

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, August 7, 2023, 6:00 PM
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

PUBLIC HEARING: 2023 GARBAGE ASSESSMENTS

APPROVAL OF MINUTES City Council Meeting Minutes, Monday, July 17, 2023

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

A. Representative Natalie Zeleznikar

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

***1. COMMUNICATIONS**

- A. Minnesota Housing Notification to Local Officials
- B. 2023 Hoghead Food/Craft Vendors and Neighbor Notification

***2. PLANNING & ZONING DEPARTMENT MATTERS**

***3. COMMITTEE REPORTS**

- A. Tourism Committee Meeting Minutes

4. CLERK ADVISES COUNCIL

- A. 2nd Street Project Update
- B. Sand Salt Garage Project Update
- C. Minnesota Department of Health Food Shelf Capital Grant

5. UNFINISHED BUSINESS

- A. City of Proctor Blight Policy

6. NEW BUSINESS

- A. Tourism Marketing Grant \$950 to Knotty Carvers Annual Show 10/28/2023
- B. Tourism Marketing Grant \$1,500 to Twin Port Rosemaling Society Scandinavian Fest 9/23/2023
- C. Public Safety Funding Recommendation
- D. Police Records Manager and Terminal Agency Coordinator

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

City Attorney:

BILLS FOR APPROVAL

General: \$2,000,343.18

Liquor: \$57,505.51

TOTAL BILLS FOR APPROVAL: \$2,057,848.69

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING JULY 17TH, 2023

Meeting was streamed live on the Trac 7 YouTube channel.

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

Pledge of Allegiance

PRESENT: Mayor Ward, Councilor Troy DeWall, Councilor Rory Johnson,

MEMBERS ABSENT: Councilor Rohweder

OTHERS PRESENT: Attorney John Bray, City Administrator Jess Rich, Administrative Assistant Megan Jordan, John Marshall, Finance Director Leslie Brunfelt, Michelle Svoboda, CGMC representative Erik Simonson

M/S/P: Johnson/Ward to approve the minutes from Monday, July 3rd, 2023.

M/S/P: Benson/Ward to approve the agenda for Monday, July 17th, 2023, with the addition of item 6F: Bike Surplus.

Councilor DeWall requests to add item 7A: Attorney-Client Privilege and Pending Litigation with confirmation from Attorney Brey.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

John Marshall – on behalf of the VFW Post 137

Marshall, a military retiree, and disabled veteran is present to extend gratitude and appreciation to the council for their support of the veteran's community. Mr. Marshall is appreciative of the welcome into the community and the support veterans in our area have received from the City of Proctor. Proctor has been proclaimed as a Purple Heart Community, with this proclamation presented to Mr. Marshall on behalf of the city.

M/S/P: Johnson/DeWall to approve the consent agenda for Monday, July 17th, 2023, pulling item 5A for discussion.

4. Clerk Advises Council

A. Minnesota Coalition of Small Cities Legislative Update – Erik Simonson, Senior Lobbyist

Mr. Simonson presents a summary after the conclusion of the legislative session. This update and visit is provided to member cities to allow for an opportunity deliver the priority items delivered within the bonding bill. Simonson states priority was given to the lead line replacement project, setting aside state funds appropriated for the replacement of lead water line. LGA was also given top priority, a summary of this process and formula is delivered as it pertains to the funds the city will receive.

B. Bond Sale Final Official Statement – Finance Director Leslie Brunfelt

Brunfelt provides the council with an update and results of the bond sale for the 2nd St project. She states the bid was awarded to the Robert W. Baird company with a satisfactory rate of 3.71, noting the city's increased rating from A1 to AA3 attributed to this rate. Additional proceeds of \$183,000 were included in this sale.

C. 2nd St Project Update

Blasting will begin this week as the operation starts and continues throughout the week. The project is on schedule and well received with the public. Administrator Rich states the contractor has been responsive both to residents and city staff regarding requests, comments, and complaints.

D. Sand/Salt Garage Project Update

Lumen has moved the fiberoptic line with construction work now able to continue. The contractor does not anticipate any delays in meeting project deadlines. A Kirkus St detour is anticipated to be a one-day closure with Westgate Blvd selected as the alternate route during the sewer installation.

E. Playground for EveryBODY Project Update

Administrator Rich is working in collaboration with the DNR grant representative to get the project finalized.

F. Orange Places Project Update

The committee received public input and will be completing some short-term updates. Essential health will be funding weed removal, new pavement, painting of lines, and installing benches. The public was very involved in the configuration of the space, additional phases added to accommodate other improvements. At this time, a definite timeline for completion has not been determined.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

Councilor DeWall has requested a follow-up on the progress at 6th/1st with the city receiving multiple complaints of consistent blight infringements at this address. Chief Gaidis provides an update indicating the current state of the property. Mayor Ward suggests forming a committee to create and the implementation of a policy the city can utilize to address major blight infringements to enforce within the city.

The council discusses which members to include on the committee with the suggestion of adding a member from the Planning & Zoning Commission, Attorney Bray, Administrator Rich, Chief Gaidis, Councilor DeWall, and Councilor DeWall. It is noted to add a street department employee as well.

M/S/P: Ward/DeWall to create a Proctor Blight Policy Committee to include two councilors, Attorney Bray, Administrator Rich, Chief Gaidis, a street department employee, and a member of the Planning & Zoning Commission. Mayor Ward states the possibility combining the P&Z commissioner and the street department employee.

M/S/P: Ward/Benson to seat Councilor DeWall and Mayor Ward to the Proctor Blight Policy Committee.

6. NEW BUSINESS

M/S/P: 2022 Financial Statement – WIPFLI

Michelle Svoboda on behalf of WIPFLI presents the 2022 audit findings.

M/S/P: Johnson/Benson to accept the 2022 financial statement as presented by WIPFLI.

M/S/P: Ward/Johnson to accept Resolution 30-23: 4M Fund Fixed Rate Program as submitted.

M/S/P: Johnson/Benson to accept the records management Laserfiche contract with CDI in the amount of \$22,212.00 as submitted.

M/S/P: Johnson/Benson to approve Resolution 31-23: Designating Surplus Equipment at Mountain Spirits Liquor Store as presented.

Performance Measurement Program Survey – Councilor Benson

Councilor Benson delivers summary on the timeline and use of citizen surveys in the past. He suggests utilizing this tool in 2024, stating the surveys are typically delivered in April for a presentation in June. Mayor Ward suggests city staff and council members brainstorm questions to include in the survey to be brought back to council. Councilor DeWall suggests utilizing the billing inserts for delivery of information.

M/S/P: DeWall/Ward to approve the performance measurement program survey as submitted.

M/S/P: Ward/Johnson to approve resolution 32-23 declaring bike surplus equipment as submitted.

Chief Gaidis states the bikes will be added to MN bid for auction. Discussion follows with other outlets for donations and suggestions, no action taken at this time.

7A: CLOSED MEETING PURSUANT to §13D.06 Subd. 1(b) for Attorney Client Privilege

M/S/P: DeWall/Johnson to suspend the regular council meeting at 7:36 pm and open a closed session for attorney client privilege and pending/threatened litigation.

M/S/P: DeWall/Johnson to reconvene the regular council meeting at 7:46 pm.

MEMBER CONCERNS

Benson: In audible in entirety – provides a history of the static display of Proctor's jet. \$830,000 was received by the City of Hermantown in 2017 for the Munger Trail Spur. Hermantown will be seeking additional funding for their portion of the trail.

DeWall: In audible in entirety – discussion on Public Safety Golf Scramble. Administrator Rich states it has been postponed until the fall.

Johnson: In audible in entirety – Men of ACT community picnic on July 27th at 4:30 at St. Rose Church

Rohweder: Absent

Mayor Ward: In audible in entirety - Proctor Night at Wade Stadium on July 21st, 2023, County Commissioner meeting on July 25th at 8:30 am at City Hall

Attorney Bray: None

Administrator Rich:

BILLS FOR APPROVAL:

General: \$88,499.81

Liquor: \$28,064.91

TOTAL BILLS FOR APPROVAL: \$116,564.72

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

M/S/P: DeWall/Johnson to adjourn the regular council meeting at 7:55 pm.

Jessica Rich

From: Wilson, Tamara (MHFA) <tamara.wilson@state.mn.us>
Sent: Monday, July 24, 2023 8:39 AM
To: Chad Ward
Cc: Jessica Rich
Subject: Minnesota Housing - Notification of Local Official
Attachments: Hillside Gardens_Proctor.pdf

Dear Mayor Ward:

Each year, Minnesota Housing conducts a competitive Request for Proposals (RFPs) to select projects that may receive funding for the development, construction, acquisition and rehabilitation of decent and safe multifamily rental homes that are affordable throughout Minnesota. Minnesota Housing and its funding partners have received one or more requests for a multifamily funding development in your community. Additional information is available on the attached Notification of Local Official form(s).

As part of the review process, Minnesota Housing is interested in receiving your community's comments regarding the proposed development(s). Please provide any comments you may have on the proposal(s) to Minnesota Housing by August 11, 2023. If you have previously submitted comments on the following proposal(s), it is not necessary to do so again, unless you wish to add new or additional information.

Please address your comments to:

Minnesota Housing
Mary Hieb
400 Wabasha Street North Suite 400
St. Paul, MN 55102

If you have any questions, please email me at mhfa.app@state.mn.us. Thank you in advance for your time and consideration. Please note at this time we are working remotely.

Sincerely,
James

James Lehnhoff
Assistant Commissioner | Multifamily

Minnesota Housing
400 Wabasha Street North, Suite 400 | St. Paul, MN 55102
Direct: 651.296.3028 | Main: 651.296.7608 | Fax: 651-223-7014

Housing is the foundation for success. | mnhousing.gov

Instructions: This form is applicable for the 2023 and 2024 Multifamily Consolidated Request for Proposals (RFP) / 2024 and 2025 Housing Tax Credits (HTC) funding rounds. Please provide the following information.

Jurisdiction Information

Provide the name of the local political jurisdiction in which the proposed project will be located, as well as the name and address of the jurisdiction's chief executive officer (in most cases, this will be the mayor).

Name of Political Jurisdiction: City of Proctor

Chad Ward

Name of Chief Executive Officer

Mayor

Title

(218) 624-3641

Telephone

100 Pionk Drive

Address

Proctor

City

MN

State

55810

Zip

cward@proctormn.org

Email address

Notification of Housing Proposal

Hillside Gardens

Development Name

Proctor

City

419 7th Street

Street Address

Trellis Co.

Developer

1

of Buildings



New
Construction



Substantial
Rehabilitation



Adaptive
Reuse



Historic
Building

Unit Sizes	Proposed Unit Mix	Proposed Rent Amounts
Efficiency / SRO:	<u>29</u>	<u>\$880-\$910</u>
1 Bedroom:	<u>16</u>	<u>\$1,065</u>
2 Bedroom:	<u> </u>	<u> </u>
3 Bedroom:	<u> </u>	<u>Note: all units have rental subsidies, so tenants do not pay more than 30% of their income towards rent.</u>

4 Bedroom:	<u> </u>	<u> </u>
Total:	<u>45</u>	<u> </u>

Brief description of proposal:

Hillside Gardens is a 45-unit, 100% Section 8 property for individuals 62+ and/or those with disabilities. Trellis Co. is submitting an application for housing tax credit and deferred loan financing from Minnesota Housing Finance Agency (or MHFA) for Hillside Gardens on July 13, 2023. Our goal is to address the physical needs of the property, preserve the affordability and rental assistance, and improve the livability of Hillside Gardens through best practices identified by experts as well as feedback from current residents. The project scope will address critical physical needs, including life safety improvements as well as much-needed upgrades to unit and common area finishes. If MHFA funding is awarded in December 2023, construction will commence in late 2024 and be completed mid to late 2025.

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Craft Vendors

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Dear proctor resident

The powerhouse bar is having some events this summer we would like to let you know.

Bike night May 22nd thru Sept 14th 5th street will be closed from hwy 2 to 3rd ave 6pm thru 9pm

June 7 car gathering 3pm thru 9pm 5th st will be closed from hwy 2 to 3 ave

Hoghead Aug 16th thru Aug 20th several events car show 16th rain date aug 17th noon to dusk

Fri maybe music outside Sat 18th saturday aug 19th craft and food vendors kids games outside sat night street dance 9pm thru 1am

Clean up Sunday morning

Thank you

Dick and Cookie Kari

\Powerhouse bar

1-218-624-0626

Paul Kari
Cookie Kari
*This was brought to Neighbors
a copy given to Kent G.
Thanks*

PROCTOR TOURISM COMMITTEE
MINUTES
Monday, July 24, 2023

Meeting was called to order at 3:00 p.m.

Members present were Mary Korich, Bryn Pollard, Sally Hedtke, and Jake Benson.
Members absent were Mary Nikko, Ryan Jones, Lynn Hoopman.

April 24, 2023 Minutes were approved.

July 24, 2023 Agenda was approved.

FINANCIAL BUSINESS

Committee reviewed and voted to approve the Financial Reports. Members discussed the scheduled renovations at both the former Best Western and America's Best Value Inn over the next year. AmericInn completed their renovations and added an elevator this year.

FUNDING REQUESTS

1. Knotty Carvers Marketing Grant

The Knotty Carvers submitted a marketing request in the amount of \$950 to promote the Annual Knotty Carvers Show on October 28, 2023. Committee members discussed how the Knotty Carvers promote Proctor and their event through a variety of marketing and every year submit a summary of the event.

Committee members voted to recommend that Council approve the \$950 marketing grant to the Knotty Carvers.

2. Scandinavian Fest Marketing Grant

The Twin Ports Rosemaling Society submitted a marketing grant in the amount of \$1,500 to promote the 2023 Scandinavian Fest on September 23, 2023. Committee members noted that this annual event brings in visitors for the event as well as for their workshops during the year.

Committee members voted to recommend that Council approve the marketing grant in the amount of \$1,500 to the Twin Ports Rosemaling Society.

EVENT UPDATES

Mary Korich gave a report on this year's S. St. Louis County Fair. She said they hit records for attendance and had more vendors than ever before. The carnival returned this year and was very popular, and there were multiple choices with food vendors. They received positive comments and have booked the carnival for next year. The Fair will be July 4-7 next year. Mary mentioned that since it is on July 4th, maybe the city could provide fireworks.

Mary also gave a report on the Dirt Floor Arena Rodeo. Their board worked well with the Fair Association, and put in many hours getting ready for this new event. The stands were packed and people loved the new event. The Dirt Floor Arena booked the same rodeo for July 5, 2024.

Committee members discussed some summer events that were not on the schedule. PAHA has a large weekend tournament coming up this month, and the hotels were not aware of this. In the future it would be good for PAHA to work with the hotels to possibly save a block of rooms for their large events.

There also was a Legion Baseball Tournament but since it was on school fields, it was not on the summer event calendar.

Committee members also talked about the city working with the Fair Association to update the facility master plan, and to better utilize the entire property. They also discussed the Speedway season.

Meeting was adjourned at 3:53 p.m.

NEXT MEETING: Monday, October 23, 2023 at 3:00 p.m.



**DEPARTMENT OF
HUMAN SERVICES**

Information Session:
Food Shelf Facilities Capital Funding

Office of Economic Opportunity (Department of Human Services)

July 25, 2023

Courteney Roessler

Grant Manager
Office of Economic Opportunity

Katelyn Warburton

Homeless Programs Administrator
Office of Economic Opportunity

A G E N D A

Funding details

Eligible Applicants and Activities

Timeline

Preparation

Q&A





\$7 million

The purpose of these funds is to improve and expand the infrastructure of food shelf facilities through capital investments.

Tribal
Governments

Local Units of
Government

Non-Profit
Organizations

Food Shelf Definition

Eligible applicants must currently operate a food shelf or plan to open a food shelf facility with these funds.

For the purpose of this request for proposals (RFP), “food shelf” is defined as:

A physical brick and mortar food distribution site designed to distribute free food directly to those in need as described in the MFSP state statute 256E.34 and the MN TEFAP Policy and Operations Manual.

Tentative Timeline

- RFP publication: August/September
 - DHS grants and RFP page:
<https://mn.gov/dhs/partners-and-providers/grants-rfps/open-rfps/>
 - Additional Information Post Publication:
 - Responders' Conference: September
 - Frequently Asked Questions: September/October
- Proposals due: November 2023
- Contracts in place: Early 2024
- Projects must be complete, and funds fully spent by **June 30, 2027**

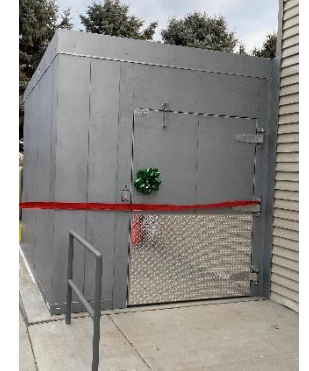


Eligible Activities

- **Acquisition:** Gaining ownership or control of real property (real estate) for the purpose of providing emergency food services.
- **Renovation:** Improve the condition of, complete repairs, transform, and configure interior space to better meet the needs of the population(s) served, and/or repurpose existing space for food shelf services.
- **Planning and Design:** Expenses for consultation and technical assistance from the project proposal through completion are eligible.

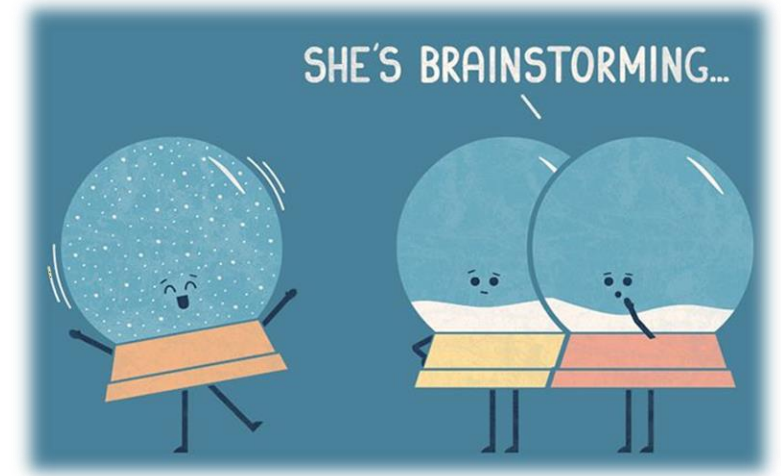
Examples courtesy of Open Cupboard

- Acquire/remodel existing building
- Transform spaces
- Replace flooring
- Loading dock
- Update HVAC systems



What about...?

- New construction?
- Proposing multiple projects?
- Paying down a mortgage?
- Paying for expenses before the contract start date?
- Leased space?
- Letters of support?



What to Expect in the Application

- Floor plan draft to scale
- Photographs of existing conditions of proposed site/project
- Detailed cost estimates (including a contingency fund) and thorough budget narrative
- Description of how the project is responsive to meet the needs of communities experiencing disparities--including communities of color, American Indian communities, LGBTQ, veterans, and people with disabilities
- Plan for operating expenses separate from this proposal
- *Suggestion: Consider reviewing the currently published [Shelter Facilities RFP](#)!*

- Consider specific needs and project components
- Consult with and incorporate feedback from staff, stakeholders, participants.
- Start talking to architects, contractors, etc.
- Prepare project photos and floor plans
- Brainstorm budgetary needs, and specific expenses
- Think big!



START
PLANNING
NOW!

Questions?



REMINDER:
The Request for Proposals (RFP) is not yet published!

Anticipated publication date: August/September 2023

Where to find the RFP once published:

- [DHS Grants and RFPs Webpage](#)
- Via DHS Bulletin

Contact:
Katelyn Warburton
katelyn.warburton@state.mn.us

Food Shelf Facilities Capital Funding Information Session for Emergency Food Providers Q&A

Date: 7/24/2023

Location: WebEx

Hosted by: Department of Human Services, Office of Economic Opportunity (OEO)

Q&A

Q: Who is eligible to apply for food shelf capital funding?

A: Non-profit organizations, local units of government, and Tribal nations that operate or are affiliated with a food shelf are eligible to apply.

Q: What is the definition of a food shelf?

A: As defined in Minnesota Statute [256E.34 FOOD SHELF](#), a food shelf:

- Distributes standard food orders without charge to individuals in need. The standard food order must consist of at least a two-day supply or six pounds per person of nutritionally balanced food items;
- Does not limit food distributions to individuals of a particular religious affiliation, race, or other criteria unrelated to need or to requirements necessary to administration of a fair and orderly distribution system;
- Does not use the money received or the food distribution program to foster or advance religious or political views; and
- Has a stable address and directly serves individuals.

Q: When will the Grant RFP be posted?

A: The RFP will be posted in late August or early September 2023. Start planning now to prepare!

Where to find the RFP once published:

- [DHS Grants and RFPs Webpage](#)
- Via DHS email bulletin

Q: Will proposals for exterior capital improvement of a food shelf be considered such as building façade, exterior brick or siding, parking lot and driveways, accessibility ramps, solar panels, signage, and roof?

A: Yes, exterior building improvements are eligible and proposals with this type of work will be considered. However, please keep in mind improvements that enhance food shelf client experience are preferred, so proposals for the exterior of the building may score higher if paired with other improvements that address the needs and experiences of food shelf clients.

Q: Can capital improvements be made to a property being leased/rented?

A: Yes, proposed capital improvements in leased or rented buildings are eligible. Once published, please consult the RFP for specific requirements for rented/leased facilities.

Q: Can capital improvement funds be used to purchase a vehicle?

A: No, funds cannot be used to purchase vehicles for food delivery or transportation.

Q: Would a food shelf in a school be eligible for funding?

A: Yes, school-based food shelves are eligible as long as they meet the definition of a food shelf.

Q: Do food shelves need to be participating in the TEFAP program in order to be eligible for funding?

A: No.

Q: What is the tentative timeline of the Food Shelf Facilities Capital Improvement Grant?

A: A tentative timeline of grant activities is as follows:

- August/September 2023 – Grant RFP will be published and posted
- September 2023 - Responder's Conference held
- September/October 2023 – FAQ posted
- November 2023 – Proposals due
- Early 2024 – Contracts initiated
- June 30, 2027 – Projects must be complete and funds fully spent

Q: Can a food shelf submit an application that includes multiple projects within the application? Example: a loading dock replacement and a floor replacement.

A: Yes, applicants are encouraged to apply for all eligible capital needs for their facility. We encourage large scale ideas!

Q: Will there be a minimum and/or maximum requested grant amount required?

A: No. There will be no minimum or maximum and proposals can be any dollar amount, within the \$7 million total budget.

Q: What are the eligible activities?

A: Eligible capital improvement projects include planning and design for a proposed project, acquisition of property, and/or renovation of an existing building.

Q: Can proposals include projects that expand the existing floorplan of the building? For example, adding an addition for storage or shopping or building a green house?

A: No. New construction (expanding the foundation/property square footage) is ineligible, with the exception of adding equipment made accessible through the existing property (e.g., walk-in freezer). Eligible projects can change the layout of the existing building by moving interior walls or remodeling interior spaces.

Q: Can funds be used to buy shelving, storage units, built-in refrigeration units, or other merchandising equipment?

A: Yes, funding can be used for this expense, but only if requested as part of an acquisition and/or renovation proposal.

Q: Can funding be used to pay for technical assistance, planning, or design?

A: Yes, funding can be used for this expense, but only if requested as part of an acquisition and/or renovation proposal.

Q: Is there a maximum number of projects that will be funded from this grant?

A: No.

Q: Would a new database or internal system be covered in this funding?

A: No. Technology, such as a new database, is not considered eligible for this capital RFP.

Q: Would a security camera system be considered an eligible capital improvement?

A: A security camera system could be considered eligible as a part of a larger acquisition and/or renovation project.

Q: Are matching funds required for this grant?

A: No.

Q: Can these funds be used to buy food?

A: No.

Q: We have already purchased a new building. Can this funding be used to build out the new food shelf space?

A: Yes, funds can be used to renovate and equip a space to build out the new food shelf, as long as the building projects are eligible expenses.

Q: Can funds be used to pay for SuperShelf technical assistance?

A: Yes, as long as fiscal support for technical assistance is requested in combination with renovation and/or acquisition.

Q: Can an applicant submit more than one application/proposal or only one per organization or Tribal nation?

A: Yes, applicants can apply for multiple properties (e.g., multiple food shelf sites). A full project proposal will be required for each eligible site.

Q: Will technical assistance be provided by the State for application or grant writing support?

A: OEO will host a responders' conference once the RFP is published. Additionally, interested applicants can submit any questions to Katelyn Warburton (katelyn.warburton@state.mn.us). These questions will be compiled and posted with the RFP for public access.

Q: Can funds be used to purchase a forklift?

A: No. Capital funds cannot be used to purchase any type of vehicle, including small industrial vehicles such as a forklift.

Q: What grant reporting will be required for this grant?

A: Selected grantees will be required to meet regularly (on-site and virtually) with OEO staff to discuss project progress, barriers/challenges, any changes to the approved workplan, etc. To receive payment, selected grantees will need to submit a pay request form (approximately monthly) detailing expenses incurred. Regular progress reports and pay request forms will be the primary reporting requirements for the grant.

Q: If no other suitable building in the geographic area was available, could grant funds be used to build onto (increase square footage) of an existing building or build a new building?

A: Construction of a new building is not an eligible use of these funds. New construction (expanding the foundation/property square footage) is ineligible, with the exception of adding equipment made accessible through the existing property (e.g., walk-in freezer).

Q: Can these funds be used to pay a building mortgage?

A: No.

Q: Are there priority geographic areas of the State this grant would like to reach?

A: There are no established geographic targets, however the Office of Economic Opportunity (OEO) has a responsibility to distribute food shelf capital funds statewide.

Q: Would a grant application be considered for partial funding? For example, if an organization applied for multiple activities that were not all chosen for funding or were ineligible, would the application still be considered for partial funding?

A: Yes. DHS encourages responders to ask for what they need to ensure a viable, food shelf capital project. If full funding for a project is not requested from DHS, reviewers would expect to see the outstanding balance to complete the project secured through other sources. If DHS is unable to support the full amount requested for a selected project, the responder would be notified during the award notice/contracting process to negotiate potential partial funding opportunities.

Q: Are formal bids/quotes needed for the application?

A: Copies/proof of formal bids and quotes for capital related expenditures are not required at the time of application; however, applicants will need to provide a budget for their proposed work plan which will require accurate estimated costs of work.

Q: We are starting a new capital improvement project now on our food shelf. Can we still apply if our project started before the RFP comes out as a retroactive grant?

A: OEO intends to pursue approval for planning/design expenditures incurred prior to the anticipated contract start date (January 1, 2024) for entities selected for funding; however, OEO will not know if that flexibility is granted until a later date. OEO cannot apply for the waiver for capital funds until further into the application/review process. If the waiver is granted, no expenditures incurred prior to July 1, 2023, will be eligible for reimbursement. Funds cannot be used for retroactive expenses incurred, only expenses incurred during the contract period are eligible.

Q: Can these funds we used to support the start of a new food shelf, or must it be an already established brick and mortar food shelf?

A: Food shelf facilities funding through OEO can be used for acquisition and/or renovation of an existing food shelf site or a site intended to operate as a food shelf. It is important to note that these funds do not support operation/programming costs of food shelves, so if a project involves starting a new food shelf site, separate funding will need to be identified for operating costs.

Q: How can Local Public Health or the Statewide Help Improvement Partnership (SHIP) be involved with an application?

A: In some regions, Local Public Health SHIP coordinators support work related to food shelves. If you would like to know more about what SHIP is doing in your area, contact your [local SHIP coordinator](#). If they are engaged in work with food shelves, they may be able to lend support to your application.

Q: How do I subscribe to get future updates about this and other grant opportunities from DHS-OEO?

A: Go to this link: [Minnesota Department of Human Services \(govdelivery.com\)](https://govdelivery.com). Enter your Email address and click "Submit". Re-enter your Email address and set an optional password; click "Submit". Under the list of Subscription Topics, check the box next to the topic labeled "**COVID-19 Food Security Working Group - Hunger Relief Partners**"; click "Submit".

Q: Are there other non-profit organizations that can provide a technical assistance to potential grantees?

A: [Foundation for Essential Needs \(FFEN\)](#) continues to be a resource for food shelves across the state. As food shelves craft proposals to access the Food Shelf Facilities Capital Funding, FFEN is available to discuss ideas and consult on creating a compelling application. Schedule an online session with us using [this link](#), or reach out to programs@ffen.org for more information.

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have a Place in Proctor

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

Date: August 3, 2023
To: Proctor City Council
From: Jess Rich Administrator
Re: 2023 Public Safety Aid for Cities

Police Chief Gaidis and Fire Chief Gaidis recommend the following uses of the 2023 Public Safety Aid for Cities:

Fire Department

- 21 Fire Helmets
- 19 Sets of Dual Cert Gear
- Additional Hose

Estimated Cost \$55,000

Police Department

2023 Tahoe Police Squad and Build Out
Quote Cost \$65,000

The remaining funds in the Public Safety Fund for future equipment needs.

Chad Ward
Mayor

City of Proctor

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You Have a Place in Proctor

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

Date: August 3, 2023
To: Proctor City Council
From: Jess Rich Administrator
Re: Police Records Manager and Terminal Agency Coordinator Job Description

It was brought to the negotiating committee's attention at the last negotiation session that the job duties for the "Police Records Manager and Terminal Agency Coordinator" have evolved and Teamsters members asked for an appropriate wage adjustment. The wage adjustment was postponed pending job description review by the police commission and approved by the city council.

The duties for this position were reviewed and drafted by me, Chief Gaidis and the member in that position and presented to the police commission and personnel committee for review. When the final draft is approved by the City Council the negotiation committee will negotiate an appropriate wage adjustment with the Teamsters.

25.5 POLICE RECORDS MANAGER and TERMINAL AGENCY COORDINATOR

REPORTS TO: Chief of Police
EFFECTIVE DATE: December 31, 1994
AMENDED: March 12, 1998
January 20, 2009
May 21, 2018
_____, 2023

NATURE OF WORK:

This position combines responsible and varied clerical work with highly specialized technical computer work in areas of records management, criminal histories, and National Crime Information Center (NCIC) Hot Files, PS Portals, Shield, criminal history records maintenance/suspense files, and state court filings and dispositions. This position requires knowledge of state statutes, offense coding, researching and reading of criminal histories (including verification of information on fingerprint cards and maintaining and destroying criminal histories according to state statutes), and NCIC data requirements, understanding court process and documents, and the ability to work with prosecutors and other attorneys, outside law enforcement agencies and other legal, social and victim service agencies as well as the general public.

The Records Manager, under supervision of the Chief of Police, is also responsible for data dissemination to suspects, victims, insurance companies, government agencies, court personnel, and the media, requiring a working knowledge of the Minnesota Data Practices Act regarding the release of information. Work in this position requires a high level of confidentiality due to access to sensitive information and is generally carried out with minimal supervision or direction.

DUTIES/REQUIREMENTS/CERTIFICATIONS:

- ~~A. To maintain (not write) police manual, automated police information systems and records. Jess R Notes: Still in duties but addressed in N.~~
- ~~B. To prepare reports and process requests for information. Jess R Note: addressed in K and M.~~
- ~~C. To coordinate the activities of police records. Jess R Notes: Still in duties but addressed in H, J, K, etc~~
- ~~D. To coordinate the city's Administrative Fines program.~~
- ~~E. To perform the functions necessary to act as the BCA's Terminal Agency Coordinator (Note: only one person can be the TAC) Complete training and certification to enter "Hot Files." Jess R Notes: Addressed in greater detail in G and R.~~
- ~~F. Be an effective team member by exhibiting self-motivation, contributing to the team effort, providing support to other employees, accepting assignments willingly and completing tasks within agreed upon and/or reasonable timelines.~~
- ~~G. Complete training and obtain certifications for the following:~~
 - ~~i. Bureau of Criminal Apprehension (BCA) single certification~~
 - ~~ii. State Auditor's Form Entry system certification~~
 - ~~iii. Terminal Agency Coordinator certification~~

- iv. Regional Agency Coordinator certification
- v. Local Agency Security Officer certification
- vi. Criminal Justice Information Systems training and certifications specific to Terminal Agency Coordinator position, including:
 - “Hot Files”
 - Search warrants
 - e-Citations
 - DWIs
 - Criminal complaints
 - Use of force and firearm discharge
 - Predatory offender registry
 - Protection orders.
- ~~H.~~ Maintain automated police information systems and records, including processing of calls, citations and arrests.
- ~~I.~~ Proofreading of reports and other documents as necessary.
- ~~J.~~ Perform receptionist duties including assisting the general public in person or by telephone.
- ~~K.~~ Process requests for information.
- ~~L.~~ Coordinate the activities of police records, including preparing and providing statistical reports as required by City Code.
- ~~M.~~ Research and reporting as requested.
- ~~N.~~ Maintain ~~(not write)~~ policy manual.
- ~~O.~~ Coordinate the city’s Administrative Fines program.
- ~~P.~~ Provide technical support on assigned police projects.
- ~~Q.~~ Coordinate the department’s retention and disposal of records.
- ~~R.~~ Perform the functions necessary to act as the BCA's Terminal Agency Coordinator, including overseeing the department’s access, testing and certification of the following BCA programs:
 - i. Shield
 - ii. Criminal Justice Information System
 - iii. Minnesota Repository of Arrest Photos
 - iv. Predatory Offender Registry
 - v. Department of Corrections Statewide Supervision System
 - vi. MyBCA
 - vii. Computerized Criminal History
 - viii. e-Charging
- ~~S.~~ Coordinate police and community events, including:
 - i. South St. Louis County Fair
 - ii. National Night Out
 - iii. Hoghead Festival
 - iv. Halloween Trunk-or-Treat
 - v. Other events as self-started or assigned.
- ~~T.~~ Coordinate and engage in interdepartmental City events throughout the year.
- ~~U.~~ Maintain social media communications.
- ~~V.~~ Maintain personnel and prospective personnel records as directed.
- ~~W.~~ Purchasing of office supplies and Police Department equipment.

- X. Assist with errands necessary for operations and community engagements.
- Y. Assist with processing invoices and receipts for payment.
- Z. Any other job duties as assigned.

ACCOUNTABILITIES:

1. Maintaining manual and automated police information systems and records.

- A. Maintaining a computerized information system of police records.
- B. Coding data for computer input.
- C. Operating a terminal to input and retrieve data on local, state, and nationwide computer systems.
- D. Entering, verifying, modifying, and canceling of state and national 'Hot File' records as necessary.
- E. Operating the computer as needed to perform backup operations.
- F. Regularly resolves suspense files in the criminal history records maintenance system.
- G. Receiving calls and recording critical information for police records.
- H. Making approved updates in the information systems and records.
- I. Classifying, indexing, sorting, and arranging information.
- J. Comparing, matching, checking, and verifying information.
- K. Accepting and processing applications for handguns.
- L. Accepting and processing predatory offender registration forms.
- M. Accepting and processing applications for city bow hunt.
- N. Accepting and processing applications for peddler permits.
- O. Accepting and processing criminal history background checks.
- P. Searching files for data relating to specific cases or individuals.

2. Preparing reports and processing requests for information.

- A. Operating the computer to run routine reports.
- B. Compiling statistical information.
- C. Performing mathematical computations.
- D. Preparing and distributing reports on criminal activity.
- E. Maintain a working knowledge of current state data privacy guidelines.
- F. Processing requests for information in accordance with local, state, and federal laws, including reports for Probation, Domestic Abuse program, etc.
- G. Consulting with attorneys as needed in processing special requests for information.
- H. Explaining data used in reports.
- I. Entering and managing media files for Records Management System.
- J. Providing and distributing information for management purposes.
- K. Compiling case data and submitting files to County Attorney's Case Referral System to facilitate charging and prosecution of cases.

- L. Compiling case data and submitting files to the City Attorney to facilitate charging and prosecution of cases.
- M. Giving information to the public over the phone or in person concerning arrests, missing persons, alleged stolen property, and other police business.
- N. Preparing computer reports. (ADHOC reports)
- O. Compiling information for statistical purposes. (Monthly and Yearly reports)
- P. Look up city ordinances and state statutes, take initial ICR reports and do report itself on occasion. (Matter of Record Only)
- Q. Processing applications ~~for handguns~~, providing technical support on assigned police projects, and compiling statistical data in the department as required. **Jess R Notes** **L processing applications is addressed in 1. L-O**
- R. Coordinates and assists in updating department forms when required.
- S. Performing e-filing of case records and other documents for State Court systems.
- T. Perform e-charging and e-citation functions for cases, including evidence and follow-up.

3. ~~Assisting City and County Attorneys, and~~ Other Work Assignments.

- A. Prioritizing incoming information, requests and work orders.
- B. Obtain current state and federal data privacy information/publications.
- C. ~~Consult with City and County Attorneys as necessary to facilitate charging and prosecution of cases.~~
- D. Assist in budget planning.
- E. ~~Purchasing of office supplies, office and police department equipment.~~
- F. Providing clerical support to the Police Civil Service Commission, Public Safety Committee, and Civil Defense and Emergency Management Director.
- G. Compiling statistical data and provide clerical support for Police Department grant applications and associated reporting processes.

4. Terminal Agency Coordinator of Computerized Records Management System.

- A. Receives specialized training in operation of hardware, system software, use of utility programs, and security systems.
- B. Implement new procedures as available from the BCA or NCIC.
- C. Performs support and management administrative functions associated with the day-to-day use of the system in the police office.
- D. Authorizes new employees to access the system, removing former employees.
- E. Participates in states and local educational opportunities pertaining to Records Management and system operations.
- F. Trains officers in the use of the Records Management System and provide updated training as necessary for system changes and updates.
- G. Makes changes in system tables.
- H. Maintains system Help messages.
- I. Stopping and starting the system.
- J. Removing or adding a terminal from the system (with Chief's approval), including sealing and expungement per Court orders.

- K. Purging system files (with Chief's approval).
- L. Deleting individual data records (with Chief's approval).
- M. Department representative for BCA, FBI, **NCIC and NDEX administrative** auditing process with Chief.
- N. Monitor system security for BCA & NCIC; immediately report any and all suspected problems.

MINIMUM QUALIFICATIONS:

1. Education and Experience.

- A. High School diploma or GED
- B. **Two-year degree or bachelor's degree in criminal justice, legal studies or related fields preferred.**
- C. Education and/or experience related to law enforcement, the legal system, complicated data or records entry or maintenance or related filed experience in records management, preferably in area of law enforcement, or equivalent combination of education, training and experience.
- D. Requires completion of a prescribed course of instruction by the Minnesota Bureau of Criminal Apprehension to attain Full Access Certification within 6 months of employment. Experience with automated systems desired.
- E. **Must pass and maintain a pre-employment criminal background check.**

2. Knowledge and Skill Requirements.

- A. Has general knowledge of the policies, procedures, and activities of the City and Police Department practices as they pertain to the performance of duties relating to the job of Records Manager and Terminal Agency Coordinator.
- B. Has general knowledge of the Police Department practices as necessary in the completion of daily responsibilities.
- C. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department.
- D. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities.
- E. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department.
- F. Is able to assemble information and make written reports and documents in a concise, clear and effective manner.
- G. Have good organizational, human relations, and technical skills.
- H. Is able to use independent judgment and work with little direct supervision which necessary.

- I. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information.
- J. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department.
- K. Has the mathematical ability to handle required calculations.
- L. Is knowledgeable and proficient with computers, able to understand and learn to operate several varied and specialized computer programs and applications. Data is frequently entered directly into live government systems.
- M. Must be able to work under pressure and within prescribed time limits on occasion.

WORK SCHEDULE: Generally, day shift, Monday through Friday
Occasional nights and weekends
Availability for community events throughout the year
Must be available for after-hours/weekend emergencies.

PHYSICAL REQUIREMENTS:

Those necessary to successfully perform the essential functions of this job including:

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- B. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to sit approximately 80% of regular workday.
- C. Requires frequent use of personal computer, including word processing, multiple specialized data entry programs, multimedia data processing, telephone, copy machine, fax machine and document scanner.
- D. The employee must occasionally lift and/or move up to 20 pounds
- E. Specific vision ability required by this job includes close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. The noise level in the work environment varies from moderately quiet to noisy.
- B. This position required the employee to work in an office environment, indoors.

The City of Proctor is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (3 Characters) = {<>} "600"
Vendor.Vendor type = {<>} "PR"
[Report].Date Paid = 08/07/2023

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
1ST AYD				
PSI625732	HEAVY DUTY GARBAGE BAGS FOR CITY CANS	07/06/2023	132.86	100-30-300-2210 Operating Supplies
Total 1ST AYD:			132.86	
ALERT-ALL CORPORATION				
w34388	STRESS BALLS FOR FIRE PREVENTION	07/12/2023	382.50	100-20-220-3020 Communication
Total ALERT-ALL CORPORATION:			382.50	
CENTURYLINK				
7.10.23.1707	ALARM SYSTEM - WESTGATE LIFT STATION	07/10/2023	217.84	500-50-510-3021 Telephone
7.10.23.2630	ALARM SYSTEM - ALMAC LIFT STATION	07/10/2023	43.83	500-50-510-3021 Telephone
7-10-23FD	TELEPHONE - FIRE HALL	07/10/2023	100.05	100-20-220-3021 Telephone
Total CENTURYLINK :			361.72	
CERTIFIED LABORATORIES				
5879050	TUBE GREASE FOR EQUIPMENT	07/14/2023	282.42	100-30-300-2220 Supplies - Repair & M
Total CERTIFIED LABORATORIES :			282.42	
CINTAS				
4161455844	RUGS AND MATS - FIRE HALL	07/13/2023	112.40	100-20-220-3000 Professional Services
Total CINTAS:			112.40	
FASTER SOLUTIONS				
129499	TOURISM WEBSITE SSL	08/01/2023	150.00	100-15-115-3000 Professional Services
Total FASTER SOLUTIONS:			150.00	
GREAT AMERICA FINANCIAL SERVICE				
3452207	AGREEMENT 007-1813067-000 - BIZHUB C360I COPIER	07/26/2023	198.58	100-20-210-4400 Repairs & Maintenanc
34542208	AGREEMENT 009-1813070-000 - BIZHUB C360I COPIER	07/26/2023	198.58	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVICE:			397.16	
GREAT LAKES PIPE SERVICES INC				
23118	ANNUAL SEWER CLEANING	07/13/2023	6,725.00	500-50-510-3015 Contractor
23120	EASEMENT CLEANING OF SEWERS OFF WESTGATE	07/13/2023	3,750.00	500-50-510-3015 Contractor
Total GREAT LAKES PIPE SERVICES INC:			10,475.00	
GRUSSENDORF NURSERY INC				
0024712	MULCH AND TOPSOIL	07/25/2023	220.00	100-30-300-2210 Operating Supplies
Total GRUSSENDORF NURSERY INC:			220.00	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
JAKES COMPANIES				
1000128730	ANNUAL DUST CONTROL ON GRAVEL ROADS	06/30/2023	5,850.00	100-30-330-4407 Dust Control
Total JAKES COMPANIES :			5,850.00	
MAYO CLINIC AMBULANCE SERVICE				
6-2-23FD	EMT REFRESHER COURSE (3)	06/05/2023	1,644.00	100-20-250-3035 Training Expense
Total MAYO CLINIC AMBULANCE SERVICE:			1,644.00	
MENARDS - WEST DULUTH				
81170	BULBS, TOWELS, LIGHT	07/03/2023	26.21	100-30-300-2210 Operating Supplies
81170	BULBS	07/03/2023	41.82	100-10-130-2210 Operating Supplies
81497	MISC DRYER REPAIR	07/08/2023	75.89	100-20-220-2220 Supplies - Repair & M
Total MENARDS - WEST DULUTH:			143.92	
MOODY S INVESTORS SERVICE				
PO441158	BOND RATING - GEN OBLIGATION IMPROVEMENT BONDS SERIES 2023AA	07/19/2023	14,500.00	497-45-100-4430 Miscellaneous
Total MOODY S INVESTORS SERVICE :			14,500.00	
MY TIRE PLACE MN, LLC				
200018	FIX FLAT / NEW VALVE STEMS T5	08/01/2023	195.80	100-20-220-4400 Repairs & Maintenanc
Total MY TIRE PLACE MN, LLC:			195.80	
NORTHLAND CONSTRUCTORS OF DULUTH				
21188	ASPHALT FOR POTHOLE	07/20/2023	113.96	100-30-300-2224 Street Maintenance M
Total NORTHLAND CONSTRUCTORS OF DULUTH:			113.96	
NORTHLAND FIRE & SAFETY INC				
140066	FIRE EXTINGUISHER RECHARGE	07/14/2023	397.23	100-20-220-2214 Safety Items
Total NORTHLAND FIRE & SAFETY INC:			397.23	
PROCTOR BUILDERS				
262104	D E F	07/17/2023	35.98	100-20-220-2212 Fuels & Lubricants
262336	WIPER BLADE	07/24/2023	11.98	100-20-220-4400 Repairs & Maintenanc
8123FD	MEETING APPARREL	08/01/2023	44.00	100-20-220-2217 Clothing
Total PROCTOR BUILDERS:			91.96	
PROCTOR CANVAS PRODUCTS INC				
203378	AMERICAN FLAG REPAIR	07/28/2023	35.00	100-20-220-2210 Operating Supplies
Total PROCTOR CANVAS PRODUCTS INC:			35.00	
PROCTOR JOURNAL				
37580	GARBAGE ASSESSMENT HEARING	07/26/2023	27.57	100-10-110-3052 General Notices & Pub
37581	CITY COUNCIL MINUTES 6.20.23, 7.3.23	07/26/2023	248.17	100-10-110-3052 General Notices & Pub
37585	SUMMARY FINANCIAL REPORT	07/26/2023	560.00	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL:			835.74	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
RAY RIIHILUOMA INC				
166073-001	PAY APPLICATION 001	07/31/2023	42,281.30	100-30-300-3015 Contractor
Total RAY RIIHILUOMA INC:			42,281.30	
SEH				
450373	16180 2ND STREET PROJECT MANAGEMENT	07/27/2023	1,000.00	301-30-330-3003 Engineering Fees
450373	161800 2ND STREET PROJECT CONST ADMIN	07/27/2023	5,708.40	301-30-330-3003 Engineering Fees
450373	161800 2ND STREET CONSTRUCTION OBSERVATION	07/27/2023	28,810.10	301-30-330-3003 Engineering Fees
450373	161800 2ND STREET CONST STAKING	07/27/2023	9,546.91	301-30-330-3003 Engineering Fees
450373	161800 2ND STREET TESTING	07/27/2023	2,293.75	301-30-330-3003 Engineering Fees
Total SEH:			47,359.16	
SO ST LOUIS CO FAIR ASSN				
062123-02	2023 FAIR SUPPORT - TOILETS, HARDWARE FOR BARN	06/21/2023	5,000.00	100-40-410-4400 Repairs & Maintenanc
Total SO ST LOUIS CO FAIR ASSN:			5,000.00	
ST. LOUIS COUNTY AUDITOR PW				
267943	CP 0000-617698, SAP 069-594-001 CITY OF PROCTOR PAY REQUEST 1 - 95% OF BID	06/29/2023	1,863,565.79	301-30-330-3015 Contractor
Total ST. LOUIS COUNTY AUDITOR PW :			1,863,565.79	
TODD SIGNS				
5718	WELCOME SIGN	08/02/2023	4,605.00	100-40-410-3015 Contractor
Total TODD SIGNS :			4,605.00	
TROYS SERVICE				
63782	2016 DODGE DURANGO 114 FUSE BLOCK	07/05/2023	599.55	100-20-210-4400 Repairs & Maintenanc
63922	2018 DODGE CHARGER 181 HOSE CLAMP	07/14/2023	96.14	100-20-210-4400 Repairs & Maintenanc
63969	2017 FORD INTERCEPTOR UTILITY NEW TIRE/OIL CHANGE 171	07/19/2023	259.57	100-20-210-4400 Repairs & Maintenanc
Total TROYS SERVICE:			955.26	
VC3 INC.				
117434	AGREEMENT MITEL PHONE SUPPORT	07/14/2023	255.00	100-10-120-3021 Telephone
Total VC3 INC.:			255.00	
Grand Totals:			2,000,343.18	

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

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

[Report].Date Paid = 08/07/2023

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 = 08/07/2023

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AMERICAN BOTTLING COMPANY				
4616300162	SODA	07/31/2023	458.63	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			458.63	
BELLBOY CORPORATION				
0107076000	DELIVERY	07/12/2023	3.00	600-60-600-3033 Freight & Express
0107076000	MIX	07/12/2023	67.50	600-60-600-2254 Soft Drinks & Mix
0200101900	DELIVERY	07/13/2023	1.05	600-60-600-3033 Freight & Express
0200101900	LIQUOR	07/13/2023	107.58	600-60-600-2251 Liquor Purchases
Total BELLBOY CORPORATION:			179.13	
BERNICKS PEPSI				
30046823	THC	07/26/2023	355.00	600-60-600-2255 THC Products
30046824	BEER	07/26/2023	6,821.65	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			7,176.65	
BREAKTHRU BEVERAGE				
111408734	SERVICE FEE	07/26/2023	29.52	600-60-600-3033 Freight & Express
111408734	LIQUOR	07/26/2023	2,128.60	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			2,158.12	
C&L DISTRIBUTING				
1742742	BEER	07/25/2023	353.20	600-60-600-2252 Beer Purchases
Total C&L DISTRIBUTING:			353.20	
CINTAS				
4163082478	MATS	07/31/2023	190.60	600-60-600-2210 Operating Supplies
Total CINTAS:			190.60	
COCA COLA BOTTLING CO				
3191740	SODA	07/18/2023	173.50	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO:			173.50	
DAHLHEIMER BEVERAGE				
1963344	BEER	07/25/2023	575.50	600-60-600-2252 Beer Purchases
Total DAHLHEIMER BEVERAGE:			575.50	
LAKESHORE ICE				
02-306916	ICE	07/31/2023	121.28	600-60-600-2258 Misc Merchandise
03-304217	ICE	07/28/2023	144.96	600-60-600-2258 Misc Merchandise

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total LAKESHORE ICE:			266.24	
MICHAUD DISTRIBUTING COMPANY				
378833	FUEL SURCHARGE	07/17/2023	3.00	600-60-600-3033 Freight & Express
378833	BEER	07/17/2023	1,353.70	600-60-600-2252 Beer Purchases
379279	BEER	07/31/2023	832.10	600-60-600-2252 Beer Purchases
379279	FUEL SURCHARGE	07/31/2023	3.00	600-60-600-3033 Freight & Express
Total MICHAUD DISTRIBUTING COMPANY:			2,191.80	
MINNESOTA MUNICIPAL BEVERAGE				
7-31-23	ANNUAL MMBA DUES	07/31/2023	1,200.00	600-60-600-4433 Dues & Subscriptions
Total MINNESOTA MUNICIPAL BEVERAGE :			1,200.00	
PROCTOR JOURNAL				
37592	NEWS STAND SALES	07/27/2023	6.35	600-60-600-2258 Misc Merchandise
Total PROCTOR JOURNAL:			6.35	
SOUTHERN WINE & SPIRITS				
2373177	DELIVERY	07/28/2023	35.53	600-60-600-3033 Freight & Express
2373177	LIQUOR	07/28/2023	1,955.08	600-60-600-2253 Wine Purchases
Total SOUTHERN WINE & SPIRITS:			1,990.61	
TEAMSTERS JC 32				
7-23C-HRA	HRA - 7/23	07/31/2023	160.00	600-60-600-1131 Employer Paid Health
Total TEAMSTERS JC 32:			160.00	
URSA MINOR BREWING				
E-4658	BEER	07/27/2023	129.30	600-60-600-2252 Beer Purchases
Total URSA MINOR BREWING:			129.30	
Grand Totals:			17,209.63	

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 = 08/07/2023

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 = 07/28/2023

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ADT SECURITY SERVICES				
7-13-23	ADT SECURITY MONITORING	07/13/2023	766.65	600-60-600-4443 Security Systems
Total ADT SECURITY SERVICES:			766.65	
ARTISAN BEER COMPANY				
3615392	BEER	07/14/2023	956.75	600-60-600-2252 Beer Purchases
3615393	THC	07/14/2023	360.00	600-60-600-2255 THC Products
Total ARTISAN BEER COMPANY:			1,316.75	
BERNICKS PEPSI				
30044216	THC	07/12/2023	145.00	600-60-600-2255 THC Products
30044217	BEER	07/24/2023	4,893.10	600-60-600-2252 Beer Purchases
30044218	SODA	07/12/2023	19.28	600-60-600-2254 Soft Drinks & Mix
30045443	THC	07/19/2023	746.00	600-60-600-2255 THC Products
30045444	BEER	07/19/2023	5,199.75	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			11,003.13	
BREAKTHRU BEVERAGE				
111207431	SERVICE FEE	07/13/2023	101.21	600-60-600-3033 Freight & Express
111207431	LIQUOR	07/13/2023	3,403.66	600-60-600-2251 Liquor Purchases
111305571	SERVICE FEE	07/20/2023	32.40	600-60-600-3033 Freight & Express
111305571	LIQUOR	07/20/2023	1,354.38	600-60-600-2251 Liquor Purchases
411187518	LIQUOR	07/17/2023	251.15	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			4,640.50	
C&L DISTRIBUTING				
1736885	SHIPPING	07/14/2023	2.00	600-60-600-3033 Freight & Express
1736885	BEER	07/14/2023	1,291.85	600-60-600-2252 Beer Purchases
1738616	SHIPPING	07/18/2023	2.00	600-60-600-3033 Freight & Express
1738616	BEER	07/18/2023	4,558.85	600-60-600-2252 Beer Purchases
1741001	SHIPPING	07/21/2023	2.00	600-60-600-3033 Freight & Express
1741001	BEER	07/21/2023	1,750.30	600-60-600-2252 Beer Purchases
2752000006	BEER	07/18/2023	14.10	600-60-600-2252 Beer Purchases
Total C&L DISTRIBUTING:			7,592.90	
CINTAS				
4161684291	MATS	07/17/2023	190.60	600-60-600-2210 Operating Supplies
Total CINTAS:			190.60	
GUARDIAN PEST CONTROL INC				
2428346	PEST CONTROL	12/19/2022	47.77	600-60-600-4406 Pest Control
2478317	PEST CONTROL	06/21/2023	50.01	600-60-600-4406 Pest Control

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title	
Total GUARDIAN PEST CONTROL INC:			97.78		
JOHNSON BROTHERS INC					
2338712	DELIVERY CHARGE	07/12/2023	87.93	600-60-600-3033	Freight & Express
2338712	LIQUOR	07/12/2023	2,750.65	600-60-600-2251	Liquor Purchases
2338713	DELIVERY CHARGE	07/12/2023	6.54	600-60-600-3033	Freight & Express
2338713	WINE	07/12/2023	184.00	600-60-600-2253	Wine Purchases
2343399	DELIVERY CHARGE	07/19/2023	77.94	600-60-600-3033	Freight & Express
2343399	LIQUOR	07/19/2023	3,661.19	600-60-600-2251	Liquor Purchases
2343400	DELIVERY CHARGE	07/19/2023	4.91	600-60-600-3033	Freight & Express
2343400	WINE	07/19/2023	136.66	600-60-600-2253	Wine Purchases
2343401	DELIVERY CHARGE	07/19/2023	2.18	600-60-600-3033	Freight & Express
2343401	LIQUOR	07/19/2023	37.00	600-60-600-2251	Liquor Purchases
Total JOHNSON BROTHERS INC :			6,949.00		
LAKESHORE ICE					
02-306862	ICE	07/17/2023	133.60	600-60-600-2258	Misc Merchandise
02-306879	ICE	07/21/2023	63.00	600-60-600-2258	Misc Merchandise
04-303523	ICE	07/13/2023	45.00	600-60-600-2258	Misc Merchandise
04-303551	ICE	07/24/2023	176.24	600-60-600-2258	Misc Merchandise
Total LAKESHORE ICE:			417.84		
MEDIACOM					
6-26-23	TELEPHONE & INTERNET	07/17/2023	581.94	600-60-600-3009	Computer Services
Total MEDIACOM:			581.94		
PHILLIPS WINE & SPIRITS CO.					
6625319	DELIVERY	07/14/2023	13.25	600-60-600-3033	Freight & Express
6625319	LIQUOR	07/14/2023	770.98	600-60-600-2251	Liquor Purchases
6625320	DELIVERY	07/14/2023	13.08	600-60-600-3033	Freight & Express
6625320	WINE	07/14/2023	231.00	600-60-600-2253	Wine Purchases
6625321	DELIVERY	07/14/2023	2.18	600-60-600-3033	Freight & Express
6625321	MIX	07/14/2023	28.05	600-60-600-2254	Soft Drinks & Mix
6627079	DELIVERY	07/19/2023	23.36	600-60-600-3033	Freight & Express
6627079	LIQUOR	07/19/2023	993.25	600-60-600-2251	Liquor Purchases
6627080	DELIVERY	07/19/2023	8.72	600-60-600-3033	Freight & Express
6627080	LIQUOR	07/19/2023	321.75	600-60-600-2251	Liquor Purchases
6627081	MIX	07/19/2023	120.15	600-60-600-2254	Soft Drinks & Mix
6627081	DELIVERY CHARGE	07/19/2023	6.54	600-60-600-3033	Freight & Express
Total PHILLIPS WINE & SPIRITS CO. :			2,532.31		
RANGE PAPER					
16099	SUPPLIES	07/12/2023	334.59	600-60-600-2210	Operating Supplies
Total RANGE PAPER :			334.59		
RED BULL					
2011027569	RED BULL	07/24/2023	72.88	600-60-600-2254	Soft Drinks & Mix
Total RED BULL :			72.88		

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
SOUTHERN WINE & SPIRITS				
2368007	DELIVERY	07/14/2023	48.43	600-60-600-3033 Freight & Express
2368007	LIQUOR	07/14/2023	1,921.61	600-60-600-2253 Wine Purchases
2370526	DELIVERY	07/21/2023	35.17	600-60-600-3033 Freight & Express
2370526	LIQUOR	07/21/2023	1,793.80	600-60-600-2253 Wine Purchases
Total SOUTHERN WINE & SPIRITS:			3,799.01	
Grand Totals:			40,295.88	

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (3 Characters) = "600"

[Report].Date Paid = 07/28/2023