

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, May 7, 2018 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES April 16, 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. Local Economies and GPI
- B. Douglas County 911 Thank You to Proctor Police Department

2. PLANNING & ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Government and Liquor Fund Payroll Period Ended 04/15/18
- B. Government and Liquor Fund Payroll Period Ended 04/29/18

***4. COMMITTEE REPORT**

- A. Proctor Beautification & Trees Committee Meeting Minutes – April 17, 2018
- B. Liquor Control Meeting Minutes – April 16, 2018
- C. 2018 Committee/Commission Appointment List - Updated 04/26/18

***5. UNFINISHED BUSINESS**

- *A. SRO

6. NEW BUSINESS

- A. Resolution 17-18 – Resolution Accepting Bids and Awarding Construction Contract for Almac Drive and 6th Street Sewer and Infrastructure Improvements City of Proctor
- B. Recommendations from Beautification & Trees Committee for Almac Drive and 6th Street Projects
- C. Excerpt of City Council Meeting 4/16/18 - Annual Fee for Use of City Softball Fields (*map included*)
- D. Application for Parks and Recreation Membership Consideration
- E. City-Wide Brush Pickup
- F. Tourism Committee Requesting Approval to Use Unallocated Funds
 - 1. 2018 St Louis County Fair
 - 2. 2018 Speedway Events
- G. PACC Lease Agreement Between the City of Proctor and ISD 704
- H. Ordinance 01-18 – Ordinance Amending Section 1000 of the City Code Entitled “Land and Building Regulation”
- I. Ordinance 02-18 – Ordinance Amending Section 200 of the City Code Entitled “Council and Administration” (*First Reading*)
- J. Performance Measurement Program Survey
- K. Resolution 16-18 Establishing A Performance Measurement System
- L. Northland Healthy Minds Mental Health Awareness Month Proclamation for May 2018
- M. 2018 Community Policing Development (CPD) Grant
- N. Proctor’s Pellet Pathway

7. LABOR AND NEGOTIATIONS ISSUES – Closed Meeting

MEMBER CONCERNS

Schwarzbauer

Benson

- 1. Workplace Equity
- 2. Legislative Update

MEMBER CONCERNS (*continued*)
Nowak

DeWall

BILLS FOR APPROVAL

General: \$187,053.37

Liquor: 50,946.88

Total: \$238,000.25

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on April 16, 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

OTHERS PRESENT: City Attorney John Bray, Administrator Mark Casey, Confidential Administrative Assistant Robin Hansen, Fire Chief Kerry Helquist, Building Inspector Jay Boysen, Officer Tim Redfield, Midway Township Supervisor Jim Aird, Chad Ward, Nick Greenwood, Nikki Swanson, Eric Bingaman, Travis White, Alisa White, Kathy Hannan and Ian Swanson.

APPROVAL OF THE MINUTES: April 2, 2018 City Council Meeting Minutes

Benson would like the April 2, 2018 Meeting Minutes, New Business 6Q. amended to show that Gary Nowak was continuing his conversation in this paragraph after the line where he stated, "Russell Habermann organizes the citywide cleanup and I hope that it is going to happen again."

Motion by Schwarzbauer, seconded by Benson and carried (4-0): To approve the April 2, 2018 City Council Meeting Minutes with the correction.

APPROVAL OF THE AGENDA:

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To approve the April 16, 2018 City Council Agenda.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Proctor resident Nick Greenwood gave an update to the council stating that his property taxes are paid in full, and part of the reason the property taxes had not been paid was due to the cost of fixing the bar. He also said he will be shutting down the DeRailed Bar the first part of June through most of July to finalize the parking lot, work inside of the bar and ceilings.

Greenwood said there was an article last week in the Tribune where his property taxes were brought up by our Mayor who said that was the reason why Greenwood has issues with the City. Greenwood proceeded to say from the first time his property taxes were brought up at a meeting, he went through all the meeting minutes and did not see any mention of his property taxes in the minutes other than in December. Greenwood then said he believed Nowak was there and asked

him if so, Nowak agreed he was there. For this reason, Greenwood said the timeline and what the Mayors reported to the Tribune was incorrect.

Nick shared his disappointment that he has not heard from the Council or Mayor for two months regarding an incident that happened with Nowak at the DeRailed Bar. He does not forgive or excuse Nowak and feels he should consult Attorney Bray regarding the next closest step, a lawsuit.

Greenwood closed by saying, "Proctor is a great town and the people are so supportive, things are great, owning a business has not been so great in Proctor. Due to the things that have transpired over the last couple of months, with nothing being addressed I will finish the last couple of fundraisers at the DeRailed Bar and then plan on closing."

There were no more comments or suggestions from the citizens present.

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

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

***1. COMMUNICATIONS**

A. Annexation of Certain Real Property to the City of Proctor from Midway Township

Bray stated the decision was in the City's favor. The parties will have 30 days from the decision to petition the Supreme Court to review. The Supreme Court is not obligated to review the case decided by the Minnesota Court of Appeals. If the Supreme Court elects not to review this decision, it's done.

B. City LGA Under Current Law vs. H. F. 3830 (*Bill to be heard in the House Property Tax and Local Government Finance Division*)

2. PLANNING AND ZONING DEPARTMENT MATTER

Casey stated there are no Planning and Zoning matters at this time. They will be taking up some issues regarding a few storage facilities, and some ordinance with regard to banners and signs.

***3. CLERK ADVISES COUNCIL**

A. Government Fund Payroll Period Ended 04/01/18

B. Liquor Fund Payroll Period Ended 04/01/18

Schwarzbauer asked the Council that before they move on to *Committee Reports* he would like to request an updated list of committees; along with a list of all committee applicants. He also

reminded everyone that it is getting more difficult to have some of the meetings because it is hard to get a quorum, and that Liquor Control is going to be the most challenging to get a quorum, as it must have all three people present. Nowak shared that Bill Blackwood handed out an application for the Liquor Control Committee.

Schwarzbauer is interesting in finding a process to add Liquor Control on the extending committee of the City Council or having two city councilors and the Chief of Police. He is for recommendations and thoughts to move forward.

Schwarzbauer then asked Attorney Bray if there was an ability in midseason to be able to move toward Liquor Control or any other committee. Bray stated it could be done, but it would be part of an ordinance change that would need to be brought forth by City Council. Schwarzbauer asked to discuss the ordinance change at the next City Council Meeting. Casey stated there would be a verbiage change and depending how Council would like it, then pass the first reading, the next council meeting, then post in the paper and go from there.

4. COMMITTEE REPORTS

A. Proctor Police Civil Service Commission Meeting Minutes, February 5, 2018

B. Proctor Area Chamber of Commerce, Board of Directors Meeting Minutes, March 7, 2018

Schwarzbauer had questions on the following items:

1. *New Business 1. APEX*, - Was it true that a business is interested in building a \$1.5 million business in Proctor? Casey stated nothing has been brought to PEDDA, but the Chairperson was to reach out to the person who made the comment. Benson stated it was brought up at the Chamber Meeting in March and in April the Minutes were approved.
2. *New Business 3. Proctor Lions looking for help* - What type of help is needed by the Lions? From his previous experience working on events there is always a need for help.
3. *Old Business 4. Fill This Space* - Which business is likely to close in one year? Councilor Benson stated he was at the meeting, but that it is not his place to divulge that information. The business was not mentioned in the minutes because no one wants to expedite anybody's demise.
4. *Old Business 5. Fireworks* - That becomes a question because of Tourism, and he feels it helps Chamber businesses more than a part of Tourism.
5. *Old Business 6. Minnesota Design Team* - See NB 1. - This one has to do with Minnesota Design Team that relates back to APEX and the conversation that took place.

The Council discussed that they receive the Chamber Meeting Minutes sporadically

and that there is no website for the posting of their meeting minutes. An invitation is being extended to Chamber President, Kyle to come to a City Council Meeting to answer some of their questions.

C. Proctor Economic Development Authority Meeting Minutes, March 13, 2018

D. Proctor Tourism Committee *Unapproved* Special Meeting Minutes, April 3, 2018

Nowak stated there are a couple of items noted in black as action items. Schwarzbauer said it was material information that was given to them at the Tourism Meeting when presented and Tourism approved the requests. Casey to acquire the paperwork from Sally Hedtke for the next council meeting.

E. Parks and Recreation Committee *Unapproved* Meeting Minutes

Nowak stated the committee is requesting the City Council approve an annual fee of \$1,000 to organizations for use of the City softball fields; which is the girls softball and is the yearly fee the City pays for a piece of the fields.

Motion by Nowak, seconded by DeWall for discussion.

Discussion: Benson how many games per year? Nowak 6-12 depending on the weather. Benson, so this is for girls softball and not others? Nowak, they are the ones who use the majority of the fields. Benson, I don't know that it is appropriate to say this is for girls softball, 6-12 for \$1,000 – I think there needs to be more structure to it so everybody gets treated equally. Nowak suggested to move to the next council meeting and have Jesse Annala draw something up.

***5. UNFINISHED BUSINESS**

***A. SRO**

6. NEW BUSINESS

A. Resolution of the Bond Sale for the Almac & 6th Project

Resolution #15-18. Resolution of the City of Proctor, Minnesota, Approving A Notice Of Sale For The Issuance of \$3,260,000 General Obligation Improvement Bonds, Series 2018A.

Paul Steinman of Springstead Incorporated said the Resolution is to establish a sale date for a borrowing for the Almac Tree Project and 6th Street Project. The total proposed borrowing is in the amount of \$3,260,000. A rating conference will take place in a couple of weeks and the sale will occur on May 21, 2018 at 11am. Paul will bring the bids to the City Council Meeting taking place that evening at 6pm.

Paul discussed the bonds, assessments and project costs. Benson asked if "street cost"

includes lighting? Paul responded yes, and, also includes curb and gutter. Benson then asked about trees and Paul stated trees are not included in the project. Matt Bolf of SEH stated the committee made up of council and city staff decided not to add trees to the project, as they could be added at any time. Benson stated he would have been more comfortable approving the Bond sale had he known that the trees were included. He wished Russell Habermann would have been at the meeting to discuss the beautification of these major projects. Benson continued to say that the residents of 6th Street had spoken of the importance of curb appeal. Casey explained, "The committee was put together by Council which included himself, the mayor, Mr. LaLonde, Ms. Crown, and Matt Bolf. Some of the discussion that ensued was that between the curb and actual sidewalk was only a few feet, and the existing trees that are in there were actually causing an issue to some of the sidewalks and curbs. The design is to have the sidewalk butt up to the curb which was a suggestion from the Street Department to make it easier to plow. If there is anything in the right-of-way it will not be replaced due to the curb and sidewalk."

Discussion ensued about the project costs and the LRIP Grant. Kathy Hannan inquired about the style of lighting and Matt Bolf stated it will be a residential look, LED fixture which can be seen on Market Street and St. Luke's Clinic in Hermantown.

Benson shared that the Beautification Committee will be meeting tomorrow and will be discussing lighting and trees.

Motion by DeWall and seconded by Benson: To approve the Resolution of the City of Proctor, Minnesota, Approving A Notice Of Sale For The Issuance of \$3,260,000 General Obligation Improvement Bonds, Series 2018A.

Nowak opened for discussion.

Schwarzbauer stated he will not be making any motions pertaining to this or seconds, but will be voting on, and we had this discussion before. It is understood that Schwarzbauer will be voting when it comes to assessments, and/or opposing an assessment.

The Council voted and carried (4-0): To approve the Resolution of the City of Proctor, Minnesota, Approving A Notice Of Sale For The Issuance of \$3,260,000 General Obligation Improvement Bonds, Series 2018A.

B. Boundary Avenue Sanitary Sewer Replacement

Casey stated "We have identified a portion of our sanitary sewer on Boundary Avenue, between 5th and 6th Streets is in failing condition. Being the fact that the county will be

doing some work on Boundary Avenue this year it may be in the City's best interest at this time to repair that portion of the sewer inflow infiltration. The Street Foreman is in support of this. The project cost is estimated at \$61,257.60, the engineering firm that the City uses has indicated that it maybe, less due to the fact that the company will be performing the function for the City. This will require a modification to the agreement that the City has with St. Louis County for Boundary Avenue. The funds would come from the Sanitary Sewer Fund."

Matt Bolf explained that everything from 5th south is new, including a new manhole and from 6th north. This is just a small portion of 300 feet of old clay sewer that has been having maintenance issues.

Motion by Benson, seconded by DeWall and carried (4-0): To approve the Boundary Avenue Sanitary Sewer Replacement at an estimated at \$61,257.60.

C. Renewal Application for Optional Liquor 2AM License

Casey explained that the City Clerk is required to sign and date the application which has not been done in the past. He believes these applications should also go before the Liquor Control and to the Council for approval, as we want to establish that the establishment has been in good standing and this one has been.

Nowak stated Liquor Control had a meeting today and approved it and he also spoken with Police Chief Gaidis last Friday to see if there were and problems and there are not.

Motion by Nowak, seconded by Benson and carried (4-0): To approve the renewal application for Optional Liquor 2AM License for the Keyboard Lounge.

D. Summer Parks & Recreation Applicant

Nowak stated this application was for Angie Peterson who has worked the Summer Parks and Recreation for the past several years. DeWall assumed this is just for information as this was approved last year by the Street Foreman and City Administrator to hire up to two seasonal and part-time employees. Nowak said it was put on the Agenda so there were no questions. DeWall explained the application does not need to be reapproved.

Benson wanted to know how many people applied? Nowak said, just Angie. Benson asked if there were there any interviews? Nowak said permission was given to Mr. LaLonde, head of the Street Department, to hire two people. Benson then asked, who was on the hiring committee? Nowak said Council gave Mr. LaLonde permission to hire. Nowak said he is head of the Street Department and that Angie was technically laid off after the season and brought back.

E. Police Department Garage Door Repair Bids

1. AJK Door Services \$1,435.00
2. Phil's Garage Door Service \$2,426.38

Casey stated in talking with the Police Chief and sergeant they are satisfied with AJK Services and their methodology for their bid.

Motion by DeWall to approve for discussion purposes, seconded by Benson. DeWall stated there is a substantial difference in pricing. Schwarzbauer said there is not enough information in the description of the bid to answer why such a difference in pricing.

Officer Redfield stated AJK Services can complete the services either tomorrow or Wednesday.

The Council voted and carried (4-0): To approve the AJK Door Services bid for \$1,435.00.

F. 121 5th Street CONCERN

Fire Chief Kerry Helquist spoke of the fire at 117 5th Street (*photos were provided*). When he arrived at the scene the neighboring garage at 121 5th Street was also on fire. While trying to save the structure at 121 5th Street he found that it was not possible due to the amount of content stored in the garage. Helquist stated he, Chief of Police Gaidis and Building Inspector Jay Boysen are all in agreement that the structure is unsafe, and full of pigeon feces which is a health hazard to everyone in the area. In their opinion something needs to be done. The owner of the 3 properties is deceased and the properties are in the estate process of the son and daughter. There was no occupancy in 117 5th Street, and uncertain of the occupancy status of 121 5th Street.

City Administrator Casey stated there had been conversation in early 2017 with the property owner regarding actual ownership and also two letters sent by Planning and Zoning regarding the property. Nothing was done to the property and no response to the letters.

Attorney Bray would like to see a motion from City Council directing the Fire and Police Departments to work with him and if the property does constitute a public health hazard then they will take immediate action to take the building down after giving the proper notice to the owner. If it is something that requires immediate action the City does have the statutory authority to do so.

Motion by Nowak: To approve the Police and Fire Departments to work with Attorney Bray on the matter of 121 5th Street health and safety concerns.

Bray stated he currently does not see the property listed in probate and he suspects that the property has been passed to another owner in the event of the owners death.

DeWall seconded the motion for discussion. Building Official Jay Boysen said Planning and Zoning had been on this property matter for over a year. It is an unsafe, hazardous structure with a collapsed roof. His recommendation to City Council is to make a motion to have Attorney Bray send the homeowner a letter stating they have 30 days to tear the garage down and remove it, or the City will do it at the owner's expense.

DeWall stated he has no further discussion.

The Council voted, and all were in favor (4-0): To direct the Fire and Police Departments to work with the City Attorney to immediately take the 121 5th Street building down due to health and safety issues under the advice of Building Inspector, Jay Boysen.

Fire Chief Helquist made a recommendation to the Council to purchase some fake owls that move in the wind to keep the pigeons away from the Mallet; thus saving on water to rid the mess.

MEMBERS CONCERNS:

Schwarzbauer said the 125th Anniversary of the City of Proctor is next year, and that the Historical Society Board of Trustees met last Tuesday with all willing to participate. He then mentioned that he had previously spoken with the Duluth News Tribune regarding issues pertaining to Proctor, and how he thinks about the Council, things that appeared in the paper, about a business owner who stated he will be closing his business, and how there was no response from the Council. It confounds him as to how to bring the people together as a community. Schwarzbauer referenced an article from the 1950's and some of the things that had happened in Proctor. In closing he distributed documents he had prepared as a combination of things that is merely a suggestion, of how he perceives they could begin the process of celebrating the 125th as a community.

Nowak reminded everyone that the Local Board of Appeals meeting was taking place at 10 a.m. this next morning and that he will be attending. DeWall stated he will be there, Benson said he will make every effort to be there and Schwarzbauer said he will not be there due to a prior commitment.

Benson

1. Naloxone / Narcan *(8-page summary included)*

Benson made a motion to authorize designated personnel to give direction to request in-

formation about training and the use of Narcan. Schwarzbauer seconded. Benson's reason for bringing this item forth is because Narcan is a life saver, helps law enforcement if they need to go into a vehicle and bare skins comes into contact with Fentanyl which is an opiate, it could be lethal. He is not asking to equip first responders, police, fire department with Narcan, only to authorize personnel to give direction on how to implement it if we choose to. Benson received a news release that Governor Dayton urges action on opiates to save lives.

Fire Chief Helquist researched Narcan and also spoke with Police Chief Gaidis. Helquist explained, "Our medical director Jonathon Shultz, ER doctor at St. Luke's Hospital would need to say we could do it first of all, then 14-18 hours of training at approximately \$75 per hour. You cannot purchase a few packages of Narcan, it must be purchased in bulk at about \$100 a piece and has a shelf-life of one year." Per Helquist's conversation with a few Gold Cross Ambulance paramedics and its Director, Lisa Vogel, once Narcan is administered the overdosing people on heroin become very violent, and there are many documented cases where first responders have been injured. Helquist went on to say, "There have been two known cases of heroin users in Proctor over the last three years. I am not against pursuing the use of Narcan, but there is more to this issue. It is not in the Fire Departments budget to send 21 people to training. Locally the following has Narcan: all of the State Patrol squads, Gold Cross Ambulance, St. Louis County Deputies, and Hermantown Police Department." Helquist said, "I have never been on any medical call, or car accident that Gold Cross Ambulance has not arrived there in less than one to four minutes later than they arrived. It's a very expensive idea to get involved in, and wasteful if you don't use the inventory."

Benson is not looking for any immediate action, just to authorize as the Fire Chief did to research Narcan and come back with recommendations. He is not sure what the State is going to do and suggests that maybe there will be money available for departments at the end of the legislative session. Benson also shared that other cities the size of Proctor have budgeted approximately \$2,000 per year for this purpose.

DeWall said the motion is just to allow the Fire Chief and Police Chief to further investigate whether it makes sense to invest in Narcan.

The Council voted, and all were in favor (4-0): To allow the Fire Chief and Police Chief to further investigate whether it makes sense to invest in Narcan.

2. Legislative Update

Benson spoke about City Administrator Casey's notice of H. F. 3830 (*Bill to be heard in the House Property Tax and Local Government Finance Division*). Benson stated he went to testify on Wednesday on how local government aid was going to affect Proctor if they were going to merge it with the sales tax, and the numbers were all over the place. Benson heard from another at the meeting that this bill is not going to be allowed to progress.

Benson also reported, "Hermantown asked for local government aid; they do not get any

now. They are looking to get about \$200,000 a year that will be taken from all the other cities that get local government aid, and if that passes it will cost Proctor about \$36 a year for its portion." Benson continued to say that "Hermantown is looking for a one-time local aid payment of about \$97,000 which will also cost Proctor a few bucks."

Benson explained, "When you are looking at the 3830, the local government aid and sales tax it goes all over the place from \$227 impact on Proctor to about \$14,000 which would be considerable. Other changes in local government aid has Proctor losing anywhere from \$107 up to to \$220 on one LGA run, and another one has Proctor making about \$1100 or, on a per capita basis about thirty-six cents per person."

Casey added Benson's research reflects the LGA through the 2016 year and Proctor had another half percent sales tax increase in 2017 which is not taken into account. Both Casey and Benson agree if the H.F. 3830 does go through the effect would be greater on the LGA to the City of Proctor.

DeWall wants it noted that he would like to see a quarterly report for the next council meeting. Year-to-date, first quarter where we are at budgeted vs. actual by department and he would also like to see the first quarter Liquor Store revenues and expenses. Including the Police, Street and Fire Departments.

DeWall then asked Fire Chief Helquist if he received his quarterly report yet. Helquist responded that he received it, but cannot understand it.

BILLS FOR APPROVAL

General: \$79,802.50

Liquor: 18,439.51 (*Payroll Expenses are not included in this amount*)

Total: \$98,242.01

Motion by Schwarzbauer, seconded by Benson.

Nowak opened for discussion.

DeWall stated "I'm noticing this is the second meeting in a row where the Payroll Expenses are not included in Liquor Bill amount, so that is not the actual bills, and I am curious to why." Casey stated we are continually looking to get that information to you as it comes available, we should have something very shortly. DeWall expressed that he would like that fixed as he does not feel comfortable approving bills that he does not know what they are, and he is not going to do it again.

The council voted on the bills and carried (3-1, [Benson opposed]): To approve the bills in the amount of \$98,242.01.

Casey asked Benson if he had seconded the motion, and Benson stated yes.

ADJOURNMENT

Motion by DeWall, seconded by Nowak and carried (4-0): To adjourn the City Council Meeting at 7:42 p.m.

1A

Subject:

FW: Local Economies and GPI

From: Sharon LeMay [<mailto:lemay3309@gmail.com>]

Sent: Tuesday, April 17, 2018 4:46 AM

To: CityHall

Subject: Local Economies and GPI

Dear Proctor City Clerk:

It would be much appreciated if you pass on the information below to your Mayor and City Council Members. I'm unable to find individual email addresses for them. Thanks in advance for any help you can provide.

Dear Mayor and City Council Members:

I'm seeking your help to change the way we measure our economy in Minnesota.

Over the last few years, Ken Pentel, Director of the Ecology Democracy Network, has been educating a variety of people in Minnesota about replacing the Gross State Product (GSP)/Gross Domestic Product (GDP) with the Genuine Progress Indicator (GPI) as Minnesota's primary measurement of economic well-being.

I believe that using the GDP as an economic measurement tool puts local and rural regions of Minnesota at a structural disadvantage, whereas the GPI lends itself to local economic stability.

Below are some main points and sources explaining the GPI:

- The Genuine Progress Indicator (GPI) started to emerge in the 1990's, and at that time Minnesota convened a round-table on sustainability and recommended we adopt the GPI for Minnesota, which was defined in the MN Department of Planning's *Smart Signals* report. http://www.ecologydemocracynetwork.org/downloads/EOB_Smart_Signals_1990_measure.pdf

(We never had a chance to exercise the recommendations in the report when the MN Department of Planning was ended in 2003.)

- Since then other states, such as Vermont and Washington State, have moved forward to implement the GPI. (<http://www.gpiinthestates.org/>)
- Unlike the GDP, which *is a growth-driver without limits*, the GPI recognizes costs and limits, and can remedy overproduction and external costs to our economy.
- The GDP does not acknowledge non-monetized activity, where the GPI values activity such as household work, volunteerism, and ecological services.
- The GDP does not care about allocation in the economy, where as the GPI can lead to remedying imbalance between rural and urban investments, as well as income.
- Also, the GDP is based on short-term, (i.e. quarterly balance sheets and yearly returns), where the GPI looks long-term which makes it a better economic prognosticator.

The Genuine Progress Indicator is not a perfect measure, nor will it satisfy all partisan needs, but for you as a policy-maker it is a more accurate economic measurement for Minnesota.

MN HF437 and SF1532: The Minnesota Genuine Progress Indicator has been introduced by Representative Schultz (7B) and Senator Marty (66). Please encourage your Minnesota House Representative and State Senator to support this effort.
https://www.revisor.mn.gov/bills/text.php?number=HF437&version=0&session=ls90&session_year=2017&session_number=0

Contact Ken anytime to discuss this further.

Ken Pentel
Director of the Ecology Democracy Network
P.O. Box 3872
Minneapolis, MN 55403
[612-387-0601](tel:612-387-0601)

www.ecologydemocracynetwork.org

Sincerely,
Sharon LeMay

Rec'd
4-30-18

1B

Dear Proctor PD,

Thank you so much for your assistance during the refinery explosion. Your quick response to Superior ensured the public evacuated safely & efficiently. We greatly appreciated it.

Warmly,

Douglas County all

Minneapolis, MN 55413 USA
© TM02659
www.roobee.com
made in China



PR18-08

4/2/18 - 4/15/18

3A

CITY OF PROCTOR

04/18/18 5:59 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
	General Government	Committees	Full-Time Employee Regular	\$1,100.00
	Mayor	Executive - Mayor	Full-Time Employee Regular	\$600.00
	Tourism	Tourism Expenditures	Full-Time Employee Regular	\$1,735.53
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$739.60
	City Clerk	Administrative	Full-Time Employee Regular	\$2,802.00
	City Clerk	Administrative	Full-Time Employee Regular	\$26.00
	City Clerk	Administrative	Full-Time Employee Overtime	\$663.26
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	\$790.92
	Police	Operations (Police)	Full-Time Employee Regular	\$1,360.88
	Police	Operations (Police)	Full-Time Employee Regular	\$337.10
	Police	Operations (Police)	Full-Time Employee Regular	\$25,642.76
	Police	Operations (Police)	Full-Time Employee Overtime	\$2,974.50
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,587.38
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$155.12
	Police	Admin Secretary (Police)	Full-Time Employee Overtime	\$1.89
	Police	Admin Secretary (Police)	Part-Time Employee	\$1,455.41
	Police	Admin Secretary (Police)	Part-Time Employee	\$56.94
	Police	Police Grant Labor	Full-Time Employee Overtime	\$932.44
	Fire	Operations (Fire)	Part-Time Employee	\$5,770.60
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	\$192.31
	First Responders	Operations (Fire)	Part-Time Employee	\$4,499.99
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,289.40
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$295.56
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$2,747.73
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$246.30
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,580.19
	Streets & Roadways	Sanding	Full-Time Employee Regular	\$185.37
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	\$543.15
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	\$636.90
	Park	City Parks	Full-Time Employee Regular	\$576.42
FUND 100 General Fund				\$68,817.59
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	\$502.53
	Public Works	Sewer	Full-Time Employee Regular	\$260.55
FUND 500 Sewer Fund				\$763.08
				\$69,580.67

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

04/18/18 5:59 PM

Page 1

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$305.90
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,442.10
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$66.56
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$177.48
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$2,013.04
FUND 600 Liquor Fund				\$4,005.08
				\$4,005.08

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 8

04/18/18 5:58 PM
Page 1

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	18.25	1.5	\$479.06	City -BI-wk
CITY HALL	3.00	1.5	\$76.50	City -BI-wk
CITY HALL	4.00	1.5	\$107.70	City -BI-wk
CITY HALL	2.00	1.5	\$62.73	City -BI-wk
Shift Multiplier 1.5	27.25		\$725.99	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	8.00	1.5	\$299.04	City -BI-wk
POLICE	4.00	1.5	\$182.52	City -BI-wk
POLICE	24.00	1.5	\$1,095.12	City -BI-wk
Shift Multiplier 1.5	36.00		\$1,576.68	
Location Description Street Department				
Shift Multiplier 2				
Street Department	11.00	2	\$636.90	City -BI-wk
Shift Multiplier 2	11.00		\$636.90	
Pay Group Description City -BI-wk	74.25		\$2,939.57	
	74.25		\$2,939.57	

T2D grant
T2D grant

PR 18-09

4/16/18 - 4/29/18

3B

CITY OF PROCTOR

05/04/18 12:23 PM

Page 1

Payroll Summary - General Funds

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
General Fund	Tourism	Tourism Expenditures	Full-Time Employee Regular	\$1,672.80
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$739.90
	City Clerk	Administrative	Full-Time Employee Regular	\$2,728.75
	City Clerk	Administrative	Full-Time Employee Regular	\$89.75
	City Clerk	Administrative	Full-Time Employee Regular	\$17.50
	City Clerk	Administrative	Full-Time Employee Overtime	\$897.30
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	\$954.96
	Police	Operations (Police)	Full-Time Employee Regular	\$337.10
	Police	Operations (Police)	Full-Time Employee Regular	\$367.96
	Police	Operations (Police)	Full-Time Employee Regular	\$14,846.82
	Police	Operations (Police)	Full-Time Employee Regular	\$1,367.22
	Police	Operations (Police)	Full-Time Employee Overtime	\$1,577.01
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,524.92
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$193.90
	Police	Admin Secretary (Police)	Part-Time Employee	\$47.45
	Police	Admin Secretary (Police)	Part-Time Employee	\$559.91
	Police	Admin Secretary (Police)	Part-Time Employee	\$151.84
	Police	Police Grant Labor	Full-Time Employee Overtime	\$759.15
	Fire	Operations (Fire)	Part-Time Employee	\$100.00
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	\$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$665.01
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$343.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$115.80
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$4,858.11
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$98.52
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$656.15
	Streets & Roadways	Sanding	Full-Time Employee Regular	\$197.04
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	\$424.32
	Park	City Parks	Full-Time Employee Regular	\$538.83
	Park	City Parks	Temporary Employees Regular	\$250.00
	Recreation	Ball Field Maintenance	Temporary Employees Regular	\$62.50
FUND 100 General Fund				\$43,028.08
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	\$272.22
	Public Works	Sewer	Full-Time Employee Regular	\$57.90
FUND 500 Sewer Fund				\$330.12
				\$43,358.20

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

05/04/18 12:24 PM

Page 1

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$240.35
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,507.65
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Overtime	\$32.78
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$2,108.61
FUND 600 Liquor Fund				\$3,889.39
				\$3,889.39

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 9

05/04/18 9:41 AM

Page 1

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	28.50	1.5	\$748.13	City -BI-wk
CITY HALL	5.00	1.5	\$134.63	City -BI-wk
Shift Multiplier 1.5	33.50		\$882.76	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	12.00	1.5	\$448.56	City -BI-wk
POLICE	6.00	1.5	\$273.78	City -BI-wk
POLICE	6.00	1.5	\$211.59	City -BI-wk
POLICE	16.00	1.5	\$809.04	City -BI-wk
POLICE	6.00	1.5	\$273.78	City -BI-wk
POLICE	5.00	1.5	\$228.15	City -BI-wk
POLICE	0.50	1.5	\$14.54	City -BI-wk
POLICE	2.00	1.5	\$91.26	City -BI-wk
Shift Multiplier 1.5	53.50		\$2,350.70	
Pay Group Description City -BI-wk	87.00		\$3,233.46	
Location Description Liquor Store				
Shift Multiplier 1.5				
Liquor Store	1.00	1.5	\$32.78	Liq -BI-Wk
Shift Multiplier 1.5	1.00		\$32.78	
Pay Group Description Liq -BI-Wk	1.00		\$32.78	
	88.00		\$3,266.24	

T20 grant
T20 grant
T20 grant

Proctor Beautification & Trees Committee

Tuesday, April 17, 2018 @ 6 pm

Proctor Area Community Center (PACC) Board Room

NOTES

Call to Order: 6:05 pm

1. Welcome & Introductions

Members Present: Ed Habermann, Russell Habermann, Kathy Hannan, and Jim Schwarzbauer

Members Absent: Tracy Habermann

2. Goals of Meeting

The Committee noted the goals of the meeting were to finalize the Proctor Beautification Plan, finalize the 2018 beautification schedule, approve a mission statement and logo, and address first action steps from Beautification Plan.

When asked for any additional agenda items, the Committee added Almac Drive and 6th Street Projects to the agenda.

3. Old Business

a. Proctor Beautification Plan (Second Review)

No comments were received from the public or City officials from public review of the plan. The Committee noted a desire to add the mission statement and logo of the Committee to the plan once they are approved. The Committee agreed to make decisions using a consensus model.

The Committee approved the plan. The plan will be brought to the City Council for further review and adoption consideration.

b. 2018 Beautification Schedule

The Committee reviewed and agreed upon the schedule as presented in the materials distributed with the agenda. The Committee noted the purchase of six 16" diameter hanging flower baskets (with self-watering systems) at a cost of \$60 per basket from the Green House in Carlton for hanging on the 200 block of Main Street; we will reuse the self-watering baskets in future years and evaluate their effectiveness before purchasing them for all poles on Main Street. The Committee noted the purchase of 30 25' LED string lights at \$400 for the poles along Main Street. The Committee noted the Street Department's purchase of American flags for the poles along Main Street. Summer Main Street banners have one year before replacement is needed, and winter banners will need to be purchased.

The Committee noted the need to remove broken or crumbling planters from streets. Those remaining will be eligible for nearby businesses to "adopt" for the summer. Volunteers would prepare planters, and businesses would be responsible for planting and watering them throughout the year. The planter underneath the Sinnott's sign will be included in this program.

The Committee acknowledged the scheduling of the community clean-up event tentatively on May 5 and a partnership with AmericInn/Black Woods with their Adopt-A-Highway section of Highway 2. It was suggested to consider May 12 considering Committee member schedule conflicts and recent snowfall.

The Committee recommended the following tasks for City staff:

- Instruct summer parks worker to water hanging flowers on the 200 block of Main Street.
- Remove broken planters as identified by the Committee.
- Mow and knock down weeds behind the Boundary Avenue gateway sign in front of Black Woods before birds nest.

Due to the number of volunteers and organizations involved, the Committee also wishes to develop a Memorandum of Understanding between agencies to outline the responsibilities of those assisting with Beautification efforts in the summer.

c. Funding for Beautification Efforts

The Committee acknowledged an extension for the CN EcoConnexions Program and a desire to apply for purchase of self-watering planters. Members also acknowledged an application for the Duluth Garden Flower Society grant to be completed by the end of the month.

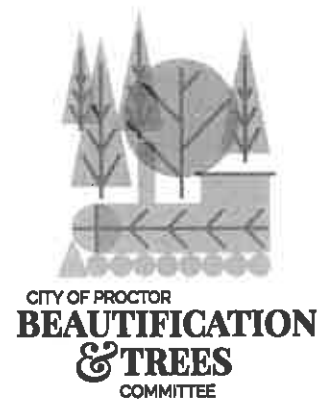
The Committee determined all members should keep an eye out for grants and bring forward a grant opportunity to other Committee members when they feel it would fit address items in the Beautification Plan.

4. New Business

a. Mission Statement and Logo

The Committee approved the mission statement and logo below:

[The City of Proctor Beautification and Trees Committee wishes to] build community spirit and pride by promoting plant life, local art, and social activity on public property and rights of way.



b. Highway 2 Vegetation below Jet Monument

The Minnesota Department of Transportation (MnDOT) cleared initial brush on April 12. They will clear more on April 18.

The Committee would like to see stumps removed after snow melts, see weeds and trees growing between rocks in the ditch in front of the train addressed, and ask about what can be done to even or “smooth” out the ground between the highway and railyard on the west side of town. The Committee noted a desire to see the golf course signs be addressed and scrap metal “fence” on top of hill removed with the clearing as well.

c. Kingsbury Creek Signs

The Committee read the communication with St. Louis County engineer Vic Lund on the cost of installing Kingsbury Creek signs on 2nd Street, Pionk Drive, and Boundary Avenue. The Committee noted the signs were

too large (42"x18"). The Committee also noted their cost of over \$1,500 and a desire to pursue other priorities at this time.

d. Arbor Day Observance

The Committee acknowledged an Arbor Day observance is required to maintain Tree City USA designation. City staff will need to coordinate an Arbor Day proclamation from the mayor, and the Street Department has agreed to continue hosting an event with a scout group in attendance. This event is expected to take place in May.

Instead of planting a tree like in previous years, the Committee agreed that an event focused on proper grooming of trees over sidewalks would be a worthy topic to highlight.

e. Beautification Table at Bike Rodeo (May 8)

A bike rodeo will be held in the "City Sport Court" on the corner of 1st Avenue and 3rd Street on May 8 at 5:30 pm to 7:30 pm. The Committee noted this would be a good event to table at and kick off engagement about the park effort. Holding a naming contest is the first step in the Beautification Plan for the area.

f. Second Street Walk Audit

The Committee acknowledged that the Duluth-Superior Metropolitan Interstate Council will be launching their pedestrian planning efforts in the region this summer. The Committee noted a desire to have a walk audit event take place on the Second Street corridor.

g. Partnerships (Parks and Recreation Committee, Historical Society)

The Committee noted overlapping priorities in the Beautification Plan with the Parks and Recreation Committee and the Proctor Area Historical Society exist. The Committee desires to be present at Parks and Recreation Committee meetings. In working with tying in Beautification to the Moody Gazebo, the Committee will meet with Mary Jo White and Pat Toor Lowe sometime this summer to discuss a vision for the gazebo.

h. Almac Drive and 6th Street Projects

The Committee acknowledged bonding for two street projects at the next City Council meeting. The Committee was asked to identify recommendations for the projects that can be presented to the City Council when they address bonding for the projects.

5. Member Concerns/Next Meeting Date

The next meeting date will be held in July and will be determined via email.

The Committee expressed concern with the lack of transparency around government spending and requested an item related to the city budget be discussed at a future City Council meeting.

Next Steps

All Committee members will:

- Identify recommendations for Almac Drive and Sixth Street projects.

R. Habermann will:

- Work with AmericInn/Black Woods to host community clean-up event in May.
- Put together list of planters that should be filled for the Adopt-A-Planter program and send the list with corresponding businesses to Kathy.
- Outline memo of understanding for summer beautification items.
- Fill out CN EcoConnexions Grant to apply for self-watering hanging baskets.
- Reach out to the Proctor Golf Course and City about signage and fencing on hill.
- Work with the Street Department on Arbor Day observance event in May.
- Attend and possibly table for the Committee at the May 8 bike rodeo with Kathy.
- Talk to the Duluth-Superior MIC about hosting a walk audit on Second Street.
- Meet with Mary Jo White and Pat Lowe about Gazebo beautification.

K. Hannan will:

- Manage gateway sign landscaping in front of Black Woods and on Lavaque Road.
- Correspond with Chamber of Commerce about hanging plant donation.
- Work with businesses on Adopt-A-Planter program after Russell sends her the list of planters and corresponding businesses.
- Fill out and submit Duluth Garden Flower Society grant application.
- Attend and possibly table at the May 8 bike rodeo with Russell.

J. Schwarzbauer will:

- **Bring forward the Beautification Plan at the next City Council meeting.**
- **Explore light repairs for the F-101 Voodoo Jet Monument.**
- **Bring forward item about transparency in government spending to the Council.**

Adjourn: 8:13 pm

Minutes from the April 16, 2018 Liquor Control Meeting

Members Present: Dick Kari, Gary Nowak, Bill Blackwood

Members Absent: Jennifer Peterson

Others Present: Linnea Wiita

CALL TO ORDER:

Chair Kari called the Liquor Control Committee to order at 4:47 p.m.

APPROVAL OF MINUTES:

No minutes were available.

COMMUNICATIONS: none

UNFINISHED BUSINESS: none

NEW BUSINESS:

1. Application from Keyboard Lounge for 2:00 am closing.

Discussion that in the past these applications have not come to this committee. Kari explained that the City Administrator felt that input from the members of this committee could add any historic or community perspective.

Noted that there have been no issues of problems with this business.

Also noted was that when there is a complaint, if the City issues an Administrative Ticket, rather than a regular ticket, that fine and record stays within the City, but is not searchable in Court records, which is nice for the business on one hand, but then is not available if the owner opens a business in another community. Plus, if the party disputes an Administrative Ticket, there is a \$200 cost to the City for a Hearing Officer.

Motion by Nowak, seconded by Blackwood, and carried: To recommend that the City Council approve: the Application from the Keyboard Lounge for 2:00 AM closing.(3-0)

2. Golf Course Liquor License – Discussion only

The Golf Course Liquor License was discussed, approved and sent to City Council meeting on 3/19/2018, but there was some confusion as to the end result of the action. Administrator Casey was asked to join the meeting and explain what had occurred. Some confusion in information from the AGE resulted in the City needing to complete a different application. The Golf Course license will be a full liquor license, in the name of the City of Proctor. Klatte will provide the insurance, (The City also carries liability insurance, as it is a City property.)

Brief discussion as to this being the last available full liquor license in the City, and whether it will have any impact on other liquor establishments.

MEMBER CONCERNS:

Bill Blackwood - Pointed out there have been no Profit and Loss Statements at recent meetings and this committee really needs to review those.

Dick Kari - Wants clarification of what constitutes a quorum on a committee of 4? Also, how many individuals should be on a committee?

Next meeting scheduled for Monday, May 21, 2018 at 4:30 PM.

Motion by Blackwood, seconded by Nowak, and carried: To adjourn the Liquor Control meeting at 5:15 p.m.

2018 COMMITTEE/COMMISSION APPOINTMENTS**January 2018****PROCTOR CITY COUNCIL**

Mayor:	Philip Larson	City Hall	624-3641
Deputy Mayor:	Gary Nowak	320-9 th Street	628-2387
Council:	James Schwarzbauer	827 Almac Drive	624-0187
	Troy DeWall	302-2 nd Street	624-3322
	Jake Benson	215 Fifth Street	624-3344

PUBLIC UTILITIES COMMISSION

Chair:	Carol Lind	125-3 rd Street	624-3281
	Philip Larson	City Hall	624-3641
	Jennifer Peterson	1225 N 3 rd Ave	

STREET COMMITTEE

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

LIQUOR CONTROL COMMITTEE

Mayor:	Philip Larson	City Hall	624-3641
	Gary Nowak	320-9 th Street	628-2387
	Dick Kari	Powerhouse, 423 3 rd Ave	624-0626
	Bill Blackwood	Liquor Store Manager	624-7552
	Jennifer Peterson		
	OPEN		
	OPEN		

PUBLIC SAFETY COMMITTEE

Mayor:	Philip Larson	City Hall	624-3641
	Troy DeWall	302 Second Street	624-3322
Chair:	Kent Gaidis	Chief of Police	628-6276
	Debra Madson	828 Lupine Dr	628-1602
	Dick Kari	Powerhouse-423 3 rd Ave	624-0626
Vice Chair:	Rick LaLonde	Street Dept Foreman	628-6269
	Kerry Helquist	Fire Department	390-0881
	Gary Hawkinson		

PARKS & RECREATION COMMITTEE

Vice Chair:	Gary Nowak	320-9 th Street	628-2387
	Rory Johnson	801 Almac Dr	624-0353
	*Rick LaLonde	Street Dept. Foreman	628-6269
Chair:	Jesse Annala	836 Third Street	624-1792
	OPEN		
	OPEN		

BEAUTIFICATION & TREES COMMITTEE

Chair:	Russell Habermann	218-269-4158
	Tracy Habermann	726-8710
	Ed Habermann	726-8710
	Jim Schwarzbauer	624-0187
	Kathy Hannan	624-4326

PLANNING & ZONING COMMISSION

Chair:	Thomas Aldridge	1000 Almac Dr	624-2951 (SLC-726-2421)
V-Chair:	Lowell Harnell	32 Grove Street	628-9232
	Bob Lambert	701 N Boundary Ave (side dr)	624-0479
	Jay Boysen	216 Eighth Street	628-1395
	Jim Tuomi	824 6 th Street	628-2117
City Administrator:	Mark Casey	City Hall	628-6261

PLANNING & ZONING BOARD OF APPEALS

Chair:	Bob Lambert	701 N Boundary Ave	624-0479
	Jim Tuomi	824 6 th Street	628-2117
	Lowell Harnell	32 Grove Street	628-9232

CABLE TV COMMISSION

Chair:	Jake Benson	215 Fifth Street	628-2770/624-3344
	Elmer Engman	124 Sixth Street	624-0330
	Nancy Aldridge	1000 Almac Drive	624-2951
	TC Leveille		391-5152
	Diane Marinek	124-6 th Street	349-9562
	Ted Kiefat		
	OPEN		

PROCTOR ECONOMIC DEVELOPMENT AUTHORITY

Chair:	Eric Madson	828 Lupine Dr	628-1602
Vice Chair:	Tom Lavato	1641 LaVaque Road	628-3497
Treasurer:	Carol Lind	125 3rd Street	624-3281
Secretary:	Mark Casey	City Adm/PEDA Sec/Asst Treas	628-6261
Mayor:	Philip Larson	City Hall	624-3641
	Wayne Pulford	49 Waterview Dr., #9	391-0359
	OPEN		
	OPEN		

POLICE CIVIL SERVICE COMMISSION

Chair:	Diane Giuliani	215 5th Street	624-3344
	Lori Anderson	28 Fifth Street	624-7870
Secretary:	Steve Elder	1331 3rd Avenue	393-1611

EMPLOYEE HEALTH & SAFETY COMMITTEE

Rick LaLonde	Street Dept. Foreman
Bill Blackwood	Liquor Store Manager
Jennifer Crown	Deputy City Clerk
Mark Casey	City Administrator
Char Jones	PUC Secretary
Kerry Helquist	Fire Chief
Kent Gaidis	Chief of Police

PROCTOR GOLF BOARD

	Roberta Thorsvik	393-8550
	Cindy Upton	624-0247
	Jesse Annala	310-3102
Chair:	Jay Boysen	341-9556
	Zach Taran	340-0471
	Barb Olson	390-4035
	Gordon Downs	722-2887
	Gary Nowak	628-2387

PERSONNEL COMMITTEE

City	PUC
Jim Schwarzbauer	John Bray
Mayor	Jennifer Peterson
Administrator	

EMERGENCY MANAGEMENT COMMITTEE

Chair:	Kent Gaidis
Mayor:	Philip Larson
	Kerry Helquist
	Rick LaLonde
	John Engelking
	Garry Hawkinson

PUBLIC CHARITABLE TRUST FUND BOARD

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

FIRE DEPARTMENT OFFICERS

Fire Chief/President:	Kerry Helquist	390-0881
Past/Asst. Chief	Troy DeWall	624-2747
Deputy Chief:	Luke Fontaine	
Asst. Chief:	Jay Boysen	628-1395/341-9556
Asst. Chief:	Kevin Field	624-3629/393-8395
Secretary:	Terry Schultz	624-2783
Treasurer:	Jesse Annala	624-5584

TOURISM COMMITTEE

Council Rep	Jim Schwarzbauer	827 Almac Drive	624-0187
AmericInn Rep	Tony Banks	185 Hwy 2	624-1026
Duluth Spirit Mtn Inn	Ryan Jones	9315 Westgate Blvd	628-3691
Best Western Plus	Deanna Gregorich	9330 W Skyline Pkwy	628-0668
Chamber Rep	Dan Rohweder		628-1442
Spirit Mtn Rep	Lisa Johnson	9500 Spirit Mtn Pl	628-2891
FairBoard Rep	Frank Siirio	3982 Leiste Rd	591-6274
		Cloquet, MN 55720	
Black Woods Rep.	Nick Bjerklie	195 Hwy. 2	628-0628
Tourism and Events	Sally Hedtke		628-6297

MIC REPRESENTATIVE

Mayor: Philip Larson	City Hall	624-3641
alt: Gary Nowak	320-9th Street	628-2387

ACTS REPRESENTATIVE

Jim Schwarzbauer	827 Almac Drive	624-0187
alt: Jake Benson	215 Fifth Street	624-3344

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) 824-3641 • Fax (218) 824-9459 • email: cityhall@proctormn.gov

RESOLUTION NO. 17-18

RESOLUTION ACCEPTING BIDS and AWARDING CONSTRUCTION CONTRACT for ALMAC DRIVE AND 6TH STREET SEWER and INFRASTRUCTURE IMPROVEMENTS CITY OF PROCTOR

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

WHEREAS, pursuant to an advertisement for bids for the 2018 Almac Drive and 6th Street Sewer and Infrastructure Improvements, bids were received, opened and tabulated according to the state of Minnesota laws, and the following bids (Attachment A) were received complying with the advertisement:

and,

WHEREAS, it appears that Ulland Brothers, Inc. of Cloquet MN is the lowest responsible bidder.

NOW, THEREFORE BE IT RESOLVED, through the city council of the City of Proctor, St. Louis County Minnesota:

1. The bid of Contract is in the amount of \$2,777,4000.00 in accordance with the plans and specifications and advertisements for bids shall be and hereby is accepted.
2. The Mayor and Clerk are hereby authorized and directed to enter into the a contract with Ulland Brothers, Inc. of Cloquet Minnesota in the name of the City of Proctor for the Almac Drive and 6th Street Sewer and Infrastructure Improvements, according to the plans and specification therefore approved by the city council and on file in the office of the City Clerk

3. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two (2) lowest bidders shall be retained until a contract has been signed.
4. Upon execution of a contract and Notice of Award by the Contractor and it's submission of a performance bond, payment bond, and certificate of insurance acceptable to the City of Proctor.

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

Voting Aye:

Voting No:

Absent :

Resolution is hereby declared adopted this 7th day of May, 2018.

Mayor, City of Proctor

Attest: _____

City Clerk/Administrator

ATTACHMENT "A"

BUSINESS	STATUS	BID TOTAL	SIGNED BY	SUBMITTED	BOND
Northland Constructors of Duluth	Opened 5/3/18 10:02 a.m.	\$3,211,557.00	Scott Kyrola	5/3/2018 9:17 a.m.	YES
Ulland Brothers Inc. Cloquet	Opened 5/3/18 10:02 a.m.	\$2,777,400.00	Ryan Swanson	5/3/2018 9:36 a.m.	YES
George Bougalis and Sons Co. Hibbing	Opened 5/3/18 10:02 a.m.	\$2,955,901.00	Brian Burich	5/3/2018 9:52 a.m.	YES
Engineer's Estimate		\$3,317,425			

Recommendations from Beautification and Trees for Almac Drive and 6th Street Projects

Sidewalks: Current pedestrian traffic patterns on each street suggest that people are comfortable walking on the street. We recommend not installing or replacing sidewalks in the Almac Drive and 6th Street projects. Instead, we recommend implementing measures for traffic calming, including planting roadside trees and limiting the width of the pavement surface, to encourage a shared street model for all modes of traffic. Considering a shared street situation, education about pedestrians walking “on the left” (or facing oncoming traffic) should be included in this project.

Curb and Gutter: We recommend constructing concrete curb and gutters with both projects to give nice edging to each street. While giving a clean edge, the concrete will also help mitigate crumbling of the edges of the asphalt.

Street Lighting: To mitigate light pollution to neighbors and the night sky, we recommend street lighting be warm LED lights aiming solely toward the ground and limited to road intersections and (in the case of Almac Drive) curves in the street. We do not recommend Almac Drive or 6th Street as candidates for decorative street lighting. As traffic safety lighting, we must refer to the engineer for the appropriate height of the lights.

Trees: When there are curbs and gutters in a project, street trees are important in managing storm water originating from private property features like roofs and driveways. We recommend planting trees with consistent spacing along both sides of each road. The spacing of trees along the more “suburban” Almac Drive may be spaced farther apart than on the “urban” 6th Street. We also recommend planting deciduous trees, which are not in danger of disease; multiple species that are aesthetically complementary should be planted on each street to ensure a disease does not come through and eliminate all trees on that street. As trees are an important part of storm water infrastructure, property owners should not be able to opt out of a tree being planted within the street right of way.

Excerpts of City Council Meeting 4/16/18;**Parks and Recreation Committee Unapproved Meeting Minutes**

Nowak stated the committee is requesting the City Council approve an annual fee of \$1,000 to organizations for use of the City softball fields; which is the girls softball and is the yearly fee the City pays for a piece of the fields.

Girls Softball is the major user of the softball field.



**Application for Membership Consideration
City of Proctor Volunteer Advisory Committee**

Name: Jennifer McDonald

Address: [REDACTED]

Home Phone: N/A

Cell Phone: [REDACTED]

Work Phone: —

Email: [REDACTED]

Which advisory board, committee or commission do you wish to be part of?

1. Parks and Recreation
- 2.
- 3.

You may attach a resume or letter of interest.

Once filed with the City, your completed application is a public record, potentially eligible for release.

Please see attached

1. What do you know about the committee you wish to join?
2. Why are you interested in serving on this committee?
3. Describe your qualifications, expertise and/or skills which would benefit this advisory committee.
4. What do you think are the characteristics of a great board member?
5. Describe your involvement in the Proctor community.
6. Please state your current occupation.
7. List your educational and professional background and area of study.
8. Appointment to a committee may require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?

9. If you are not appointed to this committee at this time:
Do you wish to be considered for an appointment to another board?
Do you wish to be considered for future appointments to this board?
Would you be willing to volunteer for other City activities?
10. Some appointments require that applicants reside within the City's limits. Even though your mailing address may be Proctor, you may possibly reside in the County or another jurisdiction. Are you currently a resident of the City of Proctor?
11. If applying for the Proctor Public Utilities Commission, please specify your expertise in the areas of utility operation, finance, and utility construction or other relevant experience and the duration of the experience.
12. How will you obtain input from constituents that you represent and how will you communicate this issues addressed by the Committee with community members?
13. How did you learn about this advisory committee recruitment?

The City of Proctor is committed to the non-discriminatory treatment of all persons.

Applicants are accepted for the calendar year only

SOME COMMITTEES, BOARDS, OR COMMISSIONS MAY REQUIRE YOU TO BE EITHER A CITY RESIDENT FOR ONE YEAR, EMPLOYED WITHIN THE CITY LIMITS OR A CUSTOMER OF AT LEAST TWO UTILITIES REGULATED BY THE COMMISSION.

DATA CLASSIFICATION ADVISORY: Please be advised that the information that you are requested to provide is classified as private data pursuant to Minnesota Statute 13.601, subd. 3, except for the following data which is classified as public data: (1) name; (2) city of residence except when the appointment has a residency requirement for the entire address to be public; (3) education and training; (4) employment history; (5) volunteer work; (6) awards and honors; (7) prior government service.

If you are appointed to a position on a board, committee, or commission, the following additional data will be classified as public data: (1) residential address; (2) either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee.

Jennifer McDonald
Parks and Recreation, Volunteer Committee Application for Membership
4/17/2018

1. What do you know about the committee you wish to join?

I have been invited as a guest to this committee in 2017, as I am coordinating the development and fundraising for the "Playground for EveryBODY", located in the Proctor Regional Recreation Center.

2. Why are you interested in serving on this committee?

My involvement with the development of the Playground for EveryBODY pairs well with this committee. I also believe that it's important to have committee members who are active within the community.

3. Describe your qualifications, expertise and/or skills which would benefit this advisory committee.

I have been actively involved with the development of the "Playground for EveryBODY" since 2009. I am a school board member and have knowledge that is helpful to have on this committee.

4. What do you think are the characteristics of a great board member?

It is important for a board member to have good judgment and relevance to the board for which they desire to be a member. It is equally important for members to be motivated and committed to their board. Ultimately, members of the board need to be able to collaborate and work well together.

5. Describe your involvement in this Proctor
Community

I have been active within the Proctor School District since 2003, serving as PIE chair and volunteer within the schools. In 2012, I was elected to the Proctor School Board (term 2013-2016), and re-elected in 2016 (term 2017-2020).

6. Please state your current occupation

Please see attached resume.

7. List your educational and professional background and area of study

Please see attached resume.

8. Appointment to a committee may require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?

This committee meets roughly 4 times per year and I am able to commit to that time.

9. If you are not appointed to this committee at this time:

Do you wish to be considered for an appointment to another board?

Only at my request

Do you wish to be considered for future appointments to this board?

Yes

Would you be willing to volunteer for other City activities?

As my time permits

10. Some appointments require that applicants reside within the City limits. Are you currently a resident of the City of Proctor?

Yes

11. N/A

12. How will you obtain input from constituents that you represent and how will you communicate the issues addressed by the committee with community members?

There are a variety of ways that I am involved with the community that lead to communication opportunities including my involvement within the schools, my presence as a School Board member and a community member.

James McDonald
4-17-2018

Phillp G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

City-Wide Brush Pickup

Now that spring may finally be here – the City of Proctor is offering its Residents some help cleaning up their yards.

The City will be having its City-Wide brush pickup. Pick up will begin May 29,.

Prior to May 29 Proctor residents can call City Hall at 624-3641
And put their name on a list for the pickup of brush at their house.

RESTRICTIONS

ONLY BRUSH AND BRANCHES. NO LEAVES,BAGS, OR GRASS.

*All brush must be placed at the edge of alley or street

*Limit of ONE DUMP TRUCK LOAD per address

*No need to cut brush into small pieces OR put in bags

DO NOT PUT BRUSH IN BAGS

Bags will not be picked up.

Deadline to be placed on pickup list is May 29

6F

Robin Hansen

From: Sally Hedtke
Sent: Tuesday, April 17, 2018 4:33 PM
To: Mark Casey; Robin Hansen
Subject: Council Funding Requests
Attachments: Council Funding Requests.docx

Importance: High

Please see attached Tourism Committee recommendations for Council approval. The Committee would like approval from the Council for the use of Unallocated Funds at the May 7, 2018 Council Meeting.

*Sally R. Hedtke, Proctor Tourism
City of Proctor
100 Pionk Drive
Proctor, MN 55810
218-628-6297, ext. 297*

The Tourism Committee has recommended that the City Council approve the use of Unallocated Funds for the following two requests:

Motion by Sally Hedtke, second by Tony Banks to recommend that the City Council approve \$8,000 in funding for the 2018 S. St. Louis County Fair out of Unallocated Funds. Motion passed.

Motion by Tony Banks, second by Frank Sliro to recommend that the City Council approve \$5,000 in funding for the 2018 Speedway Events out of Unallocated Funds. Motion passed.



CITY OF PROCTOR

LODGING TAX FUNDING REQUEST

Proctor Tourism Committee

6F-1

Amount
approved
15,000.00
\$8,000

Date Form Completed: 2/15/18

AMOUNT REQUESTED:

15,000.00

Organization applying for funding: So. St. Louis County Fair Assn - Proctor

Contact Person: Frank Sliro

Address: 3982 Leiste Rd

City, State, Zip: Cloquet MN 55720

Phone: 628-2401

Cell Phone: 591-8274

Email: fsliro2011@hotmail.com

Website: proctortuluthfair.com

Requirements for Requesting Lodging Tax Funds:

- Lodging tax funds should be used for the promotion of events and activities in Proctor and to maximize the benefits to the community and visitors. Applicants are strongly encouraged to request funding for marketing and promotion in communities outside the area, as well as locally. Requests will be considered for other expenses when it involves the startup of an event, events with a proven record of exceptional visitor attendance, or for other instances. Groups or individuals can apply, and do not need to be a non-profit entity.
- Application should be submitted no less than 90 days in advance of event. Applications submitted later than this may be considered given special circumstances.
- The contact person or representative should plan to attend a Tourism Committee meeting to answer questions prior to approval.
- If funding approved, summary report must be submitted to the Tourism Committee within 45 days after completion of event, and should include marketing, promotion and advertising for event.
- If funding approved, organization or individual agrees to list City of Proctor Tourism as a sponsor on all printed materials.
- Also may need to complete City of Proctor 2015 Special Event Application.

APPLICATION MUST INCLUDE:

- General description of event: Dates, venue, occasion.
- Target Audience: Who will attend and anticipated number.
- Business Plan: Includes budget, marketing plan, income, sponsorships, donations, in-kind services, and expenses. Include amount requested.
- Projected economic impact to Proctor hotels and businesses.
- History of organization and event.

Send completed application to:

City of Proctor Tourism, c/o Sally Hedtke
100 Plank Drive
Proctor, MN 55810
~~225 Forest Street, Proctor, MN~~

For assistance, call (218) 628-6297, or City Hall (218) 624-3641

Proposal to Proctor Tourism Committee:

So.St.Louis County Fair Assn - Proctor

**800 N boundary Ave
Duluth, MN 55810
Frank Silro 591-6274**

Objective

Obtain \$15,000 from the Proctor's tourism tax fund to help pay for advertising of the So.St. Louis County Fair for 2018.

SUMMARY OF EVENT:

This event will be held in the City of Proctor 800 Boundary Ave

We showcase a fair, Carnival, Music, entertainment, exhibits of multiple arts and crafts, sewing projects. Photography of many types of Art. Stock car racing petting zoo, horse shows and more.

Necessity of Funds:

The So.St. Louis County Fair needs to bring as many people as possible to our grounds and see the community working together.

\$15,000 would help advertising for our event including radio, local tv, newspaper and social media.

Distribution of funds:

Radio \$3,200.00

Newspaper \$2,800.00

Mailing, Banners, Posters \$1,000.00

Local tv \$ 7,000.00

Project Impact to Proctor:

The fair brings around 15,000 to our committee many stay in Proctors hotels, and the visitors spend money in our town.

History of Event: this year is our 98 years of the So.St. Louis County Fair. This event each year shows how our committee grows to rebuild our history of our arts and heritage of our committee.

AA Promotions, Inc.
2828 Piedmont Avenue, Suite D
Duluth, MN 55811
Rep: Walt Aplln (218) 591-5288

South Saint Louis County Fair - 2017

Wednesday, July 12th through Sunday, July 16th, 2017

FINAL MARKETING PLAN

PRINT

11x17 Poster Design	\$95.00	
11x17 Poster Printing (150)	\$180.00	
Poster Distribution	\$100.00	
Duluth News Tribune - 3 Ads	\$1,995.00	
Duluth Reader	\$770.00	
Total Print		\$3,090.00

RADIO

KQDS (\$50/spot - 30)	\$1,500.00	
FAN Sports Radio (\$10/spot - 30)	\$300.00	
B105 (\$25/spot - 20)	\$500.00	
KAT Country 98.9FM (\$25/spot - 20)	\$500.00	
KOOL 101.7FM (\$20/spot - 15)	\$300.00	
WKLK 96.5FM (\$10/spot - 40) - TRADE	\$0.00	
		\$3,100.00

TELEVISION

WDIO - 10PM News (\$380/spot x 7)	\$2,660.00	
WDIO - 6PM News (\$200/spot x 4)	\$800.00	
WDIO - Morning News (\$75/spot x 6)	\$450.00	
FOX 21 - 9PM News (\$175/spot x 5)	\$875.00	
KBIR - Morning News (\$50 spot x 6)	\$300.00	
KBIR - 10PM News (\$250/spot x 4)	\$1,000.00	
		\$6,085.00

WEB

TwinPortsNightLife.com	\$250.00	
Duluthnewstribune.com	\$480.00	
Facebook/Twitter Boosted	\$150.00	
		\$880.00

TOTAL SPENT	\$13,135.00
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2018

To the Proctor Tourism Committee

This is a request for funding for the So. St. Louis County Fair Assn -Proctor.

Proctor Fair July 11-15, 2018.

With the advertising, we anticipate around 3000 people a day.

We are asking for \$15,000.00 to cover television advertising, newspaper ads, flyers and posters.

Would like to reach outside our community to achieve more revenue for our community.

This will have impact to our hotels and local businesses the week of the fair.

History of our fair is now 98 years old and running strong.

Your funding is so much appreciated and is very much needed to advertise for our fair.

Thank you for all your committees help.

The So. St. Louis County Fair Assn.



CITY OF PROCTOR
LODGING TAX FUNDING REQUEST
Proctor Tourism Committee

Amount Approved: \$5,000.00

Date Form Completed: Feb, 12, 2018 AMOUNT REQUESTED: 10,000
 Organization applying for funding: Lakehead Racing Association / Proctor Speed
 Contact Person: Heather Sanvig
 Address: 1721 County Road 4
 City, State, Zip: Carlton, MN 55718
 Phone: 218-626-5175 Cell Phone: same
 Email: heatherlea0319@gmail Website: proctorspeedway.com

REQUIREMENTS for Requesting Lodging Tax Funds:

- Lodging tax funds should be used for the promotion of events and activities in Proctor and to maximize the benefits to the community and visitors. **Applicants are strongly encouraged to request funding for marketing and promotion in communities outside the area.** Requests will be considered for other expenses when it involves the startup of an event, events with a proven record of exceptional visitor attendance, or for other instances. Groups or individuals can apply, and do not need to be a non-profit.
- Application should be submitted no less than 90 days in advance of event. Consideration may be given in special circumstances.
- The contact person or representative should plan to attend a Tourism Committee meeting to answer questions prior to approval.
- If funding approved, **summary report** must be submitted to the Tourism Committee within 45 days after completion and **must include:**
 1. Marketing, promotion and advertising for event.
 2. Summary of economic value to Proctor.
 3. Number of visitors who attended the event, as well as number who stayed in Proctor overnight. **Event sponsor is responsible for tracking visitor attendance.**
- If funding approved, organization or individual agrees to list **City of Proctor Tourism** as a sponsor on all marketing and promotional materials, and submit a press release about the funding.
- All forms, applications, and requirements must be completed **before** requesting Tourism Funds.
- **NO FUNDS will be disbursed without a submitted invoice or billing statement and payment will go directly to the vendor.**

APPLICATION MUST INCLUDE THE FOLLOWING: (Use additional pages as needed)

1. General description of event: Dates, venue, occasion, and history of event.

We operate a weekly Auto Racing track from May - September on Sunday nights with a occasional Friday & Saturday night with Bus Racing and Monster trucks. A copy of the schedule is attached

2. Target Audience: Who will attend and anticipated number.

Family Friendly target audience is from children to Elderly. We accomodate up to 2300 individuals on a regular night. And up to 5,000 on special nights

3. Visitor Attendance Plan, including process to identify number of visitors who attend the event.

Ticket sales will show actual attendance. We work with local hotels to promote business especially with New events coming to the Race Track

4. **Business Plan:**

Budget

Marketing

Anticipated Income

Sponsorships, Donations, In-Kind

Expenses

Plan for Sustainability of Event

Radio Advertising / Auto racing magazine / Website Notices, social media including Facebook & Instagram / Local Newspapers / on site live Remotes

4. Projected economic impact to Proctor hotels and businesses.

We project that our business will bring individuals from many areas to access our hotels, parks, local stores, and other businesses

Signature of Organization Representative agreeing to Funding Requirements:

Deanna Danwig

Date: 2/12/18

Send completed application to:

City of Proctor Tourism, c/o Sally Hedtke
100 Plank Drive, Proctor, MN 55810
shedtke@proctormn.gov

Be sure all forms, applications, and requirements are completed before submitting request. For assistance, call (218) 628-6297- ext. 297, or City Hall (218) 624-364.



February 12, 2018

Dear Proctor Tourism Committee:

The Lakehead Racing Association (Proctor Speedway) has been honored to team up with the Proctor Tourism Committee for the 2016 & 2017 Season. We know the [partnership has brought numerous benefits to the Proctor Speedway, and hope the Proctor Tourism commit feels I has benefited our community. As you know the speedway brings hundreds of tourists to our community each year. As we are expanding our venue we have gone from a single night of racing, to several nights some weeks to increase our business. We will begin racing the first weekend in June, and run all the way until the first part of September. I have included a schedule for you to review.

With our partnership the last two years this has brought us an excellent opportunity to market our events with many communities through advertising. Through our completed reviews for the 2016 and 2017 seasons you can see that we have continued to grow our events and try new events to meet different audiences. Through these tools we have found that some marketing opportunities are more successful than others and hope that we can maximize our opportunities with our knowledge at this time.

We would like to continue advertising with the "All the Dirt" racing magazine which reaches six states and three provinces in Canada. This material is printed weekly. We are currently negotiation a partnership with 2 local radio stations to offer advertisement through the week days including live interviews on Friday, and live remote sessions at the race track! As you can see by our schedule this year we have continued with our Mid-Summer Mayhem Bus Racing, Silver 1000, and we have added the Monster Truck Show back into our schedule! With these larger events we will have an opportunity to have many special advertising opportunities. We also plan to continue advertising with the local newspapers.

With all of these opportunities we expect to bring hundreds of tourist guests back to the City of Proctor, and add many new ones. We hope these guests will access the many opportunities the City of Proctor has to offer while they are in town including local businesses, parks, and lodging.

With these opportunities of course comes a cost. The Lakehead Racing Association would respectfully ask for a total of \$10,000 again this year of which would help to cover the cost of some of the advertising for all of these events through the year for the community. We would like to remind you this is not for a single event or weekend, but that it is for the entire summer. If there is any additional information or discussion that we could help with please contact me by phone at 218-626-5175 or e-mail at heatherlea0319@gmail.com.

I thank you for your time and consideration and it has been our pleasure to work with you for the past 2 years and we look forward to many more.

Respectfully,

A handwritten signature in black ink, appearing to read "Heather Sanivg". The script is cursive and fluid, with the first name "Heather" written in a larger, more prominent style than the last name "Sanivg".

Heather Sanivg

Treasurer for the Proctor Speedway

Lakehead Racing Association- Proctor Speedway

LEASE AGREEMENT

This Lease is made as of July 1, 2018 by and between the City of Proctor, a municipal corporation under the law of the State of Minnesota ("Lessor") and Independent School District No. 704, a body politic under the laws of Minnesota ("Lessee").

1. **Premises.** Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, for the term and upon the conditions hereinafter provided, that portion of Proctor Community Activity Center as indicated on that certain drawing, which shall be identified as Exhibit A. The parties agree that Lessee is leasing approximately 1,500 square feet of the total floor space of Proctor Community Activity Center, which is located at 100 Plonk Drive, Proctor, MN 55810 (hereinafter referred to as the "Leased Premises"). The parties explicitly acknowledge that Lessee shall have access to the Community Activity Center's common areas and corridors in order to enter into the Leased Premises.

2. **Term.** Lessor, in consideration of the payment of rents and the performance by Lessee of the covenants hereinafter set forth, hereby demises and leases the Leased Premises to Lessee for the sole purpose of providing educational facilities. The term of this Agreement shall commence on July 1, 2018 and terminate on July 1, 2023.

Lessor, upon agreement by Lessee, shall have the right to extend this Lease for an additional term. Less shall automatically renew unless notice is given to to Lessee on or before July 1, 2023.

3. **Rent.** During the initial term of this Lease, Lessee agrees to pay monthly rent of \$625.00. Said monthly rent shall be paid at lease annually on the first day of December when due commencing December 1, 2018.

Lessor stipulates and agrees to pay the cost to maintain the common areas except where excessive PACC customer use causes cleaning and maintenance above and beyond normal cleaning and maintenance costs, which will be determined at Lessor's sole discretion.

The annual rent may be reviewed on August 1 of each year. The parties hereto stipulate and agree that City usage of PACC area will be taken into consideration in calculating said rent adjustment.

4. **Surrender of Premises/Condition of Premises.** Lessee shall surrender the Leased Premises at the end of the lease term, or any extension thereof, in the same condition as when it took possession.

5. **Compliance with Laws, Rules and Regulations; Fire Prevention.** Lessee shall comply with all local, county, state and federal laws, rules, regulations and requirements applicable to the Leased Premises at its own expense. Lessee shall not permit the Leased Premises to be occupied for any purpose deemed to be disreputable or hazardous on account of fire.

6. **Assignment and Sublease.** Lessee shall not assign or sublease the Leased Premises, or any right or privilege connected therewith, or allow any other person except agents and employees of Lessee to occupy the Leased Premises or any part thereof (this excludes Lessee's normal subleases as documented at time of move in and also new subleases providing they follow similar Lessee guidelines) without first obtaining the written consent of Lessor. The consent by

Lessor shall not be a consent to the subsequent assignment, sublease or occupation by other persons. An unauthorized assignment, sublease or license to occupy by Lessee shall be void. The interest of Lessee in this Lease is not assignable by operation of law without the written consent of Lessor.

Lessee shall be permitted the use of other public rooms, subject to their availability. The scheduling for such rooms will be coordinated between the parties hereto, and shall be done pursuant to rental policies to be established by Lessor and Lessee. The scheduling of the leased premises shall be the responsibility of the Lessee and Lessor shall be given preference over all other potential users.

7. **Effect of Damage to or Destruction of Premises.** If the Lease Premises are damaged or destroyed in whole or in part by fire or other casualty during the term of this Lease not resulting from Lessee's neglect or fault, Lessor shall with due diligence repair, restore, rebuild or replace the Leased Premises or portions thereof destroyed or damaged so that the property shall be substantially the same as prior to such damage. If the destruction or damage amounts to more than fifty percent (50%) of the insurable value of the Leased Premises, and such damage or destruction occurs within two (2) months of the expiration date of this Lease, Lessor may, at its option, cancel and terminate the Lease by giving written notice thereof to the Lessee within thirty (30) days after the date such damage or destruction has occurred. In such event, this Lease shall terminate on the date specified in such notice, and Lessor shall not be obligated to rebuild or repair. In the event of such damage or destruction, rent under this Lease shall be abated from the time during which, and to the extent which, the Leased Premises may not be used by Lessee. Lessee shall be entitled to receive a pro rata refund out of any advance rent paid by it for the period during which the Leased Premises were unusable by reason of the destruction or damage.

8. **Lessor to Have Access.** Lessor hereby expressly reserves his right and/or the right of his agents to enter the Leased Premises and/or any part thereof, at any time in the event of emergency. Furthermore, Lessor may enter the Leased Premises at all reasonable hours to make inspection and repairs, to exhibit the Leased Premises to prospective tenants, or others, and to perform any acts related to safety, protection, preservation, or improvement of the Leased Premises. Lessor or his agents shall have the right to place a sign on the exterior of the Leased Premises such as "To Let" and Lessee shall allow such sign to remain on the building so long as it does not interfere with Lessee's use or occupancy. In addition, Lessor shall have the right to allow public use of the Leased Premises after receiving written permission from Lessee for such use, which permission shall not be unreasonably withheld.

Lessor and Lessee shall agree upon staffing.

Lessee shall have the right to peacefully hold and enjoy the Leased Premises as provided herein without unreasonable hindrance or interruption by Lessor or any person.

Lessee shall furnish and equip Leased Premises at their own expense with the exception of the Computer Technology Center which is the responsibility of Lessor.

9. **Notices.** Lessor and Lessee acknowledge that it is extremely important that rent be paid in a timely manner as required by this Lease. Since the parties recognize that time is of the essence in this matter, Lessor agrees to give written notice to Lessee of any default committed under this Lease by a Sublease. Any notice which is to be given to Lessee shall be deemed

sufficiently given if hand delivered or sent by Certified or Registered Mail, postage prepaid, addressed as follows:

Lessor: City of Proctor, 100 Pionk Dr, Proctor, MN 55810

Lessee: ISD No. 704, Community Education, 131 9th Ave, Proctor, MN 55810

10. Insurance. Lessee agrees to purchase, in advance, and to carry in full force and effect insurance coverage, the scope, amount to meet statutory tort liability limits set by Minnesota for cities. Lessee shall also cause Lessor to be named on such insurance as an additional insured. Lessee shall produce proof of such insurance coverage to Lessor upon Lessor's demand.

A. Lessee is responsible for its own insurance to cover its own contents located in the Leased Premises, and all of the personal property and equipment included in the Leased Premises. Lessor shall not be liable for any damage to the property or person of any of the Lessee's officers, employees, agents, invites, or guests from perils customarily covered by fire and extended coverage insurance, liability insurance, or acts of God. Lessee shall maintain fire insurance and extended coverage on the interior of the Leased Premises in an amount which is adequate to cover the cost of equipment and trade fixtures. Lessor shall be responsible for fire extended coverage for the Leased Premises by a responsible insurance company authorized to do extended coverage insurance in Minnesota.

B. Should the Lessee fail to keep in effect and pay for such insurances as it is in this section required to maintain, Lessor may do so, in which event the insurance premiums paid by Lessor shall become due and payable forthwith and failure of Lessee to pay the same on demand shall constitute a breach of this Lease.

11. Improvements or Additions by Lessee/Maintenance. During the term of this Lease, Lessee shall have the right and privilege of remodeling or altering the interior of the Leased Premises, complying with all codes, ordinances, and laws in effect at the time of remodeling. No alterations or improvements affecting the structural portion of the building shall be made by Lessee without written consent of Lessor. Lessee shall be permitted, within thirty (30) days after the expiration or sooner termination of this Lease, to remove any additions or improvements made by it, provided, however, that it repairs any damage to the premises caused by such removal or pays for any damages caused by such removal and further provided that any such addition or improvement not removed within thirty (30) days, shall be deemed abandoned and shall, thereupon, become the property of Lessor to cover Lessee's obligations with any excess funds going back to Lessee. The parties specifically agree as follows:

A. Lessee shall complete all renovations and repairs (including electrical, plumbing, etc.) that it deems necessary for its occupancy of the Leased Premises. (This only refers to renovations and repairs not in original bid construction plans.)

B. Lessee shall perform all routine maintenance associated with its use, including snow removal outside of the City's normal snow removal schedule, and janitorial services.

C. Lessee shall comply with all terms of City policy for rental of non-PACC portions of the Proctor Community Activity Center.

D. Lessee revenues generated from fees, rentals and the like during Lessee's allotted hours, will be used to offset Lessee's share of operating costs (rent).

12. **Holding Over.** The failure of Lessee to surrender the Leased Premises upon the termination of the original lease term or extension, and subsequent holding over by Lessee, without consent of the Lessor, shall result in the creation of a tenancy for month to month at a monthly rental of 110% of the rent for the previous term, payable on the first day of each month during the month to month tenancy. This provision does not give Lessee any right to hold over. All other terms and conditions of this Lease shall remain in full force during any month to month tenancy hereunder.

13. **Default.** If Lessee defaults in compliance with any term of covenant on Lessee's part herein contained to be performed; or if Lessee shall assign this Lease, or the "Leased Premises by sublet, either voluntarily or by operation of law except as herein expressly provided; or if Lessee shall fail to pay when due any rental charge or any other sum payable hereunder; then in any one of more of such events (hereinafter referred to as "Event of Default"), Lessor shall have the following rights:

A. Immediately enter the Leased Premises by summary proceedings and dispossess Lessee and all other occupants therefrom, removing all of Lessee's property, storing the same at Lessee's expense, and without Lessor being guilty of trespass or liable for any loss or damage occasioned thereby.

B. Terminate this Lease by giving Lessee thirty (30) days' written notice and upon the expiration of said thirty day period this Lease and the term hereof shall end and expire.

C. Immediately reenter the Leased Premises and relet the same for Lessee's account, and Lessee agrees to apply all of Lessor's costs associated with such reletting, including the costs of redecorating and remodeling and Lessee shall be liable for any difference in the rentals received by Lessor from any such new lessee and the rentals reserved hereunder. Notwithstanding anything in this Lease to the contrary, Lessee's liability upon default shall be limited to an amount which is equivalent to three (3) month's rent.

14. **Lessee's Remedies on Default.** In the event of any default by Lessor in the performance of any promise or obligation to be kept or performed hereunder and the default continues for a period of thirty (30) days after receipt by Lessor of a written notice from Lessee specifying the default, in such event Lessee, at its election, may declare this Lease terminated and void and vacate the Leased Premises within an additional period of thirty (30) days, paying rent only to the date of said vacating.

15. **Non-liability of Lessor for Damages.** Lessor shall not be responsible for liability or damage claims for injury to persons or property for any cause relating to the occupancy (excluding community activities for betterment of Proctor citizens) of the Leased Premises by Lessee. Lessee shall indemnify Lessor from all liability, loss, or other damage claims for obligations results from any injuries or losses of this nature, including reasonable attorneys' fees and court costs incurred by Lessor in defending any such claims, except when caused by the negligence of Lessor or her agents.

16. **Entire Agreement.** No alternation, amendment, change or addition to this Lease shall be binding upon either party unless reduced to writing and signed by each party.

17. **Waiver.** No waiver by either of the parties hereto of any provision or breach hereof, shall be deemed a waiver of any other provision in this Lease nor set precedence. The Lessor's or Lessee's consent to or approval of any act shall not be deemed to set precedence.

If at any time under the provisions of this Lease the consent of the Lessor is required, it shall not be unreasonably withheld.

18. **Law.** This Lease and the performance hereunder shall be governed by the laws of the State of Minnesota.

19. **Severability.** Should any provision of this Lease be or become invalid, void, illegal or not enforceable, it shall be considered separate and severable from the Lease and the remaining provisions shall remain in force and be binding upon the parties hereto as though such provision had not been included.

20. **Binding.** This Lease shall be binding upon and inure to the benefit of the parties hereto and, subject to the restriction and limitations contained herein, their respective heirs, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the day and year first above written.

CITY OF PROCTOR
("LESSOR")

By: _____
Its: Mayor

Attest:
City Administrator

INDEPENDENT SCHOOL DISTRICT NO. 704
("LESSEE")

By: _____
Its: Superintendent

Attest:

6H

**ORDINANCE NO. 01-18
ORDINANCE AMENDING SECTION 1000 OF THE
CITY CODE ENTITLED "LAND AND BUILDING REGULATION"**

**THE CITY COUNCIL OF THE CITY OF PROCTOR DO ORDAIN AS
FOLLOWS:**

Section 1. City Code, Section 1002.09, Subd. 2; paragraph (1) entitled "C-1 Retail District Permitted Uses," and Subd. 4 paragraph 1; entitled Height and Area Regulations, is hereby amended as follows:

Subd. 2 A building or premises in the "C-1" Commercial District shall be used only for the following purposes; provided, however, that no use shall be allowed which will be likely to directly or indirectly pollute, impair, or destroy critical environmental features:

(1) Any use permitted in the "R-3" Zone ~~except single family dwelling~~.
Subd. 4. The height and area regulations set forth in '1002.03 shall apply in the "C-1" District; and, in addition, every building or portion thereof used for dwelling purposes shall comply with the side yard and lot area per family requirements of the "R-3" Apartment Residential District, provided however, that single family residences shall be subject to setbacks as provided for in R1-A zones.

Section 2. All other provisions shall remain in full force and effect without modification or amendment

Section 3. The effective date of this ordinance change shall be the date following the last date of publication in the City of Proctor official newspaper.

Moved by Councilperson _____ and seconded by Councilperson _____ that
the
foregoing ordinance be adopted as amended.

Voting Yes: Councilpersons

Voting No: Councilpersons

Ordinance declared adopted this ____ day of May, 2018.

CITY OF PROCTOR

By _____
Mayor

ATTEST:

City Clerk/Administrator

First Reading:

Second Reading:

Published Proctor Journal on _____, 2018

61

**ORDINANCE NO. 02-18
ORDINANCE AMENDING SECTION 200 OF THE
CITY CODE ENTITLED "COUNCIL AND ADMINISTRATION"**

**THE CITY COUNCIL OF THE CITY OF PROCTOR DO ORDAIN AS
FOLLOWS:**

Section 1. City Code, Section 201.7, Subd. 1; paragraph (1) and (2) entitled "Standing Committees," is hereby amended as follows:

Subd. 1 (1) That there shall be ~~nine~~ eight standing committees of the City Council, namely: streets; liquor control; parks and recreation; beautification and trees; public safety; cable television; ~~inflow and infiltration~~; tourism; and trust fund board. That each of said committees except the trust fund board, said board being governed by the ordinance establishing the fund and the Liquor Control Board shall consist of one Council member and two non-council members (or more as the ~~committee~~ Council shall so decide), and said committee members shall be appointed by such Council at the first meeting of each year or upon vacancy or term expiration. Any subject considered by said committees shall be presented to the Council with their recommendations for the Council's consideration:

(2) The Liquor Control Board shall consist of two Councilmembers and the Police Chief with the Liquor Store Manager as an advisory member.

Section 2. All other provisions shall remain in full force and effect without modification or amendment

Section 3. The effective date of this ordinance change shall be the date following the last date of publication in the City of Proctor official newspaper.

Moved by Councilperson _____ and seconded by Councilperson _____ that
the
foregoing ordinance be adopted as amended.

Voting Yes: Councilpersons

Voting No: Councilpersons

Ordinance declared adopted this ___ day of May, 2018.

CITY OF PROCTOR

By _____
Mayor

ATTEST:

City Clerk/Administrator

First Reading:

Second Reading:

Published Proctor Journal on _____, 2018

65

April 25, 2018

To: Proctor City Council

From: Councilor Jake Benson

Re: Performance Measurement Program Survey

Recommendation:

To participate in the Performance Measurement Program Survey program that may help budget, manage and evaluate programs.

Summary:

Proctor, has in the past, participated in the States performance measurement program. Survey questions, and results, should be on file. By participating in the program the city would be exempt from levy limits for taxes if levy limits are in effect. There is also eligibility for reimbursement set by state statute. If Proctor selects to participate it must file a report with the Office of the State Auditor (OSA) by July 1.

Proctor would be certified by the Office of the State Auditor to the Minnesota Department of Revenue to receive additional local government aid.

The City of Proctor would conduct a survey of residents to evaluate "residents' opinions" of certain services. The State Legislature will maintain the results to compare response from year to year.

While it is allowable to use a simple web-based survey tool (ie SurveyMonkey), it is recommended to use an additional method in ensure the integrity of evaluation methodology.

The Program

In 2010, the Legislature created the Council on Local Results and Innovation. In February 2011, the Council released a standard set of ten performance measures for counties and ten performance measures for cities to aid residents, taxpayers, and state and local officials in determining the efficacy of counties and cities in providing services and measure the residents' opinions of those services. In February of 2012, the Council created a comprehensive performance measurement system for cities and counties to implement. In 2013, the Council revised the performance measures and clarified the performance measurement system to decrease confusion and to increase participation in the program.

Benefits and Reporting Requirements

A county or city that elected to participate in the performance measurement program in 2016 was eligible for a reimbursement of \$0.14 per capita, not to exceed \$25,000. That number could have changed for 2018.

In order to receive the per capita reimbursement counties and cities must file a report with the Office of the State Auditor (OSA) by July 1. This report consists of:

1) A **resolution** approved by the city council or county board declaring that:

- The city/county has adopted and implemented the minimum 10 performance measures from each applicable service category and the system developed by the Council on Local Results and Innovation.
- The city/county will report the results of the measures to its residents before the end of the calendar year. They may accomplish this through direct mail, posting the results on the entity's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

2) A **document** showing the actual results of the performance measures adopted by Proctor.

6K

RESOLUTION 16-18
ESTABLISHING A PERFORMANCE MEASUREMENT SYSTEM

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

WHEREAS, Benefits to the City of Proctor for Participation in the Minnesota Council on Local Results and Innovation's comprehensive performance measurement program are outlines in MS 6.91 and include eligibility for reimbursement as set by State statute; and

WHEREAS, any city participating the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect, and

WHEREAS, the City Council of Proctor will adopt and implement at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help, plan budget manage and evaluate programs and for optimal future outcomes; and

NOW THEREFORE BE IT RESOLVED, the City of Proctor commits to renewing its commitment to a performance measurement system that collects and reports the performance measures developed by the State of Minnesota Council on Local Results and Innovation.

BE IT FURTHER RESOLVED, the City of Proctor will report the results of the performance measures to its citizenry through publication in the Proctor Journal and by posting on the city's website.

BE IT FURTHER RESOLVED The City of Proctor will submit to the Office of the State Auditor the actual results of the performance measures adopted by the City.

Be It Further Resolved that performance measures identified for Proctor are:

1. Number of years you lived in Proctor (1-9, 10-19, 20-29, 30-39,40-49, 50-59, 60-69. 70 and over)
2. How would rate the overall appearance of the city?
3. How would you describe your overall feeling of police protection services in the city?
4. How would you rate the overall quality of fire protection services in the city?
5. How would you rate the overall condition of the city?

6. How would you rate the overall quality of snowplowing on city streets?
 7. How would you rate the dependability and overall quality of city sanitary sewer service?
 8. How would you rate the dependability and overall quality of city water services?
 9. How would you rate the dependability and overall quality of natural gas service?
 10. How would you rate the dependability overall quality if city electricity service?
 11. How would you rate the overall quality of city recreation programs and facilities?
 12. How would you rate the overall quality and programing of the Community Access Channel?
 13. How would you rate the overall quality of the utility billing/finance department services in the city?
 14. How would you rate the overall quality of services provided by the city?
- The scale will be: Poor, Fair, Satisfactory, Good, Excellent or 1,2,3,4,5, <poor to excellent.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. 16-18 was declared duly passed and adopted this 7th day of May, 2018.

Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator/Clerk-Treas.



Mental Health Awareness Month Proclamation for May 2018

Whereas mental health is part of overall health; and

Whereas mental health helps to sustain an individual's thought processes, relationships, productivity and ability to adapt to change or face adversity; and

Whereas mental illness adversely affects those abilities and often is life-threatening in nature; and

Whereas one in four adults experiences mental health problems in any given year and such problems can contribute to onset of mental illness; and

Whereas long delays—sometimes decades—often occur between the time symptoms first appear and when individuals get help; and

Whereas early identification and treatment can make a profound difference in successful management of mental illness and recovery; and

Whereas, every citizen and community can make a difference in helping end the silence and stigma that for too long has surrounded mental illness and discouraged people from getting help;

Whereas Northland Healthy Minds is working to promote public education and community activities which can reduce stigma, encourage mental health and help improve the lives of individuals and families affected by mental illness;

NOW, THEREFORE BE IT RESOLVED, I Phil Larson, Mayor of Proctor along with the City Council, do hereby proclaim the month of May 2018 as Mental Health Awareness Month in Proctor Minnesota to increase public understanding of the importance of mental health and to promote identification and treatment of mental illnesses.



6M

The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, www.cops.usdoj.gov) is pleased to announce that it is seeking applications for funding for the COPS Office FY 2018 Community Policing Development (CPD) program. CPD funds are used to develop the capacity of law enforcement to implement community policing strategies by providing guidance on promising practices through the development and testing of innovative strategies; building knowledge about effective practices and outcomes; and supporting new, creative approaches to preventing crime and promoting safe communities.

FY 2018 Community Policing Development (CPD) Application Guide

This COPS Office Application Guide is designed to assist applicants in applying for the COPS Office CPD program. This guide includes general information on the administrative and legal requirements governing the COPS Office CPD program as well as detailed program-specific information. Guidance for the CPD program is contained in this Application Guide and can also be found at <https://cops.usdoj.gov/default.asp?item=2450>. For additional assistance, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

CFDA 16.710

Funding Opportunity Number: COPS-Community-Policing-Development-2018

Eligibility

This solicitation is open to all public governmental agencies, for-profit (commercial) organizations, nonprofit organizations, institutions of higher education, community groups, and faith-based organizations. For-profit organizations (as well as other recipients) must forgo any profit or management fee. Applicants are strongly encouraged to submit an application that shows partnerships with key organizations including institutions of higher education and nonprofit organizations in order to build strong working relationships.

The COPS Office welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any other entities carrying out the federal award must be identified as proposed subrecipients. The applicant must be the entity that would have primary responsibility for carrying out the awards, including administering the funding and managing the entire project. The terms and conditions of the federal award flow down to subrecipients.

Proposals should be responsive to the topic selected, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Except where otherwise indicated, initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Deadline/application period

The application period for the FY 2018 Community Policing Development (CPD) program begins **April 27, 2018**. All applications must be submitted by **June 7, 2018, at 7:59 p.m. EDT**. Applications submitted after **June 7, 2018** will not be considered for funding.

Completing an application under the CPD program is a two-step process. Applicants are first required to register via www.grants.gov, complete the SF-424 form, and submit it through the Grants.gov website. Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation email to the applicant with instructions on how to complete the second part of the CPD program application through the COPS Office Online Application System (see "Application and Submission Information" beginning on page 18). If you have not renewed your COPS Office Account Access information, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770. An application is not considered submitted until both of these steps are completed.

All guidance for the CPD program is contained in this Application Guide and can also be found at <https://cops.usdoj.gov/default.asp?Item=2450>. In addition, the COPS Office recorded a CPD Information session for entities interested in submitting an application to the CPD Program. Viewing or listening to the recording or reading the transcript of this session is optional. Interested applicants who do not view, listen to, or read the pre-application information session are still eligible to apply. During this recorded session, COPS Office staff will review the CPD program requirements, review the solicitation, and address frequently asked questions. The information session is posted on the COPS Office website. The session will be captioned and transcribed in English.

Contact information

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the Grants.gov Organization Applicant User Guide at <https://www.grants.gov/help/html/help/Index.htm>. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

U.S. Department of Justice
Office of Community Oriented Policing Services
Phil Keith, Director
www.cops.usdoj.gov


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NOW OPEN:

The Community Policing Development (CPD) Program

Apply for this year's CPD program by June 7, 2018, at 7:59 p.m. EDT

The Fiscal Year 2018 Community Policing Development (CPD) Program is a competitive solicitation, open to all **public governmental agencies, for-profit and nonprofit organizations, institutions of higher education, community groups, and faith-based organizations.**

Community Policing Development (CPD) funds are used to develop the capacity of law enforcement to implement community policing strategies by providing guidance on promising practices through the development and testing of innovative strategies; building knowledge about effective practices and outcomes; and supporting new, creative approaches to preventing crime and promoting safe communities. The 2018 CPD program will fund projects that develop knowledge, increase awareness of effective community policing strategies, increase the skills and abilities of law enforcement and community partners, increase the number of law enforcement agencies and relevant stakeholders using proven community policing practices and institutionalize community policing practice in routine business.

Up to \$10 million is available through this year's program, and all awards are subject to the availability of funds.

The 2018 CPD program will fund projects related to the following topic areas:

- Incorporating Community Policing into Contemporary Broken Windows Theory Applications
- Supporting First Amendment Rights: The Community Policing Approach
- Partnerships to Address Labor Trafficking
- Online Law Enforcement Training
- Supporting First-Line Supervisors
- Field-Initiated Law Enforcement Microgrants
 - Peer Support for Officer Safety and Wellness
 - Human Trafficking
 - Hate Crimes
 - Recruitment and Hiring
 - Incident-Specific After-Action Reviews
 - Child and Youth Engagement
- Open Topic Area
- Tribal Training and Technical Assistance

Proposals should be responsive to the topic selected, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Unless otherwise indicated, initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding. Applicants must identify specific program goals that will be directly accomplished if awarded CPD funding.

Detailed descriptions of each of these topics are available in the application guide.

RESOURCE CENTER

THE L. ANTHONY SUTIN
CIVIC IMAGINATION AWARD

Community Policing
Dispatch

Supporting Safe Schools



Tweets by @COPSOffice

COPS Office Retweeted



Justice Department
@TheJusticeDept

Attorney General Sessions Delivers
Remarks on the Drug Crisis in
America [justice.gov/opa/speech/att](https://www.justice.gov/opa/speech/att)



[Embed](#)

[View on Twitter](#)

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

For more information about the CPD program, please call the COPS Office Response Center at 800-421-6770 or visit the COPS Office online at www.cops.usdoj.gov.

How to Apply

It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application.

To complete the CPD application, please visit the COPS Office website at www.cops.usdoj.gov and click on the "Account Access" tab in the upper right-hand corner. Applicants should then enter their username and password and select "Applications" from the Agency Portal Menu.

Complete application packages for the FY 2018 CPD solicitation are due by June 7, 2018, at 7:59 p.m. EDT. Before submitting your application, please review the "How to Apply/Application Submission Checklist for CPD" available as appendix A in the CPD Application Guide. Hard copies or electronic copies of applications sent via email or US Mail will not be accepted.

Please note: To apply for funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the System for Award Management (SAM) database. SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Applicants must update or renew their SAM registration annually to maintain an active status.

If you need to renew your COPS Office Account Access information, contact us at AskCopsRC@usdoj.gov or 800-421-6770.

Program Documents

- Application Guide
- FAQs
- Application Check List
- CPD Pre-Recorded Information Session
- CPD Pre-Recorded Information Session Transcript
- CPD Fact Sheet
- SF-425 Fact Sheet
- Change of Information Form and Instructions
- Agency Portal User Manual
- Certification of Compliance with 8 U.S.C. § 1373
- Indirect Cost Fact Sheet
- Sole Source Justification Fact Sheet
- Program Income Fact Sheet
- Budget Modification Fact Sheet
- Consultant/Contractor Fact Sheet
- Training Fact Sheet
- Training Documents

Community Policing Development Program: 2017 - 2012

FOIA | Language Access Plan | Legal Policies and Disclaimers | No Fear Act | Open Government | Plain Writing | Privacy Policy | USA.gov | Whistleblower Protection

6N

April 25, 2018

To: Proctor City Council

From Councilor Jake Benson

Re: Proctor's Pellet Pathway

Recommendation:

Pursue steps to ensure all sidewalks are clean and safe for pedestrians to use.

Summary

Proctor has long been associated with the iron mining industry. Today, trains hauling taconite (iron ore) pellets travel through Proctor. Taconite pellets are made by rolling the concentrate with clay inside rotating cylinders called agglomerators.

As rail cars travel through Proctor pellets from the train spill onto the ground. This can cause a severe safety hazard since the pellets are spheres and pose a fall hazard to people walking on them.

Liability

A Proctor resident was walking on the south side of Second Street recently. While walking in the vicinity of the railroad crossing the resident slipped on taconite pellets and fell causing an abrasion to her arm and damaging a container.

Other evidence will be brought to the meeting.

Discussion

A visual study of the walkway bisected by the railroad tracks was used to gauge the potential hazard of being a pedestrian. A formal risk assessment or loss control review could be done by the City to determine if a severe safety hazard exists and how to mitigate the situation.

Objective

Reduce and eliminate any hazard, improve safety and ensure sidewalks are kept in a suitable condition for pedestrians walking in the City of Proctor.





BENSON

April 25, 2018

To: Proctor City Council

From Councilor Jake Benson

Re: Workplace Equity

Recommendation:

Pursue steps to revamp the City of Proctor's job application process to eliminate explicit and implicit biases and or personal sentiments.

Summary

The applicant pool is getting small, smaller. There's less applicants, more jobs, so we want to make sure everyone's application gets looked at and considered based on its qualifications.

Discussion

In reviewing the last job application that came before the city some upgrades have been instituted but some have not. Salary history will be eliminated. It is not necessarily pertinent information because applicants sometimes choose jobs based on non-monetary reasons.

To process is eliminate any biases; name and address will not be available for applications that moves forward.

The move is meant to ensure hiring rests on somebody's qualification for the position and is not based on other factors.

When the person is reviewing applications, he or she will not know who is applying. The idea would be that whether or not the person is interviewed is based solely on that person's qualifications.

CITY OF PROCTOR

05/04/18 1:15 PM

Page 1

*Check Summary Register©

April 2018 to May 2018

Name	Check Date	Check Amt
10100 First National Gen		
Paid Chk# 037097 EMC NATIONAL LIFE COMPANY	4/18/2018	\$93.40 EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 037098 LAW ENFORCEMENT LABOR SE	4/18/2018	\$294.00 LELS UNION DUES
Paid Chk# 037099 PROCTOR POLICE DEPT UNION	4/18/2018	\$60.00 POLICE DUES
Paid Chk# 037100 TEAMSTERS LOCAL UNION #346	4/18/2018	\$471.00 Teamsters union dues
Paid Chk# 037101 AJK DOOR SERVICES INC	5/7/2018	\$1,436.00 GARAGE DOOR REPAIR - POLICE DE
Paid Chk# 037102 AMERIPRIDE SERVICES	5/7/2018	\$187.34 TOWELS & MATS
Paid Chk# 037103 CENTURYLINK	5/7/2018	\$157.10 TELEPHONE - FIRE HALL
Paid Chk# 037104 CERTIFIED LABORATORIES	5/7/2018	\$134.35 CLEANER DEGREASER VANDALISM SP
Paid Chk# 037105 CITY OF SAINT PAUL	5/7/2018	\$158.00 TRAINING CLASSES - QUANTITY 2
Paid Chk# 037106 C W TECHNOLOGY GROUP	5/7/2018	\$1,045.00 TELEPHONE - MAY BILLING
Paid Chk# 037107 EAGLE ENGRAVING	5/7/2018	\$119.93 CLOTHING - BADGES
Paid Chk# 037108 ESC SYSTEMS	5/7/2018	\$23.20 BATTERY BACKUP FOR PHONE SYSTE
Paid Chk# 037109 DAVID FORNERIS	5/7/2018	\$49.25 COMMERCIAL LICENSE REIMBURSEME
Paid Chk# 037110 GRAND FORKS FIRE EQUIPMEN	5/7/2018	\$160.65 EQUIPMENT PARTS - 6" SWIVEL GA
Paid Chk# 037111 HARTEL'S/DBJ DISPOSAL COMP	5/7/2018	\$702.08 TRASH PICKUP & RECYCLE
Paid Chk# 037112 HOLIDAY STATIONSTORES LLC	5/7/2018	\$1,743.05 FUELS - STREET DEPT
Paid Chk# 037113 LEAGUE OF MN CITIES	5/7/2018	\$20.00 SAFETY & LOSS CONTROL WORKSHOP
Paid Chk# 037114 L.M.C.I.T P&C	5/7/2018	\$63,764.00 PROPERTY & CASUALTY INSURANCE
Paid Chk# 037115 LMC INSURANCE TRUST	5/7/2018	\$3,042.00 PREMIUM AUDIT ADJUSTMENT
Paid Chk# 037116 LITTLE FALLS MACHINE INC	5/7/2018	\$500.35 NEW PLOW SHOES FOR INTL TRUCK
Paid Chk# 037117 LOCKSMITH SERVICES	5/7/2018	\$47.45 SERVICE CALL - KEYS
Paid Chk# 037118 MAKI & OVEROM, LTD	5/7/2018	\$5,801.00 ALMAC STREET PROJECT
Paid Chk# 037119 MINNEAPOLIS FINANCE DEPAR	5/7/2018	\$204.00 ANNUAL USER ACCESS FEE
Paid Chk# 037120 MINNESOTA ENERGY RESOURC	5/7/2018	\$52.80 GAS UTILITIES - CITY HALL
Paid Chk# 037121 MN DEPT OF NATURAL RESOUR	5/7/2018	\$1,274.38 WILDLAND EQUIPMENT
Paid Chk# 037122 PETERSON, LOREN W	5/7/2018	\$357.40 ACCOUNTING SERVICES
Paid Chk# 037123 PROCTOR BUILDERS	5/7/2018	\$82.04 BOLTS PROPERTY RM LOCKERS - PO
Paid Chk# 037124 PROCTOR JOURNAL	5/7/2018	\$332.15 CITY COUNCIL MTG MINUTES
Paid Chk# 037125 RANGE PAPER	5/7/2018	\$123.25 TRASH CAN LINERS
Paid Chk# 037126 RUHNKE, JOSHUA	5/7/2018	\$36.25 COMMERCIAL LICENSE REIMBURSEME
Paid Chk# 037127 SEH	5/7/2018	\$51,136.00 PROCT 2017-18 CITY ENGINEERING
Paid Chk# 037128 TOTALFUNDS	5/7/2018	\$704.97 POSTAGE
Paid Chk# 037129 TROY'S AMOCO	5/7/2018	\$337.73 2000 FORD TRUCK E350
Paid Chk# 037130 VERIZON WIRELESS	5/7/2018	\$405.88 TELEPHONE - POLICE DEPT
Paid Chk# 037131 W.L.S.S.D.	5/7/2018	\$28,914.00 WASTEWATER CHARGES

Total Checks

\$163,969.00

Pd Chk# 4467998 City of Proctor
4/11/18# 23084.37 PR18-07 wh
\$ 187053.37