

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

Slogan: "You Have A Place In Proctor"

**AGENDA
PROCTOR CITY COUNCIL MEETING
Tuesday, January 17, 2017 – 6:00 P.M.
Council Chambers - Community Activity Center - 100 Pionk Drive**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES January 3, 2017 City Council Meeting Minutes

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

***1. COMMUNICATIONS**

2. PLANNING & ZONING DEPARTMENT MATTER

A. Board of Appeal

***3. CLERK ADVISES COUNCIL**

***4. COMMITTEE REPORTS**

5. UNFINISHED BUSINESS

- *A. Council Handbook**
- *B. Flashing Stop Light at Kirkus and Boundary**

6. NEW BUSINESS

- A. Agenda Meeting**
- B. Friends of Animal Humane Society Contract for Service**
- C. Proctor Fire Department Officers (DeWall)**
- D. Proctor Fire Department New Hires (DeWall)**
- E. Franchise Agreement (see attached) Ordinance First Reading**
- F. League of MN Cities Leadership Training – Feb. 24-25, 2017
Authorization to attend as quorum**
- G. Update – Comprehensive Plan (Schwarzbauer)**
- H. Liquor Store repayment of PUC loan**
- I. Comprehensive Plan Beautification & Trees (Schwarzbauer)**
- J. Trail Action (Benson)**
- K. Resolution 01-17: Regarding the Administration of the Minnesota Wetland
Conservation Act**
- L. Special Event Application – Winter Frolic**
- M. Resolution 02-17: Phone Surplus**
- N. Proclamation – City of Proctor School Choice Week (Jan. 22-28)**
- O. City Sponsorship with Chamber for Winter Carnival (Benson)**

7. LABOR AND NEGOTIATIONS ISSUES

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund

\$24,503.34 **End of 2016**

+28,192.52 **2017**

\$52,695.86 **Total General Bills**

Liquor Fund

\$20,734.05

\$73,429.91 **TOTAL BILLS FOR APPROVAL**

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on January 3, 2017 in the Community Center Council Chambers

City Administrator Mark Casey administered the Oath of Office to Mayor Philip Larson, Councilor Troy DeWall and Councilor Gary Nowak

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

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

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Gordy Downs; Susan Nowak; Jonny Nowak; Carole Shelton; Jeff Shelton; Judie Makela'; Mark Granholm; Karen Granholm; Carol Nelson; John Engelking, Proctor Superintendent; Sherry Larson; Dan Rohweder; Traci DeWall; Lexie DeWall; Steve Anderson; Dick Kari; Russell Haberman; Jesse Annala

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by Benson and carried: To approve the December 19, 2016 City Council Meeting Minutes.

APPROVAL OF AGENDA

Larson added 6L: Pricing for Squad Car
Larson added 6M: Seating Arrangement
Benson added 6N: Legislative Agenda
Benson added 6O: Council Recognition

Motion by Nowak, seconded by Schwarzbauer and carried: To approve the agenda of January 3, 2017 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Gordy Downs welcomed the new council and stated that he was not happy with the process regarding the golf manager. He also said that in the Proctor Journal it stated that golf board members asked for lifetime memberships to the course and he doesn't believe that is true. Benson stated that Ridgewell asked for a lifetime membership. Larson also stated that he was at the council meeting when Ridgewell asked for a lifetime membership. Larson said that this council will be moving forward and trying not to look back at past practices.

***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**

Casey reminded the council about the St. Louis County public hearing next Tuesday, January 10, 2017 at City Hall.

Motion by Schwarzbauer, seconded by Benson and carried: To approve the consent agenda.

***1. COMMUNICATIONS**

- A. Public Information Letter from St. Louis County

2. PLANNING & ZONING DEPARTMENT MATTER

Casey stated Item 6E. is from the Planning & Zoning Committee meeting.

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 12/25/16; Liquor Fund payroll period ended 12/25/16
- B. Reminder – January 16, 2017 City Offices are closed in observance of Martin Luther King Jr. Day – regular City Council meeting to be held Tuesday, January 17, 2017, 6:00 p.m.

***4. COMMITTEE REPORTS**

- A. PUC Meeting Minutes of November 14, 2016

5. UNFINISHED BUSINESS

- *A.** Council Handbook
- *B.** Flashing Stop Light at Kirkus and Boundary

6. NEW BUSINESS

- A. Proctor Superintendent John Engelking – Equity in Athletics Facilities Referendum

John Engelking, Proctor Schools Superintendent, said he was at the council meeting to share a vision and how the school system is excited about the new referendum. He said they it is labeled “equity” because of all the opportunities it

will provide. Engelking showed the council and audience a promotional video. He went on to state that they believe that the new arena will be a catalyst for more growth in the city. Benson asked about trails, and Engelking said that he is excited for multiple trails in the city. Schwarzbauer asked if a new scoreboard will be part of the additions and also if they are promoting the fact that a Senior Citizen can attend sporting events for free. Engelking said that the school provides cards for seniors already. Larson stated that he supports the referendum, and Nowak agreed.

Motion by Nowak, seconded by DeWall and carried (5-0): To support the Proctor Schools Equity in Athletics Referendum as presented.

B. Appoint representative to Safe Routes Committee – Russell Haberman to speak to Council

Russell Haberman, Representative from ARDC, came to the council to ask the city to be represented in the efforts of MN DOT for a safe routes to school program that is starting in February 2017. DeWall said that Haberman should attend a Public Safety committee meeting as ask for a committee member to represent the city.

C. 2017 OFFICIAL DESIGNATIONS – Mayor Larson to appoint Deputy Mayor

Motion by Schwarzbauer, seconded by Nowak and carried (4-1, Benson Abstained): To designate The Proctor Journal as the Official Newspaper.

Motion by Schwarzbauer, seconded by Larson and carried (4-1, Benson abstained): To designate the Official Depositories as presented.

Motion by Larson, seconded by Benson and carried (4-1, Nowak abstained): For Gary Nowak to serve as Deputy Mayor as of January 1, 2017.

Motion by Larson, seconded by DeWall and carried (5-0): To designate Mark Casey as the Responsible Authority.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To designate John Bray as the Compliance Officer.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To designate Tammie McDonald as the Designee of Records.

Motion by Benson, seconded by DeWall and carried (5-0): To designate Ron Envall as Prosecuting Attorney.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To designate Jim Rich as Building Official

Motion by Larson, seconded by Nowak and carried (5-0): To designate Jay Boysen as Building Inspector

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To designate Ron Beldo as Electrical Inspector

Motion by Larson, seconded by Nowak and carried (5-0): To designate Robert Renaud as Plumbing Inspector

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To designate Walt Wobig as Chief of Police

D. 2017 COMMITTEE/COMMISSION APPOINTMENTS – Mayor Larson delegating council representatives to committee/commissions

Larson stated that historically the city councilor was the chair of each committee. He would like to see each committee vote on a new chairperson.

Motion by Larson, seconded by Nowak and carried (5-0): To appoint Jim Schwarzbauer as council representative to Street Committee.

Motion by Larson, seconded by Benson and carried (5-0): To appoint Gary Nowak and Phil Larson to be council representatives on the Liquor Control Committee.

Motion by DeWall, seconded by Schwarzbauer and carried (5-0): To appoint Phil Larson as the council representative on the Public Safety Committee

Motion by Larson, seconded by DeWall and carried (5-0): To appoint Gary Nowak to serve as the council representative on the Parks & Recreation Committee

Motion by Larson, seconded by Nowak and carried (5-0): To appoint Jim Schwarzbauer as council representative to the Beautification and Trees Committee

Larson would like to have discussion at the next meeting about the role of the Planning and Zoning Board of Appeals.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To appoint Jake Benson as the council representative on the Cable TV Commission

Larson stated that as part of the PEDAs bylaws, the Mayor serves on that commission.

Motion by Larson, seconded by DeWall and carried (5-0): To appoint Gary

Nowak as council representative to the Proctor Golf Board.

Motion by Larson, seconded by DeWall and carried (5-0): To appoint Jim Schwarzbauer to the Personnel Committee.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To appoint Phil Larson and Jamie Pogatchnik to the Emergency Management Committee.

Motion by Larson, seconded by Nowak and carried (5-0): To appoint Jake Benson as the Business Representative to the Public Charitable Trust Fund Board

Motion by DeWall, seconded by Schwarzbauer and carried (5-0): To appoint Phil Larson to the Proctor Redevelopment Committee

Motion by Larson, seconded by Nowak and carried (5-0): To appoint Phil Larson as council representative to the Tourism Committee

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To appoint Gary Nowak as the alternate MIC Representative.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To appoint Jim Schwarzbauer as ACTS Representative and Jake Benson as alternate.

E. Property Line Adjustment – 1665 LaVaque Road (approved by Planning & Zoning Committee December 19, 2016 –unofficial minutes attached)

Casey stated that Mr. Arnal owns both pieces of property and is now building on the vacant lot. He would like to expand that lot to 91 feet, which still falls within building code. Casey also stated that Proctor Planning and Zoning Commission has approved this request and recommended approval to the city council.

Motion by Benson, seconded by DeWall and carried (5-0): To approve the Property Line Adjustment of 1665 LaVaque Road as recommended by Planning and Zoning Commission.

F. Designate Negotiating Team

Mayor Larson stated that he would like the Negotiating Team to be City Administrator Mark Casey; Councilor Troy DeWall; and himself.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To appoint Mark Casey, Phil Larson, and Troy DeWall as the Negotiating Team

- G.** Board of Appeal and Equalization Training (Benson expires 7/17 – Proctor will need two councilors to be certified by February 1, 2017)

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To appoint Troy DeWall, Gary Nowak and Jake Benson to become certified for the Local Boards of Appeal and Equalization by February 1, 2017.

- H.** Update – Comprehensive Plan (Benson)

Benson said he would combine Item 6H & 6I and would like to see the council follow up with these documents and determine if there will be a plan of action. Schwarzbauer read the Implementation section of the Comprehensive Plan to the councilors.

- I.** Update – MN Design Team (Benson)

- J.** Agreement for Professional Services Between the City of Proctor and the South St. Louis Soil & Water Conservation District

Casey said that this contract allows them to help the city with wetland issues and answer many questions. Casey said that the Street Department Foreman relies on the conservation district quite a bit.

Motion by Schwarzbauer, seconded by Benson and carried (5-0): To approve the Agreement for Professional Services Between the City of Proctor and the South St. Louis Soil & Water Conservation District as presented.

- K.** Approval of Philip Larson as signer on all City, Proctor Public Utilities, Liquor Fund, bank and investment accounts.

Motion by Benson, seconded by Schwarzbauer and carried: (5-0): To approve Philip Larson as signer on all City, Proctor Public Utilities, Liquor Fund, bank, and investment accounts.

- L.** Pricing for a Squad Car

Casey stated that this was a budgeted item for 2017 and that the paperwork the council has represents the state bid, which is the lowest bid. Larson asked if this included the set up fees also. Wobig stated that many major corporations are willing to donate items. Wobig said that with the donations, the squad car will need to be displayed at the chief's conference for a week.

M. Seating Arrangement

Larson said that he chose to move Benson to a different position as he is looking for change and looking forward with this council.

Benson stated that the seating arrangement now should place the City Administrator next to the City Attorney. Larson said that he would like the City Administrator to remain next to him.

Motion by Benson, seconded by Schwarzbauer and failed (2-3, Larson, Nowak, and DeWall opposed): To move the City Administrator seat next to the City Attorney.

Motion by Larson, seconded by Benson and carried (4-1, Benson opposed): To set the seating arrangement, from left to right: Attorney, Councilor DeWall, City Administrator, Mayor, Deputy Mayor Nowak, Councilor Benson, Councilor Schwarzbauer.

N. Legislative Agenda

Benson would like this item added to the next agenda. This is a non-bonding year and may be a good time to move forward with some requests.

O. Council Recognition

Benson said that historically retired members of council were given a plaque for their service. Larson agreed that this recognition is a good idea and could be presented at a council meeting.

Motion by Larson, seconded by Nowak and carried (5-0): To have administration order plaques for recognition of former Mayor Brenna and former councilors McGovern and White.

7. LABOR AND NEGOTIATIONS ISSUES – Closed Meeting

A. Negotiation Update

Motion by Schwarzbauer, seconded by Benson and carried: To recess the city council meeting at 8:04pm to discuss Labor and Negotiation issues.

At 8:35pm the meeting was reopened.

BILLS FOR APPROVAL

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To approve the General Fund bills in the amount of \$67,509.49. Roll call vote: Schwarzbauer – yes, Nowak – yes, DeWall – yes, Benson – yes, Larson – yes.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0): To approve the Liquor Fund bills in the amount of \$23,199.95. Roll call vote: Schwarzbauer – yes, Nowak – yes, DeWall – yes, Benson – yes, Larson – yes.

ADJOURNMENT

Motion by DeWall, seconded by Larson and carried: To adjourn the City Council meeting at 8:36 p.m.

Tammie McDonald

2A.

From: Mark Casey
Sent: Thursday, January 12, 2017 4:17 PM
To: Tammie McDonald
Subject: FW: P&Z Board of Appeals

Mark Casey
Administrator/Clerk
City of Proctor
218-628-6261
mcasey@proctormn.gov

From: Tom [<mailto:aldri1977@gmail.com>]
Sent: Saturday, January 07, 2017 4:29 PM
To: Mark Casey
Cc: John Bray
Subject: Re: P&Z Board of Appeals

The board of appeals reviews decisions of the building official. I see the members of P&Z being the most qualified to do so.

P& Z refers zoning request and conditional uses to council for approval. Same is true of subdivisions. P&Z variance decisions can be appealed to court.

The board of appeals has rarely been used during my tenure.

I can stop by to discuss if you wish

Tom

LeB,

Proctor Police Department

Memo

To: Mayor and City Council
From: Walter Woblg ^{Woblg}
cc: Mark Casey, City Administrator
Date: January 4, 2017
Re: Friends of Animal Humane Society Contract for Service

The police department was contacted by the newly appointed Friends of Animal Humane Society manager (Kimberly Parmeter) who advised that they now have room in their new facility and would like to provide animal control services for the City of Proctor.

Currently the department has been utilizing Animal Allies for the housing of strays and dropped off animals. During the last bite incident the representatives refused to respond and help the officers as agreed upon in the contract and there was confusion as to who would put down the dangerous dog as required by State Statute when the owner surrendered the K-9.

In the past the department has had a great working relationship with Animal Allies and the time to drop off an Animal is several minutes shorter as the Officer takes the interstate to Cloquet, MN. The new facility is located on 10th Street by Avenue B – next to the Sappi, the paper mill.

It is the Chief of Police recommendation that the City Council accepts the attached agreement.

Animal Control Services – Comparison of Friends of Animals Humane Society and Animal Allies Humane Society Inc.

Friends of Animals costs:

Stray Animal:

- a. \$20 per day - up to five days

Known Stray (We know the owner but the owner abandons the animal)

- a. \$20 per day up to 10 days as required by law

NOTE: City can attempt to recoup cost from owner

Plus possible criminal charges – Animal Abandonment

Each Stray category will also have a \$50 impound fee charge.

NOTE: If a feline is pickup with several kittens it still charged as one pick-up/Impound fee.

- Friends of Animals will also have a staff person on call if an officer is unable to respond or needs assistance – If their Animal Control Officer is dispatched the cost is \$75.00
- Friends of Animals will accept any surrendered animal from Proctor residents at NO cost to the city.
- Provide euthanasia and disposal services – consistent with MN Stat. 35.71 Subd. 3
- Friends of Animals will issue license to any animal being adopted or pick-up by the owner of residents living in Proctor.

Animal Allies costs:

Per animals charges according to the following pay structure:

- a. \$20.00 per day canine boarding fee —up to five day hold (\$100.00 total)
- b. \$15.00 per day feline boarding fee —up to five day hold (\$75.00 total)
- c. \$25.00 pick up fee per animal if requested by City official
- d. \$50.00 per animal for sterilization, as needed for adoption preparation

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

1. For medical treatments required from outside veterinary clinics, (for example, x-rays for a broken leg) required by AAHS medical staff and, if circumstances permit, approved by the City, the city will pay the actual costs invoiced directly from the veterinary clinic.



Friends of Animals Humane Society Contract for Service

This contract made and entered into by and between the Friends of Animals Humane Society, owner of the Friends of Animals Animal Shelter, 1418 Highway 33 South, Cloquet, Minnesota 55720, (hereinafter referred to as "Friends of Animals") and the City of Proctor, (hereinafter referred to as the "City"):

WHEREAS, the City is in need of shelter and care for animals found within the city limits as stray/free-roaming animals; and,

WHEREAS, Friends of Animals has a facility and is qualified and licensed to provide such care, services, and shelter; and,

WHEREAS, the City wishes to purchase those services from Friends of Animals, acting as an independent contractor, in accordance with the terms of this contract;

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

I. Term

The term of this contract shall be continuous, unless terminated by either party consistent with the termination provisions contained herein, and may be reviewed by both parties on an annual basis in order for this animal control service and program to best serve both the City and Friends of Animals.

II. Basic Services

It is mutually understood by the parties that Friends of Animals agrees to provide the services defined in this contract as an independent contractor. As such, it is the express understanding that neither Friends of Animals nor anyone retained by them to perform the services undertaken in this agreement shall be considered an agent, servant, representative, or employee of the City. In furtherance of that understanding, Friends of Animals will retain control of the means and methods necessary to perform the services contracted, and will provide the following services pursuant to this contract:

1. Shelter and care for stray/free-roaming animals that are brought to the shelter by authorized City officials. Barn and/or feral felines shall not be considered for intake into the shelter;
2. Pick up and transport animals from the City to the shelter upon request by authorized City officials;
3. Boarding up to five (5) regular business days in holding facility (if unclaimed);
4. Provide euthanasia and disposal services, if required, after the period of owner redemption has expired consistent with MN Stat. 35.71 Subd. 3;
5. Issue license and collect license fees from owners who retrieve animals not previously licensed;
6. Issue license to any animal being adopted by a person living in the City;
7. All animals seized by the City or delivered to Friends of Animals as stray animals will be held for redemption by the owner for at least five (5) regular business days MN Stat. 35.71 Subd. 3 and up to ten (10) days in holding facility if animal is a "known stray", i.e. has strayed before according to shelter records. In addition, Friends of Animals must maintain the following records regarding animals so-held in custody, and preserve them for a minimum of six (6) months:
 - a. The description of the animal by species, breed, sex, approximate age, and other distinguishing traits;
 - b. The location where the animal was seized or found;
 - c. The date of seizure or finding of stray animal;
 - d. The name and address of the person from whom any animal three (3) months of age or over was received; and
 - e. The name and address of the person to whom any animal three (3) months of age or over was transferred.

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

III. Responsibilities of the City

1. City designated personnel shall have access to bring animal(s) to the shelter at any time. The appointed personnel will be trained on procedures by a Friends of Animals representative.
2. The City may call Friends of Animals for pick-up of animal(s) during normal business hours, 12:00 p.m. to 4:00 p.m., Monday through Saturday, or after business hours by calling the Animal Control line 218-428-0379.

3. The City shall authorize treatment for injured animals at a local veterinarian that are in a life-threatening condition and will defer judgment to Friends of Animals to determine when there is a need for such services. Friends of Animals will pick up the animal as soon as possible after being notified of its medical release. If these veterinarian services are performed within the five (5) contracted boarding days, the City is responsible for the actual costs invoiced from the veterinarian.
4. The City may provide license and license tags for the shelter to issue.
5. The City shall be responsible for posting notice in accordance with the City ordinances regarding animals delivered to the shelter.

IV. Compensation

The City shall pay Friends of Animals the following fees:

1. **Dispatch of Animal Control – a fee of \$75** will be billed to the city per pick up, in addition to the annual contract amount, for transports to the shelter by a Friends of Animals representative.
 - A. Fees shall be on a per transport basis (ie: multiple animals in one pickup or a litter shall be considered a single transport, and will be billed one pickup fee).
 - B. A dispatch will occur if the police department requests one, or if a citizen within the city limits requests an animal control visit to pick up a stray or for investigation.
 - C. Our animal control dispatch is available to the leadership and citizens of Proctor 24 hours a day, seven days a week, 365 days a year.
2. **Animal Impound & Boarding – a total boarding fee of \$150 - \$250** will be billed to the city per animal that is from that city that is not claimed. These fees will apply for a police department drop off; an animal control dispatch, or if a citizen within the city limits brings in a stray.
 - A. A boarding fee of \$20 per day for a maximum of 5 days for a stray
 - B. A boarding fee of \$20 per day for a maximum of 10 days for a "known" stray, a repeat offender
 - C. An impound fee of \$50 will be assessed per animal.
 - D. If the animal is claimed during a stray home, all charges will be passed on to the owner.

A contract fee of \$4500 shall be assessed for the above animal impound and boarding service for a total of 30 animals per annum at a rate of \$150 per animal.

- ☐ Billed Annually - \$4500
- ☐ Billed Semi-annually - \$2250
- ☐ Billed quarterly - \$1125

This rate is based on twenty-one (21) animals in 2016 picked up by the police department and an estimate based on community size of nine (9) animals to be brought in by citizens of Proctor.

3. **For medical treatments** approved by the City, the City will pay the actual costs invoiced from the veterinarian. These treatments would typically be related to an emergency situation. Here are a few examples of situations (this list is not inclusive):
 - i) An animal has been hit by a car and has a good chance of survival with prompt medical attention
 - ii) an animal has been caught in a trap
 - iii) an animal that has been in contact with a porcupine and needs quills pulled
 - iv) an animal is believed to be suffering from hypothermia
 - v) an animal was severely injured by another dog or person
4. **License Revenue*** – We will sell your licenses for your cost plus a \$2 handling fee. We will mail any license fees to you one time a month.
*You may also choose to donate the license fee to continue to support shelter operations.

V. Compliance with Laws

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

VI. Insurance

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

Comprehensive General Liability

VII. Early Termination of Contract

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

Friends of Animals
1418 Highway 33 South
Cloquet, MN 55720

City of Proctor
100 Pionk Drive
Proctor, MN 55810

VIII. Modifications

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

IX. Entire Agreement

It is understood and agreed by the parties that the entire contract is contained herein, and that this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between Friends of Animals and the City.

Friends of Animals

City of Proctor

By: _____
(FOA Representative)

By: _____
(City of Proctor Representative)

Title: _____

Title: _____

Date: _____

Date: _____

Contact information of City Official(s) for authorization of stray animal intake into the shelter.

Name(s): _____

Telephone #(s): _____

6C,

2017 - FIRE DEPARTMENT OFFICERS

Fire Chief/President:	Jamie Pogatchnik
Deputy Chief:	Kerry Helquist
Asst. Chief:	Jay Boysen
Asst. Chief:	Kevin Field
Asst. Chief:	Troy DeWall

Fire Relief

President:	Andy Paszak
Vice President:	Tony Boespflug
Secretary:	Craig Talbot
Treasurer:	Jesse Annala
Trust:	Luke Fontaine
	Brad Johnson
	BenLaLone

61.

Proctor Comprehensive Plan 2016 Beautification & Trees Committee

Objective/Strategy with Action Step	Lead Committee	Timeline
Objective ED 4: Evaluate and/or implement a downtown revitalization plan, which can include: urban design elements, storefront changes, public art, wayfinding signage, zoning revisions, ongoing programming, partnerships funding, and other related components.	PEDA / Chamber of Commerce / Planning & Zoning / Beautification & Trees Committee	Short-mid term
<ul style="list-style-type: none"> ED 4.1: Work with downtown business district representatives to secure funds to enlist the assistance of an engineering and/or landscape architect firm in developing urban design components to incorporate throughout Proctor's business district, creating a unique sense of place that exhibits the downtown area as a 'destination'. 	PEDA / Chamber of Commerce / Planning & Zoning / Beautification & Trees Committee	Short-mid term
<ul style="list-style-type: none"> ED 4.3: Develop a management structure to manage and promote revitalization and programming in the Business District. Public, private, public-private partnerships should be considered. 	PEDA / Chamber of Commerce / Planning & Zoning / Beautification & Trees Committee	Short-mid term
Objective RC 6: Fund and support efforts by the Beautification and Trees Committee to outline designs and projects to enhance the aesthetics of the community through plantings and other improvements.	City Council / Beautification & Trees Committee	Short term / on going
<ul style="list-style-type: none"> Potential tasks include: Discussing partnerships with industry in the community, opportunities for improvements (areas, themes, etc.), fundraising and grant funding, etc. 		
Objective TNR 4: Improve and maintain City 'gateways', or areas commonly used for entrance to the City (i.e. Highway 2, Interstate Highway 35, Lavaque Road, etc.), to create a sense of arrival to residents and visitors alike. Improvements can include signage, art, natural environment enhancement, or others to improve aesthetics and sense of place.	Parks & Recreation / Tourism Committee / Beautification & Trees Committee	Short-mid term
<ul style="list-style-type: none"> Action Step 4.1: If possible, utilize local volunteers to make enhancements while minimizing cost. 		On going
Objective I 1: Develop an implementation checklist that lists each strategy action item in the plan and organizes them in a spreadsheet with some general implementation steps, responsible entities, and a timeframe.		Short term
<ul style="list-style-type: none"> I 1.1: Annually review the implementation checklist at a public meeting to determine each step's implementation status and to re-determine each step's current priority level. Utilize this meeting as a public hearing/engagement session to continue incorporating public priorities into investment decisions. 		Annual
<ul style="list-style-type: none"> I 1.2: Change, update, or end actions that need alterations or have been completed and add new actions as project priorities emerge. 		On going

6E.

Ordinance No. 01-17

An Ordinance granting Minnesota Energy Resources, a subsidiary of WEC Energy Group, a Wisconsin corporation, its successors and assigns, a natural gas franchise and the authority to construct, operate, maintain, and extend a natural gas distribution plant and system, and granting the right to use the streets, alleys, and other public places within the present or future corporate limits of the City, of Proctor, Minnesota

Be it ordained by the City Council of the City of Proctor, Minnesota, as follows:

FRANCHISE GRANTED

The City of Proctor, Minnesota, (hereinafter referred to as "Grantor") hereby grants a non-exclusive franchise to Minnesota Energy Resources, a subsidiary of WEC Energy Group, a Wisconsin corporation, (hereinafter called "Grantee"), its lessees, successors and assigns. Grantee is hereby granted the right, privilege, franchise, permission and authority to lay, construct, install, maintain, operate and extend in, along, over or across the present and future streets, alleys, avenues, bridges, public rights-of-way and public places as are now within the present or future limits of said Grantor, a natural gas distribution system and all facilities necessary for the purpose of supplying natural gas or processed gas for all purposes to the inhabitants of said Grantor and consumers in the vicinity thereof, and for the distribution of natural gas from or through said Grantor to points beyond the limits thereof. Such facilities shall include, but not be limited to, all mains, services, pipes, conduits and appliances necessary or convenient for transmitting, transporting, distributing and supplying natural gas for all purposes for which it may be used, and to do all other things necessary and proper in providing natural gas service to the inhabitants of Grantor and in carrying on such business.

TERM

The rights and privileges granted by this Ordinance shall remain in effect for a period of Twenty-five (25) years from the effective date of this Ordinance.

GOVERNING RULES AND REGULATIONS

This Ordinance is granted subject to all conditions, limitations and immunities now provided for, or as hereafter amended, and applicable to the operations of a public utility, by State or Federal law. The rates to be charged by Grantee for service within the present or future corporate limits of Grantor and the rules and regulations regarding the character, quality and standards of service to be furnished by Grantee shall be under the jurisdiction and control of such regulatory body or

bodies as may, from time to time, be vested by law with authority and jurisdiction over the rates, regulations and quality and standards of service to be supplied by Grantee. Provided however, should any judicial, regulatory or legislative body, having proper jurisdiction, take any action that precludes Grantee from recovering from its customers any cost associated with services provided hereunder, then Grantee and Grantor shall renegotiate the terms of this Ordinance in accordance with the action taken, so as to allow Grantee to be made whole economically. In determining the rights and duties of the Grantee, the terms of this franchise Ordinance shall take precedence over any conflicting terms or requirements contained in any other Ordinance enacted by the Grantor.

If an energy supplier is unable to furnish an adequate supply of energy due to an emergency, an order or decision of a public regulatory body, or other acts beyond the control of the Grantee, then the Grantee shall have the right and authority to adopt reasonable rules and regulations limiting, curtailing or allocating extensions of service or supply of energy to any customers or prospective customers, and withholding the supply of energy to new customers, provided that such rules and regulations shall be uniform as applied to each class of customers or prospective customers, and shall be non-discriminatory as between communities receiving service from the Grantee.

CONSTRUCTION AND MAINTENANCE OF COMPANY FACILITIES

Any pavements, sidewalks or curbing taken up and any and all excavations made shall be done in such a manner as to cause only such inconvenience to the inhabitants of Grantor and to the general public as is reasonably necessary; and repairs and replacements shall be made promptly by Grantee, leaving such properties in as good as condition as existed immediately prior to excavation.

Grantee agrees that for the term of this grant, it will use its best efforts to maintain facilities and equipment sufficient to meet the current and future energy requirements of Grantor, its inhabitants and industries. While maintaining its facilities and equipment, Grantee shall obtain permits as required by ordinance, except that in emergency situations, Grantee shall take immediate unilateral actions as it determines are necessary to protect the public health, safety, and welfare; in which case, Grantee shall notify Grantor as soon as reasonably possible.

Grantor will give Grantee reasonable notice of plans for street improvements where paving or resurfacing of a permanent nature is involved that affect Grantee's facilities. The notice shall contain the nature and character of the improvements, the rights-of-way upon which the improvements are to be made, the extent of the improvements and the time when the Grantor will start the work, and, if more than one right-of-way is involved, the order in which this work is to proceed. The notice shall be given to the Grantee a sufficient length of time, considering seasonable working conditions, in advance of the actual commencement of the work to permit the Grantee to make any additions, alterations, or repairs to its facilities.

EXTENSION OF COMPANY FACILITIES

Upon receipt and acceptance of a valid application for service, Grantee shall, subject to its own economic feasibility criteria, make reasonable extensions of its distribution facilities to serve customers located within the current or future corporate limits of Grantor.

RELOCATION OF COMPANY FACILITIES

If Grantor elects to change the grade of or otherwise alter any street, alley, avenue, bridge, public right-of-way or public place for a public purpose, Grantee, upon reasonable notice from Grantor, shall remove and relocate its facilities or equipment situated in the public rights-of-way, if such removal is necessary to prevent interference and not merely for the convenience of the Grantor, at the cost and expense of Grantee. If Grantor orders or requests Grantee to relocate its facilities or equipment for the primary benefit of a commercial or private project, or as a result of the initial request of a commercial or private developer or other non-public entity, and such removal is necessary to prevent interference and not merely for the convenience of the Grantor or other right-of-way user, Grantee shall receive payment for the cost of such relocation as a precondition to relocating its facilities or equipment. Grantor shall consider reasonable alternatives in designing its public works projects so as not arbitrarily to cause Grantee unreasonable additional expense in exercising its authority under this section. Grantor shall also provide a reasonable alternative location for Grantee's facilities. Grantor shall give Grantee written notice of vacating of a public right-of-way. Vacating of a public right-of-way shall not deprive the Grantee of its right to operate and maintain existing facilities, until the reasonable cost of relocating the same are first paid to the Grantee.

Any person or corporation desiring to move a building or other structure along, or to make any unusual use of any street, alley, avenue, bridge, public right-of-way or public place which shall interfere with the facilities or equipment of the Grantee, shall first give notice to the Grantor and the Grantee and pay a sum sufficient to cover the expense and damage incident to the moving of Grantee's facilities and equipment.

FRANCHISE FEE

During the term of the Ordinance/Franchise hereby granted, the Grantor has the right to impose a franchisee fee by a separate ordinance adopted by the City Council, which ordinance may not be adopted until at least ninety (90) days after Notice enclosing such a proposed ordinance has been served upon the Grantee by certified mail. Grantee shall notify the Minnesota Public Utility Commission. Grantee shall not begin collecting the franchise fee until the first full billing cycle after at least sixty (60) days after said notice has been provided to the Minnesota Public Utility Commission.

CONFIDENTIAL INFORMATION

Grantor acknowledges that certain information it might request pursuant to this franchise may be of a proprietary and confidential nature. If Grantee requests that any information provided by Grantee to Grantor be kept confidential due to such proprietary or commercial value, Grantor and its employees, agents, and representatives shall maintain the confidentiality of that information, to the extent allowed by law. If Grantor is requested or required by legal or administrative process to disclose any such confidential information, Grantor shall promptly notify Grantee of such request or requirement so that Grantee may seek an appropriate protective order or other relief. Grantor shall use all reasonable efforts to ensure that the confidentiality of Grantee's confidential information is maintained.

FORCE MAJEURE

It shall not be a breach or default under this franchise if either party fails to perform its obligations hereunder due to Force Majeure. Force Majeure shall include, but not be limited to, the following: 1) physical events such as acts of God, landslides, lightning, earthquakes, fires, freezing, storms, floods, washouts, explosions, breakage or accident or necessity of repairs to machinery, equipment or distribution or transmission lines; 2) acts of others such as strikes, work-force stoppages, riots, sabotage, insurrections or wars; 3) governmental actions such as necessity for compliance with any court order, law, statute, ordinance, executive order, or regulation promulgated by a governmental authority having jurisdiction; and any other causes, whether of the kind herein enumerated or otherwise not reasonably within the control of the affected party to prevent or overcome. Each party shall make reasonable efforts to avoid Force Majeure and to resolve such event as promptly as reasonably possible once it occurs in order to resume performance; provided, however, that this provision shall not obligate a party to settle any labor strike.

HOLD HARMLESS

Grantee, during the term of this Ordinance, agrees to save harmless Grantor from and against all claims, demands, losses and expenses arising directly out of the negligence of Grantee, its employees or agents, in the constructing, operating, and maintaining of distribution and transmission facilities or appliances of Grantee; provided, however, that Grantee need not save harmless Grantor from claims, demands, losses and expenses arising out of the negligence of Grantor, its employees or agents.

SEVERABILITY

If any clause, sentence or section of this Ordinance is deemed invalid by any judicial, regulatory or legislative body having proper jurisdiction, the remaining provisions shall not be affected.

NON WAIVER

Any waiver of any obligation or default under this franchise shall not be construed as a waiver of any future defaults, whether of like or different character.

REPEAL CONFLICTING ORDINANCES

This ordinance, when accepted by Grantee as provided below, shall constitute the entire agreement between the Grantor and the Grantee relating to this franchise and the same shall supersede all prior ordinances pertaining to this franchise agreement, and any terms and conditions of such prior ordinances or parts of ordinances in conflict herewith are hereby repealed. Ordinance No. _____ of the City of Proctor Minnesota, is hereby repealed as of the effective date hereof.

EFFECT AND INTERPRETATION OF ORDINANCE

The captions which precede each section of this ordinance are for convenience in reference only and shall not be taken into consideration in the interpretation of any of the provisions of this ordinance.

EFFECTIVE DATE AND ACCEPTANCE

This Ordinance shall become effective and be a binding contract between the Grantor and Grantee, upon its final passage and approval by Grantor, in accordance with applicable laws and regulations, and upon acceptance by Grantee by written instrument within sixty (60) days of passage by the governing body, and filed with the City Clerk of the City of Proctor, Minnesota. The City Clerk shall sign and affix the community seal to acknowledge receipt of such acceptance, and return one copy to Grantee. If Grantee does not, within sixty (60) days following passage of this Ordinance express in writing its objections to any terms or provisions contained therein, or reject this ordinance in its entirety, Grantee shall be deemed to have accepted this ordinance and all of its terms and conditions.

First Reading passed and approved by the City Council of the City of Proctor, Minnesota, on this _____ day of _____.

Second Reading: passed and approved by the City Council of the City of Proctor, Minnesota, on this _____ day of _____.

Mayor

ATTEST:

City Clerk/Administrator

WJ.

Tract 49	City Of Proctor	See Comments	\$24,000.00	± 1.58 acres	C22110131
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Location: west of N. 3rd Ave. between undeveloped 14th and 15th Sts.

Legal: LOTS 1 THRU 22, BLOCK 4, QUINNS ADDITION TO PROCTOR

Land	\$24,000.00
Timber	\$0.00
Improvements	\$0.00
Certified Assessments	\$0.00
Total	\$24,000.00



A vacant, wooded property west of undeveloped 4th Ave., and between undeveloped 14th and 15th Sts. in the city of Proctor. There are no improved streets or utilities to this property. This tract is approximately 1.58 acres, zoned R1B (Residential). Contact the City of Proctor for permitted uses and zoning questions. Check with the City of Proctor for information about extension of utilities, and for any pending or future assessments that may be reinstated. Recording fee \$48.00. T#291412
PIDs: 185-0220-00870 thru -01080

ST. LOUIS COUNTY MAKES NO REPRESENTATIONS, WARRANTIES, NOR GUARANTEES WITH RESPECT TO ACCESS TO TAX FORFEITED LANDS SOLD. SUBJECT TO ALL EXISTING EASEMENTS OF RECORD AND RIGHTS OF WAY.

Tract 50	City Of Proctor	See Comments	\$25,750.00	± 1.70 acres	C22110132
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Location: west of non-developed 4th Ave. between undeveloped 12th and 13th Sts.

Legal: LOTS 1 THRU 24, BLOCK 10, QUINNS ADDITION TO PROCTOR

Land	\$25,750.00
Timber	\$0.00
Improvements	\$0.00
Certified Assessments	\$0.00
Total	\$25,750.00



A nicely wooded, vacant property, approximately 1.7 acres, located west of undeveloped 4th Ave. between undeveloped 12th and 13th Sts. in the city of Proctor. This +/- 125' x 600' tract is zoned R1B/R2 (Residential). Contact the City of Proctor for permitted uses and zoning questions. There are no utilities to this property. Check with the City of Proctor for information about extension of utilities, and for any pending or future assessments that may be reinstated. Recording fee \$66.00.
T#328574, T#222771

PIDs: 185-0220-02610 thru -02840

ST. LOUIS COUNTY MAKES NO REPRESENTATIONS, WARRANTIES, NOR GUARANTEES WITH RESPECT TO ACCESS TO TAX FORFEITED LANDS SOLD. SUBJECT TO ALL EXISTING EASEMENTS OF RECORD AND RIGHTS OF WAY.

Tract 51	Albion Township	205-0010-06210	\$24,960.00	± 40.00 acres	C22150114
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Location: approximately 0.5 of a mile west of the Albion Junction Rd.

Legal: NW 1/4 OF SW 1/4, Sec 35 Twp 52N Rge 18W, TOWN OF ALBORN

Land	\$16,960.00
Timber	\$8,100.00
Improvements	\$0.00
Certified Assessments	\$0.00
Total	\$24,960.00



This approximately 40 acre parcel is located southwest of the town of Albion, about 0.5 of a mile west of the Albion Junction Rd. There is no known legal access. Most of the property is south of an unnamed creek that flows east into the Atchafalaya River. An overhead powerline bisects the property. The high ground is wooded with aspen, red maple and balsam. It is surrounded by private property. Zoning is FAM-3 (Forest Agricultural Management). The parcel contains wetlands and may impact development and/or access plans. Contact the Planning and Community Development Department for permitted uses and zoning questions. Check with the Town of Albion for any pending or future assessments that may be reinstated. Recording fee \$46.00. T#203834 Please respect private property by asking permission to cross for viewing this parcel.

ST. LOUIS COUNTY MAKES NO REPRESENTATIONS, WARRANTIES, NOR GUARANTEES WITH RESPECT TO ACCESS TO TAX FORFEITED LANDS SOLD. SUBJECT TO ALL EXISTING EASEMENTS OF RECORD AND RIGHTS OF WAY.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

RESOLUTION 01-17 REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND CONSERVATION ACT

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

WHEREAS, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

WHEREAS, Minnesota Rules chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

WHEREAS, Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

WHEREAS, both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution; and

WHEREAS, The City of Proctor delegates the implementation of Minnesota Rules chapter 8420 to the City Administrator, or their designee.

THEREFORE, BE IT RESOLVED that the City of Proctor hereby accepts the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of the City of Proctor as of 17 January, 2017 in accordance with Minnesota Rules, Chapter 8420.

Adopted this 17th day of January, 2017.

By: _____
Mayor: Philip Larson

Motion by Councilman _____, seconded by Councilman _____, adopted by a vote of _____ at the regular meeting of the City Council of Proctor on 17th of January, 2017.

Attest: _____
City Clerk/Administrator: Mark Casey

661

City of Proctor Special Event Application

Event Title: WINTER FROLIC

Purpose of Event: Chamber Event for Families

Description of Event: An afternoon of sledding, dog sled team rides, bonfire, food, games

Event Category:
☐ Athletic/Recreation ☐ Festival ☐ Parade/March ☐ Block Party
☐ Concert/Performance ☒ Carnival ☐ Grand Opening ☐ Fundraiser
☐ Street Dance (See City Ordinance 812.04) Other: Chamber Event

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	Feb. 3	Friday	2:00 pm	4:30 pm	0 Decorating
Event Day 1	Feb. 4	Saturday	12:00	4:00 pm	200
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: Proctor City Property: Golf Course parking lot, Golf Course, Sliding Hill, Pace Parking lots, Inside PACE

Property Owner's Permission

I, the undersigned as owner of the property where the event will be located, do hereby grant permission for use of my property for the event described above.

Signature of Property Owner
Or City Administrator (City of Proctor)

Date

Phone Number

Organization Name: Proctor Area Chamber of Commerce

Organization Address: _____

Organization is: ☒ For Profit ☐ Non Profit
(If Non-Profit, please include a copy of the IRS 5010 tax exemption letter.)

Person Responsible for Coordination of Event

Name: Kyle Borg, President
Email address: kyle.88@hotmail.com
Home number: 218 - 348 - 3591
Cell number: _____
FAX number: _____
Address: _____

Secondary Contact

Name: Terry Carroll
Email address: t.carroll-son@gmail.com
Home number: _____
Cell number: 218 - 343 - 8879
FAX number: _____
Address: _____

General Event Information

☒ YES ☐ NO Is this an annual event? If yes, how many years has it been held? 12 years

☒ YES ☐ NO Is this event produced in other cities? If yes, please provide reference information. _____

☐ YES ☒ NO Is your event part of a larger campaign (i.e. volleyball tour, charity event, holiday) If yes, please explain. _____

☒ YES

☐ NO

Will you require the use of a city park or city property/public right-of-way?

If yes, please name the property to be used. PACC City hall building grounds, City parking lots, Golf course, stage & grounds, Sledding hill

NOTE: If event is to be held on city property you must complete an Event Sponsor Release and Indemnification Agreement and include it with the application. You must also provide an original insurance certificate naming the City of Proctor as an additional insured for the details of the event showing Products Liability in the amount of \$2,000,000 as per MN Statute 45B.04.

☐ YES

☒ NO

Are you requesting any roads to be closed? If yes, list roads to be closed and provide site map. _____

NOTE: See City Ordinance CHAPTER 510A, Subd. 11-SPECIAL EVENTS- Use of roadways; traffic regulations. Important: Some roads within Proctor City limits are the responsibility of the State and/or County, and the Dakota Transit Authority (DTA) provides service. It is the responsibility of the event sponsor to contact all entities that provide services or are responsible for the road, to obtain authorization to close those roads.

☒ YES

☐ NO

Will your event require electricity? If yes, please describe. inside PACC

☐ YES

☒ NO

Will your event require outdoor lighting or electricity provided by the City of Proctor? If yes, please describe and sign statement below. _____

As sponsors of the event listed in this application, we have requested the use of outdoor lighting/electricity to be provided by the City of Proctor. We agree to pay the city's cost in providing this service as per City Ordinance, Chapter 510A, subd. 4.

Signed: _____

Date: _____

☐ YES

☐ NO

Are you erecting any tents? If yes, please complete the table below.

Tent Size	# of Tents	Tent Location

☐ YES

☒ NO

Will your event include amusement rides, inflatable structures and/or children's games? If yes, please describe. _____

NOTE: All amusement rides must be approved by the City of Proctor.

YES ☒ NO Will your event include the use of fireworks or other pyrotechnics? If yes, please describe. _____

NOTE: A permit approved by the City of Proctor Fire/Rescue Department is required

YES ☒ NO Are you charging a fee for this event? If yes, how will these revenues be used? _____

If the proceeds of the event are intended for an organization other than the applicant, please provide the following information:

Benefiting Organization: _____

Contact Person/Phone Number: _____

Marketing

YES ☒ NO Is your event listed on the web? If yes, please provide the URL address.
visitproctorma.com

Please check all sources used to market event:

___ Outdoor Banners ___ Radio Ads ___ Mailings ☒ Newspaper Ads
___ Outdoor Signs ___ TV Ads ___ Flyers Other: press release

Promotional Banners / Signs-including electronic lighted display signs:

Location	Size	Description

Directional Signs:

Location	Size	Description

NOTE: It is the responsibility of the event sponsor to follow all laws, ordinances and requirements in the use of electronic display signs.

Entertainment

YES ☒ NO Will your event have musical entertainment? If yes, please describe type of music for your event. _____

YES ☒ NO Will your event use amplified sound equipment? If yes, please describe. _____

YES ☒ NO Will your event have other entertainment? If yes, please describe the type of entertainment. _____

YES

☒ NO

Will your event require the use/construction of a stage? If yes, please describe. _____

NOTE: Under City Ordinance 618.01, Subd. 2 Hours: No public dance, music festival, or music celebration as described above at subd. 1 shall be permitted to begin before noon, and any music or entertainment provided in connection with such events shall terminate at 12 a.m.

Security/Safety

Your event will be reviewed by the Proctor Public Safety Committee to determine if and what type of public safety assistance will be required.

YES

☒ NO

Will you be using a licensed professional security company to provide security services for your event? If yes, please describe the type of services they will perform. _____

Company Name: _____

Contact Person: _____

Phone Number/E-Mail: _____

YES

☒ NO

Will your event involve the use of traffic safety equipment? If yes, please describe. _____

NOTE: The permittee shall provide officers as required by City of Proctor City Ordinances and Code. The officers hired by the permittee shall be retained by the permittee under the following priority: (1) On-duty Proctor officers; (2) Officers from a jurisdiction showing mutual aid agreements with the City of Proctor; or (3) As approved by the Proctor Chief of Police. Provided, all officers hired under priority 3 shall be licensed, full-time peace officers from a jurisdiction within the State of Minnesota. Any and all selling or dispensing of alcoholic beverages at any event regulated hereunder shall conform to State and City liquor laws and ordinances, to be enforced by the applicable policing unit.

Site Plan

See attached.

You are required to provide a diagram of your event site plan and/or route and include the following items.

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and surrounding area.
- Location of fencing, barriers and/or barricades.
- Location of stages, tents, generators, portable toilets/restrooms, vendor booths and other temporary structures.
- A detailed or close-up of the food booth and cooking area including identification of all vendors cooking with flammable gas or barbecue grills.

- Location of parking arrangements for attendees, participants and vendors.
- The provision of twenty foot (20') emergency access lanes throughout the event venue
- Identification of event components/accommodations that have been made for persons with disabilities.

Vendors

YES ☒ NO Will items or services other than food/beverage be sold at your event?
If yes, you will be required to provide a listing of vendors and items/services that will be sold.

NOTE: All vendors are required to have a current State of Minnesota Operator Certificate of Compliance from the Department of Revenue (form 8719) and an original insurance certificate naming the City of Proctor as an additional insured for the date(s) of the event showing Products Liability in the amount of \$2,000,000.

Food/Beverage

YES ☒ NO Will your event serve food?

If yes, where will the food be prepared? X On Site X Off Site - Donuts Cooked at Church

Will it be sold or provided free to attendees? Free

NOTE: If food is served, the food server may be required to have a Temporary Event Vendor License from the State of Minnesota Health Department. It is the responsibility of the food server to obtain this license.

YES ☒ NO Do you intend to cook food in the event area? If yes, please specify method:

Gas Electric Charcoal Other: Warm up Only

YES ☒ NO Will your event serve beer and/or wine?

Will it be sold or provided free to attendees? _____

NOTE: Alcoholic beverages are not permitted in any City Right-of-Way, City Park or facility except where specifically allowed by the City Council. To serve alcoholic beverages at an event, a permit or special use license must be obtained from The City of Proctor Liquor Control Committee. In addition, a Certificate of Liquor Liability Insurance in the amount of \$500,000.00 naming the City of Proctor as an additional insured must be secured. This liquor liability insurance is required in addition to \$2,000,000 Products Liability Insurance required of all event sponsors. The certificate of insurance must include liability coverage for the sale and/or consumption of alcohol during the event.

PROCTOR CHAMBER WINTER FROLIC

Saturday, February 4, 2017

12:00—4:00 p.m.

Sledding

Bonfire & Marshmallow Roast

Brats and Hot Chocolate

Famous St. Rose Men's Club Donuts

Kids Games

Dog Sled Rides by Billie Diver

Beargrease Team



PACC Open All Afternoon

★ Bonfire & Marshmallow Roast

🟡 Dog Sled pick-up and route



Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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GM.
COUNCILORS
Jake P. Benson
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Gary Nowak
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RESOLUTION 02-17 DECLARING SURPLUS EQUIPMENT

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

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

- 30 phones and relative hand sets and ancillary equipment associated with the phones.

WHEREAS, the Independent School District 704 is in need of these phones for training and vocational purposes; and,

NOW, THEREFORE BE IT RESOLVED The City Council of the City of Proctor through the signature of its Mayor and Administrator authorizes to declare this equipment surplus and available for donation to ISD 704.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution 02-17 was declared duly passed and adopted this 17th day of January, 2017.

Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator



6N.

PROCLAMATION REQUEST MEMORANDUM

TO: The Honorable David Brenna
Mayor, City of Proctor

FROM: Andrew R. Campanella
President, National School Choice Week

SUBJECT: City of Proctor School Choice Week (Jan. 22 – 28)

DATE: November 28, 2016

I am writing to respectfully request that you issue an official proclamation commemorating January 22 - 28, 2017 as City of Proctor School Choice Week.

I have attached draft proclamation text for your convenience. The proclamation, along with National School Choice Week, provides you with an opportunity to recognize the excellent education options available to families in City of Proctor as a part of a nationwide celebration.

Held every January, National School Choice Week shines a spotlight on effective education options for children – including traditional public schools, public charter schools, public magnet schools, private schools, online learning, and homeschooling.

National School Choice Week 2017 will feature nearly 20,000 independently-planned events across all 50 states, which will make it the largest celebration of educational opportunity in American history. Schools and community organizations in almost every city and county across America are participating.

As a nonpolitical, nonpartisan public awareness campaign, National School Choice Week does not advocate for legislation. We have enjoyed wide support from elected officials of both parties. During our celebration in 2016, more than 250 mayors and county executives, along with 33 governors, issued proclamations recognizing the Week. The US Senate also unanimously passed a bipartisan resolution recognizing NSCW.

I hope you will join us in celebrating National School Choice Week by issuing an official proclamation. If you have any questions, please contact National School Choice Week's outreach manager, Noelle DeLaney, at noelle@schoolchoiceweek.com, or by telephone at 202-480-2927 ext. 820. Thank you in advance for your consideration.



SUGGESTED PROCLAMATION LANGUAGE

A Proclamation Commemorating City of Proctor School Choice Week

WHEREAS all children in City of Proctor should have access to the highest-quality education possible; and,

WHEREAS City of Proctor recognizes the important role that an effective education plays in preparing all students in City of Proctor to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of City of Proctor; and,

WHEREAS City of Proctor is home to a multitude of excellent education options from which parents can choose for their children; and,

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS our area has many high-quality teaching professionals who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, David Brenna do hereby recognize January 22-28, 2017 as City of Proctor **SCHOOL CHOICE WEEK**, and I call this observance to the attention of all of our citizens.

INSTRUCTIONS:

- To download a copy of this language in Word format, visit www.schoolchoiceweek.com/proclamations.
- If you issue a proclamation, please send a .pdf copy of the proclamation to Noelle DeLaney at Noelle@schoolchoiceweek.com, so that we may recognize you for participating.
- If you choose to send a hard copy of an issued proclamation, please send it to: Noelle DeLaney, National School Choice Week, 28 Paul Drive, San Rafael, California 94903.

CITY OF PROCTOR
***Check Summary Register©**

01/12/17 1:38 PM
Page 1

January 2017

Name	Check Date	Check Amt	
10100 First National Gen			
Paid Chk# 035824	Voided	1/12/2017	\$0.00 Check AddUnused
Paid Chk# 035825	AMERIPRIDE SERVICES	1/18/2017	\$103.63 COVERALLS
Paid Chk# 035826	ANIMAL ALLIES HUMANE SOCIE	1/18/2017	\$940.00 ANIMAL SHELTER
Paid Chk# 035827	ISLAND INVESTMENTS, INC	1/18/2017	\$3,726.60 2016 SNOCROSS SPONSORSHIP
Paid Chk# 035828	DEPT EMPLOY AND ECONOM D	1/18/2017	\$2,605.32 QUARTER 4 UNEMPLOYMENT
Paid Chk# 035829	DULUTH SPIRIT MT INN	1/18/2017	\$3,866.60 2016 SNOCROSS SPONSORSHIP
Paid Chk# 035830	ELITE TINTING & GRAPHICS	1/18/2017	\$506.00 SIDE STRIPE, BUG DEFLECTOR
Paid Chk# 035831	801 HOSTING AND DESIGN, LLC	1/18/2017	\$100.43 BASE RATE
Paid Chk# 035832	HARTEL'S/DBJ DISPOSAL COMP	1/18/2017	\$581.36 TRASH REMOVAL
Paid Chk# 035833	LBC	1/18/2017	\$2,207.00 DAMAGE REPAIR
Paid Chk# 035834	MOTOROLA	1/18/2017	\$4,762.02 RADIOS
Paid Chk# 035835	NORTHERN BUSINESS PRODUC	1/18/2017	\$392.80 TONER
Paid Chk# 035836	PETERSON, LOREN W	1/18/2017	\$1,072.21 ACCOUNTING SERVICES
Paid Chk# 035837	PROCTOR MILK HOUSE	1/18/2017	\$129.94 FUELS
Paid Chk# 035838	SAM'S CLUB	1/18/2017	\$149.97 SUPPLIES
Paid Chk# 035839	SOUTH ST LOUIS SOIL AND WA	1/18/2017	\$1,500.00 2016 WETLAND CONSERVATIONS ACT
Paid Chk# 035840	TROY'S AMOCO	1/18/2017	\$544.98 POLICE REPAIRS
Paid Chk# 035841	VERIZON WIRELESS	1/18/2017	\$617.31 PHONE
Paid Chk# 035842	WILLIS SUPPLY COMPANY	1/18/2017	\$136.10 SUPPLIES
Paid Chk# 035843	ZIEGLER, INC	1/18/2017	\$742.08 CUTTING EDGES, NUTS, BOLTS FOR
Paid Chk# 035844	AIRFIBER	1/18/2017	\$121.32 MONTHLY FEE
Paid Chk# 035845	AMERIPRIDE SERVICES	1/18/2017	\$44.88 COVERALLS
Paid Chk# 035846	BLUE CROSS BLUE SHIELD OF	1/18/2017	\$22,277.09 HEALTH INSURANCE
Paid Chk# 035847	HUFF, TOD	1/18/2017	\$826.00 COMPUTER LABOR
Paid Chk# 035848	MAILFINANCE	1/18/2017	\$177.97 QUARTER ONE SERVICE
Paid Chk# 035849	MINNESOTA ASSOC. OF CVB	1/18/2017	\$355.00 2017 MEMBERSHIP DUES
Paid Chk# 035850	PROCTOR PUBLIC UTILITIES	1/18/2017	\$3,363.27 UTILITIES
Paid Chk# 035851	QUILL CORPORATION	1/18/2017	\$27.99 SUPPLIES -POLICE
Paid Chk# 035852	RSPT C/O S ST LOUIS SWCD	1/18/2017	\$1,000.00 2017 MEMBESHIP
Total Checks			\$52,695.88

total 2016+2017

CITY OF PROCTOR
***Check Summary Register©**

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January 2017

2017

Name	Check Date	Check Amt
10100 First National Gen		
Paid Chk# 035844 AIRFIBER	1/18/2017	\$121.32 MONTHLY FEE
Paid Chk# 035845 AMERIPRIDE SERVICES	1/18/2017	\$44.88 COVERALLS
Paid Chk# 035846 BLUE CROSS BLUE SHIELD OF	1/18/2017	\$22,277.09 HEALTH INSURANCE
Paid Chk# 035847 HUFF, TOD	1/18/2017	\$825.00 COMPUTER LABOR
Paid Chk# 035848 MAILFINANCE	1/18/2017	\$177.97 QUARTER ONE SERVICE
Paid Chk# 035849 MINNESOTA ASSOC. OF CVB	1/18/2017	\$355.00 2017 MEMBERSHIP DUES
Paid Chk# 035850 PROCTOR PUBLIC UTILITIES	1/18/2017	\$3,363.27 UTILITIES
Paid Chk# 035851 QUILL CORPORATION	1/18/2017	\$27.99 SUPPLIES -POLICE
Paid Chk# 035852 RSPT C/O S ST LOUIS SWCD	1/18/2017	\$1,000.00 2017 MEMBESHIP
Total Checks		\$28,192.52

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December 2016 to January 2017

2014

Name	Check Date	Check Amt
10100 First National Gen		
Paid Chk# 035825 AMERIPRIDE SERVICES	1/18/2017	\$103.63 COVERALLS
Paid Chk# 035826 ANIMAL ALLIES HUMANE SOCIE	1/18/2017	\$940.00 ANIMAL SHELTER
Paid Chk# 035827 ISLAND INVESTMENTS, INC	1/18/2017	\$3,728.80 2016 SNOCROSS SPONSORSHIP
Paid Chk# 035828 DEPT EMPLOY AND ECONOM D	1/18/2017	\$2,805.32 QUARTER 4 UNEMPLOYMENT
Paid Chk# 035829 DULUTH SPIRIT MT INN	1/18/2017	\$3,686.60 2016 SNOCROSS SPONSORSHIP
Paid Chk# 035830 ELITE TINTING & GRAPHICS	1/18/2017	\$505.00 SIDE STRIPE, BUG DEFLECTOR
Paid Chk# 035831 801 HOSTING AND DESIGN, LLC	1/18/2017	\$100.43 BASE RATE
Paid Chk# 035832 HARTEL'S/DBJ DISPOSAL COMP	1/18/2017	\$581.35 TRASH REMOVAL
Paid Chk# 035833 LBC	1/18/2017	\$2,207.00 DAMAGE REPAIR
Paid Chk# 035834 MOTOROLA	1/18/2017	\$4,782.02 RADIOS
Paid Chk# 035835 NORTHERN BUSINESS PRODUC	1/18/2017	\$392.80 TONER
Paid Chk# 035836 PETERSON, LOREN W	1/18/2017	\$1,072.21 ACCOUNTING SERVICES
Paid Chk# 035837 PROCTOR MILK HOUSE	1/18/2017	\$129.94 FUELS
Paid Chk# 035838 SAM'S CLUB	1/18/2017	\$149.97 SUPPLIES
Paid Chk# 035839 SOUTH ST LOUIS SOIL AND WA	1/18/2017	\$1,500.00 2016 WETLAND CONSERVATIONS ACT
Paid Chk# 035840 TROY'S AMOCO	1/18/2017	\$544.98 POLICE REPAIRS
Paid Chk# 035841 VERIZON WIRELESS	1/18/2017	\$617.31 PHONE
Paid Chk# 035842 WILLIS SUPPLY COMPANY	1/18/2017	\$136.10 SUPPLIES
Paid Chk# 035843 ZIEGLER, INC	1/18/2017	\$742.08 CUTTING EDGES, NUTS, BOLTS FOR
Total Checks		\$24,503.34

CITY OF PROCTOR Payments

General
2017

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Batch Name	GD011817-2	User Dollar Amt	\$28,192.52			
	Payments	Computer Dollar Amt	\$28,192.52			
			\$0.00	In Balance		
Refer	164556 AIRFIBER					
AP Payment	E 100-140-41400-309 Computer Misc Exp	MONTHLY FEE				
Invoice 48541	1/3/2017					\$121.32
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$121.32
Refer	164557 AMERIPRIDE LINEN AND APPARE					
AP Payment	E 100-310-43100-217 Clothing	COVERALLS				
Invoice 3501012810	1/9/2017					\$44.88
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$44.88
Refer	164558 BLUE CROSS BLUE SHIELD OF M					
AP Payment	E 100-120-41320-131 Employer Paid Healt	HEALTH INSURANCE				
Invoice 01012017	1/1/2017					\$2,071.69
AP Payment	E 200-500-40000-131 Employer Paid Healt	HEALTH INSURANCE				
Invoice 01012017	1/1/2017					\$600.88
AP Payment	E 100-150-41530-131 Employer Paid Healt	HEALTH INSURANCE				
Invoice 01012017	1/1/2017					\$0.00
AP Payment	E 100-140-41400-131 Employer Paid Healt	HEALTH INSURANCE				
Invoice 01012017	1/1/2017					\$2,021.25
AP Payment	E 100-210-42100-131 Employer Paid Healt	HEALTH INSURANCE				
Invoice 01012017	1/1/2017					\$9,945.13
AP Payment	E 100-310-43100-131 Employer Paid Healt	HEALTH INSURANCE				
Invoice 01012017	1/1/2017					\$5,518.68
AP Payment	E 100-115-49250-131 Employer Paid Healt	HEALTH INSURANCE				
Invoice 01012017	1/1/2017					\$2,119.78
AP Payment	E 100-410-45010-131 Employer Paid Healt	HEALTH INSURANCE				
Invoice 01012017	1/1/2017					\$0.00
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$22,277.09
Refer	164560 HUFF TOD					
AP Payment	E 100-140-41400-309 Computer Misc Exp	COMPUTER LABOR				
Invoice 185	1/6/2017					\$825.00
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$825.00
Refer	164561 MAILFINANCE					
AP Payment	E 100-140-41400-322 Postage	QUARTER ONE SERVICE				
Invoice 6314337	1/1/2017					\$177.97
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$177.97
Refer	164562 MINNESOTA ASSOC. OF CVB					
AP Payment	E 100-115-49250-433 Dues & Subscription	2017 MEMBERSHIP DUES				
Invoice 275	1/1/2017					\$355.00
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$355.00
Refer	164563 PUBLIC UTILITIES COMMISSION					
AP Payment	E 100-220-42200-381 Electric Utilities	UTILITIES				
Invoice 01102017	1/10/2017					\$1,387.87
AP Payment	E 500-300-44000-381 Electric Utilities	UTILITIES				
Invoice 01102017	1/10/2017					\$12.16
AP Payment	E 100-310-43128-381 Electric Utilities	UTILITIES				
Invoice 01102017	1/10/2017					\$273.76

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Payments

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Current Period: January 2017

AP Payment	E 100-310-43126-382 Water	UTILITIES			
Invoice 01102017	1/10/2017				\$14.22
AP Payment	E 100-120-41840-381 Electric Utilities	UTILITIES			
Invoice 01102017	1/10/2017				\$1,239.07
AP Payment	E 100-120-41840-382 Water	UTILITIES			
Invoice 01102017	1/10/2017				\$20.33
AP Payment	E 500-300-44000-381 Electric Utilities	UTILITIES			
Invoice 01102017	1/10/2017				\$63.88
AP Payment	E 550-550-45125-381 Electric Utilities	UTILITIES			
Invoice 01102017	1/10/2017				\$343.87
AP Payment	E 550-550-45125-382 Water	UTILITIES			
Invoice 01102017	1/10/2017				\$8.11
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total \$3,363.27
Refer	164564	RSPT			
AP Payment	E 100-100-41110-433 Dues & Subscription	2017 MEMBESHIP			
Invoice 01012017	1/1/2017				\$1,000.00
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total \$1,000.00
Refer	164565	QUILL CORPORATION			
AP Payment	E 100-210-42100-201 Office Supplies & Ex	SUPPLIES -POLICE			
Invoice 3120385	1/4/2017				\$27.99
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total \$27.99

Fund Summary

	20200 Accounts Payable
100 General Fund	\$27,163.84
200 Cable Communications Fund	\$600.66
500 Sewer Fund	\$76.04
550 Golf Course Fund	\$351.98
	<u>\$28,192.52</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$28,192.52
Total	<u>\$28,192.52</u>

CITY OF PROCTOR
General Fund Bills List

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Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
AIRFIBER	General Fund	Administrative	Computer Misc Expense	\$121.32	MONTHLY FEE
Check Name AIRFIBER				\$121.32	
AMERIPRIDE SERVICES	General Fund	Street Department	Clothing	\$44.88	COVERALLS
Check Name AMERIPRIDE SERVICES				\$44.88	
BLUE CROSS BLUE SHIEL	General Fund	Municipal Operations	Employer Paid Health Insura	\$2,071.69	HEALTH INSURANCE
	General Fund	City Parks	Employer Paid Health Insura	\$0.00	HEALTH INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	\$2,119.78	HEALTH INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	\$5,518.58	HEALTH INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	\$9,945.13	HEALTH INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	\$2,021.25	HEALTH INSURANCE
	General Fund	Accounting	Employer Paid Health Insura	\$0.00	HEALTH INSURANCE
	Cable Commu	Administrative and Gen	Employer Paid Health Insura	\$600.66	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN				\$22,277.09	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	\$825.00	COMPUTER LABOR
Check Name HUFF, TOD				\$825.00	
MAILFINANCE	General Fund	Administrative	Postage	\$177.97	QUARTER ONE SERVICE
Check Name MAILFINANCE				\$177.97	
MINNESOTA ASSOC. OF C	General Fund	Tourism Expenditures	Dues & Subscriptions	\$355.00	2017 MEMBERSHIP DUES
Check Name MINNESOTA ASSOC. OF CVB				\$355.00	
PROCTOR PUBLIC UTILIT	Golf Course F	Admin & General Golf	Electric Utilities	\$343.87	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	\$63.88	UTILITIES
	General Fund	Government Building	Water	\$20.33	UTILITIES
	General Fund	Government Building	Electric Utilities	\$1,239.07	UTILITIES
	General Fund	Street Dept Shop Work	Water	\$14.22	UTILITIES
	General Fund	Street Dept Shop Work	Electric Utilities	\$273.76	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	\$12.16	UTILITIES
	General Fund	Operations (Fire)	Electric Utilities	\$1,387.87	UTILITIES
	Golf Course F	Admin & General Golf	Water	\$8.11	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES				\$3,363.27	
QUILL CORPORATION	General Fund	Operations (Police)	Office Supplies & Expense	\$27.99	SUPPLIES -POLICE
Check Name QUILL CORPORATION				\$27.99	
RSPT C/O S ST LOUIS SW	General Fund	Council	Dues & Subscriptions	\$1,000.00	2017 MEMBESHIP
Check Name RSPT C/O S ST LOUIS SWCD				\$1,000.00	
				\$28,192.52	

CITY OF PROCTOR

Payments

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General
2014

Current Period: December 2016

Batch Name	GD011817-1	User Dollar Amt	\$24,503.34		
	Payments	Computer Dollar Amt	\$24,503.34		
Refer	164537	AMERIPRIDE LINEN AND APPARE	\$0.00	In Balance	
AP Payment	E 100-310-43100-217	Clothing	COVERALLS		
Invoice	3501006744	12/28/2016			\$44.88
AP Payment	E 100-220-42200-319	Other Professional	MATS		
Invoice	3501006751	12/28/2016			\$58.75
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total \$103.63
Refer	164538	ANIMAL ALLIES HUMANE SOCIET			
AP Payment	E 100-210-42100-408	Boarding Fee	ANIMAL SHELTER		
Invoice	13106	12/1/2016			\$940.00
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total \$940.00
Refer	164539	BEST WESTERN PLUS			
AP Payment	E 100-116-49250-345	Advertising - Spons	2016 SNOCROSS SPONSORSHIP		
Invoice	12012016	12/1/2016			\$3,726.80
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total \$3,726.80
Refer	164540	DULUTH SPIRIT MT INN			
AP Payment	E 100-116-49250-345	Advertising - Spons	2016 SNOCROSS SPONSORSHIP		
Invoice	12012016	12/1/2016			\$3,666.80
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total \$3,666.80
Refer	164541	ELITE TINTING & GRAPHICS			
AP Payment	E 100-220-42200-221	Equipment Parts	SIDE STRIPE, BUG DEFLECTOR		
Invoice	18913A	10/20/2016			\$505.00
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total \$505.00
Refer	164542	GREAT LAKES OFFICE SOLUTION			
AP Payment	E 100-210-42100-405	Maintenance Agree	BASE RATE		
Invoice	25533	12/28/2016			\$100.43
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total \$100.43
Refer	164543	HARTELS/DBJ DISPOSAL COMPA			
AP Payment	E 100-120-41940-384	Refuse Disposal	TRASH REMOVAL		
Invoice	12282016	12/28/2016			\$553.02
AP Payment	E 550-550-45125-384	Refuse Disposal	TRASH REMOVAL		
Invoice	5899609	12/28/2016			\$28.33
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total \$581.35
Refer	164544	LBC			
AP Payment	E 100-120-41940-401	Bldg Repair & Maint	DAMAGE REPAIR		
Invoice	5051398178	12/27/2016			\$2,207.00
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total \$2,207.00
Refer	164545	DEPT EMPLOY AND ECONOM DEV			
AP Payment	E 100-120-49230-142	Unemploy Comp Be	QUARTER 4 UNEMPLOYMENT		
Invoice	10012016	10/1/2016			\$2,605.32
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total \$2,605.32
Refer	164546	MOTOROLA			
AP Payment	E 100-220-42200-220	Safety Items	RADIOS		
Invoice	13142350	12/23/2016			\$4,782.02

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Payments

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Current Period: December 2016

Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$4,782.02
Refer	164547	NORTHERN BUSINESS PRODUCT				
AP Payment	E 100-100-42500-201	Office Supplies & Ex	TONER			
Invoice 119231	12/5/2016					\$133.98
AP Payment	E 100-100-42500-201	Office Supplies & Ex	T PINS			
Invoice 120405	12/7/2016					\$18.65
AP Payment	E 100-100-42500-201	Office Supplies & Ex	STORAGE FILES			
Invoice 122071	12/12/2016					\$164.85
AP Payment	E 100-210-42100-201	Office Supplies & Ex	LABELS			
Invoice 124078	12/16/2016					\$11.04
AP Payment	E 100-100-42500-201	Office Supplies & Ex	SCISSORS, TAPE			
Invoice 126717	12/23/2016					\$54.29
AP Payment	E 100-100-42500-201	Office Supplies & Ex	WALL CALENDAR			
Invoice 127733	12/29/2016					\$9.99
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$392.80
Refer	164548	PETERSON, LOREN W				
AP Payment	E 100-150-41530-319	Other Professional	ACCOUNTING SERVICES			
Invoice 12302016	12/30/2016					\$1,072.21
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$1,072.21
Refer	164549	PROCTOR MILK HOUSE				
AP Payment	E 100-310-43100-212	Fuels	FUELS			
Invoice 1201	12/1/2016					\$51.00
AP Payment	E 100-210-42100-212	Fuels	FUELS			
Invoice 1201	12/1/2016					\$57.34
AP Payment	E 100-220-42200-218	Diesel Fuel	FUELS			
Invoice 1201	12/1/2016					\$21.60
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$129.94
Refer	164550	SAM S CLUB				
AP Payment	E 100-100-42500-201	Office Supplies & Ex	SUPPLIES			
Invoice 12032016	12/3/2016					\$86.16
AP Payment	E 100-120-41940-211	Cleaning Supplies	SUPPLIES			
Invoice 12032016	12/3/2016					\$63.81
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$149.97
Refer	164551	SOUTH ST LOUIS SOIL AND WATE				
AP Payment	E 100-100-41110-319	Other Professional	2016 WETLAND CONSERVATIONS ACT			
Invoice 12222016	12/22/2016					\$1,500.00
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$1,500.00
Refer	164552	TROY S AMOCO				
AP Payment	E 100-210-42100-404	Mach & Equip Repair	POLICE REPAIRS			
Invoice 7760	12/31/2016					\$544.98
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$544.98
Refer	164553	VERIZON WIRELESS				
AP Payment	E 100-220-42200-321	Telephone	PHONE			
Invoice 9777859784	12/25/2016					\$36.50
AP Payment	E 100-210-42100-321	Telephone	PHONE			
Invoice 9777859784	12/25/2016					\$680.81
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$617.31
Refer	164554	WILLIS SUPPLY COMPANY				

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Payments

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Current Period: December 2016

AP Payment	E 100-120-41840-211 Cleaning Supplies	SUPPLIES	\$136.10
Invoice 122677	12/29/2016		
Transaction Date	1/12/2017	Due 1/18/2017 Accounts Payable 20200	Total \$136.10
Refer	164555 ZIEGLER, INC.		

AP Payment	E 100-310-43125-221 Equipment Parts	CUTTING EDGES, NUTS, BOLTS FOR LOADER	\$742.08
Invoice 70191694	12/23/2016		
Transaction Date	1/12/2017	Due 1/18/2017 Accounts Payable 20200	Total \$742.08

Fund Summary

	20200 Accounts Payable
100 General Fund	\$24,475.01
550 Golf Course Fund	\$28.33
	\$24,503.34

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$24,503.34
Total	\$24,503.34

CITY OF PROCTOR

General Fund Bills List

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Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
801 HOSTING AND DESIG	General Fund	Operations (Police)	Maintenance Agreement	\$100.43	BASE RATE
Check Name 801 HOSTING AND DESIGN, LLC				\$100.43	
AMERIPRIDE SERVICES	General Fund	Street Department	Clothing	\$44.88	COVERALLS
	General Fund	Operations (Fire)	Other Professional Services	\$58.75	MATS
Check Name AMERIPRIDE SERVICES				\$103.63	
ANIMAL ALLIES HUMANE	General Fund	Operations (Police)	Boarding Fee	\$940.00	ANIMAL SHELTER
Check Name ANIMAL ALLIES HUMANE SOCIETY				\$940.00	
DEPT EMPLOY AND ECON	General Fund	Unemployment Comp-	Unemploy Comp Benefit Pay	\$2,605.32	QUARTER 4 UNEMPLOYMEN
Check Name DEPT EMPLOY AND ECONOM DEVELOP				\$2,605.32	
DULUTH SPIRIT MT INN	General Fund	Tourism Expenditures	Advertising - Sponsorship	\$3,666.60	2016 SNOCROSS SPONSORS
Check Name DULUTH SPIRIT MT INN				\$3,666.60	
ELITE TINTING & GRAPHI	General Fund	Operations (Fire)	Equipment Parts	\$505.00	SIDE STRIPE, BUG DEFLECT
Check Name ELITE TINTING & GRAPHICS				\$505.00	
HARTEL'S/DBJ DISPOSAL	Golf Course F	Admin & General Golf	Refuse Disposal	\$28.33	TRASH REMOVAL
	General Fund	Government Building	Refuse Disposal	\$553.02	TRASH REMOVAL
Check Name HARTEL'S/DBJ DISPOSAL COMPANY				\$581.35	
ISLAND INVESTMENTS, I	General Fund	Tourism Expenditures	Advertising - Sponsorship	\$3,726.60	2016 SNOCROSS SPONSORS
Check Name ISLAND INVESTMENTS, INC				\$3,726.60	
LBC	General Fund	Government Building	Bldg Repair & Maint	\$2,207.00	DAMAGE REPAIR
Check Name LBC				\$2,207.00	
MOTOROLA	General Fund	Operations (Fire)	Safety Items	\$4,782.02	RADIOS
Check Name MOTOROLA				\$4,782.02	
NORTHERN BUSINESS PR	General Fund	Operations (Civil Defens	Office Supplies & Expense	\$9.99	WALL CALENDAR
	General Fund	Operations (Civil Defens	Office Supplies & Expense	\$133.98	TONER
	General Fund	Operations (Civil Defens	Office Supplies & Expense	\$18.65	T PINS
	General Fund	Operations (Civil Defens	Office Supplies & Expense	\$164.85	STORAGE FILES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	\$54.29	SCISSORS, TAPE
	General Fund	Operations (Police)	Office Supplies & Expense	\$11.04	LABELS
Check Name NORTHERN BUSINESS PRODUCTS				\$392.80	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	\$1,072.21	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				\$1,072.21	
PROCTOR MILK HOUSE	General Fund	Street Department	Fuels	\$51.00	FUELS
	General Fund	Operations (Police)	Fuels	\$57.34	FUELS
	General Fund	Operations (Fire)	Diesel Fuel	\$21.60	FUELS
Check Name PROCTOR MILK HOUSE				\$129.94	
SAM'S CLUB	General Fund	Government Building	Cleaning Supplies	\$63.81	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	\$86.16	SUPPLIES
Check Name SAM'S CLUB				\$149.97	
SOUTH ST LOUIS SOIL A	General Fund	Council	Other Professional Services	\$1,500.00	2016 WETLAND CONSERVAT
Check Name SOUTH ST LOUIS SOIL AND WATER				\$1,500.00	
TROY'S AMOCO	General Fund	Operations (Police)	Mach & Equip Repair	\$544.98	POLICE REPAIRS
Check Name TROY'S AMOCO				\$544.98	
VERIZON WIRELESS	General Fund	Operations (Fire)	Telephone	\$36.50	PHONE
	General Fund	Operations (Police)	Telephone	\$580.81	PHONE
Check Name VERIZON WIRELESS				\$617.31	
WILLIS SUPPLY COMPANY	General Fund	Government Building	Cleaning Supplies	\$136.10	SUPPLIES
Check Name WILLIS SUPPLY COMPANY				\$136.10	
ZIEGLER, INC	General Fund	Snow Removal	Equipment Parts	\$742.08	CUTTING EDGES, NUTS, BO
Check Name ZIEGLER, INC				\$742.08	

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General Fund Bills List

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Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
				\$24,503.34	

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December 2016 to January 2017

Name	Check Date	Check Amt
10110 First National Llc		
Paid Chk# 027523 AMERICAN BOTTLING COMPAN	1/18/2017	\$292.90 01092017
Paid Chk# 027524 ARTISAN BEER COMPANY	1/18/2017	\$67.50 01102017
Paid Chk# 027525 BERNICK'S PEPSI	1/18/2017	\$2,756.99 01042017
Paid Chk# 027526 BREAKTHRU BEVERAGE	1/18/2017	\$3,228.76 01052017
Paid Chk# 027527 COCA COLA BOTTLING CO	1/18/2017	\$180.06 01042017
Paid Chk# 027528 G&K SERVICES	1/18/2017	\$49.84 01042017
Paid Chk# 027529 GUARDIAN PEST SOLUTIONS, I	1/18/2017	\$40.51 01052017
Paid Chk# 027530 JOHNSON BROTHERS INC	1/18/2017	\$5,692.42 01032017
Paid Chk# 027531 MICHAUD DISTRIBUTING COMP	1/18/2017	\$1,278.50 01022017
Paid Chk# 027532 PHILLIPS WINE & SPIRITS CO	1/18/2017	\$3,040.58 01032017
Paid Chk# 027533 ROHLFING INC	1/18/2017	\$952.00 01062017
Paid Chk# 027534 SOUTHERN WINE & SPIRITS OF	1/18/2017	\$859.89 01062017
Paid Chk# 027535 SUPERIOR BEVERAGE	1/18/2017	\$2,284.10 01032017
Total Checks		\$20,734.06

CITY OF PROCTOR

Payments

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Current Period: January 2017

Batch Name	LD011817	User Dollar Amt	\$20,734.05			
	Payments	Computer Dollar Amt	\$20,734.05			
				\$0.00	In Balance	
Refer	164566	AMERICAN BOTTLING COMPANY	-			
AP Payment	E 600-620-49750-254	Soft Drinks and Mix	01092017			\$292.90
Invoice	7379301605	1/9/2017				
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$292.90
Refer	164567	ARTISAN BEER COMPANY	-			
AP Payment	E 600-620-49750-252	Beer Purchases	01102017			\$87.50
Invoice	3151155	1/10/2017				
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$87.50
Refer	164568	BERNICK S PEPSI	-			
AP Payment	E 600-620-49750-252	Beer Purchases	01042017			\$1,695.04
Invoice	544256	1/4/2017				
AP Payment	E 600-620-49750-254	Soft Drinks and Mix	01112017			\$11.25
Invoice	545196	1/11/2017				
AP Payment	E 600-620-49750-256	Misc Merchandise	01042017			\$37.00
Invoice	544255	1/4/2017				
AP Payment	E 600-620-49750-252	Beer Purchases	0112017			\$1,013.70
Invoice	545197	1/11/2017				
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$2,756.99
Refer	164569	BREAKTHRU BEVERAGE	-			
AP Payment	E 600-620-49750-251	Liquor Purchases	01052017			\$1,705.01
Invoice	1080578479	1/5/2017				
AP Payment	E 600-620-49760-333	Freight and Express	01052017			\$29.37
Invoice	1080578479	1/5/2017				
AP Payment	E 600-620-49750-251	Liquor Purchases	01122017			\$1,474.73
Invoice	1080581403	1/12/2017				
AP Payment	E 600-620-49760-333	Freight and Express	01122017			\$19.85
Invoice	1080581403	1/12/2017				
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$3,228.76
Refer	164570	COCA COLA BOTTLING CO	-			
AP Payment	E 600-620-49750-254	Soft Drinks and Mix	01042017			\$180.06
Invoice	1855770	1/4/2017				
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$180.06
Refer	164571	G&K SERVICES	-			
AP Payment	E 600-620-49760-219	Misc Operating Sup	01042017			\$49.84
Invoice	1229275024	1/4/2017				
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$49.84
Refer	164572	GUARDIAN PEST CONTROL INC	-			
AP Payment	E 600-620-49760-219	Misc Operating Sup	01052017			\$40.51
Invoice	1721567	1/5/2017				
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$40.51
Refer	164573	JOHNSON BROTHERS INC	-			
AP Payment	E 600-620-49760-251	Liquor Purchases	01032017			\$1,198.78
Invoice	5624872	1/3/2017				
AP Payment	E 600-620-49760-333	Freight and Express	01032017			\$17.14
Invoice	5624872	1/3/2017				

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Payments

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Current Period: January 2017

AP Payment	E 600-620-49750-253 Wine Purchases	01032017				\$43.98
Invoice 5624874	1/3/2017					
AP Payment	E 600-620-49750-253 Wine Purchases	01032017				\$1,572.81
Invoice 5624873	1/3/2017					
AP Payment	E 600-620-49760-333 Freight and Express	01032017				\$43.68
Invoice 5624873	1/3/2017					
AP Payment	E 600-620-49760-333 Freight and Express	01102017				\$3.64
Invoice 5630249	1/10/2017					
AP Payment	E 600-620-49750-253 Wine Purchases	01102017				\$612.85
Invoice 5630248	1/10/2017					
AP Payment	E 600-620-49760-333 Freight and Express	01102017				\$16.69
Invoice 5630248	1/10/2017					
AP Payment	E 600-620-49750-251 Liquor Purchases	01102017				\$2,150.38
Invoice 5630247	1/10/2017					
AP Payment	E 600-620-49760-333 Freight and Express	01102017				\$32.47
Invoice 5630247	1/10/2017					
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$5,692.42
Refer	164574 MICHAUD DISTRIBUTING COMPAN	-				
AP Payment	E 600-620-49750-251 Liquor Purchases	01092017				\$676.80
Invoice 315231	1/9/2017					
AP Payment	E 600-620-49750-252 Beer Purchases	01022017				\$601.90
Invoice 315062	1/2/2017					
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$1,278.50
Refer	164575 PHILLIPS WINE & SPIRITS CO.	-				
AP Payment	E 600-620-49750-253 Wine Purchases	01032017				\$876.41
Invoice 2099418	1/3/2017					
AP Payment	E 600-620-49760-333 Freight and Express	01032017				\$25.48
Invoice 2099418	1/3/2017					
AP Payment	E 600-620-49750-251 Liquor Purchases	01032017				\$1,387.43
Invoice 2099417	1/3/2017					
AP Payment	E 600-620-49760-333 Freight and Express	01032017				\$22.99
Invoice 2099417	1/3/2017					
AP Payment	E 600-620-49750-253 Wine Purchases	01102017				\$237.30
Invoice 2103169	1/10/2017					
AP Payment	E 600-620-49760-333 Freight and Express	01102017				\$9.10
Invoice 2103168	1/10/2017					
AP Payment	E 600-620-49750-251 Liquor Purchases	01102017				\$473.97
Invoice 2103168	1/10/2017					
AP Payment	E 600-620-49760-333 Freight and Express	01102017				\$7.90
Invoice 2103168	1/10/2017					
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$3,040.58
Refer	164576 ROHLFING INC	-				
AP Payment	E 600-620-49750-252 Beer Purchases	01062017				\$952.00
Invoice 436762	1/6/2017					
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$952.00
Refer	164577 SOUTHERN WINE & SPIRITS	-				
AP Payment	E 600-620-49750-251 Liquor Purchases	01062017				\$836.83
Invoice 1495954	1/6/2017					
AP Payment	E 600-620-49760-333 Freight and Express	01062017				\$23.06
Invoice 1495954	1/6/2017					

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Payments

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Current Period: January 2017

Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$859.89
Refer	164578	<i>SUPERIOR BEVERAGE (MN)</i>	-			
AP Payment	E 600-820-49750-252 Beer Purchases		01032017		\$858.75	
Invoice 773209	1/3/2017					
AP Payment	E 600-820-49750-252 Beer Purchases		01062017		\$982.25	
Invoice 773535	1/6/2017					
AP Payment	E 600-820-49750-252 Beer Purchases		01102017		\$653.10	
Invoice 773626	1/10/2017					
Transaction Date	1/12/2017	Due 1/18/2017	Accounts Payable	20200	Total	\$2,294.10

Fund Summary

	20200 Accounts Payable
600 Liquor Fund	\$20,734.05
	<u>\$20,734.05</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$20,734.05
Total	\$20,734.05

CITY OF PROCTOR

Liquor Fund Bills List

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Check Name	OBJECT Descr	Amount	Comments
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	\$292.90	01092017
Check Name AMERICAN BOTTLING COMPANY		\$292.90	
ARTISAN BEER COMPANY	Beer Purchases	\$67.50	01102017
Check Name ARTISAN BEER COMPANY		\$67.50	
BERNICK'S PEPSI	Beer Purchases	\$1,695.04	01042017
	Soft Drinks and Mix	\$11.25	01112017
	Misc Merchandise	\$37.00	01042017
	Beer Purchases	\$1,013.70	0112017
Check Name BERNICK'S PEPSI		\$2,756.99	
BREAKTHRU BEVERAGE	Liquor Purchases	\$1,474.73	01122017
	Freight and Express	\$19.65	01122017
	Freight and Express	\$29.37	01052017
	Liquor Purchases	\$1,705.01	01052017
Check Name BREAKTHRU BEVERAGE		\$3,228.76	
COCA COLA BOTTLING CO	Soft Drinks and Mix	\$180.06	01042017
Check Name COCA COLA BOTTLING CO		\$180.06	
G&K SERVICES	Misc Operating Supplies	\$49.84	01042017
Check Name G&K SERVICES		\$49.84	
GUARDIAN PEST SOLUTIONS, INC	Misc Operating Supplies	\$40.51	01052017
Check Name GUARDIAN PEST SOLUTIONS, INC		\$40.51	
JOHNSON BROTHERS INC	Freight and Express	\$16.69	01102017
	Liquor Purchases	\$1,198.78	01032017
	Freight and Express	\$17.14	01032017
	Wine Purchases	\$43.98	01032017
	Wine Purchases	\$1,572.81	01032017
	Freight and Express	\$43.68	01032017
	Liquor Purchases	\$2,150.38	01102017
	Freight and Express	\$32.47	01102017
	Freight and Express	\$3.64	01102017
	Wine Purchases	\$612.85	01102017
Check Name JOHNSON BROTHERS INC		\$5,692.42	
MICHAUD DISTRIBUTING COMPA	Liquor Purchases	\$676.60	01092017
	Beer Purchases	\$601.90	01022017
Check Name MICHAUD DISTRIBUTING COMPANY		\$1,278.50	
PHILLIPS WINE & SPIRITS CO	Freight and Express	\$22.99	01032017
	Freight and Express	\$7.90	01102017
	Liquor Purchases	\$473.97	01102017
	Wine Purchases	\$237.30	01102017
	Liquor Purchases	\$1,387.43	01032017
	Freight and Express	\$25.48	01032017
	Wine Purchases	\$876.41	01032017
	Freight and Express	\$9.10	01102017
Check Name PHILLIPS WINE & SPIRITS CO		\$3,040.58	
ROHLFING INC	Beer Purchases	\$952.00	01062017
Check Name ROHLFING INC		\$952.00	
SOUTHERN WINE & SPIRITS OF	Liquor Purchases	\$836.83	01062017
	Freight and Express	\$23.06	01062017
Check Name SOUTHERN WINE & SPIRITS OF MN		\$859.89	
SUPERIOR BEVERAGE	Beer Purchases	\$653.10	01102017
	Beer Purchases	\$658.75	01032017
	Beer Purchases	\$982.25	01062017

CITY OF PROCTOR
Liquor Fund Bills List

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Check Name	OBJECT Descr	Amount	Comments
Check Name SUPERIOR BEVERAGE		\$2,294.10	
		\$20,734.05	

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***Check Summary Register©**

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January 2017

	Name	Check Date	Check Amt
10110	First National Liq		
UnPaid	AMERICAN BOTTLING COMPAN		\$292.90 01092017
UnPaid	ARTISAN BEER COMPANY		\$87.50 01102017
UnPaid	BERNICK'S PEPSI		\$2,756.99 01042017
UnPaid	BREAKTHRU BEVERAGE		\$3,228.76 01052017
UnPaid	COCA COLA BOTTLING CO		\$180.08 01042017
UnPaid	G&K SERVICES		\$49.84 01042017
UnPaid	GUARDIAN PEST SOLUTIONS, I		\$40.51 01052017
UnPaid	JOHNSON BROTHERS INC		\$5,692.42 01032017
UnPaid	MICHAUD DISTRIBUTING COMP		\$1,278.50 01092017
UnPaid	PHILLIPS WINE & SPIRITS CO		\$3,040.58 01032017
UnPaid	ROHLFING INC		\$952.00 01082017
UnPaid	SOUTHERN WINE & SPIRITS OF		\$859.89 01082017
UnPaid	SUPERIOR BEVERAGE		\$2,294.10 01032017
	Total Checks		\$20,734.05

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, February 6, 2017 – 6:00 P.M.
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES **January 17, 2017 City Council Meeting Minutes**

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

***1. COMMUNICATIONS**

2. PLANNING & ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Next Council Meeting Tuesday, February 21, 2017 due to President's Day
- B. Government Fund payroll period ended 01/08/17; Liquor Fund payroll period ended 01/08/17
- C. Government Fund payroll period ended 01/22/17; Liquor Fund payroll period ended 01/22/17

***4. COMMITTEE REPORTS**

5. UNFINISHED BUSINESS

- *A. Council Handbook
- *B. Flashing Stop Light at Kirkus and Boundary
- *C. Agenda Meeting
- *D. Liquor Store repayment of PUC loan

6. NEW BUSINESS

- A. MN Energy Resources Ordinance 01-17 (2nd Reading and Approval)
- B. Resolution 03-17: Requesting St. Louis County to Convey Tax for Real Property To The City of Proctor for a Specific Purpose
- C. Fund Transfers - 2016
- D. Comprehensive Plan Beautification & Trees (Schwarzbauer)
- E. Annual Meeting of Townships
- F. Resolution 04-17: Supporting Dedicated State Funding for City Streets
- G. Approval to Attend Clerks Conference

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

- A. Union and Negotiations Update
- B. Annexation Update

MEMBER CONCERNS

Mayor Larson: Heating and Cooling System

BILLS FOR APPROVAL

General Fund
\$179,873.23

Liquor Fund
\$37,155.29

\$217,469.52 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on January 17, 2017 in the Community Center Council Chambers

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

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

OTHERS PRESENT: Mark Casey, City Administrator; John Bray, City Attorney; Jim Aird, Midway Township; Diane Giuliani, Civil Service Committee; Terry Carroll; Kathy Hannan; Kerry Helquist, Proctor Fire Department; Walt Wobig, Proctor Police Chief

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by Larson and carried: To approve the January 3, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Motion by Benson, seconded by Schwarzbauer and carried: To approve the agenda of January 17, 2017 as amended.

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

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

***1. COMMUNICATIONS**

2. PLANNING & ZONING DEPARTMENT MATTER

A. Board of Appeal

Casey discussed email from Planning and Zoning Chairman Tom Aldridge

***3. CLERK ADVISES COUNCIL**

***4. COMMITTEE REPORTS**

5. UNFINISHED BUSINESS

- *A. Council Handbook**
- *B. Flashing Stop Light at Kirkus and Boundary**

6. NEW BUSINESS

- A. Agenda Meeting**
- B. Friends of Animal Humane Society Contract for Service**

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To approve the Friends of Animal Humane Society Contract for Service as presented.

- C. Proctor Fire Department Officers (DeWall)**

DeWall stated that there is the addition of Terry Schultz as Secretary.

Motion by Schwarzbauer, seconded by Benson and carried (5-0): To approve the Proctor Fire Department Officers as presented.

- D. Proctor Fire Department New Hires (DeWall)**

DeWall explained that both new hires have Fire Fighter Certificate I & II.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To approve the hiring of Courtney Price and Tony Paulasanno to the Proctor Fire Department.

- E. Franchise Agreement (see attached) Ordinance First Reading**

Casey explained that this is the first reading for this ordinance.

- F. League of MN Cities Leadership Training – Feb. 24-25, 2017
Authorization to attend as quorum**

Motion by Schwarzbauer, seconded by Benson and carried (5-0):

G. Update – Comprehensive Plan (Schwarzbauer)

Informational Update

H. Liquor Store repayment of PUC loan

Item tabled

I. Comprehensive Plan Beautification & Trees (Schwarzbauer)

Informational Update and Report distributed

J. Trail Action (Benson)

Motion by Larson, seconded by Schwarzbauer and carried: For City Attorney to draft a resolution to county for removal of county parcels for sale and ask for no cost to city due to Public Purpose.

K. Resolution 01-17: Regarding the Administration of the Minnesota Wetland Conservation Act

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To approve Resolution 01-17 as presented.

L. Special Event Application – Winter Frolic

Motion by Schwarzbauer, seconded by Larson and carried (5-0): To approve the Special Event Application as presented.

M. Resolution 02-17: Phone Surplus

Motion by Larson, seconded by Nowak and carried (5-0): To approve Resolution 02-17 as presented.

N. Proclamation – City of Proctor School Choice Week (Jan. 22-28)

Motion failed.

O. City Sponsorship with Chamber for Winter Carnival (Benson)

Motion by Nowak, seconded by DeWall and carried (5-0): To approve the City Sponsorship with Chamber for Winter Carnival and also investigate the Tulip Insurance and Liability with the Dogsled rides.

7. LABOR AND NEGOTIATIONS ISSUES

MEMBER CONCERNS

Schwarzbauer invited the public to Belgian Waffles on February 11 from 8:30-11:30am sponsored by the Historical Society.

BILLS FOR APPROVAL

General Fund		Liquor Fund
\$24,503.34	End of 2016	\$20,734.05
<u>+28,192.52</u>	2017	
\$52,695.86	Total General Bills	

\$73,429.91 TOTAL BILLS FOR APPROVAL

Motion by Nowak, seconded by Larson and carried (5-0): To approve the Bills for Approval as presented in the amount of \$73,429.91.

ADJOURNMENT

Motion by DeWall, seconded by Larson and carried (5-0): To adjourn the City Council meeting at 8:07 p.m.

PR 17-01

12/26/16 - 1/8/17

3B.

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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	Tourism	Tourism Expenditures	Full-Time Employee Regular	\$1,600.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$716.90
	City Clerk	Administrative	Full-Time Employee Regular	\$2,143.08
	City Clerk	Administrative	Full-Time Employee Regular	\$145.60
	City Clerk	Administrative	Full-Time Employee Regular	\$565.92
	City Clerk	Administrative	Full-Time Employee Regular	\$364.00
	City Clerk	Administrative	Full-Time Employee Overtime	\$77.27
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	\$14,554.30
	Police	Operations (Police)	Full-Time Employee Regular	\$266.90
	Police	Operations (Police)	Full-Time Employee Regular	\$1,367.36
	Police	Operations (Police)	Full-Time Employee Regular	\$116.40
	Police	Operations (Police)	Full-Time Employee Regular	\$606.42
	Police	Operations (Police)	Full-Time Employee Overtime	\$1,923.84
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,199.70
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$296.80
	Police	Admin Secretary (Police)	Full-Time Employee Overtime	\$6.96
	Police	Admin Secretary (Police)	Part-Time Employee	\$174.34
	Police	Admin Secretary (Police)	Part-Time Employee	\$726.40
	Police	Admin Secretary (Police)	Part-Time Employee	\$145.28
	Police	Police Grant Labor	Full-Time Employee Overtime	\$523.80
	Fire	Operations (Fire)	Part-Time Employee	\$6,447.91
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	\$192.31
	First Responders	Operations (Fire)	Part-Time Employee	\$4,500.00
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$94.24
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$236.82
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$920.06
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$94.24
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,573.92
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$376.96
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$513.72
	Streets & Roadways	Sanding	Full-Time Employee Regular	\$94.24
	Streets & Roadways	Sanding	Full-Time Employee Overtime	\$176.70
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	\$3,751.67
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	\$1,232.35
	Operations (PUC)	Administrative and General	Temporary Employees Regular	\$196.74
FUND 100 General Fund				\$53,615.09
Cable Communications	Cable Operations	Administrative and General	Part-Time Employee	\$25.72
	Cable Operations	Administrative and General	Part-Time Employee	\$102.88
	Cable Operations	Administrative and General	Part-Time Employee	\$385.80
FUND 200 Cable Communications Fund				\$514.40
Sewer Fund	Public Works	Sewer	Full-Time Employee Regular	\$83.07
	Public Works	Sewer	Full-Time Employee Overtime	\$20.77
FUND 500 Sewer Fund				\$103.84
				\$54,233.33

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

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FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$167.20
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$438.90
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,065.90
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Overtime	\$517.28
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$222.72
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$56.60
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$1,919.24
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$873.03
FUND 600 Liquor Fund				\$5,260.87
				\$5,260.87

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 1

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Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	3.00	1.5	\$77.27	City -BI-wk
Shift Multiplier 1.5	3.00		\$77.27	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	12.00	1.5	\$480.42	City -BI-wk
POLICE	12.00	1.5	\$523.80	City -BI-wk
POLICE	0.25	1.5	\$6.96	City -BI-wk
POLICE	12.00	1.5	\$523.80	City -BI-wk
POLICE	12.00	1.5	\$395.82	City -BI-wk
POLICE	12.00	1.5	\$523.80	City -BI-wk
Shift Multiplier 1.5	60.25		\$2,454.60	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	10.67	1.5	\$377.08	City -BI-wk
Street Department	19.50	1.5	\$689.13	City -BI-wk
Street Department	0.50	1.5	\$20.77	City -BI-wk
Street Department	4.00	1.5	\$166.14	City -BI-wk
Street Department	5.00	1.5	\$176.70	City -BI-wk
Shift Multiplier 1.5	39.67		\$1,429.82	
Pay Group Description City -BI-wk	102.92		\$3,961.69	
Location Description Liquor Store				
Shift Multiplier 1.5				
Liquor Store	16.50	1.5	\$517.28	Liq -BI-Wk
Liquor Store	11.00	1.5	\$233.48	Liq -BI-Wk
Liquor Store	19.00	1.5	\$390.17	Liq -BI-Wk
Liquor Store	10.00	1.5	\$142.50	Liq -BI-Wk
Liquor Store	10.50	1.5	\$149.63	Liq -BI-Wk
Liquor Store	7.00	1.5	\$99.75	Liq -BI-Wk
Shift Multiplier 1.5	74.00		\$1,532.81	
Pay Group Description Liq -BI-Wk	74.00		\$1,532.81	
	176.92		\$5,494.50	

T2D grant

PR17-02

1/9/17 - 1/22/17

3C.

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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
	Mayor	Executive - Mayor	Full-Time Employee Regular	\$600.00
	Tourism	Tourism Expenditures	Full-Time Employee Regular	\$1,660.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$742.50
	City Clerk	Administrative	Full-Time Employee Regular	\$2,126.60
	City Clerk	Administrative	Full-Time Employee Regular	\$145.60
	City Clerk	Administrative	Full-Time Employee Regular	\$582.40
	City Clerk	Administrative	Full-Time Employee Overtime	\$27.83
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	\$58.20
	Police	Operations (Police)	Full-Time Employee Regular	\$106.76
	Police	Operations (Police)	Full-Time Employee Regular	\$496.68
	Police	Operations (Police)	Full-Time Employee Regular	\$14,562.08
	Police	Operations (Police)	Full-Time Employee Regular	\$702.48
	Police	Operations (Police)	Full-Time Employee Overtime	\$20.02
	Police	Operations (Police)	Full-Time Employee Overtime	\$919.62
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,348.10
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$148.40
	Police	Admin Secretary (Police)	Part-Time Employee	\$145.28
	Police	Admin Secretary (Police)	Part-Time Employee	\$726.40
	Police	Admin Secretary (Police)	Part-Time Employee	\$87.17
	Police	Police Grant Labor	Full-Time Employee Overtime	\$349.20
	Fire	Operations (Fire)	Part-Time Employee	\$95.00
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	\$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$82.46
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,261.07
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$279.81
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$188.48
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$786.96
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$385.22
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$494.53
	Streets & Roadways	Street Department	Full-Time Employee Overtime	\$20.77
	Streets & Roadways	Sanding	Full-Time Employee Regular	\$342.23
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	\$3,733.70
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	\$604.79
	Operations (PUC)	Administrative and General	Temporary Employees Regular	\$245.20
FUND 100 General Fund				\$41,559.79
Cable Communications	Cable Operations	Administrative and General	Part-Time Employee	\$25.72
	Cable Operations	Administrative and General	Part-Time Employee	\$12.86
	Cable Operations	Administrative and General	Part-Time Employee	\$38.58
	Cable Operations	Administrative and General	Part-Time Employee	\$437.24
FUND 200 Cable Communications Fund				\$514.40
Sewer Fund	Public Works	Sewer	Full-Time Employee Regular	\$90.72
FUND 500 Sewer Fund				\$90.72
				\$42,164.91

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

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FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$20.90
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,651.10
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Overtime	\$78.38
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$102.68
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$56.60
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$1,821.12
FUND 600 Liquor Fund				\$3,730.78
				\$3,730.78

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 2

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Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	2.00	1.5	\$60.00	City -BI-wk
Shift Multiplier 1.5	2.00		\$60.00	
Location Description POLICE				
Shift Multiplier 1.5				
Police	12.00	1.5	\$395.82	City -BI-wk
Police	0.50	1.5	\$20.02	City -BI-wk
Police	12.00	1.5	\$523.80	City -BI-wk
Police	8.00	1.5	\$349.20	City -BI-wk
Police	1.00	1.5	\$27.83	City -BI-wk
Shift Multiplier 1.5	33.50		\$1,316.67	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	3.50	1.5	\$123.69	City -BI-wk
Street Department	0.50	1.5	\$20.77	City -BI-wk
Street Department	0.50	1.5	\$20.77	City -BI-wk
Street Department	3.50	1.5	\$145.37	City -BI-wk
Street Department	9.50	1.5	\$335.73	City -BI-wk
Shift Multiplier 1.5	17.50		\$646.33	
Pay Group Description City -BI-wk	53.00		\$2,023.00	
Location Description Liquor Store				
Shift Multiplier 1.5				
Liquor Store	2.50	1.5	\$78.38	Liq -BI-Wk
Shift Multiplier 1.5	2.50		\$78.38	
Pay Group Description Liq -BI-Wk	2.50		\$78.38	
	55.50		\$2,101.38	

TZD grant

6A.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

Ordinance No. 01-17

An Ordinance granting Minnesota Energy Resources, a subsidiary of WEC Energy Group, a Wisconsin corporation, its successors and assigns, a natural gas franchise and the authority to construct, operate, maintain, and extend a natural gas distribution plant and system, and granting the right to use the streets, alleys, and other public places within the present or future corporate limits of the City, of Proctor, Minnesota

Be it ordained by the City Council of the City of Proctor, Minnesota, as follows:

FRANCHISE GRANTED

The City of Proctor, Minnesota, (hereinafter referred to as "Grantor") hereby grants a non-exclusive franchise to Minnesota Energy Resources, a subsidiary of WEC Energy Group, a Wisconsin corporation, (hereinafter called "Grantee"), its lessees, successors and assigns. Grantee is hereby granted the right, privilege, franchise, permission and authority to lay, construct, install, maintain, operate and extend in, along, over or across the present and future streets, alleys, avenues, bridges, public rights-of-way and public places as are now within the present or future limits of said Grantor, a natural gas distribution system and all facilities necessary for the purpose of supplying natural gas or processed gas for all purposes to the inhabitants of said Grantor and consumers in the vicinity thereof, and for the distribution of natural gas from or through said Grantor to points beyond the limits thereof. Such facilities shall include, but not be limited to, all mains, services, pipes, conduits and appliances necessary or convenient for transmitting, transporting, distributing and supplying natural gas for all purposes for which it may be used, and to do all other things necessary and proper in providing natural gas service to the inhabitants of Grantor and in carrying on such business.

TERM

The rights and privileges granted by this Ordinance shall remain in effect for a period of Twenty-five (25) years from the effective date of this Ordinance.

GOVERNING RULES AND REGULATIONS

This Ordinance is granted subject to all conditions, limitations and immunities now provided for, or as hereafter amended, and applicable to the operations of a public utility, by State or Federal law. The rates to be charged by Grantee for service within the present or future corporate limits of Grantor and the rules and regulations regarding the character, quality and standards of service to be furnished by Grantee shall be under the jurisdiction and control of such regulatory body or bodies as may, from time to time, be vested by law with authority and jurisdiction over the rates, regulations and quality and standards of service to be supplied by Grantee. Provided however,

should any judicial, regulatory or legislative body, having proper jurisdiction, take any action that precludes Grantee from recovering from its customers any cost associated with services provided hereunder, then Grantee and Grantor shall renegotiate the terms of this Ordinance in accordance with the action taken, so as to allow Grantee to be made whole economically. In determining the rights and duties of the Grantee, the terms of this franchise Ordinance shall take precedence over any conflicting terms or requirements contained in any other Ordinance enacted by the Grantor.

If an energy supplier is unable to furnish an adequate supply of energy due to an emergency, an order or decision of a public regulatory body, or other acts beyond the control of the Grantee, then the Grantee shall have the right and authority to adopt reasonable rules and regulations limiting, curtailing or allocating extensions of service or supply of energy to any customers or prospective customers, and withholding the supply of energy to new customers, provided that such rules and regulations shall be uniform as applied to each class of customers or prospective customers, and shall be non-discriminatory as between communities receiving service from the Grantee.

CONSTRUCTION AND MAINTENANCE OF COMPANY FACILITIES

Any pavements, sidewalks or curbing taken up and any and all excavations made shall be done in such a manner as to cause only such inconvenience to the inhabitants of Grantor and to the general public as is reasonably necessary; and repairs and replacements shall be made promptly by Grantee, leaving such properties in as good as condition as existed immediately prior to excavation.

Grantee agrees that for the term of this grant, it will use its best efforts to maintain facilities and equipment sufficient to meet the current and future energy requirements of Grantor, its inhabitants and industries. While maintaining its facilities and equipment, Grantee shall obtain permits as required by ordinance, except that in emergency situations, Grantee shall take immediate unilateral actions as it determines are necessary to protect the public health, safety, and welfare; in which case, Grantee shall notify Grantor as soon as reasonably possible.

Grantor will give Grantee reasonable notice of plans for street improvements where paving or resurfacing of a permanent nature is involved that affect Grantee's facilities. The notice shall contain the nature and character of the improvements, the rights-of-way upon which the improvements are to be made, the extent of the improvements and the time when the Grantor will start the work, and, if more than one right-of-way is involved, the order in which this work is to proceed. The notice shall be given to the Grantee a sufficient length of time, considering seasonable working conditions, in advance of the actual commencement of the work to permit the Grantee to make any additions, alterations, or repairs to its facilities.

EXTENSION OF COMPANY FACILITIES

Upon receipt and acceptance of a valid application for service, Grantee shall, subject to its own economic feasibility criteria, make reasonable extensions of its distribution facilities to serve customers located within the current or future corporate limits of Grantor.

RELOCATION OF COMPANY FACILITIES

If Grantor elects to change the grade of or otherwise alter any street, alley, avenue, bridge, public right-of-way or public place for a public purpose, Grantee, upon reasonable notice from Grantor, shall remove and relocate its facilities or equipment situated in the public rights-of-way, if such removal is necessary to prevent interference and not merely for the convenience of the Grantor, at the cost and expense of Grantee. If Grantor orders or requests Grantee to relocate its facilities or equipment for the primary benefit of a commercial or private project, or as a result of the initial request of a commercial or private developer or other non-public entity, and such removal is necessary to prevent interference and not merely for the convenience of the Grantor or other right-of-way user, Grantee shall receive payment for the cost of such relocation as a precondition to relocating its facilities or equipment. Grantor shall consider reasonable alternatives in designing its public works projects so as not arbitrarily to cause Grantee unreasonable additional expense in exercising its authority under this section. Grantor shall also provide a reasonable alternative location for Grantee's facilities. Grantor shall give Grantee written notice of vacating of a public right-of-way. Vacating of a public right-of-way shall not deprive the Grantee of its right to operate and maintain existing facilities, until the reasonable cost of relocating the same are first paid to the Grantee.

Any person or corporation desiring to move a building or other structure along, or to make any unusual use of any street, alley, avenue, bridge, public right-of-way or public place which shall interfere with the facilities or equipment of the Grantee, shall first give notice to the Grantor and the Grantee and pay a sum sufficient to cover the expense and damage incident to the moving of Grantee's facilities and equipment.

FRANCHISE FEE

During the term of the Ordinance/Franchise hereby granted, the Grantor has the right to impose a franchise fee by a separate ordinance adopted by the City Council, which ordinance may not be adopted until at least ninety (90) days after Notice enclosing such a proposed ordinance has been served upon the Grantee by certified mail. Grantee shall notify the Minnesota Public Utility Commission. Grantee shall not begin collecting the franchise fee until the first full billing cycle after at least sixty (60) days after said notice has been provided to the Minnesota Public Utility Commission.

CONFIDENTIAL INFORMATION

Grantor acknowledges that certain information it might request pursuant to this franchise may be of a proprietary and confidential nature. If Grantee requests that any information provided by Grantee to Grantor be kept confidential due to such proprietary or commercial value, Grantor and its employees, agents, and representatives shall maintain the confidentiality of that information, to the extent allowed by law. If Grantor is requested or required by legal or administrative process to disclose any such confidential information, Grantor shall promptly notify Grantee of such request or requirement so that Grantee may seek an appropriate protective order or other relief. Grantor shall use all reasonable efforts to ensure that the confidentiality of Grantee's confidential information is maintained.

FORCE MAJEURE

It shall not be a breach or default under this franchise if either party fails to perform its obligations hereunder due to Force Majeure. Force Majeure shall include, but not be limited to, the following: 1) physical events such as acts of God, landslides, lightning, earthquakes, fires, freezing, storms, floods, washouts, explosions, breakage or accident or necessity of repairs to machinery, equipment or distribution or transmission lines; 2) acts of others such as strikes, work-force stoppages, riots, sabotage, insurrections or wars; 3) governmental actions such as necessity for compliance with any court order, law, statute, ordinance, executive order, or regulation promulgated by a governmental authority having jurisdiction; and any other causes, whether of the kind herein enumerated or otherwise not reasonably within the control of the affected party to prevent or overcome. Each party shall make reasonable efforts to avoid Force Majeure and to resolve such event as promptly as reasonably possible once it occurs in order to resume performance; provided, however, that this provision shall not obligate a party to settle any labor strike.

HOLD HARMLESS

Grantee, during the term of this Ordinance, agrees to save harmless Grantor from and against all claims, demands, losses and expenses arising directly out of the negligence of Grantee, its employees or agents, in the constructing, operating, and maintaining of distribution and transmission facilities or appliances of Grantee; provided, however, that Grantee need not save harmless Grantor from claims, demands, losses and expenses arising out of the negligence of Grantor, its employees or agents.

SEVERABILITY

If any clause, sentence or section of this Ordinance is deemed invalid by any judicial, regulatory or legislative body having proper jurisdiction, the remaining provisions shall not be affected.

NON WAIVER

Any waiver of any obligation or default under this franchise shall not be construed as a waiver of any future defaults, whether of like or different character.

REPEAL CONFLICTING ORDINANCES

This ordinance, when accepted by Grantee as provided below, shall constitute the entire agreement between the Grantor and the Grantee relating to this franchise and the same shall supersede all prior ordinances pertaining to this franchise agreement, and any terms and conditions of such prior ordinances or parts of ordinances in conflict herewith are hereby repealed. Ordinance No. _____ of the City of Proctor Minnesota, is hereby repealed as of the effective date hereof.

EFFECT AND INTERPRETATION OF ORDINANCE

The captions which precede each section of this ordinance are for convenience in reference only and shall not be taken into consideration in the interpretation of any of the provisions of this ordinance.

EFFECTIVE DATE AND ACCEPTANCE

This Ordinance shall become effective and be a binding contract between the Grantor and Grantee, upon its final passage and approval by Grantor, in accordance with applicable laws and regulations, and upon acceptance by Grantee by written instrument within sixty (60) days of passage by the governing body, and filed with the City Clerk of the City of Proctor, Minnesota. The City Clerk shall sign and affix the community seal to acknowledge receipt of such acceptance, and return one copy to Grantee. If Grantee does not, within sixty (60) days following passage of this Ordinance express in writing its objections to any terms or provisions contained therein, or reject this ordinance in its entirety, Grantee shall be deemed to have accepted this ordinance and all of its terms and conditions.

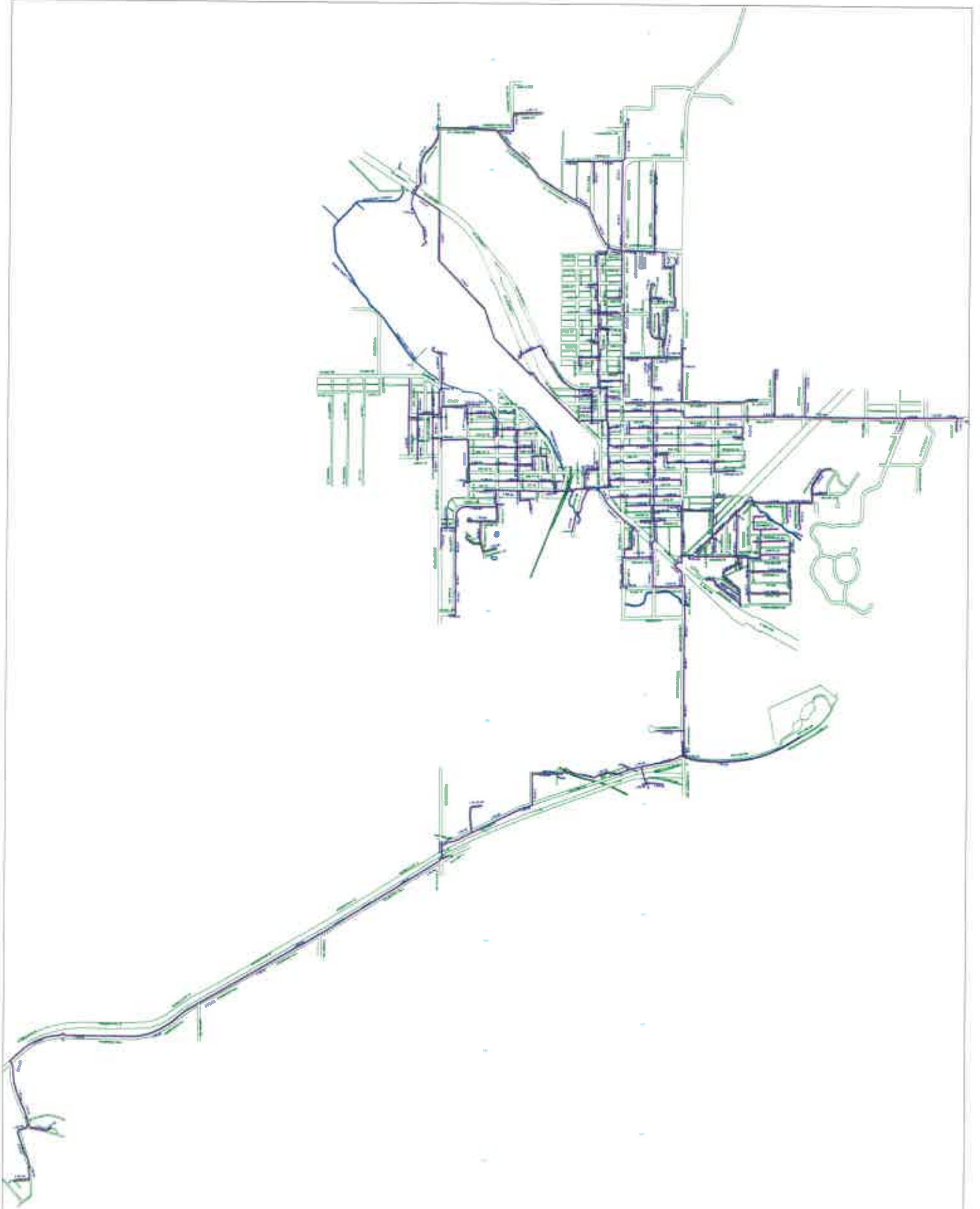
First Reading passed and approved by the City Council of the City of Proctor, Minnesota, on this 17th day of January 2017,

Second Reading: passed and approved by the City Council of the City of Proctor, Minnesota, on this 6th day of February 6, 2017,

ATTEST:

Mayor

City Clerk/Administrator



Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

RESOLUTION 03-17

RESOLUTION REQUESTING ST. LOUIS COUNTY TO CONVEY TAX FOR REAL PROPERTY TO THE CITY OF PROCTOR FOR A SPECIFIC PURPOSE

WHEREAS, the City of Proctor is attempting to acquire land to complete a trail located within the City of Proctor; and

WHEREAS, there are six (6) twenty-five (25) foot wide parcels which will be needed for the completion of said trail system; and

WHEREAS, the parcels are tax forfeit parcels of real property legally described as follows:

1. Lot 12 Block 1 of Proctor Heights 185-0210-00120
2. Lot 15 Block 1 of Proctor Heights 185-0210-00150
3. Lot 12 Block 10 of Quinns Addition to Proctor 185-0220-02720
4. Lot 13 Block 10 of Quinns Addition to Proctor 185-0220-02750
5. Lot 11 Block 4 of Quinns Addition to Proctor 185-0220-00970
6. Lot 12 Block 4 of Quinns Addition to Proctor 185-0220-00980

WHEREAS, the intended use of said parcels constitutes a public purpose;

NOW, THEREFORE, be it resolved by the City Council of the City of Proctor, Minnesota as follows:

1. That, the City of Proctor is requesting the County of St. Louis to remove the above described parcels from the list of tax forfeit properties to be auctioned;
2. That, the County of St. Louis convey the above referenced parcels for no consideration to the City of Proctor, as said parcels will be used for a public purpose, to wit, the construction of a public trail system.

The motion for the adoption of such resolution was duly made, seconded, and upon a vote being taken thereon, the resolution was passed unanimously on February 6, 2017.

By The City of Proctor

By: Phillip Larson
Its Mayor

Attest
The City of Proctor

By: Mark Casey
Its City Administrator

6E.

Proctor Comprehensive Plan

Intergovernmental Cooperation: Goals, Objectives, and Action Steps

Goals: Proctor will work cooperatively with neighboring communities, St. Louis County, the State of Minnesota, and other public and private entities to provide cost effective, high quality public services to residents throughout the community on issues of cultural, economic, environmental, equitable, health, and social significance.

Objective IGC 1: Collaborate with neighboring communities to enhance capacity, strengthen regional relationships, and address consolidation of services when possible.

Annual Meeting of Townships is March 8, 2016

Township:	Time:	City Councilor:
Grand Lake	7:00 pm	
Canosia	8:00 pm	
Midway	8:00 pm	Jim Schwarzbauer
Solway	8:30 pm	

Each year John Engelking prepares the "Talking Points" for the school board members to present at the annual meetings of each township. There are no handouts to supervisors and most presentations take 5-10 minutes depending upon questions. At the ACT's meeting last night the township supervisors encouraged the Proctor City Council Members to attend their annual meeting. You would need to prepare our informational piece to share so everyone gets the same message. I'm volunteering to go to Midway which also asked for someone from the Fire Department to come if they can or want to. We have not presented at these meetings before but it might be a good outreach.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

100 Plonk Drive • Proctor, Minnesota 55810-1700 • (218) 624-3841 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

RESOLUTION 04-17 A RESOLUTION SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS

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

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 22,500 miles—or 16 percent—are owned and maintained by Minnesota's 853 cities; and

WHEREAS, almost 85 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city--large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority--and therefore taxpayers--save seven dollars in repairs; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies in order to meet growing demands for street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF PROCTOR that the City of Proctor, supports an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA city street maintenance, construction and reconstruction.

ADOPTED by the City of Proctor this 6th day of February, 2017.

Mayor
Philip Larson

Attest: _____
Administrator
Mark Casey

Registration Information

66.

The MCFOA member rates are \$240/person (through February 6, 2017) or \$260 (after February 6, 2017). To qualify for these rates, individuals must be current, paid members of MCFOA. The non-member rates are \$290/person (through February 6, 2017) or \$310 (after February 6, 2017). To determine membership status, contact Angie Storlie (MCFOA Administrative Assistant) at astorlie@mcfoa.org or 218-743-3782.

Special rates are available for first-time Conference attendees. These rates are \$220 for Association Members and \$275 for Non-Members (regardless of the date of registration).

All above fees include tuition for Wednesday-Friday, instructional materials, one reception, networking mixer, two lunches, one banquet, two breakfasts, and all refreshment breaks.

MCFOA retirees can register at a special rate of \$160. To be eligible for this reduced rate, they must not be employed by or under contract with a Minnesota Community. This fee includes tuition for Wednesday-Friday, instructional materials, one reception, networking mixer, two lunches, two breakfasts, and all refreshment breaks. Tickets for the Thursday evening banquet (\$45) must be purchased separately.

Registration fees for Tuesdays pre-conference workshops are in addition to the overall Conference amounts.

- If you are registering for the Wednesday-Friday Conference, the fees (regardless of registration date) for the half-day sessions are \$45/person each (no lunch included).
- If you are registering for the Wednesday-Friday Conference, the fee for the full day Athenian Dialogue is \$125/person (box lunch included).
- If you are NOT registering for the Wednesday-Friday Conference, the fee (regardless of registration date) is \$55 for each half-day session, and \$135 for the Athenian Dialogue session.

Tuesday workshops are:

- Athenian Dialogue – *Five Days at Memorial*
- Intermediate Excel
- Professional Writing – “Writing for Impact”
- Google Drive and Fillable Forms

Extra banquet tickets for Thursday evening are available for \$45 each and can be purchased as part of the Conference registration process (Note: One banquet ticket is included in each FULL Conference registration fee).

Registration

Online registration (available at www.regonline.com/2017MCFOA) is the standard registration method. Online registration accommodates group registrations from the same organization, allows payment via credit card, check, PO or SWIFT, and provides an immediate registration confirmation. Invoices can also be printed or emailed for payment via purchase order and check. Online registration is preferred, however if you require a paper form, please email Karen Beaulieu at karen@kbeventsllc.com for a copy to complete and return via US mail to: KB Events, 3719 Noble Avenue N, Robbinsdale, MN 55422. If you have questions, you may call Karen at 763-706-7910.

Registrations must be received no later than February 28, 2017 to ensure that all onsite instructional materials can be provided. Approximately one week prior to the Conference, registrants will receive a final electronic confirmation ONLY if an email address was provided.

Cancellations/Refunds

Fees will be refunded (less a \$25 service fee) only if cancellation is received via email (catherinedubbe@kbeventsllc.com) by March 1, 2017. If you do not cancel your registration and do not attend, you are responsible for payment of the entire fee, plus the \$25 administrative fee. Should inclement weather (or other circumstances beyond our control) necessitate program cancellation or postponement, notification will be posted on the WCCO website (www.minnesota.cbslocal.com) under the School Closings Tab.

For Further Information

For registration questions or program questions, please contact Karen Beaulieu at karen@kbeventsllc.com, or call 763-706-7910.



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Agenda

TUESDAY - March 14, 2017

- 7:30-8:00 AM Check-In for Full Day and Morning Workshop
- 8:00AM-4:30PM FULL-DAY WORKSHOP: Athenian Dialogue: **Five Days at Memorial** (box lunch provided)
- 8:00AM-12:30PM HALF DAY WORKSHOP: Intermediate Excel
- 12:30-1:00 PM Check-In for Half Day Afternoon Workshops
- 1:00-5:00 PM HALF DAY WORKSHOP:
Professional Writing - "Writing for Impact"
- 1:00-5:00 PM HALF DAY WORKSHOP:
Google Drive and Fillable Forms
- 4:00-7:00 PM Onsite Conference Check In
- 6:30-8:30 PM President's Reception

WEDNESDAY - March 15, 2017

- 8:00 AM Onsite Conference Check-In and Continental Breakfast
- 8:45 AM Welcome and Presentation of Colors
- 9:15 AM **Opening Keynote**
Little Known Truth About Drama In the Workplace
- 10:15 AM Morning Break
- 10:45-12:00 PM **Concurrent Sessions I** (CHOOSE ONE)
1. Making Financial Planning Part of Your Budgeting Process
 2. Keynote Follow Up Session
 3. Transformational Leadership
 4. Closed Meeting Laws
 5. Improving Public Speaking
- 12:00 PM Lunch (WEAR REGIONAL COLORS)
MCMC & CMC Recognition Awards
- 1:15-4:30 PM **Concurrent Sessions II** (CHOOSE ONE)
Three-Hour Workshops (WITH 15 MINUTE BREAK)
6. Personal Safety and Threat Awareness
 7. City of Pilger, Nebraska Tornado
 8. When the Circus Comes to Town
- 4:30-5:30 PM Nominations
- 4:30 PM Free Time and Dinner On Your Own
- 7:00-9:00 PM Bowling Mixer - *sponsored by OPG-3*
- 9:00PM-12:00AM Entertainment in the Parlay Lounge

THURSDAY - March 16, 2017

- 7:30 AM Onsite Conference Check-In
- 8:00 AM Sit-Down Breakfast | Business Meeting | Oath of Office
- 9:15 AM **Thursday Keynote**
Professional Development and Leadership
- 10:30 AM Exhibit Hall Opens | Morning Break | Silent Auction
- 11:15AM-12:30PM **Concurrent Sessions III** (CHOOSE ONE)
9. Senior Housing - Case Studies
 10. Don't Poke the Bear: Creating Conversation for Sensitive Situations
 11. The Conundrum of Email Retention
 12. Rental Licensing, Short Term Rentals & Tiny Houses
 13. Improving Public Speaking (REPEAT OF SESSION 5)
- 12:30 PM Lunch in Exhibit Hall
- 1:45-3:00 PM **Concurrent Sessions IV** (CHOOSE ONE)
14. Infrastructure Grant & Loan Funding
 15. Marketing Your Community
 16. Turning Financial Data Into a Long-Term Financial Plan
 17. Great City Websites: Tips to Consider for Municipalities Large and Small

- 3:00 PM Exhibit Hall | Afternoon Break | Silent Auction (CLOSES AT 4:00)
- 4:15-5:15 PM Regional Meetings
- 6:00 PM Reception and Entertainment, "Cabin Fever" by Mr. Mystery Productions
- 7:00 PM Banquet Dinner | Entertainment | IIMC Drawing
- 9:00 PM Dance and DJ

FRIDAY - March 17, 2017

- 8:00 AM Breakfast Buffet
- 9:00 AM **Friday Keynote**
Staying Sane from 9-5
- 10:15 AM Final Announcements and Drawings
- 10:45 AM Adjourn

CITY OF PROCTOR

02/02/17 10:39 AM

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*Check Summary Register©

January 2017

Name	Check Date	Check Amt	
10110 First National Liq			
Paid Chk# 027536 CITY OF PROCTOR	1/17/2017	\$1,760.71	PR16-26L wh PERA
Paid Chk# 027537 CITY OF PROCTOR	1/31/2017	\$2,332.58	PR17-01L wh PERA
Paid Chk# 027538 EMC NATIONAL LIFE COMPANY	1/31/2017	\$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 027539 AMERITAS	2/7/2017	\$4.90	VISION INSURANCE
Paid Chk# 027540 ARCTIC GLACIER ICE USA, INC	2/7/2017	\$100.80	01192017
Paid Chk# 027541 ARTISAN BEER COMPANY	2/7/2017	\$13.50	02012017
Paid Chk# 027542 BELLBOY CORPORATION	2/7/2017	\$476.92	01112017
Paid Chk# 027543 BERNICK'S PEPSI	2/7/2017	\$2,164.80	01182017
Paid Chk# 027544 BLUE CROSS BLUE SHIELD OF	2/7/2017	\$819.60	HEALTH INSURANCE
Paid Chk# 027545 BREAKTHRU BEVERAGE	2/7/2017	\$2,217.75	01192017
Paid Chk# 027546 EMC INSURANCE COMPANIES	2/7/2017	\$403.83	PROPERTY INSURANCE
Paid Chk# 027547 JOHNSON BROTHERS INC	2/7/2017	\$4,087.00	01172017
Paid Chk# 027548 MICHAUD DISTRIBUTING COMP	2/7/2017	\$922.60	01162017
Paid Chk# 027549 MINNESOTA ENERGY RESOURC	2/7/2017	\$14.44	UTILITY
Paid Chk# 027550 NORTHERN BUSINESS PRODUC	2/7/2017	\$173.96	SUPPLIES
Paid Chk# 027551 NORTHERN MN DENTAL	2/7/2017	\$26.95	DENTAL INSURANCE
Paid Chk# 027552 PHILLIPS WINE & SPIRITS CO	2/7/2017	\$1,624.05	01172017
Paid Chk# 027553 PROCTOR BUILDERS	2/7/2017	\$8.98	SUPPLIES
Paid Chk# 027554 PROCTOR PUBLIC UTILITIES	2/7/2017	\$567.69	UTILITY
Paid Chk# 027555 ROHLFING INC	2/7/2017	\$7,501.00	01132017
Paid Chk# 027556 SOUTHERN WINE & SPIRITS OF	2/7/2017	\$1,773.81	01132017
Paid Chk# 027557 SUPERIOR BEVERAGE	2/7/2017	\$10,000.17	01132017
Paid Chk# 027558 VINOCOPIA	2/7/2017	\$73.00	10072016
Paid Chk# 027559 WILLIS SUPPLY COMPANY	2/7/2017	\$72.05	SUPPLIES
Total Checks		\$37,155.29	

CITY OF PROCTOR

Liquor Fund Bills List

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Check Name	OBJECT Descr	Amount	Comments
AMERITAS	Employer Paid Health Insuranc	\$4.90	VISION INSURANCE
Check Name AMERITAS		\$4.90	
ARCTIC GLACIER ICE USA, INC	Soft Drinks and Mix	\$100.80	01192017
Check Name ARCTIC GLACIER ICE USA, INC		\$100.80	
ARTISAN BEER COMPANY	Beer Purchases	\$13.50	02012017
Check Name ARTISAN BEER COMPANY		\$13.50	
BELLBOY CORPORATION	Soft Drinks and Mix	\$380.02	01112017
	Freight and Express	\$7.00	01112017
	Freight and Express	\$4.90	01112017
	Wine Purchases	\$85.00	01112017
Check Name BELLBOY CORPORATION		\$476.92	
BERNICK'S PEPSI	Soft Drinks and Mix	\$11.25	01252017
	Beer Purchases	\$703.55	01252017
	Beer Purchases	\$1,370.80	01182017
	Soft Drinks and Mix	\$79.00	01182017
Check Name BERNICK'S PEPSI		\$2,164.60	
BLUE CROSS BLUE SHIELD OF MN	Employer Paid Health Insuranc	\$819.60	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN		\$819.60	
BREAKTHRU BEVERAGE	Liquor Purchases	\$2,167.65	01192017
	Freight and Express	\$50.10	01192017
Check Name BREAKTHRU BEVERAGE		\$2,217.75	
EMC INSURANCE COMPANIES	Property Insurance	\$403.83	PROPERTY INSURANCE
Check Name EMC INSURANCE COMPANIES		\$403.83	
JOHNSON BROTHERS INC	Freight and Express	\$13.33	01242017
	Freight and Express	\$7.28	01262017
	Soft Drinks and Mix	\$86.50	01172017
	Freight and Express	\$3.64	01172017
	Liquor Purchases	\$1,627.41	01172017
	Freight and Express	\$30.96	01172017
	Wine Purchases	\$275.43	01242017
	Liquor Purchases	\$101.50	01242017
	Freight and Express	\$2.67	01242017
	Wine Purchases	\$867.28	01172017
	Freight and Express	\$32.76	01172017
	Liquor Purchases	\$814.12	01262017
	Wine Purchases	\$213.20	01262017
	Freight and Express	\$10.92	01262017
Check Name JOHNSON BROTHERS INC		\$4,087.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	\$613.60	01242017
	Beer Purchases	\$309.00	01162017
Check Name MICHAUD DISTRIBUTING COMPANY		\$922.60	
MINNESOTA ENERGY RESOURCES	Utilities	\$14.44	UTILITY
Check Name MINNESOTA ENERGY RESOURCES COR		\$14.44	
NORTHERN BUSINESS PRODUCTS	Office Supplies & Expense	\$173.96	SUPPLIES
Check Name NORTHERN BUSINESS PRODUCTS		\$173.96	
NORTHERN MN DENTAL	Employer Paid Health Insuranc	\$26.95	DENTAL INSURANCE
Check Name NORTHERN MN DENTAL		\$26.95	
PHILLIPS WINE & SPIRITS CO	Freight and Express	\$5.46	01172017
	Wine Purchases	\$104.65	01172017
	Liquor Purchases	\$922.50	01172017
	Freight and Express	\$16.38	01172017

CITY OF PROCTOR

Liquor Fund Bills List

02/02/17 10:32 AM
Page 2

Check Name	OBJECT Descr	Amount	Comments
PHILLIPS WINE & SPIRITS CO	Liquor Purchases	\$518.18	01262017
	Freight and Express	\$9.56	01262017
	Wine Purchases	\$45.50	01262017
	Freight and Express	\$1.82	01262017
Check Name PHILLIPS WINE & SPIRITS CO		\$1,624.05	
PROCTOR BUILDERS	Misc Operating Supplies	\$8.98	SUPPLIES
Check Name PROCTOR BUILDERS		\$8.98	
PROCTOR PUBLIC UTILITIES	Utilities	\$567.69	UTILITY
Check Name PROCTOR PUBLIC UTILITIES		\$567.69	
ROHLFING INC	Beer Purchases	\$2,165.40	01132017
	Beer Purchases	\$2,165.40	01132017
	Beer Purchases	\$2,428.20	01202017
	Beer Purchases	\$742.00	01272017
Check Name ROHLFING INC		\$7,501.00	
SOUTHERN WINE & SPIRITS OF	Liquor Purchases	\$320.01	01202017
	Liquor Purchases	\$703.55	01272017
	Freight and Express	\$17.40	01272017
	Freight and Express	\$6.15	01202017
	Wine Purchases	\$698.00	01132017
	Freight and Express	\$28.70	01132017
Check Name SOUTHERN WINE & SPIRITS OF MN		\$1,773.81	
SUPERIOR BEVERAGE	Beer Purchases	\$678.67	01272017
	Beer Purchases	\$1,301.95	01202017
	Beer Purchases	\$2,319.10	01242017
	Beer Purchases	\$548.75	01132017
	Beer Purchases	\$5,151.70	01172017
Check Name SUPERIOR BEVERAGE		\$10,000.17	
VINOCOPIA	Freight and Express	\$7.00	01272017
	Liquor Purchases	\$170.00	01272017
	Wine Purchases	-\$104.00	10072016
Check Name VINOCOPIA		\$73.00	
WILLIS SUPPLY COMPANY	Office Supplies & Expense	\$45.37	SUPPLIES
	Office Supplies & Expense	\$26.68	SUPPLIES
Check Name WILLIS SUPPLY COMPANY		\$72.05	
		\$33,047.60	

+1740.71 PR 16-26L
 + 2332.58 PR 17-01
 + 14.40 EE supp Libe
\$ 37,155.29

CITY OF PROCTOR

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*Check Summary Register©

January 2017

Name	Check Date	Check Amt	
10100 First National Gen			
Paid Chk# 035853	GREAT LAKES OFFICE Solutio	1/18/2017	\$100.43 BASE RATE
Paid Chk# 035854	UNITED WAY OF GREATER DUL	1/17/2017	\$175.00 UNITED WAY
Paid Chk# 035855	EMC NATIONAL LIFE COMPANY	1/31/2017	\$88.90 EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 035856	EQUI-VEST	1/31/2017	\$3,217.62 EQUITABLE
Paid Chk# 035857	LAW ENFORCEMENT LABOR SE	1/31/2017	\$196.00 LELS UNION DUES
Paid Chk# 035858	PROCTOR POLICE DEPT UNION	1/31/2017	\$30.00 POLICE DUES
Paid Chk# 035859	TEAMSTERS LOCAL UNION #346	1/31/2017	\$441.00 Teamsters union dues
Paid Chk# 035860	GREAT LAKES OFFICE Solutio	2/7/2017	\$111.39 CONTRACT FEE
Paid Chk# 035861	HOFFBAUER FAMILY FARMS	2/7/2017	\$389.90 BEAUTIFUCATION COMM
Paid Chk# 035862	KTM COMAPNIES	2/7/2017	\$121,221.32 ROAD ALLEY PAVING
Paid Chk# 035863	ROBERT RENAUD	2/7/2017	\$300.53 4TH QUARTER PLUMBING INSPECTOR
Paid Chk# 035864	SPRINGSTED INCORPORATED	2/7/2017	\$1,200.00 2016 COMTIMUING DISCLOSURE SER
Paid Chk# 035865	THOMSON REUTERS-WEST	2/7/2017	\$94.50 INFORMATION CHARGES
Paid Chk# 035866	VERIZON WIRELESS	2/7/2017	\$101.32 PHONE
Paid Chk# 035867	W.L.S.S.D.	2/7/2017	\$4,512.00 4TH QUARTER CAF
Paid Chk# 035868	ACME ELECTRIC COMPANIES	2/7/2017	\$17.98 SMALL BRUSHES FOR WORKBENCH
Paid Chk# 035869	AIRFIBER	2/7/2017	\$121.32 MONTHLY FEE
Paid Chk# 035870	AMERIPRIDE SERVICES	2/7/2017	\$170.69 COVERALLS
Paid Chk# 035871	AMERITAS	2/7/2017	\$168.50 VISION INSURANCE
Paid Chk# 035872	CENTURYLINK	2/7/2017	\$342.42 PHONE SERVICE
Paid Chk# 035873	CONSOLIDATED COMMUNICATI	2/7/2017	\$375.64 PHONE-LONG DISTANCE
Paid Chk# 035874	C W TECHNOLOGY GROUP	2/7/2017	\$3,135.00 MONTHLY AGREEMENT
Paid Chk# 035875	FISHING WESMASTER, LLC	2/7/2017	\$360.00 ANNUAL HOSTING
Paid Chk# 035876	GOPHER STATE ONE-CALL	2/7/2017	\$113.50 EMAIL TICKETS
Paid Chk# 035877	GRAYBAR ELECTRIC CO	2/7/2017	\$241.79 LIGHTING
Paid Chk# 035878	GREAT AMERICA FINANCIAL SE	2/7/2017	\$199.12 COPIER FEE
Paid Chk# 035879	HARTEL'S/DBJ DISPOSAL COMP	2/7/2017	\$533.02 TRASH REMOVAL
Paid Chk# 035880	HEDTKE, SALLY	2/7/2017	\$171.72 STATE TOURISM CONFERENCE
Paid Chk# 035881	HUFF, TOD	2/7/2017	\$1,500.00 COMPUTER LABOR
Paid Chk# 035882	KERRY HELQUIST	2/7/2017	\$29.16 FIRE MTG REIMBURSEMENT
Paid Chk# 035883	LAKE STATES TREE SERVICE IN	2/7/2017	\$12,227.85 EASEMENT RECLEAR
Paid Chk# 035884	LAWSON PRODUCTS	2/7/2017	\$71.14 ANTI-SEIZE TO BUT ON BOLTS
Paid Chk# 035885	L.M.C.I.T.	2/7/2017	\$2,500.00 DEDUCTIBLE-KNUDSEN
Paid Chk# 035886	MINNESOTA ENERGY RESOURC	2/7/2017	\$1,800.05 UTILITY
Paid Chk# 035887	NORTHERN MN DENTAL	2/7/2017	\$1,280.05 DENTAL INSURANCE
Paid Chk# 035888	NORTHLAND SECURITIES, INC	2/7/2017	\$435.00 DISCLOSURE REPORT
Paid Chk# 035889	PETERSON, LOREN W	2/7/2017	\$2,314.17 ACCOUNTING SERVICE
Paid Chk# 035890	PROCTOR BUILDERS	2/7/2017	\$628.88 SUPPLIES
Paid Chk# 035891	PROCTOR CHAMBER OF COMM	2/7/2017	\$75.00 CHAMBER MEMBERSHIP
Paid Chk# 035892	PROCTOR JOURNAL	2/7/2017	\$14.51 PUBLICATIONS
Paid Chk# 035893	PROCTOR MILK HOUSE	2/7/2017	\$58.18 FUEL
Paid Chk# 035894	SEH	2/7/2017	\$5,157.86 6TH ST/ALMAC
Paid Chk# 035895	SPRINGSTED INCORPORATED	2/7/2017	\$1,666.67 RATE STUDY
Paid Chk# 035896	ST LOUIS COUNTY AUDITOR	2/7/2017	\$100.00 PRIMARY DISK PROGRAMMING
Paid Chk# 035897	TASC	2/7/2017	\$725.00 FSA PLAN ONLY
Paid Chk# 035898	TOWN OF MIDWAY	2/7/2017	\$6,074.86 ASSESSMENTS

CITY OF PROCTOR

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***Check Summary Register©**

January 2017

	Name	Check Date	Check Amt	
Paid Chk# 035899	TROY'S AMOCO	2/7/2017	\$1,670.98	REPAIRS
Paid Chk# 035900	UNIVERSITY OF MINNESOTA	2/7/2017	\$85.00	TREE INSPECTOR PROGRAM
Paid Chk# 035901	USA TOWING & RECOVERY	2/7/2017	\$55.00	TOW SKIDSTEER TO SHOP
Paid Chk# 035902	USPS-HASLER	2/7/2017	\$500.00	POSTAGE
Paid Chk# 035903	WILLIS SUPPLY COMPANY	2/7/2017	\$125.74	SUPPLIES
Paid Chk# 035904	ZIEGLER, INC	2/7/2017	\$2,686.42	REPLACE OIL PRESSURE SENSOR ON
	Total Checks		\$179,873.23	

2017

CITY OF PROCTOR

General Fund Bills List

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Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
ACME ELECTRIC COMPAN	General Fund	Street Dept Shop Work	Small Tools and Minor Equip	\$17.98	SMALL BRUSHES FOR WORK
Check Name ACME ELECTRIC COMPANIES				\$17.98	
AIRFIBER	General Fund	Administrative	Computer Misc Expense	\$121.32	MONTHLY FEE
Check Name AIRFIBER				\$121.32	
AMERIPRIDE SERVICES	General Fund	Street Department	Clothing	\$44.88	COVERALLS
	General Fund	Operations (Fire)	Other Professional Services	\$58.75	MATS
	General Fund	Government Building	Cleaning Supplies	\$67.06	MATS
Check Name AMERIPRIDE SERVICES				\$170.69	
AMERITAS	General Fund	Street Department	Employer Paid Health Insura	\$41.46	VISION INSURANCE
	General Fund	Accounting	Employer Paid Health Insura	\$8.47	VISION INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	\$12.26	VISION INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	\$20.73	VISION INSURANCE
	Cable Commu	Administrative and Gen	Employer Paid Health Insura	\$4.90	VISION INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	\$68.42	VISION INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	\$12.26	VISION INSURANCE
Check Name AMERITAS				\$168.50	
C W TECHNOLOGY GROU	General Fund	Administrative	Telephone	\$3,135.00	MONTHLY AGREEMENT
Check Name C W TECHNOLOGY GROUP				\$3,135.00	
CENTURYLINK	General Fund	Operations (Fire)	Telephone	\$129.49	PHONE SERVICE
	Golf Course F	Admin & General Golf	Telephone	\$68.62	PHONE SERVICE
	General Fund	Street Dept Shop Work	Telephone	\$75.81	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	\$34.25	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	\$34.25	PHONE SERVICE
Check Name CENTURYLINK				\$342.42	
CONSOLIDATED COMMUN	General Fund	Administrative	Telephone	\$375.64	PHONE-LONG DISTANCE
Check Name CONSOLIDATED COMMUNICATIONS				\$375.64	
FISHING WESMASTER, LL	General Fund	Government Building	Other Professional Services	\$360.00	ANNUAL HOSTING
Check Name FISHING WESMASTER, LLC				\$360.00	
GOPHER STATE ONE-CAL	Sewer Fund	Sewer	Other Professional Services	\$100.00	EMAIL TICKETS
	Sewer Fund	Sewer	Other Professional Services	\$13.50	EMAIL TICKETS
Check Name GOPHER STATE ONE-CALL				\$113.50	
GRAYBAR ELECTRIC CO	General Fund	Street Dept Shop Work	Bldg Repair Supplies	\$101.55	LIGHTING
	General Fund	Street Dept Shop Work	Bldg Repair Supplies	\$140.24	LIGHTING
Check Name GRAYBAR ELECTRIC CO				\$241.79	
GREAT AMERICA FINANCI	General Fund	Administrative	Maintenance Agreement	\$199.12	COPIER FEE
Check Name GREAT AMERICA FINANCIAL SERVIC				\$199.12	
HARTEL'S/DBJ DISPOSAL	General Fund	Government Building	Refuse Disposal	\$533.02	TRASH REMOVAL
Check Name HARTEL'S/DBJ DISPOSAL COMPANY				\$533.02	
HEDTKE, SALLY	General Fund	Tourism Expenditures	Consultant Services	\$171.72	STATE TOURISM CONFEREN
Check Name HEDTKE, SALLY				\$171.72	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	\$900.00	COMPUTER LABOR
	General Fund	Administrative	Computer Misc Expense	\$600.00	COMPUTER LABOR
Check Name HUFF, TOD				\$1,500.00	
KERRY HELQUIST	General Fund	Operations (Fire)	Meeting Expense	\$29.16	FIRE MTG REIMBURSEMENT
Check Name KERRY HELQUIST				\$29.16	
L.M.C.I.T.	Sewer Fund	Sewer	Other Professional Services	\$2,500.00	DEDUCTIBLE-KNUDSEN
Check Name L.M.C.I.T.				\$2,500.00	
LAKE STATES TREE SERVI	General Fund	Council	Engineering Fees	\$12,227.85	EASEMENT RECLEAR
Check Name LAKE STATES TREE SERVICE INC				\$12,227.85	

CITY OF PROCTOR

General Fund Bills List

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Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
LAWSON PRODUCTS	General Fund	Snow Removal	Equipment Parts	\$71.14	ANTI-SEIZE TO BUT ON BO
Check Name LAWSON PRODUCTS				\$71.14	
MINNESOTA ENERGY RES	General Fund	Street Dept Shop Work	Gas Utilities	\$221.14	UTILITY
	General Fund	Operations (Fire)	Gas Utilities	\$2.04	UTILITY
	General Fund	Government Building	Gas Utilities	\$1,576.87	UTILITY
Check Name MINNESOTA ENERGY RESOURCES COR				\$1,800.05	
NORTHERN MN DENTAL	General Fund	Street Department	Employer Paid Health Insura	\$362.95	DENTAL INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	\$99.85	DENTAL INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	\$99.85	DENTAL INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	\$507.20	DENTAL INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	\$163.25	DENTAL INSURANCE
	Cable Commu	Administrative and Gen	Employer Paid Health Insura	\$26.95	DENTAL INSURANCE
Check Name NORTHERN MN DENTAL				\$1,260.05	
NORTHLAND SECURITIES	General Fund	Council	Other Professional Services	\$435.00	DISCLOSURE REPORT
Check Name NORTHLAND SECURITIES, INC				\$435.00	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	\$2,314.17	ACCOUNTING SERVICE
Check Name PETERSON, LOREN W				\$2,314.17	
PROCTOR BUILDERS	General Fund	Operations (Police)	Misc Operating Supplies	\$6.39	SUPPLIES
	General Fund	Government Building	Bldg Repair & Maint	\$539.14	FAIRGROUNDS OFFICE
	General Fund	Operations (Fire)	Misc Operating Supplies	\$36.54	SUPPLIES
	General Fund	Street Department	Misc Operating Supplies	\$47.81	SUPPLIES
Check Name PROCTOR BUILDERS				\$629.88	
PROCTOR CHAMBER OF C	General Fund	Council	Dues & Subscriptions	\$75.00	CHAMBER MEMBERSHIP
Check Name PROCTOR CHAMBER OF COMMERCE				\$75.00	
PROCTOR JOURNAL	General Fund	Council	Gen Notices & Pub Informati	\$14.51	PUBLICATIONS
Check Name PROCTOR JOURNAL				\$14.51	
PROCTOR MILK HOUSE	General Fund	Operations (Fire)	Diesel Fuel	\$58.18	FUEL
Check Name PROCTOR MILK HOUSE				\$58.18	
SEH	General Fund	Council	Engineering Fees	\$3,425.46	6TH ST/ALMAC
	General Fund	Council	Engineering Fees	\$1,732.50	6TH ST/ALMAC
Check Name SEH				\$5,157.96	
SPRINGSTED INCORPORA	Sewer Fund	Storm Drainage	Contractor	\$1,666.67	RATE STUDY
Check Name SPRINGSTED INCORPORATED				\$1,666.67	
ST LOUIS COUNTY AUDIT	General Fund	Elections	Maintenance Agreement	\$100.00	PRIMARY DISK PROGRAMMI
Check Name ST LOUIS COUNTY AUDITOR				\$100.00	
TASC	General Fund	Council	Other Professional Services	\$725.00	FSA PLAN ONLY
Check Name TASC				\$725.00	
TOWN OF MIDWAY	Sewer Fund			\$1,988.00	ASSESSMENTS
	Sewer Fund			\$4,086.86	ASSESSMENTS
Check Name TOWN OF MIDWAY				\$6,074.86	
TROY'S AMOCO	General Fund	Operations (Police)	Mach & Equip Repair	\$1,670.98	REPAIRS
Check Name TROY'S AMOCO				\$1,670.98	
UNIVERSITY OF MINNES	General Fund	Tree Planting	Training Expense	\$85.00	TREE INSPECTOR PROGRAM
Check Name UNIVERSITY OF MINNESOTA				\$85.00	
USA TOWING & RECOVER	General Fund	Snow Removal	Mach & Equip Repair	\$55.00	TOW SKIDSTEER TO SHOP
Check Name USA TOWING & RECOVERY				\$55.00	
USPS-HASLER	General Fund			\$500.00	POSTAGE
Check Name USPS-HASLER				\$500.00	
WILLIS SUPPLY COMPANY	General Fund	Government Building	Cleaning Supplies	\$125.74	SUPPLIES

CITY OF PROCTOR
General Fund Bills List

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Page 3

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
Check Name WILLIS SUPPLY COMPANY				\$125.74	
ZIEGLER, INC	General Fund	Snow Removal	Mach & Equip Repair	\$541.34	HYDROLIC LEAK ON GRADE
	General Fund	Snow Removal	Mach & Equip Repair	\$365.79	REPLACE OIL PRESSURE SE
	General Fund	Snow Removal	Mach & Equip Repair	\$599.37	ELECTRICAL PROBLEMS ON
	General Fund	Snow Removal	Mach & Equip Repair	\$1,053.37	FIX HEATER ON FRONT END
	General Fund	Snow Removal	Mach & Equip Repair	\$106.55	HYDROLIC LEAK ON GRADE
Check Name ZIEGLER, INC				\$2,666.42	
				\$47,693.32	

+ 100.43 Bas fa Co
+ 175.00 United Way
+ 88.90 Supplife
+ 3217.62 Equitable
+ 196.00 LBS Union dues
+ 30.00 Police Dues
+ 441.00 Teamsters Dues
\$179,873.23

2014

CITY OF PROCTOR
General Fund Bills List

02/03/17 9:17 AM

Page 1

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
GREAT LAKES OFFICE SO	General Fund	Operations (Police)	Maintenance Agreement	\$111.39	CONTRACT FEE
Check Name GREAT LAKES OFFICE SOLUTIONS				\$111.39	
HOFFBAUER FAMILY FAR	General Fund	City Parks	Misc Operating Supplies	\$389.90	BEAUTIFUCATION COMM
Check Name HOFFBAUER FAMILY FARMS				\$389.90	
KTM COMAPNIES	General Fund	Street Department	Misc Road/Alley Repair	\$121,221.32	ROAD ALLEY PAVING
Check Name KTM COMAPNIES				\$121,221.32	
ROBERT RENAUD	General Fund	Operations (Bldg Inspec	Other Professional Services	\$300.53	4TH QUARTER PLUMBING I
Check Name ROBERT RENAUD				\$300.53	
SPRINGSTED INCORPORA	General Fund	Council	Other Professional Services	\$1,200.00	2016 CONTINUING DISCLO
Check Name SPRINGSTED INCORPORATED				\$1,200.00	
THOMSON REUTERS-WES	General Fund	Operations (Police)	Other Professional Services	\$94.50	INFORMATION CHARGES
Check Name THOMSON REUTERS-WEST				\$94.50	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	\$101.32	PHONE
Check Name VERIZON WIRELESS				\$101.32	
W.L.S.S.D.	Sewer Fund			\$4,512.00	4TH QUARTER CAF
Check Name W.L.S.S.D.				\$4,512.00	
				\$127,930.96	

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

Slogan: "You Have A Place In Proctor"

AGENDA
PROCTOR CITY COUNCIL MEETING
Tuesday, February 21, 2017 – 6:00 P.M.
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES February 6, 2017 City Council Meeting Minutes

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

***1. COMMUNICATIONS**

- A. Pheasants forever – St. Louis/Carlton County Chapter #633

***2. PLANNING & ZONING DEPARTMENT MATTER**

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 02/05/17; Liquor Fund payroll period ended 02/05/17

***4. COMMITTEE REPORTS**

- A. Proctor Public Utilities Commission meeting minutes of January 9, 2017
- B. Parks & Recreation Meeting Minutes of February 9, 2017

***5. UNFINISHED BUSINESS**

- *A. Council Handbook

6. NEW BUSINESS

- A. Solar Farm Presentation
- B. Golf Contract
- C. Flashing Stop Light at Kirkus and Boundary
- D. Resolution 05-17 Support of Emergency Services Recognition (Moose Lodge Membership)
- E. Resolution 06-17 - Accepting Feasibility Study: Almac Drive and 6th Street (Sent to councilors via email)
- F. Resolution 07-17 – Resolution of Non-Objection (Ducks Unlimited)
- G. Memo of Understanding – St. Louis County
- H. Recodification (Information from League of MN Cities included - \$10,000 approved in Capital Improvement Plan)
- I. 2017 Local Board of Appeal and Equalization Meeting Date
- J. Prior Official Recognition

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

- A. Union and Negotiations Update

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund
\$106,665.32

Liquor Fund
\$44,999.28

\$151,580.60 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on February 6, 2017 in the Community Center Council Chambers

Mayor Larson called the meeting to order at 6:03 p.m.

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

OTHERS PRESENT: Mark Casey, City Administrator; John Bray, City Attorney; Jim Aird, Midway Township; Kathy Hannan; Kaye Anderson, Moose Lodge 1302; Ray Sundin, Moose Lodge 1302; Walt Wobig, Proctor Police Chief; Pam Sarvela

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by Benson and carried: To approve the January 17, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Motion by Benson, seconded by Schwarzbauer and carried: To approve the agenda of February 6, 2017 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kay Anderson, Moose Lodge 1302, asked the council to waive the Moose Lodge membership fee for the Proctor Fire Department, Police Department, and EMS staff. They are holding an international membership campaign and willing to waive fees for one year. Anderson said that have provided this opportunity to the surrounding cities and throughout the county also.

Bray recommended approving this process through a resolution. This item can be added to the next council agenda.

Motion by Benson, seconded by Larson and carried: To move to Item 6A.

***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

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To move Items 5A and 5C to 6H and 6I and then approve the Consent Agenda as amended.

*1. COMMUNICATIONS

2. PLANNING & ZONING DEPARTMENT MATTER

A. Board of Appeal

Casey discussed email from Planning and Zoning Chairman Tom Aldridge

*3. CLERK ADVISES COUNCIL

- A. Next Council Meeting Tuesday, February 21, 2017 due to President's Day
- B. Government Fund payroll period ended 01/08/17; Liquor Fund payroll period ended 01/08/17
- C. Government Fund payroll period ended 01/22/17; Liquor Fund payroll period ended 01/22/17

*4. COMMITTEE REPORTS

5. UNFINISHED BUSINESS

- *A. Council Handbook
- *B. Flashing Stop Light at Kirkus and Boundary

6. NEW BUSINESS

A. MN Energy Resources Ordinance 01-17 (2nd Reading and Approval)

Pam Sarvela, MN Energy Representative, here to ask that the City renew the Franchise Agreement. MN Energy has served Proctor for 25 years. Councilors discussed the agreement with Sarvela.

Casey asked Sarvela if the City charge a franchise fee. Sarvela said that the city can charge a fee, but that amount is passed on to the customers and specified by a line item on the statements.

Motion by Schwarzbauer, seconded by Novak and carried (5-0): To approve Ordinance 01-17 - MN Energy Franchise Agreement as presented.

B. Resolution 03-17: Requesting St. Louis County to Convey Tax for Real Property To The City of Proctor for a Specific Purpose

Kathy Hannan asked where the Resolution is sent at the county. Benson stated that it will be forwarded to Tony Mancuso.

Motion by Schwarzbauer, seconded by Larson and carried (5-0): To approve Resolution 03-17 as presented.

**RESOLUTION 03-17
RESOLUTION REQUESTING ST. LOUIS COUNTY
TO CONVEY TAX FOR REAL PROPERTY
TO THE CITY OF PROCTOR FOR A SPECIFIC PURPOSE**

WHEREAS, the City of Proctor is attempting to acquire land to complete a trail located within the City of Proctor; and

WHEREAS, there are six (6) twenty-five (25) foot wide parcels which will be needed for the completion of said trail system; and

WHEREAS, the parcels are tax forfeit parcels of real property legally described as follows:

1. Lot 12 Block 1 of Proctor Heights 185-0210-00120
2. Lot 15 Block 1 of Proctor Heights 185-0210-00150
3. Lot 12 Block 10 of Quinns Addition to Proctor 185-0220-02720
4. Lot 13 Block 10 of Quinns Addition to Proctor 185-0220-02750
5. Lot 11 Block 4 of Quinns Addition to Proctor 185-0220-00970
6. Lot 12 Block 4 of Quinns Addition to Proctor 185-0220-00980

WHEREAS, the intended use of said parcels constitutes a public purpose;

NOW, THEREFORE, be it resolved by the City Council of the City of Proctor, Minnesota as follows:

1. That, the City of Proctor is requesting the County of St. Louis to remove the above described parcels from the list of tax forfeit properties to be auctioned;
2. That, the County of St. Louis convey the above referenced parcels for no consideration to the City of Proctor, as said parcels will be used for a public purpose, to wit, the construction of a public trail system.

C. Fund Transfers – 2016

Casey stated that this is some cleanup bookkeeping for 2016 from the General Fund which is done every year.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the Fund Transfers for 2016 as presented.

D. Comprehensive Plan Beautification & Trees (Schwarzbauer)

Schwarzbauer said that Casey notified him that the city received a bill for decorations done over the holidays. Casey told him that the city will pay for it under the Beautification fund – however there isn't any money budgeted for this item. Schwarzbauer asked council how they are supposed to "beautify" the city without any funds.

Casey said that the city received an invoice from a business of a purchase not made by a city employee. Casey said that the city is working on a purchasing policy. DeWall suggested having a line item under Parks and Recreation budget for beautification.

E. Annual Meeting of Townships

Schwarzbauer said that he will be attending the Annual Meeting in Midway Township. Jim Aird said that the meeting is run by the townspeople, not the Supervisors. Schwarzbauer asked if other councilors would be attending and if the City Administrator could write up talking points for consistency.

F. Resolution 04-17: Supporting Dedicated State Funding for City Streets

Casey stated that it would be advantageous to forward this resolution to our local officials.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To approve Resolution 04-17: Supporting Dedicated State Funding for City Streets as presented.

**RESOLUTION 04-17
A RESOLUTION SUPPORTING DEDICATED STATE FUNDING
FOR CITY STREETS**

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

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 22,500 miles—or 16 percent—are owned and maintained by Minnesota's 853 cities; and

WHEREAS, almost 85 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city--large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority--and therefore taxpayers--save seven dollars in repairs; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies in order to meet growing demands for street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF PROCTOR that the City of Proctor, supports an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA city street maintenance, construction and reconstruction.

G. Approval to Attend Clerks Conference

Casey asked for approval for himself or Jennifer Crown to attend this conference.

Motion by Larson, seconded by Schwarzbauer and carried: To authorize Mark Casey and/or to attend the seminar.

H. Council Handbook

The City has been researching this for a couple of years. In addition to the council handbook, a Personnel Handbook was also being developed. When a handbook is distributed to employees, they need to sign receipt of each copy.

Schwarzbauer stated that council never received a handbook for review. Larson asked Casey to continue to complete this process and bring it for approval to the council. Casey said that three of the council will be attending a League of Minnesota cities conference that may cover some of this information and suggested that we review the policies after that time for Employee Handbook and Council Handbook.

I. Flashing Stop Light at Kirkus and Boundary

DeWall stated that there have been several accidents at this location. He said a suggestion has been made to put a flashing light similar to the one on 3rd Street.

Casey stated that there was correspondence with Commission Stauber last year. Casey said that if the city wants to put a sign that says stop ahead, it has to be 30-35 feet back from the stop sign and out of the right-a-way. DeWall stated that since it would be at the corner of Kirkus and a county road, we need to get

permission from the County.

Casey asked the councilors if they would be interested in a stoplight at that intersection. DeWall said he would like to see the cost of this sign. Casey will investigate this process.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

Motion by Benson, seconded by DeWall and carried: To Close the City Council meeting at 7:34pm for closed session for Union and Negotiation updates.

Motion by DeWall, seconded by Schwarzbauer and carried: To reopen the City Council meeting.

- A. Union and Negotiations Update
- B. Annexation Update

MEMBER CONCERNS

Mayor Larson: Heating and Cooling System

Larson said that this building has lost all in-floor heat and the city currently does not have a maintenance contract to repair. There are many issues with keeping the building equally heated. Larson also said that one boiler is currently not working. Larson said that he and Casey have contacted many different companies about the repairs and maintenance. Larson described several issues with the current system. Larson said that we need repairs to both the front end and the back end of the heating/cooling system. He and Casey will proceed and bring information to council when appropriate.

BILLS FOR APPROVAL

General Fund
\$179,873.23

Liquor Fund
\$37,155.29

\$217,469.52 TOTAL BILLS FOR APPROVAL

Motion by Schwarzbauer, seconded by Nowak and carried (4-1, Benson opposed): To approve the General Fund and Liquor Fund bills list

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried (5-0): To adjourn the City Council meeting at 8:06 p.m.



PHEASANTS FOREVER

St. Louis/Carlton County Chapter#633

Hello Fellow Chamber Member,

As a valued business partner with a shared interest in our community, I would like to cordially invite you to learn more about Pheasants Forever's recent successes. We have invested over \$100,000 in habitat and conservation projects, including such projects as the Duluth East High School/Lake walk pollinator garden, Habitat for Homecroft outdoor classroom, and other collaborations at various school forests.

We currently help financially support 8 local high school athletic club programs – with over \$77,000.00 in funding to date. About once per month, we host/partner free and open to the public, outdoor adventure days where youth and their families are given the opportunity to experience the outdoors in a safe and welcoming environment. We spend many hours teaching habitat and conservation education in the classroom at local elementary schools.

In 2016 one of our major goals for our local youth was the creation of our S.A.F.E. archery program. The primary goal of the S.A.F.E. Archery program was to be fully inclusionary. The addition of S.A.F.E. Archery has allowed youth, especially those with disabilities, the opportunity to safely and effectively build self-confidence, increase physical fitness, develop patience and self-control. This archery program can also be conducted year round, outdoors and indoors, and is mobile enough to travel to virtually any location.

Naturally, the success of our program, as with the other regional programs, is largely due to its sponsors and donors. Our grassroots fundraising allows for 100% of sponsored/donated funds or product/service to be used locally in support of local community efforts. By participating, your organization will benefit from extended exposure through media campaigns and promotional efforts. We have a number of varying sponsorship levels along with the option of donations of goods or services, allowing you to determine the level of participation that best meets your needs while supporting local community habitat projects and youth programs.

Our annual fundraising banquet will be held April 28th, 2017 at Spirit Mountain.

We are starting to collect sponsors and/or donations for this event, if you are able to help please let me know. If you are a current sponsor or donor, thank you for your support.

Thank you for your time and consideration and please feel free to contact me if you have any questions.

Sincerely,

Kim Ableiter-Fundraising Coordinator
Pheasants Forever St. Louis/Carlton County
218-393-7597
kableiter@gmail.com

St. Louis/Carlton County Annual Banquet

April 28th 2017 at Spirit Mountain Lodge Duluth, MN

Doors open for social hour at 5:00 pm
Dinner and Raffles start at 7:00 pm

		<u># Of Each:</u>	<u>Total \$</u>	<u>Member ID#</u>
Banquet Ticket: Includes (\$35) PF Membership	\$65.00	X	_____	_____
Banquet Ticket Only: For current member in good standing	\$30.00	X	_____	_____
Membership: I cannot attend but would like to renew my membership	\$35.00	X	_____	_____
Spouse: (Must be spouse of ticket purchasing member)	\$35.00	X	_____	_____
Youth: (15 & Under) Includes "Ringneck" Membership	\$30.00	X	_____	_____
Sponsor: Includes 1 Membership, Guest Dinner, & Drawing	\$275.00	X	_____	_____
Memorial Sponsorship: See side panel of registration for details	\$600.00	X	_____	_____
Silver Sponsor: See side panel of registration form for details	\$800.00	X	_____	_____
Gold Sponsor: See side panel of registration form for details	\$1,500.00	X	_____	_____
Corporate Sponsor: See side panel of registration form for details	\$1,000.00	X	_____	_____
Early Bird Raffle: Must be received by April 25th	\$10.00	X	_____	_____
Bonus Pack of Raffle Tickets: Chance at 12 guns (\$240 Value)	\$160.00	X	_____	_____
Individual and Bonus Pack Raffle Tickets may be purchased the night of event				
Total \$			_____	_____

Registration Information: All information is necessary for membership records (Include Ringneck Date of Birth {DOB} and PLEASE PRINT CLEARLY)

(Circle One)

Membership	Spouse/Guest	Ringneck	Sponsor	Ringneck	DOB
------------	--------------	----------	---------	----------	-----

Name: _____

Address: _____

Phone: _____

E-mail: (optional) _____

(Circle One)

Membership	Spouse/Guest	Ringneck	Sponsor	Ringneck	DOB
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Name: _____

Address: _____

Phone: _____

E-mail: (optional) _____

(Circle One)

Membership	Spouse/Guest	Ringneck	Sponsor	Ringneck	DOB
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Name: _____

Address: _____

Phone: _____

E-mail: (optional) _____

(Circle One)

Membership	Spouse/Guest	Ringneck	Sponsor	Ringneck	DOB
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Name: _____

Address: _____

Phone: _____

E-mail: (optional) _____

Return this form with check payable to: St. Louis/ Carlton County PF

c/o Matt Bremer
4819 1st Ave. North
Duluth, MN 55803
218-349-6126

OR

Bill My: Visa Mastercard
Acct #: _____
Exp.Date/ 3 digit Code: _____
Signature: _____

* Please feel free to make copies of registration form for family and friends

PHASANTS FOREVER THE HABITAT ORGANIZATION



St. Louis/Carlton County Annual Banquet
 (Also serving Douglas and Lake County)
April 28th 2017 at Spirit Mountain Lodge in Duluth, MN

St. Louis//Carlton County Pheasants Forever
 c/o Matt Bremer
 4819 1st Avenue North
 Duluth, MN 55803

Please fill out the registration form and return it promptly or call Matt to register for this years banquet. Register early!
*****LAST YEAR SOLD*****

***Bonus Pack** includes tickets for the Longspur, Rooster, Habitat, and Sportsman Raffles Only (12 Guns Total)

***Bring a NEW Member and receive \$40.00 in Rooster Bucks** (Can be used on all raffles except High Roller, Limit 1 new member per paid member)

***Memorial Sponsorship \$600**

- Honor fallen hunting partner (Friend or dog)
- 2 Memberships w/dinners
- Commemorative plaque
- Chance at Sponsor gun drawing

***Silver Sponsor \$800.00**

- 2 Memberships w/dinners
- 2 Guest dinners
- 2 Chances in Sponsor gun drawing
- Round of sporting clays and 20 bird hunt for 4 people at Old Vermilion Trail

***Gold Sponsor \$1,500.00**

- 2 Memberships w/dinners
 - 2 Guest dinners
 - 2 Chances in Sponsor gun drawing
 - \$60.00 in Rooster Bucks
(Can be used on all raffles except High Roller)
 - Choice of one of 6 fishing trips or a Duck/Goose Hunt
 - 2 or 4 Person Fishing trip
 - 4 Person Ice Fishing trip
 - 4 Person Duck/Goose Hunt
- (Call Matt for details 218-349-6126)

***Corporate Sponsor \$1,000**

- Reserved table for 8 members
- Full page add in the Banquet book
- \$80 in Rooster Bucks
(Can be used on all raffles except High Roller)

PR17-03

11/23/17-2/5/17

3A.

02/08/17 4:19 PM

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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	Tourism	Tourism Expenditures	Full-Time Employee Regular	\$2,095.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$716.90
	City Clerk	Administrative	Full-Time Employee Regular	\$1,617.00
	City Clerk	Administrative	Full-Time Employee Regular	\$1,237.60
	City Clerk	Administrative	Full-Time Employee Overtime	\$128.78
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	\$13,116.08
	Police	Operations (Police)	Full-Time Employee Regular	\$1,433.36
	Police	Operations (Police)	Full-Time Employee Regular	\$1,117.68
	Police	Operations (Police)	Full-Time Employee Regular	\$384.24
	Police	Operations (Police)	Full-Time Employee Overtime	\$261.90
	Police	Operations (Police)	Full-Time Employee Overtime	\$174.60
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$148.40
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,496.50
	Police	Admin Secretary (Police)	Part-Time Employee	\$726.40
	Police	Police Grant Labor	Full-Time Employee Overtime	\$917.64
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	\$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$440.60
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$2,056.29
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$376.96
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$574.92
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,435.47
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$94.24
	Streets & Roadways	Sanding	Full-Time Employee Regular	\$342.23
	Streets & Roadways	Sanding	Full-Time Employee Overtime	\$141.36
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	\$1,871.47
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	\$179.07
	Operations (PUC)	Administrative and General	Temporary Employees Regular	\$405.87
FUND 100 General Fund				\$39,374.81
Cable Communications	Cable Operations	Administrative and General	Part-Time Employee	\$2,057.60
FUND 200 Cable Communications Fund				\$2,057.60
Sewer Fund	Public Works	Sewer	Full-Time Employee Regular	\$304.59
FUND 500 Sewer Fund				\$304.59
				\$41,737.00

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

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FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$156.75
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,515.25
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$2,113.38
FUND 600 Liquor Fund				\$3,785.38
				\$3,785.38

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 3

02/08/17 4:00 PM

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Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	5.00	1.5	\$128.78	City -BI-wk
CITY HALL	16.50	1.5	\$495.00	City -BI-wk
Shift Multiplier 1.5	21.50		\$623.78	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	4.00	1.5	\$131.94	City -BI-wk
POLICE	18.00	1.5	\$785.70	City -BI-wk
POLICE	6.00	1.5	\$261.90	City -BI-wk
POLICE	4.00	1.5	\$174.60	City -BI-wk
Shift Multiplier 1.5	32.00		\$1,354.14	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	3.50	1.5	\$123.69	City -BI-wk
Shift Multiplier 1.5	3.50		\$123.69	
Shift Multiplier 2				
Street Department	3.00	2	\$141.36	City -BI-wk
Street Department	1.00	2	\$55.38	City -BI-wk
Shift Multiplier 2	4.00		\$196.74	
Pay Group Description City -BI-wk	61.00		\$2,298.35	
	61.00		\$2,298.35	

R20 grant
R20 grant

Minutes of the Proctor Public Utilities Commission meeting held on Monday, January 9, 2017 at 6:00 p.m. in the Council Chambers at Proctor City Hall.

4A.

The following members were present:

Carol Lind
Phil Larson

Others who were present:

Charlene Jones, Commission Secretary
John Bray, PUC Attorney

APPROVAL OF AGENDA

Motion by Lind, seconded by Larson and carried: To approve the agenda as presented.

APPROVAL OF THE MINUTES OF:

Motion by Lind, seconded by Larson and carried: To approve the PUC Meeting minutes of December 12, 2016.

APPROVAL OF PAYROLLS OF:

Motion by Lind, seconded by Larson and carried: To approve the payrolls ending December 11, 2016 & December 25, 2016.

DELINQUENT ACCOUNTS were discussed.

CALL FOR COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

1. OLD BUSINESS

- A. New Water Maintenance Contractor update.
- B. 2016 Easement Clearing update.

2. NEW BUSINESS

- A. New Year designations
 - 1. Depository of PUC funds:
First National Bank, Proctor, Proctor Federal Credit Union, MN
4M Fund, RBC Dain Rauscher, Floridian Custodial Services, RBC
Capital Markets
 - 2. Broker certifications – RBC Capital Markets (City & PUC CDs);
Northland Securities; Institutional CDs Inc/ICD; PMA Network
(4M Fund)
 - 3. Official newspaper – Proctor Journal

Motion by Lind, seconded by Larson and carried: To approve the
Depository of PUC funds and Official newspaper as listed above.

3. REPORT OF OFFICE

- A. Utility Rate Study - Draft Memorandum of Findings was tabled.
- B. St Louis County 2017 Proctor Area Road Improvements Informational
Meeting on January 10, 2017 at 6 PM in Council Chambers. Larson and
Lind will attend.

- C. Upcoming projects discussion (tree trimming, MP distribution study, Phase 3 System Upgrade etc).
 - D. Water system mapping discussion. SEH will be getting us info on the cost and benefit of moving from our current CAD system to a GIS system.
 - E. Mayor Larson's Commission term okay per Minnesota Statute §412.341.
- 4. FINANCIAL STATEMENTS**
- A. The MP power bill was reviewed for December billing.
 - B. The SWL&P & MP December maintenance bills were reviewed.
 - C. PUC November Income Statements were reviewed.
 - D. Liquor Store Expansion financials were not available. Secretary to get year-end financials from City Accountant for next meeting.
- 5. APPROVAL OF BILLS**
- A. The bills listings were reviewed.

Motion by Lind, seconded by Larson and carried: To approve the bills presented and on file at the utility office including all electronic payments for sales tax & payroll payables. Payable checks #017951 thru #017972.

Larson asked for a roll call vote: Lind – yes, Larson – yes

6. COMMUNICATIONS

7. LABOR & NEGOTIATION ISSUES

- A. PUC Meter Reader/Water Technician position update. Job opening has been posted and will remain open until filled.

Motion by Lind, seconded by Larson and carried: To adjourn the meeting at 6:52 p.m.

Charliene Jones, Commission Secretary

Phil Larson, Acting Chairman

Minutes of the Parks and Recreation Meeting of February 9, 2017 at 4:30 in the Conference Room at Proctor City Hall.

Gary Nowak called the meeting to order at 4:36 p.m.

MEMBERS PRESENT: Gary Nowak; Rory Johnson; Tim Rohweder; Rick LaLonde; Jesse Annala; Tod Marunich

OTHERS PRESENT

APPROVAL OF MINUTES

APPROVAL OF AGENDA

1.) COMMUNICATIONS

2.) COMMITTEE REPORTS

3.) UNFINISHED BUSINESS

4.) NEW BUSINESS

- a) Organizational Meeting
 - 1) Committee Chair
 - 2) Committee Vice-Chair
 - 3) Committee Recording Secretary

Park & Recreation Committee Unanimous Decision:

Committee Chair – Jesse Annala
 Committee Vice Chair – Rory Johnson
 Committee Recording Secretary – Gary Nowak

- b) Committee members –willingness to continue to serve

All committee members are willing to continue to serve on the Parks and Recreation Committee.

Motion by Nowak, seconded by Johnson and carried (6-0): To enable Rick LaLonde to be a voting member of the Parks and Recreation Committee effective immediately.

- c) Youth Softball

Motion by Rohweder, seconded by Marunich and carried (6-0): To approve use of the softball field with a \$1000.00 fee for Youth softball

- d) Summer Seasonal Employee

Motion by Johnson, seconded by Rohweder and carried (6-0): To hire Angie Peterson again as Seasonal Park Worker at a date chosen by Rick LaLonde.

e) Proctor High School Referendum

Committee members discussed the approval of the Equity in Athletics Referendum

f) Comprehensive Plan -Trails

MEMBER CONCERNS

DATE FOR NEXT MTG

Next meeting date: March 30, 2017 at 4:30 p.m.

ADJOURNMENT

Motion by Annala, seconded by Johnson and carried (6-0): To adjourn the Parks and Recreation meeting at 5:43 p.m.

le A.

September 1, 2016

Minnesota Power
30 West Superior Street
Duluth, Minnesota 55802

Dear Sir/Ms:

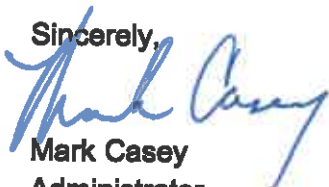
The City of Proctor's Economic Development Authority (PEDA) is pleased to support Minnesota Power (MP) efforts in the creation of solar generation through Community-Based Energy Development. PEDA has been working in conjunction with Garth Rockcastle at MSR Design, who is also working with Sundial Energy to develop potential sites for the solar array and a sustainable housing development within the City of Proctor. We believe the City's available properties will be a good fit for a 1 MW or greater solar generation project.

Solar generation is important to our community and critical to our economic development initiatives especially in the underserved or unserved communities in our region.

MP and PEDA can be leaders in fostering solar energy. Development of this plan will provide an effective tool for our region to design, engineer and implement a solar generation plan that will meet the current and future needs of our region.

We look forward to working with you on this project.

Sincerely,



Mark Casey
Administrator
City of Proctor/PEDA

.cc PEDA

Kirkus Street Land Use Plan – Summary

The Kirkus Street Land Use Plan encompasses a study area that includes a new street and its surrounding corridor, covering nearly one-third of the City of Proctor. Kirkus Street will be a two-lane road that is one mile long and connects the eastern (Boundary Avenue) and western (Ugstad Road) boundaries of the City of Proctor. The roadway will provide a direct east-west connection in the southern half of Proctor. More importantly, this roadway will provide a grade-separated and therefore much safer alternative to the at-grade railroad crossing at 2nd Street.

In addition to the importance to the City of Proctor's transportation system, Kirkus Street will also open up a largely undeveloped section of the city to possible new development. The City of Proctor and the Duluth-Superior Area has made a large investment in this roadway and accompanying utility infrastructure. Therefore, this study has taken a proactive approach to examining the possible future land uses for this area. In addition, this plan is recommended in the latest Proctor Comprehensive Plan in order to give the city guidance in future zoning decisions.

Overview

The study reviewed Proctor Comprehensive Plan Vision for this area, housing and retail trends, and local and regional transportation patterns. The overall vision for this corridor is one that incorporates the significant viewshed from all directions, especially to and from I-35, the recreation and trail options, and the natural green spaces. In addition, the future land uses will strengthen the character of Proctor and provide for a variety of uses, possibly including a farmers market, a recreational complex, and a mixed use of residential and commercial buildings to serve an aging population. Most importantly, this area will allow for services and uses not already existing in the area.

Recommendations

The Kirkus Street Land Use Plan contains a number of recommendations for the land adjacent to Kirkus Street and the area surrounding the corridor.

Transportation Recommendations:

- Allow and plan for future road connections to have access to Kirkus Street. Since the street is a local thoroughfare, not a regional one, there is not a need to limit accesses to this corridor. By providing connections, this roadway will become more integrated into the existing roadway network.
- Provide for pedestrian and bicycle connections to the new development from existing roads.
- Utilize this area for a major paved, non-motorized trail connection to the Munger Trail.
- Connect existing parks, open spaces, and community facilities with trail corridors.
- New development will include sidewalks and/or pathways to ensure walkability.

Design Recommendations:

- Include design requirements that call for new structures along Kirkus Street to have a street front presence, particularly along the section of roadway that faces the park/community space.
- The placement and width of the sidewalk on the south side of Kirkus Street will be constructed based on type of future development.
 - Residential uses will have a boulevard.
 - Mixed uses (retail, commercial on first floor will have a wider abutting sidewalk.
- Off-street parking will be located on the side and back of the buildings.
- On-street parking will be allowed.

Open Space & Recreation Recommendations:

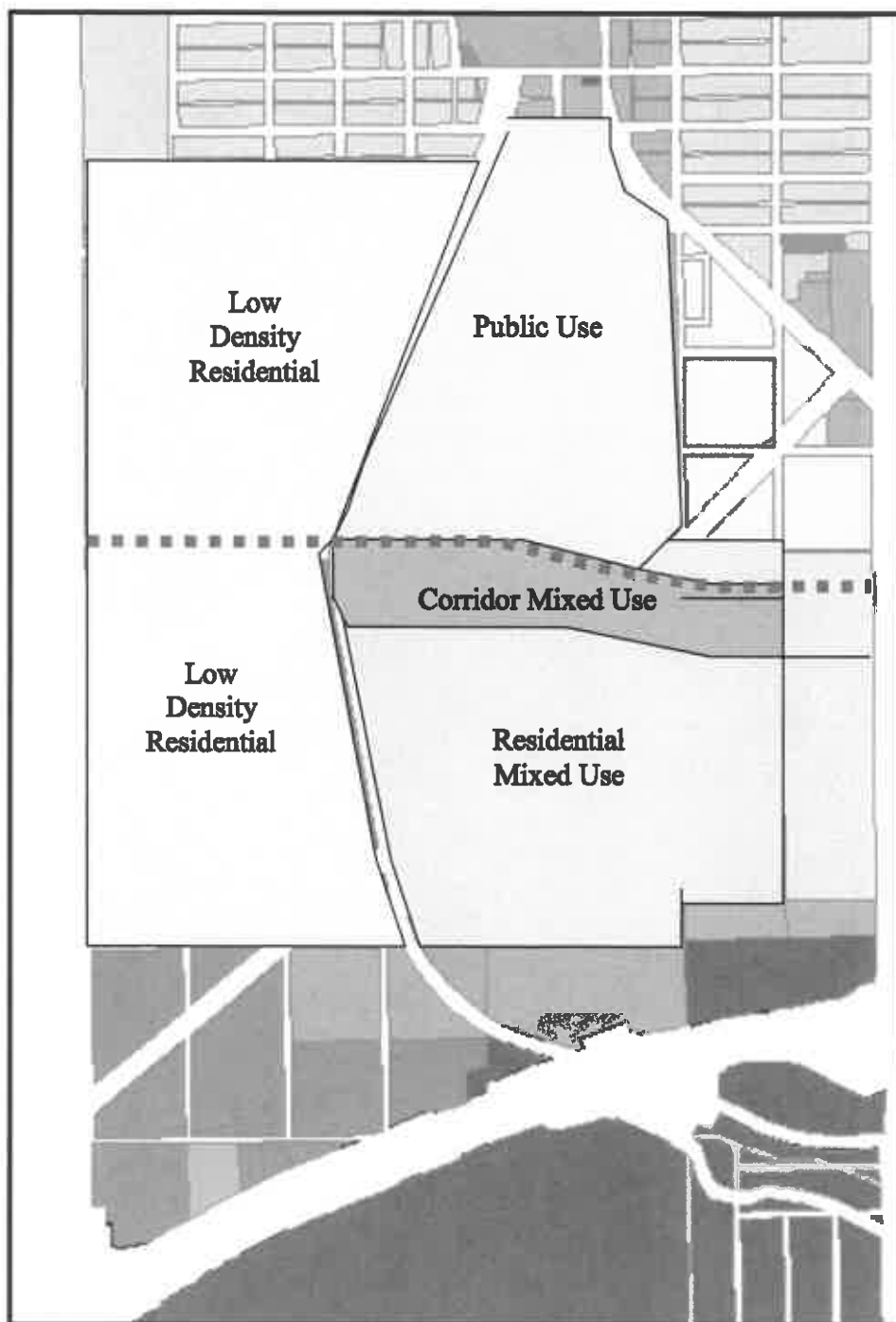
- Preserve viewsheds and natural (urban wilderness) areas.
- Allow for community facilities that either do not exist in Proctor or need new and/or improved spaces.
- Connect with existing hiking trails, including the Superior Hiking Trail.
- Create a new hiking trail along Kingsbury Creek.

Land Use Recommendations:

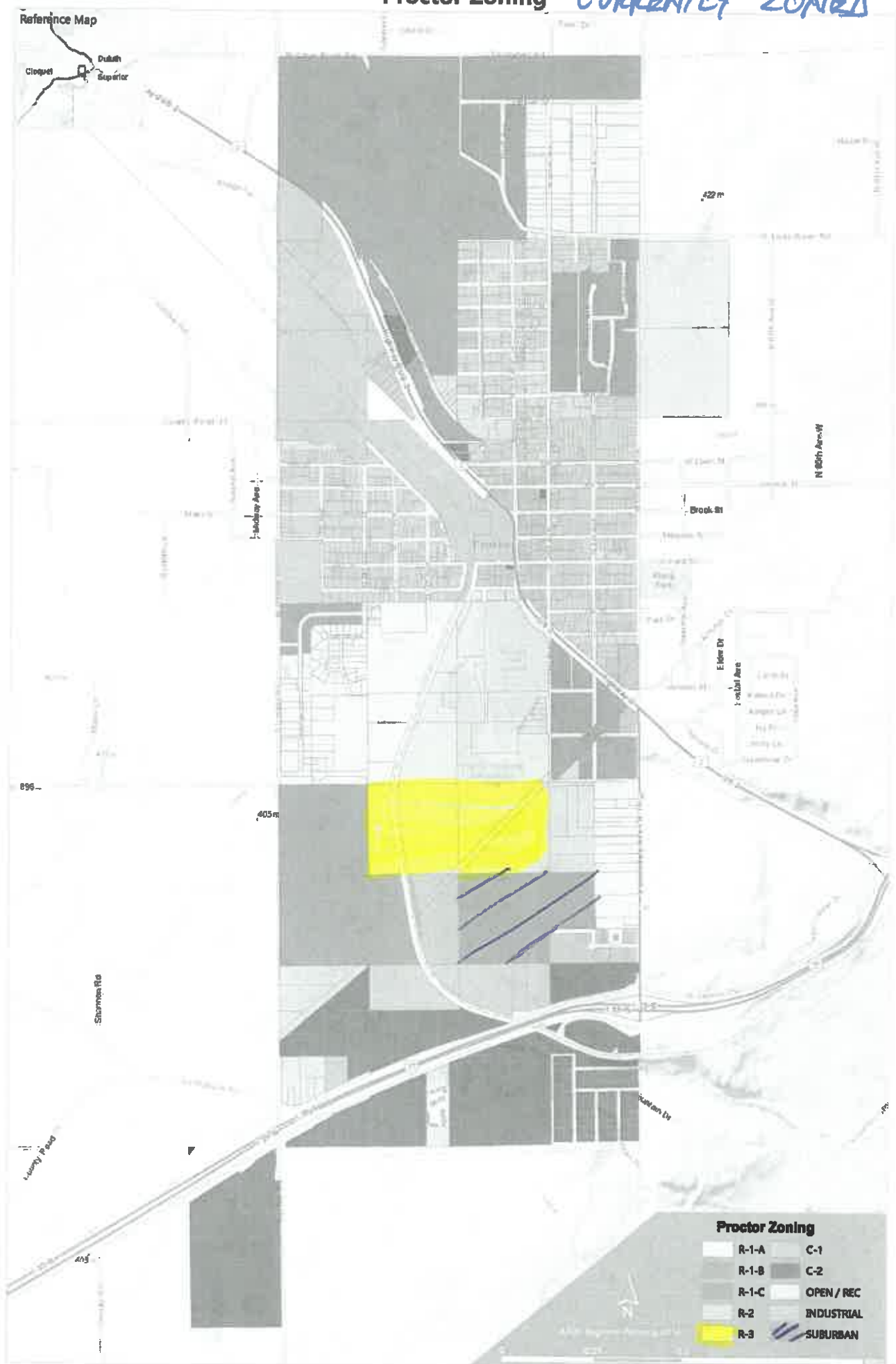
These recommendations provide a vision and framework for the City of Proctor. Based on these future land use recommendations, the city will revise its zoning ordinances to reflect these recommendations.

- Corridor Mixed Use – consists of mixed of residential types and small scale retail uses houses within the same building along the Kirkus Street corridor, where the buildings are oriented to the street.
- Low Density Residential – consists of housing types and tenure (rental or owned), including smaller, single-level residences on smaller lots, and multi-family residential units, particularly duplex units.
- Public Use – consists of park and recreational facilities, open spaces, and government facilities, including both city and school district uses.
- Residential Mixed Use – consists of one or more lots developed as a cohesive unit and designed with a blend of various compatible uses such as commercial, residential and institutional. The uses may be located in the same building or in separate buildings. A mixed-use district does not exclusively consist of live/work units, but instead allows for them.

Below is the Future Land Use Map.



Proctor Zoning *CURRENTLY ZONED*




Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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February 16, 2017

City Council
100 Pionk Drive
Proctor, MN 55810

RE: Flashing Stop Sign

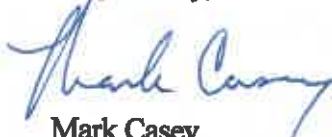
Dear Honorable Mayor and Councilmen,

Attached is correspondence from Vic Lund from St. Louis County, an image of the signs the County uses and recommends (\$1500-\$1700 per sign) in regards to flashing stop signs at Kirkus Street and Boundary Avenue; and also Kirkus Street and Ugstad Road

The Public Safety Committee did not recommend a sign at a meeting last fall and the Street Department Foreman and the City's Engineer have also not recommended putting a flashing sign at those intersections.

This information is brought to you for consideration.

Respectfully,



Mark Casey
City Administrator/Clerk

From: Victor Lund [<mailto:LundV@StLouisCountyMN.gov>]
Sent: Thursday, July 28, 2016 12:35 PM
To: Mark Casey
Subject: RE: Signage

Mark,

Assuming the posted speed limit of Kirkus Street is 30 mph or 35 mph, the Stop Ahead warning sign should be placed at least 100 feet in advance of the stop line or STOP sign. You could move it back to 150 feet to 200 feet if you would like. The question is field fitting for driveways, poles, etc. Shoot for 100 feet to 200 feet in advance of the intersection.

Do you have an idea on where to purchase? For blinker applications like this, I recommend Tapco. You can visit their website at www.tapconet.com. You can find their blinker solutions at <https://www.tapconet.com/solar-led-division/solutions>.

One item I need to warn you about...it is very easy to fall into the trap of unlimited placement of blinker augmented signs. I would argue that over deployment will actually decrease the effectiveness of these types of devices. The other point you need to be aware of is the decision to select an intersection for this type of device. Is there crash history? A known risk/behavior of drivers running through the STOP sign? A council person's opinion of a "bad" intersection? Most intersection related crashes are not due to drivers running a STOP sign but rather due to a driver coming to a stop (or near stop) and pulling out in front of a vehicle on the major road. Blinker STOP signs or Stop Ahead warning signs do nothing to counteract this condition. In reality, most intersection related crashes are due to poor gap selection on behalf of the driver. My recommendation for blinker augmented STOP signs or Stop Ahead warning signs is to place them at rural intersections with consideration given to the distance to the previous stop condition.

There are interim measures you could consider...reflective strips on the sign post, flags mounted on the sign.

I'm not trying to talk you out of using these devices because they are known to be effective at improving driver compliance with a stop condition. These are not silver bullets and will do nothing to help aid drivers with gap selection. Blinker signs are not cheap...typically about \$1,500 to \$2,000 per sign. Plus now you have a new maintenance item you need to maintain into perpetuity.

Food for thought. Let me know if you have any other questions.

Victor Lund, PE
Traffic Engineer
St. Louis County, MN
(office) 218-625-3873
(fax) 218-625-3888
lundv@stlouiscountymn.gov
www.stlouiscountymn.gov



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BlinkerStop® Flashing LED STOP Sign R1-1

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BlinkerStop® LED STOP signs provide greater awareness for new, high-risk and high-incidence intersections where static signs are ineffective.

A majority of intersection-related fatal crashes occur at rural crossings where high-speed major highways intersect lower-speed secondary roads. Vertical and horizontal curves can make it difficult for drivers to identify safe gaps in the oncoming traffic when crossing or turning onto the high-speed road. Realigning intersection approaches and other methods can be time-consuming and expensive, and may lack justification at low-volume rural intersections where local agencies have limited budgets.

52.9% reduction in blow-throughs and visible up to 2 miles at night.

Features & Advantages

- BlinkerStop® LED signs are typically solar-powered so they can be easily deployed in any location with adequate sunlight.
- They can be programmed to flash 24/7, dusk-to-dawn or during any desired intervals.
- BlinkerStop® LED signs can be wirelessly linked to other ITS devices including radar/vehicle detectors. These detectors can pick up vehicles exceeding the set speed threshold from up to 200 ft, triggering a BlinkerStop® to flash for a set amount of time.
- TAPCO's BlinkerBeam® wireless communication eliminates the need for trenching, installing wiring and makes it possible to install the system in virtually any location, requiring little time and effort.



Powerful LEDs cut through fog and glare
and stand out at night.

*BlinkerStop® flashing LED signs are highly visible, day and night,
and especially during adverse weather conditions*



Enhance with an advanced stop ahead warning sign

A **STOP AHEAD BlinkerBeam** provides a high-visibility advance warning to drivers approaching a stop intersection. They are ideal for poorly lit intersections, visibility-challenged areas or where high-speed highways intersect low-speed roads.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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6 D.
COUNCILORS
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Troy R. DeWall
Gary Nowak
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RESOLUTION 05-17 SUPPORT OF EMERGENCY SERVICES RECOGNITION

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

WHEREAS the Moose Lodge # 1302 of Proctor is coordinating an effort to recognize Emergency Management Services (EMS) and active military service members in the local area; and,

WHEREAS the Moose Lodge in recognition is offering those members of EMS and the Armed Services a one (1) year membership into its organization; and,

WHEREAS the City Leadership is represented in the Yellow Ribbon movement and also supports the area EMS.

NOW BE IT RESOLVED that the Proctor city council embraces and support the entire action plan of the Proctor Moose Lodge #1302.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution 17- was declared duly passed and adopted this 21st day of February, 2017.

Attest:

Philip Larson
Mayor

Mark Casey
Administrator

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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6E.
COUNCILORS
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RESOLUTION NO. 06-17 ACCEPTING FEASIBILITY REPORT AND CALLING FOR HEARING ON IMPROVEMENT

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

WHEREAS, a report has been prepared by the consultant City Engineer, Short, Elliot, and Hendrickson with reference to improvement of the portion of Almac Drive from S 8th Avenue to Bee St and to include Sanitary Sewer on properties that may not be on said streets, but directly benefit from Sanitary Sewer located in between Ugstad Rd to the West, Bee St to the South, and Almac Drive to the East; and to include 6th Street from N. Boundary Avenue to MN State Hwy 2 and all intersections along those parameters. This report was received by the council on February 21, 2017; and,

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible,

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PROCTOR, MINNESOTA.

1. The council will consider the improvement of said street in accordance with the report and the assessment of properties abutting and/or benefiting from the improvement for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$3,815,109.63.
2. A public hearing shall be held on such proposed improvement on the 6th day of March, 2017 in the council chambers of the city hall at 5:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the City Council on this 21st day of February, 2017.

Voting Aye:
Voting No:
Absent:

Attest: _____
City Clerk/Administrator

Mayor, City of Proctor

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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COUNCILORS
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**Resolution No. 07-17
Resolution of Non-Objection
To Issuance of State of Minnesota
Charitable Gambling License**

BE IT RESOLVED that the City Council of the City of Proctor hereby certifies that there are no objection to the issuance of a State of Minnesota Charitable Gambling Permit to The Ducks Unlimited St. Louis Bat 125 to conduct a raffle on April 7, 2017 at Blackwoods Banquet Center, Proctor, Minnesota.

Passed by a majority vote of the Proctor City Council, this 21st day of February, 2017.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

12/16
Page 1 of 2

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Debs Unlimited St. Louis Bay 125 Previous Gambling Permit Number: X-69048-16-005

Minnesota Tax ID Number, if any: 13-5643799

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

Mailing Address: 1335 92nd Ave W

City: Duluth State: MN Zip: 55808 County: St. Louis

Name of Chief Executive Officer (CEO): Matthew Schwab

Daytime Phone: 218-626-5494 Email: mschwab1986@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☐ A current calendar year Certificate of Good Standing

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

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

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Address (do not use P.O. box): 195 US-2

City or Township: Proctor, MN Zip: 55810 County: St. Louis

Date(s) of activity (for raffles, indicate the date of the drawing): April 7th 2017

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards

☒ Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ _____)

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

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

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

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (If required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

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

Date: 1/31/17

Print Name: Matthew Schweb

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

ATTN: Proctor city Council

Enclosed is a gambling permit application for A Ducks Unlimited banquet on April 7th, 2017. Please have city Council bring this as an order of business on the next City Council meeting. Any issues or questions please contact me by email or phone. Thank you.

Matt Schwab
St. Louis Bay Ducks Unlimited chairman
218-626-5494
mschwab1986@gmail.com

LG.

Memorandum of Understanding

Memorandum of Understanding (MOU) between St. Louis County, through its Public Health and Human Services Agency (PHHS) and Proctor Police Department (LE). This MOU sets forth the terms and understanding between PHHS and LE to implement a 24-hour response protocol for reports of child maltreatment.

Purpose

This MOU will formalize the long standing practice regarding after-hours responses to child maltreatment reporting. PHHS recognizes that LE is uniquely situated to respond to reports received outside of the normal business day and has a recognized role in immediate response and ensuring safety.

MN Department of Human Services (DHS) guidelines have specified new requirements that counties must fulfill as part of their child protection responsibilities, effective January 1, 2017.

DHS has directed local social service agencies to develop and implement a protocol for 24-hour availability, seven days a week, including holidays, to respond to reports of child maltreatment containing imminent danger (see addendum for definition of imminent danger).

Roles and responsibilities

PHHS currently uses Elation, an answering service for all after-hours calls to the PHHS Department, including calls related to child maltreatment. The phone number is 877-474-4290.

The after-hours answering service will continue to follow the current decision-tree protocol for all calls to PHHS. For calls to report child maltreatment, the caller will be redirected to LE. LE will ascertain if immediate LE response is warranted to assess and ensure child safety. For reports which do not require immediate response but which do entail a child maltreatment allegation, LE will cross-report to PHHS-Initial Intervention following current communication protocols (via email, phone, or fax).

Child maltreatment reports may be sent to:

Via email: IIUnorth@stlouiscountymn.gov (Virginia) or iiu@stlouiscountymn.gov (Duluth)

Via voice mail: 218-471-7128 (Virginia) or 218-726-2012 (Duluth)

Via fax: 218-471-7503 (Virginia) or 218-725-5118 (Duluth)

For reports which do require immediate response, LE will respond according to current protocol. After responding, should LE need immediate assistance from PHHS, LE should call the answering service (877-474-4290). For such calls from LE, the answering service will contact a designated phone number which will connect directly to the scheduled on-call PHHS supervisor. The on-call PHHS supervisor will be able to assist LE by phone with accessing emergency placement resources, if needed.

PHHS-Initial Intervention social workers will be scheduled on weekend and holiday daytime shifts (in addition to regular business days) to screen all child maltreatment reports received after hours (via email, voice mail, or fax) and to have contact with child victims and their caregivers within 24 hours when a report of child maltreatment involves imminent danger. Weekend and holiday staff will check the Initial Intervention Unit (IIU) email, voice mail, and fax for any new maltreatment reports at the start of each shift and periodically throughout their shift. Social workers will contact reporters and others for any additional information necessary for screening and will consult with the on-call supervisor, as needed, in making screening and response decisions.

Duration

This MOU is in effect on January 1, 2017 and may be modified by mutual consent of authorized officials from PHHS and LE. This MOU shall become effective upon signature by authorized officials from PHHS and LE and will remain in effect until modified or terminated by any one of the agencies by mutual consent.

Entirety of agreement

This MOU, consisting of 3 pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

Contact information

Agency name: St. Louis County Public Health & Human Services

Agency representative: Holly Church

Position: Children and Family Services Division Director

Address: Government Services Center

320 West 2nd Street, Room 5W

Duluth, MN 55802

Telephone: 218-725-5161

Email: churchh@stlouiscountymn.gov

6H.

CODIFICATION SERVICES AGREEMENT

January 26, 2016

The City of Proctor, Minnesota ("City") and the League of Minnesota Cities and its codification consultant, American Legal Publishing Corporation, (jointly known as "Codifier"), agree as follows:

I. THE CODIFIER SHALL:

- (1) Examine the City's prior Code of Ordinances and all ordinances or resolutions provided by the City which have been passed since the last codification, and determine which materials are to be codified. The code of city policies shall not be part of this codification.
- (2) Classify all materials into titles, chapters, and sections, according to subject matter.
- (3) Update all provisions to reflect current statutory and case law requirements.
- (4) Simplify language where appropriate to provide uniformity of style and to convert to gender neutral language wherever possible.
- (5) Suggest new provisions which the City should consider including in the new code, and delete old provisions which are no longer necessary or which might be improper or unlawful.
- (6) Organize the code in an easy to use manual which utilizes a numbering system that allows for the easy insertion of future ordinances.
- (7)
 - (a) Prepare title, chapter, and section headings.
 - (b) Prepare a legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Codifier.
 - (c) Prepare a table of contents and sectional analysis for each chapter.
 - (d) Prepare an index (which will be created after the first draft of the Code is submitted).
- (8) Within six months of the execution of this contract and return of the code questionnaire, prior code and new ordinances by the City, submit to the city a draft of the code with a legal report prepared by American Legal with the assistance of the League's Attorney.
- (9) When the City either returns to American Legal its answers to the legal report with any additional comments about the draft, or completes the legal conference, it shall be deemed authorization by the City to the Codifier to finish editing and publish the code in final form. Any further changes, additions, or deletions shall be made in the future supplements to the code in accordance with paragraph III (3) of this Agreement.
- (10) Within three months of receipt of authorization as indicated in paragraph (9), the Codifier will deliver 10 printed copies of the code meeting the following specifications:
 - (a) Type to be single or dual column, at the option of the City.
 - (b) Page size to be 8½" x 11".
 - (c) All copies to be in hard leather-like covered, 3-ring, loose leaf binders. All binders shall have the City's name stamped in gold and shall contain divider tabs.

- (11) Deliver to the City a sample ordinance that can be used to adopt the new code. In addition, upon request, the Codifier will provide a copy of the completed code on CD-ROM in PDF, WordPerfect or Microsoft Word at no additional charge.

II. THE CITY SHALL:

- (1) Provide clear copies of all materials necessary to perform the codification, including a copy of any previously published code of ordinances, ordinances passed since the code was last updated, City Charter if applicable, and completed code questionnaire.
- (2) After receipt of the draft and legal report described in paragraph I (8), the City shall have 60 days to review the draft and report and to return to the Codifier its answers to the legal report. In the alternative, if the City opts for the legal conference described in paragraph III (1), it must contact the Codifier's Staff Attorney within 60 days to set up a meeting date. The meeting, itself, need not occur within the same 60 day period. If the City is unable to either return its comments and answers to the legal report within 60 days or, if applicable, to set up a meeting date, the City may request that the Codifier extend the deadline in writing. The Codifier may adjust the contract price to cover any increased costs due to the City's delay, including applying a supplement editing rate to incorporate new ordinances, resolutions or changes to the code not previously provided to the Codifier within the 60 day time period - even if an extension is granted. Should the City abandon the project prior to completion, it will be billed for a total of 80% of the base price.
- (3) Pay the following sums (which can be paid over two fiscal years):
- a) The sum of \$10,500 (plus shipping/handling) for codification, payable as follows:
- 10% down payment due upon acceptance of this agreement;
- 60% of the balance upon receipt of the first draft and legal report;
- The remaining balance upon receipt of the printed code books.
- (4) The base price above is based upon a code of the following number of pages according to the format option of the City. Should the final number of code pages exceed or be less than the estimate by more than 5%, the base price will increase or decrease accordingly at the time of final invoice:

FORMAT	NUMBER OF PAGES	DECREASE OR INCREASE
8½" x 11" Single-column page	495	\$18 per page beyond 5%
8½" x 11" Dual-column page	420	\$22 per page beyond 5%

- (5) Pay any invoices within 30 days of the invoice date. Invoices outstanding beyond the 30 day period shall be subject to a late payment equal to 1.5% of the unpaid balance per month, or part thereof.

III. OPTIONAL SERVICES.

The City, by the initials of the person signing the agreement, chooses the following options:

INITIAL

(1) Legal Conference: _____

The Codifier's Staff Attorney (or the League's attorney if requested by the City) will meet with City representatives to review the draft of the code and legal report. The City will pay for the Staff Attorney's travel expenses from Cincinnati, Ohio (or the League's attorney's expenses from St. Paul, Minnesota), including meals and lodging expenses, and this charge is in addition to the base contract price. There is no additional charge for phone conferences.

(2) Code Format:

Print style (circle one): Single-column or Dual-column

(3) Three year supplemental service plan: _____

For a period of three years after delivery of the code:

(a) The Codifier shall:

1. Incorporate into the code new pertinent ordinances submitted by the City.
2. Revise or make additional entries to the table of contents and index as necessary to reflect the incorporation of additional, changed or deleted material.
3. Deliver to the City 10 printed copies of supplemental pages with an instruction sheet for directing the placement of the new pages in the code.

(b) The City shall:

1. Provide a copy of ordinances or resolutions passed subsequent to publication of the previous code supplement;
2. Pay to the Codifier the sum of \$18 per single column page or \$22 per dual column page which is re-printed for the supplement, plus shipping/handling.

- (c) Upon completion of the three-year period, this agreement shall automatically renew itself from year to year except that either party may alter or cancel the terms of this agreement at any time upon ninety days written notice.

(4) Additional Copies of Code: number of copies _____ (with binders: Yes or No) _____

The Municipality may purchase additional codes at: \$60 per copy or \$45 without a binder.

(5) Code on CD in PDF or Word Processing Program: _____

At no additional charge, the Codifier will provide the code on CD in one of the following formats (*circle one*):

PDF WordPerfect or Microsoft Word

(6) Code on Searchable CD and Internet using Folio Search and Retrieval program:

- (a) The codifier shall provide the City's code in the Folio format on CD with complete instructions and one copy of a manual for \$595. _____

Additional CD's are \$10 each + \$50 license fee (\$60 each): # _____ CD's

- (b) Future Supplements of Folio Code: _____
(cost is in addition to editing charge for printed pages)

- Annual update: \$195 includes up to 100 pages
- Six month updates: \$150 for each 6 month period; includes up to 75 pages
- Quarterly updates: \$100 for each quarter, includes up to 50 pages
- Excess pages charged at \$1.95 each

- (c) Code on the Internet (after Folio conversion) at \$495 per year: _____

(7) Pamphlets:

- (a) Pamphlets, sized for 8½" x 11" copy, containing component parts of the Code, with a cardstock cover, may be ordered:
(*circle desired topic and insert number of copies*):

Traffic/General Offenses Code # of copies _____

Zoning Code # of copies _____

Subdivision # of copies _____

All Land Use Regulations # of copies _____

- (b) Cost:

1-50 copies of pamphlet	— 7½ cents per printed page
51-99 copies of pamphlet	— 7 cents per printed page
100 or more copies of pamphlet	— 6½ cents per printed page

- (c) Optional 3-ring binders (\$15 each) _____

IV. TRANSMITTAL AS OFFER:

The transmittal of this Agreement to the City is an offer by the Codifier to perform the stated services at the terms referenced within the Agreement. This offer will expire if not executed by the City by May 1, 2016, unless such date is extended in writing by the Codifier.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the date(s) indicated:

CITY OF PROCTOR, MN

BY _____

TITLE _____

DATE _____

**LEAGUE OF MINNESOTA CITIES AND
AMERICAN LEGAL PUBLISHING**

BY _____

TITLE _____

DATE _____

Return signed contract to: Ray Bollhauer
American Legal Publishing
One West Fourth Street, 3rd Fl.
Cincinnati, OH 45202



Saint Louis County

County Assessor • 212 Courthouse • 100 North 5th Avenue West
Duluth, MN 55802-1291 • Phone: (218) 726-2304
www.stlouiscountymn.gov

David L. Sipila
County Assessor

Terry Johnson
Assistant County Assessor

Ben Thomas
Assistant County Assessor

PLEASE READ THE ENTIRE LETTER, IT'S ALL IMPORTANT

February 14, 2017

Dear Clerk:

Please review the date, time and place of your tentatively scheduled 2017 Local Board of Appeal & Equalization or Open Book meeting. If a change is necessary, please contact me at the phone number or e-mail at the bottom by February 24th. If your jurisdiction has a local assessor, please discuss any change with that individual before contacting me. A schedule has also been sent to local assessors. Your finalized calendar and materials to conduct your meeting will arrive at a later date. **Please note that beginning in 2018 we will be communicating with you via e-mail only, 2017 will be the last year that we will send a paper schedule or paper meeting supplies. That will make it crucial for you to keep us updated with your e-mail address. Please keep us current by e-mailing Margaret Dunsmore at DUNSMOREM@STLOUISCOUNTYMN.GOV**

The Notice of Valuation & Classification allows us to list the name and address of the clerk for correspondence to the local board. Please review the name and address on the envelope you received this letter in. This is what will be on the notices. If you wish to have anything different, please contact me at the phone number or e-mail at the bottom of this letter.

We would like to begin 2017 with ideas to more actively pursue information regarding structure fires in St. Louis County. In the past we relied only on press releases and a yearly fire damage report sent to each fire department. Since we know that city and town clerks are well informed of what occurs in their jurisdictions, we would like to ask that you share with us when you learn of fire damage in your city or township. It need not be anything formal, just a phone call or e-mail to Tonya Donahue at DONAHUET@STLOUISCOUNTYMN.GOV, phone (218) 733-2884 with the date and address of the fire, additional details are welcome but not necessary. As they occur is fine or any kind of regular notification that you wish will be greatly appreciated. This helps us keep homeowners informed of benefits that might be available.

The other request we have is to receive your building permits as often as possible. We realize that not everyone receiving this letter does their own zoning, but for those of you that do, we would appreciate receiving your building permits (spreadsheets/lists/actual permits, whatever format you use) as often as possible throughout the year so we can enter them into our system routinely rather than in a rush at the end of the year. We so much appreciate those of you that do this already, that we would like everyone try it. Parcel numbers help us tremendously to pinpoint the exact location of the property but if you don't have access to them we can also locate by the owner's name and property address (as opposed to a contractor's name and address). They can be e-mailed to Tonya Donahue at DONAHUET@STLOUISCOUNTYMN.GOV or USPS mailing address at our AP Cook Office at 2503 Rice Lake Road, Duluth, MN 55811. Her phone number is (218) 733-2884. If you wish to work through your appraiser, that is fine too.

Sincerely,

Lana Anderson
County Assessor's Office
(218) 726-2378
ANDERSONL3@STLOUISCOUNTYMN.GOV

Enclosure

M:\BrdofReview\2017\clerkscalendar\letter2017

❑ 212 Courthouse
100 North 5th Avenue West
Duluth, MN 55802-1291
(218) 726-2304

❑ 105 SLC Service Center
320 Miners Drive East
Ely, MN 55731-1402
(218) 365-8208

❑ Hibbing City Hall • Room 200
401 East 21st Street
Hibbing, MN 55746
(218) 262-8089

❑ Northland Office Center • Suite 2R
307 1st Street South
Virginia, MN 55792-2886
(218) 749-7147

An Equal Opportunity Employer

CVT Jurisdiction	C/T	Date	Time	am/pm	Type	Location
10	Duluth	City	05/17/17	4:30	pm	LBAE City Hall
15	Biwabik	City	04/26/17	5-6	PM	LBAE City Hall
20	Chisholm	City	05/02/17	4-5	PM	LBAE City Hall
30	Ely	City	04/27/17	5-6	PM	Open Book County Assessor's Office/Ely
40	Eveleth	City	05/18/17	1-2	PM	LBAE City Hall
60	Gilbert	City	04/13/17	5-6	PM	LBAE City Hall
80	Tower	City	04/25/17	6-7	PM	LBAE City Hall
90	Virginia	City	04/26/17	9-10	AM	LBAE City Hall
100	Aurora	City	04/19/17	11-12	PM	LBAE City/Town Government Center
105	Babbitt	City	04/27/17	9-10	AM	LBAE Babbitt Municipal Center
110	Brookston	City	04/18/17	9-10	AM	Open Book County Assessor's Office/AP Cook
115	Buhl	City	04/18/17	10-11	AM	LBAE City Hall
120	Cook	City	05/10/17	10-11	AM	Open Book County Assessor's Office/Virginia
125	Floodwood	City	04/20/17	1-2	PM	LBAE City Hall
139	Hibbing	City	05/09/17	1-3	PM	LBAE City Hall
140	Hibbing	City	05/09/17	1-3	PM	LBAE City Hall
141	Hibbing	City	05/09/17	1-3	PM	LBAE City Hall
142	Hoyt Lakes	City	05/16/17	6-7	PM	LBAE City Hall
145	Iron Junction	City	04/25/17	2-3	PM	Open Book County Assessor's Office/Virginia
150	Kinney	City	04/12/17	11-12	PM	Open Book County Assessor's Office/Virginia
156	Leonidas	City	04/25/17	2-3	PM	Open Book County Assessor's Office/Virginia
160	McKinley	City	04/12/17	11-12	PM	Open Book County Assessor's Office/Virginia
165	Meadowlands	City	04/18/17	1-2	PM	Open Book County Assessor's Office/AP Cook
175	Mountain Iron	City	04/20/17	6-7	PM	LBAE City Hall
180	Orr	City	04/12/17	3-4	PM	Open Book County Assessor's Office/Orr
* 185	Proctor	City	04/25/17	10-11	AM	LBAE Community Center, Council Chambers
190	Winton	City	05/02/17	10-11	AM	LBAE Winton Community Church
200	Alango	Twp	05/02/17	4-5	PM	LBAE St. Paul's Lutheran Church, 9808 Hwy 22
205	Albion	Twp	04/18/17	9-10	PM	Open Book County Assessor's Office/AP Cook
210	Alden	Twp	04/27/17	2-3	PM	LBAE Town Hall
215	Angora	Twp	05/02/17	6-7	PM	LBAE Town Hall
225	Arrowhead	Twp	04/11/17	4-5	PM	LBAE Town Hall
230	Ault	Twp	04/26/17	1-2	PM	LBAE Town Hall
235	Balkan	Twp	05/03/17	10-11	AM	LBAE Community Center
240	Bassett	Twp	04/11/17	2-3	PM	LBAE Town Hall
250	Beatty	Twp	05/12/17	10-12	PM	LBAE Town Hall
260	Biwabik	Twp	04/19/17	9-10	AM	LBAE Town Hall
270	Breitung	Twp	04/19/17	1-2	PM	LBAE Breitung Town Hall
275	Brevator	Twp	04/11/17	11-12	PM	LBAE East Brevator Town Hall
278	Camp 5	Twp	04/12/17	9-10	AM	LBAE LEIDING Town Hall
280	Canosia	Twp	05/04/17	10-11	AM	LBAE Town Hall
285	Cedar Valley	Twp	04/13/17	1-2	PM	LBAE Town Hall
290	Cherry	Twp	04/27/17	6-7	PM	LBAE Community Center
295	Clinton	Twp	05/10/17	4-5	PM	LBAE Town Hall
300	Colvin	Twp	04/18/17	10-11	AM	LBAE Town Hall
305	Cotton	Twp	04/20/17	3-4	PM	LBAE Community Center
308	Crane Lake	Twp	04/11/17	1-2	PM	LBAE Fellowship Hall
310	Culver	Twp	05/04/17	7-8	PM	LBAE Town Hall
315	Duluth	Twp	05/09/17	6-7	PM	LBAE Town Hall
317	Eagles Nest	Twp	05/06/17	10-11	AM	LBAE Town Hall
320	Elleburg	Twp	04/20/17	1-2	PM	LBAE Melrude Town Hall
325	Elmer	Twp	04/13/17	3-4	PM	LBAE Fire Hall

CVT Jurisdiction	C/T	Date	Time	am/pm	Type	Location
330 Embarrass	Twp	05/18/17	6-7	PM	LBAE	Town Hall
335 Fairbanks	Twp	04/11/17	4-5	PM	LBAE	Petrell Hall
340 Faya	Twp	05/18/17	1-2	PM	LBAE	Town Hall
350 Field	Twp	04/26/17	11-12	PM	LBAE	Town Hall
355 Fine Lakes	Twp	04/11/17	1-2	PM	LBAE	Town Hall
360 Floodwood	Twp	04/20/17	11-12	AM	LBAE	Floodwood City Hall
365 Fredenberg	Twp	05/03/17	1-2	PM	LBAE	Town Hall
370 French	Twp	05/04/17	6-7	PM	LBAE	Town Hall
375 Gnesen	Twp	04/12/17	10-11	AM	LBAE	Town Hall
380 Grand Lake	Twp	05/18/17	1-2	PM	LBAE	Town Hall
385 Great Scott	Twp	04/13/17	1-2	PM	LBAE	Town Hall
387 Greenwood	Twp	05/04/17	10-11	AM	LBAE	Town Hall @ 3000 Co Rd #77
390 Halden	Twp	04/11/17	3-4	PM	LBAE	Town Hall
395 Hermantown	City	04/18/17	4-5	PM	LBAE	5105 Maple Grove Road
400 Industrial	Twp	04/26/17	6-7	PM	LBAE	Community Center
402 Kabetogama	Twp	04/13/17	10-11	AM	LBAE	Town Hall
405 Kelsey	Twp	05/04/17	3-4	PM	LBAE	Town Hall
410 Kugler	Twp	05/09/17	10-11	AM	LBAE	BREITUNG Town Hall
415 Lakewood	Twp	05/18/17	6-7	PM	LBAE	Town Hall
420 Lavell	Twp	05/04/17	9-10	AM	LBAE	Town Hall
425 Leiding	Twp	04/12/17	1-2	PM	LBAE	County Assessor's Office/Orr
430 Linden Grove	Twp	04/27/17	3-4	PM	LBAE	Town Hall
435 McDavitt	Twp	05/03/17	11-12	PM	LBAE	Town Hall
440 Meadowlands	Twp	05/04/17	5-6	PM	LBAE	Meadowlands Community Center
450 Midway	Twp	04/25/17	2-3	PM	LBAE	New Town Hall
460 Morcom	Twp	04/25/17	10-11	AM	LBAE	Bear River School
465 Morse	Twp	04/13/17	9-10	AM	LBAE	Town Hall
470 Ness	Twp	05/04/17	1-2	PM	LBAE	Meadowlands Community Center
475 New Independence	Twp	04/19/17	6-7	PM	LBAE	Town Hall
485 Normanna	Twp	05/10/17	5-6	PM	LBAE	Town Hall
488 North Star	Twp	04/27/17	5-6	PM	LBAE	Town Hall
490 Northland	Twp	04/20/17	6-7	PM	LBAE	Volunteer Fire Hall
495 Owens	Twp	04/20/17	2-3	PM	LBAE	Dennis Carlson res: 9176 Johnson Rd
502 Pequaywan	Twp	04/26/17	5-6	PM	LBAE	Volunteer Fire Hall
505 Pike	Twp	05/09/17	6-7	PM	LBAE	Town Hall
510 Portage	Twp	04/11/17	10-11	AM	LBAE	Buyck Volunteer Fire Hall
515 Prairie Lake	Twp	05/09/17	12-1	PM	Open Book	County Assessor's Office/AP Cook
520 Rice Lake	City	05/11/17	6-7	PM	LBAE	Town Hall
525 Sandy	Twp	04/19/17	3-4	PM	LBAE	Town Hall
530 Solway	Twp	05/02/17	5-6	PM	LBAE	Town Hall
535 Stoney Brook	Twp	04/11/17	2-3	PM	LBAE	Town Hall
545 Sturgeon	Twp	04/26/17	2-3	PM	LBAE	Town Hall
550 Toivola	Twp	04/13/17	10-11	AM	LBAE	Town Hall
555 Van Buren	Twp	04/20/17	9-10	AM	LBAE	Town Hall
560 Vermillion Lake	Twp	05/04/17	2-3	PM	LBAE	Town Hall
565 Waasa	Twp	05/04/17	4-5	PM	LBAE	Town Hall
570 White	Twp	04/19/17	1-2	PM	LBAE	Aurora City Hall
575 Willow Valley	Twp	04/27/17	1-2	PM	LBAE	Farmer's Club Hall
580 Wuori	Twp	04/18/17	3-4	PM	LBAE	Town Hall

CITY OF PROCTOR
***Check Summary Register©**

02/16/17 8:45 AM
Page 1

December 2016 to February 2017

Name	Check Date	Check Amt	
10100 First National Gen			
Paid Chk# 035905 BOYSEN, JAY	2/8/2017	\$90.00	4TH QUARTER PHONE
Paid Chk# 035906 DAVID BRENNIA	2/8/2017	\$60.00	4TH QUAR PHONE
Paid Chk# 035907 DAVID FORNERIS	2/8/2017	\$90.00	4TH QUARTER PHONE
Paid Chk# 035908 KENT GAIDIS	2/8/2017	\$60.00	4TH QUARTER PHONE
Paid Chk# 035909 JOSHUA RUHNKE	2/8/2017	\$90.00	4TH QUARTER PHONE
Paid Chk# 035910 LALONDE, RICK	2/8/2017	\$90.00	4TH QUARTER PHONE
Paid Chk# 035911 AMERICAN FAMILY LIFE ASSUR	2/7/2017	\$241.70	AFLAC
Paid Chk# 035912 EQUI-VEST	2/7/2017	\$369.40	EQUITABLE - DEWALL
Paid Chk# 035913 NCPERS MINNESOTA	2/7/2017	\$18.00	MN NCPERS
Paid Chk# 035914 FIRE NINJA INC	2/22/2017	\$609.13	FIRE SAFETY VESTS
Paid Chk# 035915 GOPHER STATE ONE-CALL	2/22/2017	\$124.20	09302016
Paid Chk# 035916 HARTEL'S/DBJ DISPOSAL COMP	2/22/2017	\$8,040.40	GARBAGE ASSESSMENTS
Paid Chk# 035917 LACOURSE & ENVALL, PA	2/22/2017	\$20,009.00	LEAGAL FEES 2016
Paid Chk# 035918 SINNOTT BLACKTOP INC	2/22/2017	\$250.00	COMMERICAL PAVING
Paid Chk# 035919 AMERIPRIDE SERVICES	2/22/2017	\$111.94	MATS
Paid Chk# 035920 AMERITAS	2/22/2017	\$158.70	LIFE INSURANCE
Paid Chk# 035921 ANIMAL ALLIES HUMANE SOCIE	2/22/2017	\$165.00	ANIMAL SHELTER
Paid Chk# 035922 BLUE CROSS BLUE SHIELD OF	2/22/2017	\$21,876.43	HEALTH INSURANCE
Paid Chk# 035923 BW DISRTIBUTING	2/22/2017	\$58.00	CLEANING EQUIPMENT FOR SQUADS
Paid Chk# 035924 CONSOLIDATED COMMUNICATI	2/22/2017	\$392.68	PHONE SERVECE
Paid Chk# 035925 GREAT AMERICA FINANCIAL SE	2/22/2017	\$199.12	COPIER SYSTEM FEE
Paid Chk# 035926 HOLIDAY CREDIT OFFICE	2/22/2017	\$1,886.97	FUELS
Paid Chk# 035927 HUFF, TOD	2/22/2017	\$1,200.00	COMPUTER LABOR
Paid Chk# 035928 INFO BUREAU SERVICES	2/22/2017	\$15.00	BACKGROUND CHECK
Paid Chk# 035929 LEAGUE OF MINNESOTA CITIES	2/22/2017	\$975.00	2017 LEADERSHIP CONFERENCE
Paid Chk# 035930 LOCKSMITH SERVICES	2/22/2017	\$65.90	KEYS
Paid Chk# 035931 MINNESOTA ENERGY RESOURC	2/22/2017	\$1,480.08	UTILITY
Paid Chk# 035932 MSPN INC	2/22/2017	\$5,287.00	TOURISM
Paid Chk# 035933 NORTHERN BUSINESS PRODUC	2/22/2017	\$892.73	SUPPLIES
Paid Chk# 035934 OREILLY AUTO PARTS	2/22/2017	\$46.32	REPAIR PARTS FOR CHEVY DUMP
Paid Chk# 035935 PETERSON, LOREN W	2/22/2017	\$1,903.18	ACCOUNTING SERVICES
Paid Chk# 035936 PLATING SPECIALTIES	2/22/2017	\$200.00	5 BRASS SPIKE PLATING
Paid Chk# 035937 PROCTOR JOURNAL	2/22/2017	\$385.81	POLICE OFFICER AD
Paid Chk# 035938 PROCTOR MILK HOUSE	2/22/2017	\$318.07	FUELS
Paid Chk# 035939 PROCTOR PUBLIC UTILITIES	2/22/2017	\$3,563.09	UTILITES
Paid Chk# 035940 SAMPLE, WILLIAM	2/22/2017	\$75.00	PROFESSIONAL SERVICES
Paid Chk# 035941 SEH	2/22/2017	\$3,179.24	ENGINEERING FEES
Paid Chk# 035942 TASC	2/22/2017	\$419.88	FUNDING FINALIZED FUNDS DUE
Paid Chk# 035943 THOMSON REUTERS-WEST	2/22/2017	\$94.50	INFORMATION CHARGES
Paid Chk# 035944 VERIZON WIRELESS	2/22/2017	\$3.02	PHONE SERVICES
Paid Chk# 035945 W.L.S.S.D.	2/22/2017	\$24,107.00	WASTEWATER CHARGES
Paid Chk# 035946 WATCHGUARD VIDEO	2/22/2017	\$5,040.00	FOR NEW SQUAD CAR
Paid Chk# 035947 WIPFLI LLP	2/22/2017	\$2,500.00	AUDIT
Paid Chk# 035948 ZIEGLER, INC	2/22/2017	\$126.07	REPLACE THERMOSTAT IN LOADER
Total Checks		\$108,665.32	

CITY OF PROCTOR
General Fund Bills List

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Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
FIRE NINJA INC	General Fund	Operations (Fire)	Safety Items	\$609.13	FIRE SAFETY VESTS
Check Name FIRE NINJA INC				\$609.13	
GOPHER STATE ONE-CAL	Sewer Fund	Sewer	Other Professional Services	\$10.80	12312016
	Sewer Fund	Sewer	Other Professional Services	\$113.40	09302016
Check Name GOPHER STATE ONE-CALL				\$124.20	
HARTEL'S/DBJ DISPOSAL	General Fund			\$8,040.40	GARBAGE ASSESSMENTS
Check Name HARTEL'S/DBJ DISPOSAL COMPANY				\$8,040.40	
LACOURSE & ENVALL, PA	General Fund	Municipal Court	Legal Fees	\$20,009.00	LEAGAL FEES 2016
Check Name LACOURSE & ENVALL, PA				\$20,009.00	
SINNOTT BLACKTOP INC	General Fund	Street Department	Blacktop	\$250.00	COMMERICAL PAVING
Check Name SINNOTT BLACKTOP INC				\$250.00	
				\$29,032.73	

+ 76525.49 Feb bills
105,458.22
+ 90.00
+ 60.00
+ 90.00
+ 60.00
+ 90.00
+ 90.00
+ 241.70 APLAC
+ 369.40 Egoutable
+ 16.00 MN NCBR

\$106,525.32

CITY OF PROCTOR

General Fund Bills List

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Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
AMERIPRIDE SERVICES	General Fund	Government Building	Cleaning Supplies	\$67.06	MATS
	General Fund	Street Department	Clothing	\$44.88	MATS
Check Name AMERIPRIDE SERVICES				\$111.94	
AMERITAS	General Fund	Accounting	Employer Paid Health Insura	\$8.47	LIFE INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	\$12.26	LIFE INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	\$41.46	LIFE INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	\$68.42	LIFE INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	-\$4.90	LIFE INSURANCE
	Cable Commu	Administrative and Gen	Employer Paid Health Insura	\$4.90	LIFE INSURANCE
	General Fund	City Parks	Employer Paid Health Insura	-\$4.90	LIFE INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	\$12.26	LIFE INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	\$20.73	LIFE INSURANCE
Check Name AMERITAS				\$158.70	
ANIMAL ALLIES HUMANE	General Fund	Operations (Police)	Boarding Fee	\$165.00	ANIMAL SHELTER
Check Name ANIMAL ALLIES HUMANE SOCIETY				\$165.00	
BLUE CROSS BLUE SHIEL	General Fund	Municipal Operations	Employer Paid Health Insura	\$2,071.69	HEALTH INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	\$2,021.25	HEALTH INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	\$5,518.58	HEALTH INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	\$2,119.78	HEALTH INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	\$9,945.13	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN				\$21,676.43	
BW DISRTIBUTING	General Fund	Operations (Police)	Motor Vehide Purchase	\$58.00	CLEANING EQUIPMENT FOR
Check Name BW DISRTIBUTING				\$58.00	
CONSOLIDATED COMMUN	General Fund	Administrative	Telephone	\$392.66	PHONE SERVICE
Check Name CONSOLIDATED COMMUNICATIONS				\$392.66	
GREAT AMERICA FINANCI	General Fund	Administrative	Maintenance Agreement	\$199.12	COPIER SYSTEM FEE
Check Name GREAT AMERICA FINANCIAL SERVIC				\$199.12	
HOLIDAY CREDIT OFFICE	General Fund	Street Department	Diesel Fuel	\$1,886.97	FUELS
Check Name HOLIDAY CREDIT OFFICE				\$1,886.97	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	\$1,200.00	COMPUTER LABOR
Check Name HUFF, TOD				\$1,200.00	
INFO BUREAU SERVICES	General Fund	Operations (Police)	Other Professional Services	\$15.00	BACKGROUND CHECK
Check Name INFO BUREAU SERVICES				\$15.00	
LEAGUE OF MINNESOTA	General Fund	Council	Training Expense	\$975.00	2017 LEADERSHIP CONFERE
Check Name LEAGUE OF MINNESOTA CITIES				\$975.00	
LOCKSMITH SERVICES	General Fund	Government Building	Bldg Repair & Maint	\$65.90	KEYS
Check Name LOCKSMITH SERVICES				\$65.90	
MINNESOTA ENERGY RES	General Fund	Street Dept Shop Work	Gas Utilities	\$151.94	UTILITY
	General Fund	Government Building	Gas Utilities	\$1,328.14	UTILITY
Check Name MINNESOTA ENERGY RESOURCES COR				\$1,480.08	
MSPN INC	General Fund	Tourism Expenditures	Advertising - Print Media	\$5,287.00	TOURISM
Check Name MSPN INC				\$5,287.00	
NORTHERN BUSINESS PR	General Fund	Operations (Police)	Office Supplies & Expense	\$131.96	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	\$27.51	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	\$465.00	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	\$97.28	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	\$131.76	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	\$39.22	SUPPLIES
Check Name NORTHERN BUSINESS PRODUCTS				\$892.73	
OREILLY AUTO PARTS	General Fund	Snow Removal	Equipment Parts	\$34.85	REPAIR PARTS FOR CHEVY

CITY OF PROCTOR
General Fund Bills List

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Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
OREILLY AUTO PARTS	General Fund	Snow Removal	Equipment Parts	\$11.47	REPAIR PARTS FOR CHEVY
Check Name OREILLY AUTO PARTS				\$46.32	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	\$1,903.16	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				\$1,903.16	
PLATING SPECIALTIES	General Fund	Council	Other Professional Services	\$200.00	5 BRASS SPIKE PLATING
Check Name PLATING SPECIALTIES				\$200.00	
PROCTOR JOURNAL	General Fund	Operations (Police)	Gen Notices & Pub Informati	\$25.00	POLICE OFFICER AD
	General Fund	Council	Gen Notices & Pub Informati	\$360.81	PUBLICATIONS
Check Name PROCTOR JOURNAL				\$385.81	
PROCTOR MILK HOUSE	General Fund	Operations (Fire)	Diesel Fuel	\$58.18	FUELS
	General Fund	Operations (Police)	Fuels	\$41.00	FUELS
	General Fund	Operations (Fire)	Diesel Fuel	\$40.01	FUELS
	General Fund	Operations (Police)	Fuels	\$46.90	FUELS
	General Fund	Street Department	Fuels	\$54.00	FUELS
	General Fund	Operations (Fire)	Diesel Fuel	\$38.83	FUELS
	General Fund	Operations (Fire)	Fuels	\$39.15	FUELS
Check Name PROCTOR MILK HOUSE				\$318.07	
PROCTOR PUBLIC UTILIT	General Fund	Government Building	Electric Utilities	\$1,400.15	UTILITES
	Sewer Fund	Sewer	Electric Utilities	\$79.70	UTILITES
	General Fund	Street Dept Shop Work	Electric Utilities	\$366.51	UTILITES
	Sewer Fund	Sewer	Electric Utilities	\$15.33	UTILITES
	General Fund	Operations (Fire)	Electric Utilities	\$1,701.40	UTILITES
Check Name PROCTOR PUBLIC UTILITIES				\$3,563.09	
SAMPLE, WILLIAM	General Fund	Council	Other Professional Services	\$75.00	PROFESSIONAL SERVICES
Check Name SAMPLE, WILLIAM				\$75.00	
SEH	General Fund	Council	Engineering Fees	\$3,179.24	ENGINEERING FEES
Check Name SEH				\$3,179.24	
TASC	General Fund	Council	Other Professional Services	\$419.68	FUNDING FINALIZED FUNDS
Check Name TASC				\$419.68	
THOMSON REUTERS-WES	General Fund	Operations (Police)	Other Professional Services	\$94.50	INFORMATION CHARGES
Check Name THOMSON REUTERS-WEST				\$94.50	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	\$3.02	PHONE SERVICES
Check Name VERIZON WIRELESS				\$3.02	
W.L.S.S.D.	Sewer Fund	Sewer	Sewer - WLSSD Billing	\$24,107.00	WASTEWATER CHARGES
Check Name W.L.S.S.D.				\$24,107.00	
WATCHGUARD VIDEO	General Fund	Operations (Police)	Motor Vehicle Purchase	\$5,040.00	FOR NEW SQUAD CAR
Check Name WATCHGUARD VIDEO				\$5,040.00	
WIPFLI LLP	General Fund	Council	Auditing and Accounting Ser	\$2,500.00	AUDIT
Check Name WIPFLI LLP				\$2,500.00	
ZIEGLER, INC	General Fund	Snow Removal	Mach & Equip Repair	\$126.07	REPLACE THERMOSTAT IN L
Check Name ZIEGLER, INC				\$126.07	
				\$76,525.49	

CITY OF PROCTOR

*Check Summary Register©

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December 2016 to February 2017

Name	Check Date	Check Amt	
10110 First National Liq			
Paid Chk# 027580 CITY OF PROCTOR	2/7/2017	\$1,602.62	PR17-02L wh PERA
Paid Chk# 027581 UFCW Local 1189	2/7/2017	\$96.52	UFCW UNION DUES
Paid Chk# 027582 PROCTOR PUBLIC UTILITIES	2/8/2017	\$16,753.32	LOAN REPAYMENT #1
Paid Chk# 027583 AMERICAN BOTTLING COMPAN	2/22/2017	\$129.00	02062017
Paid Chk# 027584 AMERITAS	2/22/2017	\$4.90	LIFE INSURANCE
Paid Chk# 027585 ARTISAN BEER COMPANY	2/22/2017	\$94.50	02022017
Paid Chk# 027586 BELLBOY CORPORATION	2/22/2017	\$169.90	02012017
Paid Chk# 027587 BERNICK'S PEPSI	2/22/2017	\$3,037.22	02012017
Paid Chk# 027588 BLUE CROSS BLUE SHIELD OF	2/22/2017	\$2,452.72	RETROACTIVE SCHULTZ PAYMENT
Paid Chk# 027589 BREAKTHRU BEVERAGE	2/22/2017	\$746.89	02022017
Paid Chk# 027590 CENTURYLINK	2/22/2017	\$207.84	PHONE SERVICE
Paid Chk# 027591 COCA COLA BEVERAGES OF DU	2/22/2017	\$182.34	02072017
Paid Chk# 027592 G&K SERVICES	2/22/2017	\$99.68	01312017
Paid Chk# 027593 GARTNER REFRIGERATION CO	2/22/2017	\$632.68	REPAIRS
Paid Chk# 027594 JOHNSON BROTHERS INC	2/22/2017	\$3,327.08	01312017
Paid Chk# 027595 MICHAUD DISTRIBUTING COMP	2/22/2017	\$1,938.40	01302017
Paid Chk# 027596 MINNESOTA ENERGY RESOURC	2/22/2017	\$113.91	UTILITY
Paid Chk# 027597 MINNESTALGIA WINERY	2/22/2017	\$75.00	01302017
Paid Chk# 027598 PAUSTIS & SONS	2/22/2017	\$466.50	02082017
Paid Chk# 027599 PHILLIPS WINE & SPIRITS CO	2/22/2017	\$4,276.66	01312017
Paid Chk# 027580 PROCTOR CHAMBER OF COMM	2/22/2017	\$75.00	MEMBERSHIP
Paid Chk# 027581 PROCTOR JOURNAL	2/22/2017	\$36.05	PUBLICATIONS
Paid Chk# 027582 PROCTOR PUBLIC UTILITIES	2/22/2017	\$644.50	UTILITIES
Paid Chk# 027583 RANGE PAPER	2/22/2017	\$50.14	SUPPLIES
Paid Chk# 027584 ROHLFING INC	2/22/2017	\$1,754.75	02032017
Paid Chk# 027585 SOUTHERN WINE & SPIRITS OF	2/22/2017	\$3,180.65	02032017
Paid Chk# 027586 SUPERIOR BEVERAGE	2/22/2017	\$2,651.83	01312017
Total Checks		\$44,999.28	

CITY OF PROCTOR

Liquor Fund Bills List

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Check Name	OBJECT Descr	Amount	Comments
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	\$129.00	02062017
Check Name AMERICAN BOTTLING COMPANY		\$129.00	
AMERITAS	Employer Paid Health Insuranc	\$4.90	LIFE INSURANCE
Check Name AMERITAS		\$4.90	
ARTISAN BEER COMPANY	Beer Purchases	\$94.50	02022017
Check Name ARTISAN BEER COMPANY		\$94.50	
BELLBOY CORPORATION	Liquor Purchases	\$165.00	02012017
	Freight and Express	\$4.90	02012017
Check Name BELLBOY CORPORATION		\$169.90	
BERNICK'S PEPSI	Beer Purchases	\$2,030.12	02012017
	Soft Drinks and Mix	\$15.80	02012017
	Beer Purchases	\$991.30	02082017
Check Name BERNICK'S PEPSI		\$3,037.22	
BLUE CROSS BLUE SHIELD OF MN	Employer Paid Health Insuranc	\$819.60	HEALTH INSURANCE
	Employer Paid Health Insuranc	\$408.28	HEALTH INSURANCE
	Employer Paid Health Insuranc	\$1,224.84	RETROACTIVE SCHULTZ PAY
Check Name BLUE CROSS BLUE SHIELD OF MN		\$2,452.72	
BREAKTHRU BEVERAGE	Wine Purchases	\$426.42	02092017
	Freight and Express	\$7.85	02092017
	Liquor Purchases	\$311.42	02022017
Check Name BREAKTHRU BEVERAGE		\$745.69	
CENTURYLINK	Telephone	\$207.84	PHONE SERVICE
Check Name CENTURYLINK		\$207.84	
COCA COLA BEVERAGES OF DULU	Soft Drinks and Mix	\$182.34	02072017
Check Name COCA COLA BEVERAGES OF DULUTH		\$182.34	
G&K SERVICES	Misc Operating Supplies	\$99.68	01312017
Check Name G&K SERVICES		\$99.68	
GARTNER REFRIGERATION CO	Bldg Repair & Maint	\$632.68	REPAIRS
Check Name GARTNER REFRIGERATION CO		\$632.68	
JOHNSON BROTHERS INC	Freight and Express	-\$1.82	12292016
	Freight and Express	\$23.37	02072017
	Liquor Purchases	\$1,170.83	02072017
	Freight and Express	\$27.30	02072017
	Wine Purchases	\$849.43	02072017
	Freight and Express	\$10.92	01312017
	Wine Purchases	\$388.10	01312017
	Liquor Purchases	\$827.16	01312017
	Wine Purchases	-\$32.00	12292016
	Freight and Express	\$1.82	01312017
	Liquor Purchases	\$49.50	01312017
	Freight and Express	\$12.45	01312017
Check Name JOHNSON BROTHERS INC		\$3,327.06	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	\$439.60	02132017
	Beer Purchases	\$1,247.00	01302017
	Beer Purchases	\$251.80	02062017
Check Name MICHAUD DISTRIBUTING COMPANY		\$1,938.40	
MINNESOTA ENERGY RESOURCES	Utilities	\$113.91	UTILITY
Check Name MINNESOTA ENERGY RESOURCES COR		\$113.91	
MINNESTALGIA WINERY	Wine Purchases	\$75.00	01302017
Check Name MINNESTALGIA WINERY		\$75.00	

CITY OF PROCTOR

Liquor Fund Bills List

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Check Name	OBJECT Descr	Amount	Comments
PAUSTIS & SONS	Wine Purchases	\$449.00	02082017
	Freight and Express	\$17.50	02082017
Check Name PAUSTIS & SONS		\$466.50	
PHILLIPS WINE & SPIRITS CO	Freight and Express	\$25.48	01312017
	Wine Purchases	\$215.95	02072017
	Freight and Express	\$17.51	02072017
	Liquor Purchases	\$1,486.73	02072017
	Freight and Express	\$3.64	01312017
	Wine Purchases	\$136.00	01312017
	Liquor Purchases	\$1,726.54	01312017
	Freight and Express	\$7.28	02072017
	Wine Purchases	\$635.50	01312017
	Freight and Express	\$21.93	01312017
Check Name PHILLIPS WINE & SPIRITS CO		\$4,276.56	
PROCTOR CHAMBER OF COMMER	Dues & Subscriptions	\$75.00	MEMBERSHIP
Check Name PROCTOR CHAMBER OF COMMERCE		\$75.00	
PROCTOR JOURNAL	Misc Operating Supplies	\$11.05	PUBLICATIONS
	Misc Operating Supplies	\$25.00	PUBLICATIONS
Check Name PROCTOR JOURNAL		\$36.05	
PROCTOR PUBLIC UTILITIES	Utilities	\$644.50	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES		\$644.50	
RANGE PAPER	Misc Operating Supplies	\$50.14	SUPPLIES
Check Name RANGE PAPER		\$50.14	
ROHLFING INC	Beer Purchases	\$842.70	02032017
	Beer Purchases	\$912.05	02102017
Check Name ROHLFING INC		\$1,754.75	
SOUTHERN WINE & SPIRITS OF	Liquor Purchases	\$1,530.93	02032017
	Freight and Express	\$37.92	02102017
	Liquor Purchases	\$1,374.30	02102017
	Freight and Express	\$27.50	02032017
	Wine Purchases	\$210.00	02102017
Check Name SOUTHERN WINE & SPIRITS OF MN		\$3,180.65	
SUPERIOR BEVERAGE	Beer Purchases	\$715.25	02142017
	Beer Purchases	\$625.90	01312017
	Beer Purchases	\$654.95	02032017
	Beer Purchases	\$855.73	02102017
Check Name SUPERIOR BEVERAGE		\$2,851.83	
		\$26,546.82	

+ 1402.62 PR 17-02
 + 96.52 UFCW Union
 + 16,753.32 Loan Payment to PUC #1
544,999.28