

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, June 5, 2017 – 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES May 15, 2017 City Council Meeting Minutes

APPROVAL OF AGENDA

PRESENTATION OF CHIEF AND SERGEANT

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. Memo of Understanding for Law Enforcement 24/7 Response Protocol
- B. League of MN Cities letter dated May 19, 2017

2. PLANNING & ZONING DEPARTMENT MATTER

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 05/14/17; Liquor Fund payroll ended 05/14/17 (attached).

***4. COMMITTEE REPORTS**

- A. Police Civil Service Commission meeting minutes of May 11, 2017

5. UNFINISHED BUSINESS

- *A. Personnel Handbook
- *B. ATV Ordinance

6. NEW BUSINESS

- A. Council Handbook (emailed to Councilors)
- B. 1st Reading - Ordinance 04-17 - Amending Section 701 of the City Code Entitled "Liquor and Beer"
- C. No Parking Sign on Park Road – Map and Letter included
- D. July 3, 2017 City Council Meeting (If cancelled, a motion is need to pay the General Fund and Liquor Fund bills)
- E. Resolution 21-17 Declaring Surplus Equipment
- F. Resolution 22-17 Resolution of Non-Objection
- G. Resolution 23-17 Salt/Sand Shed
- H. Loan Agreement between the City of Proctor and the Proctor Area Historical Society
- I. Traffic Management (Benson)
- J. Duluth File 17-028-0 (Benson)

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

- A. Union and Negotiations Update

6. NEW BUSINESS (continued)

N. Labor Agreement

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund

\$58,416.45

Liquor Fund

\$41,245.27

\$99,661.72 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on May 15, 2017 in the Community Center Council Chambers

Mayor Philip Larson called the meeting to order at 6:00pm.

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

OTHERS PRESENT: Mark Casey, City Administrator; Jennifer Crown; John Bray, City Attorney; Jim Aird, Midway Township; Officer Kent Gaidis; Jennifer Peterson

APPROVAL OF MINUTES:

Motion by DeWall, seconded by Schwarzbauer and carried: To approve the May 1, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Casey added 6H: Plant a Tree on City Property

Motion by Larson, seconded by Schwarzbauer and carried: To approve the agenda of May 15, 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 Larson and carried: To approve the Consent Agenda of May 15, 2017.

*1. COMMUNICATIONS

- A. Law Enforcement Memorial events planned May 17-18
- B. Mediacom Notification
- C. Thank you from Amsoil Northland K-9 Law Enforcement

2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

- A. Government Fund payroll period ended 04/30/17; Liquor Fund payroll ended 04/30/17 (attached).

*4. COMMITTEE REPORTS

- A. Minutes of the Proctor Local Board of Appeal & Equalization Meeting held on April 25, 2018
- B. Police Civil Service Commission Meeting Minutes of May 4, 2017

5. UNFINISHED BUSINESS

- *A. Personnel Handbook
- *B. ATV Ordinance

6. NEW BUSINESS

- A. GIS Proposal – Information provided by SEH City Engineer, Matt Bolf

Casey stated that this item is for mapping of infrastructure. Administration and Public Utilities both recommend Option 2 on the proposal which addresses more water issues. Option 2 is the lesser dollar figure and we can always add more to that as the city proceeds. Casey stated that this will be split between PUC and the Sewer Fund.

Motion by Nowak, seconded by DeWall and carried: To approve Option 2 as presented in the amount of \$8000.00 and the Annual subscription fee of \$1500.

- B. Liquor Control Committee addition – Jennifer Peterson

Larson stated that the Liquor Control Committee met at 5pm and approved the nomination for Jennifer Peterson to serve on their board.

Benson asked Peterson about her interest in serving on this committee. Peterson said that she is a resident of Proctor and was looking for ways to serve the community. She works at MN Power in regulatory affairs. Schwarzbauer asked Peterson about the Beyond Yellow Ribbon Certification process.

Motion by Nowak, seconded by Schwarzbauer and carried: To approve the nomination of Jennifer Peterson to serve on the Liquor Control Committee.

C. Council Handbook (emailed to Councilors)

Schwarzbauer suggested calling a special meeting to discuss this item page by page. Benson also suggested taking a chapter at each meeting. Larson said he would prefer a working session. DeWall stated that the reason the handbook was sent out early was for everyone to review and make suggestions about any changes. He would like to see what the other councilors are suggesting as changes prior to the working session. Casey stated that Benson sent some suggestions and they were added to the handbook today. Larson asked the councilors to choose a date for a working session before the next council meeting and submit changes to the City Administrator prior to the meeting. Casey asked Attorney Bray if the councilors could be surveyed and then the city could post a meeting – Bray stated that would be fine.

D. Sunday Liquor Ordinance (discussed at Liquor Control Meeting 5/15/17)

Larson said that Liquor Control Committee discussed this item at the meeting about adopting the State Ordinance. Casey asked about the city's current language.

E. Management Agreement between The South St. Louis County Fair Board Association and the Dirt Floor Arena of Directors

Casey stated that anytime the Fair Board enters into an agreement with another entity, it needs to come before the fair board.

Schwarzbauer asked about the contract dated May 1, 2017. Casey stated that the city received it after the Fair Board and the Dirt Floor Arena representatives. Bray said that the May 1st issue isn't detrimental at this time, and Casey will let the parties know to submit an agreement prior to a renewal date.

Motion by Benson, seconded by Nowak and carried: To approve the Management Agreement between The South St. Louis County Fair Board Association and the Dirt Floor Arena of Directors as presented.

F. Resolution 19-17 – Adopting a Budget Amendment

Casey stated that the councilors are aware that the City entered into an agreement with Chris Klatte to manage the golf course. The budget was adopted prior to the agreement and this amendment will better reflect what is happening with the finances. Casey wanted to make one change: 2017 Operating Transfer to \$35,000 which was originally in the budget, not \$30,000.

Motion by DeWall, seconded by Larson and carried: To approve Resolution 19-17 as amended and presented.

G. Resolution 20-17 – Adopting an Amended Sewer Rate Service Fee

Casey stated that there is not an increase in the Sewer Fees until 2021, and a 3% increase in 2026. Casey said that having the resolution adopted now is that we are doing it the same time that PUC is increasing the rates.

Benson asked about how the rates were developed. Casey said that the rate study was extensive and based on the history, the cash flow has been diminishing.

Motion by Schwarzbauer, seconded by Nowak and carried: To approve Resolution 20-17 as presented.

H. Plant a Tree

Casey stated that the City received a request to plant a tree in memory of a loved one. Benson stated that Proctor is part of the Tree City USA and have been a member for several years. Jennifer Peterson confirmed that the city has been in contact with the representatives of Tree City USA.

Motion by Larson, seconded by Benson and carried: To approve a citizen to plant a tree on city property in memory of her brother as discussed.

Motion by DeWall, seconded by Larson and carried: To recess to closed session at 6:52pm.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

Motion by DeWall, seconded by Larson and carried: To reopen to regular meeting at 7:12pm.

6. NEW BUSINESS (continued)

I. Annexation

MEMBER CONCERNS

Schwarzbauer gave the councilors an update on the Mesabi Misses. He and Casey met with the sculpture and Schwarzbauer also removed all the timbers in Trainquility Park. The Historical Society is also going to start using drones to promote the park.

Schwarzbauer also discussed the \$20,000 loan from the City to the Historical Society. He asked

for the document that he distributed to be added to the next council agenda.

BILLS FOR APPROVAL

General Fund

\$111,611.96

Liquor Fund

\$31,339.28

\$142,951.24 TOTAL BILLS FOR APPROVAL

Motion by Benson, seconded by Schwarzbauer and carried: To approve the General Fund and Liquor Fund bills in the amount of \$142,951.24.

ADJOURNMENT

Motion by Nowak, seconded by Larson and carried: To adjourn the city council meeting at 7:24pm.

1A.



Saint Louis County

Public Health and Human Service Department – www.stlouiscountymn.gov

Linnea Mirsch
Director

May 16, 2017

Chief Walter Wobig
Proctor Police Department
100 Pionk Drive, Suite 101
Proctor, MN 55810

Dear Chief Wobig:

RE: Memorandum of Understanding for Law Enforcement 24/7 Response Protocol

On February 10, 2017, a Memorandum of Understanding (#16065) was sent to you for your review, signature, and return.

Upon review of our records, it seems that we haven't received the signed Memorandum of Understanding from your Department.

Enclosed is another copy of the Memorandum of Understanding. Please sign as soon as possible and return to:

St. Louis County Public Health and Human Services
Contract Services - Room 401
320 W. Second Street
Duluth, MN 55802

We will route for signature completion and return a copy to you for your records.

If you should have any questions about the Memorandum of Understanding, please contact Abby Schaefer, contract representative, at 725-5015 or by e-mail at schaefera@stlouiscountymn.gov.

Thank you.

Sincerely,

Pam Moline, Information Specialist
Contract Services
molinep@stlouiscountymn.gov
726-2045

Enc.

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

Addendum

Definitions

From MN Child Maltreatment Intake, Screening, and Response Path Guidelines – DHS, 10/2015:

Imminent danger means:

- A child is threatened with immediate and present maltreatment that is life threatening, or likely to result in abandonment, sexual abuse, or serious injury. [Minn. Admin. R. 9560.0214, subp. 12]
- A runaway child and sexually exploited youth. Imminent danger includes a report that a child is residing with a caretaker without “authority to care for the child.” In these circumstances, a child is considered abandoned or threatened with abandonment. Authority to care for a child includes:

- Parent executed a delegation of power by parent or guardian under Minn. Stat. 524.5- 211 for an individual to provide for a child; this is commonly called a Delegation of Parental Authority (DOPA) and has specific legal requirements which must be met. Responsible agencies are encouraged to consult with the county or tribal attorney when a delegation of parental authority by a parent is involved.
- In the case of an Indian child, a child is in the care of an Indian custodian as defined under 45 USC 1903 (6).
- Child is in the care of an “individual who is related” to them, which means with a parent, stepparent, stepbrother, stepsister, niece, nephew, adoptive parents, grandparent, sibling, aunt, uncle or legal guardian. [Minn. Stat. 45A.02, subd. 13]

From After Hours Child Protection Coverage Bulletin – DHS, 11/2016:

Imminent danger means:

- A child is threatened with immediate and present maltreatment that is life threatening or likely to result in abandonment, sexual abuse, or serious physical injury. [Minn. Admin. Rule 9560.0214, subp. 12] The local social service agency is required to respond to reports containing imminent danger immediately and no later than 24 hours regardless of a child’s in-home or out-of-home placement status.

PROCTOR POLICE DEPARTMENT



~~Walter Wobig~~ **Kent Gaidis**
Chief of Police

Date: 5/23/17

**ST. LOUIS COUNTY PUBLIC HEALTH &
HUMAN SERVICES**

Linnea B. Mirsch
Public Health & Human Services Director

Date: _____

Approved as to form and execution:

Benjamin M. Stromberg
Assistant County Attorney

Date: _____



18.
CONNECTING & INNOVATING
SINCE 1913

May 19, 2017

Dear Mayors and Administrators,

We hope that all is well as your city transitions to the summer season, and prepares for warm weather activities and services (put the snowplows away for a few months!).

We are pleased to let you know that the League of Minnesota Cities Board of Directors voted at its May meeting to set a maximum member dues schedule increase of zero percent (or, no dues increase) for the League's 2018 fiscal year that runs from September 1, 2017 through August 31, 2018. This would be the first time that dues have been held flat since 2012.

Similar to how your city sets its preliminary levy increase, the League's final dues schedule cannot be higher than the maximum that is set. Please note, though, that while there is no proposed dues increase you may still see a slight increase or decrease in dues based on any shifts in your city's population (to learn more about how your dues are calculated, visit www.lmc.org/dues). A final decision on annual dues will be determined by the Board when it meets on July 20 to approve the FY 2018 budget.

The League's financial position allows us to consider this action that will provide some budget relief for members, while allowing us to seamlessly continue delivering the nearly 90 programs and services you rely on to effectively govern and manage your city. Those programs and services include: advocacy at the Capitol; training on the basics for new officials and staff as well as future-focused topics; and analysis and guidance on laws, statutes, and hot-button topics like public safety and technology among many others.

Our unwavering commitment is to provide premier service that responds to the changing needs of members and to be recognized as the trusted, authoritative, and unified voice on issues affecting all cities. We take our responsibility to carefully manage member assets very seriously, and we thank you for your continued support of our work.

If you have any questions or comments about how we can better serve your needs, please feel free to call or email Dave Unmacht at (651) 281-1205 or dunmacht@lmc.org. And, if you find yourself in St. Paul this summer, we hope that you stop by for a cup of coffee or a conversation.

Rhonda Pownell
Rhonda Pownell
League of Minnesota Cities President,
Mayor, City of Northfield

David J. Unmacht
Executive Director,
League of Minnesota Cities

PR17-10

5/11/17-5/14/17

3A.

05/23/17 3:28 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	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	\$1,675.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$696.60
	City Clerk	Administrative	Full-Time Employee Regular	\$515.10
	City Clerk	Administrative	Full-Time Employee Regular	\$2,284.90
	City Clerk	Administrative	Full-Time Employee Regular	\$54.60
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	\$540.00
	Police	Operations (Police)	Full-Time Employee Regular	\$408.72
	Police	Operations (Police)	Full-Time Employee Regular	\$698.40
	Police	Operations (Police)	Full-Time Employee Regular	\$14,832.90
	Police	Operations (Police)	Full-Time Employee Overtime	\$1,345.13
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,496.50
	Police	Admin Secretary (Police)	Full-Time Employee Overtime	\$46.38
	Police	Admin Secretary (Police)	Part-Time Employee	\$617.44
	Police	Admin Secretary (Police)	Part-Time Employee	\$145.28
	Police	Admin Secretary (Police)	Part-Time Employee	\$145.28
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	\$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$259.16
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$603.83
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$491.85
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$4,983.83
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$412.30
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$198.81
	Streets & Roadways	Street Department	Full-Time Employee Overtime	\$124.61
	Park	City Parks	Full-Time Employee Regular	\$94.24
	Park	City Parks	Temporary Employees Regular	\$287.50
	Recreation	Ball Field Maintenance	Temporary Employees Regular	\$181.25
FUND 100 General Fund				\$41,223.86
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	\$687.14
	Public Works	Sewer	Full-Time Employee Regular	\$110.76
	Public Works	Pump Station	Full-Time Employee Regular	\$27.69
FUND 500 Sewer Fund				\$825.59
				\$42,049.45

CITY OF PROCTOR
Payroll Summary - Liquor Fund

05/23/17 3:29 PM

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Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,672.00
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$2,126.83
FUND 600 Liquor Fund				\$3,798.83
				\$3,798.83

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 10

05/23/17 3:27 PM

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Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	2.50	1.5	\$75.00	City -BI-wk
Shift Multiplier 1.5	2.50		\$75.00	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	3.00	1.5	\$98.96	City -BI-wk
POLICE	9.00	1.5	\$475.47	City -BI-wk
POLICE	12.00	1.5	\$528.48	City -BI-wk
POLICE	5.50	1.5	\$242.22	City -BI-wk
Shift Multiplier 1.5	29.50		\$1,345.13	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	3.00	1.5	\$124.61	City -BI-wk
Shift Multiplier 1.5	3.00		\$124.61	
Pay Group Description City -BI-wk	35.00		\$1,544.74	
	35.00		\$1,544.74	

4A.

From: STEVEN ELDER [<mailto:stevefayelder@msn.com>]
Sent: Tuesday, May 23, 2017 12:10 PM
To: Proctor Journal; Lori Anderson; Chief Kent Gaidis; Mark Casey
Subject: Minutes

PROCTOR POLICE CIVIL SERVICE COMMISSION

Minutes of meeting held Thursday, May 11th, 2017.

Minutes of meeting from Thursday April 27th, 2017 read and approved as written.

Present Thursday, May 11th, Chairperson Diane Giuliani, Commission members, Lori Anderson, Steven Elder, Interim Chief Kent Gaidis and Interim Sgt. Tim Redfield, City Administrator Mark Casey.

1. Civil Service Commission met Thursday May 11th, 10:15 am. at City Hall.
2. Brief discussion regarding new police officer hiring list.
3. Motion by Lori to "offer a conditional hire to candidate number two, Nick Moder, and for him to start the paper work for his background investigation". Seconded by Diane, motion carried.
4. Motion by Lori, "Appoint interim Police Chief Kent Gaidis to the position of Proctor Police Chief with salary and benefits to be negotiated with City Administrator Mark Casey" Seconded by Steve, motion carried.
5. Motion by Lori. "Appoint interim Sgt. Tim Redfield to the position of Sgt. Proctor Police Dept. with salary and benefits to be negotiated with City Administrator Mark Casey." Seconded by Steve, motion carried.
6. Chairperson Diane will send letter to police department personnel notifying them of commissions action regarding recent promotions.
7. City administrator Mark Casey will notify the Mayor and city council members of

commissions actions. Official swearing in to take place at city council meeting being held June 5th 2017.

7. Discussion regarding lateral hiring for patrol police officer. Commission to review/define position requirements and to post as soon as it is developed.

7. With no further business to discuss, the meeting was adjourned at 12:10pm. Respectfully submitted,

Steven Elder, Secretary
Proctor Police Civil Service Commission
cc: Diane Giuliani, Chairperson
Lori Anderson,
Chief Gaidis
Sgt. Redfield
City Administrator Mark Casey.

6B.

ORDINANCE NO. 04-17

ORDINANCE AMENDING SECTION 701 OF THE
CITY CODE ENTITLED "LIQUOR AND BEER"

THE CITY COUNCIL OF THE CITY OF PROCTOR BE IT ORDAINED AS
FOLLOWS:

Section 1. City Code, Section 701.04, Subd. 2. entitled "Hours of Operation," is hereby
amended as follows:

701.04. Subd. 2. Off-Sale.

Intoxicating liquor : off-sale. No sale of intoxicating liquor may be made by an
off-sale licensee:

- (1) on Sundays, except between the hours of 11:00 a.m. and 6:00 p.m.;
- (2) before 8:00 a.m. or after 10:00 p.m. on Monday through Saturday;
- (3) on Thanksgiving Day;
- (4) on Christmas Day, December 25;
- (5) after 8:00 p.m. on Christmas Eve, December 24.

Sunday sale is permitted in accordance to Minnesota State Statutes 340A.504
subd.4. These hours may be further limited by council resolution. No "off sale"
shall be made before 8:00 a.m. or after 8:00 p.m. on any day. No "off sale" shall
be made on Sundays, January 1st, Thanksgiving Day, or Christmas Day,
December 25th, but on the evenings preceding such days. If the sale of liquor is
not otherwise prohibited on such evening, "off sale" may be made until 10:00
p.m.; except that no such "off sale" shall be made on December 24th after 10:00
8:00 p.m.

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

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

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

Voting Yes:

Voting No:

Ordinance declared adopted this _____ day of June, 2017.

CITY OF PROCTOR

**By _____
Mayor**

ATTEST:

City Clerk/Administrator

First Reading:

Second Reading:

Published Proctor Journal on June _____, 2017

6C.

Tammie McDonald

From: Mark Casey
Sent: Wednesday, May 10, 2017 4:27 PM
To: Tammie McDonald
Subject: FW: No Parking Signs on Park Road

Tammie,
Put this email on for the 5th of June.

Mark Casey
Administrator
City of Proctor
Email: mcasey@proctormn.gov
P: 218-624-3641

From: Rick LaLonde
Sent: Wednesday, May 10, 2017 1:37 PM
To: Mark Casey
Subject: No Parking Signs on Park Road

Mark,

I would like to install No Parking signs on the East side of the Park Road from Field #1 to Concession #2. When the park is busy at night vehicles park on both sides of the road and the driving lane is pretty narrow. With construction starting on June 1st there will be a lot of dump trucks on this stretch of road and I'm sure that they will be working in the evenings. This would have been a good idea a few years ago anyways and now it seems like a must do. I have run the idea by some members of the Park and Public Safety Committees and also some School District people. Every body I have talked to thinks it is a great idea. There are parking lots that are being under-utilized so there will still be plenty of parking available. I talked to Kent and he is on board with it but said that we need council approval in order for them to enforce it. We would like to see the item added to the council agenda for June 5th. We would probably put the signs up before that but the police can't enforce before that. If Park or Public Safety meets before that I will get it on the agendas but I don't think we would have to call a special meeting. Park is trying to schedule a May meeting right now. Public Safety is not scheduled until June 15th I believe.

Rick



X - PROPOSED "NO PARKING"

EAST SIDE OF PIONK DR. FROM
FIELD #1 TO FIELD #2



300' 45° 15' 00" N 112° 45' 00" W

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

6E.
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 21-17 DECLARING SURPLUS EQUIPMENT

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

WHEREAS, the Proctor Area Community Center (PACC) and Proctor Police has items no longer needed by their respective facilities and need to be removed from service due to the condition they are in; and,

WHEREAS, the items listed below are to be declared surplus; and,

- PD Vehicle Ford Expedition VIN 1FMFU16507LA81688
- Several couches and other pieces of furniture.

WHEREAS, the Police Vehicle is well beyond its intended use; and,

WHEREAS, the PACC will be purchasing new furniture; 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 sale, gift, or as waste.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution 21-17 was declared duly passed and adopted this 5th day of June, 2017.

Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator

6F.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

**Resolution No. 22-17
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 Proctor Amateur Hockey Association to hold a raffle at Derailed Bar & Grill, 501 3rd Avenue, Proctor, Minnesota on February 10, 2018.

Passed by a majority vote of the Proctor City Council, this 5th day of June, 2017.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

4/17
Page 1 of 2

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Proctor Amateur Hockey Association

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____

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

Mailing Address: 800 N Boundary Ave

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

Name of Chief Executive Officer (CEO): Amy Pocrnich

Daytime Phone: 218-940-7884 Email: _____

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): Derailed Bar and Grill

Physical Address (do not use P.O. box): 501 3rd Avenue

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

Date(s) of activity (for raffles, indicate the date of the drawing): February 10, 2018

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: \$ 7,000)**

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.

LG220 Application for Exempt Permit

4/17
Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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: _____

Print Name: Amy Pocrnich

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)).

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.

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.

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

An equal opportunity employer

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

DEPARTMENT OF THE TREASURY

Date: JAN 31 2013

PROCTOR AMATEUR HOCKEY ASSOCIATION
INC
800 BOUNDARY AVE
PROCTOR, MN 55810-0025

Employer Identification Number:
36-3388547

DLN:

17053122340012

Contact Person:

JACOB A MCDONALD

ID# 31649

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
April 30

Public Charity Status:
170(b)(1)(A)(vi)

Form 990 Required:
Yes

Effective Date of Exemption:
April 27, 2012

Contribution Deductibility:
Yes

Addendum Applies:
No

Dear Applicant:

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

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

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

Letter 947 (DO/CG)

PROCTOR AMATEUR HOCKEY ASSOCIATION

Sincerely,

Holly O. Paz

Holly O. Paz
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

PROCTOR AMATEUR HOCKEY ASSOCIATION



PO BOX 1026
Proctor, MN 55810
218-824-7988

May 19, 2017

Proctor City Council
City Hall
100 Pionk Dr
Proctor MN 55810

Dear City Council:

Proctor Amateur Hockey Association (PAHA) is a 501c organization that is requesting the Proctor City Council to review and approve our LG220 Application for Exempt Permit that will allow PAHA to sell tickets and hold our annual cash raffle drawing as our main fundraiser to raise funds to maintain the Proctor Arena and our outdoor rinks in order to give children the best experience we can. We will be holding our actual drawing at a locally owned business, Derailed Bar and Grill on Saturday, February 10, 2018, at 8 p.m.

Thank you for your consideration!

Kim Seguin
PAHA Fundraising Coordinator
pahafundraiser@gmail.com
218-269-6684

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

100 Plonk Drive • Proctor, Minnesota 55810-1700 • (218) 824-3841 • Fax (218) 824-9459 • email: cityhall@proctormn.gov

COUNCIL RESOLUTION 23-17

A RESOLUTION AUTHORIZING SUBMISSION OF REQUEST FOR STATE BONDING FUNDS FOR THE CONSTRUCTION OF THE PROCTOR REGIONAL PUBLIC WORKS FACILITY

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

WHEREAS, The City of Proctor (City) has the responsibility to salt and sand all streets and provide services for the purposes preserving public safety in conjunction with the Public Utilities Commission (PUC) and the Schools Safe Routes Program; and,

WHEREAS, the City of Proctor has determined that the current facilities housing Public Works, salt/sand, equipment for the Public Utilities Commission (PUC), and Fair Board have insufficient space to effectively provide the services to the City of Proctor and the surrounding area and has outgrown and outlived its current facilities; and,

WHEREAS, the present location of the salt/sand and public works facility is adjacent to a designated trout stream and the City of Proctor has taken a directive from the Minnesota Pollution Control Agency to contain salt/sand piles to eliminate migration of said products into Kingsbury Creek and the Lake Superior Watershed and to move the current facility;

WHEREAS, the Minnesota Design Team along with the City's Comprehensive Plan have determined the current site is not the best use of said properties which and be used for future development; and,

WHEREAS, the state bonding process provides matching funds for projects that have a Statewide or regional impact and City asks for consideration in distribution of 2018 Capital Appropriation funds for this salt, sand and equipment containment facility

WHEREAS, the proposed Proctor Area Salt/Sand and Public Works has a regional impact;

NOW, THEREFORE BE IT RESOLVED, that the Proctor City Council declares its support and authorizes the submission of a request to the Minnesota State Legislature for 2018 bonding funds for the construction of the Proctor Regional Salt/Sand and Storage Facility in the amount of 50% of the estimated construction costs, or \$1,500,000.

ADOPTED this 5th day of June, 2017.

Phil Larson, Mayor

ATTEST:

Mark Casey
City Administrator

City of Proctor

David M. Brenna
Mayor

James A. Rohweder
Administrator

6th
COUNCILORS
Jake P. Benson
Shawn A. McGovern
James R. Schwarzbauer
Travis J. White

You Have A Place In Proctor

100 Pionk Drive • Proctor, Minnesota 55810-1700 • (218) 624-3641 • Fax (218) 624-9459 • email: cityhall@ci.proctor.mn.us

LOAN AGREEMENT

This Agreement is entered into this 4th day of March, 2013 and is by and between the City of Proctor, (hereafter "Lender") and Proctor Area Historical Society (hereinafter "Borrower").

WHEREAS, Borrower has applied to the Lender for funds in the amount of \$20,000.00; and

WHEREAS, Borrower desires to use the funds for the operation and maintenance of an historical society museum; and

WHEREAS, Lender has approved the loan to Borrower; and

WHEREAS, Borrower understands and agrees that the funds are to be used only for the aforementioned items;

NOW THEREFORE, the parties herein agree as follows:

1. Recitals Incorporated. The parties hereto agree that the above recitals are incorporated into this Agreement.
2. Loan Use. Borrower covenants and agrees that the loan proceeds will be used in accordance with its application for said funds.
3. How Paid. The loan proceeds shall be paid upon execution of the loan documents.
4. Term and Interest. Interest shall accrue from the date of this Agreement at the rate of .25% simple interest per annum. All interest and principal of the loan shall be due five (5) years from the date of this Agreement.

5. Default. Upon default of this Agreement, Borrower shall pay reasonable costs and expenses in enforcing this Agreement including reasonable attorney's fees.
6. Waiver of Presentment. Borrower waives what right it has to presentment and notice of dishonor.
7. Conflict. In the event any provision or clause of this Agreement is in conflict with applicable law, such conflict shall not affect the other provisions of this Agreement.
8. Applicable law. This Agreement shall be construed in accordance with the laws of the State of Minnesota.
9. Amendments. This Agreement may not be modified or amended unless both parties have agreed to modifications or amendments in writing.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF PROCTOR

By: David Brenne
Its: MAYOR

Attest: James Rohwedder
City Administrator

PROCTOR AREA HISTORICAL SOCIETY

By: John Schwegman
Its: President

By: Marilyn R. Lee
Its: Secretary

On August 8, 1963 the Yellowstone #225 became a permanent part of Proctor. Articles written said, "With a museum to soon follow." **2009 Comp Plan--**"Develop a broader cultural base while retaining Proctor's historical railroad foundation" Action Step: Find a new home for the history museum, as it has outgrown its existing space within the community center.

September 2011 cornerstone dedication of Proctor Museum

2016 Comp Plan TNR 3: Encourage the preservation of the area's history and culture.

3.1: Continue supporting the preservation of the area's railroad history through the identification, preservation, and displaying of historic places and artifacts. 3.2: Seek federal and state grants and support local, grass roots efforts for historic preservation and renovation projects. Lead Committee is Tourism and timeline is ongoing.

Proctor Area Historical Society Loan Balances May 2017

Place	Amount	Paid off In Years	Initial amount
Proctor Bank	\$16,660.87	5.5 years	\$35,000.00
Jim Schwarzbauer	\$8,860.00	30 years	\$9,200.00
City of Proctor	\$20,000.00	Due March 4, 2018	\$20,000.00
TOTAL	\$45,520.87		\$64,200.00

July 2013 \$97,000 In debt. Matching Coke and Pat Enberg Challenge raised \$35,000

Capital Project handicapped accessibility--elevator and paving at backdoor--\$40,000

Minnesota Historical Society Legacy Grant will be written to pay for this project

Proctor Area Historical Society Monthly Expenses

Place	Amount	
Proctor Bank	\$250.00	
Jim Schwarzbauer	\$25.00	
Proctor Utilities	\$67.00	
MN Energy	\$78.00	
Amendola Storage	\$80.00	
Mediacom	\$100.00	
Reliable Insurance	\$112.00	
Other Memberships	\$10.00	
TOTAL FIXED COSTS	\$722.00	\$8,664 per year

Information that needs discussion

Item on June 5, 2017 City Council Agenda.

Present information to PAHS Board of Trustees on June 13, 2017

Information to PAHS Members at annual meeting on July 12, 2017

Proctor City Council Options for \$20,000 Loan

PAHS borrows \$20,000 from bank and pays back City

City Council extends loan for another ----years

Proctor City Council forgives the \$20,000 loan

PAHS becomes part of Chamber and Tourism--location-no money

PAHS becomes part of Chamber and Tourism--location-with money

67.

City of San José, California

COUNCIL POLICY

TITLE CRITERIA FOR THE INSTALLATION OF STOP SIGNS		PAGE	POLICY NUMBER
		1 of 4	8-1
EFFECTIVE DATE April 3, 1972		REVISED DATE April 3, 2001	
APPROVED BY COUNCIL ACTION 4/3/72; 7/5/79—Item 9a; Ordinance Nos. 204 & 20500 adopted 2/10/81; 5/7/85—Item 12a; 3/22/94—Item 9l; 4/3/01, Item 6.3, Resolution No. 70257.			

BACKGROUND

Stop signs are installed to establish right-of-way at intersections between motorists, cyclists, and pedestrians, reduce delay, and enhance safety for all roadway users.

PURPOSE

To state Council Policy relative to the designation of stop intersections.

POLICY

It is the policy of the City Council that the City install stop signs in locations where the City Traffic Engineer, in the exercise of his/her engineering judgment, determines that such installation is appropriate. The City Traffic Engineer should consider installation of a stop sign at an intersection that meets or exceeds the minimum guidelines set forth in this Policy. Potential conflicting City policies such as the Intersection Level of Service shall be considered, and may form the basis for the denial of stop signs despite other justifying factors. It is also the policy of the City Council that stop signs be installed at intersections as authorized by the City Traffic Engineer under the direction of the City Council or the Traffic Appeals Commission. In addition, stop signs are placed at entrances to through highways designated by the City Traffic Engineer or at intersections designated by the City Traffic Engineer as stop intersections in accordance with Title 11, Chapter 11.36, Section 11.36.030, 11.36.035 of the Municipal Code.

CRITERIA FOR INSTALLATION OF STOP SIGNS

A. Two-Way (or One-Way) Stop Sign Analysis.

The City Traffic Engineer should consider installation of two-way (or one-way) stop signs if an intersection obtains a minimum of 18 points as determined below:

1. **Volume conflicts (maximum 9 points)**
 - a. **Higher Volume Street:** One point for every 100 vehicles per day entering the intersection in excess of 600 vehicles per day. (Maximum 5 points).
 - b. **Lower Volume Street:** One point for every 100 vehicles per day entering the intersection in excess of 300 vehicles per day. (Maximum 4 points).
2. **Visibility Conditions** - One point for each one MPH that the safe approach speed to the intersection is less than 20 MPH.
3. **Crash experience** - Six points for each crash during any 12-month period within two years prior to investigation that might have been prevented by the vehicles complying with properly placed stop signs.
4. **School Warrant (maximum 6 points)** - The City Traffic Engineer shall assign points for the intersection being adjacent to or within two blocks from the school (kindergarten to twelfth grade).

TITLE	CRITERIA FOR THE INSTALLATION OF STOP SIGNS	PAGE	POLICY NUMBER
		2 of 4	8-1

If an intersection is adjacent to or within two blocks of several schools, then additional points will be assigned using the same point distribution:

INTERSECTION	SCHOOL 1	SCHOOL 2	SCHOOL 3
Adjacent	3 points	3 points	3 points
One Block	2 points	2 points	2 points
Two Block	1 point	1 point	1 point

5. Unusual conditions (maximum 9 points)

Points may be assigned considering the severity of:

- High pedestrian and bicycle activity because of proximity to recreational facilities including school facilities, parks, senior centers, high-density housing, neighborhood library, transit stops, and other facilities that generate high pedestrian and bicycle activity;
- Average speeds in excess of the speed limit;
- Visual signs of emergency maneuvers such as skid marks and crash debris;
- Unique geometric conditions exist.

B. All Way Stop Sign Analysis For Non-General Plan Streets.

The criteria for the all-way stop analysis recognizes that delays are superseded by the desire to reduce potential crashes. An intersection qualifies for this analysis if it has residential frontage, a street not on the City's adopted General Plan, and does not exceed an average daily traffic volume of 6,000. If both streets at an intersection are residential, then the installation of all-way stop signs should be considered if the intersection obtains a minimum of 20 points as determined below.

- Volume conflicts (maximum 12 points)** - One point for every 100 conflicting movements per day in excess of the first 400 conflicting movements for a four-way intersection. One point for every 100 conflicting movements per day in excess of the first 300 conflicting movements for a three-way intersection.
- Crash experience** - Six points for each crash during any 12-month period within two years prior to investigation that might have been prevented by the vehicles complying with properly placed stop signs.
- School Warrant (maximum 6 points)** - Points shall be assigned for the intersection being adjacent to or within two blocks from the school. Multiple schools will generate additional points using the same point distribution:

INTERSECTION	SCHOOL 1	SCHOOL 2	SCHOOL 3
Adjacent	3 points	3 points	3 points
One Block	2 points	2 points	2 points
Two Block	1 point	1 point	1 point

5. Unusual conditions (maximum 12 points)

Points may be assigned considering the severity of:

- High pedestrian and bicycle activity because of proximity to recreational facilities including school facilities, parks, senior centers, high-density housing, neighborhood library, transit stops, and other facilities that generate high pedestrian and bicycle activity;
- Intersections within a pedestrian corridor or zone as identified in the General Plan;
- Average speeds in excess of the speed limit;
- Visual signs of emergency maneuvers such as skid marks and crash debris;
- Unique geometric conditions exist;
- Visibility concerns exist.

TITLE	CRITERIA FOR THE INSTALLATION OF STOP SIGNS	PAGE	POLICY NUMBER
		3 of 4	8-1

C. All-Way Stop Sign Analysis for General Plan Streets.

The criteria for non-residential General Plan streets recognizes the desire to enhance safety reduce potential crashes and the desire to minimize unnecessary delays. The City Traffic Engineer should consider installing all-way stop signs if the intersection obtains a minimum of 28 points as determined below:

1. Volume conflicts and overall delays (maximum 15 points)

Higher Volume Approach Four-Hour Volume	Points	Lower Volume Approach Four-Hour Volume	Points
0—1400	0	800—800	1
1401—1700	1	801—1000	2
1701—2000	2	1001—1200	3
2001—2300	3	1201—1400	4
2301—2600	4	1401—1600	5
2601—2900	5	1601—1800	6
2901—3200	4	1801—2000	7
3201—3500	3	2001—2200	8
3501—3800	2	2201—2400	9
3801—4100	1	2401—Over	10
4101—Over	0		

2. Delay on higher volume street (maximum 5 points)

Points assigned in accordance with the following table:

**Higher Volume Street to Lower Volume Street
24-Hour Volume Ratio**

Volume Ratio	Points
1.0:1 to 1.4:1	5
1.5:1 to 1.9:1	4
2.0:1 to 2.9:1	3
3.0:1 to 3.9:1	2
4.0:1 to 4.9:1	1
Greater than 5.0:1	0

3. Crash Experience - Six points for each crash during any 12-month period within two years prior to investigation that might have been prevented by the vehicles complying with properly placed stop signs.

4. School Warrant (maximum 6 points) - Points shall be assigned for the intersection being adjacent to or within two blocks from the school. Multiple schools will generate additional points using the same point distribution:

INTERSECTION	SCHOOL 1	SCHOOL 2	SCHOOL 3
Adjacent	3 points	3 points	3 points
One Block	2 points	2 points	2 points
Two Block	1 point	1 point	1 point

5. Unusual conditions (maximum 12 points)

Points may be assigned considering the severity of:

- High pedestrian and bicycle activity because of proximity to recreational facilities including school facilities, parks, senior centers, high-density housing, neighborhood library, transit stops, and other facilities that generate high pedestrian and bicycle activity;
- Intersections within a pedestrian corridor or zone as identified in the General Plan;
- Average speeds in excess of the speed limit;

TITLE	CRITERIA FOR THE INSTALLATION OF STOP SIGNS	PAGE	POLICY NUMBER
		4 of 4	8-1

- d. Visual signs of emergency maneuvers such as skid marks and crash debris;
 - e. Low volume street;
 - f. Unique geometric conditions exist;
 - g. Visibility concerns exist.
6. The City Traffic Engineer shall do an analysis of the following items prior to installing an all-way stop on a General Plan street:
- a. Determine the crash rate for the intersection for the previous one year and three year period and compare with the City-wide average of that particular type of intersection (e.g., major collector/local controlled by two-way stop);
 - b. Determine the proximity of the subject intersection with existing traffic signals and planned traffic signals;
 - c. Determine if the subject intersection is warranted for a traffic signal;
 - d. Determine the possible diversion of through traffic due to delays caused by an additional stop, including an assessment of the impact on other streets;
 - e. Level of service shall be calculated for the intersection to assess peak hour congestion.

APPEAL OF DENIAL OF REQUEST FOR STOP SIGNS

If, after a citizen request to install stop signs at a particular intersection, the City Traffic Engineer decides for any reason not to install such stop signs, then the Traffic Appeals Commission is authorized, pursuant to the San José Municipal code, to hear an appeal. If, after hearing all the facts presented to it on appeal, the Traffic Appeals commission determines that installation of a stop sign is appropriate and safe, then it shall order the City Traffic Engineer to install such stop sign. The Traffic Appeals Commission shall order the installation of a stop sign that does not meet the warrants set forth in this Council Policy only upon making a specific written determination that installation of such stop sign is consistent with the public safety. The City Traffic Engineer shall be authorized to install stop signs as directed by the Traffic Appeals Commission.

CITY OF PROCTOR

06/01/17 10:34 AM

Page 1

*Check Summary Register©

May 2017 to June 2017

Name	Check Date	Check Amt	
10100 First National Gen			
Paid Chk# 036191	EMC NATIONAL LIFE COMPANY 5/23/2017	\$60.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 036192	LAW ENFORCEMENT LABOR SE 5/23/2017	\$245.00	LELS UNION DUES
Paid Chk# 036193	PROCTOR POLICE DEPT UNION 5/23/2017	\$50.00	POLICE DUES
Paid Chk# 036194	TEAMSTERS LOCAL UNION #348 5/23/2017	\$441.00	Teamsters union dues
Paid Chk# 036195	AMERIPRIDE SERVICES 6/6/2017	\$398.53	COVERALLS
Paid Chk# 036196	ARROWHEAD EMS ASSOCIATIO 6/6/2017	\$75.00	ANNUAL DUES
Paid Chk# 036197	CARROT-TOP INDUSTRIES INC 6/6/2017	\$69.68	FLAG
Paid Chk# 036198	CENTURYLINK 6/6/2017	\$68.69	PHONE SERVICE
Paid Chk# 036199	C W TECHNOLOGY GROUP 6/6/2017	\$1,045.00	SHORE TEL AGREEMENT
Paid Chk# 036200	EARL F ANDERSEN, INC 6/6/2017	\$3,050.35	SIGNS AND POSTS FOR 2017 SIGN
Paid Chk# 036201	EMC NATIONAL LIFE COMPANY 6/6/2017	\$462.27	INSURANCE
Paid Chk# 036202	FIRE & INDUSTRIAL SALES 6/6/2017	\$236.42	HELMET
Paid Chk# 036203	FLEET SERVICES 6/6/2017	\$1,001.46	FUELS
Paid Chk# 036204	GRANDMA'S MARATHON 6/6/2017	\$2,500.00	2017 MARATHON SPONSORSHIP
Paid Chk# 036205	GREAT AMERICA FINANCIAL SE 6/6/2017	\$227.30	COPIER AGREEMENT
Paid Chk# 036206	GREAT LAKES PIPE SERVICES, 6/6/2017	\$1,120.00	CLEAN & VAC WESTGATE LIFT STAT
Paid Chk# 036207	GRUSSENDORF NURSERY, INC. 6/6/2017	\$360.00	RED MULCH
Paid Chk# 036208	HASLER, INC. 6/6/2017	\$47.39	POSTAGE
Paid Chk# 036209	HOLIDAY CREDIT OFFICE 6/6/2017	\$1,114.23	FUELS
Paid Chk# 036210	HUFF, TOD 6/6/2017	\$2,900.00	STUDIO LABOR
Paid Chk# 036211	JOHNSON, BRAD 6/6/2017	\$15.99	REIMBURSEMENT
Paid Chk# 036212	KUSTOM SIGNALS, INC. 6/6/2017	\$534.85	BAND ANTENNA
Paid Chk# 036213	MAKI & OVEROM, LTD 6/6/2017	\$3,000.00	LEGAL SERVICES
Paid Chk# 036214	MENARD'S 6/6/2017	\$221.70	WEED AND FEED
Paid Chk# 036215	MINNEAPOLIS OXYGEN COMPA 6/6/2017	\$20.00	LEASE FOR WELDING TANK
Paid Chk# 036216	MINNESOTA ARROWHEAD ASS 6/6/2017	\$150.00	2017-2018 ANNUAL MEMBERSHIP
Paid Chk# 036217	MINNESOTA ENERGY RESOURC 6/6/2017	\$451.81	UTILITY
Paid Chk# 036218	MODERN MARKETING 6/6/2017	\$266.25	BOOKMARKS
Paid Chk# 036219	NORTHERN MN DENTAL 6/6/2017	\$1,169.70	INSURANCE
Paid Chk# 036220	NORTHLAND FIRE & SAFETY EQ 6/6/2017	\$93.90	SERVICE FOR FIRE EXTINGUISHER
Paid Chk# 036221	OREILLY AUTO PARTS 6/6/2017	\$175.79	SERVICE ON CHEV 3/4 TON
Paid Chk# 036222	PERSONNEL EVALUATION, INC 6/6/2017	\$199.00	GAIDIS WEBINAR ATTENDANCE
Paid Chk# 036223	PETERSON, LOREN W 6/6/2017	\$2,760.93	ACCOUNTING SERVICES
Paid Chk# 036224	PETTY CASH 6/6/2017	\$182.81	PETTY CASH
Paid Chk# 036225	PROCTOR BUILDERS 6/6/2017	\$627.76	SUPPLIES
Paid Chk# 036226	PROCTOR JOURNAL 6/6/2017	\$278.69	PUBLICATIONS
Paid Chk# 036227	QUILL CORPORATION 6/6/2017	\$311.68	SUPPLIES
Paid Chk# 036228	SAM'S CLUB 6/6/2017	\$478.17	SUPPLIES
Paid Chk# 036229	SEH 6/6/2017	\$542.50	ENGINEERING FEES
Paid Chk# 036230	SPRINGSTED INCORPORATED 6/6/2017	\$1,327.99	PROFESSIONAL SERVICES
Paid Chk# 036231	ST LOUIS COUNTY AUDITOR 6/6/2017	\$359.51	AUTOMARK MAINT
Paid Chk# 036232	SYMBOL ARTS 6/6/2017	\$370.00	BADGES
Paid Chk# 036233	TODD SIGNS 6/6/2017	\$491.50	REPLACE HALYARD ON FLAGPOLES
Paid Chk# 036234	TROY'S AMOCO 6/6/2017	\$280.82	REPAIRS RESCUE #6
Paid Chk# 036235	VIKING INDUSTRIAL CENTER 6/6/2017	\$308.48	SUPPLIES
Paid Chk# 036236	W.L.S.S.D. 6/6/2017	\$27,865.00	RECYCLE
Paid Chk# 036237	WILLIS SUPPLY COMPANY 6/6/2017	\$136.10	BLDG SUPPLIES
Paid Chk# 036238	WISSOTA PROMOTERS 6/6/2017	\$325.00	TOURISM MARKETING SPEEDWAY
Total Checks		\$58,416.45	

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	Street Department	Clothing	\$45.31	COVERALLS
	General Fund	Operations (Fire)	Other Professional Services	\$58.75	MATS
	General Fund	Government Building	Cleaning Supplies	\$67.61	MATS
	General Fund	Street Department	Clothing	\$45.31	MATS
	General Fund	Government Building	Cleaning Supplies	\$67.61	MATS
	General Fund	Government Building	Cleaning Supplies	\$67.06	MATS
	General Fund	Street Department	Clothing	\$44.88	COVERALLS
Check Name AMERIPRIDE SERVICES				\$396.53	
ARROWHEAD EMS ASSOC	General Fund	Operations (Fire)	Dues & Subscriptions	\$75.00	ANNUAL DUES
Check Name ARROWHEAD EMS ASSOCIATION				\$75.00	
C W TECHNOLOGY GROU	General Fund	Administrative	Telephone	\$1,045.00	SHORE TEL AGREEMENT
Check Name C W TECHNOLOGY GROUP				\$1,045.00	
CARROT-TOP INDUSTRIE	General Fund	Government Building	Misc Operating Supplies	\$69.68	FLAG
Check Name CARROT-TOP INDUSTRIES INC				\$69.68	
CENTURYLINK	Sewer Fund	Sewer	Telephone	\$34.29	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	\$34.40	PHONE SERVICE
Check Name CENTURYLINK				\$68.69	
EARL F ANDERSEN, INC	General Fund	Street Department	Sign Repair Materials	\$3,050.35	SIGNS AND POSTS FOR 201
Check Name EARL F ANDERSEN, INC				\$3,050.35	
EMC NATIONAL LIFE COM	General Fund	Tourism Expenditures	Employer Paid Health Insura	\$27.00	INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	\$123.61	INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	\$43.40	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	\$51.54	INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	\$216.72	INSURANCE
Check Name EMC NATIONAL LIFE COMPANY				\$462.27	
FIRE & INDUSTRIAL SALE	General Fund	Operations (Fire)	Safety Items	\$236.42	HELMET
Check Name FIRE & INDUSTRIAL SALES				\$236.42	
FLEET SERVICES	General Fund	Operations (Police)	Fuels	\$1,001.46	FUELS
Check Name FLEET SERVICES				\$1,001.46	
GRANDMA'S MARATHON	General Fund	Tourism Expenditures	Advertising - Sponsorship	\$2,500.00	2017 MARATHON SPONSOR
Check Name GRANDMA'S MARATHON				\$2,500.00	
GREAT AMERICA FINANCI	General Fund	Administrative	Maintenance Agreement	\$227.30	COPIER AGREEMENT
Check Name GREAT AMERICA FINANCIAL SERVIC				\$227.30	
GREAT LAKES PIPE SERVI	Sewer Fund	Pump Station	Mach & Equip Repair	\$1,120.00	CLEAN & VAC WESTGATE LI
Check Name GREAT LAKES PIPE SERVICES, INC				\$1,120.00	
GRUSSENDORF NURSERY	General Fund	Tree Planting	Trees & other materials	\$180.00	RED MULCH
	General Fund	Tree Planting	Trees & other materials	\$180.00	RED MULCH
Check Name GRUSSENDORF NURSERY, INC.				\$360.00	
HASLER, INC.	General Fund	Administrative	Postage	\$47.39	POSTAGE
Check Name HASLER, INC.				\$47.39	
HOLIDAY CREDIT OFFICE	General Fund	Street Department	Diesel Fuel	\$841.10	FUELS
	General Fund	Government Building	Fuels	\$139.98	FUELS
	General Fund	City Parks	Fuels	\$133.15	FUELS
Check Name HOLIDAY CREDIT OFFICE				\$1,114.23	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	\$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	\$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	\$900.00	STUDIO LABOR
Check Name HUFF, TOD				\$2,900.00	
JOHNSON, BRAD	General Fund	Operations (Fire)	Bldg Repair & Maint	\$15.99	REIMBURSEMENT

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General Fund Bills List

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Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
Check Name JOHNSON, BRAD				\$15.99	
KUSTOM SIGNALS, INC.	General Fund	Operations (Police)	Motor Vehicle Purchase	\$392.56	BAND ANTENNA
	General Fund	Operations (Police)	Motor Vehicle Purchase	\$142.29	CABLE ANTENNA
Check Name KUSTOM SIGNALS, INC.				\$534.85	
MAKI & OVEROM, LTD	General Fund	Financial Attorney	Legal Fees	\$3,000.00	LEGAL SERVICES
Check Name MAKI & OVEROM, LTD				\$3,000.00	
MENARD'S	General Fund	City Parks	Misc Operating Supplies	\$221.70	WEED AND FEED
Check Name MENARD'S				\$221.70	
MINNEAPOLIS OXYGEN C	General Fund	Street Dept Shop Work	Small Tools and Minor Equip	\$20.00	LEASE FOR WELDING TANK
Check Name MINNEAPOLIS OXYGEN COMPANY				\$20.00	
MINNESOTA ARROWHEA	General Fund	Tourism Expenditures	Dues & Subscriptions	\$150.00	2017-2018 ANNUAL MEMBE
Check Name MINNESOTA ARROWHEAD ASSN.				\$150.00	
MINNESOTA ENERGY RES	General Fund	Government Building	Gas Utilities	\$232.31	UTILITY
	General Fund	Street Dept Shop Work	Gas Utilities	\$207.91	UTILITY
	General Fund	Operations (Fire)	Gas Utilities	\$11.59	UTILITY
Check Name MINNESOTA ENERGY RESOURCES COR				\$451.81	
MODERN MARKETING	General Fund	Operations (Police)	Misc Operating Supplies	\$266.25	BOOKMARKS
Check Name MODERN MARKETING				\$266.25	
NORTHERN MN DENTAL	General Fund	Tourism Expenditures	Employer Paid Health Insura	\$99.85	INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	\$99.85	INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	\$362.95	INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	\$443.80	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	\$163.25	INSURANCE
Check Name NORTHERN MN DENTAL				\$1,169.70	
NORTHLAND FIRE & SAFE	General Fund	Operations (Fire)	Safety Items	\$93.90	SERVICE FOR FIRE EXTINGU
Check Name NORTHLAND FIRE & SAFETY EQUIP				\$93.90	
OREILLY AUTO PARTS	General Fund	Street Department	Equipment Parts	\$77.99	TUNE UP DUMP TRUCK
	General Fund	Street Department	Equipment Parts	\$97.80	SERVICE ON CHEV 3/4 TON
Check Name OREILLY AUTO PARTS				\$175.79	
PERSONNEL EVALUATION	General Fund	Operations (Police)	Misc Operating Supplies	\$199.00	GAIDIS WEBINAR ATTENDA
Check Name PERSONNEL EVALUATION, INC				\$199.00	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	\$1,947.83	ACCOUNTING SERVICES
	General Fund	Accounting	Other Professional Services	\$813.10	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				\$2,760.93	
PETTY CASH	General Fund	Operations (Police)	Other Professional Services	\$9.75	PETTY CASH
	General Fund	Operations (Police)	Other Professional Services	\$23.43	PETTY CASH
	General Fund	Operations (Fire)	Travel & Lodging Expense	\$100.00	PETTY CASH
	General Fund	Government Building	Misc Operating Supplies	\$49.43	PETTY CASH
Check Name PETTY CASH				\$182.61	
PROCTOR BUILDERS	General Fund	Government Building	Bldg Repair & Maint	\$47.45	SUPPLIES
	General Fund	Operations (Fire)	Misc Operating Supplies	\$51.57	SUPPLIES
	General Fund	Operations (Fire)	Cleaning Supplies	\$148.84	SUPPLIES
	General Fund	Government Building	Bldg Repair & Maint	\$168.13	SUPPLIES
	General Fund	Government Building	Cleaning Supplies	\$211.77	SUPPLIES
Check Name PROCTOR BUILDERS				\$627.76	
PROCTOR JOURNAL	General Fund	Operations (Police)	Gen Notices & Pub Informati	\$55.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	\$118.69	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	\$90.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	\$15.00	PUBLICATIONS
Check Name PROCTOR JOURNAL				\$278.69	

CITY OF PROCTOR General Fund Bills List

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Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
QUILL CORPORATION	General Fund	Operations (Police)	Office Supplies & Expense	\$158.51	SUPPLIES
Check Name QUILL CORPORATION	General Fund	Operations (Police)	Office Supplies & Expense	\$153.17	SUPPLIES
				\$311.68	
SAM'S CLUB	General Fund	Council	Miscellaneous	\$208.17	SUPPLIES
Check Name SAM'S CLUB	General Fund	Council	Dues & Subscriptions	\$270.00	SUPPLIES
				\$478.17	
SEH	General Fund	Council	Engineering Fees	\$542.50	ENGINEERING FEES
Check Name SEH				\$542.50	
SPRINGSTED INCORPORA	Sewer Fund	Sewer	Other Professional Services	\$1,327.99	PROFESSIONAL SERVICES
Check Name SPRINGSTED INCORPORATED				\$1,327.99	
ST LOUIS COUNTY AUDIT	General Fund	Administrative	Maintenance Agreement	\$359.51	AUTOMARK MAINT
Check Name ST LOUIS COUNTY AUDITOR				\$359.51	
SYMBOL ARTS	General Fund	Operations (Police)	Misc Operating Supplies	\$370.00	BADGES
Check Name SYMBOL ARTS				\$370.00	
TODD SIGNS	General Fund	Operations (Fire)	Misc Operating Supplies	\$245.75	REPLACE HALYARD ON FLAG
Check Name TODD SIGNS	General Fund	Government Building	Bldg Repair & Maint	\$245.75	REPLACE HALYARD ON FLAG
				\$491.50	
TROY'S AMOCO	General Fund	Operations (Fire)	Mach & Equip Repair	\$280.82	REPAIRS RESCUE #6
Check Name TROY'S AMOCO				\$280.82	
VIKING INDUSTRIAL CEN	Sewer Fund	Sewer	Misc Operating Supplies	\$308.48	SUPPLIES
Check Name VIKING INDUSTRIAL CENTER				\$308.48	
W.L.S.S.D.	Sewer Fund	Sewer	Sewer - WLSSD Billing	\$3,621.00	1ST HALF DISTRICT WIDE A
	General Fund	Street Dept Shop Work	Tires	\$40.00	RECYCLE
	General Fund	Street Dept Shop Work	Tires	\$64.00	RECYCLE
	General Fund	Street Dept Shop Work	Tires	\$33.00	RECYCLE
Check Name W.L.S.S.D.	Sewer Fund	Sewer	Sewer - WLSSD Billing	\$24,107.00	WASTEWATER CHARGES
				\$27,865.00	
WILLIS SUPPLY COMPANY	General Fund	Government Building	Cleaning Supplies	\$136.10	BLDG SUPPLIES
Check Name WILLIS SUPPLY COMPANY				\$136.10	
WISSOTA PROMOTERS	General Fund	Tourism Expenditures	Advertising - Sponsorship	\$325.00	TOURISM MARKETING SPEE
Check Name WISSOTA PROMOTERS				\$325.00	

\$57,620.05

+ 60.40 Supplife

245.00 LBS

+ 50.00 Police Due

+ 441.00 Transfers

\$58,416.45

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***Check Summary Register©**

May 2017 to June 2017

Name		Check Date	Check Amt	
10110 First National Liq				
Paid Chk#	027714	CITY OF PROCTOR	5/23/2017	\$1,576.64 PR17-09L wh PERA
Paid Chk#	027715	EMC NATIONAL LIFE COMPANY	5/23/2017	\$14.40 EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk#	027716	ADT SECURITY SERVICES	6/6/2017	\$81.48 SECURITY
Paid Chk#	027717	AMERICAN BOTTLING COMPAN	6/6/2017	\$168.70 05262017
Paid Chk#	027718	ARCTIC GLACIER ICE USA, INC	6/6/2017	\$328.32 05112017
Paid Chk#	027719	ARTISAN BEER COMPANY	6/6/2017	\$245.98 05112017
Paid Chk#	027720	BERNICK'S PEPSI	6/6/2017	\$5,283.35 05102017
Paid Chk#	027721	BREAKTHRU BEVERAGE	6/6/2017	\$948.95 05112017
Paid Chk#	027722	CENTURYLINK	6/6/2017	\$430.29 PHONE SERVICE
Paid Chk#	027723	EMC NATIONAL LIFE COMPANY	6/6/2017	\$41.13 INSURANCE
Paid Chk#	027724	G&K SERVICES	6/6/2017	\$119.14 05102017
Paid Chk#	027725	JOHNSON BROTHERS INC	6/6/2017	\$6,757.65 5092017
Paid Chk#	027726	LAMAR COMPANIES	6/6/2017	\$295.00 ADVERTISING
Paid Chk#	027727	MICHAUD DISTRIBUTING COMP	6/6/2017	\$1,454.24 05152017
Paid Chk#	027728	MINNESTALGIA WINERY	6/6/2017	\$90.00 05082017
Paid Chk#	027729	NORTHERN MN DENTAL	6/6/2017	\$26.95 INSURANCE
Paid Chk#	027730	PAUSTIS & SONS	6/6/2017	\$162.00 05172017
Paid Chk#	027731	PHILLIPS WINE & SPIRITS CO	6/6/2017	\$4,797.92 05092017
Paid Chk#	027732	PROCTOR BUILDERS	6/6/2017	\$14.98 SUPPLIES
Paid Chk#	027733	PROCTOR FIRE DEPARTMENT	6/6/2017	\$300.00 AD FOR CALENDAR
Paid Chk#	027734	PROCTOR JOURNAL	6/6/2017	\$102.55 05042017
Paid Chk#	027735	ROHLFING INC	6/6/2017	\$5,704.35 05122017
Paid Chk#	027736	SOUTHERN GLAZER'S OF MN	6/6/2017	\$2,728.75 04142017
Paid Chk#	027737	SUPERIOR BEVERAGE	6/6/2017	\$9,594.50 05122017
Total Checks			\$41,245.27	

CITY OF PROCTOR

Liquor Fund Bills List

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Check Name	OBJECT Descr	Amount	Comments
ADT SECURITY SERVICES	Security Systems	\$61.48	SECURITY
Check Name ADT SECURITY SERVICES		\$61.48	
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	\$168.70	05262017
Check Name AMERICAN BOTTLING COMPANY		\$168.70	
ARCTIC GLACIER ICE USA, INC	Misc Merchandise	\$225.44	05112017
	Misc Merchandise	\$100.88	05262017
Check Name ARCTIC GLACIER ICE USA, INC		\$326.32	
ARTISAN BEER COMPANY	Beer Purchases	\$258.00	05112017
	Liquor Purchases	-\$12.02	05092017
Check Name ARTISAN BEER COMPANY		\$245.98	
BERNICK'S PEPSI	Beer Purchases	\$1,975.70	05102017
	Soft Drinks and Mix	\$50.75	05172017
	Beer Purchases	\$2,001.30	05172017
	Beer Purchases	\$1,241.85	05242017
	Soft Drinks and Mix	\$13.75	05102017
Check Name BERNICK'S PEPSI		\$5,283.35	
BREAKTHRU BEVERAGE	Freight and Express	\$3.93	05182017
	Liquor Purchases	\$674.89	05112017
	Liquor Purchases	\$130.50	05112017
	Liquor Purchases	\$127.92	05182017
	Freight and Express	\$11.71	05112017
Check Name BREAKTHRU BEVERAGE		\$948.95	
CENTURYLINK	Telephone	\$213.86	PHONE SERVICE
	Telephone	\$216.43	PHONE SERVICE
Check Name CENTURYLINK		\$430.29	
EMC NATIONAL LIFE COMPANY	Employer Paid Health Insuranc	\$41.13	INSURANCE
Check Name EMC NATIONAL LIFE COMPANY		\$41.13	
G&K SERVICES	Misc Operating Supplies	\$59.57	05102017
	Misc Operating Supplies	\$59.57	05242017
Check Name G&K SERVICES		\$119.14	
JOHNSON BROTHERS INC	Liquor Purchases	-\$84.82	05112017
	Liquor Purchases	\$515.00	05112017
	Freight and Express	\$9.10	05112017
	Wine Purchases	\$819.15	05162017
	Freight and Express	\$25.48	05162017
	Freight and Express	\$16.38	5092017
	Freight and Express	\$26.39	05162017
	Liquor Purchases	\$972.74	05092017
	Liquor Purchases	\$1,355.31	05162017
	Freight and Express	\$28.21	05232017
	Wine Purchases	\$614.89	05232017
	Freight and Express	\$27.28	05232017
	Liquor Purchases	\$1,451.16	05232017
	Freight and Express	\$25.48	05092017
	Liquor Purchases	\$889.93	5092017
	Wine Purchases	\$43.98	05162017
	Wine Purchases	\$21.99	05092017
Check Name JOHNSON BROTHERS INC		\$6,757.65	
LAMAR COMPANIES	Advertising - Enterprises	\$295.00	ADVERTISING
Check Name LAMAR COMPANIES		\$295.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	\$258.30	05152017

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Liquor Fund Bills List

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Check Name	OBJECT Descr	Amount	Comments
MICHAUD DISTRIBUTING COMPA	Beer Purchases	\$433.90	05222017
	Beer Purchases	\$762.04	05302017
Check Name MICHAUD DISTRIBUTING COMPANY		\$1,454.24	
MINNESTALGIA WINERY	Wine Purchases	\$90.00	05082017
Check Name MINNESTALGIA WINERY		\$90.00	
NORTHERN MN DENTAL	Employer Paid Health Insuranc	\$26.95	INSURANCE
Check Name NORTHERN MN DENTAL		\$26.95	
PAUSTIS & SONS	Wine Purchases	\$155.00	05172017
	Freight and Express	\$7.00	05172017
Check Name PAUSTIS & SONS		\$162.00	
PHILLIPS WINE & SPIRITS CO	Freight and Express	\$10.92	05112017
	Freight and Express	\$7.28	05162017
	Wine Purchases	\$206.35	05162017
	Liquor Purchases	\$1,064.49	05162017
	Misc Merchandise	\$196.70	05112017
	Freight and Express	\$17.13	05092017
	Liquor Purchases	\$884.92	05092017
	Freight and Express	\$56.71	05232017
	Liquor Purchases	\$2,025.83	05232017
	Freight and Express	\$7.28	05232017
	Wine Purchases	\$169.75	05232017
	Freight and Express	\$3.64	05092017
	Wine Purchases	\$135.25	05092017
	Freight and Express	\$11.67	05162017
Check Name PHILLIPS WINE & SPIRITS CO		\$4,797.92	
PROCTOR BUILDERS	Misc Operating Supplies	\$14.98	SUPPLIES
Check Name PROCTOR BUILDERS		\$14.98	
PROCTOR FIRE DEPARTMENT	Advertising - Enterprises	\$300.00	AD FOR CALENDAR
Check Name PROCTOR FIRE DEPARTMENT		\$300.00	
PROCTOR JOURNAL	Advertising - Enterprises	\$55.00	05112017
	Advertising - Enterprises	\$45.00	05112017
	Advertising - Enterprises	\$2.55	05042017
Check Name PROCTOR JOURNAL		\$102.55	
ROHLFING INC	Beer Purchases	\$2,043.60	05262017
	Soft Drinks and Mix	\$112.00	05172017
	Beer Purchases	\$2,195.20	05122017
	Beer Purchases	\$1,353.55	05192017
Check Name ROHLFING INC		\$5,704.35	
SOUTHERN GLAZER'S OF MN	Freight and Express	\$11.44	051225017
	Liquor Purchases	\$215.00	04142017
	Liquor Purchases	\$680.57	05122017
	Liquor Purchases	\$825.20	05192017
	Wine Purchases	\$52.00	05192017
	Freight and Express	\$14.35	05192017
	Freight and Express	\$19.51	05262017
	Liquor Purchases	\$908.63	05262017
	Freight and Express	\$2.05	05192017
Check Name SOUTHERN GLAZER'S OF MN		\$2,728.75	
SUPERIOR BEVERAGE	Beer Purchases	\$2,776.75	05262017
	Beer Purchases	\$557.55	05162017
	Beer Purchases	\$517.25	05192017

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Liquor Fund Bills List

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Check Name	OBJECT Descr	Amount	Comments
SUPERIOR BEVERAGE	Beer Purchases	\$3,658.80	05232017
	Beer Purchases	\$876.45	05122017
	Beer Purchases	\$1,207.70	05302017
Check Name SUPERIOR BEVERAGE		\$9,594.50	
		\$39,654.23	

+ 1574.64 PR
+ 14.40 Supplb
\$ 41,245.27