

*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, July 16, 2018 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive**

CALL TO ORDER PUBLIC HEARING ON GARBAGE ASSESSMENTS

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES July 2, 2018 City Council Meeting Minutes

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

***1. COMMUNICATIONS**

A. WLSSD Letter to the Minnesota Pollution Control Agency

2. PLANNING & ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

A. Government Fund Payroll and Liquor Fund Payroll Period Ended 07/08/18

***4. COMMITTEE REPORT**

- A. Planning & Zoning Commission Meeting Minutes of June 25, 2018
- B. Proctor Economic Development Authority Meeting Minutes of July 10, 2018
- C. SEH Construction Meeting Minutes of July 11, 2018

***5. UNFINISHED BUSINESS**

- *A. SRO

6. NEW BUSINESS

- A. Resolution 28-18 Certify Assessments and Liens to County
- B. First National Bank of Proctor Corporate Authorization Resolution
- C. Proctor Police Civil Service Commission Request
- D. Discuss City of Proctor's involvement and "partnership" with ISD 704 in planning for outdoor rinks at arena and event center – Councilor Benson
- E. Discuss City of Proctor's involvement with ISD 704 in planning for future of arena and the South St. Louis County Fair Grounds – Councilor Benson
- F. Governing Body – Councilor Schwarzbauer
- G. Letter of Understanding LOU Teamsters

7. LABOR AND NEGOTIATIONS ISSUES – Per MN Statutes 13D Closed Meeting

- A. Letter of Understanding LOU Teamsters
- B. Attorney Client Privileged Personnel

MEMBER CONCERNS

Schwarzbauer:

Benson: Update on Dead Sod

Nowak:

DeWall:

Larson:

BILLS FOR APPROVAL

General: \$115,679.39

Liquor: 37,143.06

Total: \$152,822.45

TOTAL BILLS FOR APPROVAL: \$152,822.45

ADJOURNMENT:

Philip G. Larson
Mayor

City of Proctor

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

Mark Casey
Administrator

You Have A Place In Proctor

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

PUBLIC HEARING

PROCTOR CITY COUNCIL

The Proctor City Council will have a Public Hearing on Garbage Assessments at their regular meeting of July 16, 2018 at 6:00 p.m. in the Council Chambers.

Sincerely,



Mark Casey
City Administrator
Proctor, Minnesota

July 11, 2018

Minutes of the regular Proctor City Council meeting held Monday, July 2, 2018 in the Community Center Council Chambers.

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

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

OTHERS PRESENT: Administrator Mark Casey; City Attorney John Bray; Nick Greenwood, Peggy Vanderscheuren, Police Chief Gaidis, Kathy Hannan, Chad Ward, Margaret Taylor (Midway Township), Noelle Lent

APPROVAL OF THE MINUTES:

Motion by, DeWall seconded by Schwarzbauer and carried (5-0): To approve the June 18, 2018 City Council Meeting Minutes. Schwarzbauer did comment on the minutes and the fireworks donation process. Benson did have one change of the minutes for informational purposes as to who advised him on the sod of the county project.

APPROVAL OF THE AGENDA:

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To approve the agenda for July 2, 2018, with the following additions: 6J: Fire Department Engine #1 Transmission; 6K: Metropolitan Interstate Council Survey; From Old Business 5B: Resolution 24-18 Appointing Advisory Member to the Liquor Control Board.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Gordon Downs made mention of the donations he has given to the golf course and was concerned the sales tax needed to be paid for the fairway mower his trust purchased. Casey explained what types of materials and equipment are exempt from the State Sales Tax and equipment for golf courses does not qualify for sales tax exemption. Nancy Smith- is concerned about all the fireworks being discharged in town and those residents with PTSD, and pets are affected. She would like the City to pick a date to have the fireworks blown off.

Kathy Hannan-Not enough agendas set out on the table.

Chad Ward- Sod that was laid on 5th street is not taking due to being placed on class 5 gravel. Also, fireworks for Hog Head Festival donations could be made through the PUC "Round Up" program on the utility bills. Mayor explained that donations can be made for the fireworks but not through the "Round Up" program.

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

Motion by Schwarzbauer, seconded by Larson and carried (5-0): To approve the Consent Agenda, with item 5B to be pulled and added as item 6L Resolution 24-18 (Appointing Advisory Member to Liquor Control Board).

***1. COMMUNICATIONS**

- A. St. Louis County Communications on Comprehensive Plan
- B. MN DNR RE: Fy 2019 Outdoor Recreation Grant Program
- C. Thank you from United Lutheran Church
- D. Coalition of Greater Minnesota Cities Summer Conference
- E. WLSSD Reduction Program

2. PLANNING AND ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Government and Liquor Fund Payroll Period Ended 06/24/2018

***4. COMMITTEE REPORTS**

- A. Benson asked if we can put the Construction Minutes in this section.

***5. UNFINISHED BUSINESS**

- A. SRO
- B. Resolution 24-18 Appoint Advisory Member to Liquor Control Board

Motion by DeWall, second by Larson and carried (5-0) to suspend the agenda and move to closed session under MN Statutes 13D to discuss Attorney Client Privilege, Annexation, and Finance Director Appointment. Time 6:24 p.m.

Motion by Schwarzbauer, second by DeWall and carried (5-0) to adjourn the Closed Session and resume the regular council meeting. Time 6:35 p.m.

6. NEW BUSINESS

A. Appoint Finance Director/Accountant/Deputy Clerk.

Motion by DeWall, second by Schwarzbauer and carried (5-0) to approve the appointment of Noelle Lent to Finance Director/Accountant/Deputy Clerk and ratify her contract for the term of 7/9/2018 to 12/31/2019 at an annual salary of \$62,000 prorated for 2018 and \$63,860 for the year 2019.

B. Construction Meetings:

This item was brought by Councilman Benson as to where and when the weekly construction meetings take place. Benson asked that the construction minutes be included in the meeting minutes of Committees. No Action taken as this item was informational.

C. Dead Sod Follow Up

Councilman Benson gave a follow up to the sod conditions for the county projects of 2017. The County has stated to him and the administrator there have been some issues with the vendor of the sod and the County is following up on this matter. No Action taken on this item.

D. CDGB Grant Cycle –

Councilman Benson would like the City to consider applying for 2019 CDBG funds for commercial and residential redevelopment/demolition. Stating the Mayor had brought this concern to the Council at a previous meeting. He also stated the City was unsuccessful in the last application process and believes there may be a better chance in 2019. Benson also provided information as to how CDBG dollars are leverage against city funds. No Action taken.

E. Call for Public Hearing on Garbage Assessments

Motion by Larson, second by DeWall and carried (5-0): To call for a Public Hearing on Garbage Assessments for July 18, 2018 at 6 p.m. in Council Chambers.

F. Temporary IT Proposals CW Technologies and Compudyne

Motion by Larson, second by DeWall and carried (5-0): to enter into an agreement with Compudyne Inc. of Duluth for temporary IT services.

Discussion by Chief Gaidis and Administrator Casey giving the pros and cons of each company and the needs of the police department and having to be BCA compliant.

G. Appoint Temporary Personnel Committee

Motion by Larson, second by DeWall and carried (5-0) to approve Diane Guliani, Gary Nowak, and Jim Schwarzbauer to be the temporary Personnel Committee to address personnel issues named in a investigative report.

Discussion by Larson as to a conflict of him being on the committee. DeWall stated that he appreciates the support to be on the committee but someone else should get an opportunity to handle some the on going issue.

H. Northland Trust Service Agreement

Motion by Nowak, second by Schwarzbauer and carried (5-0) to approve the agreement to have Northland Trust be the paying agent, registrar and transfer agent services for the 2018A GO Improvement Bonds.

I. Set Special Council Meeting for Fire Department Presentation

Motion by Schwarzbauer, second by DeWall and carried (5-0) to hold a special council meeting on July 16, 2018 at 5:00 p.m. in council chambers.

Discussion by the council as to the needs of a Ladder/Pumper truck by the fire department. DeWall stated the person giving the presentation will provide information as to the need and what effect it may have on the ISO ratings. Also NFPA rules that may require this type of apparatus.

J. Engine #1 Transmission Quote

Motion by Larson, second by DeWall and carried (5-0) to accept the quote from Nuss Truck in the amount of \$12,800 to replace the transmission to Engine #1

Casey stated that due to the fact this is an emergency service vehicle and has been inoperable for over a week, the normal two quotes will not be adhered to. Acquiring other quotes will only lengthen the time the engine is out of service.

K. Transportation Survey

This was an informational item brought forth by Councilman Benson in regards to a survey the Metropolitan Interstate Council is looking for feedback. Benson asked the Administrator to disseminate the flyer and website to the Council for their input.

L. Resolution 24-18 Naming Advisory Member to Liquor Control Board

Motion by Larson, second by Nowak and carried (4-1 Benson voting Nay) to name Dick Kari to the Liquor Control Board as an advisory member.

Benson stated the Council never talked about the qualifications needed to fill this position. Larson reviewed Kari's qualifications. Benson also stated how do we quantify the qualifications and its process.

7. LABOR AND NEGOTIATIONS – Per MN Statutes 13D Closed Meeting

Discuss attorney client privilege
Annexation Report

Finance Director Appointment

MEMBERS CONCERNS:

Schwarzbauer: Summary of the four types of incentives:

Purpose Driven

Social

Status

Material

Also stated he would like to address some of these issues at the next council meeting.

Benson:

Nowak:

DeWall:

Mayor Larson and Administrator Casey:

BILLS FOR APPROVAL

General Bills: \$80,815.29

Liquor Bills: \$30,350.06

Total: \$111,165.35

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To approve the bills for payment as listed.

ADJOURNMENT

Motion by Dewall, seconded by Larson and carried (5-0): To adjourn the City Council meeting at 7:24 pm.



2626 Courtland Street
Duluth, MN 55806-1894
phone 218.722.3336
fax 218.727.7471
www.wlssd.com



Western Lake Superior Sanitary District

July 11, 2018

Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155
ATTN: Discharge Monitoring Report

Dear Regulatory Authority:

This cover letter is a summary of Western Lake Superior Sanitary District's Wastewater Treatment Plant Report for June 2018 (as per NPDES/SDS permit MN0049786). An electronic copy of this month's report will be submitted to MPCA. If anyone would like a paper or electronic version of the attachments please contact WLSSD at (218) 722-3336.

The average daily flow to the plant in June was 40 MGD.

The average influent cBOD5 concentration was 161 mg/L and the average effluent concentration was 6.3 mg/L. The cBOD5 removal efficiency for the month of June was 95.7 percent. The average influent and effluent suspended solids concentrations were 181 mg/L and 8.9 mg/L, respectively, providing a monthly suspended solids removal rate of 94.6 percent.

For the month of June, the effluent phosphorus calendar month average concentration was 0.4 mg/L and 61 kg/d, compared to the respective calendar month average limits of 1.0 mg/L and 115 kg/d.

For the month of June, the effluent's daily maximum mercury concentration was 5.8 ng/L and the monthly average was 4.2 ng/L. WLSSD's reissued NPDES permit stipulates Mercury discharge limitations of 5.8 ng/L for the calendar month average, and 7.4 ng/L for a daily maximum. In milligrams per day, the calendar month average limit is 1062 and the daily maximum limit is 1355. For the month of June, the calendar month average Mercury was 555 mg/d, and the daily maximum was 749 mg/d.

During the month of June, one sewage release occurred related to wet weather.

1A

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July 11, 2018

The submittal also contains: a Sample Values Spreadsheet, Dmr Calculated Values Spreadsheet, and reports of sewage releases if applicable.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Bohren', with a long horizontal flourish extending to the right.

Marianne Bohren
Executive Director

MB/jlm

Attachments

CC: Ms. Alleca Johnson
Ms. Rhonda Peleski
Ms. Lori Stigers
Mr. Caleb Peterson
Mr. Howard Jacobson
Mr. Derek Wolf
Ms. Ruth Jorgenson
Mr. Mark Casey
Mr. John Mulder

PR 18-14

6/25/18-7/8/18

3A

CITY OF PROCTOR

07/12/18 3:58 PM

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Payroll Summary - General Funds

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
General Fund	Tourism	Tourism Expenditures	Full-Time Employee Regular	\$1,672.80
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$674.90
	City Clerk	Administrative	Full-Time Employee Regular	\$8.75
	City Clerk	Administrative	Full-Time Employee Regular	\$140.00
	City Clerk	Administrative	Full-Time Employee Regular	\$2,687.25
	City Clerk	Administrative	Full-Time Employee Overtime	\$85.31
	Police	Operations (Police)	Full-Time Employee Regular	\$804.00
	Police	Operations (Police)	Full-Time Employee Regular	\$12,492.12
	Police	Operations (Police)	Full-Time Employee Regular	\$2,010.24
	Police	Operations (Police)	Full-Time Employee Regular	\$1,044.96
	Police	Operations (Police)	Full-Time Employee Overtime	\$1,023.03
	Police	Operations (Police)	Full-Time Employee Overtime	\$1,023.48
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$310.24
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$310.24
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,098.34
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$155.12
	Police	Admin Secretary (Police)	Part-Time Employee	\$3,501.81
	Police	Admin Secretary (Police)	Part-Time Employee	\$28.47
	Police	Police Grant Labor	Full-Time Employee Overtime	\$273.78
	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	\$305.49
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$321.48
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$3,177.21
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$185.37
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$625.68
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,621.20
	Park	City Parks	Full-Time Employee Regular	\$238.95
	Park	City Parks	Temporary Employees Regular	\$960.00
	Recreation	Ball Field Maintenance	Temporary Employees Regular	\$162.50
FUND 100 General Fund				\$40,696.57
Sewer Fund	Public Works	Sewer	Full-Time Employee Regular	\$57.90
FUND 500 Sewer Fund				\$57.90
				\$40,754.47

CITY OF PROCTOR
Payroll Summary - Liquor Fund

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Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$174.80
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$174.80
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$131.10
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,267.30
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$177.48
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$2,597.45
FUND 600 Liquor Fund				<u>\$4,522.93</u>
				<u>\$4,522.93</u>

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 14

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	3.25	1.5	\$85.31	City -BI-wk
Shift Multiplier 1.5	3.25		\$85.31	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	12.00	1.5	\$475.92	City -BI-wk
POLICE	12.00	1.5	\$547.56	City -BI-wk
POLICE	9.00	1.5	\$475.47	City -BI-wk
POLICE	12.00	1.5	\$547.56	City -BI-wk
POLICE	6.00	1.5	\$273.78	City -BI-wk
Shift Multiplier 1.5	51.00		\$2,320.29	
Pay Group Description City -BI-wk	54.25		\$2,405.60	
Location Description Liquor Store				
Shift Multiplier 1.5				
Liquor Store	8.00	1.5	\$177.48	Liq -BI-Wk
Liquor Store	7.00	1.5	\$155.30	Liq -BI-Wk
Shift Multiplier 1.5	15.00		\$332.78	
Pay Group Description Liq -BI-Wk	15.00		\$332.78	
	69.25		\$2,738.38	

Minutes of the Planning and Zoning Meeting of Monday June 25, 2018 held in the Council Chambers at the Proctor Community Center.

Chairman Aldridge called the meeting to order at 5:01 p.m.

MEMBERS PRESENT: Chair Aldridge, Vice Chair Harnell, Commissioner Boysen, Commissioner Lambert and Commissioner Tuomi

OTHERS PRESENT: City Administrator Mark Casey and Confidential Administrative Assistant Robin Hansen

MEMBERS ABSENT: None.

APPROVAL OF MINUTES:

Lambert asked for the May 29, 2018 Meeting Minutes be corrected to reflect it was he who said to change Pine Street to Pine Avenue, and not Harnell.

Motion by Lambert, seconded by Boysen and carried 5-0: To approve the May 29, 2018 Planning and Zoning Meeting Minutes with the revision.

APPROVAL OF AGENDA:

The commission stated there was no action taken on 3A.

Motion by Lambert, seconded by Boysen and carried 5-0: To approve the Monday June 25, 2018 Meeting Agenda.

1. PUBLIC HEARING

Annual Public Input Meeting for Storm Water Sewer MS4

This meeting was open to the public. Only the commission was in attendance.

City Administrator explained this is the annual MS4 Water Management Hearing that has taken place the last few years, and that the City of Proctor is required to submit a report on storm water management and what the city is doing to prevent runoff. Casey noted that the city's website reflects the Inflow & Infiltration (I&I) information; along with the I&I flyers sent with the utility bills each year. SHE also gives assistance and reports each year. In closing Casey stated the hearings are held to give the public an opportunity to give their input.

Motion by Boysen, seconded by Lambert and carried 5-0: To close the Annual Public Hearing for Storm Water Sewer MS4 at 5:07 p.m.

Terry Schultz from the Fire Department dropped off the 5th Street Fire Department Report on the Glas properties. There is a restriction on the insurance company money until the property is cleaned up.

2. COMMUNICATIONS

A. Rental Ordinance

In response to Commissioner Tuomi's suggestion, Casey stated the Minnesota Department of Revenue is not able to share Certificate of Rent Paid (CRP) Information. Tuomi then stated the Utilities Department should have information on rentals in Proctor. Casey said this could be followed up with Utilities. Tuomi also shared there is a Westside 2nd Street homeowner who gets homestead on two properties and one is a rental.

Casey stated the number of telephone calls regarding rentals in Proctor is increasing. He then shared his concerns which was whether the City has the where with all and staff to monitor it; along with the understanding that if one person gets hurt on rental property then the City of Proctor needs to have an ordinance.

Discussion ensued and it was decided to get information from Utilities (PUC) on rentals.

B. Communication from St. Louis County Public Health Department

Casey explained there is a process for declaring properties nuisances/condemned.

St. Louis County Public Health Department worked in conjunction with Proctor's Building Inspector to review and visit the properties of concern, and none of them meet the criteria of a public health nuisance.

C. Communication from Jim Rich, Building Official

Jim Rich responded to the City's inquiry with a method/process of notifying property owners to become compliant with regard to blighted properties.

Casey is looking for a motion to send letters to these homeowners.

Motion by Boysen, seconded by Harnell and carried 5-0: To recommend to the City Council to support the mailing of the letters of compliance.

3. BUILDING PERMITS (C-1 and above)

A. 531 S. Boundary Avenue Zoned C-1 Mini Storage Unit

Boysen stated everything is approved, and Casey said Mr. Ortberg, owner of the property has submitted a request for utilities, electric only.

4. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None.

5. COMMITTEE REPORTS

***6. UNFINISHED BUSINESS**

A. Signage

Attorney Bray was unable to attend this meeting. The commission will wait for Bray to bring back language to include how long the sign can be in place.

B. Sign/Banner Across 3rd Avenue

901.04. Public Nuisances Affecting Peace and Safety

This item is in regard to a banner being placed across 3rd Avenue which will be closed during the Hoghead event. City Administrator Casey stated this was a request from a business owner who has not gotten back to him. Casey said, he and Fire Chief Kerry Helquist see no issue as long as trucks can pass underneath the banner.

The committee discussed this item further and thought it should go before the City Council; along with more information as to where the banner is being placed. The decision was to leave this item as "Unfinished Business".

7. NEW BUSINESS

None.

8. BUILDING INSPECTOR REPORT

Building Report Summary was presented and noted that it was printed 10 days prior to the meeting.

MEMBER CONCERNS:

Tuomi

Boysen

Lambert - Concern is the grass at 103 - 1st Avenue and 5th. The committee decided to send a letter with a July 10, 2018 deadline, along with stating the city ordinance.

Harnell

ADJOURNMENT

Motion by Lambert, seconded by Tuomi and carried (5-0): To adjourn the meeting at 5:37 p.m.

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. on Tuesday, July 10, 2018 in the Proctor Community Center.

The meeting was called to order by Chairman Madson at 6:00 p.m. (non-televised)

MEMBERS PRESENT: Commissioners: Wayne Pulford, Chairman Eric Madson and Vice Chairman Tom Lavato, Mayor Larson

MEMBERS ABSENT: Two Open Positions, Carol Lind

OTHERS PRESENT: City Administrator Mark Casey

APPROVAL OF MINUTES: PEDA Meeting Minutes of May 8, 2018

Motion by Pulford, seconded by Larson and (carried 4-0): To approve the PEDA Meeting Minutes of May 8, 2018.

APPROVAL OF AGENDA: PEDA Agenda July 10, 2018

Motion by Larson, seconded by Pulford and carried (4-0): To approve the PEDA with the addition of 5C Corporate Authorization Resolution; and 5D August meeting date.

1. COMMUNICATIONS

2. PLANNING & ZONING COMMISSION MATTERS

Casey stated the P & Z is working on some issues of dangerous properties and is looking for support of the city council to demolish said properties by financing the project. Casey also stated the item should go before the Council at their August meeting.

3. PEDA SECRETARY ADVISES AUTHORITY

Motion by Larson, seconded by Pulford and (carried 4-0) to accept the PEDA financials with Casey needing to add the accrued interest on the Swanson loan for the next agenda. Casey also stated the City and PUC has hired a new Finance Director/Accountant –Noelle Lent. Larson gave a brief description of her qualifications and background.

4. UNFINISHED BUSINESS

A. Swanson Loan

Discussion took place as to where PEDA is in the process. Larson asked how long the collections court will take. Casey stated he will check with the City Attorney. Pulford

raised the issue of what happens with the loan. Casey stated at some point the City and PEDDA will have to approve to write the loan off as bad debt and get it off the books.

Motion by Pulford, no second made to write the loan off. Madson and Larson were concerned if we write the debt off now, will it affect the collections process. Motion failed due to lack of a second.

B. Resolution 01-18P- Amending By-Laws from 7 to 5 members.

This item was from previous meetings for PEDDA to consider reducing the number of members from seven to five. Discussion took place that there is no rush to take action on this item. – Informational Only no action taken..

5. NEW BUSINESS

A. BDRHC Fund \$13,264.67

Discussion as to whether to donate to the “Playground for Everybody” fundraiser and wait until it has been determined how much money was raised before making a recommendation. NO Action Taken.

B. REI Outdoors Programs & Outreach

Discussion on the information put to the PEDDA by Councilmember Schwarzbauer on how and why the city should try and attract REI Outdoors to the Proctor area. Madson stated he had a conversation with Schwarzbauer and is excited that he is taking the lead on this and a BMX race track for bikes and youth. Madson also stated REI has been holding outdoor seminars in the area which Schwarzbauer attended and shows that REI is holding an interest in the area and Proctor has space available.

C. Corporate Authorization-

Motion by Pulford, seconded by Lavato and (carried 4-0) to approve the Corporate Resolution authorizing Noelle Lent to be a signator on PEDDA documents and accounts.

D. Meeting Change:

Motion by Pulford, seconded by Larson and (carried 4-0) to change the August meeting date to August 16, 2018 at 6:00 p.m. due to regular meeting is held on election day.

6. MEMBER CONCERNS

Pulford – gave positive feedback to the county and their work being done on Boundary Avenue.

APPROVAL OF BILLS:

Motion by Lavato, seconded by Pulford and (carried 4-0) to pay the \$347 membership fee to The Duluth Area Chamber of Commerce.

ADJOURNMENT

Motion by Larson, seconded by Pulford and carried (4-0): To adjourn the meeting at 6:57 p.m.



Building a Better World
for All of Us®

CONSTRUCTION MEETING MINUTES

RE: S.A.P. 069-596-011 6th & Almac
C.P. 0000-388268
C.P. 0000-388069
C.P. 0000-388070
City Proj. No. 395
Proctor, MN

Date of Meeting: July 11, 2018

Project Manager: Matt Bolf, PE

Time of Meeting: 8:00 a.m.

SEH No.: PROCT 139933 16.00

Location of Meeting: 6th Street (Between 2nd & 3rd)

Meeting No: 3

Attendees: Tyler, Matt, Steve - SEH
Mark, Rick, Josh, Jay - City
Pat C. - PUC
Dave, Josh - Ulland
Nancy Smith - Resident

Distribution: Mark Casey – City of Proctor
Rick LaLonde – City of Proctor
Charlene Jones – City of Proctor
Dave Nelson – Ulland Brothers
Josh Ranta – Ulland Brothers
Joe Butler - Braun

I. Public Input

- A. Notify Pit Stop Bar owner of sanitary wye location.
- B. Road closure and detour notifications need to be given to Fire department and Police department at 2nd avenue and 3rd avenue. Gold Cross notification runs through the fire department. 4th avenue notification needed as well for emergency vehicle to access assisted living homes to the north.
- C. Spruce tree at house #801 Almac Drive may need to be cut down for utility installation. Ulland will determine tree removal needs when work begins on Almac Drive.

II. Erosion Control

- A. Inlet Control in place
- B. Silt Fence/Compost Logs in place – Northwoods was on site yesterday to finish logs and silt fence on 6th Street.
- C. Monitoring & Documentation – Weekly contractor site inspections are being kept in the job trailer
- D. Dust control – Ulland has a truck ready for when it is needed.

III. Work Schedule

- A. Upcoming Work Items
 - 1. Water service and sanitary service installation along 6th between 2nd Avenue and Boundary Avenue this week and next week.
 - 2. Storm sewer- Will possibly begin next week on 6th Street.
 - 3. Curb & Gutter- Ulland’s plan is to have JMF construct concrete curb and gutter along with concrete sidewalk between 2nd Avenue and Boundary Avenue, starting the 1st of August.

Meeting Agenda
Page 2

4. County Fair - The Fair starts today. The County is okay with using bituminous millings temporarily at Boundary Avenue for Fair traffic. Ulland will maintain this area throughout the County Fair dates.
 - B. Overall Schedule – Ulland will start on Almac in the next week or two depending on a second crew availability.
- IV. Construction Issues**
- A. Add water & sanitary services to 320 6th Street - This house has been restored since the fire. Ulland will provide new sanitary and water services to the right-of-way.
 - B. Bed rock near 816 Almac Drive – The gas company ran into bedrock and adjusted the alignment of the new main. Ulland will pre-dig this section of water main to ensure there are no conflicts with the proposed water main. Ulland will pre-dig when temporary water hookups are occurring.
 - C. Poor soils found during trench excavation, backfill material did not meet compaction test. Additional soil blending and/or farming of the material may be needed to reach 95% compaction requirement and help to dry out the underlying soils.
 - D. Proposed grades at hydrants. Ulland will use riser extensions on hydrants that need to be brought up to finished grade. Steve V. will coordinate what is needed with Ulland.
 - E. Most water services encountered are galvanized steel piping. These services are in very poor condition, and are very brittle with pre-existing cracks and holes. Ulland is having a tough time making a connection to these pipes without them cracking. Ulland and PUC is looking at alternative connection hardware for these delicate pipes. It is strongly recommended for homeowners to replace these poor conditioned pipes located from their property line to their house.
 - F. Ulland inquired about boring the water main in the Almac/Ugstad utility easement to limit tree disturbance. The City may still want the trees removed for access purposes.
- V. Review of Submittals**
- A. Shop Drawings – None at this time.
- VI. Private Utilities**
- A. Gas main relocation – No updates.
 - B. Power pole relocations – Waiting on easements.
- VII. Public Notifications**
- A. Weekly meeting minutes to be posted on City webpage.
 - B. Garbage companies – Ulland is working with the garbage company and the homeowners.
 - C. Post Master – Carrier walks the 6th Street route.
- VIII. Traffic Control**
- A. See note above under public input.
- IX. Staking Needs**
- A. Possible storm staking is needed next week. Steve will coordinate with Ulland as needed.
- X. Materials Testing**
- A. Schedule –
 - B. Results – Failed compaction test with utility backfill material. See notes under construction issues.
- XI. Contractual Items**
- A. Minor Extra Work Order – N/A
 - B. Change Orders – N/A
 - C. Contractor Payments – Quantities have been entered into OneOffice. 1st pay application will be cut through July 10th.
 - D. Dave to send payrolls to SEH.
- XII. Miscellaneous**
- A. Easement updates – Needed by the end of next week. Mark will send contact information to Matt so that he may reach out directly to the homeowners.

XIII. Next Meeting – Wednesday July 18th @ 8:00 a.m.

SEH believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors in the minutes, they should notify the writer at once. Unless objections are raised within seven (7) days, we will consider this account accurate and acceptable to all.

If there are errors contained in this document, or if relevant information has been omitted, please contact Matt Bolf, PE at 218.279.3025.

c: eFile

\\sehdl\project\p\p\prod\138833\7-const-svca\alte meetings\construction meeting 3 minutes 071118.docx

6A

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

CITY OF PROCTOR RESOLUTION NO. 28-18 CERTIFY ASSESSMENTS AND LIENS TO COUNTY

WHEREAS, pursuant to notice duly given as required by law, the City Council has met and passed upon all objections to the proposed assessments for the following delinquent accounts of 2017-2018:

SOLID WASTE REMOVAL

and has amended such proposed assessments as it deems just:

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

1. Such proposed assessments, a copy of which are attached hereto and made a part hereof is hereby accepted and shall constitute the special assessments against the land named therein, and each tract of land therein is hereby found to be benefited by the City.
2. Such assessments shall be as follows:
 - a. The assessments shall be payable including principal and \$50 City collection fee upon ratification of this resolution. Said payment to be payable prior to October 1, 2017 thereafter a 10% penalty shall apply.
 - b. The owner of the property so assessed may at any time prior to the November 15th of this year, pay to the Solid Waste Collector, or City Clerk, the whole of the principal amount of the assessment on such property, provided that no such prepayment shall be accepted without payment of all installments due to the City, County, and Solid Waste Collector.
3. The City Clerk shall forthwith transmit a certified duplicate copy of this assessment to the County.
4. The past due accounts for solid waste removal (as the term is defined in the City Code 505.13) services be certified by the City Clerk of the City of Proctor, Minnesota to the County Auditor, and the City Clerk in so certifying shall specify the amount thereof, the description of the premises served, and

the name of the owner thereof. The amount so certified shall be extended by the County Auditor on the tax rolls against such premises in the same manner as other taxes, and collected by the County Treasurer, and paid to the City along with other taxes.

Moved by Councilperson _____ and supported by Councilperson _____ that the above resolution be adopted.

Voting Aye:

Voting No:

Absent:

WHEREUPON said resolution was adopted this 16th day of July 2018.

Attest:

Philip Larson
Mayor

Mark Casey,
City Clerk/Administrator

6B

CORPORATE AUTHORIZATION RESOLUTION

FIRST NATIONAL BANK OF PROCTOR
211 SECOND STREET
PROCTOR, MN 55810

By:

CITY OF PROCTOR

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

MARK CASEY, certify that I am Secretary (clerk) of the above named corporation organized under the laws of STATE OF MINNESOTA, Federal Employer I.D. Number _____, engaged in business under the trade name of CITY OF PROCTOR, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on JULY 16, 2018 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified. ANY AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
1. <u>PHIL LARSON - MAYOR</u>	X _____	X _____
3. <u>CHARLENE JONES - PUC</u>	X _____	X _____
2. <u>NOELLE LENT - ACCOUNTANT / FINANCE</u>	X _____	X _____
3. <u>MARK CASEY - ADMINISTRATOR / CLERK</u>	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
_____	(1) Exercise all of the powers listed in this resolution.	_____
<u>A, B, C, D</u>	(2) Open any deposit or share account(s) in the name of the Corporation.	<u>3</u>
<u>A, B, C, D</u>	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	<u>2</u>
<u>A, C, D</u>	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	<u>2</u>
<u>A, B, C, D</u>	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	<u>2</u>
—	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	<u>2</u>
—	(7) Other _____	_____

LIMITATIONS ON POWERS: The following are the Corporation's express limitations on the powers granted under this resolution.

EFFECT ON PREVIOUS RESOLUTIONS This resolution supersedes resolution dated PREVIOUSLY if not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation. In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on _____ (date).

Attest by One Other Officer Secretary

CORPORATE AUTHORIZATION RESOLUTION

FIRST NATIONAL BANK OF PROCTOR
211 SECOND STREET
PROCTOR, MN 55810

By:

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

MARK CASEY, certify that I am Secretary (clerk) of the above named corporation organized under the laws of STATE OF MINNESOTA; Federal Employer I.D. Number 44, engaged in business under the trade name of PROCTOR, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on August 1, 2016 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
<u>DAVID BRENNAN Mayor</u>	<u>David Brennan</u>	X
<u>CHARLENE JONES PUC Ops Coordinator</u>	<u>Charlene Jones</u>	X
<u>JENNIFER CROWN Assistant Administrator</u>	<u>Jennifer Crown</u>	X
<u>MARK CASEY Administrator / Clerk</u>	<u>Mark Casey</u>	X
		X
		X

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, E, and/or F	Description of Power	Indicate number of signatures required
<u>A, C, D, B</u>	(1) Exercise all of the powers listed in this resolution.	<u>2</u>
<u>A, C, D, B</u>	(2) Open any deposit or share account(s) in the name of the Corporation.	<u>2</u>
<u>A, B, C, D</u>	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	<u>2</u>
<u>A, C, D, B</u>	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	<u>2</u>
<u>B, C, D, A</u>	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	<u>2</u>
<u>A, D, A, B</u>	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	<u>2</u>
	(7) Other _____	

LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution.

EFFECT ON PREVIOUS RESOLUTIONS This resolution supersedes resolution dated _____ . If not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on 8-12-2016 (date).

Attest by: [Signature] One Other Officer

Secretary

62

July 11, 2018

To: The Proctor City Council

From: The Proctor Police Civil Service Commission

At the Police Civil Service Commission meeting on July 5, 2018, a motion was made, seconded and unanimously approved to recommend moving forward in the hiring process of Matt Riebel, lateral position, for Police Officer, and Stacy Libby as Police Records Technician, and to strongly request the City negotiation team to make adjustments and bring wages competitive and in line with surrounding communities.

Respectfully,

**Diane Giuliani
Steve Elder
Lori Anderson
Proctor Police Civil Service Commission**

6F

St. Paul to City Hall: Qualities of an Effective Governing Body

By David Unmacht

I previously wrote a column titled "Five Qualities of a 'Premier' City," in which I described my experiences gathering information on the best practices of Minnesota city governments (Nov-Dec 2017 issue of Minnesota Cities). Now I want to focus on the qualities of effective governing bodies.

Much has been written and attempted when it comes to building an effective governing body (city council, county board, etc.). There is no magic potion that makes it happen; it requires hard work, deliberate change when needed, and most importantly, a commitment from all participants. The role of staff in encouraging or inhibiting effective governance cannot be understated; it is truly a joint effort.

I started collecting information on governing body best practices when I worked in Scott County (1997-2008). During much of my tenure as county administrator, the County Board and staff had an excellent working relationship. During one of my performance reviews, Commissioner Jon Ulrich asked me, "What works in this county? Can you define why we are a strong team?" The answer was, "Yes," and my staff and I put together a list of qualities to share with the Board.

Over time, I have evaluated and tested these principles for authenticity and validity. The list is not perfect, nor does it apply to every situation, but the ideas work and, indeed, they make a difference. The original list included more than a dozen examples of effective qualities of a governing body. I will review the most important ones here.

Clear staff expectations

The fundamental role of a governing body is to identify clear goals, expectations, and accountabilities for your staff. Dysfunction is a symptom of confusion about duties and responsibilities. For example, councilmembers performing the roles of staff while staff is too deeply involved in policy or politics. Conflict is a certainty when expectations are unclear. Make sure there is consensus about expectations.

Agree to disagree

One of the fundamentals of our democracy and representative government is differing opinions. Debate and disagreement are healthy and can lead to better policy and informed decisions. However, when they become personal, the effectiveness of the governing body collapses. Effective leaders leave personal animosity and lingering disputes outside the front door of city hall.

Personal responsibility

Being an effective leader of a city council requires personal accountability and responsibility. Key components of responsibility include the importance of respectful public decorum during meetings; the ability to bring levity and humor to the workplace; and a genuine job of both holding staff accountable for mistakes, while also making sure they get credit for good work.

Effective governing bodies don't look to blame. Instead, they learn from their mistakes and move forward. Reflect on how well you and your peers represent these values at city hall.

Stay connected to residents

There is an underlying distinctiveness that elected officials have in relationships with residents that a city staff member does not and will not ever have. Yes, good staff work includes knowing and understanding what residents want, but that is not its primary role.

Elected officials must stay connected to the community and ensure that all voices are represented at city hall. Create positive and constructive ways to listen, engage, and communicate with all constituents. Effective governing bodies balance the interests of everyone and not just those who are most vocal.

Be human

Elected officials and city staff form a partnership through relationships and responsibilities. With that come principles, including those that appear to be obvious, but not always practiced: honesty, open communication, transparency, and having the ability to admit when you are wrong. Effective governing bodies are made up of human beings, not robots.

Why is it that some governing bodies have dysfunctional qualities? Experience shows it is likely a combination of personal agendas, long-held animosities, lack of clear goals and expectations, and other reasons unique to each city. Sadly, there are some that revel in chaos and conflict; certainly, our current political culture reflects this state. But it does not have to be this way.

I close this column as I closed the earlier one—by encouraging you to talk to your colleagues at city hall about how well you execute each of these qualities and, ultimately, ask the questions: Are we an effective governing body? If not, why not?

David Unmacht is executive director of the League of Minnesota Cities. Contact: dunmacht@lmc.org or (651) 281-1205.

Community Assemblies Educate and Build Citizen Engagement

By Marisa Helms

Brooklyn Park resident Xiongpaο “Xp” Lee found inspiration and momentum for a life in public service after taking part in the Minnesota Community Assembly last winter.

During eight days spread over three weekends in November and December 2017, Lee and a diverse group of 44 other participants came together for a series of workshops designed to give them a broad understanding of how local government works and how they could make it better.

The Brooklyn Park group is one of four such assemblies organized through the Minnesota Community Assembly Project, led by Hamline University Political Science Professor David Schultz.

When they started, some in the Brooklyn Park group had such limited experiences with government that they had never met an elected official and didn’t know they could visit City Hall any time or call their mayor directly.

Group members heard lectures from experts about the differences between city, state, and local government and, with the help of facilitators, they broke into small groups for discussions about election and decision-making processes and concepts like equity, transparency, and accountability.

In the end, Lee and the assembly participants came away with a strong grasp of their roles in the local democratic process. They presented their recommendations for reform to the City Council on March 12.

‘Transformative’ experience

Lee says working with the other residents and hearing from city officials who presented during the assembly helped him understand how much opportunity there is for people from all backgrounds to get involved in their community.

“The word I use to describe the experience is: ‘transformative,’” says Lee, a Hmong refugee who came to the U.S. when he was a baby.

Lee’s enthusiastic response to the assembly was nearly universal among the Brooklyn Park participants, says Mayor Jeffrey Lunde. As a city official, Lunde did not take part in the assembly, but he says he was impressed with the group’s sophisticated comments when they presented their recommendations to the Council.

“From what I saw, there was lots of excitement and a clear sense of purpose,” Lunde says. “We’re big on engagement, and the assembly organizers and speakers did a great job. They didn’t tell participants what to think, but helped them make informed recommendations.”

The Brooklyn Park assembly recommendations included expanding the mayor’s hours from part-time to full-time, reconstituting a “Welcome to Brooklyn Park” kit that helps connect new residents to services and resources, making the police department more diverse, and providing access to capital for local small businesses.

Brooklyn Park’s assembly is a true success story and a great model for other cities, according to assembly project manager Schultz.

“Cities can really learn something from these assemblies about how to do community engagement for comprehensive planning or other activities,” Schultz says. “When you provide an opportunity for residents to talk with one another and receive good information about what local government does, they get excited and come up with great ideas.”

A focus on nontraditional communities

Schultz secured \$500,000 from The Joyce Foundation and the William and Flora Hewlett Foundation to conduct the assemblies in four cities. Red Wing, Willmar, Brooklyn Park, and Maplewood were the cities chosen.

The grant was split among Hamline University, Jefferson Center, the Wilder Foundation, and Northwestern University's ForgeWorks. The Jefferson Center facilitated eight-day assemblies in Red Wing in June and July 2017, and in Willmar in September and October 2017. The Wilder Foundation facilitated in Brooklyn Park and in Maplewood, where a shortened, two-day assembly took place in April. ForgeWorks produced the project website (www.mnassembly.org) and instructional videos.

Schultz chose the four cities in consultation with the League of Minnesota Cities because he wanted to make sure they each met specific criteria. He wanted cities that had home-rule charters and citizen-led referendums, and that represented different images of Minnesota.

"Red Wing is a politically and racially homogeneous city," explains Schultz, "while Willmar and Maplewood's demo-graphics are dramatically transitioning, and Brooklyn Park is the state's largest near-majority nonwhite city, and it represents where the state is going."

Cities hosted the assemblies at no cost. All project expenses—including training, meals, and a \$1,200 stipend and childcare reimbursement for each participant—were paid for by the grant.

Schultz and his team helped the cities publicize the assemblies and recruit participants, putting particular emphasis on reaching out to populations that don't typically show up at city hall. In addition to mailing flyers and using social media to get the word out, Schultz and his team had face-to-face meetings in places like mosques, community centers, and barber shops.

"If you really want to reach the nontraditional communities, you have to find out who the leaders are and spend lots of time talking with them and winning over their confidence," Schultz says. "They're potentially the new future leaders for their cities."

The strategy worked. In each city, hundreds of people applied for just a few dozen spots in the assembly.

'Powerful' project

Each of the assemblies included instruction in the eight qualities of good government: accountability, transparency, equity, trust, strategic vision, effectiveness and efficiency, and consensus orientation. Participants also studied election processes, ethics, and other topics and then voted on recommendations for change.

The recommendations made by Red Wing's 36-person assembly included establishing an ethics commission, strengthening financial disclosure requirements for city officials, and increasing public engagement through electronic communications. The assembly also studied the city's election process and learned about ranked-choice voting and the differences between at-large and ward elections. The group presented its recommendations to the City Council in September 2017.

Red Wing Council Administrator Kay Kuhlmann says the city is studying each of the assembly's recommendations, and has already moved toward implementing a strategy to increase digital engagement.

The assembly project was "powerful," Kuhlmann says. "The more we can get residents involved in decision-making early in the process, the better the decisions will be."

Since the assembly, one participant has joined the city's Human Rights Commission and has expressed interest in running for a board or commission spot in the future, she adds.

Coincidentally, the city recently increased its commitment to outreach by creating a new position for a community engagement specialist, who started at the city just as the assembly got underway last summer.

"There's no downside to this kind of engagement," Kuhlmann says. "It's our civic responsibility."

Residents find their voice

In Willmar, 32 residents participated in an eight-day assembly last fall and made their recommendations to the City Council in November 2017. The group asked the Council to adopt better public meetings and increase its digital citizen engagement, as well as consider ranked-choice voting and investigate a ward versus at-large system for Council positions.

Assembly participant Dale Boxrud says the project helped him understand that he has a voice.

“The national political environment is so terribly frustrating, and the average person feels absolutely powerless to change what’s going on in Washington,” Boxrud says. “I learned that, at least on the local level, a small group of people can change things.”

Willmar Mayor Marvin Calvin says the assembly process has reinforced for him the importance of reaching out to the city’s increasingly diverse residents, including Hmong and Somali immigrants.

“[The assembly] has had a tremendous impact,” Calvin says. “These groups are not used to having their voices heard, and it allowed some of our citizens to find out they have more in common than apart.”

The City Council is still reviewing the assembly’s recommendations, Calvin says, but a couple of the proposals have coincided with improvements already in the works, including updating the city website, which became a priority after the assembly called for increased digital engagement. He adds that two assembly participants have expressed an interest in running for City Council, and another joined the city’s Human Rights Commission.

“If a community is thinking of doing something like this, they should roll up sleeves and go after it,” Calvin says.

Maplewood City Manager Melinda Coleman agrees, calling the assembly process in her city “a very positive approach to community engagement.”

At the end of the two-day Maplewood assembly in late April, Coleman and two councilmembers heard the group’s six recommendations, which included specific ideas aimed at building trust, equity, and transparency in the community. The 21 assembly participants will formally present their findings to the full City Council sometime this summer.

“Listening to their recommendations made it apparent to me that people love to be asked to participate,” Coleman says. “I also learned we have to figure out how to create trust for residents and find ways to communicate in a way that’s meaningful to the different populations, residents, and businesses in our neighborhoods.”

Assemblies inspire tomorrow’s leaders

Schultz says host cities were good partners, and city officials were willing to listen to what the assembly participants had to say.

He learned that engagement efforts like the Minnesota Community Assembly project cannot use a “one-size-fits-all” approach to outreach. Since many residents, particularly immigrant populations, may know very little about how their city is run, outreach has to be tailored to the uniqueness of each community with a significant effort to meet the residents where they are.

Another important outcome of the project is the understanding that outreach efforts like the assemblies are effective tools for building leadership among residents and finding a future mayor or city councilmember among younger and increasingly diverse populations.

Back in Brooklyn Park, resident Xp Lee, embracing all that he learned from his assembly experience, applied for an engagement position with the city. He started in his position as the city’s newest community liaison in February.

Lee says he and the rest of the assembly participants continue to meet monthly to discuss and refine their recommendations and strategize about how to get them implemented.

“Before the project, I was just a concerned citizen,” Lee says. “But after I went through it, I have become more of an engaged resident who has the skills and information to participate [in local government].”

Marisa Helms is a Minneapolis-based freelance writer.

69-7A

LETTER OF UNDERSTANDING
BY AND BETWEEN
TEAMSTERS GENERAL LOCAL UNION NO. 346
&
THE CITY OF PROCTOR—OFFICE GROUP

This Letter of Understanding will serve as an official agreement between Teamsters General Local Union No. 346 and The City of Proctor, in regards to making the Police Records Technician a full time employee represented and acknowledged as part of the current Collective Bargaining Agreement between Teamsters General Local Union No. 346 and The City of Proctor—Office Group.

This Letter of Understanding will be in effect from the signing of this letter through the expiration of the current Collective Bargaining Agreement between Teamsters General Local Union No. 346 and The City of Proctor. At which time it will then be added into the current Agreement.

With this Letter of Understanding both parties agree that the Police Records Technician will be now working under all the terms and conditions that are in the current Collective Bargaining Agreement between Teamsters General Local Union No. 346 and The City of Proctor, with the agreed upon added language and wage classifications listed below for this position.

1. It is agreed that this job classification title will be Police Records Technician and the rate of pay for this position will be \$_____ an hour.

CITY OF PROCTOR

TEAMSTERS GENERAL LOCAL UNION NO. 346

DATE: _____

DATE: _____

***Check Summary Register©**

May 2018 to July 2018

Name	Check Date	Check Amt	
10100 First National Gen			
Paid Chk# 037291 AMERICAN FAMILY LIFE ASSUR	7/5/2018	\$62.70	AFLAC
Paid Chk# 037292 NCPERS MINNESOTA	7/5/2018	\$16.00	MN NCPERS
Paid Chk# 037293 AMERITAS	7/8/2018	\$146.66	VISION INSURANCE
Paid Chk# 037294 EMC NATIONAL LIFE COMPANY	7/8/2018	\$972.06	LIFE INSURANCE
Paid Chk# 037295 NORTHERN MN DENTAL	7/8/2018	\$2,429.75	DENTAL INSURANCE
Paid Chk# 037296 AIRFIBER	7/16/2018	\$121.35	5 IP ADDRESSES 7/1-8/1/18
Paid Chk# 037297 AMERIPRIDE SERVICES	7/16/2018	\$112.93	CLOTHING - COVERALLS - STREET
Paid Chk# 037298 COMPU DYNE, INC	7/16/2018	\$5,000.00	AGREEMENT RETAINER
Paid Chk# 037299 DULUTH LAWN & SPORT	7/16/2018	\$97.47	BLADES FOR PARK MOWER
Paid Chk# 037300 EARL F ANDERSEN, INC	7/16/2018	\$333.50	STREET SIGNS & RELATED PARTS
Paid Chk# 037301 CORPORATE PAYMENT SYSTE	7/16/2018	\$1,093.55	BOTACH FLASHLIGHT - POLICE DEP
Paid Chk# 037302 ESC SYSTEMS	7/16/2018	\$80.00	SERVICE CALL - CITY HALL DOORS
Paid Chk# 037303 ESS BROTHERS AND SONS INC	7/16/2018	\$4,205.00	CONCRETE PATCH REPAIR FOR INVE
Paid Chk# 037304 EVERLAST REHAB	7/16/2018	\$2,968.82	REHAB/SEAL SANITARY MANHOLE L-
Paid Chk# 037305 Explore Minnesota Tourism	7/16/2018	\$3,450.00	1/2 PAGE AD 2019 TRAVEL GUIDE
Paid Chk# 037306 FRYBERGER, BUCHANAN, SMIT	7/16/2018	\$8,000.00	LEGAL SERVICES - BOND
Paid Chk# 037307 HARTEL'S/DBJ DISPOSAL COMP	7/16/2018	\$585.78	TRASH & RECYCLE SERVICES
Paid Chk# 037308 jobsHQ	7/16/2018	\$184.36	AD - POLICE RECORDS TECHNICIAN
Paid Chk# 037309 MAILFINANCE	7/16/2018	\$178.79	POSTAGE MACHINE LEASE
Paid Chk# 037310 MINNEAPOLIS OXYGEN COMPA	7/16/2018	\$94.13	MEDICAL OXYGEN
Paid Chk# 037311 MOODY'S INVESTORS SERVICE	7/16/2018	\$12,000.00	BOND RATING - GEN OBLIGATION I
Paid Chk# 037312 NORTHERN BUSINESS PRODUC	7/16/2018	\$154.73	CLIPS - JUMBO SMOOTH
Paid Chk# 037313 NORTHLAND CONSTRUCTORS	7/16/2018	\$59.09	HOT MIX ASPHALT FOR ROAD PATCH
Paid Chk# 037314 NORTHLAND TRUST SERVICES I	7/16/2018	\$750.00	FISCAL AGENT
Paid Chk# 037315 PERSONNEL EVALUATION, INC	7/16/2018	\$80.00	CLERICAL HIRING TESTS (4)
Paid Chk# 037316 PHIL'S GARAGE DOOR SERVICE	7/16/2018	\$282.38	POLICE GARAGE DOOR REPAIR
Paid Chk# 037317 PROCTOR BUILDERS	7/16/2018	\$176.11	CJ6Y ENG SPK PLUG - FIRE DEPT
Paid Chk# 037318 PROCTOR JOURNAL	7/16/2018	\$48.90	AD - CLOSED 4TH JULY
Paid Chk# 037319 PROCTOR MILK HOUSE	7/16/2018	\$54.78	FUELS - STREET DEPT
Paid Chk# 037320 PROCTOR PUBLIC UTILITIES	7/16/2018	\$1,948.09	ALMAC DR LIFT STATION
Paid Chk# 037321 RANGE PAPER	7/16/2018	\$313.97	TRASH CAN LINER
Paid Chk# 037322 SEH	7/16/2018	\$12,292.00	ENGINEERING FEES
Paid Chk# 037323 ST LOUIS COUNTY AUDITOR	7/16/2018	\$359.51	AUTOMARK & FIRMWARE MAINTENANC
Paid Chk# 037324 STACK BROS MECHANICAL	7/16/2018	\$402.62	PULLEYS & CRANK CASE
Paid Chk# 037325 THOMSON REUTERS-WEST	7/16/2018	\$99.23	INVESTIGATIVE SUITE DETAIL OF
Paid Chk# 037326 TOWNSQUARE MEDIA DULUTH	7/16/2018	\$1,100.00	SPEEDWAY ADVERTISING BALANCE A
Paid Chk# 037327 TROY'S SERVICE	7/16/2018	\$420.53	TIRE REPAIR PATCH - 2017 FORD
Paid Chk# 037328 VERIZON WIRELESS	7/16/2018	\$245.89	POLICE DEPT AIR CARDS FOR WIFI
Paid Chk# 037329 W.L.S.S.D.	7/16/2018	\$28,914.00	WASTEWATER CHARGES
Paid Chk# 037330 WIPFLI LLP	7/16/2018	\$2,983.00	FINANCE CHARGE
Paid Chk# 037331 ZIEGLER, INC	7/16/2018	\$738.52	RETURNED PLOW SHOE - DID NOT F
Paid Chk# 8569061 CITY OF PROCTOR	6/20/2018	\$22,143.39	PR 18-12 wh
TOTAL CHECKS		<u>\$115,679.39</u>	

CITY OF PROCTOR

*Check Summary Register©

July 2018

Name	Check Date	Check Amt
10110 First National Liq		
Paid Chk# 028318 CITY OF PROCTOR	7/5/2018	\$1,789.59 PR18-12L wh PERA
Paid Chk# 028319 UFCW Local 1189	7/5/2018	\$101.28 UFCW UNION DUES
Paid Chk# 028320 AMERITAS	7/8/2018	\$4.90 VISION INSURANCE
Paid Chk# 028321 CITY OF PROCTOR	7/8/2018	\$740.50 HEALTH INSURANCE
Paid Chk# 028322 EMC NATIONAL LIFE COMPANY	7/8/2018	\$82.26 LIFE INSURANCE
Paid Chk# 028323 NORTHERN MN DENTAL	7/8/2018	\$53.90 DENTAL INSURANCE
Paid Chk# 028324 ARTISAN BEER COMPANY	7/16/2018	\$275.20 2072
Paid Chk# 028325 BENT BREWSTILLERY	7/16/2018	\$133.20
Paid Chk# 028326 BERNICK'S PEPSI	7/16/2018	\$11,840.10 2071
Paid Chk# 028327 BOURGET IMPORTS, LLC	7/16/2018	\$1,142.00 2101
Paid Chk# 028328 BREAKTHRU BEVERAGE	7/16/2018	\$2,875.40 2069
Paid Chk# 028329 CINTAS	7/16/2018	\$70.42 MATS
Paid Chk# 028330 COCA COLA BEVERAGES OF DU	7/16/2018	\$140.55 2100
Paid Chk# 028331 GUARDIAN PEST SOLUTIONS, I	7/16/2018	\$40.69
Paid Chk# 028332 JOHNSON BROTHERS INC	7/16/2018	\$3,087.17 2065
Paid Chk# 028333 LAKESHORE ICE	7/16/2018	\$335.81 2086
Paid Chk# 028334 MEDIACOM	7/16/2018	\$108.70
Paid Chk# 028335 MICHAUD DISTRIBUTING COMP	7/16/2018	\$911.90 2084
Paid Chk# 028336 PHILLIPS WINE & SPIRITS CO	7/16/2018	\$2,350.41 2077
Paid Chk# 028337 PROCTOR BUILDERS	7/16/2018	\$45.39
Paid Chk# 028338 PROCTOR JOURNAL	7/16/2018	\$7.65
Paid Chk# 028339 PROCTOR PUBLIC UTILITIES	7/16/2018	\$667.84
Paid Chk# 028340 RANGE PAPER	7/16/2018	\$126.30
Paid Chk# 028341 SOUTHERN GLAZER'S OF MN	7/16/2018	\$2,951.42 2082
Paid Chk# 028342 SUPERIOR BEVERAGE	7/16/2018	\$7,105.98 2074
Paid Chk# 028343 VINO COPIA	7/16/2018	\$154.50 2078
Total Checks		\$37,143.06