

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

**AGENDA**  
**PROCTOR CITY COUNCIL MEETING**  
**Monday, March 20<sup>th</sup>, 2023 6:00 PM**  
**Council Chambers - Community Activity Center - 100 Pionk Drive**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**OTHERS PRESENT**

**APPROVAL OF MINUTES** City Council Meeting Minutes, March 6<sup>th</sup>, 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**

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

**\*3. COMMITTEE REPORTS**

- A. Payroll Report
- B. Golf Advisory Committee Minutes – October 26, 2023
- C. Golf Advisory Committee Minutes – March 8<sup>th</sup>, 2023
- D. SEH Meeting Minutes – March 8<sup>th</sup>, 2023
- E. PEDAs Minutes – March 14, 2023

**4. CLERK ADVISES COUNCIL**

- A. 2<sup>nd</sup> Street, 9<sup>th</sup> Avenue and 3<sup>rd</sup> Street Updates
- B. Emergency Operations Manual Updates

**5. UNFINISHED BUSINESS**

- A. American Rescue Plan
- B. City of Proctor Blight Policy

**6. NEW BUSINESS**

- A. Resolution 09-23 Sand/Salt Property Deed Restriction
- B. Resolution 10-23 2023 Fee Schedule
- C. Americas Best Value Inn – Lodging Tax Collection Status
- D. Employee Resignation

**7. CLOSED MEETING PURSUANT to §13D.06 Subd. 1(b)**

- A. Economic Development Data
- B. Attorney Client Privilege

**MEMBER CONCERNS**

**Benson:**

**DeWall:**

**Johnson:**

**Rohweder:**

**Ward:**

**City Attorney:**

**BILLS FOR APPROVAL**

General: \$252,147.35

Liquor: \$42,563.36

**TOTAL BILLS FOR APPROVAL: \$294,710.71**

**ADJOURNMENT**

MINUTES OF THE PROCTOR CITY COUNCIL MEETING MARCH 6, 2023

Meeting was streamed live on the Trac 7 YouTube channel.

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

Pledge of Allegiance

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

MEMBERS ABSENT: Mayor Ward

OTHERS PRESENT: Administrator Rich, Ted Kiefat, Attorney Bray via telephone, Administrative Assistant Megan Jordan, Dick Kari, Bridget Peterson, Cookie Kari, Lucas Nordsby

M/S/P: Johnson/Rohweder to approve the minutes from February 6, 2021 & February 21, 2023.

M/S/P: Rohweder/Benson to approve the agenda for Monday March 6, 2023

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

NONE

M/S/P: Johnson/DeWall to approve the consent agenda for Monday, March 6, 2023.

4. Clerk Advises Council

A. 2023 Hoghead Festival

Members from the Proctor Lions Club are present to discuss Hoghead Festival details and planning. The Lions Club has presented some needs and support with planning the festival, with Bridget Peterson discussing insurance coverage and costs. Dick Kari is present to discuss security, pricing, the billing amount of hiring additional police officers, and asks for additional volunteers and help planning the event. Discussion follows pertaining to logistics, event attendance, with the Proctor Journal featuring an article to solicit additional volunteer support.

B. St. Louis County CSAH 11 Project

Administrator Rich gives a summary on the county's project from 5<sup>th</sup> Ave to Boundary Ave on 2<sup>nd</sup> St. It is mentioned the county would like input and a decision if the city will follow the previously approved transportation plan which has indicated the addition of bike lanes on a portion of this street. Administrator Rich states she is not looking for a decision at this time, but provides the council with additional committee meetings and recommendations to be presented at future meetings.

C. Opioid Settlement Update

Administrator Rich is working with city staff for the allocation and spending of received funds. Currently, the city has received just under \$9400.00, with Administrator Rich stating she will be working with Chief Gaidis and SRO Officer Bradley to brainstorm some opportunities pertaining to youth education and engagement.

**6. NEW BUSINESS**

M/S/P: Rohweder/Johnson to approve the 2023 home occupation permits as recommended by the Planning & Zoning Commission.

M/S/P: Johnson/Benson to approve St. Louis County Agreement #0000-617698/SAP 069-596-017 as submitted.

M/S/P: Rohweder/DeWall to approve resolution 08-23 as submitted.

M/S/P: Johnson/Rohweder to accept the agreement between South St. Louis County Fair and Lakehead Racing as submitted.

M/S/P: Johnson/Rohweder to accept the agreement between South St. Louis County Fair and Dirt Floor Arena as submitted.

M/S/P: Rohweder/Benson to suspend the regular city council meeting at 6:52 pm and open a closed session pursuant to §13D.06 Subd. 1(b) for labor negotiations.

M/S/P: Rohweder/Johnson to resume the regular city council meeting at 7:08 pm.

M/S/P: DeWall/Rohweder to accept the UFCW contract as presented and discussed.

M/S/P: DeWall/Johnson to accept the fire department agreement as presented and discussed.

#### MEMBER CONCERNS

Benson: Wish those inclined a happy Purim, which begins at sundown this evening and concludes at sundown tomorrow.

DeWall: Extends good luck wishes to Proctor athletes participating in playoff season.

Rohweder: None

Mayor Ward: None

Attorney Bray: None

Johnson: None

#### **BILLS FOR APPROVAL:**

General: \$11,752.25

Liquor: \$ 25,462.12

**TOTAL BILLS FOR APPROVAL: \$37,214.37**

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

M/S/P: DeWall/Johnson to adjourn the regular council meeting at 7:15 pm.

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Chad Ward  
Mayor

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Jess Rich  
City Administrator

# City of Proctor

## Payroll Summary by Department

Check Date Range      3/3/2023                      to                      3/3/2023

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	-	-	-	-	-
City Admin	7,308.60	-	-	-	-
Finance	2,968.00	-	-	-	-
Police Department	24,291.98	-	-	-	-
Fire Department	-	-	-	-	-
Street Department	10,893.44	28.84	1,245.44	4.00	255.68
Liquor Store	4,640.06	-	-	-	-
PUC	6,724.94	19.50	769.14	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
<b>Total</b>	<b>56,827.02</b>	<b>48.34</b>	<b>2,014.58</b>	<b>4.00</b>	<b>255.68</b>

**MINUTES OF THE PROCTOR GOLF ADVISORY COMMITTEE MEETING**

**Wednesday, October 26, 2022, 3:00 PACC 100 Pionk Drive Proctor MN**

Meeting called to order at 3:00 by City Administrator Rich

**MEMBERS PRESENT:** Cindy Upton, Barb Olson, Rory Johnson, Dick Wicklund, Roberta Thorsvik,

**OTHERS PRESENT:** City Administrator Jess Rich and Course Manager Jason Klatte

Motion by Wicklund, seconded by Thorsvik to approve the August 24, 2022, Proctor Golf Advisory Committee meeting minutes.

Motion by Wicklund, seconded by Upton to approve the October 26, 2022, Proctor Golf Advisory Committee meeting agenda.

Manager Jason Klatte presented the following course updates:

- An additional AC unit will be put in.
- New cart paths were installed. This will be a phased project.
- Klatte personally purchased 8 new carts. He was able to make space in the brick building. Klatte is looking at selling the 6 green carts and using the proceeds to sell 6 of 8 he bought for the golf course to own.
- The clubhouse and grounds have been winterized.
- Chris Klatte assisted with fixing some of the equipment. Jason proposed the course sell him the sidewinder for parts.

Motion by Wicklund, seconded by Olson to sell the old sidewinder to Jason Klatte for \$500.

**Committee Questions and Comments**

- Committee asked what staffing was looking like for the 2024 season. Klatte reported most of them are planning to return.
- The Committee commended Klatte for going a good job and it was a good season. The committee reported hearing good comments throughout the community. The committee reported they are seeing former customers back on the course.
- Committee suggested golf etiquette message board on the carts.

Next meeting will be held in March 8, 2024 3:00 PM

Meeting adjourned at 3:36 PM.

Respectfully Submitted, Jess Rich

**MINUTES OF THE PROCTOR GOLF ADVISORY COMMITTEE MEETING**  
**Wednesday, March 8, 2023, 3:00 PACC 100 Pionk Drive Proctor MN**

Meeting called to order at 3:00 by City Administrator Rich

**MEMBERS PRESENT:** Cindy Upton, Rory Johnson, Dick Wicklund, Roberta Thorsvik,

**OTHERS PRESENT:** City Administrator Jess Rich and Course Manager Jason Klatte

Motion by Wicklund, seconded by Upton (carried 4-0) to approve the October 26, 2022, Proctor Golf Advisory Committee meeting minutes.

Motion by Thorsvik, seconded by Wicklund (carried 4-0) to approve the February 8, 2023, Proctor Golf Advisory Committee meeting agenda.

Manager Jason Klatte presented the following course updates:

- 2023 rates were increased as follows: \$1 greens, \$1 carts, college student rate \$20, no increase in league play, no increase in junior rate, membership \$50 but there is an early bird special which ends April 16<sup>th</sup>. Annual cart fee will remain the same.
- Mower ordered in 2022 will not be delivered until 2024.
- 8 new carts were ordered. 6 green carts can be sold. Jason will work with Administrator Rich in selling them properly according to city policy. Proceeds of the cart sales will do toward purchasing the appropriate number of new carts. Jason will purchase the remaining new carts. Serial numbers will be recorded.
- Klatte will be looking into on-site fuel storage.

Gordy Downs Memorial Discussions: The committee discussed appropriate ways to memorialize Mr. Gordy Downs and the contributions he made, and will continue to make, to the Proctor Golf Course. Flowers beds, clubhouse naming and Hoghead fireworks in his honor were discussed. No action taken.

Administrator Rich inquired about a replacement for Mr. Downs on the committee. Recommendations will be present at the next meeting.

Next meeting will be held Wednesday May 24, 2023, 3:00 PM

Motion by Wicklund, seconded by Upton (carried 4-0) to adjourn the meeting at 3:33 PM.  
Respectfully Submitted, Jess Rich



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for All of Us®

## MEETING MINUTES

### Proctor Monthly Meeting

March 8, 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)- SEH will plan to hold a kickoff meeting this spring prior to construction commencing.
2. Payment / Changes
  - a. Change Orders – N/A
  - b. Pay Applications
    - (1) Pay application #6 – Pay application #6 was approved by council last month.
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 applied for a City grading permit with a start date of 4/17. SEH will follow up with CenturyLink for location to ensure that the new line is buried deep enough for the 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 / PUC approved rebidding the Maintenance garage for 2023 construction.
  - a. SEH is working on re-bid documents. We plan to advertise project on 3/16 and 3/23 both online and in Proctor Journal. Ad for Bid will be submitted to Journal this Friday. Bid opening will be virtual on 4/6. SEH will send a meeting invite for the bid opening.
  - b. SEH / City will reach out to local contractors once advertised. (JW, JRJ, Oman, Heartwood, Youngberg, AP, Topdown Construction, Kaski Const.)
  - c. Bids will go to PUC April 10<sup>th</sup> Board meeting
  - d. Bids will go to April 17<sup>th</sup> Council meeting.

#### II. Second Street LRIP

##### A. Project Design/Bidding Updates:



1. Plans were submitted to MnDOT State-Aid for review on 2/27. SEH received comments back today and will resubmit updated plans right away.
2. State-Aid Storm Sewer submittal was sent on 2/23. SEH is waiting for comments.
3. Temporary Construction Easements – City has received roughly 30 of 46 compensation waivers from property owners.
4. Specifications – SEH is finalizing specs to be sent to the County this week.
5. Sump Pump Connections – SEH took this out of the plans with no homeowner inquiries. SEH and City will identify any easy connections in need of drainage improvements during construction.
6. Lighting – SEH will look into banner brackets and outlet receptacles for the new lighting system. PUC and city have already agreed upon lighting currently specified in the plans and decorative lighting has been omitted as an option due coverage concerns and increased costs associated with adding additional pole locations beyond the current plan.
7. Tree options – Discussed recent comments from committee meeting. Jess will reach out to beautification committee for input on desired species for the plan locations.
8. Detour / Phasing
  - a. 9<sup>th</sup>/3<sup>rd</sup> access to school will be required for school deliveries and trash pick up at lot entrance off of 9<sup>th</sup> Avenue just north of 2<sup>nd</sup> street intersection.
  - b. School gets out June 8<sup>th</sup> and starts again on September 5<sup>th</sup>. SEH will updated start and completion dates for project based on school schedule.
  - c. SEH will specify that the 5<sup>th</sup> avenue intersection will be required to remain open for the MS Bike Race and Legal holidays/holiday weekends.
  - d. Milestone completion dates?
    - (1) 9<sup>th</sup>/3<sup>rd</sup> – Completion August 25<sup>th</sup>.
    - (2) 2<sup>nd</sup> – 5<sup>th</sup> to 6<sup>th</sup> and 8<sup>th</sup> to 9<sup>th</sup> shall be completed by August 25<sup>th</sup>.

B. Permitting

1. Public Waters Permit (MN DNR)– Initial comments received on 2/23. SEH responded with additional information on 2/24.
2. MDH Water Main Plan Review – Submitted on 2/13. No response yet.
3. WLSSD/MPCA Sewer Extension – Submitted on 2/13. WLSSD to review on 3/21 and approve on 3/27. WLSSD will forward to MPCA after board approval.
4. Wetland Impacts – An SEH memo has been saved in the project files.

C. Project Funding Updates:

1. Engineer's Estimate – SEH will update the engineer's estimate after the plans and SEQ are updated with MnDOT comments addressed.

D. Project Schedule

1. 2/27/23 Submit for County/MnDOT Review
2. 3/13/23 Final signed plans and specs to County – This date may not be feasible due to MnDOT comment period. Tyler will reach out to County to give an update with progress.
3. 3/17/23 – 4/13/23 County online advertisement
4. 4/13/23 County bid opening
5. 4/17/23 City acceptance of bids and award contingent on county acceptance and award
6. 4/25/23 County Acceptance of Bids
7. 5/2/23 County Board awards the bid
8. 6/1/23 Construction Start

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.

IV. PUC Items

A. Booster Station

1. Restoration complete – may need a little seeding in the spring.

2. Fence still needs to be installed.
3. There are a few minor punch list items in the building to complete.
  - a. Generator Receptacle
    - (1) Dakota pump received receptacle on 2/13 and are ready to install. stated materials are backordered until April. Matt emailed Char and SWLP regarding generator size needed for testing.
    - (2) City would like to keep the original location on the far side of the new booster station.
    - (3) Matt will check the specifications for testing requirements.
    - (4) PUC decided to purchase a cord with a connection to the building and open-ended wiring. Matt will respond to the Contractor.
  - b. Interior Floor patch and paint –This was completed.
  - c. External siding to cover base - USA stated this would be completed in the Spring.
  - d. Door re-adjustment – this needs to be completed.

B. Water Tower

1. Mandoor is leaking water. KLM will be out next week to fix this issue.
2. KLM recommended that the City adds a new mixer to the water tank to prevent freezing.
3. KLM noted locations where the tower needs painting touch up.
4. Matt will send the most recent inspection of the water tower completed by SEH.
5. PUC may want SEH to complete another inspection in the spring.

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. Pickleball Courts
  - a. The City is exploring converting the outdoor hockey rinks to paved Pickle ball courts at the new hockey area.
  - b. The City is also considering the fairgrounds as a potential site location. This is no longer being considered as an option.
  - c. The City has meeting scheduled for continued discussion about the hockey arena location.
- B. Storm Water Utility – No update
- C. Water & Wastewater 2023-2024 PPL
  1. 2024 PPL
    - a. Wastewater - Westgate to WLSSD manhole was submitted on 3/3 for the PPL.
    - b. Drinking Water due 5/5/2023 – SEH will submit watermain from 2<sup>nd</sup> Street to Westgate.

- c. Char / Pat are looking at all water service connections on the watermain from 2<sup>nd</sup> Street to Westgate. They will provide to SEH to incorporate into feasibility study.
- D. Federal Appropriation Funds –
  - 1. Stauber's Office - Utility extension under I-35 for future development along with Pionk Drive was submitted on 3/3.
  - 2. Smith / Klobuchar – applications are due 3/10. SEH is preparing online application for same project as Stauber and will submit on behalf of the city.
- E. Bonding Bill
  - 1. Bonding Bill applications will likely open in May 2023.
  - 2. SEH / City to submit Ugstad Utility Extension / Pionk Drive for bonding bill – SEH will look into updating the old feasibility study completed for the Ugstad Utility Extension project.
- F. WLSSD
  - 1. I&I Annual Report – Submitted last month.
  - 2. Wastewater Services Planning Grant – Jess will reach out to Dan Belden to see if the grant could cover costs for future development sewer planning. There is a large housing need in the area for businesses like Cirrus and Essentia. The City would like to proceed with an application to help fund studying a future development site for sewer extensions.
    - a. Max request \$10k with \$20k total grant funding with 25% local match
    - b. Application due March 31<sup>st</sup>
    - c. Eligible Items – Wastewater Planning / GIS Data Collection / Regulatory Compliance / Ordinance updates / Educational Campaign (Can be a single category or multiple categories)
- G. Trails – 40 acre parcel
  - 1. Parks & Rec would like to develop recreational trails within this area.
  - 2. SEH to mark property lines within the 40 acre site south of St. Louis River Road this spring. Street department will plan to provide clearing for future trail.
- H. Lead Service Line Inventory
  - 1. Inventory due date – 10/16/2024 Char met with Rural Water and Dept. of Health to discuss upcoming requirements and dates.
  - 2. Plan to identify lead lines – this will be developed in the next year
  - 3. Replacement plan – this will have to be a phased plan
  - 4. MDH Inventory grant – Jess is looking into grant requirements
- I. County 2<sup>nd</sup> Street Project
  - 1. The city doesn't want to add bike lanes as they feel it would not be safe with traffic in the area.
  - 2. The city also expressed that they do not want to lose any downtown parking in this location.
  - 3. Jess will send along committee meeting minutes to the County for their records.

**viii. Next Meeting – April 13th 2023 @ 9:00 am.**

Minutes of the Proctor Economic Development Authority Meeting held Tuesday, March 14, 2023, at the Proctor Area Community Center.

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

MEMBERS PRESENT: Chair Eric Madson, Commissioner Schwarzbauer, Mayor Chad Ward, Commissioner Trish Jauhola, Commissioner Eric Bingaman.

OTHERS PRESENT: City Administrator Jess Rich and City Attorney John Bray via Telephone.

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (5-0) to approve the February 14, 2023, Minutes.

Motion by Commissioner Schwarzbauer, seconded by Commissioner Bingaman and carried (5-0) to approve the February 21, 2023, Minutes.

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

Secretary Rich reported on the following:

- She consulted with ARDC and asked for a quote for services to provide the City of Proctor assistance with PED A's mixed land use request.
- The Commission highly prioritized utility extensions into the 30+ acres the city owns on the north side of Kirkus Street at the January 2023 meeting. Rich will be preparing grant application to the WLSSD Wastewater Planning Grant Program for financial assistance with the study.
- Pionk Drive to Westgate Watermain and I-35 Water & Sewer Utility Extensions:
  - Wastewater - Westgate to WLSSD utility access hole was submitted on 3/3/2023 for the PPL.
  - PPL Drinking Water Project for the watermain from 2nd Street to Westgate will be submitted 5/5/202.
  - Federal appropriation fund requests were sent to Congressman Stauber, Senator Smith, and Senator Klobuchar
  - 2024 State Bonding Bill applications will likely open in May 2023.
  - Rich asked SEH to update I-35 utility extension study which might be possible PED A expenditure. SEH will provide a quote.
  - PUC Approved Pionk Drive to Westgate Watermain Replacement/Repair Feasibility Study.
- US Highway 2 Update:
  - 2023 Hwy 2 and 194 Roundabout
  - 2025 Hwy 2 Culver Replacement – Detours and 4-Way Stop 2nd Avenue & Hwy 2
  - 2026 TH 194 to Midway Road mill and overlay.
  - Mill and overlay from Boundary to Midway Road has been delayed indefinitely.

Motion by Commissioner Bingaman, seconded by Chair Madson and carried (5-0) to close the meeting. (Non-Public by Statute) at 6:23 p.m. Closed meeting audio recorded by PED A Secretary Jess Rich. Purpose of the closed meeting was to discuss economic development negotiations and data and attorney client privilege with various parties not related to any parcels.

Motion by Commissioner Bingaman, seconded by Mayor Ward and carried (5-0) to reconvene the regular meeting at 7:41 PM

#### MEMBER CONCERNS

Chair Madson, Mayor Ward, Commissioner Bingaman, Commissioner Jauhola: None

Commissioner Schwarzbauer: The Twin Ports Model Railroad Club is looking for a home.

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (5-0) to adjourn at 7:44 PM.

Respectfully Submitted: PED A Secretary, Jess Rich

Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

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*You Have a Place in Proctor*

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

Date: March 9, 2023

To: Proctor City Council

From: Jess Rich - Administrator

Re: Resolution 09-23 Establishing a Deed Restriction in Compliance with General Obligation Bond Proceeds Grant Agreement – Construction Grant for the Proctor Sand Shed Project SPAP-22-0004-P-FY21”

The City of Proctor entered into a grant agreement with the State of Minnesota on September 6, 2022. This grant agreement has requirements for recorded deed restriction stating the property shall be subject to those provisions, requirements, restrictions, and encumbrances contained in the General Obligation Bond Proceeds Grant Agreement – Construction Grant for the Proctor Sand Shed Project SPAP-22-0004-P-FY21.

It is recommended the Council supports the attached resolution authorizing staff to record a deed restriction on the indicated property for the purpose of meeting the requirements of the General Obligation Bond Proceeds Grant Agreement – Construction Grant for the Proctor Sand Shed Project SPAP-22-0004-P-FY21.

Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

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## Resolution 09-23

### **A Resolution Establishing a Deed Restriction in Compliance with General Obligation Bond Proceeds Grant Agreement – Construction Grant for the Proctor Sand Shed Project SPAP-22- 0004-P-FY21.**

**WHEREAS**, in order to comply with terms and conditions contained in the State of Minnesota General Obligation Bond Proceeds Grant Agreement – Construction Grant for the Proctor Sand Shed Project SPAP-22-0004-P-FY21 (the “Grant Agreement SPAP-22-0004-P-FY21”), the City of Proctor (the “City”) is required to record certain deed restrictions contained in the Grant Agreement against the real property described as the “Funded Area” covered by the Grant Agreement;

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

1. The real property described in Exhibit A, which is attached hereto and incorporated herein by reference (the “Funded Area”), shall be managed, and maintained consistent with approved Grant Agreement SPAP-22-0004-P-FY21.
2. The City shall not at any time convert any portion of the real property within the Funded Area covered by the Grant Agreement SPAP-22-0004-P-FY21 to uses other than permitted in approved Grant Agreement SPAP-22-0004-P-FY21 without the prior written approval of the State of Minnesota.

Passed by a majority vote of the Proctor City Council, this 20<sup>th</sup> day of March 2023.

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

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

Chad Ward  
Mayor

# City of Proctor

COUNCILORS  
Jake P. Benson  
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Jess Rich  
City Administrator

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## RESOLUTION 10-23

### RESOLUTION APPROVING MASTER FEE SCHEDULE FOR 2023

**WHEREAS**, The City of Proctor has previously adopted code of ordinances, establishing certain fees and permits set from time to time by the City; and

**WHEREAS**, upon consideration of annual review of the current Master Fee Schedule changes and amendments can be recommended by resolution; and

**AND WHEREAS**, upon consideration and review by the City council the 2023 Master Fee Schedule will be available for inspection in the office of the City Clerk-Treasurer, after duly approved and adopted.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Proctor Minnesota, the Amended 2023 Master Fee Schedule shall be approved and effective immediately.

**BE IT FURTHER RESOLVED** this resolution is hereby duly passed and adopted this 20<sup>th</sup> day of March, by order of the Proctor City Council

CITY OF PROCTOR  
CORPORATE SEAL

Chad Ward, Mayor

ATTEST:

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Jess Rich, City Administrator

The attached Appendix A includes the 2023 proposed fee schedule



**Appendix A:**  
**Master Fee Schedule 2023**

<b>ADMINISTRATIVE</b>	
Election Filing Fee	\$2
Mileage	Per IRS
Escrow Deposits	Cost of Consultants
TIF Application	\$15,000
Abatement Application	\$5,000
<b>FACILITY RENTAL RATES</b>	
Council Chambers Room per hour (current \$25)	\$35
Conference Room per hour (current \$10)	\$20
Multipurpose Room per hour (current \$15)	\$15
Library per hour (current \$15)	\$15
Kitchen Use Flat Fee (current \$25)	\$50
Damage Deposit (current \$30)	\$100
*There was a resident, non-resident, and non-profit rate structure. Staff is recommending an across the board rates structure	
<b>SERVICE CHARGES</b>	
Copies Black & White (current \$.25)	\$0.25
Copies 2 Sided (current \$.50)	\$0.50
Copies Color (current \$1)	\$1
Data Request Employee Rate per hour (new)	\$30
NSF Check (current \$20)	\$20
Special Assessment Search per parcel (current \$20)	\$20
<b>PUBLIC SAFETY CHARGES FOR SERVICES</b>	
Fire Department/EMS Lift Assist first incident	\$350
Fire Department/EMS Lift Assist second incident	\$500
Fire Department/EMS Lift Assist third and thereafter	\$850
Fire Department False Alarms (new reserved)	Reserved
Fire Department T1 Engine Work Rate per hour (current \$285)	\$285
Fire Department T1 Engine Standby Rate per hour (current \$110)	\$110
Fire Department T5 Brush Truck Work Rate per hour	\$135
Fire Department T5 Brush Truck Standby Rate per hour	\$85
Fire Department T6 Engine Work Rate per hour (current \$135)	\$135
Fire Department T6 Engine Standby Rate per hour (current \$72)	\$72
Fire Department T2 Tanker Work Rate per hour (current \$170)	\$170
Fire Department T2 Tanker Standby Rate per hour (current \$90)	\$90
Fire Department Ladder 1 Engine per hour	\$305
Fire Department Ladder 1 Engine Standby Rate per hour	\$175
Fire Fighter Extra Duty Rate Per Call	\$600
EMS Extra Duty Rate Per Call	\$200
Police Department Extra Duty per hour (current \$58)*	\$65
Police Department Extra Duty Squad Rate per hour per unit (current \$36)*	\$50
Police Department Fingerprinting Services Two Cards (current \$25)	\$25



**Appendix A:**  
**Master Fee Schedule 2023**

Police Department Fingerprinting Services Additional Card (current \$10)	\$10
Police Department Pet Licensing per year (current \$2 and \$10/year)	\$4
Police Department Pet Licensing Lifetime	\$40
Street Department Working Foreman Fee (current \$44)	\$50
<b>BUSINESS LICENSING (no proposed changes)</b>	
Home Occupations	\$35
Shows, Games and Exhibitions per day	\$25
Shows, Games and Exhibitions per week	\$50
Shows, Games and Exhibitions per month	\$75
Shows, Games and Exhibitions per year	\$100
Solicitor/Peddler/Transient License per day	\$25
Solicitor/Peddler/Transient License per week	\$50
Solicitor/Peddler/Transient License per month	\$75
Solicitor/Peddler/Transient License per year	\$100
Municiple Towing and Impoundment Annual Permit	\$35
Public Dancing per event	\$100
On-Sale Intoxicating (Annual)	\$1,500
On-Sale 3.2 Beer (Annual)	\$100
On-Sale Sunday (Annual Regular and Club)	\$200
On-Sale Club Intoxicating (Annual)	\$100
Off-Sale Intoxicating (Annual)	NA
Off-Sale 3.2 Beer (Annual)	\$15
Temporary 3.2 Beer	\$50
Temporary On-Sale Club Liquor (one-day)	\$50
Wine License	\$100
Sexually Orientated Business	\$1,200
<b>BUILDING</b>	
Building Permit *	Permit Schedule
Demolition	NC
Excavation (current \$35)	\$50
Fence (current \$20)	\$50
Building Inspection Fee Extra Inspections (current \$44)	\$50
Building Plan/Design Review (current%)	\$500
Plumbing Permit (current \$15)	\$50
Plumbing Per Fixture (current \$5)	\$10
Plumbing Inpector Extra Inspections per hour (current \$44)	\$50
Roofing (current \$35)*	\$50
Siding (current \$35)*	\$50
Sign (current fee schedule)	Permit Schedule
Soil and Water Erosion Plan Review (current employee rate plus 10%)	Rate plus 20%
HVAC Heating & Air Conditioning *	Permit Schedule
Windows / Doors 1-3 (current \$20) *	\$25

**Appendix A:**  
**Master Fee Schedule 2023**

Windows / Doors 4-6 (current \$35) *	\$50
Windows / Doors 7-up (current \$55) *	\$80
* an additional state surcharge will apply	State of MN
<b>PLANNING &amp; ZONING</b>	
Conditional Use Permit (current \$150)	\$300
Conditional Use Permit Attorney Fee (current \$250)	\$300
Rezoning (current \$200 plus \$100 map changes)	\$400
Variance (current \$150)	\$200
Vacate/Easements (current \$200 plus \$100 map changes)	\$400
Platting/Subdivision Review (current \$300 plus \$100 map changes)	\$500
Special Use Permits	\$300
<b>UTILITY / CHARGES</b>	
Sewer Connection	\$300
Sewer Residential Minimum Residential	\$17.50
Sewer Per Cubic Foot Residential	\$2.99
Sewer Commercial Minimum Commercial	\$17.50
Sewer Per Cubic Foot Commercial	\$4.59
Stormwater Monthly	Reserved
Garbage Delinquent (current \$50 initial)	\$50
Garbage Delinquent unpaid (current 10% of balance)	10% of balance
Stormwater Management Plan Fee (current \$250)	\$300
Utility Late Fee	10%

**City of Proctor  
Street Dept Wages  
as of 2.28.23**

<u>Hourly Information</u>	<b>Foreman</b>	<b>Equipment Operator</b>
Wages	31.96	27.19
Vacation/Holidays (avg 180/2080 hrs)	2.72	2.31
FICA	1.98	1.69
Medicare	0.46	0.39
PERA	2.40	2.04
Health Insurance	9.04	9.04
HRA	1.00	1.00
Workers Comp	2.79	2.37
<b>Total reg time compensation</b>	<b>52.35</b>	<b>46.04</b>
<b>Total reg time fringes</b>	<b>20.39</b>	<b>18.85</b>
<b>Fringe benefit percentage</b>	<b>63.80%</b>	<b>69.31%</b>
<b>Overtime Wages</b>	<b>47.94</b>	<b>40.79</b>
Vacation/Holidays (avg 180/2080 hrs)	2.72	2.31
FICA	2.97	2.53
Medicare	0.70	0.59
PERA	3.60	3.06
Health Insurance	9.04	9.04
HRA	1.00	1.00
Workers Comp	4.19	3.56
<b>Overtime Total</b>	<b>72.15</b>	<b>62.88</b>
Double Overtime Wages	63.92	54.38
Vacation/Holidays (avg 180/2080 hrs)	2.72	2.31
FICA	3.96	3.37
Medicare	0.93	0.79
PERA	4.79	4.08
Health Insurance	9.04	9.04
HRA	1.00	1.00
Workers Comp	5.58	4.75
<b>Double Overtime Total</b>	<b>91.94</b>	<b>79.72</b>

Workers Comp Rate	8.7344
PERA	7.5%
FICA	6.2%
Medicare	1.45%
Health Insurance*	9.04
HRA	1.00

\*Family coverage at 100% employer paid

**City of Proctor  
Police Dept Wages  
as of 2.28.23**

<u>Hourly Information</u>	<b>Chief</b>	<b>Sergeant</b>	<b>Patrol</b>	<b>Patrol</b>	<b>Patrol</b>	<b>Patrol</b>	<b>Patrol</b>	<b>Patrol</b>	<b>Admin</b>
Wages	44.89	38.14	25.94	29.18	25.94	33.59	33.59	25.94	21.41
Vacation/Holidays (avg 180/2080 hrs)	3.82	3.24	2.20	2.48	2.20	2.86	2.86	2.20	1.82
FICA									1.33
Medicare	0.65	0.55	0.38	0.42	0.38	0.49	0.49	0.38	0.31
PERA	7.95	6.75	4.59	5.16	4.59	5.95	5.95	4.59	1.61
Health Insurance	10.62	10.62	10.62	10.62	10.62	10.62	10.62	10.62	10.62
HRA	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Workers Comp	4.33	3.68	2.50	2.81	2.50	3.24	3.24	2.50	0.15
<b>Total reg time compensation</b>	<b>73.25</b>	<b>63.98</b>	<b>47.23</b>	<b>51.68</b>	<b>47.23</b>	<b>57.73</b>	<b>57.73</b>	<b>47.23</b>	<b>38.24</b>
Total reg time fringes	28.36	25.84	21.29	22.50	21.29	24.14	24.14	21.29	16.83
Fringe benefit percentage	63.17%	67.75%	82.08%	77.11%	82.08%	71.88%	71.88%	82.08%	78.61%
Overtime Wages	67.34	57.21	38.91	43.77	38.91	50.39	50.39	38.91	32.12
Vacation/Holidays (avg 180/2080 hrs)	3.82	3.24	2.20	2.48	2.20	2.86	2.86	2.20	1.82
FICA									1.99
Medicare	0.98	0.83	0.56	0.63	0.56	0.73	0.73	0.56	0.47
PERA	11.92	10.13	6.89	7.75	6.89	8.92	8.92	6.89	2.41
Health Insurance	10.62	10.62	10.62	10.62	10.62	10.62	10.62	10.62	10.62
HRA	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Workers Comp	6.49	5.51	3.75	4.22	3.75	4.86	4.86	3.75	0.22
<b>Overtime Total</b>	<b>102.15</b>	<b>88.54</b>	<b>63.94</b>	<b>70.47</b>	<b>63.94</b>	<b>79.36</b>	<b>79.36</b>	<b>63.94</b>	<b>50.64</b>
Double Overtime Wages	89.78	76.28	51.88	58.36	51.88	67.18	67.18	51.88	42.82
Vacation/Holidays (avg 180/2080 hrs)	3.82	3.24	2.20	2.48	2.20	2.86	2.86	2.20	1.82
FICA									2.65
Medicare	1.30	1.11	0.75	0.85	0.75	0.97	0.97	0.75	0.62
PERA	15.89	13.50	9.18	10.33	9.18	11.89	11.89	9.18	3.21
Health Insurance	10.62	10.62	10.62	10.62	10.62	10.62	10.62	10.62	10.62
HRA	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Workers Comp	8.65	7.35	5.00	5.62	5.00	6.47	6.47	5.00	0.30
<b>Double Overtime Total</b>	<b>131.06</b>	<b>113.10</b>	<b>80.64</b>	<b>89.26</b>	<b>80.64</b>	<b>100.99</b>	<b>100.99</b>	<b>80.64</b>	<b>63.04</b>

Workers Comp Rate	9.636
Workers Comp Rate - Cleri	0.6901
PERA	7.5%
PFF	17.7%
FICA	6.2%
Medicare	1.45%
Health Insurance*	10.62
HRA	1.00

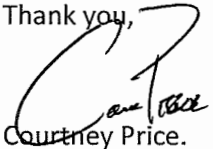
\*Family coverage at 100% employer paid

City of Proctor

Proctor Fire Department

This letter is to inform you effective March 1<sup>st</sup> 2023 I resign from the Proctor Volunteer Fire Department. The experience I had was positive and I loved being a part of the community. I will be gathering my Fire Department equipment and returning them to City Hall.

I thank the Fire Department, the City, and the follow Fire Fighters for the once in a life time experience.

Thank you,  
  
Courtney Price.

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

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

[Report].Date Paid = 03/17/2023

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AIRFIBER</b>				
40314	INTERNET SERVICE - 5 STATIC IPS	03/01/2023	126.35	100-10-120-3009 Computer Services
Total AIRFIBER:			126.35	
<b>AMERICAN BOTTLING COMPANY</b>				
3313814733	SODA FOR POLICE ASSOC MACHINE	03/13/2023	211.00	100-34-341-3419 Miscellaneous Revenu
Total AMERICAN BOTTLING COMPANY :			211.00	
<b>AT&amp;T MOBILITY</b>				
287291128817	FIRSTNET CELL PHONES/ HOTSPOTS	03/14/2023	781.80	100-20-210-3021 Telephone
Total AT&T MOBILITY:			781.80	
<b>BRAY&amp;REED</b>				
2135	PROSECUTION MATTERS	03/03/2023	2,500.00	100-10-160-3004 Legal Fees
Total BRAY&REED:			2,500.00	
<b>CARTER, JOE</b>				
030723	HOTEL ROOM - COON RAPIDS FOR TRAINING	03/07/2023	76.67	100-20-210-3031 Travel & Lodging Expe
Total CARTER, JOE:			76.67	
<b>CINTAS</b>				
4145328284	CITY HALL MATS, TOWELS, MOPS	02/02/2023	114.93	100-10-130-3000 Professional Services
4145328284	STREET DEPT COVERALLS	02/02/2023	19.80	100-30-300-2217 Clothing
4146024152	STREET DEPT COVERALLS	02/09/2023	19.80	100-30-300-2217 Clothing
4146024152	POLICE DEPT MATS	02/09/2023	26.38	100-10-130-3000 Professional Services
4146024152	STREET DEPT SHOP RAGS	02/09/2023	12.70	100-30-300-2210 Operating Supplies
4146734144	STREET DEPT COVERALLS	02/16/2023	19.80	100-30-300-2217 Clothing
4146734144	CITY HALL MATS, TOWELS, MOPS	02/16/2023	59.94	100-10-130-3000 Professional Services
4148122193	STREET DEPT COVERALLS	03/02/2023	19.80	100-30-300-2217 Clothing
4148122193	CITY HALL MATS, TOWELS, MOPS	03/02/2023	114.93	100-10-130-3000 Professional Services
5147445497	FIRST AID CABINET AND SUPPLIES	02/28/2023	431.10	100-30-300-2214 Safety Items
9213974141	SAFETY KIT	02/28/2023	168.39	100-10-130-2214 Safety Items
Total CINTAS:			1,007.57	
<b>CONSOLIDATED COMMUNICATIONS</b>				
03012023	MONTHLY TELEPHONE	03/01/2023	451.91	100-10-120-3021 Telephone
Total CONSOLIDATED COMMUNICATIONS:			451.91	
<b>DEWALL SERVICE CENTER INC</b>				
9241	2 HYDRAULIC HOSES FOR FRONT END LOADER	02/22/2023	175.11	100-30-300-2220 Supplies - Repair & M

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total DEWALL SERVICE CENTER INC :			175.11	
<b>DULUTH DODGE</b>				
6276186	2016 DURANGO LIGHTING CIRCUIT PROBLEM	01/03/2023	1,313.30	100-20-210-4400 Repairs & Maintenanc
Total DULUTH DODGE:			1,313.30	
<b>EARL F. ANDERSEN INC</b>				
0312005-IN	GARBAGE CANS FOR PARK / PLAYGROUND	02/22/2023	2,686.95	100-40-410-5530 Improvements other th
Total EARL F. ANDERSEN INC:			2,686.95	
<b>ELAN CORPORATE PAYMENT SYSTEMS</b>				
14251	PERMIT TO ACQUIRE CARDS	02/14/2023	67.00	100-20-210-2210 Operating Supplies
011423	GALLS/ DUTY BELT	01/24/2023	97.37	100-20-210-2210 Operating Supplies
020623 pos104	PATCHES	02/06/2023	84.82	100-20-210-2217 Clothing
020723	PROCTOR PIZZA FOR MEETING	02/08/2023	57.80	100-20-210-3012 Meeting Expense
020823	UNIFORM/SNAKESTAFF SYSTEMS (LEEMASTERS)	02/08/2023	70.50	100-20-210-2217 Clothing
021423 Sams	OFFICER SWEARING IN SUPPLIES	02/14/2023	66.35	100-20-210-2210 Operating Supplies
021523mgfoa	MN GFOA MEMBERSHIP DUES	02/15/2023	70.00	100-10-150-4433 Dues & Subscriptions
022423	COLLECTION KITS	02/28/2023	79.71	100-20-210-2210 Operating Supplies
03012023Goog	GOOGLE GSUITE	03/01/2023	63.00	100-20-210-3009 Computer Services
111-4180090-6	MOSHER CLOTHING ALLOWANCE	02/23/2023	34.95	100-20-210-2217 Clothing
111-5030966-9	CAR WASH SQUADS	02/01/2023	67.94	100-20-210-2205 Office Supplies
111-8985680-0	KLENEX	02/24/2023	28.78	100-20-210-2205 Office Supplies
114-8847295-9	CELL PHONE HOLDERS	02/13/2023	28.48	100-20-210-2210 Operating Supplies
2.9.23	DIESEL EXHAUST FLUID	02/09/2023	42.08	100-30-300-2212 Fuels & Lubricants
222761	STREAMLIGHT FLASHLIGHTS	02/18/2023	323.20	100-20-220-2214 Safety Items
24910	ANGLE IRON FOR SANDER REPAIR	02/22/2023	20.00	100-30-300-2220 Supplies - Repair & M
259060	MEETING CLOTHING	02/16/2023	175.00	100-20-220-2217 Clothing
262717	OPTACTIVALGEAR	02/06/2023	34.20	100-20-210-2214 Safety Items
2641465	FUEL SKID STEER AT KWIK TRIP	02/24/2023	65.94	100-30-300-2212 Fuels & Lubricants
2923FD	HELMET LIGHT BATTERIES	02/09/2023	55.79	100-20-220-2214 Safety Items
63062	PLATE STEEL FOR SKID STEER BLOWER SHOES	02/27/2023	211.55	100-30-300-2220 Supplies - Repair & M
747060	GFOA TRAINING ON LEASES	02/15/2023	85.00	100-10-150-3035 Training Expense
Total ELAN CORPORATE PAYMENT SYSTEMS:			1,829.46	
<b>EMERGENCY AUTOMOTIVE TECH INC</b>				
DUL342392	2016 DODGE DURANGO UNIT 114	03/10/2023	132.25	100-20-210-4400 Repairs & Maintenanc
DUL342393	2014 RAM	03/10/2023	132.25	100-20-210-4400 Repairs & Maintenanc
Total EMERGENCY AUTOMOTIVE TECH INC:			264.50	
<b>GREENSPRING MEDIA</b>				
2023-52332	BIKE MN AD 2023	03/09/2023	3,500.00	100-15-115-3040 Advertising
Total GREENSPRING MEDIA :			3,500.00	
<b>HARTELS/DBJ DISPOSAL COMPANY</b>				
782385	TRASH REMOVAL SERVICES - CITY OF PROCTOR	02/25/2023	331.75	100-10-130-3084 Refuse Disposal
782385	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	02/25/2023	196.55	100-30-300-3084 Refuse Disposal
782385	FIRE DEPT TRASH & RECYCLE SERVICES	02/25/2023	102.18	100-20-220-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY:			630.48	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>HUNT ELECTRIC CORPORATION</b>				
349522	FIX 2 WAY RADIO ON LOADER	02/21/2023	110.00	100-30-300-4400 Repairs & Maintenan
Total HUNT ELECTRIC CORPORATION:			110.00	
<b>INTEGRIS LLC</b>				
466870	MONTHLY BILLING	03/08/2023	3,188.26	100-10-120-3009 Computer Services
Total INTEGRIS LLC:			3,188.26	
<b>INTEGRIS, REF #QT2184411</b>				
2184403	BUYOUT COMPUTER LEASE 003-1416856	03/16/2023	715.67	100-10-120-3009 Computer Services
2184411	BUYOUT COMPUTER LEASE 015-1456455	03/16/2023	1,620.53	100-10-120-3009 Computer Services
2184413	BUYOUT COMPUTER LEASE 015-1458885	03/16/2023	433.85	100-10-120-3009 Computer Services
Total INTEGRIS, REF #QT2184411:			2,770.05	
<b>JEFFERSON FIRE &amp; SAFETY INC</b>				
149019	FIREBULL FOAM	02/28/2023	50.00	100-20-220-2210 Operating Supplies
Total JEFFERSON FIRE & SAFETY INC:			50.00	
<b>KLATTE GOLF MANAGEMENT LLC</b>				
2023	GOLF MANAGEMENT - INSTALLMENT #1 - 2023	03/16/2023	10,000.00	550-55-550-3000 Professional Services
Total KLATTE GOLF MANAGEMENT LLC:			10,000.00	
<b>LEAGUE OF MINNESOTA CITIES</b>				
376929	2022 REGIONAL SAFETY GROUPS TRAINING	02/13/2023	971.25	100-10-120-3035 Training Expense
Total LEAGUE OF MINNESOTA CITIES :			971.25	
<b>LEAGUE OF MN CITIES INS TRST</b>				
03092023	PROPERTY & CASUALTY INSURANCE	03/09/2023	11,124.00	100-10-130-3062 Insurance: Property
03092023	PROPERTY & CASUALTY INSURANCE	03/09/2023	9,075.00	100-20-210-3062 Insurance: Property
03092023	PROPERTY & CASUALTY INSURANCE	03/09/2023	3,952.00	100-20-220-3062 Insurance: Property
03092023	PROPERTY & CASUALTY INSURANCE	03/09/2023	5,099.00	100-30-300-3062 Insurance: Property
03092023	PROPERTY & CASUALTY INSURANCE	03/09/2023	3,884.00	100-40-410-3062 Insurance: Property
03092023	FAIRGROUNDS PROPERTY & CASUALTY INSURANCE	03/09/2023	9,645.00	100-40-410-3062 Insurance: Property
03092023	PROPERTY & CASUALTY INSURANCE	03/09/2023	541.00	500-50-510-3062 Insurance: Property
03092023	PROPERTY & CASUALTY INSURANCE	03/09/2023	1,276.00	550-55-550-3062 Insurance: Property
03092023	PROPERTY & CASUALTY INSURANCE	03/09/2023	1,623.00	700-71-720-3062 Insurance: Property
03092023	LIABILITY INSURANCE	03/09/2023	368.00	100-10-110-3061 Insurance: General Lia
03092023	LIABILITY INSURANCE	03/09/2023	380.00	100-10-130-3061 Insurance: General Li
03092023	LIABILITY INSURANCE	03/09/2023	75.00	100-10-150-3061 Insurance: General Li
03092023	LIABILITY INSURANCE	03/09/2023	1,747.00	100-10-120-3061 Insurance: General Li
03092023	LIABILITY INSURANCE	03/09/2023	17,989.00	100-20-210-3061 Insurance: General Li
03092023	LIABILITY INSURANCE	03/09/2023	227.00	100-20-220-3061 Insurance: General Li
03092023	LIABILITY INSURANCE	03/09/2023	3,237.00	100-30-300-3061 Insurance: General Li
03092023	LIABILITY INSURANCE	03/09/2023	3,465.00	500-50-510-3061 Insurance: General Li
03092023	LIABILITY INSURANCE	03/09/2023	1,692.00	700-71-720-3061 Insurance: General Li
03092023	LIABILITY INSURANCE	03/09/2023	2,981.00	700-72-720-3061 Insurance: General Li
Total LEAGUE OF MN CITIES INS TRST:			78,380.00	
<b>MACQUEEN EMERGENCY</b>				
P12736	MSA AIR PACK BATTERY CHARGER	03/09/2023	1,099.01	100-20-220-2210 Operating Supplies



Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total MACQUEEN EMERGENCY:			1,099.01	
<b>MINNESOTA ENERGY RESOURCES</b>				
0502214174-0	0502214174-00001 STREET GARAGE GAS	02/13/2023	1,535.00	100-30-300-3080 Utilities
0503508588-0	0503508588-00001 CITY HALL	02/13/2023	1,781.71	100-10-130-3080 Utilities
Total MINNESOTA ENERGY RESOURCES :			3,316.71	
<b>MNIT SERVICES</b>				
DV23020436	MNIT SERVICES	03/10/2023	101.38	100-20-210-4433 Dues & Subscriptions
Total MNIT SERVICES :			101.38	
<b>MUNICIPAL EMERGENCY SERVICES INC</b>				
1834582	FIRE PRO X THERMAL CAMERAS	02/22/2023	2,767.60	100-20-220-2214 Safety Items
Total MUNICIPAL EMERGENCY SERVICES INC:			2,767.60	
<b>NORTHLAND TRUST SERVICES INC</b>				
1881	FISCAL AGENT FEE ON 2015A BONDS	03/17/2023	495.00	494-45-100-6620 Fiscal Agents Fees
Total NORTHLAND TRUST SERVICES INC :			495.00	
<b>NORTHSTAR FORD</b>				
5190896	2017 FORD EX KEYFOBS	02/24/2023	80.08	100-20-210-4400 Repairs & Maintenanc
Total NORTHSTAR FORD:			80.08	
<b>OFFICE ENTERPRISES</b>				
529091	QUADIENT DS63ST2.5 EQUIPMENT MAINTENANCE	03/10/2023	2,027.00	100-10-120-4400 Repairs & Maintenanc
Total OFFICE ENTERPRISES:			2,027.00	
<b>PROCTOR BUILDERS</b>				
259204	ICE MELT	02/24/2023	26.99	100-20-220-2214 Safety Items
259215	STREET MISC	02/24/2023	39.62	100-30-300-2210 Operating Supplies
259428	BROOM HANDLE	03/14/2023	13.49	100-20-220-2210 Operating Supplies
Total PROCTOR BUILDERS:			80.10	
<b>PROCTOR JOURNAL</b>				
36786	NOTICE OF PROPOSED BUDGET AND PROP TAX	11/23/2022	150.00	100-10-110-3052 General Notices & Pub
37139	NOTICE OF MEETINGS - P&Z	03/09/2023	49.40	100-10-180-3052 General Notices & Pu
37157	BID NOTICE PUBLIC WORKS GARAGE	03/23/2023	227.47	300-30-330-3052 General Notices & Pu
Total PROCTOR JOURNAL :			426.87	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016550000 02	UTILITIES - BDYR AVE & I35 LIFT STATION	02/21/2023	176.73	500-50-510-3080 Utilities
1108100000 02	UTILITIES - CITY HALL - FEB	02/21/2023	1,269.52	100-10-130-3080 Utilities
1108100000 02	UTILITIES - CITY HALL - MAR	02/21/2023	1,418.77	100-10-130-3080 Utilities
1108200000 02	UTILITIES - CITY GARAGE	02/17/2023	457.53	100-30-300-3080 Utilities
1112360000 02	UTILITIES - ALMAC DR LIFT STATION	02/17/2023	14.10	500-50-510-3080 Utilities
1127050000 02	UTILITIES - 225 FIFTH AVE - FIRE DEPT	02/23/2023	1,236.66	100-20-220-3080 Utilities

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total PUBLIC UTILITIES COMMISSION :			4,573.31	
<b>RASMUSSEN CLEANING SERVICE LLC</b>				
576	CLEANING SERVICES	02/26/2023	3,575.00	100-10-130-3000 Professional Services
Total RASMUSSEN CLEANING SERVICE LLC:			3,575.00	
<b>RICH, JIM</b>				
02162023	2022 BUILDING OFFICIAL SERVICES	02/16/2023	3,850.00	100-10-180-3000 Professional Services
Total RICH, JIM:			3,850.00	
<b>SEH</b>				
443047	161800 2ND STREET RECONSTRUCTION	03/08/2023	65,749.84	300-30-330-3003 Engineering Fees
443322	166073 2022-2024 CITY ENGINEERING	03/10/2023	994.40	100-10-110-3003 Engineering Fees
443322	166073 SAND & SALT SHED	03/10/2023	47.50	300-30-330-3003 Engineering Fees
443322	166073 PIONK DR UTILITIES	03/10/2023	1,118.00	500-50-510-3003 Engineering Fees
443322	166073 PIONK DR UTILITIES	03/10/2023	1,118.00	700-71-720-3003 Engineering Fees
Total SEH:			69,027.74	
<b>SHRED N GO INC</b>				
147260	SHREDDING SERVICES	02/28/2023	114.08	100-10-120-3000 Professional Services
147918	SHREDDING SERVICES	03/10/2023	114.08	100-10-120-3000 Professional Services
Total SHRED N GO INC :			228.16	
<b>TEAMLAB</b>				
INV0034232	PARK SUPPLIES	02/20/2023	1,014.04	100-40-410-2210 Operating Supplies
Total TEAMLAB:			1,014.04	
<b>THOMSON REUTERS-WEST</b>				
847943955	CLEAR THOMSON REUTERS	03/01/2023	135.30	100-20-210-4433 Dues & Subscriptions
Total THOMSON REUTERS-WEST :			135.30	
<b>THUMBMAN PRODUCTIONS</b>				
03012023	VIDEO PRODUCTION SERVICES	03/01/2023	543.75	200-70-700-3000 Professional Services
Total THUMBMAN PRODUCTIONS:			543.75	
<b>US BANK VOYAGER</b>				
02082023	POLICE FUEL	02/08/2023	1,680.82	100-20-210-2212 Fuels & Lubricants
03082023	FUEL	03/08/2023	1,417.30	100-20-210-2212 Fuels & Lubricants
Total US BANK VOYAGER:			3,098.12	
<b>VC3 INC.</b>				
103447	AGREEMENT MITEL PHONE SUPPORT	03/07/2023	255.00	100-10-120-3021 Telephone
CW77707	IT SERVICES	10/31/2022	426.73	100-20-210-3009 Computer Services
CW77744	IT SERVICES	10/31/2022	131.26	100-20-210-3009 Computer Services
CW77779	IT SERVICES	03/10/2023	262.50	100-20-210-3009 Computer Services
Total VC3 INC.:			1,075.49	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>VOLUNTEER FIREFIGHTERS BENEFIT ASSOC</b>				
2023	ANNUAL DUES	03/16/2023	230.00	100-20-220-4433 Dues & Subscriptions
Total VOLUNTEER FIREFIGHTERS BENEFIT ASSOC:			230.00	
<b>W.L.S.S.D.</b>				
022823PRO1	WASTEWATER CHARGES	02/28/2023	29,319.00	500-50-510-3085 Sewer - WLSSD Billin
022823PRO1	2022 ADJUSTMENT	02/28/2023	2,249.00-	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D.:			27,070.00	
<b>WEX BANK</b>				
03072023	FUEL - FIRE DEPT	03/07/2023	87.36	100-20-220-2212 Fuels & Lubricants
03072023	FUEL - PUC	03/07/2023	418.90	700-71-720-2212 Fuels & Lubricants
03072023	FUEL - STREET DEPT	03/07/2023	3,327.54	100-30-300-2212 Fuels & Lubricants
Total WEX BANK:			3,833.80	
<b>WIPFLI</b>				
2-28-23FD	AUDIT PAYMENT	02/28/2023	900.00	100-20-220-3001 Auditing & Accounting
Total WIPFLI :			900.00	
<b>ZIEGLER INC.</b>				
IN000890909	VIRNIG SNOW BLOWER FOR SKID STEER	02/22/2023	11,480.00	100-30-300-5580 Other Equipment Purc
IN000891945	COUPLING	02/23/2023	12.83	100-30-300-2220 Supplies - Repair & M
IN000903731	#3 INJECTOR LINE FOR LOADER	03/16/2023	81.40	100-30-300-2220 Supplies - Repair & M
Total ZIEGLER INC.:			11,574.23	
Grand Totals:			252,147.35	

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

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

[Report].Date Paid = 03/17/2023

## 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 = 03/17/2023

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AMERICAN BOTTLING COMPANY</b>				
3313814733	SODA	03/13/2023	165.00	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			165.00	
<b>ARTISAN BEER COMPANY</b>				
3591373	BEER	03/10/2023	101.50	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			101.50	
<b>BERNICKS PEPSI</b>				
30022031	BEER	03/01/2023	4,351.80	600-60-600-2252 Beer Purchases
30022032	SODA	03/01/2023	160.52	600-60-600-2254 Soft Drinks & Mix
30023170	BEER	03/08/2023	3,094.70	600-60-600-2252 Beer Purchases
30023171	SODA	03/08/2023	19.28	600-60-600-2254 Soft Drinks & Mix
30024244	BEER	03/15/2023	2,995.20	600-60-600-2252 Beer Purchases
30024245	SODA	03/15/2023	19.28	600-60-600-2254 Soft Drinks & Mix
30024246	BEER	03/15/2023	59.20	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			10,699.98	
<b>BOURGET IMPORTS LLC</b>				
194671	WINE	03/09/2023	284.00	600-60-600-2253 Wine Purchases
194671	SERVICE FEE	03/09/2023	13.50	600-60-600-3033 Freight & Express
Total BOURGET IMPORTS LLC:			297.50	
<b>BREAKTHRU BEVERAGE</b>				
348038261	SERVICE FEE	03/02/2023	13.79	600-60-600-3033 Freight & Express
348038261	LIQUOR	03/02/2023	418.33	600-60-600-2251 Liquor Purchases
348136059	SERVICE FEE	03/09/2023	15.80	600-60-600-3033 Freight & Express
348136059	LIQUOR	03/09/2023	919.01	600-60-600-2251 Liquor Purchases
348239280	SERVICE FEE	03/16/2023	86.09	600-60-600-3033 Freight & Express
348239280	LIQUOR	03/16/2023	5,409.77	600-60-600-2251 Liquor Purchases
410696797	SERVICE FEE	03/07/2023	1.85-	600-60-600-3033 Freight & Express
410696797	LIQUOR	03/07/2023	25.00-	600-60-600-2251 Liquor Purchases
410724343	SERVICE FEE	03/14/2023	1.85-	600-60-600-3033 Freight & Express
410724343	LIQUOR	03/14/2023	25.00-	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			6,809.09	
<b>CINTAS</b>				
4149087077	MATS	03/13/2023	164.62	600-60-600-2210 Operating Supplies
Total CINTAS:			164.62	
<b>COCA COLA BOTTLING CO</b>				
3056582	SODA	03/07/2023	251.55	600-60-600-2254 Soft Drinks & Mix

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total COCA COLA BOTTLING CO:			251.55	
<b>DAHLHEIMER BEVERAGE</b>				
1855397	BEER	03/07/2023	110.35	600-60-600-2252 Beer Purchases
Total DAHLHEIMER BEVERAGE:			110.35	
<b>HARTELS/DBJ DISPOSAL COMPANY</b>				
782385	MOUNTAIN SPIRITS LIQUOR	02/25/2023	171.12	600-60-600-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY:			171.12	
<b>JOHNSON BROTHERS INC</b>				
2248391	DELIVERY CHARGE	03/01/2023	16.80	600-60-600-3033 Freight & Express
2248391	LIQUOR	03/01/2023	630.60	600-60-600-2251 Liquor Purchases
2248392	DELIVERY CHARGE	03/01/2023	12.60	600-60-600-3033 Freight & Express
2248392	WINE	03/01/2023	409.00	600-60-600-2253 Wine Purchases
2250533	DELIVERY CHARGE	03/03/2023	32.70	600-60-600-3033 Freight & Express
2250533	LIQUOR	03/03/2023	1,425.00	600-60-600-2251 Liquor Purchases
2252767	DELIVERY CHARGE	03/08/2023	23.44	600-60-600-3033 Freight & Express
2252767	LIQUOR	03/08/2023	1,126.67	600-60-600-2251 Liquor Purchases
2252768	DELIVERY CHARGE	03/08/2023	8.97	600-60-600-3033 Freight & Express
2252768	WINE	03/08/2023	264.00	600-60-600-2253 Wine Purchases
2254914	DELIVERY CHARGE	03/08/2023	6.54	600-60-600-3033 Freight & Express
2254914	LIQUOR	03/08/2023	175.50	600-60-600-2251 Liquor Purchases
2254915	DELIVERY CHARGE	03/08/2023	28.32	600-60-600-3033 Freight & Express
2254915	WINE	03/08/2023	936.00	600-60-600-2253 Wine Purchases
2257212	DELIVERY CHARGE	03/15/2023	35.92	600-60-600-3033 Freight & Express
2257212	LIQUOR	03/15/2023	1,679.17	600-60-600-2251 Liquor Purchases
2257213	DELIVERY CHARGE	03/15/2023	13.08	600-60-600-3033 Freight & Express
2257213	WINE	03/15/2023	476.10	600-60-600-2253 Wine Purchases
2257214	DELIVERY CHARGE	03/15/2023	4.36	600-60-600-3033 Freight & Express
2257214	MIX	03/15/2023	88.00	600-60-600-2254 Soft Drinks & Mix
Total JOHNSON BROTHERS INC :			7,392.77	
<b>MEDIACOM</b>				
02262023	TELEPHONE & INTERNET	02/26/2023	582.87	600-60-600-3009 Computer Services
Total MEDIACOM:			582.87	
<b>MICHAUD DISTRIBUTING COMPANY</b>				
375005	FUEL SURCHARGE	03/06/2023	3.00	600-60-600-3033 Freight & Express
375005	BEER	03/06/2023	431.85	600-60-600-2252 Beer Purchases
375166	BEER	03/13/2023	336.00	600-60-600-2252 Beer Purchases
375166	FUEL SURCHARGE	03/13/2023	3.00	600-60-600-3033 Freight & Express
Total MICHAUD DISTRIBUTING COMPANY:			773.85	
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>				
6551913	DELIVERY CHARGE	03/01/2023	16.55	600-60-600-3033 Freight & Express
6551913	LIQUOR	03/01/2023	1,272.90	600-60-600-2251 Liquor Purchases
6551914	WINE	03/01/2023	605.25	600-60-600-2253 Wine Purchases
6551914	DELIVERY CHARGE	03/01/2023	29.45	600-60-600-3033 Freight & Express
6553741	DELIVERY	03/03/2023	9.98	600-60-600-3033 Freight & Express
6553741	LIQUOR	03/03/2023	828.00	600-60-600-2251 Liquor Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
6553742	DELIVERY	03/03/2023	6.55	600-60-600-3033 Freight & Express
6553742	WINE	03/03/2023	124.15	600-60-600-2253 Wine Purchases
6557283	DELIVERY	03/16/2023	12.50	600-60-600-3033 Freight & Express
6557283	LIQUOR	03/16/2023	567.32	600-60-600-2251 Liquor Purchases
6557284	DELIVERY	03/08/2023	15.25	600-60-600-3033 Freight & Express
6557284	WINE	03/08/2023	447.50	600-60-600-2253 Wine Purchases
6557285	DELIVERY	03/08/2023	2.18	600-60-600-3033 Freight & Express
6557285	MIX	03/08/2023	27.95	600-60-600-2254 Soft Drinks & Mix
6559013	DELIVERY CHARGE	03/15/2023	21.44	600-60-600-3033 Freight & Express
6559013	LIQUOR	03/15/2023	1,083.87	600-60-600-2251 Liquor Purchases
6559014	DELIVERY CHARGE	03/15/2023	15.27	600-60-600-3033 Freight & Express
6559014	WINE	03/15/2023	336.00	600-60-600-2253 Wine Purchases
692123	DELIVERY	02/25/2023	.50-	600-60-600-3033 Freight & Express
692123	WINE	02/25/2023	33.00-	600-60-600-2253 Wine Purchases
Total PHILLIPS WINE & SPIRITS CO. :			5,388.61	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016900000 02	UTILITIES - MT SPIRITS	02/22/2023	618.67	600-60-600-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			618.67	
<b>RANGE PAPER</b>				
28126	SUPPLIES	03/01/2023	23.55	600-60-600-2210 Operating Supplies
Total RANGE PAPER :			23.55	
<b>SOUTHERN WINE &amp; SPIRITS</b>				
2319908	DELIVERY	03/03/2023	6.49	600-60-600-3033 Freight & Express
2319908	LIQUOR	03/03/2023	434.00	600-60-600-2251 Liquor Purchases
2322371	DELIVERY	03/10/2023	29.72	600-60-600-3033 Freight & Express
2322371	LIQUOR	03/10/2023	1,663.25	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			2,133.46	
<b>SUPERIOR BEVERAGE (MN)</b>				
1460308	BEER	03/03/2023	40.80-	600-60-600-2252 Beer Purchases
1460312	BEER	03/14/2023	10.92-	600-60-600-2252 Beer Purchases
20036104	BEER	03/03/2023	1,246.40	600-60-600-2252 Beer Purchases
20036104	FREIGHT	03/03/2023	3.00	600-60-600-3033 Freight & Express
20036236	BEER	03/07/2023	1,232.40	600-60-600-2252 Beer Purchases
20036236	FREIGHT	03/07/2023	3.00	600-60-600-3033 Freight & Express
20036577	BEER	03/10/2023	644.45	600-60-600-2252 Beer Purchases
20036668	FREIGHT	03/14/2023	3.00	600-60-600-3033 Freight & Express
20036668	BEER	03/14/2023	1,218.60	600-60-600-2252 Beer Purchases
Total SUPERIOR BEVERAGE (MN):			4,299.13	
<b>TOTAL REGISTER SYSTEMS</b>				
1516	ANNUAL SUPPORT FOR REGISTER	02/20/2023	1,831.54	600-60-600-3009 Computer Services
TOTAL REGISTER SYSTEMS :			1,831.54	
<b>URSA MINOR BREWING</b>				
e-3890	BEER	03/09/2023	110.70	600-60-600-2252 Beer Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total URSA MINOR BREWING:			110.70	
VINOCOPIA				
0325114-in	WINE	03/08/2023	312.00	600-60-600-2253 Wine Purchases
0325114-in	DELIVERY	03/08/2023	7.50	600-60-600-3033 Freight & Express
0325526-in	DELIVERY	03/15/2023	10.00	600-60-600-3033 Freight & Express
0325526-in	LIQUOR	03/15/2023	308.00	600-60-600-2251 Liquor Purchases
Total VINOCOPIA:			637.50	
Grand Totals:			42,563.36	

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 = 03/17/2023