

Proctor's Vision
Proctor. rich with railroad heritage, values above all, its people and their environment. Working together
is our pathway to a safe, secure and progressive community

Slogan: "You Have A Place In Proctor"

AGENDA
PROCTOR CITY COUNCIL MEETING
Monday, April 2, 2018 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES March 19, 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. 2018 CGMC Labor Employee Relations Seminars
- B. Tax Forfeited Properties
- C. Revised RESOLUTION 09-18 – Authorizing Consumption Of Alcoholic Beverages In Public Places in Proctor In Conjunction With Festivals

2. PLANNING & ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Government Fund Payroll Period Ended 03/18/18
- B. Liquor Fund Payroll Period Ended 03/18/18

4. COMMITTEE REPORT

- A. Proctor Tourism Committee Unapproved Meeting Minutes February 27, 2018

- B. Public Safety Committee Unofficial Meeting Minutes March 26, 2018
- C. Liquor Control Meeting Minutes March 27, 2018

***5. UNFINISHED BUSINESS**

- *A. SRO

6. NEW BUSINESS

- A. Golf Course Liquor License
- B. Resolution No. 13-18 – Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License
- C. Event Application – *Proctor Speedway Weekly Stock Car Racing* – May 1-Sept. 1, 2018 (Rain Date Sept. 27, 2018)
- D. Event Application – *Proctor Speedway Media Day / Car Show* – May 2, 2018
- E. Event Application – *Proctor Bike Rodeo* – May 8, 2018
- F. Event Application – *2018 Bike MS : C H Robinson MS150 Ride* – June 8 & 9, 2018
- G. Event Application – *Proctor Speedway – Monster Truck Show* – June 29 & 30, 2018
- H. Event Application – *Proctor Speedway – Night of Mayhem* – August 4, 2018
- I. Event Application – *Proctor Speedway Silver 1000* – August 30, 2018 (Rain Date Sept. 27, 2018)
- J. Event Training – Benson
- K. Cablecasting Meetings – Benson
- L. Community Led Street Event Guidelines – Benson
- M. Agreement for Accounting Services
- N. MailFinance Lease Extension Agreement
- O. Operation K-9 2018 – Northland K-9 Foundation Donation Request
- P. Friends of Animals Humane Society Contract for Service
- Q. Becoming A More Effective Council

7. LABOR AND NEGOTIATIONS ISSUES – Closed Meeting

MEMBER CONCERNS

Schwarzbauer

Benson

- 1. Legislative Update
- 2. Responding to Comments from Citizens

Nowak

DeWall

BILLS FOR APPROVAL

General: \$127,605.25

Liquor: 37,270.22 *(This amount does not include the Liquor Payroll)*

Total: \$164,875.47

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on March 19, 2018 in the Community Center Council Chambers.

Deputy Mayor Gary Nowak called the meeting to order at 5:59 p.m.

MEMBERS PRESENT: Deputy Mayor Gary Nowak, Councilors Troy DeWall, Jake Benson, and Jim Schwarzbauer.

MEMBERS ABSENT: Mayor Larson attended via conference call.

OTHERS PRESENT: City Attorney John Bray, Administrator Mark Casey, Confidential Administrative Assistant Robin Hansen, Chief Gaidis, Midway Township Supervisor Jim Aird, Shawn McGovern, Cindi Merrill, Jennifer McDonald, Dick Kari, Bruce Sundin, Jim Myers Sr., Dale Helland, Frank Siiro, Travis White, Russell Habermann, Kathy Hannan and Chris Brenna.

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To suspend the Agenda and go to *“Members Concerns – Benson: C. Presiding Officer”*.

APPROVAL OF THE MINUTES:

Benson would like the March 5, 2018 Meeting Minutes amended to correct the vote from “4-0” to “4-1” with regard to moving to closed session.

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To approve the March 5, 2018 City Council Meeting Minutes.

APPROVAL OF THE AGENDA:

Schwarzbauer stated “6F. PEDA Resignation” should also have listed the member’s resignation from the other committees being the Chamber of Commerce, Proctor Yellow Ribbon and Liquor Control. Nowak mentioned the Chamber of Commerce and Yellow Ribbon are not City committees.

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To approve the March 19, 2018 Agenda.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

None.

***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.

Schwarzbauer asked to pull item "Unfinished Business 5A. SRO" and Benson asked to pull C & E.

Motion by Schwarzbauer, seconded by Nowak and carried (4-0): To accept the Consent Agenda.

***1. COMMUNICATIONS**

A. "Night to Shine" February 9, 2018

Motion by Schwarzbauer, seconded by Nowak and carried (4-0): To accept the "thank you and beautiful plaque" from the Night to Shine Committee.

B. Lake Superior Zoological Society Donation Request

No action taken.

C. St Louis County Classification of State Tax Forfeited Land – Board Resolution #18-66

Benson would like to have seen a map included with this item. Administrator Casey asked to receive feedback on agenda items before the council meeting so he could provide the requested information.

Motion by Schwarzbauer, seconded by Benson and carried (4-0): To approve the St. Louis County Classification of State Tax Forfeited Land – Board Resolution #18-66.

D. Minnesota Municipal Beverage Association Annual Meeting and Annual Conference

No action taken

E. Correction to February 21, 2017 Meeting Minutes

During research Benson noticed a mistake in the February 21, 2017 Meeting Minutes and would like it amended to correct item 13B. to 13D.

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To approve the amending of the February 21, 2017 Meeting Minutes from 13B. to 13D.

***2. PLANNING AND ZONING DEPARTMENT MATTER**

None.

3. CLERK ADVISES COUNCIL

Government Fund payroll period ended 03/04/18; Liquor Fund payroll ended 03/04/18

Motion by Schwarzbauer, seconded by Nowak and carried (4-0): To approve the Government Fund Payroll for the period of 03/04/18, and also the Liquor Fund Payroll for the period of 03/04/18.

***4. COMMITTEE REPORTS**

A. Public Safety Committee Unofficial Minutes of February 13, 2018

B. Joint Public Safety and Liquor Control Meeting Minutes of March 5, 2018

Schwarzbauer distributed a survey from MMBA Executive Director Paul Kaspszak regarding who should be on a Liquor Control Committee.

Dick Kari explained the difference between Municipal Liquor Store vs. Municipal Bar.

Mayor Larson, by teleconference stated Mr. Kari is very active in the State Liquor Store Association and a bar owner for over thirty years, and provides a great benefit between the liaison and City.

***5. UNFINISHED BUSINESS**

***A. SRO**

Schwarzbauer gave notice about events nationwide.

Jennifer McDonald, ISD #704, School Board Vice Chair spoke on SRO and is waiting on legislation and the City regarding financing for the position. Jennifer stated the Proctor Journal reported this item was shelved, but it has never been put on hold. She also explained that whatever funding the legislature is offering will not be enough and she would like to know how much the City will be allocating. Officer Gaidis said financing was discussed at the previous meeting, referred back to the School Board and then both entities were to meet for planning.

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To approve to provide information to ISD #704 on City costs of an officer and to contact grant writer Fleta Carroll for discussion at the next School Board Meeting to take place on Monday, March 26, 2018.

6. NEW BUSINESS

A. Repair and Insulation of Men's and Women's Restroom at the Proctor Fire Hall

Councilor DeWall commented about the pipes freezing for the last 5-6 years and the prior flood. He stated no additional funds will be needed and there is a need to have functioning restrooms.

Motion by Benson, seconded by Nowak and carried (4-0): To accept the C.J. Construction bid for the repair and insulation of the men's and women's restrooms at the Proctor Fire Hall.

B. Proctor Firemen's Relief Association Reinstated and Amended By-Laws

DeWall stated this item may appear once a year. The main reason is council approves an increase in retirement and in order to receive it there has to be a minimum

requirement. This item is a clean-up of accurate documentation. Casey explained the percentages and death benefits change; and a letter had been received which suggested to review the information and to allow for those changes.

Motion by Benson, seconded by Schwarzbauer and carried (3-0, DeWall Abstained): To approve the Proctor Firemen's Relief Association Reinstated and Amended By-Laws.

C. Resolution 10-18 – Playground for EveryBody Grant Application

On behalf of the City of Proctor, Jennifer McDonald, ISD #704, School Board Vice Chair is applying to the Department of Natural Resources for the Outdoor Recreation Grant for funding of the *Playground for EveryBody*. She is asking the City Council to support and to approve Resolution 10-18 as written so it can be submitted with the application.

Motion by Benson, seconded by DeWall and carried (4-0): To approve Resolution 10-18 – Playground for EveryBody Grant Application.

D. Volunteers/Training for Events

This item was tabled for now. Benson to provide materials for discussion at the next City Council Meeting.

E. Resolution 09-18 –Authorizing Consumption of Alcoholic Beverages In Public Places In Proctor In Conjunction With Festivals

Attachment A – FESTIVAL DATES and LOCATIONS

Per a request from the previous council meeting Casey submitted "RESOLUTION 09-18 AUTHORIZING CONSUMPTION OF ALCOHOLIC BEVERAGES IN PUBLIC PLACES IN PROCTOR IN CONJUNCTION WITH FESTIVALS" and "Attachment A – FESTIVAL DATES and LOCATIONS". Benson asked, if there is a liability issue since the attachment does not indicate the event name, nor have proof of insurance attached. Attorney Bray said he did not think it breaks any liability and stated the Council can make a motion on that, or could have said "approved in the previous event packet". Schwarzbauer asked if it would be cleaner to have it in the Resolution. Upon further discussion, the Council decided to have the Resolution amended to read, "as reflected in the submitted event packet."

Motion by DeWall, seconded by Nowak and carried (4-0): To amend RESOLUTION 09-18 AUTHORIZING CONSUMPTION OF ALCOHOLIC BEVERAGES IN PUBLIC PLACES IN PROCTOR IN CONJUNCTION WITH FESTIVALS to read, "as reflected in the submitted event packet."

E. PEDA Resignation

Benson spoke about Nick Greenwood's resignation letter and to the reason he is stepping down. Schwarzbauer also commented on Greenwood's resignation and about a former employee's resignation as well. He then discussed how to separate the Council role vs. personal role, and relationships. At this time Schwarzbauer distributed a "No-Bullying.com" document to Council which describes relational aggression, how to deal with it and how to transition away from those behaviors.

Shawn McGovern commented that the Council represents the people and its job is not to take sides. He said the best thing to do is talk and listen, and lead everyone down the right path. Everyone needs to act like adults.

Dale Helland shared that he has volunteered for years at the Car Show.

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To accept Nick Greenwood's resignation from the PEDA and Liquor Control Committees. Deputy Mayor Gary Nowak commented, "We thank Nick for his service."

F. Minnesota Mayor's Association 2018 Annual Conference (*Informational*)

G. Fairgrounds Management Agreement

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To accept the Fairgrounds Management Agreement for 2018.

H. Resolution Accepting LRIP (MN DoT) Grant

Schwarzbauer asked if there were any concerns about 6th and Almac. Casey stated he had discussions with the engineers and county regarding issuing bonds, and there were no issues.

Motion by Benson, seconded by Nowak and carried (4-0): To accept Resolution 08-18 Grant Agreement to State Transportation Fund (Local Road Improvement Program) Grant Terms and Conditions in the amount of \$750,000.

I. County Agreement – To Administer LRIP Grant

DeWall was concerned that St. Louis County takes over receiving the bids and then the City has no say. Casey stated that SEH provides the numbers to the county, and he will keep the council informed in the agenda packets. Attorney Bray explained that once the numbers are received another Public Hearing will be held.

Motion by Nowak, seconded by DeWall, and carried (4-0): To approve the County

Agreement administering the LRIP grant.

J. Discussion PACTV-Public Cable Access Television

Benson shared that the Cable TV Commission met today and would like to recommend to the City Council to appoint T.C. Leveille as Cable Coordinator. The commission would like to have a volunteer to do Access, and get someone one to two times a week to do cable duties. Benson explained an inventory will be performed to see what items are obsolete, will track all of the coordinators hours and will work with the school and others.

Motion by Benson, seconded by Nowak, and carried (4-0): To accept the appointment of T.C. Leveille as the Cable Coordinator.

K. Boundary Avenue Corridor Study – Resolution Included

Discussion ensued and the council agreed it is important to get together with all entities to discuss the Boundary Avenue Management Plan and form an Advisory Committee; as the last plan was completed in July of 2004.

Motion by Benson, seconded by Nowak, and carried 4-0): To approve Resolution 11-18 Boundary Avenue Corridor Management Plan.

L. Support for WLSSD

Midway Township Supervisor Jim Aird, stated this is a good project, but costly. He is not sure if it will increase the cost to Proctor, and stated the district has funds to fund part of the project. Jim explained this is a vote to support the Resolution.

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To approve Resolution 12-18, Supporting H.F.925, S.F.876 WLSSD Bonding Request to purchase generators to create electricity from the treatment of waste.

7. LABOR AND NEGOTIATIONS ISSUES – Closed Meeting

MEMBERS CONCERNS:

Schwarzbauer

A. Talking Points at Midway Township Annual Meeting

Benson

A. ADA

Benson reported there are a number of northern Minnesota communities that have been hit by people filing non-compliant ADA cases. He feels the City needs to inventory the properties and work toward correcting any non-compliant city owned properties.

B. Proposed Property Tax Notice

Benson wanted to alert the council that in his research he noticed the City failed to publish the Proposed Property Tax Notice. Casey was under the impression that a previous employee had submitted the notice Proctor Journal before the end of their employment with the City of Proctor.

C. Presiding Officer

Benson asked Deputy Mayor Gary Nowak if he wanted to step down from his position due to incident that happened. Gary answered 'No'. Attorney Bray stated there was no request to step down, and this item should not be discussed. Chief Gaidis commented that an investigation will be sent to the City Attorney's Office, Ron Envall and if it warrants an investigation will go from there.

BILLS FOR APPROVAL

General: \$70,204.49

Liquor: 35,823.35

Total: \$106,027.84

Mayor Larson inquired as to what the bill was for from Thomson-Rueters in the amount of \$99.23. Chief Gaidis stated the charge is for a tool that is used by the Police Department to investigate crimes.

Motion by Schwarzbauer, seconded by Nowak and carried (4-0): To approve the bills in the amount of \$106,027.84.

ADJOURNMENT

Motion by Dewall, seconded by Nowak and carried (4-0): To adjourn the City Council meeting at 7:50 p.m.



2018 CGMC Labor & Employee Relations Seminars

**Practical and Legal Solutions for Handling
Employees and Unions in Local Government**

Seminar topics include:

- Fire department's unique organizational & personnel issues
- Handling personnel data
- Health insurance legal and market update
- Information to prepare for labor negotiations
- Updates on settlements, arbitrations, and the Legislature

Program

Albert Lea: Thursday, June 7, 2018 • 10:00 a.m. – 4:00 p.m.
Detroit Lakes: Thursday, June 14, 2018 • 10:00 a.m. – 4:00 p.m.

9:30 – 10:00 a.m.	Registration and Networking (Rolls and Coffee)
10:00 – 10:10 a.m.	Welcome and Introductions
10:10 – 11:15 a.m.	Understanding fire department's unique organizational and personnel issues <i>Brandon M. Fitzsimmons, Attorney/Shareholder, Flaherty & Hood, P.A.</i>
11:15 – 12:20 p.m.	Organize and communicate personnel data the right way <i>Erica Heikel, Associate Attorney, Flaherty & Hood, P.A.</i>
12:20 – 1:00 p.m.	Lunch (Provided)
1:00 p.m. – 2:05 p.m.	Health Insurance Legal and Marketplace Update <i>Albert Lea: Andy Weitnauer, CFA, GBA, Benefit Consultant, NFP</i> <i>Detroit Lakes: Dan Weir, Risk Management Consultant, Employee Benefits and Insurance Services, Inc.</i>
2:05 – 2:35 p.m.	Settlement, Interest Arbitration, and Legislative Update <i>Erica Heikel, Associate Attorney, Flaherty & Hood, P.A.</i>
2:35 – 2:50 p.m.	Break (Refreshments and Networking)
2:50 – 4:00 p.m.	Brenda Cossette's Mock Negotiations: Information is power – what to prepare <i>Brandon M. Fitzsimmons, Attorney/Shareholder, Flaherty & Hood, P.A.</i>
4:00 p.m.	Adjourn

Registration

Join us to discuss key labor and employee relations topics. Local elected officials and administrative, management, and human resources personnel will all benefit from attending. Gain insights from the presenters and receive answers to important questions impacting your local government! **Sign up today!**

Please Register Online at greatermncities.org/2018laborseminars

Cost:

CGMC Member(s).....\$70 (per person)
Non-CGMC Member(s).....\$130 (per person)

Questions? Contact Karina Patino at 651-259-1919 or kpertino@flaherty-hood.com.

Venue Information:



Albert Lea Seminar Location:
Freeborn County Historical Museum, Library and Village
1031 Bridge Avenue
Albert Lea, MN 56007



Detroit Lakes Seminar Location
Holiday Inn Detroit Lakes-Lakefront
1155 Hwy 10 East
Detroit Lakes, MN 56501



185-0130-00550

N 2nd Ave

00470

185-0130-00500

185-0130-00520

185-0130-00260

185-0130-00220

N 2nd Ave



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) 624-3641 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

RESOLUTION 09-18 AUTHORIZING CONSUMPTION OF ALCOHOLIC BEVERAGES IN PUBLIC PLACES IN PROCTOR IN CONJUNCTION WITH FESTIVALS

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

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

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

WHEREAS, dates and sites have been determined by Event Applications approved by the City Council at its regular meeting of 5 March, 2018 and Attachment "A" to warrant the special event/festival.

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

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

Motion by: _____ 2nd: by: _____

Voting Aye:

Voting Nay:

BY: _____
Gary Nowak, Deputy Mayor

ATTEST:

Mark Casey, City Administrator

ATTACHMENT A
FESTIVAL DATES and LOCATIONS

1. Thursday Evenings May 17th through September 13th 6 p.m. to 9 p.m.; Powerhouse Bar
2. May 19th Powerhouse Bar- 10 a.m. to 8 p.m.
3. June 6th Powerhouse Bar 3:00 p.m. to 9 p.m.
4. August 15th Powerhouse Bar 11:30 a.m. to 9:30 p.m.

PR18-06

3/5/18 - 3/18/18

CITY OF PROCTOR

03/22/18 4:53 PM

Page 1

Payroll Summary - General Funds

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
General Fund	General Government	Council	Full-Time Employee Regular	\$1,600.00
	Mayor	Executive - Mayor	Full-Time Employee Regular	\$600.00
	Tourism	Tourism Expenditures	Full-Time Employee Regular	\$2,127.59
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$684.00
	City Clerk	Administrative	Full-Time Employee Regular	\$2,753.50
	City Clerk	Administrative	Full-Time Employee Regular	\$42.50
	City Clerk	Administrative	Full-Time Employee Overtime	\$418.56
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	\$182.52
	Police	Operations (Police)	Full-Time Employee Regular	\$182.52
	Police	Operations (Police)	Full-Time Employee Regular	\$16,504.72
	Police	Operations (Police)	Full-Time Employee Regular	\$486.72
	Police	Operations (Police)	Full-Time Employee Overtime	\$273.78
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,563.70
	Police	Admin Secretary (Police)	Part-Time Employee	\$303.68
	Police	Admin Secretary (Police)	Part-Time Employee	\$151.84
	Police	Admin Secretary (Police)	Part-Time Employee	\$455.52
	Police	Police Grant Labor	Full-Time Employee Overtime	\$572.82
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	\$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$102.84
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$2,739.74
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$534.51
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,285.92
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,017.38
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	\$884.94
FUND 100 General Fund				\$41,353.55
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	\$1,669.62
	Public Works	Sewer	Full-Time Employee Regular	\$136.11
	Public Works	Pump Station	Full-Time Employee Regular	\$28.95
FUND 500 Sewer Fund				\$1,834.68
				\$43,188.23

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

03/22/18 4:54 PM

Page 1

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$262.20
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,485.80
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Overtime	\$131.10
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$125.72
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$1,933.86
FUND 600 Liquor Fund				\$3,938.68
				\$3,938.68

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 6

03/22/18 4:52 PM

Page 1

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	5.00	1.5	\$127.50	City -BI-wk
CITY HALL	10.00	1.5	\$269.25	City -BI-wk
CITY HALL	14.50	1.5	\$454.79	City -BI-wk
Shift Multiplier 1.5	29.50		\$851.54	
Location Description POLICE				
Shift Multiplier 1.5				
Police	8.00	1.5	\$299.04	City -BI-wk
Police	6.00	1.5	\$273.78	City -BI-wk
Police	6.00	1.5	\$273.78	City -BI-wk
Police	0.75	1.5	\$21.81	City -BI-wk
Shift Multiplier 1.5	20.75		\$868.41	
Pay Group Description City -BI-wk	50.25		\$1,719.95	
Location Description Liquor Store				
Shift Multiplier 1.5				
Liquor Store	4.00	1.5	\$131.10	Liq -BI-Wk
Shift Multiplier 1.5	4.00		\$131.10	
Pay Group Description Liq -BI-Wk	4.00		\$131.10	
	54.25		\$1,851.05	

T2D grant
T2D grant

PROCTOR TOURISM COMMITTEE
***Unapproved* MINUTES**
Tuesday, February 27, 2018

Meeting was called to order at 3:05 p.m.

Members present were Sally, Tony, Jim, Deanna, Frank, and Dan. Members absent were Lisa, Nick and Ryan.

Others attending were Heather Sandvig and Mike Donnahue of the Speedway.

JANUARY 23, 2018 MINUTES: Motion by Dan, second by Tony to approve the January 23, 2018 Minutes. Motion passed.

FEBRUARY 27, 2018 AGENDA: Dan asked if he could add Fireworks to the agenda, and after discussion stated he would talk first with Sally and then add that item on a later agenda. Sally asked that the Rooms Tax Requests be moved to first on agenda. Motion by Deanna, second by Frank to approve the amended February 27, 2018 Agenda.

ROOMS TAX REQUESTS

Sally discussed the need to have an accurate account of available funding before approving these requests, and asked that both funding requests be tabled until the April meeting when the first quarter lodging tax report is complete. Committee discussed the value in waiting, and got assurances from both the Fair and Speedway representatives that waiting would not impact their marketing. Motion by Sally, second by Tony to table a committee decision on both event funding requests until the April 24, 2018 Tourism Committee meeting. Motion passed.

Frank gave a report on the S. St. Louis County Fair funding request, giving a recap of past funding requests and the use of the funds, estimated attendance, and marketing. Frank said that the attendance was about the same as last year. Sally asked what sustainability plan the Fair has, what other sources of funding, whether tourism is listed on all marketing as a sponsor, and what other marketing options the fair plans to use, including social media and unpaid local media sources. The Committee also discussed the amount requested, and whether that much is needed for marketing with Sally doing extensive digital and social media marketing, as well as print ads that include the Fair. Those requesting funding should have a sustainability plan so that they do not include lodging tax funding in their budget. They also need better plan to give an accurate count on the number of visitors were tourists, and how many stayed at our hotels.

Heather Sandvig and Mike Donahue gave a report on the Speedway funding request. They listed the schedule additions, big events, marketing plan, that they will work on a plan to track attendance, and especially track tourist attendance. In addition, the Speedway put a link to the Visit Proctor website so that attendees can access the hotels to make reservations. Tony asked that they put a direct link to the hotels to make it easier to directly book rooms. The Speedway will add that direct link, and work with Tourism and the hotels to collaborate on promotion and booking rooms. The marketing was discussed, and questions asked of committee members. The Committee again explained that all

organizations requesting tourism funds must have a budget and sustainability plan in place, must have a written plan to determine the total number of visitors, and are responsible for tracking the number of hotel guests that stay because of their event.

FINANCIAL BUSINESS

Committee members reviewed the financial reports, asking for clarification about specific line items and expenses. Motion by Dan, second by Frank to approve the financial reports. Motion passed.

ADVERTISING/MARKETING

Committee discussed the current and future marketing through *Pampered In Proctor*. Members were asked to let Sally know if there are additional package deals for area attractions, experiences and businesses and get them to her right away so they can be added to the Pampered packages. These packages will have additions on a regular basis, with the majority of marketing for them in the spring, fall and winter, and in the summer for weekday deals. There is money designated for the Pampered packages in the Tourism Budget under Marketing Cooperatives.

OTHER MEMBER CONCERNS

In the previous discussion on the Fair, it was brought up about the use of the PAHA building. Frank said the Fair Association is interested in using that building, but that they did not know what the City had planned. Jim said he will add that to an upcoming City Council meeting as a discussion item.

Jim told the Committee that the Museum is planning to submit an event packet that will allow other organizations and groups to hold events on the city owned property that is insured by the Museum. That way smaller entities can hold events on the city/museum property without having to submit event packets and getting insurance.

Motion by Dan, second by Jim to Adjourn the meeting at 4:05 p.m. Motion passed.

Mission Statement

The mission of the Proctor Tourism Committee is to increase the economic impact of tourism to the community and its businesses

Public Safety Committee
March 26, 2018
Unofficial Minutes

Meeting was called to order at 4:03 p.m.

Members present were Kent Gaidis, Debra Madson, Kerry Helquist and Dick Karl, and staff Sally Hedtke. Members absent were Troy Dewall and Rick LaLonde.

NEW BUSINESS:

1. SPEEDWAY MEDIA DAY AND CAR SHOW to be held May 2nd was reviewed by the Public Safety Committee. Dick stated that the event will also be reviewed by Liquor Control. **Motion by Kerry, second by Kent to recommend that the City Council approve the 2018 Speedway Media Day and Car Show pending approval by Liquor Control. Motion passed.**
2. BIKE RODEO was reviewed by Committee. Kent stated that they will have officers at the event, and will set up and take down the street barriers closing 1st Avenue between 2nd and 3rd Streets. The event organizer will contact the one homeowner on 1st Avenue prior to the event. **Motion by Dick, second by Deb to recommend that the City Council approve the Bike Rodeo Application. Motion passed.**
3. 2018 SPEEDWAY WEEKLY STOCK CAR RACES was reviewed by Committee. Committee discussed the requirement that all races are done by 10:00 p.m. **Motion by Kerry, second by Dick to recommend that the City Council approve the 2018 Speedway Weekly Stock Car Races Application. Motion passed.**
4. 2018 MONSTER TRUCKS was reviewed by Committee. Kent said that they will have a minimum of two officers at this event. Committee discussed the parking issues and the need for No Parking signs along the Proctor side of Boundary Avenue, and whether the street will be under construction during any of the Speedway events. Committee noted that parking signs may be needed for three Speedway events this year: Monster Trucks, Mayhem and Silver 1000. **Motion by Dick, second by Deb to recommend that the City Council approve the Speedway Monster Truck Application. Motion passed.**
5. 2018 MIDSUMMER NIGHT OF MAYHEM was reviewed by Committee. Kent said that they will have a minimum of two-three officers at this event. **Motion by Dick, second by Kerry to recommend that the City Council approve the Speedway Midsummer Night of Mayhem Application. Motion passed.**

6. 2018 SPEEDWAY SILVER 1000 was reviewed by Committee. Police will have two officers at the event. **Motion by Deb, second by Kent to recommend that the City Council approve the Speedway Silver 1000 Application. Motion passed.**

7. 2018 MS 150 BIKE RACE was reviewed by Committee. Kent will have his officers on duty both Friday and Saturday, and Kerry will have fire department staff available at some point during the two days. Kerry stated that the busses need to unload faster and off Ugstad because that needs to be open for emergencies. **Motion by Deb, second by Kent to recommend that the City Council approve the MS 150 Bike Race Application. Motion passed.**

MEMBERS CONCERNS:

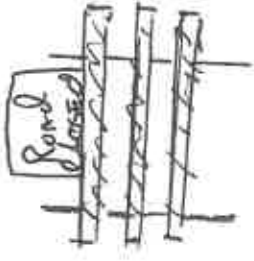
Kent asked that a revised map for the 2018 Powerhouse Car Show on Wednesday, August 15 be submitted to the Council for Information purposes as requested by the Council. **Revised 2018 Powerhouse Car Show Map attached.**

Meeting was adjourned at 4:32 p.m.

2018 Power House
CAQ Show

3/27/18

Map barricades revised,
as per Public Safety
review, and
Council request.



5th Street

2nd
AVE

ALLY

4th Street

3rd
AVE

City
Parking
Lot

Beer
Wagon

Minutes from the March 27, 2018 Liquor Control Meeting

Liquor Control Members Present: Dick Kari, Gary Nowak, Bill Blackwood

Members Absent: Jennifer Peterson

CALL TO ORDER:

Chair Dick Kari called the Liquor Control Meeting to order at 4:00 p.m.

APPROVAL OF MINUTES:

No minutes from Liquor Control were available.

COMMUNICATIONS: none

UNFINISHED BUSINESS: none

NEW BUSINESS:

Committee reviewed the event application for the **Speedway Media Day and Car Show**. This event will be held on May 2nd, 2018 from 10:00 am – 7:00 p.m. at the Powerhouse Bar. The event will not serve alcohol outside, but will have the Car Show and spectators outside with alcohol on city property. On March 26, 2018, Public Safety Committee reviewed and recommended that Council approve this event.

Motion by Bill Blackwood, second by Gary Nowak to approve the Speedway Media Day and Car Show Event. Motion carried.

OTHER MEMBER CONCERNS:

Next Liquor Control meeting will be Monday, April 16th at 5:00 p.m. at City Hall. Agenda will include posting applications for Liquor Control Members.

ADJOURN:

Motion made by Chair Dick Kari, second by Gary Nowak to adjourn the Liquor Control Meeting at 4:32 p.m. Motion carried.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

100 Pionk Drive • Proctor, Minnesota 55810-1700 • (218) 624-3841 • Fax (218) 624-8459 • email: cityhall@proctormn.gov

Resolution No. 13-18 Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License

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

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 ALS Association MN/ND/SD Chapter to conduct a raffle on January 30, 2019 at Blackwoods Banquet Center, Proctor, Minnesota.

Passed by a majority vote of the Proctor City Council, this 2nd day of April, 2018.

BY: _____
Gary Nowak
Deputy Mayor

ATTEST: _____
Mark Casey
City Administrator

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: The ALS Association, MN/ND/SD Chapter

Previous Gambling Permit Number: 0-04770

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-1756085

Mailing Address: 333 N Washington Ave, Ste 105

City: Minneapolis State: MN Zip: 55401 County: Hennepin

Name of Chief Executive Officer (CEO): Jennifer HJelle

CEO Daytime Phone: 612-672-0484 CEO Email: jenniferhjelle@alsmn.org

(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): Black Woods Banquet Center

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

Check one:

☒ City: Proctor Zip: 55810 County: Saint Louis
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): January 30, 2019

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ 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: _____

(Signature must be CEO's signature; designee may not sign)

Date: 3/21/18

Print Name: Jennifer Hjelte

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)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- a 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.

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.

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

An equal opportunity employer

February 8, 2018

Jennifer Hjelle
Executive Director
The ALS Association MN/ND/SD Chapter, Inc.
333 North Washington Avenue, Suite 105
Minneapolis, MN 55401

Re: IRS Tax ID Number 41-1756085


Dear Jennifer:

Please be advised that The ALS Association MN/ND/SD Chapter, Inc. is classified as a subordinate of The ALS Association under the guidelines for filing an IRS 501(c)(3) Federal Tax Group Exemption. It is included in The ALS Association's annual filing for tax exemption status and therefore considered tax-exempt as well. The IRS has Assigned Group Number 4119 to The ALS Association and its subordinates.

For your convenience I am attaching a copy of the latest information that I have from the IRS (letter dated 05-08-2015) stating our current tax-exempt status.

Also, should you need a copy of the listing of all subordinates that were sent to the IRS, please access the Finance Folder in the ALSA Insider. Within the folder - IRS Group Exemption 501c(3) - the listing for the current year is named 501c(3) Subordinate Listing FYE 2019.

Sincerely yours,

DocuSigned by:

EBDF820EBD58487
Teressa L. Harris
Vice President, Finance

Enclosures 1

TLH:mzt



OGDEN UT 84201-0046

In reply refer to: 0423274550.
Dec. 11, 2017 LTR 3064C 0
13-3271855 000000 00

00024625
BODC: TE

AMYOTROPHIC LATERAL SCLEROSIS ASSN
NATIONAL OFFICE
1275 K ST NW STE 250
WASHINGTON DC 20005-6823

038643

Taxpayer identification number: 13-3271855
Form: SGRI

Dear Taxpayer:

Thank you for your SGRI Listing.

We have made the changes you asked us to make to your roster of subordinates included in your group exemption letter.

If you need any forms, schedules, or publications mentioned in this letter, you can get them by visiting our website at www.irs.gov/formspubs or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

If you have questions, you can call the EO Entity Dept. at 801-620-6019 between 12:01 a.m. and 11:59 p.m. MST.

If you prefer, you can write to us at the address at the top of the first page of this letter.

When you write, include this letter and provide in the spaces below your telephone number with the hours we can reach you. Keep a copy of this letter for your records.

Telephone number () _____ Hours _____

Thank you for your cooperation.

0423274550
Dec. 11, 2017 LTR 3064C 0
13-3271855 000000 00
00024626

AMYOTROPHIC LATERAL SCLEROSIS ASSN
NATIONAL OFFICE
1275 K ST NW STE 250
WASHINGTON DC 20005-6823

Sincerely yours,



Shane M. Painter
Dept. Manager, Entity

Enclosures:
Copy of this letter

6C

City of Proctor Special Event Application

Event: Proctor Speedway Weekly Stock Car Racing

Event Schedule (use additional sheets if needed)

Date/Day	Starting Time	Ending Time	Anticipated Attendance
May 1st to September 1	5:00	10:00	500

Race Date Sept 27th

Event Location/Address: So. St. Louis County Fair Grounds
800 Boundary Ave

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 Speedway

Address/Phone/Email: PO Box 1069 Proctor MN 55810 - 624-0606

Person Responsible for Coordination of Event

Name/Phone/Email: Tammy LoSchichl - 218-428-4116 - t11ofdel1@
hotmail.com

Secondary Contact

Name/Phone/Email: Heather Sanvig - 218-426-5175 - heatherlea0319@
gmail.com

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. Fairground parking lots
and race track

☒ 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? Sold

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

67

City of Proctor Special Event Application

Event: Proctor Speedway - media Day / Car Show

Event Schedule (use additional sheets if needed)

Date/Day	Starting Time	Ending Time	Anticipated Attendance
May 2nd	10 AM	7 PM	50

Event Location/Address: Power house + public parking on hwy 2

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 Speedway

Address/Phone/Email: PO Box 1069 Proctor MN 55810 624-0606

Person Responsible for Coordination of Event

Name/Phone/Email: Tammy Lofdahl 428-6616 t1lofdahl@hotmail.com

Secondary Contact

Name/Phone/Email: Heather Sanrio 626-5175 heatherlean319@gmail.com

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. the public parking on Hwy 2

☒ 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? _____

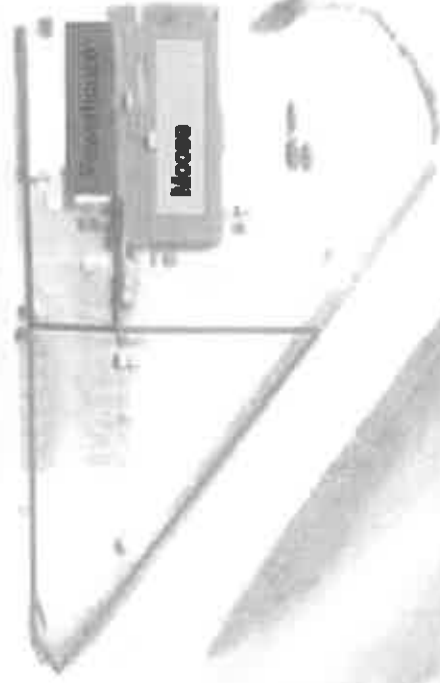
- **Must have current liquor license, and provide copy of liability insurance with additional liquor liability naming the City of Proctor as an additional insured.**

All food + liquor for this event will
be at the powerhouse

**Speedway
MEDIA DAY AND
CAR SHOW**

May 2, 2018

10:00 am – 7:00 p.m.



- **No Streets Closed**
- **No Outside Liquor Sales**
- **No Outside Music**

— **Car Show Parking (only on City Property)**

— **Drinking only on Powerhouse Property**



ACORDTM

CERTIFICATE OF LIABILITY INSURANCE

DATE RECEIVED
2/16/17

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 AFFECT, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY 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 & E Insurance Group, Inc., P.O. Box 2338 Fort Wayne, In 46801	<table border="1"> <tr> <td data-bbox="763 369 883 373">CONTACT NAME</td> <td colspan="2" data-bbox="896 369 1468 373">MOTORSPORTS</td> </tr> <tr> <td data-bbox="763 373 883 380">PHONE</td> <td data-bbox="896 373 1149 380">800-348-1839</td> <td data-bbox="1162 373 1468 380">FAX 200-459-5118</td> </tr> <tr> <td data-bbox="763 380 883 384">NAIC No. Ety</td> <td colspan="2" data-bbox="896 380 1468 384">CLASS</td> </tr> <tr> <td data-bbox="763 384 883 390">ADDRESS</td> <td colspan="2" data-bbox="896 384 1468 390">KK.MOTORSPORTS@DALLASINSURANCE.COM</td> </tr> </table>	CONTACT NAME	MOTORSPORTS		PHONE	800-348-1839	FAX 200-459-5118	NAIC No. Ety	CLASS		ADDRESS	KK.MOTORSPORTS@DALLASINSURANCE.COM							
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NAIC No. Ety	CLASS																			
ADDRESS	KK.MOTORSPORTS@DALLASINSURANCE.COM																			
SOURCE	LAKEMAD RACING ASSOCIATION, INC. D/B/A PROCTOR SPEEDWAY P.O. BOX 1069 PROCTOR, NY 88010	<table border="1"> <tr> <td data-bbox="763 392 883 399">INSURANCE A</td> <td data-bbox="896 392 1281 399">THE LAKEMAD RACING ASSOCIATION COVERAGE</td> <td data-bbox="1295 392 1468 399">NAIC #</td> </tr> <tr> <td data-bbox="763 399 883 403">INSURANCE B</td> <td data-bbox="896 399 1281 403">NATIONAL CASUALTY COMPANY</td> <td data-bbox="1295 399 1468 403">11991</td> </tr> <tr> <td data-bbox="763 403 883 409">INSURANCE C</td> <td data-bbox="896 403 1281 409"></td> <td data-bbox="1295 403 1468 409"></td> </tr> <tr> <td data-bbox="763 409 883 413">INSURANCE D</td> <td data-bbox="896 409 1281 413"></td> <td data-bbox="1295 409 1468 413"></td> </tr> <tr> <td data-bbox="763 413 883 420">INSURANCE E</td> <td data-bbox="896 413 1281 420"></td> <td data-bbox="1295 413 1468 420"></td> </tr> <tr> <td data-bbox="763 420 883 426">INSURANCE F</td> <td data-bbox="896 420 1281 426"></td> <td data-bbox="1295 420 1468 426"></td> </tr> </table>	INSURANCE A	THE LAKEMAD RACING ASSOCIATION COVERAGE	NAIC #	INSURANCE B	NATIONAL CASUALTY COMPANY	11991	INSURANCE C			INSURANCE D			INSURANCE E			INSURANCE F		
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INSURANCE C																				
INSURANCE D																				
INSURANCE E																				
INSURANCE F																				

COVERAGES

CERTIFICATE NUMBER:

1051025

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.

LTN	TYPE OF INSURANCE	AGENCY	DATE	WVE	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LAITS
K	COMMERCIAL LIABILITY CLAIMS COVER <input checked="" type="checkbox"/> COOR ORDERS & Confirmation \$100,000,000 GEN'L AGENT LIST APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOD OTHER:				RM0000696340 	12:01 AM 5/12/1	12:01 AM 5/12/18	NON OCCURRENCE DAMAGE TO RENTED PREMIUM (Per accident) 1000000 200000 AND EXP (Per acc. policy) 20 PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE 200000 PROJECTS-COMP/OP AGG 1000000 Part Lol Lish COMMERCE LIABILITY UNIT (Per accident) 1000000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> UNLICENSED LEASED AUTOS ONLY <input type="checkbox"/> NON-OWNED NON-OWNED AUTOS ONLY MINIMUM LIMIT <input checked="" type="checkbox"/> COOR CLAIMS MADE DED RETENTION				2X0000696350 	12:01 AM 5/12/1	12:01 AM 5/12/18	NON OCCURRENCE AGGREGATE 1000000 1000000 PER-STATE OTHER ALL NON ACCIDENT EL. DAMAGE - IN EMPLOYEE EL. DAMAGE - POLICY LIMIT
	WORKING COMPENSATION AND COMMERCIAL LIABILITY AND PERSONAL LIABILITY PERIOD OF OPERATION OR EXCLUDED (Excluded by H&O) If you choose other DESCRIPTION OF OPERATIONS below			Y/N <input type="checkbox"/> N/A				

DESCRIPTION OF OPERATIONS / LOCATION / VEHICLE (Check ACORD 101, Additional Remarks Schedule, **may be omitted if none** space is required)

TYPE OF EVENT: AUTOMOBILE RACING
LOCATION: PROCTOR SPEEDWAY, PROCTOR, IOWA
ADDITIONAL TRAINING: SEE ATTACHED ATTENDANCE

CERTIFICATE HOLDER

CANCELLATION

CITY OF PROCTOR
100 PINE ST
PROCTOR, NH 05850

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

NOTE: *Scott* *Proctor*

ADDENDUM 25 (25-1002)

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6E

City of Proctor Special Event Application

Event:

Proctor Bike Rodeo

Event Schedule (use additional sheets if needed)

Date/Day	Starting Time	Ending Time	Anticipated Attendance
May 8 th 2018	5:30	7:00	300

Event Location/Address: N 1st Ave & 3rd St Park

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:

Bike Rodeo

Address/Phone/Email:

218-390-2630

Person Responsible for Coordination of Event

Name/Phone/Email: Erica Amborn #above eamborn@proctor.k12.ma.us

Secondary Contact

Name/Phone/Email: Allison Nicolson allison.nicolson@essentialhealth.org

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. Basketball courts and N 1st Ave between 3rd St + 2nd St

☒ 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: N 1st Ave and 3rd St Park

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) EA

- 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) EA

- 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) EA

- 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) EA

- 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) EA

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) GA

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) GA

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) GA

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) GA

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: Erica Amborn

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

Name Erica Amborn

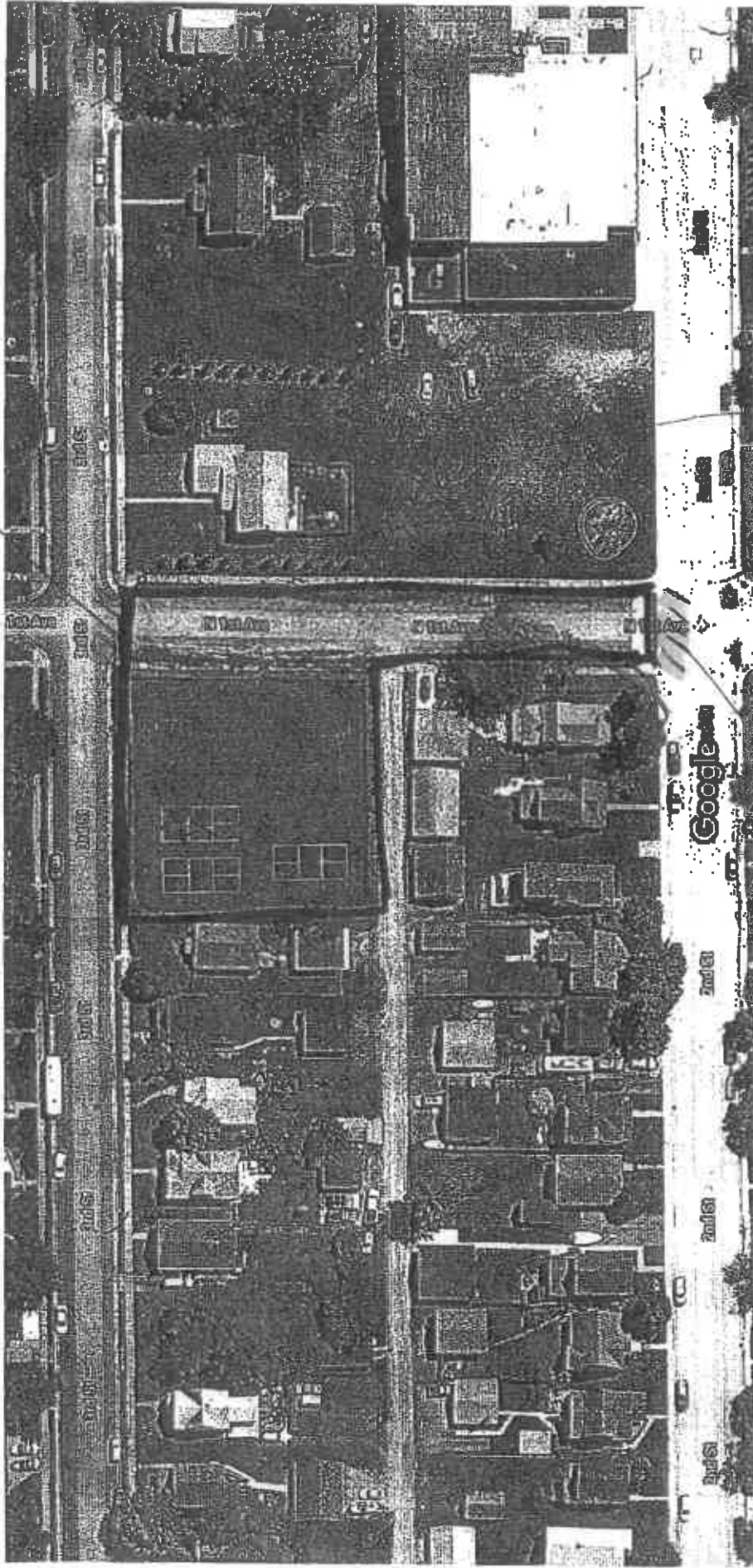
Title Phy Ed teacher

Signature Erica Amborn

Date 3-21-18

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

1111 Barricade up
about 5:15 pm - 7:45 pm



Imagery ©2018 DigitalGlobe Map data ©2018 Google 50 ft

NOTIFY
Hto me owner

Laura Kate Gilbertson

101 2nd St.

Proctor, MN 55610

1111 Barricade up about
5:15 - 7:45 pm May 8th
5-7:30 pm

City of Proctor Special Event Application

Event:

2018 Bike MS: C H Robinson MS150 Ride

Event Schedule (use additional sheets if needed)

Date/Day	Starting Time	Ending Time	Anticipated Attendance
<u>Friday, June 8</u>	<u>6:00 AM</u>		
<u>Saturday, June 9</u>		<u>11:00 AM</u>	<u>4000</u>

Event Location/Address: Proctor High School - U.S. Rd / Streets in of Hwy 2

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:

National MS Society

Address/Phone/Email:

200 Oak Ave, Mpls. 55415 612-335-7967

scott.wagner@nms5.org

Person Responsible for Coordination of Event

Name/Phone/Email:

Scott Wagner 763-228-0720

scott.wagner@nms5.org

Secondary Contact

Name/Phone/Email:

Allison Wagner 612-335-7921

Allison.Wagner@nms5.org

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. Map enclosed

☒ YES

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

Electricity provided by the High School

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: Statewide Security - Tony Nduka

Phone Number/E-Mail: 263-219-0508 tnduka@shpaus.com

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

Signs, Barricades and Cones

Site Plan - Attached

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: _____

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)

- 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)

- 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)

- 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)

- 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)

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) SH

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) SH

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) SH

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) SH

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:

National Multiple Sclerosis Society

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

Name

Scott Ahlgren

Title

Event Specialist

Signature

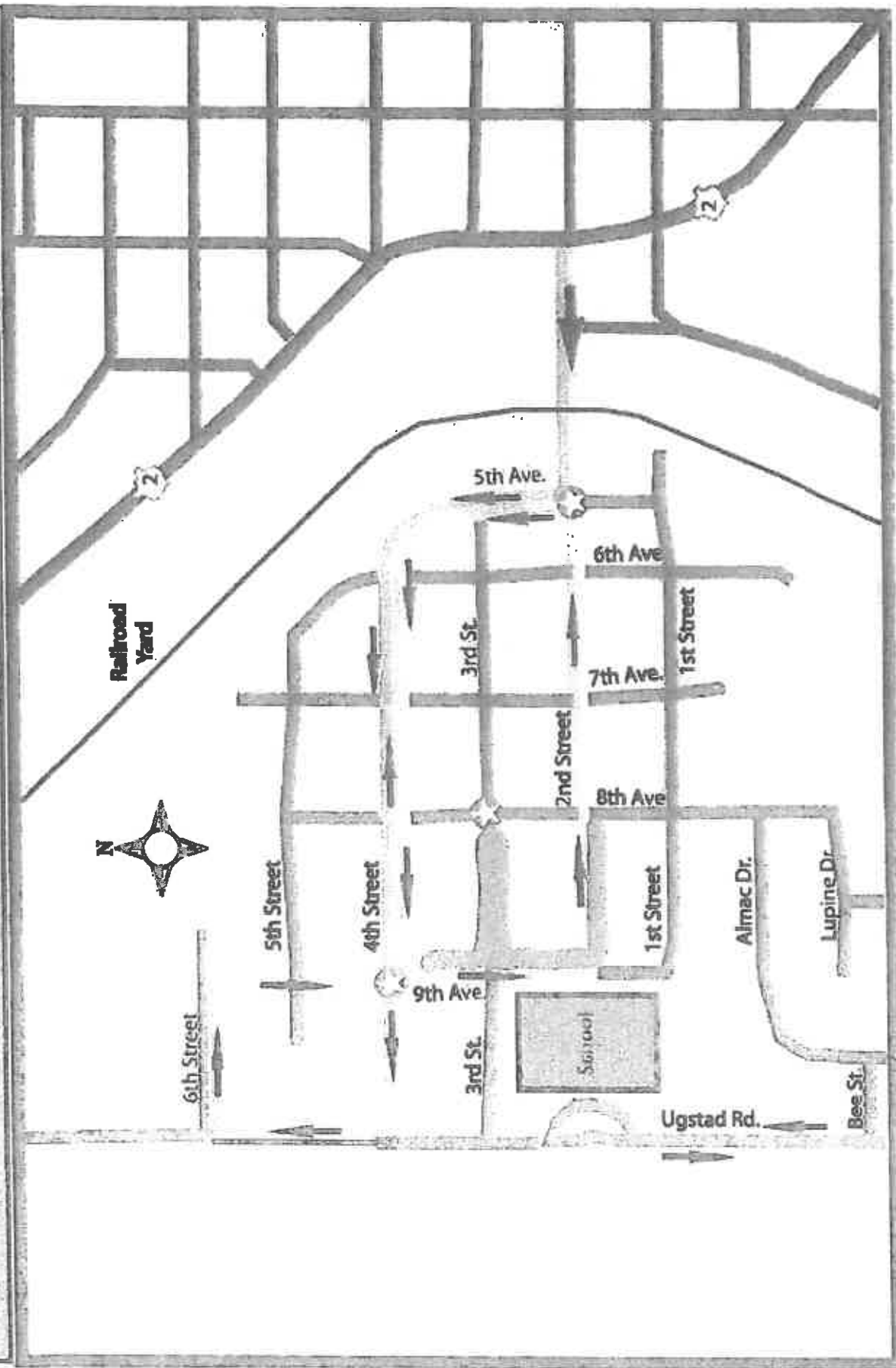
[Signature]

Date

10-6-17

- 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.

Saturday Morning Traffic in Proctor



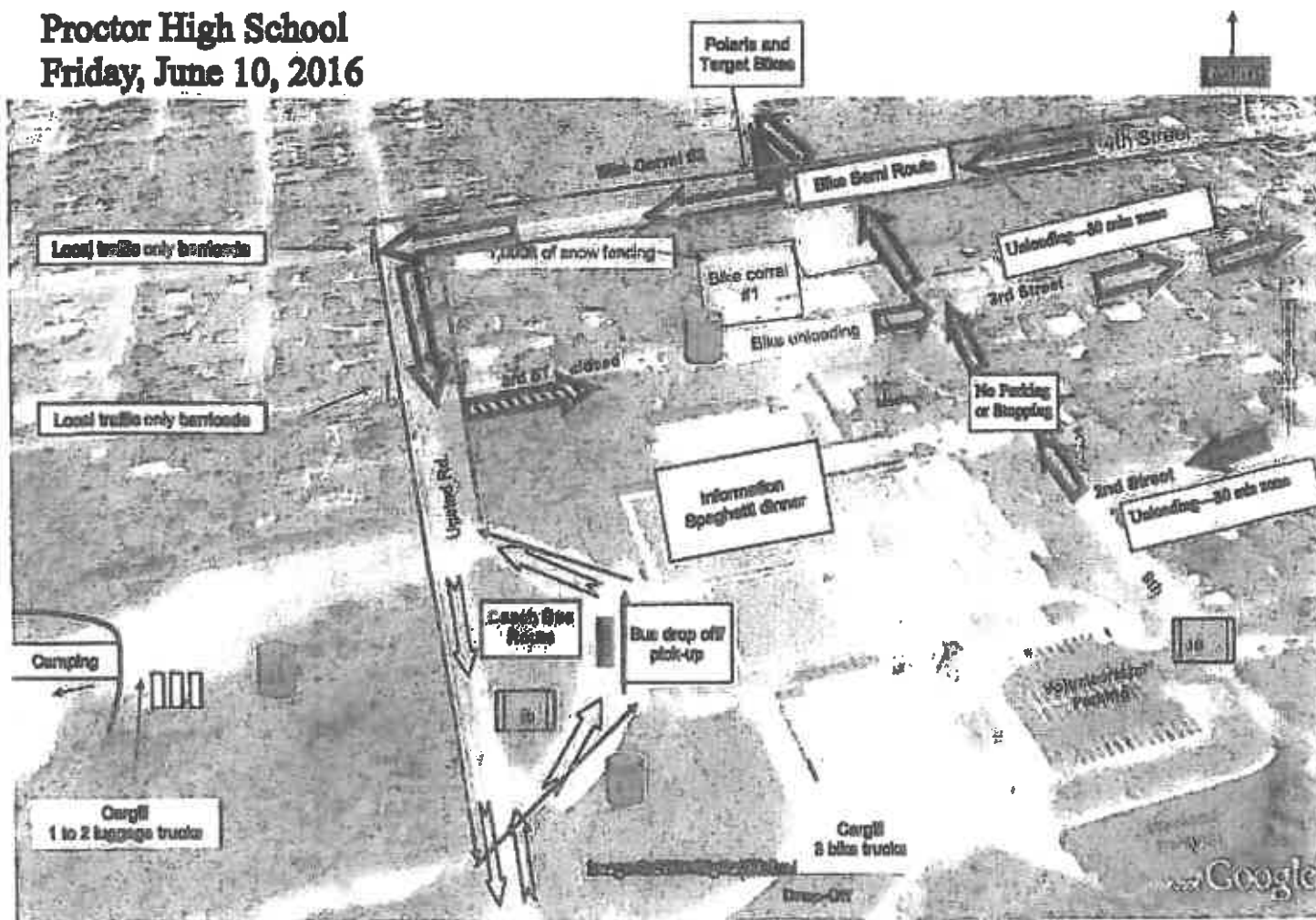
Bus Routes

Automobiles

Unloading Area

Police

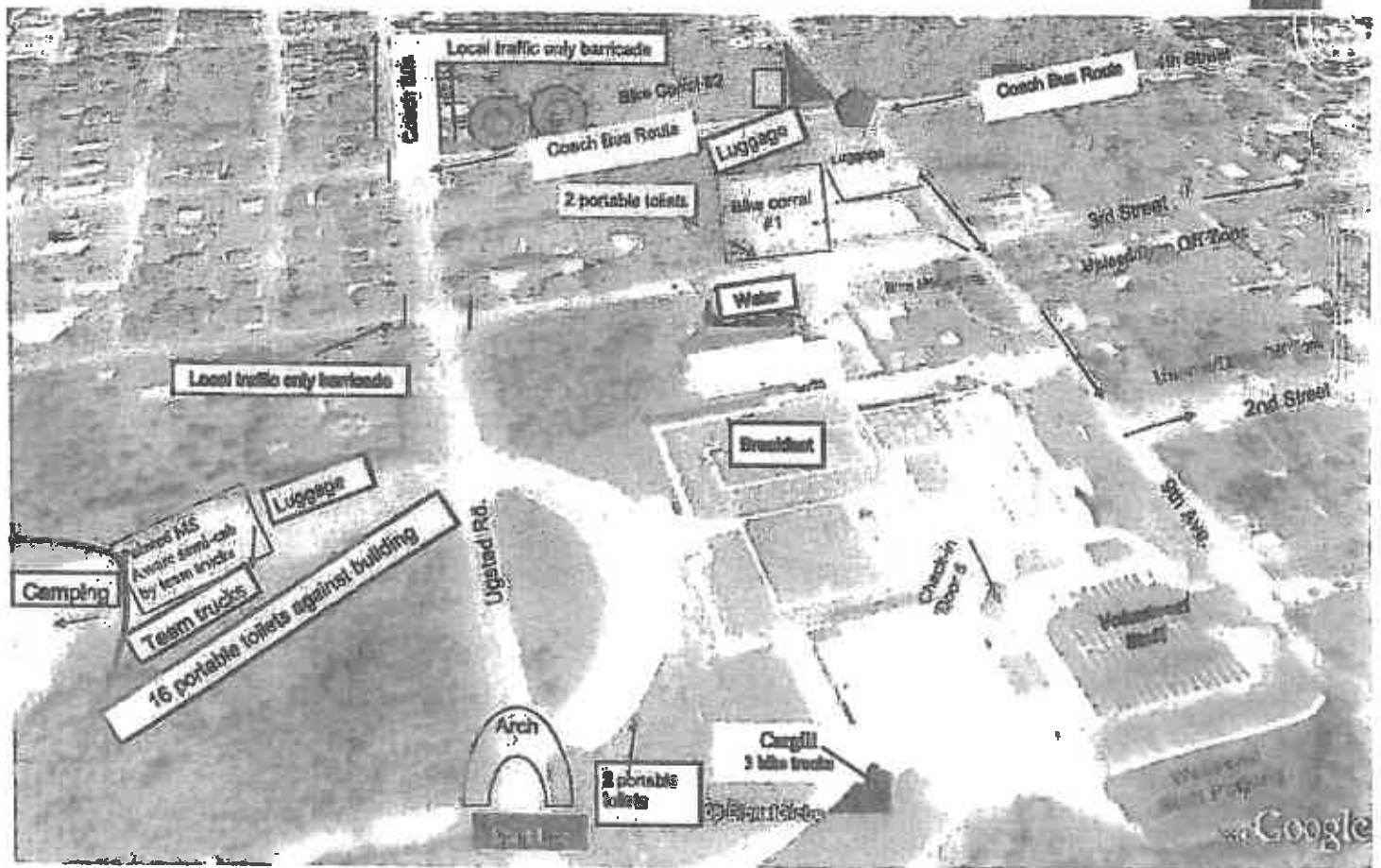
Proctor High School
Friday, June 10, 2016



Shuttle Bus Route

One computer in each home could be used by only one computer by itself in the computing area.

Proctor High School Saturday, June 11, 2016



Coach Bus Drop-Off



Info Table



Arch



Police

One dumpster in each bike corral by each;
one dumpster by truck in the camping area



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/28/16

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: MARSH USA, INC. 400 SOUTH STREET MORRISTOWN, NJ 07960-6464 Attn: Morristown.CertRequest@marsh.com Fax: 212-948-0870	CONTACT: NAME: _____ PHONE: _____ FAX: _____ E-MAIL: _____ ADDRESS: _____
INSURED: NATIONAL MULTIPLE SCLEROSIS SOCIETY UPPER MIDWEST CHAPTER 300 12TH AVE S MINNEAPOLIS, MN 55415	INSURER A: Federal Insurance Company INSURER B: ACE American and Canada Insurance Company INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____

COVERAGES: CERTIFICATE NUMBER: NY0-01044518-01 REVISION NUMBER: 3

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.

DESCRIPTION	TYPE OF INSURANCE	ADDRESS (USD, WVD)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> EACH ACCIDENT <input checked="" type="checkbox"/> LOC OTHER: _____		9883-33-49	12/31/2017	12/31/2018	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (A & B combined) MED EXP (Any one person) PERSONAL & ADY INJURY GENERAL AGGREGATE PRODUCTS - COMPROP AGG \$ 1,000,000 \$ 1,000,000 \$ 10,000 \$ 1,000,000 \$ 2,000,000 \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRE AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		7353-02-37	12/31/2017	12/31/2018	COMBINED SINGLE LIMIT (A & B combined) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Comp/Coll Deductible \$ 1,000,000 \$ \$ \$ \$ 1,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB BRODGE LIAB DED <input checked="" type="checkbox"/> RETENTION: 10,000		MD0552835 007	12/31/2017	12/31/2018	EACH OCCURRENCE AGGREGATE \$ 5,000,000 \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Necessary to RH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A	71763467	12/31/2017	12/31/2018	<input checked="" type="checkbox"/> PER STATUTE OTH- C.N. EL EACH ACCIDENT EL DISEASE - EA EMPLOYEE EL DISEASE - POLICY LIMIT \$ 1,000,000 \$ 1,000,000 \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 99, Additional Remarks Schedule, may be attached if more space is required)
City of Proctor is added as additional insured excluding workers' compensation and employers' liability policy.

CERTIFICATE HOLDER

City of Proctor
100 Plank Dr
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
of Marsh USA Inc.

Manohi Mukherjee

Manohi Mukherjee

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66

City of Proctor Special Event Application

Event: Proctor Speedway - Monster Truck Show

Event Schedule (use additional sheets if needed)

Date/Day	Starting Time	Ending Time	Anticipated Attendance
June 29 th & 30 th	6:00pm	10:00pm	1500 per night

Event Location/Address: So. St. Louis County Fairgrounds
500 Boundary Ave

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 Speedway

Address/Phone/Email: PO Box 1069 Proctor MN 55810 624-0606

Person Responsible for Coordination of Event

Name/Phone/Email: Tammy Lafdahl - 428-4444 - tlafdahl@hotmail.com

Secondary Contact

Name/Phone/Email: Heather Samra 624-5175 - heatherlen.0319@gmail.com

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. Fairground Parking lot and race track - because of increased attendance may

☒ YES ☐ NO Will you use outdoor lighting or electricity provided by the City of Proctor? If yes, please describe and sign statement below. Want "No Parking" on the streets by Fairgrounds.

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? Sold

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

64

City of Proctor Special Event Application

Event: Proctor Speedway - Night of Mayhem

Event Schedule: (use additional sheets if needed)

Date/Day	Starting Time	Ending Time	Anticipated Attendance
August 4th	4:00	10:00	2000

Event Location/Address: So. St. Louis County Fairgrounds
800 Boundary Ave

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 Speedway

Address/Phone/Email: Po Box 1069 Proctor MN 55810 624-0606

Person Responsible for Coordination of Event

Name/Phone/Email: Tommy Hofdahl 428-6116 thofdahl@hotmail.com

Secondary Contact

Name/Phone/Email: Heather Sanvig 624-5175-heatherlea.0319@gmail.com

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. Fairground parking lot + race track - because of increased attendance may want "No Parking" signs on streets by fair grounds

☒ 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.

Vendor/ Food / Beverage

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

- YES** ☒ **NO** Will food be served at your event?
Where will the food be prepared? ☒ On Site ☐ Off Site

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

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

61

City of Proctor Special Event Application

Event:

Proctor Speedway Silver 1000

Event Schedule (use additional sheets if needed):

Date/Day	Starting Time	Ending Time	Anticipated Attendance
August 30	6:00	10:30	1500

Rain Date September 27th

Event Location/Address: So. St Louis County Fairgrounds
800 Boundary Ave

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 Speedway

Address/Phone/Email: PO Box 1049 Proctor MN 55810 624-0606

Person Responsible for Coordination of Event

Name/Phone/Email: Tammy Hofdahl 428-6116 thofdahl@hotmail.com

Secondary Contact

Name/Phone/Email: Heather Sanvig 624-5175 heatherlea3019@gmail.com

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: Fairground parking lots and race track - because of increased attendance may want
- YES ☒ NO Will you use outdoor lighting or electricity provided by the City of Proctor? If yes, please describe and sign statement below. No parking signs on streets by fairgrounds

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? Sold

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

6N

MailFinance

A Neopost USA Company

Lease Extension Agreement

Customer Bill to Information:**Company:**

CITY OF PROCTOR

Address:

100 Pionk Dr

City

Proctor

State:

MN

Zip:

55810

Contact:**Phone:**

(218) 624-4055

Fax:**E-mail:****Payment Information:****Model #:**

IH350

Customer #:

969163

Existing Lease #:

N13072066

Term:

36

Choose New Billing Cycle:

Monthly ☐

Quarterly ☒

Monthly Lease payment:

\$54.99

Terms & Conditions:

This Agreement extends Customer's existing lease, referenced by the Lease Number above, and with MailFinance Inc., as assignee of Hasler Financial Services, LLC and Neopost Leasing, Inc. ("MailFinance"). Except as otherwise provided herein, the terms of the existing lease shall continue in full force and effect. In the event of a conflict between the existing lease and this Agreement, the provisions of this Agreement shall control.

This Agreement becomes effective upon the expiration of the current term of your Existing Lease. Customer agrees that this Agreement is NON-CANCELABLE for the entire Term set forth above. After the expiration of the Term, this Agreement shall automatically renew on a month-to-month basis (each an "Renewal Period") at the Lease Payment and frequency set forth above. Customer may terminate this Agreement at the end of the Term or at the end of any Monthly Renewal period by notifying MailFinance in writing of its desire to terminate no later than thirty (30) days prior to the expiration of the extension period or any future Monthly Renewal.

Customer Acknowledgement:

Customer understands and agrees to comply with the terms and conditions of this Agreement. The undersigned is authorized to sign this Agreement on behalf of the Customer Identified above.

Customer Signature: _____

Date: _____

Print Name/Title: _____

For Internal Use Only:

By: _____

Date: _____

62



**AMSOIL Northland
Law Enforcement
K-9 Foundation**

One AMSOIL Center
Superior, WI 54880

northlandk9@amsoil.com

715-399-6498

NorthlandK9.org



Northland K9 Foundation

**A non-profit organization
to support the K-9 units of
the following agencies:**



**Douglas County
Sheriff's Office**



**Duluth Police
Department**



**Hermantown Police
Department**



**St. Louis County
Sheriff's Office**



**Superior Police
Department**

March 16, 2018

Dear Friends of Law Enforcement,

We are preparing for our annual fundraising event, Operation K-9, which is critical to our success in helping our local law enforcement agencies purchase, train and care for their K-9s. Thanks in large part to events like Operation K-9, last year we were able to add or replace five dogs for the local agencies we support. Each dog costs \$14,000 - \$16,000 to purchase and train, and it's support from people like you that has allowed us to add these invaluable partners to our local law enforcement teams.

We raised just under \$30,000 at Operation K-9 2017, and your donation of \$250.00 helped make the event possible. The event has grown every year, easily topping 1,000 attendees and generating substantial local news coverage. We hope even more families will join us this year so many more children will have the opportunity to meet the dogs, see them in action during exciting live demonstrations and visit with the officers and businesses that support our communities. This year's event will be held June 7 at the AMSOIL Center in Superior. Food and family-friendly activities will also be part of the event.

Please consider joining our efforts again this year by becoming an Event Sponsor. We have multiple levels of sponsorship, including:

- \$1,000 Chief Sponsor
- \$500 Captain Sponsor
- \$250 Sergeant Sponsor

Businesses sponsoring at these levels prior to **April 15** will be featured in the printed materials and publicity for Operation K-9. Sponsors will also have the opportunity to showcase their business at the event. See the enclosed form for more details.

Of course, we invite you to sponsor our special event in any way you can, whether it be a monetary donation or a gift in-kind. We would be honored if you would consider supporting our efforts with an item for our silent auction. Donated items may be sent to our address or picked up by one of our volunteers.

Thank you for considering our request. Please help us make this another successful event for our local K-9s. If you have any questions about sponsorship, don't hesitate to contact Miranda Lynch at 715-399-6498 or northlandk9@amsoil.com.

Thank you for your support of our Northland area law enforcement agencies.

Sincerely,

Gerald Moe, Chief Deputy
Douglas County Sheriff's Office

Michael T. Tusken, Chief
Duluth Police Department

Jim Grace, Chief
Hermantown Police Department

Lieutenant Jason Akerson
St. Louis County Sheriff's Office

Nicholas Alexander, Chief
Superior Police Department



6-0

Operation K-9 2018 SPONSORSHIP FORM

Thank you for supporting Operation K-9. Donations of all kinds are greatly appreciated, and any help you provide will make our fundraising event a success. Please complete this form and return it to:

AMSOIL Northland Law Enforcement K-9 Foundation

Attn.: Miranda Lynch

One AMSOIL Center, Superior, WI 54880 • northlandk9@amsoil.com • 715-399-6498

Make checks payable to Northland K-9 Foundation. Credit cards are accepted by phone.

For recognition on event signage, **donations must be received by April 15.**

Gifts received later will be recognized via public address at the event.

Choose Your Sponsorship Level

☐ **\$1,000 Chief**

Includes mention in all advertisements, prominent positioning on posters throughout the region, on-site signage, on-site public address and a display at the event.

☐ **\$500 Captain**

Includes mention on posters throughout the region, on-site signage, on-site public address and a display at the event.

☐ **\$250 Sergeant**

Includes mention on on-site signage, on-site public address and a display at the event.

On-Site Display

Your sponsorship provides you a great opportunity to be involved at the Operation K-9 event. Would you like to set up a display at the June 7, 2018 event?

☐ Yes ☐ No

If so, will you need any resources, such as tables, chairs, tents or electricity?

☐ Yes ☐ No

Please describe the resources you will need:

Please provide the email address of the person from whom we can obtain your company's logo artwork:

Thank you for supporting the AMSOIL Northland Law Enforcement K-9 Foundation and Operation K-9. This sponsorship supports Operation K-9 exclusively. To donate directly to the AMSOIL Northland K-9 Foundation, send your tax-deductible check to One AMSOIL Center, Superior, WI 54880 Attn.: Miranda Lynch.

Robin Hansen

6P

From: Mary Nelson <foafriend@outlook.com>
Sent: Wednesday, March 28, 2018 2:59 PM
To: CityHall
Cc: Mary Nelson
Subject: Friends of Animal contract updates
Attachments: C-City of Proctor Contract 2018[43481].docx; Impound services breakdown.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red category

Hello Mr Nowack

Here is the updated contract for the City. Please note the new animal intake numbers, they are based on our actual cost for 5 days of care for each animal.

Also note, the change in options for animal pick up by Friends of Animals, we will no longer have the animal control officer portion within the facility. However I also highlight in the contract areas of questions. Does the city want the public to be able to bring in strays? It was my understanding that the City only want strays bought in by the Proctor Police department. We are happy to take them in either way but we just want to confirm since the public bringing a stray would go towards the intake number.

I have also included an impound report for your viewing. It reviews what we provide with impound services. I hope you will find it valuable.

Our goal is to have the contract signed by the end of the quarter (this month) so that we can keep up with quarterly billing in a timely fashion. If you have to sign any later than this, please let me know so we can plan appropriately for billing purpose.

You can email it back or fax it to my attention at 218-879-1792. Feel free to reach out with any questions you may have.

Best,

Mary Nelson
Friends of Animals
President of the Board of Directors
218.216.3722

"Until they all have homes"

Friends of Animals Humane Society takes up to an average of 850 animals a year, 56% of the animals that are in the facility/shelter are from Impound services.

Currently Impound services will provide:

- Will provide each animal in our care for the 5 day stray hold adequate and appropriate: Food & nutrition; housing and care, and basic health examinations, not limited to or responding to caring for emergency and life threatening situations.
 - Will provide all necessary and reasonable animal care to treat disease and injury, including an examination by a veterinarian technician.
 - Will scan each incoming animal for the presence of an identification microchip to assist in the reclaiming of the strays in our care.
- Will not and do not house animal in overcrowded conditions. Shelters and cages must be of adequate size to allow the animal free movement, as guided and enforced by the Mn Board of Animal Health and Mn State statutes.
 - Shelters and cages must be clean, free of waste, and designed for the safety of the animal.
 - We do not allow overcrowding, so we can maintain the required size shelter as well as, allows us to maintain health and safety standards to prevent and control diseases.
- Will provide our dogs a safe outdoor area to relieve itself and maintain some mobility and movement for their health and wellness.
- Remain in compliance with all local, state and federal laws, rules and regulations regarding animal care.
- To provide these services it takes a complete impound facility which includes but is not limited to;
 - A facility/building which to run effectively, appropriately, and efficiently requires.
 - Utilities, to include but not limited to phone service 56%, mobile, 100%, office service 15%, and supplies services of impound 56%
 - Building repair 56% and maintenance 10%
 - Insurance 56%
 - Animal supplies both food and care 56%
 - Emergency vet services 56%
 - Animal care 56%
 - Staff wages for basic vet care, animal care, maintenance, office/management staff for recording, reporting and upkeep of proper records as required by contract as well required billing and invoicing. 10% - 25%, based on position.



Friends of Animals Humane Society Contract for Service

This contract made and entered into by and between the Friends of Animals Humane Society, owner of the Friends of Animals Animal Shelter, 1001 Ave B, Cloquet, Minnesota 55720, (hereinafter referred to as "Friends of Animals") and the City of Proctor, (hereinafter referred to as the "City"):

WHEREAS, the City is in need of shelter and care for animals found within the city limits as stray/free-roaming animals; and,

WHEREAS, Friends of Animals has a facility and is qualified and licensed to provide such care, services, and shelter; and,

WHEREAS, the City wishes to purchase those services from Friends of Animals, acting as an independent contractor, in accordance with the terms of this contract;

THEREFORE, in consideration of the mutual covenants contained herein, it is agreed and understood as follows:

I. Term

The term of this contract shall be continuous, unless terminated by either party consistent with the termination provisions contained herein and may be reviewed by both parties on an annual basis to insure it serves both Friends of Animals and the City.

II. Basic Services

It is mutually understood by the parties that Friends of Animals agrees to provide the services defined in this contract as an independent contractor. As such, it is the express understanding that neither Friends of Animals nor anyone retained by them to perform the services undertaken in this agreement shall be considered an agent, servant, representative, or employee of the City. In furtherance of that understanding, Friends of Animals will retain control of the means and methods necessary to perform

the services contracted and reserves the right to change the terms of this contract based on what is to the benefit of Friends of Animals as a nonprofit 501c and those decisions are left to the discretion of Friends of Animals and Friends of Animals alone. We will provide the following services pursuant to this contract:

1. Shelter and care for stray/free-roaming animals that are brought to the shelter by authorized **City officials**. Barn and/or feral felines shall not be considered for intake into the shelter;
2. Boarding up to five (5) regular business days in holding facility (if unclaimed);
3. Provide euthanasia and disposal services, if required, after the period of owner redemption has expired consistent with MN Stat. 35.71 Subd. 3;
4. All animals seized by the City or delivered to Friends of Animals as stray animals will be held for redemption by the owner for at least five (5) regular business days MN Stat. 35.71 Subd. 3 and up to ten (10) days in holding facility if animal is a "known stray", i.e. has strayed before according to shelter records. In addition, Friends of Animals must maintain the following records regarding animals so-held in custody, and preserve them for a minimum of six (6) months:
 - a. The description of the animal by species, breed, sex, approximate age, and other distinguishing traits;
 - b. The location where the animal was seized or found;
 - c. The date of seizure or finding of stray animal;
 - d. The name and address of the person from whom any animal three (3) months of age or over was received; and
 - e. The name and address of the person to whom any animal three (3) months of age or over was transferred.

These records must be maintained in a form easily accessible to the public, unless providing said information breaks any state or federal laws.

5. City Police shall have access to bring stray animals (as defined in II. Section 1, strays and free roaming, not owned, feral or barn) animal(s) to the shelter at any time. The appointed personnel will be trained on procedures by a Friends of Animals representative. Including but not limited to the understanding of how many animals can be brought into intake in a certain period of time, this will allow Friends of Animals to insure the proper care of animals left in their facility after drop off from the City officials.

63

III. Responsibilities of the City

1. The City authorizes treatment for injured animals at a local veterinarian that are in a life-threatening condition and will defer judgment to Friends of Animals to determine when there is a need for such services. Friends of Animals will pick up the animal as soon as possible after being notified of its medical release. If these veterinarian services are performed within the five (5) contracted boarding days, the City is responsible for the actual costs invoiced from the veterinarian.
2. The City shall be responsible for posting notice in accordance with the City ordinances regarding animals delivered to the shelter.

IV. Compensation

The City shall pay Friends of Animals the following fees:

A contract fee of \$4500 annually shall be assessed for the animal impound and boarding service for a total of 18 animals, this includes a discount of \$126.00.

- ☐ Billed Annually - \$4500
- ☐ Billed quarterly - \$1125

The due date of this fee is within 30 days of the 1st of the month it is billed in, a late fee of \$30 dollars will be assessed every 30 days the payment is late.

1. **Animal Impound & Boarding – a total boarding fee of \$265 will be billed to the city per animal that is over the 18 animals allotted annually. These fees will apply for a police department drop off, or if a citizen within the city limits brings in a stray.** This will pay for the minimum 5-day stray hold that is required by law.
2. In addition, if Friends of Animals boards a "known" stray, there is a minimum 10 day hold by law, these additional 5 days will cost an additional \$265.

If the animal is claimed during a stray hold, all charges will be passed on to the owner. If an animal is surrendered or "relinquished" this as well will be passed onto the owner.

Any overages beyond the annual fee will be billed quarterly. The due date of this fee is within 45 days of the 1st of the month it is billed in, a late fee of \$50 dollars will be assessed every 30 days the payment is late.

- CP
3. **For medical treatments** approved by the City, as defines in III. Section 1. The City will pay the actual costs invoiced from the veterinarian. These treatments would typically be related to an emergency. Examples of situations (this list is not inclusive):

- An animal has been hit by a car and has a good chance of survival with prompt medical attention
- an animal has been caught in a trap
- an animal that has been in contact with a porcupine and needs quills pulled
- an animal is believed to be suffering from hypothermia
- Another dog or person severely injured the incoming animal

V. Compliance with Laws

In providing all services pursuant to this contract, Friends of Animals shall abide by all statutes, ordinances, rules, and regulations pertaining to or regulating the provision of such services, including those now in effect and hereinafter adopted. We reserve the right to decline strays based on said ordinances, which will allow us to provide adequate shelter, as well as proper health care and disease control, housing, food, and care, and Friends of Animals shall not allow overcrowding of the shelter.

VI. Insurance

Friends of Animals shall purchase, maintain in full force and effect during the term of this contract, and provide proof of the following insurance coverage:

Comprehensive General Liability

VII. Early Termination of Contract

Either party may, upon thirty (30) days written notice delivery by mail or in person to the other party, terminate this contract. For purposes of such notice, the addresses of Friends of Animals and the City are as follows:

Friends of Animals
1001 Ave B
Cloquet, MN 55720

City of Proctor
100 Pionk Drive
Proctor, MN 55810

CP

VIII. Modifications

Any material alterations, modifications, or variations of the terms of this contract shall be valid and enforceable only when they have been reduced to writing as an amendment, and signed by both or all parties involved.

IX. Entire Agreement

It is understood and agreed by the parties that the entire contract is contained herein, and that this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between Friends of Animals and the City.

Friends of Animals

City of Proctor

By: _____
(FOA Representative)

By: _____
(City of Proctor Representative)

Title: _____

Title: _____

Date: _____

Date: _____

Tips for Promoting Civility in Public Meetings

What is Civility?

In the context of democratic debate, civility is about how people treat each other. Civility involves the display of respect for those who have positions with which one disagrees.

Even though disagreement and confrontation plays a necessary role in governance and politics, the issue is *how* one expresses that disagreement. The key is to focus on the strengths and weakness of proposed solutions to community problems—not to engage in personal attacks against those who favor different solutions.¹

Specific Strategies

- **Embrace Diverse Points of View.** Local officials are grappling with difficult policy challenges. Bringing as many perspectives on what might be the best solution to a given problem increases the likelihood that the solution will indeed be successful and enduring.
- **Everyone Gets a Chance to Share Their Views.** Voltaire said "I may not agree with what you say, but I will fight to the death for your right to say it." Everyone's right to have their view heard is a central democratic value. Conversely, a strategy that relies on drowning other perspectives out usually results in a turning up of the volume and corresponding decreases in civility in discussions.
- **With Rights Come Responsibilities.** For there to be time for everyone to weigh in on an issue, there may need to be reasonable time limits on how long individuals speak. The goal is to create a culture in which as many people as possible (including decision-makers) are respectful of other people's time in attending and participating in the meeting.

About This Tip Sheet

This tip sheet is a service of the Institute for Local Government (ILG) whose mission is to promote good government at the local level with practical, impartial, and easy-to-use resources for California communities. ILG is the nonprofit 501(c)(3) research and education affiliate of the League of California Cities and the California State Association of Counties. For more information and to access the Institute's resources on Local Government 101, go to www.ca-ilg.org/localgovt101.

The Institute welcomes feedback on this resource:

- **Email:** info@ca-ilg.org Subject: *Tips for Promoting Civility in Public Meetings*
- **Fax:** 916.444.7535
- **Mail:** 1400 K Street, Suite 205 • Sacramento, CA • 95814

- **Avoid Debates and Interruptions.** Interruptions should be discouraged so that individuals have the opportunity to complete their thoughts. A good practice for everyone participating in the conversation is to make a note of a question or different point of view that occurs to you when someone is speaking and then address that issue when it is one's turn to speak. This is an especially important approach for decision-makers to model.
- **Reduce Uncertainty.** Assuring people they will be allowed to share their views and how can reduce concerns that they will not be allowed to be heard. Explaining what process will be used to allow all views to be heard at the outset of a meeting or discussion item can reduce tension levels.
- **The Importance of Listening.** Listening is an important sign of respect, as is giving others the opportunity to listen. Decision-makers' active interest in what people are saying is vital. Repeating back core points that a speaker makes reassures the speaker that their message has indeed been heard—even if one does not necessarily agree with it. The mood turns ugly if the public thinks the matter has already been decided, decision-makers don't care about public input, or decision-makers are being impolite or disrespectful of the public they serve. Everyone attending a meeting should respect other attendees' right to both listen and be heard. One person should talk at a time, any private conversations should be taken outside or deferred, and cell phones should be turned off.
- **Be Compassionate About the Fear Factor/ Heckling and Applause Not Allowed.** Polls suggest many people fear public speaking.² This fear can come from concerns about being judged negatively or having ideas that people will ridicule or reject. Allowing cheering and booing or other forms of heckling discourages people from sharing their views (even silence or no applause can be perceived as rejection). It also runs the risk that those that do speak will focus more on getting applause than moving the conversation towards addressing

Agenda Guidance

Some local agencies include language to the following effect on their agendas:

Free expression of all points of view is an important democratic value in this community.

To allow all persons to speak who may wish to do so, each speaker is allowed a maximum of __ minutes. An effective approach is to lead with your key point or concern and then explain the reasons underlying it.

If others have already expressed your views, you may simply indicate that you agree with the previous speaker. If appropriate, a spokesperson may present the views of a group.

To encourage and respect expression of all views, meeting rules prohibit clapping, booing or shouts of approval or disagreement from the audience.

difficult issues. (Eye-rolling and grimacing can be non-verbal forms of heckling and also have no place in communities that value mutual respect.)

- **Separate People from The Problem.** Personal attacks or questioning people's motives or character rarely moves the conversation forward to a solution of a problem. In the book about effective negotiating called *Getting to Yes*,³ the authors encourage negotiators to attack the problem, not the people involved in the problem. Anything that approaches name-calling should be off limits.
- **Use Titles.** In meetings, a number of local agency officials refer to each other by title and last name (Supervisor Hassan, Council Member Lee, Board Member Avilla) as a verbal sign of respect that an individual has been elected and is participating in the conversation in that capacity. Using similar forms of respect for members of the public (Mr., Ms, Sir, Madam) when speaking can also reinforce the notion that everyone is engaged in a special kind of discussion.
- **Take a Break.** If conversations get heated, consider taking a break. As one veteran observer of public meetings noted "time can be an anti-inflammatory agent" that can give people a chance to calm down and restore order.⁴
- **Ejection a Last Resort.** If a recess does not work to restore order and other techniques are not successful, calling in the sergeant of arms is a last resort. A good practice is to create a record that disruptor was given ample warnings and opportunity to leave or reform their behavior voluntarily. If selective removal of one or more disruptors does not restore order, state law does allow clearing the room with the media allowed to remain⁵ (as an even more last resort).

A Note on Civility and Staff

Staff plays a critical role in providing service to the agency and the public the agency serves. An agency's ability to attract and retain capable and motivated staff is an important determinant of how satisfied the public is likely to be with the agency's performance and that of its elected officials.

An old management saw counsels those with oversight responsibilities to praise in public and criticize in private. That advice is sound for those in public service.

If an elected official has concerns about a staff member's performance or actions, a good practice to make the top administrative official of the agency aware of those concerns.

Similarly, a member of the public raises concerns about the performance of a public agency employee; refer it to management with a request for follow up.

If the communication is more in the nature of a personal attack, try to identify the underlying concern and respond to that. Separating people from the problem can be just as valuable a strategy when it comes to staff.

Parliamentary Procedure and Civility

Rules of parliamentary procedure are another tool to encourage civility and decorum at meetings. The most famous source of parliamentary procedure is Robert's Rules of Order. A good starting point is www.robertsrules.com/ (the "survival tips" page is especially helpful).

A former mayor and county supervisor (and now judge) has created a simplified version for use at the local level. Called "Rosenberg's Rules," the text and an explanatory video are accessible from the Institute's website at www.ca-ilg.org/rosenbergrules.

The following is an excerpt from Rosenberg's Rules on about courtesy and decorum:

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. . . .

Note that the chair may have greater latitude in enforcing decorum among decision-makers than between the public and decision-makers.

- **Walk the Talk.** For civility to be a regular part of community discourse, community leaders must set the standard. Scholars are concerned—and the data seems to demonstrate—that public officials' incivility to one another contributes to voter alienation and antipathy toward public officials and public agencies.⁶

A good approach is to treat people how you would like to be treated. This includes a) limiting one's statements in discussions to those that move the conversation forward, b) keeping one's remarks brief, to the point and non-repetitive of comments others have made (other than to note one's agreement), c) avoiding personal attacks (in public and private) and d) otherwise adhering to the strategies described above.

Resource for Further Reading

This tip sheet is a distillation and update of the Institute for Local Government's 2003 whitepaper called *Promoting Civility at Public Meetings: Concepts and Practice*, available at www.ca-ilg.org/civility.

Additional resources from the Institute include *Dealing with Emotions at Public Hearings*, available at http://www.ca-ilg.org/sites/ilgbackup.org/files/resources/Emotions_and_Conflicts_in_Public_Hearings_2.pdf and *A Leader's Role When Tragedy Strikes*, available at http://www.ca-ilg.org/sites/ilgbackup.org/files/resources/Everyday_Ethics_April10.pdf

Conclusion

How a community conducts its public meetings is a reflection of the community and its values. As Dr. Martin Luther King's observed:

In a neighborhood dispute there may be stunts, rough words, and even hot insults; but when a whole people speaks to its government, the dialogue and the action must be on a level reflecting the worth of that people and the responsibility of that government.⁷

Dr. King's admonition to his listeners to set their standards of discourse high--irrespective of how others behave--is consistent with the quote from Gandhi to his followers that "you must be the change you wish to see in the world."

Sample Codes of Civility

Drafting Note: A threshold issue is whether an agency's code will be positive or negative. In other words, will the code describe conduct that is prohibited or describe the kind of conduct it desires to be the norm. Describing the kind of conduct that is preferred has the advantage of being more instructive in setting the goal and encouraging people to meet that goal.

Commitment to Civil Behavior

To maintain a cohesive, productive working environment, the members of the San Diego County Water Authority Board of Directors commit to:

1. Support the Authority's mission.
2. Bring Authority related concerns, issues, and conflicts to the Authority Board for discussion.
3. Offer alternative solution(s) when addressing a problem or issue.
4. Show respect to each other as appointed representatives of their member agencies.
5. Promote civility during Board meetings and tolerate nothing less.
6. Maintain the confidentiality of material discussed during closed Board meeting sessions. Similarly, not to disclose the content or substance of confidential or privileged communications relating to Authority business.
7. Limit the length of comments during Board meetings to three minutes per Director per item and not repeat points that already have been stated by other Directors.

Pledge of Civility

1. The manner in which we govern ourselves is often as important as the positions we take.
2. The organization's collective decisions will be better—and truer to our mission—when differing views have had the opportunity to be fully vetted and considered.
3. All those who appear before the organization's board and committees have the right to be treated with respect, courtesy, and openness. We value all input.

Accordingly, we commit to conduct ourselves at all times with civility and courtesy, to both those with whom the Board interacts and to each other. We also pledge to endeavor to correct ourselves, should our conduct fall below this standard.⁸

Resources and References

¹ Burgess, Guy and Heidi, *The Meaning of Civility*, Conflict Research Consortium at www.colorado.edu/conflict/civility.htm.

² <http://www.gallup.com/poll/1891/Snakes-Top-List-Americans-Fears.aspx> (fear of public speaking ranks second to fear of snakes).

³ Fisher, Roger and Ury, William L., *Getting to Yes: Negotiating Agreement Without Giving In* (1991).

⁴ See Vermont Institute for Government, *Born to Chair: An Introduction to the Science and Art of Chairing a Board Meeting* (1998), available at <http://www.sec.state.vt.us/municipal/pubs/chair.pdf> and <http://crs.uvm.edu/citizens/chair.pdf>, page 3.

⁵ See Cal. Gov't Code § 54957.9, which provides:

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

⁶ Carter, Stephen L., *Civility: Manners, Morals and the Etiquette of Democracy* (1998) at 9.

⁷ *From the March on Washington for Jobs, Peace and Freedom*, 1963.

⁸ Adapted from the Pledge of Civility adopted by the California Public Employee Retirement System Board.

Can't We All Just Get Along?

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Mutual respect, common courtesy, civility, diplomacy. These are fundamental principles that are fundamentally missing from the body politic today. Not just inside the Beltway, but in hometown America as well.

Many council chambers are being transformed into torture chambers by ax grinders who run not to serve – but to divide, obstruct, confuse, and cast suspicious doubt on the efforts and motives of colleagues and staff – not for the common good, but for their own selfish, sometimes even vengeful good.

Far too many leaders are leading by the seat of their pants as nerves fray beneath the pressure to provide more services with fewer dollars. The dollars have deflated while egos have inflated, and the slightest disagreement during the course of a council or town meeting can turn into a name-calling, finger-pointing, free-for-all whereby feelings are left bruised and the public's trust is again abused.

May I share an open secret with you? It no longer matters how good we are, how long we have been in office or our pedigree, voters have had it with elected officials who, like spoiled little brats, pitch fits when things don't go their way. They are kicking to the curb those who can't find a way to play well with others and those who fail to understand that the pursuit of the common good is paramount to the pursuit of personal gain.

Time has long passed to put aside petty bickering and as leaders it is time to start working better together to help resolve the challenging issues that continue to rattle us all. Our country is in crisis, our economy is in crisis, and our communities are in crisis. While what happens in D.C. obviously drives the national agenda, we as local leaders,

particularly in these turbulent times, owe it to our constituents to become the change they so desperately long to see in their elected and appointed leaders.

When parents consistently bicker, the children in the home lose their sense of security and their confidence plummets. As elected leaders, when we consistently bicker, the residents and business owners in our communities experience the same.

As council members, selectmen, aldermen, commissioners, town councilors and town administrators, the methods by which we chose to respond, react and interact with our colleagues will to a large degree determine our success, define our failure; or, determine if we are viewed by those we represent and by those with whom we serve as an asset or liability. The latter can be the kiss of death for any political career.

So, how does one serve and work with people whom they literally cannot stand and who cannot stand them? What is the secret for getting along with people who don't want to get along with you? How can you work for the common good with people who find little good in anything or anyone? It may not be as difficult as you think – and the answer can be found in the acronym – SIFT.

In addition to my role as Mayor Pro Tem for my city, my “real” job involves spending a lot of time working with local leaders throughout various parts of the country and, more downtime in airports than I would sometimes like. While between flights several months ago, I ran across a familiar quote I had seen dozens of times, but on that particular day, the words seemed to jump from the page. It was the quote by Gandhi, “Be the change you want to see in the world.”

I instantly thought of my council back home, because like most councils, we have some interesting challenges led by some interesting personalities! I determined on the plane home that I would do just that – become the change I wanted to see on my council.

While you may never be able to change a colleague's dislike or disdain for you or the projects you promote, you can change the way you chose to respond to them. And by responding from a place of control, rather than from a place of anger, over time you will become far less stressed, much more focused, more productive; and, will develop the admirable ability to keep your head while others around you are losing theirs.

To that end, I developed the pyramid model SIFT. It is designed to foster communication that is more productive; help individuals influence group dynamics in order to move issues forward in a more positive way; and, to equip leaders to more quickly sift through emotional minutiae in order to respond in a manner that will defuse rather than further ignite heated debate. Below is an abbreviated view of the model:

1. **S Shut your mouth** – not every statement requires a response and not every question requires an answer. In fact, oftentimes, the best response is no response at all. If by responding you only add fuel to an already raging fire; or, if your response would not add value to the discussion nor change the person's mind; then keep your mouth closed. Alternatively, it is perfectly acceptable to say, "No comment," and leave it at that – no explanation necessary.
2. **I Ignore** – Ignore ignorance and innuendo. It's not what people call you; it's what you answer to. Ignore the dumb stuff.
3. **F Forgive** – Practice forgiveness or in other words, let things go. Recognize that no one is perfect, not even you. Don't harbor resentment. Resentment gives birth to twins – revenge and retaliation. If you spend your time nursing these ugly babies, they will grow to make you miserable, bitter, angry, ineffective and will eventually cause you to

become ostracized and minimized. No one will want to work with you – and lone ranger council members can do little to help those they have been elected to represent. Moreover, whatever or whomever consumes your time, controls your life. Ironically, the more time you spend talking about and trying to get back at the object of your resentment, the more of your life that person invariably controls – whatever consumes your time, controls your life. So in essence, you don't get back at the object of your resentment, it gets back at you. For your own sake and for the sake of those you represent, forgive, let go and move on. Your life and your time in office are too short to do otherwise.

4. **T Think** – Think before you speak by first seeking to understand your colleague's position. During heated discussions, be mature enough to set aside personal feelings and actively listen. If a response is warranted, before responding, take a deep breath, slowly exhale, and repeat what you understood them to say. This simple act will force you to give a calmer, more reasoned response as opposed to an emotional, off-the-cuff reaction. The deep breath will relieve your tension and repeating the question will buy you time in that it will prevent you from saying the first thing that comes to your mind, which often is a personal reaction as opposed to a professional response. Even more important, this method of responding in an argumentative situation will bring further clarity and focus to the issue rather than to the person putting forth the issue.
- Argue the points rather than arguing *with* the person.

Without question, SIFT requires discipline, determination and a real desire to deviate from business as usual. But isn't this what the voting public is screaming for? It may boot you out of your comfort zone, but it will grow you in ways that will make you a more effective leader. The results can be astounding.

Be forewarned you may lose an ally or two, or be accused of nothing short of treason by some on your council. But that's okay. Accepting change and appreciating growth in others can be painful for some.

Mark Twain once quipped, "Few things are harder to put up with than the annoyance of a good example." Start annoying some people on your council by becoming the positive change you want you see.

If you want more diplomacy, be more diplomatic. If you want respect, try showing respect – even when colleagues refuse to do the same. It may take some time, but over time, you will begin to see positive change. It is an inexplicable part of life – even life in politics – we generally get back what we give out.

Change begins with one person and oftentimes from within. Sometimes we are the problem and not our colleagues. But we can never change what we won't confront, especially when it means confronting ourselves.

Become the change you would most like to see in others and who knows? Through the power of one - we may all yet learn to get along – one person at a time.

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Minnesota State Legislature

Minnesota Senate

Benson-1

as introduced - 90th Legislature (2017 - 2018) Posted on 02/23/2018 09:13am

KEY: ~~stricken~~ = removed, old language. underscored = added, new language.

Version List ▾ Authors and Status

Current Version - as introduced

Jump to page/line # eg. 2.1

1.1 A bill for an act
1.2 relating to taxation; property; providing a property tax exemption for certain
1.3 property.
1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.5 Section 1. **PROCTOR SPEEDWAY PROPERTY TAX EXEMPTION: SPECIAL**
1.6 **ASSESSMENT.**

1.7 Any real or personal property acquired, owned, leased, controlled, used, or occupied on,
1.8 or before January 1, 2017, by the city of Proctor or the St. Louis County Fair Association
1.9 for the primary purpose of providing a dirt speedway in the city of Proctor is declared to
1.10 be acquired, owned, leased, controlled, used, and occupied for public, governmental, and
1.11 municipal purposes, and is exempt from ad valorem taxation by the state or any political
1.12 subdivision of the state, provided that the property is subject to special assessments levied
1.13 by a political subdivision for a local improvement in amounts proportionate to and not
1.14 exceeding the special benefit received by the property from the improvement. In determining
1.15 the special benefit received by the property, no possible use of the property in any manner
1.16 different from the intended use of providing a dirt speedway may be considered.
1.17 Notwithstanding Minnesota Statutes, section 272.01, subdivision 2, or 273.19, real or
1.18 personal property subject to a lease or use agreement between the city or the St. Louis
1.19 County Fair Association and another person for uses related to the purpose of the operation
1.20 of the dirt speedway is exempt from taxation regardless of the length of the lease or use
1.21 agreement. This section, insofar as it provides an exemption or special treatment, does not
1.22 apply to any real property that is leased for residential, business, or commercial development
2.1 or other purposes different from those necessary to the provision and operation of the
2.2 speedway.

2.3 **EFFECTIVE DATE.** This section is effective beginning with taxes payable in 2019
2.4 upon approval by the city of Proctor and compliance with Minnesota Statutes, section
2.5 645.021.

2.6 Sec. 2. **HIBBING RACEWAY PROPERTY TAX EXEMPTION: SPECIAL**
2.7 **ASSESSMENT.**

2.8 Any real or personal property acquired, owned, leased, controlled, used, or occupied on,
2.9 or before January 1, 2017, by the city of Hibbing or the Iron Range Racing Association for
2.10 the primary purpose of providing a raceway in the city of Hibbing is declared to be acquired,
2.11 owned, leased, controlled, used, and occupied for public, governmental, and municipal
2.12 purposes, and is exempt from ad valorem taxation by the state or any political subdivision
2.13 of the state, provided that the property is subject to special assessments levied by a political
2.14 subdivision for a local improvement in amounts proportionate to and not exceeding the
2.15 special benefit received by the property from the improvement. In determining the special
2.16 benefit received by the property, no possible use of the property in any manner different
2.17 from the intended use of providing a raceway may be considered. Notwithstanding Minnesota
2.18 Statutes, section 272.01, subdivision 2, or 273.19, real or personal property subject to a
2.19 lease or use agreement between the city or the Iron Range Racing Association and another
2.20 person for uses related to the purpose of the operation of the raceway is exempt from taxation,
2.21 regardless of the length of the lease or use agreement. This section, insofar as it provides
2.22 an exemption or special treatment, does not apply to any real property that is leased for
2.23 residential, business, or commercial development or other purposes different from those
2.24 necessary to the provision and operation of the raceway.

2.25 **EFFECTIVE DATE.** This section is effective beginning with taxes payable in 2019
2.26 upon approval by the city of Hibbing and compliance with Minnesota Statutes, section
2.27 645.021.