

*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, November 21<sup>st</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, November 7<sup>th</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**

**\*2. COMMITTEE REPORTS**

A. Payroll Reports – November 11, 2022

**3. CLERK ADVISES COUNCIL**

- A. FEMA National Flood Insurance Program
- B. 2023 Budget
- C. Boiler Claim

**4. UNFINISHED BUSINESS**

- A. American Rescue Plan
- B. 2023 Capital Budget Request Proposal
- C. City of Proctor Blight Policy

**5. NEW BUSINESS**

- A. Resolution 43-22 Canvassing Election Results**
- B. Resolution 44-22 Gambling Permit**
- C. Sand/Salt Pay Estimate 4**
- D. Sand/Salt Price Escalation Change Orders 4 and 5**

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

A. Economic Development Data

B. Attorney Client Privilege

**MEMBER CONCERNS**

**Benson:**

**DeWall:**

**Johnson:**

**Rohweder:**

**Ward:**

**Attorney Bray:**

**BILLS FOR APPROVAL**

General: \$109,698.27

Liquor: \$33,463.88

**TOTAL BILLS FOR APPROVAL: \$143,162.15**

**ADJOURNMENT**

MINUTES OF THE PROCTOR CITY COUNCIL MEETING NOVEMBER 7<sup>th</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

Moment of silence honoring Brian Muckala and his 29 years of service to the City of Proctor.

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, Hunter Kiefat

M/S/P: Johnson/Ward to approve the minutes from Monday, October 17<sup>th</sup>, 2022

M/S/P: Rohweder/Benson to approve the agenda for November 7<sup>th</sup>, 2022.

Citizens addressing the council via in person or by calling in:

NONE

M/S/P: Benson/Rohweder to approve the consent agenda for November 7<sup>th</sup>, 2022.

3. Clerk Advises Council, Administrator Rich:

A. Playground for EveryBody

Administrator Rich states the remaining railings were installed last week, with the playground officially open for use. Many families have been taking advantage of the warm weather and the new equipment. A formal grand opening will be held in the spring.

B. Sand/Salt Facility

Street Department has continued moving the sand/salt up to the new facility for winter use. Mayor Ward requests prevailing wage reports from the project.

C. Boiler Update

Installation and controllers have been installed with adjustments continuing as the weather changes.

D. 2023 Insurance Renewal

Finance Director Brunfelt scheduled detailed meetings with department heads for a completed report to submit for renewal.

**4. UNFINISHED BUSINESS**

**NEW BUSINESS**

M/S/P: Benson/DeWall (Roll call vote: Johnson Y, Rohweder Abstain, DeWall Y, Benson Y, Ward Y) to accept resolution 41-22 permitting St. Rose Church to hold bingo events on Nov 17<sup>th</sup> and Dec 15<sup>th</sup>, 2022 as submitted.

M/S/P: Rohweder/Ward to accept resolution 42-22 revised relief association as submitted.

M/S/P: Ward/Rohweder to approve the hiring recommendation of Matt Riebel as sergeant from the Police Civil Service Commission as submitted.

M/S/P: Ward/Benson to approve the marketing grant from the Tourism Committee to the Knotty Carvers in the amount of \$1500.00.

M/S/P: Johnson/DeWall to approve the 2022 Tree City Proclamation as submitted.

MEMBER CONCERNS

Benson: Friday, November 11<sup>th</sup>, 2022 will be holding Veteran's Day events at the Proctor Moose Lodge.

DeWall: Requests preliminary budget information prior to the next council meeting.

Johnson: Get out and vote

Rohweder: None

Mayor Ward: Burger night and Veteran's Day events at the Proctor Moose. General election at city hall from 7:00 am – 8:00 pm. Participated in Trunk or Treat event at city hall on Halloween. Mayor for a Day Essay contest submissions. Attended fire department bingo at the Buffalo house for the scholarship fundraiser. Visited a Bayview Elementary classroom promoting election participation. St. Rose bingo night at St. Rose on Nov 17<sup>th</sup> and Dec 15<sup>th</sup>, put on by the Area Churches Together.

Attorney Bray: None

Administrator Rich: None

**BILLS FOR APPROVAL**

General: \$244,493.87

Liquor: \$71,223.97

**TOTAL BILLS FOR APPROVAL: \$315,717.84**

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

M/S/P: DeWall/Ward to adjourn the regular council meeting at 6:15 pm

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Chad Ward  
Mayor

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Jess Rich  
City Administrator

**City of Proctor**  
**Payroll Summary by Department**

\*2A

Check Date Range      11/11/2022                      to                      11/11/2022

| <b>Department</b> | <b>Gross Wages</b> | <b>Overtime<br/>Hours</b> | <b>Overtime<br/>Wages</b> | <b>Double<br/>Overtime<br/>Hours</b> | <b>Double<br/>Overtime<br/>Wages</b> |
|-------------------|--------------------|---------------------------|---------------------------|--------------------------------------|--------------------------------------|
| Council           | -                  | -                         | -                         | -                                    | -                                    |
| City Admin        | 7,200.11           | -                         | -                         | -                                    | -                                    |
| Finance           | 2,968.00           | -                         | -                         | -                                    | -                                    |
| Police Department | 20,225.39          | 5.00                      | 286.05                    | -                                    | -                                    |
| Fire Department   | -                  | -                         | -                         | -                                    | -                                    |
| Street Department | 9,544.97           | -                         | -                         | -                                    | -                                    |
| Liquor Store      | 8,051.72           | -                         | -                         | -                                    | -                                    |
| PUC               | 6,271.94           | 4.00                      | 149.76                    | -                                    | -                                    |
| Committees        | -                  | -                         | -                         | -                                    | -                                    |
| Election Judges   | 1,342.92           | -                         | -                         | -                                    | -                                    |
| <b>Total</b>      | <b>55,605.05</b>   | <b>9.00</b>               | <b>435.81</b>             | -                                    | -                                    |



**FEMA**

\*3A

October 28, 2022

The Honorable Chad Ward  
Mayor, City of Proctor  
City Hall  
100 Pionk Drive  
Proctor, Minnesota 55810

Prelim-EAP  
Community Name: City of Proctor,  
St. Louis County, Minnesota  
Community No.: 270425

Re: National Flood Insurance Program (NFIP)  
Preliminary Flood Insurance Study and Flood Insurance Rate Map

Dear Mayor Ward:

We are pleased to present your community with Preliminary copies of the Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report for St. Louis County, Minnesota and Incorporated Areas for your review and comment. We have produced the FIRM and FIS report in our countywide format, which means that flooding information for the entire county, including the City of Proctor and all other incorporated areas, is also shown. However, we have enclosed only those FIRM panels that actually cover your community.

We have prepared the enclosed Preliminary version of the FIRM using a process that involves capturing flood hazard information in a digital format and plotting map panels using computer technology. In so doing, we have incorporated all non-revised flood hazard information from all current effective FIRMs, Flood Hazard Boundary Maps, and Flood Boundary and Floodway Maps as appropriate.

We are sending the Preliminary copies at this time to give your community an opportunity to review them. Additionally, in an effort to assist you in circulating the information, FEMA has posted digital copies of the FIRM and FIS report materials to the following website:

*<https://www.fema.gov/preliminaryfloodhazarddata>*

We will contact you shortly to schedule a formal community coordination meeting (a "Consultation Coordination Officer [CCO]" Meeting) to discuss the revised flood hazard information, ordinance adoption, and other frequently asked questions and concerns. In the meantime, we encourage you to circulate the enclosed copies as widely as possible among elected officials, staff, and other individuals or organizations in the community that would have an interest in the FIRM and FIS report so that they will have the opportunity to review them thoroughly before the formal community coordination meeting. The review period provides community officials and citizens in the affected communities with an opportunity to identify changes or corrections to non-technical information, such as corporate limits, road names, and stream names on the FIRM or in the FIS report. Comments may be sent to:

Pamela Broviak, P.E.  
FEMA Region 5  
536 South Clark Street, 6<sup>th</sup> Floor  
Chicago, Illinois 60605  
or by email at [pamela.broviak@fema.dhs.gov](mailto:pamela.broviak@fema.dhs.gov)

Please submit comments (digital format such as shapefiles preferred) no later than 30 days from the date of this letter. All comments and changes received during this review period will be incorporated, as appropriate, before the FIRM and FIS report become effective.

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions (SOMA) to document previous Letters of Map Change (LOMCs) (i.e., Letters of Map Amendment [LOMAs], Letters of Map Revision [LOMRs]) that will be superseded when the FIRM becomes effective. Information on LOMCs is presented in the following four categories: (1) LOMCs for which results have been included on the FIRM; (2) LOMCs for which results could not be shown on the FIRM because of scale limitations or because the LOMC issued had determined that the lots or structures involved were outside the SFHA as shown on the FIRM; (3) LOMCs for which results have not been included on the FIRM because the flood hazard information on which the original determinations were based is being superseded by new flood hazard information; and (4) LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures cannot be revalidated through an administrative process like the LOMCs in Category 2 above.

LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of a previously issued LOMC; the letter will be sent to your community shortly before the effective date of the FIRM and will become effective one day after the FIRM becomes effective.

For the LOMCs listed in Category 4, we will review the data previously submitted for the LOMA or LOMR request and issue a new determination for the affected properties after the FIRM becomes effective upon request.

Your community should be aware that recently approved LOMCs, specifically LOMRs, may have been issued for your community. The LOMR process is dynamic and FEMA is reviewing LOMR applications regularly. To complete production of the Preliminary FIRMs which includes incorporating the effects of "mappable" LOMRs issued since the last map effective date, a specific cutoff was established. FEMA will address any approved LOMRs issued after the cutoff date when the final SOMA is distributed. If your community has concerns regarding a specific case, please submit the LOMR case number, as well as any appropriate documentation, before the end of the comment or appeal periods discussed below to assist us in keeping the map up to date. Please submit to Pamela Broviak, P.E., at the address shown above.

After the CCO Meeting, we will initiate a statutory 90-day appeal period for certain communities within St. Louis County. A statutory 90-day appeal period is required when FEMA adds or modifies Base (1-percent-annual-chance) Flood Elevations (BFEs), base flood depths, SFHAs, flood zone designations, or regulatory floodways within a community, as shown on the Preliminary FIRM. If your community is identified as requiring an appeal period, we will send you a letter approximately 2 weeks before the start of the 90-day appeal period to detail the appeal process. The letter will forward information regarding notifications to be published in the FEDERAL REGISTER and local newspaper(s) and will provide the first and second publication dates. The appeal period will start on the second publication date. Additional information concerning the 90-day appeal period will be provided during the CCO Meeting.

After the review and appeal periods have ended and we have addressed all comments/appeals, we will initiate final preparation of the FIRM and FIS report. The new FIRM and FIS report for your community will become effective approximately 7 to 10 months later. Before the effective date, you will be notified

in writing of the official FIRM and FIS report effective date and asked to adopt floodplain ordinances or modify existing ordinances as necessary that correspond with the new FIRM or FIS report. If you or other community officials have any questions regarding floodplain ordinances, you may raise them with our FEMA Regional Office or you may discuss those issues with your State NFIP Coordinator. Several months before the effective date, we will mail one set of printed copies of the finalized FIRM and FIS report and digital copies of the map and report products.

Your community's comments on the Preliminary FIRM panels and FIS report are an important part of our review process, and we will consider them carefully before we publish the FIRM and FIS report in their final form. If you have any questions regarding the Preliminary copies of the FIRM and FIS report, please contact Pamela Broviak, P.E., FEMA Region 5, by telephone at (312) 408-4436 or by email at [pamela.broviak@fema.dhs.gov](mailto:pamela.broviak@fema.dhs.gov). If you have general questions about mapping issues, please call our FEMA Mapping and Insurance eXchange (FMIX), toll free, at (877) 336-2627 (877-FEMA MAP) or e-mail our FMIX staff at [FEMA-FMIX@fema.dhs.gov](mailto:FEMA-FMIX@fema.dhs.gov).

Sincerely,



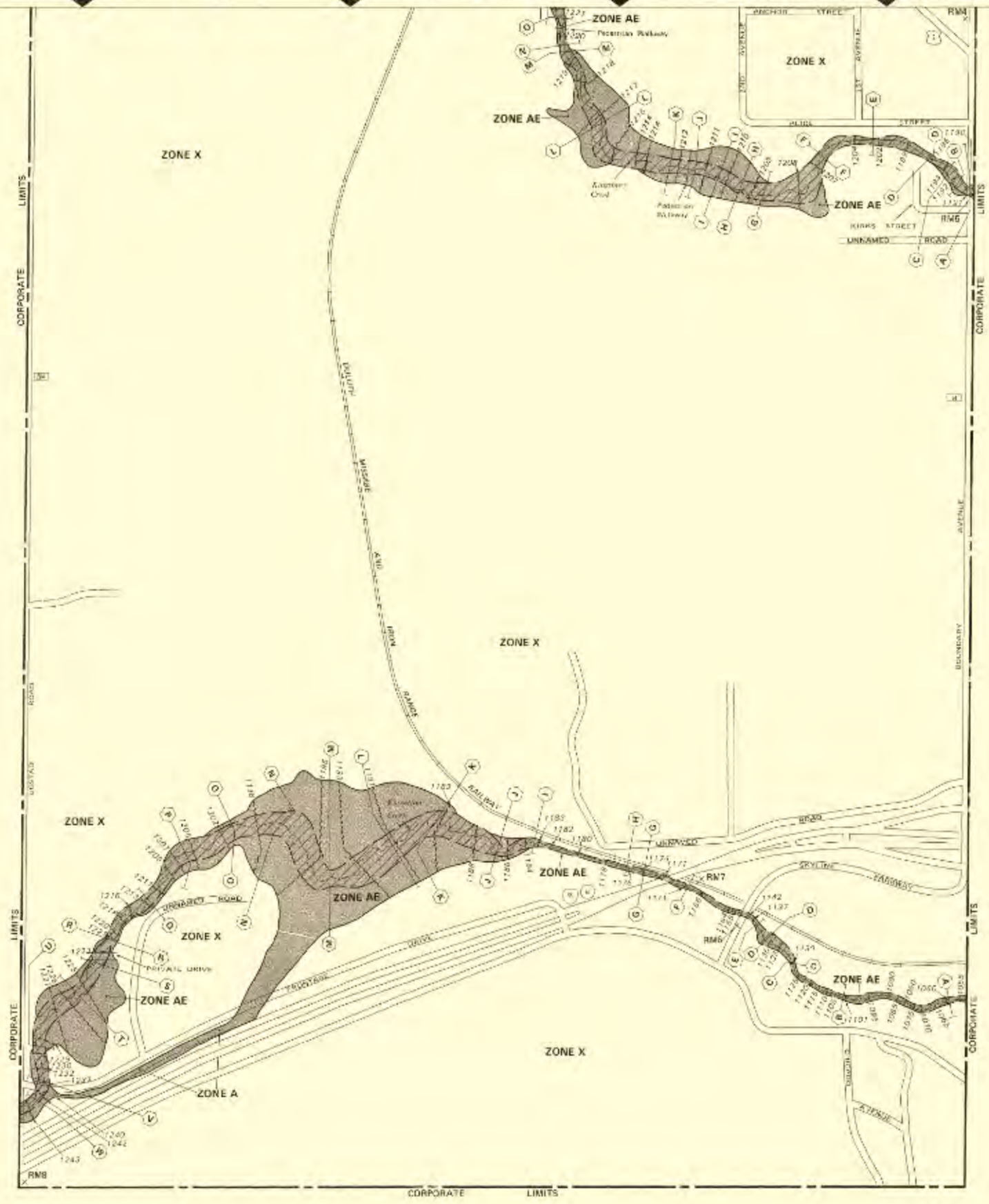
Mary Beth Caruso  
Director, Mitigation Division  
FEMA Region 5

Enclosures: Preliminary Flood Insurance Rate Map panels  
Preliminary Flood Insurance Study report  
Preliminary Summary of Map Actions

cc: Jessica Rich, City Administrator, City of Proctor  
Ceil Strauss, State NFIP Coordinator, Minnesota Department of Natural Resources  
Pamela Broviak, Regional Engineer, FEMA Region 5  
Julia McCarthy, Branch Chief, Risk Analysis, FEMA Region 5



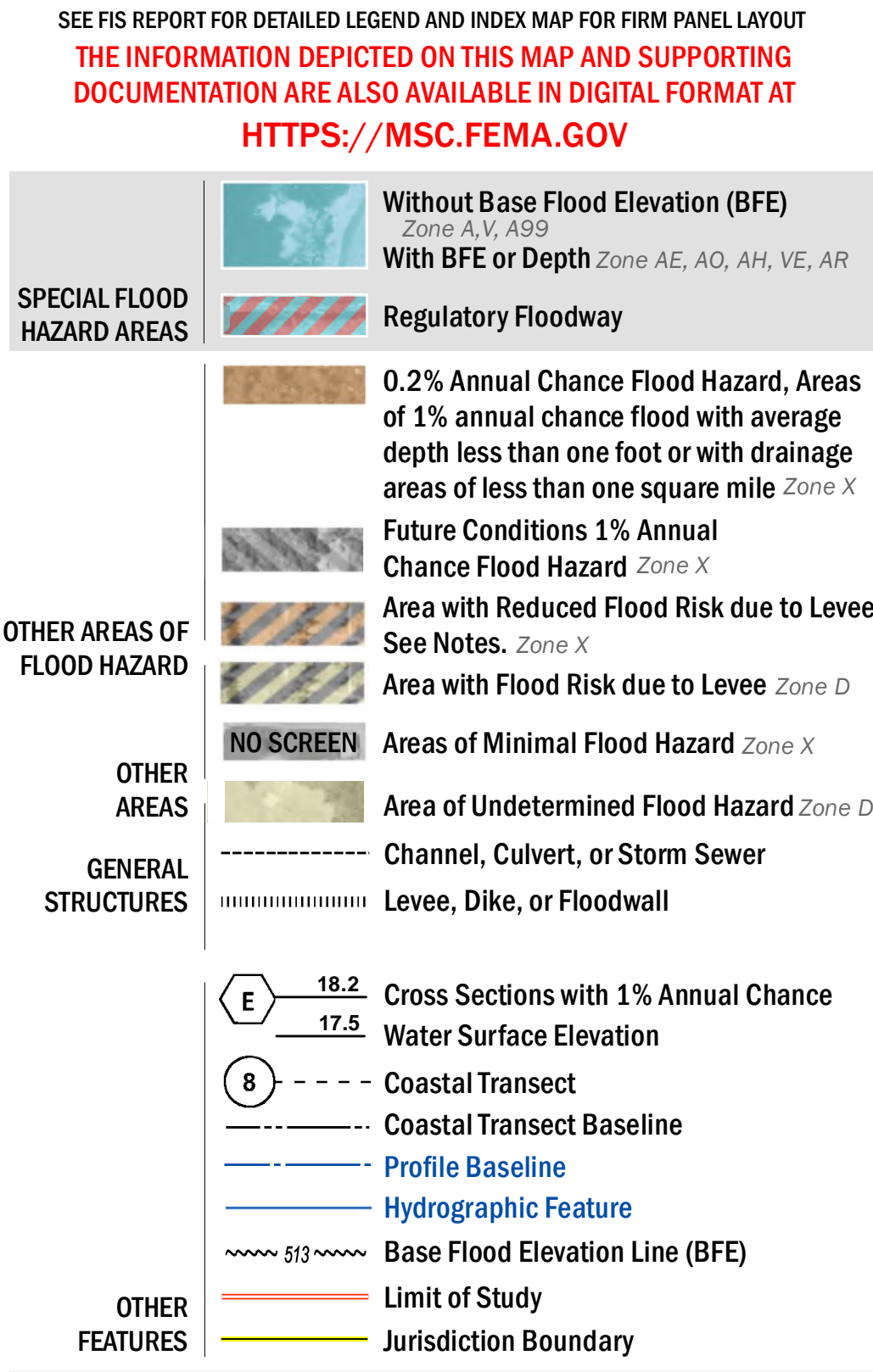








FLOOD HAZARD INFORMATION



NOTES TO USERS

For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with this FIRM, including historic versions, the current map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Mapping and Insurance eXchange at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Flood Map Service Center website at <https://mfc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website.

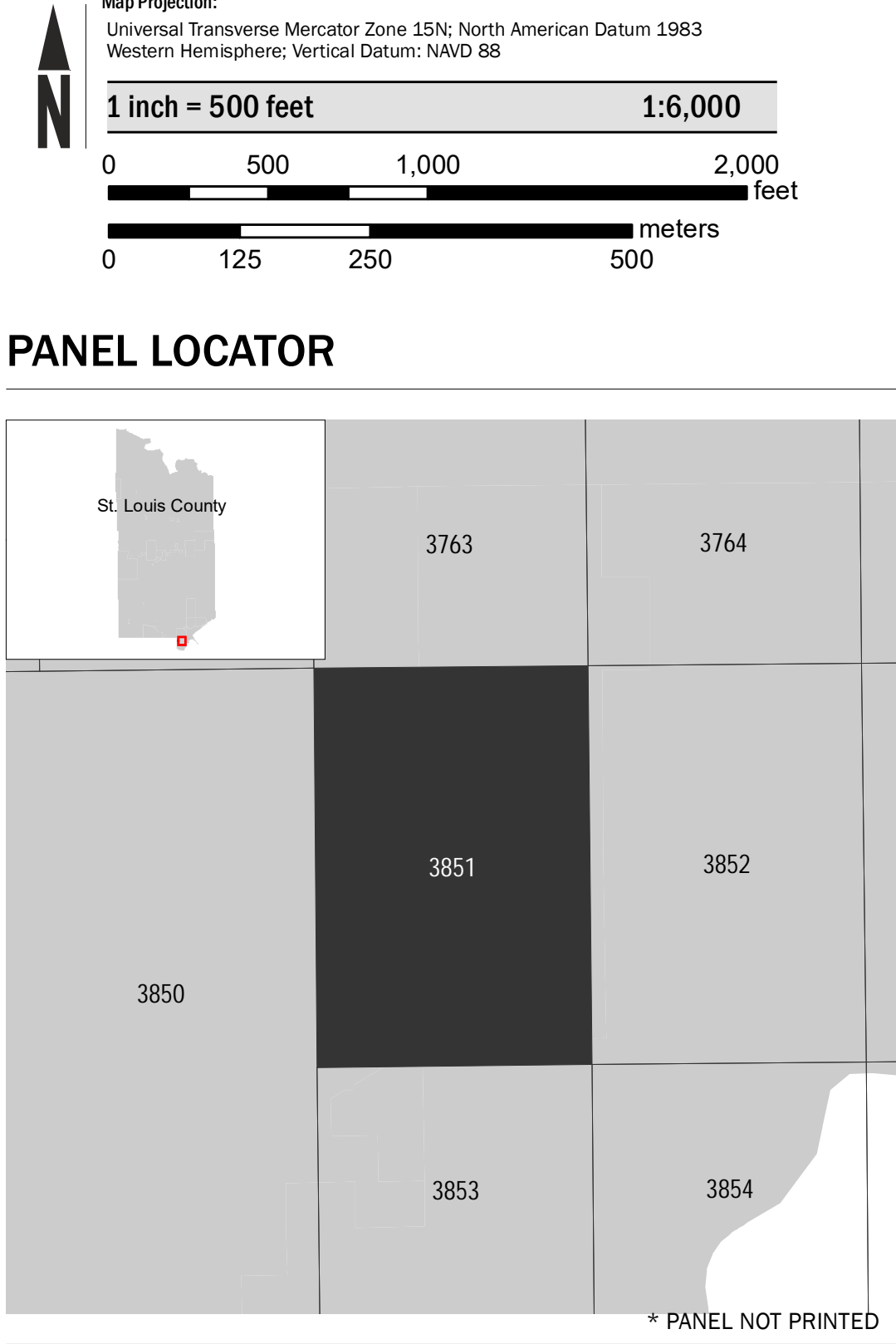
Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM Index. These may be ordered directly from the Flood Map Service Center at the number listed above.

For community and countywide map dates refer to the Flood Insurance Study Report for this jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this FIRM was provided in digital format by the United States Department of Agriculture National Resource Conservation Service (USDA-NRCS). This information was derived from digital orthophotography at a 1-meter resolution from photography dated 2015.

SCALE



**National Flood Insurance Program**

**NATIONAL FLOOD INSURANCE PROGRAM**  
FLOOD INSURANCE RATE MAP

**ST. LOUIS COUNTY, MINNESOTA**  
And Incorporated Areas  
Panel 3851 of 3900

Panel Contains:

| COMMUNITY           | NUMBER | PANEL | SUFFIX |
|---------------------|--------|-------|--------|
| DULUTH, CITY OF     | 270421 | 3851  | E      |
| MIDWAY, TOWNSHIP OF | 270741 | 3851  | E      |
| PROCTOR, CITY OF    | 270425 | 3851  | E      |

**PRELIMINARY**  
**10/28/2022**

VERSION NUMBER  
**2.6.3.6**

MAP NUMBER  
**27137C3851E**

EFFECTIVE DATE



To: City Council  
From: Leslie Brunfelt, Finance Director  
Date: November 16, 2022  
Re: Final Levy and Proposed Budget for 2023

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The attached documents represent a draft of the 2023 budget. The City Council will need to certify the final levy by December 28, 2022.

Council approved the \$134,000 purchase of new gas boilers for City Hall after the fire, as a result the forecast for 2022 is a \$42,544 deficit. This deficit could be mitigated by designating the gas boiler purchase from Sales Tax funds or ARPA funding.

On September 19, 2022, the Council approved a maximum levy of \$1,812,315.47 with \$238,161.15 of that for debt service. This is a 7% increase from 2022. Without changing any expenses from the 2023 preliminary draft budget this levy increase would result in a surplus of \$23,546.

When filling out the new TINT Supplement, the surplus was allocated to salaries since the reasoning for the levy increase was tied to the uncertainty related to contract negotiations.

The current proposed budget is for a 5.1% Levy increase.

This recommendation is a 2% increase from what we budgeted for the general fund for 2022. Based on increases in tax capacity, this will result in about a 2.4% increase for Proctor's property owners or \$38.20 for a property valued at \$200,000.

The Public Hearing for the 2023 Tax Levy will be held on December 5, 2022 at 6:05pm at Proctor City Hall, 100 Pionk Drive, Proctor, MN 55810

### **General Fund Highlights**

- Salaries in the proposed budget with a 5.1% levy are set at a rate consistent with the current contract negotiations.
- General expenses include 3% increases for inflation.
- Fuel expenditures are budgeted higher based on 2022 YTD expenses.
- General Fund Capital items include the plow truck that has already been placed on order. The replacement of the 1989 “Sign” Truck. This truck is also used for sewer work and the cost will be split with the Sewer Fund and the Small Salt/PUC Garage.
- There will be additional bonding for the 2<sup>nd</sup> street project. The details have not yet been determined or added to the budget.

### **Grant Funds**

- Remaining ARPA funding of \$109,500
- LRIP funding for 2<sup>nd</sup> street project \$1,250,000

### **General Sales Tax Funds**

- Bond Payments on 2016A \$50,000
- Sidewalk Repair \$50,000
- City Hall Major Repairs \$100,000
- General Street Repair \$32,210
- Park funds \$50,000

### **Food & Beverage Sales Tax Fund**

- Trails (survey, parking, signage for 40 acres) \$50,000
- Possible use for 2<sup>nd</sup> Street trail

**PEDA requested budget \$55,000**

**Tourism requested budget \$149,804**

***PROPOSED CITY LEVY – ST LOUIS COUNTY***

Contact Name:  
Phone #:  
E-Mail Address:

The annual tax levy for the year of 2022 collectible in 2023 for the \_\_\_\_\_, 2022.  
was adopted by resolution passed at a City Council meeting held on,

**LEVY PURPOSE**

**CERTIFIED LEVY**

**Net Tax Capacity (NTC) Levies**

1. General Fund (See reverse side)
2. General Obligation Bonded Debt
3. Other Debt
4. Road & Bridge
5. Miscellaneous (See reverse side)
- 6. Total of NTC Levies (Add lines 1 thru 5)**

**Referendum Market Value (RMV) Levies**

7. General Obligation Bonded Debt
8. Other Debt
- 9. Total of RMV Levies (Add lines 7 & 8)**

**Total Levy (NTC+RMV) (Add lines 6 & 9)**

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*(Complete when total of Debt levies is less than certified debt)*

The amount levied for total debt is less than the amount due to be paid from this levy because we have  
\$ \_\_\_\_\_ on hand.

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**CERTIFICATION**

***State of Minnesota – County of St. Louis***

I, \_\_\_\_\_, Clerk/Administrator of the  
, St. Louis County, Minnesota, do hereby certify that I have compared the foregoing with Original  
Resolution now on file and of record in my office, and that the same is a true and correct copy and  
transcript of said original resolution.

Witness by My Hand and the Seal of the Minnesota, \_\_\_\_\_, St. Louis County,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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Clerk / Administrator

City/Township Number 185

City/Township Name Proctor

Current Yr 2022

Proposed Yr 2023

| City/Township Summary     |              |               |                |
|---------------------------|--------------|---------------|----------------|
| Category                  | 2022 Current | 2023 Proposed | Percent Change |
| Levy Information          |              |               |                |
| 185-Proctor               | \$1,691,125  | \$1,809,504   | 7.0%           |
| Budget Information        |              |               |                |
| Revenues                  |              |               |                |
| Property Taxes            | \$1,511,243  | \$1,571,343   | 4.0%           |
| Special Assessments       | \$76,000     | \$69,100      | -9.1%          |
| State General Purpose Aid | \$1,101,073  | \$1,106,996   | 0.5%           |
| State Categorical Aid     | \$143,971    | \$92,780      | -35.6%         |
| All Other Revenues        | \$211,725    | \$246,018     | 16.2%          |
| Expenditures              |              |               |                |
| General Government        | \$705,899    | \$734,198     | 4.0%           |
| Public Safety             | \$1,413,688  | \$1,520,592   | 7.6%           |
| Streets and Highways      | \$647,572    | \$598,063     | -7.7%          |
| Sanitation                | \$0          | \$0           | 0.0%           |
| Human Services            | \$0          | \$0           | 0.0%           |
| Health                    | \$0          | \$0           | 0.0%           |
| Culture and Recreation    | \$78,937     | \$61,430      | -22.2%         |
| Conservation of Nat'l Res | \$0          | \$0           | 0.0%           |
| Economic Dev & Housing    | \$55,000     | \$55,000      | 0.0%           |
| All Other Current Exp     | \$0          | \$0           | 0.0%           |

City of Proctor  
2023 Budget Summary

|                                     | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Forecast | 2023 Budget as<br>of 8/15/22 with<br>3% Levy<br>Increase | 2023 Budget as<br>of 8/15/22 with<br>7% Levy<br>Increase | 2023 Budget<br>Reported to<br>Taxpayers on<br>TINT<br>Supplement | 2023 Budget<br>with a 5.1% Levy<br>Increase | % change from<br>2022 Budget |   |
|-------------------------------------|-------------|-------------|-------------|-------------|---------------|--|--|--|---|------------------------------|---|
| Unrestricted General Fund Revenues: |             |             |             |             |               |  |  |  |   |                              |   |
| General Tax                         | 1,082,536   | 1,258,251   | 1,437,291   | 1,465,793   | 1,455,120     | 1,466,050  | 1,523,489  | 1,523,489  | 1,495,294                                   | 2.0%                         |   |
| Licenses & Permits                  | 19,766      | 20,828      | 22,337      | 22,300      | 23,070        | 27,300   | 27,300   | 27,300   | 27,300                                      | 22.4%                        | Increase in permit fees                                 |
| Intergovernmental                   | 1,137,400   | 1,179,236   | 1,205,142   | 1,245,044   | 1,214,736     | 1,199,776  | 1,199,776  | 1,199,776  | 1,199,776                                   | -3.6%                        | Does not include Federal Grants                         |
| Charges for Services                | 199,297     | 183,235     | 199,024     | 159,739     | 232,333       | 188,071  | 188,071  | 188,071  | 188,071                                     | 17.7%                        | Insurance Settlements                                   |
| Fines & Forfeits                    | 12,965      | 7,800       | 17,736      | 8,700       | 10,048        | 8,961  | 8,961  | 8,961  | 8,961                                       | 3.0%                         |   |
| Miscellaneous                       | 76,231      | 29,598      | 14,387      | 14,800      | 19,400        | 15,500   | 15,500   | 15,500   | 15,500                                      | 4.7%                         |   |
| Other Financing sources             | 30,502      | 6,186       | 10,186      | 6,186       | 17,175        | 6,186  | 6,186  | 6,186  | 6,186                                       | 0.0%                         |   |
| Total Revenue                       | 2,558,695   | 2,685,134   | 2,906,103   | 2,922,562   | 2,971,882     | 2,911,844  | 2,969,283  | 2,969,283  | 2,941,088                                   | 0.6%                         |   |
| General Fund Expenses:              |             |             |             |             |               |  |  |  |   |                              |   |
| Police                              | 1,059,664   | 1,039,318   | 978,209     | 1,160,153   | 1,180,656     | 1,239,215  | 1,239,215  | 1,258,599  | 1,239,782                                   | 6.9%                         |   |
| Salary                              | 941,593     | 938,865     | 868,114     | 991,868     | 990,168       | 1,064,348  | 1,064,348  | 1,083,732  | 1,064,915                                   | 7.4%                         | Additional officer and worker's comp increase           |
| Other Services                      | 75,895      | 60,764      | 58,698      | 86,905      | 77,578        | 91,783   | 91,783   | 91,783   | 91,783                                      | 5.6%                         |   |
| Supplies                            | 24,986      | 20,873      | 36,013      | 37,270      | 36,610        | 38,390   | 38,390   | 38,390   | 38,390                                      | 3.0%                         |   |
| Repairs, Rentals, Misc              | 17,039      | 18,538      | 13,608      | 18,610      | 27,800        | 19,178   | 19,178   | 19,178   | 19,178                                      | 3.1%                         |   |
| Capital                             | 151         | 278         | 1,775       | 25,500      | 48,500        | 25,515   | 25,515   | 25,515   | 25,515                                      | 0.1%                         | \$25K to reserve + Additional spend to outfit new Squad |
| Fire                                | 173,523     | 168,602     | 189,535     | 253,535     | 260,364       | 267,758  | 267,758  | 261,994  | 264,747                                     | 4.4%                         |   |
| Salary                              | 86,878      | 91,643      | 94,058      | 101,670     | 108,873       | 110,070  | 110,070  | 109,306  | 108,559                                     | 6.8%                         | Worker's comp increase                                  |
| Other Services                      | 26,511      | 24,727      | 25,351      | 30,305      | 23,591        | 28,410   | 28,410   | 28,410   | 31,910                                      | 5.3%                         | Audit required in 2023 \$3500                           |
| Supplies                            | 34,012      | 31,733      | 44,489      | 43,055      | 44,200        | 55,053   | 55,053   | 50,053   | 50,053                                      | 16.3%                        |   |
| Repairs, Rentals, Misc              | 22,083      | 18,205      | 25,638      | 23,505      | 28,700        | 19,225   | 19,225   | 19,225   | 19,225                                      | -18.2%                       |   |
| Capital                             | 4,040       | 2,294       | -           | 55,000      | 55,000        | 55,000   | 55,000   | 55,000   | 55,000                                      | 0.0%                         |   |
| Streets                             | 447,813     | 479,088     | 461,006     | 647,572     | 653,747       | 591,781  | 591,781  | 598,063  | 591,781                                     | -8.6%                        |   |
| Salary                              | 351,552     | 352,189     | 349,894     | 370,019     | 370,019       | 366,893  | 366,893  | 373,175  | 366,893                                     | -0.8%                        |   |
| Other Services                      | 21,157      | 20,871      | 25,242      | 27,945      | 30,720        | 28,438   | 28,438   | 28,438   | 28,438                                      | 1.8%                         |   |
| Supplies                            | 54,195      | 56,842      | 75,998      | 63,800      | 67,200        | 70,648   | 70,648   | 70,648   | 70,648                                      | 10.7%                        |   |
| Repairs, Rentals, Misc              | 20,909      | 23,705      | 9,871       | 51,900      | 51,900        | 51,927   | 51,927   | 51,927   | 51,927                                      | 0.1%                         |   |
| Capital                             | -           | 25,481      | -           | 133,908     | 133,908       | 73,875   | 73,875   | 73,875   | 73,875                                      | -44.8%                       | Sand/Salt - Lease payment                               |
| Parks                               | 54,357      | 62,621      | 47,918      | 78,937      | 53,725        | 61,011   | 61,011   | 61,430   | 61,011                                      | -22.7%                       |   |
| Salary                              | 21,468      | 21,658      | 23,271      | 27,317      | 27,317        | 19,376   | 19,376   | 19,795   | 19,376                                      | -29.1%                       | Shift of hours to Sewer fund                            |
| Other Services                      | 12,560      | 12,744      | 14,737      | 17,820      | 10,408        | 15,880   | 15,880   | 15,880   | 15,880                                      | -10.9%                       |   |
| Supplies                            | 8,413       | 7,386       | 8,617       | 18,600      | 1,800         | 17,665   | 17,665   | 17,665   | 17,665                                      | -5.0%                        | \$10,000 for Beautification                             |
| Repairs, Rentals, Misc              | 105         | 4,408       | 1,293       | 15,200      | 14,200        | 8,090  | 8,090  | 8,090  | 8,090                                       | -46.8%                       | \$5,000 for Fairgrounds                                 |
| Capital                             | 10,500      | 14,744      | -           | -           | -             | -  | -  | -  | -   |                              |   |
| City Admin                          | 773,284     | 923,071     | 664,636     | 705,899     | 831,349       | 730,973  | 730,973  | 734,198  | 728,015                                     | 3.1%                         |   |
| Salary                              | 317,712     | 333,511     | 332,192     | 342,169     | 338,200       | 340,034  | 340,034  | 346,375  | 340,192                                     | -0.6%                        |   |
| Other Services                      | 301,177     | 411,753     | 252,007     | 323,010     | 299,711       | 342,841  | 342,841  | 339,776  | 339,776                                     | 5.2%                         |   |
| Supplies                            | 10,171      | 11,267      | 6,057       | 9,150       | 7,865         | 6,675  | 6,675  | 6,625  | 6,625                                       | -27.6%                       |   |
| Repairs, Rentals, Misc              | 35,260      | 161,280     | 71,662      | 31,570      | 51,573        | 41,423   | 41,423   | 41,423   | 41,423                                      | 31.2%                        |   |
| Capital                             | 108,963     | 5,260       | 2,719       | -           | 134,000       | -  | -  | -  | -   |                              | New Furnaces  |
| PEDA                                | 3,884       | 11,419      | 41,741      | 55,000      | 34,585        | 55,000   | 55,000   | 55,000   | 55,000                                      | 0.0%                         |   |
| Total Expenses:                     | 2,512,526   | 2,684,119   | 2,383,045   | 2,901,096   | 3,014,426     | 2,945,737  | 2,945,737  | 2,969,283  | 2,940,335                                   | 1.4%                         |   |
| Net                                 | 46,169      | 1,015       | 523,058     | 21,466      | (42,544)      | (33,893)   | 23,546   | 0  | 753   | -96.5%                       |   |



**2023 Budgeted Expenditures from Restricted and Assigned Funds**

| Funding Source               | 2019 Actual | 2020 Actual | 2021 Actual | 2022 Budget | 2022 Forecast | 2023 Budget as<br>of 8/15/22 with<br>3% Levy<br>Increase | 2023 Budget as<br>of 8/15/22 with<br>7% Levy<br>Increase | 2023 Budget<br>Reported to<br>Taxpayers on<br>TINT<br>Supplement | 2023 Budget<br>with a 5.1% Levy<br>Increase | Description   |
|------------------------------|-------------|-------------|-------------|-------------|---------------|--|--|--|---|---|
| Public Safety                | -           | 1,224       | 108,999     | 84,834      | 93,257        | 85,690   | 85,690   | 85,690   | 85,690                                      | Squad Car Lease and Ladder Truck Lease                  |
| General Sales Tax            | 150,000     | 150,000     | 90,000      | 78,099      | 78,099        | 50,000   | 50,000   | 50,000   | 50,000                                      | Bond Payment Series 2012A & 2016A                       |
| General Sales Tax            | 29,677      | 24,754      | 87,926      | 183,971     | 184,014       | 82,210   | 82,210   | 82,210   | 82,210                                      | General Infrastructure                                  |
| General Sales Tax            | -           | -           | -           | 100,000     | 100,000       | 100,000  | 100,000  | 100,000  | 100,000                                     | City Hall HVAC & other maint/repairs                    |
| General Sales Tax            | -           | -           | -           | 30,000      | 30,000        | 50,000   | 50,000   | 50,000   | 50,000                                      | Playground for Everybody in 2022 / Park in 2023         |
| State Bonding                | -           | -           | -           | 150,000     | 150,000       | -  | -  | -  | -   | Sand & Salt Shed  |
| Food & Beverage Tax          | -           | -           | -           | 50,000      | -             | 50,000   | 50,000   | 50,000   | 50,000                                      | Trail   |
| Gambling Fund                | -           | -           | 2,645       | -           | 1,000         | 5,000  | 5,000  | 5,000  | 5,000                                       | National Night Out, Movie in the Park, Trunk or Treat   |
| Capital Equipment            | 32,226      | 32,226      | 32,226      | 11,092      | 11,725        | 73,875   | 73,875   | 73,875   | 73,875                                      | Park Truck  |
| City Hall Improvement Fund   | -           | -           | -           | 18,155      | 18,155        | -  | -  | -  | -   | City Hall Improvements                                  |
| Tourism Fund                 | 44,518      | 23,034      | 46,738      | 46,667      | 48,844        | 50,492   | 50,492   | 50,492   | 49,660                                      | 60% Salary & Benefits                                   |
| Tourism Fund                 | 81,220      | 36,047      | 55,116      | 100,000     | 100,000       | 100,144  | 100,144  | 100,144  | 100,144                                     | Advertising & Sponsorships                              |
| MN AFG Fire & Enbridge Grant | -           | -           | 163,029     | -           | 40,134        | -  | -  | -  | -   | SCBA Packs and Extracation Equipment                    |
| CDBG Grant                   | -           | -           | 50,000      | -           | -             | -  | -  | -  | -   | Playground for Everybody                                |
| CARES Grant                  | -           | 231,370     | -           | -           | -             | -  | -  | -  | -   | CARES Spending  |
| MN Small Cities Road Funding | -           | -           | -           | 51,971      | 51,971        | -  | -  | -  | -   | Engineering fees for 2nd Street Project                 |
| Fund 491                     | -           | -           | -           | 64,851      | 64,851        | -  | -  | -  | -   | Sand & Salt Shed  |
| Fund 492                     | -           | -           | -           | 85,149      | 85,149        | -  | -  | -  | -   | Sand & Salt Shed  |
| ARPA Grant                   | -           | -           | -           | 200,000     | 200,000       | -  | -  | -  | -   | \$200,000 for Sand & Salt Shed                          |
| ARPA Grant                   | -           | -           | 21,404      | 109,500     | -             | 109,500  | 109,500  | 109,500  | 109,500                                     | \$21,404 for Fire SCBA packs remainder to be determined |
| LRIP Funding                 | -           | -           | -           | -           | -             | 1,250,000  | 1,250,000  | 1,250,000  | 1,250,000                                   | 2nd Street Project                                      |
| Bond Funding                 | -           | -           | -           | -           | -             | 3,148,029  | 3,148,029  | 3,148,029  | 3,148,029                                   | 2nd Street Project (\$3.2M less Small Cities Grant)     |

City of Proctor  
2023 Tax Levy Analysis

| Actual for 2022 sent to County |              |
|--------------------------------|--------------|
| General Fund 2022 Amount       | 1,455,591.63 |
| Bonded Debt Amount for 2023    | 238,161.15   |
| 2023 Initial Levy w/o increase | 1,693,752.78 |
| Amount of General Fund Levy    | 1,455,591.63 |
| 4% uncollectible amount        | 58,223.67    |
| Budgeted General Fund Levy     | 1,397,367.96 |

| Actual for used for budget 2022 |              |
|---------------------------------|--------------|
| General Fund 2022 Amount        | 1,511,242.90 |
| Bonded Debt Amount for 2022     | 230,616.16   |
| 2022 Initial Levy w/o increase  | 1,741,859.06 |
| Amount of General Fund Levy     | 1,511,242.90 |
| 4% uncollectible amount         | 60,449.72    |
| Budgeted General Fund Levy      | 1,450,793.18 |

| Bonded Debt Levy | 2023        | 2022        |
|------------------|-------------|-------------|
| 2016A            | 117,749.82  | 113,555.02  |
| 2018A            | 139,692.48  | 144,102.50  |
| 2018A Sewer      | (26,160.19) | (27,700.19) |
| 2018A Water      | (44,785.96) | (46,255.97) |
| 2015A            | 51,665.00   | 46,914.79   |
|                  | 238,161.15  | 230,616.15  |

| Budget for 2023 @ 4%           |              |
|--------------------------------|--------------|
| General Fund 2022 Amount       | 1,455,591.63 |
| Bonded Debt Amount for 2023    | 238,161.15   |
| 2023 Initial Levy w/o increase | 1,693,752.78 |
| 2022 Levy                      | 1,693,752.78 |
| 4% increase                    | 67,750.11    |
| 2023 Propsed Levy              | 1,761,502.89 |
| Bonded Debt Amount for 2023    | (238,161.15) |
| Amount of General Fund Levy    | 1,523,341.74 |
| 4% uncollectible amount        | 60,933.67    |
| Budgeted General Fund Levy     | 1,462,408.07 |
| % General Fund increase        | 0.8%         |

| Budget for 2023 @ 5.1%         |              |
|--------------------------------|--------------|
| General Fund 2022 Amount       | 1,455,591.63 |
| Bonded Debt Amount for 2023    | 238,161.15   |
| 2023 Initial Levy w/o increase | 1,693,752.78 |
| 2022 Levy                      | 1,693,752.78 |
| 5.1% increase                  | 86,381.39    |
| 2023 Propsed Levy              | 1,780,134.17 |
| Bonded Debt Amount for 2023    | (238,161.15) |
| Amount of General Fund Levy    | 1,541,973.02 |
| 4% uncollectible amount        | 61,678.92    |
| Budgeted General Fund Levy     | 1,480,294.10 |
| % General Fund increase        | 2.0%         |

| Budget for 2023 @ 7%           |              |
|--------------------------------|--------------|
| General Fund 2022 Amount       | 1,455,591.63 |
| Bonded Debt Amount for 2023    | 238,161.15   |
| 2023 Initial Levy w/o increase | 1,693,752.78 |
| 2022 Levy                      | 1,693,752.78 |
| 7% increase                    | 118,562.69   |
| 2023 Propsed Levy              | 1,812,315.47 |
| Bonded Debt Amount for 2023    | (238,161.15) |
| Amount of General Fund Levy    | 1,574,154.32 |
| 4% uncollectible amount        | 62,966.17    |
| Budgeted General Fund Levy     | 1,511,188.15 |
| % General Fund increase        | 4.2%         |

| ESTIMATED Home Impact By Value With 7% Levy Increase   |               |               |                   |  |
|--|---------------|---------------|-------------------|--|
| Value  | 2022 City Tax | 2023 City Tax | Annual Difference |  |
| \$100,000  | \$597.05      | \$627.29      | \$30.24           |  |
| \$200,000  | \$1,194.11    | \$1,254.59    | \$60.48           |  |
| \$300,000  | \$1,791.16    | \$1,881.88    | \$90.72           |  |
| ESTIMATED Home Impact By Value With 5.1% Levy Increase |               |               |                   |  |
| Value  | 2022 City Tax | 2023 City Tax | Annual Difference |  |
| \$100,000  | \$597.05      | \$616.15      | \$19.10           |  |
| \$200,000  | \$1,194.11    | \$1,232.31    | \$38.20           |  |
| \$300,000  | \$1,791.16    | \$1,848.46    | \$57.30           |  |
| ESTIMATED Home Impact By Value With 4% Levy Increase   |               |               |                   |  |
| Value  | 2022 City Tax | 2023 City Tax | Annual Difference |  |
| \$100,000  | \$597.05      | \$609.71      | \$12.66           |  |
| \$200,000  | \$1,194.11    | \$1,219.41    | \$25.30           |  |
| \$300,000  | \$1,791.16    | \$1,829.12    | \$37.96           |  |

| Net Bonding Capacity        |               |
|-----------------------------|---------------|
| Market Value 2022           | \$257,461,975 |
| Net debt limit 3%           | 7,723,859     |
| Liabilities as of 12/31/22* |               |
| Series 2018A                | (2,290,000)   |
| Series 2016A                | (1,785,000)   |
| Series 2015A                | (190,000)     |
| Leases Payable              | (724,727)     |
| Net Bonding Capacity        | 2,734,132     |

\*Note - Improvement bonds and lease purchase transactions under \$1 million are not officially subject to the debt limit

City of Proctor  
2023 Tax Levy Analysis

| Tax Rate Analysis By Year |              |                                       |             |           |  |                                 |
|---------------------------|--------------|---------------------------------------|-------------|-----------|--|---------------------------------|
| Year                      | Tax Capacity | Increase<br>(Decrease) in<br>Capacity | Levy        | Tax Rate  | Increase<br>(Decrease) in<br>Levy Amount | Increase (Decrease) in Tax Rate |
| 2023 @ 4%                 | \$2,889,105  | 2.0%                                  | \$1,761,503 | 0.6097054 | 4.2%                                     | 2.1%                            |
| 2023 @ 5.1%               | \$2,889,105  | 2.0%                                  | \$1,780,134 | 0.6161542 | 5.3%                                     | 3.2%                            |
| 2023 @ 7%                 | \$2,889,105  | 2.0%                                  | \$1,812,315 | 0.6272930 | 7.2%                                     | 5.1%                            |
| 2022                      | \$2,832,456  | 0.2%                                  | \$1,691,125 | 0.5970526 | 0.0%                                     | -0.2%                           |
| 2021                      | \$2,828,129  | 3.6%                                  | \$1,691,125 | 0.5979661 | 3.0%                                     | -0.6%                           |
| 2020                      | \$2,728,559  | 7.8%                                  | \$1,641,869 | 0.6017349 | 5.7%                                     | -1.9%                           |
| 2019                      | \$2,530,079  | 5.2%                                  | \$1,552,595 | 0.6136548 | 4.8%                                     | -0.4%                           |
| 2018                      | \$2,405,669  | 6.5%                                  | \$1,482,121 | 0.6160951 | 6.0%                                     | -0.4%                           |
| 2017                      | \$2,259,669  | 8.5%                                  | \$1,397,970 | 0.6186614 | 4.0%                                     | -4.2%                           |
| 2016                      | \$2,082,352  | 0.6%                                  | \$1,344,202 | 0.6455210 | 12.9%                                    | 12.2%                           |
| 2015                      | \$2,069,582  | 3.6%                                  | \$1,191,088 | 0.5755209 | 9.3%                                     | 5.5%                            |
| 2014                      | \$1,997,654  | 0.4%                                  | \$1,089,762 | 0.5455209 | 0.0%                                     | -0.4%                           |
| 2013                      | \$1,989,520  | -0.6%                                 | \$1,089,762 | 0.5477512 | 0.2%                                     | 0.8%                            |
| 2012                      | \$2,002,220  | -9.9%                                 | \$1,088,043 | 0.5434183 | 0.2%                                     | 11.2%                           |
| 2011                      | \$2,223,435  |                                       | \$1,086,337 | 0.4885850 |  |                                 |

City of Proctor  
Fund Balances  
Forecast and Budget

| Fund                      | Fund Description  | Fund Type     | Total 2021 Balance | 2022 Additions   | 2022 Subtractions  | Forecasted 2022 Balance | 2023 Additions    | 2023 Subtractions   | Budgeted 2023 Balance |
|---------------------------|---|---------------|--------------------|------------------|--------------------|-------------------------|-------------------|---------------------|-----------------------|
| <b>Governmental Funds</b> |   |               |                    |                  |                    |                         |                   |                     |                       |
| 100                       | Reserved balance for Prepaid Postage Debt Service       | Non-Spendable | -                  |                  |                    | -                       |                   |                     | -                     |
| 400                       | Closed Debt Service funds                               | Restricted    | 300,158            |                  | (150,000)          | 150,158                 |                   |                     | 150,158               |
| 493                       | 2012A   | Restricted    | 10,050             |                  | (8,099)            | 1,951                   |                   |                     | 1,951                 |
| 494                       | 2015 Improvement Refund Bonds                           | Restricted    | 140,335            | 61,038           | (64,375)           | 136,998                 | 62,700            | (67,933)            | 131,765               |
| 495                       | 2016A   | Restricted    | 241,236            | 174,013          | (168,588)          | 246,661                 | 170,000           | (166,238)           | 250,423               |
| 496                       | 2018A   | Restricted    | 103,586            | 58,838           | (178,963)          | (16,539)                | 179,000           | (182,463)           | (20,002)              |
| 497                       | New Bonds for 2nd Street                                | Restricted    |                    |                  |                    |                         | 3,200,000         | (3,200,000)         | -                     |
|                           | <b>Total Debt Service</b>                               |               | <b>795,365</b>     | <b>293,889</b>   | <b>(570,025)</b>   | <b>519,229</b>          | <b>3,611,700</b>  | <b>(3,616,634)</b>  | <b>514,295</b>        |
| 395                       | Almac (due from Sewer \$302,647 due from PUC \$478,680) | Restricted    | 967,041            |                  |                    | 967,041                 |                   |                     | 967,041               |
| 391                       | Kirkus  | Restricted    | 222,507            |                  |                    | 222,507                 |                   | -                   | 222,507               |
| 370                       | 2019 Misc Construction Projects                         | Unassigned    | (400,687)          |                  |                    | (400,687)               |                   |                     | (400,687)             |
| 300                       | 2nd Street  | Restricted    |                    |                  |                    |                         | 4,450,000         | (4,450,000)         | -                     |
| 100                       | 1% Sales Tax Proceeds                                   | Restricted    | 1,147,150          | 450,000          | (292,113)          | 1,305,037               | 440,000           | (182,210)           | 1,562,827             |
| 100                       | 1% Food & Beverage Tax Proceeds                         | Restricted    | 479,203            | 57,900           | -                  | 537,103                 | 57,900            | (50,000)            | 545,003               |
| 100                       | Drug Forfeiture   | Restricted    | 23,722             | -                |                    | 23,722                  | -                 |                     | 23,722                |
| 100                       | Charitable Gambling                                     | Restricted    | 32,751             | 13,000           | (1,000)            | 44,751                  | 11,330            | (5,000)             | 51,081                |
| 200                       | Cable   | Restricted    | 106,884            | 24,000           | (20,900)           | 109,984                 | 24,000            | (20,900)            | 113,084               |
| 830                       | PEDA  | Restricted    | 41,402             | 1,800            | (34,585)           | 8,617                   | -                 | (55,000)            | (46,383)              |
| 100                       | Softball Improvements                                   | Committed     | 666                |                  |                    | 666                     |                   |                     | 666                   |
| 100                       | City Hall Improvements                                  | Committed     | 18,155             |                  | (18,155)           | 0                       |                   |                     | 0                     |
| 100                       | Tourism - Lodging Tax                                   | Committed     | 173,572            | 106,250          | (148,844)          | 130,978                 | 127,500           | (149,804)           | 108,674               |
| 100                       | Soccer Field  | Committed     | 500                |                  |                    | 500                     |                   |                     | 500                   |
| 100                       | Compensated Absences                                    | Committed     | 102,113            |                  |                    | 102,113                 |                   |                     | 102,113               |
| 100                       | Tour Attractions (10% of Lodging Tax)                   | Assigned      | 110,580            | 12,500           |                    | 123,080                 | 15,000            |                     | 138,080               |
| 100                       | Emme Memorial   | Assigned      | 43                 |                  |                    | 43                      |                   |                     | 43                    |
| 100                       | Dare  | Assigned      | 2,784              |                  |                    | 2,784                   |                   |                     | 2,784                 |
| 100                       | Neighborhood Watch                                      | Assigned      | 2,639              |                  |                    | 2,639                   |                   |                     | 2,639                 |
| 100                       | Capital Equipment                                       | Assigned      | 11,092             |                  | (11,092)           | -                       |                   | -                   | -                     |
| 100                       | Public Safety   | Assigned      | 135,284            | 80,000           | (93,257)           | 122,027                 | 80,000            | (85,690)            | 116,337               |
| 100                       | ARPA Grant  | Unassigned    | 144,048            | 165,452          | (200,000)          | 109,500                 |                   | (109,500)           | -                     |
| 100                       | Small Cities Road Grant                                 | Unassigned    | 51,971             |                  | (51,971)           | -                       |                   |                     | -                     |
| 100                       | Unassigned^   | Unassigned    | 1,488,906          | 2,899,136        | (3,013,088)        | 1,374,954               | 2,876,088         | (3,004,710)         | 1,246,332             |
|                           | Percentage of General Operating Expenditures            |               | 46%                |                  |                    | 49%                     |                   |                     | 41%                   |
|                           | <b>Total Governmental Funds</b>                         | <b>-</b>      | <b>5,657,691</b>   | <b>4,103,927</b> | <b>(4,455,030)</b> | <b>5,306,588</b>        | <b>11,693,518</b> | <b>(11,729,448)</b> | <b>5,270,659</b>      |
| <b>Proprietary Funds</b>  |   |               |                    |                  |                    |                         |                   |                     |                       |
| 700                       | Public Utilities Fund                                   |               | 8,514,299          | 3,578,060        | (2,930,626)        | 9,161,733               | 3,615,884         | (3,355,072)         | 9,422,545             |
| 600                       | Municipal Liquor Fund                                   |               | 506,696            | 1,172,205        | (1,157,379)        | 521,522                 | 1,205,450         | (1,171,508)         | 555,464               |
| 500                       | Sewer Fund  |               | 4,465,227          | 549,859          | (578,190)          | 4,436,896               | 551,000           | (550,038)           | 4,437,858             |
| 550                       | Municipal Golf Course Fund                              |               | 234,254            | 52,383           | (26,256)           | 260,381                 | 30,850            | (60,850)            | 230,381               |
|                           | <b>Total Proprietary Funds</b>                          |               | <b>13,720,476</b>  | <b>5,352,507</b> | <b>(4,692,451)</b> | <b>14,380,532</b>       | <b>5,403,184</b>  | <b>(5,137,468)</b>  | <b>14,646,248</b>     |

The City applies restricted resources first when an expense is incurred for the purpose for which both restricted and unrestricted resources are available.  
If resources from more than one fund balance classification can be spent, the City will strive to spend resources in the following order: restricted, committed, assigned, unassigned.

^The City strives to maintain an unassigned General Fund balance for cash flow purposes, in the range equal to 35-50 percent of General Fund operating expenditures.

**City of Proctor**  
**Capital Needs**  
As of 11/16/22

| Department  | Description  | 2021   | 2022 Budget | 2022 Actual | 2022 Proposed | 2023      | 2024      | 2025    | 2026      | 2027      |
|---|--|--------|-------------|-------------|---------------|-----------|-----------|---------|-----------|-----------|
| <b>General Fund</b>   |  |        |             |             |               |           |           |         |           |           |
| Street  | Street/Park Truck  |        | 35,000      | 35,633      |               |           |           |         |           |           |
| Street  | Sand/Salt Shed   | 49,270 | 455,000     | 225,378     | 229,622       |           |           |         |           |           |
| Street  | Plow Truck (Capitol Lease \$190K 5yrs 3% interest) -replaces 1985 Ford Dump                    |        |             |             |               | 41,500    | 41,500    | 41,500  | 41,500    | 41,500    |
| Street  | 1989 Sign Truck/Sewer Truck  |        |             |             |               | 30,000    |           |         |           |           |
| Sewer   | 1989 Sign Truck/Sewer Truck  |        |             |             |               | 30,000    |           |         |           |           |
| Street  | Small Salt/PUC Garage  |        |             |             |               | 200,000   |           |         |           |           |
| Street  | Grader (Capitol Lease \$240K 5yrs 3% interest)   |        |             |             |               |           | 52,500    | 52,500  | 52,500    | 52,500    |
| Street  | Loader (Capital Lease \$180K 5yrs 3% interest)   |        |             |             |               |           |           | 39,500  | 39,500    | 39,500    |
| Fire  | Fire Hall Addition on donated land   |        |             |             |               |           | 300,000   |         |           |           |
|   |  | 49,270 | 490,000     | 261,011     | 229,622       | 301,500   | 394,000   | 133,500 | 133,500   | 133,500   |
| <b>Grants</b>   |  |        |             |             |               |           |           |         |           |           |
| Street  | Small Cities Road Fund from State of MN - For Engineering Fees for 2nd St                      | 4,602  | 51,971      | 47,369      | (0)           |           |           |         |           |           |
| Street  | MN Bonding for Sand/Salt Shed  |        | 500,000     | 500,000     | -             |           |           |         |           |           |
| Parks   | DNR Grant for Playground for Everybody   |        | 250,000     | 250,000     |               |           |           |         |           |           |
| Street  | LRIP Grant for 2nd Street  |        |             |             |               | 1,250,000 |           |         |           |           |
|   |  | 4,602  | 801,971     | 797,369     | (0)           | 1,250,000 | -         |         | -         | -         |
| <b>Capital Projects/Capital Equipment Fund</b>                      |  |        |             |             |               |           |           |         |           |           |
| Street  | Plow Truck (remaining balance of Capital Equipment Fund)                                       |        |             | 11,092      |               |           |           |         |           |           |
|   |  |        |             | 11,092      | -             | -         | -         | -       | -         | -         |
| <b>Food &amp; Beverage Tax Funds</b>                                |  |        |             |             |               |           |           |         |           |           |
|   | Trails   |        | 50,000      | -           | -             | 50,000    |           |         |           |           |
|   | 2nd Street Trail   |        |             |             | -             | 127,699   |           |         |           |           |
|   |  | -      | -           | -           | -             | 127,699   | -         | -       | -         | -         |
| <b>Public Safety Fund</b>   |  |        |             |             |               |           |           |         |           |           |
| Police  | Police Squad Car (5 yr Capitol Lease one in 2021, one in 2026)                                 |        | 10,292      | 22,742      |               | 10,292    | 10,292    | 10,292  | 17,500    | 17,500    |
| Fire  | Fire Truck (10 year capital lease)   |        | 74,542      | 82,963      |               | 74,542    | 74,542    | 74,542  | 74,542    | 74,542    |
| Fire  | Replace Engine #2 (Assume \$300K 10 year lease)  |        |             |             |               |           |           | 30,500  | 30,500    | 30,500    |
|   |  | -      | 84,834      | 105,705     | -             | 84,834    | 84,834    | 115,334 | 122,542   | 122,542   |
| <b>Sales Tax Funds</b>  |  |        |             |             |               |           |           |         |           |           |
| General   | Operating Transfer for bond payments   |        | 58,099      |             | 58,099        | 50,000    | 50,000    | 50,000  | 50,000    | 50,000    |
| General   | City Hall Upgrades and Repairs   |        | 100,000     | 89,424      | 10,576        | 100,000   | 100,000   | 100,000 | 100,000   | 100,000   |
| Parks   | Playground for Everybody   |        | 30,000      | 27,098      | 2,902         |           |           |         |           |           |
| Parks   | 3rd Street Blacktop park   |        |             |             |               | 50,000    |           |         |           |           |
| Street  | Sidewalks  |        | 50,000      |             |               | 50,000    | 50,000    | 50,000  | 50,000    | 50,000    |
| Street  | 2nd Street Project   |        | 50,000      | 8,312       | 41,688        |           |           |         |           |           |
| Street  | General Street Repair  |        | 27,040      | 37,572      |               | 27,040    | 27,040    | 27,040  | 27,040    | 27,040    |
| Street  | Dust Control   |        | 5,000       | 5,405       |               | 5,000     | 5,000     | 5,000   | 5,000     | 5,000     |
|   |  | -      | 320,139     | 167,811     | 113,265       | 282,040   | 232,040   | 232,040 | 232,040   | 232,040   |
| <b>Street, Water, Sewer Projects - Bonding or Water/Sewer Funds</b> |  |        |             |             |               |           |           |         |           |           |
| General Bonding   | 2nd Street - North 9th Ave to North 5th  |        |             |             |               | 536,538   |           |         |           |           |
| General Bonding   | 3rd Street - North Ugstad to North 9th Ave   |        |             |             |               | 165,436   |           |         |           |           |
| General Bonding   | North 9th Avenue from 1st Street to 4th Street   |        |             |             |               | 278,814   |           |         |           |           |
| Sewer Bonding   | 2nd Street - North 9th Ave to North 5th  |        |             |             |               | 434,559   |           |         |           |           |
| Storm Sewer Bonding   | 2nd Street - North 9th Ave to North 5th  |        |             |             |               | 641,600   |           |         |           |           |
| Storm Sewer Bonding   | 3rd Street - North Ugstad to North 9th Ave   |        |             |             |               | 26,855    |           |         |           |           |
| Storm Sewer Bonding   | North 9th Avenue from 1st Street to 4th Street   |        |             |             |               | 65,903    |           |         |           |           |
| Water Bonding   | 2nd Street - North 9th Ave to North 5th  |        |             |             |               | 672,820   |           |         |           |           |
| Water Bonding   | North 9th Avenue from 1st Street to 4th Street   |        |             |             |               | 228,928   |           |         |           |           |
| CIP   | 3rd Street - 8th Ave to Ugstad Rd - 9th to Ugstad planned for 2023 - does this change the CIP# |        |             |             |               |           | 1,324,000 |         |           |           |
| CIP   | 1st Street - 1st Ave to 2nd Ave  |        |             |             |               |           |           | 747,000 |           |           |
| CIP   | S. 1st Ave - Hwy 2 to Alice St   |        |             |             |               |           |           |         | 1,063,000 |           |
| CIP   | Acacia Ave - North of Cypress Drive to Bass Blvd   |        |             |             |               |           |           |         |           | 1,212,000 |
| Water/Sewer   | Water/Sewer Extension to Hovland   |        |             |             |               |           | 1,080,000 |         |           |           |
|   | Total  |        |             |             |               | 3,051,453 | 2,404,000 | 747,000 | 1,063,000 | 1,212,000 |
| <b>Liquor Store</b>   |  |        |             |             |               |           |           |         |           |           |
| Liquor  | Compressor/Cooler  |        |             |             |               |           |           |         |           |           |
| Liquor  | Cooler Doors   |        | 7,200       |             |               | 7,200     |           |         |           |           |
| Liquor  | Large Sign bulbs   |        | 1,200       |             |               | 1,200     |           |         |           |           |
| Liquor  | Cooler Remodel   |        | 10,000      | 19,120      | -             |           |           |         |           |           |
| Liquor  | Ceiling Lights   |        |             |             |               | 4,000     |           |         |           |           |
| Liquor  | Floors   |        |             |             |               |           | 7,500     |         |           |           |
| Liquor  | Sidewalks  |        |             |             |               |           |           | 10,000  |           |           |
| Liquor  | Plumbing   |        |             |             |               |           |           |         | 5,000     |           |
|   |  | -      | 18,400      | 19,120      | -             | 12,400    | 7,500     | 10,000  | 5,000     | -         |
| <b>PUC</b>  |  |        |             |             |               |           |           |         |           |           |
| PUC   | Small Salt/PUC Garage  |        |             |             |               | 200,000   |           |         |           |           |

# City of Proctor

## 2023 Recommended Budget Summary

### Enterprise Funds

|                                | 2019 Actual     | 2020 Actual     | 2021 Actual     | 2022 Budget    | 2022 YTD OCT    | 2023<br>Recommended<br>Budget |
|--------------------------------|-----------------|-----------------|-----------------|----------------|-----------------|-------------------------------|
| <b>Liquor Store</b>            |                 |                 |                 |                |                 |                               |
| Revenue                        | 957,782         | 1,078,634       | 1,171,157       | 1,081,000      | 990,520         | 1,205,450                     |
| Cost of Goods Sold             | 722,758         | 811,768         | 866,220         | 786,100        | 722,370         | 877,400                       |
| <b>Gross Profit</b>            | <b>235,024</b>  | <b>266,866</b>  | <b>304,938</b>  | <b>294,900</b> | <b>268,150</b>  | <b>328,050</b>                |
| <b>Gross Profit Percentage</b> | <b>24.5%</b>    | <b>24.7%</b>    | <b>26.0%</b>    | <b>27.3%</b>   | <b>27.1%</b>    | <b>27.2%</b>                  |
| <b>Operating Expenses</b>      |                 |                 |                 |                |                 |                               |
| Salary                         | 136,609         | 159,936         | 77,647          | 168,979        | 151,153         | 184,686                       |
| Other Services                 | 29,119          | 32,888          | 35,885          | 35,006         | 28,668          | 36,506                        |
| Repairs, Rentals, Misc         | 37,351          | 44,856          | 49,719          | 56,780         | 54,976          | 55,230                        |
| Interest and Transfers         | 9,936           | 9,573           | 9,199           | 8,886          | 4,405           | 5,286                         |
| Capital                        | -               | -               | 656             | 20,000         | 19,120          | 12,400                        |
| Total Expenses:                | 213,015         | 247,253         | 173,107         | 289,651        | 258,322         | 294,108                       |
| <b>Net Income</b>              | <b>22,009</b>   | <b>19,613</b>   | <b>131,831</b>  | <b>5,249</b>   | <b>9,828</b>    | <b>33,942</b>                 |
| <b>Sewer Fund</b>              |                 |                 |                 |                |                 |                               |
| Revenue                        | 589,299         | 528,574         | 553,199         | 551,000        | 440,101         | 551,000                       |
| Cost of Goods Sold             | 375,241         | 334,436         | 306,366         | 334,000        | 245,562         | 334,000                       |
| <b>Gross Profit</b>            | <b>214,058</b>  | <b>194,138</b>  | <b>246,833</b>  | <b>217,000</b> | <b>194,539</b>  | <b>217,000</b>                |
| <b>Operating Expenses</b>      |                 |                 |                 |                |                 |                               |
| Salary                         | 19,270          | 21,334          | 17,558          | 23,836         | 17,086          | 24,592                        |
| Other Services                 | 47,665          | 101,483         | 52,519          | 51,896         | 101,915         | 80,896                        |
| Supplies                       | 5,659           | 3,601           | 5,131           | 5,200          | 5,552           | 5,200                         |
| Repairs, Rentals, Misc         | 103,247         | 101,645         | 112,987         | 105,350        | 91,658          | 105,350                       |
| Total Expenses:                | 175,841         | 228,063         | 188,195         | 186,282        | 216,212         | 216,038                       |
| <b>Net Income</b>              | <b>38,216</b>   | <b>(33,925)</b> | <b>58,638</b>   | <b>30,718</b>  | <b>(21,673)</b> | <b>962</b>                    |
| <b>Golf Fund</b>               |                 |                 |                 |                |                 |                               |
| Revenue                        | 47,200          | 41,419          | 60,077          | 45,000         | 16,191          | 30,850                        |
| <b>Operating Expenses</b>      |                 |                 |                 |                |                 |                               |
| Other Services                 | 8,980           | 840             | 687             | 850            | 21,133          | 20,850                        |
| Supplies                       | -               | 655             | -               | -              | 2,102           | -                             |
| Repairs, Rentals, Misc         | 56,686          | 76,984          | 82,818          | 40,000         | 3,021           | 40,000                        |
| Total Expenses:                | 65,667          | 78,479          | 83,505          | 40,850         | 26,256          | 60,850                        |
| <b>Net Income</b>              | <b>(18,467)</b> | <b>(37,060)</b> | <b>(23,428)</b> | <b>4,150</b>   | <b>(10,065)</b> | <b>(30,000)</b>               |

City of Proctor
2023 Recommended Budget Summary
Enterprise Funds

|  | 2019 Actual    | 2020 Actual    | 2021 Actual    | 2022 Budget    | 2022 YTD OCT   | 2023<br>Recommended<br>Budget |
|--|----------------|----------------|----------------|----------------|----------------|-------------------------------|
| <b>Cable Fund</b>                          |                |                |                |                |                |                               |
| Revenue                                    | 24,488         | 17,840         | 24,216         | 24,000         | 11,472         | 24,000                        |
| <b>Operating Expenses</b>                  |                |                |                |                |                |                               |
| Salary                                     | -              | -              | -              | -              | -              | -                             |
| Other Services                             | 1,753          | 5,331          | 3,381          | 10,000         | 2,325          | 10,000                        |
| Supplies                                   | 325            | 599            | -              | -              | 859            | -                             |
| Repairs, Rentals, Misc                     | -              | 22             | -              | -              | -              | -                             |
| Interest and Tranfers                      | 900            | 900            | 900            | 900            | -              | 900                           |
| Capital                                    | -              | 1,305          | 195            | 10,000         | -              | 10,000                        |
| Total Expenses:                            | 2,979          | 8,157          | 4,476          | 20,900         | 3,184          | 20,900                        |
| <b>Net Income</b>                          | <b>21,509</b>  | <b>9,683</b>   | <b>19,740</b>  | <b>3,100</b>   | <b>8,288</b>   | <b>3,100</b>                  |
|  | -              | -              | -              | -              | -              | -                             |
| <b>Public Utilities Fund</b>               |                |                |                |                |                |                               |
| Revenue - Water                            | 916,236        | 851,703        | 971,732        | 1,012,000      | 752,967        | 904,000                       |
| Water Purchases                            | 379,749        | 417,573        | 485,225        | 508,000        | 408,201        | 490,000                       |
| <b>Gross Profit</b>                        | <b>536,488</b> | <b>434,130</b> | <b>486,506</b> | <b>504,000</b> | <b>344,765</b> | <b>414,000</b>                |
| <b>Operating Expenses - Water</b>          |                |                |                |                |                |                               |
| Salary                                     | 66,168         | 69,030         | 89,581         | 92,857         | 77,861         | 93,136                        |
| Other Services                             | 143,871        | 64,971         | 102,010        | 108,350        | 103,641        | 108,350                       |
| Supplies                                   | 5,313          | 8,213          | 20,733         | 9,600          | 7,024          | 11,900                        |
| Repairs, Rentals, Misc                     | 97,584         | 97,187         | 117,134        | 101,000        | 72,030         | 101,000                       |
| Transfers                                  | -              | -              | -              | -              | -              | -                             |
| Capital                                    | -              | -              | -              | -              | -              | -                             |
| Total Water Expenses:                      | 312,936        | 239,401        | 329,458        | 311,807        | 260,556        | 314,386                       |
| <b>Net Water</b>                           | <b>223,552</b> | <b>194,729</b> | <b>157,049</b> | <b>192,193</b> | <b>84,209</b>  | <b>99,614</b>                 |
| Revenue - Electirc                         | 2,446,834      | 2,448,202      | 2,884,453      | 2,530,300      | 2,237,996      | 2,685,684                     |
| Electric Purchases                         | 2,011,736      | 1,857,832      | 2,231,396      | 1,896,700      | 1,316,953      | 1,896,700                     |
| <b>Gross Profit</b>                        | <b>435,098</b> | <b>590,370</b> | <b>653,057</b> | <b>633,600</b> | <b>921,043</b> | <b>788,984</b>                |
| <b>Operating Expenses -Electric</b>        |                |                |                |                |                |                               |
| Other Services                             | 119,965        | 201,511        | 159,208        | 241,620        | 163,300        | 241,620                       |
| Other Services                             | -              | 58             | -              | -              | -              | -                             |
| Repairs, Rentals, Misc                     | 144,749        | 147,840        | 148,597        | 156,176        | 114,811        | 156,176                       |
| Capital                                    | -              | -              | -              | -              | -              | -                             |
| Total Electirc Expenses:                   | 264,714        | 349,409        | 307,805        | 397,796        | 278,111        | 397,796                       |
| <b>Net Electric</b>                        | <b>170,384</b> | <b>240,962</b> | <b>345,252</b> | <b>235,804</b> | <b>642,933</b> | <b>391,188</b>                |
| <b>Operating Expenses - Administrative</b> |                |                |                |                |                |                               |
| Salary                                     | 218,765        | 213,891        | 162,859        | 164,336        | 149,349        | 700                           |
| Other Services                             | 22,823         | 29,779         | 29,449         | 33,300         | 27,638         | 33,300                        |
| Supplies                                   | 1,768          | 2,270          | 2,855          | 3,250          | 1,778          | 3,250                         |
| Repairs, Rentals, Misc                     | 24,147         | 22,460         | 28,634         | 29,500         | 23,873         | 29,500                        |
| Capital                                    | -              | -              | -              | -              | -              | -                             |
| Total Admin Expenses:                      | 267,502        | 268,401        | 223,797        | 230,386        | 202,639        | 66,750                        |
| Other Revenues                             | 100,839        | 39,998         | 6,955          | 18,200         | (1,070)        | 26,200                        |
| <b>Net Income</b>                          | <b>227,273</b> | <b>207,288</b> | <b>285,459</b> | <b>215,811</b> | <b>523,432</b> | <b>450,252</b>                |

# City of Proctor



## 2023 Truth in Taxation







The City of Proctor is required by law to conduct a public truth in taxation hearing.

Mandated hearing requirements are as follows:

- Discuss Budget and Proposed Property Tax
- Discuss Revenues/Expenditures
- Start after 6:00 p.m.
- Public Comment and Questions
- Certify final levy at subsequent board meeting 12/19/2022

# 2023 Tax Levy

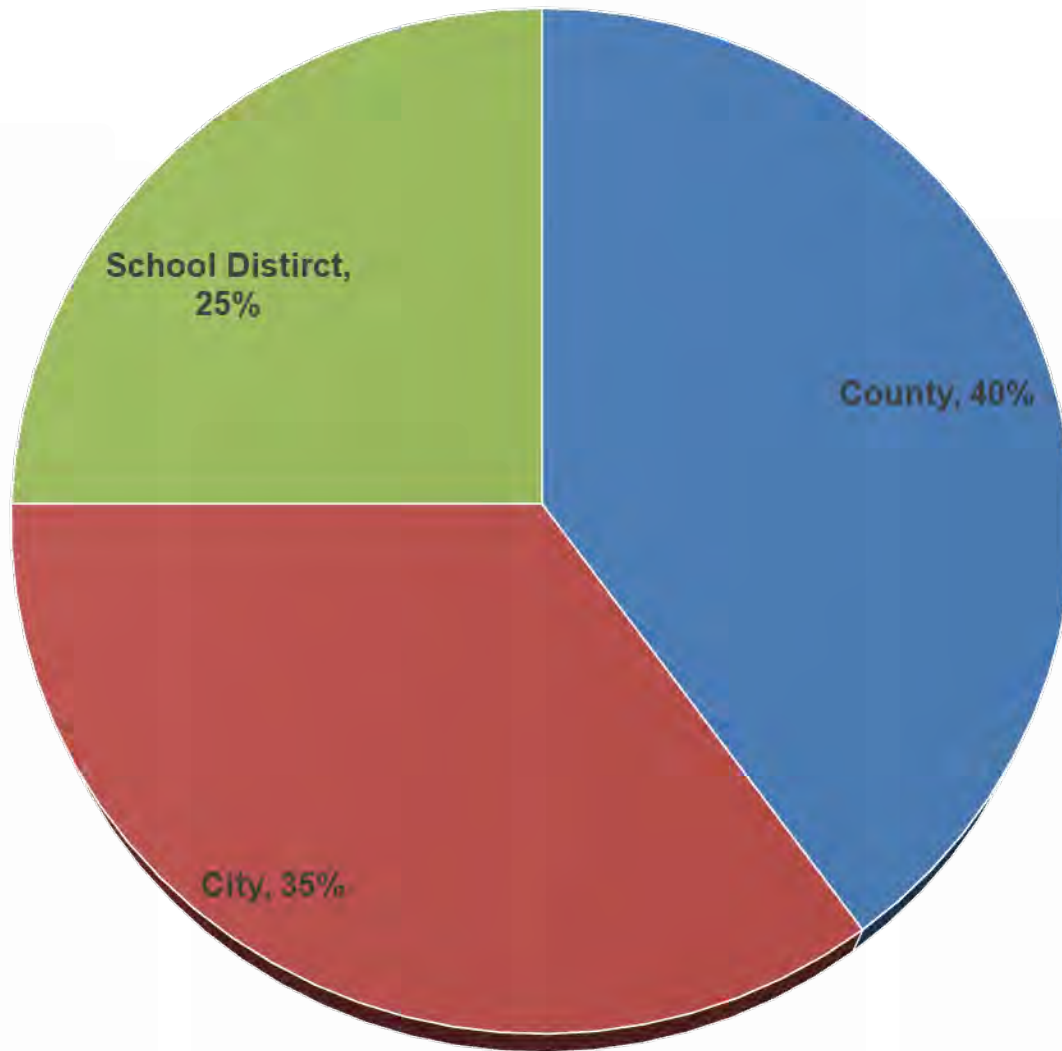
- Planned increase in tax levy: 5.1%
    - Initial planned increase in tax levy: 7.0%
  - Proposed taxes to be collected \$1,780,134
    - Initial proposed taxes to be collected \$1,812,315
- 

## Impact to Homeowners

| Value     | 2022 Tax   | 2023 Tax   | Difference | %    |
|-----------|------------|------------|------------|------|
| \$100,000 | \$597.05   | \$616.15   | \$ 19.10   | 3.2% |
| \$200,000 | \$1,194.11 | \$1,232.31 | \$ 38.20   | 3.2% |
| \$300,000 | \$1,791.16 | \$1,848.46 | \$ 57.30   | 3.2% |



## Where to your Property Taxes go?



# Value to our Citizens



## Monthly Property TAX RECEIPT

|                           |                 |
|---------------------------|-----------------|
| Police Services           | \$43.30         |
| Fire and First Responders | \$9.25          |
| City Infrastructure       | \$20.67         |
| Parks, Trails, Recreation | \$2.13          |
| City Administration       | \$13.54         |
| Internal City Services    | \$11.88         |
| Economic Development      | \$1.92          |
| <b>TOTAL</b>              | <b>\$102.69</b> |

\*Example uses a \$200,000 property value

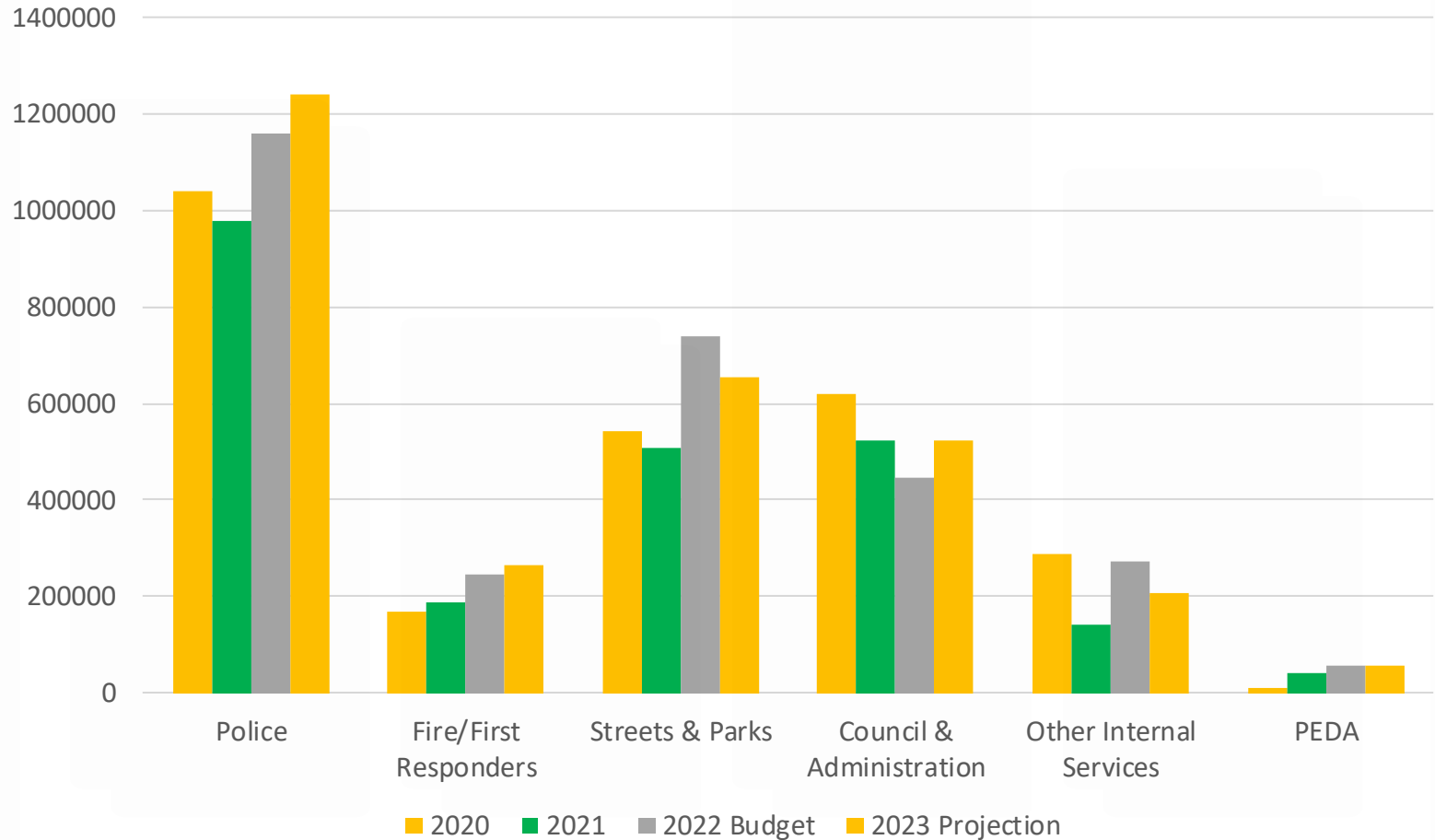


# Projected Expenditures

|                          | 2022 Budget | 2023 Projection |
|--------------------------|-------------|-----------------|
| Police                   | \$1,160,153 | \$1,239,782     |
| Fire/First Responders    | \$253,535   | \$264,747       |
| Streets & Parks          | \$726,509   | \$652,792       |
| Council & Administration | \$435,297   | \$467,238       |
| Elections                | \$5,987     | \$0             |
| City Hall                | \$100,830   | \$115,665       |
| Finance & Legal          | \$150,011   | \$127,676       |
| Building & Planning      | \$13,774    | \$17,435        |
| PEDA                     | \$55,000    | \$55,000        |
| Total Expenditures       | \$2,901,096 | \$2,940,335     |



# 2020-2023 Expenditures

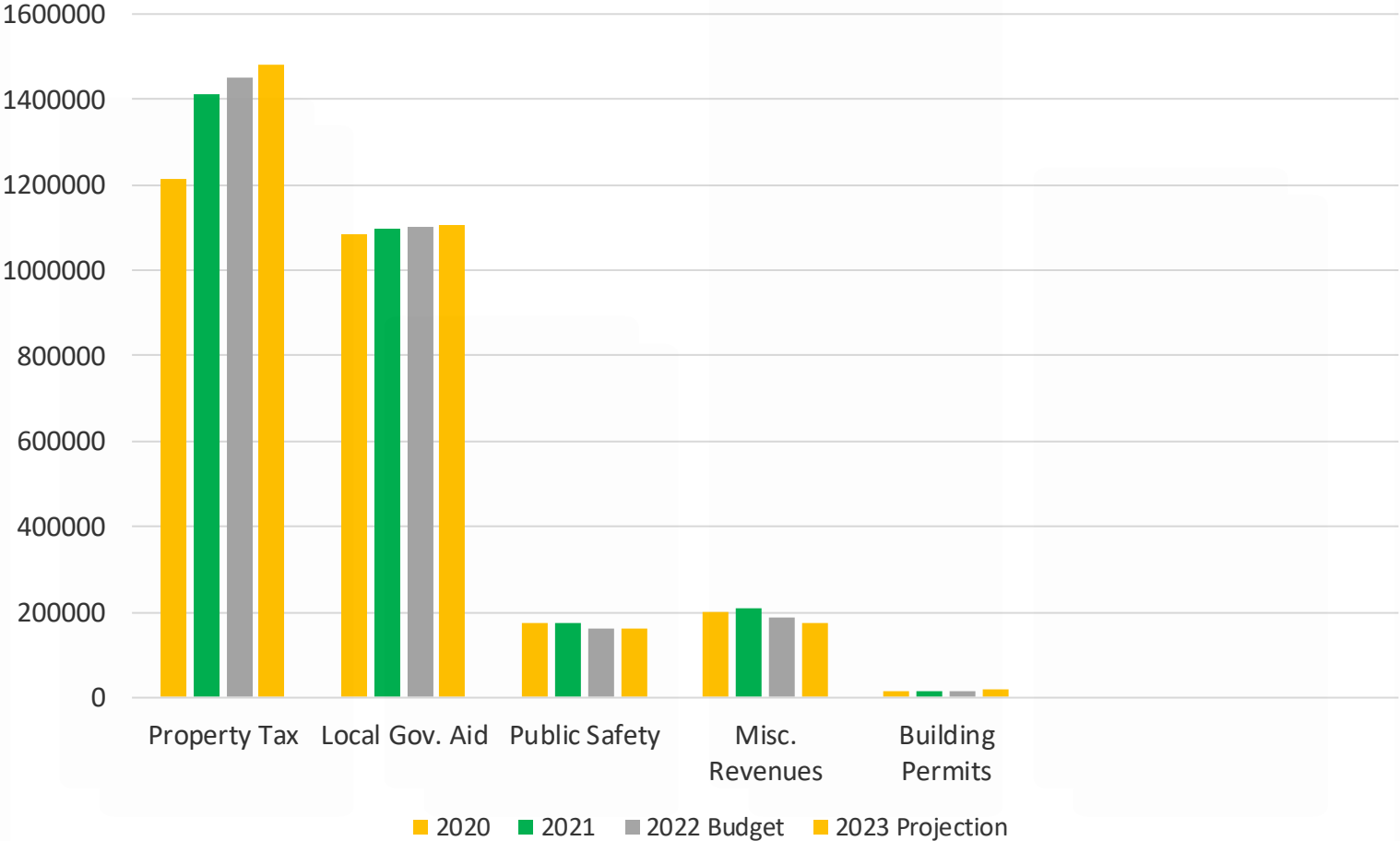


# Projected Revenues

|                            | 2022<br>Budget | 2023<br>Projection |
|----------------------------|----------------|--------------------|
| Property Tax               | \$1,450,793    | \$1,480,294        |
| Local Government Aid (LGA) | \$1,101,073    | \$1,106,996        |
| Public Safety              | \$168,400      | \$193,239          |
| Building Permits           | \$14,450       | \$17,450           |
| Misc. Revenue              | \$182,296      | \$143,109          |
| Total Revenues             | \$2,917,062    | \$2,941,088        |

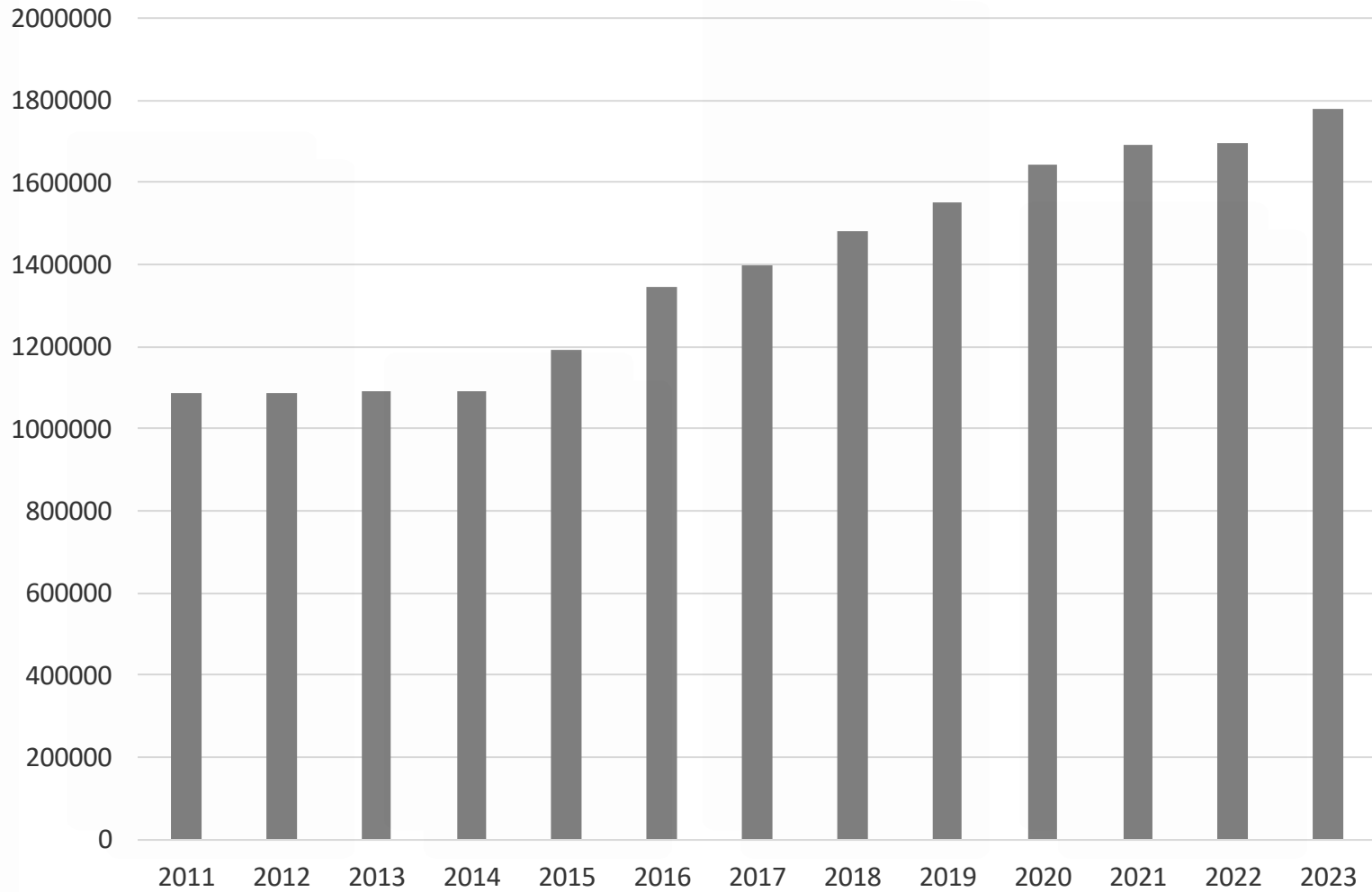


# 2020-2023 Revenues



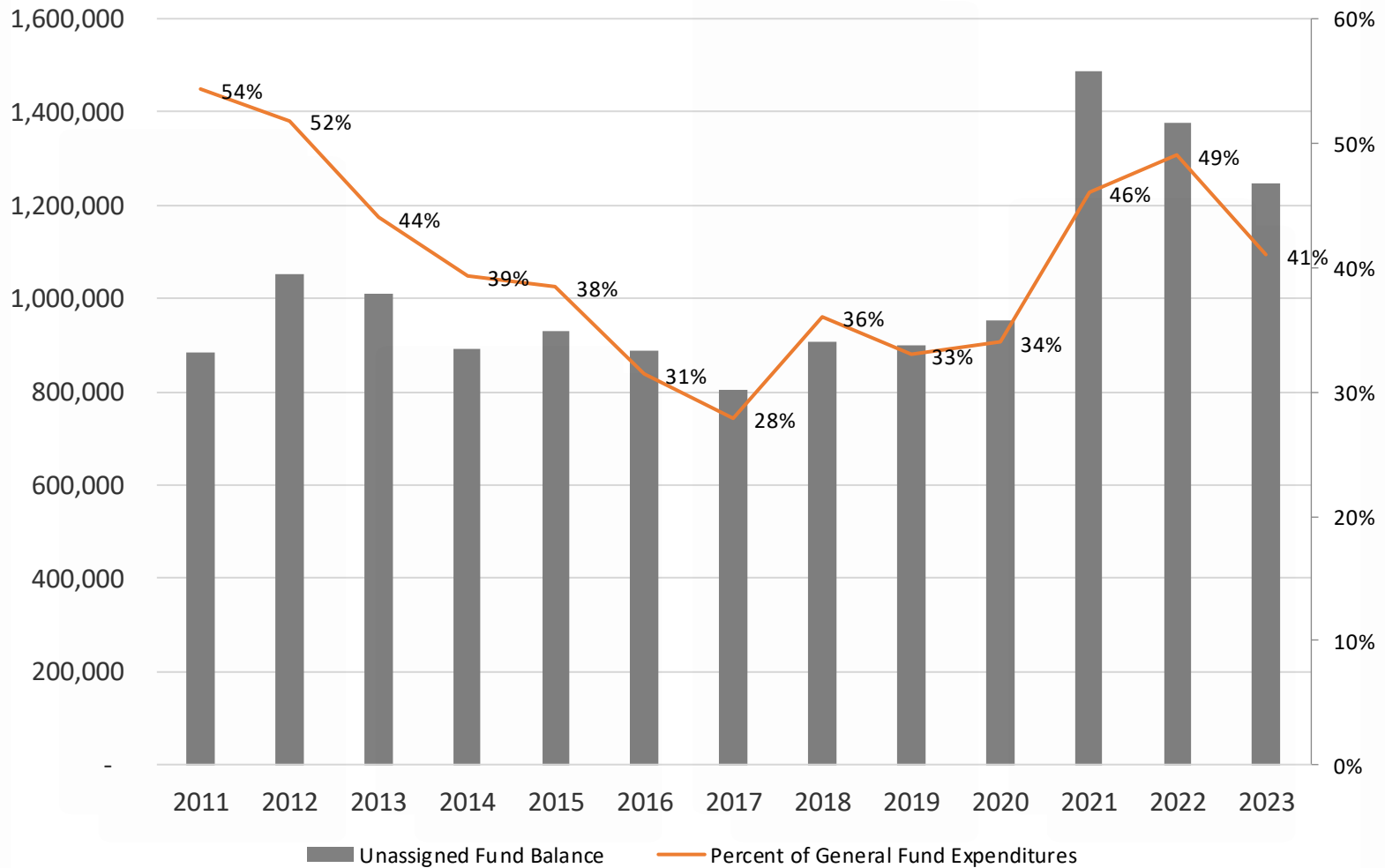


# Historical Levy Amounts



Proposed  
at 5.1%  
increase for  
2023

# General Fund Reserves



The City strives to maintain an unassigned General Fund balance in the range of 35-50 percent of General Fund operating expenditures.

### STATUS REPORT

November 8, 2022

Mr. Chris Otto  
League of Minnesota Cities  
145 University Avenue W  
St. Paul, MN 55103

|                |   |
|----------------|---|
| Re:            | City of Proctor                           |
| LOL:           | 100 Pionk Drive<br>Proctor, MN 55810-1701 |
| Claim #:       | CP23999                                   |
| DOL:           | 09/29/2022                                |
| OnSite File #: | 22-1580                                   |

Dear Mr. Otto

On September 29, 2022, a loss occurred in a boiler located at the Community Building at 100 Pionk Drive in Proctor, MN. OnSite Engineering & Forensic Services, Inc. was retained to evaluate the boiler system and associated components to determine what role, if any, they played in the cause of the loss.

### **Background**

On October 7, 2022, an OnSite Engineering and Forensic Services Engineer traveled to the loss site. It was learned that approximately four hours before the loss, Johnson Controls had replaced a pump near the boiler. Prior to the pump replacement, Johnson Controls had de-energized and drained the water from the boiler. The pump that was replaced was approximately 18 inches from the boiler's electrical cabinet. **Figure 1** depicts the new pump that was installed by Johnson Controls.



Figure 1: New Pump Installed

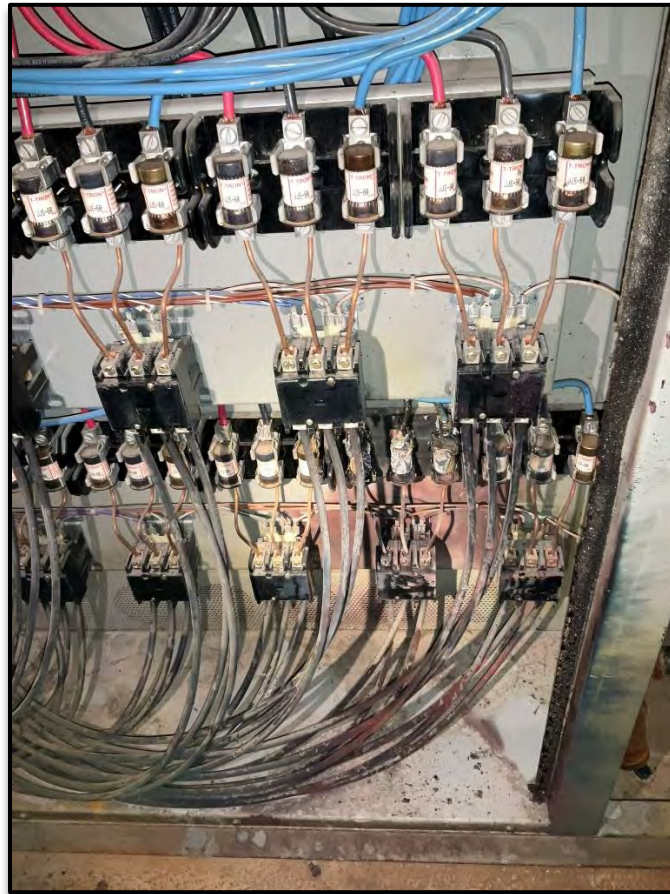
### Site Examination

On October 7, 2022, an examination of the boiler and surrounding area was conducted, agreed upon artifacts were harvested, documented, and stored for any future examinations that may be necessary. The scene was systematically examined, photographed, and documented consistent with methodologies used in the scientific method of analysis.

The subject boiler was a Precision Boiler's Inc. boiler with a model number and serial number of, **HW20D-520D-480-150, B010884**, respectively. The manufacturing date was November of 2001. It was a 480 Volt boiler with approximately 1.77 MBTU/HR rating.

The electrical supply to the boiler was located on the East wall of the mechanical room and was unaffected by the fire. Conductors from the main disconnect traveled overhead to the electrical cabinet of the boiler. The conduit and main conductor terminations were unaffected by the fire.

Examination of the interior of the boiler's electrical cabinet revealed that an electrical arcing event had occurred on the lower rail of fuses. **Figure 2** depicts the arcing and heat damage to the electrical cabinet.



**Figure 2: Interior of boiler electrical cabinet**

The arcing event occurred between three fuse holders that were each on different phases. The arcing event was from phase to phase. **Figure 3** depicts a close up of the arcing event between fuses.





**Figure 3: Arcing event between fuses**

### **Analysis**

The electrical arcing event that occurred in the boiler's electrical cabinet happened approximately four hours after the Johnson Controls employee had replaced the main pump from the boiler system. During the pump replacement process, Johnson Controls had de-energized the boiler, drained the water from the boiler, removed the old pump and fit a new pump in place. After the new pump was installed, the boiler was filled with water. Power to the boiler was restored but the local power switch located on the boiler was left in the OFF position until an electrician could make the electrical connections from the new pump to the boiler. After Johnson Controls finished their pump installation but before the electrician came to wire the new pump, the arcing event in the boiler's electrical cabinet occurred.

Johnson Controls stated that they did not open the boiler's electrical cabinet during their pump replacement. Johnson Controls de-energized the boiler by opening the disconnect and switching the boiler off locally at the switch. They then disconnected the old pump

wiring at the pump motor housing. Analysis of the boiler's wiring layout confirmed that the electrical cabinet would not need to be opened or manipulated to replace the pump. The location and manner in which the boiler was drained of water makes it unlikely that moisture entered the cabinet during the draining process.

Prior to the pump replacement, there has been no previous work done on the boiler, or in the boiler electrical cabinet, that the City of Proctor employees were aware of. There were no reported issues with the operation of the boiler prior to the loss.

The work performed by Johnsons Controls was in the vicinity of the boiler electrical cabinet but did not require any personnel to open the cabinet or manipulate any of the components in the cabinet. It is possible that the work performed by Johnson Controls created vibrations in the boiler's system that may have knocked accumulated dust or debris loose within the cabinet and created a conductive path between fuse holders.

### **Conclusion**

At this time, it is believed to be unlikely that the work performed by Johnson Controls directly caused the failure within the electrical cabinet. Vibrations or general movement of the boiler/piping system may have contributed to the failure, but there were no significant physical impact damages or moisture spills observed that would have played a role in the loss. The boiler and its associated components are twenty-one years old, with no known recent maintenance and are near their end of life.

The contents of this report are based upon information known and work performed to date and subject to change based upon new information and/or additional work performed.

If you have any questions or need further assistance, please contact me at your convenience.

Sincerely,



JP Fonder, PE  
Mechanical Engineer

Chad Ward  
Mayor

Jess Rich  
City Administrator

# City of Proctor

---

*You Have A Place In Proctor*

---

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

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

5A

**RESOLUTION NO. 43-22**  
**RESOLUTION CANVASSING THE NOVEMBER 8, 2022 MUNICIPAL GENERAL**  
**ELECTION RETURNS AND DECLARING RESULTS**

**WHEREAS**, the City of Proctor held a municipal election on November 8, 2022; and

**WHEREAS**, The City Clerk has prepared a summary of the returns of the forenamed election; and

**WHEREAS**, the City Council must canvass the municipal election returns and declare the results after the election.

**MAYOR – 2 YEAR TERM**

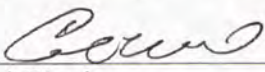
|           |      |
|-----------|------|
| Chad Ward | 1211 |
| Write-in  | 34   |

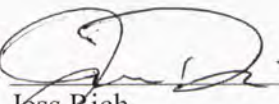
**COUNCIL MEMBER AT LARGE – 4 YEAR TERM – VOTING FOR TWO**

|                 |      |
|-----------------|------|
| Jake Benson     | 838  |
| Rory D. Johnson | 1011 |
| Write-in        | 39   |

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Proctor that the following returns are hereby canvassed and declared the official results of the November 8, 2022, City of Proctor General Election.

Passed by a majority vote of the Proctor City Council, this 15<sup>th</sup> day of November.

BY:   
Chad Ward  
Mayor

ATTEST:   
Jess Rich  
City Administrator



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

5B

**Resolution No. 44-22**  
**Resolution of Non-Objection**  
**To Issuance of State of Minnesota**  
**Charitable Gambling License**

BE IT RESOLVED that the City Council of the City of Proctor hereby certifies that there is no objection to the issuance of a State of Minnesota Charitable Gambling Permit to the Lake Superior Chapter Muskies, Inc to conduct a raffle on March 11<sup>th</sup>, 2023 at the Moose Lodge Proctor, Minnesota.

Passed by a majority vote of the Proctor City Council, this 21<sup>st</sup> day of November, 2022.

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

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



**Application for Payment**  
(Unit Price Contract)  
No. 4

**5C**

Eng. Project No.: PROCT 166073

Location: Proctor, Minnesota

|  |                                      |
|--|--------------------------------------|
| Contractor <u>Veit &amp; Company, Inc.</u> | Contract Date <u>July 7, 2022</u>    |
| <u>14000 Veit Place</u>                    |                                      |
| <u>Rogers, MN 55734</u>                    | Contract Amount <u>\$ 689,978.00</u> |

Contract for Sand and Salt Storage Site Work

|                                  |                                   |
|----------------------------------|-----------------------------------|
| Application Date <u>11/17/22</u> | For Period Ending <u>11/17/22</u> |
|----------------------------------|-----------------------------------|

| Item No. | Item  | Unit   | Est.<br>Quantity | Quantity<br>to Date | Unit Price  | Total Price |
|----------|---|--------|------------------|---------------------|-------------|-------------|
|          |   | LUMP   |                  |                     |             |             |
| 1        | MOBILIZATION                                  | SUM    | 1                | 1.00                | \$58,800.00 | \$58,800.00 |
| 2        | CLEARING                                      | ACRE   | 1.2              | 1.20                | 7,500.00    | \$9,000.00  |
| 3        | GRUBBING                                      | ACRE   | 1.2              | 1.20                | 3,750.00    | \$4,500.00  |
| 4        | REMOVE CURB AND GUTTER                        | LIN FT | 86               | 0.00                | 6.50        |             |
| 5        | SAWING BITUMINOUS PAVEMENT                    | LIN FT | 119              | 0.00                | 2.80        |             |
| 6        | REMOVE BITUMINOUS PAVEMENT                    | SQ YD  | 84               | 0.00                | 3.20        |             |
| 7        | REMOVE CONCRETE SIDEWALK                      | SQ FT  | 178              | 0.00                | 1.00        |             |
| 8        | EXCAVATION - COMMON (P)                       | CU YD  | 12380            | 6918.00             | 11.50       | \$79,557.00 |
| 9        | SELECT GRANULAR EMBANKMENT<br>MOD 7% (CV) (P) | CU YD  | 1850             | 722.00              | 14.30       | \$10,324.60 |
| 10       | GEOTEXTILE FABRIC TYPE 5 (P)                  | SQ YD  | 3600             | 2239.00             | 2.20        | \$4,925.80  |
| 11       | AGGREGATE BASE (CV) CLASS 5<br>(P)            | CU YD  | 965              | 615.00              | 33.00       | \$20,295.00 |
| 12       | TYPE SP 12.5 WEARING COURSE                   | TON    | 205              | 179.00              | 153.00      | \$27,387.00 |
| 13       | TYPE SP 12.5 NON WEARING                      | TON    | 115              | 119.00              | 155.00      | \$18,445.00 |
| 14       | COARSE FILTER AGGREGATE (LV)                  | CU YD  | 10               | 0.00                | 37.00       |             |
| 15       | STRUCTURE EXCAVATION CLASS<br>R               | CU YD  | 100              | 0.00                | 100.00      |             |
| 16       | 12" RC PIPE APRON                             | EACH   | 3                | 0.00                | 2,000.00    |             |
| 17       | 4" PERF TP PIPE DRAIN                         | LIN FT | 86               | 0.00                | 25.00       |             |
| 18       | 12" RC PIPE SEWER DESIGN 3006                 | LIN FT | 103              | 0.00                | 82.00       |             |
| 19       | 8"X6" PVC WYE                                 | EACH   | 1                | 0.00                | 427.00      |             |
| 20       | SANITARY TRACER BOX                           | EACH   | 1                | 0.00                | 667.00      |             |
| 21       | SANITARY CLEANOUT                             | EACH   | 1                | 0.00                | 897.00      |             |
| 22       | 6" PVC SANITARY SERVICE PIPE                  | LIN FT | 30               | 0.00                | 87.00       |             |
| 23       | 8" PVC PIPE SEWER SDR 35                      | LIN FT | 280              | 0.00                | 78.00       |             |
| 24       | 1" CURB STOP AND BOX                          | EACH   | 1                | 0.00                | 1,100.00    |             |
| 25       | 1" TAPPING TEE WITH                           | EACH   | 1                | 0.00                | 660.00      |             |
| 26       | HYDRANT ASSEMBLY                              | EACH   | 1                | 0.00                | 11,000.00   |             |
| 27       | CONNECT TO EXISTING WATER                     | EACH   | 1                | 0.00                | 8,300.00    |             |
| 28       | WATER TRACER BOX                              | EACH   | 1                | 0.00                | 670.00      |             |

| Item No.                     | Item                                      | Unit           | Est.<br>Quantity | Quantity<br>to Date | Unit Price | Total Price         |
|------------------------------|---|----------------|------------------|---------------------|------------|---------------------|
| 29                           | 1" HDPE WATER SERVICE SDR 9               | LIN FT         | 34               | 0.00                | 100.00     |                     |
| 30                           | 8" HDPE WATER MAIN SDR 11                 | LIN FT         | 120              | 0.00                | 114.00     |                     |
| 31                           | 3" POLYSTYRENE INSULATION                 | SQ YD          | 40               | 0.00                | 54.00      |                     |
| 32                           | CASTING ASSEMBLY                          | EACH           | 2                | 0.00                | 1,200.00   |                     |
| 33                           | CONNECT TO EXISTING                       | EACH           | 2                | 0.00                | 2,340.00   |                     |
| 34                           | CONSTRUCT SANITARY MANHOLE                | EACH           | 2                | 0.00                | 6,300.00   |                     |
| 35                           | MANHOLE FRAME SEAL                        | EACH           | 2                | 0.00                | 830.00     |                     |
| 36                           | RANDOM RIPRAP CLASS III                   | CU YD          | 65               | 0.00                | 71.00      |                     |
| 37                           | 4" CONCRETE WALK                          | SQ FT          | 178              | 0.00                | 26.00      |                     |
| 38                           | CONCRETE CURB AND GUTTER                  | LIN FT         | 86               | 0.00                | 53.00      |                     |
| 39                           | 7" CONCRETE DRIVEWAY<br>PAVEMENT          | SQ YD<br>LUMP  | 18               | 0.00                | 286.00     |                     |
| 40                           | TRAFFIC CONTROL                           | SUM<br>LUMP    | 1                | 0.75                | 2,800.00   | \$2,100.00          |
| 41                           | STABILIZED CONSTRUCTION EXIT              | SUM            | 1                | 0.50                | 1,500.00   | \$750.00            |
| 42                           | SILT FENCE, TYPE HI                       | LIN FT         | 1816             | 1816.00             | 5.00       | \$9,080.00          |
| 43                           | STORM DRAIN INLET PROTECTION              | EACH           | 6                | 0.00                | 200.00     |                     |
| 44                           | SEDIMENT CONTROL LOG TYPE                 | LIN FT         | 40               | 0.00                | 11.00      |                     |
| 45                           | SEDIMENT CONTROL LOG TYPE                 | LIN FT<br>POUN | 176              | 0.00                | 6.30       |                     |
| 46                           | FERTILIZER TYPE 4                         | D              | 189              | 0.00                | 2.30       |                     |
| 47                           | ROLLED EROSION PREVENTION<br>CATEGORY 20  | SQ YD          | 3950             | 0.00                | 2.60       |                     |
| 48                           | SEEDING (P)                               | ACRE<br>POUN   | 1.3              | 0.00                | 115.00     |                     |
| 49                           | SEED MIXTURE 36-311                       | D              | 44               | 0.00                | 40.00      |                     |
| 50                           | MULCH MATERIAL TYPE 3                     | TON            | 2.5              | 0.00                | 1,260.00   |                     |
| 51                           | CONCRETE FOOTINGS                         | LUMP<br>SUM    | 1                | 1.00                | 162,000.00 | \$162,000.00        |
| 52                           | SAND SALT SHED ELECTRICAL<br>AND LIGHTING | LUMP<br>SUM    | 1                | 0.00                | 30,000.00  |                     |
| <b>Total Contract Amount</b> |   |                |                  |                     |            | <b>\$407,164.40</b> |

|                             |               |  |               |
|-----------------------------|---------------|--|---------------|
| Total Contract Amount       | \$ 689,978.00 | Total Amount Earned  | \$ 407,164.40 |
|                             |               | Material Suitably Stored on Site, Not Incorporated into Work |               |
| Contract Change Order 1     | 13,999.15     | Project Percent Complete                                     | 59%           |
| Contract Change Order 2     | 2,145.00      |  |               |
| Contract Change Order 3     | 1,700.00      |  |               |
| Less Previous Applications: |               | GROSS AMOUNT DUE   | \$ 407,164.40 |
| AFP No. 1: 106,189.10       | AFP No. 6:    | LESS 5 RETAINAGE   | \$ 20,358.22  |
| AFP No. 2: 110,718.13       | AFP No. 7:    | AMOUNT DUE TO DATE   | \$ 386,806.18 |
| AFP No. 3: 153,239.28       | AFP No. 8:    | LESS PREVIOUS APPLICATIONS                                   | \$ 370,146.51 |
| AFP No. 4:                  | AFP No. 9:    | CHANGE ORDERS  | \$ 17,844.15  |
| AFP No. 5:                  |               | AMOUNT DUE THIS APPLICATION                                  | \$ 34,503.82  |

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Payment under said contract, Sand and Salt Storage Site Work, Proctor, Minnesota, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

St. Louis  
COUNTY OF Minnesota )  
STATE OF ) SS By \_\_\_\_\_  
(Name and Title)

My Commission expires \_\_\_\_\_  
(Notary Public)

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount d

**City of Proctor**

By \_\_\_\_\_

Date \_\_\_\_\_



Building a Better World  
for All of Us®

5D

## CHANGE ORDER

City of Proctor

OWNER

11/17/2022

DATE

OWNER'S PROJECT NO.

Proctor Sand and Salt Storage Facility

PROJECT DESCRIPTION

4

CHANGE ORDER NO.

PROCT 166073 71.50

SEH FILE NO.

The following changes shall be made to the contract documents:

### Description:

This change order includes an increase in the total project cost of \$4,375.00 for all labor, equipment, and material required to complete the work as described below.

### Purpose of Change Order:

Since the project was bid, the prices of bituminous asphalt have increased from the supplier. The contractor is requesting a change order to cover the cost escalation for the bituminous asphalt that has been placed and the portion of bituminous asphalt paving which is planned to occur in 2023. Not all paving has been completed due to private utility conflicts, which is requiring the project to be completed in the spring of 2023. This request includes a 10% markup for the Prime Contractor. The Contractor's change order request and backup documentation is attached.

Basis of Cost: ☒ Actual ☐ Estimated

Attachments (list supporting documents)

Asphalt Escalation request and backup.pdf

### Contract Status

Original Contract

Net Change Prior C.O.'s 1 to 3

Change this C.O.

Revised Contract

Time

Cost

\$689,978.00

\$17,844.15

\$4,375.00

\$712,197.15

Recommended for Approval: **Short Elliott Hendrickson Inc.** by

Tyler P. Yngsdal, PE (Lic. MN)

Agreed to by Contractor:

Approved for Owner:

BY Veit & Company Inc.  
Project Manager

BY City of Proctor

TITLE

Distribution Contractor 2 Owner 1 Project Representative 1

TITLE

SEH Office 1

x:\pt\p\proct\166073\salt and sand storage\7-const-svcs\71-mgmt\50-chg-order\co 4 asphalt escalation\backup\change order no. 4.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, P.O. Box 229, Duluth, MN 55801-0229

218.279.3000 | 888.722.0547 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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



## CHANGE ORDER REQUEST

220252 : Proctor Salt and Sand Storage Site

PCO#: **2 - Asphalt Inflation**

Date: 09/29/2022

**To: Tyler Yngsdal**

Short Elliot Hendrickson Inc  
418 West Superior Street Suite 200  
Duluth, MN 55801  
218-279-3001 (O)  
tyngsdal@sehinc.com

**From: Will Goldsworthy**

Veit & Company, Inc.  
1100 West Gary Street  
Duluth, MN 55808  
(763) 428-2242 (O)  
wgoldsworthy@veitusa.com

Below is the detail for our proposal to complete the following changes in contract work:

- **Proposed Scope of Work:** To cover extra costs due to paving sub asphalt cost material cost increase.

| <i><b>PCO Item</b></i> | <i><b>Change<br/>in Days</b></i> | <i><b>Quantity</b></i> | <i><b>UM</b></i> | <i><b>Unit<br/>Price</b></i> | <i><b>Amount</b></i> |
|------------------------|----------------------------------|------------------------|------------------|------------------------------|----------------------|
| 1 : Asphalt Inflation  | 0                                | 1                      | LS               | \$4,375.00                   | \$4,375.00           |

Submitted By:

Will Goldsworthy

Approved By:

Tyler Yngsdal

Date

## CHANGE ORDER FORM

**5513 Highway 2**  
**Hermantown, MN 55810      (218) 729-1446 / fax (218) 729-9125**

|                                    |                          |                  |
|------------------------------------|--------------------------|------------------|
| CHANGE ORDER #01 Asphalt Inflation |                          |                  |
| Submitted to:<br>Andy Dammer       | Phone:                   | Date:<br>8/16/22 |
| Billing Address                    | Job Details              |                  |
| Veit                               | Change Order 01          |                  |
|                                    | Revision #0              |                  |
|                                    | Proctor Salt and Storage |                  |
|                                    | Job Number               |                  |
|                                    |                          |                  |

| Spec # | Contract Items    | Unit | Qty    | Unit Price | Amount     |
|--------|-------------------|------|--------|------------|------------|
| 1      | Asphalt Inflation | TON  | 320.00 | \$12.43    | \$3,977.60 |
| 2      |                   |      |        |            |            |
| 3      |                   |      |        |            |            |
| 4      |                   |      |        |            |            |
| 5      |                   |      |        |            |            |
| 6      |                   |      |        |            |            |
| 7      |                   |      |        |            |            |
| 8      |                   |      |        |            |            |
| 9      |                   |      |        |            |            |
| 10     |                   |      |        |            |            |
| 11     |                   |      |        |            |            |
| 12     |                   |      |        |            |            |
| 13     |                   |      |        |            |            |
| 14     |                   |      |        |            |            |
| 15     |                   |      |        |            |            |
| 16     |                   |      |        |            |            |
| 17     |                   |      |        |            |            |
| Total: |                   |      |        |            | \$3,977.60 |

|                                  |
|----------------------------------|
| <b>Change Order Description:</b> |
| <b>Attachments:</b>              |

Authorized Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

Date:

## Tyler Yngsdal

---

**From:** Will Goldsworthy <[wgoldsworthy@veitusa.com](mailto:wgoldsworthy@veitusa.com)>  
**Sent:** Wednesday, November 16, 2022 5:07 PM  
**To:** Tyler Yngsdal  
**Subject:** RE: [EXTERNAL] RE: Proctor Salt Shed - COR 2, Temp Road, Veit Escalation, & Asphalt Quantities

Tyler,

I believe the comparison should be the quote rates for B oil and C oil vs the unit prices on the second page.

| Description | UM | Bid UP   | Invoice UP | Delta   |
|-------------|----|----------|------------|---------|
| B oil       | TN | \$ 67.00 | \$ 75.00   | \$ 8.00 |
| C oil       | TN | \$ 79.00 | \$ 88.00   | \$ 9.00 |



Will Goldsworthy

*Project Manager/Estimator*

d: 218-626-4866

m: 218-390-2316



---

**From:** Tyler Yngsdal <[tyngsdal@sehinc.com](mailto:tyngsdal@sehinc.com)>  
**Sent:** Tuesday, November 15, 2022 11:31 AM  
**To:** Will Goldsworthy <[wgoldsworthy@veitusa.com](mailto:wgoldsworthy@veitusa.com)>  
**Subject:** [EXTERNAL] RE: Proctor Salt Shed - COR 2, Temp Road, Veit Escalation, & Asphalt Quantities

Will – I am having a hard time figuring out the difference in Northland's bituminous pricing change from your provided documents. I can see the SPNWB330C is at \$95.81 and the SPWEB340C is also at \$95.81. But I have no comparison of what they were being charged when they bid the project?

Please provide documentation of that, or maybe I am reading it wrong, so please help explain.  
Thanks.

---

**From:** Tyler Yngsdal  
**Sent:** Wednesday, November 9, 2022 1:38 PM  
**To:** Will Goldsworthy <[wgoldsworthy@veitusa.com](mailto:wgoldsworthy@veitusa.com)>  
**Subject:** RE: Proctor Salt Shed - COR 2, Temp Road, Veit Escalation, & Asphalt Quantities

Will,  
See comments below in red. As stated below, I will follow up with the city on these. I have a meeting with them next Wednesday.  
Thank you.

---

**From:** Will Goldsworthy <[wgoldsworthy@veitusa.com](mailto:wgoldsworthy@veitusa.com)>  
**Sent:** Friday, November 4, 2022 11:20 AM





POWERED BY **API Group**

## 2022 RETAIL MATERIAL PRICING LIST

Version: 2/4/22

ALL PRICES SUBJECT TO APPLICABLE SALES TAXES  
(PRICES INCLUDE LOADING)

**NORTHLAND PIER (218-722-0995)**                      **PRICE/TON**                      **PRICE/CY**  
*502 HELBERG DRIVE, BEHIND CITY WATER AND GAS DEPARTMENT (COMFORT SYSTEMS)*

|                                  |       |       |
|----------------------------------|-------|-------|
| ½" Rock                          | 32.60 | 45.60 |
| ¾" Rock                          | 32.50 | 45.50 |
| Unwashed BA Sand                 | 25.60 | 35.80 |
| Clay                             | 5.80  | 8.10  |
| Unwashed Crusher Fines           | 16.70 | 23.40 |
| Class 5/6 Recycled Concrete      | 12.40 | 17.40 |
| Screened Soil                    | 14.80 | 20.70 |
| Limestone (Similar to Class 5/6) | 22.40 | 31.40 |
| Crushed blacktop                 | 32.70 | 45.90 |
| Rip Rap, Type 1-3                | 33.30 | 46.60 |
| Rip Rap, Type 4-5                | 41.60 | 58.20 |

|  |                     |                     |
|--|---------------------|---------------------|
| <b><u>BITUMINOUS MIX (Price/Ton)</u></b> | <b><u>B OIL</u></b> | <b><u>C OIL</u></b> |
| Super Pave                               | 67.00               | 79.00               |
| Tack Oil (price per Gallon)              | 4.25                |                     |

\* PRICING AND AVAILABILITY SUBJECT TO CHANGE AT ANY TIME

- Bituminous prices based on "B" PG 58-28 and "C" PG 58-34 as indicated.
- Call for pricing if different oil other than PG 58-28 and/or PG 58-34 required.
- Pricing is good for Traffic Level 2 and 3 mixes, Call for Traffic Level 4 or 5 pricing.

\* STANDARD HOURS ARE MONDAY TO FRIDAY 7AM TO 4:30PM

\* A CHARGE OF \$100 PER HOUR WILL BE ADDED FOR AFTERHOURS

\* A FLAT RATE OF \$800 WILL BE ADDED FOR SATURDAY

\* Call to arrange for afterhours and Saturday production

|  |                  |                 |
|--|------------------|-----------------|
| <b>MATERIAL DUMP FEES</b>              | <b>PRICE/TON</b> | <b>PRICE/CY</b> |
| CLEAN CONCRETE CHUNKS (w or w/o rebar) | 7.15             | 10.00           |
| CLEAN BITUMINOUS CHUNKS                | N/C              | N/C             |
| CLEAN BITUMINOUS MILLINGS              | N/C              | N/C             |

**TERMS: NET 30 DAYS. OVERDUE INVOICES ARE SUBJECT TO MONTHLY LATE CHARGES OF 1.0% ON ACCOUNT. A CREDIT/DEBIT CARD RECOVERY FEE OF 3% MAY BE ADDED TO ANY CREDIT/DEBIT CARD TRANSACTIONS.**

# INVOICE

Invoice #: 20905  
Date: 10/17/22  
Customer No: 3053

From: Northland Constructors Of Duluth, Inc.  
4843 Rice Lake Road  
Duluth MN 55803

ENTERED  
10/19

Sold To: K T M Paving  
5513 Hwy 2  
Hermantown, MN 55810

Delivered To: Linda  
linda@ktmcompanies.net

6/24

| Material     | Units   | UM  | Unit Price | Matl Total | Tax Code | Tax      | Total     |
|--------------|---------|-----|------------|------------|----------|----------|-----------|
| JOB # / PO # | 13053 / |     |            |            |          |          |           |
| SPNWB330C    | 230.61  | TON | 88.0000 E  | 20,293.68  | MNDU     | 1,801.06 | 22,094.74 |
| Tack Oil     | 0.34    | TON | 991.5248 E | 337.12     | MNDU     | 29.92    | 367.04    |
| SPWEA340B    | 221.45  | TON | 75.0000 E  | 16,608.75  | MNDU     | 1,474.02 | 18,082.77 |
| SPWEA340C    | 121.41  | TON | 88.0000 E  | 10,684.08  | MNDU     | 948.22   | 11,632.30 |
| SPWEB340C    | 226.07  | TON | 88.0000 E  | 19,894.16  | MNDU     | 1,765.62 | 21,659.78 |
| Total :      |         |     |            | 67,817.79  |          | 6,018.84 | 73,836.63 |
| Cust Job:    | 13053   |     |            |            |          |          |           |

Total Invoice:

67,817.79

6,018.84

73,836.63

330C  
222-153

\$95.81  
108.16  
122.45

340B  
222-311  
222-179  
222-314  
222-321  
222-333  
222-310

\$81.57  
82.04  
10.03  
54.05  
16.06  
11.09  
48.18  
221.45

340C \$95.81  
222-135 121.41  
222-153 226.07

Payment Type: On Account

30 Pay Terms Net 30 Days

Total: 73,836.63



Building a Better World  
for All of Us®

## CHANGE ORDER

City of Proctor

OWNER

11/17/2022

DATE

5

OWNER'S PROJECT NO.

CHANGE ORDER NO.

Proctor Sand and Salt Storage Facility

PROCT 166073 71.50

PROJECT DESCRIPTION

SEH FILE NO.

*The following changes shall be made to the contract documents:*

**Description:**

This change order includes an increase in the total project cost of \$8,300.00. This change order also includes the extension of the project's Substantial Completion date to June 30, 2023, and Final Complete date to July 7, 2023. The purpose of the price increase and completion date extension is described below.

**Purpose of Change Order:**

Due to phasing of the project with the CenturyLink (Lumen) fiber optic utility conflict, it was determined at our site meeting on 9/27/2022 that the project would be delayed, and construction would have to be completed in the spring of 2023 after the utility line gets relocated. Because of this delay, the Contractor is requesting this change order to capture the costs due to inflation for labor, equipment, and ITO trucking (Independent Truck Owner/Operator). Escalation rates used to make this request includes 3% for labor and equipment and 5% for ITO trucking. This change order also requests that that Substantial and Final completion dates are extended for work to be finished in the spring of 2023. The Contractor's change order request is attached.

**Basis of Cost:** ☒ Actual ☐ Estimated

**Attachments (list supporting documents)**

Veit Escalation and backup.pdf

**Contract Status**

Original Contract

Net Change Prior C.O.'s 1 to 4

Change this C.O.

Revised Contract

**Substantial Completion**

September 23, 2022

June 30, 2023

**Cost**

\$689,978.00

\$22,219.15

\$8,300.00

\$720,497.15

**Recommended for Approval:** **Short Elliott Hendrickson Inc.** by 

Tyler P. Yngsdal, PE (Lic. MN)

**Agreed to by Contractor:**

**Approved for Owner:**

BY Veit & Company Inc.  
Project Manager

BY City of Proctor

TITLE

TITLE

Distribution Contractor 2 Owner 1 Project Representative 1 SEH Office 1

x:\pt\p\proct\166073\salt and sand storage\7-const-svcs\71-mgmt\50-chg-order\co 5 veit inflation\backup\change order no. 5.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, P.O. Box 229, Duluth, MN 55801-0229

218.279.3000 | 888.722.0547 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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



## CHANGE ORDER REQUEST

220252 : Proctor Salt and Sand Storage Site

PCO#: **6 - Fiber Relocation Schedule  
Extension - Veit Escalation**

Date: 10/07/2022

**To: Tyler Yngsdal**  
Short Elliot Hendrickson Inc  
418 West Superior Street Suite 200  
Duluth, MN 55801  
218-279-3001 (O)  
tyngsdal@sehinc.com

**From: Will Goldsworthy**  
Veit & Company, Inc.  
1100 West Gary Street  
Duluth, MN 55808  
(763) 428-2242 (O)  
wgoldsworthy@veitusa.com

Below is the detail for our proposal to complete the following changes in contract work:

- **Proposed Scope of Work:** The existing large 911 fiber line is in conflict with a number of work items for the project. This line has not been relocated and has caused some work on the project to be delayed until 2023. Change order requests 3 thru 6 is to capture the various cost impacts of extending the project scheule into 2023 to accomodate the relocation of the fiber line. A new substantial completion date of June 30th, 2023 is requested.

| <i><b>PCO Item</b></i>                                  | <i><b>Change<br/>in Days</b></i> | <i><b>Quantity</b></i> | <i><b>UM</b></i> | <i><b>Unit<br/>Price</b></i> | <i><b>Amount</b></i> |
|---|----------------------------------|------------------------|------------------|------------------------------|----------------------|
| 1 : Labor, Equipment, & ITO<br>Escalation for 2023 Work | 259                              | 1                      | LS               | \$8,300.00                   | \$8,300.00           |

Submitted By:

Will Goldsworthy

Approved By:

Tyler Yngsdal

Date

## Tyler Yngsdal

---

**From:** Will Goldsworthy <[wgoldsworthy@veitusa.com](mailto:wgoldsworthy@veitusa.com)>  
**Sent:** Wednesday, October 12, 2022 9:07 AM  
**To:** Tyler Yngsdal  
**Subject:** RE: [EXTERNAL] RE: Proctor Salt Shed: Change Order Request 3: Schedule Extension Costs due to Fiber Relocation

Tyler,

Yes it covers 2023 remobilization and escalation for labor, equipment, and trucking. For escalation rates I used 3% for labor and equipment and 5% for ITO trucking. Let me know if there's any other information I can provide.

Thanks,



Will Goldsworthy

*Project Manager/Estimator*

d: 218-626-4866

m: 218-390-2316



---

**From:** Tyler Yngsdal <[tyngsdal@sehinc.com](mailto:tyngsdal@sehinc.com)>  
**Sent:** Wednesday, October 12, 2022 8:03 AM  
**To:** Will Goldsworthy <[wgoldsworthy@veitusa.com](mailto:wgoldsworthy@veitusa.com)>  
**Subject:** [EXTERNAL] RE: Proctor Salt Shed: Change Order Request 3: Schedule Extension Costs due to Fiber Relocation

Will,  
I am going to try and meet with the city to discuss change orders with them since we have so many of them and to try and get them moving on these items. One question, Change Order request #6 (Veits 2023 escalation). What all does this cost cover? (i.e. inflation of prices, wage increases, remobilization in 2023). Any additional explanation would be helpful.

Thanks.

---

**From:** Will Goldsworthy <[wgoldsworthy@veitusa.com](mailto:wgoldsworthy@veitusa.com)>  
**Sent:** Friday, October 7, 2022 11:52 AM  
**To:** Tyler Yngsdal <[tyngsdal@sehinc.com](mailto:tyngsdal@sehinc.com)>  
**Subject:** RE: Proctor Salt Shed: Change Order Request 3: Schedule Extension Costs due to Fiber Relocation

Tyler,

See attached for revised and broken out fiber relocation schedule extension change orders per your request. The 3in minus request (#3 Rev 1) value has been updated per our discussions on Fri 9/30. The time extension request is included in #6 along with the Veit escalation costs.

Thanks,

## Report Criteria:

Report type: Summary

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

Bank.Account description = "City Checking"

| Check Issue Date | Check Number | Payee                          | Amount    |
|------------------|--------------|--------------------------------|-----------|
| 11/21/2022       | 41977        | ACME ELECTRIC MOTOR INC        | 267.88    |
| 11/21/2022       | 41978        | AMERICAN BOTTLING COMPANY      | 228.55    |
| 11/21/2022       | 41979        | BERNICK S PEPSI                | 8,107.39  |
| 11/21/2022       | 41980        | BOURGET IMPORTS, LLC           | 442.50    |
| 11/21/2022       | 41981        | BRAY&REED                      | 2,500.00  |
| 11/21/2022       | 41982        | BREAKTHRU BEVERAGE             | 2,113.45  |
| 11/21/2022       | 41983        | CENTURYLINK                    | 4.09      |
| 11/21/2022       | 41984        | CENTURYLINK                    | 64.70     |
| 11/21/2022       | 41985        | CINTAS                         | 377.06    |
| 11/21/2022       | 41986        | COCA COLA BOTTLING CO          | 260.55    |
| 11/21/2022       | 41987        | COMO LUBE                      | 129.90    |
| 11/21/2022       | 41988        | CONSOLIDATED COMMUNICATIONS    | 442.49    |
| 11/21/2022       | 41989        | COONS AGGREGATE                | 5,938.95  |
| 11/21/2022       | 41990        | DAHLHEIMER BEVERAGE            | 191.25    |
| 11/21/2022       | 41991        | DEWALL SERVICE CENTER INC      | 229.89    |
| 11/21/2022       | 41992        | ELAN CORPORATE PAYMENT SYSTEMS | 3,441.51  |
| 11/21/2022       | 41993        | FIRE RELIEF ASSOCIATION        | 38,546.97 |
| 11/21/2022       | 41994        | GUARDIAN PEST CONTROL, INC     | 47.77     |
| 11/21/2022       | 41995        | HEDTKE, SALLY                  | 84.24     |
| 11/21/2022       | 41996        | INTEGRATED OFFICE SOLUTIONS    | 1,272.02  |
| 11/21/2022       | 41997        | INTEGRIS                       | 3,138.10  |
| 11/21/2022       | 41998        | INTEGRIS, LLC                  | 1,042.07  |
| 11/21/2022       | 41999        | JOHNSON BROTHERS INC           | 5,424.00  |
| 11/21/2022       | 42000        | KNOTTY CARVERS OF THE NORTH    | 1,500.00  |
| 11/21/2022       | 42001        | LAKESHORE ICE                  | 90.00     |
| 11/21/2022       | 42002        | LCS COACHES, INC.              | 700.00    |
| 11/21/2022       | 42003        | MAYO CLINIC AMBULANCE SERVICE  | 3,420.00  |
| 11/21/2022       | 42004        | MEDIACOM                       | 388.48    |
| 11/21/2022       | 42005        | MICHAUD DISTRIBUTING COMPANY   | 818.90    |
| 11/21/2022       | 42006        | MINNESOTA ENERGY RESOURCES     | 92.34     |
| 11/21/2022       | 42007        | MN BUREAU OF CRIM APPREHENSION | 600.00    |
| 11/21/2022       | 42008        | MNIT SERVICES                  | 101.38    |
| 11/21/2022       | 42009        | MOOSE LAKE BREWING             | 60.00     |
| 11/21/2022       | 42010        | OREILLY AUTO PARTS             | 367.08    |
| 11/21/2022       | 42011        | PHILLIPS WINE & SPIRITS CO.    | 3,844.68  |
| 11/21/2022       | 42012        | PROCTOR BUILDERS               | 763.59    |
| 11/21/2022       | 42013        | PROCTOR JOURNAL                | 12.00     |
| 11/21/2022       | 42014        | PUBLIC UTILITIES COMMISSION    | 2,769.41  |
| 11/21/2022       | 42015        | RANGE PAPER                    | 205.26    |
| 11/21/2022       | 42016        | RED BULL                       | 186.44    |
| 11/21/2022       | 42017        | SOUTHERN WINE & SPIRITS        | 3,789.93  |
| 11/21/2022       | 42018        | SPIRIT MOUNTAIN                | 1,950.00  |
| 11/21/2022       | 42019        | SUPERIOR BEVERAGE (MN)         | 6,330.15  |
| 11/21/2022       | 42020        | SWENSON, DAVID X. PH.D         | 400.00    |
| 11/21/2022       | 42021        | TROYS SERVICE                  | 700.71    |
| 11/21/2022       | 42022        | US BANK VOYAGER                | 1,749.60  |
| 11/21/2022       | 42023        | VC3, INC                       | 230.00    |
| 11/21/2022       | 42024        | VEIT & COMPANY, INC            | 34,503.82 |



| Check Issue Date | Check Number | Payee                    | Amount     |
|------------------|--------------|--------------------------|------------|
| 11/21/2022       | 42025        | VIKING INDUSTRIAL CENTER | 30.01      |
| 11/21/2022       | 42026        | VINOCOPIA                | 141.67     |
| 11/21/2022       | 42027        | WEX BANK                 | 3,119.27   |
| 11/21/2022       | 42028        | WINE MERCHANTS           | 2.10       |
| Grand Totals:    |              |                          | 143,162.15 |

## Summary by General Ledger Account Number

| GL Account      | Debit     | Credit     | Proof      |
|-----------------|-----------|------------|------------|
| 100-00-000-2020 | 24.00     | 74,285.50- | 74,261.50- |
| 100-10-110-3052 | 12.00     | .00        | 12.00      |
| 100-10-110-3094 | 222.16    | .00        | 222.16     |
| 100-10-120-2205 | .00       | 24.00-     | 24.00-     |
| 100-10-120-2210 | 48.99     | .00        | 48.99      |
| 100-10-120-3009 | 4,180.17  | .00        | 4,180.17   |
| 100-10-120-3021 | 230.00    | .00        | 230.00     |
| 100-10-120-4400 | 1,272.02  | .00        | 1,272.02   |
| 100-10-130-2220 | 14.01     | .00        | 14.01      |
| 100-10-130-3000 | 114.93    | .00        | 114.93     |
| 100-10-130-3080 | 1,644.36  | .00        | 1,644.36   |
| 100-10-130-4400 | 1,284.66  | .00        | 1,284.66   |
| 100-10-160-3004 | 2,500.00  | .00        | 2,500.00   |
| 100-15-115-3012 | 207.32    | .00        | 207.32     |
| 100-15-115-3040 | 4,150.00  | .00        | 4,150.00   |
| 100-20-210-2205 | 124.95    | .00        | 124.95     |
| 100-20-210-2210 | 238.81    | .00        | 238.81     |
| 100-20-210-2212 | 1,749.60  | .00        | 1,749.60   |
| 100-20-210-2217 | 619.95    | .00        | 619.95     |
| 100-20-210-2220 | 246.01    | .00        | 246.01     |
| 100-20-210-3005 | 400.00    | .00        | 400.00     |
| 100-20-210-3009 | 985.05    | .00        | 985.05     |
| 100-20-210-3021 | 442.49    | .00        | 442.49     |
| 100-20-210-3035 | 3,598.89  | .00        | 3,598.89   |
| 100-20-210-4433 | 701.38    | .00        | 701.38     |
| 100-20-210-5570 | 17.58     | .00        | 17.58      |
| 100-20-220-1124 | 38,546.97 | .00        | 38,546.97  |
| 100-20-220-2210 | 90.25     | .00        | 90.25      |
| 100-20-220-2212 | 222.61    | .00        | 222.61     |
| 100-20-220-3000 | 75.66     | .00        | 75.66      |
| 100-20-220-3080 | 221.01    | .00        | 221.01     |
| 100-30-300-2210 | 282.45    | .00        | 282.45     |
| 100-30-300-2212 | 2,461.30  | .00        | 2,461.30   |
| 100-30-300-2217 | 19.80     | .00        | 19.80      |
| 100-30-300-2220 | 1,067.25  | .00        | 1,067.25   |
| 100-30-300-2224 | 5,938.95  | .00        | 5,938.95   |
| 100-30-300-3080 | 252.32    | .00        | 252.32     |
| 100-40-410-2210 | 34.93     | .00        | 34.93      |
| 100-40-410-3080 | 66.67     | .00        | 66.67      |
| 300-00-000-2020 | .00       | 34,858.94- | 34,858.94- |

| GL Account      | Debit      | Credit      | Proof      |
|-----------------|------------|-------------|------------|
| 300-30-330-3015 | 34,858.94  | .00         | 34,858.94  |
| 500-00-000-2020 | .00        | 142.47-     | 142.47-    |
| 500-50-510-3021 | 68.79      | .00         | 68.79      |
| 500-50-510-3080 | 73.68      | .00         | 73.68      |
| 600-00-000-2020 | 479.66     | 33,943.54-  | 33,463.88- |
| 600-60-600-2210 | 371.93     | .00         | 371.93     |
| 600-60-600-2251 | 12,991.96  | 56.82-      | 12,935.14  |
| 600-60-600-2252 | 15,687.35  | 301.59-     | 15,385.76  |
| 600-60-600-2253 | 2,549.36   | 112.00-     | 2,437.36   |
| 600-60-600-2254 | 808.32     | 4.90-       | 803.42     |
| 600-60-600-2258 | 90.00      | .00         | 90.00      |
| 600-60-600-3009 | 388.48     | .00         | 388.48     |
| 600-60-600-3033 | 384.23     | 4.35-       | 379.88     |
| 600-60-600-3080 | 603.71     | .00         | 603.71     |
| 600-60-600-4406 | 47.77      | .00         | 47.77      |
| 600-60-600-4438 | 20.43      | .00         | 20.43      |
| 700-00-000-2020 | .00        | 435.36-     | 435.36-    |
| 700-71-720-2212 | 435.36     | .00         | 435.36     |
| Grand Totals:   | 144,169.47 | 144,169.47- | .00        |

## Report Criteria:

Report type: Summary

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

Bank.Account description = "City Checking"

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (3 Characters) = {<>}600, 700"

Vendor.Vendor type = {<>} "PR"

[Report].Date Paid = 11/21/2022

# General Bills

| Invoice Number                        | Description                          | Invoice Date | Net<br>Invoice Amount | GL Account and Title                  |
|---------------------------------------|--------------------------------------|--------------|-----------------------|---------------------------------------|
| <b>ACME TOOLS</b>                     |                                      |              |                       |                                       |
| 1057227                               | SCREWDRIVER KITS FOR SHOP            | 11/04/2022   | 56.94                 | 100-30-300-2210 Operating Supplies    |
| 10608137                              | RATCHET SETS FOR STREET GARAGE       | 11/14/2022   | 210.94                | 100-30-300-2220 Supplies - Repair & M |
| Total ACME TOOLS:                     |                                      |              | 267.88                |                                       |
| <b>BRAY&amp;REED</b>                  |                                      |              |                       |                                       |
| 2013                                  | PROSECUTION MATTERS                  | 11/09/2022   | 2,500.00              | 100-10-160-3004 Legal Fees            |
| Total BRAY&REED:                      |                                      |              | 2,500.00              |                                       |
| <b>CENTURYLINK</b>                    |                                      |              |                       |                                       |
| 10.10.22.1                            | ALARM SYSTEM - ALMAC LIFT STATION    | 10/10/2022   | 64.70                 | 500-50-510-3021 Telephone             |
| 10.10.22.2                            | ALARM SYSTEM - WESTGATE LIFT STATION | 10/10/2022   | 4.09                  | 500-50-510-3021 Telephone             |
| Total CENTURYLINK :                   |                                      |              | 68.79                 |                                       |
| <b>CINTAS</b>                         |                                      |              |                       |                                       |
| 4136261918                            | RUGS AND MATS - FIRE HALL            | 11/03/2022   | 75.66                 | 100-20-220-3000 Professional Services |
| 4136967547                            | STREET DEPT COVERALLS                | 11/10/2022   | 19.80                 | 100-30-300-2217 Clothing              |
| 4136967547                            | CITY HALL MATS, TOWELS, MOPS         | 11/10/2022   | 114.93                | 100-10-130-3000 Professional Services |
| Total CINTAS :                        |                                      |              | 210.39                |                                       |
| <b>COMO LUBE</b>                      |                                      |              |                       |                                       |
| 475039                                | HYDRAULIC FLUID FORD DUMP            | 11/09/2022   | 129.90                | 100-30-300-2220 Supplies - Repair & M |
| Total COMO LUBE:                      |                                      |              | 129.90                |                                       |
| <b>CONSOLIDATED COMMUNICATIONS</b>    |                                      |              |                       |                                       |
| 11012022                              | MONTHLY TELEPHONE                    | 11/01/2022   | 442.49                | 100-20-210-3021 Telephone             |
| Total CONSOLIDATED COMMUNICATIONS:    |                                      |              | 442.49                |                                       |
| <b>COONS AGGREGATE</b>                |                                      |              |                       |                                       |
| 1532                                  | WASHED SAND WINTER                   | 10/17/2022   | 5,938.95              | 100-30-300-2224 Street Maintenance M  |
| Total COONS AGGREGATE:                |                                      |              | 5,938.95              |                                       |
| <b>DEWALL SERVICE CENTER INC</b>      |                                      |              |                       |                                       |
| 9224                                  | HYDRAULIC HOSE FORD DUMP             | 11/09/2022   | 229.89                | 100-30-300-2220 Supplies - Repair & M |
| Total DEWALL SERVICE CENTER INC :     |                                      |              | 229.89                |                                       |
| <b>ELAN CORPORATE PAYMENT SYSTEMS</b> |                                      |              |                       |                                       |
| 080922 ref                            | MOUSE                                | 10/08/2022   | 24.00-                | 100-10-120-2205 Office Supplies       |
| 10.17.2022                            | DIESEL EXHAUST FLUID                 | 10/26/2022   | 23.83                 | 100-30-300-2220 Supplies - Repair & M |
| 10012022 GO                           | GOOGLE GSUITE                        | 10/01/2022   | 48.40                 | 100-20-210-3009 Computer Services     |
| 10052022 JPC                          | JP COOKE                             | 10/05/2022   | 85.75                 | 100-20-210-2210 Operating Supplies    |

| Invoice Number                        | Description                              | Invoice Date | Net<br>Invoice Amount | GL Account and Title                    |
|---------------------------------------|--|--------------|-----------------------|---|
| 100722                                | HALLOWEEN                                | 10/07/2022   | 179.49                | 100-10-110-3094 Council Approved from   |
| 101022                                | MENARDS BATTERIES                        | 11/10/2022   | 14.01                 | 100-10-130-2220 Supplies - Repair & M   |
| 101322                                | GUN CLEANING                             | 11/08/2022   | 53.69                 | 100-20-210-2210 Operating Supplies      |
| 101622FD                              | TRUCK WASH SOAP, BATTERIES               | 10/16/2022   | 90.25                 | 100-20-220-2210 Operating Supplies      |
| 102122                                | PIZZA                                    | 10/21/2022   | 33.80                 | 100-20-210-3035 Training Expense        |
| 102222                                | COFFEE                                   | 10/22/2022   | 59.96                 | 100-20-210-2205 Office Supplies         |
| 102422                                | UNDERARMOUR LUCAS HEDIN                  | 11/08/2022   | 76.99                 | 100-20-210-2217 Clothing                |
| 102522                                | CLOTHING DAN MOSHER                      | 11/08/2022   | 199.98                | 100-20-210-2217 Clothing                |
| 10312022 DEY                          | DEY APPLIANCE                            | 10/31/2022   | 83.12                 | 100-20-210-2210 Operating Supplies      |
| 11012022 GOO                          | GOOGLE GSUITE                            | 11/01/2022   | 63.68                 | 100-20-210-3009 Computer Services       |
| 11022022                              | STREET DEPT KWIK TRIP                    | 11/02/2022   | 24.96                 | 100-30-300-2210 Operating Supplies      |
| 111-2059293-1                         | PROPERTY ROOM BOXES                      | 09/30/2022   | 64.99                 | 100-20-210-2205 Office Supplies         |
| 111-3872233-0                         | WIRELESS TRACKBALL MOUSE                 | 10/06/2022   | 48.99                 | 100-10-120-2210 Operating Supplies      |
| 111-8614741-5                         | DOOR CHIME FRONT OFFICE                  | 10/18/2022   | 17.58                 | 100-20-210-5570 Office Equip & Furnish  |
| 114-1140429-7                         | SPACE HEATERS                            | 10/04/2022   | 234.98                | 100-20-210-2220 Supplies - Repair & M   |
| 114-5510327-5                         | HEADLIGHT BULB                           | 10/03/2022   | 11.03                 | 100-20-210-2220 Supplies - Repair & M   |
| 1505106390                            | SHOTGUN SPRING                           | 11/08/2022   | 16.25                 | 100-20-210-2210 Operating Supplies      |
| 166996                                | DIESEL EXHAUST FLUID FOR MACK TRUCK      | 10/05/2022   | 47.66                 | 100-30-300-2220 Supplies - Repair & M   |
| 27742                                 | SQUAD LAPTOP                             | 10/06/2022   | 872.97                | 100-20-210-3009 Computer Services       |
| 72199                                 | ELECTRIC HEATERS                         | 10/04/2022   | 583.95                | 100-10-130-4400 Repairs & Maintenanc    |
| 7916768                               | PART FOR ASPHALT TRAILER                 | 10/27/2022   | 57.95                 | 100-30-300-2220 Supplies - Repair & M   |
| 85098EE00064                          | AMERICINN HOTEL FOR MACVB CONFERENCE     | 10/06/2022   | 123.08                | 100-15-115-3012 Meeting Expense         |
| iv22096100                            | BLAUER LEMASTERS                         | 10/10/2022   | 139.98                | 100-20-210-2217 Clothing                |
| menards 10282                         | MENARDS HALLOWEEN PARTY                  | 10/28/2022   | 42.67                 | 100-10-110-3094 Council Approved from   |
| proctorpizza10                        | PIZZA                                    | 10/28/2022   | 145.09                | 100-20-210-3035 Training Expense        |
| Total ELAN CORPORATE PAYMENT SYSTEMS: |  |              | 3,421.08              |   |
| <b>FIRE RELIEF ASSOCIATION</b>        |  |              |                       |   |
| 093022                                | FIRE STATE AID                           | 09/30/2022   | 23,753.09             | 100-20-220-1124 Fire Pension Contributi |
| 093022                                | FIRE SUPPLEMENTAL STATE AID              | 09/30/2022   | 4,793.88              | 100-20-220-1124 Fire Pension Contributi |
| 093022                                | CITY CONTRIBUTION TO FIRE RELIEF PENSOIN | 09/30/2022   | 10,000.00             | 100-20-220-1124 Fire Pension Contributi |
| Total FIRE RELIEF ASSOCIATION :       |  |              | 38,546.97             |   |
| <b>HEDTKE, SALLY</b>                  |  |              |                       |   |
| 110222                                | TRAVEL REIMBURSEMENT                     | 11/10/2022   | 84.24                 | 100-15-115-3012 Meeting Expense         |
| Total HEDTKE, SALLY :                 |  |              | 84.24                 |   |
| <b>INTEGRATED OFFICE SOLUTIONS</b>    |  |              |                       |   |
| INV217029                             | KONICA/C368 EQUIPMENT AGREEMENT          | 11/03/2022   | 1,272.02              | 100-10-120-4400 Repairs & Maintenanc    |
| Total INTEGRATED OFFICE SOLUTIONS :   |  |              | 1,272.02              |   |
| <b>INTEGRIS, LLC</b>                  |  |              |                       |   |
| 444045                                | MONTHLY BILLING                          | 11/07/2022   | 3,138.10              | 100-10-120-3009 Computer Services       |
| 445504                                | BATTERY BACKUP                           | 11/16/2022   | 1,042.07              | 100-10-120-3009 Computer Services       |
| Total INTEGRIS, LLC:                  |  |              | 4,180.17              |   |
| <b>KNOTTY CARVERS OF THE NORTH</b>    |  |              |                       |   |
| 1022                                  | MARKETING                                | 11/08/2022   | 1,500.00              | 100-15-115-3040 Advertising             |
| Total KNOTTY CARVERS OF THE NORTH :   |  |              | 1,500.00              |   |

| Invoice Number                        | Description                             | Invoice Date | Net<br>Invoice Amount | GL Account and Title                  |
|---------------------------------------|---|--------------|-----------------------|---------------------------------------|
| <b>LCS COACHES, INC.</b>              |   |              |                       |                                       |
| 62939 and 632                         | GRANDMAS SHUTTLE                        | 11/17/2022   | 700.00                | 100-15-115-3040 Advertising           |
| Total LCS COACHES, INC. :             |   |              | 700.00                |                                       |
| <b>MAYO CLINIC AMBULANCE SERVICE</b>  |   |              |                       |                                       |
| 22250                                 | EMR REFRESHER POLICE AND FIRE DEPTS     | 11/08/2022   | 3,420.00              | 100-20-210-3035 Training Expense      |
| Total MAYO CLINIC AMBULANCE SERVICE:  |   |              | 3,420.00              |                                       |
| <b>MN BUREAU OF CRIM APPREHENSION</b> |   |              |                       |                                       |
| 20058                                 | BCA CJDN ACCESS FEE                     | 11/08/2022   | 600.00                | 100-20-210-4433 Dues & Subscriptions  |
| Total MN BUREAU OF CRIM APPREHENSION: |   |              | 600.00                |                                       |
| <b>MNIT SERVICES</b>                  |   |              |                       |                                       |
| DV22090437                            | MNIT SERVICES                           | 10/12/2022   | 101.38                | 100-20-210-4433 Dues & Subscriptions  |
| Total MNIT SERVICES :                 |   |              | 101.38                |                                       |
| <b>OREILLY AUTO PARTS</b>             |   |              |                       |                                       |
| 3290-256758                           | HOSE FOR FORD DUMP                      | 10/31/2022   | 235.23                | 100-30-300-2220 Supplies - Repair & M |
| 3290-257974                           | OIL AND BRAKE FLUID FOR SHOP SUPPLY     | 11/10/2022   | 116.86                | 100-30-300-2220 Supplies - Repair & M |
| 3290-258722                           | BATTERY CABLE ONE TON SANDER            | 11/16/2022   | 14.99                 | 100-30-300-2220 Supplies - Repair & M |
| Total OREILLY AUTO PARTS:             |   |              | 367.08                |                                       |
| <b>PROCTOR BUILDERS</b>               |   |              |                       |                                       |
| 255759                                | MOUNTAIN SPIRITS SHIRTS                 | 11/08/2022   | 23.00                 | 100-20-210-2217 Clothing              |
| 256560                                | PLAYGROUND ITEMS                        | 10/05/2022   | 355.12                | 300-30-330-3015 Contractor            |
| 256915                                | POLICE WINTER HATS                      | 10/21/2022   | 180.00                | 100-20-210-2217 Clothing              |
| 256951                                | STREET MISC                             | 10/24/2022   | 170.54                | 100-30-300-2210 Operating Supplies    |
| 257049                                | ANTIFREEZE FOR PARK BUILDINGS           | 10/25/2022   | 34.93                 | 100-40-410-2210 Operating Supplies    |
| Total PROCTOR BUILDERS:               |   |              | 763.59                |                                       |
| <b>PROCTOR JOURNAL</b>                |   |              |                       |                                       |
| 36748                                 | VETERANS DAY CLOSING NOTICE             | 11/10/2022   | 12.00                 | 100-10-110-3052 General Notices & Pub |
| Total PROCTOR JOURNAL :               |   |              | 12.00                 |                                       |
| <b>PUBLIC UTILITIES COMMISSION</b>    |   |              |                       |                                       |
| 1016550000 10                         | UTILITIES - BDRY AVE & I35 LIFT STATION | 10/17/2022   | 62.54                 | 500-50-510-3080 Utilities             |
| 1108100000 10                         | UTILITIES - CITY HALL                   | 10/17/2022   | 1,644.36              | 100-10-130-3080 Utilities             |
| 1108200000 10                         | UTILITIES - CITY GARAGE                 | 10/17/2022   | 252.32                | 100-30-300-3080 Utilities             |
| 1108850000 11                         | UTILITIES - SOFTBALL FIELD #2           | 11/04/2022   | 66.67                 | 100-40-410-3080 Utilities             |
| 1112360000 10                         | UTILITIES - ALMAC DR LIFT STATION       | 10/17/2022   | 11.14                 | 500-50-510-3080 Utilities             |
| 1127050000 10                         | UTILITIES - 225 FIFTH AVE - FIRE DEPT   | 10/19/2022   | 221.01                | 100-20-220-3080 Utilities             |
| Total PUBLIC UTILITIES COMMISSION :   |   |              | 2,258.04              |                                       |
| <b>SPIRIT MOUNTAIN</b>                |   |              |                       |                                       |
| 2022-23                               | LODGING PARTNERS PAYMENT                | 11/14/2022   | 1,950.00              | 100-15-115-3040 Advertising           |
| Total SPIRIT MOUNTAIN :               |   |              | 1,950.00              |                                       |

| Invoice Number                  | Description                       | Invoice Date | Net<br>Invoice Amount | GL Account and Title                  |
|---------------------------------|-----------------------------------|--------------|-----------------------|---------------------------------------|
| <b>SWENSON, DAVID X. PH.D</b>   |                                   |              |                       |                                       |
| 102022                          | NEW OFFICER EVALUATION SEARCH     | 10/20/2022   | 400.00                | 100-20-210-3005 Medical & Dental Fees |
| Total SWENSON, DAVID X. PH.D:   |                                   |              | 400.00                |                                       |
| <b>TROYS SERVICE</b>            |                                   |              |                       |                                       |
| 61020                           | 2013 DODGE CHARGER                | 10/11/2022   | 700.71                | 100-10-130-4400 Repairs & Maintenan   |
| Total TROYS SERVICE :           |                                   |              | 700.71                |                                       |
| <b>US BANK VOYAGER</b>          |                                   |              |                       |                                       |
| 11082022                        | FUEL                              | 11/08/2022   | 1,749.60              | 100-20-210-2212 Fuels & Lubricants    |
| Total US BANK VOYAGER:          |                                   |              | 1,749.60              |                                       |
| <b>VC3, INC.</b>                |                                   |              |                       |                                       |
| 91507                           | AGREEMENT MITEL PHONE SUPPORT     | 11/09/2022   | 230.00                | 100-10-120-3021 Telephone             |
| Total VC3, INC.:                |                                   |              | 230.00                |                                       |
| <b>VEIT &amp; COMPANY, INC</b>  |                                   |              |                       |                                       |
| 11172022                        | SAND & SALT STORAGE SITE WORK - 4 | 11/17/2022   | 34,503.82             | 300-30-330-3015 Contractor            |
| Total VEIT & COMPANY, INC:      |                                   |              | 34,503.82             |                                       |
| <b>VIKING INDUSTRIAL CENTER</b> |                                   |              |                       |                                       |
| 3253354                         | SAFETY ITEMS                      | 11/02/2022   | 30.01                 | 100-30-300-2210 Operating Supplies    |
| Total VIKING INDUSTRIAL CENTER: |                                   |              | 30.01                 |                                       |
| <b>WEX BANK</b>                 |                                   |              |                       |                                       |
| 110822                          | FUEL - FIRE DEPT                  | 11/08/2022   | 222.61                | 100-20-220-2212 Fuels & Lubricants    |
| 110822                          | FUEL - PUC                        | 11/08/2022   | 435.36                | 700-71-720-2212 Fuels & Lubricants    |
| 110822                          | FUEL - STREET DEPT                | 11/08/2022   | 2,461.30              | 100-30-300-2212 Fuels & Lubricants    |
| Total WEX BANK:                 |                                   |              | 3,119.27              |                                       |
| Grand Totals:                   |                                   |              | 109,698.27            |                                       |

## 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 = 11/21/2022



## 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 = 11/21/2022

## Liquor Bills

| Invoice Number                        | Description | Invoice Date | Net<br>Invoice Amount | GL Account and Title               |
|---------------------------------------|-------------|--------------|-----------------------|------------------------------------|
| <b>AMERICAN BOTTLING COMPANY</b>      |             |              |                       |                                    |
| 3313226372                            | SODA        | 11/14/2022   | 102.65                | 600-60-600-2254 Soft Drinks & Mix  |
| 3313813549                            | SODA        | 10/31/2022   | 130.80                | 600-60-600-2254 Soft Drinks & Mix  |
| 3313813550                            | SODA        | 10/31/2022   | 4.90-                 | 600-60-600-2254 Soft Drinks & Mix  |
| Total AMERICAN BOTTLING COMPANY :     |             |              | 228.55                |                                    |
| <b>BERNICK S PEPSI</b>                |             |              |                       |                                    |
| 30005473                              | BEER        | 11/09/2022   | 3,878.95              | 600-60-600-2252 Beer Purchases     |
| 30005474                              | SODA        | 11/09/2022   | 16.53                 | 600-60-600-2254 Soft Drinks & Mix  |
| 30005475                              | BEER        | 11/09/2022   | 301.59-               | 600-60-600-2252 Beer Purchases     |
| 30006454                              | BEER        | 11/16/2022   | 4,430.10              | 600-60-600-2252 Beer Purchases     |
| 30006455                              | SODA        | 11/16/2022   | 83.40                 | 600-60-600-2254 Soft Drinks & Mix  |
| Total BERNICK S PEPSI :               |             |              | 8,107.39              |                                    |
| <b>BOURGET IMPORTS, LLC</b>           |             |              |                       |                                    |
| 191862                                | WINE        | 11/17/2022   | 420.00                | 600-60-600-2253 Wine Purchases     |
| 191862                                | SERVICE FEE | 11/17/2022   | 22.50                 | 600-60-600-3033 Freight & Express  |
| Total BOURGET IMPORTS, LLC:           |             |              | 442.50                |                                    |
| <b>BREAKTHRU BEVERAGE</b>             |             |              |                       |                                    |
| 346466001                             | SERVICE FEE | 11/10/2022   | 24.20                 | 600-60-600-3033 Freight & Express  |
| 346466001                             | LIQUOR      | 11/10/2022   | 864.28                | 600-60-600-2251 Liquor Purchases   |
| 346567342                             | LIQUOR      | 11/17/2022   | 1,266.64              | 600-60-600-2251 Liquor Purchases   |
| 346567342                             | SERVICE FEE | 11/17/2022   | 17.00                 | 600-60-600-3033 Freight & Express  |
| 410327728                             | LIQUOR      | 11/17/2022   | 56.82-                | 600-60-600-2251 Liquor Purchases   |
| 410327728                             | SERVICE FEE | 11/17/2022   | 1.85-                 | 600-60-600-3033 Freight & Express  |
| Total BREAKTHRU BEVERAGE:             |             |              | 2,113.45              |                                    |
| <b>CINTAS</b>                         |             |              |                       |                                    |
| 4136524525                            | MATS        | 11/07/2022   | 166.67                | 600-60-600-2210 Operating Supplies |
| Total CINTAS :                        |             |              | 166.67                |                                    |
| <b>COCA COLA BOTTLING CO</b>          |             |              |                       |                                    |
| 2985284                               | SODA        | 11/15/2022   | 260.55                | 600-60-600-2254 Soft Drinks & Mix  |
| Total COCA COLA BOTTLING CO :         |             |              | 260.55                |                                    |
| <b>DAHLHEIMER BEVERAGE</b>            |             |              |                       |                                    |
| 1768972                               | BEER        | 10/31/2022   | 191.25                | 600-60-600-2252 Beer Purchases     |
| Total DAHLHEIMER BEVERAGE:            |             |              | 191.25                |                                    |
| <b>ELAN CORPORATE PAYMENT SYSTEMS</b> |             |              |                       |                                    |
| AGEAGE0000                            | BUYERS CARD | 10/28/2022   | 20.43                 | 600-60-600-4438 Licenses & Permits |

| Invoice Number                        | Description                                   | Invoice Date | Net<br>Invoice Amount | GL Account and Title              |
|---------------------------------------|---|--------------|-----------------------|-----------------------------------|
| Total ELAN CORPORATE PAYMENT SYSTEMS: |   |              | 20.43                 |                                   |
| <b>GUARDIAN PEST CONTROL, INC</b>     |   |              |                       |                                   |
| 2411360                               | PEST CONTROL                                  | 10/19/2022   | 47.77                 | 600-60-600-4406 Pest Control      |
| Total GUARDIAN PEST CONTROL, INC :    |   |              | 47.77                 |                                   |
| <b>JOHNSON BROTHERS INC</b>           |   |              |                       |                                   |
| 2167890                               | LIQUOR  | 10/28/2022   | 97.94                 | 600-60-600-2251 Liquor Purchases  |
| 2167890                               | DELIVERY CHARGE                               | 10/28/2022   | 1.40                  | 600-60-600-3033 Freight & Express |
| 2167891                               | DELIVERY CHARGE                               | 10/28/2022   | 4.20                  | 600-60-600-3033 Freight & Express |
| 2167891                               | WINE  | 10/28/2022   | 200.00                | 600-60-600-2253 Wine Purchases    |
| 2170488                               | DELIVERY CHARGE                               | 11/02/2022   | 23.63                 | 600-60-600-3033 Freight & Express |
| 2170488                               | LIQUOR  | 11/02/2022   | 945.00                | 600-60-600-2251 Liquor Purchases  |
| 2170489                               | DELIVERY CHARGE                               | 11/02/2022   | 8.40                  | 600-60-600-3033 Freight & Express |
| 2170489                               | WINE  | 11/02/2022   | 214.00                | 600-60-600-2253 Wine Purchases    |
| 2175125                               | DELIVERY CHARGE                               | 11/09/2022   | 33.28                 | 600-60-600-3033 Freight & Express |
| 2175125                               | LIQUOR  | 11/09/2022   | 1,978.56              | 600-60-600-2251 Liquor Purchases  |
| 2175126                               | DELIVERY CHARGE                               | 11/09/2022   | 10.50                 | 600-60-600-3033 Freight & Express |
| 2175126                               | WINE  | 11/09/2022   | 264.25                | 600-60-600-2253 Wine Purchases    |
| 2177327                               | DELIVERY CHARGE                               | 11/11/2022   | 21.00                 | 600-60-600-3033 Freight & Express |
| 2177327                               | LIQUOR  | 11/11/2022   | 764.50                | 600-60-600-2251 Liquor Purchases  |
| 2177328                               | DELIVERY CHARGE                               | 11/11/2022   | 10.50                 | 600-60-600-3033 Freight & Express |
| 2177328                               | WINE  | 11/11/2022   | 316.34                | 600-60-600-2253 Wine Purchases    |
| 2179784                               | DELIVERY CHARGE                               | 11/16/2022   | 4.99                  | 600-60-600-3033 Freight & Express |
| 2179784                               | LIQUOR  | 11/16/2022   | 220.70                | 600-60-600-2251 Liquor Purchases  |
| 2179785                               | DELIVERY CHARGE                               | 11/16/2022   | 7.21                  | 600-60-600-3033 Freight & Express |
| 2179785                               | WINE  | 11/16/2022   | 297.60                | 600-60-600-2253 Wine Purchases    |
| Total JOHNSON BROTHERS INC :          |   |              | 5,424.00              |                                   |
| <b>LAKESHORE ICE</b>                  |   |              |                       |                                   |
| 02-206567                             | ICE   | 11/10/2022   | 90.00                 | 600-60-600-2258 Misc Merchandise  |
| Total LAKESHORE ICE:                  |   |              | 90.00                 |                                   |
| <b>MEDIACOM</b>                       |   |              |                       |                                   |
| 10-26-22                              | TELEPHONE & INTERNET                          | 10/26/2022   | 388.48                | 600-60-600-3009 Computer Services |
| Total MEDIACOM:                       |   |              | 388.48                |                                   |
| <b>MICHAUD DISTRIBUTING COMPANY</b>   |   |              |                       |                                   |
| 371976                                | BEER  | 11/07/2022   | 520.80                | 600-60-600-2252 Beer Purchases    |
| 371976                                | FUEL SURCHARGE                                | 11/07/2022   | 3.00                  | 600-60-600-3033 Freight & Express |
| 372189                                | BEER  | 11/14/2022   | 292.10                | 600-60-600-2252 Beer Purchases    |
| 372189                                | FUEL SURCHARGE                                | 11/14/2022   | 3.00                  | 600-60-600-3033 Freight & Express |
| Total MICHAUD DISTRIBUTING COMPANY:   |   |              | 818.90                |                                   |
| <b>MINNESOTA ENERGY RESOURCES</b>     |   |              |                       |                                   |
| 0502591202-0                          | 0502591202-00001 MOUNTAIN SPIRITS GAS SERVICE | 11/09/2022   | 92.34                 | 600-60-600-3080 Utilities         |
| Total MINNESOTA ENERGY RESOURCES :    |   |              | 92.34                 |                                   |
| <b>MOOSE LAKE BREWING</b>             |   |              |                       |                                   |
| 45-005                                | BEER  | 11/09/2022   | 60.00                 | 600-60-600-2252 Beer Purchases    |

| Invoice Number                         | Description            | Invoice Date | Net<br>Invoice Amount | GL Account and Title               |
|--|------------------------|--------------|-----------------------|------------------------------------|
| Total MOOSE LAKE BREWING:              |                        |              | 60.00                 |                                    |
| <b>PHILLIPS WINE &amp; SPIRITS CO.</b> |                        |              |                       |                                    |
| 6486678                                | DELIVERY               | 10/28/2022   | 4.20                  | 600-60-600-3033 Freight & Express  |
| 6486678                                | WINE                   | 10/28/2022   | 149.00                | 600-60-600-2253 Wine Purchases     |
| 6486679                                | DELIVERY               | 10/28/2022   | 2.10                  | 600-60-600-3033 Freight & Express  |
| 6486679                                | MIX                    | 10/28/2022   | 27.95                 | 600-60-600-2254 Soft Drinks & Mix  |
| 6488588                                | DELIVERY               | 11/02/2022   | 34.80                 | 600-60-600-3033 Freight & Express  |
| 6488588                                | LIQUOR                 | 11/02/2022   | 1,851.36              | 600-60-600-2251 Liquor Purchases   |
| 6488589                                | DELIVERY               | 11/02/2022   | 18.91                 | 600-60-600-3033 Freight & Express  |
| 6488589                                | WINE                   | 11/02/2022   | 312.85                | 600-60-600-2253 Wine Purchases     |
| 6494188                                | DELIVERY               | 11/11/2022   | 14.47                 | 600-60-600-3033 Freight & Express  |
| 6494188                                | LIQUOR                 | 11/11/2022   | 755.89                | 600-60-600-2251 Liquor Purchases   |
| 6494189                                | DELIVERY               | 11/11/2022   | 4.20                  | 600-60-600-3033 Freight & Express  |
| 6494189                                | WINE                   | 11/11/2022   | 124.15                | 600-60-600-2253 Wine Purchases     |
| 6496072                                | LIQUOR                 | 11/16/2022   | 540.00                | 600-60-600-2251 Liquor Purchases   |
| 6496072                                | DELIVERY CHARGE        | 11/16/2022   | 4.80                  | 600-60-600-3033 Freight & Express  |
| Total PHILLIPS WINE & SPIRITS CO. :    |                        |              | 3,844.68              |                                    |
| <b>PUBLIC UTILITIES COMMISSION</b>     |                        |              |                       |                                    |
| 1016900000 10                          | UTILITIES - MT SPIRITS | 10/17/2022   | 511.37                | 600-60-600-3080 Utilities          |
| Total PUBLIC UTILITIES COMMISSION :    |                        |              | 511.37                |                                    |
| <b>RANGE PAPER</b>                     |                        |              |                       |                                    |
| 48731                                  | SUPPLIES               | 11/02/2022   | 205.26                | 600-60-600-2210 Operating Supplies |
| Total RANGE PAPER :                    |                        |              | 205.26                |                                    |
| <b>RED BULL</b>                        |                        |              |                       |                                    |
| 2005625085                             | RED BULL               | 11/14/2022   | 186.44                | 600-60-600-2254 Soft Drinks & Mix  |
| Total RED BULL :                       |                        |              | 186.44                |                                    |
| <b>SOUTHERN WINE &amp; SPIRITS</b>     |                        |              |                       |                                    |
| 2278502                                | DELIVERY               | 11/04/2022   | 49.36                 | 600-60-600-3033 Freight & Express  |
| 2278502                                | LIQUOR                 | 11/04/2022   | 2,146.24              | 600-60-600-2251 Liquor Purchases   |
| 2281091                                | DELIVERY               | 11/11/2022   | 33.48                 | 600-60-600-3033 Freight & Express  |
| 2281091                                | LIQUOR                 | 11/11/2022   | 1,560.85              | 600-60-600-2251 Liquor Purchases   |
| Total SOUTHERN WINE & SPIRITS:         |                        |              | 3,789.93              |                                    |
| <b>SUPERIOR BEVERAGE (MN)</b>          |                        |              |                       |                                    |
| 20029528                               | FREIGHT                | 11/04/2022   | 4.00                  | 600-60-600-3033 Freight & Express  |
| 20029528                               | BEER                   | 11/04/2022   | 1,226.95              | 600-60-600-2252 Beer Purchases     |
| 20029666                               | FREIGHT                | 11/08/2022   | 4.00                  | 600-60-600-3033 Freight & Express  |
| 20029666                               | BEER                   | 11/08/2022   | 617.90                | 600-60-600-2252 Beer Purchases     |
| 20029931                               | BEER                   | 11/11/2022   | 954.55                | 600-60-600-2252 Beer Purchases     |
| 20029931                               | FREIGHT                | 11/11/2022   | 4.00                  | 600-60-600-3033 Freight & Express  |
| 20030011                               | FREIGHT                | 11/15/2022   | 4.00                  | 600-60-600-3033 Freight & Express  |
| 20030011                               | BEER                   | 11/15/2022   | 3,514.75              | 600-60-600-2252 Beer Purchases     |
| Total SUPERIOR BEVERAGE (MN):          |                        |              | 6,330.15              |                                    |

| Invoice Number         | Description | Invoice Date | Net<br>Invoice Amount | GL Account and Title              |
|------------------------|-------------|--------------|-----------------------|-----------------------------------|
| <b>VINOCOPIA</b>       |             |              |                       |                                   |
| 0315707-cm             | DELIVERY    | 10/27/2022   | 2.50-                 | 600-60-600-3033 Freight & Express |
| 0315707-cm             | WINE        | 10/27/2022   | 112.00-               | 600-60-600-2253 Wine Purchases    |
| 0317434-in             | DELIVERY    | 11/16/2022   | 5.00                  | 600-60-600-3033 Freight & Express |
| 0317434-in             | WINE        | 11/16/2022   | 251.17                | 600-60-600-2253 Wine Purchases    |
| Total VINOCOPIA:       |             |              | 141.67                |                                   |
| <b>WINE MERCHANTS</b>  |             |              |                       |                                   |
| 7403552                | FREIGHT     | 11/11/2022   | 2.10                  | 600-60-600-3033 Freight & Express |
| Total WINE MERCHANTS : |             |              | 2.10                  |                                   |
| Grand Totals:          |             |              | 33,463.88             |                                   |

## 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 = 11/21/2022