

*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, October 16th, 2023, 6:00 PM  
Council Chambers - Community Activity Center - 100 Pionk Drive

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**OTHERS PRESENT**

**APPROVAL OF MINUTES** City Council Meeting Minutes – October 2<sup>nd</sup>, 2023

**APPROVAL OF AGENDA**

**COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

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

**\*1. COMMUNICATIONS**

- A. PEDDA Minutes
- B. 3<sup>rd</sup> Quarter Financial Report
- C. Payroll Report

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

**\*3. COMMITTEE REPORTS**

**A. CLERK ADVISES COUNCIL**

- B. Blight Update
- C. Kingsbury Creek CN Grant
- D. McHero Hight

**5. UNFINISHED BUSINESS**

- A. City of Proctor Blight Policy

**6. NEW BUSINESS**

- A. Ordinance 01-23: First Reading
- B. Data Practices Policy Amendment
- C. Resolution 37-23: Adopt Electronic Files as Permanent Retention Record
- D. Proctor Area Historical Society – Funding Request
- E. Resignation

F. PEDa RE-Zoning Recommendation

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

**A. Attorney Client Privilege**

**MEMBER CONCERNS**

**Benson:**

**DeWall:**

**Johnson:**

**Rohweder:**

**Ward:**

**City Attorney:**

**BILLS FOR APPROVAL**

General: \$46,928.92

Liquor: \$39,344.74

**TOTAL BILLS FOR APPROVAL: \$86,273.66**

**ADJOURNMENT**

MINUTES OF THE PROCTOR CITY COUNCIL MEETING OCTOBER 2<sup>ND</sup>, 2023

Meeting was streamed live on the Trac 7 YouTube channel.

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

Pledge of Allegiance

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

OTHERS PRESENT: Attorney John Bray, City Administrator Jess Rich, Administrative Assistant Megan Jordan, Police Chief Kent Gaidis, Keith McKenzie, Chris McKenzie, Senator Hauschild

M/S/P: Rohweder/Benson to approve the minutes from Monday, September 18<sup>th</sup>, 2023

M/S/P: Johnson/Ward to approve the minute correction of September 5<sup>th</sup>, 2023:

Addition: M/S/P: Ward/Johnson to schedule a budget working session on Monday, September 11<sup>th</sup>, 2023 at 4:00 pm.

M/S/P: Ward/Johnson to approve the agenda for Monday, October 2<sup>nd</sup>, 2023.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Senator Hauschild presents an update and summary of the current legislative session, goals, and outcomes for the next session.

M/S/P: Rohweder/Ward to approve the consent agenda for Monday, October 2, 2023, pulling item \*1A for discussion.

Kingsbury Creek Restoration Grant

Councilor Benson extends his congratulations to Administrator Rich for receiving the grant.

Administrator Rich states the planning phase only for creek restoration will begin this winter.

**4. Clerk Advises Council**

**A. 2<sup>nd</sup> St Update**

Rain delays have become a slight factor, currently about a week behind the original completion date.

**B. PUC Vacancy**

Approval received from PUD to post the opening and receive applications until November 13<sup>th</sup>, 2023. The opening has been posted on the city's website, the Proctor Journal, and city hall. PUC is expected to have a recommendation for the open seat on the agenda at the second meeting in November.

**C. Trunk or Treat 2023 Update**

City employee availability has designated the event to take place on Halloween. The Proctor PD will be hosting the event at scheduled intersections around town. Administrator Rich invites council and staff participation with the locations to be announced soon.

D. Ordinance 01-23 ***Draft: Cannabis Use in Public Places***

Proposed addition to city code has been included in the meeting packet. Administrator Rich requests council members to review and provide their comments and suggestions to city staff.

**5. UNFINISHED BUSINESS**

A. City of Proctor Blight Policy

**6. NEW BUSINESS**

A. Resolution 36-23 Raffle Permit

M/S/P: Johnson/DeWall to approve resolution 36-23, granting a permit to Proctor Synergy to hold a raffle on December 22<sup>nd</sup>, 2023 at the Proctor High School gymnasium.

B. 2<sup>nd</sup> St Change Order – Retaining Wall

M/S/P: Rohweder/Ward to approve change order 4 in the amount of \$8,400.00 as submitted.

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

M/S/P: Ward/Johnson to suspend the regular council meeting at 6:23 pm and open a closed session for attorney client privilege.

M/S/P: Rohweder/DeWall to reconvene the regular council meeting at 7:45 pm.

**MEMBER CONCERNS**

Benson: Attended the SRO meeting with the police commission, Senator Hauschild, Sergeant Riebel, and Officer Bradley. Gave a brief synopsis of the well-attended meeting with questions/discussions. Addresses questions to Administrator Rich regarding new laws/trainings, council and/or public safety committee recommendations regarding crosswalk and Narcan administration trainings.

DeWall: None

Johnson: None

Rohweder: None

Mayor Ward: None

Attorney Bray: None

**BILLS FOR APPROVAL:**

General: \$58,316.26

Liquor: \$34,913.76

**TOTAL BILLS FOR APPROVAL: \$93,230.02**

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

M/S/P: DeWall/Ward to adjourn the regular council meeting at 7:53 pm.

Minutes of the Proctor Economic Development Authority Meeting held Tuesday, September 12, 2023, at the Proctor Area Community Center.

Meeting called to order by PEDA Chair Madson at 6:01 p.m.

ROLL CALL: Present: Chair Eric Madson, Commissioner Schwarzbauer, Mayor Chad Ward, and Commissioner Eric Bingaman. Absent: Commissioner Trish Jauhola

OTHERS PRESENT: City Administrator Jess Rich

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (4-0) to approve the August 2023 meeting minutes.

Motion by Commissioner Bingaman, seconded by Commissioner Schwarzbauer and carried (4-0) to approve the agenda.

Chair Madson and Administrator Rich reported on the Senate Investment Committee tour.

Discussion on various projects and economic development opportunities.

#### MEMBER CONCERNS

Chair Madson: None

Commissioner Bingaman: Reported he is working with someone who is interested in building storage units in Proctor.

Mayor Ward: Presented a magazine printed with information on Hermantown. Proctor might consider the same.

Commission Schwarzbauer: None

Commissioner Jauhola: None

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (4-0) to adjourn at 6:48 PM.

Respectfully Submitted: PEDA Secretary, Jess Rich

# City of Proctor

## Payroll Summary by Department

Check Date Range      10/13/2023                      to                      10/13/2023

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	150.00	-	-	-	-
City Admin	9,268.62	-	-	-	-
Finance	3,076.81	-	-	-	-
Police Department	25,232.34	14.00	612.22	-	-
Fire Department	13,693.95	-	-	-	-
Street Department	9,792.48	-	-	-	-
Liquor Store	5,635.84	-	-	-	-
PUC	7,006.79	8.50	330.99	-	-
Committees	250.00	-	-	-	-
Election Judges	-	-	-	-	-
<b>Total</b>	<b>74,106.83</b>	<b>22.50</b>	<b>943.21</b>	-	-

To: City Council  
From: Leslie Brunfelt, Finance Director  
Date: October 16, 2023  
Re: Quarterly Financial Update

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## Finance Highlights

- 2023 Sales tax revenues through July were 8.3% higher than 2022.
- Lodging tax revenues through August were 1.7% higher than last year. In addition, we received the past due amounts from ABVI along with \$4,894 in penalties and interest.
- The liquor store sales are up 1.7% versus last year. Gross Margin through September is 26.5% vs. 26.6% last year and a budget of 27.3%.
- General Fund Receipts
  - \$4,995 Energy Rebate from MN Energy for the new boilers
  - \$17,414 Settlement from Monsanto
  - \$8,600 in donations for Fire Department Thermal Image Cameras
  - Building permits are up 70% from last year and are trending to exceed the budget for the year.
  - Fines are up significantly from last year as well. They were significantly down in 2020 and 2021 and have now rebounded to pre-pandemic levels. This also includes \$2,050 in Fire Department lift assistance at assisted living facilities.
- All in all, General Fund revenues are on track for the year.
- Interest earnings are up \$60,884 over last year and \$70,636 over budget.
- See the expenditure analysis on page four for an explanation of the expenditure variances.

Proctor has received a total of \$330,906.61 in funds from the American Rescue Plan (ARP). The current guidance from the Treasury department allows for awards up to \$10 million to be used to replace lost revenue related to the pandemic. This application allows the City of Proctor to use the funds for the “General Provisions of Government”.

Council has designated funds for the following projects:

1. Fire Department SCBA units - \$21,418, completed
2. Sand Salt Facility -\$200,000, completed
3. Park Improvements \$70,000, pending
4. Sidewalks \$39,488.61, pending

On June 14, 2023 Moody’s issued an updated credit analysis and upgraded the City of Proctor from A1 to Aa3 based on the robust financial position, moderate leverage, and modest fixed costs.

## **Current Economics**

On a National Level, From HilltopSecurities 2023 Q3 Economic Commentary, economic growth has continued to outperform forecasts and has accelerated during the summer months. The U.S. consumer shrugged off dwindling savings and record credit card balances and continued to frustrate policymakers, increasing consumption by +5.8% year-over-year in August. Persistent demand has fostered solid job gains and maintained pressure on wages, which continue to complicate Fed efforts to bring inflation down to its +2% annual target. It appears likely that we will see an additional rate increase of .25% before the end of the year.

Many economists are acknowledging the FOMC may be able to achieve a “soft landing” and avoid a recession as the work to get inflation down. But the US economy may be operating above potential output at present and likely cannot maintain this level of growth.

### **State Budget outlook:**

The State won't update their outlook until November. The monthly reports continue to be positive. As of the February forecast the state had a surplus of \$12.5 billion. In addition, Minnesota's net general fund receipts for fiscal year 2023 are now estimated to be \$529 million or 1.8% higher than projected in the February forecast.

### **National/World outlook:**

The International Monetary Fund (IMF) released their World Economic Outlook in October. They cite stronger than expected US momentum with expected GDP growth in 2023 at 2.1%. Their prediction for 2024 is slowing to 1.5% GDP growth and 1.8% in 2025.

Consumer prices rose 3.7% in the year through September according to the Bureau of Labor Statistics. The Social Security administration announced their annual cost of living increase for 2024 at 3.2%. Significantly lower than the 8.7% in 2023.

### **City of Proctor 2024 Budget:**

The budget process for 2024 is underway. We have certified the proposed levy at 6% increase over last year (\$1.9 million) and set our Truth in Taxation meeting for December 4<sup>th</sup> at 6 p.m. The Finance Director will be adjusting the budget for the change in inflation forecasts and updates based on YTD 2023 actual expenditures. If councilors have questions or concerns related to the 2024 budget, please relay them to the Finance Director so they may be addressed prior to the December 4<sup>th</sup> meeting.



City of Proctor  
Cash Balances  
September 30, 2023

Fund	Current Balance
100 - General Fund	4,087,530
200 - Cable Communications Fund	132,439
300 - Construcion Projects	33,176
400 - Closed Debt Service Funds	151,426
493 - Equip Cert 2012A, Refunding	17,101
494 - 2015 Improvement Refund Bonds	105,574
495 - 2016A Advance Refunding Bonds	147,668
496 - 2018A GO Bonds Almac and 6th S	(4,174)
500 - Sewer Fund	406,648
500 - Sewer Fund	1,886,172
550 - Golf Course Fund	(290,452)
600 - Liquor Fund	213,245
700 - Public Utilities Commission	6,131,179
810 - Proctor BDRHC Fund	13,840
830 - Proctor Economic Development	119,868
850 - Public Safety Capital Equipment	66,852
	<hr/>
	13,151,240
	<hr/>

Cash balances are 7.5% higher than September 2022. City's General Fund cash of \$4.1 million is 139% of the City's General Fund 2023 budget. We are still waiting for the \$500,000 reimbursement grant for the Sand and Salt shed. The City is not projecting any cash flow issues at this time.

City of Proctor  
Select Departmental and Fund Expenditure/Expense Variance Report  
January - September 2023

	<b>2023 Annual Budget</b>	<b>2023 YTD Budget</b>	<b>2023 YTD Actual</b>	<b>Budget Variance over (under)</b>	<b>over (under) %</b>	
General Fund	2,980,789	2,087,063	2,009,221	(77,842)	-4%	
Police	1,245,555	941,423	889,072	(52,351)	-6%	<b>1</b>
Fire	263,332	155,825	134,941	(20,884)	-13%	<b>2</b>
Streets	570,673	395,284	394,530	(755)	0%	
Parks	63,665	52,382	41,619	(10,764)	-21%	<b>3</b>
City Admin	438,932	330,117	298,169	(31,948)	-10%	<b>4</b>
Council/Mayor	132,473	85,072	90,016	4,944	6%	
Legal	50,000	37,500	38,896	1,396	4%	
City Hall	216,160	89,460	121,980	32,520	36%	<b>5</b>
Sewer	525,549	394,161	397,497	3,335	1%	
Liquor Store	1,152,063	864,047	881,899	17,852	2%	<b>6</b>
PEDA	55,000	-	5,833	5,833	0%	

**Explanation of Significant Variances**

- 1 - Wages are slightly lower than budgeted ytd with one officer on active duty military.  
2 - Third quarter wages were not processed by 9/30/2023. This offset the higher maintenance costs of the engines that is \$17K over the annual budget.  
3 - Demolition of concession stand and sign replacement that was covered by insurance.  
4 - Timing of Laserfiche Document Management project. Has begun, but no billing yet.  
5 - Johnson Controls maintenance contract paid for the year in January.  
6 - Cost of goods sold is higher than budgeted and corresponds with higher sales. Credit card fees are also higher than budgeted. We changed providers and budgeted a decrease, however, interchange rates went up at the same time.

Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

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## Ordinance 01-23

### ***Cannabis Use Within Public Property and Public Places***

#### SECTION:

34.30 SCOPE AND INTENT

34.31 DEFINITIONS

34.32 PROHIBITION

34.33 PENALTY

34.34 EFFECTIVE DATE

§ 34.30 SCOPE AND INTENT.

Pursuant to and in recognition of the purpose of Minn. Stat. Chapter 342, as it may be amended from time to time, the City desires to prohibit the use of cannabis flower, cannabis products, lower-potency hemp edibles and hemp-derived consumer products within public property and in public spaces.

§ 34.31 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

(A) *Public place* shall include property that is generally open to or accessible by the public, except on those premises licensed by the State of Minnesota to permit on-site use or consumption.

(B) *Public property* shall include property, real and personal, that is owned, managed, or controlled by the City, including but not limited to: City buildings and all the land thereon, parking lots, parks, golf courses, pathways and trails, and City rights-of-way consisting of both the traveled portion and the abutting boulevard, sidewalks and trails, and any City personal property, such as motor vehicles, City equipment and the like.

(C) *Cannabis flower, cannabis products, lower-potency hemp edibles, and hemp derived consumer products* shall have the meanings as defined in Minn. Stat. § 342.01 (enacted under Minnesota Laws 2023).

§ 34.32 PROHIBITION.

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products within public property or in a public place.

§ 34.33 PENALTY.

A violation of this Section is a petty misdemeanor.

§ 34.34 EFFECTIVE DATE:

This Ordinance shall be in full force and effect from and after its passage and publication according to law.

Adopted by the City Council of the City of Proctor this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Chad Ward, Mayor

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

Chad Ward  
Mayor

# City of Proctor

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Troy R. DeWall  
Rory Johnson  
James Rohweder

Jess Rich  
City Administrator

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Date: October 16<sup>th</sup>, 2023  
To: Proctor City Council  
From: City of Proctor Administrative Assistant, Megan Jordan  
Re: Data Practices Policy Amendment and  
Resolution 37-23: Adopt Electronic Files as Permanent Retention Record

With the recent approval of the Laserfiche software, the City will have the capability to enter, manage, store, and retrieve documents/records electronically. Laserfiche also allows for the proper storage of private and confidential municipal records. As previously mentioned, I have been diligently working over the last three years on the city's data retention and record storage.

Attached is an amendment proposing an addition to the current Data Practices Policy. This section outlines more specific data retention and management procedures. Specifically, I am asking for council approval to adopt electronic files as permanent retention records.

Adoption of electronic files as official records will ensure the integrity of the record, optimize the use of storage space, minimize the cost of retention, and successfully protect any confidential sensitive information.

## Data Practices Policy: Proposed ***Amendment DRAFT***

Proposed Amendments in red.

### Data Retention

#### Existing:

**A.** The City retains and destroys government data pursuant to the General Records Retention Schedule (adopted by the City of Proctor June 25, 1998, attached) for Minnesota Cities as approved and as may be amended from time to time by the Minnesota Records Disposition Panel. The schedule can be located online from the Municipal Clerks and Finance Officers Association of Minnesota at: <http://www.mcfoa.org/> or the Minnesota Historical Society at <http://www.mnhs.org/preserve/records/retentionsched.php>. Any City specific amendments to the schedule will be attached to this policy.

#### **B. Records Management**

The City of Proctor requires records be managed in a systematic and logical manner according to plans developed by the departments that maintain those records, and consistent with applicable law. The City of Proctor is committed to effective records management including meeting legal requirements for record retention and privacy protection, optimizing the use of space, minimizing the cost of record retention, and properly destroying outdated records. The Data Practices Policy applies to all records, regardless of whether they are maintained in paper or electronic formats.

#### Retention and Maintenance of Records

With the adoption of the General Retention Schedule on June 25<sup>th</sup>, 1998, the city has adopted the retention schedule in its entirety for all departments. The City of Proctor requires records be maintained in a consistent and logical manner and be managed so the city:

- A. Meets legal standards for protection, storage, and retrieval.
- B. Protects the privacy of citizens and staff as required by law.
- C. Optimizes the use of space.
- D. Minimizes the cost of record retention; and
- E. Destroys outdated records in an appropriate manner.

#### Electronically Stored Information

Recent years have witnessed growth in the use of electronically stored information (ESI) by the city. The ease with which ESI may be created, the number of places where ESI may be stored, and new rules regarding the use of ESI in litigation, all require that the city manage its ESI effectively, efficiently, and consistent with its legal obligations. Accordingly, utilizing ESI in the development of documents for storage in electronic format shall be deemed to have the same legal effect as the original document reproduced, such that the original document, once reproduced, need not be retained in paper form. Departments shall scan and enter or create productions of all new records and store records in electronic format pursuant to this policy. Further, departments in conjunction with the City Clerk's office shall develop and follow an orderly process for the photographic (scan) or other reproduction of

existing original records for storage in electronic format, and for the disposal and/or destruction of all reproduced original records pursuant to this policy.

#### **Preservation of Records Relevant to Legal Matters**

Any record that is relevant to any pending or anticipated litigation, claim, audit, agency charge, investigation or enforcement action shall be retained at least until final resolution of the matter (and in accordance with the General Retention Schedule). This will include a directive that the relevant unit's normal document destruction policies or protocols temporarily be suspended. Employees who become aware that an investigation or legal proceeding has commenced or is anticipated against their department or unit promptly must notify the Office of the City Attorney so that all records with potential relevance to the investigation or legal proceeding can be preserved as necessary.

#### **Confidentiality Requirement**

Many records subject to record retention requirements contain non-public confidential data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, or are otherwise protected by federal, state, and local statutes, including the Family Educational Rights and privacy Act (FERPA), the Gramm-Leach-Bliley (GLB) Act, and the Health Insurance Portability and Accountability Act (HIPPA). In addition to statutory requirements, any record that contains nonpublic, private and/or confidential data should be treated in accordance with the City's privacy and security policies (see Data Practices Policy).

#### **Disposal and Destruction of Records**

Records determined to be eligible for destruction in accordance with the General Retention Schedule will be disposed of by a document shredding service. The secured shred bin is located at City Hall in the main office. Any questions regarding eligible documents for destruction, retention, and/or disposal can be directed to the records designee of the city.



Minnesota Historical Society  
State Archives Department  
Minnesota History Center  
345 Kellogg Boulevard West  
St. Paul, MN 55102-1906  
(612) 297-4502 Fax: (612) 296-9961

**NOTIFICATION OF ADOPTION  
OF  
CITY GENERAL  
RECORDS RETENTION SCHEDULE**

1. Complete this form and send the original and 2 copies to the Deputy State Archivist at the above address.
2. Destruction of records according to the general schedule is **NOT** permitted until this form is signed by the Minnesota Historical Society.

City  PROCTOR	Telephone (include area code)  (218) 624-3641
Street Address  200 SECOND STREET	City, Zip Code  PROCTOR MN 55810

This is to notify the Minnesota Historical Society that the city named above has officially adopted the Minnesota City General Records Retention Schedule (revised 1994). Cities are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. ("X" the appropriate items.)

☒ The City adopts the entire schedule

☐ The City adopts only the following sections:

☐ Administration

☐ Financial/Accounting

☐ Payroll

☐ Assessing

☐ Fire

☐ Permits & Licenses

☐ Attorney

☐ Health Services

☐ Planning & Zoning

☐ Bonds

☐ Housing and Redevelopment Authority/  
Economic Development Authority

☐ Public Safety - Police

☐ Building Inspections

☐ Human Resources

☐ Public Works

☐ Cemetery

☐ Insurance

☐ Records Management

☐ Contracts/Agreements

☐ Library

☐ Utilities

☐ Courts

☐ Liquor Store

☐ Vital Statistics

☐ Elections

☐ Parks & Recreation

☐ Waste Management

Name/Title of City Official (print)

JOHN M. FOSCHI, CITY ADMINISTRATOR

Signature of City Official

*J. M. Foschi*

Date

6/25/98

The Minnesota Historical Society acknowledges your Notification of Adoption of the City General Records Retention Schedule. You are authorized to retain and dispose of records as indicated on the schedule.

Director or Designee, Minnesota Historical Society

Date

Chad Ward  
Mayor

# City of Proctor

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## Resolution 37-23

### Adopt Electronic Files as Permanent Retention Record

WHEREAS, to comply with the Records Management Statute Minn. Stat. §138.17 it is necessary to adopt a plan for managing governmental records including the proper retention and disposal of municipal records; and

WHEREAS, the Records Management Statute Min. Stat. §138.17 establishes the Records Disposition Panel and requires all government entities to follow an orderly process in disposing of government information; and

WHEREAS, the State of Minnesota has approved for use by all Minnesota Cities the “Minnesota General Records Retention Schedule for Cities”, which provides cities adopting said schedule an orderly method of managing and disposing of municipal records; and

WHEREAS, the City of Proctor has previously adopted the “Minnesota General Records Retention Schedule for Cities” on June 25<sup>th</sup>, 1998; and

WHEREAS, the Minnesota General Records Retention Schedule for Cities is regularly updated; and

WHEREAS, the Minn. Stat. §138.17 and §325L.17 permit retaining electronic records substituted for the original records as a permanent record retention method;

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

1. That the City Council hereby adopts electronic files as a substitute for original hard copy records as the official method of permanent record retention for the City of Proctor, and has, in the updated Data Practices Policy appended hereto, established that photographic or other reproductions of original documents shall be deemed to have the same legal effect as originals.
2. The City Council authorizes and directs all departments of the City to establish and follow an orderly process for the photographic or other reproduction of existing original records for storage in electronic format, and for the disposal and/or destruction of all reproduced original records pursuant to the updated Data Practices Policy appended hereto.
3. The City Council reaffirms its commitment to the use of the “General Records Retention Schedule for Minnesota Cities” as its record retention procedure and authorizes the disposal of existing records by destruction.



Adopted by the City Council of the City of Proctor, dated this 16<sup>th</sup> day of October 2023.

\_\_\_\_\_  
Chad Ward, Mayor

Attest: \_\_\_\_\_  
Jess Rich, City Administrator



10/2/2023

**From:** Jim Schwarzbauer <jschwarzbauer@outlook.com>

**Sent:** Thursday, October 5, 2023 7:30 PM

**To:** Chad Ward <cward@proctormn.gov>; Jessica Rich <jrich@proctormn.gov>

**Subject:** PAHS request for funding

Chad and Jess,

Historical society would like to be included on the next council agenda to request funding support for this fiscal year. I realize budgets have been set for your next year, but we wanted to see what money we would have from our three primary sources of revenue, and you can see we have just over \$5,500 dollars. With an additional \$4,000 we are confident all general expenses will be covered for our fiscal year. We are including a comparison between July 2020 and July 2023 to show how expenditures have increased by \$2,000 and revenue has decreased by \$2000. It also shows you we once owed \$25,125 and now we are debt free thanks to the #225 donor campaign and the City of Proctor forgiving the last \$5,000 of our loan from the city. We are now also ADA Compliant with an elevator thanks in large part to Jan Resberg's efforts in managing the \$85,000 Minnesota Historical Society grant. Finally, and what is most concerning to us, is we once had 4 officers and 5 board members and now we only have 2 officers (Jim and Ann Schwarzbauer) and no board members. We need to focus on membership and not year-round fundraising.

I am also including an attachment on a display we are working on in the basement showing many of the steam-era trains that came through Proctor. These engines are not cheap and is reflected in the nearly \$3,500 decrease in our savings account which we used to buy those engines.

Jim Schwarzbauer

PAHS Treasurer

**PAHS is requesting help from the City of Proctor in the amount of \$4,000 to cover the increasing expenditure costs and decreasing revenue.** The amount will be used to cover our general costs. The savings account will continue to cover additional train expenditures. #225 account will be used to cover promotional costs such as ads in Proctor Journal and laser engraving by Proctor students.

#### **To Date the Revenue Sources FY 2023-24:**

Annual Appeal:	\$2,610
DM&IR Annual Golf:	\$2,100
Rummage Sale:	\$828.57
<b>TOTAL:</b>	<b>\$5,538.57</b>

### **Proctor Area Historical Society (PAHS) Comparison of Changes July 2020 to July 2023**

#### **July 1, 2020**

Checking Account:	\$11,728.75
Saving Account:	\$5,876.54
#225 Account:	\$0
<b>TOTAL AMOUNT:</b>	<b>\$17,605.29</b>
Officers & Board:	4 officers & 5 Board
Debt/Loans:	\$25,125
ADA Compliant:	NO

#### **Expenditures FY 2019-20**

MN. Energy:	\$1,491.00
Proctor Utilities:	\$795.26
Media com	\$864.33
Amendola Storage:	\$960.00
Reliable Agency:	\$1,580.89
Proctor Builders:	\$660.75
Proctor Journal:	\$113.57
Stamps:	\$220.60
Web Site Domain:	\$97.78
Northland Comfort:	\$120.00
Yearbooks:	\$0
Arrowlift—Phone/Service:	\$0
MN. Dept. of Labor:	\$0
<b>TOTAL:</b>	<b>\$6,904.18</b>

#### **Revenue FY 2019-20**

Member Dues:	\$1,755
Hoghead:	\$190.40
Christmas Lights:	\$70.00
Gift Shop:	\$145.00
Donation Jar:	\$239.00
Aluminum Cans:	\$27.60
Proctor Chamber:	\$500.00
Proctor Lions:	\$175.00
Kwik Trip:	\$1000
Irving Club:	\$1,000
Give to the Max:	\$260.00
DM&IR Golf:	\$1,200
Memorial Plaques:	\$465.00
Donations/In Memory of:	\$778.14
Donation Russell H.	\$1000
Forrest Nelson Trust	\$1000
<b>TOTAL:</b>	<b>\$9,805.14</b>

#### **July 1, 2023**

Checking Account:	\$7,483.59
Savings Account:	\$2,384.96
#225 Account:	\$2,372.63
<b>TOTAL AMOUNT:</b>	<b>\$12,241.18</b>
Officers & Board:	2 officers & O Board
Debt/Loans:	\$0
ADA Compliant:	YES

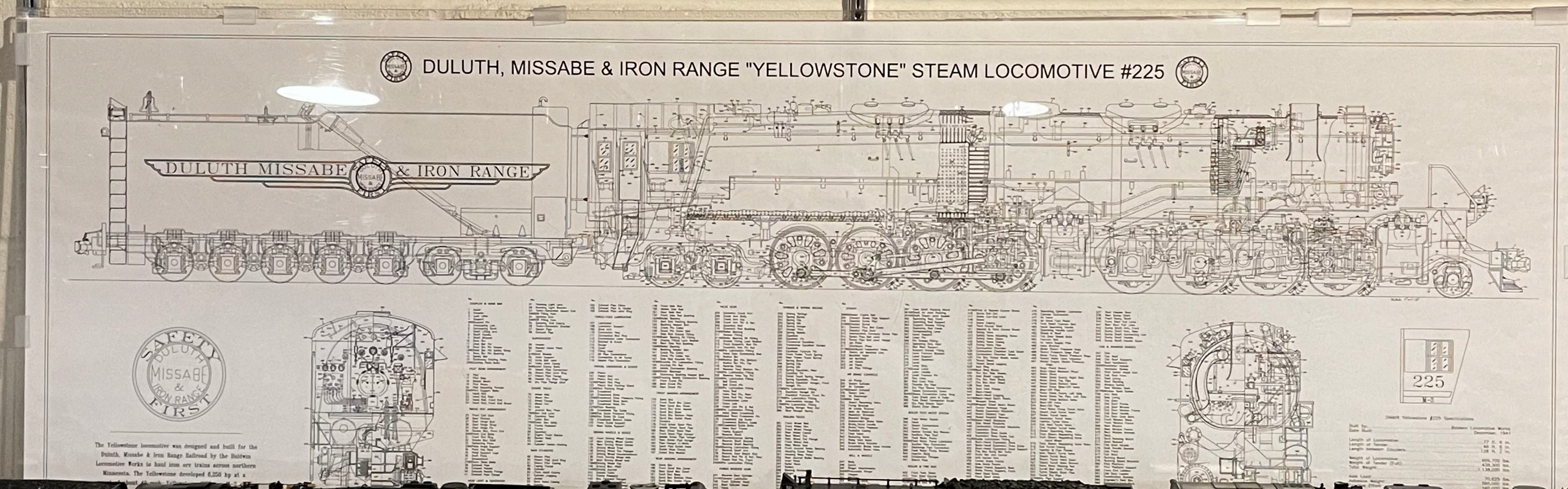
#### **Expenditures FY 2022-23**

MN. Energy:	\$2,458
Proctor Utilities:	\$944.65
Media com	\$939.12
Amendola Storage:	\$960.00
Reliable Agency:	\$2,040.47
Proctor Builders:	\$157.10
Proctor Journal:	\$60.00
Stamps:	\$40.00
Web Site Domain:	\$300.00
Northland Comfort:	\$185.00
Yearbooks:	120.00
Arrowlift—Phone/Service:	\$667.00
MN. Dept. of Labor:	\$100.00
<b>TOTAL:</b>	<b>\$8,971.34</b>

#### **Revenue FY 2022-23**

Member Dues:	\$1,115
Hoghead:	\$0
Christmas Lights:	\$30.00
Gift Shop:	\$109.00
Donation Jar:	\$254.75
Aluminum Cans:	\$59.35
Proctor Chamber:	\$0
Proctor Lions:	\$0
Kwik Trip:	\$0
Irving Club:	\$2,000
Give to the Max:	\$210.00
DM&IR Golf:	\$2,100
Memorial Plaques:	\$0
Donations/In Memory of:	\$886
In Memory of Jan R.	\$710
Forest Nelson Trust	\$0
<b>TOTAL:</b>	<b>\$7,474.10</b>







**Jessica Rich**

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**Subject:** FW: Contract and brochure

----- Forwarded message -----

From: **Kari P** <[kaput82@gmail.com](mailto:kaput82@gmail.com)>

Date: Tue, Oct 3, 2023, 8:14 AM

Subject: Re: Contract and brochure

To: Kent Gaidis <[kgaidis@proctorpd.org](mailto:kgaidis@proctorpd.org)>

Chief,

I am requesting a leave from work, due to stress, back dated September 14 and ending (along with my employment) October 18, 2023.

Thank you

Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

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*You Have a Place in Proctor*

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

October 10, 2023

City of Proctor  
Planning and Zoning Commission  
100 Pionk Drive  
Proctor, MN 55810

Dear Commission Members,

The Proctor Economic Development Authority (PEDA) has been reviewing land use regulations in relation to promoting economic growth and development for the City of Proctor. We have participated in forums and discussions with APEX and Cirrus regarding the housing needs of our region. APEX estimates this area needs an additional 2,500 to 3,000 housing units to fulfill future growth.

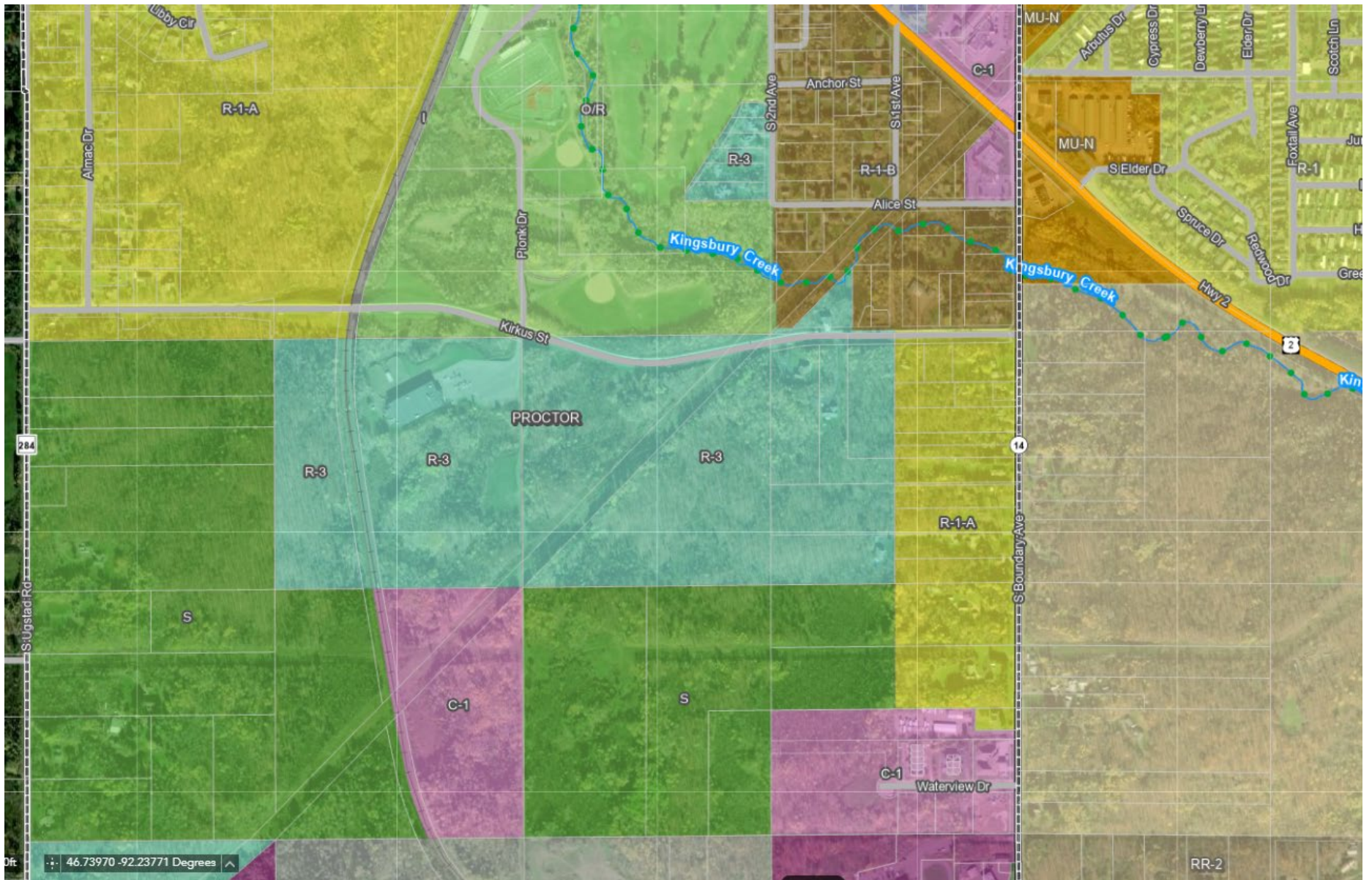
PEDA is requesting the Proctor Planning and Zoning Commission to study areas in Proctor that might be re-zoned to accommodate and attract future potential housing and develop in Proctor.

Specifically, we ask you to consider re-zoning the 30+ acres the City of Proctor owns on the north side of Kirkus from R-1a to R-3 and PEDA property on the south side of Kirkus from R-3 and S to C-1.

Please don't hesitate to reach out to Administrator Rich or myself if you have any questions.

Sincerely,

Eric Madson  
PEDA Chair





[illegible]

## Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Paid and unpaid invoices included.  
Invoice Detail.GL account (3 Characters) = {<>} "600"  
Vendor.Vendor type = {<>} "PR"  
[Report].Date Paid = 10/16/2023

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>ACME TOOLS</b>				
11833367	RECHARGEABLE BATTERIES FOR SMALL MILWAUKEE TOOLS	10/05/2023	49.98	100-30-300-2210 Operating Supplies
Total ACME TOOLS:			49.98	
<b>AIRFIBER</b>				
48500	INTERNET SERVICE - 5 STATIC IPS	10/01/2023	252.70	100-10-120-3009 Computer Services
Total AIRFIBER:			252.70	
<b>ALEX AIR APPARATUS 2 LLC</b>				
7312	AIR QUALITY TEST & CS ANNUAL SERVICE	09/06/2023	373.48	100-20-220-3000 Professional Services
Total ALEX AIR APPARATUS 2 LLC:			373.48	
<b>BRAY&amp;REED</b>				
2500	PROSECUTION MATTERS	10/02/2023	2,500.00	100-10-160-3004 Legal Fees
Total BRAY&REED:			2,500.00	
<b>COMPASS MINERALS</b>				
1228839	50 TONS SALT	10/05/2023	3,337.71	100-30-300-2224 Street Maintenance M
1229487	50 TONS SALT	10/04/2023	3,319.59	100-30-300-2224 Street Maintenance M
Total COMPASS MINERALS:			6,657.30	
<b>CONSOLIDATED COMMUNICATIONS</b>				
10012023	MONTHLY TELEPHONE	10/01/2023	460.46	100-10-120-3021 Telephone
Total CONSOLIDATED COMMUNICATIONS:			460.46	
<b>DSC COMMUNICATIONS</b>				
2233277	PAGER REPAIR	08/16/2023	67.50	100-20-220-2220 Supplies - Repair & M
Total DSC COMMUNICATIONS:			67.50	
<b>ELAN CORPORATE PAYMENT SYSTEMS</b>				
090523sc	LEGISLATIVE MEETING	09/05/2023	128.80	100-10-120-3012 Meeting Expense
092723	POSTAGE FOR ARCHIVES	10/10/2023	43.55	100-10-120-3000 Professional Services
112-1706729-8	VACUUM	08/31/2023	118.44	100-10-130-2211 Cleaning Supplies
112-2934562-6	AMAZON/FILE FOLDERS	08/31/2023	29.73	100-20-210-2205 Office Supplies
112-9182755-2	BATTERIES	08/08/2023	8.99	100-20-210-2205 Office Supplies
112-9217695-7	AMAZON/THUMB DRIVES	09/20/2023	90.90	100-20-210-2205 Office Supplies
114-0267885-9	BATTERY	09/11/2023	104.98	100-10-130-4400 Repairs & Maintenanc
1652	MARKETING FOR 2023A BONDS	09/14/2023	450.00	497-45-100-4430 Miscellaneous
2262907	LOW VISCOSITY HY-GARD 5 GAL.	09/26/2023	136.73	100-30-300-2212 Fuels & Lubricants
4817750248	GOOGLE WORKSPACE	09/30/2023	109.20	100-20-210-3009 Computer Services
57380	DRILL BITS AND TRAILER PLUG	09/07/2023	55.89	500-50-510-2210 Operating Supplies
726410147-01	TRUNK OR TREAT BAGS	09/13/2023	84.49	100-10-110-3094 Council Approved from

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
802040779	SEAL FOR JOHN DEERE TRACTOR	09/20/2023	6.26	100-30-300-2220 Supplies - Repair & M
9-10-23FD	REFRESHMENTS	09/10/2023	93.55	100-20-220-2210 Operating Supplies
9192023	SOD FOR STORM DRAIN PROJECT	09/19/2023	42.62	500-50-510-2210 Operating Supplies
9-21-23FD	PRINTER INK	09/21/2023	370.33	100-20-220-2205 Office Supplies
9-29-23FD1	GAS TO ATTEND ST LOUIS COUNTY CHIEFS MEETING	09/29/2023	48.47	100-20-220-2212 Fuels & Lubricants
A157594	PUMP FOR CULVERT STEAMER	09/07/2023	816.55	500-50-510-2210 Operating Supplies
GPS-1178295	JOHN DEERE PARTS	09/13/2023	397.30	100-30-300-2220 Supplies - Repair & M
Total ELAN CORPORATE PAYMENT SYSTEMS:			3,136.78	
<b>ELITE TINTING &amp; GRAPHICS</b>				
9952	NUMBERING / LETTERING BAY DOORS	10/03/2023	978.50	100-20-220-3000 Professional Services
Total ELITE TINTING & GRAPHICS :			978.50	
<b>GOPHER STATE ONE-CALL INC</b>				
3090693	38 FTP TICKETS	09/30/2023	51.30	500-50-510-3000 Professional Services
Total GOPHER STATE ONE-CALL INC:			51.30	
<b>GRAND FORKS FIRE EQUIPMENT LLC</b>				
39060	BOOSTER LINE SPANNER WRENCHES	09/27/2023	64.39	100-20-220-2240 Small Tools and Equip
Total GRAND FORKS FIRE EQUIPMENT LLC:			64.39	
<b>GRUSSENDORF NURSERY INC</b>				
16250	2 YARDS TOPSOIL	10/10/2023	130.65	100-30-300-2210 Operating Supplies
Total GRUSSENDORF NURSERY INC:			130.65	
<b>INTEGRATED OFFICE SOLUTIONS</b>				
INV222283	KONICA/C360I EQUIPMENT AGREEMENT	09/26/2023	713.24	100-10-120-4400 Repairs & Maintenanc
Total INTEGRATED OFFICE SOLUTIONS:			713.24	
<b>INTEGRIS LLC</b>				
503682	OFFICE 365	09/29/2023	273.50	100-10-120-3009 Computer Services
506086	MONTHLY BILLING	10/06/2023	3,329.54	100-10-120-3009 Computer Services
Total INTEGRIS LLC:			3,603.04	
<b>INTERSTATE BATTERIES</b>				
190620102249	NEW BATTERY RESCUE 3	10/05/2023	159.25	100-20-220-2220 Supplies - Repair & M
Total INTERSTATE BATTERIES :			159.25	
<b>J.P. COOKE COMPANY</b>				
799474	PET LICENSES	09/26/2023	80.35	100-20-210-2210 Operating Supplies
Total J.P. COOKE COMPANY :			80.35	
<b>LARSON KING</b>				
110497A	NORDIC MEDIATION	09/25/2023	436.50	300-30-330-3004 Legal Fees
Total LARSON KING:			436.50	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>LEAGUE OF MINNESOTA CITIES</b>				
391955	ELECTIONS ADMINISTRATION TRAINING	10/09/2023	15.00	100-10-140-3035 Training Expense
Total LEAGUE OF MINNESOTA CITIES :			15.00	
<b>MEDIACOM</b>				
838492281009	STREET DEPT INTERNET SERVICE	09/27/2023	150.00	100-10-120-3009 Computer Services
Total MEDIACOM:			150.00	
<b>MN SECRETARY OF STATE- NOTARY</b>				
10122023	NOTARY FEE - JESS BUHS	10/12/2023	120.00	100-20-220-4438 Licenses & Permits
Total MN SECRETARY OF STATE- NOTARY:			120.00	
<b>NAPA AUTO PARTS OF W. DULUTH</b>				
939258	BATTERY CABLE POST R3	10/05/2023	8.33	100-20-220-2220 Supplies - Repair & M
Total NAPA AUTO PARTS OF W. DULUTH :			8.33	
<b>NORTHLAND CONSTRUCTORS OF DULUTH</b>				
21426	ASPHALT FOR POTHOLES	09/30/2023	108.78	100-30-330-2224 Street Maintenance M
Total NORTHLAND CONSTRUCTORS OF DULUTH:			108.78	
<b>PROCTOR BUILDERS-STREET DEPT</b>				
256409	PLATE COMPACTOR	09/29/2022	50.00-	300-30-330-3015 Contractor
257400	SUPPLIES	11/09/2022	13.00	100-30-300-2210 Operating Supplies
257708	SUPPLIES	11/23/2022	5.20	100-30-300-2210 Operating Supplies
258779	SUPPLIES	01/27/2023	8.30	100-30-300-2210 Operating Supplies
259386	SUPPLIES	03/09/2023	6.98	100-30-300-2210 Operating Supplies
261892	SUPPLIES	07/07/2023	202.23	100-30-300-2210 Operating Supplies
Total PROCTOR BUILDERS-STREET DEPT:			185.71	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016550000-1	UTILITIES - BDYR AVE & I35 LIFT STATION	09/20/2023	18.43	500-50-510-3080 Utilities
1108100000-10	UTILITIES - CITY HALL	09/20/2023	2,614.32	100-10-130-3080 Utilities
1108200000-10	UTILITIES - CITY GARAGE	09/18/2023	319.29	100-30-300-3080 Utilities
1108800000-10	UTILITIES - SOFTBALL FIELD #2	10/05/2023	43.39	100-40-410-3080 Utilities
1108850000-10	UTILITIES - CONCESSION STAND #2	10/05/2023	71.75	100-40-410-3080 Utilities
1112360000-10	UTILITIES - ALMAC DR LIFT STATION	09/18/2023	12.46	500-50-510-3080 Utilities
1127050000-10	UTILITIES - 225 FIFTH AVE - FIRE DEPT	09/21/2023	82.53	100-20-220-3080 Utilities
1191300000-10	UTILITIES-SAND/SALT FACILITY	09/21/2023	7.16	100-30-300-3080 Utilities
Total PUBLIC UTILITIES COMMISSION:			3,169.33	
<b>QUADIENT LEASING</b>				
N10134133	POSTAGE MACHINE LEASING	10/12/2023	196.44	100-10-120-3022 Postage
Total QUADIENT LEASING:			196.44	
<b>SEH</b>				
453962	166073 2022-2024 CITY ENGINEERING	08/28/2023	8,314.85	100-10-110-3003 Engineering Fees
453962	166073 SAND & SALT SHED	08/28/2023	9,979.70	300-30-330-3003 Engineering Fees

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total SEH:			18,294.55	
<b>SHRED N GO INC</b>				
155199	SHREDDING SERVICES	08/26/2023	86.89	100-10-120-3000 Professional Services
Total SHRED N GO INC:			86.89	
<b>ST LOUIS COUNTY AUDITOR</b>				
EL-00001596	ELECTION EQUIPMENT MAINTENANCE	10/01/2023	255.00	100-10-140-4400 Repairs & Maintenanc
Total ST LOUIS COUNTY AUDITOR :			255.00	
<b>THOMSON REUTERS-WEST</b>				
849060133	ONLINE SOFTWARE SUBSCRIPTION	10/01/2023	135.30	100-20-210-4433 Dues & Subscriptions
Total THOMSON REUTERS-WEST:			135.30	
<b>TROYS SERVICE</b>				
64663	2018 DODGE CHARGER 181 OIL CHANGE	09/21/2023	64.29	100-20-210-4400 Repairs & Maintenanc
64875	MOUSE DAMAGE PARK TRUCK	10/11/2023	173.34	100-40-410-4400 Repairs & Maintenanc
Total TROYS SERVICE:			237.63	
<b>TWIN PORTS PAPER &amp; SUPPLY, INC</b>				
572995	PAPER SUPPLIES	10/09/2023	154.14	100-10-130-2211 Cleaning Supplies
Total TWIN PORTS PAPER & SUPPLY, INC:			154.14	
<b>US BANK VOYAGER</b>				
100923	FUEL	10/10/2023	1,693.86	100-20-210-2212 Fuels & Lubricants
Total US BANK VOYAGER:			1,693.86	
<b>VC3 INC.</b>				
124425	IT SERVICES	09/14/2023	513.42	100-20-210-3009 Computer Services
Total VC3 INC.:			513.42	
<b>WEX BANK</b>				
92426107	FUEL - FIRE DEPT	10/07/2023	157.21	100-20-220-2212 Fuels & Lubricants
92426107	FUEL - PUC	10/07/2023	514.18	700-71-720-2212 Fuels & Lubricants
92426107	FUEL - STREET DEPT	10/07/2023	1,217.73	100-30-300-2212 Fuels & Lubricants
Total WEX BANK:			1,889.12	
Grand Totals:			46,928.92	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
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Report Criteria:  
Detail report.  
Invoices with totals above \$0.00 included.  
Paid and unpaid invoices included.  
Invoice Detail.GL account (3 Characters) = {<>} "600"  
Vendor.Vendor type = {<>} "PR"  
[Report].Date Paid = 10/16/2023

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

[Report].Date Paid = 10/16/2023

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AMERICAN BOTTLING COMPANY</b>				
4615901084	SODA	10/09/2023	78.58	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			78.58	
<b>ARTISAN BEER COMPANY</b>				
3631745	BEER	09/29/2023	361.80	600-60-600-2252 Beer Purchases
3631746	THC	09/29/2023	332.25	600-60-600-2255 THC Products
3633253	BEER	10/06/2023	443.00	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			1,137.05	
<b>BELLBOY CORPORATION</b>				
0107454800	DELIVERY	10/05/2023	6.00	600-60-600-3033 Freight & Express
0107454800	MIX	10/05/2023	172.35	600-60-600-2254 Soft Drinks & Mix
0201073100	DELIVERY	10/05/2023	10.00	600-60-600-3033 Freight & Express
0201073100	LIQUOR	10/05/2023	440.00	600-60-600-2251 Liquor Purchases
Total BELLBOY CORPORATION:			628.35	
<b>BERNICKS PEPSI</b>				
30059102	THC	10/04/2023	994.00	600-60-600-2255 THC Products
30059104	BEER	10/04/2023	4,287.44	600-60-600-2252 Beer Purchases
30059111	SODA	10/04/2023	19.28	600-60-600-2254 Soft Drinks & Mix
30060278	SODA	10/11/2023	56.00	600-60-600-2254 Soft Drinks & Mix
30060279	BEER	10/11/2023	28.00-	600-60-600-2252 Beer Purchases
30060280	BEER	10/11/2023	3,904.50	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			9,233.22	
<b>BREAKTHRU BEVERAGE</b>				
112448964	LIQUOR	10/05/2023	984.49	600-60-600-2251 Liquor Purchases
112448964	SERVICE FEE	10/05/2023	24.92	600-60-600-3033 Freight & Express
411485554	SERVICE FEE	10/04/2023	1.85-	600-60-600-3033 Freight & Express
411485554	LIQUOR	10/04/2023	82.00-	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			925.56	
<b>C&amp;L DISTRIBUTING</b>				
1781541	SHIPPING	09/29/2023	3.00	600-60-600-3033 Freight & Express
1781541	BEER	09/29/2023	4,736.30	600-60-600-2252 Beer Purchases
1783160	BEER	10/03/2023	559.40	600-60-600-2252 Beer Purchases
1783160	SHIPPING	10/03/2023	3.00	600-60-600-3033 Freight & Express
1785577	SHIPPING	10/06/2023	3.00	600-60-600-3033 Freight & Express
1785577	BEER	10/06/2023	1,601.03	600-60-600-2252 Beer Purchases
1786869	SHIPPING	10/10/2023	3.00	600-60-600-3033 Freight & Express
1786869	BEER	10/10/2023	2,848.75	600-60-600-2252 Beer Purchases
2752000091	BEER	10/06/2023	47.70-	600-60-600-2252 Beer Purchases
-9.13	BEER	10/03/2023	9.13-	600-60-600-2252 Beer Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total C&L DISTRIBUTING:			9,700.65	
<b>CINTAS</b>				
4170122438	MATS	10/09/2023	190.60	600-60-600-2210 Operating Supplies
Total CINTAS:			190.60	
<b>COCA COLA BOTTLING CO</b>				
3241979	SODA	10/03/2023	246.05	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO:			246.05	
<b>DAHLHEIMER BEVERAGE</b>				
2020186	BEER	10/05/2023	115.10	600-60-600-2252 Beer Purchases
Total DAHLHEIMER BEVERAGE:			115.10	
<b>GUARDIAN PEST CONTROL INC</b>				
2504199	FUEL SURCHARGE	09/20/2023	3.00	600-60-600-3033 Freight & Express
2504199	PEST CONTROL	09/20/2023	47.01	600-60-600-4406 Pest Control
Total GUARDIAN PEST CONTROL INC:			50.01	
<b>JOHNSON BROTHERS INC</b>				
2396664	DELIVERY CHARGE	10/04/2023	22.17	600-60-600-3033 Freight & Express
2396664	LIQUOR	10/04/2023	1,360.60	600-60-600-2251 Liquor Purchases
2396665	DELIVERY CHARGE	10/04/2023	17.44	600-60-600-3033 Freight & Express
2396665	WINE	10/04/2023	374.00	600-60-600-2253 Wine Purchases
2400974	DELIVERY CHARGE	10/11/2023	70.57	600-60-600-3033 Freight & Express
2400974	LIQUOR	10/11/2023	2,412.03	600-60-600-2251 Liquor Purchases
2400975	DELIVERY CHARGE	10/11/2023	13.08	600-60-600-3033 Freight & Express
2400975	WINE	10/11/2023	432.60	600-60-600-2253 Wine Purchases
Total JOHNSON BROTHERS INC:			4,702.49	
<b>LAKESHORE ICE</b>				
04-303803	ICE	10/02/2023	85.28	600-60-600-2258 Misc Merchandise
04-303823	ICE	10/09/2023	61.60	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			146.88	
<b>MICHAUD DISTRIBUTING COMPANY</b>				
381218	FUEL SURCHARGE	10/02/2023	3.00	600-60-600-3033 Freight & Express
381218	BEER	10/02/2023	504.25	600-60-600-2252 Beer Purchases
381396	FUEL SURCHARGE	10/09/2023	3.00	600-60-600-3033 Freight & Express
381396	BEER	10/09/2023	407.45	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY:			917.70	
<b>OLD WORLD CANNING COMPANY</b>				
2875	MIX	09/26/2023	105.48	600-60-600-2251 Liquor Purchases
Total OLD WORLD CANNING COMPANY:			105.48	
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>				
6668622	DELIVERY	10/04/2023	9.88	600-60-600-3033 Freight & Express



Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
6668622	LIQUOR	10/04/2023	889.83	600-60-600-2251 Liquor Purchases
6668623	WINE	10/04/2023	567.90	600-60-600-2253 Wine Purchases
6668623	DELIVERY	10/04/2023	17.44	600-60-600-3033 Freight & Express
6668624	DELIVERY	10/04/2023	2.18	600-60-600-3033 Freight & Express
6668624	MIX	10/04/2023	52.15	600-60-600-2254 Soft Drinks & Mix
6672099	DELIVERY	10/11/2023	71.02	600-60-600-3033 Freight & Express
6672099	LIQUOR	10/11/2023	3,859.34	600-60-600-2251 Liquor Purchases
6672100	DELIVERY	10/11/2023	10.90	600-60-600-3033 Freight & Express
6672100	WINE	10/11/2023	624.00	600-60-600-2253 Wine Purchases
Total PHILLIPS WINE & SPIRITS CO.:			6,104.64	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016900000-1	UTILITIES - MT SPIRITS	09/20/2023	759.38	600-60-600-3080 Utilities
Total PUBLIC UTILITIES COMMISSION:			759.38	
<b>RANGE PAPER</b>				
54620	BAGS	09/27/2023	55.95	600-60-600-2210 Operating Supplies
57945	BAGS	10/04/2023	55.09	600-60-600-2210 Operating Supplies
Total RANGE PAPER:			111.04	
<b>SOUTHERN WINE &amp; SPIRITS</b>				
2396211	DELIVERY	09/29/2023	27.66	600-60-600-3033 Freight & Express
2396211	LIQUOR	09/29/2023	1,984.50	600-60-600-2251 Liquor Purchases
2398783	DELIVERY	10/06/2023	27.84	600-60-600-3033 Freight & Express
2398783	LIQUOR	10/06/2023	1,708.36	600-60-600-2251 Liquor Purchases
5103202	DELIVERY	09/29/2023	4.10	600-60-600-3033 Freight & Express
5103202	LIQUOR	09/29/2023	72.00	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			3,824.46	
<b>VINOCOPIA</b>				
0337579-in	DELIVERY	10/04/2023	7.50	600-60-600-3033 Freight & Express
0337579-in	WINE	10/04/2023	360.00	600-60-600-2253 Wine Purchases
Total VINOCOPIA:			367.50	
Grand Totals:			39,344.74	

## 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 = 10/16/2023