

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, January 3rd, 2022
6:00 pm

Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES City Council Meeting minutes from Monday, December 20th 2021

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

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

***1. COMMUNICATIONS**

A. SEH Meeting Minutes December 22, 2021

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

A. Special Meeting Minutes -Unofficial December 20th, 2021

***3. COMMITTEE REPORTS**

4. CLERK ADVISES COUNCIL

- A. 2nd St Project Update
- B. Sand/Salt Facility Update
- C. COVID Update
- D. New Fire Truck Reception

5. UNFINISHED BUSINESS

- A. Lowest Responsible Bidder
- B. Government Data Practices
- C. American Rescue Plan
- D. Capital Budget Request

6. NEW BUSINESS

A. Ordinance 04-21: 2nd Reading

B. Ordinance 05-21: 2nd Reading

C. Resolution 01-22 Authorizing Safe Routes to School Grant Application

D. Resolution 02-22 Appointment of Fire Department Officers

E. Expansion Tank Quote

F. Insurance Waiver

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

Attorney Bray:

BILLS FOR APPROVAL

General: \$56,958.50

Liquor: \$41,771.72

TOTAL BILLS FOR APPROVAL: \$98,730.22

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for December 20, 2021

Meeting was streamed live on the Trac 7 YouTube channel, as well as attendance of up to fifteen members of the public to accommodate for social distancing.

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

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

OTHERS PRESENT: City Attorney John Bray, Chief Kent Gaidis, Megan Jordan, Ted Kiefat, and City Administrator Jess Rich, Joseph Fahlin, Kathy Hannan, Katie Fahlin, Joshua Fahlin

Mayor Ward announces the Mayor for a Day Contest Winner, Joseph Fahlin who is present and reads his essay. Congratulations, Joseph!

Motion by Rohweder, seconded by Johnson and carried 5-0 to suspend the regular city council meeting and reconvene the truth and taxation public hearing at 6:04 pm.

Mayor Ward requests any comments, questions, or suggestions on the proposed levy from citizens present or watching via the YouTube channel.

Motion by Ward, seconded by Rohweder and carried 5-0 to close the truth and taxation public hearing and resume the regular City Council meeting at 6:25 pm.

Motion by Johnson seconded by Rohweder and carried 5-0 to approve the minutes from Monday, December 6th, 2021, noting there was no live stream for the meeting. These corrections will be made.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the agenda for Monday, December 20th, 2021.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan (1501 3rd Ave) is present, stating previous research and studies referencing common routes to school have been completed in accordance with the capital improvement and transportation plan. She adds the Beautification Committee would be willing to assist with information and design input in accordance with both safe routes to school, sidewalks, and bike paths.

Citizens are also provided with a direct call-in number: 218-628-6289 to address the council.

Motion by Rohweder , seconded by Benson and carried 5-0 to approve the consent agenda, pulling items *3A and *3C for discussion.

*3A. PUC Minutes – November 8th, 2021

Councilor Benson mentions the MN Power contract discussed at the December meeting, noting the minutes from the December meeting will be received by the council in January.

Motion by Benson, seconded by Rohweder to approve the PUC minutes from November 8th, 2021.

***3C. Sand/Salt Committee Meeting Minutes – December 8th, 2021**

Councilor Benson requests a start time for the meeting, noting curiosity for the length of the discussions as his reasoning. Councilor DeWall states the meeting went from 3:00 pm to 4:30pm. Motion by Benson, seconded by Ward and carried to approve the sand/salt committee minutes from December 8th, 2021.

***1. COMMUNICATIONS**

A. LMC Dividend Receipt Notification

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

***3. COMMITTEE REPORTS**

A. PUC Minutes – November 8th, 2021

B. Golf Advisory Board Meeting Minutes – December 9th, 2021

C. Sand/Salt Committee Meeting Minutes – December 8th, 2021

4. CLERK ADVISES COUNCIL

A. Attorney RFP

Administrator Rich states the attorney services have been delivered, along with the coordinating scoring sheets. She asks for review of proposals and completed scoring sheets to be returned prior to the first meeting in January for consideration at the January meeting.

Motion Ward, second Rohweder, and carried 5-0 to approve scoring sheets for attorney RFP services as presented.

B. Fire Truck Delivery

The new fire truck was delivered with city councilors, fire department members, and city staff present. The fire department will complete training on the new ladder truck at a training session after the first of the year. Councilor DeWall extends gratitude and appreciation on behalf of the Proctor Fire Department, adding the completed outfitting of the truck with fire apparatus will be completed and the truck will be in use soon. Councilor Johnson requests a media day scheduled to present the truck to the community. Mayor Ward is in support of a media/community day, inviting the public to attend the addition to the fleet. Councilor DeWall suggests utilizing January 6-8th as an opportunity to show the ladder truck in action. Further discussion follows, with the decision to talk with Chief Helquist regarding a community day.

C. City Hall Boiler Update

The old boilers have been removed, free of charge, and the new boilers have been delivered to the warehouse, awaiting delivery and installation. Administrator Rich states the boiler purchase and installation was approved at a previous meeting, with the action item tonight approving the maintenance service agreement.

D. South Proctor Zoning Discussion

PEDA has previously discussed the area as indicated on the maps included in the meeting packet, and will be requesting a review of the current zoning district. There will be discussions of modifying the area and zoning for mixed used. Administrator Rich is not requesting any action, but wanted a brief introduction on the subject. Current zoning has restricted or has been a barrier with potential buyers of the property indicated.

E. City Hall Holiday Office Closures

City Hall will be closed December 24th, 27th, and 31st for the Christmas and New Year Holiday.

F. January 17th & February 21st Meeting Change Notices

Several meetings scheduled for 2022 fall on the Monday of reserved holidays. The entire meeting schedule will be presented at the first meeting in January for approval, it is noted to add July 4th and September 5th as additional meeting changes.

5. UNFINISHED BUSINESS

- A. Lowest Responsible Bidder
- B. Government Data practices
- C. American Rescue Plan
- D. Capital Budget Request

6. NEW BUSINESS

A. Proctor Fire Department Termination

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the termination of Matt Nylund from the Proctor Fire Department as submitted.

B. Johnson Controls Services Agreement

Administrator Rich states will extend the maintenance service agreement for an additional three years. This will include inspection of controls, regular maintenance of air handlers and boilers. The previously approved RFP schedule indicates building maintenance contract will come due in 2023. It is the recommendation of Administrator Rich to approve the services agreement with Johnson Controls for another three years.

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve the three-year service agreement as submitted with Johnson Controls.

It is noted this maintenance agreement will include the newly installed boilers, air handlers, thermostats, etc. as indicated by Councilor DeWall.

C. Golf Course Management RFP

Rich states the advisory committee has met twice and has recommended the submitted RFP as a statement for expectations and direction of golf course operations.

Motion by Johnson, seconded by Ward and carried 5-0 to approve the RFP as submitted by the golf advisory board.

D. Resolution 39-21: Authorizing Participation in Opioid Settlement

Attorney Bray states the initial settlement has been negotiated with additional settlements to follow. At this time, it is unknown when the additional settlements will be received by the city as there are additional bankruptcy proceedings.

Motion by Benson, seconded by Rohweder and carried 5-0 to approve resolution 39-21 authorizing participation in opioid settlement.

E. Transfer of Funds

Motion by Johnson, seconded by Ward to approve the annual transfer of funds as submitted by Finance Director Leslie Brunfelt and Administrator Rich.

F. Final Levy

Mayor Ward states this has been lowered from the original proposed levy of 4.75 to 3%. Councilor DeWall clarifies this motion will approve and certify the levy only, with additional meetings scheduled to finalize the 2022 budget for the city.

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve and certify the levy for the City of Proctor at 3%.

G. Declaring Equipment Surplus

Chief Helquist and Administrator Rich have requested to declare the 2000 Ford Ambulance Prep Package as surplus and allow Chief Helquist to list for sale to other departments and/or auction.

Motion by DeWall, seconded by Rohweder and carried 5-0 to approve the recommendation as submitted and declare the equipment surplus for sale and/or auction.

H. Sand/Salt Facility

Administrator Rich states the final phases of planning for this project have begun. Phase 1 has included estimates and location for the sand/salt facility with phase 2 including the construction of a garage for equipment parking space and PUC storage. These additions to the project have increased the overall total cost. The sand/salt committee has met with both SEH and PUC, with a cost estimate provided reflecting the split of shared expenses. The PUC committee has committed and approved their portion of the project at the meeting on December 13th. The total for the city portion has reached an additional \$350,000 in estimated funds for the completion of the project. Administrator Rich is asking for approval to move forward with the design standards, directing city administration to seek financing options to present back to council for additional approval.

Motion by Johnson, seconded by Ward and carried 5-0 to direct Administrator Rich and Finance Director Brunfelt to move forward with the project and seek financing options for the additional \$350,000.

Kathy Hannan asks where this facility will be located, Administrator Rich stating it will be located on the south side of Kirkus St. underneath and next to the allowable easements of the power line.

Councilor Benson shares his apprehensiveness in regards to the Kirkus St location, stating previous estimates were received extending utilities to the infrastructure at the fairgrounds. He feels the decision to move the sand/salt shed to the Kirkus St location was made hastily and in a rush.

Administrator Rich adds information pertaining to this project has been made available over the last year as this project has been considered. Committee minutes have been presented in a timely fashion, with transparency declared for utility extension, costs, and the projected completion of the project. Discussion follows, adding the property being used for this facility is near a utility easement, and this land use does not impede on any future developments.

Rich: States this location has been discussed at length for over a year with information following on the selection and the extension of utilities.

I. Ordinance 04-21: An Ordinance Amending General Provisions to Primary Dwelling Units: 1st Reading

The Planning & Zoning Committee met and accepted the recommendation of the council to lower the minimum square footage of primary dwellings from 800 to 600 square feet.

J. Ordinance 05-21: An Ordinance Amending Section 1001.03 Design Standards of the City of Proctor City Code by Adding Subd. 11: Pedestrian Infrastructure

Adding language to the city code pertaining to connectivity of sidewalks and bike paths for new developments in order to satisfy a Safe Routes to School grant application.

MEMBER CONCERNS

Benson: None

DeWall: Requests an update on the Almac Dr Property Split, presents an update on the caboose project nearing completion with the new shop teacher, and would like to discuss an updated COVID policy at the next meeting.

Johnson: Extends Happy New Year, Merry Christmas, and Happy Hanukkah wishes to all.

Rohweder: None

Mayor Ward: Wishes everyone a happy and safe holiday season.

Attorney Bray:

BILLS FOR APPROVAL

General: \$342,632.62

Liquor: \$40,862.97

TOTAL BILLS FOR APPROVAL: \$383,495.59

Motion by Rohweder, seconded by Ward and carried 5-0 to approve the bills as submitted.

Motion by DeWall, seconded by Johnson and carried 5-0 to adjourn at 7:02 pm.

Chad Ward
Mayor

Jess Rich
City Administrator



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for All of Us®

***1A**

MEETING MINUTES

Re:	Proctor Monthly Meeting	Date of Meeting:	12/22/2021
Project Manager:	Matt Bolf, PE	Time of Meeting:	9:00 a.m.
SEH No.:	PROCT 153900	Location of Meeting:	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		

I. 6th Street and Almac Drive.

- A. George Lee's survey pins – Matt discussed with George on 12/20. He wants both west pins replaced. SEH will have to file County certificate of survey at the same time. Pins will be placed next week and Certificate will be prepared in early January.

II. Proctor GIS

- A. Updates needed to GIS
 - 1. Public Works Updates - Rick will get send additional comments to Tyler.
- B. PUC curb stop locations – Matt will follow up with Char and Pat to discuss how they would like to move forward.
 - 1. Option 1 – PUC rents a receiver and connects via Bluetooth to an ipad (smart device) and collects locations and all data using the collector app. PUC would need to find a way to rent or purchase their own receiver (there are different levels of accuracy, the more accurate the more cost)
 - 2. Option 2 – PUC marks locations, SEH collects locations and house number and inputs into the GIS database and sets up fields for the PUC to enter information, then the PUC can use the GIS system to add in other pertinent data (i.e. photos, service cards, dates, misc. notes, etc) when they have time to do so.

III. Salt / Sand / Public Works Project

- A. Project Updates and Next Steps:
 - 1. Review revised phase 1 project map and cost estimate: Both Council and the PUC approved moving forward with the garage and site work at the proposed sand/salt storage facility. SEH will commence with final design and bidding.
 - a) Salt Shed Project Components
 - (1) Fabric Color – City prefers tan color
 - (2) Fabric Type – current quote is non-FR rated which is fine for project location.

- (3) Lighting – Rick and Jay provided Matt with brochure on lighting. They would like to have 2 lights that are on dusk/dawn and a 3rd light that is connected to on/off switch. They would also like to add an outlet box on every other truss for first ½ of building for future lights. An outlet box will also be added at a working height at entrance.
 - (4) Concrete Panels – they are included in salt shed price
 - b) Bidding Options – Jess would prefer to purchase the building through Sourcewell. The concrete panels would have to be bid separately. There would be a public bid for the grading, paving, panels, and restoration.
 - (1) Sourcewell
 - (a) Building and foundations = \$153k w/o concrete panels
- 2. MnPower - Matt will review selected option to confirm access to easement area. SEH will check to see what the requirements are for the 60' wide easement. SEH will follow up to see what kind of utilities are in the 60' easement.
- 3. Funding
 - a) State Grant – Jess is almost complete with execution of grant.
 - b) Coastal Grant – Jess is applying for coastal grant to cover a portion of professional fees.
 - c) City may apply for a loan through Rural Water. Jess will check to make sure that there isn't a required engineering report for a loan. SEH to send map of revised site to Jess.
- 4. Wetlands – RC emailed Jess that there is an amendment to the wetland map. Jess will forward to SEH.

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

- A. Next Steps – SEH will work with the City on updates needed for the new coverage. This will include procedures, reporting, and ordinance where necessary.
- B. Updated binder – this should include new forms for the new MS4 coverage. SEH will set up a meeting with City in February to discuss all updates.

V. PUC Items

- A. Booster Station
 - 1. Construction is on hold until building delivery is known.

VI. Second Street LRIP

- A. Project Updates:
 - 1. SEH has started storm sewer review of project area
 - 2. Limits of project – 9th Avenue and 3rd Street. SEH will revise the preliminary 9th & 3rd proposed improvements based on comments during the meeting. SEH will send the updated exhibit to Jess to reach out to the school to get their input.
- B. Next Steps
 - 1. Guidance committee –
 - a) Meeting Date – Wednesday January 5th @ 3:00 pm
 - b) Agenda – Matt will prepare a draft agenda and send to Jess.

2. Compare recent City-wide transportation plan that was completed to try and match recommendations to secure other funding opportunities. SEH will look into standards required for funding and ideas from the transportation plan and narrow it down to a few options to get discussion started with the committee.
3. Safe Routes to School application – Jess will start reaching out for letters of support from the school, fire department, and legislature. [Jess provided letters from School, Police, Fire, and Journal.](#) [Jess is working on legislative letters of support.](#)
 - a) Letter of Intent – due 10/29/2021
 - b) Full Application – due 1/14/2022 – SEH will look into costs and eligible portions of 9th & 3rd improvements to ensure there are enough dollars requested from SRTS for the proposed improvements.
 - c) Award – 3/4/2022
 - d) Subdivision Code for sidewalks and connecting trails – Megan said this should be finalized at January 3rd Council meeting.
4. SEH to prepare funding comparison sheet for grant eligibility items
5. [Complete a preliminary assessment feasibility report if project will be assessed \(after feasibility study\)](#)
6. [SEH will reach out to Char to start talking about PUC improvements with the project.](#)

VII. Ugstad Road Development Site – [No update.](#)

VIII. School District Plan Review – [No update.](#)

- A. Hockey Arena – Due to Covid, project was put on hold. Troy has been in contact with School about outstanding items.
 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.

IX. Miscellaneous

- A. Storm Water Utility – [No update.](#)
- B. Sidewalk Condition Rating and Prioritizing – [No update.](#)
- C. WLSSD Annual Report
 1. Rick provided SEH with updated manhole inspections sheets and corrections to the GIS mapping.
 2. [Collect notes for annual report updates from Rick. Rick provided notes to Tyler. Rick will let Tyler know if any additional sewer lateral upgrades are made before the end of the year.](#)

D. 501 3rd Ave Sewer Lateral

1. Video shows root intrusion, collapsed pipe, multiple connections – Matt sent draft Waiver Language since it's under a County road and multiple connections. Megan sent this to the homeowner and has not heard anything in response.

E. Boundary Avenue Sewer / Water Extension

1. The updated cost estimate and exhibit was sent to Jess. Jess has sent to the proposed developer.

F. Boundary Avenue Sidewalk Project

1. Review limits of project. Nothing else needed at this time.

G. Failing Service Lateral along 3rd Street.

1. Very deep main located in the roadway.
2. Owner inquired about a temporary holding tank to pump to during the winter months. City ordinances would require connecting to the city main at this location. If a tank is pursued by the owner they would need approval from St. Louis County in order for the project to occur.

X. **Next Meeting** – January 19th, 2021 @ 9:00 am.

Proctor's Vision
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***3A**

MINUTES
SPECIAL MEETING
PLANNING & ZONING COMMISSION

Monday, December 20th, 2021, 5:00 P.M.

Council Chambers- Proctor Community Center - 100 Pionk Drive

MEMBERS PRESENT:

Commissioner Tuomi, Chair Aldridge, Commissioner Boysen

MEMBERS ABSENT: Commissioner Lambert, Commissioner Harnell

OTHERS PRESENT: City Administrator Jess Rich, Megan Jordan, Kathy Hannan, Chad Ward

Chair Aldridge called the meeting to order at 5:00 pm. Roll call is performed, noting two commissioners absent.

PUBLIC HEARING:

Chair Aldridge calls the public hearing for proposed Ordinance 05-21: Amending Section 1000.03 Design Standards by adding Subd. 11: Pedestrian Infrastructure at 5:02 pm.

Administrator Rich states the City of Proctor will be applying for a Safe Routes to School Grant through the State of Minnesota for the 2nd St project. The proposed amendment to this section of the city code will allow for the city to become eligible for the grant application.

During the public comment of the hearing, Kathy Hannan (1501 3rd Ave) presents a summary of the previous research conducted for consideration with a previous transportation plan. She also adds the Beautification Committee completed research regarding common routes to/from school, offering assistance and the information acquired by the committee for information during the planning stages of the 2nd St project. Chair Aldridge addresses communication with the school, noting the areas needing improvements and connectivity for within proximity to the school. Chair Aldridge notes there may be instances, although not too common, where a potential subdivision may not fall within guidelines, in which case there would be communal work with the city for possible exemptions from the added requirements through this amendment. Administrator Rich provides clarity this ordinance does not address 2nd St. Specifically but will provide general language addition and amendments to the code to qualify for the grant application.

Chair Aldridge closes the public hearing at 5:08 pm.

Motion by Boysen, seconded by Tuomi and carried 3-0 to recommend the city code amendment as submitted in draft form to the council at the meeting on December 20th, 2021.

APPROVAL OF AGENDA

Motion by Boysen, seconded by Tuomi and carried 3-0 to approve the agenda for Monday, December 20th, 2021.

5. NEW BUSINESS

A. Proposed Ordinance 04-21: Primary Dwelling Minimum Square Footage

Administrator Rich states the council requested additional clarification for the determination of 800 square feet. Commissioner Boysen states the 800 square foot minimum would have been a little generous, and would be in favor of decreasing the minimum square footage to 600.

Motion by Boysen, seconded by Tuomi and carried 3-0 to recommend to city council the minimum dwelling size of 600 square feet, replacing the original recommendation of 800 square feet.

B. Ordinance 05-21: Proposed ordinance

Discussed during the public hearing and approved previously during this meeting.

MEMBER CONCERNS

Tuomi: None

Boysen: None

Harnell: Absent

Lambert: None

Aldridge: None

Administrator Rich: None

Motion by Tuomi, seconded by Boysen and carried 3-0 to adjourn at 5:14 pm.

Chad Ward
Mayor

City of Proctor

6A

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

Jess Rich
City Administrator

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Ordinance 04-21

AN ORDINANCE AMENDING GENERAL PROVISIONS TO PRIMARY DWELLING UNITS

§1002.01, (4) DWELLING

(1) Any building or portion thereof which is designed for or used for residential purposes. For the purposes of this chapter, a **DWELLING** shall have an outside width of 20 feet at its narrowest point, a **minimum square footage of 600**, and shall be placed upon a permanent foundation which complies with all applicable manufacturer's specifications, building or other codes, and the city code.

ADOPTED by the City Council of the City of Proctor this _____ day of December _____ by the following vote:

FOR:

AGAINST:

ABSENT:

1st Reading:

2nd Reading:

Published in the Proctor Journal:

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

6B

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ORDINANCE 05-21

AN ORDINANCE AMENDING SECTION 1000.03 DESIGN STANDARDS OF THE CITY OF PROCTOR CITY CODE BY ADDING SUBD. 11 PEDESTRIAN INFRASTRUCTURE

WHEREAS; the City of Proctor, Minnesota (“City”) may from time to time have opportunity to apply for and receive from the State of Minnesota grants or other funding under the State’s Safe Routes to School Program as set forth in Minnesota Statutes §174.40; and

WHEREAS; to be eligible for said funding, Minnesota Statutes §174.40, Subd. 4a requires the City to adopt subdivision regulations that require connected sidewalks and/or bikeway facilities in developments authorized on or after June 1, 2016; and

WHEREAS; Section 1000.03 of the City of Proctor City Code includes subdivision regulations which do not presently require connected sidewalks and/or bikeway facilities in developments authorized by the City; and

WHEREAS; The City has not authorized any subdivision development since June 1, 2016 but may do so in the future; and

WHEREAS; the City Council has determined that requiring connected sidewalks and/or bikeway facilities in development authorized by the City would not only serve public health, safety and general welfare but would also allow the City to be eligible for the State’s Safe Routes to School funding;

The City Council of the City of Proctor does **ORDAIN:**

SECTION 1: City Code Section 1000.03 be hereby amended by the addition of a Subdivision 11 which shall read as follows:

Subd. 11 Safe Routes to School. Any subdivision authorized by the City shall include connected sidewalks and/or bikeway facilities pursuant to Minnesota Statutes, §174.40, Subdivision 4a, as the same may be amended from time to time.

Section 2: This Ordinance shall be in full force and effect from and after its passage and publication.

ADOPTED by the City Council of the City of Proctor this _____ day of December _____ by the following vote:

FOR:

AGAINST:

ABSENT:

1st Reading:

2nd Reading:

Published in the Proctor Journal:

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

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6C

To: City Council
From: Jess Rich, City Administrator
Re: Safe Routes to School Grant Application

As part of continued efforts to improve pedestrian access to our schools, the City Council is asked to approve submission of an application to the MNDOT Safe Routes to School Program (SRTS) infrastructure grant.

The SRTS infrastructure grant is solicited by MNDOT using state general or bond funds and is designed to assist local governments in completing infrastructure projects enabling students to walk and bicycle to and from schools. The proposed grant application would facilitate the construction of safety improvements near Jedlicka Middle School and Proctor High School as identified in Safe Routes to School Plan adopted in 2017.

The reconstruction of 2nd Street will allow for a true non-motorized off-street corridor directly to the Proctor High/Middle School. The project will include an off-street trail on the north side and a sidewalk on the south side. The pedestrian/biking corridors will connect to the high school and ultimately the downtown business district providing a safe off-street corridor to travel. All existing non-compliant ADA ramps will be updated to current standards and improved street crossings will be installed. Along 9th Avenue and 3rd Street, a trail and sidewalk will be constructed to connect to the existing student drop off lane, DTA bus stop, and existing parking lot. The pedestrian/bicycle lanes will contribute to healthy lifestyle choices for local community members and visitors.

The maximum SRTS request is \$500,000 per project and requires projects to be constructed in 2022 or 2023. Staff is proposing to request the maximum \$500,000. Grant acceptance and local match authorization would be a future consideration of the Council. Total project cost is currently estimated at \$3,250,000 (\$2.75 million for 2nd Street and \$500,000 for 3rd and 9th) with \$1,250,000 in LRIP Funds committed.

The grant requires a resolution from the City Council indicating support of the project and certification that adopted subdivision regulations require safe routes to school infrastructure in developments. If awarded the grant, the city anticipates design in 2022 with construction in 2023.

City staff recommends adopting Resolution 01-22 authorizing submission of a Safe Routes to School Grant application.

Resolution 01-22 and project map attached.

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

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Resolution 01-22 AUTHORIZING SUBMISSION OF SAFE ROUTES TO SCHOOL
INFRASTRUCTURE GRANT APPLICATION
FOR 2ND STREET, 3RD STREET AND 9TH AVENUE SAFETY IMPROVEMENTS

WHEREAS, in 2017 the Proctor community completed and approved a Safe Routes to School Plan to improve the safety, health and well-being of children by encouraging students to walk and bicycle to school; and

WHEREAS, the City of Proctor recognizes the value of students health and safety; and

WHEREAS, the City of Proctor is developing plans for operational and physical infrastructure improvements on 2nd Street, 9th Avenue between 4th Street and 1st Street and 3rd Street between Ugstad Road and 9th Avenue; and

WHEREAS, the City of Proctor's plans for 2nd Street, 9th Avenue and 3rd Street include safe walking and biking facilities for students; and

WHEREAS, the Proctor Safe Routes to School Plan identifies the 9th Avenue and 3rd Street project as a priority in the Prioritized List of Projects.

THEREFORE BE IT RESOLVED the City of Proctor approves the submission of a Safe Routes to School Infrastructure grant application in the amount of \$500,000 for pedestrian safety improvements to 2nd Street, 3rd Street (between Ugstad Road and 9th Avenue) and 9th Avenue (between 1st Street and 4th Street).

BE IT FURTHER RESOLVED the City of Proctor certifies that current City of Proctor Subdivision Code requires safe routes to school infrastructure be installed in developments on or after June 1, 2016.

BE IT FURTHER RESOLVED City Administrator Jess Rich is hereby authorized to act as agent on behalf of the City of Proctor for the Safe Routes to School grant program.

ADOPTED BY the Proctor City Council this 3rd day of January 2022.

ATTEST: _____

Chad Ward, Mayor

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 · 218-324-3641 · Fax 218-624-9459 · email: cityhall@proctormn.gov

RESOLUTION 02-22
APPOINTMENT OF FIRE DEPARTMENT OFFICERS

6D

STATE OF MINNESOTA)
COUNTY OF SAINT LOUIS)
CITY OF PROCTOR)

WHEREAS, the Proctor Fire Department at a regular meeting has made the recommendation through the attached document to be considered for its officers; and,

WHEREAS, it is the desire of the City Council to appoint officers to its Fire Department to ensure that the Fire Departments interests and duties are carried out.

NOW THEREFORE, BE IT RESOLVED: through the actions of the Mayor and City Council of Proctor Minnesota, the attached document listing the officers of the Fire Department of Proctor are hereby appointed to serve until such time as the position may be vacated by themselves or to full terms as per the Policies of the Fire Department of Proctor.

Moved by Councilor _____ and seconded by Councilor _____ that the foregoing resolution be adopted.

Voting Aye:

Voting No:

Resolution declared adopted this 3rd day of January 2022

Chad Ward, Mayor

Attest: _____

Jess Rich City Clerk/Administrator

PROCTOR

FIRE DEPARTMENT OFFICERS

CHIEF: Kerry Helquist

ASSISTANT CHIEFS: Kevin Field

Troy Dewall

Jessa Annala

CAPTAINS: Lynn Windus

Brad Johnson

Kris Bryant

Secretary: Lynn Windus

Treasurer: Lisa Vogel

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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6E

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To: City Council

From: Jess Rich, City Administrator

Re: Heating System Expansion Tank

During regular maintenance and system check Johnson Controls noticed substantial fluctuations of pressure in the heating system. They found the expansion tank waterlogged. According to Johnson Controls this happens to expansion tanks and is not uncommon. With a failed tank the pressure fluctuates and causes leaks in other places. It can also cause too low of pressure in a system and then a boiler can go out on a low-pressure code.

Johnson Controls prepared an estimate to replace the tank (attached.) It is my recommendation to approve the estimate.

Proposal

TO: CITY OF PROCTOR
100 PIONK DR

PROCTOR, MN 55810

JOHNSON CONTROLS DULUTH MN CB -
ON51
4627 AIRPARK BLVD
DULUTH MN 55811-5750
PH: (866) 211 3536
FAX: (218) 727 7945

Date: 12/22/2021

Quote Ref: 1-1EMC0RC4
Project Name: City of Proctor Exp. Tank Dec. 2021
Site: CITY OF PROCTOR
100 PIONK DR
PROCTOR, MN 55810-1705

ATTN: Jess Rich

We propose to furnish the materials and/or perform the work below for the net price of: \$8,980.00

For the above price this proposal includes:

Provide and replace the faulty expansion tank for the heating system.
Allow 20 -30 days to ship.

Priced within accordance of Sourcewell # 030817-JHN

This proposal DOES NOT include:

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

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

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

This proposal is valid through: 1/21/2022

CITY OF PROCTOR

Johnson Controls

Signature: _____

Signature: *Ben LaLone*

Name: _____

Name: Ben LaLone

Title: _____

Title: Service Account Executive

Date: _____

Date: 12/22/21

PO: _____

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

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

6F

You Have A Place in Proctor

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To: City Council

From: Jess Rich, City Administrator

Re: Liability Coverage - Waiver

LMCI liability waiver memo and form attached. Historically the City of Proctor has elected to NOT WAIVE the monetary limits on municipal tort liability. Insurance Agent Eric Madson and I recommend continuing to NOT WAIVE.

LIABILITY COVERAGE – WAIVER FORM

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

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

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

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

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

LMCIT Member Name:

Check one:

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

Date of member's governing body meeting: _____

Signature: _____ Position: _____

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 = 01/03/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AMERICAN BOTTLING COMPANY				
3314714673	SODA	12/24/2021	91.86	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			91.86	
ARTISAN BEER COMPANY				
3512206	BEER	12/17/2021	60.00	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			60.00	
BELLBOY CORPORATION				
0093007600	DELIVERY	12/28/2021	11.72	600-60-600-3033 Freight & Express
0093007600	LIQUOR	12/28/2021	490.93	600-60-600-2251 Liquor Purchases
Total BELLBOY CORPORATION :			502.65	
BERNICK S PEPSI				
812157	BEER	12/15/2021	2,181.32	600-60-600-2252 Beer Purchases
812988	BEER	12/22/2021	73.50	600-60-600-2252 Beer Purchases
812989	BEER	12/22/2021	1,550.40	600-60-600-2252 Beer Purchases
813915	BEER	12/29/2021	2,642.90	600-60-600-2252 Beer Purchases
Total BERNICK S PEPSI :			6,301.12	
BREAKTHRU BEVERAGE				
342191851	LIQUOR	12/13/2021	53.90	600-60-600-2251 Liquor Purchases
342191851	SERVICE FEE	12/13/2021	.62	600-60-600-3033 Freight & Express
342241760	LIQUOR	12/16/2021	1,597.62	600-60-600-2251 Liquor Purchases
342241760	SERVICE FEE	12/16/2021	33.45	600-60-600-3033 Freight & Express
342323400	LIQUOR	12/21/2021	374.09	600-60-600-2251 Liquor Purchases
342323400	SERVICE FEE	12/21/2021	9.79	600-60-600-3033 Freight & Express
342399842	LIQUOR	12/29/2021	1,172.38	600-60-600-2251 Liquor Purchases
342399842	SERVICE FEE	12/29/2021	19.12	600-60-600-3033 Freight & Express
Total BREAKTHRU BEVERAGE:			3,260.97	
CINTAS				
4104824726	MATS	12/16/2021	103.56	600-60-600-2210 Operating Supplies
Total CINTAS :			103.56	
COCA COLA BOTTLING CO				
2764174	SODA	12/27/2021	98.35	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO :			98.35	
GUARDIAN PEST CONTROL, INC				
2305096	PEST CONTROL	12/30/2021	40.69	600-60-600-4406 Pest Control

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total GUARDIAN PEST CONTROL, INC :			40.69	
JOHNSON BROTHERS INC				
181668	LIQUOR	12/22/2021	200.00	600-60-600-2251 Liquor Purchases
181668	DELIVERY CHARGE	12/22/2021	1.89	600-60-600-3033 Freight & Express
1952394	DELIVERY CHARGE	12/15/2021	30.86	600-60-600-3033 Freight & Express
1952394	LIQUOR	12/15/2021	1,378.89	600-60-600-2251 Liquor Purchases
1952395	WINE	12/15/2021	552.20	600-60-600-2253 Wine Purchases
1952395	DELIVERY CHARGE	12/15/2021	13.68	600-60-600-3033 Freight & Express
1954941	DELIVERY CHARGE	12/17/2021	3.78	600-60-600-3033 Freight & Express
1954941	LIQUOR	12/17/2021	305.85	600-60-600-2251 Liquor Purchases
1956966	DELIVERY CHARGE	12/21/2021	23.75	600-60-600-3033 Freight & Express
1956966	LIQUOR	12/21/2021	1,316.59	600-60-600-2251 Liquor Purchases
1956967	DELIVERY CHARGE	12/21/2021	38.78	600-60-600-3033 Freight & Express
1956967	WINE	12/21/2021	1,689.66	600-60-600-2253 Wine Purchases
1962047	LIQUOR	12/29/2021	1,184.03	600-60-600-2251 Liquor Purchases
1962047	DELIVERY CHARGE	12/29/2021	21.37	600-60-600-3033 Freight & Express
1962048	DELIVERY CHARGE	12/29/2021	31.16	600-60-600-3033 Freight & Express
1962048	LIQUOR	12/29/2021	488.45	600-60-600-2251 Liquor Purchases
Total JOHNSON BROTHERS INC :			6,877.16	
MICHAUD DISTRIBUTING COMPANY				
363210	FUEL SURCHARGE	12/20/2021	3.00	600-60-600-3033 Freight & Express
363210	BEER	12/20/2021	426.70	600-60-600-2252 Beer Purchases
363397	FUEL SURCHARGE	12/27/2021	3.00	600-60-600-3033 Freight & Express
363397	BEER	12/27/2021	400.80	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY :			833.50	
MOOSE LAKE BREWING				
51-022	BEER	12/16/2021	120.00	600-60-600-2252 Beer Purchases
Total MOOSE LAKE BREWING :			120.00	
PHILLIPS WINE & SPIRITS CO.				
6321225	DELIVERY CHARGE	12/17/2021	31.60	600-60-600-3033 Freight & Express
6321225	LIQUOR	12/17/2021	1,959.68	600-60-600-2251 Liquor Purchases
6321226	DELIVERY	12/17/2021	37.76	600-60-600-3033 Freight & Express
6321226	WINE	12/17/2021	1,298.75	600-60-600-2253 Wine Purchases
6321227	DELIVERY	12/17/2021	5.67	600-60-600-3033 Freight & Express
6321227	MIX	12/17/2021	104.40	600-60-600-2254 Soft Drinks & Mix
6322508	DELIVERY	12/21/2021	5.68	600-60-600-3033 Freight & Express
6322508	LIQUOR	12/21/2021	121.15	600-60-600-2251 Liquor Purchases
6322804	DELIVERY	12/21/2021	22.74	600-60-600-3033 Freight & Express
6322804	LIQUOR	12/21/2021	2,298.07	600-60-600-2251 Liquor Purchases
6322806	DELIVERY	12/21/2021	5.67	600-60-600-3033 Freight & Express
6322806	MIX	12/21/2021	147.50	600-60-600-2254 Soft Drinks & Mix
6326545	DELIVERY	12/29/2021	59.39	600-60-600-3033 Freight & Express
6326545	LIQUOR	12/29/2021	2,534.04	600-60-600-2251 Liquor Purchases
6326546	DELIVERY	12/29/2021	3.78	600-60-600-3033 Freight & Express
6326546	WINE	12/29/2021	96.00	600-60-600-2253 Wine Purchases
6326547	DELIVERY	12/29/2021	1.89	600-60-600-3033 Freight & Express
6326547	MIX	12/29/2021	72.00	600-60-600-2254 Soft Drinks & Mix
654307	MIX	12/22/2021	8.20	600-60-600-2254 Soft Drinks & Mix

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total PHILLIPS WINE & SPIRITS CO. :			8,797.57	
RED BULL				
2001251826	RED BULL	12/22/2021	170.00	600-60-600-2254 Soft Drinks & Mix
Total RED BULL :			170.00	
SOUTHERN WINE & SPIRITS				
2158706	DELIVERY	12/17/2021	51.25	600-60-600-3033 Freight & Express
2158706	LIQUOR	12/17/2021	2,433.90	600-60-600-2251 Liquor Purchases
2161296	DELIVERY	12/22/2021	14.35	600-60-600-3033 Freight & Express
2161296	LIQUOR	12/22/2021	764.21	600-60-600-2251 Liquor Purchases
2163954	DELIVERY	12/31/2021	2.05	600-60-600-3033 Freight & Express
2163954	LIQUOR	12/31/2021	79.20	600-60-600-2251 Liquor Purchases
2163955	LIQUOR	12/31/2021	740.90	600-60-600-2251 Liquor Purchases
2163955	DELIVERY	12/31/2021	8.20	600-60-600-3033 Freight & Express
Total SOUTHERN WINE & SPIRITS :			4,094.06	
SUPERIOR BEVERAGE (MN)				
20010873	BEER	12/17/2021	381.00	600-60-600-2252 Beer Purchases
20010985	BEER	12/21/2021	4,508.55	600-60-600-2252 Beer Purchases
20010985	FREIGHT	12/21/2021	2.00	600-60-600-3033 Freight & Express
20011189	BEER	12/23/2021	810.05	600-60-600-2252 Beer Purchases
20011336	FREIGHT	12/28/2021	2.00	600-60-600-3033 Freight & Express
20011336	BEER	12/28/2021	3,279.15	600-60-600-2252 Beer Purchases
20011624	FREIGHT	12/31/2021	2.00	600-60-600-3033 Freight & Express
20011624	BEER	12/31/2021	420.40	600-60-600-2252 Beer Purchases
Total SUPERIOR BEVERAGE (MN) :			9,405.15	
TODD SIGNS				
5108	REPLACE LAMPS IN OUTDOOR SIGN	12/29/2021	353.85	600-60-600-4400 Repairs & Maintenanc
Total TODD SIGNS :			353.85	
WARRIOR BREWING COMPANY				
1148	BEER	12/21/2021	72.00	600-60-600-2252 Beer Purchases
Total WARRIOR BREWING COMPANY:			72.00	
WINE MERCHANTS				
7360173	FREIGHT	12/15/2021	13.23	600-60-600-3033 Freight & Express
7360173	WINE	12/15/2021	576.00	600-60-600-2253 Wine Purchases
Total WINE MERCHANTS :			589.23	
Grand Totals:			41,771.72	

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"
[Report].Date Paid = 01/03/2022

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "Liquor Checking"

Check Issue Date	Check Number	Payee	Amount
01/03/2022	30099	AMERICAN BOTTLING COMPANY	91.86
01/03/2022	30100	ARTISAN BEER COMPANY	60.00
01/03/2022	30101	BELLBOY CORPORATION	502.65
01/03/2022	30102	BERNICK S PEPSI	6,301.12
01/03/2022	30103	BREAKTHRU BEVERAGE	3,260.97
01/03/2022	30104	CINTAS	103.56
01/03/2022	30105	COCA COLA BOTTLING CO	98.35
01/03/2022	30106	GUARDIAN PEST CONTROL, INC	40.69
01/03/2022	30107	JOHNSON BROTHERS INC	6,877.16
01/03/2022	30108	MICHAUD DISTRIBUTING COMPANY	833.50
01/03/2022	30109	MOOSE LAKE BREWING	120.00
01/03/2022	30110	PHILLIPS WINE & SPIRITS CO.	8,797.57
01/03/2022	30111	RED BULL	170.00
01/03/2022	30112	SOUTHERN WINE & SPIRITS	4,094.06
01/03/2022	30113	SUPERIOR BEVERAGE (MN)	9,405.15
01/03/2022	30114	TODD SIGNS	353.85
01/03/2022	30115	WARRIOR BREWING COMPANY	72.00
01/03/2022	30116	WINE MERCHANTS	589.23
Grand Totals:			41,771.72

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
600-00-000-2020	283.59	42,055.31-	41,771.72-
600-60-600-2210	103.56	.00	103.56
600-60-600-2251	19,293.88	200.00-	19,093.88
600-60-600-2252	16,853.27	73.50-	16,779.77
600-60-600-2253	4,212.61	.00	4,212.61
600-60-600-2254	684.11	8.20-	675.91
600-60-600-3033	513.34	1.89-	511.45
600-60-600-4400	353.85	.00	353.85
600-60-600-4406	40.69	.00	40.69
Grand Totals:	42,338.90	42,338.90-	.00

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (3 Characters) = {<->}600, 700"
Vendor.Vendor type = {<->} "PR"
[Report].Date Paid = 12/29/2021,01/03/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AIRFIBER				
23074	INTERNET SERVICE - 5 STATIC IPS	12/13/2021	121.35	100-10-120-3009 Computer Services
Total AIRFIBER:			121.35	
ARAMARK				
263000007477	TOWELS & MATS - CITY HALL	12/27/2021	50.64	100-10-130-3000 Professional Services
263000007487	TOWELS & MATS - CITY HALL	12/28/2021	112.91	100-10-130-3000 Professional Services
263000072470	TOWELS & MATS - FIRE DEPT	12/20/2021	85.97	100-20-220-3000 Professional Services
263000074776	COVERALLS - STREET DEPT	12/27/2021	50.64	100-30-300-2217 Clothing
263000074780	TOWELS & MATS - CITY HALL	12/27/2021	112.91	100-10-130-3000 Professional Services
Total ARAMARK:			413.07	
ARROWHEAD REG FIREFIGHTERS				
121721	2022 DUES	12/17/2021	65.00	100-20-220-4433 Dues & Subscriptions
Total ARROWHEAD REG FIREFIGHTERS :			65.00	
Artful Living				
2319	WINTER HALF PAGE AD	12/21/2021	748.75	100-15-115-3040 Advertising
Total Artful Living:			748.75	
ASPEN EQUIPMENT				
10233667	MOTOR FOR SPINNER ON SANDER (PLOW TRUCK)	12/14/2021	626.55	100-30-300-2220 Repair & Maintenance
Total ASPEN EQUIPMENT :			626.55	
CENTURYLINK				
10.10.21.1	ALARM SYSTEM - ALMAC LIFT STATION	12/10/2021	.69	500-50-510-3021 Telephone
12.10.21.2	ALARM SYSTEM - WESTGATE LIFT STATION	12/10/2021	41.79	500-50-510-3021 Telephone
Total CENTURYLINK :			42.48	
CW TECHNOLOGY				
CW70562	AGREEMENT MITEL PHONE SUPPORT	12/28/2021	230.00	100-10-120-3021 Telephone
cw70649	IT SERVICES	12/29/2021	322.66	100-20-210-3009 Computer Services
Total CW TECHNOLOGY :			552.66	
FASTER SOLUTIONS				
128132	TOURISM - WEBSITE SERVICES, CONSULTING & FACEBOOK	01/01/2022	125.00	100-15-115-3000 Professional Services
Total FASTER SOLUTIONS :			125.00	
GRAND FORKS FIRE EQUIPMENT LLC				
33678	K VOGEL BUNKER GEAR	12/15/2021	2,409.32	100-20-220-2217 Clothing
33729	4 GAS MONITOR CALIBRATION	12/21/2021	51.60	100-20-220-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total GRAND FORKS FIRE EQUIPMENT LLC:			2,460.92	
JOHNSON, BRAD				
12-2-2021	VACCUM BAGS	12/02/2021	13.12	100-20-220-2210 Operating Supplies
Total JOHNSON, BRAD :			13.12	
LAPOINTE UTILITIES, INC.				
111921	EXCAVATION PERMIT REFUND	12/28/2021	35.00	100-32-322-3226 Excavation Permits
Total LAPOINTE UTILITIES, INC.:			35.00	
MID STATE TRUCK SERVICE				
704901	DOT AND SERVICE INTERNATIONAL PLOW TRUCK	10/11/2021	2,010.06	100-30-300-2220 Repair & Maintenance
Total MID STATE TRUCK SERVICE :			2,010.06	
MINNESOTA ENERGY RESOURCES				
0502214174-0	052214174-00001 GAS BILL STREET GARAGE	12/13/2021	1,012.10	100-30-300-3080 Utilities
0504812808-0	0504812808-00001 GAS UTILITY FIRE HALL	12/13/2021	156.99	100-20-220-3080 Utilities
Total MINNESOTA ENERGY RESOURCES :			1,169.09	
NORTHERN ENGINE & SUPPLY, INC				
137720	PARTS FOR SNOWBLOWER	12/07/2021	115.52	100-30-300-2220 Repair & Maintenance
Total NORTHERN ENGINE & SUPPLY, INC:			115.52	
NUSS TRUCK & EQUIPMENT				
648073	ANNUAL DOT & SERVICE JOB - 1985 FORD DUMP TRUCK	09/21/2021	1,119.31	100-30-300-2220 Repair & Maintenance
Total NUSS TRUCK & EQUIPMENT :			1,119.31	
PROCTOR BUILDERS				
250585	WAX AND POLISH	12/27/2021	32.96	100-20-220-2210 Operating Supplies
250586	CREDIT	12/27/2021	18.98-	100-20-220-2210 Operating Supplies
250672	PIPE AND ELBOWS FOR AIR LINE	12/21/2021	34.68	100-20-220-2220 Repair & Maintenance
250698	DGTL MULTIMETER	12/22/2021	78.99	100-20-220-2210 Operating Supplies
Total PROCTOR BUILDERS :			127.65	
PROCTOR JOURNAL				
35623	CITY COUNCIL MINUTES 12.06.21	12/29/2021	170.25	100-10-110-3052 General Notices & Pub
35638	PEDA MEETINGS/ORGS WEEKLY SCHEDULE	12/30/2021	52.00	830-80-800-3052 General Notices & Pu
35643	P&Z MEETINGS/ORGS WEEKLY SCHEDULE	12/30/2021	52.00	100-10-180-3052 General Notices & Pu
35644	CITY COUNCIL MEETINGS/ORGS SCHEDULE	12/30/2021	52.00	100-10-110-3052 General Notices & Pub
35645	TOURISM MEETINGS/ORGS SCHEDULE	12/30/2021	52.00	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL :			378.25	
QUADIENT				
121921	POSTAGE	12/19/2021	500.00	100-10-120-3022 Postage
Total QUADIENT :			500.00	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
RANGE PAPER				
32054	TOWEL ROLL FOR POLICE BATHROOM	12/21/2021	79.99	100-10-130-2211 Cleaning Supplies
33261	TOWEL & TOILET TISSUE	12/23/2021	149.31	100-10-130-2211 Cleaning Supplies
Total RANGE PAPER :			229.30	
SHRED N GO INC				
128513	SHREDDING SERVICES	12/18/2021	64.75	100-10-120-3000 Professional Services
Total SHRED N GO INC :			64.75	
SOUTH ST LOUIS SOIL AND WATER				
Proctor_WCA_	WETLAND DELINEATION FOR SAND SALT SHED	12/22/2021	1,500.00	300-30-330-3000 Professional Services
Total SOUTH ST LOUIS SOIL AND WATER:			1,500.00	
ST LOUIS COUNTY AUDITOR				
IN-00011073	PROPOSED TAX NOTICE PREP AND DELIVERY	12/13/2021	261.94	100-10-110-3052 General Notices & Pub
Total ST LOUIS COUNTY AUDITOR :			261.94	
SYMBOL ARTS				
0416401-in	RENUMBER BADGES	12/02/2021	115.00	100-20-210-2217 Clothing
Total SYMBOL ARTS :			115.00	
TEAMLAB				
236951	WINTER ROAD PATCH	12/13/2021	867.00	100-30-300-2224 Street Maintenance M
Total TEAMLAB :			867.00	
TROYS SERVICE				
58133	2016 DODGE DURANGO	12/17/2021	26.88	100-10-130-2220 Repair & Maintanance
58209	WIPERS FOR PLOW TRUCK	12/27/2021	43.96	100-30-300-2220 Repair & Maintanance
Total TROYS SERVICE :			70.84	
W.L.S.S.D.				
123121PRO1	WASTEWATER CHARGES	12/31/2021	27,316.00	500-50-510-3085 Sewer - WLSSD Billin
123121PRO1	2020 ADJUSTMENT	12/31/2021	1,094.00-	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D. :			26,222.00	
WEX BANK				
122121	UNLEADED FUELS - PUC	12/21/2021	41.36	100-10-130-2212 Fuels & Lubricants
122921	FUEL - STREET DEPT	12/29/2021	2,000.00	100-30-300-2212 Fuels & Lubricants
Total WEX BANK:			2,041.36	
ZIEGLER, INC.				
IN000362230	CUTTING EDGES FOR GRADER	12/17/2021	481.74	100-30-300-2220 Repair & Maintanance
IN000367237	CUTTING EDGE PLOW TRUCK	12/22/2021	290.20	100-30-300-2220 Repair & Maintanance
S1000117365	REMOVE ENGINE FROM LOADER TO FIX OIL LEAKS	12/21/2021	14,190.59	100-30-300-2220 Repair & Maintanance
Total ZIEGLER, INC. :			14,962.53	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Grand Totals:			56,958.50	

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

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

[Report].Date Paid = 12/29/2021,01/03/2022

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"

Check Issue Date	Check Number	Payee	Amount
01/03/2022	40872	AIRFIBER	121.35
01/03/2022	40873	ARAMARK	413.07
01/03/2022	40874	ARROWHEAD REG FIREFIGHTERS	65.00
01/03/2022	40875	Artful Living	748.75
01/03/2022	40876	ASPEN EQUIPMENT	626.55
01/03/2022	40877	CENTURYLINK	.69
01/03/2022	40878	CENTURYLINK	41.79
01/03/2022	40879	CW TECHNOLOGY	552.66
01/03/2022	40880	FASTER SOLUTIONS	125.00
01/03/2022	40881	GRAND FORKS FIRE EQUIPMENT LLC	2,460.92
01/03/2022	40882	HOLIDAY STATIONSTORES, LLC	41.36
01/03/2022	40883	JOHNSON, BRAD	13.12
01/03/2022	40884	LAPOINTE UTILITIES, INC.	35.00
01/03/2022	40885	MID STATE TRUCK SERVICE	2,010.06
01/03/2022	40886	MINNESOTA ENERGY RESOURCES	1,169.09
01/03/2022	40887	NORTHERN ENGINE & SUPPLY, INC	115.52
01/03/2022	40888	NUSS TRUCK & EQUIPMENT	1,119.31
01/03/2022	40889	PROCTOR BUILDERS	127.65
01/03/2022	40890	PROCTOR JOURNAL	378.25
01/03/2022	40891	QUADIENT	500.00
01/03/2022	40892	RANGE PAPER	229.30
01/03/2022	40893	SHRED N GO INC	64.75
01/03/2022	40894	SOUTH ST LOUIS SOIL AND WATER	1,500.00
01/03/2022	40895	ST LOUIS COUNTY AUDITOR	261.94
01/03/2022	40896	SYMBOL ARTS	115.00
01/03/2022	40897	TEAMLAB	867.00
01/03/2022	40898	TROYS SERVICE	70.84
01/03/2022	40899	W.L.S.S.D.	26,222.00
01/03/2022	40900	ZIEGLER, INC.	14,962.53
Grand Totals:			54,958.50

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-00-000-2020	18.98	27,161.00-	27,142.02-
100-10-110-3052	536.19	.00	536.19
100-10-120-3000	64.75	.00	64.75
100-10-120-3009	121.35	.00	121.35
100-10-120-3021	230.00	.00	230.00
100-10-120-3022	500.00	.00	500.00
100-10-130-2211	229.30	.00	229.30
100-10-130-2212	41.36	.00	41.36
100-10-130-2220	26.88	.00	26.88
100-10-130-3000	276.46	.00	276.46

GL Account	Debit	Credit	Proof
100-10-180-3052	52.00	.00	52.00
100-15-115-3000	125.00	.00	125.00
100-15-115-3040	748.75	.00	748.75
100-20-210-2217	115.00	.00	115.00
100-20-210-3009	322.66	.00	322.66
100-20-220-2210	176.67	18.98-	157.69
100-20-220-2217	2,409.32	.00	2,409.32
100-20-220-2220	34.68	.00	34.68
100-20-220-3000	85.97	.00	85.97
100-20-220-3080	156.99	.00	156.99
100-20-220-4433	65.00	.00	65.00
100-30-300-2217	50.64	.00	50.64
100-30-300-2220	18,877.93	.00	18,877.93
100-30-300-2224	867.00	.00	867.00
100-30-300-3080	1,012.10	.00	1,012.10
100-32-322-3226	35.00	.00	35.00
300-00-000-2020	.00	1,500.00-	1,500.00-
300-30-330-3000	1,500.00	.00	1,500.00
500-00-000-2020	1,094.00	27,358.48-	26,264.48-
500-50-510-3021	42.48	.00	42.48
500-50-510-3085	27,316.00	1,094.00-	26,222.00
830-00-000-2020	.00	52.00-	52.00-
830-80-800-3052	52.00	.00	52.00
Grand Totals:	57,184.46	57,184.46-	.00

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"