

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, October 1, 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 Monday, September 17, 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. Liquor Control Meeting Minutes of September 10, 2018
- B. Planning & Zoning Meeting Minutes of September 24, 2018
- C. Essentia Health-St. Mary's Medical Center Auxiliary Seeking Sponsorship
- D. St. Louis County Comprehensive Land Use Plan Public Hearing Notice
- E. 2020 Census

2. PLANNING & ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Government Fund Payroll and Liquor Fund Payroll Period Ended 09/16/18

***4. COMMITTEE REPORT**

***5. UNFINISHED BUSINESS**

- *A. SRO
- *B. Resolution 39-18 Amending Proctor Economic Development Authority By-Laws

6. NEW BUSINESS

- A. No. 03-18 Ordinance Amending Section 200 of the City Code Entitled "Council and Administration"
- B. Resolution No. 40-18 Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License for Proctor Amateur Hockey
- C. Resolution No. 41-18 Declare Division of Property Within The City of Proctor
- D. Resolution No. 42-18 Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License to Proctor Synergy Inc.
- E. Application for Home Occupation Permit
- F. Set Budget Meeting Date

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

- A. Property Sale
- B. Administrators Contract

6. NEW BUSINESS – (continued)

- G. Property Sale
- H. Administrators Contract

MEMBER CONCERNS

Schwarzbauer: Revitalized Waterway

Benson:

Nowak:

DeWall:

Larson:

BILLS FOR APPROVAL

General: \$108,451.25

Liquor: 22,416.42

Total: \$130,867.67

TOTAL BILLS FOR APPROVAL: \$130,867.67

ADJOURNMENT:

Minutes of the regular Proctor City Council meeting held Monday September 17, 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 Rohweder, Jesse Annala, Peggy Vanderschuen.

APPROVAL OF THE MINUTES:

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

APPROVAL OF THE AGENDA:

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To approve the agenda for September 17, 2018,

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

None

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

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

***1. COMMUNICATIONS**

- A. POST Board Compliance Recognition
- B. 2018 Coastal Clean-UP
- C. Proctor's Lion's Club Thank You
- D. Fair Board Profit and Loss Statement 2017

2. PLANNING AND ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

A. Government and Liquor Fund Payroll Period Ended 9/2/2018

***4. COMMITTEE REPORTS**

A. Special City Council Minutes Budget Meeting

B. PEDDA Minutes of September 11, 2018

***5. UNFINISHED BUSINESS**

A. SRO

6. NEW BUSINESS

A. Resolution 36-18: Non Objection Charitable Gambling Permit Augustana Lutheran Church

**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

Motion by Benson, seconded by Larson and carried (5-0) to approve gambling (raffle) permit for February 8, 2019.

B. Resolution 37-18 Participate in the County Road Striping Program

**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

Motion by Larson, seconded by Benson and carried (5-0) to approve participating in the County Road Striping Program for 2019.

C. Resolution 38-18 Declaring Surplus Equipment

**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

Motion by Nowak, seconded by Dewall and carried (5-0) to declare the Police Department 2010 Crown Victoria VIN 2FABP7BV0AX106012 as surplus equipment to be sold at auction.

D. Duluth Urban Watershed Advisory Committee (DUWAC) MOU

Motion by Benson, seconded by Nowak and carried (5-0) to participate as a signatore in the DUWAC program provided there were no fees.

E. Small Cities Development Program Grant

Benson gave brief synopsis of the program and what it can be used for. Benson did mention there may be caveats that make the city ineligible.

Motion by Benson, seconded by Schwarzbauer and carried (5-0) to table this item until the City Administrator can get certain questions answered in regards to eligibility and whether it is a grant v. loan program.

F. South St. Louis County Fairgrounds Master Plan RFP

Benson presented to council the idea of having a Request For Proposal put together and sent out to have a master plan put together for uses and economic benefits of the fairgrounds. Larson had concerns on the length and cost of putting together a plan and will it deter the school arena project. Benson stated the school would be incorporated into the plan. Schwarzbauer gave examples of directives

set in 2002 on the Fairgrounds and we should be tying in other entities to the plan if it moves forward. Nowak suggested council work off of the old plan to save time and money since there were many objectives not completed from 2002. Dewall stated that administration has asked the Fairboard for a priority plan and list so council can see what has been accomplished and other needs to be addressed.

Motion by Benson, seconded by Schwarzbauer to direct city staff to prepare an RFP and present at a future meeting. Motion failed (2-3; Larson, Nowak, Dewall voting nay).

G. Notice of Opening on Community Development Block Grant Committee

Casey advised council of the opening on the CDBG Advisory Committee as an at large position. City did have a representative on the committee in the past and feels it would be beneficial to the city to at least put in an application.

Motion by Schwarzbauer, seconded by Nowak and carried (5-0) to have the City Administrator apply for the open position with CDBG Advisory Committee.

H. Resolution 39-18 Amending Proctor Economic Development Authority By-Laws

Casey presented to council changes in the PEDAs By-Laws to reduce the number of authority members from seven to five. This was based upon vacancies that have not been filled and having seven could create issues when PEDAs are unable to get a quorum for meetings. The change would not be an ordinance. Benson proposed five different amendments to the By-Laws for change also.

Motion by Larson, seconded by Nowak more discussion took place. Benson motioned to approve amendment number one, seconded by Schwarzbauer. Attorney Bray stated he would like to look over all of the amendments before a decision is made and whether all five amendments should be accepted as one. Benson and Schwarzbauer withdrew their amended motion and second for the attorney to take some time to look the amendments over. Larson and Nowak also withdrew their motion and second on the approval of the amendment so the attorney can look each amendment over.

No action taken.

Motion by Dewall, seconded by Schwarzbauer and carried (5-0) to recess the regular council meeting to move into Closed Session. Time: 7:08 p.m.

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

A. Annexation

- B. Labor Issue
- C. Attorney Client Priviledge
- D. Property

Motion by Schwarzbauer, seconded by Dewall and carried (5-0) to adjourn the Closed Session and reconvene to the regular Council meeting: Time 7:51 p.m.

New Business (Continued) under Item 7

B. Labor Issue

Motion by Schwarzbauer, seconded by Larson and carried (5-0) to reject the proposal from Labor and respond accordingly.

C. Attorney Client Priviledge

Motion by Dewall, seconded by Schwarzbauer and carried (5-0) to take action and respond to media requests under Closed Session.

MEMBERS CONCERNS:

Schwarzbauer: Gave presentation on the popularity of BMX racing and the need for a community to sponsor such development and growth. Also gave cities within the state that have this type of race track.

Benson:

Nowak:

DeWall:

Mayor Larson:

BILLS FOR APPROVAL

General Bills:	\$52,160.51
Liquor Bills:	<u>\$42,615.16</u>
.	\$ 94,475.67

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

-

ADJOURNMENT

Motion by Dewall, seconded by Nowak and carried (5-0): To adjourn the City Council meeting at 8:00 p.m.

1A

Liquor Control Meeting
September 10th, 2018
5:00 p.m. City Hall Conference Room
AGENDA

LIQUOR CONTROL COMMITTEE

CALL TO ORDER: At 1703

MEMBERS PRESENT: Kent Gaidis, Phil Larson, Gary Nowak

APPROVAL OF MINUTES: Motion by Nowak, Second by Larson, motion passed to approve August 6th Liquor Control meeting minutes.

APPROVAL OF AGENDA: Motion by Larson, Second by Nowak, motion passed

NEW BUSINESS

1. 2018 Hoghead Street Dance review:

Gaidis gave a review of events during Hoghead week and street dance; fencing did not include the front entrance to the Powerhouse. Employee working the front door was not stopping patrons from coming outside with beverages. Chief and Mrs. Kari talked to the employee to educate them in their job duties.

Larson noted Phyllis Hom would like some changes to roads blocked off during the Car Show on Wednesday. Maybe look at having the WOK included in the car show next year. All in agreement to have Hom included in Hoghead planning next year.

2. Liquor license renewal letter to businesses:

Discussion on adding language per city code clarifying requirements needed to obtain liquor license and or renewals. Committee agreed to send letter out in the beginning of October with language added. City Administrator and Gaidis will work on a draft letter for review.

3. Review city code:

Gaidis researched similar size cities, noted that Biwabik, Chisholm, Gilbert and Proctor all have similar language that states the requirements to obtain or renew a license.

MEMBERS CONCERNS:

ADJOURNMENT: Motion to adjourn meeting at 1750 hours.

Minutes of the Planning and Zoning Meeting of Monday September 24, 2018 held in the Council Chambers at the Proctor Community Center.

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

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

OTHERS PRESENT: City Administrator Mark Casey, Kathy Hannan, City Attorney John Bray.

MEMBERS ABSENT: Lambert.

APPROVAL OF MINUTES:

Motion by Boysen, seconded by Harnell and carried 4-0: To approve the August 27, 2018 Planning and Zoning Meeting Minutes.

APPROVAL OF AGENDA:

Motion by Boysen, seconded by Harnell and carried 4-0: To approve the Monday September 24, 2018 Meeting Agenda.

1. COMMUNICATIONS

A. St. Louis County Comprehensive Land Use Plan Public Hearing Notice

2. BUILDING PERMITS (C-1 and above)

3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan mentioned she was here for item 6A.

4. COMMITTEE REPORTS

***5. UNFINISHED BUSINESS**

A. Sign Ordinance

Attorney Bray brought a revision of Ord. 1002.13 Subd 4 stating Banners and Pennants are only permitted in the O/R Zones. Discussion ensued as to the size of the banners and when the banners/pennants would need to be removed.
NO ACTION taken. This item will be brought to the next P&Z meeting.

6. NEW BUSINESS

A. Parcel Split

Kathy Hannan requested the split of her parcel 185-0220-01290 legally described as Lots 21-30 of Quinns Addition to Proctor. She is asking for the split to be Lots 21-26/27-30. Discussion took place determining where the lots were located and if lots 27-30 would be large enough to build on.

Motion by Boysen, seconded by Harnell and carried (4-0 Aldridge opposed) to allow the split of the lots as suggested and forward them on to the council for approval.

B. Home Occupation Permit

Motion by Boysen, seconded by Harnell to approve the Home Occupation Permit for LauraKates Healing Touch Massage located at 101 2nd Street and forward on to council for approval.

C. Air BnB-

This item was informational as Casey stated he is fielding more calls of this nature. Discussion took place as to whether a Home Occupation Permit would be appropriate and sales tax needing to be paid, and how to enforce the ordinance should it be changed. NO ACTION

D. Letter of Compliance to Railview Apartments

This item was information as Casey explained he received a phone call that plumbing work was being performed at Railview Apartments by unlicensed contractors. Boysen stated that it is a commercial property and he notified Jim Rich –the Commercial Building Inspector. Jim Rich sent a notification letter to Railview Apartments.

8. BUILDING INSPECTOR REPORT

Building Report Summary was presented.

MEMBER CONCERNS:

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

Tuomi – would like to see the fence ordinance put back on the agenda in the future to discuss fences in the front yard.

Boysen

Lambert

Harnell – is curious as to how long the city gives a resident time on a permit to complete the job?

ADJOURNMENT

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



**St. Mary's Medical Center
Auxiliary**

Tree of Lights

September, 2018

Mark Casey
Proctor Economic Development Authority
100 Plonk Dr
Proctor, MN 55810-1705



Dear Mark,

As the holiday season approaches, Essentia Health-St. Mary's Medical Center Auxiliary members invite your organization to participate as a sponsor of our annual Tree of Lights community fundraiser.

The Tree of Lights program illuminates the generous compassion within our community and is a significant source of financial support for St. Mary's Grief Support Services. Help us light our tree by making a meaningful gift to remember, honor, or thank someone special.

Your support is vital to maintain the free services that meet the needs of grieving children and adults in our community. Since 1985, support from community organizations like yours has helped provide free support groups for children, teens and adults. Funds are also used to provide valuable grief literature, person-to-person support, a grief resource library and crisis/educational outreach within local schools and communities. In addition, St. Mary's Grief Support Services provides individual and family therapy for those impacted by serious illness or who are grieving the death of a loved one.

We hope to hear from you by November 10, 2018, so we can include your name as a sponsor in our program, promotional materials, newsletters, and website, which reaches more than 4,000 families each year.

All those who make a donation are invited to attend our Tree of Lights event, which will take place on Sunday, December 2, 2018, at 2:00 p.m. in Essentia Health-St. Mary's Medical Center Auditorium.

Please see the second sheet for sponsorship opportunities and use the enclosed envelope to send your tax-deductible organizational contribution to Essentia Health Foundation. To make your donation over the phone, call the Essentia Health Foundation office at 218-786-8966.

A letter confirming receipt of your gift will be mailed to you. We appreciate your charitable support.

With gratitude for your consideration,

Jean Pessenda, Tree of Lights Chair
Essentia Health-St. Mary's Medical Center Auxiliary

Gina Dixon, MA Licensed Psychologist
Program Manager/Grief Therapist
Essentia Health-Grief Support Services



**Essentia Health
Foundation**

400 East Third Street
Duluth, MN 55805
218.786.8966

Tree of Lights is a charitable project of the St. Mary's Medical Center Auxiliary, in collaboration with
Essentia Health Foundation



**St. Mary's Medical Center
Auxiliary**

Tree of Lights

Your gift will become a symbol of HOPE.

Yes! I want to make a tax-deductible gift:

Sponsor

- ☐ Angel of Hope - \$5,000
- ☐ Shining Star - \$2,500
- ☐ Beacon of Light - \$1,000
- ☐ Bough of Love - \$500

Contributor

- ☐ Branch of Support - \$250
- ☐ Seeds of Healing - \$100
- ☐ Other: \$ _____

This gift is:

- ☐ In honor of ☐ In memory of ☐ To thank

Please notify: _____

Address: _____

Payment Methods

Checks can be made payable to Essentia Health Foundation

Name of organization or individual donor: _____

Contact: _____

Address: _____

City: _____ ***State:*** _____ ***Zip:*** _____

Email: _____ ***Phone:*** _____

Credit Card Type: _____ ***Expiration Date:*** _____ ***CVV:*** _____

Credit Card Number: _____

Signature: _____ ***Date:*** _____

Tree of Lights is a charitable project of the St. Mary's Medical Center Auxiliary, in collaboration with Essentia Health Foundation.

Essentia Health Foundation is a 501(c)3 non-profit organization (ID# 27-1984704). All gifts made to Essentia Health Foundation are tax-deductible to the fullest extent provided by law.

Essentia Health Foundation is deeply grateful for the support of our friends and benefactors in the community. Please refer to the Essentia Health Notice of Privacy Practices for further details on how the Foundation shares information with patients regarding its fundraising efforts. If you would like to opt-out of receiving further fundraising communications from us, please call 218-786-8966, email us at foundation@essentiahealth.org, or mail your opt-out request to 400 East Third Street, Duluth, MN 55805 and we will remove your name from our list.



**Essentia Health
Foundation**

400 East Third Street
Duluth, MN 55805
218.786.8966

Tree of Lights is a charitable project of the St. Mary's Medical Center Auxiliary, in collaboration with
Essentia Health Foundation



Saint Louis County

Planning and Community Development Department • www.stlouiscountymn.gov
landuseinfo@stlouiscountymn.gov

Barbara Hayden
Director

TO: St. Louis County Cities, Towns and Interested Parties

FROM: Mary Anderson, ^{MA} Planning Manager

DATE: September 21, 2018

RE: Planning Commission Public Hearing on proposed St. Louis County Comprehensive Land Use Plan

NOTICE IS HEREBY GIVEN THAT THE ST. LOUIS COUNTY PLANNING COMMISSION WILL HOLD A PUBLIC HEARING ON THURSDAY, OCTOBER 18, 2018 AT 9:00 A.M., AT THE ST. LOUIS COUNTY PUBLIC WORKS LOWER LEVEL TRAINING CENTER, 7823 Highway 135, VIRGINIA, MINNESOTA.

The Planning Commission will consider comments on the proposed draft of the St. Louis County Comprehensive Land Use Plan.

Initial mailings were sent to you on June 26, 2018, seeking comments on the proposed draft goals and objectives and alternative future land use maps, which were a portion of the entire plan. The purpose of this hearing is to seek comments on the entire plan document, which includes implementation items for the goals and objectives. It is not necessary that you comment, however, you can do so by attending the hearing, sending me a letter or emailing me at andersonm3@stlouiscountymn.gov. Correspondence should be submitted prior to the hearing and all letters must be signed and received in this office by Tuesday, October 16, 2018. Correspondence will be presented to the Planning Commission as part of the hearing. Please call Mary Anderson at 218-749-0626 if you have any questions.

A copy of the draft plan and future land use maps are available on the plan website at <http://planslcmn.com> or you can view a copy of the plan at either the Virginia or Duluth office (see addresses below). If you are having difficulty viewing it and would like a hard copy, please contact Mary Anderson at the contact address below. Thank you.

****In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Planning Department 72 hours prior to the meeting at (218) 749-7103****

☐ **Duluth Office**
Government Services Center
320 W 2nd St, Ste 301
Duluth, MN 55802
Phone: (218) 725-5000
Toll Free in MN: 1-800-450-9777
Fax: (218) 725-5029

☒ **Virginia Office**
Northland Office Center
307 1st St S, Ste 117
Virginia, MN 55792
Phone: (218) 749-7103
Toll Free in MN: 1-800-450-9777
Fax: (218) 749-7194

The 2020 Census is almost here!

The 2020 Census provides an opportunity for everyone to be counted. Tribal, state, and local governments; community-based organizations; faith-based groups; schools; businesses; the media; and others play a key role in developing partners to educate and motivate residents to participate in the 2020 Census.

When community members are informed, they are more likely to respond to the census. Through collaborative partnerships, the U.S. Census Bureau and community leaders can reach the shared goal of counting EVERYONE in 2020.

The Complete Count Committees (CCC) program is key to creating awareness in communities all across the country.

- CCCs utilize local knowledge, influence, and resources to educate communities and promote the census through locally based, targeted outreach efforts.
- CCCs provide a vehicle for coordinating and nurturing cooperative efforts between tribal, state, and local governments; communities; and the Census Bureau.
- CCCs help the Census Bureau get a complete count in 2020 through partnerships with local governments and community organizations.

Get Started

WHO?

Tribal, state, and local governments work together with partners to form CCCs to promote and encourage response to the 2020 Census in their communities. Community-based organizations also establish CCCs that reach out to their constituents.

WHAT?

A CCC is comprised of a broad spectrum of government and community leaders from education, business, healthcare, and other community organizations. These trusted voices develop and implement a 2020 Census awareness to encourage a response campaign based upon their knowledge of the local community.

WHEN?

The formation of CCCs is happening NOW! Leaders are identifying budget resources and establishing local work plans. In 2020, they will implement the plans and lead their communities to a successful census count.

WHY?

The primary goal of the 2020 Census is to count everyone once, only once, and in the right place.

Community influencers create localized messaging that resonates with the population in their area. They are trusted voices and are best suited to mobilize community resources in an efficient manner.

HOW?

It's up to all of us! CCCs know the best way to reach the community and raise awareness. Some activities could include:

- Holding CCC kickoff meetings with media briefings.
- Participating in Census rallies or parades.
- Coordinating Census unity youth forums.
- Hosting Interfaith breakfasts and weekend events.
- Statistics in Schools classroom resources.
- Incorporating census information in newsletters, social media posts, podcasts, mailings, and websites.
- Helping recruit census workers when jobs become available.

Contact Information

For additional information about the Complete Count Committees program, please contact your regional census office.

2020 Census Timeline

- **2018**
 - Tribal leader, governor, or highest elected local official or community leader determines Complete Count Committees (CCCs) structure.
 - CCCs receive 2020 Census training.
- **2019**
 - Continue establishing CCCs.
 - Open field offices.
 - CCCs develop strategy and work plan.
- **2020**
 - CCCs begin community organization mobilization.
 - 2020 Census advertising campaign begins in early 2020.
 - CCCs support the 2020 Census.
 - CCCs encourage self-response.
- **April 1, 2020 – CENSUS DAY**
 - CCCs urge households who do not respond to cooperate with census takers.

Please contact:

If you reside in:

ATLANTA

Atlanta.rcc
.partnership
@2020census.gov

Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina

CHICAGO

Chicago.rcc
.partnership
@2020census.gov

Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin

DALLAS

Dallas.rcc
.partnership
@2020census.gov

Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming

LOS ANGELES

LosAngeles.rcc
.partnership
@2020census.gov

Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington

NEW YORK

NewYork.rcc
.partnership
@2020census.gov

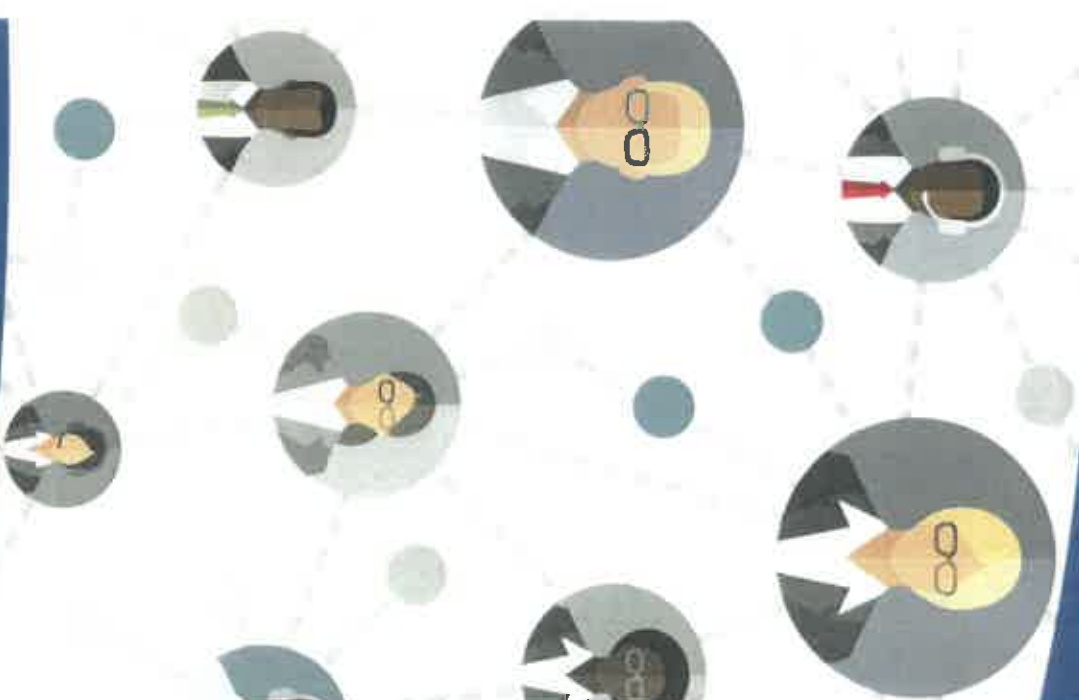
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico

PHILADELPHIA

Philadelphia.rcc
.partnership
@2020census.gov

Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia

Complete Count Committees



PR18-19

9/3/18 - 9/16/18

3A

09/19/18 1:57 PM

Page 1

CITY OF PROCTOR
Payroll Summary - General Funds
 Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
General Fund	General Government	Council	Full-Time Employee Regular	\$1,600.00
	Mayor	Executive - Mayor	Full-Time Employee Regular	\$600.00
	Tourism	Tourism Expenditures	Full-Time Employee Regular	\$1,672.80
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$694.30
	City Clerk	Administrative	Full-Time Employee Regular	\$1,400.00
	City Clerk	Administrative	Full-Time Employee Overtime	\$39.38
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,384.80
	Police	Operations (Police)	Full-Time Employee Regular	\$2,190.24
	Police	Operations (Police)	Full-Time Employee Regular	\$1,301.28
	Police	Operations (Police)	Full-Time Employee Regular	\$698.24
	Police	Operations (Police)	Full-Time Employee Regular	\$14,489.58
	Police	Operations (Police)	Full-Time Employee Regular	\$576.56
	Police	Operations (Police)	Full-Time Employee Overtime	\$79.32
	Police	Operations (Police)	Full-Time Employee Overtime	\$4,368.54
	Police	Operations (Police)	Full-Time Employee Overtime	\$1,095.12
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$155.12
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$19.39
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,389.19
	Police	Police Grant Labor	Full-Time Employee Overtime	\$365.04
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	\$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$366.42
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$236.15
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$123.15
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$98.52
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$5,329.11
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$147.78
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$822.72
	Streets & Roadways	Street Department	Full-Time Employee Overtime	\$115.94
	Park	City Parks	Temporary Employees Regular	\$315.00
FUND 100 General Fund				\$46,327.54
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	\$669.11
	Public Works	Sewer	Full-Time Employee Regular	\$434.25
FUND 500 Sewer Fund				\$1,103.36
				\$47,430.90

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

09/19/18 1:58 PM

Page 1

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$262.20
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$174.80
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$174.80
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,136.20
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$177.48
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$103.53
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$2,508.27
FUND 600 Liquor Fund				\$4,537.28
				\$4,537.28

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -Bi-wk
Pay Period: 19

09/19/18 2:00 PM

Page 1

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	1.50	1.5	\$39.38	City -Bi-wk
Shift Multiplier 1.5	1.50		\$39.38	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	2.00	1.5	\$79.32	City -Bi-wk
POLICE	2.00	1.5	\$79.32	City -Bi-wk
POLICE	46.00	1.5	\$2,098.98	City -Bi-wk
POLICE	12.00	1.5	\$547.56	City -Bi-wk
POLICE	8.00	1.5	\$365.04	City -Bi-wk
POLICE	12.00	1.5	\$547.56	City -Bi-wk
POLICE	48.00	1.5	\$2,190.24	City -Bi-wk
Shift Multiplier 1.5	130.00		\$5,908.02	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	2.67	1.5	\$115.94	City -Bi-wk
Shift Multiplier 1.5	2.67		\$115.94	
Pay Group Description City -Bi-wk	134.17		\$6,063.34	
Location Description Liquor Store				
Shift Multiplier 1.5				
Liquor Store	8.00	1.5	\$141.48	Liq -Bi-Wk
Liquor Store	6.00	1.5	\$133.11	Liq -Bi-Wk
Shift Multiplier 1.5	14.00		\$274.59	
Pay Group Description Liq -Bi-Wk	14.00		\$274.59	
	148.17		\$6,337.93	

TZD grant

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

5B
COUNCILORS
Jake P. Benson
Troy R. DeWall
Gary Nowak
James R. Schwarzbauer

100 Plank Drive • Proctor, Minnesota 55810-1700 • (218) 624-3841 • 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, 8:00 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.

6A

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

**ORDINANCE NO. 03-18
ORDINANCE AMENDING SECTION 200 OF THE
CITY CODE ENTITLED "COUNCIL AND ADMINISTRATION"**

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

Section 1. City Code, Section 204.09, Subd. 1; paragraph (1) entitled "Death in the Family," is hereby amended as follows:

Subd. 1 (1) Death in the Family. In the event there is a death in an employee's immediate family, three days absence without the loss of pay shall be granted. The immediate family shall be defined as spouse, parents, child, child of spouse, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, legal guardian, or any relative residing with the employee or with whom the employee is residing. Two additional days may be granted in the event travel is necessary or for personal reasons of business transaction, in the Council's discretion. This provision applies to full-time employees and part-time employees but does not apply to temporary employees. Seasonal workers are not eligible for time off with pay under this section. One personal leave day, if earned pursuant to subd. 4 of '204.14, may be used for a death in the family.

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

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

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

Voting Yes: Councilpersons

Voting No: Councilpersons

Ordinance declared adopted this ____ day of October, 2018.

SIGNATURES ON FOLLOWING PAGE

CITY OF PROCTOR

By _____
Mayor

ATTEST:

City Clerk/Administrator

First Reading: 10/1/2018

Second Reading: 10/15/18

Published Proctor Journal on:

63

Phillip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

**Resolution No. 40-18
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 Proctor Amateur Hockey Association to hold a raffle at St. Luke's Sports and Event Center, 704 Kirkus Street, Proctor, Minnesota on February 8, 2019.

Passed by a majority vote of the Proctor City Council, this 1st day of October, 2018.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

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 \$160; 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: Proctor Amateur Hockey Association

Previous Gambling Permit Number: X-02129

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 36-3388547

Mailing Address: 800 N Boundary Ave

City: Proctor State: MN Zip: 55810 County: St. Louis

Name of Chief Executive Officer (CEO): Amy Pocrnich

CEO Daytime Phone: 218-940-7884 CEO Email: pahatreasurer@gmail.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): St. Luke's Sports and Event Center

Physical Address (do not use P.O. box): 704 Kirkus Street

Check one:

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

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): February 16, 2019

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

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

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

LG220 Application for Exempt Permit

11/17
Page 2 of 1

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

Print Name: _____

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.

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

An equal opportunity employer

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **JAN 31 2013**

PHOCTOR AMATEUR HOCKEY ASSOCIATION
INC
800 BOUNDARY AVE
PHOCTOR, MN 55410-0025

Employer Identification Number:
36-3388547
DLN:
17053122140012
Contact Person:
JACOB A McDONALD ID# 31649
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
April 10
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 27, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221 PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

PROCTOR AMATEUR HOCKEY ASSOCIATION

Sincerely,



Holly O. Paz
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221 PC

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

6C
COUNCILORS
Jake P. Benson
Troy R. DeWall
Gary Nowak
James R. Schwarzbauer

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

**RESOLUTION NO. 41-18
DECLARE DIVISION OF PROPERTY WITHIN
THE CITY OF PROCTOR**

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

WHEREAS, Robert Wilke and Kathy Hannan("Owners") wishes to subdivide the following described parcel

185-0220-01290 legally described as
Lots 21 through 30 of
Quinns Addition to Proctor

and,

WHEREAS, The Owners of said parcel wishes to divide the lots as proposed into two parcels. One parcel consisting of Lots 21 through 26 and Lots 27 through 30 as described Attachment A and Attachment B; and,

WHEREAS, Proctor's Planning and Zoning Commission has reviewed the request and recommended approval of said request at their meeting of September 24, 2018; and

NOW THEREFORE,

1. The City Council approves of split of Lots 21-30 of Quinns Addition to Proctor into two parcels consisting of Lots 21 through 26 and Lots 27 through 30.
2. The City Council directs the City Attorney to carry out all duties with the County of St. Louis to legally split said parcels..
3. The City will have normal requirements that permits to construct on said lots are followed per city code.

Approved this 1st day of October, 2018.

CITY COUNCIL, PROCTOR MINNESOTA

Mayor

Attest:

CITY ADMINISTRATOR

DATED

DATED



County Land Explorer

St. Louis County, Minnesota

ATTACHMENT A



Title...

default author

Map created using County Land Explorer
www.stlouiscountymn.gov/explorer



County Land Explorer

St. Louis County

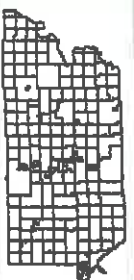
www.stlouiscountymn.gov/explorer

Minnesota

Disclaimer

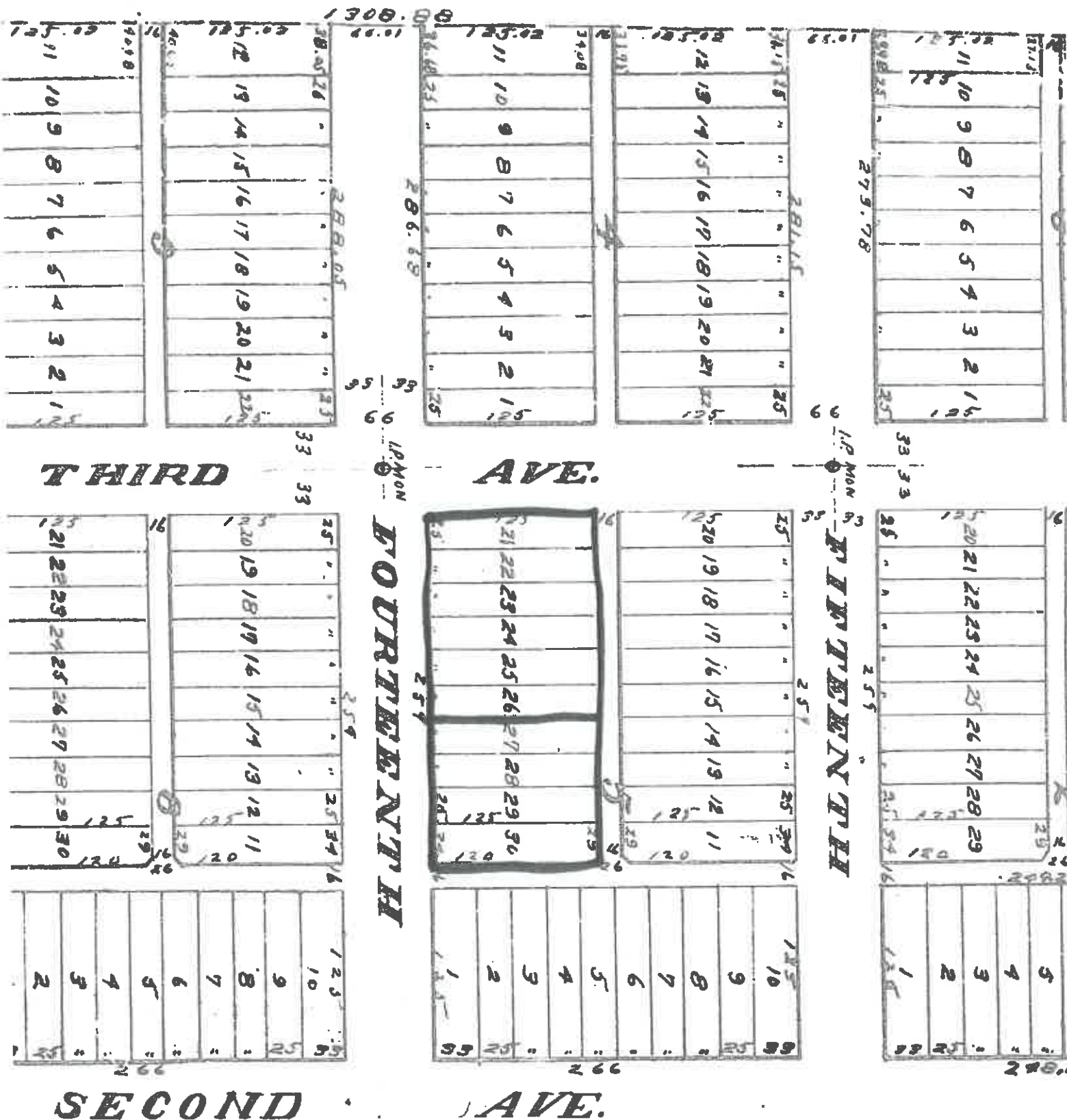
This is a compilation of records as they appear in the Saint Louis County Office reflecting the way shown. This drawing is to be used only for reference purposes and the County is not responsible for any inaccuracies herein.

© Copyright St. Louis County Minnesota | All Rights Reserved Printed: 9/25/2018



ATTACHMENT B

4



Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

**Resolution No. 42-18
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 Proctor Synergy Inc. to hold a raffle at Derailed Sports Bar, 501 3rd Avenue Proctor, Minnesota on October 27, 2018.

Passed by a majority vote of the Proctor City Council, this 1st day of October, 2018.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

11/17
 Page 1 of 2

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: Proctor Synergy Inc

Previous Gambling Permit Number: X 94015 17 001

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 275364218

Mailing Address: 28 5th Street

City: Proctor State: MN Zip: 55812 County: St Louis

Name of Chief Executive Officer (CEO): Scott Wojcik

CEO Daytime Phone: 218 428 7012 CEO Email: scott@reliablemn.com

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

Email permit to (if other than the CEO): slclander@aol.com

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 1-877-551-5767

- ☐ 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): Derrilled Bar & Grill Inc.

Physical Address (do not use P.O. box): 501 3rd 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): 10/27/18

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

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

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

LG220 Application for Exempt Permit

11/17
Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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 Personnel: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [Signature]
 (Signature must be CEO's signature; employees may not sign)

Date: 9/21/18

Print Name: Scott K. Wojcik

REQUIREMENTS

- Complete a separate application form:
 • 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 Department 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.

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.

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

An equal opportunity employer

6E

CITY OF PROCTOR

APPLICATION FOR HOME OCCUPATION PERMIT

Date: 9/20/18

Name: Laurakate Gilbertson

Address: 101 2nd St

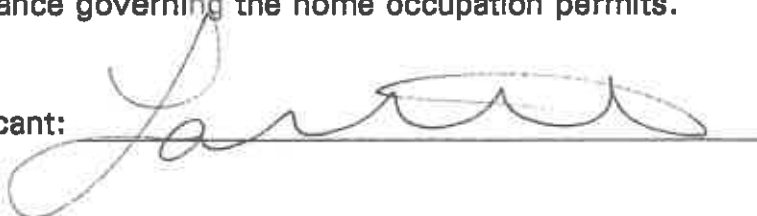
Phone: 208 461 2993

Name of Business: Laurakate's Healing Touch Massage

Purpose of type of business: massage therapy

I am familiar with and hereby comply with all rules and regulations stated in the City of Proctor's Ordinance governing the home occupation permits.

Signature of applicant:



Fee: \$35.00

Length of time for permit: one year

Yearly Inspection Schedule:

Date Inspected

Recommendation

Approved by



A revitalized waterway: Conservation district restores 4,500 feet of Sargent Creek

By **Jack Nilsen** on Sep 23, 2018 at 7:15 p.m.



1 / 4 Kate Kubiak of the South St. Louis County Soil and Water Conservation District talks about restoration work that was completed along Sargent Creek this year. The work is projected to prevent 1,000 tons of sediments from entering the designated trout stream annually. Kubiak was project manager on the job. Steve Kuchera / skuchera@duluthnews.com



Sargent Creek is buried behind brush and hidden from the Willard Munger State Trail that runs alongside it. It's not a well-traveled waterway.

Yet, more than \$1.3 million was spent on restoring 4,500 feet of the waterway in rural western Duluth this summer. That's because this stream is a designated cold water trout stream.

"The creek is hidden, but it's a very high-quality trout habitat," said Kate Kubiak, project manager for the restoration. "It's a very high-quality terrestrial habitat."

Kubiak works for the South St. Louis Soil & Water Conservation District, which has tackled a number of stream restoration projects in recent years. The Sargent Creek project is its 15th.

Another victim of the 2012 flood event that laid waste to a number of waterways in the region, Sargent Creek was left with scattered wooden debris and eroding banks that would sweep sediment toward the St. Louis River. After two years of planning and a summer of construction, the creek is now restored to a more productive state, complete with erosion-control systems and an excavated flood plain.

"Everything was a mess," said Kubiak. "There were trees all over the place, so we purposely build this floodplain. Without a floodplain, it digs out its banks."

Sargent Creek is a good example of what happens when there isn't a floodplain with enough capacity to handle high amounts of water. The 2012 flood washed away a lot of sediment and wore away the sides of the creek.

"Now we have measured it just so when (water) rises, it spreads out and dissipates its energy," said Kubiak. "Now it's happy. It's stabilized. It's in the right slope."

When sediment gets eroded, it can be a big problem for waterways. Not only does it mean more of the river bank is disappearing with running water, but it also becomes a disturbance for the trout that call the stream their habitat. With erosion

blankets laid down to hold dirt in place and trees planted to stabilize the bank, an estimated 100 dump-truck loads of dirt that gets lost every year will remain in place. 12 1

"Under all of these mats are native plants and grasses that will come up in the next three years," said Kubiak. "We say 'they sleep, they creep and then they leap.' "

The other waterway restoration completed this summer was at Chester Bowl. A 750-foot section of Chester Creek was given a makeover with heavy boulders and planted trees for erosion control and a mini-dam system that sectioned off parts of water for trout to feed and lay eggs.

Much of the Sargent Creek reclamation followed a similar formula.

"We were very methodical in the engineering," said Kubiak. "All of it was measured and the engineering was in-house."

Planning went beyond just engineering calculations. The district was deliberate in its design, down to the types of trees it planted and where it moved the dirt that was dug up.

Almost a mile long, this was the conservation district's biggest project to date. They had to clear two pathways through the woods so excavators could access the site. While the state of Minnesota sponsored the project, help also came from the Department of Natural Resources Trails division, St. Louis County and the city of Duluth.

*Check Summary Register©

August 2018 to October 2018

Name	Check Date	Check Amt	
10100 First National Gen			
Paid Chk# 037503 AMERIPRIDE SERVICES	10/1/2018	\$233.01	TOWELS, MATS & RAGS - CITY HAL
Paid Chk# 037504 BENTLEYVILLE	10/1/2018	\$750.00	ELF SPONSORSHIP - TOURISM
Paid Chk# 037505 BOYSEN, JAY	10/1/2018	\$40.00	CELLPHONE REIMBURSEMENT - SEPT
Paid Chk# 037506 CASEY, MARK	10/1/2018	\$29.86	REIMBURSEMENT
Paid Chk# 037507 CENTURYLINK	10/1/2018	\$81.01	TELEPHONE - FIRE HALL
Paid Chk# 037508 COMPUDYNE, INC	10/1/2018	\$2,382.10	NETWORK SERVICES PROVISIONING
Paid Chk# 037509 DAVID FORNERIS	10/1/2018	\$40.00	CELLPHONE REIMBURSEMENT - SEPT
Paid Chk# 037510 KENT GAIDIS	10/1/2018	\$60.00	CELLPHONE REIMBURSEMENT - JULY
Paid Chk# 037511 GRAND FORKS FIRE EQUIPMEN	10/1/2018	\$47.66	ADJUSTABLE HYDRANT WRENCH SING
Paid Chk# 037512 GREAT AMERICA FINANCIAL SV	10/1/2018	\$227.30	COPIER AGREEMENT - SEPT 2018
Paid Chk# 037513 HOLIDAY STATIONSTORES LLC	10/1/2018	\$1,471.18	DIESEL - STREET DEPT
Paid Chk# 037514 JOHNSON CONTROLS	10/1/2018	\$853.00	TROUBLESHOOT 2 OUTDOOR CAMERAS
Paid Chk# 037515 LALONDE, RICK	10/1/2018	\$50.00	CELLPHONE REIMBURSEMENT - SEPT
Paid Chk# 037516 MINNESOTA ENERGY RESOURC	10/1/2018	\$155.61	GAS UTILITIES - STREET DEPT
Paid Chk# 037517 NORTHLAND TRUST SERVICES I	10/1/2018	\$247.50	ANNUAL FEE ON CITY BONDS - PRO
Paid Chk# 037518 PROCTOR JOURNAL	10/1/2018	\$214.12	CITY COUNCIL MEETING MINUTES 0
Paid Chk# 037519 QUILL CORPORATION	10/1/2018	\$133.95	POLICE DEPT SUPPLIES
Paid Chk# 037520 RANGE PAPER	10/1/2018	\$133.29	PADS, TOWELS & TOILET TISSUE
Paid Chk# 037521 RUHNKE, JOSHUA	10/1/2018	\$40.00	CELLPHONE REIMBURSEMENT
Paid Chk# 037522 SEH	10/1/2018	\$65,880.84	PROCT 6TH ST/ALMAC RECONSTRUCT
Paid Chk# 037523 STAR TRIBUNE	10/1/2018	\$3,365.00	PLACEMENT MN EXPLORER
Paid Chk# 037524 THE LAKE + CO.	10/1/2018	\$2,508.80	TOURISM MARKETING
Paid Chk# 037525 VERIZON WIRELESS	10/1/2018	\$405.32	TELEPHONE - POLICE DEPT
Paid Chk# 037526 VIKING INDUSTRIAL CENTER	10/1/2018	\$138.10	GREEN FLAGS FOR SEWER LOCATES
Paid Chk# 037527 WATCHGUARD VIDEO	10/1/2018	\$4,354.76	9/13/13 WARRANTY PREPAYMENT (O
Paid Chk# 037528 ZIEGLER, INC	10/1/2018	\$3,330.00	BRUSH MOWER TRACTOR RENTAL FOR

Total Checks

\$87,172.21

Pd Ck# 1821788608 MN DEPT OF
REVENUE

9/20/18

2224.00 Golf Sales Tax-Aug 2018

Pd Ck# 3120062 City of Proctor

9/13/18

19055.04 PR18-18 wh

Total Checks \$108,451.25

CITY OF PROCTOR

09/27/18 10:30 AM

Page 1

*Check Summary Register©

September 2018 to October 2018

Name	Check Date	Check Amt	
10110 First National Liq			
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
Paid Chk# 028434 Void	10/1/2018	\$0.00	
Paid Chk# 028435 AMERICAN BOTTLING COMPAN	10/1/2018	\$218.72	2314
Paid Chk# 028436 ARTISAN BEER COMPANY	10/1/2018	\$200.30	2288
Paid Chk# 028437 BERNICK'S PEPSI	10/1/2018	\$2,083.70	2303
Paid Chk# 028438 BREAKTHRU BEVERAGE	10/1/2018	\$2,955.42	2287
Paid Chk# 028439 CINTAS	10/1/2018	\$70.42	Mats
Paid Chk# 028440 COCA COLA BEVERAGES OF DU	10/1/2018	\$131.30	2293
Paid Chk# 028441 JOHNSON BROTHERS INC	10/1/2018	\$1,725.95	2302
Paid Chk# 028442 LAKESHORE ICE	10/1/2018	\$246.66	2313
Paid Chk# 028443 MICHAUD DISTRIBUTING COMP	10/1/2018	\$730.60	2297
Paid Chk# 028444 MINNESOTA ENERGY RESOURC	10/1/2018	\$42.20	Liquor Gas Bill
Paid Chk# 028445 PHILLIPS WINE & SPIRITS CO	10/1/2018	\$2,325.05	2299
Paid Chk# 028446 SOUTHERN GLAZER'S OF MN	10/1/2018	\$2,813.35	2290
Paid Chk# 028447 SUPERIOR BEVERAGE	10/1/2018	\$7,184.40	2289
Total Checks		\$22,416.42	