

*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 16<sup>th</sup>, 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, May 2<sup>nd</sup>, 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.

**\*2. COMMITTEE REPORTS**

A. PEDA Minutes April 12, 2022

B. SEH Minutes May 12, 2022

**4. CLERK ADVISES COUNCIL**

A. April 19<sup>th</sup>, 2022 TAC Meeting Materials

B. Electric Vehicle Infrastructure Plan

C. Commercial Building Inspector

D. Payroll Reports/MiView Point Access

**5. UNFINISHED BUSINESS**

A. American Rescue Plan

B. 2023 Capital Budget Request Proposal

C. City Rebrand Process

## **6. NEW BUSINESS**

- A. Conditional Use Permit – Sand/Salt Facility**
- B. Club #225 Payment**
- C. Rasmussen Cleaning Services Agreement**
- D. Commercial Building Inspector**
- E. Ryan McCarthy Softball Tournament**
- F. Blight Special Assessment Program Policy Draft**

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

- A. Purchase or Sale of Property**

## **MEMBER CONCERNS**

**Benson:**

**DeWall:**

**Johnson:**

**Rohweder:**

**Ward:**

**Attorney Bray:**

## **BILLS FOR APPROVAL**

General: \$55,732.94

Liquor: \$47,892.66

**TOTAL BILLS FOR APPROVAL: \$103,625.60**

## **ADJOURNMENT**

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for May 2<sup>nd</sup>, 2022

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

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

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

MEMBERS ABSENT: Mayor Ward

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

Motion by Johnson, seconded by Benson and carried 5-0 to approve the minutes from Monday, April 18<sup>th</sup>, 2022.

Motion by Rohweder, seconded by DeWall and carried to approve the agenda for Monday, May 2<sup>nd</sup>, 2022.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None

Motion by Rohweder, seconded by Johnson and carried to approve the consent agenda for Monday, May 2<sup>nd</sup>, 2022.

**\*1. COMMUNICATIONS**

A. LMCIT Loss Control Recommendation Letter – April 7, 2022

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

**\*3. COMMITTEE REPORTS**

A. Tourism Committee Minutes – January 4<sup>th</sup>, 2022

B. Planning & Zoning Minutes – March 28<sup>th</sup>, 2022

C. PUC Minutes – March 14<sup>th</sup>, 2022

**4. CLERK ADVISES COUNCIL**

A. Lavaque Welcome Sign Update

Administrator Rich reports on the insurance claim report, investigation, report, and criminal charges are in progress with the insurance agent. Rich states the process for obtaining bids is being head up by Sally Hedtke, she adds the design will remain same or similar at this time and will report back to council with bids once they are obtained.

B. ARPA Funding Update

All required financial reports have been submitted to the federal government by the deadline of April 30<sup>th</sup>, 2022. Additional information will be presented when available.

C. LBAE Tuesday, May 17<sup>th</sup>, 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**

The Planning & Zoning Commission received an application from the property owner at 185-0160-00140 and recommends the rezoning of this parcel from suburban to R-1-C.

Motion by Benson, seconded by Johnson and carried 3-0 (Rohweder abstains) to accept the rezoning recommendation from the Planning & Zoning Commission as submitted.

**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.**

Motion by Rohweder, seconded by Dewall and carried 4-0 to approve the \$1500 marketing grant to the Proctor Lions Club as submitted.

**2. The Tourism Committee recommends the City Council approve a \$1500.00 marketing grant to the Dirt Floor Arena for 2022 event marketing.**

Motion by Johnson, seconded by Benson and carried 4-0 to approve the \$1500 marketing grant to the Dirt Floor Arena as submitted.

**C. Resolution 13-22 Declaring Hoghead Festival Designation**

Motion by Rohweder, seconded by Johnson and carried 4-0 to approve resolution 13-22 as submitted with the city attorney noting a festival declaration is the correct way to approve alcohol sales and consumption on city property, also noting the approved areas can be updated if necessary to accommodate additional business growth.

**D. Resolution 14-22 Declaring Bike Night Festival Designation**

Motion by Rohweder, seconded by Johnson and carried 4-0 to approve resolution 14-22 as submitted.

**E. Resolution 15-22 Declaring June Car Show Festival**

Motion by DeWall, seconded by Rohweder and carried 4-0 to approve resolution 15-22 as submitted, noting this car show is held on a Wednesday evening.

**F. Hoghead Fireworks**

Administrator Rich states the fireworks from last year have already been purchased, ensuring the same fireworks show for Hoghead 2022. Discussion follows regarding adding to the \$5000.00 of

purchased fireworks, nothing fireworks are purchased through the mayoral fund. Councilor Rohweder suggests purchasing an additional \$1000.00 in fireworks to make the 2022 display larger.

Motion by Rohweder, seconded by DeWall and carried 4-0 to purchase an additional \$1000.00 in firework for the 2022 display.

**G. Memorial Day Observance**

**Monday, May 30<sup>th</sup> 8:30-11:00 am**

**Proctor Area Community Center**

Motion by DeWall, seconded by Rohweder and carried 4-0 to approve the Memorial Day Observance and a \$300.00 contribution to the annual event at Proctor Area Community Center on May 30<sup>th</sup>, 2022 as stated.

**H. Softball Field #1**

Administrator Rich presented a written summary in the council packet of the verbal arrangement between the city and the school pertaining to the maintenance of the fields #1 and #2. Rich is requesting direction from the council as to how much involvement from city staff is preferable for the preparation and maintenance of field #1. Councilor Rohweder suggests status quo for this season, with additional discussions and possible new agreement after the season and the fields are no longer in use. Rohweder suggests some minor changes, adding the timing might not be ideal. Deputy Mayor DeWall is in agreement with Councilor Rohweder, stating additional uses of city staff time for maintaining other properties the school owns within and around the City of Proctor. DeWall states there are many places the city assists with operations for the school and supports changes within the agreement at a different time of year, to avoid any disruptions to this year's spring sports seasons. Council is in agreement with additional discussions towards the end of the year.

**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.

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Chad Ward  
Mayor

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Jess Rich  
City Administrator

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. Tuesday, April 12, 2022, at the Proctor Area Community Center.

The meeting was called to order by PEDA Chair Madson at 6:03 p.m.

MEMBERS PRESENT: Chair Eric Madson, Commissioner Troy DeWall, Commissioner Schwarzbauer, Commissioner Bingaman, Mayor Chad Ward

OTHERS PRESENT: City Attorney John Bray and City Administrator Jess Rich

Motion by Commissioner Bingaman, seconded by Mayor Ward and carried (5-0) to approve the March 2022 Minutes.

Motion by Commissioner DeWall, seconded by Commissioner Bingaman and carried (5-0) to approve the agenda.

CITIZEN COMMENTS – None

COMMUNICATIONS – None

#### PLANNING & ZONING COMMISSION MATTERS

- Zoning Change Request - 1721 Lavaque Road 185-0160-00140 Suburban to R-1-C. This request was property owner initiated. The Planning and Zoning Commission will be holding public hearing at their Monday April 25, 2022, Meeting. The property owner plans to divide the property build and additional home or homes depending on what the setback allows.

#### PEDA CHAIR AND SECRETARY ADVISES AUTHORITY

- The Application to Withhold – The Application to Withhold parcels 185-0090-00326 and 185-0090-00330 was submitted to the St. Louis County.
- Local Board of Appeal and Equalization – Tuesday May 17, 2022, 10:00-11:00 AM
- Sand Salt Facility Update – Project layout and renderings attached. The project is ready to be put out for bid.

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

Motion by Mayor Ward, seconded by Chair Madson carried (5-0) to close the meeting. (Non-Public by Statute) at 6:30 p.m. Closed meeting audio recorded by PEDA Secretary Jess Rich. Purpose of the closed meeting was to discuss economic development negotiations and data and attorney client privilege with various parties not related to any parcels.

Motion by Commissioner DeWall, seconded by Mayor Ward and carried (5-0) to reconvene the regular meeting at 7:54 PM

NEW BUSINESS - None

#### MEMBER CONCERNS

Chair Madson: None

Mayor Ward: None

Commissioner Schwarzbauer: None

Commissioner Bingaman: None

Commissioner DeWall: None

#### ADJOURNMENT

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (5-0) to adjourn at 7:56 PM.

PEDA Secretary

Jess Rich





Building a Better World  
for All of Us®

**\*2B**

## MEETING MINUTES

**Re:** Proctor Monthly Meeting      **Date of Meeting:** 5/12/2022  
**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 June 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. Virtual Bid Opening – May 12th @ 2:00 p.m.
  - B. Council Award – May 16<sup>th</sup>. SEH will provide a letter of recommendation after bids are reviewed.
    - a) PUC moved regular meeting to May 16<sup>th</sup> @ 4:00 p.m. to approve prior to Council.
  - C. Construction – late May after award & road restrictions
- B. Project Updates and Next Steps:
  - A. Permits
    - a) Sewer Extension Permit (MPCA) – Received permit approval from MPCA.
    - b) CAF to WLSSD – SEH will work with Dan Belden on getting this completed.
    - c) Water Extension Plan Review (MDH) – Any response from MDH? None yet.
    - d) Wetland Impacts – Permit application has been submitted. SEH sent a follow up email regarding the project schedule to try and move the review along.
    - e) Department of Labor and Industry – Approved 5/12/2022.
    - f) Conditional Use Permit was recommended for approval.
  - B. Utility conflicts
    - a) NESC fiber optic crossing with storm and sanitary. SEH is working with NESC to get this resolved. SEH sent a follow up email this month but have not had any response. Tyler will follow up again this week.

- b) CenturyLink (Lumen) fiber optic grading issue. SEH is working with CenturyLink to get this resolved. CenturyLink indicated that they will get back to SEH with a plan this week.

**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.
- D. SEH is meeting internally in next week to go through the updates and will schedule a follow-up meeting with the City the week after next.

**IV. PUC Items**

- A. Booster Station
  - A. Delivery is anticipated for May 18th 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 9<sup>th</sup> avenue along with sidewalk connection from 2<sup>nd</sup> street to the south entrance of the school and to the entrance of the school from 9<sup>th</sup> ave.
    - f) Trail extensions north on 9<sup>th</sup> to 4<sup>th</sup> street will only be included if the school contributes sufficient funding.
    - g) Keep roadway resurfacing for 3<sup>rd</sup> Street.
- B. Next Steps
  - A. Guidance committee – 3<sup>rd</sup> 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. Matt will send a list of steps for special assessment procedure and a rough schedule.
  - 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).

- a) Water main looping / rock blasting – SEH sent 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. Tyler will resend the maps to Char.
  - b) Lighting – Roughly \$100k for 9 light poles on the north side of 2<sup>nd</sup> street (intersections and midblock). Char will discuss at the next PUC meeting.
- D. We completed the GSOC and plan to start picking up our field topographic survey this week or next.

**VI. Ugstad Road Development Site – No update this month.**

**VII. School District Plan Review – Water is again bypassing the curb cut to the pond and running into Kirkus street. Jess and Rick will send a letter to the school district.**

- 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 – No update.
- B. MN OSHA Safety Grant – The city is continuing to work on this and will apply soon.
- C. PUC Water Break Sites – Rick and Tyler met on site to take measurements and photos of the repair areas. SEH is preparing bid plans for the restoration work. Draft plans provided to Char for preliminary review.
- D. Boundary Ave & 9<sup>th</sup> Street Intersection – Jess will bring this topic back to Public Safety Committee for input.
- E. Water & Wastewater 2023-2024 PPL
  - A. 2024 PPL – Jess would like to get the water and sewer lines from 2<sup>nd</sup> Street to Westgate on the PPL for future funding.
    - a) Wastewater plans due 3/3/23
    - b) Request for placement on Drinking Water due 5/5/2023
    - c) Matt and Jess will have a follow-up meeting to discuss schedule and applications.
  - B. Water
    - a) The PUC/City would like to include watermain replacement from 2<sup>nd</sup> Street south to Westgate Blvd. Directionally drilling HDPE water main would likely be the most cost effective option with limited excavation needed.
    - b) Char will work on getting existing pipe ages and break history to include.
  - C. Wastewater

- a) Rick provided a priority map sketch for areas in high need of rehab.
- b) Rehabbing areas #2 and #3 are most likely to occur in concurrence with the water main rehab section.
- c) Section #1 is also a very high priority as it takes flow from the entire city to the WLSSD meter station.
- d) A new forcemain could be directionally drilled from Westgate to the north.
- e) Rick will work on getting existing pipe ages and break history.

- F. Lavaque Road Parcel Rezoning – Jess and Megan would like to get the City zoning map updated. They will provide updates to SEH. A draft will be prepared and sent to the City for review.

**IX. Next Meeting – June 15th, 2022 @ 9:00 am.**

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Duluth-Superior Metropolitan Interstate Council  
**Transportation Advisory Committee (TAC)**

**Tuesday, April 19th, 2022 at 1:30 pm**  
**HYBRID MEETING NOTICE**

Join us in person, login and call-in information and meeting materials can be viewed on the [meeting web page](#) as well as at the bottom of this page.

**4A**

**Items for Approval:**

- Meeting Summary of 3.15.22 (for Approval)
- 2022-2025 Duluth Area TIP Amendment #2-5

**GUEST SPEAKER: TWIN PORTS INTERCHANGE (TPI) UPDATE – HWY 53 AND GARFIELD INTERCHANGE**

- Pat Huston, MnDOT Dist 1, Major Projects Asst District Engineer

**GUEST SPEAKERS: LONDON RD 2026 PROJECT UPDATE**

- Tom Lamb, MnDOT Dist 1 Project Manager w/Matt Settergren, PE, LHB

**Items for Presentation and Discussion**

- Hazardous Materials Transportation
- MIC/MnDOT I-35 Corridor Project Update
- Project Updates

**Attendance / Meeting Quorum**

If you are NOT able to attend, or expect to arrive late to the meeting, **please contact Barb Peterson at [bpeterson@ardc.org](mailto:bpeterson@ardc.org) or 218-461-2666** to ensure a quorum will be present for voting items on the agenda.

**In Person: BARKER'S ISLAND INN,  
300 MARINA DRIVE, SUPERIOR, WISCONSIN**

**Virtual - Join via TEAMS Information:**

**[JOIN MICROSOFT TEAMS MEETING](#)**

**+1 218-302-4275 United States, Duluth (Toll)**

**Conference ID: 163 377 295#**

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**Duluth-Superior Metropolitan Interstate Council**

*Duluth and Superior Urban Area Communities Cooperating in Planning and Development through a Joint Venture of the Arrowhead Regional Development Commission and the Northwest Regional Planning Commission*

**221 West First Street • Duluth, MN 55802 • 218/529-7541 • [www.dsmic.org](http://www.dsmic.org)**



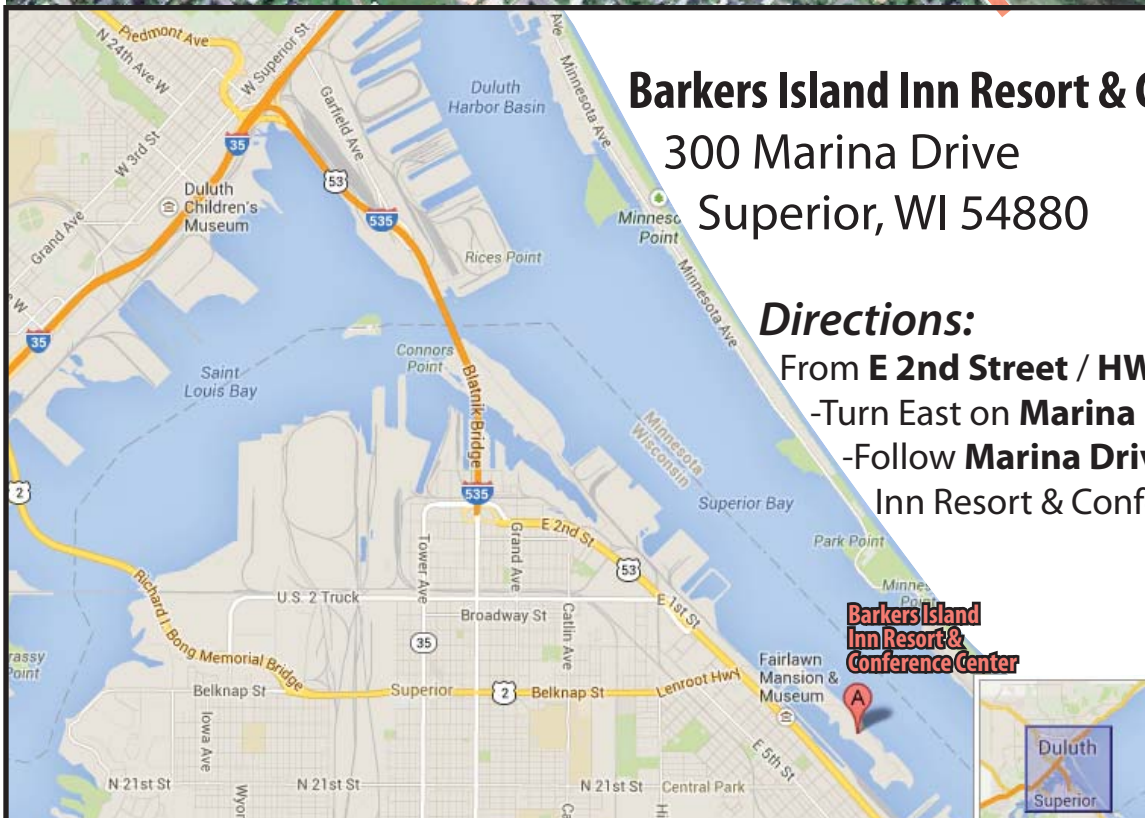
# DIRECTIONS



**Barkers Island Inn Resort & Conference Center**  
300 Marina Drive  
Superior, WI 54880

## **Directions:**

From **E 2nd Street / HWY 53 & 2** in Superior  
-Turn East on **Marina Drive**  
-Follow **Marina Drive** onto Barker's Island  
Inn Resort & Conference Center



**TRANSPORTATION  
ADVISORY COMMITTEE  
(TAC)  
MEMBERS**

**Airport**

Tom Werner

**Active Transportation**

Vacant

**City of Duluth**

Cari Pedersen

Cindy Voigt

Chris Lee

James Gittemeier

**City of Hermantown**

David Bolf

John Mulder

(alternate)

**City of Proctor**

Jess Rich

**City of Superior**

Todd Janigo

Chris Carlson

Jason Serck

(alternate)

**Douglas County**

Jason Jackman

**Duluth Transit Authority**

Chris Belden, *Vice-Chair*

Rod Fournier

(alternate)

**Economic Development**

Karl Schuettler

**MnDOT**

Maren Webb

Krysten Saatela Foster

Bryan Anderson

(alternate)

**Mobility Challenged**

Vacant

**Port/Harbor**

Kate Ferguson, *Chair*

**St. Louis County**

Jim Foldesi

Matt Hemmila

(alternate)

**WisDOT NW Region**

Dena Ryan



**Duluth-Superior Metropolitan Interstate Council**

**Transportation Advisory Committee**

Tuesday, April 19th, 2022, 1:30 pm

**AGENDA**

<b>1. Introductions/Agenda Review</b>	
<b>2. Committee Business</b> <ul style="list-style-type: none"> <li>Meeting Summary of 3.15.22 (for Approval)</li> <li>Director's Report</li> </ul>	15 min
<b>3. 2022-2025 DULUTH AREA TIP AMENDMENT #2-5</b> <ul style="list-style-type: none"> <li>Recommend for approval-Opportunity for Public Comment, Ricky Sarran &amp; Prescott Morrill</li> </ul>	10 min
<b>4. GUEST SPEAKER: TWIN PORTS INTERCHANGE (TPI) – HWY 53 &amp; GARFIELD INTERCHANGE</b> <ul style="list-style-type: none"> <li>Pat Huston, MnDOT Dist 1, Major Projects Asst District Engineer</li> </ul>	20 min
<b>5. GUEST SPEAKER: LONDON ROAD 2026 PROJECT</b> <ul style="list-style-type: none"> <li>Tom Lamb, MnDOT Dist 1 Project Manager</li> </ul>	20 min
<b>6. HAZARDOUS MATERIALS TRANSPORTATION</b> <ul style="list-style-type: none"> <li>Presentation &amp; Discussion, Kris Liljeblad</li> </ul>	15 min
<b>7. MIC/MNDOT I-35 CORRIDOR PROJECT UPDATE</b> <ul style="list-style-type: none"> <li>Presentation &amp; Discussion, Kris Liljeblad</li> </ul>	10 min
<b>8. TRANSPORTATION SYSTEM MANAGEMENT PLAN UPDATE (TSM)</b> <ul style="list-style-type: none"> <li>Presentation &amp; Discussion, Kris Liljeblad</li> </ul>	10 min
<b>9. ROUND TABLE</b>	5 min
<b>10. PROJECT UPDATES</b> <ul style="list-style-type: none"> <li>2022-2025 Duluth Area TIP Modifications #15-18</li> <li>FY 2026 Duluth Area Transportation Alternatives Project Update</li> </ul>	5 min
<b>11. ADJOURN</b>	

**Next Meeting**

Tuesday, May 17th, 2022

HAMPTON INN/

VIRTUAL VIA TEAMS

1:30 pm





## Agenda Item Descriptions

\* = Approval Item

### 1. INTRODUCTIONS / AGENDA REVIEW

### 2. COMMITTEE BUSINESS

- **Meeting Summary of 3.15.22**
- **MIC Director's Report**
- Federal Legislation – Infrastructure and Investment Jobs Act (IIJA) – Included in the meeting packet is an example of my work involving the national Association of MPOs (AMPO) based in Washington DC. The letter is representative of the advocacy work the national staff – together with the national Board of Director's and other AMPO-based technical groups – coordinates and then provides guidance to several decision-making entities at the national level. These include: the Federal Highway Administration, the US Department of Transportation – Intergovernmental Affairs group, both the US Senate and US House that oversee the development of the bill, and lastly, White House staff. All play a role in the rulemaking and implementation of the many components of this current transportation bill. Our role at AMPO (along with a like group representing regional councils across the nation) is to ensure that policy is adhered to toward benefitting several aspects in either planning or actual infrastructure. One of the primary goals for MPOs is to push legislation that would follow local parameters or approaches toward achieving a multimodal system in an urban area. This empowers local decision-makers (e.g., MPO Policy Boards). There are many sections to the federal bill; a few are outlined broadly in the letter. In the implementation arena, AMPO and other groups push for the greatest coordination possible between MPOs and state DOTs to sound investments bettering both people and goods movement.
- Federal RAISE Grants – Letters of Support – The MIC has recently provided two letters of support for infrastructure grants to the federal government under this program entitled 'Rebuilding American Infrastructure with Sustainability and Equity' or RAISE. This nearly \$10 billion competitive program is designed to build and repair critical pieces of our freight and transportation networks across the country. (In prior bills, this program was termed BUILD or TIGER). Projects are based on their merits with the objective of gaining the highest value for every dollar invested. The two projects in the Duluth area are:
  - 1) Duluth – West Superior St in the Lincoln Park District, and
  - 2) St Louis County/Rice Lake – Rice Lake Road (from Martin Road to Ridgeview)These grants will be awarded in August.
- Wisconsin Transportation Development Association (TDA) Gas Tax Information – Included a short piece on the facts about the federal and (Wis) gas tax in your packets. This long-established advocacy entity (a like one in Minnesota is called the MN Transportation Alliance) works the state angle at federal legislation and how it is implemented in policy and practice. This is an informative item; and when gas prices soar, inevitably there is some mention of abatement of the tax to save dollars for the taxpayer. Likely this won't occur at the federal level – its benefit is very small – though some states have enacted their own "gas





## Agenda Item Descriptions

tax” holiday. More importantly, TDA advocates for increased funding for the state’s network; pointing out that 45% of the road network is categorized in either poor or mediocre condition. Whereas the gas tax might save the average driver about \$100 over the course of a year, deteriorating roads cost the average driver approximately \$730 per year in maintenance, accelerated depreciation due to wear and tear and increased fuel consumption.

- Duluth – Safe Routes to School Award – Lincoln Park Middle – In February, Duluth was awarded nearly \$300K from the DOTs grant program for the school to aid pedestrian and ADA improvements – stemming from the MICs planning work (see attached map). Existing sidewalks in poor condition will be replaced on designated routes (Atlantic/Devonshire). Curb ramps will be installed. Lastly, an ADA-compliant shared-use path will be constructed where a few years back (James Gittemeier and others) built a temporary path through a wooded area along this right-of-way.
- Superior – Tower Avenue Study – Work moving forward on this planning effort, via a 3<sup>rd</sup> party consultant, looks promising for the potential development of a “road diet” along Tower between Belknap and 21<sup>st</sup> Street. There are various operational issues from a traffic perspective that will need to be considered, if constructed. However, they are numerous pedestrian and safety amenities that come into play, on the positive side, should this project come to fruition. Currently, an expanded look further south in the corridor – to 28<sup>th</sup> Street – might be underway soon as this section could also undergo an alteration. Further analysis is needed here.

\*\*\**OPPORTUNITY FOR PUBLIC COMMENT*\*\*\*

### 3. 2022-2025 DULUTH AREA TIP AMENDMENT #2-5

**FY 2022 Duluth Transit Authority New Projects and Cost Increases:** The Duluth Transit Authority has requested three additional 2022 projects as well as changes to two programmed 2022 projects. Based on the financial criteria adopted in the MIC Public Involvement Plan, these project changes will require formal TIP Amendments, as follows:

**Amendment 2** adds a new project (TRF-0016-22N) to fund a bus rapid transit feasibility study.

**Amendment 3** adds new projects (TRS-0016-22TA and TRS-0016-22O) that will be utilizing leftover Lo-No funds and STBGP funds to purchase two new electric buses to replace aging diesel buses.

**Amendment 4** modifies the project description for TRS-0016-22J to specifically reference the FY2017, 2018 & 2020 rehabilitation of the DTA Operation Center facility. In addition, it will no longer be using FY2022 funds and will instead be repurposing older, unspent funds.

**Amendment 5** adds an additional \$200,000 to the ITS project TRF-0016-22G.

The project details are summarized below:



## Duluth-Superior Metropolitan Interstate Council

### Transportation Advisory Committee

April 19th, 2022

### Agenda Item Descriptions

	4/12/2022	State Project ID	Project Description	Type of Funds	Fed \$ (Non-AC)	Fed AC \$*	Fed AC Payback **	State T.H. or Bond \$	Other \$	Project Total \$	Year
New Project	Amendment 2	TRF-0016-22N	SECT 5307: DULUTH TRANSIT AUTHORITY; DTA BUS RAPID TRANSIT FEASIBILITY AND CORRIDOR STUDY	FTA	\$ 280,000	\$ -	\$ -	\$ -	\$ 70,000	\$ 350,000	2022
New Project	Amendment 3	TRS-0016-22TA	DULUTH TRANSIT AUTHORITY; PURCHASE TWO (2) CLASS 700 ELECTRIC REPLACEMENT BUSES	STBGP	\$ 891,200	\$ -	\$ -	\$ -	\$ 222,800	\$ 1,114,000	2022
New Project	Amendment 3	TRS-0016-22O	DULUTH TRANSIT AUTHORITY; PURCHASE TWO (2) CLASS 700 ELECTRIC REPLACEMENT BUSES	LO-NO	\$ 837,632	\$ -	\$ -	\$ -	\$ 147,817	\$ 985,449	2022
	Original	TRS-0016-22J	SECT 5307: DULUTH TRANSIT AUTHORITY FACILITIES IMPROVEMENTS	FTA	\$ 720,000	\$ -	\$ -	\$ -	\$ 180,000	\$ 900,000	2022
	Amendment 4	TRS-0016-22J	SECT 5307 FY2017, 2018, & 2020: DULUTH TRANSIT AUTHORITY OPERATION CENTER FACILITY REHABILITATION	FTA	\$1,688,320	\$ -	\$ -	\$ -	\$ 422,080	\$ 2,110,400	2022
	Original	TRF-0016-22G	SECT 5307: DULUTH TRANSIT AUTHORITY; ITS	FTA	\$ 240,000	\$ -	\$ -	\$ -	\$ 60,000	\$ 300,000	2022
	Amendment 5	TRF-0016-22G	SECT 5307: DULUTH TRANSIT AUTHORITY; ITS	FTA	\$ 400,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 500,000	2022

#### 4. GUEST SPEAKER: TWIN PORTS INTERCHANGE (TPI) UPDATE – HWY 53 AND GARFIELD INTERCHANGE

Pat Huston, MnDOT Dist 1, Major Projects Asst District Engineer

#### 5. GUEST SPEAKER: LONDON ROAD 2026 PROJECT UPDATE

Tom Lamb, MnDOT Dist 1 Project Manager

MnDOT's Project Manager Tom Lamb will present the latest design for the reconditioning project from 26<sup>th</sup> to 60<sup>th</sup> Avenue East. Proposed changes include roundabouts at 26<sup>th</sup> and 40<sup>th</sup> Avenues East, narrower drive lanes to allow a bikeable shoulder both directions, pedestrian refuges to improve crossing safety at eight intersections, and replacement of dying ash trees throughout the corridor.

#### 6. HAZARDOUS MATERIALS TRANSPORTATION

MIC sponsored a Lunch and Learn virtual meeting on February 22<sup>nd</sup> with a presentation by Dale Bergeron about Hazardous Materials Transportation. It attracted over 70 participants. MIC staff will share its research conducted since then, followed by discussion about the subject.

#### 7. MIC/MnDOT I-35 CORRIDOR PROJECT UPDATE

A selection panel representing MnDOT District 1, City of Duluth, and MIC picked the Bolton and Menk team for this 17-month planning project for the corridor from Proctor to 26<sup>th</sup> Ave E. The team will conduct a community-driven evaluation of the corridor's existing and future needs, develop alternatives, and conduct visioning in order to prepare a community-supported, detailed implementation plan.

#### 8. TRANSPORTATION SYSTEM MANAGEMENT PLAN UPDAT (TSM)

The MIC's TSM plan was last updated in 2011 and is due for an update. Among possible changes to address are travel demand, safety, bike/pedestrian/transit plan implementation, freight movement, lighting and signal systems, and more. MIC staff will be engaging local jurisdictions for assistance in developing a scope of work that addresses their short term local needs.



## 9. ROUND TABLE

## 10. PROJECT UPDATES

### • 2022-2025 Duluth Area TIP Modifications

#### Duluth Transit Authority Cost Changes

(SP# TRF-0016-22A, TRF-0016-22B, TRS-0016-22I, TRS-0016-22T)

The Duluth Transit Authority (DTA) requested that costs be updated for several 2022 projects. No changes in scope are being made; however, the project description for TRS-015-22I (Admin Mod 17) is being changed to specify the type of work being done, and the project description for TRS-015-22T (Admin Mod 18) is being changed to reflect the purchase of four rather than five diesel replacement buses.

Based on the financial criteria adopted in the MIC Public Involvement Plan (2021), these project changes do not require formal TIP Amendments and can be made as Administrative Modifications.

These project changes are detailed in the following table.

4/12/2022	State Project ID	Project Description	Type of Funds	Fed \$ (Non-AC)	Fed AC \$*	Fed AC Payback **	State T.H. or Bond \$	Other \$	Project Total \$	Year
Original	TRF-0016-22A	DULUTH DIAL-A-RIDE TRANSIT OPERATING ASSISTANCE	LF	\$ -	\$ -	\$ -	\$ -	\$ 1,070,475	\$ 1,070,475	2022
Admin Mod 15	TRF-0016-22A	DULUTH DIAL-A-RIDE TRANSIT OPERATING ASSISTANCE	LF	\$ -	\$ -	\$ -	\$ -	\$ 1,007,000	\$ 1,007,000	2022
Original	TRF-0016-22B	SECT 5307: DULUTH OPERATING ASSISTANCE - REGULAR ROUTE	FTA	\$1,163,804	\$ -	\$ -	\$ -	\$16,761,361	\$17,925,165	2022
Admin Mod 16	TRF-0016-22B	SECT 5307: DULUTH OPERATING ASSISTANCE - REGULAR ROUTE	FTA	\$1,129,907	\$ -	\$ -	\$ -	\$16,888,693	\$18,018,600	2022
Original	TRS-0016-22I	SECT 5307: DULUTH TRANSIT AUTHORITY; PAVEMENT AND CONCRETE WORK	FTA	\$ 232,000	\$ -	\$ -	\$ -	\$ 58,000	\$ 290,000	2022
Admin Mod 17	TRS-0016-22I	SECT 5307: DULUTH TRANSIT AUTHORITY; <b>BUS STOP AMENITIES &amp; DESIGN</b>	FTA	\$ 200,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 250,000	2022
Original	TRS-0016-22T	DULUTH TRANSIT AUTHORITY; PURCHASE FIVE (5) CLASS 700 DIESEL REPLACEMENT BUSES	STBGP	\$2,184,000	\$ -	\$ -	\$273,000	\$ 273,000	\$ 2,730,000	2022
Admin Mod 18	TRS-0016-22T	DULUTH TRANSIT AUTHORITY; PURCHASE FOUR (4) CLASS 700 DIESEL REPLACEMENT BUSES	STBGP	\$2,673,600	\$ -	\$ -	\$ -	\$ 668,400	\$ 3,342,000	2022

### • FY 2026 Duluth Area TA Project Update

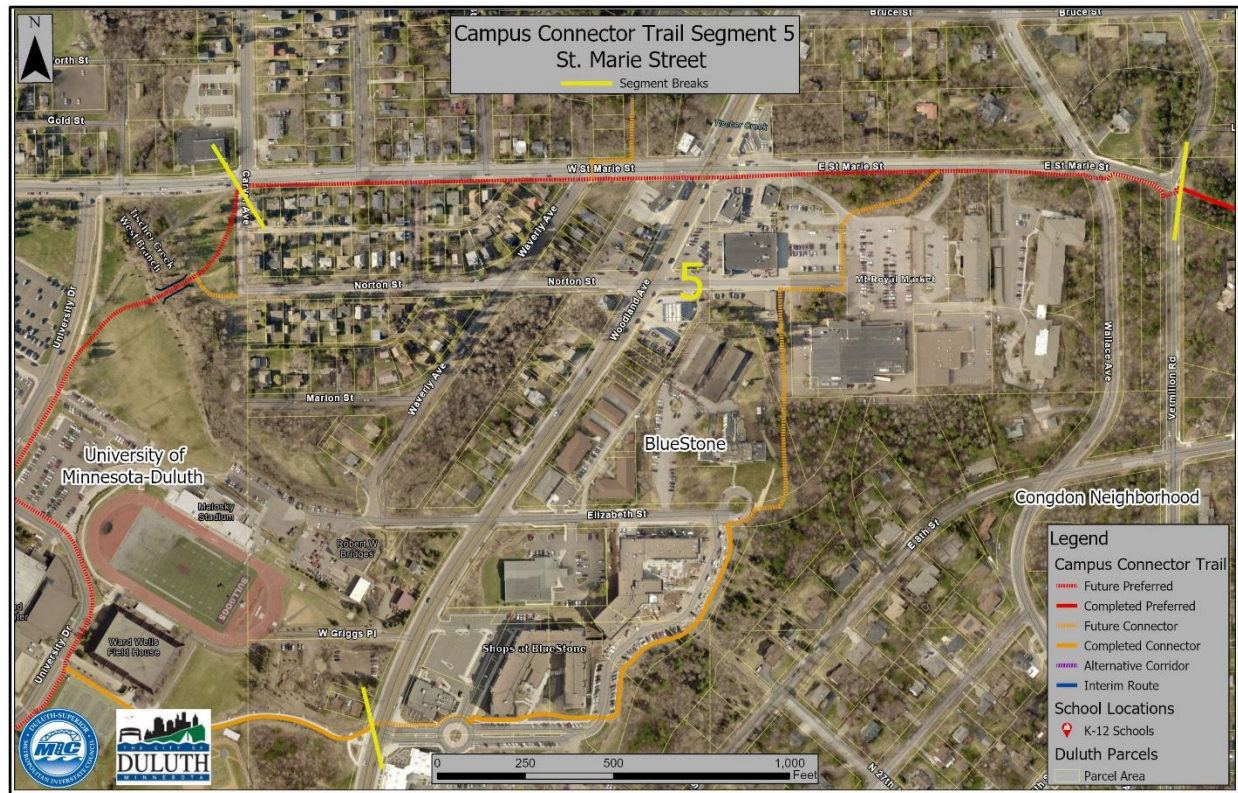
#### Campus Connector Segment 5

On April 13<sup>th</sup> Northeast Minnesota Area Transportation Partnership (NEMANTP) approved funding for the Campus Connector Segment 5 for FY 2026. This project is for the segment of W St Marie St between Carver Ave and Vermillion Rd as shown in the image below from the Campus Connector Trail MMP.

Total TA funding approved for this project is \$384,091.



## Agenda Item Descriptions



# Electric Vehicle Infrastructure Plan

Part of the bipartisan infrastructure law created the National Electric Vehicle Infrastructure (NEVI) Formula Program. That program provides funds for states to install fast chargers for electric vehicles (EVs).

## New federal program

In Minnesota, we expect to invest about \$68 million from this program over five years, along with a 20% non-federal match. To be eligible for the federal program, Minnesota needs to submit a Statewide Electric Vehicle Infrastructure Plan by Aug. 1, 2022.

## Our state's plan

Our plan will identify investments in fast charging along Minnesota's existing Alternative Fuel Corridors (AFCs) — I-94 and I-35. We may identify more AFCs during this process.

At first, we'll focus on light-duty EV charging needs. In 2023, we'll update the plan to address medium- and heavy-duty EVs.

## Share your input

- [Take our five-minute survey to provide input](#)
- [Share your ideas about potential corridors for investment](#)

## What else you can do

- [Sign up for email updates](#)(External link)
- [Ask a question](#)

- **[NEWS FEED](#)**
- **[SURVEY](#)**
- **[SHARE YOUR IDEAS](#)**
- **[QUESTIONS](#)**

- [National Electric Vehicle Infrastructure Program Guidance](#)

CITY OF PROCTOR  
CUSTODIAL SERVICES AGREEMENT BETWEEN THE CITY OF PROCTOR, MINNESOTA AND  
RASMUSSEN CLEANING SERVICES LLC

THIS AGREEMENT is made and entered into by and between the City of Proctor, State of Minnesota, hereinafter called the "City" and Rasmusson Cleaning Services LLC hereinafter called the "Contractor."

WHEREAS, the City wishes to purchase the services of Contractor to provide Custodial Services to the City; and

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the City and the Contractor agrees as follows:

1) Term and Cost of the Agreement

The Contractor agrees to furnish Custodial Services to the "City" during the period commencing June 1, 2022, and terminating May 31, 2023, for a total cost of \$3,575 per month.

2) Services to be Provided

For Custodial Services at the Proctor Area Community Center and Proctor City Hall 100 Pionk Drive Proctor MN 55810 as set forth in attached Exhibit A.

3) Payment for Services

Payment for services shall be made directly to the Contractor upon the presentation of a claim in the manner provided by law for payment of claims against the City.

Materials and Supplies. It is the responsibility for the Contractor to purchase normal materials and supplies to be reimbursed by the City. However, the Contractor shall not purchase materials or supplies, incurring an obligation by the City without prior approval of the City Administrator.

4) Independent Contractor

Nothing contained in this agreement is intended or should be construed as creating the relationship of employer-employee, co-partners, or joint ventures. No tenure or any rights of benefits, including Workers' Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to City employees, shall accrue to the Contractor or employees of the Contractor performing services under this agreement. The contractor is responsible for filing own tax withholdings and does not hold the City responsible for filing of any withholdings.

5) Indemnification and Insurance

The Contractor agrees it will defend, indemnify, and hold harmless the City, its officers and employees against all liability, loss, costs, damages, and expenses which the City, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Contractor's performance or failure to adequately perform its obligations pursuant to this contract.

In the event the Contractor employs other persons to perform the duties provided herein, the Contractor shall provide its own Workers' Compensation insurance.

6) Data Practices

All data collected, created, received, maintained, or disseminated for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

7) Records--Availability and Retention

Pursuant to Minn. Stat. 16B.06, subd. 4, the Contractor agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement.

Contractor agrees to maintain these records for a period of three years from the date of termination of this Agreement.

In the performance of its duties, the Contractor may be exposed to or have contact with private, confidential, or other non-public information. The contractor agrees that he will not transmit, communicate, or disseminate in any manner such information.

8) Merger and Modification

It is understood and agreed that the entire Agreement between the parties is contained here, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

9) Default and Cancellation

If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default.

Unless the Contractor's default is excused, the City may, upon written notice, immediately cancel this Agreement in its entirety.

This Agreement may be canceled with or without cause by either party upon thirty days' written notice.

10) Subcontracting and Assignment

Contractor shall not subcontract for performance of any services contemplated under this Agreement without the prior written approval of the City Administrator and subject to such conditions and provisions as the City deems necessary. The Contractor shall be responsible for the performance of all subcontractors.

11) Nondiscrimination

During the performance of this Agreement, the Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

Made and entered into this \_\_\_\_\_ day of \_\_\_\_\_.

CITY OF PROCTOR                      by \_\_\_\_\_  
City Administrator

CONTRACTOR                      by \_\_\_\_\_  
Owner



## EXHIBIT A

- Cleaning services needed every Monday, Wednesday, and Thursday. Days may be modified due to inclement weather and/or holidays. If additional cleanings are required because of special events or rental of the community room contractor may charge additional fees to the city if cleanings are required outside of the normal schedule.
- Dust and/or wash all furnishings, cabinets, sink, countertops, desks, monitors, window ledges, top of file cabinets, etc.
- Entrance – sweep and wet mop, dust fixtures windowsills, and spot wash walls.
- Hallways- spot wash walls, dust fixtures, clean glass on fixtures, wipe down soda machine, disinfect water fountain, disinfect light switches, dust trim, disinfect bench, sweep, mop and/or scrub floors.
- Conference room-dust furniture, disinfect chairs, light switches, and doorknobs, wipe down windowsills, spot clean glass, and vacuum floors
- Board Room-disinfect tables, chairs, doorknobs, light switches, and desks, wipe down window ledges and windowsills, dust fixtures and trim, spot clean glass, vacuum floor, sweep, scrub and/or mop community room
- Kitchen-disinfect sinks, light switches, doorknobs, countertops, microwave, and sweep and mop floors.
- Community education room- disinfect, doorknobs, light switches, tables, chairs, spot clean glass, dust furniture and fixtures.
- Library/computer room- dust computer area, furniture, file cabinets, disinfect chairs, microwave, sink, light switches, doorknobs, spot clean windows, and vacuum floors.
- Office areas- Dust cubicles and empty countertop areas, file cabinets, furniture, shelving, tables, chairs, desks, disinfect counters, light switches, doorknobs, sweep, mop tile areas and vacuum rugs and carpeted area
- Trash - Empty all containers, dispose of trash and recyclables properly
- Bathrooms – clean and disinfect all fixtures, mirrors, sinks, empty garbage, fill paper products, change urinal screens replace toilet paper, soap, paper towels, and wet mop floors each cleaning.
- Sweep door jambs and outside entrances seasonally.
- Carpet – Spot clean when soiled
- Custodian Closet – keep organized, clean, and keep an inventory of supplies
- Clean baseboards/vinyl cove base.
- Light Fixtures – clean inside and out yearly
- Flags – shake dust free twice a year
- Vents and blinds – clean yearly
- Utilize a communication book left in the city administrator office to provide an avenue of clear communication with the city and the Contractor. It will be utilized to communicate any needs of the City or Contractor.
- Contractor strives to utilize a diverse work force and partners with Goodwill of Duluth and other agencies that focus on providing employment opportunities for individuals with disabilities. All of contractor's employees will have a background check completed by Proctor police department.

Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

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*You Have a Place in Proctor*

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

6F

Date: May 10, 2022  
To: Proctor City Council  
From: Jess Rich, Administrator  
Re: Blight Reduction Special Assessment Program

This program was discussed some time ago in response to special assessing blight/nuisance abatement costs incurred by the city. The intended purpose of this proposed program is to standardize the blight/nuisance abatement assessment process so 1) property owners are aware of the special assessment process before abatement and 2) to make abatement costs more manageable for property owners.

The current practice is to special assess abatement costs in one lump sum. The current special assessment policy does not address abatement special assessments, City Code regarding abatement, and proposed program outline attached.

I look forward to discussion and input on the first draft of this program.

**RACING CAR.** Any motor vehicle designed or intended for operation on a speedway, race track or other facility used or designated for high speed contests between two or more vehicles or for timing of speed.

**STOCK CAR.** Any motor vehicle of standard design and construction which is modified, adapted or altered in any manner to increase the speed or safety and designed or intended for operation on a speedway, race track or other facility used or designed for high speed contests between two or more vehicles or for timing of speed.

(B) *Parking and storage.* No person shall park, keep, place, store or permit the parking or storage of a stock car or racing car on a public street or alley or on any private lands or premises which he or she owns, occupies or controls for more than 72 hours unless it shall be within a building on private premises.

(C) *Repair, service or maintaining.* No person shall service, repair, replace parts or do maintenance work on a stock car or racing car on a public street or on any private land or premises unless it shall be within a building on private premises.

(D) *Operation.* No person shall drive or operate a stock car or racing car upon the streets and alleys within the limits of the city.

(Prior Code, § 901.051; § 901.062) (Ord. 02-05, passed 4-4-2005; Ord. 08-05, passed 6-6-2005)  
Penalty, see § 91.999

## § 91.007 ABATEMENT.

### (A) *General.*

(1) Whenever a Building Official's officer determines that a public nuisance is being maintained or exists on premises within the city, the officer shall notify in writing the owner or occupant of the premises of the fact and order that the nuisance be terminated and abated. The notice shall be served in person or by certified or registered mail. If the premises are not occupied and the owner is unknown, the notice shall be served by posting it on the premises. The notice shall specify the steps to be taken to abate the nuisance and the time, not exceeding 30 days, within which the steps to abate the nuisance must be commenced. If steps to abate the nuisance have been commenced as required in the notice, the abatement must be completed no later than 30 days after the expiration of the initial notice period. If the notice is not complied with within the time specified, or if the abatement of the nuisance has not been completed as required herein, the officer shall report the fact forthwith to the Council. Thereafter the Council shall direct the City Attorney to institute civil suit regarding the nuisance following the procedures set forth in M.S. §§ 462.12 through 462.17 requiring the condemnation of hazardous buildings, if applicable.

(2) Additionally, the City Attorney may seek any or all of the following forms of relief in a civil suit:

(a) A judgement restraining the defendants from using for any purposes the place at or in which a nuisance has been maintained or permitted;

(b) A judgement perpetually restraining the defendants from maintaining or permitting any nuisance, as defined in the city code;

(c) An order permitting the removal from the place at or in which the nuisance has been maintained or permitted all fixtures and moveable property used in conducting or aiding or abetting the nuisance, and permitting the city or its designee to sell the fixtures and moveable property;

(d) An order directing the owner to provide relocation assistance to displaced tenants, if the tenants did not maintain, permit, contribute to, aid or abet the nuisance; and/or

(e) An order directing the owner to more effectively manage the owner's property, including, but not limited to, the following actions:

1. Make capital improvements to the owner's property;
2. Improve exterior or interior lighting;
3. Install surveillance cameras;
4. Employ security guards;
5. Post signs warning against illegal activity;
6. Participate in neighborhood or local merchants' associations; and
7. Screen prospective tenants.

(3) Criminal prosecution or action pursuant to Chapter 11 of this code of ordinances, at the discretion of the City Attorney, may also be instituted.

(B) *Emergency.* When the Building Official or police officer determines that a nuisance constitutes a serious and imminent danger to the public safety or health, the officer may summarily abate the nuisance after a reasonable attempt to notify the owner or occupant of the property. The officer shall immediately thereafter notify in writing the owner or occupant of the premises of the action taken. The notice shall be served in person or by registered or certified mail.

(C) *Costs of abatement.* The owner of premises on which a nuisance has been abated by the city shall be personally liable for the costs to the city of the abatement, including administrative costs. The City Clerk shall prepare a bill for the cost and mail it to the owner. The charged for abatement of a public health nuisance as defined by § 91.002 or a public safety as defined by § 91.004 may, if unpaid, be certified to the County Auditor for collection as a special assessment, pursuant to M.S. § 429.101, as it may be amended from time to time. The proceeds of any sale pursuant to court order of fixtures and

City of Proctor  
Blight and Nuisance Abatement  
Special Assessment Program

**A. Goal and Objective**

1. The goal of the City of Proctor Blight and Nuisance Abatement Special Assessment Program is to partner with public and private property owners to remove blighted structures and encourage reinvestment in the property.
2. The objective of the program is for the City of Proctor to provide a means to help make the repayment of abatement costs more manageable for property owners.

**B. Background**

1. City of Proctor Code 91.007 allows the City of Proctor to charge a property owner for the abatement of blighted/nuisance structures and, if unpaid, be certified to the County Auditor for collection as a special assessment, pursuant to Minnesota Statute 429.101.
2. Historically, the City of Proctor has assessed blight/nuisance abatement as special assessments in one lump sum to the County Auditor. The County Auditor then bills the special assessment in two installments on the property tax statement. If the total amount on the property taxes statement is not paid in full the special assessment becomes delinquent.

**C. City of Proctor Blight and Nuisance Abatement Special Assessment Program**

1. The City of Proctor abatement of blighted/nuisance structures could be assessed according to the following schedule plus 2% interest:

Cost of Abatement	Yr. 1	Yr. 2	Yr. 3	Yr. 4
Up to \$2,500	100%			
\$2,501-\$5,000	50%	50%		
\$5,001-\$10,000	34%	33%	33%	
\$10,001-\$20,000	25%	25%	25%	25%

2. Prior to the cleanup of the blighted/nuisance property the City of Proctor will present the cost to the property owner. The City of Proctor reserves the right to choose the contractor and method of abatement and will follow the process in city code.
3. The property owner must request and agree to participate in the City of Proctor Blight and Nuisance Abatement Special Assessment Program prior to the property abatement by signing the City of Proctor Blight and Nuisance Abatement Special Assessment Agreement. If the owner does not request participation in the program, it is understood 100% plus 2% interest of the abatement costs will be assessed to the County Auditor collectible in the year following the abatement and payable in two installments with the payment of property taxes.
4. The Proctor City Council will review and approve all requests.

**D. Criteria and Eligibility**

1. Property taxes including current year special assessments, City of Proctor utility bills and unpaid City of Proctor fines must be paid in full.
2. Applicant may be required to merge properties if applicable after blight/nuisance removal.
3. Qualifying expenses include necessary permits, filing fees, legal fees, asbestos removal, environmental analysis, removal/disposal of debris, contractor payments, and greening costs.
4. If at any time during participation in the program the property taxes or Proctor utilities become delinquent, the assessment will be due immediately and in-full. If payment is not received the remaining balance will be to the County Auditor collectible in the year

following the abatement and payable in two installments with the payment of property taxes.

5. Participation in the program is not transferrable. If the property sells during participation in the program, the blight/nuisance assessment will be due in-full at the time of the sale.
6. The Proctor City Council reserve the right to amend these criteria as it sees fit at which time the property owner may either consent to the amendments or withdraw their request.

DRAFT

## 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 = 05/16/2022

## General Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AIRFIBER</b>				
28185	INTERNET SERVICE - 5 STATIC IPS	05/01/2022	121.35	100-10-120-3009 Computer Services
Total AIRFIBER:			121.35	
<b>ARAMARK</b>				
263000085898	TOWELS & MATS - CITY HALL	01/24/2022	50.64	100-10-130-3000 Professional Services
Total ARAMARK:			50.64	
<b>AT&amp;T MOBILITY</b>				
287291128817	FIRSTNET CELL PHONES/ HOTSPOTS	05/03/2022	1,369.66	100-20-210-3021 Telephone
Total AT&T MOBILITY:			1,369.66	
<b>BOYSEN, JAY</b>				
040822	BUILDING OFFICIAL MEETING & DUES	04/08/2022	40.00	100-10-180-4433 Dues & Subscriptions
Total BOYSEN, JAY:			40.00	
<b>CINTAS</b>				
4112454799	STREET DEPT COVERALLS	03/04/2022	25.80	100-30-300-2217 Clothing
4112454799	CITY HALL MATS, TOWELS, MOPS	03/04/2022	86.68	100-10-130-3000 Professional Services
4113142486	STREET DEPT COVERALLS	03/11/2022	25.80	100-30-300-2217 Clothing
4113142486	CITY HALL MATS, TOWELS, MOPS	03/11/2022	101.89	100-10-130-3000 Professional Services
4113832584	STREET DEPT COVERALLS	03/18/2022	25.80	100-30-300-2217 Clothing
4113832584	CITY HALL MATS, TOWELS, MOPS	03/18/2022	97.94	100-10-130-3000 Professional Services
4114518858	STREET DEPT COVERALLS	03/25/2022	25.80	100-30-300-2217 Clothing
4114518858	CITY HALL MATS, TOWELS, MOPS	03/25/2022	107.19	100-10-130-3000 Professional Services
4115204575	STREET DEPT COVERALLS	04/01/2022	25.80	100-30-300-2217 Clothing
4115204575	CITY HALL MATS, TOWELS, MOPS	04/01/2022	107.19	100-10-130-3000 Professional Services
4115889798	STREET DEPT COVERALLS	04/08/2022	25.80	100-30-300-2217 Clothing
4115889798	CITY HALL MATS, TOWELS, MOPS	04/08/2022	107.19	100-10-130-3000 Professional Services
4116598552	STREET DEPT COVERALLS	04/15/2022	25.80	100-30-300-2217 Clothing
4116598552	CITY HALL MATS, TOWELS, MOPS	04/15/2022	107.19	100-10-130-3000 Professional Services
4117267684	STREET DEPT COVERALLS	04/22/2022	25.80	100-30-300-2217 Clothing
4117267684	CITY HALL MATS, TOWELS, MOPS	04/22/2022	107.19	100-10-130-3000 Professional Services
4117954731	STREET DEPT COVERALLS	04/29/2022	25.80	100-30-300-2217 Clothing
4117954731	CITY HALL MATS, TOWELS, MOPS	04/29/2022	107.19	100-10-130-3000 Professional Services
4118636229	STREET DEPT COVERALLS	05/06/2022	25.80	100-30-300-2217 Clothing
4118636229	CITY HALL MATS, TOWELS, MOPS	05/06/2022	110.69	100-10-130-3000 Professional Services
Total CINTAS :			1,298.34	
<b>COMPUDYNE INC</b>				
31574294	COMPUTER LEASES	05/03/2022	563.17	100-10-120-3009 Computer Services
Total COMPUDYNE INC:			563.17	



Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>CONSOLIDATED COMMUNICATIONS</b>				
050122	MONTHLY TELEPHONE	05/01/2022	437.85	100-10-120-3021 Telephone
Total CONSOLIDATED COMMUNICATIONS:			437.85	
<b>CW TECHNOLOGY</b>				
CW71394	IT SERVICES	01/25/2022	276.05	100-20-210-3009 Computer Services
CW72205	IT SERVICES	02/28/2022	87.50	100-20-210-3009 Computer Services
CW72721	IT SERVICES	02/28/2022	87.50	100-20-210-3009 Computer Services
CW72899	IT SERVICES	03/03/2022	310.00	100-20-210-3009 Computer Services
CW74294	AGREEMENT MITEL PHONE SUPPORT	05/02/2022	230.00	100-10-120-3021 Telephone
Total CW TECHNOLOGY :			991.05	
<b>DLL FINANCIAL SERVICES, INC</b>				
76257542	COMPUTER LEASES	05/07/2022	284.13	100-20-210-3009 Computer Services
Total DLL FINANCIAL SERVICES, INC :			284.13	
<b>DSC COMMUNICATIONS</b>				
2221052	MICROPHONE NEW SQUAD	04/28/2022	78.00	100-20-210-5540 Vehicle or Heavy Mac
Total DSC COMMUNICATIONS :			78.00	
<b>ELAN CORPORATE PAYMENT SYSTEMS</b>				
040522	DRANO AND PENDANT LIGHT	04/14/2022	56.29	100-10-130-2220 Supplies - Repair & M
040722	TACTICAL GEAR/RIEBEL PANTS	04/14/2022	133.53	100-20-210-2217 Clothing
040822	SHIPPING FOR CARTER'S GUN SLIDE	04/14/2022	20.90	100-20-210-3022 Postage
040922	SHREDDER	04/09/2022	47.89	100-20-220-2205 Office Supplies
041422	ID TAGS	04/14/2022	241.05	100-20-220-2217 Clothing
111-0744740-5	NOTEPAD	05/03/2022	8.66	100-10-120-2205 Office Supplies
132719	HELMET CRESTS	04/29/2022	51.92	100-20-220-2214 Safety Items
2-28-2022	GAS R 3	04/28/2022	79.75	100-20-220-2212 Fuels & Lubricants
242453	CPE - L. BRUNFELT	04/27/2022	44.00	100-10-150-3035 Training Expense
2975424	CARBURETOR FOR HONDA GENERATOR	04/05/2022	32.38	100-30-300-4400 Repairs & Maintenanc
30918	REFLECTIVE MASK NAME TAGS	04/26/2022	329.78	100-20-220-2214 Safety Items
4-30-22	HYDRATION / SOFT DRINKS	04/30/2022	103.38	100-20-220-2210 Operating Supplies
6969845	REMOTE CONTROLS FOR GARAGE DOORS	04/05/2022	80.79	100-30-300-2210 Operating Supplies
AMAZON0413	4-13-22 AMAZON PURCHASE	04/13/2022	10.33	100-20-210-2210 Operating Supplies
AMAZON0414	4-13-22 AMAZON PURCHASE	04/13/2022	35.73	100-20-210-2210 Operating Supplies
AMAZON0420	042022 AMAZON PURCHASE	04/20/2022	39.98	100-20-210-2210 Operating Supplies
KUSTOM0414	04-14-22 KUSTOM SIGNALS PURCHASE	04/14/2022	53.84	100-20-210-2210 Operating Supplies
MENARDS041	4-12-22 MENARDS CREDIT	04/12/2022	43.32	100-20-210-2210 Operating Supplies
UA.COM04182	04-18-22 UA.COM PURCHASE	04/18/2022	80.87	100-20-210-2217 Clothing
Total ELAN CORPORATE PAYMENT SYSTEMS:			1,407.75	
<b>FASTER SOLUTIONS</b>				
128479	TOURISM WEBSITE HOSTING	05/01/2022	335.00	100-15-115-3000 Professional Services
Total FASTER SOLUTIONS :			335.00	
<b>FINANCE &amp; COMMERCE, INC.</b>				
745385222	ADVERTISING BIDS FOR SAND & SALT PROJECT	04/26/2022	217.13	300-30-330-3052 General Notices & Pu
Total FINANCE & COMMERCE, INC.:			217.13	



Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>GOPHER STATE ONE-CALL, INC</b>				
2040686	23 FTP TICKETS	04/30/2022	29.70	500-50-510-3000 Professional Services
Total GOPHER STATE ONE-CALL, INC :			29.70	
<b>GREAT AMERICA FINANCIAL SERVIC</b>				
31560445	AGREEMENT - BIZHUB C368 COPIER SYSTEM	05/02/2022	200.04	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVIC:			200.04	
<b>MIDWAY SEWER SERVICE</b>				
105958	PUMP SEWER PIT IN FIRE HALL	04/28/2022	350.00	100-20-220-3000 Professional Services
Total MIDWAY SEWER SERVICE:			350.00	
<b>MINNESOTA ENERGY RESOURCES</b>				
0502214174-0	052214174-00001 GAS BILL STREET GARAGE	04/13/2022	773.42	100-30-300-3080 Utilities
0503508588-0	0503508588-00001 CITY HALL	04/13/2022	19.42	100-10-130-3080 Utilities
0504812808-0	0504812808-00001 GAS UTILITY FIRE HALL	05/12/2022	198.49	100-20-220-3080 Utilities
Total MINNESOTA ENERGY RESOURCES :			991.33	
<b>NORTHLAND FIRE &amp; SAFETY INC</b>				
133310	EXTIGUISHER BRACKET L1	04/29/2022	115.00	100-20-220-2210 Operating Supplies
Total NORTHLAND FIRE & SAFETY INC :			115.00	
<b>PROCTOR BUILDERS</b>				
252165	ABSORBENT PADS	04/02/2022	11.49	100-20-220-2210 Operating Supplies
252329	LATCH STORAGE BOX	04/14/2022	10.99	100-20-220-2210 Operating Supplies
252375	BOX W LID	04/19/2022	7.47	100-20-220-2210 Operating Supplies
252504	STREET MISC	04/22/2022	105.73	100-30-300-2210 Operating Supplies
K52297	E1 STROBE REPAIR	04/12/2022	5.41	100-20-220-2214 Safety Items
Total PROCTOR BUILDERS :			141.09	
<b>PROCTOR JOURNAL</b>				
35937	P&Z PUBLIC HEARING 5.9.22	04/28/2022	65.49	100-10-180-3052 General Notices & Pu
35964	ASSESSMENT AND CLASSIFICATION OF PROPERTY	05/05/2022	77.40	100-10-110-3052 General Notices & Pub
35969	CITY COUNCIL MEETING MINUTES 4.4.22	05/05/2022	179.24	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL :			322.13	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016550000 05	UTILITIES - BDRY AVE & I35 LIFT STATION	05/04/2022	93.90	500-50-510-3080 Utilities
1108100000 04	UTILITIES - CITY HALL	04/21/2022	1,159.54	100-10-130-3080 Utilities
1108200000 04	UTILITIES - CITY GARAGE	04/19/2022	482.75	100-30-300-3080 Utilities
1108800000 05	UTILITIES - SOFTBALL FIELD #2	05/05/2022	2.77	100-40-410-3080 Utilities
1108850000 05	UTILITIES - CONCESSION STAND #2	05/05/2022	26.36	100-40-410-3080 Utilities
1112360000 04	UTILITIES - ALMAC DR LIFT STATION	04/18/2022	19.50	500-50-510-3080 Utilities
1127050000 05	UTILITIES - 225 FIFTH AVE - FIRE DEPT	05/05/2022	421.14	100-20-220-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			2,205.96	
<b>ST. LOUIS COUNTY AUDITOR</b>				
IN-00000991	RECORDS AND CAD FEES	05/03/2022	11,943.61	100-20-210-3020 Communication

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total ST. LOUIS COUNTY AUDITOR :			11,943.61	
<b>TROYS SERVICE</b>				
59299	2017 FORD SQUAD OIL CHANGE	04/15/2022	79.04	100-20-210-4400 Repairs & Maintenan
59477	BATTERY ASPHALT TRAILER	05/04/2022	119.95	100-30-300-2220 Supplies - Repair & M
Total TROYS SERVICE :			198.99	
<b>W.L.S.S.D.</b>				
043022PRO1	WASTEWATER CHARGES	04/30/2022	28,485.00	500-50-510-3085 Sewer - WLSSD Billin
043022PRO1	2021 ADJUSTMENT	04/30/2022	1,903.00-	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D. :			26,582.00	
<b>WATCHGUARD VIDEO INC</b>				
4BOINV00076	CAMERA FOR NEW SQUAD	05/27/2021	4,475.00	100-20-210-5540 Vehicle or Heavy Mac
Total WATCHGUARD VIDEO INC :			4,475.00	
<b>WEX BANK</b>				
050722	FUEL - STREET DEPT	05/07/2022	1,622.58	100-30-300-2212 Fuels & Lubricants
050722	FUEL - PUC	05/07/2022	576.65	700-71-720-2212 Fuels & Lubricants
050722	FUEL - FIRE DEPT	05/07/2022	203.84	100-20-220-2212 Fuels & Lubricants
050722	FUEL - STREET DEPT	05/07/2022	2,000.00-	100-30-300-2212 Fuels & Lubricants
Total WEX BANK:			403.07	
<b>ZIEGLER, INC.</b>				
SI000168739	REMOVE SNOW WING OFF GRADER	05/03/2022	580.95	100-30-300-2220 Supplies - Repair & M
Total ZIEGLER, INC. :			580.95	
Grand Totals:			55,732.94	

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

Vendor.Vendor type = {&lt;&gt;} "PR"

[Report].Date Paid = 05/16/2022

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

Bank.Account description = "City Checking"

Check Issue Date	Check Number	Payee	Amount
05/02/2022	0	PERA	10,373.83
05/02/2022	0	MSRS	1,785.00
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
05/02/2022	41262	AMERICAN FAMILY LIFE ASSURANCE	84.28
05/02/2022	41263	EQUI-VEST	3,988.26
05/02/2022	41264	LAW ENFORCEMENT LABOR SERVICES	390.00
05/02/2022	41265	LOCAL #31-IBEW	219.28
05/02/2022	41266	PROCTOR POLICE DEPT UNION FUND	60.00
05/02/2022	41267	TEAMSTERS JC 32	28,863.00
05/02/2022	41268	TEAMSTERS LOCAL UNION #346	459.00
05/02/2022	41269	UFCW LOCAL 1189	105.84
05/02/2022	41270	TEAMSTERS JC 32	3,840.00
05/16/2022	41271	AIRFIBER	121.35
05/16/2022	41272	ARAMARK	50.64
05/16/2022	41273	AT&T MOBILITY	1,369.66
05/16/2022	41274	BOYSEN, JAY	40.00
05/16/2022	41275	CINTAS	1,298.34
05/16/2022	41276	COMPUDYNE INC	563.17
05/16/2022	41277	CONSOLIDATED COMMUNICATIONS	437.85
05/16/2022	41278	CW TECHNOLOGY	991.05
05/16/2022	41279	DLL FINANCIAL SERVICES, INC	284.13
05/16/2022	41280	DSC COMMUNICATIONS	78.00

Check Issue Date	Check Number	Payee	Amount
05/16/2022	41281	ELAN CORPORATE PAYMENT SYSTEMS	1,407.75
05/16/2022	41282	FASTER SOLUTIONS	335.00
05/16/2022	41283	FINANCE & COMMERCE, INC.	217.13
05/16/2022	41284	GOPHER STATE ONE-CALL, INC	29.70
05/16/2022	41285	GREAT AMERICA FINANCIAL SERVIC	200.04
05/16/2022	41286	MIDWAY SEWER SERVICE	350.00
05/16/2022	41287	MINNESOTA ENERGY RESOURCES	991.33
05/16/2022	41288	NORTHLAND FIRE & SAFETY INC	115.00
05/16/2022	41289	PROCTOR BUILDERS	141.09
05/16/2022	41290	PROCTOR JOURNAL	322.13
05/16/2022	41291	PUBLIC UTILITIES COMMISSION	2,205.96
05/16/2022	41292	ST. LOUIS COUNTY AUDITOR	11,943.61
05/16/2022	41293	TROYS SERVICE	198.99
05/16/2022	41294	W.L.S.S.D.	26,582.00
05/16/2022	41295	WATCHGUARD VIDEO INC	4,475.00
05/16/2022	41296	ZIEGLER, INC.	580.95
Grand Totals:			181,300.16

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-00-000-2020	43.35	108,478.08-	108,434.73-
100-00-000-2174	10,373.86	.00	10,373.86
100-00-000-2175	5,857.54	.00	5,857.54
100-00-000-2176	28,863.00	.00	28,863.00
100-00-000-2177	1,171.12	.00	1,171.12
100-10-110-3003	767.52	.00	767.52
100-10-110-3052	516.34	.00	516.34
100-10-120-1121	.00	.03-	.03-
100-10-120-1131	480.00	.00	480.00
100-10-120-2205	8.66	.00	8.66
100-10-120-3000	64.75	.00	64.75
100-10-120-3009	684.52	.00	684.52
100-10-120-3021	667.85	.00	667.85
100-10-120-3022	549.63	.00	549.63
100-10-120-3035	20.00	.00	20.00
100-10-120-4400	200.04	.00	200.04
100-10-130-2220	288.29	.00	288.29
100-10-130-3000	4,390.98	.00	4,390.98
100-10-130-3080	1,178.96	.00	1,178.96
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
100-10-150-1131	240.00	.00	240.00
100-10-150-3035	44.00	.00	44.00
100-10-160-3004	2,390.00	.00	2,390.00
100-10-180-3052	65.49	.00	65.49
100-10-180-4433	40.00	.00	40.00

GL Account	Debit	Credit	Proof
100-10-180-4442	90.85	.00	90.85
100-15-115-1131	240.00	.00	240.00
100-15-115-3000	335.00	.00	335.00
100-15-115-3040	5,815.23	.00	5,815.23
100-20-210-1131	1,920.00	.00	1,920.00
100-20-210-2210	139.88	43.32-	96.56
100-20-210-2217	214.40	.00	214.40
100-20-210-3009	1,045.18	.00	1,045.18
100-20-210-3020	11,943.61	.00	11,943.61
100-20-210-3021	1,369.66	.00	1,369.66
100-20-210-3022	20.90	.00	20.90
100-20-210-4400	79.04	.00	79.04
100-20-210-4433	150.00	.00	150.00
100-20-210-5540	4,553.00	.00	4,553.00
100-20-211-1100	63.00	.00	63.00
100-20-220-2205	47.89	.00	47.89
100-20-220-2210	2,974.99	.00	2,974.99
100-20-220-2212	79.75	.00	79.75
100-20-220-2214	759.53	.00	759.53
100-20-220-2217	241.05	.00	241.05
100-20-220-3000	552.36	.00	552.36
100-20-220-3021	92.82	.00	92.82
100-20-220-3080	619.63	.00	619.63
100-20-220-3084	110.42	.00	110.42
100-20-220-4433	75.00	.00	75.00
100-30-300-1131	960.00	.00	960.00
100-30-300-2210	186.52	.00	186.52
100-30-300-2217	258.00	.00	258.00
100-30-300-2220	700.90	.00	700.90
100-30-300-3015	1,012.50	.00	1,012.50
100-30-300-3080	1,256.17	.00	1,256.17
100-30-300-3084	356.25	.00	356.25
100-30-300-4400	32.38	.00	32.38
100-40-410-3080	29.13	.00	29.13
300-00-000-2020	.00	45,831.21-	45,831.21-
300-30-330-3003	45,614.08	.00	45,614.08
300-30-330-3052	217.13	.00	217.13
500-00-000-2020	1,903.00	28,712.22-	26,809.22-
500-50-510-3000	29.70	.00	29.70
500-50-510-3021	84.12	.00	84.12
500-50-510-3080	113.40	.00	113.40
500-50-510-3085	28,485.00	1,903.00-	26,582.00
830-00-000-2020	.00	225.00-	225.00-
830-10-160-3004	225.00	.00	225.00
Grand Totals:	185,192.86	185,192.86-	.00

GL Account	Debit	Credit	Proof
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Report Criteria:  
Report type: Summary  
Check.Type = {<>} "Adjustment"  
Bank.Account description = "City Checking"

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

[Report].Date Paid = 05/16/2022

## Liquor Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AMERICAN BOTTLING COMPANY</b>				
3315000705	SODA	05/02/2022	98.95	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			98.95	
<b>ARTISAN BEER COMPANY</b>				
3534344	BEER	05/10/2022	845.75	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			845.75	
<b>BERNICK S PEPSI</b>				
829993	BEER	05/04/2022	37.00-	600-60-600-2252 Beer Purchases
829994	BEER	05/04/2022	5,942.70	600-60-600-2252 Beer Purchases
831027	BEER	05/13/2022	4,223.05	600-60-600-2252 Beer Purchases
Total BERNICK S PEPSI :			10,128.75	
<b>BOURGET IMPORTS, LLC</b>				
186725	SERVICE FEE	05/05/2022	13.50	600-60-600-3033 Freight & Express
186725	WINE	05/05/2022	164.00	600-60-600-2253 Wine Purchases
Total BOURGET IMPORTS, LLC:			177.50	
<b>BREAKTHRU BEVERAGE</b>				
343999877	SERVICE FEE	05/05/2022	16.65	600-60-600-3033 Freight & Express
343999877	LIQUOR	05/05/2022	736.90	600-60-600-2251 Liquor Purchases
344090533	LIQUOR	05/12/2022	3,827.43	600-60-600-2251 Liquor Purchases
344090533	SERVICE FEE	05/12/2022	70.45	600-60-600-3033 Freight & Express
Total BREAKTHRU BEVERAGE:			4,651.43	
<b>CINTAS</b>				
4119186215	MATS	05/12/2022	175.63	600-60-600-2210 Operating Supplies
Total CINTAS :			175.63	
<b>COCA COLA BOTTLING CO</b>				
2841116	SODA	05/10/2022	199.80	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO :			199.80	
<b>JOHNSON BROTHERS INC</b>				
2044666	DELIVERY CHARGE	05/04/2022	76.89	600-60-600-3033 Freight & Express
2044666	LIQUOR	05/04/2022	2,214.61	600-60-600-2251 Liquor Purchases
2044667	DELIVERY CHARGE	05/04/2022	14.69	600-60-600-3033 Freight & Express
2044667	WINE	05/04/2022	334.00	600-60-600-2253 Wine Purchases
2046971	LIQUOR	05/06/2022	231.21	600-60-600-2251 Liquor Purchases
2046971	DELIVERY CHARGE	05/06/2022	5.05	600-60-600-3033 Freight & Express
2046972	DELIVERY CHARGE	05/06/2022	14.70	600-60-600-3033 Freight & Express
2046972	WINE	05/06/2022	587.60	600-60-600-2253 Wine Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
2046973	DELIVERY CHARGE	05/06/2022	21.00	600-60-600-3033 Freight & Express
2046973	MIX	05/06/2022	365.30	600-60-600-2254 Soft Drinks & Mix
2049335	LIQUOR	05/11/2022	1,060.17	600-60-600-2251 Liquor Purchases
2049335	DELIVERY CHARGE	05/11/2022	24.48	600-60-600-3033 Freight & Express
2049336	DELIVERY CHARGE	05/11/2022	15.40	600-60-600-3033 Freight & Express
2049336	WINE	05/11/2022	453.00	600-60-600-2253 Wine Purchases
Total JOHNSON BROTHERS INC :			5,418.10	
<b>LAKESHORE ICE</b>				
03-203280	ICE	05/10/2022	89.60	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			89.60	
<b>MEDIACOM</b>				
04262022	TELEPHONE & INTERNET	04/26/2022	171.04	600-60-600-3009 Computer Services
5-4-22	TELEPHONE & INTERNET	05/04/2022	171.20	600-60-600-3009 Computer Services
Total MEDIACOM:			342.24	
<b>MICHAUD DISTRIBUTING COMPANY</b>				
366636	FUEL SURCHARGE	05/02/2022	3.00	600-60-600-3033 Freight & Express
366636	BEER	05/02/2022	695.80	600-60-600-2252 Beer Purchases
366809	FUEL SURCHARGE	05/09/2022	3.00	600-60-600-3033 Freight & Express
366809	BEER	05/09/2022	195.85	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY :			897.65	
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>				
6392304	DELIVERY	05/06/2022	29.39	600-60-600-3033 Freight & Express
6392304	LIQUOR	05/06/2022	1,673.50	600-60-600-2251 Liquor Purchases
6392305	DELIVERY	05/06/2022	6.30	600-60-600-3033 Freight & Express
6392305	WINE	05/06/2022	130.15	600-60-600-2253 Wine Purchases
6394146	DELIVERY	05/11/2022	32.17	600-60-600-3033 Freight & Express
6394146	LIQUOR	05/11/2022	2,717.27	600-60-600-2251 Liquor Purchases
6394147	DELIVERY	05/11/2022	27.30	600-60-600-3033 Freight & Express
6394147	WINE	05/11/2022	927.25	600-60-600-2253 Wine Purchases
6394148	DELIVERY	05/11/2022	2.10	600-60-600-3033 Freight & Express
6394148	MIX	05/11/2022	48.00	600-60-600-2254 Soft Drinks & Mix
664573	LIQUOR	04/21/2022	64.90	600-60-600-2251 Liquor Purchases
Total PHILLIPS WINE & SPIRITS CO. :			5,528.53	
<b>PROCTOR JOURNAL</b>				
35967	MOTHER'S DAY AD	05/05/2022	147.00	600-60-600-3040 Advertising
Total PROCTOR JOURNAL :			147.00	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016900000 04	UTILITIES - MT SPIRITS	04/21/2022	717.99	600-60-600-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			717.99	
<b>RANGE PAPER</b>				
26604	BAGS	04/27/2022	175.67	600-60-600-2210 Operating Supplies



Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total RANGE PAPER :			175.67	
<b>SOUTHERN WINE &amp; SPIRITS</b>				
2206448	DELIVERY	04/29/2022	87.12	600-60-600-3033 Freight & Express
2206448	LIQUOR	04/29/2022	4,011.26	600-60-600-2251 Liquor Purchases
2209061	DELIVERY	05/06/2022	14.35	600-60-600-3033 Freight & Express
2209061	LIQUOR	05/06/2022	1,288.65	600-60-600-2251 Liquor Purchases
5083785	DELIVERY	04/29/2022	12.64	600-60-600-3033 Freight & Express
5083785	LIQUOR	04/29/2022	1,188.60	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			6,602.62	
<b>SUPERIOR BEVERAGE (MN)</b>				
20018180	FREIGHT	04/29/2022	3.00	600-60-600-3033 Freight & Express
20018180	BEER	04/29/2022	285.85	600-60-600-2252 Beer Purchases
20018304	BEER	05/03/2022	4,642.15	600-60-600-2252 Beer Purchases
20018304	FREIGHT	05/03/2022	3.00	600-60-600-3033 Freight & Express
20018305	BEER	05/03/2022	79.20	600-60-600-2252 Beer Purchases
20018609	FREIGHT	05/06/2022	3.00	600-60-600-3033 Freight & Express
20018609	BEER	05/06/2022	1,692.40	600-60-600-2252 Beer Purchases
20018742	BEER	05/10/2022	4,061.95	600-60-600-2252 Beer Purchases
20018742	FREIGHT	05/10/2022	3.00	600-60-600-3033 Freight & Express
Total SUPERIOR BEVERAGE (MN) :			10,615.15	
<b>WINE MERCHANTS</b>				
7378754	WINE	05/06/2022	400.00	600-60-600-2253 Wine Purchases
7378754	FREIGHT	05/06/2022	6.30	600-60-600-3033 Freight & Express
Total WINE MERCHANTS :			406.30	
<b>WRS IMPORTS</b>				
3369	LIQUOR	04/27/2022	660.00	600-60-600-2251 Liquor Purchases
3369	DELIVERY	04/27/2022	14.00	600-60-600-3033 Freight & Express
Total WRS IMPORTS :			674.00	
Grand Totals:			47,892.66	

## 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 = 05/16/2022

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

Bank.Account description = "City Checking"

Check Issue Date	Check Number	Payee	Amount
05/16/2022	41271	AIRFIBER	121.35
05/16/2022	41272	ARAMARK	50.64
05/16/2022	41273	AT&T MOBILITY	1,369.66
05/16/2022	41274	BOYSEN, JAY	40.00
05/16/2022	41275	CINTAS	1,298.34
05/16/2022	41276	COMPUDYNE INC	563.17
05/16/2022	41277	CONSOLIDATED COMMUNICATIONS	437.85
05/16/2022	41278	CW TECHNOLOGY	991.05
05/16/2022	41279	DLL FINANCIAL SERVICES, INC	284.13
05/16/2022	41280	DSC COMMUNICATIONS	78.00
05/16/2022	41281	ELAN CORPORATE PAYMENT SYSTEMS	1,407.75
05/16/2022	41282	FASTER SOLUTIONS	335.00
05/16/2022	41283	FINANCE & COMMERCE, INC.	217.13
05/16/2022	41284	GOPHER STATE ONE-CALL, INC	29.70
05/16/2022	41285	GREAT AMERICA FINANCIAL SERVIC	200.04
05/16/2022	41286	MIDWAY SEWER SERVICE	350.00
05/16/2022	41287	MINNESOTA ENERGY RESOURCES	991.33
05/16/2022	41288	NORTHLAND FIRE & SAFETY INC	115.00
05/16/2022	41289	PROCTOR BUILDERS	141.09
05/16/2022	41290	PROCTOR JOURNAL	322.13
05/16/2022	41291	PUBLIC UTILITIES COMMISSION	2,205.96
05/16/2022	41292	ST. LOUIS COUNTY AUDITOR	11,943.61
05/16/2022	41293	TROYS SERVICE	198.99
05/16/2022	41294	W.L.S.S.D.	26,582.00
05/16/2022	41295	WATCHGUARD VIDEO INC	4,475.00
05/16/2022	41296	ZIEGLER, INC.	580.95
05/16/2022	41297	WEX BANK	403.07
Grand Totals:			55,732.94

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-00-000-2020	2,043.32	30,257.38-	28,214.06-
100-10-110-3052	256.64	.00	256.64
100-10-120-2205	8.66	.00	8.66
100-10-120-3009	684.52	.00	684.52
100-10-120-3021	667.85	.00	667.85
100-10-120-4400	200.04	.00	200.04
100-10-130-2220	56.29	.00	56.29
100-10-130-3000	1,090.98	.00	1,090.98
100-10-130-3080	1,178.96	.00	1,178.96
100-10-150-3035	44.00	.00	44.00
100-10-180-3052	65.49	.00	65.49
100-10-180-4433	40.00	.00	40.00

GL Account	Debit	Credit	Proof
100-15-115-3000	335.00	.00	335.00
100-20-210-2210	139.88	43.32-	96.56
100-20-210-2217	214.40	.00	214.40
100-20-210-3009	1,045.18	.00	1,045.18
100-20-210-3020	11,943.61	.00	11,943.61
100-20-210-3021	1,369.66	.00	1,369.66
100-20-210-3022	20.90	.00	20.90
100-20-210-4400	79.04	.00	79.04
100-20-210-5540	4,553.00	.00	4,553.00
100-20-220-2205	47.89	.00	47.89
100-20-220-2210	248.33	.00	248.33
100-20-220-2212	283.59	.00	283.59
100-20-220-2214	387.11	.00	387.11
100-20-220-2217	241.05	.00	241.05
100-20-220-3000	350.00	.00	350.00
100-20-220-3080	619.63	.00	619.63
100-30-300-2210	186.52	.00	186.52
100-30-300-2212	1,622.58	2,000.00-	377.42-
100-30-300-2217	258.00	.00	258.00
100-30-300-2220	700.90	.00	700.90
100-30-300-3080	1,256.17	.00	1,256.17
100-30-300-4400	32.38	.00	32.38
100-40-410-3080	29.13	.00	29.13
300-00-000-2020	.00	217.13-	217.13-
300-30-330-3052	217.13	.00	217.13
500-00-000-2020	1,903.00	28,628.10-	26,725.10-
500-50-510-3000	29.70	.00	29.70
500-50-510-3080	113.40	.00	113.40
500-50-510-3085	28,485.00	1,903.00-	26,582.00
700-00-000-2020	.00	576.65-	576.65-
700-71-720-2212	576.65	.00	576.65
Grand Totals:	63,625.58	63,625.58-	.00

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

Bank.Account description = "City Checking"