

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 15, 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, October 1, 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. Planning Commission Public Hearing on Proposed St. Louis County Comprehensive Land Use Plan Draft
- B. 2019 Budget Western Lake Superior Sanitary District (WLSSD)
- C. United States Senate Congratulatory Letter

2. PLANNING & ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Government Fund Payroll and Liquor Fund Payroll Period Ended 09/30/18

***4. COMMITTEE REPORT**

***5. UNFINISHED BUSINESS**

***A. SRO**

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

6. NEW BUSINESS

A. Contract Amendment Almac Drive / 6th Street

B. Resolution No. 43-18 Accepting Donation to the City

C. Public Utilities Commission Member Request

D. 25.4 Police Records Technician

E. 25.5 Police Records Manager and Terminal Agency Coordinator

F. Police Policy Revisions

G. Public Hearing for Liquor Store

**H. 2nd Reading - No. 03-18 Ordinance Amending Section 200 of the City Code Entitled
"Council and Administration"**

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

A. Property Sale

B. Administrators Contract

C. Attorney Client Privilege

6. NEW BUSINESS – (continued)

G. Property Sale

H. Administrators Contract

MEMBER CONCERNS

Schwarzbauer:

Benson:

Nowak:

DeWall:

Larson:

BILLS FOR APPROVAL

General: \$154,531.90

Liquor: 37,886.06

Total: \$192,417.96

TOTAL BILLS FOR APPROVAL: \$

ADJOURNMENT:

Minutes of the regular Proctor City Council meeting held Monday October 1, 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, Kathy Hannan, Peggy Vanderschuen, Steve Anderson, Dave McPhee, Rory Johnson.

APPROVAL OF THE MINUTES:

Motion by Schwarzbauer, seconded by DeWall, and carried (5-0): To approve the September 17, 2018 City Council Meeting Minutes.

APPROVAL OF THE AGENDA:

Motion by Schwarzbauer, seconded by DeWall: To approve the agenda for October 1, 2018, Larson amended motion to add to "Closed Meeting" 7C Personnel Issue, seconded by Schwarzbauer and carried (4-1 Benson Nay) to approve amended agenda.

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. Essentia Health Auxiliary Seeking Sponsorship
- B. St. Louis County Comprehensive Land Use Plan Public Hearing Notice
- C. 2020 Census Information

2. PLANNING AND ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

A. Government and Liquor Fund Payroll Period Ended 9/16/2018

***4. COMMITTEE REPORTS**

A. Liquor Control Meeting Minutes of September 10, 2018

B. Planning and Zoning Minutes of September 24, 2018.

***5. UNFINISHED BUSINESS**

A. SRO

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

6. NEW BUSINESS

A. Ordinance 03-18 Amending Section 200 of the City Code Entitled "Council and Administration." 1st Reading

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:

Motion by Dewall, seconded by Larson; Amended by Benson, seconded by Schwarzbauer to add language to include "domestic partner," and carried (5-0) to approve the added language and bring back for the second reading.

B. Resolution 40-18 of Non Objections to Issuance of a State of Minnesota Charitable Gambling License to Proctor Amateur Hockey Association

**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

Motion by Schwarzbauer, seconded by Benson and carried (5-0) to approve the charitable gambling license to Proctor Amateur Hockey Association

C. Resolution 41-18 Declaring Division of Property Within the City of Proctor

**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

DATED

Attest:

CITY ADMINISTRATOR

DATED

Motion by Larson, seconded by Benson and carried (5-0) to permit the split of Block 5 Lots 21 through 30 of Quinns Addition to Proctor.

D. Resolution 42-18 of Non Objections to Issuance of a State of Minnesota Charitable Gambling License to Proctor Synergy

**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

Motion by Larson, seconded by Schwarzbauer and carried (5-0) to issue charitable gambling license to Proctor Synergy for October 27, 2018

E. Home Occupation Permit

Casey stated LauraKate's Healing Touch Massage had normally applied for the permit but didn't do so for 2018. She will have to apply again in 2018.

Motion by Nowak, seconded by Benson and carried (5-0) to issue a Home Occupation Permit to 101 2nd street for LauraKate's Healing Touch Massage.

F. Set Budget Meeting Date

Motion by Schwarzbauer, seconded by Larson, and carried (5-0) to set a budget meeting date for October 15, 2018 at 4:00 p.m. at 100 Pionk Drive.

Motion by Dewall, seconded by Schwarzbauer and carried (5-0) to recess the regular council meeting to move into Closed Session per MN Statutes 13D 13.04, 13.05. Time: 6:35 p.m.

7. LABOR AND NEGOTIATIONS – Per MN Statutes 13D: 13D.03: 13D.04 Closed Meeting

- A. Property Sale
- B. Administrator's Contract
- C. Attorney Client Privilege- Personnel Issue

Motion by Dewall, seconded by Larson and carried (5-0) to adjourn the Closed Session and reconvene to the regular Council meeting: Time 7:40 p.m.

G. Sale of Property

Dewall had concerns on the future of economic development within the fairgrounds property and if language could be added to the agreement to address this issue should it arise in the future. Benson asked if the agreement/contract has been presented to the School Board. Steve Anderson stated he and the Superintendent have the support of the School Board to move forward and once the city ratifies an agreement they will sign off on the sale agreement. Benson also asked when the school would take occupancy. Dave McPhee the wrestling coach thanked the city council.

Motion by Schwarzbauer, seconded by Larson and carried (5-0) to approve the sale of the old hockey arena at the South Saint Louis County Fairground to Independent School District 704 for the sum of \$1 with the additional language added to revert ownership back to the city upon discussion with the school, if an economic development opportunity arises.

H. Administrators Contract

No action taken.

I. Personnel Issue

Motion by Larson, seconded by Nowak and carried (5-0) to direct the City Attorney to contact the League of MN Cities Insurance trust and to tender and seek the advice of potential prosecution.

MEMBERS CONCERNS:

Schwarzbauer: Gave presentation on revitalization of waterways especially along the Munger State Trail. He felt as though the city should take a look at the possibilities of Kingsbury Creek and trail/bridge creation.

Benson:

Nowak:

DeWall:

Mayor Larson: Spoke of the 2020 Census and the need to gather volunteers for Census committees in order to get persons to participate in the 2020 census. Also advised that the Census Bureau does have paying jobs available. Spoke on the tree removal going on at the South St. Louis County Fairgrounds and the need to acquire the necessary permits.

BILLS FOR APPROVAL

General Bills:	\$108,451.25
Liquor Bills:	<u>\$ 22,416.42</u>
	\$130,867.67

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

ADJOURNMENT

Motion by Dewall, seconded by Larson and carried (5-0): To adjourn the City Council meeting at 8:12 p.m.



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, Planning Manager

DATE: October 3, 2018

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

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. A copy of the draft plan is located on the plan website at <http://planslcmn.com> or the plan may be viewed in either the Virginia or Duluth office. See addresses below. Please call Mary Anderson at 218-749-0626 if you have questions.

Comments submitted by the Cities or Towns must be accompanied with an official resolution outlining the response to the proposed draft plan. Correspondence may be addressed to the Virginia Planning and Community Development office or

Email to: andersonm3@stlouiscountymn.gov

****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



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

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Western Lake Superior Sanitary District

October 1, 2018

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

RE: 2019 Budget Western Lake Superior Sanitary District (WLSSD)

Dear Mr. Casey:

The Board of Directors of the Western Lake Superior Sanitary District approved its 2019 budget at the September 24, 2018 board meeting. The Board approved a 1.06% increase in wastewater operating costs and annual debt service collected. The 2019 budgeted wastewater treatment charges for the City of Proctor are shown below:

Total Annual Charges	\$ 307,938
Total Monthly Charge	\$ 25,662

This amount represents an increase of \$5,892 or 1.95%.

Please note that any year-end adjustment relating to 2018 wastewater charges will be calculated in January 2019 and sent to you under a separate letter.

The District-wide allocation remains unchanged at \$355,000 for 2019. The 2019 District-wide allocation for the City of Proctor is \$7,358. This amount may be paid in two equal installments. The first is due on or before July 1, 2019, and the second on or before December 1, 2019.

If you have any questions on this information please call my office at 218-740-4805.

Sincerely,

Marianne Bohren
Executive Director



10

United States Senate

September 10, 2018

The Honorable Phil Larson
Mayor of Proctor
100 Pionk Drive
Proctor, MN 55810

Dear Mayor Larson,

Congratulations to you and your entire community for receiving the distinction of Tree City USA from the National Arbor Day Foundation! I'm so proud of all 106 Minnesota communities that worked so hard in 2017 to meet the tree care standards and show the rest of the country how much we value our healthy community forests.

The 42-year-old Tree City USA program partners with the U.S. Forest Service, an agency within the Department of Agriculture. The role of the Forest Service in communicating healthy forestry practices and assisting states and organizations like the Arbor Day Foundation cannot be understated. As a member of the Senate Agriculture Committee, I have been so pleased to learn more about the Forest Service's Urban and Community Forestry program and their commitment to energy conservation through tree management.

The Tree City USA program recognizes towns and cities that are committed to investing time and resources in the management of their public trees. Over 143 million Americans and 54.5 percent of all Minnesotans are lucky enough to live in a Tree City. In Minnesota, the recognized communities range in size from the small town of Sunfish Lake to the city of Minneapolis. We Minnesotans know the importance of local forestry management for improving air and water quality, which is why communities like yours planted 34,360 new trees in 2017. Planting new trees can also reduce the cost of storm water management and help conserve energy consumption in nearby buildings.

I applaud the residents of your community for joining in these efforts and I hope you will pass along my best wishes to those involved in the local tree care initiatives.

Sincerely,



Tina Smith
United States Senator

PR18-20

9/17/18 - 9/30/18

3A

PROCTOR, MN

10/04/18 9:04 AM

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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	\$1,782.58
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$694.60
	City Clerk	Administrative	Full-Time Employee Regular	\$1,260.00
	City Clerk	Administrative	Full-Time Employee Regular	\$140.00
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,384.80
	Police	Operations (Police)	Full-Time Employee Regular	\$16,335.64
	Police	Operations (Police)	Full-Time Employee Regular	\$1,357.40
	Police	Operations (Police)	Full-Time Employee Regular	\$1,089.44
	Police	Operations (Police)	Full-Time Employee Overtime	\$1,095.12
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$2,964.92
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$38.78
	Police	Police Grant Labor	Full-Time Employee Overtime	\$1,273.38
	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	\$184.73
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$5,064.02
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$572.10
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$394.08
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$509.88
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$664.15
	Park	City Parks	Temporary Employees Regular	\$150.00
	Park	Tree Planting	Full-Time Employee Regular	\$123.15
FUND 100 General Fund				\$41,832.62
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	\$425.61
	Public Works	Sewer	Full-Time Employee Regular	\$260.55
	Public Works	Pump Station	Full-Time Employee Regular	\$28.95
FUND 500 Sewer Fund				\$715.11
				\$42,547.73

PROCTOR, MN

10/04/18 9:04 AM

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Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$131.10
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,616.90
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$2,482.04
FUND 600 Liquor Fund				<u>\$4,230.04</u>
				\$4,230.04

PROCTOR, MN
Council Packet - Gen/Liq
 Pay Group Description: City -BI-wk
 Pay Period: 20

10/04/18 9:03 AM
 Page 1

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	3.50	1.5	\$109.78	City -BI-wk
Shift Multiplier 1.5	3.50		\$109.78	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	16.00	1.5	\$634.56	City -BI-wk
POLICE	14.00	1.5	\$638.82	City -BI-wk
POLICE	24.00	1.5	\$1,095.12	City -BI-wk
Shift Multiplier 1.5	54.00		\$2,368.50	
Pay Group Description City -BI-wk	57.50		\$2,478.28	
	57.50		\$2,478.28	

5B

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 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 ~~(4)~~ 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.**

Amendments to PEDAs By-Laws Resolution
Article III
BOARD OF COMMISSIONERS

1.

The management of all of the affairs, property, and business of the Authority shall be vested in the Board of Commissioners, consisting of ~~seven (7)~~ five (5) persons, one (1) must be an elected city official ~~the Mayor but up to (2) members of the City Council which should be the Mayor plus one (1) additional council member~~. The members shall be ~~appointed~~ recommended by the ~~Mayor~~ City Council to serve as commissioners of the PEDAs 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 Commissions shall ~~must~~ be held at least monthly, the second Tuesday of the month, 6:00 p.m., in the Proctor City Council Chambers, 100 Pionk Drive, in the City of Proctor, State of Minnesota or at such place or time as the ~~Board~~ Commission 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 13D of the State of Minnesota.



STATE AID FOR LOCAL TRANSPORTATION

Rev. February 2018

CHANGE ORDER

SP/SAP(s) 069-596-011 MN Project No.: Change Order No. 1

Project Location	Almac Drive / 6 th Street – Proctor, MN		
Local Agency	City of Proctor	Local Project No.	
Contractor	Ulland Brothers	Contract No.	
Address/City/State/Zip	1634 MN 210, Carlton, MN 55718		
Total Change Order Amount \$	0.00		

Purpose of Change Order:

1. The original substantial completion date for the project was 10/15/18. Due to encountering unexpected rock removal on Almac Drive and the 11 consecutive days with rain in Proctor from 10/1/18 to 10/11/18, the City and Contractor agreed to adjust the substantial completion date to 10/29/18. Substantial complete shall include all concrete work, utility work, and base course of bituminous. The wear course will be place in spring of 2019.
2. The original final project completion date was 11/15/18. The City and Contractor agree to adjust the final completion date to June 15th, 2019. This will allow for paving of the final wear course in spring of 2019.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
		The City of Proctor and Contractor agreed to a project substantial completion date of October 29, 2018 and a Final Completion Date of June 15 th , 2019.	LS	\$0.00	1.00	\$0.00
Net Change this Change Order						\$0.00

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: (check one)

☐ () Is NOT changed ☐ () May be revised as provided in MnDOT Specification 1806☐ () Is Increased by _____ Working Days☒ (X) Is Increased by _210 Calendar Days☐ () Is Decreased by _____ Working Days☐ () Is Decreased by _____ Calendar DaysApproved by Project Engineer:  Date: 10/11/18

Print Name: Matt Bolf, PE Phone: 218-279-3025

Approved by Contractor: Date:

Print Name: Phone:

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: _____ Federal Funding _____ State Aid Funding _____ Local funds

District State Aid Engineer: Date:



STATE AID FOR LOCAL TRANSPORTATION

Rev. February 2018

CHANGE ORDER

SP/SAP(s)	069-596-011	MN Project No.:		Change Order No.	1
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LB

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

RESOLUTION NO. 43-18

ACCEPTING A DONATION TO THE CITY.

WHEREAS, the City of Proctor is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

Name of Donor
Jake Benson

Amount
\$47

2018 Directory of MN City Officials

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF Proctor, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

Passed by the City Council of Proctor, Minnesota this 15th day of October, 2018.

Mayor

Attested:

City Clerk

6C

Public Utilities Commission and Proctor City Council,

I am submitting my request to reapply for my position as a Public Utilities Commission Member. I have been serving on this committee for approximately six years. I have 40 years experience with water and sewer distribution systems as a plumber/pipe-fitter with local 11. I have 15 years experience as a past fiduciary member of the Western Lake Superior Plumber's and Pipe-fitter's Pension Plan, which is currently a fund of \$52,000,000 and is 102% funded. I feel that my experience and expertise in this area, along with the knowledge and expertise of our two existing members, Carol Lind and Jennifer Peterson, forms a very well-rounded perspective to this committee. As a team over the past 6 years, we have met many accomplishments. I would like to continue serving our community on the PUC Committee for the next term and would appreciate your support.

Respectfully,

Phillip Larson



67

25.4 POLICE RECORDS TECHNICIAN

REPORTS TO: Chief of Police
EFFECTIVE DATE: December 31, 1994
AMENDED: March 12, 1998
AMENDED: January 20, 2009
AMENDED: May 21, 2018

NATURE OF WORK

This position combines responsible and varied clerical work with highly specialized technical computer work in areas of Records Management, Criminal Histories and NCIC (National Crime Information Center), Hot Files, PS Portals, Shield, Criminal History Records, and State Court filings and dispositions. This position requires knowledge of State Statutes, Minnesota Offense Coding, researching and reading of Criminal Histories (including verification of information on fingerprint cards and maintaining and destroying Criminal Histories according to State Statutes), and NCIC data requirements, understanding Court process and documents, and the ability to work with prosecutors and other attorneys, outside law enforcement agencies and other legal, social and victim service agencies.

The Records Technician, under supervision of the Chief of Police, is also responsible for data dissemination to suspects, victims, insurance companies, government agencies, court personnel, and the media, requiring a working knowledge of the Minnesota Data Practices Act regarding the release of information. Work in this position requires a high level of confidentiality due to access to sensitive information, and is generally carried out with minimal supervision or direction.

DUTIES

- A. To maintain manual and automated police information systems and records.
- B. To prepare reports and process requests for information.
- C. To coordinate the activities of police records.
- D. To coordinate the city's Administrative Fines program.
- E. To provide technical support on assigned police projects.
- F. Complete training and certification to enter "Hot Files."
- G. Any other job duties as assigned.

ACCOUNTABILITIES

1. Maintaining manual and automated police information systems and records.

- A. Maintaining a computerized information system of police records.
- B. Coding data for computer input.
- C. Operating a terminal to input and retrieve data on local, state, and nationwide computer systems.

- D. Entering, verifying, modifying, and canceling of state and national 'Hot File' records as necessary.
- E. Operating the computer as needed to perform backup operations.
- F. Receiving calls and recording critical information for police records.
- G. Classifying, indexing, sorting, and arranging information.
- H. Comparing, matching, checking, and verifying information.
- I. Accepting and processing applications for handguns.
- J. Searching files for data relating to specific cases or individuals

2. Preparing reports and processing requests for information.

- A. Operating the computer to run routine reports.
- B. Compiling statistical information.
- C. Performing mathematical computations.
- D. Preparing and distributing reports on criminal activity.
- E. Maintain a working knowledge of current state data privacy guidelines
- F. Processing requests for information in accordance with local, state, and federal laws, including reports for Probation, Domestic Abuse Program, etc.
- G. Consulting with the attorney as needed in processing special requests for information
- H. Entering and managing media files for New Records Management System
- I. Compiling case data and sending files to County Attorneys Case Referral System
- J. Giving information to the public over the phone or in person concerning arrests, missing persons, alleged stolen property, and other police business.
- K. Preparing computer reports. (ADHOC reports)
- L. Look up city ordinances and state statutes, take initial ICR reports and do report itself on occasion. (Matter of Record Only)
- ~~M. Oversee department's participation in the Minnesota Crime Alert Network.~~
- M. Processing applications for handguns, providing technical support on assigned police projects, and compiling statistical data in the department as required.
- N. Perform e filing of case records and other documents in State Court System.
- O. Perform e charging and e citation functions for cases, including evidence and follow-up.

3. ~~Coordinating City Attorney court dates for officers, certain activities, and other work assignments.~~ Assisting City and County Attorneys, and other work assignments.

- A. Prioritizing incoming information, requests and work orders.
- B. Obtain current state and federal data privacy information/publications
- C. Consult with City and County Attorneys as necessary to facilitate charging and prosecution of cases.
- D. Purchasing of office supplies, office and police department equipment.

- E. Providing clerical support to the Police Civil Service Commission, Public Safety Committee, and Civil Defense and Emergency Management Director.
- F. Compiling statistical data and provide clerical support for Police Department grant applications and associated reporting processes.

MINIMUM QUALIFICATIONS

1. Education and Experience,

- A. High School diploma or GED
- B. Education and/or experience related to law enforcement, the legal system, complicated data or records entry or maintenance or related filed experience in records management, preferably in area of law enforcement, or equivalent combination of education, training and experience.
- C. Requires completion of a prescribed course of instruction by the Minnesota Bureau of Criminal Apprehension to attain Full Access Certification within 6 months of employment. Experience with automated systems desired.

2. Knowledge and Skill Requirements.

Has general knowledge of the policies, procedures, and activities of the City and Police Department practices as they pertain to the performance of duties relating to the job of Records Coordinator/Secretary. Has general knowledge of the Police Department practices as necessary in the completion of daily responsibilities. Possess the ability to stay current with changes to policy, methods, computer operations, equipment needs, etc., as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision which necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is proficient with computers and a wide range of software applications. Understand and learn to operate several varied and specialized computer programs and applications. Data is frequently entered directly into live government systems. Must be able to work under pressure and within prescribed time limits.

Work Schedule: Generally day shift, Monday through Friday
Must be available for afterhours/weekend emergencies

Physical Requirements are those necessary to successfully perform the essential functions of this job:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to sit approximately 80% of regular workday.
3. Requires frequent use of personal computer, including word processing, multiple, specialized data entry programs, multimedia data processing, page layout programs, telephone, copy machine, fax machine and document scanner.
4. The employee must occasionally lift and/or move up to 20 pounds
5. Specific vision ability required by this job includes close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment varies from moderately quiet to noisy.
2. This position required the employee to work in an office environment, indoors.

The City of Proctor is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualifies individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

6E

25.5 POLICE RECORDS MANAGER and TERMINAL AGENCY COORDINATOR

REPORTS TO: Chief of Police
EFFECTIVE DATE: December 31, 1994
AMENDED: March 12, 1998
AMENDED: January 20, 2009
AMENDED: May 21, 2018

NATURE OF WORK

This position combines responsible and varied clerical work with highly specialized technical computer work in areas of Records Management, Criminal Histories and NCIC (National Crime Information Center) Hot Files, PS Portals, Shield, Criminal History Records Maintenance/Suspense files, and State Court filings and dispositions. This position requires knowledge of State Statutes, Offense Coding, researching and reading of Criminal Histories (including verification of information on fingerprint cards and maintaining and destroying Criminal Histories according to State Statutes), and NCIC data requirements, understanding Court process and documents, and the ability to work with prosecutors and other attorneys, outside law enforcement agencies and other legal, social and victim service agencies.

The Records Manager, under supervision of the Chief of Police, is also responsible for data dissemination to suspects, victims, insurance companies, government agencies, court personnel, and the media, requiring a working knowledge of the Minnesota Data Practices Act regarding the release of information. Work in this position requires a high level of confidentiality due to access to sensitive information, and is generally carried out with minimal supervision or direction.

DUTIES

- A. To maintain (not write) police manual, automated police information systems and records.
- B. To prepare reports and process requests for information.
- C. To coordinate the activities of police records.
- D. To coordinate the city's Administrative Fines program.
- E. To perform the functions necessary to act as the BCA's Terminal Agency Coordinator (Note: only one person can be the TAC) Complete training and certification to enter "Hot Files."
- F. To provide technical support on assigned police projects.
- G. To coordinate the department's testing and access to the BCA's Programs, (Public Safety Portals, Department Terminals, Criminal History Records Maintenance Files.)
- H. To coordinate the department's retention and disposal of records.
- I. Any other job duties as assigned.

ACCOUNTABILITIES

- 1. **Maintaining manual and automated police information systems and records.**
 - A. Maintaining a computerized information system of police records.

- B. Coding data for computer input.
- C. Operating a terminal to input and retrieve data on local, state, and nationwide computer systems.
- D. Entering, verifying, modifying, and canceling of state and national 'Hot File' records as necessary.
- E. Operating the computer as needed to perform backup operations.
- F. Regularly resolves suspense files in the criminal history records maintenance system
- G. Receiving calls and recording critical information for police records.
- H. Making approved updates in the information systems and records.
- I. Classifying, indexing, sorting, and arranging information.
- J. Comparing, matching, checking, and verifying information.
- K. Accepting and processing applications for handguns.
- L. Searching files for data relating to specific cases or individuals

2. Preparing reports and processing requests for information.

- A. Operating the computer to run routine reports.
- B. Compiling statistical information.
- C. Performing mathematical computations.
- D. Preparing and distributing reports on criminal activity.
- E. Maintain a working knowledge of current state data privacy guidelines
- F. Processing requests for information in accordance with local, state, and federal laws, including reports for Probation, Domestic Abuse program, etc.
- G. Consulting with the attorney as needed in processing special requests for information
- H. Explaining data used in reports.
- I. Entering and managing media files for Records Management System
- J. Providing and distributing information for management purposes.
- K. Compiling case data and sending files to County Attorneys Case Referral System
- L. Giving information to the public over the phone or in person concerning arrests, missing persons, alleged stolen property, and other police business.
- M. Preparing computer reports. (ADHOC reports)
- N. Compiling information for statistical purposes. (Monthly and Yearly reports)
- O. Look up city ordinances and state statutes, take initial ICR reports and do report itself on occasion. (Matter of Record Only)
- P. Processing applications for handguns, providing technical support on assigned police projects, and compiling statistical data in the department as required.
- Q. Coordinates and assists in updating department forms when required
- R. Performing e-filing of case records and other documents for State Court systems.
- S. Perform e-charging and e-citation functions for cases, including evidence and followup.

3. Assisting City and County Attorneys, and other work assignments.

- A. Prioritizing incoming information, requests and work orders.
- B. Obtain current state and federal data privacy information/publications
- C. Consult with City and County Attorneys as necessary to facilitate charging and prosecution of cases.
- D. Assist in budget planning.
- E. Purchasing of office supplies, office and police department equipment.

- F. Providing clerical support to the Police Civil Service Commission, Public Safety Committee, and Civil Defense and Emergency Management Director.
- G. Compiling statistical data and provide clerical support for Police Department grant applications and associated reporting processes.

4. Terminal Agency Coordinator of Computerized Records Management System.

- A. Receives specialized training in operation of hardware, system software, use of utility programs, and the security system.
- B. Implement new procedures as available from the BCA or NCIC.
- C. Performs support and management administrative functions associated with the day to day use of the system in the police office.
- D. Authorizes new employees to access system, removing former employees.
- E. Participates in states and local educational opportunities pertaining to Records Management and system operations.
- F. Trains officers in the use of the Records Management System, and provide updated training as necessary for system changes and updates.
- G. Makes changes in system tables
- H. Maintains system Help messages
- I. Stopping and starting the system
- J. Removing or adding a terminal from the system (With Chiefs approval), including sealing and expungement per Court orders.
- K. Purging system files (With Chiefs approval)
- L. Deleting individual data records (With Chiefs approval)
- M. Department representative for BCA or FBI auditing process with Chief
- N. Monitor system security for BCA & NCIC: immediately report any and all suspected problems.

MINIMUM QUALIFICATIONS

1. Education and Experience.

- A. High School diploma or GED
- B. Education and/or experience related to law enforcement, the legal system, complicated data or records entry or maintenance or related filed experience in records management, preferably in area of law enforcement, or equivalent combination of education, training and experience.
- C. Requires completion of a prescribed course of instruction by the Minnesota Bureau of Criminal Apprehension to attain Full Access Certification within 6 months of employment. Experience with automated systems desired.

2. Knowledge and Skill Requirements.

Has general knowledge of the policies, procedures, and activities of the City and Police Department practices as they pertain to the performance of duties relating to the job of Records Manager and Terminal Agency Coordinator. Has general knowledge of the Police Department practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and

activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision which necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers, able to understand and learn to operate several varied and specialized computer programs and applications. Data is frequently entered directly into live government systems.

Must be able to work under pressure and within prescribed time limits on occasion.

Work Schedule: Generally day shift, Monday through Friday
Must be available for after hours/weekend emergencies

Physical Requirements are those necessary to successfully perform the essential functions of this job:

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2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to sit approximately 80% of regular workday.
3. Requires frequent use of personal computer, including word processing, multiple specialized data entry programs, multimedia data processing, telephone, copy machine, fax machine and document scanner.
4. The employee must occasionally lift and/or move up to 20 pounds
5. Specific vision ability required by this job includes close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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2. This position required the employee to work in an office environment, indoors.

The City of Proctor is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualifies individuals with

disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

6F

On 09/18/2017 the City Council approved several changes in the Police Department Manual Section 72.2 in order to be in compliance with BCA rules, which were brought to our attention during the 2017 Triennial Audit, Technical Security portion. Last month we received a response from that portion of the audit, (yes, a full year after the fact) asking for clarification on 3 areas.

Due to internal City changes in IT services, specifically now contracting for outside services, we and required to adjust some policies to address that change and remain in compliance.

76.2 CJIS Security Policy

General Order 76 proposed changes **are in RED**

(Note: the small change following 76.2.4 (**prior to**) is a very recent change in BCA policies.)

76.2.4 New employees of the Proctor Police Department shall be fingerprinted ~~within 30 days of~~ **prior to** employment or assignment and the fingerprint cards shall be sent to the BCA for a background check.

New Additions: 76.2.C. (1 – 6) CJDN Network Security and Integrity Policy and Procedures

(the following Section C all NEW and therefore not red for readability purposes)

76.2.C CJDN Network Security and Integrity Policy and Procedures (Criminal Justice Data Network)

76.2.C.1 Remote Access:

The agency shall authorize, monitor, and control all methods of remote access to the information system. Remote access is any temporary access to an agency's information system by a user (or an information system) communicating temporarily through an external, non-agency controlled network (e.g., the Internet). The agency shall control all remote accesses through managed access control points. The agency may permit remote access for privileged functions *only for compelling operational needs*, but shall document the technical and administrative process for enabling remote access for privileged functions in the security plan for the information system.

1. The session shall be monitored at all times by an authorized escort.
2. The escort shall be familiar with the system/ area in which the work is being performed.
3. The escort shall have the ability to end the session at any time.
4. The remote administrative personnel connection shall be via an encrypted (FIPS) 140-2 certified) path.

5. The remote administrative personnel shall be identified prior to access and authenticated prior to or during the session. This authentication may be accomplished prior to the session via an Advanced Authentication (AA) solution or during the session via active teleconference with the escort throughout the session.

76.2.C.2 Patch Management:

The agency shall identify applications and information systems containing software or components affected by recently announced software flaws and potential vulnerabilities resulting from those flaws. The agency and its BCA vetted vendor/contractor shall develop and implement a local policy that ensures prompt installation of newly released security relevant patches, service packs and hot fixes, including the following items:

1. Testing of appropriate patches before installation.
2. Rollback capabilities when installing patches, updates, etc.
3. Automatic updates without individual user intervention.
4. Centralized patch management.

76.2.C.3 Malicious Code:

The agency with assistance of its BCA vetted vendor/contractor shall implement malicious code protection that includes automatic updates for all systems with Internet access. The agency shall employ virus protection mechanisms to detect and eradicate malicious code (e.g., viruses, worms, Trojan horses) at critical points throughout the network and on all workstations, servers and mobile computing devices on the network. The agency shall ensure malicious code protection is enabled on all of the aforementioned critical points and information systems and resident scanning is employed.

76.2.C.4 Spam and Spyware Protection:

The agency shall implement spam and spyware protection with assistance of its BCA vetted vendor/contractor to include:

1. Employ spam protection mechanisms at critical information system entry points (e.g. firewall, electronic mail servers, remote-access servers.)
2. Employ spyware protections at workstations, servers and mobile computing devices on the network.
3. Use the spam and spyware protection mechanisms to detect and take appropriate action on unsolicited messages and spyware/adware, respectively, transported by electronic mail attachments. Internet accesses, removable media (e.g. diskettes or compact disks) or other removable media as defined in this Policy.

76.2.C.5 Security Alerts and Advisories:

The agency via its BCA vetted vendor/contractor shall:

1. Receive information system security alerts/advisories on a regular basis.
2. Issue alerts/advisories to appropriate personnel.
3. Document types of actions to be taken in response to security alerts/advisories.
4. Take appropriate actions in response.
5. Employ automated mechanisms to make security alert and advisory information available throughout the agency as appropriate.

76.2.C.6 Actions to be Taken In Response to Security Alerts/Advisories:

The agency will work with its BCA vetted vendor/contractor to determine appropriate responses to address security alerts and advisories and follow their recommendations.

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○**340A.602 CONTINUATION.**

In any city in which the report of the operations of a municipal liquor store has shown a net loss prior to interfund transfer in any two of three consecutive years, the city council shall, not more than 45 days prior to the end of the fiscal year following the three-year period, hold a public hearing on the question of whether the city shall continue to operate a municipal liquor store. Two weeks' notice, written in clear and easily understandable language, of the hearing must be printed in the city's official newspaper. Following the hearing the city council may on its own motion or shall upon petition of five percent or more of the registered voters of the city, submit to the voters at a general or special municipal election the question of whether the city shall continue or discontinue municipal liquor store operations by a date which the city council shall designate. The date designated by the city council must not be more than 30 months following the date of the election. The form of the question shall be: "Shall the city of (name) discontinue operating the municipal liquor store on (Month xx, 2xxx)?"

Liquor Store losses for last 3 years:
--

	<u>Income (Loss)</u>	<u>PERA Adjustment</u>
2015	(3,959.00)	
2016	(30,713.00)	49,916.00
2017	(10,180.00)	9,771.00

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

64
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

**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, domestic partner, 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:

CITY OF PROCTOR

10/11/18 3:29 PM

Page 1

*General
Bills****Check Summary Register©**

August 2018 to October 2018

Name	Check Date	Check Amt	
10100 First National Gen			
Paid Chk# 037529 AMERICAN FAMILY LIFE ASSUR	10/9/2018	\$38.00	AFLAC
Paid Chk# 037530 EQUI-VEST	10/9/2018	\$369.40	EQUITABLE - DEWALL
Paid Chk# 037531 NCPERS MINNESOTA	10/9/2018	\$16.00	MN NCPERS
Paid Chk# 037532 UNITED WAY OF GREATER DUL	10/9/2018	\$150.00	UNITED WAY
Paid Chk# 037533 AMERITAS	10/9/2018	\$143.09	VISION INSURANCE
Paid Chk# 037534 EMC NATIONAL LIFE COMPANY	10/9/2018	\$486.03	LIFE INSURANCE
Paid Chk# 037535 NORTHERN MN DENTAL	10/9/2018	\$1,133.25	DENTAL INSURANCE
Paid Chk# 037536 AIRFIBER	10/15/2018	\$121.35	5 IP ADDRESSES 10/01/11/1/18
Paid Chk# 037537 ALEX AIR APPARATUS INC	10/15/2018	\$610.23	AIR QUALITY TEST & CS ANNUAL S
Paid Chk# 037538 AMERIPRIDE SERVICES	10/15/2018	\$147.58	TOWELS, MATS & RAGS - FIRE DEP
Paid Chk# 037539 ARROWHEAD REG EMER MGMT	10/15/2018	\$25.00	CITY/RESERVATION DUES - POLICE
Paid Chk# 037540 CARLSON CONCRETE PRODUC	10/15/2018	\$312.00	STEEL - CULVERTS ST ROSE ALLEY
Paid Chk# 037541 CENTURYLINK	10/15/2018	\$69.72	ALARM SYSTEM - WESTGATE LIFT S
Paid Chk# 037542 COMPU DYNE, INC	10/15/2018	\$1,797.08	HPE CARE PACK FOUNDATION CARE
Paid Chk# 037543 C W TECHNOLOGY GROUP	10/15/2018	\$1,109.50	AGREEMENT SHORETEL IP CARE - O
Paid Chk# 037544 DULUTH DODGE	10/15/2018	\$49.88	SEATBELT EXTENDER - POLICE DEP
Paid Chk# 037545 CORPORATE PAYMENT SYSTE	10/15/2018	\$1,951.45	DEAD ON SHOOTING RANGE FOR SIG
Paid Chk# 037546 EMERGENCY AUTOMOTIVE TEC	10/15/2018	\$9,513.51	2018 DODGE CHARGER SUPPLIES
Paid Chk# 037547 ESC SYSTEMS	10/15/2018	\$187.25	CONNECT SOFTWARE TO MASTER KEY
Paid Chk# 037548 ESS BROTHERS AND SONS INC	10/15/2018	\$605.00	CONCRETE PATCH MIX FOR SEWER S
Paid Chk# 037549 Explore Minnesota Tourism	10/15/2018	\$375.00	WEBSITE MARKETING
Paid Chk# 037550 FASTER SOLUTIONS INC	10/15/2018	\$370.00	TOURISM - WEBSITE MGMT UPDATE
Paid Chk# 037551 FIREMAN'S RELIEF ASSOCIATIO	10/15/2018	\$24,357.57	FIRE STATE AID
Paid Chk# 037552 GOPHER STATE ONE CALL	10/15/2018	\$108.65	SEPTEMBER BILLING - FTP TICKET
Paid Chk# 037553 GRAND FORKS FIRE EQUIPMEN	10/15/2018	\$168.96	ACTION COUPLING 4.5" SWIVEL FE
Paid Chk# 037554 GREAT LAKES OFFICE Solutio	10/15/2018	\$145.01	CONTRACT BASE RATE & OVERAGES
Paid Chk# 037555 GREAT LAKES PIPE SERVICE IN	10/15/2018	\$4,466.32	EMERGENCY JET-VAC 8TH AV & 1ST
Paid Chk# 037556 GUARDIAN PEST SOLUTIONS, I	10/15/2018	\$88.87	CONTRACT ALL WEATHER BLOX
Paid Chk# 037557 HARTEL'S/DBJ DISPOSAL COMP	10/15/2018	\$585.78	TRASH & RECYCLE SERVICES
Paid Chk# 037558 JOHNSON CONTROLS	10/15/2018	\$2,232.25	CAMERAS ON SQUAD CARS
Paid Chk# 037559 MAILFINANCE	10/15/2018	\$178.78	POSTAGE MACHINE LEASE 10/29/18
Paid Chk# 037560 MN MUNICIPAL UTILITIES ASSO	10/15/2018	\$124.00	2018 DRUG & ALCOHOL TESTING CO
Paid Chk# 037561 MN.IT SERVICES	10/15/2018	\$102.60	BANDWIDTH CHARGES - SEPTEMBER
Paid Chk# 037562 MORTON SALT	10/15/2018	\$2,035.66	WINTER SALT - 1ST 50 TONS OF 2
Paid Chk# 037563 MSR WIRE WORKS	10/15/2018	\$241.86	CITY HALL LIGHTING REPAIRS 5/3
Paid Chk# 037564 NORTHERN BUSINESS PRODUC	10/15/2018	\$341.88	LEGAL HANGING FILE FOLDERS - C
Paid Chk# 037565 NORTHLAND CONSTRUCTORS	10/15/2018	\$366.22	HOUSEMIX - ASPHALT FOR POTHOLE
Paid Chk# 037566 NUSS TRUCK & EQUIPMENT	10/15/2018	\$1,928.82	ANNUAL DOT & SERVICE JOB - 201
Paid Chk# 037567 PETERSON, LOREN W	10/15/2018	\$527.18	ACCOUNTING SERVICES 09/11/18
Paid Chk# 037568 PROCTOR BUILDERS	10/15/2018	\$141.89	MISC SUPPLIES - STREET DEPT
Paid Chk# 037569 PROCTOR JOURNAL	10/15/2018	\$369.02	CITY COUNCIL MEETING MINUTES 0
Paid Chk# 037570 PROCTOR PUBLIC UTILITIES	10/15/2018	\$2,527.93	UTILITIES - BDY AVE & I35 LIF
Paid Chk# 037571 RANGE PAPER	10/15/2018	\$10.20	DUST COVER FOR MOP - CITY HALL
Paid Chk# 037572 RYDER GRAPHICS	10/15/2018	\$69.43	FULL REFLECTIVE PLATE ONE COLO
Paid Chk# 037573 SATHERS, LLC	10/15/2018	\$588.28	CLASS 5 - STREET DEPT
Paid Chk# 037574 SPRINGSTED INCORPORATED	10/15/2018	\$1,600.00	DISCLOSURE SERVICES
Paid Chk# 037575 ST LUKES CLINICS	10/15/2018	\$152.00	FIRE DEPT - BRIAN TAYLOR
Paid Chk# 037576 THOMSON REUTERS-WEST	10/15/2018	\$119.08	INVESTIGATIVE SUITE DETAIL OF
Paid Chk# 037577 TROY'S SERVICE	10/15/2018	\$50.68	RO# 45725 LUBE OIL & FILTER 20
Paid Chk# 037578 US BANK VOYAGER FLEET SYS	10/15/2018	\$1,437.40	FUELS - POLICE DEPT
Paid Chk# 037579 VERIZON WIRELESS	10/15/2018	\$210.62	POLICE DEPT AIRCARDS
Paid Chk# 037580 VIKING INDUSTRIAL CENTER	10/15/2018	\$24.30	SAFETY GLOVES & LENS CLEANER -
Paid Chk# 037581 W.L.S.S.D.	10/15/2018	\$25,171.00	WASTEWATER CHARGES
Paid Chk# 037582 W.L.S.S.D.	10/15/2018	\$3,743.00	2017 ADJUSTMENT

CITY OF PROCTOR

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August 2018 to October 2018

Name	Check Date	Check Amt
Paid Chk# 037583 W.L.S.S.D.	10/15/2018	\$1,804.80 3RD QUARTER CAF FEES
Paid Chk# 037584 ZIEGLER, INC	10/15/2018	\$7,152.63 BUCKET FOR LOADER
Total Checks		\$102,768.99
Paid Chk# 6226448 CITY OF PROCTOR	9/26/2018	\$11,764.64 PR18-19 wh
Paid Chk# 2018156 BLUE CROSS BLUE SHIELD OF	9/27/2018	\$28,486.50 HEALTH INSURANCE
Paid Chk# 481856 CITY OF PROCTOR	10/4/2018	\$11,511.77 PR18-19 wh
Total Checks:		<u>\$154,531.90</u>

CITY OF PROCTOR

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September 2018 to October 2018

*Liquor
Bills*

Name	Check Date	Check Amt	
10110 First National Liq			
Paid Chk# 028448 CITY OF PROCTOR	10/9/2018	\$1,812.20	PR18-18L wh PERA
Paid Chk# 028449 UFCW Local 1189	10/9/2018	\$101.28	UFCW UNION DUES
Paid Chk# 028450 AMERITAS	10/9/2018	\$4.90	VISION INSURANCE
Paid Chk# 028451 CITY OF PROCTOR	10/9/2018	\$740.50	HEALTH INSURANCE
Paid Chk# 028452 EMC NATIONAL LIFE COMPANY	10/9/2018	\$41.13	LIFE INSURANCE
Paid Chk# 028453 NORTHERN MN DENTAL	10/9/2018	\$28.95	DENTAL INSURANCE
Paid Chk# 028454 AMERICAN BOTTLING COMPAN	10/15/2018	\$128.95	2350
Paid Chk# 028455 ARTISAN BEER COMPANY	10/15/2018	\$232.90	2325
Paid Chk# 028456 BELLBOY CORPORATION	10/15/2018	\$417.55	2317
Paid Chk# 028457 BERNICK'S PEPSI	10/15/2018	\$10,583.65	2324
Paid Chk# 028458 BOURGET IMPORTS, LLC	10/15/2018	\$381.50	2331
Paid Chk# 028459 BREAKTHRU BEVERAGE	10/15/2018	\$2,049.25	2323
Paid Chk# 028460 CINTAS	10/15/2018	\$70.42	Mats
Paid Chk# 028461 COCA COLA BEVERAGES OF DU	10/15/2018	\$141.80	2351
Paid Chk# 028462 GUARDIAN PEST SOLUTIONS, IN	10/15/2018	\$40.89	Pest Control
Paid Chk# 028463 JOHNSON BROTHERS INC	10/15/2018	\$6,488.02	2318
Paid Chk# 028464 MEDIACOM	10/15/2018	\$240.46	Internet/Phone
Paid Chk# 028465 MICHAUD DISTRIBUTING COMP	10/15/2018	\$1,564.90	2332
Paid Chk# 028466 MSR WIRE WORKS	10/15/2018	\$265.34	Ballasts replaced and lamps
Paid Chk# 028467 PHILLIPS WINE & SPIRITS CO	10/15/2018	\$4,806.10	2322
Paid Chk# 028468 PROCTOR BUILDERS	10/15/2018	\$63.03	Lockset
Paid Chk# 028469 PROCTOR PUBLIC UTILITIES	10/15/2018	\$785.82	Utilities for Liquor Store
Paid Chk# 028470 RANGE PAPER	10/15/2018	\$149.42	Bags
Paid Chk# 028471 SOUTHERN GLAZER'S OF MN	10/15/2018	\$2,680.85	2327
Paid Chk# 028472 SUPERIOR BEVERAGE	10/15/2018	\$3,772.55	2326
Paid Chk# 028473 VINOCOPIA	10/15/2018	\$295.90	2339
Total Checks		\$37,886.06	