

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

AGENDA
PROCTOR CITY COUNCIL MEETING
Tuesday, January 17th, 2023, 6:00 pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

MAYOR FOR A DAY AWARD RECIPIENT

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES City Council Meeting minutes from Tuesday, January 3, 2023
Budget Working Session Minutes, January 3, 2023

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

***APPROVAL OF CONSENT AGENDA** One motion accepts all items listed under this agenda, plus Council can pull any individual items out of this consent agenda and discuss/act on items separately leaving others to be approved via consent agenda action.

***1. COMMUNICATIONS**

- A. MN Department of Revenue Sales Tax Memo
- B. SEH Monthly Meeting Minutes – January 9, 2023
- C. Northland Securities Newsletter
- D. December 2022 PEDAs Minutes
- E. MN Energy Rate Increase Information

***2. PLANNING & ZONING DEPARTMENT MATTER**

***3. COMMITTEE REPORTS**

4. CLERK ADVISES COUNCIL

- A. Police Civil Service Commission/City Council Joint Meeting
- B. City of Proctor Workers Comp Audit Statement
- C. Smart Salting for Leaders Workshop
- D. Essentia Health: Orange Places Project Information
- E. LBAE Tentatively Scheduled: May 16th from 10:00-11:00 am
- F. 2nd Street Bonding Process

5. UNFINISHED BUSINESS

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

6. NEW BUSINESS

- A. Resolution 02-23 Declaration of Surplus – Proctor Police Squad**
- B. PEDAs Recommendation – Commission Member Appointment**
- C. 2023 Official Designations**
- D. Committee/Commission Member Appointments**
- E. Sand/Salt Pay Application #5**
- F. Resolution 03-23 Prosecution Services Agreement Amendment – Joint Powers**
- G. Liquor Store Clerks Non-Affiliated Wage Increase**

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

- A. Negotiations**

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

City Attorney:

BILLS FOR APPROVAL

General: \$113,821.08

Liquor: \$29,308.44

TOTAL BILLS FOR APPROVAL: \$143,129.52

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING JANUARY 3, 2023

Meeting was streamed live on the Trac 7 YouTube channel

Mayor Ward called the meeting to order at 6:03 pm.

Pledge of Allegiance

OATH OF OFFICE SWEARING IN:

Mayor Ward, Administered by Deputy Mayor DeWall

Councilor Johnson and Councilor Benson, Administered by Mayor Ward

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

OTHERS PRESENT: City Administrator Rich, Administrative Assistant Megan Jordan, Ted Kiefat

EXCUSED ABSENCE: Attorney Bray

M/S/P: Rohweder/Johnson to approve the minutes from Monday, December 19th, 2022.

M/S/P: DeWall/Rohweder to approve the agenda for January 3, 2023, adding the following item:

6C: 2023 Proctor Fire Department Officers

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

M/S/P: Ward/Benson to approve the consent agenda for Monday, January 3, 2023, pulling item 3A for discussion

3A: SEH Monthly Meeting Minutes:

Councilor Benson asks for Administrator Rich for allocation of the locator grant funds, phase of the bids for the storage garage on Kirkus St, tree replacement/removal on the 2nd St project, and suggestions for advancement on the pickleball project.

3. Clerk Advises Council, Administrator Rich:

A. Legislative Agenda Update

Met with Representative Zeleznikar along with Councilor Benson to discuss the priority of projects and items for the benefit of the City of Proctor.

4. UNFINISHED BUSINESS

5. NEW BUSINESS

M/S/P: Rohweder/Johnson to approve resolution 01-23 as submitted with Mayor Ward clarifying the difference in donation amount. Administrator Rich clarifies the difference includes the utility bills the trust agreed to pay.

Mayor Ward extends an acknowledgement for the generous donations Mr. Downs has provided to the Proctor Golf Course through his trust, provides honors and extends gratitude at the recent passing of Mr. Downs. Councilor Rohweder adds items to the generous legacy Mr. Downs has left on the City of Proctor's golf course.

M/S/P: Benson/Johnson to accept the 2023 proposed budget summary as presented to council during the budget working session held prior to the council meeting.

M/S/P: Ward/Rohweder to approve the list of the 2023 Proctor Fire Department officers as submitted.

MEMBER CONCERNS

Benson: None

DeWall: Requests 2023 designations to be added at the 1/17/23 council meeting.

Johnson: None

Rohweder: None

Mayor Ward: Mayor for a Day essay contest winner to be announced with the winner invited to the next meeting. Reminder the next council meeting will be held on Tuesday, January 17th due to the Dr. Martin Luther King Jr holiday.

Administrator Rich: None

BILLS FOR APPROVAL: \$333,107.00

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

M/S/P: DeWall/Ward to adjourn the regular council meeting at 6:20 pm.

Chad Ward
Mayor

Jess Rich
City Administrator

Proctor's Vision
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Slogan: "You Have A Place In Proctor"

MINUTES
SPECIAL BUDGET WORKING SESSION
Tuesday, January 3, 2023 4:30 PM
Proctor Community Activity Center, 100 Pionk Dr

CALL TO ORDER

Mayor Ward called the meeting to order at 4:30 pm. All members are present.

OTHERS PRESENT

City Administrator Jess Rich, Finance Director Brunfelt, and Administrative Assistant Megan Jordan

Prior to the meeting, Finance Director Brunfelt provided members of the council with a written memo and detailed departmental summary of the proposed budget. Mayor Ward opens the floor to members of the council for discussion. Council has questions for Brunfelt regarding clarification of police training, tourism budgeting, and general fund annual operating expenses. General fund budget for department allotments are also discussed with both Administrator Rich and Finance Director Brunfelt clarifying the budget can be a working document, and budget amendments can be made throughout the year. With the levy set at 6%, council would like to further discuss operating expenses.

Councilor DeWall requests to discuss the proposed budget for the police department and the correlation of the accrued expenses with the addition of the eight officer. Brunfelt explains the additional health insurance, workman's compensation increases, and cost of coverage expenses related to approved military leave.

Councilor Rohweder requests to discuss the fairgrounds and the anticipated projects the board would like to complete. Administrator Rich adds the top five anticipated projects include improvements to the barns, fencing, electrical updates, and gates. Members of the council state due to the fact the city owns the buildings, necessary improvements should continue to remain a priority.

Additional discussions follow including salaries, contract negotiation statuses, employee benefits and required training expenses for our police officers. Members of the council agree with the recommendation to approve the proposed budget as submitted by Finance Director Brunfelt.

Motion by Rohweder, seconded by Johnson and carried 5-0 to adjourn the special budget working session at 5:29 pm.

December 29, 2022

Leslie Brunfelt
Director of Finance & Accounting
100 Pionk Drive
Proctor, MN 55810-1705

The Minnesota Department of Revenue is considering changes to local option sales and use tax agreements. The Department did initial surveying and outreach about potential changes in 2019 and is now revisiting those discussions as we emerge from the pandemic. The changes being considered would ensure the Department is fair to all local governments in the collection and administration of local sales and use taxes, especially with the addition of numerous local taxing areas over the last several years, as well as recent changes to local government statutes.

In an effort to be as transparent and efficient as possible, the Department is looking to change how we calculate the reimbursement of the department's costs for administering, collecting, and enforcing each local option sales and use tax. Currently, all local jurisdictions share in the cost of local tax administration. The calculations are based on the share of total revenues and total tax lines reported on Minnesota sales and use tax returns for each local area as described in the Reimbursement of Cost section of your current agreement. The changes the Department are proposing are:

- Moving from calculating the costs based on a share of revenues and tax lines to a flat rate.
- The flat rate would be calculated based on a local government's revenues each month.
- The flat rate we are looking at using would be a minimum of 0.5% and a maximum of 2%. We are continuing to evaluate our costs and administrative processes to ensure a fair, equitable and transparent cost recovery mechanism.
- The Department will be working with each local government to gather feedback based on the minimum and maximum amounts listed above and our implementation plan.
- We are expecting to implement this effective July 1, 2023.

In addition to the changes to the reimbursement of cost, we are also looking at making some changes to the following:

- How much revenue the department withholds when a local government ends their local option sales tax.
- The amount of notice the Department is required to provide local governments for rate changes.
- The payment frequency to each local government for revenue collected.

We value your partnership and look forward to working with you during this process. We will provide further communication in February of 2023 to discuss in detail what the changes may mean for your local government. In the meantime, if you have any immediate questions, please contact us at 651-556-6117 or LocalGovernmentServices.mdor@state.mn.us.

This notice is pursuant to the current agreement you have with Minnesota Department of Revenue, and provides notice of the estimated cost for administering, collecting, and enforcing the local taxes under the proposed changes outlined above.

This letter is the official notification from Minnesota Department of Revenue to notify Proctor that the "Agreement Between the Minnesota Department of Revenue and Proctor for Collection of a Local Sales and Use Tax" signed on March 16, 2015, may change.

Thank you.

Sincerely,

Local Government Services

Phone: 651-556-6117

Email: LocalGovernmentServices.mdor@state.mn.us

Fax: 651-556-3102



Building a Better World
for All of Us®

MEETING MINUTES *1B

Proctor Monthly Meeting

January 10, 2023

9:00 a.m.

City Hall

Attendees: Jess Rich – City of Proctor
Megan Jordan – City of Proctor
Rick LaLonde – City of Proctor
Jay Boysen – City of Proctor
Matt Bolf – SEH
Tyler Yngsdal - SEH
Char Jones - PUC

SEH No.: PROCT 166073

Project Manager: Matt Bolf, PE

I. Salt / Sand / Public Works Project

A. Project Updates:

1. Construction (on hold until Spring 2023)
 - a. Parsons Electric – [Lighting units have been installed.](#)
 - b. All other work is complete for the season. [Materials \(i.e. piping\) has been delivered on the site for next spring.](#)
2. Payment / Changes
 - a. Change Orders – [1-5 have been approved by city council.](#)
 - b. Pay Applications
 - (1) [Pay application #5 – Pay application #5 for lighting units. Tyler will draft the pay application for Council approval.](#)
3. Utility conflicts – Site meeting will be held in Spring 2023 prior to construction starting up.
 - a. NESC – Lower FO under new access road in Spring 2023.
 - b. CenturyLink (Lumen) – SEH and CenturyLink looking at location for relocation of FO. Work to be completed Fall/Winter 2022 to be out of the way for 2023 construction. [CenturyLink is proposing to relocate the FO line to be 15' within the existing MP easement. SEH let CenturyLink know that this location seemed OK as long as the utility is placed deep enough to allow for remaining construction.](#)
 - c. MN Power – Lower 3-phase under new access road in Spring 2023.
 - d. Underground power for lighting – Lower power under new access road in Spring 2023.
4. Phase 2 – [City would like to rebid the Maintenance garage for 2023 construction. SEH will reach out to local building contractors to gauge their appetite for upcoming building construction work. SEH will start preparing bidding documents.](#)
5. Grant Reimbursement – [No additional needs from SEH.](#)

II. Second Street LRIP

A. Project Updates:

1. 5th Avenue Intersection – County is requiring 6" bituminous at this intersection for the higher volume of turning movements. *Jess will reach out to the County to determine if the County would still be willing to pay for a portion of costs at the 5th Avenue intersection.*
2. SEH will send plan and profile sheets to the street department for 50% review. *A follow up meeting will be scheduled for January 24th to review any comments.*
3. Fire Department questions – SEH to reach out directly or through city staff? *SEH will reach out directly to the Fire Department.*
 - a. Hydrant locations
 - b. Hydrant specifications
4. SEH and PUC met in December to run through watermain layout, valving, and phasing. *PUC is ok with replacing the existing 10" main in-kind and all other improvements will be 8".*
5. Storm sewer sump pump connections. Tyler sent detail for sump pump connections. The City will reach out to the homeowners to see who would like to have a sump pump stub installed.
6. Temporary Construction Easements – SEH will prepare easement exhibits as final limits of construction are determined.
7. Stormwater Items
 - a. Stormwater treatment – SEH will provide a Memo regarding options discussed for stormwater treatment. Jess will reach out to the school and provide a letter to SEH as documentation. *Has the city reached out to the School?*
 - b. Double Culvert south of 4th – The replacement of these culverts will require a public waters work permit
8. *City staff will check for documentation of R/W or easements for 9th avenue along the School property.*
9. *SEH will create a separate funding column for lighting on 2nd Street*
 - a. *SEH will prepare 3 lighting layout options with light coverage dimensions.*
 - b. *A committee meeting will be held to come up with a recommended lighting style and layout prior to going to PUC for approval.*

B. Project Funding Updates:

1. Cost Estimate & Assessments – SEH will provide updated cost estimates after tabulations have been drafted (between 60% & 90%)
2. 9th Avenue Water Assessment – *SEH provided estimated front foot assessment for 9th. The PUC voted to assess the school district for their portion of water main along 9th Avenue.*
3. SRTS Application (March)
 - a. Trail quantities will be tabulated separately. *Matt and Jess will make updates to the SRTS application.*

III. MS4 – MS4 General Permit has been reissued by the MPCA

- ### A.
- The city will be able to gauge how the process is working when the construction season starts up in the spring. *No action needed at this time.*

IV. PUC Items

A. Booster Station

1. Restoration complete – may need a little seeding in the spring.
2. Fence still needs to be installed. *The proposed fence will sit between the newly created ditch and the neighboring property. The ditch and slope should be maintainable from the city property side.*
3. There are a few minor punch list items in the building to complete.
 - a. Generator Receptacle –*Matt reached out to Dakota pump but has not got a response for installation schedule. Matt emailed Char and SWLP regarding generator size needed for testing.*
 - (1) *Matt will check the specifications for testing requirements.*

- (2) PUC will need to decide if they want a cord with a connection to the building and open-ended wiring until they determine the type of generator.
- b. Interior Floor patch and paint – Matt reached out to USA for a schedule update but they have not provided.
- c. External siding to cover base - Matt reached out to USA for a schedule update but they have not provided.

V. Proctor GIS

- A. Public Works Updates – SEH collected corrections from Rick and will make updates to the GIS system in the Spring
- B. Locator - The City has received the new locator and training/locates will start in the Spring.

VI. School District Plan Review – Water is again bypassing the curb cut to the pond and running into Kirkus Street. Jess sent a letter to the school district but hasn't received a response yet.

- A. Hockey Arena – There are still improvements needed to make the site compliant. They generally include:
 - 1. Pond 3 Expansion – Troy asked SEH for price to process HydroCAD updates and determine how much bigger the pond needs to get.
 - 2. Pervious Areas at Pond 2 – Pond 2 needs more live space and less dead space. They can either adjust the outlet down or make pond 2 bigger. This will be reviewed after new calculations are performed.
 - 3. Maintenance Agreement – not complete yet.

VII. Miscellaneous

- A. St. Louis County – 2nd Street Concrete Repair Project
 - 1. SEH has notified the County for limits of the 2nd street project.
- B. Pickleball Courts
 - a. The City is exploring converting the outdoor hockey rinks to paved Pickle ball courts at the new hockey area.
 - b. The other option that the City is looking at is the gravel lot up from the new Playground for Everybody on Pionk.
 - c. City received preliminary quotes and the conversion of the hockey rinks would be a cheaper option, excluding upgrades to the ponds for stormwater treatment. The City will follow up with the school to see if they want to partner on the project.
 - d. Pond 3 will need to be enlarged by 1,000 s.f. or about double the current size. SEH provided a map showing the land impact.
 - e. The remaining School upgrades remain unchanged.
- C. Storm Water Utility – No updates.
- D. Water & Wastewater 2023-2024 PPL
 - 1. 2024 PPL – Jess would like to get the water and sewer lines from 2nd Street to Westgate on the PPL for future funding.
 - a. Wastewater plans due 3/3/23
 - b. Request for placement on Drinking Water due 5/5/2023
 - c. Matt and Jess will have a follow-up meeting to discuss schedule and applications.
 - 2. Water
 - a. The PUC/City would like to include watermain replacement from 2nd Street south to Westgate Blvd. Directionally drilling HDPE water main would likely be the most cost effective option with limited excavation needed.
 - b. Char will work on getting existing pipe ages and break history to include for next month's meeting.
 - 3. Wastewater
 - a. Rick provided a priority map sketch for areas in high need of rehab.

- b. Rehabbing areas #2 and #3 are most likely to occur in concurrence with the water main rehab section.
 - c. Section #1 is also high priority as it takes flow from entire city to the WLSSD meter station.
 - d. A new forcemain could be directionally drilled from Westgate to the north.
 - e. Rick provided known information on existing pipe ages and blockage history.
- E. Bonding Bill – SEH / City to prepare projects costs and narratives for a bonding bill or other state grant opportunities including:
 - 1. Munger Trail Spur
 - 2. City Land Development at south end of town.

viii. **Next Meeting – February 8, 2023 @ 9:00 am.**



Providing Direction

Producing Results

*1C

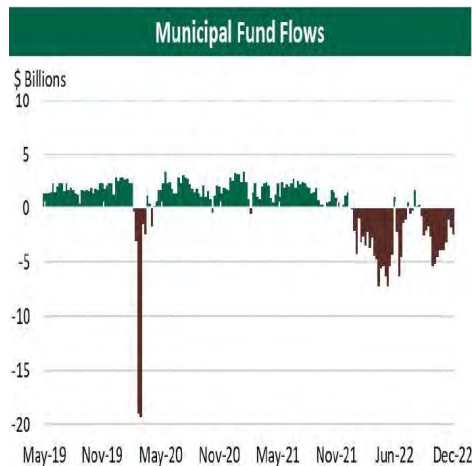
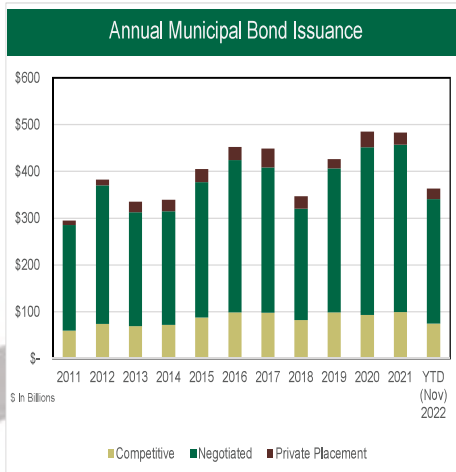
Newsletter | January 2023

2022 was a bumpy ride!

2022 brought tremendous change to the bond market. The year was highlighted by the Fed's swiftest tightening of U.S. monetary policy in 40 years. The Fed Funds rate began at .08% in January and swelled to 4.33% in December 2022. The increases to the Fed Funds rate created ongoing volatility throughout 2022, which impacted overall bond supply and demand. Overall supply was down year over year and mutual funds consistently sold off bonds throughout the year. As we head into 2023, all the attention will be on the Fed as they set the course for the municipal marketplace.

What lies ahead for 2023?

If the Fed eases tightening in early 2023, the municipal bond market may rally lowering borrowing costs for issuers. Municipal bonds have a history of stability due to strong credit ratings and typically outperform other asset classes in a down market or recession. If fund outflows begin to abate and supply remains low in 2023, issuers may find a cooperative market to issue bonds in 2023. If inflation remains stubbornly high, however, and continues to exceed the 2% Fed target range, the Fed may find justification to continue its restrictive monetary policy well into 2023. Any additional restrictive fed monetary policy above expectation in 2023 could create ongoing market volatility.



Please contact a Minnesota Northland public finance professional with any questions about how Northland can serve your community.

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Minneapolis, MN 55402

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RC 22-647 / Muni 22-557



Municipal bond rates still remain low by historical standards.

Bonding Bill in 2023?

The Minnesota legislature will begin its regular session on January 3rd with the Democratic-Farmer-Labor Party holding a narrow governing majority. It will be the first time since 2013-14 that one party has a trifecta majority. With no bonding bill in 2022, local government issuers will be looking to the legislature to pass a bonding bill to fund capital projects throughout the state, many of which are on hold. The legislature typically passes a larger bonding bill in even years, which obviously didn't happen in 2022. The last time the legislature failed to pass a larger bonding bill in an even year was in 2016. The following year a bonding bill was passed for about a billion dollars. Bonding bills require a 2/3 majority vote so both parties will need to work together to get a bonding bill done. **If your project is on hold due to a delayed bonding bill and you are considering temporary financing, Northland can help! Give us a call today.**

Bond Rates:
Estimated Level Debt Service Assuming Average BQ Bond Rates
\$1,000,000 as of 12/14/2022

<u>Years</u>	<u>Final Maturity</u>	AAA		AA		A	
		<u>Average Coupon</u>	<u>Annual Debt Service</u>	<u>Average Coupon</u>	<u>Annual Debt Service</u>	<u>Average Coupon</u>	<u>Annual Debt Service</u>
5	2027	2.62%	\$215,991	2.91%	\$217,794	3.18%	\$219,478
10	2032	2.78%	\$115,918	3.20%	\$118,430	3.30%	\$119,032
15	2037	3.44%	\$86,455	3.75%	\$88,376	3.74%	\$88,314
20	2042	3.76%	\$72,027	3.93%	\$73,126	3.91%	\$72,997
30	2052	4.01%	\$57,900	4.18%	\$59,101	4.20%	\$59,243

Source: Bloomberg, Dec 2022

MCFOA Conference - March 21-24 in St. Cloud

Northland is very excited to present, "Financing Options for Your City: Implementing the CIP Process Step by Step" at the MCFOA conference. This session will identify the various options for financing capital improvement projects and provide guidance on how to evaluate the different options. We'll look at how bonding impacts the CIP with a focus on estimating the amount of debt, structuring the debt, the term, and statutory factors. We'll talk about the management of existing debt and accounting for other revenue sources. Specific time will be spent on understanding why it's important to update a CIP annually and how it factors into the rating process. The information in the session will be relevant for cities of all sizes. [We'll see you there!](#)



"And it looks like it's gonna be a looong winter"

- Charlie Brown

Northland's Public Finance Group specializes in the public finance needs of municipalities and governmental agencies across the Upper Midwest and in Colorado. Our public finance professionals bring a depth of experience and attentive service that navigates our clients through the complexities of local government finance and economic development. Our mission is to "provide direction and produce results." Northland Public Finance is committed to developing long-term client relationships by providing sound advice, creative solutions, and the desired results.



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Debt Management

- Competitive Bond Sales
- Bond Underwriting
- Bank Private Placement
- Debt Refinancing
- Continuing Disclosure
- Referendum Assistance

Economic Development

- Tax Increment Financing
- TIF Reporting
- Tax Abatement Programs
- Pro-Forma Analysis
- Development Agreement Negotiation
- Special Service Districts
- Housing Improvement Areas

Strategic Financial Planning

- Utility Rate Studies
- User Fee Studies
- Capital Improvement Plans
- Financial Management Plans
- Strategic Plans
- Annexation Fiscal Impacts
- Merger Fiscal Impacts
- Goal Setting Workshops
- Property Tax Impact Analysis

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

*1D

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

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

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

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

Motion by Commissioner Bingaman, seconded by Mayor Ward and carried (5-0) to approve the agenda with the deletion of 6.A. Closed Session.

Secretary Rich reported the 200 6th Street Conditional Use was approved.

Secretary Rich reported on the following: Cissus Housing Forum, Financial Report and Year End Report, City Committee and Commission Terms and Vacancies, 2nd Street Update,

Motion by Mayor Ward, seconded by Chair Madson to use remaining 2022 budget at year end to make a principal payment on PED A's loan to PUC. Aye: Madson, Schwarzbauer, Ward. Abstain: Bingaman and DeWall.

Motion by Chair Madson, seconded by Schwarzbauer to have Administrator Rich explore the cost to have an utility extension feasibility study for city acreage located on Kirkus Street. Aye: Madson, Schwarzbauer, Ward. Abstain: Bingaman and DeWall.

Motion by Chair Madson, seconded by Commissioner Bingaman and carried (4-0 – DeWall Abstaining) to accept the resignation of Commissioner DeWall from PED A.

MEMBER CONCERNS

Chair Madson: None

Mayor Ward: Thanked the PUC for participating in the holiday lighting contest.

Commissioner Schwarzbauer: Reported he attended ETS Performance (training center co-owned by CJ Ham) open house in October.

Commissioner Bingaman: None

Motion by Commissioner Bingaman, seconded by Mayor Ward carried (4-0) to adjourn at 7:21PM.

Respectfully Submitted: PED A Secretary, Jess Rich



Minnesota Energy Resources Corporation
2685 145th Street West
Rosemount, MN 55068
www.minnesotaenergyresources.com

*1E

January 4, 2023

To: All Municipalities, Counties, and Local Governing Bodies within Minnesota Energy Resources Corporation's Minnesota Service Area

Dear Sir or Madam:

Pursuant to Order Point 2 of the December 30, 2022 "Notice of and Order For Hearing" in Minnesota Public Utilities Commission Case No. G011/GR-22-504, enclosed is the above mentioned Order. In addition enclosed are Notices to Counties and Municipalities of Application for Rate Increase.

Please contact me at 414-221-4208 with any questions.

Sincerely,

A handwritten signature in black ink that reads "Joylyn C. Hoffman Malueg". The signature is fluid and cursive, with the first name "Joylyn" being the most prominent.

Joylyn C. Hoffman Malueg
Project Specialist 3



Minnesota Energy Resources Corporation
2685 145th Street West
Rosemount, MN 55068
www.minnesotaenergyresources.com

**Notice to Counties and Municipalities, Under
Minnesota Statutes Section 216B.16, Subdivision 1**

Re: Minnesota Energy Resources Corporation Request for Increase in Natural Gas Rates,
MPUC Docket No. 22-504

On November 1, 2022, Minnesota Energy Resources Corporation ("MERC") filed an application with the Minnesota Public Utilities Commission (MPUC) for a general rate increase for natural gas services provided to customers in the State of Minnesota. The requested increase is for 9.91 percent or about \$40,322,302.

State law allows MERC to collect an interim (temporary) rate while the MPUC considers the rate increase request. The interim rate increase is approximately 9.08 percent, including the cost of gas, or about \$36,973,887. The interim rate increase is effective January 1, 2023. All MERC gas customer bills will reflect the 9.08 percent increase during the interim period and this rate will remain in effect until a final decision is made.

In accordance with Minn. Stat. § 216B.16, subd. 2, the Commission has referred the matter to the Office of Administrative Hearings and delayed a decision on proposed final rates in order to evaluate the application. In addition to the review by the Commission, the Minnesota Department of Commerce, Division of Energy Resources will conduct an investigation of MERC's books and records as part of the rate review. The Minnesota Office of the Attorney General – Residential Utilities Division may investigate this proposal, as well as other parties such as consumer or public interest groups.

The interim rate increase will be collected through a 32.82 percent interim rate increase on distribution margins. Distribution margins include the customer charge, the distribution charge, and if applicable, the daily firm capacity charge for firm/interruptible service customers.

The chart below shows an example of interim and proposed rate changes on monthly bills for customers with average gas usage. This calculation will not necessarily result in an interim bill that is uniformly 9.08 percent higher than present bill because gas costs are not included in the calculation of the interim rate increase.

PROPOSED CHANGE IN AVERAGE MONTHLY BILLS

MERC Customer Class	Average Monthly Usage (Therms)	Present Monthly Bill	Interim Monthly Bill	Proposed Monthly Bill
CONSOLIDATED SALES				
GS-CONSOLIDATED Residential Sales	72	\$79	\$86	\$87
GS-CONSOLIDATED C&I FIRM Class 1	73	\$87	\$97	\$95
GS-CONSOLIDATED C&I FIRM Class 2	555	\$533	\$571	\$572
GS-CONSOLIDATED C&I FIRM Class 3	9,842	\$8,315	\$8,722	\$8,662
CONSOLIDATED C&I INT Class 2	3,399	\$2,566	\$2,652	\$2,673
CONSOLIDATED C&I INT Class 3	15,749	\$11,557	\$12,021	\$11,864
CONSOLIDATED C&I INT Class 4	101,748	\$69,073	\$70,234	\$69,330
CONSOLIDATED Agriculture Grain Dryer - Class 1	491	\$421	\$450	\$447
CONSOLIDATED Agriculture Grain Dryer - Class 2	2,397	\$1,768	\$1,815	\$1,825
CONSOLIDATED Electric Generation - Class 1	1,137	\$883	\$919	\$915
CONSOLIDATED C&I Firm/Interruptible Class 2	5,011	\$3,939	\$4,116	\$4,203
CONSOLIDATED TRANSPORT				
Transport-CONSOLIDATED C&I FIRM Class 2	3,801	\$887	\$1,110	\$1,153
Transport-CONSOLIDATED C&I FIRM Class 2 - CIP Exempt	5,015	\$960	\$1,185	\$1,312
Transport-CONSOLIDATED C&I FIRM Class 3	23,664	\$3,381	\$4,332	\$4,216
Transport-CONSOLIDATED C&I FIRM Class 4	124,171	\$7,187	\$8,717	\$7,472
Transport-CONSOLIDATED C&I FIRM Class 5 - CIP Exempt	1,962,554	\$15,092	\$11,138	\$16,407
Transport-CONSOLIDATED C&I INT Class 2	6,101	\$915	\$1,106	\$1,107
Transport-CONSOLIDATED C&I INT Class 3	26,565	\$2,960	\$3,754	\$3,477
Transport-CONSOLIDATED C&I INT Class 4	129,765	\$7,245	\$8,758	\$7,572

MERC Customer Class	Average Monthly Usage (Therms)	Present Monthly Bill	Interim Monthly Bill	Proposed Monthly Bill
Transport-CONSOLIDATED C&I INT Class 5	395,311	\$14,785	\$18,534	\$14,334
Transport-CONSOLIDATED C&I Firm/Interruptible Class 3	20,271	\$2,440	\$3,106	\$2,891
Transport-CONSOLIDATED C&I Firm/Interruptible Class 5 - CIP Exempt	1,001,711	\$7,479	\$5,543	\$7,275

*The "present monthly bill" amounts reflect the rates authorized in Docket No. G011/GR-17-563, the cost of gas, and applicable Natural Gas Extension Project Rider and Gas Utility Infrastructure Cost Rider surcharge rates.

The Commission will make a decision on the rate increase in the fall of 2023. Final rate changes, if approved, will be effective after that date. If final rates are less than interim rates, the difference in the amount collected during the interim period will be refunded to customers with interest. If the final rate is greater than the interim increase, customers will not be charged for the difference.

The public may review the proposed rate schedules and a comparison of present and proposed rates at:

Minnesota Energy Resources

2685 145th Street West

Rosemount, MN 55068

Phone: 1-800-889-9508

Web: www.minnesotaenergyresources.com/company/rate_case.aspx

Minnesota Department of Commerce

85 7th Place East, Suite 500

St. Paul, MN 55101

Telephone: 651-539-1534

Web: <https://www.edockets.state.mn.us/EFiling/search.jsp>.

Select 22 in the year field, enter 504 in the number field, select Search, and the list of documents will appear on the next page.

An Administrative Law Judge will schedule public hearings. Customers will be notified by mail or bill insert of the dates of those hearings. Public notice of hearing dates and locations will be published in local newspapers in MERC's service area.

Persons who wish to formally intervene or testify in this case should contact the Administrative Law Judge, Minnesota Office of Administrative Hearings, P.O. Box 64620, St. Paul, MN 55101, Telephone: (651) 361-7900.

Questions about the Minnesota Public Utilities Commission's review process?

The MPUC is asking customers to comment on MERC's request for a rate increase. Send comments to the MPUC's Consumer Affairs Office (CAO) or contact the CAO for assistance with submitting comments:

Minnesota Public Utilities Commission

121 7th Place East, Suite 350

St. Paul MN 55101

Phone: 651-296-0406 or 1-800-657-3782

Email: consumer.puc@state.mn.us

Persons with hearing or speech disabilities may call through their preferred Telecommunications Relay Service.

League of Minnesota Cities Insurance Trust

Group Self-Insured Workers' Compensation Plan

145 University Avenue West

St. Paul, MN 55103-2044

Phone (651) 215-4173

4B

Statement of Premium Audit Adjustment

The "City"
Proctor, City Of
100 Pionk Drive
Proctor, MN 55810-1701

Agreement No. WC 1001385-5
Agreement Period From: 01/01/2021
To: 01/01/2022

Audited Annual Remuneration	Rates Per \$100 Of Remuneration	Code No.	Classification	Audited Premium
\$	\$			\$

SEE ATTACHED SCHEDULE FOR DETAILS

Manual Premium		89,213
Experience Modification	1.06	5,353
Standard Premium		94,566
Deductible Credit	0.0%	0
Premium Discount		-8,509
Net Actual Premium		86,057
Less Deposit Premium		92,785
Balance Due LMCIT		-6,728

The foregoing statement is for the year end adjustment to your workers compensation deposit premium. It was prepared after an audit of your payroll records and a final determination of your experience modification factor for the period indicated above. If the final balance shown is due to your city, a check will be issued separately. If the final balance is due to the LMCIT, please forward your remittance, payable to the LMC Insurance Trust, to the administrator at the address indicated above.

Agent:

00611 Eric Madson
309 W Superior St
Duluth, MN 55802-1608

League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044 (651) 215-4173

The "City"
Proctor, City Of
100 Pionk Drive
Proctor, MN 55810-1701

Agreement No. WC 1001385-5
Agreement Period From: 01/01/2021
To: 01/01/2022

CONTINUATION SCHEDULE FOR INFORMATION PAGE

REMUNERATION	RATE	CODE	DESCRIPTION	AUDITED PREMIUM
248,639	10.41	5506	STREET CONSTRUCTION	25,883
0	0.29	7610	RADIO OR TELE BRDCSTING STATION-ALL EMPLOYEES	0
POP 4,551	265.54	7708	FIREFIGHTERS (VOLUNTEER)	12,085
0	7.45	7721	POLICE-NON SMOKING	0
125,516	4.57	8017	OFF SALE LIQUOR STORE	5,736
348,098	0.82	8810	CLERICAL OFFICE EMPLOYEES NOC	2,854
0	7.76	9015	BUILDINGS-OPER BY OWNER	0
0	6.31	9102	PARKS	0
55,455	0.70	9410	MUNICIPAL EMPLOYEES	388
18,200	0.56	9411	ELECTED OR APPOINTED OFFICIALS	102
510,478	8.26	7720	POLICE	42,165
Manual Premium				89,213

Jessica Rich

From: McDonnell, Julie (DNR) <julie.mcdonnell@state.mn.us>
Sent: Tuesday, January 10, 2023 11:29 AM
To: McDonnell, Julie (DNR)
Subject: Invitation for you to participate in regional resilience action - Smart Salting for Leaders



Please join us!

Minnesota's Lake Superior Coastal Program recognizes your coastal leadership! In partnership with Minnesota Pollution Control Agency and "We are Water MN", we are offering a 'special edition' of

Smart Salting for Leaders

February 8, 2023

10:00 a.m. – 12:00 p.m.

[Click here to register for this virtual event](#)

This event is specially designed for those who oversee government departments, develop, revise or approve policy and priorities, and those making decisions for operations. You will learn about achievable policies and actions to assist with reducing salt use in your community. It will also help demystify the impacts of chloride on infrastructure and water resources.

Why attend?

- Excess use of salt wastes money and causes expensive damage to infrastructure.
- Salt can pollute drinking water, both groundwater and surface water.
- Impacts of salt pollution are experienced locally. The majority of salt applied ends up in groundwater, local lakes and streams.
- Salt is toxic to our freshwater wildlife.
- The Lake Superior coastal area has an abundance of fresh water on which we all depend.

Tribal government leadership, State, county and city decision-makers, and all involved with policy have an important role to play in chloride management and promoting smart salting strategies. Make plans to attend. You can also help us spread the word by extending this invitation to all those in your community who could benefit from learning about the advantages of Smart Salting.



The learning environment for this workshop is an interactive online format. Participants will interact with instructors and other participants through live chats, polls, and class discussion using the WebEx platform.

Registration is now open.

More information and registration details are available on the event web page:

[MPCA Smart Salting for Local Leaders Workshop Tickets, Wed, Feb 8, 2023 at 10:00 AM | Eventbrite](#)

We strive to make our events as accessible as possible. If you would like to request an accommodation, please contact Julie McDonnell through email at julie.mcdonnell@state.mn.us, by telephone at 218-834-1443 or 888-MINNDNR (646-6367), or call using your preferred telecommunications relay provider.

If you have questions about this workshop, or are interested in hosting any of the [Smart Salting trainings](#), please contact Arden Sasak (arden.sasak@state.mn.us).

Funding for this training was provided by the Minnesota Clean Water Fund and Environment and Natural Resources Trust Fund.

Julie McDonnell

Coastal Program Specialist | Minnesota's Lake Superior Coastal Program

Stay engaged with [A Climate Resilience Forum | Minnesota DNR \(state.mn.us\)](#)

Minnesota Department of Natural Resources

1568 Highway 2

Two Harbors, MN 55616

Phone: 218-834-1443

Email: julie.mcdonnell@state.mn.us

Jessica Rich

From: Habermann, Russell <russell.habermann@EssentiaHealth.org>
Sent: Wednesday, January 4, 2023 2:42 PM
To: Habermann, Russell
Subject: Introducing the Orange Places Project

Good afternoon,

This past year, Essentia Health identified Mental and Social Well-being as a priority community health need in its service area. One way we are addressing this need in the Twin Ports and I-35 Corridor areas is through a new initiative called the [Orange Places Project](#).

The Orange Places Project seeks to support government agencies, organizations, and community members working to create functional, well-loved public spaces in their communities. It operates on the belief that designing public spaces in collaboration with community members creates places where people can connect, which results in better life and health outcomes.

To launch the Orange Places Project, Essentia Health's Community Health Department is seeking to support enhancement efforts of resident-serving public spaces during the 2023 calendar year. We will provide one staff member with experience in group facilitation, public engagement, public space design, and grant writing/management to assist with development efforts up to 100 hours over a six-month period, with opportunity for continued partnership.

Are you interested in this opportunity? Please learn more and let us know your interest by submitting this short form: <https://forms.gle/v4zAzhFpsVAjasFT9>. Forms must be submitted by Tuesday, January 31, for consideration in this year's program.

If you have any questions, please reach out to me at the contact information below.

Happy New Year! 😊

Russell Habermann
Community Health Program Manager (East Market)
Essentia Health
218-269-4158
Russell.Habermann@EssentiaHealth.org

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have a Place in Proctor

100 Pionk Drive · Proctor, Minnesota 55810-1700 · Phone: 218-624-3641 · Email: cityhall@proctormn.gov

4F

Date: January 12, 2023

To: Proctor City Council

From: City Administrator Rich

Re: Project Bonding Procedure

Finance Director Brunfelt and I have met with two firms regarding our bonding options for the upcoming 2nd Street project.

We met with Northland Securities and Baker Tilly. Northland Securities can directly underwrite our bond whereas Baker Tilly would act as a financial advisor and put our bond issuance out for bid. Baker Tilly was the financial advisor on our last bond issuance and Northland Securities was awarded the bid for the bond. We would like to discuss these two different approaches and how you would like us to move forward.



Proctor Police Department

Kent M. Gaidis
Chief of Police

100 Pionk Drive
Proctor, Minnesota 55810-1700
(218) 624-7788
proctorpolice@proctormn.gov

6A

TO: Proctor City Council

FROM: Kent Gaidis, Chief of Police

DATE: January 12, 2023

RE: Declaration of Surplus Equipment

I recommend declaring the Proctor Police Department's 2012 Dodge Charger Police Interceptor, VIN 2C3CDXAT2CH242831, as surplus and that it be sold as a junk vehicle. An inspection has been completed wherein it was determined the engine is in need of replacement, amongst other mechanical issues, with a materials-only quote for the engine only of over \$8,000. The Department will retain and reuse as much of the usable interior equipment as possible.

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have A Place In Proctor

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

**CITY OF PROCTOR
RESOLUTION NO. 02-23
DECLARATION OF SURPLUS ITEM**

WHEREAS, the City has declared _____ to be a surplus item;
and

WHEREAS, the City directs this vehicle to be sold for junk but for as much of the usable interior equipment to be removed and reused.

Declared and adopted this 17th day of January 2023.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have a Place in Proctor

100 Pionk Drive · Proctor, Minnesota 55810-1700 · Phone: 218-624-3641 · Email: cityhall@proctormn.gov

6B

Date: January 12, 2023

To: Proctor City Council

From: PEDAs Secretary Jess Rich

Re: Commission Member Recommendation and 2023 Officers

At their Tuesday January 10, 2023, meeting the Proctor Economic Development Authority (PEDA) recommended with a vote of 4-0 for the Proctor City Council to appoint Ms. Trish Jauhola to fill the two-year vacancy created by Mr. Troy DeWall's resignation to serve on PUC. Ms. Jauhola's application is attached.

In addition and for your information, PEDA voted in the following officer positions for 2023:

President: Eric Madson

Vice President: Jim Schwarzbauer

Treasurer: Eric Bingaman

Assistant Treasurer: City Finance Director Leslie Brunfelt

Secretary: City Administrator Jess Rich

Application to Committee, Commission & City Council

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Beautification & Trees | <input type="checkbox"/> Public Utilities Commission | <input type="checkbox"/> Public Safety Committee |
| <input type="checkbox"/> Cable TV Commission | <input type="checkbox"/> Planning & Zoning Board of Appeals | <input type="checkbox"/> Public Charitable Trust Fund Board |
| <input checked="" type="checkbox"/> Proctor Economic Development Authority | <input type="checkbox"/> City Council | <input type="checkbox"/> Street Committee |
| <input type="checkbox"/> Planning & Zoning | <input type="checkbox"/> Police Civil Service Commission | <input type="checkbox"/> Golf Advisory Board |
| <input type="checkbox"/> Liquor Control Committee | <input type="checkbox"/> Parks & Recreation Committee | <input type="checkbox"/> Tourism Committee |

Applicant Information

Name

Trish (Patricia) Jauhola

Address

837 Almac Dr.

City

Proctor

State

MN

Zip Code

55810

Home Phone

(218) 624-7777

Alternate Phone

(218) 269-5288

Work Phone

—

Email address

railsvb@gmail.com

Number of years as City of Proctor Resident

45

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

Experience & Additional Information

Background Knowledge I have limited background knowledge. However, I have lived in Proctor my entire life, I am a mom of 8, and I am the head coach of Proctor varsity volleyball. I bring a unique perspective to the committee because I have kids of all ages involved in activities in the community.

Civic & Volunteer Activities (past / present) I have assisted coaches in many different youth sports activities over the last 16 years. I used to mow the lawn around St. Rose Church and park for about 2 yrs, which resides in Proctor and I am an active volunteer in my parish. I also serve on the Pastoral Council.

Please state your reasons for wanting to serve on this commission or committee. Be as specific as possible and use additional sheets if necessary. As my children get older, I have considered ways to get more involved. I want to serve on this committee because as a life-long resident, I feel it is a great opportunity to have input on ways to keep this community I love, great. I want to keep people coming back!

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

Signature of Applicant

Date

2023 OFFICIAL DESIGNATIONS

Newspaper:

- Proctor Journal

Depository of City Funds:

- First National Bank of Proctor
- Proctor Federal Credit Union
- MN 4M Fund
- PMA Network (4M Funds)
- Northland Securities

Deputy Mayor

- Troy DeWall

Responsible Authority for Data Requests:

- Jess Rich, City Administrator

Compliance Officer

- Jess Rich, City Administrator

Designee of Records

- Jess Rich, City Administrator

Prosecuting Attorney

- Shawn Reed

City Attorney

- John Bray

Building Official

- Jim Rich

Building & Plumbing Inspector

- Jay Boysen

Electrical Inspector

- State of Minnesota

Fire Department Officers – Approved at the Jan 3rd Council Meeting

- Chief: Kerry Helquist
- Assistant Chief: Kevin Field
 - Jesse Annala Kris Bryant
 - Brad Johnson Lynn Windus
- Treasurer: Lisa Vogel
- Secretary: Lynn Windus
- Relief Association:
- President: Andy Paszak Chief: Kerry Helquist
- Vice President: Brad Johnson Mayor: Chad Ward
 - Treasurer: Jesse Annala City Administrator: Jess Rich
 - Secretary: Brian Willms
 - Trustees: Lynn Windus
 - Ben Lalone
- Captains: Andy Paszak
 - Jamie Pogatchnik
 - Derek Parendo

2023 COMMITTEE/COMMISSION APPOINTMENTS

PROCTOR CITY COUNCIL

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

6:00 pm City Council Chambers 100 Pionk Drive, Proctor MN

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	100 Pionk Drive	218-624-3641
Acting Mayor: Troy DeWall		
Council: Rory Johnson	801 Almac Dr	218-393-2056
Jim Rohweder	9001 Johnson Rd	218-606-0440
Jake Benson	215 5 th St	218-348-1452
Troy DeWall	2317 Venice St	218-390-9546

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	218-624-3641
Commission Members:		
Eric Bingaman	712 2 nd St	218-348-0352
Troy DeWall	2317 Venice St	218-390-9546

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: TBD

Chair: Tom Aldridge 1000 Almac Dr 218-624-2951

Vice-Chair: Lowell Harnell* 32 Grove St 218-628-9232

Commission Members:

Lowell Harnell*	32 Grove St	218-628-9232
Terry Inman	105 Alice St	218-624-7462
Jay Boysen	100 Pionk Drive	218-624-3641
Jim Tuomi	824 6 th St	218-628-2117
Jess Rich	100 Pionk Dr	218-624-3641

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

President: Eric Madson 828 Lupine Dr 218-628-1602

Vice President: Jim Schwarzbauer 827 Almac Dr 218-624-0187

Treasurer: Eric Bingaman 712 2nd St 218-348-0352

Assistant Treasurer: City Finance Director Leslie Brufelt

Secretary: City Administrator Jess Rich

Commission Members: Mayor Chad Ward and VACANT* (2 year)

LIQUOR CONTROL COMMITTEE

Meets: As needed

Chair: Kent Gaidis 100 Pionk Dr 218-624-7788

Members:

Rory Johnson 801 Almac Dr 218-393-2056

Jim Rohweder 9001 Johnson Rd 218-606-0440

Adv. Dick Kari 423 3rd Ave 218-624-0626

Adv: Andy Brunner Mtn. Spirits Manager 218-624-7552

PUBLIC SAFETY COMMITTEE

Meets: As needed

Chair: Chief of Police Gaidis 218-624-7788

Vice Chair: Fire Chief Helquist 218-390-0881

Members:

Chad Ward 100 Pionk Dr 218-624-3641

Troy DeWall 2317 Venice St 218-390-9546

Dick Kari 423 3rd Ave 218-624-0626

Rick LaLonde 100 Pionk Dr 218-624-3641

PARKS & RECREATION COMMITTEE

Meets: As needed

Rory Johnson 801 Almac Dr 218-393-2056

Rick LaLonde 100 Pionk Dr 218-624-3641

Jim Rohweder 9001 Johnson Rd 218-606-0440

Jennifer McDonald 421 St. Louis River Rd 218-340-3295

Anthony Wood 704 Kirkus St 218-628-0704

Sheri Krizek*

TOURISM COMMITTEE

Meets: Quarterly 4th Monday 3:00 pm 2023

Jan: Monday, 23 July: Monday, 24

April: Monday, 24 Oct: Monday, 23

Chair: Lynn Hoopman Duluth Inn & Suites 218-628-0668

Jake Benson City Council 218-348-1452

Mary Nikko Black Woods 218-628-0628

Bryn Pollard AmericInn Hotel 218-624-1026

Jan Resberg Chamber 715-919-0513

Lisa Johnson Spirit Mountain 218-624-8544

Sally Hedtke City Staff 218-624-3641

Mary Korich Fair Board 218-348-1453

BEAUTIFICATION & TREES COMMITTEE

Meets: As needed

Tracy Habermann	218-624-2423
Ed Habermann	218-624-2423
Kathy Hannan	218-624-4326
Sheri Krizek*	

PLANNING & ZONING BOARD OF APPEALS

Meets: As needed

Jim Tuomi	826 6 th St	218-628-2117
Lowell Harnell*	32 Grove St	218-628-9232

STREET COMMITTEE

Meets: As needed

Chair: Rick LaLonde	Street Department	218-624-3641
Troy DeWall	2317 Venice St	218-390-9546
Jim Tuomi	824 6 th St	218-628-2117
Jay Boysen	Street Department	218-624-3641
Gerry Jones*	626 4 th St	218-628-2445
Jesse Annala	836 3 rd St	218-624-1792

CABLE TV COMMISSION

Meets: As needed

Chair: Jake Benson	215 5 th St	218-348-1452
Elmer Engman	124 6 th St	
Nancy Aldridge	1000 Almac Dr	218-624-2951
Diane Marinek*	124 6 th St	
Ted Kiefat	City Hall	218-624-3641

POLICE CIVIL SERVICE COMMISSION

Meets: As needed

Chair: Diane Giuliani	215 5 th St	218-628-2770
Sec: Steve Elder*	1331 3 rd Ave	218-393-1611
Lori Anderson	28 5 th St	218-624-7870

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

<u>City</u>	<u>PUC</u>
Jake Benson	John Bray
Chad Ward	Jennifer Cady
Jess Rich	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	218-393-8550
Cindy Upton	218-390-2067
Dick Wicklund	218-591-3231
Barb Olson	218-390-4035
Rory Johnson	218-393-2056
Jason Klatte	612-834-8060

PUBLIC CHARITABLE TRUST FUND BOARD

Meets: As needed

Chad Ward	Mayor	218-624-3641
Jess Rich	City Administrator	218-624-3641
Jake Benson	Business Representative	218-348-1452
Tara Bryant*	1 st Nat'l Bank of Proctor	218-628-1088

FIRE DEPARTMENT OFFICERS

Meets: As needed

Kerry Helquist	Chief
Kris Bryant	Assistant Chief
Kevin Field	Assistant Chief
Brad Johnson	Assistant Chief
Jesse Annala	Assistant Chief
Lynn Windus	Assistant Chief
Lynn Windus	Secretary
Lisa Vogel	Treasurer
Andy Padzak	Captain
Jamie Pogatchnik	Captain
Derek Parendo	Captain

FIRE DEPARTMENT RELIEF ASSOCIATION OFFICERS

Andy Padzak	President
Brad Johnson	Vice President
Jesse Annala	Treasurer
Brian William	Secretary
Trustee	Lynn Windus
Trustee	Ben Lalone
Fire Chief	
Mayor	
City Administrator	

MIC REPRESENTATIVE

Meets: As needed

Chad Ward
Alternate: Jake Benson

NEGOTIATION COMMITTEE

Meets: As needed

Jess Rich
Troy DeWall
Rory Johnson

Application to Committee, Commission & City Council

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

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Beautification & Trees | <input type="checkbox"/> Public Utilities Commission | <input type="checkbox"/> Public Safety Committee |
| <input type="checkbox"/> Cable TV Commission | <input type="checkbox"/> Planning & Zoning Board of Appeals | <input type="checkbox"/> Public Charitable Trust Fund Board |
| <input type="checkbox"/> Proctor Economic Development Authority | <input type="checkbox"/> City Council | <input type="checkbox"/> Street Committee |
| <input type="checkbox"/> Planning & Zoning | <input type="checkbox"/> Police Civil Service Commission | <input type="checkbox"/> Golf Advisory Board |
| <input type="checkbox"/> Liquor Control Committee | <input checked="" type="checkbox"/> Parks & Recreation Committee | <input type="checkbox"/> Tourism Committee |

Applicant Information

Name

Shari Krizek

Address

142 4th Street, Proctor MN 55810

City

State

Zip Code

Home Phone

763.567.3598

Alternate Phone

Work Phone

218.729.3436

Email address

sharikrizek1969@gmail.com

Number of years as City of Proctor Resident

5

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

Experience & Additional Information

Background Knowledge

Home gardening/landscape experience as a hobbyist, work part-time for local greenhouse and am constantly/daily educating myself in all things that grow in dirt. I am also an avid user of trail/park systems.

Civic & Volunteer Activities (past / present)

Past Sherburne County Administrative Assistant to the County Administrator; City Clerk for the city of Becker, Minnesota

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

I would like to share and expand my knowledge of horticulture/gardening by working with like-minded people as well as give back to the community. I find volunteering very rewarding.

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

Shari Krizek
Signature of Applicant

12-29-22
Date

Application to Committee, Commission & City Council

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Beautification & Trees | <input type="checkbox"/> Public Utilities Commission | <input type="checkbox"/> Public Safety Committee |
| <input type="checkbox"/> Cable TV Commission | <input type="checkbox"/> Planning & Zoning Board of Appeals | <input type="checkbox"/> Public Charitable Trust Fund Board |
| <input type="checkbox"/> Proctor Economic Development Authority | <input type="checkbox"/> City Council | <input type="checkbox"/> Street Committee |
| <input checked="" type="checkbox"/> Planning & Zoning | <input type="checkbox"/> Police Civil Service Commission | <input type="checkbox"/> Golf Advisory Board |
| <input type="checkbox"/> Liquor Control Committee | <input type="checkbox"/> Parks & Recreation Committee | <input type="checkbox"/> Tourism Committee |

Applicant Information

Name LOWELL HARNELL

Address 32 GROVE ST

City Proctor State MN Zip Code 55810

Home Phone 218-628-9232 Alternate Phone 218-390-1212 Work Phone 218-390-1212

Email address

Number of years as City of Proctor Resident

lharnell@proctor.k12.mn.us

54

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

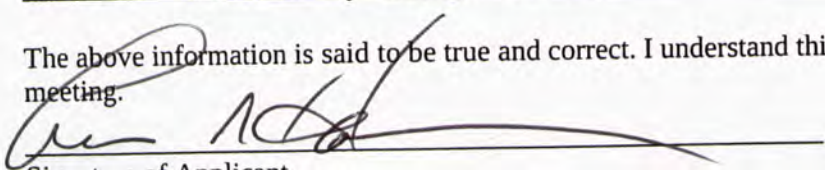
Experience & Additional Information

Background Knowledge I grew up in Proctor with my mother and Dad owning and operating Proctor Builders. I worked there from Birth to Age 23. I graduated from CSS and have built many things as a career in Construction Teacher at Proctor HsLk School. I have built 8 houses in Proctor

Civic & Volunteer Activities (past / present) I have been on Planning and Zoning since 2007. I have served on PAITA for 3 years as Secretary. I have coached youth baseball for years, I coach cross country currently. (28 yrs.) track (22 yrs.)

Please state your reasons for wanting to serve on this commission or committee. Be as specific as possible and use additional sheets if necessary. I feel like I am knowledgeable in building. I have a diverse background in the building process and a passion for Proctor and our residence.

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


Signature of Applicant

12-12-2022
Date

Application to Committee, Commission & City Council

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Beautification & Trees | <input type="checkbox"/> Public Utilities Commission | <input type="checkbox"/> Public Safety Committee |
| <input type="checkbox"/> Cable TV Commission | <input type="checkbox"/> Planning & Zoning Board of Appeals | <input type="checkbox"/> Public Charitable Trust Fund Board |
| <input type="checkbox"/> Proctor Economic Development Authority | <input type="checkbox"/> City Council | <input type="checkbox"/> Street Committee |
| <input type="checkbox"/> Planning & Zoning | <input checked="" type="checkbox"/> Police Civil Service Commission | <input type="checkbox"/> Golf Advisory Board |
| <input type="checkbox"/> Liquor Control Committee | <input type="checkbox"/> Parks & Recreation Committee | <input type="checkbox"/> Tourism Committee |

Applicant Information

Name

Steven Elder

Address

1331 3rd Ave

Home Phone

218-393-1611

Email address

stevefayelder@msn.com

City

Proctor

State

MN

Zip Code

55810

Alternate Phone

Work Phone

Number of years as City of Proctor Resident
63 years

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

Experience & Additional Information

Background Knowledge

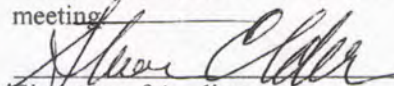
I have served on the Police Commission for over 22 years including as Commission Secretary for 19 years. With all these years of experience I feel I understand what it takes to find good qualified police officers that provide for a safe city.

Civic & Volunteer Activities (past / present) Past City of Proctor for 13 years, Public Utilities as a lineman. Served as City of Proctor Mayor for three terms. Chair of Men of ACT. Serve on the board for the Proctor food shelf. Past volunteer fireman for Proctor for 10 years. Member of Proctor Area Churches Together as a Pastor of a local church.

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

After serving on this Commission through the up's and downs, I feel I have acquired a good knowledge of City and Police policies. With my years of experience on this Commission I have gained an understanding of what it takes to find police officers who are community minded.

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


Signature of Applicant

30 December 2022

Date



Application for Payment
(Unit Price Contract)
No. 5

6E

Eng. Project No.: PROCT 166073

Location: Proctor, Minnesota

Contractor <u>Veit & 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>1/10/23</u>	For Period Ending <u>1/7/23</u>
---------------------------------	---------------------------------

Item No.	Item	Unit	Est. Quantity	Quantity 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 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 (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 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. Quantity	Quantity 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 PAVEMENT	SQ YD LUMP	18	0.00	286.00	
40	TRAFFIC CONTROL	SUM 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 POUN	176	0.00	6.30	
46	FERTILIZER TYPE 4	D	189	0.00	2.30	
47	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	3950	0.00	2.60	
48	SEEDING (P)	ACRE 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 SUM	1	1.00	162,000.00	\$162,000.00
52	SAND SALT SHED ELECTRICAL AND LIGHTING	LUMP SUM	1	0.50	30,000.00	\$15,000.00
Total Contract Amount						\$422,164.40

Application for Payment (continued)

Total Contract Amount	\$ 689,978.00	Total Amount Earned	\$ 422,164.40
Contract Change Order 1	13,999.15	Material Suitably Stored on Site, Not Incorporated into Work	
Contract Change Order 2	2,145.00	Project Percent Complete	61%
Contract Change Order 3	1,700.00		
Contract Change Order 4	4,375.00		
Contract Change Order 5	8,300.00		
Less Previous Applications:		GROSS AMOUNT DUE	\$ 422,164.40
AFP No. 1: 106,189.10	AFP No. 6:	LESS 5 RETAINAGE	\$ 21,108.22
AFP No. 2: 110,718.13	AFP No. 7:	AMOUNT DUE TO DATE	\$ 401,056.18
AFP No. 3: 153,239.28	AFP No. 8:	LESS PREVIOUS APPLICATIONS	\$ 404,650.33
AFP No. 4: 34,503.82	AFP No. 9:	CHANGE ORDERS	\$ 30,519.15
AFP No. 5:		AMOUNT DUE THIS APPLICATION	\$ 26,925.00

CONTRACTOR'S AFFIDAVIT

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.

Date January 11, 2023 Veit & Company, Inc.
(Contractor)

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


Before me on this _____ day of _____, 20____, personally appeared _____
_____ known to be, who being duly sworn did depose and say that he is
the _____ (office) of the Contractor above mentioned that he executed the above
Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are
true, correct and complete.

My Commission expires _____

(Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

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



Short Elliott Hendrickson Inc.

By Tyler Yngsdal, PE (Lic. MN)

Date 1/10/2023

City of Proctor

By _____

Date _____

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have a Place in Proctor

100 Pionk Drive · Proctor, Minnesota 55810-1700 · Phone: 218-624-3641 · Email: cityhall@proctormn.gov

6F

Date: January 12, 2023
To: Proctor City Council
From: City Administrator Rich and Police Chief Gaidis
Re: MN BCA Joint Powers Agreement

MNJIS services and tools are available primarily to criminal justice agencies. Most services and tools have eligibility requirements set by law or BCA policy. As a result, the BCA must approve all requests for services. The City of Proctor is requesting access for our City Prosecutor Sean Reed which requires a joint powers agreement be in place.

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. 03-23
RESOLUTION APPROVING STATE OF MINNESOTA
JOINT POWERS AGREEMENTS WITH THE CITY OF PROCTOR
ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

WHEREAS, the City of Proctor on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Proctor, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension, and the City of Proctor on behalf of its Prosecuting Attorney and Police Department, are hereby approved.

2. That the Chief of Police, Kent Gaidis, or his successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement the Proctor Police Department Sergeant is appointed as the Authorized Representative's designee.

5. That the Proctor Prosecuting Attorney, Shawn B. Reed, or his successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

4. That the Honorable Chad Ward, the Mayor for the City of Proctor, and Jessica Rich, the City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 17th day of January 2023.

CITY OF PROCTOR

By: Chad Ward
Its Mayor

Attest: Jess Rich
Its City Administrator



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Proctor on behalf of its Prosecuting Attorney ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.
- 2.2 **Methods of Access.**

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

 - A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
 - B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
 - C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a

particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

- 2.12 Court Information Access.** Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.
- 2.13 Vendor Personnel Screening.** The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. At the time this Agreement is signed, BCA understands that a third party will be responsible for the cost of access.

The Governmental Unit will identify the third party and provide the BCA with the contact information and its contact person for billing purposes so that billing can be established. The Governmental Unit will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name:	Dana Gotz, Deputy Superintendent
Address:	Minnesota Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Avenue

Saint Paul, MN 55106
Telephone: 651.793.1007
Email Address: Dana.Gotz@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Shawn Reed, Attorney
Address: 224 Holiday Center
207 W Superior St
Duluth, MN 55802
Telephone: 218.727.8451
Email Address: sreed@brayreed.com

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.
- 7.4** If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA; the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.

- 7.5 To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 **BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
- 8.2 **Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 **Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.
- 9.2 **Sanctions Involving Only BCA Systems and Tools.**
The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.
- 9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.
- 9.2.2 If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

9.3.2 Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
Chad Ward

Signed: _____

Title: _____
Mayor

Date: _____

Name: _____
Jessica Rich

Signed: _____

Title: _____
City Administrator

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date: _____

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have A Place in Proctor

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

6G

Date: January 5, 2023
To: City Council
From: Negotiations Committee
Re: Liquor Store Clerks Non-Affiliated Wage Increase

The negotiating committee is recommending the following changes to the non-affiliated liquor store clerks wages in addition to deleting \$1.00 per hour extra for working on Sunday's.

	05/01/22	01/01/2023 -12/31/2025	
START	\$11.81	\$13.00	
3 months	\$12.10	\$13.50	
6 months	\$12.37	\$14.00	
12 months	\$12.66	\$14.50	
18 MONTHS	\$12.95	\$15.00	
36 MONTHS	\$13.50	\$15.50	

City of Proctor

Payroll Summary by Department

Check Date Range 1/6/2023 to 1/6/2023

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	200.00	-	-	-	-
City Admin	10,157.97	-	-	-	-
Finance	2,968.00	-	-	-	-
Police Department	33,466.06	27.00	1,407.87	-	-
Fire Department	16,731.63	-	-	-	-
Street Department	10,589.46	14.00	621.08	7.00	399.74
Liquor Store	6,597.40	47.50	1,185.07	-	-
PUC	7,332.38	7.00	271.85	12.00	625.08
Committees	400.00	-	-	-	-
Election Judges	-	-	-	-	-
Total	88,442.90	95.50	3,485.87	19.00	1,024.82

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (3 Characters) = {<>} "600"
Vendor.Vendor type = {<>} "PR"
[Report].Date Paid = 01/17/2023

General Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AIRFIBER				
37927	INTERNET SERVICE - 5 STATIC IPS	01/01/2023	121.35	100-10-120-3009 Computer Services
Total AIRFIBER:			121.35	
ANIMAL ALLIES HUMANE SOCIETY				
13320	ANIMAL BOARDING FEE	12/31/2022	510.00	100-20-210-4408 Boarding Fee
Total ANIMAL ALLIES HUMANE SOCIETY :			510.00	
ARROWHEAD REG FIREFIGHTERS				
1-01-23	2023 DUES	01/06/2023	75.00	100-20-220-4433 Dues & Subscriptions
Total ARROWHEAD REG FIREFIGHTERS:			75.00	
AT&T MOBILITY				
287291128817	DEPT CELL PHONES	12/25/2022	752.52	100-20-210-3021 Telephone
287291128817	DEPT CELL PHONES	12/28/2022	828.62	100-20-210-3021 Telephone
Total AT&T MOBILITY:			1,581.14	
BRAY&REED				
2107	PROSECUTION MATTERS	01/03/2023	2,500.00	100-10-160-3004 Legal Fees
Total BRAY&REED:			2,500.00	
CENTURYLINK				
12.10.22.1	ALARM SYSTEM - WESTGATE LIFT STATION	12/10/2022	44.24	500-50-510-3021 Telephone
12.10.22.2	ALARM SYSTEM - ALMAC LIFT STATION	12/10/2022	44.24	500-50-510-3021 Telephone
Total CENTURYLINK :			88.48	
CITON				
S299249	CITY HALL SECURITY CAMERAS	12/15/2022	141.00	100-10-120-3009 Computer Services
Total CITON:			141.00	
CIVIC SYSTEMS LLC				
CVC228822	CIVIC SUPPORT AND HOSTING FEES - PUC	12/21/2022	4,521.50	700-74-740-3009 Computer Services
CVC228822	CIVIC SUPPORT AND HOSTING FEES	12/21/2022	4,521.50	100-10-120-3009 Computer Services
Total CIVIC SYSTEMS LLC:			9,043.00	
COMO LUBE				
476456	HYDRAULIC OIL AND FLOOR DRY	11/28/2022	188.75	100-30-300-2212 Fuels & Lubricants
Total COMO LUBE:			188.75	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
CONSOLIDATED COMMUNICATIONS				
01012023	MONTHLY TELEPHONE - JAN 2023	01/01/2023	447.45	100-10-120-3021 Telephone
Total CONSOLIDATED COMMUNICATIONS:			447.45	
DEWALL SERVICE CENTER INC				
61837	2017 FORD OIL CHANGE	12/15/2022	64.69	100-20-210-4400 Repairs & Maintenanc
9234	HYDRAULIC HOSE FOR LOADER	12/29/2022	138.04	100-30-300-4400 Repairs & Maintenanc
Total DEWALL SERVICE CENTER INC :			202.73	
DULUTH FLOWER FARM				
4416	WREATHS & GARLANDS	11/28/2022	724.85	100-40-410-2210 Operating Supplies
Total DULUTH FLOWER FARM :			724.85	
DULUTH LAWN & SPORT				
42398	BLADES FOR PARK MOWER	09/13/2022	56.61	100-40-410-2210 Operating Supplies
Total DULUTH LAWN & SPORT :			56.61	
ELAN CORPORATE PAYMENT SYSTEMS				
0122023	GOOGLE SUITE	01/02/2023	63.00	100-20-210-3009 Computer Services
1108196	FUEL GAUGE FOR JOHN DEERE SNOWBLOWER	12/05/2022	278.18	100-30-300-2220 Supplies - Repair & M
1108598	2 WHEELS, 2 TIRES FOR JOHN DEERE SNOW BLOWER	12/07/2022	1,053.93	100-30-300-2220 Supplies - Repair & M
111-3077353-6	CALENDARS	12/21/2023	99.11	100-20-210-2205 Office Supplies
111-4686647-6	KLEENEX	12/20/2022	12.65	100-20-210-2205 Office Supplies
113-6239187-1	MICROPHONES	12/05/2022	618.32	200-70-700-2210 Operating Supplies
113-9848146-7	ACCIDENT PROTECTION PLAN	12/05/2022	85.99	200-70-700-2210 Operating Supplies
114-0384479-1	2014 RAM TAILLIGHTS	12/05/2022	89.99	100-10-130-4400 Repairs & Maintenanc
114-0519664-5	VGA ADAPTOR	12/01/2022	14.99	100-20-210-2210 Operating Supplies
12.15.22.143	DIESEL FUEL	12/15/2022	470.47	100-30-300-2212 Fuels & Lubricants
12.15.22.3500	DIESEL FUEL	12/28/2022	88.32	100-30-300-2212 Fuels & Lubricants
12.15.22.930	DIESEL FUEL	12/28/2022	226.36	100-30-300-2212 Fuels & Lubricants
12.27.22.1	DIESEL FUEL	12/28/2022	74.30	100-30-300-2212 Fuels & Lubricants
12.29.22	JOSH BOOTS FOR 2022 AS PER CONTRACT	12/29/2022	147.69	100-30-300-2217 Clothing
12052022	OFFICE SUPPLIES	12/12/2022	145.74	100-10-120-2205 Office Supplies
12092022	OFFICE SUPPLIES	12/09/2022	23.43	100-20-210-2205 Office Supplies
122122	AXON SPARE BATTERY PACK	12/28/2022	338.72	100-20-210-2210 Operating Supplies
229250718171	WALMART	12/02/2022	156.81	100-20-210-2205 Office Supplies
72134073600	WINDSHIELD WIPER BLADES	01/04/2023	15.22	100-20-210-4400 Repairs & Maintenanc
Total ELAN CORPORATE PAYMENT SYSTEMS:			3,956.36	
FASTER SOLUTIONS				
129648	TOURISM DOMAINS	01/01/2023	100.00	100-15-115-3000 Professional Services
129681	WEBSITE MAINTENANCE	01/01/2023	80.00	100-15-115-3000 Professional Services
Total FASTER SOLUTIONS :			180.00	
GALLS				
1002212548	NEW HIRE UNIFORMS	12/28/2022	1,073.53	100-20-210-2217 Clothing
Total GALLS:			1,073.53	
GOPHER STATE ONE-CALL INC				
2120691	13 FTP TICKETS	12/31/2022	17.55	500-50-510-3000 Professional Services

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total GOPHER STATE ONE-CALL INC:			17.55	
GRAND VIEW GOLF & TURF				
1256	GOLF COURSE CART PATH EXCAVATION	11/14/2022	1,500.00	550-55-550-4430 Miscellaneous
Total GRAND VIEW GOLF & TURF :			1,500.00	
GREAT AMERICA FINANCIAL SERVICE				
32907214	AGREEMENT 009-1813070-000 - BIZHUB C360I COPIER	11/24/2022	172.58	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVICE:			172.58	
HARTELS/DBJ DISPOSAL COMPANY				
745333	TRASH REMOVAL SERVICES - CITY OF PROCTOR	12/25/2022	331.75	100-10-130-3084 Refuse Disposal
745333	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	12/25/2022	196.55	100-30-300-3084 Refuse Disposal
745333	REFUSE DISPOSAL - FIRE HALL RECYCLE PICKUP	12/25/2022	33.28	100-20-220-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY :			561.58	
HELQUIST, KERRY				
123022	CELL PHONE - OCT-DEC 2022	12/30/2022	150.00	100-20-220-3021 Telephone
Total HELQUIST, KERRY:			150.00	
INTEGRIS LLC				
33153234	COMPUTER LEASES	01/02/2023	563.17	100-10-120-3009 Computer Services
452106	OFFICE 365	12/31/2022	344.75	100-10-120-3009 Computer Services
453571	MONTHLY BILLING	01/06/2023	3,106.14	100-10-120-3009 Computer Services
Total INTEGRIS LLC:			4,014.06	
IRON RANGE TOURISM BUREAU				
2023.01.03	2023 MARKETING	01/03/2023	2,000.00	100-15-115-3040 Advertising
Total IRON RANGE TOURISM BUREAU:			2,000.00	
JORDAN, MEGAN				
22-03	SEWING SERVICES	12/21/2022	150.00	100-20-210-2217 Clothing
Total JORDAN, MEGAN:			150.00	
KTM COMPANIES				
222-2587	GOLF COURSE CART PATHS	10/31/2022	44,825.50	550-55-550-4430 Miscellaneous
Total KTM COMPANIES :			44,825.50	
LEAGUE OF MINNESOTA CITIES				
374342	INTRODUCTION TO RACE EQUITY TRAINING	01/03/2023	30.00	100-10-120-3035 Training Expense
Total LEAGUE OF MINNESOTA CITIES :			30.00	
MEDTECH FORENSICS INC				
38760	DRUG TESTS	11/08/2022	162.62	100-20-210-2210 Operating Supplies
Total MEDTECH FORENSICS INC:			162.62	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
MID STATE TRUCK SERVICE				
687083D	OIL FOR FRONT HUB AND CAP ON PLOW TRUCK	11/29/2022	35.86	100-30-300-2220 Supplies - Repair & M
Total MID STATE TRUCK SERVICE :			35.86	
MINNESOTA STATE FIRE CHIEFS				
5450	2023 DUES	01/06/2023	400.00	100-20-220-4433 Dues & Subscriptions
Total MINNESOTA STATE FIRE CHIEFS :			400.00	
MN FIRE HALL AND MUSEUM				
1-1-23FD2	MEMBERSHIP	01/06/2023	100.00	100-20-220-4433 Dues & Subscriptions
Total MN FIRE HALL AND MUSEUM:			100.00	
MN STATE FIRE DEPT ASSOCIATION				
1-1-23FD3	2018 MSFDA MEMBERSHIP DUES PROCTOR FIRE DEPT	01/06/2023	225.00	100-20-220-4433 Dues & Subscriptions
Total MN STATE FIRE DEPT ASSOCIATION:			225.00	
OFFICE ENTERPRISES				
524412	INK FOR POSTAGE MACHINE	01/10/2023	184.00	100-10-120-2205 Office Supplies
Total OFFICE ENTERPRISES:			184.00	
OREILLY AUTO PARTS				
3290-263813	MISC VEHICLE REPAIR PARTS	11/30/2022	197.06	100-30-300-2220 Supplies - Repair & M
Total OREILLY AUTO PARTS:			197.06	
PHILS GARAGE DOOR SERVICE				
53990	STREET GARAGE DOOR REPAIR	12/30/2022	1,360.00	100-30-300-4400 Repairs & Maintenanc
Total PHILS GARAGE DOOR SERVICE :			1,360.00	
PROCTOR BUILDERS				
257611	CABLE TIES	11/19/2022	39.93	100-40-410-2220 Beautification
Total PROCTOR BUILDERS:			39.93	
PROCTOR COLLISION AND GLASS LLC				
12642535	NEW HOOD ON GMC 2500	11/21/2022	2,009.06	100-30-300-4400 Repairs & Maintenanc
Total PROCTOR COLLISION AND GLASS LLC:			2,009.06	
PROCTOR JOURNAL				
36934	2023 MEETING NOTICES AD	12/28/2022	52.00	830-80-800-3052 General Notices & Pu
36939	NOTICE OF MEETINGS - P&Z	12/28/2022	52.00	100-10-180-3052 General Notices & Pu
36941	TOURISM MEETING NOTICES	12/27/2022	52.00	100-15-115-3012 Meeting Expense
36964	MARTIN LUTHER KING DAY CLOSING NOTICE	01/11/2023	14.51	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL :			170.51	
PUBLIC UTILITIES COMMISSION				
1000800101 12	UTILITIES-GOLF COURSE	12/12/2022	7,474.19	550-55-550-4430 Miscellaneous
1016550000 01	UTILITIES - BDRY AVE & I35 LIFT STATION	01/12/2023	80.46	500-50-510-3080 Utilities
1108100000 12	UTILITIES - CITY HALL	12/19/2022	1,142.23	100-10-130-3080 Utilities

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
1108200000 12	UTILITIES - CITY GARAGE	12/16/2022	425.35	100-30-300-3080 Utilities
1112360000 12	UTILITIES - ALMAC DR LIFT STATION	12/16/2022	12.89	500-50-510-3080 Utilities
1127050000 12	UTILITIES - 225 FIFTH AVE - FIRE DEPT	12/20/2022	537.34	100-20-220-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			9,672.46	
QUADIENT				
12182022	POSTAGE	12/18/2022	555.69	100-10-120-3022 Postage
Total QUADIENT :			555.69	
QUADIENT LEASING				
N9734846	POSTAGE MACHINE LEASING	01/09/2023	212.90	100-10-120-3022 Postage
Total QUADIENT LEASING:			212.90	
QUALITY GARAGE DOOR SERVICE				
2558	CITY HALL GARAGE DOOR REPAIR	12/30/2022	344.75	100-10-130-4400 Repairs & Maintenanc
Total QUALITY GARAGE DOOR SERVICE:			344.75	
RENAUD, ROBERT				
01-2022	13.25 HOURS AT \$40	01/13/2023	530.00	100-10-180-3000 Professional Services
01-2022	24.5 MILES AT \$.655 PER MILE	01/13/2023	16.05	100-10-180-3000 Professional Services
Total RENAUD, ROBERT:			546.05	
SANTANDER BANK N.A.				
3555896	SQUAD LEASE PAYMENT INTEREST	01/06/2023	1,100.55	100-20-210-6612 Other Long-Term Obli
3555896	SQUAD LEASE PAYMENT PRINCIPAL	01/06/2023	9,191.79	100-20-210-6602 Other Long-Term Obli
Total SANTANDER BANK N.A.:			10,292.34	
SATHERS				
11813	CLASS 5 FOR STOCK PILE	12/19/2022	882.00	100-30-300-2224 Street Maintenance M
Total SATHERS :			882.00	
SEH				
436838	166073 2022-2024 CITY ENGINEERING	11/11/2022	774.92	100-10-110-3003 Engineering Fees
436838	166073 SAND & SALT SHED	11/11/2022	5,904.11	300-30-330-3003 Engineering Fees
Total SEH:			6,679.03	
SHRED N GO INC				
144801	SHREDDING SERVICES	12/30/2022	114.08	100-10-120-3000 Professional Services
Total SHRED N GO INC :			114.08	
SOUTH ST LOUIS SOIL AND WATER				
Proctor_WCA_	WETLAND CONSERVATION ACT	01/10/2023	1,500.00	100-10-110-3000 Professional Services
Total SOUTH ST LOUIS SOIL AND WATER:			1,500.00	
ST LOUIS COUNTY AUDITOR				
IN-00011519	PROPOSED TAX NOTICE PREP AND DELIVERY	12/27/2022	318.95	100-10-110-3052 General Notices & Pub

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total ST LOUIS COUNTY AUDITOR :			318.95	
THOMSON REUTERS-WEST				
847463063	ONLINE SOFTWARE SUBSCRIPTION	12/28/2022	135.30	100-20-210-4433 Dues & Subscriptions
8476254111	CLEAR THOMSON REUTERS	01/01/2023	135.30	100-20-210-4433 Dues & Subscriptions
Total THOMSON REUTERS-WEST :			270.60	
TROYS SERVICE				
61837	OIL CHANGE	12/28/2022	64.69	100-20-210-4400 Repairs & Maintenanc
Total TROYS SERVICE :			64.69	
US BANK VOYAGER				
01082023	FUEL	01/08/2023	1,526.41	100-20-210-2212 Fuels & Lubricants
Total US BANK VOYAGER:			1,526.41	
VC3 INC.				
96950	WORKSTATION MANAGEMENT	01/06/2023	499.42	100-20-210-3009 Computer Services
97661	MITEL PHONE SUPPORT	01/09/2023	255.00	100-10-120-3021 Telephone
cw78168	INTERNET	12/28/2022	43.75	100-20-210-3009 Computer Services
CW78297	TROUBLESHOOT INTERNET ACCESS	12/30/2022	393.75	100-20-210-3009 Computer Services
Total VC3 INC.:			1,191.92	
WEX BANK				
01072023	FUEL - FIRE DEPT	01/07/2023	280.39	100-20-220-2212 Fuels & Lubricants
01072023	FUEL - PUC	01/07/2023	322.93	700-71-720-2212 Fuels & Lubricants
01072023	FUEL - STREET DEPT	01/07/2023	536.82	100-30-300-2212 Fuels & Lubricants
Total WEX BANK:			66.50	
WIRE WERKS ACCESSORIES AND SOLUTIONS				
3092	SQUAD 112	12/13/2022	300.00	100-20-210-4400 Repairs & Maintenanc
Total WIRE WERKS ACCESSORIES AND SOLUTIONS:			300.00	
ZIEGLER INC.				
IN000822283	SKID STEER AIR FILTERS	11/28/2022	87.15	100-30-300-2220 Supplies - Repair & M
Total ZIEGLER INC.:			87.15	
Grand Totals:			113,821.08	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
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Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (3 Characters) = {<>} "600"
Vendor.Vendor type = {<>} "PR"
[Report].Date Paid = 01/17/2023

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 = 01/17/2023

Liquor Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AMERICAN BOTTLING COMPANY				
3314717578	SODA	01/09/2023	256.04	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			256.04	
ARTISAN BEER COMPANY				
3579870	BEER	01/04/2023	628.00	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			628.00	
BERNICKS PEPSI				
30013477	BEER	01/04/2023	4,644.45	600-60-600-2252 Beer Purchases
30013478	SODA	01/04/2023	19.28	600-60-600-2254 Soft Drinks & Mix
30013479	BEER	01/04/2023	86.04	600-60-600-2252 Beer Purchases
30014313	BEER	01/11/2023	3,371.70	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			7,949.39	
BREAKTHRU BEVERAGE				
347264249	LIQUOR	01/05/2023	1,451.16	600-60-600-2251 Liquor Purchases
347264249	SERVICE FEE	01/05/2023	32.38	600-60-600-3033 Freight & Express
347354456	SERVICE FEE	01/12/2023	15.11	600-60-600-3033 Freight & Express
347354456	LIQUOR	01/12/2023	808.21	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			2,306.86	
BRUNNER, ANDREW				
010123	INVENTORY - MEAL	01/01/2023	89.39	600-60-600-4430 Miscellaneous
Total BRUNNER, ANDREW :			89.39	
CINTAS				
4142110363	MATS	01/03/2023	190.60	600-60-600-2210 Operating Supplies
Total CINTAS :			190.60	
COCA COLA BOTTLING CO				
3012017	SODA	01/03/2023	194.40	600-60-600-2254 Soft Drinks & Mix
3018471	SODA	01/10/2023	185.35	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO :			379.75	
ELAN CORPORATE PAYMENT SYSTEMS				
11-0924742-51	SUPPLIES	11/28/2022	16.78	600-60-600-2205 Office Supplies
Total ELAN CORPORATE PAYMENT SYSTEMS:			16.78	
HARTELS/DBJ DISPOSAL COMPANY				
745333	MOUNTAIN SPIRITS LIQUOR	12/25/2022	171.12	600-60-600-3084 Refuse Disposal

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total HARTELS/DBJ DISPOSAL COMPANY :			171.12	
JOHNSON BROTHERS INC				
2213653	DELIVERY CHARGE	01/05/2023	21.36	600-60-600-3033 Freight & Express
2213653	LIQUOR	01/05/2023	858.39	600-60-600-2251 Liquor Purchases
2213654	DELIVERY CHARGE	01/05/2023	4.72	600-60-600-3033 Freight & Express
2213654	WINE	01/05/2023	210.64	600-60-600-2253 Wine Purchases
2217338	DELIVERY CHARGE	01/11/2023	11.34	600-60-600-3033 Freight & Express
2217338	LIQUOR	01/11/2023	523.46	600-60-600-2251 Liquor Purchases
2217339	DELIVERY CHARGE	01/11/2023	2.10	600-60-600-3033 Freight & Express
2217339	WINE	01/11/2023	56.00	600-60-600-2253 Wine Purchases
Total JOHNSON BROTHERS INC :			1,688.01	
LAKESHORE ICE				
08-301255	ICE	01/05/2023	56.00	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			56.00	
MICHAUD DISTRIBUTING COMPANY				
373379	FUEL SURCHARGE	01/02/2023	3.00	600-60-600-3033 Freight & Express
373379	BEER	01/02/2023	982.50	600-60-600-2252 Beer Purchases
373578	FUEL SURCHARGE	01/09/2023	3.00	600-60-600-3033 Freight & Express
373578	BEER	01/09/2023	195.50	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY:			1,184.00	
OLD WORLD CANNING COMPANY				
619	MIX	01/11/2023	105.48	600-60-600-2251 Liquor Purchases
Total OLD WORLD CANNING COMPANY:			105.48	
PHILLIPS WINE & SPIRITS CO.				
6524653	DELIVERY	01/05/2023	26.70	600-60-600-3033 Freight & Express
6524653	LIQUOR	01/05/2023	1,513.58	600-60-600-2251 Liquor Purchases
6524654	DELIVERY CHARGE	01/05/2023	21.00	600-60-600-3033 Freight & Express
6524654	WINE	01/05/2023	525.15	600-60-600-2253 Wine Purchases
6527503	DELIVERY	01/11/2023	23.67	600-60-600-3033 Freight & Express
6527503	LIQUOR	01/11/2023	1,277.39	600-60-600-2251 Liquor Purchases
6527504	WINE	01/11/2023	492.75	600-60-600-2253 Wine Purchases
6527504	DELIVERY	01/11/2023	18.89	600-60-600-3033 Freight & Express
Total PHILLIPS WINE & SPIRITS CO. :			3,899.13	
PUBLIC UTILITIES COMMISSION				
1016900000 12	UTILITIES - MT SPIRITS	12/16/2022	433.93	600-60-600-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			433.93	
RANGE PAPER				
76705	SUPPLIES	01/04/2023	47.10	600-60-600-2210 Operating Supplies
Total RANGE PAPER :			47.10	
SOUTHERN WINE & SPIRITS				
2301306	DELIVERY	01/06/2023	37.58	600-60-600-3033 Freight & Express

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
2301306	LIQUOR	01/06/2023	2,043.75	600-60-600-2251 Liquor Purchases
2303644	DELIVERY	01/13/2023	35.87	600-60-600-3033 Freight & Express
2303644	LIQUOR	01/13/2023	1,819.81	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			3,937.01	
SUPERIOR BEVERAGE (MN)				
1460279	BEER	01/10/2023	25.00	600-60-600-2252 Beer Purchases
20032604	FREIGHT	01/03/2023	3.00	600-60-600-3033 Freight & Express
20032604	BEER	01/03/2023	3,182.95	600-60-600-2252 Beer Purchases
20032896	FREIGHT	01/06/2023	3.00	600-60-600-3033 Freight & Express
20032896	BEER	01/06/2023	1,770.30	600-60-600-2252 Beer Purchases
20032981	BEER	01/10/2023	713.50	600-60-600-2252 Beer Purchases
20032981	FREIGHT	01/10/2023	3.00	600-60-600-3033 Freight & Express
Total SUPERIOR BEVERAGE (MN):			5,650.75	
VINOCOPIA				
0321633-in	WINE	01/11/2023	173.00	600-60-600-2253 Wine Purchases
Total VINOCOPIA:			173.00	
WINE MERCHANTS				
7411905	FREIGHT	01/11/2023	2.10	600-60-600-3033 Freight & Express
7411905	WINE	01/11/2023	144.00	600-60-600-2253 Wine Purchases
Total WINE MERCHANTS :			146.10	
Grand Totals:			29,308.44	

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 = 01/17/2023

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"

Check Issue Date	Check Number	Payee	Amount
01/17/2023	0	COMO LUBE	188.75
01/17/2023	0	VC3, INC	1,191.92
01/17/2023	0	GALLS	1,073.53
01/17/2023	0	MICHAUD DISTRIBUTING COMPANY	1,184.00
01/17/2023	0	PROCTOR BUILDERS	39.93
01/17/2023	0	SUPERIOR BEVERAGE (MN)	5,650.75
01/17/2023	0	ARROWHEAD REG FIREFIGHTERS	75.00
01/17/2023	0	HELQUIST, KERRY	150.00
01/17/2023	0	SEH	6,679.03
01/17/2023	0	OFFICE ENTERPRISES	184.00
01/17/2023	0	VINOCOPIA	173.00
01/17/2023	0	BRAY&REED	2,500.00
01/17/2023	0	QUALITY GARAGE DOOR SERVICE	344.75
01/17/2023	0	SOUTH ST LOUIS SOIL AND WATER	1,500.00
01/17/2023	0	OREILLY AUTO PARTS	197.06
01/17/2023	0	CIVIC SYSTEMS LLC	9,043.00
01/17/2023	0	CITON	141.00
01/17/2023	42178	AIRFIBER	121.35
01/17/2023	42179	AMERICAN BOTTLING COMPANY	256.04
01/17/2023	42180	ANIMAL ALLIES HUMANE SOCIETY	510.00
01/17/2023	42181	ARTISAN BEER COMPANY	628.00
01/17/2023	42182	AT&T MOBILITY	1,581.14
01/17/2023	42183	BERNICKS PEPSI	7,949.39
01/17/2023	42184	BREAKTHRU BEVERAGE	2,306.86
01/17/2023	42185	BRUNNER, ANDREW	89.39
01/17/2023	42186	CENTURYLINK	44.24
01/17/2023	42187	CENTURYLINK	44.24
01/17/2023	42188	CINTAS	190.60
01/17/2023	42189	COCA COLA BOTTLING CO	379.75
01/17/2023	42190	CONSOLIDATED COMMUNICATIONS	447.45
01/17/2023	42191	DEWALL SERVICE CENTER INC	202.73
01/17/2023	42192	DULUTH FLOWER FARM	724.85
01/17/2023	42193	DULUTH LAWN & SPORT	56.61
01/17/2023	42194	ELAN CORPORATE PAYMENT SYSTEMS	3,973.14
01/17/2023	42195	FASTER SOLUTIONS	180.00
01/17/2023	42196	GOPHER STATE ONE-CALL INC	17.55
01/17/2023	42197	GRAND VIEW GOLF & TURF	1,500.00
01/17/2023	42198	GREAT AMERICA FINANCIAL SERVICE	172.58
01/17/2023	42199	HARTELS/DBJ DISPOSAL COMPANY	732.70
01/17/2023	42200	INTEGRIS	563.17
01/17/2023	42201	INTEGRIS LLC	3,450.89
01/17/2023	42202	IRON RANGE TOURISM BUREAU	2,000.00
01/17/2023	42203	JOHNSON BROTHERS INC	1,688.01
01/17/2023	42204	JORDAN, MEGAN	150.00
01/17/2023	42205	KTM COMPANIES	44,825.50
01/17/2023	42206	LAKESHORE ICE	56.00
01/17/2023	42207	LEAGUE OF MINNESOTA CITIES	30.00
01/17/2023	42208	MEDTECH FORENSICS INC	162.62

Check Issue Date	Check Number	Payee	Amount
01/17/2023	42209	MID STATE TRUCK SERVICE	35.86
01/17/2023	42210	MINNESOTA STATE FIRE CHIEFS	400.00
01/17/2023	42211	MN FIRE HALL AND MUSEUM	100.00
01/17/2023	42212	MN STATE FIRE DEPT ASSOCIATION	225.00
01/17/2023	42213	OLD WORLD CANNING COMPANY	105.48
01/17/2023	42214	PHILLIPS WINE & SPIRITS CO.	3,899.13
01/17/2023	42215	PHILS GARAGE DOOR SERVICE	1,360.00
01/17/2023	42216	PROCTOR COLLISION AND GLASS LLC	2,009.06
01/17/2023	42217	PROCTOR JOURNAL	170.51
01/17/2023	42218	PUBLIC UTILITIES COMMISSION	10,106.39
01/17/2023	42219	QUADIENT	555.69
01/17/2023	42220	QUADIENT LEASING	212.90
01/17/2023	42221	RANGE PAPER	47.10
01/17/2023	42222	RENAUD, ROBERT	546.05
01/17/2023	42223	SANTANDER BANK N.A.	10,292.34
01/17/2023	42224	SATHERS	882.00
01/17/2023	42225	SHRED N GO INC	114.08
01/17/2023	42226	SOUTHERN WINE & SPIRITS	3,937.01
01/17/2023	42227	ST LOUIS COUNTY AUDITOR	318.95
01/17/2023	42228	THOMSON REUTERS-WEST	270.60
01/17/2023	42229	TROYS SERVICE	64.69
01/17/2023	42230	US BANK VOYAGER	1,526.41
01/17/2023	42231	WEX BANK	66.50
01/17/2023	42232	WINE MERCHANTS	146.10
01/17/2023	42233	WIRE WERKS ACCESSORIES AND SOLUTIONS	300.00
01/17/2023	42234	ZIEGLER INC.	87.15
Grand Totals:			143,129.52

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-00-000-2020	560.25	48,877.41-	48,317.16-
100-10-110-3000	1,500.00	.00	1,500.00
100-10-110-3003	774.92	.00	774.92
100-10-110-3052	333.46	.00	333.46
100-10-120-2205	329.74	.00	329.74
100-10-120-3000	114.08	.00	114.08
100-10-120-3009	8,797.91	.00	8,797.91
100-10-120-3021	702.45	.00	702.45
100-10-120-3022	768.59	.00	768.59
100-10-120-3035	30.00	.00	30.00
100-10-120-4400	172.58	.00	172.58
100-10-130-3080	1,142.23	.00	1,142.23
100-10-130-3084	331.75	.00	331.75
100-10-130-4400	434.74	.00	434.74
100-10-160-3004	2,500.00	.00	2,500.00
100-10-180-3000	546.05	.00	546.05
100-10-180-3052	52.00	.00	52.00
100-15-115-3000	180.00	.00	180.00

GL Account	Debit	Credit	Proof
100-15-115-3012	52.00	.00	52.00
100-15-115-3040	2,000.00	.00	2,000.00
100-20-210-2205	268.57	23.43-	245.14
100-20-210-2210	516.33	.00	516.33
100-20-210-2212	1,526.41	.00	1,526.41
100-20-210-2217	1,223.53	.00	1,223.53
100-20-210-3009	999.92	.00	999.92
100-20-210-3021	1,581.14	.00	1,581.14
100-20-210-4400	444.60	.00	444.60
100-20-210-4408	510.00	.00	510.00
100-20-210-4433	270.60	.00	270.60
100-20-210-6602	9,191.79	.00	9,191.79
100-20-210-6612	1,100.55	.00	1,100.55
100-20-220-2212	280.39	.00	280.39
100-20-220-3021	150.00	.00	150.00
100-20-220-3080	537.34	.00	537.34
100-20-220-3084	33.28	.00	33.28
100-20-220-4433	800.00	.00	800.00
100-30-300-2212	1,048.20	536.82-	511.38
100-30-300-2217	147.69	.00	147.69
100-30-300-2220	1,652.18	.00	1,652.18
100-30-300-2224	882.00	.00	882.00
100-30-300-3080	425.35	.00	425.35
100-30-300-3084	196.55	.00	196.55
100-30-300-4400	3,507.10	.00	3,507.10
100-40-410-2210	781.46	.00	781.46
100-40-410-2220	39.93	.00	39.93
200-00-000-2020	.00	704.31-	704.31-
200-70-700-2210	704.31	.00	704.31
300-00-000-2020	.00	5,904.11-	5,904.11-
300-30-330-3003	5,904.11	.00	5,904.11
500-00-000-2020	.00	199.38-	199.38-
500-50-510-3000	17.55	.00	17.55
500-50-510-3021	88.48	.00	88.48
500-50-510-3080	93.35	.00	93.35
550-00-000-2020	.00	53,799.69-	53,799.69-
550-55-550-4430	53,799.69	.00	53,799.69
600-00-000-2020	111.04	29,419.48-	29,308.44-
600-60-600-2205	16.78	.00	16.78
600-60-600-2210	237.70	.00	237.70
600-60-600-2251	10,401.23	.00	10,401.23
600-60-600-2252	15,488.90	111.04-	15,377.86
600-60-600-2253	1,601.54	.00	1,601.54
600-60-600-2254	655.07	.00	655.07
600-60-600-2258	56.00	.00	56.00
600-60-600-3033	267.82	.00	267.82
600-60-600-3080	433.93	.00	433.93
600-60-600-3084	171.12	.00	171.12
600-60-600-4430	89.39	.00	89.39
700-00-000-2020	.00	4,844.43-	4,844.43-
700-71-720-2212	322.93	.00	322.93
700-74-740-3009	4,521.50	.00	4,521.50
830-00-000-2020	.00	52.00-	52.00-

GL Account	Debit	Credit	Proof
830-80-800-3052	52.00	.00	52.00
Grand Totals:	144,472.10	144,472.10-	.00

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"