perhaps the city may be able to supplement some training through the LMCIT Video Library (Catalog was sent). Safety training the liquor store employees must have includes: AWAIR, Bloodborne Pathogens Employee Right to Know, and Emergency Action Plan. Supplemental training might include safe lifting/back injury prevention, slips trips and falls, and ladder safety.

Response 04/17/19 – The City currently does have a Safety Consultant and will review if Liquor Store Staff are included in safety training.

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STREAMING SAFETY VIDEO



For more information, contact:

Joel Muller
LMCIT Loss Control Field
Services Manager
jmuller@lmc.org
(651) 215-4079
(800) 925-1122



Supplement your safety training with streaming videos.

Quick training videos included in your League membership.

The League of Minnesota Cities Insurance Trust (LMCIT) is providing League members with access to CoastalFlix™ streaming training videos on demand! Through LMCIT's Gold Unlimited membership, you will have access to 342 e-learning courses and streaming training videos.

Know what you're getting by previewing videos.

You can be confident the video you request covers the topics you want to focus on by previewing any of the 342 videos available. All videos are less than 30 minutes long, with times ranging from 2-4 minutes to 15-30 minutes, offering flexible options.

Request short videos that meet your city's needs.

Once you know the videos you'd like to view, you can request links to specific videos from Joel Muller (information left), through MemberCenter, or by calling your loss control representative and providing either the product code or title of the video. With each video, you will also get train-the-trainer and other handouts to use. There is no limit to the amount of videos you can request.

Unlimited access to requested videos.

Once you request a streaming video, that streaming video will be available for you to use as often you want through December 16, 2021, the time of League's renewal period with Coastal Technologies. If you happen to lose or misplace the streaming video email link, just email or call Joel (information left) at LMCIT and the links will be resent to you.

For more information, including a link to find video previews, visit: www.lmc.org/videolibraryinfo

LMCIT is a self-insured membership cooperative that was formed by Minnesota's cities, with the assistance of the League of Minnesota Cities. In addition to providing workers' compensation and property/casualty coverage, LMCIT provides a comprehensive loss control program to reduce the risk of employee injuries and the volume of costly claims.

STREAMING SAFETY VIDEOS

With the Gold Unlimited package, you'll have access to 342 videos. Top categories include:

- American Disabilities Act (ADA)
- Back Safety
- Confined Spaces
- Construction Equipment
- Driving Safety
- Electrical Safety
- Fall Protection
- Fire Safety
- First Aid
- Hazardous Materials
- Ladder Safety
- Lockout/Tagout
- Safety Orientation
- Take Two — for Safety Series
- Winter Safety





March 09, 2022

P/C Member Analyses

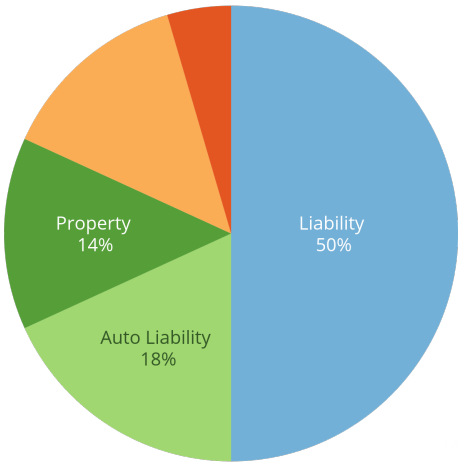
Owner Lena Gould

Filters Member contains PROCTOR, CITY OF
Loss Date is between 03/01/2017 and 03/01/2022

Type of Loss, Claim Counts

22Total Claims

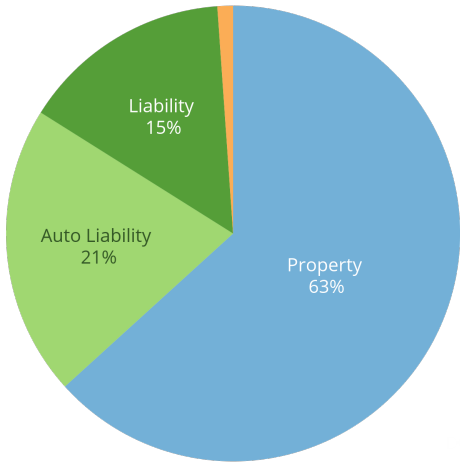
Liability	11
Auto Liability	4
Property	3
Auto Physical Damage	3
Unknown	1



Type of Loss, Gross Incurred

\$75,474Sum of gross_incurred

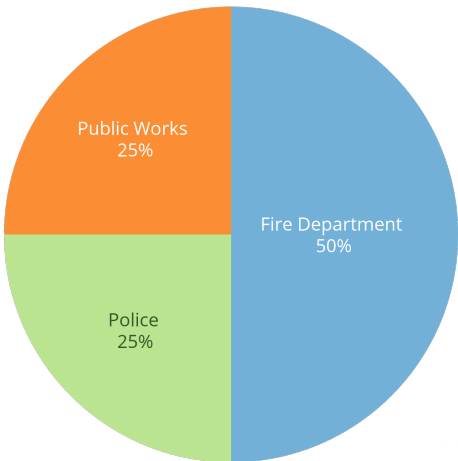
Property	\$47,760
Auto Liability	\$15,569
Liability	\$11,308
Auto Physical Damage	\$838
Unknown	\$0



Auto Liability, Claim Counts

4Total Claims

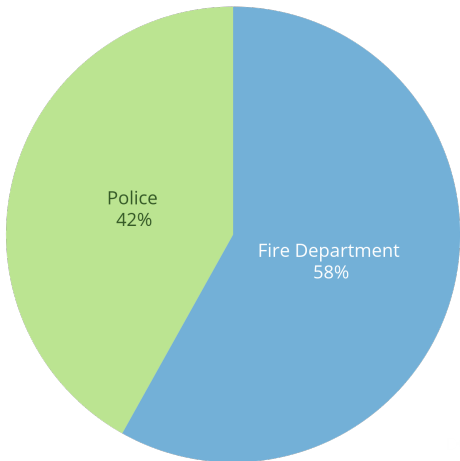
Fire Department	2
Police	1
Public Works	1



Auto Liability, Gross Incurred

\$15,569Sum of gross_incurred

Fire Department	9,049
Police	6,520
Public Works	0



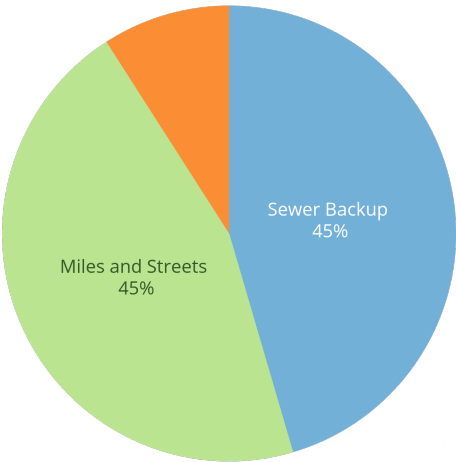
Filters

Member contains PROCTOR, CITY OF
Loss Date is between 03/01/2017 and 03/01/2022

Municipal Liability, Claim Counts

11 Total Claims

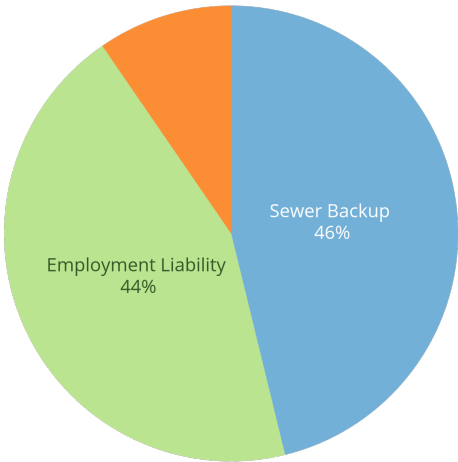
Sewer Backup	5
Miles and Streets	5
Employment Liability	1



Municipal Liability, Gross Incurred

\$11K Sum of gross_incurred

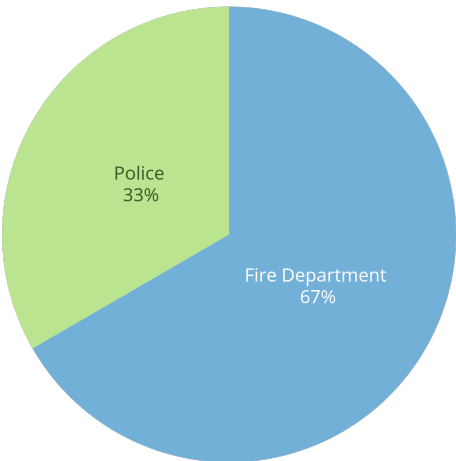
Sewer Backup	\$5,222
Employment Liability	\$5,000
Miles and Streets	\$1,086



Auto Physical Damage, Claim Counts

3 Total Claims

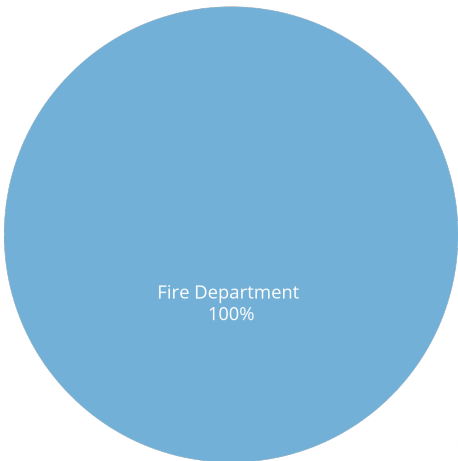
Fire Department	2
Police	1



Auto Physical Damage, Gross Incurred

\$838 Sum of gross_incurred

Fire Department	838
Police	0



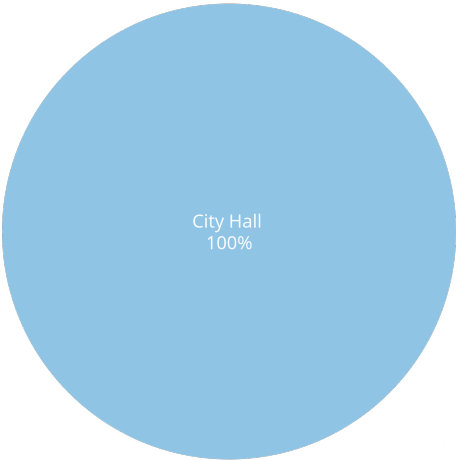
Filters

Member contains PROCTOR, CITY OF
Loss Date is between 03/01/2017 and 03/01/2022

Property, Claim Counts

3 Total Claims

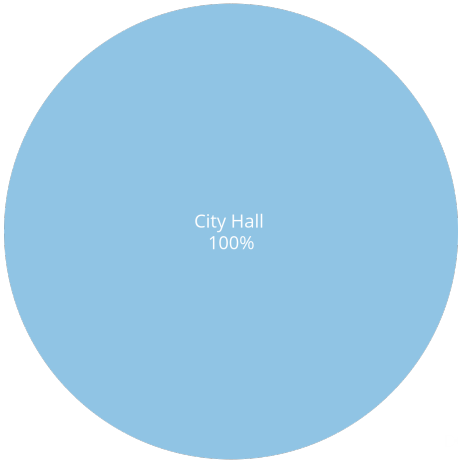
● City Hall	3
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Property, Gross Incurred

\$47,760 Sum of gross_incurred

● City Hall	47,760
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Filters Member contains PROCTOR, CITY OF
Loss Date is between 03/01/2017 and 03/01/2022



March 09, 2022

WC Member Analyses

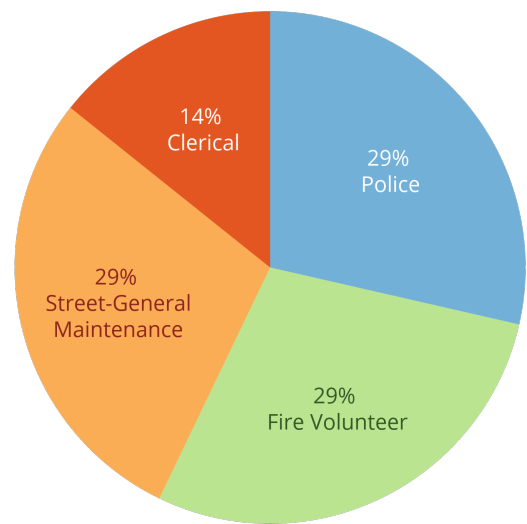
Owner Lena Gould

Filters City or Township Name contains Proctor city
Loss Date is between 03/01/2017 and 03/01/2022

Job Class - Frequency

7 Total Claim Count

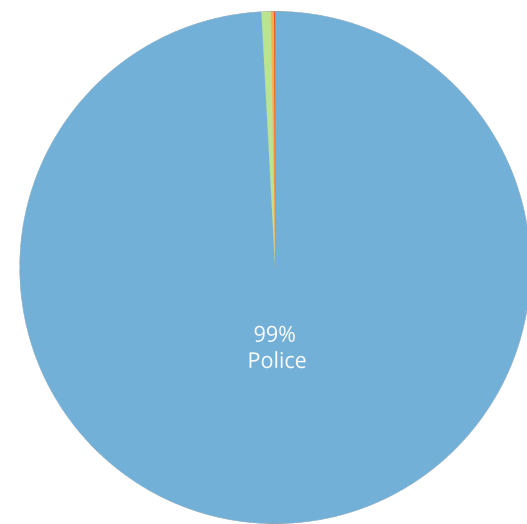
Police	2
Fire Volunteer	2
Street-General Maintenance	2
Clerical	1



Job Class - Severity

\$583K Total Gross Incurred

Police	577,942.66
Street-General Maintenance	3,408.4
Clerical	1,149.38
Fire Volunteer	417.15

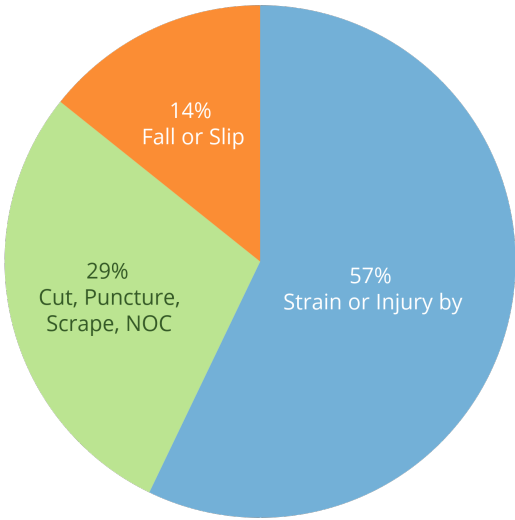


Filters City or Township Name contains Proctor city
Loss Date is between 03/01/2017 and 03/01/2022

Cause of Injury - Frequency

7 Total Claim Count

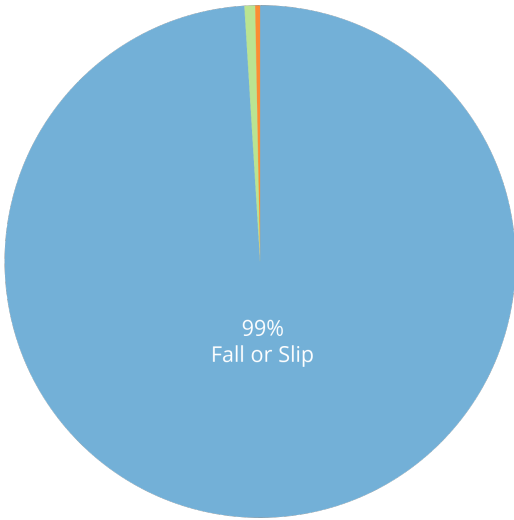
Strain or Injury by	4
Cut, Puncture, Scrape, NOC	2
Fall or Slip	1



Cause of Injury - Severity

\$583K Total Gross Incurred

Fall or Slip	577,200.97
Strain or Injury by	3,916.52
Cut, Puncture, Scrape, NOC	1,800.1



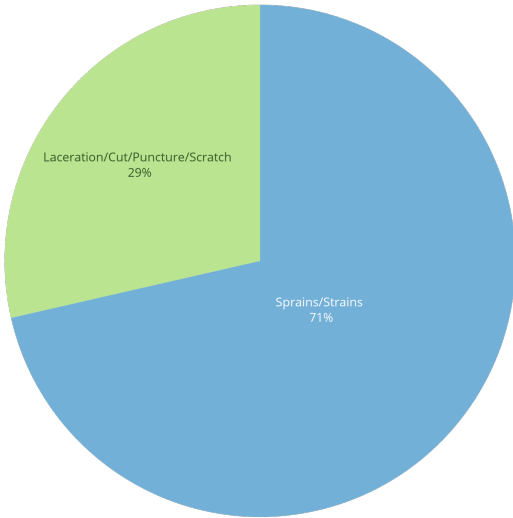
Filters

City or Township Name contains Proctor city
Loss Date is between 03/01/2017 and 03/01/2022

Nature of Injury - Frequency

7 Total Claim Count

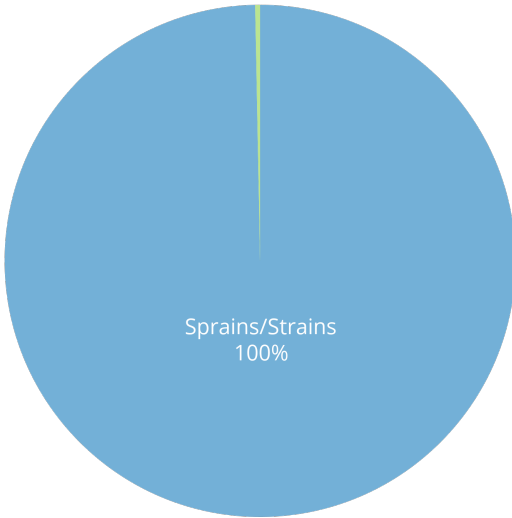
Sprains/Strains	5
Laceration/Cut/Puncture/Scratch	2



Nature of Injury - Severity

\$583K Total Gross Incurred

Sprains/Strains	581,117.49
Laceration/Cut/Puncture/Sc...	1,800.1



Filters City or Township Name contains Proctor city
Loss Date is between 03/01/2017 and 03/01/2022

TOURISM COMMITTEE MINUTES
Monday, January 24, 2022

Meeting was called to order by Chair Mary Korich at 3:01 p.m.

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

APPROVAL OF MINUTES: MOTION by Bryn, seconded by Jan and passed to approve the Minutes of October 27, 2021.

APPROVAL OF AGENDA: MOTION by Mary, seconded by Bryn and passed to approve the Agenda of January 24, 2022.

COMMITTEE BUSINESS

Committee Membership 2022 / Election of Chair and Vice-Chair. Tourism Committee members received Committee Membership application to complete and keep on file.

MOTION by Sally, seconded by Bryn and passed to approve Mary Korich for Tourism Committee Chair, and Jan Resberg as Vice-Chair.

Quarterly Meeting Day/Time

MOTION by Jan, seconded by Mary and passed to approve the quarterly meeting dates for the Tourism Committee as **Mondays** on April 25, July 25, and October 24, 2022 at 3:00 p.m.

FINANCIAL BUSINESS

Committee reviewed Tourism Expense and Revenue Financial Reports.

MOTION by Jan, seconded by Jan and passed to approve the Financial Reports of January 24, Discussion by members of both 2022 Budget and confirming small grant process and priorities. Council is reviewing 2022 Budget on January 25.

MARKETING

2022 Sponsorships: Members reviewed sponsorship criteria and value.

A. Speedway: Sally discussed meeting with the new Speedway president, Duane Caywood and the direction the Speedway will take in 2022 to increase revenue and attendance. Mr. Caywood would like to meet with the Tourism Committee to discuss working together, and will be invited to the April Tourism meeting.

B. Fair Association Sponsorship – sponsorship needs approval from Council

MOTION by Bryn, seconded by Jan and passed to recommend that Council approves the 2022 Sponsorship of the Fair Association in the amount of \$8,000.

NEW BUSINESS

Members discussed upcoming events. Jake asked that the Tourism Committee draft a resolution for Council in support of state Spirit Mountain Bond Funding. Sally, Mary and Jake will work on drafting a resolution for City Council.

ADJOURNMENT: Meeting adjourned at 3:57 p.m.

NEXT MEETING: Monday, April 25, 2022 at 3:00 p.m.

MINUTES

PLANNING & ZONING COMMISSION

Monday, March 28th, 2022, 5:00 P.M.

Council Chambers Proctor Community Center - 100 Pionk Drive

MEMBERS PRESENT:

Commissioner Tuomi, Chair Aldridge, Commissioner Boysen, Commissioner Harnell, Commissioner Inman

OTHERS PRESENT: City Administrator Jess Rich, City Administrative Assistant Megan Jordan, City Attorney John Bray, Jim Rohweder, Jon Rohweder

Chair Aldridge called the meeting to order at 5:02 pm. Roll call is performed with all members present.

Motion by Boysen, seconded by Tuomi and carried 5-0 to approve the minutes from Monday, February 28th, 2022.

APPROVAL OF AGENDA

Motion by Boysen, seconded Harnell and carried 5-0 to approve the agenda for Monday, March 28th, 2022

1.COMMUNICATIONS

A. League of MN Cities – Zoning Bill

Administrator Rich shares a potential bill with the commission, noting an update of the bill being stalled at the state. Commission requests to continue to receive updates/communication pertaining to related legislation.

B. 2022 Permit Summary – No action

2. BUILDING PERMITS (C-1 AND ABOVE

3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

1721 Lavaque Rd – Jon Rohweder

Jon is present to address the commission regarding the parcel at 1721 Lavaque Rd. He states the water utility was extended to the far edge of the process in 2016, and the zoning has remained suburban. He explains the intent would be to rezone from suburban to R-1-C, and potentially split the parcel into three separate parcels to build single family houses.

Discussion follows from Chair Aldridge addressing septic or buildable parcels. Commissioner Boysen states the minimum lot allowance for septic systems is a minimum of one acre. Rohweder adds the access points would be moved and utilized with utility easements. Boysen adds the minimum frontage for R-1-C zones is 150’.

Jim Rohweder stating the entire area was zoned suburban until additional water extensions were added and then changed to R-1-C. The commission adds the remaining two parcels zoned suburban are not the minimum square acreage for suburban.

Chair Aldridge states the next step in the process would be to hold a public hearing for re-zoning.

Administrator Rich adds city staff will proceed with the process, notifying the owners of the parcel to the north to be involved in the rezoning process.

Boysen follows adding the splitting of the parcels, stating more detailed numbers for lot frontage, septic requirements, and meeting required setbacks. Boysen specifically states the minimum frontage for R-1-C is 150'. City staff is directed to proceed with the rezoning process.

4. UNFINISHED BUSINESS

5. NEW BUSINESS

MEMBER CONCERNS

Tuomi: 801 4th St & 843 5th St temporary structures not meeting setbacks.
724 2nd Ave

Boysen: None

Harnell: None

Aldridge: None

Inman: None

Administrator Rich:

Motion by Boysen, seconded by Harnell and carried 4-0 to adjourn the meeting at 5:27 pm.

Minutes of the Proctor Public Utilities Commission meeting held on Monday, March 14, 2022 at 6:00 p.m. in the Council Chambers at Proctor City Hall.

The following members were present:

*3C

Carol Lind
Jennifer Cady
Eric Bingaman

Others who were present:

Charliene Jones, Commission Secretary
John Bray, PUC Attorney

APPROVAL OF AGENDA

Motion by Cady, seconded by Bingaman and carried: To approve the agenda, as presented.

APPROVAL OF THE MINUTES OF:

Motion by Cady, seconded by Bingaman and carried: To approve PUC Regular Meeting minutes of February 24, 2022.

APPROVAL OF PAYROLLS OF:

Tabled. Due to the switch over to the new payroll software system, payroll reports were not available yet.

DELINQUENT ACCOUNTS were discussed. We are now in limiter season, with the Cold Weather Rule in effect until April 30th.

CALL FOR COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

1. OLD BUSINESS

- A. Water Maintenance Contractor update. KTM took care of water break on our side of the stop at 115 3rd St.

2. NEW BUSINESS

- A. Sand Salt Building & PUC/Public Works Garage update. Project should be going out for bid soon.
- B. 2nd Street Project from 5th Ave to 9th Ave was discussed. Committee has not met since our last meeting so no new update.
- C PUC 2022 Pay Equity Report was reviewed.

Motion by Lind, seconded by Bingaman and carried: To approve the PUC 2022 Pay Equity Report, as presented

3. REPORT OF OFFICE

- A. PUC Meter Reader/Water Technician position update.
- B. Booster (Pump) Station was discussed. Secretary has been in discussion with SEH over PUC's frustration with the lack of communication from USA. The day of the meeting, USA told SEH that the booster station is still being constructed at the Dakota Pump shop and has not yet been

completed due to delays in electrical equipment. They do not know the expected completion date yet.

- C. NEMMPA update was given. No March meeting. Secretary will be meeting with other members to see what they are doing with rates/rate studies.
- D. MMUA Capitol Letter was reviewed.

4. FINANCIAL STATEMENTS

- A. The MP power bill was reviewed for February billing. Secretary to check into whether or not there will be an annual “true-up” to make up for no monthly fuel adjustments.
- B. The SWL&P & MP February maintenance bills were not received by meeting time.
- C. PUC January Income Statements were reviewed and 2022 Budget was discussed.

Duluth’s 2022 rate increase was part of the 2018 municipal rate agreement. 2022 Budget and Capital budget to be discussed again before next utility bill goes out.

5. APPROVAL OF BILLS

- A. The bills listings were reviewed.

Motion by Bingaman, seconded by Cady and carried: To approve the bills presented and on file at the utility office, including all electronic payments for sales tax & payroll payables. Payable checks #019736 thru #019777.

6. COMMUNICATIONS

- A. City newsletter on back side of utility bills was discussed.
- B. City Administrator correspondence was discussed.

7. LABOR & NEGOTIATION ISSUES

Motion by Bingaman, seconded by Cady and carried: To adjourn the meeting at 6:32 p.m.

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

6A

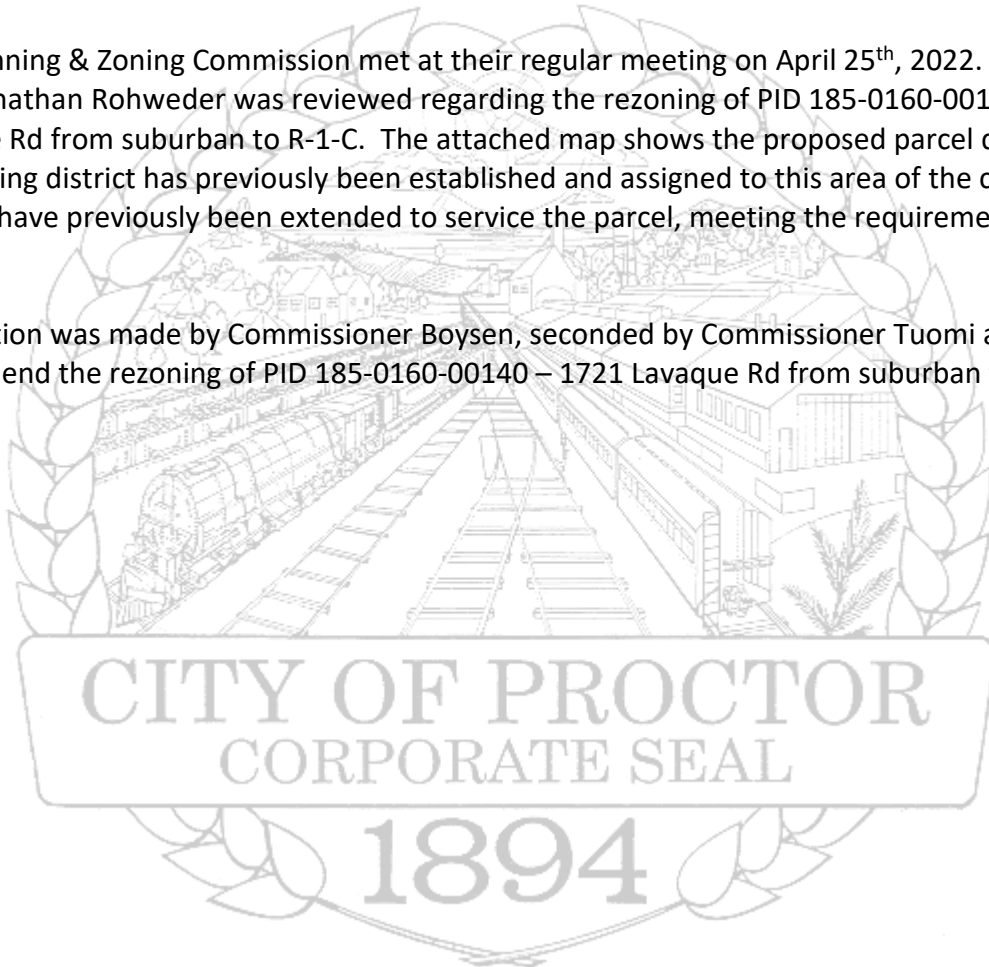
100 Pionk Drive · Proctor, Minnesota 55810-1700 · 218-324-3641 · Fax 218-624-9459 · email: cityhall@proctormn.gov

Date: April 26, 2022

Re: Rezoning Recommendation

The Planning & Zoning Commission met at their regular meeting on April 25th, 2022. An application from Jonathan Rohweder was reviewed regarding the rezoning of PID 185-0160-00140 – 1721 Lavaque Rd from suburban to R-1-C. The attached map shows the proposed parcel division line. This zoning district has previously been established and assigned to this area of the city, and water utilities have previously been extended to service the parcel, meeting the requirement of the R-1-C district.

The motion was made by Commissioner Boysen, seconded by Commissioner Tuomi and carried 4-0 to recommend the rezoning of PID 185-0160-00140 – 1721 Lavaque Rd from suburban to R-1-C.



1735 LAVAQUE RD

Aprox 1.24 Acres

Aprox 1.71 Acres
without road right of way.

1721 LAVAQUE RD
PROCTOR

1754 LAV

DUL

Lavaque Rd

1740 LAV

Chad Ward
Mayor

Jess Rich
City Administrator

City of Proctor

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Rory Johnson
James Rohweder

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RESOLUTION 13-22 **AUTHORIZING CONSUMPTION OF ALCOHOLIC BEVERAGES** **IN PUBLIC PLACES IN PROCTOR IN CONJUNCTION WITH FESTIVALS**

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

6C

WHEREAS, festivals and special events play a vital role in promoting tourism, invigorating community spirit, celebrating cultural diversity, and contributing to the economy of our community; and,

WHEREAS, the City Council does recognize the value of special events and festivals and the rich history and responsibility businesses have shown in the sponsorship of said events.

WHEREAS, dates and sites have been determined by Event Applications approved by the City Council at its regular meeting of April 18, 2022, and Attachment "A" to warrant the special events/festivals.

WHEREAS: pursuant to Minn. Statute 340A.404 Subd 4 paragraph (b) the governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality.

NOW THEREFORE, BE IT RESOLVED through actions taken by the Mayor and City Council of the City of Proctor and pursuant to Minn. Stat. Sect 340A.404 Subd. 4 paragraph (b), the Proctor City Council hereby authorizes consumption of alcoholic beverages in public places designated by the City Council reflected in Event Application packets and in Attachment A, during community festivals and events.

Motion by: _____ 2nd: by: _____

Voting Aye:

Voting Nay:

BY: _____

Chad Ward, Mayor

ATTEST:

Jessica Rich, City Administrator

ATTACHMENT A

**ATTACHMENT A
FESTIVAL DATES and LOCATIONS**

1. **Hoghead Festival Car Show.** Wednesday, August 17, 2022, Noon – 9:00 p.m.
Attached map titled 2022 Hoghead Festival Car Show.
2. **Hoghead Festival.** Saturday, August 20, 2022, 7:00 a.m. – 5 p.m.
Attached map titled 2022 Hoghead Festival.
3. **Hoghead Festival Street Dance.** Saturday, August 20 to Sunday, August 21, 2022,
7 p.m. – 2 a.m.
Attached map titled 2022 Hoghead Festival Street Dance.



2022 Hoghead Festival

Saturday, August 20th

7 am to 5 pm



--- Traffic Barricades



Posted Signs – No Alcohol beyond this point



Police and First Aid Station

FESTIVAL AREA

4th Street: Kids' Games, Train Rides
NO GLASS CONTAINERS
OUTSIDE MUSIC

Map Not To Scale – Updated 3/30/22

2022 HOGHEAD FESTIVAL STREET DANCE

August 20-21, 2022

7 pm – 2 am



— FESTIVAL AREA Fence

— Gates

--- Barricade



Band Stage Area



Beer Wagon



Outside Bar



Police



Posted Signs
No Alcohol Beyond This Point



Garbage Bins



Vendors



Biffs

- No Glass Containers
- Map Not to Scale
- Map Revised 4/13/22
- Outside Music until 1:00 am

City of Proctor

Chad Ward
Mayor

Jess Rich
City Administrator

COUNCILORS
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Troy R. DeWall
Rory Johnson
James Rohweder

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RESOLUTION 14-22

AUTHORIZING CONSUMPTION OF ALCOHOLIC BEVERAGES IN PUBLIC PLACES IN PROCTOR IN CONJUNCTION WITH FESTIVALS

6D

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

WHEREAS, festivals and special events play a vital role in promoting tourism, invigorating community spirit, celebrating cultural diversity, and contributing to the economy of our community; and,

WHEREAS, the City Council does recognize the value of special events and festivals and the rich history and responsibility businesses have shown in the sponsorship of said events.

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NOW THEREFORE, BE IT RESOLVED through actions taken by the Mayor and City Council of the City of Proctor and pursuant to Minn. Stat. Sect 340A.404 Subd. 4 paragraph (b), the Proctor City Council hereby authorizes consumption of alcoholic beverages in public places designated by the City Council reflected in Event Application packets and in Attachment A, during community festivals and events.

Motion by: _____ 2nd: by: _____

Voting Aye:

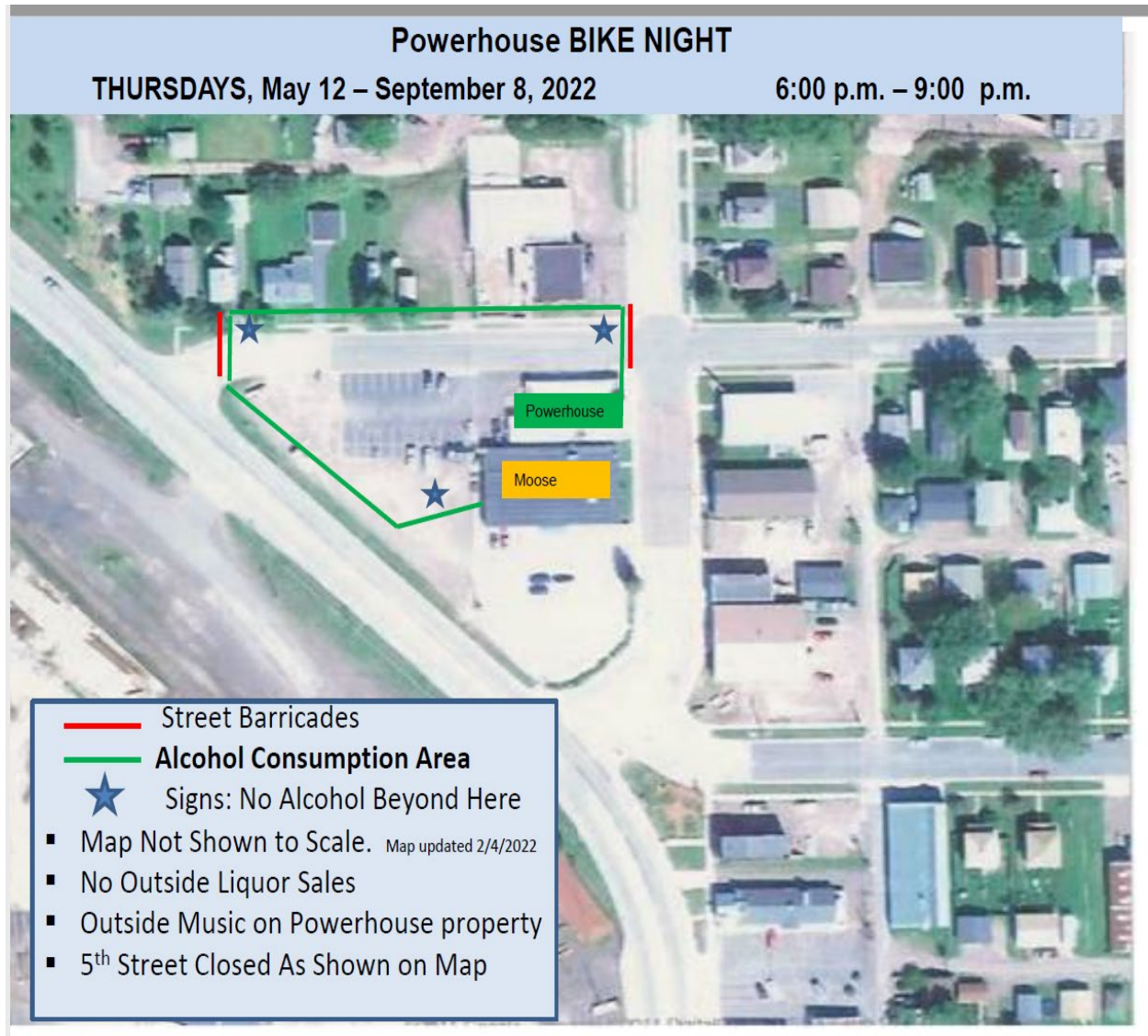
Voting Nay:

BY: _____
Chad Ward, Mayor

ATTEST:

Jessica Rich, City Administrator

1. **Powerhouse Bike Nights.** Thursdays, May 19-September 15, 2022, 5:45-9:00 p.m.
Attached map titled Powerhouse Bike Night.



Chad Ward
Mayor

Jess Rich
City Administrator

City of Proctor

You Have A Place In Proctor

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

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RESOLUTION 15-22

AUTHORIZING CONSUMPTION OF ALCOHOLIC BEVERAGES IN PUBLIC PLACES IN PROCTOR IN CONJUNCTION WITH FESTIVALS

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

6E

WHEREAS, festivals and special events play a vital role in promoting tourism, invigorating community spirit, celebrating cultural diversity, and contributing to the economy of our community; and,

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Motion by: _____ 2nd: by: _____

Voting Aye:

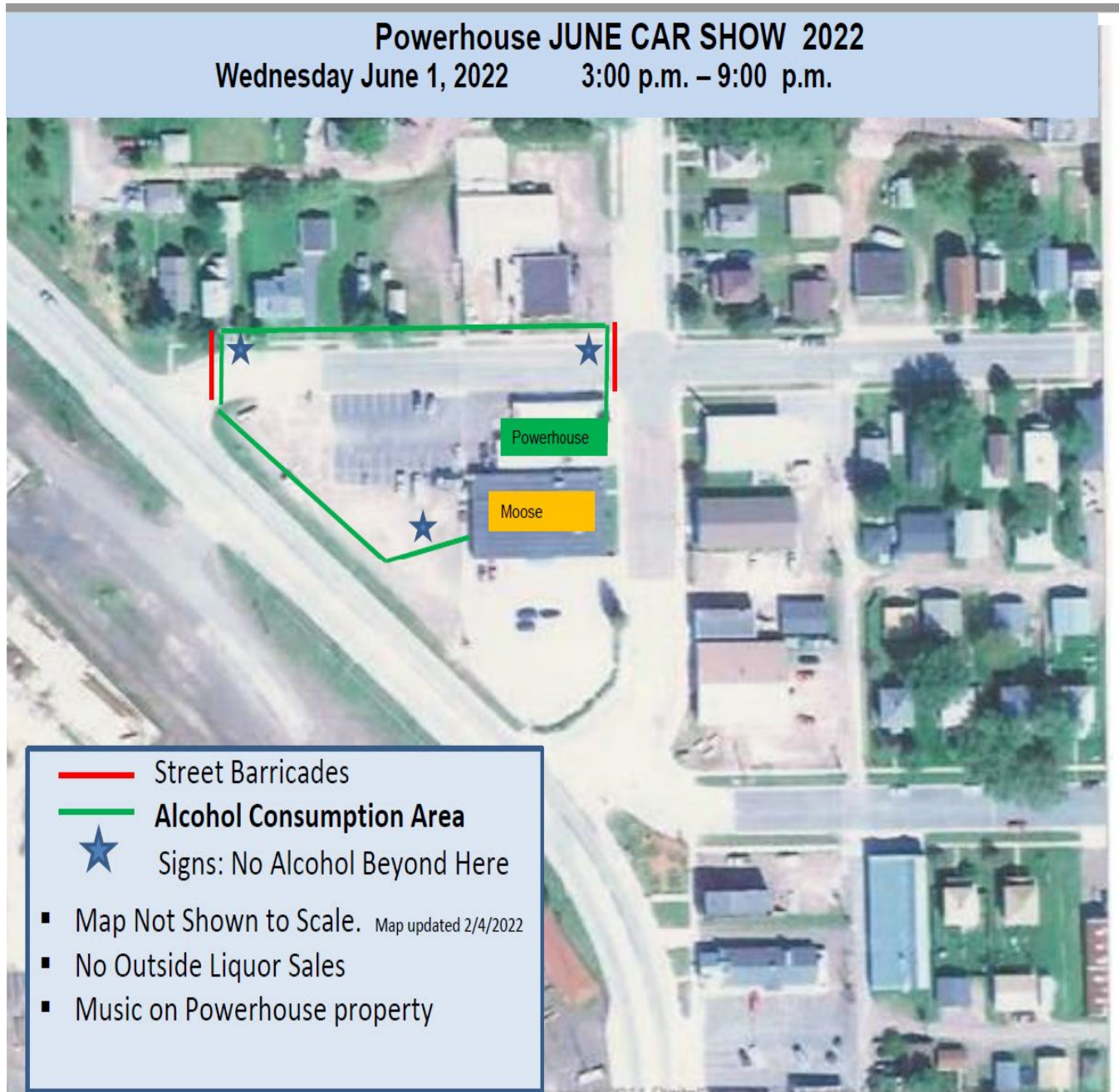
Voting Nay:

BY: _____
Chad Ward, Mayor

ATTEST:

Jessica Rich, City Administrator

1. **Powerhouse June Car Show.** Wednesday, June 1, 3:00 – 9:00 p.m.
Attached map titled Powerhouse June Car Show.



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

Date: April 28, 2022

6H

To: Proctor City Council

From: Administrator Rich

Re: Softball Fields Preparation and Maintenance

It is the season for park maintenance and staff needs guidance and direction from the City Council on how you to proceed with Field No. 1 preparation and maintenance. Rick LaLonde hopes the outfield will be dry enough in the next week to start prepping for use. Below is a summary of field use, schedule, current preparation and maintenance arrangements.

Ownership

- Field No. 1 infield is owned by Proctor Schools, the outfield by the City of Proctor.
- Field No. 2 is owned by the City of Proctor.

Use

- Proctor School uses both Field No. 1 and Field No. 2 from spring (as conditions permit) to June 1st.
- Field No. 2 concession and bathrooms will be opened by city crews next week.
- The school has two portable restrooms at Field No. 1 and have said they do not need the restrooms. In the past, city staff opened, cleaned, and maintained Field No. 1 restrooms.
- Proctor girls' youth softball uses both Field No.1 and No. 2 as much as they can in the spring working around the school's schedule.
- The school coordinates Field No. 1 and Field No. 2 use from spring until June 1st.
- The city coordinates Field No. 1 and Field No. 2 use arrangements after June 1st with school input on Field No. 1.

Current Verbal Maintenance Agreement with Proctor School

Preparation and Maintenance: The school preps and maintains both fields from now until the end of high school softball. Prepping includes dragging the fields for practice and games, painting the outfield lines as needed, and chalking the infield for both high school and youth softball use. The city takes over this maintenance on both fields from June 1st on.

Fencing: The school owns the temporary fencing material. In the past, high school softball parents installed the fences, along with school maintenance employees. About 10-15 years ago, the city started fence installation, removing them prior to Hoghead as they are in the way for adult softball event. LaLonde reports fence installation is difficult at the beginning of the season and takes 3-4 city staff members to complete. An additional factor with fence installation is the amount of time it takes to dismantle and re-install for city hosted softball tournaments, such as the one held at the end of July.

Because the school would like to use Field No. 2 more for baseball than softball, they have requested the temporary fence not go up on Field No. 2 until high school sports are done. Spring conditions currently are not ideal for fence installation on Field No. 1, as the ground needs additional thawing to allow for the placement of fence posts into the ground stake pockets. LaLonde is hoping the ground will be thawed enough to install fencing the second week in May.

Dugout Covers and Sunscreens: The city installs the dugout covers and sunscreens on both fields (scheduled for the first week in May) which stay up until youth softball is done. The covers and sunscreen are in the city possession, but it's not clear who owns them. LaLonde thinks the city purchased the Field No. 2 covers, but unsure about Field No. 1.

Lawn Maintenance: City park workers mow, weed whip, and sprays weeds in and around both fields.

Concessions and Bathrooms: Last year the city informed the school that if the school wanted to use the concession and bathrooms by turf field and Field No. 1, then they would be responsible for cleaning and maintenance. About 99% of the use until June 1st are for school events. For years the city maintained them during this time frame, by hiring a park worker starting in early April. The city crew is planning the same arrangement and will open the concession and bathrooms near Field No. around June 1st. The concession and bathrooms near Field No. 2 will be opened by city crew next week which will mostly benefit the school, but it will get use from youth softball, playground users, and walkers as well.

Other considerations which have not been addressed in any formal or verbal agreement.

Garbage: Who is responsible for and during what time of year?

Parking Lot Maintenance: The city has always maintained the parking lots at the turf field and Field No. 1 even though this is school property. This time of year, they are in very poor condition. The school owns a loader and a skid steer now and could buy their own material and maintain the lots themselves. Same would hold true for the bus garage lot, where the city provided equipment, time and materials to help. City maintains the playground and Field No. 2 lots.

Park Road: The city has always provided materials, time, and equipment to maintain. The city may want to consider requesting the help in the cost of labor, equipment use, and material (class 5 and chloride dust control, equipment, etc.)

Scoreboard: LaLonde believes the city and school split the cost, but it is mostly used for school events. The scoreboard is on city property, the electrical panel is on school property. The electrical panel has heaved badly from frost, it won't survive much longer without repairs.

Picnic Tables: The city has always provided picnic tables around both fields on both city and school property. Over the last 30 years, the table inventory has decreased from about 20 to maybe 12. The city maintains them annually by painting and rebuilding them. If the school would buy about 6 for the Field No. 1 area and maintain them, picnic tables could be placed at additional locations around town.

Bleachers: Both fields need new bleachers. The city has generally done all bleacher repair work - even at Field No. 1.

Other: The city adds aglime as necessary to both fields and spreads with city equipment. The school did contribute aglime when they changed to turf, but it is not very good quality as rocks and topsoil were mixed into it. Previously, the city and the school shared the expense of the aglime. This is not the case anymore.

The city spent about \$5,000 4 or 5 years ago to have a local landscaper cut the hump out of the infield divide on both fields, grade, and sod. This was done primarily in response to complaints by the high school softball program participants.

The city has incurred significant expenses for fence repair to both fields (estimated about \$50,000 over the years). A few years ago, the school covered a portion of the expenses to complete fence repairs for the backstop.

The city hired a tree service for \$2,000 a couple of years ago to remove large, dead, and dangerous willows next to Field No. 1.

Street Department Foreman and Park Supervisor Rick LaLonde and I are looking for direction on the extent of city involvement on Field No. 1 maintenance.

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"

General Bills

Check Issue Date	Check Number	Payee	Amount
05/02/2022	41235	ALL THE DIRT! RACING NEWS, INC.	2,160.00
05/02/2022	41236	ARROWHEAD EMS ASSOCIATION	75.00
05/02/2022	41237	BRAY&REED	2,615.00
05/02/2022	41238	CENTURYLINK	42.06
05/02/2022	41239	CENTURYLINK	42.06
05/02/2022	41240	CENTURYLINK	92.82
05/02/2022	41241	CINTAS	202.36
05/02/2022	41242	GRAND FORKS FIRE EQUIPMENT LLC	2,591.25
05/02/2022	41243	GUARDIAN PEST CONTROL, INC	97.75
05/02/2022	41244	HARTELS/DBJ DISPOSAL COMPANY	1,114.42
05/02/2022	41245	INNOVATIVE OFFICE SOLUTIONS LLC	37.48
05/02/2022	41246	JOHNSON CONTROLS	10,365.00
05/02/2022	41247	LCS COACHES, INC.	3,655.23
05/02/2022	41248	LEAGUE OF MINNESOTA CITIES	20.00
05/02/2022	41249	MACQUEEN EMERGENCY	372.42
05/02/2022	41250	MENARDS - WEST DULUTH	79.93
05/02/2022	41251	MINN DEPT OF LABOR & INDUSTRY	90.85
05/02/2022	41252	MN BUREAU OF CRIM APPREHENSION	150.00
05/02/2022	41253	NORTHERN DOOR & HARDWARE INC	232.00
05/02/2022	41254	PROCTOR CANVAS PRODUCTS, INC	18.00
05/02/2022	41255	PROCTOR JOURNAL	259.70
05/02/2022	41256	QUADIENT	549.63
05/02/2022	41257	RASMUSSEN CLEANING SERVICE LLC	3,300.00
05/02/2022	41258	RICK S STUMP REMOVAL	1,012.50
05/02/2022	41259	SEH	46,381.60
05/02/2022	41260	SHRED N GO INC	64.75
05/02/2022	41261	USA TOWING & RECOVERY	179.99
Grand Totals:			75,801.80

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-00-000-2020	.00	29,878.60-	29,878.60-
100-10-110-3003	767.52	.00	767.52
100-10-110-3052	259.70	.00	259.70
100-10-120-3000	64.75	.00	64.75
100-10-120-3022	549.63	.00	549.63
100-10-120-3035	20.00	.00	20.00
100-10-130-2220	232.00	.00	232.00
100-10-130-3000	3,300.00	.00	3,300.00
100-10-130-3084	647.75	.00	647.75
100-10-130-4400	179.99	.00	179.99
100-10-130-4406	97.75	.00	97.75
100-10-130-5580	10,365.00	.00	10,365.00

GL Account	Debit	Credit	Proof
100-10-160-3004	2,390.00	.00	2,390.00
100-10-180-4442	90.85	.00	90.85
100-15-115-3040	5,815.23	.00	5,815.23
100-20-210-4433	150.00	.00	150.00
100-20-220-2210	2,726.66	.00	2,726.66
100-20-220-2214	372.42	.00	372.42
100-20-220-3000	202.36	.00	202.36
100-20-220-3021	92.82	.00	92.82
100-20-220-3084	110.42	.00	110.42
100-20-220-4433	75.00	.00	75.00
100-30-300-3015	1,012.50	.00	1,012.50
100-30-300-3084	356.25	.00	356.25
300-00-000-2020	.00	45,614.08-	45,614.08-
300-30-330-3003	45,614.08	.00	45,614.08
500-00-000-2020	.00	84.12-	84.12-
500-50-510-3021	84.12	.00	84.12
830-00-000-2020	.00	225.00-	225.00-
830-10-160-3004	225.00	.00	225.00
Grand Totals:	75,801.80	75,801.80-	.00

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (3 Characters) = {<>} "600, 700"
Vendor.Vendor type = {<>} "PR"
[Report].Date Paid = 05/02/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ALL THE DIRT! RACING NEWS, INC.				
32008	SPEEDWAY MARKETING	04/26/2022	2,160.00	100-15-115-3040 Advertising
Total ALL THE DIRT! RACING NEWS, INC.:			2,160.00	
ARROWHEAD EMS ASSOCIATION				
12009	ANNUAL DUES	04/21/2022	75.00	100-20-220-4433 Dues & Subscriptions
Total ARROWHEAD EMS ASSOCIATION :			75.00	
BRAY&REED				
1681	OPIOID LITIGATION	04/19/2022	60.00	100-10-160-3004 Legal Fees
1682	CITY OF PROCTOR GENERAL	04/19/2022	2,330.00	100-10-160-3004 Legal Fees
1683	DEVELOPMENT ISSUES	04/19/2022	225.00	830-10-160-3004 Legal Fees
Total BRAY&REED:			2,615.00	
CENTURYLINK				
4.10.22.2	ALARM SYSTEM - WESTGATE LIFT STATION	04/10/2022	42.06	500-50-510-3021 Telephone
4.10.22.2630	ALARM SYSTEM - ALMAC LIFT STATION	04/10/2022	42.06	500-50-510-3021 Telephone
4-10-2022	PHONE BILL	04/10/2022	92.82	100-20-220-3021 Telephone
Total CENTURYLINK :			176.94	
CINTAS				
4111343994	RUGS AND MATS - FIRE HALL	02/22/2022	108.18	100-20-220-3000 Professional Services
4114083850	RUGS AND MATS - FIRE HALL	03/22/2022	94.18	100-20-220-3000 Professional Services
Total CINTAS :			202.36	
GRAND FORKS FIRE EQUIPMENT LLC				
34669	HOSE	04/13/2022	2,591.25	100-20-220-2210 Operating Supplies
Total GRAND FORKS FIRE EQUIPMENT LLC:			2,591.25	
GUARDIAN PEST CONTROL, INC				
2336637	CITY HALL PEST CONTROL	04/25/2022	97.75	100-10-130-4406 Pest Control
Total GUARDIAN PEST CONTROL, INC :			97.75	
HARTELS/DBJ DISPOSAL COMPANY				
598258	TRASH REMOVAL SERVICES - CITY OF PROCTOR	04/25/2022	647.75	100-10-130-3084 Refuse Disposal
598258	REFUSE DISPOSAL - FIRE HALL RECYCLE PICKUP	04/25/2022	110.42	100-20-220-3084 Refuse Disposal
598258	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	04/25/2022	356.25	100-30-300-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY :			1,114.42	
INNOVATIVE OFFICE SOLUTIONS LLC				
IN3763011	TAPE CARTRIDGE	04/22/2022	37.48	100-20-220-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total INNOVATIVE OFFICE SOLUTIONS LLC:			37.48	
JOHNSON CONTROLS				
1-11620207587	REPLACEMENT OF EXPANSION TANK FOR HEATING SYSTEM	03/14/2022	8,980.00	100-10-130-5580 Other Equipment Purc
1-11775065228	DUCT WORK FOR BOILER INTAKE	04/28/2022	1,385.00	100-10-130-5580 Other Equipment Purc
Total JOHNSON CONTROLS :			10,365.00	
LCS COACHES, INC.				
2419	LCS COACHES BENTLEYVILLE SHUTTLE	04/14/2022	3,655.23	100-15-115-3040 Advertising
Total LCS COACHES, INC. :			3,655.23	
LEAGUE OF MINNESOTA CITIES				
362634	SAFETY & LOSS CONTROL WORKSHOP	03/28/2022	20.00	100-10-120-3035 Training Expense
Total LEAGUE OF MINNESOTA CITIES :			20.00	
MACQUEEN EMERGENCY				
P06864	BLUE STROBE AND FREIGHT	04/20/2022	197.39	100-20-220-2214 Safety Items
W04146	BLUE STROBE E1	04/26/2022	175.03	100-20-220-2214 Safety Items
Total MACQUEEN EMERGENCY:			372.42	
MENARDS - WEST DULUTH				
55367	LOCKER TOTES	04/15/2022	79.93	100-20-220-2210 Operating Supplies
Total MENARDS - WEST DULUTH :			79.93	
MINN DEPT OF LABOR & INDUSTRY				
032022	BUILDING PERMIT SURCHARGE	03/31/2022	90.85	100-10-180-4442 State Bldg Permit Sur
Total MINN DEPT OF LABOR & INDUSTRY:			90.85	
MN BUREAU OF CRIM APPREHENSION				
00000695435	BCA CJDN ACCESS FEE	04/14/2022	150.00	100-20-210-4433 Dues & Subscriptions
Total MN BUREAU OF CRIM APPREHENSION:			150.00	
NORTHERN DOOR & HARDWARE INC				
22-1568	REPAIR FRONT DOOR - CITY HALL	04/25/2022	232.00	100-10-130-2220 Supplies - Repair & M
Total NORTHERN DOOR & HARDWARE INC :			232.00	
PROCTOR CANVAS PRODUCTS, INC				
202338	AMERICAN FLAG REPAIR	04/22/2022	18.00	100-20-220-2210 Operating Supplies
Total PROCTOR CANVAS PRODUCTS, INC :			18.00	
PROCTOR JOURNAL				
35919	AD FOR BIDS - SAND & SALT SHED	04/20/2022	259.70	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL :			259.70	
QUADIENT				
041722	POSTAGE	04/17/2022	549.63	100-10-120-3022 Postage

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total QUADIENT :			549.63	
RASMUSSEN CLEANING SERVICE LLC				
000024	CLEANING SERVICES	04/18/2022	3,300.00	100-10-130-3000 Professional Services
Total RASMUSSEN CLEANING SERVICE LLC:			3,300.00	
RICK S STUMP REMOVAL				
4883	TREE REMOVAL	04/19/2022	1,012.50	100-30-300-3015 Contractor
Total RICK S STUMP REMOVAL:			1,012.50	
SEH				
424198	161800 2ND STREET RECONSTRUCTION	04/14/2022	1,772.00	300-30-330-3003 Engineering Fees
424245	166073 2022-2024 CITY ENGINEERING	04/19/2022	767.52	100-10-110-3003 Engineering Fees
424245	166073 SAND & SALT SHED	04/19/2022	41,098.50	300-30-330-3003 Engineering Fees
424245	166073 MS4	04/19/2022	2,743.58	300-30-330-3003 Engineering Fees
Total SEH :			46,381.60	
SHRED N GO INC				
133972	SHREDDING SERVICES	04/22/2022	64.75	100-10-120-3000 Professional Services
Total SHRED N GO INC :			64.75	
USA TOWING & RECOVERY				
2183	2014 RAM BATTERY AAA	04/19/2022	179.99	100-10-130-4400 Repairs & Maintenance
Total USA TOWING & RECOVERY:			179.99	
Grand Totals:			75,801.80	

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 = 05/02/2022

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "Liquor Checking"

Liquor Bills

Check Issue Date	Check Number	Payee	Amount
05/02/2022	30262	ADT SECURITY SERVICES	139.68
05/02/2022	30263	AMERICAN BOTTLING COMPANY	105.70
05/02/2022	30264	ARTISAN BEER COMPANY	751.75
05/02/2022	30265	BERNICK S PEPSI	13,308.28
05/02/2022	30266	BOURGET IMPORTS, LLC	193.50
05/02/2022	30267	BREAKTHRU BEVERAGE	3,126.27
05/02/2022	30268	CINTAS	351.26
05/02/2022	30269	COCA COLA BOTTLING CO	170.45
05/02/2022	30270	GUARDIAN PEST CONTROL, INC	44.77
05/02/2022	30271	HARTELS/DBJ DISPOSAL COMPANY	326.06
05/02/2022	30272	JOHNSON BROTHERS INC	3,938.89
05/02/2022	30273	LAKESHORE ICE	155.40
05/02/2022	30274	MICHAUD DISTRIBUTING COMPANY	482.80
05/02/2022	30275	MOOSE LAKE BREWING	60.00
05/02/2022	30276	PHILLIPS WINE & SPIRITS CO.	6,038.83
05/02/2022	30277	RANGE PAPER	158.45
05/02/2022	30278	SOUTHERN WINE & SPIRITS	3,217.88
05/02/2022	30279	SUPERIOR BEVERAGE (MN)	3,318.15
05/02/2022	30280	WINE MERCHANTS	285.56
Grand Totals:			36,173.68

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
600-00-000-2020	372.10	36,545.78-	36,173.68-
600-60-600-2210	509.71	.00	509.71
600-60-600-2251	13,765.79	.00	13,765.79
600-60-600-2252	18,261.55	372.10-	17,889.45
600-60-600-2253	2,653.75	.00	2,653.75
600-60-600-2254	318.68	.00	318.68
600-60-600-2258	155.40	.00	155.40
600-60-600-3033	370.39	.00	370.39
600-60-600-3084	326.06	.00	326.06
600-60-600-4406	44.77	.00	44.77
600-60-600-4443	139.68	.00	139.68
Grand Totals:	36,917.88	36,917.88-	.00

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 = 04/20/2022,05/02/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ADT SECURITY SERVICES				
4-13-22	ADT SECURITY MONITORING	04/13/2022	139.68	600-60-600-4443 Security Systems
Total ADT SECURITY SERVICES:			139.68	
AMERICAN BOTTLING COMPANY				
3313812326	SODA	04/19/2022	105.70	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			105.70	
ARTISAN BEER COMPANY				
3530795	BEER	04/15/2022	313.75	600-60-600-2252 Beer Purchases
3531950	BEER	04/22/2022	438.00	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			751.75	
BERNICK S PEPSI				
827204	BEER	04/13/2022	3,962.55	600-60-600-2252 Beer Purchases
827205	BEER	04/13/2022	284.90	600-60-600-2252 Beer Purchases
828143	BEER	04/20/2022	3,610.40	600-60-600-2252 Beer Purchases
829145	SODA	04/27/2022	16.53	600-60-600-2254 Soft Drinks & Mix
829146	BEER	04/27/2022	6,003.70	600-60-600-2252 Beer Purchases
Total BERNICK S PEPSI :			13,308.28	
BOURGET IMPORTS, LLC				
186132	SERVICE FEE	04/14/2022	13.50	600-60-600-3033 Freight & Express
186132	WINE	04/14/2022	180.00	600-60-600-2253 Wine Purchases
Total BOURGET IMPORTS, LLC:			193.50	
BREAKTHRU BEVERAGE				
343811316	SERVICE FEE	04/20/2022	30.13	600-60-600-3033 Freight & Express
343811316	LIQUOR	04/20/2022	1,741.95	600-60-600-2251 Liquor Purchases
343898873	SERVICE FEE	04/27/2022	24.17	600-60-600-3033 Freight & Express
343898873	LIQUOR	04/27/2022	1,330.02	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			3,126.27	
CINTAS				
4116436986	MATS	04/14/2022	175.63	600-60-600-2210 Operating Supplies
4117818026	MATS	04/28/2022	175.63	600-60-600-2210 Operating Supplies
Total CINTAS :			351.26	
COCA COLA BOTTLING CO				
2828371	SODA	04/26/2022	170.45	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO :			170.45	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
GUARDIAN PEST CONTROL, INC				
2336341	PEST CONTROL	04/26/2022	44.77	600-60-600-4406 Pest Control
Total GUARDIAN PEST CONTROL, INC :			44.77	
HARTELS/DBJ DISPOSAL COMPANY				
598258	MOUNTAIN SPIRITS LIQUOR	04/25/2022	326.06	600-60-600-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY :			326.06	
JOHNSON BROTHERS INC				
2029949	DELIVERY CHARGE	04/13/2022	19.95	600-60-600-3033 Freight & Express
2029949	LIQUOR	04/13/2022	1,076.60	600-60-600-2251 Liquor Purchases
2029950	WINE	04/13/2022	12.60	600-60-600-2253 Wine Purchases
2029950	WINE	04/13/2022	367.00	600-60-600-2253 Wine Purchases
2035034	DELIVERY CHARGE	04/20/2022	31.51	600-60-600-3033 Freight & Express
2035034	WINE	04/20/2022	1,025.40	600-60-600-2253 Wine Purchases
2039578	LIQUOR	04/27/2022	809.60	600-60-600-2251 Liquor Purchases
2039578	DELIVERY CHARGE	04/27/2022	14.37	600-60-600-3033 Freight & Express
2039579	LIQUOR	04/27/2022	556.17	600-60-600-2251 Liquor Purchases
2039579	DELIVERY CHARGE	04/27/2022	25.69	600-60-600-3033 Freight & Express
Total JOHNSON BROTHERS INC :			3,938.89	
LAKESHORE ICE				
02-206025	ICE	04/18/2022	155.40	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			155.40	
MICHAUD DISTRIBUTING COMPANY				
366295	BEER	04/18/2022	329.30	600-60-600-2252 Beer Purchases
366295	FUEL SURCHARGE	04/18/2022	3.00	600-60-600-3033 Freight & Express
366429	BEER	04/25/2022	147.50	600-60-600-2252 Beer Purchases
366429	FUEL SURCHARGE	04/25/2022	3.00	600-60-600-3033 Freight & Express
Total MICHAUD DISTRIBUTING COMPANY :			482.80	
MOOSE LAKE BREWING				
17-020	BEER	04/28/2022	60.00	600-60-600-2252 Beer Purchases
Total MOOSE LAKE BREWING :			60.00	
PHILLIPS WINE & SPIRITS CO.				
6379132	DELIVERY CHARGE	04/13/2022	12.51	600-60-600-3033 Freight & Express
6379132	LIQUOR	04/13/2022	722.12	600-60-600-2251 Liquor Purchases
6382874	DELIVERY	04/20/2022	84.40	600-60-600-3033 Freight & Express
6382874	LIQUOR	04/20/2022	3,883.81	600-60-600-2251 Liquor Purchases
6382875	DELIVERY	04/20/2022	8.58	600-60-600-3033 Freight & Express
6382875	WINE	04/20/2022	341.00	600-60-600-2253 Wine Purchases
6382876	DELIVERY	04/20/2022	2.10	600-60-600-3033 Freight & Express
6382876	MIX	04/20/2022	26.00	600-60-600-2254 Soft Drinks & Mix
6386598	LIQUOR	04/27/2022	487.59	600-60-600-2251 Liquor Purchases
6386598	DELIVERY	04/27/2022	9.28	600-60-600-3033 Freight & Express
6386599	DELIVERY CHARGE	04/27/2022	14.69	600-60-600-3033 Freight & Express
6386599	WINE	04/27/2022	446.75	600-60-600-2253 Wine Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total PHILLIPS WINE & SPIRITS CO. :			6,038.83	
RANGE PAPER				
18993	SUPPLIES	04/13/2022	158.45	600-60-600-2210 Operating Supplies
Total RANGE PAPER :			158.45	
SOUTHERN WINE & SPIRITS				
2196173	LIQUOR	04/19/2022	1,848.68	600-60-600-2251 Liquor Purchases
2196173	DELIVERY	04/19/2022	43.56	600-60-600-3033 Freight & Express
2201224	DELIVERY	04/15/2022	28.35	600-60-600-3033 Freight & Express
2201224	LIQUOR	04/15/2022	1,652.04	600-60-600-2251 Liquor Purchases
2203710	DELIVERY	04/22/2022	31.60	600-60-600-3033 Freight & Express
2203710	LIQUOR	04/22/2022	1,505.89	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			5,110.12	
SUPERIOR BEVERAGE (MN)				
1460134	BEER	04/19/2022	87.20	600-60-600-2252 Beer Purchases
20017421	SHIPPING	04/15/2022	3.00	600-60-600-3033 Freight & Express
20017421	BEER	04/15/2022	1,165.15	600-60-600-2252 Beer Purchases
20017557	FREIGHT	04/19/2022	3.00	600-60-600-3033 Freight & Express
20017557	BEER	04/19/2022	88.00	600-60-600-2252 Beer Purchases
20017558	BEER	04/19/2022	703.10	600-60-600-2252 Beer Purchases
20017818	BEER	04/22/2022	705.85	600-60-600-2252 Beer Purchases
20017818	FREIGHT	04/22/2022	3.00	600-60-600-3033 Freight & Express
20017929	BEER	04/26/2022	734.25	600-60-600-2252 Beer Purchases
Total SUPERIOR BEVERAGE (MN) :			3,318.15	
WINE MERCHANTS				
7375447	FREIGHT	04/13/2022	4.56	600-60-600-3033 Freight & Express
7375447	WINE	04/13/2022	281.00	600-60-600-2253 Wine Purchases
Total WINE MERCHANTS :			285.56	
Grand Totals:			38,065.92	

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 = 04/20/2022,05/02/2022