

*Proctor's Vision:  
Proctor, rich with railroad heritage, values above all, its people, and their environment. Working together  
is our pathway to a safe, secure, and progressive community.  
Slogan: "You Have a Place In Proctor"*

**AGENDA**  
**PROCTOR CITY COUNCIL MEETING**  
**Monday, May 20<sup>th</sup>, 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 Monday, May 6<sup>th</sup>, 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. Payroll Report – May 10<sup>th</sup>, 2024

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

**\*3. COMMITTEE REPORTS**

- A. PUC Minutes – April 8<sup>th</sup>, 2024
- B. PEDA Minutes – April 9<sup>th</sup>, 2024
- C. Civil Service Wage Task Force Minutes – May 7<sup>th</sup>, 2024
- D. SEH Meeting Minutes – May 9<sup>th</sup>, 2024
- E. Parks and Rec Minutes – April 24<sup>th</sup> 2024

**\*4. CLERK ADVISES COUNCIL**

A. Memo – Administrator Rich

**5. UNFINISHED BUSINESS**

- A. City of Proctor Blight Policy
- B. Legislative Agenda – Officer Recruitment and Training Reimbursement
- C. St. Luke's Arena – Parking Improvements/Accommodations

**6. NEW BUSINESS**

- A. Resolution 31-24: Lawful Gambling Premises Permit Approval – VFW 137**
- B. Resolution 32-24: Lawful Gambling Premises Permit Approval – Proctor Golf Course**
- C. Resolution 33-24: Sponsoring the 2024 Annual Hoghead Festival Fireworks**
- D. Resolution 34-24: Approving a Supplemental Letter Agreement and Funding Allocation for Professional Services Between the City of Proctor and Short Elliot Hendrickson, Inc.**

**MEMBER CONCERNS**

**Rohweder:**

**DeWall:**

**Johnson:**

**Benson:**

**Ward:**

**Chief Gaidis:**

**BILLS FOR APPROVAL**

General: \$109,171.35

Liquor: \$48,768.68

**TOTAL BILLS FOR APPROVAL: \$157,940.03**

**ADJOURNMENT**

MINUTES OF THE PROCTOR CITY COUNCIL MEETING MAY 6, 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 Jake Benson, Councilor Jim Rohweder, Councilor Rory Johnson

OTHERS PRESENT: Administrator Rich, Administrative Assistant Megan Mazzuco, Chief Gaidis, M/S/P: Johnson/Rohweder to approve the City Council minutes from Monday, April 15<sup>th</sup>, 2024

M/S/P: Ward/DeWall to approve the agenda for Monday, May 6, 2024, adding item 4C: Fire Department Vehicle Purchase.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

NONE

M/S/P: Ward/Benson to approve the consent agenda for Monday, pulling items 4C: Fire Department Vehicle Purchase for discussion and 5C: St. Lukes Arena – Parking Improvements/Accommodations.

**4. Clerk Advises Council**

4C: Fire Department – Vehicle Purchase

Administrator Rich requests additional confirmation and further direction in order to proceed with the purchase of the previously approved fire truck. She indicates MacQueen has temporarily reserved the truck on their line of credit, pending confirmation from the city to avoid an additional price increase.

M/S/P: Benson/Rohweder (Roll call vote: Rohweder Y, Benson Y, Johnson Y, DeWall Y, Ward Y) to approve the purchase of the 2024 BX Top-Mount Stock Pumper in the amount of \$518,579.00 as previously approved. Councilor DeWall voices his reservations and concerns regarding purchasing big equipment items. DeWall encourages council to devise an action plan for anticipated expenditures and spending over the course of the next three to four years. Councilor Johnson adds he has requested a budget meeting review with Finance Director Brunfelt for early June to review equipment purchases and short-term purchase planning. Additional discussion follows pertaining specifically to schedule a budget working session to plan and prioritize equipment purchases with department heads and city staff.

5C: St. Lukes Arena – Parking Improvements/Accommodations

Councilor DeWall asks for an update on a solution and how the school district plans to resolve and improve parking accommodations at the arena prior to the fall athletic schedule. Administrator Rich states she has been in communication with school administration indicating they have consulted with an engineer to resolve their undersized ponds and stormwater drainage issues and concerns. This needs to be completed prior to any expansion or addition of parking lots at St. Luke's arena. Councilor DeWall adds the importance of timing as this is the time of year the school is finalizing the annual budget. Members of the council are in agreement with the importance and prioritization of a parking improvement plan submittal by the school prior to the fall athletic schedule.

**5. UNFINISHED BUSINESS**

- A. City of Proctor Blight Policy
- B. Legislative Agenda – Officer Recruitment and Training Reimbursement
- C. St. Lukes Arena – Parking Improvements/Accommodations

**6. NEW BUSINESS**

**A. Attorney RFP – Recommendation: Resolution 30-24**

**M/S/P: Rohweder/Johnson to approve resolution 30-24 with date corrections as indicated to the 6<sup>th</sup> day of May 2024.**

Councilor Benson adds the City of Proctor has had a positive rapport and has worked in some capacity with all three law firms that submitted RFP proposals. The recommendation to hire Fryberger Law Firm comes highly recommended by both members of city staff and council.

**B. Resolution 23-24: Bike Night Festival**

**M/S/P: Ward/Johnson to approve as submitted, adding 2024 Powerhouse Bike Nights**

**C. Resolution 24-24: June Car Show Festival**

**M/S/P: Rohweder/Ward to approve as submitted – providing map corrections and logistics for June Car Show**

**D. Resolution 25-24: New Hire Recommendation – Roering**

**M/S/P: Rohweder/Johnson to approve resolution 25-24 and hire Cory Roering as a full-time Police Officer with the Proctor Police Department, noting a salary correction as discussed to a step 5 and \$33.97/hour.**

**E. Resolution 26-24: New Hire Recommendation – Hopps**

**M/S/P: Johnson/Rohweder to approve resolution 26-24 and hire Joel Hopps as a full-time Police Officer with the Proctor Police Department.**

Councilor DeWall adds budgetary concerns, stating that he is not against hiring additional officers, but he is hesitant to acquire additional debt to do so. Councilor DeWall adds additional budgetary concerns and constraints to stay within the parameters of budget balance and management. Mayor Ward adds to the discussion, recapping previous discussions with Chief Gaidis and Sergeant Riebel pertaining to officer recruitment and retention. Chief Gaidis stresses the importance of hiring additional officers to combat the burnout rate of officers currently serving within the department. Administrator Rich adds for clarification: The continued discussion is not about any specific candidate and discussion relates directly to the position of adding an eighth officer. Administrator Rich also adds a meeting has been scheduled with the Police Civil Service Commission to discuss the completion of a wage study. City staff and the commission are considering options to complete this wage study completion in house rather than hiring an outside.

Mayor Ward adds for clarification that the approval of eighth officer doesn't weigh on the completion of a wage study and wants it noted the two are not directly correlated upon the other.

Chief Gaidis adds to the discussion stressing the importance, prioritization and long-range planning needs of the department.

Chief Gaidis adds how appreciative he is of the council and the ongoing efforts of keeping the lines of communication open with officers in the department adds to positive rapport and support to police department staff.

Additional discussion regarding the completion of the wage study follows. Councilor Rohweder supports the addition of an eighth officer, giving specific examples of the benefits of having a fully staffed police department. Councilor Benson adds his support for the hiring of an eighth officer, noting the historical reputation of accruing overtime within the department and stresses the importance of mental health and balancing the burnout rate among officers.

**F. Resolution 27-24: New Hire Recommendation – Kane**

**M/S/P: Rohweder/Johnson to approve resolution 27-24 as submitted, hiring Patricia Kane at the Mountain Spirits Liquor Store.**

**G. Resolution 28-24: Speedway Funding**

**M/S/P: Ward/DeWall to approve as submitted.**

**H. Resolution 29-24: Updated Emergency Operations Plan**

**M/S/P: Johnson/Rohweder to approve with noted changes after review of the following sections: hazmat and deputy clerk position title, name changes/corrections. Sections 17 & 28, addition of email and phone contacts to bring back after recommended changes for council review.**

After extensive discussion, city staff will update the additional changes as indicated above. Additional updates of hazmat changes, sections 17 & 28, and email contact information. Council approves changes as discussed and would like additional review of the entire document once completed.

MEMBER CONCERNS

Rohweder: None

DeWall: None

Johnson: Seasonal park worker starting today, another this week, contractor working on 2<sup>nd</sup> st

Benson: 10,000 bills introduced into the state legislature, noting Proctor's I-35 utility extension still in consideration.

Ward: Peace Officer Memorial Day Wed, May 15<sup>th</sup>, Happy Mother's Day, 2<sup>nd</sup> St closures

intermittently and hourly basis as work is being performed, Congratulations to Megan on recently getting married.

Chief Gaidis: Sound quality in council chambers deteriorating, Administrator Rich to follow up with Ted Kiefat and Johnson Controls.

Administrator Rich: None

Bills:

General: \$108,213.11

Liquor: \$63,021.25

**TOTAL BILLS FOR APPROVAL: \$171,233.82**

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

M/S/P: DeWall/Ward to adjourn the meeting at 7:40 pm.

**City of Proctor  
Payroll Summary by Department**

\*1A

Check Date Range      5/10/2024                      to                      5/10/2024

<b>Department</b>	<b>Gross Wages</b>	<b>Overtime Hours</b>	<b>Overtime Wages</b>	<b>Double Overtime Hours</b>	<b>Double Overtime Wages</b>
Council	-	-	-	-	-
City Admin	7,644.81	-	-	-	-
Finance	3,184.80	-	-	-	-
Police Department	23,724.15	38.25	1,940.58	-	-
Fire Department	-	-	-	-	-
Street Department	10,076.64	-	-	-	-
Liquor Store	4,834.28	-	-	-	-
PUC	6,531.71	-	-	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
<b>Total</b>	<b>55,996.39</b>	<b>38.25</b>	<b>1,940.58</b>	-	-

Minutes of the Proctor Public Utilities Commission meeting held on Monday, April 8, 2024 at 6:00 p.m. in the Council Chambers at Proctor City Hall.

The following members were present:

Eric Bingaman  
Troy DeWall  
Derek Pederson

**\*3A**

Others who were present:

Charliene Jones, Commission Secretary  
Jess Rich, City Administrator  
Leslie Brunfelt, PUC Accountant

### **APPROVAL OF AGENDA**

Motion by Pederson, seconded by Bingaman and carried: To approve the agenda, as presented.

### **APPROVAL OF THE MINUTES OF:**

Motion by Pederson, seconded by Bingaman and carried: To approve the PUC Regular Meeting minutes of March 11, 2024.

### **APPROVAL OF PAYROLLS OF:**

Motion by DeWall, seconded by Pederson and carried: To approve the payroll pay dates of 3/15/24 & 3/29/24.

**DELINQUENT ACCOUNTS** were discussed. There have been no disconnects this winter yet, as our Billing Clerk has been diligently working with customers and working hard on keeping payment plans current. Cold Weather Rule is in effect through April 30<sup>th</sup>.

### **CALL FOR COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

#### **1. OLD BUSINESS**

- A. Water Maintenance Contractor update. Nothing new to report.
- B. Water tower maintenance update. Updated proposal from SEH was reviewed.

Motion by Bingaman, seconded by DeWall and carried: To approve the updated SEH Engineering Proposal in the amount of \$65,410.00 for the water tank rehabilitation project.

- C. 2<sup>nd</sup> Street Project from 5<sup>th</sup> Ave to 9<sup>th</sup> Ave was discussed. USA and subs will be back to complete the rest of the work this spring, when the weather warms up.
- D. Service Territory Discussion. Nothing new to discuss.
- E. Forward looking budget items
  - seasonal summer help
  - rate structure and accessibility fee
  - generator – secretary to check into cost with Generac (the same company who provided the generator for the Fire Hall)
  - water main to south Proctor
  - new PUC truck -Secretary and Water Tech to meet and discuss soon so we can plan for a new truck in 2024 or 2025

**2. NEW BUSINESS**

- A. Lead service line inventory update. We finally received news that PUC was awarded the Technical Assistance Grant through the MN Dept of Health, for SEH to help with our lead water service line inventory. A full-page Lead Water Service Replacement fact sheet is going on the back of the utility bills this week to explain the process, the grant and how customers can self-identify their own service line. For those that do not self-identify, SEH/PUC will need to gain access to the home and will be setting up appointments to have this done.
- B. Discussion of utility accounts in property owner's name was discussed. We are finding that we cannot assess electric bills. Staff is still gathering information.
- C. City of Duluth PUC water rate increases were discussed at length. The high rate increase that Duluth is passing on is a shock to us all. We are trying to plan for our own infrastructure improvements. The Commission is trying to do it's due diligence to level out the rates as best they can and feel that we have no choice but to pass on the 9.25% increase to our own water customers.

Motion by DeWall, seconded by Pederson and carried: To approve passing on the 9.25% water rate increase from Duluth to all Proctor Public Utilities customers.

- D. Request of Legislative Support for regulating the sale of scrap copper wire was reviewed.

Motion by Bingaman, seconded by DeWall and carried: To support Council's decision in regards to the "Request of Legislative Support" for regulating the sale of scrap copper wire.

**3. REPORT OF OFFICE**

- A. PUC Meter Reader/Water Technician position update.
- B. Booster (Pump) Station update – nothing new to report. Waiting for the weather to warm up to complete the final punch list items.
- C. Sand Salt Building & PUC/Public Works Garage update - nothing new to report.
- D. SEH Monthly Meeting Minutes of 3-14-24 were reviewed.
- E. Tree trimming update. Have not received the two tree trimming bids yet.
- F. MMUA Capitol Letter was reviewed.

**4. FINANCIAL STATEMENTS**

- A. PUC February Income Statements were reviewed.

**5. APPROVAL OF BILLS**

- A. The MP March power bill was not available by meeting time.



B. The MP and SWL&P March maintenance bills were not available by meeting time.

C. The bills listing was reviewed.

Motion by Bingaman, seconded by DeWall and carried: To approve the bills presented and on file at the utility office, including all electronic payments for sales tax & payroll payables. Payable checks #020145 thru #020151.

**6. COMMUNICATIONS**

A. Billing insert on back side of utility bills was reviewed under item 2A.

B. City Administrator correspondence – nothing new to report.

**7. LABOR & NEGOTIATION ISSUES**

**8. MEMBERS CONCERNS**

A. Commission would like “Rate Study” added to the next agenda. PUC Accountant will update the last rate study figures with the actual rate increase from 2018-2023.

Motion by DeWall, seconded by Bingaman and carried: To adjourn the meeting at 7:49 p.m.

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Charliene Jones, Commission Secretary

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Eric Bingaman, Commission Chair

# \*3B

Minutes of the Proctor Economic Development Authority Tuesday April 9, 2024, at the Proctor Area Community Center.

Meeting called to order by Chair Madson at 6:00 pm.

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

OTHERS PRESENT: City Administrator Jess Rich

Motion by Mayor Ward and seconded Commissioner Bingaman and carried (4-0) to approve the March 12, 2024 PEDDA Meeting Minutes.

Motion by Commissioner Bingaman and seconded by Commissioner Jauhola and carried (4-0) to approve the April 9, 2024 agenda.

Communications: The Commission acknowledges receipt of correspondence regarding the St. Louis County Bridge replacement project.

Chair Madson and City Administrator Rich reported they met with Northspan regarding the sports complex economic impact study. Northspan is expected to have deliverables to present to at the June 2024 PEDDA meeting.

Administrator Rich reported the Public Safety Committee meeting held on Wednesday March 13, 2024 to discuss St. Luke's Event Center parking solutions was but short by an emergency call that took the Fire Chief, Police Chief, School Athletic Director and School Superintendent away from the meeting.

## MEMBER CONCERNS

Chair Madson: None

Commissioner Bingaman: Noted the Snow Cross event was good for local businesses.

Mayor Ward: None

Commissioner Schwarzbauer: Absent

Commissioner Jauhola: None

Motion by Mayor Ward, seconded by Commissioner Bingaman and carried (4-0) to adjourn at 6:28 PM

## Meeting Minutes: Proctor Police Civil Service Commission - Police Wage Study Task Force

Date: Wednesday, May 7, 2024

Time: 9:30 am

Location: PACC

### **Present:**

- Commissioner Steve Elder
- Chief Kent Gaidis
- Officer Michael Bradley
- Officer Jeremy Lemasters
- Finance Director Leslie Brunfelt
- City Councilor Rory Johnson
- City Administrator Jess Rich

\*3C

### **Meeting Overview:**

Administrator Jess Rich commenced the meeting, highlighting the formation of the Wage Study Task Force by the Proctor Civil Service Commission. The primary aim is to establish criteria and guidelines for conducting a comprehensive wage analysis. Concerns raised by Proctor's police officers regarding wage levels impacting recruitment and retention were brought to the attention of the commission and city council. After conducting research, Administrator Rich and Finance Director Brunfelt proposed that the study could be conducted in-house, emphasizing the importance of agreeing upon comparable cities for accuracy.

### **Discussion Points:**

Administrator Rich presented a proposed list of data parameters for the task force's consideration. Finance Director Brunfelt elaborated on the process, explaining that once parameters were defined, they would be weighted accordingly. The task force identified key data parameters for selecting comparable cities to Proctor:

**Population Size:** Selection of cities with similar populations aids in comparing workload demands, crime rates, and community characteristics.

**Geographical Location:** Preference for cities from the same region or those closer to larger metropolitan areas.

Crime Rates: Consideration of cities with comparable crime profiles, offenses, and severity.

Fiscal Environment: Selection of cities with similar fiscal health, including budgetary constraints, tax revenues, and resources.

Quality of Life: Factors such as housing, median income, cost of living index, and overall quality of life indicators to assess attractiveness for police officers.

#### Parameters and Weighting:

The task force agreed on the following parameter hierarchy and weight for the study:

- 1) Proximity to Proctor (20 pts)
- 2) Population (20 pts)
- 3) Tax Capacity of the City (20 pts)
- 4) Proximity to a Larger Metro Population (10 pts)
- 5) Housing (10 pts)
- 6) Median Income (10 pts)
- 7) Cost of Living (10 pts)

#### **Additional Considerations**

While focusing on the primary parameters, the task force acknowledged the importance of other factors such as union representation/contract language, police policies/practices, and call volume, which will be considered on a secondary level.

The meeting adjourned at 11:15 am.

Respectfully submitted,  
Jess Rich  
City Administrator



Building a Better World  
for All of Us®

## MEETING MINUTES

Proctor Monthly Meeting

May 9, 2024

9:00 a.m.

City Hall

\*3D

**Attendees:** Jess Rich – City of Proctor  
~~Megan Mazzucco – City of Proctor~~  
Rick LaLonde – City of Proctor  
Jay Boysen – City of Proctor  
Matt Bolf, Tyler Yngsdal – SEH  
Char Jones – PUC

**SEH No.:** PROCT 166073

**Project Manager:** Matt Bolf, PE

### I. Second Street LRIP

- A. Project Construction Updates
  - 1. USA has been on site this week working on punchlist items.
  - 2. SEH completed the review of the lighting system. Minor items to be addressed will be added to the punchlist.
    - a. Char to touch base with MP to ensure everything is OK within the service cabinet.
  - 3. [Knife Lake is on site today working on the remaining concrete items.](#)
- B. Contractor Payments
  - 1. Next pay application will likely be in June (potentially the final pay application)
  - 2. Change in construction status 5/6/2024 (resumed)
- C. Misc. Punchlist item review
- D. Project Closeout
  - 1. Finalize remaining construction
  - 2. Collect closeout documents from Contractor
  - 3. City acceptance
  - 4. Calculate special assessments based on final pay application quantities and order assessment hearing
  - 5. Assessment Hearing
  - 6. Assessments levied to County – [Assessments need to be final by the end of November.](#)

### II. Ugstad Utility Extension

- A. Project limits – Extension of water and sewer from Westgate Blvd. under I-35 to SW corner of Thompson Hill Rd. intersection.
- B. Design updates
  - 1. Cloquet completed their potholing to identify the location of the existing water main in relation to the proposed sanitary and water crossings. SEH is utilizing the data to refine the design of the utility extensions.
  - 2. An updated cost estimate was provided at the April meeting. [The City is going to try and get this project in the budget for next year.](#)

3. Permitting – SEH will hold off on permitting until the City has approved the budget for the project. Tyler will continue to keep SLC and MnDOT updated to ensure final plans will be approved when it comes time to permit for the project.
  - a. MnDOT utility accommodation permit
  - b. St. Louis County Right-of-Way (utility) permit
  - c. Wetland Impact permitting

### III. PUC Items

- A. Booster Station
  1. Final Pay Application
    - a. PUC approved final pay application and withheld 5% retainage.
    - b. Matt has requested IC-134s from USA. SEH will request that USA sends these over prior to Char's Monday meeting.
  2. Punch List items.
    - a. SEH confirmed all punchlist items have been completed.
- B. Water Tower
  1. Proposal
    - a. SEH has started design and specifications. Should have draft for City review on 5/17.
  2. The tower floor is in need of a concrete cap. SEH will update the documents to include this work as part of a phase 1 effort. Char will send Matt details of what is needed for this work.
  3. The City would like to add and items related to safety to the City's OSHA Safety grant application.

### IV. Proctor GIS

- A. Public Works Updates – SEH will make updates to the GIS system in the Spring
- B. SEH received MN Power GIS files for out next GIS update which will occur fall of 2023.
- C. Updates will include 2<sup>nd</sup> Street reconstruction project and Sand/Salt storage project.
- D. Jay has reviewed the existing sanitary system and will provide Tyler with notes for GIS updates.
- E. PUC has map markups for watermain which will be included in the update.

### V. School District Plan Review

- A. Water is bypassing the curb cut to the pond and running into Kirkus Street. The City and school district have started conversations about this topic again.
- B. Hockey Arena – There are still improvements needed to make the site compliant including:
  1. Pond 3 Expansion – pond needs to get enlarged.
  2. Pervious Areas at Pond 2 – Pond 2 needs more live space and less dead space. The outlet should be adjusted down or make pond 2 bigger.
  3. School Correspondence – SEH memo from July 2020 was sent to the School District which included assumptions that ice rinks would be filled with sand and vegetation being planted around the rinks.
  4. Next Steps – Jess has been in contact with school district.

### VI. Lead Service Line (LSL) Inventory

1. Inventory EPA due date – 10/16/2024
  - a. Inventory mailer sent on 4/10/2024
2. MDOH Engagement Request - SEH submitted Engagement Request on behalf of the City on 4/2/24. July 15, 2024 is due date for MDH inventory if using MDOH funding. City will likely get notification in May. GIS map files and excel file is deliverable to MDH.
3. Residential Survey – The recent water bills included Lead Service info and a link and QR code to an online survey to allow residents to self-identify lead services. These will be saved until a work order is received from MDH. (1 response has been received).

4. The City has also been completing scratch testing of the services within buildings with meter visits.

## VII. Munger Trail Spur

1. Route Selection
2. The most current route option runs through Duluth to Boundary Avenue near Hwy 2. Jess shared the proposed route with the City of Hermantown.
  - a. SEH will complete a quick feasibility review of the route to look at grade constraints and property/easement needs. Jess will use this information for future discussions with the City of Duluth.
3. Funding Opportunities
  - a. LCCMR – Due March 27th
  - b. DNR Local Trail - Max grant is \$250k. (75/25) Typical due in March.
  - c. DNR Regional Trail - Max grant is \$300k. (75/25) Typical due in March.
  - d. DNR Federal Trail - Max grant is \$200k. (75/25) Typical due in February.
  - e. Greater MN Regional Parks and Trails - GMRPTC submits directly to legislature
  - f. LPP MnDOT grant – for trails within MnDOT R/W.

## VIII. Miscellaneous

- A. Pickleball Courts
  - a. SEH delivered a letter proposal last month. SEH will send Jess a contract for review and approval.
  - b. Ledge rock was observed at the site between the two parking lots between the ball fields and the Playground for EveryBODY.
  - c. SEH will draft a layout option for pickleball courts on the south side of the ball field parking lot near the existing restroom facility.
- B. Playground Parking – The City is waiting to hear a start date from KTM.
  1. DNR has amended and extended the grant agreement.
- C. Storm Water Utility
  1. The City plans to include water, sanitary sewer, storm sewer, and electrical in the rate study.
- D. Water & Wastewater 2023-2024 PPL – No updates.
  1. 2024 PPL
    - a. Wastewater PPL – project on 2024 PPL with a rank of 40 and score of 71. (fundable range typically above score of 40)  
DWRP PPL Application - City is on 2024 PPL with rank of 620 and 10 points. (within fundable range)
- E. USACE Section 569 Grant – No updates.
  1. The City submitted for this grant and it was accepted and letters of support are being written.
- F. Pionk Drive Utility Extensions – No updates
  1. Bonding Bill – SEH updated last years bonding bill application with our lobbyist on 2/16/24.
  2. Tina Smith & Amy Klobuchar Application – Applications were sent in last month.
- G. Trails – 40 acre parcel
  1. The City would like to complete wetland delineations this spring for further planning for phase 2 of the project. SEH will schedule completing wetland delineations for late May or early June.

2. Boardwalks will likely be required for the second phase to minimize wetland impacts and for crossing very wet areas.
- H. Kingsbury Creek Restoration – The City met with South St. Louis SWCD for a project kickoff.
1. MPCA received \$885k grant for a restoration project from City hall to Boundary Avenue.
  2. No update or assistance needed.
- I. Acacia Ave. Storm Drain Repairs
1. Permanent drainage/utility easement – The easement description and exhibit is drafted and ready for the City's attorney to review. Tyler will forward the documents to Jess.
  2. Reset property pin – Property Pin was reset on Monday.
- J. County Crack/Chip Seal – City Council agreed to the following improvements in conjunction with St. Louis County's 2024 projects:
1. Crack/Chip Seal – Bee Street, Almac Drive, 6<sup>th</sup> Street
  2. Chip Seal – 2<sup>nd</sup> Street, 9<sup>th</sup> Ave, 3<sup>rd</sup> Street (including repainting the striping)
  3. SEH prepared a letter to send to residents to inform them of the upcoming chip sealing next spring/summer. Jess is going to send out the letter to residents this week.
- K. Westgate Boulevard – Project is currently on hold until funding opportunities arise.
1. City budgeted monies for a portion of work in 2024. This might include drainage improvements prior to future road surface improvements.
    - a. Phase 1 Cost Estimate – Drainage Improvements
    - b. Phase 2 Cost Estimate – Mill and repave
    - c. SEH and the City are going to look into funding opportunities for MnDOT frontage roads.
      - (1) The City likely won't complete the phase 1 work until funding is known for the phase to paving work.
- L. LCCMR Funding Opportunity
1. Application was sent last month for the 3<sup>rd</sup> Street Park Improvements.
  2. Funding for approved projects available July 1, 2025
  3. SEH and the City will work on submitting the questionnaire and budget form.
- M. New potable water Mercury Limits  
Char, Jess, and Matt met with the City of Duluth. Duluth is going to follow up with another meeting in August.
- N. St. Louis County Bridge Inspection
1. Ownership – Still unclear on ownership of Westgate, Kirkus, and Pionk Bridge
  2. Recommendations – reports from SLC don't summarize future repairs
  3. Jess reached out to SLC to discuss ownership of the bridges.
- O. MS4 Update
1. Due June 30<sup>th</sup>.
  2. Rick provided SEH with information for the MS4 update.
  3. SEH will start working on the MS4 update.
- ix. **Next Meeting – June 12<sup>th</sup> @ 9:00 a.m.**



*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"*

\*3E

PROCTOR PARKS AND RECREATION MEETING MINUTES  
Wednesday, April 24, 2024, 3:00 PM  
PACC 100 Pionk Drive – Council Chambers

Meeting called to order at 3:00 PM by Administrator Rich

Members Present: Anthony Wood, Rory Johnson, Jim Rohweder, Jennifer McDonald, Rick LaLonde.

Others Present: Jess Rich, Sherm Carlson, Russell Haberman, Derek Lindquist

Motion by Rohweder, seconded by Johnson and carried (5-0) to approve the January 26, 2023 Parks and Recreation Committee Meeting Minutes.

Motion by Rohweder and seconded by Johnson and carried (5-0) to approve the April 24, 2024 agenda.

UNFINISHED BUSINESS

Playground for EVERYBODY

- 100% of the playground equipment and surfacing completed.
- The fence along the north side is complete.
- ADA parking and bathroom pad will be completed this spring/summer (plans attached)
- Future needs and maintenance? Sign

North 40 Trail

- Trail Extension: Wetland study is in progress to determine future trail route.
- Future parking needs were discussed. Possible new access via Old Hwy 2.

School/City Softball Field

- Administrator Rich reported the transfer of field 2 to the school district complete. The school district will operate and maintain. The school had the rock in left field removed.

Kingsbury Creek Trail

- Information attachments shared with the committee

3<sup>rd</sup> Street Park

Oranges Places 58-page report shared with the committee, Top seal and new markings

Fence signs/cups

Picnic tables

Garbage cans

Portable restroom

Mural banners

- Engineers' estimates were shared with the committee.
- Administrator Rich reported the city applied for 100% LCCMR grant; announcements expected by end of July 2024.

### Pickleball Facility

- Recap: The Parks and Recreation Committee meeting, explored pickleball court locations:
  - 3rd Street Park
  - Inside the PAHA rinks
  - Playground for EveryBODY Upper Lot
  - PACC parking lots
  - School parking lots
  - Fairgrounds
- After considering factors like noise, neighborhood, safety, parking, and park enhancement, the favored location is wooded space between Playground for EveryBODY upper lot and baseball fields. The committee discussed this location and are concerned about recommending spending money on design if the site is not feasible because of rock. The committee asked Administrator Rich to vet the site further by consulting the city engineer.

### Munger Trail Spur

- The City Council obtained approval from the State of Minnesota for a .5% local sales tax increase to fund the Munger Trail Spur construction. The proposal will be included on the November 2024 General Election Ballot.
- City staff and engineers collaborated with the City of Hermantown to establish a route and to seek joint grant programs.
- The primary challenge lies in determining the trail route through Proctor, as previous options haven't been thoroughly investigated. Lavaque/2<sup>nd</sup> Street is problematic.
- Administrator Rich presented an alternative route to Proctor. This plan will require partnerships with both Hermantown and Duluth. The committee reviewed the route and by consensus agrees it was a more agreeable route for bikers and hikers. The committee also felt if the City of Proctor doesn't act, we may get left out. The Committee requested Administrator Rich to bring the proposed route to the trail committee, city council, and City of Hermantown sooner than later.

### NEW BUSINESS/MEMBER IDEAS

Jim Rohweder requested the committee consider a long range plan and vision for the current city garage area when it becomes available for other uses.

Meeting adjourned at 4:10 PM



**CITY COUNCIL AGENDA DATE:** May 16, 2024

**TO:** Proctor City Council

**FROM:** City Administrator, Jess Rich

**\*4A**

**SUBJECT:** Clerk Advises Council

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:** Not applicable.

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**EOP** – Staff is currently implementing the requested modifications, and the finalized version will be sent to city council members via email upon completion.

**2024 Pavement Preservation Project (PPP)** - Enclosed is a recent letter distributed to residents residing along the designated PPP streets:

- Almac Drive from 8th Avenue to Bee Street (Chip Seal and Crack Seal)
- Bee Street from Almac Drive to Ugstad Road (Chip Seal and Crack Seal)
- 6th Street from Boundary Avenue to Hwy 2 (Chip Seal and Crack Seal)
- 2nd Street from 5th Avenue to 9th Avenue (Chip Seal)
- 9th Avenue from 1st Street to 4th Street (Chip Seal)
- 3rd Street from 9th Avenue to Ugstad Road (Chip Seal)

**2nd Street Punchlist** - We have conducted a comprehensive walkthrough of the project, and USA is currently addressing the items listed in the punch list.

**Local Option Sales Tax (LOST) Study** - Councilor Benson has suggested exploring the utilization of analysis services provided by the University of Minnesota Extension Center for Community Vitality for Proctor's local sales tax option (refer to the attached email). I have been in communication with Mr. John Bennett from the extension service and am in the process of scheduling his attendance at the June 3, 2024, council meeting to discuss potential options for Proctor.

**School Parking and SRO** – Chief Gaidis and I have a meeting with school administration Tuesday May 21<sup>st</sup>.

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## Jessica Rich

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**From:** Jake Benson  
**Sent:** Sunday, April 28, 2024 11:48 AM  
**To:** Jessica Rich  
**Subject:** council agenda  
**Attachments:** Hermantown-Local-Option-Sales-Tax-Study-9.21.22\_1\_.pdf

Discuss approve proceeding with a Local Option Sales Tax Analysis for Proctor, MN

The study would calculate the estimated contributions of residents and non-residents to a local option sales tax.

The analysis would be performed by the University of Minnesota Extension Center for Community Vitality.

If it is similar to the analysis used for Hermantown's LOST it would be about 30 pages.

In Hermantown's analysis Extension examined records of 11 cities that enacted a local option sales tax between 1999 and 2006 (information available on the Minnesota Department of Revenue website). Records do not indicate a major purchasing change due to the additional sales tax, and most of the jurisdictions have shown continued sales growth.

### BACKGROUND AND METHODOLOGY

Community economics educators at University of Minnesota Extension would provide applied research and education to help community and business partners make better informed decisions. In recent years, Minnesota has adopted laws enabling local governments to enact a local option sales tax. Extension has assisted these administrations in estimating their potential tax proceeds and the portion of taxes paid by local residents.

The report would estimates the proportion of tax proceeds generated by Proctor residents compared to non-residents. The most recently available state sales tax data from the Minnesota Department of Revenue (MN Revenue) would used.

March 11, 2024

RE: City of Proctor - Roadway Maintenance Notification  
2024 Crack Seal & Chip Seal  
SEH No. PROCT 166073 14.00

[Resident's Name]  
[Resident's Address]  
[City, State, ZIP Code]

Dear [Resident's Name]:

As part of the City's ongoing efforts to enhance the quality and safety of our City's roadways, we are writing to inform you about upcoming preventative maintenance work involving "crack sealing" and "chip sealing" in your neighborhood.

The City of Proctor is teaming with St. Louis County for this pavement preservation project. This City project will be part of a much larger County led project for pavement preservation and rehabilitation during the 2024 construction season.

Crack sealing and chip sealing are essential components of our roadway preventative maintenance program aimed at preserving the integrity of our streets and ensuring their longevity. This letter provides a brief overview of each process and the benefits they offer.

### **Understanding Crack Sealing & Chip Sealing**

Crack sealing & chip sealing are surface treatments designed to prolong the life of asphalt pavement. Crack sealing involves filling or sealing of cracks in the existing pavement surface to prevent water infiltration and the intrusion of debris or vegetation into the cracks, which otherwise cause further deterioration of the pavement surface. Often immediately after crack sealing a roadway, chip sealing efforts are performed involving the application of a thin layer of asphalt, followed by layers of crushed stone and aggregate, which are compacted on top of the asphalt. These processes help to protect the asphalt from wear and tear caused by vehicle traffic and weather conditions, ultimately extending the life of the pavement.

### **Benefits for Our Community**

- **Cost-Efficient:** Crack sealing and chip sealing is a cost-effective pavement preservation method compared to more extensive reconstruction or resurfacing. It allows us to maintain the quality of our streets at a fraction of the cost, contributing to fiscal responsibility within our community.
- **Extended Pavement Life:** Research and observations from neighboring areas have demonstrated that both crack sealing and chip sealing are effective in substantially prolonging the lifespan of bituminous pavement. Implementing these treatments following roadway reconstruction enhances the long-term durability of the streets. St. Louis County has employed this pavement preservation approach for over two decades, resulting in a noticeable increase in pavement longevity across numerous roadways.
- **Enhanced Safety:** Crack sealing plays a vital role in mitigating pavement irregularities and potential hazards such as potholes, which can endanger the safety of drivers, cyclists, and pedestrians. Additionally, the chip seal process not only enhances surface friction and vehicle

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March 11, 2024

Page 2

traction but also effectively seals the roadway surface, complementing crack sealing efforts to address pavement irregularities. As a result, this strategy contributes to the establishment of safer roads, benefiting residents and visitors alike.

### **What to Expect**

After the crack seal and chip seal applications, you may notice a temporary change in the appearance and texture of the road. The surface will appear slightly rougher than before, but rest assured that this is a natural part of the process. Over time, the loose aggregate will settle, and the road will regain its smoothness. Please be mindful of speed limits and driving with caution during this period to minimize the risk of loose stones.

### **No Issues with the New Street**

We also want to reassure you that there are no issues with the new bituminous pavement installed on your street during the 2018 6<sup>th</sup> Street and Almac Drive reconstruction projects or the 2023 2<sup>nd</sup> Street reconstruction project. Crack sealing & chip sealing are proactive maintenance measures, not a reaction to any defects or damage in the pavement.

We will keep you informed about the specific dates and any temporary disruptions that may occur due to the chip seal application process. Your cooperation and patience during this time are greatly appreciated as we work together to maintain the quality of our community's infrastructure.

Should you have any questions or concerns, please do not hesitate to contact us at City Hall 218.624.3641. Your input is valuable to us as we strive to provide the best possible service to our residents. Thank you for your attention, and we look forward to continuing to serve you and our community.

Sincerely,

Jess Rich  
City Administrator

ty

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**CITY COUNCIL AGENDA DATE:** May 20, 2024

**TO:** Proctor City Council

**FROM:** Administrative Assistant – Megan Mazzuco

**6A**

**SUBJECT:** Lawful Gambling at the VFW

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:**

**Approval of Resolution 31-24: A RESOLUTION APPROVING LAWFUL GAMBLING PREMISES PERMIT**

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**BACKGROUND**

Resolution 42-23 and MN AGE Form LG214 (attached) were submitted and approved on December 18<sup>th</sup>, 2023. During the processing of the application to issue a lawful gambling license to the Proctor Amateur Hockey Association (PAHA), the MN Gambling Control Board requested the city to omit language from the original resolution and amend the activity type. As directed by the MN Gambling Control Board, and at the request of Samantha Bender, the Gambling Manager for PAHA, a new resolution has been drafted for approval, additional forms LG214 and LG 215 form are not needed.

The VFW Post 137 was approved as an additional location within the City of Proctor to conduct lawful gambling at 501 3<sup>rd</sup> Ave on June 20<sup>th</sup>, 2023.

From the original resolution:

~~That VFW POST 137 request for a premises permit at 501 3<sup>rd</sup> Ave was approved on June 20<sup>th</sup>, 2024 and~~

WHEREAS, the City council allows organizations to conduct charitable gambling on premises within the city and approves the Proctor Amateur Hockey Association Inc to conduct ~~paper pull tabs, electronic pull tabs, and electronic linked bingo at the above referenced location~~ lawful gambling at the VFW post 137 at 501 3<sup>rd</sup> Ave.

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**SOURCE OF FUNDS (if applicable) NA**

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**ATTACHMENT(S)** Resolution 41-23, LG214, LG215 and resolution 32-24.



Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

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*You Have A Place In Proctor*

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

**RESOLUTION 42-23**  
**A RESOLUTION APPROVING**  
**LAWFUL GAMBLING PREMISES PERMIT**

WHEREAS, the City Council of the City of Proctor allows gambling licenses to be issued within the city;

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

That VFW POST 137 request for a premises permit at 501 3<sup>rd</sup> Ave was approved on June 20<sup>th</sup>, 2023 and

WHEREAS, the City Council allows organizations to conduct charitable gambling on premises within the city and approves the Proctor Amateur Hockey Association Inc to conduct paper pull-tabs, electronic pull-tabs and electronic linked bingo at the above referenced location.

Passed by the City Council of Proctor, Minnesota this 18th day of December, 2023.



\_\_\_\_\_  
Mayor

Attested:



\_\_\_\_\_  
City Clerk

CITY OF PROCTOR  
CORPORATE SEAL

1894

MINNESOTA LAWFUL GAMBLING  
**LG214 Premises Permit Application**

**Annual Fee \$150 (NON-REFUNDABLE)**

**REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

**Mail the application and required attachments to:**

Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?** Call 651-539-1900 and ask for Licensing.

**ORGANIZATION INFORMATION**

Organization Name: PROCTOR AMATEUR HOCKEY ASSOCIATION INC License Number: PENDING  
Chief Executive Officer (CEO) NEIL HARDY Daytime Phone: 507-993-3837  
Gambling Manager: SAMANTHA BENDER Daytime Phone: 763-439-4021

**GAMBLING PREMISES INFORMATION**

Current name of site where gambling will be conducted: VFW POST 137 McNeill Mason  
List any previous names for this location:  
DERAILED  
Street address where premises is located: 501 3RD AVE  
(Do not use a P.O. box number or mailing address.)

City: PROCTOR OR Township: \_\_\_\_\_ County: ST. LOUIS Zip Code: 55810

Does your organization own the building where the gambling will be conducted?  
 Yes  No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.  
Is any other organization conducting gambling at this site?  Yes  No  Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?  Yes  No  Don't know

**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**

Bank Name: FIRST NATIONAL BANK OF PROCTOR Bank Account Number: \_\_\_\_\_  
Bank Street Address: 211 SECOND STREET City: PROCTOR State: MN Zip Code: 55810

**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number): 2741 RUSSELL ROAD DULUTH City: DULUTH State: MN Zip Code: 55810  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL
for a gambling premises
located within city limits

City Name: City of Proctor

Date Approved by City Council: 12/18/2023

Resolution Number: 42-23
(If none, attach meeting minutes.)

Signature of City Personnel: [Handwritten Signature]

Title: City Administrator Date Signed: 12-18-23

Local unit of government
must sign.

COUNTY APPROVAL
for a gambling premises
located in a township

County Name: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

Resolution Number: \_\_\_\_\_
(If none, attach meeting minutes.)

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

TOWNSHIP NAME: \_\_\_\_\_

Complete below only if required by the county.
On behalf of the township, I acknowledge that the organization is
applying to conduct gambling activity within the township limits.
(A township has no statutory authority to approve or deny an
application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

ACKNOWLEDGMENT AND OATH

- 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

Signature of Chief Executive Officer (designee may not sign) Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.

**LG215 Lease for Lawful Gambling Activity**

**LEASE INFORMATION**

Organization: PROCTOR AMATEUR HOCKEY ASSOCIATION License/Site Number: PENDING Daytime Phone: 507-993-3837 (CEO)

Address: 704 KIRKUS STREET City: PROCTOR State: MIN Zip: 55810

Name of Leased Premises: VFW Post 137 Street Address: 501 3RD AVE

City: PROCTOR State: MN Zip: 55810 Daytime Phone: 722-1912

Name of Legal Owner: VFW Post 137 Business/Street Address: 501 3RD AVE

City: PROCTOR State: MN Zip: 55810 Daytime Phone: 722-1912

Name of Lessor (if same as legal owner, write "SAME"): SAME Address:

City: State: Zip: Daytime Phone:

Check applicable item:  
 **New or amended lease.** Effective date: July 2024. Submit changes at least ten days **before** the effective date of the change.  
 **New owner.** Effective date: \_\_\_\_\_. Submit new lease **within** ten days after new lessor assumes ownership.

**CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)**

Pull-Tabs (paper)  Electronic Pull-Tabs  
 Pull-Tabs (paper) with dispensing device  Electronic Linked Bingo  
 Bar Bingo  Bingo  
 Tipboards  
 Paddlewheel  Paddlewheel with table

Electronic games may only be conducted:  
 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or  
 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

**PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)**

**BOOTH OPERATION:** Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

**ALL GAMES, including electronic games:** Monthly rent to be paid: \_\_\_\_\_%, not to exceed **10%** of gross profits for that month.  
 • Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750**.  
 • The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

**BAR OPERATION:** All sales of gambling equipment conducted by the lessor or lessor's employee.

**ELECTRONIC GAMES:** Monthly rent to be paid: 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

**ALL OTHER GAMES:** Monthly rent to be paid: 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.  
 • If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

**BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)**

Bingo rent is limited to one of the following:  
 • Rent to be paid: \_\_\_\_\_%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.  
 - OR -  
 • Rate to be paid: \$ \_\_\_\_\_ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.  
 => **Rent may not be paid for bar bingo.**  
 => Bar bingo does not include bingo games linked to other permitted premises.

**LEASE TERMINATION CLAUSE (must be completed)**

The lease may be terminated by either party with a written 30 day notice. Other terms:

**LG215 Lease for Lawful Gambling Activity**

**Lease Term:** The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

**Management:** The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

**Participation as Players Prohibited:** The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

**Illegal Gambling:** The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

**Other Prohibitions:** The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

**Access to Permitted Premises:** Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

**Lessor Records:** The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

**Rent All-Inclusive:** Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

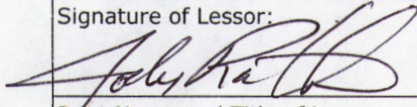
Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

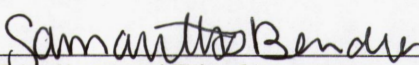
**ACKNOWLEDGMENT OF LEASE TERMS**

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

**Other terms of the lease:**

N/A

Signature of Lessor:  Date: 13 Dec 2023

Signature of Organization Official (Lessee):  Date: 12/13/2023

Print Name and Title of Lessor: Jody Ruotsalainen DIRECTOR

Print Name and Title of Lessee: Samantha Bender Pending Gambling Manager

**Questions?** Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

**Mail or fax lease to:**  
 Minnesota Gambling Control Board  
 1711 W. County Road B, Suite 300 South  
 Roseville, MN 55113  
 Fax: 651-639-4032

Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

*You Have A Place in Proctor*

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

**RESOLUTION 31-24  
A RESOLUTION APPROVING  
LAWFUL GAMBLING PREMISES PERMIT**

WHEREAS, the City Council of the City of Proctor allows gambling licenses to be issued within the city;

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

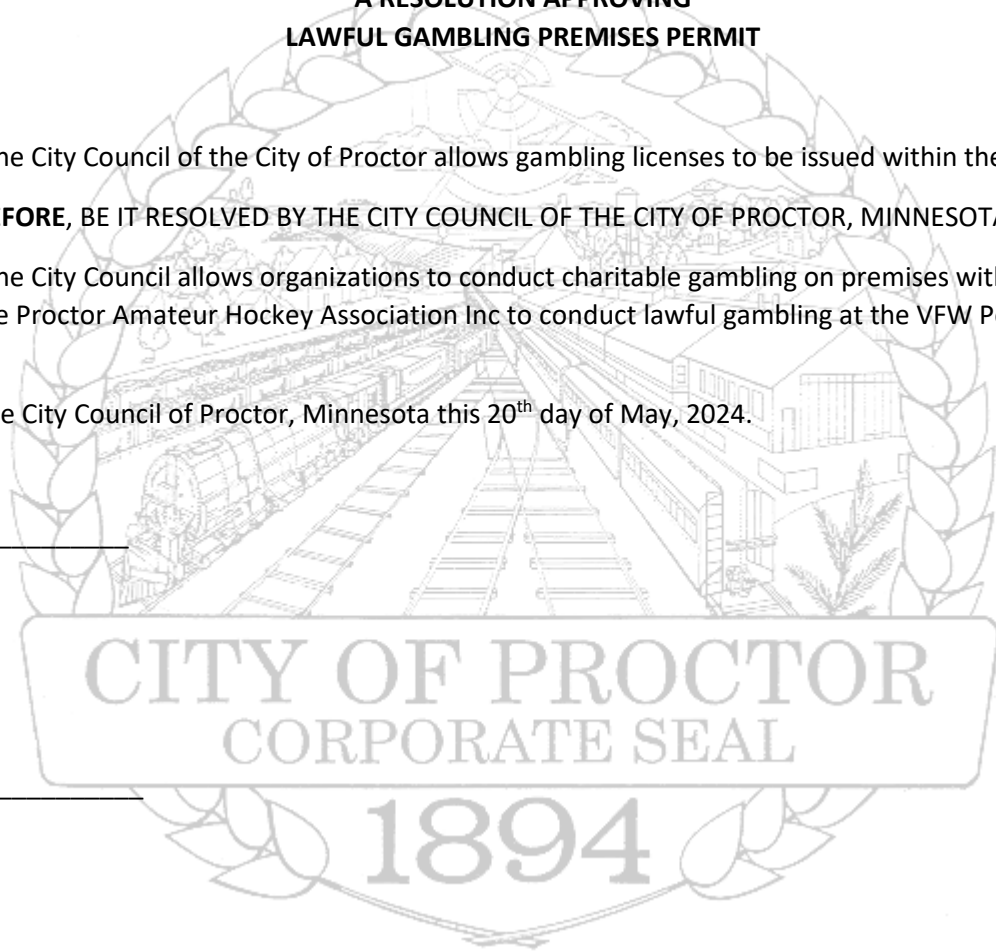
WHEREAS, the City Council allows organizations to conduct charitable gambling on premises within the city and approves the Proctor Amateur Hockey Association Inc to conduct lawful gambling at the VFW Post 137 at 501 3<sup>rd</sup> Ave.

Passed by the City Council of Proctor, Minnesota this 20<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Mayor

Attested:

\_\_\_\_\_  
City Clerk





**CITY COUNCIL AGENDA DATE:** May 20, 2024

**TO:** Proctor City Council

**6B**

**FROM:** Administrative Assistant – Megan Mazzuco

**SUBJECT:** Lawful Gambling at the Proctor Golf Course

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:**

**Approval of Resolution 32-24: A RESOLUTION APPROVING LAWFUL GAMBLING PREMISES PERMIT**

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**BACKGROUND**

The Proctor Amateur Hockey Association is asking for approval to conduct lawful gambling at the Proctor Golf Course, 25 Al Shoberg Drive. PAHA has indicated they will be entering into a lease agreement with Jason Klatte of Klatte Golf Mgmt, LLC (form LG215 Attached) at this time, subject to approval, PAHA has indicated they are asking for approval to sell paper and electronic pull-tabs.

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**SOURCE OF FUNDS (if applicable) NA**

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**ATTACHMENT(S)** Resolution 32-24, LG 214 and LG215 attachments

Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

---

*You Have A Place in Proctor*

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

**RESOLUTION 32-24  
A RESOLUTION APPROVING  
LAWFUL GAMBLING PREMISES PERMIT**

WHEREAS, the City Council of the City of Proctor allows gambling licenses to be issued within the city;

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

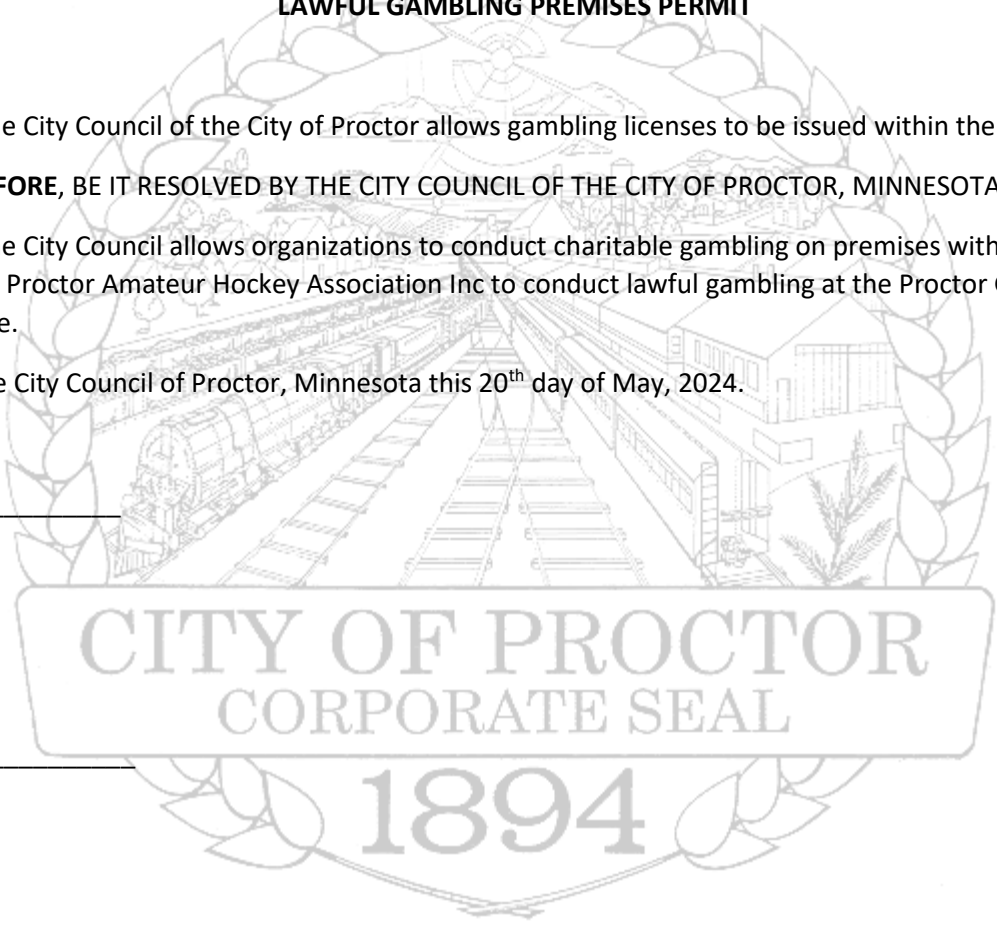
WHEREAS, the City Council allows organizations to conduct charitable gambling on premises within the city and approves the Proctor Amateur Hockey Association Inc to conduct lawful gambling at the Proctor Golf Course, 25 Al Shoberg Drive.

Passed by the City Council of Proctor, Minnesota this 20<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Mayor

Attested:

\_\_\_\_\_  
City Clerk





**LG214 Premises Permit Application**

**Annual Fee \$150 (NON-REFUNDABLE)**

**REQUIRED ATTACHMENTS TO LG214**

- 1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
- 2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to **"State of Minnesota."**

**Mail the application and required attachments to:**

Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?** Call 651-539-1900 and ask for Licensing.

**ORGANIZATION INFORMATION**

Organization Name: Proctor Amateur Hockey Association License Number: Pending

Chief Executive Officer (CEO) Neil Hardy Daytime Phone: 507-993-3837

Gambling Manager: Samantha Bender Daytime Phone: 763-439-4021

**GAMBLING PREMISES INFORMATION**

Current name of site where gambling will be conducted: Proctor Golf Course

List any previous names for this location:

Street address where premises is located: 25 Al Shoberg Dr  
(Do not use a P.O. box number or mailing address.)

City: <u>Proctor</u>	<b>OR</b> Township:	County: <u>St Louis</u>	Zip Code: <u>55810</u>
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Does your organization own the building where the gambling will be conducted?

Yes  No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?  Yes  No  Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?  Yes  No  Don't know

**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**

Bank Name: 1st National Bank of Proctor Bank Account Number: \_\_\_\_\_

Bank Street Address: 211 Second St. City: Duluth (Proctor) State: **MN** Zip Code: 55810

**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number): <u>2741 Russell Rd</u>	City: <u>Duluth</u>	State: <b>MN</b>	Zip Code: <u>55810</u>
_____	_____	<b>MN</b>	_____
_____	_____	<b>MN</b>	_____

**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

City Name: \_\_\_\_\_

Date Approved by City Council: \_\_\_\_\_

Resolution Number: \_\_\_\_\_  
(If none, attach meeting minutes.)

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Local unit of government  
must sign.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

County Name: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

Resolution Number: \_\_\_\_\_  
(If none, attach meeting minutes.)

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

TOWNSHIP NAME: \_\_\_\_\_

**Complete below only if required by the county.**  
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: \_\_\_\_\_

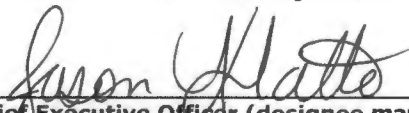
Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**ACKNOWLEDGMENT AND OATH**

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.

6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

  
 \_\_\_\_\_  
**Signature of Chief Executive Officer (designee may not sign)**

\_\_\_\_\_  
 Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**LG215 Lease for Lawful Gambling Activity**

**LEASE INFORMATION**

Organization: Proctor Amateur Hockey Association License/Site Number: Pending Daytime Phone: 218-628-0701  
763-439-4021

Address: 764 Kirkus Street Proctor → City: \_\_\_\_\_ State: MN Zip: 55810

Name of Leased Premises: Proctor Golf Course Street Address: 25 Al Shoberg DR

City: Proctor State: MN Zip: 55810 Daytime Phone: 218-624-2255

Name of Legal Owner: Klatte Golf Mgmt LLC Business/Street Address: 4416 78th Ln N

City: Brooklyn Park State: MN Zip: 55443 Daytime Phone: 612-834-8060

Name of Lessor (if same as legal owner, write "SAME"): SAME Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Check applicable item:  
 **New or amended lease.** Effective date: \_\_\_\_\_. Submit changes at least ten days **before** the effective date of the change.  
 **New owner.** Effective date: \_\_\_\_\_. Submit new lease **within** ten days after new lessor assumes ownership.

**CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)**

Pull-Tabs (paper)  Electronic Pull-Tabs  
 Pull-Tabs (paper) with dispensing device  Electronic Linked Bingo  
 Bar Bingo  Bingo  
 Tipboards  
 Paddlewheel  Paddlewheel with table

Electronic games may only be conducted:  
 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or  
 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

**PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)**

**BOOTH OPERATION:** Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

**ALL GAMES, including electronic games:** Monthly rent to be paid: \_\_\_\_%, not to exceed **10%** of gross profits for that month.  
 • Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750.**  
 • The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

**BAR OPERATION:** All sales of gambling equipment conducted by the lessor or lessor's employee.

**ELECTRONIC GAMES:** Monthly rent to be paid: 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

**ALL OTHER GAMES:** Monthly rent to be paid: 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.  
 • If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

**BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)**

Bingo rent is limited to one of the following:  
 • Rent to be paid: \_\_\_\_\_%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.  
 - OR -  
 • Rate to be paid: \$ \_\_\_\_\_ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.  
 ⇒ **Rent may not be paid for bar bingo.**  
 ⇒ Bar bingo does not include bingo games linked to other permitted premises.

**LEASE TERMINATION CLAUSE (must be completed)**

The lease may be terminated by either party with a written 30 day notice. Other terms:

# LG215 Lease for Lawful Gambling Activity

**Lease Term:** The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

**Management:** The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

**Participation as Players Prohibited:** The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

**Illegal Gambling:** The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

**Other Prohibitions:** The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

**Access to Permitted Premises:** Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

**Lessor Records:** The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

**Rent All-Inclusive:** Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

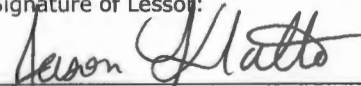
Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

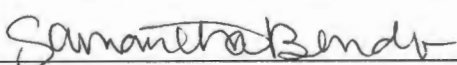
## ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

**Other terms of the lease:**

N/A

Signature of Lessor:  Date: 5-9-24

Signature of Organization Official (Lessee):  Date: 5/14/24

Print Name and Title of Lessor: JASON KLATT GM

Print Name and Title of Lessee: Samantha Bender Gambling Manager

**Questions?** Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

**Mail or fax lease to:**  
 Minnesota Gambling Control Board  
 1711 W. County Road B, Suite 300 South  
 Roseville, MN 55113  
 Fax: 651-639-4032



**CITY COUNCIL AGENDA DATE:** May 15, 2024

6C

**TO:** Proctor City Council

**FROM:** Mayor Chad Ward

**SUBJECT:** City Sponsorship of the Hoghead Festival Fireworks

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     **OTHER:**

  X   **RESOLUTION:**

     **ORDINANCE:**

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**REQUESTED ACTION:**

Consider Resolution 33-24 A RESOLUTION SPONSORING THE 2024 HOGHEAD FESTIVAL ANNUAL FIREWORKS.

---

**BACKGROUND**

Traditionally, the City of Proctor has sponsored the fireworks display for the Hoghead Festival. In 2023, the cost amounted to \$7,870.75, with a donation of \$750 from the Proctor Area Chamber of Commerce to offset the cost. The proposed contract price for 2024 is \$8,144.

---

**SOURCE OF FUNDS (if applicable)** 2024 General Fund Budget – Mayor’s Contingency Account  
2024 Budget \$7,400

**ATTACHMENT(S)** Resolution 33-24, Flashing Thunder Agreement.

Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

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## RESOLUTION 33-24

### A RESOLUTION SPONSORING THE 2024 HOGHEAD FESTIVAL ANNUAL FIREWORKS

WHEREAS, the City of Proctor recognizes the importance of fostering community spirit and celebrating local traditions; and

WHEREAS, the Hoghead Festival has been a cherished tradition in our city, bringing together residents and visitors alike in celebration of our heritage and culture; and

WHEREAS, the annual fireworks display has long been a highlight of the Hoghead Festival; and

WHEREAS, the success of the fireworks display relies on the support and contributions of local businesses, organizations, and governmental bodies; and

WHEREAS, the City of Proctor acknowledges its role in ensuring the continued success of the Hoghead Festival and its associated events;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Proctor the City of Proctor hereby sponsors the 2024 Hoghead Festival annual fireworks and authorizes the allocation of funds from the city budget to support the fireworks display, with an amount not exceeding \$8,144.

Passed by a majority vote of the Proctor City Council this 20<sup>th</sup> day of May 2024.

BY: \_\_\_\_\_  
Chad Ward  
Mayor

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



700 East Van Buren Street, Mitchell Iowa, 50461

## CONTRACT FOR SERVICE

This contract is entered into this 6th day of April 2024 by and between Flashing Thunder Fireworks (Seller) & Curt Serbus (MN Certified Pyrotechnic Operator), designated herein as the "Operator", and the ( **City of Proctor, MN** ) designated as "Buyer"

The Operator, agrees to assist the City of Proctor, MN and will deliver to Buyer, 'ship show' fireworks and applicable insurance from Flashing Thunder Fireworks Inc (Mitchell, IA) on Saturday, **AUG 17, 2024**. Operator agrees to perform the fireworks display safely and in accordance with such Federal, State, and local laws that might be applicable.

Operator agrees to check the display area after the presentation of the fireworks display for any "duds" or other material that might not have ignited. Any such material found shall be disposed of as required by all Federal, State, and Local rules and regulations or as is the required practice of Precocious Pyrotechnics Inc.

Buyer will furnish the minimum safety distance required per NFPA 1123. In no case shall spectators be allowed closer than 100 feet per inch of shells diameter. Buyer will provide adequate security monitoring to maintain these distance factors to include boats that may be watching the display from the lake. Buyer also agrees to contact the local Police to assist with monitoring as needed. Buyer will have adequate fire protection available on location of the display.

It is agreed and understood that Buyer will pay the purchase price of **\$8,114.00** plus sales tax (if applicable) to Flashing Thunder Fireworks Inc for a ship show display with the option to increase the amount of the fireworks display. Any remaining funds after the cost of fireworks, insurance, fees, supplies, fuel and rental have been paid can be paid to Operator for his services as a Certified Pyrotechnician. This contract is not valid until signed by both parties. In case of weather related delay or cancellation, the deposit is not refundable, an alternate date to shoot the display will be held on: 17 August 2024

**All payments must be made out to: Flashing Thunder Fireworks Inc.**

**Send or mail payment to: Curt Serbus,  
11646 272<sup>nd</sup> Ave NW  
Zimmerman, MN 55398**

Buyer acknowledges and agrees that any balance past due is subject to a finance charge computed by a "Periodic Rate" of 1.5% per month, which is an annual percentage of 18%, applied to the balance due after specified payment due dates above. The Parties acknowledge and agree that any legal action commenced regarding this contract or collection shall be brought in the Circuit Court of Mitchell County, Osage, Iowa, and that Iowa law shall govern the determination of rights, responsibilities and remedies. Buyer shall further be entirely responsible for any attorney fees and court costs incurred by Operator in enforcing its rights under this contract and to collect any unpaid balance.

Certified MN Pyrotechnician, #0819  
Curt Serbus  
OPERATOR

City of Proctor MN

BUYER

By: *Curtis J. Serbus*

By: \_\_\_\_\_

Authorized Agent

Date: 5 / 6 / 2024

Date: \_\_\_\_\_



**CITY COUNCIL AGENDA DATE:** May 15, 2024

**TO:** Proctor City Council

**6D**

**FROM:** City Administrator, Jess Rich

**SUBJECT:** Pickleball Court Engineering Supplemental Letter Agreement

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:**

Consider Resolution 34-24 A RESOLUTION APPROVING A SUPPLEMENTAL LETTER AGREEMENT AND FUNDING ALLOCATION FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF PROCTOR AND SHORT ELLIOTT HENDRICKSON INC.

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**BACKGROUND**

The Proctor Parks and Recreation Department has recommended proceeding with the procurement of engineering services for the design of a pickleball court facility. Proposals were received from two consulting firms: Short Elliott Hendrickson Inc. and LHB. While the parks and recreation committee did not offer a specific recommendation on which firm to select, they emphasized the urgency of initiating the project.

Based on careful consideration, I recommend that the City Council engage the services of Short Elliott Hendrickson Inc. (SEH) for consultation and conceptual layout services at a cost of \$8,150. The deliverables from this task will provide valuable insight to the City of Proctor in making informed decisions as we move forward with this project.

---

**SOURCE OF FUNDS (if applicable)** ARPA funds (budgeted \$50,000)

**ATTACHMENT(S)** Resolution 34-24, LHB Proposal, SEH Supplemental Letter Agreement.



Chad Ward  
Mayor

# City of Proctor

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

Jess Rich  
City Administrator

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## RESOLUTION 34-24

### **A RESOLUTION APPROVING A SUPPLEMENTAL LETTER AGREEMENT AND FUNDING ALLOCATION FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF PROCTOR AND SHORT ELLIOTT HENDRICKSON INC.**

WHEREAS, the City of Proctor entered into a Master Agreement for Professional Services with Short Elliott Hendrickson Inc. (“Consultant”), effective April 4, 2007; and

WHEREAS, the City of Proctor has identified the need for Consultant’s expertise in the development of the Proctor Pickleball Courts project; and

WHEREAS, a Supplemental Letter Agreement dated May 15, 2024, has been presented to the City Council, which authorizes and delineates the scope, schedule, and payment terms for Consultant’s involvement in the aforementioned project;

WHEREAS, the City of Proctor has received funds from the American Rescue Plan Act (ARPA) enacted in March 2021, aimed at providing economic relief and supporting projects to address the impacts of the COVID-19 pandemic;

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

1. The Supplemental Letter Agreement dated May 15, 2024, between the City of Proctor and Short Elliott Hendrickson Inc., is hereby approved.
2. The City Administrator is authorized to execute the Supplemental Letter Agreement on behalf of the City of Proctor.
3. The funding for Consultant’s services under the Supplemental Letter Agreement shall be allocated from the funds received by the City of Proctor through the American Rescue Plan Act (ARPA) enacted in March 2021.

Passed by a majority vote of the Proctor City Council this 20<sup>th</sup> day of May 2024.

BY: \_\_\_\_\_  
Chad Ward  
Mayor

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

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Proctor ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective April 4, 2007, this Supplemental Letter Agreement dated May 15, 2024 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Proctor Pickleball Courts.

**Client's Authorized Representative:**                     Jessica Rich                    

**Address:**           100 Pionk Dr, Proctor, Minnesota 55810                    

**Telephone:**           218.624.3641                                          **email:**           jrich@proctormn.gov                    

**Project Manager:**                     Tyler Yngsdal                    

**Address:**           418 West Superior Street, Suite 200, Duluth, Minnesota 55802                    

**Telephone:**           218.349.5972                                          **email:**           tyngsdal@sehinc.com                    

**Scope:** The Services to be provided by Consultant:

SEH will provide services for Task 1 per our letter agreement dated March 13, 2024 (attached as Exhibit 1).

**Payment:** The lump sum fee is \$8,150 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

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

**Short Elliott Hendrickson Inc.**

**City of Proctor**

By: 

Full Name:           Tyler Yngsdal, PE (Lic. MN)                    

Title:                     Project Manager                    

By: \_\_\_\_\_

Full Name:           Jessica Rich                    

Title:                     City Administrator

**Exhibit A-2**  
**to Supplemental Letter Agreement**  
**Between City of Proctor (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated May 15, 2024**

**Payments to Consultant for Services and Expenses**  
**Using the Lump Sum Basis Option**

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

**A. Lump Sum Basis Option**

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

**B. Expenses Not Included in the Lump Sum**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.



Building a Better World  
for All of Us®

March 13, 2024

RE: Proctor Pickleball Courts  
Proctor, MN  
SEH No. PROCT 166073

Jess Rich, City Administrator  
City of Proctor  
100 Pionk Drive  
Proctor, MN 55810

Dear Ms. Rich:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal for the Proctor Pickleball Court project located in Proctor, MN. This proposal is based on conversations with yourself, and a project walkthrough.

### Project Overview

The City of Proctor has recently been making improvements to their city parks and recreational facilities, including the recent construction of the Playground for EveryBODY located along Pionk Drive. Over the past year, the City has experienced a need and want for pickleball courts from the community members and the City has recently identified a potential location for the proposed project. The proposed location sits in a wooded space located on the east side of Pionk Drive north of Kirkus Street, in between gravel parking lots for the public baseball field and the Playground for EveryBODY.

The City is seeking assistance to provide conceptual layouts to determine if the site will fit the City's needs and ultimately to provide survey and design services to prepare construction documents to construct the Pickleball Courts project.

We have developed the following work plan and fee estimate based on our project understanding.

### Work Plan

**Task 1 Initial Consultation and Conceptual Layouts Task 1 Fee - \$8,150**

The initial consultation will include a meeting with City staff to determine specific needs for the project including, number of courts, site amenities, parking improvements, etc. After the initial consultation, SEH will prepare up to two (2) conceptual site layout alternatives with preliminary opinions of cost for construction. A second consultation meeting will be held to present the City with the layout alternatives for review. Review will include discussion of site constraints and overall feasibility for the project before it moves into final design.

The conceptual site layout alternatives will be developed utilizing aerial photography, county lidar contours, and the existing City GIS system for existing utility locations.

**Task 2 Survey, Design, Construction Documents, & Bidding Task 2 Fee - (\$20,000-\$30,000)**

Upon selection of a preferred feasible site layout, SEH will refine the project scope with an estimated fee to complete design, prepare construction documents, and provide bidding services. The task fee shown above represents SEH's anticipated efforts based on our

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, Duluth, MN 55801-0229

218.279.3000 | 888.722.0547 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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current project understanding. This fee amount may vary depending on the City's final needs for the project, including items like parking lot improvements, landscape architecture site amenities/features, and number of pickleball courts.

During this phase we will complete a Gopher State OneCall to determine existing utilities located in the vicinity of the site. Following the OneCall, SEH will conduct a topographic field survey to collect existing elevation data, site surface features, and utility markings. The survey data will then be processed to create an existing conditions basemap and existing surface model to be used for design.

Design will include a landscape architecture geometric layout design, site grading, stormwater conveyance, any site utility design needs and site amenities. Construction plans and details will be prepared during the final design stage. Construction plans will include a title sheet, construction details, existing conditions/removal plan, site layout plan, grading/drainage plan, Stormwater Pollution Prevention Plan (SWPPP) and any necessary utility plan sheets. The construction documents will be accompanied with an engineer's estimate. A project manual will be developed with this phase of work including "front end" documents, bidding requirements, bid advertisement, construction contract forms, supplementary conditions, and technical specifications.

Project bidding will include online public bidding utilizing QuestCDN. SEH will assist with responding to bidding questions, preparation of up to one (1) bidding addenda, opening of the bids, review of the bids received, bid tabulation, recommendation of award, and preparing a notice to proceed for the awarded contractor.

### Deliverables

For this project, SEH will provide the following:

- Task 1 - Up to two (2) conceptual site layout alternatives with preliminary opinions of cost
- Task 2 - Construction Plans, Project Manual/Specifications, Engineer's Estimate, bidding services

### Assumptions / Exclusions

Our work plan and deliverables were built on the following assumptions:

- Proposed impervious surface will be less than one (1) acre.
- Topographic survey will be completed with no snow cover or limited snow cover.
- Contractor will apply and submit for NPDES permit.
- City shall pay all fees associated with any required permits and/or applications.
- This scope does not include environmental efforts (such as contaminants, wetlands, asbestos, etc.)
- No easements or replatting will be required. Improvements all within City owned land.
- No retaining wall design.
- No lighting design.
- No geotechnical investigation, engineering, or material testing are included with this scope.
- The project will not be assessed.

### Fee Estimate

Our estimated fee for Task 1 is \$8,150 which will be billed on a Lump Sum basis.

Task 2 is a placeholder for moving the project from conceptual design to final design and construction. The scope for Task 2 will be negotiated with the City after a preferred feasible conceptual layout has been identified with a construction budget amount, at which point, SEH will prepare a fee estimate to complete these services and any other optional services requested by the City.

### Additional Tasks

We have identified the following additional tasks beyond those identified in the above work plan that could benefit the project.

#### **Optional Task 1 Geotechnical Investigation and Construction Material Testing**

This task includes geotechnical soil borings by a subconsultant at the onset of design to identify existing soil types, identify locations where bedrock may exist, and to provide geotechnical recommendations for typical section design.

Construction material testing includes Quality Assurance material testing by a subconsultant to verify construction materials being placed are in accordance with the project specifications.

#### **Optional Task 2 Construction Services**

Upon the award of construction to the contractor, SEH is willing to discuss construction engineering services and efforts needed with the City. If this task is determined to be needed, SEH can prepare a fee estimate for this scope of work.

This work may include facilitating a preconstruction meeting, shop drawing review, construction contract administration, engineering support, construction staking, field observation by a SEH Resident Project Representative (RPR), quantity tracking, preparation of contractor payment applications, project closeout and documentation, as-built record drawings, and preparation of a final payment application and contractor closeout letter.

We look forward to the opportunity to work with you on this project and to discuss this proposal with you further. If you have any questions, please contact me at **218.349.5972** or via email at **tyngsdal@sehinc.com**.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Tyler Yngsdal, PE  
Project Manager  
(Lic. MN)

ty

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- Stormwater management areas.

We anticipate, and have included in our fee, participation at two progress meetings with city staff during the schematic design phase.

### **III. FINAL DESIGN, CONSTRUCTION PLANS AND SPECIFICATIONS**

Once a preferred site design has been agreed upon, LHB will provide final design and construction level plans with technical specifications. Construction documents will be provided for the following:

- Demolition and Erosion Control Plans
- Grading Plans
- Drainage and Stormwater Management Plans
- Surfacing and Layout Plans
- Landscaping Plans
- Associated Site Construction Details
- Technical Specifications
- Professional Opinion of Construction Costs

We anticipate, and have included in our fee, participation at three progress meetings with your staff during the final design phase. Progress meetings will coincide with a 30%, 60% and 90% completion submittal of the construction documents.

### **IV. BIDDING ASSISTANCE**

Once the construction documents are complete and the project has been advertised for bid by the City, LHB can provide the following bidding phase services:

- Participation at one (1) pre-bid meeting.
- Answering contractor questions and issuing relevant addenda.
- Assist City with reviewing bids for completeness and selecting a Contractor.

### **Assumptions**

1. Construction Administration services are not included at this time. If the City wishes to hire LHB for limited CA services, such as issuing ASI's, reviewing contractor submittals (shop drawings), or conducting a final site review with an associated punch list at substantial completion, LHB can provide you those services at an hourly rate of \$140 per hour.
2. LHB recommends hiring a Geotechnical consultant to assess potential bedrock within the project limits and provide recommendations for subgrade work. LHB can assist the City in preparing an RFP for procurement of geotechnical services.



3. Location of private utilities are not included at this time. Should the City desire such services, LHB can provide coordination as an additional service.
4. Site lighting is not included at this time. Should the City desire such services, LHB can provide electrical engineering as an additional service.
5. Construction documents will be compiled as one lump sum bid project.
6. The City will advertise and distribute the bid documents and provide the front-end general conditions with agreement forms required for all bidding packages. LHB has included bidding assistance services, listed above.
7. It is assumed that the selected General Contractor will be responsible for all construction layout and construction survey required.
8. Any tasks not specifically stated in this proposal are not included.
9. If changes are needed to this scope of services, LHB will work with you to determine the hours needed before beginning the work to provide an accurate estimate of time and fee required.

### Schedule

LHB will proceed with the work upon receipt of a signed agreement and notice to proceed. Following is the anticipated design schedule:

- Topographic Survey Services ..... Spring 2024
- Schematic Design ..... March - April 2024
- Final Design and CDs ..... May - June 2024
- Bidding ..... July 2024
- Construction Start ..... July - September 2024

### Proposed Fee

LHB proposes a stipulated sum fee of Thirty Thousand, Five Hundred Dollars (\$30,500) including reimbursable expenses. The fee is divided as follows:

- Task I. Topographic Survey .....\$3,900.00
- Task II. Schematic Design .....\$9,000.00
- Task III. Final Design and CDs .....\$15,400.00
- Task IV. Bidding Assistance.....\$1,800.00
- Reimbursable Expenses .....\$400.00

### Terms and Condition

Upon your approval of this proposal, we will prepare an agreement consistent with the terms and conditions of our standard LHB agreement form.

We appreciate the opportunity to provide you with our services. We look forward to working with you. Please contact Heidi at 218-310-3084 if you have any questions.

**LHB, INC.**



**HEIDI BRINGMAN, SENIOR LANDSCAPE ARCHITECT**



**STACEE DEMMER, VICE PRESIDENT**

c: Dan Shaw, Todd Mell  
LHB Project No. 230601

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Report Criteria:

Detail report.  
 Invoices with totals above \$0.00 included.  
 Paid and unpaid invoices included.  
 Invoice Detail.GL account (3 Characters) = {<->}"600"  
 [Report].Date Paid = 05/20/2024

# General Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>1ST AYD</b>				
PSI696763	MISC OPERATING SUPPLIES - STREET DEPT	05/01/2024	494.68	100-30-300-2210 Operating Supplies
Total 1ST AYD:			494.68	
<b>ALL THE DIRT! RACING NEWS, INC.</b>				
33555	SPEEDWAY MARKETING	05/01/2024	1,500.00	100-15-115-3040 Advertising
Total ALL THE DIRT! RACING NEWS, INC.:			1,500.00	
<b>AT&amp;T MOBILITY</b>				
287291128817	FIRSTNET CELL PHONES/ HOTSPOTS	04/25/2024	693.03	100-20-210-3021 Telephone
Total AT&T MOBILITY:			693.03	
<b>BRAY&amp;REED</b>				
2828	CITY OF PROCTOR GENERAL	05/03/2024	95.00	100-10-160-3004 Legal Fees
2829	NUISANCE MATTERS - P. BIANCHINI	05/03/2024	75.00	100-10-160-3004 Legal Fees
Total BRAY&REED:			170.00	
<b>BRENT'S BIFFIES</b>				
23219	BIFFIES FOR PLAYGROUND	04/10/2024	372.00	100-40-410-3000 Professional Services
Total BRENT'S BIFFIES:			372.00	
<b>BRUNFELT, LESLIE</b>				
051724	CIVIC SYSTEMS USER TRAINING MILEAGE	05/17/2024	210.38	100-10-150-3031 Travel & Lodging Expe
Total BRUNFELT, LESLIE:			210.38	
<b>BUFFALO MEDIA GROUP MN</b>				
3265	VIDEO AND PHOTOGRAPHY PRODUCTION	05/09/2024	7,500.00	100-15-115-3040 Advertising
Total BUFFALO MEDIA GROUP MN :			7,500.00	
<b>BUHS, JESSICA</b>				
042624	BCA TRAINING MILEAGE	04/26/2024	201.00	100-20-210-3031 Travel & Lodging Expe
Total BUHS, JESSICA:			201.00	
<b>CONSOLIDATED COMMUNICATIONS</b>				
05012024	MONTHLY TELEPHONE	05/01/2024	907.19	100-10-120-3021 Telephone
Total CONSOLIDATED COMMUNICATIONS:			907.19	
<b>ELAN CORPORATE PAYMENT SYSTEMS</b>				
04222024	PARKING/HOTEL FOR LASERFICHE TRAINING	05/02/2024	364.12	100-10-120-3031 Travel & Lodging Expe
079904	BCA - LEMASTERS TRAINING	04/11/2024	450.00	100-20-210-3035 Training Expense
10403	CHIPOTLE / SEARCH - TRAINING	04/22/2024	15.99	100-20-210-3031 Travel & Lodging Expe

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
112-3820428-3	PEN GIVEAWAYS	04/12/2024	149.99	100-10-110-3094 Council Approved from
112-4879863-3	RUBBER DUCKS FOR SUMMER EVENTS	04/15/2024	20.99	100-10-110-3094 Council Approved from
112-5449486-4	WHITEBOARD & MAGNETS	04/23/2024	189.48	100-20-210-2210 Operating Supplies
112-6313424-8	BLOOD PRESSURE MONITOR & PULSE OX	04/12/2024	35.94	100-20-210-2214 Safety Items
112-6313424-8	WHITEBOARD MAGNETS, NOTEBOOKS, BATTERIES	04/12/2024	35.75	100-20-210-2205 Office Supplies
112-7170659-6	CLEANING CART BAGS	04/08/2024	62.21	100-10-130-2211 Cleaning Supplies
112-9161530-1	TABLE CLOTHS	04/12/2024	40.99	100-10-110-3094 Council Approved from
1134	MACVB CONFERENCE	04/10/2024	295.00	100-15-115-3012 Meeting Expense
162	TRAVEL MEAL FOR LASERFICHE TRAINING	04/22/2024	34.12	100-10-120-3031 Travel & Lodging Expe
1686652	SPRAY NOZZLE ADAPTER	04/15/2024	18.52	525-50-530-2210 Operating Supplies
18828736	RADISSON / SEARCH - TRAINING	04/22/2024	163.02	100-20-210-3031 Travel & Lodging Expe
2455732	DUES	04/01/2024	160.00	100-10-150-4433 Dues & Subscriptions
28920	2 SPRAY NOZZLES FOR JET TRAILER	04/15/2024	20.56	500-50-510-2210 Operating Supplies
30127093963	DICK'S - SEARCH / UNIFORM ALLOWANCE	04/12/2024	99.99	100-20-210-2217 Clothing
365881	DIESEL EXHAUST FLUID	04/19/2024	23.83	100-30-300-2212 Fuels & Lubricants
39189582	JESS - HOTEL/BCA TRAINING	04/24/2024	107.55	100-20-210-3031 Travel & Lodging Expe
408821	CONFERENCE HOTEL	04/22/2024	145.45	100-15-115-3012 Meeting Expense
4-17-24FD	GAS TO MEET GFF IN FRAND RAPIDS	04/17/2024	74.11	100-20-220-3031 Travel & Lodging Expe
4686	PUMP PACKINGS FOR JET TRAILER	04/29/2024	571.60	500-50-510-2220 Supplies - Repair & M
51526989	TRAVEL MEAL FOR LASERFICHE TRAINING	04/22/2024	35.79	100-10-120-3031 Travel & Lodging Expe
612144863	RUST INHIBITOR FOR DUMP TRUCK BOX	05/01/2024	195.15	100-30-300-2210 Operating Supplies
6561004	HOSE CLAMPS	05/01/2024	14.66	500-50-510-2220 Supplies - Repair & M
797819	GFOA TRAINING	04/30/2024	35.00	100-10-150-3035 Training Expense
90215	ALEX SEWER LICENSE	04/02/2024	56.18	500-50-510-3035 Training Expense
GOOGLE0408	GOOGLE G-SUITE	05/01/2024	282.07	100-20-210-3009 Computer Services
IMAECE11951	24-HOUR WRISTBANDS - SUMMER EVENT SUPPLIES	04/12/2024	153.90	100-20-210-2210 Operating Supplies
WR24015527	BLAUER - MOSHER UNIFORMS	05/01/2024	126.97	100-20-210-2217 Clothing
Total ELAN CORPORATE PAYMENT SYSTEMS:			3,978.93	
<b>FOSSUM PLUMBING &amp; HEATING</b>				
4011	IRRIGATION SYSTEM REPAIR	05/13/2024	681.36	550-55-550-4400 Repairs & Maintenanc
Total FOSSUM PLUMBING & HEATING:			681.36	
<b>GRAND FORKS FIRE EQUIPMENT LLC</b>				
40234	2.5 X 1.5 WYE	03/04/2024	307.91	100-20-220-2240 Small Tools and Equip
Total GRAND FORKS FIRE EQUIPMENT LLC:			307.91	
<b>GRUSSENDORF NURSERY INC</b>				
0022712	ARBOR DAY TREE AND BLACK DIRT	04/24/2024	560.70	100-40-410-2210 Operating Supplies
Total GRUSSENDORF NURSERY INC:			560.70	
<b>INTEGRIS LLC</b>				
543920	MONTHLY BILLING	05/15/2024	3,282.50	100-10-120-3009 Computer Services
Total INTEGRIS LLC:			3,282.50	
<b>LAKE EFFECT COATINGS</b>				
0000783	NEW FLOOR FOR FIRE HALL	05/16/2024	23,460.00	850-20-220-4400 Repairs & Maintenanc
Total LAKE EFFECT COATINGS :			23,460.00	
<b>LEAGUE OF MN CITIES INS TRST</b>				
05062024	2023 WORKERS COMP PREMIUM ADJUSTMENT	05/06/2024	73.00	100-20-210-1151 Worker s Comp Insur

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total LEAGUE OF MN CITIES INS TRST:			73.00	
<b>MAYO CLINIC AMBULANCE SERVICE</b>				
1725138	EMR INITIAL J. BRYANT & ANTHONY	05/03/2024	1,470.00	100-20-220-3035 Training Expense
Total MAYO CLINIC AMBULANCE SERVICE:			1,470.00	
<b>MINNESOTA ENERGY RESOURCES</b>				
5026336052	0504812808-00001 GAS UTILITY FIRE HALL	05/14/2024	22.41	100-20-220-3080 Utilities
5026983863	052214174-00001 GAS BILL STREET GARAGE	05/14/2024	245.97	100-30-300-3080 Utilities
5026996382	0503508588-00001 CITY HALL	05/14/2024	623.18	100-10-130-3080 Utilities
Total MINNESOTA ENERGY RESOURCES:			891.56	
<b>MSRS</b>				
PR0505241	ING DEFERRED COMP ING DEFERRED COMP Pay Period: 5/5/2024	05/10/2024	2,760.00	100-00-000-2175 Payroll Deductions Pa
PR0505241	HCSP HEALTH CARE SAVINGS PLAN Pay Period: 5/5/2024	05/10/2024	300.00	100-00-000-2175 Payroll Deductions Pa
Total MSRS:			3,060.00	
<b>NORTHSPAN GROUP INC</b>				
1857	ECONOMIC IMPACT STUDY	03/31/2024	580.00	830-80-800-3000 Professional Services
Total NORTHSPAN GROUP INC:			580.00	
<b>PERA</b>				
PR0505241	PERA PFF Pay Period: 5/5/2024	05/10/2024	3,846.90	100-00-000-2174 PERA Payable
PR0505241	PERA PERA CONTRIB Pay Period: 5/5/2024	05/10/2024	2,227.08	100-00-000-2174 PERA Payable
PR0505241	PERA PERA CONTRIB Pay Period: 5/5/2024	05/10/2024	2,227.08	100-00-000-2174 PERA Payable
PR0505241	PERA PERA 1% Pay Period: 5/5/2024	05/10/2024	342.61	100-00-000-2174 PERA Payable
PR0505241	PERA PFF Pay Period: 5/5/2024	05/10/2024	2,564.59	100-00-000-2174 PERA Payable
Total PERA:			11,208.26	
<b>PROCTOR BUILDERS</b>				
042524	MISC CITY HALL	04/25/2024	100.49	100-10-130-2210 Operating Supplies
267688	BATTERIES	04/01/2024	4.99	100-10-130-2210 Operating Supplies
Total PROCTOR BUILDERS:			105.48	
<b>PROCTOR BUILDERS-FIRE DEPT</b>				
268374	GARBAGE BAGS / CLEANER	05/07/2024	41.27	100-20-220-2210 Operating Supplies
Total PROCTOR BUILDERS-FIRE DEPT:			41.27	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016550000-0	UTILITIES - BDRY AVE & I35 LIFT STATION	04/19/2024	88.31	500-50-510-3080 Utilities
1108100000-05	UTILITIES - CITY HALL	04/19/2024	1,587.16	100-10-130-3080 Utilities
1108200000-05	UTILITIES - CITY GARAGE	04/18/2024	431.87	100-30-300-3080 Utilities
1108850000-05	UTILITIES - CONCESSION STAND #2	04/19/2024	24.52	100-40-410-3080 Utilities
1112360000-05	UTILITIES - ALMAC DR LIFT STATION	04/18/2024	17.04	500-50-510-3080 Utilities
1127050000-05	UTILITIES - 225 FIFTH AVE - FIRE DEPT	04/23/2024	483.57	100-20-220-3080 Utilities
1191300000-05	UTILITIES-SAND/SALT FACILITY	04/18/2024	17.99	100-30-300-3080 Utilities
Total PUBLIC UTILITIES COMMISSION:			2,650.46	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>SEH</b>				
464855	166073 2022-2024 CITY ENGINEERING	04/10/2024	2,648.07	100-10-110-3003 Engineering Fees
466609	161800 2ND STREET PROJECT CONST ADMIN	05/08/2024	433.57	301-30-330-3003 Engineering Fees
466609	161800 2ND STREET CONSTRUCTION OBSERVATION	05/08/2024	1,107.50	301-30-330-3003 Engineering Fees
466630	177695 UGSTAD ROAD UTILITY EXT - PROJ MNGMT	05/08/2024	870.00	300-30-330-3003 Engineering Fees
466630	177695 UGSTAD ROAD UTILITY EXT - 2PROJ MNGMT	05/08/2024	2,390.00	300-30-330-3003 Engineering Fees
466997	166073 2022-2024 CITY ENGINEERING	05/13/2024	2,706.75	100-10-110-3003 Engineering Fees
Total SEH:			10,155.89	
<b>SHRED N GO INC _446138</b>				
166625	SHREDDING SERVICES	05/03/2024	93.93	100-10-120-3000 Professional Services
Total SHRED N GO INC _446138:			93.93	
<b>ST LOUIS COUNTY PUBLIC WORKS</b>				
282127	CP 0000-475841 2024 MAINT STRIPING	05/01/2024	767.40	100-30-330-3015 Contractor
Total ST LOUIS COUNTY PUBLIC WORKS :			767.40	
<b>TEAMLAB</b>				
INV0040642	WEED KILLER, SEWER PAINT, PARK SUPPLIES	04/24/2024	1,063.25	100-40-410-2210 Operating Supplies
Total TEAMLAB:			1,063.25	
<b>THOMSON REUTERS-WEST</b>				
850129928	THOMPSON REUTERS CLEAR	05/01/2024	151.54	100-20-210-4433 Dues & Subscriptions
Total THOMSON REUTERS-WEST:			151.54	
<b>US BANK VOYAGER</b>				
869217786241	FUEL	05/08/2024	1,684.53	100-20-210-2212 Fuels & Lubricants
Total US BANK VOYAGER:			1,684.53	
<b>VC3 INC.</b>				
145279	MITEL PHONE SUPPORT	04/30/2024	196.88	100-10-120-3021 Telephone
149473	AGREEMENT MITEL PHONE SUPPORT	05/10/2024	255.00	100-10-120-3021 Telephone
Total VC3 INC.:			451.88	
<b>W.L.S.S.D.</b>				
168502024043	WASTEWATER CHARGES	04/30/2024	29,409.00	500-50-510-3085 Sewer - WLSSD Billin
168502024043	2023 ADJUSTMENT	04/30/2024	693.00	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D.:			28,716.00	
<b>WEX BANK</b>				
97010640	FUEL - FIRE DEPT	05/07/2024	88.19	100-20-220-2212 Fuels & Lubricants
97010640	FUEL - PUC	05/07/2024	457.56	700-71-720-2212 Fuels & Lubricants
97010640	FUEL - STREET DEPT	05/07/2024	424.06	100-30-300-2212 Fuels & Lubricants
Total WEX BANK:			969.81	
<b>ZIEGLER INC.</b>				
SI000478859	REMOVE GRADER SNOW WING AND SAFETY INSPECT	04/25/2024	717.41	100-30-300-4400 Repairs & Maintenanc

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
	Total ZIEGLER INC.:		717.41	
	Grand Totals:		109,171.35	

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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

[Report].Date Paid = 05/20/2024

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Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.
- Invoice Detail.GL account (3 Characters) = "600"
- [Report].Date Paid = 05/20/2024

# Liquor Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>ARTISAN BEER COMPANY</b>				
3678416	BEER	05/03/2024	241.50	600-60-600-2252 Beer Purchases
Total ARTISAN BEER COMPANY:			241.50	
<b>BERNICKS PEPSI</b>				
30094562	THC	05/08/2024	1,695.00	600-60-600-2255 THC Products
30094565	BEER	05/08/2024	4,672.50	600-60-600-2252 Beer Purchases
30095691	THC	05/15/2024	168.00	600-60-600-2255 THC Products
30095692	BEER	05/15/2024	6,476.05	600-60-600-2252 Beer Purchases
30095694	BEER	05/15/2024	74.20	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			12,937.35	
<b>BREAKTHRU BEVERAGE</b>				
115818098	SERVICE FEE	05/16/2024	28.94	600-60-600-3033 Freight & Express
115818098	LIQUOR	05/16/2024	2,234.56	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			2,263.50	
<b>C&amp;L DISTRIBUTING</b>				
1898078	BEER	05/07/2024	12,725.40	600-60-600-2252 Beer Purchases
1898078	SHIPPING	05/07/2024	3.00	600-60-600-3033 Freight & Express
1901473	SHIPPING	05/14/2024	3.00	600-60-600-3033 Freight & Express
1901473	BEER	05/14/2024	1,834.30	600-60-600-2252 Beer Purchases
2752000272	BEER	05/07/2024	13.85	600-60-600-2252 Beer Purchases
2752000277	BEER	05/14/2024	27.06	600-60-600-2252 Beer Purchases
Total C&L DISTRIBUTING:			14,524.79	
<b>CINTAS</b>				
4191620006	MATS	05/06/2024	180.86	600-60-600-2210 Operating Supplies
Total CINTAS:			180.86	
<b>COCA COLA BOTTLING CO</b>				
3387470	SODA	05/07/2024	233.25	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO:			233.25	
<b>GLOBAL RESERVE DISTRIBUTION</b>				
ord-9206	THC	05/07/2024	90.00	600-60-600-2255 THC Products
ord-9331	THC	05/14/2024	80.00	600-60-600-2255 THC Products
Total GLOBAL RESERVE DISTRIBUTION:			170.00	
<b>GUARDIAN PEST CONTROL INC</b>				
2557953	PEST CONTROL	04/17/2024	47.01	600-60-600-4406 Pest Control



Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total GUARDIAN PEST CONTROL INC:			47.01	
<b>JOHNSON BROTHERS INC</b>				
2533299	DELIVERY CHARGE	05/03/2024	25.44	600-60-600-3033 Freight & Express
2533299	LIQUOR	05/03/2024	1,271.32	600-60-600-2251 Liquor Purchases
2535464	DELIVERY CHARGE	05/08/2024	141.24	600-60-600-3033 Freight & Express
2535464	LIQUOR	05/08/2024	3,936.88	600-60-600-2251 Liquor Purchases
2535465	DELIVERY CHARGE	05/08/2024	29.83	600-60-600-3033 Freight & Express
2535465	WINE	05/08/2024	632.94	600-60-600-2253 Wine Purchases
2537713	DELIVERY CHARGE	05/10/2024	16.98	600-60-600-3033 Freight & Express
2537713	LIQUOR	05/10/2024	962.94	600-60-600-2251 Liquor Purchases
2540042	DELIVERY CHARGE	05/15/2024	25.81	600-60-600-3033 Freight & Express
2540042	LIQUOR	05/15/2024	798.78	600-60-600-2251 Liquor Purchases
2540043	DELIVERY CHARGE	05/15/2024	15.64	600-60-600-3033 Freight & Express
2540043	WINE	05/15/2024	725.04	600-60-600-2253 Wine Purchases
Total JOHNSON BROTHERS INC:			8,582.84	
<b>LAKESHORE ICE</b>				
03-404754	ICE	05/09/2024	97.17	600-60-600-2258 Misc Merchandise
03-404787	ICE	05/16/2024	19.44	600-60-600-2258 Misc Merchandise
05-404878	ICE	05/13/2024	48.60	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			165.21	
<b>MICHAUD DISTRIBUTING COMPANY</b>				
387087	FUEL SURCHARGE	05/06/2024	3.00	600-60-600-3033 Freight & Express
387087	BEER	05/06/2024	549.95	600-60-600-2252 Beer Purchases
387310	FUEL SURCHARGE	05/13/2024	3.00	600-60-600-3033 Freight & Express
387310	BEER	05/13/2024	430.50	600-60-600-2252 Beer Purchases
387362	BEER	05/14/2024	48.00	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY:			1,034.45	
<b>MINNESOTA ENERGY RESOURCES</b>				
5023870731	0502591202-00001 MOUNTAIN SPIRITS GAS SERVICE	05/10/2024	45.72	600-60-600-3080 Utilities
Total MINNESOTA ENERGY RESOURCES:			45.72	
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>				
6777707	DELIVERY	05/03/2024	10.90	600-60-600-3033 Freight & Express
6777707	LIQUOR	05/03/2024	331.50	600-60-600-2251 Liquor Purchases
6777708	DELIVERY	05/03/2024	4.36	600-60-600-3033 Freight & Express
6777708	WINE	05/03/2024	132.30	600-60-600-2253 Wine Purchases
6779365	DELIVERY	05/08/2024	64.13	600-60-600-3033 Freight & Express
6779365	LIQUOR	05/08/2024	3,524.33	600-60-600-2251 Liquor Purchases
6779366	DELIVERY	05/08/2024	8.72	600-60-600-3033 Freight & Express
6779366	WINE	05/08/2024	237.85	600-60-600-2253 Wine Purchases
6782995	DELIVERY	05/15/2024	7.04	600-60-600-3033 Freight & Express
6782995	LIQUOR	05/15/2024	304.36	600-60-600-2251 Liquor Purchases
6782996	DELIVERY	05/15/2024	8.72	600-60-600-3033 Freight & Express
6782996	WINE	05/15/2024	402.50	600-60-600-2253 Wine Purchases
Total PHILLIPS WINE & SPIRITS CO.:			5,036.71	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>PROCTOR JOURNAL</b>				
38599	HAPPY MOTHER'S DAY AD	05/08/2024	81.80	600-60-600-3040 Advertising
Total PROCTOR JOURNAL:			81.80	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016900000-0	UTILITIES - MT SPIRITS	04/19/2024	563.03	600-60-600-3080 Utilities
Total PUBLIC UTILITIES COMMISSION:			563.03	
<b>SOUTHERN WINE &amp; SPIRITS</b>				
2475750	DELIVERY	05/03/2024	43.39	600-60-600-3033 Freight & Express
2475750	LIQUOR	05/03/2024	1,489.00	600-60-600-2251 Liquor Purchases
2478391	DELIVERY	05/10/2024	13.15	600-60-600-3033 Freight & Express
2478391	LIQUOR	05/10/2024	940.03	600-60-600-2251 Liquor Purchases
5110225	DELIVERY	04/29/2024	6.15	600-60-600-3033 Freight & Express
5110900	DELIVERY	04/30/2024	2.04	600-60-600-3033 Freight & Express
5110901	DELIVERY	04/30/2024	8.20	600-60-600-3033 Freight & Express
9580425	LIQUOR	05/13/2024	330.10	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			2,171.86	
<b>URSA MINOR BREWING</b>				
e-6370	BEER	05/16/2024	488.80	600-60-600-2252 Beer Purchases
Total URSA MINOR BREWING:			488.80	
Grand Totals:			48,768.68	

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 = 05/20/2024

## Check Register

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

Bank.Account description = "City Checking"

Check Issue Date	Check Number	Payee	Amount
05/20/2024	43328	ALL THE DIRT! RACING NEWS, INC.	1,500.00
05/20/2024	43329	ARTISAN BEER COMPANY	241.50
05/20/2024	43330	AT&T MOBILITY	693.03
05/20/2024	43331	BERNICKS PEPSI	12,937.35
05/20/2024	43332	BREAKTHRU BEVERAGE	2,263.50
05/20/2024	43333	BRENT'S BIFFIES	372.00
05/20/2024	43334	BUFFALO MEDIA GROUP MN	7,500.00
05/20/2024	43335	BUHS, JESSICA	201.00
05/20/2024	43336	C&L DISTRIBUTING	14,524.79
05/20/2024	43337	CINTAS	180.86
05/20/2024	43338	CONSOLIDATED COMMUNICATIONS	907.19
05/20/2024	43339	ELAN CORPORATE PAYMENT SYSTEMS	3,978.93
05/20/2024	43340	FOSSUM PLUMBING & HEATING	681.36
05/20/2024	43341	GLOBAL RESERVE DISTRIBUTION	170.00
05/20/2024	43342	GRAND FORKS FIRE EQUIPMENT LLC	307.91
05/20/2024	43343	GRUSSENDORF NURSERY INC	560.70
05/20/2024	43344	GUARDIAN PEST CONTROL INC	47.01
05/20/2024	43345	JOHNSON BROTHERS INC	8,582.84
05/20/2024	43346	LAKE EFFECT COATINGS	23,460.00
05/20/2024	43347	LAKESHORE ICE	165.21
05/20/2024	43348	LEAGUE OF MN CITIES INS TRST	73.00
05/20/2024	43349	MAYO CLINIC AMBULANCE SERVICE	1,470.00
05/20/2024	43350	NORTHSPAN GROUP INC	580.00
05/20/2024	43351	PHILLIPS WINE & SPIRITS CO.	5,036.71
05/20/2024	43352	SHRED N GO INC _446138	93.93
05/20/2024	43353	SOUTHERN WINE & SPIRITS	2,171.86
05/20/2024	43354	ST LOUIS COUNTY PUBLIC WORKS	767.40
05/20/2024	43355	THOMSON REUTERS-WEST	151.54
05/20/2024	43356	US BANK VOYAGER	1,684.53
05/20/2024	43357	WEX BANK	969.81
05/20/2024	43358	ZIEGLER INC.	717.41
05/20/2024	999914351	MINNESOTA ENERGY RESOURCES	937.28
05/20/2024	999914352	PUBLIC UTILITIES COMMISSION	3,213.49
05/20/2024	999914353	PERA	11,208.26
05/20/2024	999914354	MSRS	3,060.00
05/20/2024	999914356	1ST AYD	494.68
05/20/2024	999914357	BRAY&REED	170.00
05/20/2024	999914358	BRUNFELT, LESLIE	210.38
05/20/2024	999914359	COCA COLA BOTTLING CO	233.25
05/20/2024	999914360	INTEGRIS	3,282.50
05/20/2024	999914361	MICHAUD DISTRIBUTING COMPANY	1,034.45
05/20/2024	999914362	PROCTOR BUILDERS	105.48
05/20/2024	999914363	PROCTOR BUILDERS-FIRE DEPT	41.27
05/20/2024	999914364	PROCTOR JOURNAL	81.80
05/20/2024	999914365	SEH	10,155.89
05/20/2024	999914366	TEAMLAB	1,063.25
05/20/2024	999914367	URSA MINOR BREWING	488.80
05/20/2024	999914368	VC3, INC	451.88

Check Issue Date	Check Number	Payee	Amount
05/20/2024	999914369	W.L.S.S.D.	28,716.00
Grand Totals:			157,940.03

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-00-000-2020	.00	49,688.49-	49,688.49-
100-00-000-2174	11,208.26	.00	11,208.26
100-00-000-2175	3,060.00	.00	3,060.00
100-10-110-3003	5,354.82	.00	5,354.82
100-10-110-3094	211.97	.00	211.97
100-10-120-3000	93.93	.00	93.93
100-10-120-3009	3,282.50	.00	3,282.50
100-10-120-3021	1,359.07	.00	1,359.07
100-10-120-3031	434.03	.00	434.03
100-10-130-2210	105.48	.00	105.48
100-10-130-2211	62.21	.00	62.21
100-10-130-3080	2,210.34	.00	2,210.34
100-10-150-3031	210.38	.00	210.38
100-10-150-3035	35.00	.00	35.00
100-10-150-4433	160.00	.00	160.00
100-10-160-3004	170.00	.00	170.00
100-15-115-3012	440.45	.00	440.45
100-15-115-3040	9,000.00	.00	9,000.00
100-20-210-1151	73.00	.00	73.00
100-20-210-2205	35.75	.00	35.75
100-20-210-2210	343.38	.00	343.38
100-20-210-2212	1,684.53	.00	1,684.53
100-20-210-2214	35.94	.00	35.94
100-20-210-2217	226.96	.00	226.96
100-20-210-3009	282.07	.00	282.07
100-20-210-3021	693.03	.00	693.03
100-20-210-3031	487.56	.00	487.56
100-20-210-3035	450.00	.00	450.00
100-20-210-4433	151.54	.00	151.54
100-20-220-2210	41.27	.00	41.27
100-20-220-2212	88.19	.00	88.19
100-20-220-2240	307.91	.00	307.91
100-20-220-3031	74.11	.00	74.11
100-20-220-3035	1,470.00	.00	1,470.00
100-20-220-3080	505.98	.00	505.98
100-30-300-2210	689.83	.00	689.83
100-30-300-2212	447.89	.00	447.89
100-30-300-3080	695.83	.00	695.83
100-30-300-4400	717.41	.00	717.41
100-30-330-3015	767.40	.00	767.40
100-40-410-2210	1,623.95	.00	1,623.95
100-40-410-3000	372.00	.00	372.00
100-40-410-3080	24.52	.00	24.52

GL Account	Debit	Credit	Proof
300-00-000-2020	.00	3,260.00-	3,260.00-
300-30-330-3003	3,260.00	.00	3,260.00
301-00-000-2020	.00	1,541.07-	1,541.07-
301-30-330-3003	1,541.07	.00	1,541.07
500-00-000-2020	693.00	30,177.35-	29,484.35-
500-50-510-2210	20.56	.00	20.56
500-50-510-2220	586.26	.00	586.26
500-50-510-3035	56.18	.00	56.18
500-50-510-3080	105.35	.00	105.35
500-50-510-3085	29,409.00	693.00-	28,716.00
525-00-000-2020	.00	18.52-	18.52-
525-50-530-2210	18.52	.00	18.52
550-00-000-2020	.00	681.36-	681.36-
550-55-550-4400	681.36	.00	681.36
600-00-000-2020	445.21	49,213.89-	48,768.68-
600-60-600-2210	180.86	.00	180.86
600-60-600-2251	15,793.70	330.10-	15,463.60
600-60-600-2252	27,467.00	115.11-	27,351.89
600-60-600-2253	2,130.63	.00	2,130.63
600-60-600-2254	233.25	.00	233.25
600-60-600-2255	2,033.00	.00	2,033.00
600-60-600-2258	165.21	.00	165.21
600-60-600-3033	472.68	.00	472.68
600-60-600-3040	81.80	.00	81.80
600-60-600-3080	608.75	.00	608.75
600-60-600-4406	47.01	.00	47.01
700-00-000-2020	.00	457.56-	457.56-
700-71-720-2212	457.56	.00	457.56
830-00-000-2020	.00	580.00-	580.00-
830-80-800-3000	580.00	.00	580.00
850-00-000-2020	.00	23,460.00-	23,460.00-
850-20-220-4400	23,460.00	.00	23,460.00
Grand Totals:	160,216.45	160,216.45-	.00

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"