

*Proctor's Vision*  
*Proctor, rich with railroad heritage, values above all, its people and their environment. Working together*  
*is our pathway to a safe, secure and progressive community*  
*Slogan: "You Have A Place In Proctor"*

**AGENDA**  
**PROCTOR CITY COUNCIL MEETING**  
Monday, October 17<sup>th</sup>, 2022, 6:00 pm  
Council Chambers - Community Activity Center - 100 Pionk Drive

**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

**OTHERS PRESENT**

**APPROVAL OF MINUTES** City Council Meeting minutes from Monday, October 3<sup>rd</sup>, 2022

**APPROVAL OF AGENDA**

**COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:**

**\*APPROVAL OF CONSENT AGENDA** (one Council motion can accept all items listed under this agenda, plus Council can pull any individual items out of this consent agenda and discuss/act on item separately - thus leaving others to be approved via consent agenda action) -

**\*1. COMMUNICATIONS**

A. WLSSD 2023 Budget

**\*2. COMMITTEE REPORTS**

A. PEDDA Minutes – September 13<sup>th</sup>, 2022

B. PUC Minutes – September 12<sup>th</sup>, 2022

**3. CLERK ADVISES COUNCIL**

A. City of Proctor Finance Report – Q3

B. CDBG Pre Application

C. Playground for EveryBody Report

**4. UNFINISHED BUSINESS**

A. American Rescue Plan

B. 2023 Capital Budget Request Proposal

C. City of Proctor Blight Policy

**5. NEW BUSINESS**

**A. PUC Appointment**

**B. Fire Department Termination**

**C. Fire Department Resignation**

**D. Proctor Lift Assist Policy – Draft**

**E. Insurance Waiver – Resolution 37-22**

**F. Proctor Fire Department Relief Association Pension Level Request – Resolution 38-22**

**G. Proctor Fire Department Fund Conversion to SVF PERA – Resolution 39-22**

**H. TZD Grant Agreement – Resolution 40-22**

**I. Boiler Quote**

**MEMBER CONCERNS**

**Benson:**

**DeWall:**

**Johnson:**

**Rohweder:**

**Ward:**

**Attorney Bray:**

**BILLS FOR APPROVAL**

General: \$85,109.02

Liquor: \$22,339.55

**TOTAL BILLS FOR APPROVAL: \$ 107,448.57**

**ADJOURNMENT**

MINUTES OF THE PROCTOR CITY COUNCIL MEETING OCTOBER 3<sup>RD</sup>, 2022

Meeting was streamed live on the Trac 7 YouTube channel

Mayor Ward called the meeting to order at 6:00 pm.

Pledge of Allegiance

PRESENT: Mayor Ward, Councilor Troy DeWall, Councilor Jake Benson, Councilor Rory Johnson, Councilor Jim Rohweder, City Attorney John Bray, City Administrator Rich, Administrative Assistant Megan Jordan, Ted Kiefat

M/S/P: Rohweder/Johnson to approve the minutes from Monday, September 19<sup>th</sup>, 2022.

M/S/P: Ward/Rohweder to approve the agenda for October 3<sup>rd</sup>, 2022.

Citizens addressing the council via in person or by calling in: None

M/S/P: Benson/Ward to approve the consent agenda for October 3<sup>rd</sup>, 2022.

3. Clerk Advises Council, Administrator Rich:

A. Labor Negotiations Update

Current labor agreements expire at the end of the year. The negotiation committee has begun meeting with affiliated unions with the hope to complete all negotiations prior to years end.

B. Sand/Salt Facility Update

Sand/Salt operations will be moved to the new site this winter, with additional accommodations made due to the delay in getting a fiber optic cable relocated. SEH has been working with Lumen since last February, with an arise in additional delays. Utilities to the facility will be completed in the spring, with the street department staff aware and able to meet the accommodations.

C. Boiler Fire Report and Next Steps

Met with insurance agent with an adjustor coming to the building this week. Awaiting quotes for temporary heating arrangements.

**4. UNFINISHED BUSINESS**

**D. PUC Position**

Chair Cady would like to discuss the position with Administrator Rich and Mayor Ward.

M/S/P: Ward/Johnson to table this item, remaining under unfinished business until the next council meeting. Council requests the meeting with Commissioner Cady, Administrator Rich, and Mayor Ward to take place prior to the October PUC meeting.

**NEW BUSINESS**

M/S/P: Benson/Rohweder to declare the Toro Sidewinder surplus equipment and accept resolution 36-22 as submitted.

M/S/P: Ward/Johnson to approve the donation request from First Witness Child Advocacy Center I Stand with Kids Campaign in the amount of \$1000.00 using police forfeiture funds as submitted.

M/S/P: Rohweder/DeWall to accept the employment separation as submitted for Timothy Redfield effective Sunday, September 25, 2022.

M/S/P: Johnson/Benson to accept the DEED restriction for parcels 185-0240-00614 and 185-0240-00630 and placing the use restricting it to recreational use only as drafted and submitted by Attorney Bray.

M/S/P: Rohweder/Ward to direct Rich/Johnson to continue working on this project by requesting a quote for services from SEH for preliminary design, cost estimate, and concept drawings.

M/S/P: Rohweder/DeWall to suspend the regular council meeting and open a closed meeting at 6:36 pm.

**6. CLOSED MEETING PURSUANT to §13D.06 Subd. 1(b) – Labor Negotiations**

A. Sale or purchase of property

M/S/P: Ward/Johnson to resume the regular city council meeting at 7:23pm.

**MEMBER CONCERNS**

Benson: None

DeWall: None

Johnson: None

Rohweder: None

Mayor Ward: Trunk or Treat on Monday, October 31, 2022 4:00-6:00 pm. Proctor Fire Department Bingo fundraiser at the Buffalo House on Friday, October 28<sup>th</sup>, 2022 doors open at 5:00 with bingo at 6:00pm. Mayor for a Day essay contest has begun, information on the city website. Please notify Administrator Rich with interest in attending the Coalition of Greater MN Cities attendance and a nomination to the I-35 steering committee. Annual “Hammer Game” at Hermantown on Friday, October 7<sup>th</sup>, 2022.

Attorney Bray: None

Administrator Rich: None

**BILLS FOR APPROVAL**

General: \$197,308.47

Liquor: \$31,652.44

**TOTAL BILLS FOR APPROVAL: \$228,960.91**

M/S/P: Rohweder/Johnson to approve the bills as submitted.

M/S/P: DeWall/Ward to adjourn the regular council meeting at 7:23 pm.

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Chad Ward  
Mayor

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Jess Rich  
City Administrator



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**Western Lake Superior Sanitary District**

September 29, 2022

City of Proctor  
Ms. Jessica Rich, City Administrator  
100 Pionk Drive-City Hall  
Proctor, MN 55810

RE: 2023 Budget Western Lake Superior Sanitary District (WLSSD)

Dear Ms. Rich:

The Board of Directors of the Western Lake Superior Sanitary District approved its 2023 budget at the September 26, 2022 board meeting. The Board approved a 5.67% increase in the wastewater budget. The 2023 budgeted wastewater treatment charges for the City of Proctor are shown below:

Total Annual Charges	\$ 351,828
Total Monthly Charge	\$ 29,319

This amount represents an increase from 2022 of \$10,008 or 2.93%.

Please note that any year-end adjustment relating to 2022 wastewater charges will be calculated in January 2022 and sent to you under a separate letter.

The District-wide allocation remains unchanged at \$355,000 for 2023. The 2023 District-wide allocation for the City of Proctor is \$6,647. This amount may be paid in two equal installments. The first is due on or before July 1, 2023, and the second on or before December 1, 2023.

If you have any questions on this information please call my office at 218-740-4805.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Bohren', is written over a horizontal line.

Marianne Bohren  
Executive Director

**WLSSD 2023 BUDGETED FLOWS AND LOADINGS  
FLOW (MGD)**

	BUDGET 2022	ESTIMATE 2022	BUDGET 2023
DULUTH	12.700	14.690	12.700
CLOQUET	1.150	1.019	1.150
HERMANTOWN	0.650	0.696	0.650
PROCTOR	0.450	0.430	0.450
ESKO	0.2062	0.197	0.2062
(Includes Helb/Lars)			
SCANLON	0.169	0.159	0.169
CARLTON	0.150	0.165	0.150
THOMSON	0.010	0.008	0.010
(City only)			
TWIN LAKES	0.070	0.036	0.050
RICE LAKE	0.060	0.057	0.060
OLIVER	0.022	0.018	0.022
PIKE LAKE	0.100	0.100	0.100
KNIFE RIVER	0.022	0.024	0.022
MPCA LANDFILL	0.002	0.004	0.002
WRENSHALL	0.027	0.033	0.027
JAY COOKE	0.002	0.002	0.002
BUFFALO/MIDWAY	0.0030	0.005	0.0030
DULUTH/NORTH SHORE	0.050	0.051	0.050
MUNICIPAL SUBTOTAL	<b>15.843</b>	<b>17.694</b>	<b>15.823</b>
SAPPI	16.500	17.298	16.500
USG	0.450	0.518	0.450
ST PAPER 1	0.500	0.363	1.000
SPECIALTY MINERALS	0.240	0.195	0.200
INDUSTRIAL SUBTOTAL	<b>17.690</b>	<b>18.373</b>	<b>18.150</b>
TOTAL FLOW	<b>33.533</b>	<b>36.067</b>	<b>33.973</b>

**WLSSD 2023 BUDGETED FLOWS AND LOADINGS  
BOD (LBS/DAY)**

	<b>BUDGET 2022</b>	<b>ESTIMATE 2022</b>	<b>BUDGET 2023</b>
DULUTH	13,100	14,440	13,100
CLOQUET	1,717	1,521	1,717
HERMANTOWN	1,150	1,112	1,150
PROCTOR	530	498	530
ESKO	263	263	263
(Includes Helb/Lars)			
SCANLON	282	265	282
CARLTON	160	160	160
THOMSON	17	14	17
(City only)			
TWIN LAKES	292	148	209
RICE LAKE	100	95	100
OLIVER	37	30	37
PIKE LAKE	167	167	167
KNIFE RIVER	37	40	37
MPCA LANDFILL	3	7	3
WRENSHALL	45	55	45
JAY COOKE	3	4	3
BUFFALO/MIDWAY	8	10	8
DULUTH/NORTH SHORE	83	85	83
MUNICIPAL SUBTOTAL	<b>17,993</b>	<b>18,914</b>	<b>17,910</b>
SAPPI	42,500	55,433	42,500
USG	1,450	2,472	1,450
ST PAPER 1	15	9	5,000
SPECIALTY MINERALS	6	5	5
INDUSTRIAL SUBTOTAL	<b>43,971</b>	<b>57,919</b>	<b>48,955</b>
TOTAL BOD	<b>61,964</b>	<b>76,833</b>	<b>66,865</b>



**WLSSD 2023 BUDGETED FLOWS AND LOADINGS  
SUSPENDED SOLIDS (LBS/DAY)**

	BUDGET 2022	ESTIMATE 2022	BUDGET 2023
DULUTH	16,100	18,938	16,100
CLOQUET	2,522	2,234	2,522
HERMANTOWN	1,100	1,076	1,100
PROCTOR	600	590	600
ESKO	305	305	305
(Includes Helb/Lars)			
SCANLON	282	265	282
CARLTON	183	183	183
THOMSON (City only)	17	14	17
TWIN LAKES	262	133	187
RICE LAKE	100	95	100
OLIVER	37	30	37
PIKE LAKE	167	167	167
KNIFE RIVER	37	40	37
MPCA LANDFILL	3	7	3
WRENSHALL	45	55	45
JAY COOKE	3	4	3
BUFFALO/MIDWAY	5	8	5
DULUTH/NORTH SHORE	83	85	83
MUNICIPAL SUBTOTAL	21,851	24,229	21,776
SAPPI	16,500	27,258	18,500
USG	1,100	4,743	1,600
ST PAPER 1	23	50	500
SPECIALTY MINERALS	300	652	300
INDUSTRIAL SUBTOTAL	17,923	32,703	20,900
TOTAL DISTRICT	39,774	56,932	42,676



**2023 Budget  
Wastewater Unit Costs**

	BUDGET 2022	BUDGET 2023	% CHANGE
<u>VOLUME</u>			
FLOW (MGD)	33.53	33.97	1.31%
BOD (LBS/DAY)	61,964	66,865	7.91%
SUSPENDED SOLIDS (LBS/DAY)	39,774	42,676	7.30%
<u>O &amp; M UNIT COSTS</u>			
FLOW (COST/1000 GAL)	\$0.6415	\$0.6831	6.49%
PEAK FLOW	\$0.0315	\$0.0345	9.42%
BOD (COST/LB)	\$0.2055	\$0.2086	1.47%
SUSPENDED SOLIDS (COST/LB)	\$0.3189	\$0.3213	0.78%
<u>O &amp; M + DEBT SERVICE UNIT COSTS</u>			
FLOW (COST/1000 GAL)	\$0.8614	\$0.9021	4.73%
PEAK FLOW	\$0.0851	\$0.0881	3.45%
BOD (COST/LB)	\$0.2580	\$0.2611	1.23%
SUSPENDED SOLIDS (COST/LB)	\$0.3781	\$0.3801	0.51%
DOMESTIC EQUIV (COST/1000GAL)	\$2.0075	\$2.0597	2.60%

**2023 Budget  
Wastewater Treatment Charges**

	BUDGET 2022	BUDGET 2023	INCREASE (DECREASE)	% CHANGE
DULUTH	\$9,368,535	\$9,622,827	\$254,291	2.71%
CLOQUET	\$1,053,638	\$1,081,998	\$28,359	2.69%
PROCTOR	\$341,820	\$351,828	\$10,008	2.93%
HERMANTOWN	\$578,737	\$598,050	\$19,313	3.34%
ESKO	\$162,337	\$167,899	\$5,562	3.43%
SCANLON	\$136,329	\$141,775	\$5,446	3.99%
CARLTON	\$117,347	\$120,945	\$3,598	3.07%
RICE LAKE	\$54,023	\$55,553	\$1,530	2.83%
TWIN LAKE	\$96,707	\$79,156	-\$17,551	-18.15%
PIKE LAKE	\$82,205	\$84,466	\$2,261	2.75%
KNIFE RIVER	\$19,976	\$20,510	\$534	2.67%
OLIVER	\$18,215	\$18,744	\$529	2.90%
THOMSON	\$9,874	\$10,128	\$255	2.58%
WRENSHALL	\$24,209	\$24,994	\$786	3.25%
JAY COOKE	\$2,515	\$2,485	-\$29	-1.17%
MIDWAY	\$4,902	\$4,697	-\$205	-4.18%
MPCA LANDFILL	\$9,049	\$8,624	-\$425	-4.69%
DULUTH/NORTH SHORE	\$48,068	\$49,176	\$1,108	2.31%
SUBTOTAL	\$12,128,486	\$12,443,856	\$315,370	2.60%
SAPPI	\$12,431,269	\$13,006,827	\$575,557	4.63%
GEORGIA PACIFIC DEBT SERV ONLY	\$19,881	\$15,433	-\$4,448	-22.37%
USG	\$542,890	\$609,250	\$66,360	12.22%
ST PAPER 1	\$1,188,398	\$1,742,774	\$554,376	46.65%
SPECIALTY MINERALS	\$155,224	\$149,138	-\$6,086	-3.92%
SUBTOTAL	\$14,337,663	\$15,523,422	\$1,185,759	8.27%
TOTAL DISTRICT	\$26,466,149	\$27,967,279	\$1,501,129	5.67%

**2023 Budget  
Wastewater Treatment Charges**

	BUDGET 2022	BUDGET 2023	INCREASE (DECREASE)	% CHANGE
DULUTH	\$9,368,535	\$9,622,827	\$254,291	2.71%
CLOQUET	\$1,053,638	\$1,081,998	\$28,359	2.69%
PROCTOR	\$341,820	\$351,828	\$10,008	2.93%
HERMANTOWN	\$578,737	\$598,050	\$19,313	3.34%
ESKO	\$162,337	\$167,899	\$5,562	3.43%
SCANLON	\$136,329	\$141,775	\$5,446	3.99%
CARLTON	\$117,347	\$120,945	\$3,598	3.07%
RICE LAKE	\$54,023	\$55,553	\$1,530	2.83%
TWIN LAKE	\$96,707	\$79,156	-\$17,551	-18.15%
PIKE LAKE	\$82,205	\$84,466	\$2,261	2.75%
KNIFE RIVER	\$19,976	\$20,510	\$534	2.67%
OLIVER	\$18,215	\$18,744	\$529	2.90%
THOMSON	\$9,874	\$10,128	\$255	2.58%
WRENSHALL	\$24,209	\$24,994	\$786	3.25%
JAY COOKE	\$2,515	\$2,485	-\$29	-1.17%
MIDWAY	\$4,902	\$4,697	-\$205	-4.18%
MPCA LANDFILL	\$9,049	\$8,624	-\$425	-4.69%
DULUTH/NS	\$48,068	\$49,176	\$1,108	2.31%
SUBTOTAL	\$12,128,486	\$12,443,856	\$315,370	2.60%
	<u>Billed Estimate</u>			
SAPPI	\$14,536,627	\$13,006,827	-\$1,529,800	-10.52%
GEORGIA PACIFIC DEBT SERV ONLY	\$19,881	\$15,433	-\$4,448	-22.37%
USG	\$889,661	\$609,250	-\$280,411	-31.52%
ST PAPER 1	\$1,158,979	\$1,742,774	\$583,795	50.37%
SPECIALTY MINERALS	\$140,428	\$149,138	\$8,710	6.20%
SUBTOTAL	\$16,745,576	\$15,523,422	-\$1,222,154	-7.30%
TOTAL DISTRICT	\$28,874,063	\$27,967,279	-\$906,784	-3.14%



**2023 Budget  
Debt Service Costs**

	BUDGET 2022	BUDGET 2023	INCREASE (DECREASE)	% CHANGE
DULUTH	\$3,134,505	\$3,128,654	(\$5,851)	-0.19%
CLOQUET	\$311,955	\$313,942	\$1,987	0.64%
PROCTOR	\$109,146	\$109,515	\$370	0.34%
HERMANTOWN	\$176,004	\$179,758	\$3,754	2.13%
ESKO	\$49,695	\$50,696	\$1,001	2.01%
SCANLON	\$33,242	\$34,652	\$1,410	4.24%
CARLTON	\$41,905	\$42,220	\$315	0.75%
RICE LAKE	\$17,367	\$17,459	\$92	0.53%
TWIN LAKE	\$24,181	\$24,499	\$318	1.32%
PIKE LAKE	\$22,837	\$22,864	\$27	0.12%
KNIFE RIVER	\$6,513	\$6,517	\$4	0.06%
OLIVER	\$5,142	\$5,179	\$36	0.71%
THOMSON	\$3,765	\$3,779	\$15	0.39%
WRENSHALL	\$7,852	\$8,003	\$152	1.93%
JAY COOKE	\$1,316	\$1,241	(\$75)	-5.71%
MIDWAY	\$3,003	\$2,735	(\$268)	-8.93%
MPCA LANDFILL	\$7,505	\$7,001	(\$503)	-6.70%
DULUTH/NORTH SHORE	\$17,406	\$17,305	(\$101)	-0.58%
SUBTOTAL	\$3,973,338	\$3,976,020	\$2,681	0.07%
SAPPI	\$3,372,779	\$3,393,027	\$20,249	0.60%
GEORGIA PACIFIC DEBT SERV ONLY	\$19,881	\$15,433	(\$4,448)	-22.37%
USG	\$192,089	\$189,559	(\$2,531)	-1.32%
ST PAPER 1	\$981,240	\$966,037	(\$15,203)	-1.55%
SPECIALTY MINERALS	\$60,673	\$59,924	(\$749)	-1.23%
SUBTOTAL	\$4,626,662	\$4,623,980	(\$2,681)	-0.06%
TOTAL DISTRICT	\$8,600,000	\$8,600,000	\$0	0.00%

**2023 Budget  
O&M Cost Comparison**

	BUDGET 2022	BUDGET 2023	INCREASE (DECREASE)	% CHANGE
DULUTH	\$6,234,031	\$6,494,173	\$260,142	4.17%
CLOQUET	\$741,683	\$768,056	\$26,372	3.56%
PROCTOR	\$232,675	\$242,313	\$9,638	4.14%
HERMANTOWN	\$402,733	\$418,292	\$15,559	3.86%
ESKO	\$112,641	\$117,203	\$4,561	4.05%
SCANLON	\$103,087	\$107,123	\$4,036	3.91%
CARLTON	\$75,441	\$78,725	\$3,284	4.35%
RICE LAKE	\$36,656	\$38,094	\$1,438	3.92%
TWIN LAKE	\$72,526	\$54,657	-\$17,869	-24.64%
PIKE LAKE	\$59,368	\$61,602	\$2,234	3.76%
KNIFE RIVER	\$13,464	\$13,993	\$530	3.93%
OLIVER	\$13,072	\$13,565	\$493	3.77%
THOMSON	\$6,109	\$6,349	\$240	3.92%
WRENSHALL	\$16,357	\$16,991	\$634	3.88%
JAY COOKE	\$1,199	\$1,245	\$46	3.82%
MIDWAY	\$1,899	\$1,962	\$63	3.33%
MPCA LANDFILL	\$1,544	\$1,622	\$78	5.07%
DULUTH/NORTH SHORE	\$30,662	\$31,871	\$1,209	3.94%
SUBTOTAL	\$8,155,148	\$8,467,837	\$312,689	3.83%
SAPPI	\$9,058,491	\$9,613,799	\$555,308	6.13%
USG	\$350,801	\$419,692	\$68,891	19.64%
ST PAPER 1	\$207,158	\$776,737	\$569,579	
SPECIALTY MINERALS	\$94,551	\$89,214	-\$5,337	-5.64%
SUBTOTAL	\$9,711,001	\$10,899,442	\$1,188,441	12.24%
TOTAL DISTRICT	\$17,866,149	\$19,367,279	\$1,501,129	8.40%



Western Lake Superior Sanitary District  
Billing Detail  
2023 Budget

Line No.	Class of Service	Budget Basis	Operating Expenses, based on Budgeted Flows and Loads				TOTAL	Debt Svc - based on Permitted Flows and Loads						TOTAL
			Flow	Billable Peak Flow	BOD	TSS		FLOW	PEAK FLOW	TOTAL FLOW	BOD	TSS	TOTAL	
Municipalities: Duluth-														
1	Duluth	Budget	\$3,166,713	\$441,870	\$997,233	\$1,888,358	\$6,494,173	\$1,375,500	\$934,873	\$2,310,373	\$321,305	\$496,976	\$3,128,654	\$9,622,827
2	Cloquet	Budget	\$286,750	\$54,762	\$130,690	\$295,854	\$768,056	\$111,839	\$95,055	\$206,894	\$37,518	\$69,530	\$313,942	\$1,081,998
3	Proctor	Budget	\$112,206	\$19,387	\$40,346	\$70,374	\$242,313	\$48,233	\$34,728	\$82,961	\$11,364	\$15,191	\$109,515	\$351,828
4	Hermantown	Budget	\$162,076	\$39,655	\$87,543	\$129,018	\$418,292	\$59,337	\$54,672	\$114,008	\$30,050	\$35,699	\$179,758	\$598,050
5	Esko	Budget	\$51,415	\$9,993	\$20,021	\$35,773	\$117,203	\$18,622	\$15,614	\$34,236	\$6,791	\$9,669	\$50,696	\$167,899
6	Scanlon	DE	\$42,140	\$10,461	\$21,459	\$33,063	\$107,123	\$11,763	\$12,982	\$24,745	\$4,729	\$5,178	\$34,652	\$141,775
7	Carlton	Budget	\$37,402	\$7,679	\$12,180	\$21,464	\$78,725	\$21,163	\$13,611	\$34,773	\$3,197	\$4,250	\$42,220	\$120,945
8	Rice Lake	DE	\$14,961	\$3,777	\$7,619	\$11,738	\$38,094	\$6,739	\$5,468	\$12,207	\$2,490	\$2,761	\$17,459	\$55,553
9	Twin Lake	Budget	\$12,467	\$4,406	\$15,872	\$21,912	\$54,657	\$7,149	\$6,641	\$13,790	\$5,163	\$5,547	\$24,499	\$79,156
10	Pike Lake	DE	\$24,935	\$4,406	\$12,698	\$19,564	\$61,602	\$8,518	\$7,429	\$15,947	\$3,288	\$3,628	\$22,864	\$84,466
11	Knife River	DE	\$5,486	\$1,410	\$2,793	\$4,304	\$13,993	\$2,088	\$2,621	\$4,709	\$856	\$953	\$6,517	\$20,510
12	Oliver	DE	\$5,486	\$982	\$2,793	\$4,304	\$13,565	\$1,903	\$1,658	\$3,561	\$769	\$849	\$5,179	\$18,744
13	Thomson	DE	\$2,493	\$629	\$1,270	\$1,956	\$6,349	\$1,380	\$1,081	\$2,462	\$635	\$683	\$3,779	\$10,128
14	Wrenshall	DE	\$6,732	\$1,548	\$3,428	\$5,282	\$16,991	\$3,147	\$2,233	\$5,380	\$1,247	\$1,376	\$8,003	\$24,994
15	Jay Cooke	DE	\$499	\$101	\$254	\$391	\$1,245	\$497	\$288	\$785	\$212	\$244	\$1,241	\$2,485
16	Midway	DE	\$748	\$55	\$571	\$587	\$1,962	\$1,248	\$699	\$1,946	\$349	\$439	\$2,735	\$4,697
17	MPCA Landfill	DE	\$499	\$478	\$254	\$391	\$1,622	\$3,082	\$1,498	\$4,580	\$1,133	\$1,289	\$7,001	\$8,624
18	Unused	DE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19	North Shore	DE	\$12,467	\$3,273	\$6,349	\$9,782	\$31,871	\$6,133	\$6,063	\$12,196	\$2,414	\$2,695	\$17,305	\$49,176
21	Totals-Municipalities		\$3,945,475	\$604,873	\$1,363,373	\$2,554,116	\$8,467,837	\$1,688,341	\$1,197,213	\$2,885,554	\$433,508	\$656,958	\$3,976,020	\$12,443,856
Industrials-														
22	Georgia Pacific		\$0	\$0	\$0	\$0	\$0	\$3,744	\$1,487	\$5,232	\$8,310	\$1,892	\$15,433	\$15,433
23	Sappi		\$4,114,233	\$94,417	\$3,235,297	\$2,169,852	\$9,613,799	\$1,326,865	\$469,392	\$1,796,258	\$1,079,014	\$517,756	\$3,393,027	\$13,006,827
24	ST Paper 1		\$249,347	\$88,122	\$380,623	\$58,645	\$776,737	\$328,257	\$156,464	\$484,721	\$429,752	\$51,564	\$966,037	\$1,742,774
25	USG		\$112,206	\$9,442	\$110,381	\$187,663	\$419,692	\$47,729	\$23,470	\$71,199	\$42,503	\$75,857	\$189,559	\$609,250
27	Specialty Minerals		\$49,869	\$3,777	\$381	\$35,187	\$89,214	\$21,196	\$9,779	\$30,975	\$162	\$28,787	\$59,924	\$149,138
28	Totals-Industrials		\$4,525,657	\$195,757	\$3,726,682	\$2,451,347	\$10,899,442	\$1,727,792	\$660,592	\$2,388,384	\$1,559,739	\$675,857	\$4,623,980	\$15,523,422
30	Totals-All Users		\$8,471,131	\$800,630	\$5,090,054	\$5,005,463	\$19,367,279	\$3,416,133	\$1,857,805	\$5,273,938	\$1,993,247	\$1,332,815	\$8,600,000	\$27,967,279



**WLSSD DISTRICT-WIDE ALLOCATION  
2023 BUDGET**

	TAX CAPACITY			TAX CAPACITY		
	VALUE 2022	% OF	DWA	VALUE 2023	% OF	DWA
	(THOUSANDS)	TOTAL	2022	(THOUSANDS)	TOTAL	2023
<b><u>ST. LOUIS COUNTY</u></b>						
DULUTH	\$87,700	62.28%	\$221,104	\$99,503	61.13%	\$217,010
HERMANTOWN	\$14,844	10.54%	\$37,424	\$16,391	10.07%	\$35,748
PROCTOR	\$2,839	2.02%	\$7,158	\$3,048	1.87%	\$6,647
CANOSIA	\$2,901	2.06%	\$7,314	\$3,389	2.08%	\$7,391
DULUTH TOWNSHIP	\$655	0.47%	\$1,651	\$749	0.46%	\$1,634
GRAND LAKE	\$3,438	2.44%	\$8,668	\$4,124	2.53%	\$8,994
LAKEWOOD *	\$674	0.48%	\$1,699	\$807	0.50%	\$1,759
MIDWAY *	\$537	0.38%	\$1,354	\$587	0.36%	\$1,281
RICE LAKE	\$3,968	2.82%	\$10,004	\$4,788	2.94%	\$10,442
SOLWAY *	\$546	0.39%	\$1,376	\$614	0.38%	\$1,339
SUBTOTAL	\$118,102	83.87%	\$297,751	\$134,000	82.32%	\$292,245
<b><u>CARLTON COUNTY</u></b>						
CARLTON/THOMSON	\$704	0.50%	\$1,775	\$916	0.56%	\$1,998
CLOQUET	\$9,609	6.82%	\$24,226	\$11,801	7.25%	\$25,737
SCANLON	\$881	0.63%	\$2,221	\$1,139	0.70%	\$2,484
WRENSHALL	\$394	0.28%	\$993	\$515	0.32%	\$1,123
SILVERBROOK*	\$629	0.45%	\$1,585	\$888	0.55%	\$1,936
THOMSON TOWNSHIP	\$6,990	4.96%	\$17,623	\$8,522	5.24%	\$18,586
TWIN LAKES	\$3,501	2.49%	\$8,826	\$4,994	3.07%	\$10,892
SUBTOTAL	\$22,708	16.13%	\$57,249	\$28,775	17.68%	\$62,755
TOTAL DWA	\$140,810	100.00%	\$355,000	\$162,774	100.00%	\$355,000

\* Charges for unsewered areas are based on 25%  
of net tax capacity.

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. Tuesday, September 13, 2022, at the Proctor Area Community Center.

**\*2A**

Meeting was called to order by PEDA Chair Madson at 6:00 p.m.

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

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

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

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

Secretary Rich reported on the following: Rogue Eagle Tree Trimming – Completed, 2<sup>nd</sup> Street, 9<sup>th</sup> Avenue and 3<sup>rd</sup> Street Update, Sand Salt Facility and I-35 Steering Committee. Note Commissioner discussed the issue of fog related accidents on I35. Secretary Rich will report this back to the I35 Steering Committee.

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (5-0) to remove Boundary Avenue/I35 Bridge of Unfinished Business.

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (5-0) to approve the Wetland Delineation quote from GEI.

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

Motion by Commissioner Bingaman, seconded by Mayor Ward and carried (5-0) to close the meeting. (Non-Public by Statute) at 6:31 p.m. Closed meeting audio recorded by PEDA Secretary Jess Rich. Purpose of the closed meeting was to discuss economic development negotiations and data and attorney client privilege with various parties not related to any parcels.

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (5-0) to reconvene the regular meeting at 7:38 PM

#### MEMBER CONCERNS

Chair Madson: None

Mayor Ward: None

Commissioner Schwarzbauer: None

Commissioner Bingaman: None

Commissioner DeWall: None

Motion by Mayor Ward, seconded by Commissioner Bingaman carried (5-0) to adjourn at 7:38 PM.

Respectfully Submitted: PEDA Secretary, Jess Rich

Minutes of the Proctor Public Utilities Commission meeting held on Monday, September 12, 2022 at 6:00 p.m. in the Council Chambers at Proctor City Hall.

**\*2B**

The following members were present:

Jennifer Cady  
Eric Bingaman

Others who were present:

Charlene Jones, Commission Secretary  
John Bray, PUC Attorney  
Jess Rich, City Administrator  
Jim & Bridget Peterson

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF THE MINUTES OF:**

Motion by Bingaman, seconded by Cady and carried: To approve PUC Regular Meeting minutes of August 8, 2022 and Joint Council/PUC Special Meeting minutes Regarding 2<sup>nd</sup> St Public Hearing Meeting of August 31, 2022.

### **APPROVAL OF PAYROLLS OF:**

Motion by Cady, seconded by Bingaman and carried: To approve the payroll pay dates of 8/19/22 & 9/2/22.

**DELINQUENT ACCOUNTS** were discussed. AEOA received extra funding so some of our customers who qualified for energy assistance were able to receive an extra crisis grant for current past due accounts. That was very helpful in cutting down our delinquent accounts list right before the Cold Weather Rule goes into effect. Cold Weather Rule information is going out with the bills this month.

### **CALL FOR COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

Jim and Bridget Peterson, neighbors to the north of the Booster Station Project, were in attendance asking for an update about the project and spoke about their frustrations throughout the project. The Commission thanked them for coming, apologized and sympathized saying they understood and were very frustrated as well. With all of the delays, the project hasn't gone as planned and currently we are awaiting the moving of the transformer and concrete pad that was installed in the wrong place. Our goal is to have this project complete by the end of October, before hot mix plants close down for the season. Commission thanked them for their patience and told them we will keep them informed with future updates.

#### **1. OLD BUSINESS**

A. Water Maintenance Contractor update.

#### **2. NEW BUSINESS**

A. Sand Salt Building Project update. Project has been moving forward but waiting on the lowering of 911 comm line. SEH has calculated the cost split between City and PUC, with PUC's portion around \$200K. Secretary will get that info to Commission.

- B. 2<sup>nd</sup> Street Project from 5<sup>th</sup> Ave to 9<sup>th</sup> Ave was discussed. Public Hearing went well. The Steering Committee took into consideration the residents' concerns and met on-site the following week to discuss options and recommendations.

- C. AEOA Vendors Agreement was reviewed.

Motion by Cady, seconded by Bingaman and carried: To approve the AEOA vendors agreement, as presented.

- D. Salvation Army Vendors Agreement was reviewed.

Motion by Bingaman, seconded by Cady and carried: To approve the Salvation Army HeatShare vendors agreement, as presented, and also approve a \$1500 donation to the Salvation Army HeatShare program.

### 3. **REPORT OF OFFICE**

- A. PUC Meter Reader/Water Technician position update.
- B. Booster (Pump) Station update. Considering all the delays, issues, and upset neighbors with this project, Commission requested Secretary to talk to our engineer about liquidated damages if the contractor does not make project completion by the end of October a priority.
- C. NEMMPA update. No August meeting. Annual meeting will be held on October 19<sup>th</sup>.
- D. MMUA update was given.
- E. Tree trimming update was given. Crew started last week.
- F. 2022 Water Break Repairs update. Sinnott completed all work and it looks good. Haven't received an invoice yet.
- G. Commission Terms were discussed. We received one application but verbally had additional interest in the position. Commission is concerned that there was not enough notification of the open position, with only a couple weeks notice, no social media and not being able to include it on the utility bills (ad was created after the August bills and closed before the September bills).

Motion by Cady, seconded by Bingaman and carried: To forward the received application onto Council and request that we keep the position open until October 7<sup>th</sup>, to ensure there is enough time and notice to residents.

- H. SEH Meeting Minutes of 8-10-22 were reviewed.

**4. FINANCIAL STATEMENTS**

- A. The MP power bill was reviewed for August billing.
- B. The SWL&P & MP July & August maintenance bills were reviewed.
- C. Secretary is still working on the PUC financial reports and will look into current line loss reports for a comparison.

**5. APPROVAL OF BILLS**

- A. The bills listings were reviewed.

Motion by Bingaman, seconded by Cady and carried: To approve the bills presented and on file at the utility office, including all electronic payments for sales tax & payroll payables. Payable checks #019859 thru #019880.

**6. COMMUNICATIONS**

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

**7. LABOR & NEGOTIATION ISSUES**

Motion by Cady, seconded by Bingaman and carried: To adjourn the meeting at 6:48 p.m.

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Charlene Jones, Commission Secretary

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Jennifer Cady, Chair

To: City Council

From: Leslie Brunfelt, Finance Director

Date: October 17, 2022

Re: Quarterly Financial Update

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## Finance Highlights

- 2022 Sales tax revenues through July were 10.9% higher than 2021 which is an improvement from second quarter.
- 2022 Lodging tax revenue is 4% lower than 2021 through September. We haven't received payment from the Spirit Mountain Inn (America's Best) since February. The receivable is up to \$21,138.
- The liquor store sales rebounded through the summer. They are up 1.4% versus last year. Gross Margin through September is 26.7% vs. 24.9% last year and a budget of 27.8%. The Liquor Store manager is diligently working to get the pricing right for customers and maintain the margins. He has maintained a positive net income of \$16,192 which is \$9K less than budgeted. With the current staffing challenges, he is hoping to break even for the year.
- General Fund Receipts
  - remainder of the 2021 AFG (Assistance to Firefighters) \$25K
  - \$41,531 from Midway for Fire
  - \$25,000 from ISD 704 for the SRO
  - second half of the ARPA grant funds of \$165,453
  - first payment on property taxes at \$997,076. This is 59% of the total levy.
  - First payment of Local Government Aid of \$550,537.
  - State Fire Relief of \$23,753.09
  - Police State Aid of \$53,421
- All in, General Fund revenues are on track for the year.
- See the expenditure analysis on page four for an explanation of the expenditure variances.

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

So far Council has designated funds for the following projects:

1. Fire Department SCBA units - \$21,418.
2. Sand Salt Facility -\$200,000.



## **Current Economics**

On a National Level, From HilltopSecurities 2022 Q3 Economic Commentary, the focus for the quarter has remained squarely on inflation. The year-over-year headline consumer price index (CPI) appears to have peaked in June, but the pace of cooling has been slow. The Federal Reserve has raised rates three times since March for a total of three full percentage points.

The Fed held an overly accommodative rate policy for too long, but other global central banks delayed even longer resulting in a strong dollar. This effectively makes imports more expensive for countries overseas and it is estimated that the U.K. and China may already be in recession with the EU being very close. The inflation rate in August was 10.1% in the EU and 9.9% in the U.K..

Economic and interest rate forecasts are all over the board as analysts try to guess what the Fed will do in response to outcomes that have proven impossible to predict. Fortunately, just weeks ago, the Fed Open Market Committee (FOMC) released its updated Summary of Economic Projections (SEP). In it, Fed officials lowered their 2022 GDP outlook from +1.7% to +0.2%, from +1.7% to +1.2% for 2023, and from +1.9% to +1.7% for 2024 with +1.8% growth expected in 2025. Neither booming, nor recession tinted.

The median forecast for Core PCE (the Fed's preferred inflation measure) was increased from +4.3% to +4.5% for 2022 and from +2.7% to +3.1% for 2023, with +2.3% and +2.1% forecasted for 2024 and 2025. Although the SEP outlook has dimmed since June, it's still optimistic, reflecting the notion that current policy will ultimately prove successful.

Another indicator of the current economy, according to the New York Times, the Social Security cost-of-living adjustment for 2023 is likely to be around 8.7 percent, based on the latest government inflation figures. This is an historically large increase.

### **State Budget outlook:**

The State's economic outlook remains positive. Minnesota's net general fund receipts for the first quarter (Jul-Sep) FY 2023 are now estimated to be \$289 million or 4.3% higher than projected in the February forecast. Net receipts exceeded projection for all the major tax types.

Receipts for the FY ended on June 30, 2022, are now estimated to be \$2.9 billion or 10.6% higher than projected in the February forecast.

Minnesota's macroeconomic consultant (IHS), expects annual real GDP to grow 1.7 percent this year and decline 0.5 percent next year, compared to 3.7 percent and 2.7 percent in their February forecast. IHS expects this will be a mild recession by historical standards with a weak recovery beginning in the third quarter of 2023. Downgrades to the near-term forecast since February have been driven by the Federal Reserve's recent and expected tightening of monetary policy in response to persistently high inflation and the financial market's response to these developments.

IHS raised their forecast for headline CPI inflation to 7.5% in 2022 and 3.0% in 2023.

City of Proctor  
Cash Balances  
September 2022

Fund	Current Balance
100 - General Fund	3,999,918
200 - Cable Communications Fund	118,298
300 - Construcion Projects	168,582
400 - Closed Debt Service Funds	300,157
493 - Equip Cert 2012A, Refunding	6,597
494 - 2015 Improvement Refund Bonds	109,329
495 - 2016A Advance Refunding Bonds	137,671
496 - 2018A GO Bonds Almac and 6th S	(13,408)
500 - Sewer Fund	1,857,966
550 - Golf Course Fund	(265,163)
600 - Liquor Fund	300,588
700 - Public Utilities Commission	5,033,463
810 - Proctor BDRHC Fund	13,779
830 - Proctor Economic Development	104,066
	<hr/>
	11,871,845
	<hr/>

Cash balances are 2.6% below September 2021.

The City's General Fund cash of \$3.99 million are 137% of the City's General Fund 2022 budget. The City is not projecting any cash flow issues at this time.

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

	2022 Annual Budget	2022 YTD Budget	2022 YTD Actual	Budget Variance over (under)	over (under) %	
General Fund	2,864,680	2,151,754	1,946,224	(205,530)	-10%	
Police	1,170,445	906,108	898,039	(8,068)	-1%	
Fire	253,535	156,506	139,420	(17,087)	-11%	1
Streets	623,664	474,771	366,258	(108,513)	-23%	2
Parks	94,237	68,984	47,558	(21,426)	-31%	3
City Admin	414,792	312,138	296,735	(15,403)	-5%	
Council/Mayor	143,432	108,285	73,983	(34,302)	-32%	4
Legal	65,000	48,750	34,086	(14,664)	-30%	
City Hall	99,575	76,213	90,145	13,932	18%	5
Sewer	555,482	413,250	375,779	(37,471)	-9%	6
Liquor Store	1,055,751	810,750	871,784	61,034	8%	7
PEDA	55,000	41,250	14,665	(26,585)	-64%	

**Explanation of Significant Variance**

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

- 1 - Fire is under budget, but 3rd quarter payroll hasn't posted yet. A \$14,500 transmission repair on Engine 2 is expected to result in the Fire Department being over budget about \$10K for the year.
- 2 - Will have a fund transfer for the Sand/Salt Shed. \$518,276 has been expended so far.
- 3 - The Beautification Committee has not yet spent their budgeted funds.
- 4 - Engineering fees and timing of fund transfers.
- 5 - Police station lighting upgrade. Note - the furnace replacement will result in an overage here.
- 6 - Billings for July and August totaling \$93,690 are due from PUC.
- 7 - Liquor Store receipts are up \$77K from budget offsetting the increased expenses.



St. Louis County,  
Minnesota

# Community Development Block Grant (CDBG) PRE-APPLICATION

Form

# 1000

Rev. 8/12/2022

**About:** The Community Development Block Grant (CDBG) Program provides funds for community facility and public infrastructure improvements, economic development, housing activities, and public service activities. Eligible applicants are cities, townships, and nonprofit agencies within St. Louis County providing services outside the Duluth city limits. For more information, see our website at: <https://www.stlouiscountymn.gov>

## APPLICANT INFORMATION

Organization/Applicant Name  
City of Proctor

# 3B

Type of Organization

☒ Government ☐ Non-profit

Daytime #

218-624-3641

Date

10/12/2022

Address

100 Pionk Drive

City

Proctor

State

MN

ZIP

55810

Email

jrich@proctormn.gov

Contact Person *If applicable*

Jess Rich

Contact Person #

218-624-3641

Federal Id Number

41-6005473

Unique Entity Identifier Number

M2NPS433PUM4

## PROJECT INFORMATION

Project Title

Playground for EveryBODY Restroom Accesibility

Site Address *If applicable*

Pionk Drive Proctor MN

City

Proctor

## PROJECT TYPE

☐ Housing

☒ Community Facilities

☐ Public Infrastructure

☐ Economic Development

☐ Public Service

## PROJECT ACTIVITY

☐ Acquisition ☐ Clearance ☐ Facilities ☐ Infrastructure ☐ Historic Preservation ☐ Housing Rehabilitation

☐ Commercial Rehabilitation ☐ Public Services ☐ Economic Development ☒ Accessibility Improvements

## FUNDING REQUEST

Amount of (\$) of CDBG Request

\$ 10,000

Amount of (\$) of Community or  
Agency Resources

\$ 7,000

Amount (\$) from Other Sources

\$

**Total Project Cost (\$)**

**\$ 17,000.00**

## PRE-APPLICATION NARRATIVE

Please describe the problem or need and how CDBG funds will be used. Facility or infrastructure projects, please include the site location.

The City of Proctor recently completed our Playground for EVERYbody. The facility allows ALL children, particularly those with physical disabilities including paralysis, to "reach to the top" of the playground, a feat that has been denied to many based on the design of traditional playground systems.

This all-inclusive playground is a playground with all the elements that kids love: slides, swings, towers, climbing walls. But with the use of ramps and wide steps, it will be accessible to all children, including those with disabilities: even children who use wheelchairs. It goes beyond typical handicap accessibility guidelines and will be truly engaging and accessible to children of all abilities.

The final cost of the playground was over \$400,000. We were not able to meet our fundraising goals to include an accessible restroom facility on the site. The nearest restroom facility is over 160 yards away and users would have to travel over a inclined gravel road to get to it. The need for nearby accessible restroom facility is imperative. While a restroom facility building with plumbed fixtures would be ideal it is not feasible with the current cost of construction. Our solution is to place an ADA portable restroom on a concrete pad. Users would have access via a 4" concrete sidewalk from the playground and parking area.

In addition, the size of the playgruond (8,400 squire feet) required the equipment to be arranged in such a way that it borders a steep ravine. The placement was unavoidable. A fence is needed along the north side of the playground to prevent wheelchairs and/or other devices from rolling into the ravine.

The City of Proctor is seeking funds to construct an approximate 75' sidewalk from the playground to a 6'x8' concrete pad and install a 225' fence along the north side of the playground.

**BUDGET WORKSHEET****Estimated Source and Use of Funds**

Use of Funds	Source of Funds					
	CDBG Request	Total Community or Agency Resources	Other Fund Source	Other Fund Source	Other Fund Source	
<b>Expected Start and End Date of Funding</b>	Begin 05/01/2023 End 10/31/2024	Begin 5/1/2023 End 10/31/2023	Begin End	Begin End	Begin End	
<b>Status of Funding</b>		Committed <input checked="" type="checkbox"/> Not Committed <input type="checkbox"/>	Considering <input type="checkbox"/> Applied for <input type="checkbox"/> Committed <input type="checkbox"/>	Considering <input type="checkbox"/> Applied for <input type="checkbox"/> Committed <input type="checkbox"/>	Considering <input type="checkbox"/> Applied for <input type="checkbox"/> Committed <input type="checkbox"/>	
<b>Itemize Activity/Use of Funds below:</b>						
4'x75' concrete sidewalk	\$4,500.00					\$4,500.00
6'x8' concrete pad	\$1,500.00					\$1,500.00
225' chainlink fence (installed)	\$5,000.00	\$6,000.00				\$11,000.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
TOTAL	\$11,000.00	\$6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$17,000.00

**AGREEMENT**

Authorized Applicant Name: <b>Jess Rich</b>	Title <b>Administrator</b>	Date: <b>10/12/2022</b>
Please type your name or print and sign.		





St. Louis County, MN

St. Louis County,  
Minnesota**Community Development Block Grant  
(CDBG) PRE-APPLICATION**

Form

**1000**

Rev. 8/12/2022

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☒ Government ☐ Non-profit

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Email

**jrich@proctormn.gov**Contact Person *If applicable***Jess Rich**

Contact Person #

**218-624-3641**

Federal Id Number

**41-6005473**

Unique Entity Identifier Number

**M2NPS433PUM4****PROJECT INFORMATION**

Project Title

**Age Safe Proctor**Site Address *If applicable***100 Pionk Drive Proctor MN**

City

**Proctor****PROJECT TYPE**☐ Housing ☐ Community Facilities ☐ Public Infrastructure ☐ Economic Development ☒ Public Service**PROJECT ACTIVITY**☐ Acquisition ☐ Clearance ☐ Facilities ☐ Infrastructure ☐ Historic Preservation ☐ Housing Rehabilitation☐ Commercial Rehabilitation ☒ Public Services ☐ Economic Development ☐ Accessibility Improvements**FUNDING REQUEST**

Amount of (\$) of CDBG Request

**\$ 20,000**Amount of (\$) of Community or  
Agency Resources**\$ 3,000**

Amount (\$) from Other Sources

**\$****Total Project Cost (\$)****\$ 23,000.00**

## PRE-APPLICATION NARRATIVE

Please describe the problem or need and how CDBG funds will be used. Facility or infrastructure projects, please include the site location.

City of Proctor Emergency First Responder (EMR)s are seeing an alarming trend in the increase of 'lift assist' calls from private residents. Lift assist calls consist of EMRs being dispatched by 911 to lift someone from the floor, bathroom or bed for example. In 2021 Proctor EMRs responded to 27 calls resulting in lift assists. Year to date, this number has increased to 51. Sadly, many of these calls originate from the same address. Recently the Proctor Fire Department responded to three calls at the same address in a 24 hour time period. These falls are both dangerous to residents and taxing financially, physically and emotionally on our volunteer EMRs. The City of Proctor is seeking funding to create the Age Safe Proctor (ASP) program. ASP will consist of the Proctor EMRs referring repeated 'fall calls' to the (delete)a local home caregiver business. The caregiver service will have staff who has received training as Senior Home Safety Specialists (SHSS). With permission from the patient, the SHSS will conduct a free Home Safety Assessment which includes the exterior of the home, all entry areas, every room including bathrooms, bedrooms, laundry room, garage, basement, kitchen and dining room, lighting evaluation, fire safety and electrical safety. Afterwards a complete summary will be prepared with recommendations for fall prevention and home safety. If modifications are suggested, the ASP program will connect the patient with resources to complete the modifications. In some instances, and if the patient qualifies, the modifications could be paid in part by ASP. Start-up of the program will consist of SHSS training, program development/administrative costs, home inspection fees and a start-up fund for home modifications. It is our hope we can successfully fund this program into the future with private donations.

**BUDGET WORKSHEET****Estimated Source and Use of Funds**

Use of Funds	Source of Funds					
	CDBG Request	Total Community or Agency Resources	Other Fund Source	Other Fund Source	Other Fund Source	
<b>Expected Start and End Date of Funding</b>	Begin 05/01/2023 End 10/31/2024	Begin 5/1/2023 End ongoing	Begin End	Begin End	Begin End	
<b>Status of Funding</b>		Committed <input checked="" type="checkbox"/> Not Committed <input type="checkbox"/>	Considering <input type="checkbox"/> Applied for <input type="checkbox"/> Committed <input type="checkbox"/>	Considering <input type="checkbox"/> Applied for <input type="checkbox"/> Committed <input type="checkbox"/>	Considering <input type="checkbox"/> Applied for <input type="checkbox"/> Committed <input type="checkbox"/>	
<b>Itemize Activity/Use of Funds below:</b>						
SHSS Training	\$3,000.00					\$3,000.00
Home Safety Inpections	\$2,000.00					\$2,000.00
Home Modifications Fund225' chainlink fence (installed)	\$15,000.00	\$				\$15,000.00
Program Development and Administration - in kind		\$3,000.00				\$3,000.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
<b>TOTAL</b>	\$20,000.00	\$3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$23,000.00

**AGREEMENT**

Authorized Applicant Name:  
**Jess Rich**

Title  
**Administrator**

Date:  
**10/12/2022**

Please type your name or print and sign.

Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

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3C

Date: October 12, 2022  
To: Proctor City Council  
From: Administrator Rich  
Re: Playground for EveryBODY Update

## STATUS UPDATE

- The rubber surface vendor has been working on the installation which will be completed this year.
- We received a report that someone had walked on first layer of surface before it was dry leaving large footprints. The Proctor PD put up additional caution tape and will be patrolling the area more than the usual.
- We logged over 800 volunteer hours on the installation
- We are waiting for the delivery of several railings which were not included in the initial delivery.
- Officer Mosher suggested lighting for safety and to prevent vandalism.
- CDBG application prepared for restroom accommodations.
- READ grant application submitted to fund the balance of the project.

## FINANCIAL UPDATE

### CASH CONTRIBUTIONS

St. Louis County CDBG	\$50,000
Irving Community Club	\$5,000
Young Athletes Foundation	\$2,000
Fundraising Account	\$42,800
City of Proctor	\$30,000
DNR	<u>\$200,000</u>
<b>TOTAL</b>	<b>\$329,800</b>

### CASH EXPENSES

Northland Recreation	\$313,359
Curbing	\$11,500
Site Preparation	\$23,360
Concrete	<u>\$2,166</u>
<b>Total</b>	<b>\$350,385</b>

## Proctor Public Utilities

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100 Pionk Drive Proctor, Minnesota 55810  
(218) 624-4055 [www.proctormn.gov](http://www.proctormn.gov)

**5A**

Date: October 11, 2022  
To: Proctor City Council  
From: Proctor Public Utilities Commission  
Re: Commission Appointment

At their October 10, 2022 Regular Meeting, the Proctor Public Utilities Commission, with a vote of 2-0, recommend Mr. Troy DeWall be appointed to the Proctor Public Utilities Commission for a term of three years.

Chad Ward  
Mayor

# City of Proctor

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Jess Rich  
City Administrator

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5B

Date: October 10, 2022  
To: Proctor City Council  
From: Fire Chief Helquist  
Re: Member Termination

It is my recommendation to terminate Mr. Steve Grabko from the Proctor Fire Department. Mr. Grabko has not met attendance requirements for over a year and has failed to communicate with me regarding his absence.

Chad Ward  
Mayor

Jess Rich  
City Administrator

# City of Proctor

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James Rohweder

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

October 17, 2022

Steve Grabko

Dear Mr. Grabko,

This letter is to inform you that your employment with the Proctor Fire Department has been terminated effective immediately. Your employment has been terminated for the following reasons:

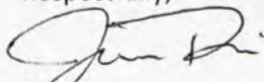
1. Attendance does not meet the requirement set by the Fire Department.
2. Lack of correspondence with the Chief and Fire Department on the above issues.

This decision has been determined through the City Council based upon information provided to them by the Proctor Fire Department.

Please return all property belonging to the Proctor Fire Department to Proctor City Hall no later than Monday October 24, 2022, by 4:30 PM. The items are to include a pager and radio, and all other items that may pertain and belong to the Proctor Fire Department.

The city wishes you well in your future endeavors.

Respectfully,



Jess Rich  
Administrator  
City of Proctor

cc Fire Department Chief

5C

Dear Proctor Fire Department

It has taken me a few month to think this over and I need to resign from the Proctor Fire Department . It is just to long of a drive for me to get to the fire hall in a reasonable time and between work my family and signing up for the Cloquet volunteer department, I would be spreading myself to thin and would have no time for my family or anything else. If you guys every need any help with anything or ever want to catch up. You can always give me a call.

Sincerely, Gunnar Wenner.

09/04/22

A handwritten signature in black ink, appearing to read 'Gunnar Wenner', with a long horizontal flourish extending to the right.



Chad Ward  
Mayor

# City of Proctor

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Jess Rich  
City Administrator

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5D

Date: October 11, 2022  
To: Proctor City Council  
From: Fire Chief Helquist, Police Chief Gaidis and Administrator Rich  
Re: Proposed Non-Emergent Lift Assist Policy

Non-Emergent Lift Assists are emergency response calls to help people who have fallen, are not injured, but are unable to help themselves. The most common calls are helping people back to their feet from the floor or from a bathroom.

Trending call volume suggests these service requests will continue to increase into the future. Lift assist report for 2021 and 2022 YTD is attached and as you can see some of these calls are coming from residents at nursing care facilities and assisted living homes.

We acknowledge most of the lift assist calls are coming from private residents. The reality is emergency first responders are usually responding to the same address multiple times – sometimes multiple times a day. Staff is working on programs and procedures to reduce repeated lift assist calls to private residents. Possible solutions include connecting the family with assistance from the county or referring the household to resources such as the St. Louis County Minnesota Aging and Disability Services.

The proposed Non-Emergent Lift Assist policy is intended to be a proactive response in recouping the City of Proctor's costs in providing the assistance to privately funded, staffed businesses on a repeated basis.

### 2021 Lift Assist (33 Total)

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Diamond Willow	0	0	1	1
Scandia (Golden Oakes)	0	0	0	0
Lifestone	1	0	0	0
Private Residence	10	4	3	10
Midway Mutual Aide	0	0	0	2
Hermantown Mutual Aide	0	1	0	0
<b>TOTAL</b>	11	5	4	13

### 2022 Lift Assist (thru 10/10/22) (58 Total)

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter (Thru 10/10/22)
Diamond Willow	1	0	3	0
Scandia	0	1	0	0
Lifestone	0	0	1	0
Private Residence	7	20	21	3
Midway Mutual Aide	0	1	0	0
Hermantown Mutual Aide	0	0	0	0
<b>TOTAL</b>	8	22	25	3

## CITY OF PROCTOR NON-EMERGENT LIFT POLICY

It shall be the policy and practice of the City of Proctor, the Proctor Police Department, and the Proctor Fire Department to discourage the use of the 911 emergency system to dispatch emergency personnel or its contractors and partners for non-emergency patient lift assistance at licensed care facilities.

- A. Definitions. The following terms, phrases, words, and their derivations shall have the meanings given:

“Lift assist” means a response by an emergency response unit or the emergency response unit of a private contractor of the city or the unit of another public safety department providing automatic or mutual aid to the City to a state licensed care or nursing facility for the purpose of lifting a fallen patient to a pre-fall position.

“Non-emergent/emergency” means a determination, based upon an assessment by the commanding officer of the emergency response unit, that there is not an emergent medical condition or medical necessity justifying the presence of the emergency unit at the facility.

“Licensed care facility” means a Minnesota State licensed care or nursing facility, such as a skilled nursing facility or an assisted living facility. A registered adult family home is not included in the definition of a licensed care facility.

- B. Determination of Non-Emergent Lift Assist. Based upon the assessment undertaken by the commanding officer of an emergency response unit dispatched to a licensed care facility and their determination that no emergent medical condition or emergent medical necessity exists, but **emergency responders were dispatched to** ~~staff of the facility desires that emergency response personnel~~ complete a lift assist of a fallen patient, the officer shall declare the incident a non-emergent lift assist in their incident report.
- C. Assessment of Charges. The Fire Chief or the Police Chief, shall be authorized to issue a charge for each incident determined to be non-emergency lift assist at licensed care facilities.
- D. Administrative Decision. Notice of the imposition of charges under the provisions of this section shall be sent to the owner or management of the facility where the incident occurred; provided that, with respect to business premises, the owner, manager, or chief administrative agent regularly assigned and employed on the premises at the time of the occurrence shall be presumed to be the appropriate person to receive the notice, unless the City is notified otherwise.
- ~~E. Waiver of Imposition. In the event the Fire Chief, Police Chief, or designee, determines the City's assessment or determination was in error or there were other mitigating facts which the commanding officer did not possess at the time of the incident, the Fire Chief, or designee, may waive imposition of the applicable charge(s).~~
- F. Appeal from Administrative Decision. Any party subject to charges under the provisions of this policy shall have a right of appeal to the City Administrator or designee. A notice of appeal must be submitted in writing no later than ten days after issuance of the notice of the charges and must be directed to the City Administrator, at the address listed on the notice of charge. The written appeal should include the reference number and the party's reasoning why the determination of notice of non-emergency lift assist should be reconsidered. Within 30 days of receipt of a written appeal, the public safety committee shall review of the appeal and a recommendation shall be presented to the City Administrator or designee for final decision. Unless a notice of appeal is properly filed in accordance with this section within ten days of the issuance of notice of charge, said charge is deemed final.

# Proctor Non-Emergent Lift Assist Policy

## Frequently Asked Questions

The following are responses to frequently asked questions regarding the new non-emergent lift assistance policy.

### What is the purpose of the non-emergent lift assistance policy?

The intent of the non-emergent lift assistance policy is to reduce the number of requests from licensed care facilities for lift assistance with patients that have no apparent injuries or medical needs.

### What is the non-emergent lift assistance charge?

The City of Proctor "Policy for Non-Emergent Lift Assistance at Licensed Care Facilities," which became effective November 7, 2022. The City of Proctor imposes a charge of \$350 for the first incident of a non-emergent lift assist, \$500 for the second incident, and \$850 for each incident thereafter.

### Which facilities does the charge apply?

Licensed care facilities include skilled nursing facilities and assisted living facilities. Registered adult family homes or private residences are exempt from this policy and are not subject to the charge.

Facility Type	Penalty Charge	No Charge
Skilled Nursing Facility	X	
Assisted Living Facility	X	
Registered Adult Family Homes		X
Private Residences		X

### Why the charge?

The non-emergent lift assist charge will be assessed to licensed care facilities each time Proctor Fire Department and/or Proctor Police Department personnel are dispatched pick up a resident that has fallen, and the resident has no apparent injuries or emergent medical needs.

A lift assist requires no additional medical evaluation or transport to an emergency room, only to lift the resident from one surface (i.e. the floor) to another (i.e. a bed or chair). The charge is intended to be a disincentive for the practice of using publicly funded emergency services to provide non-emergent assistance to a licensed care facility.

### Why is the charge being proposed?

The Proctor emergency responders have worked for several years to communicate the proper use of 911 to the management and staff of local licensed care facilities. As the workload of the department increases it has become necessary to discourage private businesses from relying on public emergency services for non-emergent work. When emergency personnel are at a long-term care facility performing a non-emergent lift assist, they are not available to respond for a true emergency.

### When to dial 911 for emergency medical services?

[When to dial 911 - Handout](#)

[When to dial 911 - Video](#)

[Guidance from DSHS on the use of emergency services](#)

**LIABILITY COVERAGE – WAIVER FORM**

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to [psstech@lmc.org](mailto:psstech@lmc.org).**

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

---

LMCIT Member Name:

*Check one:*

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Chad Ward  
Mayor

# City of Proctor

Jess Rich  
City Administrator

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James Rohweder

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**RESOLUTION 37-22**  
**RESOLUTION ACCEPTING THE LIABILITY COVERAGE LIMITS FROM THE**  
**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST.**

WHEREAS the City of Proctor purchases liability insurance through the League of Minnesota Cities (LMC); and

WHEREAS the League of Minnesota Cities requires all entities obtaining insurance through the LMC Insurance Trust to decide whether to waive or not waive the municipal tort limits.

NOW, THEREFORE, BE IT RESOLVED by that the City Council of the City of Proctor hereby does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Passed by a majority vote of the Proctor City Council this 17<sup>th</sup> day of October 2022.

BY: \_\_\_\_\_  
Chad Ward  
Mayor

ATTEST: \_\_\_\_\_  
Jess Rich  
City Administrator



Chad Ward  
Mayor

Jess Rich  
City Administrator

# City of Proctor

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5F

## RESOLUTION 38-22

### RESOLUTION APPROVING INCREASE IN PROCTOR FIRE DEPARTMENT RELIEF ASSOCIATION PENSION BENEFIT

**WHEREAS** the Proctor Volunteer Fire Department Fire Relief Board Association has reviewed the pension fund performance and future liabilities; and

**WHEREAS** the Proctor Volunteer Fire Department Fire Relief Board Association recommends the plan be 100% vested; and

**WHEREAS** the Proctor Volunteer Fire Department Fire Relief Association Board recommends the annual pension benefit be increased to \$2,600 per year of service; and

**NOW THEREFORE BE IT RESOLVED** the City Council of the City of Proctor, Minnesota, hereby approves the benefit level recommended by the Proctor Volunteer Fire Department Fire Relief Association Board of \$2,600 per year of service effective 1/1/2023.

**BE IT FUTHER RESOLVED** that the Proctor Fire Department Relief Association by-laws be amended as such.

Adopted by the City Council of the City of Proctor this 17<sup>th</sup> day of October 2022.

BY: \_\_\_\_\_  
Chad Ward  
Mayor

ATTEST: \_\_\_\_\_  
Jess Rich  
City Administrator



Chad Ward  
Mayor

Jess Rich  
City Administrator

# City of Proctor

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**RESOLUTION 39-22**  
**A RESOLUTION OPTING TO JOIN THE**  
**VOLUNTARY STATEWIDE LUMP-SUM VOLUNTEER FIREFIGHTER**  
**RETIREMENT PLAN**

**5G**

WHEREAS the City is authorized to join the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS the City of Proctor and the Proctor Fire Department Relief Association have jointly consented to and obtained a cost analysis for joining the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan from PERA not more than 120 days ago; and

WHEREAS the City highly values the contributions of City Fire Department members to the safety and well being of our community and wishes to safeguard their pension investments in a prudent manner; and

WHEREAS the benefit level for the City Fire Department effective January 1, 2023 \$ \_\_\_\_\_ per year of service

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PROCTOR, MINNESOTA:

- 1) The City hereby approves coverage by and requests participation in the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan administered by PERA under the terms provided in the PERA cost analysis at the \$ \_\_\_\_\_ benefit level per year of service, effective January 1, 2023; and
- 2) The City Clerk/Administrator and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

Passed by a majority vote of the Proctor City Council this 17<sup>th</sup> day of October 2022.

BY: \_\_\_\_\_  
Chad Ward  
Mayor

ATTEST: \_\_\_\_\_  
Jess Rich  
City Administrator

To: City Council  
From: Leslie Brunfelt, Finance Director  
Date: October 4, 2022  
Re: Fire Relief transition to PERA

---

The Proctor Fire Relief Association has indicated their desire to move the Fire Relief Special Pension Fund from RBC Wealth Management to the Minnesota Statewide Volunteer Firefighter (SVF) Plan that is administered by PERA effective January 1, 2023.

As Finance Director for the City of Proctor I am supportive of this decision, and I am providing information in this memo to help Councilors understand the change.

1. There are currently 204 Minnesota Fire Departments participating in the plan with total assets of \$152 million. The Proctor Fire Relief funds will be maintained in a separate account within the SVF. By state statute, one department's assets cannot be used to pay the pension benefits for a different department.
2. The change will result in a significant reduction in administrative work for the Fire Relief Association officers.
3. There will be relief from audit requirements. The audit cost was \$3,500 in 2022. Note – there will be one final audit for 2022.
4. Lower Investment Fees \$.06 per \$1,000 invested vs. \$.09 with RBC.
5. With the expertise of the State Board of Investment, PERA assumes 6% earnings vs. 5% when doing actuarial calculations. (5-year rate of return for SVF as of 12/31/21 was 10.3%)
6. Firefighters will have the benefit of portability to/from other departments. This could aid in recruiting.
7. One of the disadvantages noted is the loss of local plan control. The Fire Relief Association was leaving most investment decisions to RBC and decisions about benefit level remain with the Fire Relief Association and City Council. SVF will provide cost analysis on an annual basis for decision making regarding benefit levels and City contribution. I have attached the most recent analysis.
8. The SVF Plan has an Advisory Board with members from Cities, Townships, Fire Chiefs, Firefighters, and a designee from the State Auditor.
9. The vesting schedule will change to reflect partial vesting beginning after 5 years of service (currently at 10 years). This could also aid in recruiting.

The Fire Relief Association may continue as an entity with a General Fund Only, they must update their bylaws to reflect the changes.

The Fire Relief Association is also requesting an increase in the benefit level from \$2,300 per year of service to \$2,600 per year of service effective January 1, 2023. I am also supportive of this action.

The attached analysis shows the annual Financial Requirement to fund a \$2,600 benefit level is \$46,854. That amount is \$17,469 greater than the projected Fire State Aid. The \$17,469 would be funded by the projected investment earnings of \$49,136 and the voluntary \$10,000 contribution from the City. This benefit level would leave result in a 124% funding ratio. The funding ratio would be 138% with no change in the benefit level.

**Public Employees Retirement Association of Minnesota**

60 Empire Drive, Suite 200  
St. Paul, MN 55103-2088  
Phone: 651-296-7460 or 1-800-652-9026  
Website: [www.mnpera.org](http://www.mnpera.org)



**UPDATED 8/28/2022 FOR ASSET VALUE; BENEFIT LEVEL; CITY \$10,000 CONTRIBUTION**

July 20, 2022

PERA ID  
7026-00

Governing Body and Fire Chief  
Proctor Fire Department

[lbrunfelt@proctormn.gov](mailto:lbrunfelt@proctormn.gov); [apaszak@yahoo.com](mailto:apaszak@yahoo.com)

We received your request for a cost analysis to estimate the cost of joining the Statewide Volunteer Firefighter Plan administered by PERA. Based on the information you provided to us, we have prepared this cost analysis for the benefit levels and vesting schedule you requested. The results are shown below.

**Vesting Schedule: 40% at 5 yrs, increasing 4% until 100% at 20 yrs**

	\$ 2,300	\$ 2,500	\$ 2,600	\$ 2,700
A. Benefit Level (per year of service):	818,938	818,938	818,938	818,938
B. Projected Present Assets 12/31/2022 [Attached]	594,607	639,987	662,580	685,367
C. Accrued Liability 12/31/2022 [Attached]	224,331	178,952	156,359	133,572
D. Surplus/ (Deficit) [B-C]	138%	128%	124%	119%
E. Funding Ratio at 12/31/2022 [B/C]	649,076	699,194	724,200	749,312
F. Accrued Liability 12/31/2023[Attached]	54,469	59,207	61,620	63,946
G. Annual Financial Requirement: Increase in Liability [F -C]	870	870	870	870
H. Annual Financial Requirement: PERA Fees [\$30/member]	(22,433)	(17,895)	(15,636)	(13,357)
I. Annual Financial Requirement: 1/10th of Deficit/(Surplus) [D/10]	32,906	42,182	46,854	51,458
J. Annual Financial Requirement: Total [G+H+I]				
K. Reductions to Annual Financial Requirement:				
Projected Annual Fire State Aid [2022 Amount @ 1.035]	29,385	29,385	29,385	29,385
Projected Investment Earnings [6% on Projected Assets 12/31/2022]	49,136	49,136	49,136	49,136

**L. Estimated Required Contribution [J - K]**

None	None	None	None
------	------	------	------

Please note that these are estimates only. Should you choose to join the statewide plan on January 1, 2023, in accordance with Minnesota Statutes Section 353G.08 Subdivision 1, we will calculate the required contribution for December 31, 2023, and provide that information to the governing body soon after we receive the resolution to join. The figures shown above on Line L are estimates of required contributions that would be due on December 31, 2023. The estimate calculations were based on member information that was available at the time of preparing the analysis. Please review the membership data, our source was your SC-21 form, and make any corrections to that data. If you return that to me, I will prepare an updated cost estimate for you to review.

If you have any questions, please do not hesitate to contact me by phone (651-201-2666) or by email at [sharyn.north@mnpera.org](mailto:sharyn.north@mnpera.org).

Sincerely,

Sharyn North  
Principal Accounting Officer, PERA

**PERA Volunteer Firefighter Plan Cost Analysis--Estimates Only**

**Name of Entity:** Proctor Fire Department  
**Calculation Date:** 07/20/2022  
**Join Effective Date:** 01/01/2023

**Input:**  
 2021 Fire State Aid: 22,934  
 2021 Supplemental State Aid: 4,818  
 Reported Plan Assets: 765,082  
 Member Data: See Below  
 Number of Firefighters: 29  
 Benefit Level: \$2,300

12/31/2022	Increase	12/31/2023
\$ 594,607	\$ 54,469	\$ 649,076

Name	Status (Active or Deferred)	Estimated Birthdate (mm/dd/yyyy)	Fire Dept. Entry Date (mm/dd/yyyy)	Separation Date (If Deferred)	Ben Level at Separation (If Deferred)	Through 12/31/2022		Through 12/31/2023		Normal Cost (Change in Liability)
						Years of Service	Accrued Liability	Years of Service	Accrued Liability	
Field, Kevin S	Active		12/01/1996			26	\$ 59,800	27	\$ 62,100	\$ 2,300
Helquist, Kerry T	Active		12/01/1996			26	\$ 59,800	27	\$ 62,100	\$ 2,300
DeWall, Troy R	Active		04/10/2000			23	\$ 51,037	24	\$ 55,200	\$ 4,163
Annala, Jesse R	Active		09/03/2003			19	\$ 40,850	20	\$ 44,511	\$ 3,661
Johnson, Bradley M	Active		09/03/2003			19	\$ 42,234	20	\$ 46,000	\$ 3,766
Bryant, Kristopher L	Active		09/05/2003			19	\$ 42,234	20	\$ 46,000	\$ 3,766
Windus, Lynn L	Active		09/15/2003			19	\$ 42,234	20	\$ 46,000	\$ 3,766
Parendo, Derek	Active		08/16/2005			17	\$ 35,294	18	\$ 38,663	\$ 3,369
Pogatchnik, Jamie	Active		08/26/2005			17	\$ 35,294	18	\$ 38,663	\$ 3,369
Paszak, Andrew	Active		06/01/2009			14	\$ 26,290	15	\$ 29,118	\$ 2,828
Solem, Cody	Active		06/01/2009			14	\$ 19,040	15	\$ 21,088	\$ 2,048
Lalone, Benjamin A	Active		12/03/2012			10	\$ 16,489	11	\$ 18,730	\$ 2,240
Price, Courtney Jo	Active		01/17/2017			6	\$ 5,873	7	\$ 7,068	\$ 1,194
Leedom, Raymond W	Active		04/17/2017			5	\$ 7,052	6	\$ 8,726	\$ 1,674
DesMarais, Phillip R	Active		12/18/2017			5	\$ 7,052	6	\$ 8,726	\$ 1,674
Grabko, Steve	Inactive(LOA or BIS)		11/06/2018			4	\$ 5,473	5	\$ 7,052	\$ 1,579
Willms, Brian	Active		11/06/2018			4	\$ 4,751	5	\$ 6,122	\$ 1,371
Wenner, Gunnar	Active		04/09/2020			3	\$ 3,222	4	\$ 4,427	\$ 1,205
Etter, Lacy	Inactive(LOA or BIS)		06/04/2020			2	\$ 2,406	3	\$ 3,718	\$ 1,312
Leibel, Andy	Active		05/01/2019			4	\$ 5,473	5	\$ 7,052	\$ 1,579
Vogel, Mark	Active		05/27/2021			2	\$ 2,577	3	\$ 3,983	\$ 1,406
Vogel, Lisa	Active		05/27/2021			2	\$ 2,577	3	\$ 3,983	\$ 1,406
Vogel, Colin	Active		05/27/2021			2	\$ 2,161	3	\$ 3,340	\$ 1,179
Vogel, Kyle	Active		05/27/2021			2	\$ 2,406	3	\$ 3,718	\$ 1,312
Fontaine, Luke A	Deferred		07/19/2010	12/31/2021	\$ 16,805.00		\$ 16,805	0	\$ 16,805	\$ -
Bart Bergland	Deferred		12/01/1996	04/30/2015	\$ 18,638.00		\$ 18,638	0	\$ 18,638	\$ -
Jody Ruotsalainen	Deferred		09/03/2003	07/03/2015	\$ 8,331.00		\$ 8,331	0	\$ 8,331	\$ -
Joseph Dardis	Deferred		06/01/2007	02/28/2018	\$ 12,900.00		\$ 12,900	0	\$ 12,900	\$ -
Terrance Schultz	Deferred		06/01/2009	12/31/2021	\$ 16,315.00		\$ 16,315	0	\$ 16,315	\$ -
							\$ 594,607		\$ 649,076	\$ 54,469

PERA Volunteer Firefighter Plan Cost Analysis--Estimates Only

Name of Entity: Proctor Fire Department  
 Calculation Date: 07/20/2022  
 Join Effective Date: 01/01/2023

Benefit Level: \$2,500						12/31/2022		Increase	12/31/2023	
						\$ 639,987		\$ 59,207	\$ 699,194	
Name	Status (Active or Deferred)	Estimated Birthdate (mm/dd/yyyy)	Fire Dept. Entry Date (mm/dd/yyyy)	Separation Date (If Deferred)	Ben Level at Separation (If Deferred)	Through	12/31/2022	Through	12/31/2023	Normal Cost (Change in Liability)
						Years of Service	Accrued Liability	Years of Service	Accrued Liability	
Field, Kevin S	Active		12/01/1996			26	\$ 65,000	27	\$ 67,500	\$ 2,500
Alfred Anderson	Active		12/01/1996			26	\$ 65,000	27	\$ 67,500	\$ 2,500
DeWall, Troy R	Active		04/10/2000			23	\$ 55,455	24	\$ 60,000	\$ 4,545
Annala, Jesse R	Active		09/03/2003			19	\$ 44,394	20	\$ 48,373	\$ 3,979
Johnson, Bradley M	Active		09/03/2003			19	\$ 45,914	20	\$ 50,000	\$ 4,086
Bryant, Kristopher L	Active		09/05/2003			19	\$ 45,914	20	\$ 50,000	\$ 4,086
Windus, Lynn L	Active		09/15/2003			19	\$ 45,914	20	\$ 50,000	\$ 4,086
Parendo, Derek	Active		08/16/2005			17	\$ 38,370	18	\$ 42,032	\$ 3,662
Pogatchnik, Jamie	Active		08/26/2005			17	\$ 38,370	18	\$ 42,032	\$ 3,662
Paszak, Andrew	Active		06/01/2009			14	\$ 28,580	15	\$ 31,655	\$ 3,075
Solem, Cody	Active		06/01/2009			14	\$ 20,700	15	\$ 22,927	\$ 2,227
Lalone, Benjamin A	Active		12/03/2012			10	\$ 17,926	11	\$ 20,361	\$ 2,436
Price, Courtney Jo	Active		01/17/2017			6	\$ 6,382	7	\$ 7,680	\$ 1,298
Leedom, Raymond W	Active		04/17/2017			5	\$ 7,666	6	\$ 9,486	\$ 1,820
DesMarais, Phillip R	Active		12/18/2017			5	\$ 7,666	6	\$ 9,486	\$ 1,820
Grabko, Steve	Inactive(LOA or BIS)		11/06/2018			4	\$ 5,949	5	\$ 7,666	\$ 1,717
Willms, Brian	Active		11/06/2018			4	\$ 5,162	5	\$ 6,652	\$ 1,490
Wenner, Gunnar	Active		04/09/2020			3	\$ 3,502	4	\$ 4,812	\$ 1,310
Etter, Lacy	Inactive(LOA or BIS)		06/04/2020			2	\$ 2,616	3	\$ 4,043	\$ 1,427
Leibel, Andy	Active		05/01/2019			4	\$ 5,949	5	\$ 7,666	\$ 1,717
Vogel, Mark	Active		05/27/2021			2	\$ 2,802	3	\$ 4,330	\$ 1,528
Vogel, Lisa	Active		05/27/2021			2	\$ 2,802	3	\$ 4,330	\$ 1,528
Vogel, Colin	Active		05/27/2021			2	\$ 2,348	3	\$ 3,629	\$ 1,281
Vogel, Kyle	Active		05/27/2021			2	\$ 2,616	3	\$ 4,043	\$ 1,427
Fontaine, Luke A	Deferred		07/19/2010	12/31/2021	\$ 16,805.00		\$ 16,805	0	\$ 16,805	\$ -
Bart Bergland	Deferred		12/01/1996	04/30/2015	\$ 18,638.00		\$ 18,638	0	\$ 18,638	\$ -
Jody Ruotsalainen	Deferred		09/03/2003	07/03/2015	\$ 8,331.00		\$ 8,331	0	\$ 8,331	\$ -
Joseph Dardis	Deferred		06/01/2007	02/28/2018	\$ 12,900.00		\$ 12,900	0	\$ 12,900	\$ -
Terrance Schultz	Deferred		06/01/2009	12/31/2021	\$ 16,315.00		\$ 16,315	0	\$ 16,315	\$ -
							\$ 639,987		\$ 699,194	\$ 59,207

**PERA Volunteer Firefighter Plan Cost Analysis--Estimates Only**

**Name of Entity:** Proctor Fire Department  
**Calculation Date:** 07/20/2022  
**Join Effective Date:** 01/01/2023

Benefit Level: \$2,600						12/31/2022		Increase	12/31/2023	
						\$ 662,580		\$ 61,620	\$ 724,200	
Name	Status (Active or Deferred)	Estimated Birthdate (mm/dd/yyyy)	Fire Dept. Entry Date (mm/dd/yyyy)	Separation Date (If Deferred)	Ben Level at Separation (If Deferred)	Through	12/31/2022	Through	12/31/2023	Normal Cost (Change in Liability)
						Years of Service	Accrued Liability	Years of Service	Accrued Liability	
Field, Kevin S	Active		12/01/1996			26	\$ 67,600	27	\$ 70,200	\$ 2,600
	Active		12/01/1996			26	\$ 67,600	27	\$ 70,200	\$ 2,600
DeWall, Troy R	Active		04/10/2000			23	\$ 57,664	24	\$ 62,400	\$ 4,736
Annala, Jesse R	Active		09/03/2003			19	\$ 46,184	20	\$ 50,323	\$ 4,139
Johnson, Bradley M	Active		09/03/2003			19	\$ 47,737	20	\$ 52,000	\$ 4,263
Bryant, Kristopher L	Active		09/05/2003			19	\$ 47,737	20	\$ 52,000	\$ 4,263
Windus, Lynn L	Active		09/15/2003			19	\$ 47,737	20	\$ 52,000	\$ 4,263
Parendo, Derek	Active		08/16/2005			17	\$ 39,893	18	\$ 43,701	\$ 3,808
Pogatchnik, Jamie	Active		08/26/2005			17	\$ 39,893	18	\$ 43,701	\$ 3,808
Paszak, Andrew	Active		06/01/2009			14	\$ 29,715	15	\$ 32,912	\$ 3,197
Solem, Cody	Active		06/01/2009			14	\$ 21,519	15	\$ 23,835	\$ 2,315
Lalone, Benjamin A	Active		12/03/2012			10	\$ 18,638	11	\$ 21,170	\$ 2,532
Price, Courtney Jo	Active		01/17/2017			6	\$ 6,641	7	\$ 7,991	\$ 1,350
Leedom, Raymond W	Active		04/17/2017			5	\$ 7,971	6	\$ 9,863	\$ 1,892
DesMarais, Phillip R	Active		12/18/2017			5	\$ 7,971	6	\$ 9,863	\$ 1,892
Grabko, Steve	Inactive(LOA or BIS)		11/06/2018			4	\$ 6,186	5	\$ 7,971	\$ 1,785
Willms, Brian	Active		11/06/2018			4	\$ 5,368	5	\$ 6,917	\$ 1,549
Wenner, Gunnar	Active		04/09/2020			3	\$ 3,642	4	\$ 5,005	\$ 1,363
Etter, Lacy	Inactive(LOA or BIS)		06/04/2020			2	\$ 2,721	3	\$ 4,206	\$ 1,484
Leibel, Andy	Active		05/01/2019			4	\$ 6,186	5	\$ 7,971	\$ 1,785
Vogel, Mark	Active		05/27/2021			2	\$ 2,913	3	\$ 4,502	\$ 1,589
Vogel, Lisa	Active		05/27/2021			2	\$ 2,913	3	\$ 4,502	\$ 1,589
Vogel, Colin	Active		05/27/2021			2	\$ 2,443	3	\$ 3,776	\$ 1,333
Vogel, Kyle	Active		05/27/2021			2	\$ 2,721	3	\$ 4,206	\$ 1,484
Fontaine, Luke A	Deferred		07/19/2010	12/31/2021	\$ 16,805.00		\$ 16,805	0	\$ 16,805	\$ -
Bart Bergland	Deferred		12/01/1996	04/30/2015	\$ 18,638.00		\$ 18,638	0	\$ 18,638	\$ -
Jody Ruotsalainen	Deferred		09/03/2003	07/03/2015	\$ 8,331.00		\$ 8,331	0	\$ 8,331	\$ -
Joseph Dardis	Deferred		06/01/2007	02/28/2018	\$ 12,900.00		\$ 12,900	0	\$ 12,900	\$ -
Terrance Schultz	Deferred		06/01/2009	12/31/2021	\$ 16,315.00		\$ 16,315	0	\$ 16,315	\$ -
							\$ 662,580		\$ 724,200	\$ 61,620



**PERA Volunteer Firefighter Plan Cost Analysis--Estimates Only**

**Name of Entity:** Proctor Fire Department  
**Calculation Date:** 07/20/2022  
**Join Effective Date:** 01/01/2023

Benefit Level: \$2,700								<div> <div>12/31/2022</div> <div>Increase</div> <div>12/31/2023</div> </div>			
								<div> <div>\$ 685,367</div> <div>\$ 63,946</div> <div>\$ 749,312</div> </div>			
Name	Status (Active or Deferred)	Estimated Birthdate (mm/dd/yyyy)	Fire Dept. Entry Date (mm/dd/yyyy)	Separation Date (If Deferred)	Ben Level at Separation (If Deferred)	Through Years of Service	12/31/2022 Accrued Liability	Through Years of Service	12/31/2023 Accrued Liability	Normal Cost (Change in Liability)	
Field, Kevin S	Active		12/01/1996			26	\$ 70,200	27	\$ 72,900	\$ 2,700	
Helquist, Kerry T	Active		12/01/1996			26	\$ 70,200	27	\$ 72,900	\$ 2,700	
DeWall, Troy R	Active		04/10/2000			23	\$ 59,873	24	\$ 64,800	\$ 4,927	
Annala, Jesse R	Active		09/03/2003			19	\$ 47,939	20	\$ 52,236	\$ 4,296	
Johnson, Bradley M	Active		09/03/2003			19	\$ 49,593	20	\$ 54,000	\$ 4,407	
Bryant, Kristopher L	Active		09/05/2003			19	\$ 49,593	20	\$ 54,000	\$ 4,407	
Windus, Lynn L	Active		09/15/2003			19	\$ 49,593	20	\$ 54,000	\$ 4,407	
Parendo, Derek	Active		08/16/2005			17	\$ 41,445	18	\$ 45,400	\$ 3,956	
Pogatchnik, Jamie	Active		08/26/2005			17	\$ 41,445	18	\$ 45,400	\$ 3,956	
Paszak, Andrew	Active		06/01/2009			14	\$ 30,871	15	\$ 34,192	\$ 3,321	
Solem, Cody	Active		06/01/2009			14	\$ 22,360	15	\$ 24,766	\$ 2,406	
Lalone, Benjamin A	Active		12/03/2012			10	\$ 19,363	11	\$ 21,993	\$ 2,631	
Price, Courtney Jo	Active		01/17/2017			6	\$ 6,892	7	\$ 8,293	\$ 1,401	
Leedom, Raymond W	Active		04/17/2017			5	\$ 8,281	6	\$ 10,247	\$ 1,966	
DesMarais, Phillip R	Active		12/18/2017			5	\$ 8,281	6	\$ 10,247	\$ 1,966	
Grabko, Steve	Inactive(LOA or BIS)		11/06/2018			4	\$ 6,426	5	\$ 8,281	\$ 1,855	
Willms, Brian	Active		11/06/2018			4	\$ 5,573	5	\$ 7,182	\$ 1,608	
Wenner, Gunnar	Active		04/09/2020			3	\$ 3,782	4	\$ 5,197	\$ 1,415	
Etter, Lacy	Inactive(LOA or BIS)		06/04/2020			2	\$ 2,826	3	\$ 4,368	\$ 1,542	
Leibel, Andy	Active		05/01/2019			4	\$ 6,426	5	\$ 8,281	\$ 1,855	
Vogel, Mark	Active		05/27/2021			2	\$ 3,026	3	\$ 4,677	\$ 1,651	
Vogel, Lisa	Active		05/27/2021			2	\$ 3,026	3	\$ 4,677	\$ 1,651	
Vogel, Colin	Active		05/27/2021			2	\$ 2,536	3	\$ 3,919	\$ 1,383	
Vogel, Kyle	Active		05/27/2021			2	\$ 2,826	3	\$ 4,368	\$ 1,542	
Fontaine, Luke A	Deferred		07/19/2010	12/31/2021	\$ 16,805.00		\$ 16,805	0	\$ 16,805	\$ -	
Bart Bergland	Deferred		12/01/1996	04/30/2015	\$ 18,638.00		\$ 18,638	0	\$ 18,638	\$ -	
Jody Ruotsalainen	Deferred		09/03/2003	07/03/2015	\$ 8,331.00		\$ 8,331	0	\$ 8,331	\$ -	
Joseph Dardis	Deferred		06/01/2007	02/28/2018	\$ 12,900.00		\$ 12,900	0	\$ 12,900	\$ -	
Terrance Schultz	Deferred		06/01/2009	12/31/2021	\$ 16,315.00		\$ 16,315	0	\$ 16,315	\$ -	
							<u>\$ 685,367</u>		<u>\$ 749,312</u>	<u>\$ 63,946</u>	

**Governing Body and Fire Chief****Total Projected Present Assets at December 31, 2022****Anticipated receipts and disbursements during 2022:**

Fire State Aid	2021 Actual x 1.035	23,737
Fire Supplemental Aid	2021 Actual	4,818
City Contribution		10,000
Net Investment Income	5% assumed ROR per 424A; prorata	15,302
<b>Net Change in Total Present Assets</b>		<u>\$ 53,856</u>

**Total Present Assets - At time of request**

Assets Per Request	\$	765,082	
[adjustments]	\$	-	
	\$	-	\$ 765,082

<b>Total Projected Present Assets - Ending 12/31/22</b>	<u><u>\$ 818,938</u></u>
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Chad Ward  
Mayor

Jess Rich  
City Administrator

# City of Proctor

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*You Have A Place In Proctor*

---

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

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

5H

Resolution 40-22  
Authorizing Execution of  
Toward Zero Deaths Enforcement Grant Agreement  
With the City of Duluth

BE IT RESOLVED that the City Council of Proctor agrees to enter into a cooperative agreement with the City of Duluth for the project entitled "FY 2023 - Toward Zero Deaths Enforcement Grant."

BE IT FURTHER RESOLVED City Administrator Jessica Rich is hereby authorized to execute agreement and amendments, as necessary to implement the project on behalf of the City of Proctor Police Department.

I certify that the above resolution was adopted by the City Council of the City of Proctor on Monday, October 17, 2022.

By: \_\_\_\_\_  
Chad Ward  
Mayor

ATTEST: \_\_\_\_\_  
Jess Rich  
City Administrator

## **Document B**

### **2023 TOWARD ZERO DEATHS ENFORCEMENT GRANT AGREEMENT CITY OF DULUTH LAKE SUPERIOR TRAFFIC ENFORCEMENT TEAM**

THIS AGREEMENT, by and among the CITY OF DULUTH, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "City of Duluth", and St. Louis County, a Minnesota county acting through its governing body, hereinafter referred to as "County", and University of Minnesota - Duluth Police Department, hereinafter referred to as "UMD Police", and City of Hermantown, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "Hermantown", and City of Proctor, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "Proctor", and City of Floodwood, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "Floodwood".

WHEREAS, City of Duluth is the recipient of a FY 2023 Towards Zero Deaths Enforcement Grant (hereinafter referred to as "Grant") from the Minnesota Department of Public Safety in an amount not to exceed \$114,400.00;

WHEREAS, pursuant to the terms of said Grant, City of Duluth is to support the Lake Superior Traffic Enforcement Team Enforcement Plan (hereinafter referred to as "Enforcement Plan") to reduce the number of fatal crashes and injuries in southern St. Louis County, Minnesota, for which Lake Superior Traffic Enforcement Team parties will be entitled to reimbursement under the terms of the Grant; and

WHEREAS, the City of Duluth, County, UMD Police, Hermantown, Proctor, and Floodwood are collectively referred to as the Lake Superior Traffic Enforcement Team for purposes of the 2023 Toward Zero Deaths Project.

WHEREAS, the parties hereto have deemed it desirable to enter into an agreement memorializing the parties' rights and responsibilities in the implementation of said Grant.

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto agree as follows:

#### **ARTICLE I**

##### **Scope of Professional Services**

Each member of the Lake Superior Traffic Enforcement Team ("Team Member") agrees that it will be responsible to provide its respective services as generally described in the Grant Agreement and Enforcement Calendar, copies of which are attached hereto and made a part hereof as Document A and Exhibit B and provide other necessary professional services generally relating thereto.

## ARTICLE II

### Reimbursement for Expenses

Each Team Member shall be entitled to be reimbursed by City of Duluth for the cost of providing services in an amount not to exceed the following:

<b>Team Member</b>	<b>Maximum Reimbursement Amount</b>	<b>Additional Funds</b>
St. Louis County Sheriff's Office	\$16,063.00	
	\$2,000.00	911 Dispatch - DWI
UMD Police Dept.	\$5,138.00	
Hermantown Police Dept.	\$27,151.00	
Proctor Police Dept.	\$1,713.00	
Floodwood Police Dept.	\$5,912.00	
Dispatch Other	\$400.00	

The remaining funds, including those not utilized by the above Team Members, will be reimbursed to the City of Duluth for services provided by the Duluth Police Department under the terms of this Grant. Upon the expenditure of funds in support of the Grant Agreement and Enforcement Calendar and presentation to City of Duluth of documentation establishing the expenses, City of Duluth shall promptly reimburse Team Members for said costs up to the amount set forth above. All reimbursements from City of Duluth to Team Members pursuant to this Agreement shall be issued from City of Duluth Fund 215-200-2209-5447 (Duluth Police Grant Programs, Police, TZD, Payment to Other Government Agencies).

## ARTICLE III

### Assignability

The Team Members shall not in any way assign or transfer any of their respective rights or interests under this Agreement in any way whatsoever.

## ARTICLE IV

### Term

Notwithstanding the date of execution of this Agreement, this Agreement shall be deemed to commence on October 1, 2022 and run concurrently with the Grant Term and expire on September 30, 2023.

## ARTICLE V

### Termination of Services

Any Team Member may, by giving written notice at least thirty (30) days prior to the effective date thereof, terminate, without cause, a portion of the Agreement as it relates to its obligations

hereunder. The terminating party shall be entitled to compensation for services properly performed by it, to and including the date of written notice of termination of this Agreement, including reimbursable expenses. Such termination shall not affect the remaining Team Member's rights and obligations. Notwithstanding the foregoing, the City of Duluth may terminate this Agreement upon notification from the Minnesota Department of Public Safety that grant funding to fund City of Duluth's obligations hereunder has been terminated; such termination shall be effective upon the parties receiving notice thereof.

## ARTICLE VI

### Standard of Performance

Each Team Member agrees that all services to be provided pursuant to this Agreement shall be in accordance with the generally accepted standards of the profession for provision of services of this type.

## ARTICLE VII

### Records and Inspections

#### A. Establishment and Maintenance of Records

Records shall be maintained by each Team Member in accordance with requirements prescribed by Grant. Such records shall be maintained for a period of six (6) years after receipt of final payment under this Agreement.

#### B. Documentation of Costs

Each Team Member will ensure that all costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.

#### C. Reports and Information

Each party shall be responsible for furnishing to City of Duluth records, data and information as City of Duluth may require pertaining to matters covered by this Agreement.

#### D. Audits and Inspections

Each Team Member shall ensure that at any time during normal business hours, there shall be made available to any party, for examination, all of its records with respect to all matters covered by this Agreement. Each Team Member will also permit any party, State, or Federal agency to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

#### E. Information

All reports, data, information, documentation and material given to or prepared by each Team Member pursuant to this Agreement will be public except as provided for in applicable Federal or state laws, rules, regulations or orders.

## ARTICLE VIII

### Independent Contractor

It is agreed that nothing herein contained is intended or shall be construed in any manner as creating or establishing a relationship of co-partners between the parties hereto or of constituting any party as an agent, representative or employee of the other for any purpose or in any manner whatsoever. None of the parties or any officers or employees thereof shall be considered an employee of any other party, and any and all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of any party and their employees while so engaged and any and all claims whatsoever on behalf of any party arising out of employment or alleged employment, including without limitation, claims of discrimination against any party, its officers, agents, contractors or employees shall in no way be the responsibility of the other party. Neither the parties nor their officers, agents, contractors and employees shall be entitled to any compensation or rights or benefits of any hospital care, sick leave and vacation pay, Workers' Compensation, Unemployment Insurance, disability pay or severance pay from another party.

## ARTICLE IX

### Liability

#### A. As Between the Parties

Each party hereto agrees that it will be solely liable for any liability arising out of any acts or omissions of itself or its officers, agents, servants, employees or subcontractors in the performance of its respective obligations under this Agreement.

#### B. Limitation of Liability

Nothing herein shall be deemed to create any liability on behalf of any party not otherwise existing as to such party under the provisions of Minnesota Statutes Chapters 466 or 3.736 as applicable or to extend the amount of liability of any party to amounts in excess of that specified in said Chapters.

#### C. Third Party Liability

Nothing herein shall be deemed to create any liability to any third party not otherwise existing under applicable law.

## ARTICLE X

### Civil Rights Assurances

Each Team Member and their respective officers, agents, servants and employees as part of the consideration under this Agreement, does hereby covenant and agree that:

- A. No person on the grounds of race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance, sexual orientation and/or disability shall be excluded from any participation in, denied any benefits of or otherwise subjected to discrimination with regard to the work to be done pursuant to this Agreement.
- B. That all activities to be conducted pursuant to this Agreement shall be conducted in accordance with the Minnesota Human Rights Act of 1974, as amended (Chapter 363),

Title 7 of the U.S. Code and any regulations and executive orders which may be affected with regard thereto.

## ARTICLE XI

### Rules and Regulations

All parties agree to observe and comply with all laws, ordinances, rules and regulations of the United States of America, the State of Minnesota, County, and the City of Duluth and their respective agencies which are applicable to their activities under this Agreement.

## ARTICLE XII

### Notices

Notice to Team Members provided for herein shall be sufficient if sent by the regular United States mail, postage prepaid, addressed to the parties at the addresses hereinafter set forth or to such other respective persons or addresses as the parties may designate to each other in writing from time to time:

CITY OF DULUTH: Lt. Ryan Morris  
City of Duluth Police Department  
2030 N. Arlington Avenue  
Duluth, MN 55811

County: Sheriff Ross Litman  
St. Louis County Sheriff's Office  
Room 103  
100 North 5th Avenue West  
Duluth, MN 55802

Hermantown: Chief James Crace  
Chief of Police  
Hermantown Police Department  
5111 Maple Grove Road  
Hermantown, MN 55811-3605

UMD Police Chief Sean Huls  
Chief of Police  
Sponsored Projects Administration, UMD  
409 Darland Admin. Bldg.  
1049 University Drive.  
Duluth, MN 55812-3011

Floodwood: City Administrator  
City of Floodwood  
111 W. 8<sup>th</sup> Ave.  
Floodwood, MN 55736



Proctor: Jessica Rich  
City Administrator  
City of Proctor  
100 Pionk Drive  
Proctor, MN 55810

#### ARTICLE XIII

##### Waiver

Any waiver by any party of any provision of this Agreement shall not imply a subsequent waiver of that or any other provision.

#### ARTICLE XIV

##### Applicable Law

This Agreement, together with all of its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

#### ARTICLE XV

##### Severability

In the event any provision herein shall be deemed invalid or unenforceable, the remaining provisions shall continue in full force and effect and shall be binding upon the parties to this Agreement.

#### ARTICLE XVI

##### Entire Agreement

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

#### ARTICLE XVII

This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

*[Remainder of page intentionally left blank; signature page to follow.]*

**IN WITNESS WHEREOF, the parties have hereunto set their hands the day and date shown below.**

**CITY OF DULUTH**, a Minnesota municipal corporation

**ST. LOUIS COUNTY**, a Minnesota County

By: \_\_\_\_\_  
Its Mayor

By: \_\_\_\_\_  
Paul McDonald, County Board Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Nancy Nilsen, Auditor

By: \_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Ross Litman, Sheriff

Countersigned:

Date: \_\_\_\_\_

\_\_\_\_\_  
City Auditor

Approved as to form and execution:  
KIMBERLY J. MAKI  
St. Louis County Attorney

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Thomas Stanley  
Assistant County Attorney

\_\_\_\_\_  
City Attorney

Damion# 2022-15239

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF PROCTOR**, A Minnesota  
municipal corporation

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF FLOODWOOD**, A Minnesota  
municipal corporation

By: \_\_\_\_\_  
Tad Farrell

Its: Mayor \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF HERMANTOWN**, A Minnesota  
municipal corporation

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**Regents of the University of Minnesota for  
the UMD UNIVERSITY POLICE  
DEPARTMENT**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_



## Grant Contract Agreement

Page 1 of 2

<b>Minnesota Department of Public Safety (“State”)</b> Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101	<b>Grant Program:</b> 2023 Enforcement  <b>Grant Contract Agreement No.:</b> A-ENFRC23-2023-DULUTHPD-064
<b>Grantee:</b> Duluth Police Department 2030 N. Arlington Ave. Duluth, Minn., 55811-2030	<b>Grant Contract Agreement Term:</b> <b>Effective Date:</b> October 1, 2022 <b>Expiration Date:</b> September 30, 2023
<b>Grantee’s Authorized Representative:</b> Kerry Cronin Duluth Police Department 2030 N. Arlington Ave. Duluth, Minn., 55811-2030 Phone: (218) 730-5422 Email: <a href="mailto:kcronin@duluthmn.gov">kcronin@duluthmn.gov</a>	<b>Grant Contract Agreement Amount:</b> Original Agreement \$ 114,400.00 Matching Requirement \$ 0.00
<b>State’s Authorized Representative:</b> Kammy Huneke 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101 Phone: (651) 201-7070 Email: <a href="mailto:kammy.huneke@state.mn.us">kammy.huneke@state.mn.us</a>	Federal Funding: CFDA 20.600, 20.608 & 20.616 FAIN: 69A37521300004020MN0, 69A37522300001640MNA & 69A3752130000405BMNH State Funding: N/A Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2023 Enforcement Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 1620, Saint Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the 2023 Enforcement Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

**Payment:** As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized



Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract Agreement No./ P.O. No. A-ENFRC23-2023-DULUTHPD-064/3000082597

Project No.(indicate N/A if not applicable): 23-04-01

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

CITY OF DULUTH

By \_\_\_\_\_  
Mayor

Attest:

By \_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
City Auditor

Approved as to form:

By \_\_\_\_\_  
City Attorney

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

Organization: Duluth Police Department

A-ENFRC23-2023-DULUTHPD-064

## Budget Summary

Budget				
Budget Category	State Reimbursement	Local Match		
Dispatch/Admin-Other				
Admin - Other	\$400.00	\$0.00		
<b>Total</b>	\$400.00	\$0.00		
Dispatch/Admin-DWI				
Dispatch/Admin-DWI	\$2,000.00	\$0.00		
<b>Total</b>	\$2,000.00	\$0.00		
Enforcement-Distracted				
Enforcement - Distracted	\$10,600.00	\$0.00		
<b>Total</b>	\$10,600.00	\$0.00		
Enforcement-Seat Belt				
Enforcement - Seat belt	\$9,400.00	\$0.00		
<b>Total</b>	\$9,400.00	\$0.00		
Enforcement-DWI				
Enforcement - DWI	\$75,000.00	\$0.00		
<b>Total</b>	\$5,000.00	\$0.00		
Enforcement-Speed				
Enforcement - Speed	\$11,700.00	\$0.00		
<b>Total</b>	\$11,700.00	\$0.00		
Mileage Expenses				
Mileage Expenses	\$0.00	\$0.00		
<b>Total</b>	\$0.00	\$0.00		
Training/Meeting Match				
Training/Meeting Match	\$0.00	\$0.00		
<b>Total</b>	\$0.00	\$0.00		
TZD Conference Hotel Match				
TZD Conference Hotel Match	\$0.00	\$0.00		
<b>Total</b>	\$0.00	\$0.00		
Enforcement-Special Project				
Enforcement-Special Project	\$5,300.00	\$0.00		
<b>Total</b>	\$5,300.00	\$0.00		
<b>Total</b>	\$114,400.00	\$0.00		



# Enforcement Calendar - FFY23



## Enforcement Dates

- DWI (optional): Oct. 29-31; 2022 - Halloween
- DWI (optional): Nov. 3-5; 2022 - Deer hunting opener
- DWI: Nov. 23-26; Dec. 1-3; 8-10; 15-17; 22-24; 29-31, 2022
- DWI (optional): Feb. 11-12, 2023 - Super Bowl
- DWI (optional): March 16-18, 2023 - St. Patrick's Day celebrations
- Distracted: April 1-30, 2023
- DWI (optional): Every Thursday-Saturday, May 11- Sept. 2, 2023
- Seat belts and child restraints: May 22 - June 4, 2023
- Speed: July 1 - 31, 2023
- DWI: Aug. 18 - Sept. 4, 2023
- Move Over (optional): Aug. 31, 2023
- Seat belts and child restraints: Sept. 17-23, 2023

## Short Report Due Dates (Each agency required to submit)

- Jan. 6: DWI arrests, highest B.A.C., from Nov. 23 - Dec. 31, 2022
- May 5: Use of wireless device citations, from April 1-30, 2023
- June 9: Seat belt/child restraint citations from May 22- June 4, 2023
- Aug. 4: Speed citations from July 1-31, 2023
- Sept. 8: DWI arrests, highest B.A.C., from Aug. 18 - Sept. 4, 2023
- Sept. 29: Seat belt/child restraint citations from Sept. 17-23, 2023

## Short Report Due Dates



- Announcement to Media
- Enhanced Enforcement
- Statewide Results to Media
- Optional DWI Enforcement
- Statewide Enforcement

Enforcement Grant recipients should collaborate with Toward Zero Deaths education and outreach programs to support enforcement campaigns.

## Exhibit A

		October 2022							November 2022							December 2022						
Quarter 1	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
							1		Oct 31	1	2	3	4	5					1	2	3	
	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
	23	24	25	26	27	28	29 30	27	28	29	30				25	26	27	28	29	30	31	
Quarter 2	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
	1	2	3	4	5	6	7				1	2	3	4				1	2	3	4	
	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	
	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	
	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	2	23	24	25	
	29	30	31					26	27	28					26	27	28	29	30	31		
Quarter 3	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
							1						5	6					1	2	3	
	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
	23	24	25	26	27	28	29 30	28	29	30	31				25	26	27	28	29	30		
Quarter 4	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	
							1		July 31	1	2	3	4	5						1	2	
	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
	16	17	18	19	20	1	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
	23	24	25	26	27	28	29 30	27	28	29	30	31			24	25	26	27	28	29	30	

Jess Rich  
City Administrator

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*You Have a Place in Proctor*

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

Date: October 11, 2022  
To: Proctor City Council  
From: Administrator Rich  
Re: Boiler Replacement

51

As reported at the October 3, 2022, city council meeting, we had a fire in our electric boiler on Thursday, September 29, 2022. A claim has been filed with the League of Minnesota Cities Trust (LMCIT.) Since then, a LMCIT claims adjuster has visited and interviewed the appropriate parties. The adjuster could not determine the cause of the fire, so the LMCIT employed an independent forensic engineering company to assess. The investigation is on-going. I've outlined the history of the boiler situation below which is followed by a recommendation.

- This building was originally equipped with 4 (four) gas boilers (total 2 mil BTU) as the primary heat source and 1 (one) electric boiler (1.75 BTU) as backup.
- The building requires 1.8 million BTUs to heat.
- Over the years and one at a time, the gas boilers came into disrepair eventually leading to the electric boiler as being the primary heat source with no back up heat.
- In January 2021, the council approved the purchase of 2 gas boilers (total 1.06 million or 53% BTU's \$56,000) as the backup heat source.
- In February 2021, the emergency gas shut off was accidentally engaged (it was not guarded) which turned off the gas to the building. Negative air pressure in the building brought freezing cold air into the boilers via the exhaust piping. Both boilers both froze and cracked.
- We submitted a claim to LMCIT asking for full replacement. We were denied full replacement and paid \$27,000 to make the repairs. I did not authorize the repairs because I was working with LMCIT on full replacement. We would lose the warranty with a repair, and I was advised repaired boilers could still have problems.
- A fire occurred in the electric boiler on Thursday September 29, 2022.

Johnson Controls found two high efficiency gas boilers (1 million BTU each) in the twin cities and has installed them asap. Quote attached. This would bring gas back as our primary heat source at 100% capacity, we would have redundancy with two gas boilers, and we would not have to seek out a temporary heat source. It is my recommendation to accept the quote.

Finance Director Brunfelt indicated in her quarterly report this would bring the building budget over budget, but reserves would remain stable. She also reminds the council ARPA funds are also available to help offset the cost.



# Proposal

**TO:** CITY OF PROCTOR  
100 PIONK DR  
  
PROCTOR, MN 55810

Johnson Controls  
4627 AIRPARK BLVD  
DULUTH MN 55811-5750  
**PH:** (866) 211 3536  
**FAX:** (218) 727 7945

**Date:** 10/5/22

**Quote Ref:** 1-1K7M1GM0  
**Project Name:** City of Proctor 2 gas boilers Oct. 2022  
**Site:** CITY OF PROCTOR  
100 PIONK DR  
PROCTOR, MN 55810-1705

**ATTN:** Jess Rich

We propose to furnish the materials and/or perform the work below for the net price of: \$134,265.00

**For the above price this proposal includes:**

Includes the supply and install of (2) 1 million BTU gas boilers along with necessary accessories for a full install.

Does not include electrical.

Priced according to Sourcewell 070121-JHN.

**This proposal DOES NOT include:**

1. Labor or material not specifically described above is excluded from this proposal.
2. Unless otherwise stated, any and all overtime labor is excluded from this proposal.
3. Applicable taxes or special freight charges are excluded from this proposal.

**Important:** This proposal incorporates by reference the Terms and Conditions attached

This proposal is hereby accepted and  
Johnson Controls is authorized to proceed  
with the work, subject to credit approval by  
Johnson Controls, Inc. Milwaukee, WI.

This proposal is valid through: 11/4/22

CITY OF PROCTOR

**Johnson Controls**

Signature: \_\_\_\_\_

Signature: *Ben LaLone*

Name: \_\_\_\_\_

Name: Ben LaLone

Title: \_\_\_\_\_

Title: Service Account Executive

Date: \_\_\_\_\_

Date: 10/5/22

PO: \_\_\_\_\_

**(IMPORTANT):** This proposal incorporates by reference the terms and conditions which are attached to this document. All work is to be performed Monday through Friday during normal JCI business hours unless otherwise noted. This proposal, or any accepted alternates, are hereby accepted and Johnson Controls is authorized to proceed with the work; subject, however, to credit approval by Johnson Controls, Inc., Milwaukee, Wisconsin

# City of Proctor

## Payroll Summary by Department

Check Date Range      9/30/2022                      to                      9/30/2022

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	-	-	-	-	-
City Admin	7,200.11	-	-	-	-
Finance	2,968.00	-	-	-	-
Police Department	23,994.88	30.50	1,481.02	-	-
Fire Department	-	-	-	-	-
Street Department	9,738.81	4.00	163.14	2.67	145.19
Liquor Store	5,539.03	-	-	-	-
PUC	5,937.44	-	-	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
<b>Total</b>	<b>55,378.27</b>	<b>34.50</b>	<b>1,644.16</b>	<b>2.67</b>	<b>145.19</b>

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

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

[Report].Date Paid = 10/17/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AIRFIBER</b>				
33117	INTERNET SERVICE - 5 STATIC IPS	09/01/2022	121.35	100-10-120-3009 Computer Services
34333	INTERNET SERVICE - 5 STATIC IPS	10/01/2022	126.35	100-10-120-3009 Computer Services
Total AIRFIBER:			247.70	
<b>ANIMAL ALLIES HUMANE SOCIETY</b>				
13315	STRAY PICK UP SERVICE	08/31/2022	258.00	100-20-210-4408 Boarding Fee
13318	ANIMAL BOARDING FEE	10/06/2022	684.00	100-20-210-4408 Boarding Fee
Total ANIMAL ALLIES HUMANE SOCIETY :			942.00	
<b>AT&amp;T MOBILITY</b>				
09252022	FIRSTNET CELL PHONES/ HOTSPOTS	09/25/2022	826.14	100-20-210-3021 Telephone
Total AT&T MOBILITY:			826.14	
<b>BINGAMAN ELECTRICAL SPECIALTIES</b>				
1069	SIREN REPAIRS	10/11/2022	4,599.00	100-20-260-4400 Repairs & Maintenanc
Total BINGAMAN ELECTRICAL SPECIALTIES:			4,599.00	
<b>BRAY&amp;REED</b>				
1979	PROSECUTION MATTERS	10/05/2022	2,500.00	100-10-160-3004 Legal Fees
Total BRAY&REED:			2,500.00	
<b>CINTAS</b>				
4131006437	STREET DEPT COVERALLS	09/12/2022	19.80	100-30-300-2217 Clothing
4131006437	CITY HALL MATS, TOWELS, MOPS	09/12/2022	26.38	100-10-130-3000 Professional Services
4131590033	CITY HALL MATS, TOWELS, MOPS	09/16/2022	114.93	100-10-130-3000 Professional Services
4131590033	STREET DEPT COVERALLS	09/16/2022	19.80	100-30-300-2217 Clothing
4131590033	STREET DEPT SHOP RAGS	09/16/2022	12.70	100-30-300-2210 Operating Supplies
4132263890	STREET DEPT COVERALLS	09/23/2022	19.80	100-30-300-2217 Clothing
4132263890	CITY HALL MATS, TOWELS, MOPS	09/23/2022	26.38	100-10-130-3000 Professional Services
4132971631	STREET DEPT COVERALLS	09/30/2022	19.80	100-30-300-2217 Clothing
4132971631	CITY HALL MATS, TOWELS, MOPS	09/30/2022	114.93	100-10-130-3000 Professional Services
4132971631	STREET DEPT SHOP RAGS	09/30/2022	12.70	100-30-300-2210 Operating Supplies
4133205583	RUGS AND MATS - FIRE HALL	10/04/2022	75.66	100-20-220-3000 Professional Services
4133647042	STREET DEPT COVERALLS	10/07/2022	19.80	100-30-300-2217 Clothing
4133647042	CITY HALL MATS, TOWELS, MOPS	10/07/2022	26.38	100-10-130-3000 Professional Services
4133647042	STREET DEPT SHOP RAGS	10/07/2022	12.70	100-30-300-2210 Operating Supplies
Total CINTAS :			521.76	
<b>COMPASS MINERALS</b>				
1051456	50 TONS SALT	10/10/2022	3,369.91	100-30-300-2224 Street Maintenance M

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total COMPASS MINERALS:			3,369.91	
<b>COMPUDYNE INC</b>				
32557642	COMPUTER LEASES	10/10/2022	563.17	100-10-120-3009 Computer Services
436879	OFFICE 365	09/30/2022	344.75	100-10-120-3009 Computer Services
438607	MONTHLY BILLING	10/10/2022	3,121.82	100-10-120-3009 Computer Services
439166	CLOUD SERVICES PROVISIONING	10/04/2022	200.00	100-10-120-3009 Computer Services
Total COMPUDYNE INC:			4,229.74	
<b>CONSOLIDATED COMMUNICATIONS</b>				
10012022	MONTHLY TELEPHONE	10/01/2002	445.75	100-20-210-3021 Telephone
Total CONSOLIDATED COMMUNICATIONS:			445.75	
<b>DULUTH DODGE</b>				
6272094	2018 DODGE CHARGER	08/05/2022	1,696.52	100-20-210-4400 Repairs & Maintenan
6272135	2016 DODGE DURANGO	08/08/2022	1,966.20	100-20-210-4400 Repairs & Maintenan
6273205	2012 LAST VISIT TO DODGE	09/14/2022	38.70	100-20-210-4400 Repairs & Maintenan
Total DULUTH DODGE :			3,701.42	
<b>ELAN CORPORATE PAYMENT SYSTEMS</b>				
MLSPOS0001	SEARCH POST LICENSE	09/09/2022	91.94	100-20-210-4438 Licenses & Permits
080222	BIG EASY CAR DOOR OPENERS	08/10/2022	139.57	100-20-210-2210 Operating Supplies
080822	LEMASTERS CLOTHING	08/10/2022	166.07	100-20-210-2217 Clothing
08092022	ELECTION MEAL	08/09/2022	59.99	100-10-140-2210 Operating Supplies
081022	MOVIE IN THE PARK POPCORN	10/10/2022	28.86	100-20-210-4430 Miscellaneous
082922	NNO REIMBURSEMENT SCHOOL SUPPLIES	08/29/2022	327.53	100-10-110-3094 Council Approved from
09022022	CREDIT - TRAINING RIEBEL NEVER BILLED ON CC	09/21/2022	359.00-	100-20-210-3035 Training Expense
09032022 QUA	QUARTERMASTER	09/03/2022	115.50	100-20-210-2217 Clothing
09042022 BON	BONE FROG GUN CLUB	09/04/2022	520.59	100-20-210-3035 Training Expense
09072022 RO	ROGERS SPORTING GOODS	09/07/2022	119.20	100-20-210-3035 Training Expense
09082022	AXON	09/08/2022	133.24	100-20-210-3035 Training Expense
09082022 SRO	NATIONAL SRO TRAINING	09/08/2022	40.00	100-20-210-3035 Training Expense
09082022 WAL	WALMART	09/08/2022	315.46	100-20-210-2210 Operating Supplies
09142022 NCH	NCHSOFTWARE.COM	09/14/2022	41.36	100-20-210-3035 Training Expense
092022 EB PR	EB PROFILING TEEN	09/20/2022	159.71	100-20-210-3035 Training Expense
092122 BLAUE	BLAUER	09/21/2022	200.68	100-20-210-2217 Clothing
092222 SAFE	SAFE LIFE DEFENSE	09/22/2022	160.27	100-20-210-3035 Training Expense
092722 GALLS	GALLS	09/27/2022	160.97	100-20-210-2217 Clothing
111-1364957-3	CD DRIVES	08/04/2022	39.58	100-20-210-2205 Office Supplies
111-1807624-7	TRUNK OR TREAT	09/07/2022	11.99	100-10-110-3094 Council Approved from
111-2484220-8	6 VOLT BATTERIES	09/27/2022	9.99	100-20-210-2205 Office Supplies
111-3221777-2	LATEX SMALL GLOVES	09/14/2022	15.80	100-20-210-3005 Medical & Dental Fees
111-470-4399-2	MOUSE	08/09/2022	39.99	100-10-120-2210 Operating Supplies
111-6380854-4	METAL PRONGS	08/24/2022	9.99	100-20-210-2205 Office Supplies
111-8633746-2	TRUNK OR TREAT	09/07/2022	20.99	100-10-110-3094 Council Approved from
112-2063688-0	PHONE CASE, BELT HOLSTER	08/03/2022	10.99	100-20-210-2217 Clothing
112623359779	LEMASTERS CLOTHING ALLOWANCE	08/10/2022	99.99	100-20-210-2217 Clothing
112-9842096-7	COFFEE FOR CITY HALL	08/29/2022	29.08	100-10-120-2205 Office Supplies
114-1435239-0	SQUAD 181 BATTERY TENDER	08/10/2022	97.10	100-10-130-4400 Repairs & Maintenan
51106	DATA PRIVACY REDACTION	08/16/2022	159.00	100-20-210-3035 Training Expense
642109	MEDICAL GLOVES	08/16/2022	204.86	100-20-250-2210 Operating Supplies
718159410-01	STICKERS	08/03/2022	25.40	100-20-210-4430 Miscellaneous
8-14-22FD	REFRESHMENTS	08/14/2022	71.65	100-20-220-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
8-18-22FD	HOGHEAD PARADE CANDY	08/18/2022	396.58	100-20-220-2210 Operating Supplies
823	MN ASSN OF CVB REGISTRATION FEE	10/06/2022	275.00	100-15-115-3012 Meeting Expense
9-29-22 FD	REFRESHMENTS	09/29/2022	108.43	100-20-220-2210 Operating Supplies
9-5-22FD	GASS TO MEET GFF IN GRAND RAPIDS	09/05/2022	67.59	100-20-220-2212 Fuels & Lubricants
9-9-22FD	GAS TO MEET GFF IN GRAND RAPIDS	09/09/2022	40.02	100-20-220-2212 Fuels & Lubricants
Total ELAN CORPORATE PAYMENT SYSTEMS:			4,155.96	
<b>ESS BROTHERS AND SONS INC</b>				
CC7702	MANHOLE COVER 800 BLOCK OF 5TH ST	09/13/2022	451.10	500-50-510-2210 Operating Supplies
Total ESS BROTHERS AND SONS INC :			451.10	
<b>ESSENTIA HEALTH</b>				
08232022	PHYSICAL JONATHAN SEARD	09/21/2022	1,608.00	100-20-210-3005 Medical & Dental Fees
Total ESSENTIA HEALTH :			1,608.00	
<b>GOPHER STATE ONE-CALL, INC</b>				
2090690	36 FTP TICKETS	09/30/2022	48.60	500-50-510-3000 Professional Services
Total GOPHER STATE ONE-CALL, INC :			48.60	
<b>GREAT AMERICA FINANCIAL SERVIC</b>				
32557643	KONICA MINOLTA BIZHUB COPIER AGREEMENT	10/03/2022	200.04	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVIC:			200.04	
<b>GREAT LAKES PIPE SERVICES, INC</b>				
22119	ANNUAL TELEVISIONING OF SEWERS	10/08/2022	10,371.00	500-50-510-3015 Contractor
Total GREAT LAKES PIPE SERVICES, INC:			10,371.00	
<b>HARTELS/DBJ DISPOSAL COMPANY</b>				
690666	TRASH REMOVAL SERVICES - CITY OF PROCTOR	09/25/2022	336.93	100-10-130-3084 Refuse Disposal
690666	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	09/25/2022	199.13	100-30-300-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY :			536.06	
<b>HEDTKE, SALLY</b>				
10062022	MILEAGE FOR CONFERENCE	10/06/2022	212.65	100-15-115-3012 Meeting Expense
Total HEDTKE, SALLY :			212.65	
<b>JORDAN, MEGAN</b>				
22-02	SEWING SERVICES	09/28/2022	600.00	100-20-210-2217 Clothing
Total JORDAN, MEGAN:			600.00	
<b>KLATTE GOLF MANAGEMENT LLC</b>				
100	WEED CONTROL ON BALLFIELDS	07/26/2022	825.00	100-40-410-3000 Professional Services
Total KLATTE GOLF MANAGEMENT LLC:			825.00	
<b>KQDS</b>				
10/12/2022	MARKETING GRANT DFA	10/11/2022	500.00	100-15-115-3040 Advertising



Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total KQDS:			500.00	
<b>KTM COMPANIES</b>				
222-2510	RESTORE ASPHALT AROUND MANHOLES WE FIXED	09/20/2022	2,220.69	500-50-510-3015 Contractor
Total KTM COMPANIES :			2,220.69	
<b>MENARDS - WEST DULUTH</b>				
62779	BREAKER FOR ALMAC LIFT STATION	09/02/2022	13.88	500-50-510-2220 Supplies - Repair & M
Total MENARDS - WEST DULUTH :			13.88	
<b>MN MUNICIPAL UTILITIES ASSOC</b>				
60064	DRUG & ALCOHOL TESTING	09/27/2022	124.00	100-30-300-3000 Professional Services
Total MN MUNICIPAL UTILITIES ASSOC :			124.00	
<b>MNIT SERVICES</b>				
DV22080432	MNIT SERVICES	10/06/2022	101.38	100-20-210-4433 Dues & Subscriptions
Total MNIT SERVICES :			101.38	
<b>PROCTOR BUILDERS</b>				
256016	STRANDBOARD	09/14/2022	19.95	100-10-130-4400 Repairs & Maintenanc
256271	PLAYGROUND ITEMS	09/24/2022	22.45	300-30-330-3015 Contractor
256409	PLATE TAMPER RENTAL FOR PLAYGROUND	09/29/2022	50.00	100-40-410-2210 Operating Supplies
9.24.22	STREET MISC	09/24/2022	151.34	100-30-300-2210 Operating Supplies
Total PROCTOR BUILDERS :			243.74	
<b>PROCTOR JOURNAL</b>				
36090	NOTICE FOR BIDS	06/02/2022	248.15	300-30-330-3052 General Notices & Pu
36172	NOTICE OF ADOPTION OF A CODE OR ORDINANCE	06/08/2022	99.96	100-10-110-4433 Dues & Subscriptions
36647	NOTICE OF PUBLIC HEARING - P&Z	10/12/2022	35.62	100-10-180-3052 General Notices & Pu
36648	CITY COUNCIL MINUTES 09.19.22	10/12/2022	111.45	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL :			495.18	
<b>PROCTOR PIZZA</b>				
77586	FOOD - HOGHEAD FOLLOW UP MTG WITH ST LOUIS CTY	09/29/2022	100.41	100-30-300-3012 Meeting Expense
Total PROCTOR PIZZA :			100.41	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016550000 09	UTILITIES - BDRY AVE & I35 LIFT STATION	10/25/2022	75.69	500-50-510-3080 Utilities
1108100000 09	UTILITIES - CITY HALL	09/22/2022	2,256.35	100-10-130-3080 Utilities
1108200000 09	UTILITIES - CITY GARAGE	09/19/2022	272.14	100-30-300-3080 Utilities
1108850000 10	UTILITIES - SOFTBALL FIELD #2	10/01/2022	18.71	100-40-410-3080 Utilities
1112360000 09	UTILITIES - ALMAC DR LIFT STATION	09/19/2022	10.79	500-50-510-3080 Utilities
1127050000 09	UTILITIES - 225 FIFTH AVE - FIRE DEPT	09/22/2022	78.78	100-20-220-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			2,712.46	
<b>QUADIENT LEASING</b>				
N9601435	POSTAGE MACHINE LEASING	09/27/2022	212.90	100-10-120-3022 Postage

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total QUADIENT LEASING:			212.90	
<b>RASMUSSEN CLEANING SERVICE LLC</b>				
330	CLEANING SERVICES	10/02/2022	3,575.00	100-10-130-3000 Professional Services
Total RASMUSSEN CLEANING SERVICE LLC:			3,575.00	
<b>RICK S STUMP REMOVAL</b>				
6023	REMOVE DEAD TREE AT 3RD AV AND 14TH ST	09/27/2022	375.00	100-30-300-3015 Contractor
Total RICK S STUMP REMOVAL:			375.00	
<b>SHRED N GO INC</b>				
141415	SHREDDING SERVICES	10/08/2022	114.08	100-10-120-3000 Professional Services
Total SHRED N GO INC :			114.08	
<b>STREICHER S</b>				
I1589110	NEW HIRE UNIFORM - LEMASTERS	09/09/2022	31.98	100-20-210-2217 Clothing
I1592306	JONATHAN SEARCH	09/29/2022	31.96	100-20-210-2217 Clothing
Total STREICHER S:			63.94	
<b>TEAMLAB</b>				
INV0032628	BACTERIA BUGS FOR LIFT STATIONS	09/20/2022	627.50	500-50-510-2210 Operating Supplies
Total TEAMLAB :			627.50	
<b>THOMSON REUTERS-WEST</b>				
847136475	CLEAR THOMSON REUTERS	10/06/2022	126.45	100-20-210-4433 Dues & Subscriptions
Total THOMSON REUTERS-WEST :			126.45	
<b>THUMBMAN PRODUCTIONS</b>				
101222	VIDEO PRODUCTION SERVICES	10/12/2022	1,125.00	200-70-700-3000 Professional Services
Total THUMBMAN PRODUCTIONS:			1,125.00	
<b>TROYS SERVICE</b>				
60803	2021 DURANGO	09/20/2022	42.13	100-10-130-4400 Repairs & Maintenanc
Total TROYS SERVICE :			42.13	
<b>TWIN PORTS PAPER &amp; SUPPLY, INC</b>				
534857	PAPER SUPPLIES	10/03/2022	205.81	100-10-130-2211 Cleaning Supplies
Total TWIN PORTS PAPER & SUPPLY, INC:			205.81	
<b>US BANK VOYAGER</b>				
100722	FUEL	10/07/2022	1,900.65	100-20-210-2212 Fuels & Lubricants
Total US BANK VOYAGER:			1,900.65	
<b>VC3, INC.</b>				
87483	MITEL PHONE SUPPORT	10/03/2022	230.00	100-10-120-3021 Telephone

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total VC3, INC.:			230.00	
<b>W.L.S.S.D.</b>				
093022PRO1	WASTEWATER CHARGES	09/30/2022	28,485.00	500-50-510-3085 Sewer - WLSSD Billin
093022PRO1	2021 ADJUSTMENT	09/30/2022	1,903.00-	500-50-510-3085 Sewer - WLSSD Billin
10052022	3RD QUARTER CAF FEES	10/05/2022	940.00	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D. :			27,522.00	
<b>WEX BANK</b>				
84314886	DIESEL - FIRE DEPT	10/07/2022	186.08	100-20-220-2212 Fuels & Lubricants
84314886	FUEL - STREET DEPT	10/07/2022	1,493.24	100-30-300-2212 Fuels & Lubricants
84314886	FUEL - PUC	10/07/2022	405.67	700-71-720-2212 Fuels & Lubricants
Total WEX BANK:			2,084.99	
Grand Totals:			85,109.02	

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

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

[Report].Date Paid = 10/17/2022

## 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 = 10/17/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AMERICAN BOTTLING COMPANY</b>				
3313620247	SODA	10/03/2022	96.15	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			96.15	
<b>ARTISAN BEER COMPANY</b>				
3563352	BEER	09/30/2022	592.00	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			592.00	
<b>BERNICK S PEPSI</b>				
30000336	BEER	10/05/2022	5,855.30	600-60-600-2252 Beer Purchases
30000337	SODA	10/05/2022	132.99	600-60-600-2254 Soft Drinks & Mix
30000338	BEER	10/05/2022	14.14	600-60-600-2252 Beer Purchases
Total BERNICK S PEPSI :			5,974.15	
<b>BINGAMAN ELECTRICAL SPECIALTIES</b>				
1106	BUILDING LIGHTS	10/11/2022	1,543.00	600-60-600-4400 Repairs & Maintenanc
Total BINGAMAN ELECTRICAL SPECIALTIES:			1,543.00	
<b>BREAKTHRU BEVERAGE</b>				
345952858	SERVICE FEE	10/05/2022	11.87	600-60-600-3033 Freight & Express
345952858	LIQUOR	10/05/2022	427.37	600-60-600-2251 Liquor Purchases
410170691	LIQUOR	10/03/2022	166.27	600-60-600-2251 Liquor Purchases
410170691	SERVICE FEE	10/03/2022	3.70	600-60-600-3033 Freight & Express
410194344	LIQUOR	10/10/2022	18.00	600-60-600-2251 Liquor Purchases
410194344	SERVICE FEE	10/10/2022	1.85	600-60-600-3033 Freight & Express
Total BREAKTHRU BEVERAGE:			249.42	
<b>CINTAS</b>				
4133767322	MATS	10/10/2022	166.67	600-60-600-2210 Operating Supplies
Total CINTAS :			166.67	
<b>COCA COLA BOTTLING CO</b>				
2958171	SODA	10/04/2022	196.20	600-60-600-2254 Soft Drinks & Mix
2964689	SODA	10/11/2022	173.60	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO :			369.80	
<b>HARTELS/DBJ DISPOSAL COMPANY</b>				
690666	MOUNTAIN SPIRITS LIQUOR	09/25/2022	174.02	600-60-600-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY :			174.02	
<b>JOHNSON BROTHERS INC</b>				
2151283	DELIVERY CHARGE	10/05/2022	44.83	600-60-600-3033 Freight & Express

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
2151283	LIQUOR	10/05/2022	1,485.23	600-60-600-2251 Liquor Purchases
2151284	DELIVERY CHARGE	10/05/2022	20.04	600-60-600-3033 Freight & Express
2151284	WINE	10/05/2022	842.25	600-60-600-2253 Wine Purchases
Total JOHNSON BROTHERS INC :			2,392.35	
<b>LAKESHORE ICE</b>				
03203732	ICE	10/05/2022	87.60	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			87.60	
<b>MICHAUD DISTRIBUTING COMPANY</b>				
371054	FUEL SURCHARGE	10/03/2022	3.00	600-60-600-3033 Freight & Express
371054	BEER	10/03/2022	588.30	600-60-600-2252 Beer Purchases
371209	BEER	10/10/2022	367.65	600-60-600-2252 Beer Purchases
371209	FUEL SURCHARGE	10/10/2022	3.00	600-60-600-3033 Freight & Express
Total MICHAUD DISTRIBUTING COMPANY :			961.95	
<b>MOOSE LAKE BREWING</b>				
40-025	BEER	10/06/2022	86.00	600-60-600-2252 Beer Purchases
Total MOOSE LAKE BREWING :			86.00	
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>				
6469328	DELIVERY	09/28/2022	7.35	600-60-600-3033 Freight & Express
6469328	WINE	09/28/2022	330.00	600-60-600-2253 Wine Purchases
6473301	DELIVERY	10/05/2022	22.74	600-60-600-3033 Freight & Express
6473301	LIQUOR	10/05/2022	961.09	600-60-600-2251 Liquor Purchases
6473302	WINE	10/05/2022	395.55	600-60-600-2253 Wine Purchases
6473302	DELIVERY	10/05/2022	19.62	600-60-600-3033 Freight & Express
Total PHILLIPS WINE & SPIRITS CO. :			1,736.35	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016900000 09	UTILITIES - MT SPIRITS	09/22/2022	776.90	600-60-600-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			776.90	
<b>RANGE PAPER</b>				
31159	BAGS	09/28/2022	167.77	600-60-600-2210 Operating Supplies
34941	BAGS	10/05/2022	52.78	600-60-600-2210 Operating Supplies
Total RANGE PAPER :			220.55	
<b>RED BULL</b>				
2005196600	RED BULL	10/10/2022	190.72	600-60-600-2254 Soft Drinks & Mix
Total RED BULL :			190.72	
<b>SOUTHERN WINE &amp; SPIRITS</b>				
2265503	DELIVERY	09/30/2022	12.30	600-60-600-3033 Freight & Express
2265503	LIQUOR	09/30/2022	579.62	600-60-600-2251 Liquor Purchases
2268000	DELIVERY	10/07/2022	26.65	600-60-600-3033 Freight & Express
2268000	LIQUOR	10/07/2022	1,398.75	600-60-600-2251 Liquor Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total SOUTHERN WINE & SPIRITS:			2,017.32	
<b>SUPERIOR BEVERAGE (MN)</b>				
20027527	BEER	09/30/2022	607.20	600-60-600-2252 Beer Purchases
20027527	FREIGHT	09/30/2022	4.00	600-60-600-3033 Freight & Express
20027686	FREIGHT	10/04/2022	4.00	600-60-600-3033 Freight & Express
20027686	BEER	10/04/2022	1,016.45	600-60-600-2252 Beer Purchases
20027938	BEER	10/07/2022	606.65	600-60-600-2252 Beer Purchases
20027938	FREIGHT	10/07/2022	4.00	600-60-600-3033 Freight & Express
20027943	MIX	10/07/2022	33.00	600-60-600-2254 Soft Drinks & Mix
20028059	FREIGHT	10/11/2022	4.00	600-60-600-3033 Freight & Express
20028059	BEER	10/11/2022	2,425.30	600-60-600-2252 Beer Purchases
Total SUPERIOR BEVERAGE (MN) :			4,704.60	
Grand Totals:			22,339.55	

## 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 = 10/17/2022