

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

Slogan: "You Have A Place In Proctor"

AGENDA
PROCTOR CITY COUNCIL MEETING
Tuesday, September 4, 2018 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

PUBLIC HEARING FOR THE POTENTIAL SALE OF PROPERTY OWNED BY THE CITY TO INDEPENDENT SCHOOL DISTRICT 704

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES August 20, 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. Duluth International Airport and Visit Duluth Thank You
- B. The Salvation Army Seeking Donation
- C. CDBG Planning Session

2. PLANNING & ZONING DEPARTMENT MATTER

- A. Variance Approval 619 4th Street

***3. CLERK ADVISES COUNCIL**

A. Government Fund Payroll and Liquor Fund Payroll Period Ended 08/19/18

***4. COMMITTEE REPORT**

- A. Planning & Zoning Meeting Minutes of August 27, 2018
- B. Parks and Recreation Meeting Minutes of May 29, 2018
- C. Parks and Recreation Unofficial Meeting Minutes of August 28, 2018
- D. Construction Minutes of August 22, 2018
- E. Construction Minutes of August 29, 2018

***5. UNFINISHED BUSINESS**

- *A. SRO

6. NEW BUSINESS

- A. Animal Allies Humane Society Contract for Services
- B. The Parks & Recreation Committee requests that the City Council approve the backstop improvements for Field 1, using up to \$2,200 from the City Parks budget and working with the school to pay costs.
- C. The Parks & Recreation Committee is requesting that the City Council approve the naming of the city-owned land on 1st Avenue and 3rd Street, "Bob Laney Court".
- D. The Parks & Recreation Committee is requesting that the City Council approve that the hockey arena at the Fairgrounds be used as a recreational facility.
- E. Front End Loader Bucket
- F. Resolution 35-18 Opposing The Sale of Strong Beer, Spirits and Wine In Grocery and Convenience Stores
- G. Annual Meeting With the Civil Service Commission
- H. Property Sale - Purchase - Parcel 185-0240-00540 and 185-0240-00545

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

- A. Properties Sale
- B. Labor Contract

6. NEW BUSINESS (continued)

- I. Arena Sale
- J. Contract adjustment -

MEMBER CONCERNS

Schwarzbauer:

Benson:

Nowak:

DeWall:

Larson:

BILLS FOR APPROVAL

General: \$175,962.92

Liquor: 33,227.36

Total: \$209,190.28

TOTAL BILLS FOR APPROVAL: \$209,190.28

ADJOURNMENT:

NOTICE OF PUBLIC HEARING

ON POTENTIAL SALE OF PROPERTY OWNED BY THE CITY TO INDEPENDENT SCHOOL DISTRICT 704

NOTICE IS HEREBY GIVEN that pursuant to a motion passed on August 20, 2018, the City Council of the City of Proctor, Minnesota (the "Issuer") will meet on Tuesday, September 4,, 2018, at 6:00 p.m. for the purpose of conducting public comments on the sale of the hockey arena building located at the fairgrounds to Independent School District 704.

All persons interested and wishing to comment, may appear and be heard at the time and place set forth above or may submit written comments to the Administrator in advance of the hearing.

By Order of the City Council of the City of Proctor.

Mark Casey
City Administrator

Minutes of the regular Proctor City Council meeting held Monday, August 20, 2018 in the Community Center Council Chambers.

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

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; Peggy Vanderscheuren, Margaret Taylor, Phylis Hom; Jim Rohweder; Nick Greenwood; Steve Anderson; David McNamee; Doug Anderson; Ashley Anderson; Joseph Pelawa; Rick McArtur; Andy Pasak; Ken Jensen; Susan Nowak; Kathy Hannan.

APPROVAL OF THE MINUTES:

Motion by, Schwarzbauer, seconded by DeWall and carried (5-0): To approve the August 6, 2018 City Council Meeting Minutes..

APPROVAL OF THE AGENDA:

Motion by Schwarzbauer, seconded by Benson and carried (5-0): To approve the agenda for August 20, 2018, with the following:

- 6G: Night to Shine was removed

Motion by Benson, seconded by Schwarzbauer and carried (5-0) to suspend the agenda and move forward with New Business item 6K.Arena Purchase.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Phylis Hom spoke in regards to how the Hoghead barricades and construction has hindered her business and something must be done different for next year. Kathy Hannan spoke to how we can move the trail forward and get things going on the forty acres.

***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 (5-0): To approve the Consent Agenda.

***1. COMMUNICATIONS**

A. WLSSD update on sanitary generators bonding request

2. PLANNING AND ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

A. Government and Liquor Fund Payroll Period Ended 8/5/2018

B. Next City Council meeting will be September 4, 2018 due to the Labor Day holiday.

***4. COMMITTEE REPORTS**

***5. UNFINISHED BUSINESS**

A. SRO

B. Parks and Playgrounds – Benson

C. Beautification and Trees Committee - Plan

6. NEW BUSINESS

A. Resolution 31-18 Non Objection Duluth Softball Players Association

**Resolution No. 31-18
Resolution of Non-Objection
To Issuance of State of Minnesota
Charitable Gambling License**

BE IT RESOLVED that the City Council of the City of Proctor hereby certifies that there are no objection to the issuance of a State of Minnesota Charitable Gambling Permit to The Duluth Softball Players Association - Duluth to conduct pull-tabs and tipboards starting September 1, 2018 at Derailed Bar & Grill Proctor, MN

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

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

Motion by Benson, seconded by Schwarzbauer and carried (5-0) to approve the Resolution 31-18 of Non Objection to allow Duluth Softball Players Association to conduct pull tabs at the Derailed Bar

B. Resolution 32-18 Non Objection

**Resolution No. 32-18
Resolution of Non-Objection
To Issuance of State of Minnesota
Charitable Gambling License**

BE IT RESOLVED that the City Council of the City of Proctor hereby certifies that there are no objection to the issuance of a State of Minnesota Charitable Gambling Permit to Welch Center Inc. dba Valley Youth Center to hold a raffle at Proctor Speedway, 800 N. Boundary Avenue, Proctor, Minnesota on August 30, 2018.

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

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

Motion by Benson, seconded by DeWall and carried (5-0) to pass a resolution of non objection allowing Welch Center d/b/a Valley Youth Center to conduct a raffle at Proctor Speedway.

C. Resolution 33-18 Non Objection

**Resolution No. 33-18
Resolution of Non-Objection
To Issuance of State of Minnesota
Charitable Gambling License**

BE IT RESOLVED that the City Council of the City of Proctor hereby certifies that there are no objection to the issuance of a State of Minnesota Charitable Gambling Permit to Augustana Lutheran Church to hold a raffle at Derailed Bar and Grill 501 3rd Avenue, Proctor, Minnesota on November 24, 2018.

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

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

Motion by Benson, seconded by Schwarzbauer and carried (5-0) to approve Resolution 33-18 to pass a resolution of non objection allowing Augustana Lutheran Church to hold a raffle at the Derailed Bar on 11/24/2018

D. Resolution 34-18 2018 Budget Amendment

Casey gave an explanation that during the 2017 budget process the Levy was passed but not an initial budget. Per the Auditor this is a required item and will be sent to the state.

Motion by Larson, seconded by Benson and carried (5-0) to approve the 2018 amended budget.

Resolution 34-18
ADOPTING A BUDGET AMENDMENT 2018

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

WHEREAS, the local municipal General Fund Budget for the year 2018 was not approved during the public hearing in December of 2017, and,

WHEREAS, it is desired to amend/approve a 2018 budget; and,

WHEREAS, the document attached marked Exhibit "A: 2018 Amended Budget is the desired 2018 Revenues and Expenses for the General Fund;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Proctor, MN that the attached amendments to the budget of 2018 be made:

Upon vote taken thereon, the following voted

For:

Against:

Whereupon said Resolution was declared duly passed and adopted this 20th day of August, 2018.

Philip Larson
Mayor

Attest: _____
Mark Casey
Clerk/ Administrator

E. Compudyne Back up Agreement -\$5,000

Casey explained due to the reason we have no IT staff the City does need computer services and until the City either replaces the position or brings in a permanent outside source we will continue to have these back up agreements.

Motion by Dewall, seconded by Schwarzbauer and carried (5-0) to approve the Compudyne Backup Agreement Retainer for \$5,000.

F. Hoghead Festival Review – Councilman Benson

Benson gave a brief review of the Hoghead Festival events and what was successful and events that need to be worked on. He also stated that the list of vendors needs to be approved prior to the event. Schwarzbauer also stated in the past the Lions will give a review to the Council. All these items are necessary with the 125th anniversary coming in 2019.

This item was treated as informational.

G. Night to Shine

This item was pulled from the agenda.

H. Downtown Improvement District

Benson suggested that with the 125th anniversary in 2019 the Council needs to consider going to funding sources such as CDBG to allow business's to acquire loans for storefront renovation and other items. He also commended the Habermann's for their hard work.

This item was treated as informational

I. Set Budget Meeting Date

Casey explained the initial levy needs to be set by September 30, 2018 and the Council should continue the process started last year with budget meetings...

Motion by Nowak, seconded by Schwarzbauer and carried (5-0) to hold a budget meeting on September 4, 2018 at 4:00 p.m. in Conference Room A/B

Motion by Nowak, seconded by DeWall and carried (5-0) to recess the regular meeting and enter into a Closed Meeting per MN Statutes 13D to discuss labor issues and property matters: Time 6:50 p.m.

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

Discuss attorney client privilege personnel issue
Property Matters

Motion by Nowak, seconded by Dewall and carried (5-0) to adjourn the Closed Session and reconvene to the regular Council meeting: Time 7:24 p.m.

New Business (Continued)

J. Property Sale 185-0240-00540/545

No action was taken on this item

K. ISD 704 Arena Purchase

This agenda item was moved and action taken at the beginning of the Council Meeting.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0) to appoint the committee of the City Administrator, City Attorney, and Councilman Schwarzbauer to flush out the details of an agreement. Motion was amended to call for a Public Hearing on September 4, 2018 at 6:00 p.m. to hear comments from citizens.

MEMBERS CONCERNS:

Schwarzbauer:

Benson:

Nowak:

DeWall:

Mayor Larson:

BILLS FOR APPROVAL

General Bills:	\$117,409.93
Liquor Bills:	<u>\$36,902.80</u>
Total:	\$154,312.73

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

ADJOURNMENT

Motion by Nowak, seconded by Larson and carried (5-0): To adjourn the City Council meeting at 7:20 p.m.



DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

August 16, 2018

Phillip Larson
City of Proctor
100 Pionk Drive
Proctor, MN 55810

Dear Mr. Larson:

The Duluth Airport Authority (DAA), along with Visit Duluth, would like to thank you for your support of the Duluth International Airport's (DLH) application for the Small Community Air Service Development (SCASD) grant. The Department of Transportation (DOT) announced the grant awards on July 12, 2018, and unfortunately we were not awarded a grant this year.

The DOT received \$10 million in appropriations for FY 2017 grant awards to carry out the SCASD program. The application process opened on October 12, 2017 and closed on December 15th, 2017. The Department received 53 total grant applications from communities in 36 states. Collectively, these communities sought more than \$31 million in Federal assistance to support new and ongoing air service development projects. Out of the 53 applications, only 16 were awarded grants. This speaks volumes to the large need and demand for this grant. The DAA does plan to apply for another future SCASD grant in the future that will focus on enhancing and/or expand air service out of DLH.

The written and financial support that we received from our regional partners was not only appreciated but critical for our grant application to even be considered and eligible. In order for DLH to move forward with a future grant application request, we will continue to need the support of our regional partners. We will keep you informed when the next application process begins.

Thank you again for your support and partnership. Should you have any questions, please contact Anna Tanski at anna@visitduluth.com or Tom Werner at twerner@duluthairport.com.

Sincerely,

Tom Werner
Executive Director
Duluth Airport Authority

Anna Tanski

Anna Tanski
Chief Executive Officer
Visit Duluth



The Salvation Army
215 S. 27th Ave., W.
Duluth, MN 55806-1802

13

DOING
THE MOST
GOOD

130076-0297084 000019 001035

City of Proctor

100 Pionk Dr. Ste. 101

Duluth, MN 55810-1701



August 20, 2018

Dear Friends,

Your prayers and generosity have been vital in enabling The Salvation Army to bring comfort and assistance to the poor of the Greater Duluth area. And it's because I know how important our work is to you that I want to tell you some important news:

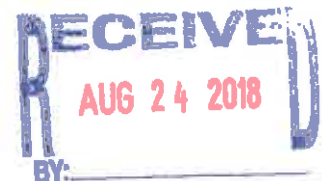
Over the past year we have seen a growing number of individuals and entire families who need more than a bag of groceries; they also need case management to see them through a complicated situation. This year, we expect even more people who can benefit from this kind of guidance. The truth is, if we had more resources, we would be able to offer more support to those in need. We want to end the fiscal year strong, so we are able to meet the growing need in our community.

Your donation to The Salvation Army will help us offer much-needed relief to those who have nowhere else to turn. Please be as generous as you can be. May God bless you for your caring concern.

Sincerely,

Captain Bryan Ellison
Corps Officer

P.S. Hurting people are counting on us . . . *and we're counting on you!* Please send your gift of \$1500, \$1700, \$2000 or more today.



130076 130076 0297084



ST. LOUIS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Fiscal Year 2019 Program Open Houses and Public Hearing on Fiscal Year 2017 Program Accomplishments

- **Tuesday, September 11, 2018 – Proctor City Hall/Community Center**
 - 1:00 – 3:00 P.M.
 - 100 Plonk Drive, Proctor
- **Thursday, September 13, 2018 - Mountain Iron Community Center**
 - 1:00 - 3:00 P.M.
 - 8586 Enterprise Drive South (Hwy 169), Mt. Iron
- **Review of FY 2017 Accomplishments**
- **Overview of CDBG program**
- **Information on 2019 process & schedule - pre-application forms available**
- **Gathering of community input to the County's 2019 Action Plan**

St. Louis County Planning and Community Development
Suite 117 Northland Office Center
307 1st Street South
Virginia MN 55792
218-749-7103

PR18-17

8/6/18 - 8/19/18

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CITY OF PROCTOR

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Payroll Summary - General Funds

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
General Fund	General Government	Council	Full-Time Employee Regular	\$1,600.00
	Mayor	Executive - Mayor	Full-Time Employee Regular	\$600.00
	Tourism	Tourism Expenditures	Full-Time Employee Regular	\$1,719.85
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$680.20
	City Clerk	Administrative	Full-Time Employee Regular	\$4.38
	City Clerk	Administrative	Full-Time Employee Regular	\$1,255.63
	City Clerk	Administrative	Full-Time Employee Regular	\$140.00
	City Clerk	Elections	Temporary Employees Regular	\$1,409.00
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,384.80
	Police	Operations (Police)	Full-Time Employee Regular	\$454.88
	Police	Operations (Police)	Full-Time Employee Regular	\$365.04
	Police	Operations (Police)	Full-Time Employee Regular	\$15,772.46
	Police	Operations (Police)	Full-Time Employee Overtime	\$4,647.68
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$29.09
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,534.62
	Police	Admin Secretary (Police)	Full-Time Employee Overtime	\$290.85
	Police	Police Grant Labor	Full-Time Employee Overtime	\$178.47
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	\$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$73.89
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$5,251.74
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$194.01
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$2,167.44
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$197.04
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$111.48
	Streets & Roadways	Street Department	Full-Time Employee Overtime	\$383.38
	Park	City Parks	Temporary Employees Regular	\$1,215.00
	Recreation	Ball Field Maintenance	Temporary Employees Regular	\$400.00
FUND 100 General Fund				\$46,714.78
Sewer Fund	Public Works	Sewer	Full-Time Employee Regular	\$231.60
FUND 500 Sewer Fund				\$231.60
				\$46,946.38

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	\$1,573.20
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$2,371.10
FUND 600 Liquor Fund				\$4,119.10
				\$4,119.10

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -Bl-wk
Pay Period: 17

08/23/18 2:09 PM
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Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	1.50	1.5	\$47.05	City -Bl-wk
Shift Multiplier 1.5	1.50		\$47.05	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	13.00	1.5	\$520.46	City -Bl-wk
POLICE	4.50	1.5	\$178.47	City -Bl-wk
POLICE	12.00	1.5	\$475.92	City -Bl-wk
POLICE	14.00	1.5	\$638.82	City -Bl-wk
POLICE	13.00	1.5	\$686.79	City -Bl-wk
POLICE	18.00	1.5	\$939.87	City -Bl-wk
POLICE	2.00	1.5	\$103.68	City -Bl-wk
POLICE	16.00	1.5	\$730.08	City -Bl-wk
POLICE	10.00	1.5	\$290.85	City -Bl-wk
POLICE	12.00	1.5	\$552.06	City -Bl-wk
Shift Multiplier 1.5	114.50		\$5,117.00	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	4.50	1.5	\$166.25	City -Bl-wk
Street Department	5.00	1.5	\$217.13	City -Bl-wk
Shift Multiplier 1.5	9.50		\$383.38	
Pay Group Description City -Bl-wk	125.50		\$5,547.43	
	125.50		\$5,547.43	

T20 grant

Minutes of the Planning and Zoning Meeting of Monday August 27, 2018 held in the Council Chambers at the Proctor Community Center.

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

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

OTHERS PRESENT: City Administrator Mark Casey and Patricia Tessier

MEMBERS ABSENT: None.

APPROVAL OF MINUTES:

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

APPROVAL OF AGENDA:

Motion by Lambert, seconded by Harnell and carried 5-0: To approve the Monday August 27, 2018 Meeting Agenda.

PUBLIC HEARING

Variance Request of 1 ½ feet Front Yard Fence.

This meeting was open to the public. The Commission and Patricia Tessier were in attendance.

Chairman Aldridge read the Notice of Public Hearing and explained the request is to allow a front yard fence 4' in height. A variance of 1 ½ feet. Ms. Tessier explained the hardship for the variance is due to young children and lack of side and back yard space for the fence. Commissioner Tuomi explained the set back from the center of the road would put the fence approximately 10' behind the sidewalk and would be okay if it was only 5' behind the sidewalk. Aldridge explained that this is County "right of way" and would need their approval. Boysen stated he will provide the contact name of the person Ms. Tessier should be in contact with. Discussion ensued in reference as to why we have an ordinance and not follow it as Harnell and Lambert both stated there are other fences within the community that are taller than 2 ½ feet in the front yard. Aldridge also had concerns as to the fence type; chain link v. wood.

Aldridge closed the Public Hearing at 5:15 p.m.

1. COMMUNICATIONS

A. Rental Ordinance

Aldridge asked if there was any new information to present for the Rental Ordinance.

Casey advised City Attorney Bray has been looking into the matter.

2. BUILDING PERMITS (C-1 and above)

3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

None.

4. COMMITTEE REPORTS

***5. 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.

6. NEW BUSINESS

A. Varlance Request 619 4th St- request of 1 ½ feet on front yard fence requirement

Lambert explained the 30" height rule is to deter irregular fences. Aldridge stated his concern on chain link fences in the front yard.

Motion by Boysen, seconded by Tuomi and carried (4-1 Aldridge opposed) to allow the variance of 1 ½ feet and allowing chain link in the front yard with the caveat that a gate must be access the property from the front.

B. Vacate Alley

Casey explained if there was a need for the alley located between 5th and 6th streets and 3rd and 4th Avenue. Boysen stated the Streets Dept. still plows the alley. Lambert stated if vacated, the one property owner would not have access to his property from rear. This was an informational item and no action taken.

8. BUILDING INSPECTOR REPORT

Building Report Summary was presented.

MEMBER CONCERNS:

Aldridge: Would like to see the fence ordinance put on the next agenda for discussion.

Tuomi

Boysen

Lambert

Harnell

Casey: Asked the Commission if they recall discussing and voting on the split of property owned by Goldberg Properties; 185-0240-00540/545; Casey also made mention of the Public Hearing on the old Arena site at the Fairgrounds to be held September 4, 2018 at 6:00 p.m.

ADJOURNMENT

Motion by Boysen, seconded by Lambert and carried (5-0): To adjourn the meeting at 5:45 p.m.

PROCTOR PARKS AND RECREATION MEETING
Tuesday, May 29, 2018
MINUTES

Meeting was called to order at 4:32 p.m. Members present were Jesse, Rick and Gary. Members absent were Rory and Jennifer. Others present were Sally and Russell.

Motion by Gary, second by Rick to approve the Minutes of April 3, 2018. Motion passed.

Motion by Jesse, second by Gary to approve the May 29, 2018 Agenda. Motion passed.

UNFINISHED BUSINESS

School Referendum update given by Jesse who reported that the school hired Anthony Wood to be the new Event Center Manager.

Playground for EveryBody update email sent by Jennifer reported that the May 19th fundraiser was a success, with all 100 tickets sold for a profit of \$8,000 after payouts on June 20. An additional \$4,000 was raised at the event from a silent auction and other fundraising.

Members discussed the **Pavillion Park Project**. Rick felt that the Pavillion will have to be replaced but until a plan is in place for a new structure, it can remain up.

Committee discussed **Trails Update**, noting that the CC Riders ATV Club is working on designating trails around Proctor. Committee also discussed the North 40 trails, signage and possible uses for trails around Proctor.

NEW BUSINESS

Rick gave a report on the **New Park Employees**. Angie has already started working half time. On June 5th Justin Smith will work half time, and Jimmy Bryant will begin working full time.

Committee discussed **Community Education request to use City softball fields for Senior Bocce Ball League** which will run in later summer/early fall. There is nothing on the calendar for the city fields and none anticipated, so the Committee felt it would be fine for the Bocce Ball League to sue the fields as long as they did not require much city staff upkeep and they did not affect the fields. Sally will contact Caitlyn and let her know the league can use the fields.

Committee discussed the upcoming **Little League Tournament on June 22-24**, and felt that they could use the city fields without charge since they would not need city staff work on the fields.

Rick went over the options and prices for the **backstop quotes for the city softball fields**. He suggested that the city should focus on getting work done on Field #1 first. He noted that staff have worked on the bleachers, and that eventually they should be replaced with aluminum bleachers. The Committee then included agenda item I – **Working with the School on**

Improving Fields in this discussion, noting that this is a good opportunity for the school and city to work together on field improvements. The Committee felt that after the arena project is done, they could have discussions with the school on how to grow the city baseball and softball programs, as well as have a field improvement plan.

Russell Haberman explained the **Park Serve** report and discussed how this program identifies parks in a community.

The Committee discussed both **Identifying parks/recreation space in town** and the **3rd Street / 1st Avenue Ball Courts**. The Committee discussed the options for the North 40 as a park area and what needs to be done to have that area used by the community and tourists. Other areas are the Fairgrounds and the 3rd Street ball courts. It was noted that the ball courts need quite a bit of work, but that the area is a natural magnet for kids and others in the community. Russell suggested that all recreational areas in Proctor should be identified by a name, as well as a recreational purpose.

MEMBERS CONCERNS

Dan Stauber will be included in all Committee information, reporting and emails.

NEXT MEETING DATE will be Tuesday, August 28th.

Motion by Gary, second by Rick to adjourn the meeting at 5:32 p.m. Motion passed.

Unofficial MINUTES
PROCTOR PARKS AND RECREATION MEETING
Tuesday, August 28, 2018

Meeting was called to order at 4:30 p.m.

Members present were Jesse Annala, Gary Nowak, and Rick Lalonde. Members absent were Jennifer McDonald and Rory Johnson. Other present were Bud Joyce, Sally Hedtke and Russell Haberman.

APPROVAL OF MINUTES Motion by Gary, second by Rick to approve the May 29, 2018 Meeting Minutes. Motion passed.

APPROVAL OF AGENDA Motion by Gary, second by Rick to approve the August 28, 2018 Agenda. Motion passed.

UNFINISHED BUSINESS

1. **School Project Update** given by Jesse. The ice will be in the arena in about a month and the tentative date of opening the arena is late September or early October.
2. The Committee heard a report from Bud Joyce who discussed field needs and upcoming events for Girls Softball and City Softball Fields. He discussed the new concession policy the school will use at the school facilities and city concessions. He also said that a softball tournament tentatively planned for May 3 & 4, 2019. He also noted that the city softball fields need to be leveled in the spring, and Rick said that his department does this. Jesse and Bud talked about other improvements, including putting wraps on the fence, which the city will do.
3. Committee discussed working with school on use and improvements of city fields/facilities. Field 1 has been used by the school and both the city and school have worked out a trading of services and materials. Rick gave a report on the need for backstop improvements for both softball fields that can be valuable for both the city and school and comply with safety requirements. He submitted backstop quotes for both fields, and suggested that the city purchase backstops improvements for Field 1 first because kids play behind it during games. Field 1 improvements would be about \$4,100 and he noted his budget has \$2,200 available for that use. His suggestion is that the school pay for half of the cost and the work can be done right away.

Motion by Jesse, second by Rick that the Council approve the backstop improvements for Field 1, using up to \$2,200 from the City Parks budget and working with the school to pay for half the costs. The Committee requests that the city discuss sharing in the cost with the school to help fund these improvements so they can be done this fall. Motion passed.
4. The committee reviewed the update on the Playground for EveryBody sent to the committee by Jennifer McDonald. Money raised to date is \$41,200.73. The City has verbally agreed to assist as well with funding provided for in the budget. Total playground cost is \$158,665. Grants have been applied for but none received to date.

5. The City policy on facility use and fees was discussed. The fee schedule and an updated softball field application was reviewed. Because the city doesn't have softball teams as they did in the past, the committee did not feel that that recreational use of the fields for practices and one tournament a year required that every team complete an application and pay fees. The Girls Softball League does pay an annual fee of \$1,000 which helps off set the maintenance and staff costs. It is important that all tournament organizers provide liability insurance to the city.

6. Trails Update given by Sally. The CC Riders ATV club is working on two alternate routes from Carlton County to Proctor. They also looked at the North 40 as a possible ATV Park, and felt it would be a great site while allowing for multiple use of the trails. Committee discussed that some citizens do not want any motorized use on this land. The committee felt that those who want a walking and biking trail should be actively working on that so that the land can be designated as a multi-use trail.

7. Park Pavilion report given by Rick. He reviewed his department budget and said that there is money in his 2018 budget to make all the needed improvements to the Pavilion. His department plan to make those improvements this fall.

8. Park Equipment needs and schedule for purchase was discussed by Rick. His proposal is that the City purchase two new pieces of equipment: 1) John Deere 1575 Front Deck Mower with Snow blower. The projected cost is about \$40,000 minus the trade-in of current machine. This machine is used for ballfield and parks mowing, and used by the Street Department for sweeping and snow blowing; and 2) John Deere x738 with 60" Belly Deck Mower. Projected cost is \$14,000 minus trade-in. This machine is used for mowing in parks, roadsides and Proctor Utility Areas such as the water tower, pump stations and old sub-station lot. These machines are the top two listed on the Street/Park capital improvement priority list. Rick provided his budget and discussed the proposal for how to pay for these equipment purchases. He proposed that the city use funds designated for equipment in 2018 and 2019 Capital Improvement Plan. In addition the city has unused funds in the budget for a full-time employee which could be used to pay for capital improvements for the department. He also discussed a possible contribution from the PUC budget because the equipment is used for the maintenance of PUC property.

A motion was made by Jesse, second by Gary that the Parks & Recreation Committee supports the purchase of these capital equipment purchases and recommends that the City Council approve the purchase of the capital equipment purchases submitted by the Street / Parks Department. Motion passed.

NEW BUSINESS

1. Committee reviewed the City Code, Clean Air Policy and discussed whether the committee should make any recommendation for smoking restrictions on city property. It was noted that the city code is outdated and should be revised and include an updated city policy on smoking at city facilities and property.
2. Committee discussed the recommendation from the Beautification & Trees Committee to name the city-owned court on 1st Ave. and 3rd St. "Bob Laney Court".

Motion by Gary, second by Rick to recommend that City Council approve the naming of the city-owned land on 1st Avenue and 3rd Street, "Bob Laney Court". Motion passed.

3. Plans for old hockey arena at Fairgrounds were discussed by the Committee. There have been proposals for the old hockey arena to be used as a storage facility, as well as discussions with the school to purchase the building and use it as a recreational facility.

Motion by Rick, second by Gary that the Parks & Recreation Committee recommends that the City Council approve that the hockey arena at the Fairgrounds remain as a recreational facility. Motion passed.

4. Committee discussed the purpose, mission and tasks for the Parks & Recreation Committee, as well as the vision of the Trails Plan and Comprehensive Plan. They also discussed the City's and Food & Beverage Tax. Committee will review the policy, code and committee purpose and discuss this at future meetings.

5. Committee discussed the history of the Golf Advisory Committee, and whether there is a need for this committee now that the Golf Course is managed by a private business. Informational only and no action taken.

NEXT MEETING DATE is Tuesday, January 26, 2019.

ADJOURNMENT

Motion by Jesse, second by Gary to adjourn the meeting at 6:40 p.m.
Motion passed.



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: August 22, 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 & 1st)

Meeting No: 9

Attendees: Tyler, Steve, Matt - SEH
Mark, Rick, Jay, Josh - City
Pat - 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. 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.
 - B. Homeowner's steps at 3116th Street. – Nancy gave her neighbor's phone number to Steve to contact for any questions.
 - C. A resident contacted the City about dust issues. Ulland responded immediately and put down water for dust control.
 - II. Erosion Control
 - A. Inlet Control in place – No update
 - B. Silt Fence/Compost Logs in place – No update
 - C. Monitoring & Documentation – Weekly contractor site inspections are being kept in the job trailer
 - D. Dust control – See note C in public input, above.
 - III. Work Schedule
 - A. 6th Street Work Items
 - 1. Ulland is currently working on installing the cross culvert between 3rd and 2nd, along with the culvert treatment.
 - 2. Ulland is working on their subcut between 2nd and 3rd and is planning for possible curb on Friday.
 - 3. After the subcut is complete between 2nd and 3rd crews will continue with services and storm sewer west of 3rd avenue.

B. Almac Drive Work Items

1. Water will be shutdown tomorrow (Thursday) at 8:00 am for crews to install new gate valves at both ends of the Almac project. Notifications were sent out to the homeowners yesterday. Crews are on site today, preparing for the shutdown.
2. Ulland crews will begin on sanitary sewer reconstruction after the shutdown has been completed.

IV. Construction Issues

- A. Bed rock near 816 Almac Drive – Will be looked at when construction starts at Almac.
- B. Poor subgrade soils – Additional 1 foot subcut in soft areas. Ulland and SEH are tracking extra quantities.
- C. Gas service conflicts with storm along Almac Drive – This will be looked at when construction starts at Almac.
- D. Hydrant extensions – Will wait until grading is complete.
- E. Boring mains in public utility easement – SEH looked at the sanitary in the easement area, there is not enough fall to increase the 1% pipe slope. The proposed 1% pipe slope has already been increased from the existing condition. Dave talked with Brandt at Hanco, and Brandt believes that he can make a 1% sanitary grade with a directional drilling rig. Dave plans to have Hanco directionally drill the water main in the easement area prior to doing the sanitary main to ensure no issues arise (ie. Rock).
- F. Existing light pole between 2nd and 1st – The PUC would like Ulland to salvage the lighting fixture and return it to the PUC. The PUC does not want to keep the pole and they would like Ulland to remove it.
- G. Gas main bury depth is going to be an issue for driveway sub cut and tie-ins along 6th between 2nd and Boundary. Steve is going to identify which driveways will have issues with the gas main and SEH will notify the gas company.
- H. Josh asked about when the existing light poles will be removed on Almac. SEH will contact the PUC to see when this work will be done.
- I. Ulland has a pile of mixed class 5 and sand and inquired about using for pipe trench backfill.
- J. Steve noted a low spot in the bituminous base course at the NE corner of 1st avenue. Brian will shoot elevations of the two north corners to see if water can drain across 1st avenue. The wear course will likely need to correct the crown on 1st avenue.

V. Review of Submittals

- A. Shop Drawings – Holden Electric lighting shops – No update.

VI. Private Utilities

- A. Power pole relocations – Waiting on easements.
- B. CenturyLink pole at 3rd avenue – No update.

VII. Public Notifications

- A. Weekly meeting minutes to be posted on City webpage.
- B. Garbage companies – Ulland is coordinating on a weekly basis
- C. Post Master
 1. Carrier walks the 6th Street route.
 2. Temporary mailboxes for Almac. Ulland to contact Postmaster about construction starting. Dave said he will get in touch with the mail carrier to coordinate this.

VIII. Traffic Control

- A. Issues with people parking in the construction area during Hog Head. This was brought to the attention of the City and the issue was resolved.

IX. Staking Needs

- A. Brian plans to be at 6th tomorrow for curb stakes and possibly Almac sanitary sewer.

X. Materials Testing

- A. Schedule – Concrete tests and bituminous have been ongoing.

B. Results –

XI. Contractual Items

- A. Minor Extra Work Order –
- B. Change Orders –
- C. Contractor Payments – Pay App #2 has been sent. Bituminous milling on Almac will be reflected in Pay App #3. Pay App #3 will likely be the 1st or 2nd week of September.
- D. Payrolls to SEH – Ulland to continue sending payrolls to SEH and the County. The County will review.

XII. Miscellaneous

- A. Easement updates – The City has not received any of the outstanding easements.
- B. Additional water service to House 837 Almac Drive for empty lot. No service for sanitary will be provided because it cannot be connected to the forcemain.

XIII. Next Meeting – Wednesday August 29th @ 8:00 am (Will most likely be held at the job trailer between 2nd and 3rd.)

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.

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Building a Better World
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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: August 29, 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: 10

Attendees: Matt, Tyler, Steve, Tom - SEH
Rick, Jay, Josh - City
Pat - PUC
Dave, Josh - Ulland
Nancy Smith – 6th St. Resident
Trish Jahoula – Almac 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. 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. The tree was taken down on Tuesday during sanitary construction.
- B. Homeowner's steps at 311 6th Street. – Nancy gave her neighbor's phone number to Steve to contact for any questions.
- C. Resident at 831 Almac Drive requested that the new sanitary manhole be moved out from his driveway because lid sticks up during the winter months due to frost heave. Tom notified the resident that we have to leave the manhole in its current location, otherwise we may run into rock issues with the sanitary line. Dave from Ulland suggested that we could add extra granular in his driveway to limit the amount of future frost/heave.

II. Erosion Control

- A. Inlet Control in place – Steve and Josh will check inlet protection to make sure all is working properly.
- B. Silt Fence/Compost Logs in place – no update
- C. Monitoring & Documentation – Weekly contractor site inspections are being kept in the job trailer
- D. Dust control – no update

III. Work Schedule

- A. 6th Street Work Items
 - 1. Ulland will finish sanitary and water services this week.
 - 2. Ulland will be working on storm sewer and roadway subcut next week.
 - 3. Ulland will try to get JMF to come and construct curb line week of September 10th

4. Ulland has a bituminous paving window September 14th-17th that they will try and pave the base course for the remainder of 6th Street.
- B. Almac Drive Work Items
 1. Ulland has started with sanitary sewer mains and will continue constructing through the week.
 2. Hanco will be onsite next week to directionally drill watermain. Dave is talking with Hanco about directionally drilling all of the watermain on Almac to speed up construction.
 3. Ulland is hooking up temporary water today.
- IV. Construction Issues
 - A. Bed rock near 816 Almac Drive – Ulland will deal with rock issues as they continue along Almac.
 - B. Gas service conflicts with storm along Almac Drive – Ulland will deal with rock issues as they continue along Almac.
 - C. Hydrant extensions – Will wait until grading is complete.
 - D. Boring mains in public utility easement – Hanco thinks they can make this work. They will plan to bore the watermain first to see if they have any issues prior to boring the sanitary.
 - E. Existing light pole between 2nd and 1st – Ulland will salvage light fixture and remove pole.
 - F. Existing light poles on Almac – PUC has been notified by SEH that the existing light poles need to be removed so that Ulland may construct the new sanitary sewer main.
 - G. Brian will shoot elevations at the low spot at 1st avenue intersection to make sure Ulland can get drainage with the 2nd lift of pavement.
 - H. The City will be removing the trees in the public utility easement between 837 Almac Drive and 100 S. Ugstad Road.
- V. Review of Submittals
 - A. Shop Drawings – no update
- VI. Private Utilities
 - A. Power pole relocations – Waiting on easements.
 - B. CenturyLink pole at 3rd avenue – Crews were seen on site last week.
 - C. PUC and MN Power will need to remove light poles along Almac.
- VII. Public Notifications
 - A. Weekly meeting minutes to be posted on City webpage.
 - B. Garbage companies – Ulland is coordinating on a weekly basis. Garbage truck driver got stuck in construction zone last week. Ulland will need to make sure all companies are notified of routing.
 - C. Post Master
 1. Carrier walks the 6th Street route.
 2. Temporary mailboxes for Almac. Temporary mailboxes have been set up at the Almac and 8th intersection. Depending on what construction is going on, residents may have to either access temporary mailboxes from 8th avenue or Almac drive depending on the day.
 - D. School Buses – School starting next Tuesday, September 4th.
 1. Rick will be notifying the transportation director, Kurt Benassi about any detour changes or closures during construction. Ulland/Steve/Tom will all be notifying Rick of any of these changes as well.
 2. School buses will be picking up kids at the Ugstad and Bee Street intersection.
 3. School buses will be picking up kids at the 8th and Almac intersection.
 4. School buses will be picking up kids at the 3rd and 6th intersection.
- VIII. Traffic Control
 - A.
- IX. Staking Needs
 - A. Brian on site today for JMF curb staking
- X. Materials Testing
 - A. Schedule – no updates

B. Results –

1. Asphalt test report from 8/16/2018 – Pass
2. Class 5 gradation and DCP from 8/6/2018 - Pass

XI. Contractual Items

- A. Minor Extra Work Order –
- B. Change Orders –
- C. Contractor Payments – Pay App #2 has been sent. Bituminous milling on Almac will be reflected in Pay App #3. Pay App #3 will be cut the week of September 10th.
- D. Payrolls to SEH – Ulland to continue sending payrolls to SEH and the County. The County will review.

XII. Miscellaneous

- A. Easement updates – The written language has been updated for the easements at 100 S. Ugstad Road and 837 Almac Drive. These updated agreements will be given to the homeowners to be signed. Still waiting on easement agreement from 34 S. Ugstad Road.
- B. Ulland will raise or add a casting riser at the storm structure at 8th and 1st street when they are doing storm sewer work.

XIII. Next Meeting – Wednesday September 5th @ 8:00 am (6th street between 2nd avenue and 3rd avenue)

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.

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**Animal Allies Humane Society
Contract for Services**

This contract made and entered into this _____ day of _____, 2018 between Animal Allies Humane Society, Inc. (hereinafter referred to as "AAHS") and the City of Proctor (hereinafter referred to as "City"):

Whereas, the City is in need of stray hold services through the remainder of 2018 and;

Whereas; AAHS has a facility and is qualified and licensed to provide such services at its location at 4006 Airport Road, Duluth, MN and;

Whereas; the City wishes AAHS to provide these services in accordance with this contract;

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

I. Term

The term of this contract will end on the 31 day of December, 2018 unless terminated by either party consistent with the termination provisions contained herein.

II. Basic Services

It is mutually understood by both parties that AAHS agrees to provide the services delineated in this contract as an independent contractor. As such, it is the expressed understanding that neither AAHS or anyone retained by them to perform the services undertaken in this agreement shall be considered an agent, servant, representative or employee of the City. In furtherance of this understanding, AAHS will maintain control of the means and methods necessary to perform the services contracted and will provide the following services pursuant to this contract:

1. Shelter and medical care for stray/free roaming dogs and cats seized or found within the City limits that are brought to the AAHS shelter.
2. Conduct the examination of cats and dogs and provide or arrange veterinary care as required whenever necessary at the discretion of AAHS medical staff.
3. Boarding and care up to five (5) working days as a holding facility. Over population of the facility will be controlled by AAHS. If holding capacity is fully occupied by existing municipal partners AAHS will notify the City of a temporary restriction on intake and seek to free up space within 24 hours.
4. Provide euthanization and disposal services, if required, after a period of owner redemption has

expired consistent with MN. Stat. 35.71. Subd. 3.

5. All cats and dogs seized by the City or delivered to AAHS for at least five (5) regular business consistent with MN Stat. 35.71. Subd. 3. In addition, AAHS must maintain the following records regarding cats and dogs so held in custody and preserve them for a minimum 24 months.
 - a. The description of the animal by species, breed, sex, approximate age, and other distinguishing traits;
 - b. The location where the animal was seized or found;
 - c. The date of seizure or finding of stray;
 - d. The name and address of the person whom any animal three (3) months of age or over was received; and
 - e. The name and address of the person to whom any animal three (3) months of age or over was transferred.

These records must be maintained in a form easily accessible to the public.

III. Responsibilities of the City

1. City designated personnel will have access to bring animal(s) to the shelter at anytime. The appointed personnel will be trained on proper containment procedures by an AAHS representative.
2. The City shall be responsible for satisfying all provisions of city code Chapter 501 and all other relevant statutes.
3. The City shall authorize treatment for injured animals at a local veterinarian if said animals are considered to be in life-threatening condition and will defer judgement to AAHS medical staff to determine if there is a need for such services. AAHS will pick up the animal as soon as possible after being notified of its medical release. If these veterinary services are performed within five(5) contracted boarding days, the City is responsible for the actual costs invoiced from the veterinarian.
4. The City shall be responsible for posting notice in accordance with the City ordinance regarding animals delivered to the shelter.

IV. Compensation

The City shall pay AAHS an administrative fee totaling \$330 to cover support costs for the remainder of 2018. In addition;

The City shall pay AAHS the following fees after being provided an invoice shown in Exhibit A:
Per animal charges according to the following pay structure:

- a. \$25 per day canine boarding fee - up to five day hold (\$125 total)
- b. \$20 per day feline boarding fee - up to five day hold (\$100 total)
- c. \$90 per animal to cover the cost of sterilization, as needed.

Although rare, in the event that a hoarding case occurs within Proctor city limits, AAHS and the Chief of Police will discuss on a case by case basis, the care and costs of handling such situations.

NOTE: "City" strays implies that services are provided at the request of the Proctor Police Department. All animals that are billed to the City must have been transported and cared for at the direct request of the Proctor Police Department or approved by said entity after citizen notification. An accompanying case number is required and will be checked for accuracy prior to reimbursement.

V. Compliance with Laws

In providing all services pursuant to this contract, AAHS shall abide by all statutes, ordinances, rules and regulations pertaining to or regulating the provision of such services, including those now in effect and hereinafter adopted.

VI. Insurance

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

COMPREHENSIVE GENERAL LIABILITY

VII. Early Termination of Contract

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

Animal Allies Humane Society
Executive Director - Lindsay Snustad
4006 Airport Road
Duluth, MN 55811

City of Proctor
Chief
100 Pionk Drive #101
Proctor, MN 55810

VIII.

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

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates below.

ANIMAL ALLIES HUMANE SOCIETY. INC.

CITY OF PROCTOR

By: _____

By: _____

Lindsay Snustad
Executive Director

Chief
Proctor Police Department

Date: _____

Date: _____

Exhibit A

Month:				Date Submitted:		Invoice		
---------------	--	--	--	------------------------	--	----------------	--	--

Date animal entered shelter	Animal ID #	Cat, Kitten, Puppy or Dog	Sheriff Case Number; or Authorization #	Emergency Veterinary Services if necessary	Number of days (up to 5)	\$25/day - dogs \$20/day - cats	Sterilization performed (add \$90)	Total requested reimbursement
Total								\$ -
Total								\$0.00

6E



REPAIR ESTIMATE

CUSTOMER:

CITY OF PROCTOR

PERSON TALKED TO:

Rick

CSR:

Kiel

MODEL:

930H

PHONE NO:

DATE:

08/15/2018

W/O #:

SERIAL NO:

FAX NO:

DESCRIPTION

INCLUDED IN
TOTAL

PRICE

LIGHTLY USED BUCKET X26932

\$7,300.00

NEW TAKE OFF BUCKET X28363

\$7,750.00

X

REPAIR REAR WORN THROUGH PORTION OF BUCKET
WITH HAND WELDING/GRINDING TO TIGHTEN UP THE UPPER
HOOKS

X

\$4,500.00

X

X

X

X

X

X

GRAND TOTAL

\$4,500.00

COMMENTS:

ATTACHMENTS:

Warranty Coverage On This Repair

Status

Quote

Expiration Date

09/14/2018

ESTIMATE BY

Kiel D Pahl

ZIEGLER PHONE NO.:

218-726-4069

ZIEGLER INC. LOCATION

CSR

6F



Minnesota Municipal Beverage Association

INCORPORATED

An organization composed of the municipally-operated dispensaries of Minnesota

OFFICERS

PRESIDENT
Chris Arnold
Bagley

VICE PRESIDENT
John Jacobl
Vice President

**SECRETARY/
TREASURER**
Nancy Raines
Longville

DIRECTORS

Tom Agnes
Brooklyn Center

Nancy Drumsta
Delano

Joe Audette
Elk River

Brenda Vianovac
Lakeville

Sarah Olsen
Mapleton

Nanette Serbus
Olivia

Bill Ludwig
Paynesville

Gary Buysse
Rogers

Mike Larson
St. Anthony Village

Ross Olson
Sauk Rapids

Joe Kessler
Spring Grove

Paul Kaspszak
Executive Director

www.municipalbev.com

Box 32966
Minneapolis, MN 55432
763-572-0222
1-866-838-3925
Fax: 763-760-0424

Date: August, 2018

To: Mayors, Administration and Municipal Liquor Managers

From: Paul Kaspszak, Executive Director

As you know, a bill was introduced in the last legislative session to allow wine, beer and spirits to be sold in grocery and convenience stores.

The bill is expected to be introduced again next year.

In preparation, MMBA asks your city pass a resolution in opposition to the initiative.

The last time this issue surfaced, over 120 cities participated in a similar effort.

Enclosed are two examples recently passed in Bagley and Bemidji.

After passing your resolution, please send a copy to:

kaspszak@visi.com

Or

MMBA
PO Box 32966
Minneapolis, MN 55432

Or

Fax: 763-780-0424

As always, let me know if you have questions or need additional information.

Thank you for your participation and assistance.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

RESOLUTION 35-18 OPPOSING THE SALE OF STRONG BEER, SPIRITS, AND WINE IN GROCERY AND CONVENIENCE STORES

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

WHEREAS: the sale of strong beer, spirits, and wine has long been regulated to preserve public health and minimize public safety concerns; and,

WHEREAS: increased alcohol availability is associated with increased alcohol related problems in both youth and the general public; and,

WHEREAS: the city supports existing regulations controlling the sale of alcohol to minimize the risks associated with youth access to alcohol; and,

WHEREAS: allowing the sale of beer, spirits, and wine in grocery and convenience stores would increase the public health risk of youth, the general public and related motor vehicle accidents, (see Potential Health Effects of Expanding Liquor Licenses to Grocery and Convenience Stores, Kansas Health Impact Assessment Project, May 2014; and,

WHEREAS, the public health risks of increasing youth access to alcohol and increased alcohol related motor vehicle accidents among youth and the general public outweigh any convenience to the public of relaxing present regulations on the sale of strong beer, spirits, and wine in grocery and convenience stores.

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

Approved this September 4, 2018 by the City Council of Proctor, Minnesota.

Councilman voting Aye:

Councilman voting Nay:

BY: _____
Philip Larson, Mayor

ATTEST: _____
Mark Casey, City Administrator

6F

6th





CITY OF PROCTOR

08/30/18 12:21 PM

Page 1

*Check Summary Register©

August 2018 to September 2018

Name	Check Date	Check Amt	
10100 First National Gen			
Paid Chk# 037416 EMC NATIONAL LIFE COMPANY	8/24/2018	\$87.10	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 037417 LAW ENFORCEMENT LABOR SE	8/24/2018	\$245.00	LELS UNION DUES
Paid Chk# 037418 PROCTOR POLICE DEPT UNION	8/24/2018	\$50.00	POLICE DUES
Paid Chk# 037419 TEAMSTERS LOCAL UNION #346	8/24/2018	\$418.00	Teamsters union dues
Paid Chk# 037420 AMERIC INN	9/4/2018	\$211.60	TOURISM - SPONSORSHIP - EVENTS
Paid Chk# 037421 AMERIPRIDE SERVICES	9/4/2018	\$183.00	CLOTHING - COVERALLS - STREET
Paid Chk# 037422 BOYSEN, JAY	9/4/2018	\$40.00	CELLPHONE REIMBURSEMENT
Paid Chk# 037423 CENTURYLINK	9/4/2018	\$152.20	PHONE ALARM - ALMAC LIFT STATI
Paid Chk# 037424 DOOR SERVICE SUPERIOR	9/4/2018	\$291.68	OVERHEAD DOOR OPENER REPAIR -
Paid Chk# 037425 DAVID FORNERIS	9/4/2018	\$40.00	CELLPHONE REIMBURSEMENT
Paid Chk# 037426 KENT GAIDIS	9/4/2018	\$21.75	TITLE -SQUAD 2018 DODGE CHARGE
Paid Chk# 037427 GREAT LAKES PIPE SERVICES, I	9/4/2018	\$4,930.00	ANNUAL CLEANING SANITARY SEWER
Paid Chk# 037428 HOLIDAY STATIONSTORES LLC	9/4/2018	\$2,122.56	UNLEADED - PUC
Paid Chk# 037429 LALONDE, RICK	9/4/2018	\$50.00	CELLPHONE REIMBURSEMENT
Paid Chk# 037430 LAWSON PRODUCTS	9/4/2018	\$208.18	CERTI-PROFEN TABLETS & FORM-A
Paid Chk# 037431 MAKI & OVEROM, LTD	9/4/2018	\$21,392.40	CITY OF PROCTOR GENERAL
Paid Chk# 037432 MINNESOTA ENERGY RESOURC	9/4/2018	\$149.56	GAS UTILITIES - CITY OF PROCTO
Paid Chk# 037433 NUSS TRUCK & EQUIPMENT	9/4/2018	\$10,379.44	MULTIPLE SERVICES - FIRE VEHIC
Paid Chk# 037434 OFFICE ENTERPRISES	9/4/2018	\$177.16	INK CARTRIDGE & LABELS FOR POS
Paid Chk# 037435 PROCTOR BUILDERS	9/4/2018	\$132.03	CREDIT-PER AMY ACCTNG DEPT
Paid Chk# 037436 PROCTOR JOURNAL	9/4/2018	\$316.68	MINUTES PUBLISHED 3/5/18
Paid Chk# 037437 PROCTOR PIZZA & SUB SHOP	9/4/2018	\$82.91	FOOD - HOGHEAD FOLLOW UP MTG W
Paid Chk# 037438 RANGE PAPER	9/4/2018	\$78.01	KLEENEX & TOILET TISSUE
Paid Chk# 037439 RUHNKE, JOSHUA	9/4/2018	\$40.00	CELLPHONE REIMBURSEMENT
Paid Chk# 037440 SATHERS, LLC	9/4/2018	\$586.27	CLASS 5 FOR STOCKPILE
Paid Chk# 037441 SEH	9/4/2018	\$40,018.62	PROCT 6TH ST/ALMAC RECONSTRUCT
Paid Chk# 037442 SOLDO CONSULTING PC	9/4/2018	\$11,518.60	COMPLAINT INVESTIGATION 2/21/1
Paid Chk# 037443 STACK BROS MECHANICAL	9/4/2018	\$155.90	BOILER ROOM FLOOR DRAINTRAP O
Paid Chk# 037444 SUPERIOR CHRYSLER CENTER	9/4/2018	\$224.14	FUSE CASE & OIL CHANGE
Paid Chk# 037445 USPS-HASLER	9/4/2018	\$500.00	POSTAGE MACHINE FUNDS
Paid Chk# 037446 VERIZON WIRELESS	9/4/2018	\$405.32	TELEPHONE - POLICE DEPT
Paid Chk# 037447 VIKING INDUSTRIAL CENTER	9/4/2018	\$25.06	SAFETY VEST - DAVE FORNERIS
Paid Chk# 037448 VISIT DULUTH	9/4/2018	\$6,850.00	VISITOR GUIDE ENHANCEMENT - TO
Paid Chk# 037449 W.L.S.S.D.	9/4/2018	\$28,914.00	WASTEWATER CHARGES
Paid Chk# 037450 WILLIAM SAMPLE	9/4/2018	\$100.00	PROFESSIONAL SERVICES
Paid Chk# 037451 AMERICAN FAMILY LIFE ASSUR	9/4/2018	\$38.00	AFLAC
Paid Chk# 037452 EQUI-VEST	9/4/2018	\$369.40	EQUITABLE - DEWALL
Paid Chk# 037453 NCPERS MINNESOTA	9/4/2018	\$18.00	MN NCPERS
Paid Chk# 1472773 CITY OF PROCTOR	8/1/2018	\$23,794.86	PR18-15 wh
Paid Chk# 4097777 CITY OF PROCTOR	8/16/2018	\$19,548.01	PR18-16 wh
Paid Chk# 8208972 FIRST NATIONAL BANK	8/29/2018	\$22,688.36	PR18-17 wh

Total Checks

\$197,549.78

- 23794.86

\$173,754.92

+ 2208.00 Golf July Sales Tax

\$175,962.92

PL# 2089501120 MN DEPT OF REVENUE 8/30/18

(was on Previous Report 8/14/18)

CITY OF PROCTOR

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***Check Summary Register©**

August 2018 to September 2018

Name	Check Date	Check Amt	
10110 First National Liq			
Paid Chk# 028386 CITY OF PROCTOR	8/24/2018	\$1,694.85	PR18-16L wh PERA
Paid Chk# 028387 EMC NATIONAL LIFE COMPANY	8/24/2018	\$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 028388 ADT SECURITY SERVICES	9/4/2018	\$123.52	ADT Security Monitoring
Paid Chk# 028389 AMERICAN BOTTLING COMPAN	9/4/2018	\$142.90	2196
Paid Chk# 028390 ARTISAN BEER COMPANY	9/4/2018	\$223.70	2191
Paid Chk# 028391 BERNICK'S PEPSI	9/4/2018	\$8,351.70	2208
Paid Chk# 028392 BLACKWOOD, BILL	9/4/2018	\$40.00	July Cell Phone Reimbursement
Paid Chk# 028393 BREAKTHRU BEVERAGE	9/4/2018	\$2,121.14	2206
Paid Chk# 028394 CINTAS	9/4/2018	\$70.42	Mats
Paid Chk# 028395 COCA COLA BEVERAGES OF DU	9/4/2018	\$133.90	2192
Paid Chk# 028396 JOHNSON BROTHERS INC	9/4/2018	\$3,344.39	2207
Paid Chk# 028397 LAKESHORE ICE	9/4/2018	\$113.76	2216
Paid Chk# 028398 MICHAUD DISTRIBUTING COMP	9/4/2018	\$1,016.80	2198
Paid Chk# 028399 PHILLIPS WINE & SPIRITS CO	9/4/2018	\$3,165.36	2201
Paid Chk# 028400 PROCTOR BUILDERS	9/4/2018	\$49.57	Filter
Paid Chk# 028401 PROCTOR JOURNAL	9/4/2018	\$75.00	St.Louis County Fair Banner
Paid Chk# 028402 PROCTOR PUBLIC UTILITIES	9/4/2018	\$609.98	Utility Bill
Paid Chk# 028403 RANGE PAPER	9/4/2018	\$76.13	Grocery Bags
Paid Chk# 028404 SOUTHERN GLAZER'S OF MN	9/4/2018	\$2,510.01	2210
Paid Chk# 028405 SUPERIOR BEVERAGE	9/4/2018	\$7,389.95	2226
Paid Chk# 028406 VINOCOPIA	9/4/2018	\$231.50	2217
Paid Chk# 028407 CITY OF PROCTOR	9/4/2018	\$1,627.10	PR18-17L wh PERA
Paid Chk# 028408 UFCW Local 1189	9/4/2018	\$101.28	UFCW UNION DUES
Total Checks		\$33,227.36	