

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

Tuesday July 5th, 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, June 20th, 2022
Budget Working Session from Monday, June 20th, 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. Conservation Minnesota – Spring/Summer Newsletter
- B. CN Railroad Investment Announcement
- C. Coalition of Greater MN Cities – June Newsletter

***2. COMMITTEE REPORTS**

- A. Planning & Zoning Commission Minutes – Special Meeting May 9th, 2022
- B. Payroll Report

3. CLERK ADVISES COUNCIL

- A. Fire Department YTD Call Report
- B. 2021 Financial Report and Presentation 7/18/2022
- C. 2022 Election Filing Notice 8/2/2022-8/16/2022
- D. Data Practices Annual Review
- E. Code Update
- F. Police Department – Sergeant Position
- G. Ugstad Road Annexation

4. UNFINISHED BUSINESS

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

5. NEW BUSINESS

A. Liquor Control Recommendation

B. Resolution 19-22 ROW Encroachment Agreement

C. Public Safety Committee Recommendation - Hylla 5k Event

D. Proctor Public Utilities Commission – Retirement Notification

E. SEH - Sand/Salt Bid Recommendation

F. Ordinance 03-22 Adopting 1997 Uniform Building Code, Table No. 1-A – 1st Reading

G. Ordinance 04-22 Regulating the Storage and Transportation of Deicing Material – 1st Reading

H. Ordinance 05-22 Replacing Proctor Municipal Code Chapter 152 Construction Site and Post-Construction Stormwater Management – 1st Reading

I. Ordinance 06-22 – Pet Waste – 1st Reading

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

Attorney Bray:

BILLS FOR APPROVAL

General: \$79,023.40

Liquor: \$29,781.30

TOTAL BILLS FOR APPROVAL: \$108,804.70

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for June 20th, 2022

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

Mayor Ward called the meeting to order at 6:05 pm.

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

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney John Bray, City Administrator Rich, Administrative Assistant Megan Jordan, Kent Gaidis, Ted Kiefat

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the minutes from Monday, June 6th, 2022.

At 6:08 pm, Mayor Ward suspends the regular council meeting and opens the public hearing adopting code of ordinances.

The City of Proctor

Motion to close: Rohweder, seconded by DeWall and carried 5-0 at 6:09

Council meeting resumes.

Motion by Benson, seconded by Johnson and carried 5-0 to approve the amended agenda for Monday, June 20th, 2022, moving item 5F to item 5A.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Motion by Ward, seconded by Johnson and carried 5-0 to approve the consent agenda for Monday, June 20th, 2022, pulling items *2B and *2C for discussion.

*2B:

PEDA Minutes – May 10th, 2022 clerical correction of meeting and closed session times.

*2C: Boundary Ave/9th St intersection

Councilor Benson asks for clarification and the installation of a stop sign.

***1. COMMUNICATIONS**

A. League of MN cities – fee increase

B. MN Demographic Center – Population/Household Estimates

C. St. Louis County – CWD Public Hearing Notification

***2. COMMITTEE REPORTS**

- A. Payroll Reports
- B. PEDAC Minutes – May 10th, 2022
- C. SEH Minutes – June 15th, 2022

3. CLERK ADVISES COUNCIL

- A. I-35 Steering Committee

City of Proctor has been asked to participate, and a city staff member is requested as a committee member. Administrator Rich asks for recommendation from the council to become a member of this committee.

Motion by Ward, seconded by Johnson and carried 5-0 to appoint Administrator Rich as the representative for the City of Proctor to the I-35 steering committee.

- B. Sand/Salt Shed Update – Re-bid Opening June 23rd, 2022

The Public Utilities Commission has posted a notice moved their June meeting to accommodate the new bid opening. Administrator Rich is hoping for a recommendation from SEH at the next meeting. The new proposal is asking for bid for the sand/salt facility and site prep only for the garage.

- C. MS4 Public Meeting Monday, June 27th, 2022 at 1:30

The annual public hearing will be held during the regularly scheduled Planning & Zoning Commission meeting.

- D. Welcome Sign Insurance Claim

Administrator Rich states the claim is wrapping up, and the city has received a payment in the amount of \$3500 towards repairs and/or replacement of the sign and she is hopeful for the replacement of the sign by the end of summer.

4. UNFINISHED BUSINESS

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

5. NEW BUSINESS

- F. Kathy Resberg, CEO representing the Irving Community Club, is present to answer questions in relation to the grant donation for the Playground for EveryBody.

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve resolution 18-22 as submitted, accepting a grant in the amount of \$5000.00 from the Irving Community Club.

- 5A. Facilities Management Agreement

Motion by Johnson, seconded by Ward, and carried 5-0 to accept the facilities management agreement with Lakehead Racing Association as submitted.

5B. Ordinance 02-22

Motion by Ward, seconded by Johnson and carried 5-0 to approve Ordinance 02-22 Adopting Code of Ordinances as submitted.

5C. Police Civil Service Commission Recommendations

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the hiring of Jeremy Lemasters as a lateral hire for the position of police officer for the Proctor Police Department.

Chief Gaidis states the police department currently has two officers out on medical leave and adds the Police Civil Service Commission is requesting to post an internal Interim Sergeant position to serve for 120 days, this posting will close on Wednesday at 3:00 pm.

Gaidis adds negotiations with the school for an updated SRO contract have been initiated, with no response received as of the meeting date.

5D. Resolution 16-22 Appointment of Election Officials and Judges

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve resolution 16-22 appointing election judges as submitted, with Administrator Rich expressing gratefulness to all judges for volunteering their time.

5E. Resolution 17-22 Grant Acceptance for Resuscitation Medicine Equipment

Motion by Benson, seconded by Ward and carried 5-0 to approve resolution 17-22 as submitted, accepting AED equipment for the police department in the amount of \$16, 480.00.

5G. Proclamation: 01-22 Rail Safety Week

Motion by Rohweder, seconded by Ward and carried 5-0 to approve Proclamation 01-22 declaring September 19th – 25th as Rail Safety Week.

5H. Training

Item requested to be removed from the agenda.

5I. Contract Negotiations

Item requested to be removed from the agenda.

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

A. Economic Development

Motion by Johnson, seconded by Ward and carried 5-0 to suspend the regular city council meeting and open a closed session under MN §13d.05, subd. 3 (C) for economic development and the purchase or sale of real estate as added by the city attorney at 6:30 pm.

Motion by DeWall, seconded by Rohweder and carried 5-0 to resume the regular city council meeting at 6:02 pm.

Motion by DeWall, seconded by Ward and carried 5-0 to direct Administrator Rich to continue conversations with the developer as discussed during the closed session.

MEMBER CONCERNS

Benson: Gives an update on legislative action at the state level and options regarding sales and use tax for the City of Proctor.

DeWall: None

Johnson: Extends gratitude to Councilor Benson and volunteers for the Memorial Day Event held at City Hall.

Rohweder: Requests an updated status of the annexation of the dump site at Ugstad. Administrator Rich is continuing to follow up on legal description and MN Department of Transportation.

Mayor Ward: Tuesday, July 5th, 2022 will be the next council meeting due to Independence Day. Reminder of the WLSSD meeting on June 29th at 1:00 pm, LMC conference starts Wednesday in Duluth. Extends gratitude and appreciation to the Memorial Day service volunteers.

Attorney Bray: None

Administrator Rich: None

BILLS FOR APPROVAL

General: \$60,014.53

Liquor: \$45,652.12

TOTAL BILLS FOR APPROVAL: \$105,666.65

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

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn the meeting at 7:07 pm.

Chad Ward
Mayor

Jess Rich
City Administrator

MINUTES OF THE PROCTOR CITY COUNCIL BUDGET WORKING SESSION for June 20th, 2022.

Mayor Ward called the meeting to order at 5:00 pm.

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

MEMBERS ABSENT: None

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

Finance Director Brunfelt presents the upcoming changes to the budget process, including the new section that will be added to property tax statements. Because of these changes, she has suggested reworking the budget process and presents a timeline to ensure new deadlines are met. She is asking direction from council to establish/discuss their goals prior to speaking with department heads.

Brunfelt adds two of the biggest factors when determining the 2023 budget are contract negotiations and inflationary pressures. With salaries being the largest portion of the budget, this might pose a possible dip into reserves vs relying solely on increasing the levy. Discussion follows with proposed percentage increases for both wages in relation to inflation, along with a lengthier discussion pertaining to the amount the city has in reserves. Overall, council feels the city has done a good job with increasing the amount in reserves over the last few years, noting this in particular to be in a good position for bonding when going out to bid for upcoming projects. Consensus is to continue to work toward keeping the existing reserve percentage of 40-42%, which is in the acceptable range of 35-50%.

Discussion follows with council suggesting an initial increase of 3% for the levy, 3% increase for salaries, additional capital needs, and a stormwater fee implementation. Discussion among members agree with the new deadline of September 30th, the preliminary budget needs to be completed by August 15th. Other priorities council members add for the 2023 budget are sidewalk repairs/replacements at \$50,000, a possibly EDA levy, fairground feasibility study at \$25,000, and including \$50,000 for parks. One area particularly discussed for improvements is the blacktop park on 3rd St.

Other topics discussed include:

Facility maintenance –previously budgeted \$100,000.00 a year for routine maintenance. Council suggests leaving an annual amount included in the 2023 budget. Along with budgeting \$10,000 for the Beautification Committee.

Revenue Sources:

SRO contract – increase from school district

Midway Township fire agreement per capita/per household amount

Building Permit/Fee scheduled increase

Budget working session is suspended at 6:02 pm, with another session scheduled to be determined.

Budget working session suspended at 6:02 pm.

THE MULTIPLYING IMPACT

The science on climate change is clear: we must electrify as much as we can while making sure the electricity running through our grid is clean and reliable. As Minnesota's electrification speeds up, communities

Momentum Toward 100% Clean Energy



Minnesota's Public Utilities Commission (PUC) and our electric utilities are taking tremendous strides to produce more and more of our electricity from renewable and carbon-free sources. Today, **Minnesota is on track to get more than 75% of its electricity from carbon-free sources by 2030.** This is a great accomplishment when considering that our Renewable Energy Standard (RES), passed in 2007, required us to reach just 25% renewable energy by 2025!

Clean energy production will continue to rise as the PUC—which oversees and regulates the decisions of energy companies—considers new plans from Minnesota Power, Otter Tail Power, and Great River Energy over the next 18 months. And Governor Walz is leading with a coalition of midwestern governors to modernize our electric grid—from Minnesota to Louisiana—to achieve over 80% clean electricity across the region by 2040. Examples include:



- **Xcel Energy will achieve at least 86% carbon-free electricity by 2030** and more than double the amount of wind and solar in Minnesota in just four years.
- **Great River Energy**, which provides electricity to most of our rural electric cooperatives, **will deliver 69% carbon-free energy by 2025.**
- **By the early 2030s, all Minnesota coal plants will be closed.** As recently as 2011, burning coal provided over 50% of our electricity.

OF CLEAN ENERGY

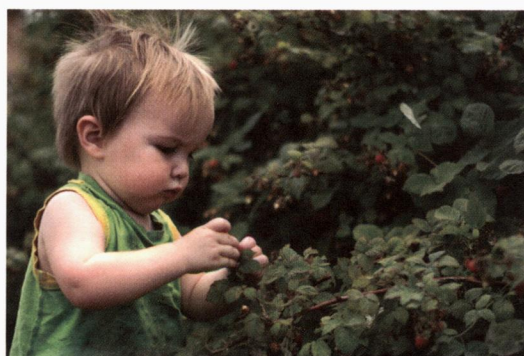
will see the economic and job benefits of our energy transition. Decisions made by utilities, the governor, the Public Utilities Commission (PUC), and the state Legislature are having a large collective impact.



Powering More With Clean Electricity

As the electric grid is powered by an abundance of clean energy, we can electrify more. This helps us move away from fossil fuels and drive down carbon emissions in other sectors of our economy. Some Minnesota advancements include:

- The Energy Conservation & Optimization (ECO) Act of 2021, a nation-leading policy for utilities to provide incentives for customers to **switch to efficient and low carbon electricity to power their vehicles, home heating systems, and appliances.**
- The Natural Gas Innovation Act creates a first-in-the-nation planning process for utilities to **decarbonize the natural gas sector through greater energy efficiency**, switching to clean electricity, and producing renewable natural gas.
- Clean Cars Minnesota, enacted by the Walz administration, made Minnesota the 14th state and first in the Midwest to reduce pollution and **expand the number of available electric vehicles.**
- Establishment of **electric vehicle programs and charging infrastructure** by all of Minnesota's regulated utilities, ordered by the PUC.





Innovation & Economic Growth

The changing energy economy continues to support more family-sustaining jobs across the state of Minnesota. Today **the clean energy industry employs over 55,300 people, and nearly 40% of those jobs are in Greater Minnesota.** As the electrification revolution continues, Minnesotans will see more economic growth and job opportunities emerge.

For instance, **we can create even more jobs by leading on carbon reductions in transportation and farming** with a new Clean Fuels policy. Additionally, state researchers are already developing clean fertilizers produced using renewable energy instead of fossil fuels to reduce emissions. Minnesota farmers currently spend \$1 billion a year on fertilizers produced out of state, making this a potentially large new product market.



FROM THE EXECUTIVE DIRECTOR

MINNESOTA'S CLIMATE SUCCESS STORY

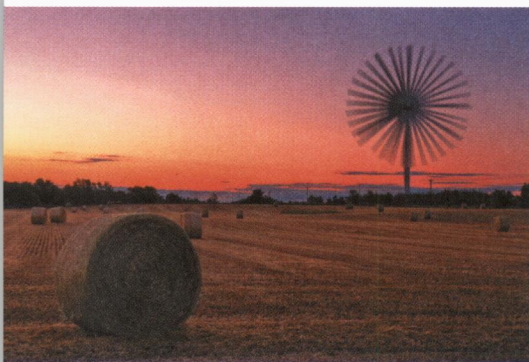
Solutions to address climate change are important and urgent. Every news cycle brings a new report warning of the consequences of inaction. And when all we hear are the warnings, it is easy to get the impression that nothing is being done and hope is lost.



Paul Austin
Executive Director

But there is excellent news in Minnesota, so good that I have surprised many of my friends and colleagues just by sharing the facts. It's important news to share. We've come so far, and continued clean energy progress means a bright future for Minnesota. Our progress is having a multiplying effect.

Changing markets, intelligent decisions, and the hard work of many have made the advancements in clean energy and climate change protection a reality in Minnesota. Conservation Minnesota has helped pass critical policies at the state Legislature, advocated for the appointment of solutions-focused leaders to key positions like the Public Utilities Commission, and worked closely with customers, communities, and utilities across the state to move quickly toward reliable, affordable, and clean energy. With all this momentum, it's no wonder **clean energy has become a fast-growing sector of our economy.**



Of course, there is lots of work still to do. But I am sure that we can succeed at that work if we do it together.

The work of Conservation Minnesota is guided by your values and priorities. We listen to Minnesotans and focus on solving the conservation problems that matter most to you.

conservationminnesota.org | 612.767.2444





*1B

North America's Railroad

NEWS RELEASE

CN to Invest \$55 Million in Minnesota Enabling Sustainable Growth, Improving Capacity and Advancing the Company's Commitment to Safety

CN is building the premier railway of the 21st century by investing in Minnesota

HOMEWOOD (Illinois), June 29, 2022 – CN (TSX: CNR) (NYSE: CNI) announced today plans to invest approximately \$55 million in Minnesota in 2022. This includes investments in technology, capacity, rolling stock units and company-wide decarbonization initiatives, as well as network improvements. These investments will power sustainable growth and ensure the continued safe movement of goods in Minnesota and everywhere on CN's transcontinental network.

"We continue to make significant investments in our network, technology, and capacity. We are building the premier railroad of the 21st century to do even more for our customers, railroaders, shareholders, and the communities in which we operate."

- Sean Finn, Executive Vice-President, Corporate Services and Chief Legal Officer of CN

"This past year, CN expertly navigated difficult circumstances and successfully kept critical goods moving across Minnesota, further proving that they are an essential link in our critical supply chains. I am incredibly grateful that CN has chosen to build upon their success in Minnesota by investing in local infrastructure and technology. I thank CN for their commitment to the Northland, and look forward to continuing our partnership with them for many years to come."

- Pete Stauber, U.S. Congressman, Minnesota's 8th Congressional District

Maintenance program highlights include:

- Replacing approximately 5 miles of rail;
- Installing more than 105,000 new railroad ties;
- Rebuilding 14 road crossing surfaces; and
- Maintenance work on bridges, culverts, signal systems, and other track infrastructure

Minnesota in numbers:

- Capital investments: More than US\$300 million in the last five years

- Employees: approximately 540
- Railroad route miles operated: 426
- Community partnerships: US\$126,000 in 2021
- Local spending: US\$123 million in 2021
- Cash taxes paid: US\$17 million in 2021

Forward-looking Statements

Certain statements included in this news release constitute “forward-looking statements” within the meaning of the United States Private Securities Litigation Reform Act of 1995 and under Canadian securities laws. By their nature, forward-looking statements involve risks, uncertainties and assumptions. The Company cautions that its assumptions may not materialize and that current economic conditions render such assumptions, although reasonable at the time they were made, subject to greater uncertainty. Forward-looking statements may be identified by the use of terminology such as “believes,” “expects,” “anticipates,” “assumes,” “outlook,” “plans,” “targets,” or other similar words. Forward-looking statements reflect information as of the date on which they are made. CN assumes no obligation to update or revise forward-looking statements to reflect future events, changes in circumstances, or changes in beliefs, unless required by applicable securities laws. In the event CN does update any forward-looking statement, no inference should be made that CN will make additional updates with respect to that statement, related matters, or any other forward-looking statement.

About CN

CN is a world-class transportation leader and trade-enabler. Essential to the economy, to the customers, and to the communities it serves, CN safely transports more than 300 million tons of natural resources, manufactured products, and finished goods throughout North America every year. As the only railroad connecting Canada’s Eastern and Western coasts with the U.S. South through a 18,600-mile rail network, CN and its affiliates have been contributing to community prosperity and sustainable trade since 1919. CN is committed to programs supporting social responsibility and environmental stewardship.

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Jessica Rich

From: Coalition of Greater MN Cities <cgmc_communications@flaherty-hood.com>
Sent: Thursday, June 30, 2022 3:28 PM
To: Jessica Rich
Subject: Subscription Mail: CGMC in Brief

CGMC in Brief - June 30, 2022

[View this email in your browser](#)

CGMC in Brief



A weekly newsletter for members of the Coalition of Greater Minnesota Cities

June 30, 2022

Recap: CGMC housing panel at LMC Annual Conference

During the League of Minnesota Cities (LMC) Annual Conference in Duluth last week, the CGMC hosted a breakfast for our members and other city leaders attending the conference. As a part of the breakfast, the CGMC held a panel discussion on the lack of workforce housing in communities and how to encourage new housing projects in Greater Minnesota.

The panel featured Thief River Falls Mayor Brian Holmer, Essentia Health Vice President for Facilities John Vidmer, and housing development company P&R Companies COO and General Counsel Dante Tomassoni. CGMC lobbyist and Greater Minnesota Partnership (GMNP) Executive Director Scott McMahon moderated the panel.

While the discussion had many highlights, the most significant conversation

focused on the current financial challenges developers face. Over the past three years, there has been a considerable increase in the cost of building materials and labor. The amount of available labor has also drastically decreased, especially as the skills and experience needed for construction projects make finding qualified workers much more challenging. Furthermore, the recent hikes in interest rates have made financing projects more complex and more expensive.

The key message from all panelists was that local government, the state, and local employers need to make every tool available for our communities to tackle the housing shortage. The state needs to better fund and create new programs that put financial resources into the marketplace. Local governments must look at how best to use tools like TIF and abatement. Moreover, there is an emerging role for local employers to get involved in the effort and a growing capacity for private sector engagement and innovation.

As the CGMC looks to the 2023 legislative session, it is becoming clear that housing will need to be a significant focus area, and it will likely be a topic discussed by our Thursday afternoon speakers at the CGMC Summer Conference in Red Wing. Don't forget to register! Click [here](#) for more information.

If you have any questions, please contact lobbyist Scott McMahon at scott@gmnp.org.

Register for the 2022 CGMC Summer Conference!

It is beginning to feel like Summer, which is the perfect reminder to register for the CGMC Summer Conference in beautiful Red Wing!

Our annual three-day event will be held at the historic St. James Hotel from July 27-29. You can view the agenda [here](#).

The Summer Conference is an excellent opportunity to connect with fellow city officials, learn from expert speakers, and experience the charming city of Red Wing.

[Click here to register now!](#)



If you have any questions about the CGMC Summer Conference or other future events, please contact CGMC Communications & Government Relations Associate Kelly Haff at klhaff@flaherty-hood.com or 651-259-1927.

Congratulations to Outdoor Recreation Grant recipients

Local parks and trails are part of what makes our cities beautiful and exciting places to live. The Minnesota Department of Natural Resources' (DNR) local grant programs are an excellent resource for our cities to keep their facilities up to date. The DNR recently announced the FY 2023 recipients of the Outdoor Recreation Grants, and we were thrilled to see a number of CGMC members on the list! Congratulations to the following members:

- **Elbow Lake** – \$130,829 to develop a splash pad
- **Marshall** – \$28,622 to develop an inclusive playground
- **North Mankato** – \$140,000 to construct a park shelter with restrooms in Caswell Park
- **Pelican Rapids** – \$260,000 to develop a multi-use pedestrian bridge and pathway to E.L Peterson Park

- **Springfield** – \$295,370 to expand the Riverside Park campground by adding sites and trails
- **St. Joseph** – \$250,384 to develop canoe and kayak access, paved trails, a floating dock, and other enhancements at East Park

Congratulations everyone! If your city is interested in one of these grants, the application period will open again in January 2024. Questions about advocating for parks and trails funding can be directed to Elizabeth Wefel at ewefel@flaherty-hood.com.

Reminder: Key dates coming up for funding opportunities

The CGMC is reminding members that key dates are approaching related to the Department of Employment and Economic Development's (DEED) state funding opportunities through the Transportation Economic Development (TED) program, as well as the Redevelopment Grant and Demolition Loan programs. Funding opportunities through both programs have been covered in previous editions of the In Brief. Here is what you need to know now:

TED Grants (MnDOT)

\$2 million in matching grants is available through this program for construction projects on the trunk highway system in Greater Minnesota. Expressions of interest are highly encouraged and **must be submitted by 5 p.m. on July 1, 2022**. Final applications will be due on September 2. [Click here](#) for more information.

Redevelopment Grants & Demolition Loans (DEED)

DEED has announced that \$2 million is available in grants and loans for redevelopment and site preparation to encourage blight removal and economic development. Two information sessions about accessing these dollars remain. **Both will be held next week**, with one in-person session and one virtual session. Details are as follows:

In-person: Tuesday, July 5, 1:30 to 2:30 p.m. in Redwood Falls
Redwood Falls Community Center, Room 3
901 E Cook Street
Redwood Falls, MN

Online: Wednesday, July 6, 10:00 to 11:00 a.m. via Microsoft Teams.
At the time of the event, [click here to join the meeting](#).

Save the date!

Please mark your calendar for upcoming CGMC events and important dates.

More details can be found at greatermncities.org/events.

- **CGMC Summer Conference:** July 27-29, 2022, Red Wing
- **CGMC Fall Conference:** Nov. 17-18, 2022, Alexandria
- **CGMC Legislative Action Day:** Jan. 25, 2023, St. Paul



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*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"

***2A**

**MINUTES
PLANNING & ZONING COMMISSION
SPECIAL MEETING**

Monday, May 9th, 2022, 5:00 P.M.

Council Chambers Proctor Community Center - 100 Pionk Drive

MEMBERS PRESENT:

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

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

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

APPROVAL OF AGENDA

Motion by Boysen, seconded by Harnell and carried 5-0 to approve the agenda for Monday, May 9th, 2022.

PUBLIC HEARING: 322 Kirkus St – Conditional Use Permit

Chair Aldridge opens the public hearing at 5:10 pm

The City of Proctor has submitted a conditional use permit to construct a sand/salt facility at 322 Kirkus St (185-0240-00670) with an additional 40'x60'. Administrator Rich provides a summary of the scope of the project, history, and location selection. The sand/salt facility will be constructed on an impervious floor, with concrete separating and containment walls/sides and a covered fabric dome structure (site plan, images, and proposed design included in meeting packet).

Three citizens of Proctor are present: Connie & Tom Semmelroth of 423 S Boundary Ave and Jim Butcher of 145 Kirkus St. Tom Semmelroth addresses the commission as a neighboring property owner and asks if the city has any present plans of adding a driveway or road for access to the parcels currently land locked. He also references the location of the existing water line for any future development. At this time, there are no plans of adding any additional roads or driveways, and any future development would be an extension of Pionk Dr past the hockey arena. Additional utilities are mentioned and referenced for any developments for commercial and/or residential housing units.

Commissioner Boysen refers to the portion of city code addressing conditional uses in residential zones stating: Proctor City Code §155.140, §155.142 Conditional Uses in an R-3 apartment residential district and (H) Accessory building or uses customarily incidental to any of the uses in this section, provided, that any accessory building shall be erected at the time or after the construction of the principal building; and §155.273 (F) Any public or government owned or leased building not permitted in a particular district; provide, that the permit shall run for not less than ten years from the date of permit, to construct a sand/salt facility.

Chair Aldridge adds specifically addressing a 100' buffer to not deter any housing developments. Administrator Rich provides additional information pertaining to the 100' buffer with parcel location and information.

Public Hearing closes at 5:34 pm

1.COMMUNICATIONS

2. BUILDING PERMITS (C-1 AND ABOVE

3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

4. UNFINISHED BUSINESS

5. NEW BUSINESS

A. Sand/Salt Shed – Conditional Use Permit

Motion by Harnell, seconded by Inman and carried 5-0 to recommend the approval of a conditional use permit to the City of Proctor to construct a sand/salt facility with an additional 40'x60' garage, with the addition of a 100' buffer to the east.

MEMBER CONCERNS

Tuomi: None

Boysen: None

Harnell: Heating, project maps to commission members and the public

Aldridge: None

Inman: None

Administrator Rich: Addresses the commission regarding the building plans at 730 5th St. She has been working with the property owner and the city to acquire this lot for One Roof Community Housing to build a single-family home to be purchased at 80% market value. During the process of acquiring the property, the code was changed to now include roof overhang within the property setbacks. Administrator Rich is asking the commission if they would allow the property owner to adhere to the original setbacks or initiate a variance application and process. The commission agrees to allow the build of a single-family home on this lot to adhere to the original setbacks, allowing the roof overhang to impede into the side yard setbacks.

Motion by Boysen, seconded by Harnell and carried 5-0 to adjourn the meeting at 5:53 pm.

City of Proctor
Payroll Summary by Department

*2B

Check Date Range 6/24/2022 to 6/24/2022

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	2,200.00	-	-	-	-
City Admin	7,200.10	-	-	-	-
Finance	2,968.00	-	-	-	-
Police Department	26,897.51	100.00	4,760.63	-	-
Fire Department	-	-	-	-	-
Street Department	10,681.68	-	-	-	-
Liquor Store	5,646.02	-	-	-	-
PUC	6,059.00	2.00	74.88	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
Total	61,652.31	102.00	4,835.51	-	-

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have A Place in Proctor

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

5B

RESOLUTION 19-22
CITY OF PROCTOR, MINNESOTA
RESOLUTION TO ENTER IN TO A ROW ENCROACHMENT AGREEMENT

WHEREAS, James Peterson and Sonni Peterson, a married couple, are the fee owner of certain real property located in the City of Proctor, County of St. Louis, State of Minnesota, legally described as follows, hereinafter referred to "Subject Property":

LOTS 1 2 AND 3 EX PART TAKEN FOR HWY INC VAC ALLEY ADJ.

185-0070-01170 102 S 2nd Avenue Proctor, Minnesota

WHEREAS, The City maintains a Right of Way (ROW) adjacent to the subject property; and

WHEREAS, the owner constructed a fence that encroaches in to the City's ROW; and

WHEREAS, the encroachment does not interfere with City of Proctor utilities; and

WHEREAS, the owners have requested the fence to remain in the ROW under an encroachment agreement.

NOW THEREFORE BE IT RESOLVED, The City of Proctor hereby approves the encroachment in the ROW for the fence to remain contingent upon the following conditions:

1. The fence shall not adversely affect drainage, snowplowing or create debris buildup.
2. Owner(s) shall keep the fence in good repair and shall comply with all City Ordinances related to fences. The City shall have no responsibility to maintain the fence.
3. The City or any utility company having authority to use the ROW shall not be liable for repair or replacement of fences in the event that they are moved, damaged, or destroyed by virtue of the lawful use of the ROW. Owner(s) shall be responsible for any costs associated with the removal of fencing encroaching into ROW.
4. The owner will be responsible for snow removal on the street side of the fence.
5. Hold Harmless and Indemnity. In consideration of being allowed to encroach in the City's ROW areas, Owners, their successors, heirs and assigns, hereby agree to indemnify and hold harmless the City from any damage caused to the subject property, including the fence and any removal of fencing on the subject property, caused in whole or in part by the encroachment into the City's ROW area.
6. Termination of Agreement. The City may, at its sole discretion, terminate this Agreement at any time by giving the then owner of the subject property thirty (30) days advance written notice, except that no

notice period will be required in the case of an emergency condition as determined solely by the City and the Agreement may then be terminated immediately. The property owner shall remove the fence to the effective date of the termination of this Agreement. If the owner fails to do so the City may remove the fence and charge the cost of removal back to the owner for reimbursement.

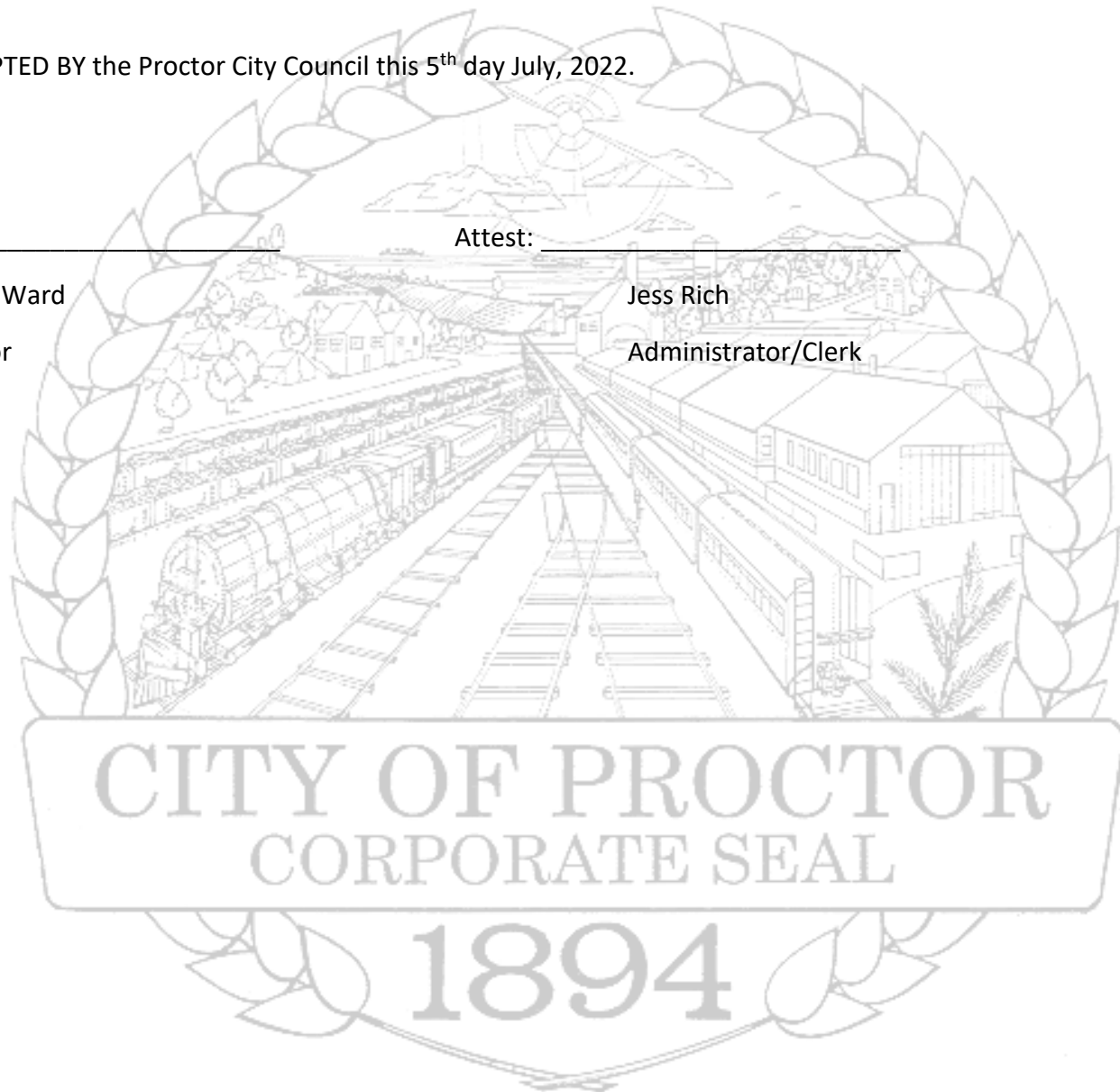
7. Recording. This Agreement shall run with the land and shall be recorded against the title to the subject property in City's discretion.

ADOPTED BY the Proctor City Council this 5th day July, 2022.

Attest: _____

Chad Ward
Mayor

Jess Rich
Administrator/Clerk



ROW Encroachment Agreement for a Fence
Between Property Owner and the City of Proctor

1. **Agreement** made this 5th day of July, 2022, by and between the City of Proctor, Minnesota (“City”), and the following property owners, hereinafter referred to as “Owner(s)”:

James Peterson and Sonni Peterson, a married couple

2. **Background.** Owner is the fee owner of certain real property located in the City of Proctor, County of St. Louis, State of Minnesota, legally described as follows, hereinafter referred to “Subject Property”:

LOTS 1 2 AND 3 EX PART TAKEN FOR HWY INC VAC ALLEY ADJ.

185-0070-01170 102 S 2nd Avenue Proctor, Minnesota

The City maintains a Right of Way (ROW) adjacent to the subject property. Owner constructed a fence that encroaches into the City’s ROW.

3. **Encroachment Authorization.** The City hereby approves the encroachment in its ROW for the fence to remain contingent upon the following conditions:
- A. The fence shall not adversely affect drainage, snowplowing or create debris buildup.
 - B. Owner(s) shall keep the fence in good repair and shall comply with all City Ordinances related to fences. The City shall have no responsibility to maintain the fence.
 - D. The City or any utility company having authority to use the ROW shall not be liable for repair or replacement of fences in the event that they are moved, damaged, or destroyed by virtue of the lawful use of the ROW. Owner(s) shall be responsible for any costs associated with the removal of fencing encroaching into ROW.
 - E. The owner will be responsible for snow removal on the street side of the fence.
4. **Hold Harmless and Indemnity.** In consideration of being allowed to encroach in the City’s ROW areas, Owners, their successors, heirs and assigns, hereby agree to indemnify and hold harmless the City from any damage caused to the subject property, including the fence and any removal of fencing on the subject property, caused in whole or in part by the encroachment into the City’s ROW area.
5. **Termination of Agreement.** The City may, at its sole discretion, terminate this Agreement at any time by giving the then owner of the subject property thirty (30) days advance written notice, except that no notice period will be required in the case of an emergency condition as determined solely by the City and the Agreement may then be terminated immediately. The property owner shall remove the fence to the effective date of the termination of this Agreement. If the owner fails to do so the City may remove the fence and charge the cost of removal back to the owner for reimbursement.
6. **Recording.** This Agreement shall run with the land and shall be recorded against the title to the subject property in City’s discretion.

IN WITNESS WHEREOF, the Owner(s) have caused this Agreement to be executed as of the day and year first above written (on Page 1).

James Peterson

STATE OF MINNESOTA)
) ss.
COUNTY OF ST. LOUIS)

On this _____ day of July, 2022, before me a Notary Public within and for said County, personally appeared _____

Notary Public

Sonni Peterson

STATE OF MINNESOTA)
) ss.
COUNTY OF ST. LOUIS)

On this day _____ of July, 2022, before me a Notary Public within and for said County, personally appeared _____

Notary Public

City of Proctor

Administrator

Date

Mayor

Date

To City of Proctor,

My name is Jim Peterson, My wife Sonni and my son Royce live at 102 S 2nd Ave, Proctor Mn, we bought the house in April 2021 after moving in we put up a fence on the side of the house to keep my son away from the road and was informed that it was to close to the property line and would need to be moved less than 2 feet and due to snow plowing and that they may hit the fence with snow and cause damages. With all the record breaking snow we had last winter and after talking with the snow plow driver that the fence was fine where it was, also stated I should write a letter to see if the fence can stay where it is I was told the city of proctor did not want to pay for any damages to the fence and that was the main concern, I propose that the city of proctor will **not be liable** for any damages to the fence or property and I will pay for any damages that accrue to my fence. I recently picked up a snow blower this spring and will snow blow in front of the fence so that no snow will plie up to high or be in the way of traffic or cause issues for the snow plow. Please take this letter to the board to allow my fence to stay where it is. Any questions feel free to call 218-461-7719.

Thank you for your time.

Jim Peterson- resident of 102 S 2nd Ave, Proctor, Mn

June 27, 2022

To: Proctor Public Utilities Commission

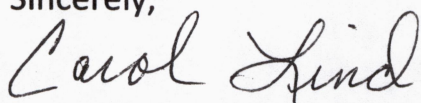
I am writing this letter to inform you of my upcoming retirement from the Proctor Public Utilities Commission, as of August 31, 2022.

I would like to thank everyone at Proctor City Hall for the cooperation and support of the Proctor Public Utilities over the past 30 plus years that I have been involved with the Utilities.

I want to thank Char Jones for always being there for me and helping me thru all the ups and downs of the business. If you ever have any questions or need help with any crazy thing, just give me a call.

I would like to thank the many Commissioners, past and present, that I have worked with. It was a pleasure to know and work with all of you.

Sincerely,

A handwritten signature in cursive script that reads "Carol Lind".

Carol Lind

Cc: Proctor City Council

CITY OF PROCTOR COMMITTEE AND COMMISSION MEMBER SELECTION POLICY

I. PURPOSE AND NEED FOR A POLICY

- A. To set parameters for the member appointment process of City committees and commissions.
- B. To assure equal and open access to the selection process for all appointed City committees and commissions.
- C. To set up a regular and formal recruitment and selection process for eligible members to all such bodies.
- D. To provide applicants for such bodies with basic information on the application procedures and the appointment process.

II. POLICY

The City Council relies on volunteers serving on committees to research, review and make recommendations on specific issues and to assist in strategic planning for the betterment of the community. The intent of this policy is outlined the member application and selection process for the City of Proctor's committees and commissions.

III. PROCEDURES

- A. Appointments to expired terms shall be made annually by the City council.
- B. Recruitment and Selection: Ninety (90) days prior to the expiration of committee or commission members term, the Council shall be advised of the pending vacancies. New applications should be completed by the incumbents. Council will also announce upcoming vacancies to the public sixty days prior to the expiration of commission terms each year. Persons interested in being considered for appointment or reappointment to a City committee or commission shall complete an application furnished by the City. Thirty (30) days prior to the expiration of member terms, the City Council shall review all applications of applicants, including incumbent members who wish to seek reappointment. The members selected for appointment to the committee or commission shall be those persons who in the judgment of the City Council are representative of the community and are qualified by training, experience, and interest useful for the fulfillment of that body's responsibilities. The City Council may establish an eligibility list for appointment to fill vacancies that occur during the year prior to expiration of terms. Any eligibility list shall sunset at the time of annual recruitment for standing advisory boards.
- C. Mid-term vacancies will be filled by the regular Recruitment and Selection process.
- D. Conflicts of interest shall be avoided at all costs. All board and committee members shall act in accordance with applicable sections of the City Code and State Statutes in this respect.

Application to Committee, Commission & City Council

Commission, Board or Council you are applying for: *(Please return to the City Hall when completed)*

Applicant Information

Name _____

Address _____

City _____

State _____

Zip Code _____

Home Phone _____

Alternate Phone _____

Work Phone _____

Email address _____

Number of years as City of Proctor Resident _____

Please be advised that the information you are requested to provide is private data pursuant to MN Statute 13.601 Subd. 3 except for the following data which is classified as public data: 1.) Name, 2.) city of residence except when the appointment has a residency requirement that requires the entire address to be public, 3.) education and training, 4.) employment history, 5.) volunteer work, 6.) awards and honors, 7.) prior government service. If you are appointed to a position on a board or commission, the following will be classified as public data: 1.) residential address, 2.) either a telephone number or electronic mail address where the appointee can be reached or both at the request of the appointee. Any electronic mail addresses or telephone number provided by the city for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

Experience & Additional Information

Background Knowledge _____

Civic & Volunteer Activities (past / present) _____

Please state your reasons for wanting to serve on this commission or committee. Be as specific as possible and use additional sheets if necessary. _____

The above information is said to be true and correct. I understand this appointment may be discussed at a public meeting.

Signature of Applicant

Date



Building a Better World
for All of Us®

5E

June 23, 2022

RE: Proctor, Minnesota
Salt and Sand Storage Site Work Project
SEH No. PROCT 166073

Ms. Jess Rich
City Administrator
City of Proctor
100 Pionk Dr.
Proctor, MN 55810

Dear Ms. Rich:

On Thursday, June 23, 2022 at 1:30 p.m., five bids were received for the above-referenced project. The bid received The bids ranged from a high of \$848,200.00 to a low of \$689,978.00. The low bid was submitted by Veit & Company, Inc.. A summary of bids is shown below

	Contractor	Total Bid
1	Veit & Company, Inc.	\$689,978.00
2	KTM Paving	\$725,000.00
3	Rachel Contracting, LLC	\$739,850.13
4	Sinnott Contracting, LLC	\$811,000.00
5	Northland Constructors	\$848,200.00
	Engineer's Estimate	\$717,188.00

The low bid received was submitted by Veit & Company, Inc., of Rogers, Minnesota in the amount of \$689,978.00. The bid and bid attachments have been reviewed and all documents seem to be in order.

Accordingly, we recommend the project be awarded to Veit & Company, Inc. in the amount of \$689,978.00, which compares favorably with the engineer's estimate shown above.

Sincerely,

Tyler Yngsdal, PE (Lic. MN)
Project Engineer

mh

Attachment – Bid Tabulations

X:\PT\PROCT\166073\Salt and Sand Storage\6-bid-const\Rebid without Garage\Bids Received\Recommendation Awrd Ltr.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



TABULATION OF BIDS

Sand and Salt Storage Site Work Proctor, Minnesota SEH No.: PROCT 166073 Bid Date: 1:30 p.m., Thursday, June 23, 2022					Engineer's Estimate \$717,188.00		Veit & Company, Inc. 14000 Veit Place Rogers, MN 55374 \$689,978.00		KTM Paving 5513 Hwy 2 Hermantown, MN 55810 \$725,000.00		Rachel Contracting, LLC 4180 Napier Court NE St Michael, MN 55376 \$739,850.13		Sinnott Contracting, LLC 327 2nd Street Proctor, MN 55810 \$811,000.00		Northland Constructors 4843 Rice Lake Rd Duulth, MN 55803 \$848,200.00	
Line No.	Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501	MOBILIZATION	LUMP SUM	1	\$56,108.00	\$56,108.00	\$58,800.00	\$58,800.00	\$31,669.50	\$31,669.50	\$42,519.73	\$42,519.73	\$18,054.90	\$18,054.90	\$65,020.60	\$65,020.60
2	2101.505	CLEARING	ACRE	1.2	15,000.00	18,000.00	7,500.00	9,000.00	13,874.73	16,649.68	5,266.12	6,319.34	10,100.00	12,120.00	6,500.00	7,800.00
3	2101.505	GRUBBING	ACRE	1.2	5,000.00	6,000.00	3,750.00	4,500.00	8,148.98	9,778.78	5,266.12	6,319.34	8,800.00	10,560.00	8,000.00	9,600.00
4	2104.503	REMOVE CURB AND GUTTER	LIN FT	86	10.00	860.00	6.50	559.00	5.57	479.02	2.63	226.18	7.10	610.60	6.00	516.00
5	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	119	6.00	714.00	2.80	333.20	5.41	643.79	3.05	362.95	4.40	523.60	4.00	476.00
6	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	84	10.00	840.00	3.20	268.80	4.66	391.44	3.42	287.28	9.50	798.00	7.00	588.00
7	2104.518	REMOVE CONCRETE SIDEWALK	SQ FT	178	3.00	534.00	1.00	178.00	1.44	256.32	0.35	62.30	0.95	169.10	3.00	534.00
8	2106.507	EXCAVATION - COMMON (P)	CU YD	12380	16.00	198,080.00	11.50	142,370.00	14.66	181,490.80	19.20	237,696.00	20.75	256,885.00	18.00	222,840.00
9	2106.507	SELECT GRANULAR EMBANKMENT MOD 7% (CV) (P)	CU YD	1850	30.00	55,500.00	14.30	26,455.00	28.02	51,837.00	32.27	59,699.50	37.00	68,450.00	43.00	79,550.00
10	2108.504	GEOTEXTILE FABRIC TYPE 5 (P)	SQ YD	3600	3.00	10,800.00	2.20	7,920.00	3.57	12,852.00	2.44	8,784.00	2.45	8,820.00	3.50	12,600.00
11	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	965	35.00	33,775.00	33.00	31,845.00	34.33	33,128.45	33.87	32,684.55	43.25	41,736.25	37.00	35,705.00
12	2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	205	150.00	30,750.00	153.00	31,365.00	130.47	26,746.35	163.02	33,419.10	134.00	27,470.00	145.00	29,725.00
13	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE	TON	115	150.00	17,250.00	155.00	17,825.00	132.89	15,282.35	163.02	18,747.30	138.00	15,870.00	145.00	16,675.00
14	2451.507	COARSE FILTER AGGREGATE (LV)	CU YD	10	100.00	1,000.00	37.00	370.00	94.27	942.70	40.06	400.60	57.00	570.00	68.00	680.00
15	2451.507	STRUCTURE EXCAVATION CLASS R	CU YD	100	300.00	30,000.00	100.00	10,000.00	301.20	30,120.00	162.22	16,222.00	142.50	14,250.00	190.00	19,000.00
16	2501.502	12" RC PIPE APRON	EACH	3	1,500.00	4,500.00	2,000.00	6,000.00	1,373.13	4,119.39	1,167.39	3,502.17	1,225.00	3,675.00	1,200.00	3,600.00
17	2502.503	4" PERF TP PIPE DRAIN	LIN FT	86	25.00	2,150.00	25.00	2,150.00	23.01	1,978.86	27.58	2,371.88	15.75	1,354.50	18.00	1,548.00
18	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	103	120.00	12,360.00	82.00	8,446.00	111.23	11,456.69	95.24	9,809.72	98.00	10,094.00	80.00	8,240.00
19	2503.602	8"X6" PVC WYE	EACH	1	700.00	700.00	427.00	427.00	515.77	515.77	339.28	339.28	176.00	176.00	700.00	700.00
20	2503.602	SANITARY TRACER BOX	EACH	1	200.00	200.00	667.00	667.00	340.60	340.60	328.08	328.08	165.00	165.00	700.00	700.00
21	2503.602	SANITARY CLEANOUT	EACH	1	700.00	700.00	897.00	897.00	868.01	868.01	644.23	644.23	1,375.00	1,375.00	790.00	790.00
22	2503.603	6" PVC SANITARY SERVICE PIPE	LIN FT	30	70.00	2,100.00	87.00	2,610.00	80.57	2,417.10	64.85	1,945.50	52.00	1,560.00	77.00	2,310.00
23	2503.603	8" PVC PIPE SEWER SDR 35	LIN FT	280	75.00	21,000.00	78.00	21,840.00	59.91	16,774.80	71.13	19,916.40	82.50	23,100.00	69.00	19,320.00
24	2504.602	1" CURB STOP AND BOX	EACH	1	1,000.00	1,000.00	1,100.00	1,100.00	977.39	977.39	747.25	747.25	1,200.00	1,200.00	1,100.00	1,100.00
25	2504.602	1" TAPPING TEE WITH ELECTROFUSION SADDLE	EACH	1	500.00	500.00	660.00	660.00	496.67	496.67	321.76	321.76	1,350.00	1,350.00	1,200.00	1,200.00
26	2504.602	HYDRANT ASSEMBLY	EACH	1	12,000.00	12,000.00	11,000.00	11,000.00	12,177.53	12,177.53	10,651.86	10,651.86	11,150.00	11,150.00	10,900.00	10,900.00
27	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	1	2,500.00	2,500.00	8,300.00	8,300.00	5,086.42	5,086.42	1,245.78	1,245.78	1,250.00	1,250.00	1,750.00	1,750.00
28	2504.602	WATER TRACER BOX	EACH	1	200.00	200.00	670.00	670.00	329.07	329.07	328.08	328.08	165.00	165.00	350.00	350.00
29	2504.603	1" HDPE WATER SERVICE SDR 9	LIN FT	34	65.00	2,210.00	100.00	3,400.00	60.71	2,064.14	48.48	1,648.32	55.00	1,870.00	42.00	1,428.00
30	2504.603	8" HDPE WATER MAIN SDR 11	LIN FT	120	90.00	10,800.00	114.00	13,680.00	90.47	10,856.40	85.54	10,264.80	115.75	13,890.00	105.00	12,600.00
31	2504.604	3" POLYSTYRENE INSULATION	SQ YD	40	70.00	2,800.00	54.00	2,160.00	66.17	2,646.80	38.46	1,538.40	32.25	1,290.00	49.00	1,960.00
32	2506.502	CASTING ASSEMBLY	EACH	2	900.00	1,800.00	1,200.00	2,400.00	860.20	1,720.40	1,214.04	2,428.08	1,075.00	2,150.00	1,200.00	2,400.00
33	2506.602	CONNECT TO EXISTING STRUCTURE	EACH	2	2,000.00	4,000.00	2,340.00	4,680.00	570.97	1,141.94	643.23	1,286.46	900.00	1,800.00	1,550.00	3,100.00
34	2506.602	CONSTRUCT SANITARY MANHOLE	EACH	2	9,000.00	18,000.00	6,300.00	12,600.00	7,531.79	15,063.58	5,796.26	11,592.52	7,000.00	14,000.00	6,450.00	12,900.00
35	2506.602	MANHOLE FRAME SEAL	EACH	2	600.00	1,200.00	830.00	1,660.00	733.82	1,467.64	509.51	1,019.02	500.00	1,000.00	625.00	1,250.00
36	2511.507	RANDOM RIPRAP CLASS III	CU YD	65	100.00	6,500.00	71.00	4,615.00	110.20	7,163.00	94.57	6,147.05	89.50	5,817.50	90.00	5,850.00
37	2521.518	4" CONCRETE WALK	SQ FT	178	15.00	2,670.00	26.00	4,628.00	14.82	2,637.96	23.32	4,150.96	18.00	3,204.00	12.00	2,136.00
38	2531.503	CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	86	50.00	4,300.00	53.00	4,558.00	44.21	3,802.06	51.01	4,386.86	52.00	4,472.00	50.00	4,300.00
39	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	18	100.00	1,800.00	286.00	5,148.00	92.72	1,668.96	292.32	5,261.76	118.00	2,124.00	135.00	2,430.00
40	2563.601	TRAFFIC CONTROL	LUMP SUM	1	5,000.00	5,000.00	2,800.00	2,800.00	4,964.88	4,964.88	1,607.97	1,607.97	3,200.00	3,200.00	7,500.00	7,500.00
41	2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	2,500.00	2,500.00	1,500.00	1,500.00	2,537.63	2,537.63	1,356.61	1,356.61	3,400.00	3,400.00	1,600.00	1,600.00
42	2573.503	SILT FENCE, TYPE HI	LIN FT	1816	5.00	9,080.00	5.00	9,080.00	4.70	8,535.20	1.65	2,996.40	4.50	8,172.00	2.00	3,632.00
43	2573.502	STORM DRAIN INLET PROTECTION	EACH	6	200.00	1,200.00	200.00	1,200.00	120.54	723.24	249.51	1,497.06	190.00	1,140.00	270.00	1,620.00
44	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	LIN FT	40	10.00	400.00	11.00	440.00	10.22	408.80	16.63	665.20	10.00	400.00	16.00	640.00
45	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	176	10.00	1,760.00	6.30	1,108.80	9.39	1,652.64	6.38	1,122.88	5.80	1,020.80	6.00	1,056.00
46	2574.508	FERTILIZER TYPE 4	POUND	189	3.00	567.00	2.30	434.70	2.21	417.69	2.22	419.58	2.15	406.35	2.10	396.90



TABULATION OF BIDS

Sand and Salt Storage Site Work Proctor, Minnesota SEH No.: PROCT 166073 Bid Date: 1:30 p.m., Thursday, June 23, 2022					Engineer's Estimate \$717,188.00		Veit & Company, Inc. 14000 Veit Place Rogers, MN 55374 \$689,978.00		KTM Paving 5513 Hwy 2 Hermantown, MN 55810 \$725,000.00		Rachel Contracting, LLC 4180 Napier Court NE St Michael, MN 55376 \$739,850.13		Sinnott Contracting, LLC 327 2nd Street Proctor, MN 55810 \$811,000.00		Northland Constructors 4843 Rice Lake Rd Duulth, MN 55803 \$848,200.00	
Line No.	Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
47	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	3950	4.00	15,800.00	2.60	10,270.00	2.49	9,835.50	2.89	11,415.50	2.40	9,480.00	2.70	10,665.00
48	2575.505	SEEDING (P)	ACRE	1.3	1,000.00	1,300.00	115.00	149.50	110.52	143.68	609.92	792.90	106.00	137.80	575.00	747.50
49	2575.508	SEED MIXTURE 36-311	POUND	44	20.00	880.00	40.00	1,760.00	38.68	1,701.92	30.38	1,336.72	36.90	1,623.60	29.00	1,276.00
50	2575.509	MULCH MATERIAL TYPE 3	TON	2.5	1,000.00	2,500.00	1,260.00	3,150.00	1,215.79	3,039.48	720.81	1,802.03	1,160.00	2,900.00	678.00	1,695.00
51		CONCRETE FOOTINGS	LUMP SUM	1	75,000.00	75,000.00	162,000.00	162,000.00	140,200.00	140,200.00	119,766.16	119,766.16	166,000.00	166,000.00	185,500.00	185,500.00
52		SAND SALT SHED ELECTRICAL AND LIGHTING	LUMP SUM	1	25,000.00	25,000.00	30,000.00	30,000.00	30,800.00	30,800.00	29,444.73	29,444.73	28,000.00	28,000.00	27,700.00	27,700.00
TOTAL BID PRICE					\$717,188.00		\$689,978.00		\$725,000.00		\$739,850.13		\$811,000.00		\$848,200.00	

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have A Place in Proctor

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

5F

ORDINANCE 03-22
AN ORDINANCE OF THE CITY OF PROCTOR, MINNESOTA

The City Council of the City of Proctor does ordain as follows an amendment to previously adopted code.

§150.01 MINNESOTA STATE BUILDING CODE.

The Minnesota State Building Code, being Minnesota Rules Ch. 1300, as it may be amended from time to time, is hereby adopted by reference and shall govern the construction, improvement and occupancy of buildings within the city in accordance with its terms. Permit fees shall be as set forth in the ~~1991 Uniform Building Code, Table No. 3-A Building Permit Fees.~~ 1997 Uniform Building Code, Table 1-A Building Permit Fees

Ordinance declared adopted this ____ day of _____ 2022.

Mayor

CITY OF PROCTOR
CORPORATE SEAL

ATTEST:

City Clerk/Administrator

First Reading:

Second Reading:

Published Proctor Journal:

Chad Ward
Mayor

City of Proctor

COUNCILORS
Jake P. Benson
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You Have A Place in Proctor

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

Date: June 30, 2022
To: Proctor City Council
From: Administrator Rich
Re: MS4 Required Ordinance and Policy Changes

City Staff and SEH have been working on Proctor's Small Municipal Storm Sewer Systems (MS4) General Permit compliance over the past several months. We reported in September 2021 these requirements needed to be completed by September 2022. Several of these requirements were ordinance amendments and additions. Staff is recommending council consider the following ordinance amendments, new ordinance, and management standards:

- Illicit Discharge, Construction and Post-Construction Ordinance Updates including specific requirements for linear projects – Attached.
- Minimum Control Measure program updates including focus on specific pollutants, TMDLs/WLAs, and staff training – Proposed Pet Waster Ordinance Attached.
- Minimum Control Measure program updates including focus on specific pollutants, TMDLs/WLAs, and staff training – Proposed Salt Storage Ordinance Attached.
- Proposed Stormwater Management Standards Attached.

ORDINANCE 04-22
AN ORDINANCE OF THE CITY OF PROCTOR, MINNESOTA
REGULATING THE STORAGE AND TRANSPORTATION OF DEICING MATERIAL

The City Council of the City of Proctor does ordain as follows:

PURPOSE.

The purpose of this ordinance is to ensure proper operation of permanent and temporary bulk deicer facilities and operations within the City of Proctor to prevent chloride transmission into lakes, streams, groundwater, drinking water supplies as well as to protect freshwater fish and other aquatic life.

DEFINITIONS.

For the purpose of this ordinance, the following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning.

BULK STORAGE. Storage of any material used for deicing and/or traction during winter conditions that is more than [five tons solid or 1,000 gallons liquid] and includes salt piles, salt bag storage and sand piles.

BULK STORAGE FACILITIES. Storage site, snow piles, salt truck wash water and transfer of materials.

GENERAL REQUIREMENTS.

(A) Indoor operations for the storage of deicing materials must be provided wherever possible to prevent such materials from being affected by rain, snow and melt water.

(B) All salt, sand and other deicing materials stored outdoors must be always covered.

- (1) When not using a permanent roof, a waterproof impermeable, flexible cover must be placed over all storage piles (to protect against precipitation and surface water runoff). The cover must be secured to prevent removal by wind or other storm events. Piles must be formed in a conical shape and covered as necessary to prevent leaching.
- (2) Any roof leaks, tears or damage should be temporarily repaired during winter to reduce the entrance of precipitation. Permanent repairs must be completed prior to the next winter season.

FACILITY SITE.

(A) The bulk storage facility must be near the area in which the deicing materials are to be used, if practical.

(B) Each bulk storage facility must be located outside of floodplains and **200 feet** from lakes, rivers, streams, ditches, storm drains, manholes, catch basins, wetlands, and any other areas likely to absorb runoff. A facility must not be located in close proximity to surface water features, water supplies, wells or drywells.

(C) A bulk storage facility must be located on impermeable surfaces.

(D) The property slope must be away from the facility's salt, deicer, and sand storage area.

(E) Salt vulnerable/intolerant natural areas should be avoided as storage facilities to the extent possible. Where they cannot be avoided, specific measures should be instituted to protect vulnerable areas. Salt vulnerable/intolerant natural areas include, but are not limited to:

- (1) Areas with salt sensitive vegetation
- (2) Areas serving as a source of drinking water (surface water and ground water)
- (3) Areas with bodies of water with low dilution, low volume or salt sensitive species
- (4) Areas associated with ground water recharge zones or shallow water table, with medium to high permeable soils

SNOW PILES.

Snow piles must be located downslope from salt and deicer storage areas to prevent the snow melt from flowing through storage areas and carrying material to the nearest drainage system or waterway.

DEICER TRUCK WASH WATER

Deicer- and salt-containing truck wash water must be captured, treated, and recycled for use as salt-brine in pre-wetting and anti-icing activities.

TRANSFER OF MATERIALS

Practices must be implemented in order to reduce exposure (e.g., sweeping, diversions, and/or containment) when transferring salt or other deicing material.

PENALTY

Any person violating the provisions of this ordinance shall be punished by a fine in an amount set by resolution of the Council.

Ordinance declared adopted this ____ day of _____ 2022.

Mayor

ATTEST:

City Clerk/Administrator

First Reading:

Second Reading:

Published Proctor Journal:

ORDINANCE 05-22
AN ORDINANCE REPLACING PROCTOR MUNICIPAL CODE CHAPTER 152
CONSTRUCTION SITE AND POST-CONSTRUCTION STORMWATER MANAGEMENT

Chapter 152 of the Proctor Municipal Code shall be replaced in its entirety to read as follows:

Section 152.01 PURPOSE AND INTENT.

The purpose of this regulatory mechanism is to set forth minimum requirements for stormwater management that will prevent or reduce water pollution during and after land disturbance activities to safeguard persons, protect property, and prevent damage to the environment in the City of Proctor.

152.02 DEFINITIONS.

For the purpose of this ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BEST MANAGEMENT PRACTICES or BMP. Practices to prevent or reduce the pollution of the waters of the state, including schedules of activities, prohibitions or practices, and other management practices, and also includes treatment requirements, operating procedures and practices to control site runoff, spillage or leaks, sludge, or waste disposal or drainage from raw material storage.

CONSTRUCTION ACTIVITY. A disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems. This may include clearing, grading, filling, and excavating.

CITY. The City of Proctor.

COMMON PLAN OF DEVELOPMENT OR SALE. A contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.

DEWATERING. The removal of surface or ground water to dry and/or solidify a construction site to enable construction activity. Dewatering may require a Minnesota Department of Natural Resources water appropriation permit and, if dewatering water is contaminated, discharge of such water may require an individual MPCA NPDES/SDS permit.

ENERGY DISSIPATION. Method employed at pipe outlets to prevent erosion caused by the rapid discharge of water scouring soils.

EROSION CONTROL MEASURE. A measure that prevents soil particles exposure and detachment.

GREEN INFRASTRUCTURE. A wide array of practices at multiple scales that manages wet weather and that maintains or restores natural hydrology by infiltrating, evapotranspiring, or harvesting and using stormwater. On a regional scale, green infrastructure is the preservation or restoration of natural landscape features, such as forests, floodplains and wetlands, coupled with policies such as infill and redevelopment that reduce overall imperviousness in a watershed. On the local scale, green infrastructure consists of site and neighborhood-specific practices.

LAND DISTURBANCE. Any project or activity, including removal of vegetation, excavations, clearing, filling, stockpiling, grading, or other earth change that directly or indirectly affects slopes, water bodies, the moving of ground cover or which may result in the movement of sediment.

KARST ACTIVE. A geographic area underlain by carbonate bedrock (or other forms of bedrock that can erode or dissolve) with less than 50 feet of sediment cover.

MPCA CONSTRUCTION STORMWATER PERMIT. The most current Minnesota Pollution Control Agency (MPCA) General Permit to Discharge Stormwater Associated with Construction Activity Under the National Pollution Discharge Elimination System State Disposal System Program (NPDES/SDS).

MUNICIPAL SEPARATE STORM SEWER SYSTEM or MS4. The conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains owned and operated by the City of Proctor.

NEW DEVELOPMENT. All construction activity that is not defined as redevelopment and areas where new impervious is being created.

OWNER. includes the plural as well as the singular, and where appropriate shall include a natural person, partnership, firm, association, public, or quasi-public corporation, private corporation, or a combination of any of them, with legal or equitable interest in the parcel of record or as identified on the grading permit.

RECEIVING WATER. Any lake, river, stream, or wetland that receives stormwater discharges from the MS4.

REDEVELOPMENT. Any construction activity where, prior to the start of construction, the areas to be disturbed have 15 percent or more of existing impervious surface(s).

SATURATED SOIL. The highest seasonal elevation in the soil that is in a reduced chemical state because of soil voids filled with water. Evidence of saturated soil is the presence of redoximorphic features or other information.

SEDIMENT CONTROL MEASURE. A measure that prevents eroded sediment from leaving the site.

STORMWATER. Stormwater runoff, snow melt runoff, and surface runoff and drainage.

STRUCTURAL STORMWATER BMPS. Stationary and permanent BMPs designed, constructed, and operated to prevent or reduce the discharge of pollutants in stormwater.

Steep Slopes. Slopes that are 1:3 (V:H) (33.3 percent) or steeper in grade.

STORMWATER POLLUTION PREVENTION PLAN or SWPPP. A comprehensive plan developed to manage and reduce the discharge of pollutants in stormwater.

WATERS OF THE STATE. All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

152.03 APPLICABILITY.

This ordinance shall apply to all land disturbance and construction activity that disturbs land of equal to or greater than 2,500 square feet, and includes the disturbance of less than one 2,500 square feet of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one 2,500 square feet or as deemed necessary by the City of Proctor to safeguard persons, protect property, and prevent degradation to the environment in the City of Proctor.

152.04 REQUIRED GRADING PERMIT.

The permit authorizes, subject to the terms and conditions of this ordinance, land disturbance and the discharge of stormwater.

(A) Prior to the commencement of any land disturbing activities on lands subject to this ordinance the Owner shall obtain a Grading Permit from the City of Proctor.

(B) The following activities are not required to obtain a Grading Permit:

- (1) Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
- (2) Nursery, home gardening, and agricultural operations conducted as a permitted main or accessory use.
- (3) Maintenance work conducted by City of Proctor employees.

152.05 GRADING PERMIT PROCESS AND DATA REQUIREMENTS.

(A) An application and applicable application fee for a grading permit shall be filed with the City of Proctor on an approved form, with accompanying documents, and Stormwater Pollution

Prevention Plan (SWPPP) if required, meeting the requirements set forth in the City of Proctor Stormwater Management Design Standards.

(B) The City of Proctor or City representative will review each application. It is the responsibility of the applicant to meet the provisions of this ordinance and the City of Proctor Stormwater Management Design Standards.

(C) The City of Proctor shall in writing:

- (1) Approve the permit application;
- (2) Approve the permit application subject to such reasonable conditions as may be necessary to substantially secure the objectives of this regulation, and issue the permit subject to these conditions; or
- (3) Disapprove the permit applications, indicating the reason(s) and procedure for submitting a revised application and/or submission.

(D) Each application shall include:

- (1) Application form and fee.
- (2) Project name.
- (3) Project narrative describing type of work and proposed disturbance.
- (4) Address of the proposed land disturbing activities.
- (5) Total acres to be disturbed.
- (6) Name, address, and contact information of the owner and/or developer of the site.
- (7) Name and contact information of consulting firm retained by applicant, if applicable.
- (8) Stormwater Pollution Prevention Plan (SWPPP) if required, meeting the requirements set forth in the City of Proctor Stormwater Management Design Standards.
- (9) Details, plans, specifications, calculations, and any other documentation needed to verifying compliance with this ordinance and the City of Proctor Stormwater Management Design Standards.
- (10) Private Stormwater BMP Maintenance Agreement, if applicable.

152.06 MAINTENANCE OF STRUCTURAL BMPS.

Any structural BMPs which are designed and installed to meet the Post-construction Stormwater Management Requirements set forth in the City of Proctor Stormwater Management Design Standards shall meet the following requirements:

(A) Private Facilities:

(1) A permanent public easement shall be provided to the City for access for inspection and/or maintenance purposes. Costs incurred by the City for any maintenance of private systems will be billed and/or assessed to the owner/operator.

(2) The owner shall enter into a Maintenance Agreement with the City of Proctor. The agreement shall include as an attachment a maintenance plan which identifies and defines inspection and maintenance responsibilities. Agreements are transferrable to any party that becomes the owner/operator of the site.

(3) If site configurations or structural stormwater BMPs change, causing decreased BMP effectiveness, new or improved structural stormwater BMPs must be designed and implemented to meet the requirements of the set forth in the City of Proctor Stormwater Management Design Standards for Post-construction Stormwater Management. New and/or improved BMP design information and plans must be submitted to the City of Proctor for review and approval.

(B) Public Facilities. A permanent public easement shall be provided to the City for access for inspection and/or maintenance purposes prior to final acceptance of the project.

152.07 INSPECTION & FEES.

(A) The City of Proctor or City representative shall review all documents and material submitted showing compliance with this ordinance and the City of Proctor Stormwater Management Design Standards. The costs associated with the review process, including but not limited to, staff hours, engineering fees, administrative tasks, reproductions and other expenses associated with the review, shall be charged back to the applicant, including any follow-up reviews for incomplete or non-compliant submittals.

(B) The City of Proctor or City representative may make inspections during the construction and land disturbance activity. Upon inspection the City of Proctor shall notify the permittee wherein the work fails to comply with this ordinance or the site-specific Stormwater Pollution Prevention Plan as approved.

(C) The permitted or his/her agent shall make regular inspections of the property, construction activity, land disturbance activity in accordance with this ordinance and the site-specific Stormwater Pollution Prevention Plan as approved. All inspections shall be documented in written form and made available upon request to the City of Proctor or City representative.

(D) The City of Proctor or City representative shall be allowed access to enter the property of the applicant as deemed necessary to make inspections to ensure the validity and compliance with this ordinance and the site-specific Storm Water Pollution Prevention Plan as approved.

(E) See Schedule of Charges and Fees for associated fees.

152.08 FINANCIAL SECURITY.

The City of Proctor may require at their discretion the submittal of a letter of credit or other financial security in a form acceptable to the City in the amount of 150% of the total estimated construction cost of the stormwater management systems.

152.09 ENFORCEMENT.

(A) *Violations.*

(1) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this ordinance. Any person who has violated or continues to violate the provisions of this ordinance, may be subject to the enforcement actions outlined in this section or may be restrained by injunction or otherwise abated in a manner provided by law.

(2) In the event the violation constitutes an immediate danger to public health or public safety, the City of Proctor is authorized to enter upon the subject private property, without giving prior notice, to take all measures necessary to abate the violation and/or restore the property. The City of Proctor is authorized to seek costs of the abatement as outlined in Section 152.16.

(B) *Warning Notice.* When the City of Proctor finds that any person has violated, or continues to violate, any provision of this ordinance, or any order issued hereunder, the City of Proctor may serve upon that person a written Warning Notice, specifying the particular violation believed to have occurred and requesting the violator to immediately investigate the matter and to seek a resolution whereby any offending violation will cease. Investigation and/or resolution of the matter in response to the Warning Notice in no way relieves the alleged violator of liability for any violations occurring before or after receipt of the Warning Notice. Nothing in this subsection shall limit the authority of the City of Proctor to take any action, including emergency action or any other enforcement action, without first issuing a Warning Notice.

(C) *Notice of Violation.*

(1) Whenever the City of Proctor finds that a person has violated a prohibition or failed to meet a requirement of this ordinance, the City of Proctor may order compliance by written notice of violation to the responsible person.

(2) The Notice of Violation shall contain:

(a) The name and address of the alleged violator;

(b) The address when available or a description of the building, structure or

land upon which the violation is occurring, or has occurred;

(c) A statement specifying the nature of the violation;

(d) A description of the remedial measures necessary to restore compliance with this ordinance and a time schedule for the completion of such remedial action;

(e) A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;

(f) A statement that the determination of violation may be appealed to the City of Proctor by filing a written notice of appeal within 30 days of service of notice of violation; and

(g) A statement specifying that, should the violator fail to restore compliance within the established time schedule, the work will be done by a designated governmental agency, or a contractor and the expense thereof shall be charged to the violator.

(3) Such notice may require without limitation, at their own expense:

(a) The performance of monitoring, analyses, and reporting;

(b) The elimination of the violation(s);

(c) That violating discharges, practices, or operations shall cease and desist;

(d) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property;

(e) Payment of a fine to cover administrative and remediation costs; and

(f) The implementation of source control or treatment BMPs.

152.10 COSTS.

In addition to the other penalties provided herein, the City may recover engineering fees, court costs, court reporter's fees, attorney fees, and other expenses of litigation or enforcement by an appropriate action against the person or entity found to have violated this ordinance or the orders, rules, regulations, and permits issued hereunder.

152.11 STOP WORK ORDER.

Revocation of Permit. In the event that any person holding a grading permit pursuant to this ordinance violates the terms of the permit and is found non-compliant with the permit or implements site development construction practices in such a manner as to materially adversely

affect the health, welfare, or safety of persons residing or working in the neighborhood or development site so as to be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood, the City of Proctor may suspend or revoke the grading permit. The City shall notify the owner in writing with a notice of violation of the approved Grading Permit to remove such conditions or remedy such defects. Such notice shall require the owner to remove or abate said violations within forty-eight (48) hours of notification.

152.12 CIVIL PENALTIES.

In the event the alleged violator fails to take the remedial measures set forth in the notice of violation or otherwise fails to cure the violations described therein within ten (10) days, or such greater period as the City of Proctor shall deem appropriate, after the City of Proctor has taken one or more of the actions described above, the City of Proctor may impose a penalty not to exceed \$ 1,000.00 (depending on the severity of the violation) for each day the violation remains unremedied after receipt of the notice of violation.

152.13 CRIMINAL PENALTIES.

Any person violating any of the provisions of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than \$ 1,000.00 or by imprisonment for not to exceed ninety (90) days or both.

152.14 APPEAL OF NOTICE OF VIOLATION.

Any person receiving a Notice of Violation may appeal the determination of the City of Proctor. The notice of appeal must be received within thirty (30) days from the date of the Notice of Violation, except in the instance where a Stop Work Order is issued as described in Section 152.11, then the notice of appeal must be received within two (2) days from the date of the Stop Work Order Hearing on the appeal before the appropriate authority or his/her designee shall take place within thirty (30) days from the date of receipt of the notice of appeal. The decision of the municipal authority or their designee shall be final.

152.15 ENFORCEMENT MEASURES AFTER APPEAL.

If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within two (2) days of the decision of the municipal authority upholding the decision of the City of Proctor, then representatives of the City of Proctor shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

152.16 COST OF ABATEMENT OF THE VIOLATION.

(A) Within forty-five (45) days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file

a written protest objecting to the amount of the assessment within thirty (30) days. If the amount due is not paid within a timely manner as determined by the decision of the municipal authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

(B) Any person violating any of the provisions of this article shall become liable to the City of Proctor by reason of such violation. The liability shall be paid in not more than twelve (12) equal payments. Interest at the rate of eight (8) percent per annum shall be assessed on the balance beginning on the first day following discovery of the violation.

152.17 VIOLATIONS DEEMED A PUBLIC NUISANCE.

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

152.18 REMEDIES NOT EXCLUSIVE.

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City of Proctor to seek cumulative remedies. The City of Proctor may recover all attorney's fees court costs and other expenses associated with enforcement of this ordinance, including sampling and monitoring expenses.

Ordinance declared adopted this ____ day of _____ 2022.

Mayor

ATTEST:

City Clerk/Administrator

First Reading:

Second Reading:

Published Proctor Journal:

City of Proctor

STORMWATER MANAGENEMT

DESIGN STANDARDS

Version 2.0
2022

Goals and Purpose:

The general purpose of this design guide is to establish regulatory requirements for land disturbing and construction activities to help safeguard persons, protect property, and prevent damage to the environment in the City of Proctor. The goal is to establish requirements that will:

- 1) Assist in meeting the City's NPDES/SDS Municipal Separate Storm Sewer System (MS4) and Construction Stormwater General Permit requirements, set forth by the MPCA.
- 2) Protect life and property from dangers associated with flooding.
- 3) Protect public and private property and natural resources from damage resulting from stormwater runoff and erosion.
- 4) Provide a single, consistent set of performance goals that apply to all developments.
- 5) Establishing erosion and sediment control and waste control requirements for land disturbance activities within the jurisdiction of the City Proctor.
- 6) Establishing post-construction stormwater management requirements to prevent or reduce water pollution after land disturbing activity is complete.
- 7) Promote infiltration and ground water recharge.
- 8) Protect functional values of all types of natural water bodies.

Compatibility with other Regulations:

The standards set forth in this document are not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The standards of this document are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of these standards imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

Ultimate Responsibility:

The standards and requirements set forth herein and promulgated pursuant to these requirements are minimum standards; therefore, these requirements do not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants.

Definitions:

“Best Management Practices” or “BMP” means practices to prevent or reduce the pollution of the waters of the state, including schedules of activities, prohibitions or practices, and other management practices, and also includes treatment requirements, operating procedures and practices to control site runoff, spillage or leaks, sludge, or waste disposal or drainage from raw material storage.

“Better Site Design” means the control and management of stormwater quantity and quality through the application of Better Site Design Techniques as outlined in the current version of the Minnesota Stormwater Manual: (http://stormwater.pca.state.mn.us/index.php/Main_Page).

“Construction Activity” means a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems. This may include clearing, grading, filling, and excavating.

“City” means the City of Proctor

“Common plan of development or sale” is a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.

“Dewatering” means the removal of surface or ground water to dry and/or solidify a construction site to enable construction activity. Dewatering may require a Minnesota Department of Natural Resources water appropriation permit and, if dewatering water is contaminated, discharge of such water may require an individual MPCA NPDES/SDS permit.

“Energy Dissipation” means method employed at pipe outlets to prevent erosion caused by the rapid discharge of water scouring soils.

“Erosion Control Measure” means a measure that prevents soil particles exposure and detachment.

“Fully Reconstructed” means areas where impervious surfaces have been removed down to the underlying soils. Activities such as structure renovation, mill and overlay projects, and other pavement rehabilitation or resurfacing projects that do not expose the underlying soils beneath the structure, pavement, or activity are not considered fully reconstructed. Maintenance activities such as catch basin repair/replacement, utility repair/replacement, pipe repair/replacement, lighting, and pedestrian ramp improvements are not considered fully reconstructed.

“Green Infrastructure” is a wide array of practices at multiple scales that manages wet weather and that maintains or restores natural hydrology by infiltrating, evapotranspiring, or harvesting and using stormwater. On a regional scale, green infrastructure is the preservation or restoration of natural landscape features, such as forests, floodplains and wetlands, coupled with policies such as

infill and reconstruction that reduce overall imperviousness in a watershed. On the local scale, green infrastructure consists of site and neighborhood-specific practices.

“Karst” (active) is a geographic area underlain by carbonate bedrock (or other forms of bedrock that can erode or dissolve) with less than 50 feet of sediment cover.

“Land Disturbance” means any project or activity, including removal of vegetation, excavations, clearing, filling, stockpiling, grading, or other earth change that directly or indirectly affects slopes, water bodies, the moving of ground cover or which may result in the movement of sediment.

“Linear Project” means construction or reconstruction of roads, trails, sidewalks, and rail lines that are not part of a common plan of development or sale.

“MPCA Construction Stormwater Permit” means the most current Minnesota Pollution Control Agency (MPCA) General Permit to Discharge Stormwater Associated with Construction Activity Under the National Pollution Discharge Elimination System State Disposal System Program (NPDES/SDS).

“Municipal Separate Storm Sewer System” or “MS4” means the conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains owned and operated by the City of Proctor.

“New Development” means all construction activity where new impervious surfaces are being created.

“Receiving Water” means any lake, river, stream, or wetland that receives stormwater discharges from the MS4.

“Saturated soil” is the highest seasonal elevation in the soil that is in a reduced chemical state because of soil voids being filled with water. Saturated soil is evidenced by the presence of redoximorphic features or other information.

“Sediment Control Measure” means a measure that prevents eroded sediment from leaving the site.

“Stormwater” means rainwater runoff, snow melt runoff, and surface runoff and drainage. (Minn .R. 7090.0080, subp.12.)

“Structural Stormwater BMPs” mean stationary and permanent BMPs designed, constructed and operated to prevent or reduce the discharge of pollutants in stormwater.

“Steep Slopes” means slopes that are 1:3 (V:H) (33.3 percent) or steeper in grade.

“Stormwater Pollution Prevention Plan” or “SWPPP” means a comprehensive plan developed to manage and reduce the discharge of pollutants in stormwater.

“Waters of the State” means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems, and all other bodies or

accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

Receiving Waters:

Kingsbury Creek (River Segment 04010201-626)

Impaired for: Benthic Macroinvertebrate Bioassessment, Chloride.

Approved TMDL for: None

These impairments affect Aquatic Life.

Knowlton Creek (River Segment S-002-003.5)

Impaired for: None.

Approved TMDL for: None

Wetlands: Governed by Wetland Conservation Act (WCA)

Special (Prohibited, Restricted, Other) and Impaired Waters:

Prohibited Special Waters (Minn R. 7050.0035 Subp. 3): None known

Restricted Special Waters: None known

Trout Lakes and Trout Streams (Minn. R. 6264.0050, subp. 2 and subp. 4): Kingsbury Creek, Knowlton Creek

Prohibited Special Waters (Minn R. 7050.0035 Subp. 3): None known

Impaired Waters with an USEPA approved TMDL: None known

Other Considerations:

Impacts to Endangered or Threatened Species or Critical Habitats: None known

Adversely Affected Historical Properties: None known

Drinking Water Source: The City of Proctor provides drinking water to its residents from the City of Duluth water supply system, which includes the Lakewood Water Treatment Plant which treats water sourced from Lake Superior.

Related Review and Regulations:



Environmental Review Requirements (Minn R 4410 Environmental Review): Environmental reviews (EAW & EIS) shall be completed as required by Minnesota Administrative Rule, Chapter 4410, and Environmental Review

Proctor Ordinance Requirements: <https://proctormn.gov/city-code-comprehensive-plan/>

MPCA Construction Stormwater Permit: <http://www.pca.state.mn.us/index.php/water/water-types-and-programs/stormwater/construction-stormwater/index.html>

Design Requirements:

Summary of Requirements

Disturbed Area 	>2,500 sf but less than 1 acre	1 acre or more
Requirement 		
Grading Permit	X	X
Stormwater Pollution Prevention Plan (SWPPP)		X
Construction Site Stormwater Runoff Controls	X	X
Post-Construction Stormwater Management Requirements		X
MPCA Construction Stormwater Permit		X

Notes: Disturbed area includes all land disturbance and construction activity, including land area that is part of a larger common plan of development or sale. Where deemed necessary by the City of Proctor to safeguard persons, protect property, and prevent degradation to the environment in the City of Proctor, requirements may be enforced for disturbed areas with less than above identified amount.

Better Site Design

The City encourages the use of better site designs as identified in the current version of the Minnesota Stormwater Manual (https://stormwater.pca.state.mn.us/index.php/Better_site_design). Better site design involves a series of techniques applied early in the design process to reduce impervious cover, conserve natural areas, use pervious areas to treat stormwater runoff more effectively, and promote the treatment train approach to runoff management.

Stormwater Pollution Prevention Plan (SWPPP)

A SWPPP shall be submitted with the Grading Permit application. The SWPPP shall be consistent with the requirements outlined in this document, City ordinances, and State and Federal regulations.

- A. SWPPP Plan Content. The SWPPP shall be completed prior to submitting a Grading Permit application and prior to conducting any land disturbing activities. SWPPP plan content must include at a minimum the items required and identified in the MPCA Construction Stormwater Permit. This includes information to meet the requirements of the Construction Site Stormwater Runoff Control and Post-Construction Stormwater Management sections of this document, where applicable.

Construction Site Stormwater Runoff Control Requirements

Site plans and project documentation must incorporate erosion and sediment controls and waste controls as required and identified in the MPCA Construction Stormwater Permit, including those identified in the MPCA Construction Stormwater Permit for discharges to special and impaired waters, when applicable. (<http://www.pca.state.mn.us/index.php/water/water-types-and-programs/stormwater/construction-stormwater/index.html>)

These requirements are briefly described below:

- A. Erosion Prevention Practices (Permit Section 8). Erosion Prevention Practices (BMPs) must be planned for, implemented, and maintained to prevent soil particle exposure and detachment in order to minimize site erosion.
- B. Sediment Control Practices (Permit Section 9). Sediment Control Practices (BMPs) must be planned for, implemented, and maintained to prevent eroded sediment from leaving the site and to minimize sediment and other pollutants from entering surface waters, including curb and gutter systems and storm sewer systems.
- C. Dewatering and Basin Draining Activities (Permit Section 10). Dewatering or basin draining activities to remove surface or ground water to dry and/or solidify a construction site to enable construction activity must incorporate appropriate BMPs to discharge in a manner that does not cause nuisance conditions. Dewatering may require a Minnesota Department of Natural Resources water appropriation permit and, if dewatering water is contaminated, discharge of such water may require an individual MPCA NPDES/SDS permit.
- D. Site Inspection and Maintenance (Permit Section 11). Construction sites must be inspected on a regular basis to ensure the integrity and effectiveness of all erosion prevention BMPs, sediment control BMPs, and pollution prevention management measures. All non-functional BMPs must be repaired, replaced, or supplemented with functional BMPs.
- E. Pollution Prevention Management Measures (Permit Section 12). Construction sites must incorporate pollution prevention management measures to reduce the probability of spills, leaks, or discharges of pollutants.
- F. Final Stabilization (Permit Section 13). Upon the completion of construction activity, final stabilization must be completed to include perennial vegetative cover on all exposed soils.
- G. Temporary Sediment Basins (Permit Section 14). Temporary sediment basin(s) are required to treat runoff where deemed necessary by the MPCA Construction Stormwater Permit and where deemed necessary by the City of Proctor to safeguard persons, protect property, and prevent degradation to the environment.

Post-Construction Stormwater Management Requirements.

Site plans and project documentation must incorporate post-construction (permanent) stormwater management best management practices/systems to manage stormwater long-term once construction activity is complete. Permanent stormwater systems shall be designed consistent with the Minnesota Stormwater Manual (http://stormwater.pca.state.mn.us/index.php/Main_Page), the MPCA Construction Stormwater Permit, and in accordance with the following requirements:

- A. Green Infrastructure. Green Infrastructure techniques and practices (including, but not limited to, infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), shall be given preference as design options consistent with zoning, subdivision and PUD requirements.

A combination of techniques which utilize infiltration, capture and reuse, evapotranspiration and other types of low impact development techniques are encouraged, rather than relying on a single practice or infiltration alone.

- B. Stormwater Runoff Rate Control. Post-development peak flow rates at each discharge point from the project area shall not exceed pre-development peak flow rates for the 2, 10, and 100-year, 24-hour storm events.
- C. Storm Sewer Conveyance System. Local storm sewer systems shall be designed for the 10-year storm event. The Rational Method shall be the preferred methodology for design of local systems. Culvert crossings or storm systems in County or State right-of-way may have a design frequency and requirements which differ from the City's requirements. The Designer shall contact each agency/unit of government to determine the appropriate design requirements and frequency for hydrologically-connected systems.
- D. Flood Control.
1. The low floor elevation shall be set to the higher of the following:
 - a. Where an effective Base Flood Elevation (BFE) has been established the low floor elevation adjacent to a surface water body shall be established in accordance with the City's Floodplain Ordinance.
 - b. The low floor elevation shall be two (2) feet or more above the 100-year/24-hour event as determined by a technical evaluation by a qualified engineer or hydrologist.
 2. An emergency overflow shall be incorporated into the site design at or above the BFE or modeled high water level to convey a 100-year discharge away from buildings to the next downstream water body. The lowest opening shall be at least one and a half (1.5) feet above the emergency overflow elevation of the adjacent water body.
 3. Existing, natural or man-made emergency overflows shall be analyzed as part of the design process.

4. Where natural overflows do not exist, the designer shall consider the possibility of long duration and extreme events. High water elevations shall be determined with analysis based on runoff volume resulting from a 100-year/10-day snowmelt (7.2 inches and saturated or frozen soil conditions [CN=100]) and/or the runoff resulting from a 100-year back-to-back rain event.
- E. Water Quality Treatment and Volume Control Requirements. Post-construction stormwater management is required for any project where the sum of new development and fully reconstructed areas equal one or more acres. Post-construction stormwater management must provide treatment of the water quality volume consistent with the requirements identified below. Volume reduction practices must be considered first. Defensible and consistent hydrological assessments and modeling methods shall be provided to demonstrate compliance.
1. Non-Linear New Development and Fully Reconstructed Areas. Nonlinear development and fully reconstructed projects, on sites without restrictions, shall capture and retain on site 1.1 inches of runoff from the new and/or fully reconstructed impervious surfaces.
 2. Linear Developments. Linear projects, on sites without restrictions, shall capture and retain the larger of the following:
 - a. 0.55 inches of runoff from the new and fully reconstructed impervious surfaces on the site.
 - b. 1.1 inches of runoff from the net increase impervious area on the site.
 3. Sites with Restrictions. Every attempt to comply with the performance standards identified above shall be made. If full compliance with the performance standards is not possible due to any of the factors identified below, the reasons must be clearly documented. Options should be considered and documented to examine the merits of relocating project elements to address varying soil conditions and other constraints across the site. Infiltration is prohibited in the following areas:
 - a. Areas that receive discharges from vehicle fueling and maintenance areas
 - b. Areas where there are high levels of contaminants in soil or groundwater
 - c. Areas where soil infiltration rates are more than 8.3 inches per hour, unless soils are amended
 - d. Areas with less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock
 - e. Areas of predominately Hydrologic Soil Group D (clay) soils
 - f. Areas in an Emergency Response Area (ERA) within a moderate vulnerability DWSMA
 - g. Areas within a high or very high vulnerability Drinking Water Supply Management Area (DWSMA)
 - h. Areas located 1,000 feet up-gradient or 100 feet down-gradient of active karst features

- i. Areas that receive industrial stormwater runoff regulated under the NPDES ISW program
- 4. For non-linear projects, where the water quality volume cannot cost effectively be treated on the site of the original construction activity, off-site treatment / mitigation at an off-site location may be implemented at the City's discretion. The off-site treatment must meet the performance of 1.1 inches of volume reduction for the sum of new development and fully reconstructed standards identified above. The owner and/or operator must provide appropriate documentation to the City as support and the proposed mitigation must meet the following criteria:
 - a. Off-site treatment / mitigation at an off-site location may be implemented at the City's discretion. The off-site treatment must meet the performance of 1.1 inches of volume reduction for new development or fully reconstructed standards identified above. The owner and/or operator must provide appropriate documentation to the City as support and the proposed mitigation must meet the following criteria:
 - i. Mitigation project areas should be selected in the following order of preference. Proposed mitigation locations must be reviewed and approved by the City:
 - 1. Locations that yield benefits to the same receiving water that receives runoff from the original construction activity
 - 2. Locations within the same Department of Natural Resource (DNR) catchment area as the original construction activity
 - 3. Locations in the next adjacent DNR catchment area up-stream
 - 4. Locations within the City
 - b. Mitigation projects must involve the creation of new structural stormwater BMPs, the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP.
 - c. Routine maintenance of structural stormwater BMPs cannot be used to meet mitigation requirements.
 - d. Mitigation projects must be completed within 24 months after the start of the original construction activity.
 - e. If the mitigation project is a private structural BMP and the City is not responsible for long-term maintenance of the project, the City will require written and recorded documentation of maintenance responsibilities.
- 5. For linear projects, where the entire water quality volume cannot be treated within the existing right-of-way, a reasonable attempt to obtain additional right-of-way, easement, or other permission to treat the stormwater during the project planning process must be made, with consideration to volume reduction practices first. If additional right-of-way, easements, or other permission cannot be obtained, owners of construction activity must maximize the treatment of the water quality volume prior to discharge. Documentation must be provided to the City.

F. Design Computation Criteria.

1. Rain fall amounts and distributions for storm water management and conveyance system analysis shall utilize the NOAA Atlas 14 data for Proctor, MN, and antecedent moisture conditions 2 (AMC-2).
2. The City may require designers to run additional modeling scenarios with rainfall depths greater than the 100-year event. For example, modeling a 10-inch event or back-to-back 100-year events will allow the designer and require to evaluate the sensitivity of the system response to larger events relative to detention/retention area high water levels and emergency overflow paths. The designer is encouraged to run extreme events scenarios as part of the initial site evaluation and design process.
3. Outlet energy dissipation shall be designed in accordance with MnDOT Design Criteria.
4. Permanent stormwater facilities shall provide adequate maintenance access. Vehicle lanes of not less than 10-feet wide and 15 percent slope shall be provided to access the facilities.
5. Infiltration and Filtration Practices:
 - a. Shall provide for pre-treatment of runoff to trap sediment prior to entering the infiltration system.
 - b. Must be designed to draw down to the bottom elevation of the practice within 48 hours. The maximum ponding depth shall be based on the soil infiltration rate determined from site specific soil investigation data taken from the location of proposed infiltration practice(s) on site.
6. Stormwater Wet Ponds:
 - a. Shall have a minimum 3-foot permanent ponding depth and maximum 10-foot permanent ponding depth.
 - b. Shall have a minimum 20-foot buffer around the perimeter of the basin. The buffer shall extend from the 100-year high water level.
 - c. Shall have an aquatic bench having 10:1 (H:V) slope for the first 10 feet extending down from the normal water level of the basin.
 - d. Shall have a 3:1 maximum side slope.
 - e. Shall be configured to prevent short circuiting.
 - f. Shall have submerged outlet pipes designed to minimize or eliminate the discharge of oils and floatable materials.
 - g. Shall include liner material (compacted cohesive soils, geosynthetic materials, plastic liner, soil additives, or other material) when located in areas with high infiltration rates and/or when located in areas with prohibited infiltration to create a permanent pool and prevent contamination of ground water.

- G. Long Term Maintenance of Stormwater BMPs. The type and interval of maintenance activities for stormwater BMPs are often dependent upon the degree of pollutant loading from a particular drainage basin. BMP maintenance can be broken into three categories: inspection, routine maintenance, and major maintenance.

1. Private Facilities

- a. Maintenance Agreement. As supported by the City's Construction Site and Post-Construction Stormwater Management Ordinance, the owner shall enter into a Maintenance Agreement with the City. A maintenance agreement template can be found in Appendix A.
- b. Maintenance Plan. As supported by the City's Construction Site and Post-Construction Stormwater Management Ordinance, an inspection and maintenance plan shall be developed, approved, and included as an attachment with the Maintenance Agreement. The Minnesota Stormwater Manual provides guidance for post-construction operation and maintenance which may be used for plan development. At a minimum, maintenance plans must include the following information:
 - i. Inspections
 1. Responsible person(s) for completing inspections.
 2. Frequency inspections are to be completed. At a minimum, stormwater facilities must be inspected annually.
 3. Each BMP type has its own unique characteristics. However, inspections will generally consist of an assessment to assure its functionality and general condition.
 4. Annual documentation to be submitted to the City showing proof of inspection, results, and maintenance activities.
 - ii. Routine Maintenance
 1. Responsible person(s) for conducting routine maintenance.
 2. Frequency routine maintenance is to be completed. At a minimum, routine maintenance must be completed at a frequency necessary to maintain the performance standard they were designed for.
 3. The type of routine maintenance anticipated. Routine maintenance will generally consist of trash and vegetation removal, unclogging of drains, minor sediment removal, and exchange of filter media where applicable.
 - iii. Major Maintenance
 1. Responsible person(s) for conducting major maintenance.
 2. Anticipated frequency major maintenance is to be completed. At a minimum, major maintenance needs to be completed as required from inspection reports and/or when there are failures in the BMP.
 3. Type of major maintenance anticipated. Major maintenance generally consists of significant reconstruction including dredging, excavation, removal of existing media, replacing fabric, replacing the under-drain, and reestablishment of vegetation.

2. Public Stormwater Facilities

- a. Acceptance of publicly owned stormwater facility. Prior to final acceptance of the facility the following must be completed:

- i. Submittal of as-built drawing.
- ii. Documentation certifying the BMP has been constructed in accordance with design specifications.
- iii. Final inspection with City staff or City representative.

Appendix A

Maintenance Agreement Template

Private Stormwater BMP Maintenance Agreement

I. THIS AGREEMENT, made this _____ day of _____, 20____, by and between the City of Proctor, MN (hereinafter referred to as the "City") and, [corporation, individual] (hereinafter referred to as "_____") with reference to the following facts and circumstances:

- A. (*) _____ is the fee owner of certain real property situated in the City of _____, legally described as follows:
(Legal) _____
(*)CAPS _____ ()
(hereinafter referred to as the "Subject Property")
- B. As a condition of its approval of the development for the Subject Property, the City has required that the parties hereto enter into an agreement, which makes provision for the maintenance of the Stormwater Management Best Management Practice(s) (BMPs) located within the boundaries of the Subject Property as the same is described and depicted in those certain construction plans drawn by _____, approved by the City and constructed by _____. The Stormwater Management BMPs is(are) located in the platted drainage and utility easement in _____.
- C. The parties hereto desire to set forth their agreement with respect to the maintenance of the Stormwater Management BMPs and the costs of such maintenance.

II. NOW THEREFORE, in consideration of the foregoing facts and circumstances, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

- A. For the purpose of this Agreement, maintenance of the Stormwater Management BMPs shall mean the regular inspection, routine maintenance, and major maintenance described within the maintenance plan (attached) and as required to maintain the performance standard and function of the Stormwater Management BMPs identified within the project Stormwater Pollution Prevention Plan (SWPPP) and construction documents.
- B. (*) _____ shall be solely responsible for the maintenance of the Stormwater Management BMPs, and shall bear all costs of such maintenance.
- C. (*) _____ shall complete an annual report, certified by a qualified individual. The report shall include written documentation of the inspection schedule,

times of inspection, remedial actions taken to repair, modify, or reconstruct the BMPs, certification that the BMP is functioning in accordance with the approved plans, and notification of any planned change in responsibility for the BMPs. (*)_____ shall retain completed annual reports for a minimum of 15 years and shall provided the City with the written documentation upon request.

- D. (*)_____ shall grant the City or its agents or contractor the right of entry at reasonable times and in a reasonable manner for the purpose of inspecting, operating, installing, constructing, reconstructing, maintaining, or repairing the BMPs.
- E. (*)_____ shall grant to the City the necessary easements and right-of-way and maintain perpetual access from public right-of-ways to the BMPs for the City or its agent or contractor.
- F. If, upon inspection, the City finds that (*)_____ has failed to properly maintain the BMPs, the City may order the work to be performed within_____ days. In the event the work is not performed or a schedule for undertaking the work to be performed has not been provided within the specified time, (*)_____ agrees to allow the City to enter the property and take whatever steps it deems necessary to maintain the BMPs. The cost reasonably incurred by the City for performing such maintenance shall be reimbursed to the City within 30 days by the party responsible for such maintenance and, if the responsible party does not timely reimburse the City, then the City may recover its costs by levying a special assessment.
- G. (*)_____, as present owner of the Subject Property, for itself and respective successors and assigns, hereby waives any statutory right which it may have to contest any such assessment by the City of its maintenance costs on the basis of the benefit to portions of the Subject property.
- H. The City is under no obligation to maintain or repair said BMPs, and in no event shall this Agreement be construed to impose any such obligation on the City.
- I. (*)_____ heirs, administrators, executors, assigns and any other successor interest shall indemnify and hold harmless the City and its officers, agents and employees for any and all damages, accidents, casualties, occurrences, claims or attorney's fees which might arise or be asserted, in whole or in art, against the City from the construction, presence, existence, or maintenance of the BMPs subject to the Agreement. In the event a claim is asserted against the City, its officers, agents or employees, the City shall notify (*)_____ and (*)_____ shall defend at (*)_____ expense any suit based on such claim. If any judgment or claim against the City, its officers, agents or employees, shall be allowed, (*)_____ shall pay all costs and expenses in connection therewith. The City will not indemnify, defend or hold

harmless in any fashion (*)_____ from any claims arising from any failure, regardless of any language in any attachment or other document that the (*)_____ may provide.

J. (*)_____ shall not transfer, assign or modify its responsibilities with respect to this Agreement without the City's written prior consent. Nothing herein shall be construed to prohibit a transfer by (*)_____.

K. No waiver of any provision of this agreement shall affect the right of any party thereafter to enforce such provisions or to exercise any right or remedy available.

L. (*)_____ shall provide as attachment to this agreement the required Maintenance Plan, as-built drawings, and certification that the BMP has been constructed properly as required by the City of Proctor Construction Site and Post-Construction Stormwater Management Ordinance and The City's Stormwater Management Design Guide.

M. The terms and conditions of the Agreement shall be binding upon, and shall insure to the benefit of, the parties hereto and their respective successors and assigns.

III. IN WITNESS WHEREOF, the parties hereto have caused this document to be executed as of the day and year first above written.

Title _____
For the City of Proctor

Date

[corporation, individual]

Date

Attachments:
Maintenance Plan

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have A Place in Proctor

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

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ORDINANCE 06-22
AN ORDINANCE OF THE CITY OF PROCTOR, MINNESOTA
CONCERNING PET WASTE

The City Council of the City of Proctor does ordain as follows:

Section 1. Purpose: The purpose of this ordinance is to ensure pet waste on public and private properties in the City of Proctor is properly disposed of so as not cause a nuisance to others and to protect surface waters.

Section 2. Definitions: The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

“Animal.” A dog, cat or other animal kept for amusement or companionship.

“Owner/Custodian.” Any person who harbors, feeds, boards, possesses, keeps or has custody of an animal.

“Immediately.” at once, without delay.

“Soil/defile.” to make unclean from excrement

“Waste.” solid matter expelled from the bowels of the pet; excrement

Section 3. Owner/Custodian Responsibility. Owner or custodian of any animal shall allow animal waste to remain on any public property or upon any street, sidewalk, public way, play area, or common grounds owned jointly by the members of a homeowners' or condominium association, or upon private property other than that of the owner. Waste produced by animals shall be immediately removed and disposed of in a sanitary manner.

Section 4. Unlawful Acts.

A. It is unlawful for any person owning, keeping, or harboring an animal to cause or permit said animal to be on any public or private property, if private property included is not owned or possessed by such person, without having in his/her immediate possession a device for the removal of feces and depository for the transmission of excrement to a proper receptacle.

B. It is unlawful for any person in control of, causing or permitting any animal to be on any public or private property, if private property included is not owned or possessed by such person, to fail to remove feces left by such animal and dispose of it properly.

Section 5. Proper Disposal:

A. Proper disposal of animal waste shall be limited to bagging for disposal in the owner or keeper's waste receptacle, and bagging for disposal in a waste receptacle in a public park or park area.

B. Disposal of animal waste in storm drains is prohibited.

C. Disposal of animal waste in public compost is prohibited.

Section 6. Exceptions. The provisions of this section shall not apply to the ownership or use of dogs certified by the State of Minnesota as service dogs, seeing-eye dogs by blind persons, dogs when used in police activities by the city, or tracking dogs when used by or with the permission of the city.

Section 7. Persons Authorized to Issue Citations. Any peace officer, animal control officer, park ranger, any duly authorized agent, or any person authorized by the animal control officer may issue citations for violations.

Section 8. Penalty. Any person violating this section shall be punished by a fine in an amount set by resolution of the Council. Any person who is found guilty of subsequent violations of this section shall be punished by a fine in an amount set by resolution of the Council.

Ordinance declared adopted this ____ day of ____ 2022.

Mayor

ATTEST:

City Clerk/Administrator

First Reading:

Second Reading:

Published Proctor Journal:

CITY OF PROCTOR
CORPORATE SEAL

1894

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 = 07/05/2022

General Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
BRAY&REED				
1869	OPIOID LITIGATION	06/17/2022	255.00	100-10-160-3004 Legal Fees
1870	CITY OF PROCTOR GENERAL	06/17/2022	1,700.00	100-10-160-3004 Legal Fees
1871	DEVELOPMENT ISSUES	06/17/2022	225.00	830-10-160-3004 Legal Fees
Total BRAY&REED:			2,180.00	
CENTURYLINK				
JUN 10-2022 -	TELEPHONE - FIRE DEPT	06/10/2022	96.91	100-20-220-3021 Telephone
Total CENTURYLINK :			96.91	
CINTAS				
4121327895	CITY HALL MATS, TOWELS, MOPS	06/03/2022	104.25	100-10-130-3000 Professional Services
4121327895	STREET DEPT COVERALLS	06/03/2022	43.75	100-30-300-2217 Clothing
4122054048	CITY HALL MATS, TOWELS, MOPS	06/10/2022	104.25	100-10-130-3000 Professional Services
4122054048	STREET DEPT COVERALLS	06/10/2022	43.75	100-30-300-2217 Clothing
4122724614	CITY HALL MATS, TOWELS, MOPS	06/17/2022	104.25	100-10-130-3000 Professional Services
4122724614	STREET DEPT COVERALLS	06/17/2022	43.75	100-30-300-2217 Clothing
4123410832	CITY HALL MATS, TOWELS, MOPS	06/24/2022	96.75	100-10-130-3000 Professional Services
4123410832	STREET DEPT COVERALLS	06/24/2022	22.80	100-30-300-2217 Clothing
Total CINTAS :			563.55	
COMPASS MINERALS				
867313	ROAD SALT	10/12/2021	4,609.69	100-30-300-2224 Street Maintenance M
Total COMPASS MINERALS:			4,609.69	
EMERGENCY SERVICES MARKETING				
22-10557	I AM RESPONDING	04/12/2022	735.00	100-20-220-4433 Dues & Subscriptions
Total EMERGENCY SERVICES MARKETING :			735.00	
ESS BROTHERS AND SONS INC				
CC3594	ANNUAL SEWER MAINT WORK REHAB MANHOLES & CATCH BASINS	06/09/2022	8,140.00	500-50-510-3015 Contractor
Total ESS BROTHERS AND SONS INC :			8,140.00	
EVERLAST REHAB				
22039	ANNUAL SEWER MAINT WORK REHAB MANHOLES CHIMNEY TO BOTTOM	06/07/2022	6,865.00	500-50-510-3015 Contractor
Total EVERLAST REHAB :			6,865.00	
JOHNSON CONTROLS				
1-11872221813	SERVICE CALL - WATER HEATER PUMP AND INSTALL	06/23/2022	1,145.00	100-10-130-4400 Repairs & Maintenanc

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total JOHNSON CONTROLS :			1,145.00	
MINNESOTA ENERGY RESOURCES				
0502214174-0	052214174-00001 GAS BILL STREET GARAGE	06/14/2022	169.04	100-30-300-3080 Utilities
0503508588-0	GAS UTILITIES - CITY OF PROCTOR	06/14/2022	36.68	100-00-000-2020 Accounts Payable
Total MINNESOTA ENERGY RESOURCES :			205.72	
MN DEPART OF PUBLIC SAFETY DVS				
06282022	LIQUOR LICENSE - PAID BY CC HOLLINDAY	06/28/2022	750.00	100-32-320-3211 Alcoholic Beverages
Total MN DEPART OF PUBLIC SAFETY DVS:			750.00	
PROCTOR JOURNAL				
36251	4TH CLOSING AD	06/29/2022	12.50	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL :			12.50	
QUALITY GARAGE DOOR SERVICE, L				
2302	YEARLY DOOR MAINTENANCE	06/24/2022	441.95	100-20-220-2220 Supplies - Repair & M
Total QUALITY GARAGE DOOR SERVICE, L:			441.95	
SHRED N GO INC				
136480	SHREDDING SERVICES	06/18/2022	114.08	100-10-120-3000 Professional Services
Total SHRED N GO INC :			114.08	
W.L.S.S.D.				
06302022	WASTEWATER CHARGES	06/30/2022	28,485.00	500-50-510-3085 Sewer - WLSSD Billin
06302022	2021 ADJUSTMENT	06/30/2022	1,903.00-	500-50-510-3085 Sewer - WLSSD Billin
06302022	WASTEWATER CHARGES	06/30/2022	28,485.00	500-50-510-3085 Sewer - WLSSD Billin
06302022	2021 ADJUSTMENT	06/30/2022	1,903.00-	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D. :			53,164.00	
Grand Totals:			79,023.40	

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 = 07/05/2022

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 = 07/05/2022

Liquor Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ADT SECURITY SERVICES				
6-13-22	ADT SECURITY MONITORING	06/13/2022	80.28	600-60-600-4443 Security Systems
Total ADT SECURITY SERVICES:			80.28	
AMERICAN BOTTLING COMPANY				
3313812650	SODA	06/27/2022	83.45	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			83.45	
BELLBOY CORPORATION				
0105355200	DELIVERY	06/23/2022	5.00	600-60-600-3033 Freight & Express
0105355200	SUPPLIES	06/23/2022	161.25	600-60-600-2258 Misc Merchandise
0105355400	DELIVERY	06/23/2022	2.00	600-60-600-3033 Freight & Express
0105355400	SUPPLIES	06/23/2022	13.75	600-60-600-2258 Misc Merchandise
Total BELLBOY CORPORATION :			182.00	
BERNICK S PEPSI				
837109	SODA	06/22/2022	16.53	600-60-600-2254 Soft Drinks & Mix
837110	BEER	06/22/2022	5,685.25	600-60-600-2252 Beer Purchases
837111	BEER	06/22/2022	74.25-	600-60-600-2252 Beer Purchases
838268	SODA	06/29/2022	70.53	600-60-600-2254 Soft Drinks & Mix
Total BERNICK S PEPSI :			5,698.06	
BOURGET IMPORTS, LLC				
188008	SERVICE FEE	06/23/2022	13.50	600-60-600-3033 Freight & Express
188008	WINE	06/23/2022	240.00	600-60-600-2253 Wine Purchases
Total BOURGET IMPORTS, LLC:			253.50	
BREAKTHRU BEVERAGE				
344620098	SERVICE FEE	06/23/2022	12.03	600-60-600-3033 Freight & Express
344620098	LIQUOR	06/23/2022	1,023.77	600-60-600-2251 Liquor Purchases
409842088	LIQUOR	06/21/2022	1.33-	600-60-600-2251 Liquor Purchases
409842088	SERVICE FEE	06/21/2022	.04-	600-60-600-3033 Freight & Express
409842089	SERVICE FEE	06/27/2022	.15-	600-60-600-3033 Freight & Express
409842089	LIQUOR	06/27/2022	7.12-	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			1,027.16	
CINTAS				
4123273564	MATS	06/23/2022	175.63	600-60-600-2210 Operating Supplies
Total CINTAS :			175.63	
DAHLHEIMER BEVERAGE				
1603551	BEER	06/20/2022	139.40	600-60-600-2252 Beer Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total DAHLHEIMER BEVERAGE:			139.40	
GUARDIAN PEST CONTROL, INC				
2373147	PEST CONTROL	06/21/2022	44.77	600-60-600-4406 Pest Control
Total GUARDIAN PEST CONTROL, INC :			44.77	
JOHNSON BROTHERS INC				
2078442	DELIVERY CHARGE	06/21/2022	73.52	600-60-600-3033 Freight & Express
2078442	LIQUOR	06/21/2022	2,516.37	600-60-600-2251 Liquor Purchases
2078443	DELIVERY CHARGE	06/21/2022	17.32	600-60-600-3033 Freight & Express
2078443	WINE	06/21/2022	437.63	600-60-600-2253 Wine Purchases
2078444	DELIVERY CHARGE	06/21/2022	4.20	600-60-600-3033 Freight & Express
2078444	MIX	06/21/2022	73.00	600-60-600-2254 Soft Drinks & Mix
2083250	DELIVERY CHARGE	06/29/2022	50.12	600-60-600-3033 Freight & Express
2083250	LIQUOR	06/29/2022	2,722.05	600-60-600-2251 Liquor Purchases
2083251	DELIVERY CHARGE	06/29/2022	17.34	600-60-600-3033 Freight & Express
2083251	WINE	06/29/2022	580.65	600-60-600-2253 Wine Purchases
Total JOHNSON BROTHERS INC :			6,492.20	
LAKESHORE ICE				
01-203396	ICE	06/27/2022	64.60	600-60-600-2258 Misc Merchandise
01-203443	ICE	06/24/2022	56.00	600-60-600-2258 Misc Merchandise
01-203456	ICE	06/27/2022	95.32	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			215.92	
MICHAUD DISTRIBUTING COMPANY				
367993	FUEL SURCHARGE	06/20/2022	3.00	600-60-600-3033 Freight & Express
367993	BEER	06/20/2022	521.80	600-60-600-2252 Beer Purchases
368239	BEER	06/27/2022	449.40	600-60-600-2252 Beer Purchases
368239	FUEL SURCHARGE	06/27/2022	3.00	600-60-600-3033 Freight & Express
Total MICHAUD DISTRIBUTING COMPANY :			977.20	
MOOSE LAKE BREWING				
24-044	BEER	06/16/2022	144.00	600-60-600-2252 Beer Purchases
Total MOOSE LAKE BREWING :			144.00	
PHILLIPS WINE & SPIRITS CO.				
6416721	LIQUOR	06/21/2022	3,203.14	600-60-600-2251 Liquor Purchases
6416721	DELIVERY	06/21/2022	49.70	600-60-600-3033 Freight & Express
6416722	DELIVERY CHARGE	06/21/2022	2.10	600-60-600-3033 Freight & Express
6416722	LIQUOR	06/21/2022	68.00	600-60-600-2251 Liquor Purchases
6420710	DELIVERY	06/29/2022	12.30	600-60-600-3033 Freight & Express
6420710	LIQUOR	06/29/2022	665.92	600-60-600-2251 Liquor Purchases
6420711	DELIVERY	06/29/2022	5.82	600-60-600-3033 Freight & Express
6420711	WINE	06/29/2022	181.00	600-60-600-2253 Wine Purchases
Total PHILLIPS WINE & SPIRITS CO. :			4,187.98	
PROCTOR JOURNAL				
36267	NEWS STAND SALES	06/30/2022	8.89	600-60-600-2258 Misc Merchandise

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total PROCTOR JOURNAL :			8.89	
RED BULL				
2003139230	RED BULL	06/20/2022	136.75	600-60-600-2254 Soft Drinks & Mix
Total RED BULL :			136.75	
SOUTHERN WINE & SPIRITS				
2224604	DELIVERY	06/17/2022	56.11	600-60-600-3033 Freight & Express
2224604	LIQUOR	06/17/2022	2,093.25	600-60-600-2251 Liquor Purchases
2227424	DELIVERY	06/27/2022	9.90	600-60-600-3033 Freight & Express
2227424	LIQUOR	06/27/2022	757.99	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			2,917.25	
SUPERIOR BEVERAGE (MN)				
1460156	BEER	06/21/2022	268.50	600-60-600-2252 Beer Purchases
20021118	BEER	06/17/2022	462.90	600-60-600-2252 Beer Purchases
20021118	FREIGHT	06/17/2022	4.00	600-60-600-3033 Freight & Express
20021258	FREIGHT	06/21/2022	4.00	600-60-600-3033 Freight & Express
20021258	BEER	06/21/2022	1,301.85	600-60-600-2252 Beer Purchases
20021530	FREIGHT	06/27/2022	4.00	600-60-600-3033 Freight & Express
20021530	BEER	06/27/2022	842.60	600-60-600-2252 Beer Purchases
20021706	FREIGHT	06/28/2022	4.00	600-60-600-3033 Freight & Express
20021706	BEER	06/28/2022	4,408.45	600-60-600-2252 Beer Purchases
Total SUPERIOR BEVERAGE (MN) :			6,763.30	
URSA MINOR BREWING				
e-2100	BEER	06/23/2022	253.56	600-60-600-2252 Beer Purchases
Total URSA MINOR BREWING:			253.56	
Grand Totals:			29,781.30	

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 = 07/05/2022

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"

Check Issue Date	Check Number	Payee	Amount
07/05/2022	41431	ADT SECURITY SERVICES	80.28
07/05/2022	41432	AMERICAN BOTTLING COMPANY	83.45
07/05/2022	41433	BELLBOY CORPORATION	182.00
07/05/2022	41434	BERNICK S PEPSI	5,698.06
07/05/2022	41435	BOURGET IMPORTS, LLC	253.50
07/05/2022	41436	BRAY&REED	2,180.00
07/05/2022	41437	BREAKTHRU BEVERAGE	1,027.16
07/05/2022	41438	CENTURYLINK	96.91
07/05/2022	41439	CINTAS	739.18
07/05/2022	41440	COMPASS MINERALS	4,609.69
07/05/2022	41442	DAHLHEIMER BEVERAGE	139.40
07/05/2022	41443	EMERGENCY SERVICES MARKETING	735.00
07/05/2022	41444	ESS BROTHERS AND SONS INC	8,140.00
07/05/2022	41445	EVERLAST REHAB	6,865.00
07/05/2022	41446	GUARDIAN PEST CONTROL, INC	44.77
07/05/2022	41447	JOHNSON BROTHERS INC	6,492.20
07/05/2022	41448	JOHNSON CONTROLS	1,145.00
07/05/2022	41449	LAKESHORE ICE	215.92
07/05/2022	41450	MICHAUD DISTRIBUTING COMPANY	977.20
07/05/2022	41451	MINNESOTA ENERGY RESOURCES	205.72
07/05/2022	41452	MN DEPART OF PUBLIC SAFETY DVS	750.00
07/05/2022	41453	MOOSE LAKE BREWING	144.00
07/05/2022	41454	PHILLIPS WINE & SPIRITS CO.	4,187.98
07/05/2022	41455	PROCTOR JOURNAL	21.39
07/05/2022	41456	QUALITY GARAGE DOOR SERVICE, L	441.95
07/05/2022	41457	RED BULL	136.75
07/05/2022	41458	SHRED N GO INC	114.08
07/05/2022	41459	SOUTHERN WINE & SPIRITS	2,917.25
07/05/2022	41460	SUPERIOR BEVERAGE (MN)	6,763.30
07/05/2022	41461	URSA MINOR BREWING	253.56
07/05/2022	41462	W.L.S.S.D.	53,164.00
Grand Totals:			108,804.70

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-00-000-1010	.00	.00	.00
100-00-000-2020	36.68	10,629.40-	10,592.72-
100-10-110-3052	12.50	.00	12.50
100-10-120-3000	114.08	.00	114.08
100-10-130-3000	409.50	.00	409.50
100-10-130-4400	1,145.00	.00	1,145.00
100-10-160-3004	1,955.00	.00	1,955.00
100-20-220-2220	441.95	.00	441.95

GL Account	Debit	Credit	Proof
100-20-220-3021	96.91	.00	96.91
100-20-220-4433	735.00	.00	735.00
100-30-300-2217	154.05	.00	154.05
100-30-300-2224	4,609.69	.00	4,609.69
100-30-300-3080	169.04	.00	169.04
100-32-320-3211	750.00	.00	750.00
500-00-000-2020	3,806.00	71,975.00-	68,169.00-
500-50-510-3015	15,005.00	.00	15,005.00
500-50-510-3085	56,970.00	3,806.00-	53,164.00
600-00-000-2020	351.39	30,132.69-	29,781.30-
600-60-600-2210	175.63	.00	175.63
600-60-600-2251	13,050.49	8.45-	13,042.04
600-60-600-2252	14,209.21	342.75-	13,866.46
600-60-600-2253	1,439.28	.00	1,439.28
600-60-600-2254	380.26	.00	380.26
600-60-600-2258	399.81	.00	399.81
600-60-600-3033	352.96	.19-	352.77
600-60-600-4406	44.77	.00	44.77
600-60-600-4443	80.28	.00	80.28
830-00-000-2020	.00	225.00-	225.00-
830-10-160-3004	225.00	.00	225.00
Grand Totals:	117,119.48	117,119.48-	.00

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"