

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, November 5, 2018 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE FOR POLICE OFFICER

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES

- A. Special City Council Meeting Minutes of Monday, October 15, 2018
- B. City Council Meeting Minutes of Monday, October 15, 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. Comprehensive Land Use Plan Update Hearing Continued, November 8, 2018

2. PLANNING & ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Government Fund Payroll and Liquor Fund Payroll Period Ended 10/14/18

***4. COMMITTEE REPORT**

- A. Planning & Zoning Meeting Minutes of October 22, 2018
- B. Beautification & Trees Meeting Minutes, October 23, 2018

***5. UNFINISHED BUSINESS**

- *A. SRO

6. NEW BUSINESS

- A. Liquor License Transfer
- B. Alpha Video Quote for Trac 7
- C. Compudyne Managed Services
- D. SCP Managed IT Monitoring Service
- E. Fire Department Resignation
- F. Fire Department Applicant
- G. Fire Department Applicant
- H. Resolution 44-18 Appointment of Election Officials and Judges
- I. Resolution 46-18 Ordering the Securing/Abatement of Building Located at 103 5th Street Proctor, MN
- J. Resolution 47-18 Creation of Public Safety Fund and Designating Certain Fund Balances
- K. Fairground Contract
- L. Set Budget Meeting Date
- M. Resolution 45-18 Ordering the Razing/Abatement of A Hazardous Building Located at 213 5th Street Proctor, MN

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

- A. Attorney Client Privilege

6. NEW BUSINESS-continued

- N. IT Position Review

MEMBER CONCERNS

Schwarzbauer:

Benson:

Nowak:

DeWall:

Larson:

BILLS FOR APPROVAL

General: \$281,387.23

Liquor: 37,628.26

Total: \$319,015.49

TOTAL BILLS FOR APPROVAL: \$319,015.49

ADJOURNMENT:

Minutes of the Special Proctor City Council Meeting held on Monday, October 15, 2018 in the Community Center Conference Room.

Mayor Philip Larson called the meeting to order at 4:16 p.m.

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

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

APPROVAL OF AGENDA: Motion by DeWall, seconded by Nowak and carried (5-0): To approve the Agenda.

PRESENTATION: 2019 Budget Discussion Meeting

2019 BUDGET DISCUSSION

Finance Director/Accountant Noelle Lent went over the Expenditures, 2019 Projected Expenditures Summary and explained that Fire and First Responders have been combined, Street Department the contractors were adjusted bringing the projected amount down, and IT has been moved to the category "Other". Other consists of Tourism, Committees, Council, Mayor, Fairgrounds, legal fees and Attorney prosecution and administrative fees.

Wages for the Tourism Event Coordinator were discussed. These wages are paid from the Hotel/Motel Lodging Tax and the City budget. City Administrator Casey stated this employee has been assisting the City and PUC with many tasks; along with revising the City website. Schwarzbauer asked if the Event Coordinator's job description should be changed. Noelle and Mark will review the coding of the wages for budgetary purposes.

Casey discussed the Revenues, 2019 Projected Revenue Summary breakdown, and stated that the Sales Tax increase from 2017 is in force, and also that the Lodging Tax has gone down from the previous year due to Duluth having an increase in the hotel/motel businesses. He also explained the Miscellaneous Revenues include Police, State and Fire Aid, rentals, leases, Midway Township, leased Water Tower space.

During the discussion it was noted that the Liquor License Revenue included in the Miscellaneous Revenue is incorrect. The amount was stated incorrectly as \$85,000, and it should be \$8,500.

Casey stated that the Liquor Store, Sewer, Water, Electric and Golf are separate budgets and not a part of the General Fund.

Chief Helquist would like to see a designated fund account for the Midway Township Revenue to the Fire Department. Casey agreed and stated there has never been one setup. Lent and Casey will work on this request.

Casey stated the Sewer Fund is good, and it can be used to pay for some equipment to keep the storm sewers clean.

He explained to Council that raising the levy shows the State, CDBG, Moody's and the bonding company that the City is protecting itself, and then reminded the City Council that December is the deadline to set the final levy for 2019.

Casey asked Council to keep in mind the Capital Improvements Budget which includes trails, parks, street and buildings. Casey and LaLonde offered their suggestions as to the items needed in their departments that could be put on hold for now. Chief Helquist stated that the Fire Department's Engine 2 failed and needs to be fixed at a cost of \$8,000. Also discussed were Ninth Avenue and 3rd Street, and Pionk Drive becoming a future issue due to the increase in traffic. The Playground for Everybody was discussed as well. Casey also stated that the Food and Beverage Tax can be used for infrastructure for building or trails. The City of Proctor building qualifies as it is a multiuse building.

Administrator Casey stated the Council has to set a priority on the projects list.

Councilor DeWall inquired as to the Fairgrounds and the property insurance and wants to ensure it is not being double insured; Casey will follow-up with Eric Madson.

Lent to provide third quarter reports to DeWall.

Kathy Hannan on behalf of the Beautification and Trees Committee is seeking money to work with as for the 2nd Street requests for plantings, etc. Casey stated that in the past Parks has helped out. Mayor Larson extended his compliments to all who have decorated the lights in Proctor, and how appreciative the Council is for all they do. Discussion ensued with regard to the request, but there are no funds available.

New Fire Truck financing options were discussed as well.

The meeting adjourned at 5:37 p.m.

Minutes of the regular Proctor City Council meeting held Monday October 15, 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, Chief Gaidis, Rory Johnson.

APPROVAL OF THE MINUTES:

Motion by Schwarzbauer, seconded by Larson, and carried (5-0): To approve the October 1, 2018 City Council Meeting Minutes.

APPROVAL OF THE AGENDA:

Motion by Benson, seconded by Dewall: To approve the agenda for October 15, 2018, with the additions of 6K CDBG Applications.

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 Larson, and carried (5-0): To approve the Consent Agenda with item 5B PEDAs By-Laws to be pulled as an action item.

***1. COMMUNICATIONS**

- A. County Planning Commission Public Hearing on Land Use
- B. 2019 WLSSD Budget
- C. United States Congratulatory Letter

2. PLANNING AND ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

A. Government and Liquor Fund Payroll Period Ended 9/30/2018

***4. COMMITTEE REPORTS**

A.
B.

***5. UNFINISHED BUSINESS**

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

Motion by Schwarzbauer, seconded by Nowak and passed (5-0) approving the changes in language to the PEDAs By-Laws.

6. NEW BUSINESS

A. Contract Amendment for Almac Drive and 6th Street Construction

Motion by Larson, seconded by Nowak and carried (5-0) to extend the contract with Ulland Construction for substantial completion until 10/29/18

B. Resolution 43-18 Accepting Donation to the City

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

Motion by Schwarzbauer, seconded by Dewall and carried (5-0) to approve the donation of City Official book to the city.

C. Public Utilities Commission Appointment

Mayor Larson passed the gavel to Deputy Mayor Nowak as he is the appointee to the Public Utilities Commission and stated will abstain from voting. Discussion ensued as to the reasoning for the application at this time. Casey stated the appointment was through the 1st of August 2018.

Motion by Nowak, seconded by Dewall and carried (3-1) to appoint Phil Larson to the Public Utilities Commission for the term of three years.

D. Job Description Police Records Technician

Motion by Dewall, and seconded by Schwarzbauer and carried (5-0) to accept the modifications to the Police Records Technician job description

E. Job Description Police Records Manager and Terminal Agency Coordinator

Motion by Dewall, seconded by Schwarzbauer, and carried (5-0) to approve the modifications to the Police Records Manager and Terminal Agency Coordinator job description.

F. Police Policy Revisions

Chief Gaidis gave a brief explanation as to the requirements the BCA imposes on the police departments for contractors to work on police computer equipment.

Motion by Schwarzbauer, seconded by Dewall and carried (5-0) to accept the Police Policy Revisions to comply with the Bureau of Criminal Apprehension.

G. Set Public Hearing for Liquor Store Sales

Brief explanation by Casey stating per MN Statute 340.602 a public hearing must be held if a municipally owned liquor store has had losses for two out of the last three consecutive years.

Motion by Schwarzbauer, seconded by Larson and carried (5-0) to set the public hearing for the municipal liquor store for November 19, 2018 at 6:00 p.m. in council chambers.

H. Ordinance No 03-18 Amending Section 200 of City Code labled Council and Administration 2nd 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, 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: Benson, Dewall, Nowak, Schwarzbauer, Larson

Ordinance declared adopted this 15th 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.

Motion by Larson, seconded by Benson and carried (5-0) to move to "Closed Session per MN Statutes Ch 13 D at 6:50 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

Moved by Nowak, seconded by Dewall and carried (5-0) to reconvene to open meeting. Time 7:19 p.m.

I. Property Sale

Casey gave an explanation the adjacent property owned by the city and agreed to sell to Troy Dewall LLC in 2015, that Covenant of Termination had to be removed before the sale could take place and Dewall LLC had made improvements to the property in the amount of \$16,000 to be included in as part of the purchase agreement.

Motion by Schwarzbauer, seconded by Nowak and carried (5-0) to approve the sale as amended from the previous 2015 agreement to attribute the improvements to the property as part of the purchase price.

J. Administrator Contract

Motion by Nowak, seconded by Dewall and carried (5-0) to approve a one year Contract for 2017 and a three year contract for 2018 through 2020 for the City Administrator.

K. CDBG Pre Applications

Casey advised pre application for Community Development Block Grants are due October 15 and one has already been filled out for the Playground for Everybody to continue the project from the previous years. Benson stated the city should also apply for commercial and residential redevelopment grants also.

Motion by Benson, seconded by Schwarzbauer and amended by Larson, seconded by Dewall to submit the three applications. making the playground priority 1; commercial redevelopment 2; and residential redevelopment 3.

MEMBERS CONCERNS:

Schwarzbauer:

Benson:

Nowak:

DeWall:

Mayor Larson: Had concerns with the fairboard making improvements with out prior city approval per the agreement between the two entities.

BILLS FOR APPROVAL

General Bills:	\$154,531.90
Liquor Bills:	<u>\$ 37,886.06</u>
	\$192,417.96

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

ADJOURNMENT

Motion by Larson, seconded by Nowak and carried (5-0): To adjourn the City Council meeting at 7:27 p.m.



Saint Louis County

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

Barbara Hayden
 Director

TO: Cities, Towns and Interested Parties

FROM: Mary Anderson, Planning Manager

DATE: October 25, 2018

RE: Comprehensive Land Use Plan Update Hearing Continued

The St. Louis County Planning Commission heard comments on the proposed Comprehensive Land Use Plan draft at its October 18, 2018 meeting and voted to continue the public hearing to its November 8, 2018 to accommodate changes based on public comment received. It is expected that the Planning Commission will move the draft forward after reviewing the drafted changes from the October 18, 2018 public hearing.

The November 8, 2018 Planning Commission meeting will be held at the St. Louis County Public Works lower level training center at 7823 Highway 135, Virginia at 9:00 am.

The changes in the draft can be viewed on the plan website at <http://planslcmn.com>. If you have questions about the plan or process, please call Mary Anderson at 218-749-0626 or email at: andersonm3@stlouiscountymn.gov.

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PR18-21

10/1/18- 10/14/18

3A

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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
	General Government	Committees	Full-Time Employee Regular	\$700.00
	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	\$699.90
	City Clerk	Administrative	Full-Time Employee Regular	\$1,400.00
	City Clerk	Administrative	Full-Time Employee Overtime	\$111.56
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,384.80
	Police	Operations (Police)	Full-Time Employee Regular	\$730.08
	Police	Operations (Police)	Full-Time Employee Regular	\$15,746.12
	Police	Operations (Police)	Full-Time Employee Regular	\$454.88
	Police	Operations (Police)	Full-Time Employee Regular	\$1,803.60
	Police	Operations (Police)	Full-Time Employee Overtime	\$3,620.75
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$126.04
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$2,877.67
	Police	Police Grant Labor	Full-Time Employee Overtime	\$620.54
	Fire	Operations (Fire)	Part-Time Employee	\$4,932.12
	Fire	Operations (First Responders)	Part-Time Employee	\$4,500.00
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	\$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$4,313.22
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$250.62
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$551.79
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,254.39
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$443.34
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$541.86
	Park	Tree Planting	Full-Time Employee Regular	\$136.11
	Operations (PUC)	Administrative and General	Temporary Employees Regular	\$295.56
FUND 100 General Fund				\$56,021.60
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	\$301.17
	Public Works	Sewer	Full-Time Employee Regular	\$173.70
FUND 500 Sewer Fund				\$474.87
				\$56,496.47

CITY OF PROCTOR
Payroll Summary - Liquor Fund

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Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$305.90
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,442.10
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$103.53
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$2,114.04
FUND 600 Liquor Fund				\$3,965.57
				\$3,965.57

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -Bi-wk
Pay Period: 21

10/18/18 3:02 PM

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Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	4.25	1.5	\$111.56	City -Bi-wk
Shift Multiplier 1.5	4.25		\$111.56	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	15.50	1.5	\$620.54	City -Bi-wk
POLICE	1.50	1.5	\$61.61	City -Bi-wk
POLICE	24.00	1.5	\$1,095.12	City -Bi-wk
POLICE	12.00	1.5	\$547.56	City -Bi-wk
POLICE	18.00	1.5	\$821.34	City -Bi-wk
POLICE	24.00	1.5	\$1,095.12	City -Bi-wk
Shift Multiplier 1.5	95.00		\$4,241.29	
Pay Group Description City -Bi-wk	99.25		\$4,352.85	
	99.25		\$4,352.85	

TZD grant

Minutes of the Planning and Zoning Meeting of Monday, October 22, 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, Commissioner Boysen, Commissioner Lambert and Commissioner Tuomi

OTHERS PRESENT: Confidential Administrative Assistant Robin Hansen and City Attorney John Bray

MEMBERS ABSENT: Vice Chair Harnell and City Administrator Mark Casey

APPROVAL OF MINUTES:

Discussion took place with regard to the September 24, 2018 Planning and Zoning Meeting Minutes, and all were in agreement to change the following:

- Item 6. New Business, A. Omit "(4-0 Aldridge opposed)"; as the full committee had approved to allow the split of the lots.
- Member Concerns: Omit the comment next to Commissioner Tuomi's name; as it was Chair Aldridge who stated he would like to see the fence ordinance put back on the agenda.
- Adjournment: Remove Commissioner Lambert's name and replace with Commissioner Tuomi as the second to the Adjournment; as Lambert did not attend the meeting. The motion was carried 4-0, not 5-0.

Motion by Boysen, seconded by Tuomi and carried 4-0: To approve the September 24, 2018 Planning and Zoning Meeting Minutes with corrections.

APPROVAL OF AGENDA:

Motion by Lambert, seconded by Boysen and carried 4-0: To approve the October 22, 2018 Meeting Agenda.

1. COMMUNICATIONS

- A. Commercial District Revitalization Summit - Informational Only
- B. 626 5th Street Letter

The building inspector had the City send this letter, and as per the City Attorney the owner of this property had been incarcerated, not sure of his status currently.

2. BUILDING PERMITS (C-1 and above)

3. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

4. COMMITTEE REPORTS

***5. UNFINISHED BUSINESS**

A. 1002.13 Sign Ordinance

City Administrator Casey who was absent has the information from Attorney Bray with regard to the size of the banners/pennants.

Motion by Lambert, seconded by Boysen and carried (4-0) to forward on to the City Council for approval to change the language of the Sign Ordinance.

B. Permit Expiration

Bray stated the permit is good for six months, and Boysen explained that the permit is good for up to 180 days or longer, if there is work continually being performed.

C. Review Blighted Property Deadlines

103 5th Street

Discussion took place as to the state of this property with open windows, flooded basement, garage door, and the City tending to the lawn mowing all summer. Boysen recommended use of plywood to secure the garage door shut.

Motion by Boysen, seconded by Lambert and carried (4-0) to recommend to the City Council to secure the building for the winter months.

115 5th Street (Exhibit A, B & C Attached)

Boysen stated the fire damaged garage is still there, along with steel debris. Further discussion ensued as to the debris and unlicensed vehicles on the property. Bray stated the City would need to get a court order to remove the vehicles.

Motion by Lambert, seconded by Boysen and carried (4-0) to recommend to the City Council to ticket the owner for the unlicensed vehicles and debris.

213 5th Street

Boysen stated nothing has been done to the property and there has been no correspondence to the City. Bray explained Abatement and Nuisance, where the City can see if the structure is fixable to bring the building back to compliance/code.

Motion by Boysen, seconded by Tuomi and carried (4-0) to recommend to the City Council action to bring the property back to code, Abatement, or condemnation.

621 3rd Avenue

The letter was returned to the City as unable to forward. Attorney Bray to research as to who the current owner is of this property since the addressee is deceased.

Motion by Boysen, seconded by Lambert and carried (4-0) to table this item.

842 6th Street

The Blighted Property letter was sent to the person listed as responsible for the

property taxes for this address. An email was received from the daughter (Item 6.A.) who stated she is the owner of the property. Attorney Bray to research who the actual owner is for this property. This item is tabled for now.

6. NEW BUSINESS

A. Letter from Property Owner of 842 6th Street

Letter states she is the owner of this property and is trying to get assistance to help tear the house down. This item is in relation to item 5.C. *Review Blighted Property Deadlines, 842 6th Street.*

B. McDonald's Remodel Project

Boysen gave the blue prints to the Commercial Building Official. Aldridge stated a major variance was given to McDonald's on their signage; height, size and total square footage. Boysen to verify they are not increasing the sign footage or the free standing signs outside, or that the Golden Arches will be any larger.

Motion by Lambert, seconded by Boysen and carried (4-0) to approve the permit pending fees, excluding any increase in signage and building official approval.

C. Sign Permit from Proctor Federal Credit Union

Discussion ensued as to the location of the sign. This sign permit request was considered as an incomplete application, lacking a site plan. The Commission decided to make a request to the Proctor Federal Credit Union to mark the property where the sign is to be located. Boysen to contact the Proctor Federal Credit Union.

D. Fence Ordinance

No action taken.

8. BUILDING INSPECTOR REPORT

Building Report Summary was not presented as Casey was absent.

MEMBER CONCERNS:

Aldridge: 818 5th Street will become a concern of the Planning and Zoning Commission, as the property was foreclosed upon and the property owner hauled the garage away.

Tuomi

Boysen

Lambert: 122 4th Street (Exhibit D Attached). There is junk in the front yard, along with half of a pickup truck, vehicles in the driveway with expired tabs. The back yard and alongside the garage is full of vehicles as well.

Motion by Lambert, seconded by Boysen and carried (4-0) to recommend to the City Council to have the Police Department issue citations for unlicensed vehicles.

Harnell

ADJOURNMENT

Motion by Lambert, seconded by Tuomi and carried (4-0): To adjourn the meeting at 6:08 p.m.



Tuesday, October 23, 2018 @ 4:30 pm
Proctor Area Community Center (PACC) Board Room

NOTES

Call to Order: 4:31 pm

Members Present: Ed Habermann, Russell Habermann, Tracy Habermann, Kathy Hannan, and Jim Schwarzbauer

1. Approval of Meeting Agenda

R. Habermann brought forward downtown benches, tree by golf course entrance, streets projects trees (Almac Drive and 6th Street), and budget as additional agenda items. **A motion to approve the agenda with the additional items was made by J. Schwarzbauer/K. Hannan. The motion carried unanimously.**

2. Approval of Meeting Summary from July 24, 2018

A motion to approve the meeting summary from July 24, 2018, was made by T. Habermann/J. Schwarzbauer. The motion carried unanimously.

Members of the committee shared the following project updates:

- A proposal to name the park at the corner of 1st Avenue and 3rd Street "Bob Laney Court" was brought to the city council and denied.

- Light repairs for the F-101 Voodoo Jet have not yet been discussed with personnel at Lake Superior College.

3. Old Business

a. Kingsbury Creek Corridor

K. Hannan and J. Schwarzbauer gave an update of a meeting with Tim Beaster, Conservation Specialist with the South St. Louis County Soil and Water Conservation District (SWCD), to walk the Kingsbury Creek corridor in September. They shared that Tim noted the Creek no longer follows its original path and that it would be a good candidate for stream restoration work, for which the SWCD has grant opportunities. K. Hannan will follow up with Tim for more information about these opportunities.

b. Tree Policy Revisions

R. Habermann shared the City of Proctor's existing tree ordinance (Section 1003A). He said he would like the Committee to familiarize themselves with the policy and explore any alterations that should be brought to the table. The Committee noted an interest in making sure the designated tree inspector attends the last quarterly committee meeting of each year and exploration into Subdivision 5A (about planting trees under overhead utilities), Subdivision 8A (about the guide used to determine vegetation replacement costs), and new language about vegetation impeding transportation facilities (i.e. 8-foot clearance height of vegetation over sidewalks or streets). R. Habermann noted this is only an introduction to the topic, which will be explored at meetings over the next year.

4. New Business

a. Public Art

R. Habermann said he brought this item to the group because there is room for improvement for art in Proctor. He asked the Committee members for their preliminary thoughts about how arts development could be started. In brainstorming, Committee members brought forward murals, statues, chalk drawings, and utility box art wraps (like Hibbing Chamber of Commerce's recent project). R. Habermann wondered if

bringing artists in the community together would help spark interest. The Committee noted interest and will monitor ideas going forward.

b. Comprehensive Parks Planning

R. Habermann noted that the Committee's interest in beautifying public properties creates a shared interest with the Parks and Recreation Committee's interest in park facilities. He asked if the Committee would recommend the Parks and Rec Committee to develop a parks plan, including an inventory of assets and potentially community visioning for the parks, for the City of Proctor. **A motion to ask the Parks and Recreation Committee of interest in partnering on this project was made by J. Schwarzbauer/T. Habermann. The motion carried unanimously.**

c. Evaluation of 2018

This item was tabled to the January meeting.

d. Downtown Benches

R. Habermann shared that the Minnesota Department of Transportation has given approval for the City of Proctor to place benches on sidewalks along Highway 2, specifically in the area in front of the Keyboard Lounge and in front of the old bank building. R. Habermann noted a bench with a back would cost approximately \$1,000 and a backless bench would cost approximately \$750. He asked ideas for funding, and Committee members noted asking the Duluth Transit Authority for ideas would be a good first option.

T. Habermann added that a woman asked about bench placement at the bus stop on 2nd Street across from Troy's Amoco, where there used to be a bench for transit users waiting for the bus.

e. Tree by Golf Course Entrance

R. Habermann noted City Administrator Mark Casey inquired about the Committee's perspective on whether the large pine tree just south of the golf course parking lot entrance should be removed. The Committee noted

the tree is in MnDOT right of way, does not restrict sightlines to either the train or plane, and helps make the nearby utility pole less obvious. The members agreed that the tree should not be removed.

The Committee members also noted that the problem they want to see addressed in that area is golf course signage. It was noted drivers in the northbound/eastbound lane can see the back of the sign placed in front of the train. The Committee noted visitors seeing the back of a sign is not desired and that vegetation planted around the sign (as considered by golf course personnel) would block sightlines to the train further and not serve as a solution to this issue.

f. Trees along Streets Projects (Almac Drive and 6th Street)

J. Schwarzbauer offered an update on the streets projects progress and noted tree planting would not take place until 2019. R. Habermann asked the Committee how to pursue input from homeowners along the street projects about trees and questioned if a survey should be administered to see who would be willing to host a tree in their yard (since there is concern homeowners might remove a tree planted in front of their home if they did not want one). The Committee tabled further discussion to the January meeting, when the projects would be completed for the year.

g. Budget

J. Schwarzbauer and K. Hannan shared that they attended budget meetings and brought forward a desire for the 2019 city budget to support the work of the Beautification and Trees Committee. The Committee agreed it is important to keep vying for funding from the City to maintain operating beautification efforts.

R. Habermann also shared that the City is willing to accept donations for the Beautification fund when the need arises for the Committee to crowdsource for project funding support.

5. Member Concerns/Next Meeting Date

The next meeting will be held on a Tuesday in January, exact date to be determined.

6. Adjourn

A motion to adjourn was made at 5:53 pm by E. Habermann/J. Schwarzbauer. The motion carried unanimously.

Next Steps

All Committee members will:

- Identify suggestions for revisions to the City Tree Ordinance.

T. Habermann will:

- Contact Sinnott's and ask if there would be interest in sponsoring pavement improvements at the park on the corner of 1st Avenue and 3rd Street. Naming rights for the court may be available.

R. Habermann will:

- Connect with Parks & Recreation Committee about interest in comprehensive parks planning for Proctor.
- Contact the DTA and ask about opportunities for funding supporting transit user facilities at bus stops (i.e. benches).
- Reach out to Mark about perspectives about the pine tree at the golf course entrance.

K. Hannan will:

- Follow-up with Tim Beaster about grant opportunities for Kingsbury Creek corridor development.
- Continue to represent Beautification & Trees at public city budget meetings.

J. Schwarzbauer will:

- Continue to represent Beautification & Trees in discussions about city budgeting.

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division
Licensing and Certification Services
443 Lafayette Road North
St. Paul, MN 55155
Phone: (651) 284-5034
Fax: (651) 284-5743
www.dli.mn.gov
dli.license@state.mn.us

**Certificate of Compliance
Minnesota Workers'
Compensation Law**



**THIS FORM MUST BE COMPLETED AND SIGNED
BY ALL BUSINESS TYPES**

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

CONTRACTOR'S LICENSE or CERTIFICATE NO (if applicable)	BUSINESS TELEPHONE NO.	FAX TELEPHONE NO.
BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.)		
DBA ("doing business as" or also known as an assumed name) (if applicable)		
BUSINESS ADDRESS (must be physical street address, no PO boxes)	CITY	STATE ZIP CODE
COUNTY	E-MAIL ADDRESS	

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE
FOLLOWING INFORMATION. You must complete number 1 or 2 below.**

NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent)		NAIC Number
POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE

NUMBER 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032:

- ☐ I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)
- ☐ I am self-insured for workers' compensation (include a copy of authorization to self-insure from the Minnesota Department of Commerce).
- ☐ I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

☐ Other:

I certify that the information provided on this form is accurate and complete.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
		30 Oct 18

NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

ALCOHOLIC BEVERAGE

LICENSE APPLICATION

AFFIDAVIT

CITY CLERK'S OFFICE
CITY OF PROCTOR
PROCTOR, MINNESOTA 55810

To be completed by each individual license, or each member of partnership, or two stockholders of a corporation, or two primary officers of a club and the person who was directing the operation of the business on the license premises.

NOTE - Type or print legibly and provide all information requested. Failure to do so will delay the issuance of the license applied for.

NOTE - If this affidavit is made relative to the annual renewal of an existing license, questions 5 through 10 need be answered only as they relate to any change in status since the filing of your last affidavit.

1. License Applicant DAVID E Hamil
(individual, partnership, corporation or club)
2. Address of license premises 501 3RD Ave, Proctor, MN 55810
3. Your Name Hamil DAVID EARL
(last) (first) FULL middle name (Jr.)
Date of Birth 12 26 1959
(month) (day) (year)
4. Home Address 320 N 75TH AVE W Duluth St Louis MN
(Number) (Street or Avenue) (City) (County) (State)
5. Other home addresses
in last 10 years _____
6. Other names you are or have been
known by (including maiden) _____

7. Your position in the business OWNER
(owner, partner, president, treasurer, manager)

8. **If operator/manager is different than owner, questions 3-7, and 11 & 12, plus witnessed signature must be completed by each operator/manager on a separate, addition form.**

9. (A) Do you, your spouse, or your children have any pecuniary interest in the owned operation, management or profits of any establishment license in Minnesota to liquor or 3.2 beer either at retail or wholesale? NO

(B) Do you, your spouse, or your children own stock in any corporation having pecuniary interest in the ownership, operation, management or profits of an establishment license in Minnesota to sell liquor or 3.2 beer either at retail or wholesale?

(C) If the answer to (A) or (B) is "yes" state the location of the establishment involved and fully describe the nature and extent of the interest.

10. Furnish the names and addresses of at least three business references, including one bank reference:

(1) Wells Fargo

(2) Sullivan's

(3) Superior Beverage

11. (A) Have you or any corporation in which you held more than 10% stock ever been denied a license to sell liquor or beer? NO

If so, why?

(B) Have you or any corporation in which you held more than 10% of the stock ever had a liquor or beer license suspended or revoked? NO

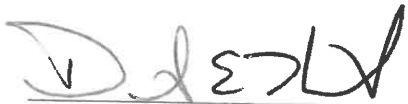
If so, why? _____

12. Have you ever forfeited bail on or been convicted of violating any law relating to the operation of a bar or the sale, distribution, manufacture or transportation of alcoholic beverages? Gambling laws? Prostitution or disorderly house laws? Drug laws? Receiving or concealing stolen property? Assault? NO

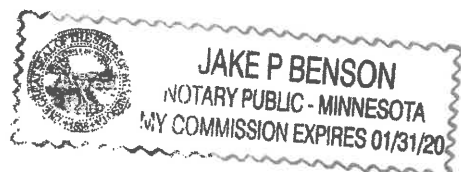
If the answer is "yes" state the violation, where and when it occurred, the maximum possible penalty for the violation, and whether or not the record of the conviction has been expunged.

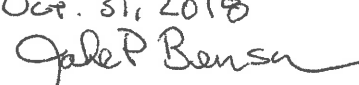
13. Have you read and do you understand the laws, rules and regulations of the State of Minnesota and the City of Proctor relative to sale and distribution of alcoholic beverages?
yes

I HEREBY AFFIRM UNDER PENALTY OR PERJURY THAT THE ABOVE ANSWERS ARE TRUE AND CORRECT.


Applicants' signature

 10-31-18
(Witness) (Date)



ST. LOUIS County, MINN
Oct. 31, 2018


CITY OF PROCTOR
LIQUOR LICENSE APPLICATION
(Both Intoxicating Liquor and Non-Intoxicating Malt Liquor)

To the Honorable City Council of the City of Proctor, Minnesota:

Application is hereby made for the following licenses for the period:

License _____ Fee _____ Clerk's Fee _____
_____ Fee _____ Clerk's Fee _____

1. Name of applicant (individual, partnership, or corporation or association that owns the business to be licensed).

DAVID EARL Hamil
(FIRST) (FULL MIDDLE NAME) (LAST)

2. Trade Name Detailed

3. Address of place to be licensed 501 3RD AVE
Proctor, MN
Designated Serving Area _____

4. Name and address of owner of building Nicholas Greenwood
502 3RD AVE, Proctor, MN 55810
Any connection with applicant? YES
Who receives rent? Nicholas Greenwood
Do you have a mortgage on the property being applied for? NO

If so, please state the bank/mortgage company, their address, phone number and a contact name: _____

5. Who (if co-managed, write in each manager) will direct the operation of the business or serve as manager on premises?

ERIC RYAN BINGAMAN 722 3RD ST, Proctor, MN MANAGER
(NAME - INCLUDE FULL MIDDLE NAME) (ADDRESS) (TITLE)

(NAME-INCLUDE FULL MIDDLE NAME) (ADDRESS) (TITLE)

6. If partnership, give name of each partner and percent of ownership, and if limited partnership, give details.

7. If corporation, list all stockholders, directors, officers and percent of stock or number of shares owned by each:

8. Give approximate distance of this establishment from nearest academy, college, university, church, grade or high school:

2 Blocks

9. State whether any consideration, money or property has been paid, or will be paid, given, exchanged or pledged by anyone, and by whom, and to whom, and to whom for the purchase or operation of this business. State amounts in detail:

NA

10. Who is owner of fixtures and equipment? Nicholas Greenwood

Failure to answer all questions truthfully on this application and attached Exhibit "A" which is made a part hereof, will be just cause for revocation of your license.

I (we) hereby authorize the Proctor Police Department to conduct a criminal background check under MN State Statute 340A.402. The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

I (we) hereby certify that the applicant will be the sole owner and operator of this business is correctly stated to be conducted under the license and I (we) will notify the Council in writing of any change in ownership or operator in this business before the change is made, for the approval of the Alcoholic Beverage Board and the City Council. I have read the foregoing questions and answers to said questions are true and of my own knowledge. I will comply with all the provisions of the Alcoholic Beverage Code and the laws and regulations and their amendments.

[Signature]

Individual

For Corporation

For Partnership

Name of Corporation

Approved by City Council _____ 20____

derailed

Legend

Legend
Boundaries

Google Earth

© 2018 Google

100 ft



INFORMED CONSENT FORM

City of Proctor
Proctor Police Department
100 Pionk Drive
Proctor MN 55810
(218) 624-7788

Date: 30 Oct 18

The following named individual has made application for a liquor license:

Last Name of Applicant (please print): DAVID Hamil

First Name (please print): DAVID

Middle (full, please print): EALL

Maiden, Alias or Former (please print): _____

Sex: ☒ Male ☐ Female

Date of Birth: 12 26 1959
Month Day Year

Social Security Number (optional): _____

I (we) authorize the Proctor Police Department to conduct a criminal background check under Mn State Statute 340A.402. The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant DAVID

Date 30 Oct 18



DEPARTMENT OF PUBLIC SAFETY
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
445 Minnesota Street Suite 222
St. Paul, MN 55101
Phone (651) 201-7507 TDD (651) 282-6555
Fax (651) 297-5259

CARD NUMBER

Office Use Only

APPLICATION FOR RETAILER'S (BUYER'S) CARD FOR LIQUOR AND WINE
PLEASE RETURN THIS APPLICATION WITH FEE \$20.00

ISSUING AUTHORITY	TYPE CODE	BUYER'S CARD EXPIRES	IDENTIFICATION #
PRINT NAME OF LICENSEE (AS SHOWN ON LICENSE)		BUSINESS NAME (DBA)	
BUSINESS ADDRESS		COUNTY	BUSINESS PHONE
CITY, STATE, ZIP CODE		AUTHORIZED SIGNATURE	

PS 9135 (12/09)

State of Minnesota
License Applicant Information

Under Minnesota law (M.S. 270.72), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

••This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;

••The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;

••Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. Do not return this form to the Department of Revenue.

Name of license being applied for and license number

Licensing Authority (name of city, county, or state agency issuing license)

License renewal date

Personal Information:

Applicant's last name HAMIL First name and initial DAVID E Social Security Number 441664926
Applicant's address 320 N 75TH AVE City Duluth State MN Zip Code 55807

Business Information (if applicable):

Business Name DETAILED
Business Address 5013RD AVE City Proctor State MN Zip Code 55810

Minnesota tax identification number

Federal tax identification number

If a Minnesota tax identification number is not required, please explain on the reverse side of this form.

I (we) hereby authorize the Proctor Police Department to conduct a criminal background check under MN State Statute 340A.402. The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

D. J. L. Owner 30 Oct 18
Signature Title Date

GB



Quotation

7690 Golden Triangle Drive, Eden Prairie, MN 55344

Phone: 952-896-9898 - Fax 952-896-9899 - Visit us at www.alphavideo.com

Date	Quote #	Cust #
10/16/18	AAAQ42891	

We are an equal opportunity employer

Prepared For:	Sales Representative:
Theodore Kiefat ISD0704 Phone: Fax: Terms: NET 30 Ship via: Best Way	Steve Taracks Key Account Manager 952-841-3323 steve.taracks@alphavideo.com

ID #	Item	Description	Qty	Unit Price	Ext. Price
1	ULTRANEXUS-HD X2	LEIGHTRONIX ULTRANEXUS-HD X2	1	\$9,770.00	\$9,770.00
2	LGX-WPT	LEIGHTRONIX CUSTOMIZED WEB TRAINING	2	\$145.00	\$290.00
3	HA5	AJA HDMI TO HD SD SDI INCLUDES 1 METER HDMI CABLE	1	\$270.00	\$270.00

Shipping charges are not included and will be billed at actual cost.

Sales tax is not included and will be billed at actual.

A 3% convenience will be added for credit card payments.

Please contact me if I can be of further assistance.

Sub Total	\$10,330.00
Sales Tax	\$0.00
Shipping	\$0.00
Total	\$10,330.00

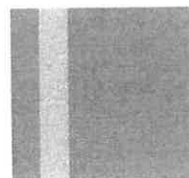
Accepted by: _____ Date: _____ PO: _____

All information contained within this quote is valid for the next 30 days. Thereafter, all prices and applicable charges are subject to change.
 MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Ted Kiefat

Trac 7

218-591-1697 tkiefat@proctor.k12.mn.us



10/24/18

Mr. Casey

City of Proctor

100 Pionk Dr, Proctor, MN 55810

Mr. Casey,

I am sending you this email per our conversation as to some of the items that are needed for Trac 7. When you asked me this last summer to help with broadcasting the City Council Meeting, I knew that I would need to broadcast the City Council Meetings twice a month on Trac 7. Then in talking with you and Mr. Benson I found out that there are other meetings and items that need to be broadcast also, once I knew that these items needed to be shown also I talked with my friend who has been running the PA Channel in Cloquet for the last 15+ years. I told him what we are trying to do, and he told me that both Cloquet and Duluth PAC are using a digital network server (LEIGHTRONIX UL TRANEXUS-HD X2). This item would allow Trac 7 to take all the current meeting videos from the city, county and even video of things that are happening at the local schools put them in to a digital form. As of now we must have someone that would sit in the studio and load, unload a DVD player to make sure that this is happening. What this new piece of equipment will do is a few things, first it would allow Trac 7 to strengthen its schedule of events as we would be able to schedule broadcast items Week to week that would be automatic not needing anyone to sit in studio and change DVDs all day. This would make sure Trac 7 would not have dead air, and the City would have the ability to send out emergency messages to the community members that use Trac 7.

The cost of the network server along with the training that will be needed will cost \$10,330.00 to purchase along with some paid hours to install and set the server up to run



right. It is a chunk of money up front, but with this in place it should allow the city to use Trac 7 the its full potential.

Thank you in advance for your consideration of this proposal, I hope this finds you well and to hear from you soon.

Sincerely,

Ted Kiefat

60

compudyne

Quote COMQ29264

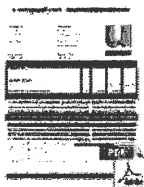
Valid through October 31, 2018

Prepared For:

City of Proctor
Mark Casey
Phone:
100 Pionk Drive
Proctor, MN 55810
mcasey@proctormn.gov

Prepared By:

Mark Baron
Phone: 218-729-0920 x226
Fax:
306 West Michigan Street
Suite 200
Duluth, MN 55802
Email: mbaron@compudyne.com



For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

QTY	Description	Lic. Exp Date	Unit Price	Ext Price
24 MONTH TERM				
MANAGED SERVICES				
22	EDGE PRO (PER USER) (MICHIGAN)		\$75.00	\$1,650.00
1	MANAGED SERVICES PROVISIONING		\$150.00	\$150.00
			SubTotal:	\$150.00
			Shipping:	\$0.00
			Sales Tax:	\$0.00
			Plus \$1,650.00 Monthly	

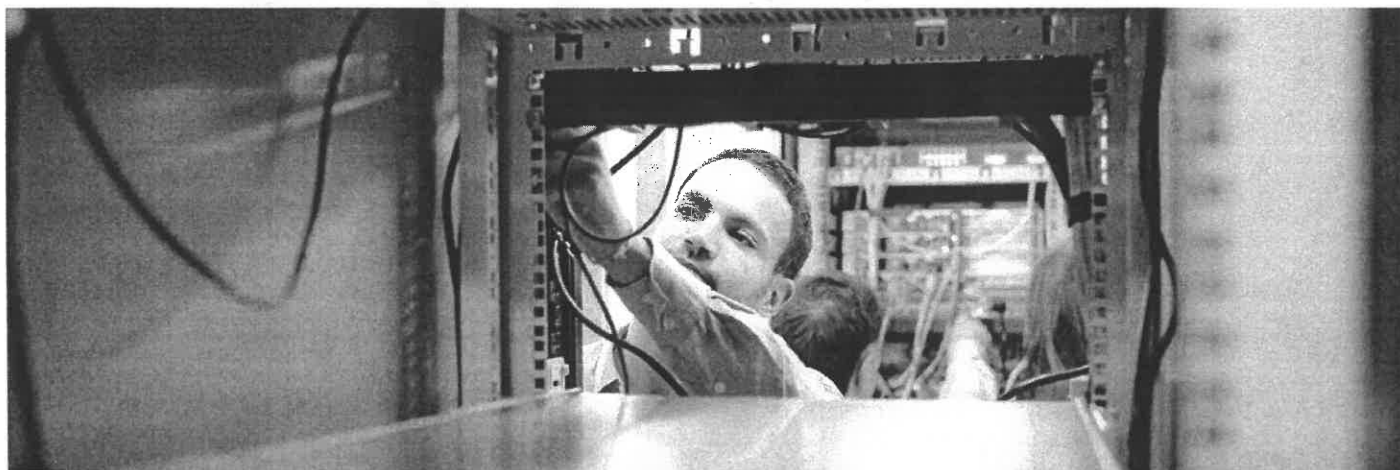
[Click here for documentation that defines the services for this quote](#)

Order Confirmation

The terms of this order are described in the PDF file attachment. We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

Terms and Conditions of Sale:

- Pricing is valid for 15 days from the creation of this proposal.
- Standard terms are Net 10 from approval.
- Non-standard, special hardware/software purchases are non-refundable.
- For orders above \$5000, a 50% deposit is required.
- Shipping is not included on quotes/orders and will be calculated at invoicing.
- Finance options are subject to credit approval.
- Tax is estimated on quotes/orders and will be calculated at invoicing.
- Restocking Fees: Unless the product is defective or the return is a direct result of a Compudyne error, Compudyne may charge a restocking fee of up to 30% of the purchase price paid, plus applicable sales tax.



EdgePro *Compudyne Managed Services*

Compudyne's EdgePro service provides proactive and reactive systems maintenance for existing environments. We implement real-time monitoring, automatic updates and patching, as well as hardware inventory management and maintenance support.

EdgePro manages your day-to-day business technology needs, so you can focus on what you do best – growing your business.

Remote Monitoring and Management

Our industry-leading IT automation software ensures your environment is monitored, patched and managed efficiently.

Dedicated Service Team

With EdgePro, you'll be assigned a dedicated service team that can provide onsite and remote support. Our team will work to establish a long-term relationship with you, so you can feel comfortable knowing who is managing your environment.

Experienced IT Professionals

Our talented service teams serve as partners with clients and guide them on future growth. We continuously monitor industry trends and pursue advanced training to ensure clients have access to the latest technology.

Rapid Response to Issues

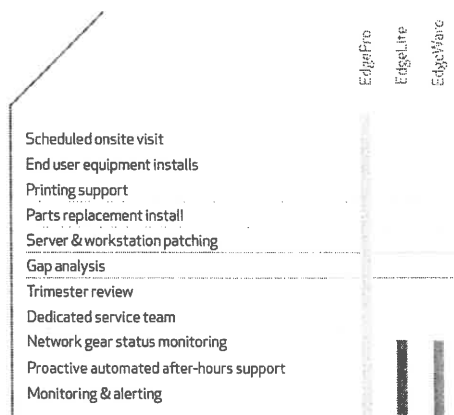
EdgePro provides three convenient ways for clients to submit IT issues and receive a rapid response: phone, email and via the remote agent on each device.

After-Hours Support

Compudyne's Managed Services team is available 24/7. We offer after-hours service to keep your business running smoothly.

Exclusive Access to our Four Pillars

Compudyne delivers impactful solutions from the cloud to the endpoint with our Four Service Pillars: Hosted/Cloud Services, Network Services, Professional Services, and Managed Services.



Compudyne offers multiple Edge products to meet your business IT requirements.

877.630.6640 • support@compudyne.com • compudyne.com



vCIO *Client Relations*

Why?

Compudyne created the role of vCIO to help ensure client satisfaction and strengthen client relationships.

How?

A vCIO follows the Client Engagement Process with scheduled weekly, monthly and quarterly meetings.

- Weekly Check-in
- Monthly Ticket Review
- Quarterly Technical Business Review
 - **Q1:** Technology Implementation Planning
 - **Q2:** Licensing Audit/Patch Management
 - **Q3:** IT Budget Forecast
 - **Q4:** Future Technology Forecasting

What?

vCIO is part of Compudyne's EdgePro managed service offering. vCIO adds value by helping manage client satisfaction and staying in-step with our client's long-term business goals.

Benefits

Client Satisfaction Management

The vCIO helps manage client satisfaction with regular reoccurring meetings to ensure Compudyne services meet and exceed your expectations.

Long-term Technology Guidance

The Client Engagement Process ensures Compudyne is in-step with your long-term business goals by helping to manage technology planning, software licensing.

Impartial Technology Resource

The vCIO was built to act as the client advocate inside Compudyne. Helping address all of your technology needs, even those that may fall outside of the Compudyne service portfolio.

IT Budget Forecasting

The vCIO can help make sure that the appropriate technology items have been accounted for in your company's IT budget.



Monitoring Service Agreement

Superior Computer Products, Inc., hereinafter known as SCP, agrees to provide Proctor Police Department, at the follow location: hereinafter known as the CLIENT, 100 Pionk Drive #101, Proctor, MN 55810 the following service for a term of twelve (12) months.

Continuous Monitoring

SCP will monitor the network devices configured at the CLIENT site with SCPs Managed IT platform, hereinafter known as SCP-MIT.

CLIENT agrees to notify SCP on any change on the CLIENT network, including but not limited to new hardware and or any service performed on the CLIENT network by non-SCP personnel.

Asset Management

SCP will provide:

- 24 x 7 network device monitoring for configured devices;
- Scheduled SCP- AV anti-virus scans on SCP-MIT enabled devices
- A hardware asset inventory report for configured devices
- A detailed inventory report of software for each configured computer
- Warranty tracking information for configured devices, if the warranty information is supplied by the CLIENT.

Annual Business Review

SCP will arrange to meet with the CLIENT annually upon CLIENT availability. These meetings are designed to help ensure SCP:

- Is aligned with the CLIENT'S Information Technology business goals and address any changes as they occur
- Presents reports captured
- Identify Information Technology solutions that will address existing and future CLIENT requirements



Pricing

- Pricing is charged monthly basis on a per number of devices using the following SCP-MIT software:

	Price Each	Quantity	Total
Workstation *	\$13.00	10	\$130.00
Server *	\$23.00	0	\$0.00
Network Device	\$10.00	0	\$10.00
Workstation Backup **	\$12.00	0	\$0.00
Host Server Backup **	\$100.00	0	\$0.00
Virtual Server Backup **	\$60.00	0	\$0.00
Workstation Essentials*	\$7.00	0	\$0.00
		TOTAL	\$140.00

* = Includes SCP-AV anti-virus

** = Includes up to 28 file revisions

Set Up Charge

SCP will bill a onetime set up charge of \$25.00 per device configured on a separate invoice.

This Monitoring Service Agreement dated October 16, 2018 (the "Agreement") is made between the CLIENT and SCP. Services will be provided for an annual basis starting November 1, 2018 (the "Commencement Date"). This Agreement will automatically renew on each subsequent anniversary of the Commencement. Any termination of this Agreement or of any renewal thereof must be received by SCP on or before the subsequent renewal date.

Service Terms and Conditions

Policies & Pricing



- a. Monthly Fee. Payments shall be made on the first day each month based on the number of devices using SCP-MIT services.
- b. Monthly payments will be billed to a Credit Card on the 1st of each month.

Payment of Service(s)

SCP accepts payment in the form of Credit Card (MasterCard, Visa, American Express and Discover). Full Payment and this Agreement (signed) must be received before services will be rendered.

Limitation of Liability & Remedies

UNDER NO CIRCUMSTANCES SHALL SCP BE LIABLE FOR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF ANTICIPATED PROFITS OR LOSS RESULTING FROM BUSINESS DISRUPTION DUE TO FAULTY EQUIPMENT, EVEN IF SCP HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

THE STATED WARRANTIES AND THE COMMITMENTS SET FORTH HEREIN ARE IN LIEU OF ALL OTHER OBLIGATIONS OR LIABILITIES ON THE PART OF SCP FOR DAMAGES OR OTHER RELIEF, INCLUDING, BUT NOT LIMITED TO, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES THAT IN ANY WAY ARISE OUT OF OR IN CONNECTION WITH THE USE AND/OR THE PERFORMANCE OF ANY SOFTWARE.

Warranties and Disclaimers

SCP MAKES NO WARRANTIES OF ANY KIND, EXPRESSED OR IMPLIED ON ITS' OWN REGARDING THE FUNCTIONALITY OF HARDWARE OR SOFTWARE, BUT INSTEAD RELIES ON THE WARRANTIES PROVIDED BY THE MANUFACTURER OF EACH PRODUCT.



Confidentiality

- a. Each party agrees and acknowledges keeping in confidence and not disclosing to others the internal structure and confidential information to the other party.
- b. Each party agrees and acknowledges agrees to limit access to the Technology System to those employees or consultants who require such access in order to use the Technology System in furtherance of each party's business.
- c. Each party agrees and acknowledges to take all reasonable precautions to maintain the confidentiality of the internal structure and confidential information, but not less than that employed to protect its' own proprietary information, but with no less than a reasonable level of care to prevent disclosure to any unauthorized person or entity.
- d. Each party shall promptly notify the other of any breach of system or any portion thereof resulting to unauthorized access or disclosure of internal structure or confidential information.

CLIENT:

Organization Name: _____

Approved by: (please print) _____

Signature: _____

Date: (dd/mm/yy) ____/____/____

Title: _____

Superior Computer Products, Inc.

Approved by: (please print) Robert M Hansen

Signature: _____

Date: (dd/mm/yy) ____/____/____

Title: President

To whom it may concern at Proctor Fire,

I, Austin Memmer, will be resigning from my duties at Proctor Fire Department as I have accepted a Full-time position with Edina Fire Department. This resignation will be immediate as I will be moving this week. I apologize for the short notice, this all developed this week!

I appreciate the time Proctor Fire allowed me to be on their department as a first responder/firefighter. I met a lot of good people and I appreciate all you do for the community. Thank you and stay safe!

Sincerely,

A handwritten signature in cursive script that reads "Austin Memmer".

Austin Memmer

Application for Employment

We welcome you as an applicant for employment with the City of Proctor. It is the City of Proctor's policy to provide equal opportunity in employment. The City of Proctor will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, sexual preference, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant, and if you are selected for the position, as an employee.

The City of Proctor accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact City Hall at (218) 624-3641.

Personal Information

Name:	(Last)	(First)	(MI)	(Prior)*
	Grabko	Steven	J	
Street Address				
2 4 th Street				
City, State, Zip				
Proctor, MN 55810				
Phone Number			Alternate Phone	
218-398-2473			218-393-0422	
Email				
Sgrabko.CF@gmail.com				

* Optional: include only if needed to verify previous employment or education.

Please print in INK or type when completing this application

Title of position applying for: Firefighter	
Are you legally eligible to work in the United States in the position for which you are applying? Proof of citizenship or work eligibility will be required as a condition of employment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years old?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company CFS, LLC	Name of last supervisor Nancy Grapko	Hrs/Week 30-40
Address 8066 Boylake Dr NE	Start Date 11-1-2009	Starting Salary 32K
City, State, Zip Boy River mn 56627	End Date Still working	Final Salary 43K
Phone Number 218-398-7626	Last job title Project Mgr	
Reason for leaving (be specific): None		
Describe your work in this job: Inspect Homes, Write up scopes of work for Project Rehab		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Company Menards Red Wing	Name of last supervisor Steve Klebe	Hrs/Week 40+
Address 322 Tyler Rd South	Start Date 4-1-2006	Starting Salary 9.25
City, State, Zip Red Wing mn 55066	End Date 1-1-2010	Final Salary 13+
Phone Number 651-385-7571	Last job title Account Sales mgr	
Reason for leaving (be specific): Left job to join family business		
Describe your work in this job: Facilitate new commercial Accounts for menards contractor sales Dept.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8	9 10 11 12 GED	13 14 15 16	MA MS PHD JD
Grade School	High School	College/Technical	Graduate
Did you graduate: (Please check)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	High School	College/Technical	Graduate JD

School Name	Address	Course of study	Degree
High School: RED Wing High	3451 Eagle Ridge Dr. RED Wing MN 55066	General	D. Diploma
College: Rasmussen College - Eagan	3500 Federal Dr. Eagan MN 55122	Business Admin/ Sales Mkt.	Degree
Graduate School:			
Technical/Vocational:			
Other:			
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

Had Certified housing Inspector, MINNESOTA Licensed Lead Risk assessor

List any current licenses, registrations, or certificates you possess which may be related to this position:

MDH Lead Risk Assessor
 License # LR 4783
 Exp. 8/3/2019

Housing Quality Standards
 certification # 11-468

Unsalaried Experience

Describe any unsalaried or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

participate in united Lutheran church of Proctor Property Committee, Church Council, Ducks Unlimited, Presents Forever

Military Experience

Did you serve in the U.S. Armed Forces? ☐ Yes ☒ No

Describe your duties:

Do you wish to apply for Veterans' Preference points: ☐ Yes ☒ No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Proctor by the application deadline of the position for which you are applying.

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Proctor is "at will," and that employment may be terminated by either the City of Proctor or me at any time, with or without notice.

With my signature below, I am providing the City of Proctor authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Proctor in writing of any changes to information reported in this application for employment.



Signature

10-22-2018

Date

Application for Employment

We welcome you as an applicant for employment with the City of Proctor. It is the City of Proctor's policy to provide equal opportunity in employment. The City of Proctor will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, sexual preference, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant, and if you are selected for the position, as an employee.

The City of Proctor accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact City Hall at (218) 624-3641.

Personal Information

Name:	(Last)	(First)	(MI)	(Prior)*
	Willms	Brian	L	
Street Address	9 Foxtail Ave			
City, State, Zip	Duluth, MN 55810			
Phone Number	612-701-3829		Alternate Phone	
Email	brianwillms.jobs@yahoo.com			

* Optional: include only if needed to verify previous employment or education.

Please print in INK or type when completing this application

Title of position applying for:	firefighter	
Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Are you at least 18 years old?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 <u>12</u> GED High School	13 14 15 <u>16</u> College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No College/Technical	<input type="checkbox"/> Yes <input type="checkbox"/> No Graduate JD

School Name	Address	Course of study	Degree
High School: Park Center Senior High School	7300 Brooklyn Blvd Brooklyn Park, MN 55443	High School Diploma	Diploma
College: Hennepin Technical College	9000 Brooklyn Blvd Brooklyn Park, MN 55445	AAS degree of Fire Protection Administration	YES
Graduate School:			
Technical/Vocational:			
Other: Itasca Community College	1851 US-169 Grand Rapids, MN 55744	Wildland firefighting AAS general degrees	Wildland firefighting diploma general 2 yr degree
Other: Mesabi Range College	1100 Industrial Park Drive PO Box 648 Eveleth, MN 55734	Paramedic	AAS Paramedicine currently in school

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

- SK.115USA firefighting competitor - 2 yr state 1st place winner, 2012 9th in na, 2013 4th in na
- Eagle Scout
- Student senate on each college campus
-

List any current licenses, registrations, or certificates you possess which may be related to this position:

- EMT
- Firefighter 1
- Firefighter 2
- Haz Mat ops
- Wildland firefighting certificate

Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company BPL Plasma	Name of last supervisor Shelly or Alex	Hrs/Week 40
Address 1720 West Superior St	Start Date 06-06-18	Starting Salary 17.50 a hour
City, State, Zip Duluth, mn 55806	End Date Present	Final Salary
Phone Number 218-722-8912	Last job title medical supervisor	
Reason for leaving (be specific): still employed		
Describe your work in this job: It is my job to ensure all donors are safe to donate by doing physicals, medication checks, getting doctor's clearance, providing care when a donor has a reaction. Screen donors, help stick donors on the donation floor		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Company North Homes	Name of last supervisor Jessica	Hrs/Week 25-30
Address 1850 River Rd E	Start Date 01-22-18	Starting Salary 13.50 a hour
City, State, Zip Grand Rapids, mn 55744	End Date 05-25-18	Final Salary 13.50 a hour
Phone Number 218-999-0308	Last job title Youth Counselor	
Reason for leaving (be specific): I was let go for being under probationary period though I worked there longer than 3 months		
Describe your work in this job: It was my job to help the kids that were in the program I worked in get through their treatment plan so they can get back to their families or new homes to continue normal life		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Employment Experience Continued

Company Save a Life	Name of last supervisor Cindy	Hrs/Week Casual
Address 1557 Coon Rapids Blvd NW #202	Start Date 05-01-2014	Starting Salary \$15 a hour
City, State, Zip Coon Rapids, mn 55433	End Date Present	Final Salary \$20 a hour
Phone Number 763-576-8146	Last job title EMT - Independent contractor	
Reason for leaving (be specific): still employed.		
Describe your work in this job: provide first aid at sporting events and other events that contract Save a Life to provide first aid at		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Company Deer River Ambulance	Name of last supervisor Rob Devin	Hrs/Week 48
Address 25 NW 4th Ave	Start Date 05-31-16	Starting Salary \$12.66 a hour
City, State, Zip Deer River, mn 56636	End Date 06-08-17	Final Salary \$13.27 a hour
Phone Number 218-246-4383	Last job title EMT	
Reason for leaving (be specific): let Go.		
Describe your work in this job: responded to 911 calls and transfers, providing BLS care and helping my paramedic partners provide ALS care		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Unsalariated Experience

Describe any unsalaried or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

- Brookly Park fire explorers
- Boy Scouts
- SkillsUSA
- Student senate
- OEC (Opportunities in Emergency Health Care)

Military Experience

Did you serve in the U.S. Armed Forces? ☐ Yes ☒ No

Describe your duties:

Do you wish to apply for Veterans' Preference points: ☐ Yes ☐ No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Proctor by the application deadline of the position for which you are applying.

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Proctor is "at will," and that employment may be terminated by either the City of Proctor or me at any time, with or without notice.

With my signature below, I am providing the City of Proctor authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Proctor in writing of any changes to information reported in this application for employment.



Signature

10-3-18

Date

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

67
COUNCILORS
Jake P. Benson
Troy R. DeWall
Gary Nowak
James R. Schwarzbauer

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RESOLUTION 44-18 APPOINTMENT OF ELECTION OFFICIALS AND JUDGES

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

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Proctor that the following Election Officials and Judges are appointed to serve at the General Election to be held on Tuesday November 6th, 2018.

OFFICIALS

Mark Casey

JUDGES

Noelle Lent; Chris Brenna; Brenda Balsness

In accordance with MN Statutes 204B should a vacancy occur or additional election judges are needed, the Head Judge or Clerk has named the above qualified person(s) and provided training.

In accordance with MN Statutes 204B.31, compensation for the Election Judges will be set at \$10.00 per hour and Head Judges at \$10.50 per hour.

Upon vote taken thereon, the following voted:

Aye:

Nay:

Absent:

Resolution hereby adopted this 5th day of November, 2018.

CITY OF PROCTOR

Attest:

Mayor
Phil Larson

City Administrator/Clerk
Mark Casey

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

COUNCILORS
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CITY OF PROCTOR RESOLUTION NO. 46-18

ORDERING THE SECURING/ABATEMENT OF BUILDING LOCATED AT 103 5th STREET PROCTOR, MN

WHEREAS, at their meeting of October 22nd, 2018, the Proctor Planning and Zoning Commission has made recommendations to the City Council regarding property located at 103 5th Street Proctor, MN; and,

WHEREAS, pursuant to Minn. Stat. §§ 463.15 and 463.261, the City Council of Proctor finds the building located at 103 5th Street to be a hazardous building for the following reasons:

1. Unsafe Structure.
2. Abandonment.

WHEREAS, the conditions listed above are more fully documented in the letter sent to the owner of 103 5th Street dated on or around the 9th of August 2018 a copy of which is attached to this resolution as Exhibit A.¹

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

1. That pursuant to the foregoing findings and in accordance with Minn. Stat. §§ 463.15 and 463.261, the council orders the record owners of the above hazardous building or their representatives to make one of the following corrections on the property at 103 5th Street:
 - a. Secure the building
 - b. Abate the building and bring the building back to compliance/code.
2. That the repairs listed above must all be made within 10 days after the order is served upon the property owner or last known address. The repairs must be completed in compliance with all applicable codes and regulations, pursuant to proper permits from the city.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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3. That if repairs are not made within the time provided in paragraph 2, the building is ordered to be secured, and the property left free of debris, in compliance with all applicable codes and regulations, pursuant to proper permits from the city.
4. That a motion for summary enforcement of the order will be made to the District Court of Saint Louis County in which the hazardous building or property is situated unless corrective action is taken, or unless an answer is filed within the time specified in Minn. Stat. § 463.18, which is 20 days.
5. That in accordance with Minn. Stat. § 463.24, the owner or occupant must remove all personal property and/or fixtures that will reasonably interfere with the work within 10 days. If the property and/or fixtures are not removed and the city enforces this order, the city may sell personal property, fixtures, and/or salvage materials at a public auction after three days posted notice.
6. That if the city must take actions to enforce this order, all enforcement costs will be specially assessed against the property and collected in accordance with Minn. Stat. §§ 463.22, 463.161, and 463.21.
7. That the city attorney is authorized to serve this order upon the owner of the premises at 213 5th Street Proctor, MN and all lien-holders of record.
That the city attorney is authorized to proceed with the enforcement of this order as provided in Minn. Stat. §§ 463.15 and 463.261.

Adopted by the City Council of the City of Proctor on November 5, 2018.

Voting Aye:

Voting Nay:

Approved:

Mayor

Attested:

City Clerk/Administrator

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

COUNCILORS
Jake P. Benson
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August 9, 2018

Anthony J. Isham Jr.
521 Buchanan Street
Harlingen, TX, 78550-6613

RE: Property located at 103 5th Street, Proctor, MN 55810

Dear Anthony J. Isham Jr.,

The city has received multiple complaints pertaining to the condition of your property located at 103 5th St.

On June 11th, 2018 I visited the site and determined the dwelling is open to trespass through an open basement window and open rear entrance door. The basement is partially submerged with standing water.

The detached garage is lacking an overhead door and is open to the public. The lack of occupancy and abandonment is creating an inviting environment for people to dispose of trash, appliances and debris in the garage.

The 2015 MN State Building Code, Rules 1300.0180 provides the definition of your property as Unsafe Buildings or Structures.

Please secure the basement window opening, the rear entrance door and the overhead garage door opening within 30 days of this letter.

Lawn mowing must be maintained as well as referenced in the City Code 901.06 Abatement, Subdivision 1. Authority to Abate.

If compliance of this directive is not achieved the city will order the work done and all associated costs will be assessed to the property.

Please feel free to contact me if you have any questions.

Regards,
Jim Rich
CBO of Proctor

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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Resolution 47-18 Creation of Public Safety Fund and Designating Certain Fund Balances

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

WHEREAS, the Governmental Accounting Standards Board has issued Statement No. 54 as relates to Governmental Fund Balance reporting; and

WHEREAS, the City Council, in accordance with the Town of Midway, City of Proctor Fire Agreement dated 2017-2019 must "commit" certain fees charged to Capital Equipment; and,

WHEREAS, the City Council through the creation of a Public Safety Fund, ensures the fund to be made whole through the Fire Agreement with the Town of Midway and Police Department budgeted funds.

WHEREAS, the creation of the Public Safety Fund will

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

City Council designates the following amounts as "committed" fund balances for the year ended December 31, 2018:

Police Department – \$25,000 annually.

Fire Department – Surplus of fire calls over the designated number per the fire agreement with the Town of Midway as determined at year end.

Fire Department – To be determined at year end based on the fire agreement with the Town of Midway

Adopted by the City Council this 5th day of November, 2018

Voting Aye:

Voting Nay:

By:

Phil Larson
Mayor

ATTEST: _____

Mark Casey
City Administrator

6K

2015-2020

LEASE AGREEMENT

THIS LEASE AGREEMENT made as of this 1st day of January 2013, by and between
The City of Proctor, a body corporate and politic existing under the laws of the State of Minnesota (the "City") and the SOUTH ST. LOUIS COUNTY FAIR ASSOCIATION - PROCTOR A corporation existing under the laws of the state of Minnesota (the Fair Association").

WITNESSETH:

That the City, in consideration of the covenants hereinafter mentioned, does hereby
Contract with the Fair Association, and the Fair Association does hereby contract with the City, the management of the following described premises (the Premises) situated in the County of St Louis and the State of Minnesota, to-wit:

The Southwest Quarter of the Southwest Quarter and the Northwest Quarter of the Southwest Quarter, of Section Two (2), Township Forty-nine (49) North, Range Fifteen (15) West, according to the government survey thereof,

Together with all the building, stands, walks, paths racing track, water pipes, fences, sewer and drains pipes, and all other improvements now upon or hereafter erected or placed upon the Premises; subject, however, to the mineral reservations and rights therein, now owned by other parties, subject, however, to any all agreement and easements heretofore granted by the City, and subject to the use of said land by the City for other purpose or purposes which will not unreasonably interfere with the use of the Premises for Fair Association purposes.

TO HAVE AND TO HOLD the Premises as they now are, without any liability or obligation on the part of said City for making any alterations, improvements or repairs of any kind on or about the Premises for the term of this Agreement, for the following purposes:

Annually conducting upon the premises a County fair and Agricultural Exhibition, and for all other purposes properly incident thereto,

excepted. All buildings, fences, permanent fixtures, and appurtenances shall thereafter belong to and become the property of the City upon termination of this Agreement.

17. The Fair Association agrees to give immediate notice to the City of any an all personal injury or property damage claims which may arise against the Fair Association, whether or not the City is included as a named defendant. Further, the Fair Association agrees to make available to the City the names and addresses of the presiding officers of the Fair Association. All correspondence, notices or information from the Fair Association to the City shall be addressed to, City of Proctor Administration, 100 Poink Drive, Proctor, MN 55810.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal as of the day and year first above written.

**SOUTH ST. LOUIS COUNTY FAIR
FAIR ASSOCIATION - PROCTOR**


By It's President


By it's Secretary

CITY OF PROCTOR


By it's Mayor


By it's City Administrator

Yielding and paying therefore a use fee of One Dollar (\$1.00) per year in advance, on the first day of June, and performing the covenants and conditions hereinafter requested by the City to be performed by the Fair Association, which the parties agree constitutes the principal consideration for this Agreement.

IT IS UNDERSTOOD AND AGREED between the parties as follows:

1. The City, pursuant to applicable laws, may make appropriations to the Fair Association to assist it in carrying on said annual Fair and to maintain the buildings and grounds thereon. If and when said appropriations are made by the City Council, such are made with the express condition and understanding that the Fair Association shall not contract any indebtedness or undertake to bind the City in any amounts in any year during the term of this Agreement, except upon written authorization of the City Council of this City with such conditions as it may exact, and then such expenditures shall only be made pursuant to the provisions of 1941 Minn. Laws 118 and 1961 Minn. Laws 319, as amended. Further, said Fair Association shall not otherwise contract or undertake to contract any indebtedness in the improvement of said buildings or the grounds on the Premises, or in any other respect, which may be claimed to be an obligation on the part of the City. Said contracting of indebtedness, or attempted contracting of indebtedness, shall be violation of the provisions of this Agreement and may be deemed by the City to be sufficient basis for canceling this Agreement.

2. The Fair Association shall have total responsibility for, and at all times during the term of this Agreement shall carefully keep and maintain said Premises in proper and safe repair and condition for use by the public. Further, the Fair Association agrees to properly paint and maintain all buildings, fences, and appurtenances in order to protect them from elements. The Fair Association shall also ensure that all buildings appurtenances on the premises meet any

Safety and Health Rules and Regulations of the Federal, State and local authorities. No building construction, remodeling, demolition, improvement, or structural modifications whatsoever shall be performed or contracted for by the Fair Association for any City buildings without notifying the City Administrator, at the address set forth in paragraph 18 hereof, and obtaining the City Administrator prior written approval of any and all such work.

3. The Fair Association is responsible for maintaining any electrical equipment and power lines to the buildings. The Fair Association shall comply with all building code regulations and requirements of governmental authorities relating to the Premises.

4. The Fair Association shall assume responsibility for all upkeep costs to the Premises, including, but not limited to, the replacement of broken windows, paint, and the payment of all public service costs, such as water, gas, electricity or telephone billings.

5. The Fair Association shall, at all times, protect the Premises from depredation by vandals. The City shall have the right to make permanent improvements on the Premises as it deems necessary for the use and benefit of the Fair Association in protecting the Premises.

6. The Fair Association may from time to time, with the consent of the City, utilize the services of the City Purchasing Department in public bidding for Fair Association needs. The Fair Association agrees to abide by all City, State and Federal Rules and Regulation applicable to government purchasing.

7. The Fair Association shall, at its own expense, keep and maintain liability insurance coverage throughout the entire term of this Agreement, and any extension thereof, for any and all personal or property damage occurring on the Premises. All liability insurance shall be for at least the minimum amounts of \$500,000 per person and \$1,500,000 per occurrence, or as otherwise set forth as the statutory liability limits of Minn. Stat. Chapter 466. Further, all

~~the City of Proctor as a co-insured with Fair Association. Duly~~
~~Certificates of Insurance shall be attached to this Agreement. As a condition of this~~
the Fair Association shall meet with City Administrator no later than January 31 of
to verify the existence of current insurance, current and planned capital improvements,
the status of agreements related to the use of the Premises.

8. The Fair Association agrees to carry Workers' Compensation Insurance coverage on
its employees working on the Premises. Duly executed copies of Certificates of Insurance
shall be attached to this Agreement. At no time shall any Fair Association employee or
volunteer worker be considered an employee, agent or representative of the City of Proctor.

9. The Fair Association agrees to defend, indemnify, and hold harmless the City from
and against all claims suits, liability, judgment costs, damages and expenses which may accrue
against or be charged or may be recovered from the City by reason of, or on account of, any
personal injury or property damage arising from the Fair Association's use or occupancy of the
Premises, or by reasons of any one's use or occupancy of the Premises from the Fair Association.
Upon ten (10) days' written notice, the Fair Association will appear and defend all claims and
lawsuits against the City growing out of any such injury or damage.

10. The Fair Association shall annually, during the continuation of this Agreement, at a
proper time each year, conduct for at least three successive days, a Fair and Agricultural
Exhibition commensurate with the development of agricultural interest in the St. Louis County
and in such manner and of such scope as shall be approved by the State Agricultural Society of
Minnesota.

11. Within sixty (60) days after the holding of the first annual fair hereunder, and
quarterly thereafter, said Association shall give a complete accounting of its total receipts and

total expenditures to the City Council of said City, and failure to do so may be grounds for revocation of this Agreement by the City.

12. The Fair Association may, upon receiving the prior written approval of the City, allow the use of the Premises, or any portion thereof. The City must be a signatory to any and all such agreement approved. Said users must comply with all Federal, State and local rules and regulations. No user may conduct activities which are termed extra hazardous by any insurance carrier for the Fair Association or the Fair Committee. No user may conduct activities which are deemed to be public nuisances.

13. The term of any use agreement may not extend beyond the term of this Agreement. Further, the Fair Association agrees not to assign any portion of the Premises or buildings which the City desires to occupy or use if available. All agreements must require the user to obtain personal property damage and personal injury liability insurance for at least the minimum amounts of \$500,000 per person and \$1,500,000 per occurrence, or as otherwise set forth as the statutory liability limits of Minn. Stat. Chapter 466. Such insurance coverage shall be carried by the user throughout the entire term of any such agreement and any extension thereof. The Fair Association must be named as a co-insured. Certificates of Insurance shall be attached to all such agreements. The Fair Association shall obtain updated Certificates of Insurance from each user annually, and shall provide copies of such updated Certificates of Insurance to the City annually.

14. If the annual payment, whether the same be demanded or not, is not paid when it becomes due; or if said Premises shall be appropriated to or used for any purpose or use than is hereinbefore specified; or if any illegal liquor, gambling, or other immoral practices are allowed on the Premises; or any damage or waste shall be made thereon; or if any part of the Premises

Shall be sublet, of this Agreement be assigned, without the consent of said City as above

Specified; or if any term, condition, or covenant of this Agreement is not kept, performed, or is violated by the Fair Association, then in any or either of said cases, The Fair Association does hereby authorize and fully empower the City, or its agents, to cancel and annul this Agreement at once, and to re-enter and take possession of the Premises immediately and by force, if necessary, Without any previous notice of intention to re-enter and remove all persons and their property.

There from and to use such force and assistance in effecting and performing such removal as said.

City may deem advisable, and to recover at once full and exclusive possession of all said

Premises, and such re-entering shall not work a forfeiture of the monies to be paid and the covenants to be kept by Fair Association for the full term of this Agreement

15. It is understood and agreed by and between the parties hereto that public monies are appropriate for the use of the Fair Association herein. The Fair Association therefore agrees not to hire, employ, or contract with any of its officers or directors in there individual capacities for the furnishing of labor, material or services whereby said or directors are paid for said labor, materials or services out of said public monies, expect in an emergency or in making preparations before the Fair and the work necessary in dismantling after the Fair.

16 This Agreement shall be effective as of January 1, 2015 and shall terminate on December 31, 2020. The Fair Association will keep and maintain the Premises during the term and quit and deliver up the Premises to the City peaceably and quietly at the end of the aforesaid term.

This Agreement may be terminated by written mutual consent upon sixty (60) days' notice by either party hereto . The Premises shall thereafter be returned to the City in as good order and condition and state of repair, reasonable use and wearing thereof and inevitable accidents

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

CITY OF PROCTOR RESOLUTION NO. 45-18

ORDERING THE RAZING/ABATEMENT OF A HAZARDOUS BUILDING LOCATED AT 213 5th STREET PROCTOR, MN

WHEREAS, at their meeting of October 22nd, 2018, the Proctor Planning and Zoning Commission has made recommendations to the City Council regarding property located at 213 5th Street Proctor, MN; and,

WHEREAS, pursuant to Minn. Stat. §§ 463.15 and 463.261, the City Council of Proctor finds the building located at 213 5th Street to be a hazardous building for the following reasons:

1. Inadequate maintenance.
2. Unsanitary conditions.
3. Hazard to public safety or health.

WHEREAS, the conditions listed above are more fully documented in the letter sent to the owner of 213 5th Street dated on or around the 9th of August 2018 a copy of which is attached to this resolution as Exhibit A.¹

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

1. That pursuant to the foregoing findings and in accordance with Minn. Stat. §§ 463.15 and 463.261, the council orders the record owners of the above hazardous building or their representatives to make one of the following corrections on the property at 213 5th Street:
 - a. Raze the building
 - b. Abate the building and bring the building back to compliance/code.
 - c. Remove all unsanitary/hazardous materials.
2. That the repairs listed above must all be made within 45 days after the order is served upon the property owner. The repairs must be completed in compliance with all applicable codes and regulations, pursuant to proper permits from the city.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

3. That if repairs are not made within the time provided in paragraph 2, the building is ordered to be razed, the foundations filled, and the property left free of debris, in compliance with all applicable codes and regulations, pursuant to proper permits from the city. This must be completed within 30 days after the initial time period provided in paragraph 2 has expired.
4. That a motion for summary enforcement of the order will be made to the District Court of Saint Louis County in which the hazardous building or property is situated unless corrective action is taken, or unless an answer is filed within the time specified in Minn. Stat. § 463.18, which is 20 days.
5. That in accordance with Minn. Stat. § 463.24, the owner or occupant must remove all personal property and/or fixtures that will reasonably interfere with the work within 10 days. If the property and/or fixtures are not removed and the city enforces this order, the city may sell personal property, fixtures, and/or salvage materials at a public auction after three days posted notice.
6. That if the city must take actions to enforce this order, all enforcement costs will be specially assessed against the property and collected in accordance with Minn. Stat. §§ 463.22, 463.161, and 463.21.
7. That the city attorney is authorized to serve this order upon the owner of the premises at 213 5th Street Proctor, MN and all lien-holders of record.
8. That the city attorney is authorized to proceed with the enforcement of this order as provided in Minn. Stat. §§ 463.15 and 463.261.

Adopted by the City Council of the City of Proctor on November 5, 2018.

Voting Aye:

Voting Nay:

Approved:

Mayor

Attested:

City Clerk/Administrator

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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50
COUNCILORS
Jake P. Benson
Troy R. DeWall
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100 Pionk Drive • Proctor, Minnesota 55810-1700 • (218) 624-3641 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

August 9, 2018

Jake Benson
215 – 5th Street
Proctor, MN 55811

Dear Mr. Benson,

In my opinion, your structure located at 213 5th Street meets the definition of an Unsafe Building or Structure as per the 2015 MN State Building Code, Rules 1300.0180.

The roof structure and system is failing. There are openings in the roof plane allowing water/weather intrusion and the habitation of pigeon/fowl.

Temporary measures of patching the roof are apparent with building material shipping wrap material. This wrapping material is not a building code approved material and is not considered an approved repair.

The roof system needs structural correction and the installation of an approved roofing material by October 9, 2018 or the city will consider condemnation proceedings.

Please be aware that if the city begins the condemnation process you will be responsible for all charges incurred.

If you should have any questions please feel free to contact me.

Regards,
Jim Rich
CBO of Hermantown

CITY OF PROCTOR

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***Check Summary Register©**

September 2018 to November 2018

Name	Check Date	Check Amt	
10100 First National Gen			
Paid Chk# 037585 EMC NATIONAL LIFE COMPANY	10/25/2018	\$87.10	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 037586 LAW ENFORCEMENT LABOR SE	10/25/2018	\$294.00	LELS UNION DUES
Paid Chk# 037587 PROCTOR POLICE DEPT UNION	10/25/2018	\$60.00	POLICE DUES
Paid Chk# 037588 TEAMSTERS LOCAL UNION #346	10/25/2018	\$418.00	Teamsters union dues
Paid Chk# 037589 AMERICAN FAMILY LIFE ASSUR	10/31/2018	\$38.00	AFLAC
Paid Chk# 037590 EQUI-VEST	10/31/2018	\$3,393.13	EQUITABLE - DEWALL & FIRE DEPT
Paid Chk# 037591 NCPERS MINNESOTA	10/31/2018	\$16.00	MN NCPERS
Paid Chk# 037592 ALS ASSOCIATION, MN/ND/SD C	11/5/2018	\$2,500.00	BLACKWOODS BLIZZARD TOUR
Paid Chk# 037593 AMERICINN	11/5/2018	\$1,500.00	2019 REIMBURSEMENT VISIT DLH L
Paid Chk# 037594 AMERIPRIDE SERVICES	11/5/2018	\$196.02	TOWELS & MATS - CITY HALL
Paid Chk# 037595 ANIMAL ALLIES HUMANE SOCIE	11/5/2018	\$325.00	BOARDING FEE - 3 CATS
Paid Chk# 037596 BOYSEN, JAY	11/5/2018	\$136.75	MEETING DUES & MILEAGE
Paid Chk# 037597 BUCHANAN, BOB	11/5/2018	\$231.80	REIMBURSEMENT MARKETING EXPENS
Paid Chk# 037598 CARROT-TOP INDUSTRIES INC	11/5/2018	\$66.68	FLAG
Paid Chk# 037599 CENTURYLINK	11/5/2018	\$151.83	TELEPHONE- FIRE HALL
Paid Chk# 037600 COMPU DYNE, INC	11/5/2018	\$2,748.64	ANTISPAM CLOUD FIREWALL NETWORK
Paid Chk# 037601 CONSOLIDATED COMMUNICATI	11/5/2018	\$371.68	TELEPHONE - SEPT CHARGES
Paid Chk# 037602 C W TECHNOLOGY GROUP	11/5/2018	\$1,045.00	AGREEMENT SHORETEL IP CARE - N
Paid Chk# 037603 EARL F ANDERSEN, INC	11/5/2018	\$2,154.43	SIGN POSTS & NYLON WASHERS (2
Paid Chk# 037604 EMERGENCY APPARATUS MAIN	11/5/2018	\$1,845.87	PUMP TEST TRANS FLUID - ENGINE
Paid Chk# 037605 ESC SYSTEMS	11/5/2018	\$408.20	LOAD TEST & REPLACE BATTERY
Paid Chk# 037606 DAVID FORNERIS	11/5/2018	\$40.00	CELLPHONE REIMBURSEMENT
Paid Chk# 037607 GALLS, LLC	11/5/2018	\$335.94	SAFETY BOOTS PER CONTRACT - RI
Paid Chk# 037608 GREAT AMERICA FINANCIAL SV	11/5/2018	\$199.12	BIZHUB C368 COPIER
Paid Chk# 037609 HOLIDAY STATIONSTORES LLC	11/5/2018	\$1,973.13	ANTIFREEZE - POLICE DEPT
Paid Chk# 037610 KIEFAT, TED	11/5/2018	\$510.64	BROADCASTING CITY COUNCIL MTGS
Paid Chk# 037611 LALONDE, RICK	11/5/2018	\$50.00	CELLPHONE REIMBURSEMENT
Paid Chk# 037612 LAWSON PRODUCTS	11/5/2018	\$274.41	GLASS SURFACE & SOLVENT CLEANER
Paid Chk# 037613 LEAGUE OF MN CITIES	11/5/2018	\$181.00	ACROBAT PROFESSIONAL DC ANNUAL
Paid Chk# 037614 LEAGUE OF MN CITIES INS TRU	11/5/2018	\$500.00	CLAIM DEDUCTIBLE
Paid Chk# 037615 LENT, NOELLE	11/5/2018	\$166.47	SUPPLIES
Paid Chk# 037616 MAKI & OVEROM, LTD	11/5/2018	\$8,569.40	HOVLAND ANNEXATION BY ORDINANC
Paid Chk# 037617 MANEY INTERNATIONAL OF DU	11/5/2018	\$442.27	INTL PLOW TRUCK DOT INSPCTN &
Paid Chk# 037618 MINNESOTA AGGREGATE	11/5/2018	\$1,558.49	WASHED WINTER SAND 7 LOADS 14
Paid Chk# 037619 MINNESOTA ENERGY RESOURC	11/5/2018	\$188.77	GAS UTILITIES - STREET GARAGE
Paid Chk# 037620 MN STATE FIRE DEPT ASSOCIA	11/5/2018	\$187.00	2019 MSFDA MEMBERSHIP DUES - F
Paid Chk# 037621 MORTON SALT	11/5/2018	\$8,419.20	WINTER SALT - 100 TONS OUT OF
Paid Chk# 037622 MCFOA	11/5/2018	\$45.00	MEMBERSHIP - NOELLE LENT
Paid Chk# 037623 NORTHERN BUSINESS PRODUC	11/5/2018	\$72.98	SEPT 2017 HANGING FILE FOLDERS
Paid Chk# 037624 NORTHLAND CONSTRUCTORS	11/5/2018	\$91.85	ASPHALT FOR POTHOLES
Paid Chk# 037625 NUSS TRUCK & EQUIPMENT	11/5/2018	\$71.25	REPAIR DRIVERS SEAT ON MACK TR
Paid Chk# 037626 OREILLY AUTOMOTIVE INC	11/5/2018	\$16.91	SOLENOID FORD DUMP TRUCK - RET
Paid Chk# 037627 PROCTOR AREA HOCKEY ASSN	11/5/2018	\$1,475.00	2018-19 MARKETING REIMBURSEMEN
Paid Chk# 037628 PROCTOR BUILDERS	11/5/2018	\$126.16	TOWEL, CLEANER, TOILET SEAT -
Paid Chk# 037629 PROCTOR JOURNAL	11/5/2018	\$1,293.19	ORD 03-18 AMENDING SECT 200 CI
Paid Chk# 037630 QUILL CORPORATION	11/5/2018	\$152.29	PREMIUM TAPE - POLICE DEPT
Paid Chk# 037631 RANGE PAPER	11/5/2018	\$191.89	DUST MOP COVER & GLOVES
Paid Chk# 037632 ROADTRIP LIMO	11/5/2018	\$4,725.00	MARKETING SPONSORSHIP
Paid Chk# 037633 RUHNKE, JOSHUA	11/5/2018	\$40.00	CELLPHONE REIMBURSEMENT
Paid Chk# 037634 SATHERS, LLC	11/5/2018	\$670.02	CLASS 5 FOR STOCK PILE
Paid Chk# 037635 SEH	11/5/2018	\$43,817.17	PROCT 6TH ST/ALMAC RECONSTRUCT
Paid Chk# 037636 SO ST LOUIS CO FAIR ASSN	11/5/2018	\$8,000.00	REIMBURSEMENT 2018 MARKETING E
Paid Chk# 037637 ST. LOUIS COUNTY AUDITOR	11/5/2018	\$90,533.05	CONTRACTOR
Paid Chk# 037638 STACK BROS MECHANICAL	11/5/2018	\$2,779.84	VALVE & HEAT ISSUES IN CITY HA

CITY OF PROCTOR

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September 2018 to November 2018

Name	Check Date	Check Amt	
Paid Chk# 037639 TEAM LAB	11/5/2018	\$1,184.50	ASPHALT PATCH BAGS FOR WINTER
Paid Chk# 037640 TOWMASTER	11/5/2018	\$508.00	BOX EXTENDER FOR MACK TRUCK
Paid Chk# 037641 USPS-HASLER	11/5/2018	\$500.00	POSTAGE MACHINE FUNDS
Paid Chk# 037642 VERIZON WIRELESS	11/5/2018	\$406.58	TELEPHONE - POLICE DEPT
Paid Chk# 037643 VIKING ELECTRIC SUPPLY	11/5/2018	\$30.72	CIRCUIT BREAKER FOR OUTLET - F
Paid Chk# 037644 W.L.S.S.D.	11/5/2018	\$32,616.50	2ND HALF DISTRICT WIDE ALLOCAT
Paid Chk# 037645 WIIKWAIBAAN ININI, INC	11/5/2018	\$800.00	PUMP MAN ANNUAL CHECK OF LIFT
Paid Chk# 037646 WILLIAM SAMPLE	11/5/2018	\$600.00	PROFESSIONAL SERVICES
Paid Chk# 037647 ZIEGLER, INC	11/5/2018	\$602.37	SNOW WING ON GRADER & SAFETY C
Total Checks		\$232,934.24	
Ck# 1913178560 MN Dept of Revenue	10/19/18	\$1,261.00	Sept 2018 Golf Sales Tax paid by City
Paid Chk# 4688294 CITY OF PROCTOR	10/10/2018	\$22,000.16	PR18-20 wh
Paid Chk# 6271904 CITY OF PROCTOR	10/24/2018	\$25,191.83	PR18-21 wh
		Total: \$281,387.23	

CITY OF PROCTOR

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October 2018 to November 2018

Name	Check Date	Check Amt	
10110 First National Liq			
Paid Chk# 028474 CITY OF PROCTOR	10/25/2018	\$1,707.64	PR18-20L wh PERA
Paid Chk# 028475 EMC NATIONAL LIFE COMPANY	10/25/2018	\$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 028476 CITY OF PROCTOR	10/31/2018	\$1,638.15	PR18-21L wh PERA
Paid Chk# 028477 UFCW Local 1189	10/31/2018	\$101.28	UFCW UNION DUES
Paid Chk# 028478 ADT SECURITY SERVICES	11/5/2018	\$61.76	Security Systems
Paid Chk# 028479 AMERICAN BOTTLING COMPAN	11/5/2018	\$115.49	2398
Paid Chk# 028480 ARTISAN BEER COMPANY	11/5/2018	\$169.04	2365
Paid Chk# 028481 BENT BREWSTILLERY	11/5/2018	\$88.80	2384
Paid Chk# 028482 BERNICK'S PEPSI	11/5/2018	\$2,164.19	2377
Paid Chk# 028483 BLACKWOOD, BILL	11/5/2018	\$80.00	Cell Phone Reimbursement for Aug & Sept
Paid Chk# 028484 BOURGET IMPORTS, LLC	11/5/2018	\$309.50	2402
Paid Chk# 028485 BREAKTHRU BEVERAGE	11/5/2018	\$4,370.47	2379
Paid Chk# 028486 CINTAS	11/5/2018	\$70.42	Mats
Paid Chk# 028487 COCA COLA BEVERAGES OF DU	11/5/2018	\$177.25	2394
Paid Chk# 028488 JOHNSON BROTHERS INC	11/5/2018	\$5,275.98	2376
Paid Chk# 028489 LAKESHORE ICE	11/5/2018	\$74.46	2408
Paid Chk# 028490 MICHAUD DISTRIBUTING COMP	11/5/2018	\$780.20	2383
Paid Chk# 028491 MINNESOTA ENERGY RESOURC	11/5/2018	\$23.24	Gas Utilities
Paid Chk# 028492 PHILLIPS WINE & SPIRITS CO	11/5/2018	\$3,223.13	2373
Paid Chk# 028493 PROCTOR JOURNAL	11/5/2018	\$96.60	Fire Prevention Week Sponsor
Paid Chk# 028494 RANGE PAPER	11/5/2018	\$78.40	Grocery Bags
Paid Chk# 028495 SOUTHERN GLAZER'S OF MN	11/5/2018	\$5,123.66	2366
Paid Chk# 028496 SUPERIOR BEVERAGE	11/5/2018	\$11,704.20	2395
Paid Chk# 028497 VINOCOPIA	11/5/2018	\$180.00	2369
Total Checks		\$37,628.26	