

*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, June 17<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, June 3<sup>rd</sup>, 2024

**APPROVAL OF AGENDA**

**COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:**

Senator Hauschild – Legislative Session Update and Summary

**\*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.

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

**\*3. COMMITTEE REPORTS**

A. SEH Meeting Minutes – June 12<sup>th</sup>, 2024

B. Golf Advisory Committee Minutes – June 5<sup>th</sup>, 2024

**4. CLERK ADVISES COUNCIL**

Presented as a memo to council included in agenda packet.

**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. Local Sales Tax Option Information – John Bennett U of M Extension**

**B. Resolution 37-24: Authorizing Grant Application**

**C. Resolution 38-24: Approval of Firefighter Hiring – D. Elmore**

**D. Resolution 39-24: Approval of Firefighter Hiring – S. Elmore**

**E. Resolution 40-24: Approval of Firefighter Hiring – P. Pavlatos**

**F. Resolution 41-24: Declaring Hoghead Festival**

**MEMBER CONCERNS**

**Rohweder:**

**DeWall:**

**Johnson:**

**Benson:**

**Ward:**

**Chief Gaidis:**

**Attorney Hanka:**

**Attorney Virta:**

**BILLS FOR APPROVAL**

General: \$36,354.45

Liquor: \$28,020.21

**TOTAL BILLS FOR APPROVAL: \$64,374.66**

**ADJOURNMENT**

## MINUTES OF THE PROCTOR CITY COUNCIL MEETING JUNE 3, 2024

Meeting was live streamed 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, Berta Lippert, Ethan Berg, Officer Michael Bradley, Officer Jeremy Lemasters, Ted Kiefat

M/S/P: Rohweder/Johnson to approve the City Council minutes from Monday, May 20<sup>th</sup>, 2024.

M/S/P: Benson/DeWall to approve the agenda for Monday, June 3<sup>rd</sup>, 2024.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Berta Lippert 185-0160-00110: Amended Property Agreement

Property owner is present, provides council with a summary of the previously approved property agreement, Ms. Lippert is requesting an updated timeline for completion and recording of the amended agreement. Mayor Ward and Administrator Rich confirm the agreement has been sent to the new city attorney for review and recording and they anticipate completion this week.

Ethan Berg created a cookbook as his fundraising project. Chief Gaidis extends appreciation and gratitude to Ethan for his efforts and project assignment completion.

Kathy Hannan 1501 3<sup>rd</sup> Ave: Update on the community garden and welcome sign on Boundary Ave, clean-up efforts, and additional improvements. She specifically addresses cleaning and removal of shrubs that did not come back. Administrator Rich states she will look into in, however with it being a MNDot right of way, maintenance efforts can be a bit difficult.

M/S/P: Johnson/Benson to approve the consent agenda for Monday, June 3<sup>rd</sup>, 2024.

### **4. Clerk Advises Council**

Presented as a written memo to council and added to the agenda packet.

### **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. Resolution 35-24: 2024-2025 SRO Approval**

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

Discussion follows regarding weekly allotted hours to remain at about twelve hours a week, with the request to re-open negotiations should additional additional law enforcement and SRO hours be necessary.

#### **B. Resolution 35-24 EMR Hiring Recommendation**

M/S/P: Rohweder/Benson to approve as submitted, hiring Tara Bryant as an EMR to the Proctor Fire Department.

MEMBER CONCERNS

Rohweder: None

DeWall: None

Benson: Gratitude and appreciation to the city and all volunteers for the successful and well attended Memorial Day service

Johnson: Extends gratitude and appreciation to Councilor Benson for his efforts putting on the Memorial Day celebration. Successful street sweeping operations

Ward: Extends graduation wishes to all 2024 graduates, appreciation to Councilor Benson and volunteers for a successful Memorial Day service, notes upcoming Father's Day.

Chief Gaidis: None

Administrator Rich: None

**TOTAL BILLS FOR APPROVAL:**

**General: \$96,146.58**

**Liquor: \$45,470.14**

**TOTAL BILLS FOR APPROVAL: \$141,617.16**

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

M/S/P: DeWall/Ward to adjourn the meeting at 6:14 pm.



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for All of Us®

## MEETING MINUTES

Proctor Monthly Meeting

June 12, 2024

9:00 a.m.

City Hall

\*3A

**Attendees:** Jess Rich – City of Proctor  
Megan Mazzuco – 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. Concrete punchlist
  1. Jerry is checking to see when the second handrail will be installed at 619 2<sup>nd</sup> Street.
  2. City would like to have the sidewalk panel replaced at 726 2<sup>nd</sup> Street. Tyler will reach out to USA to get this completed.
2. Non-Concrete punchlist items
  1. Final sodding this week.
  2. Touch up seeding along 9<sup>th</sup> Ave.
  3. Lighting unit replacement – Lanyk has the part and are waiting on their insurance to approve their work to get it replaced.
  4. Other lighting items – Lanyk will get these taken care of ASAP.
  5. Erosion control and traffic clean up – These will be removed from the site as remaining work is completed.
  6. 840 driveway & Alley low spot off of 9<sup>th</sup> Ave. – Fix TBD. Tyler will reach out to USA to see what they plan for this area.
  7. Jess is going to reach out to the Church to see if the stockpile area was cleaned up.
  8. Tyler will reach out to ECS to see if they can do a final sweep to clean up soil on sidewalks from sodding work.

#### B. Contractor Payments

1. Pay application #8 5/30/2024 - \$77,934.36 (96.2% Complete)
2. Change Order #7 Approved 6/7/2024 to extend contract completion date to 6/15/2024 and extend the sod maintenance and final clean-up to 8/14/2024.

#### C. 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. SEH will start calculating assessments once final quantities are known.

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. SEH is completing an internal review of the design and plans.
- C. 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.
  1. MnDOT utility accommodation permit
  2. St. Louis County Right-of-Way (utility) permit
  3. Wetland Impact permitting
  4. MDH watermain extension permit
  5. WLSSD/MPCA Sewer extension permit
  6. Matt and Tyler will notify City of Duluth of the proposed extension.

## III. PUC Items

- A. Water Tower
  1. SEH sent draft of the Final Design and Proposal Package for PUC and SWLP review.
  2. Proctor Journal publishes on Thursday. SEH needs to submit ad on Friday for 20<sup>th</sup> and 27<sup>th</sup> publishing.
  3. There is a PUC meeting tonight, Char will ask for approval to advertise the project.

## 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.
- F. SEH will include wetland boundaries from NWI database as a layer in the GIS system.

## V. School District Plan Review

- A. The School District hired NCE to assist with stormwater treatment design needs for the hockey arena.
- B. Hockey Arena – There are still improvements needed to make the site compliant including:
  1. 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.
  2. School is planning to add additional parking stalls as part of the stormwater improvements

## VI. Lead Service Line (LSL) Inventory

- A. Inventory EPA due date – 10/16/2024
  1. Inventory mailer sent on 4/10/2024
- B. 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.
- C. 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).
- D. The City has also been completing scratch testing of the services within buildings with meter visits.

- E. Char is going to touch base with Simon for an update prior to the PUC meeting tonight.

## VII. Munger Trail Spur

- A. The most current route option runs through Duluth to Boundary Avenue near Hwy 2. Jess shared the proposed route with the City of Hermantown.
  - 1. SEH is looking into the feasibility of this route.
- B. Funding Opportunities
  - 1. LCCMR – Due March 27th
  - 2. DNR Local Trail - Max grant is \$250k. (75/25) Typical due in March.
  - 3. DNR Regional Trail - Max grant is \$300k. (75/25) Typical due in March.
  - 4. DNR Federal Trail - Max grant is \$200k. (75/25) Typical due in February.
  - 5. Greater MN Regional Parks and Trails - GMRPTC submits directly to legislature
  - 6. LPP MnDOT grant – for trails within MnDOT R/W.

## VIII. Miscellaneous

- A. Pickleball Courts
  - 1. Layout Review (2 options)
    - 1. Preferred North/South orientation for the courts
    - 2. Tyler will modify the layout and provide a rough cost estimate by the end of the week.
  - 2. Potential \$50k of Covid funding to be used on the project. Plans will need to be completed this calendar year if the funding is to go towards the project.
  - 3. Jess is going to reach out to the DNR about the approval process for the project since it is on City Parks land.
- B. Playground Parking – The City is waiting to hear a start date from KTM.
- C. Storm Water Utility – No update this month
  - 1. The City plans to include water, sanitary sewer, storm sewer, and electrical in the rate study.
- D. Water & Wastewater 2023-2024 PPL
  - 1. 2024 PPL
    - 1. 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 – Matt will check to see what the timeline is for awarding this grant.
- F. Pionk Drive Utility Extensions –
  - 1. Bonding Bill – No bonding bill was approved this year.
  - 2. Tina Smith & Amy Klobuchar Application – Applications were submitted. The City received confirmation that the applications were received.
- G. Trails – 40 acre parcel
  - 1. SEH plans to have the wetland delineation field work completed during the month of 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 – Any comments from the City Attorney? Jess will follow up with the attorney.
  
- 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. The informational letters were sent.
  - 4. Do we have schedule from SLC? The City has not received a schedule yet.
  
- 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.
    - 1. 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 – The City was not awarded LCCMR funding for the project.
  
- 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 – SLC records show that the City owns the bridges.
  - 2. For population under 5,000, the County is responsible for bridge inspections.
    - 1. Kirkus Street Bridge (inspected every 24 months)
    - 2. Pionk Drive Bridge (inspected every 48 months)
  - 3. Report findings: No immediate concerns.
  - 4. SEH will look into old files and emails to see if any ownership documentation was provided from a few years back.
  
- O. MS4 Update
  - 1. Due June 30<sup>th</sup>. SEH was notified that the MPCA is no longer requiring annual updates to be submitted and that the EPA is starting to complete auditing for MN cities. SEH recommends that the City continues to make annual reports for future audits.
  - 2. SEH is currently working on the updated report.
  - 3. Miscellaneous questions were sent to Rick. Tyler and Rick will connect to review the questions.
  
- P. Ubiquity Fiber
  - 1. Privately owned fiber that would be leased to providers.
  - 2. Ubiquity takes care of all maintenance and relocations for construction.
  - 3. Matt provided excavation permit examples from other communities of similar size.
  - 4. Jess will schedule a call between Ubiquity, the City, and SEH.
  - 5. State Statute requires fiber lines to be buried 36-48 inches.

ix. **Next Meeting – July 11<sup>th</sup> @ 9:00 a.m.**



**MINUTES OF THE PROCTOR GOLF ADVISORY COMMITTEE MEETING**

**Wednesday, June 5, 3:00 PM PACC 100 Pionk Drive Proctor MN**

**\*3B**

Meeting called to order at 4:11 by City Administrator Rich

**MEMBERS PRESENT:** Course Manager Jason Klatte, Dick Wicklund, Cindy Upton, Rory Johnson, Barb Olson, Rick Thoreson.

**OTHERS PRESENT:** City Administrator Jess Rich

Motion by Johnson, seconded by Upton (carried 5-0) to approve the August 30, 2023, Proctor Golf Advisory Committee meeting minutes.

Motion by Wicklund, seconded by Upton (carried 5-0) to approve the June 5, 2024 Proctor Golf Advisory Committee meeting agenda.

Manager Jason Klatte reported that the course is second on the list for the Toro Groundsmaster, which is scheduled to be delivered in August 2024. However, since then, he has purchased a used mower and is considering asking the Gordon Downs Trust Fund to reimburse him for this purchase and use the funds designated for the Toro on other needs for the course. Committee members, who are also members of the Gordon Downs Trust Fund, expressed their preference to continue with the purchase of the Toro as it was Gordy's wish to use trust funds for new equipment.

Manager Klatte also reported that he is taking over the Junior League to carry on Roberta's work. He will be emphasizing course etiquette and care and has named the league the Roberta Thorsvik Junior League.

The committee discussed the Gordon Downs memorial and recommended naming the clubhouse the Gordy Downs Clubhouse in recognition of Mr. Downs' contributions to the course. A donation fundraiser will be organized to order a bronze plaque, which will include the clubhouse name, Mr. Downs' birth and death dates, and an engraved photo of him. The estimated cost for the plaque is \$1,200 to \$1,500.

Committee Member Wicklund requested that the city assist Manager Klatte with equipment and operators for some work on the #3 tee box. Administrator Rich recommended that Manager Klatte coordinate with the city crew for this work.

Committee Member Johnson inquired about memberships. Klatte reported that membership is around 200, up from 170-180 in 2023.

The next meeting will be held at the beginning of August.

Motion by Johnson, seconded by Wicklund (carried 5-0) to adjourn the meeting at 4:32 PM.

Respectfully Submitted, Jess Rich

## Local option sales tax analysis



### What is a local option sales tax analysis?

In Minnesota, county and city boards can enact a local option sales tax (of up to a half percent) to fund transportation/transit projects and transit operations. Once imposed, a sales tax program would likely raise revenues from both residents and non-residents.

Of course, no elected leader likes to raise taxes. That's why Extension's community economics team provides communities considering this tax with an analysis of the impact of this tax, as well as its benefits. Extension's local option sales tax analysis helps community decision makers:

- Determine estimated sales tax proceeds.
- Understand what proportion of those dollars will likely be paid by residents versus non-residents.

To get started, **[contact a community economics educator](#)** in your area to have a conversation about your community.

### Our research process

Extension will use retail trade analysis — considering taxable sales and potential sales — to estimate tax revenue from residents and non-residents if a local sales tax is adopted. We may also conduct on-site interviews with local retailers to inform estimates of purchases made by visitors. Using the most recent sales and use tax data available from the Minnesota Department of Revenue, the report can examine the impact of the tax on residents and non-residents.

Extension's research-based analysis can help your community answer critical questions — and make better informed decisions about — enacting a local option sales tax.

### Examples of completed reports

Following are some local option sales tax analysis reports done for communities in Minnesota.

- **[Local option sales tax analysis for Isanti County](#)**

- [Local option sales tax analysis for Koochiching County](#)

Visit [our community research page](#) to read more reports.

## Consult with us

**Community economics • Leadership and civic engagement • Tourism**

Extension educators work in communities with partners throughout Minnesota. Contact us for consultation, guidance and conversation about your community.

[Find an educator](#)

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Please scan the above QR code to visit the live webpage for links.

<https://extension.umn.edu/research-communities/local-option-sales-tax-analysis>



**CITY COUNCIL AGENDA DATE:** June 13, 2024

**TO:** Proctor City Council

**FROM:** City Administrator, Jess Rich

**6B**

**SUBJECT:** ARMER Grant Opportunity

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:**

Consider RESOLUTION NO. 37-24 AUTHORIZING THE SUBMISSION OF A GRANT PROPOSAL TO THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY, EMERGENCY COMMUNICATIONS NETWORKS DIVISION (DPS - ECN) FOR THE 2024-2026 ALLIED RADIO MATRIX FOR EMERGENCY RESPONSE (ARMER) AND COMMITTING A 5% MATCH IF THE GRANT IS AWARDED

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**BACKGROUND**

The Department of Public Safety, Emergency Communication Networks division (DPS-ECN) requests proposals to the 2024-2026 Allied Radio Matrix for Emergency Response (ARMER) Equipment Grant Program. Through this grant program DPS-ECN provides grant funding to support the purchase and upgrade of radio equipment for local, Tribal, and state agencies participating in the ARMER radio system. The term of the grant period is anticipated to be from October 1, 2024, to March 31, 2026. Funding will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. Award announcements will be made in August 2024. \$4,000,000 is available to fund approximately 100 awards, estimated to average \$40,000 each to eligible applicants. If Proctor were to be awarded this grant, we would allocate the matching 5% in the 2026 budget.

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**SOURCE OF FUNDS (if applicable)** 2026 Budgets \$2,000

**ATTACHMENT(S)** Resolution 37-24

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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## RESOLUTION NO. 37-24

### **AUTHORIZING THE SUBMISSION OF A GRANT PROPOSAL TO THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY, EMERGENCY COMMUNICATIONS NETWORKS DIVISION (DPS - ECN) FOR THE 2024-2026 ALLIED RADIO MATRIX FOR EMERGENCY RESPONSE (ARMER) AND COMMITTING A 5% MATCH IF THE GRANT IS AWARDED**

WHEREAS, the City of Proctor, Minnesota recognizes the need to enhance the communication capabilities of its public safety agencies; and

WHEREAS, the Proctor Police Department and the Proctor Volunteer Fire Department require radios and mobile radios to ensure effective and reliable communication during emergencies; and

WHEREAS, interoperability with the statewide Allied Radio Matrix for Emergency Response (ARMER) public radio communication system is essential for effective emergency response and coordination with other agencies; and

WHEREAS, the City of Proctor is using equipment that is not interoperable with the ARMER system; and

WHEREAS, the Minnesota Department of Public Safety, Emergency Communications Networks Division (DPS - ECN) is accepting grant proposals for the 2024-2026 ARMER program; and

WHEREAS, Minnesota Statutes, sections 403.36 subdivision 1e, provide the legal basis for the ARMER program; and

WHEREAS, the City of Proctor is committed to ensuring the safety and security of its residents through improved public safety communication systems

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

1. Authorization to Submit Grant Proposal: The City Council hereby authorizes the submission of a grant proposal to the Minnesota Department of Public Safety, Emergency Communications Networks Division (DPS - ECN) for the 2024-2026 Allied Radio Matrix for Emergency Response (ARMER) program.

2. Purpose of the Grant: The grant proposal shall seek funds for the purchase, upgrade, and replacement of radios and mobile radios for the Proctor Police Department and the Proctor Volunteer Fire Department to ensure interoperability with the statewide ARMER public radio communication system.
3. Commitment to Interoperability: The City of Proctor commits to ensuring that all radios and mobile radios acquired through this grant will be fully interoperable with the ARMER system, enhancing the ability of the Proctor Police Department and Proctor Volunteer Fire Department to communicate effectively with other public safety agencies.
4. Commitment to Matching Funds: The City of Proctor commits to providing a 5% match of the total grant amount if the grant is awarded, demonstrating the city's investment in and commitment to the success of this critical public safety project.
5. Designated Representative: The City Council designates Jess Rich, City Administrator, as the authorized representative to execute and submit all documents related to the grant proposal, including any necessary agreements with the Minnesota Department of Public Safety, Emergency Communications Networks Division (DPS - ECN).

Passed by a majority vote of the Proctor City Council this 17<sup>th</sup> day of June 2024.

BY:

Chad Ward  
Mayor

ATTEST:

Jess Rich  
City Administrator

CITY OF PROCTOR  
CORPORATE SEAL

1894



**CITY COUNCIL AGENDA DATE: June 17th, 2024**

**TO:** Proctor City Council

**FROM:** Fire Chief Kerry Helquist

**SUBJECT:** Recommendation Hiring – Firefighters

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:**

Consider Resolutions 38-24, 39-24, 40-24: Approving the Hiring of a Firefighter/EMR to the Proctor Fire Department

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**BACKGROUND**

Recommendation of adding three active firefighters: Devin Elmore, Samantha Elmore, and Paul Pavlatos to the Proctor Fire Department. This will bring the roster up to 21 active firefighters and 1 EMR only personnel

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**SOURCE OF FUNDS (if applicable)** None

**ATTACHMENT(S)** Resolutions 38-24, 39-24, 40-24

Chad Ward  
Mayor

# City of Proctor

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Jess Rich  
City Administrator

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6C



**RESOLUTION 38-24  
APPROVING THE HIRING OF A FIREFIGHTER/EMR TO  
THE PROCTOR FIRE DEPARTMENT**

WHEREAS, the City of Proctor operates a volunteer fire department; and

WHEREAS, the hiring of new volunteer firefighters has been previously approved by the council and the relief association to join the fire department; and

WHEREAS, the Fire Chief and city personnel have conducted ongoing recruitment of firefighters have found Devin Elmore to be capable of serving in this capacity; and

WHEREAS, according to City of Proctor §32.16 the Proctor City Council must approve the recommendation to add active members to the Proctor Fire Department; and

WHEREAS, the addition of Devin Elmore will bring the roster of the Proctor Fire Department to 21 firefighters and 1 EMR personnel.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA that the City Council hereby approves the hiring of Mr. Devin Elmore as an active firefighter/EMR to the Proctor Fire Department.

Passed by a majority vote of the Proctor City Council this 17<sup>th</sup> day of June 2024

BY:

Chad Ward  
Mayor

ATTEST:

Jess Rich  
City Administrator



Chad Ward  
Mayor

# City of Proctor

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City Administrator

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6D



**RESOLUTION 39-24  
APPROVING THE HIRING OF A FIREFIGHTER/EMR TO  
THE PROCTOR FIRE DEPARTMENT**

WHEREAS, the City of Proctor operates a volunteer fire department; and

WHEREAS, the hiring of new volunteer firefighters has been previously approved by the council and the relief association to join the fire department; and

WHEREAS, the Fire Chief and city personnel have conducted ongoing recruitment of firefighters have found Samantha Elmore to be capable of serving in this capacity; and

WHEREAS, according to City of Proctor §32.16 the Proctor City Council must approve the recommendation to add active members to the Proctor Fire Department; and

WHEREAS, the addition of Samantha Elmore will bring the roster of the Proctor Fire Department to 20 firefighters and 1 EMR personnel.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA that the City Council hereby approves the hiring of Ms. Samantha Elmore as an active firefighter/EMR to the Proctor Fire Department.

Passed by a majority vote of the Proctor City Council this 17<sup>th</sup> day of June 2024

BY:

Chad Ward  
Mayor

ATTEST:

Jess Rich  
City Administrator

Chad Ward  
Mayor

# City of Proctor

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Jess Rich  
City Administrator

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6E



**RESOLUTION 40-24  
APPROVING THE HIRING OF A FIREFIGHTER/EMR TO  
THE PROCTOR FIRE DEPARTMENT**

WHEREAS, the City of Proctor operates a volunteer fire department; and

WHEREAS, the hiring of new volunteer firefighters has been previously approved by the council and the relief association to join the fire department; and

WHEREAS, the Fire Chief and city personnel have conducted ongoing recruitment of firefighters have found Paul Pavlatos to be capable of serving in this capacity; and

WHEREAS, according to City of Proctor §32.16 the Proctor City Council must approve the recommendation to add active members to the Proctor Fire Department; and

WHEREAS, the addition of Paul Pavlatos will bring the roster of the Proctor Fire Department to 19 firefighters and 1 EMR personnel.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA that the City Council hereby approves the hiring of Mr. Paul Pavlatos as an active firefighter/EMR to the Proctor Fire Department.

Passed by a majority vote of the Proctor City Council this 17<sup>th</sup> day of June 2024

BY:  
Chad Ward  
Mayor

ATTEST:  
Jess Rich  
City Administrator

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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6F

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

**RESOLUTION 41-24**  
**AUTHORIZING CONSUMPTION OF ALCOHOLIC BEVERAGES**  
**IN PUBLIC PLACES IN PROCTOR IN CONJUNCTION WITH FESTIVALS**

WHEREAS, festivals and special events play a vital role in promoting tourism, invigorating community spirit, celebrating cultural diversity, and contributing to the economy of our community; and

WHEREAS, the City Council does recognize the value of special events and festivals and the rich history and responsibility businesses have shown in the sponsorship of said events; and

WHEREAS, dates and sites have been determined by Event Applications approved by the Public Safety Committee on June 17, 2024, and Attachment "A" to warrant the special events/festivals; and

WHEREAS: pursuant to Minn. Statute 340A.404 Subd 4 paragraph (b) the governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality.

NOW THEREFORE, BE IT RESOLVED through actions taken by the Mayor and City Council of the City of Proctor and pursuant to Minn. Stat. Sect 340A.404 Subd. 4 paragraph (b) the Proctor City Council hereby authorizes consumption of alcoholic beverages in public places designated by the City Council reflected in Event Application packets and in Attachment A, during community festivals and events.

Passed by a majority vote of the Proctor City Council, this 17<sup>th</sup> day of June 2024

BY:

Chad War  
Mayor

ATTEST:

Jess Rich  
City Administrator

## ATTACHMENT A FESTIVAL DATES and LOCATIONS

1. **Hoghead Festival Car Show.** Wed. August 14, 2024, Noon- 9:00 p.m.  
Attached map titled 2024 Hoghead Festival Car Show.

2. **Hoghead Festival.** Saturday, August 17, 2024, 7:00 a.m. – Recommendation TBD by Public Safety

Attached map titled 2024 Hoghead Festival.



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 = 06/17/2024

# General Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>ACME TOOLS</b>				
12847858	TOOLS AND BATTERIES FOR STREET AND PARK	05/31/2024	847.00	100-30-300-2210 Operating Supplies
Total ACME TOOLS:			847.00	
<b>AIRFIBER</b>				
57413	INTERNET SERVICE - 5 STATIC IPS	06/01/2024	121.35	100-10-120-3009 Computer Services
Total AIRFIBER:			121.35	
<b>ARROWHEAD PAINT PRODUCTS INC</b>				
50972	WHITE PAINT FOR BALLFIELD	05/31/2024	78.00	100-40-410-2210 Operating Supplies
Total ARROWHEAD PAINT PRODUCTS INC:			78.00	
<b>AT&amp;T MOBILITY</b>				
287291128817	FIRSTNET CELL PHONES/ HOTSPOTS	05/25/2024	698.03	100-20-210-3021 Telephone
Total AT&T MOBILITY:			698.03	
<b>BRAY&amp;REED</b>				
2365	AMERICA'S BEST VALUE LODGING TAX	07/31/2023	135.00	100-10-160-3004 Legal Fees
2940	PROSECUTION MATTERS	05/31/2024	2,500.00	100-10-160-3004 Legal Fees
Total BRAY&REED:			2,635.00	
<b>CINTAS</b>				
4191389617	STREET DEPT COVERALLS	05/02/2024	22.92	100-30-300-2217 Clothing
4191389617	POLICE DEPT MATS	05/02/2024	37.66	100-10-130-3000 Professional Services
4192118816	CITY HALL MATS, TOWELS, MOPS	05/09/2024	229.84	100-10-130-3000 Professional Services
4192118816	RUGS AND MATS - FIRE HALL	05/09/2024	34.59	100-20-220-3000 Professional Services
4192833090	RUGS AND MATS - FIRE HALL	05/16/2024	103.69	100-20-220-3000 Professional Services
4192833145	STREET DEPT COVERALLS	05/16/2024	22.92	100-30-300-2217 Clothing
4192833145	POLICE DEPT MATS	05/16/2024	37.66	100-10-130-3000 Professional Services
4193554181	STREET DEPT COVERALLS	05/23/2024	22.92	100-30-300-2217 Clothing
4193554181	CITY HALL MATS, TOWELS, MOPS	05/23/2024	138.28	100-10-130-3000 Professional Services
4194196144	STREET DEPT COVERALLS	05/30/2024	22.92	100-30-300-2217 Clothing
4194196144	POLICE DEPT MATS	05/30/2024	37.66	100-10-130-3000 Professional Services
Total CINTAS:			182.20	
<b>CONWAY SHIELD</b>				
0522759	LALONE DUAL CERT PANTS - PUBLIC SAFETY GRANT	05/30/2024	347.50	850-20-220-2217 Clothing
Total CONWAY SHIELD:			347.50	
<b>EARL F. ANDERSEN INC</b>				
01363112	WARNING SIGNS FOR UNFINISHED BUILDING ABOUT TO COLLAPSE	05/30/2024	213.95	100-30-300-2210 Operating Supplies
0136348	ADAPTER FOR STREET NAME SIGNS	06/05/2024	131.25	100-30-300-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total EARL F. ANDERSEN INC:			345.20	
<b>ELAN CORPORATE PAYMENT SYSTEMS</b>				
033891	BCA TRAINING / LEMASTERS	05/13/2024	150.00	100-20-210-3035 Training Expense
05102024	GLOCK - GUN PARTS	05/10/2024	43.35	100-20-210-2220 Supplies - Repair & M
1005	MEETING WITH COUNTY SWEEPERS	05/29/2024	185.65	100-30-300-3012 Meeting Expense
112847705819	AMAZON / DISPOSABLE GLOVES	05/13/2024	15.80	100-20-210-2210 Operating Supplies
112869409548	AMAZON / TISSUES	05/17/2024	34.38	100-20-210-2205 Office Supplies
2625970630	USPS POSTAGE/BCA - 24059011	05/10/2024	24.75	100-20-210-3022 Postage
2630663	NITRILE COATED WORK GLOVES - 12	05/01/2024	39.99	100-30-300-2210 Operating Supplies
26557320	GALLS / LEMASTERS EAR PROTECTION	05/09/2024	105.11	100-20-210-2217 Clothing
3149500	GFOA TRAINING - L BRUNFELT	05/02/2024	35.00	100-10-150-3035 Training Expense
3613793	FUEL FOR SKIDSTEER AT KWIK TRIP	05/06/2024	51.91	100-30-300-2212 Fuels & Lubricants
372822	MN CPA TRAINING	05/02/2024	79.00	100-10-150-3035 Training Expense
372824	MN CPA TRAINING	05/02/2024	158.00	100-10-150-3035 Training Expense
459964	MEETING WITH COUNTY SWEEPERS	05/29/2024	39.04	100-30-300-3012 Meeting Expense
5-28-24	MEAL ATTENDING ST LOUIS CTY CHIEFS MEETING IN VIRGINIA	05/29/2024	17.06	100-20-220-3031 Travel & Lodging Expe
5872230	HEAVY DUTY CABLE TIES	05/01/2024	62.50	100-30-300-2210 Operating Supplies
8717051	PRINTER TONER CARTRIDGES	05/16/2024	151.70	100-30-300-2205 Office Supplies
94045	ALEX SEWER LICENSE	05/28/2024	45.97	500-50-510-4438 Licenses & Permits
AU26439	ARMS UNLIMITED / WEAPON LIGHTS	05/20/2024	883.73	100-20-210-2210 Operating Supplies
WO-110851	BONE FROG GUN CLUB / AMMUNITION	05/22/2024	700.00	100-20-210-2210 Operating Supplies
Total ELAN CORPORATE PAYMENT SYSTEMS:			2,822.94	
<b>EMERGENCY AUTOMOTIVE TECH INC</b>				
DUL342730	2023 TAHOE - GPS	05/31/2024	115.00	100-20-210-4400 Repairs & Maintenanc
Total EMERGENCY AUTOMOTIVE TECH INC:			115.00	
<b>FASTER SOLUTIONS</b>				
130849	TOURISM WEBSITE UPDATES	06/01/2024	480.00	100-15-115-3000 Professional Services
Total FASTER SOLUTIONS:			480.00	
<b>GRANDMA S MARATHON-DULUTH INC</b>				
SP 004	2024 SPONSORSHIP	06/06/2024	2,500.00	100-15-115-3040 Advertising
Total GRANDMA S MARATHON-DULUTH INC:			2,500.00	
<b>GRUSSENDORF NURSERY INC</b>				
21585	RED MULCH FOR CITY HALL	06/05/2024	100.00	100-30-300-2210 Operating Supplies
Total GRUSSENDORF NURSERY INC:			100.00	
<b>HELQUIST, KERRY</b>				
061424	CELL PHONE JAN-JUN 2024	06/14/2024	300.00	100-20-220-3021 Telephone
Total HELQUIST, KERRY:			300.00	
<b>INTEGRIS LLC</b>				
50972	MONTHLY BILLING	06/12/2024	3,277.25	100-10-120-3009 Computer Services
Total INTEGRIS LLC:			3,277.25	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>INTERSTATE BATTERIES</b>				
190620102384	BATTERIES FOR ASPHALT TRAILER	06/11/2024	249.03	100-30-300-2220 Supplies - Repair & M
Total INTERSTATE BATTERIES :			249.03	
<b>MICHAEL GOLDEN</b>				
INV202442284	PARKING TICKET OVERPAYMENT	06/14/2024	30.00	100-35-351-3515 Administrative Fines
Total MICHAEL GOLDEN:			30.00	
<b>MN CHIEFS OF POLICE ASSOC</b>				
15830	RIEBEL - COMMAND ACADEMY	05/30/2024	825.00	100-20-210-3035 Training Expense
Total MN CHIEFS OF POLICE ASSOC:			825.00	
<b>MNIT SERVICES</b>				
DV24030434	MNIT SERVICES	06/12/2024	101.38	100-20-210-4433 Dues & Subscriptions
DV24050434	MNIT SERVICES	06/12/2024	101.38	100-20-210-4433 Dues & Subscriptions
Total MNIT SERVICES:			202.76	
<b>NORTHERN ENGINE &amp; SUPPLY INC</b>				
160820	AIR LINE COUPLER	06/10/2024	35.72	100-20-220-2220 Supplies - Repair & M
Total NORTHERN ENGINE & SUPPLY INC:			35.72	
<b>OREILLY AUTO PARTS</b>				
3290-329945	ISOLATOR FOR ASPHALT TRAILER	06/10/2024	133.70	100-30-300-2220 Supplies - Repair & M
5993-231030	WIPER BLADES 2015 CHEV 2500	05/16/2024	66.48	100-30-300-2220 Supplies - Repair & M
Total OREILLY AUTO PARTS:			200.18	
<b>PROCTOR BUILDERS-FIRE DEPT</b>				
2688989	BATTERIES, SQUEEGE	05/31/2024	84.87	100-20-220-2210 Operating Supplies
269049	PIPE TAPE AND PLUGS	06/07/2024	12.57	100-20-220-2220 Supplies - Repair & M
Total PROCTOR BUILDERS-FIRE DEPT:			97.44	
<b>PROCTOR JOURNAL</b>				
38738	CITY COUNCIL MINUTES 5.6.24	06/12/2024	311.37	100-10-110-3052 General Notices & Pub
38740	ADS FOR FAIR	06/12/2024	600.00	100-15-115-3040 Advertising
Total PROCTOR JOURNAL:			911.37	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016550000-0	UTILITIES - BDRY AVE & I35 LIFT STATION	05/21/2024	90.67	500-50-510-3080 Utilities
1108100000-06	UTILITIES - 100 PIONK DR A- CITY HALL	05/21/2024	1,831.65	100-10-130-3080 Utilities
1108200000-06	UTILITIES - 200 PIONK DR - CITY GARAGE	05/20/2024	349.50	100-30-300-3080 Utilities
1108850000-06	UTILITIES - CONCESSION STAND #2	05/31/2024	264.32	100-40-410-3080 Utilities
1112360000-06	UTILITIES - ALMAC DR LIFT STATION	05/20/2024	22.31	500-50-510-3080 Utilities
1127050000-06	UTILITIES - 225 FIFTH AVE - FIRE DEPT	05/22/2024	469.17	100-20-220-3080 Utilities
1191300000-06	UTILITIES-322 KIRKUS ST. SAND/SALT FACILITY	05/20/2024	18.39	100-30-300-3080 Utilities
Total PUBLIC UTILITIES COMMISSION:			3,046.01	
<b>SEH</b>				
467763	161800 2ND STREET CONSTRUCTION OBSERVATION	06/10/2024	3,261.50	301-30-330-3003 Engineering Fees

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
467763	161800 2ND STREET CONST STAKING	06/10/2024	344.07	301-30-330-3003 Engineering Fees
467768	177695 UGSTAD ROAD UTILITY EXT - 2PROJ MNGMT	06/10/2024	3,585.00	300-30-330-3003 Engineering Fees
467770	179284 - PICKLEBALL COURTS	06/10/2024	815.00	300-30-330-3003 Engineering Fees
Total SEH:			8,005.57	
<b>SHRED N GO INC _446138</b>				
167558	SHREDDING SERVICES	05/31/2024	93.93	100-10-120-3000 Professional Services
Total SHRED N GO INC _446138:			93.93	
<b>TEAMSTERS JC 32</b>				
5-24C-HRA	HRA - 5/24	05/31/2024	160.00	100-10-120-1131 Employer Paid Health
5-24C-HRA	HRA - 5/24	05/31/2024	160.00	100-10-150-1131 Employer Paid Health
5-24C-HRA	HRA - 5/24	05/31/2024	160.00	100-10-120-1131 Employer Paid Health
5-24C-HRA	HRA - 5/24	05/31/2024	960.00	100-20-210-1131 Employer Paid Health
5-24C-HRA	HRA - 5/24	05/31/2024	800.00	100-30-300-1131 Employer Paid Health
5-24C-HRA	HRA - 5/24	05/31/2024	160.00	100-15-115-1131 Employer Paid Health I
Total TEAMSTERS JC 32:			2,400.00	
<b>THOMSON REUTERS-WEST</b>				
850276483	THOMSON REUTERS CLEAR	06/01/2024	151.54	100-20-210-4433 Dues & Subscriptions
Total THOMSON REUTERS-WEST:			151.54	
<b>TOWNSQUARE MEDIA</b>				
4888423-1	RODEO MARKETING	05/31/2024	828.00	100-15-115-3040 Advertising
Total TOWNSQUARE MEDIA:			828.00	
<b>TROYS SERVICE</b>				
67255	2021 DURANGO 121 BRAKES/OIL CHANGE	05/28/2024	194.55	100-20-210-4400 Repairs & Maintenan
67323	2016 DURANGO 114 - OIL CHANGE	06/04/2024	47.69	100-20-210-4400 Repairs & Maintenan
Total TROYS SERVICE:			242.24	
<b>US BANK VOYAGER</b>				
869217786242	FUEL	06/08/2024	1,521.69	100-20-210-2212 Fuels & Lubricants
Total US BANK VOYAGER:			1,521.69	
<b>VC3 INC.</b>				
153958	AGREEMENT MITEL PHONE SUPPORT	06/13/2024	255.00	100-10-120-3021 Telephone
INV8448VC3	IT SUPPORT	05/31/2024	149.00	100-20-210-3009 Computer Services
Total VC3 INC.:			404.00	
<b>WEX BANK</b>				
97667341	FUEL - FIRE DEPT	06/07/2024	303.90	100-20-220-2212 Fuels & Lubricants
97667341	FUEL - PUC	06/07/2024	340.51	700-71-720-2212 Fuels & Lubricants
97667341	FUEL - STREET DEPT	06/07/2024	1,616.09	100-30-300-2212 Fuels & Lubricants
Total WEX BANK:			2,260.50	
Grand Totals:			36,354.45	



Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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

[Report].Date Paid = 06/17/2024

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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 = 06/17/2024

# Liquor Bills

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AMERICAN BOTTLING COMPANY</b>				
4615904237	SODA	06/04/2024	106.70	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			106.70	
<b>BERNICKS PEPSI</b>				
30099573	THC	06/05/2024	681.00	600-60-600-2255 THC Products
30099574	BEER	06/05/2024	2,816.60	600-60-600-2252 Beer Purchases
30099575	BEER	06/05/2024	52.66	600-60-600-2252 Beer Purchases
30101023	THC	06/12/2024	1,163.00	600-60-600-2255 THC Products
30101024	BEER	06/12/2024	4,528.45	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			9,136.39	
<b>BREAKTHRU BEVERAGE</b>				
116155476	SERVICE FEE	06/06/2024	27.05	600-60-600-3033 Freight & Express
116155476	LIQUOR	06/06/2024	539.42	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			566.47	
<b>C&amp;L DISTRIBUTING</b>				
1914293	BEER	06/04/2024	1,956.82	600-60-600-2252 Beer Purchases
1914293	SHIPPING	06/04/2024	3.00	600-60-600-3033 Freight & Express
1918633	SHIPPING	06/11/2024	3.00	600-60-600-3033 Freight & Express
1918633	BEER	06/11/2024	8,089.20	600-60-600-2252 Beer Purchases
2752000293	BEER	06/04/2024	56.86	600-60-600-2252 Beer Purchases
Total C&L DISTRIBUTING:			9,995.16	
<b>CINTAS</b>				
4194519871	MATS	06/03/2024	180.86	600-60-600-2210 Operating Supplies
Total CINTAS:			180.86	
<b>COCA COLA BOTTLING CO</b>				
3408661	SODA	06/11/2024	219.50	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO:			219.50	
<b>GLOBAL RESERVE DISTRIBUTION</b>				
ord-9857	THC	06/11/2024	374.00	600-60-600-2255 THC Products
Total GLOBAL RESERVE DISTRIBUTION:			374.00	
<b>JOHNSON BROTHERS INC</b>				
2551951	DELIVERY CHARGE	06/01/2024	17.04	600-60-600-3033 Freight & Express
2551951	LIQUOR	06/01/2024	320.60	600-60-600-2251 Liquor Purchases
2554043	DELIVERY CHARGE	06/05/2024	18.17	600-60-600-3033 Freight & Express
2554043	LIQUOR	06/05/2024	655.52	600-60-600-2251 Liquor Purchases
2554044	DELIVERY CHARGE	06/05/2024	2.73	600-60-600-3033 Freight & Express

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
2554044	WINE	06/05/2024	158.70	600-60-600-2253 Wine Purchases
2556238	DELIVERY CHARGE	06/07/2024	25.08	600-60-600-3033 Freight & Express
2556238	LIQUOR	06/07/2024	1,656.76	600-60-600-2251 Liquor Purchases
2556239	DELIVERY CHARGE	06/07/2024	2.18	600-60-600-3033 Freight & Express
2556239	WINE	06/07/2024	88.00	600-60-600-2253 Wine Purchases
2558612	DELIVERY CHARGE	06/12/2024	12.74	600-60-600-3033 Freight & Express
2558612	LIQUOR	06/12/2024	560.86	600-60-600-2251 Liquor Purchases
Total JOHNSON BROTHERS INC:			3,518.38	
<b>LAKESHORE ICE</b>				
02-407216	ICE	06/04/2024	70.18	600-60-600-2258 Misc Merchandise
02-407269	ICE	06/11/2024	79.90	600-60-600-2258 Misc Merchandise
03-404860	ICE	06/01/2024	92.64	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			242.72	
<b>MICHAUD DISTRIBUTING COMPANY</b>				
387973	FUEL SURCHARGE	06/03/2024	3.00	600-60-600-3033 Freight & Express
387973	BEER	06/03/2024	498.20	600-60-600-2252 Beer Purchases
388190	FUEL SURCHARGE	06/10/2024	3.00	600-60-600-3033 Freight & Express
388190	BEER	06/10/2024	622.25	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY:			1,126.45	
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>				
6793851	DELIVERY	06/05/2024	2.46	600-60-600-3033 Freight & Express
6793851	LIQUOR	06/05/2024	80.53	600-60-600-2251 Liquor Purchases
6797327	LIQUOR	06/12/2024	299.49	600-60-600-2251 Liquor Purchases
6797327	DELIVERY	06/12/2024	13.26	600-60-600-3033 Freight & Express
Total PHILLIPS WINE & SPIRITS CO.:			395.74	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016900000-0	UTILITIES - 9301 WESTGATE - MTN SPIRITS	05/21/2024	640.80	600-60-600-3080 Utilities
Total PUBLIC UTILITIES COMMISSION:			640.80	
<b>RANGE PAPER</b>				
19232	BAGS	05/29/2024	37.99	600-60-600-2210 Operating Supplies
Total RANGE PAPER:			37.99	
<b>SOUTHERN WINE &amp; SPIRITS</b>				
2489489	DELIVERY	06/07/2024	1.02	600-60-600-3033 Freight & Express
2489489	LIQUOR	06/07/2024	123.72	600-60-600-2251 Liquor Purchases
2489490	DELIVERY	06/07/2024	18.61	600-60-600-3033 Freight & Express
2489490	LIQUOR	06/07/2024	1,165.11	600-60-600-2251 Liquor Purchases
5111979	DELIVERY	05/31/2024	10.59	600-60-600-3033 Freight & Express
Total SOUTHERN WINE & SPIRITS:			1,319.05	
<b>TEAMSTERS JC 32</b>				
5-24C-HRA	HRA - 5/24	05/31/2024	160.00	600-60-600-1131 Employer Paid Health
Total TEAMSTERS JC 32:			160.00	

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Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Grand Totals:			<u>28,020.21</u>	

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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 = 06/17/2024

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Report Criteria:

# Check Register

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

Check Issue Date	Check Number	Payee	Amount
06/17/2024	43399	AIRFIBER	121.35
06/17/2024	43400	AMERICAN BOTTLING COMPANY	106.70
06/17/2024	43401	ARROWHEAD PAINT PRODUCTS INC	78.00
06/17/2024	43402	AT&T MOBILITY	698.03
06/17/2024	43403	BERNICKS PEPSI	9,136.39
06/17/2024	43404	BREAKTHRU BEVERAGE	566.47
06/17/2024	43405	C&L DISTRIBUTING	9,995.16
06/17/2024	43406	CINTAS	363.06
06/17/2024	43407	CONWAY SHIELD	347.50
06/17/2024	43408	EARL F. ANDERSEN INC	345.20
06/17/2024	43409	ELAN CORPORATE PAYMENT SYSTEMS	2,822.94
06/17/2024	43410	EMERGENCY AUTOMOTIVE TECH INC	115.00
06/17/2024	43411	FASTER SOLUTIONS	480.00
06/17/2024	43412	GLOBAL RESERVE DISTRIBUTION	374.00
06/17/2024	43413	GRANDMA S MARATHON-DULUTH INC	2,500.00
06/17/2024	43414	GRUSSENDORF NURSERY INC	100.00
06/17/2024	43415	INTERSTATE BATTERIES	249.03
06/17/2024	43416	JOHNSON BROTHERS INC	3,518.38
06/17/2024	43417	LAKESHORE ICE	242.72
06/17/2024	43418	MICHAEL GOLDEN	30.00
06/17/2024	43419	MNIT SERVICES	202.76
06/17/2024	43420	PHILLIPS WINE & SPIRITS CO.	395.74
06/17/2024	43421	RANGE PAPER	37.99
06/17/2024	43422	SHRED N GO INC _446138	93.93
06/17/2024	43423	SOUTHERN WINE & SPIRITS	1,319.05
06/17/2024	43424	THOMSON REUTERS-WEST	151.54
06/17/2024	43425	TOWNSQUARE MEDIA	828.00
06/17/2024	43426	US BANK VOYAGER	1,521.69
06/17/2024	43427	WEX BANK	2,260.50
06/17/2024	999914404	PUBLIC UTILITIES COMMISSION	3,686.81
06/17/2024	999914405	ACME ELECTRIC MOTOR INC	847.00
06/17/2024	999914406	BRAY&REED	2,635.00
06/17/2024	999914407	COCA COLA BOTTLING CO	219.50
06/17/2024	999914408	HELQUIST, KERRY	300.00
06/17/2024	999914409	INTEGRIS LLC	3,277.25
06/17/2024	999914410	MICHAUD DISTRIBUTING COMPANY	1,126.45
06/17/2024	999914411	MN CHIEFS OF POLICE ASSOC	825.00
06/17/2024	999914412	NORTHERN ENGINE & SUPPLY INC	35.72
06/17/2024	999914413	OREILLY AUTO PARTS	200.18
06/17/2024	999914414	PROCTOR BUILDERS-FIRE DEPT	97.44
06/17/2024	999914415	PROCTOR JOURNAL	911.37
06/17/2024	999914416	SEH	8,005.57
06/17/2024	999914417	TEAMSTERS JC 32	2,560.00
06/17/2024	999914418	TROYS SERVICE	242.24
06/17/2024	999914419	VC3, INC	404.00
Grand Totals:			64,374.66

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-00-000-2020	264.43	27,766.35-	27,501.92-
100-10-110-3052	311.37	.00	311.37
100-10-120-1131	320.00	.00	320.00
100-10-120-3000	93.93	.00	93.93
100-10-120-3009	3,398.60	.00	3,398.60
100-10-120-3021	255.00	.00	255.00
100-10-130-3000	251.26	229.84-	21.42
100-10-130-3080	1,831.65	.00	1,831.65
100-10-150-1131	160.00	.00	160.00
100-10-150-3035	272.00	.00	272.00
100-10-160-3004	2,635.00	.00	2,635.00
100-15-115-1131	160.00	.00	160.00
100-15-115-3000	480.00	.00	480.00
100-15-115-3040	3,928.00	.00	3,928.00
100-20-210-1131	960.00	.00	960.00
100-20-210-2205	34.38	.00	34.38
100-20-210-2210	1,599.53	.00	1,599.53
100-20-210-2212	1,521.69	.00	1,521.69
100-20-210-2217	105.11	.00	105.11
100-20-210-2220	43.35	.00	43.35
100-20-210-3009	149.00	.00	149.00
100-20-210-3021	698.03	.00	698.03
100-20-210-3022	24.75	.00	24.75
100-20-210-3035	975.00	.00	975.00
100-20-210-4400	357.24	.00	357.24
100-20-210-4433	354.30	.00	354.30
100-20-220-2210	84.87	.00	84.87
100-20-220-2212	303.90	.00	303.90
100-20-220-2220	48.29	.00	48.29
100-20-220-3000	103.69	34.59-	69.10
100-20-220-3021	300.00	.00	300.00
100-20-220-3031	17.06	.00	17.06
100-20-220-3080	469.17	.00	469.17
100-30-300-1131	800.00	.00	800.00
100-30-300-2205	151.70	.00	151.70
100-30-300-2210	1,394.69	.00	1,394.69
100-30-300-2212	1,668.00	.00	1,668.00
100-30-300-2217	91.68	.00	91.68
100-30-300-2220	449.21	.00	449.21
100-30-300-3012	224.69	.00	224.69
100-30-300-3080	367.89	.00	367.89
100-35-351-3515	30.00	.00	30.00
100-40-410-2210	78.00	.00	78.00
100-40-410-3080	264.32	.00	264.32
300-00-000-2020	.00	4,400.00-	4,400.00-
300-30-330-3003	4,400.00	.00	4,400.00
301-00-000-2020	.00	3,605.57-	3,605.57-
301-30-330-3003	3,605.57	.00	3,605.57
500-00-000-2020	.00	158.95-	158.95-
500-50-510-3080	112.98	.00	112.98
500-50-510-4438	45.97	.00	45.97
600-00-000-2020	109.52	28,129.73-	28,020.21-

GL Account	Debit	Credit	Proof
600-60-600-1131	160.00	.00	160.00
600-60-600-2210	218.85	.00	218.85
600-60-600-2251	5,402.01	.00	5,402.01
600-60-600-2252	18,511.52	109.52-	18,402.00
600-60-600-2253	246.70	.00	246.70
600-60-600-2254	326.20	.00	326.20
600-60-600-2255	2,218.00	.00	2,218.00
600-60-600-2258	242.72	.00	242.72
600-60-600-3033	162.93	.00	162.93
600-60-600-3080	640.80	.00	640.80
700-00-000-2020	.00	340.51-	340.51-
700-71-720-2212	340.51	.00	340.51
850-00-000-2020	.00	347.50-	347.50-
850-20-220-2217	347.50	.00	347.50
<b>Grand Totals:</b>	<b>65,122.56</b>	<b>65,122.56-</b>	<b>.00</b>

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Account description = "City Checking"