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 Tuesday, January 16th, 2024 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 Tuesday, January 2nd, 2024

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

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

*1. COMMUNICATIONS

A. 701 2nd St Letter
B. 2023 Fire Call Report
C. 4th Quarter Finance Report

*2. PLANNING & ZONING DEPARTMENT MATTER

*<u>3. COMMITTEE REPORTS</u>

A. PEDA Minutes – December 12th, 2023

B. Payroll Report – January 5th, 2024

4.CLERK ADVISES COUNCIL

A. 2024 Committee and Commission AppointmentsB. Minnesota Department of Health Food Shelf Grant Request

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

B. Legislative Agenda – Officer Recruitment and Training Reimbursement

6. NEW BUSINESS

- A. Annual Report: Proctor Police Department
- B. Resolution 02-24: Rice Lake Rd Corridor Project Support
- C. Resolution 03-24: Purchase of Pursuit Vehicle
- D. Resolution 04-24: Approving 3rd St Park Final Plan
- E. Resolution 05-24: Fire Department Officer Appointments
- F. Resolution 06-24: Fire Department Vehicle Purchase

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

A. Employee Contract Negotiation

MEMBER CONCERNS

Rohweder:

DeWall:

Johnson:

Benson:

Ward:

Attorney Bray:

Chief Gaidis:

BILLS FOR APPROVAL

General: \$101,456.02 Liquor: \$29,167.46 **TOTAL BILLS FOR APPROVAL: \$130,623.48**

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING JANUARY 2, 2024

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 Chad Ward, Councilor Troy DeWall, Councilor Rory Johnson, Councilor Jake Benson, Councilor Jim Rohweder

OTHERS PRESENT: Administrator Rich, Attorney John Bray, Administrative Assistant Megan Jordan M/S/P: DeWall/Benson to approve the City Council minutes from Monday, December 18th, 2023.

M/S/P: Rohweder/Johnson to approve the agenda for Tuesday, January 2nd, 2024, adding items:

6D: Medallion Hunt and 6E: Proctor Police Department – Resignation

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT: NONE

M/S/P: Ward/Rohweder to approve the consent agenda for Tuesday, January 2nd, 2024, pulling item 5C for discussion.

4. Clerk Advises Council

A. 2024 Committee and Commission Appointments – Jan 16th, 2023

Openings for committee and commission has been advertised with standing committee/commission members receiving an email regarding the option to re-apply for the open seat. Administrator Rich will be presenting the applicants at the next meeting in January.

B. Public Safety Officer's Benefit (PSOB)

Additional employee assistance programs, trainings, and opportunities for staff. This has been passed by the state legislature with reimbursement options for the city. This will be implemented within the fire and police departments with staff keeping up to date with training options and opportunities.

C. Kingsbury Creek Restoration Project Kick Off Meeting

CN grant has been denied for the third year in a row, with additional grants awarded to the project throughout the district.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

An injunction has been drafted and delivered to council members under separate email cover. Discussion follows among the council regarding proceeding with the injunction.

M/S/P: Ward/Rohweder directing Attorney Bray to commence injunction at 102 6th St for continuous blight infringement.

6. NEW BUSINESS

2024 Meeting Approval Dates

M/S/P: Johnson/Benson to approve the 2024 meeting approval dates as submitted.

Resolution 01-24: Designating Annual Appointments

M/S/P: Ward/Rohweder to approve Resolution 01-24: Designating Annual Appointments as submitted.

M/S rescinded Ward/Rohweder

Duluth News Tribune

M/S/P: Ward Rohweder to approve Resolution 01-24: Designating Annual Appointments Roll Call Vote: All Y Benson: Abstains

2024 Budget Approval

M/S/P: Benson/Johnson to approve the 2024 budget as submitted.

Medallion Hunt

M/S/P: Rohweder/Johnson to approve the event application from Midwest Communications for the 2024 medallion hunt.

Proctor Police Department: Resignation

M/S/P: Ward/Johnson to approve the resignation from Officer Hedin from the Police Department effective January 8th, 2024.

MEMBER CONCERNS

Rohweder: Development

Johnson: Happy New Year – extends gratitude to Administrator Rich and Tom for hosting the city employee Christmas party.

Benson:

Ward: Happy New Year – next meeting is Tuesday, January 16th, 2024 due to the Dr. Martin Luther King holiday.

Mayor Ward:

Attorney Bray:

Administrator Rich: Fire Department needs to replace a truck, because price increases are expected throughout the year, the FD would like to order the truck. Administrator Rich requests council to review the memo sent under separate cover as Chief Helquist will be putting a proposal together for the purchase of a fire truck at the next meeting. Chief Gaidis:

BILLS FOR APPROVAL:

General: \$111,086.63

Liquor: \$25,154.28

TOTAL BILLS FOR APPROVAL: \$136,240.91

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

M/S/P: DeWall/Johnson to adjourn the regular council meeting at 6:22 pm.

701 2nd St Proctor, MN 55810 December 20, 2023

City Council 100 Pionk Drive Proctor, MN 55410

Dear Council Members,

Our street is open. We once again can watch the "parade" of high school cars morning and evening. We once again can drive on 2nd Avenue without detours. Congratulations! You have exceeded our expectations.

3.4

All the work crews were polite, knowledgeable, and hard working. The street, curb and gutter, sewer, water, and storm drains are in place for the foreseeable future. In addition, you have planted trees! Two on our property! Thanks!

While my opinion of the trail to nowhere remains, everything else is very good. Please accept my congratulations on a job well done.

Sincerely,

Richard Lauger

Richard Lauger

Hmmm now about the bell

City of Proctor

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

Jess Rich City Administrator

You Have a Place in Proctor

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

Proctor Volunteer Fire Department Annual Call Report - 2023

	Q1 total	Q2 Total	Q3 Total	Q4 Total	Year Totals
PROCTOR					
FIRE	19	27	16	10	72
EMS	99	88	87	99	373
MIDWAY					
FIRE	11	12	7	7	37
EMS	7	2	2	1	12
MUTUAL AID					
Hermantown FIRE		1	2		3
Hermantown EMS		5	3		8
Solway Fire	3	5			8
Solway Medical					
Duluth Fire			1		1
					514
			TOTAL CALLS	514	
			MISSED	23	

To: City Council

From: Leslie Brunfelt, Finance Director

Date: January 16, 2024

Re: Quarterly Financial Update

Finance Highlights

- 2023 Sales tax revenues through Oct were 2.6% higher than 2022.
- Lodging tax revenues through November were 7% lower than last year.
- The liquor store sales were up 4.2% versus last year. Gross Margin 29.4% vs. 27.1% last year and a budget of 27.3%.
- Overall, 2023 revenues exceeded 2022 by almost \$250,000 excluding ARP and DNR grants.
- General Fund Receipts
 - Property taxes \$725,960
 - o Local Government Aid \$553,498
 - 2022 Midway Fire Contract \$29,385
 - \$8,044 from the auction of 2 police squads
 - \$2,966 Property Casualty dividend from LMNCIT
 - Building permits are up 66% from last year and exceeded the budget by \$1,428.
 - Fines are up 77.8% over last year and exceeded the budget by \$12,776. Fines were significantly down in 2020 and 2024 and have now rebounded to prepandemic levels.
 - Interest earnings are up \$72K over last year and \$106K 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 Q4 Economic Commentary, economic growth has continued to outperform forecasts. Fed Chair, Powel reiterated his dovish take, noting welcomed progress on inflation, and saying that rate hikes were no longer the base case for the committee. The committee signaled 3 rate cuts in 2024.

The market tone clearly shifted during the quarter. Investors decided the Fed had been successful after all in orchestrating a soft-landing. Growth remained solid and jobs were in abundance, but it no longer mattered because inflation had managed to cool more rapidly than expected.

It's worth mentioning that overall CPI was still 19% higher in November than it was before the pandemic began. The Fed's objective is to slow price pressure, not reverse it.

There are still some underlying reasons to expect future economic weakness including increased credit card balances, reduced savings, and end of the pause on student loan payments. These are all expected to have a negative impact on consumer demand, which should slow economic growth and in turn maintain downward pressure on prices.

The outlook for 2024 is still uncertain with election year politics and geopolitical turmoil.

State Budget outlook:

The current FY 2024-25 surplus is expected to be \$2.4billion. Higher expected consumer spending and corporate profit growth have increased the tax revenue forecast. Higher estimates in health and human services and education raise total spending in FY 2024-2027, resulting in a negative structural balance in the next biennium.

Minnesota's labor participation rate (68.5%) exceeds that of the US (62.7%) and is the 4th highest among states. The unemployment rate is 3.2% vs. 3.9% nationally. Employment has surpassed pre-pandemic levels.

National Outlook:

SPGMI, Minnesota's macroeconomic consultant, is now forecasting U.S. real GDP to increase 1.4 percent in both 2024 and 2025. They are expecting slower economic growth and the eventual softening of labor market conditions to continue to bring down inflation. They forecast CPI inflation to fall to 2.7 percent in 2024 and average 2.2 percent annually in the years 2025 to 2027.

City of Proctor Cash Balances December 31, 2023

Fund	Current Balance
100 - General Fund	4,874,271
200 - Cable Communications Fund	136,765
300 - Construciton Projects	(987,540)
400 - Closed Debt Service Funds	151,426
493 - Equip Cert 2012A, Refunding	16,180
494 - 2015 Improvement Refund Bonds	136,693
495 - 2016A Advance Refunding Bonds	258,139
496 - 2018A GO Bonds Almac and 6th S	844,445
497 - 2023A GO 2nd Street	408,864
500 - Sewer Fund	1,875,109
525 - Storm Sewer Fund	(55,800)
550 - Golf Course Fund	(250,561)
600 - Liquor Fund	223,228
700 - Public Utilities Commission	5,861,503
810 - Proctor BDRHC Fund	13,840
830 - Proctor Economic Development	129,165
850 - Public Safety Capital Equipment	265,741
	13,635,728

Cash balances are 7.5% higher than December 2022. City's General Fund cash of \$4.9 million is 157% of the City's General Fund 2024 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 Budget Variance Report January - December 2023 - PRELIMINARY

	2023 Annual Budget	2023 YTD Actual	Budget Variance over (under)	over (under) %	
General Fund	2,887,771	2,919,902	32,135	1%	
Police	1,244,812	1,206,513	(38,299)	-3%	1
Fire	237,832	247,982	10,150	4%	2
Streets	496,798	497,759	961	0%	
Parks	65,765	71,592	5,827	9%	3
City Admin	438,932	432,623	(6,309)	-1%	
Council/Mayor	237,473	256,620	19,151	8%	4
Legal	50,000	77,549	27,549	55%	5
City Hall	116,160	129,264	13,104	11%	6
Liquor Store	1,152,063	1,189,275	37,212	3%	7
PEDA	55,000	15,645	(39,355)	0%	8
Public Safety	85,690	176,090	90,400	0%	9

Explanation of Significant Variances

1 - Lower health insurance tied to vacant position in records management. Lower training and clothing costs than planned.

2 - Wages were over budget \$13K due to an error in the budget. Higher maintenance costs of the engines was \$17K over budget. These were offset by lower clothing costs.

3 - Demolition of concession stand and sign replacement that was covered by insurance.

- 4 Higher Engineering fees
- 5 Sand and Shed litigation

6 - Higher Utilities than budgeted

7 - 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.

8 - PEDA's excess fund balance was used to pay off the loan to PUC.

9 - Squad car and Gear funded with the Public Safety grant that was not budgeted.

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

	2023 Annual Budget	2023 YTD Budget	2023 YTD Actual	Budget Variance over (under)	over (under) %	
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%	1
Fire	263,332	155,825	134,941	(20,884)	-13%	2
Streets	570,673	395,284	394,530	(755)	0%	
Parks	63,665	52,382	41,619	(10,764)	-21%	3
City Admin	438,932	330,117	298,169	(31,948)	-10%	4
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%	5
Sewer	525,549	394,161	397,497	3,335	1%	
Liquor Store	1,152,063	864,047	881,899	17,852	2%	6
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.

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. on Tuesday, December 12, 2023, in the Proctor Area Community Center.

The meeting called to order by Chair Madson at 6:30 p.m.

<u>ROLL CALL</u>: Chair Eric Madson, Commissioner Schwarzbauer, Mayor Chad Ward, Commissioner Eric Bingaman, Commissioner Trish Jauhola

OTHERS PRESENT:

Motion by Commissioner Bingaman, seconded by Commissioner Schwarzbauer and carried (5-0) to approve the November 2023, meeting minutes.

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

Discussion on the content and results of the joint meeting with the Proctor Planning and Zoning Commission.

Chair Madson reported on the proposal from UMD for the Economic Impact Study – discussion followed. No motions as Mason opted to review the proposal with the Sports Complex Steering committee.

MEMBER CONCERNS

Chair Madson: None Commissioner Bingman: None Mayor Ward: None Commission Schwarzbauer: Requested a printed report for the work done by Giant voices that we were promised as part of the contract. Commissioner Jauhola: None

Motion by Commissioner Bingaman, seconded by Mayor Ward and carried (5-0) to adjourn at 7:11 PM

City of Proctor Payroll Summary by Department

Check Date Range	1/5/2024	to	1/5/2024		
Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	-	-	-	-	-
City Admin	7,396.01	-	-	-	-
Finance	3,076.80	-	-	-	-
Police Department	26,701.90	-	-	-	-
Fire Department	13,029.00	-	-	-	-
Street Department	10,168.08	5.34	244.90	2.67	150.53
Liquor Store	6,134.32	12.00	292.38	-	-
PUC	6,386.75	-	-	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
Total	72,892.86	17.34	537.28	2.67	150.53

"To Serve the People."



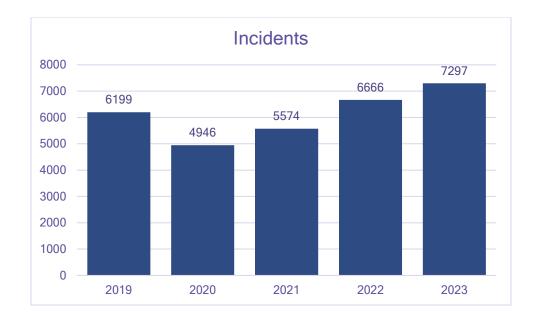
ANNUAL REPORT 2023

PROCTOR POLICE DEPARTMENT

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RECORDED ACTIVITY 5-YEAR COMPARISON

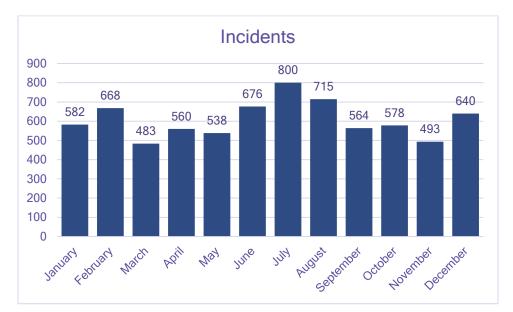


Minnesota State Statute, Chapter 299C.06 requires all law enforcement agencies to furnish statistics and information regarding the number of crimes reported and discovered, arrests made, complaints, information and incidents files along with dispositions.

Minnesota State Statute, Chapter 299C.12 requires law enforcement officers/agencies to keep a permanent written record, in a form prescribed by the State Commissioner of Public Safety, of all felonies, warrants issued in relation to the commission of felony, statements of the facts and description of the offender if known, method of operation and action taken by the officer and any other information that the superintendent may require.

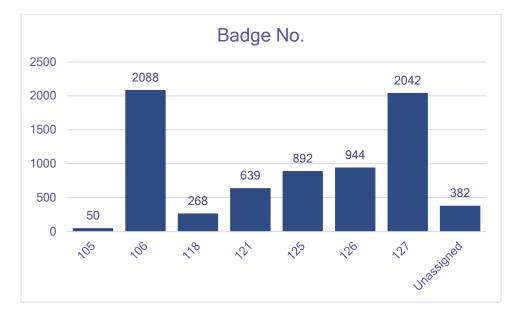
Local law enforcement has a greater responsibility to the community beyond that required by statute. The primary purpose of municipal law enforcement is to provide professional service in keeping with the expectations of our society and the needs of the community.

INCIDENT REPORTS / MONTHLY



The annual total of 7,297 recorded incidents are portrayed monthly with March having the least activity at 483 and July having the most activity at 800.

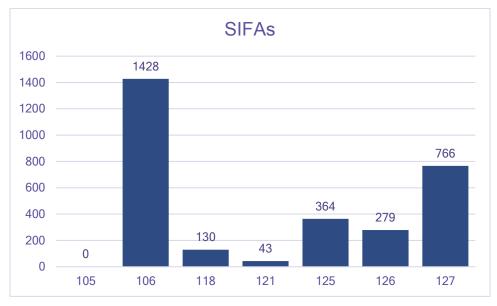
2023 TOTAL INCIDENTS BY OFFICER



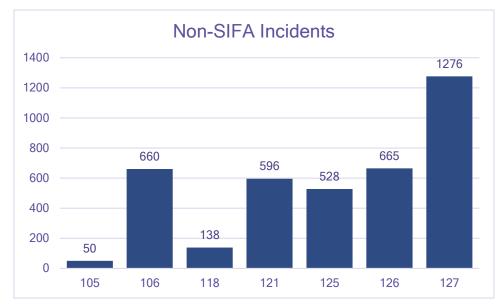
The above indicates <u>total</u> calls for each officer in 2023 which includes assisting other agencies as well as Self-Initiated Field Activities (business/residential checks). SIFA's make up the department's highest category of calls created throughout the year and are further detailed in the following page.

SIFA vs. NON-SIFA INCIDENTS

Self-Initiated Field Activities (business/residential checks) make up a substantial amount of total calls created at year-end, 3,010 total calls in 2023, and were completed by individual officers as follows:

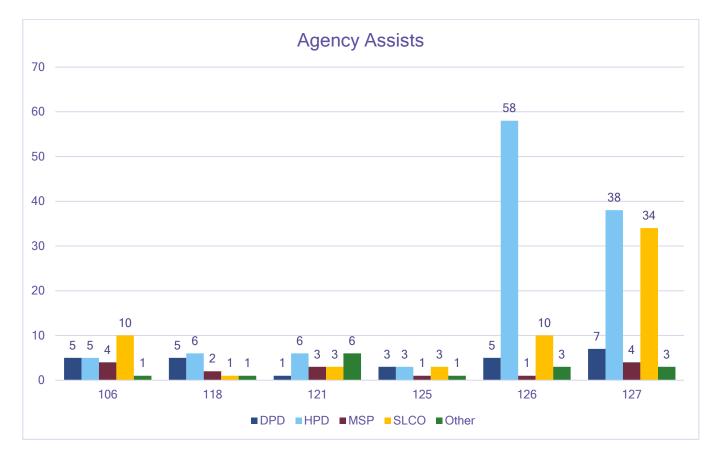


Non-SIFA incidents at year-end totaled 4,287 calls and were completed by individual officers as follows:



AGENCY ASSISTS

Proctor Police Department assisted the Duluth Police Department, Hermantown Police Department, St. Louis County Sheriff's Office and other agencies on a total of 233 calls (26 to Duluth PD, 116 to Hermantown PD, 15 to the MN State Patrol, 61 to St. Louis County Sheriff's Department and 15 to other agencies), the total of which is broken down by officer as follows:



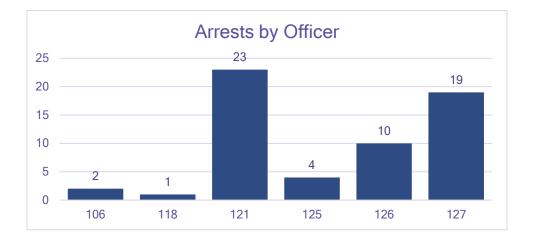
- Hermantown officers logged a total of 178 calls (i.e., TZD traffic stops, etc.) in Proctor with 134 calls directly assisting PPD officers.
- St. Louis County Sheriff's deputies logged a total of 370 calls (i.e., traffic stops, paper service, etc.) in Proctor with 96 calls directly assisting PPD officers.

SERIOUS CRIMES*

Alcohol/Drug Violations	11
Assault/Fights	19
Burglary	7
Criminal Sexual Conduct	4
Domestic/Disturbance	87
DWI	15
Forgery/Fraud	22
OFP/Harassment Incident	13
Theft	31
TOTAL	209

* When an individual received multiple charges stemming from the same incident, these numbers reflect only the most serious offense charged.

ARRESTS



There were 59 arrests made in 2023 with the three major types relating to assaults (12), DWIs (15) and warrant arrests (15). Other arrests included burglary, theft, arson, drugs, threats and fleeing.

INCIDENTS – OTHER

ATV/Snowmobile Disturbance		1
Blight		30
Fires (Officer Assist)		47
Fireworks		4
Gas Drive-Off		30
Kid/Neighbor Trouble		44
Medical Calls		368
Mental Health Issues		32
Motor Vehicle Collisions		30
Motor Vehicles in Ditch		13
Property Damage		37
School Incidents		*106
Security/Fire Alarms		60
Sudden Death/Bodies Found		9
Suicides - Attempted/Threats to Commit		11
Suspicious Vehicle/Person/Activity		157
Unwanted Person/Trespass		47
Weapons/Gunshots		1
	TOTAL	1027

*CAD calls are not generated for most school re-entry meetings/other general meetings with students and are not reflected in this number.

PARKING / TRAFFIC

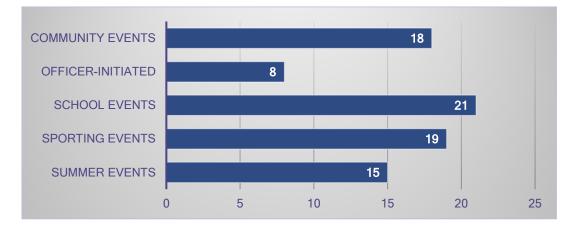
Parking Tickets		137
Parking Warnings		131
Traffic Tickets		521
Traffic Warnings		700
Traffic - Warrant/Other		22
	TOTAL	1,511

ADDITIONAL SERVICES RENDERED

911 Hang-Up/Disconnect		56
Animal Problems/Lost/Found		54
Attempt to Locate		60
Check Hazard		59
Check Welfare		78
Civil Matters		40
Extra Patrol		199
Follow-Up		41
Handgun Permit		33
Lost/Found Property		41
Miscellaneous/All Other*		399
Pet Licenses		86
Public/Motorist Assist		80
	TOTAL	1,226

*Miscellaneous/All Other includes MAARC reports, CPS reports, liquor store deposits and any other informational only calls.

COMMUNITY ENGAGEMENTS*



Community Events: Includes attendance and presence at:

- A Night to Shine
- Pet License registration events
- Fundraisers
- Ribbon cutting ceremonies
- Fall Fest
- Beyond the Yellow Ribbon meetings
- Community Picnic

Officer-Initiated Contacts: Includes:

- Visits at the Playground for EveryBODY
- Interactions with the general public
- Lemonade stands

School Events: Includes attendance and participation in:

- School assemblies, events and dances
- Presentations and projects
- Parking lot clean-ups
- Clubs

Sporting Events: Includes attendance and presence at:

- Sports games including hockey, basketball, baseball, softball, lacrosse and football
- State send-offs

Summer Events: Includes attendance and presence at:

- The MS 150 and Grandma's Marathon
- Proctor Fair events (the booth, walking the fairgrounds and interacting with the public)
- Hoghead events (car show, movie night, Hylla 5K, parade, fireworks and street dance)
- National Night Out
- Sunday night races as well as the Night of Mayhem (school bus races) and Silver 1000

*This chart reflects *documented* community engagements only. Many other interactions occur throughout the year; however, it is at the officers' discretion to create a call for each instance.

ANNUAL CITY BOW HUNT

There were 18 applicants for the 2023 Annual City Bow Hunt.

Four deer were reported harvested: three bucks on City Lot #4/the I-35 lot on 10/7/2023, 11/4/2023 and 11/19/2023; and one buck on private land on 10/28/2023.

This compares to 19 applicants in the year 2022 with two deer reported harvested that year.

The following are total number of applicants hunting on each lot:

City Lot #1 / St. Louis River Road	5
City Lot #2 / Pionk and Kirkus	3
City Lot #3 / Fairgrounds	2
City Lot #4 / I-35	4
Private Land	9



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

CITY OF PROCTOR 02-24 Resolution of Support for the Rice Lake Road Corridor Project

WHEREAS, St. Louis County is working on the development of the Rice Lake Road Corridor Project, located within the cities of Duluth and Rice Lake; and

WHEREAS, the goals of this project are to improve traffic operations and traffic safety while supporting future residential and business development along the Rice Lake Road corridor; and

WHEREAS, Rice Lake Road, also known as County State Aid Highway No. 4, is a significant regional route that serves the Twin Ports metropolitan area which includes the cities of Duluth, Hermantown, Rice Lake and Proctor and the townships of Midway, Solway, Grand Lake, Canosia, Lakewood and Duluth; and

WHERAS, the future success of Rice Lake Road is expected to benefit the residents and businesses located within the Twin Ports metropolitan area; and

WHEREAS, St. Louis County is seeking funding for the Rice Lake Road Corridor Project through the RAISE Grant (Rebuilding American Infrastructure with Sustainability and Equity) which is a grant program included in the Infrastructure Investment and Jobs Act (IIJA).

THEREFORE, BE IT RESOLVED, that the CITY OF PROCTOR supports St. Louis County's vision for the Rice Lake Road Corridor Project; and

RESOLVED FURTHER, that the CITY OF PROCTOR supports St. Louis County's funding application to the RAISE Grant for the Rice Lake Road Corridor Project.

Passed by the majority this 16th day of January, 2024.

Chad Ward, Mayor

Attest: Jess Rich City Administrator

City of Proctor

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

January 16, 2024

Mr. Victor Lund, PE

Traffic Engineer

St. Louis County, MN

RE: CSAH 4 (Rice Lake Road) Support for the Rice Lake Road Corridor Project

Dear Mr. Lund:

On behalf of the Proctor City Council, I am writing to support St. Louis County's Project on Rice Lake Road, also known as County State Aid Highway No. 4. This route is very significant to the region as it serves the Twin Ports metropolitan area. As a neighboring municipality, the City of Proctor sees the benefit of improved traffic operations, traffic safety, and the support of future residential and business development. These noted improvements will serve several municipalities in our region.

The City of Proctor appreciates the partnership between the city and St. Louis County. Should you have any additional questions, please feel free to give me a call.

Regards,

Chad Ward, Mayor City of Proctor COUNCILORS Jake P. Benson Troy R. DeWall Rory Johnson James Rohweder

VIA EMAIL lundv@stlouiscountymn.gov

City of Proctor

COUNCILORS

Jake P. Benson

Troy R. DeWall Rory Johnson James Rohweder

Jess Rich City Administrator

You Have a Place in Proctor

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

DATE:January 12, 2024TO:Mayor Ward and Proctor City CouncilRE:Police Department – Vehicle PurchaseFROM:Jess Rich Administrator

The City of Proctor department heads annually evaluate equipment needs and make appropriate budget recommendations to the Proctor City Council.

The City Council budgeted \$65,000 in the 2024 Proctor Police Department budget for the purchase of new pursuit vehicle. Attached is a quote for the purchase of a new pursuit vehicle with a base price of \$50,000 and the preliminary build out for \$17,250.20. The estimated delivery date for the vehicle is 4-5 months and the build out will take approximately an additional 4-6 weeks. The deadline for ordering is January 24th, 2024

Chief Gaidis is requesting approval for the purchase of a 2024 Chevrolet Silverado Pursuit Crew Cab Pickup and approval for the build out. Both quotes were given under State of Minnesota Cooperative Purchasing contract. Chief Gaidis will be present at the meeting, but he would be happy to any answer your questions prior to the meeting.

NORTH COUNTRY GM Bob O'Hara



2024 CHEVROLET SILVERADO PURSUIT RATED CREW CAB PICKUP

note: BASE STARTING PRICE INCLUDES PPV REQ OPTIONS \$45,471.00 w/5'8"BOX

5.3L V8 ECO TEC 6 PISTON BREMBO BRAKES

1502 E HOWARD ST

10 SPEED AUTOMATIC STD

VINYL SPLIT RFAR SFAT AVAILABLE

HIBBING, MN 55746

220 AMP ALTERNATOR HD VINYL FLOORING STD 218-263-7578

	DEPARTMENT : COTU OF PROCTOE	ADDRESS:		
	CONTACT NUMBER:	CITY,ZIP:		
	EMAIL:	CELL #		
	2023 CHEVROLET SILVERADO PPV 5'8" BOX			
			ORDER #	
	ALL OPTIONS		CNZXV5	
		Option Price	VEHICLE SPEC	UNIT 1
	Base Starting Price INCLUDES ALL OPTIONS REQUIRED FOR SSV		СК10543	\$44,471.00
		N/0		N/6
	CK10543 2023 Chevrolet Silverado 1500 4WD Crew Cab 147" Work Truck	N/C	X	N/C
	MECHANICAL EQUIPMENT			
9C1	Police Pursuit Package (Deletes (KL9) automatic stop/start.)) includes (K47) high-capacity air filter, (KW5) 220-amp alternator, (J55) Heavy Duty Brakes, (PXT) 20" Black painted steel wheels, (RNQ) 20" Black painted steel spare wheel, (QAE) 275/60R20SL all-terrain, blackwall tires, (RMW) 275/60R20 all-terrain, blackwall spare tire, (VZ2) speedometer calibration, (JHD) Hill Descent Control, (5J1) Calibration, keyless remote panic button exterior lights/horn disable, (NZZ) skid plates, (G80) auto-locking differential, (K34) cruise control, (NQH) 2-speed transfer case, (5J3) calibration and surveillance mode interior & exterior lighting, (6J7) headlamp and taillamp flasher system, (5LO) red/red taillamp flasher calibration and (5J9) red/white taillamp flasher calibration(Requires (Z71) Z71 Off-Road Package or (Z7X) Suspension Package. Requires CK10543 4WD Crew Cab Short Bed, (L84) 5.3L EcoTec3 V8 engine and either (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package. Not available with (5W4) Special Service Package	INCL	х	INCL
Z71	Trailering Package includes trailer hitch, 7-pin and 4-pin connectors and (CTT) Hitch Guidance(With (L84) 5.3L EcoTec3 V8 engine requires (G80) locking differential.	INCL	х	INCL
ZLQ	WT Fleet Convenience Package includes (K34) cruise control and (DLF) power mirrors(Upgradeable to (DPO) trailer mirrors and includes (DD8) auto dimming rearview mirror.	INCL	x	INCL

L84	Engine, 5.3L EcoTec3 V8 (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm); featuring available Dynamic Fuel Management that enables the engine to operate in 17 different patterns between 2 and 8 cylinders, depending on demand, to optimize power delivery and efficiency(Requires (G80) auto-locking differential	INCL	х	INCL
M12	Transmission, 10-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking(Included and only available with (9C1) Police Pursuit Package,	INCL	x	INCL
Z82	Trailering Package includes trailer hitch, 7-pin and 4-pin connectors and (CTT) Hitch Guidance(With (L84) 5.3L EcoTec3 V8 engine requires (G80) locking differential.	INCL	х	INCL
	Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown	INCL	х	INCL
	protection and retained accessory power (Included and only available with (L82) 5.3L EcoTec3 V8			
	engine.)			
	K47_Air cleaner, high-capacity (Included and only available with (BAQ) Work Truck Package, (Z71)			
	Off-Road Package, (VYU) Snow Plow Prep Package or (5W4) Special Service Package on	INCL	X	INCL
AMF	Remote Keyless Entry Package Includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense.	66.00		-
	Alternator, 220 amps (Included with (5W4) Special Services Package	INCL	X	INCL
5J1	Calibration, keyless remote panic button exterior lights/horn disable (Requires C*10*43 model and INCLUDED and only available with (5W4) Special Service Vehicle.)	INCL	x	
5J3	Calibration, Surveillance Mode Interior & Exterior Lighting Calibration to disable interior & exterior	INCL	х	INCL
	automatic lighting. Feature is activated by adding wire connection to the BCM by			
	customer/upfitter. (Requires C*10*43 model and included and only available with (5W4) Special	INCL	x	INCL
	<u>Service Vehicle.)</u>			
AQQ	Remote Keyless Entry, with 2 transmitters (Included and only available with (PCV) WT			
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Convenience Package or (ZLQ) WT Fleet Convenience Package.)	INCL	X	INCL

K34	- Cruise control, electronic with set and resume speed, steering wheel-mounted (Included with			
	(PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	INCL	Х	INCL
KJ4	Power outlet, bed mounted, 120-volt (400 watts shared with (KI4) instrument panel mounted			
	power outlet) (Included and only available with (KI4) Power outlet. Not available with (ZW9)			
	pickup bed delete.)	INC	X	INC
	Power outlet, instrument panel, 120-volt (400 watts shared with (KC9) bed mounted power outlet)	INCL	x	INCL
	(Requires (ZLQ) WT Fleet Convenience Package, (PCV) WT Convenience Package or (5W4)			
	Special Service Package.)			-
	ADDITIONAL EQUIPMENT - EXTERIOR			
DLF	Mirrors, outside heated power-adjustable (Included and only available with (PCV) WT			
	Convenience Package or (ZLQ) WT Fleet Convenience Package. When (PQA) WT Safety			
	Package is ordered, includes (DP6) high gloss Black mirror caps.)	INCL	X	INCL
QT5	- Tailgate, gate function manual with EZ Lift, includes power lock and release (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	INCL	х	INCL
0.12	Tailgate, Multi-Flex with six functional load/access features, NOTE: Auto release can be disabled if	552.00		
QK2	ball hitch is installed. See Owner's manual for details(Requires (QT5) EZ Lift power lock and release tailgate.	552.00		-
	PREFERRED EQUIPMENT GROUP			-
	1WT Work Truck Preferred Equipment Group includes standard equipment			
	SEAT TYPE			
A52	A52 Seats, front 40/20/40 split-bench (STD) \$0.00	INCL	Х	INCL
	GVWR			

C5Y	C5Y GVWR, 7100 lbs. (3221 kg) (Requires Crew Cab 4WD model with (L82) 5.3L EcoTec3 V8 engine)	STD	x	STD
G7C	Red Hot	N/C		-
G6M	Dark Ash Metallic	N/C		
GXD	Sterling Gray Metallic	N/C		-
GA0	North Sky Blue Metallic	N/C		-
GLT	Glacier Blue Metallic (Available at extra charge. Not available on 2FL models.)	435.60		-
GAZ	Summit White	N/C		-
GBA	Black	N/C	X	N/C
	AXLE			
GU5	3.23 Axle Ratio	STD	X	STD
	SEAT TRIM			
H2G	Jet Black, Vinyl seat trim	N/C		-
H1T	Jet Black, Cloth seat trim	N/C		-
HOU	Jet Black Cloth seat with Power Drivers Seat (incl A2X)	255.20	Х	\$255.20
5T5	Cloth Front seats and Vinyl Rear Seat Trim	N/C		-
	RADIO			
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo.			
	Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices,			
	voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)	STD		-
	TIRES			
РХТ	Tires, 275/60R20SL all-terrain, blackwall (Included and only available with (9C1) Police Pursuit Package.)	STD	x	STD
	WHEELS			
QAE	Tires, 275/60R20SL all-terrain, blackwall (Included and only available with (9C1) Police Pursuit Packag	STD	X	STD
	OTHER OPTIONS			

VPB	Tonneau Cover Rollup soft cover	660.00	Х	\$660.00
VXH	Assist Steps Chromed 6" Rectangular	699.00		-
RVQ	Black tubular assist steps, 6" rectangular	699.00		-
CGN	Spray bedliner	479.60	Х	\$479.60
9L7	5 Upfitter Switches	132.00		-
G80	Locking Rear Axle	INCL		-
JL1	Brake Controller	242.00	X	\$242.00
<b>Z82</b>	Trailering Pkg	INCL		-
NZZ	Skid Plates	INCL		-
V46	Chrome Bumper Pkg and Aluminum Wheels	484.00		-
AK0	Deep Tinted Rear Glass	176.00	Х	\$176.00
<b>C49</b>	Rear Window Defogger	206.80		-
К05	Block Heater	88.00	X	\$88.00
FHS	E85 Flex Fuel Capable	88.00		-
7X3	Spotlamps, Left-hand pillar mounted, LED (Late availability. Requires (5W4) Special Services		х	\$897.60
///3	Package, Silao Production and (GEZ) Kerr Industries ship thru. Spotlamps, Left-hand pillar mounted, Halogen (Late availability. Requires (5W4) Special Services	897.60	^	<i><b>40</b>37.00</i>
7X8	Package,	660.00		-
"6E2	Key, common. (Requires C*10*43 model, (5W4) Special Service Vehicle	44.00	Х	\$44.00
"6E8	Key, common. (Requires C*10*43 model, (5W4) Special Service Vehicle			
9 <b>G</b> 8	Headlamps, daytime running lamps and automatic headlamp control delete	44.00	Х	\$44.00
6N6	Door locks and handles. Inside rear doors inoperative (doors can only be opened from			
ONO	outside)	60.72		-
6N5	Inoperative rear windows (Requires C*10*43 model and (5W4) Special Service Vehicle.)	44.00	X	\$44.00
ZX3	Off Road Suspensio w/2" Front lift	1,122.00	X	\$1,122.00
<b>B30</b>	Floor Carpeting	88.00		-
	DLR1 GM Remote Start	477.00		-
	2024 price increase	1,476.60		\$1,476.60
	TOTAL COST WITH OPTIONS			\$50,000.00



2755 Geneva Avenue North Oakdale MN 55128 651-765-2657 orders@eatimn.com Quote

1/9/2024

Date

Quote # DL010924-19

Name / Address

PROCTOR POLICE DEPT 100 PIONK DRIVE PROCTOR, MN 55810

EATI HERMANTOWN FOR PROCTOR PD 4930 LIGHTNING DRIVE SUITE 2 HERMANTOWN, MN 55811

P.O. No	D.	Ac	count #	Terms	Rep	Quote Va	llid Until		FOB	
				Net 30	DLL	2/8/2	2/8/2024		ORIGIN	
Qty	y Item		Item Description			U/M	Price	Price Tota		
1	POLICY EATI WARI	₹A	SEPARATE INVOICED RECEIVED WITH YOU AND WILL YOU MAY THAT THE OR YOU M CHARGES SHOP SUP FOLLOWIN VEHICLE. VEHICLE I WARRANT	D LABOR WILL BE IN ELY. YOUR PARTS W COMPLETE ONCE T. O. YOUR PARTS WILI IR NAME AND ORDE BE HELD IN OUR W. AT YOUR DISCRETI PARTS BE DELIVER AY PICK THEM UP. ( MAY APPLY). LABO PLIES, ETC., WILL BE NG THE COMPLETION BUILD INCLUDES EA Y WHICH COVERS O TION AND WORKSM	TILL BE HEY ARE L BE MARKED R NUMBER, AREHOUSE. ON, REQUEST ED TO YOU DELIVERY R, STRIP, E INVOICED N OF THE TI LIFETIME DUR	ca		0.00	0.00	
1	VEHICLE CONTACT NOTE		THE LIFET NORMAL U THEIR RES WARRANT 2024 CHEV CHIEF KEN KGAIDIS@ 218-348-20 **NO STRI CUSTOM	IME OF THE VEHICL JSE - ALL NEW PROI PECTIVE MANUFAC TES SILVERADO PPV VT GAIDIS PROCTORPD.ORG 35 P** ER TO SUPPLY: GUARD CAMERA**	E UNDER DUCTS CARRY			0.00 0.00 0.00	0.00 0.00 0.00	

All EATI production sales orders will have parts and labor invoiced seperately. You will receive an invoice for your parts once they are received and ready for the build. If you would like to turn this quote into an order, please notify your sales rep ASAP.



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				Net 30	DLL	2/8/2	)24	ORIGIN			
Qty	Qty Item		Item Description			U/M	Price		Total		
1	5177T-F	ST	TEEL TEX	LIGHT READY PUSH (TURED - FOR 2022+( O 1500 PPV, SSV, CIV	CHEVY	ea	41	7.36	417.36		
1	2L61T-M1B	TE. PU	EXTUREI	LIGHT MASK PLATE D STEEL LIGHT-REAI PERS - FITS 2 WHELI DS	DY	ea	38	3.415	38.42		
1	1 1K0574CHT19				SETINA 6VS SPT, STATIONARY WINDOW, COATED POLY, FOR USE W/ STOCK SEAT, INCLUDES LOWER EXT. PANELS. NEW BODY 2019 -2020 SILVERADO.				92	9.25	929.25
1	1 WK0514CHT19		SETINA STEEL VERTICAL WINDOW BARS FOR LATE 2019 AND 2020 CHEV SIVERADO 1500.			ea	24	6.75	246.75		
1	GK10342UF	SY	STEM W	JAL T-RAIL WEAPON // 2 UNIVERSAL XL L F KEY OVERIDE		ea	44	1.75	441.75		
1	1 7170-0784-07		GAMBER JOHNSON CONSOLE WITH INTERNAL CUPHOLDER AND VERTICAL SUFACE MOUNT KIT FOR 2019+ CHEV SILVERADO/GMC SIERRA 1500			ea	45	50.00	450.00		
1	7160-0339	FO GO	OR MCS C	OHNSON FULL SIZE CONSOLE FOR WHEL ITROL HEAD SOUND	EN CEN-COM	ea		0.00	0.00		

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EATI HERMANTOWN FOR PROCTOR PD 4930 LIGHTNING DRIVE SUITE 2 HERMANTOWN, MN 55811

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				Net 30	DLL	2/8/2	2/8/2024		ORIGIN
Qty	Item		Item Description		U/M	Price	Э	Total	
1	7160-0321		FOR MCS	OHNSON FULL SIZE CONSOLE FOR XTL-5 IEAD RADIO		ea		0.00	0.00
1	7160-1553		GAMBER J PRINTER A	OHNSON INTERNAL ARMREST	MOUNT	ea		323.40	323.40
1	7160-1216-0	)9		OHNSON 9' MONGOO TTACHMENT	DSE XLE	ea		354.00	354.00
1	1 15371		GAMBER JOHNSON DUAL USB POWER ADAPTER - FITS CARLING SWITCH SIZE CUT-OUTS - 4.2 AMPS TOTAL USB POWER OUTPUT			ea		66.60	66.60
1	15082		FACEPLAT SWITCHES	AMBER JOHNSON MCS CONSOLE ACEPLATE WITH CUTOUTS FOR 3 ROCKER WITCHES AND 3 LIGHTER SOCKETS (SOLD EPARATELY)		ea		21.00	21.00
3	14.057			INGLE ACCESSORY (	DUTLET	ea		9.36	28.08
1	F F F F		***DISCONTINUED***\nHAVIS PORT REPLICATING DOCKING STATION FOR PANASONIC CF-30/31 WITH NO RF PASS-THROUGH - DOES NOT INCLUDE POWER SUPPLY - USE LPS-104 **WE HAVE A COUPLE LEFT IN STOCK. NO		ea	57	9.9465	579.95	
			MANUFACTURER WARRANTY. PART IS OBSOLETE.**						
1	LPS-104		DS-PAN-10	WER SUPPLY FOR HA 01/111 DOCKING STA ****REQUIRED FOR	TION	ea		262.00	262.00

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			Net 30 DLL		2/8/2024		ORIGIN	
Qty	ltem		Description		U/M	Price	9	Total
1	C399	CONTROL	WHELEN CENCOM CORE AMPLIFIER CONTROL MODULE - SPECIFY CONTROL HEAD AND CANPORT INSTALL KITS SED AD ATEL Y				802.14	802.14
1	CCTL6		CONTROL HEAD FOR H ROTARY SIREN KN		ea		268.54	268.54
1	CEM16	WHELEN WECAN-X	WHELEN CENCOM CORE 16 OUT 4 IN WECAN-X EXPANSION MODULE - ONLY FOR USE WITH CENCOM CORE SYSTEM				165.88	165.88
1	BW49UFX	WHELEN XTRA LOV LIGHTHEA	WHELEN WCX DUO INNER-EDGE XLP - XTRA LOW-PROFILE - 12 - 6 LED DUO LIGHTHEADS - FOR 2021+ CHEV SILVERADO **FULL LENGTH WINDSHIELD**			1,	281.22	1,281.22
6	BWDD	WHELEN LAMPS, R	WHELEN EXTRA LOW PROFILE 6-LED DUO LAMPS, RED/WHITE, DRIVER SIDE, NO CHARGE WHEN ORDERED WITH XLP DUO				0.00	0.00
6	BWPE	LAMPS, B CHARGE	WHELEN EXTRA LOW PROFILE 6-LED DUO LAMPS, BLUE/WHITE, PASSENGER SIDE, NO CHARGE WHEN ORDERED WITH XLP DUO INNER EDGE				0.00	0.00
1	WX2230F	LONG, 6 D CAPS **REAR C. **RED/AM	WHELEN WECANX 2230 SUPER-LED, 32' LONG, 6 DUO LIGHTHEADS AND 2 FLAT END CAPS **REAR CAB WINDOW** **RED/AMBER DRIVER, BLUE/AMBER PASSENGER**				662.94	662.94



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			Net 30 DLL		2/8/2024		ORIGIN	
Qty	ltem		Description			U/M Price		Total
1	I2D	LIGHTHE COLOR R OVERRID	ION DUO LINEAR SUI AD - UNIVERSAL MOI ED/WHITE - RED PRIN E JMPER MASK PLATE	UNT - DUAL 1ARY - WHITE	ea		116.58	116.58
1	I2E	LIGHTHE COLOR B WHITE O	WHELEN ION DUO LINEAR SUPER LED LIGHTHEAD - UNIVERSAL MOUNT - DUAL COLOR BLUE/WHITE - BLUE PRIMARY - WHITE OVERRIDE **PUSHBUMPER MASK PLATE**				116.58	116.58
1	TLI2D	DUO COL	WHELEN ION T SERIES LINEAR LIGHTHEAD - DUO COLOR - RED/WHITE **DRIVER SIDE OF PUSHBUMPER, SIDE				113.10	113.10
1	TLI2E	DUO COL	WHELEN ION T SERIES LINEAR LIGHTHEAD - DUO COLOR - BLUE/WHITE **PASSENGER SIDE OF PUSHBUMPER, SIDE				113.10	113.10
1	IONV3B	WARNING LIGHTS A INCLUDE BLACK H	IONV3 LIGHTHEAD - G LIGHT WITH 3 SUPE ND LED PUDDLE LIG S BASIC PEDESTAL B OUSING - BLUE IGER MIRROR**	R-LED ALLEY HTING -	ea		193.14	193.14



Quote

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				Net 30 DLL		2/8/2024		ORIGIN	
Qty	ltem			Description			Price	9	Total
1	WARNING LIGHTS AI INCLUDES BLACK HO			LEN IONV3 LIGHTHEAD - V-SHAPED NING LIGHT WITH 3 SUPER-LED ALLEY TS AND LED PUDDLE LIGHTING - UDES BASIC PEDESTAL BRACKET - CK HOUSING - RED IVER MIRROR**				193.14	193.14
1	SA315P		WHELEN 100 WATT COMPOSITE HOUSING SIREN SPEAKER - BRACKETS SOLD SEPARATELY			ea		233.74	233.74
1	SAK1		WHELEN SAK1 SA-315 SIREN SPEAKER BRACKET - UNIVERSAL 90 DEGREE L BRACKET FOR PUSHBUMPER APPLICATIONS			ea		29.58	29.58
1	EMPSA05B	T-D	SOUNDOFF 4X2 MPOWER - 24 LED DUAL COLOR - QUICK MOUNT - RED/WHITE **MOUNT ON TAILGATE, USE WHITE FOR REVERSE OVERRIDE**			ea		179.52	179.52
1	EMPSA05B	T-E	SOUNDOFF 4X2 MPOWER - 24 LED DUAL COLOR - QUICK MOUNT - BLUE/WHITE **MOUNT ON TAILGATE, USE WHITE FOR REVERSE OVERRIDE**			ea		179.52	179.52
1	ETFBSSN-F		SOUNDOFF SOLID STATE TAIL LIGHT FLASHER - 12 WIRE - ISOLATED POSITIVE OUTPUTS			ea		52.02	52.02
2	PMPTCM07	7	SOUNDOFF 7-HOLE LONG L-BRACKET FOR TRAFFIC CONTROLLER **USE ON REAR WINDOW WX2230F**			ea		15.30	30.60



Quote

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			Net 30 DLL		2/8/2024		ORIGIN	
Qty	ltem		Description		U/M	Price	Э	Total
1	РЈ822	THERMAI CONNECT	BROTHER POCKETJET 8 200DPI, 8.5' WIDTH, THERMAL, USB-C CONNECTIVITY/CHARGING, BATTERY AND CHARGING CABLE NOT INCLUDED				435.00	435.00
1	14331	GAMBER CAR DC C	JOHNSON PENTAX PO ABLE	OCKETJET	ea		30.00	30.00
1	USB C 2M		USB C CABLE - TYPE-A MALE TO TYPE-C MALE - 2 METERS - BLACK				12.00	12.00
1	807-0002-00		STALKER DSR 2X RADAR SYSTEM WITH INSTANT ON REMOTE - 3 YEAR WARRANTY			3,	,250.00	3,250.00
1	155-2211-00		STALKER RADAR DSR REMOTE DISPLAY CABLE - 10 FOOT				90.00	90.00
1	200-1503-01	GPS-KA-B	STALKER SPEED MODULE WITH EXTERNAL GPS-KA-BAND FOR DSR 2X, DSR, DUAL SL EXTERNAL GPS				253.13	253.13
1	CG-X	AUTO ON	HAVIS CHARGEGUARD PROGRAMMABLE AUTO ON/OFF TIMER 12V NEG GROUND. PROGRAMMABLE FROM 5 SECONDS TO 18 HOURS.				74.90	74.90
1	47769		AMBER LOW-COST LED PRISONER COMPARTMENT LIGHT				10.27	10.27
1	EX-MISC SU	JP SCHUMA	SCHUMACHER SC1300 1.5A ON-BOARD BATTERY CHARGER				50.00	50.00



Quote

1/9/2024

Date

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EATI HERMANTOWN FOR PROCTOR PD 4930 LIGHTNING DRIVE SUITE 2 HERMANTOWN, MN 55811

P.O. I	No.	Account # Terms Rep		Quote Val	id Until	FOB		
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	1 5032		BLUE SEA 12 CIRCUIT SPLIT BUS FUSE BLOCK WITH NEGATIVE BUS AND COVER			50.99	50.99	
	1 5046	- NO GRO MAX PER	BLUE SEA ST BLADE COMPACT FUSE BLOCK - NO GROUND DISTRO - 8 CIRCUTS - 100A MAX PER BLOCK, 30A MAX PER CIRCUIT - WITH COVER			32.07	32.07	
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will receive an invoice for your parts once they are received and ready for the build. If you would like to turn this quote into an order, please notify your sales rep ASAP.

\$17,230.20

Chad Ward Mayor



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 03-24** 

## CITY OF PROCTOR, MINNESOTA A RESOLUTION APPROVING THE PURCHASE OF A NEW POLICE PURSUIT VEHICLE ON THE STATE OF MINNESOTA COOPERATIVE PURCHASING VENTURE CONTRACT.

WHEREAS, the City of Proctor operates a police department and has a capital improvement plans to periodically replace pursuit vehicles; and

WHEREAS, the 2024 City of Proctor Budget included \$65,000 for the replacement of a police pursuit vehicle; and

WHEREAS, Proctor Chief of Police Kent Gaidis received quotes under the State of Minnesota Cooperative Purchasing Venture contract equaling \$67,250.20 for the purchase and build out of a new pursuit vehicle.

NOW THEREFORE BE IT RESOLVED the Proctor City Council authorizes its city administrator to enter into an agreement with North County GM for the purpose of purchasing a 2024 Chevrolet Silverado Pursuit Crew Cab and Emergency Automotive Technologies for the equipping the vehicle.

Passed by a majority vote of the Proctor City Council this 16th day of January 2024.

BY:

Chad Ward Mayor

ATTEST:

Jess Rich City Administrator Chad Ward Mayor **City of Proctor** 

Jess Rich City Administrator

You Have a Place in Proctor

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

DATE:January 12, 2024TO:Mayor Ward and Proctor City CouncilRE:3rd Street Park Plan ApprovalFROM:Jess Rich Administrator

The Orange Places Project is an initiative of Essentia Health to support the development of functional, well-loved community spaces. As a part of this initiative, Essentia Health piloted a program to offer technical assistance to communities in northeast Minnesota and northwest Wisconsin.

In 2023, the City of Proctor was selected to help Essentia Health pilot the technical assistance program. The City's "pavement park" (the City-owned property at the corner of 3rd Street and 1st Avenue in Proctor) was the focus of the project. This park was selected due to its location at the heart of a residential area and the possibilities for gathering it might provide for members of the neighborhood.

The City of Proctor Park and Recreation Committee has completed the planning process with The Orange Places Project and present their final recommendations to the Proctor City Council. The City of Proctor Parks and Recreation Committee is requesting approval of the plan and authorization for the SEH to evaluate the plan and provide an estimate for the improvements.

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



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



#### CITY OF PROCTOR, MINNESOTA A RESOLUITOIN APPROVING THE 3RD STREET PARK IMPROVEMENT PLAN AND AUTHORIZING AN ENGINEER'S ESTIMATE.

WHEREAS, the City of Proctor received assistance from The Orange Places Project, an initiative of Essentia Health, to assist with improvement recommendations for the 3rd Street Park located in the City of Proctor, and

WHEREAS, Proctor residents have been engaged in the development of the plan through surveys, events, meetings, and social media; and

WHEREAS, the 3rd Street Park Development Plan was developed as a result of the public engagement and is recommended for approval by the City of Proctor Park and Recreation Committee, and

WHEREAS, the 3rd Street Park Development Plan improvements will require city funds and grants to complete, and

WHEREAS, the Proctor Parks and Recreation Committee recommends the Proctor City Council authorize and engineer's estimate be prepared for the park improvements so funding sources can be identified.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Proctor hereby approves the 3rd Street Park Development Plan and authorizes staff to seek an engineer's estimates for the proposed improvements.

Passed by a majority vote of the Proctor City Council this 16th day of January 2024.

BY:

Chad Ward Mayor

ATTEST:

Jess Rich City Administrator

# Drange Places Project

"3RD STREET PARK" DEVELOPMENT PLAN CITY OF PROCTOR, MINNESOTA 2023

An initiative of



**Essentia Health** 

## Contents

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## Special Note:

The City of Proctor and Essentia Health wish to extend a special thank you to members of the Proctor Parks and Recreation Committee, who guided this park development plan process. The individuals who advised this project were:

- Kristal Berg
- Russell Habermann
- Rory Johnson
- Shari Krizek
- Rick LaLonde

- Jennifer McDonald
- Jessica Rich
- Jim Rohweder
- Chad Ward
- Anthony Wood

## Introduction

"3rd Street Park" is a public recreation property located on the corner of N 1st Avenue and 3rd Street in Proctor, Minnesota. It is owned and managed by the City of Proctor.

In 2023, the City of Proctor applied for and was selected to help Essentia Health's Community Health Department pilot a community development technical assistance program called the Orange Places Project. The Orange Places Project is an initiative of Essentia Health¹ to support the development of functional, well-loved community spaces, with a desire to respond to mental and social well-being needs in the region.

This report documents the public process to envision and plan 3rd Street Park's future. The report is outlined using the Orange Places Project's 3-"E" framework for developing and managing public places: Evaluation, Engagement, and Execution.

¹ Essentia Health is a non-profit, integrated health system caring for patients in Minnesota, Wisconsin, and North Dakota. At Essentia Health, we are called to make a healthy difference in people's lives.



## Evaluation

Evaluation of a public space is crucial for understanding who uses the space and how. But while it is important to understand current use, this understanding should not dictate future development of the space, especially if evaluation finds that the space is underutilized.

This chapter gives context to 3rd Street Park by documenting its infrastructure and programming, development history, neighborhood demographics, recreation network, and documented use.

#### Infrastructure/Programming

3rd Street Park is adjacent to city streets on its north and east sides, an alley on its south side, and a residential lot on its west side. It includes a 20,803-square-foot paved area (142 feet by 146.5 feet) enclosed with 556 linear feet of chain linked fence. The 6-foot-tall fence extends around the paved area, with a 12-foot-high fence extension along half of the western fence line (separating the adjacent residential lot) and at the northwest corner (serving as a backstop for yard games). Two swinging human-sized gates and a rolling vehicle-sized gate are located on the eastern fence line; foot entry can also be accessed behind the "backstop" in the northwest corner.

Two basketball hoops are located opposite each other on the east side of the lot. Community members have also tried to establish pickleball courts in recent years.

The pavement has exceeded its lifetime use, and a quote to replace the pavement for approximately \$100,000 was provided in 2019. There are rocks near the ground surface that would require excavating work, driving up costs.

Sidewalks border the park on the north side and east side, respectively along 3rd Street and N 1st Avenue. The sidewalk on the north side is in fair condition, and the sidewalk on the east side is in poor condition. A sidewalk network, with conditions ranging from good to poor, encompasses most of the surrounding neighborhood. No bike parking is available at the park, and street parking is available for motorized vehicles.

The City of Proctor places a trash can along the eastern fence line during warm months to prevent litter at the property. The Park does not host any formal programming, such as organized leagues or a regular schedule of activities.

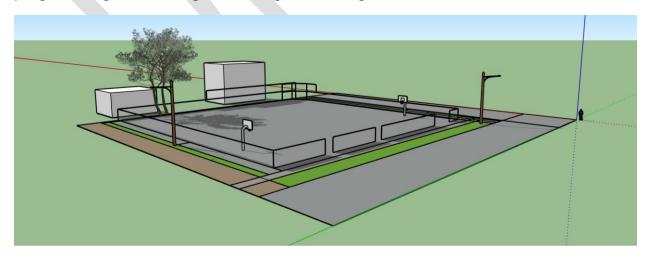


Figure 1. 3D Model of 3rd Street Park, from southeast corner.

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## **Development History**

The development history of 3rd Street Park is outlined in the timeline below.

- 1893: Village of Proctorknott is founded
- **1895:** Land is platted as three residential parcels in the First Addition of Proctorknott
- **Early 1900s:** Proctor School District acquires the never-developed property; this acquisition is made through tax-forfeiture, so it must stay in public ownership
- **Middle 1900s:** Proctor School District develops the property into a parking lot to serve the secondary school across the street
- **1983:** Proctor School District moves high school operations to a different location and develops the parking lot into a recess yard for the middle school students remaining at the school across the street
- **2002:** Proctor School District demolishes the middle school but retains the property as community recreation property, due to requirements outlined in a grant they previously received from the State of Minnesota
- 2015: Proctor School District and City of Proctor participate in a land swap, placing property ownership with the City of Proctor



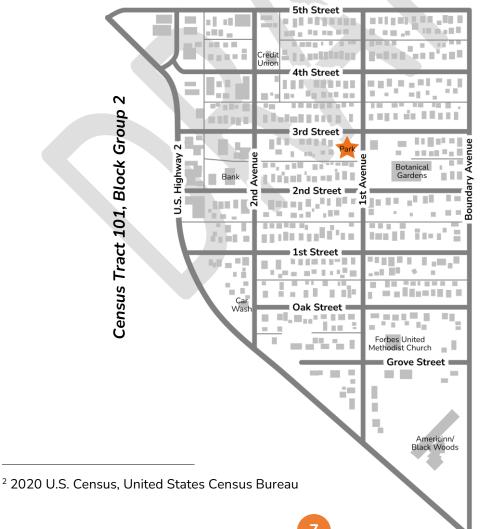
Figure 2. Aerial photo of the parking lot (current-day 3rd Street Park) and Proctor High School, 1979.

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## **Neighborhood Demographics**

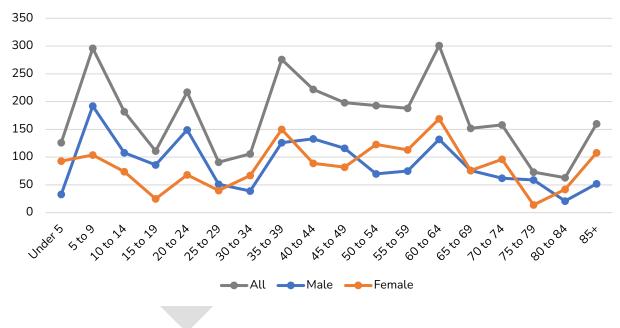
For purposes of this project, 3rd Street Park's neighborhood is defined as Block Group 2 in Census Tract 101; this is the area contained by U.S. Highway 2, 5th Street, and Boundary Avenue. Demographics² of this neighborhood are presented below.

- Total Population: 773
- Housing Units: 339
- Race:
  - o 91.7% (709) White
  - o 6.6% (51) Two or More Races
  - o 0.8% (6) American Indian/Alaska Native
  - o 0.3% (2) Asian
  - o 0.3% (2) Black/African American
  - 0.4% (3) Some Other Race Alone
  - o (1.7% [9] Hispanic or Latino)



Recent demographic data about sex and age are not publicly available on the Block Group level, but these statistics are insightful in park development processes. To provide context of community makeup, demographics³ by sex and age for the City of Proctor as a geography are presented below.

- Total Population: 3,113
- Sex Distribution:
  - Male: 1,580 (50.8%)
  - Female: 1,533 (49.2%)
- Age Distribution: See chart below.

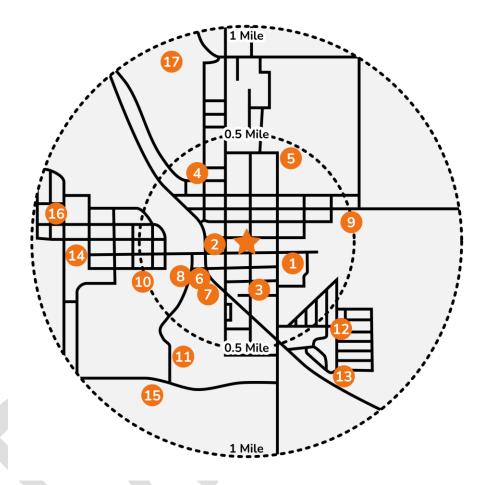


#### Age Distribution in Proctor, Minnesota

³ 2021 American Community Survey, United States Census Bureau

## **Recreation Network**

3rd Street Park is part of a network of other recreation facilities available in the immediate Proctor community. The map below identifies other facilities in this network, listed in order of distance from 3rd Street Park.



- 1. Klang Park (Baseball Fields, Gravel Track, Football Field, Playground, Picnic Area) (0.2 miles)
- 2. Centennial Park (Picnic Area) (0.2 miles)
- 3. Forbes United Methodist Church (Green Space, Paved Space, Picnic Area) (0.2 miles)
- 4. United Lutheran Church of Proctor (Paved Space) (0.4 miles)
- 5. South St. Louis County Fairgrounds (Rails Indoor Sports Complex, Soccer Field, Wooded Area) (0.5 miles)
- 6. TRAINquility Park (Cultural Monuments, Picnic Area) (0.3 miles)
- 7. Proctor Golf Course (Golf Course) (0.3 miles)
- 8. Proctor Community Center (Indoor Meeting Space) (0.3 miles)

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- 9. Bay View Elementary School (Gymnasiums, Playground, School Forest) (0.5 miles)
- 10.St. Rose Church (Playground, Picnic Area) (0.5 miles)
- 11. Proctor Regional Recreation Area (Egerdahl Field, Softball Fields, Playground for EVERYbody, Soccer Field, Picnic Area) (0.6 miles)
- 12. Zenith Terrace Office Playground (Playground) (0.6 miles)
- 13. Zenith Terrace Greenbriar Drive Playground (Playground) (0.75 miles)
- 14. Proctor High School (Gymnasiums, Indoor Pool, Soccer Field, Paved Track, Multiuse Green Space, School Forest) (0.8 miles)
- 15.St. Luke's Sports and Event Center (Indoor Arena, Outdoor Hockey Rinks) (0.8 miles)
- 16. Midway Park (Playground, Picnic Area, Multiuse Green Space) (0.9 miles)
- 17.North Proctor Park (Wooded Area) (1 mile)
- 18. Spirit Mountain Recreation Area ([Not on Map] Recreation Complex) (2.0 miles)

## **Documented Use**

When it comes to a park, one measure of success is the number of people who visit the space. Private parks do this very well; they count number of guests through gate entries and/or ticket sales, and these numbers inform whether new attractions are needed to boost visitor numbers. Unfortunately, it is more difficult for a public agency, with staff capacity limitations, to measure success of a public park. However, it is a process important to help a park best serve the community.

To track use of 3rd Street Park, the City of Proctor is using a technique coined as the "Snapshot Method". The Snapshot Method consists of taking a "snapshot" of park use on a random weekday every month. During the evaluative visits, a headcount of visitors, each visitor's perceived demographics (i.e., gender, age), and activities of each person is documented.

Considerations must be made for the Snapshot Method to collect useful data. First, weather on the selected evaluation days must be somewhat consistent with each other. Second, holidays or abnormal days must be avoided. And third, select times of observation on evaluation days must be consistent with each other.

For purposes of evaluating 3rd Street Park, evaluation will take place each month under the following conditions:

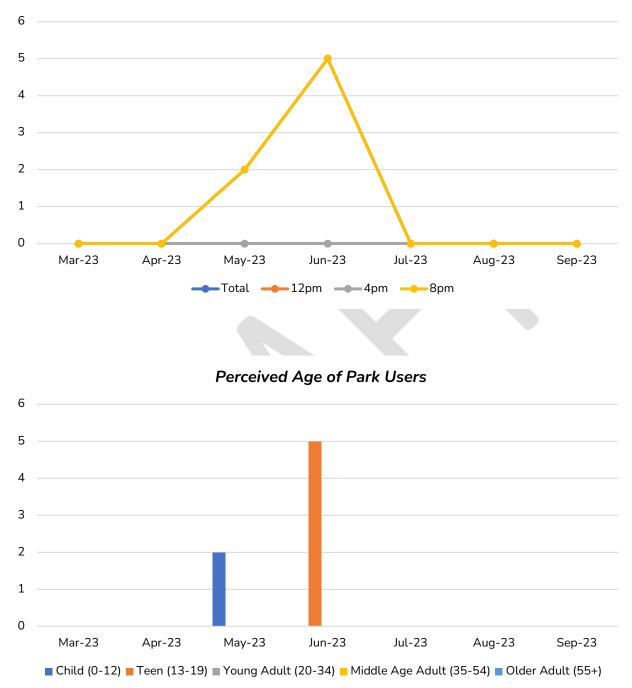
- On a day when there is no precipitation, high wind, or fog;
- On a Tuesday or Thursday (avoiding all dates impacted by holidays); and
- At 12pm, 4pm, and 8pm on each evaluation day.

Graphs documenting the data collected during the planning process (March 2023 through September 2023) are presented below.

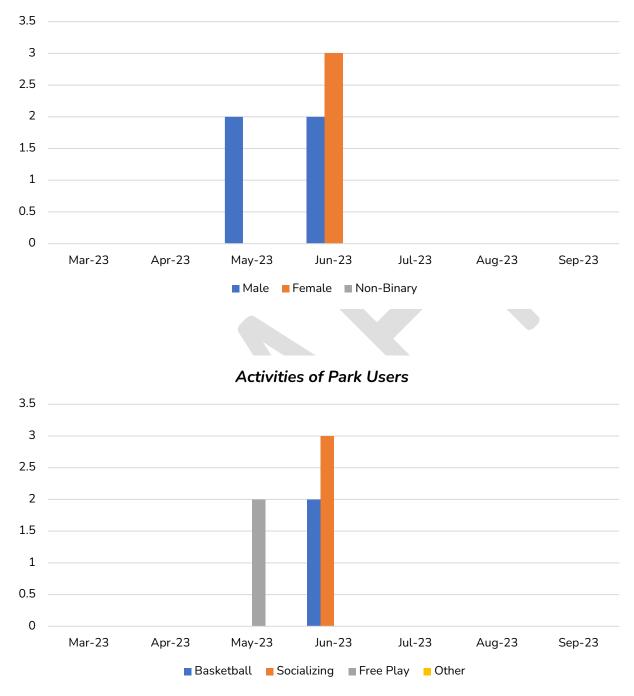
Notes:

- A flaw of this data collection method is that groups using the park outside of the evaluation times are not counted; in turn, a large group that uses the park for one hour but leaves five minutes before the evaluation time would not be counted. A data collection method with continuous presence would be more accurate but was not selected due to concerns about privacy of parks guests.
- Heavy snowfall and snow cover during Winter 2022-2023 caused 3rd Street Park to be inaccessible through April 13, 2023. Evaluation was attempted during this period, but no visitors were recorded for these months.

Number of Park Users



Perceived Gender of Park Users



## Engagement

Success of a public space relies on quality Engagement. If you want to attract people to use a space, it is unwise to make assumptions about what they want to see or do there. You need to identify the population you wish to see use the space and seek out their input about what would attract them to use the space daily.

This chapter outlines the methodology and results of engagement efforts employed to inform future development of 3rd Street Park.

#### Methodology

When it comes to engagement, it's important to start with one question: "Who do you want to engage?" For the purposes of developing 3rd Street Park, it was noted that we should prioritize the input of people residing in the park's neighborhood, as these are the people most likely to use a neighborhood park daily. Block Group 2 in Census Tract 101 nicely formalizes this neighborhood, with the addition of extending this area one block to the north. In turn, the park's "neighborhood" is defined by the area contained by U.S. Highway 2, 6th Street, and Boundary Avenue.

The City of Proctor Parks and Recreation Committee directed Essentia Health staff to collect input via a public survey and other engagement efforts. To prioritize input from the direct neighborhood, direct mailings with paper copies of the survey were distributed to households in the neighborhood; an online survey was also distributed via the community Facebook group, "Residents of Proctor, MN", with notice placed in the local newspaper, *The Proctor Journal*. Special outreach was conducted to adjacent property owners as well.

For purposes of rallying the neighborhood around the project, the Parks and Recreation Committee directed engagement efforts to take place when weather became warm. In turn, engagement efforts took place during May 2023 and June 2023.

Once draft designs based on input were available, the City of Proctor directed Essentia Health staff to collect feedback via a second public survey. This engagement effort took place during September 2023 and October 2023.



Figure 2. Community members participate in an in-person input event at 3rd Street Park on June 13, 2023.

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## Input Results

Engagement efforts around input yielded 189 survey responses, 5 neighbor interviews, and participation of 21 community members during an in-person input event. Social media comments were also harvested.

The following list highlights results of each of these engagement exercises. Full results for each engagement method are available in the Appendices.

- Survey respondents most frequently identified a desire for a basketball court, splash pad, playground, pickleball, and green space.
- Survey respondents from the direct neighborhood identified a desire for a basketball court, splash pad, benches/seating, and green space.
- Neighbor interviews revealed a desire to maintain the intended use as a multiuse paved space with basketball hoops, but with higher fencing, benches, and a portable restroom. There were negative feelings toward a playground, community garden, and splash pad.
- The in-person input event supported the idea to maintain current use as a basketball court and a multi-use paved space; the attendees also supported the addition of benches.
- Social media comments also revealed a desire to maintain the current facilities, especially the basketball court. A splash pad was also suggested, but it came with pushback from others about our climate.

## Feedback Results

Once draft designs based on input were available, engagement efforts around feedback on the candidate designs yielded 223 responses.

The following list highlights results of the park design feedback survey. Full results are also available in the Appendices.

- 55% of survey respondents said they "love" or "like" Design Option 1. 27% said they "could live with it", and 13% said they "do not like it".
- 63% of survey respondents said they "love" or "like" Design Option 2. 13% said they "could live with it", and 22% said they "do not like it".
- With Design Option 1, survey respondents said they would add more green space, like the fence around the full perimeter, do not like the off-street parking, and would add pickleball courts.

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- With Design Option 1, survey respondents from the direct neighborhood said they would add more green space, like the fence around the perimeter, do not like the off-street parking, want to see more lighting, and like the prospect of easy maintenance.
- With Design Option 2, some survey respondents said they like the green space while others said they prefer paved space as green space is available at nearby parks. Others said they were concerned about maintenance of the grass, would add fencing around the full perimeter, and would add pickleball courts.
- With Design Option 2, survey respondents from the direct neighborhood said they like the green space while others said they prefer paved space as green space is available at nearby parks. Others said they were concerned about maintenance of the grass, were concerned about the green space attracting pet waste, and like the pavilion.

## Execution

Making plans means nothing without Execution. And two vital factors in executing public space upgrades are community support and funding. While these two things often go together, they individually require a high level of intention and determination, especially for the organization that owns and manages a public space.

This chapter presents the specific actions the City of Proctor and its partners plan to pursue for development of 3rd Street Park in the short-term (by July 2024) and the long-term (by July 2033).

## **Short-Term Actions**

The following actions will be executed within the next year, by July 2024. The intention of these actions is to provide a marginally more useful and attractive space for community use while more significant changes are pursued with long-term actions, outlined on the next page.

- In August 2023, Essentia Health will hire a company to perform maintenance on the existing pavement; this will also include striping basketball court lines.
- In September 2023, the City of Proctor will perform landscaping maintenance along the sidewalks, boulevards, and fence line around the park.
- In September 2023, Essentia Health will activate the park fence with a park welcome banner, banner gallery of historic Proctor photos, and art using "Put-In-Cups".
- In May 2024, Essentia Health will purchase and place four picnic tables at the park for seating purposes.
- Each May, the City of Proctor Street Department will place a garbage can and a portable restroom at the park.

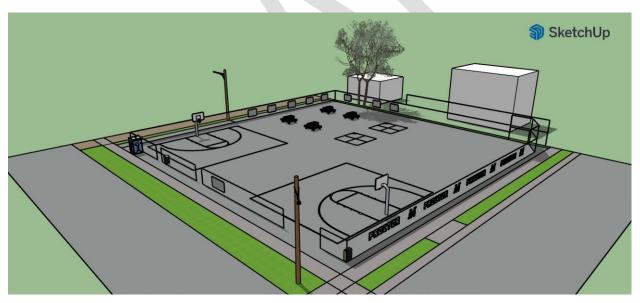


Figure 3. 3D Rendering of 3rd Street Park after Short-Term Actions, from northeast corner.

#### Long-Term Actions

Based on community input and feedback, the proposed park design includes a variety of new features while maintaining paved space for hard-surface recreation activities. The desire of this reimagined place is to be welcoming and inclusive of community members of all ages and abilities through providing areas that can be utilized in numerous ways – whether it's for a community event, family reunion, or playdate.



Figure 4. 3D Rendering of 3rd Street Park after Long-Term Actions, from northwest corner.

Features of this re-envisioned space include:

- Vegetated buffer between recreational public space and adjacent private lot
- Fenced-in bituminous basketball court with court markings and hoops
- Open, multi-use green space with shade trees
- Ages 0-5 playscape with shade structures and pour-in-place surfacing
- <u>40' x 20' pavilion</u> with picnic tables
- Concrete pathways for accessibility
- Site amenities (lighting, benches, portable washroom, trash can, dog waste station) with concrete pads
- Welcome sign
- Seven stalls of pull-in, off-street parking
- Boulders to minimize snow clearing from alley into park

Additional pictures of the proposed design are included in Appendix K. Please note this is a vision of the desired park. Final park features will be dependent on the ability to enact these ideas through further engineering and project contracting.

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The following actions will be executed within the next ten years, by July 2033. Since the project is dependent on funding, a timeline using specific calendar years is not used; instead, the timeline is identified by the years after funding is secured.

- In 2024, the City of Proctor will develop cost estimates for the park design.
- As the opportunity arises, the City of Proctor will secure external grant dollars and/or designate budget dollars toward project construction.
- Within a year of securing funding, the City of Proctor will send out requests for bids on required facets of the construction project. The successful bids will subsequently complete park updates.
- After construction is complete, the City of Proctor will host a ribbon cutting ceremony alongside Essentia Health and other partners.



Figure 5. Aerial 3D Rendering of 3rd Street Park after Long-Term Actions.

## Appendices

Appendix A: Aerial Photographs Appendix B: Input Survey Questions Appendix C: Input Survey Results (All Responses) Appendix D: Input Survey Results (Neighborhood) Appendix E: Neighbor Interviews Summary Appendix F: In-Person Input Results Appendix G: Social Media Comments Summary Appendix H: Feedback Survey Questions Appendix I: Feedback Survey Results (All Responses) Appendix J: Feedback Survey Results (Neighborhood) Appendix K: Pictures of Proposed Design

## Appendix A: Aerial Photographs



Figure 6. Aerial photo of 3rd Street Park, 2013.

# <u>Orange Places Project</u>



Figure 7. Aerial photo of 3rd Street Park, 2016.



Figure 8. Aerial photo of 3rd Street Park, 2019.



## **Appendix B: Input Survey Questions**

## "3rd Street Park" Input Survey

The City of Proctor invites you to share your input about the future of the park at 3rd Street and N 1st Avenue (the fenced-in lot with basketball hoops). Please take the survey below to share your thoughts. An online version is also available at <u>OrangePlacesProject.com/Proctor</u>. Complete this survey on behalf of your household. All individual responses will remain confidential.

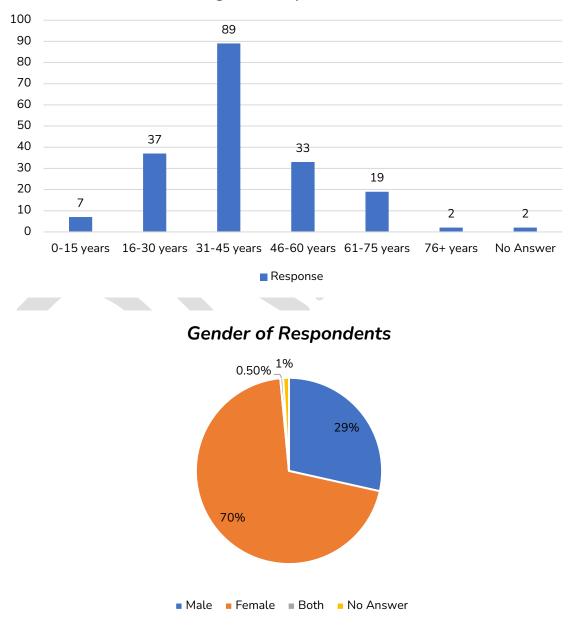
- 1. What is your street address? _____
- 2. What is your age?
  - $\hfill\square$  0-15 years old
  - □ 16-30 years old
  - □ 31-45 years old
  - $\Box$  46-60 years old
  - □ 61-75 years old
  - □ 76+ years old
- 3. What is your gender?
  - Male
  - Female
  - Other:
- 4. How many people live in your household?
  - **1**
  - 2
  - □ 3
  - □ 4
  - □ 5+
- 5. What is your role in your household? (Select all that apply.)
  - □ Head of Household
  - □ Spouse
  - □ Caretaker of Child (Parent/Grandparent/Foster Parent/etc.)
  - $\hfill\square$  Caretaker of Older Adult
  - Child
  - □ Other: _____

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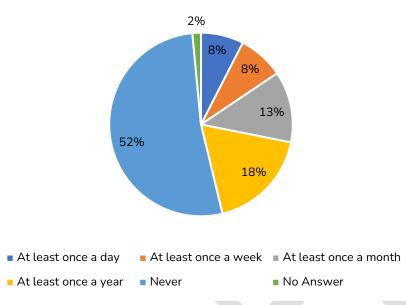
- 6. In the past year, how often have you used "3rd Street Park"?
  - □ At least once a day
  - □ At least once a week
  - □ At least once a month
  - □ At least once a year
  - □ Never
  - Other: _____
- 7. What "attractions" would get you and/or your family to visit the park on a regular basis? (List your top three.)
- 8. The park is in the middle of a residential area. What concerns do you have about development of the park that we need to keep in mind?
- 9. What else do you want us to know?
- 10. If you are interested in receiving email updates about this project, please provide your email address below. (Optional)

## Appendix C: Input Survey Results (All Responses)

The City of Proctor and Essentia Health administered a survey about "3rd Street Park" to community members from May 12, 2023, to June 16, 2023. The survey was primarily delivered online, but direct outreach through paper mailings of the survey was completed for residents in the neighborhood directly around "3rd Street Park". The survey was promoted on the "Residents of Proctor, MN" Facebook group and through an article in The Proctor Journal. The survey collected 189 responses.



Age of Respondents



### Respondents' Frequency of Visits to "3rd Street Park"

# What "attractions" would get you and/or your family to visit the park on a regular basis?

The following list categorizes the responses submitted, from most frequent to least frequent. Frequency of each category is noted in parentheses.

- Basketball Court (64)
- Splash Pad (34)
- Playground (27)
- Pickleball (21)
- Green Space/Grass (21)
- Tennis (19)
- Benches/Seating (19)
- Dog Park/Fetch with Dog (14)
- Pavement Maintenance (12)
- Skate Park (11)
- Picnic Tables (11)
- Flowers/Garden (9)
- Bike Park/Power Wheels (9)
- Trees (8)
- Walking/Running Track (8)
- Fenced-in (7)
- Roller Hockey/Roller Skating (6)

- Pavilion/Shade (6)
- Pool (5)
- Community Garden (4)
- Lights (4)
- Playground (Older Kids Swings, Climbing Wall, etc.) (3)
- Playground (Toddlers) (3)
- Wiffle Ball (3)
- Water Feature/Fountain (3)
- Farmers Market/Food Trucks (3)
- Open Space (3)
- Water Fountain (3)
- Ice Rink (No Pucks/Sticks) (3)
- Concert Stage/Amphitheater (2)
- Soccer Nets (2)
- R/C Park (2)
- Volleyball (Sand) (2)
- Sandbox (1)
- Washroom (1)
- Lake Superior Pavement Painting (1)
- Exercise Equipment (1)
- Trash Cans (1)
- Wall Ball (1)
- Kickball (1)
- Football (1)
- Movies (1)
- Exercise Classes (1)
- Badminton (1)
- Ladder Ball (1)
- Batting Cage (1)
- Pay Phone (1)
- Butterfly Sanctuary (1)
- Kids Discovery Center (1)
- GoKarts (1)
- Hopscotch/Four Square (1)
- Dog Timeshare (1)
- Art (Sculptures/Murals) (1)

- Futsal Court (1)
- Gaga Ball Pit (1)
- Grills (1)
- Ski Trail (1)

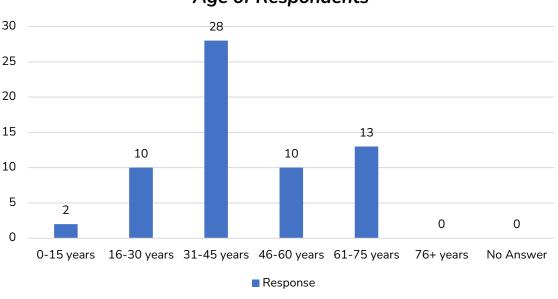
# What concerns do you have about development of the park that we need to keep in mind?

The following list categorizes the responses submitted, in no order.

- Night Use (closed 10pm to 8am, communicate with signage, curfew enforcement)
- Cleanliness (garbage cans)
- Containment of Kids/Dogs/Balls (high fences would help)
- Keep Basketball Courts
- Lighting (well-lit for safety but not nuisance to neighbors, on-demand lighting)
- Maintenance
- No Dog Park (not enough space, dog parks should be located in more remote land on edge of town)
- No Playground (available elsewhere)
- No Skate Park
- Noise/Foul Language
- Nuisance to Neighbors (balls landing in adjacent yards)
- Parking
- Safety (keep it open for security reasons, patrolling/supervision/surveillance, attracting vandalism/harassment/drug use to neighborhood)
- Traffic/Street Safety

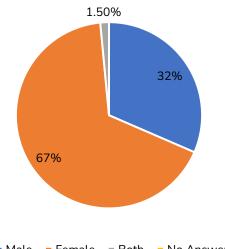
## Appendix D: Input Survey Results (Neighborhood)

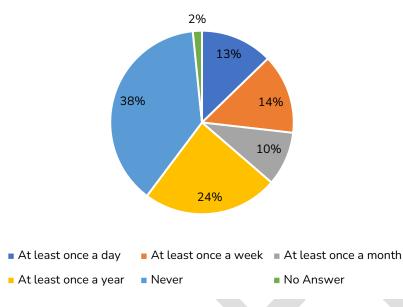
The following are survey results from those who identified residence in the neighborhood surrounding "3rd Street Park". This geographic subset gathered 63 responses.



Age of Respondents







### Respondents' Frequency of Visits to "3rd Street Park"

# What "attractions" would get you and/or your family to visit the park on a regular basis?

The following list categorizes the responses submitted, from most frequent to least frequent. Frequency of each category is noted in parentheses.

- Basketball Court (25)
- Splash Pad (12)
- Benches/Seating (11)
- Green Space/Grass (9)
- Playground (8)
- Tennis (6)
- Dog Park/Fetch with Dog (6)
- Bike Park/Power Wheels (6)
- Pavement Maintenance (5)
- Fenced-in (5)
- Picnic Tables (4)
- Trees (4)
- Skate Park (3)
- Roller Hockey/Roller Skating (3)
- Water Feature/Fountain (3)
- Pickleball (2)
- Flowers/Garden (2)

- Walking/Running Track (2)
- Lights (2)
- Pavilion/Shade (1)
- Pool (1)
- Farmers Market/Food Trucks (1)
- Water Fountain (1)
- Ice Rink (No Pucks/Sticks) (1)
- Soccer Nets (1)
- R/C Park (1)
- Volleyball (Sand) (1)
- Sandbox (1)
- Lake Superior Pavement Painting (1)
- Exercise Equipment (1)
- Wall Ball (1)
- Kickball (1)
- Football (1)
- Movies (1)
- Exercise Classes (1)
- Badminton (1)
- Batting Cage (1)
- Hopscotch/Four Square (1)
- Dog Timeshare (1)

### Appendix E: Neighbor Interviews Summary

Direct neighbors of the park were contacted in May 2023 and June 2023 to engage in interviews about "3rd Street Park". Five neighbors reached out and were interviewed. A summary of these conversations is included below.

### General comments:

- Currently used for basketball, baseball, wiffle ball, football, riding bikes, volleyball, roller hockey, training dogs (back when fences could fully close)
- Great place to learn how to ride a bike
- Gets a lot of use by kids and parents of all ages, but especially for teens and older kids; some people bring their dogs too
- Some people use the park in the middle of the night and play loud music
- Park users who need to restroom usually leave and go to Kwik Trip
- Little to no use during winter
- City does not clear sidewalks adjacent to the park during winter
- City has been responsive about garbage can placement
- Ongoing maintenance issues with the asphalt and fencing
- Neighbors usually perform maintenance (mowing grass, picking up garbage)
- Has problems with balls going into neighboring yards

### **Desires:**

- Would like to see current use (multi-purpose paved space) maintained but updated new pavement, new fence, new lighting
- Higher fencing to keep balls in play area
- Benches for parents/grandparents to rest while kids play
- Portable restroom
- Repainted court lines for basketball and baseball/wiffleball/kickball
- Solid wall for individual tennis or racquetball practice
- Sports equipment (basketball hoops, soccer net, skateboard ramp, ball holder)
- Bike racks
- Signs instructing people to not climb on trees or fences
- Dog poop bags
- Small dog park might be an option, but probably not enough room

Concerns:

- Would like to see current use (multi-purpose paved space) maintained
- Do not make it a playground (plenty at other parks in the area)

- Do not make it a community garden
- Do not make it a splash pad
- Park use in the middle of the night
- Park users drinking and smoking
- Maintenance and cleanliness

## Appendix F: In-Person Input Results

An in-person input opportunity took place at "3rd Street Park" on Tuesday, June 13, 2023, at 5:30pm to 7:00pm. 21 community members, all of whom lived in the direct neighborhood, were in attendance. The event was hosted by Essentia Health, and representatives from the City of Proctor Parks & Recreation Committee were present.

What would attract you and/or your household to visit this space regularly? (Attendees were each given two votes to support some ideas. The categories that received votes and the number of votes received are in parentheses.)

- Leave as is, but "modernize" infrastructure (7)
- Benches (5)
- Keep basketball courts (2)
- Mixture of lawn and pavement or other ground surface (1)
- Color Art, flowers, mural (1)
- Pickleball (1)
- Tennis (1)
- Kickball/baseball lines (1)
- Higher fence (0)
- Dampen sounds? (0)
- Curfew and enforcement Signage (0)
- Tree maintenance (0)
- Painted course/track for riding bikes (0)
- Southwest corner developed for younger kids (0)
- Lower basketball hoop (0)
- Shade structure or pavilion (0)
- Keep it open for security reasons (0)
- Green space (0)
- Something for teens (0)
- Better lighting lighting on demand (0)
- Portable washroom (0)
- Leave opening inn fence for vehicle access possibility for food truck, farmers market (0)
- Garbage cans (0)
- Cage to hold recreational balls (0)
- Water fountain (0)

### What concerns do you have about any future use of this space?

- No enclosed building/structure (for safety and security reasons)
- Public safety (Police patrol, cameras?, lighting)
- People after dark
- Not a dog park
- Litter
- Keep it mowed/weeded/maintained Provide instructions on a sign to report maintenance issues?
- Graffiti
- Not a skate park
- On-site first-aid station would be nice

## Appendix G: Social Media Comments Summary

Engagement for the project took place in May 2023 and June 2023, and the public survey was promoted on the City of Proctor's Facebook page and the "Residents of Proctor, MN" Facebook group. A summary of the comments left on applicable posts is documented below, presented in order of topic frequency.

- Leave it as is/update current facilities/basketball court (17)
- Splash pad (6) Note pushback from others due to climate
- Portable restrooms (3)
- Benches/Picnic Tables (3)
- Dog park (3) Note pushback from others due to dog poop issues
- Pickleball court (3)
- Skatepark (3)
- Build homes (2)
- Ice rink in winter (2)
- Tennis court (2)
- Playground (2)
- Green space (2)
- Community pool (2)
- Comments on Essentia Health involvement (2)
- Higher fencing (1)
- Trees (1)
- Add lighting (1)
- Outside workout equipment (1)
- Public chicken ranch (1) Note pushback from others due to cleanliness
- Stage for events (1)
- Event space (1)
- Art space (1)
- Pavilion (1)
- Lake Superior painted on pavement (1)
- Flowers (1)



## Appendix H: Feedback Survey Questions

### "3rd Street Park" Feedback Survey

The City of Proctor invites you to share your feedback about park designs for "3rd Street Park" (the fenced-in lot with basketball hoops on the corner of 3rd Street and N 1st Avenue).

To share your thoughts, please complete the survey below on behalf of your household. All individual responses will remain confidential, and your feedback will help guide the City of Proctor as it selects a design for the future of 3rd Street Park. This survey will close on **October 15, 2023**.

For more information about this project, visit <u>www.orangeplacesproject.com/proctor</u>.

What is your street address? (Example: 123 Main Street) (Optional)

### What is your age? (Select one.)

- $\Box$  0-15 years old
- □ 16-30 years old
- □ 31-45 years old
- □ 46-60 years old
- □ 61-75 years old
- □ 76+ years old

### What is your gender? (Select one.)

- 🗆 Male
- Female
- □ Other: _

### **Designs for Review**

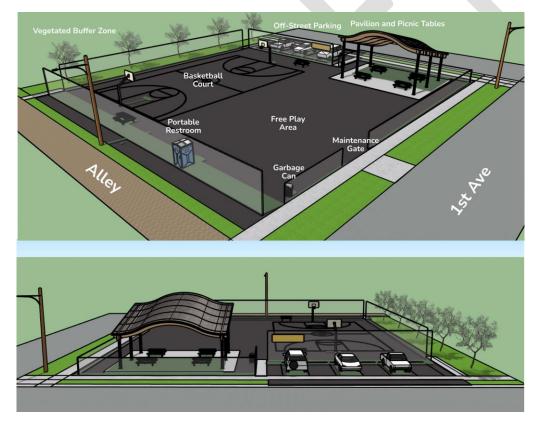
We prepared two park design options for your feedback. Responding to community input received earlier this year, the designs include a basketball court, shaded seating, and higher fences. One of the designs includes open pavement space, and one of the designs includes open green space.

Although they were supported by multiple people, a playground, a splash pad, and pickleball courts were <u>not</u> included in these designs. Why? Playgrounds are available at numerous other parks in the community. Splash pads in other

nearby communities have demonstrated to be costly with minimal use due to our four-season climate. And pickleball courts, due to noises created by the paddles and ball, are not well-suited for location in the middle of a residential neighborhood.

### The two park design options are included below for your review.

**Option 1:** This option features a similar footprint to the existing park, including a paved surface and a fence enclosing the space. With a desire to activate the entire space, a right-sized basketball court is moved to the southwest corner of the park, with 12-foot fencing around the court space. A vegetated buffer between the park and the nearest residential lot is introduced, and a lit pavilion with sheltered picnic tables is also added. Trash cans, a portable bathroom, and a row of off-street parking stalls provide additional accommodation for visitors.



**Rendering of Option 1** 

### How do you feel about Option 1? (Select one.)

- □ I love it!
- □ I like it.
- $\Box$  I could live with it.
- □ I don't like it.

### What feedback do you have about Option 1? (Optional)

**Option 2:** This option introduces green space to the park. Including a vegetated buffer between the park and the nearest residential lot, a fence-enclosed basketball court is moved to the west side of the park. The east side of the park includes accessible paths, a pavilion with sheltered picnic tables, park signage, decorative lighting, and ornamental trees. A row of boulders along the alley is also added to minimize snow clearing from the alley into the park. Trash cans, a portable bathroom, and a row of off-street parking stalls provide additional accommodation for visitors.



**Rendering of Option 2** 

### How do you feel about Option 2? (Select one.)

- □ I love it!
- □ I like it.
- $\Box$  I could live with it.
- □ I don't like it.

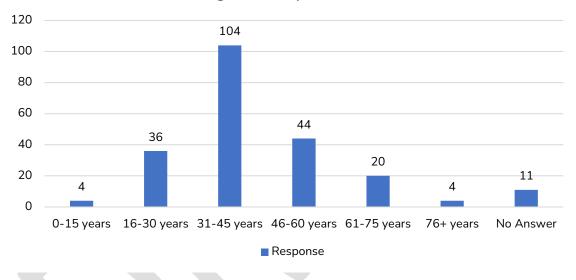
What feedback do you have about Option 2? (Optional)

What else do you want us to know? (Optional)

If you are interested in receiving email updates about this project, please provide your email address below. (Optional - Note: If you signed up for updates in the first survey, you will continue to receive email updates.)

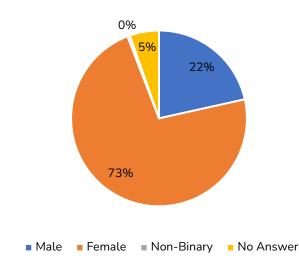
## Appendix I: Feedback Survey Results (All Responses)

The City of Proctor and Essentia Health administered a survey about "3rd Street Park" to community members from September 22, 2023, to October 15, 2023. The survey was primarily delivered online, but direct outreach through postcards inviting survey responses was mailed to residents in the neighborhood directly around "3rd Street Park". The survey was promoted on the "Residents of Proctor, MN" Facebook group and through an article in The Proctor Journal. The survey collected 223 responses.

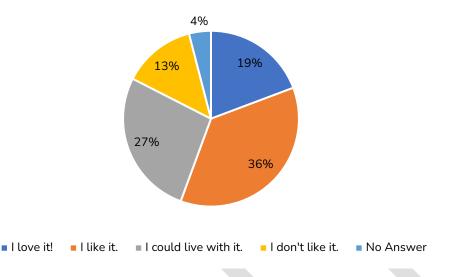


Age of Respondents

### Gender of Respondents



### Response to Design Option 1



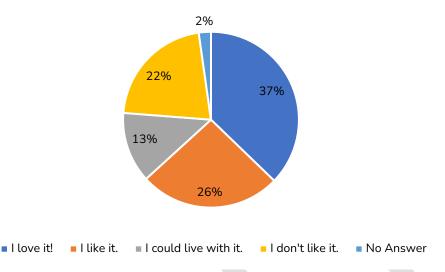
### What feedback do you have about Option 1?

The following list categorizes the responses submitted, from most frequent to least frequent. Frequency of each category is noted in parentheses.

- Would add more green space (15)
- Likes the fence around the perimeter (10)
- Does not see need for off-street parking (10)
- Likes the pavement and its multi-use play opportunities (13)
- Would add pickleball courts (9)
- Does not like the unused/"free play" pavement space (5)
- Wants to see more lighting (5)
- Likes the shaded sitting area (4)
- Would add skate park features (3)
- Feels the park design is boring (3)
- Likes the prospects of easy maintenance (3)
- Would add painted lines for four square and hopscotch (3)
- Likes the added parking/would add more parking (3)
- Likes the higher fencing (2)
- Likes the trees/would add more trees (2)
- Would add a tennis court (2)
- Would add a lower basketball hoop for younger children (2)
- Likes that the paved space won't attract pet waste (2)
- Is concerned about asphalt maintenance (2)

- Likes that the park design is like existing park (2)
- Likes the basketball court (2)
- Would add a splash pad (2)
- Would add a hockey net (1)
- Does not like the basketball court (1)
- Would add a grill near picnic area (1)
- Would flood paved space in winter for ice skating (1)
- Would include large gate for plow access/clearing in winter (1)
- Would add trees along 1st Avenue (1)
- Would add benches with backs along sides of the park (1)
- Would move off-street parking along 1st Avenue instead of 3rd Street (1)
- Would prefer gates be added to fencing to make it fully enclosed (1)
- Would like to remove vegetated buffers and pavilion to have more recreational space (1)
- Would move the portable restroom outside the fence for servicing access (1)
- Would move tables/benches to side of basketball court instead of baseline (1)
- Would add a mural or art (1)
- Would add more distance between basketball court and pavilion (1)
- Does not like the sitting area/picnic tables (1)
- Would add sign that prohibits pets (1)
- Is concerned about restroom maintenance/service (1)
- Is concerned that park use during night will disturb neighbors (1)
- Would add playground equipment for younger children (1)
- Feels the park design lacks activities for handicapped people (1)
- Feels the park design lacks activities for younger children (1)
- Would accommodate use of the park for winter storage of snow from alleys (1)
- Would include strip of grass near pavilion for picnics (1)
- Would add a bike rack (1)
- Would flip the park design basketball court along 1st Avenue, pavilion by alley, leave rest open (1)
- Would remove the strip of grass along alley, replace with gravel (1)

### Response to Design Option 2



### What feedback do you have about Option 2?

The following list categorizes the responses submitted, from most frequent to least frequent. Frequency of each category is noted in parentheses.

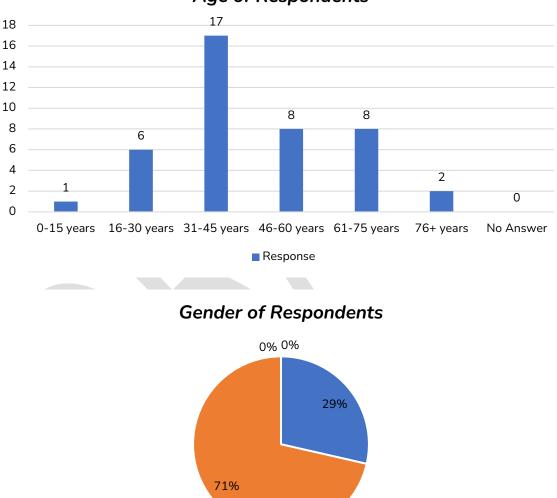
- Likes the green space (28)
- Does not like the green space, which is available at other nearby parks (24)
- Is concerned about maintenance of grass (16)
- Would add fence around the entire perimeter (8)
- Would add pickleball courts (8)
- Likes the separation between the basketball court and other spaces (6)
- Is concerned the green space will attract pet waste (6)
- Likes the shaded sitting area (5)
- Likes the trees/would add more trees (4)
- Likes the boulders along alley (4)
- Feels this is more visually appealing (4)
- Would add a toddler playground (4)
- Likes that it feels more inclusive, multi-generational (3)
- Likes the lighting (3)
- Does not like the boulder along alley (3)
- Would add grill(s) near picnic area (3)
- Does not see need for off-street parking (1)
- Likes the added parking/would add more parking (1)
- Likes the higher fencing (1)

- Would add a tennis court (1)
- Would add a splash pad (1)
- Would flood paved space in winter for ice skating (1)
- Would replace ornamental trees with fruit-bearing trees (1)
- Would add benches with backs in green space (1)
- Likes the portable restroom (1)
- Would move the portable restroom behind basketball court (1)
- Would move tables/benches to side of basketball court instead of baseline (1)
- Would add pet waste station (1)
- Would reposition the basketball court along 1st Avenue or rotated 90 degrees and at center (1)
- Would add a Little Free Library (1)
- Would add garbage cans to the pavilion (1)
- Would replace empty green space with natural plantings/wildflowers (1)



## Appendix J: Feedback Survey Results (Neighborhood)

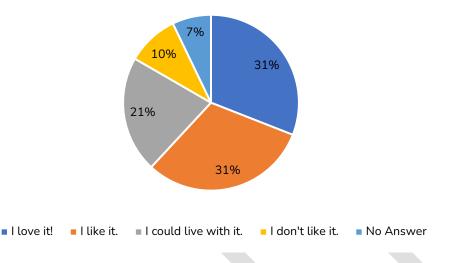
The City of Proctor and Essentia Health administered a survey about "3rd Street Park" to community members from September 22, 2023, to October 15, 2023. The following are survey results from those who identified residence in the neighborhood surrounding "3rd Street Park". This geographic subset gathered 42 responses.



Age of Respondents

Male Female Non-Binary No Answer

### Response to Design Option 1



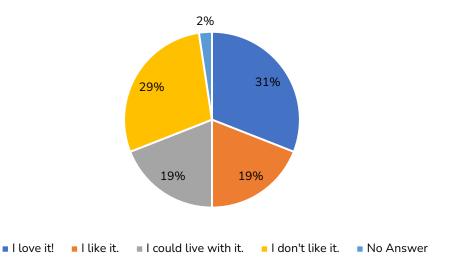
### What feedback do you have about Option 1?

The following list categorizes the responses submitted, from most frequent to least frequent. Frequency of each category is noted in parentheses.

- Would add more green space (4)
- Likes the fence around the perimeter (4)
- Does not see need for off-street parking (4)
- Wants to see more lighting (3)
- Likes the prospects of easy maintenance (3)
- Likes the pavement and its multi-use play opportunities (2)
- Likes the trees/would add more trees (2)
- Would add a tennis court (2)
- Would add playground equipment for younger children (2)
- Likes the shaded sitting area (1)
- Likes the higher fencing (1)
- Would add a lower basketball hoop for younger children (1)
- Likes that the park design is like existing park (1)
- Would add trees along 1st Avenue (1)
- Would add benches with backs along sides of the park (1)
- Would move off-street parking along 1st Avenue instead of 3rd Street (1)
- Would like to remove vegetated buffers and pavilion to have more recreational space (1)
- Would move the portable restroom outside the fence for servicing access (1)

- Would move tables/benches to side of basketball court instead of baseline (1)
- Would add a mural or art (1)
- Would add more distance between basketball court and pavilion (1)
- Would add sign that prohibits pets (1)
- Is concerned that park use during night will disturb neighbors (1)
- Would accommodate use of the park for winter storage of snow from alleys (1)
- Would add a bike rack (1)
- Would flip the park design basketball court along 1st Avenue, pavilion by alley, leave rest open (1)
- Would remove the strip of grass along alley, replace with gravel (1)

### Response to Design Option 2



### What feedback do you have about Option 2?

The following list categorizes the responses submitted, from most frequent to least frequent. Frequency of each category is noted in parentheses.

- Likes the green space (8)
- Is concerned about maintenance of grass (7)
- Does not like the green space, which is available at other nearby parks (5)
- Is concerned the green space will attract pet waste (4)
- Likes the shaded sitting area (3)
- Likes the trees/would add more trees (2)
- Likes the boulders along alley (2)
- Likes the lighting (2)
- Does not like the boulder along alley (2)
- Would add pet waste station (2)
- Does not see need for off-street parking (1)
- Would add benches with backs in green space (1)

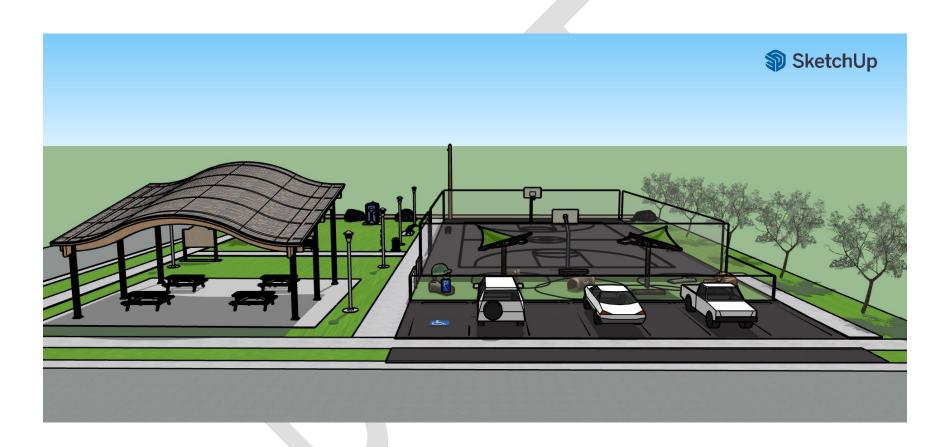
## Appendix K: Pictures of Proposed Design



















Chad Ward Mayor



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

### CITY OF PROCTOR RESOLUTION 05-24 APPOINTMENT OF FIRE DEPARTMENT OFFICERS

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

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

WHEREAS, it is the desire of the City Council to appoint officers to its Fire Department to ensure that the fire department's interest and duties are carried out.

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

Passed by a majority vote of the Proctor City Council this 16th day of January 2024.

BY:

Chad Ward Mayor

ATTEST:

Jess Rich City Administrator

## **Proctor Fire Department**

Kerry Helquist – Chief Jesse Annala – Asst. Chief Kris Bryant – Asst. Chief Kevin Field – Asst. Chief 100 Pionk Drive Proctor, MN 55810 (218) 624-3641 cityhall@proctormn.gov

	2024 P.	ROCTOR FIRE DE	PARTMENT OFFICERS
CHIEF -	KERRY HELQUIST	218-390-0881	khelquist@proctormn.gov
ASST CHIEFS -	KEVIN FIELD JESSE ANNALA KRIS BRYANT	218-393-8395 218-310-2132 218-393-0081	
CAPTAINS -	ANDY PASZAK JAMIE POGATCHN DEREK PARENDO		
SECRETARY -	ANDY PASZAK	218-390-7936	
TREASURER -	LISA VOGEL	218-343-7774	DEPEN

## **Proctor Fire Department**

Kerry Helquist – Chief Jesse Annala – Asst. Chief Kris Bryant – Asst. Chief Kevin Field – Asst. Chief 100 Pionk Drive Proctor, MN 55810 (218) 624-3641 cityhall@proctormn.gov

**2024 PROCTOR FIRE DEPARTMENT** 

**RELIEF ASSOCIATION OFFICERS** 

PRESIDENT – KRIS BRYANT VICE PRESIDENT – KYLE VOGEL SECRETARY – COLIN VOGEL TREASURER – LISA VOGEL TRUSTEE – BEN LALONE Chad Ward Mayor **City of Proctor** 

Jess Rich City Administrator Troy R. DeWall Rory Johnson James Rohweder

COUNCILORS

Jake P. Benson

You Have a Place in Proctor

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

DATE:	January 12, 2024
TO:	Mayor Ward and Proctor City Council
RE:	Fire Department – Vehicle Purchase
FROM:	Jess Rich Administrator

The Proctor Fire Department is requesting the City Council consider purchasing a new truck to replace Engine No. 1. The current engine has been costly to repair and keep in service. Attached is a quote for the purchase of a new BX Top-Mount Stock Pumper which will be available April 1, 2024. While this price reflects a price increase effective 2/1/2024, reserving this truck as soon as possible will avoid a June 1, 2024, 3% price increase. The first payment (whether leased or purchased outright) would be due 14 months after the contract with MacQueen is signed so this purchase would affect the 2025 budget.

#### **Jessica Rich**

From: Sent: To: Cc: Subject: Patrick Sandon <patrick.sandon@macqueengroup.com> Friday, January 12, 2024 12:33 PM Jessica Rich Kerry Helquist; kris.bryant@icloud.com New Stock pumper

× 4

Hi Jessica,

Per our conversation, the Proctor Fire department researched what the cost of a new fire engine would look like. We considered several build options. During our discussions it was determined a stock pumper on a commercial chassis would be best fit the fire department's needs. After reviewing Proctor's list of options required for this engine with Chief Helquist, our next available stock pumper that fits the fire departments specification's will be released April 1st, 2024. The price for this new BX Top-mount Stock pumper is \$518,579.00. Depending on additions or deletions from our spec the price can change accordingly. This quote also reflects Pierce's price increase effective 2/1/2024.

Please reach out with any questions.

Sincerely, Patrick Sandon

**Patrick Sandon** 

MacQueen Emergency Sales Representative | Apple Valley, MN D. 952-239-6454 | O. 952-683-1054 | E. patrick.sandon@macqueengroup.com



Chad Ward Mayor



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 06-24**

### CITY OF PROCTOR, MINNESOTA A RESOLUTION APPROVING THE PURCHASE OF A NEW FIRE PUMPER ON THE HOUSTON GALVESTON AREA COUNCIL COOPERATIVE PURCHASING CONTRACT

WHEREAS, the City of Proctor operates a fire department and has a capital improvement plans to periodically replace fire apparatus vehicles; and

WHEREAS, Fire Engine No. 1 is in need of replacement; and

WHEREAS, Proctor Fire Chief Kerry Helquist received a quote from MacQueen Equipment under the Houston Galveston Area Council Cooperative Purchasing contract equaling \$518,579 for the purchase of a 2024 BX Top-Mount Stock Pumper; and

WHEREAS, the quote received from MacQueen Equipment does not include additions or deletions of specifications.

NOW THEREFORE BE IT RESOLVED the Proctor City Council authorizes its city administrator to enter into an agreement with MacQueen Equipment for the purpose of purchasing a 2024 BX Top-Mount Stock Pumper and additions to the specification that will increase the price will require City Council for approval.

Passed by a majority vote of the Proctor City Council this 16th day of January 2024.

BY:

Chad Ward Mayor

ATTEST:

Jess Rich City Administrator

#### Payment Approval Report - City Report dates: 1/1/2022-12/31/2024

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 = 01/16/2024

nvoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
1880	INTERNET SERVICE - 5 STATIC IPS	01/01/2024	121.35	100-10-120-3009 Computer Services
Total AIRF	IBER:		121.35	
NIMAL ALLIES	HUMANE SOCIETY			
3329	ANIMAL BOARDING FEE	02/21/2023	228.00	100-20-210-4408 Boarding Fee
3351	ANIMAL BOARDING FEE	12/16/2023	378.00	100-20-210-4408 Boarding Fee
Total ANIM	IAL ALLIES HUMANE SOCIETY :		606.00	
RROWHEAD R	REG FIREFIGHTERS			
-10-24FD	2024 DUES	12/28/2023	75.00	100-20-220-4433 Dues & Subscriptions
Total ARR0	OWHEAD REG FIREFIGHTERS:		75.00	
T&T MOBILITY				
87291128817	FIRSTNET CELL PHONES/ HOTSPOTS	12/25/2023	787.59	100-20-210-3021 Telephone
Total AT&T	MOBILITY:		787.59	
AKER TILLY				
TMA23659	2023 CONTINUING DISCLOSURE SERVICES	01/05/2024		497-45-100-6620 Fiscal Agents Fees
TMA23659	2023 CONTINUING DISCLOSURE SERVICES	01/05/2024		496-45-100-6620 Fiscal Agents Fees
TMA23659	2023 CONTINUING DISCLOSURE SERVICES	01/05/2024		495-45-100-6620 Fiscal Agents Fees
TMA23659	2023 CONTINUING DISCLOSURE SERVICES	01/05/2024	525.00	494-45-100-6620 Fiscal Agents Fees
Total BAKE	ER TILLY:		2,100.00	
RAY&REED				
554	PROSECUTION MATTERS	12/01/2023	2,500.00	100-10-160-3004 Legal Fees
573	PROSECUTION MATTERS	01/01/2024	2,500.00	100-10-160-3004 Legal Fees
Total BRAY	Y&REED:		5,000.00	
ENTURYLINK				
2.10.1707	ALARM SYSTEM - WESTGATE LIFT STATION	12/10/2023	46.77	500-50-510-3021 Telephone
2.10.2630	ALARM SYSTEM - ALMAC LIFT STATION	12/10/2023	49.17	500-50-510-3021 Telephone
2-10-23FD	TELEPHONE - FIRE DEPT	12/10/2023	106.60	100-20-220-3021 Telephone
Total CEN	TURYLINK :		202.54	
INTAS				
178387724	RUGS AND MATS - FIRE HALL	12/28/2023	103.69	100-20-220-3000 Professional Services
178387729	STREET DEPT COVERALLS	12/28/2023	21.36	100-30-300-2217 Clothing
178387729	POLICE DEPT MATS	12/28/2023	36.49	100-10-130-3000 Professional Services
179089664	STREET DEPT COVERALLS	01/04/2024	21.36	100-30-300-2217 Clothing
179089664	CITY HALL MATS, TOWELS, MOPS	01/04/2024	134.01	100-10-130-3000 Professional Services
191067375	FIRST AID SUPPLIES	01/02/2024	19.51	100-30-300-2214 Safety Items

#### Payment Approval Report - City Report dates: 1/1/2022-12/31/2024

nvoice Number	Description	Invoice Date	Net Invoice Amount	GL Acc	ount and Title
Total CINT	AS:		336.42		
CIVIC SYSTEMS	S LLC				
CVC24185 CVC24185	CIVIC SUPPORT AND HOSTING FEES - PUC CIVIC SUPPORT AND HOSTING FEES	12/19/2023 12/19/2023			Computer Services Computer Services
Total CIVIC	C SYSTEMS LLC:		9,043.00		
LAN CORPOR	ATE PAYMENT SYSTEMS				
090757	SKID STEER FUEL	12/11/2023	67.61	100-30-300-2212	Fuels & Lubricants
091079	SKID STEER FUEL	12/20/2023	76.68	100-30-300-2212	Fuels & Lubricants
12-1126011-5	ALARM FOR EVIDENCE ROOM	11/28/2023	21.24	100-20-210-2210	Operating Supplies
12-4849580-3	THMUMB DRIVES	12/11/2023			Operating Supplies
12-5550963-1	USB CABLE	12/23/2023		100-20-210-2205	
12-5677487-6	CITY ID CARD POUCHES	11/28/2023		100-20-210-2205	••
12-5829098-1	CALENDARS	12/14/2023		100-20-210-2205	••
12-8641486-6	MOUSE PADS FOR COMPUTER	12/14/2023		100-20-210-2205	••
14-5567701-3	PRINTER 171	11/14/2023			Repairs & Maintena
2012023PD	EMAIL	12/02/2023			Computer Services
2142023	EXPLORE MN TOURISM CONFERENCE	01/11/2024		100-15-115-3012	
2142023	COFFEE	12/27/2023			
					Operating Supplies
2272023PD		12/27/2023			Operating Supplies
238-3468	PRI - JESS/TRAINING	12/28/2023		100-20-210-3035	<b>U</b> 1
2-9-23FD	GAS TO ARROWHEAD REGIONAL MEETING GRAND RAPIDS	12/09/2023			Fuels & Lubricants
5560	SPIN CITY / SEARCH PATCHES	12/29/2023		100-20-210-2217	
009941	JESS NOTARY STAMP	12/12/2023		100-20-210-2205	
4029	LODGING AND FOOD - SEWER CONFERENCE (RICK)	11/30/2023			Travel & Lodging Ex
59231	LEMASTERS/HOLSTER	01/01/2024	43.21	100-20-210-2217	Clothing
63320	DEF FOR MACK DUMP	12/12/2023	47.66	100-30-300-2212	Fuels & Lubricants
75719	WASHER FLUID HOLIDAY	12/27/2023	17.34	100-30-300-2210	Operating Supplies
314251	SKID STEER FUEL	12/18/2023	59.90	100-30-300-2212	Fuels & Lubricants
40226	GLOCK TRAINING - 128/SEARCH	12/18/2023	250.00	100-20-210-3035	Training Expense
32181800760	SAM'S CLUB - SUPPLIES	12/07/2023	53.94	100-20-210-2205	Office Supplies
880466854	GOOGLE EMAIL	01/09/2024	126.00	100-20-210-4433	Dues & Subscription
22207361357	WALMART - TREE DECORATING	12/07/2023	15.92	100-20-210-2205	Office Supplies
10038635	2023 NEW SQUAD SEAT BELT EXTENDER - SQUAD 123	12/14/2023	31.48	100-20-210-2210	Operating Supplies
69	DOMINO'S - TREE DECORATING PARTY	12/07/2023	61.25	100-20-210-2210	Operating Supplies
9635584	PROPANE FOR WATER VALVE MAINTENANCE	12/20/2023			Fuels & Lubricants
99932177	BERELI/TRAINING AMMUNITION	12/28/2023		100-20-210-3035	
/R23043320	BLAUER - SEARCH'S UNIFORMS	12/07/2023		100-20-210-2217	<b>U</b> .
Total ELAN	N CORPORATE PAYMENT SYSTEMS:		3,639.57		
	& GRAPHICS		_		
0204	DOOR NUMBERS	10/19/2023	81.66	100-10-130-2210	Operating Supplies
Total ELIT	E TINTING & GRAPHICS :		81.66		
	MENTAL SYSTEMS				
4614611	ARCGIS USER RENEWAL - PAT	11/30/2023	110.00	700-71-720-3009	Computer Services
4614611	ARCGIS USER RENEWAL - CHAR	11/30/2023	110.00	700-74-740-3009	Computer Services
4614611	ARCGIS USER RENEWAL - SEWER JAY, RICK, MEGAN, JESS	11/30/2023	440.00	500-50-510-3009	Computer Services
4614611	ARCGIS ONLINE CREATOR ANNUAL SUBSCRIPTION	11/30/2023	90.67	700-71-720-3009	Computer Services
4614611	ARCGIS ONLINE CREATOR ANNUAL SUBSCRIPTION	11/30/2023	90.67	700-74-740-3009	Computer Services
	ARCGIS ONLINE CREATOR ANNUAL SUBSCRIPTION	11/30/2023		500-50-510-3009	

City of Proctor		Payment Approval Report - City Report dates: 1/1/2022-12/31/2024		Page: 3 Jan 11, 2024 02:27PM
Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total ESRI	I - ENVIRONMENTAL SYSTEMS:		1,204.00	
FASTER SOLUT	<b>FIONS</b>			
130190	TOURISM DOMAINS	01/02/2024	100.00	100-15-115-3000 Professional Services
Total FAST	TER SOLUTIONS:		100.00	
GIANT VOICES				
INV-2515	VISION SHARING	11/30/2023	4,500.00	830-80-800-3000 Professional Services
Total GIAN	NT VOICES:		4,500.00	
GOPHER STATE	E ONE-CALL INC			
MN00631	9 FTP TICKETS	12/31/2023	12.15	500-50-510-3000 Professional Services
Total GOP	HER STATE ONE-CALL INC:		12.15	
INTEGRIS LLC				
519749	OFFICE 365	12/29/2023	296.42	100-10-120-3009 Computer Services
523234	MONTHLY BILLING	01/08/2024		100-10-120-3009 Computer Services
523235	MONTHLY BILLING	01/08/2024	22.92-	100-10-120-3009 Computer Services
Total INTE	GRIS LLC:		246.55	
LAKE SUPERIO	R PUBLISHING			
17196	DULUTH VISITOR GUIDE 2024	01/10/2024	1,510.00	100-15-115-3040 Advertising
Total LAKE	E SUPERIOR PUBLISHING:		1,510.00	
LEAGUE OF MI	NNESOTA CITIES			
38941	MEMBERSHIP DUES 2023-2024	09/01/2023	3,851.00	100-10-110-4433 Dues & Subscriptions
Total LEAC	GUE OF MINNESOTA CITIES :		3,851.00	
	AYORS ASSOCIATION			
09012023	MN MAYORS ASSN MEMBERSHIP	09/01/2023	30.00	100-10-110-4433 Dues & Subscriptions
Total MINN	NESOTA MAYORS ASSOCIATION :		30.00	
	NESOTA MATORS ASSOCIATION .		30.00	
MNIT SERVICES				
DV23110434	MNIT SERVICES	01/09/2024	101.38	100-20-210-4433 Dues & Subscriptions
Total MNIT	SERVICES:		101.38	
PARSONS ELEC	CTRIC			
S0001836847	GOLF COURSE CLUBHOUSE ELECTRIC	07/12/2023	672.30	550-55-550-4430 Miscellaneous
Total PARS	SONS ELECTRIC :		672.30	
PHILS GARAGE	DOOR SERVICE			
56789	STREET GARAGE DOOR REPAIR	01/09/2024	399.00	100-30-300-4400 Repairs & Maintenanc
Total PHIL	S GARAGE DOOR SERVICE :		399.00	
	DEBS			
PROCTOR BUIL 265997	TREE LIGHTS	12/15/2023	2,402.25	100-40-410-2220 Beautification

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Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total PRC	CTOR BUILDERS:		2,402.25	
PROCTOR BUI	LDERS PUBLIC WORKS			
265725	PUBLIC WORKS GARAGE	12/01/2023	179.40	100-30-300-3015 Contractor
265731	PUBLIC WORKS GARAGE	11/22/2023	8,166.82	300-30-330-3015 Contractor
Total PRC	CTOR BUILDERS PUBLIC WORKS:		8,346.22	
PROCTOR JOU	RNAL			
38122	2024 MEETING NOTICES AD	01/04/2024	52.00	830-80-800-3052 General Notices & Pu
38127	2024 MEETING NOTICES AD	01/04/2024	52.00	100-10-180-3052 General Notices & Pu
38128	2024 MEETING NOTICES AD	01/11/2024	52.00	100-10-110-3052 General Notices & Pub
38129	MEETING SCHEDULE PUBLISHED	01/04/2024	52.00	100-15-115-3000 Professional Services
38142	MLK AD	01/11/2024	14.68	100-10-110-3052 General Notices & Pub
38146	CITY COUNCIL MINUTES 11.6.23	01/10/2024	245.88	100-10-110-3052 General Notices & Pub
Total PRC	CTOR JOURNAL:		468.56	
RICH, JIM				
12292023	2023 BUILDING OFFICIAL SERVICES	12/29/2023	6,000.00	100-10-180-3000 Professional Services
Total RICH	H, JIM:		6,000.00	
SEH				
460011	161800 2ND STREET PROJECT CONST ADMIN	01/10/2024	1,396.45	301-30-330-3003 Engineering Fees
460011	161800 2ND STREET CONST STAKING	01/10/2024	1,992.50	301-30-330-3003 Engineering Fees
460011	161800 2ND STREET TESTING	01/10/2024	1,010.63	301-30-330-3003 Engineering Fees
460011	161800 2ND STREET CONSTRUCTION OBSERVATION	01/10/2024	7,707.80	301-30-330-3003 Engineering Fees
Total SEH			12,107.38	
THOMSON REL	JTERS-WEST			
849529863	ONLINE SOFTWARE SUBSCRIPTION	01/01/2024	151.54	100-20-210-4433 Dues & Subscriptions
Total THO	MSON REUTERS-WEST:		151.54	
TROYS SERVIC	E			
65773	2018 DODGE CHARGER 181 OIL CHANGE	12/29/2023	47.69	100-20-210-4400 Repairs & Maintenanc
Total TRO	YS SERVICE:		47.69	
US BANK VOY	AGER			
869217786240	FUEL	01/08/2024	1,081.07	100-20-210-2212 Fuels & Lubricants
Total US E	BANK VOYAGER:		1,081.07	
VOYAGEUR BU	IS COMPANY INC			
89613	BENTLEYVILLE SHUTTLE	12/26/2023	6,765.00	100-15-115-3000 Professional Services
Total VOY	AGEUR BUS COMPANY INC:		6,765.00	
W.L.S.S.D.				
W.L.S.S.D. 123123PRO1	WASTEWATER CHARGES	12/31/2023	29,319.00	500-50-510-3085 Sewer - WLSSD Billin

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Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total W.L.S	S.S.D.:		27,073.00	
WEX BANK				
94408223	FUEL - FIRE DEPT	01/08/2024	167.96	100-20-220-2212 Fuels & Lubricants
94408223	FUEL - PUC	01/08/2024	215.21	700-71-720-2212 Fuels & Lubricants
94408223	FUEL - STREET DEPT	01/08/2024	1,182.15	100-30-300-2212 Fuels & Lubricants
Total WEX	BANK:		1,565.32	
WS DARLEY & (	co			
386373	RAM JAMMERS, R TOOL, LOCK OUT KIT	01/04/2024	566.80	100-20-220-2240 Small Tools and Equip
386725	K TOOL	01/10/2024	189.95	100-20-220-2240 Small Tools and Equip
Total WS D	DARLEY & CO:		756.75	
ZIEGLER INC.				
IN001295728	PARTS FOR GRADER	12/19/2023	71.73	100-30-300-2220 Supplies - Repair & M
Total ZIEG	LER INC.:		71.73	
Grand Tota	ıls:		101,456.02	

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 = 01/16/2024

Payment Approval Report - Liquor Report dates: 1/1/2023-12/31/2024

Report Criteria:

Detail report. Invoices with totals above \$0.00 included. Paid and unpaid invoices included. Invoice Detail.GL account (3 Characters) = "600"

[Report].Date Paid = 01/16/2024

	Descr	tion Invoice Date	Net Invoice Amount	GL Account and Title
MERICAN BO	TTLING COMPANY			
616501715	SODA	12/29/2023	209.50	600-60-600-2254 Soft Drinks & Mix
Total AME	ERICAN BOTTLING COMPANY :		209.50	
ARTISAN BEEF	R COMPANY			
650519	THC	12/29/2023	456.90	600-60-600-2255 THC Products
80976	THC	12/28/2023	423.16-	600-60-600-2255 THC Products
Total ART	ISAN BEER COMPANY:		33.74	
107811600	DELIVERY	12/28/2023	6.00	600-60-600-3033 Freight & Express
107811600	SUPPLIES	12/28/2023	61.81	
Total BEL	LBOY CORPORATION:		67.81	
BERNICKS PEI	PSI THC	12/27/2023	385 00	600-60-600-2255 THC Products
0072410	BEER	12/27/2023		600-60-600-2252 Beer Purchases
0072411	BEER	12/27/2023	,	- 600-60-600-2252 Beer Purchases
0072412	BEER	12/27/2023		600-60-600-2252 Beer Purchases
0073553	BEER	01/03/2024		600-60-600-2252 Beer Purchases
Total BEF	RNICKS PEPSI:		5,455.35	
3REAKTHRU E 13607446	SERVICE FEE	12/20/2023	1 24	600-60-600-3033 Freight & Express
13607446	LIQUOR	12/20/2023		600-60-600-2251 Liquor Purchases
13713218	SERVICE FEE	12/28/2023		600-60-600-3033 Freight & Express
13713218	LIQUOR	12/28/2023		600-60-600-2251 Liquor Purchases
13818424	SERVICE FEE	01/04/2024		600-60-600-3033 Freight & Express
13818424	LIQUOR	01/04/2024		600-60-600-2251 Liquor Purchases
11671899	LIQUOR	11/27/2023		· 600-60-600-2251 Liquor Purchases
11671899	SERVICE FEE	11/27/2023		- 600-60-600-3033 Freight & Express
Total BRE	AKTHRU BEVERAGE:		5,241.28	
BRUNNER, AN	DREW			
1012024	INVENTORY - MEAL	01/01/2024	85.62	600-60-600-4430 Miscellaneous
Total BRL	INNER, ANDREW :		85.62	
&L DISTRIBU	TING			
830983	BEER	01/03/2024	2,861.25	600-60-600-2252 Beer Purchases
830983	SHIPPING	01/03/2024	3.00	600-60-600-3033 Freight & Express
834171	BEER	01/09/2024		600-60-600-2252 Beer Purchases
834171	SHIPPING	01/09/2024	3.00	600-60-600-3033 Freight & Express
750000470	BEER	01/03/2024	10.60-	600-60-600-2252 Beer Purchases
752000172				

City of Proctor		Payment Approval Report - Liquor Report dates: 1/1/2023-12/31/2024		Page: Jan 11, 2024 02:30P
nvoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total C&L	DISTRIBUTING:		4,044.65	
CINTAS				
4178717289	MATS	01/02/2024	164.62	600-60-600-2210 Operating Supplies
Total CINT	AS:		164.62	
DAHLHEIMER E	BEVERAGE			
2079829	BEER	12/29/2023	287.75	600-60-600-2252 Beer Purchases
Total DAH	LHEIMER BEVERAGE:		287.75	
	ATE PAYMENT SYSTEMS			
11-9819547-3	TIE STRAPS	12/13/2023	16.46	600-60-600-2210 Operating Supplies
Total ELAN	N CORPORATE PAYMENT SYSTEMS:		16.46	
OHNSON BRO 2452935	THERS INC DELIVERY CHARGE	12/28/2023	140 21	600-60-600-3033 Freight & Express
452935	LIQUOR	12/28/2023		
452936	DELIVERY CHARGE	12/28/2023	,	600-60-600-3033 Freight & Express
452936	WINE	12/28/2023		600-60-600-2253 Wine Purchases
80205	DELIVERY CHARGE	12/27/2023	2.18-	600-60-600-3033 Freight & Express
80205	LIQUOR	12/27/2023	95.00-	600-60-600-2251 Liquor Purchases
80206	DELIVERY CHARGE	12/27/2023	2.18-	600-60-600-3033 Freight & Express
80206	WINE	12/27/2023	60.00-	600-60-600-2253 Wine Purchases
80207	DELIVERY CHARGE	12/27/2023	2.18-	600-60-600-3033 Freight & Express
80207	LIQUOR	12/27/2023	135.00-	600-60-600-2251 Liquor Purchases
Total JOH	NSON BROTHERS INC:		7,573.57	
ICHAUD DIST	RIBUTING COMPANY			
83665	FUEL SURCHARGE	01/02/2024	3.00	600-60-600-3033 Freight & Express
83665	BEER	01/02/2024		600-60-600-2252 Beer Purchases
83834	BEER	01/08/2024		600-60-600-2252 Beer Purchases
83834	FUEL SURCHARGE	01/08/2024	3.00	600-60-600-3033 Freight & Express
Total MICH	AUD DISTRIBUTING COMPANY:		786.25	
	& SPIRITS CO.			
709544	DELIVERY CHARGE	12/20/2023		600-60-600-3033 Freight & Express
709544	LIQUOR	12/20/2023		600-60-600-2251 Liquor Purchases
714293	DELIVERY	12/28/2023		600-60-600-3033 Freight & Express
714293		12/28/2023		600-60-600-2251 Liquor Purchases
714294 714294	DELIVERY	12/28/2023 12/28/2023		600-60-600-3033 Freight & Express 600-60-600-2251 Liquor Purchases
714294 714295	LIQUOR DELIVERY	12/28/2023		600-60-600-2251 Liquor Purchases 600-60-600-3033 Freight & Express
714295 714295	WINE	12/28/2023	220.00	600-60-600-2253 Wine Purchases
Total PHIL	LIPS WINE & SPIRITS CO.:		1,589.07	
RANGE PAPER				
22350	BAGS	12/29/2023	234.12	600-60-600-2210 Operating Supplies

City of	Proctor
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Total SOUTHERN WINE & SPIRITS: 2,008.15	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total RED BULL:       272.74         SOUTHERN WINE & SPIRITS       2429199         2429199       DELIVERY         2429100       12/30/2023         2429100       DELIVERY         2431200       DIQUOR         2431200       LIQUOR         2431200       DIQUOR         2001HERN WINE & SPIRITS:       2,008.15         70tal SOUTHERN WINE & SPIRITS:       2,008.15         Total TEAMSTERS JC 32       12/29/2023         160.00       600-60-600-1131         URSA MINOR BREWING       230.60         e-5591       BEER         Total URSA MINOR BREWING:       230.60         0343259-In       LIQUOR         Total VINOCOPIA:			01/08/2024	272 74	600-60-600-2254 Soft Drinks & Mix
SOUTHERN WINE & SPIRITS         Image: Constraint of the spirit of t	2013012304		01/00/2024	212.14	
2429199       DELIVERY       12/30/2023       23.91       600-600-0303       Freight & Ex         2431200       DELIVERY       11/05/2024       13.80       600-600-0251       Liquor Purci         2431200       DELIVERY       01/05/2024       13.80       600-600-0251       Liquor Purci         2431200       LIQUOR       01/05/2024       915.12       600-600-0251       Liquor Purci         10/0586       DELIVERY       12/30/2023	Total RED	BULL:		272.74	
2429199       LIQUOR       12/30/2023       1,053.27       600-600-600-2251       Liquor Purcl         2431200       DELIVERY       01/05/2024       13.80       600-60-600-3033       Freight & Ex         2431200       LIQUOR       01/05/2024       915.12       600-60-600-3033       Freight & Ex         2431200       LIQUOR       01/05/2024       915.12       600-60-600-3033       Freight & Ex         21300       DELIVERY       12/30/2023       2.05       600-60-600-3033       Freight & Ex         Total SOUTHERN WINE & SPIRITS:       2.008.15       5       5       5         FEAMSTERS JC 32       12/29/2023       160.00       600-60-600-2252       Beer Purcha         Total TEAMSTERS JC 32:       160.00       600-60-600-2252       Beer Purcha         JRSA MINOR BREWING       230.60       600-60-600-2252       Beer Purcha         Total URSA MINOR BREWING:       230.60       600-60-600-2251       Liquor Purcha         3343259-in       LIQUOR       12/27/2023       160.00       600-60-600-2251       Liquor Purcha         7456898       FREIGHT       12/30/2023       169.86       600-60-600-3033       Freight & Ex         7456898       WINE       12/30/2023       16.98       600-60-600-30	SOUTHERN WI	NE & SPIRITS			
2431200       DELIVERY       01/05/2024       13.80       600-60-600-3033       Freight & Ex         2431200       LIQUOR       01/05/2024       915.12       600-60-600-3033       Freight & Ex         100886       DELIVERY       12/30/2023       2.05       600-60-600-3033       Freight & Ex         Total SOUTHERN WINE & SPIRITS:       2,008.15       600-60-600-3033       Freight & Ex         Total SOUTHERN WINE & SPIRITS:       2,008.15       600-60-600-1131       Employer Pa         Total SOUTHERN WINE & SPIRITS:       2,008.15       600-60-600-2252       Beer Purcha         Total TEAMSTERS JC 32:       160.00       600-60-600-2252       Beer Purcha         JRSA MINOR BREWING       230.60       600-60-600-2252       Beer Purcha         Total URSA MINOR BREWING:       230.60       600-60-600-2251       Liquor Purcha         J343259-in       LIQUOR       12/27/2023       160.00       600-60-600-2251       Liquor Purcha         Total VINOCOPIA:       12/20/2023       160.00       600-60-600-3033       Freight & Ex         VINE MERCHANTS       12/30/2023       16.98       600-60-600-3033       Freight & Ex         VINE MERCHANTS       12/30/2023       16.98       600-60-600-3033       Freight & Ex         VINE<	2429199	DELIVERY	12/30/2023	23.91	600-60-600-3033 Freight & Express
4431200       LIQUOR       01/05/2024       915.12       600-60-600-22251       Liquor Purcl         106886       DELIVERY       12/30/2023       2.05       600-60-600-3033       Freight & Ex         Total SOUTHERN WINE & SPIRITS:       2,008.15       2,008.15       600-60-600-1131       Employer Parcl         Total SOUTHERN WINE & SPIRITS:       2,008.15       600-60-600-1131       Employer Parcl         Total TEAMSTERS JC 32       160.00       600-60-600-2252       Beer Purch         Total TEAMSTERS JC 32:       160.00       600-60-600-2252       Beer Purch         JRSA MINOR BREWING       230.60       600-60-600-2252       Beer Purch         Total URSA MINOR BREWING:       230.60       600-60-600-2251       Liquor Purch         J043259-in       LIQUOR       12/27/2023       160.00       600-60-600-2251       Liquor Purch         J143259-in       LIQUOR       12/27/2023       160.00       600-60-600-2251       Liquor Purch         VINE MERCHANTS       12/30/2023       16.98       600-60-600-3033       Freight & Ex         456898       WINE       12/30/2023       16.98       600-60-600-3253       Wine Purch	429199	LIQUOR	12/30/2023	1,053.27	600-60-600-2251 Liquor Purchases
S106886       DELIVERY       12/30/2023       2.05       600-60-600-3033       Freight & Ex         Total SOUTHERN WINE & SPIRITS:       2,008.15	431200	DELIVERY	01/05/2024	13.80	600-60-600-3033 Freight & Express
Total SOUTHERN WINE & SPIRITS:       2,008.15         TEAMSTERS JC 32       2,008.15         2-23C-HRA       HRA - 12/23         Total TEAMSTERS JC 32:       160.00         JIRSA MINOR BREWING       600-60-600-2252         >-5591       BEER         Total URSA MINOR BREWING:       230.60         VINOCOPIA       230.60         Total VINOCOPIA:       12/27/2023         Total VINOCOPIA:       160.00         VINE MERCHANTS       12/30/2023         1456898       FREIGHT         12/50/2023       16.98         600-60-600-3253       Kine Purcha	2431200	LIQUOR	01/05/2024	915.12	600-60-600-2251 Liquor Purchases
TEAMSTERS JC 32       12/29/2023       160.00       600-60-600-1131       Employer Participation         2-23C-HRA       HRA - 12/23       160.00       600-60-600-1131       Employer Participation         Total TEAMSTERS JC 32:       160.00       600-60-600-2252       Beer Purcha         JIRSA MINOR BREWING       230.60       600-60-600-2252       Beer Purcha         Total URSA MINOR BREWING:       230.60       600-60-600-2252       Beer Purcha         1343259-in       LIQUOR       12/27/2023       160.00       600-60-600-2251       Liquor Purcha         Total VINOCOPIA:       160.00       600-60-600-2251       Liquor Purcha         VINE MERCHANTS       12/30/2023       16.98       600-60-600-3033       Freight & Ex         456898       WINE       12/30/2023       16.98       600-60-600-3253       Wine Purcha	106886	DELIVERY	12/30/2023	2.05	600-60-600-3033 Freight & Express
2-23C-HRA       HRA - 12/23       160.00       600-60-600-1131       Employer Participation         Total TEAMSTERS JC 32:       160.00       160.00       160.00       160.00       160.00         JRSA MINOR BREWING       230.60       600-60-600-2252       Beer Purcha         Total URSA MINOR BREWING:       230.60       600-60-600-2252       Beer Purcha         INOCOPIA       12/27/2023       160.00       600-60-600-2251       Liquor Purcha         Total VINOCOPIA:       12/27/2023       160.00       600-60-600-2251       Liquor Purcha         VINE MERCHANTS       12/30/2023       16.98       600-60-600-3033       Freight & Ex         456898       FREIGHT       12/30/2023       16.98       600-60-600-2253       Wine Purcha	Total SOU	ITHERN WINE & SPIRITS:		2,008.15	
Total TEAMSTERS JC 32:       160.00         JRSA MINOR BREWING       160.00        5591       BEER         Total URSA MINOR BREWING:       230.60         Total URSA MINOR BREWING:       230.60         VINOCOPIA       12/27/2023         343259-in       LIQUOR         Total VINOCOPIA:       160.00         VINE MERCHANTS       160.00         456898       FREIGHT         456898       WINE         12/30/2023       16.98         600-60-600-2253       Wine Purchants	EAMSTERS J	C 32			
JRSA MINOR BREWING       01/04/2024       230.60       600-60-600-2252       Beer Purcha         -5591       BEER       01/04/2024       230.60       600-60-600-2252       Beer Purcha         Total URSA MINOR BREWING:       230.60       230.60       600-60-600-2251       Liquor Purcha         /INOCOPIA       12/27/2023       160.00       600-60-600-2251       Liquor Purcha         /INOCOPIA:       12/27/2023       160.00       600-60-600-2251       Liquor Purcha         VINE MERCHANTS       160.00       160-60       600-60-600-3033       Freight & Extended         1/456898       FREIGHT       12/30/2023       16.98       600-60-600-3253       Wine Purcha	2-23C-HRA	HRA - 12/23	12/29/2023	160.00	600-60-600-1131 Employer Paid Health
-5591       BEER       01/04/2024       230.60       600-600-2252       Beer Purchat         Total URSA MINOR BREWING:       230.60       230.60       200-60-600-2251       Liquor Purchat         INOCOPIA       12/27/2023       160.00       600-60-600-2251       Liquor Purchat         INOCOPIA       12/27/2023       160.00       600-60-600-2251       Liquor Purchat         INOCOPIA       12/27/2023       160.00       600-60-600-3033       Freight & Extended         VINE MERCHANTS       12/30/2023       16.98       600-60-600-3033       Freight & Extended         456898       FREIGHT       12/30/2023       16.98       600-60-600-2253       Wine Purchat	Total TEA	MSTERS JC 32:		160.00	
Total URSA MINOR BREWING:       230.60         VINOCOPIA       230.60         I343259-in       LIQUOR         Total VINOCOPIA:       12/27/2023         Total VINOCOPIA:       160.00         VINE MERCHANTS       160.00         456898       FREIGHT         456898       WINE         12/30/2023       16.98         600-60-600-3033       Freight & Ex         456898       WINE	IRSA MINOR E	BREWING			
VINOCOPIA       12/27/2023       160.00       600-600-2251       Liquor Purch         1343259-in       LIQUOR       160.00       600-600-2251       Liquor Purch         Total VINOCOPIA:       160.00       160.00       160-60-600-3033       Freight & Ex         VINE MERCHANTS       12/30/2023       16.98       600-60-600-3033       Freight & Ex         1456898       WINE       12/30/2023       529.20       600-60-600-2253       Wine Purch	-5591	BEER	01/04/2024	230.60	600-60-600-2252 Beer Purchases
0343259-in       LIQUOR       12/27/2023       160.00       600-60-600-2251       Liquor Purch         Total VINOCOPIA:       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.00       160.0	Total URS	A MINOR BREWING:		230.60	
Total VINOCOPIA:       160.00         VINE MERCHANTS       12/30/2023       16.98       600-60-600-3033       Freight & Ex         v456898       FREIGHT       12/30/2023       16.98       600-60-600-2253       Wine Purcha         v456898       WINE       12/30/2023       529.20       600-60-600-2253       Wine Purcha					
VINE MERCHANTS           456898         FREIGHT         12/30/2023         16.98         600-60-600-3033         Freight & Ex           456898         WINE         12/30/2023         529.20         600-60-600-2253         Wine Purcha	343259-in	LIQUOR	12/27/2023	160.00	600-60-600-2251 Liquor Purchases
Y456898         FREIGHT         12/30/2023         16.98         600-60-600-3033         Freight & Ex           Y456898         WINE         12/30/2023         529.20         600-60-600-2253         Wine Purchas	Total VINC	DCOPIA:		160.00	
456898 WINE 12/30/2023 529.20 600-60-600-2253 Wine Purcha	VINE MERCHA	NTS			
	456898	FREIGHT	12/30/2023	16.98	600-60-600-3033 Freight & Express
Total WINE MERCHANTS : 546.18	456898	WINE	12/30/2023	529.20	600-60-600-2253 Wine Purchases
	Total WIN	E MERCHANTS :		546.18	
Grand Totals: 29,167.46	Grand Tot	als:		29,167.46	

Check Register - City Checking Check Issue Dates: 1/16/2024 - 1/16/2024

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"

Check Issue Date	Check Number	Payee	Amount
01/16/2024	43012	AIRFIBER	121.35
01/16/2024	43013	AMERICAN BOTTLING COMPANY	209.50
01/16/2024	43014	AMERICAN FAMILY LIFE ASSURANCE	42.14
01/16/2024	43015	ANIMAL ALLIES HUMANE SOCIETY	606.00
01/16/2024	43016	ARTISAN BEER COMPANY	33.74
01/16/2024	43017	AT&T MOBILITY	787.59
01/16/2024	43018	BAKER TILLY	2,100.00
01/16/2024	43019	BERNICKS PEPSI	5,455.35
01/16/2024	43020	BREAKTHRU BEVERAGE	5,241.28
01/16/2024	43021	BRUNNER, ANDREW	85.62
01/16/2024	43022	C&L DISTRIBUTING	4,044.65
01/16/2024	43023	CENTURYLINK	46.77
01/16/2024	43024	CENTURYLINK	49.17
01/16/2024	43025	CENTURYLINK	106.60
01/16/2024	43026	CINTAS	501.04
01/16/2024	43027	ELAN CORPORATE PAYMENT SYSTEMS	3,656.03
01/16/2024	43028	ELITE TINTING & GRAPHICS	81.66
01/16/2024	43029	EQUI-VEST	537.11
01/16/2024	43030	FASTER SOLUTIONS	100.00
01/16/2024	43031	GIANT VOICES	4,500.00
01/16/2024	43032	JOHNSON BROTHERS INC	7,573.57
01/16/2024	43033	LAKE SUPERIOR PUBLISHING	1,510.00
01/16/2024	43034	LEAGUE OF MINNESOTA CITIES	3,851.00
01/16/2024	43035	MINNESOTA MAYORS ASSOCIATION	30.00
01/16/2024	43036	MNIT SERVICES	101.38
01/16/2024	43037	PARSONS ELECTRIC	672.30
01/16/2024	43038	PHILLIPS WINE & SPIRITS CO.	1,589.07
01/16/2024	43039	PHILS GARAGE DOOR SERVICE	399.00
01/16/2024	43040	PROCTOR BUILDERS PUBLIC WORKS	8,346.22
01/16/2024	43041	RANGE PAPER	234.12
01/16/2024	43042	RED BULL	272.74
01/16/2024	43043	SOUTHERN WINE & SPIRITS	2,008.15
01/16/2024	43044	THOMSON REUTERS-WEST	151.54
01/16/2024	43045	US BANK VOYAGER	1,081.07
01/16/2024	43046	VOYAGEUR BUS COMPANY INC	6,765.00
01/16/2024	43047	WEX BANK	1,565.32
01/16/2024	43048	WINE MERCHANTS	546.18
01/16/2024	43049	ZIEGLER INC.	71.73
01/16/2024	999914091	ARROWHEAD REG FIREFIGHTERS	75.00
01/16/2024	999914092	BELLBOY CORPORATION	67.81
01/16/2024	999914093	BRAY&REED	5,000.00
01/16/2024	999914094	CIVIC SYSTEMS LLC	9,043.00
01/16/2024	999914095	DAHLHEIMER BEVERAGE	287.75
01/16/2024	999914096	ESRI - ENVIRONMENTAL SYSTEMS	1,204.00
01/16/2024	999914097	GOPHER STATE ONE-CALL INC	12.15
01/16/2024	999914098	INTEGRIS LLC	246.55
01/16/2024	999914099	LAW ENFORCEMENT LABOR SERVICES	352.50
01/16/2024	999914100	MICHAUD DISTRIBUTING COMPANY	786.25

## Check Register - City Checking Check Issue Dates: 1/16/2024 - 1/16/2024

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Check Issue Date	Check Number	Рауее	Amount
01/16/2024	999914101	PROCTOR BUILDERS	2,402.25
01/16/2024	999914102	PROCTOR JOURNAL	468.56
01/16/2024	999914103	PROCTOR POLICE DEPT UNION FUND	50.00
01/16/2024	999914104	RICH, JIM	6,000.00
01/16/2024	999914105	SEH	12,107.38
01/16/2024	999914106	TEAMSTERS JC 32	2,880.00
01/16/2024	999914107	TROYS SERVICE	47.69
01/16/2024	999914108	URSA MINOR BREWING	230.60
01/16/2024	999914109	VINOCOPIA	160.00
01/16/2024	999914110	W.L.S.S.D.	27,073.00
01/16/2024	999914111	WS DARLEY & CO	756.75
Grand Totals:			134,325.23

### Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-00-000-2020	49.87	43,857.53-	43,807.66-
100-00-000-2175	579.25	.00	579.25
100-00-000-2177	402.50	.00	402.50
100-10-110-3052	312.56	.00	312.56
100-10-110-4433	3,881.00	.00	3,881.00
100-10-120-1131	320.00	.00	320.00
100-10-120-2210	24.76	.00	24.76
100-10-120-3009	4,939.27	49.87-	4,889.40
100-10-130-2210	81.66	.00	81.66
100-10-130-3000	170.50	.00	170.50
100-10-130-4400	367.99	.00	367.99
100-10-150-1131	160.00	.00	160.00
100-10-160-3004	5,000.00	.00	5,000.00
100-10-180-3000	6,000.00	.00	6,000.00
100-10-180-3052	52.00	.00	52.00
100-15-115-1131	160.00	.00	160.00
100-15-115-3000	6,917.00	.00	6,917.00
100-15-115-3012	99.00	.00	99.00
100-15-115-3040	1,510.00	.00	1,510.00
100-20-210-1131	1,280.00	.00	1,280.00
100-20-210-2205	164.79	.00	164.79
100-20-210-2210	316.62	.00	316.62
100-20-210-2212	1,081.07	.00	1,081.07
100-20-210-2217	438.96	.00	438.96
100-20-210-3009	126.00	.00	126.00
100-20-210-3021	787.59	.00	787.59
100-20-210-3035	1,028.00	.00	1,028.00
100-20-210-4400	47.69	.00	47.69
100-20-210-4408	606.00	.00	606.00
100-20-210-4433	378.92	.00	378.92
100-20-220-2212	216.41	.00	216.41
100-20-220-2240	756.75	.00	756.75
100-20-220-3000	103.69	.00	103.69

# Check Register - City Checking Check Issue Dates: 1/16/2024 - 1/16/2024

GL Account	Debit	Credit	Proof
100-20-220-302	1 106.60	.00	106.60
100-20-220-443		.00	75.00
100-30-300-113		.00	800.00
100-30-300-221		.00	17.34
100-30-300-2212		.00	1,434.00
100-30-300-2214		.00	19.51
100-30-300-221		.00	42.72
100-30-300-2220		.00	71.73
100-30-300-301		.00	179.40
100-30-300-4400		.00	399.00
100-40-410-222		.00	2,402.25
300-00-2022	•	8,166.82-	8,166.82-
300-30-330-301		.00. 12,107.38-	8,166.82
301-00-000-2020			12,107.38-
301-30-330-300		.00	12,107.38
494-00-000-2020		525.00-	525.00-
494-45-100-662		.00	525.00
495-00-000-2020		525.00-	525.00-
495-45-100-6620		.00	525.00
496-00-000-2020		525.00-	525.00
496-45-100-662		.00	525.00
497-00-000-2020		525.00-	525.00
497-45-100-6620		.00	525.00
500-00-2020	) 2,246.00	30,815.45-	28,569.45
500-50-510-300		.00	12.15
500-50-510-300	802.66	.00	802.66
500-50-510-302	1 95.94	.00	95.94
500-50-510-303	1 585.70	.00	585.70
500-50-510-308	5 29,319.00	2,246.00-	27,073.00
550-00-000-2020	00. 0	672.30-	672.30
550-55-550-4430	672.30	.00	672.30
600-00-000-2020	0 1,053.78	30,221.24-	29,167.46
600-60-600-113 ⁻		.00	160.00
600-60-600-221		.00	415.20
600-60-600-225		455.63-	15,339.93
600-60-600-225		106.60-	10,407.60
600-60-600-225		60.00-	1,427.20
600-60-600-2254		.00	482.24
600-60-600-225		423.16-	418.74
600-60-600-225		.00	61.81
600-60-600-303		8.39-	369.12
600-60-600-4430		.00	85.62
700-00-000-2020		5,182.16-	5,182.16
700-00-000-2020		.00	259.32
700-71-720-2212		.00	200.67
700-71-720-300		.00	4,722.17
830-00-000-2020		4,552.00-	4,552.00
830-80-800-300 830-80-800-305		.00 .00	4,500.00 52.00
030-00-000-303			

Report Criteria:

Report type: Summary Check.Type = {<>} "Adjustment" Bank.Account description = "City Checking"