

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, December 5th, 2022 6:00 pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
OTHERS PRESENT

APPROVAL OF MINUTES City Council Meeting minutes from Monday, December 5th, 2022

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

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

***1. COMMUNICATIONS**

A. Payroll Reports - December 9th, 2022

***2. COMMITTEE REPORTS**

A. Planning & Zoning Minutes – October 24th, 2022

3. CLERK ADVISES COUNCIL

A. Cirrus Housing Initiative
B. Kirkus St Utility Feasibility Study
C. I-35 Steering Committee

4. UNFINISHED BUSINESS

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

5. NEW BUSINESS

A. 2023 Medallion Hunt Event Approval
B. 2023 Committee and Commissions
C. Legislative Agenda
D. League of MN Cities Grant Navigator Options
 1. Resolution 47-22 or
 2. Resolution 48-22

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

Attorney Bray:

BILLS FOR APPROVAL

General: \$135,119.77

Liquor: \$151,801.17

TOTAL BILLS FOR APPROVAL: \$286,920.94

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING DECEMBER 5th, 2022

Meeting was streamed live on the Trac 7 YouTube channel

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

Pledge of Allegiance

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

OTHERS PRESENT: City Attorney John Bray, City Administrator Rich, Administrative Assistant Megan Jordan, Hunter Kiefat, Finance Director Leslie Brunfelt2, and Joe Pelawa of JPJ Engineering, Inc.

M/S/P: Rohweder/Johnson to approve the minutes from Monday, November 21st, 2022 noting the following corrections, Mayor Ward was not a bingo winner.

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

Joe Pelawa – JPJ Engineering: Pelawa introduces himself on behalf of the local firm, local offices, and offers a summary of the engineering services JPJ offers.

M/S/P: Ward/Rohweder to approve the agenda for December 5th, 2022, moving item 5E to 5B.

M/S/P: Ward/Benson to approve the consent agenda for December 5th, 2022.

3. Clerk Advises Council, Administrator Rich:

A. Commission/Committee Appointment and Terms

Rich directs council to review current openings and application process.

B. PACC Rentals

Building to resume rental operations with the installation of the new HVAC system, community ed director hiring, and sufficient cleaning operations in place.

C. December 8th 2nd St Meeting Update

4. UNFINISHED BUSINESS

5. NEW BUSINESS

Truth in Taxation begins at 6:10 pm during the regular council meeting. Finance Director Brunfelt presents the 2023 budget and proposed property tax levy, with a proposed increase of 7%. A brief summary of overall tax breakdowns, city services, revenues, and expenses are presented by Brunfelt explaining the impact to residents.

Mayor Ward opens the discussion to council for setting the 2023 levy, council was given examples of 5, 6.0, and 7% increases.

M/S/P: Ward/Rohweder to set the levy at 6% for 2023.

M/S/P: Rohweder/DeWall to approve the 2022 annual payment fund transfers as submitted.

Councilor DeWall requests discussion regarding liquor store loan payments, requesting paying off of the liquor store to PUC loan and lists the reasonings for doing so.

M/S/P: DeWall/Ward to pay off the remaining balance of the liquor store fund loan to PUC at the end of the year.

M/S/P: Johnson/Benson to approve resolution 45-22 as submitted issuing a gambling permit to A Race Worth Winning, ALS to conduct a raffle on December 19th, 2023.

M/S/P: Johnson/Rohweder to approve the 2023 liquor licenses for the Keyboard Lounge, Powerhouse Bar, Legends Dart Bar, Blackwoods, Inc, Moose Lodge, and (insert bar names) as submitted.

M/S/P: Ward/Rohweder to approve the hiring recommendation of Brittany Birch as submitted for Mountain Spirits liquor store.

Councilor Benson provides the council with an informational summary of legislative agenda and potential bonding items for the City of Proctor. He will provide additional information for the next meeting on December 19th.

M/S/P: Benson/Ward to direct Councilor Benson to proceed with the suggested items as discussed for the legislative agenda.

M/S/P: Johnson/DeWall to approve resolution 46-22 designating Proctor City Hall as the polling place for elections in 2023.

M/S/P: Ward/Rohweder to approve the Johnson Controls continuation of services agreement for 2023.

M/S/P: Benson/DeWall to accept the locator grant with the State of Minnesota.

MEMBER CONCERNS

Benson: None

DeWall: None

Johnson: None

Rohweder: None

Mayor Ward: Mayor for a Day essay contest deadline December 12th, interested submissions delivered to City Hall. St. Rose is hosting bingo at 6:00 with bingo beginning at 7:00 pm.

Attorney Bray: None

Administrator Rich: None

BILLS FOR APPROVAL

General: \$52,732.76

Liquor: \$25,845.32

TOTAL BILLS FOR APPROVAL: \$78,578.08

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

M/S/P: DeWall/Johnson to adjourn the regular council meeting at 6:55 pm.

Chad Ward
Mayor

Jess Rich
City Administrator

City of Proctor

Payroll Summary by Department

Check Date Range 12/9/2022 to 12/9/2022

| Department | Gross Wages | Overtime Hours | Overtime Wages | Double Overtime Hours | Double Overtime Wages |
|-------------------|------------------|----------------|----------------|-----------------------|-----------------------|
| Council | - | - | - | - | - |
| City Admin | 7,096.80 | - | - | - | - |
| Finance | 2,968.01 | - | - | - | - |
| Police Department | 24,055.22 | 0.50 | 28.61 | - | - |
| Fire Department | - | - | - | - | - |
| Street Department | 9,696.66 | 6.00 | 266.18 | - | - |
| Liquor Store | 4,394.41 | - | - | - | - |
| PUC | 6,058.76 | 2.75 | 102.96 | - | - |
| Committees | - | - | - | - | - |
| Election Judges | - | - | - | - | - |
| Total | 54,269.86 | 9.25 | 397.75 | - | - |

MINUTES

PLANNING & ZONING COMMISSION

Monday, October 24th, 2022, 5:00 P.M.

Council Chambers Proctor Community Center - 100 Pionk Drive

MEMBERS PRESENT:

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

OTHERS PRESENT: City Administrative Assistant Megan Jordan, City Attorney John Bray, Gerry Jones

Chair Aldridge calls the regular Planning & Zoning Commission meeting to order at 5:00 pm. Roll call is performed with all members present.

Motion by Boysen, seconded by Inman and carried 5-0 to approve the minutes from Monday, August 22nd, 2022.

APPROVAL OF AGENDA

Motion by Boysen, seconded by Harnell and carried 5-0 to approve the agenda for Monday, October 24th, 2022.

Chair Aldridge suspends the regular commission meeting at 5:04 pm and opens the public hearing for a variance at 626 4th St.

Gerry Jones is present and states the addition of an 11x21 square foot shed placed on the existing foundation of where a garage was recently demolished. Jones is requesting a variance from city code §155.032 requiring the shed to be placed 10' away from the main structure. Discussion among the commission follows regarding side yard setbacks, overall lot layout, and the size of the shed. Jones states his intention was to demolish the garage and rebuild an attached garage, however the increase in building costs has changed his plans. The shed placed on the existing slab is smaller in size than the former garage. It has been determined by the commission it is not a non-conforming structure with any grandfathering in regarding zoning requirements, thus requiring the completion of the variance process. There have been no objections submitted by neighbors to city hall, with one resident notifying city staff in support of the new shed.

Chair Aldridge closes the public hearing at 5:20 pm.

Commissioner Boysen states his observations of the property noting there is not room on the lot to allow for moving the structure to the east and further away from the home. He adds there have been many factors added to the shed itself for finishing and fire protection. The new shed is also smaller in size than the garage that used to stand on the foundation. Chair Aldridge requests clarification and confirmation of the percentage of lot coverage for structures, which Boysen will follow-up on.

Motion by Boysen, seconded by Harnell and carried 3-2 (roll call vote: Inman Y, Boysen Y, Harnell Y, Aldridge N, Tuomi N) to accept the variance application submitted by Gerry Jones with Commissioner Boysen confirming the percentage of lot coverage at 626 4th St.

1.COMMUNICATIONS

A. 724 2nd Ave: Non-Compliant Structure

Letter has been sent to the homeowner addressing the addition of a carport placed within the road right-of-way.

B. 116 Anchor St & 223 6th Ave – Recreational Equipment Use

Letters have been sent to the property owners addressing the recreation equipment being used for dwelling purposes. Deadline to remove has been set for November 1st, 2022.

C. 102 6th St – Blight infringement

Owner has removed unlicensed vehicles and has replaced with additional or other vehicles. Property owner has been given a verbal warning about the boat being parked within the road right of way and interfering with plowing operations. City is proceeding with civil suit regarding the unpaid illicit discharge reported in July of 2021.

D. Building Permit Summary – Informational

Sand/Salt shed update with the storage structure finished and the garage foundation poured with no additional work continuing at this time.

2. BUILDING PERMITS (C-1 AND ABOVE)

3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

4. UNFINISHED BUSINESS

5. NEW BUSINESS

MEMBER CONCERNS

Tuomi: 843 5th St – structure

Jordan states a letter has been sent to the homeowner with a request for a zoning permit and adherence to established setbacks.

Boysen: None

Harnell: Follow-up questions for Attorney Bray regarding the grandfathering in of non-conforming structures.

Aldridge: 121 2nd St has added a lean-to, requests city staff to send a letter addressing the side yard setback requirement and submittal of a zoning permit.

Motion by Harnell, seconded by Tuomi and carried 5-0 to adjourn the Planning and Zoning Commission meeting at 5:45 pm.

City of Proctor Special Event Application

5A

Event:

Medallion Hunt 2023

Event Schedule (use additional sheets if needed)

| Start-End Dates | Starting Time | Ending Time | Anticipated Attendance |
|-----------------|---------------|-------------|------------------------|
| 1/16/23 - TBD | | | N/A |

Event Location/Address: _____

Property Owner's Permission

I, the undersigned as owner or administrator of the property where the event will be located, grant permission for use of this property for the event described above.

Signature of **Property Owner**
or **City Administrator** (City of Proctor)

Date

Phone Number

Organization Name:

Midwest Communications

Address/Phone/Email:

218-398-1582 Taylor.fideldy@mxcradio.com
218-722-4321

Person Responsible for Coordination of Event

Name/Phone/Email:

Taylor Fideldy 218-398-1582

Secondary Contact

Name/Phone/Email:

Tom Roubik 218-722-4321 tom.roubik@mxcradio.com

General Event Information

YES

☒ NO

Will you use any city property, including streets. Please list all city property that will be used, and include on site map. _____

YES

☒ NO

Will you use outdoor lighting or electricity provided by the City of Proctor? If yes, please describe and sign statement below. _____

As sponsors of the event listed in this application, we have requested the use of outdoor lighting/electricity to be provided by the City of Proctor. We agree to pay the city's cost in providing this service as per City Ordinance, Chapter 610A, subd. 4.

Signed: _____

Date: _____

YES

NO

Will your event include amusement rides, inflatable structures and/or children's games?

NOTE: All amusement rides must be approved by the City of Proctor.

YES

NO

Will your event include the use of fireworks or other pyrotechnics?

NOTE: A permit obtained by the City of Proctor Fire/Rescue Department is required

Entertainment

YES

NO

Will your event have musical entertainment?

YES

NO

Will your event use amplified sound equipment?

YES

NO

Will your event require the use/construction of a stage?

Security/Safety

Your event will be reviewed by the Proctor Public Safety Committee to determine public safety assistance needs.

YES

NO

Will you be using a licensed professional security company?

Company Name/Contact Person: _____

Phone Number/E-Mail: _____

YES

NO

Will your event involve the use of traffic safety equipment? Describe.

Site Plan

You are required to provide a diagram of your event site plan and/or route and include the following items.

- ☐ Outline of the entire event venue including the names of all streets that are part of the venue and surrounding area.
- ☐ Location of tents, fencing, barriers, parking and emergency access.
- ☐ Location of stages, tents, generators, portable toilets/restrooms, vendors, food booths, cooking areas and other temporary structures.

Vendors/ Food / Beverage

YES

NO

Will you have vendors at your event?

If yes, you must provide a vendor list and items/services that will be sold.

YES

NO

Will food be served at your event?

Where will the food be prepared? ____ On Site ____ Off Site

YES

NO

Will you serve beer and/or wine?

Will it be sold or provided free to attendees? _____

- Must have current liquor license, and provide copy of liability insurance with additional liquor liability naming the City of Proctor as an additional insured.

2023 COMMITTEE/COMMISSION APPOINTMENTS

PROCTOR CITY COUNCIL

Meets: 1st and 3rd Mondays of every month (unless regular schedule falls on a holiday)

6:00 pm City Council Chambers

| | |
|------------------|------------------|
| Jan: Tuesday, 3 | July: Monday, 3 |
| Tuesday, 17 | Monday, 17 |
| Feb: Monday, 6 | Aug: Monday, 7 |
| Tuesday, 21 | Monday, 21 |
| Mar: Monday, 6 | Sept: Tuesday, 5 |
| Monday, 20 | Monday, 18 |
| April: Monday, 3 | Oct: Monday, 2 |
| Monday, 17 | Monday, 16 |
| May: Monday, 1 | Nov: Monday, 6 |
| Monday, 15 | Monday, 20 |
| June: Monday, 5 | Dec: Monday, 4 |
| Monday, 19 | Monday, 18 |

| | | | |
|---------------|--------------|------------------------|----------|
| Mayor: | Chad Ward | City Hall | 624-3641 |
| Acting Mayor: | | | |
| Council: | Rory Johnson | 801 Almac Dr | 393-2056 |
| | Jim Rohweder | 9001 Johnson Rd | 606-0440 |
| | Jake Benson | 215 5 th St | 348-1452 |
| | Troy DeWall | 2317 Venice St | 390-9546 |

PUBLIC UTILITIES COMMISSION

Meets: 2nd Monday, Monthly 6:00 pm, City Council Chambers

| | |
|-------------------|------------------|
| Jan: Monday, 9 | July: Monday, 10 |
| Feb: Monday, 13 | Aug: Monday, 14 |
| Mar: Monday, 13 | Sept: Monday, 11 |
| April: Monday, 10 | Oct: Monday, 9 |
| May: Monday, 8 | Nov: Monday, 13 |
| June: Monday, 12 | Dec: Monday, 11 |

| | | | |
|--------|---------------|----------------------------|----------|
| Chair: | Jennifer Cady | 1225 N 3 rd Ave | 624-3641 |
| | Eric Bingaman | 712 2 nd St | 348-0352 |
| | Troy DeWall | 2317 Venice St | 390-9546 |

PLANNING & ZONING COMMISSION

Meets: 4th Monday of every month 5:00 pm City Council Chambers

| | |
|-------------------|------------------|
| Jan: Monday, 23 | July: Monday, 24 |
| Feb: Monday, 27 | Aug: Monday, 28 |
| Mar: Monday, 27 | Sept: Monday, 25 |
| April: Monday, 24 | Oct: Monday, 23 |
| May: Monday, 22 | Nov: Monday, 27 |
| June: Monday, 26 | Dec: Tuesday, 26 |

| | | |
|-----------------------------|------------------------|----------|
| Chair: Tom Aldridge | 1000 Almac Dr | 624-2951 |
| Vice-Chair: *Lowell Harnell | 32 Grove St | 628-9232 |
| Terry Inman | | |
| Jay Boysen | | 624-3641 |
| Jim Tuomi | 824 6 th St | 628-2117 |
| Jess Rich | 100 Pionk Dr | 624-3641 |

PROCTOR ECONOMIC DEVELOPMENT AUTHORITY

Meets: 2nd Tuesday of every month 6:00 pm City Council Chambers

| | |
|--------------------|-------------------|
| Jan: Tuesday, 10 | July: Tuesday, 11 |
| Feb: Tuesday, 14 | Aug: Tuesday, 8 |
| Mar: Tuesday, 14 | Sept: Tuesday, 12 |
| April: Tuesday, 11 | Oct: Tuesday, 10 |
| May: Tuesday, 9 | Nov: Tuesday, 14 |
| June: Tuesday, 13 | Dec: Tuesday, 12 |

| | | |
|------------------------|------------------------|----------|
| Chair: Eric Madson | 828 Lupine Dr | 628-1602 |
| Treas: Leslie Brunfelt | 100 Pionk Drive | 624-3641 |
| Sec: Jess Rich | 100 Pionk Dr | 624-3641 |
| Chad Ward | 100 Pionk Dr | 624-3641 |
| VACANT | | |
| Jim Schwarzbauer | 827 Almac Dr | 624-0187 |
| Eric Bingaman | 712 2 nd St | 348-0352 |

LIQUOR CONTROL COMMITTEE

Meets: As needed

| | | |
|---------------------------|-------------------------|-----------------|
| Chair: Kent Gaidis | 100 Pionk Dr | 624-7788 |
| Rory Johnson | 801 Almac Dr | 393-2056 |
| Jim Rohweder | 9001 Johnson Rd | 606-0440 |
| Adv: Andy Brunner | Mtn. Spirits Mgr | 624-7552 |
| Adv: Dick Kari | 423 3 rd Ave | 624-0626 |

PUBLIC SAFETY COMMITTEE

Meets: As needed

| | | |
|---------------------------|-------------------------|-----------------|
| Chair: Kent Gaidis | 100 Pionk Dr | 624-7788 |
| Vice: Kerry Helquist | Fire Chief | 390-0881 |
| Chad Ward | 100 Pionk Dr | 624-3641 |
| Troy DeWall | 2317 Venice St | 390-9546 |
| Dick Kari | 423 3 rd Ave | 624-0626 |
| Rick LaLonde | 100 Pionk Dr | 624-3641 |

PARKS & RECREATION COMMITTEE

Meets: As needed

| | | |
|---------------------|------------------------|-----------------|
| Rory Johnson | 801 Almac Dr | 393-2056 |
| Rick LaLonde | 100 Pionk Dr | 624-3641 |
| Jim Rohweder | 9001 Johnson Rd | 606-0440 |
| Jennifer McDonald | 421 St. Louis River Rd | 340-3295 |
| Anthony Wood | 704 Kirkus St | 628-0704 |

TOURISM COMMITTEE

Meets: Quarterly 4th Wednesday at 2:00 pm 2023 schedule TBD at 1st meeting on 1/24

Jan:

July:

April:

Oct:

| | | |
|---------------------|-----------------------------|--------------|
| Chair: Lynn Hoopman | Best Western Plus | 628-0668 |
| Jake Benson | City Council | 348-1452 |
| Mary Nikko | Black Woods | 628-0628 |
| Bryn Pollard | AmericInn Hotel | 624-1026 |
| Jan Resberg | Chamber | 715-919-0513 |
| Lisa Johnson | Spirit Mountain | 624-8544 |
| Sally Hedtke | City Staff | 624-3641 |
| Mary Korich | Fair Board Fairgrounds | 348-1453 |
| Ryan Jones | Americas Best Value Inn | 628-3691 |

BEAUTIFICATION & TREES COMMITTEE

Meets: As needed

| | |
|------------------|--------------------------|
| *Tracy Habermann | 624-2423 |
| Ed Habermann | 624-2423 exp. 12/31/2021 |
| Kathy Hannan | 624-4326 |

PLANNING & ZONING BOARD OF APPEALS

Meets: As needed

| | | |
|----------------|------------------------|----------|
| Jim Tuomi | 826 6 th St | 628-2117 |
| Lowell Harnell | 32 Grove St | 628-9232 |

STREET COMMITTEE

Meets: As needed

| | | |
|----------------------------|------------------------|----------|
| Chair: Rick LaLonde | Street Department | 624-3641 |
| Troy DeWall | 2317 Venice St | 390-9546 |
| Jim Tuomi | 824 6 th St | 628-2117 |
| Jay Boysen | Street Department | 624-3641 |
| *Gerry Jones | 626 4 th St | 628-2445 |
| Jesse Annala | 836 3 rd St | 624-1792 |

CABLE TV COMMISSION

Meets: As needed

| | | |
|---------------------------|------------------------|----------|
| Chair: Jake Benson | 215 5 th St | 348-1452 |
| Elmer Engman | 124 6 th St | |
| Nancy Aldridge | 1000 Almac Dr | 624-2951 |
| *Diane Marinek | 124 6 th St | |
| Ted Kiefat | City Hall | 624-3641 |

POLICE CIVIL SERVICE COMMISSION

Meets: As needed

| | | |
|------------------------------|--------------------------|----------|
| Chair: Diane Giuliani | 215 5 th St | 628-2770 |
| Sec: *Steve Elder | 1331 3 rd Ave | 393-1611 |
| Lori Anderson | 28 5 th St | 624-7870 |

EMPLOYEE HEALTH & SAFETY COMMITTEE

Meets: As needed

| | |
|----------------|---------------------|
| Jess Rich | City Administrator |
| Rick LaLonde | Street Dept Foreman |
| Char Jones | PUC Secretary |
| Kerry Helquist | Fire Chief |
| Kent Gaidis | Chief of Police |

PERSONNEL COMMITTEE

Meets: As needed

City

Jake Benson

Chad Ward

Jess Rich

PUC

John Bray

Jennifer Cady

Jess Rich

EMERGENCY MGMT. COMMITTEE

Meets: As needed

Chair: **Kent Gaidis**

Chad Ward

Kerry Helquist

Rick LaLonde

School Superintendent

Jess Rich

PROCTOR GOLF ADVISORY COMMITTEE

Meets: As needed

Roberta Thorsvik

Cindy Upton

Dick Wicklund

Barb Olson

Gordon Downs

Rory Johnson

Jason Klatte

393-8550

390-4035

722-2887

393-2056

PUBLIC CHARITABLE TRUST FUND BOARD

Meets: As needed

Chad Ward

Jess Rich

Jake Benson

*Tara Bryant

Mayor

City Administrator

Business Representative

1st Nat'l Bank of Proctor

624-3641

624-3641

348-1452

628-1088

FIRE DEPARTMENT OFFICERS

Meets: As needed

| | | |
|----------------|-----------------|-------------------|
| Kerry Helquist | Chief | 390-0881 |
| | Assistant Chief | |
| Kevin Field | Assistant Chief | 624-3629/393-8395 |
| Jesse Annala | Assistant Chief | 624-5584 |
| Lynn Windus | Secretary | |
| Lisa Vogel | Treasurer | |
| Brad Johnson | Captain | |
| Lynn Windus | Captain | |
| Kris Bryant | Captain | |

MIC REPRESENTATIVE

Meets: As needed

Chad Ward
Alternate: Jake Benson

NEGOTIATION COMMITTEE

Meets: As needed

Jess Rich
Troy DeWall
Rory Johnson

| | |
|---------------------------|-------------------------|
| City Attorney | John Bray |
| Official Newspaper | Proctor Journal |
| Engineer | SEH |
| Building Officials | Jay Boyson and Jim Rich |
| City Clerk | Jess Rich |
| Chief of Police | Kent Gaidis |
| Blight and Weed Inspector | Chad Ward |

City Council Agenda

Agenda item # 5C

TO: Mayor & City Council

FROM: City Councilor Jake Benson

DATE: December 7, 2022

Meeting Date:

SUBJECT: Legislative Priorities at the Legislature

REQUESTED ACTION

Review a list of legislative priorities for the city to consider. Some priorities should be outlined in resolutions.

BACKGROUND

Periodically, the council has adopted a list of its priorities to advance to the Minnesota Legislature, County, School or neighboring communities. The Legislature begins at noon Monday, January 3. It is best to submit the list prior to the start of the legislative session.

Senator-elect Grant Hauschild will have be as board member of the IRRR and has also been appointed to the Senate Tax Committee which could present some opportunities considering the historic state budget surplus.

Iron Range Resources & Rehabilitation

Grant Hauschild of Hermantown (Senate District 3) will likely have a seat on the powerful Iron Range Resources & Rehabilitation Advisory Board.

It will be the first time in over 20 years and not since Senator Sam Solon that a person from the southern part of the district had a seat IRRR. Senators Bakk and Tomassoni, while being great for Proctor, were hesitant to recommend Proctor's inclusion or projects.

Under state statute, the IRRR Advisory Board is made up of state senators and representatives elected from state senatorial or legislative districts in which one-third or more of the residents reside within the agency's service area.

The agency commissioner recommends projects to the advisory board.

The current board will likely have its last meeting in December.

The new board will be formed after the Minnesota Legislature reconvenes in January.

Willard Munger Trail Spur

Earlier this year Proctor was in the Minnesota Senate Chamber asking for authorization for a sales tax to complete the Munger Trail Spur. City officials hoped that Proctor could work with Hermantown that was also seeking a sales tax to complete its trail system through its Community Recreation Initiative (CRI).

Once complete it will end at the north boundary of Proctor.

Hermantown was early with their request to the legislature and was granted authorization for a referendum. Proctor's request was later and approved in committee. However, it was tied up in the Senate and governor gridlock. Without senate approval Proctor city council did not put the issue on the ballot.

Hermantown voters in November 2022 passed three CRIs on its ballot tied to the sales tax. The three included one for \$10.8 million for upgrades to its hockey rink. It received 56.7% of the vote.

The other was \$3.9 million to pay for a baseball, sports court, playground, basketball court and skate park upgrades at Fichtner Park. It passed with 67.09%.

However, the initiative that received the most support was the one that asked to spend \$4.7 million to complete the citywide trail system. It passed with 69.19%.

Sales Tax

Earlier this year Proctor was in the Minnesota Senate Chamber asking for authorization for a sales tax to complete the Munger Trail Spur. City officials hoped that Proctor could work with Hermantown that was also seeking a sales tax to complete its trail system through its Community Recreation Initiative (CRI).

Proctor's request was later and approved in committee. However, it was tied up in the Senate and governor gridlock. Without senate approval Proctor city council did not put the issue on the ballot.

Last week Hermantown voters passed three CRIs on its ballot tied to the sales tax. The three included one for \$10.8 million for upgrades to its hockey rink. It received 56.7% of the vote.

The other was \$3.9 million to pay for a baseball, sports court, playground, basketball court and skate park upgrades at Fichtner Park. It passed with 67.09%.

However, the initiative that received the most support was the one that asked to spend \$4.7 million to complete the citywide trail system. It passed with 69.19%.

Proctor now has the lowest sales tax of the three cities. There can be an argument that a lower sales tax will attract business. It does not.

The process is
Pass resolution
Propose tax rate
Detailed description
Document how each project will provide economic benefit
Amount of revenue to be raised
Total amount of revenue for all projects
Estimated time of tax that will be in effect

Other items to consider:

- **Safe School Levy for SRO** - The safe schools levy, formerly known as the crime levy, allows school districts to levy for costs associated with student and staff safety issues. Safe schools revenue is provided entirely through a local levy. Safe schools revenue equals \$36 per pupil for all school districts. For Proctor schools it is estimated to be \$67,176 at the maximum.
- **SRO – St. Louis County** to contribute to SRO in Proctor Public Schools – There are five cities in ISD 2142 that do not contribute to their SRO. The County contributes 50% of the salary and benefit costs for September through May.
- **Adding Parks to Food and Beverage Sales Tax** – Proctor added a 1.0 percent tax on April 1, 2015. According to the Minnesota Department of Revenue, “The proceeds will be used to fund construction and improvement of walking and bicycle trails, multiuse civic center facility and parking improvements, and improvements to a road through the fairgrounds.
- **Use for Street Department area**
- **Community Survey** – adopt resolution for Performance Measures
- **Tax exemption for Proctor Speedway** - Effort started in 2018. The bill for an act relating to taxation; property; providing a property tax exemption for certain property. The bill was authored by Reps. Sandstede, Ecklund and Murphy. The law, at the time, allows for city property to be tax exempt. However, if any portion of the property is leased for residential, business or commercial development, it becomes taxable. There is a good chance this would include all speedways in Minnesota.

Grant Navigator

State, federal, foundation, and nonprofit grant opportunities provide a means to make city projects more affordable and obtainable. However, many cities often find the grant search and application process overwhelming or lack the staff to research, prepare, and submit a successful application.

The League of Minnesota Cities' Grant Navigator aims to ease these concerns by providing funding in the form of small grants to help members assess government grant programs and local needs. The program will help city leaders understand, identify, and apply for grant funding for city projects.



Cities that receive funds from LMC are encouraged to work with industry partners in finance and infrastructure to identify the types of grants that align with a community project, as well as get support through the grant application process. The Grant Navigator is not intended to support technical development, offset costs for city staff time, nor does it guarantee a grant funding match.

Initial rounds of Grant Navigator funding will be:

- Initially capped at \$5,000 per city.
- Increased upon request and after further review by a Grant Review Committee.
- Reviewed for use.
- Capped at \$500,000 in total League investment.
- Limited to one project per city.
- Aimed at awarding 50% of the funds to cities with populations under 4,000 residents.

Application review process

Grant Navigator applications will be reviewed on a *rolling basis* by an internal Grant Review Committee consisting of League employees. This committee works as a team to review each application on the basis of project feasibility and city need. You can expect to know the outcome of your application within one to two months, and League staff will communicate any delays.

During the application review process the committee will:

- Assess project readiness.
- Review all application materials.
- Follow-up with applicants to clarify information or seek more, if needed.
- Ensure appropriate background and project review team are in place.

- Make awards to support the grant matching process for city projects.

Grant awards

Awards will be issued via check to the city, which allows the city to pay vendors directly. The initial checks will be made out for the sum each city anticipates spending on their consultants, **as identified in their application**. Additional funds may be issued if their grant matching costs exceed the initial amount, with a max of \$5,000 total per city. If more funding is needed, cities can reach out to the Grant Project Team at grants@lmc.org with the invoice for the final costs. A check for the difference between the invoice and the award will then be issued to the city, with the total grant award not to exceed \$5,000.

Application requirements

To apply for Grant Navigator funding, a city applicant must:

- **Identify a project for review**, including information about costs, duration, and readiness.
 - A ready project should have a completed feasibility study, be included in a Capital Investment Plan (CIP), and/or have a full cost analysis conducted.
- **Identify a project review team that may include:**
 - The consultant or industry partner(s) the city plans to engage with to complete the review and work alongside throughout the application process.
 - An to assess project cost, readiness, and funding eligibility.
 - A financial advisor to assess funding options for the portion of the project that may not be covered by the grant and to measure the financial impacts to the city.
 - Where these LMC funds are planned to be used:
 - Who is the city working — or planning to work — with through the grant matching process?
 - If known, who is the individual (or team) working on this process?
- Is there a particular part of the process where the funding will be used (**initial grant searching, grant writing, etc.**)? **Articulate project readiness** and be clear about the ability to proceed with the project.
 - While projects do not need to be ground-ready, applicants will need to be in the process of developing a project to access funds.
- **Articulate project support with a resolution from the City Council.**
 - A resolution ensures the city is in support of moving the project forward if a grant is to be awarded.
[Download the Grant Navigator Support Model Resolution \(doc\).](#)

Post-application

If you do not receive funding from the League for your project application, you may submit another application for a different project.

If you do receive an award from the League, you will be not be eligible for another award until the current application is resolved.

- The funds are to be used while engaging with industry partners who will aid in the grant matching and application process.
- If a state, federal, foundation, or nonprofit grant match is not found, seek feedback on why the project was not eligible. Report back to the League with these findings.
- If a city applies for a grant but does not receive a grant award, seek feedback on why the project did not receive a grant award. Report back to the League with these findings.
 - Grant applications may be reused during the next application cycle, so use the feedback to re-vamp the application for the next application window.
- If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will need to be submitted to LMC within 6 months of the application's approval.

The League will be continuously collecting feedback from those who are awarded grants in regard to the League's grant process, the city's experience obtaining the additional grant, and updates on the status of their project. Recipients will receive more information on this feedback once they receive their grant award.

Access the application form for the Grant Navigator

Your LMC Resource

Reach out to the Grant Project Team at grants@lmc.org with any questions and concerns.



Grant Navigator Application Form

Responses are required for each prompt throughout the form. Some information may be unknown or have yet to be determined, so please fill the form out to the best of your ability. The Grant Review Committee will be better able to assess your application when more information is provided.

Applicant Information

Name *

Jess

First Name

Rich

Last Name

Title *

Administrator

Email Address *

jrich@proctormn.gov

Phone *

(218) 624-3641

Office Address *

100 Pionk Drive

Street Address

Proctor

City

Minnesota

State

54810

ZIP Code

Department *

Administration

Chief Administrative Officer *

Jess Rich

Project Information

Briefly describe the project *

approximately 1,400 feet) while the Munger State Trail terminates down at Duluth's waterfront (elevation approximately 600 feet). Traversing down the ridge presents challenges including steep slopes and crossings of creeks, roadways, and rail lines. While the network of paved trails in Duluth, below the ridge continues to expand, there are currently no paved trails above the ridgeline. A regional trail connection between Proctor and Hermantown and down to the Munger State Trail is called for in the 2007 Proctor

What is the project's estimated cost? *

\$15 Million

When do you expect to start and complete the project? *

2025-2026

At what point in development is the project currently? This includes phases such as concept, feasibility study, preliminary engineering, committed project, etc. *

process with the Project Team and the Project Advisory Committee.

Three public meetings were held during the planning process in November 2014, January 2015, and April 2015. The goals of the public meetings were as follows: November 20, 2014 - provided an orientation to the overall project, shared information about existing and planned trails, identified general route options for the Munger Trail Spur, and gained

Are there any grants you are currently pursuing or grants you believe your project may be eligible for? *

DNR
Minnesota Parks and Trails Fund
MNDOT
GMRPTC

Does the City Council support the project?

A city's council must pass a resolution of support for the project to be eligible for a League grant. This ensures the city is ready to move forward with the project if they are awarded a grant. Applications will not be considered until a copy of that resolution has been submitted to the League. You can find a [sample copy of a resolution](#) here.

Has the city council approved a resolution of support for the project? *

☒ Yes

☐ No

If you responded Yes, upload a copy of the resolution that was passed by the City Council.

No file chosen

Max. file size: 100 MB.

Who is working on this project?

Who are the primary city staff involved with the project? Please include names and job titles. *

Mayor Chad Ward
City Administrator Jess Rich
Parks Supt Rick LaLonde
Proctor Parks Committee

Is the city working with consultants on this project? If so, who? *

SEH Engineering

Have you engaged with an engineer, planning agency, architect, or financial advisor to assess the overall cost of the project, funding options, and the financial impact to the city? If so, who? What stage is the financial planning in? *

A Master Trail Plan has been developed which includes an assessment of overall cost.

Who are the consultants you expect to pay using the League grant? Only the primary grant consultants are required. This may be the same consultant as listed above or may not yet be determined. *

SEH Engineering

'Project Readiness'

Not all sections need to be marked "Yes" for your project to be eligible for a League grant

Feasibility studies are a formal assessment of the practicality of a proposed plan and are recommended to be conducted prior to committing resources and time. Has a feasibility study been conducted for the project? *

☒ **Yes**

☐ **No**

Is there a Capital Investment Plan (CIP) for the project? *

☐ **Yes**

☒ **No**

Has a local funding source been identified for the project (e.g., savings, bonds)? *

☒ **Yes**

☐ **No**

Are there any other regulatory approvals needed (e.g., county, state agency)? *

☐ **Yes**

☐ **No**

☒ **Unknown**

CAPTCHA

☐ I'm not a robot

reCAPTCHA
[Privacy](#) - [Terms](#)

Submit

Your LMC Resource

Reach out to the Grant Project Team at grants@lmc.org with any questions and concerns.



Grant Navigator Application Form

There was a problem with your submission. Please review the fields below.

Responses are required for each prompt throughout the form. Some information may be unknown or have yet to be determined, so please fill the form out to the best of your ability. The Grant Review Committee will be better able to assess your application when more information is provided.

Applicant Information

Name *

Jess

First Name

Rich

Last Name

Title *

Administrator

Email Address *

jrich@proctormn.gov

Phone *

(218) 624-3641

Office Address *

100 Pionk Drive

Street Address

City

Proctor

State

Minnesota

State

55810

ZIP Code

Department *

Administration

Chief Administrative Officer *

Jess Rich

Project Information

Briefly describe the project *

I35 Utility Extension
Utility improvements from the intersection of S. Ugstad Road and Westgate Boulevard south under Interstate 35 and west along Thompson Hill Road for approximately 2,250 feet.

Proctor city limits includes approximately 157 acres of development property South of

This field is required.

What is the project’s estimated cost? *

\$2 Million

This field is required.

When do you expect to start and complete the project? *

2025

This field is required.

At what point in development is the project currently? This includes phases such as concept, feasibility study, preliminary engineering, committed project, etc. *

The City of Proctor has repeatedly studied and considered the possibility of this extension. First in 2004 and again in 2019 with a feasibility study. The Proctor Economic Development Authority (PEDA) has reported economic development interest in the property South of Interstate 35. Most recently, in 2021, an economic development project which would have brought over 100 jobs to the area and increased Proctor's tax base, passed on moving their business to Proctor because of the cost to run utilities under Interstate 35. The Proctor

This field is required.

Are there any grants you are currently pursuing or grants you believe your project may be eligible for? *

None at this time.

This field is required.

Does the City Council support the project?

A city's council must pass a resolution of support for the project to be eligible for a League grant. This ensures the city is ready to move forward with the project if they are awarded a grant. Applications will not be considered until a copy of that resolution has been submitted to the League. You can find a [sample copy of a resolution](#) here.

Has the city council approved a resolution of support for the project? *

☒ **Yes**

☐ **No**

If you responded Yes, upload a copy of the resolution that was passed by the City Council.

No file chosen

Max. file size: 100 MB.

Who is working on this project?

Who are the primary city staff involved with the project? Please include names and job titles. *

Chad Ward - Mayor
Jessica Rich - City Administrator
Leslie Brunfelt - Finance Director
Charlene Jones - Public Utilities Manager
Rick LaLonde - Public Works Supt.

Is the city working with consultants on this project? If so, who? *

SEH Engineerings

Have you engaged with an engineer, planning agency, architect, or financial advisor to assess the overall cost of the project, funding options, and the financial impact to the city? If so, who? What stage is the financial planning in? *

We have engaged the services of SEH Engineering to assess the overall cost and feasibility of the project. We are currently assessing the financial feasibility of the project.

Who are the consultants you expect to pay using the League grant? Only the primary grant consultants are required. This may be the same consultant as listed above or may not yet be determined. *

SEH Engineering
Mike Larson - Community Development Manager SEH Engineering
Matt Bolf - Professional Engineer SEH Engineering

'Project Readiness'

Not all sections need to be marked "Yes" for your project to be eligible for a League grant

Feasibility studies are a formal assessment of the practicality of a proposed plan and are recommended to be conducted prior to committing resources and time. Has a feasibility study been conducted for the project? *

☒ **Yes**

☐ **No**

Is there a Capital Investment Plan (CIP) for the project? *

☒ **Yes**

☐ No

Has a local funding source been identified for the project (e.g., savings, bonds)? *

☒ Yes

☐ No

Are there any other regulatory approvals needed (e.g., county, state agency)? *

☒ Yes

☐ No

☐ Unknown

If so, from whom?

Minnesota Department of Health

CAPTCHA

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

The reCAPTCHA was invalid. Go back and try it again.

Submit

Your LMC Resource

Reach out to the Grant Project Team at grants@lmc.org with any questions and concerns.

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

RESOLUTION NO 47-22
A RESOLUTION AUTHORIZING APPLICATION
FOR GRANT NAVIGATION SUPPORT FOR THE CITY.

WHEREAS, the League of Minnesota Cities (“LMC”) has created a pilot Grants Navigation Program (“Program”) in which LMC will provide grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application projects.

WHEREAS, the Program is limited to providing services to help obtain grant funding for one project per city.

WHEREAS, the Program is limited to providing support in obtaining grant funding, and LMC does not provide funds to implement projects.

WHEREAS, the City of Proctor (“City”) wishes to apply to the Program to for support in finding grant funding for the I35 Utility Extension (“Project”).

WHEREAS, the City recognizes that the if approved, any funds received through the Program must be used in a manner consistent with the conditions above as well as all other conditions or limitations of the Program.

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

1. The City names City Administrator Jess Rich as its fiscal agent (“Fiscal Agent”) for the purposes of applying to the Program on behalf of the City.
2. The City authorizes the Fiscal Agent to act on its behalf when communicating with LMC in all matters related to the Program application for the Project.
3. If the City is awarded a grant under the Program, it agrees to use the funds to engage with industry partners who will aid in the grant matching and application process consistent with the terms and conditions of the Program.
4. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the Program.
5. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Program.

Passed by the City Council of Proctor, Minnesota this 19th day of December, 2022.

Chad Ward, Mayor

Attest: _____
Jess Rich, City Administrator

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

RESOLUTION NO 48-22
A RESOLUTION AUTHORIZING APPLICATION
FOR GRANT NAVIGATION SUPPORT FOR THE CITY.

WHEREAS, the League of Minnesota Cities (“LMC”) has created a pilot Grants Navigation Program (“Program”) in which LMC will provide grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application projects.

WHEREAS, the Program is limited to providing services to help obtain grant funding for one project per city.

WHEREAS, the Program is limited to providing support in obtaining grant funding, and LMC does not provide funds to implement projects.

WHEREAS, the City of Proctor (“City”) wishes to apply to the Program to for support in finding grant funding for the Proctor-Hermantown Munger Trail Spur (“Project”).

WHEREAS, the City recognizes that the if approved, any funds received through the Program must be used in a manner consistent with the conditions above as well as all other conditions or limitations of the Program.

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

1. The City names City Administrator Jess Rich as its fiscal agent (“Fiscal Agent”) for the purposes of applying to the Program on behalf of the City.
2. The City authorizes the Fiscal Agent to act on its behalf when communicating with LMC in all matters related to the Program application for the Project.
3. If the City is awarded a grant under the Program, it agrees to use the funds to engage with industry partners who will aid in the grant matching and application process consistent with the terms and conditions of the Program.
4. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the Program.
5. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Program.

Passed by the City Council of Proctor, Minnesota this 19th day of December, 2022.

Mayor

Attested: _____
City Clerk

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 = 12/19/2022

General Bills

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---------------------------------------|-----------------------------------|--------------|-----------------------|---------------------------------------|
| ACME TOOLS | | | | |
| 10692377 | CHAINSAW PARTS, TOOLS | 12/02/2022 | 380.00 | 100-30-300-2210 Operating Supplies |
| 10707586 | WRENCHES | 12/06/2022 | 46.94 | 100-30-300-2210 Operating Supplies |
| Total ACME TOOLS: | | | 426.94 | |
| BOYSEN, JAY | | | | |
| 120822 | BUILDING OFFICIAL MEETING | 03/01/2025 | 20.00 | 100-10-180-3035 Training Expense |
| 120822 | BUILDING OFFICIAL MEETING MILEAGE | 03/01/2025 | 93.75 | 100-10-180-3031 Travel & Lodging Expe |
| Total BOYSEN, JAY: | | | 113.75 | |
| BRAY&REED | | | | |
| 2041 | PERSONNEL ISSUES | 12/12/2022 | 180.00 | 100-10-160-3004 Legal Fees |
| 2042 | CITY OF PROCTOR GENERAL | 12/12/2022 | 1,745.00 | 100-10-160-3004 Legal Fees |
| 2060 | PROSECUTION MATTERS | 12/12/2022 | 2,500.00 | 100-10-160-3004 Legal Fees |
| Total BRAY&REED: | | | 4,425.00 | |
| CITON | | | | |
| S299013 | MIRASYS INSTALL | 12/12/2022 | 85.00 | 100-20-210-3009 Computer Services |
| Total CITON: | | | 85.00 | |
| DSC COMMUNICATIONS | | | | |
| 2222540 | OFFICER EQUIPMENT SEARCH JON | 09/09/2022 | 43.50 | 100-20-210-2217 Clothing |
| Total DSC COMMUNICATIONS: | | | 43.50 | |
| DULUTH DODGE | | | | |
| 62739281 | 2016 DODGE DURANGO | 10/13/2022 | 1,619.97 | 100-20-210-4400 Repairs & Maintenanc |
| Total DULUTH DODGE: | | | 1,619.97 | |
| ELAN CORPORATE PAYMENT SYSTEMS | | | | |
| 103022 | TACTICAL BELT DAN MOSHER | 11/08/2022 | 160.73 | 100-20-210-2217 Clothing |
| 11032022 | UNIFORMS | 11/03/2022 | 114.86 | 100-20-210-2217 Clothing |
| 1105459 | PARTS FOR JOHN DEERE SNOW BLOWER | 11/15/2022 | 864.97 | 100-30-300-2220 Supplies - Repair & M |
| 11-0635698 | SAFETY BOOTS RICK 2022 | 11/21/2022 | 185.00 | 100-30-300-2217 Clothing |
| 11072022AMZ | OFFICE SUPPLIES | 11/07/2022 | 84.52 | 100-20-210-2205 Office Supplies |
| 110722 | OFFICE SUPPLIES | 11/07/2022 | 61.48 | 100-20-210-2205 Office Supplies |
| 110922 | FIT AND CLEAN PATCHES | 11/09/2022 | 66.96 | 100-20-210-2217 Clothing |
| 111-0382640-8 | MOSHER | 11/01/2022 | 109.97 | 100-20-210-2217 Clothing |
| 111-1222177-3 | MATTHEW RIEBEL | 11/22/2022 | 23.75 | 100-20-210-2217 Clothing |
| 11302022 | OFFICE SUPPLIES | 11/30/2022 | 7.51 | 100-20-210-2205 Office Supplies |
| 114-0248564-8 | COFFEE | 11/21/2022 | 37.45 | 100-10-120-2210 Operating Supplies |
| 114-0434649-2 | OFFICE SUPPLIES | 11/21/2022 | 13.94 | 100-10-120-2205 Office Supplies |
| 12012022 | GOOGLE GSUITE | 10/30/2055 | 63.00 | 100-20-220-3009 Computer Services |
| 130420 | MATTHEW RIEBEL | 11/18/2022 | 79.94 | 100-20-210-2217 Clothing |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--|--|--------------|-----------------------|---------------------------------------|
| 2175263 | HYDRAULIC OIL | 11/21/2022 | 184.28 | 100-30-300-2212 Fuels & Lubricants |
| 221990 | DIESEL EXHAUST FLUID | 11/28/2022 | 43.33 | 100-30-300-2212 Fuels & Lubricants |
| 24614 | STEEL FOR ONE TON SANDER | 11/23/2022 | 41.44 | 100-30-300-2220 Supplies - Repair & M |
| 400502228711 | DOLLAR TREE | 11/21/2022 | 28.58 | 100-20-210-2205 Office Supplies |
| 5778 | CARTER - TRAINING | 11/29/2022 | 550.00 | 100-20-210-3035 Training Expense |
| 657206051617 | WALMART | 11/21/2022 | 73.35 | 100-20-210-2205 Office Supplies |
| 77004097030 | MISC SUPPLIES | 11/30/2022 | 15.76 | 100-20-210-2205 Office Supplies |
| 77157063250 | MENARDS LIGHTS | 11/29/2022 | 45.66 | 100-20-210-2210 Operating Supplies |
| 8200DC9B | SHIPPING COSTS/RECORDS | 11/29/2022 | 23.54 | 100-20-210-3022 Postage |
| 904316073258 | MISC SUPPLIES | 11/07/2022 | 95.06 | 100-20-210-2205 Office Supplies |
| 96324992 | SANDER VIBRATOR FOR ONE TON SANDER | 11/16/2022 | 632.67 | 100-30-300-2220 Supplies - Repair & M |
| Total ELAN CORPORATE PAYMENT SYSTEMS: | | | 3,607.75 | |
| FIRE INSTRUCTION RESCUE EDUC | | | | |
| 5874 | LIVE BURN TRAINING MBFTE REIMBURSABLE | 12/03/2022 | 1,500.00 | 100-20-220-3035 Training Expense |
| Total FIRE INSTRUCTION RESCUE EDUC: | | | 1,500.00 | |
| GLOCK PROFESSIONAL INC | | | | |
| TRP/10016150 | CARTER TRAINING | 01/31/2022 | 250.00 | 100-20-210-3035 Training Expense |
| Total GLOCK PROFESSIONAL INC: | | | 250.00 | |
| GREYSTONE CONSTRUCTION | | | | |
| 041935 | OVERBILLED | 12/09/2022 | 30,000.00- | 300-30-330-3015 Contractor |
| 30000 | SOURCEWELL BUILDING INSTALL | 10/25/2022 | 29,944.84 | 100-30-300-3015 Contractor |
| 30000 | FOUNDATION DESIGN & INSTALL BUNKER PANELS | 10/25/2022 | 54,755.00 | 300-30-330-3015 Contractor |
| Total GREYSTONE CONSTRUCTION: | | | 54,699.84 | |
| HARTELS/DBJ DISPOSAL COMPANY | | | | |
| 727183 | TRASH REMOVAL SERVICES - CITY OF PROCTOR | 12/12/2022 | 336.93 | 100-10-130-3084 Refuse Disposal |
| 727183 | REFUSE DISPOSAL - STREET DEPT TRASH PICKUP | 12/12/2022 | 199.13 | 100-30-300-3084 Refuse Disposal |
| Total HARTELS/DBJ DISPOSAL COMPANY : | | | 536.06 | |
| INTEGRIS LLC | | | | |
| 32971180 | COMPUTER LEASES | 12/05/2022 | 563.17 | 100-10-120-3009 Computer Services |
| 448873 | MONTHLY BILLING | 12/14/2022 | 3,097.82 | 100-10-120-3009 Computer Services |
| Total INTEGRIS LLC: | | | 3,660.99 | |
| MONARCH PAVING | | | | |
| 5500064894 | ASPHALT COLD MIX FOR 2023 STOCKPILE | 11/30/2022 | 2,229.01 | 100-30-300-2224 Street Maintenance M |
| Total MONARCH PAVING : | | | 2,229.01 | |
| NORTHERN ENGINE & SUPPLY, INC | | | | |
| 146767 | SNOWPLOW GREASE | 12/05/2022 | 189.60 | 100-30-300-2210 Operating Supplies |
| 146952 | SKID STEER SNOW BLOWER PARTS | 12/08/2022 | 102.39 | 100-30-300-2220 Supplies - Repair & M |
| Total NORTHERN ENGINE & SUPPLY, INC: | | | 291.99 | |
| NORTHLAND CONSTRUCTORS OF DULUTH | | | | |
| 20942 | ASPHALT HOT MIX FOR ROADS | 10/31/2022 | 4,190.44 | 100-30-330-2224 Street Maintenance M |
| 20967 | ASPHALT FOR POTHOLES | 11/10/2022 | 114.70 | 100-30-300-2224 Street Maintenance M |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---|---|--------------|-----------------------|---------------------------------------|
| Total NORTHLAND CONSTRUCTORS OF DULUTH: | | | 4,305.14 | |
| PROCTOR BUILDERS | | | | |
| 257366 | BATTERIES | 12/12/2022 | 21.99 | 100-10-120-2210 Operating Supplies |
| Total PROCTOR BUILDERS: | | | 21.99 | |
| PROCTOR JOURNAL | | | | |
| 36883 | CITY COUNCIL MINUTES 11.21.22 | 12/15/2022 | 78.13 | 100-10-110-3052 General Notices & Pub |
| Total PROCTOR JOURNAL : | | | 78.13 | |
| PUBLIC UTILITIES COMMISSION | | | | |
| 1016550000 12 | UTILITIES - BDRY AVE & I35 LIFT STATION | 12/07/2022 | 91.32 | 500-50-510-3080 Utilities |
| 1108100000 12 | UTILITIES - CITY HALL | 12/07/2022 | 1,748.82 | 100-10-130-3080 Utilities |
| 1108200000 11 | UTILITIES - CITY GARAGE | 11/16/2022 | 300.43 | 100-30-300-3080 Utilities |
| 1108850000 12 | UTILITIES - CONCESSION STAND #2 | 12/06/2022 | 10.53 | 100-40-410-3080 Utilities |
| 1112360000 11 | UTILITIES - ALMAC DR LIFT STATION | 11/16/2022 | 12.64 | 500-50-510-3080 Utilities |
| 1127050000 11 | UTILITIES - 225 FIFTH AVE - FIRE DEPT | 11/17/2022 | 774.72 | 100-20-220-3080 Utilities |
| Total PUBLIC UTILITIES COMMISSION : | | | 2,938.46 | |
| RASMUSSEN CLEANING SERVICE LLC | | | | |
| 000441 | CLEANING SERVICES | 12/05/2022 | 3,575.00 | 100-10-130-3000 Professional Services |
| Total RASMUSSEN CLEANING SERVICE LLC: | | | 3,575.00 | |
| SATHERS | | | | |
| 11798 | CLASS 5 FOR STOCK PILE | 12/05/2022 | 784.00 | 100-30-300-2224 Street Maintenance M |
| Total SATHERS : | | | 784.00 | |
| ST LOUIS COUNTY PUBLIC WORKS | | | | |
| 243840 | CP 0014-278073 BOUNDARY AVE | 01/09/2022 | 24,573.98 | 100-30-300-3015 Contractor |
| Total ST LOUIS COUNTY PUBLIC WORKS : | | | 24,573.98 | |
| TACTICAL & TECHNICAL ASSESMENT | | | | |
| 1200 | SIMULATOR TRAINING; DEFENCIVE TACTICS TRAINING | 12/02/2022 | 1,000.00 | 100-20-210-3035 Training Expense |
| 1205 | SIMULATOR TRAINING; DEFENCIVE TACTICS TRAINING CARTER | 12/02/2022 | 100.00 | 100-20-210-3035 Training Expense |
| Total TACTICAL & TECHNICAL ASSESMENT: | | | 1,100.00 | |
| TEAMLAB | | | | |
| INV0033526 | ASPHALT IN A BAG FOR WINTER USE | 11/30/2022 | 750.00 | 100-30-300-2224 Street Maintenance M |
| Total TEAMLAB: | | | 750.00 | |
| TROYS SERVICE | | | | |
| 61725 | 2018 CHARGER | 12/06/2022 | 50.24 | 100-20-210-4400 Repairs & Maintenanc |
| Total TROYS SERVICE : | | | 50.24 | |
| US BANK VOYAGER | | | | |
| 12082022 | FUEL | 12/08/2022 | 1,493.94 | 100-20-210-2212 Fuels & Lubricants |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---------------------------------|---|--------------|-----------------------|---------------------------------------|
| Total US BANK VOYAGER: | | | 1,493.94 | |
| UTILITY LOGIC | | | | |
| 13741 | VIVAX-METROTECH LOCATOR | 12/07/2022 | 2,865.25 | 700-71-720-3009 Computer Services |
| 13741 | VIVAX-METROTECH LOCATOR | 12/07/2022 | 2,865.25 | 500-50-510-3009 Computer Services |
| 13741 | VIVAX-METROTECH LOCATOR - COVERED BY GRANT FROM MN DEPT LABOR & INDUSTRY | 12/07/2022 | 5,730.50 | 500-50-510-3009 Computer Services |
| Total UTILITY LOGIC: | | | 11,461.00 | |
| VC3, INC. | | | | |
| 88633 | IT SERVICES | 10/07/2022 | 479.42 | 100-20-210-3009 Computer Services |
| 91313 | IT SERVICES | 12/12/2022 | 479.42 | 100-20-210-3009 Computer Services |
| 94173 | MITEL PHONE SUPPORT | 12/09/2022 | 255.00 | 100-10-120-3021 Telephone |
| CW77460 | IT SUPPORT | 12/02/2022 | 306.25 | 100-20-210-3009 Computer Services |
| CW78126 | IT SERVICES | 12/09/2022 | 568.98 | 100-20-210-3009 Computer Services |
| Total VC3, INC.: | | | 2,089.07 | |
| VIKING INDUSTRIAL CENTER | | | | |
| 3255233 | SAFETY ITEMS | 12/13/2022 | 118.29 | 100-30-300-2210 Operating Supplies |
| Total VIKING INDUSTRIAL CENTER: | | | 118.29 | |
| WEX BANK | | | | |
| 12072022 | FUEL - PUC | 12/07/2022 | 354.00 | 700-71-720-2212 Fuels & Lubricants |
| 12072022 | FUEL - FIRE DEPT | 12/07/2022 | 261.54 | 100-20-220-2212 Fuels & Lubricants |
| 12072022 | FUEL - STREET DEPT | 12/07/2022 | 2,020.23 | 100-30-300-2212 Fuels & Lubricants |
| Total WEX BANK: | | | 2,635.77 | |
| ZIEGLER, INC. | | | | |
| IN000794432 | CUTTING EDGES FOR GRADER | 12/02/2022 | 617.90 | 100-30-300-2220 Supplies - Repair & M |
| SI000258994 | HYDRAULIC REPAIRS TO GRADER | 11/18/2022 | 5,037.06 | 100-30-300-2220 Supplies - Repair & M |
| Total ZIEGLER, INC. : | | | 5,654.96 | |
| Grand Totals: | | | 135,119.77 | |

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 = 12/19/2022

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 = 12/19/2022

Liquor Bills

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--------------------------------------|-------------------------|--------------|-----------------------|------------------------------------|
| ARTISAN BEER COMPANY | | | | |
| 3574672 | BEER | 12/02/2022 | 608.00 | 600-60-600-2252 Beer Purchases |
| Total ARTISAN BEER COMPANY: | | | 608.00 | |
| BERNICKS PEPSI | | | | |
| 30009484 | BEER | 12/07/2022 | 3,787.00 | 600-60-600-2252 Beer Purchases |
| Total BERNICKS PEPSI: | | | 3,787.00 | |
| BREAKTHRU BEVERAGE | | | | |
| 346860332 | LIQUOR | 12/08/2022 | 2,229.12 | 600-60-600-2251 Liquor Purchases |
| 346860332 | SERVICE FEE | 12/08/2022 | 39.00 | 600-60-600-3033 Freight & Express |
| Total BREAKTHRU BEVERAGE: | | | 2,268.12 | |
| CINTAS | | | | |
| 4139307022 | MATS | 12/05/2022 | 190.60 | 600-60-600-2210 Operating Supplies |
| Total CINTAS : | | | 190.60 | |
| COCA COLA BOTTLING CO | | | | |
| 3002244 | SODA | 12/13/2022 | 244.90 | 600-60-600-2254 Soft Drinks & Mix |
| Total COCA COLA BOTTLING CO : | | | 244.90 | |
| HARTELS/DBJ DISPOSAL COMPANY | | | | |
| 727183 | MOUNTAIN SPIRITS LIQUOR | 12/12/2022 | 174.02 | 600-60-600-3084 Refuse Disposal |
| Total HARTELS/DBJ DISPOSAL COMPANY : | | | 174.02 | |
| JOHNSON BROTHERS INC | | | | |
| 2194171 | LIQUOR | 12/07/2022 | 1,848.20 | 600-60-600-2251 Liquor Purchases |
| 2194171 | DELIVERY CHARGE | 12/07/2022 | 43.05 | 600-60-600-3033 Freight & Express |
| 2194172 | DELIVERY CHARGE | 12/07/2022 | 26.29 | 600-60-600-3033 Freight & Express |
| 2194172 | WINE | 12/07/2022 | 809.65 | 600-60-600-2253 Wine Purchases |
| 231874 | WINE | 12/01/2022 | 165.00- | 600-60-600-2253 Wine Purchases |
| Total JOHNSON BROTHERS INC : | | | 2,562.19 | |
| MEDIACOM | | | | |
| 11262022 | TELEPHONE & INTERNET | 11/26/2022 | 194.01 | 600-60-600-3009 Computer Services |
| Total MEDIACOM: | | | 194.01 | |
| MICHAUD DISTRIBUTING COMPANY | | | | |
| 372796 | FUEL SURCHARGE | 12/08/2022 | 3.00 | 600-60-600-3033 Freight & Express |
| 372796 | 2425 | 12/08/2022 | 24.00 | 600-60-600-2254 Soft Drinks & Mix |
| 372898 | FUEL SURCHARGE | 12/12/2022 | 3.00 | 600-60-600-3033 Freight & Express |
| 372898 | BEER | 12/12/2022 | 610.40 | 600-60-600-2252 Beer Purchases |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--|---------------------------|--------------|-----------------------|--------------------------------------|
| Total MICHAUD DISTRIBUTING COMPANY: | | | 640.40 | |
| PAUSTIS & SONS | | | | |
| 187024 | WINE | 12/09/2022 | 777.00 | 600-60-600-2253 Wine Purchases |
| Total PAUSTIS & SONS: | | | 777.00 | |
| PHILLIPS WINE & SPIRITS CO. | | | | |
| 6508810 | LIQUOR | 12/07/2022 | 1,483.44 | 600-60-600-2251 Liquor Purchases |
| 6508810 | DELIVERY | 12/07/2022 | 21.75 | 600-60-600-3033 Freight & Express |
| 6508811 | DELIVERY | 12/07/2022 | 1.05 | 600-60-600-3033 Freight & Express |
| 6508811 | LIQUOR | 12/07/2022 | 58.92 | 600-60-600-2251 Liquor Purchases |
| 6508812 | DELIVERY | 12/07/2022 | .53 | 600-60-600-3033 Freight & Express |
| 6508812 | WINE | 12/07/2022 | 24.63 | 600-60-600-2253 Wine Purchases |
| Total PHILLIPS WINE & SPIRITS CO. : | | | 1,590.32 | |
| PUBLIC UTILITIES COMMISSION | | | | |
| 1016900000 12 | UTILITIES - MT SPIRITS | 12/07/2022 | 580.13 | 600-60-600-3080 Utilities |
| LIQUOR2022 | 2021 LOAN PAYMENT | 12/14/2022 | 117,603.08 | 600-00-000-2061 Loans Payable - Long |
| LIQUOR2022 | INTEREST ON LOAN FROM PUC | 12/14/2022 | 3,528.09 | 600-60-600-6615 Interest Expense |
| Total PUBLIC UTILITIES COMMISSION : | | | 121,711.30 | |
| RANGE PAPER | | | | |
| 61844 | BAGS | 11/30/2022 | 88.61 | 600-60-600-2210 Operating Supplies |
| Total RANGE PAPER : | | | 88.61 | |
| SOUTHERN WINE & SPIRITS | | | | |
| 2288468 | DELIVERY | 12/02/2022 | 63.89 | 600-60-600-3033 Freight & Express |
| 2288468 | LIQUOR | 12/02/2022 | 3,207.37 | 600-60-600-2251 Liquor Purchases |
| 2291205 | DELIVERY | 12/09/2022 | 29.04 | 600-60-600-3033 Freight & Express |
| 2291205 | LIQUOR | 12/09/2022 | 1,306.70 | 600-60-600-2251 Liquor Purchases |
| Total SOUTHERN WINE & SPIRITS: | | | 4,607.00 | |
| SUPERIOR BEVERAGE (MN) | | | | |
| 1460261 | BEER | 12/06/2022 | 34.80 | 600-60-600-2252 Beer Purchases |
| 20030977 | FREIGHT | 12/02/2022 | 4.00 | 600-60-600-3033 Freight & Express |
| 20030977 | BEER | 12/02/2022 | 804.15 | 600-60-600-2252 Beer Purchases |
| 20031094 | BEER | 12/06/2022 | 5,446.85 | 600-60-600-2252 Beer Purchases |
| 20031094 | FREIGHT | 12/06/2022 | 4.00 | 600-60-600-3033 Freight & Express |
| 20031096 | MIX | 12/06/2022 | 33.00 | 600-60-600-2254 Soft Drinks & Mix |
| 20031371 | FREIGHT | 12/09/2022 | 4.00 | 600-60-600-3033 Freight & Express |
| 20031371 | BEER | 12/09/2022 | 3,325.00 | 600-60-600-2252 Beer Purchases |
| 20031459 | FREIGHT | 12/13/2022 | 4.00 | 600-60-600-3033 Freight & Express |
| 20031459 | BEER | 12/13/2022 | 2,379.25 | 600-60-600-2252 Beer Purchases |
| Total SUPERIOR BEVERAGE (MN): | | | 11,969.45 | |
| VINOCOPIA | | | | |
| 0318341-in | WINE | 11/30/2022 | 248.00 | 600-60-600-2253 Wine Purchases |
| 0318341-in | DELIVERY | 11/30/2022 | 5.00 | 600-60-600-3033 Freight & Express |
| 0318342-in | LIQUOR | 11/30/2022 | 135.25 | 600-60-600-2251 Liquor Purchases |

| Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|----------------|------------------|--------------|-----------------------|----------------------|
| | | | | |
| | Total VINOCOPIA: | | 388.25 | |
| | Grand Totals: | | 151,801.17 | |

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 = 12/19/2022