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, June 6th, 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 16th, 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. MN Department of Revenue – Tax Preparation Filing Appreciation
B. Proctor Fire Department – Updated Roster
C. Proctor Historical Society
D. WLSSD Election Notice

***2. COMMITTEE REPORTS**
A. Golf Advisory Committee Minutes – March 23rd, 2022
B. Golf Advisory Committee Minutes – May 25th, 2022
C. Police Civil Service – May 4th, 2022 & May 5th, 2022
D. Local Board of Appeal Minutes – May 17th, 2022

4.CLERK ADVISES COUNCIL
A. 2023 Budget Process
B. Commercial Building Inspector Contract
C. Frontline Worker Pay Program
D. Payroll Reports – June 6th

5. UNFINISHED BUSINESS
A. American Rescue Plan
B. 2023 Capital Budget Request Proposal
C. City Rebrand Process
D. Blight Special Assessment Program Policy

6. NEW BUSINESS

A. Rasmussen Cleaning Contract

B. St. Louis County LRIP 2nd St Agreement

C. Main Street Revitalization Program

D. Electronic Payment Policy

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

Attorney Bray:

BILLS FOR APPROVAL

General: $60,014.53

Liquor: $45,652.12

TOTAL BILLS FOR APPROVAL: $105,666.65

ADJOURNMENT

DEPARTMENT OF REVENUE

*1A

May 12, 2022

Proctor Area Community Center
100 Pionk Dr
Proctor, Minnesota 55810

Congratulations on a successful and productive filing season!

With several new federal tax laws and navigating virtual and drop-off tax assistance due to COVID-19, this filing season was unique and challenging. Thank you for taking the time to train your volunteers on these new tax law changes to ensure accurate returns were prepared this filing season. The Minnesota Department of Revenue appreciates your commitment to helping Minnesota taxpayers receive high quality and free tax preparation services.

We had a productive volunteer program again this year. As of May 6, 2022, all of Minnesota's volunteer sites combined have filed nearly 108,000 federal and Minnesota income tax and property tax returns. As a result, over $79 million in refunds went back to our communities and the taxpayers who need them most.

The volunteer tax preparation program provides an important service to our communities. We accomplished success this year because of your volunteers' hard work and dedication. We included a certificate to recognize your site's exceptional work this year.

Thank you again for your outstanding performance and dedication to the volunteer tax preparation program. We look forward to working with you again next year.

Sincerely,

Jessica Delcid
Volunteer Coordinator

Sarah Bjorklund
Outreach Leadworker

Jake Feneis
Supervisor

Certificate of Appreciation

For your outstanding contributions and generosity to the community as a volunteer tax preparation site, the Minnesota Department of Revenue presents

Proctor Area Community Center

With this certificate of appreciation on April 18, 2022

Robert Doty
Commissioner of Revenue

Lee Ho
Deputy Commissioner of Revenue

Sarah Bronson
Assistant Commissioner of Individual Taxes

Daniel Getschel
Director of Income Tax & Withholding Division

DEPARTMENT OF REVENUE

*1B

Proctor Fire Department

223 Fifth Ave. Proctor MN 55810

Hall # 218-628-0787 Truck Cell # 218-491-0981

Command #	Name	Position
500	Kerry Helquist	Chief
503	Kevin Field	Assistant Chief/FEO
505	Kris Bryant	Assistant Chief
513	Lynn Windus	Asst. Chief Medical/Secretary
520	Jesse Annala	Assistant Chief
522	Brad Johnson	Assistant Chief/FEO
527	Derek Parendo	Captain
528	Jaime Pogatchnik	Captain/FEO
529	Andy Paszak	Captain/FEO
517	Raymond Leedom	FEO
519	Mark Vogel	FEO
526	Cody Solem	FEO
512	Kennedy Halverson	Fire Fighter
514	Phil Desmarais	Fire Fighter
515	Steve Meyers	Fire Fighter
516	Anthony Wood	Fire Fighter
518	Ben Lalone	Fire Fighter
521		Fire Fighter
523	Gunnar Wenner	Fire Fighter
524	Jimmy Bryant	Fire Fighter
525	Brian Willms	Fire Fighter
530	Kyle Vogel	Fire Fighter/Co-Training Officer
531	Colin Vogel	Fire Fighter/Co-Training Officer
532	Steve Grabko	Fire Fighter
533		Fire Fighter
534	Courtney Price	Fire Fighter
535	Lisa Vogel	EMT/Treasure

PROCTOR AREA HISTORICAL SOCIETY

*1C

WITHOUT OUR ROOTS, WE ARE "BLOWING IN THE WIND."
MYRTLE HOVERSON FUJII, CLASS OF 1951

Dear Mr Mayor and City Council Members,

Thank You

We thank you for forgiving the remainder of the Museums loan. We appreciate your support.

Pres PAHS

Thanks,
Kris Brenna Lyons

Ann Schwarzbauer

Thankyou
Thank you
Thank you
Wendy Carlberg

Marilyn Lee

Joan Miller
Volunteer

Saint Louis County

County Auditor-Treasurer - 100 North 5th Avenue West, Room 214 - Duluth, MN 55802-1293
Phone: (218) 726-2380 Phone – Virginia: (218) 749-7104 Fax: (218) 725-5060

Nancy Nilsen
St. Louis County Auditor-Treasurer

June 2, 2022

*1D

City of Hermantown – Wayne Boucher, Mayor
City of Proctor – Chad Ward, Mayor
City of Rice Lake – John Werner, Mayor
Town of Canosia – Kevin Comnick, Town Board Chair
Town of Duluth – Rolf Carlson, Town Board Chair
Town of Grand Lake – Duayne Anderson, Town Board Chair
Town of Lakewood – Gerald Larson, Town Board Chair
Town of Midway – Earle Elde, Town Board Chair
Town of Solway – Ron Gajewski, Town Board Chair

Dear Sir or Madam:

The term of James Aird, Board Member of Western Lake Superior Sanitary District (WLSSD) expires on July 1, 2022. Pursuant to Chapter 478, Laws of 1971, the County Auditor shall call a meeting of the chief executives of St. Louis County municipalities in the district (excluding the City of Duluth) for the purpose of electing a representative to serve on the WLSSD Board. You are hereby notified that this election will be held on ***Wednesday, June 29, 2022, at 1:00 p.m., in the County Auditor's Office, Room 214, Duluth Courthouse, 100 N. 5th Avenue West, Duluth, MN, 55802.***

The law also provides that "any chief executive may designate some other ***elected official*** of the same governing body of the municipality to attend the meeting in their place and exercise the same voting power to which the chief executive would be entitled if present." If you decide to exercise this option, please contact Phil Chapman, Deputy Auditor, at 218-726-2445 or by e-mail at chapmanp@stlouiscountymn.gov.

Sincerely,

Nancy Nilsen, County Auditor

By, Phil Chapman

Phil Chapman, Deputy Auditor

MINUTES OF THE PROCTOR GOLF ADVISORY COMMITTEE MEETING
Wednesday, March 23, 2022 3:00

*2A

Meeting called to order at 3:00 by Administrator Jess Rich

MEMBERS PRESENT: City Councilor Rory Johnson, Gordy Downs, Cindy Upton, Dick Wicklund, and Roberta Thorsvik (via telephone.)

OTHERS PRESENT: City Administrator Jess Rich and Course Manager Jason Klatte

Motion by Johnson, second by Wicklund carried (5-0) to approve the agenda.

Motion by Wicklund, second by Upton carried (5-0) to approve the February 2, 2022, Proctor Golf Advisory Committee meeting minutes.

Administrator Rich distributed the signed management agreement between the City of Proctor and Jason Klatte. Clarification made on item 11. Management is the contractor aka Jason Klatte.

Manager Jason Klatte presented a list of improvements he would like to see. The list included improvements to the clubhouse which the city will assist with, a list of grounds improvements which Klatte will be responsible for, and a list of equipment upgrades are items the Trust may want to address. City Administrator Rich added items included on the list that are the responsibility of the city include rekeying, AC unit upgrade, lighting repair inside and out and addressing security cameras. Other items such as parking lot improvements and flooring are items that need t be budgeted for.

Administrator Rich has made a list of 2022 meeting dates which will be distributed to the committee and posted at the clubhouse.

Next meeting Wednesday May 25, 2022, 3:00 PM

Motion by Wicklund, seconded by Upton carried (5-0) to adjourn at 4:02 PM.

Respectfully Submitted,

Jess Rich

MINUTES OF THE PROCTOR GOLF ADVISORY COMMITTEE MEETING
Wednesday, May 25, 2022, 3:00 Proctor Golf Course Clubhouse *2B

Meeting called to order at 3:05 by Administrator Jess Rich
MEMBERS PRESENT: Gordy Downs and Cindy Upton.
OTHERS PRESENT: City Administrator Jess Rich and Course Manager Jason Klatte

Motion by Upton, second by Downs to approve the agenda.

Motion by Upton, second by Downs to approve the March 23, 2022, Proctor Golf Advisory Committee meeting minutes.

Manager Jason Klatte presented the following course updates:

- Klatte had the AC unit evaluated and was told it is sized correctly but needs a thorough cleaning which has been scheduled.
- Klatte received one quote and is expecting a second for paving the parking lot. The first quote was over $100,000. The committee discussed and agreed cart paths are a higher priority whether done in phases or at one time. Klatte will look in to getting a quote. Priority areas are 4, 6, 7, and 8.
- Klatte reported the equipment is in good condition, but he is the only one who operates the Workman because of clutch problems.
- Klatte reported the course needs more golf carts. Currently have 22 but needs up to 36 for large events. Rentals are $60 per day each. The committee discussed storage issues and explored a few options with no resolution. Klatte has 5 large events scheduled.
- Klatte received a quote for replacement of indoor and outdoor lighting but decided to repair himself for now.
- Klatte and his wife cleaned the carpet but is holding off in looking at new flooring until he is settled on a floor plan.
- Klatte installed a basic camera system which has already led to the recovery of stolen items.
- Klatte asked if the city would ask the residents along east side (3rd fairway) of the course to stop dumping leaves and yard debris in the drainage area because it causes drainage problems. Jess will talk to Rick and Jay about it.
- Rich informed the committee the city is in the early stages of the budget process. Klatte and Downs will meet to discuss 2023 projects and what might be funded by the Gordy Downs Trust Fund.
- Upton suggested Klatte ask or request volunteer help for any special events or project as there are members who might be happy to help.
- Klatte reported one of the leagues was upset about the City of Proctor Public Safety Scramble being scheduled on a league day. The scramble would not interfere with league golfing but the luncheon after golfing. Upton and Downs supported Klatte's scheduling 1) he is the manager and can make decisions such as this, 2) it is a one-time event and 3) the agreement between Klatte and the City of Proctor states the city should be given access to the course when requested in a reasonable timeframe. Upton will relay to the league the golf committee's support of the scheduling.

Next meeting Wednesday July 27, 2022, 3:00 PM

Motion by Upton, seconded by Downs to adjourn at 4:14 PM.

Respectfully Submitted, Jess Rich

PROCTOR POLICE
CIVIL SERVICE COMMISSION

*2C

Minutes of meeting held Wednesday, May 4th, and Thursday May 5th 2022.

Minutes of Commission meeting held April 27th, 2022 were read and, "motion to approve as written," by Chairperson Diane Giuliani, seconded by Commissioner Steven Elder. Motion carried.

Present were Chairperson Diane Giuliani, Commissioner Steven Elder, Officer Matt Riebel.

1. Civil Service Commission met Wednesday May 4th, 2022 at 11:00 am, and Thursday, May 5th 2022 at 9:30 am, Proctor City Hall.

2. Commission met to conduct oral interviews.

3. Interviewed Jonathan Search, Eric Petoletti and Jeremy Lemasters on Wednesday.

4. Interviewed Key R. Powless and Daniel Mooers on Thursday.

5. Interview board evaluated scores and recommended three candidates for advancement to the Chief interview.

6. With no further business to discuss, motion by Commissioner Steven Elder and seconded by Commission Chair Diane Giuliani, "motion to adjourn", Wednesday at 5:21 pm and Thursday at 12:10 pm, motion carried.

Respectfully submitted,

Steven Elder, Secretary

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

Minutes of the 2022 Proctor Local Board of Appeals & Equalization Meeting 10:00 a.m. on Tuesday May 17, 2022.
Meeting called to order by Mayor Chad Ward at 10:00 a.m.
ROLL CALL: Councilor Rory Johnson, Councilor Jake Benson, Councilor Rohweder, Mayor Ward
OTHERS PRESENT: City Administrator Jess Rich; members of St. Louis County Assessor's Office

Motion by Rohweder, seconded by Johnson and carried (4-0) to approve the agenda.

Property Owner Appeals to Valuations of Buildings and Property. The received and documented appeals from owners/representatives.

Motion by Ward, seconded by Johnson and carried (4-0) for no change in value or classification on parcel 185-0083-00250.

Motion by Ward, seconded by Johnson and carried (4-0) for no change in value or classification on parcel 185-0190-00221.

Motion by Rohweder, seconded by Johnson and carried (4-0) for no change in value or classification on parcel 185-0040-00450.

Motion by Johnson, seconded by Ward and carried (4-0) for no change in value or classification on parcel 185-0225-00070.

Motion by Johnson, seconded by Ward for no change in value or classification on parcel 185-0060-00630. Motion rescinded following discussion.

Motion by Johnson, seconded by Ward and carried (3-0 Benson abstains) to reduce the improvement value 4% on parcel 185-0060-00630.

Motion Benson, seconded by Rohweder and carried (3-0) to reduce the improvement value by $45,700 on parcel 185-0210-00930 and no change in value or classification on parcels 185-0210-00940, 185-0210-00950, 185-0210-00960, and 185-0210-00970

Motion by Rohweder, seconded by Johnson and carried (4-0) for no change in classification or value on parcel 185-0230-01790.

Motion by Johnson, seconded by Rohweder and carried (4-0): To adjourn the Local Board of Appeals and Equalization Meeting at 11:15 a.m.

_____	_____
Chad Ward	Jess Rich
Mayor	City Administrator

Record of Appeals to 2022 Local Board of Appeal and Equalization

City/Town: **CITY OF PROCTOR**

Total EMV:	264,863,100	Opening Date:	05/17/22
Total Value Change	-50,700	Reconvene Date:	
Percentage Change:	-0.02%	2nd Reconvene:	
		Appeals: 11	Bd Changes: 2

Clerk email: jrich@proctormn.gov
Form entry done by: JBO
Meeting is open book? N

Appeal Number	Parcel Number xxx-xxxx-xxxxx	Property Owner		Present Assessment Rec	Class	HS	Land	Bldg	Total	New Imp	Board Action Rec	Class	HS	Land	Bldg	Total	New Imp	Explanation for Change		EMV change
1	185-0190-00221	Name	LAMBERT ROBERT A	1	201	1	3,800	31,000	34,800	0	1	201	1	3,800	31,000	34,800	0	No Change		0
		Taxpayer	LAMBERT ROBERT A													0				Apr Init
		Appeal	701 N BOUNDARY AVE													0				JBO
		Code	PROCTOR MN 55810													0				Clerical
		P-														0		Disposition Code	1-Board Action	change?
		Proper				Total:	3,800	31,000	34,800	0	NC?	y	Total:	3,800	31,000	34,800	0			
2	185-0040-00450	Name	KELLY KENNETH & ROBERT	1	201	2	10,600	176,000	186,600	0	1	201	2	10,600	176,000	186,600	0	No Change		0
		Taxpayer	KELLY KENNETH & ROBERT													0				Apr Init
		Appeal	129 2ND ST													0				JBO
		Code	PROCTOR MN 55810													0				Clerical
		P-														0		Disposition Code	1-Board Action	change?
		Proper				Total:	10,600	176,000	186,600	0	NC?	y	Total:	10,600	176,000	186,600	0			
3	185-0225-00070	Name	NORTON JAMES C ETUX	1	201	1	12,900	130,400	143,300	0	1	201	1	12,900	130,400	143,300	0	No Change		0
		Taxpayer	NORTON JAMES C													0				Apr Init
		Appeal	1014 BASS BLVD													0				JBO
		Code	PROCTOR MN 55810													0				Clerical
		P-														0		Disposition Code	1-Board Action	change?
		Proper				Total:	12,900	130,400	143,300	0	NC?	y	Total:	12,900	130,400	143,300	0			
4	185-0060-00630	Name	SMITH NANCY LEE	1	201	1	13,200	144,100	157,300	0	1			13,200	139,100	152,300		Reduction of 4% based on condition of home		-5,000
		Taxpayer	SMITH NANCY LEE													0				Apr Init
		Appeal	315 SIXTH ST													0				JBO
		Code	PROCTOR MN 55810													0				Clerical
		P-														0		Disposition Code	1-Board Action	change?
		Proper				Total:	13,200	144,100	157,300	0	NC?		Total:	13,200	139,100	152,300	0			
5	185-0210-00930	Name	CARROLL ADAM	1	201	1	5,200	244,800	250,000	0	1	201	1	5,200	199,100	204,300		Reduction based on quality and condition of house and garage. raised effective age of structure.		-45,700
		Taxpayer	CARROLL RICHARD E													0				Apr Init
		Appeal	1004 3RD AVE													0				JBO
		Code	PROCTOR MN 55810													0				Clerical
		P-														0		Disposition Code	1-Board Action	change?
		Proper				Total:	5,200	244,800	250,000	0	NC?		Total:	5,200	199,100	204,300	0			
6	185-0210-00940	Name	CARROLL ADAM	1	201	1	5,200	0	5,200	0	1	201	1	5,200	0	5,200	0	No Change		0
		Taxpayer	CARROLL RICHARD E													0				Apr Init
		Appeal	1004 3RD AVE													0				JBO
		Code	PROCTOR MN 55810													0				Clerical
		P-														0		Disposition Code	1-Board Action	change?
		Proper				Total:	5,200	0	5,200	0	NC?	y	Total:	5,200	0	5,200	0			
7	185-0210-00950	Name	CARROLL ADAM	1	201	1	2,800	0	2,800	0	1	201	1	2,800	0	2,800	0	No Change		0
		Taxpayer	CARROLL RICHARD E													0				Apr Init
		Appeal	1004 3RD AVE													0				JBO
		Code	PROCTOR MN 55810													0				Clerical
		P-														0		Disposition Code	1-Board Action	change?
		Proper				Total:	2,800	0	2,800	0	NC?	y	Total:	2,800	0	2,800	0			

Appeal Number	Parcel Number xxx-xxxx-xxxxx	Property Owner		Present Assessment							Board Action							Explanation for Change		EMV change
				Rec	Class	HS	Land	Bldg	Total	New Imp	Rec	Class	HS	Land	Bldg	Total	New Imp			
8	185-0210-00960	Name	CARROLL ADAM	1	201	1	2,100	0	2,100	0	1	201	1	2,100	0	2,100	0	No Change		0
		Taxpayer	CARROLL RICHARD E													0				Apr Init
		Appeal	1004 3RD AVE													0				JBO
		Code	PROCTOR MN 55810													0				Clerical
		P-														0		Disposition	1-Board Action	change?
		Proper				Total:	2,100	0	2,100	0	NC?	y	Total:	2,100	0	2,100	0	Code		
9	185-0210-00970	Name	CARROLL ADAM	1	201	1	2,100	0	2,100	0	1	201	1	2,100	0	2,100	0	No Change		0
		Taxpayer	CARROLL RICHARD E													0				Apr Init
		Appeal	1004 3RD AVE													0				JBO
		Code	PROCTOR MN 55810													0				Clerical
		P-														0		Disposition	1-Board Action	change?
		Proper				Total:	2,100	0	2,100	0	NC?	y	Total:	2,100	0	2,100	0	Code		
10	185-0230-01790	Name	STONGITHARM MARY E	1	201	1	34,900	169,400	204,300	0	1	201	1	34,900	169,400	204,300	0	No Change		0
		Taxpayer	STRONGITHARM MARY E & MICHAEL J													0				Apr Init
		Appeal	308 S UGSTAD RD													0				JBO
		Code	PROCTOR MN 55810													0				Clerical
		P-														0		Disposition	1-Board Action	change?
		Proper				Total:	34,900	169,400	204,300	0	NC?	y	Total:	34,900	169,400	204,300	0	Code		
11	185-0083-00250	Name	WILLIAMS LORI M	1	201	1	10,900	155,300	166,200	0	1	201	1	10,900	155,300	166,200	0	No Change		0
		Taxpayer	WILLIAMS LORI M													0				Apr Init
		Appeal	413 N UGSTAD ROAD													0				JBO
		Code	PROCTOR MN 55810													0				Clerical
		W-In														0		Disposition	1-Board Action	change?
		Writing				Total:	10,900	155,300	166,200	0	NC?	y	Total:	10,900	155,300	166,200	0	Code		
		Name																		
		Taxpayer																		Apr Init
		Appeal																		
		Code																		Clerical
																		Disposition		change?
						Total:					NC?		Total:					Code		
		Name																		
		Taxpayer																		Apr Init
		Appeal																		
		Code																		Clerical
																		Disposition		change?
						Total:					NC?		Total:					Code		
		Name																		
		Taxpayer																		Apr Init
		Appeal																		
		Code																		Clerical
																		Disposition		change?
						Total:					NC?		Total:					Code		
		Name																		
		Taxpayer																		Apr Init
		Appeal																		
		Code																		Clerical
																		Disposition		change?
						Total:					NC?		Total:					Code		

Chad Ward
Mayor

Jess Rich
City Administrator

City of Proctor

You Have a Place in Proctor

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

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

4A

Date: May 26, 2022
To: Proctor City Council
From: Jess Rich, Administrator
Leslie Brunfelt, Finance Director
Re: 2023 Budget Process

Finance Director Brunfelt has drafted a 2023 Budget timeline (attached.) We will be looking for council direction prior to discussing the budget with department heads. Our hope is to receive goals and targets from the council which we can then relay to department heads. We think it might be best to schedule a working session to discuss the topics below:

What is your reserve fund balance goal?

What is the debt to levy percentage goal?

Are there any capital equipment purchases you'd like the departments to consider?

Are there specific park improvement/development goals?

What are the goals for the fairgrounds in 2023?

Are there CIP items (other than the 2nd Street Project) the council would like to address in 2023?

Are there any salary/wage/staff adjustments that need to be addressed? For example, in 2022 we adjusted the park workers and liquor store non-affiliated to remain competitive.

What direction do we want to take in facility maintenance?

Should PEDA budget be in general fund, or do you want to consider a separate levy?

Are there beautification projects or area you'd like the committee to consider?

What are your thoughts and predictions of inflation?

City of Proctor

2023 Budget Schedule

June 6	City Council	City Council establish any overall budget goals, if any
June	Department Directors City Administrator Finance Director	Department Directors meet with City Administrator and Finance Director to draft requests for operations and capital project requests
June – July	City Administrator Council (Finance Director and Department Directors, as needed)	City Council, City Administrator, Finance Director, and Departments meet as needed to review requests
By June 30	Finance Director	Finance Director enters budgets in miViewPoint
By July 15	Department Directors	Departments review and approve budgets in miViewPoint
August 15	City Administrator	City Administrator submits proposed budget to the City Council
September 6th No later than September 30th	City Council	Certify the proposed tax levy to the county auditor
December 5th at 6:00 pm	City Council Finance Director	City holds Truth in Taxation meeting allowing for public input
December 19th	City Council	City council adopts the budget for the next fiscal year and certifies the final levy

Washington County
Department of Property Records and Taxpayer Services
14949 62nd Street North - PO Box 6
Stillwater, MN 55082-0006
(651) 430-6175
www.co.washington.mn.us

Supplemental Budget Information

[Space for printer/ TAG identifier]

Levy Information

Taxing Authority	2022 Current Year	2023 Proposed	Percent Change
Washington County	$123,456,789	$123,456,789	999.9%
City/Town of XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	$123,456,789	$123,456,789	999.9%
School District XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	$123,456,789	$123,456,789	999.9%

This information is provided by the county, city or township, and school district. It compares two years of budget information for those jurisdictions. For more information contact the county, city or township, or school district directly.

County Summary Budget Information

Category	2022 Current Year	2023 Proposed	Percent Change
Revenues			
Property Taxes	$123,456,789	$123,456,789	999.9%
Special Assessments	$123,456,789	$123,456,789	999.9%
State General Purpose Aid	$123,456,789	$123,456,789	999.9%
State Categorical Aid	$123,456,789	$123,456,789	999.9%
All Other Revenues	$123,456,789	$123,456,789	999.9%
Expenditures			
General Government	$123,456,789	$123,456,789	999.9%
Public Safety	$123,456,789	$123,456,789	999.9%
Streets and Highways	$123,456,789	$123,456,789	999.9%
Sanitation	$123,456,789	$123,456,789	999.9%
Human Services	$123,456,789	$123,456,789	999.9%
Health	$123,456,789	$123,456,789	999.9%
Culture and Recreation	$123,456,789	$123,456,789	999.9%
Conservation of Nat'l Res	$123,456,789	$123,456,789	999.9%
Economic Dev & Housing	$123,456,789	$123,456,789	999.9%
All Other Current Exp	$123,456,789	$123,456,789	999.9%

City Summary Budget Information

Category	2022 Current Year	2023 Proposed	Percent Change
Revenues			
Property Taxes	$123,456,789	$123,456,789	999.9%
Special Assessments	$123,456,789	$123,456,789	999.9%
State General Purpose Aid	$123,456,789	$123,456,789	999.9%
State Categorical Aid	$123,456,789	$123,456,789	999.9%
All Other Revenues	$123,456,789	$123,456,789	999.9%
Expenditures			
General Government	$123,456,789	$123,456,789	999.9%
Public Safety	$123,456,789	$123,456,789	999.9%
Streets and Highways	$123,456,789	$123,456,789	999.9%
Sanitation	$123,456,789	$123,456,789	999.9%
Human Services	$123,456,789	$123,456,789	999.9%
Health	$123,456,789	$123,456,789	999.9%
Culture and Recreation	$123,456,789	$123,456,789	999.9%
Conservation of Nat'l Res	$123,456,789	$123,456,789	999.9%
Economic Dev & Housing	$123,456,789	$123,456,789	999.9%
All Other Current Exp	$123,456,789	$123,456,789	999.9%

School District Summary Budget Information

Fund	FY 2021 Beginning Fund Balances	FY 2021 Actual Revenues and Transfers In	FY 2021 Actual Expenditures and Trfrs Out	June 30, 2021 Actual Fund Balances	FY 2022 Budget Revenues and Transfers In	FY 2022 Budget Expenditures and Trfrs Out	June 30, 2022 Projected Fund Balances
General Fund/Restricted	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789
General Fund/Other	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789
Food Service Fund	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789
Community Service Fund	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789
Building Construction Fund	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789
Debt Service Fund	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789
Trust Fund	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789
Internal Service Fund	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789
* OPEB Revocable Trust Fund	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789
OPEB Irrevocable Trust Fund	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789
OPEB Debt Service Fund	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789
Total - All Funds	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789	$123,456,789

Long-Term Debt	Outstanding July 1, 2021	$123,456,789
	Plus: New Issues	$123,456,789
	Less: Redeemed Issues	$123,456,789
	Outstanding June 30, 2022	$123,456,789
Short-Term Debt	Certificates of Indebtedness	$123,456,789
	Other Short-Term Indebtedness	$123,456,789
Current Statutory Operating Debt	Amount of General Fund Deficit, if any, in excess of 2.5% of expenditures 6/30/2021	$123,456,789
Cost per Student - Average Daily Membership (ADM) 6/30/2021	Total Operating Expenditures	$123,456,789
	FY 2021 Total ADM Served + Tuitioned Out ADM + Adjusted Extended ADM	$123,456,789
	FY 2021 Operating Cost per ADM	$123,456,789

SAMPLE

Minnesota Frontline Worker Pay

About

To thank those Minnesotans who worked on the frontlines during the COVID-19 peacetime emergency, Gov. Tim Walz signed a law April 29, 2022, enabling those workers to apply for Frontline Worker Pay. Details of the program, including the application process and timeline, are online at frontlinepay.mn.gov. Visit the website to sign up to receive emailed updates about Frontline Worker Pay.

Who is eligible

There are initially two parts to who is eligible to apply: the work requirements and the job sector.

Work requirements

To be eligible for Frontline Worker Pay, the applicant:

- must have been employed at least 120 hours in Minnesota in one or more frontline sectors between March 15, 2020, and June 30, 2021;
- for the hours worked during this time period the applicant –
  - was not able to telework due to the nature of the individual's work and
  - worked in close proximity to people outside of the individual's household;
- must meet the income requirements for at least one of the 2020 or 2021 tax years –
  - workers with direct COVID-19 patient care responsibilities must have had an adjusted gross income* less than $350,000 for married taxpayers filing jointly, or less than $175,000 for other filers and
  - for workers in occupations without direct COVID-19 patient care responsibilities, the adjusted gross income* limit is $185,000 for married taxpayers filing jointly, or $85,000 for other filers; and
- must not have received an unemployment insurance benefit payment for more than 20 weeks on a cumulative basis for weeks between March 15, 2020, and June 26, 2021.

**More about adjusted gross income: irs.gov/e-file-providers/definition-of-adjusted-gross-income.*

Job sectors

1. building services, including maintenance, janitorial and security;
2. child care;
3. courts and corrections;
4. emergency responders;
5. food service, including production, processing, preparation, sale and delivery;
6. ground and air transportation services;
7. health care;
8. long-term care and home care;
9. manufacturing;
10. public health, social service and regulatory service;
11. public transit;
12. retail, including sales, fulfillment, distribution and delivery;
13. schools, including charter schools, state schools and higher education;
14. temporary shelters and hotels; and
15. vocational rehabilitation.

Where to apply

After the application is ready, eligible workers will have 45 days to apply for Frontline Worker Pay at frontlinepay.mn.gov. Visit the webpage for helpful resources, such as answers to frequently asked questions, informational handouts in multiple languages, brief how-to videos and more.

Application assistance

After the application is ready, a call center and help desk will also be available to assist applicants in multiple languages.

Payments

After processing and verification of the applications, as well as a 15-day period for denied applicants to contest those decisions, the final list of eligible applicants will be determined. Each eligible applicant will be provided with an equal payment. All applications will move through the process at the same time and payments will be forwarded for processing together.

Notice: This flyer is a brief summary of Minnesota law. It is intended as a guide and is not to be considered a substitute for Minnesota Statutes regarding Frontline Worker Pay.

MINNESOTA

May 2022

City of Proctor
Payroll Summary by Department

4D

Check Date Range 5/27/2022 to 5/27/2022

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
PUC	6,162.20	3.00	112.32	-	-
Council	2,200.00	-	-	-	-
City Admin	7,200.10	-	-	-	-
Finance	2,968.00	-	-	-	-
Police Department	25,162.31	61.00	2,817.03	-	-
Fire Department	-	-	-	-	-
Street Department	10,056.08	-	-	-	-
Liquor Store	5,174.20	-	-	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
Total	**58,922.89**	**64.00**	**2,929.35**	**-**	**-**

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

DRAFT

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

6A

CITY OF PROCTOR
CUSTODIAL SERVICES AGREEMENT BETWEEN THE CITY OF PROCTOR, MINNESOTA AND RASMUSSON 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 supply normal cleaning supplies/chemicals. It is the responsibility of the City to purchase restroom paper products, garbage bags and cleaning equipment.

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 as directed by administration. 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.

Saint Louis County

Public Works Department • Richard H. Hansen Transportation & Public Works Complex
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830

James T. Foldesi, P.E.
Public Works Director/
Highway Engineer

April 13, 2022

6B

City of Proctor
Jessica Rich – City Administrator
100 Pionk Drive
Proctor, MN 55810
jrich@proctormn.gov

Re: Cooperative Agreement for CP 0000-617698, SAP 069-594-001
2nd Street Road Reconstruction - LRIP

Dear Ms. Rich:

Please find enclosed, the Cooperative Agreement for the above listed project. Please have the proper City of Proctor officials sign the agreement and return to me at clarkc2@stlouiscountymn.gov, or at the following address for further processing:

St. Louis County Public Works
Attn: Christine Clark
4787 Midway Rd.
Duluth, MN 55811

Once fully executed, a copy will be returned to you.

Sincerely,

Christine Clark
Information Specialist III

Enclosure(s)

c: File
Steve Krasaway

St. Louis County
City of Proctor
2nd Street Road Reconstruction - LRIP
CP 0000-617698 / SAP 069-594-001

A G R E E M E N T

THIS AGREEMENT is between the City of Proctor, a municipal corporation in the State of Minnesota, hereinafter referred to as the "City", and the COUNTY OF ST. LOUIS, a duly organized county within the State of Minnesota, hereinafter referred to as the "County".

WITNESSETH:

WHEREAS, the City has applied for and secured Local Road Improvement Program (LRIP) funding and Local Proctor funds for reconstruction of 2nd Street (0000-617698 / SAP 069-594-001) in the City of Proctor**,** hereinafter referred to as the "Project" and,

WHEREAS, because cities with a population of less than 5,000 are not allowed to administer LRIP funds, and because the City of Proctor has a population of less than 5,000, the County is required to act as the funding agent and contract administrator on this Project; and

WHEREAS, the parties desire to enter an agreement setting forth the terms of their relationship relative to the Project. ;

THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties hereby agree to the following:

1. The City shall prepare a plan for construction of the Project in accordance with the most current Edition of the Minnesota Department of Transportation "Standard Specifications for Construction," hereinafter referred to as the "Plan," and shall take all actions necessary to prepare the Project for construction, including, but not limited to obtaining any and all applicable environmental permits as required by law, temporary storage sites, temporary or permanent easements, site restoration, and coordination with utilities, including relocation of existing facilities, at its cost and expense.

2. The City shall acquire and pay the cost for all right-of-way and construction easements required for construction in accordance with the Plan.

3. The City shall assist the County in preparation of bidding documents for the Plan.

4. The Plan shall meet the Minimum Geometric Design Standards approved by MnDOT Office of State Aid prior to the County advertising the Project for bids. If the Plan does not meet these Standards or is not approved by MnDOT Office of State Aid and the City wants to proceed with the Project, the City shall secure alternate funding prior to the County advertising the Project for bids. If the alternative funding does not require County administration, this agreement will be terminated and the County will invoice the City for any expenses incurred relative to the Project through the date of termination.

5. After contract letting and prior to contract award, the County will provide the City with an abstract of all bids received, and upon written approval of such costs by the City, the County may award the bid to the low bidder and enter into a construction contract, hereinafter referred to as the "Contract," for the construction of the Project. The County must obtain the concurrence of the City prior to awarding the Contract. Such concurrence or rejection shall be provided to the County by the City within 5 business days.

6. In the event that the City rejects all bids, this agreement will be terminated and the City shall reimburse the County for all costs incurred by the County through the date of rejection.

7. In the Contract, pay items eligible for LRIP funds shall be shown as "participating" items, and pay items not eligible shall be shown as "non-participating" items. The City shall pay to the County, within 50 days after the Letting of the Contract, 95% of the total cost of non-participating unit prices and the amount greater than the LRIP available funding in the "participating" items as contained in the successful Contractor's bidding documents. Any portion of the Contract that is not covered by LRIP funds shall be the responsibility of and paid for by the City.

8. The County shall advertise, receive bids, award the Contract to the lowest responsible bidder, make payments to the contractor and assist in processing of the final payment documentation in accordance with current specifications. For these services, the City shall reimburse the County for all direct and indirect costs incurred to complete the work not to exceed $25,000. The County will bill the City in regular intervals for these services.

9. The City will make final payment to the County after final acceptance of the Project. Final payment shall include all required funds for participating and non-participating items and reimbursement for County services. Payment will be due within thirty (30) days of receipt of a valid statement of final contract quantities for the City's cost for the Project. In the event that the amount of funds advanced by the City is in excess of the required funds, the excess funds shall be returned to the City without interest.

10. Except for the County's duties set forth in paragraph 8 above, the City shall perform the necessary construction administration and administer all terms of the Contract from award to the certification of final payment.

11. The City shall lead and execute the funding agreement with MnDOT for the project.

12. The City, and its contractors, shall use the One OFFICE software to manage the Project and provide all Project related data (i.e. contract changes, pay requests, engineer's estimate, estimated quantities, MnDOT pay items, any other items as need) to the County.

13. The City shall perform all necessary construction engineering and staking, material testing, record keeping and construction inspection for items contained in the Plan. Construction recordkeeping for the Project shall follow the MnDOT Contract Administration Manual (the current edition as of the date of letting) for project diaries and fieldbooks, documentation of pay item quantities and documentation and method of measurement. Project pay item quantities submitted for payment through One OFFICE shall reference where the pay item quantities are documented. The City shall report any observed deficiencies to the County immediately.

14. The County shall make payments to the Contractor for the work completed based on Contract items and quantities provided to the County by the City.

15. If the Project is in the County's right-of-way, the City shall provide the County with a copy of an "As Built" plan of the Project, within ninety (90) days after project quantities are verified and submitted for final payment. The "As Built" plan will accurately depict final quantities and any construction features which were revised during construction.

16. Each party designates an Authorized Representative for the purpose of administering this Agreement. A party's authorized representative has the authority to give and receive notices, and to make any other decision required or permitted by this Agreement.

    a. For the County:
       Steve Krasaway, P.E.
       Public Works Department / Resident Engineer
       4787 Midway Road
       Duluth, MN 55811
       (218) 625-3841

    b. For the City of Proctor:
       Jessica Rich
       City Administrator
       100 Pionk Drive
       Proctor, MN 55810
       jrich@proctormn.gov

17. This Agreement may be terminated only as follows:
    a. At any time by mutual agreement of the parties;
    b. By any party at any time upon 30 days' notice in the event of default by a party, provided however that such termination shall not be effective if the defaulting party cures such default by end of the 30-day notice period. In the event of such termination, the County, Duluth and Proctor shall be entitled to pro-rata payment for work and services performed up to the effective date of such termination; or

c. As set forth in paragraphs 4 and 6 above.

18. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, Subd. 1a.

19. Each of the parties hereto hereby agrees that it shall defend, indemnify and save harmless the other parties and all of their employees and agents from any and all claims, demands actions or causes of action of whatever nature or character arising out of or by reason of their negligent or intentional acts or omissions in the execution or performance of the work provided herein.

20. Any and all employees of the County, while engaged in the performance of any work or service which the County is specifically required to perform under this Agreement, shall be considered employees of the County, and not the City, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any claims made by any third parties as a consequence of any act of said employees, shall be the sole obligation of the County.

21. Any and all employees of the City, while engaged in the performance of any work or service that the City is specifically required to perform under this Agreement, shall be considered employees of the City, and not the County, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any claims made by any third parties as a consequence of any act of said employees, shall be the sole obligation of the City.

COUNTY OF ST. LOUIS

By _____
Chair of the County Board

Dated _____

By _____
Public Works Director/Highway Engineer

Dated 4/13/2022

APPROVED AS TO FORM AND EXECUTION:

By _____
County Auditor

Dated _____

By _____
County Attorney

Dated _____

Saint Louis County Contract Number

_____

CITY OF PROCTOR

COUNTERSIGNED:

By _____
Mayor

Dated _____

By _____
City Administrator

Dated _____

Resolution
of the
Board of County Commissioners
St. Louis County, Minnesota
Adopted on: July 27, 2021 Resolution No. 21-416
Offered by Commissioner: Boyle

Agreement with the City of Proctor for a 2nd Street Reconstruction Project

RESOLVED, That the appropriate county officials are hereby authorized to enter into an agreement, and approve any amendments authorized by the County Attorney, with the City of Proctor for the reconstruction of 2nd Street, whereby the City of Proctor will pay the project cost with Local Road Improvement Program (LRIP) funds and local City funds as listed in the Schedule of Prices in the Proposal/Plan Package for the project listed as CP 0000-617698/SAP 069-596-017, and will reimburse St. Louis County the for administration services as stated in the agreement. The funds received from the City of Proctor will be receipted into Fund 220, Agency 220643, Object 551502.

Commissioner Boyle moved the adoption of the Resolution and it was declared adopted upon the following vote:
Yeas – Commissioners Jewell, Boyle, Grimm, McDonald, Musolf, Nelson and Chair Jugovich – 7
Nays – None

STATE OF MINNESOTA
Office of County Auditor, ss.
County of St. Louis

I, **NANCY NILSEN**, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 27th day of July, A.D. 2021, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 27th day of July, A.D., 2021.

NANCY NILSEN, COUNTY AUDITOR

By: Phil Elg
Clerk of the County Board/Deputy Auditor

Chad Ward
Mayor

Jess Rich
City Administrator

City of Proctor

You Have a Place in Proctor

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

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

6D

Date: May 10, 2022

To: Proctor City Council

From: Jess Rich, Administrator
Leslie Brunfelt, Finance Director

Re: EFT ACH Payment Policy

Finance Director Brunfelt has been researching programs and systems to pay our bills electronically rather than printing and mailing checks. Civic Systems, our current system vendor, offers this feature as an add-on and provided us with a quote (attached.) Between the labor, checks, postage, and envelopes we estimate an annual savings of about $1,500 per year. In addition, our payments will reach vendors in a timely manner. Currently, it can take up to two weeks for checks to reach certain vendors which sometimes results in late fees.

The State of Minnesota has specific language in statutes regarding EFT banking and the Minnesota State Auditor and League of Minnesota Cities have issued guidance on the process. This is not an auto-pay system, the process of approval and paying will be that same. The electronic payment file will be initiated after council approval of bills and the council will receive the same reports in the council packet.

CITY OF PROCTOR
ELECTRONIC FUNDS AND WIRE TRANSFERS POLICY

I. PURPOSE

The purpose of this policy is to ensure the proper usage of electronic funds and wire transfers. The City of Proctor funds, incoming and outgoing, may be processed by electronic wire transfer where deemed prudent and the most efficient method of payment or receipt.

II. GENERAL STATEMENT OF POLICY

To ensure that the usage of electronic funds and wire transfers is done in accordance with MN Statute 471.38, current industry standards, and recommendations made by the Office of the State Auditor.

III. DEFINITIONS

Electronic Funds, Wire Transfers, ACH - Any transfer of funds that is initiated by electronic means. This is inclusive of transfers between institutions. Transfers may include but are not limited to check, credit cards, debit cards, all forms of electronic or wire transfers.

IV. ELECTRONIC FUNDS AND WIRE TRANSFERS APPROVAL AND PROCEDURES

A. The City Council of Proctor shall annually by Resolution, authorize the Finance Director to make electronic funds and wire transfers, that the City of Proctor utilizes.

B. The City of Proctor shall require any disbursing bank to keep a certified copy of delegation of authority.

C. The disbursing bank and City of Proctor must identify the initiator of each electronic transfer.

D. Written confirmation of each electronic funds and wire transfers shall be available within one business day of each transaction.

E. A list of all electronic funds and wire transfers shall be submitted to the City Council of Proctor at regular city council meeting before the transfers and these transactions are subject to the same approval requirements as any paper transactions.

Adopted this 6th day of June, 2022

_____ ATTEST: _____

Chad Ward, Mayor Jess Rich, Administrator

Electronic Funds Transfers

To pay vendor claims, many local government entities may use electronic funds transfers instead of checks. Electronic funds transfers may also be used to purchase and sell investments.

While these transactions are convenient, they present unique opportunities for fraud. As a result, state law requires local units of government to adopt certain policies and procedures before electronic funds transfers are made. The law now specifically requires counties, local social service agencies, school districts, towns, park districts, and home rule charter cities of the second, third or fourth class to have all of the following policy controls in place before using electronic funds transfers:

- On an annual basis, the governing body must delegate to a designated business administrator the authority to make electronic funds transfers;
- The disbursing bank must keep on file a certified copy of the delegation of authority;
- The person initiating the electronic transfer must be identified;
- The person initiating the electronic transfer must document the request and obtain approval from the designated business administrator before initiating the transfer;
- Written confirmation of the transaction must be made within one business day after the transaction; and
- A list with all transactions made by electronic funds transfer must be submitted to the governing body at its next regular meeting.

These requirements are mandatory for the local government entities listed above, and they provide guidance for other units of government when drafting their policies and procedures.

Statutes governing electronic funds transfers include 471.38 (counties, local social service agencies, school districts, towns, park districts, and home rule charter cities of the second, third or fourth class) and 471.381 (cities, towns, and counties).

Date this Avoiding Pitfall was most recently published: 04/17/2020

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Fax (651) 296 - 4755
TDD (800) 627 - 3529

525 Park Street, Suite 500
St. Paul, Minnesota 55103

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471.38 CLAIMS.

Subdivision 1. **Itemization; declaration.** Except as provided in subdivision 2, if an account, claim, or demand against a local government for any property or services can be itemized in the ordinary course of business, the board or officer authorized by law to audit and allow claims shall not audit or allow the claim until the person claiming payment, or the person's agent, provides to the board or officer an itemized list in writing or in an electronic transaction record. By making the claim for payment, the person making the claim is declaring that the account, claim, or demand is just and correct and that no part of it has been paid. The board or officer may in its discretion allow a claim prepared by the clerk or secretary of the board or officer prior to the declaration by the claimant if the declaration is made on the check or order-check by which the claim is paid, as provided in section 471.391, subdivision 2. For the purposes of this section, "local government" means any county, local social services agency, school district, town, or home rule charter city of the second, third, or fourth class, or any park district.

Subd. 2. **Application.** The provisions of this section do not apply to any claim or demand for an annual salary or fees of jurors or witnesses, fixed by law, nor to the salary or wages of any employee whose salary or wages have been fixed on an hourly, daily, weekly or monthly basis, by the governing board of the municipality, and which is now authorized by law to be paid on a payroll basis.

Subd. 3. **Electronic funds transfer.** Electronic funds transfer is the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments. A local government may make an electronic funds transfer for the following:

(1) for a claim for a payment from an imprest payroll bank account or investment of excess money;

(2) for a payment of tax or aid anticipation certificates;

(3) for a payment of contributions to pension or retirement fund;

(4) for vendor payments; and

(5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

Subd. 3a. **Eligibility.** The authorization in subdivision 3 extends only to a local government that has enacted all of the following policy controls:

(a) the governing body shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee;

(b) the disbursing bank shall keep on file a certified copy of the delegation of authority;

(c) the initiator of the electronic transfer shall be identified;

(d) the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer as required by internal control policies;

(e) a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction;

(f) a list of all transactions made by electronic funds transfer shall be submitted to the governing body at its next regular meeting after the transaction.

History: *(766) RL s 438; 1949 c 416 s 1; 1951 c 350 s 1; 1953 c 50 s 1; 1955 c 312 s 1; 1959 c 56 s 1; 1961 c 5 s 1; 1976 c 44 s 68; 1979 c 334 art 6 s 25; 1986 c 444; 1989 c 329 art 9 s 29; 1994 c 631 s 31; 2001 c 13 s 1; 2017 c 52 s 1*

General Bills

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 = 06/06/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
1ST AYD CORPORATION				
PS1530525	SAFETY ITEMS	05/04/2022	111.06	100-30-300-2224 Street Maintenance M
Total 1ST AYD CORPORATION:			111.06	
AIRFIBER				
29434	INTERNET SERVICE - 5 STATIC IPS	06/01/2022	121.35	100-10-120-3009 Computer Services
Total AIRFIBER:			121.35	
BRAY&REED				
1827	CITY OF PROCTOR GENERAL	05/19/2022	1,700.00	100-10-160-3004 Legal Fees
Total BRAY&REED:			1,700.00	
CENTURYLINK				
2186281707	ALARM SYSTEM - WESTGATE LIFT STATION	05/10/2022	42.06	500-50-510-3021 Telephone
2186282630	ALARM SYSTEM - ALMAC LIFT STATION	05/10/2022	42.06	500-50-510-3021 Telephone
5-10-22	TELEPHONE - FIRE HALL	05/25/2022	96.46	100-20-220-3021 Telephone
Total CENTURYLINK :			180.58	
CINTAS				
4119323586	STREET DEPT COVERALLS	05/13/2022	25.80	100-30-300-2217 Clothing
4119323586	RUGS AND MATS	05/13/2022	107.19	100-20-250-3000 Professional Services
4120004494	STREET DEPT COVERALLS	05/20/2022	25.80	100-30-300-2217 Clothing
4120004494	RUGS AND MATS	05/20/2022	107.19	100-20-250-3000 Professional Services
4120716458	STREET DEPT COVERALLS	05/27/2022	17.10	100-30-300-2217 Clothing
4120716458	RUGS AND MATS	05/27/2022	130.90	100-20-250-3000 Professional Services
Total CINTAS :			413.98	
COMPUDYNE INC				
411609	OFFICE 365	05/06/2022	286.00	100-10-120-3009 Computer Services
411915	MONTHLY BILLING	05/06/2022	2,991.98	100-10-120-3009 Computer Services
415674	OFFICE 365	05/31/2022	286.00	100-10-120-3009 Computer Services
Total COMPUDYNE INC:			3,563.98	
CW TECHNOLOGY				
CW75113	AGREEMENT MITEL PHONE SUPPORT	06/01/2022	230.00	100-10-120-3021 Telephone
Total CW TECHNOLOGY :			230.00	
DMSTOKKE, INC				
5309	FIRE DEPT OPEN HOUSE	05/04/2022	176.99	100-10-110-3093 Contigency Fund
Total DMSTOKKE, INC:			176.99	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ESSENTIA HEALTH				
04182022	DRUG TESTING FEE - BOYSEN	04/18/2022	30.00	100-30-300-3005 Medical & Dental Fees
Total ESSENTIA HEALTH :			30.00	
FLASHING THUNDER FIREWORKS INC				
PHHD-2022	HOGHEAD FIREWORKS	05/27/2022	1,000.00	100-10-110-3093 Contigency Fund
Total FLASHING THUNDER FIREWORKS INC:			1,000.00	
GOPHER STATE ONE-CALL, INC				
2020686	11 FTP TICKETS	02/28/2022	14.85	500-50-510-3000 Professional Services
Total GOPHER STATE ONE-CALL, INC :			14.85	
GRANDMA S MARATHON-DULUTH INC				
2022	TOURISM SPONSORSHIP	05/16/2022	2,500.00	100-15-115-3040 Advertising
Total GRANDMA S MARATHON-DULUTH INC:			2,500.00	
GRAYBAR ELECTRIC CO				
9326728673	LIGHTS FOR FLAG AT GOLF COURSE	05/03/2022	286.31	550-55-550-4430 Miscellaneous
Total GRAYBAR ELECTRIC CO :			286.31	
GREAT AMERICA FINANCIAL SERVIC				
31758775	KONICA MINOLTA BIZHUB COPIER AGREEMENT	06/01/2022	200.04	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVIC:			200.04	
GREAT LAKES PIPE SERVICES, INC				
22035	EMERGENCY JET-VAC, FIRE HALL AREA	05/20/2022	1,635.00	500-50-510-3015 Contractor
Total GREAT LAKES PIPE SERVICES, INC:			1,635.00	
HARTELS/DBJ DISPOSAL COMPANY				
615999	TRASH REMOVAL SERVICES - CITY OF PROCTOR	05/25/2022	319.95	100-10-130-3084 Refuse Disposal
615999	REFUSE DISPOSAL - FIRE HALL RECYCLE PICKUP	05/25/2022	25.00	100-20-220-3084 Refuse Disposal
615999	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	05/25/2022	182.15	100-30-300-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY :			527.10	
HUNT ELECTRIC CORPORATION				
335577	INSTALL TWO WAY RADIO IN NEW STREET PICK UP	05/05/2022	570.00	100-30-300-2220 Supplies - Repair & M
Total HUNT ELECTRIC CORPORATION:			570.00	
JOHNSON CONTROLS				
1-11790755672	SERVICE CALL - CHILLER GLYCOL ADDITION	05/23/2022	557.76	100-10-130-4400 Repairs & Maintenanc
Total JOHNSON CONTROLS :			557.76	
KLATTE GOLF MANAGEMENT LLC				
032722	LIGHTING AND SECURITY SYSTEM REPAIRS	05/23/2022	443.19	550-55-550-4430 Miscellaneous
Total KLATTE GOLF MANAGEMENT LLC:			443.19	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
MACQUEEN EMERGENCY				
W0374	TENDER 4 INSPECTION	05/26/2022	335.99	100-20-220-4400 Repairs & Maintenanc
W04372	E1 INSPECTION / PUMP TEST	05/26/2022	909.84	100-20-220-4400 Repairs & Maintenanc
W04399	E2 INSPECTION	05/26/2022	371.39	100-20-220-4400 Repairs & Maintenanc
Total MACQUEEN EMERGENCY:			1,617.22	
MINNEAPOLIS OXYGEN COMPANY				
01506647	LEASE FOR WELDING CYLINDER	04/30/2022	39.00	100-30-300-2220 Supplies - Repair & M
Total MINNEAPOLIS OXYGEN COMPANY :			39.00	
MINNESOTA ENERGY RESOURCES				
0502214174-0	052214174-00001 GAS BILL STREET GARAGE	09/03/2025	670.25	100-30-300-3080 Utilities
0503508588-0	0503508588-00001 CITY HALL	05/12/2022	17.03	100-10-130-3080 Utilities
0504812808-0	GAS UTILITIES - FIRE DEPT	05/12/2022	48.89	100-00-000-2020 Accounts Payable
Total MINNESOTA ENERGY RESOURCES :			736.17	
OREILLY AUTO PARTS				
3290-234111	BRAKE PADS FOR GMC 2500	05/25/2022	69.26	100-30-300-2220 Supplies - Repair & M
Total OREILLY AUTO PARTS :			69.26	
PROCTOR BUILDERS				
252947	50' MANLIFT RENTAL	05/17/2022	190.00	100-10-130-4400 Repairs & Maintenanc
Total PROCTOR BUILDERS :			190.00	
PROCTOR JOURNAL				
36011	PAPER ORDER	05/19/2022	637.50	100-10-120-2205 Office Supplies
36025	MEMORIAL DAY AD	05/25/2022	117.70	100-10-110-3052 General Notices & Pub
36026	CITY COUNCIL MEETING MINUTES 4.18.22, 5.2.22	05/25/2022	249.32	100-10-110-3052 General Notices & Pub
36029	MEMORIAL DAY CLOSING NOTICE	05/25/2022	22.50	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL :			1,027.02	
QUADIENT				
05182022	POSTAGE	05/18/2022	2.91	100-10-120-3022 Postage
Total QUADIENT :			2.91	
RICK S STUMP REMOVAL				
4944	STUMP REMOVAL	05/09/2022	182.60	100-30-300-3015 Contractor
Total RICK S STUMP REMOVAL:			182.60	
SEH				
426045	161800 2ND STREET RECONSTRUCTION	05/13/2022	751.28	300-30-330-3003 Engineering Fees
426048	166073 2022-2024 CITY ENGINEERING	05/13/2022	927.28	100-10-110-3003 Engineering Fees
426048	166073 SAND & SALT SHED	05/13/2022	12,308.28	300-30-330-3003 Engineering Fees
426048	166073 MS4	05/13/2022	6,497.50	300-30-330-3003 Engineering Fees
Total SEH :			20,484.34	
SHRED N GO INC				
134795	SHREDDING SERVICES	05/14/2022	74.08	100-10-120-3000 Professional Services

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total SHRED N GO INC :			74.08	
TEAMLAB				
INV0030516	SEWER PAINT, SHOP SUPPLIES	05/20/2022	442.54	500-50-510-2220 Supplies - Repair & M
Total TEAMLAB :			442.54	
THOMSON REUTERS-WEST				
846315303	POLICE DEPT INVESTIGATIVE SUITE DETAIL OF CHARGES	05/01/2022	126.45	100-20-210-4433 Dues & Subscriptions
Total THOMSON REUTERS-WEST :			126.45	
TROYS SERVICE				
59625	2016 DODGE DURANGO	05/23/2022	536.41	100-20-210-4400 Repairs & Maintenanc
59692	2017 FORD EXPLORER	05/26/2022	257.79	100-20-210-4400 Repairs & Maintenanc
Total TROYS SERVICE :			794.20	
TWIN PORTS PAYER & SUPPLY, INC				
518978	CLEANING SUPPLIES	05/05/2022	63.29	100-10-130-2211 Cleaning Supplies
Total TWIN PORTS PAYER & SUPPLY, INC:			63.29	
US BANK VOYAGER				
05082022	FUEL	05/08/2022	1,275.33	100-20-210-2212 Fuels & Lubricants
Total US BANK VOYAGER:			1,275.33	
VIKING INDUSTRIAL CENTER				
3241509	SAFETY SUPPLIES PARK WORKERS	05/18/2022	48.93	100-40-410-2210 Operating Supplies
Total VIKING INDUSTRIAL CENTER :			48.93	
W.L.S.S.D.				
051522PROD	1ST HALF DISTRICT WIDE ALLOCATION	05/15/2022	3,579.00	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D. :			3,579.00	
WIPFLI				
2047428	PROGRESSS BILLING ON AUDIT 2021	05/15/2022	15,000.00	100-10-110-3001 Auditing & Accounting
Total WIPFLI :			15,000.00	
Grand Totals:			60,014.53	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title

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 = 06/06/2022

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

Check Issue Date	Check Number	Payee	Amount
06/06/2022	41315	1ST AYD CORPORATION	111.06
06/06/2022	41316	AIRFIBER	121.35
06/06/2022	41317	AMERICAN BOTTLING COMPANY	157.60
06/06/2022	41318	ARTISAN BEER COMPANY	253.75
06/06/2022	41319	BRAY&REED	1,700.00
06/06/2022	41320	CENTURYLINK	180.58
06/06/2022	41321	CINTAS	589.61
06/06/2022	41322	CW TECHNOLOGY	230.00
06/06/2022	41323	DMSTOKKE, INC	176.99
06/06/2022	41324	ESSENTIA HEALTH	30.00
06/06/2022	41325	FLASHING THUNDER FIREWORKS INC	1,000.00
06/06/2022	41326	GOPHER STATE ONE-CALL, INC	14.85
06/06/2022	41327	GRANDMA S MARATHON-DULUTH INC	2,500.00
06/06/2022	41328	GRAYBAR ELECTRIC CO	286.31
06/06/2022	41329	GREAT AMERICA FINANCIAL SERVIC	200.04
06/06/2022	41330	GREAT LAKES PIPE SERVICES, INC	1,635.00
06/06/2022	41331	HARTELS/DBJ DISPOSAL COMPANY	695.03
06/06/2022	41332	HUNT ELECTRIC CORPORATION	570.00
06/06/2022	41333	INTEGRIS	3,563.98
06/06/2022	41334	JOHNSON CONTROLS	557.76
06/06/2022	41335	KLATTE GOLF MANAGEMENT LLC	443.19
06/06/2022	41336	MACQUEEN EMERGENCY	1,617.22
06/06/2022	41337	MICHAUD DISTRIBUTING COMPANY	402.60
06/06/2022	41338	MINNEAPOLIS OXYGEN COMPANY	39.00
06/06/2022	41339	MINNESOTA ENERGY RESOURCES	736.17
06/06/2022	41340	MOOSE LAKE BREWING	90.00
06/06/2022	41341	OREILLY AUTO PARTS	69.26
06/06/2022	41342	PROCTOR BUILDERS	190.00
06/06/2022	41343	PROCTOR JOURNAL	1,118.98
06/06/2022	41344	QUADIENT	2.91
06/06/2022	41345	RICK S STUMP REMOVAL	182.60
06/06/2022	41346	SEH	20,484.34
06/06/2022	41347	SHRED N GO INC	74.08
06/06/2022	41348	SOUTHERN WINE & SPIRITS	229.74
06/06/2022	41349	SUPERIOR BEVERAGE (MN)	4,694.55
06/06/2022	41350	TEAMLAB	442.54
06/06/2022	41351	THOMSON REUTERS-WEST	126.45
06/06/2022	41352	TROYS SERVICE	794.20
06/06/2022	41353	TWIN PORTS PAYER & SUPPLY, INC	63.29
06/06/2022	41354	US BANK VOYAGER	1,275.33
06/06/2022	41355	VIKING INDUSTRIAL CENTER	48.93
06/06/2022	41356	W.L.S.S.D.	3,579.00
06/06/2022	41357	WIPFLI	15,000.00
Grand Totals:			66,278.29

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-00-000-2020	48.89	33,972.46-	33,923.57-
100-10-110-3001	15,000.00	.00	15,000.00
100-10-110-3003	927.28	.00	927.28
100-10-110-3052	389.52	.00	389.52
100-10-110-3093	1,176.99	.00	1,176.99
100-10-120-2205	637.50	.00	637.50
100-10-120-3000	74.08	.00	74.08
100-10-120-3009	3,685.33	.00	3,685.33
100-10-120-3021	230.00	.00	230.00
100-10-120-3022	2.91	.00	2.91
100-10-120-4400	200.04	.00	200.04
100-10-130-2211	63.29	.00	63.29
100-10-130-3080	17.03	.00	17.03
100-10-130-3084	319.95	.00	319.95
100-10-130-4400	747.76	.00	747.76
100-10-160-3004	1,700.00	.00	1,700.00
100-15-115-3040	2,500.00	.00	2,500.00
100-20-210-2212	1,275.33	.00	1,275.33
100-20-210-4400	794.20	.00	794.20
100-20-210-4433	126.45	.00	126.45
100-20-220-3021	96.46	.00	96.46
100-20-220-3084	25.00	.00	25.00
100-20-220-4400	1,617.22	.00	1,617.22
100-20-250-3000	345.28	.00	345.28
100-30-300-2217	68.70	.00	68.70
100-30-300-2220	678.26	.00	678.26
100-30-300-2224	111.06	.00	111.06
100-30-300-3005	30.00	.00	30.00
100-30-300-3015	182.60	.00	182.60
100-30-300-3080	670.25	.00	670.25
100-30-300-3084	182.15	.00	182.15
100-40-410-2210	48.93	.00	48.93
300-00-000-2020	.00	19,557.06-	19,557.06-
300-30-330-3003	19,557.06	.00	19,557.06
500-00-000-2020	.00	5,755.51-	5,755.51-
500-50-510-2220	442.54	.00	442.54
500-50-510-3000	14.85	.00	14.85
500-50-510-3015	1,635.00	.00	1,635.00
500-50-510-3021	84.12	.00	84.12
500-50-510-3085	3,579.00	.00	3,579.00
550-00-000-2020	.00	729.50-	729.50-
550-55-550-4430	729.50	.00	729.50
600-00-000-2020	401.30	6,665.06-	6,263.76-
600-60-600-2210	175.63	.00	175.63
600-60-600-2251	229.40	.00	229.40
600-60-600-2252	5,842.20	401.30-	5,440.90
600-60-600-2254	157.60	.00	157.60
600-60-600-2258	10.16	.00	10.16
600-60-600-3033	.34	.00	.34
600-60-600-3040	81.80	.00	81.80
600-60-600-3084	167.93	.00	167.93

GL Account	Debit	Credit	Proof
Grand Totals:	67,080.89	67,080.89-	.00

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

Liquor Bills

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 = 05/26/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title	
ADT SECURITY SERVICES					
6-1-22	ADT SECURITY MONITORING	05/13/2022	73.32	600-60-600-4443	Security Systems
Total ADT SECURITY SERVICES:			73.32		
AMERICAN BOTTLING COMPANY					
3314803535	SODA	05/16/2022	85.40	600-60-600-2254	Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			85.40		
ARTISAN BEER COMPANY					
3535659	BEER	05/13/2022	288.06	600-60-600-2252	Beer Purchases
Total ARTISAN BEER COMPANY:			288.06		
BELLBOY CORPORATION					
0093129800	LIQUOR	01/05/2022	86.53-	600-60-600-2251	Liquor Purchases
0094936000	LIQUOR	05/19/2022	465.50	600-60-600-2251	Liquor Purchases
0094936000	DELIVERY	05/19/2022	7.50	600-60-600-3033	Freight & Express
Total BELLBOY CORPORATION :			386.47		
BERNICK S PEPSI					
831766	BEER	05/16/2022	1,624.00	600-60-600-2252	Beer Purchases
831995	SODA	05/18/2022	16.53	600-60-600-2254	Soft Drinks & Mix
831996	BEER	05/18/2022	6,334.95	600-60-600-2252	Beer Purchases
833067	BEER	05/25/2022	6,427.45	600-60-600-2252	Beer Purchases
Total BERNICK S PEPSI :			14,402.93		
BREAKTHRU BEVERAGE					
344179955	LIQUOR	05/19/2022	679.51	600-60-600-2251	Liquor Purchases
344179955	SERVICE FEE	05/19/2022	13.33	600-60-600-3033	Freight & Express
344266921	LIQUOR	05/25/2022	891.37	600-60-600-2251	Liquor Purchases
344266921	SERVICE FEE	05/25/2022	9.55	600-60-600-3033	Freight & Express
Total BREAKTHRU BEVERAGE:			1,593.76		
COCA COLA BOTTLING CO					
2854233	SODA	05/26/2022	253.20	600-60-600-2254	Soft Drinks & Mix
Total COCA COLA BOTTLING CO :			253.20		
JOHNSON BROTHERS INC					
199682	WINE	04/29/2022	66.10-	600-60-600-2253	Wine Purchases
2049337	MIX	05/11/2022	37.00	600-60-600-2254	Soft Drinks & Mix
2049337	DELIVERY CHARGE	05/11/2022	2.10	600-60-600-3033	Freight & Express
2054140	DELIVERY CHARGE	05/18/2022	3.59	600-60-600-3033	Freight & Express
2054140	LIQUOR	05/18/2022	358.34	600-60-600-2251	Liquor Purchases
2054141	DELIVERY CHARGE	05/18/2022	13.31	600-60-600-3033	Freight & Express

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
2054141	WINE	05/18/2022	464.35	600-60-600-2253 Wine Purchases
2058974	DELIVERY CHARGE	05/25/2022	61.99	600-60-600-3033 Freight & Express
2058974	LIQUOR	05/25/2022	2,533.40	600-60-600-2251 Liquor Purchases
2058975	WINE	05/25/2022	315.65	600-60-600-2253 Wine Purchases
2058975	DELIVERY CHARGE	05/25/2022	16.80	600-60-600-3033 Freight & Express
Total JOHNSON BROTHERS INC :			3,740.43	
MICHAUD DISTRIBUTING COMPANY				
367034	BEER	05/16/2022	672.45	600-60-600-2252 Beer Purchases
367034	FUEL SURCHARGE	05/16/2022	3.00	600-60-600-3033 Freight & Express
367217	BEER	05/23/2022	630.85	600-60-600-2252 Beer Purchases
367217	FUEL SURCHARGE	05/23/2022	3.00	600-60-600-3033 Freight & Express
Total MICHAUD DISTRIBUTING COMPANY :			1,309.30	
MINNESOTA ENERGY RESOURCES				
0502591202-0	0502591202-00001 MOUNTAIN SPIRITS GAS SERVICE	05/10/2022	88.09	600-60-600-3080 Utilities
Total MINNESOTA ENERGY RESOURCES :			88.09	
MOOSE LAKE BREWING				
20-018	BEER	05/19/2022	150.00	600-60-600-2252 Beer Purchases
Total MOOSE LAKE BREWING :			150.00	
PHILLIPS WINE & SPIRITS CO.				
6397913	DELIVERY	05/18/2022	16.49	600-60-600-3033 Freight & Express
6397913	LIQUOR	05/18/2022	985.39	600-60-600-2251 Liquor Purchases
6397914	DELIVERY	05/18/2022	14.71	600-60-600-3033 Freight & Express
6397914	WINE	05/18/2022	349.25	600-60-600-2253 Wine Purchases
6401667	DELIVERY	05/25/2022	49.29	600-60-600-3033 Freight & Express
6401667	LIQUOR	05/25/2022	2,925.18	600-60-600-2251 Liquor Purchases
6401668	WINE	05/25/2022	115.75	600-60-600-2253 Wine Purchases
6401668	DELIVERY	05/25/2022	4.20	600-60-600-3033 Freight & Express
6401669	DELIVERY	05/25/2022	4.20	600-60-600-3033 Freight & Express
Total PHILLIPS WINE & SPIRITS CO. :			4,464.46	
RADIO ACCOUNTING SERVICE				
webcs0324	ADVERTISEMENTS	04/27/2022	285.00	600-60-600-3040 Advertising
Total RADIO ACCOUNTING SERVICE:			285.00	
RED BULL				
2002606896	RED BULL	05/23/2022	242.00	600-60-600-2254 Soft Drinks & Mix
Total RED BULL :			242.00	
SOUTHERN WINE & SPIRITS				
2211560	DELIVERY	05/13/2022	23.91	600-60-600-3033 Freight & Express
2211560	LIQUOR	05/13/2022	1,162.02	600-60-600-2251 Liquor Purchases
2214177	DELIVERY	05/19/2022	23.91	600-60-600-3033 Freight & Express
2214177	LIQUOR	05/19/2022	1,262.55	600-60-600-2251 Liquor Purchases
2214563	DELIVERY	05/23/2022	6.15	600-60-600-3033 Freight & Express
2214563	LIQUOR	05/23/2022	158.40	600-60-600-2251 Liquor Purchases
2216596	DELIVERY	05/26/2022	56.63	600-60-600-3033 Freight & Express

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
2216596	LIQUOR	05/26/2022	2,809.97	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			5,503.54	
SUPERIOR BEVERAGE (MN)				
20018999	SHIPPING	05/13/2022	3.00	600-60-600-3033 Freight & Express
20018999	BEER	05/13/2022	867.80	600-60-600-2252 Beer Purchases
20019134	BEER	05/17/2022	2,635.65	600-60-600-2252 Beer Purchases
20019410	BEER	05/20/2022	428.95	600-60-600-2252 Beer Purchases
20019530	BEER	05/24/2022	1,676.50	600-60-600-2252 Beer Purchases
20019530	FREIGHT	05/24/2022	4.00	600-60-600-3033 Freight & Express
Total SUPERIOR BEVERAGE (MN) :			5,615.90	
VINOCOPIA				
0304967-in	DELIVERY	05/25/2022	14.00	600-60-600-3033 Freight & Express
0304967-in	LIQUOR	05/25/2022	892.50	600-60-600-2251 Liquor Purchases
Total VINOCOPIA :			906.50	
Grand Totals:			39,388.36	

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 = 05/26/2022

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (3 Characters) = "600"
[Report].Date Paid = 06/06/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AMERICAN BOTTLING COMPANY				
3314715713	SODA	05/27/2022	157.60	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			157.60	
ARTISAN BEER COMPANY				
3538340	BEER	05/27/2022	253.75	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			253.75	
CINTAS				
4120555020	MATS	05/26/2022	175.63	600-60-600-2210 Operating Supplies
Total CINTAS :			175.63	
HARTELS/DBJ DISPOSAL COMPANY				
615999	MOUNTAIN SPIRITS LIQUOR	05/25/2022	167.93	600-60-600-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY :			167.93	
MICHAUD DISTRIBUTING COMPANY				
367448	BEER	05/31/2022	402.60	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY :			402.60	
MOOSE LAKE BREWING				
21-023	BEER	05/26/2022	90.00	600-60-600-2252 Beer Purchases
Total MOOSE LAKE BREWING :			90.00	
PROCTOR JOURNAL				
36024	MEMORIAL DAY AD	05/25/2022	81.80	600-60-600-3040 Advertising
36043	NEWS STAND SALES	05/25/2022	10.16	600-60-600-2258 Misc Merchandise
Total PROCTOR JOURNAL :			91.96	
SOUTHERN WINE & SPIRITS				
2217270	DELIVERY	05/31/2022	.34	600-60-600-3033 Freight & Express
2217270	LIQUOR	05/31/2022	229.40	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			229.74	
SUPERIOR BEVERAGE (MN)				
1460146	BEER	05/27/2022	35.30-	600-60-600-2252 Beer Purchases
1460147	BEER	05/27/2022	366.00-	600-60-600-2252 Beer Purchases
20019815	BEER	05/27/2022	5,095.85	600-60-600-2252 Beer Purchases
Total SUPERIOR BEVERAGE (MN) :			4,694.55	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Grand Totals:			6,263.76	

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 = 06/06/2022