

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

**AGENDA**  
**PROCTOR CITY COUNCIL MEETING**  
**Monday, August 5, 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, July 15, 2024

**APPROVAL OF AGENDA**

**COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

**\*APPROVAL OF CONSENT AGENDA** One motion accepts all items listed under this agenda. Councilmembers 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 July 19, 2024

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

**\*3. COMMITTEE REPORTS**

A. PUC Minutes – 3/11/2024, 4/08/2024, 05/13/2024, 06/18/2024

B. PEDAs Minutes – 06/11/2024

**\*4. CLERK ADVISES COUNCIL**

A. Special Events/Public Safety

B. Fire Department Members Resignation Recognition

C. 2024 Second Quarter Financial Report

**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 45-24 Support for the CSAH 13 (Midway Road) Railroad Crossings Planning and Preliminary Engineering Project.

B. Resolution 46-24 Approving a Conditional Use Permit to Operate a Short-Term Rental

C. Resolution 47-24 Accepting Donation to the City of Proctor – Golf Course

D. Proclamation 01-24 National See Tracks? Think Train® Week

E. Mid-Term Market Rate Adjustment – Task Force Minutes and Recommendation

**7. Closed Session** - A portion of the meeting will be closed as permitted by section 13D.05, subdivision 3(C) to consider offers relating to the City's potential acquisition of portions of the following parcels of land: 185-0240-00607 and 185-0240-00750.

**MEMBER CONCERNS**

Rohweder:  
DeWall:  
Johnson:  
Benson:  
Ward:  
Chief Gaidis:

**BILLS FOR APPROVAL**

General: \$175,813.56  
Liquor: \$93,310.66  
TOTAL BILLS FOR APPROVAL: \$269,124.22

**ADJOURNMENT**

MINUTES OF THE PROCTOR CITY COUNCIL MEETING JULY 15, 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 Rory Johnson, Councilor Rohweder

OTHERS PRESENT: Administrator Rich, Ted Kiefat, City Attorney Matt Hanka, Administrative Assistant Megan Mazzuco, House Representative Natalie Zeleznikar, WIPFLI Representative, Rob Ganschow, Finance Director Leslie Brunfelt, Jim Schwarzbauer

M/S/P: Rohweder/Johnson to approve the City Council minutes from Monday, July 1, 2024, noting the following corrections:

Councilor Rohweder not in attendance and absent from the meeting.

M/S/P: Ward/Rohweder to approve the agenda for Monday, July 15, 2024.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Representative Natalie Zeleznikar is in attendance to present a summary of the most recent legislative session, accomplishments, and current goals for Proctor as she seeks reelection.

M/S/P: Johnson/Benson to approve the consent agenda for Monday, July 15, 2024.

**4. Clerk Advises Council**

A. 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. WIPFLI – 2023 Audit Report**

Rob Ganschow, WIPFLI presents the 2023 audit findings, indicating pages 6-12 provide a brief summary of the highlights, financial documents, and financial findings as included in the report. Additional highlights noted is the general fund analysis found on pages 15-17 along with the fund balance sheet.

M/S/P: Rohweder/Johnson to approve the 2023 audit report as presented by WIPFLI.

**B. Jim Schwarzbauer – Project Introduction**

Presents a summary of a current project to secure funding and the placement of statues honoring women’s efforts and contributions during WWII. He states he is not looking for funding from the city, but permission to place the statues on city property, additional information will be brought back to council as the project progresses.

**MEMBER CONCERNS**

Rohweder: None

DeWall: None

Benson: None

Johnson: Community picnic on Thursday at St. Rose 4:30-6:00 pm, EV charging station at Circle K by Spirit Mountain grant recipient

Ward: Candidacy filing period opens July 30<sup>th</sup> and closes on August 13<sup>th</sup>, 2<sup>nd</sup> Qtr FD call summary, Chip seal/County agreement information reached out to County Commissioner Musolf, apologizes for inconveniences, seeking potential reimbursement for towing charges.

Chief Gaidis: None

Administrator Rich: None

City Attorney – Matt Hanka: None

**TOTAL BILLS FOR APPROVAL:**

**General: \$73,677.43**

**Liquor: \$48,175.46**

**TOTAL BILLS FOR APPROVAL: \$121,852.89**

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

M/S/P: DeWall/Ward to adjourn the meeting at 6:35 PM.

## City of Proctor Payroll Summary by Department

Check Date Range      7/19/2024                      to                      7/19/2024

Department	Gross Wages	Overtime Hours	Overtime Wages	Double Overtime Hours	Double Overtime Wages
Council	2,200.00	-	-	-	-
City Admin	7,644.80	-	-	-	-
Finance	3,184.81	-	-	-	-
Police Department	26,673.92	63.50	3,353.97	-	-
Fire Department	-	-	-	-	-
Street Department	11,681.67	-	-	-	-
Liquor Store	6,331.39	23.00	597.18	-	-
PUC	6,573.47	-	-	-	-
Committees	-	-	-	-	-
Election Judges	-	-	-	-	-
<b>Total</b>	<b>64,290.06</b>	<b>86.50</b>	<b>3,951.15</b>	-	-

Minutes of the Proctor Public Utilities Commission meeting held on Monday, March 11, 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

Others who were present:

Charliene Jones, Commission Secretary  
Jess Rich, City Administrator  
John Bray, PUC Attorney  
Jim Butcher, PUC customer and Proctor resident

### **APPROVAL OF AGENDA**

Motion by DeWall, seconded by Pederson 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 December 11, 2023, January 8, 2024 & February 12, 2024.

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

Motion by DeWall, seconded by Pederson and carried: To approve the payroll pay dates of 2/16/24 & 3/01/24.

**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**

Jim Butcher inquired about the potential for any PUC funding for DC charger installations or any discounted EV Electric Charging Rates. The Commission told him we would look in into this.

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

- A. Water Maintenance Contractor update. Nothing new to report.
- B. Water tower maintenance update. SEH was given the go ahead to proceed with the project, with the inclusion of the SWLP recommendations of capping the sand in the bottom of the tower with concrete or the like and electrical modifications of moving the primary breaker and controls out of the vault. We are just waiting on an updated proposal from SEH to include this work.
- C. 2<sup>nd</sup> Street Project from 5<sup>th</sup> Ave to 9<sup>th</sup> Ave was discussed. The contractor installed the underground wiring for the street lighting during the last week of November. The light poles have an estimated ship date of 3/29/24.
- D. Service Territory Discussion. Nothing new to discuss.
- E. Forward looking budget items
  - seasonal summer help
  - rate structure and accessibility fee
  - generator

- water main to south Proctor
- new PUC truck

**2. NEW BUSINESS**

- A. Lead service line inventory update – nothing new to report. We will be starting the inventory with the 2<sup>nd</sup> Street Project. Secretary applied for a Technical Assistance Grant through the MN Dept of Health, but has not had any updates from them yet.
- 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 proposed water rate increases were discussed. They are holding a public hearing on 3/26/24 at 5:15 pm. Commission Secretary and one of the Commissioners will plan to attend.

**3. REPORT OF OFFICE**

- A. PUC Meter Reader/Water Technician position update.
- B. Booster (Pump) Station Pay App Request #6 was reviewed.

Motion by Bingaman, seconded by DeWall and carried: To approve USA Pay App Request #6 in the amount of \$44,233.55.

After further discussion, motion and seconded both rescinded by Bingaman and DeWall.

Motion by Bingaman, seconded by DeWall and carried: To approve USA Pay App Request #6 in the amount of \$44,233.55, minus a 5% retainer of the “TOTAL COMPLETED AND STORED TO DATE” in the amount of \$29,703.14, for a total payment of \$14,530.41 for this Pay App with the balance to be paid once the stoop is fixed and the silt fence removed.

- C. Sand Salt Building & PUC/Public Works Garage update - nothing new to report.
- D. SEH Monthly Meeting Minutes of 2-22-24 were reviewed.
- E. Tree trimming update. Our Vegetation Manager met with Zielies and will be meeting with Asplundh next week. We will hopefully have two bids for our next meeting.
- F. MMUA Capitol Letter was reviewed.

**4. FINANCIAL STATEMENTS**

- A. PUC January Income Statements were reviewed.

**5. APPROVAL OF BILLS**

- A. The MP February power bill was reviewed.

- B. The MP and SWL&P January & February maintenance bills were reviewed.

Motion by Bingaman, seconded by Pederson and carried: To table payment of the MP and SWL&P January & February maintenance bills, with a due date of April 22<sup>nd</sup>, until next meeting.

- C. The bills listing was reviewed.

Motion by Bingaman, seconded by Pederson and carried: To approve the bills presented and on file at the utility office, including all electronic payments for sales tax & payroll payables, but excluding the MP/SWLP Maintenance bill in the amount of \$35,778.22. Payable checks #020134 thru #020144.

**6. COMMUNICATIONS**

- A. Billing insert on back side of utility bills was reviewed.

- B. City Administrator correspondence of a resignation letter from City/PUC Attorney, John Bray, and Minutes of the Proctor City Council Special Meeting of March 6, 2024 were reviewed.

Motion by Bingaman, seconded by DeWall and carried: To accept the letter of resignation as submitted by City/PUC Attorney John Bray.

Commission Chair Bingaman thanked Attorney Bray, on behalf of the PUC Commission, for all his years of service and appreciate all he's done for PUC.

**7. LABOR & NEGOTIATION ISSUES**

**8. MEMBERS CONCERNS**

- A. Commissioner DeWall thanked Attorney Bray for his 30 years of service and for all he's done for the City and PUC.

Motion by DeWall, seconded by Pederson and carried: To adjourn the meeting at 7:07 p.m.

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Charliene Jones, Commission Secretary

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Eric Bingaman, Commission Chair



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

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

Minutes of the Proctor Public Utilities Commission meeting held on Monday, May 13, 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

Others who were present:

Charliene Jones, Commission Secretary  
Jess Rich, City Administrator

### **APPROVAL OF AGENDA**

Motion by Pederson, seconded by DeWall 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 April 8, 2024.

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

Motion by Bingaman, seconded by Pederson and carried: To approve the payroll pay dates of 4/12/24 & 4/26/24.

**DELINQUENT ACCOUNTS** were discussed. Cold Weather Rule ended on April 30<sup>th</sup> and we ended up having to disconnect one customer last week, who was able to get assistance and get reconnected right away.

### **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. We are just waiting for SEH to complete the bid proposal documents so we can advertise.
- 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 starting the remaining punch list items soon.
- D. Service Territory Discussion. Nothing new to discuss.
- E. 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.
- F. Forward looking budget items
  - seasonal summer help
  - rate structure and accessibility fee
  - generator – secretary left message with Generac's distributor, HM Cragg and is waiting for a return call
  - 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. Notices again went out on the back of the utility bills to explain the process, the grant and how customers can self-identify their own service line. It also gave the option and a link to schedule an in-person visit with SEH. Press release was also sent to the Proctor Journal and posted on the City website and Facebook pages.
- B. Attorney RFP – Recommendation was discussed. Council approved City Administrator’s recommendation to retain Fryberger Law Firm at their May 6, 2024 meeting and it is the recommendation of City Administrator and PUC Secretary (amongst other staff who weighed in as well) to retain Fryberger Law Firm as the PUC Attorney.

Motion by Bingaman, seconded by DeWall and carried: To approve retaining Fryberger Law Firm at the Proctor Public Utilities’ (PUC) attorney.

**3. REPORT OF OFFICE**

- A. PUC Meter Reader/Water Technician position update.
- B. Booster (Pump) Station update – nothing new to report, as we are waiting on the contractor documents from USA to close out the project.
- C. Sand Salt Building & PUC/Public Works Garage update - nothing new to report.
- D. SEH Monthly Meeting Minutes of 4-18-24 & 5-9-24 were reviewed.
- E. Tree trimming update. We received two bids for the work.

Motion by Bingaman, seconded by DeWall and carried: To accept the lowest responsible tree trimming bid from Asplundh in the amount of \$98,957.22 for both the primary and secondary in the green and yellow areas, as presented.

- F. MMUA Capitol Letter was reviewed.

**4. FINANCIAL STATEMENTS**

- A. PUC March Income Statements were reviewed.
- B. PUC Financial History & 2024 Rate Study were reviewed.

**5. APPROVAL OF BILLS**

- A. The MP March & April power bills & MP Press Release were reviewed.
- B. The MP and SWL&P March & April maintenance bills were reviewed.
- C. The bills listing was reviewed.

Motion by Pederson, seconded by Bingaman and carried: To approve the bills presented and on file at the utility office, including the MP & SWLP April

Maintenance bills in the amount of \$2,967.19 and all electronic payments for sales tax & payroll payables. Payable checks #020152 thru #020158.

**6. COMMUNICATIONS**

- A. Billing insert on back side of utility bills was reviewed under item 2A.
- B. City Administrator correspondence regarding an EV charging station at the Proctor Boundary Ave exit on the MIC TAC agenda was discussed. She will find out more information at the meeting tomorrow.

**7. LABOR & NEGOTIATION ISSUES**

**8. MEMBERS CONCERNS**

Motion by DeWall, seconded by Pederson and carried: To adjourn the meeting at 7:24 p.m.

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Charliene Jones, Commission Secretary

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Eric Bingaman, Commission Chair

Minutes of the Proctor Public Utilities Commission meeting held on Tuesday, June 18, 2024 at 5:00 p.m. in the Council Chambers at Proctor City Hall.

The following members were present:

Troy DeWall  
Derek Pederson

Others who were present:

Charliene Jones, Commission Secretary

### **APPROVAL OF AGENDA**

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

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

Motion by DeWall, seconded by Pederson and carried: To approve the PUC Regular Meeting minutes of May 13, 2024.

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

Motion by DeWall, seconded by Pederson and carried: To approve the payroll pay dates of 5/10/24 & 5/24/24.

**DELINQUENT ACCOUNTS** were discussed. We will have an update next meeting.

### **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. Pederson noted that, due to the advanced rusting on the interior of the tower, PUC has opted to split the project into two phases and is moving forward with a complete restoration of the interior this year. The project manual/bid proposal documents were reviewed.

Motion by DeWall, seconded by Pederson and carried: To approve the Project Manual for Rehabilitation of the 100,000 Gallon Water Tower, as presented with the updated change in advertising and bid opening dates, and authorize our Engineer to proceed with advertising for bids.

- C. 2<sup>nd</sup> Street Project from 5<sup>th</sup> Ave to 9<sup>th</sup> Ave was discussed. The project is nearing completion.
- D. Service Territory Discussion. Nothing new to discuss.
- E. 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.
- F. Forward looking budget items
  - seasonal summer help
  - rate structure and accessibility fee
  - generator – secretary e-mailed and left a voicemail with Generac's distributor, HM Cragg, to explain why we would need the oversized generator they proposed and has not received a reply yet.

- water main to south Proctor – no bonding passed this year so plan for next year
- 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. SEH will be wrapping up the inventory with door-to-door visits at the end of this month. Notices again went out on the front of the utility bills to remind customers of this mandatory reporting. July 15<sup>th</sup> is the deadline to report to the state.

**3. REPORT OF OFFICE**

- A. PUC Meter Reader/Water Technician position update. Water tech has been busy with lead service line inventory, meter changeouts and hydrant replacements.
- B. Booster (Pump) Station update. The final pay app, minus the retainer, was already paid. All contractor documents have been received and the punch list items completed. The balance of the retainer is included in the bills list for approval this meeting.
- C. Sand Salt Building & PUC/Public Works Garage update - nothing new to report.
- D. SEH Monthly Meeting Minutes of 6-12-24 were reviewed.
- E. Tree trimming update. Asplundh has received all their permitting and work has begun.

**4. FINANCIAL STATEMENTS**

- A. PUC April Income Statements were reviewed.
- B. 2024 Rate Study update was given. We should see a draft RFP for next meeting.

**5. APPROVAL OF BILLS**

- A. The MP May power bill was reviewed.
- B. The MP and SWL&P May maintenance bills were reviewed.
- C. The bills listing was reviewed.

Motion by Pederson, 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 #020159 thru #020168.

**6. COMMUNICATIONS**

- A. Billing insert on back side of utility bills was discussed.
- B. City Administrator correspondence was reviewed.



**7. LABOR & NEGOTIATION ISSUES**

**8. MEMBERS CONCERNS**

Motion by DeWall, seconded by Pederson and carried: To adjourn the meeting at 6:05 p.m.

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Charliene Jones, Commission Secretary

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Troy DeWall, Acting Commission Chair

Minutes of the Proctor Economic Development Authority Tuesday June 11, 2024, at the Proctor Area Community Center.

Meeting called to order by Chair Madson at 6:02 pm.

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

OTHERS PRESENT: Shaun Hainey, Northspan, City Administrator Jess Rich

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

Motion by Commissioner Schwarzbauer, seconded by Mayor Ward and carried (4-0) to approve the June 11, 2024 Agenda.

Communications: The Commission acknowledges receipt of the MIC 2050 Demographic Report submitted by Mayor Ward. Mayor Ward noted Proctor is projected to see a slight population increase.

City Administrator Rich reported on the progress of housing development.

Mr. Shaun Hainey of Northspan presented the athletic complex draft economic impact study findings.

MEMBER CONCERNS

Chair Madson: None

Commissioner Bingaman: Absent

Mayor Ward: None

Commissioner Schwarzbauer: None

Commissioner Jauhola: None

Motion by Chair Madson, seconded by Mayor Ward and carried (4-0) to adjourn at 8:05 PM



**CITY COUNCIL AGENDA DATE:** July 5, 2024

**TO:** Proctor City Council

**FROM:** City Administrator Rich

**SUBJECT:** Special Events

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**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:** Not applicable.

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**BACKGROUND**

The Public Safety Committee, Event Coordinator and City Administrator have approved the event permits stated below. In addition to the parade street closures, the public safety committee recommended the closure on the attached map for Saturday August 17, 2024 for pedestrian safety. Vendor applications are being accepted by the City of Proctor to vendor on public property in this area on Saturday August 17, 2024. No other activities are planned in the street closure area. The street will be closed beginning Saturday morning and will re-open Sunday morning.

Lakehead Racing Association XR Northern Storm Challenge Friday August 9, 2024

Proctor Pizza & Keyboard Lounge Hoghead Pet Parade Thursday August 15, 2024 (amplified outdoor music)

Proctor Hoghead Parade Saturday August 17, 2024

Keyboard Lounge Hoghead Lot Party Saturday August 17, 2024 (amplified outdoor music)

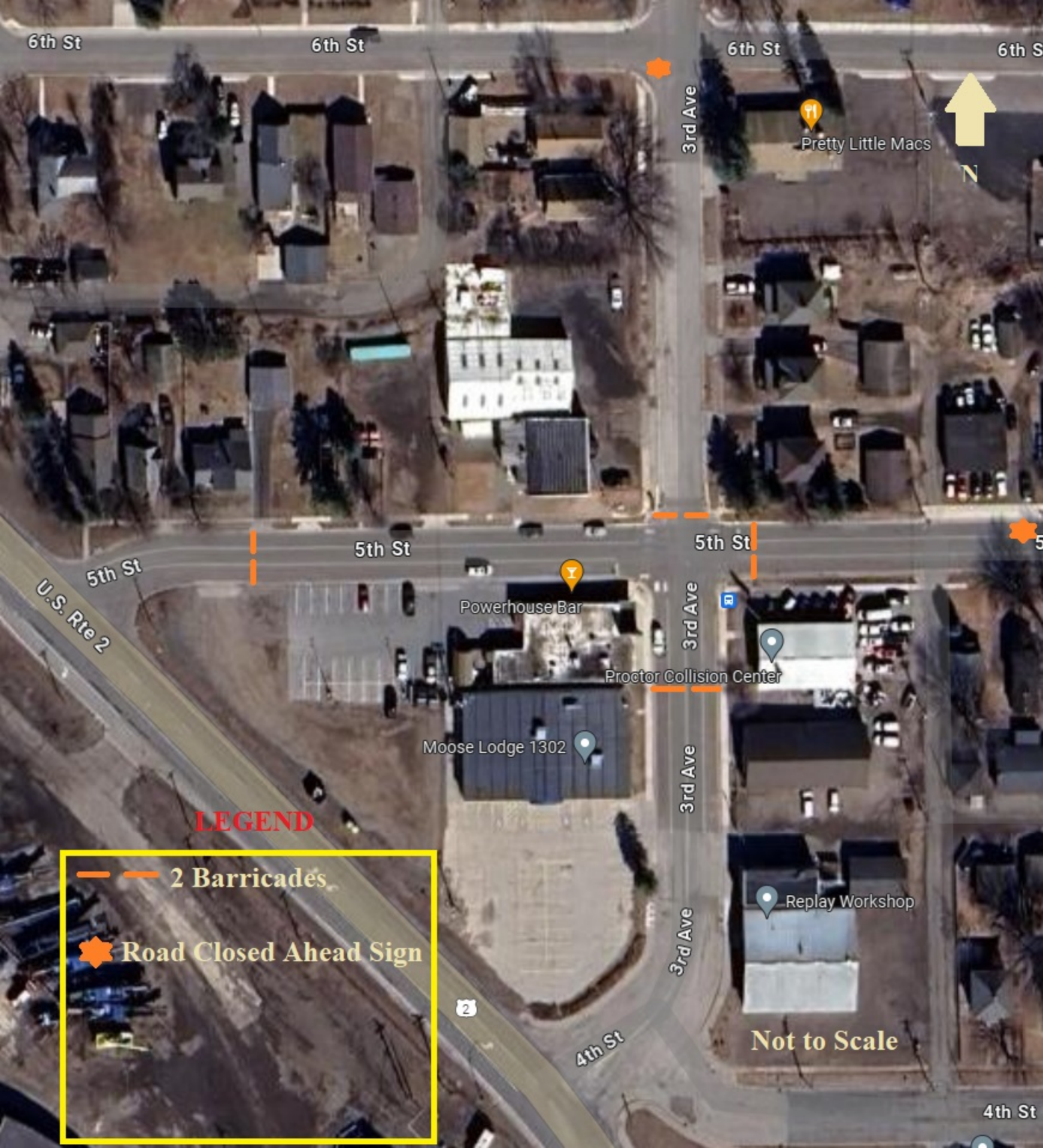
Lakehead Racing Association Monster Truck Nitro Tour Saturday September 14, 2024

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

**ATTACHMENT(S)** Event Applications and Street Closure Map

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6th St

6th St

6th St

6th St

3rd Ave

Pretty Little Macs



5th St

5th St

U.S. Rte 2

5th St

Powerhouse Bar

3rd Ave

Proctor Collision Center

Moose Lodge 1302

3rd Ave

**LEGEND**

— — 2 Barricades

★ Road Closed Ahead Sign

Replay Workshop

Not to Scale

2

4th St

3rd Ave

4th St

## City of Proctor Special Event Application

**Event:** Proctor Hoghead Parade

**Event Schedule (use additional sheets if needed)**

Start-End Dates	Starting Time	Ending Time	Anticipated Attendance
Aug 17 <sup>th</sup> 2024	11am Setup	2pm end of Parade	500

**Event Location/Address:** Proctor City Streets - See MAP

**Property Owner's Permission**

*I, the undersigned as owner or administrator of the property where the event will be located, grant permission for use of this property for the event described above.*

\_\_\_\_\_  
 Signature of Property Owner or City Administrator (City of Proctor)      Date \_\_\_\_\_      Phone Number \_\_\_\_\_

**Organization Name:** Proctor Community / Keyboard Lounge  
**Address/Phone/Email:** 304 3rd Ave

**Person Responsible for Coordination of Event**

Name/Phone/Email: Keyboard lounge LLC @ hotmail.com.

**Secondary Contact**

Name/Phone/Email: 218-730-6540

**General Event Information**

YES  NO Will you use any city property, including streets. Please list all city property that will be used, and include on site map. \_\_\_\_\_

YES  NO Will you use outdoor lighting or electricity provided by the City of Proctor? If yes, please describe and sign statement below.

**As sponsors of the event listed in this application, we have requested the use of outdoor lighting/electricity to be provided by the City of Proctor. We agree to pay the city's cost in providing this service as per City Ordinance, Chapter 610A, subd. 4.**

Signed: N/A      Date: \_\_\_\_\_

YES  NO Will your event include amusement rides, inflatable structures and/or children's games?

NOTE: All amusement rides must be approved by the City of Proctor.

YES  NO Will your event include the use of fireworks or other pyrotechnics?

NOTE: A permit obtained by the City of Proctor Fire/Rescue Department is required

### Entertainment

YES  NO Will your event have musical entertainment? — a float may have music  
YES  NO Will your event use amplified sound equipment?  
YES  NO Will your event require the use/construction of a stage?

### Security/Safety

Your event will be reviewed by the Proctor Public Safety Committee to determine public safety assistance needs.

YES  NO Will you be using a licensed professional security company?  
Company Name/Contact Person: Proctor Police department  
Phone Number/E-Mail: \_\_\_\_\_

YES  NO Will your event involve the use of traffic safety equipment? Describe.  
Pre-determined Blockades — See map

### Site Plan

You are required to provide a diagram of your event site plan and/or route and include the following items.

Outline of the entire event venue including the names of all streets that are part of the venue and surrounding area.

N/A Location of tents, fencing, barriers, parking and emergency access.

N/A Location of stages, tents, generators, portable toilets/restrooms, vendors, food booths, cooking areas and other temporary structures.

### Vendors/ Food / Beverage

YES  NO Will you have vendors at your event?  
If yes, you must provide a vendor list and items/services that will be sold.

YES  NO Will food be served at your event?  
Where will the food be prepared? \_\_\_ On Site \_\_\_ Off Site

Just Candy!  
☺

YES  NO Will you serve beer and/or wine?  
Will it be sold or provided free to attendees? \_\_\_\_\_

> Must have current liquor license, and provide copy of liability insurance with additional liquor liability naming the City of Proctor as an additional insured.



F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs and attorneys' fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self-insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here)     *SN*    

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here)     *SN*    

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here)     *SN*    

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here)     *SN*    

**IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT** is executed by the special event holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the special Event Holder hereto.

**PRINTED NAME OF SPECIAL EVENTS HOLDER:** Sara Nephew / Keyboard Lounge

**NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:**

Name Sara Nephew / Keyboard Lounge

Title Owner

Signature *[Handwritten Signature]*



Date 7/18/24

➤ **Current liability insurance in the amount of \$2,000,000 naming the City of Proctor as an additional insured must be on file prior to the event. If you are serving liquor, you must have additional liquor liability insurance in the amount of \$500,000.**



2024  
~~2023~~ Hoghead Festival  
 Parade Map  
 Saturday, August 19 17  
*Same Same route*



-  Sawhorse Barricades
-  Barricades

-  Pedestrian Traffic Only
-  Police

OFFICE USE ONLY  
 Date Submitted \_\_\_\_\_  
 Insurance Provided \_\_\_\_\_  
 Release Signed \_\_\_\_\_  
 PS/LC Review \_\_\_\_\_  
 Council Approval \_\_\_\_\_

## City of Proctor Special Event Application

Event: Keyboard Hoghead Lot Party

**Event Schedule (use additional sheets if needed)**


Start-End Dates	Starting Time	Ending Time	Anticipated Attendance
Aug 17 <sup>th</sup>	<del>12pm</del> 12pm	12am	200

or 11pm - whatever historically was allowed.

Event Location/Address: 304 3rd Ave Proctor MN 55810

**Property Owner's Permission**

I, the undersigned as owner or administrator of the property where the event will be located, grant permission for use of this property for the event described above.

  
 Signature of Property Owner or City Administrator (City of Proctor)     
 7/18/24     
 Date     
 218-730-6540     
 Phone Number

Organization Name: Keyboard lounge

Address/Phone/Email: KeyboardloungeLLC@hotmail.com

**Person Responsible for Coordination of Event**

Name/Phone/Email: Sara Nephew

**Secondary Contact**

Name/Phone/Email: 218-730-6540

**General Event Information**

YES  NO Will you use any city property, including streets. Please list all city property that will be used, and include on site map. \_\_\_\_\_

YES  NO Will you use outdoor lighting or electricity provided by the City of Proctor? If yes, please describe and sign statement below.

**As sponsors of the event listed in this application, we have requested the use of outdoor lighting/electricity to be provided by the City of Proctor. We agree to pay the city's cost in providing this service as per City Ordinance, Chapter 610A, subd. 4.**

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

YES  NO Will your event include amusement rides, inflatable structures and/or children's games?

**NOTE:** All amusement rides must be approved by the City of Proctor.

YES  NO Will your event include the use of fireworks or other pyrotechnics?

**NOTE:** A permit obtained by the City of Proctor Fire/Rescue Department is required

### Entertainment

YES  NO Will your event have musical entertainment? ~ DJ

YES  NO Will your event use amplified sound equipment?

YES  NO Will your event require the use/construction of a stage?

### Security/Safety

Your event will be reviewed by the Proctor Public Safety Committee to determine public safety assistance needs.

YES  NO Will you be using a licensed professional security company?

Company Name/Contact Person: in house Security - Establishment Staff.

Phone Number/E-Mail: \_\_\_\_\_

YES  NO Will your event involve the use of traffic safety equipment? Describe.

NO, We will, however, use fencing to Enclose the Lot.

### Site Plan

You are required to provide a diagram of your event site plan and/or route and include the following items.

Outline of the entire event venue including the names of all streets that are part of the venue and surrounding area. N/A.

Location of tents, fencing, barriers, parking and emergency access.

Location of stages, tents, generators, portable toilets/restrooms, vendors, food booths, cooking areas and other temporary structures.

### Vendors/ Food / Beverage

YES  NO Will you have vendors at your event?  
If yes, you must provide a vendor list and items/services that will be sold.

YES  NO Will food be served at your event?  
Where will the food be prepared? X On Site \_\_\_ Off Site

YES  NO Will you serve beer and/or wine?  
Will it be sold or provided free to attendees? Sold

- Must have current liquor license, and provide copy of liability insurance with additional liquor liability naming the City of Proctor as an additional insured.

**-EVENT SPONSOR-  
RELEASE AND INDEMNIFICATION AGREEMENT  
City of Proctor Minnesota**

**THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. PLEASE READ CAREFULLY BEFORE SIGNING.**

In consideration for being permitted to engage in the following special event activities on City of Proctor property (name of event): Keyboard Hoghead 101 Party

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) EW

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES \_\_\_ NO \_\_\_

(Special Events Holder initials here) EW

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) EW

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) EW

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) EW



## City of Proctor Special Event Application

**Event:** Hoghead Pet Parade

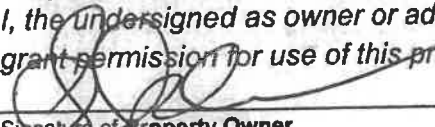
**Event Schedule (use additional sheets if needed)**

Start-End Dates	Starting Time	Ending Time	Anticipated Attendance
Aug 15 2024	5pm	7pm	50

**Event Location/Address:** 304 3rd Ave Proctor MN 55810

**Property Owner's Permission**

*I, the undersigned as owner or administrator of the property where the event will be located, grant permission for use of this property for the event described above.*

  
 Signature of Property Owner or City Administrator (City of Proctor)     
 7/18/24     
 Date     
 218-730-6540     
 Phone Number

**Organization Name:** Proctor Pizza & Keyboard lounge  
**Address/Phone/Email:** KeyboardloungeLLC@hotmail.com

**Person Responsible for Coordination of Event**

Name/Phone/Email: Sara Nephew Keyboard lounge LLC@hotmail.com

**Secondary Contact**

Name/Phone/Email: Nikki Brenna

**General Event Information**

YES  NO Will you use any city property, including streets. Please list all city property that will be used, and include on site map. \_\_\_\_\_

YES  NO Will you use outdoor lighting or electricity provided by the City of Proctor? If yes, please describe and sign statement below.

***As sponsors of the event listed in this application, we have requested the use of outdoor lighting/electricity to be provided by the City of Proctor. We agree to pay the city's cost in providing this service as per City Ordinance, Chapter 610A, subd. 4.***

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

YES  NO Will your event include amusement rides, inflatable structures and/or children's games?

**NOTE:** All amusement rides must be approved by the City of Proctor.

YES  NO Will your event include the use of fireworks or other pyrotechnics?

**NOTE:** A permit obtained by the City of Proctor Fire/Rescue Department is required

### Entertainment

YES  NO Will your event have musical entertainment?

YES  NO Will your event use amplified sound equipment? — Just to Announce the Pets

YES  NO Will your event require the use/construction of a stage?

### Security/Safety

Your event will be reviewed by the Proctor Public Safety Committee to determine public safety assistance needs.

YES  NO Will you be using a licensed professional security company?

Company Name/Contact Person: \_\_\_\_\_

Phone Number/E-Mail: \_\_\_\_\_

YES  NO Will your event involve the use of traffic safety equipment? Describe.

\_\_\_\_\_

### Site Plan

You are required to provide a diagram of your event site plan and/or route and include the following items.

- Outline of the entire event venue including the names of all streets that are part of the venue and surrounding area.
- Location of tents, fencing, barriers, parking and emergency access.
- Location of stages, tents, generators, portable toilets/restrooms, vendors, food booths, cooking areas and other temporary structures.

### Vendors/ Food / Beverage

YES  NO Will you have vendors at your event?

If yes, you must provide a vendor list and items/services that will be sold.

YES  NO Will food be served at your event?

Where will the food be prepared?  On Site  Off Site

YES  NO Will you serve beer and/or wine?

Will it be sold or provided free to attendees? \_\_\_\_\_

- > Must have current liquor license, and provide copy of liability insurance with additional liquor liability naming the City of Proctor as an additional insured. Current Liquor license on file

event is occurring at An Alcohol establishment Lot

**-EVENT SPONSOR-  
RELEASE AND INDEMNIFICATION AGREEMENT  
City of Proctor Minnesota**

**THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. PLEASE READ CAREFULLY BEFORE SIGNING.**

In consideration for being permitted to engage in the following special event activities on City of Proctor property (name of event): Hoghead Pet Parade

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here)   *SR*  

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES \_\_\_ NO \_\_\_

(Special Events Holder initials here)   *SR*  

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here)   *SR*  

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here)   *SR*  

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here)   *SR*



F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs and attorneys' fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self-insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) SV

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) SV

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) S

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) S

**IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT** is executed by the special event holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the special Event Holder hereto.

**PRINTED NAME OF SPECIAL EVENTS HOLDER:** Sara Nephew

**NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:**

Name Keyboard Lounge / Sara Nephew

Title Owner

Signature [Signature]

Date 7/18/24

➤ **Current liability insurance in the amount of \$2,000,000 naming the City of Proctor as an additional insured must be on file prior to the event. If you are serving liquor, you must have additional liquor liability insurance in the amount of \$500,000.**





YES  NO

Will your event include amusement rides, inflatable structures and/or children's games?

NOTE: All amusement rides must be approved by the City of Proctor.

YES  NO

Will your event include the use of fireworks or other pyrotechnics?

NOTE: A permit obtained by the City of Proctor Fire/Rescue Department is required

**Entertainment**

YES  NO

Will your event have musical entertainment?

YES  NO

Will your event use amplified sound equipment?

YES  NO

Will your event require the use/construction of a stage?

**Security/Safety**

Your event will be reviewed by the Proctor Public Safety Committee to determine public safety assistance needs.

YES  NO

Will you be using a licensed professional security company?

Company Name/Contact Person: \_\_\_\_\_

Phone Number/E-Mail: \_\_\_\_\_

YES  NO

Will your event involve the use of traffic safety equipment? Describe.

\_\_\_\_\_

**Site Plan**

You are required to provide a diagram of your event site plan and/or route and include the following items.

- Outline of the entire event venue including the names of all streets that are part of the venue and surrounding area.
- Location of tents, fencing, barriers, parking and emergency access.
- Location of stages, tents, generators, portable toilets/restrooms, vendors, food booths, cooking areas and other temporary structures.

**Vendors/ Food / Beverage**

YES  NO

Will you have vendors at your event?

If yes, you must provide a vendor list and items/services that will be sold.

YES  NO

Will food be served at your event?

Where will the food be prepared? \_\_\_ On Site \_\_\_ Off Site

YES  NO

Will you serve beer and/or wine?

Will it be sold or provided free to attendees? Sold

➤ Must have current liquor license, and provide copy of liability insurance with additional liquor liability naming the City of Proctor as an additional insured.

**-EVENT SPONSOR-  
RELEASE AND INDEMNIFICATION AGREEMENT  
City of Proctor Minnesota**

**THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. PLEASE READ CAREFULLY BEFORE SIGNING.**

In consideration for being permitted to engage in the following special event activities on City of Proctor property (name of event): Monster Truck Nitro Town

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) BS

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES  NO

(Special Events Holder initials here) BS

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) BS

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) BS

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) BS

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs and attorneys' fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self-insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) BS

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) BS

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) BS

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) BS

**IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT** is executed by the special event holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the special Event Holder hereto.

**PRINTED NAME OF SPECIAL EVENTS HOLDER:** Chris Kroening

**NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:**

Name: Billee Suomala

Title: Secretary

Signature: Billee Suomala

Date: 07/28/24

- **Current liability insurance in the amount of \$2,000,000 naming the City of Proctor as an additional insured must be on file prior to the event. If you are serving liquor, you must have additional liquor liability insurance in the amount of \$500,000.**



Parking





YES  NO Will your event include amusement rides, inflatable structures and/or children's games?

NOTE: All amusement rides must be approved by the City of Proctor.

YES  NO Will your event include the use of fireworks or other pyrotechnics?

NOTE: A permit obtained by the City of Proctor Fire/Rescue Department is required

### Entertainment

YES  NO Will your event have musical entertainment?

YES  NO Will your event use amplified sound equipment?

YES  NO Will your event require the use/construction of a stage?

### Security/Safety

Your event will be reviewed by the Proctor Public Safety Committee to determine public safety assistance needs.

YES  NO Will you be using a licensed professional security company?

Company Name/Contact Person: \_\_\_\_\_

Phone Number/E-Mail: \_\_\_\_\_

YES  NO Will your event involve the use of traffic safety equipment? Describe.

\_\_\_\_\_

### Site Plan

You are required to provide a diagram of your event site plan and/or route and include the following items.

Outline of the entire event venue including the names of all streets that are part of the venue and surrounding area.

Location of tents, fencing, barriers, parking and emergency access.

Location of stages, tents, generators, portable toilets/restrooms, vendors, food booths, cooking areas and other temporary structures.

### Vendors/ Food / Beverage

YES  NO Will you have vendors at your event?

If yes, you must provide a vendor list and items/services that will be sold.

YES  NO Will food be served at your event?

Where will the food be prepared?  On Site \_\_\_ Off Site

YES  NO Will you serve beer and/or wine?

Will it be sold or provided free to attendees? Sold

➤ Must have current liquor license, and provide copy of liability insurance with additional liquor liability naming the City of Proctor as an additional insured.

**-EVENT SPONSOR-  
RELEASE AND INDEMNIFICATION AGREEMENT  
City of Proctor Minnesota**

**THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. PLEASE READ CAREFULLY BEFORE SIGNING.**

In consideration for being permitted to engage in the following special event activities on City of Proctor property (name of event): XII Northern Storm

Special Events Holder hereby acknowledges, represents, and agrees as follows:

- A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) BS

- B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES \_\_\_ NO

(Special Events Holder initials here) BS

- C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) BS

- D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) BS

- E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) BS

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs and attorneys' fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self-insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) BS

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) BS

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) BS

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) BS

**IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT** is executed by the special event holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the special Event Holder hereto.

**PRINTED NAME OF SPECIAL EVENTS HOLDER:** \_\_\_\_\_

**NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:**

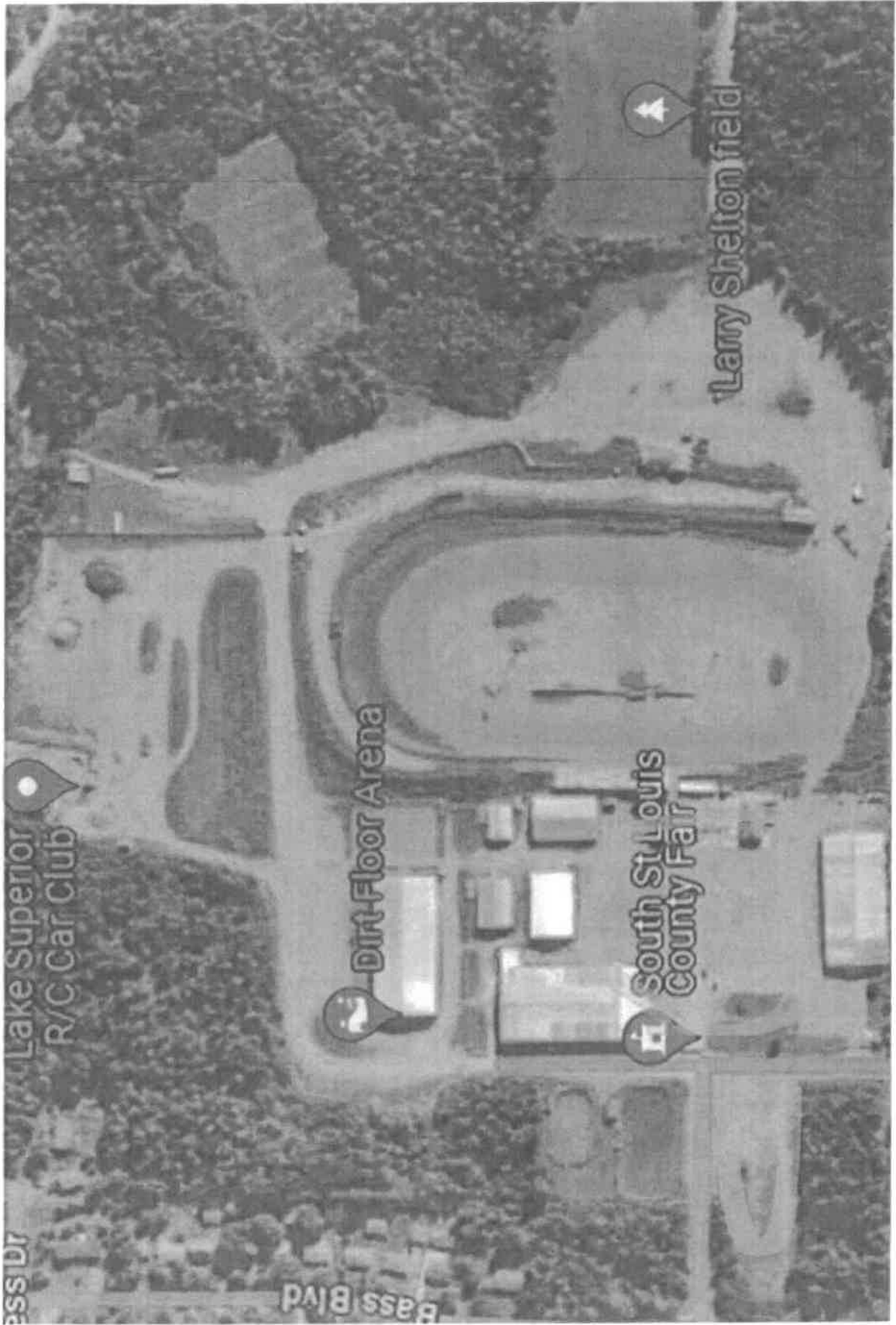
Name Billie Suomala

Title Secretary

Signature Billie Suomala

Date 7/6/2024

➤ **Current liability insurance in the amount of \$2,000,000 naming the City of Proctor as an additional insured must be on file prior to the event. If you are serving liquor, you must have additional liquor liability insurance in the amount of \$500,000.**



Parking



**CITY COUNCIL AGENDA DATE:** August 5, 2024

**TO:** Proctor City Council

**FROM:** Fire Chief Kerry Helquist and City Administrator Rich

**SUBJECT:** CAC Fire Department Member Resignation

---

**OTHER:**

**RESOLUTION:**

**ORDINANCE:**

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**REQUESTED ACTION:**

Fire Department Member Derek Parendo submitted and Fire Chief Helquist accepted his resignation from the Proctor Volunteer Fire Department. Recognition and appreciation to Mr. Parendo for his 19 years of service to the community.

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**BACKGROUND**

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

**ATTACHMENT(S)** None

To: City Council  
From: Leslie Brunfelt, Finance Director  
Date: July 30, 2024  
Re: Quarterly Financial Update

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### Finance Highlights

- 2024 Sales tax revenues through May are 3.7% lower than in 2023.
- Lodging tax revenues in 2024 are essentially flat compared to 2023.
- The liquor store sales were up 8.7% versus last year for the first half of the year. Gross Margin 28.9% vs. 25.3% last year and a budget of 26.7%.
- General Fund Receipts
  - Sno-cross Police Services \$7,225
  - 2024 Midway Fire Contract \$30,300
  - 2023-2024 School year SRO contract \$25,000
  - Interest \$35,900
  - Unrealized Gains \$32,900
- See the expenditure analysis on page four for an explanation of the expenditure variances.

Proctor has received a total of \$330,906.61 in funds from the American Rescue Plan (ARP). The current guidance from the Treasury department allows for awards up to \$10 million to be used to replace lost revenue related to the pandemic. This application allows the City of Proctor to use the funds for the “General Provisions of Government”. **These funds must be obligated by the end of 2024 and spent by the end of 2026.**

Council has designated funds for the following projects:

1. Fire Department SCBA units - \$21,404, completed.
2. Sand Salt Facility -\$200,000, completed.
3. Park Improvements – Playground for Everybody \$7,331, completed.
4. Park Improvements – **Playground for Everybody \$12,669, pending.**
5. Park Improvements – **Pickleball Courts \$89,503, pending.**

### Current Economics

On a National Level, according to HilltopSecurities 2024 Q2 Economic Commentary, an unexpected increase in inflationary pressure had pushed bonds yields sharply higher in the first quarter and tempered expectations for aggressive Fed easing in 2024. In the second quarter, inflation appeared to settle down again, although both investors and Fed officials are viewing the resumed decrease in price pressure with a cautious eye.

The main reason for the skepticism is the continued resilience of the economy, and corresponding labor market strength. The final reading of Q1 GDP was +1.4% (QoQ SAAR), but second quarter growth appears to have turned slightly higher. Housing appears to be most of the problem for inflationary pressures. There simply isn't enough supply.

In late June, the International Monetary Fund (IMF), in its annual review of the U.S. economy, warned that record deficits and escalating debt levels pose "a growing risk" to the global economy and urged the United States to address the problem while its economy was strong. Back in April, IMF officials had scolded the U.S. for running deficits that acted to stimulate the economy, effectively countering Fed policy and keeping interest rates unnecessarily elevated. The domestic economy may be at a turning point, but it's not just the near-term data that will dictate market direction. Geopolitical uncertainty continues to rise, while pretend-and-extend election promises made by both parties threaten to make normality unrecognizable.

### **State Budget outlook:**

Minnesota's net general fund receipts for FY24 are now estimated to total \$30.2 billion, \$421 million (1.4%) more than projected in the February forecast.

Minnesota's labor participation rate (67.8%) exceeds that of the US (62.6%) and continues to be among the highest in the country. The unemployment rate is 2.9% vs. 4.1% nationally. Over the past year, Minnesota has gained 29,711 payroll jobs, up 1.0%. The private sector gained 10,295 jobs, up 0.4%. "We closely monitor job and labor force growth, and we continue to believe that job growth, particularly in certain sectors, is constrained by a lack of available workers with necessary skills," said **DEED Commissioner Matt Varilek**

Wages for Minnesota workers have outpaced inflation and national wage growth. Average wages for all private sector workers increased \$2.02, or 5.7% over the year.

### **National Outlook:**

The near-term outlook for U.S. real GDP growth remains stable and consistent with Minnesota's Budget and Economic Forecast, prepared in February 2024. S&P Global Market Intelligence (SPGMI), Minnesota's macroeconomic consultant, expects annual real GDP to grow 2.4 percent this year, followed by 1.6 percent in 2025 and 1.7 percent in the year 2026. SPGMI slightly lowered their 2027 forecast by 0.1 percentage points to 1.7 percent. SPGMI forecasts the inflation rate in the consumer price index (CPI, all items) of 3.0 percent in 2024, up from 2.8. SPGMI expects the first FOMC rate cut to take place in December, seven months later than expected in the February forecast.

City of Proctor  
Cash Balances  
June 30, 2024

Fund	Current Balance
100 - General Fund	3,920,401
200 - Cable Communications Fund	148,886
300 - Construciton Projects	(890,087)
400 - Closed Debt Service Funds	155,227
493 - Equip Cert 2012A, Refunding	16,584
494 - 2015 Improvement Refund Bonds	72,577
495 - 2016A Advance Refunding Bonds	108,580
496 - 2018A GO Bonds Almac and 6th S	(46,828)
497 - 2023A GO 2nd Street	184,192
500 - Sewer Fund	2,431,887
525 - Storm Sewer Fund	(61,176)
550 - Golf Course Fund	(266,934)
600 - Liquor Fund	236,498
700 - Public Utilities Commission	7,217,029
810 - Proctor BDRHC Fund	14,188
830 - Proctor Economic Development	124,253
850 - Public Safety Capital Equipment	140,271
	13,365,278

Cash balances are 17.4% higher than June 2023. City's General Fund cash of \$3.9 million is 126% of the City's General Fund 2024 budget. We are still waiting for the \$500,000 reimbursement grant for the Sand and Salt shed. The City is not projecting any cash flow issues.



City of Proctor  
 Select Departmental and Fund Expenditure/Expense Budget Variance Report  
 January - June 2024

	2024 Annual Budget	2024 YTD Budget	2024 YTD Actual	Budget Variance over (under)	over (under) %	
General Fund	3,083,897	1,484,208	1,334,347	(149,862)	-10%	
Police	1,252,003	649,081	587,598	(61,483)	-9%	1
Fire	270,983	105,226	77,893	(27,334)	-26%	2
Streets	531,177	279,163	242,935	(36,228)	-13%	3
Parks	88,988	52,054	36,385	(15,669)	-30%	4
City Admin	457,620	230,420	210,392	(20,028)	-9%	5
Council/Mayor	302,105	71,953	75,905	3,953	5%	
Legal	52,500	26,250	27,964	1,714	7%	
City Hall	128,522	70,061	75,275	5,214	7%	6
Liquor Store	1,239,432	625,061	583,572	(41,489)	-7%	7
PEDA	55,000	27,500	2,167	(25,333)	0%	
Public Safety	117,440	117,440	121,095	3,656	0%	

**Explanation of Significant Variances**

- 1 - Lower salaries and benefits tied to open positions \$48.5K, lower than budgeted Workers Comp Insurance \$5K and timing of general operating expenses.
- 2 - Salaries are lower by \$7,500 due to fewer people/calls along with timing of general operating expenses.
- 3 - Primarily timing of repairs and maintenance.
- 4 & 5 - Timing of general operations
- 6 - Timing of Johnson Controls annual maintenance agreement.
- 7 - Seasonal sales cycle is not necessarily reflected in the YTD Budget. COGS is lower than budgeted.

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 45-24**

### **A Resolution of Support for the CSAH 13 (Midway Road) Railroad Crossings Planning and Preliminary Engineering Project**

WHEREAS, there are two railroad crossings on CSAH 13 (Midway Rd), identified as USDOT #251850G and #251905S, that each carry approximately 30 trains per day; and

WHEREAS, CSAH 13 (Midway Rd) is a minor arterial and a regionally significant highway within the Duluth metropolitan area that connects I-35 to US 53 that serves 7,000 vehicles per day at both railroad crossings; and

WHEREAS, the combination of a high volume of trains and vehicles results in significant delays for traffic on CSAH 13 (Midway Rd) and creates a risk for high-speed rear-end type crashes; and

WHEREAS, St. Louis County led the CSAH 13 (Midway Rd) Railroad Crossings Exploration Study in 2023 and found that both railroad crossings are a top concern on the CSAH 13 (Midway Rd) corridor and that there should be improvements completed at both railroad crossings; and

WHEREAS, the St. Louis County Railroad Crossing Safety Plan prioritizes the railroad crossings on CSAH 13 (Midway Rd) and recommends a grade separation (bridge overpass) at both railroad crossings; and

WHEREAS, St. Louis County is seeking funding for the CSAH 13 (Midway Road) Railroad Crossings Planning and Preliminary Engineering Project through the Railroad Crossing Elimination Grant Program which is a grant program included in the Infrastructure Investment and Jobs Act (IIJA).

THEREFORE, BE IT RESOLVED, that the City of Proctor recognizes CSAH 13 (Midway Rd) as a regionally significant highway for the Duluth metropolitan area.

BE IT FURTHER RESOLVED, that the City of Proctor supports St. Louis County's Railroad Crossing Elimination Grant Program funding application for the CSAH 13 (Midway Road) Railroad Crossings Planning and Preliminary Engineering Project.

Passed by a majority vote of the Proctor City Council this 5<sup>th</sup> day of August 2024

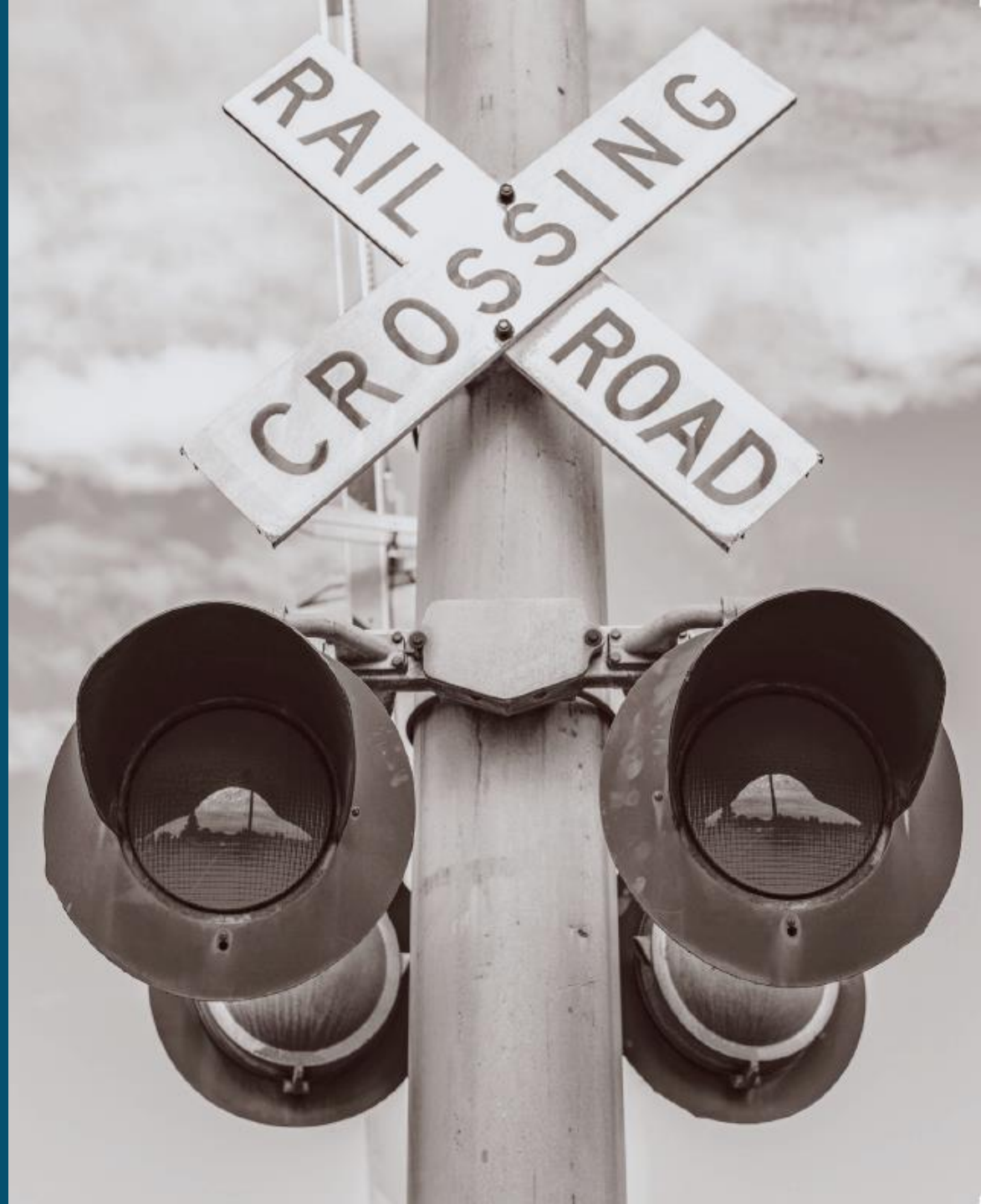
BY: \_\_\_\_\_  
Chad Ward, Mayor

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



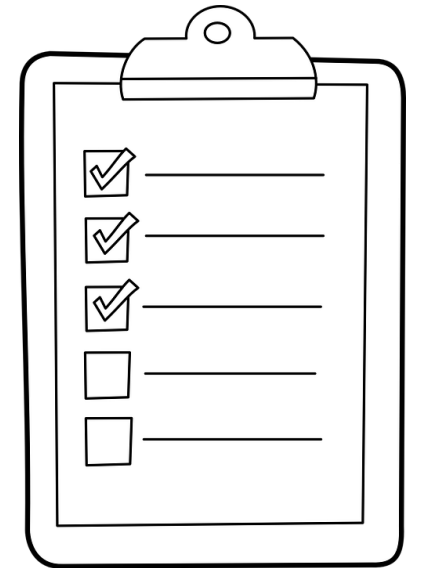
# Midway Rd Railroad Crossings Exploration Study

Public Stakeholder Group  
Final Report Meeting  
December 4, 2023



# Agenda Items

1. Welcome / Housekeeping / Introductions
2. Overview of Exploration Study
3. Engagement Summary
4. Next Steps
5. What will the planning process look like?
6. Potential alternatives.
7. Anticipated phases of the project.
8. Questions and Answers



# Project Team

- Victor Lund, Traffic Engineer | St. Louis County Public Works
- Carl Osterberg, Planner | St. Louis County Planning
- Breanna Archer, Project Communications | St. Louis County Public Works
- Stephanie Boyum, GIS Specialist | St. Louis County Public Works





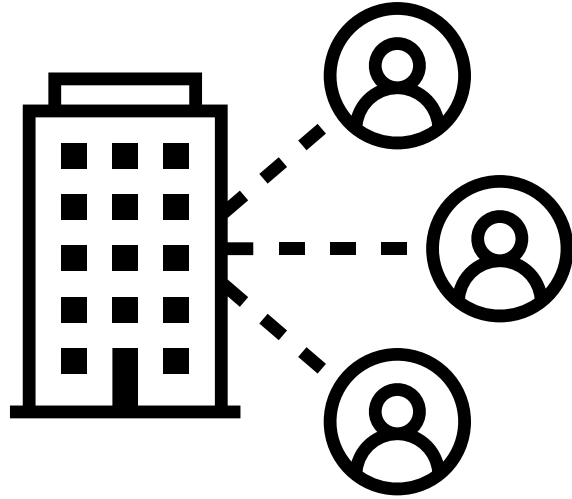
# Quick Facts

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- Midway Rd carries on average 6,900 vehicles/day over both railroad crossings.
- The St. Louis River Rd railroad crossing carries approximately 30 trains/day.
- The Adolph railroad crossing carries approximately 30 trains/day.



# Stakeholder Groups



Public



Businesses



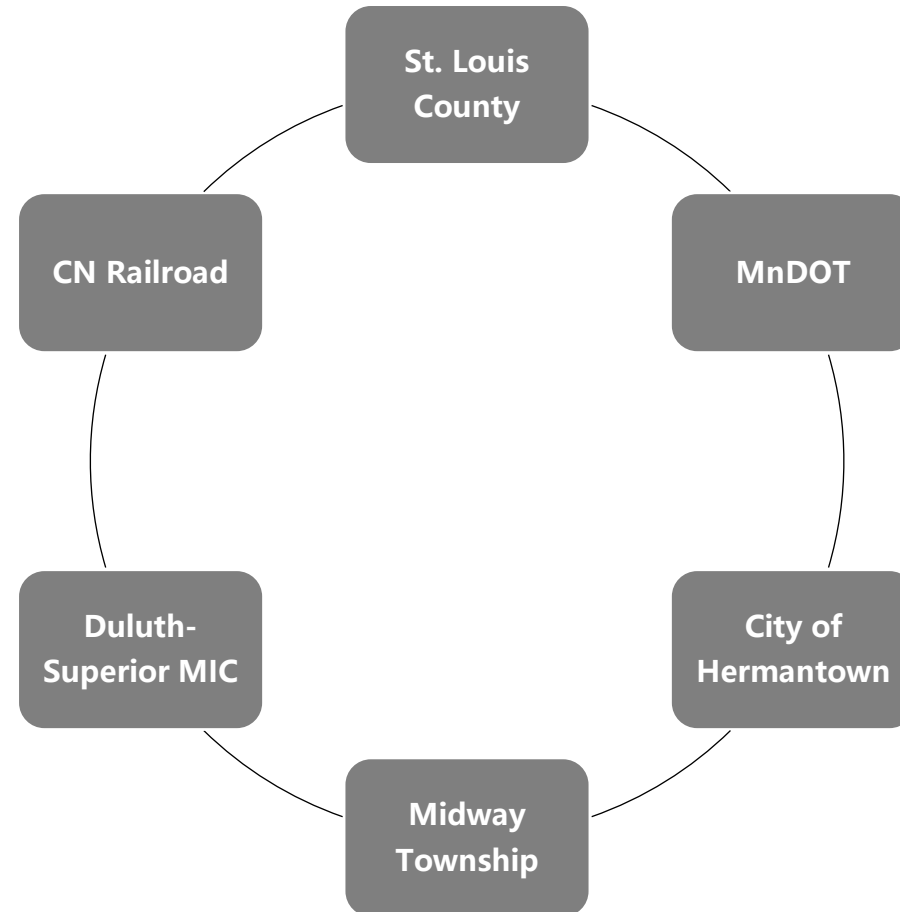
Trucking



Local Agency



# Local Agency Representation



MnDOT = Minnesota Department of Transportation  
Duluth-Superior MIC = Duluth-Superior Metropolitan Interstate Council

# Exploration Study Engagement Summary

- Kick-Off meetings
  - General Public → May 8, 2023
    - ~29 attendees
  - Trucking Industry → May 9, 2023
  - Businesses → May 10, 2023
  - Local Agencies → May 25, 2023
- Project website hosted the online survey and comment map.
  - May 8 through June 30, 2023
- Public stakeholder meeting included in-person and virtual voting exercises.



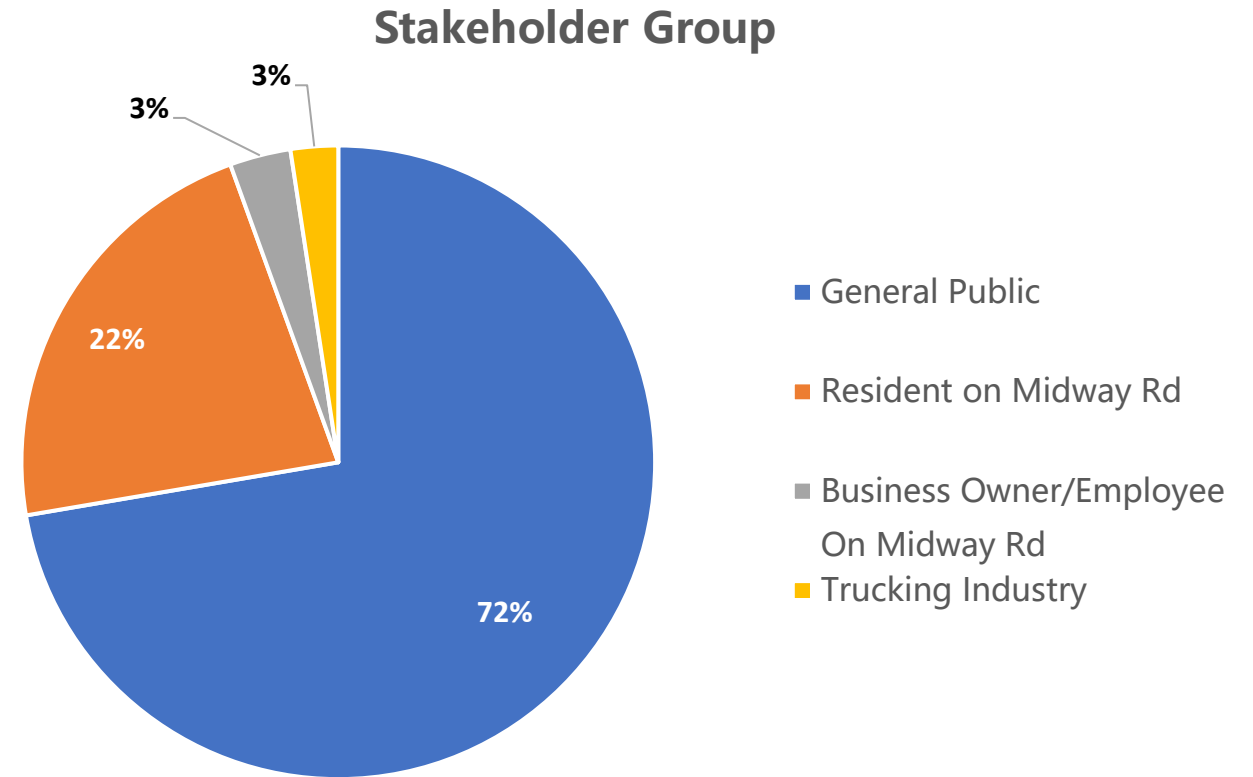
# Exploration Study Engagement Summary

- Update meeting
  - General Public → September 12, 2023
    - ~24 attendees
- Final meetings
  - General Public → December 4, 2023
  - Businesses → December 4, 2023
  - Agencies → December 6, 2023



# Online Survey Results

- Survey was open for input from May 8 to June 30, 2023.
- Received a total of 289 responses.



# Engagement Takeaway...

- Received most responses through the online survey. The online survey is assumed to provide the best reflection of the public perspective.
- The top traffic concern on the Midway Rd corridor is the railroad crossings.
- The public is generally dissatisfied with the impact to their travel time by the railroad crossings.
- The public is open to considering changes at one or both railroad crossings.
- The public supports the County proceeding into a planning and preliminary engineering process with the goal to improve the travel experience at the railroad crossings.



# Next Steps for St. Louis County...

(Based on engagement from the Exploration Study)

1. Pursue funding through competitive grants to support a planning process. The cost of the planning effort is anticipated to be in the range of \$500,000 to \$1,000,000.
2. Procure an engineering consultant to assist with the planning process.
3. Perform the planning process and utilize the outcome to pursue construction funding through competitive grants.



Objective is to complete improvements at one or both railroad crossings.



# Potential Planning Grants

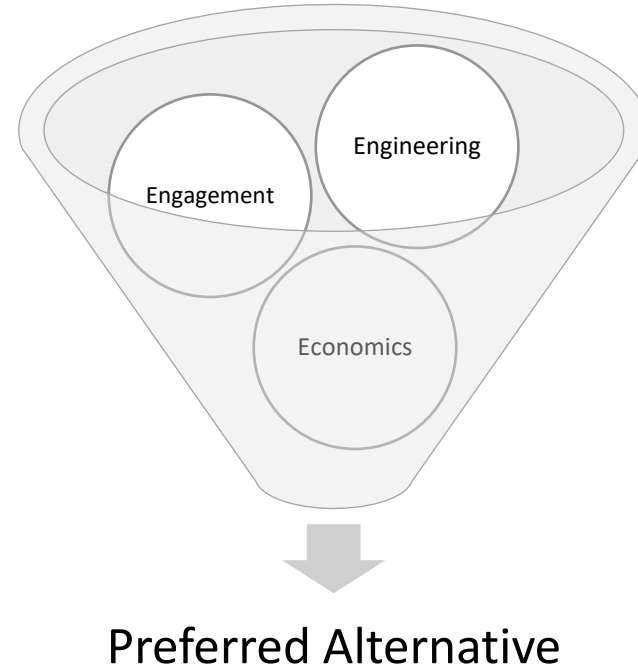
- [RAISE Grant](#)
  - Rebuilding American Infrastructure with Sustainability and Equity
- [Reconnecting Communities and Neighborhoods Grant Program](#)
- [Railroad Crossing Elimination Grant Program](#)
- These are competitive federal grant programs that are part of the [IJA](#) (Infrastructure Investment and Jobs Act).
- This Exploration Study is expected to support a successful funding application.



# Planning Process

*What will it look like?*

- Utilize a similar public engagement process as the Exploration Study.
  - Identify key stakeholder groups and engage through multiple waves of meetings.
  - The objective of public engagement is to develop a two-way street for sharing concerns, expectations, visions and ideas.
  - The goal of public engagement is to develop community consensus that is supported by engineering and economics.





# Planning Process

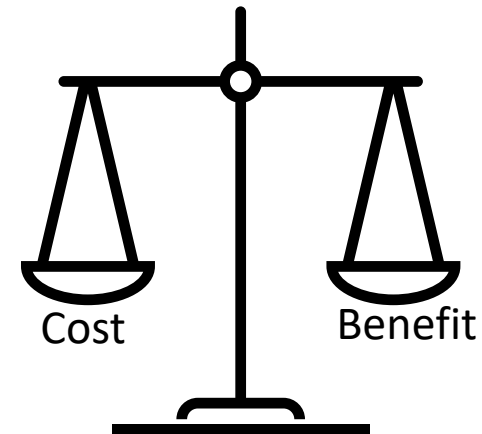
*What will it look like? (continued...)*

- Collect traffic data such as current and forecasted ADTs by time of year, estimate percent trucks and determine frequency and duration of train events which cumulatively will help estimate total delay. Assign appropriate economic values for each vehicle type to estimate total cost of delay.
- Develop a range of plausible alternatives for each railroad crossing.
- Model each alternative to assess its overall performance (operations and safety).
- Prepare a cost estimate and impact assessment for each alternative.
  - Construction cost
  - Environmental impact (e.g. wetlands and rivers)
  - Real estate impact
  - Businesses impact

# Planning Process

*What will it look like? (continued...)*

- Compute the benefit-cost ratio for each alternative.
- Combine the public engagement, engineering and economics to select the preferred alternative.
- Submit funding applications to obtain construction funding for the preferred alternative through competitive grants and other funding sources which sets up the project for design and construction.
  - Other sources may include earmarks, federal formula funds and county program funds.

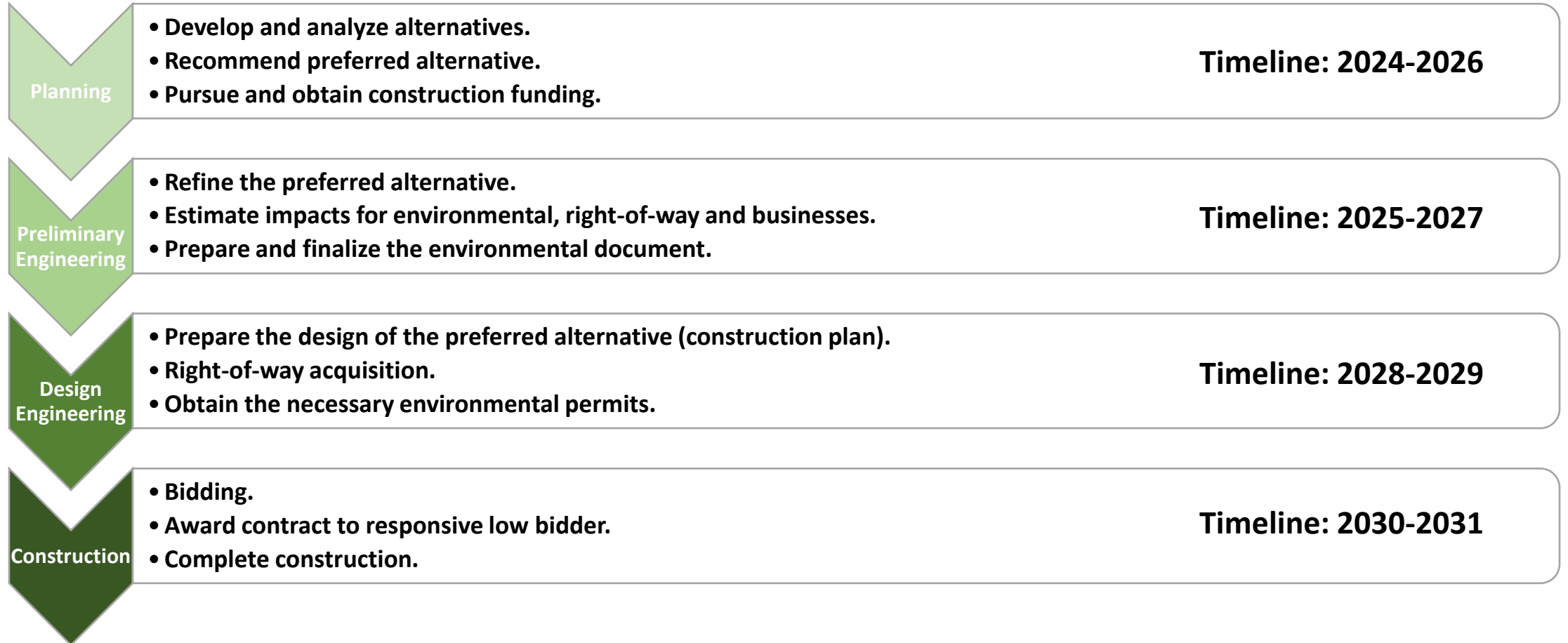


# Potential Alternatives

- Anticipate three families of potential alternatives that will be considered.
  - Localized Improvements
    - Complete improvements at the railroad crossing only.
  - Reroute
    - Reroute Midway Rd on existing roads or new alignment.
  - Overpass
    - Construct a bridge overpass at a railroad crossing.
- Remember, do-nothing is always a real possibility.



# Anticipated Phases of the Project



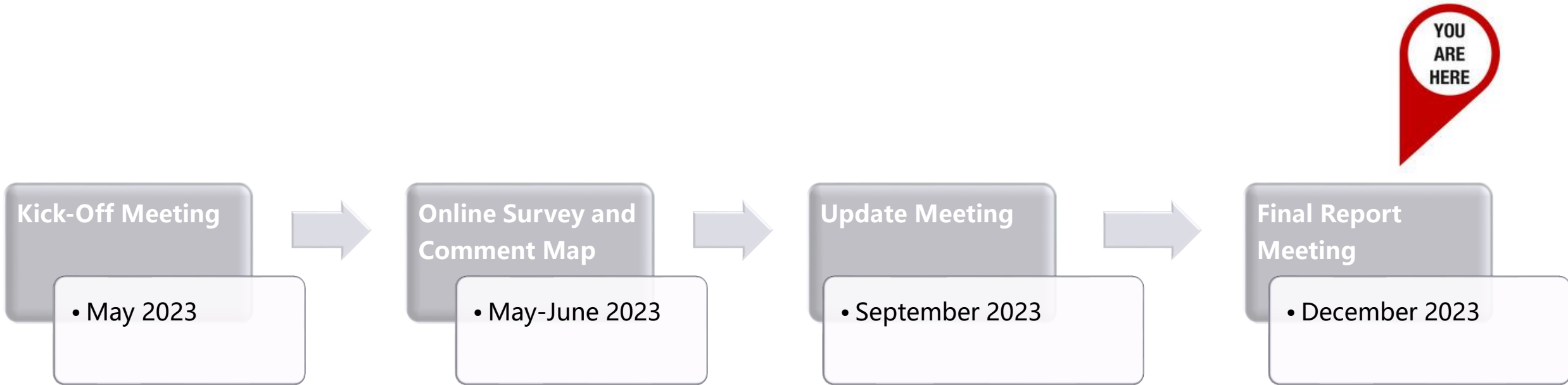
\*Timeline is subject to change based on availability and award of funds for planning and construction.

# MnDOT Participation

- Because of the likely impact on US 2, MnDOT will be an active partner to a planning and preliminary engineering process.
- Roles are yet to be defined.
- Partnership is expected to support future funding requests.



# Exploration Study Timeline





# Contact Information

Victor Lund, P.E., PTOE

Traffic Engineer

St. Louis County

218-625-3873

[lundv@stlouiscountymn.gov](mailto:lundv@stlouiscountymn.gov)



<https://stlouiscountymn.gov/midway-rd-rr-crossings>

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 46-24**  
**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT**  
**TO OPERATE A SHORT-TERM RENTAL**

WHEREAS, Todd and Candice Webber (the “Applicant”) own certain real property identified as parcel numbers 185-0040-00900 and 185-0040-00920 (the “Property”) within the City of Proctor, Minnesota (the “City”), and desire to construct, own, and operate short-term rentals on the Property (the “Project”); and

WHEREAS, pursuant to City Code of Ordinances (the “City Code”), Section 121.17, short-term rentals shall only be allowed pursuant to conditional use permits; and

WHEREAS, pursuant to City Code, Applicant has applied for a conditional use permit, dated June 7, 2024 (the “CUP”), for the Project; and

WHEREAS, following a public hearing held on Monday, July 22, 2024, the Planning and Zoning Commission for the City recommended to the City Council the approval of the CUP for the Applicant for the Project on the Property, subject to certain conditions as described below.

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

1. That the City Council grants to the Applicant the CUP for the Project on the Property, subject to applicable law, City Code, and this resolution.
2. The Project shall include two parking spots per short-term rental unit.
3. Lighting for the Project shall be kept to the minimum necessary and shall not unreasonably illuminate neighboring properties. Lighting shall be non-obtrusive.
4. The Applicant and the Project shall at all times comply with Chapter 121 of the City Code, “Short-Term Vacation Rentals”, as may from time to time be amended, modified, or succeeded.
5. Pursuant to Section 121.17 of the City Code, the CUP shall cease if the Property is sold or transferred, either through a conveyance or through the conveyance of a controlling interest in a business entity.

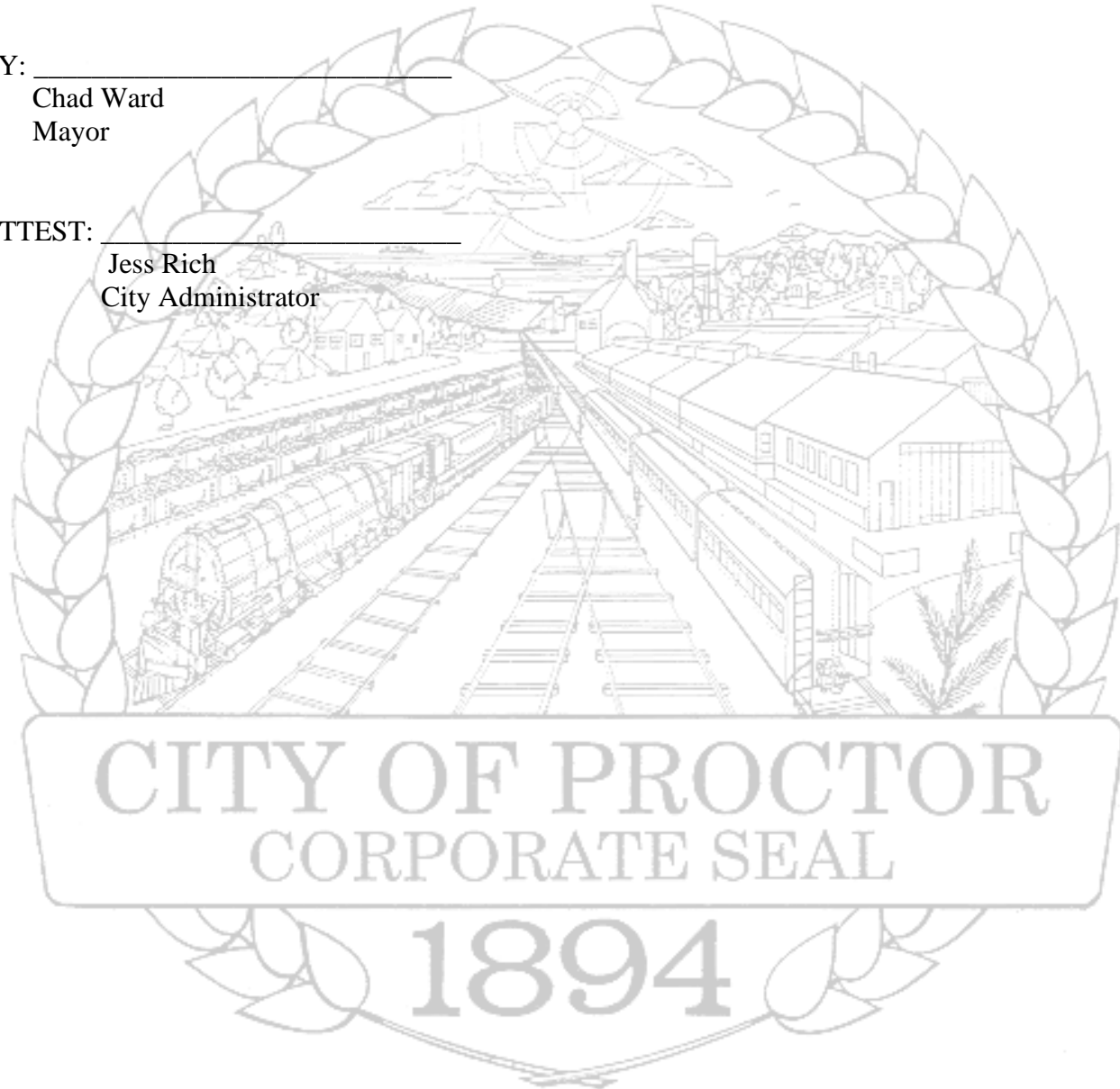


6. The Applicant shall permit City officials to inspect the Project for compliance with applicable law, City Code, and this resolution.
7. In the event of non-compliance, the City shall be permitted to conduct a hearing to determine any lawful action it may take to remedy the non-compliance, including but not limited to revocation of the CUP.

Passed by a majority vote of the Proctor City Council this 5<sup>th</sup> day of August 2024.

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

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



*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"*

## **MINUTES**

### **PLANNING & ZONING COMMISSION**

Monday, July 22, 2024, 5:00 P.M.

Council Chambers Proctor Community Center - 100 Pionk Drive

Chair Aldridge calls the meeting to order at 5:00 pm

#### **MEMBERS PRESENT:**

Commissioner Tuomi, Chair Aldridge, Commissioner Harnell, Commissioner Boysen, Commissioner Inman.

**OTHERS PRESENT:** Administrative Assistant Megan Mazzuco, City Attorney Matt Hanka, Todd Webber, Candice Webber, James Minor, Kevin Field, Shari Krizek

#### **APPROVAL OF MINUTES**

Motion by Boysen, seconded by Harnell and carried 5-0 to approve the minutes for June 24, 2024 noting the following corrections under Commissioner Tuomi's member concerns:

146 3<sup>rd</sup> St – fence

14 3<sup>rd</sup> St – lean-to on garage

#### **APPROVAL OF AGENDA**

Motion by Harnell, seconded by Inman and carried 5-0 to approve the agenda for Monday, July 22, 2024.

#### **PUBLIC HEARING TO CONSIDER VARIANCE AND CONDITIONAL USE APPLICATIONS AS SUBMITTED BY TODD & CANDICE WEBBER FOR PARCELS: 185-0040-00900 & -00920**

Chair Aldridge called to order the public hearing at 5:03 pm.

Todd & Candie Webber are present and provided information about their intent to build a triplex on the lot and operate both long-term and short-term rentals. Webber stated the process to combine parcels has been started. He also notes once the combination is complete, he will have the lot surveyed and stake out the footprint of the building.

Community members and neighbors are in support of this development, with snow removal, parking, and plowing operations to be the biggest concern. Off-street parking accommodations are discussed in further detail, with the commission discussing a driveway from 4<sup>th</sup> St and ample parking room to be provided on that side. Commissioner Boysen indicates the front of the lot will be designated along the 4<sup>th</sup> St side, as defined and explained in city code.

Neighbors discuss their overall concerns, indicating the narrow ally and plowing to be their top priority items, but are in support of the development. Specifically addressed/discussed neighbor concerns:

142 4<sup>th</sup> St: Headlights, narrow space and ally, and snowplowing operations

137 3<sup>rd</sup> St: Concerned with narrow ally, snowplowing, parking

Chair Aldridge provides those in attendance with a summary of the specific variances requested as follows:  
A 23' front yard variance and a 15' rear yard variance in addition to a conditional use permit for the operation

of short-term rental units. After discussion with neighbors present, the commission discusses requiring two designated parking spots per short-term rental unit, a plan for a gutter system/water runoff, and the addition of non-obtrusive lighting. Webber adds he would like to consider tying underground into the stormwater drains, with Commissioner Boysen adding there appears to be drainage in proximity to the lot but will confirm the location of the pipes. Webber adds that tying into the stormwater drains would be ideal and wants to consider the cost.

Public hearing closes at 5:58 pm.

Chair: vote on variance

Motion by Harnell, seconded by Boysen for discussion, with Boysen stating he would support granting a 17' front yard variance instead of the 23' variance as originally submitted. This would allow for a 38'x72' building with ample off-street parking accommodation. Original motion and second Harnell/Boysen amended.

Motion by Harnell, seconded by Boysen and carried 5-0 to grant a 17' front yard variance, a 15' rear yard variance with the following conditions: allowing for a two-story, flat roof building with water runoff mitigation towards 4<sup>th</sup> St or 2<sup>nd</sup> Ave for parcels: 185-0040-00900 & -00920.

Motion by Boysen, seconded by Harnell and carried 5-0 to recommend to council the approval of a conditional use permit to r Todd and Candie Webber to operate a short-term rental at PID: 185-0040-00900 & -00920, noting the following conditions: Designation of 2 parking spots per short-term rental unit and the usage of non-obtrusive lighting.

## **1. COMMUNICATIONS**

### **2. BUILDING PERMITS (C-1 AND ABOVE)**

224 N 3<sup>rd</sup> Ave – currently under review

### **3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

### **4. UNFINISHED BUSINESS**

A. Mixed Use Zoning – no update – currently under review with city attorney.

### **5. NEW BUSINESS**

## **MEMBER CONCERNS**

Tuomi: 630 3<sup>rd</sup> St Shed on property line – corner lot, 14 3<sup>rd</sup> St lean-to on garage,

Harnell: Also requests updated language and variance application forms.

Aldridge: Notes the updates to state statues for variance requests. Would like to receive language recommendations and update the application to reflect these changes.

Boysen: None

Inman: None

Motion by Boysen, seconded by Harnell and carried 5-0 to adjourn the Planning and Zoning Commission meeting at 6:33 pm.

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 47-24**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY PROCTOR**

WHEREAS, the City of Proctor is generally authorized to accept donations or gifts of real and personal property pursuant to Minnesota Statutes Section 10A.071, 21 1A.01 and 471.895, and is specifically authorized to accept gifts and bequests for services pursuant to Minnesota Statutes Section stated above; and, gifts.

WHEREAS, the Gordon Downs Trust Fund donated \$43,274.72 for the purchase of a Toro Groundsmaster 3500-D for the City of Proctor Municipal Golf Course; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA, accepts the donation of \$43,274.72 for the purchase of a Toro Groundsmaster 3500-D for the City of Proctor Municipal Golf Course.

Adopted by the City Council of the City of Proctor on the day of 5<sup>th</sup> day August 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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100 Pionk Drive · Proctor, Minnesota 55810-1700 · 218-324-3641 · Fax 218-624-9459 · email: cityhall@proctormn.gov



## **Proclamation National See Tracks? Think Train® Week**

WHEREAS, See Tracks? Think Train® Week is to be held across the United States. from September 23 to 29, 2024;

WHEREAS, 2,192 rail grade crossing collisions resulted in 765 personal injuries and were responsible for 248 fatalities in the United States during 2023; and

WHEREAS, 1,378 pedestrian trespassing casualties have occurred in the United States resulting in 663 pedestrians being killed and another 715 injured while trespassing on railroad property rights of way during 2023; and

WHEREAS, educating and informing the public about rail safety (reminding the public that railroad right of ways are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries caused by incidents involving trains and citizens; and

WHEREAS, the International Association of Chiefs of Police, National Operation Lifesaver Inc., United States Department of Transportation, and all local, state, county, and railroad law enforcement officers, first responders, and railroad corporations commit to partnering together to educate at a national level all aspects of railroad safety, to enforce applicable laws in support of National See Tracks? Think Train® Week.

THEREFORE, I, Chad Ward, Mayor for the City of Proctor, do hereby attest my full support proclaiming September 23<sup>rd</sup> to 29<sup>th</sup>, 2024, National See Tracks? Think Train® Week and I encourage all citizens to recognize the importance of rail safety education.

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Chad Ward  
Mayor  
City of Proctor, Minnesota

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

Date: Tuesday July 30, 2024

Time: 10:00 am

Location: PACC

### **Present:**

- City Councilor Troy DeWall
- Chief Kent Gaidis
- Officer Michael Bradley
- Officer Jeremy Lemasters
- Officer Dan Mosher
- Finance Director Leslie Brunfelt
- City Councilor Rory Johnson
- City Administrator Jess Rich

### **Meeting Overview:**

Finance Director gave an overview of the following parameters and weighting and presented the Comparable Community Analysis reports as well as the data from the 2024 wage rates from the Minnesota Local Governments Salary & Benefits Survey showing the wages rates for the comparable cities. The data shows the City of Proctor police wages are below the 50t% percentile to comparable communities.

- 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)

### **Discussion Points:**

#### **1. Communities for Consideration:**

Task force members identified several communities for consideration, including Ely, Gilbert, Silver Bay, Two Harbors, East Range, and Babbitt.

**2. Entry-Level Officer Recruitment:**

The discussion highlighted that starting wages below the market rate are deterring entry-level officers from applying.

**3. Veteran Officer Recruitment:**

Concerns were raised about lower than market rate wages and the lack of longevity steps deterring veteran officers from applying.

**4. Equipment vs. Wage Adjustments:**

The task force discussed the need to balance updating equipment with adjusting wages.

**5. Impact of Neighboring Communities:**

The task force noted that although neighboring communities such as Hermantown, Duluth, and Cloquet may not be directly comparable using certain parameters, their recent wage adjustments are affecting Proctor's recruitment and retention efforts.

Recommendation

**Recommendation**

By consensus the task force recommends a 5% mid-contract market rate adjustment for the Proctor Police Department.

The meeting adjourned at 11:25 am.

Respectfully submitted,

Jess Rich

City Administrator

Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Paid and unpaid invoices included.  
Invoice Detail.GL account (3 Characters) = {<->}"600"  
[Report].Date Paid = 08/05/2024

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AMERICAN FAMILY LIFE ASSURANCE</b>				
PR0630241	AFLAC AFLAC PRE TAX Pay Period: 6/30/2024	07/05/2024	42.14	100-00-000-2175 Payroll Deductions Pa
PR0714241	AFLAC AFLAC PRE TAX Pay Period: 7/14/2024	07/19/2024	42.14	100-00-000-2175 Payroll Deductions Pa
Total AMERICAN FAMILY LIFE ASSURANCE:			84.28	
<b>ASPEN MILLS</b>				
335775	JACKETS	07/11/2024	2,297.85	100-20-220-2217 Clothing
Total ASPEN MILLS:			2,297.85	
<b>CENTURYLINK</b>				
7.10.24.333847	ALARM SYSTEM - ALMAC LIFT STATION	07/10/2024	46.93	500-50-510-3021 Telephone
7.10.24.333932	ALARM SYSTEM - WESTGATE LIFT STATION	07/10/2024	67.24	500-50-510-3021 Telephone
Total CENTURYLINK :			114.17	
<b>CINTAS</b>				
4194980169	CITY HALL MATS, TOWELS, MOPS	06/06/2024	138.28	100-10-130-3000 Professional Services
4194980169	STREET DEPT COVERALLS	06/06/2024	22.92	100-30-300-2217 Clothing
4195699399	RUGS AND MATS - FIRE HALL	06/13/2024	123.65	100-20-220-3000 Professional Services
4195699498	STREET DEPT COVERALLS	06/13/2024	22.92	100-30-300-2217 Clothing
4195699498	POLICE DEPT MATS	06/13/2024	37.66	100-10-130-3000 Professional Services
4196638246	STREET DEPT COVERALLS	06/24/2024	22.92	100-30-300-2217 Clothing
4196638246	POLICE DEPT MATS	06/24/2024	37.66	100-10-130-3000 Professional Services
4197390150	CITY HALL MATS, TOWELS, MOPS	07/01/2024	138.28	100-10-130-3000 Professional Services
4197390150	STREET DEPT COVERALLS	07/01/2024	22.92	100-30-300-2217 Clothing
4198122501	RUGS AND MATS - FIRE HALL	07/08/2024	103.69	100-20-220-3000 Professional Services
4198122538	POLICE DEPT MATS	07/08/2024	37.66	100-10-130-3000 Professional Services
4198122538	STREET DEPT COVERALLS	07/08/2024	22.92	100-30-300-2217 Clothing
4198770127	CITY HALL MATS, TOWELS, MOPS	07/15/2024	138.28	100-10-130-3000 Professional Services
4198770127	STREET DEPT COVERALLS	07/15/2024	22.92	100-30-300-2217 Clothing
4200190406	STREET DEPT COVERALLS	07/29/2024	22.92	100-30-300-2217 Clothing
4200190406	CITY HALL MATS, TOWELS, MOPS	07/29/2024	138.28	100-10-130-3000 Professional Services
5220159443	FIRST AID SUPPLIES	07/11/2024	37.16	100-30-300-2214 Safety Items
Total CINTAS:			1,091.04	
<b>CITIES DIGITAL, INC. "CDI"</b>				
60732	LASERFICHE ANNUAL LICENSE FEE	07/09/2024	3,255.00	100-10-120-3009 Computer Services
Total CITIES DIGITAL, INC. "CDI":			3,255.00	
<b>CIVIC SYSTEMS LLC</b>				
CVC25193	CIVIC SUPPORT AND HOSTING FEES	06/27/2024	4,521.50	100-10-120-3009 Computer Services
Total CIVIC SYSTEMS LLC:			4,521.50	
<b>CONSOLIDATED COMMUNICATIONS</b>				
07012024	MONTHLY TELEPHONE	07/25/2024	446.37	100-10-120-3021 Telephone



Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total CONSOLIDATED COMMUNICATIONS:			446.37	
<b>EARL F. ANDERSEN INC</b>				
0136235	2024 SIGNS	05/22/2024	535.05	100-30-300-2210 Operating Supplies
Total EARL F. ANDERSEN INC:			535.05	
<b>EQUI-VEST</b>				
PR0630241	EQUITABLE EQUITABLE Pay Period: 6/30/2024	07/05/2024	771.21	100-00-000-2175 Payroll Deductions Pa
PR0714241	EQUITABLE EQUITABLE Pay Period: 7/14/2024	07/19/2024	369.40	100-00-000-2175 Payroll Deductions Pa
Total EQUI-VEST:			1,140.61	
<b>ESSENTIA HEALTH</b>				
7-8-24FD	OCC MED EMPLOYMENT EXAM	07/18/2024	168.00	100-20-220-3005 Medical & Dental Fees
Total ESSENTIA HEALTH :			168.00	
<b>FRYBERGER LAW FIRM</b>				
06690.000058.	ACACIA AVE EASEMENT	07/10/2024	795.00	100-10-160-3004 Legal Fees
06690.000060.	GENERAL MATTERS	07/11/2024	2,106.50	100-10-160-3004 Legal Fees
06690.000061.	CN SUBPOENA RESPONSE	07/10/2024	300.00	100-10-160-3004 Legal Fees
06692.000057.	BLIGHT ORDINANCE	07/10/2024	306.00	100-10-160-3004 Legal Fees
Total FRYBERGER LAW FIRM:			3,507.50	
<b>GREAT AMERICA FINANCIAL SERVICE</b>				
37086602	AGREEMENT 007-1813067-000 - BIZHUB C360I COPIER	07/26/2024	172.58	100-20-210-4400 Repairs & Maintenanc
37086603	AGREEMENT 009-1813070-000 - BIZHUB C360I COPIER	07/26/2024	172.58	100-10-120-4400 Repairs & Maintenanc
Total GREAT AMERICA FINANCIAL SERVICE:			345.16	
<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>				
in4588345	PAPER	07/17/2024	57.50	100-10-120-2205 Office Supplies
Total INNOVATIVE OFFICE SOLUTIONS LLC:			57.50	
<b>INTEGRIS LLC</b>				
554440	MONTHLY BILLING	07/17/2024	3,272.00	100-10-120-3009 Computer Services
557581	EMAIL SECURITY	07/31/2024	254.07	100-10-120-3009 Computer Services
558163	OFFICE 365	07/31/2024	273.50	100-10-120-3009 Computer Services
Total INTEGRIS LLC:			3,799.57	
<b>JOHNSON CONTROLS</b>				
1-1335550300	REPLACE AHU-4 HEATING CONTROL VALVE	07/05/2024	1,483.00	100-10-130-4400 Repairs & Maintenanc
1-1335584862	REPLACE AHU-3 HEATING CONTROL VALVE	07/05/2024	1,483.00	100-10-130-4400 Repairs & Maintenanc
Total JOHNSON CONTROLS :			2,966.00	
<b>LAW ENFORCEMENT LABOR SERVICES</b>				
PR0630241	LELS DUES POLICE UNION DUES Pay Period: 6/30/2024	07/05/2024	423.00	100-00-000-2177 Union Dues Payable
Total LAW ENFORCEMENT LABOR SERVICES:			423.00	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>LOCAL #31-IBEW</b>				
PR0630241	IBEW DUES PUC UNION DUES Pay Period: 6/30/2024	07/05/2024	118.48	100-00-000-2177 Union Dues Payable
PR0714241	IBEW DUES PUC UNION DUES Pay Period: 7/14/2024	07/19/2024	121.48	100-00-000-2177 Union Dues Payable
Total LOCAL #31-IBEW:			239.96	
<b>MACQUEEN EMERGENCY</b>				
W06163	TRUCK 5 SERVICE	07/31/2024	400.27	100-20-220-4400 Repairs & Maintenanc
W06164	T 4 PUMP TESTING	07/31/2024	1,539.87	100-20-220-4400 Repairs & Maintenanc
W06166	E 2 REPAIR AND PUMP TEST	08/01/2024	7,339.04	100-20-220-4400 Repairs & Maintenanc
Total MACQUEEN EMERGENCY:			9,279.18	
<b>MEDIACOM</b>				
6.27.24	TELEPHONE & INTERNET	06/27/2024	150.00	100-30-300-3021 Telephone
7-9-24FD	TELEPHONE & INTERNET	07/09/2024	417.62	100-20-220-3021 Telephone
Total MEDIACOM:			567.62	
<b>MENARDS - WEST DULUTH</b>				
841	UTILITY MATS	06/14/2024	63.96	100-20-220-2210 Operating Supplies
Total MENARDS - WEST DULUTH:			63.96	
<b>MINNESOTA ENERGY RESOURCES</b>				
07162024	0504812808-00001 GAS UTILITY FIRE HALL	07/16/2024	16.21	100-20-220-3080 Utilities
07162024CITY	0503508588-00001 CITY HALL	07/16/2024	778.98	100-10-130-3080 Utilities
Total MINNESOTA ENERGY RESOURCES:			795.19	
<b>MTI DISTRIBUTING</b>				
1364943-00	GROUNDMASTER 3500-D SERIAL # 416735061	07/26/2024	43,274.72	550-00-000-1640 Machinery & Equipme
Total MTI DISTRIBUTING :			43,274.72	
<b>NORTHLAND FIRE &amp; SAFETY INC</b>				
145457	ANNUAL SERVICE MAINTENANCE FIRE EXTINGQUISHERS - CITY HALL	07/30/2024	121.00	100-10-130-3000 Professional Services
Total NORTHLAND FIRE & SAFETY INC:			121.00	
<b>PROCTOR BUILDERS</b>				
269984	HIGH WEED MOWER RENTAL	07/19/2024	97.50	100-10-130-4400 Repairs & Maintenanc
Total PROCTOR BUILDERS:			97.50	
<b>PROCTOR BUILDERS-FIRE DEPT</b>				
270016	PAINT BRUSH AND TRAY	07/20/2024	9.28	100-20-220-2220 Supplies - Repair & M
270256	MEETING SHIRTS AND HATS	07/26/2024	64.00	100-20-220-2217 Clothing
270332	FLOOR DRY AND BUCKET	07/30/2024	30.47	100-20-220-2210 Operating Supplies
Total PROCTOR BUILDERS-FIRE DEPT:			103.75	
<b>PROCTOR BUILDERS-STREET DEPT</b>				
268895	PARK MISC.	05/31/2024	58.30	100-40-410-2210 Operating Supplies
268940	STREET MISC	06/03/2024	37.99	100-30-300-2210 Operating Supplies

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total PROCTOR BUILDERS-STREET DEPT:			96.29	
<b>PROCTOR JOURNAL</b>				
38850	2024 ELECTION NOTICE	07/18/2024	140.25	100-10-140-3052 General Notices & Pu
38867	SUMMARY FINANCIAL REPORT	07/25/2024	589.00	100-10-110-3052 General Notices & Pub
38901	ELECTION ACCURACY TEST	07/31/2024	20.68	100-10-140-3052 General Notices & Pu
Total PROCTOR JOURNAL:			749.93	
<b>PROCTOR POLICE DEPT UNION FUND</b>				
PR0630241	POLICE DUES POLICE UNION DUES-PROCTOR FUND Pay Period: 6/30/2024	07/05/2024	60.00	100-00-000-2177 Union Dues Payable
Total PROCTOR POLICE DEPT UNION FUND:			60.00	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016550000-0	UTILITIES - BDRY AVE & I35 LIFT STATION	06/18/2024	81.02	500-50-510-3080 Utilities
1108100000-07	UTILITIES - 100 PIONK DR A- CITY HALL	07/31/2024	1,977.02	100-10-130-3080 Utilities
1108200000-07	UTILITIES - CITY GARAGE	06/18/2024	273.36	100-30-300-3080 Utilities
1108800000-07	SOFTBALL FIELD #2	07/09/2024	52.37	100-40-410-3080 Utilities
1108850000-07	UTILITIES - CONCESSION STAND #2	06/28/2024	33.68	100-40-410-3080 Utilities
1112360000-07	UTILITIES - ALMAC DR LIFT STATION	06/18/2024	20.07	500-50-510-3080 Utilities
1127050000-07	UTILITIES - 225 FIFTH AVE - FIRE DEPT	06/21/2024	113.08	100-20-220-3080 Utilities
1191300000-07	UTILITIES-322 KIRKUS ST. SAND/SALT FACILITY	06/18/2024	17.19	100-30-300-3080 Utilities
Total PUBLIC UTILITIES COMMISSION:			2,567.79	
<b>RASMUSSEN CLEANING SERVICE LLC</b>				
001655	CLEANING SERVICES	07/25/2024	3,575.00	100-10-130-3000 Professional Services
Total RASMUSSEN CLEANING SERVICE LLC:			3,575.00	
<b>REDROCK PRECAST</b>				
3695	CULVERTS	07/11/2024	2,190.00	500-50-510-2210 Operating Supplies
3758	CULVERT COUPLER	07/23/2024	19.75	500-50-510-2210 Operating Supplies
Total REDROCK PRECAST:			2,209.75	
<b>SEH</b>				
470119	161800 2ND STREET CONSTRUCTION OBSERVATION	07/11/2024	581.40	301-30-330-3003 Engineering Fees
470119	161800 2ND STREET PROJECT MANAGEMENT	07/11/2024	1,000.00	301-30-330-3003 Engineering Fees
470119	161800 2ND STREET TESTING	07/11/2024	2,274.80	301-30-330-3003 Engineering Fees
470125	177695 UGSTAD ROAD UTILITY EXT - PROJ MNGMT	07/11/2024	290.00	300-30-330-3003 Engineering Fees
470125	177695 UGSTAD ROAD UTILITY EXT - 2PROJ MNGMT	07/11/2024	2,390.00	300-30-330-3003 Engineering Fees
470127	179284 - PICKLEBALL COURTS	07/11/2024	5,297.50	300-30-330-3003 Engineering Fees
470445	166073 2022-2024 CITY ENGINEERING	07/12/2024	3,079.47	100-10-110-3003 Engineering Fees
Total SEH:			14,913.17	
<b>TEAMLAB</b>				
0042084	BACTERIA BUGS FOR LIFT STATIONS	07/03/2024	839.50	500-50-510-2210 Operating Supplies
Total TEAMLAB:			839.50	
<b>TEAMSTERS JC 32</b>				
7-24C-HRA	HRA - 7/24	07/31/2024	160.00	100-10-120-1131 Employer Paid Health
7-24C-HRA	HRA - 7/24	07/31/2024	160.00	100-10-150-1131 Employer Paid Health

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
7-24C-HRA	HRA - 7/24	07/31/2024	160.00	100-10-120-1131 Employer Paid Health
7-24C-HRA	HRA - 7/24	07/31/2024	960.00	100-20-210-1131 Employer Paid Health
7-24C-HRA	HRA - 7/24	07/31/2024	800.00	100-30-300-1131 Employer Paid Health
7-24C-HRA	HRA - 7/24	07/31/2024	160.00	100-15-115-1131 Employer Paid Health I
PR0630241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 6/30/2024	07/05/2024	419.88	100-00-000-2176 Health Insurance Pay
PR0630241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 6/30/2024	07/05/2024	2,379.12	100-00-000-2176 Health Insurance Pay
PR0630241	HEALTH INSURANCE HEALTH INS FAMILY - LEGACY Pay Period: 6/30/2024	07/05/2024	5,598.00	100-00-000-2176 Health Insurance Pay
PR0630241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 6/30/2024	07/05/2024	559.80	100-00-000-2176 Health Insurance Pay
PR0630241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 6/30/2024	07/05/2024	3,172.20	100-00-000-2176 Health Insurance Pay
PR0630241	HEALTH INSURANCE HEALTH INS TEAMSTER LEGACY Pay Period: 6/30/2024	07/05/2024	2,383.50	100-00-000-2176 Health Insurance Pay
PR0630241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 6/30/2024	07/05/2024	119.18	100-00-000-2176 Health Insurance Pay
PR0630241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 6/30/2024	07/05/2024	675.32	100-00-000-2176 Health Insurance Pay
PR0630241	HEALTH INSURANCE HEALTH INS SINGLE - LEGACY Pay Period: 6/30/2024	07/05/2024	466.50	100-00-000-2176 Health Insurance Pay
PR0714241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 7/14/2024	07/19/2024	419.88	100-00-000-2176 Health Insurance Pay
PR0714241	HEALTH INSURANCE HEALTH INS SINGLE - NEW Pay Period: 7/14/2024	07/19/2024	2,379.12	100-00-000-2176 Health Insurance Pay
PR0714241	HEALTH INSURANCE HEALTH INS FAMILY - LEGACY Pay Period: 7/14/2024	07/19/2024	5,598.00	100-00-000-2176 Health Insurance Pay
PR0714241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 7/14/2024	07/19/2024	559.80	100-00-000-2176 Health Insurance Pay
PR0714241	HEALTH INSURANCE HEALTH INS FAMILY - NEW Pay Period: 7/14/2024	07/19/2024	3,172.20	100-00-000-2176 Health Insurance Pay
PR0714241	HEALTH INSURANCE HEALTH INS TEAMSTER LEGACY Pay Period: 7/14/2024	07/19/2024	2,383.50	100-00-000-2176 Health Insurance Pay
PR0714241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 7/14/2024	07/19/2024	119.18	100-00-000-2176 Health Insurance Pay
PR0714241	HEALTH INSURANCE HEALTH INS TEAMSTERS - NEW Pay Period: 7/14/2024	07/19/2024	675.32	100-00-000-2176 Health Insurance Pay
PR0714241	HEALTH INSURANCE HEALTH INS SINGLE - LEGACY Pay Period: 7/14/2024	07/19/2024	466.50	100-00-000-2176 Health Insurance Pay
Total TEAMSTERS JC 32:			33,947.00	
<b>TEAMSTERS LOCAL UNION #346</b>				
PR0630241	TEAMSTER DUES PW UNION DUES Pay Period: 6/30/2024	07/05/2024	497.00	100-00-000-2177 Union Dues Payable
Total TEAMSTERS LOCAL UNION #346:			497.00	
<b>THUMBMAN PRODUCTIONS</b>				
07242024	VIDEO PRODUCTION SERVICES AUG 23-JUL24	07/31/2024	1,125.00	200-70-700-3000 Professional Services
Total THUMBMAN PRODUCTIONS:			1,125.00	
<b>T-MOBILE USA INC</b>				
9572285369	TOWER DUMP	06/28/2024	50.00	100-20-210-3000 Professional Services
Total T-MOBILE USA INC:			50.00	
<b>TROYS SERVICE</b>				
67611	2021 DURANGO 121 BRAKES/OIL CHANGE	07/10/2024	43.07	100-20-210-4400 Repairs & Maintenanc
67746	2018 DODGE CHARGER 181 OIL CHANGE/TIRES	07/23/2024	710.69	100-20-210-4400 Repairs & Maintenanc
Total TROYS SERVICE:			753.76	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>TWIN PORTS PAPER &amp; SUPPLY, INC</b>				
602577	CLEANING SUPPLIES	07/11/2024	5.67	100-10-130-2211 Cleaning Supplies
602577A	CLEANING SUPPLIES	08/01/2024	11.34	100-10-130-2211 Cleaning Supplies
602578	PAPER SUPPLIES	07/15/2024	220.44	100-10-130-2211 Cleaning Supplies
602578A	PAPER SUPPLIES	07/16/2024	35.61	100-10-130-2211 Cleaning Supplies
603150	CLEANING SUPPLIES	07/17/2024	17.01	100-10-130-2211 Cleaning Supplies
Total TWIN PORTS PAPER & SUPPLY, INC:			256.05	
<b>UFCW LOCAL 1189</b>				
PR0630241	UFCW DUES UFCW LOCAL 1189 DUES Pay Period: 6/30/2024	07/05/2024	60.51	100-00-000-2177 Union Dues Payable
PR0714241	UFCW DUES UFCW LOCAL 1189 DUES Pay Period: 7/14/2024	07/19/2024	60.51	100-00-000-2177 Union Dues Payable
Total UFCW LOCAL 1189:			121.02	
<b>VC3 INC.</b>				
134769	IT SERVICES	02/20/2024	131.25	100-20-210-3009 Computer Services
136019	ANNUAL COMMITMENT, WORKSTATION MANAGEMENT	01/15/2024	492.42	100-20-210-3009 Computer Services
136566	IT SERVICES	02/20/2024	284.48	100-20-210-3009 Computer Services
151086	ANNUAL COMMITMENT, WORKSTATION MANAGEMENT	05/28/2024	461.97	100-20-210-3009 Computer Services
Total VC3 INC.:			1,370.12	
<b>VERIZON WIRELESS SERVICES, LLC</b>				
9022362678	TOWER DATA - 24059011	07/13/2024	70.00	100-20-210-3000 Professional Services
Total VERIZON WIRELESS SERVICES, LLC:			70.00	
<b>W.L.S.S.D.</b>				
168502024073	WASTEWATER CHARGES	07/31/2024	29,409.00	500-50-510-3085 Sewer - WLSSD Billin
168502024073	2023 ADJUSTMENT	07/31/2024	693.00	500-50-510-3085 Sewer - WLSSD Billin
Total W.L.S.S.D.:			28,716.00	
<b>WIPFLI</b>				
2526640	PROGRESSS BILLING ON AUDIT 2023	06/30/2024	3,600.00	100-10-110-3001 Auditing & Accounting
Total WIPFLI :			3,600.00	
<b>ZIEGLER INC.</b>				
00511392	GRADER PM SERVICE LEVEL 1	07/10/2024	1,000.70	100-30-300-4400 Repairs & Maintenanc
Total ZIEGLER INC.:			1,000.70	
Grand Totals:			175,813.56	

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 = 08/05/2024

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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 = 07/29/2024

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AMERICAN BOTTLING COMPANY</b>				
4617000052	SODA	07/15/2024	300.63	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			300.63	
<b>ARTISAN BEER COMPANY</b>				
3695625	BEER	07/24/2024	323.00	600-60-600-2252 Beer Purchases
3695626	THC	07/12/2024	170.70	600-60-600-2255 THC Products
3697407	BEER	07/19/2024	258.40	600-60-600-2252 Beer Purchases
3697408	THC	07/19/2024	87.60	600-60-600-2255 THC Products
Total ARTISAN BEER COMPANY:			839.70	
<b>BERNICKS PEPSI</b>				
30107415	THC	07/17/2024	151.00	600-60-600-2255 THC Products
30107416	BEER	07/17/2024	6,575.10	600-60-600-2252 Beer Purchases
30107417	SODA	07/17/2024	60.00	600-60-600-2254 Soft Drinks & Mix
30107418	THC	07/17/2024	11.45	600-60-600-2255 THC Products
30107419	BEER	07/17/2024	133.82	600-60-600-2252 Beer Purchases
30108817	THC	07/24/2024	329.00	600-60-600-2255 THC Products
30108818	BEER	07/24/2024	4,563.10	600-60-600-2252 Beer Purchases
30108819	SODA	07/24/2024	20.08	600-60-600-2254 Soft Drinks & Mix
Total BERNICKS PEPSI:			11,553.01	
<b>BREAKTHRU BEVERAGE</b>				
116815753	SERVICE FEE	07/18/2024	15.18	600-60-600-3033 Freight & Express
116815753	LIQUOR	07/18/2024	840.77	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			855.95	
<b>C&amp;L DISTRIBUTING</b>				
1939964	SHIPPING	07/16/2024	3.00	600-60-600-3033 Freight & Express
1939964	BEER	07/16/2024	8,262.40	600-60-600-2252 Beer Purchases
1944002	SHIPPING	07/23/2024	3.00	600-60-600-3033 Freight & Express
1944002	BEER	07/23/2024	2,537.80	600-60-600-2252 Beer Purchases
2752000329	BEER	07/16/2024	35.53	600-60-600-2252 Beer Purchases
Total C&L DISTRIBUTING:			10,770.67	
<b>CINTAS</b>				
4198770240	MATS	07/15/2024	180.86	600-60-600-2210 Operating Supplies
Total CINTAS:			180.86	
<b>GLOBAL RESERVE DISTRIBUTION</b>				
ord-10614	THC	07/16/2024	376.00	600-60-600-2255 THC Products
Total GLOBAL RESERVE DISTRIBUTION:			376.00	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>GUARDIAN PEST CONTROL INC</b>				
2574647	PEST CONTROL	06/19/2024	47.01	600-60-600-4406 Pest Control
Total GUARDIAN PEST CONTROL INC:			47.01	
<b>JOHNSON BROTHERS INC</b>				
2581392	LIQUOR	07/12/2024	942.98	600-60-600-2251 Liquor Purchases
2581392	DELIVERY CHARGE	07/12/2024	12.04	600-60-600-3033 Freight & Express
2583782	DELIVERY CHARGE	07/17/2024	107.69	600-60-600-3033 Freight & Express
2583782	LIQUOR	07/17/2024	3,550.39	600-60-600-2251 Liquor Purchases
2583783	DELIVERY CHARGE	07/17/2024	13.08	600-60-600-3033 Freight & Express
2583783	WINE	07/17/2024	317.34	600-60-600-2253 Wine Purchases
2586171	DELIVERY CHARGE	07/19/2024	39.24	600-60-600-3033 Freight & Express
2586171	LIQUOR	07/19/2024	1,880.50	600-60-600-2251 Liquor Purchases
Total JOHNSON BROTHERS INC:			6,863.26	
<b>LAKESHORE ICE</b>				
04-404254	ICE	07/16/2024	73.42	600-60-600-2258 Misc Merchandise
04-404286	ICE	07/19/2024	32.40	600-60-600-2258 Misc Merchandise
05-405301	ICE	07/22/2024	119.85	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			225.67	
<b>MINNESOTA MUNICIPAL BEVERAGE</b>				
7-22-24	ANNUAL MMBA DUES	07/22/2024	1,200.00	600-60-600-4433 Dues & Subscriptions
Total MINNESOTA MUNICIPAL BEVERAGE :			1,200.00	
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>				
3815837	DELIVERY	07/17/2024	8.72	600-60-600-3033 Freight & Express
3815837	WINE	07/17/2024	192.00	600-60-600-2253 Wine Purchases
6815636	DELIVERY	07/17/2024	13.08	600-60-600-3033 Freight & Express
6815636	LIQUOR	07/17/2024	447.60	600-60-600-2251 Liquor Purchases
6815638	DELIVERY	07/17/2024	2.18	600-60-600-3033 Freight & Express
6815638	MIX	07/17/2024	34.00	600-60-600-2254 Soft Drinks & Mix
Total PHILLIPS WINE & SPIRITS CO.:			697.58	
<b>RANGE PAPER</b>				
39069	SUPPLIES	07/10/2024	206.68	600-60-600-2210 Operating Supplies
Total RANGE PAPER:			206.68	
<b>RED BULL</b>				
2018493678	RED BULL	07/22/2024	340.14	600-60-600-2254 Soft Drinks & Mix
Total RED BULL:			340.14	
Grand Totals:			34,457.16	



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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 = 07/29/2024

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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 = 08/05/2024

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AMERICAN BOTTLING COMPANY</b>				
4616504287	SODA	07/31/2024	311.98	600-60-600-2254 Soft Drinks & Mix
Total AMERICAN BOTTLING COMPANY :			311.98	
<b>BELLBOY CORPORATION</b>				
0108663300	DELIVERY	07/25/2024	7.21	600-60-600-3033 Freight & Express
0108663300	SUPPLIES	07/25/2024	257.00	600-60-600-2258 Misc Merchandise
0204417100	LIQUOR	07/25/2024	101.00	600-60-600-2251 Liquor Purchases
0204417100	DELIVERY	07/25/2024	2.50	600-60-600-3033 Freight & Express
Total BELLBOY CORPORATION:			367.71	
<b>BERNICKS PEPSI</b>				
30109968	THC	07/31/2024	184.00	600-60-600-2255 THC Products
30109969	BEER	07/31/2024	5,381.35	600-60-600-2252 Beer Purchases
Total BERNICKS PEPSI:			5,565.35	
<b>BREAKTHRU BEVERAGE</b>				
116922005	SERVICE FEE	07/25/2024	29.30	600-60-600-3033 Freight & Express
116922005	LIQUOR	07/25/2024	1,379.48	600-60-600-2251 Liquor Purchases
Total BREAKTHRU BEVERAGE:			1,408.78	
<b>C&amp;L DISTRIBUTING</b>				
1948368	SHIPPING	07/30/2024	3.00	600-60-600-3033 Freight & Express
1948368	BEER	07/30/2024	7,349.82	600-60-600-2252 Beer Purchases
Total C&L DISTRIBUTING:			7,352.82	
<b>CINTAS</b>				
4200190474	MATS	07/29/2024	180.86	600-60-600-2210 Operating Supplies
Total CINTAS:			180.86	
<b>COCA COLA BOTTLING CO</b>				
3435442	SODA	07/16/2024	198.85	600-60-600-2254 Soft Drinks & Mix
3444834	SODA	07/30/2024	353.05	600-60-600-2254 Soft Drinks & Mix
Total COCA COLA BOTTLING CO:			551.90	
<b>GLOBAL RESERVE DISTRIBUTION</b>				
ORD-10914	THC	08/30/2024	480.00	600-60-600-2255 THC Products
Total GLOBAL RESERVE DISTRIBUTION:			480.00	
<b>JOHNSON BROTHERS INC</b>				
2588543	DELIVERY CHARGE	07/24/2024	2.64	600-60-600-3033 Freight & Express
2588543	LIQUOR	07/24/2024	107.05	600-60-600-2251 Liquor Purchases

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
2588544	DELIVERY CHARGE	07/24/2024	2.18	600-60-600-3033 Freight & Express
2588544	WINE	07/24/2024	160.00	600-60-600-2253 Wine Purchases
Total JOHNSON BROTHERS INC:			271.87	
<b>LAKESHORE ICE</b>				
05-405339	ICE	07/26/2024	73.42	600-60-600-2258 Misc Merchandise
05-405361	ICE	07/30/2024	183.55	600-60-600-2258 Misc Merchandise
Total LAKESHORE ICE:			256.97	
<b>LOCKSMITH SERVICES</b>				
24-08012	KEYS	08/01/2024	24.80	600-60-600-3000 Professional Services
Total LOCKSMITH SERVICES:			24.80	
<b>MICHAUD DISTRIBUTING COMPANY</b>				
389281	BEER	07/15/2024	557.25	600-60-600-2252 Beer Purchases
389281	FUEL SURCHARGE	07/15/2024	3.00	600-60-600-3033 Freight & Express
389534	FUEL SURCHARGE	07/22/2024	3.00	600-60-600-3033 Freight & Express
389534	BEER	07/22/2024	949.85	600-60-600-2252 Beer Purchases
389732	FUEL SURCHARGE	07/29/2024	3.00	600-60-600-3033 Freight & Express
389732	BEER	07/29/2024	323.55	600-60-600-2252 Beer Purchases
Total MICHAUD DISTRIBUTING COMPANY:			1,839.65	
<b>NORTHLAND FIRE &amp; SAFETY INC</b>				
145399	ANNUAL FIRE EXTINGUISHER CHECK & MAINTENANCE	07/08/2024	67.00	600-60-600-3000 Professional Services
Total NORTHLAND FIRE & SAFETY INC:			67.00	
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>				
6819213	DELIVERY	07/24/2024	14.37	600-60-600-3033 Freight & Express
6819213	LIQUOR	07/24/2024	501.51	600-60-600-2251 Liquor Purchases
6819214	DELIVERY	07/24/2024	2.18	600-60-600-3033 Freight & Express
6819214	WINE	07/24/2024	120.00	600-60-600-2253 Wine Purchases
6819215	DELIVERY	07/24/2024	2.18	600-60-600-3033 Freight & Express
6819215	MIX	07/24/2024	37.80	600-60-600-2254 Soft Drinks & Mix
Total PHILLIPS WINE & SPIRITS CO.:			678.04	
<b>PROCTOR JOURNAL</b>				
38876	NEWS STAND SALES	07/15/2024	11.43	600-60-600-2258 Misc Merchandise
Total PROCTOR JOURNAL:			11.43	
<b>PUBLIC UTILITIES COMMISSION</b>				
1016900000-0	UTILITIES - MT SPIRITS	06/18/2024	625.82	600-60-600-3080 Utilities
Total PUBLIC UTILITIES COMMISSION:			625.82	
<b>SOUTHERN WINE &amp; SPIRITS</b>				
2509403	DELIVERY	07/26/2024	65.74	600-60-600-3033 Freight & Express
2509403	LIQUOR	07/26/2024	3,425.84	600-60-600-2251 Liquor Purchases
Total SOUTHERN WINE & SPIRITS:			3,491.58	

Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>TEAMSTERS JC 32</b>				
7-24C-HRA	HRA - 7/24	07/31/2024	160.00	600-60-600-1131 Employer Paid Health
Total TEAMSTERS JC 32:			160.00	
<b>TOTAL REGISTER SYSTEMS</b>				
2405	LABELS	08/15/2024	128.24	600-60-600-2210 Operating Supplies
TOTAL REGISTER SYSTEMS :			128.24	
<b>URSA MINOR BREWING</b>				
e-6804	BEER	07/18/2024	207.60	600-60-600-2252 Beer Purchases
e-6856	BEER	07/25/2024	267.60	600-60-600-2252 Beer Purchases
Total URSA MINOR BREWING:			475.20	
<b>VINOCOPIA</b>				
0355032-in	SHIPPING	07/24/2024	7.50	600-60-600-3033 Freight & Express
0355032-in	WINE	07/24/2024	280.00	600-60-600-2253 Wine Purchases
Total VINOCOPIA:			287.50	
Grand Totals:			24,537.50	

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.
- Invoice Detail.GL account (3 Characters) = "600"
- [Report].Date Paid = 08/05/2024