

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 15th, 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, August 1st , 2022

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

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

***1. COMMUNICATIONS**

- A. Hoghead Vendor List 2022
- B. WLSSD 2023 Budget and Management Fee Public Hearings
- C. Hartel's Fee Increase Notice

***2. COMMITTEE REPORTS**

- A. Payroll Reports

3. CLERK ADVISES COUNCIL

- A. Proposed 2023 Budget
- B. 2022 Primary Elections
- C. Fire Relief Assn – PERA
- D. PUC Chair and Vacant Position

4. UNFINISHED BUSINESS

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

5. NEW BUSINESS

- A. Resolution 21-22 County Chip Seal/Striping**
- B. Resolution 22-22 Accepting Feasibility Report and Calling for Hearing on Improvement**
- C. SEH Supplemental Letter of Agreement**
- D. Resolution 23-22 PAHA Raffle**
- E. Sand/Salt Pay Estimate #1**
- F. SRO Report**
- G. Softball Field #1**

MEMBER CONCERNS

Benson:

DeWall:

Johnson:

Rohweder:

Ward:

Attorney Bray:

BILLS FOR APPROVAL

General: \$47,857.04

Liquor: \$37,935.30

TOTAL BILLS FOR APPROVAL: \$85,792.34

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for August 1, 2022

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

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney John Bray, City Administrator Rich, Police Chief Kent Gaidis, Ted Kiefat, Kathy Hannan, John Nephew, Michelle Nephew, Jenae Floerke

Motion by Rohweder, seconded Johnson and carried 5-0 to suspend the regular council meeting and open the public hearing regarding 2022 garbage assessments at 6:03 pm.

Members of the public are invited to call: 218-628-6289 or attend in person to address the council regarding unpaid garbage collection fees. The City of Proctor has an ordinance requiring garbage collection, thus collects unpaid balance on behalf of the garbage hauler. Balances remaining unpaid will be assessed on to the property taxes of the property owner.

With no incoming calls or members of the public present, a motion by Benson, seconded by Ward and carried 5-0 to close the public hearing at 6:05 pm.

Motion by Benson, seconded by DeWall and carried 5-0 to resume the regular council meeting at 6:06 pm.

Motion by Rohweder, seconded by Ward and carried 5-0 to approve the minutes from Monday, July 18th, 2022.

Motion by Johnson, seconded by Rohweder and carried 5-0 to approve the agenda for Monday, August 1st, 2022 with the following changes:

~~3G: Softball Field~~

Moving item 5C to item 5A

Adding 5F: Garbage Assessments

Adding closed session:

7A: Real Estate Acquisition under Per MN §13d.05, SUBD.3 (C) – CLOSED

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan: 1501 3rd Ave

Addresses the council regarding main street revitalization history, redesign, ideas and suggestions for developments and improvements along main street Proctor. Light discussions follow including logistics, next steps, and cost estimates. Hannan states this idea is in the initial brainstorming and planning process at this time.

Motion by Ward, seconded by DeWall and carried 5-0 to approve the consent agenda for Monday, August 1st, 2022, pulling item *2C for discussion.

*2C: Councilor DeWall asks Administrator Rich regarding modifications or updates to the recently passed purchasing policy, with Administrator Rich clarifying there has been no movement on a separate purchasing policy for PUC and additional discussion with the commission will follow.

***1. COMMUNICATIONS**

***2. COMMITTEE REPORTS**

A. Payroll Reports

B. Planning & Zoning Minutes, June 27th, 2022

C. PUC Minutes May 16th and June 27th, 2022

D. SEH Pre-Construction Meeting Minutes July 19th, 2022

E. PEDAs Minutes June 14th, 2022

3. CLERK ADVISES COUNCIL

A. Sand/Salt Storage Update

Veit has started clearing and grubbing at the site and the project is progressing as scheduled. All funding for bond through the state has been submitted and is also on schedule.

B. 2nd St Project Update

SEH is completing the initial assessment amounts, with the steering committee review and council approval. After acceptance, the public hearings will be scheduled.

C. Playground for EveryBody Update

The equipment has been delivered, concrete and dirt work will begin on September 14th, 2022 with Jennifer McDonald recruiting volunteers to complete the site prep.

D. I-35 Corridor Steering Committee Update

Administrator Rich states the initial meeting from this committee was productive, noting an interest in changing I-35 within the Proctor/Midway areas. The Munger Trail spur was also discussed along with utility extensions and new interchanges. Administrator Rich is hopeful of several developments for the City of Proctor by participating and being active on this committee.

E. 2022 Primary Elections Tuesday, August 9th, 2022, 7:00am-8:00 pm

Election judge training completed, filing for city elected positions opens, public accuracy tests scheduled.

F. 2023 Budget Process Update

Finance Director Brunfelt and Administrator Rich have been in collaboration with department heads for 2023 budget development.

~~G. Softball Field~~

4. UNFINISHED BUSINESS

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

D. Purple Heart City Proclamation Designation

Councilor Benson states Mr. Marshall is unable to attend the meeting. Benson notes there is no cost for participation, suggests the ceremony to coincide with Memorial Day activities, and reports there are no active registration lists.

Motion by Benson, seconded by Ward and carried 5-0 to designate the City of Proctor as a Purple Heart City.

5. NEW BUSINESS

C. Conditional Use Permit – 408 N 3rd Ave

Attorney Bray has submitted a draft of the conditional use permit for 408 N 3rd Ave as recommended by the Planning and Zoning Commission. Bray states John and Michelle Nephew will be fabricating plastics for gaming pieces. John and Michelle Nephew present additional information and use of the unoccupied building as a prototyping laboratory with the intent to recycle plastics making them into game pieces and accessories for their business, Atlas Games. Nephew states the purchase of the building is contingent upon receipt of the conditional use permit with closing scheduled for August 17th, 2022.

Motion by Rohweder, seconded by Johnson and carried 5-0 to approve the conditional use permit for 408 3rd Ave as submitted.

A. Resolution 20-22 Charitable Gambling Permit – Chamber of Commerce

Mayor Ward lists the following corrections:

The permit will be issued to the Proctor Historical Society for a raffle on September 25th, 2022

Motion by Ward, seconded by Rohweder and carried 5-0 to issue a charitable gambling permit to the Proctor Historical Society to hold a raffle on September 25th, 2022 at the Powerhouse Bar.

B. Ordinance 05-22 Replacing Proctor Municipal Code Chapter 152 – 2nd Reading

Motion by Benson, seconded by Rohweder and carried 5-0 to accept Ordinance 05-22 Replacing Proctor Municipal Code Chapter 152 as submitted.

D. Conditional Use Permit – 510 S Ugstad Rd

Attorney Bray has drafted a conditional use permit for the placement of a storage bin which is allowable by suburban zoning Bray provides a summary of the conditions as stated in the permit submitted.

Motion by Johnson, seconded by Benson and carried 5-0 to accept the conditional use permit for 510 S Ugstad Rd as submitted.

E. Reimbursement Request

A request to reimburse an unused portion of a previously liquor license paid in full has been received. Mayor Ward has spoken with Administrator Rich regarding the new business lesser at the establishment. Discussion follows with the suggestion to have the liquor control committee meet and submit a recommendation to council.

Motion by DeWall, seconded by Ward and carried 5-0 to send the reimbursement request to the liquor control committee for a recommendation to council.

F. Garbage Assessments

Motion by Rohweder, seconded by DeWall and carried 5-0 to approve the

7A: Real Estate Acquisition under Per MN §13d.05, SUBD.3 (C) – CLOSED

A. Motion by Rohweder, seconded by Johnson and carried 5-0 to suspend the regular city council meeting and open a closed session under MN §13d.05, SUBD.3 (C) real estate acquisition at 6:59 pm.

Motion by Rohweder, seconded by DeWall and carried 5-0 to resume the regular city council meeting at 7:34 pm.

MEMBER CONCERNS

Benson: None

DeWall: None

Johnson: Extends gratitude to Chief Gaidis, Jess, and Megan for their work with the Public Safety Golf Scramble. Visited the new mini golf course, Rogue Eagle in town and gave an excellent review.

Rohweder: None

Mayor Ward: Blight ride along report was submitted with corrections of 38.4 miles traveled throughout town. Extends congratulations to Jim and the ACT community picnic, along with the Public Safety Golf Scramble, hopes it will be held again next year. Several National Night Out activities around The City of Proctor.

Attorney Bray: None

Administrator Rich: None

BILLS FOR APPROVAL

General: \$329,340.66

Liquor: \$43,296.64

TOTAL BILLS FOR APPROVAL: \$372,637.10

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

Motion by DeWall, seconded by Ward and carried 5-0 to adjourn the meeting at 7:40 pm.

Chad Ward
Mayor

Jess Rich
City Administrator

2022 Hoghead Vendor List

FOOD VENDORS

1. Howard Q – BBQ 218-310-5618*
2. K & B Grilled Cheese*
3. Greg Wait – Hot dogs, popcorn, Pulled Pork Sandwiches*
4. Proctor Pizza 218-624-1040
5. Bobby Popaionnou – Greek Food 218-391-2231
6. Randy Domogalla – Mini Donuts 218-343-5406

*Vendor Staying for Street Dance

CRAFT VENDORS

1. Matt Milner Sales-Balloons, Horns, Blow Ups, Kids Train Kits
2. Joyce Peterson – Painted Pots, Signs, Bead Work
3. Melissa Metzger – Quilt Fabrics, Kits
4. Scott Johnson – Fundraising Raffle for ALS
5. U. S. Army - Recruitment
6. Allie Walsh – Jewelry, Handmade Trinkets
7. Chad Walsh – Promote for Sheriff
8. Sam Ovind, Superior Cannibis Co - CBD rubs, Tropical, Tinctures, Pet Relief
9. Terri Newman – Jewelry, Book Markers, Necklaces
10. Donna Hagen – Soy Candles, Gnomes
11. Debbie Conant – Tumblers, Keychains, Pens, Shirts
12. Tim Jollymore – Books by Tim Jollymore
13. Proctor Builders – T-Shirts, Sweatshirts
14. US Marines – Recruitment
15. Kali Moen – Face Painting
16. Amander Schafter – Safe Kids
17. Laurel Schultze – Live Balloon Twisting



2626 Courtland Street
Duluth, MN 55806-1894
phone 218.722.3336
fax 218.727.7471
www.wlssd.com

Western Lake Superior Sanitary District

July 27, 2022

City of Proctor
100 Pionk Drive
Proctor, MN 55810

Re: **WLSSD 2023 Budget and Notice of September 12, 2022 Capital Budget and Solid Waste Management Fee Public Hearings**

Dear Troy Dewall:

The District is developing its budget for calendar year 2023. This process will involve a detailed analysis of needed capital improvements as well as projected operating budgets to support current and planned solid waste and wastewater operating programs.

Enclosed is a copy of the 2023 budgeting schedule that will be followed by District Board and staff over the next few months. As you can see, this process will involve input and review by the WLSSD Board and Committee of the Whole at several key points. You are invited to attend or send representatives to these meetings. The specific date and time of the meetings will be established well in advance of the actual meetings. Should this schedule be changed, you will be promptly notified by mail. **This letter also serves as notice that the public hearings on the Solid Waste Management Fee and the wastewater capital budget in an amount not to exceed \$20,000,000 will be held on September 12, 2022 beginning at 4 pm in the WLSSD Board Room located at 2626 Courtland Street, Duluth.**

If you have any questions regarding the budgeting process, please feel free to contact me at 740-4788, or by e-mail at cathy.remington@wlssd.com.

Sincerely,

Cathy A. Remington
Director of Finance



2626 Courtland Street
Duluth, MN 55806-1894
phone 218.722.3336
fax 218.727.7471
www.wlssd.com

Western Lake Superior Sanitary District

2023 Budget Schedule

August 17 (Wednesday) – Finance Committee Meeting to review the 2023 O&M and draft of Wastewater and Solid Waste Capital budgets

August 22 (Monday) – Committee of the Whole Meeting to review the 2023 O&M and draft Wastewater and Solid Waste Capital budgets

September 7 (Wednesday) – If needed, Finance Committee review of the O&M and Capital budgets

September 12 (Monday) – Public Hearing on Solid Waste Management Fee

September 12 (Monday) - Public Hearing on Capital Budget (must be held before projects are authorized)

September 21 (Wednesday) – Finance Committee review of the total District budget

September 26 (Monday) – Committee of the Whole review of the total District budget

September 26 (Monday) – Certification to County Auditors of the Solid Waste Management Fee

September 26 (Monday) – 2023 Budget Approved by WLSSD Board

– Latest date for approval is Monday, October 31, 2022

June 18, 2022

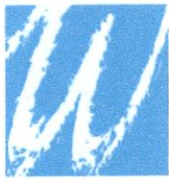
Dear Valued Customer,

Effective August 1, 2022, the Western Lake Superior Sanitary District (WLSSD) is raising their disposal charge to all Haulers (what we pay to get rid of your trash), twenty five percent (25%). The additional letter is their explanation for the increase, which we have no choice but to pass along the added cost, starting August 1st.

Hartel's Disposal is constantly working on ways to help control our costs. While utilizing modern, efficient equipment and state of the art systems, we have no choice as to where we can haul your trash, thus we have no control over this cost and increase. We have weathered many storms over the past 70 years, and will continue to work hard for our customers, your local choice, now entering our 3rd generation of services to the area.

Thank you for your continued support and loyalty!

Hartel's Disposal LLC



2626 Courtland Street
Duluth, MN 55806-1894
phone 218.722.3336
fax 218.727.7471
www.wlssd.com

Western Lake Superior Sanitary District

May 24, 2022

Hartel's Disposal LLC
930 HWY 2
Proctor, MN 55810

RE: Transfer Station Fees Effective July 1, 2022

Dear Mr. Hartel,

Greetings! I hope this letter finds you and your business well.

As you are likely aware, WLSSD adjusts fees at its Solid Waste Transfer Station each July to cover costs to manage solid waste from the region. Each year we typically provide to you a percent increase/decrease based on the Consumer Price Index (CPI)*. Solid waste tipping fees are calculated by adding together seven different costs, charges and fees (see enclosure). Operations, transport and landfill disposal costs are typically adjusted by the CPI each year. On July 1, 2022, tipping fees will be adjusted for both municipal solid waste (MSW) and mixed waste, and will be based on the following factors:

- 1) Only landfill disposal costs will be adjusted by the 4.84% CPI increase. The increase will total \$1.29 per ton for landfill disposal.
- 2) The tip fee will also be adjusted on July 1 to reflect the new Transfer Station operations and hauling contract. On May 4, 2022, WLSSD entered into agreement with Carlson Timber Products, Inc. for operation of the WLSSD Solid Waste Transfer Station as well as transportation services to the City of Superior Landfill. These increases are necessary to ensure effective, reliable operation and transport of solid waste in our region. The rates reflect Carlson's costs to provide these services in our current economic climate:
 - o the operational costs for 2022 is \$6.95 per ton,
 - o the transportation costs for 2022 is \$13.90 per ton
 - o for a total operations/transport cost of \$20.85 per ton.

This will be an increase in \$10.95 per ton over the current operations and transport costs and will be reflected in the tip fee adjustment on July 1, 2022.

- 3) WLSSD also charges an administrative fee to cover other operating expenses at the transfer station. Due to projected fuel surcharges, WLSSD will increase its Administrative Fee by \$0.25 per ton on July 1, 2022.

The cumulative impact of the CPI and other changes explained above will increase WLSSD Transfer Station tipping fees by \$12.49 per ton effective July 1, 2022.

We value our partnership to maintain public and environmental health through proper solid waste management. If you have any questions, please contact me at 218-740-4805.

Sincerely,

Marianne Bohren
Executive Director
Marianne.bohren@wlssd.com

Encl. MSW and Mixed Waste Rate Table, July 2022 Solid Waste Tipping Fee Customer Impacts

WLSSD

City of Proctor

Payroll Summary by Department

Check Date Range 8/5/2022 to 8/5/2022

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	-	-	-	-	-
City Admin	7,096.80	-	-	-	-
Finance	2,968.00	-	-	-	-
Police Department	24,806.84	37.00	2,177.88	-	-
Fire Department	-	-	-	-	-
Street Department	10,848.63	-	-	-	-
Liquor Store	6,026.53	-	-	-	-
PUC	6,099.16	3.25	115.04	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
Total	57,845.96	40.25	2,292.92	-	-

To: City Council
From: Leslie Brunfelt, Finance Director
Date: August 15, 2022
Re: Preliminary Levy and Budget for 2023

The attached documents represent a draft of the preliminary 2023 budget. The City Council will need to certify the preliminary levy by September 30. I have included the new document required with the change in M.S. 275.065 subd 3b as requested by St. Louis County.

A couple of things to note. First, there was an error made when the 2022 final levy was submitted to St. Louis County. The City Council had approved a 3% increase from 2021 for the 2022 budget, however, when the Levy Certification form was filled out the amounts were pulled from the wrong column which resulted in the 2022 final levy being the same as the 2021 final levy. I have made this adjustment for the 2022 forecast. Because of payments for delinquent taxes from previous years; unbudgeted insurance reimbursements; and open police officer positions the 2022 forecast results in a budget surplus of \$115K.

Secondly, based on the \$34K deficit projected with a 3% levy, the uncertainty in the economic conditions and upcoming labor contract negotiations; it is my recommendation that council approve a 5% preliminary levy increase for 2023. As you know, the council can lower the levy before the final amount is submitted, but they aren't able to increase it.

This recommendation is a 1.7% increase from what we budgeted for the general fund for 2022. Based on increases in tax capacity, this will result in about a 2.1% increase for Proctor's property owners. Because of the error noted above, Proctor property owners saw a 0.2% decrease in their tax rate in 2022.

The Public Hearing for the 2023 Tax Levy will be held on December 5, 2022 at 6:05pm at Proctor City Hall, 100 Pionk Drive, Proctor, MN 55810

General Fund Highlights

- Levy proposed in the attached budget documents at a 3% increase based on Council's recommendation from the budget meeting on June 6.
- General expenses include 3% increases for inflation.
- Fuel expenditures are budgeted higher based on 2022 YTD expenses.
- General Fund Capital items include the plow truck that has already been placed on order. The replacement of the 1989 "Sign" Truck. This truck is also used for sewer work and the cost will be split with the Sewer Fund and the Small Salt/PUC Garage.
- There will be additional bonding for the 2nd street project. The details have not yet been determined or added to the budget.

Grant Funds

- Remaining ARPA funding of \$109,500
- LRIP funding for 2nd street project \$1,250,000

General Sales Tax Funds

- Bond Payments on 2016A \$50,000
- Sidewalk Repair \$50,000
- City Hall Major Repairs \$100,000
- General Street Repair \$32,210
- Park funds \$50,000

Food & Beverage Sales Tax Fund

- Trails (survey, parking, signage for 40 acres) \$50,000
- Possible use for 2nd Street trail

PEDA requested budget \$55,000

Tourism requested budget \$149,804

Public Hearing Date Certification

Public Hearing Information

Date:

(must be on or between November 25th through December 28th, 2022)

Time:

(must be after 6:00 p.m.)

Meeting Location (include full address):

Address for Public to Mail Comments to:

Meeting Website URL (if option is available):

* *Note: Citizens must have ability to comment live during this online meeting*

Contact Information below will appear on proposed tax statements

Contact Name: _____

Title: _____

Phone: _____

PLEASE RETURN TO THE COUNTY AUDITOR BY SEPTEMBER 30TH, 2022

PROPOSED CITY LEVY – ST LOUIS COUNTY

Contact Name:
Phone #:
E-Mail Address:

The annual tax levy for the year of 2022 collectible in 2023 for the _____, 2022.
was adopted by resolution passed at a City Council meeting held on,

LEVY PURPOSE

CERTIFIED LEVY

Net Tax Capacity (NTC) Levies

1. General Fund (See reverse side)
2. General Obligation Bonded Debt
3. Other Debt
4. Road & Bridge
5. Miscellaneous (See reverse side)
- 6. Total of NTC Levies (Add lines 1 thru 5)**

Referendum Market Value (RMV) Levies

7. General Obligation Bonded Debt
8. Other Debt
- 9. Total of RMV Levies (Add lines 7 & 8)**

Total Levy (NTC+RMV) (Add lines 6 & 9)

(Complete when total of Debt levies is less than certified debt)

The amount levied for total debt is less than the amount due to be paid from this levy because we have
\$ _____ on hand.

CERTIFICATION

State of Minnesota – County of St. Louis

I, _____, Clerk/Administrator of the
, St. Louis County, Minnesota, do hereby certify that I have compared the foregoing with Original
Resolution now on file and of record in my office, and that the same is a true and correct copy and
transcript of said original resolution.

Witness by My Hand and the Seal of the Minnesota, _____, St. Louis County,
this _____ day of _____, 2022.

Clerk / Administrator

City of Proctor
2023 Tax Levy Analysis

Actual for 2022 sent to County	
General Fund 2022 Amount	1,455,591.63
Bonded Debt Amount for 2023	235,533.66
2023 Initial Levy w/o increase	1,691,125.29
Amount of General Fund Levy	1,455,591.63
4% uncollectible amount	58,223.67
Budgeted General Fund Levy	1,397,367.96

Actual for used for budget 2022	
General Fund 2022 Amount	1,511,242.90
Bonded Debt Amount for 2022	230,616.16
2022 Initial Levy w/o increase	1,741,859.06
Amount of General Fund Levy	1,511,242.90
4% uncollectible amount	60,449.72
Budgeted General Fund Levy	1,450,793.18

Bonded Debt Levy	2023	2022
2016A	117,749.82	113,555.02
2018A	139,692.48	144,102.50
2018A Sewer	(26,160.19)	(27,700.19)
2018A Water	(44,785.96)	(46,255.97)
2015A	51,665.00	46,914.79
	238,161.15	230,616.15

Budget for 2023 @ 3%	
General Fund 2022 Amount	1,455,591.63
Bonded Debt Amount for 2023	238,161.15
2023 Initial Levy w/o increase	1,693,752.78
2022 Levy	1,691,125.29
3% increase	50,733.76
2023 Propsed Levy	1,741,859.05
Bonded Debt Amount for 2023	(238,161.15)
Amount of General Fund Levy	1,503,697.90
4% uncollectible amount	60,147.92
Budgeted General Fund Levy	1,443,549.98
% General Fund increase	-0.5%

Budget for 2023 @ 4%	
General Fund 2022 Amount	1,455,591.63
Bonded Debt Amount for 2023	238,161.15
2023 Initial Levy w/o increase	1,693,752.78
2022 Levy	1,691,125.29
4% increase	67,645.01
2023 Propsed Levy	1,758,770.30
Bonded Debt Amount for 2023	(235,533.66)
Amount of General Fund Levy	1,523,236.64
4% uncollectible amount	60,929.47
Budgeted General Fund Levy	1,462,307.18
% General Fund increase	0.8%

Budget for 2023 @ 5%	
General Fund 2022 Amount	1,455,591.63
Bonded Debt Amount for 2023	238,161.15
2023 Initial Levy w/o increase	1,693,752.78
2022 Levy	1,691,125.29
5% increase	84,556.26
2023 Propsed Levy	1,775,681.55
Bonded Debt Amount for 2023	(238,161.15)
Amount of General Fund Levy	1,537,520.40
4% uncollectible amount	61,500.82
Budgeted General Fund Levy	1,476,019.59
% General Fund increase	1.7%

ESTIMATED Home Impact By Value With 5% Levy Increase				
Value	2022 City Tax	2023 City Tax	Annual Difference	
\$100,000	\$597.05	\$614.61	\$17.56	
\$200,000	\$1,194.11	\$1,229.23	\$35.12	
\$300,000	\$1,791.16	\$1,843.84	\$52.68	
ESTIMATED Home Impact By Value With 4% Levy Increase				
Value	2022 City Tax	2026 City Tax	Annual Difference	
\$100,000	\$597.05	\$608.76	\$11.71	
\$200,000	\$1,194.11	\$1,217.52	\$23.41	
\$300,000	\$1,791.16	\$1,826.28	\$35.12	
ESTIMATED Home Impact By Value With 3% Levy Decrease				
Value	2022 City Tax	2023 City Tax	Annual Difference	
\$100,000	\$597.05	\$602.91	\$5.86	
\$200,000	\$1,194.11	\$1,205.81	\$11.70	
\$300,000	\$1,791.16	\$1,808.72	\$17.56	

Net Bonding Capacity	
Market Value 2022	\$257,461,975
Net debt limit 3%	7,723,859
Liabilities as of 12/31/22*	
Series 2018A	(2,290,000)
Series 2016A	(1,785,000)
Series 2015A	(190,000)
Leases Payable	(724,727)
Net Bonding Capacity	2,734,132

*Note - Improvement bonds and lease purchase transactions under \$1 million are not officially subject to the debt limit

City of Proctor

2023 Budget Summary

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Forecast	2023 Recommended Budget	% change from 2022 Budget	
Unrestricted General Fund Revenues:								
General Tax	1,082,536	1,258,251	1,437,291	1,472,043	1,435,596	1,466,050	-0.4%	
Licenses & Permits	19,766	20,828	22,337	22,300	23,889	27,300	22.4%	Increase in permit fees
Intergovernmental	1,137,400	1,179,236	1,205,142	1,245,044	1,275,235	1,199,776	-3.6%	Does not include Federal Grants
Charges for Services	199,297	183,235	199,024	159,739	188,450	188,071	17.7%	
Fines & Forfeits	12,965	7,800	17,736	8,700	10,224	8,961	3.0%	
Miscellaneous	76,231	29,598	14,387	14,800	19,562	15,500	4.7%	
Other Financing sources	30,502	6,186	10,186	6,186	16,275	6,186	0.0%	
Total Revenue	2,558,695	2,685,134	2,906,103	2,928,812	2,969,231	2,911,844	-0.6%	
General Fund Expenses:								
Police	1,059,664	1,039,318	978,209	1,160,153	1,137,001	1,239,215	6.8%	
Salary	941,593	938,865	868,114	991,868	950,895	1,064,348	7.3%	Additional officer and worker's comp increase
Other Services	75,895	60,764	58,698	86,905	92,700	91,783	5.6%	
Supplies	24,986	20,873	36,013	37,270	25,588	38,390	3.0%	
Repairs, Rentals, Misc	17,039	18,538	13,608	18,610	20,807	19,178	3.1%	
Capital	151	278	1,775	25,500	47,011	25,515	0.1%	Additional spend to outfit new Squad
Fire	173,523	168,602	189,535	253,535	261,951	267,758	5.6%	
Salary	86,878	91,643	94,058	101,670	101,682	110,070	8.3%	Worker's comp increase
Other Services	26,511	24,727	25,351	30,305	29,358	28,410	-6.3%	
Supplies	34,012	31,733	44,489	43,055	47,367	55,053	27.9%	
Repairs, Rentals, Misc	22,083	18,205	25,638	23,505	24,264	19,225	-18.2%	
Capital	4,040	2,294	-	55,000	59,280	55,000	0.0%	
Streets	447,813	479,088	461,006	647,572	672,264	591,781	-8.6%	
Salary	351,552	352,189	349,894	370,019	373,742	366,893	-0.8%	Shift of hours to Sewer fund
Other Services	21,157	20,871	25,242	27,945	31,474	28,438	1.8%	
Supplies	54,195	56,842	75,998	63,800	74,104	70,648	10.7%	
Repairs, Rentals, Misc	20,909	23,705	9,871	51,900	58,403	51,927	0.1%	
Capital	-	25,481	-	133,908	134,541	73,875	-44.8%	Lease payment
Parks	54,357	62,621	47,918	78,937	61,110	61,011	-22.7%	
Salary	21,468	21,658	23,271	27,317	23,548	19,376	-29.1%	Shift of hours to Sewer fund
Other Services	12,560	12,744	14,737	17,820	15,234	15,880	-10.9%	\$10,000 for Beautification
Supplies	8,413	7,386	8,617	18,600	18,600	17,665	-5.0%	
Repairs, Rentals, Misc	105	4,408	1,293	15,200	3,728	8,090	-46.8%	\$5,000 for Fairgrounds
Capital	10,500	14,744	-	-	-	-		
City Admin	773,284	923,071	664,636	705,899	669,422	730,973	3.6%	
Salary	317,712	333,511	332,192	342,169	336,892	340,034	-0.6%	
Other Services	301,177	411,753	252,007	323,010	278,220	342,841	6.1%	
Supplies	10,171	11,267	6,057	9,150	7,108	6,675	-27.0%	
Repairs, Rentals, Misc	35,260	161,280	71,662	31,570	46,087	41,423	31.2%	
Capital	108,963	5,260	2,719	-	1,115	-		
PEDA	3,884	11,419	41,741	55,000	52,670	55,000	0.0%	
Total Expenses:	2,512,526	2,684,119	2,383,045	2,901,096	2,854,418	2,945,737	1.5%	
Net	46,169	1,015	523,058	27,716	114,813	(33,893)	-222.3%	

2023 Budgeted Expenditures from Restricted and Assigned Funds

Funding Source	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Forecast	2023 Recommended Budget	Description
Public Safety	-	1,224	108,999	84,834	85,910	85,690	Squad Car Lease and Ladder Truck Lease
General Sales Tax	150,000	150,000	90,000	78,099	78,099	50,000	Bond Payment Series 2012A & 2016A
General Sales Tax	29,677	24,754	87,926	183,971	182,414	82,210	General Infrastructure
General Sales Tax	-	-	-	100,000	100,000	100,000	City Hall HVAC & other maint/repairs
General Sales Tax	-	-	-	30,000	40,000	50,000	Playground for Everybody in 2022 / Park in 2023
State Bonding	-	-	-	150,000	150,000	-	Sand & Salt Shed
Food & Beverage Tax	-	-	-	50,000	-	50,000	Trail
Gambling Fund	-	-	2,645	-	3,000	5,000	National Night Out, Movie in the Park, Trunk or Treat
Capital Equipment	32,226	32,226	32,226	11,092	11,092	-	Park Truck
City Hall Improvement Fund	-	-	-	18,155	18,155	-	City Hall Improvements
Tourism Fund	44,518	23,034	46,738	46,667	49,155	49,660	60% Salary & Benefits
Tourism Fund	81,220	36,047	55,116	100,000	100,000	100,144	Advertising & Sponsorships
MN AFG Fire & Enbridge Grant	-	-	163,029	-	40,134	-	SCBA Packs and Extrication Equipment
CDBG Grant	-	-	50,000	-	-	-	Playground for Everybody
CARES Grant	-	231,370	-	-	-	-	CARES Spending
MN Small Cities Road Funding	-	-	-	51,971	51,971	-	Engineering fees for 2nd Street Project
Fund 491	-	-	-	64,851	64,851	-	Sand & Salt Shed
Fund 492	-	-	-	85,149	85,149	-	Sand & Salt Shed
ARPA Grant	-	-	-	200,000	200,000	-	\$200,000 for Sand & Salt Shed
ARPA Grant	-	-	21,404	109,500	-	109,500	\$21,404 for Fire SCBA packs remainder to be determined
LRIP Funding	-	-	-	-	-	1,250,000	2nd Street Project
Bond Funding	-	-	-	-	-	3,148,029	2nd Street Project (\$3.2M less Small Cities Grant)

City of Proctor
Fund Balances
Forecast and Budget

Fund	Fund Description	Fund Type	Total 2020 Balance	Total 2021 Balance	2022 Additions	2022 Subtractions	Forecasted 2022 Balance	2023 Additions	2023 Subtractions	Budgeted 2023 Balance
Governmental Funds										
100	Reserved balance for Prepaid Postage	Non-Spendable	17,202	-			-			-
	Debt Service						-			-
400	Closed Debt Service funds	Restricted	300,158	300,158		(150,000)	150,158			150,158
493	2012A	Restricted	208,617	10,050		(8,099)	1,951			1,951
494	2015 Improvement Refund Bonds	Restricted	123,991	140,335	61,038	(64,375)	136,998	62,700	(67,933)	131,765
495	2016A	Restricted	231,253	241,236	174,013	(168,588)	246,661	170,000	(166,238)	250,423
496	2018A	Restricted	155,279	103,586	58,838	(178,963)	(16,539)	179,000	(182,463)	(20,002)
497	New Bonds for 2nd Street	Restricted						3,200,000	(3,200,000)	-
	Total Debt Service		1,018,787	795,365	293,889	(570,025)	519,229	3,611,700	(3,616,634)	514,295
395	Almac (due from Sewer \$302,647 due from PUC \$478,680)	Restricted	1,044,551	967,041			967,041			967,041
391	Kirkus	Restricted	275,350	222,507			222,507		-	222,507
370	2019 Misc Construction Projects	Unassigned	(199,654)	(400,687)			(400,687)			(400,687)
300	2nd Street	Restricted						4,450,000	(4,450,000)	-
100	1% Sales Tax Proceeds	Restricted	931,179	1,147,150	359,025	(300,513)	1,205,662	440,000	(182,210)	1,463,452
100	1% Food & Beverage Tax Proceeds	Restricted	414,177	479,203	41,081	-	520,284	57,900	(50,000)	528,184
100	Drug Forfeiture	Restricted	14,161	23,722	-		23,722	-		23,722
100	Charitable Gambling	Restricted	23,216	32,751	12,330	(3,000)	42,081	11,330	(5,000)	48,411
200	Cable	Restricted	87,145	106,884	24,000	(20,900)	109,984	24,000	(20,900)	113,084
830	PEDA	Restricted	78,244	41,402	1,562	(52,670)	(9,706)	-	(55,000)	(64,706)
100	Softball Improvements	Committed	666	666			666			666
100	City Hall Improvements	Committed	18,155	18,155		(18,155)	0			0
100	Tourism - Lodging Tax	Committed	152,197	173,572	100,938	(149,155)	125,355	121,125	(149,804)	96,676
100	Soccer Field	Committed	500	500			500			500
100	Compensated Absences	Committed	82,790	102,113			102,113			102,113
100	Tour Attractions (10% of Lodging Tax)	Assigned	96,083	110,580	11,875		122,455	14,250		136,705
100	Emme Memorial	Assigned	43	43			43			43
100	Dare	Assigned	2,784	2,784			2,784			2,784
100	Neighborhood Watch	Assigned	2,639	2,639			2,639			2,639
100	Capital Equipment	Assigned	43,318	11,092		(11,092)	-		-	-
100	Public Safety	Assigned	177,094	135,284	80,000	(85,910)	129,374	80,000	(85,690)	123,685
100	ARPA Grant	Unassigned		144,048	165,452	(200,000)	109,500		(109,500)	-
100	Small Cities Road Grant	Unassigned		51,971		(51,971)	-			-
100	Unassigned^	Unassigned	953,463	1,488,906	2,889,923	(2,852,447)	1,526,382	2,838,969	(2,936,237)	1,429,114
	Percentage of General Operating Expenditures		40%	46%			57%			49%
	Total Governmental Funds	-	5,261,883	5,657,691	3,980,074	(4,315,837)	5,321,927	11,649,274	(11,660,974)	5,310,227
Proprietary Funds										
700	Public Utilities Fund		8,228,839	8,514,299	3,675,831	(3,194,410)	8,995,720	3,560,500	(3,344,689)	9,211,531
600	Municipal Liquor Fund		374,854	506,696	1,069,966	(1,065,186)	511,476	1,081,000	(1,075,751)	516,725
500	Sewer Fund		4,406,589	4,465,227	549,859	(512,190)	4,502,896	551,000	(547,982)	4,505,914
550	Municipal Golf Course Fund		257,682	234,254	32,383	(32,512)	234,125	45,000	(40,850)	238,275
	Total Proprietary Funds		13,267,964	13,720,476	5,328,039	(4,804,298)	14,244,217	5,237,500	(5,009,272)	14,472,445

The City applies restricted resources first when an expense is incurred for the purpose for which both restricted and unrestricted resources are available.

If resources from more than one fund balance classification can be spent, the City will strive to spend resources in the following order: restricted, committed, assigned, unassigned.

^The City strives to maintain an unassigned General Fund balance for cash flow purposes, in the range equal to 35-50 percent of General Fund operating expenditures.

City of Proctor
2023 Tax Levy Analysis

Tax Rate Analysis By Year						
Year	Tax Capacity	Increase (Decrease) in Capacity	Levy	Tax Rate	Increase (Decrease) in Levy Amount	Increase (Decrease) in Tax Rate
2023 @ 3%	\$2,889,105	2.0%	\$1,741,859	0.6029061	3.0%	0.2%
2023 @ 4%	\$2,889,105	2.0%	\$1,758,770	0.6087595	4.0%	1.2%
2023 @ 5%	\$2,889,105	2.0%	\$1,775,682	0.6146130	5.0%	2.1%
2022	\$2,832,456	0.2%	\$1,691,125	0.5970526	0.0%	-0.2%
2021	\$2,828,129	3.6%	\$1,691,125	0.5979661	3.0%	-0.6%
2020	\$2,728,559	7.8%	\$1,641,869	0.6017349	5.7%	-1.9%
2019	\$2,530,079	5.2%	\$1,552,595	0.6136548	4.8%	-0.4%
2018	\$2,405,669	6.5%	\$1,482,121	0.6160951	6.0%	-0.4%
2017	\$2,259,669	8.5%	\$1,397,970	0.6186614	4.0%	-4.2%
2016	\$2,082,352	0.6%	\$1,344,202	0.6455210	12.9%	12.2%
2015	\$2,069,582	3.6%	\$1,191,088	0.5755209	9.3%	5.5%
2014	\$1,997,654	0.4%	\$1,089,762	0.5455209	0.0%	-0.4%
2013	\$1,989,520	-0.6%	\$1,089,762	0.5477512	0.2%	0.8%
2012	\$2,002,220	-9.9%	\$1,088,043	0.5434183	0.2%	11.2%
2011	\$2,223,435		\$1,086,337	0.4885850		

City of Proctor
Capital Needs
As of 8/1/22

Department	Description	2021	2022 Budget	2022 Actual	2022 Proposed	2023	2024	2025	2026	2027
<u>General Fund</u>										
Street	Street/Park Truck		35,000	35,633						
Street	Sand/Salt Shed	49,270	455,000	49,460	356,270					
Street	Plow Truck (Capital Lease \$190K 5yrs 3% interest) -replaces 1985 Ford Dump					41,500	41,500	41,500	41,500	41,500
Street	1989 Sign Truck/Sewer Truck					30,000				
Sewer	1989 Sign Truck/Sewer Truck					30,000				
Street	Small Salt/PUC Garage					200,000				
Street	Grader (Capital Lease \$240K 5yrs 3% interest)						52,500	52,500	52,500	52,500
Street	Loader (Capital Lease \$180K 5yrs 3% interest)							39,500	39,500	39,500
Fire	Fire Hall Addition on donated land						300,000			
		49,270	490,000	85,093	356,270	301,500	394,000	133,500	133,500	133,500
<u>Grants</u>										
Street	Small Cities Road Fund from State of MN - For Engineering Fees for 2nd St	4,602	51,971	7,842	39,527					
Street	MN Bonding for Sand/Salt Shed		500,000		500,000					
Street	LRIP Grant for 2nd Street					1,250,000				
		4,602	551,971	7,842	539,527	1,250,000	-		-	-
<u>Capital Projects/Capital Equipment Fund</u>										
Street	Plow Truck (remaining balance of Capital Equipment Fund)			11,092						
		-		11,092	-	-	-	-	-	-
<u>Food & Beverage Tax Funds</u>										
Parks	Trails		50,000		-	50,000				
		-	50,000	-	-	50,000	-	-	-	-
<u>Public Safety Fund</u>										
Police	Police Squad Car (5 yr Capital Lease one in 2021, one in 2026)		10,292	30,424		10,292	10,292	10,292	17,500	17,500
Fire	Fire Truck (10 year capital lease)		74,542	75,397		74,542	74,542	74,542	74,542	74,542
Fire	Replace Engine #2 (Assume \$300K 10 year lease)							30,500	30,500	30,500
		-	84,834	105,821	-	84,834	84,834	115,334	122,542	122,542
<u>Sales Tax Funds</u>										
General	Operating Transfer for bond payments		58,099		58,099	50,000	50,000	50,000	50,000	50,000
General	City Hall Upgrades and Repairs		100,000	68,320	31,680	100,000	100,000	100,000	100,000	100,000
Parks	Playground for Everybody		30,000		30,000					
Parks	3rd Street Blacktop park					50,000				
Street	Sidewalks		50,000		50,000	50,000	50,000	50,000	50,000	50,000
Street	2nd Street Project		50,000		50,000					
Street	General Street Repair		27,040	1,373	25,667	27,040	27,040	27,040	27,040	27,040
Street	Dust Control		5,000		5,000	5,000	5,000	5,000	5,000	5,000
		-	320,139	69,693	250,446	282,040	232,040	232,040	232,040	232,040
<u>Street, Water, Sewer Projects - Bonding or Water/Sewer Funds</u>										
Bonding	2nd Street - 5th Ave to 9th Ave					3,148,029				
Bonding/Storm	9th Ave and 3rd St. Reclaim St and Storm						450,000			
CIP	3rd Street - 8th Ave to Ugstad Rd						1,324,000			
CIP	1st Street - 1st Ave to 2nd Ave							747,000		
CIP	S. 1st Ave - Hwy 2 to Alice St								1,063,000	
CIP	Acacia Ave - North of Cypress Drive to Bass Blvd									1,212,000
Water/Sewer	Water/Sewer Extension to Hovland						1,080,000			
	Total	-	-	-	-	3,148,029	2,854,000	747,000	1,063,000	1,212,000
<u>Liquor Store</u>										
Liquor	Compressor/Cooler									
Liquor	Cooler Doors		7,200			7,200				
Liquor	Large Sign bulbs		1,200			1,200				
Liquor	Cooler Remodel		10,000		19,120					
Liquor	Ceiling Lights					4,000				
Liquor	Floors						7,500			
Liquor	Sidewalks							10,000		
Liquor	Plumbing								5,000	
		-	18,400	-	19,120	12,400	7,500	10,000	5,000	-
<u>PUC</u>										
PUC	Small Salt/PUC Garage					200,000				

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

To: City Council
From: Jess Rich, City Administrator
Rick LaLonde, Maintenance Superintendent
Re: St. Louis County 2023 Maintenance Programs Solicitation

Recommend passing a resolution to participate in the 2023 St. Louis County Maintenance Program – Road Striping.

Administrative Fee	\$300.00
Striping	<u>\$2,214.00</u>
Total	\$2,514.00

2023 striping projects will include Kirkus Street, Westgate Blvd, and 3rd Avenue - 5th Street to Hwy 2. 2nd Street will no be done due to proposed construction.

**RESOLUTION 21-22
PARTICIPATE IN COUNTY ROAD STRIPING/CHIP SEAL
PROGRAM**

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

WHEREAS: St. Louis County offers a road striping program to those communities located in the St. Louis County; and,

WHEREAS: the City of Proctor does not have the capabilities to perform this function; and,

WHEREAS: the City of Proctor requests to participate in the St. Louis County maintenance striping program; and,

WHEREAS, the City of Proctor wishes to enter into a cooperative agreement with St. Louis County for the above said purposes for 2023.

NOW, THEREFORE, BE IT RESOLVED the City of Proctor, through the actions of the Mayor and City Council wish to participate and enter into an agreement with St. Louis County for 2023 Road Striping.

Approved this 15th day of August 2022 by the City Council of Proctor, Minnesota.

Councilman voting Aye:

Councilman voting Nay:

BY: _____
Chad Ward, Mayor

ATTEST: _____
Jess Rich, City Administrator



Saint Louis County

Public Works Department • Richard H. Hansen Transportation & Public Works Complex
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830

James T. Foldesi, P.E.
Public Works Director/
Highway Engineer

MEMORANDUM

DATE: July 26, 2022

TO: Township Supervisor Chairs and City Clerks

FROM: James T. Foldesi, P.E.
Public Works Director/Highway Engineer
Public Works Department

RE: 2023 St. Louis County Maintenance Programs Solicitation – Aggregate Crushing,
Maintenance Striping and Crack Sealing/Chip Seals/Scrub Seals

Aggregate Crushing

Agencies Invited to Participate: Townships and Cities

The St. Louis County Public Works Department is announcing the continuation of its aggregate crushing program where townships and cities within St. Louis County are invited to participate. Agencies that would like to participate must submit the attached "Aggregate Crushing Request Form" to St. Louis County by **Friday, October 28, 2022**. Questions can be directed to Ross Benedict at 218-625-3842 or benedictr@stlouiscountymn.gov.

Agencies must provide a summary of aggregate material quantities in tons by gravel pit location. A map is enclosed showing gravel pits that will be utilized for the 2023 aggregate crushing contracts. The contractor will create a separate aggregate material stockpile for each participating agency in the respective gravel pits. ***Participating agencies will be asked to use up their stockpile(s) by October 31, 2025. St. Louis County reserves the right to limit quantities based upon available raw materials and gravel pit storage space. Generally, townships and cities shall be limited to 5,000 tons.***

St. Louis County will perform material testing at a rate of at least one test per 1,500 tons of aggregate material produced to assure compliance with material specifications. The cost of material testing is \$200.00 per test. The estimated unit price is \$3.80 per ton.

Each participating agency will be charged an administrative fee of \$300.00 for project administration. St. Louis County will make all payments to the contractor and submit invoices to each participating agency for their share of the project including the administrative fee and material testing. Agencies requesting greater than \$5,000.00 in aggregate crushing shall pay up front to St. Louis County ninety five percent (95%) of the cost of their portion of the contract based upon the successful bidder's unit prices. Agencies requesting less than \$5,000.00 in aggregate crushing shall pay to St. Louis County the cost of their portion of the contract after completion of the project.

Maintenance Striping

Agencies Invited to Participate: Townships and Cities

The St. Louis County Public Works Department is announcing the continuation of its maintenance striping program where townships and cities within St. Louis County are invited to participate. Agencies that would like to participate must submit the attached "Maintenance Striping Request Form" to St. Louis County by **Friday, September 30, 2022**. Questions about the maintenance striping program can be directed to Victor Lund at 218-625-3873 or lundv@stlouiscountymn.gov.

The estimated unit prices are:

- 4" solid line or 4" broken line (white or yellow) = \$0.07 per linear foot¹
- 4" double solid line (yellow) = \$0.12 per linear foot²
 1. Does not include the gap between broken line markings
 2. Double solid line quantity includes two 4" solid line markings

Each participating agency will be charged an administrative fee of \$300.00 for project administration. St. Louis County will make all payments to the contractor and submit invoices to each participating agency for their share of the project including the administrative fee. Agencies requesting greater than \$5,000.00 in maintenance striping shall pay up front to St. Louis County an amount equal to ninety five percent (95%) of the cost of their portion of the contract based upon the successful bidder's unit prices. Agencies requesting less than \$5,000.00 in maintenance striping shall pay to St. Louis County the cost of their portion of the contract after completion of the project.

Crack Sealing / Chip Seals / Scrub Seals

Agencies Invited to Participate: Townships and Cities

The St. Louis County Public Works Department is announcing the continuation of its crack sealing, chip seals and scrub seals program where townships and cities within St. Louis County are invited to participate. Agencies that would like to participate must submit the attached "Crack Sealing Request Form" or "Chip/Scrub Sealing Request Form" to St. Louis County by **Friday, September 30, 2022**. For questions about this program, please contact Steve Krasaway at 218-625-3841 or krasaways@stlouiscountymn.gov for the southern half of the county and Eric Fallstrom at 218-742-9821 or fallstrom@stlouiscountymn.gov for the northern half of the county.

Upon receiving the request to participate, St. Louis County will schedule a meeting to perform a field review of the requested streets/roads. This preliminary engineering will provide a report to the requesting agency with a cost estimate. Agencies must approve of their estimated cost to be included in the contract. For budgetary estimation, the estimated cost of crack sealing is \$7,500 per mile and the estimated cost of chip/scrub seals is \$40,000 per mile.

Each participating agency will be charged an administrative fee of \$600.00 for project administration, field reviews and preliminary engineering. St. Louis County will make all payments to the contractor and submit invoices to each participating agency for their share of the project including the administrative fee. Agencies requesting greater than \$5,000.00 in crack sealing, chip seals or scrub seals shall pay up front to St. Louis County ninety five percent (95%) of the cost of their portion of the contract based upon the successful bidder's unit prices. Agencies requesting less than \$5,000.00 in crack sealing, chip seals or scrub seals shall pay to St. Louis County the cost of their portion of the contract after completion of the project.

Request Procedure

To request to participate in these maintenance programs, your agency must submit the respective request form(s) of the program(s) for which your agency would like to participate to the contact information provided in the form.

A resolution from the town board or city council that approves entering into a cooperative agreement with St. Louis County must be attached to the request form(s). A resolution template is enclosed. Requests that do not include this resolution may not be accepted.

Be sure to review the submittal deadline for each maintenance program. If your request is not submitted by the deadline, St. Louis County cannot guarantee acceptance. Thank you for your cooperation.

Enclosures

Cc:

Steve Krasaway, South Resident Engineer
Eric Fallstrom, North Resident Engineer
Victor Lund, Traffic Engineer
Matt Hemmila, Deputy Public Works Director - Engineering
Brian Boder, Deputy Public Works Director - Maintenance
Ross Benedict, Maintenance Project Manager
Maintenance Superintendents



St. Louis County Public Works Department
2023 Maintenance Striping Request Form
Due Date: Friday, September 30, 2022

Agency Name
Address
City, State, Zip
Contact Name
Email
Phone Number

My agency is requesting to participate in the Maintenance Striping Program

Total Estimated Quantities:

4" Solid Line Paint - <u>Yellow</u> (Linear Feet)	LF
4" Solid Line Paint - <u>White</u> (Linear Feet)	LF
4" Broken Line Paint - <u>Yellow</u> (Linear Feet) ¹	LF
4" Double Solid Line Paint - <u>Yellow</u> (Linear Feet) ²	LF

- 1.) Measure only the painted line segments. Do not include the gaps between the painted line segments.



Sum the length (L) of all broken line segments for the total estimated quantity.

- 2.) Measure the length of the double solid line. Do not measure the length of each solid line.



Sum the length (L) of all double solid line segments for the total estimated quantity.

Please complete and submit this form to:

Email:
LundV@stlouiscountymn.gov

OR

Mail:
Saint Louis County Public Works
Attn: Victor Lund
4787 Midway Rd.
Duluth, MN 55811

A resolution must be attached from the town board or city council that approves entering into a cooperative agreement with St. Louis County. Applications that do not include this resolution may not be accepted into the program.

For questions, please contact Victor Lund by phone at 218-625-3873 or email at LundV@stlouiscountymn.gov.

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 NO. 22-22
ACCEPTING FEASIBILITY REPORT AND CALLING FOR
HEARING ON IMPROVEMENT

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

WHEREAS, a report has been prepared by the consultant City Engineer, Short, Elliot, and Hendrickson with reference to improvement of the portion of the following:

2nd Street from N 5th Avenue to North 9th Avenue
N 9th Avenue from 1st Street to 4th Street -
3rd Street from N 9th Avenue to Ugstad Road

WHEREAS, this report was received by the council on August 15, 2022; and,

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible,

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PROCTOR, MINNESOTA.

1. The council will consider the improvement of said street in accordance with the report and the assessment of properties abutting and/or benefiting from the improvement for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$4,451,706.00.
2. A public hearing shall be held on such proposed improvement on the 31 st day of August 2022 in the council chambers of the city hall from 5:30-7:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the City Council on this 15th day of August. 2022.

Voting Aye:

Voting No:

Mayor, City of Proctor

Attest: _____
City Clerk/Administrator

Feasibility Report

2nd Street Reconstruction Project

Proctor, Minnesota

SAP No. 069-596-017

PROCT 161800 | August 12, 2022



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists



Building a Better World
for All of Us®

August 12, 2022

RE: 2nd Street Reconstruction Project
Feasibility Report
Proctor, Minnesota
SAP 069-596-017
SEH No. PROCT 161800 4.00

Honorable Mayor and Members of the City Council
City of Proctor
100 Pionk Drive
Proctor, MN, 55810

Dear Mayor and Council Members:

Pursuant to your request, Short Elliott Hendrickson, Inc. (SEH®) is submitting this Engineer's Feasibility Report for the 2nd Street Reconstruction Project. The locations of considered improvements for the following are included in this Feasibility Report:

- 2nd Street from 5th Avenue to 9th Avenue
- 3rd Street from 9th Avenue to Ugstad Road
- 9th Avenue from 1st Street to 4th Street

The project includes construction of sanitary sewer, sanitary sewer services, water main, water services, storm sewer, concrete curb and gutter, sidewalk, multi-use trail, aggregate base, bituminous surfacing, turf restoration, and miscellaneous items required to properly complete the improvements. This report includes a narrative describing the proposed improvements, estimate of project costs, estimated project financing, and drawings showing the project work. An executive summary is enclosed with this report.

Having considered several aspects of items included for construction of this project and having discussed the project in detail with the 2nd Street project committee and City staff on many occasions, it is our opinion from an engineering perspective that the proposed improvement project is necessary, cost effective, and feasible. If the total project cost is too high to complete all proposed improvements, the City may choose to phase the project as desired.

Thank you for the opportunity to work with you on this important project. We are available to answer any questions you may have.

Sincerely,

Tyler Yngsdal, PE (Lic. MN)
Professional Engineer
(Lic. MN)

ty

x:\pt\p\proct\161800\8-planning\87-rpt-stud\proctor 2nd street feasibility report.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, Duluth, MN 55802-1512

218.279.3000 | 888.722.0547 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Feasibility Report

2nd Street Reconstruction Project Proctor, Minnesota

SAP 069-596-017
August 12, 2022

I hereby certify that this report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Tyler Yngsdal, PE (Lic. MN)

Date: August 12, 2022

License No.: 56095

Reviewed By: Matt J. Bolf

Date: August 12, 2022

Short Elliott Hendrickson Inc.
418 West Superior Street
Duluth, MN 55802-1512
218.279.3000



Executive Summary

Proposed Project Locations/Improvement

The 2nd Street Reconstruction Project was identified during discussions with the City of Proctor staff as well as being identified at the No. 1 project priority in the 2019 Proctor Street & Utility Capital Improvement Plan (2019 CIP).

On December 6, 2021, the City Council authorized a 2nd Street guidance committee to work with SEH study the 2nd Street corridor and have SEH prepare this feasibility report for the 2nd Street Reconstruction Project. This report outlines the scope of the project, the probable costs, the funding options, and the potential assessment amounts to the benefitting properties.

Soil borings are required to determine subsurface conditions for use in the final design and construction phases of the project.

Size and condition of the existing sanitary sewer system and water main system are based on discussions with City staff, summary reports, City records, and the 2019 CIP.

The locations of considered improvements for the following areas are included in the feasibility report:

- 2nd Street from North 9th Avenue to North 5th Avenue, including sanitary sewer, storm sewer & drainage improvements from 1st Street to 3rd Street between 8th Avenue and 9th Avenue
- North 9th Avenue from 1st Street to 4th Street
- 3rd Street from North Ugstad Road to North 9th Avenue

Estimated Costs

The Estimated Project Costs are summarized below (see **Appendix A**):

2nd Street Estimated Costs (includes misc. storm and sanitary improvements)

Street Improvements	\$1,612,829
Trail Improvements	\$127,699
Sanitary Sewer Improvements	\$434,559
Water Main Improvements	\$672,820
Storm Sewer Improvements	\$641,600
St. Louis County Improvements	\$64,944
Lighting Improvements	\$160,736
Total Estimated Project Cost*	\$3,715,187

3rd Street Estimated Costs

Street Improvements	\$165,409
Storm Sewer Improvements	\$26,855
Total Estimated Project Cost*	\$192,291

Executive Summary (continued)

9th Avenue Estimated Costs

Street Improvements	\$250,303
Water Main Improvements	\$228,928
Storm Sewer Improvements	\$65,903
New Sidewalk	\$28,511
Total Estimated Project Cost*	\$573,645

*The estimated project cost includes estimated construction costs, plus a 15 percent contingency, plus 23 percent for project related soft costs (i.e. administrative, engineering, legal, and fiscal costs).

Costs for each street segment are included so the City can phase these improvements over more than one year if desired

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Certification Page
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Feasibility Report

2nd Street Reconstruction Project

Prepared for City of Proctor

1 Introduction/Background

Over the past several decades the City of Proctor has televised sanitary sewer mains, recorded water main breaks and leaks, and has conducted condition surveys of the City's streets and infrastructure. With these records, the City was able to complete their 2019 Proctor Street & Utility Capital Improvement Plan (2019 CIP). Based on City knowledge, records, and the 2019 CIP, the City has prioritized 2nd Street and connecting 9th Avenue and 3rd Street to be the project area for the 2nd Street Reconstruction Project. The project areas can be seen on **Exhibits 1-4**.

Through the City's Western Lake Superior Sanitary District (WLSSD) annual reporting for Inflow and Infiltration (I&I) and Fats, Oils, and Grease, the City identifies sections of sewer mains to be cleaned and televised each year. There are no current records of sanitary televising along 2nd Street and majority of the sanitary sewer mains are 6-inch diameter and are unable to be televised due to the size of the main. The City plans to televise all 8-inch sanitary sewer mains along 2nd Street in 2022 to gain better information on the existing sanitary infrastructure within the project limits. Based on existing City records, the majority of the sanitary sewer mains along 2nd Street are composed of vitrified clay pipe and do not meet the minimum size requirements according to the Great Lakes – Upper Mississippi River Board 10 State Standards for sewers. Most sanitary sewer mains along 2nd Street are estimated to be over 60 years old.

Existing water mains along 2nd Street are estimated to be over 60 years old. City records show that existing 6-inch and 8-inch mains were installed in 1959. Portions of watermain which are 6-inch diameter are at the minimum size requirement according to the Great Lakes – Upper Mississippi River Board 10 State Standards for water. Numerous water breaks and leaks have been recorded by the City along 2nd Street.

The last known major construction along 2nd Street was in 1958 when storm sewer was added to the street along with concrete curb & gutter, concrete pavement, and concrete walks. Since then, the street has been overlaid with a bituminous surface, but has since rapidly deteriorated showing extensive potholes, bumps, and surface pavement cracking.

9th Avenue and 3rd Street portions of the project are both currently rural road sections with no curb and gutter or storm sewer. Pavement surface along both roadways are in very poor condition with major potholes, bumps, and visible surface cracking.

Drainage issues are common along all segments of the proposed project, 2nd Street, 9th Avenue, and 3rd Street. 2nd Street has a failing storm sewer system with pipes which have pipes and drainage structures that have deteriorated over the years ever since being installed in 1958. 9th Avenue and 3rd Street have low spots that often hold water creating puddles and icy conditions during winter months.

On December 6, 2021, the City Council authorized SEH to prepare this feasibility report. The feasibility report outlines the scope of the project, the probable costs, the funding options, and the potential assessment amounts to the benefitting properties. **Exhibits 1–4** show the proposed improvements.

2 Project Recommendations

For purposes of this feasibility report, three alternatives were evaluated for the repair/replacement of water main, sanitary sewer, roadway, and storm sewer.

2.1 Alternative 1 – Do Nothing

Alternative 1 is to do nothing and wait for a later date to make repairs. This has been case for many years for this specific project location. The City has already received \$1,250,000 in funding for the project and doing nothing would forfeit these funds. This option is unreasonable due to the severity of the issues found in the sanitary sewer, water mains, and the extremely poor roadway conditions. Doing nothing would increase the chances of sewer backups, contamination of water lines, and unsafe driving conditions with failing roadways.

With current design standards for utilities and roadways, the WLSSD mandate to reduce I&I for sanitary sewer systems, and the funding that the City has already received for the project, we do not recommend this alternative.

2.2 Alternative 2 – 2nd Street Full Depth Street and Utility Reconstruction & 9th Ave. and 3rd Street Resurfacing

Due to the age and deterioration of the utility and street infrastructure, the City has decided to look into the full depth reconstruction and full utility replacement of water, sanitary, and storm sewer along 2nd Street. Because of the location of the street and the high pedestrian use, the City is also looking into pedestrian improvements and overall City-wide pedestrian connectivity.

In addition to 2nd Street, the City is looking into improvements along 9th Avenue and 3rd Street including storm water drainage improvements, water main improvements, and road surfacing improvements. The City feels that the added improvements along these two streets would benefit this area of the City immensely considering the traffic to and from the Proctor Public Schools.

These proposed Alternative 2 improvements can be seen on **Exhibits 1-4**.

2.2.1 Water Main

Based on City provided records and the 2019 CIP, the existing water mains in the project area consist of 6-inch, 8-inch, and 10-inch cast iron and ductile iron piping. Most of these water pipes were constructed in the 1950's and 1960's putting them well past their useful life expectancy. These existing water mains serve as the primary supply of water for residential homes along the project as well as the primary supply of water to Proctor Public Schools. A portion of the water main along 2nd street and the main servicing the school are dead end mains, limiting redundancy within the water system and limiting pressure to the homes and school connected to these mains. City records show that the existing 6-inch and 8-inch mains are composed of cast iron material, susceptible to breaking. The City of Proctor has recorded multiple water main break repairs and leaking water services along 2nd Street over the years.

The Proctor Public Utilities Commission (PUC) recently completed a water model study for the water system of Proctor in 2019. This study shows that the water pressures and available fire flows for residents and the school are limited due to the dead-end mains and small diameter water main piping in the project location. For improved flows, pressures, and fire protection, the 6-inch water mains will be upgraded to at least an 8-inch diameter and the dead-end mains are recommended to be looped from 1st street to 2nd street and possibly to 3rd street. Looping this system will increase redundancy within the system and will likely provide increased pressures within the area. In addition to water main improvements, the water services to residential units and to the school will also be replaced to the right-of-way/property line. Looping this water main system will likely require open digging a portion 9th avenue and the intersections with 2nd Street and 3rd Street. Based on City knowledge of the site, there will likely be a need for ledge rock removal in order to install a new water main loop along 9th avenue. New water main fittings will be provided for services and mains to ensure leak proof joints and to provide reliable use for City maintenance staff. Existing hydrants will be replaced, and additional hydrants will be added as necessary by Public Works, local fire department, and the Department of Health standards. The proposed water main will be a minimum of 8-inch diameter High Density Polyethylene (HDPE), similar to other recently constructed water mains within the City of Proctor.

2.2.2 Sanitary Sewer

The City of Proctor has been using a sanitary sewer televising and jet vac cleaning map to annually inspect portions of the City's sanitary collection system as part of the WLSSD I&I program. This routine has helped the City to determine and prioritize which sections of the sanitary sewer collection system are in need of repairs/replacements. The City then used this data to help create the sanitary sewer section of the 2019 CIP.

Based on these City provided records and the 2019 CIP, the existing sanitary sewer mains in the project area consist of 6-inch vitrified clay piping (VCP) from 9th Avenue to 7th Avenue and Polyvinyl Chloride (PVC) piping from 7th Avenue to 5th Avenue. The clay pipes are estimated to be much older than the 1980s, while the PVC pipes were recorded to have been installed in 1986. Portions of the sanitary mains along 2nd Street have been televised by the City in previous years to try and identify potential I&I issues. Due to the size and condition of the clay pipes, the City was unable to televise the section from 9th Avenue to 7th Avenue. Clay piping often cracks and breaks over time along with joint separation and leaking, putting them in a failing category. Other common issues seen with this style of pipe includes root intrusions, infiltration, offset joints, standing water (often due to pipe sagging), debris build-up, intruding service taps, and pipe fractures. 6-inch diameter sanitary sewer pipes do not meet current Great Lakes – Upper Mississippi River Recommended Standards for Wastewater Facilities, often referred to as Ten States Standards (TSS).

Additionally, as part of the WLSSD I&I program the City has made efforts to document, inspect, and prioritize sanitary manholes in need of rehabilitation. Sanitary manholes along 2nd Street were documented to be in poor conditions with deteriorating rings, chimneys, steps, walls, and inverts. This deterioration has led to I&I within the sanitary structures.

Propose sanitary improvements will include minimum 8-inch diameter PVC mains with watertight gasketed joints meeting the current TSS. The sanitary sewer main along 2nd Street will be replaced entirely along with new PVC stubs and connections to branching mains at existing sanitary intersections. Sanitary services to residential homes will be replaced to the right-of-way/property line. Service replacement will include new watertight PVC wyes with new PVC

service piping and a watertight flexible connection to the existing service pipe at the right-of-way line. New sanitary precast concrete manholes will be installed at intermediate locations to provide for sufficient access for maintenance operations. The manhole located on the west side of 9th Avenue across from the alley between 2nd Street and 1st Street is in very poor condition and is planned to be replaced with the project, along with new piping under 9th Avenue. The manhole at the intersection of 9th Avenue and 3rd Street is also in poor condition and is planned to be replaced along with the sewer main stubs under the intersection.

2.2.3 Storm Sewer

There is currently minimal storm sewer along 2nd Street and there is no storm sewer along 9th Avenue or 3rd Street within the proposed project location.

Along 2nd Street much of the drainage currently flows overland through loosely defined ditches and eventually onto the roadway where the curb and gutter is deteriorating, heaving, and cracking causing drainage issues and low spots along the edges of the roadway. There are two small storm systems in 2nd street. The first system collects water at the intersections of 6th Avenue and 5th Avenue and eventually outlets at Kingsbury Creek between 1st & 2nd Street east of 5th Avenue. The second storm system collects surface waters at 7th Avenue, 8th Avenue, and mid-block between 8th Avenue and 9th Avenue, and then enters a larger storm system which crosses 2nd Street at the mid-block between 8th Avenue and 9th Avenue and heads north between homes and possibly underneath buildings where it eventually enters Kingsbury Creek just north of 5th Street. These two storm sewer systems are in very poor condition with concrete pipes that are cracked and have joint separation issues, and metal pipes that are deformed and are rusting out. These deteriorating pipes are causing roadway issues that can be seen at the surface. The storm catch basin inlet are also in very poor conditions with voids that are causing issues at the road surface. There are many noticeable drainage issues along 2nd Street which could be improved with a storm sewer system upgrade.

2nd street storm sewer will be upgraded with new concrete piping, catch basins spaced appropriately to meet state aid standards and manholes at junction points as needed. The proposed storm sewer system will be sized and designed to meet local and state requirements.

9th Avenue and 3rd street are currently rural road sections with no curb and gutter and no storm sewer. These sections of road within the project area collect drainage overland and sheet flow into a series of loosely defined ditches that eventually drain towards Kingsbury Creek to the north. There are no intentions of adding a storm sewer system to 9th Avenue and 3rd Street currently. These sections of roadway will remain as rural sections with drainage ditches. The project will however better define these ditches with culvert replacement and culvert additions to help move drainage water off the roadway.

The City of Proctor is currently a Municipal Separate Storm Sewer System (MS4) as defined by the Minnesota Pollution Control Agency (MPCA). This requires the City to meet certain design criteria for new construction and reconstruction projects. Based on the amount of proposed post-construction impervious area, it is likely that a stormwater Best Management Practice (BMP) will be required to be constructed with the project as part of the MS4 requirements. The design of this stormwater BMP will occur during the preliminary and final design stages of the project. For this report, the size, location, and type of stormwater BMP has been assumed for cost analysis.

2.2.4 Roadway/Sidewalks/Trails

Soil borings were not conducted for this Feasibility Report, but we do recommend that soil borings are scheduled during the design phase of the project. Soil borings will help identify roadway typical sections that best suit the use of the roadway with the known existing condition of soils underneath. The soil borings will also help to identify locations of ledge rock as there is City knowledge of ledge rock in the vicinity of the project and locations where ledge rock is visible at the surface. The street typical sections shown in this report are based on expected vehicle loading, traffic volumes, and general recommendations for previous projects around this area. A contingency for subgrade excavation will be included in the project if unfavorable or unstable soil conditions are found during construction.

All three road sections within the project location are currently in very poor condition. These segments of roadway have many cracks, dips, potholes, drainage issues, and patches. The roads are all primary traffic routes to and from the school and receive a lot of usage. The high priority rating for these segments of road can be seen in the 2019 CIP report.

2nd Street is proposed to be fully reconstructed from 5th avenue to 9th avenue which includes: removal of all curb and gutter, removal of street section (includes concrete, bituminous, base material), subcut excavation (where needed), street regrading, geotextile fabric and drain tile at the bottom of the street section, select granular borrow material, aggregate base material, new curb and gutter, bituminous pavement, 5-foot sidewalk on the south side of the street behind back of curb, a greenspace boulevard on the north side of the street behind back of curb, and a new 10-foot wide bituminous trail beyond the boulevard. This proposed typical section was determined from previously held 2nd Street Committee meetings run by the City of Proctor.

The majority of 9th Avenue is planned to be resurfaced only. If water main is constructed along the edge of 9th Avenue, there will likely be additional material replaced under the road surface over the utility trench. New sidewalk and curb and gutter will be added to the west side of 9th Avenue from 2nd Street south to the school parking lot entrance to allow for pedestrian connectivity. All road surfaces along 9th avenue from 1st Street to 4th Street will include bituminous pavement removal, grading of base material, and new bituminous pavement.

3rd Street is proposed to be resurfaced from 9th Avenue to Ugstad Road. Resurfacing will include bituminous pavement removal, grading of base material, and new bituminous pavement. The existing pull-off on the south side of the road is planned to be maintained for bus drop-off/pick-up

The existing and proposed street widths and assumed typical sections are listed in the table below and shown on **Exhibit 4**. These street widths and typical sections shown in the table and on the exhibits were determined by the 2nd Street Committee and reviewed by City staff. Note that there will be one sided parking along the south side 2nd Street.

Table 1 – Street Widths

Street	From	To	Existing	Proposed	Right-of-Way	Parking
2 nd Street	5 th Ave.	9 th Ave.	34' F-F		*66'	One side
9 th Avenue	1 st Street	4 th Street	Varies 24' to 28'	24'	*66'	None
3 rd Street	9 th Avenue	Ugstad Rd.	Varies 24' to 44'	28' plus bus pull-off	*66'	Bus pull-off
<p>*Assumed right-of-way width, to be confirmed in design F-F for face of curb to face of curb measurement Other measurements are from edge of pavement to edge of pavement</p>						

2.2.5 Alternative 2 Recommendation

Due to aging and failing underground infrastructure, drainage issues, poor and potentially unsafe road conditions, the WLSSD mandate to reduce I&I, and the current cost for construction, we do recommend the construction of these projects as explained in Alternative 2.

2.3 Alternative 3 – Project Phasing

If the City were to determine that the costs of these projects as described in the Alternative 2 section, are too high to construct all of the proposed improvements at once, the City may elect to split up the projects into different phases. One potential option could be to split the project up by location. This proposed phasing is listed below:

Phase 1:

- 2nd Street utility and roadway reconstruction from 9th Avenue to 5th Avenue

Phase 2:

- 9th Avenue roadway resurfacing from 1st Street to 4th Street
- 9th Avenue water main looping from 1st Street to 3rd Street
- 3rd Street roadway resurfacing from Ugstad Road to 9th Avenue

Based on aging and failing underground infrastructure, drainage issues, poor and potentially unsafe road conditions, the WLSSD mandate to reduce I&I, and the current cost for construction, we recommend Alternative 2. However, if City funding is limited, we would recommend Phase 1 of Alternative 3 to be constructed first and Phase 2 to be constructed later.

3 Trees

There are currently trees located within the right-of-way/boulevard of the project area. It is the recommendation of City staff, City engineer/designer, 2nd Street Committee, and City Council that, if possible, the trees remain in place and are protected during construction wherever feasible. Trees with overhanging branches, utilities next to them, encroaching on sidewalk and curb, and trees with disease will be reviewed and evaluated for removal or pruning. City staff, engineer, and contractor will take precautions to protect trees where feasible. Upon preliminary review, there are several locations where tree removal is required to accommodate construction

of sanitary sewer, storm sewer, water, sidewalks, and streets. Additionally, service line replacement to the right-of-way line will require some tree removal or trimming.

4 Right-of-Way / Easements

As the project proceeds into detailed final design, there may be additional right-of-way, permanent easements, and/or temporary easement needs that may be identified. We will be working with City staff and contacting residents on a case-by-case basis as additional right-of-way, permanent easements, and temporary easement needs arise during the design process.

5 Required Permits and Approvals

- Minnesota Department of Health – Water Main
- Minnesota Pollution Control Agency – Sanitary Sewer Modification Permit
- Minnesota Pollution Control Agency – NPDES General Stormwater Permit
- Wetland impacts – No impacts are currently identified
- District State Aid Engineer Approval – Local Road Improvement Funding
- County Engineer Approval – Project work within county right-of-way

6 Cost Estimates

The costs quoted herein are estimates only. The actual cost of the work would be determined through the public bidding process and a reconciliation of all project related costs. Detailed cost estimates are included in **Appendix A**. The cost estimates include budget amounts for construction cost and project related costs, such as contingency (15 percent), as well as administrative, legal, fiscal, and engineering (23 percent).

The Estimated Project Costs are summarized below (see **Appendix A** for details cost estimates):

2nd Street Estimate Costs (includes misc. sanitary and storm improvements)

Street Improvements	\$1,612,829
Trail Improvements	\$127,699
Sanitary Sewer Improvements	\$434,559
Water Main Improvements	\$672,820
Storm Sewer Improvements	\$641,600
St. Louis County Improvements	\$64,944
Lighting Improvements	<u>\$160,736</u>
Total Estimated Project Cost	\$3,715,187

3rd Street Estimated Costs

Street Improvements	\$165,409
Storm Sewer Improvements	<u>\$26,882</u>
Total Estimated Project Cost	\$192,291

9th Avenue Estimated Costs

Street Improvements	\$250,303
New Sidewalk Improvements	\$28,511
Storm Sewer Improvements	\$26,882
Water Main Improvements	<u>\$228,928</u>
Total Estimated Project Cost	\$573,645

Appendix A provides a breakdown of costs by location so the City can evaluate phasing alternatives if desired. Construction costs will be revised as the project moves forward into the final design phase (Engineer's Estimate).

7 Proposed Assessments and Project Funding

7.1 Proposed Assessments

The Proctor City Council approved an updated special assessment policy in 2019 which uses the front foot method for assessing on a City construction project.

According to the City's current Assessment Policy, this project is planned to use the front foot method for assessment of the street, sanitary sewer, storm sewer, water main improvements, and sidewalks for estimating purposes. The front foot method produces a cost per front foot of a given property abutting the project. It is the total assessable cost divided by the total front footage along the project location. This method will be used to assess all properties abutting the project improvement. The total front footages of the separate locations of the project are listed below.

- 2nd Street = approximately 3,575 feet
- 3rd Street = approximately 1,122 feet
- 9th Avenue = approximately 2,044 feet

The assessment is broken down into a specific assessed percentage depending on the type of improvement per the City's Special Assessment Policy.

Street Reconstruction	30%
Water Main Improvements (Paid for by the PUC)	30%
Sanitary Sewer Improvements	30%
Storm Sewer Improvements	30%
New Sidewalk on developed street	50%

Below shows the specific type of improvement along with the total estimated cost of the improvement, total estimated assessable cost of the improvement, and the estimated front footage cost of the improvement using the total front footage amounts listed above.

7.1.1 2nd Street

Street Improvements - *Includes \$1,250,000 Local Road Improvement Plan (LRIP) grant funds applied towards street cost prior to assessment calculations*

\$1,612,829 Total Cost

\$1,250,000 LRIP Grant Funds
\$362,829 Total Cost after LRIP Grants have been applied
\$108,849 Assessment Total
 $\$108,849 / 3,575 \text{ feet} = \$30.45 \text{ per frontage foot}$

Sanitary Sewer Improvements

\$434,559 Total Cost
\$130,368 Assessment Total
 $\$130,368 / 3,575 \text{ feet} = \$36.47 \text{ per frontage foot}$

Storm Sewer Improvements

\$641,600 Total Cost
\$192,480 Assessment Total
 $\$192,480 / 3,575 \text{ feet} = \$53.84 \text{ per frontage foot}$

Subtotal = \$120.76 per frontage foot (Does not include the PUC portion)

Water Main Improvements (*Paid for by the PUC*)

\$672,820 Total Cost
\$201,846 Assessment Total
 $\$201,846 / 3,575 \text{ feet} = \$56.46 \text{ per frontage foot}$

7.1.2 3rd Street

Street Improvements

\$165,409 Total Cost
\$49,623 Assessment Total
 $\$49,623 / 1,122 \text{ feet} = \$44.23 \text{ per frontage foot}$

Storm Sewer Improvements

\$26,882 Total Cost
\$8,065 Assessment Total
 $\$8,065 / 1,122 \text{ feet} = \$7.19 \text{ per frontage foot}$

Subtotal = \$51.42 per frontage foot

7.1.3 9th Avenue

Street Improvements

\$250,303 Total Cost
\$75,091 Assessment Total
 $\$75,091 / 2,044 \text{ feet} = \$36.74 \text{ per frontage foot}$

Storm Sewer Improvements

\$65,903 Total Cost

\$19,771 Assessment Total

\$19,771 / 2,044 feet = \$9.67 per frontage foot

New Sidewalk on developed street

\$28,511 Total Cost

\$14,256 Assessment Total

\$14,256 / 2,044 feet = \$6.97 per frontage foot

Subtotal = \$53.38 per frontage foot

7.2 Project Funding

This construction project will be paid in full by a combination of funds including, City issued bonds, Proctor Utility Commission funds, state aid Local Road Improvement Project (LRIP) funds, property assessments to benefited properties along the project, and St. Louis County funds.

8 Project Schedule

Task	Date
Present Feasibility Study to Council & Order Public Hearing	August 15, 2022*
Hold Public Hearing/Council Orders Improvement	September 2022*
Begin Final Design, Plans, and Specifications	September 2022
Present Final Plans and Specifications/Council Authorized Advertisement for Bids	February 2023*
Advertising for Bids	March 2023
Bid Opening	April 2023
City Council Awards Bids	April 2023*
Construction	Spring 2023 – Fall 2023
Declare Costs to Assess and Order Assessment Roll/Hearing	Fall/Winter 2023*
Assessment Hearing	Fall/Winter 2023*
Assessments Levied to County	Fall Winter 2023
*Milestones where City Council Actions are required.	

9 Summary and Recommendations

From the results of the feasibility study and preliminary investigations, it can be concluded that:

1. The project is feasible as it relates to general engineering principles, practices, and construction procedures as it has been presented in this report.
2. The project is necessary to maintain the City's infrastructure.
3. The project is cost-effective when all related costs are considered – public and private.

We recommend the following:

1. Accept this feasibility report and order a public hearing to be held as soon as possible.
2. After holding the public hearing, the City council should consider ordering the improvement and authorizing the preparation of plans and specifications.
3. The cost of some of the improvements will be recovered through assessments to the benefitted properties and through various City contributions.

10 Standard of Care

The conclusions and recommendations contained in this report were arrived at in accordance with generally accepted professional engineering practice at this time and location. Other than this, no warranty is implied or intended.

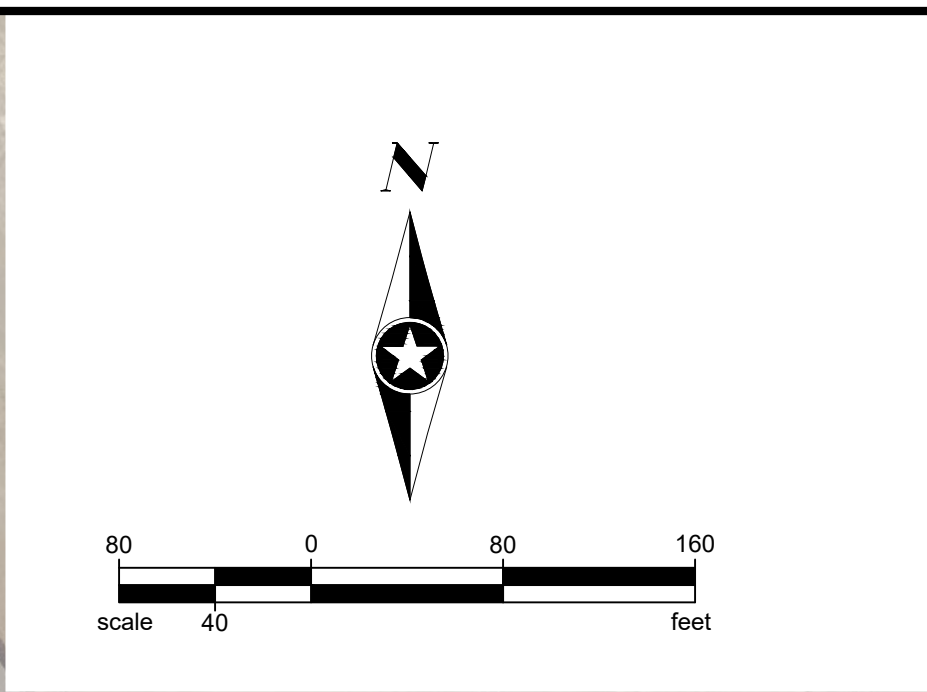
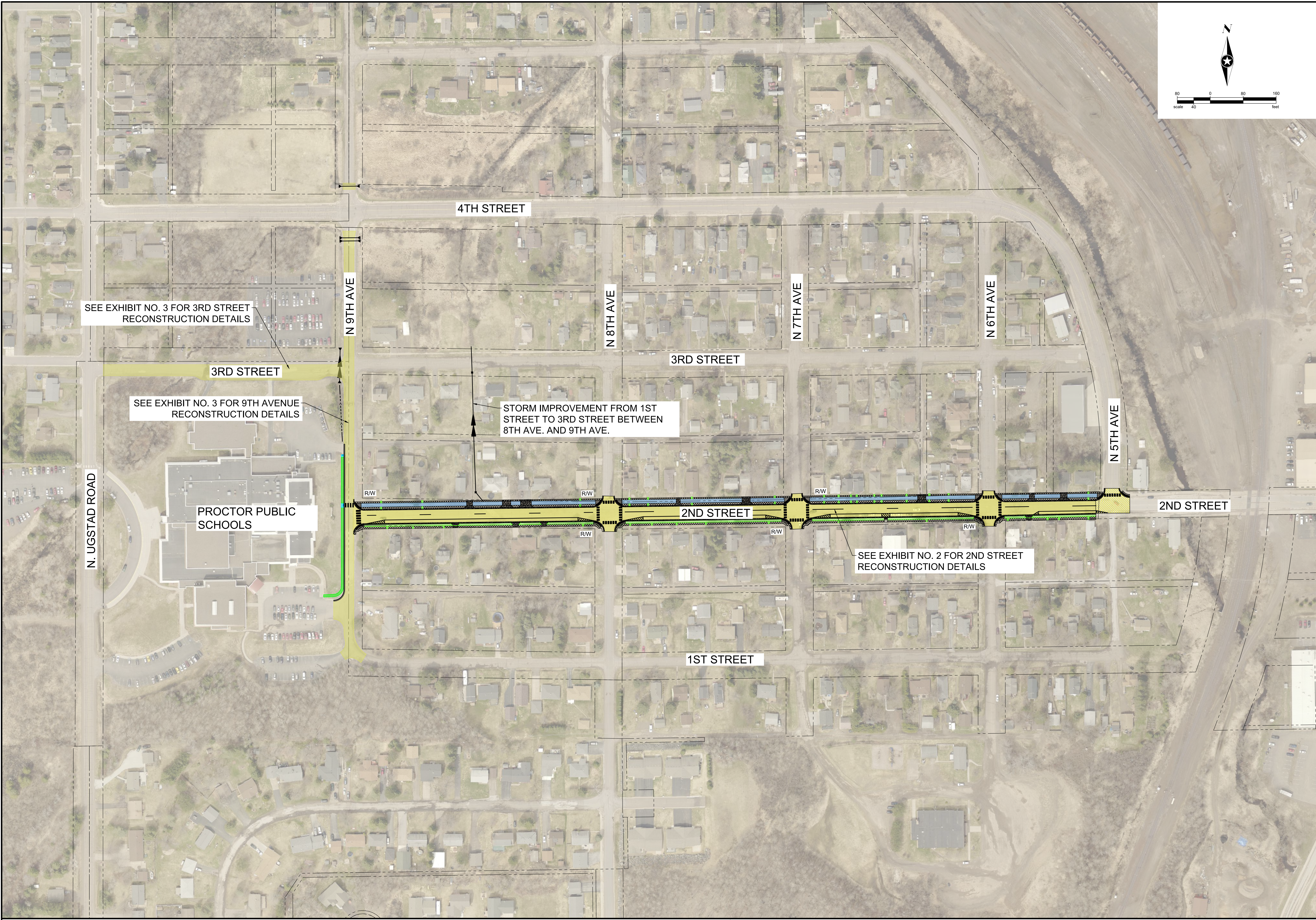
Exhibits

Exhibit 1 – Overall Project Layout

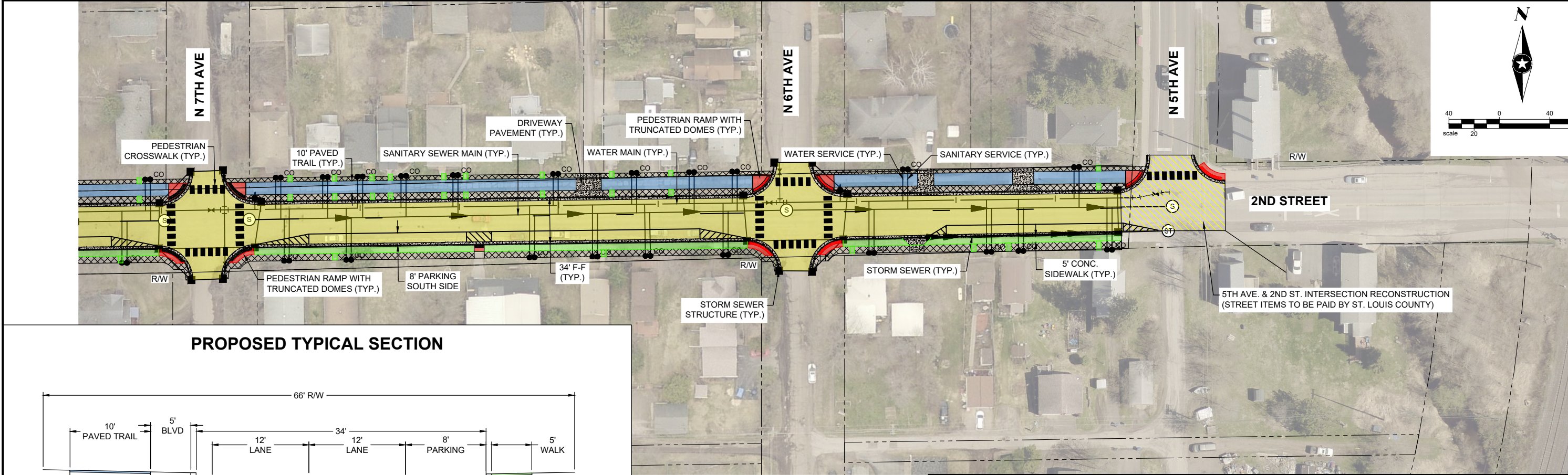
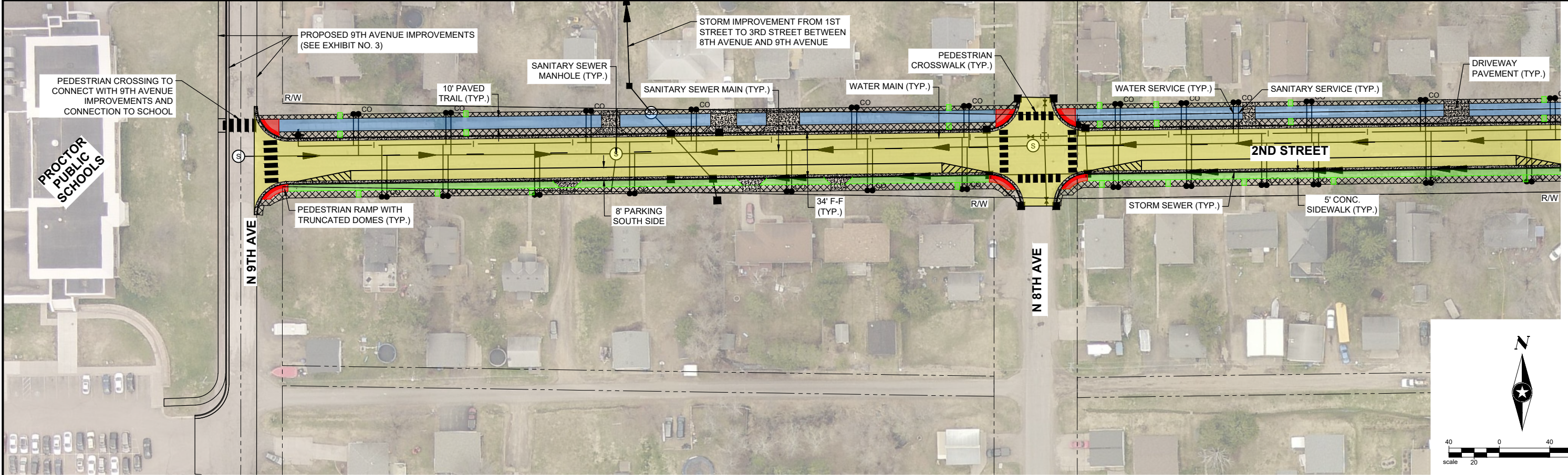
Exhibit 2 – 2nd Street Reconstruction

Exhibit 3 – 3rd Street and 9th Avenue Reconstruction

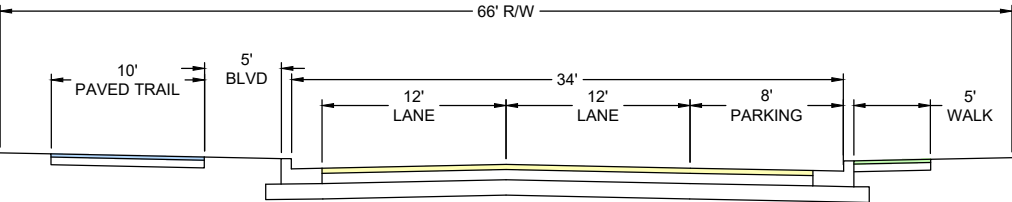
Exhibit 4 – Typical Sections



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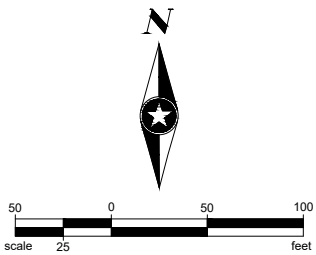
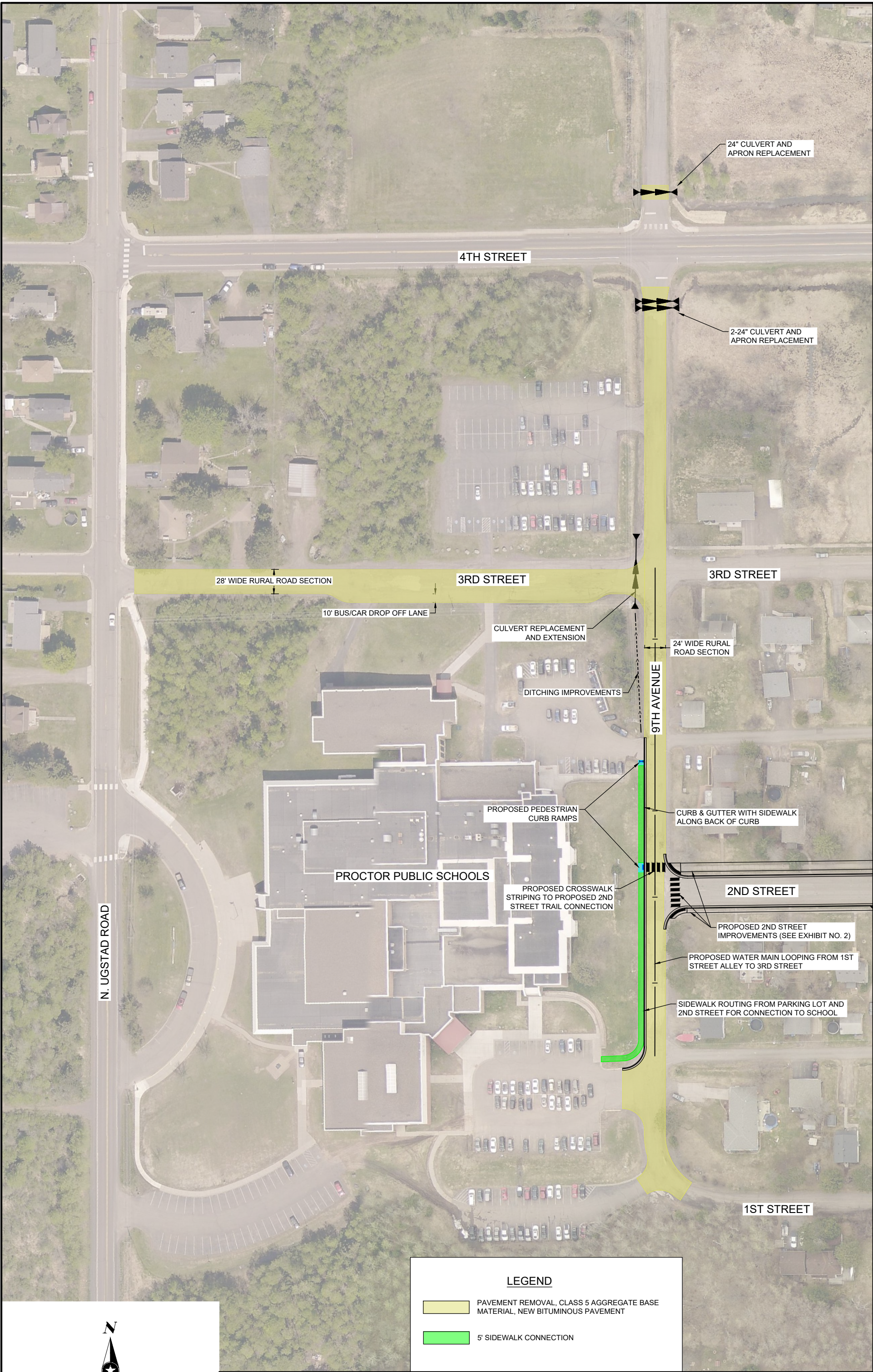


PROPOSED TYPICAL SECTION



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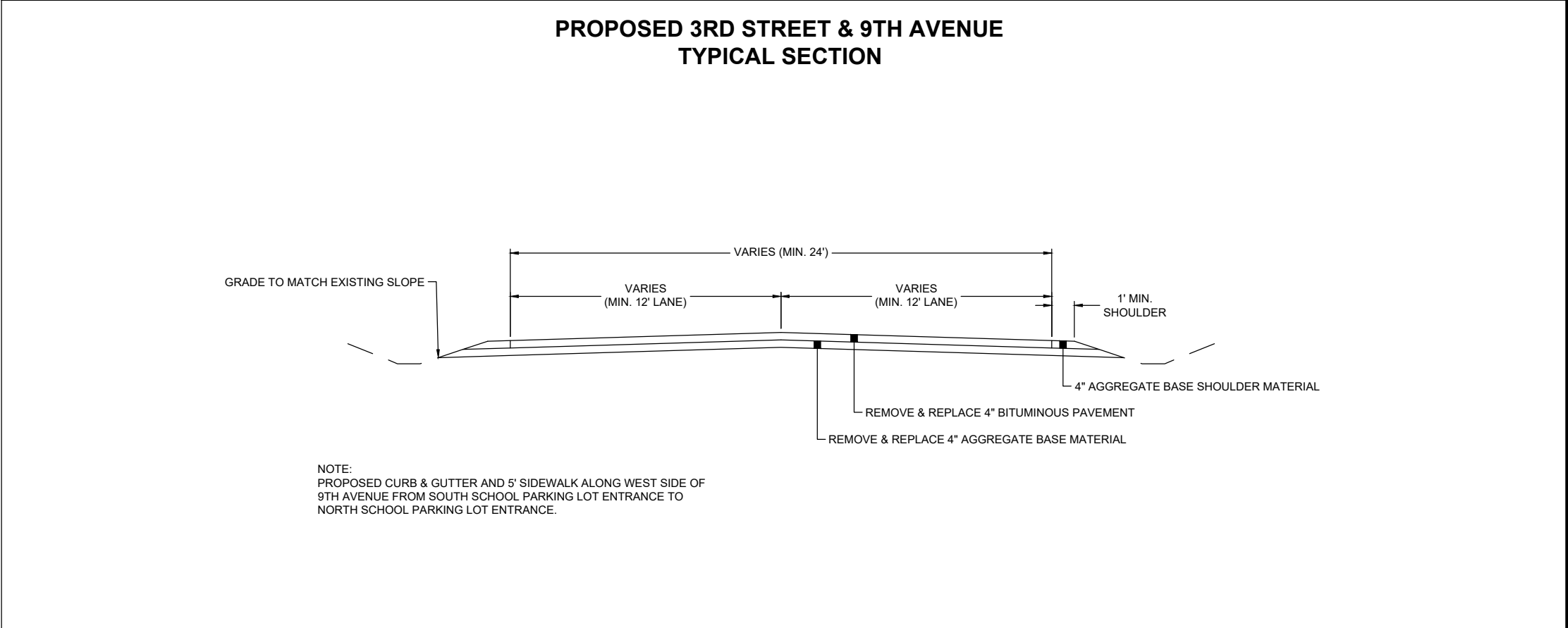
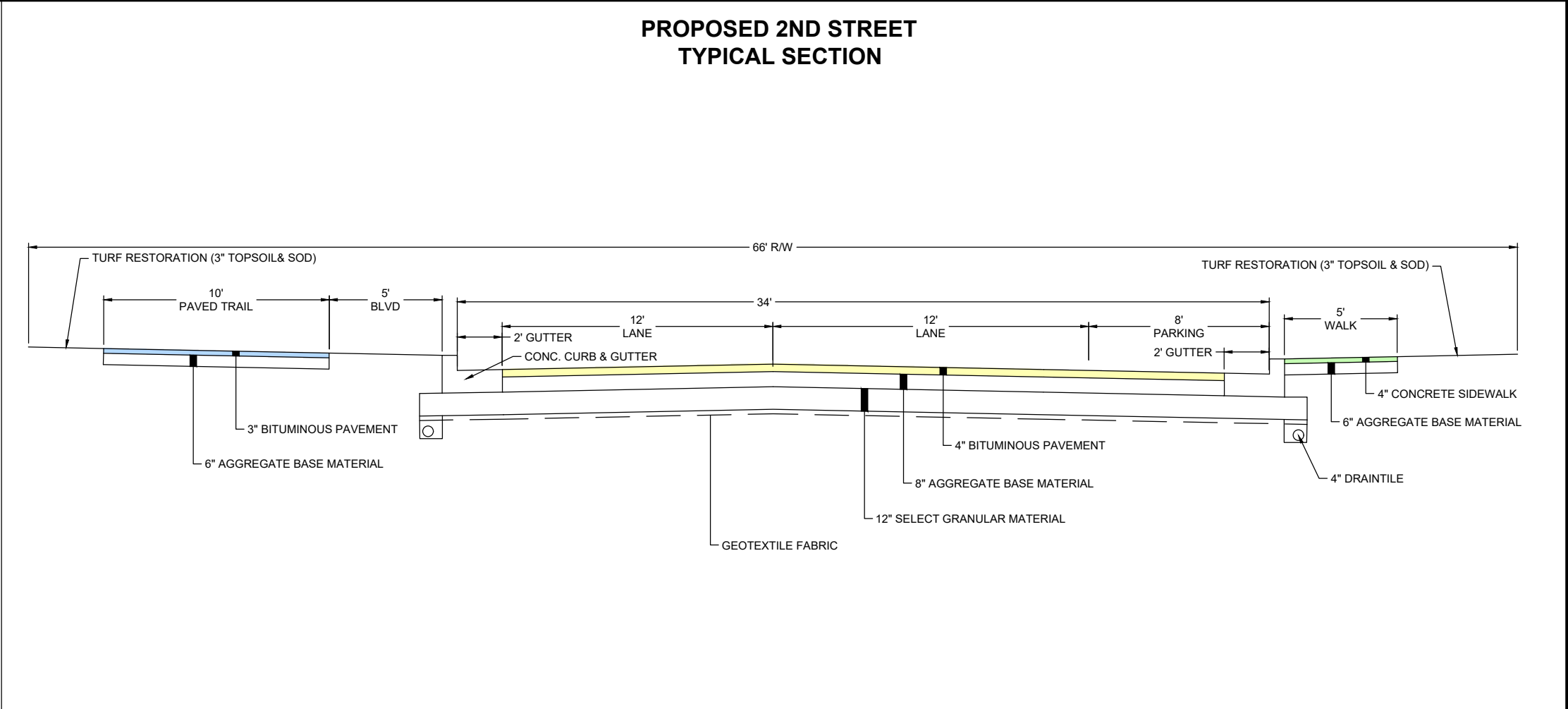
FILE NO.
PROCT 161800

DATE:
8/8/2022

PROCTOR
MINNESOTA

3RD STREET AND 9TH AVENUE
RECONSTRUCTION EXHIBIT
FEASIBILITY STUDY

EXHIBIT
NO. 3



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Appendix A

Cost Summary and Estimates



PRELIMINARY COST ESTIMATE SUMMARY

Proctor 2nd Street Feasibility Study
PROCT 161800
Friday, August 12, 2022

1 -PROJECT COST SUMMARY (LRIP GRANT DOLLARS APPLIED TO CITY PORTION OF COST)

Location	APPROXIMATE TOTAL FRONTAGE LENGTH (FEET)	TOTAL STREET COST	TOTAL SANITARY COST	TOTAL POTABLE WATER COST	TOTAL STORM SEWER COST	TOTAL NEW SIDEWALK COST	TOTAL TRAIL COST	PUC LIGHTING COST	5TH AVE INTERSECTION COST	ASSESSMENT TO PROPERTY OWNERS	APPROXIMATE ASSESSMENT PER FRONT FOOT*	PUC PORTION	CITY PORTION**	SLC PORTION	LRIP GRANT	TOTAL PROJECT COST
2nd Street	3575	\$ 1,612,829.00	\$ 434,559.00	\$ 672,820.00	\$ 641,600.00	\$ -	\$ 127,699.00	\$ 160,736.00	\$ 64,944.00	\$ 806,697.00	\$ 225.65	\$ 362,582.00	\$ 2,480,964.00	\$ 64,944.00	\$ 1,250,000.00	\$ 3,715,187.00
3rd Street	1122	\$ 165,409.00	\$ -	\$ -	\$ 26,882.00	\$ -	\$ -	\$ -	\$ -	\$ 57,687.30	\$ 51.41	\$ -	\$ 134,603.70	\$ -		\$ 192,291.00
9th Avenue	2044	\$ 250,303.00	\$ -	\$ 228,928.00	\$ 65,903.00	\$ 28,511.00	\$ -	\$ -	\$ -	\$ 109,117.30	\$ 53.38	\$ 228,928.00	\$ 235,599.70	\$ -		\$ 573,645.00
TOTALS		\$ 2,028,541.00	\$ 434,559.00	\$ 901,748.00	\$ 734,385.00	\$ 28,511.00	\$ 127,699.00	\$ 160,736.00	\$ 64,944.00	\$ 973,501.60		\$ 591,510.00	\$ 2,851,167.40	\$ 64,944.00	\$1,250,000.00	\$ 4,481,123.00

*Assumes that the city will not assess for the roadway intersections

**Assumes LRIP Grant dollars applied to city portion of cost on 2nd Street

2 - PROJECT COST SUMMARY (LRIP GRANT DOLLARS APPLIED TO STREET COST PRIOR TO ASSESSMENT CALCULATIONS)

Location	APPROXIMATE TOTAL FRONTAGE LENGTH (FEET)	TOTAL STREET COST**	TOTAL SANITARY COST	TOTAL POTABLE WATER COST	TOTAL STORM SEWER COST	TOTAL NEW SIDEWALK COST	TOTAL TRAIL COST	PUC LIGHTING COST	5TH AVE INTERSECTION COST	ASSESSMENT TO PROPERTY OWNERS	APPROXIMATE ASSESSMENT PER FRONT FOOT*	PUC PORTION	CITY PORTION	SLC PORTION	LRIP GRANT	TOTAL PROJECT COST
2nd Street	3575	\$ 362,829.00	\$ 434,559.00	\$ 672,820.00	\$ 641,600.00	\$ -	\$ 127,699.00	\$ 160,736.00	\$ 64,944.00	\$ 431,697.00	\$ 120.75	\$ 362,582.00	\$ 2,855,964.00	\$ 64,944.00	\$ 1,250,000.00	\$ 3,715,187.00
3rd Street	1122	\$ 165,409.00	\$ -	\$ -	\$ 26,882.00	\$ -	\$ -	\$ -	\$ -	\$ 57,687.30	\$ 51.41	\$ -	\$ 134,603.70	\$ -		\$ 192,291.00
9th Avenue	2044	\$ 250,303.00	\$ -	\$ 228,928.00	\$ 65,903.00	\$ 28,511.00	\$ -	\$ -	\$ -	\$ 109,117.30	\$ 53.38	\$ 228,928.00	\$ 235,599.70	\$ -		\$ 573,645.00
TOTALS		\$ 778,541.00	\$ 434,559.00	\$ 901,748.00	\$ 734,385.00	\$ 28,511.00	\$ 127,699.00	\$ 160,736.00	\$ 64,944.00	\$ 598,501.60		\$ 591,510.00	\$ 3,226,167.40	\$ 64,944.00	\$1,250,000.00	\$ 4,481,123.00

*Assumes that the city will not assess for the roadway intersections

**Assumes LRIP Grand dollars are applied to 2nd Street cost prior to assessment calculations

3 - PROJECT COST SUMMARY (LRIP GRANT DOLLARS APPLIED TO STREET COST PRIOR TO ASSESSMENT CALCULATIONS)

Location	APPROXIMATE TOTAL FRONTAGE LENGTH (FEET)	TOTAL STREET COST**	TOTAL SANITARY COST	TOTAL POTABLE WATER COST	TOTAL STORM SEWER COST	TOTAL NEW SIDEWALK COST	TOTAL TRAIL COST	PUC LIGHTING COST	5TH AVE INTERSECTION COST	ASSESSMENT TO PROPERTY OWNERS	APPROXIMATE ASSESSMENT PER FRONT FOOT*	PUC PORTION	CITY PORTION	SLC PORTION	LRIP GRANT	TOTAL PROJECT COST
2nd Street	3143	\$ 362,829.00	\$ 434,559.00	\$ 672,820.00	\$ 641,600.00	\$ -	\$ 127,699.00	\$ 160,736.00	\$ 64,944.00	\$ 431,697.00	\$ 137.35	\$ 362,582.00	\$ 2,855,964.00	\$ 64,944.00	\$ 1,250,000.00	\$ 3,715,187.00
3rd Street	1102	\$ 165,409.00	\$ -	\$ -	\$ 26,882.00	\$ -	\$ -	\$ -	\$ -	\$ 57,687.30	\$ 52.35	\$ -	\$ 134,603.70	\$ -		\$ 192,291.00
9th Avenue	1771	\$ 250,303.00	\$ -	\$ 228,928.00	\$ 65,903.00	\$ 28,511.00	\$ -	\$ -	\$ -	\$ 109,117.30	\$ 61.61	\$ 228,928.00	\$ 235,599.70	\$ -		\$ 573,645.00
TOTALS		\$ 778,541.00	\$ 434,559.00	\$ 901,748.00	\$ 734,385.00	\$ 28,511.00	\$ 127,699.00	\$ 160,736.00	\$ 64,944.00	\$ 598,501.60		\$ 591,510.00	\$ 3,226,167.40	\$ 64,944.00	\$1,250,000.00	\$ 4,481,123.00

*Assumes that the city will assess for the roadway intersections

**Assumes LRIP Grand dollars are applied to 2nd Street cost prior to assessment calculations



Project Name: Proctor 2nd Street Reconstruction
SEH Project No: PROCT 161800
Date: August 10, 2022
Estimator: Tyler Yngsdal, PE (Lic. MN)
Description: Preliminary Opinion of Cost

SITE PREPARATION	UNIT	EST. QUANTITY	UNIT PRICE	STREET	TRAIL	STORM	SANITARY SEWER	POTABLE WATER	LIGHTING	COUNTY	TOTAL AMOUNT
CLEAR AND GRUB	TREE	50	\$ 600.00	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
SILT FENCE	LIN FT	4000	\$ 5.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
REMOVALS	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT	TRAIL	STORM	SANITARY SEWER	POTABLE WATER	LIGHTING	COUNTY	TOTAL AMOUNT
REMOVE WATERMAIN	LIN FT	1905	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ 19,050.00	\$ -	\$ -	\$ 19,050.00
REMOVE SANITARY SEWER	LIN FT	1830	\$ 10.00	\$ -	\$ -	\$ -	\$ 18,300.00	\$ -	\$ -	\$ -	\$ 18,300.00
REMOVE STORM SEWER	LIN FT	1275	\$ 10.00	\$ -	\$ -	\$ 12,750.00	\$ -	\$ -	\$ -	\$ -	\$ 12,750.00
REMOVE WATER SERVICE	EACH	46	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ 11,500.00	\$ -	\$ -	\$ 11,500.00
REMOVE SANITARY SERVICE	EACH	46	\$ 250.00	\$ -	\$ -	\$ -	\$ 11,500.00	\$ -	\$ -	\$ -	\$ 11,500.00
REMOVE CONCRETE ROADWAY PAVEMENT	SQ FT	65350	\$ 1.00	\$ 65,350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,350.00
REMOVE BITUMINOUS PAVEMENT	SQ FT	65350	\$ 0.50	\$ 32,675.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,675.00
REMOVE CONCRETE SIDEWALK	SQ FT	16400	\$ 1.00	\$ 16,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,400.00
REMOVE DRIVEWAY PAVEMENT	SQ FT	1600	\$ 2.00	\$ 3,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00
REMOVE MANHOLE	EACH	13	\$ 500.00	\$ -	\$ -	\$ 3,000.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 6,500.00
REMOVE CATCH BASIN	EACH	15	\$ 450.00	\$ -	\$ -	\$ 6,750.00	\$ -	\$ -	\$ -	\$ -	\$ 6,750.00
REMOVE HYDRANT	EACH	4	\$ 650.00	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ -	\$ -	\$ 2,600.00
REMOVE CONCRETE CURB AND GUTTER	LIN FT	3620	\$ 3.50	\$ 12,670.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,670.00
ROADWAY	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT	TRAIL	STORM	SANITARY SEWER	POTABLE WATER	LIGHTING	COUNTY	TOTAL AMOUNT
COMMON EXCAVATION	CU YD	5500	\$ 15.00	\$ 75,750.00	\$ 6,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,500.00
SUBGRADE EXCAVATION	CU YD	550	\$ 10.00	\$ 5,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500.00
ROCK EXCAVATION	CU YD	100	\$ 200.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
BITUMINOUS WEAR	TON	850	\$ 120.00	\$ 102,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,000.00
BITUMINOUS NON-WEAR	TON	850	\$ 115.00	\$ 97,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,750.00
BITUMINOUS TRAIL	TON	300	\$ 125.00	\$ -	\$ 37,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,500.00
AGGREGATE BASE (CL 5)	CU YD	2300	\$ 35.00	\$ 68,600.00	\$ 11,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,500.00
SELECT GRANULAR BORROW	CU YD	2750	\$ 22.00	\$ 60,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,500.00
CURB AND GUTTER (B624)	LIN FT	3680	\$ 25.00	\$ 92,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,000.00
DRAIN TILE	LIN FT	3680	\$ 15.00	\$ 55,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,200.00
GEOTEXTILE FABRIC	SQ YD	8200	\$ 2.50	\$ 20,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,500.00
4" CONCRETE SIDEWALK	SQ FT	8400	\$ 7.00	\$ 58,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,800.00
STREET LIGHTS	EACH	9	\$ 11,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,000.00	\$ -	\$ 99,000.00
PEDESTRIAN RAMP	EACH	17	\$ 2,500.00	\$ 20,000.00	\$ 22,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,500.00
DRIVEWAY PAVEMENT	SQ YD	391	\$ 70.00	\$ 27,370.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,370.00
5TH AVE. INTERSECTION	LUMP SUM	1	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00
CONCRETE STEPS	EACH	25	\$ 1,500.00	\$ 37,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,500.00
SANITARY SEWER COLLECTION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT	TRAIL	STORM	SANITARY SEWER	POTABLE WATER	LIGHTING	COUNTY	TOTAL AMOUNT
8" SANITARY MAIN	LIN FT	1890	\$ 65.00	\$ -	\$ -	\$ -	\$ 122,850.00	\$ -	\$ -	\$ -	\$ 122,850.00
SANITARY SEWER MH	EACH	7	\$ 5,500.00	\$ -	\$ -	\$ -	\$ 38,500.00	\$ -	\$ -	\$ -	\$ 38,500.00
SANITARY SEWER SERVICE	EACH	46	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 69,000.00	\$ -	\$ -	\$ -	\$ 69,000.00
CONNECT TO EXISING MAIN	EACH	4	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00
POTABLE WATER DISTRIBUTION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT	TRAIL	STORM	SANITARY SEWER	POTABLE WATER	LIGHTING	COUNTY	TOTAL AMOUNT
8" WATERMAIN	LIN FT	1280	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ 96,000.00	\$ -	\$ -	\$ 96,000.00
10" WATERMAIN	LIN FT	750	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 63,750.00	\$ -	\$ -	\$ 63,750.00
CONNECT TO EXISTING MAIN	EACH	7	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00	\$ -	\$ -	\$ 14,000.00
HYDRANT ASSEMBLY	EACH	4	\$ 10,500.00	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00	\$ -	\$ -	\$ 42,000.00
WATER SERVICE	EACH	46	\$ 2,250.00	\$ -	\$ -	\$ -	\$ -	\$ 103,500.00	\$ -	\$ -	\$ 103,500.00
TEMPORARY WATER SERVICE	LUMP SUM	1	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
8" GATE VALVE	EACH	7	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00	\$ -	\$ -	\$ 28,000.00
10" GATE VALVE	EACH	2	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00
STORM SEWER COLLECTION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT	TRAIL	STORM	SANITARY SEWER	POTABLE WATER	LIGHTING	COUNTY	TOTAL AMOUNT
12" REINFORCED CONC. PIPE	LIN FT	617	\$ 80.00	\$ -	\$ -	\$ 49,360.00	\$ -	\$ -	\$ -	\$ -	\$ 49,360.00
18" REINFORCED CONC. PIPE	LIN FT	636	\$ 90.00	\$ -	\$ -	\$ 57,240.00	\$ -	\$ -	\$ -	\$ -	\$ 57,240.00
24" REINFORCED CONC. PIPE	LIN FT	387	\$ 110.00	\$ -	\$ -	\$ 42,570.00	\$ -	\$ -	\$ -	\$ -	\$ 42,570.00
STORM MANHOLES	EACH	2	\$ 4,500.00	\$ -	\$ -	\$ 9,000.00	\$ -	\$ -	\$ -	\$ -	\$ 9,000.00
CATCH BASINS	EACH	31	\$ 3,500.00	\$ -	\$ -	\$ 108,500.00	\$ -	\$ -	\$ -	\$ -	\$ 108,500.00
SUMP PUMP CONNECTIONS	EACH	46	\$ 1,000.00	\$ -	\$ -	\$ 46,000.00	\$ -	\$ -	\$ -	\$ -	\$ 46,000.00
STORMWATER TREATMENT SYSTEM	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT	TRAIL	STORM	SANITARY SEWER	POTABLE WATER	LIGHTING	COUNTY	TOTAL AMOUNT
STORM FROM 1ST TO 3RD BETWEEN 8TH & 9TH	LUMP SUM	1	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00
STORM TREATMENT	LUMP SUM	1	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
RESTORATION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT	TRAIL	STORM	SANITARY SEWER	POTABLE WATER	LIGHTING	COUNTY	TOTAL AMOUNT
TOPSOIL BORROW (3" DEPTH)	CU YD	250	\$ 40.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
SOD	SQ YD	2300	\$ 12.00	\$ 27,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,600.00
STREET TREES	EACH	40	\$ 850.00	\$ 34,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000.00
SUB TOTAL				\$ 993,365.00	\$ 78,650.00	\$ 395,170.00	\$ 267,650.00	\$ 414,400.00	\$ 99,000.00	\$ 40,000.00	\$ 2,288,235.00
TRAFFIC CONTROL		1%	\$ 9,934.00	\$ 787.00	\$ 787.00	\$ 2,677.00	\$ 2,677.00	\$ 4,144.00	\$ 990.00	\$ 400.00	\$ 22,884.00
MOBILIZATION		10%	\$ 99,337.00	\$ 7,865.00	\$ 39,517.00	\$ 26,765.00	\$ 41,440.00	\$ 9,900.00	\$ 4,000.00	\$ 228,824.00	\$ 228,824.00
EROSION CONTROL		1%	\$ 9,934.00	\$ 787.00	\$ 787.00	\$ 2,677.00	\$ 2,677.00	\$ 4,144.00	\$ 990.00	\$ 400.00	\$ 22,884.00
MISCELLANEOUS CONSTRUCTION		5%	\$ 49,668.00	\$ 3,933.00	\$ 19,759.00	\$ 13,383.00	\$ 20,720.00	\$ 4,950.00	\$ 2,000.00	\$ 114,413.00	\$ 114,413.00
CONTINGENCIES		15%	\$ 149,005.00	\$ 11,798.00	\$ 59,276.00	\$ 40,148.00	\$ 62,160.00	\$ 14,850.00	\$ 6,000.00	\$ 343,237.00	\$ 343,237.00
TOTAL CONSTRUCTION			\$ 1,311,243.00	\$ 103,820.00	\$ 521,626.00	\$ 353,300.00	\$ 547,008.00	\$ 130,680.00	\$ 52,800.00	\$ 3,020,477.00	\$ 3,020,477.00
CIVIL DESIGN, CONSTRUCTION ADMIN, CONSTRUCTION STAKING		20%	\$ 262,249.00	\$ 20,764.00	\$ 104,325.00	\$ 70,660.00	\$ 109,402.00	\$ 26,136.00	\$ 10,560.00	\$ 604,096.00	\$ 604,096.00
LEGAL, FISCAL, ADMINISTRATIVE, AND OTHER CONSULTANTS (I.E. GEOTECHNICAL, ETC.)		3%	\$ 39,337.00	\$ 3,115.00	\$ 15,649.00	\$ 10,599.00	\$ 16,410.00	\$ 3,920.00	\$ 1,584.00	\$ 90,614.00	\$ 90,614.00
TOTAL PROJECT			\$ 1,612,829.00	\$ 127,699.00	\$ 641,600.00	\$ 434,559.00	\$ 672,820.00	\$ 160,736.00	\$ 64,944.00	\$ 3,715,187.00	\$ 3,715,187.00

LRIP Funding eligible for street improvements \$1,250,000.00

Assumptions:

- Proposed Road section includes 4" bituminous, 8" aggregate base class 5, 12" select granular, geotextile fabric
- Proposed Roadway is 34' wide from face of curb to face of curb, including two thru lanes and one parking lane
- Proposed Trail section included 3" bituminous and 6" aggregate base class 5
- Assumes St. Louis County (SLC) will participate and pay for roadway improvements within county right-of-way
- PUC is paying for 30% assessment for potable water. PUC is paying for all lighting costs
- Water and sanitary sewer services will be replaced from the main to the right-of-way line
- Proposed roadway typical section may change based on findings from geotechnical report recommendations

	STREET**	TRAIL	STORM	SANITARY SEWER	POTABLE WATER	LIGHTING	COUNTY	TOTAL
Assessable percentage	30%	0%	30%	30%	30%	0%	0%	
*Assessable cost	\$ 108,849.00	\$ -	\$ 192,480.00	\$ 130,368.00	\$ 201,846.00	\$ -	\$ -	\$ 431,697.00
City Cost	\$ 253,980.00	\$ 127,699.00	\$ 449,120.00	\$ 304,191.00	\$ 470,974.00	\$ -	\$ -	\$ 1,605,964.00
*PUC Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,736.00	\$ -	\$ 362,582.00
SLC Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,944.00	\$ 64,944.00

*Assessed amount for Potable Water is paid by PUC. PUC cost total shows sum of 30% potable water assessment cost and lighting cost.

**\$1,250,000 LRIP Funds applied to street costs prior to assessment calculations



Project Name: 3rd St. Improvements
SEH Project No: PROCT 161800
Date: August 10, 2022
Estimator: Tyler Yngsdal, PE (Lic. MN)
Description: Preliminary Opinion of Cost

X:\PT\IP\PROCT\161800\4-prelim-dsgn-rpts\Assessment Summary.xlsxSheet1

SITE PREPARATION	UNIT	EST. QUANTITY	UNIT PRICE	STREET	STORM	TOTAL AMOUNT
SILT FENCE	LIN FT	650	\$ 5.00	\$ 3,250.00		\$ 3,250.00
REMOVE BITUMINOUS PAVEMENT	SQ FT	20000	\$ 0.50	\$ 10,000.00		\$ 10,000.00
CULVERT REMOVAL	LIN FT	60	\$ 10.00		\$ 600.00	\$ 600.00
ROADWAY	UNIT	EST. QUANTITY	UNIT PRICE	STREET	STORM	TOTAL AMOUNT
COMMON EXCAVATION	CU YD	250	\$ 15.00	\$ 3,750.00		\$ 3,750.00
BITUMINOUS WEAR	TON	275	\$ 120.00	\$ 33,000.00		\$ 33,000.00
BITUMINOUS NON-WEAR	TON	275	\$ 115.00	\$ 31,625.00		\$ 31,625.00
AGGREGATE BASE (CL 5)	CU YD	250	\$ 35.00	\$ 8,750.00		\$ 8,750.00
STORM SEWER COLLECTION	UNIT	EST. QUANTITY	UNIT PRICE	STREET	STORM	TOTAL AMOUNT
12" RCP CULVERT	LIN FT	80	\$ 80.00		\$ 6,400.00	\$ 6,400.00
12" RCP APRON	EACH	2	\$ 1,000.00		\$ 2,000.00	\$ 2,000.00
RIP RAP CLASS III	CU YD	20	\$ 75.00		\$ 1,500.00	\$ 1,500.00
STORMWATER TREATMENT SYSTEM	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT	AMOUNT	AMOUNT
STORMWATER TREATMENT SYSTEM	LUMP SUM	1	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
SUB TOTAL				\$ 95,375.00	\$ 15,500.00	\$ 110,875.00
TRAFFIC CONTROL			1%	\$ 954.00	\$ 155.00	\$ 1,109.00
MOBILIZATION			15%	\$ 14,306.00	\$ 2,325.00	\$ 16,631.00
EROSION CONTROL & TURF RESTORATION			5%	\$ 4,769.00	\$ 775.00	\$ 5,544.00
MISCELLANEOUS CONSTRUCTION			5%	\$ 4,769.00	\$ 775.00	\$ 5,544.00
CONTINGENCIES			15%	\$ 14,306.00	\$ 2,325.00	\$ 16,631.00
TOTAL CONSTRUCTION				\$ 134,479.00	\$ 21,855.00	\$ 156,334.00
CIVIL DESIGN, CONSTRUCTION ADMIN, CONSTRUCTION STAKING			20%	\$ 26,896.00	\$ 4,371.00	\$ 31,267.00
LEGAL, FISCAL, ADMINISTRATIVE, AND OTHER CONSULTANTS (I.E. GEOTECHNICAL, ETC.)			3%	\$ 4,034.00	\$ 656.00	\$ 4,690.00
TOTAL PROJECT				\$ 165,409.00	\$ 26,882.00	\$ 192,291.00

	STREET	STORM	TOTAL AMOUNT
Assessable Percentage	30%	30%	
Assessable Cost	\$ 49,622.70	\$ 8,064.60	\$ 57,687.30
City Cost	\$ 115,786.30	\$ 18,817.40	\$ 134,603.70

Assumptions:

- 1. Assumes 4" of existing base material is removed from roadway (common ex)
- 2. Road replacement includes 4" new class 5 and 4" of bituminous pavement
- 3. Assumes existing roadway pavement is 4" thick
- 4. Proposed roadway bituminous to be 28' in width plus a 10' wide bus pull off
- 5. Assumes costs associated to stormwater treatment system will cover the portion of 3rd Street work only (not 2nd Street or 9th Avenue)
- 6. Proposed roadway bituminous to be 28' in width plus a 10' wide bus pull off
- 7. Proposed roadway typical section may change based on findings from geotechnical report recommendations



Project Name: 9th Ave Improvements
SEH Project No: PROCT 161800
Date: August 10, 2022
Estimator: Tyler Yngsdal, PE (Lic. MN)
Description: Preliminary Opinion of Cost

SITE PREPARATION	UNIT	EST. QUANTITY	UNIT PRICE	STREET	NEW SIDEWALK	STORM	POTABLE WATER	TOTAL AMOUNT
SILT FENCE	LIN FT	1350	\$ 5.00	\$ 6,750.00				\$ 6,750.00
REMOVE BITUMINOUS PAVEMENT	SQ FT	26500	\$ 0.50	\$ 13,250.00				\$ 13,250.00
CULVERT REMOVAL	LIN FT	150	\$ 10.00			\$ 1,500.00		\$ 1,500.00
ROADWAY	UNIT	EST. QUANTITY	UNIT PRICE	STREET	NEW SIDEWALK	STORM	POTABLE WATER	TOTAL AMOUNT
COMMON EXCAVATION	CU YD	375	\$ 15.00	\$ 5,250.00	\$ 375.00			\$ 5,625.00
ROCK EXCAVATION	CU YD	450	\$ 200.00				\$ 90,000.00	\$ 90,000.00
BITUMINOUS WEAR	TON	370	\$ 120.00	\$ 44,400.00				\$ 44,400.00
BITUMINOUS NON-WEAR	TON	370	\$ 115.00	\$ 42,550.00				\$ 42,550.00
AGGREGATE BASE (CL 5)	CU YD	375	\$ 35.00	\$ 12,250.00	\$ 875.00			\$ 13,125.00
CURB AND GUTTER (B624)	LIN FT	395	\$ 25.00	\$ 9,875.00				\$ 9,875.00
4" CONCRETE SIDEWALK	SQ FT	2170	\$ 7.00		\$ 15,190.00			\$ 15,190.00
PEDESTRIAN RAMP	EACH	2	\$ 2,500.00	\$ 5,000.00				\$ 5,000.00
CONSTRUCT DRAINAGE DITCH	LIN FT	150	\$ 20.00			\$ 3,000.00		\$ 3,000.00
POTABLE WATER DISTRIBUTION	UNIT	EST. QUANTITY	UNIT PRICE	STREET	NEW SIDEWALK	STORM	POTABLE WATER	TOTAL AMOUNT
8" WATERMAIN	LIN FT	560	\$ 75.00				\$ 42,000.00	\$ 42,000.00
STORM SEWER COLLECTION	UNIT	EST. QUANTITY	UNIT PRICE	STREET	NEW SIDEWALK	STORM	POTABLE WATER	TOTAL AMOUNT
24" REINFORCED CONC. PIPE	LIN FT	150	\$ 110.00			\$ 16,500.00		\$ 16,500.00
24" RCP APRON	EACH	6	\$ 1,500.00			\$ 9,000.00		\$ 9,000.00
RIP RAP CLASS III	CU YD	40	\$ 75.00			\$ 3,000.00		\$ 3,000.00
STORMWATER TREATMENT SYSTEM	UNIT	EST. QUANTITY	UNIT PRICE	STREET	NEW SIDEWALK	STORM	POTABLE WATER	TOTAL AMOUNT
STORMWATER TREATMENT SYSTEM	LUMP SUM	1	\$ 10,000.00	\$ 5,000.00		\$ 5,000.00		\$ 10,000.00
SUB TOTAL				\$ 144,325.00	\$ 16,440.00	\$ 38,000.00	\$ 132,000.00	\$ 330,765.00
TRAFFIC CONTROL			1%	\$ 1,443.00	\$ 164.00	\$ 380.00	\$ 1,320.00	\$ 3,307.00
MOBILIZATION			15%	\$ 21,649.00	\$ 2,466.00	\$ 5,700.00	\$ 19,800.00	\$ 49,615.00
EROSION CONTROL & TURF RESTORATION			5%	\$ 7,216.00	\$ 822.00	\$ 1,900.00	\$ 6,600.00	\$ 16,538.00
MISCELLANEOUS CONSTRUCTION			5%	\$ 7,216.00	\$ 822.00	\$ 1,900.00	\$ 6,600.00	\$ 16,538.00
CONTINGENCIES			15%	\$ 21,649.00	\$ 2,466.00	\$ 5,700.00	\$ 19,800.00	\$ 49,615.00
TOTAL CONSTRUCTION				\$ 203,498.00	\$ 23,180.00	\$ 53,580.00	\$ 186,120.00	\$ 466,378.00
CIVIL DESIGN, CONSTRUCTION ADMIN, CONSTRUCTION STAKING			20%	\$ 40,700.00	\$ 4,636.00	\$ 10,716.00	\$ 37,224.00	\$ 93,276.00
LEGAL, FISCAL, ADMINISTRATIVE, AND OTHER CONSULTANTS (I.E. GEOTECHNICAL, ETC.)			3%	\$ 6,105.00	\$ 695.00	\$ 1,607.00	\$ 5,584.00	\$ 13,991.00
TOTAL PROJECT				\$ 250,303.00	\$ 28,511.00	\$ 65,903.00	\$ 228,928.00	\$ 573,645.00

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	STREET	NEW SIDEWALK	STORM	POTABLE WATER	TOTAL AMOUNT
Assessable Percentage	30%	50%	30%		
Assessable Cost	\$ 75,090.90	\$ 14,255.50	\$ 19,770.90		\$ 109,117.30
City Cost	\$ 175,212.10	\$ 14,255.50	\$ 46,132.10		\$ 235,599.70
*PUC Cost				\$ 228,928.00	\$ 228,928.00

*PUC is paying for new water main along 9th Avenue

Assumptions:

- Assumes 4" of existing base material is removed from roadway (common ex)
- Road replacement includes 4" new class 5 and 4" of bituminous pavement
- Assumes existing roadway pavement is 4" thick
- Assumes that this project will be bid with the 2nd street project under the same construction contract
- Assumes costs associated to stormwater treatment system will cover the portion of 9th Avenue work only (not 2nd Street or 3rd Street)
- Proposed roadway bituminous to be 24' in width
- Proposed roadway typical section may change based on findings from geotechnical report recommendations

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Exhibit A-1
to Supplemental Letter Agreement
Between City of Proctor (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated August 10, 2022

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Proctor ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective April 4, 2007, this Supplemental Letter Agreement dated August 10, 2022 further amends the original SLA (dated July 15, 2021) for the 2nd Street Reconstruction project and authorizes adding fee and services as described below.

Client's Authorized Representative: Jessica Rich, City Administrator
Address: 100 Pionk Drive
Proctor, MN 55810
Telephone: 218.624.3641 **email:** jrich@proctormn.gov

Project Manager: Matt Bolf, PE
Address: 418 W Superior St, Ste 200 | PO Box 229
Duluth, MN 55801-0229
Telephone: 218.260.9551 **email:** mbolf@sehinc.com

Scope: The Basic Services to be provided by Consultant:

The City of Proctor recently received a Small Cities Assistance Program grant in the amount of \$51,971 for the design of the reconstruction of 2nd Street from 5th Avenue to 9th Avenue. The reconstruction will include street, utilities, storm sewer, and pedestrian improvements including a trail.

The City previously authorized SEH to complete concept plans and cost estimates for City review. That work is now completed and the City would like to begin the preliminary design, preliminary assessment report, surveys, and geotechnical exploration.

Once the preliminary design is complete and the City Council has approved moving forward, we will provide an updated project scope for final design, grant administration, assessment process and bidding. It is anticipated once bidding is complete, we will provide a final project scope for construction services and project closeout.

Schedule: We are prepared to start work immediately upon receipt of a signed agreement.

Payment: An additional budget of up to \$51,971 will be used to complete the preliminary design and will be billed on an hourly basis.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.

City of Proctor

By: _____
Matt Bolf, PE (Lic. MN, WI)
Title: Principal

By: _____
Title: _____

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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Chad Ward
Mayor

Jess Rich
City Administrator

City of Proctor

You Have A Place In Proctor

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

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

Resolution No. 23-22 Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License

BE IT RESOLVED that the City Council of the City of Proctor hereby certifies that there is no objection to the issuance of a State of Minnesota Charitable Gambling Permit to the Proctor Amateur Hockey Association to conduct a raffle on February 25th, 2023 at the Powerhouse Bar Proctor, Minnesota.

Passed by a majority vote of the Proctor City Council, this 15th day of August 2022.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator



Application for Payment
(Unit Price Contract)
No. 1

Eng. Project No.: PROCT 166073

Location: Proctor, Minnesota

Contractor <u>Veit & Company, Inc.</u>	Contract Date <u>July 7, 2022</u>
<u>14000 Veit Place</u>	
<u>Rogers, MN 55734</u>	Contract Amount <u>\$ 689,978.00</u>

Contract for Sand and Salt Storage Site Work

Application Date <u>8/11/22</u>	For Period Ending <u>8/5/22</u>
---------------------------------	---------------------------------

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
		LUMP				
1	MOBILIZATION	SUM	1	0.5	\$58,800.00	\$29,400.00
2	CLEARING	ACRE	1.2	1.2	7,500.00	\$9,000.00
3	GRUBBING	ACRE	1.2	1.2	3,750.00	\$4,500.00
4	REMOVE CURB AND GUTTER	LIN FT	86		6.50	
5	SAWING BITUMINOUS PAVEMENT	LIN FT	119		2.80	
6	REMOVE BITUMINOUS PAVEMENT	SQ YD	84		3.20	
7	REMOVE CONCRETE SIDEWALK	SQ FT	178		1.00	
8	EXCAVATION - COMMON (P)	CU YD	12380	4952	11.50	\$56,948.00
9	SELECT GRANULAR EMBANKMENT	CU YD	1850		14.30	
10	GEOTEXTILE FABRIC TYPE 5 (P)	SQ YD	3600		2.20	
11	AGGREGATE BASE (CV) CLASS 5	CU YD	965		33.00	
12	TYPE SP 12.5 WEARING COURSE	TON	205		153.00	
13	TYPE SP 12.5 NON WEARING	TON	115		155.00	
14	COARSE FILTER AGGREGATE (LV)	CU YD	10		37.00	
15	STRUCTURE EXCAVATION CLASS	CU YD	100		100.00	
16	12" RC PIPE APRON	EACH	3		2,000.00	
17	4" PERF TP PIPE DRAIN	LIN FT	86		25.00	
18	12" RC PIPE SEWER DESIGN 3006	LIN FT	103		82.00	
19	8"X6" PVC WYE	EACH	1		427.00	
20	SANITARY TRACER BOX	EACH	1		667.00	
21	SANITARY CLEANOUT	EACH	1		897.00	
22	6" PVC SANITARY SERVICE PIPE	LIN FT	30		87.00	
23	8" PVC PIPE SEWER SDR 35	LIN FT	280		78.00	
24	1" CURB STOP AND BOX	EACH	1		1,100.00	
25	1" TAPPING TEE WITH	EACH	1		660.00	
26	HYDRANT ASSEMBLY	EACH	1		11,000.00	
27	CONNECT TO EXISTING WATER	EACH	1		8,300.00	
28	WATER TRACER BOX	EACH	1		670.00	
29	1" HDPE WATER SERVICE SDR 9	LIN FT	34		100.00	
30	8" HDPE WATER MAIN SDR 11	LIN FT	120		114.00	
31	3" POLYSTYRENE INSULATION	SQ YD	40		54.00	
32	CASTING ASSEMBLY	EACH	2		1,200.00	
33	CONNECT TO EXISTING	EACH	2		2,340.00	
34	CONSTRUCT SANITARY MANHOLE	EACH	2		6,300.00	
35	MANHOLE FRAME SEAL	EACH	2		830.00	
36	RANDOM RIPRAP CLASS III	CU YD	65		71.00	


Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
37	4" CONCRETE WALK	SQ FT	178		26.00	
38	CONCRETE CURB AND GUTTER	LIN FT	86		53.00	
39	7" CONCRETE DRIVEWAY	SQ YD	18		286.00	
		LUMP				
40	TRAFFIC CONTROL	SUM	1	0.75	2,800.00	\$2,100.00
		LUMP				
41	STABILIZED CONSTRUCTION EXIT	SUM	1	0.5	1,500.00	\$750.00
42	SILT FENCE, TYPE HI	LIN FT	1816	1816	5.00	\$9,080.00
43	STORM DRAIN INLET PROTECTION	EACH	6		200.00	
44	SEDIMENT CONTROL LOG TYPE	LIN FT	40		11.00	
45	SEDIMENT CONTROL LOG TYPE	LIN FT	176		6.30	
		POUN				
46	FERTILIZER TYPE 4	D	189		2.30	
47	ROLLED EROSION PREVENTION	SQ YD	3950		2.60	
48	SEEDING (P)	ACRE	1.3		115.00	
		POUN				
49	SEED MIXTURE 36-311	D	44		40.00	
50	MULCH MATERIAL TYPE 3	TON	2.5		1,260.00	
		LUMP				
51	CONCRETE FOOTINGS	SUM	1		162,000.00	
	SAND SALT SHED ELECTRICAL	LUMP				
52	AND LIGHTING	SUM	1		30,000.00	
Total Contract Amount						\$111,778.00

Total Contract Amount	\$ <u>689,978.00</u>	Total Amount Earned	\$ <u>111,778.00</u>
		Material Suitably Stored on Site, Not Incorporated into Work	<u> </u>
Contract Change Order No. <u> </u>		Percent Complete <u> </u>	<u> </u>
Contract Change Order No. <u> </u>		Percent Complete <u> </u>	<u> </u>
Contract Change Order No. <u> </u>		Percent Complete <u> </u>	<u> </u>
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>111,778.00</u>
AFP No. 1: <u> </u>	AFP No. 6: <u> </u>	LESS <u>5</u> % RETAINAGE	\$ <u>5,588.90</u>
AFP No. 2: <u> </u>	AFP No. 7: <u> </u>	AMOUNT DUE TO DATE	\$ <u>106,189.10</u>
AFP No. 3: <u> </u>	AFP No. 8: <u> </u>	LESS PREVIOUS APPLICATIONS	\$ <u> </u>
AFP No. 4: <u> </u>	AFP No. 9: <u> </u>	AMOUNT DUE THIS APPLICATION	\$ <u>106,189.10</u>
AFP No. 5: <u> </u>			

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Payment under said contract, Sand and Salt Storage Site Work, Proctor, Minnesota, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

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

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



By Tyler Yngsdal, PE (Lic. MN)

Date 8/11/2022

City of Proctor

By _____

Date _____

Chad Ward
Mayor

City of Proctor

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

Jess Rich
City Administrator

You Have A Place in Proctor

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

Date: August 10, 2022
To: Proctor City Council
From: Administrator Rich
Re: Softball Field #1 Ownership

The City and Proctor School jointly own and maintain the facility and programming on what is known and referred to as Softball Field No. 1. As indicated in Attachment A, the infield is owned by ISD 704 and the outfield by the City of Proctor. Use of the fields is as follows:

Use

- Proctor School uses and coordinates use/schedules on Field No. 1 from spring (as conditions permit) to June 1st.
- Proctor girls' youth softball uses both Field No.1 as much as they can in the spring working around the school's schedule.
- The city coordinates use, with school input, Field No. 1 from June 1st to fall.

Current Verbal Maintenance Agreement with Proctor School

Preparation and Maintenance: The school preps and maintains both fields until the end of high school softball. Prepping includes dragging the fields, painting the outfield lines as needed, and chalking the infield for both high school and youth softball use. The city takes over this maintenance on both fields from June 1st on.

Fencing: About 10-15 years ago, the city started fence installation. LaLonde reports fence installation is difficult at the beginning of the season and takes 3-4 city staff members to complete. Spring conditions are not ideal for fence installation on Field No. 1, as the ground needs be almost thawed to allow for the fence posts to go into the ground stake pockets. In addition, the street/park crew have to dismantle and re-install for certain softball tournaments.

Dugout Covers and Sunscreens: The city installs and removes the dugout covers and sunscreens on Field No. 1 which stay up until youth softball is done.

Lawn Maintenance: City park workers mow, weed whip, and spray weeds in and around Field No. 1.

Other considerations which have not been addressed in any formal or verbal agreement.

Garbage: Who is responsible for and during what time of year?

Parking Lot Maintenance: Until this year the city has maintained the parking lot at Field No. 1

Scoreboard: The scoreboard is on city property, the electrical panel is on school property. The electrical panel has heaved badly from frost, it won't survive much longer without repairs. The school is planning to repair the panel this year.

Bleachers: The city has generally done all bleacher repair work - even at Field No. 1.

Other: The city adds aglime as necessary and spreads with city equipment. Previously, the city and the school shared the expense of the aglime. This is not the case anymore.

The city has incurred significant expense (approximately \$57,000) over the last 4 or 5 years in grading, sodding, tree removal and fence repair. ago to have a local landscaper cut the hump out of the infield divide on both fields, grade, and sod. This was done primarily in response to complaints by the high school softball program participants.

There is an exposed rock on the third baseline which is on school property. The school would like to cover the rock and regrade the entire field to appropriate slopes. This would involve work on the outfield. Since it is difficult for the school to use funding on property that is not in their ownership the city would have to participate in the expense of filling and grading the outfield.

Recommendation:

In considering of all the above factors, it is the recommendation of city staff and the parks committee to transfer the outfield (approximately .25 acres) to ISD 704 with the ISD 704 paying for all legal, closing and recording fees.



Resolution No. 26-22

**RESOLUTION REQUESTING INDEPENDENT SCHOOL DISTRICT 704 TO
DELIVER A REAL ESTATE PURCHASE AGREEMENT AND CONVEYANCE
OF REAL PROPERTY BY THE CITY OF PROCTOR TO INDEPENDENT
SCHOOL DISTRICT 704**

WHEREAS, the City of Proctor (“City”) owns real property referred to as Softball Field No. 1 Outfield (The “Parcel”); and

WHEREAS, the City has authority to sell real property as its interests require; and

WHEREAS, the purchaser of the Parcel will be required to enter into a Real Estate Purchase Agreement; and

WHEREAS, the Proctor City Council has duly considered this matter and finds, determines and declares that the sale of the Parcel pursuant to the terms of the Purchase Agreement is in the best interests of the City and its residents.

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

The Mayor and City Clerk are hereby authorized and directed to:

1. To execute the Real Estate Purchase Agreement, subject to approval on any non-substantive changes as are approved by the City Administrator and the City Attorney; and
2. To sell and convey the Parcel, pursuant to the terms of such Real Estate Purchase Agreement, to the purchaser upon completion by the purchaser of all of its duties under said Real Estate Purchase Agreement and;
3. To take any and all actions necessary to effectuate such sale and conveyance, including the execution and delivery to such purchaser of a quit claim deed.

Councilor _____ introduced the foregoing resolution and moved its adoption.

The motion for the adoption of such resolution was seconded by Councilor _____ and, upon a vote being taken thereon, the following voted in favor thereof:

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted on the _____
day of _____ 2022.

Mayor

Attested:

City Clerk

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (3 Characters) = {<>} "600, 700"
Vendor.Vendor type = {<>} "PR"
[Report].Date Paid = 08/15/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ACME TOOLS				
10260619	CUT OFF SAW	08/10/2022	290.99	500-50-510-2210 Operating Supplies
Total ACME TOOLS:			290.99	
AIRFIBER				
31890	INTERNET SERVICE - 5 STATIC IPS	08/01/2022	121.35	100-10-120-3009 Computer Services
Total AIRFIBER:			121.35	
BENTLEYVILLE				
0903740-IN	BENTLEYVILLE SPONSORSHIP	08/03/2022	2,500.00	100-15-115-3040 Advertising
Total BENTLEYVILLE :			2,500.00	
BROCK WHITE COMPANY LLC				
15560373-00	FLOOR DRAIN GRATE FOR SHOP	07/18/2022	91.76	100-30-300-2210 Operating Supplies
Total BROCK WHITE COMPANY LLC :			91.76	
CINTAS				
4126119697	STREET DEPT COVERALLS	07/22/2022	19.80	100-30-300-2217 Clothing
4126119697	CITY HALL MATS, TOWELS, MOPS	07/22/2022	145.81	100-10-130-3000 Professional Services
Total CINTAS :			165.61	
COMPUDYNE INC				
32165615	COMPUTER LEASES	08/03/2022	563.17	100-10-120-3009 Computer Services
425749	OFFICE 365	07/31/2022	344.75	100-10-120-3009 Computer Services
427083	MONTHLY BILLING	08/04/2022	3,108.70	100-10-120-3009 Computer Services
Total COMPUDYNE INC:			4,016.62	
CONSOLIDATED COMMUNICATIONS				
08012022	MONTHLY TELEPHONE	08/01/2022	442.09	100-20-210-3021 Telephone
Total CONSOLIDATED COMMUNICATIONS:			442.09	
ELAN CORPORATE PAYMENT SYSTEMS				
07132022 BLA	BLACKWOODS	07/13/2022	100.00	100-20-210-2210 Operating Supplies
07132022 PRO	PROCTOR PIZZA	07/13/2022	150.00	100-10-120-2210 Operating Supplies
071422	LEMASTERS CLOTHING	08/10/2022	154.99	100-20-210-2217 Clothing
071422 RE	ROGUE EAGLE	07/14/2022	99.49	100-20-210-2210 Operating Supplies
071822	RIEBEL CLOTHING ALLOWANCE	08/10/2022	26.99	100-20-210-2217 Clothing
072022 SPIRIT	SPIRIT VALLEY LAUNDRY	07/20/2022	130.00	100-20-210-2210 Operating Supplies
07262022 DOL	DOLLAR TREE	07/26/2022	13.19	100-20-210-2220 Supplies - Repair & M
072622	DOLLAR TREE	07/26/2022	8.17	100-20-210-2210 Operating Supplies
072622 AMAZ	AMAZON	07/26/2022	19.95	100-20-210-2210 Operating Supplies
072622 PB	PROCTOR BUILDERS	07/26/2022	72.00	100-20-210-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
072622 WALM	WALMART	07/26/2022	103.46	100-20-210-2210 Operating Supplies
0772022 POST	POST BOARD	07/07/2022	91.94	100-20-210-2210 Operating Supplies
111-3449227-9	SLANT SIGNS FAIR AND NNO	07/26/2022	13.53	100-20-210-2205 Office Supplies
113689355358	HEDIN EQUIPMENT	07/05/2022	294.80	100-20-210-2217 Clothing
12787983	PARTS FOR TOILET IN CITY HALL	07/29/2022	126.33	100-10-130-4400 Repairs & Maintenanc
221820004017	TARGET/BREAK ROOM SUPPLIES	07/01/2022	23.66	100-20-210-4430 Miscellaneous
31495	TRAINING	08/10/2022	100.19	100-20-210-3035 Training Expense
382187730964	PROCTOR PIZZA INTERVIEWS	07/06/2022	19.84	100-20-210-3012 Meeting Expense
47784	CARTER ONLINE ARMORERS COURSE	07/01/2022	149.95	100-20-210-3035 Training Expense
79714	AXON RIEBEL TASER CERT COURSE	06/30/2022	375.00	100-20-210-3035 Training Expense
Total ELAN CORPORATE PAYMENT SYSTEMS:			2,073.48	
ELITE TINTING & GRAPHICS				
06841	2017 FORD EXPLORER GRAPHICS	08/03/2022	900.00	100-20-210-4400 Repairs & Maintenanc
06863	NEW SQUAD 2021 DODGE DURANGO	08/03/2022	1,170.00	100-20-210-5540 Vehicle or Heavy Mac
Total ELITE TINTING & GRAPHICS :			2,070.00	
ESSENTIA HEALTH				
07042022	PHYSICAL LEMASTERS	07/04/2022	1,608.00	100-20-210-3005 Medical & Dental Fees
Total ESSENTIA HEALTH :			1,608.00	
FASTER SOLUTIONS				
128981	TOURISM WEBSITE SSL	08/01/2022	150.00	100-15-115-3000 Professional Services
Total FASTER SOLUTIONS :			150.00	
GALLS				
021533279	JEREMY LEMASTER INITIAL UNIFORMS	06/29/2022	441.35	100-20-210-2217 Clothing
Total GALLS :			441.35	
GOPHER STATE ONE-CALL, INC				
2070689	FTP TICKETS	07/31/2022	63.45	500-50-510-3000 Professional Services
Total GOPHER STATE ONE-CALL, INC :			63.45	
GRAND FORKS FIRE EQUIPMENT LLC				
35569	HELMET LIGHTS	07/27/2022	405.65	100-20-220-2214 Safety Items
Total GRAND FORKS FIRE EQUIPMENT LLC:			405.65	
GREAT AMERICA FINANCIAL SERVIC				
32159118	KONICA MINOLTA BIZHUB COPIER AGREEMENT	08/02/2022	200.04	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVIC:			200.04	
GREAT LAKES PIPE SERVICES, INC				
22156	ANNUAL STORM SEWER CLEANING	07/22/2022	4,265.00	500-50-510-3015 Contractor
Total GREAT LAKES PIPE SERVICES, INC:			4,265.00	
GRUSSENDORF NURSERY, INC.				
7.29.22.2	3 YARDS TOPSOIL	07/29/2022	178.81	500-50-510-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total GRUSSENDORF NURSERY, INC. :			178.81	
HARTELS/DBJ DISPOSAL COMPANY				
654313	TRASH REMOVAL SERVICES - CITY OF PROCTOR	07/25/2022	319.95	100-10-130-3084 Refuse Disposal
654313	REFUSE DISPOSAL - STREET DEPT TRASH PICKUP	07/25/2022	182.15	100-30-300-3084 Refuse Disposal
654313	REFUSE DISPOSAL - FIRE HALL RECYCLE PICKUP	07/25/2022	26.50	100-20-220-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY :			528.60	
HEDTKE, SALLY				
8-3-2022	MILEAGE FOR MEETING	08/04/2022	97.69	100-15-115-3012 Meeting Expense
Total HEDTKE, SALLY :			97.69	
KLATTE GOLF MANAGEMENT LLC				
09012022	GOLF MANAGEMENT - INSTALLMENT #2 - 2022	09/01/2022	10,000.00	550-55-550-3000 Professional Services
Total KLATTE GOLF MANAGEMENT LLC:			10,000.00	
MID STATE TRUCK SERVICE				
707327	E2 INJECTOR SENSOR REPLACED	07/20/2022	687.79	100-20-220-4400 Repairs & Maintenanc
Total MID STATE TRUCK SERVICE :			687.79	
MN FIRE SERVICE CERT BOARD				
10428	CERTIFICATION RENEWAL	08/10/2022	225.00	100-20-220-4433 Dues & Subscriptions
Total MN FIRE SERVICE CERT BOARD :			225.00	
MNIT SERVICES				
DV21080425	WAN CHARGES	09/10/2021	101.38	100-20-210-4433 Dues & Subscriptions
DV21090437	WAN CHARGES	10/11/2021	101.38	100-20-210-4433 Dues & Subscriptions
DV21100439	WAN CHARGES	11/09/2021	101.38	100-20-210-4433 Dues & Subscriptions
DV21110438	WAN CHARGES	12/09/2021	101.38	100-20-210-4433 Dues & Subscriptions
DV22010439	WAN CHARGES	02/09/2022	101.38	100-20-210-4433 Dues & Subscriptions
DV22030437	WAN CHARGES	04/11/2022	101.38	100-20-210-4433 Dues & Subscriptions
DV22040437	WAN CHARGES	05/10/2022	101.38	100-20-210-4433 Dues & Subscriptions
DV22070432	MNIT SERVICES	08/10/2022	101.38	100-20-210-4433 Dues & Subscriptions
Total MNIT SERVICES :			811.04	
NAPA AUTO PARTS OF W. DULUTH				
875967	LIGHT BULBS E1 T5	07/29/2022	85.68	100-20-220-2220 Supplies - Repair & M
Total NAPA AUTO PARTS OF W. DULUTH :			85.68	
NORTHLAND FIRE & SAFETY INC				
135305	MAINTENANCE OF FIRE EXTINGUISHERS	07/11/2022	100.00	100-10-130-4400 Repairs & Maintenanc
Total NORTHLAND FIRE & SAFETY INC :			100.00	
NUSS TRUCK & EQUIPMENT				
6150131P	ANTENNA FOR MACK TRUCK	08/01/2022	48.65	100-30-300-2220 Supplies - Repair & M
Total NUSS TRUCK & EQUIPMENT :			48.65	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
PROCTOR BUILDERS				
254097	PACKAGE OF SHIMS	06/30/2022	9.95	100-30-300-2210 Operating Supplies
254668	STREET MISC	07/25/2022	123.23	100-30-300-2210 Operating Supplies
254680	PARK SUPPLIES	07/25/2022	147.08	100-40-410-2210 Operating Supplies
254702	CHALK REEL	07/25/2022	10.49	100-30-300-2210 Operating Supplies
255141	AIR LINE FOR LADDER 1	08/09/2022	50.00	100-20-220-2220 Supplies - Repair & M
Total PROCTOR BUILDERS :			340.75	
PROCTOR JOURNAL				
36378	ELECTION NOTICE - VOTING EQUIP TEST	08/04/2022	24.13	100-10-140-3052 General Notices & Pu
36379	JOURNAL ADS HOGHEAD	08/04/2022	600.00	100-15-115-3040 Advertising
36403	CITY COUNCIL MINUTES 07.18.22	08/11/2022	133.28	100-10-110-3052 General Notices & Pub
Total PROCTOR JOURNAL :			757.41	
PUBLIC UTILITIES COMMISSION				
1016550000 07	UTILITIES - BDRY AVE & I35 LIFT STATION	07/21/2022	68.16	500-50-510-3080 Utilities
1108100000 07	UTILITIES - CITY HALL	07/21/2022	2,312.10	100-10-130-3080 Utilities
1108200000 07	UTILITIES - CITY GARAGE	07/15/2022	239.96	100-30-300-3080 Utilities
1108850000 07	UTILITIES - CONCESSION STAND #2	07/29/2022	25.14	100-40-410-3080 Utilities
1112360000 07	UTILITIES - ALMAC DR LIFT STATION	07/15/2022	22.68	500-50-510-3080 Utilities
127050000 072	UTILITIES - 225 FIFTH AVE - FIRE DEPT	07/25/2022	68.72	100-20-220-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			2,736.76	
RASMUSSEN CLEANING SERVICE LLC				
000227	CLEANING SERVICES	08/08/2022	3,575.00	100-10-130-3000 Professional Services
Total RASMUSSEN CLEANING SERVICE LLC:			3,575.00	
REDROCK PRECAST				
POS554	20' X 10' CULVERT	08/01/2022	205.00	500-50-510-2220 Supplies - Repair & M
Total REDROCK PRECAST:			205.00	
RICH CUISINE				
249334	NATIONAL NIGHT OUT	07/27/2022	540.08	100-10-110-3094 Council Approved from
Total RICH CUISINE:			540.08	
SHRED N GO INC				
138188	SHREDDING SERVICES	08/12/2022	114.08	100-10-120-3000 Professional Services
Total SHRED N GO INC :			114.08	
USA TOWING & RECOVERY				
2260	2017 FORD POLICE BATTERY	08/01/2022	189.99	100-10-130-4400 Repairs & Maintenanc
Total USA TOWING & RECOVERY:			189.99	
VC3				
CW76331	IT SERVICES	08/10/2022	235.97	100-20-210-3009 Computer Services
CW76642	AGREEMENT MITEL PHONE SUPPORT	08/01/2022	230.00	100-10-120-3021 Telephone
cw76734	IT SERVICES	08/10/2022	451.35	100-20-210-3009 Computer Services
CW76788	IT SERVICES	08/10/2022	568.75	100-20-210-3009 Computer Services
CW76802	IT SERVICES	08/10/2022	131.26	100-20-210-3009 Computer Services

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
CW76857	IT SERVICES	08/10/2022	525.00	100-20-210-3009 Computer Services
Total VC3:			2,142.33	
WEX BANK				
82950904	FUEL - FIRE DEPT	08/07/2022	508.96	100-20-220-2212 Fuels & Lubricants
82950904	FUEL - PUC	08/07/2022	351.34	700-71-720-2212 Fuels & Lubricants
82950904	FUEL - STREET DEPT	08/07/2022	1,673.14	100-30-300-2212 Fuels & Lubricants
Total WEX BANK:			2,533.44	
ZIEGLER, INC.				
7246600	PM SERVICE LEVEL 4 ON LOADER	07/28/2022	3,053.55	100-30-300-4400 Repairs & Maintenanc
Total ZIEGLER, INC. :			3,053.55	
Grand Totals:			47,857.04	

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 = 08/15/2022

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

[Report].Date Paid = 08/15/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AMERICAN BOTTLING COMPANY				
3313225246	SODA	08/08/2022	107.90	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			107.90	
ARTISAN BEER COMPANY				
3550793	BEER	07/29/2022	738.70	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			738.70	
BELLBOY CORPORATION				
0105523900	DELIVERY	07/27/2022	6.00	600-60-600-3033 Freight & Express
0105523900	LIQUOR	07/27/2022	297.25	600-60-600-2251 Liquor Purchases
0105540000	SUPPLIES	08/02/2022	27.50	600-60-600-2258 Misc Merchandise
Total BELLBOY CORPORATION :			275.75	
BERNICK S PEPSI				
843609	BEER	08/03/2022	16.53	600-60-600-2252 Beer Purchases
843610	BEER	08/03/2022	6,375.10	600-60-600-2252 Beer Purchases
843611	BEER	08/03/2022	88.50	600-60-600-2252 Beer Purchases
844596	SODA	08/10/2022	16.53	600-60-600-2254 Soft Drinks & Mix
844597	BEER	08/10/2022	184.86	600-60-600-2252 Beer Purchases
844598	BEER	08/10/2022	5,022.95	600-60-600-2252 Beer Purchases
Total BERNICK S PEPSI :			11,124.69	
BREAKTHRU BEVERAGE				
345154015	LIQUOR	08/04/2022	659.79	600-60-600-2251 Liquor Purchases
345154015	SERVICE FEE	08/04/2022	8.17	600-60-600-3033 Freight & Express
345239025	LIQUOR	08/11/2022	2,835.80	600-60-600-2251 Liquor Purchases
345239025	SERVICE FEE	08/11/2022	51.17	600-60-600-3033 Freight & Express
409972500	LIQUOR	08/01/2022	18.00	600-60-600-2251 Liquor Purchases
409972500	SERVICE FEE	08/01/2022	1.85	600-60-600-3033 Freight & Express
Total BREAKTHRU BEVERAGE:			3,535.08	
CINTAS				
4127351206	MATS	08/04/2022	175.63	600-60-600-2210 Operating Supplies
Total CINTAS :			175.63	
COCA COLA BOTTLING CO				
2904674	SODA	08/02/2022	200.75	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO :			200.75	
DAHLHEIMER BEVERAGE				
1627615	BEER	08/01/2022	200.40	600-60-600-2252 Beer Purchases

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 = 08/15/2022

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AMERICAN BOTTLING COMPANY				
3313225246	SODA	08/08/2022	107.90	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			107.90	
ARTISAN BEER COMPANY				
3550793	BEER	07/29/2022	738.70	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			738.70	
BELLBOY CORPORATION				
0105523900	DELIVERY	07/27/2022	6.00	600-60-600-3033 Freight & Express
0105523900	LIQUOR	07/27/2022	297.25	600-60-600-2251 Liquor Purchases
0105540000	SUPPLIES	08/02/2022	27.50	600-60-600-2258 Misc Merchandise
Total BELLBOY CORPORATION :			275.75	
BERNICK S PEPSI				
843609	BEER	08/03/2022	16.53	600-60-600-2252 Beer Purchases
843610	BEER	08/03/2022	6,375.10	600-60-600-2252 Beer Purchases
843611	BEER	08/03/2022	88.50	600-60-600-2252 Beer Purchases
844596	SODA	08/10/2022	16.53	600-60-600-2254 Soft Drinks & Mix
844597	BEER	08/10/2022	184.86	600-60-600-2252 Beer Purchases
844598	BEER	08/10/2022	5,022.95	600-60-600-2252 Beer Purchases
Total BERNICK S PEPSI :			11,124.69	
BREAKTHRU BEVERAGE				
345154015	LIQUOR	08/04/2022	659.79	600-60-600-2251 Liquor Purchases
345154015	SERVICE FEE	08/04/2022	8.17	600-60-600-3033 Freight & Express
345239025	LIQUOR	08/11/2022	2,835.80	600-60-600-2251 Liquor Purchases
345239025	SERVICE FEE	08/11/2022	51.17	600-60-600-3033 Freight & Express
409972500	LIQUOR	08/01/2022	18.00	600-60-600-2251 Liquor Purchases
409972500	SERVICE FEE	08/01/2022	1.85	600-60-600-3033 Freight & Express
Total BREAKTHRU BEVERAGE:			3,535.08	
CINTAS				
4127351206	MATS	08/04/2022	175.63	600-60-600-2210 Operating Supplies
Total CINTAS :			175.63	
COCA COLA BOTTLING CO				
2904674	SODA	08/02/2022	200.75	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO :			200.75	
DAHLHEIMER BEVERAGE				
1627615	BEER	08/01/2022	200.40	600-60-600-2252 Beer Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total DAHLHEIMER BEVERAGE:			200.40	
GUARDIAN PEST CONTROL, INC				
2383108	PEST CONTROL	07/29/2022	44.77	600-60-600-4406 Pest Control
Total GUARDIAN PEST CONTROL, INC :			44.77	
HARTELS/DBJ DISPOSAL COMPANY				
654313	MOUNTAIN SPIRITS LIQUOR	07/25/2022	167.93	600-60-600-3084 Refuse Disposal
Total HARTELS/DBJ DISPOSAL COMPANY :			167.93	
JOHNSON BROTHERS INC				
2107399	DELIVERY CHARGE	08/03/2022	8.77	600-60-600-3033 Freight & Express
2107399	LIQUOR	08/03/2022	473.97	600-60-600-2251 Liquor Purchases
2107400	WINE	08/03/2022	45.00	600-60-600-2253 Wine Purchases
2107400	DELIVERY CHARGE	08/03/2022	2.10	600-60-600-3033 Freight & Express
2109669	DELIVERY CHARGE	08/05/2022	2.13	600-60-600-3033 Freight & Express
2109669	LIQUOR	08/05/2022	90.00	600-60-600-2251 Liquor Purchases
2109670	DELIVERY CHARGE	08/05/2022	6.39	600-60-600-3033 Freight & Express
2109670	LIQUOR	08/05/2022	177.00	600-60-600-2251 Liquor Purchases
2111976	DELIVERY CHARGE	08/10/2022	21.56	600-60-600-3033 Freight & Express
2111976	LIQUOR	08/10/2022	949.39	600-60-600-2251 Liquor Purchases
2111979	DELIVERY CHARGE	08/10/2022	21.02	600-60-600-3033 Freight & Express
2111979	WINE	08/10/2022	744.00	600-60-600-2253 Wine Purchases
Total JOHNSON BROTHERS INC :			2,541.33	
LAKESHORE ICE				
03-203544	ICE	08/01/2022	143.80	600-60-600-2258 Misc Merchandise
04-203087	ICE	08/12/2022	98.80	600-60-600-2258 Misc Merchandise
05-204043	ICE	08/05/2022	63.00	600-60-600-2258 Misc Merchandise
05-204054	ICE	08/05/2022	139.20	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			444.80	
MICHAUD DISTRIBUTING COMPANY				
369202	BEER	08/01/2022	790.50	600-60-600-2252 Beer Purchases
369202	FUEL SURCHARGE	08/01/2022	3.00	600-60-600-3033 Freight & Express
369442	BEER	08/08/2022	581.30	600-60-600-2252 Beer Purchases
369442	FUEL SURCHARGE	08/08/2022	3.00	600-60-600-3033 Freight & Express
Total MICHAUD DISTRIBUTING COMPANY :			1,377.80	
MINNESOTA MUNICIPAL BEVERAGE				
7-1-22	ANNUAL MMBA DUES	08/03/2022	1,200.00	600-60-600-4433 Dues & Subscriptions
Total MINNESOTA MUNICIPAL BEVERAGE :			1,200.00	
MOOSE LAKE BREWING				
31-021	BEER	08/04/2022	92.00	600-60-600-2252 Beer Purchases
Total MOOSE LAKE BREWING :			92.00	
PHILLIPS WINE & SPIRITS CO.				
6437759	LIQUOR	07/29/2022	1,247.08	600-60-600-2251 Liquor Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
6437759	DELIVERY CHARGE	07/29/2022	16.19	600-60-600-3033 Freight & Express
6437760	DELIVERY	07/29/2022	18.10	600-60-600-3033 Freight & Express
6437760	WINE	07/29/2022	496.00	600-60-600-2253 Wine Purchases
6439619	LIQUOR	08/03/2022	555.35	600-60-600-2251 Liquor Purchases
6439619	DELIVERY CHARGE	08/03/2022	9.94	600-60-600-3033 Freight & Express
6439620	WINE	08/03/2022	263.40	600-60-600-2253 Wine Purchases
6439620	DELIVERY	08/03/2022	14.69	600-60-600-3033 Freight & Express
6441535	LIQUOR	08/05/2022	323.80	600-60-600-2251 Liquor Purchases
6441535	DELIVERY CHARGE	08/05/2022	8.51	600-60-600-3033 Freight & Express
6443276	DELIVERY	08/10/2022	20.07	600-60-600-3033 Freight & Express
6443276	LIQUOR	08/10/2022	1,387.94	600-60-600-2251 Liquor Purchases
6443277	LIQUOR	08/10/2022	284.51	600-60-600-2251 Liquor Purchases
6443277	DELIVERY CHARGE	08/10/2022	10.50	600-60-600-3033 Freight & Express
6443278	DELIVERY	08/10/2022	2.10	600-60-600-3033 Freight & Express
6443278	MIX	08/10/2022	52.00	600-60-600-2254 Soft Drinks & Mix
Total PHILLIPS WINE & SPIRITS CO. :			4,710.18	
PROCTOR JOURNAL				
36367	NEWS STAND SALES	07/28/2022	10.16	600-60-600-2258 Misc Merchandise
Total PROCTOR JOURNAL :			10.16	
PUBLIC UTILITIES COMMISSION				
1016900000 07	UTILITIES - MT SPIRITS	07/21/2022	690.22	600-60-600-3080 Utilities
Total PUBLIC UTILITIES COMMISSION :			690.22	
RED BULL				
2002709635	RED BULL	08/01/2022	177.65	600-60-600-2254 Soft Drinks & Mix
Total RED BULL :			177.65	
SOUTHERN WINE & SPIRITS				
2240550	LIQUOR	07/29/2022	1,006.05	600-60-600-2251 Liquor Purchases
2240550	DELIVERY CHARGE	07/29/2022	21.52	600-60-600-3033 Freight & Express
2243281	DELIVERY	08/05/2022	36.89	600-60-600-3033 Freight & Express
2243281	LIQUOR	08/05/2022	2,313.30	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			3,377.76	
SUPERIOR BEVERAGE (MN)				
20023717	BEER	07/29/2022	1,548.05	600-60-600-2252 Beer Purchases
20023851	BEER	08/02/2022	590.45	600-60-600-2252 Beer Purchases
20023851	FREIGHT	08/02/2022	4.00	600-60-600-3033 Freight & Express
20024149	BEER	08/05/2022	799.65	600-60-600-2252 Beer Purchases
20024149	FREIGHT	08/05/2022	4.00	600-60-600-3033 Freight & Express
20024311	FREIGHT	08/09/2022	4.00	600-60-600-3033 Freight & Express
20024311	BEER	08/09/2022	2,613.95	600-60-600-2252 Beer Purchases
Total SUPERIOR BEVERAGE (MN) :			5,564.10	
VINOCOPIA				
0309754-in	LIQUOR	08/03/2022	108.25	600-60-600-2251 Liquor Purchases
0309754-in	DELIVERY	08/03/2022	2.50	600-60-600-3033 Freight & Express
0310217-in	WINE	08/10/2022	331.99	600-60-600-2253 Wine Purchases
0310217-in	LIQUOR	08/10/2022	10.00	600-60-600-2251 Liquor Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total VINOCOPIA :			452.74	
WINE MERCHANTS				
7390894	FREIGHT	08/10/2022	12.96	600-60-600-3033 Freight & Express
7390894	WINE	08/10/2022	712.00	600-60-600-2253 Wine Purchases
Total WINE MERCHANTS :			724.96	
Grand Totals:			37,935.30	

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 = 08/15/2022