

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
Gary Nowak
James R. Schwarzbauer

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

Honorable Mayor and Councilmen,

Attached is the agenda for Tuesday with some explanations for each agenda item. I may not be in attendance due to the passing of my wife's mother and the funeral is Tuesday and I may take Wednesday off.

- 1A. If you recall the city asked for conveyance of the properties that are located just south of the 40 Acres the city owns. This is the deed.
- 6A, B, C: Are self explanatory and Chief Helquist will be present for questions.
- 6D. We didn't set meeting dates and times at the organization meeting. This will take care of that.
- 6E. Councilman Schwarzbauer would like to discuss the make up of the Liquor Control Board
- 6F. Based on the conversation about Liquor control, I included the committees that are named in Ordinance that state (1 councilmember and 2 at large) and thought you may want to discuss the Make up of these also.
- 6G. Event application for Duluth Medallion search.
- 6H and I. Resignation of member on PEDAs and Liquor. The acceptance or non acceptance should be Made in separate motions.
- 6J Pay Equity Study – occurs once every three years and has to be approved by council. This study is to make sure the city is paying male and female employees in the same position similar wages And benefits. You will be looking at the last page and we are in compliance.
- 7A I included the minutes of the Cable Commission in reference to Tod Huff. Councilman Benson Will be able to explain more. However, the negotiating committee would like direction as the Mayor and Councilman DeWall can fill the rest of the council in. LEIS is close to being done. Some wording changes and I thought I would have something for you by Tuesday.

Robin will email to you the General Fund Bills when completed along with the Payroll.

I will be available by phone 218-969-0104; email or txt. Feel free to contact me.

Respectfully,



Mark Casey

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"

AGENDA
PROCTOR CITY COUNCIL MEETING
Tuesday January 16, 2018 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES

January 2, 2018 City Council Meeting Minutes

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

***APPROVAL OF CONSENT AGENDA** (one Council motion can accept all items listed under this agenda, plus Council can pull any individual items out of this consent agenda and discuss/act on item separately - thus leaving others to be approved via consent agenda action) - **bold print denotes need for Council action**

***1. COMMUNICATIONS**

- A. St. Louis County Recording of Original State Deed

2. PLANNING & ZONING DEPARTMENT MATTER

- A.

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 12/24/17; Liquor Fund payroll ended 12/24/17 (attached).

***4. COMMITTEE REPORT**

- A. Planning and Zoning Minutes of December 17, 2017
- B. PEDA Minutes of January 9, 2018 (unofficial)

5. UNFINISHED BUSINESS

- *A. SRO

6. NEW BUSINESS

- A. Resolution 03-18 Appointment of Fire Department Officers
- B. Resolution 02-18 Increase in Salary for Fire Department Staff
- C. Fire Department Resignation
- D. Resolution 04-18 Establishing Council Meeting Time, Date and Place
- E. Liquor Control Committee – Schwarzbauer
- F. Committee Appointments
- G. Event Application
- H. PEDA Resignation
- I. Liquor Control Resignation
- J. Pay Equity Study

7. LABOR AND NEGOTIATIONS ISSUES – Closed Meeting

A. Discussion on Negotiation Strategy

6. NEW BUSINESS

MEMBER CONCERNS

BILLS FOR APPROVAL

General: \$
Liquor: \$ 16,916.14
Total: \$

ADJOURNMENT



Saint Louis County

1A

Land and Minerals Dept. • www.stlouiscountymn.gov • landdept@stlouiscountymn.gov

Mark Weber
Land Commissioner

January 10, 2018

City of Proctor
100 Pionk Dr
Proctor, MN 55810

Dear City of Proctor:

The recorded original State Deed for your Free Conveyance is enclosed.

Thank you for doing business with St. Louis County.

Sincerely,

Pam Brown

Pam Brown
Support Staff

pb

Enclosures

c: Area file

☒ Land Commissioner's Office
320 West 2nd Street, GSC 302
Duluth, MN 55802
(218) 726-2606
Fax: (218) 726-2600

☐ Pike Lake Area Office
5713 Old Miller Trunk Hwy
Duluth, MN 55811
(218) 825-3700
Fax: (218) 825-3733

☐ Virginia Area Office
7820 Highway 135
Virginia, MN 55792
(218) 742-9898
Fax: (218) 742-9870

"Trust Lands, Managed For The People Of This County"

Office of the Registrar of Titles
St. Louis County, Minnesota
Recorded on 12/29/2017
At 3:25 PM

Document No. 993720.0

Affecting Certificate(s) of Title

222771.0, 328574.0, 331754.0

Mark A. Monacelli
Registrar of Titles

By R MacDonell Deputy
TFR 10000588

Document: STATE DEED
Grantor: STATE OF MN
Grantee: CITY OF PROCTOR

Auditor

Deed Tax \$1.65

PIN(s) 185-0210-00120, 185-0210-00130, 185-0210-00140, 185-0210-00150, 185-0220-02720, 185-0220-02730, 185-0220-00970, 185-0220-00980

Transfer Number(s) 113392

Deed Transfer
No delinquent taxes and transfer entered
This 29th day of December, 2017
Donald Dicklich, County Auditor
By April Rautio Deputy

Total Consideration for this Transfer of Property is \$500.00 or Less.
Certificate of Value is not Required.

Recording Fee: \$86.00
Well Certificate Fee: \$0.00

This page has been added by the St. Louis County Recorder/Registrar of Titles to add the recording information to the attached document.

Notes:

Conveyance of Forfeited Lands

Issued Pursuant to Minnesota Statute, Chapter 282

aCRV / Free Conveyance

Deed Tax Due: \$1.65

Commissioner's Deed No. 0214915

Date: 11/14/17

WHEREAS, the real property described below has become duly forfeited to the State of Minnesota to be held in trust in favor of the taxing districts for the nonpayment of taxes or otherwise, and,

WHEREAS, pursuant to Minnesota Statutes section 282.01, subdivision 1a, paragraph (e) and related provisions; the Grantee has applied to the Commissioner of Revenue to convey to the Grantee the real property described below to be used for an authorized public use and the County Board has made a favorable recommendation with respect to the conveyance, and

WHEREAS, the Commissioner of Revenue has determined that the Grantee has fully complied with the conditions for said conveyance and is entitled to an appropriate conveyance of the real property, and,

NOW, THEREFORE, for valuable consideration and pursuant to said laws, the Commissioner of Revenue, acting on behalf of the State of Minnesota, a sovereign body ("Grantor"), does hereby convey and quitclaim free from any trust to City of Proctor ("Grantee"), for so long as the Grantee shall continue to use the Property for an addition to existing Trail System, real property in St. Louis County, State of Minnesota legally described as follows:

LOTS 12, 13, 14 AND 15, BLOCK 1, PROCTOR HEIGHTS also LOTS 12 AND 13, BLOCK 10, QUINNS ADDITION TO PROCTOR
also LOTS 11 AND 12, BLOCK 4, QUINNS ADDITION TO PROCTOR
Subject to all easements of record and rights of way.

Check here if all or part of the described real property is Registered (Torrens) ()

together with all hereditaments and appurtenances belonging thereto, but excepting and reserving to the said state, in trust of the taxing districts concerned, all mineral rights, as provided by law.

Pursuant to Minnesota Statutes section 282.01, subdivision 1d, paragraph (d), and subdivision 1e, the use restriction described above and the authority of the commissioner of revenue to declare the land as having reverted to the state shall expire 30 years from the date this deed is acknowledged, subject to any conveyance, county board resolution, appeal in district court, or other action that results in an earlier nullification of the restriction and reversion.

Check applicable box:

(X) The Seller certifies that the Seller does not know of any wells on the described real property.

() A well disclosure certificate accompanies this document.

(If electronically filed, insert WDC number:)

() I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

NOTE: The State of Minnesota is issuing this deed for the county and other taxing jurisdictions and in reliance on the Auditor's certification stating the above.

THE MONETARY CONSIDERATION FOR THIS CONVEYANCE IS \$500 OR LESS.

BY STATE OF MINNESOTA, CYNTHIA BAUERLY, Commissioner of Revenue

By: Sarah VanderWal
SARAH VANDERWAL, duly appointed representative of the Commissioner of Revenue.

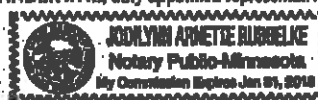
State of Minnesota
County of Ramsey

This instrument was acknowledged before me on 23rd day of December, 2017, by SARAH VANDERWAL, duly appointed representative of the Commissioner of Revenue, on behalf of the State.

Jody Ann Rubelke

THIS INSTRUMENT WAS DRAFTED BY:
Minnesota Department of Revenue
600 North Robert Street, 4th Floor
St. Paul, MN 55146

C22170295



Tax statements for the real property described in this document should be sent to:

Name: City of Proctor
Address: 100 Pionk Dr
Proctor, MN 55810

Minutes of the Planning and Zoning Meeting of December 18, 2017 held in the Council Chambers at the Proctor Community Center.

Chairman Aldridge called the meeting to order at 5:00 p.m.

MEMBERS PRESENT: Commissioners: Boysen, Harnell, Lambert, Tuomi, & Chair Aldridge

OTHERS PRESENT: Administrator Casey; City Attorney Bray; Kevin Field; Ron Abrahamson; Linnea Wiita.

APPROVAL OF MINUTES:

Motion by Boysen, seconded by Tuomi and carried: To approve the Planning and Zoning Meeting minutes of November 27, 2017 with two changes: under Others Present, Jesse Annala was not present at that meeting, and letter listed under Communication was from the prior meeting.

APPROVAL OF AGENDA:

Motion by Boysen, seconded by Tuomi and carried: To approve the December 18, 2017 Planning and Zoning Meeting Agenda with the addition of discussion of cell tower approval.

1. PUBLIC HEARING - Opened by Chair Aldridge at 5:04 p.m.: To take public input on the variance request from Kevin Field City Code 1002.03 Subd. 2, (A) General Setback Requirements which states that the Minimum Side Yard Depth, in a C-1 district, is 5 feet. Additionally, Mr. Field is applying for a variance from the City Code 1002.0303 Subd. 2, (A) General Set Back Requirements which states that the Minimum Back Yard Depth, in a C-1 district is 25 feet. These variance requests are being requested to build a storage facility on the property.

Legal Description : Lots 23, 24, and 25 of Magoffins Division of Proctorknott

Common Property Description: 212 4th Street, Parcel Code 185-0110-01730

1. Field explained that he is planning to build a mini-storage facility and to make maximum use of the property he is requesting a 3' variance on the West side of the property, and a variance of 10' on the South side.
2. Lot dimension in 25' x 150'. Building planned to be 138' long by 12' wide, which will allow 11' between the buildings.
3. Building design is for a metal building with roof sloped toward the East, to direct water drainage toward the East, and a drive thru lane from 4th Street to the alley.

4. Ron Abrahamson, adjacent neighbor to property, said he attended for information. He had no objections, and said having the wall of the building there would not be any different than if a fence was built there.
5. Discussion ensued as to the setbacks, water drainage, plowing, and the need for fire protection construction requirements because of the reduced setbacks. Casey stated that the hearing is for the purpose of the variance, and at a later time the conditions of operation, hours, lighting, etc. will be discussed.

Motion by Lambert, seconded by Boysen and carried: To close the Public Hearing and return to the regular meeting at 5:25 p.m.

2. COMMUNICATIONS

None.

3. BUILDING PERMITS (C-1 and above)

None.

4. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None

5. COMMITTEE REPORTS

Administrator –

6. UNFINISHED BUSINESS

- A. Zoning Classifications – Ordinance Wording to be developed
In progress.
- B. Mixed Use Wording –John Bray
In progress.

7. NEW BUSINESS

- A. Variance Request of Public Hearing
 - a. Side Set Back Request

Motion by Tuomi: To accept the variance for the side yard as requested. Due to lack of a second for the motion, the motion was dropped.

Motion by Harnell, seconded by Boysen and carried: To accept the variance for the side yard setback as requested as long as the building is designed to drain towards the East side of the building.

- b. Back Yard Set Back Request

Motion by Tuomi, seconded by Harnell and carried: To approve the variance for the rear yard setback as requested, based on Mr. Field presenting an acceptable building plan.

Discussion that Mr. Field will bring the building plans before the Commission prior to getting a Building Permit.

B. Home Occupation Permits

Motion by Boysen, seconded by Lambert and carried: To approve the 4 permits presented for Home Occupation Permits for 2018. (Bills Gun Repair, Birch Hill Kennel, Northern Lights Disc Golf Design, and GGF Enterprises.)

Discussion that this is fewer than last year. Casey advised that letters will be sent to remaining 2017 permit holders reminding them for the need for a 2018 permit. Also, a few more households will receive letters explaining the requirement for permits if they are running a business from their homes.

8. BUILDING INSPECTOR REPORT

A. Year to date building/plumbing permits listing

MEMBER CONCERNS:

Need to discuss limitations on size for ads or banners placed in yards for promoting a product or a business at a future meeting.

Casey reported that one of the storage bins in a yard is gone. Also Home Occupation Permit info will be sent to party possibly operating Auto Repair business.

Commissions requested to receive their packets for meetings in paper format (as opposed to digital,)

ADJOURNMENT

Motion by Boysen, seconded by Harnell and carried: To adjourn the meeting at 5:55 p.m.

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. on Tuesday, January 9, 2018 in the Proctor Community Center.

The meeting was called to order by Chairman Madson at 6:00 p.m.

MEMBERS PRESENT: Commissioners: Carol Lind and Nicholas Greenwood; Mayor Larson; Chairman Eric Madson and Vice Chairman Tom Lavato

MEMBERS ABSENT: Commissioners, Eric Bingaman and Wayne Pulford

OTHERS PRESENT: City Administrator Mark Casey, Deputy Mayor Gary Nowak and Administrative Assistant Robin Hansen

APPROVAL OF MINUTES

Motion by Lind, seconded by Lavato and carried: To approve the PED A meeting minutes of October 10, 2017.

APPROVAL OF AGENDA

Motion by Lind, seconded by Mayor Larson and carried: To approve the PED A agenda

1. COMMUNICATIONS

2. PLANNING & ZONING COMMISSION MATTERS

Casey stated he met with the Duluth P&Z and *ImagineDuluth2035* regarding their comprehensive plan. At that time he received a copy of their policies and strategies; along with a new zoning map which includes Boundary Avenue from Highway 2, east north and slightly south.

There was discussion of the Future Land Use Designations shown in the Agenda packet as Exhibit 2A. The matter was tabled, and the commission will be going back to the Duluth Council for discussion to reanalyze.

3. PED A SECRETARY ADVISES AUTHORITY

A. Annexation Update

The discussion was that this item is going before the Appeal Judge later this month, and will be held in St. Paul. Midway and Proctor are to align their discussions. Administrator Casey and City Attorney John Bray may attend this hearing.

B. Goldberg Property – Purchase Agreement Update Seventeen acres south of Libby Circle

Possible purchase or Quit Claim Deed

Back taxes on Property. Should the City decide to purchase the property then they are responsible for the back taxes.

If subdivided then the back taxes will be due.

Casey stated that he received an email from the Auditors Office in regard to the back taxes. Confirming if property is recorded, property taxes need to be paid

Options: Current owner is Easy Housing

May tax forfeit after 7 years. Residential area.

Casey explained the prior month letter had no response, so a follow up email was sent to the developer in Houston who was originally from Hermantown.

Mayor Larson stated there are 2-3 years remaining on property.

Discussion ensued about uses of the property and county options.

4. UNFINISHED BUSINESS

A. PEDA Loan-2012 Redevelopment Loan Due

Casey stated at the prior PEDA meeting the loan holder had proposed sitting down with the Chairman and Administrator to renegotiate his balloon payment that was coming due. Casey then discussed the agenda packet Exhibit 4A which reflects the Amortization Schedule of combining of all three loans held by the loan holder into one loan.

Madson proposed the 5 year loan at 3%.

Casey stated he did ask for acceptable collateral, and that he checked on the values of *Exhibit 4A Collateral* after the packet was dispersed to the PEDA members.

The total value stated by Casey covers the \$9,200 vs. the \$11,599 "Reflected Value" from the loan holder. Casey asked the PEDA members if this is the type of collateral PEDA wants.

Madson offered to share pictures of the items he located on the internet. He also stated that he had approached the loan holder about other pieces of collateral, but the loan holder did not feel he would be successful due to his partnership. Madson stated that maybe PEDA would be better off taking the collateral offered, as it would be part of the loan holders business.

Mayor Larson shared that he wished the loan holder was at the meeting to discuss other options.

Further discussion ensued about the collateral, regular billing and the proposed new loan structure.

Motion was made by Lind, and seconded by Lavato: To accept the loan with the new terms of 5 years at 3% interest.

Nowak was concerned as to why the loan holder took out another loan in 2017 when there was a balloon payment coming due.

Commissioner Greenwood stated that a lot of paperwork had not been mailed out by the city when the program originated.

Madson explained it is important to properly have the items collateralized, and that it has been an ongoing process under many administrations; this is our last.

Casey stated the Center for Economic Development had called him asking if Proctor has loan programs, the accuracy of them, and if the loans are currently being given out. Casey's response to the caller was that Proctor is now revamping new guidelines and monitoring activities.

Mayor Larson asked if anyone verified the serial numbers on the equipment.

Motion made by Madson, seconded by Lind, carried (4-1), Larson opposed: To approve the loan contingent on the serial numbers of the collateral for value, due to concern of depreciation of items.

5. NEW BUSINESS

A. Organizational Meeting – appoint Chair, Vice Chair, and recording Secretary

Motion by Mayor Larson, seconded by Lind, and carried (5-0): To appoint Eric Madson as the Chairman.

Motion by Lind, seconded by Greenwood, and carried (5-0): To appoint Tom Lavato as the Vice Chairman.

Motion by Mayor Larson, seconded by Lind and carried (5-0): To appoint Carol Lind as the Treasurer.

Motion by Mayor Larson, seconded by Madson and carried (5-0): To appoint Mark Casey as the Recording Secretary.

Stipends were discussed and most are not taking them. Lind got her stipend, and Greenwood elects not to take his. Casey stated that the stipends are something to think about.

Mayor Larson discussed Term Limits, and asked if every position should be open for applicants. Striving for fairness and consistency he suggests that everyone needs to refill an application. Lind stated it was quite embarrassing when she applied for the commission position given her working years and qualifications with the City of Proctor. Mayor suggested to give the term limits some thought for the next agenda. Madson stated the need to publicize open job positions.

B. PEDAL Loans/Grants – CDBG (Review of Items D, E, F)

d). Maximum Amount

Madson suggested \$50,000-100,000 to bring in jobs, but there is a need to be flexible depending on the size of the project, the amount of funds available, economic impact and job creation.

e). **Signature and Money**

After much discussion by all it was decided that the importance a timeline is needed; along with the possibility of an extension. Mayor Larson suggests that payments be made until the money has been dispersed. He also likes the idea of 90 days to draw on the monies to be used for the loan agreement, but he also asked what if someone has a project that takes three different phases? When would we start the amortization?

Motion made by Mayor Larson, seconded by Madson, that any loan given will be 90 days with review. Unanimous.

f). **Grants vs. Loans**

Casey stated that if you get a grant from another entity you may get a one that you don't need to pay back, and maybe we should consider a match.

Mayor Larson suggested a combination of grant vs. loan. The loan recipient should come up with half of the grant and PEDDA the other half. Madson suggested 1/3rd, 1/3rd, and a 1/3rd. Casey then suggested that if grants are available then the loan recipient must come up with 50% of the grant.

Motion made by Lind, seconded by Mayor Larson that the loan recipient is required to come up with 50% of the grant.

Madson recommended that the commission review items 4 and 5 at their next meeting.

C. **Financials and Reduction of Fund Accounts**

Motion by Lind, seconded by Lavato, and carried to close funds #120 and #130 into Fund #830 retroactive to 12/31/17. Unanimous.

Administrator Casey stated the fund balance is \$120,000, and the PEDDA loan can be paid off at any time. He recommends, continue to pay the Public Utilities loan agreement for now.

Casey suggested using some of the funds from Fund 810 and 830 for usage. **This will be discussed at a later date.**

6. MEMBER CONCERNS

None.

APPROVAL OF BILLS

Casey stated there is nothing outstanding.

ADJOURNMENT

Motion by Greenwood, seconded by Lavato and carried: To adjourn the meeting at 7:23 pm.

Phillip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

6A
COUNCILORS
Jake P. Benson
Troy R. DeWall
Gary Nowak
James R. Schwarzbauer

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

**CITY OF PROCTOR
RESOLUTION NO. 03-18
APPOINTMENT OF FIRE DEPARTMENT OFFICERS**

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

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

WHEREAS, it is the desire of the City Council to appoint officers to its Fire Department to ensure that the Fire Departments interests and duties are carried out.

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

Moved by Councilor _____ and seconded by Councilor _____ that the foregoing resolution be adopted.

Voting Aye:
Voting No:

Resolution declared adopted this 16th day of January, 2018.

Philip Larson
Mayor,

Attest: _____
Mark Casey
City Clerk/Administrator

Proctor Fire Department

223 Fifth Ave. Proctor MN 55810

Hall # 218-628-0787 Truck Cell # 218-491-0981

Command #	Name	Position	Phone #
500	Kerry Helquist	Chief	218-390-0881
503	Kevin Field	Assistant Chief	218-393-8395
504	Troy Dewall	Assistant Chief	218-390-9546
512	Jay Boysen	Assistant Chief	218-341-9556
523	Luke Fontaine	Deputy Chief	218-391-6731

513	Lynn Windus	Captain	218-391-3542
520	Jesse Annala	Captain	218-310-2132
521	Kris Bryant	Captain	218-393-0081
522	Brad Johnson	Captain/FEO	218-349-2084

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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6B
COUNCILORS
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Gary Nowak
James R. Schwarzbauer

100 Plonk Drive • Proctor, Minnesota 55810-1700 • (218) 624-3841 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

CITY OF PROCTOR RESOLUTION 02-18

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

RESOLUTION FOR THE INCREASE IN PAY FOR FIRE DEPARTMENT STAFF

WHEREAS, the Fire Department Board of the City of Proctor, desires to increase the wage of the Treasurer, Secretary, and Janitor to reflect additional duties being performed; and,

WHEREAS, the current wages of the Treasurer and Secretary are \$175 per quarter and the Janitor is \$9.50/hour at 10 hours per month; and,

WHEREAS, the Fire Department Board in accordance with city code, and personnel policies that apply, would increase the Treasurer and Secretary to \$200 per quarter and Janitor to \$10/hr. City

THEREFORE BE IT RESOLVED, through actions of the Mayor and City Council, increase the wage of the Secretary and Treasurer to \$200 per quarter and the Janitor to \$10 per hour retroactive to January 1, 2018. These positions are non-supervisory and do not include benefits. All work shall be in accordance with this resolution and City Code and Policies.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. was declared duly passed and adopted this 16th January, 2018.

Philip Larson
Mayor

Attest: _____

Mark Casey
City Clerk/Administrator

6C

Anthony J. Boespflug
Firefighter/Paramedic
830 6th Str
Proctor, MN, 55810
1/1/2018

Chief of the Department
Proctor Fire Department
100 Plonk Dr
Proctor, MN. 55810

Dear Chief:

It is with regret that I tender my resignation from the Proctor Fire Department as a
Firefighter/Paramedic, due to conflict with my full time employment

I am grateful for the opportunity to serve the City of Proctor.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anthony J. Boespflug', written in a cursive style.

Anthony J. Boespflug
Firefighter/Paramedic 525

Phillip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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61
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**RESOLUTION 04-18
ESTABLISHING
COUNCIL MEETING TIME, DATE & PLACE**

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

WHEREAS, pursuant to Minnesota Statutes 412.191, the Governing Body has the authority and obligation to fix the time and place of its regular meetings and;

WHEREAS the Proctor City Council is interested in amending those dates and establish its regular meeting(s) time, date and place for holding meetings during 2018.

NOW THEREFORE BE IT RESOLVED that the City Council of Proctor, Saint Louis County, Minnesota, is interested in establishing its regular meeting(s) time, date and place for holding meetings during the year of 2018 at 6:00 p.m. on the first Monday (regular) and third Monday (regular) of each month with the location in the Council Chambers at the Proctor City Hall Building and the first business day after, should the above dates fall on a designated holiday.

BE IT FURTHER RESOLVED that the City Council of Proctor, Saint Louis County, Minnesota hereby authorizes the mayor, or any two council members to establish other meeting time, date and place(s) when so required subject to the Minnesota Statute on "Open Meetings Law" 13D. Statute 412 etal for special meetings.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. 04-18 was declared duly passed and adopted this 16th day of January, 2018.

Philip Larson
Mayor

Attest:

Mark Casey
Administrator/Clerk-Treas.

201.06. Ordinances, Resolutions and Motions.**Subdivision 1. Ordinances, Resolutions and Motions.**

- A. Every proposed ordinance, repeal of an ordinance or amendment to an existing ordinance shall be presented in writing to the City Council at two separate Council meetings where said ordinance or amendment shall be read in full. A vote of the City Council may be taken relative to said ordinance or amendment upon completion of the second reading.
- B. Every resolution shall be presented in writing and shall be read in full before a vote is taken thereon, but no second reading of resolutions.
- C. All motions shall be stated in full before they are submitted to a vote by the presiding officer. They shall be recorded by title in the minutes by the Clerk.

Subd. 2. Recording. Every ordinance and resolution passed by the Council shall be signed by the mayor and attested by the Clerk. Every ordinance shall be incorporated into the text or appendices of the Code with the original passed version of the ordinance retained in an ordinance book in chronological order. Every resolution shall be filed in the resolution book.

Subd. 3. Amendments and Repeals. Every ordinance or resolution repealing a previous ordinance or resolution or a section or subdivision thereof shall give the title of the ordinance or resolution to be repealed in whole or in part. No ordinance or resolution or section or subdivision thereof shall be amended by reference to title alone, but such an amending ordinance or resolution shall set forth in full each section or subdivision to be amended. (See Appendix I for form.)

201.07. Committees.

Subdivision 1. Standing Committees. That there shall be nine standing committees of the City Council, namely: streets; liquor control; Parks and Recreation; Beautification and Trees; public safety; cable television; Infiltration & Inflow; Tourism; and trust fund board. That each of said committees except the trust fund board, said board being governed by the ordinance establishing the fund, shall consist of one Council member and two non-council members (or more as the committee shall so decide), and said committee members shall be appointed by such Council at the first meeting of each year. Any subject considered by said committees shall be presented to the Council with their recommendations for the Council's consideration.

MINUTES from 4/4/2016

B. Administrator Request (Casey)

Casey stated that he was asked to speak at a seminar/workshop for engineers in training from a client's perspective. He said this would be a great way to network also.

Motion by Schwarzbauer, seconded by Benson and carried: To approve the request from Administration to attend the Young Professionals Seminar on April 28, 2016.

* C. Resolution No. 19-16 – Resolution Confirming the Appointments to the Liquor Control Committee (White)

Benson stated that he would like to add an amendment to this Resolution.

Motion by Benson, seconded by McGovern and carried (5-0 in favor): To decrease the number of Public Safety committee members from eleven to nine; and to add a Public Safety member to the Liquor Control Committee.

Brenna read the resolution to the audience and stated that he doesn't agree that the Liquor Control Committee should eliminate bar owners. McGovern agreed with Brenna and understands the importance of the business owners on the committee, similar to the hotel owners/managers on the Tourism Committee.

Schwarzbauer asked the council if they had found other example of liquor control committees. Benson said that according to the League of Minnesota Cities, elected official are part of most Liquor Control Committees. White stated that the Liquor Store should not have representatives on the committee as it would eliminate any conflict.

Motion by White, seconded by Schwarzbauer and motion failed (2-3, Brenna, McGovern and Benson opposed): Resolution No. 19-16 – Resolution Confirming the Appointments to the Liquor Control Committee

D. Resolution No. 20-16 – Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License

Brenna stated that Ducks Unlimited has done this same event in years prior.

Motion by Benson, seconded by McGovern and carried: To approve Resolution No. 20-16 – Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License

**Resolution No. 19-16
City of Proctor**

**RESOLUTION CONFIRMING THE APPOINTMENTS TO
THE LIQUOR CONTROL COMMITTEE**

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

WHEREAS, the City of Proctor is authorized, through Minnesota Statutes 412.111 to designate qualified person(s) to exercise the powers and perform the duties as so described by the City; and

WHEREAS, it is the desire of the City Council to appoint two City Councilors and the Chief of Police as voting members and the Deputy Clerk and the Municipal Liquor Store Manager as ad hoc non-voting members to the Liquor Control Committee to ensure that the Municipality's interests, as expressed through the City Council, are represented on the Liquor Control Committee.

NOW, THEREFORE, IT IS HEREBY RESOLVED: Jake Benson (City Council), Shawn McGovern(City Council), Walter Wobig (Chief of Police), Tim Peterson (Deputy Clerk), and Bill Blackwood (Municipal Liquor Store Manager) are hereby appointed to serve on the Liquor Control Committee for the City of Proctor until such time as the position may be vacated by themselves or to full terms as per the ordinance of the City of Proctor.

Councilor _____ **introduced the foregoing resolution and moved it for adoption.**

The motion for the adoption of such resolution was seconded by Councilor _____ **and, upon a vote being taken thereon, the following voted in favor thereof:**

And the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted.

ADOPTED by the City of Proctor this 4th day of April, 2016.

BY _____
Mayor David Brenna

ATTEST _____
City Administrator Mark Casey

STREET COMMITTEE

Jim Schwarzbauer	827 Almac Drive	624-0187
R. Jim Tuomi	824 6th St	628-2117
Jay Boysen	216 8 th St	628-1395
Gerry Jones	626 4th Street	628-2445
Jesse Annala	836 3 rd St	624-1792
OPEN		
* Rick LaLonde	Street Dept Foreman	628-6269

LIQUOR CONTROL COMMITTEE

Philip Larson	702-1 st Avenue	393-4636
Gary Nowak	320-9 th Street	628-2387
Dick Kari	Powerhouse- 423 3 Ave	624-0626
Bill Blackwood	Liquor Store Manager	624-7552
OPEN		
Nick Greenwood	501 Third Avenue	428-3478
OPEN		

PARKS & RECREATION COMMITTEE

	Gary Nowak	320-9 th Street	628-2387
	Rory Johnson	801 Almac Dr	624-0353
	Jeff Gunderson	1100 Almac Drive	628-6000
	Tim Rohweder	142 Third Street	628-3294
*	Rick LaLonde	Street Dept Foreman	628-6269
*	Dave Forneris	Park Lead Man	628-6269
	Jesse Annala	836 Third Street	624-1792
	Tod Marunich	3483 Stark Jct. Rd	

BEAUTIFICATION & TREES COMMITTEE

Tracy Haberman	726-8710
Ed Haberman	726-8710
Jim Schwarzbauer	624-0187
Ann Schwarzbauer	624-0187
Kathy Hannan	624-4326
Alisa Thudin-White	624-0472
Carl Crawford	733-7678

CABLE TV COMMISSION

Jake Benson	215 Fifth Street	628-2770/624-3344
Elmer Engman	124 Sixth Street	624-0330
Nancy Aldridge	1000 Almac Drive	624-2951
TC Leveille		391-5152
Tod Huff		251-5383
Diane Martinek	124-6 th Street	349-9562

PUBLIC CHARITABLE TRUST FUND BOARD

Philip Larson	Mayor	City Hall	624-3641
Mark Casey	City Administrator	City Hall	628-6261
Jake Benson	Business Rep	215 5th Street	628-2770
Tara Bryant	Banker	1st Natl Bk of Proctor	628-1088

TOURISM COMMITTEE

Council rep	Jim Schwarzbauer		624-0187
AmericInn rep	Tony Banks	185 Hwy 2	624-1026
Duluth Spirit Mtn Inn	Ryan Jones	9315 Westgate Blvd	628-3691
Best Western Plus	Deanna Gregorich	9330 W Skyline Pky	628-0668
Chamber rep	Dan Rohweder		628-1442
Fair Assoc	Frank Siro		591-6274
City Staff	Sally Hedtke		624-3641
Blackwoods	Nick Bjierkle		628-0628
Spirit Mountain	Jess Wolff		624-8544

PUBLIC SAFETY COMMITTEE

	Philip Larson	702-1 st Avenue	393-4636
	Troy DeWall	302 Second Street	624-3322
	Walter Wobig	Chief of Police	628-6276
	Debra Madson	828 Lupine Dr	628-1602
Chair	Kent Gaidis	Proctor Police Officer	624-7788
	Dick Kari	Powerhouse-423 3 Ave	624-0626
Vice Chair	Rick LaLonde	Street Dept Foreman	628-6269
	Kerry Helquist	Fire Department	390-0881

6 G

City of Proctor Special Event Application

Event: Winterfest Medallion Hunt

Event Schedule (use additional sheets if needed)

Date/Day	Starting Time	Ending Time	Anticipated Attendance
1/29/18 -3/15/18			

Event Location/Address: Hidden on public property

Property Owner's Permission

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

Signature of Property Owner
Or City Administrator (City of Proctor)

Date

Phone Number

Organization Name: Midwest Communications

Address/Phone/Email: 11 East Superior St Duluth MN 55802 218-722-4321

Person Responsible for Coordination of Event

Name/Phone/Email: Chris Zuech chris.zuech@mwcradio.com

Secondary Contact

Name/Phone/Email: _____

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. Parks

☒ 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 510A, 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? If so will there be 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? _____

- **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. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property: Medallion Hunt

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) CPZ

- 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 X

(Special Events Holder initials here) CPZ

- 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) CPZ

- 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) CPZ

- 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) CPZ

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) CPZ

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) CPZ

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) CPZ

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) CPZ

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 Zuech

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

Name Chris Zuech

Title Promotions Manager

Signature 

Date 1/2/18

- 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.



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
01/02/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services Central, Inc.
Green Bay WI Office
111 N. Washington Street, suite 300
P. O. Box 23004
Green Bay WI 54305-3004 USA

CONTACT NAME:
PHONE (A/C, No. Ext): (920) 437-7123 FAX (A/C, No.): (920) 431-6345
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED
Midwest Communications, Inc.
904 Grand Ave.
Wausau WI 54403-6420 USA

INSURER A: ACUTY, A Mutual Insurance Company

14184

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER: 570089811975

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		K82726 Package	01/01/2018	01/01/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMPOP AGG \$3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		K82726 Package	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION		K82726 Package	01/01/2018	01/01/2019	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	K82726 Package	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE-EA EMPLOYEE \$100,000 E.L. DISEASE-POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: 2018 MEDALLION HUNT. ADDITIONAL INSURED ON THE GENERAL LIABILITY CITY OF PROCTOR AS RESPECTS TO THE ABOVE REFERENCED EVENT.

CERTIFICATE HOLDER

CANCELLATION

CITY OF PROCTOR
100 PLOMCK DRIVE
PROCTOR MN 55810 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Central Inc

64

TO: Mr Mark Casey
FROM: Eric Bingaman
CC: Proctor City Council Members, Members of PEDA, & Members of Liquor Control
SUBJECT: Letter of resignation

I am writing this letter to notify my resignation from the Liquor Control Committee, and my chair as a Commissioner on PEDA, as of 1-10-18 12:00 P.M.

I have lived in the Proctor Community my whole life, and have found great satisfaction in being able to give back to my community by serving on Liquor Control, being involved with various volunteer activities within the city and as a Commissioner on PEDA. After being personally threatened and attacked by Mayor Phil Larson before a PEDA meeting, watching Dick Karl not be able to be unbiased as leader of liquor control, and watching the personal vendetta attacking by Phil Larson against other city council members and others in the community; it is time to distance myself from anything this city used to stand for, the hostile environment that Mayor Larson has created, or any future decisions that will be made by our current mayor and city council.

There are still many great people that work for and live in this community, and it is sad that a handful of people have ruined such a great sense of community pride that I used to have.

Maybe someday in the future I will think about becoming active again in helping to lead this community to a better tomorrow. Until the hostility and personal agenda's from a select few are resolved, I wish everyone left serving the best of luck to not end up like myself being caught up in hostility and personal attacking.



Eric Bingaman
722 3rd St
Proctor, MN 55810

6 L

TO: Mr Mark Casey
FROM: Eric Bingaman
CC: Proctor City Council Members, Members of PEDa, & Members of Liquor Control
SUBJECT: Letter of resignation

I am writing this letter to notify my resignation from the Liquor Control Committee, and my chair as a Commissioner on PEDa, as of 1-10-18 12:00 P.M.

I have lived in the Proctor Community my whole life, and have found great satisfaction in being able to give back to my community by serving on Liquor Control, being involved with various volunteer activities within the city and as a Commissioner on PEDa. After being personally threatened and attacked by Mayor Phil Larson before a PEDa meeting, watching Dick Karl not be able to be unbiased as leader of liquor control, and watching the personal vendetta attacking by Phil Larson against other city council members and others in the community; it is time to distance myself from anything this city used to stand for, the hostile environment that Mayor Larson has created, or any future decisions that will be made by our current mayor and city council.

There are still many great people that work for and live in this community, and it is sad that a handful of people have ruined such a great sense of community pride that I used to have.

Maybe someday in the future I will think about becoming active again in helping to lead this community to a better tomorrow. Until the hostility and personal agenda's from a select few are resolved, I wish everyone left serving the best of luck to not end up like myself being caught up in hostility and personal attacking.

Eric Bingaman
722 3rd St
Proctor, MN 55810

6J

Posting date: 11/16/2018

Jurisdiction Name: City of Proctor

NOTICE

2018 Pay Equity Report

This jurisdiction is submitting a pay equity implementation report to Minnesota Management & Budget as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999. The report must be submitted to the department by January 31, 2018.

The report is public data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. That means that the report is available to anyone requesting this information.

This notice is being sent to all union representatives (if any) in this jurisdiction. In addition, this notice must remain posted in a prominent location for at least 90 days from the date the report was submitted. For more information about this jurisdiction's pay equity program, or to request a copy of the implementation report, please contact:

Mark Casey, City Administrator
City of Proctor, 100 Pionk Drive, Proctor MN 55810
218-624-3641

For more information about the state pay equity law, you may contact:

Pay Equity Coordinator
Minnesota Management & Budget
400 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Part A: Jurisdiction Identification

Jurisdiction: Proctor

Jurisdiction Type: City Government

Contact: Mark Casey

Phone: 218-624-3641

E-Mail: mcasey@proctormn.gov

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Description: State Job Match

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no differentiation between male and female classes. Females are not at a disadvantage.

3. An official notice has been posted at:
City Hall

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Proctor City Council

(governing body)

Philip Larson

(chief elected official)

Mayor

(title)**Part C: Total Payroll**

\$1,309,669.69

is the annual payroll for the calendar year just ended December 31.

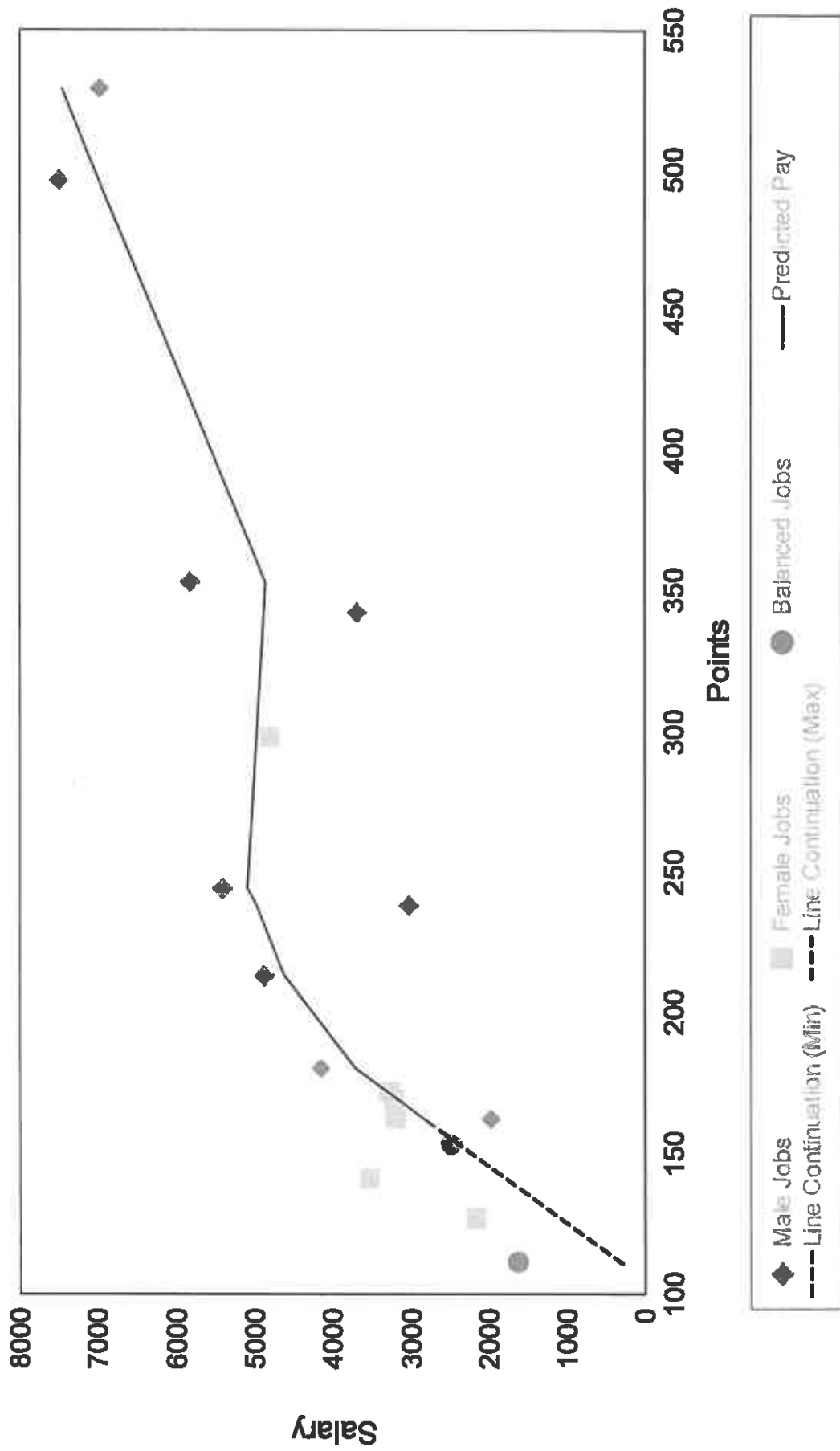


Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted

1/16/2018:



Predicted Pay Report for Proctor
Case : 2018 DATA

1/10/2018

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
17	Custodian	1	1	2	Balanced	111	\$1,648.00	\$305.89	\$1,342.11
16	Seasonal Park Worker	0	2	2	Female	127	\$2,166.00	\$1,098.01	\$1,067.99
18	Event Coordinator	0	1	1	Female	141	\$3,535.00	\$1,791.76	\$1,743.24
4	Liquor Store Clerk	5	2	7	Balanced	153	\$2,500.00	\$2,386.11	\$113.89
1	Part Time Cable TV Coordinator	1	0	1	Male	162	\$1,978.00	\$2,832.39	(\$854.39)
2	Part Time Police Record Coordi	0	1	1	Female	162	\$3,210.00	\$2,832.39	\$377.61
3	Administrative Secretary	0	1	1	Female	169	\$3,216.00	\$3,179.26	\$36.74
6	Police Records Manager	0	1	1	Female	172	\$3,278.00	\$3,327.33	(\$49.33)
7	Equipment Operator	3	0	3	Male	180	\$4,164.00	\$3,723.91	\$440.09
8	Working Street Foreman	1	0	1	Male	213	\$4,893.00	\$4,636.49	\$256.51
19	Network Administrator	1	0	1	Male	238	\$3,034.00	\$4,997.87	(\$1,963.87)
11	Police Officer	5	0	5	Male	244	\$5,431.00	\$5,114.24	\$316.76
10	City Accountant/Deputy Clerk	0	1	1	Female	298	\$4,832.00	\$4,935.17	(\$103.17)
12	Liquor Store Manager	1	0	1	Male	342	\$3,695.00	\$4,888.58	(\$1,193.58)
13	Police Sergeant	1	0	1	Male	353	\$5,842.00	\$4,876.94	\$965.06
14	Clerk Administrator	1	0	1	Male	496	\$7,498.00	\$6,978.69	\$519.31
15	Chief of Police	1	0	1	Male	529	\$6,981.00	\$7,466.00	(\$485.00)

Job Number Count: 17

CITY OF PROCTOR
Liquor Fund Bills List

01/12/18 12:32 PM

Page 1

Check Name	OBJECT Descr	Amount	Comments
ADT SECURITY SERVICES	Security Systems	\$482.62	SECURITY
Check Name ADT SECURITY SERVICES		\$482.62	
ARTISAN BEER COMPANY	Beer Purchases	\$27.70	092817
	Beer Purchases	\$95.20	122717
	Beer Purchases	-\$27.00	121317
	Beer Purchases	-\$40.50	121317
Check Name ARTISAN BEER COMPANY		\$55.40	
BERNICK'S PEPSI	Beer Purchases	\$721.35	01032018
Check Name BERNICK'S PEPSI		\$721.35	
BREAKTHRU BEVERAGE	Freight and Express	\$9.25	12282017
	Liquor Purchases	\$27.70	12282017
	Liquor Purchases	\$635.05	01042018
	Freight and Express	\$11.25	01042018
	Liquor Purchases	\$436.41	12282017
Check Name BREAKTHRU BEVERAGE		\$1,119.66	
G&K SERVICES	Misc Operating Supplies	\$59.57	MATS
Check Name G&K SERVICES		\$59.57	
GUARDIAN PEST SOLUTIONS, INC	Other Professional Services	\$40.69	PEST CONTROL
Check Name GUARDIAN PEST SOLUTIONS, INC		\$40.69	
JOHNSON BROTHERS INC	Wine Purchases	\$193.93	12262017
	Freight and Express	\$5.38	12282017
	Freight and Express	\$3.52	12262017
	Freight and Express	\$6.61	12262017
	Wine Purchases	\$244.30	12282017
	Freight and Express	\$10.62	12282017
	Liquor Purchases	\$303.71	12282017
	Freight and Express	\$1.89	10052017
	Wine Purchases	\$548.43	01022018
	Freight and Express	\$19.54	01022018
	Liquor Purchases	\$1,019.89	01022018
	Freight and Express	\$16.52	01022018
	Liquor Purchases	\$156.80	12262017
	Liquor Purchases	\$104.00	10052017
Check Name JOHNSON BROTHERS INC		\$2,635.14	
LAMAR COMPANIES	Advertising - Enterprises	\$295.00	POSTERS
Check Name LAMAR COMPANIES		\$295.00	
MEDIACOM	Computer Misc Expense	\$106.46	PHONE
Check Name MEDIACOM		\$106.46	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	\$265.60	01022018
Check Name MICHAUD DISTRIBUTING COMPANY		\$265.60	
MSR WIRE WORKS	Misc Operating Supplies	\$97.48	REPLACE BALLASTS & LAMP
Check Name MSR WIRE WORKS		\$97.48	
NORTHERN BUSINESS PRODUCTS	Office Supplies & Expense	\$131.90	SUPPLIES
Check Name NORTHERN BUSINESS PRODUCTS		\$131.90	
PHILLIPS WINE & SPIRITS CO	Liquor Purchases	\$1,991.86	01042018
	Freight and Express	\$5.67	01042018
	Wine Purchases	\$165.00	01042018
	Freight and Express	\$11.34	12262017
	Freight and Express	\$34.74	01042018
	Wine Purchases	\$278.50	12262017
	Wine Purchases	\$64.00	12262017

CITY OF PROCTOR

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Page 1

***Check Summary Register©**

December 2017 to January 2018

Name	Check Date	Check Amt	
10110 First National Liq			
Paid Chk# 028076 CITY OF PROCTOR	1/7/2018	\$1,818.64	PR17-26L wh PERA
Paid Chk# 028077 ADT SECURITY SERVICES	1/16/2018	\$482.82	SECURITY
Paid Chk# 028078 ARTISAN BEER COMPANY	1/16/2018	\$55.40	122717
Paid Chk# 028079 BERNICK'S PEPSI	1/16/2018	\$721.35	01032018
Paid Chk# 028080 BREAKTHRU BEVERAGE	1/16/2018	\$1,119.86	12282017
Paid Chk# 028081 G&K SERVICES	1/16/2018	\$59.57	MATS
Paid Chk# 028082 GUARDIAN PEST SOLUTIONS, IN	1/16/2018	\$40.69	PEST CONTROL
Paid Chk# 028083 JOHNSON BROTHERS INC	1/16/2018	\$2,635.14	12262017
Paid Chk# 028084 LAMAR COMPANIES	1/16/2018	\$295.00	POSTERS
Paid Chk# 028085 MEDIACOM	1/16/2018	\$106.46	PHONE
Paid Chk# 028086 MICHAUD DISTRIBUTING COMP	1/16/2018	\$265.60	01022018
Paid Chk# 028087 MSR WIRE WORKS	1/16/2018	\$97.48	REPLACE BALLASTS & LAMP
Paid Chk# 028088 NORTHERN BUSINESS PRODUC	1/16/2018	\$131.90	SUPPLIES
Paid Chk# 028089 PHILLIPS WINE & SPIRITS CO	1/16/2018	\$3,245.78	12262017
Paid Chk# 028090 PROCTOR BUILDERS	1/16/2018	\$15.99	12V AIR COMPRESSOR
Paid Chk# 028091 PROCTOR JOURNAL	1/16/2018	\$93.40	PUBLICATIONS
Paid Chk# 028092 RANGE PAPER	1/16/2018	\$213.61	BAGS
Paid Chk# 028093 ROHLFING INC	1/16/2018	\$2,171.05	12292017
Paid Chk# 028094 SOUTHERN GLAZER'S OF MN	1/16/2018	\$659.35	12292017
Paid Chk# 028095 SUPERIOR BEVERAGE	1/16/2018	\$2,687.45	12292017
Total Checks		\$16,916.14	