

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 February 20, 2018 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES February 5, 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. Invitation to Legislative Action Day Wednesday, March 14, 2018 in St. Paul**
- B. Proctor Lion's Club 2018 Hoghead Festival, August 18, 2018**
- C. Pheasants Forever St. Louis/Carlton County Fundraising Banquet**

2. PLANNING & ZONING DEPARTMENT MATTER

- A. Reminder: Public Hearing on Monday, February 26, 2018**

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 02/04/18; Liquor Fund payroll ended 02/04/18 (attached).**

4. COMMITTEE REPORT

- A. PEDA Meeting Minutes of February 13, 2018**
- B. Public Safety Meeting Minutes of February 15, 2018**

5. UNFINISHED BUSINESS

- *A. SRO**

6. NEW BUSINESS

- A. Event Application – South St. Louis County Fair Application, July 11-15, 2018**
- B. Event Application - 2018 Memorial Day Observance Application, May 28, 2018**
- C. Event Application - Winter Frolic, Saturday, March 3, 2018**
- D. Local Board of Appeals**
- E. Resolution No 06-18: Support for Upgrades to Spirit Mountain Facilities**
- F. Resolution No: 07-18: Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License**
- G. Resolution No: 08-18: Grant Agreement to State Transportation Fund (Local Road Improvement Program) Grant Terms and Conditions**
- H. Fire Department Request to Hire**
- I. Open Board Positions**

7. LABOR AND NEGOTIATIONS ISSUES – Closed Meeting

- A. Strategy Discussion on Labor Contracts**
- B. Client Privileged Information**

6. NEW BUSINESS (continued)

- J. Posting Open Position**
- K. LELS Local 405**
- L. MOU / Police**

MEMBER CONCERNS

BILLS FOR APPROVAL

General: \$144,024.72

Liquor: \$25,988.84

Total: \$170,013.56

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on February 5, 2018 in the Community Center Council Chambers.

Mayor Larson called the meeting to order at 6:00 p.m.

MEMBERS PRESENT: Councilors Jake Benson, Troy DeWall, Jim Schwarzbauer, and Mayor Phil Larson.

MEMBERS ABSENT: Deputy Mayor Gary Nowak

OTHERS PRESENT: City Attorney John Bray, Administrator Mark Casey, Assistant Administrator Jennifer Crown, Chief Gaidis, Confidential Administrative Assistant Robin Hansen, Midway Township Supervisor Jim Aird, Minnesota Municipal Beverage Association (MMBA) Executive Director Paul Kaspszak and MMBA Director Michael DeBonis, Beautification & Trees Committee Representative Russell Habermann, Kathy Hannan and Travis White.

APPROVAL OF THE MINUTES:

Motion by DeWall, seconded by Schwarzbauer and carried (3-1, Benson abstained for lack of time to review the minutes): To approve the January 16, 2018 City Council Meeting Minutes.

APPROVAL OF THE AGENDA:

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To approve the agenda for February 5, 2018.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

A presentation was given by Paul Kaspszak, Executive Director of the Minnesota Municipal Beverage Association (MMBA), and MMBA Director Michael DeBonis of Beaver Bay, Minnesota. Paul spoke about the Governmental Accounting Standards Board (GASB) Summary Statement No. 68 and also distributed a memorandum on the subject from the Minnesota Department of Education.

The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

(http://www.gasb.org/jsp/GASB/Pronouncement_C/GASBSummaryPage&cid=1176160219492)

Travis White expressed his concern of the City Council Meeting Minutes published in the Proctor Journal are too vague. He feels there should be more information published.

***APPROVAL OF THE 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.

Motion by Schwarzbauer, seconded by DeWall. Upon further discussion the council was in agreement to amend the motion and remove item “Communications 1A”.

1. COMMUNICATIONS

A. Request for Monetary Donation from AARP Tax Program

Motion by Schwarzbauer, seconded by DeWall. Upon further discussion the council was in agreement to amend the motion and remove this item and discuss it further at the next chamber meeting.

B. CoRE Program & Venue Black Woods Event Center March 7, 2018

- a. Learn the responsibilities and resources of government organizations that may respond to a pipeline emergency.

C. 2018 Community Development Block Grant (CDBG) Funding Recommendations

D. Mediacom Local Broadcast Station Surcharge

2. PLANNING AND ZONING DEPARTMENT MATTER

A. Public Hearing on Monday, February 26, 2018

- a. ISD 704 Application for Variance from City Code 1002.13 Subd. 6, bii: (A) Restriction on Residential Sign Requirements which states that the Institutional Signs where required shall not exceed 20 square feet or be located less than 5 feet from the property line.

ISD 704 is requesting variance of 45 feet from the required 20 feet variance.

3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 01/21/18; Liquor Fund payroll ended 01/21/18 (attached).

4. COMMITTEE REPORTS

A. Planning and Zoning Minutes of January 22, 2018

Motion by Dewart, seconded by Schwarzbauer and carried (4-0): To accept the Planning and Zoning Meeting Minutes of January 22, 2018.

B. Beautification Minutes

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To accept the Proctor Beautification & Trees Committee Meeting Minutes of January 30, 2018.

C. Cable Meeting Minutes

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To accept the Cable Commission Meeting Minutes of January 31, 2018.

***5. UNFINISHED BUSINESS**

***A. SRO**

6. NEW BUSINESS

A. Event Application – South St. Louis County Fair July 11-15, 2018

Motion by Benson, seconded by Schwarzbauer. Upon further discussion both the motion and support were withdrawn, and the city council was in agreement to remove this item from the agenda and send it to the Public Safety Committee.

B. St. Louis County Planning Commission Public Hearing February 8, 2018

- a. Accepting comments on the Proposed Safe Routes to School Program language amendments to St. Louis County Subdivision Ordinance 60.

Casey announced this was informational item for those who are able to attend. Habermann stated both of the Proctor schools are within Safe Routes.

C. F101 Loan Agreement

Motion by Mayor Larson, seconded by Benson and carried (4-0): To approve the F101 Loan Agreement.

D. RSPT – Regional Stormwater Protection Team

Casey explained that periodically a NS4 form needs to be filled out by the City stating the measures being taken to prevent storm water runoff, and also that one meeting a year is required. Casey recommended joining the RSPT membership, as they have assisted the City with a number of issues.

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To approve payment for the 2018 RSPT membership in the amount of \$1,100.

E. Beautification Plan

Beautification & Trees Committee Representative Russell Habermann and Councilor Schwarzbauer submitted informational documentation outlining projected geographical areas of Proctor that the committee would like to enhance to be attractive and functional spaces for the public to utilize.

Discussion ensued in regard to soliciting and funding ideas to assist bringing the projects to fruition in the future.

Mayor Larson extended his thanks to Russell and the committee as a whole for all of their hard work and dedication they give for the betterment of Proctor.

F. Termination of Contract

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To accept the termination of Loren Peterson's contract with the City of Proctor and send a letter of gratitude.

Casey will compose a thank you letter to Peterson for his years of exemplary work, and dedication to the City of Proctor.

G. Resolution 05-18: Adopting A Budget Amendment 2018

Motion by Schwarzbauer, seconded by Mayor Larson and carried (4-0): To approve Resolution 05-18: Adopting A Budget Amendment 2018.

Motion by Dewall, seconded by Schwarzbauer and carried (4-0): To recess the City Council meeting at 7:40 p.m. and go into a closed meeting to discuss labor and negotiation issues.

7. LABOR AND NEGOTIATIONS ISSUES – Closed Meeting

A. Strategy Discussion on Labor Contracts

B. Client Privileged Information

Motion by Dewall, seconded by Schwarzbauer and carried (4-0): To reopen the meeting to the general public at: 8:05 p.m.

6. NEW BUSINESS (continued)

H. Teamster MOU

Motion by Dewall, seconded by Mayor Larson and carried (4-0): To accept the memorandum of understanding for monthly stipend between the Teamsters, Linnea Wiita and the City of Proctor.

I. Posting Open Position

This item was removed from the agenda.

MEMBERS CONCERNS:

Councilor Schwarzbauer stated the Chamber Meeting will be on Wednesday morning.

Casey reminded all that the next City Council Meeting will take place on Tuesday, February 20, 2018 due to the Presidents Day holiday.

BILLS FOR APPROVAL

Casey asked the council to accept a \$310 invoice from the Minnesota Pollution Control Agency (MPCA) for a permitting request on 6th Street. The council was in agreement and this bill was added to the General Bills for payment.

General Bills \$65,155.84
+ \$310.00 to the Minnesota Pollution Control Agency (MPCA)
\$65,465.84

Liquor Bills \$36,292.11

TOTAL BILLS FOR APPROVAL \$101,757.95

Motion by Dewall, seconded by Schwarzbauer and carried (4-0): To approve the bills in the amount of \$101,757.95

ADJOURNMENT

Motion by Dewall, seconded by Schwarzbauer and carried (4-0): To adjourn the City Council meeting at 8:12 p.m.

Respectfully submitted,

Philip Larson, Mayor

Mark Casey, City Administrator



Dedicated to a Strong Greater Minnesota



February 7, 2018

Mark Casey
City Administrator
100 Pionk Drive
Proctor, MN 55810

Dear Mr. Casey,

With only a few short weeks until the Minnesota Legislature reconvenes on Feb. 20, the Coalition of Greater Minnesota Cities (CGMC) and its 96 member cities are hard at work meeting with legislators and bringing attention to the concerns facing rural communities. Some of the top issues the CGMC is focusing on this session include:

- **Local Government Aid.** Although the Legislature increased LGA by \$15 million last session, the program is still funded at \$30.5 million less than it was in 2002—and that doesn't account for inflation!
- **Clean water infrastructure.** Due to aging infrastructure and new regulations, cities across the state are facing expensive upgrades to their water treatment facilities. The CGMC is seeking \$167 million in bonding for grant and loan programs to help cities meet these astronomical costs.
- **City streets.** As cities continue to struggle with the costs of street repairs and maintenance, we are urging the Legislature to increase funding for the Small Cities Assistance Program and address city-street funding in larger cities by making more dollars available or authorizing additional ways for cities to raise revenues.
- **Child care.** The child care shortage is a tremendous barrier to economic growth in Greater Minnesota. We are working with legislators and other organizations to explore various options—which may include additional funding for families and providers, incentives to enter into the child care field, and regulatory reform—to address this growing concern.

As we head into the session and the upcoming elections, I encourage you and your city to get involved with the CGMC and help us advocate for the needs of all Greater Minnesota communities. We are all stronger when we work together!

I am pleased to invite you and other officials from your city to join the CGMC for our **Legislative Action Day on Wednesday, March 14 in St. Paul**. Legislative Action Day is a great opportunity to learn more about issues that impact Greater Minnesota communities and meet with your legislators to discuss your city's needs and concerns. The day-long event culminates with a reception and dinner with legislators at Mancini's Char House.

To encourage more cities to get involved, the CGMC is waiving the registration fee and meal costs for city officials from cities that are not current CGMC members. Please see the attached flyer for more information about the event and how to register. I hope you will be able to join us!

I look forward to working with you to help make Greater Minnesota even better. Please visit the CGMC's website at greatermncities.org for more information on our organization. If you have any questions, please contact me at smiglewski@mchsi.com or 320-894-6058.

Sincerely,

Dave Smiglewski, Mayor of Granite Falls
President, Coalition of Greater Minnesota Cities

Be our guest for
Coalition of Greater Minnesota Cities
**Legislative Action
Day 2018**

Wednesday, March 14
St. Paul

FEE WAIVED!

The CGMC is waiving the \$70 attendance fee for Greater Minnesota city officials from cities that are not currently members of the CGMC.

Registration Required

To register, contact Dana Johnston at RSVP@flaherty-hood.com or 651-225-8840. Registration deadline is Feb. 28.



Agenda

- | | |
|---------|---|
| 9:30am | Registration Begins
<i>Best Western Capitol Ridge - Capitol Hall</i> |
| 10:30am | Legislative Update & Message for Legislators
<i>Best Western Capitol Ridge - Capitol Hall</i> |
| 12:00pm | Lunch with Speakers (legislative leaders invited)
<i>Best Western Capitol Ridge - Capitol Hall</i> |
| 1:00pm | Lobby at the Capitol Complex
<i>*Attendees are responsible for scheduling their own legislative appointments</i> |
| 5:30pm | Legislative Reception
<i>Mancini's Char House</i> |
| 6:30pm | Dinner with Legislators
<i>Mancini's Char House</i> |

Venue Information

Best Western Capitol Ridge
161 St. Anthony Avenue
St. Paul, MN 55103

Mancini's Char House
531 West Seventh Street
St. Paul, MN 55102

Staying the night?

For those who want to spend the night in St. Paul, the CGMC has reserved a block of rooms at the **Best Western Capitol Ridge** at a rate of \$139+tax. Call the hotel at 651-227-8711 to book a room. Block closes Feb. 13.



Dedicated to a Strong Greater Minnesota

Join city officials from across the state to lobby for the needs & concerns facing Greater Minnesota communities!

February 2018

Dear Business Owner/Organization Leader:

We want to wish all a Happy 2018 from the Proctor Lions Club. At this time, we are taking this opportunity to reach out to you to discuss the 2018 Hoghead Festival set for August 18, 2018.

As you all know, the Proctor Lions Club originated and have hosted the annual Hoghead Festival for more than forty years. The festival has grown over the years through the dedicated efforts of many from one day to an entire week of fun activities in our community. In 2017, the Proctor City Council voted and took action to decree this festival a "community event".

In the spirit of community event, we are now asking for you to truly make this happen and participate. Our Lions Club is mighty, but small in manpower. There are just so many activities our club members can cover on that day. For 2018, our club will continue as we traditionally have selling Hoghead buttons, procuring and handling the street vendors the day of the event and orchestrating and managing the parade. These activities will be the capacity limit of what our club can handle for the day. We are asking for our local businesses and organizations to step forward and take ownership and responsibility of an event for the festival -- such as the Golden Spike Hunt, Children's Activities, Corn Feed, etc. Or we would be delighted for your business or organization to come to a monthly meeting (second Monday of each month at 6:00 p.m. at the Proctor Moose Lodge) for consideration of a new event.

There is one last thing we would like to discuss at this time. The annual Hoghead Festival is the Proctor Lions Club singular largest fundraising event we hold yearly to raise monies which we charitably give back to our local community and to the International Lions Club. The money we raise through the sale of Hoghead buttons, applications of street vendors and applications of participants in the parade is our only means of fundraising during the entire event. In 2018, if you are a business or organization choosing to host vendor(s) on your property, we hope in the spirit of why the festival was originally originated -- to raise money to give back to our community -- you would make a donation to the Proctor Lions Club.

We eagerly look forward to the 2018 festivities and to have all the faces of our community represented that day by participating and help growing the event to make the 2018 Hoghead Festival the best one yet.

Thank you!

Proctor Lions Club

Contact information:

Paula Peterson, President -- Cell phone: 218-531-0202 (call or text) -- Email: repypeterson@yahoo.com





PHEASANTS FOREVER

St. Louis/Carlton County Chapter#633

(Serving Northeast Minnesota and Northwest Wisconsin)

Hello Fellow Chamber Member,

I would like to cordially invite you to help us celebrate our Chapter's 20th anniversary of serving Northeast Minnesota and Northwest Wisconsin. Our annual fundraising banquet will be held April 27th, 2018 at Spirit Mountain. We would love for you to attend if possible.

As a valued business partner with a shared interest in our community, I would like to share with you more about Pheasants Forever's recent successes. In January, we were honored with Pheasants Forever's "Conservation Excellence Award" for reaching \$1,000,000 in contributions toward local habitat and conservation projects. We were able to do this by leveraging funds raised and donated with matching grants. These monies funded projects like the Duluth East High School/Lake walk pollinator garden, Habitat for Homecroft outdoor classroom and school forest, Lester Park elementary school forest, and the soon to be dedicated Red Clover WMA and Firebird WMA which sets aside recreational land that is open to the public.

We currently help to financially support 8 local high school athletic club programs – with over \$150,000 in funding to date. About once per month, we host/partner free and open to the public, outdoor adventure days where youth and their families are given the opportunity to experience the outdoors in a safe and welcoming environment. We spend many hours teaching habitat and conservation education in the classroom at local elementary schools.

Naturally, the success of our program, as with the other regional programs, is largely due to its sponsors and donors. Our grassroots fundraising allows for 100% of sponsored/donated funds or product/service to be used locally in support of local community efforts. By participating, your organization will benefit from extended exposure through media campaigns and promotional efforts. We have a number of varying sponsorship levels along with the option of donating goods or services, allowing you to determine the level of participation that best meets your needs while supporting local community habitat projects and youth programs.

We have starting to collect sponsors, underwriters, and donations for this event, if you are able to help please let me know when would be a good time to collect any donations of goods, services or money you wish to contribute to help us have yet another successful banquet so we can continue our mission and serve our community. If you are a current sponsor or donor, thank you for your support.

Thank you for your time and consideration and please feel free to contact me if you have any questions.

Sincerely,

Kim Ableiter-Fundraising Coordinator
Pheasants Forever St. Louis/Carlton County
218-393-7597
kableiter19@gmail.com

Join our Corporate & Banquet Sponsors as well as over 100 local Merchant Donors and Underwriters at this year's event.



St. Louis/Carlton County Annual Banquet

*** 20th Anniversary ***

April 27th 2018 at Spirit Mountain Lodge Duluth, MN

Doors open for Social Hour and Raffles at 5:00 pm

Dinner start at 7:00 pm

		# Of Each:	Total \$	Member ID#
Banquet Ticket: Includes (\$35) PF Membership	\$65.00	X	_____	_____
Banquet Ticket Only: For current member in good standing	\$30.00	X	_____	_____
Membership: I cannot attend but would like to renew my membership	\$35.00	X	_____	_____
Spouse: (Must be spouse of ticket purchasing member)	\$35.00	X	_____	_____
Youth: (15 & Under) Includes "Ringneck" Membership	\$30.00	X	_____	_____
Sponsor: Includes 1 Membership, Guest Dinner, & Drawing	\$275.00	X	_____	_____
Memorial Sponsorship: See side panel of registration for details	\$600.00	X	_____	_____
Silver Sponsor: See side panel of registration form for details	\$800.00	X	_____	_____
Gold Sponsor: See side panel of registration form for details	\$1,500.00	X	_____	_____
Corporate Sponsor: See side panel of registration form for details	\$1,000.00	X	_____	_____
Early Bird Raffle: Must be received by April 23rd	\$10.00	X	_____	_____
Bonus Pack of Raffle Tickets: Chance at 12 guns (\$240 Value)	\$160.00	X	_____	_____
Individual and Bonus Pack Raffle Tickets may be purchased the night of event				
Total \$			_____	_____

Registration Information: All information is necessary for membership records (Include Ringneck Date of Birth {DOB} and PLEASE PRINT CLEARLY)

(Circle One) Ringneck
Membership Spouse/Guest Ringneck Sponsor DOB
Name: _____
Address: _____
Phone: _____
E-mail: (optional) _____

(Circle One) Ringneck
Membership Spouse/Guest Ringneck Sponsor DOB
Name: _____
Address: _____
Phone: _____
E-mail: (optional) _____

(Circle One) Ringneck
Membership Spouse/Guest Ringneck Sponsor DOB
Name: _____
Address: _____
Phone: _____
E-mail: (optional) _____

(Circle One) Ringneck
Membership Spouse/Guest Ringneck Sponsor DOB
Name: _____
Address: _____
Phone: _____
E-mail: (optional) _____

Return this form with check payable to: St. Louis/ Carlton County PF

c/o Matt Bremer
4819 1st Ave. North
Duluth, MN 55803
218-349-6126

OR

Bill My: Visa Mastercard
Acct #: _____
Exp.Date/ 3 digit Code: _____
Signature: _____

* Please feel free to make copies of registration form for family and friends

**NOTICE OF PUBLIC HEARING
City of Proctor
Planning and Zoning Commission
Monday, February 26, 2018 5:00pm**

Notice is hereby given that the City of Proctor Planning & Zoning Commission will conduct a public hearing to consider the following:

At 5:00 p.m.: An application from ISD 704 for a variance from the City Code 1002.13 Subd. 6, bii; (A) Restrictions on Residential Sign Requirements which states that the Institutional Signs where required shall not exceed 20 square feet or be located less than 5 feet from the property line.. These variances are being requested to erect a sign upon the property.

ISD is requesting a variance of 45 square feet from the required from the required 20 feet side variance.

Legal Description:

Sec. 15 Twp 49 Range 15; NE1/4 OF NW1/4 EX RT OF W OF MN POWER & LIGHT
CO 22/100 AC & EX RY RT OF W 3 08/100 ACRES & EX COMM
AT NE COR NE1/4 OF NW1/4 THENCE S00DEG27'23"E ALONG E LINE 24.07 FT
THENCE N73DEG25'53"W 81.44 FT TO N LINE OF NE1/4 OF NW1/4 THENCE
N89DEG22'50"E ALONG N LINE 77.81 FT TO PT OF BEG

Common Property Description:
704 Kirkus Street

The hearing will be conducted (public input taken, Commission discussion and their action to approve or deny this request) by the Proctor Planning & Zoning Commission at a meeting, Monday, February 26, 2018, at the Proctor Community Center, Council Chambers, 100 Plonk Drive. Application, site plan and responses to variance criteria are available at City Hall for inspection. Persons wishing to comment on the variance may do so in person at the hearing, or in writing by addressing their comments to either the City Administrator or Building Official, 100 Plonk Drive, Proctor, or by calling 624-3641 prior to the meeting.

By Order of the Planning & Zoning Commission of Proctor.

Mark Casey
City Administrator

PR18-03

1/22/18 - 2/4/18

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CITY OF PROCTOR

02/08/18 2:07 PM

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Payroll Summary - General Funds

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
General Fund	Tourism	Tourism Expenditures	Full-Time Employee Regular	\$1,672.80
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$689.30
	City Clerk	Administrative	Full-Time Employee Regular	\$2,796.00
	City Clerk	Administrative	Full-Time Employee Overtime	\$169.31
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	\$16,252.29
	Police	Operations (Police)	Full-Time Employee Regular	\$175.92
	Police	Operations (Police)	Full-Time Employee Regular	\$465.60
	Police	Operations (Police)	Full-Time Employee Regular	\$337.10
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,563.70
	Police	Admin Secretary (Police)	Full-Time Employee Overtime	\$14.54
	Police	Admin Secretary (Police)	Part-Time Employee	\$81.72
	Police	Admin Secretary (Police)	Part-Time Employee	\$572.04
	Police	Admin Secretary (Police)	Part-Time Employee	\$217.92
	Police	Police Grant Labor	Full-Time Employee Overtime	\$480.15
	Fire	Operations (Fire)	Part-Time Employee	\$96.50
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	\$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$246.30
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$2,381.96
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,357.23
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$669.11
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,018.90
	Streets & Roadways	Sanding	Full-Time Employee Regular	\$323.00
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	\$1,358.52
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	\$347.40
	Park	City Parks	Full-Time Employee Regular	\$98.52
	Operations (PUC)	Administrative and General	Temporary Employees Regular	\$57.90
FUND 100 General Fund				\$39,327.98
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	\$528.68
	Public Works	Sewer	Full-Time Employee Regular	\$256.23
FUND 500 Sewer Fund				\$784.91
				\$40,112.89

CITY OF PROCTOR
Payroll Summary - Liquor Fund
 Comments: Labor Distribution

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FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$87.40
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,660.60
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$1,983.70
FUND 600 Liquor Fund				\$3,731.70
				\$3,731.70

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 3

02/08/18 11:28 AM
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Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	4.00	1.5	\$102.00	City -BI-wk
CITY HALL	2.50	1.5	\$67.31	City -BI-wk
Shift Multiplier 1.5	6.50		\$169.31	
Location Description POLICE				
Shift Multiplier 1.5				
Police	11.00	1.5	\$480.15	City -BI-wk
Police	0.50	1.5	\$14.54	City -BI-wk
Shift Multiplier 1.5	11.50		\$494.69	
Location Description Street Department				
Shift Multiplier 2				
Street Department	6.00	2	\$347.40	City -BI-wk
Shift Multiplier 2	6.00		\$347.40	
Pay Group Description City -BI-wk	24.00		\$1,011.40	
	24.00		\$1,011.40	

TZD grant

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. on Tuesday, February 13, 2018 in the Proctor Community Center.

The meeting was called to order by Chairman Madson at 6:01 p.m.

MEMBERS PRESENT: Commissioners: Wayne Pulford, Carol Lind, Mayor Larson and Chairman Eric Madsen

MEMBERS ABSENT: Vice Chairman Tom Lavato and Commissioner Nicholas Greenwood

OTHERS PRESENT: City Administrator Mark Casey

APPROVAL OF MINUTES: PEDA Meeting Minutes of January 9, 2018

Motion by Pulford, seconded by Lind and carried: To approve the PEDA Meeting Minutes of February 13, 2018.

APPROVAL OF AGENDA: PEDA Agenda February 13, 2018

Motion by Lind, seconded by Pulford and carried: To approve the PEDA Agenda February 13, 2018.

1. COMMUNICATIONS

A. Benson Loan (Review Only)

2. PLANNING & ZONING COMMISSION MATTERS

A. Notice of Public Hearing - Arena Sign

Casey gave an explanation of the Public Hearing for Planning and Zoning to approve a variance for a sign for the new arena. He also stated the School will need to ask for another variance for the signage that will be put on the building itself. Chair Madsen stated he would like to receive the school videos on the progress. Larson stated he already receives it. Lind and Pulford both would like to receive them.

3. PEDA SECRETARY ADVISES AUTHORITY

4. UNFINISHED BUSINESS

5. NEW BUSINESS

A. Developer Request / TIF

Discussion on the Developer Request of establishing a TIF District. Casey distributed a document as to what TIF is used for. It's used for infrastructure and the site in question already has the infrastructure in place. TIF's also need to be approved by the School; as they do not get the tax increment. Madsen also stated the area in question is the Lamar/Gilbert properties and PEDDA had been working on an agreement between Lamar and Rich Borg. Casey also stated he has had conversation with Gary Gilbert and they want to develop their property. No action taken until the developer Kevin Pieper contacts the City to sit down and discuss.

B. Open Positions on PEDDA

Motion by Lind, seconded by Pulford to pass on to the City Council a recommendation to advertise and solicit applications for the open position on PEDDA and the other boards.

C. Financial Report

Chairman Madsen had some questions in regard to the available funds in PEDDA. The financials were in a different format than normal. Casey explained the funds available and will ask Loren Peterson to put in the original format. Casey also explained that we now have closed two of the funds and combined them into the one fund, but the BDHRC fund will remain as is. Madsen asked for an update on financials before the next meeting.

6. MEMBER CONCERNS

Lind discussed how various factors can have an effect on how loans get paid back or are defaulted on, i.e. economy, personal issues, acts of nature beyond the City's control.

Pulford had questions on video taping of the PEDDA meetings. Casey stated we can certainly tape them at a cost to PEDDA. There is no obligation to video tape any meeting including the City Council. Madsen stated the advantages to both; as when the meeting is not taped members feel as though they can speak freely, however, it does give a sense of not being open and honest.

Lind also asked if PEDDA can go into "closed session"? Larson stated, "Yes, with certain things it can be done. Property issues, etc."

APPROVAL OF BILLS: Maki and Overom \$437.00 for Journal's new agreement

Motion by Larson, seconded by Lind. Larson did ask the question if the attorney's fees were incorporated into the loan amount. Casey stated he did ask the accountant to do so.

ADJOURNMENT

Motion by Lind, seconded by Larson and carried: To adjourn the meeting at 6:59pm.

Public Safety Committee
February 15, 2018
Unofficial Minutes

CALL TO ORDER: Meeting was called to order at 4:05 p.m.

MEMBERS PRESENT: Kent Gaidis, Rick LaLonde, Kerry Helquist, Dick Karl, Phil Larson, Troy Dewall, and Sally Hedtke.

MEMBERS ABSENT: Debra Madson

NEW BUSINESS:

1. 2018 S. ST. LOUIS COUNTY FAIR APPLICATION was reviewed by Committee. Kerry noted that the Fair Association should place the ticket booth so that emergency vehicles have access. **Motion by Kerry, second by Rick to recommend that the City Council approve the 2018 S. St. Louis County Fair Event Application. Motion passed.**
2. 2018 MEMORIAL DAY OBSERVANCE APPLICATION was reviewed by Committee. **Motion by Phil, second by Troy to recommend that the City Council approve the 2018 Memorial Day Observance Event Application. Motion passed.**
3. WINTER FROLIC APPLICATION was reviewed by Committee. Committee confirmed that the Lions Club will provide the required liability insurance for the event, and will submit a current insurance certificate to the city prior to the event. Kerry and Troy discussed whether there should be a fire permit issued for the outdoor bonfire. Kerry will issue a permit for the event and submit to the city prior to the event. **Motion by Dick, second by Troy to recommend that the City Council approve the Winter Frolic. Motion passed.**
4. COMMITTEE MEMBERSHIP was discussed by the Committee. Kent reviewed the city policy, noting that the only requirements are each committee have one councilor and two non-councilors. Gary Hawkinson has resigned from the committee, leaving seven members. The Committee confirmed that the Public Safety Committee will stay at the current seven members, which includes Kent Gaidis, Kerry Helquist, Rick Lalonde, Dick Kari, Phil Larson, Troy Dewall and Debra Madson. **Motion by Troy, second by Kerry to recommend approval of the current committee membership. Motion passed.**

MEMBERS CONCERNS:

1. Kerry Helquist discussed the need for the Emergency Management Committee to schedule a meeting soon. Members discussed the committee make-up and the necessity of this team. Committee members will include Police Chief, Fire Chief, Street Foreman, Mayor, Assistant Fire Chief, and two community members. Rick, Kent and Kerry will meet to coordinate a meeting in the future.

2. Phil brought up the issue of the 2017 Hoghead Street Dance and wondered why there has been no discussion on what happened at that event. Members discussed whether this is an issue for the Public Safety Committee. No action taken.

3. Committee discussed the need to schedule a Public Safety meeting to review four event applications. Committee felt it would be best to have a joint Liquor Control and Public Safety meeting to review the event applications. As Committee Chair, Dick will send Liquor Control Committee a notice of the meeting. **Motion by Phil, second by Kerry to schedule a Joint Meeting between Liquor Control and Public Safety on Monday, March 5th at 4:00 p.m. to review and make recommendations for approval of event applications. Motion passed.**

ADJOURN: Meeting was adjourned at 5:15 p.m.

Next Public Safety meeting Monday, March 5, 2018 at 4:00 p.m. at City Hall.

Sally Hedtke, Event Coordinator
100 Pionk Drive
Proctor, MN 55810
shedtke@proctormn.gov

City of Proctor Special Event Application

Event Title: So, St.Louis County Fair - Proctor

Purpose of Event: ___County_Fair Grounds

Description of Event:__Fair/ Car racing /Soccer/ Hockey / Horse shows/Flea Markets/
 Parking/ Bus Racing.Camping/.Garage Sales

Event Category:

☒_X_Athletic/Recreation ☒_X_Festival ___Parade/March ___Block Party

___Concert/Performance ☒_X_Carnival ___Grand Opening ___Fundraiser

___Street Dance (See City Ordinance 610.04) Other: _____

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	July 3	monday	6am		
Event Day 1	July 10	Tuesday	6am	10pm	1000
Event Day 2	July 11	wed	6am	10pm	3000
Event Day 3	July 12	Thursday	6am	10pm	3000
Event Day 4	July 13	Friday	6am	10pm	4000
Event Day 5	July 14	Saturday	6am	10pm	4000
Event Day 6	July 15	Sunday	6am	7pm	3000

Event Location/Address: ___800 N Boundary Ave Proctor MN 55810

Property Owner's Permission

I, the undersigned as owner of the property where the event will be located, do hereby 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

City of Proctor Special Event Application
Page 1

Organization Name: _____Proctor___Fair Assn

Organization Address: 800 N Boundary Ave Proctor MN 55810

Organization is: _____For Profit _____X___Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Frank Siiro

Email address: fsiiro2011@hotmail.com

Home number: _____

Cell number: 218-591-6274

FAX number: _____

Address: 3982 Leiste Rd
Cloquet MN 55720-8207

Secondary Contact

Name: Mary Korich

Email address: Mjayne19@hotmail.com

Home number: _____

Cell number: 218-348-1453

FAX number: _____

Address: 229 97 th ave w Duluth MN 55808

General Event Information

☒ YES ☐ NO

Will you require the use of a city park or city property/public right-of-way?

If yes, please name the property to be used. Fairgrounds

NOTE: If event is to be held on city property you must complete an Event Sponsor Release and Indemnification Agreement and include it with the application. You must also provide an original insurance certificate naming the City of Proctor as an additional insured for the date(s) of the event showing Products Liability in the amount of \$2,000,000 as per MN Statute 466.04.

☐ YES ☒ NO

Are you requesting any roads to be closed? If yes, list roads to be closed and provide site map. _____

NOTE: See City Ordinance CHAPTER 610A, Subd. 11-SPECIAL EVENTS- Use of roadways; traffic regulations. Important: Some roads within Proctor City limits are the responsibility of the State and/or County, and the Duluth Transit Authority (DTA) provides service. It is the responsibility of the event sponsor to contact all entities that provide services or are responsible for the road, to obtain authorization to close those roads.

☒ YES ☐ NO

Will your event require electricity? If yes, please describe. _____

Electricity paid by Fair Assn.

☐ YES ☒ NO

Will your event require 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 Are you erecting any tents? If yes, please complete the table below.

Tent Size	# of Tents	Tent Location
60x40	2	On grounds

☒ YES ☐ NO

Will your event include amusement rides, inflatable structures and/or children's games? If yes, please describe. Fair Rides

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

YES Is this an annual event? If yes, how many years has it been held?

YES Is this event produced in other cities? If yes, please provide reference information. _____

NO Is your event part of a larger campaign (i.e. volleyball tour, charity event, holiday) If yes, please explain. _____

YES

NO

City of Proctor Special Event Application
Page 3

Will your event include the use of fireworks or other pyrotechnics? If yes, please describe. _____

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

YES

NO

Are you charging a fee for this event? If yes, how will these revenues be used? \$ Entrance fee

If the proceeds of the event are intended for an organization other than the applicant, please provide the following information:

Benefiting Organization: _____

Contact Person/Phone Number: _____

Marketing

YES

NO

Is your event listed on the web? If yes, please provide the URL address. _____

Please check all sources used to market event:

X Outdoor Banners _X_ Radio Ads X_ Mailings _X_ Newspaper Ads

X Outdoor Signs X_ TV Ads _X_ Flyers Other: _____

Promotional Banners / Signs-including electronic lighted display signs:

Location	Size	Description
On Grounds	4x8	Banners

Directional Signs:

Location	Size	Description

NOTE: It is the responsibility of the event sponsor to follow all laws, ordinances and requirements in the use of electronic display signs.

Entertainment

YES

NO

Will your event have musical entertainment? If yes, please describe type of music for your event. Bands

YES NO
YES

Will your event use amplified sound equipment? If yes, please describe. _____

YES

Will your event have other entertainment? If yes, please describe the type of entertainment. **Carnival**

City of Proctor Special Event Application
Page 4

Will your event require the use/construction of a stage? If yes, please describe.
_____ **We have a portable Stage**

NOTE: Under City Ordinance 610.04. Subd. 2. Hours: No public dance, music festival, or music celebration as described above at subd. 1 shall be permitted to begin before noon, and any music or entertainment presented in connection with such events shall terminate at 12 a.m.

Security/Safety

Your event will be reviewed by the Proctor Public Safety Committee to determine if and what type of public safety assistance will be required.

YES

NO Will you be using a licensed professional security company to provide security services for your event? If yes, please describe the type of services they will perform. _____

Company Name: _____

Contact Person: _____

Number/E-Mail: _____

Phone _____

YES

NO Will your event involve the use of traffic safety equipment? If yes, please describe. _____

NOTE: The permittee shall provide officers as required by City of Proctor City Ordinances and Code. The officers hired by the permittee shall be retained by the permittee under the following priority: (1) Off-duty Proctor officers; (2) Officers from a jurisdiction sharing mutual aid agreements with the City of Proctor; or (3) As approved by the Proctor Chief of Police. Provided, all officers hired under priority 3 shall be licensed, full-time peace officers from a jurisdiction within the State of Minnesota. Any and all selling or dispensing of alcoholic beverages at any event regulated hereunder shall conform to State and City liquor laws and ordinances, to be enforced by the applicable policing unit.

Site Plan

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

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and surrounding area.
- Location of fencing, barriers and/or barricades.

- Location of parking arrangements for attendees, participants and vendors.
- The provision of twenty foot (20') emergency access lanes throughout the event venue
- Identification of event components/accommodations that have been made for persons with disabilities.

Vendors

YES

NO

Will items or services other than food/beverage be sold at your event?

If yes, you will be required to provide a listing of vendors and items/services that will be sold.

NOTE: All vendors are required to have a current State of Minnesota Operator Certificate of Compliance from the Department of Revenue (form ST19) and an original insurance certificate naming the City of Proctor as an additional insured for the date(s) of the event showing Products Liability in the amount of \$2,000,000.

Food/Beverage

YES

Will your event serve food?

If yes, where will the food be prepared? _x_ On Site __ Off Site

Will it be sold or provided free to attendees? _____

NOTE: If food is served, the food server may be required to have a Temporary Event Vendor License from the State of Minnesota Health Department. It is the responsibility of the food server to obtain this license.

NO Do you intend to cook food in the event area? If yes, please specify method:

__ Gas __ Electric __ Charcoal Other: _____

NO Will your event serve beer and/or wine?

Will it be sold or provided free to attendees? _____

NOTE: Alcoholic beverages are not permitted in any City Right-of-Way, City Park or facility except where specifically waived by the City Council. To serve alcoholic beverages at an event, a permit or special use license must be obtained from The City of Proctor Liquor Control Committee. In addition, a Certificate of Liquor Liability Insurance in the amount of \$500,000.00 naming the City of Proctor as an additional insured must be secured. This liquor liability insurance is required in addition to \$2,000,000 Products Liability insurance required of all event sponsors. The certificate of insurance must include liability coverage for the sale and/or consumption of alcohol during the event.

YES **NO**

- Location of stages, tents, generators, portable toilets/restrooms, vendor booths and other temporary structures.
- A detailed or close-up of the food booth and cooking area including identification of all vendors cooking with flammable gas or barbecue grills.

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:

S. St. Louis County Fair

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) mk

- 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) mk

- 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) mk

- 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) mk

- 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) MM

City of Proctor Release and Indemnification Agreement
Page 1

- 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) MM

- 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) MM

- 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) MM

- 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) MM

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

PRINTED NAME OF SPECIAL EVENTS HOLDER:

So St. Louis County Fair Assn - Proctor

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

Name Mary Korich

Title Secretary

Signature Mary Korich

Date 1-2-08

City of Proctor Release and Indemnification Agreement

Page 2

MINNESOTA STATUTES 2013

466.04

466.04 MAXIMUM LIABILITY.

Subdivision 1. **Limits; punitive damages.** (a) Liability of any municipality on any claim within the scope of sections 466.01 to 466.15 shall not exceed:

(1) \$300,000 when the claim is one for death by wrongful act or omission and \$300,000 to any claimant in any other case, for claims arising before January 1, 2008;

(2) \$400,000 when the claim is one for death by wrongful act or omission and \$400,000 to any claimant in any other case, for claims arising on or after January 1, 2008, and before July 1, 2009;

(3) \$500,000 when the claim is one for death by wrongful act or omission and \$500,000 to any claimant in any other case, for claims arising on or after July 1, 2009;

(4) \$750,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 1998, and before January 1, 2000;

(5) \$1,000,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 2000, and before January 1, 2008;

(6) \$1,200,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 2008, and before July 1, 2009;

(7) \$1,500,000 for any number of claims arising out of a single occurrence, for claims arising on or after July 1, 2009;

(8) twice the limits provided in clauses (1) to (7) when the claim arises out of the release or threatened release of a hazardous substance, whether the claim is brought under sections 115B.01 to 115B.15 or under any other law; or

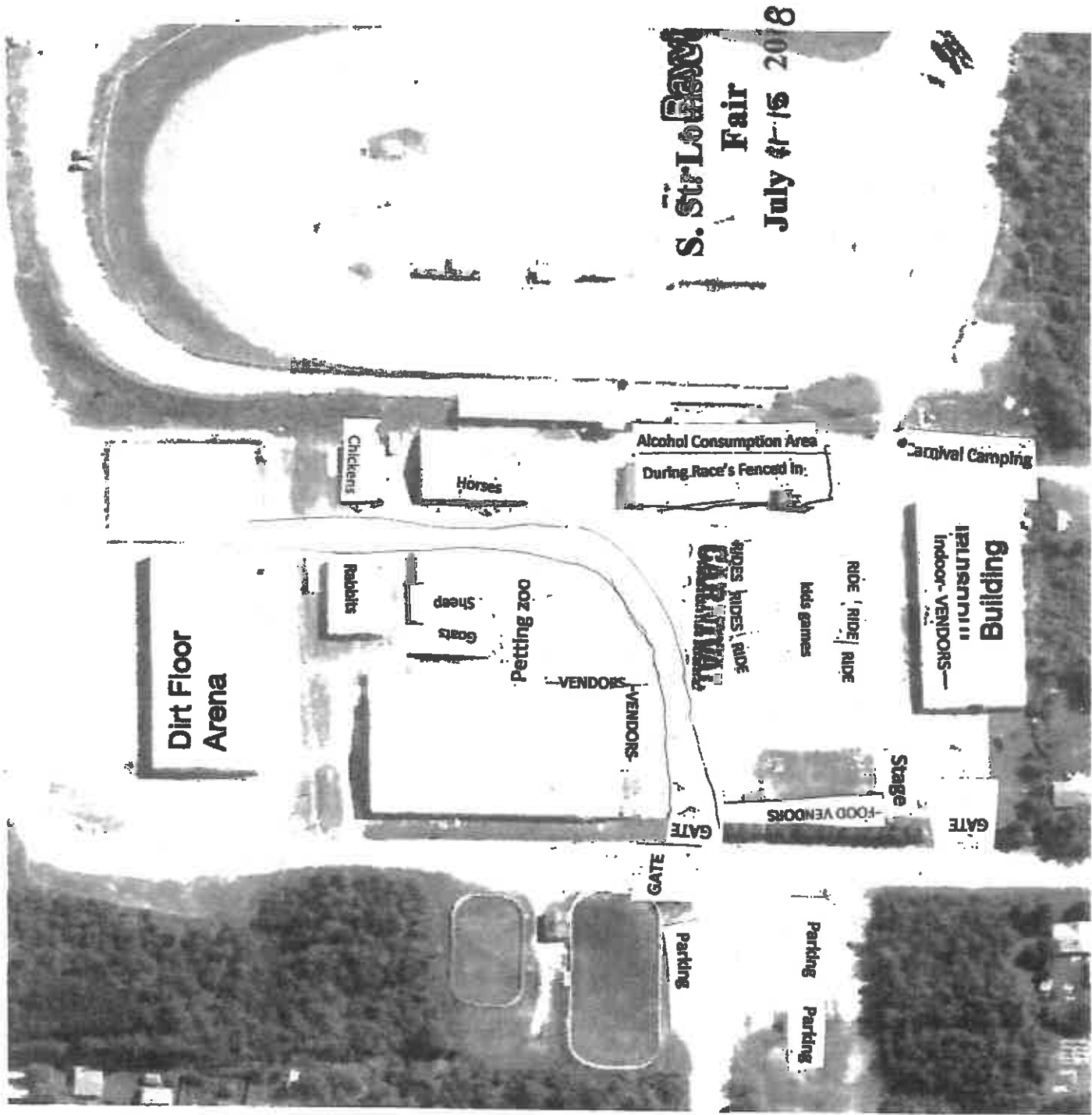
(9) \$1,000,000 for any number of claims arising out of a single occurrence, if the claim involves a nonprofit organization engaged in or administering outdoor recreational activities funded in whole or in part by a municipality or operating under the authorization of a permit issued by a municipality.

(b) No award for damages on any such claim shall include punitive damages.

Subd. 1a. **Officers and employees.** The liability of an officer or an employee of any municipality for a tort arising out of an alleged act or omission occurring in the performance of duty shall not exceed the limits set forth in subdivision 1, unless the officer or employee provides professional services and also is employed in the profession for compensation by a person or persons other than the municipality.

Show On Map:

- Alcohol Consumption Areas
- Kids Games
- Carnival Rides
- Food
- Vendors
- Building Usage (ie: Animal Barn, etc.)
- Parking
- Gates



Operator Certificate of Compliance

Read the information on the back before completing this certificate. Person selling at event: Complete this certificate and give it to the operator/organizer of the event. Operator/organizer of event: Keep this certificate for your records.

Do not send this form to the Department of Revenue.

So St Louis County Fair Proctor 7014973
 Name of business selling or exhibiting at event
 800 N Broadway Ave Proctor MN 55810
 Seller's complete address City State Zip code

Name of person or group organizing event

Name and location of event
 July 11-15-2018
 Dates of event

Describe the type of merchandise you plan to sell.

None

Complete this section if you are not required to have a Minnesota tax ID number.

- ☐ I am selling only nontaxable items.
- ☒ I am not making any sales at the event.
- ☐ I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
- ☐ This is a nonprofit organization that meets the exemption requirements described below:
- _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]).
 - _____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]).
 - _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of seller _____ Print name here Mary Korich
 Date 1-1-2018 Daytime phone (612) 348-1453

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

DATE (MM/DD/YYYY)
4/25/17ACORD_{TM}

CERTIFICATE OF LIABILITY INSURANCE

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	K & K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, IN 46801	CONTACT NAME:	SMALL COMMERCIAL UNIT	
		PHONE (A/C, No. Ext):	877-783-1161	FAX (A/C, No.):
		E-MAIL ADDRESS:	SCU@KANDKINSURANCE.COM	
		INSURER(S) AFFORDING COVERAGE	NAIC #	
		INSURER A:	NATIONWIDE MUTUAL INSURANCE CO	23787
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

INSURED SOUTH ST. LOUIS COUNTY FAIR ASSOCIATION
2644 MORRIS THOMAS ROAD
DULUTH, MN 55811

COVERAGES

CERTIFICATE NUMBER:

1896137

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.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Owners & Contractors GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	FWC0028147500	12:01AM 6/30/17	12:01AM 6/30/18	EACH OCCURRENCE 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) 300000 MED EXP (Any one person) NC PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE 5000000 PRODUCTS-COMP/OP AGG 5000000 Part 1st Liab 1000000 COMBINED SINGLE LIMIT (Ea Accident) 1000000
A	AUTOMOBILE LIABILITY <input 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		FWC0028147500	12:01AM 6/30/17	12:01AM 6/30/18	BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION					EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MN) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			PER-STATUTE OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

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

THE CERTIFICATE HOLDER IS ADDED AS AN ADDITIONAL INSURED, BUT ONLY FOR LIABILITY CAUSED, IN WHOLE OR IN PART, BY THE ACTS OR OMISSIONS OF THE NAMED INSURED.

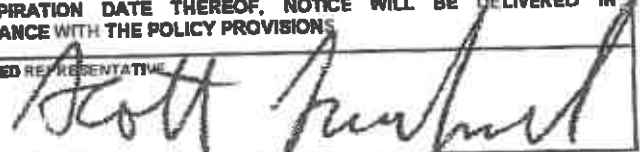
CERTIFICATE HOLDER

CITY OF PROCTOR
100 POINT DRIVE
PROCTOR, MN 55810

CANCELLATION

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



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City of Proctor Special Event Application

Event:

MEMORIAL DAY OBSERVANCE

Event Schedule (use additional sheets if needed)

Date/Day	Starting Time	Ending Time	Anticipated Attendance
MAY 28 2018	9:30 A	11:00 A	250

Event Location/Address:

100 PIONEER DRIVE

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:

PROCTOR AMERICAN LEGION

Address/Phone/Email:

Person Responsible for Coordination of Event

Name/Phone/Email: JAKE BENSON 218 624 3344 jake@proctormn.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. City Hall

☒ 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? 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: MEMORIAL DAY OBSERVANCE

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) QTB

- 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) QTB

- 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) QTB

- 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) QTB

- 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) QTB

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) JPB

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) JPB

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) JPB

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) JPB

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: JAKE BENSON

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

Name _____

Title PROCTOR AMERICAN LEGION MEMORIAL DAY COORDINATOR

Signature Jake P Benson

Date February 6 2018

- **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.**



County Land Explorer



Cadastral



Search Address or Tax P



46.74330 -92.22

OK
Kurt
2-14-18
6C

City of Proctor Special Event Application

Event:

Winter Folic

Event Schedule (use additional sheets if needed)

Date/Day	Starting Time	Ending Time	Anticipated Attendance
<u>Saturday March 3rd</u>	<u>11AM</u>	<u>5PM</u>	<u>100</u>

Event Location/Address:

PACC

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:

Proctor Chamber / Lions Club

Address/Phone/Email:

Kyleborg88@aol.com 218-393-2242

Person Responsible for Coordination of Event

Name/Phone/Email:

Kyle Borg 218-393-2242

Secondary Contact

Name/Phone/Email:

Dan Rohweder 218-591-0511

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. Golf Course

City Hall. City parking lot. See 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? 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? X 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**

*NOTE: Insurance
to be provided
By Proctor
Lions
prior to Event*

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: 2018 Winter Frolic

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) KB

- 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) KB

- 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) KB

- 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) KB

- 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) KB

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) KB

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) KR

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) KR

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) KR

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: Kyle Borg

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

Name

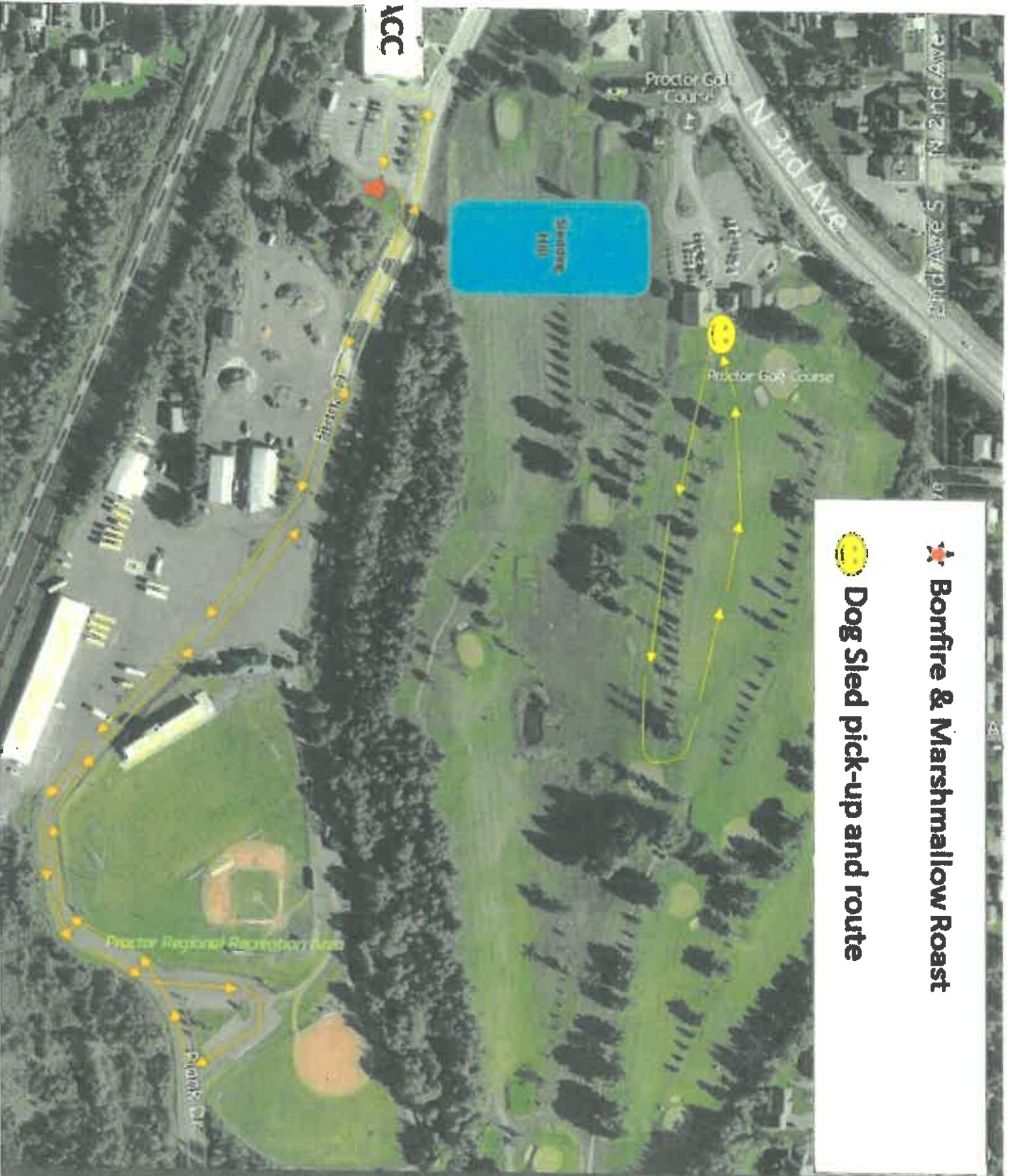
Title

Signature

Date

- 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.

ACC



★ Bonfire & Marshmallow Roast



Dog Sled pick-up and route

D

CVT Jurisdiction	C/T	Date	Time	am/pm	Type	Location
10	Duluth	City	05/21/18	4:30	PM	LBAE City Hall
15	Biwabik	City	05/15/18	5-6	PM	LBAE City Hall
20	Chisholm	City	05/08/18	4-5	PM	LBAE City Hall
30	Ely	City	05/17/18	5-6	PM	LBAE City Hall
40	Eveleth	City	04/12/18	1-2	PM	LBAE City Hall
60	Gilbert	City	05/16/18	4-5	PM	Open Book County Assessor's Office/Virginia
80	Tower	City	05/08/18	5-6	PM	LBAE City Hall
90	Virginia	City	05/09/18	9-10	AM	LBAE City Hall
100	Aurora	City	05/09/18	1-2	PM	LBAE City/Town Government Center
105	Babbitt	City	04/24/18	9-10	AM	LBAE Babbitt Municipal Center
110	Brookston	City	04/25/18	11-12	PM	Open Book County Assessor's Office/AP Cook
115	Buhl	City	04/24/18	10-11	AM	LBAE City Hall
120	Cook	City	04/11/18	10-11	AM	Open Book County Assessor's Office/Virginia
125	Floodwood	City	04/26/18	1-2	PM	LBAE City Hall
139	Hibbing	City	05/01/18	1-2	PM	Open Book County Assessor's Office/Hibbing
140	Hibbing	City	05/01/18	1-2	PM	Open Book County Assessor's Office/Hibbing
141	Hibbing	City	05/01/18	1-2	PM	Open Book County Assessor's Office/Hibbing
142	Hoyt Lakes	City	04/10/18	6-7	PM	LBAE City Hall
145	Iron Junction	City	04/25/18	2-3	PM	Open Book County Assessor's Office/Virginia
150	Kinney	City	04/18/18	11-12	PM	LBAE City Hall
156	Leonidas	City	04/25/18	2-3	PM	Open Book County Assessor's Office/Virginia
160	McKinley	City	04/18/18	2-3	PM	Open Book County Assessor's Office/Virginia
165	Meadowlands	City	05/02/18	5-6	PM	LBAE Meadowlands Community Center
175	Mountain Iron	City	04/19/18	5-6	PM	LBAE City Hall
180	Orr	City	04/18/18	3-4	PM	Open Book County Assessor's Office/Orr
185	Proctor	City	04/17/18	10-11	AM	LBAE Community Center, Council Chambers
190	Winton	City	05/15/18	10-11	AM	LBAE Winton Community Church
200	Alango	Twp	05/08/18	5-6	PM	LBAE St. Paul's Lutheran Church, 9808 Hwy 22
205	Alborn	Twp	04/25/18	9-10	AM	LBAE Town Hall
210	Alden	Twp	05/03/18	2-3	PM	LBAE Town Hall
215	Angora	Twp	04/26/18	3-4	PM	LBAE Town Hall
225	Arrowhead	Twp	04/10/18	4-5	PM	LBAE Town Hall
230	Ault	Twp	05/09/18	2-3	PM	LBAE Town Hall
235	Balkan	Twp	04/26/18	10-11	AM	LBAE Community Center
240	Bassett	Twp	04/24/18	4-5	PM	LBAE Town Hall
250	Beatty	Twp	04/19/18	3-4	PM	LBAE Town Hall
260	Biwabik	Twp	05/15/18	9-10	AM	LBAE Town Hall
270	Breitung	Twp	04/25/18	1-2	PM	LBAE Breitung Town Hall
275	Brevator	Twp	04/17/18	11-12	PM	LBAE East Brevator Town Hall
278	Camp 5	Twp	04/18/18	9-10	AM	LBAE Town Hall
280	Canosia	Twp	04/24/18	10-11	AM	LBAE Town Hall
285	Cedar Valley	Twp	04/19/18	1-2	PM	LBAE Town Hall
290	Cherry	Twp	04/12/18	6-7	PM	LBAE Community Center
295	Clinton	Twp	04/11/18	4-5	PM	LBAE Town Hall
300	Colvin	Twp	04/26/18	10-11	AM	LBAE Town Hall
305	Cotton	Twp	05/16/18	3-4	PM	LBAE Community Center
308	Crane Lake	Twp	04/17/18	1-2	PM	LBAE Fellowship Hall
310	Culver	Twp	05/10/18	6-7	PM	LBAE Town Hall
315	Duluth	Twp	04/10/18	6-7	PM	LBAE Town Hall
317	Eagles Nest	Twp	05/05/18	10-11	AM	LBAE Town Hall
320	Ellsburg	Twp	05/16/18	1-2	PM	LBAE Melrude Town Hall
325	Elmer	Twp	04/19/18	3-4	PM	LBAE Fire Hall
330	Embarrass	Twp	04/12/18	6-7	PM	LBAE Town Hall
335	Fairbanks	Twp	04/24/18	6-7	PM	LBAE Petrell Hall
340	Fayal	Twp	04/10/18	1-2	PM	LBAE Town Hall

CVT	Jurisdiction	C/T	Date	Time	am/pm	Type	Location
350	Field	Twp	04/24/18	11-12	PM	LBAE	Town Hall
355	Fine Lakes	Twp	04/18/18	1-2	PM	LBAE	Town Hall
360	Floodwood	Twp	04/26/18	11-12	PM	LBAE	Floodwood City Hall
365	Fredenberg	Twp	05/02/18	1-2	PM	Open Book	County Assessor's Office/AP Cook
370	French	Twp	04/26/18	6-7	PM	LBAE	Town Hall
375	Gnesen	Twp	05/03/18	10-11	AM	LBAE	Town Hall
380	Grand Lake	Twp	05/08/18	1-2	PM	LBAE	Town Hall
385	Great Scott	Twp	04/19/18	1-2	PM	LBAE	Town Hall
387	Greenwood	Twp	05/17/18	10-11	AM	LBAE	Town Hall @ 3000 Co Rd #77
390	Halden	Twp	04/25/18	3-4	PM	LBAE	Town Hall
395	Hermantown	City	04/24/18	4-5	PM	LBAE	5105 Maple Grove Road
400	Industrial	Twp	05/17/18	6-7	PM	LBAE	Community Center
402	Kabetogama	Twp	05/03/18	10-11	AM	LBAE	Town Hall
405	Kelsey	Twp	05/09/18	3-4	PM	LBAE	Town Hall
410	Kugler	Twp	04/11/18	10-11	AM	LBAE	BREITUNG Town Hall
415	Lakewood	Twp	04/11/18	6-7	PM	LBAE	Town Hall
420	Lavell	Twp	05/10/18	9-10	AM	LBAE	Town Hall
425	Leiding	Twp	04/18/18	1-2	PM	LBAE	Cnty Assessor's Off, 4540 Lake St, Orr
430	Linden Grove	Twp	05/10/18	3-4	PM	LBAE	Town Hall
435	McDavitt	Twp	05/02/18	11-12	PM	LBAE	Town Hall
440	Meadowlands	Twp	05/03/18	5-6	PM	LBAE	Meadowlands Community Center
450	Midway	Twp	04/19/18	2-3	PM	LBAE	New Town Hall
460	Morcom	Twp	05/01/18	10-11	AM	LBAE	Bear River School
465	Morse	Twp	04/19/18	9-10	AM	LBAE	Town Hall
470	Ness	Twp	05/10/18	1-2	PM	LBAE	Meadowlands Community Center
475	New Independence	Twp	05/16/18	6-7	PM	LBAE	Town Hall
485	Normanna	Twp	04/12/18	4-5	PM	LBAE	Town Hall
488	North Star	Twp	05/10/18	5-6	PM	LBAE	Town Hall
490	Northland	Twp	05/15/18	6-7	PM	LBAE	Volunteer Fire Hall
495	Owens	Twp	05/03/18	2-3	PM	LBAE	Dennis Carlson res: 9176 Johnson Rd
502	Pequaywan	Twp	05/09/18	5-6	PM	LBAE	Volunteer Fire Hall
505	Pike	Twp	04/10/18	6-7	PM	LBAE	Town Hall
510	Portage	Twp	04/17/18	10-11	AM	LBAE	Buyck Volunteer Fire Hall
515	Prairie Lake	Twp	04/11/18	12-1	PM	Open Book	County Assessor's Office/AP Cook
520	Rice Lake	City	04/12/18	6-7	PM	LBAE	City Hall
525	Sandy	Twp	05/02/18	3-4	PM	Open Book	County Assessor's Office/Virginia
530	Solway	Twp	05/15/18	5-6	PM	LBAE	Town Hall
535	Stoney Brook	Twp	04/17/18	2-3	PM	LBAE	Town Hall
545	Sturgeon	Twp	05/08/18	2-3	PM	LBAE	Town Hall
550	Tolvola	Twp	04/19/18	10-11	AM	LBAE	Town Hall
555	Van Buren	Twp	04/26/18	9-10	AM	LBAE	Town Hall
560	Vermilion Lake	Twp	05/17/18	1-2	PM	LBAE	Town Hall
565	Waasa	Twp	05/09/18	4-5	PM	LBAE	Town Hall
570	White	Twp	05/16/18	1-2	PM	LBAE	Aurora City Hall
575	Willow Valley	Twp	05/15/18	2-3	PM	LBAE	Farmer's Club Hall
580	Wuori	Twp	05/01/18	3-4	PM	LBAE	Town Hall

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

RESOLUTION 06-18 SUPPORT FOR UPGRADES TO SPIRIT MOUNTAIN FACILITIES

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

WHEREAS: Proctor is the primary entrance to Spirit Mountain Recreation Area and is only minutes away from Spirit Mountain, the Twin Ports, and the North Shore; and,

WHEREAS: Proctor has an important reciprocal relationship with Spirit Mountain Recreation Area. Our three hotels provide lodging for out-of-town visitors to Spirit Mountain Recreation Area; and,

WHEREAS: Proctor Tourism has built a strong and valuable collaboration with Spirit Mountain, with cooperative marketing and event planning, providing economic benefits to both Proctor and Spirit Mountain; and,

WHEREAS: Spirit Mountain's visitors also attend the events and attractions sponsored by Proctor including the S. St. Louis County Fair, Proctor Speedway, ALS Blizzard Tour, golf, snowmobiling, and the annual Hoghead Festival every August that celebrates our railroad heritage; and,

WHEREAS, Spirit Mountain is truly a regional asset, providing important economic and recreational benefits for surrounding communities like Proctor. Upgrades to existing facilities and new amenities like the Nordic Center and an expanded Adventure Park will draw from a wider and more discerning audience as well as continue to provide a quality recreation experience for the region.

NOW, THEREFORE, BE IT RESOLVED that the City of Proctor provides its non-monetary support for upgrades to the existing facility at Spirit Mountain recreational area.

BE IT FURTHER RESOLVED that these upgrades are to include new amenities like the Nordic Center and an expanded Adventure Park to provide additional quality recreation experience for the region.

Approved this February 20, 2018 by the City Council of Proctor, Minnesota.

Councilman voting Aye:

Councilman voting Nay

BY: _____
Philip Larson, Mayor

ATTEST: _____
Mark Casey, City Administrator

6F

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 Plonk Drive • Proctor, Minnesota 55810-1700 • (218) 824-3641 • Fax (218) 824-9459 • email: cityhall@proctormn.gov

Resolution No. 07-18 Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License

BE IT RESOLVED that the City Council of the City of Proctor hereby certifies that there are no objection to the issuance of a State of Minnesota Charitable Gambling Permit to The Ducks Unlimited St. Louis Bat 125 to conduct a raffle on April 7, 2018 at Blackwoods Banquet Center, Proctor, Minnesota.

Passed by a majority vote of the Proctor City Council, this 20th day of February, 2018.

BY: _____

Philip Larson
Mayor

ATTEST: _____

Mark Casey
City Administrator



Mark Pederson
STATE CHAIRMAN

Minnesota Ducks Unlimited

4570 WEST 77th ST. • SUITE 179 • EDINA, MN 55435 • 952-820-8174
www.mnducks.org

Date: January 5, 2004

To: Minnesota DU Area Chairs, Zone Chairs and District Chairs

From: Mark Pederson

RE: Sales Tax Exemption

Effective 7/14/99, Minnesota Ducks Unlimited and all of its individual chapters have been granted a Minnesota sales tax exemption I.D. number. This means that we will no longer have to pay sales tax on anything we purchase related to our fundraising activities (guns, prizes, supplies, printing, framing, banquet meals, etc.).

- To claim exemption from sales tax on purchases of guns, prizes, supplies, printing, framing, etc. (EXCLUDING MEALS – see next paragraph), simply inform your vendor that we are exempt from sales tax and provide them with our sales tax exemption number: ES 37964 on Form ST3 Certificate of Exemption (circle code "C"). This number is the same for all chapters in Minnesota. A copy of our Form ST-17 Certificate of Exemption Status is attached for your records. In some cases, a vendor may request a copy of this form even though the number alone should be sufficient. Note that this number cannot be used for purchase of meals (see next paragraph).
- Meals are taxable.

If you have any questions regarding sales tax or are having difficulty with your meal provider, please contact your Regional Director or Zone Chair.

MINNESOTA Department of Revenue

Sales and Use Tax

Certificate of Exempt Status

ST-17

Exempt Organizations

Dukes Unlimited Inc.
One Waterford Way
Memphis TN 38120

Certificate number RS 37964

Date issued 07/14/89

The organization above is exempt from sales and use tax under Minnesota law on purchases, resale, and leases of merchandise and services to be used in the performance of its charitable, religious or educational functions. For senior citizen groups, the merchandise must be used for pleasure, recreation, or other non-profit functions of the group. This exemption does not apply to purchases of metals, jewelry, resale collection and disposal services, or to purchases or leases of motor vehicles. (M.S. 297A.25, subd. 16)

Commissioner of Revenue
by



R. R. Blaisdell, Supervisor
Sales and Use Tax Division

Questions: Call the TAX Department of Revenue at (651) 296-6101 or toll-free 1-800-657-3777. TDD: 1-800-657-3777. Relay Minnesota: 1-800-657-3777. For more information, call 1-800-657-3777. Ask for (651) 296-6101.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Ducks Unlimited-St. Louis Bay Previous Gambling Permit Number: X-69048-17-007
 Minnesota Tax ID Number, if any: 13-5643799 Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: 1335 92nd Ave W
 City: Duluth State: MN Zip: 55808 County: St. Louis
 Name of Chief Executive Officer (CEO): Matthew Schwab
 CEO Daytime Phone: 218-626-5494 EO Email: mschwab1986@gmail.com
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☒ IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Blackwoods Event Center

Physical Address (do not use P.O. box): 195 US-2

Check one:
☒ City: Proctor, MN Zip: 55810 County: St. Louis
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): April 6th, 2018

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards

☒ Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ _____)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Matthew Schwab Date: 2/13/18
(Signature must be CEO's signature; designee may not sign)

Print Name: Matthew Schwab

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- ☒ copy of your proof of nonprofit status; and
- ☒ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.

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

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

An equal opportunity employer

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

RESOLUTION 08-18
Grant Agreement to State Transportation Fund
(Local Road Improvement Program)
Grant Terms and Conditions

STATE OF MINNESOTA)
COUNTY OF ST. LOUIS)
CITY OF PROCTOR)

WHEREAS, the City of Proctor has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for Local Road Improvement and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$750,000 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that the City of Proctor does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge(gap) but not required. The proper county officers are authorized to execute a grant agreement with the Commissioner of Transportation concerning the above-referenced grant.

Passed by a majority vote of the Proctor City Council, this 20th day of February, 2018.
Ayes:

Nays:

BY: _____

Philip Larson
Mayor

ATTEST: _____

Mark Casey
City Administrator

66



State Aid for Local Transportation
395 John Ireland Blvd., MS 500
St. Paul, MN 55155

February 12, 2018

Mark Casey
Administrator
City of Proctor
100 Plank Drive
Proctor, MN 55810

RE: 2017 Local Road Improvement Program (LRIP) Solicitation

Dear Mr. Casey,

Thank you for submitting an application for the Local Road Improvement Program. Your project on 6th Street and Almac Drive was selected for Local Road Improvement Program funds appropriated by the legislature in 2017.

Please work through the project development process with John McDonald, MnDOT District State Aid Engineer. The county will need to submit plans for approval along with an engineer's estimate before a final determination for funds will be approved. At that time, a MnDOT grant agreement number will be assigned for the project. We have estimated \$750,000 of LRIP funds for this project.

Your agency is required to execute a bond grant agreement, which includes certification of right of way ownership by the agency and a resolution agreeing to finance any cost in excess of the grant amount before the grant can be authorized for reimbursement. These funds cannot be used on any part of the project that falls within MnDOT right of way.

Templates for the resolution and grant agreement will be posted on the State Aid website. If have questions, please contact me at patti.loken@state.mn.us or by the phone number above.

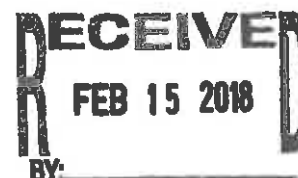
Sincerely,

A handwritten signature in cursive script that reads 'Patti Loken'.

Patti Loken
State Aid Program Engineer

cc: John McDonald, District State Aid Engineer
Jim Foldesl, St. Louis County Engineer
File

An equal opportunity employer



6H

Application for Employment

We welcome you as an applicant for employment with the City of Proctor. It is the City of Proctor's policy to provide equal opportunity in employment. The City of Proctor will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, sexual preference, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant, and if you are selected for the position, as an employee.

The City of Proctor accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact City Hall at (218) 624-3641.

Personal Information

Name:	(Last)	(First)	(MI)	(Prior)*
	Nylund	Matthew	R	
Street Address	2721 Lindsh. rd			
City, State, Zip	Duluth MN 55810			
Phone Number	218-691-4255		Alternate Phone	
Email	mnylund@proctormn.gov			

* Optional: Include only if needed to verify previous employment or education.

Please print in INK or type when completing this application

Title of position applying for: Proctor City Fire (Firefighter)	
Are you legally eligible to work in the United States in the position for which you are applying? Proof of citizenship or work eligibility will be required as a condition of employment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years old?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company Home Depot	Name of last supervisor Bob	Hrs/Week 40-50
Address	Start Date May 2017	Starting Salary 11.30 hr
City, State, Zip Duluth MN	End Date September 2018	Final Salary 1.30 hr
Phone Number (218) 720-0938	Last job title Freight receiving	
Reason for leaving (be specific): School not working sleep and time		
Describe your work in this job: Heavy lifting, long hours, open mind		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company Huckies Ball Per	Name of last supervisor Corrine	Hrs/Week 15-20
Address	Start Date Spring 2015 & 1	Starting Salary 7.2
City, State, Zip Duluth MN	End Date Fall 2015 & 1	Final Salary 7.25
Phone Number	Last job title Concession	
Reason for leaving (be specific): Low pay, better opportunities		
Describe your work in this job: Hot environment, not the greatest working conditions but was		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Unsalariesd Experience

Describe any unsalaried or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Rescue Squad

Military Experience

Did you serve in the U.S. Armed Forces? ☐ Yes ☒ No

Describe your duties:

Do you wish to apply for Veterans' Preference points: ☐ Yes ☒ No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Proctor by the application deadline of the position for which you are applying.

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Proctor is "at will," and that employment may be terminated by either the City of Proctor or me at any time, with or without notice.

With my signature below, I am providing the City of Proctor authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Proctor in writing of any changes to information reported in this application for employment.


Signature

06/09/18
Date

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of service connected disability, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of the "Member Copy 4" of your DD214 or DD215. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions. ("DD214 "Member-1" copy will not be accepted.)
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, USDVA verification that veteran died on or as a result of active duty, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of Proctor. Please contact our office at (851) 281-1200 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

Applicant Data Practices Advisory

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Proctor. First, under "Rights of Subjects of Data" (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second under "Personnel Data" (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran's status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of Proctor, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your work time for payroll purposes: except to the extent that release of time sheet data would reveal employee's reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience;

INFORMED CONSENT FORM

City of Proctor
Proctor Police Department
100 Pionk Drive
Proctor MN 55810
(218) 624-7788

Date: 02/09/18

Last Name of Applicant (please print): England

First Name (please print): Mittie

Middle (full, please print): Ross

Maiden, Alias or Former (please print): _____

Sex: ☒ Male ☐ Female

Date of Birth: 05 02 1918
Month Day Year

Signature of Applicant Mittie England

Date 02/09/18

Date: 2/09/18

The following named individual has made application with this agency for the position of firefighter.

Last Name of Applicant: (please print) Nylund

First Name: (please print) Matthew

Middle: (please print) Ross

Maiden, Alias or Former: (please print) _____

Date of Birth: 05/03/1993 Sex: (M or F) M
Month/Day/Year

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to the City of Proctor for the purpose of completing a background for a position as firefighter per Minnesota SS 299F.035. The expiration of this authorization shall be for a period of no longer than one year from the date of my signature.

[Signature]
Signature of Applicant

2/09/18
Date

CITY OF PROCTOR

02/16/18 12:19 PM

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*Check Summary Register©

December 2017 to February 2018

Name	Check Date	Check Amt	
10100 First National Gen			
Paid Chk# 036915	EMC NATIONAL LIFE COMPANY 2/1/2018	\$60.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 036916	EQUI-VEST 2/1/2018	\$3,701.14	EQUITABLE - FIRE DEPT
Paid Chk# 036917	LAW ENFORCEMENT LABOR SE 2/1/2018	\$294.00	LELS UNION DUES
Paid Chk# 036918	PROCTOR POLICE DEPT UNION 2/1/2018	\$60.00	POLICE DUES
Paid Chk# 036919	TEAMSTERS LOCAL UNION #346 2/1/2018	\$460.00	Teamsters union dues
Paid Chk# 036920	MN POLLUTION CONTROL AGEN 2/6/2018	\$310.00	
Paid Chk# 036921	AMERICAN FAMILY LIFE ASSUR 2/12/2018	\$62.70	AFLAC
Paid Chk# 036922	EQUI-VEST 2/12/2018	\$369.40	EQUITABLE - DEWALL
Paid Chk# 036923	NCPERS MINNESOTA 2/12/2018	\$16.00	MN NCPERS
Paid Chk# 036924	AMERIPRIDE SERVICES 2/20/2018	\$122.02	TOWELS MATS TURKISH BAG STAND
Paid Chk# 036925	CHRIS JURKANIS 2/20/2018	\$225.00	CHECKED CITY ROOF LEAK REPAIRE
Paid Chk# 036926	CONSOLIDATED COMMUNICATI 2/20/2018	\$380.92	TELEPHONE
Paid Chk# 036927	C W TECHNOLOGY GROUP 2/20/2018	\$193.50	ADD USER ROBIN HANSEN TO MAIL
Paid Chk# 036928	EARL F ANDERSEN, INC 2/20/2018	\$703.35	SIGNS FOR SCHEDULED 2018 REPLA
Paid Chk# 036929	Explore Minnesota Tourism 2/20/2018	\$309.00	EXPLORE MN TOURISM CONFERENCE
Paid Chk# 036930	FASTER SOLUTIONS 2/20/2018	\$270.00	TOURISM WEBSITE MGMT - DEALS P
Paid Chk# 036931	FIREMAN'S RELIEF ASSOCIATIO 2/20/2018	\$506.00	REIMB OVERPMT TO M WRAZIDLO
Paid Chk# 036932	GARTNER REFRIGERATION CO 2/20/2018	\$289.00	UPRIGHT FREEZER & COOLER REPAI
Paid Chk# 036933	GRAND FORKS FIRE EQUIPMEN 2/20/2018	\$305.02	9451 KEVLAR NOMEX BOOT
Paid Chk# 036934	GREAT AMERICA FINANCIAL SV 2/20/2018	\$199.12	KONICA MINOLTA BIZHUB COPIER A
Paid Chk# 036935	HARTEL'S/DBJ DISPOSAL COMP 2/20/2018	\$656.43	TRASH RECYCLE PICKUP
Paid Chk# 036936	HARTEL'S/DBJ DISPOSAL COMP 2/20/2018	\$14,631.34	GARBAGE ASSESSMENTS
Paid Chk# 036937	HUFF, TOD 2/20/2018	\$1,846.00	CABLE COMMISSION HOURS & PROGR
Paid Chk# 036938	L.M.C.I.T. 2/20/2018	\$37,946.00	WORKMANS COMP 1001385-2
Paid Chk# 036939	MINNESOTA ARROWHEAD ASS 2/20/2018	\$3,000.00	TOURISM 2018 REGIONAL MARKETIN
Paid Chk# 036940	MINNESOTA ASSOC. OF CVB 2/20/2018	\$355.00	2018 MEMBERSHIP RENEWAL
Paid Chk# 036941	MINNESOTA ENERGY RESOURC 2/20/2018	\$1,999.21	GAS UTILITIES - CITY HALL
Paid Chk# 036942	MN POLLUTION CONTROL AGEN 2/20/2018	\$390.00	COLLECTION SYSTEM OPERATORS CO
Paid Chk# 036943	MOTOROLA 2/20/2018	\$5,831.38	RADIOS 3 YR SERV, CONFIGURATIO
Paid Chk# 036944	NORTHERN BUSINESS PRODUC 2/20/2018	\$571.89	W2 FORMS
Paid Chk# 036945	PETERSON, LOREN W 2/20/2018	\$2,251.84	ACCOUNTING SERVICES
Paid Chk# 036946	PROCTOR CHAMBER OF COMM 2/20/2018	\$115.00	MEMBERSHIP DUES 11-25 EMPLOYEE
Paid Chk# 036947	PROCTOR JOURNAL 2/20/2018	\$461.77	MEETING NOTICES
Paid Chk# 036948	PROCTOR PUBLIC UTILITIES 2/20/2018	\$5,399.37	UTILITIES - 225 FIFTH AVE
Paid Chk# 036949	SPIRIT MOUNTAIN 2/20/2018	\$1,000.00	MRKTING CAMPAIGN SIGNAGE TRANSP
Paid Chk# 036950	STACK BROS MECHANICAL 2/20/2018	\$576.33	MENS ROOM FAN COIL
Paid Chk# 036951	TASC 2/20/2018	\$743.16	FSA PLAN ONLY DOCUMENTS 1/1/18
Paid Chk# 036952	THOMSON REUTERS-WEST 2/20/2018	\$99.23	JANUARY 2018 INVESTIGATIVE RES
Paid Chk# 036953	TROY'S AMOCO 2/20/2018	\$1,323.30	STREET DEPT ONE SP35 BATTERY
Paid Chk# 036954	UNIVERSITY OF MINNESOTA 2/20/2018	\$85.00	TREE INSPECTOR CERTIFICATION W
Paid Chk# 036955	USPS-HASLER 2/20/2018	\$500.00	PREPAID POSTAGE
Paid Chk# 036956	VERIZON WIRELESS 2/20/2018	\$246.04	POLICE DEPT AIRCARDS FOR VEHIC
Paid Chk# 036957	W.L.S.S.D. 2/20/2018	\$28,914.00	WASTEWATER CHRGS & 2017 ADJUST
Paid Chk# 036958	WILLIS SUPPLY COMPANY 2/20/2018	\$45.37	PAPER TOWELS & PLASTIC LINERS
Paid Chk# 036959	WIPFLI LLP 2/20/2018	\$2,500.00	AUDIT OF CITY FINANCIAL STMTS
Paid Chk# 036960	ACUITY SPECIALTY PRODUCTS 2/20/2018	\$271.36	CASE DIESEL ANTI-GEL FOR COLD

Total Checks

\$120,595.39

451847 City of Proctor
 # 5214346 City of Proctor

10,423.09 PR 18-02 WH
 13,006.24 PR 18-02 WH

144,024.72

CITY OF PROCTOR

02/14/18 2:07 PM

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***Check Summary Register©**

February 2018

Name	Check Date	Check Amt
10110 First National Liq		
Paid Chk# 028120 AMERICAN BOTTLING COMPAN	2/21/2018	\$136.30
Paid Chk# 028121 ARCTIC GLACIER ICE USA, INC	2/21/2018	\$45.12
Paid Chk# 028122 ARTISAN BEER COMPANY	2/21/2018	\$171.20
Paid Chk# 028123 BELLBOY CORPORATION	2/21/2018	\$692.09
Paid Chk# 028124 BERNICK'S PEPSI	2/21/2018	\$3,086.50
Paid Chk# 028125 BREAKTHRU BEVERAGE	2/21/2018	\$3,513.80
Paid Chk# 028126 G&K SERVICES	2/21/2018	\$65.52
Paid Chk# 028127 GUARDIAN PEST SOLUTIONS, IN	2/21/2018	\$40.69
Paid Chk# 028128 JOHNSON BROTHERS INC	2/21/2018	\$3,286.08
Paid Chk# 028129 MICHAUD DISTRIBUTING COMP	2/21/2018	\$1,146.40
Paid Chk# 028130 PHILLIPS WINE & SPIRITS CO	2/21/2018	\$2,657.19
Paid Chk# 028131 RANGE PAPER	2/21/2018	\$179.82
Paid Chk# 028132 ROHLFING INC	2/21/2018	\$4,637.20
Paid Chk# 028133 SOUTHERN GLAZER'S OF MN	2/21/2018	\$1,816.38
Paid Chk# 028134 SUPERIOR BEVERAGE	2/21/2018	\$4,514.75
Total Checks		\$25,988.84