

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, September 17, 2018 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES City Council Meeting Minutes of Tuesday, September 4, 2018

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. Minnesota Board of Peace Officer Standard and Training (POST Board) Compliance Recognition
- B. 2018 Superior Coastal Clean-Up
- C. Proctor Lions Club Thank You
- D. Fair Board Profit & Loss Statement

2. PLANNING & ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Government Fund Payroll and Liquor Fund Payroll Period Ended 09/02/18

***4. COMMITTEE REPORT**

- A. Special City Council Meeting, Initial 2018 Budget Meeting to Discuss the 2019 Budget, Minutes of September 4, 2018
- B. PEDAC Meeting Minutes of September 11, 2018

***5. UNFINISHED BUSINESS**

- *A. SRO

6. NEW BUSINESS

- A. Resolution No. 36-18 Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling Permit to Augustana Lutheran Church
- B. Resolution No. 37-18 Participate in County Road Striping Program
- C. Resolution No. 38-18 Declaring Surplus Equipment
- D. Duluth Urban Watershed Advisory Committee Memorandum of Understanding
- E. Grant Application – Councilor Benson
- F. South St. Louis County Fairgrounds Master Plan – Councilor Benson
- G. Notice of CDBG Vacancy
- H. Resolution No. 39-18 Amending Proctor Economic Development Authority By Laws
- I. Proposed 2019 Levy
- J. Set Public Hearing Date for Truth and Taxation

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

- A. Annexation
- B. Labor Issue
- C. Attorney-Client Privilege
- D. Property

MEMBER CONCERNS

Schwarzbauer:
BMX Track

Benson:

Nowak:

DeWall:

Larson:

BILLS FOR APPROVAL

General: \$52,160.51

Liquor: 42,315.16

Total: \$94,475.67

TOTAL BILLS FOR APPROVAL: \$94,475.67

ADJOURNMENT:

Minutes of the regular Proctor City Council meeting held Tuesday September 4, 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: City Attorney John Bray, Administrator Casey, Chad Ward, Jim Aird, Jim and Dan Rohweder, Steve Anderson, John Engelking, Eric Madson, David Brenna, Frank Siiro, Kathy Hannan, Jay Boysen, Jesse Annala, Chief Gaidis, Eric McPhee, Dave McPhee

PUBLIC HEARING ON POTENTIAL SALE OF PROPERTY TO ISD 704

1. Potential Sale

Mayor Larson read the public notice and asked for citizen comments.

David Brenna- past Mayor opposed to the sale because the Fair Board can generate additional sales/storage of \$12,000 and the concern the floor of arena is too slippery for much anything else. Concerns for increase of taxes.

Jim Rohweder-past Mayor/Administrator concerns for what are the intended uses by the school. Asked when the city is going to spend money to maintain those facilities and the city needs to budget for the maintenance of those facilities.

John Engelking-Superintendent ISD 704 presented schools intended uses as a regional facility for kids and adults. It would also enhance who we (the community) are and the school is the heartbeat of many communities. It would be used for wrestling, Fair Board offices, cheerleading, golf, etc. This will help Proctor move forward and explained the funding mechanism for the school to maintain.

Dan Rohweder –Citizen concerns of what the cost would be to the residents. Does Proctor get a share of the revenue.

Mayor Larson – asked what improvements has the Fair Board made.

Frank Siiro – Fairboard Chairperson. Gave synopsis of the what the added revenue could be (\$19,000) and stated the Fair Board has made \$1,000,000 in improvements and gave a list of the improvements.

Eric Madson –PEDA Chairperson. Concerned about agreements that are currently in place and stated both the Fair Board and Schools could benefit. Did have concerns that Planning and Zoning and PEDA has not had the opportunity to discuss. If the project fails how will the City get the property back.

Dave McPhee- wrestling coach. Stated there currently is a lack of space for the wrestling team. The facility will allow his team to practice at decent hours and have privacy of not changing in hallways and they currently have no shower facilities. This creates issues for MSHL required skin checks. It would be a benefit to all sports and persons staying at the hotels and using the restaurants.

Steve Anderson – Business Manager ISD 704 talked about the funds that would be used to maintain the facility and the school will have one less building to maintain at the fair grounds.

John Bray –City Attorney stated the amount of property needed would be approximately 10-15' around the building and the agreement is no where near final.

Jay Boysen – Proctor Amateur Hockey Association. PAHA will not give up the lease on the building if it used for storage. PAHA would like to see it used as recreational.

Mayor Larson- concerned city doesn't have the funds to maintain those building at the fairgrounds and doing nothing is not an option.

Jake Benson –Councilman. Asked ISD 704 if there was a structural report done? How much will the repairs cost. Asked if there would be other uses for the facility besides athletics. Will the agreement state anything about transfer of the property back to the city. Asked if the school board has heard the issue.

Steve Anderson – ISD 704 stated there has been some analysis by outside engineering firms stating the concrete pillars need to be replaced and many other smaller maintenance issues. Also stated if the use of the facility changes from recreational to something else the building will need to be brought up to code per the Building Official. Stated the school board has unanimously given approval to move into negotiations.

Jim Schwarzbauer – Councilman. Asked about when the turf for the facility will be available and how many days a year would it be in use. Also gave examples of the four area colleges that need this type of facility.

Troy Dewall – Councilman. Asked how much PAHA pays to the Fair Board for its lease and what the plan is for the existing hockey boards that are outside. Asked is there a required amount of years the school has to own the facility in order to encumber the funds.

ADJOURNMENT

Motion by Schwarzbauer, seconded by Dewall and (carried 5-0) to close the Public Hearing and resume the regular council meeting. Time 6:59 p.m.

Motion by Schwarzbauer, seconded by Dewall and carried (5-0) to suspend the agenda and move to item 6I.

Motion by Schwarzbauer, seconded by Larson and carried (5-0) to reconvene the regular agenda.

APPROVAL OF THE MINUTES:

Motion by DeWall, seconded by Schwarzbauer, and carried (5-0): To approve the August 20, 2018 City Council Meeting Minutes..

APPROVAL OF THE AGENDA:

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

- 6J: Contract Adjustment was removed
- 7B: Labor Contract was removed from the Closed Session

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

Kathy Hannan spoke to how we can move the trail forward and get things going on the forty acres and potential costs of \$60,000 per mile. Dan Rohweder – spoke thanking Ms. Hannan for taking the lead on the trail project and stated Tourism dollars can be used for design of the trail. Jim Rohweder explained several years past there were public hearings on trail design and development. Also, had concerns about naming city property after a person.

***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 Benson, seconded by Dewall, and carried (5-0): To approve the Consent Agenda.

***1. COMMUNICATIONS**

- A. Duluth Airport Thank You
- B. Salvation Army Seeking Donations
- C. CDBG Planning Session

2. PLANNING AND ZONING DEPARTMENT MATTER

- A. Variance approval 619 4th St.

***3. CLERK ADVISES COUNCIL**

- A. Government and Liquor Fund Payroll Period Ended 8/19/2018

***4. COMMITTEE REPORTS**

- A. Planning and Zoning Meeting Minutes of August 27, 2018
- B. Parks and Recreation Meeting Minutes of May 29, 2018
- C. Parks and Recreation Meeting Minutes of August 28, 2018 (unofficial)
- 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

Motion by Nowak, seconded by Dewall and carried (5-0) to approve a contract with Animal Allies for the remainder of 2018 \$350.

B. Parks and Recreation Recommendation

Motion by Benson, seconded by Nowak and carried (5-0) to approve the backstop at Field 1 using Parks and Recreation budget for \$2,200 and to ask the school to assist in the cost and repair of said backstop.

C. Rename Park on 1st Avenue and 3rd Street to Bob Laney Court

Request came from the Beautification Committee to Parks and Recreation to rename the park on 1st Avenue and 3rd Street to Bob Laney Court. Discussion ensued as to why name a park after a person. Should the person named put up financial support. Also, discussion as to how to improve the court.

No action was taken on this item.

D. Parks and Recreation Recommendation to Keep the Arena at the Fairgrounds for Recreational Use

Discussion as to why keep the arena as recreational. Benson asked to define recreational i.e. could it mean the arts. Schwarzbauer commented the Comprehensive Plan states to have collaboration on updating and enhancing facilities.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0) to table this item pending future documented information.

E. Front End Loader Bucket

Motion by Larson, seconded by Dewall and carried (5-0) to approve the purchase for a new front end loader bucket from Ziegler in the amount of \$7,750.

F. Resolution 35-18 Opposing the Sale of Strong Beer, Wine, and Spirits in Grocery and Convenience Stores

**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 could 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

Motion by Larson, seconded by Benson and carried (5-0) to approve Resolution 35-18 Opposing the Sale of Strong Beer, Wine, and Spirits in Grocery and Convenience Stores

G. Annual Meeting with Civil Service Commission

Discussion by the Mayor as to hold a meeting with the Civil Service Commission as was held in 2017. Benson stated there is no statute or ordinance requiring this type of meeting and asked if we have this meeting with other boards. It was stated an annual meeting with Public Utilities Commission does take place. Chief Gaidis recommended the meeting as it gives each entity a better idea of what the other does.

Motion by Larson, seconded by Nowak and carried (5-0) to contact the Civil Service Commission for a joint meeting.

H. Property Sale of Parcel 185-0240-00540/00545

Discussion as to how these two parcels have incorrect assessments attached to them. Casey stated the parcel with no assessments has an interested buyer. Bray stated the City can put the assessment back on the parcel contradictory to statements by the County Auditor's Department.

Motion by Nowak, seconded by Larson and carried (5-0) to direct the City Attorney into this matter and take the necessary steps to correct the assessments on each parcel.

Motion by Nowak, seconded by Dewall and carried (5-0) to move into Closed Session under MN Statutes 13D to discuss Property Matters. 8:18 p.m.

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

A. Property Matters

B. Labor Contract – this item was removed

Motion by Benson, seconded by Schwarzbauer and carried (5-0) to adjourn the Closed Session and reconvene to the regular Council meeting: Time 8:35 p.m.

New Business (Continued)

I. Arena Sale

Schwarzbauer explained the need to gather additional information prior to making a decision on the sale of the Fairgrounds Arena to ISD 704

Motion by Schwarzbauer, seconded by Nowak and carried (5-0) to table this item until a later date.

J. Contract Adjustment

This item was pulled.

MEMBERS CONCERNS:

Schwarzbauer:

Benson:

Nowak:

DeWall:

Mayor Larson:

BILLS FOR APPROVAL

General Bills: \$175,962.92

Liquor Bills: \$33,227.36

Total: \$209,190.28

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

ADJOURNMENT

Motion by Nowak, seconded by Dewall and carried (5-0): To adjourn the City Council meeting at 8:39 p.m.



Minnesota Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200
St. Paul, MN 55104-3825
(651) 643-3060 • Fax (651) 643-3072
www.post.state.mn.us

August 27, 2018

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

Dear Mr. Casey;

The Minnesota Board of Peace Officer Standards and Training (POST Board) is the occupational regulatory agency charged with the vital responsibility of maintaining selection, education and licensing standards for the 431 Minnesota law enforcement agencies that employ over 10,500 peace officers across our state.

While the POST Board performs many functions, a significant portion of the POST's responsibility is dedicated to conducting "compliance reviews" of Minnesota law enforcement agencies to ensure they are meeting legislatively mandated training and department policies on *Use of Force/Firearms training, Emergency Vehicle Operation and Pursuit Driving training and mandated departmental policies*.

On August 21, 2018, a POST Board Standards Coordinator conducted a review at the Proctor Police Department. After a comprehensive review of their records concerning mandated employee training and department policies, I am pleased to inform you that your police department **passed the review**.

Ensuring all law enforcement agencies around the state are in compliance plays a pivotal role in maintaining the high level of professionalism we have enjoyed in Minnesota for many years and that professionalism translates into quality law enforcement services for the citizens of Minnesota.

Please take a moment to recognize your police department for this important accomplishment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nathan R. Gove", is written over the typed name.

Nathan R. Gove
Executive Director

Lake Superior

Needs **YOU!**



Join the 2018 Superior Coastal Clean-Up

Who: Residents of the Twin Ports

What: Join Mayor Jim Paine and Mayor Emily Larson in a kick off to the annual Coastal Cleanup. Part of an international effort, work locally on and around Barker's Island but simultaneously alongside thousands of volunteers from around the globe who will be cleaning similar areas in their communities as part of the International Coastal Clean-Up. Record information about the amount and types of litter found to make positive changes for our Great Lakes beyond the clean-up.

All clean-up supplies are provided! We Just Need YOU!!

When: September 12th, 2018 from 3-5PM (come for any or all of the time)



City of Proctor -
The Proctor Lions Club
would like to thank you
for your participation in
the annual 2018 Proctor
Hoghead Event - especially
the fireworks!

Thank you!
Proctor Lions Club

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
 January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
County Grant	2,700.00
Dirt Floor Arena	
2012 Stall Rent	280.00
Stall Rent	2,775.00
Total Dirt Floor Arena	3,035.00
Donation Income	
Bernicks	1,000.00
Enbridge	500.00
Midway Sewer	200.00
Solway Township	100.00
Total Donation Income	1,800.00
Fair	
ATM Fees	122.00
Booth, Conc Rent	2,380.00
Camping Electric	212.00
Carnival Income	
Advance Sale Tickets	1,230.00
Carnival Income - Other	412.00
Total Carnival Income	1,642.00
Daily Admission Fees	
Main Gate	9,849.00
Passes-Admission	812.00
Road Gate	2,296.00
Total Daily Admission Fees	12,957.00
Grants	5,489.73
Saturday Horse Show	1,958.00
Shavings	68.00
Sponsorship	
Irving Community Center	1,000.00
Total Sponsorship	1,000.00
Stall Rent	340.00
Sunday Horse Show	1,082.00
Total Fair	27,230.73
Grants (Non Fair)	
Ag Grant	7,306.54
Total Grants (Non Fair)	7,306.54
Membership Dues	200.00
Miscellaneous Income	250.00
Rent	
Circus	1,080.00
Forest Zone Trappers	700.00
PAHA	5,000.00
Rabbit Show	270.00
RC Racing	3,000.00
Speedway	3,275.00
Studebaker Car Show	300.00
Total Rent	13,625.00

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2017

	Jan - Dec 17
Rummage Sale	307.50
Snocross Parking	11,710.00
Storage	42,276.00
Total Income	110,440.77
Expense	
Advertising-Other	150.00
Bank Service Charges	
Check Order	199.83
Safety Deposit Box	15.75
Total Bank Service Charges	215.38
Banquet Expense	
Membership Cards	38.50
Banquet Expense - Other	59.76
Total Banquet Expense	98.26
Capital Improvements	
Barns-Electrical	2,666.00
Parking Lot LED Lights	1,225.00
Stall Panels	5,100.00
Wash Rack	2,784.93
Total Capital Improvements	11,765.93
Cash Bank	0.00
Contract Labor	616.50
Convention Expense	1,389.31
DFA Expense	
Dirt	1,195.00
Total DFA Expense	1,195.00
Diner Expense	
Food	172.07
Total Diner Expense	172.07
Dues and Subscriptions	175.00
Fair 2017	
Payroll Expenses	
FUTA	37.77
Total Payroll Expenses	37.77
Fair 2017 - Other	120.00
Total Fair 2017	157.77
Fair 2018	
4-H Horse Show	481.32
Advance Sale Tickets	8,000.00
Advertising	
Banners	32.51
Advertising - Other	0.00
Total Advertising	32.51
Apparel	705.00
Barn Supplies	27.47
Contracted Labor	69.75

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2017

	Jan - Dec 17
Entertainment	
Bounce House	827.56
Kids Pedal Pull	885.00
Silver Streak Band	1,200.00
Todd Eckart	1,500.00
Tricia & The Toonies	1,930.00
Whitesidewalls Band	3,300.00
Total Entertainment	9,642.56
Feed	398.95
Fire Extinguisher Exp	261.65
Food-Diner	-357.58
Garbage Removal	1,309.48
Horse Show Expense	
Saturday Horse Show	300.00
Sunday Horse Show	300.00
Horse Show Expense - Other	0.00
Total Horse Show Expense	600.00
Judge-4H	437.12
Judge-Baking/Canning	80.00
Judge-Flowers	50.00
Judge-Fruits & Veggies	
Judge-Fruits and Veggies	40.00
Total Judge-Fruits & Veggies	40.00
Judge-Game Show (Horse)	675.00
Judge-Home Arts M	50.00
Judge-Home Arts N	40.00
Judge-Home Arts O	40.00
Judge-Painting	40.00
Judge-Poultry	428.35
Judge-Quilts	80.00
Judge-Rabbits	75.00
Judge-Sheep/Goats	40.00
Judge-Talent Show	40.00
Judge-Youth	120.00
Mileage	608.40
Misc Expense	33.00
Misc Fair Supplies	172.15
Multi Day Passes	23.00
Payroll Expenses	7,649.78
Petting Zoo	5,400.00
Portable Toilets	291.26
Poultry Barn Expense	0.00
Poultry Testing	160.00
Premium Checks	
4-H	2,310.50
Industrial Bldg	2,339.00
Saturday Horse Show	1,549.00
Sunday Horse Show	1,829.00
Total Premium Checks	7,827.50
Printing	
Premium Books	948.02
Total Printing	948.02
Prizes-Kids Day	300.00
Ribbons & Supplies	601.73

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2017

	Jan - Dec 17
Salary-Barn Supt	80.00
Salary-Director	1,500.00
Salary-Labor	491.50
Salary-Poultry-Supt	0.00
Talent Show Expense	100.00
Talent Show Prizes	165.00
Tent Rental	949.67
Trophies	
Car Show	0.00
Enduro	234.00
Saturday Horse Show	358.00
Sunday Horse Show	358.00
Talent Show	60.00
Total Trophies	1,010.00
Trophies/Ribbons-Horse Shows	0.00
Vet Expense	230.00
Total Fair 2018	49,935.59
Financial Statement	28.44
Flowers	150.00
Food-Rummage Sale	728.36
Food License	245.00
Garbage Removal	600.00
Grounds Maintenance	820.96
Insurance	
Liability Insurance	6,990.00
Vehicle	364.00
Workers Comp Ins	401.00
Total Insurance	7,755.00
Legal Notice	80.11
Miscellaneous	55.50
Office Supplies	
Signature Stamp	21.66
Office Supplies - Other	239.70
Total Office Supplies	281.36
PO Box Rent	160.85
Postage and Delivery	153.86
Repairs	
Bathroom	253.00
Hydrant	4,970.50
Total Repairs	5,223.50
Salaries	
Officers Expense	1,800.00
Total Salaries	1,800.00
Sales Tax Expense	
City	125.00
County	125.00
State	1,718.00
Sales Tax Expense - Other	24.82
Total Sales Tax Expense	1,990.62
Security Cameras	1,481.17

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2017

	Jan - Dec 17
Snocross Expense	
Parking	1,827.00
Spirit Mt (Bus Exp)	5,402.50
Snocross Expense - Other	35.00
Total Snocross Expense	7,064.50
Storage Expense	435.82
Supplies	
Office	129.28
Supplies - Other	104.75
Total Supplies	234.01
Tables and Chairs	70.00
Tax	
Federal Tax Due	2,222.00
State Tax Due	1,681.00
Total Tax	3,903.00
Tax Return Preparation	700.00
Telephone	
Internet Service	128.97
Telephone - Other	1,308.93
Total Telephone	1,437.90
Truck & Equipment Expense	
Gas, Oil & Fuel	374.23
Repair	37.90
Total Truck & Equipment Expense	412.13
Utilities	
Carnival	1,225.92
Carny Lot	360.74
Electric	100.00
Electric-Bathroom	1,634.71
Electric-DFA	513.12
Electric-Grounds	140.54
Electric-Livestock Bldg	468.07
Hockey Building	1,275.17
Industrial Bldg	2,145.38
Outlets	577.36
Parking Lot Lights	63.73
Water & Gas	1,626.67
Total Utilities	10,131.41
Void	0.00
Washroom Supplies	73.65
Website	490.00
Work Party Expense	672.40
Total Expense	113,020.36
Net Ordinary Income	-2,579.59
Other Income/Expense	
Other Income	
Speedway Seat Surcharge	9,957.00
Total Other Income	9,957.00

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2017

	<u>Jan - Dec 17</u>
Other Expense	
Speedway Seat Tax	
2007 Loan Payment	<u>8,500.00</u>
Total Speedway Seat Tax	<u>8,500.00</u>
Total Other Expense	<u>8,500.00</u>
Net Other Income	<u>1,457.00</u>
Net Income	<u><u>-1,122.59</u></u>

PR18-18

8/20/18 - 9/2/18

3A

CITY OF PROCTOR

09/05/18 3:31 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	\$1,860.99
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$654.30
	City Clerk	Administrative	Full-Time Employee Regular	\$1,120.00
	City Clerk	Administrative	Full-Time Employee Regular	\$280.00
	City Clerk	Administrative	Full-Time Employee Overtime	\$229.69
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,384.80
	Police	Operations (Police)	Full-Time Employee Regular	\$13,132.75
	Police	Operations (Police)	Full-Time Employee Regular	\$622.08
	Police	Operations (Police)	Full-Time Employee Regular	\$901.44
	Police	Operations (Police)	Full-Time Employee Regular	\$651.57
	Police	Operations (Police)	Full-Time Employee Regular	\$190.08
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$184.21
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,379.50
	Police	Police Grant Labor	Full-Time Employee Overtime	\$638.82
	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	\$131.79
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$5,348.97
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$457.59
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,448.40
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$492.60
	Park	City Parks	Full-Time Employee Regular	\$28.95
	Park	City Parks	Full-Time Employee Overtime	\$141.13
	Park	City Parks	Temporary Employees Regular	\$1,040.00
	Recreation	Ball Field Maintenance	Temporary Employees Regular	\$125.00
	Operations (PUC)	Administrative and General	Temporary Employees Regular	\$115.94
FUND 100 General Fund				\$37,314.45
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	\$86.85
	Public Works	Sewer	Full-Time Employee Regular	\$301.17
FUND 500 Sewer Fund				\$388.02
				\$37,702.47

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

09/05/18 3:32 PM

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FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,748.00
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Overtime	\$229.43
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$2,192.65
FUND 600 Liquor Fund				\$4,170.08
				\$4,170.08

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 18

09/05/18 3:22 PM

Page 1

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	8.75	1.5	\$229.69	City -BI-wk
CITY HALL	6.00	1.5	\$188.19	City -BI-wk
Shift Multiplier 1.5	14.75		\$417.88	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	6.00	1.5	\$273.78	City -BI-wk
POLICE	8.00	1.5	\$365.04	City -BI-wk
Shift Multiplier 1.5	14.00		\$638.82	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	3.25	1.5	\$141.13	City -BI-wk
Street Department	2.67	1.5	\$115.94	City -BI-wk
Shift Multiplier 1.5	5.92		\$257.07	
Pay Group Description City -BI-wk	34.67		\$1,313.77	
Location Description Liquor Store				
Shift Multiplier 1.5				
Liquor Store	7.00	1.5	\$229.43	Liq -BI-Wk
Shift Multiplier 1.5	7.00		\$229.43	
Pay Group Description Liq -BI-Wk	7.00		\$229.43	
	41.67		\$1,543.20	

T20 grant
" "

Minutes of the Special Proctor City Council Meeting held on September 4, 2018 in the Community Center Conference Room.

Mayor Philip Larson called the meeting to order at 4:04 p.m.

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

OTHERS PRESENT: City Administrator Mark Casey, Finance Director/Accountant Noelle Lent, Police Chief Kent Galdis, Street Supervisor Rick LaLonde, Fire Chief Kerry Helquist, Confidential Administrative Assistant Robin Hansen and Chad Ward.

PRESENTATION: Initial 2018 Budget Meeting to Discuss the 2019 Budget

2019 BUDGET DISCUSSION

City Administrator Mark Casey explained that the figures in the presentation are not set in stone. He also stated that the deadline is December 17, 2018 for the City Council to set the final levy for 2019. Casey went on to explain the departmental break down of some of the expenses in the budget; such as:

- Police Department: 1-2 officers, full-time clerical, security wall, rifles and back compensation
- Street Department: Equipment and contractual wages
- Park Department: Trails
- Administration: Security wall, finance software, access cards, intrusion system, records management system, website design, part-time receptionist, recodify and HVAC/boilers
- Fire Department: Fire Truck. The amount reflected in the presentation does not include First Responders, but it will be incorporated into this budget.
- Other City: Includes Tourism, Government Building, Mayor, Committees, First Responders, Attorney, Property, Workmans Comp and Liability Insurance

Casey explained that the City receives revenue through sales, food & beverage; along with the miscellaneous revenue which comes from rentals, cable, fire and police aid, and leases such as tower and property. Lodging tax goes directly to Tourism. Casey would like to increase the food and beverage sales tax for the benefit of the City.

Administrator Casey pointed out that the 2019 Health Insurance for the City employees remains the same as 2018.

Councilor DeWall asked for a breakdown of the miscellaneous revenues and Councilor Benson requested a copy of the line item breakdown. Noelle provided these reports to them.

Casey discussed the status of the debt service, bonds and loans and suggested the City levy enough to make sure bond payments can be met. He stated the levy must be in by September 30th, finalized by December 27th and that the Truth in Taxation meeting is in December as well. He also explained that the General Fund does not include the capital requests.

Administrator Casey suggested increasing the levy and utilities each year; as this shows the City is protecting itself when it comes to applying for bonds and grants.

Discussion took place in regard to the sewer behind the Derailed Bar of which \$10,000 was projected for the repair. Rick LaLonde feels this item can be removed from the budget, and Mayor Larson said if it is removed now, it is still an issue that will need to be addressed in the future.

Casey stated the Playground for Everybody should be kept in mind with the Parks budget. Councilor Schwarzbauer spoke of the Round-Up Program and he made a request to acquire the Round-Up number percentage.

Administrator Casey explained the CIP includes a part-time receptionist, and also that the sales use tax covers improvements, streets, activity center equipment, debt service on bonds, and leases. He also reminded the attendees that the sales tax maximum is 7.2 million. Mayor Larson asked, "Where the City is at with respect to this amount, to date is this just going under the General Fund, and don't we have funds that can be eliminated or combined?"

Casey stated from today to December 17, 2018 the department heads and the Council needs to make their decisions.

Benson asked how much interest income does the City get from funds, and Casey agreed with him stating the interest could be used to acquire needed items. Casey then stated that Sewer, Liquor and Golf are separate budgets and not a part of the General Fund. Benson then asked if there was any money for an Economic Development Coordinator/Director.

Fire Chief Helquist suggested 23.9 for the First Responder Budget.

Councilor DeWall made a request for a list of the savings accounts with balances from the last 12 months, and also the revenues to date from the Liquor Store. DeWall also asked if the City should contact the WIPFLI Auditor with regard to the debt ratio, and Casey said he recommended for WIPFLI to check with the bond company.

Casey stated the Sanitary Sewer Fund is healthy.

DeWall explained that the City needs to find out the status of where it is at with the other loans.

The meeting adjourned at 5:12 p.m.

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. on Tuesday, September 11, 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: Chairman Eric Madson and Vice Chairman Tom Lavato, Mayor Larson Carol Lind

MEMBERS ABSENT: Two Open Positions, Wayne Pulford

OTHERS PRESENT: City Administrator Mark Casey; Councilman Jim Schwarzbauer

APPROVAL OF MINUTES: PEDA Meeting Minutes of July 10, 2018

Motion by Larson, seconded by Lavato and (carried 4-0): To approve the PEDA Meeting Minutes of July 10, 2018.

APPROVAL OF AGENDA:

Motion by Larson, seconded by Lind and carried (4-0): To approve the PEDA with the Removal of 4A Swanson Loan Update

1. COMMUNICATIONS

- a. Why Dicks Sporting Goods Should Consider Leaving Duluth Miller Hill Mall
- b. Four components your comprehensive plan needs to be successful

2. PLANNING & ZONING COMMISSION MATTERS

- a. Letters of Compliance Sent to Blighted Property Owners
 - I. 103 5th Street
 - II. 215 5th Street
 - III. 621 3rd Avenue
 - IV. 117 & 121 5th Street (same owner)
 - V. 824 6th Street

3. PEDA SECRETARY ADVISES AUTHORITY

Motion by Larson, seconded by Lind and (carried 4-0) to accept the PEDA financials with direction to renew the 6 month CD.

4. UNFINISHED BUSINESS

- a. Resolution 01-18P Amending Proctor Economic Development Authority By-

Laws

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

This item was from previous meetings for PEDAs to consider reducing the number of members from seven to five. Discussion took place the lack of interest in community members to volunteer for boards and commissions.

Motion by Larson, seconded by Lind and carried (4-0) recommending to Council to reduce the number of members on PEDAs from 7 to 5.

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. Casey gave information on CDBG funding to see if excavation funds would be eligible. NO Action Taken.

B. REI Outdoors Programs & Outreach

Schwarzbauer presented information on how REI is membership based and believes the members in this area don't quantify REI setting up a store and may not be a good fit for the area. No Action Taken

C. 2018 PEDAs Budget-

Discussion on the possibility of hiring a grant writer for PEDAs in 2019. Casey explained a portion of his salary is supposed to come out of PEDAs.

Motion by Madson, seconded by Lavato and (carried 4-0) to recommend to Council to have funds set aside in the PEDAs 2019 budget for a grant writer in the amount of \$10,000 and if approved to develop job description and qualifications at a later date.

D. Fairground Arena Sale:

Madson presented to the Authority the possibility of ISD 704 purchasing the old hockey arena at the fairgrounds to the City. Also gave synopsis of the agreements between the County and the City and the City and the Fairboard. Madson stated the issue of can the city sell it if the use changes, loss of revenue to the Fairboard, and went over details of each contract that may pose questions. Schwarzbauer presented the advantages to the community and fairboard if the sale were approved. Proctor could become the potential sporting destination in the area. Stated two local groups would already like to rent time. Madson wants to make sure the Revision Clause of the County/City contract is addresses.

Motion by Lavato, seconded by Lind and (carried 4-0) to research any outstanding loans the lessees may have with the County to make sure the City would not be responsible for and for the City Attorney to put safeguards into the purchase agreement on the reversion clause of the existing agreements between the City/County/Fairboard

E. EDA Coordinator/Grant Writer – this item was addressed during conversation on the budget.

6. MEMBER CONCERNS

None

APPROVAL OF BILLS:

None

ADJOURNMENT

Motion by Larson, seconded by Lind and carried (4-0): To adjourn the meeting at 7:29 p.m.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

**Resolution No. 36-18
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 Proctor High School, 131 9th Avenue, Proctor, Minnesota on February 8, 2019.

Passed by a majority vote of the Proctor City Council, this 17th day of September, 2018.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Augustana Lutheran Church

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: 4683268

Federal Employer ID Number (FEIN), if any: 41-1501890

Mailing Address: 3251 Midway Road

City: Duluth State: Mn Zip: 55810 County: St. Louis

Name of Chief Executive Officer (CEO): Scott A Haag

CEO Daytime Phone: 218-260-2118

CEO Email: minniesoda@hotmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Proctor High School

Physical Address (do not use P.O. box): 131 N. 9th Ave

Check one:

☒ City: Proctor Zip: 55810 County: St. Louis

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 02/08/2019

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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

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

**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

**COUNTY APPROVAL
for a gambling premises
located in a township**

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: 8-28-18
Signature must be CEO's signature; designee may not sign

Print Name: Scott A. Haag

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

**Office of the Minnesota Secretary of State
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	Swedish Evangelical Lutheran Church of Duluth, County of St. Louis, State of Minnesota
Date Filed:	02/22/1887
File Number:	4490-NPA
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 08/11/2018



Steve Simon
Steve Simon
Secretary of State
State of Minnesota

**Office of the Minnesota Secretary of State
Certificate of Existence and Registration**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The entity listed below was filed under the chapter of Minnesota Statutes listed below with the Office of the Secretary of State on the date listed below and that this entity or filing is registered at the time this certificate has been issued.

Name:	Augustana Lutheran Church
Date Filed:	08/01/2018
File Number:	1025814100036
Minnesota Statutes, Chapter:	333
Home Jurisdiction:	Minnesota

This certificate has been issued on: 08/11/2018



Steve Simon

Steve Simon
Secretary of State
State of Minnesota

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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

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RESOLUTION 37-18 PARTICIPATE IN COUNTY ROAD STRIPING PROGRAM

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

WHEREAS: St. Louis County offers a road striping program to those communities located in the St. Louis County; and,

WHEREAS: the City of Proctor does not have the capabilities to perform this function; and,

WHEREAS: the City of Proctor requests to participate in the St. Louis County maintenance striping program; and,

WHEREAS, the City of Proctor wishes to enter into a cooperative agreement with St. Louis County for the above said purposes for 2018.

NOW, THEREFORE, BE IT RESOLVED the City of Proctor, through the actions of the Mayor and City Council wish to participate and enter into an agreement with St. Louis County for Striping Maintenance.

Approved this September 17, 2018 by the City Council of Proctor, Minnesota.

Councilman voting Aye:
Councilman voting Nay:

BY: _____
Philip Larson, Mayor

ATTEST: _____
Mark Casey, City Administrator

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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September 18, 2018

St. Louis County
Traffic Attn: Vic Lund
4787 Midway Road
Duluth, MN 55811

Dear Mr. Lund,

Please consider this letter with attached resolution, map, and application, as the City of Proctor's formal request for Striping in 2019.

Should you have any questions, feel free to contact me at 218-624-3641 or email at mcasey@proctormn.gov.

Respectfully,

Mark Casey
Administrator
City of Proctor

.cc Streets Department

2019

PROCTOR
MN.

2

St Louis R

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12th St

11th St

9th St E

8th St E

7th St E

6th St E

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Oak St

Grove St

Anchor St

Waterview Dr

Mountain Dr

Knowlton Crk

Memper Trail

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Boundary Ave

Kirkus St

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Application for Participation in the Aggregate Crushing and Maintenance Striping Programs

Due Date: October 5, 2018

Agency Name

City of Proctor

Agency Contact
(name, address,
phone number,
email)

Mark Casey or Rick Lalonde
100 Plonk Drive, Proctor MN 55810
218-628-6261; mcasey@proctormn.gov; rlalonde@proctormn.gov

My agency is requesting to participate in the Aggregate Crushing Program ☐

Pit Name

Quantity (tons)

My agency is requesting to participate in the Maintenance Striping Program ☒

Estimated Quantities (total linear feet by type)
(e.g. 500 LF of 4" double solid yellow line) attach

additional sheets as needed

Pavement Marking Type Quantity (Lin Feet)

4 inch yellow center line	12,500
4 inch white fog line	21,500

You must attach a formal request letter on your agency's official letterhead to this application form. Requests to participate in the aggregate crushing program must return the gravel pit map with the gravel pits circled that are requested.

Submit this form by mail or email.

Mailing Address

St. Louis County
4787 Midway Road
Duluth, MN 55811

Email Address

mitchella@stlouiscountymn.gov

For questions, please contact Victor Lund, Traffic Engineer, at 218-625-3873 or by email at lundv@stlouiscountymn.gov.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

60
COUNCILORS
Jake P. Benson
Troy R. DeWall
Gary Nowak
James R. Schwarzbauer

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RESOLUTION 38-18 DECLARING SURPLUS EQUIPMENT

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

WHEREAS, the City of Proctor Police Department has items no longer in need by the department and have been removed from service; and,

- 2010 Ford Crown Victoria VIN: 2FABP7BV0AX106012:

WHEREAS, the sale of such equipment and its proceeds will decrease operating costs of the department and make room for additional equipment.

NOW, THEREFORE BE IT RESOLVED The City Council of the City of Proctor through the signature of its Mayor and Administrator, authorizes to declare this equipment surplus and available for sale or auction.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution _____ was declared duly passed and adopted this 17th day of September 2018.

Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator

**Duluth Urban Watershed Advisory Committee
Memorandum of Understanding
Signatory Page**

The Duluth Urban Watershed Advisory Committee vision is: "our water resources and associated ecosystems become healthier and more resilient through public engagement and local government collaboration." The vision is realized by the need to protect, restore, and manage the shared water resources of these watersheds for multiple purposes, including meeting the goals of the Clean Water Act, ensuring high-quality water resources for the enjoyment of residents and visitors, and reducing damage from, and improving our community's resilience to, flooding. Protection and management objectives are advanced through agency and community collaboration, knowledge and resource sharing, ordinance and policy review, and project prioritization.

By signing the Memorandum of Understanding your community or agency becomes an official member of the Duluth Urban Watershed Advisory Committee (DUWAC). You agree to maintain a cooperative working relationship to promote healthier and more resilient water resources. DUWAC will assist in coordinating stakeholder involvement in current and future activities focused on watershed protection, preservation and restoration.

Phil Larson,
Mayor
City of Proctor

Date

MEMORANDUM OF UNDERSTANDING
to establish the
DULUTH URBAN WATERSHED ADVISORY COMMITTEE

A. Introduction

This Memorandum of Understanding (MOU) formalizes formation of the Duluth Urban Watershed Advisory Committee (referred to as DUWAC, or “the Committee” below), a voluntary cooperation organization of communities and agencies, established in 2018.

In 2007, Minnesota adopted a watershed approach to assess the condition of the state’s 80 major watersheds. This approach looks at entire drainage areas as a whole instead of focusing on individual lakes and streams, to increase effectiveness and efficiency. Duluth-area streams are divided by two major watersheds - Lake Superior-South and St. Louis River. Duluth-area streams - from Mission Creek to Lester River - are more similar to each other in land use, geology and landform, than their counterparts in the surrounding major watersheds. Starting in 2015, efforts began to evaluate the potential for managing these urban watersheds as their own major watershed unit.

Minnesota’s watershed approach incorporates the following activities into a 10 year cycle: monitor water bodies and collect data; assess the data; develop Watershed Restoration and Protection Strategies (WRAPS) for all water bodies and Total Maximum Daily Load (TMDL) studies for those found to be impaired; and, conduct restoration and protection projects in the watershed. Monitoring and assessment for the Duluth Urban-area Watershed were conducted in 2015-2016. As a result, 10 trout streams in the Duluth-area were found to be impaired for aquatic life beneficial use and/or aquatic recreation beneficial use. Pollutants identified as the causes of these impairments include chloride, *E. coli* bacteria, total suspended solids, and temperature.

The Duluth-area watersheds cover portions of 10 communities:

- City of Duluth
- City of Hermantown
- City of Proctor
- City of Rice Lake
- Gnesen Township
- Lakewood Township
- Midway Township
- Normanna Township
- Thomson Township
- St. Louis County

The Minnesota Pollution Control Agency partnered with Minnesota Sea Grant and the University

of Minnesota Duluth Natural Resources Research Institute to facilitate organization of the Duluth Urban Watershed Advisory Committee (DUWAC) in 2015. Representatives from each of the 10 communities in these watersheds, as well as several relevant state and local agencies, were invited to participate. The original objectives were to:

1. Share information on the sampling, hydrologic modeling, and water quality impairments being assessed.
2. Foster collaboration and engagement between the participating communities and agencies on water issues.
3. Explore watershed management frameworks and develop recommendations for how these 10 communities could collaborate on watershed management.

The vision the Committee developed to guide the group's efforts is: "our water resources and associated ecosystems become healthier and more resilient through public engagement and local government collaboration." The vision is realized by the need to protect, restore, and manage the shared water resources of these watersheds for multiple purposes, including meeting the goals of the Clean Water Act, ensuring high-quality water resources for the enjoyment of residents and visitors, and reducing damage from, and improving our community's resilience to, flooding. Protection and management objectives are advanced through agency and community collaboration, knowledge and resource sharing, ordinance and policy review, and project prioritization.

Benefits of working together include offering a focal point for watershed and water resource protection and management; reducing expenses by sharing resources, prioritizing projects, and minimizing duplication efforts; facilitating agency-community interactions; and, increasing grant application success - all of which will help to enhance the protection of these watersheds, their headwaters, streams and tributaries, as well as Lake Superior and the St. Louis River and associated Estuary.

In the spirit of these objectives and benefits, the communities and agencies represented by the signatories on this document, herein referred to as "stakeholders", agree to maintain a cooperative working relationship to promote healthier and more resilient water resources.

This MOU does not create enforceable legal obligations, but rather is an expression of intent by the signatories to work together as partners to protect and manage local watersheds and their associated water resources and ecosystems.

Nothing in this agreement is intended, nor shall it act in any way to alter, impede, or interfere with the authorities and procedures of the member stakeholders involved in carrying out their regulatory and law enforcement responsibilities or their individual missions.

B. Purpose

Through this document, the members of the Duluth Urban Watershed Advisory Committee establish a common agenda to work together on watershed protection and management objectives, and specific goals, in a respectful, efficient and consistent manner. Successful implementation of this collaborative effort will help to:

- Incorporate protection of water quality and associated ecosystems, as well as proactive land-use, watershed and habitat management, into stakeholder policy and planning.
- Improve communication, information sharing, and interrelationships among stakeholders, relevant to protecting and enhancing regional water resources.
- Prioritize, and collaborate on, projects within the watershed area to maximize water quality, habitat protection, resilience and protection from flooding, restoration efforts and ecosystem services.
- Work to enhance stakeholder knowledge of local water resources, impairments, community vulnerabilities, and options and resources for addressing these issues through education and training, in order to build local capacity for managing water resource issues.
- Provide a platform for application, management, and execution of multi-stakeholder grants and projects focused on protection, preservation, and/or restoration of water quality and associated ecosystems, as outlined within the scope of the associated TMDL and WRAPS documents.

C. Areas of Agreement

The signatories agree to cooperate on watershed management, and pursue issues of mutual concern. In particular, the parties will strive to:

1. Understand and work with local, state, federal, tribal, and other relevant stakeholders which have a role in water management and watershed health, including:
 - a. Providing a platform for regional coordination of watershed management activities and help DUWAC at large realize its vision statement.
 - b. Sharing relevant information among stakeholders on such topics as:
 - i. Permitting processes
 - ii. Current and proposed projects and priorities
 - iii. Goals, missions and requirements/regulations
 - iv. Roles in local water(shed) management
2. Identify and prioritize projects among stakeholders, maximizing cost-effectiveness and ensuring the biggest impact from our investments.
 - a. Projects will focus on those applying the strategies identified in the most recent Duluth Urban Area Streams Watershed Restoration and Protection Strategies (WRAPS) report.

- b. **Make connections between plans and on-the-ground actions, inform future plans, and target resources for the biggest impact.**
 - c. **Inform stakeholders of funding sources for project opportunities, and provide collaborative opportunities for multi-stakeholder grant and project applications.**
 - i. **Provide collaboration opportunities across stakeholders to leverage financing for relevant projects (e.g., stakeholder in-kind matches such as time and effort)**
- 3. **Improve stakeholder knowledge and capacity on local water issues.**
 - a. **Develop common understanding of watershed management among stakeholders, including elected and appointed boards, councils, and commissions.**
 - b. **Provide resources and education on issues such as land use management, water quality, community vulnerability, ecosystem health, and options for water management.**
 - c. **Relevant activities may include:**
 - i. **Tours of stormwater projects across communities and landscapes**
 - ii. **Educational and training opportunities on topics such as green infrastructure, low-impact development and related planning tools, flood prevention, climate change adaptation, and community resilience**
 - iii. **Survey(s) to understand impact on public policy**
- 4. **Identify potential options to update our local codes and ordinances affecting water resources and associated ecosystems, as desired by each stakeholder.**
 - a. **Improve water quality and resilience in communities by sharing regulations, ordinances, and policies; and, use best examples from local and outside resources to inform individual stakeholder decisions.**
- 5. **Address the existing water quality and associated ecosystem impairments in our watersheds, and work to ensure our unimpaired watersheds remain healthy.**
 - a. **Identify, track and seek opportunities to implement Duluth Urban-area Watershed Restoration and Protection Strategies and 1Watershed1Plan objectives, as well as appropriately address local TMDLs.**
 - b. **Relevant activities may include:**
 - i. **Identify restoration needs for our impaired waterbodies**
 - ii. **Identify priority areas for protection, reducing the need for future restoration**
 - iii. **Use urban forest management tools to identify and prioritize restoration and protection areas and action items (e.g., i-Tree Hydro, EPA Stormwater Calculator, and/or MPCA MIDS calculator)**
 - iv. **Work with Board of Water and Soil Resources (BWSR), and relevant local units of government, to interface with, and provide input to, the local One**

Watershed, One Plan as it is developed

- v. **Gather understanding on impacts to watershed health from sale and/or conversion of public lands**
 - 1. **Identify undeveloped publically-owned parcels in each community, and strive to understand the rules around processes for protection and development**
- vi. **Identify opportunities and collaborate on projects to protect or enhance green space and/or hydrologic connectivity (e.g., trails, corridors, patches of urban forest/wetlands)**
- vii. **Identify opportunities to reduce future flooding impacts (e.g., increase storage in headwaters)**
- viii. **Explore creative financing mechanisms to fund projects (e.g., foundations, crowdsourcing, social obligations bonds [e.g., Coalition for Private Investment in Conservation])**
- ix. **Provide public transparency of related and relevant activities through the www.LakeSuperiorStreams.org website, disseminating information as widely as possible (in addition to existing community websites and outreach information)**

D. Organization Structure

Stakeholders shall designate at least one contact to represent them within DUWAC. These individuals shall provide input to DUWAC and participate as their community or agency sees fit in the Areas of Agreement. DUWAC will assist in coordinating stakeholder involvement in current and future activities focused on watershed protection, preservation and restoration.

DUWAC meets regularly. All ideas are encouraged and welcome. All community members are invited to meetings and events. Appropriate projects, subcommittee formations, and action items are determined by a consensus of the members.

There are no financial obligations of stakeholders for their involvement in DUWAC. No regular, or one-time fees, or membership dues, are required of stakeholders to be members of the Committee. The financing of projects related to the restoration, preservation, and/or protection of Duluth-area waterbodies and watersheds, as well as grant collaboration among stakeholders, and the determination of whether to act as a fiscal agent relative to such, is up to the discretion of the individual stakeholders. All stakeholders acknowledge that DUWAC has no right, power, or authority to require stakeholders to contribute financial or administrative resources for such projects and collaborations.

E. Changes to the Agreement

Amendments or additional appendices may be developed and implemented by mutual written agreement of the signatories at any time without renegotiating the entire MOU. A party may also

terminate its participation in this agreement after providing 30 days written notice to the other parties.

F. Effective Date of Agreement

This agreement is effective on the date of the signature of the entity and will remain in effect for all parties for a period of 5 (five) years unless renewed or they choose to formally terminate.

Attachment A

By-Laws

Duluth Urban Watershed Advisory Committee Structure

The Duluth Urban Watershed Advisory Committee shall work in the following areas:

- I. Communication
 - A. Develop and maintain membership email listserv.
 - B. Maintain meeting minutes on LakeSuperiorStreams.org.
 - C. Meet every other month to discuss watershed management issues and associated strategies for Duluth Urban-area watersheds.
 - D. Communicate status of relevant local, regional, state or national activities, policies and laws.
 - E. Develop additional relationships with relevant groups and organizations.
- II. Project identification and prioritization
 - A. Maintain an interactive online map and/or list of completed, in progress and future on-the-ground projects as relevant to watershed management, restoration, and protection for the area.
- III. Ordinance and policy review
 - A. DUWAC will provide a forum for stakeholders to discuss their ordinances and policies, identify examples the committee members recognize as innovative, effective, and appropriate for our region, and use outside resources, such as the guidebook *Tackling Barriers to Green Infrastructure, An Audit of Local Codes and Ordinances* (WI Sea Grant) to inform ordinance development for stakeholders. DUWAC will make no formal proposals to change any stakeholder ordinances or policies.
- IV. Organization
 - A. Ad hoc subcommittees may be formed around particular topics or action-items as DUWAC at-large sees fit.

Appendix I

Initial Plans for Continuity: 2019

Minnesota Sea Grant, located in Duluth, Minnesota, will coordinate the Duluth Urban Watershed Advisory Committee through at least December 2019. Minnesota Sea Grant is able to offer its expertise and personnel to the Committee, allowing Minnesota Sea Grant to realize its mission: "to facilitate interaction among the public and scientists to enhance communities, the environment and economies along Lake Superior and Minnesota's inland waters by identifying information needs, fostering research, and communicating results."

Minnesota Sea Grant will help DUWAC realize its vision and promote the above Areas of Agreement by:

- A. Communicating to stakeholders and the Committee through its email list-serve on relevant topics, as well as necessary information related to Committee meetings.
- B. Organizing and facilitating Committee meetings.
- C. Identifying collaboration and project opportunities for Committee stakeholders.
- D. Inviting relevant stakeholders with a role in water management and watershed health to collaborate with the Committee.
- E. Providing resources and education on issues such as land use management, water quality, community vulnerability, ecosystem health, and options for water management to Committee stakeholders.
- F. Organizing and facilitating opportunities for stakeholders to review, share and revise (as sees fit) their community's regulations, ordinances and policies, as they relate to protection of water quality and associated ecosystems.

6E

September 12, 2018

Agenda Item

To:Proctor City Council

From:Councilor Jake Benson

Re:Grant Application

Recommendations

Approved grant applications to the Minnesota Department of Employment and Economic Development's Small Cities Development Program.

Summary

Preliminary application is due November 15, 2018

If the program is approved, homeowners and business owners in the City of Proctor would be eligible to apply for funds. Low-income homeowners could receive up to \$25,000, which would be used to repair or upgrade defective plumbing, heating or electrical systems; roofing, windows, doors and walls; and to make ramp and bathroom accessibility conversions. Businesses could receive up to \$40,000, with priority going to businesses seeking exterior repairs and improvements, code violation corrections and energy improvements.

Businesses would have to pay 30 percent of the total cost of improvements. Homeowners would be asked to match 10 percent of the total cost, but those unable to match the grant funds would not be turned away.

In both cases, the money provided would be considered a 10 year, zero-interest loan, but for each year the owner continues to own the property one-tenth of the loan would be forgiven.

It is recommended to pursue the application. An infrastructure, business and housing rehabilitation program should be continued in Proctor. It has found success in that community.

Cities projects that were awarded under the Small Cities Development Program in 2018 include:

- owner-occupied housing rehabilitation
- rental housing rehabilitation
- commercial building rehabilitation
- public facility improvements

September 12, 2018

Agenda Item

To: Proctor City Council
 From: Councilor Jake Benson
 Re: **South St. Louis County Fairgrounds Master Plan**

Recommendations

To direct city staff to prepare, for approval, a RFP (Request For Proposal) for the preparation and development of a Master Plan for the South St. Louis County Fairgrounds. The RFP will be presented to the council for approval at its October 1, 2018 meeting.

Summary

The Fair Board consists of nine people that include four officers and five directors.

The site contains industrial buildings, soccer fields, grandstand, 3/8 mile dirt racetrack, hockey building, remote control car track and horse arena. The multi-purpose arena serves a population of over 100,000 people.

The economic benefit to the area, according to the Fair Board's 2002 Comprehensive Plan developed by the Laurentian Resource Conservation and Development Council, topped \$17 million.

Total income for the fairgrounds totaled \$121,855 in 2017.

Recent and future events at the fair grounds, excluding the county fair, include:

August 4/5	Twin Ports Rabbit Club show
August 12	Swap Meet and Car Show
Ongoing	AKC field trials (the AKC meets weekly at the Dirt Floor Arena)
Aug. 18-25	Hoghead Golden Spike Treasure Hunt
Sept. 13	Minnesota Nitro Series Remote Control races
Sept. 22	Second Annual Beer & Bacon Event raising funds for the John Beargrease Race
Sept. 28-30	AKC Arrowhead Dog Agility Regional Trials
Sept. 29/30	Lake Superior R/C Chill On The Hill

What's there:

Building	Est. Value
Industrial Bldg.	\$221,000
Ice arena	500,000
Large horse barn	36,000
Small horse barn	20,000
Dirt Floor Arena	300,000
Poultry barn	28,000
Chicken coup	9,000
Concession bldg.	15,000
Bleachers & lights	330,000
Restrooms bldg.	85,000
Race track	200,000
Track Diner	200,000

R/C Track/Bldgs.	?		
Land value	370,000	TOTAL Est. Value	\$2,314,000

Background

The So. St. Louis County Fair was conceived by four Proctorites. The first fair was held Aug. 30, 1921. The original fair was located where the Proctor City Hall and Proctor Area Community Center now stands. In 1926, the fair moved to its current location.

In 1997 talks began between the City of Proctor and St. Louis County about the property and transfer of 80 -acres.

The Office of Administrative Hearings - Municipal Boundary Adjustments approved the boundary adjustment at their June 14 meeting. The Duluth city council approved a resolution Feb. 28, 2011 to detach the South St. Louis County Fairgrounds so it could be annexed by Proctor.

The handoff came nearly one month shy of two years, when the County Commissioners voted 6-1 to sell the property to Proctor for \$500. The sale requires the land remain a public venue.

Goals and Objectives

The Mission Statement, Objectives and Vision have been carried over from the 2008 Spirit Mountain Master Plan.

Mission

- The development of wide-range recreational and agricultural facilities available to both local residents and tourists;
- The aiding of the economy of the City of Proctor by encouraging private enterprise efforts in conjunction with the recreational and agricultural facilities; and
- The preservation of the environment in the area by a timely and intelligent plan of enhancements.

Objectives

The South Saint Louis County Fairgrounds will measure its success in satisfying its mission by the following:

- Provide recreational and agricultural opportunities available to and accessible by all potential users, local residents and tourists alike.
- Maintain and enhance four-season revenues.
- Revenues should cover annual operating costs and maintenance and upkeep of facility.
- Provide legislative opportunities to enhance the facility.
- Continue to seek grants, local and state support and partnerships.
- Maintain a sustainable land base protecting its ecological functions and cultural features.

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**NOTICE OF VACANCY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZEN ADVISORY COMMITTEE**

The St. Louis County Board of Commissioners will make six appointments, One (1) Small City representative, One (1) City of Chisholm representative, One (1) City of Ely representative, and Three (3) At-Large representatives, to the St. Louis County CDBG Citizen Advisory Committee with terms expiring April 30, 2021. The CDBG program provides funds for community facilities, public infrastructure, economic development, housing activities, and public service activities.

The CDBG Advisory Committee holds one public hearing and three public meetings to review applications and provide funding recommendations. Meetings are typically held in January between the hours of 9:00 a.m. and 5:00 p.m. CDBG Citizen Advisory Committee members are paid \$50 per diem and mileage at the current county rate.

Persons interested in being considered for this appointment should submit an application no later than **October 31, 2018** to: Phil Chapman, Clerk of County Board, 100 North 5th Avenue West, Room 214, Courthouse, Duluth, MN, 55802, fax: 218-725-5060, or e-mail chapmanp@stlouiscountymn.gov.

To apply online, go to www.stlouiscountymn.gov/clerk, click on the "Application for Citizen Advisory Committee". Applications are also available in the County Auditor's Office in the Duluth Courthouse and in the Northland Office Building in Virginia or by emailing chapmanp@stlouiscountymn.gov. You may also request an application by calling 218-726-2385.

DONALD DICKLICH, COUNTY AUDITOR
BY: Phil Chapman, Clerk of the County Board

Phillip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

6th
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 39-18
AMENDING
PROCTOR ECONOMIC DEVELOPMENT AUTHORITY
BY LAWS

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

WHEREAS, the Proctor Economic Development Authority (PEDA) is interested in amending its By-Laws of Commissions in conjunction with City Code of Ordinances if appropriate; and,

WHEREAS, the purpose of the attached amendment is to provide a set of operating procedures reflecting the ability for PEDA to better serve the community in make the ability to provide a quorum for meetings better achievable while acting in a role representing the City of Proctor; and,

WHEREAS, the PEDA will provide a copy of the attached modified By-Laws to the City Council of Proctor for City Code amendment if appropriate.

WHEREAS, the PEDA at their regular meeting of Tuesday September 11, 2018 has approved the change for recommendation to the City Council.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Proctor through PEDA, and its Mayor that the attached PEDA By-Law is hereby amended to reflect revisions made and become effective upon signature of the Mayor and City Clerk.

Upon vote taken thereon, the following voted

For:

Against:

Whereupon said Resolution was declared duly passed and adopted this 17th day of September, 2018.

Philip Larson
Mayor

Attest: _____
Mark Casey
Clerk/ Administrator

ATTACHMENT PEDA BY-LAWS

Article III

BOARD OF COMMISSIONERS

- 1. The management of all of the affairs, property, and business of the Authority shall be vested in a Board of Commissioners, consisting of ~~seven (7)~~ five (5) persons, one (1) must be the Mayor but up to two (2) members of the City Council which could be the Mayor plus one (1) additional council member. The Members shall be appointed by the Mayor to serve as commissioners of the PEDA on approval of the City Council. Commissioners shall hold offices beginning with the date of execution of their certificate of appointment.**

- 5. Meeting of the Board of Commissioners shall be held at least monthly, the second Tuesday of the month, 6:00 p.m., in the Proctor City Council Chambers, 100 Plank Drive in the City of Proctor, State of Minnesota or at such other place or time, as the Board may establish from time to time. A calendar of meetings shall be sent at the first meeting of the year. All meetings must be held pursuant to the Open Meeting law, Statute 130 of the State of Minnesota.**

CVT: 185

CITY OF PROCTOR

PROPOSED CITY LEVY – ST LOUIS COUNTY

Contact Name: Noelle Lent
Phone #: 218-628-6267
E-Mail Address: nlent@proctormn.gov

The annual tax levy for the year of 2018 collectible in 2019 for the City of Proctor was adopted by resolution passed at a City Council meeting held on, _____, 2018.

LEVY PURPOSE

CERTIFIED LEVY

Net Tax Capacity (NTC) Levies

1. General Fund***	<u>1,121,068</u>	
2. General Obligation Bonded Debt	<u>431,527</u>	
3. Other Debt	_____	
4. Road & Bridge	_____	
5. Miscellaneous***	_____	
6. Total of NTC Levies (Add lines 1 thru 5)	<u>1,552,595</u>	(required)

Referendum Market Value (RMV) Levies

7. General Obligation Bonded Debt	_____	
8. Other Debt	_____	
9. Total of RMV Levies (Add lines 7 & 8)	_____	(required)
Total Levy (NTC+RMV) (Add lines 6 & 9)	<u>1,552,595</u>	(required)

(Complete when total of Debt levies is less than certified debt)

The amount levied for total debt is less than the amount due to be paid from this levy because we have \$ 72,889 on hand.

CERTIFICATION

State of Minnesota – County of St. Louis

I, _____, Clerk/Administrator of the City of Proctor, St. Louis County, Minnesota, do hereby certify that I have compared the foregoing with Original Resolution now on file and of record in my office, and that the same is a true and correct copy and transcript of said original resolution.

Witness by My Hand and the Seal of the City of Proctor, St. Louis County, Minnesota, this _____ day of _____, 2018.

Clerk / Administrator

6J

CVT: 185

CITY OF: PROCTOR

Public Hearing Date Certification

Public Hearing Information

Date: _____

(must be after Nov. 25 & no later than Dec. 28, 2018)

Time: _____ *(must be after 6:00 p.m.)*

Location:

Address To Mail Comments:

Contact Name: _____

Title: _____

Phone: _____

PLEASE RETURN TO THE COUNTY AUDITOR BY OCTOBER 1ST.
THANK YOU.

*Councilor
Schwartzbauer*

Start a BMX Track

Dear Potential Track Operator,

For the past 40 years, USA BMX has been providing countless people the opportunity to experience the world's greatest extreme sport, BMX! USA BMX is an association that was created by track operators, for track operators, to provide centralized rules and regulations as well as insurance, with a focus on superior customer service and support. With over 370 tracks across the US and Canada and over 70,000 members, it's obvious that USA BMX is a huge success, and can soon be shared with your community.

As you may or may not know, the sport of bicycle motocross (BMX) racing provides people of all ages a positive activity, which promotes competition and good sportsmanship. BMX by its very nature is an individual sport that involves the entire family. In BMX, "No One Sits on the Bench"! Riders compete not only by age but also by proficiency. This allows participants to race others who are of similar age and skill level. Thousands of people throughout the world can attest to the positive effects of being involved in BMX racing.

The growth of USA BMX has been phenomenal especially in the past several years. In fact, since 1996, USA BMX has doubled in the number of members and the number of sanctioned tracks across North America. This growth is due to the foundation that USA BMX laid over 40 years ago. This foundation of programs and philosophies is still the same today with only a few modifications to meet the needs of a changing society.

USA BMX has staff dedicated to help you construct a new BMX track and create an amazing racing program. Our team will work with you step by step to simplify the process and share our knowledge from 40 years of building successful BMX racing facilities. We have ample tools at your fingertips, simply email newtracks@usabmx.com or contact our team at [480-961-1903](tel:480-961-1903)

Sincerely,

New Track Development
USABMX / BMX Canada

My thoughts:

- Proctor and the Duluth –area would benefit from a local track at the Fairgrounds. Kids today need more choices. BMX is just you and your bike. No tryouts, no coach and no politics. It's a great alternative to the team sports.
- Zoning and insurance are generally the biggest hurdles. Would that be the case at our Fairgrounds? A BMX track is a lot of work but once in place relatively easy to maintain. We need to start talking to parents who have kids that ride and put the bug in their ear.
- A BMX track in Proctor could have State and National Events which brings \$\$\$ into the city/tourism. (Read article on St. Cloud **2018 USA BMX Land O' Lakes Nationals Race Report**)

Minnesota BMX Tracks:

1. [Buffalo Creek BMX](#)
1017 9th Street
Glencoe, Mn 55336
2. [Lakes Area BMX](#)
10415 Town Hall Street
Brainerd, Mn 56401
3. [I-94 BMX](#)
1012 Maryland Lane
Fergus Falls, Mn 5653
4. [DL 412 BMX](#)
Rossman Ave
Detroit Lakes, Mn 56501
5. [Green Lake BMX](#)
221 South Street W
Spicer, Mn 56288
6. [Rum River BMX](#)
Isanti Parkway Northwest
Isanti, Mn 55040
7. [Pineview Park BMX](#)
6540 Saukview Dr
St. Cloud, Mn 56303
8. [River Valley BMX](#)
229 S German St
New Ulm, Mn 56073
9. [Faribault BMX](#)
South Alexander Park
1010 7th Avenue NW
Faribault, Mn 55021
10. [STMA BMX](#)
3150 Lander Avenue North
St. Michael, Mn 55376 9633
11. [Mankato Area BMX](#)
100 Industrial Rd
Mankato, Mn 56001

Wisconsin Tracks:

1. Deforest, Wi 53532
2. Rhinelander, Wi 54501 Closest to Proctor
3. Elkhorn, Wi 53121
4. Wisconsin Rapids, Wi 54494
5. Oshkosh, Wi 54901
6. Fond Du Lac, Wi 54935
7. Franklin, Wi 53132

2018 USA BMX Land O' Lakes Nationals Race Report

Filed under General on July 24, 2018

Minnesota was a buzz with activity last weekend with an AMA outdoor Motocross National, the XGames and of course the Land O' Lakes Nationals. The latter took place at the home track of Alise Willoughby, Pineview Park BMX. This year's event brought some of the worlds fastest elite men and women to the gopher state.

Alise continued her winning ways and captured the top step of the podium during both days of Pro racing. Day one saw a determined Felicia Stancil grab a second and Brooke Crain in the third slot. On day two Brooke would step up one spot to second and New Zealand's Zoe Fleming would score the third.

On the Men's side, Chase pro Joris Daudet was unbeatable, but his teammate Connor Fields was right behind him with a second each day. Connor has been recovering from a crash in Florida in February but looks almost back to his #1 Pro form. Scoring the third each day was Rift/Tangent's French National Champion Romain Mahieu, who has been in the states for just a few weeks.

The showdown of defending #1 Vet Cristian Becerine and newcomer Tyler Brown was on once again this weekend and TB316 added another couple wins to his effort to become the new vet champion. Cristian definitely kept him honest with a pair of deuces and the elder statesman of the class, 49-year old Domingos Lammoglia, brought home third place honors on day one. Third place on day two went to the always-smiling Luciano Roque.

The A Pro class was slim with six and seven riders but the racing was some of the best on the weekend. J&R Bicycles' Dakota Cody was on a mission and had to come from behind on a few occasions but he'd secure the wins each day. Tyler Smith brought home second place each day and an unsponsored Austin Palasota finished in third on day one with Supercross' Makieva Hopson taking that spot on day two.

Looking at the amateur standouts for the weekend we have to start out with another Supercross hotshot, Justin Perkins. The May 2018 cover boy came all the way from Arizona to terrorize the 9 Expert class and that he did racking up 3 wins.

Another dominant little guy was 10 Expert Minnesotan Cole Frederick. He never lost a lap the entire weekend, at least that we saw. The world champ has been darn near invincible not only in his home state but also just about at every national this season.

Australian Kye Affoo, who is currently living in Minnesota, has been a force all season long in the 17-20 Expert class. After playing second fiddle to Anthony Bucardo last weekend in Vegas, he stood atop the hottest class in BMX right now. We can't wait until Tulsa to see if he can earn himself a NAG #1 title.

The ladies also tore up the track this weekend. 14 Year Old Teigen Pascual went double-double-double in the 13-14 Mixed Open and 14 Girls class. The Rift Tangent sponsored Canadian was on top of each lap she raced.

"Skittles" Mckenzie Gayheart took her rainbow-colored Throdwn frame to the top of the class all three days in 15-16 Girls. She jumped her way down the second straight to victory.

All in all, the weekend was just about perfect. The weather and atmosphere was envied by a lot of folks with the summer heat wave going on just about everywhere else. If and when the USA BMX national tour returns to St. Cloud you should definitely put this one on the short list. The Minnesota "nice" moniker is certainly true.



BMX DESIGN REFERENCE GUIDE

PURPOSE AND INTENT OF THIS DOCUMENT: This design reference guideline is intended to describe the different types of program activities in practice within the industry and to provide guidance to the council on aspects of a successful program that should be considered as they relate to scope, cost, resources, effort and safe design. A companion piece, "BMX Program Guide", addresses operational safety, best practices and equipment.

This guideline is not a substitute for professional design and construction services but is an overview for the volunteer or professional who is considering the creation of a BMX program on camp property. The images contained herein are for illustrative purposes only. They are not intended to represent an endorsement of any particular product or service.

PROGRAM OBJECTIVE: The objectives of the BSA BMX program are three fold:

- 1) To create an appropriately risk managed introduction to the sport in support of physical fitness and well-being. Note: Scouts should first be observed in a controlled environment to assure that they are competent to ride the track. Additional training may be given at this time, if needed.
- 2) To provide an appropriately risk managed and fun environment where a Scout can sharpen the primary skills of the sport in an environment that builds confidence and self-esteem. Challenge by choice should be respected and reinforced at all times.
- 3) To support the BMX biking option of the cycling merit badge.



BMX bicycles can also be used as a means of transportation within camp.

There is a broad range of skill challenges and associated costs related to this sport. We recommend that the council initially target this activity toward introduction to the sport and primary skill development. Do not assume that success lies with the biggest, fastest, most challenging program that can be devised. Rather, the council should determine the scale of operations that that can be sustained while maintaining the highest standards of quality.



After a successful program has been established, there may be a desire to increase the scope and challenge of the facilities to keep the program “fresh” At this point, a number of fundamental questions are warranted:

- Is there a local market and what is the size of the market for this investment?
- Are there sufficient numbers of personnel willing to engage in maintenance, training and supervision?
- What is the cost/ benefit, how does this support the Council Strategic Plan?
- What is the opportunity cost to expand this program over other program options?
- What would be the incremental number of scouts served and does the risk and resources justify this?

The alternative exists, especially in urban settings, to use non-camp facilities staffed and maintained by professionals. This alternative is scalable and not as resource intensive as the “build your own” alternative.

DEFINITIONS: The expansion of BMX biking has given rise to a new vocabulary. It is important then, to have a clear idea of what we are discussing. The following are the key words and concepts that you may encounter.



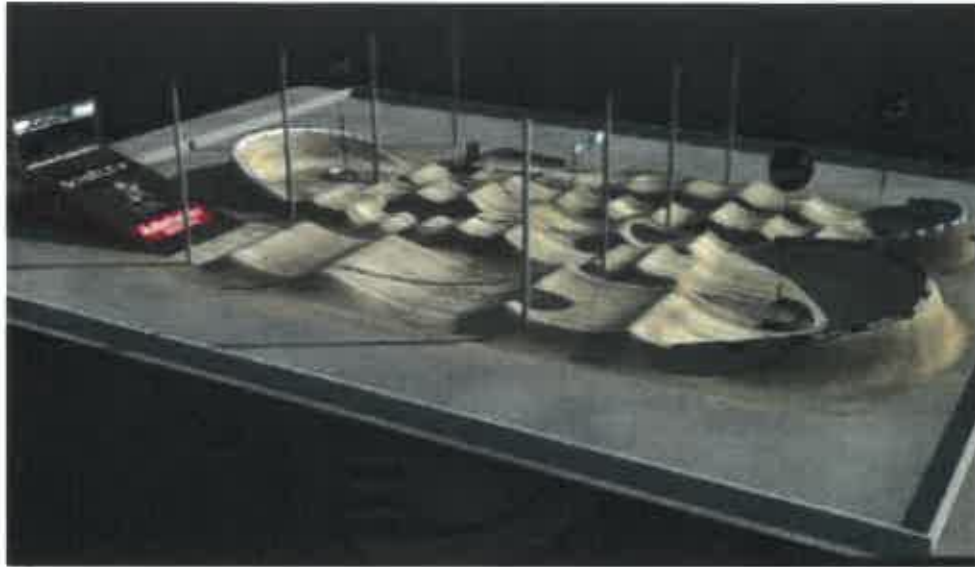
BERM – In BMX racing, a banked curve. Note the potential for erosion.

BMX Bike - A BMX bike is an off-road sport bicycle used for racing and stunt riding. BMX means bicycle motocross. BMX “Class” bike is a strong, quick-handling, lightweight derivative of the

standard 20-inch (510 mm) wheel.

BMX Racing - This is the high end of the sport and is well beyond the scope of most, if not all BSA camps. In addition to the high cost of construction, there are many safety concerns and track maintenance is almost constant. The format of BMX was derived from motocross racing. BMX bicycle races are sprint races on purpose-built off-road single-lap race tracks. The track usually consists of a starting gate for up to eight racers, a groomed, serpentine, dirt race course made of various jumps and rollers and a finish line. Typically, the track requires constant maintenance when in use. The course may be sloped or flat, about 15-foot (4.6 m) wide and has large banked corners that help the riders maintain speed. This program requires a high degree of track maintenance and is not recommended for BSA camps.





Flatland BMX - occupies a position somewhat removed from the rest of freestyle BMX. Flatland also differs from the others in that the terrain used is nothing but a smooth, flat surface (e.g. an asphalt parking lot, basketball courts, etc.). Tricks are performed by spinning and balancing in a variety of body and bicycle positions. This is not recommended on BSA properties.

"Stunts" like this should be discouraged as they require a level of training and skill that the BSA is not in a position to provide.



Pump Track -- This is the program that is most suitable for a BSA Camp. A pump track is a progressive bike course that can take many shapes or sizes, that uses an up and down 'pumping' motion to propel the bicycle forward instead of pedaling. Pump tracks are good for practicing balance, learning skills and improving confidence on the bike.

The tracks can be designed to be relatively safe and great fun to ride for all ages and skill levels and are suitable for any size bicycle from kid's bikes to BMX and full size mountain bikes.

Although simple in design, frequent track maintenance is still needed to



provide for a safe operation. A small track can be built in an area that is 100' x 50'. For energy conservation and flow, the moguls (rollers in the vernacular) should not exceed 2 feet in height. Water should be available to lightly wet down the track to control dust. Dry gravel can be slippery and dangerous.

Pre-fabricated tracks are also available and offer the following benefits:

- Easily and quickly assembled
- Require little maintenance
- Easily modified
- They can be stored throughout the off season.

A combination of a simple pump track and well maintained and marked trails for in camp transportation will provide the best combination of features for most camps.

“Pumptopia” pump track

© Lee McCormack, Lee Likes Bikes LLC

Lee Likes Bikes has designed and built pump tracks all over the world. This is our favorite all-around design.

- ▶▶▶ It's safe for beginners.
- ▶▶▶ It's challenging for experts
- ▶▶▶ The long straight lets riders gain speed.
- ▶▶▶ The linked turns build cornering skill
- ▶▶▶ The 180-degree turn feels like a roller coaster. Whoa hoo!

General specs

Turn radii
10 feet

Angle of 90-degree berms
45 degrees

Angle of 180-degree berms
90 degrees

Spacing between elements
10 feet

Roller height
18 inches

Camel hump height
30 inches

Estimated dirt required
120 yards

Footprint
Approximately 66 x 95 feet

Shown with optional camel hump.

This straight can be built with all rollers.

At www.lee likes bikes.com you'll find:

- ▶▶▶ Complete Pumpopia building specifications (\$20)
- ▶▶▶ The ebook "Welcome to Pump Track Nation: How to build the best pump track on Earth — Yours" (\$10)
- ▶▶▶ Other pre-made track designs.
- ▶▶▶ Custom design and build services.

**LEE
LIKES
BIKES**

(Left) Example of a dirt track



(Above) example of a pre-fabricated track

Bike Park – Also not recommended due to both cost and safety considerations.



Scouts that are interested and capable of riding in this environment should pursue their sport at a professional skate park.

Design Considerations: Soils are one of the biggest factors to consider when building a track. The soils needs to pack together well. A soft pump track does not work well at all. If you've got sandy soil, you are going to need to import alternative material. This may well determine if a track in feasible in your camp. Clay loam or topsoil mixed with clay is best.



A 40 x 30—foot area takes 27 cubic yards. Pile dirt 50 percent higher than the final dimension to account for compaction. Then carve out the contours. "It's almost impossible to get a nice shape by adding dirt. It's easier to move it."

Avoid flat spots. "Every square inch should tilt up, down, or sideways, to keep momentum going."

Build on a 3 percent slope to avoid flooding. If the site is flat, dig French drains at the berms to avoid ponding and wet spots.

Financial Considerations:

Operating a BMX program is an involved process, but a rewarding way to help engage youth in the outdoors. Typically one of the first questions would be, "how much does a BMX program cost?" The total cost will be made up of four components. Initial construction, program equipment, maintenance and staff.

Initial Construction: The two components of building a track are design and construction. The cost of a build it yourself track will depend on its complexity. As stated above, approximately 27 cubic yards of material will be required for a 40' x 30' program area. Specifications can be found inexpensively, but you will probably need civil engineering to tie standard specifications to site conditions. A simple, pre-fabricated track can run \$20,000 to \$30,000. Over and above the track, there will be costs of utilities, signage, access (trails, roads, parking) and landscaping. The creation of an instructional area as well as a maintenance and bike storage area is recommended.

It is important to have a dry, organized, and efficient place to store and locate each specific bike. Space in this facility should be designated for a service/maintenance area

that is outfitted with professional bike tools. Keeping the proper tools organized will look professional, improve efficiency, and improve the staff's ability to service the fleet. If there is not enough inside space for the service area, consider using a storage area near a roofed outdoor workspace. This will enable your staff to effectively maintain bikes during inclement weather and focus on program quality/safety when skies are clear. It is helpful when the storage area enables the staff to distribute bikes directly from the storage area to the participants, as opposed to removing the bikes from storage and staging them for riding in a different location.

It is imperative that you build proper signage within the BMX area. Signage is important to limit liability for riders that might "stumble" onto the BMX tracks without proper supervision and to help beginners reduce risk associated with more difficult terrain.

As you can now see, entry into this program is not without its costs and complexity. Don't be fooled by memories of the "Good Old Days" when all you needed to have fun were a couple of bikes. You can do that, but it would not be called a "BMX Program"

Program Equipment: The size of your bike fleet should be determined by the number of participants you expect to serve and by the available storage space to keep the equipment in good working condition. Entry level bikes can retail anywhere from \$150-\$400. Intermediate and advanced level bikes (bikes designed and built with components that require less maintenance and have a longer lifespan) easily range from \$300-\$1000 and up. The investment related to operating a fleet of 20 BMX bikes (not including infrastructure/facilities/maintenance) can cost \$5K-10K for an entry level program fleet.

Below is an example of what the equipment may cost to start up in 2015. Based on cost projections for a \$250 bike, the initial investment of purchasing 20 bikes would be \$6,850. This may seem like a lot of money, but after committing to the initial investment, there are creative ways to amortize the expense and finance a sustainable program while purchasing/selling a specific number of bikes per year (5 bikes for \$1,000).

Bikes	\$250	20	\$5,000
Helmets	\$35	20	\$700
Set of Pads	\$40	20	\$800
Tools	\$350	1	\$350
Total Estimated Investment			\$6,850

Estimated example of costs in 2015. Costs will vary by program.

Maintenance: Annual maintenance costs will be comprised of track, facility and equipment maintenance.

Track maintenance will be labor intensive, but there is also replacement material (clay, gravel) and tools to consider. Pre-fabricated tracks will have considerably less track maintenance costs.

Facility maintenance can be budgeted at approximately 6% - 9% of the initial costs of the

facilities and will include painting and repairs of the supporting facilities.

Equipment maintenance will arise as the bikes are used. A 5 year rotation of 20 bikes will yield some income from the sale of used bikes, but replacement of the bikes as well as parts and safety equipment needs to be factored in.

Staff: A bike mechanic (also called a “wrench”) will be needed to keep the bikes in working order. This is likely to be a part time job or responsibility. A key question to be considered is when program staff are to be on-site. Of course, during resident camp this is a given, but what about weekends and special events? This is an important consideration as it is driven by utilization, program need, risk management and cost. The input from this decision needs to be factored into the camp business plan.

Risk Management Considerations:

When planning for a BMX program, it is critical to begin formulating a detailed Risk Management Plan. In general, managing risk requires planning, training, leadership, good judgment, and accepting responsibility. Incorporating those specific characteristics into a detailed plan will help identify potential hazards, improve overall safety, and limit liability associated with the program. The international Mountain Biking Association devotes a chapter to safety and risk management in their publication, “Managing Mountain Biking”¹. The recommendations contained there can be easily adapted to a BMX program.

Risk management considerations span both design and program operations.

RELATED DOCUMENTS:

- BMX Program Guidelines
- Guide to Safe Scouting
- Cycling Merit Badge Pamphlet

¹ Managing Mountain Biking; IMBA’s guide to providing great riding; International Mountain Biking Association; Boulder, CO. 2007 ISBN 978-0-9755023-1-X

***Check Summary Register©**

September 2018

Name	Check Date	Check Amt	
10100 First National Gen			
Paid Chk# 037454 DRIVER & VEHICLE SERVICES D	9/5/2018	\$18.00	POLICE DEPT LICENSE PLATES (6)
Paid Chk# 037455 AMERITAS	9/7/2018	\$143.09	VISION INSURANCE
Paid Chk# 037456 EMC NATIONAL LIFE COMPANY	9/7/2018	\$486.03	LIFE INSURANCE
Paid Chk# 037457 NORTHERN MN DENTAL	9/7/2018	\$1,133.25	DENTAL INSURANCE
Paid Chk# 037458 ACME ELECTRIC COMPANIES	9/17/2018	\$29.98	TRIMMER LINE FOR DEWALT WEED W
Paid Chk# 037459 ADMAX	9/17/2018	\$800.00	PRINT ADVERTISING
Paid Chk# 037460 AIRFIBER	9/17/2018	\$121.35	5 IP ADDRESSES 9/1-10/1/18
Paid Chk# 037461 AMERIPRIDE SERVICES	9/17/2018	\$196.02	CLEANING SUPPLIES - FIRE DEPT
Paid Chk# 037462 BEACON ATHLETICS	9/17/2018	\$470.96	BASE ANCHOR & PITCHING RUBBER
Paid Chk# 037463 BROCK WHITE COMPANY LLC	9/17/2018	\$1,308.64	CRACK SEAL MATERIAL
Paid Chk# 037464 COMPUTDYNE, INC	9/17/2018	\$5,361.78	AGREEMENT BACKUP PRO & EDGE LI
Paid Chk# 037465 CONSOLIDATED COMMUNICATI	9/17/2018	\$375.74	TELEPHONE - AUGUST CHARGES
Paid Chk# 037466 C W TECHNOLOGY GROUP	9/17/2018	\$1,045.00	AGREEMENT SHORETEL IP CARE - S
Paid Chk# 037467 CORPORATE PAYMENT SYSTE	9/17/2018	\$1,016.24	CANDY & GATORADE HOGHEAD
Paid Chk# 037468 ESSENTIA HEALTH	9/17/2018	\$335.00	NEW POLICE DEPT HIRE - MATHEW
Paid Chk# 037469 EVERLAST REHAB	9/17/2018	\$2,532.82	SEAL ENTIRE MANHOLE F4 TO PREV
Paid Chk# 037470 FASTER SOLUTIONS INC	9/17/2018	\$150.00	TOURISM - WEBSITE SERVICES, CO
Paid Chk# 037471 GALLS, LLC	9/17/2018	\$229.93	BOOTS, SOCKS & CAR SEAT ORGANI
Paid Chk# 037472 GOPHER STATE ONE CALL	9/17/2018	\$126.90	AUGUST INVOICE - FTP TICKETS
Paid Chk# 037473 GRAND FORKS FIRE EQUIPMEN	9/17/2018	\$166.10	ACTION COUPLING 4.5" NH SWIVEL
Paid Chk# 037474 HARTEL'S/DBJ DISPOSAL COMP	9/17/2018	\$654.85	REFUSE DISPOSAL - STREET DEPT
Paid Chk# 037475 IACP	9/17/2018	\$275.00	NET SERVICE ACCESS 10/19/18-10
Paid Chk# 037476 INTEGRATED OFFICE SOLUTIO	9/17/2018	\$312.53	KONICA/C368 EQUIPMENT AGREEMEN
Paid Chk# 037477 KNOTTY CARVERS OF THE NOR	9/17/2018	\$72.80	TOURISM EVENT SPONSORSHIP
Paid Chk# 037478 L.M.C.I.T. WC	9/17/2018	\$500.00	WC DEDUCTIBLE PAYMENT - JOSHUA
Paid Chk# 037479 MILLER HILL SUBARU	9/17/2018	\$331.53	REPAIR - 2013 DODGE CHARGER
Paid Chk# 037480 LEAGUE OF MINNESOTA CITIES	9/17/2018	\$3,420.00	MN MAYORS ASSN MEMBERSHIP
Paid Chk# 037481 MN DEPT OF LABOR AND INDUS	9/17/2018	\$40.00	BOILER & PRESSURE VESSEL FEES
Paid Chk# 037482 MN.IT SERVICES	9/17/2018	\$102.60	BANDWIDTH CHARGES - AUGUST 201
Paid Chk# 037483 NORTHERN BUSINESS PRODUC	9/17/2018	\$258.15	BADGE HOLDER - ELECTION SUPPLI
Paid Chk# 037484 NORTHLAND CONSTRUCTORS	9/17/2018	\$249.80	HOUSE MIX
Paid Chk# 037485 PROCTOR JOURNAL	9/17/2018	\$285.10	CITY COUNCIL MEETING MINUTES 0
Paid Chk# 037486 PROCTOR PUBLIC UTILITIES	9/17/2018	\$2,142.07	UTILITIES - FIRE DEPT
Paid Chk# 037487 RANGE PAPER	9/17/2018	\$121.02	TRASH CAN LINERS & TOWEL FOR D
Paid Chk# 037488 RICK'S TREE & STUMP REMOVA	9/17/2018	\$1,645.00	REMOVE 6 TREES BTWN ROAD & PAR
Paid Chk# 037489 ROSENBAUER MINNESOTA LLC	9/17/2018	\$454.61	FENDERETTE REAR STT RW160-255
Paid Chk# 037490 SATHERS, LLC	9/17/2018	\$1,367.96	CLASS 5 GRAVEL
Paid Chk# 037491 THOMSON REUTERS-WEST	9/17/2018	\$218.31	INVESTIGATIVE SUITE DETAIL OF
Paid Chk# 037492 TOWNSQUARE MEDIA DULUTH	9/17/2018	\$1,110.00	SPEEDWAY ADVERTISING FOR AUGUS
Paid Chk# 037493 TROY'S SERVICE	9/17/2018	\$44.32	OIL CHANGE - 2014 RAM TRUCK
Paid Chk# 037494 US BANK VOYAGER FLEET SYS	9/17/2018	\$1,609.21	FUEL PURCHASES - POLICE DEPT
Paid Chk# 037495 VERIZON WIRELESS	9/17/2018	\$180.16	POLICE DEPT AIRCARDS
Paid Chk# 037496 ZIEGLER, INC	9/17/2018	\$841.72	2 NEW BATTERIES & INSTALL & TE
Paid Chk# 037497 EMC NATIONAL LIFE COMPANY	9/13/2018	\$87.10	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 037498 LAW ENFORCEMENT LABOR SE	9/13/2018	\$50.00	LELS UNION DUES
Paid Chk# 037499 PROCTOR POLICE DEPT UNION	9/13/2018	\$245.00	POLICE DUES
Paid Chk# 037500 TEAMSTERS LOCAL UNION #346	9/13/2018	\$418.00	Teamsters union dues
Paid Chk# 3120062 CITY OF PROCTOR	9/12/2018	\$19,055.04	PR18-18 wh
Total Checks		\$52,160.51	

CITY OF PROCTOR

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***Check Summary Register©**

September 2018 to September 2018

Name	Check Date	Check Amt	
10110 First National Lq			
Paid Chk# 028409 AMERITAS	9/7/2018	\$4.90	VISION INSURANCE
Paid Chk# 028410 CITY OF PROCTOR	9/7/2018	\$740.50	HEALTH INSURANCE
Paid Chk# 028411 EMC NATIONAL LIFE COMPANY	9/7/2018	\$41.13	LIFE INSURANCE
Paid Chk# 028412 NORTHERN MN DENTAL	9/7/2018	\$26.95	DENTAL INSURANCE
Paid Chk# 028413 AMERICAN BOTTLING COMPAN	9/17/2018	\$266.66	2240
Paid Chk# 028414 ARTISAN BEER COMPANY	9/17/2018	\$228.30	2250
Paid Chk# 028415 BELLBOY CORPORATION	9/17/2018	\$471.79	2238
Paid Chk# 028416 BERNICK'S PEPSI	9/17/2018	\$13,651.75	2255
Paid Chk# 028417 BOURGET IMPORTS, LLC	9/17/2018	\$100.50	2265
Paid Chk# 028418 BREAKTHRU BEVERAGE	9/17/2018	\$2,352.55	2205
Paid Chk# 028419 CINTAS	9/17/2018	\$70.42	Mats
Paid Chk# 028420 COCA COLA BEVERAGES OF DU	9/17/2018	\$132.65	2234
Paid Chk# 028421 FORUM COMMUNICATIONS COM	9/17/2018	\$125.00	Hoghead Advertising
Paid Chk# 028422 GUARDIAN PEST SOLUTIONS, IN	9/17/2018	\$40.69	Rodent Control
Paid Chk# 028423 JOHNSON BROTHERS INC	9/17/2018	\$4,454.78	2241
Paid Chk# 028424 LAKESHORE ICE	9/17/2018	\$258.43	2235
Paid Chk# 028425 MICHAUD DISTRIBUTING COMP	9/17/2018	\$2,299.31	2237
Paid Chk# 028426 PHILLIPS WINE & SPIRITS CO	9/17/2018	\$3,244.75	2245
Paid Chk# 028427 PROCTOR JOURNAL	9/17/2018	\$51.80	News Stand Sales
Paid Chk# 028428 PROCTOR PUBLIC UTILITIES	9/17/2018	\$634.49	Utility Bill
Paid Chk# 028429 RANGE PAPER	9/17/2018	\$105.75	Towels, Grocery Bags
Paid Chk# 028430 SOUTHERN GLAZER'S OF MN	9/17/2018	\$3,666.71	2253
Paid Chk# 028431 SUPERIOR BEVERAGE	9/17/2018	\$7,857.00	2249
Paid Chk# 028432 CITY OF PROCTOR	9/13/2018	\$1,673.95	PR18-18L wh PERA
Paid Chk# 028433 EMC NATIONAL LIFE COMPANY	9/13/2018	\$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Total Checks		\$42,315.16	