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, March 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 February 21, 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. Thank you from Augustana Lutheran Church

B. Draft Inflow and Infiltration Ordinance Revisions and Public Hearing

C. Letter from Regional Stormwater Protection Team (RSPT)

D. MN Energy email of February 24, 2017

E. Sunshine Week Proclamation

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

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 02/19/17; Liquor Fund payroll period ended 02/19/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

6. NEW BUSINESS

A. Resolution 08-17 – Excess Funds for Playground for EveryBODY (Benson)

B. Minnesota Mayors Association 2017 Annual Conference Attendance

C. Funding Request for Proctor Speedway - $10,000 (unallocated funds for 2017 marketing and promotion – see application and letter from Speedway)

D. LMCIT pre-file notification (Benson)

E. Council Chamber Furniture (Benson)

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

6. NEW BUSINESS (Continued)

F. Memorandum of Understanding –Police Department Vacation

G. Employee Compensation

H. Memo of Understanding – TRAC 7 Position

MEMBER CONCERNS

Larson: Newly Elected Official Conference Report

BILLS FOR APPROVAL

General Fund
$68,990.56

Liquor Fund
$19,783.85

$88,774.41 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on February 21, 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; Tammie McDonald; John Bray, City Attorney; Earl Elde, Midway Township; Kathy Hannan; Ray Sundin, Moose Lodge 1302; Nick Greenwood, PEDA; Garth Rockcastle, MSR; Brent Robinson, RGC; BJ VanCleary, RCG; Gene Zentz, MSR; Shawn McGovern; Tyler Yngsdal, SEH

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by Benson and carried: To approve the February 6, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Benson added 5B: MN Energy Contract
Larson removed 6H: Recodification

Motion by Schwarzbauer, seconded by Larson and carried: To approve the agenda of February 21, 2017 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Gordy Downs expressed concerns about a solar farm in the city of Proctor. He also stated that there was an omission of a thank you to the Golf Board in the Journal.

*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

Benson asked to pull off 4B

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

***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

Benson noted that the committee discussed the referendum, and wanted to know specifically what was said. Nowak stated that the committee just acknowledged the vote. Benson asked for a resolution to be made next agenda asking for excess funds that the townships have, to complete the Playground for Everybody.

Motion by Benson, seconded by Nowak and carried: To approve the minutes of the Parks and Recreation Meeting of February 9, 2017.

*5. UNFINISHED BUSINESS

*A. Council Handbook

*B. MN Energy

Benson wants administration to obtain answers to how many customers they are servicing in Proctor and the cost per therm.

6. NEW BUSINESS

A. Solar Farm Presentation

Representatives from MSR showed the council a presentation about solar farms. They are looking for communities that want to work with positive energy homes.

B. Golf Contract

Casey introduced Chris Klatte and recommended to the council the approval of his contract to help the city run the golf course. Larson agreed with Casey and said this is good for the city for the next three years.

Dick Wicklund and Gordy Downs also spoke on behalf of the golf board and expressed their agreement with Klatte in charge of the golf course.

Motion by Nowak, seconded by DeWall and carried (5-0): To approve the contract for Chris Klatte as presented.

C. Flashing Stop Light at Kirkus and Boundary

Larson stated that the costs of the signs are in the packet for review. Nowak asked if the stop ahead sign would help motorists. DeWall said that the city cannot put flashing signs everywhere, but that intersection has already had several accidents. Schwarzbauer said that personally he thinks a flashing light would be better.

Casey stated that he would recommend getting the signs professionally constructed. Larson agreed with Casey.

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To have administration move forward purchasing a flashing stop ahead sign at the intersection of Boundary Avenue and Kirkus Street; and also Ugstad Road and Kirkus Street.

D. Resolution 05-17 Support of Emergency Services Recognition (Moose Lodge Membership)

Ray Sundin, Governor at Moose Lodge, stated that this is an international program that they are offering to the Emergency Services Personnel.

Casey read Resolution 05-17 aloud.

Motion by Larson, seconded by Nowak and carried (5-0): To approve Resolution 05-17 as presented.

E. Resolution 06-17 - Accepting Feasibility Study: Almac Drive and 6th Street (Sent to councilors via email)

Tyler Yngsdal, SEH, described a power point presentation about the Feasibility Study – 2017 Street and Utility Reconstruction Projects. He reminded the council that they approved the completion of this study in December 2016.

Casey stated that the ½ % sales tax and the bonding for this project are very important. Benson asked for a total cost projection to do these projects with cement.

Casey also stated that the council will have to change the date for the Public Hearing to be March 20, 2017.

Motion by Larson, seconded by Benson and carried (5-0): To approve Resolution 06-17 and accept the Feasibility Study as presented by SEH.

F. Resolution 07-17 – Resolution of Non-Objection (Ducks Unlimited)

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To approve Resolution 07-17 as presented.

G. Memo of Understanding – St. Louis County

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To approve the Memo of Understanding from St. Louis County as presented.

H. Recodification (Information from League of MN Cities included - $10,000 approved in Capital Improvement Plan)

Item removed.

I. 2017 Local Board of Appeal and Equalization Meeting Date

Motion by Larson, seconded by Benson and carried (5-0): To accept the 2017 Local Board of Appeal and Equalization Meeting Date from St. Louis County.

J. Prior Official Recognition

Mayor Larson gave a plaque and thank you for their service to former councilors Shawn McGovern and Travis White.

K. Contract Approval

Motion by DeWall, seconded by Nowak and carried (3-2, Schwarzbauer and Benson opposed): The City Council resolves to not renew its contract ending on 12/31/2016 with Chief Wobig, which action, by necessity, vacates that portion of the City Council's motion of 12/19/2016 as it relates to Chief Wobig.

Benson stated that he didn't understand the language of "by necessity" and Attorney Bray replied that on December 19, 2016, the council voted to continue contracts until negotiations are completed. Benson asked if there was a session scheduled to meet with Chief Wobig to discuss his contract. Larson stated that the city is not renewing his contract.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To recess the council meeting at 8:00 pm and go to closed session under Section 13B.

Motion by DeWall, seconded by Schwarzbauer and carried (4-1, Benson opposed): To reopen the council meeting at 8:30pm

A. Union and Negotiations Update

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund	Liquor Fund
$106,665.32	$44,999.28

$151,580.60 TOTAL BILLS FOR APPROVAL

Motion by Schwarzbauer, seconded by Nowak and carried: To approve the General Fund and Liquor Fund bills as presented.

ADJOURNMENT

Motion by DeWall, seconded by Larson and carried: To adjourn the City Council meeting at 8:40pm.

1A.

February 21, 2017

Proctor Police Dept.
100 Pionk Dr
Proctor, MN 55810

On behalf of Augustana Lutheran Church, Thank You for supporting "Night to Shine" on February 10, 2017. Your donation of a uniformed police officer was greatly appreciated and was important to our events success.

This year we had 103 honored guests with 103 companions. To support this event we had roughly 240 volunteers working throughout the day from setup to tear down. We offered hair and makeup touch ups, shoe shine stations, photo booths, miniature golf, caricatures, karaoke, dancing, limousine rides and more! We couldn't have made all of this possible without your contribution. Thank you!

Sincerely,

Mollie M. Haag

Mollie M Haag
Augustana Lutheran Church
Night to Shine Coordinator

Your potential tax-deduction is based on the stated value for the goods and services you provided. This letter will serve as your receipt.

Augustana Lutheran Church is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN 411501890

Augustana Lutheran Church

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

WLSSD

Western Lake Superior Sanitary District

1B.

February 14, 2017

Mr. Mark Casey
City of Proctor
100 Pionk Drive
Proctor, MN 55810

RE: Draft Inflow and Infiltration Ordinance Revisions and Public Hearing

Dear Mr. Casey:

Since early 2016, District staff have been working on revisions to the WLSSD Ordinance Establishing Standards for Reduction of Inflow and Infiltration (I & I) which was originally adopted in 2008. The initial proposed revisions were distributed to area stakeholders in June. After distribution of this draft a number of comments were received in writing and through a public hearing in addition to a meeting with the Duluth Area Association of Realtors. Additional changes were made and a revised draft was provided to all communities in August taking into account feedback received up to that point.

Following distribution of the August draft, District staff convened a work group comprised of area stakeholders and has been meeting individually with communities. A number of additional revisions have been made to the Ordinance which are highlighted in the enclosed redlined version of the draft.

A public hearing will be held, Wednesday, March 22nd at 5:00 PM in the WLSSD Board Room to review the Ordinance language and receive comments. In addition, any comments on the draft language can be submitted to my attention in writing to 2626 Courtland Street, Duluth, MN 55806 or emailed to me at brandon.kohlts@wlssd.com prior to the scheduled public hearing.

If you have any questions in this regard, I can be reached at 218-740-4798.

Sincerely,

Brandon Kohlts
Senior Planner

Encl. Draft WLSSD Inflow and Infiltration Ordinance (Feb 2017)

1C.

STORMWATER RSPT REGIONAL PROTECTION TEAM

Andrea Crouse, and Todd Carlson
Co-Chairs, Regional Stormwater Protection Team (RSPT)

2/14/2017

To RSPT Member,

Thank you for continuing to support efforts to protect local water from pollution by being a member of the Regional Stormwater Protection Team (RSPT). Clean water is important to all of us for many different reasons: public health, recreation, scenic beauty, fishing opportunities, and tourism... just to name a few.

According to the EPA, stormwater is the leading source of pollution to our nation's water, and in this region, that ultimately means Lake Superior. RSPT's mission is to educate and inform people about how their actions can and will impact water quality and to provide reasonable options and tools for decreasing stormwater pollution off their property. Since 2003, RSPT has been working to increase the public's understanding of stormwater pollution and promote methods to prevent it.

You are receiving this letter because RSPT members recently voted to increase annual dues by 10% (dues have not been raised since RSPT's inception in 2003). The 10% increase will go into effect next year, on the 2018 invoice. A draft invoice is enclosed for your community reflecting this change.

As a member of the RSPT, your organization receives the benefits of sharing resources with other local agencies and organizations. By working together we can accomplish much more than all of us working separately. For most of our members, being a part of the RSPT is critical to helping your organization meet specific education and outreach requirements of your MS4 stormwater permit.

We would like to personally thank you for your past support with both resources and staff time. The participation and collaboration of our members is vital to keeping our creeks, streams, and lakes clean.

Enclosed you will find a draft 2018 invoice which reflects the 10% increase to the annual dues that will go into effect next year. We want communities to have the time to plan for the increase. If you have any questions or concerns about RSPT or its mission please feel free to contact us anytime.

Sincerely,

Andrea B. Crouse & Todd Carlson

Andrea B. Crouse and Todd Carlson

Andrea B. Crouse and Todd Carlson – Co-Chairs, Regional Stormwater Protection Team
Andrea - office: 715-394-0392 ext. 1041 or crouse@cl.superior.wi.us
Todd - office: 218-730-4051 or tcarlson@duluthmn.gov

1D.

From: Sarvela, Pamela M [mailto:PMSarvela@minnesotaenergyresources.com]
Sent: Friday, February 24, 2017 10:52 AM
To: Mark Casey
Subject: RE: Ordinance

I am working to get a breakdown of the customer classes, as this would be the information Proctor would be interested in if they were considering a franchise fee and calculating how they may want to spread it to generate the revenues anticipated. Please note, the count is based on the meters considered Proctor, but in order for a franchise fee to be applied, they resident/business would have to be within the city limits of Proctor. If the city would like to get into finer detail, we would need to provide you with a list of addresses and the city would need to identify those that are within the city limits (but that may be more than what you are looking for). The customer count I am showing for Proctor is as follows:

Proctor: 1112 meters

If Midway is within the city limits, it would include an additional 77 meters.

The following is the 12 month weighted average per therm cost for residential customers from the period March 2016 through February 2017.

RESIDENTIAL	12 Month	
	Weighted Average	
Cust Charge*	$10.45	
Gas Cost	$0.42176	
Dist Margin	$0.23980	
Effective Rate w/o Cust Chg	$0.66156	
Effective Rate w/ Cust Chg	$0.80163	
Note: Effective 3.1.17, Customer Charge is fixed at $9.50/month		

*Please note, there was an interim charge for the monthly customer charge, but effective 3.1.17 the interim charge is removed, and the monthly customer charge is set at $9.50.

Mark – I have not yet found a good source for the average therm cost for commercial customers. Is this something that the councilor would like to see – or was the primary concern the residential?

Also – was there anything else I was to deliver? My notes show the meter count and per therm cost.

Kind Regards,

Pam

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

E.

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

2017 Sunshine Week - Open Government Proclamation

WHEREAS, James Madison, the father of our federal Constitution, wrote that "consent of the governed" requires that the people be able to "arm themselves with the power which knowledge gives," and

WHEREAS, every citizen in our participatory democracy has an inherent right to access to government meetings and public records; and

WHEREAS, strides must be taken to overcome barriers to public understanding of the public's business; and

WHEREAS, an open and accessible government is vital to establishing and maintaining the people's trust and confidence in their government and in the government's ability to effectively serve its citizens; and

WHEREAS, the protection of every person's right of access to public records and government meetings is a high priority of the City of Proctor and its City Council, and

WHEREAS, the City of Proctor and its City Council along with its commissions and committees are committed to openness and transparency in all aspects of its operations and seeks to set a standard in this regard; and

NOW, THEREFORE, the City of Proctor and its City Council commits during this Sunshine Week, March 12 through March 18, commemorating the anniversary of James Madison's birth, and throughout the year to work diligently to enhance the public's access to government records and information, and to ensure that all meetings of deliberative bodies under its jurisdiction, and their committees, are fully noticed and open to the public.

Mayor of Proctor _____ Date _____

City Administrator _____ Date _____

PR17-04 2/6/17 - 2/19/17 3A

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	$1,600.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	$3,461.54
	City Administrator	Government Building	Part-Time Employee	$691.90
	City Clerk	Administrative	Full-Time Employee Regular	$2,308.60
	City Clerk	Administrative	Full-Time Employee Regular	$546.00
	City Clerk	Administrative	Full-Time Employee Overtime	$103.02
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$669.48
	Police	Operations (Police)	Full-Time Employee Regular	$36,598.89
	Police	Operations (Police)	Full-Time Employee Regular	$702.48
	Police	Operations (Police)	Full-Time Employee Overtime	$833.22
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$1,468.68
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$324.63
	Police	Admin Secretary (Police)	Part-Time Employee	$290.56
	Police	Admin Secretary (Police)	Part-Time Employee	$581.12
	Police	Police Grant Labor	Full-Time Employee Overtime	$743.04
	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	$376.96
	Streets & Roadways	Street Department	Full-Time Employee Regular	$1,325.93
	Streets & Roadways	Street Department	Full-Time Employee Regular	$343.45
	Streets & Roadways	Street Department	Full-Time Employee Regular	$848.16
	Streets & Roadways	Street Department	Full-Time Employee Regular	$870.03
	Streets & Roadways	Street Department	Full-Time Employee Regular	$106.02
	Streets & Roadways	Sanding	Full-Time Employee Regular	$94.24
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	$3,345.80
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	$558.89
	Operations (PUC)	Administrative and General	Temporary Employees Regular	$619.88
FUND 100 General Fund				$64,130.23
Sewer Fund	Public Works	Sewer	Full-Time Employee Regular	$83.07
FUND 500 Sewer Fund				$83.07
				$64,213.30

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$344.85
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,327.15
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$2,091.26
FUND 600 Liquor Fund				$3,763.26
				$3,763.26

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 4

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	4.00	1.5	$103.02	City -Bi-wk
Shift Multiplier 1.5	4.00		$103.02	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	4.00	1.5	$131.94	City -Bi-wk TZD grant
POLICE	12.00	1.5	$484.02	City -Bi-wk
POLICE	14.00	1.5	$611.10	City -Bi-wk TZD grant
POLICE	4.00	1.5	$174.60	City -Bi-wk
POLICE	4.00	1.5	$174.60	City -Bi-wk
Shift Multiplier 1.5	38.00		$1,576.26	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	7.00	1.5	$247.38	City -Bi-wk
Street Department	2.67	1.5	$110.90	City -Bi-wk
Street Department	7.50	1.5	$311.51	City -Bi-wk
Shift Multiplier 1.5	17.17		$669.79	
Pay Group Description City -Bi-wk	59.17		$2,349.07	
Location Description Liquor Store				
Shift Multiplier 1.5				
Liquor Store	2.00	1.5	$41.07	Liq -Bi-Wk
Shift Multiplier 1.5	2.00		$41.07	
Pay Group Description Liq -Bi-Wk	2.00		$41.07	
	61.17		$2,390.14	

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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UA.

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Resolution 08-17
Playground for EveryBODY

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

WHEREAS, ISD 704 voters approved the recent referendum for $12 million for sports facilities upgrades; and

WHEREAS, the money will be used for hockey, football, softball, baseball soccer and lacrosse along with outdoor athletic upgrades in Canosia, Grand Lake, Solway and Midway Townships; and

WHEREAS, while athletes will get a place to play the Playground for EveryBODY sits partially completed since 2011; and

WHEREAS, the sports facilities upgrades are for handicapable athletes the Playground for EveryBODY will be boundary-free and safe for children with any kind of physical or mental disability; and

WHEREAS, Children in ISD 704 learn by playing, and every child deserves to play on a playground that is designed for them, and

WHEREAS, Proctor Public Utilities customers have participated rounding up their payments for the Playground for EveryBODY.

NOW, THEREFORE BE IT RESOLVED, the Proctor City Council requests that any unused funds from the Townships or sports facilities upgrades be used to complete Playground for EveryBODY.

Upon vote taken thereon, the following voted:

For:
Against:

Whereupon said Resolution 08-17was declared duly passed and adopted this 6th day of March, 2017.

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator

6B.

Minnesota Mayors Association 2017 Annual Conference

Discovering and Developing Minnesota Cities

April 28-29

What do tourism, shoreline preservation, and 10,000 lakes mean for Minnesota cities?

During this two-day conference you'll have the opportunity to sit down with mayors from across the state as you explore how tourism impacts jobs and creates sales in Minnesota communities, and what that means for our overall economy. Plus, discover what your role is as mayor in maintaining and restoring shorelines so Minnesota's 10,000 lakes can be enjoyed now and in the years to come.

At the 2017 MMA Annual conference you will:

- Discover the affect of tourism on Minnesota cities as you review the most recent travel and tourism economic impact highlights
- Learn how shoreline restoration impacts overall lake quality
- Enjoy a guided boat tour of Gull Lake's shoreline management program
- Hear remarks from federal officials, including Rep. Tom Emmer, 6th Congressional District
- Network and share insights with other mayors from around the state
- Lend your voice to the MMA annual meeting

Date/Location:
April 28-29
Madden's on Gull Lake
11266 Pine Beach Peninsula
Brainerd, MN 56401

Fees*:

- Regular attendee: $130
- First-time attendee: $90
- Guest: $75
  Lodging is not included in these fees

Agenda—Minnesota Mayors Association 2017 Annual Conference

FRIDAY, APRIL 28

1 p.m.
Conference Check-In

2:30 p.m.
Optional Pre-Conference Roundtable Discussions
Join other mayors at this optional pre-conference event to dive into more details around using social media to enhance your city.

4:30 p.m.
Social Hour and Patron Displays

6 p.m.
Dinner

6:45 p.m.
Welcome and Comments
H. Peterson, Mayor, Blooming Prairie and MMA President
Dave Cavanaugh, Mayor, East Gull Lake

7 p.m.
Open Forum on Mayoral Issues
Moderator: H. Peterson, MMA President
Panelists: MMA Executive Committee members
Join your fellow mayors as you discuss the topics that are impacting Minnesota cities, from running city council meetings, attracting businesses to your city, and more!

8:30 p.m.
Dessert Buffet and Patron Displays
Get to know the companies that have generously supported the MMA Annual Conference.

SATURDAY, APRIL 29

7 am.
Continental Breakfast

8:30 a.m.
The Economic Impact of Tourism in Minnesota
John Edman, Executive Director, Explore Minnesota
Travel and tourism brings people to, or through, most cities in Minnesota—creating jobs and

generating sales. Hear from Explore Minnesota's executive director on the most recent travel and tourism economic impact highlights for the state of Minnesota, tourism regions, and counties.

10 a.m.
Break

10:30 a.m.
Shoreline Management
Chris Pence, Land Services Supervisor, Crow Wing County
Restoring shoreline is important to overall lake quality. Hear from the Crow Wing County land services department for more information on shoreline management implementation and regulations.

12 p.m.
Lunch and MMA Annual Meeting

2 p.m.
Guided Boat Tour of Gull Lake's Shoreline Management

4 p.m.
Return to Madden's

5 p.m.
Social Hour

6 p.m.
Dinner

7 p.m.
Evening Program: Remarks from Rep. Tom Emmer, 6th Congressional Dist. (Confirmed) and Other Federal Officials to be Announced

8 p.m.
Adjourn

6C,

Tammie McDonald

From:	Sally Hedtke
Sent:	Wednesday, February 22, 2017 9:04 AM
To:	Mark Casey; Tammie McDonald; Phil Larson; Brandy Ream; bream@spiritmt.com; Dan Rohweder (sunkink@yahoo.com); Deanna Gregorich; Frank Siiro (fsiiro2011 @hotmail.com); Ryan Jones; Sally Hedtke; Tony Banks (duluthsouth.mn@americinn.com)
Subject:	Speedway Funding Request

On February 21, 2017, the Tourism Committee voted to recommend that the Proctor Speedway receive $10,000 of unallocated lodging tax funds for 2017 marketing and promotion. The Committee requests that the City Council approve this funding request.

Sally R. Hedtke, Proctor Tourism
City of Proctor
100 Pionk Drive
Proctor, MN 55810
218-628-6297, ext. 297

CITY OF PROCTOR
LODGING TAX FUNDING REQUEST
Proctor Tourism Committee

Date Form Completed: Feb 16, 2017 AMOUNT REQUESTED: $10,000

Organization applying for funding: Lakehead Racing Association / Proctor Speedway

Contact Person: Dennis McCauley

Address: 2017 Central Ave

City, State, Zip: Superior WI 54880

Phone: Cell Phone: 218-348-9919

Email: dennis@proctorspeedway.com Website: proctorspeedway.com

REQUIREMENTS for Requesting Lodging Tax Funds:

- Lodging tax funds should be used for the promotion of events and activities in Proctor and to maximize the benefits to the community and visitors. Applicants are strongly encouraged to request funding for marketing and promotion in communities outside the area. Requests will be considered for other expenses when it involves the startup of an event, events with a proven record of exceptional visitor attendance, or for other instances. Groups or individuals can apply, and do not need to be a non-profit.

- Application should be submitted no less than 90 days in advance of event. Consideration may be given in special circumstances.

- The contact person or representative should plan to attend a Tourism Committee meeting to answer questions prior to approval.

- If funding approved, summary report must be submitted to the Tourism Committee within 45 days after completion and must include:
  1. Marketing, promotion and advertising for event.
  2. Summary of economic value to Proctor.
  3. Number of visitors who attended the event, as well as number who stayed in Proctor overnight. Event sponsor is responsible for tracking visitor attendance.

- If funding approved, organization or individual agrees to list City of Proctor Tourism as a sponsor on all printed materials, and submit a press release about the funding.

- All forms, applications, and requirements must be completed before requesting Tourism Funds.

- NO FUNDS will be disbursed without a submitted invoice or billing statement.

APPLICATION MUST INCLUDE THE FOLLOWING: (Use additional pages as needed)

1. General description of event: Dates, venue, occasion, and history of event.
Weekly Racing beginning in may through September
Special Events also with Regular Racing on Sunday Night
also have Friday + Saturday Event during the year

2. Target Audience: Who will attend and anticipated number.
Family Friendly Stock Car racing Audience is from children through elderly. Events can see from 600 Pep to over 2300 attending our events

3. Visitor Attendance Plan, including process to identify number of visitors who attend the event.
Tiket sales will show actual attendance. will be trying to work with Local Hotels to better track attendance

4. **Business Plan:**
Budget
Marketing
Anticipated Income
Sponsorships, Donations, In-Kind
Expenses
Plan for Sustainability of Event

Television Advertising / Radio Advertising
ATD Racing Magazine / Website Notices
Social Media including Twitter, Facebook, Instagram, Photos / Local Newspapers
On site Advertising including Live Remotes

4. Projected economic impact to Proctor hotels and businesses. Additionally we will be trying to expand on a couple events to make them a two day event to keep people in the area longer

Signature of Organization Representative agreeing to Funding Requirements:

Date: Feb 16, 17

Send completed application to: City of Proctor Tourism, c/o Sally Hedtke
100 Plank Drive, Proctor, MN 55810

Be sure all forms, applications, and requirements are completed before submitting request. For assistance, call (218) 628-6297- ext. 297, or City Hall (218) 624-364.

Dear Proctor Tourism Committee

The Lakehead Racing Association (Proctor Speedway) was proud to team up with the Proctor Tourism Committee for the 2016 racing season. We thought that the partnership brought a lot of great things to the Speedway and hopefully also benefited the community just as much. In our first venture together we hope that we gained the trust to continue this relationship for many years to come. As most you know the Speedway brings numerous people into the community throughout the summer months from close and far away. The Speedway is not a one night, one weekend, nor a one week event. We begin racing in the early part of May and continue each and every until the beginning of September (please see attached tentative early Schedule). In all we have a minimum of 20 events scheduled throughout the summer but expect to have an additional event also.

The 2016 season brought us numerous opportunities to get the word out and try many avenues in advertising. Some we believe were very useful and others that we tried we don't believe offered as much of a benefit. The good news is we found some very useful opportunities to spread the word and bring people to the Proctor area and help increase our attendance at Proctor Speedway. With this knowledge I think we can do an even better job in 2017 with our partnership. It was our goal last year to increase the attendance to the Speedway through these advertising areas to build the attendance back up to a thriving grandstand full of spectators, who subsequently will be traveling to the City of Proctor and visiting the other local Businesses and offerings the City has. Our overall attendance last year showed the effort put forth in increasing attendance at our regular racing events by an average of 30 guests per evening; however I think we can build on this again this year to continue this trend in the positive manor.

We will again use advertising through "All The Dirt" which also reaches a six state and three providences of Canada area. It is our plan to use more of the Charter television advertising to reach many areas throughout northern Minnesota, Wisconsin, and the Upper Peninsula of Michigan. We will again be looking at obtaining a partnership with one of the local radio stations for our weekly events to keep our name in people's ears on a daily basis as well. We will also see some special advertising

opportunities during our special events of the year that we will try some more advertising in certain markets such as the Thunder Bay Newspaper, Ashland Radio Station, and numerous boosts on Facebook throughout the states of Wisconsin and Minnesota.

With all of these opportunities we expect to bring many guests back to the Proctor area that may not have been here in awhile, in addition to new visitors to the area who have never visited our track, or fine city. It is also our hopes many of these guests would be return and multiple repeat visitors for years to come. The Lakehead Racing Association in Conjunction with the South Saint Louis County Fair will again be bringing the Monster Trucks back to the fairgrounds this year June 23rd and 24th, for two exciting nights of action sure to draw people from all over the northland. We managed to pull this all together for a very nice audience in 2016 even though it was over Grandma's Marathon weekend. In 2017 we are going to have it a week after the Marathon to allow for opportunities for guests to stay in the Proctor area since all the hotels will not be booked with runners. We think this will be a great benefit to the Tourism of the area and also enhance the event. We will again be having our single most attended event next year in the Mid-summer Night of Mayhem on August 5th. This one day event alone brings over 2000 adults to the Speedway that evening from all over Minnesota and Wisconsin already.

With these opportunities of course comes a cost. The Lakehead Racing Association would respectfully ask for a total of $10,000.00 again this year, which would go to cover some of the expenses of advertising these events throughout the year for the Community. We would like to remind you this is not for a single event or weekend this is for the whole summer activities which when broken down is very modest. If there is any additional information or discussion that we could help with please do not hesitate to contact me. Thank you for your time and consideration.

Dennis McCauley

President

Lakehead Racing Association, Proctor Speedway

218-348-9919

LeF.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between the City of Proctor (hereafter "City") and Law Enforcement Labor Services, Inc., Local # 21 (hereafter "Union").

WHEREAS, the City and the Union are parties to a collective bargaining agreement;

WHEREAS, due to recent staffing changes within the Proctor Police Department, employees within the bargaining unit will be restricted in allowable vacation time use in order to maintain necessary staffing levels;

WHEREAS, the collective bargaining agreement contains language limiting the maximum amount of vacation accrual in Article 8 as follows:

Section A: Subject to the provisions herein, each eligible employee shall receive vacation with pay corresponding to the length of service shown in the following table:

Years of Service	*Monthly*	*Yearly*
0 through 1	*3.33 hrs*	*40 hours*
2 through 5	*6.66 hrs*	*80 hours*
6 through 12	*10 hrs*	*120 hours*
13 through 19	*13.36 hrs*	*160 hours*
After 20	*16.69 hrs*	*200 hours*

Employees may have a maximum accrual of one and one half (1 ½) the employee's yearly earned vacation provided that fifty percent (50%) of the employee's yearly earned vacation is used within that year. Part-time employees will receive vacation accrual on a prorated basis of actual hours worked.

WHEREAS, the City and the Union agree the vacation accrual maximum restriction set out in Article 8 of the collective bargaining agreement should be lifted or, at the employee's option, the employee shall be compensated at their regular base rate for hours accrued over the max accrual.

NOW, THEREFORE, the City and the Union agree to:

1. Temporarily lift the vacation accrual maximum until such time that the restriction on vacation use is removed and necessary staffing levels are reached.

2. That employees who chose not to accrue vacation time over the maximum accrual rate will be compensated at their regular base rate for each hour over the max accrual.

3. This agreement will be in full force and effect until such time the parties mutually agree to sunset the agreement or a successor agreement is reached.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the dates indicated by their respective signatures.

CITY OF PROCTOR	**LAW ENFORCEMENT LABOR SERVICES, INC**
_____	_____
_____	_____

CITY OF PROCTOR

*Check Summary Register©

February 2017 to March 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027587	CITY OF PROCTOR	2/22/2017	$1,597.95	PR17-03L wh PERA
Paid Chk# 027588	EMC NATIONAL LIFE COMPANY	2/22/2017	$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 027589	ADT SECURITY SERVICES	3/7/2017	$122.96	SECURITY
Paid Chk# 027590	AMERICAN BOTTLING COMPAN	3/7/2017	$88.50	02202017
Paid Chk# 027591	ARTISAN BEER COMPANY	3/7/2017	$27.00	02162017
Paid Chk# 027592	BERNICK'S PEPSI	3/7/2017	$2,150.15	02222017
Paid Chk# 027593	BREAKTHRU BEVERAGE	3/7/2017	$1,756.74	02162017
Paid Chk# 027594	CENTURYLINK	3/7/2017	$213.62	PHONE SERVICE
Paid Chk# 027595	G&K SERVICES	3/7/2017	$49.84	SUPPLIES
Paid Chk# 027596	GARTNER REFRIGERATION CO	3/7/2017	$632.68	REPAIRS
Paid Chk# 027597	JOHNSON BROTHERS INC	3/7/2017	$3,884.04	02142017
Paid Chk# 027598	LAMAR COMPANIES	3/7/2017	$690.00	POSTERS, SIGNS
Paid Chk# 027599	MICHAUD DISTRIBUTING COMP	3/7/2017	$699.85	02202017
Paid Chk# 027600	NORTHERN MN DENTAL	3/7/2017	$26.95	DENTAL INSURANCE
Paid Chk# 027601	PHILLIPS WINE & SPIRITS CO	3/7/2017	$2,573.05	02142017
Paid Chk# 027602	PROCTOR BUILDERS	3/7/2017	$99.83	SUPPLIES
Paid Chk# 027603	PROCTOR JOURNAL	3/7/2017	$312.12	ADVERTISEMENT
Paid Chk# 027604	SOUTHERN WINE & SPIRITS OF	3/7/2017	$3,085.07	02242017
Paid Chk# 027605	SUPERIOR BEVERAGE	3/7/2017	$1,611.30	02172017
Paid Chk# 027606	VINOCOPIA	3/7/2017	$147.80	02242017
		Total Checks	$19,783.85	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
ADT SECURITY SERVICES	Security Systems	$122.96	SECURITY
Check Name ADT SECURITY SERVICES		$122.96	
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	$88.50	02202017
Check Name AMERICAN BOTTLING COMPANY		$88.50	
ARTISAN BEER COMPANY	Beer Purchases	-$27.00	02022017
	Beer Purchases	-$13.50	02022017
	Beer Purchases	$67.50	02162017
Check Name ARTISAN BEER COMPANY		$27.00	
BERNICK'S PEPSI	Beer Purchases	$900.95	02152017
	Beer Purchases	$391.60	02222017
	Beer Purchases	$857.60	02222017
Check Name BERNICK'S PEPSI		$2,150.15	
BREAKTHRU BEVERAGE	Liquor Purchases	$664.20	02232017
	Freight and Express	$12.49	02232017
	Liquor Purchases	$1,064.33	02162017
	Freight and Express	$15.72	02162017
Check Name BREAKTHRU BEVERAGE		$1,756.74	
CENTURYLINK	Telephone	$213.62	PHONE SERVICE
Check Name CENTURYLINK		$213.62	
G&K SERVICES	Misc Operating Supplies	$49.84	SUPPLIES
Check Name G&K SERVICES		$49.84	
GARTNER REFRIGERATION CO	Misc Operating Supplies	$632.68	REPAIRS
Check Name GARTNER REFRIGERATION CO		$632.68	
JOHNSON BROTHERS INC	Liquor Purchases	$21.99	02142017
	Wine Purchases	$985.11	02212017
	Freight and Express	$29.12	02212017
	Liquor Purchases	$1,409.48	02212017
	Freight and Express	$23.51	02212017
	Soft Drinks and Mix	-$44.00	02142017
	Freight and Express	-$1.82	02142017
	Wine Purchases	-$16.08	02092017
	Liquor Purchases	-$9.63	02022017
	Liquor Purchases	$948.75	02142017
	Freight and Express	$11.76	02142017
	Wine Purchases	$502.19	02142017
	Freight and Express	$23.66	02142017
Check Name JOHNSON BROTHERS INC		$3,884.04	
LAMAR COMPANIES	Advertising - Enterprises	$690.00	POSTERS, SIGNS
Check Name LAMAR COMPANIES		$690.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$310.70	02272017
	Beer Purchases	$389.15	02202017
Check Name MICHAUD DISTRIBUTING COMPANY		$699.85	
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	$9.10	02142017
	Misc Operating Supplies	$22.75	02212017
	Liquor Purchases	$465.75	02142017
	Freight and Express	$1.82	02142017
	Wine Purchases	$48.00	02142017
	Wine Purchases	$307.15	02212017
	Freight and Express	$15.63	02212017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
PHILLIPS WINE & SPIRITS CO	Liquor Purchases	$1,315.01	02212017
	Beer Purchases	$375.10	02242017
	Freight and Express	$12.74	02212017
Check Name PHILLIPS WINE & SPIRITS CO		$2,573.05	
PROCTOR BUILDERS	Misc Operating Supplies	$99.83	SUPPLIES
Check Name PROCTOR BUILDERS		$99.83	
PROCTOR JOURNAL	Advertising - Enterprises	$25.00	DINING GUIDE
	Misc Operating Supplies	$213.97	BAGS
	Advertising - Enterprises	$73.15	ADVERTISEMENT
Check Name PROCTOR JOURNAL		$312.12	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$25.44	02172017
	Liquor Purchases	$1,471.97	02172017
	Liquor Purchases	$1,554.52	02242017
	Freight and Express	$33.14	02242017
Check Name SOUTHERN WINE & SPIRITS OF MN		$3,085.07	
SUPERIOR BEVERAGE	Beer Purchases	$560.25	02242017
	Beer Purchases	$506.50	02212017
	Beer Purchases	$544.55	02172017
Check Name SUPERIOR BEVERAGE		$1,611.30	
VINOCOPIA	Freight and Express	$3.80	02242017
	Wine Purchases	$144.00	02242017
Check Name VINOCOPIA		$147.80	
		$18,171.50	

+ 1597.95 PR 17-03
+ 14.40 Supp Life (CE)

$19,783.85

CITY OF PROCTOR

*Check Summary Register©

February 2017 to March 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 035949	MAKI & OVEROM, LTD	2/17/2017	$5,019.00	LEGAL FEES
Paid Chk# 035950	EMC NATIONAL LIFE COMPANY	2/22/2017	$88.90	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 035951	LAW ENFORCEMENT LABOR SE	2/22/2017	$245.00	LELS UNION DUES
Paid Chk# 035952	PROCTOR POLICE DEPT UNION	2/22/2017	$50.00	POLICE DUES
Paid Chk# 035953	TEAMSTERS LOCAL UNION #346	2/22/2017	$441.00	Teamsters union dues
Paid Chk# 035954	AIRFIBER	3/7/2017	$121.32	MONTHLY FEE
Paid Chk# 035955	AMERIPRIDE SERVICES	3/7/2017	$259.93	MATS
Paid Chk# 035956	CENTURYLINK	3/7/2017	$327.00	PHONE SERVICE
Paid Chk# 035957	C W TECHNOLOGY GROUP	3/7/2017	$1,045.00	MANAGED AGREEMENT
Paid Chk# 035958	DAVID BRENNA	3/7/2017	$5,339.37	3% REBATE
Paid Chk# 035959	DULUTH SUPERIOR TROPHY	3/7/2017	$45.00	3 PLAQUES
Paid Chk# 035960	CORPORATE PAYMENT SYSTE	3/7/2017	$1,877.18	GOLF DIRECT TV-TO BE CREDITED
Paid Chk# 035961	ESC SYSTEMS, INC	3/7/2017	$150.00	ACCESS CONTROL PARTS
Paid Chk# 035962	FIREMAN'S RELIEF ASSOCIATIO	3/7/2017	$2,000.00	REVENUE REIMBURSEMENT
Paid Chk# 035963	FLEET SERVICES	3/7/2017	$1,797.44	FUEL - PD
Paid Chk# 035964	FOSSUM PLUMBING & HEATING	3/7/2017	$687.21	REPAIR LEAKS
Paid Chk# 035965	HIBBING COMMUNITY COLLEGE	3/7/2017	$1,200.00	ARLET 2017 MEMBERSHIP FOR 6 OF
Paid Chk# 035966	HUFF, TOD	3/7/2017	$2,800.00	STUDIO LABOR
Paid Chk# 035967	INTERSTATE BATTERIES	3/7/2017	$44.37	LAWN AND GARDEN BATTERY
Paid Chk# 035968	JOHNSON, BRAD	3/7/2017	$50.92	HEADLAMPS FOR FIRE HELMETS
Paid Chk# 035969	LACOURSE & ENVALL, PA	3/7/2017	$993.00	LEGAL FEES
Paid Chk# 035970	LARSON, PHIL AND SHERYL	3/7/2017	$160.54	CONFERENCE REIMBURSEMENT
Paid Chk# 035971	MAKI & OVEROM, LTD	3/7/2017	$8,752.89	LEGAL FEES
Paid Chk# 035972	Minn Dept of Labor & Industry	3/7/2017	$200.00	BOILER FEES
Paid Chk# 035973	MINNESOTA ENERGY RESOURC	3/7/2017	$37.80	UTILITIES
Paid Chk# 035974	MN POLLUTION CONTROL AGEN	3/7/2017	$23.00	WASTEWATER CERTIFICATION RENEW
Paid Chk# 035975	NORTHERN MN DENTAL	3/7/2017	$1,169.70	DENTAL INSURANCE
Paid Chk# 035976	NOWAK, GARY	3/7/2017	$19.97	CONFERENCE REIMBURSEMENT
Paid Chk# 035977	OFFICE ENTERPRISES	3/7/2017	$1,544.00	CONTRACT FOR 2017-2018
Paid Chk# 035978	PETERSON, LOREN W	3/7/2017	$2,215.88	ACCOUNTING
Paid Chk# 035979	PROCTOR BUILDERS	3/7/2017	$240.27	SUPPLIES
Paid Chk# 035980	PROCTOR CHAMBER OF COMM	3/7/2017	$400.00	REIMBURSEMENT-SMALL BUSINESS T
Paid Chk# 035981	PROCTOR JOURNAL	3/7/2017	$906.71	PUBLICATIONS
Paid Chk# 035982	SEH	3/7/2017	$3,251.25	ENGINEERING FEES
Paid Chk# 035983	ST LUKES MEDICAL CLINIC	3/7/2017	$304.00	FIREFIGHTER TESTING
Paid Chk# 035984	TEAMLAB	3/7/2017	$353.75	VEGETATION KILLER FOR FENCELIN
Paid Chk# 035985	TROY DEWALL	3/7/2017	$156.40	CONFERENCE REIMBURSEMENT
Paid Chk# 035986	VERIZON WIRELESS	3/7/2017	$101.32	PHONE CHARGES
Paid Chk# 035987	W.L.S.S.D.	3/7/2017	$24,107.00	WASTEWATER CHARGES
Paid Chk# 035988	WILLIS SUPPLY COMPANY	3/7/2017	$176.47	SUPPLIES
Paid Chk# 035989	WINDUS, LYNN	3/7/2017	$130.00	CONFERENCE REGISTRATION
Paid Chk# 035990	ZIEGLER, INC	3/7/2017	$157.97	REPLACE 3 LEAKY HYDROLIC HOSES
		Total Checks	$68,990.56	

CITY OF PROCTOR
General Fund Bills List

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	Government Building	Cleaning Supplies	$67.06	MATS
	General Fund	Government Building	Cleaning Supplies	$67.06	MATS
	General Fund	Government Building	Cleaning Supplies	$67.06	MATS
	General Fund	Operations (Fire)	Other Professional Services	$58.75	MATS
Check Name AMERIPRIDE SERVICES				$259.93	
C W TECHNOLOGY GROU	General Fund	Administrative	Computer Misc Expense	$1,045.00	MANAGED AGREEMENT
Check Name C W TECHNOLOGY GROUP				$1,045.00	
CENTURYLINK	Golf Course F	Admin & General Golf	Telephone	$125.62	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.25	PHONE SERVICE
	General Fund	Street Dept Shop Work	Telephone	$75.41	PHONE SERVICE
	General Fund	Operations (Fire)	Telephone	$57.47	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.25	PHONE SERVICE
Check Name CENTURYLINK				$327.00	
CORPORATE PAYMENT SY	General Fund	Tourism Expenditures	Advertising - Sponsorship	$289.00	TOURISM INSURANCE
	Golf Course F	Admin & General Golf	Dues & Subscriptions	$147.46	GOLF DIRECT TV-TO BE CRE
	General Fund	Operations (Fire)	Mach & Equip Repair	$352.00	TRUCK HOSE FOR FD
	General Fund	Government Building	Bldg Repair & Maint	$88.65	CITY HALL DOOR REPAIR
	General Fund	Operations (Police)	Printed Forms and Paper	$458.44	DRUG KITS, SQUAD LINERS
	General Fund	Operations (Civil Defens	Other Equipment Purchase	$190.51	ELECTRONICS FOR CHAMBE
	General Fund	Administrative	Training Expense	$351.12	NEW COUNCIL TRAINING
Check Name CORPORATE PAYMENT SYSTEMS				$1,877.18	
DAVID BRENNA	General Fund			$5,339.37	3% REBATE
Check Name DAVID BRENNA				$5,339.37	
DULUTH SUPERIOR TROP	General Fund	Administrative	Misc Operating Supplies	$45.00	3 PLAQUES
Check Name DULUTH SUPERIOR TROPHY				$45.00	
ESC SYSTEMS, INC	General Fund	Government Building	Security Systems	$150.00	ACCESS CONTROL PARTS
Check Name ESC SYSTEMS, INC				$150.00	
FIREMAN'S RELIEF ASSOC	General Fund	Operations (Fire)	Fire Pension Contribution	$2,000.00	REVENUE REIMBURSEMENT
Check Name FIREMAN'S RELIEF ASSOCIATION				$2,000.00	
FLEET SERVICES	General Fund	Operations (Police)	Fuels	$1,797.44	FUEL - PD
Check Name FLEET SERVICES				$1,797.44	
FOSSUM PLUMBING & HE	General Fund	Government Building	Bldg Repair & Maint	$687.21	REPAIR LEAKS
Check Name FOSSUM PLUMBING & HEATING				$687.21	
HIBBING COMMUNITY CO	General Fund	Operations (Police)	Training Expense	$1,200.00	ARLET 2017 MEMBERSHIP F
Check Name HIBBING COMMUNITY COLLEGE				$1,200.00	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$800.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
Check Name HUFF, TOD				$2,800.00	
INTERSTATE BATTERIES	Sewer Fund	Sewer	Equipment Parts	$44.37	LAWN AND GARDEN BATTER
Check Name INTERSTATE BATTERIES				$44.37	
JOHNSON, BRAD	General Fund	Operations (Fire)	Small Tools and Minor Equip	$50.92	HEADLAMPS FOR FIRE HELM
Check Name JOHNSON, BRAD				$50.92	
LACOURSE & ENVALL, PA	General Fund	Municipal Court	Legal Fees	$993.00	LEGAL FEES
Check Name LACOURSE & ENVALL, PA				$993.00	
LARSON, PHIL AND SHER	General Fund	Administrative	Training Expense	$160.54	CONFERENCE REIMBURSEM
Check Name LARSON, PHIL AND SHERYL				$160.54	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
MAKI & OVEROM, LTD	General Fund	Municipal Court	Legal Fees	$8,752.89	LEGAL FEES
Check Name MAKI & OVEROM, LTD				$8,752.89	
Minn Dept of Labor & Ind	General Fund	Government Building	Licenses	$200.00	BOILER FEES
Check Name Minn Dept of Labor & Industry				$200.00	
MINNESOTA ENERGY RES	General Fund	Operations (Fire)	Electric Utilities	$37.80	UTILITIES
Check Name MINNESOTA ENERGY RESOURCES COR				$37.80	
MN POLLUTION CONTROL	Sewer Fund	Sewer	Licenses	$23.00	WASTEWATER CERTIFICATI
Check Name MN POLLUTION CONTROL AGENCY				$23.00	
NORTHERN MN DENTAL	General Fund	Municipal Operations	Employer Paid Health Insura	$99.85	DENTAL INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$99.85	DENTAL INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$163.25	DENTAL INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$443.80	DENTAL INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$362.95	DENTAL INSURANCE
Check Name NORTHERN MN DENTAL				$1,169.70	
NOWAK, GARY	General Fund	Administrative	Training Expense	$19.97	CONFERENCE REIMBURSEM
Check Name NOWAK, GARY				$19.97	
OFFICE ENTERPRISES	General Fund	Administrative	Office Supplies & Expense	$1,544.00	CONTRACT FOR 2017-2018
Check Name OFFICE ENTERPRISES				$1,544.00	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$2,215.88	ACCOUNTING
Check Name PETERSON, LOREN W				$2,215.88	
PROCTOR BUILDERS	General Fund	Operations (Fire)	Misc Operating Supplies	$147.41	SUPPLIES
	General Fund	Street Department	Misc Operating Supplies	$32.88	SUPPLIES
	General Fund	Operations (Police)	Misc Operating Supplies	$14.99	SUPPLIES
	General Fund	Government Building	Bldg Repair & Maint	$44.99	SUPPLIES
Check Name PROCTOR BUILDERS				$240.27	
PROCTOR CHAMBER OF C	General Fund			$400.00	REIMBURSEMENT-SMALL BU
Check Name PROCTOR CHAMBER OF COMMERCE				$400.00	
PROCTOR JOURNAL	General Fund	Council	Gen Notices & Pub Informati	$419.68	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$240.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$232.52	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$14.51	PUBLICATIONS
Check Name PROCTOR JOURNAL				$906.71	
SEH	General Fund	Council	Engineering Fees	$3,251.25	ENGINEERING FEES
Check Name SEH				$3,251.25	
ST LUKES MEDICAL CLINI	General Fund	Operations (Fire)	Medical and Dental Fees	$304.00	FIREFIGHTER TESTING
Check Name ST LUKES MEDICAL CLINIC				$304.00	
TEAMLAB	General Fund	City Parks	Misc Operating Supplies	$170.00	VEGETATION KILLER FOR F
	General Fund	Street Department	Blacktop	$183.75	WINTER COLD MIX PATCH
Check Name TEAMLAB				$353.75	
TROY DEWALL	General Fund	Administrative	Training Expense	$156.40	CONFERENCE REIMBURSEM
Check Name TROY DEWALL				$156.40	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$101.32	PHONE CHARGES
Check Name VERIZON WIRELESS				$101.32	
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	
WILLIS SUPPLY COMPANY	General Fund	Government Building	Cleaning Supplies	$176.47	SUPPLIES
Check Name WILLIS SUPPLY COMPANY				$176.47	
WINDUS, LYNN	General Fund	Operations (Fire)	Training Expense	$130.00	CONFERENCE REGISTRATIO
Check Name WINDUS, LYNN				$130.00	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
ZIEGLER, INC	General Fund	Snow Removal	Mach & Equip Repair	$157.97	REPLACE 3 LEAKY HYDROLI
Check Name ZIEGLER, INC				$157.97	

$63,146.66

+ 5019.06 Legal fees
+ 88.90 Supplies
+ 245.00 LELS union dues
- 50.00 Police Dues
+ 441.00 Teamsters Union Dues

$68,990.56

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, March 20, 2017
Council Chambers - Community Activity Center - 100 Pionk Drive

5:00 P.M. PUBLIC HEARING – 6TH STREET AND ALMAC DRIVE

CALL TO ORDER

6:00 P.M. START OF CITY COUNCIL MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES March 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**

<u>*1. COMMUNICATIONS</u>

<u>*2. PLANNING & ZONING DEPARTMENT MATTER</u>

<u>*3. CLERK ADVISES COUNCIL</u>

A. Government Fund payroll period ended 03/05/17; Liquor Fund payroll period ended 03/05/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

6. NEW BUSINESS

A. Resolution 09-17 – Small Community Air Service Development grant

B. Resolution 10-17 – Resolution of Non-Objection

C. Resolution 11-17 – Ordering of Plans and Specifications for Almac Drive and 6th Street

D. For Consideration –Appraisal of PEDA property (PEDA Meeting Minutes of 03/14/17 and appraisal from Ann Heimbach)

E. Recommendation from Liquor Control regarding Golf Course Liquor License Application

F. Recommendation from Liquor Control Committee regarding payment plan from Moose Lodge

G. For consideration - RFP for Web Design and Hosting

H. Request for approval from Police Department - Master Subscriber Agreement for Minnesota Court Data Services - Resolution 12-17

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

6. NEW BUSINESS (continued)

I. Labor Agreement

MEMBER CONCERNS

Benson – Legislative update

BILLS FOR APPROVAL

General Fund
$141,451.23

Liquor Fund
$34,191.70

$175,642.93 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on March 6, 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; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Nancy Smith; Kevin Comnick; JoAnn Godfrey; Robert Hakola; Peggy Vanderscheuren; Betty Merling; Jim Merling; Tracey Thudin; Mike Meister; Diane Martinel; Elmer Engman; Phyllis Hom; Ron Francisco; Kylee Nunn; Paul Burke; Steve Kuchner; Rich Borg; Charlene Carlson; Kevin Field; Travis & Alisa White; Jakob White; Jonny Nowak; Susan Nowak; Donell Smity; Kerry Helquist; Sherri Lind; Nancy Lilliberg; JoAnn Lorenz; George Lee; John Lundy; Howard Petereson; Bridget Peterson; Jim Peterson; Jesse Annala; Kevin Bahr

APPROVAL OF MINUTES:

Schwarzbauer discussed Item 6K. Contract Approval, and stated that it should have been renamed as he assumed it was going to be approved. Larson stated it would be renamed Contract Discussion. Schwarzbauer also asked who brought that item to council was it the negotiating team? Larson said that it Negotiating Team brought it forward. Schwarzbauer also asked about the language "by necessity". Bray explained the language to the council and that motion only pertained to Chief Wobig.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the February 21, 2017 City Council Meeting Minutes as amended.

APPROVAL OF AGENDA

Motion by Nowak, seconded by DeWall and carried: To approve the agenda of March 6, 2017.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Nancy Smith, 315 5th Street read a statement criticized the speech at the chamber dinner, and stated she does not agree the way the chief of police issue was addressed.

Kevin Comnick, President of Proctor Lions, described the rights of the 1st Amendment with Free Speech and also about the 15th Amendment in which all people can exercise their right to vote.

Phyllis Hom, owner of Wok n Grill spoke about her support for the new mayor and council.

Travis White, former City Councilor, discussed the motion passed last council meeting regarding former Chief Wobig.

Mike Connally, suggested that the taxpayers make the decision about the employment of Chief Wobig.

Robert Hakala, Bayview Heights – Duluth, discussed his opinion about Chief Wobig

Mayor Larson read a statement about his role and making very difficult decisions and the statutes that prohibit open discussions.

Councilor Schwarzbauer discussed the motion about not renewing the contract and his personal and emotional discussion with Wobig.

Charlene Carlson, First Avenue, discussed her opinion of the current mayor and council.

*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 DeWall, seconded by Nowak and carried: To approve the Consent Agenda.

*1. COMMUNICATIONS

A. Thank you from Augustana Lutheran Church

B. Draft Inflow and Infiltration Ordinance Revisions and Public Hearing

C. Letter from Regional Stormwater Protection Team (RSPT)

D. MN Energy email of February 24, 2017

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 02/19/17; Liquor Fund payroll period ended 02/19/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

6. NEW BUSINESS

A. Resolution 08-17 – Excess Funds for Playground for EveryBODY (Benson)

Benson said that not all the townships will spend all the money for the referendum, this is a playground to be used for EveryBODY, maybe there will be excess funds available. Larson stated that he was in construction for 40 years and have not heard of excess funds in projects. Benson listed exceptions.

Motion by Benson, seconded by Schwarzbauer and carried (4-1, Laron opposed): To approve Resolution 08-17 as presented.

B. Minnesota Mayors Association 2017 Annual Conference Attendance

Larson indicated that he has not officially decided to attend at this time.

C. Funding Request for Proctor Speedway - $10,000 (unallocated funds for 2017 marketing and promotion – see application and letter from Speedway)

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To accept the recommendation by Tourism and approve the funding request as submitted.

D. LMCIT pre-file notification (Benson)

Benson suggested that Attorney Bray talk to the League of MN Cities to be watchful for any litigation. Bray will contact the League.

E. Council Chamber Furniture (Benson)

Benson suggested that the council obtain another table so each councilor have their own table.

Motion by Benson, seconded by Schwarzbauer and failed (Larson, DeWall, and Nowak opposed): To obtain an additional council table.

F. Sunshine Week Proclamation

Benson stated that next week is sunshine week which promotes transparency in government with documents and files.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To accept the Sunshine Week Proclamation as presented.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

Motion by DeWall, seconded by Larson and carried: To recess the City Council meeting at 6:50pm and go to closed session to discuss labor and Negotiation issues.

A. Union and Negotiations Update

Motion by DeWall, seconded by Nowak and carried: To adjourn closed session and open the city council meeting at 7:48pm.

6. NEW BUSINESS (Continued)

G. Memorandum of Understanding –Police Department Vacation

Motion by Nowak, seconded by DeWall and carried (5-0): To approve the Memorandum of Understanding as discussed and presented.

H. Employee Compensation

Motion by DeWall, seconded by Larson and carried (5-0): To Execute severance pursuant to a contract.

I. Memo of Understanding – TRAC 7 Position

No action taken at this time.

MEMBER CONCERNS

Larson: Newly Elected Official Conference Report

Larson indicated that this conference was better for him now than 18 years ago and would recommend attendance by all councilors at least every four years. Nowak distributed information about Conflict of Interest and scenarios that happen. Larson said that Benson is walking a fine line with conflict of interest publishing the local paper and being a city councilor.

Larson suggested that the official city statement should have been included in the publication. Benson said that they lost all information that week and had to rebuild the paper. Larson also commented on the Journal Editorials.

Larson stated that for the betterment of the community, they should all work together.

BILLS FOR APPROVAL

General Fund
$68,990.56

Liquor Fund
$19,783.85

$88,774.41 TOTAL BILLS FOR APPROVAL

Benson asked about the reimbursements to DeWall, Larson and Nowak. Larson explained that they are for the attendance to the League of Minnesota Leadership conference.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0): To approve the general fund and liquor fund bills as presented.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried (5-0): To adjourn the city council meeting at 8:20pm.

PR17-05 2/20/17 - 3/5/17

3A.

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	$1,630.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	$3,461.54
	City Administrator	Government Building	Part-Time Employee	$697.50
	City Clerk	Administrative	Full-Time Employee Regular	$2,337.10
	City Clerk	Administrative	Full-Time Employee Regular	$34.34
	City Clerk	Administrative	Full-Time Employee Regular	$282.96
	City Clerk	Administrative	Full-Time Employee Regular	$200.20
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$11,044.72
	Police	Operations (Police)	Full-Time Employee Regular	$756.96
	Police	Operations (Police)	Full-Time Employee Regular	$446.32
	Police	Operations (Police)	Full-Time Employee Regular	$457.68
	Police	Operations (Police)	Full-Time Employee Overtime	$1,145.27
	Police	Operations (Police)	Full-Time Employee Overtime	$1,004.22
	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)	Full-Time Employee Overtime	$55.65
	Police	Admin Secretary (Police)	Part-Time Employee	$87.17
	Police	Admin Secretary (Police)	Part-Time Employee	$290.56
	Police	Admin Secretary (Police)	Part-Time Employee	$581.12
	Police	Police Grant Labor	Full-Time Employee Overtime	$873.00
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	$346.13
	Streets & Roadways	Street Department	Full-Time Employee Regular	$72.75
	Streets & Roadways	Street Department	Full-Time Employee Regular	$786.96
	Streets & Roadways	Street Department	Full-Time Employee Regular	$329.84
	Streets & Roadways	Street Department	Full-Time Employee Regular	$598.48
	Streets & Roadways	Street Department	Full-Time Employee Regular	$3,035.86
	Streets & Roadways	Sanding	Full-Time Employee Regular	$259.77
	Streets & Roadways	Sanding	Full-Time Employee Overtime	$235.91
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	$1,161.01
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	$950.19
	Operations (PUC)	Administrative and General	Temporary Employees Regular	$319.89
FUND 100 General Fund				$37,402.31
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$1,047.34
	Public Works	Sewer	Full-Time Employee Regular	$83.07
	Public Works	Pump Station	Full-Time Employee Regular	$27.69
FUND 500 Sewer Fund				$1,158.10
				$38,560.41

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,672.00
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$56.60
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$2,052.43
				$3,781.03
FUND 600 Liquor Fund				$3,781.03

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 5

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	1.00	1.5	$30.00	City -Bi-wk
Shift Multiplier 1.5	1.00		$30.00	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	24.00	1.5	$791.64	City -Bi-wk
POLICE	3.00	1.5	$98.96	City -Bi-wk
POLICE	12.00	1.5	$480.42	City -Bi-wk
POLICE	2.00	1.5	$80.07	City -Bi-wk
POLICE	20.00	1.5	$873.00	City -Bi-wk
POLICE	4.00	1.5	$174.60	City -Bi-wk
POLICE	2.00	1.5	$55.65	City -Bi-wk
POLICE	12.00	1.5	$523.80	City -Bi-wk
Shift Multiplier 1.5	79.00		$3,078.14	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	5.50	1.5	$194.37	City -Bi-wk
Street Department	1.00	1.5	$41.54	City -Bi-wk
Street Department	4.00	1.5	$166.14	City -Bi-wk
Shift Multiplier 1.5	10.50		$402.05	
Shift Multiplier 2				
Street Department	9.00	2	$424.08	City -Bi-wk
Street Department	9.50	2	$526.11	City -Bi-wk
Shift Multiplier 2	18.50		$950.19	
Pay Group Description City -Bi-wk	109.00		$4,460.38	
	109.00		$4,460.38	

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

CITY OF PROCTOR RESOLUTION 09 -17
SUPPORT OF ADDITIONAL AIRSERVICE and SCASD GRANT

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

WHEREAS, the Duluth Airport Authority (DAA) is in the planning stage of expanding reliable and reasonable air service from our area to the Phoenix/Mesa AZ; and,

WHEREAS, the City of Proctor along with the DAA recognizes the importance of such additional routes, and its positive impacts on aviation, economic growth, marketing and tourism of the airport and our region; and,

WHEREAS, additional funding through the Small Community Air Service Development Grant (SCASD) will provide needed resources to market our region as a destination in the Phoenix/Mesa area.

NOW THERFORE BE IT RESOLVED, that the City of Proctor supports the DAA and its planning of additional routes and the application for SCASD grants to market the area and promote economic growth region wide..

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution -17 was declared duly passed and adopted this 20th day of March, 2017

Attest:

Philip Larson
Mayor

Mark C. Casey
City Clerk/ Administrator

DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

February 14, 2017

To Whom It May Concern,

The Duluth Airport Authority (DAA), in partnership with Visit Duluth has developed a marketing plan that will establish a low cost, year round, route between Phoenix/Mesa and Duluth. Phoenix/Mesa is the #1 requested airline route by customers in our region. Our plan capitalizes on the strong historical data from the last time this route was active and compliments the natural connection with Arizona and many "snow birds" with family in our region. Weaker passenger demand periods will be strengthened through a robust marketing initiative to bolster the region's hospitality industry through an infusion of new visitors to our area from Phoenix/Mesa.

Tourism in our region is rising to new heights. 6.7 million visitors and 16,000 jobs contribute more than $950 million to the economy. New hotel construction is evidence of the confidence developers are placing in the continued growth of this industry. New restaurants, investments in attractions and the ever expanding trail system are a testament to the vitality of tourism.

To maximize the opportunity this direct route presents to our entire region, there needs to be new, sustainable demand for leisure activity from untapped markets like Phoenix/Mesa. These visitors will be seeking unique experiences across the region, stretching from Duluth, along the North Shore and across the Iron Range.

The DAA and Visit Duluth will be applying for a Small Community Air Service Development (SCASD) grant Spring 2017. The grant will provide resources to market our region as a destination in the Phoenix/Mesa area. The SCASD grant capitalizes on strong local support from throughout the region. If new low cost air service or an influx of new leisure customers would benefit you or your organization, we're asking for your support. Please consider a monetary pledge that will contribute to the local share of our grant in either 2018 or 2019. The funds will be used to fuel the marketing campaign on Phoenix/Mesa. No matter how strong our grant application is, this program will not succeed without significant monetary support from our community.

Whether your organization is able to pledge marketing funds or not, please consider writing a letter of support to the Department of Transportation. Your letter will accompany our grant application. An example letter is included with this letter should it be helpful to you. It's through our combined voice that we will be successful in compelling the Department of Transportation to support our initiative. We are requesting all letters of support and/or commitments for monetary pledges be submitted by Friday, March 31st. These items can be either mailed or emailed to the address or emails listed below.

Thank you for considering our request. Should you have any questions, please contact Anna Tanski at anna@visitduluth.com or Tom Werner at twerner@duluthairport.com .

Sincerely,

Tom Werner
Executive Director
Duluth Airport Authority

Anna Tanski

Anna Tanski
Chief Executive Officer
Visit Duluth

[LETTERHEAD]

[DATE]

Brooke Chapman
Office of Aviation Analysis
Department of Transportation
1200 New Jersey Ave, SE
Washington DC 20590

Dear Associate Director Chapman,

I'm writing in support of the Duluth Airport Authority's application for a Small Community Air Service Development (SCASD) grant application. Reliable and reasonably priced air service is a foundational component of economic development. It's an economic driver that influences the success of many sectors of our economy while improving the quality of life for the residents of our region.

The Duluth Airport Authority in partnership with Visit Duluth have developed a plan to attract a low cost air carrier that would begin service between Phoenix/Mesa and Duluth. There is already strong seasonal demand supporting this route however the marketing strategy is focused on building sustainable year round demand for the route which is the key to its success. An increase in passengers to the Duluth International Airport will assist the airport in working with its airline partners to keep fares competitive and provide additional air service options for visitors to our region and residents alike. The economic impact of this investment will also be felt in many businesses of our region as travelers stay in area hotels, eat in local restaurants, and shop in many of the small businesses that call our region home.

Our airport and the region would greatly benefit from an SCASD program investment propelling us to a new level of economic growth. This will not only benefit the hospitality industry in our region but our region's residents by providing a connection to another major market. I'm confident the Duluth Airport Authority's application makes a compelling case for investment into our initiative from the SCASD program.

Thank you for your consideration.

Sincerely,

6B.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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Resolution No. 10-17
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 Confidence Learning Center to sell Pull-tabs, Bar Bingo, Electronic Pull-Tabs and Bingo conduct at Moose Lodge 1302, 415 3rd Avenue, Proctor, Minnesota.

Passed by a majority vote of the Proctor City Council, this 20th day of March, 2017.

BY: _____
Gary Nowak
Deputy Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING

LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION

Organization: Confidence Learning Center	License/Site Number: 00691	Daytime Phone: 218-828-2344
Address: 1620 Mary Fawcett Memorial Dr	City: East Gull Lake	State: MN Zip: 56401
Name of Leased Premises: Moose Lodge 1302	Street Address: 415 3rd Ave	
City: Proctor	State: MN Zip: 55810	Daytime Phone: 218-624-8199
Name of Legal Owner: Same	Business/Street Address:	
City:	State: Zip:	Daytime Phone:
Name of Lessor (If same as legal owner, write "SAME"): Same	Address:	
City:	State: Zip:	Daytime Phone:

Check applicable item:

- [x] **New or amended lease.** Effective date: _____. Submit changes at least ten days **before** the effective date of the change.
- [ ] **New owner.** Effective date: _____. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

- [x] Pull-Tabs (paper)
- [ ] Pull-Tabs (paper) with dispensing device
- [x] Bar Bingo
- [ ] Bingo
- [x] Tipboards
- [x] Paddlewheel
- [ ] Paddlewheel with table
- [x] Electronic Pull-Tabs
- [x] Electronic Linked Bingo

Electronic games may only be conducted:

1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or
2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: ____%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed $1,750.**
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15 %, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: 20 %, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: _____ %, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.

  - OR -
- Rate to be paid: $ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
  - ⇒ **Rent may not be paid for bar bingo.**
  - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 30 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, Item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling..

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:	Date:	Signature of Organization Official (Lessee):	Date:
Kaye Anderson	3/10/17		3/10/17
Print Name and Title of Lessor: Kaye Anderson Gen. Mgr		Print Name and Title of Lessee:	

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:
Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

MINNESOTA LAWFUL GAMBLING

LG214 Premises Permit Application

Annual Fee $150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity.**
2. $150 annual premises permit fee, for each permit (non-refundable). Make check payable to **"State of Minnesota."**

Mail the application and required attachments to:
Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Confidence Learning Center License Number: 00691

Chief Executive Officer (CEO) Jeff Olson Daytime Phone: 218-828-2344

Gambling Manager: Michelle Mathis Daytime Phone: 218-929-2344

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Moose Lodge 1302

List any previous names for this location:

Street address where premises is located: 415 3rd Ave
(Do not use a P.O. box number or mailing address.)

City: OR Township:	County:	Zip Code:
Proctor	St Louis	55810

Does your organization own the building where the gambling will be conducted?

☐ Yes ☑ No **If no,** attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☐ Yes ☑ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☑ Yes ☐ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Wells Fargo Bank Account Number: 0111253936

Bank Street Address: 3931 West Superior St City: Duluth State: MN Zip Code: 55807

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
1620 Mary Fawcett Memorial Dr	East Gull Lake	MN	56401
		MN	
		MN	

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits

City Name: _____

Date Approved by City Council: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of City Personnel:

_____

Title: _____ Date Signed: _____

Local unit of government must sign.

COUNTY APPROVAL for a gambling premises located in a township

County Name: _____

Date Approved by County Board: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of County Personnel:

_____

Title: _____ Date Signed: _____

TOWNSHIP NAME: _____

Complete below only if required by the county.
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

Signature of Chief Executive Officer (designee may not sign) _____ Date 3/10/17

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 your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

6C.

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

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

Resolution No. 11-17
CITY OF PROCTOR
AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS

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

WHEREAS, pursuant to Resolution 06-17 of the City Council of the City of Proctor Minnesota adopted, a Feasibility Report by the consulting city engineer, SEH Inc with reference to the improvement of 6th St North from Boundary Avenue to State Hwy 2; 4th Avenue from 6th St N to 7th St; and Almac Drive from S 8th Ave to Bee St. and to include Bee St. and this report was received by the council on February 21st, 2017;
and,

WHEREAS, ten (10) days mailed notice and two weeks published notice of the hearing was given, and the hearing was held thereon the 20th day of March, 2017 at which all persons desiring to be heard were given an opportunity to be heard thereon; and,

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

1. The council authorizes preparation of Plans and Specifications for the improvement.
2. Matt Bolf, of SEH Inc. Consultant City Engineer, is hereby designated as the engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution 11-17 was declared duly passed and adopted this 20th day of March, 2017.

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
City Clerk/ Administrator

6D.

From: Ann Heimbach [mailto:ann@fisalter.com]
Sent: Tuesday, March 07, 2017 10:39 AM
To: Mark Casey
Subject: Appraisal

Mark-

I could provide the appraisal of the 75 acres you requested by Mid April at a cost of $2,500. Please let me know if you have any questions.

Thank you.

Ann Heimbach, MAI
Certified General Real Property Appraiser
F.I. Salter Company
218-310-3891

Tammie,

Hillman Realty has declined to offer a quote.

I am waiting on one more from Jon Vigen & Co.

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

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. on Tuesday, March 14, 2017 in the Proctor Community Center.

The meeting was called to order by Chairman Madson at 6:00 p.m.

MEMBERS PRESENT: Chairman Eric Madson; Commissioners: Tom Lavato, Carol Lind, Wayne Pulford, and Eric Bingaman

MEMBERS ABSENT: Commissioner Greenwood and Mayor Larson

OTHERS PRESENT: Mark Casey, City Administrator;

APPROVAL OF MINUTES

Motion by Lavato, seconded by Bingaman and carried: To approve the PEDA meeting minutes of February 14, 2017.

APPROVAL OF AGENDA

Motion by Lind, seconded by Pulford and carried: To approve the PEDA agenda of March 14, 2017.

1. COMMUNICATIONS

2. PLANNING & ZONING COMMISSION MATTERS

3. PEDA SECRETARY ADVISES AUTHORITY

A. Annexation Update

4. UNFINISHED BUSINESS

A. LAMAR Property

No updates at this time.

B. Economic Development Coordinator or Planner

Item to be removed from agenda.

C. Kirkus Street Property – Hiring an appraiser

Casey stated that the City received a bid for an appraisal in the amount of $2500.

Motion by Pulford, seconded by Bingaman and carried: To approve $2500, unless a lesser bid comes in to City Hall before Monday.

5. NEW BUSINESS

A. Update from Chamber of Commerce – Greenwood

Update at next meeting.

B. Bank signature Resolution

Motion by Lavato, seconded by Bingaman and carried: To authorize Mark Casey, Eric Madson, Carol Lind and Jennifer Crown for signatures at the bank representing PEDA.

C. ROI – Research on Investment

No action taken at this time.

6. MEMBER CONCERNS

Casey gave report about outstanding loans and PEDA financing. Lavato requested financial reports at the next meeting.

Casey also stated that he gave a report on Solar farms presentation to City Council.

APPROVAL OF BILLS

ADJOURNMENT

Motion by Pulford, seconded by Lind and carried: To adjourn the meeting at 6:41pm.

6H.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

RESOLUTION 12-17
MASTER SUBSCRIBER AGREEMENT FOR
MINNESOTA COURT DATA SERVICES

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

WHEREAS, the City of Proctor is a partner of the NEMESIS group; and,

WHEREAS, the City desires to use one or more Court Data Services to assist the City in the efficient performance of its duties as required or authorized by law or court rule; and,

WHEREAS, the Court desires to provide Court Data Services to the City to assist the Court in the efficient performance of its duties as required or authorized by law or court rule; and,

WHEREAS, Court Data Services are defined in the Definitions Section of this Agreement and may involve a one-way or two-way transmission of information between the parties, some of which may include court information that it is not accessible to the public and which may not be disclosed by the City without the prior approval of the appropriate court or record custodian;

WHEREAS, in order for this information exchange to take place, the City of Proctor needs to enter into and abide by the terms of a Subscriber Agreement with the State of Minnesota Courts System;

NOW BE IT RESOLVED the City Council of the City of Proctor desires to enter into agreement with and abide by the terms of the Master Subscriber Agreement for Minnesota Court Data Services.

Whereupon said Resolution 12-17 was declared duly passed and adopted this 20th date of March, 2017.

Attest:

Philip Larson
Mayor

Mark Casey
Administrator

MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES FOR GOVERNMENTAL AGENCIES

THIS AGREEMENT is entered into by and between

CITY OF PROCTOR ,
(Government Subscriber Name)

of 100 Plonk Drive, Proctor, MN 55810 ,
(Government Subscriber Address)

(hereinafter "Government Subscriber") and THE STATE OF MINNESOTA

Office of State Court Administration ,

of 25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155 ,

(hereinafter "the Court").

Recitals

The Court offers Court Data Services, as defined herein, to Minnesota Government Subscribers as authorized by the Rules of Public Access and Court Order. The Court Data Services are offered to Government Subscribers as governmental units and are offered solely for certain governmental use as permitted herein. Government Subscriber desires to use Court Data Services, and the Court desires to provide the same, to assist Government Subscriber in the efficient performance of its governmental duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

Court Data Services are defined in the Definitions section of this Agreement and may involve a one-way or two-way transmission of information between the parties, some of which may include court information that is not accessible to the public pursuant to the Rules of Public Access and which may not be disclosed by Government Subscriber without the prior approval of the appropriate court or record custodian. Government Subscriber agrees herein to limit its access to and use of Court Records and Court Documents through Court Data Services to the Government Subscriber's "Legitimate Governmental Business Need" as defined herein.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, the Court and Government Subscriber agree as follows:

1. TERM; TERMINATION; ONGOING OBLIGATIONS.

1.1 **Term.** This Agreement shall be effective on the date executed by the Court and shall remain in effect according to its terms.

1.2 Termination.

1.2.1 Either party may terminate this Agreement with or without cause by giving written notice to the other party. The effective date of the termination shall be thirty (30) days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. Termination of this Agreement pursuant to Clause 4.5 shall be effective immediately and may occur without prior notice to Government Subscriber.

1.2.2 The provisions of Clauses 5, 6, 8, 9, 10, 12.2, 12.3 and 15 through 24 shall survive any termination of this Agreement, as shall any other provisions that by their nature are intended or expected to survive such termination. Upon termination, the Government Subscriber shall perform the responsibilities set forth in paragraph 8.6 hereof.

1.3 Subsequent Agreement. This Agreement may be superseded by a subsequent agreement between the parties.

2. DEFINITIONS.

2.1 "Agency Account Manager" means the Government Subscriber employee assigned with the tasks of: (1) being the point of contact for communications between Government Subscriber and the Court; (2) maintaining a current list Government Subscriber's Individual Users and their signed User Acknowledgment Forms and promptly notifying the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted; (3) reporting violations of this agreement by Government Subscriber's Individual Users and steps taken to remedy violations to the Court.

2.2 "Court Data Services" means one or more of the following services and includes any additional or modified services identified as such on the Justice Agency Resource webpage of the Minnesota Judicial Branch website, which is currently www.mncourts.gov, or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates:

2.2.1 "Bulk Data Delivery" means the electronic transmission of Court Records in bulk form from the Court to the Government Subscriber, from one or more of the Court's databases and through any means of transmission, as described in applicable Policies & Notices and materials referenced therein.

2.2.2 "Court Integration Services" means pre-defined automated transmissions of i) Court Records from the Court's computer systems to Government Subscriber's computer systems; and/or ii) Government Subscriber Records from the Government Subscriber's computer systems to the Court's computer systems; on a periodic basis or as triggered by pre-determined events, as described in applicable Policies & Notices and materials referenced therein.

2.2.3 "MNCIS Login Accounts" means a digital login account created for and provided to the Government Subscriber for online access to and use of Court Records and Court Documents maintained by the Minnesota Court

Information System ("MNCIS"), as described in applicable Policies & Notices and materials referenced therein.

2.3 **"Court Data Services Databases"** means any databases and the data therein, used as a source for Court Data Services, together with any documentation related thereto, including without limitation descriptions of the format or contents of data, data schemas, and all related components.

2.4 **"Court Data Services Programs"** means any computer application programs, routines, transport mechanisms, and display screens used in connection with Court Data Services, together with any documentation related thereto.

2.5 **"Court Records"** means all information in any form made available by the Court and/or its affiliates to Government Subscriber for the purposes of carrying out this Agreement, including:

2.5.1 **"Court Case Information"** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information and Court Documents, as defined herein.

2.5.2 **"Court Confidential Case Information"** means any information in the Court Records (including Court Documents) that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.

2.5.3 **"Court Confidential Security and Activation Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.

2.5.4 **"Court Confidential Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

2.5.5 **"Court Documents"** means electronic images of documents that are part of or included in a court file.

2.6 **"DCA"** means the District Court Administrator pursuant to Minnesota Statutes, section 485.01.

2.7 **"Government Subscriber Records"** means any information in any form made available by the Government Subscriber to the Court and/or its affiliates for the purposes of carrying out this Agreement.

2.8 **"Government Subscriber's Individual Users"** means Government Subscriber's employees or independent contractors whose use or access of Court Data Services,

as well as the access, use and dissemination of Court Records (including Court Documents), is necessary to effectuate the purposes of this Agreement.

2.9 **"Legitimate Governmental Business Need"** means a requirement, duty or obligation for the efficient performance of governmental tasks or governmental responsibilities and as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

2.10 **"Policies & Notices"** means the policies and notices published by the Court and/or its affiliates in connection with each of its Court Data Services, on a website or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates. Policies & Notices for each Court Data Service, hereby made part of this Agreement by reference, provide additional terms and conditions that govern Government Subscriber's use of such services, including but not limited to provisions on fees, access and use limitations, and identification of various third party applications, such as transport mechanisms, that Government Subscriber may need to procure separately to use Court Data Services.

2.11 **"Rules of Public Access"** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court and/or the SCAO entitled "Limits on Public Access to Case Records" or "Limits on Public Access to Administrative Records," all of which by this reference are made a part of this Agreement. It is the obligation of Government Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. Such rules, lists, and tables are posted on the main website for the Court, for which the current address is www.mncourts.gov.

2.12 **"SCAO"** means the State of Minnesota, State Court Administrator's Office.

2.13 **"This Agreement"** means this Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies, including all Exhibits, Policies & Notices, and other documents referenced, attached to, or submitted or issued hereunder.

2.14 **"Trade Secret Information of SCAO and its licensors"** is defined in sections 8.1, 8.2 and 8.4 of this Agreement.

2.15 **"User Acknowledgement Form"** means the form signed by Government Subscriber's Individual Users to confirm in writing that the Individual User has read and understands the requirements and restrictions in this Agreement (Exhibit A).

3. **DATA ACCESS SERVICES PROVIDED TO GOVERNMENT AGENCY.** Following execution of this Agreement by both parties, Government Subscriber will be offered access to the Court Records (including Court Documents) described in the Government Subscriber Access Chart, which is posted on the Policies & Notices.

4. AUTHORIZED ACCESS, USE, AND DISSEMINATION OF COURT DATA SERVICES AND COURT RECORDS LIMITED; TRAINING; VIOLATIONS; SANCTIONS.

4.1 Authorized Access to Court Data Services and Court Records.

4.1.1 Government Subscriber and Government Subscriber's Individual Users shall access only the Court Data Services and Court Records (including Court Documents) necessary for a Legitimate Governmental Business Need.

4.1.2 The access of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.

4.1.3 Government Subscriber and Government Subscriber's Individual Users shall not access or attempt to access Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

4.2 Authorized Use of Court Data Services and Court Records.

4.2.1 Government Subscriber and Government Subscriber's Individual Users shall use the Court Data Services and Court Records (including Court Documents) accessed only for a Legitimate Governmental Business Need and according to the instructions provided in corresponding Policies & Notices or other materials.

4.2.2 The use of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.

4.2.3 Government Subscriber and Government Subscriber's Individual Users shall not use or attempt to use Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

4.3 Dissemination of Court Records. Government Subscriber and Government Subscriber's Individual Users shall not share the Court Records (including Court Documents) accessed and data therefrom with third parties and other individuals other than as needed to further a Legitimate Governmental Business Need.

4.4 Training. Government Subscriber shall provide Government Subscriber's Individual Users training in the proper access, use, and dissemination of Court Records (including Court Documents).

4.5 Violations.

4.5.1 The access, use, or dissemination of Court Data Services or Court Records (including Court Documents) beyond what is necessary for a Legitimate

Governmental Business Need by Government Subscriber or Government Subscriber's Individual Users is a violation of this Agreement. The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal use is a violation of this Agreement.

4.5.2 Any violation pursuant to Clause 4.5.1, or any unauthorized or attempted access, use or dissemination of Court Data Services, Court Records or Court Documents by Government Subscriber or Government Subscriber's Individual Users shall be grounds for the Court to impose sanctions as described in Clause 4.6 and to terminate this Agreement without prior notice to Government Subscriber and/or Government Subscriber's Individual Users.

4.6 Sanctions.

4.6.1 Sanctions for a violation pursuant to Clause 4.5.1 may be imposed upon a Government Subscriber and/or Government Subscriber's Individual Users and may include the suspension of access or termination of access for Government Subscriber and/or Government Subscriber's Individual Users.

4.6.2 If the Court decides to terminate the access for Government Subscriber and/or Government Subscriber's Individual Users, the Court shall notify the affected party in writing. The termination shall be effective immediately. Prior notice to Government Subscriber and/or Government Subscriber's Individual Users is not required. Reinstatement of the access shall only be upon the written direction of the Court.

5. GUARANTEES OF CONFIDENTIALITY. Government Subscriber agrees:

5.1 To not disclose Court Confidential Information to any third party except where necessary to carry out the Government Subscriber's Legitimate Governmental Business Need as defined in this Agreement.

5.2 To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Government Subscriber's obligations under this Agreement.

5.3 To limit the use of and access to Court Confidential Information to Government Subscriber's Individual Users. Government Subscriber shall advise Government Subscriber's Individual Users of the restrictions upon access, use and disclosure contained in this Agreement, requiring each Government Subscriber's Individual User to acknowledge in writing that the individual has read and understands such restrictions. Government Subscriber's Individual Users shall sign the User Acknowledgment Form (Exhibit A) before accessing Court Data Services.

5.4 That, without limiting Clause 1 of this Agreement, the obligations of Government Subscriber and Government Subscriber's Individual Users with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Agreement and the termination of their relationship with Government Subscriber.

5.5 That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Government Subscriber and Government Subscriber's Individual Users under this Agreement, such obligations of Government Subscriber and Government Subscriber's Individual Users are founded independently on the provisions of this Agreement.

5.6 That, a violation of Government Subscriber's agreements contained in this Clause 5, or a violation of those same agreements by Government Subscriber's Individual Users, shall be grounds for the Court to terminate this agreement and Government Subscriber and/or Government Subscriber's Individual Users access to Court Data Services and Court Records (including Court Documents).

6. **APPLICABILITY TO COURT CASE INFORMATION PROVIDED UNDER LEGAL MANDATE AND PREVIOUSLY DISCLOSED COURT RECORDS AND COURT DOCUMENTS.** Subscriber acknowledges and agrees:

6.1 **Court Case Information Provided Under Legal Mandate.** When the Court is required to provide Government Subscriber with Court Case Information under a legal mandate and the provision of such data by the Court is not optional or otherwise left to the discretion of the Court, for example in the case of a state statutory reporting requirement, the provisions of this Agreement that govern or restrict Government Subscriber's access to and use of Court Case Information do not apply to the specific data elements identified in the legal mandate, but remain in effect with respect to all other Court Case Information provided by the Court to Government Subscriber. All other provisions of this Agreement remain in full effect, including, without limitation, provisions that govern or restrict Government Subscriber's access to and use of Court Confidential Security and Activation Information.

6.2 **Previously Disclosed Court Records and Court Documents.** Without limiting section 6.1, all Court Records and Court Documents disclosed to Government Subscriber prior to the effective date of this Agreement shall be subject to the provisions of this Agreement.

7. **ACKNOWLEDGMENT BY INDIVIDUALS WITH ACCESS TO COURT RECORDS UNDER THIS AGREEMENT.**

7.1 **Requirement to Advise Government Subscriber's Individual Users.** To affect the purposes of this Agreement, Government Subscriber shall advise each of Government Subscriber's Individual Users who are permitted to use and/or access Court Data Services and Court Records (including Court Documents) under this Agreement of the requirements and restrictions in this Agreement.

7.2 **Required Acknowledgement by Government Subscriber's Individual Users.**

7.2.1 Government Subscriber shall require each of Government Subscriber's Individual Users to sign the User Acknowledgement Form (Exhibit A).

7.2.2 The User Acknowledgement Forms of current Government Subscriber's Individual Users must be obtained prior to submitting this Agreement to the

Court for approval and shall accompany the submission of this Agreement for approval.

7.2.3 Until the User Acknowledgement Form required in Clause 7.2.1 is signed, a Government Subscriber's Individual User is prohibited from accessing, using or disseminating Court Data Services and Court Records (including Court Documents). The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by a Government Subscriber's Individual User that has not completed a User Acknowledgement Form as required in Clause 7.2.1 is a violation of this Agreement.

7.2.4 Government Subscriber shall keep all such written User Acknowledgment Forms on file while this Agreement is in effect and for one (1) year following the termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such acknowledgements upon request to the Agency Account Manager.

7.2.5 The User Acknowledgment Forms are incorporated herein by reference.

8. **LICENSE AND PROTECTION OF PROPRIETARY RIGHTS.** During the term of this Agreement, subject to the terms and conditions hereof, the Court, with the permission of the SCAO, hereby grants to Government Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive Court Records (including Court Documents). SCAO and the Court reserve the right to make modifications to the Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Government Subscriber. These modifications shall be treated in all respects as their previous counterparts.

8.1 **Court Data Services Programs.** SCAO is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of SCAO and its licensors.

8.2 **Court Data Services Databases.** SCAO is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of SCAO and its licensors.

8.3 **Marks.** Government Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

8.4 **Restrictions on Duplication, Disclosure, and Use.**

8.4.1 Trade secret information of SCAO and its licensors will be treated by Government Subscriber in the same manner as Court Confidential

Information. In addition, Government Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of SCAO or its licensors, in any way or for any purpose not specifically and expressly authorized by this Agreement. As used herein, "trade secret information of SCAO and its licensors" means any information possessed by SCAO which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of SCAO and its licensors" does not, however, include information which was known to Government Subscriber prior to Government Subscriber's receipt thereof, either directly or indirectly, from SCAO or its licensors, information which is independently developed by Government Subscriber without reference to or use of information received from SCAO or its licensors, or information which would not qualify as a trade secret under Minnesota law.

8.4.2 It will not be a violation of Clause 8.4 for Government Subscriber to make up to one (1) copy of training materials and configuration documentation for each individual authorized to access, use, or configure Court Data Services, solely for its own use in connection with this Agreement.

8.4.3 Government Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of SCAO and its licensors and Government Subscriber will advise Government Subscriber's Individual Users who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of SCAO and its licensors, of the restrictions upon duplication, disclosure and use contained in this Agreement.

8.5 **Proprietary Notices.** Government Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of SCAO and its licensors, or any part thereof, made available by SCAO or the Court, and Government Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of SCAO and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Government Subscriber by SCAO or the Court, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

8.6 **Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, made available by the Court and SCAO to Government Subscriber hereunder, and all copies, including partial copies, thereof are and remain the property of the respective licensor. Within ten days of the effective date of termination of this Agreement, Government Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration

materials, if any, and logon account information; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8.7 **Reasonable Security Measures.** The Court may add reasonable security measures including, but not limited to, a time-out feature, to Court Data Services Programs.

9. **INJUNCTIVE RELIEF; LIABILITY.** Government Subscriber acknowledges that the Court, SCAO, SCAO's licensors, and DCA will be irreparably harmed if Government Subscriber's obligations under this Agreement are not specifically enforced and that the Court, SCAO, SCAO's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Government Subscriber of its obligations. Therefore, Government Subscriber agrees that the Court, SCAO, SCAO's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Government Subscriber or Government Subscriber's Individual Users without the necessity of the Court, SCAO, SCAO's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Government Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Government Subscriber shall be liable to the Court, SCAO, SCAO's licensors, and DCA for reasonable attorney's fees incurred by the Court, SCAO, SCAO's licensors, and DCA in obtaining any relief pursuant to this Agreement.

10. **COMPROMISE LIABILITY.** Government Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Government Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Government Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.

11. **AVAILABILITY.** Specific terms of availability shall be established by the Court and set forth in the Polices & Notices. The Court reserves the right to terminate this Agreement immediately and/or temporarily suspend Government Subscriber's approved Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system. Monthly fees, if any, shall be prorated only for periods of suspension or upon termination of this Agreement.

12. **ADDITIONAL USER OBLIGATIONS.** The obligations of the Government Subscriber set forth in this section are in addition to the other obligations of the Government Subscriber set forth elsewhere in this Agreement.

12.1 **Judicial Policy Statement.** Government Subscriber agrees to comply with all policies identified in applicable Policies & Notices. Upon failure of the Government Subscriber to comply with such policies, the Court shall have the option of immediately suspending or terminating the Government Subscriber's Court Data Services on a temporary basis and/or immediately terminating this Agreement.

12.2 Access and Use; Log.

12.2.1 Government Subscriber shall be responsible for all access to and use of Court Data Services and Court Records (including Court Documents) by Government Subscriber's Individual Users or by means of Government Subscriber's equipment or passwords, whether or not Government Subscriber has knowledge of or authorizes such access and use.

12.2.2 Government Subscriber shall also maintain a log identifying all persons to whom Government Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Government Subscriber shall maintain such logs while this Agreement is in effect and for a period of one (1) year following termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such logs upon request.

12.2.3 Government Subscriber, through the Agency Account Manager, shall promptly notify the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted. Upon Government Subscriber's failure to notify the Court of these changes, the Court may terminate this Agreement without prior notice to Government Subscriber.

12.2.4 The Court may conduct audits of Government Subscriber's logs and use of Court Data Services and Court Records (including Court Documents) from time to time. Upon Government Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Agreement without prior notice to Government Subscriber.

12.3 Personnel. Government Subscriber agrees to investigate (including conducting audits), at the request of the Court, allegations of misconduct pertaining to Government Subscriber's Individual Users having access to or use of Court Data Services, Court Confidential Information, or trade secret information of the SCAO and its licensors where such persons violate the provisions of this Agreement, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records. Government Subscriber, through the Agency Account Manager, agrees to notify the Court of the results of such investigation, including any disciplinary actions, and of steps taken to prevent further misconduct. Government Subscriber agrees to reimburse the Court for costs to the Court for the investigation of improper use of Court Data Services, Court Records (including Court Documents), or trade secret information of the SCAO and its licensors.

13. FEES AND INVOICES. Applicable monthly fees commence ten (10) days after notice of the Court's approval of this Agreement or upon the initial Government Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the State shall invoice Government Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within thirty (30) days of the date of the invoice, the Court may immediately cancel this Agreement without notice to Government Subscriber and pursue all available legal remedies. Government Subscriber certifies that

funds have been appropriated for the payment of charges under this Agreement for the current fiscal year, if applicable.

14. **MODIFICATION OF FEES.** SCAO may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty (30) days from the publication of the Policies & Notices. Government Subscriber shall have the option of accepting such changes or terminating this Agreement as provided in section 1 hereof.

15. **WARRANTY DISCLAIMERS.**

15.1 **WARRANTY EXCLUSIONS.** EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

15.2 **ACCURACY, COMPLETENESS AND AVAILABILITY OF INFORMATION.** WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS. THE COURT IS NOT LIABLE FOR ANY COURT RECORDS OR COURT DOCUMENTS NOT AVAILABLE THROUGH COURT DATA SERVICES DUE TO COMPUTER OR NETWORK MALFUNCTION, MISTAKE OR USER ERROR.

16. **RELATIONSHIP OF THE PARTIES.** Government Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, SCAO, SCAO'S licensors, or DCA. Neither Government Subscriber nor the Court, SCAO, SCAO'S licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. **NOTICE.** Except as provided in Clause 2 regarding notices of or modifications to Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding notices of or modification of fees, any notice to Court or Government Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. **NON-WAIVER.** The failure by either Party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Agreement. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. **FORCE MAJEURE.** Neither party shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. **SEVERABILITY.** Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.

21. **ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Party may assign, delegate and/or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any corporation or other legal entity into, by or with which Government Subscriber may be merged, acquired or consolidated or which may purchase the entire assets of Government Subscriber.

22. **GOVERNING LAW.** This Agreement shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. **VENUE AND JURISDICTION.** Any action arising out of or relating to this Agreement, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Government Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. **INTEGRATION.** This Agreement sets forth the entire Agreement and understanding between the Parties regarding the subject matter hereof and supersedes any prior representations, statements, proposals, negotiations, discussions, understandings, or agreements regarding the same subject matter. Except as otherwise expressly provided in Clause 2 regarding Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding fees, any amendments or modifications to this Agreement shall be in writing signed by both Parties.

25. **MINNESOTA DATA PRACTICES ACT APPLICABILITY.** If Government Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Government Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (*see* section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Government Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided under this Agreement; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Agreement, intending to be bound thereby.

1. GOVERNMENT SUBSCRIBER Government Subscriber must attach documented verification of authority to sign on behalf of and bind the entity ("Master Subscriber Agreement Signing Authority"), such as a council resolution, board authority or legally binding decision maker, and attach same as Exhibit B.

By _____
(SIGNATURE)

Date _____

Name (typed) Mark Casey

Title City Administrator

Office City of Proctor

2. THE COURT

By _____
(SIGNATURE)

Date _____

Title CIO/Director

Office Information Technology Division of State Court Administration

3. Form and execution approved for Court by:

By: _____
(SIGNATURE)

Title: Staff Attorney - Legal Counsel Division

Date: _____

CITY OF PROCTOR

*Check Summary Register©

March 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 035991	AMERICAN FAMILY LIFE ASSUR	3/8/2017	$241.70	AFLAC
Paid Chk# 035992	EQUI-VEST	3/8/2017	$369.40	EQUITABLE - DEWALL
Paid Chk# 035993	NCPERS MINNESOTA	3/8/2017	$16.00	MN NCPERS
Paid Chk# 035994	AMERIPRIDE SERVICES	3/21/2017	$111.94	COVERALLS
Paid Chk# 035995	AMERITAS	3/21/2017	$155.13	INSURANCE
Paid Chk# 035996	BLUE CROSS BLUE SHIELD OF	3/21/2017	$20,299.23	HEALTH INSURANCE
Paid Chk# 035997	CARLSON CONCRETE PRODUC	3/21/2017	$441.31	SUPPLIES
Paid Chk# 035998	CENTURYLINK	3/21/2017	$72.28	PHONE SERVICE
Paid Chk# 035999	CITY OF MINNEAPOLIS RECEIVA	3/21/2017	$204.00	ANNUAL USER ACCESS FEE
Paid Chk# 036000	CONSOLIDATED COMMUNICATI	3/21/2017	$376.32	PHONE SERVICE
Paid Chk# 036001	DENNYS LAWN & GARDEN	3/21/2017	$949.95	HONDA GENERATOR
Paid Chk# 036002	DSC COMMUNICATIONS	3/21/2017	$571.37	POLICE SUPPLIES
Paid Chk# 036003	CORPORATE PAYMENT SYSTE	3/21/2017	$3,669.26	GOLF DIRECT TV
Paid Chk# 036004	FLEET SERVICES	3/21/2017	$938.27	FUELS
Paid Chk# 036005	FOSSUM PLUMBING & HEATING	3/21/2017	$469.90	REPAIRS
Paid Chk# 036006	FUN2RAISE MARKETING AND E	3/21/2017	$1,799.00	2016-2017 TOURISM WINTER FUN G
Paid Chk# 036007	GOLD CROSS EDUCATION CEN	3/21/2017	$2,420.00	EMR REFRESHER GROUP BASE
Paid Chk# 036008	GREAT AMERICA FINANCIAL SE	3/21/2017	$227.30	MONTHLY FEE
Paid Chk# 036009	HARTEL'S/DBJ DISPOSAL COMP	3/21/2017	$576.33	TRASH REMOVAL SERVICES
Paid Chk# 036010	HOLIDAY CREDIT OFFICE	3/21/2017	$2,970.30	FUELS
Paid Chk# 036011	HUFF, TOD	3/21/2017	$1,800.00	STUDIO LABOR
Paid Chk# 036012	INTEGRATED OFFICE SOLUTIO	3/21/2017	$361.27	COPIES
Paid Chk# 036013	LEAGUE OF MINNESOTA CITIES	3/21/2017	$630.00	SUBSCRIPTION
Paid Chk# 036014	L.M.C.I.T.	3/21/2017	$42,143.00	WORKERS COMP INSURANCE
Paid Chk# 036015	L.M.C.I.T.	3/21/2017	$48,126.00	LIABILITY INSURANCE
Paid Chk# 036016	MINNESOTA ARROWHEAD ASS	3/21/2017	$3,000.00	TOURISM 2017 REGIONAL MARKETIN
Paid Chk# 036017	NORTHERN BUSINESS PRODUC	3/21/2017	$346.36	SUPPLIES
Paid Chk# 036018	PETERSON, LOREN W	3/21/2017	$1,233.04	ACCOUNTING SERVICES
Paid Chk# 036019	PETTY CASH	3/21/2017	$155.90	REIMBURSEMENT
Paid Chk# 036020	PROCTOR JOURNAL	3/21/2017	$486.02	PUBLICATIONS
Paid Chk# 036021	PROCTOR MILK HOUSE	3/21/2017	$262.93	FUELS
Paid Chk# 036022	PROCTOR PUBLIC UTILITIES	3/21/2017	$1,812.69	UTILITIES
Paid Chk# 036023	SAM'S CLUB	3/21/2017	$235.84	SUPPLIES
Paid Chk# 036024	SYMBOL ARTS	3/21/2017	$290.00	BADGES
Paid Chk# 036025	THOMSON REUTERS-WEST	3/21/2017	$94.50	INFORMATION SERVICES
Paid Chk# 036026	TROY'S AMOCO	3/21/2017	$2,534.16	REPAIRS
Paid Chk# 036027	UNITED TRUCK BODY COMPAN	3/21/2017	$227.39	PARTS FPR SANDER ON DUMP TRUCK
Paid Chk# 036028	USPS-HASLER	3/21/2017	$500.00	POSTAGE
Paid Chk# 036029	VERIZON WIRELESS	3/21/2017	$313.14	PHONE SERVICES
		Total Checks	**$141,451.23**	

CITY OF PROCTOR
General Fund Bills List

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	COVERALLS
Check Name AMERIPRIDE SERVICES				$111.94	
AMERITAS	General Fund	Municipal Operations	Employer Paid Health Insura	$12.26	INSURANCE
	General Fund	Accounting	Employer Paid Health Insura	$8.47	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$20.73	INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$59.95	INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$41.46	INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$12.26	INSURANCE
Check Name AMERITAS				$155.13	
BLUE CROSS BLUE SHIEL	General Fund	Operations (Police)	Employer Paid Health Insura	$8,567.93	HEALTH INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$5,518.58	HEALTH INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$2,021.25	HEALTH INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$2,071.69	HEALTH INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$2,119.78	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN				$20,299.23	
CARLSON CONCRETE PRO	Sewer Fund	Storm Drainage	Utility System Mnt Supplies	$441.31	SUPPLIES
Check Name CARLSON CONCRETE PRODUCTS INC				$441.31	
CENTURYLINK	General Fund	Street Dept Shop Work	Telephone	$72.28	PHONE SERVICE
Check Name CENTURYLINK				$72.28	
CITY OF MINNEAPOLIS R	General Fund	Operations (Police)	Dues & Subscriptions	$204.00	ANNUAL USER ACCESS FEE
Check Name CITY OF MINNEAPOLIS RECEIVABLE				$204.00	
CONSOLIDATED COMMUN	General Fund	Administrative	Telephone	$376.32	PHONE SERVICE
Check Name CONSOLIDATED COMMUNICATIONS				$376.32	
CORPORATE PAYMENT SY	Golf Course F	Admin & General Golf	Dues & Subscriptions	$147.46	GOLF DIRECT TV
	General Fund	Operations (Police)	Printed Forms and Paper	$1,479.91	AMMO, TACTICAL NEW SQU
	General Fund	Tourism Expenditures	Advertising - Sponsorship	$793.16	TOURISM CONFERENCE
	General Fund	Street Department	Licenses	$315.40	STREET DEPT LICENSES
	General Fund	Administrative	Training Expense	$26.84	NEW COUNCIL TRAINING
	General Fund	Operations (Civil Defens	Other Equipment Purchase	$926.49	FLASH DRIVES, CHAMBER S
Check Name CORPORATE PAYMENT SYSTEMS				$3,689.26	
DENNYS LAWN & GARDE	General Fund	Operations (Fire)	Small Tools and Minor Equip	$949.95	HONDA GENERATOR
Check Name DENNYS LAWN & GARDEN				$949.95	
DSC COMMUNICATIONS	General Fund	Operations (Police)	Misc Operating Supplies	$571.37	POLICE SUPPLIES
Check Name DSC COMMUNICATIONS				$571.37	
FLEET SERVICES	General Fund	Operations (Police)	Fuels	$938.27	FUELS
Check Name FLEET SERVICES				$938.27	
FOSSUM PLUMBING & HE	General Fund	Government Building	Bldg Repair & Maint	$469.90	REPAIRS
Check Name FOSSUM PLUMBING & HEATING				$469.90	
FUN2RAISE MARKETING	General Fund	Tourism Expenditures	Advertising - Print Media	$1,799.00	2016-2017 TOURISM WINTE
Check Name FUN2RAISE MARKETING AND EVENTS				$1,799.00	
GOLD CROSS EDUCATION	General Fund	Operations (Fire)	Training Expense	$2,420.00	EMR REFRESHER GROUP BA
Check Name GOLD CROSS EDUCATION CENTER				$2,420.00	
GREAT AMERICA FINANCI	General Fund	Administrative	Maintenance Agreement	$227.30	MONTHLY FEE
Check Name GREAT AMERICA FINANCIAL SERVIC				$227.30	
HARTEL'S/DBJ DISPOSAL	General Fund	Government Building	Refuse Disposal	$576.33	TRASH REMOVAL SERVICES
Check Name HARTEL'S/DBJ DISPOSAL COMPANY				$576.33	
HOLIDAY CREDIT OFFICE	General Fund	Street Department	Fuels	$2,970.30	FUELS
Check Name HOLIDAY CREDIT OFFICE				$2,970.30	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$800.00	STUDIO LABOR
Check Name HUFF, TOD				$1,800.00	
INTEGRATED OFFICE SOL	General Fund	Administrative	Maintenance Agreement	$361.27	COPIES
Check Name INTEGRATED OFFICE SOLUTIONS				$361.27	
L.M.C.I.T.	General Fund	Insurance Unallocated	Property Insurance	$20,754.00	LIABILITY INSURANCE
	General Fund	Insurance Unallocated	General Liability Insurance	$27,372.00	LIABILITY INSURANCE
	General Fund	Workman s Comp	Worker s Comp Insur Premi	$42,143.00	WORKERS COMP INSURANC
Check Name L.M.C.I.T.				$90,269.00	
LEAGUE OF MINNESOTA	General Fund	Operations (Police)	Training Expense	$630.00	SUBSCRIPTION
Check Name LEAGUE OF MINNESOTA CITIES				$630.00	
MINNESOTA ARROWHEA	General Fund	Tourism Expenditures	Dues & Subscriptions	$3,000.00	TOURISM 2017 REGIONAL
Check Name MINNESOTA ARROWHEAD ASSN.				$3,000.00	
NORTHERN BUSINESS PR	General Fund	Operations (Civil Defens	Office Supplies & Expense	$211.96	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$9.95	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$38.67	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$8.99	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$14.29	SUPPLIES
	General Fund	Operations (Police)	Office Supplies & Expense	$13.71	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$48.79	SUPPLIES
Check Name NORTHERN BUSINESS PRODUCTS				$346.36	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$1,233.04	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				$1,233.04	
PETTY CASH	General Fund	Operations (Civil Defens	Office Supplies & Expense	$113.78	REIMBURSEMENT
	General Fund	Operations (Police)	Travel & Lodging Expense	$42.12	REIMBURSEMENT
Check Name PETTY CASH				$155.90	
PROCTOR JOURNAL	General Fund	Council	Gen Notices & Pub Informati	$42.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$154.80	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$30.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$259.22	PUBLICATIONS
Check Name PROCTOR JOURNAL				$486.02	
PROCTOR MILK HOUSE	General Fund	Operations (Police)	Fuels	$66.42	FUELS
	General Fund	Operations (Fire)	Diesel Fuel	$196.51	FUELS
Check Name PROCTOR MILK HOUSE				$262.93	
PROCTOR PUBLIC UTILIT	General Fund	Operations (Fire)	Electric Utilities	$46.71	UTILITIES
	General Fund	Government Building	Electric Utilities	$1,484.66	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$12.76	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$71.75	UTILITIES
	General Fund	Street Dept Shop Work	Electric Utilities	$196.81	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES				$1,812.69	
SAM'S CLUB	General Fund	Accounting	Computer Misc Expense	$199.10	SUPPLIES
	General Fund	Accounting	Office Supplies & Expense	$36.74	SUPPLIES
Check Name SAM'S CLUB				$235.84	
SYMBOL ARTS	General Fund	Operations (Police)	Misc Operating Supplies	$290.00	BADGES
Check Name SYMBOL ARTS				$290.00	
THOMSON REUTERS-WES	General Fund	Operations (Police)	Other Professional Services	$94.50	INFORMATION SERVICES
Check Name THOMSON REUTERS-WEST				$94.50	
TROY'S AMOCO	General Fund	Operations (Police)	Mach & Equip Repair	$2,534.16	REPAIRS
Check Name TROY'S AMOCO				$2,534.16	
UNITED TRUCK BODY CO	General Fund	Snow Removal	Equipment Parts	$227.39	PARTS FPR SANDER ON DU

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
Check Name UNITED TRUCK BODY COMPANY INC				$227.39	
USPS-HASLER	General Fund			$500.00	POSTAGE
Check Name USPS-HASLER				$500.00	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$313.14	PHONE SERVICES
Check Name VERIZON WIRELESS				$313.14	
				$140,824.13	

+ 241.70 AFLAC
+ 369.40 Equitable
+ 16.00 MN NCPERS

$141,457.23

CITY OF PROCTOR

*Check Summary Register©

March 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027607	CITY OF PROCTOR	3/8/2017	$1,608.36	PR17-04L wh PERA
Paid Chk# 027608	UFCW Local 1189	3/8/2017	$96.52	UFCW UNION DUES
Paid Chk# 027609	AMERICAN BOTTLING COMPAN	3/21/2017	$186.00	03062017
Paid Chk# 027610	AMERITAS	3/21/2017	$4.90	VISION INSURANCE
Paid Chk# 027611	ARTISAN BEER COMPANY	3/21/2017	$0.00	03022017
Paid Chk# 027612	BERNICK'S PEPSI	3/21/2017	$2,130.90	03012017
Paid Chk# 027613	BLUE CROSS BLUE SHIELD OF	3/21/2017	$1,227.88	HEALTH INSURANCE
Paid Chk# 027614	BREAKTHRU BEVERAGE	3/21/2017	$1,010.39	03022017
Paid Chk# 027615	COCA COLA BEVERAGES OF DU	3/21/2017	$172.58	03072017
Paid Chk# 027616	CORPORATE PAYMENT SYSTE	3/21/2017	$21.56	MOUSE FOR COMPUTER
Paid Chk# 027617	EMC INSURANCE COMPANIES	3/21/2017	$418.83	INSURANCE
Paid Chk# 027618	G&K SERVICES	3/21/2017	$59.57	MATS
Paid Chk# 027619	GUARDIAN PEST SOLUTIONS, I	3/21/2017	$40.51	PEST CONTROL SERVICES
Paid Chk# 027620	JOHNSON BROTHERS INC	3/21/2017	$4,020.38	02282017
Paid Chk# 027621	L.M.C.I.T.	3/21/2017	$9,153.00	INSURANCE
Paid Chk# 027622	MICHAUD DISTRIBUTING COMP	3/21/2017	$1,108.25	03062017
Paid Chk# 027623	PAUSTIS & SONS	3/21/2017	$296.50	03062017
Paid Chk# 027624	PHILLIPS WINE & SPIRITS CO	3/21/2017	$2,166.41	02282017
Paid Chk# 027625	PROCTOR JOURNAL	3/21/2017	$9.35	PUBLICATIONS
Paid Chk# 027626	PROCTOR PUBLIC UTILITIES	3/21/2017	$405.59	UTILITIES
Paid Chk# 027627	ROHLFING INC	3/21/2017	$1,718.50	03032017
Paid Chk# 027628	SOUTHERN WINE & SPIRITS OF	3/21/2017	$2,954.67	03032017
Paid Chk# 027629	SUPERIOR BEVERAGE	3/21/2017	$5,289.15	02282017
Paid Chk# 027630	VINOCOPIA	3/21/2017	$91.90	03102017
		Total Checks	**$34,191.70**	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	$186.00	03062017
Check Name AMERICAN BOTTLING COMPANY		$186.00	
AMERITAS	Employer Paid Health Insuranc	$4.90	VISION INSURANCE
Check Name AMERITAS		$4.90	
ARTISAN BEER COMPANY	Beer Purchases	$67.50	03022017
	Beer Purchases	-$67.50	02162017
Check Name ARTISAN BEER COMPANY		$0.00	
BERNICK'S PEPSI	Beer Purchases	$912.20	03012017
	Soft Drinks and Mix	$13.75	03012017
	Beer Purchases	$1,204.95	03092017
Check Name BERNICK'S PEPSI		$2,130.90	
BLUE CROSS BLUE SHIELD OF MN	Employer Paid Health Insuranc	$819.60	HEALTH INSURANCE
	Employer Paid Health Insuranc	$408.28	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN		$1,227.88	
BREAKTHRU BEVERAGE	Liquor Purchases	-$10.64	10142016
	Liquor Purchases	$437.19	03022017
	Freight and Express	$6.48	03022017
	Liquor Purchases	$582.57	03092017
	Freight and Express	$9.25	03092017
	Wine Purchases	-$14.46	04212016
Check Name BREAKTHRU BEVERAGE		$1,010.39	
COCA COLA BEVERAGES OF DULU	Soft Drinks and Mix	$172.58	03072017
Check Name COCA COLA BEVERAGES OF DULUTH		$172.58	
CORPORATE PAYMENT SYSTEMS	Office Supplies & Expense	$21.56	MOUSE FOR COMPUTER
Check Name CORPORATE PAYMENT SYSTEMS		$21.56	
EMC INSURANCE COMPANIES	Property Insurance	$418.83	INSURANCE
Check Name EMC INSURANCE COMPANIES		$418.83	
G&K SERVICES	Misc Operating Supplies	$59.57	MATS
Check Name G&K SERVICES		$59.57	
GUARDIAN PEST SOLUTIONS, INC	Other Professional Services	$40.51	PEST CONTROL SERVICES
Check Name GUARDIAN PEST SOLUTIONS, INC		$40.51	
JOHNSON BROTHERS INC	Liquor Purchases	$474.77	03072017
	Freight and Express	$1.82	02282017
	Wine Purchases	$21.99	02282017
	Freight and Express	$27.60	02282017
	Wine Purchases	$1,012.95	02282017
	Freight and Express	$28.81	02282017
	Freight and Express	$6.37	03072017
	Freight and Express	$14.56	03072017
	Beer Purchases	$495.36	03072017
	Liquor Purchases	$37.00	02282017
	Liquor Purchases	$1,899.15	02282017
Check Name JOHNSON BROTHERS INC		$4,020.38	
L.M.C.I.T.	General Liability Insurance	$9,153.00	INSURANCE
Check Name L.M.C.I.T.		$9,153.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$343.05	03062017
	Beer Purchases	$765.20	03132017
Check Name MICHAUD DISTRIBUTING COMPANY		$1,108.25	
PAUSTIS & SONS	Wine Purchases	$286.00	03062017
	Freight and Express	$10.50	03062017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
Check Name PAUSTIS & SONS		$296.50	
PHILLIPS WINE & SPIRITS CO	Wine Purchases	$398.45	02282017
	Freight and Express	$13.50	02282017
	Liquor Purchases	$886.36	02282017
	Freight and Express	$7.28	03072017
	Freight and Express	$12.74	02282017
	Freight and Express	$9.94	03072017
	Liquor Purchases	$710.14	03072017
	Wine Purchases	$128.00	03072017
Check Name PHILLIPS WINE & SPIRITS CO		$2,166.41	
PROCTOR JOURNAL	Advertising - Enterprises	$9.35	PUBLICATIONS
Check Name PROCTOR JOURNAL		$9.35	
PROCTOR PUBLIC UTILITIES	Utilities	$405.59	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES		$405.59	
ROHLFING INC	Beer Purchases	-$2,165.40	03032017
	Beer Purchases	$2,540.50	03032017
	Beer Purchases	$1,343.40	03102017
Check Name ROHLFING INC		$1,718.50	
SOUTHERN WINE & SPIRITS OF	Liquor Purchases	$1,024.24	03102017
	Freight and Express	$21.01	03102017
	Liquor Purchases	$1,303.04	03032017
	Freight and Express	$20.32	03032017
	Liquor Purchases	$579.91	03142017
	Freight and Express	$6.15	03142017
Check Name SOUTHERN WINE & SPIRITS OF MN		$2,954.67	
SUPERIOR BEVERAGE	Beer Purchases	$539.30	03142017
	Beer Purchases	$320.80	02282017
	Beer Purchases	$2,208.90	03032017
	Beer Purchases	$593.05	03102017
	Beer Purchases	$1,627.10	03072017
Check Name SUPERIOR BEVERAGE		$5,289.15	
VINOCOPIA	Freight and Express	$1.90	03102017
	Liquor Purchases	$90.00	03102017
Check Name VINOCOPIA		$91.90	
		$32,486.82	

+ 1608.36 PR17-04
+ 96.52 Union Dues

$34,191.70

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, April 3, 2017
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES March 20, 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. Government Fund payroll period ended 03/19/17; Liquor Fund payroll period ended 03/19/17

***4. COMMITTEE REPORTS**

***5. UNFINISHED BUSINESS**

*A. Council Handbook

6. NEW BUSINESS

A. **For Consideration –Appraisal of PEDA property**

B. **City Wide Garbage Pick Up – May 6, 2017 –Russell Haberman**

C. **City Wide Brush Pick Up – Tentative date May 22, 2017**

D. **Unallocated Lodging Tax Funds Request - $15,000 to St. Louis County Fair and Fair Association events (unanimous recommendation from Tourism Committee) – see Financial Statements from Fair Association**

E. **Recommendation to add Brook Rodberg to Tourism Committee (unanimous recommendation by Tourism Committee)**

F. Minnesota Tourism - 2015 Economic Impact (Schwarzbauer–Informational)

G. Collaborative Marketing for Tourism and Economic Development (Schwarzbauer) – Informational

H. **Resolution 13-17 For The Appointment of Seasonal Laborer for Parks Department (Also see Parks & Recreation meeting minutes of February 9, 2017)**

I. **Event Packet Requiring all Applications to be Completed and Submitted by a Deadline – make recommendation to Public Safety**

J. **Hermantown Movie in the Park – Request for Usage of Proctor Equipment**

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. **Union and Negotiations Update**

6. NEW BUSINESS (continued)

K. **Labor Agreement**

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund	Liquor Fund
$38,916.43	$52,997.84

$91,914.27 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on March 20, 2017 in the Community Center Council Chambers

Deputy Mayor Gary Nowak called the Public Hearing to order at 5:00pm.meeting to order at 6:00 p.m.

MEMBERS PRESENT: Councilors Jake Benson, Jim Schwarzbauer, Troy DeWall, and Acting Mayor Gary Nowak

MEMBERS ABSENT: Mayor Philip Larson

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Nancy Smith; Thomas Blazejak; Cathy Miller; Alyssa Silverness; Howard Peterson; George Lee; Dorothy Lee; Brandy Meadows; Dave Martinek; Elmer Engman; Sharon Jugasek; Anders Silverness; Fred Nylander; Betty Nylander; Peg & Bill Sweeney; Mike & Liz Harty; Beth & Scott Johnson; Steve Bennett; Carla Warmington; Bart & Erin Bergland; Rory Johnson; Noreen Pyle; Kevin Bahr; Gregory Sminesvik; Michael Nelson; Susan Nowak; Russell Haberman; Ray Sundin

Casey stated that this Public Hearing is to describe the overall project and hear from the residents. He stated that the project has not been ordered or approved by Council.

Matt Bolf, SEH, stated that he is the contracted City Engineer for Proctor. He gave the project Background from data gathered to use to prioritize reconstruction projects. Bolf said in general, the City of Proctor will pay 70% and the benefitting property will pay 30%. Bolf went on to describe the Project Procedure and the Project Introduction. He said that with council approval the design scheduled to be completed in 2017 with the bidding to begin in 2017 with construction completed in 2018.

Bill Sweeney, Chairman of the Public Utilities Commission stated that the PUC will assess up to 30%.

Many residents asked questions about the proposed project and based on the recommendation of Commissioner Sweeney, the hearing was extended until 6:30p.m.

CALL TO ORDER - CITY COUNCIL MEETING AT 6:35PM

APPROVAL OF MINUTES:

Motion by DeWall, seconded by Schwarzbauer and carried: To approve the March 6, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Nowak tabled 6F
Schwarzbauer added comments to Members Concerns

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the agenda of March 20, 2017 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Russell Haberman stated that he is interested in organizing a Spring Clean Up for the City of Proctor. He asked for permission to use the city's garbage dumpsters. Item to be added to the next agenda.

*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: To approve the Consent Agenda.

*1. COMMUNICATIONS

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 03/05/17; Liquor Fund payroll period ended 03/05/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

6. NEW BUSINESS

A. Resolution 09-17 – Small Community Air Service Development grant

Casey stated that this request was sent by the Duluth Airport Authority and Visit Duluth to expand tourism to the Duluth area. Schwarzbauer said that he has been involved in the process also.

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To approve Resolution 09-17 as presented.

B. Resolution 10-17 – Resolution of Non-Objection

Adam Jaros, with the Confidence Learning Center stated that the money raised by selling the pull tabs at the Moose will help people with disabilities to pay for their time at the Center. Casey asked if he was aware of the reporting requirements, and Jaros stated that he was aware.

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To approve Resolution 10-17 as presented.

C. Resolution 11-17 – Ordering of Plans and Specifications for Almac Drive and 6th Street

Casey stated that this would help the city be a step ahead if the sales tax bill is successful during the state's legislative session. Benson asked for clarification of "preparation of plans". Matt Bolf, SEH, stated that they would prepare to order and design the plans for the project. Bold said it would also include a topographical survey. DeWall asked Bolf the cost of the next step. Bolf stated that the costs are wrapped in the assessment fees. The council also discussed who should abstain from voting on the ordering of plans based on their residence.

Motion by DeWall, seconded by Nowak and carried: To table this item until the next City Council meeting.

D. For Consideration –Appraisal of PEDA property (PEDA Meeting Minutes of 03/14/17 and appraisal from Ann Heimbach)

Casey stated that PEDA is exploring options for appraisals, and only received one quote. DeWall stated that he would like to see more estimated. Item table until next meeting.

E. Recommendation from Liquor Control regarding Golf Course Liquor License Application

Nowak stated that the Liquor Control Committee unanimously approved the Liquor License application for the Golf Course.

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To accept the Liquor Control Committee recommendation and approve the Liquor License Application for the Proctor Golf Course.

F. Recommendation from Liquor Control Committee regarding payment plan from Moose Lodge

Item Tabled

G. For consideration - RFP for Web Design and Hosting

Casey stated that the City has received phone calls and comments about the incomplete city website. He would like to compose and RFP for website design and hosting. Schwarzbauer stated that his daughter is knowledgeable in this service.

H. Request for approval from Police Department - Master Subscriber Agreement for Minnesota Court Data Services - Resolution 12-17

Casey stated that the council approves this agreement every three years for the Police Department. This is for a site that the police use to collect data.

Motion by Schwarzbauer, seconded by DeWall and carried (3-1, Benson opposed): To approve the Request for approval of the Master Subsriber Agreement for Minnesota Court Data Services and Resolution 12-17 as presented.

Motion by Nowak, seconded by DeWall and carried: To recess the City Council meeting at 7:22pm and go to a closed meeting to discuss labor and negotiation issues along with pending litigation.

Motion by Nowak, seconded by DeWall and carried: To adjourn Closed Session

Motion by Benson, seconded by DeWall and carried: To reopen the City Council Meeting at 7:45pm

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

6. NEW BUSINESS (continued)

I. Labor Agreement

Motion by DeWall, seconded by Nowak and carried (4-0): To accept the post-employment agreement as discussed.

MEMBER CONCERNS

Benson attended the MN House Session and reminded the council that Friday was the deadline for all the bills to be heard. Casey stated that a number of communities are asking for changes in Sales & Use Tax

Schwarzbauer distributed a flier and gave and update from the Township Meeting. He also discussed the need for the council to come together. Nowak agreed and stated that he does not want a divided council. DeWall stated that the voters voted for change and that's why he is on the council. During the council meetings he is a city councilor doing the best for the city. Benson stated that he too takes this position very seriously and wants to do what is best for the community.

BILLS FOR APPROVAL

General Fund	Liquor Fund
$141,451.23	$34,191.70

$175,642.93 TOTAL BILLS FOR APPROVAL

Schwarzbauer asked Attorney Bray is the councilors should abstain from bills to their place of business. Bray said that they could vote yes for all the bills, and still abstain from that one particular invoice.

Motion by Schwarzbauer, seconded by DeWall and carried (3-1, Benson opposed; DeWall abstained from Troy's Amoco invoice): To approve the bills in the amount of $175,642.93.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried: To adjourn the City Council meeting at 8:15pm.

PR17-06 3/6/17 - 3/19/17 3A.

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	$1,600.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	$3,461.54
	City Administrator	Government Building	Part-Time Employee	$722.80
	City Clerk	Administrative	Full-Time Employee Regular	$122.25
	City Clerk	Administrative	Full-Time Employee Regular	$145.60
	City Clerk	Administrative	Full-Time Employee Regular	$2,586.75
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$408.72
	Police	Operations (Police)	Full-Time Employee Regular	$232.80
	Police	Operations (Police)	Full-Time Employee Regular	$349.20
	Police	Operations (Police)	Full-Time Employee Regular	$17,109.64
	Police	Operations (Police)	Full-Time Employee Overtime	$1,618.63
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$1,496.50
	Police	Admin Secretary (Police)	Full-Time Employee Overtime	$20.87
	Police	Admin Secretary (Police)	Part-Time Employee	$871.68
	Police	Police Grant Labor	Full-Time Employee Overtime	$611.10
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	$340.78
	Streets & Roadways	Street Department	Full-Time Employee Regular	$1,057.06
	Streets & Roadways	Street Department	Full-Time Employee Regular	$457.12
	Streets & Roadways	Street Department	Full-Time Employee Regular	$201.48
	Streets & Roadways	Street Department	Full-Time Employee Regular	$3,947.66
	Streets & Roadways	Street Department	Full-Time Employee Regular	$58.90
	Streets & Roadways	Sanding	Full-Time Employee Regular	$259.16
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	$1,027.91
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	$448.86
	Park	Tree Planting	Full-Time Employee Regular	$102.50
	Operations (PUC)	Administrative and General	Temporary Employees Regular	$228.56
FUND 100 General Fund				$44,110.78
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$83.07
	Public Works	Sewer	Full-Time Employee Regular	$110.76
	Public Works	Pump Station	Full-Time Employee Regular	$27.69
FUND 500 Sewer Fund				$221.52
				$44,332.30

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,672.00
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Overtime	$78.38
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$1,855.10
FUND 600 Liquor Fund				$3,605.48
				$3,605.48

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 6

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description POLICE				
Shift Multiplier 1.5				
Police	12.00	1.5	$395.82	City -Bi-wk
Police	12.00	1.5	$395.82	City -Bi-wk
Police	12.50	1.5	$412.31	City -Bi-wk
Police	14.00	1.5	$611.10	City -Bi-wk T2D grant
Police	9.50	1.5	$414.68	City -Bi-wk
Police	0.75	1.5	$20.87	City -Bi-wk
Shift Multiplier 1.5	60.75		$2,250.60	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	4.00	1.5	$141.36	City -Bi-wk
Street Department	4.00	1.5	$166.14	City -Bi-wk
Street Department	4.00	1.5	$141.36	City -Bi-wk
Shift Multiplier 1.5	12.00		$448.86	
Pay Group Description City -Bi-wk	72.75		$2,699.46	
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	
	75.25		$2,777.84	

6A.

From: Ann Heimbach [mailto:ann@fisalter.com]
Sent: Tuesday, March 07, 2017 10:39 AM
To: Mark Casey
Subject: Appraisal

Mark-

I could provide the appraisal of the 75 acres you requested by Mid April at a cost of $2,500. Please let me know if you have any questions.

Thank you.

Ann Heimbach, MAI
Certified General Real Property Appraiser
F.I. Salter Company
218-310-3891

Tammie,

Hillman Realty has declined to offer a quote.

I am waiting on one more from Jon Vigen & Co.

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

315 WEST SUPERIOR STREET, SUITE 203 / DULUTH, MINNESOTA 55802 / PHONE (218) 727-5840 / FAX [218] 727-5671

Twin Ports Appraisals

REAL ESTATE APPRAISING AND MARKET STUDIES

March 24, 2017

Mr. Mark Casey
Administrator
City of Proctor
100 South Pionk Drive
Proctor, MN 55810

RE: **Appraisal Proposal**
Vacant Land - 75 Acres
Proctor, MN 55810

Dear Mr. Casey

In accordance with your request, I am submitting for your consideration the following proposal:

Cost

We will perform this appraisal assignment for the sum of (not to exceed):

$2,000

- TWO THOUSAND DOLLARS -

The intended use of our appraisal is to provide an estimate of the market value of the above-referenced subject property for internal purposes. It is my understanding that the subject assignment would include the following parcels identified by the St. Louis County Assessor's Office as follows:

185-0240-00670	-	35.94 acres
185-0240-00690	-	20.00 acres
185-0240-00700	-	15.00 acres
		70.94

I would note that the acreage figure reported by the assessor's office differs somewhat from the (75-acre) appraisal request.

RE: Appraisal Proposal
Vacant Land
Proctor, MN 55810

Work Program

The course of our appraisal procedure will involve the following:

- A physical inspection of the subject property and its environs to determine suitability for the present, or any alternate use.

- A search for comparable sales data involving personal examination of public records and investigations through local real estate brokers, and other appraisers, mortgage brokers, and consultants.

- An analysis of the approaches to value, as applicable.

- We assume that you will provide, if available, the survey of the property, any lease information pertaining to the property, pertinent information regarding zoning variance, environmental studies, or other data relevant to the assignment or that you deem relevant to the analysis.

- Preparation and delivery of one copy of the completed report addressed to you, or as required, signed by myself. The appraisal report will be completed in a summary appraisal format.

Timing

We could undertake the assignment immediately, after your acceptance, and would expect to have the completed report to you within six weeks of that date.

If there are any questions, please contact me so that any additions or corrections can be made. Thank you for the opportunity of submitting this proposal. We look forward to working with you on this assignment.

Respectfully submitted,

William D. Clements
Twin Ports Appraisals
(MN LIC# 4000779)

6D + 6E

Tammie McDonald

From:	Sally Hedtke
Sent:	Tuesday, March 21, 2017 4:23 PM
To:	Mark Casey; Tammie McDonald
Cc:	Dan Rohweder (sunkink@yahoo.com); Deanna Gregorich; Frank Siiro (fsiiro2011 @hotmail.com); Johanna Strandjord (jstrandjord@spiritmt.com); Phil Larson; Ryan Jones; Sally Hedtke; Tony Banks (duluthsouth.mn@americinn.com)
Subject:	Tourism Committee Recommendations

At the March 21, 2017 Tourism Committee meeting, the committee voted to recommend the following for City Council approval at the April 3rd, 2017 meeting.

Please add these items to the agenda for that meeting:

1. ***The Tourism Committee unanimously recommends that the City Council approve the use of $15,000 from Unallocated Lodging Tax Funds for marketing and promotion of the 2017 S. St. Louis County Fair and Fair Association events.***

2. ***The Tourism Committee unanimously recommends the approval by the City Council of a new member to the Tourism Committee: Brook Rodberg, Black Woods, is recommended to replace a member who is no longer on the committee.***

Sally R. Hedtke, Proctor Tourism
City of Proctor
100 Pionk Drive
Proctor, MN 55810
218-628-6297, ext. 297

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2018

	Jan - Dec 18		
Ordinary Income/Expense			
Income			
Banquet			
Meals		320.00	
Total Banquet			320.00
Camper Electric			30.00
County Appropriation			7,809.00
Diner			421.00
Donation Income			
Midway Sewer		300.00	
Donation Income - Other		100.00	
Total Donation Income			400.00
Fair			
Booth, Cone Rent		5,710.00	
Camping Electric		264.00	
Carnival Income			
Advance Sale Tickets	659.00		
Carnival Income - Other	1,715.00		
Total Carnival Income		2,374.00	
Daily Admission Fees			
Main Gate	5,191.00		
Passes-Admission	512.00		
Road Gate	1,973.00		
Daily Admission Fees - Other	1,240.00		
Total Daily Admission Fees		11,916.00	
Enduro			
Back Gate	432.00		
Entry Fees	2,766.00		
Front Gate	1,702.00		
Total Enduro		4,899.00	
Grants		12,905.23	
Poultry Cage Fee		93.00	
Premium Check Refund		2,765.21	
Saturday Horse Show		1,752.00	
Sponsorship			
Barricks	1,000.00		
Irving Community Center	2,000.00		
Proctor H/W Tax	15,000.00		
Total Sponsorship		18,000.00	
Stall Rent		664.00	
Sunday Horse Show		895.00	
Total Fair			62,468.44
Membership Dues			220.00
Monster Truck Income			75.00
Rent			
Car Show		300.00	
Circus		1,430.00	
Expendable Motorcycle Event		800.00	
PAHA		5,000.00	
Rabbit Show		200.00	
RC Racing		3,000.00	
Speedway		3,883.44	
Total Rent			14,413.44

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2016

		Jan - Dec 16
Rummage Sale		50.00
Snocross Parking		12,840.00
Storage		42,030.00
Total Income		140,863.88
Expense		
Advertising-Other		200.00
Banquet Expense		
Membership Cards	38.50	
Banquet Expense - Other	575.00	
Total Banquet Expense		613.50
Capital Improvements		
Pavilion	10,484.33	
Shed	1,000.00	
Total Capital Improvements		11,484.33
Cash Bank		0.00
Convention Expense		1,182.02
DFA Expense		
Dirt	1,000.00	
DFA Expense - Other	340.00	
Total DFA Expense		1,340.00
Donation		50.00
Door Repair		448.50
Dues and Subscriptions		175.00
Electrical Repairs		
Concession Bldg	0.00	
Total Electrical Repairs		0.00
Equipment Purchase		
Lawn Tractor	2,498.00	
Total Equipment Purchase		2,498.00
Fair 2015		488.00
Fair 2016		
Advance Sale Tickets	5,000.00	
Advertising	11,000.86	
Apparel	375.00	
Coffee	223.44	
Contracted Labor	168.85	
Enduro Purse	2,075.00	
Entertainment		
Ally's Puppets	3,000.00	
Birkeland Boys Band	500.00	
Bounce House	181.81	
Circuit Breakers	1,000.00	
Kids Pedal Pull	1,310.00	
No Cover Band	500.00	
Todd Eckert	950.00	
Whitesidewalls Band	3,300.00	
Total Entertainment	10,921.81	
Equipment Rental	161.81	
Farmer for a Day	614.48	
Feed	85.50	
Fire Extuisher Exp	309.58	
Fuel Surcharge	35.00	
Garbage Removal	1,022.57	
Hay & Straw	0.00	

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2016

		Jan - Dec 16
Horse Show Expense		
Saturday Horse Show	300.00	
Sunday Horse Show	300.00	
Horse Show Expense - Other	164.51	
Total Horse Show Expense		764.51
Judge-4H		1,080.00
Judge-Baking/Canning		80.00
Judge-Flowers		40.00
Judge-Fruits & Veggies		
Judge-Fruits and Veggies	40.00	
Total Judge-Fruits & Veggies		40.00
Judge-Home Arts M		40.00
Judge-Home Arts N		80.00
Judge-Home Arts O		40.00
Judge-Open Horse Show		300.00
Judge-Painting		40.00
Judge-Poultry		100.00
Judge-Quilts		80.00
Judge-Rabbits		75.00
Judge-Sheep/Goats		40.00
Judge-Youth		80.00
Mileage		1,056.50
Misc Expense		40.86
Misc Fair Supplies		443.11
Motel		191.24
Payroll Expenses		
FUTA	39.09	
Payroll Expenses - Other	7,022.13	
Total Payroll Expenses		7,061.19
Photo Booth		103.42
Portable Toilets		171.26
Postage		246.78
Poultry Barn Expense		0.00
Poultry Testing		180.00
Premium Checks		
4-H	2,874.25	
Industrial Bldg	2,446.25	
Saturday Horse Show	1,364.00	
Sunday Horse Show	1,606.00	
Total Premium Checks		8,278.50
Printing		767.00
Purse-Enduro		200.00
Rabbit Pellets		66.40
Ribbons & Supplies		2,262.12
Roll Tickets		60.00
Salary-Director		2,250.00
Salary-Poultry-Supt		0.00
Sales Tax		0.00
Shavings		402.50
Stage Rental		125.00
Talent Show Expense		180.00
Talent Show Prizes		240.00
Tent Rental		668.33

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2016

		Jan - Dec 16
Trophies		
Car Show	0.00	
Enduro	234.00	
Saturday Horse Show	440.00	
Sunday Horse Show	445.00	
Talent Show	60.00	
Total Trophies		1,179.00
Trophies/Ribbons-Horse Shows		0.00
Vet Expense		230.00
Total Fair 2016		61,241.92
Financial Statement		22.10
Food-Rummage Sale		218.71
Food License		245.00
Grounds Maintenance		2,704.53
Insurance		
Liability Insurance	8,582.00	
Vehicle	307.00	
Workers Comp Ins	218.00	
Total Insurance		9,107.00
Legal Notice		27.62
Locksmith Services		10.84
Monster Trucks Expense		500.00
Office Equipment		
Computer Purchase	723.16	
Total Office Equipment		723.16
Office Supplies		176.02
PO Box Rent		70.00
Postage and Delivery		109.49
Repairs		
Bathroom	10.79	
Building Repairs	137.48	
Ind Bldg	225.00	
Repairs - Other	813.34	
Total Repairs		1,186.61
Salaries		
Officers Expense	1,800.00	
Total Salaries		1,800.00
Sales Tax Expense		
City	124.00	
County	124.00	
State	1,703.33	
Sales Tax Expense - Other	24.62	
Total Sales Tax Expense		1,976.95
Snocross Expense		
Spirit Mt (Bus Exp)	5,822.30	
Snocross Expense - Other	5,057.08	
Total Snocross Expense		10,879.38
Storage Expense		271.27
Tables		748.70

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2016

	Jan - Dec 16	
Tax		
Federal Tax Due	3,617.00	
Property Tax	561.80	
State Tax Due	2,423.00	
Total Tax		6,601.80
Tax Return Preparation		700.00
Telephone		
Internet Service	285.75	
Telephone - Other	786.98	
Total Telephone		1,071.73
Truck Expense		
Gas & Fuel	273.29	
License Plates-Truck	16.00	
Repair	61.37	
Total Truck Expense		350.66
Utilities		
Carnival	2,015.28	
Carny Lot	328.83	
Electric-Bathroom	1,666.84	
Electric-DFA	0.00	
Electric-Grounds	146.76	
Electric-Livestock Bldg	475.31	
Industrial Bldg	579.54	
Outlets	562.21	
Water & Gas	2,720.84	
Total Utilities		8,457.41
Void		0.00
Washroom Cleaning		490.00
Washroom Supplies		361.39
Website		360.00
Work Party Expense		1,139.01
Total Expense		130,120.91
Net Ordinary Income		10,772.97
Other Income/Expense		
Other Income		
Speedway Seat Surcharge		8,500.00
Total Other Income		8,500.00
Other Expense		
Speedway Seat Tax		
2007 Loan Payment	8,500.00	
Total Speedway Seat Tax		8,500.00
Total Other Expense		8,500.00
Net Other Income		0.00
Net Income		10,772.97

The Economic Impact of Travel in Minnesota

2015 Analysis

TOURISM ECONOMICS

AN OXFORD ECONOMICS COMPANY

6.5.

Overview

TOURISM ECONOMICS

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2015 Highlights

Traveler Spending

- Traveler spending of $11.5 billion generated $19.6 billion in total business sales in 2015 as travel dollars flowed through the state's economy.
- Travelers to Minnesota destinations spent 4.5% more in 2015 than in 2014.

Traveler Counts

- Minnesota hosted 71.2 million travelers in 2015.
- Day travel supported overall growth in 2015 as lower gas costs encouraged trips by personal automobile.

2015 Highlights

Jobs

- A total of 186,733 jobs, with income of $5.6 billion, were sustained by travelers to Minnesota in 2015.
- Traveler-supported employment grew 2.7% over the two years from 2013 to 2015.

Taxes

- Including indirect and induced impacts, travel in Minnesota generated $1.25 billion in state and local taxes and $1.45 billion in Federal taxes in 2015.
- In the absence of the state and local taxes generated by travelers, each Minnesota household would need to pay $585 to fill the gap.

Traveler Spending

TOURISM ECONOMICS

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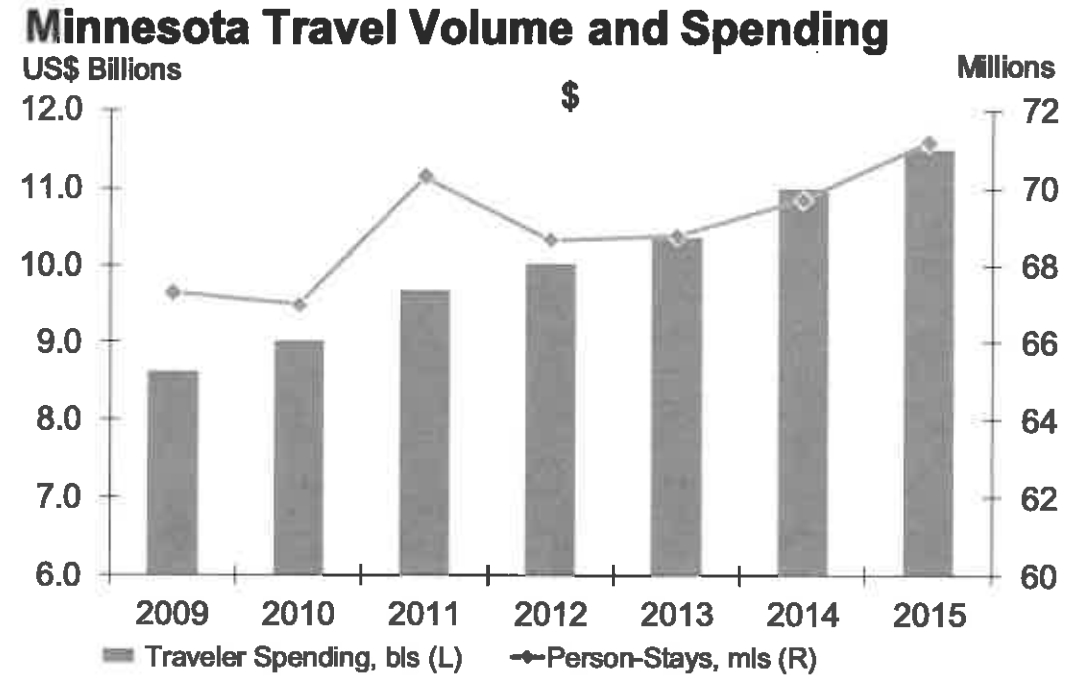
A story of strength

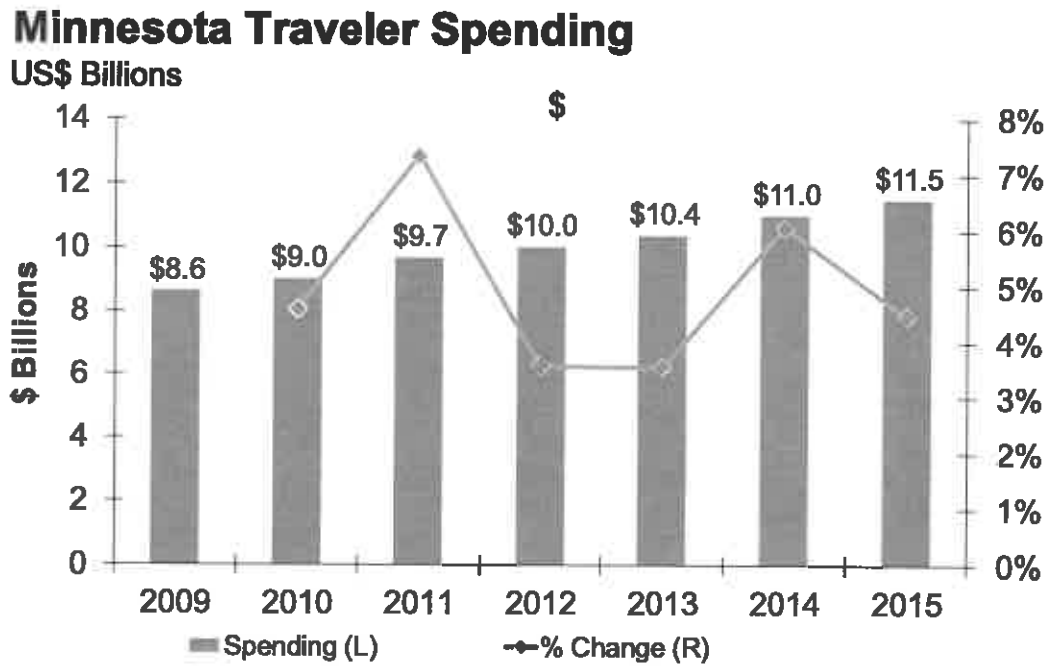
- Travel volume to Minnesota reached 71.2 million in 2015.
- With travel sentiment supported by increasing wages, growing employment, and lower transportation costs, Minnesota travel volume has grown 10.8% over the past two years.



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

Continued growth in traveler spending

- Traveler spending continued to grow in both 2014 and 2015, marking six straight years of growth.
- Traveler spending grew 4.5% in 2015 to reach $11.5 billion.
- Traveler spending growth has averaged 5.0% per annum over the past five years.



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

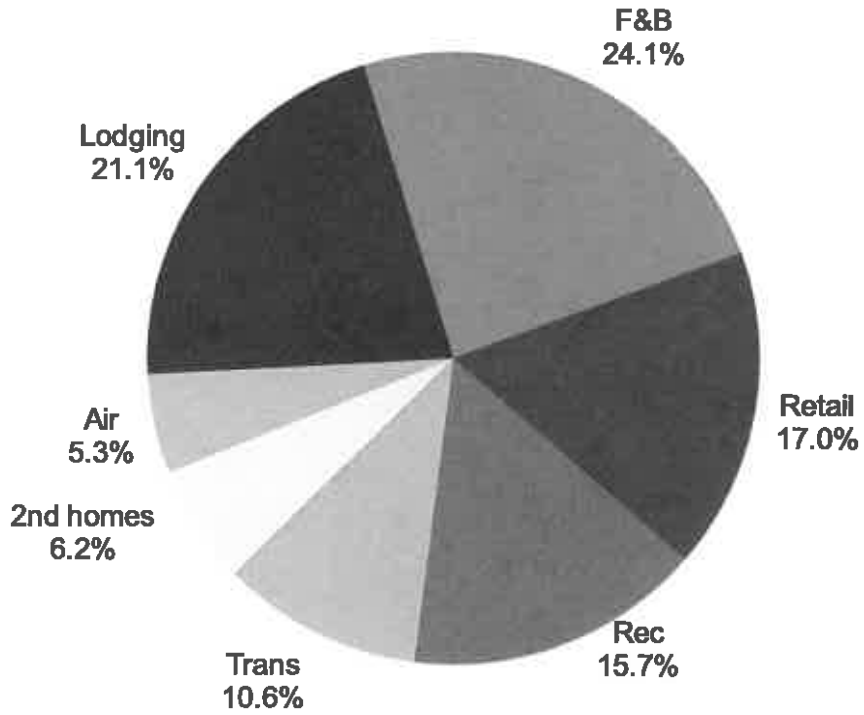
Lodging sector leads

- Spending growth in the lodging sector, in particular, supported traveler spending performance in 2015.

Traveler Spending (US$ Million)								
Sector	2009	2010	2011	2012	2013	2014	2015	% Change
Lodging	$1,670	$1,788	$1,904	$1,970	$2,123	$2,278	$2,422	6.3%
F&B	$2,051	$2,123	$2,357	$2,416	$2,447	$2,625	$2,774	5.7%
Retail	$1,539	$1,593	$1,734	$1,769	$1,803	$1,898	$1,950	2.8%
Rec	$1,521	$1,542	$1,531	$1,582	$1,631	$1,727	$1,807	4.7%
Trans	$812	$908	$1,009	$1,115	$1,162	$1,209	$1,224	1.3%
2nd homes	$548	$567	$602	$632	$658	$695	$716	3.0%
Air	$474	$490	$538	$537	$554	$577	$607	5.3%
TOTAL	$8,615	$9,012	$9,674	$10,021	$10,377	$11,008	$11,500	4.5%
% Change		4.6%	7.4%	3.6%	3.6%	6.1%	4.5%	

Traveler spending by sector

Minnesota Traveler Spending

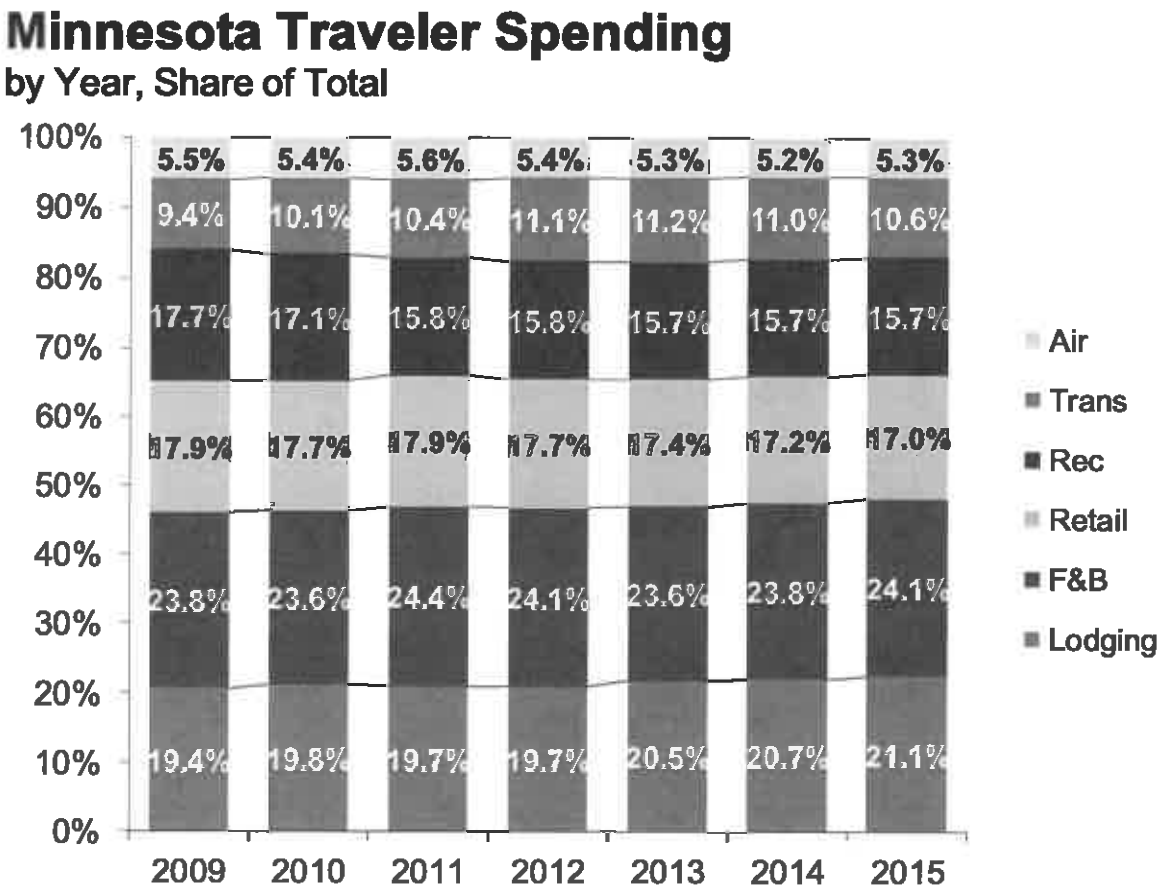


Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

F&B:	Food & Beverages
Retail:	Retail Shopping
Lodging:	Accommodations Sales
Trans:	Non-Air Transportation
Rec:	Recreation & Entertainment
2nd homes:	2nd Home Rental Spending
Air:	Air Transportation Spending

- F&B spending represents nearly a quarter of all traveler spending.
- With growth in both occupancy and room rates, the share of the traveler dollar spent on lodging has grown to 21.1% in 2015.
- Retail purchases represent 17.0% of every traveler dollar.

Traveler spending by sector



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

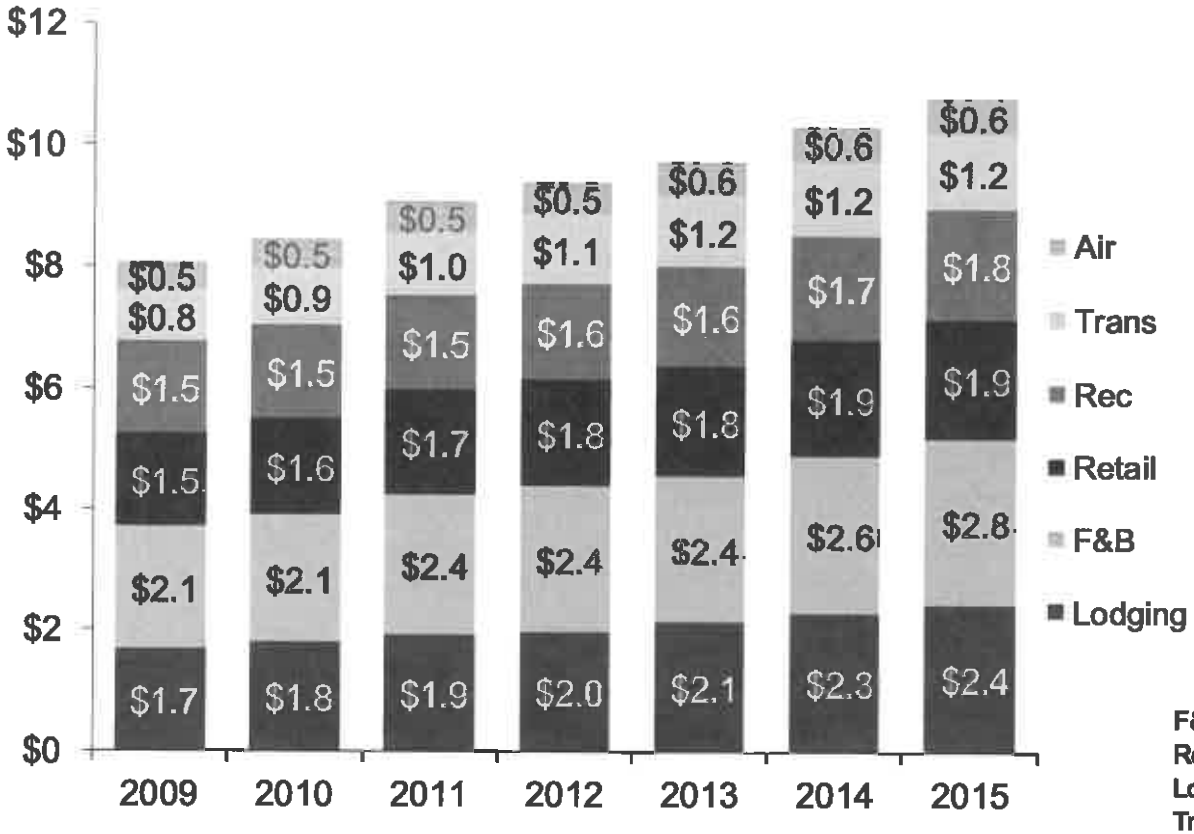
- The share of the traveler dollar spent on lodging has grown each year since 2012, with growth in both rooms rented and ADR.
- With lower transportation costs in 2014 and 2015, the share of the traveler dollar dedicated to transportation fell.

TOURISM ECONOMICS

Traveler spending by sector

Minnesota Traveler Spending

by Year, Billions of $



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

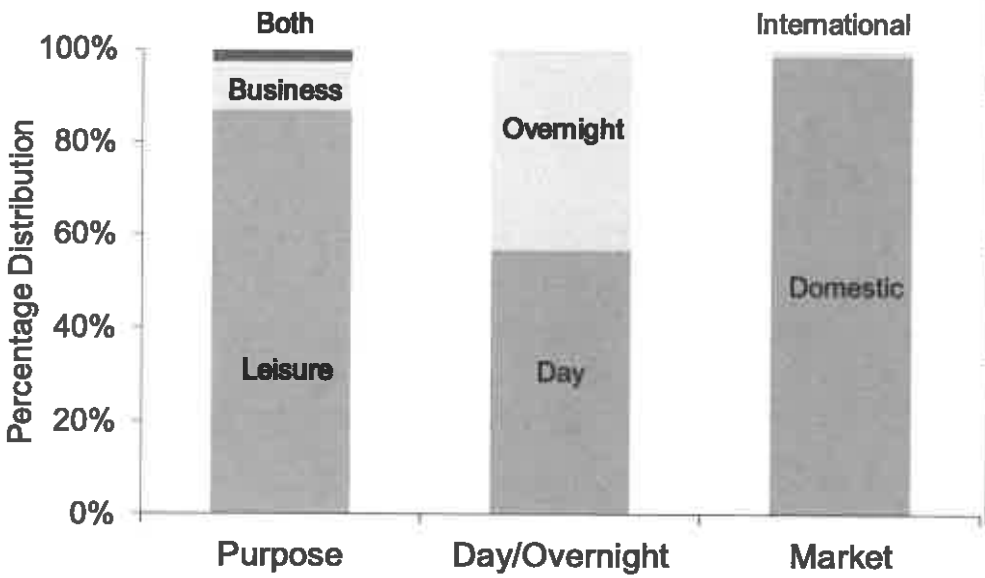
F&B:	Food & Beverages
Retail:	Retail Shopping
Lodging:	Accommodations Sales
Trans:	Non-Air Transportation
Rec:	Recreation & Entertainment
2nd homes:	2nd Home Rental Spending
Air:	Air Transportation Spending

TOURISM ECONOMICS

Travelers by market

- Minnesota hosted 71.2 million travelers in 2015. The vast majority were from domestic markets (98.6%) and came for leisure (87.0%).

Travelers by Market

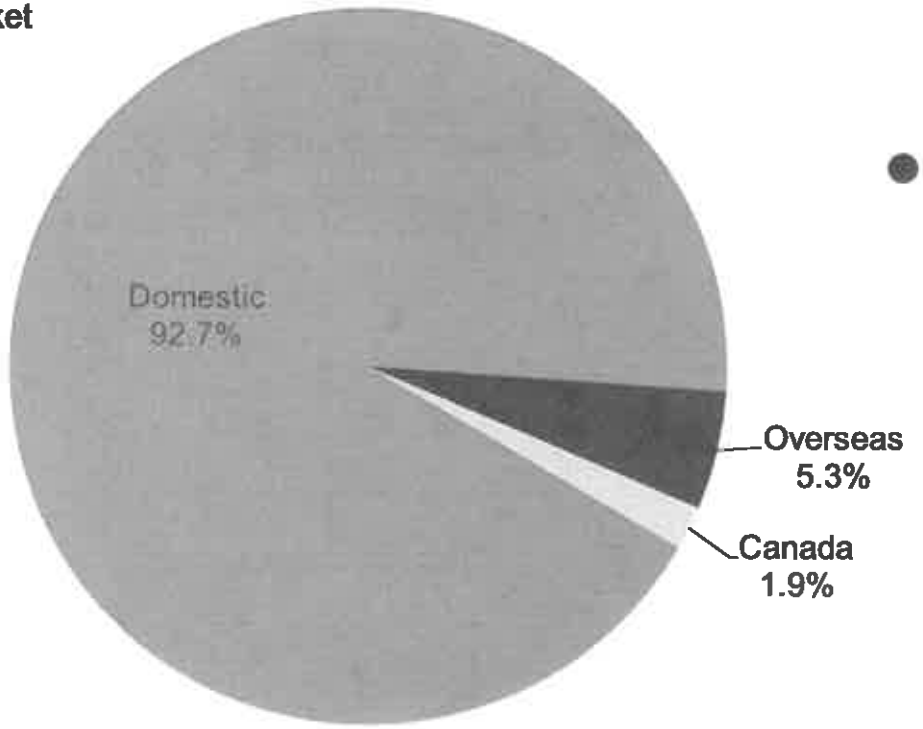


Travelers by Market (Millions)	2011	2012	2013	2014	2015
Purpose	**70.36**	**68.78**	**68.76**	**69.71**	**71.19**
Leisure	60.25	59.24	59.73	60.59	61.95
Business	7.83	7.23	6.94	7.16	7.43
Both	2.28	2.31	2.10	1.95	1.81
Stay	**70.36**	**68.78**	**68.76**	**69.71**	**71.19**
Day	39.69	39.24	38.56	39.06	40.38
Overnight	30.67	29.55	30.20	30.65	30.82
Market	**70.36**	**68.78**	**68.76**	**69.71**	**71.19**
Domestic	69.16	67.50	67.68	68.65	70.17
Canada	0.95	1.03	0.81	0.81	0.72
Overseas	0.26	0.25	0.27	0.26	0.31

Note: travelers are counted on a person-trip basis

Traveler spending by market

Traveler Spending
By Market



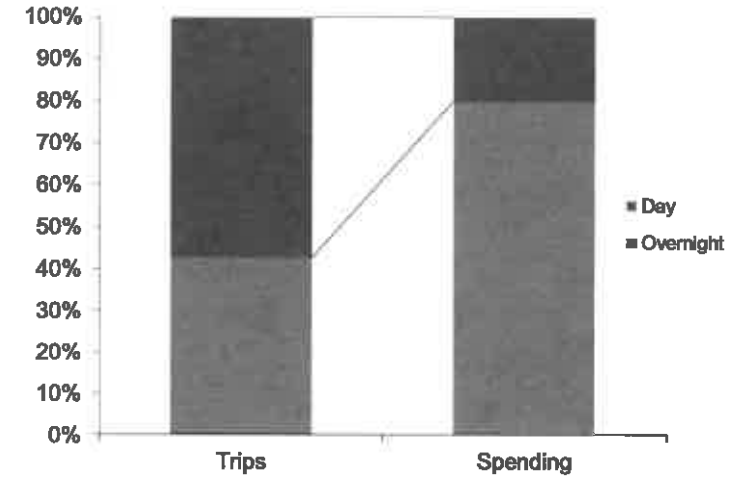
- Domestic travel accounted for 92.7% of all traveler spending in the state of Minnesota.
- Canadian and overseas travelers spend more per trip than domestic travelers. International markets accounted for 1.4% of travelers, but 7.2% of total traveler spending.

Overnight and day markets

- Minnesota hosted 71.2 million travelers in 2015. The majority of travelers were day travelers (56.5%).
- While only 44% of all trips, overnight traveler spending accounts for 80% of all traveler spending, generating $9.2 billion.
- On average, overnight travelers spent $307 in Minnesota during their trip.
- With overnight travelers staying an average of 3.09 days, per person per day spending for the overnight traveler was $99.

Trips and Spend	
2015, in millions	
Total Travelers	**71.2**
Overnight	29.9
Day	40.2
Total Spending	**$11,500**
Overnight	$9,188
Day	$2,313
Per Traveler Spending	**$162**
Overnight	$307
Day	$57

Traveler Spending Breakout
Share of Total



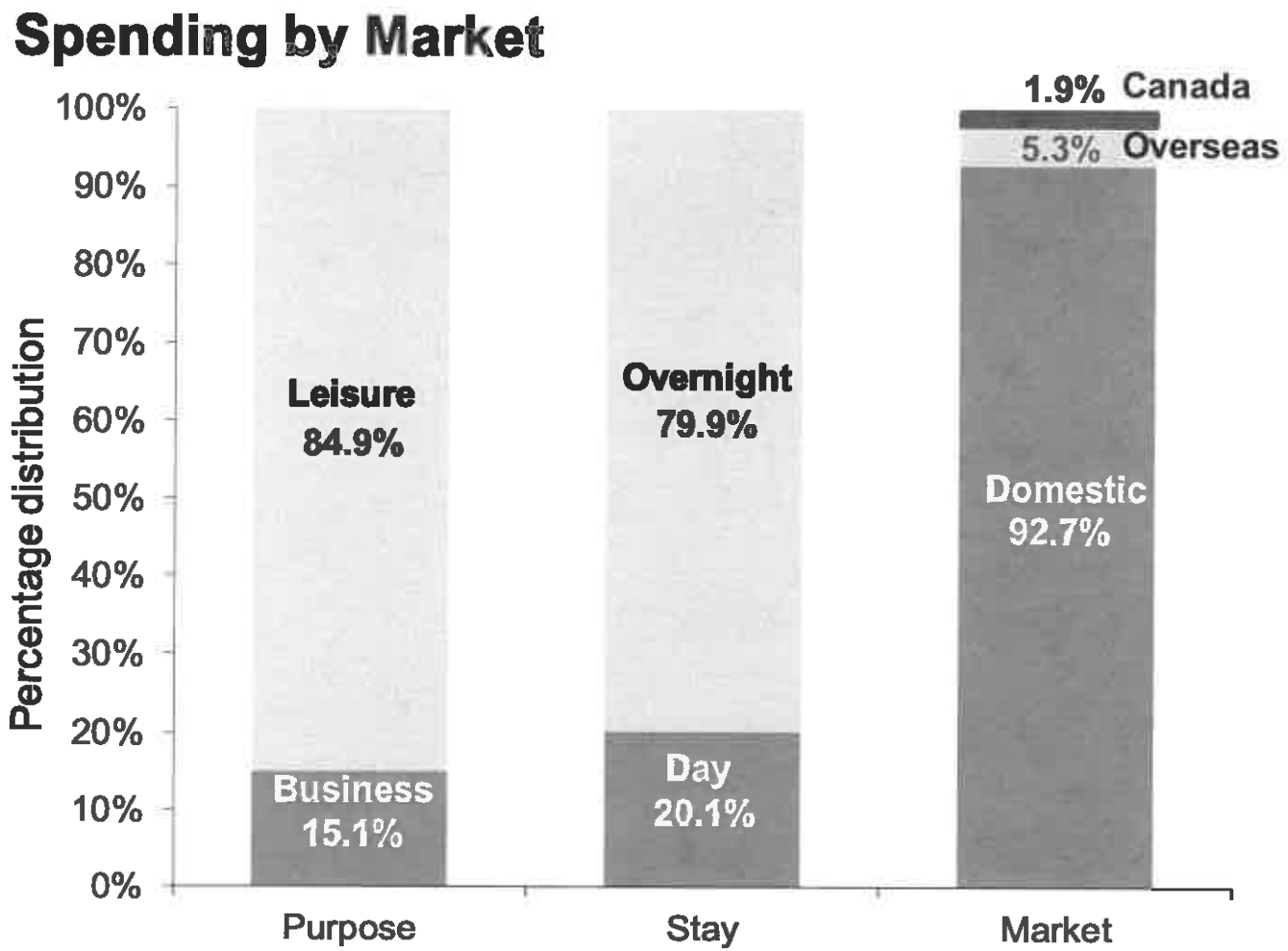
TOURISM ECONOMICS

Traveler spending by market segment

- Leisure travel's share of traveler spending accounted for 85% of all traveler spending in Minnesota in 2015.
- Overnight travelers spent $9.2 billion in Minnesota in 2015, 80% of the total.
- Domestic travelers represent 93% of all traveler spending.

Traveler Spending in 2015 (US$ Billion)					
Purpose		Stay		Market	
Business	$1.7	Day	$2.3	Domestic	$10.7
Leisure	$9.8	Overnight	$9.2	Overseas	$0.6
				Canada	$0.2
Total	$11.5	Total	$11.5	Total	$11.5
Share					
Purpose		Stay		Market	
Business	15.1%	Day	20.1%	Domestic	92.7%
Leisure	84.9%	Overnight	79.9%	Overseas	5.3%
				Canada	1.9%

Traveler spending by market segment



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

State Travel Impacts

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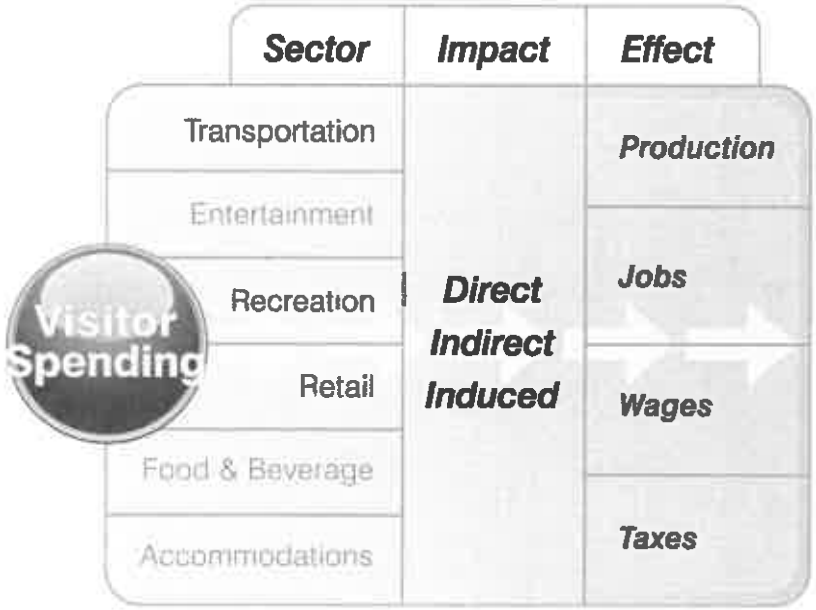
How traveler spending generates impact

- Travelers create direct economic value within a discrete group of sectors (e.g. recreation, transportation). This supports a relative proportion of jobs, wages, taxes, and GDP within each sector.
- Each directly affected sector also purchases goods and services as inputs (e.g. food wholesalers, utilities) into production. These impacts are called indirect impacts.



- Lastly, the induced impact is generated when employees whose incomes are generated either directly or indirectly by travel, spend those incomes in the state economy.

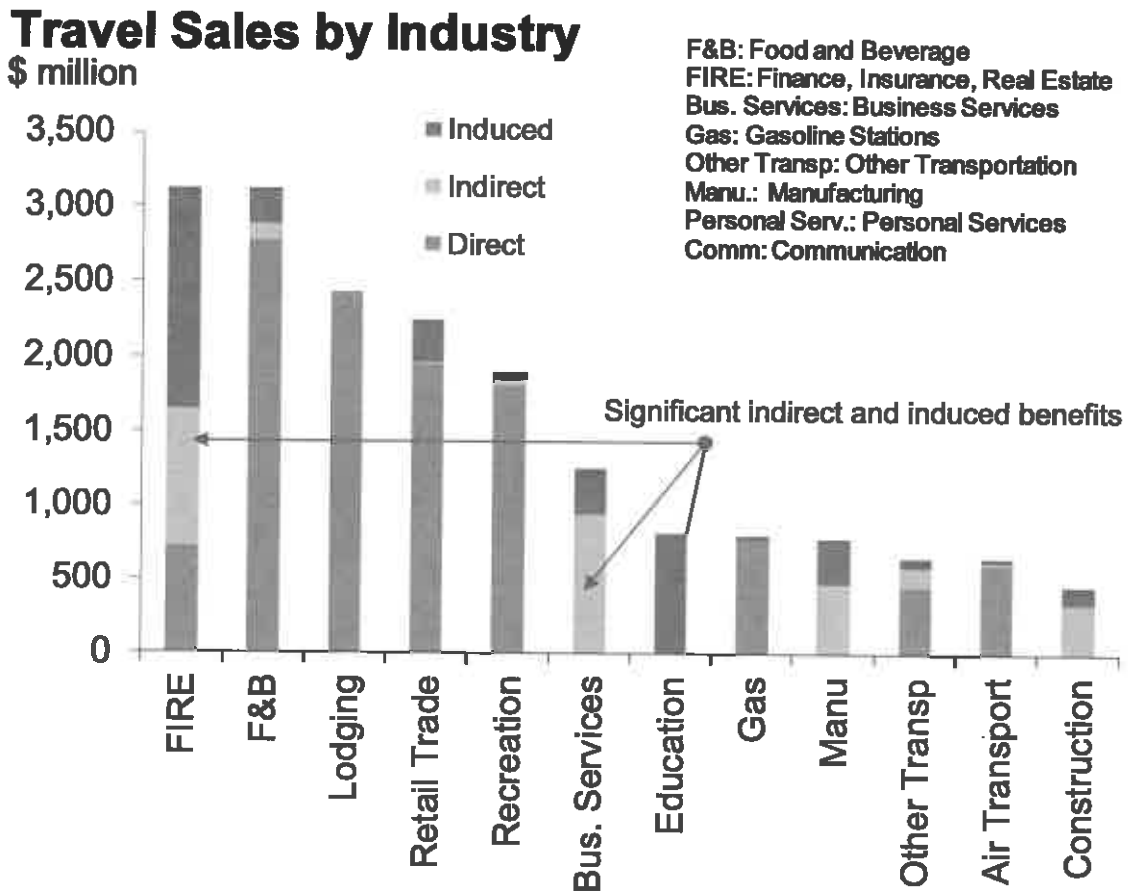
Travel generated sales

Travel Sales (US$ Million)	Direct	Indirect	Induced	Total
Agriculture, Fishing, Mining	-	45.6	38.0	83.7
Construction and Utilities	-	337.3	120.1	457.4
Manufacturing	-	470.7	307.8	778.5
Wholesale Trade	-	115.5	193.8	309.3
Air Transport	607.2	13.2	25.4	645.8
Other Transport	449.4	139.0	62.6	651.0
Retail Trade	1,950.0	12.6	286.2	2,248.8
Gasoline Stations	774.6	1.2	21.2	796.9
Communications	-	265.0	150.4	415.4
Finance, Insurance and Real Estate	716.3	935.3	1,472.1	3,123.7
Business Services	-	942.7	315.6	1,258.3
Education and Health Care	-	8.5	809.6	818.1
Recreation and Entertainment	1,807.1	36.4	54.2	1,897.7
Lodging	2,422.0	2.9	2.5	2,427.4
Food & Beverage	2,773.8	108.1	241.2	3,123.1
Personal Services	-	109.9	218.1	328.0
Government	-	121.1	71.2	192.3
TOTAL	11,500.2	3,664.9	4,390.1	19,555.2
% Change (2013-15)	11.69%	11.17%	8.97%	10.97%

Traveler spending of $11.5 billion generated total travel economic impact of $19.6 billion in 2015 as traveler dollars flowed through the Minnesota economy.

Travel sales

- All business sectors of the Minnesota economy benefit from travel activity directly and/or indirectly.
- Sectors that serve the travel industry, like business services, gain as suppliers to a dynamic industry.



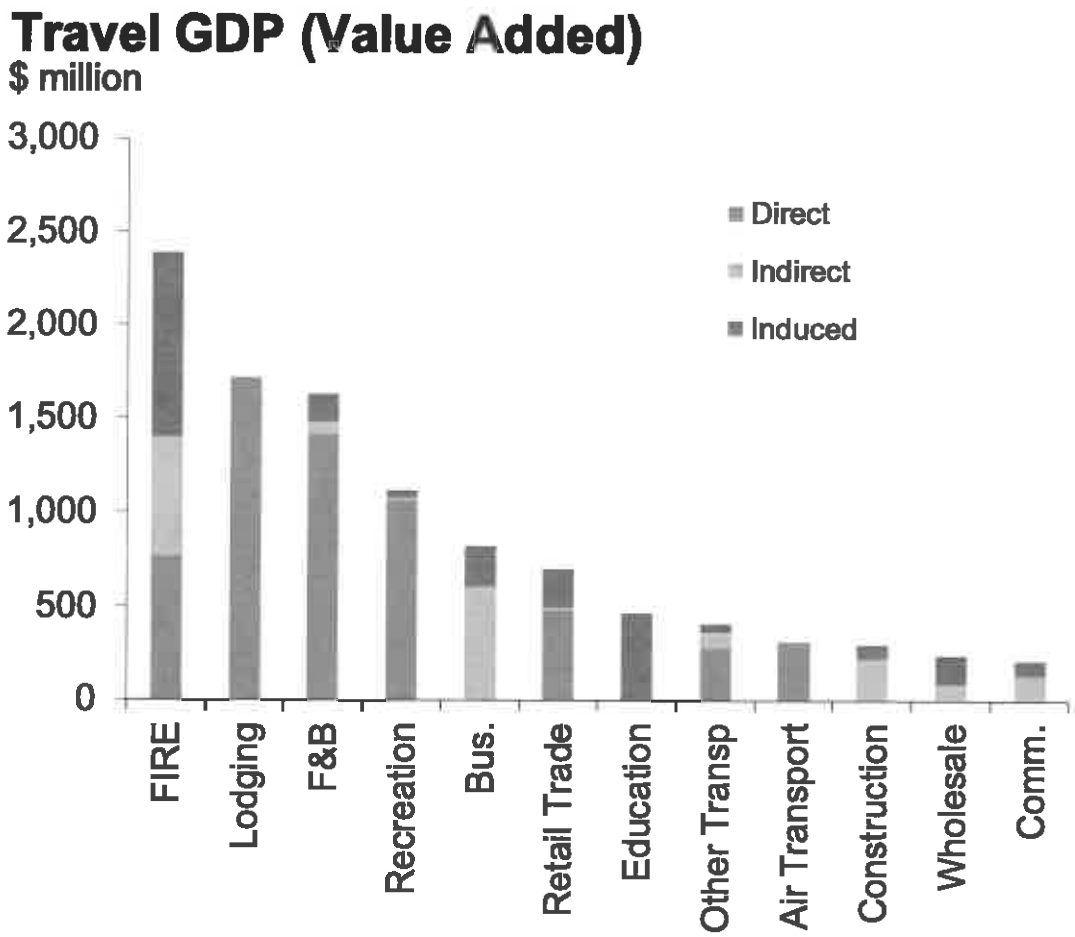
Travel GDP (value added)

Travel GDP (Value Added) (US$ Million)	Direct	Indirect	Induced	Total
Agriculture, Fishing, Mining	-	9.9	9.1	19.0
Construction and Utilities	-	217.7	84.3	302.0
Manufacturing	-	132.9	81.2	214.1
Wholesale Trade	-	90.4	151.7	242.1
Air Transport	293.7	6.6	12.7	313.0
Other Transport	276.8	89.8	40.9	407.5
Retail Trade	482.4	9.0	206.2	697.6
Gasoline Stations	77.2	0.8	15.3	93.3
Communications	-	131.4	83.3	214.7
Finance, Insurance and Real Estate	764.7	632.9	990.5	2,388.1
Business Services	-	601.9	219.7	821.6
Education and Health Care	-	4.3	461.6	465.9
Recreation and Entertainment	1,058.3	20.0	31.6	1,109.9
Lodging	1,703.5	1.4	1.2	1,706.0
Food & Beverage	1,410.8	64.3	152.0	1,627.1
Personal Services	-	55.9	89.8	145.6
Government	-	78.0	26.7	104.7
TOTAL	6,067.3	2,147.3	2,657.7	10,872.3
% Change (2013-15)	11.08%	7.35%	9.63%	9.97%

Travel generated $10.9 billion in state GDP in 2015, representing 3.3% of the total Minnesota economy. This excludes all import leakages to arrive at the economic value generated by travel.

Travel GDP (value added)

- Traveler spending generates the largest GDP impacts in the Finance, Insurance and Real Estate (FIRE) industry.



Travel employment

- The tourism sector supported 186,733 jobs, growing 2.7% in the two years between 2013 and 2015.
- 5.1% of all jobs in Minnesota – one out of every 19.5 jobs – are supported by traveler spending.

Travel Employment				
	Direct	Indirect	Induced	Total
Agriculture, Fishing, Mining	-	160	131	291
Construction and Utilities	-	1,028	391	1,419
Manufacturing	-	1,112	554	1,666
Wholesale Trade	-	540	906	1,446
Air Transport	5,283	40	76	5,399
Other Transport	6,726	1,385	707	8,819
Retail Trade	13,676	199	4,642	18,517
Gasoline Stations	1,643	18	326	1,988
Communications	-	964	459	1,423
Finance, Insurance and Real Estate	4,393	4,068	4,517	12,978
Business Services	-	7,761	2,792	10,554
Education and Health Care	-	128	7,754	7,882
Recreation and Entertainment	26,356	913	1,104	28,372
Lodging	29,163	28	25	29,216
Food & Beverage	45,211	2,057	4,338	51,606
Personal Services	-	1,124	2,774	3,898
Government	-	892	368	1,260
TOTAL	132,450	22,417	31,866	186,733
% Change (2013-15)	2.6%	2.7%	2.9%	2.7%

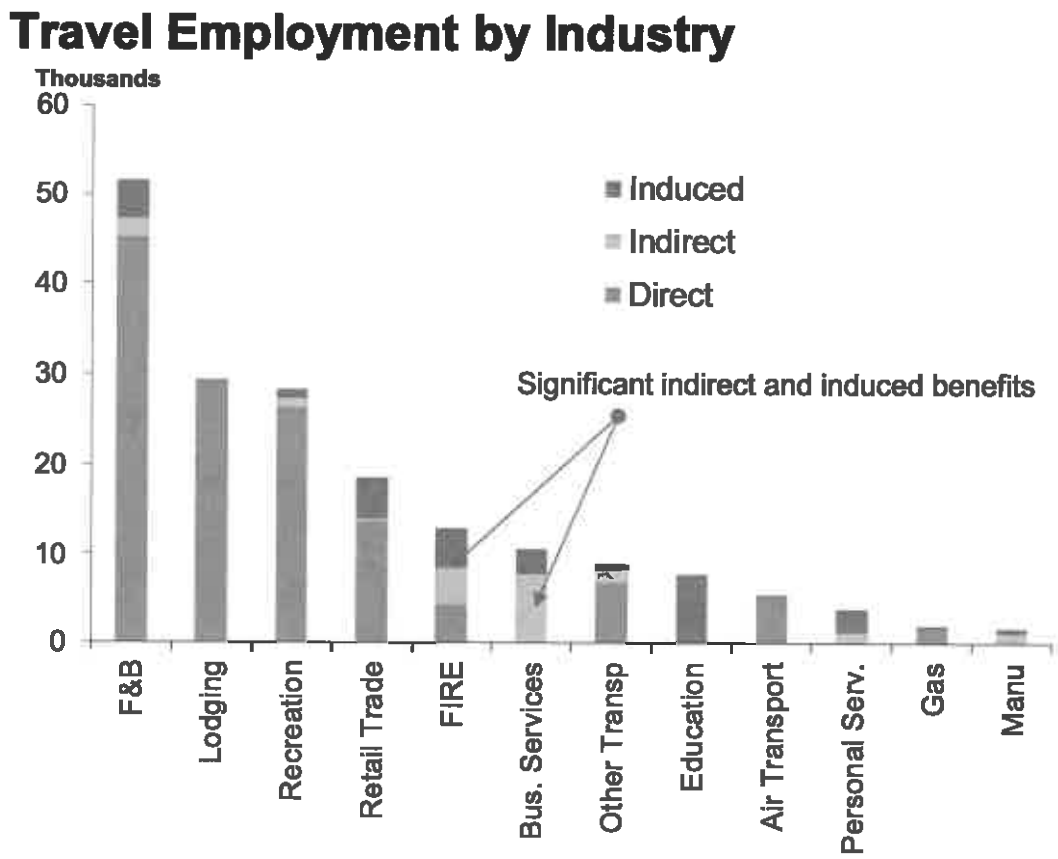
Indirect impacts quantify the supply chain to those industries directly providing goods or services to travelers.

Induced impacts are generated when employees whose incomes are generated either directly or indirectly by travel, spend those incomes in the state economy.

Travel employment

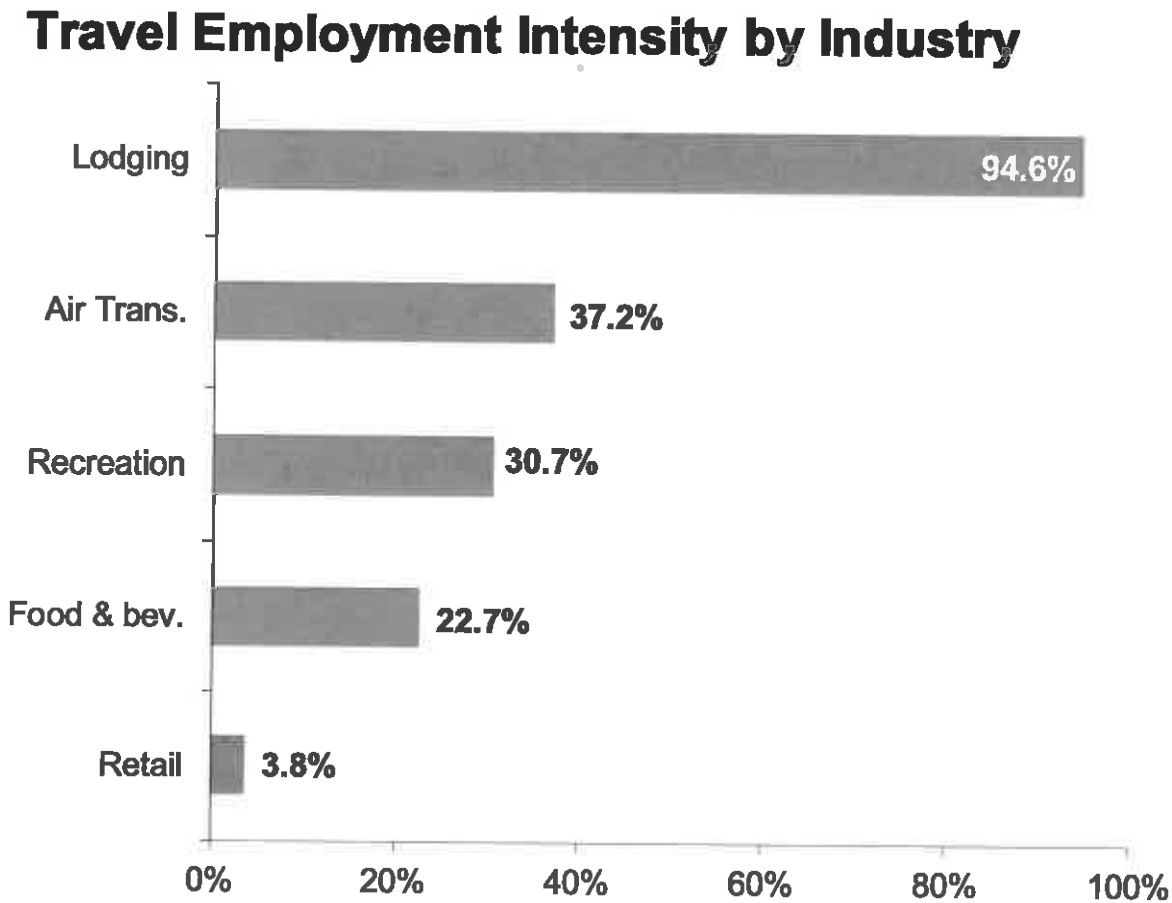
- The travel industry is an employment intensive industry directly supporting 29,163 lodging jobs, 45,211 jobs in the food & beverage industry, and 26,356 jobs in recreation and entertainment in 2015.

- Secondary benefits are realized across the entire economy through the supply chain and incomes as they are spent.



Travel employment intensity

- Direct travel employment is a significant part of employment for several industries; nearly 95% of lodging, 31% of recreation, and 23% of food & beverage employment is supported by travel spending.

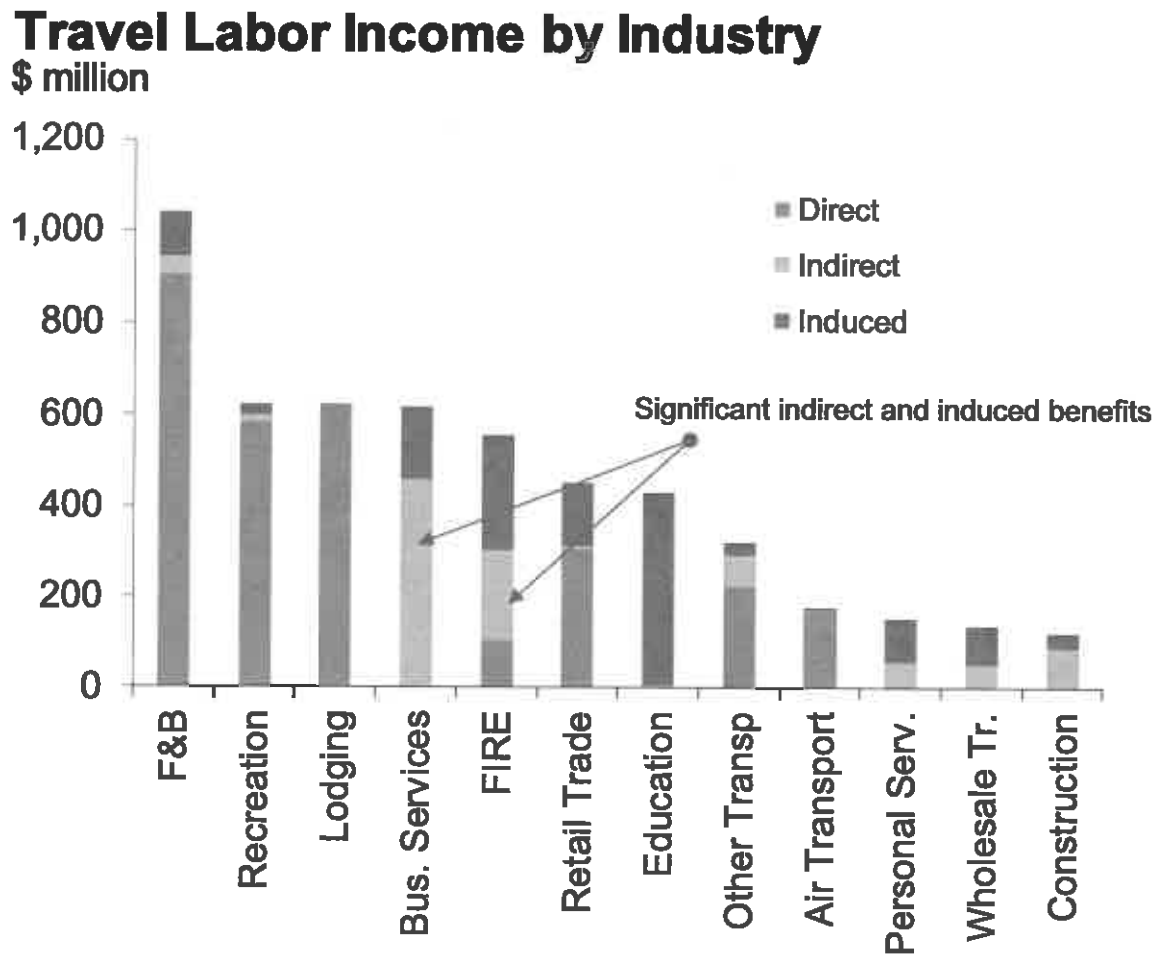


Travel personal income

Travel Labor Income (Compensation) (US$ Million)	Direct	Indirect	Induced	Total
Agriculture, Fishing, Mining	-	6.8	8.1	15.0
Construction and Utilities	-	87.4	32.6	120.0
Manufacturing	-	75.4	39.8	115.2
Wholesale Trade	-	50.6	85.0	135.6
Air Transport	166.1	3.7	7.2	177.1
Other Transport	221.3	67.8	30.4	319.5
Retail Trade	303.6	6.4	142.4	452.3
Gasoline Stations	44.4	0.5	8.8	53.7
Communications	-	58.8	30.6	89.4
Finance, Insurance and Real Estate	102.4	198.1	255.0	555.6
Business Services	-	458.8	158.8	617.6
Education and Health Care	-	4.3	425.1	429.4
Recreation and Entertainment	583.2	17.2	22.1	622.6
Lodging	620.7	0.7	0.7	622.1
Food & Beverage	903.6	40.2	96.1	1,039.9
Personal Services	-	55.7	95.0	150.7
Government	-	80.3	29.9	110.2
TOTAL	2,945.4	1,212.9	1,467.6	5,625.9
% Change (2013-15)	10.4%	8.8%	8.7%	9.6%

Travel personal income

- Significant employment in F&B and recreation drives high labor income in those industries.
- Above average wages support labor income in supplier industries.
- The average salary of workers directly supported by traveler spending was $22,240 in 2015.



Travel tax generation

Traveler Generated Taxes (US$ Million)					
Tax Type	2011	2012	2013	2014	2015
Federal Taxes Subtotal	1,215.0	1,264.1	1,310.2	1,375.6	1,453.7
Corporate	206.7	218.1	224.2	233.6	245.9
Indirect Business	147.2	153.9	159.1	166.6	175.8
Personal Income	314.2	325.6	338.2	355.9	376.6
Social Security	546.9	566.6	588.6	619.5	655.4
State and Local Taxes Subtotal	1,081.2	1,114.0	1,155.8	1,201.0	1,249.1
Corporate	34.0	35.9	36.9	38.4	40.4
Personal Income	129.5	134.1	139.3	146.6	155.1
Sales	389.6	410.4	433.1	452.0	469.6
Lodging	51.1	53.0	56.9	61.1	65.5
Property	326.3	328.2	333.7	342.4	353.2
Excise and Fees	141.3	142.7	145.7	149.8	154.0
State Unemployment	9.4	9.7	10.1	10.7	11.3
TOTAL	2,296.2	2,378.2	2,466.0	2,576.6	2,702.8

- Taxes of $2.7 billion were directly and indirectly generated by travel in 2015.
- State and local taxes alone tallied $1.25 billion, growing nearly $50 million in 2015.

Travel tax generation

Traveler Generated Taxes - State and Local Government Revenues (US$ Million)			
Tax Type	Direct	Indirect/ Induced	Total
State Tax Subtotal	457.2	279.1	736.3
Corporate	19.9	20.5	40.4
Personal Income	79.4	75.7	155.1
Sales	293.1	162.5	455.6
Lodging	0.0	0.0	0.0
Property	23.3	12.8	36.2
Excise and Fees	16.0	21.7	37.7
State Unemployment	25.4	-14.1	11.3
Local Tax Subtotal	360.2	152.6	512.8
Corporate	0.0	0.0	0.0
Personal Income	0.0	0.0	0.0
Sales	9.0	5.0	14.0
Lodging	65.5	0.0	65.5
Property	204.5	112.5	317.0
Excise and Fees	81.2	35.1	116.3
State Unemployment	0.0	0.0	0.0

- Of the $1.25 billion in state and local taxes from traveler receipts, the state received $736 million.
- Of the $736 million in state revenues, $155 million accrues from income tax collections.
- Local governments received $512.8 million in tax receipts from travel-generated activity.
- In the absence of the state and local taxes generated by travelers, each Minnesota household would need to pay $585 to fill the gap.

Methodology and Background

TOURISM ECONOMICS

AN OXFORD ECONOMICS COMPANY

Definitions and terms

- A visitor includes all overnight and day travelers - traveling outside of their usual environment, defined as beyond 50 miles
- The analysis measures the economic impact of travelers to the State of Minnesota, including:
  - Day trips and overnight travelers
  - Domestic, Canadian, and overseas travelers
  - Leisure and business travel

Quantifying the travel and tourism economy

- Most economic sectors such as financial services, insurance, or construction are easily defined within a country's national accounts statistics.

- Travel is not so easily measured because it is not a single industry. It is a demand-side activity which affects multiple sectors to various degrees.

- Travel spans nearly a dozen sectors including lodging, retail, real estate, air passenger transport, food & beverage, car rental, taxi services, travel agents, and recreation (including museums, theme parks, sports events and others).

Methods and data sources

- Domestic traveler expenditure estimates are provided by Longwoods International's representative survey of US travelers. These are broken out by sectors (lodging, transport at destination, food & beverage, retail, and recreation), by purpose (business and leisure), and by length of stay (day and overnight).
- Tourism Economics (TE) then adds and cross-checks several categories of spending:
  - Overseas traveler spending (source: NTTO, TE)
  - Canada traveler spending (source: Statistics Canada, TE)
  - Spending on air travel which accrues to MN airports and locally-based airlines
  - Gasoline purchases by travelers (source: TE calculation)
  - Recreational second home expenditures (source: US Census)
  - Smith Travel Research (lodging performance)
  - Local level lodging tax data
  - Sales tax by industry (MN Department of Revenue)
  - Industry-by-industry employment and personal income (Bureau of Economic Analysis and Bureau of Labor Statistics)

Methods and data sources

- An IMPLAN model was utilized for the state of Minnesota. This traces the flow of traveler-related expenditures through the local economy and their effects on employment, wages, and taxes. IMPLAN also quantifies the indirect (supplier) and induced (income) impacts of travel.
- Tourism Economics then cross-checks these findings with employment and wage data for each sector to ensure the findings are within reasonable ranges.
- The source of the employment and wage data is the Regional Economic Information System (REIS), Bureau of Economic Analysis, U.S. Department of Commerce. This is more comprehensive than Bureau of Labor Statistics (ES202/QCEW) data. The main definitional difference is that sole-proprietors, which do not require unemployment insurance, are not counted in the ES202 data.

Description of spending categories

Spend Category	Description
Lodging	Includes traveler spending in accommodation sector. This includes food and other services provided by hotels and similar establishments.
Recreation	Includes traveler spending within the arts, entertainment and recreation supersector.
Air transport	Includes the local economic activity generated by travelers within the air transport (airline) and support services (on airport) sectors.
Other transport	Includes all forms of local transport services such as taxis, limos, trains, rental cars, and buses.
Shopping	Includes traveler spending within all retail sectors within the Minnesota economy.
Service stations	Traveler spending on gasoline. Only the margin counts as local economic impact.
Second homes	Spending associated with the operation of seasonal second homes for recreational use as defined by the Census Department. This is based on an "imputed rent" calculation over an estimated peak season.
Food and beverage	Includes all traveler spending at restaurants and bars.

About Tourism Economics

- Tourism Economics, headquartered in Philadelphia, is an Oxford Economics company dedicated to providing high value, robust, and relevant analyses of the tourism sector that reflects the dynamics of local and global economies. By combining quantitative methods with industry knowledge, Tourism Economics designs custom market strategies, project feasibility analysis, tourism forecasting models, tourism policy analysis, and economic impact studies.
- Our staff have worked with over 200 destinations to quantify the economic value of tourism, forecast demand, guide strategy, or evaluate tourism policies.
- Oxford Economics is one of the world's leading providers of economic analysis, forecasts and consulting advice. Founded in 1981 as a joint venture with Oxford University's business college, Oxford Economics is founded on a reputation for high quality, quantitative analysis and evidence-based advice. For this, it draws on its own staff of 150 highly-experienced professional economists; a dedicated data analysis team; global modeling tools; close links with Oxford University, and a range of partner institutions in Europe, the US and in the United Nations Project Link.
- For more information: info@tourismeconomics.com.

TOURISM ECONOMICS

AN OXFORD ECONOMICS COMPANY

6G.

Regional Economic Indicators Forum entitled:
Collaborative Marketing for Tourism and Economic Development
Tuesday, March 28, 2017 in Lake Superior Ballroom

Students from UMD, Saint Scholastica and UWS presented information on statistics associated with growth of tourism by sector growth (for example spectator sports had a growth of 4.2% since 2014). They described the Regional Equity Index showing a slight increase in volatility primarily associated with the iron mining industry and job loss. The presentation on the Business Confidence Indicators showed that on-line including social media has become the primary way to promote businesses. The last student presentation was on Consumer Confidence (I have a handout on this topic if you are interested).

This was followed by Keynote Speaker (see bio)

AnnDee Johnson is Vice President of Longwoods International, managing the firm's Scottsdale office. Longwoods is a respected leader in marketing, advertising, and public opinion research, providing strategic guidance to help clients evaluate their image, fine-tune their campaigns, demonstrate accountability to budget decision-makers, and make the most of their marketing dollars. AnnDee has a broad base of experience in research and strategic planning, international economic development, management and marketing. Prior to joining Longwoods, she was Director of Research and Strategic Planning at the Arizona Office of Tourism for seven years, where she built a respected research program that supported the work of the agency, industry partners and constituents. Highlights include the state's first comprehensive economic impact study of the $19 billion travel industry, analysis of the $2.7 billion economic contribution of Mexican visitors to Arizona, and intimate involvement in creating marketing strategies for promoting Arizona as a leisure destination. AnnDee served on the Travel and Tourism Research Association's (TTRA) International Board of Directors and has been an invited speaker at numerous industry conferences. She is currently on the Board of the Greater Western chapter of TTRA. She holds a Ph.D. in Germanic Languages from the University of Texas at Austin and a Master of International Management degree from the Thunderbird School of Global Management.

Her presentation focused on three key areas pertaining to how tourism and economic development is a case for collaboration on a regional and state level.

The Benefits:
- Using Duluth as the example 6.7 million tourist per year
- Overnight 2.3 M (34%)
- Day trip 4.4 M (66%)
- $874,000 spent in Duluth each day

The Tourism Industry:
- Direct—"Heads in beds"
- Indirect—Salaries of employees and supplies bought
- Induced—what is spent by employees and suppliers
- Keeps taxes lower

The Halo Effect:
- Overall impression
- Tourism marketing can have positive effect on economic development
- Discussed regional marketing, "what is our brand"
- "Pure Michigan" in 2005 at rock bottom 5.7 M being spent. Increased to 13.2 M in 2006. Result is now everything is labeled as "Pure Michigan"
- Gave examples of New Mexico and Wyoming following same pattern
- Based the ads on emotions and not on fishing, snowmobiling, etc

She ended her presentation on coming up with "Natural Collaborators" between cities within the region around a common brand.

6H.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

CITY OF PROCTOR
RESOLUTION 13-17
FOR THE APPOINTMENT OF SEASONAL LABORER FOR PARKS DEPARTMENT

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

WHEREAS, the City Council desires to appoint Seasonal Labor for its Parks Department; and,

WHEREAS, the City Council is interested in establishing the wages and benefits for all the casual positions including those previously established, in accordance with the Minnesota Statutes, Fair Labor Standards Act, and the City of Proctor Personnel Policies.

NOW, THEREFORE BE IT RESOLVED, the City Council is appointing up to two (2) summer casual labor: At wage rates determined by the City Council to serve as Casual Seasonal Labor for a period of time effective on or after April 1, 2017 and may continue through September, 2017 in accordance with this resolution and City Policies. The position is non-supervisory and non-exempt from the F.L.S.A. 29 U.S.C. This position is under the P.E.L.R.A. Law and does not include benefits. All work shall not exceed the number of work shifts in accordance with City Policies.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. 13-17 was declared duly passed and adopted this 3rd day of April 2017.

Philip Larson
Mayor

Attest: _____
Mark Casey
City Clerk/Administrator

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.

6I.

Minutes from the January 17, 2017 Public Safety Committee Meeting

PUBLIC SAFETY MEMBERS PRESENT: Mayor Phil Larson, Troy DeWall, Dick Kari, Rick LaLonde, Kent Gaidis, Walter Wobig,

OTHERS PRESENT: Sally Hedtke, Linnea Wiita

CALL TO ORDER:
Councilor DeWall called the Meeting to order at 4:00 pm.

APPROVAL OF MINUTES:
No minutes to approve.

COMMUNICATIONS:
None

OLD BUSINESS:
None

NEW BUSINESS:

1. ORGANIZATIONAL MEETING

Mayor Larson explained that he felt that as long as there are Council members present on all committees, someone other than the Council member should chair the committees, believing it to be more resident driven possibly less intimidating for other participants.

Motion by Wobig, seconded by LaLonde and carried: To elect Kent Gaidis to Chair the Public Safety Committee.

Motion by Wobig, seconded by Gaidis and carried: To elect Rick LaLonde and Vice Chair of the Public Safety Committee.

Discussion as to Ad Hoc member vs. voting member. It was decided to ask Council to make everyone a voting member, thereby having an odd number.

Discussion to have the Secretary contact all nine members to verify if they still wish to be a part of the Public Safety Committee prior to the next meeting.

By consensus members agreed that the Committee will schedule meetings as needed.

2. WINTER FROLIC – Feb 4, 2017

Discussion of the Event Application for the Winter Frolic. Hedtke stated that the Chamber will ask the City Council tonight for the City to co-sponsor the Winter Frolic as in the past, and cover the insurance under Tulip. She stated that this year the dog

sledders do not have their own insurance and will also have to be covered under the insurance.

Wobig reported that there will not be a hay ride this year, since the dogs are so popular there is waning interest in the hay ride.

Motion by Wobig, seconded by Kari and carried: To Approve the event application for the Winter Frolic on the stipulation they receive insurance through the City or provide their own.

3. SAFE ROUTES TO SCHOOL

Russell Haberman is chairing the Safe Routes to School Committee and would like representation from Public Safety on his committee. Mayor Larson said he has already agreed to be on the Safe Routes Committee, so he will be that representative.

OTHER MEMBER CONCERNS:

A. Discussion on concerns regarding the timeline for Event Approval.
Members expressed concerns that in the past some Event Applications were approved very last minute, resulting in several extra meetings.
It was noted that City Code 610.04 Subd. 4 and 610A, Subd. 2 state the time limit to be 20 business days.
Discussion that the Chamber has a 90 day deadline. Gaidis suggested that maybe the deadline be changed to 45 days. 60 days was also mentioned.
Also suggested was adding some sort of sanction or consequence, such as not being approved, if the deadline is not adhered to.
Decided by consensus that this will be on the agenda for the next meeting.

Next meeting to be scheduled for February 21st.

ADJOURN:

Motion by Kari, seconded by Gaidis, and carried: To adjourn the Public Safety meeting at 4:50 pm.

6J.

March 22, 2017

Proctor City Council:

I am writing to request the use of your inflatable screen and movie projector for our annual Hermantown Summer Fest "Movie in the Park" event on Friday, July 14 over at the Hermantown Soccer Complex. I've worked with Walter Wobig for many years putting on this very popular family event. It has been a very positive collaboration between our 2 neighboring communities. Thanks for considering my request.

Bob Swanstrom
H.S.F. Chairman
729-8058
4043 Lindall Rd.
Hermantown, MN
55811

March 22, 2017

Walter,

Thanks for working with me again with our "Movie in the Park" event for Germantown Summer Fest. The Germantown Soccer Association's top 2 choices were #1 Mighty Ducks and #2 League of Their Own both on page 40 of the film catalog. If you could notify me by April 21 which movie you were able to get I can then put it on our schedule. Friday July 14 is the date of this event at the Germantown Soccer Complex as usual. If you, Jim Schwarzbauer, and your staff could help out again to put on this event along with the soccer folks it would be appreciated by me! I've also included the request letter to the Proctor City Council.

Bob Swanstrom
729-8058

SWANK MOTION PICTURES EXHIBITION REQUEST FORM

CONTACT INFORMATION

Organization Name: Proctor Police
Organization Phone Number: 218-624-7788
Email Address: kgaidis@proctorpd.org

Contact Name: Kent Gaidis
Secondary Phone Number: 218-624-3641
How did you hear about Swank?

Organization Mailing Address	Shipping/Billing Address (If different from mailing)
100 Pionk Drive Proctor, MN 55810	

Payment Information

Are you PO required? ☐ Yes ☒ No

Are you tax exempt?* ☒ Yes ☐ No

Please select your preferred method of payment:
☒ Check ☐ Credit Card
(It is optional to include credit card info below)
Name as it appears on the card:
Card Number: **Exp. Date:** (dd/yyyy)
Credit card billing zip code:
☐one-time charge ☐save card on file for future orders

Additional Event Details

Are you charging admission or suggesting a donation for the event?
☐Yes ☒No If so, how much?

Anticipated crowd size: Less than 200 people

Reason for the screening: Community Engagement

REQUESTED MOVIES

Movie Title	Date of Screening	Do you need Swank to provide the content for an additional $28 round trip shipping and handling fee?	Is your screening indoors or outdoors?	Name & Address of Screening Location
The Mighty Ducks	7/14/2017	☒DVD ☒Blu-Ray ☐No	☐Indoor ☒Outdoor	100 Pionk Drive, Proctor MN 55810
		☐DVD ☐Blu-Ray ☐No	☐Indoor ☐Outdoor	
		☐DVD ☐Blu-Ray ☐No	☐Indoor ☐Outdoor	

Theatrical movie posters (27x40) are available on select titles for only $7.50/poster. Let us know if you are interested in purchasing theatrical movie posters if available. ☐ yes ☒ no
If yes, how many posters would you be interested in purchasing? Choose an item.

TERMS AND CONDITIONS

Please check the boxes to acknowledge that you have read and accept the terms

☒ **Cancellations** - Notification of a change or cancellation must be given at least 10 business days prior to your event. If an unforeseen circumstance (i.e. inclement weather, equipment malfunction, etc) prevents you from hosting your event you have up to one year in which to reschedule the same movie at no additional licensing fees. Notify your Account Executive the following business day so they can note the last minute cancellation on your account.

☒ **Advertising** - You are permitted to use the studio approved artwork provided by Swank Motion Pictures. Please note that these images may not be edited or altered and must include the copyright symbol and studio name. We encourage you to inform your organization's members and patrons via on premise posters, emails and private mailings. Advertising through media such as radio, television or newspaper is prohibited. Promotions by means of a lighted sign, billboard or marquee that can reasonably be seen by the general public may not include the name of the movie. If this policy is violated or your screening becomes openly competitive with a commercial theater, your screening(s) maybe cancelled without notice.

Moratoriums - It is understood that in rare instances it may be necessary for a Studio, in its sole discretion, to

☒	withdraw a movie from exhibition. In the event of a withdrawal you may substitute for an alternate title or cancel the event without obligation to Swank Motion Pictures.
☒	**Admission Charges or Suggested Donations-** If you are charging admission for the event, the total cost of the licensing will be quoted rate versus 50% of your ticket sales whichever is greater. You must submit an audience report, including number of tickets sold, ticket price and total box office within 48 hours of your event.
☒	**Payment** – In most cases payment is due upon receipt of the invoice. However, if you are a new customer prepayment is required on your first three orders and payment must be received in order to validate licensing. *If you are tax exempt please provide a copy of your state tax exemption certificate.

Authorized Signature

Printed Name: Kent M. Gaidis **Date:** 3/23/2017

Complete and return to your Account Executive Kaitlyn Morgan *Via fax: 314-909-0879 or email:* kmorgan@swank.com

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
AMERITAS	General Fund	Accounting	Employer Paid Health Insura	$8.47	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$20.73	INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$59.95	INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$41.46	INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$12.26	INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$12.26	INSURANCE
Check Name AMERITAS				$155.13	
C W TECHNOLOGY GROU	General Fund	Administrative	Computer Misc Expense	$111.60	QUARTERLY MAILFILTER
Check Name C W TECHNOLOGY GROUP				$111.60	
CASEY, MARK	General Fund	Council	Travel & Lodging Expense	$160.50	REIMBURSEMENT
Check Name CASEY, MARK				$160.50	
CENTURYLINK	Golf Course F	Admin & General Golf	Telephone	$120.62	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.25	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.25	PHONE SERVICE
Check Name CENTURYLINK				$189.12	
HASLER, INC.	General Fund	Administrative	Postage	$499.54	POSTAGE
Check Name HASLER, INC.				$499.54	
JAY BOYSEN	General Fund	Street Department	Meeting Expense	$181.90	REIMBURSEMENT
Check Name JAY BOYSEN				$181.90	
MINNESOTA ENERGY RES	General Fund	Government Building	Gas Utilities	$1,050.77	UTILITIES
	General Fund	Government Building	Gas Utilities	$1,862.42	UTILITIES
	General Fund	Operations (Fire)	Gas Utilities	$73.38	UTILITIES
Check Name MINNESOTA ENERGY RESOURCES COR				$2,986.57	
NORTHERN MN DENTAL	General Fund	Administrative	Employer Paid Health Insura	$163.25	DENTAL INSURNACE
	General Fund	Operations (Police)	Employer Paid Health Insura	$443.80	DENTAL INSURNACE
	General Fund	Street Department	Employer Paid Health Insura	$362.95	DENTAL INSURNACE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$99.85	DENTAL INSURNACE
	General Fund	Municipal Operations	Employer Paid Health Insura	$99.85	DENTAL INSURNACE
Check Name NORTHERN MN DENTAL				$1,169.70	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$1,045.40	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				$1,045.40	
PROCTOR BUILDERS	General Fund	Operations (Police)	Misc Operating Supplies	$1.94	SUPPLIES
Check Name PROCTOR BUILDERS				$1.94	
PROCTOR PUBLIC UTILIT	General Fund			$3,205.55	CLEAR OUT DUE TO FROM
	Sewer Fund			$1,437.91	CLEAR OUT DUE TO FROM
Check Name PROCTOR PUBLIC UTILITIES				$4,643.46	
QUILL CORPORATION	General Fund	Operations (Police)	Office Supplies & Expense	$128.32	OFFICE SUPPLIES - POLICE
Check Name QUILL CORPORATION				$128.32	
SEH	General Fund	Council	Engineering Fees	$376.25	ENGINEERING FEES
Check Name SEH				$376.25	
SPECTRUM REACH	General Fund	Tourism Expenditures	Advertising - Sponsorship	$2,320.00	TOURISM FAIRGROUNDS
Check Name SPECTRUM REACH				$2,320.00	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$43.60	TELEPHONE
Check Name VERIZON WIRELESS				$43.60	
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	
				$38,120.03	

+ 60.40
+ 2500
+ 50.00
+ 441.00
} summaries
$38,911.43

CITY OF PROCTOR

*Check Summary Register©

March 2017 to April 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 036030	EMC NATIONAL LIFE COMPANY	3/28/2017	$60.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 036031	LAW ENFORCEMENT LABOR SE	3/28/2017	$245.00	LELS UNION DUES
Paid Chk# 036032	PROCTOR POLICE DEPT UNION	3/28/2017	$50.00	POLICE DUES
Paid Chk# 036033	TEAMSTERS LOCAL UNION #346	3/28/2017	$441.00	Teamsters union dues
Paid Chk# 036034	AMERITAS	4/4/2017	$155.13	INSURANCE
Paid Chk# 036035	CASEY, MARK	4/4/2017	$160.50	REIMBURSEMENT
Paid Chk# 036036	CENTURYLINK	4/4/2017	$189.12	PHONE SERVICE
Paid Chk# 036037	C W TECHNOLOGY GROUP	4/4/2017	$111.60	QUARTERLY MAILFILTER
Paid Chk# 036038	HASLER, INC.	4/4/2017	$499.54	POSTAGE
Paid Chk# 036039	JAY BOYSEN	4/4/2017	$181.90	REIMBURSEMENT
Paid Chk# 036040	MINNESOTA ENERGY RESOURC	4/4/2017	$2,986.57	UTILITIES
Paid Chk# 036041	NORTHERN MN DENTAL	4/4/2017	$1,169.70	DENTAL INSURNACE
Paid Chk# 036042	PETERSON, LOREN W	4/4/2017	$1,045.40	ACCOUNTING SERVICES
Paid Chk# 036043	PROCTOR BUILDERS	4/4/2017	$1.94	SUPPLIES
Paid Chk# 036044	PROCTOR PUBLIC UTILITIES	4/4/2017	$4,643.46	CLEAR OUT DUE TO FROM OTHER FU
Paid Chk# 036045	QUILL CORPORATION	4/4/2017	$128.32	OFFICE SUPPLIES - POLICE
Paid Chk# 036046	SEH	4/4/2017	$376.25	ENGINEERING FEES
Paid Chk# 036047	SPECTRUM REACH	4/4/2017	$2,320.00	TOURISM FAIRGROUNDS
Paid Chk# 036048	VERIZON WIRELESS	4/4/2017	$43.60	TELEPHONE
Paid Chk# 036049	W.L.S.S.D.	4/4/2017	$24,107.00	WASTEWATER CHARGES
		Total Checks	$38,916.43	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
ADT SECURITY SERVICES	Security Systems	$62.48	SECURITY
Check Name ADT SECURITY SERVICES		$62.48	
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	$112.00	03272017
Check Name AMERICAN BOTTLING COMPANY		$112.00	
AMERITAS	Employer Paid Health Insuranc	$4.90	LIFE INSURANCE
Check Name AMERITAS		$4.90	
ARCTIC GLACIER ICE USA, INC	Misc Merchandise	$93.60	ICE
Check Name ARCTIC GLACIER ICE USA, INC		$93.60	
ARTISAN BEER COMPANY	Beer Purchases	$67.50	03162017
	Beer Purchases	$67.50	03232017
Check Name ARTISAN BEER COMPANY		$135.00	
BELLBOY CORPORATION	Misc Merchandise	$39.63	11302016
Check Name BELLBOY CORPORATION		$39.63	
BERNICK'S PEPSI	Beer Purchases	$59.14	02012017
	Soft Drinks and Mix	$37.00	03152017
	Beer Purchases	$1,964.50	03152017
	Beer Purchases	$808.05	03222017
Check Name BERNICK'S PEPSI		$2,868.69	
BREAKTHRU BEVERAGE	Freight and Express	$23.19	03162017
	Freight and Express	$7.70	03232017
	Liquor Purchases	$334.41	03232017
	Liquor Purchases	$1,022.77	03162017
	Wine Purchases	$96.00	03232017
Check Name BREAKTHRU BEVERAGE		$1,484.07	
CITY OF PROCTOR		$27,650.72	CLEAR OUT DUE TO FROM OT
Check Name CITY OF PROCTOR		$27,650.72	
JOHNSON BROTHERS INC	Wine Purchases	-$52.60	02232017
	Wine Purchases	$605.08	03142017
	Freight and Express	$23.66	03142017
	Liquor Purchases	$1,179.72	03142017
	Freight and Express	$25.10	03142017
	Wine Purchases	$406.72	03212017
	Freight and Express	$17.29	03212017
	Wine Purchases	$73.19	03212017
	Liquor Purchases	$1,017.10	03212017
	Freight and Express	$16.69	03212017
Check Name JOHNSON BROTHERS INC		$3,311.95	
LAMAR COMPANIES	Advertising - Enterprises	$295.00	POSTERS/SIGNS
Check Name LAMAR COMPANIES		$295.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$254.00	03272017
	Beer Purchases	$450.20	03202017
Check Name MICHAUD DISTRIBUTING COMPANY		$704.20	
PHILLIPS WINE & SPIRITS CO	Misc Merchandise	$22.75	09072016
	Misc Merchandise	$23.25	03142017
	Liquor Purchases	$857.22	03142017
	Freight and Express	$15.78	03142017
	Wine Purchases	$88.00	03142017
	Freight and Express	$1.82	03142017
	Wine Purchases	$84.00	03212017
	Freight and Express	$5.46	03212017
	Liquor Purchases	$509.53	03212017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
PHILLIPS WINE & SPIRITS CO	Freight and Express	$8.19	03212017
Check Name PHILLIPS WINE & SPIRITS CO		$1,616.00	
ROHLFING INC	Beer Purchases	$774.40	03172017
	Beer Purchases	$1,269.95	03242017
	Beer Purchases	$1,177.69	02242017
	Beer Purchases	$900.95	02172017
Check Name ROHLFING INC		$4,122.99	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$18.45	03172017
	Wine Purchases	$210.00	03242017
	Liquor Purchases	$404.95	03242017
	Freight and Express	$14.35	03242017
	Liquor Purchases	$784.36	03172017
Check Name SOUTHERN WINE & SPIRITS OF MN		$1,432.11	
SUPERIOR BEVERAGE	Beer Purchases	$3,466.25	03172017
	Beer Purchases	$1,235.30	03282017
	Beer Purchases	$277.80	03212017
	Beer Purchases	$331.55	03242074
Check Name SUPERIOR BEVERAGE		$5,310.90	
TOTAL REGISTER SYSTEMS	Maintenance Agreement	$377.62	SCANNER, LABELS
	Maintenance Agreement	$1,499.46	SUPPORT
Check Name TOTAL REGISTER SYSTEMS		$1,877.08	
VINOCOPIA	Freight and Express	$3.80	03242017
	Wine Purchases	$160.00	03242017
Check Name VINOCOPIA		$163.80	
WILLIS SUPPLY COMPANY	Misc Operating Supplies	$85.74	OFFICE SUPPLIES
Check Name WILLIS SUPPLY COMPANY		$85.74	
		$51,370.86	

+ 1612.58 PR17-05 Lwh PERA
+ 14.40 Supplies

$52,997.84

CITY OF PROCTOR

*Check Summary Register©

March 2017 to April 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027631	CITY OF PROCTOR	3/28/2017	$1,612.58	PR17-05L wh PERA
Paid Chk# 027632	EMC NATIONAL LIFE COMPANY	3/28/2017	$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 027633	ADT SECURITY SERVICES	4/4/2017	$62.48	SECURITY
Paid Chk# 027634	AMERICAN BOTTLING COMPAN	4/4/2017	$112.00	03272017
Paid Chk# 027635	AMERITAS	4/4/2017	$4.90	LIFE INSURANCE
Paid Chk# 027636	ARCTIC GLACIER ICE USA, INC	4/4/2017	$93.60	ICE
Paid Chk# 027637	ARTISAN BEER COMPANY	4/4/2017	$135.00	03162017
Paid Chk# 027638	BELLBOY CORPORATION	4/4/2017	$39.63	11302016
Paid Chk# 027639	BERNICK'S PEPSI	4/4/2017	$2,868.69	02012017
Paid Chk# 027640	BREAKTHRU BEVERAGE	4/4/2017	$1,484.07	03162017
Paid Chk# 027641	CITY OF PROCTOR	4/4/2017	$27,650.72	CLEAR OUT DUE TO FROM OTHER FU
Paid Chk# 027642	JOHNSON BROTHERS INC	4/4/2017	$3,311.95	03142017
Paid Chk# 027643	LAMAR COMPANIES	4/4/2017	$295.00	POSTERS/SIGNS
Paid Chk# 027644	MICHAUD DISTRIBUTING COMP	4/4/2017	$704.20	03202017
Paid Chk# 027645	PHILLIPS WINE & SPIRITS CO	4/4/2017	$1,616.00	09072016
Paid Chk# 027646	ROHLFING INC	4/4/2017	$4,122.99	02172017
Paid Chk# 027647	SOUTHERN WINE & SPIRITS OF	4/4/2017	$1,432.11	03172017
Paid Chk# 027648	SUPERIOR BEVERAGE	4/4/2017	$5,310.90	03172017
Paid Chk# 027649	TOTAL REGISTER SYSTEMS	4/4/2017	$1,877.08	SUPPORT
Paid Chk# 027650	VINOCOPIA	4/4/2017	$163.80	03242017
Paid Chk# 027651	WILLIS SUPPLY COMPANY	4/4/2017	$85.74	OFFICE SUPPLIES
		Total Checks	$52,997.84	

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, April 17, 2017
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES April 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**

***3. CLERK ADVISES COUNCIL**

A. Government Fund payroll period ended 04/03/17; Liquor Fund payroll period ended 04/03/17

***4. COMMITTEE REPORTS**

A. Public Safety Meeting Minutes of April 10, 2017

***5. UNFINISHED BUSINESS**

*A. Council Handbook

*B Personnel Handbook

6. NEW BUSINESS

A. **Event Packet Requiring all Applications to be Completed and Submitted by a Deadline - Recommendation from Public Safety for 60 day Deadline**

B. **Ordinance 02-17 – Amending Special Event Application**

C. **Ordinance 03-17 – Amending Street Dance**

D. **Resolution 17-17 - Special Event Application Deadline**

E. **Special Event Packet – Bike Night at Powerhouse (Recommendation from Public Safety)**

F. **Special Event Packet – 2017 Memorial Day (Recommendation from Public Safety)**

G. **Special Event Packet – Powerhouse Street Dance (Recommendation from Public Safety and Liquor Control)**

H. **Special Event Packet – June Powerhouse Car Show (Recommendation from Public Safety)**

I. **Special Event Packet – Speedway Events (Recommendation from Public Safety)**

J. **Special Event Packet – 2017 MS 150 Bike (Recommendation from Public Safety)**

K. **Kirkus Street Stop Sign – recommendation from Public Safety and memo from Vic Lund, St. Louis County**

L. **Resolution 14-17 Resolution Supporting Local Decision Making Authority**

M. **Resolution 15-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License**

N. **Resolution 16-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License**

O. **New Fire Department Members – Raymond Leedom and Austin Memmer**

P. **Joint Meeting City Council and Police Civil Service Commission – April 20, 2017 at 4pm, in the Conference Room, Proctor City Hall.**

Q. **Resolution 18-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License.**

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. **Union and Negotiations Update**

6. NEW BUSINESS (continued)

R. **Labor Agreement**

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund
$94,471.35

Liquor Fund
$23,241.24

$117,712.59 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

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

Deputy Mayor Gary Nowak called the meeting to order at 6:00pm.

MEMBERS PRESENT:	Councilors Jake Benson, Jim Schwarzbauer, Troy DeWall, and Deputy Mayor Gary Nowak
MEMBERS ABSENT:	Mayor Philip Larson
OTHERS PRESENT:	Mark Casey, City Administrator; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township;

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the March 20, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Schwarzbauer added 5B: Mesabi Misses

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

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan asked about the trees that were to be replaced with the parking lot near City Hall was blacktopped. She also suggested that the Beautification Committee could be involved with the placement of the new trees.

*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**

Schwarzbauer pulled item 5B for discussion

Motion by Schwarzbauer, seconded by Benson and carried: To approve the Consent Agenda as amended.

***1. COMMUNICATIONS**

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 03/19/17; Liquor Fund payroll period ended 03/19/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

*B. Mesabi Misses

Schwarzbauer distributed a handout and told the council that he is interested in inquiring about Tourism grant to fund ideas about the Mesabi Misses.

6. NEW BUSINESS

A. For Consideration –Appraisal of PEDA property

Casey stated that the packet included three quotes for appraisals for the PEDA property.

Motion by Schwarzbauer, seconded by Nowak and carried: To accept the quote from Twin Ports Appraisal not to exceed $2000 to appraise the PEDA property.

B. City Wide Garbage Pick Up – May 6, 2017 –Russell Haberman

Nowak stated that Haberman was at the last City Council meeting requesting usage of the City garbage containers following the garbage clean up. Casey said he spoke with the Street Department Foreman and they would assist in the pickup of the bags of garbage if needed.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the City Wide Parks and Roadways Garbage Pickup on May 6, 2017.

C. City Wide Brush Pick Up – Tentative date May 22, 2017

Casey stated that residents should have the brush on their property by May 19, 2017 and call City Hall to be placed on the pickup list.

Motion by DeWall, seconded by Schwarzbauer and carried: To accept May 22, 2017 as the start date of the City Wide Brush Pickup.

D. Unallocated Lodging Tax Funds Request - $15,000 to St. Louis County Fair and Fair Association events (unanimous recommendation from Tourism Committee) – see Financial Statements from Fair Association

Motion by Schwarzbauer, seconded by Nowak and carried: To approve the Unallocated Lodging Tax Dunds Request of $15,000 to the St. Louis County Fair and Fair Association.

E. Recommendation to add Brook Rodberg to Tourism Committee (unanimous recommendation by Tourism Committee)

Benson suggested that it would be nice if the applicant appeared before Council to answer some questions and hear about their vision for the committee. Nowak said that knowing where Rodberg is employed, and it was a unanimous decision, he is in favor of her appointments. DeWall stated that the council doesn't want to micromanage the committees, but it would be helpful to have additional information. Council asked administration to email more information about Rodberg.

Motion by Nowak, seconded by DeWall and carried: To approve Brook Rodberg to the Tourism Committee.

F. Minnesota Tourism - 2015 Economic Impact (Schwarzbauer–Informational)

Schwarzbauer said that he feels that Proctor sits well for Tourism and Economic Development. The documents in the packet are informational.

G. Collaborative Marketing for Tourism and Economic Development (Schwarzbauer)

Informational information submitted by Councilor Schwarzbauer.

H. Resolution 13-17 For The Appointment of Seasonal Laborer for Parks Department (Also see Parks & Recreation meeting minutes of February 9, 2017)

Casey stated that the Parks and Recreation Committee previously approved Angie

Peterson for seasonal employment. Casey said that this resolution would give the Parks Department the ability to hire an additional seasonal worker if needed.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve Resolution 13-17 as presented.

I. Event Packet Requiring all Applications to be Completed and Submitted by a Deadline – make recommendation to Public Safety

DeWall said that the council and the Public Safety committee need continuity on the time lines requested for submission of events. He said that Public Safety meets on April 10 and he is looking for a recommendation from Council at this time. Benson suggested a 60 day requirement, and DeWall agreed with his suggestion. Casey stated that the timeline needs to reflect the amount of time the Police Department needs to rearrange schedules if needed. Also, Casey said that this change will be an Ordinance change that will require a change in City Code including publications. DeWall will report back to Council next meeting.

J. Hermantown Movie in the Park – Request for Usage of Proctor Equipment

Schwarzbauer stated that this request has been annual from the Hermantown Summerfest committee.

Motion by DeWall, seconded by Nowak and carried: To approve the request for Usage of Proctor Equipment for the Hermantown Summerfest Movie in the Park.

Motion by DeWall, seconded by Nowak and carried: To recess the City Council meeting at 6:53 to discuss Labor and Negotiations according to State Statute 13D.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

Motion by DeWall, seconded by Schwarzbauer and carried: To reopen the City Council meeting at 7:15pm.

6. NEW BUSINESS (continued)

K. Labor Agreement

MEMBER CONCERNS

Benson gave a Legislative Tax Bill update.

Nowak gave a Golf Advisory Board that included Meeting Minutes. Motion by Benson, seconded by DeWall and carried: To approve the Golf Advisory Board meeting minutes of April 3, 2017.

Schwarzbauer distributed a list of Web Designers in Duluth.

BILLS FOR APPROVAL

General Fund		Liquor Fund
$38,916.43		$52,997.84
$91,914.27	TOTAL BILLS FOR APPROVAL	

Motion by Schwarzbauer, seconded by Nowak and carried: To approve the bills in the amount of $91, 914.27.

ADJOURNMENT

Motion by DeWall, seconded by Nowak and carried: To adjourn the City Council meeting at 7:30pm.

PR17-07 3/20/17 - 4/2/17 3A.

CITY OF PROCTOR

Payroll Summary - General Funds

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
General Fund	General Government	Committees	Full-Time Employee Regular	$600.00
	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	$686.60
	City Clerk	Administrative	Full-Time Employee Regular	$2,709.00
	City Clerk	Administrative	Full-Time Employee Regular	$145.60
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$14,770.52
	Police	Operations (Police)	Full-Time Employee Regular	$698.40
	Police	Operations (Police)	Full-Time Employee Regular	$408.72
	Police	Operations (Police)	Full-Time Employee Regular	$345.24
	Police	Operations (Police)	Full-Time Employee Regular	$349.20
	Police	Operations (Police)	Full-Time Employee Overtime	$635.57
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$1,496.50
	Police	Admin Secretary (Police)	Part-Time Employee	$217.92
	Police	Admin Secretary (Police)	Part-Time Employee	$653.76
	Police	Police Grant Labor	Full-Time Employee Overtime	$130.95
	Fire	Operations (Fire)	Part-Time Employee	$5,990.34
	Fire	Operations (Fire)	Part-Time Employee	$95.00
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	$192.31
	First Responders	Operations (Fire)	Part-Time Employee	$4,500.01
	Streets & Roadways	Street Department	Full-Time Employee Regular	$94.24
	Streets & Roadways	Street Department	Full-Time Employee Regular	$3,265.41
	Streets & Roadways	Street Department	Full-Time Employee Regular	$441.82
	Streets & Roadways	Street Department	Full-Time Employee Regular	$2,490.60
	Streets & Roadways	Street Department	Full-Time Employee Regular	$41.54
	Park	City Parks	Full-Time Employee Regular	$23.56
	Operations (PUC)	Administrative and General	Temporary Employees Regular	$263.29
FUND 100 General Fund				$48,538.04
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$710.46
	Public Works	Sewer	Full-Time Employee Regular	$703.89
FUND 500 Sewer Fund				$1,414.35
				$49,952.39

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,672.00
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$27.38
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$56.60
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$2,006.94
FUND 600 Liquor Fund				$3,762.92
				$3,762.92

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 7

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	6.00	1.5	$199.71	City -Bi-wk
POLICE	12.00	1.5	$395.82	City -Bi-wk
POLICE	1.00	1.5	$40.04	City -Bi-wk
POLICE	3.00	1.5	$130.95	City -Bi-wk TZD grant
Shift Multiplier 1.5	22.00		$766.52	
Pay Group Description City -Bi-wk	22.00		$766.52	
	22.00		$766.52	

4A.

Minutes from the April 10, 2017 Public Safety Committee Meeting

CALL TO ORDER: Chairman Gaidis called the Meeting to order at 4:00 pm.

MEMBERS PRESENT: Troy DeWall, Dick Kari, Rick LaLonde, Kent Gaidis, Kerry Helquist; Garry Hawkinson; Deb Madson

MEMEBRS ABSENT: Mayor Philip Larson

OTHERS PRESENT: Nick Greenwood; Tammie McDonald; Sally Hedtke

APPROVAL OF MINUTES:

Motion by DeWall, seconded by Hawkinson and carried: To approve the Public Safety Meeting Minutes of January 17, 2017

COMMUNICATIONS:

None

OLD BUSINESS:

None

NEW BUSINESS

1. Proctor Collision Parking

   Nick Greenwood stated that his business has been approached by OSHA about the parking done in the front and back of his building as many of these spots are taken from other business patrons. He is asking for designated parking spots for his business from 8am-5:30pm. DeWall said that he has worked with the county on a similar situation and was only allowed a loading zone in that area. Gaidis stated that previously residents or businesses were only permitted to have a handicap sign in front of the properties. Gaidis will find documentation and send it to Greenwood or bring to the next meeting.

2. Bike Night Concerns

   Greenwood spoke as a neighboring business owner and residents of the area where Bike Night takes place. He is concerned with the parking and the street being blocked off for any residential parking. He also expressed concerns about the loudness of the bike after

the event was completed. Greenwood asked if the police could be visible at the end of the event to deter the noise. Gaidis said that they have previously brought a squad car to the area and will do so again this year. Kari said that he is there at the end of the evening and hasn't heard the loud noises and the parking issues only involve 5-6 spots until about 9pm.

3. Hoghead Special Event packet (Lions Club)

   Hedtke stated that she has not received the complete list of events. Kari said that the lineup would be the same as last year but will obtain a complete list in addition to the vendor list. DeWall stated that from a safety standpoint, he would like to see the parade line up more in Boundary and into the Fairgrounds. Kari will notify Frank Siiro and Dennis McCauley. Item Tabled.

4. Bike Night at Powerhouse

   Kari stated that everything is the same as last year.

   Motion by Helquist, seconded by LaLonde and carried (Kari abstained): To approve the Special Event Application for Bike Night at the Powerhouse.

5. ATV Ordinance

   Item Tabled.

6. Events List submitted by Event Coordinator

   Informational

7. Recommendation from City Council regarding Time Lines for Event Packets

   DeWall stated that council is looking for a recommendation from Public Safety with a possible minimum of 60 days. Gaidis stated that he agrees with the 60 day recommendation.

   Motion by Helquist, seconded by Madson and carried: To recommend a 60 day deadline for submission of Special Event packets.

8. Kirkus Street Stop Sign – see email from Vic Lund, St. Louis County

   DeWall stated that this was discussed and approved at council. LaLonde agrees with Vic Lund and would like to avoid a flashing sign and proposes a Stop Ahead sign. The committee discussed the need for some reflective sheeting on the sign to see in the fog.

   Motion by Kari, seconded by Gaidis and carried: To obtain two Stop Ahead signs for Kirkus Street added reflective sheeting to each sign with the Street Department Foreman

determining the appropriate placement of each sign.

9. Hoghead Parade – lineups

   Issue discussed with Item #3. Kari (Lions Club) will notify Fairgrounds of lineup change in Fair area.

10. 2017 Memorial Day Application

    Gaidis stated that the application is very similar to the one last year.

    Motion by Kari, seconded by Hawkinson and carried: To recommend approval of the 2017 Memorial Day Special Event Application.

11. St. Louis County Fair

    Item Tabled until additional information submitted.

12. Powerhouse Street Dance

    Kari stated that the application is similar to the one submitted last year. He is asking for more financial assistance with police officers or to lower the total number of officers required. Gaidis stated that he would like to keep the number of officers the same.

    Motion by Gaidis, seconded by LaLonde and carried (Kari abstained): To recommend approval to Liquor Control Committee and City Council of the Special Event packet for the Powerhouse Street Dance as presented.

13. Hoghead Car Show

    Item Tabled – more information needed.

14. June Powerhouse Car Show

    Motion by Gaidis, seconded by LaLonde and carried (Kari abstained): To recommend approval of the June Powerhouse Car Show as presented.

15. Speedway Events

    Motion by Helquist, seconded by Gaidis and carried: To recommend approval of the Speedway Events as presented.

16. Amending City code 702.04 Subd. 7 Regulation of Hours and Conduct (See Liquor Control Minutes and City Council Minutes)

    Item Tabled.

17. 2017 MS 150 Bike

    Motion by Kari, seconded by Gaidis and carried: To recommend approval of the 2017 MS 150 Bike ride as presented.

OTHER MEMBER CONCERNS

NEXT MEETING DATE

TBD first week of May 2017.

ADJOURN

Motion by Madson, seconded by Helquist and carried: To adjourn the Public Safety meeting at 6:10pm.

6B.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

ORDINANCE NO. 02-17

ORDINANCE AMENDING SECTION 610A OF THE CITY CODE ENTITLED "SPECIAL EVENTS"

THE CITY COUNCIL OF THE CITY OF PROCTOR DO ORDAIN AS FOLLOWS:
Section 1. City Code, Section 610A, Subd. 2 entitled "Application for Approval," is hereby amended as follows:

> Subd. 1. Any person(s) wishing to hold a special event, to include pyrotechnics, shall apply for approval on forms to be provided by Proctor City Hall and the Event Coordinator. ~~Unless extended by specific written permission of the City Administrator or designee~~ The City Council will create by resolution, specific deadlines for all permits and approvals necessary to conduct a special event, which copies thereof will be provided to the City. No special event may be held unless an application as provided for herein has been submitted, fully completed, and approved in writing by the ~~City Administrator or designee~~ Event Coordinator and Public Safety Committee.

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

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

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

Voting Yes: Councilpersons
Voting No: Councilpersons

Ordinance declared adopted this _____ day of May, 2017.

CITY OF PROCTOR

By_____
Mayor

ATTEST:

_____
City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on April 20, 2017

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
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UC.

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

ORDINANCE NO. 03-17

ORDINANCE AMENDING SECTION 610.04 OF THE
CITY CODE ENTITLED "STREET DANCES"

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

Section 1. City Code, Section 610.04, Subd. 4 entitled "Other Requirements," is hereby amended as follows:

Subd. 1. The City Council will create by resolution, specific deadlines for all applicants for a permit as set forth in subd. 1 of this Ordinance and shall ~~no later than 20 business days prior to the date of the event~~ submit a formal permit application to the ~~City Administrator~~ Event Coordinator ~~upon a permit form~~ provided by the City and available at City Hall. No special event may be held unless an application as provided for herein has been submitted, fully completed, and approved in writing by the Event Coordinator and Public Safety Committee.

~~Such~~ Permittee liability insurance shall provide coverage in an amount no less than the liability limits set forth in Minn. Stat. 466.04 subd. 1, as amended from time to time. Additionally, any monetary deposits or insurance policies procured by the permittee as required by this Ordinance shall be delivered to the ~~City Administrator~~ Event Coordinator no later than ~~twenty (20) business days~~ the guidelines set by resolution of the City Council, prior to the event.

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

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

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

Voting Yes: Councilpersons

Voting No: Councilpersons

Ordinance declared adopted this _____ day of May, 2017.

CITY OF PROCTOR

By _____
Mayor

ATTEST:

_____
City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on April 20, 2017

6D.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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RESOLUTION 17-17
SPECIAL EVENT APPLICATION
DEADLINES

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

WHEREAS the City of Proctor (City) has established through Ordinances 610 and 610A to allow for "Special Events;" and,

WHEREAS, the City, in order to be consistent in its application process, wishes to create specific application parameters;

NOW BE IT RESOLVED through actions of the City Council and its Mayor:
Any application for Special Events, must be submitted to the City's representative no later than sixty (60) calendar days prior to the event.

BE IT FURTHER RESOLVED any application not meeting the required submittal time frame will not be considered unless through actions of the City Council.

Upon vote taken thereon, the following voted:

For:

Against:

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

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator

6E.

3-20-17

City of Proctor
Special Event Application

Event Title: Bike Night

Purpose of Event: Gathering of Bikes, Every Thursday/ May 18th – Sept 14th

Description of Event: DJ, Prizes, Bike Games Yard Games

Event Category (Please check)

__Athletic/Recreation __Festival __Parade/March __Block Party
__Concert/Performance __Carnival __Grand Opening __Fundraiser
__Street Dance (See City code 810.04) Other: Bike Night

Event Schedule (use additional sheets if needed)

	Date 5:45PM	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	May 18th	Thurs	6:00 pm	9:00 pm	50-75
Event Day 1					
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down	Sept 14th	Thurs	6:00 pm	9:00 pm	50-75

Event Location/Address: Powerhouse Bar 423 3rd Ave. Proctor MN 55810

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: Powerhouse Bar

Organization Address: 423 3rd Ave Proctor MN 55810

Organization is: X For Profit __Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Dick Karl

Email address: dickKarl54@gmail.com

Home #: (218) 624-3764

Cell #: (218) 940-1263

FAX #:

Address: 5433 Ugstad Jct Road
Duluth MN 55810

Secondary Contact

Name: Cookie Karl

Email address: CordeliaKarl@gmail.com

Home #: (218) 624-3764

Cell #: (218) 940-1584

FAX #:

Address: 5433 Ugstad Jct Road
Duluth MN 55810

General Event Information

YES NO Is this an annual event? If yes, how many years have you been holding this event? 8

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 Park or Property to be used 5th St Between Hwy 2 & 3AV Parking Lot Behind Powerhouse Exclude City Lot

NOTE: If event is to be held on city property a -EVENT SPONSOR- RELEASE AND INDEMNIFICATION AGREEMENT must be completed.

YES NO Are you requesting any roads to be closed?

If yes, Refer to City Code: CHAPTER 610A - SPECIAL EVENTS Subd 11 - Use of roadways; traffic regulations.

YES NO Will your event require electricity? If yes, please describe. _____

Powerhouse

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's or children's games? If yes, please describe. _____

(Please 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. _____

(Please Note: *A permit obtained 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: N/A

Contact Person: N/A

Phone Number: N/A

Marketing

YES (NO) Is your event listed on the web. If yes, please provide the URL address: _____

Please check how you plan on marketing your event.

X Outdoor Banners X Radio Ads __ Mailings __ Newspaper Ads

__ Outdoor Signs __ TV Ads __ Flyers Other: ~~FaceBook~~ Twinport Wig & Life

Promotional Signs/Banners:

Location	Size	Description
Powerhouse Bar	?	INFO Dates & Times
		of event

Directional Signs:

Location	Size	Description
NA		

Entertainment

(YES) NO Will your event have musical entertainment? If yes, please describe the type of music that will be used for your event. DJ Country / Classic Rock

(YES) NO Will your event use amplified sound equipment? If yes, please describe. Provided By Radio Station

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 810.04. 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 presented 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: N/A
Contact Person: N/A
Phone Number: N/A

(YES) NO Will your event involve the use of traffic safety equipment? If yes, please describe. BARRICADES

NOTE: Under City Ordinance 618.04, Street Dances
Subd. 6. Public Safety. The permitee shall provide officers as follows:
Two officers for any event with anticipated attendance of 0-300 patrons with one additional officer for each additional 200 patrons.
The officers hired by the permitee shall be retained by the permitee under the following priority:
(1) Off-duty Proctor officers;
(2) Officers from a jurisdiction sharing 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

Please 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. SEE MAP

☑* The location of fencing, barriers and/or barricades. SEE MAP

☐* The 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.

☑* The location of parking arrangements made for event attendees, participants and vendors. SEE MAP

☐ * The provision of a twenty foot (20') emergency access lanes throughout the event venue SEE MAP

☐ * 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.

Please Note: (*All vendors are required to have a current State of Minnesota Operator Certificate of Compliance – from Department of Revenue (ST19 form) and an original insurance certificate naming the City of Proctor as an additional insured for the date of the event showing Products Liability in the amount of $1,000,000.00*)

Food/Beverage

YES (NO) Will your event serve food?
If yes, where will the food be prepared? __On Site __Off Site
Will it be sold or provided free to attendees? _____

Please Note: (*An original insurance certificate naming the City as an additional insured for the date of the event showing Products Liability in the amount of $1,000,000.00 is required. In addition, you will be required to have a Temporary Event Vendor License from the State of Minnesota Health Department*)

YES (NO) Do you intend to cook food in the event area? If yes, please specify method:
__Gas __Electric __Charcoal Other: _____

(YES) NO Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? Sold within the Courthouse

Please Note: (*Alcoholic beverages are not permitted in any City Right-of-way, City Park or facility except where specifically waived 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. The certificate of insurance must include liability coverage for the sale and/or consumption of alcohol during the event*).

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Proctor Minnesota
THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.
In consideration for being permitted to engage in the following special event activities on City of Proctor property:

City Parking Lot, Behind Pawn House
5th St Between Hwy 2 & 3rd AVE

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) CK

B. If required by this paragraph, we agree to require each participant in our special event to execute a RELEASE AND INDEMNIFICATION AGREEMENT for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES __ NO X

(Special Events Holder initials here) CK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CK

D. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) CK

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) CK

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) CK

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Richard A. Kar,

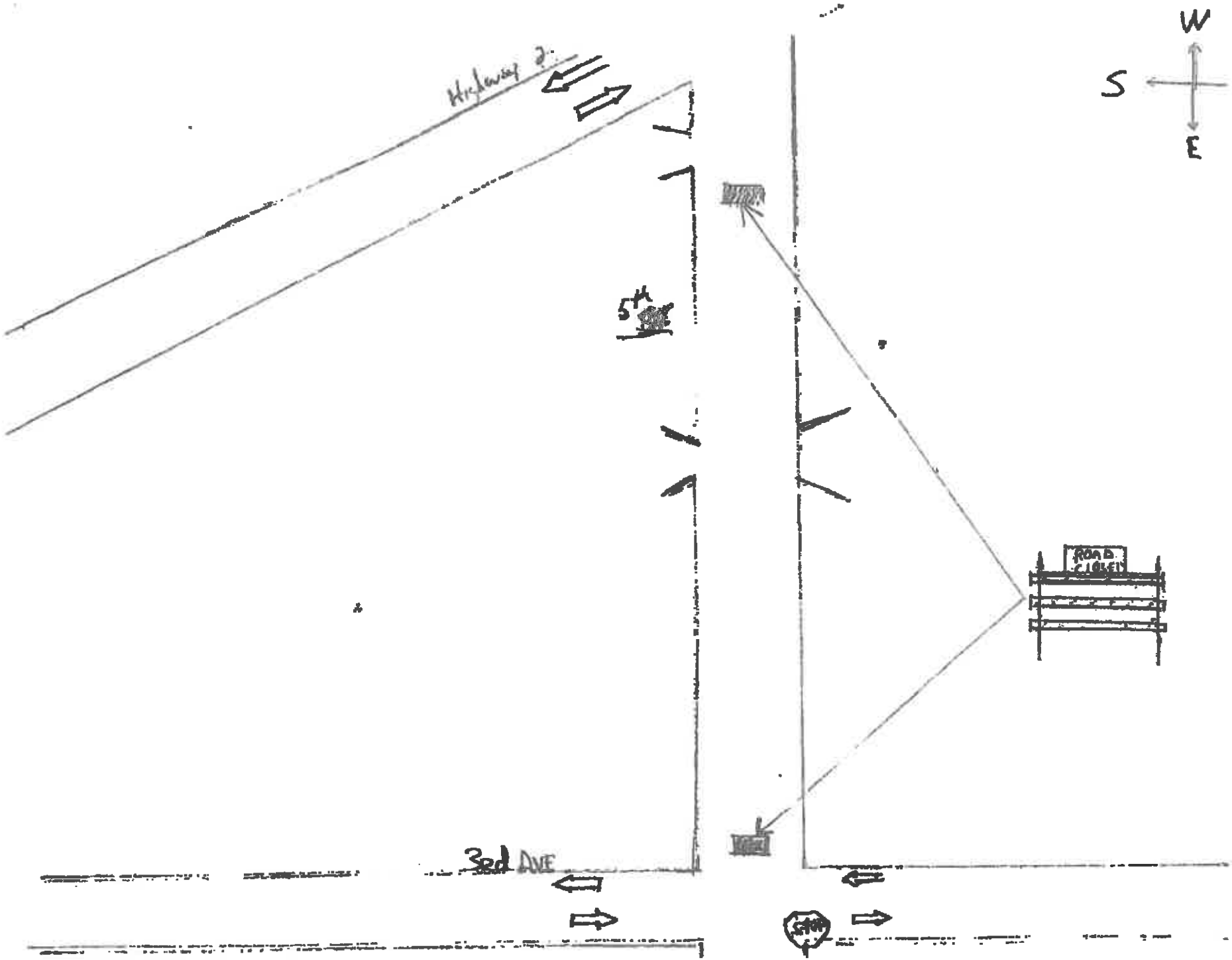
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name: Richard A. Kar, / Cordelia M. Kar,

Title: Owners

Signature: Cordelia M Kar

Date: 3-13-17


Highway 2
5th
3rd AVE
W
S
E
ROAD CLOSED
STOP

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Dwight Swanstrom Co.
31 N 21st Ave. W.

Duluth MN 55806

CONTACT NAME: Tony Bauer
PHONE (A/C, No, Ext): (218)727-8324 FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00020247

INSURED

CHK, Inc.
DBA: Powerhouse Bar
423 3rd. Avenue

Proctor MN 55810

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Illinois Casualty Ins Comp	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1212700791 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,500,000
	CLAIMS-MADE X OCCUR			2P27118	1/1/2017	1/1/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 2,000
							PERSONAL & ADV INJURY	$ 1,500,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N	N/A		WC11457	1/1/2017	1/1/2018	E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100,000
A	Liquor Liability			LL87872	1/1/2017	1/1/2018	E.L. DISEASE - POLICY LIMIT	$ 500,000
							Aggregate $500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Bike Night May 18 - Sept 14th Thursday Evenings (Thursday Evenings Only) 5th Street, Between Hwy 2 and 3rd Avenue, Proctor, MN. Also include City Parking Lot, Parcel Code 185-012-00020. Coverage for bike games included. Additional Insured: City of Proctor 100 Plank Drive, Proctor, Mn 55810 & St Louis County 4787 Midway Road Duluth, MN 55810

CERTIFICATE HOLDER

City of Proctor
100 Plank Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Vicki Cameron/VIC

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6F.

City of Proctor
Special Event Application

Event Title: PROCTOR AMERICAN LEGION MEMORIAL DAY OBSERVANCE

Purpose of Event: HONOR DECEASED PROCTOR VETERANS

Description of Event: PROCTOR AMERICAN LEGION
AREA CHURCHES TOGETHER - PROCTOR COMMUNITY BAND
BOY SCOUTS PROCTOR JOURNAL

Event Category:
__Athletic/Recreation __Festival __Parade/March __Block Party
__Concert/Performance __Carnival __Grand Opening __Fundraiser
__Street Dance (See City Ordinance 610.04) Other: VETERANS

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup					
Event Day 1	MAY 29	MONDAY	9AM	10:45	200
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: CITY HALL PACC, KITCHEN FRONT LAWN
100 FRONT DR

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 AMERICAN LEGION

Organization Address:

Organization is: __For Profit X Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: JANE BENSON

Email address: jake@proctormn.com

Home number: 218 348 1452

Cell number:

FAX number: 218 624 7037

Address:

Secondary Contact

Name:

Email address:

Home number:

Cell number:

FAX number:

Address:

General Event Information

YES NO Is this an annual event? If yes, how many years has it been held? 75 YEARS

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

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

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. YES

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 date(s) of the event showing Products Liability in the amount of $2,000,000 as per MN Statute 466.04.*

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 610A , 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 Duluth 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. outlet for a speaker

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 610A, 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 Procter 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.

_____

Please check all sources used to market event:

__Outdoor Banners __Radio Ads __Mailings X Newspaper Ads

__Outdoor Signs __TV Ads __Flyers Other: _____

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. Procter Community Band

(YES) NO Will your event use amplified sound equipment? If yes, please describe. For Speakers

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 610.04, 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 presented 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 selected by the permittee under the following priority:(1) Off-duty Proctor officers; (2) Officers from a jurisdiction sharing 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

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 ST19) 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? __On Site X Off Site

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: _____

YES (NO) Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? _____

NOTE: *Alcohol beverages are not permitted in any City Right-of-Way, City Park or facility except where specifically waived by the City Council. To serve alcohol beverages at an event, a permit or special use license must be obtained from The City of Proctor Liquor Control Commission. 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.*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:

_____

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

_____

_____

(Special Events Holder Initials here) JPB

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ___ NO ___

(Special Events Holder Initials here) JPB

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) JPB

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) JPB

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) JPB

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) JPB

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) JPB

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) JPB

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) JPB

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

_____

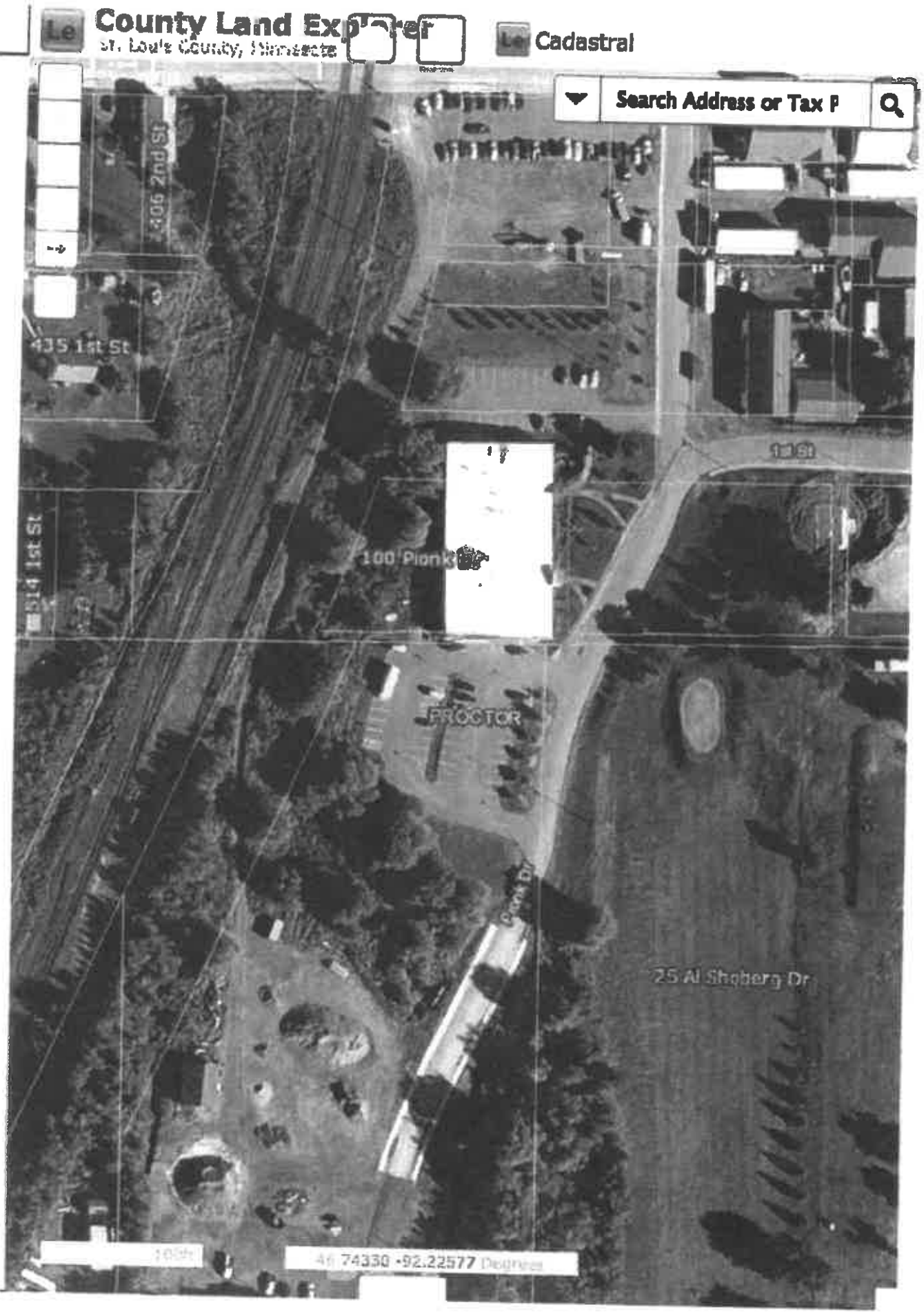
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name JAKE P. BENSON

Title COORDINATOR

Signature Jake P. Benson

Date April 4 2017


County Land Explorer
St. Louis County, Minnesota
Cadastral
Search Address or Tax P
406 2nd St
435 1st St
514 1st St
100 Pionk
1st St
PROCTOR
Pionk Dr
25 Al Shoberg Dr
100ft
46.74330 -92.22577 Degrees

6G.

3-20 19

City of Proctor
STREET DANCE/EVENT APPLICATION

The Powerhouse Bar [name of business/organization], herein after referred to as Vendor, is applying for a street dance/event permit and requesting designated public property areas for open alcohol sales and alcohol consumption. The following agreements with the City of Proctor, regarding the event that starts on Aug 19th [date] and ends on Aug 20th [date] within the City of Proctor as part of the Festival. [name of event]

Vendor requests Proctor City Council approval of designating the described **PUBLIC PROPERTY** for **alcohol consumption** from: [list dates, times and exact location]

August 19th – ~~August~~ 20th
Between Hwy 2 & 3rd Ave on 5th St
10 AM – 1 AM
Including City & Powerhouse Parking Lot

Vendor requests Proctor City Council approval of designating the described **PUBLIC PROPERTY** for **outdoor/open alcohol sales and consumption** from: [list dates, times and exact location]

Between Hwy 2 & 3rd AVE on 5th Street
Aug 19th – Aug 20th 2017

Vendor agrees to defend and indemnify the city and hold it harmless from any and all claims, allegations, causes of action and lawsuits arising out of this agreement for the street dance and public property designated for alcohol consumption and sales.

Vendor agrees to pay the City of Proctor $100.00 for the event permit.

Vendor will make arrangements and provide and pay for the required electrical power to the fenced in area.

Vendor will provide the fencing and erect the same to enclose an area of the City of Proctor as shown in attached map and description, with said area to be utilized by the vendor for the purpose of an outdoor dance, public alcohol sales and public alcohol consumption. Vendor requests that there be 3 number of gates for exit and entrance into the street dance/event area. Said fencing shall be six feet high and should be in place by the morning of event on Aug 19th [date and time] and removed by Aug 20th [date and time]. Vendor agrees to cover expenses incurred as a result of enclosed said area for the street dance.

Vendor requests the City to provide an appropriate number of uniformed police officers to patrol the City of Proctor during the event dates. The vendor agrees to abide by City Ordinance 610.04, subd. 6 – Public Safety requirements regarding staffing of officers to provide assistance within the street dance/event area. The vendor agrees to pay for _____ [total number of hours] hours, per officer(s) at the rate of $50.00 per hour.

Vendor requests that the City of Proctor accept the provided individual liquor liability insurance certificates and general liability insurance certificates in the amount of the Minnesota State mandated municipal liability of the involved (MN Statute 466.04). Such certificates will also name the City of Proctor as additional insured by each vendor.

Vendor agrees to make all arrangements and cover costs involved for cleanup of the event and street dance area. Vendor will clean up the event and street dance area by Aug 20th [date and time]. A $500.00 cleanup deposit is required by ordinance, Sec. 610.04, subd. 5 and will be submitted prior to the event.

Vendor agrees to abide by the following specifications with the respect to the granting of a street dance/event permit in their names:

Vendor plans to accommodate approximately 1300 [number] of patrons for the street activities.

Vendor shall employ _____ [number] security personnel to check I.D.'s at gates and provide additional security for the event. Vendor agrees to pay for any difference between gate receipts and cost of such security personnel. _____[number] of security personnel will be available at from _____[starting hour] to _____ [ending hour] on _____ [date] with all security personnel available from _____ [hour] until the time the outdoor liquor sales are complete _____[date and hours] and the area is cleared, as determined by the City of Proctor Police Department.

Vendor will contract with a responsible vendor for _____ [number] of portable restrooms near the fenced in area. (See Portable Rest Room Guidelines). The cost of said restrooms shall be paid for out of gate receipts. Vendor agrees to pay for any difference between gate receipts and cost of such portable restrooms.

Vendor agrees that any outdoor music may begin no earlier than 12:00 p.m. on 8-19 [date] and stop by 1:00 a.m. on 8-20th [date]. Liquor may be served outdoors beginning at 11 am 8-19 [starting hour and date] and stop by 1am 8-20 [ending hour and date]. The cost of the music shall be paid for out of gate receipts. Vendor agrees to pay for any difference between gate receipts and cost of such outdoor music.

Any Proctor liquor licensee holding an "on sale" liquor license and having signed this proposal may locate a beer wagon or booth of open alcohol sales to take place between 12:00 p.m. and ~~12:00 a.m.~~ each event calendar day listed above. Please describe the exact location, dates and hours of open alcohol sales, as well as any modifications to prescribed hours:

City of Proctor
Peace Office Agreement

PowerHouse Bar is requesting _____ off-duty licensed law enforcement personnel from the Proctor Police Department to provide security for Street Dance. The event is to be held at PowerHouse Bar location on Aug 19 & 20 at 2017, 2019 from 9 PM am/pm to 1 AM am/pm.

The officers(s) will be needed for a total of _____ hours and the requestor agrees to reimburse the City of Proctor; per each officer, at the rate of $50.00 per hour.

The parties mutually reserve the right to cancel the terms and conditions of this agreement at anytime upon submitting thirty (30) days written notice to the other party.

Provided, that in the event of a major crime or other emergency, City reserves the right to recall any peace officer in its employ from security duty of Requestor to provide law enforcement, Civil defense, or other emergency services to City.

So agreed this 13 day of 3-2017, 2019

PowerHouse Bar
Requestor Name

423 3rd Ave Proctor MN 55810
Billing Address

Jim Reinholder, City Administrator, City of Proctor

Any such licensee will be bound to the provisions of the agreement as though such license was a party hereto.

Vendor agrees that any and all selling of or dispensing of alcoholic beverages at any event regulated hereunder shall conform to state and city laws and ordinances, to be enforced by the applicable policing units.

All beverages within the fenced in area and designated Public Property Consumption areas shall be either in plastic containers or aluminum cans.

All alcoholic beverages served in the fenced in area or allowed onto designated Public Property shall be beer, wine or wine coolers only.

Vendor agrees that every person attempting entry into the fenced in area will be checked for identification. The vendor will contract I.D. checkers, who will be located at each gate. Persons of the legal drinking age (21 years and older) will receive a non-removable Wrist Band indicating that they are of legal age. No person under 21 years of age shall be permitted into the fenced area. A vendor shall make no sales of intoxicating liquor (to include 3.2 beer and other malt or wine product) to any person who does not have a valid Wrist Band. Customers within the fenced area shall be required to purchase a valid Wrist Band commencing at 8/19 1pm [date and time].

An admission fee for entrance into the fenced area will be charged. The proceeds from the admission fee shall belong to the vendors regardless of the identity of the person(s) collecting such fees. The proceeds shall be used for payment of the event/street dance functions including the cost of the City of Proctor agreed upon expenses, PUC expense, Police expense, musical band, security, portable restrooms, and wrist band.

DATE, TIME AND LOCATION OF EVENTS LISTED BELOW:

Break down of day, date, event, times, exact location, and listing any proposed alcohol consumption.

Aug 19 Afternoon Music 3 Hrs 1-4

Aug 19 Street Dance 4 Hrs 8-1

Review process: All vendors, participants, and involved parties will be invited to attend a review meeting following this event/street dance.

So proposed this 13 day of March 2017.

By: [illegible]

20-

to access police.

City of Proctor
Special Event Application

Event Title: Street Dance 2017

Purpose of Event: Celebration of Town (Proctor Heritage)

Description of Event: Sat Aug 19th 2017 Bands Playing In Powerhouse Parking Lot + City Lot will be DOWN 1AM 8/20

Event Category:

__Athletic/Recreation __Festival __Parade/March __Block Party

__Concert/Performance __Carnival __Grand Opening __Fundraiser

__Street Dance (See City Ordinance 510.04) Other: _____

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	8/18-8/19	Friday + Sat			
Event Day 1	8/19	Saturday	12 NOON		
Event Day 2	8/20	Sunday		1AM	
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: Between Hwy 2 + 3rd Ave on 5th St Including City St Powerhouse Parking Lot Behind Powerhouse Rd

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 _____

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 610A, 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 Duluth 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.

Use Supply OUR OWN

Expense

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 610A, subd. 4.

Signed: _____ **Date:** _____

YES NO Are you erecting any tents? If yes, please complete the table below.

Tent Size	# of Tents	Tent Location
24X24	3	Pavilion Park Lot

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 obtained 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? To pay for Band, Security, Bathroom Fee

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: _____

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.** Monitoring Gates, Help Checking IDs

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: *City Ordinance 601B. The permittee shall provide officers as required by City of Proctor Ordinances and City Code. 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

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.** SEE MAP

☐* **Location of fencing, barriers and/or barricades.** SEE MAP

☐* **Location of stages, tents, generators, portable toilets/restrooms, vendor booths and other temporary structures.** SEE MAP

N/A **A detailed or close-up of the food booth and cooking area including identification of all vendors cooking with flammable gas or barbecue grills.**

N/A **Location of parking arrangements for event 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.**

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:
Street Dance 2017 Between Hwy 2 & 3rd Ave
On 5th Street, Including City & Power House parking Lots

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
Street Dance Aug 19th 2017 From 7am-1AM
Music 9 PM - 1 AM

(Special Events Holder initials here) _____

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ___ NO X

(Special Events Holder initials here) CK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CK

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees,

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Richard A. Kaci

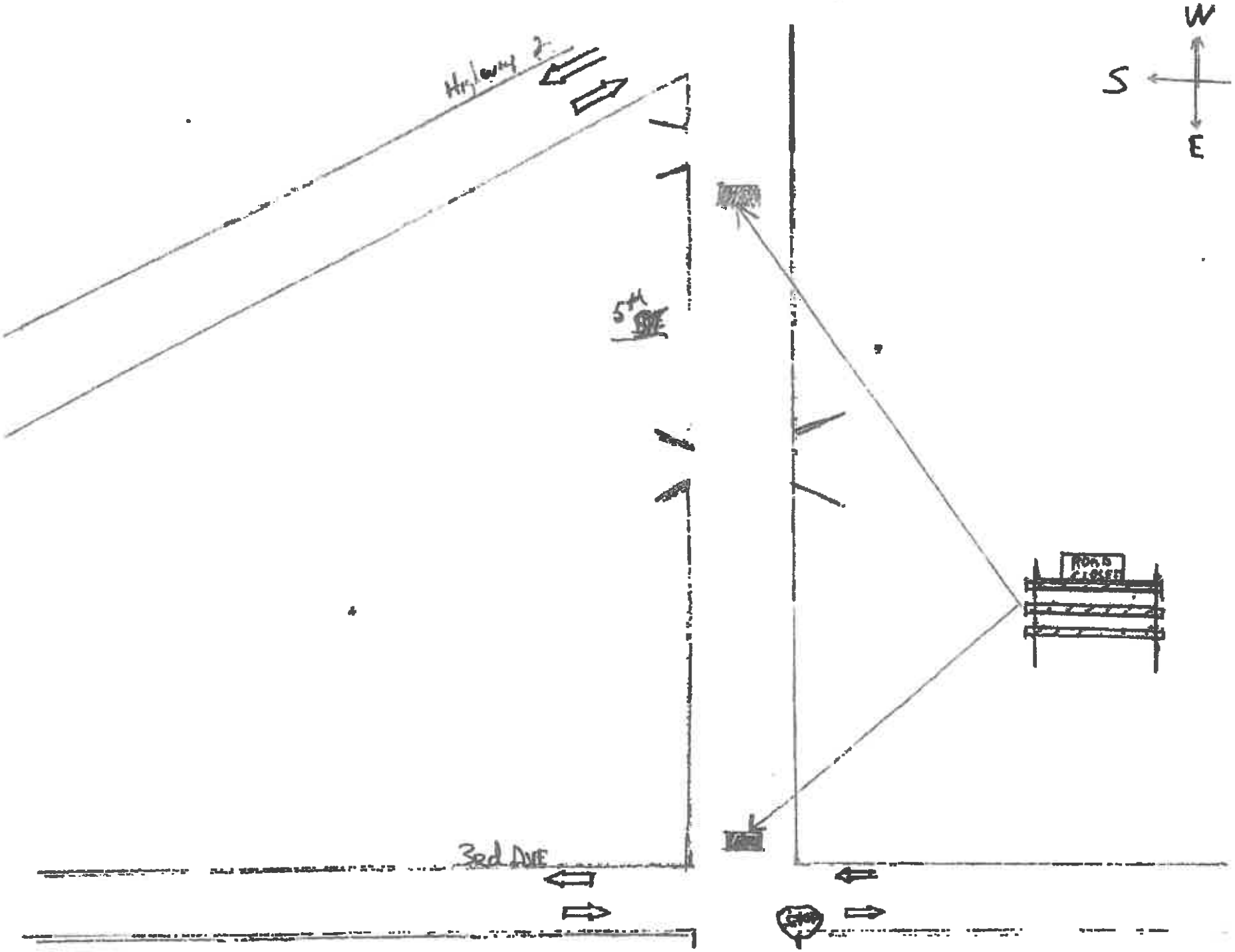
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Richard A. Kaci / Cordelia M. Kaci

Title Owners

Signature Cordelia M. Kaci

Date 3-13-17


W
S
E
Highway 2
5th Ave
3rd Ave
ROAD CLOSED

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dwight Swanstrom Co.
31 N 21st Ave. W.
Duluth MN 55806

CONTACT NAME: Tony Bauer
PHONE (A/C, No, Ext): (218) 727-8324 FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00020247

INSURED
CMK, Inc.
DBA: Powerhouse Bar
423 3rd. Avenue
Proctor MN 55810

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Illinois Casualty Ins Comp	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1212700791 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC			BP27318	5/1/2017	1/1/2018	EACH OCCURRENCE	$ 1,500,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 2,000
							PERSONAL & ADV INJURY	$ 1,500,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC11467	1/1/2017	1/1/2018	X WC STATUTORY LIMITS OTHER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			1167872	1/1/2017	1/1/2018	Aggregate $500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Highland Festival August 19 - 20th
Location: 5th Street, 3rd Ave, 2nd Ave, & 4th St Proctor, MN 55810. Includes City Parking Lot. Parcel Code 185-012-00020 and Credit Union Parking Lot.
Additional Insured: City of Proctor

CERTIFICATE HOLDER

City of Proctor
100 Plank Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Vicki Cameron/VIC

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The ACORD name and logo are registered marks of ACORD

To whom it may concern:

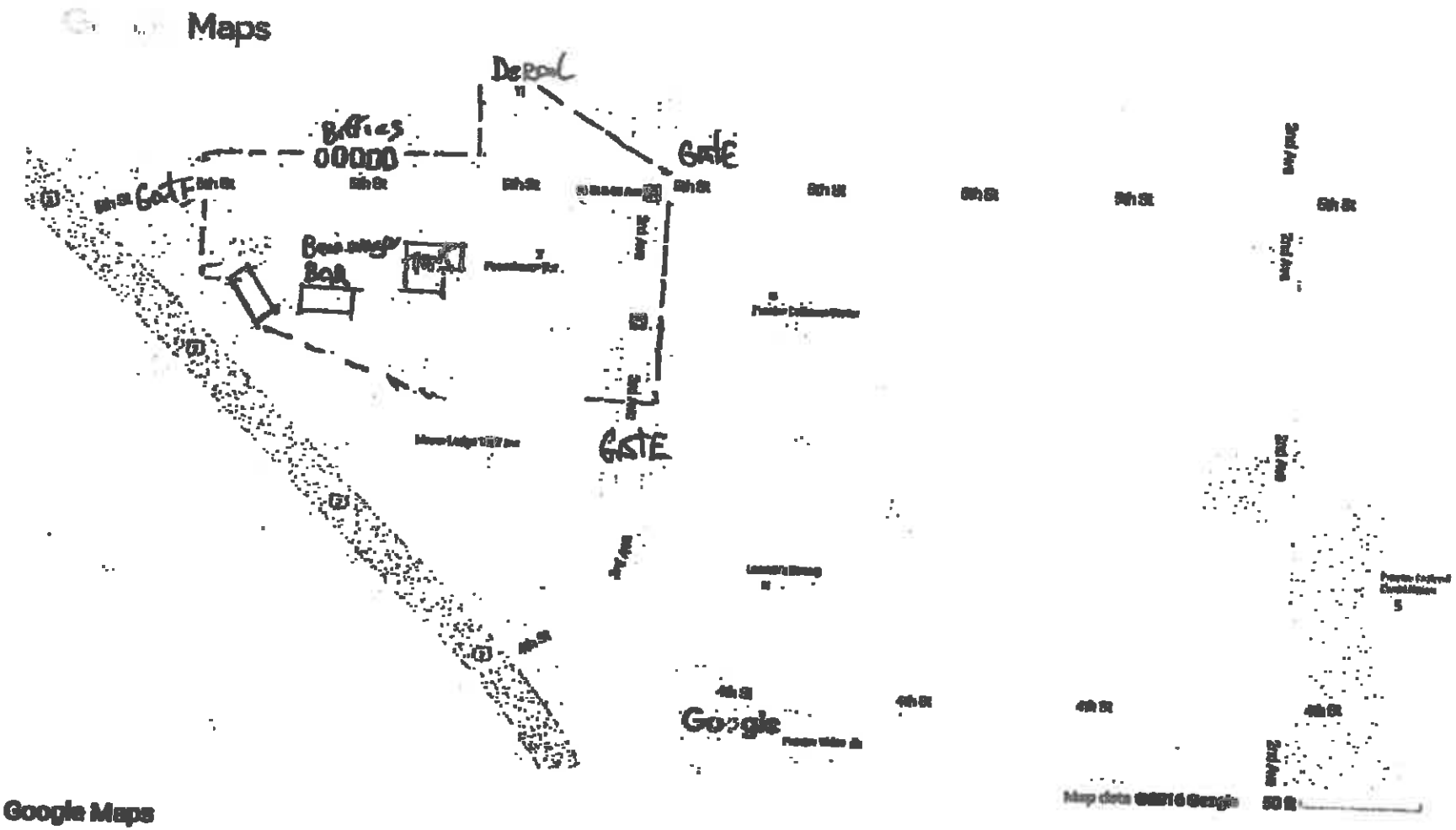
We are requesting permission to have an outside bar and sell liquor ; Sat . August 20th and sunday august 21st for the street dance 7pm to 1am

Thank You
Powerhouse Bar
Dick and Cookie Kari

POWERHOUSE BAR

WOULD ASK THE CITY COUNCIL,TO CONSIDER REDUCING THE NUMBER OF POLICE OFFICERS FOR HOGHEAD STREET DANCE (AUGUST 19 & 20 2017).

THANK YOU
DICK & COOKIE KARI


Maps
DeBook
Baffles
GATE
GATE
GATE
Bonfire
Box
5th St
4th St
Google
Map data ©2016 Google

6H.

3-20-17

Given to [illegible] to access price [illegible]

City of Proctor
Special Event Application

Event Title: Car Show Power House

Purpose of Event: Gathering of Cars

Description of Event: Classic Cars

Event Category:

__Athletic/Recreation __Festival __Parade/March __Block Party
__Concert/Performance __Carnival __Grand Opening __Fundraiser
__Street Dance (See City Ordinance 610.04) Other: Car Show

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	Wed June 7th				
Event Day 1	June 7th		3:00 pm	Dark	50
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: Power House Bar
423 3rd Ave Proctor MN 55810

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 624-0626

Organization Name: Power House Bar

Organization Address: 423 3rd Ave
Duluth MN 55810

Organization is: X For Profit ___Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Dick Karl
Email address: dickkarl54@gmail.com
Home number: (218) 624-3764
Cell number: (218) 940-1269
FAX number:
Address: 5433 Ugstad Int Road
Duluth MN 55810

Secondary Contact

Name: Cookie Karl
Email address: Cookiekarl@gmail.com
Home number: (218) 624-3764
Cell number: (218) 940-1584
FAX number:
Address: 5433 Ugstad Int Road
Duluth MN 55810

General Event Information

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

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 5th St Between Hwy 2-13th Ave Powerhouse Park 1st & City Parking Lot

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 date(s) of the event showing Products Liability in the amount of $2,000,000.*

YES NO Are you requesting any roads to be closed? If yes, list roads to be closed and provide site map. 3rd Ave Between Hwy 2 + 3rd Ave

NOTE: *See City Ordinance CHAPTER 610A, 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 Duluth 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.

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 610A, 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 obtained 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: N/A

Contact Person/Phone Number: N/A

Marketing

YES (NO) Is your event listed on the web? If yes, please provide the URL address.

_____

Please check all sources used to market event:

__Outdoor Banners X Radio Ads __Mailings __Newspaper Ads

__Outdoor Signs __TV Ads X Flyers Other: Facebook

Promotional Banners/Signs including electronic, lighted signs:

Location	Size	Description
N/A		

Directional Signs:

Location	Size	Description
N/A		

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

Entertainment

YES (NO) Will your event have musical entertainment? If yes, please describe the type of music to be used 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 610.04. 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 presented 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: N/A
Contact Person: N/A
Phone Number/E-Mail: N/A

(YES) NO Will your event involve the use of traffic safety equipment? If yes, please describe. Barricades

NOTE: *City Ordinance 601B. The permittee shall provide officers as required by City of Proctor Ordinances and City Code. 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

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. SEE MAP
- ☑ * Location of fencing, barriers and/or barricades. SEE MAP
- ☑ * Location of stages, tents, generators, portable toilets/restrooms, vendor booths and other temporary structures. SEE MAP
- ☐ * 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 event attendees, participants and vendors. SEE MAP
- ☑ * 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. SEE MAP

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. Beverage will Be Sold INSIDE

NOTE: *All vendors are required to have a current State of Minnesota Operator Certificate of Compliance from the Department of Revenue (form ST19) 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? __On Site __Off Site

Will it be sold or provided free to attendees? _____

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: _____

YES NO Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? Sold IN Side
Powerhouse + gazebo

NOTE: *Alcoholic beverages are not permitted in any City Right-of-Way, City Park or facility except where specifically waived 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 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.*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:
5th St Between Hwy 2 + 3rd Ave, City Parking Lot
& Powerhouse Parking Lot

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) CK

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ___ NO ___

(Special Events Holder initials here) CK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CK

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees,

from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) CK

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) CK

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) CK

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Richard A. Kar

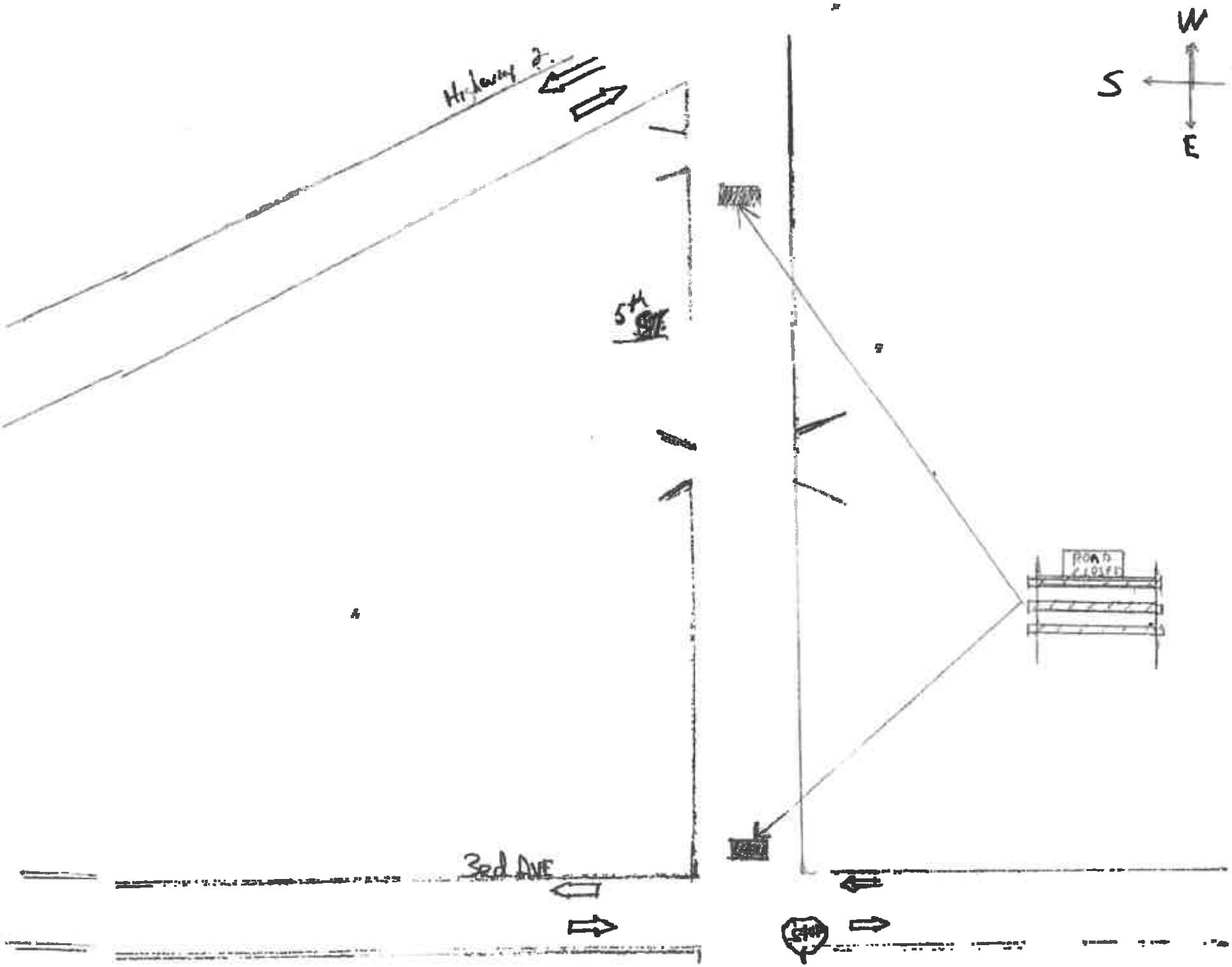
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Richard A. Kar, Cordelia M. Kar

Title owners

Signature Cordelia M. Kar

Date 3-12-17


Highway 2
5th
3rd AVE
ROAD CLOSED
W
S
E

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dwight Swanstrom Co.
31 N 21st Ave. W.
Duluth MN 55806

CONTACT NAME: Tony Bauer
PHONE (A/C, No, Ext): (218) 727-8324 FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00020247

INSURED
CMK, Inc.
DBA: Powerhouse Bar
423 3rd. Avenue
Proctor MN 55810

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Illinois Casualty Ins Corp	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1212700791 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,500,000
A	CLAIMS-MADE [X] OCCUR			CP27318	1/1/2017	1/1/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 2,000
							PERSONAL & ADV INJURY	$ 1,500,000
							GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
	POLICY PRO-JECT LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ]	N/A		WC11447	1/1/2017	1/1/2018	E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			LL87872	1/1/2017	1/1/2018	Aggregate $500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Car Show June 7th 5th Street, Between Hwy 2 and 3rd Avenue, Proctor, MN. Also include City Parking Lot, Parcel Code 188-012-00020. Coverge for bike games included. Additional Insured: City of Proctor 100 Plank Drive, Proctor, MN 55810.

CERTIFICATE HOLDER

City of Proctor
100 Plank Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Vicki Cameron/VIC

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6I.

City of Proctor
Special Event Application

Event Title: Proctor Speedway

Purpose of Event: Weekly Stock Car Racing

Description of Event:

Event Category:

__Athletic/Recreation __Festival __Parade/March __Block Party
__Concert/Performance __Carnival __Grand Opening __Fundraiser
__Street Dance (See City Ordinance 610.04) Other: Weekly Stock Car Racing

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup					
Event Day 1	Starts	May 1st	Ongoing	until	September 29th
Event Day 2					
Event Day 3		See Attached Tentative Schedule			
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: So. St. Louis County Fairgrounds

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: Lake head Racing Association

Organization Address:

Organization is: __For Profit X Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Dennis McCauley
Email address: dam86@msn.com
Home number: 715-392-8697
Cell number: 218-348-9919
FAX number:
Address: 2017 Central Ave
Superior WI 54880

Secondary Contact

Name: Gus Omundson
Email address: littlejohnny0@msn.com
Home number:
Cell number: 218-348-3276
FAX number:
Address:

General Event Information

YES NO Is this an annual event? If yes, how many years has it been held? 50 Plus

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. Weekly Racing

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.

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 period of the event showing Products Liability in the amount of $2,000,000.*

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 610A, 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 Duluth 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.
Electricity Already Provided on site

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 610A, subd. 4.

Signed: Doug McCauley 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. Not Sure at this time but it is possible

NOTE: *A permit obtained 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? Drivers Pay + Trash upkeep

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.
www.proctorspeedway.com

Please check all sources used to market event:

X Outdoor Banners X Radio Ads __Mailings X Newspaper Ads
X Outdoor Signs X TV Ads X Flyers Other: _____

Promotional Banners/Signs including electronic, lighted signs:

Location	Size	Description
On Site		

Directional Signs:

Location	Size	Description

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

Entertainment

(YES) NO Will your event have musical entertainment? If yes, please describe the type of music to be used for your event.
Possible DJ at Silver 1000

(YES) NO Will your event use amplified sound equipment? If yes, please describe. Small speaker output Regular Races speakers

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 610.04. 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 presented 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. _____

Event Organizers agree to pay for two Proctor police officers at Midsummer Night of Madness and Silver 1000 Races

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: *City Ordinance 501B. The permittee shall provide officers as required by City of Proctor Ordinance and City Code. 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

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 event 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 ST19) 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 __Off Site

Will it be sold or provided free to attendees? Sold

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:

X Gas __Electric __Charcoal Other: _____

(YES) NO Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? Sold

NOTE: *Alcoholic beverages are not permitted in any City Right-of-Way, City Park or facility except where specifically waived 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 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.*

2017 Schedule

2017 Tentative Schedule

Regular Races:
Pit Gates Open 3:00 PM
Front Gates 4:00 PM

Draw Cut 4:30 PM
Hot Laps 5:00 PM
Racing 5:30 PM

Stay tuned for additions as we add shows

Saturday May 6, 2017 – Enduro

Sunday May 7, 2017 – Open Practice Employee Meeting
Sunday May 14, 2017 – All Classes
Sunday May 21, 2017 – All Classes
Sunday May 28, 2017 – All Classes Student Night
Sunday June 4, 2017 – All Classes Scout Night / Armed Forces Night
Sunday June 11, 2017 – RV Modified Series / King on the Hill (M, MWM, PS, H)
Friday June 16, 2017 – Fender Friday (Classes TBA)
Sunday June 18, 2017 – UMSS Sprints, Winged and Traditional (MWM, PS, H)
Sunday June 25, 2017 – All Classes (Old Times Picnic) Vintage Cars
Sunday July 9, 2017 – All Classes AFCO Qualifier / Meet the Driver
Wednesday July 12, 2017 – Fair Enduro
Sunday July 16, 2017 – All Classes (Fair Races)
Sunday July 23, 2017 – FastLane Motorsports Super Stock Special (M, SS, MWM, PS, H)
Sunday July 30, 2017 – All Classes (American Cancer Society Night) (AFCO Rain Date)
Saturday August 5, 2017 – Mid Summer Night of Mayhem (Bus, Trailer, Hornets, Jeeds & More) Rain Date August 12th
Sunday August 13, 2017 – Late Model Challenge Series (LM, SS, PS, H)
Sunday August 20, 2017 – All Classes (Championship Night)

Sunday August 27, 2017 – Rain Date Championship Night only if August 20th is postponed!
Thursday August 31, 2017 – Silver 1000 (LM & MODS)
Friday September 1, 2017 – TBA
Thursday September 28, 2017 – Silver 1000 Rain Date

SCHEDULE SUBJECT TO CHANGE!!

Please visit www.proctorspeedway.com and "Like" us on Facebook to keep updated!

Permanent link to this article: http://proctorspeedway.com/schedule/

2017 PROCTOR Speedway

Sunday May 14, 2017 – All Classes (Season Opener)
Sunday May 21, 2017 – All Classes Hockey Passes
Sunday May 28, 2017 – All Classes (Student Night)
Sunday June 4, 2017 – All Classes Kids Bike Races (Scout Night)
Sunday June 11, 2017 – RV / King on the Hill (Mod, MWM, PS, H)
Traditional Sprints?
Friday June 16 – Fender Friday (LM, SS, Streets, PS, 6's)
Sunday June 18, 2017 – UMSS Sprints (MWM, PS, H)
Sunday June 25, 2017 – All Classes (Vintage Cars) Picnic
Friday July 7, 2017 – TBA
Sunday July 9, 2017 – All Classes AFCO Race Night/Meet Driver
Sunday July 16, 2017 – All Classes (Fair Races) 6's?
Sunday July 23, 2017 – FastLane Super Stock Series (M,SS,MWM,PS,H)
Traditional Sprints?
Sunday July 30, 2017 – All Classes ACS Night / AFCO Rain Date
Saturday August 5, 2017 – Mid Summer Night of Mayhem
(Bus, Trailer, Hornets, Quads & More) Rain Date August 12th
Sunday August 6, 2017 – All Classes
Sunday August 13, 2017 – (Challenge Series (LM, SS, PS, H)
Sunday August 20, 2017 – All Classes Championship Night
Sunday August 27, 2017 – All Classes Championship Rain Date
Thursday August 31, 2017 – Silver 1000 (LM & MODS)
Friday September 1, 2017 – TBA
Thursday September 28, 2017 – Silver 1000 Rain Date

TENTATIVE SCHEDULED

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:

Weekly Stock Car Racing
Proctor Speedway / Proctor Fairgrounds

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

_____

_____

(Special Events Holder initials here) DM

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ✓ NO ___

(Special Events Holder initials here) DM

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) DM

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) DM

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees,

from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) PM

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) PM

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) PM

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) PM

I. This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) PM

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/22/15

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: K & K Insurance Group, Inc.
P.O. Box 2338
Fort Wayne, IN 46801

CONTACT NAME: MOTORSPORTS
PHONE (A/C, No, Ext): 800-348-1839 FAX (A/C, No): 260-459-3139
E-MAIL ADDRESS: KK.MOTORSPORTS@KANDKINSURANCE.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: NATIONAL CASUALTY COMPANY	11991
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED: LAKESHORE RACING ASSOCIATION, INC.
D/B/A PROCTOR SPEEDWAY
P.O. BOX 1069
PROCTOR, MN 55810

COVERAGES — CERTIFICATE NUMBER: 1802487 — REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR Owners & Contractors X $100,000 SIR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT LOC OTHER:			XNUU00649110	12:01AM 5/12/15	12:01AM 5/12/16	EACH OCCURRENCE	1000000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	300000
							MED EXP (Any one person)	EXC
							PERSONAL & ADV INJURY	1000000
							GENERAL AGGREGATE	2000000
							PRODUCTS-COMP/OP AGG	5000000
							Part Ipl Liab	1000000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea Accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	X UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION			XXD0008491200	12:01AM 5/12/15	12:01AM 5/12/16	EACH OCCURRENCE	1000000
							AGGREGATE	1000000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTHER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

TYPE OF EVENT: AUTOMOBILE RACING
LOCATION: PROCTOR SPEEDWAY, PROCTOR, MN
ADDITIONAL INSUREDS: SEE ATTACHED ADDENDUM

CERTIFICATE HOLDER

CITY OF PROCTOR
100 PINOR DR
PROCTOR, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Scott Turnbull

ACORD 25 (2014/01)

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6J.

Copy

Copy

3/23/17

City of Proctor
Special Event Application

Event Title: 2017 Bike MS: Cit Robinson MS150

Purpose of Event: Fundraising event for the National MS Society

Description of Event: 150 mile bike ride from Proctor MN to White Bear Lake MN

Event Category:
✓ Athletic/Recreation ___Festival ___Parade/March ___Block Party
___Concert/Performance ___Carnival ___Grand Opening ✓ Fundraiser
___Street Dance (See City Ordinance 810.00) Other: _____

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	6/9/17	Friday	8 Am	—	4,000
Event Day 1					
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down	6/10/17	Saturday		10 Am	4,000

Event Location/Address: Proctor High School & Grounds

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: National MS Society (NMSS)

Organization Address: 200 12th Ave S
Minneapolis MN 55415

Organization is: ___ For Profit X Non Profit
(If Non-Profit, please include a copy of the IRS 501(c) tax exemption letter.)

Person Responsible for Coordination of Event

Name: Cassandra Linkenmayer

Email address: Cassandra.linkenmayer@nmss.org

Home number: Office: 612-335-7990

Cell number: 319-290-7770

FAX number: 612-335-7997

Address: 200 12th Ave S
Minneapolis MN 55415

Secondary Contact

Name: Allison Wagner

Email address: allison.wagner@nmss.org

Home number: Office: 612-335-7921

Cell number: 612-237-6219

FAX number: Same

Address: Same

General Event Information

YES NO Is this an annual event? If yes, how many years has it been held? 37

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. MS 150 is one of several fundraising events for the NMSS

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. Use of Proctor H.S. & grounds

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 $1,000,000 as per City Ordinance.

YES NO Are you requesting any roads to be closed? If yes, list roads to be closed and provide site map. Please see map. Same roads & closures as previous years.

NOTE: See City Ordinance CHAPTER 810A, 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 Duluth 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. provided by School

YES NO Will your event require outdoor lighting or electricity provided by the City of Proctor? If yes, please describe and sign statement below. provided by School

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 810A, subd. 4.

Signed: _____ Date: _____

YES NO Are you erecting any tents? If yes, please complete the table below.

Tent Size	# of Tents	Tent Location
Standard Camping	400+	H.S. grounds + fields

YES NO Will your event include amusement rides, inflatable structures and/or children's games? If yes, please describe. inflatable arch at start of ride

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? Registration fee to help cover cost of ride

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. bikems.org

Please check all sources used to market event:

__Outdoor Banners X Radio Ads X Mailings X Newspaper Ads

X Outdoor Signs X TV Ads X Flyers Other: social media, email

Promotional Banners / Signs-including electronic lighted display signs:

Location	Size	Description
various	various	various route directional signs

Directional Signs:

Location	Size	Description
Proctor H.S., route	various	various

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 DJ

(YES) NO Will your event use amplified sound equipment? If yes, please describe. DJ plays in the morning at the start line

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 910.04, 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 presented 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. Bike Corral Security

Company Name: Statewide Security
Contact Person: Troy Nadeau
Phone Number/E-Mail: 763-218-0508 tnadeau@swpmn.com

(YES) NO Will your event involve the use of traffic safety equipment? If yes, please describe. Signs + barricades

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 sharing 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

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 ST19) 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 __Off Site

Will it be sold or provided free to attendees? Spaghetti dinner is sold; breakfast is free.

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

(YES) NO Do you intend to cook food in the event area? If yes, please specify method:
__Gas __Electric __Charcoal Other: grills for pancakes in H.S.

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 waived by the City Council. To serve alcoholic beverages at an event, a permit or special sale 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.*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:
MS 150

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder Initials here) CL

B. If required by this paragraph, we agree to require each participant in our special event to execute a RELEASE AND INDEMNIFICATION AGREEMENT for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES X NO ___

(Special Events Holder Initials here) CL

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CL

D. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CL

E. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CL

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurer or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CL

G. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) CL

H. We understand and agree that this RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) CL

I. This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) CL

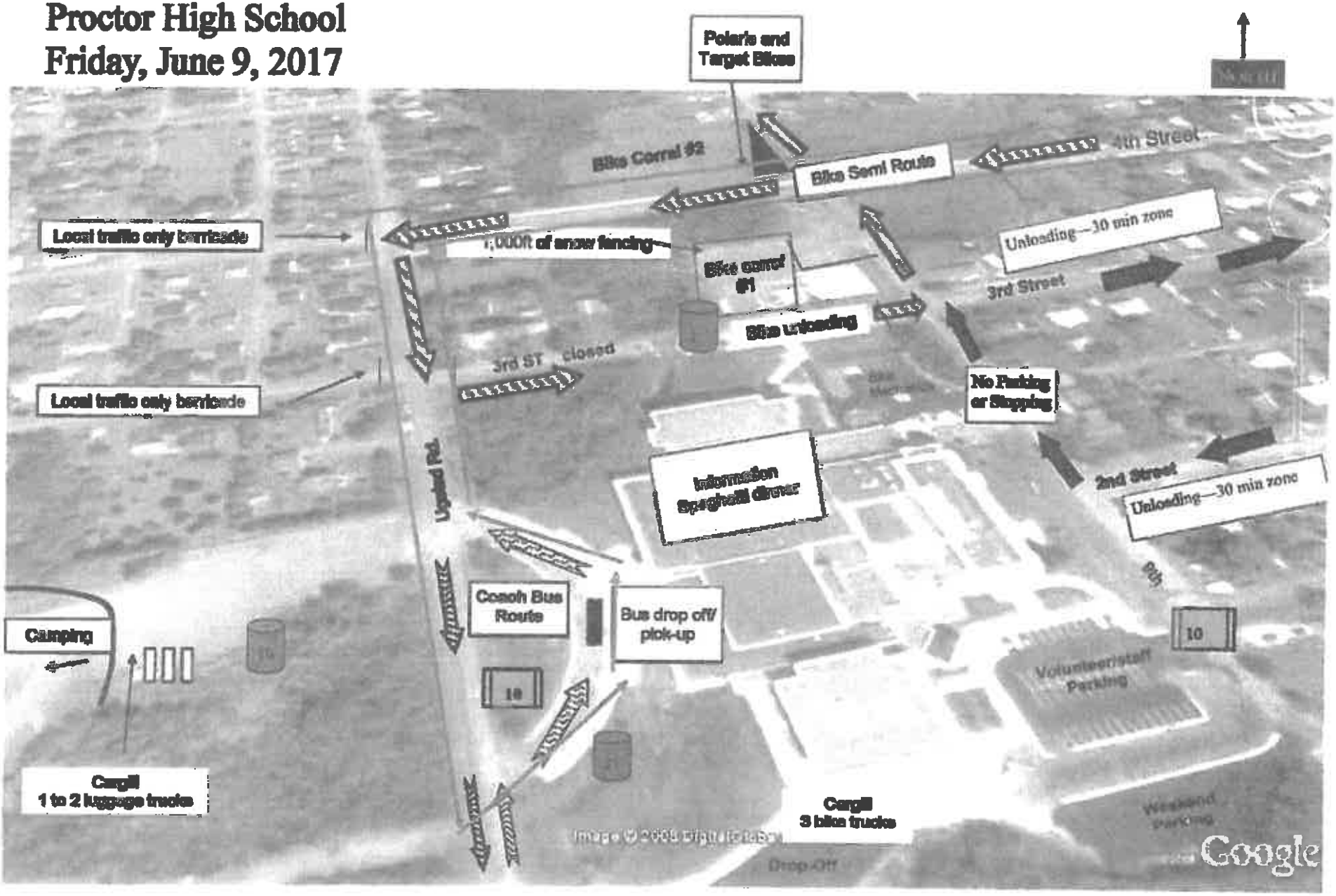
IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:
National MS Society, Upper Midwest Chapter

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Cassandra Linkenmeyer
Title Special Event Manager
Signature Cass Linkenmeyer
Date 9/20/17

Proctor High School
Friday, June 9, 2017



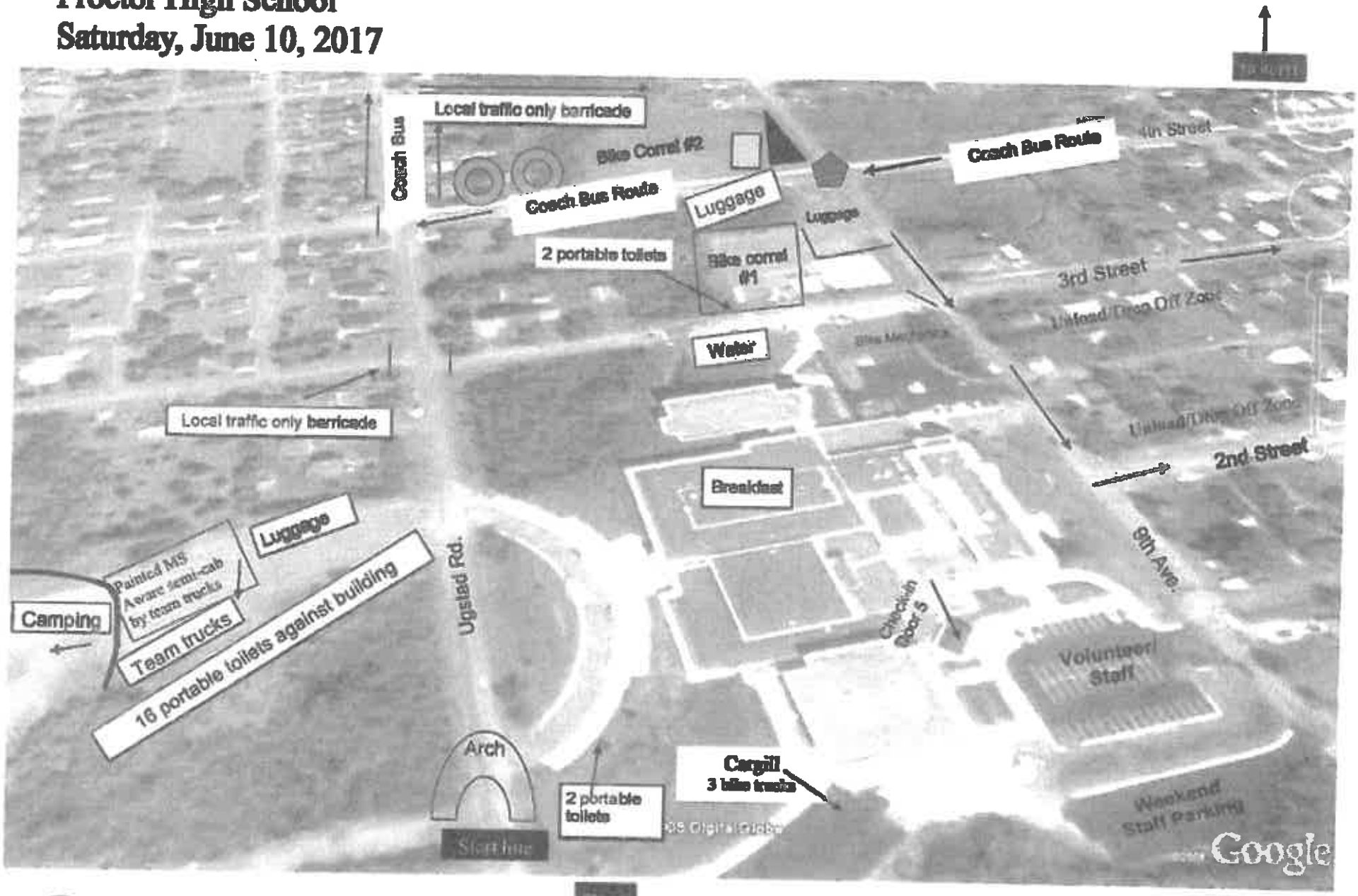
Barricades and/or Parade Boards

Portable Toilets

Shuttle Bus Route

One dumpster in each bike corral by exits; one dumpster by truck in the camping area

Proctor High School
Saturday, June 10, 2017



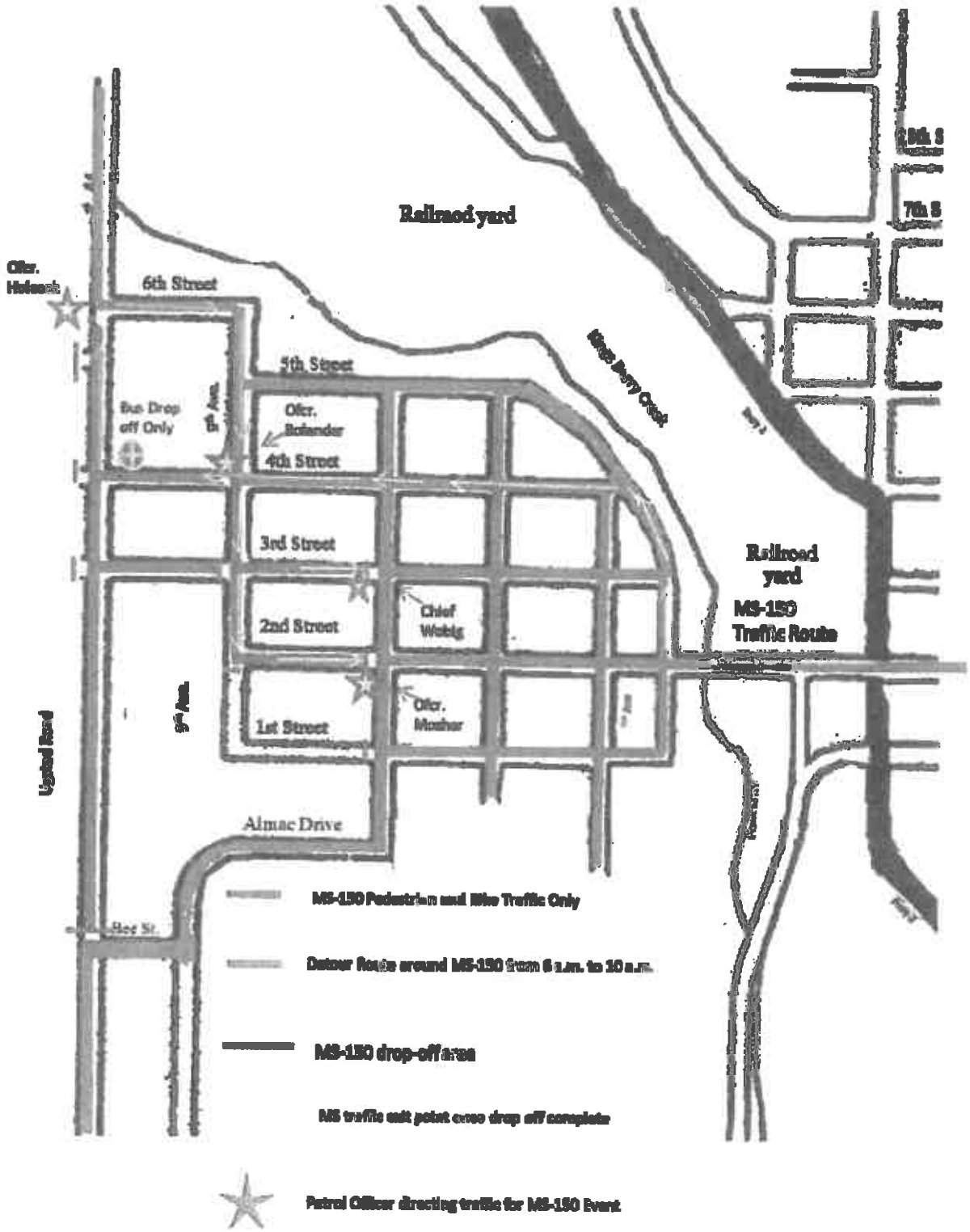
Coach Bus Drop-Off

Info Table

Arch

Police

One dumpster in each bike corral by exits; one dumpster by truck in the camping area


Railroad yard
Ofcr. Holcomb
6th Street
5th Street
Bus Drop off Only
Ofcr. Bolender
4th Street
3rd Street
2nd Street
Chief Wolsig
1st Street
Ofcr. Mosher
Railroad yard
MS-150 Traffic Route
Almac Drive
Hoe St.
MS-150 Pedestrian and Bike Traffic Only
Detour Route around MS-150 from 6 a.m. to 10 a.m.
MS-150 drop-off area
MS traffic exit point once drop off complete
Patrol Officer directing traffic for MS-150 Event

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/22/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
MARSH USA, INC.
445 SOUTH STREET
MORRISTOWN, NJ 07960-6464
Attn: Morristown.CoiRequest@marsh.com Fax: 212-948-0070

Minnesa

INSURED
NATIONAL MULTIPLE SCLEROSIS SOCIETY
UPPER MIDWEST CHAPTER
200 12TH AVE S
MINNEAPOLIS, MN 55415

CONTACT NAME:
PHONE (A/C, No, Ext): FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Federal Insurance Company	20281
INSURER B : ACE Property and Casualty Insurance Company	20699
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES CERTIFICATE NUMBER: NYC-007671774-06 REVISION NUMBER: 3

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC OTHER:			3583-33-89	12/31/2016	12/31/2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	1,000,000 1,000,000 10,000 1,000,000 2,000,000 1,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS X HIRED AUTOS SCHEDULED AUTOS X NON-OWNED AUTOS			7353-02-37	12/31/2016	12/31/2017	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Comp/Coll Deductible	$ $ $ $ $	1,000,000 1,000
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			M00562835 006	12/31/2016	12/31/2017	EACH OCCURRENCE AGGREGATE	$ $	5,000,000 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			71763467	12/31/2016	12/31/2017	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $	1,000,000 1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
MS Bike Tour
City of Proctor is added as additional insured excluding workers' compensation and employers' liability policy.

CERTIFICATE HOLDER

City of Proctor
100 Park Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Manashi Mukherjee

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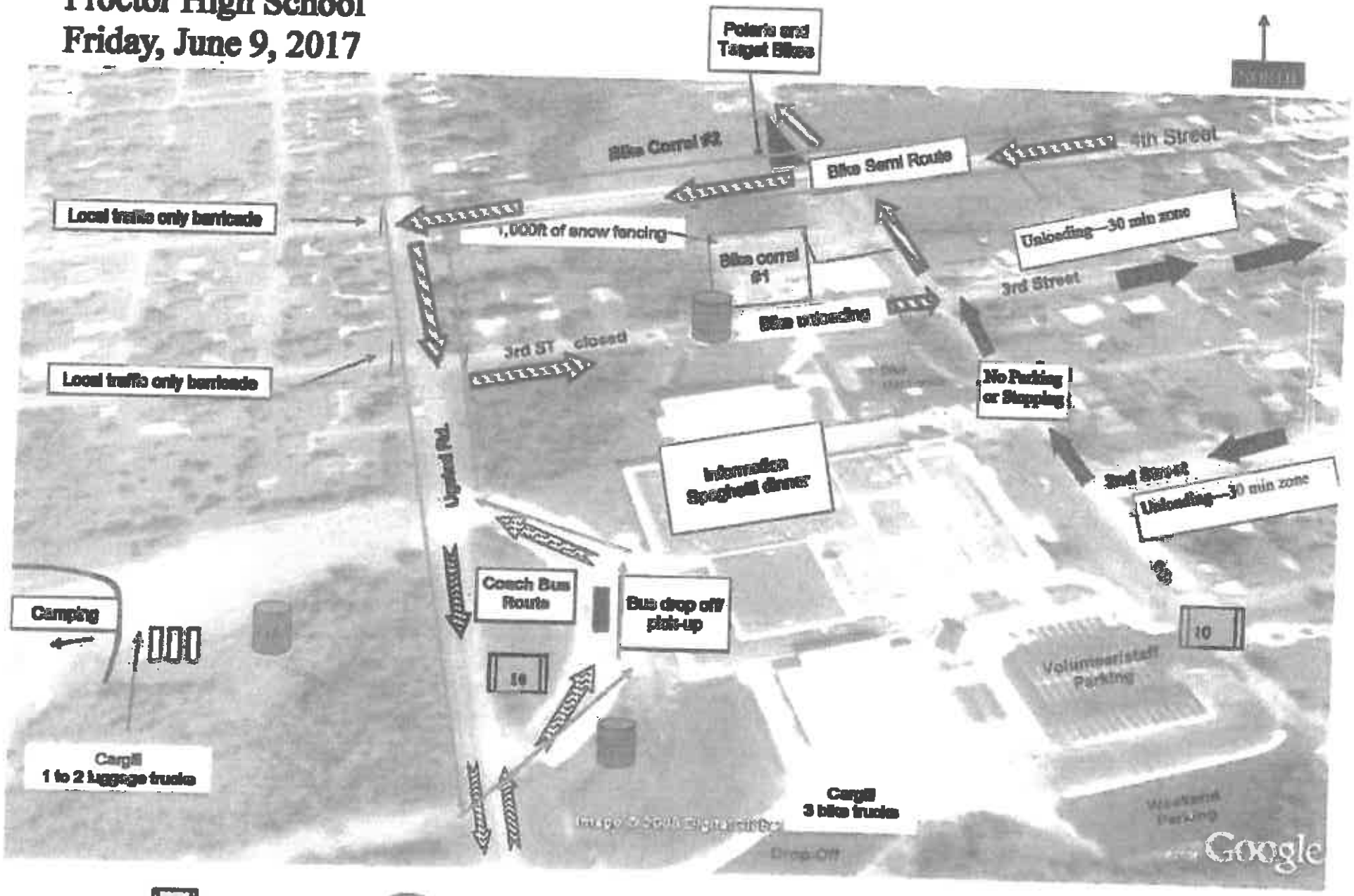
Proctor High School
Friday, June 9, 2017



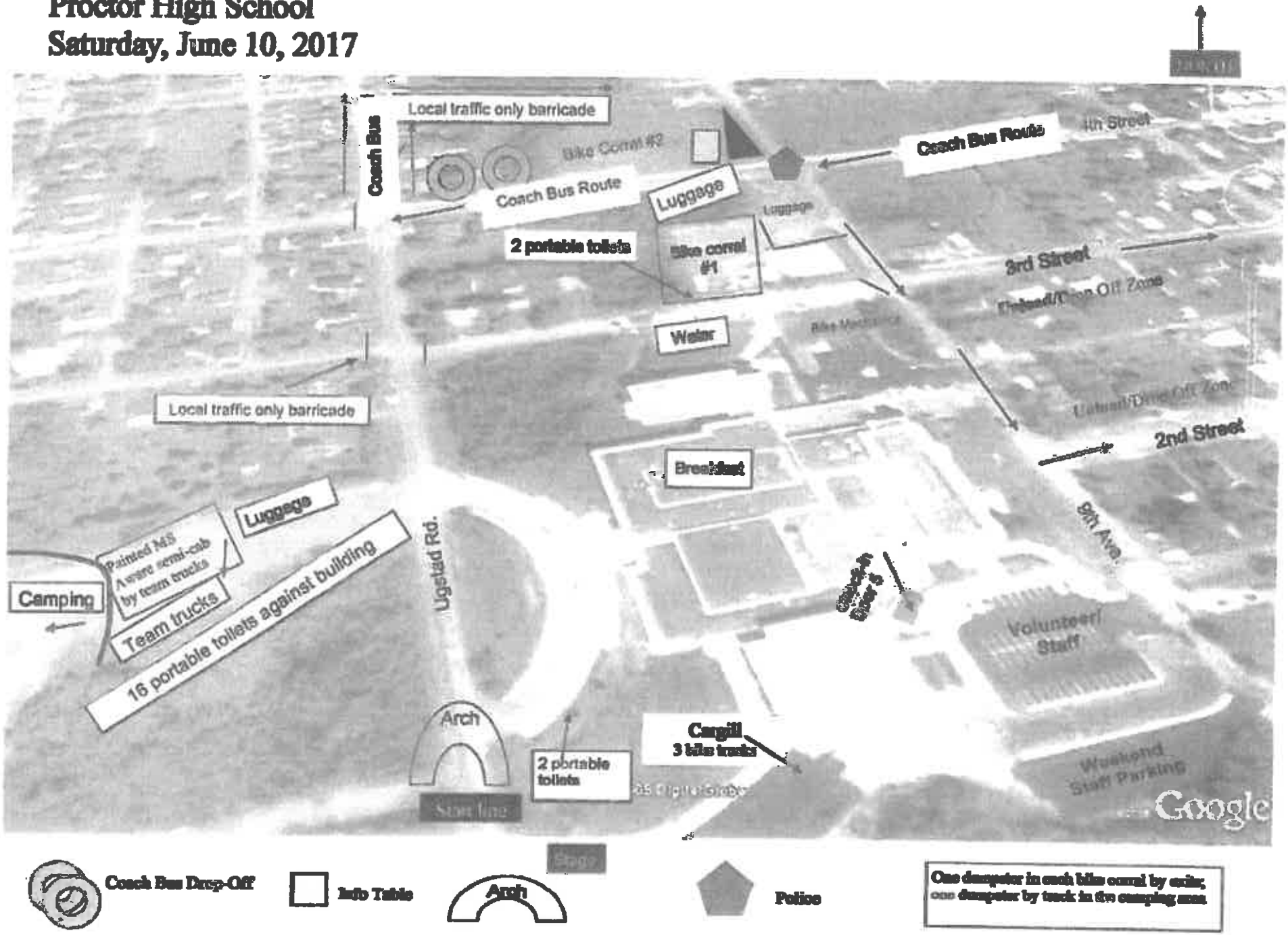
Barricades and/or Parade Boards

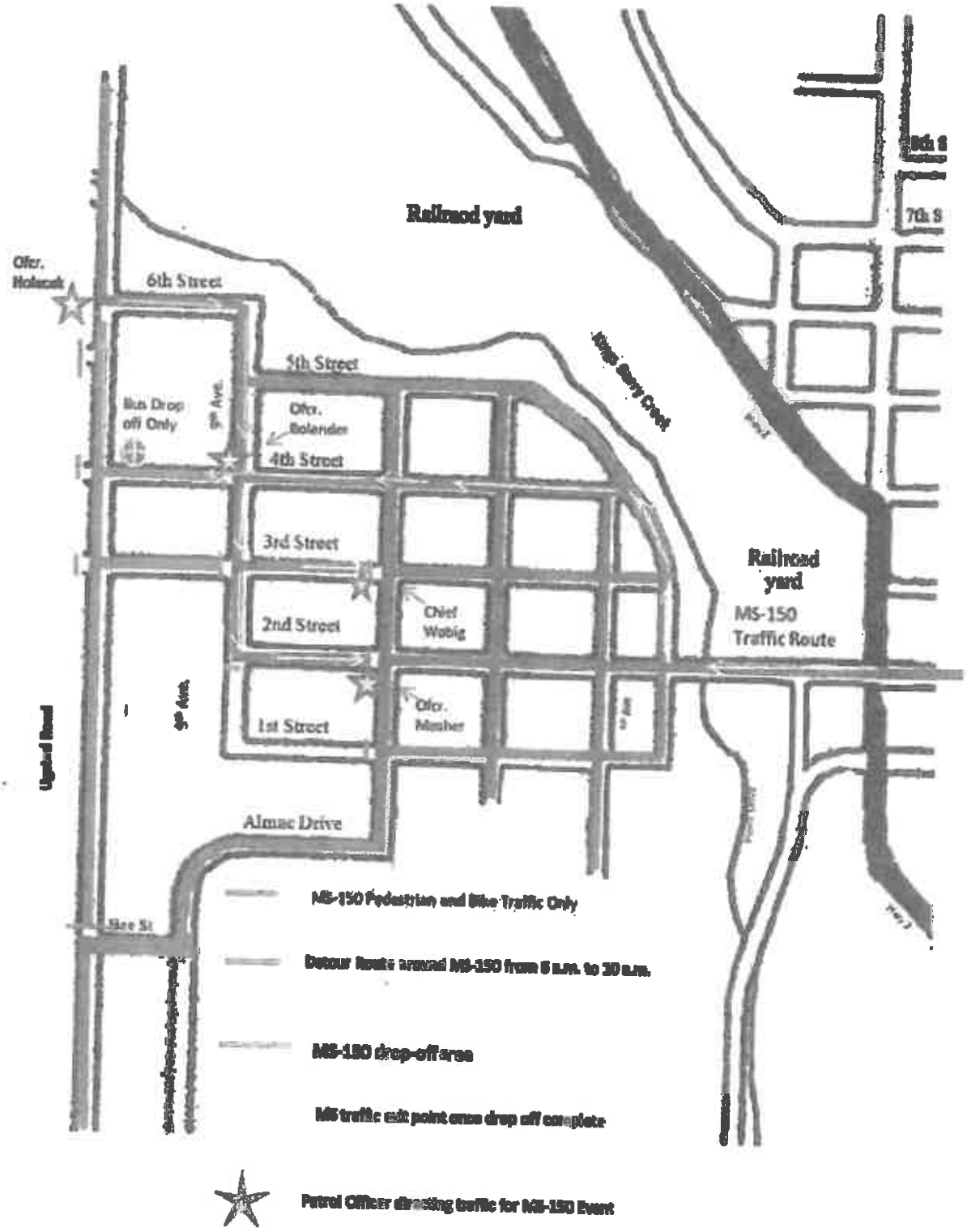
Portable Toilets

Shuttle Bus Route

One dumpster in each bike corral by exits; one dumpster by truck in the camping area

Proctor High School
Saturday, June 10, 2017




Railroad yard
7th S
Ofcr. Holecek
6th Street
5th Street
Bus Drop off Only
9th Ave.
Ofcr. Bolender
4th Street
3rd Street
Railroad yard
MS-150 Traffic Route
2nd Street
Chief Wobig
1st Street
Ofcr. Mosher
Almac Drive
Upland Road
MS-150 Pedestrian and Bike Traffic Only
Detour Route around MS-150 from 8 a.m. to 30 a.m.
MS-150 drop-off area
MS traffic exit point once drop off complete
Patrol Officer directing traffic for MS-150 Event

6K.

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

From: Mark Casey [mailto:mcasey@proctormn.gov]
Sent: Thursday, July 28, 2016 12:22 PM

To: Victor Lund
Subject: RE: Signage

Mr. Lund,
I have been directed by Mr. Foldesi to contact you in regards to the questions I have below.
I look forward to your reply and answers.

Regards,

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

From: Mark Casey [mailto:mcasey@proctormn.gov]
Sent: Thursday, July 28, 2016 11:43 AM
To: Jim Foldesi
Subject: Signage

Jim,
The City Council wants me to put 2 flashing "stop ahead" signs on the intersection of Kirkus St and Boundary/Kirkus St and Ugstad Rd. My question is how far back/off of the county road do I have to place the signs.
Thanks Jim.

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

6L.

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

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RESOLUTION 14-17
A RESOLUTION SUPPORTING LOCAL DECISION-MAKING AUTHORITY

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

WHEREAS, local elected decision-makers are in the best position to determine what health, safety and welfare regulations best serve their constituents; and

WHEREAS, just like state legislative leaders, local elected officials are held accountable through Minnesota's robust elections process; and

WHEREAS, ordinances at the local level are enacted only after a comprehensive, legal and open process; and

WHEREAS, local units of government are required to publish notices about meetings where policies will be discussed and decisions will be made; and

WHEREAS, under the state's Open Meeting Law, public policy discussions and decisions must occur in meetings that are accessible to members of the public; and

WHEREAS, cities are often laboratories for determining public policy approaches to the challenges that face residents and businesses; and

WHEREAS, preservation of local control in Minnesota has yielded statewide benefits such as the 2007 Freedom to Breathe Act, an amendment to the Minnesota Clean Indoor Air Act; and

WHEREAS, more than two dozen bills that restrict local decision-making have been introduced in 2017 to date.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PROCTOR, through actions of the City Council and its Mayor: supports local decision-making authority and opposes legislation that removes the ability for local elected officials to respond to the needs of their businesses and constituents.

Upon vote taken thereon, the following voted:
For:
Against:

Whereupon said Resolution No. 14-17 was declared duly passed and adopted this 17th day of April 2017.

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
City Administrator

2017 Bills to Restrict Municipal Authority (Updated 4-5-17)

ISSUE	HF	SF	CURRENT STATUS
Local Government Finance			
Eliminates LGA for cities that meet definition of "sanctuary city"	1664	n/a	**House:** Referred to Gov Ops; amended into HF 754 during Property Tax Division, laid over for possible inclusion **No Senate version**
Eliminates LGA for cities that enact "sanctuary ordinances"	n/a	881	**No House version** **Senate:** Introduced, referred to Taxes
Reduces LGA for cities that contribute to a World Fair, eliminates LGA for cities that are sanctuary cities, and reduces aid to cities and counties operating unauthorized driver diversion programs	754	n/a	**House:** World Fair and diversion provisions included in HF 4 (omnibus tax bill) **No Senate version**
* Eliminates LGA for cities with sick time laws and other local labor regulations	2107	2157	**House:** Heard in Property Tax Division, laid over for possible inclusion **Senate:** Referred to Taxes
Reduces LGA for lobbying expenses of local units of government	2187	2155	**House:** Heard in Property Tax Division, laid over for possible inclusion **Senate:** Referred to Taxes
Requires reverse referendum every five years to authorize municipality to impose franchise fees to raise revenue	1146	2092	**House:** Included as provision in HF 4 (omnibus tax bill) **Senate:** Heard in Local Gov, referred to Taxes
* Requires a reverse referendum for lease purchase of public buildings	112	1849	**House:** Included as provision in HF 4 (omnibus tax bill) **Senate:** Referred to Taxes
Provides a delayed reverse referendum requirement on a general city (over 500) or county levy increase	654	1590	**House:** Included as provision in HF 4 (omnibus tax bill) **Senate:** Referred to Taxes

ISSUE	HF	SF	CURRENT STATUS
Creates special tax district to finance operating costs of light rail and bus rapid transit lines, and prohibits TIF districts from being created in the special taxing district for fixed guideway lines in operation or for which a locally preferred alternative has been designated, and no abatement of the incremental tax for the special taxing district may be made	1315	1825	**House:** Heard in Transportation Policy, referred to Transportation Finance **Senate:** Referred to Transportation Finance and Policy
Repeals city authority to establish special service districts	2412	n/a	**House:** Referred by Tax chair to Property Tax Division **No Senate version**
Public Safety			
* Prohibits law enforcement agencies from using unmanned aerial cameras to gather evidence in certain circumstances	1200	1529	**House:** Referred to Public Safety **Senate:** Referred to Public Safety
* Prohibits political subdivisions (and the State Building and Fire Code) from requiring installation of fire sprinklers in certain dwelling units	681	579	**House:** Included as provision in House version of SF 780 (omnibus agriculture finance bill; companion is HF 895) **Senate:** Included as provision in SF 780 (omnibus agriculture and housing appropriations bill)
Requires law enforcement agencies to comply with federal immigration detainers	26	n/a	**House:** Referred to Public Safety **No Senate version**
Worker Benefits			
Prohibits cities from enacting local employer benefit or minimum wage requirements	600	580	**House:** Passed by House 76-53 **Senate:** On General Orders
* Prohibits local governments including cities, towns, counties, etc., from enacting their own minimum wage requirements	180	n/a	**House:** Initially referred to Commerce, was re-referred to Jobs **No Senate version**

ISSUE	*HF*	*SF*	*CURRENT STATUS*
Administrative Issues			
Imposes new restrictions on interim ordinances related to housing	330	201	**House:** Passed by House 87-44; included in House version of SF 1937 (omnibus jobs, commerce, energy, labor and industry, and employment and economic development appropriations bill; companion is HF 2209) **Senate:** On General Orders
Requires cities and counties to notify potentially impacted businesses of an ordinance that impacts a business licensed in the jurisdiction, including if the ordinance changes the location or availability of a product or service provided by the business	1242	1224	**House:** On General Register **Senate:** On General Orders
Requires a minimum three-year data retention period for "correspondence", and defines correspondence in government record retention law	1185	1719	**House:** Heard in Gov Ops, Civil Law, now in State Gov **Senate:** Referred to Judiciary
Requires a local government's data retention schedules provides for at least 18 months of retention for electronic records from the date the record is created	70	123	**House:** Referred to Gov Ops **Senate:** Heard informationally in Judiciary
Adds new notification requirements on counties and cities related to written procedures across the local governmental enterprise	61	n/a	**House:** Referred to Gov Ops **No Senate version**
Transportation			
Prohibits cities, counties, special taxing districts, and others from spending money on studying feasibility, planning, designing, engineering, etc. the development or operation of intercity or interregional passenger rail facilities or operations between the City of Rochester,	465	254	**House:** Included as provision in HF 4 (omnibus tax bill) **Senate:** Heard in Transportation, laid over for possible inclusion

ISSUE	HF	SF	CURRENT STATUS
or locations in the metro area, and any location in the metro area			
Prohibits regional rail authorities and metro counties and cities from spending any money to study, plan, design, or construct a light rail line, or expand an existing line, unless the legislature explicitly authorizes it	418 & 1866	150	**House:** Included as a provision in HF 861 (omnibus transportation bill) **Senate:** Heard in Local Gov, Transportation Finance and Policy, referred to Finance
Prohibits political subdivisions from expending public sources of funds for a guideway project, whether for a new or extending line, including study, alternatives analysis, design, engineering, environmental analysis, land acquisition, purchasing rolling stock and other equipment, and construction	1630	n/a	**House:** Part of bill is included as a provision in HF 861 (omnibus transportation bill) **No Senate version**
Prohibits road authorities including cities from using funds that increase the cost for any aesthetic enhancements that increase the cost of a project on a highway or bridge, including monuments, markers, memorials, sculptures, statues, decorative fixtures, alternative materials, specialty signage and other treatments designed to impact the perceived beauty or visual appeal of the infrastructure	1062	n/a	**House:** Referred to Transportation Policy **No Senate version**
Housing			
Requires legislative approval of local housing goals that are currently negotiated between cities and the Metropolitan Council for the purpose of regional grant program funding	1037	n/a	**House:** Included as a provision in House version of SF 1937 (omnibus jobs, commerce, energy, labor and industry, and employment and economic development appropriations bill; companion is HF 2209) **No Senate version**
Solid Waste and Recycling			
Adds more requirements which erode a local government's ability to manage solid waste collection.	1976	1755	**House:** Referred to Gov Ops **Senate:** Referred to Local Gov

ISSUE	*HF*	*SF*	*CURRENT STATUS*
Prohibits local government from banning or taxing plastic bags.	1504	1195	**House:** Tax provision included in HF 4 (omnibus tax bill); policy language included as provision in House version of SF 1937 (omnibus jobs, commerce, energy, labor and industry, and employment and economic development appropriations bill; companion is HF 2209) **Senate:** Included as provision in Senate version of HF 888 (omnibus environment and natural resources finance; companion is SF 723)
Regulatory Issues			
Prohibits cities from imposing municipal planning fees to review or investigate a permitted use for compliance with any official control, which are ordinances or regulations that control the physical development of a city etc., including ordinances establishing zoning, subdivision controls, site plan regulations, sanitary codes, building codes, and official maps	957	n/a	**House:** Included as a provision in HF 4 (omnibus tax bill) **No Senate version**
Allows for profit entities unregulated access to public right-of-way for installation of "small cell wireless" equipment, and supersedes many zoning ordinances and comprehensive plans in place	739	561	**House:** Heard in Commerce, Gov Ops, Jobs, laid over for possible inclusion **Senate:** Heard in Energy, referred to Local Gov

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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

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Resolution No. 15-17
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 ALS Association, MN/ND/SD Chapter to hold a raffle at Black Woods Banquet Center, 195 Highway 2, Proctor, Minnesota on February 7, 2018.

Passed by a majority vote of the Proctor City Council, this 17th day of April, 2017.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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: The ALS Association, MN/ND/SD Chapter

Previous Gambling Permit Number: X-04770

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 41-1756085

Mailing Address: 333 N Washington Ave, Ste 105

City: Minneapolis State: MN Zip: 55401 County: Hennepin

Name of Chief Executive Officer (CEO): Jennifer Hjelle

Daytime Phone: 612-672-0484 Email: jenniferhjelle@alsmn.org

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): Black Woods Banquet Center

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

City or Township: Proctor Zip: 55810 County: Saint Louis

Date(s) of activity (for raffles, indicate the date of the drawing): February 7, 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: $**15,000**)**

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

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: Jennifer Hjello Date: 3-31-17
(Signature must be CEO's signature; designee may not sign)

Print Name: Jennifer Hjello

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

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

THE ALS ASSOCIATION
MINNESOTA/NORTH DAKOTA/SOUTH DAKOTA CHAPTER
info@alsmn.org
www.alsmn.org

333 North Washington Avenue
Suite 105
Minneapolis
MN 55401-1352

PHONE (612) 672-0484
FAX (612) 672-9110
TOLL FREE 1-888-672-0484

P.O. Box 2223
Sioux Falls, SD
57101-2223

PHONE (605) 274-0230
FAX (605) 274-0231
TOLL FREE 1-888-672-0484

March 31, 2017

Mr. Jim Rohweder
City of Proctor
100 Pionk Dr
Proctor, MN 55810

Dear Mr. Rohweder,

Enclosed you will find a raffle permit for Wednesday, February 7, 2018.

We would like to start selling raffle tickets for this event as soon as possible, so I would like to request the City of Proctor approve my permit.

If you have any questions about our permit, please feel free to contact me at sandy@alsmn.org or (612) 455-8322 or (888) 672-0484.

Kindest regards,

Sandy

Sandy Judge
Development Manager

Enclosures

ALS ASSOCIATION
Minnesota
North Dakota
South Dakota
Chapter

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

6N.

COUNCILORS
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Resolution No. 16-17
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 Northland Blitz Football to hold a raffle at Derailed Bar & Grill, 501 3rd Avenue, Proctor, Minnesota on May 6 & 7, 2017.

Passed by a majority vote of the Proctor City Council, this 17th day of April, 2017.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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: Northland Blitz Football

Previous Gambling Permit Number:

Minnesota Tax ID Number, if any: 4284001

Federal Employer ID Number (FEIN), if any: 82-0596399

Mailing Address: PO Box 242

City: Cloquet State: MN Zip: 55720 County: Carlton

Name of Chief Executive Officer (CEO): Naomi Bents

Daytime Phone: 218-348-1003 Email: northlandblitz@yahoo.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): Derailed Bar + Grill

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

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

Date(s) of activity (for raffles, indicate the date of the drawing): May 6-7, 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.

LG220 Application for Exempt Permit

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: Proctor, MN

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: St. Louis County

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: Naomi Berts Date: 4-5-2017
(Signature must be CEO's signature; designee may not sign)

Print Name: Naomi Berts

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

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

Office of the Minnesota Secretary of State
Certificate of Good Standing

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	Northland Blitz
Date Filed:	02/17/2017
File Number:	935274300025
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 04/05/2017

Steve Simon

Steve Simon
Secretary of State
State of Minnesota

60.

Application for Employment

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

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

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

Personal Information

Name: (Last)	(First)	(MI)	(Prior)*
Leedom	Raymond	Wayne	

Street Address 212 South 2nd Ave	
City, State, Zip Proctor MN, 55810	
Phone Number 801-436 4010	Alternate Phone
Email raymondwleedom@gmail.com	

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

Please print in INK or type when completing this application

Title of position applying for: Firefighter

Are you legally eligible to work in the United States in the position for which you are applying? *Proof of citizenship or work eligibility will be required as a condition of employment.*	☑ Yes ☐ No
Are you at least 18 years old?	☑ Yes ☐ No

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 (12) GED High School	(13) 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	☑ Yes ☐ No *High School*	☑ Yes ☐ No *College/Technical*	☐ Yes ☐ No *Graduate JD*

School Name	Address	Course of study	Degree
High School: Fort Dodge Senior High School	819 N 25th St Fort Dodge, IA 50501		
College: Iowa Central Community College	1 Triton Cir, Fort Dodge, IA 50501	EMT B	
Graduate School:			
Technical/Vocational: DoD Fire Academy	301 Comanche Trail Goodfellow AFB TX		
Other: Technical Munitions Systems Specialist	1810 J Ave, Sheppard AFB, TX 76311		
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position: Three years in the Air Force Reserve.

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

Certs: fire I and II, Air Port Firefighter, HazMat Ops PPE and Product Control HazMat Ops, HazMat Awareness, Driver/Operator ARFF, Mobile Water Supply and Pumper

EMSRB cert EMR

Employment Experience

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

Company	Name of last supervisor	Hrs/Week
Cirrus air craft	Terri Savage	40
Address	**Start Date**	**Starting Salary**
4515 Taylor Cir, ~~Hermantown, MN 55811~~	2/2/15	$13.55/hr
City, State, Zip	**End Date**	**Final Salary**
Hermantown MN 55811		$16.00/hr
Phone Number	**Last job title**	
218 788 3325	QA	

Reason for leaving (be specific):
Still employed

Describe your work in this job:
Quality assurance inspector

May we contact this employer? ☑ Yes ☐ No

Company	Name of last supervisor	Hrs/Week
Josephson Manufacturing Co	Jared Marsh	40
Address	**Start Date**	**Starting Salary**
216 Central Ave	3/1/13	$10.00/hr
City, State, Zip	**End Date**	**Final Salary**
Fort Dodge IA 50501	1/25/15	$13.55/hr
Phone Number	**Last job title**	
515-573-8049	assembler	

Reason for leaving (be specific):
Moved to Minnesota

Describe your work in this job:
Final Assembly

May we contact this employer? ☑ Yes ☐ No

Employment Experience Continued

Company	Name of last supervisor	Hrs/Week
U.S. Air Force	Tsgt. Richardson	40
Address	Start Date	Starting Salary
	10/10/07	E-1
City, State, Zip	End Date	Final Salary
	3/21/16	E-4
Phone Number	Last job title	
—	munitions / Firefight	

Reason for leaving (be specific):

Separated from DoD

Describe your work in this job: First Five years active duty then three years reserve.

May we contact this employer? ☐ Yes ☑ No

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	

Reason for leaving (be specific):

Describe your work in this job:

May we contact this employer? ☐ Yes ☐ No

Unsalaried Experience

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

Military Experience

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

Describe your duties: munitions 5½ years Active duty firefighter 3 years reserve

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

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

Authorization

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

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

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

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

Signature

3/13/17
Date

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Firefighter II

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

on

24 Jun 2014

James C Oodolitz Jr.

Administrator

The authenticity of this certificate can be validated at www.ifsacert.com

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848789

FPC BOARD ACCREDITED

DD1848789

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Firefighter I

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

on

24 Jun 2014

James C Oddo Jr.

Administrator

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848788

PRO BOARD ACCREDITED

DD1848788

The authenticity of this certificate can be validated at www.dodfiretrain.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Hazardous Materials Awareness

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848786

on

24 Jun 2014

James C Dodoloke Jr.

Administrator

FIRE BOARD ACCREDITED

DD1848786

The authenticity of this certificate can be validated at www.dodfiretrain.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Hazardous Materials Operations

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848787

on

24 Jun 2014

James C Dodolikey Jr.

Administrator

FIRE BOARD
ACCREDITED
DD1848787

The authenticity of this certificate can be validated at www.dellfort.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

HazMat Ops - Personal Protective Equipment

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848787

on

24 Jun 2014

James C Godolphin Jr.

Administrator

PRO BOARD ACCREDITED
DD1848787

The authenticity of this certificate can be validated at www.dodfiscrt.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

HazMat Ops - Product Control

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848787

on

24 Jun 2014

James C Oddoliby Jr.

Administrator

PRO BOARD ACCREDITED
DD1848787

The authenticity of this certificate can be validated at www.dodfsrs.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Airport Firefighter

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848790

on

24 Jun 2014

James C Dodolitz Jr.

Administrator

PRO BOARD ACCREDITED
DD1848790

The authenticity of this certificate can be validated at www.dodfirert.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Driver/Operator ARFF

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1859208

on

06 Nov 2014

James C Oodolitz Jr.

Administrator

PRO BOARD ACCREDITED
DD1859208

The authenticity of this certificate can be validated at www.dedfiert.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Driver/Operator Mobile Water Supply

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1859213

on

06 Nov 2014

James C Oddsley Jr.
Administrator

PRO BOARD ACCREDITED
DD1859213

The authenticity of this certificate can be validated at www.dualliveri.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Driver/Operator Pumper

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1859210

on

06 Nov 2014

James C Oodolike Jr.

Administrator

PRO BOARD ACCREDITED
DD1859210

The authenticity of this certificate can be validated at www.checkcert.com

Application for Employment

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

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

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

Personal Information

Name: (Last)	(First)	(MI)	(Prior)*
Memmer	Austin	P	

Street Address: 9416 Mountain Drive., Apt #207	
City, State, Zip: Proctor, MN 55810	
Phone Number: 715-417-2254	Alternate Phone:
Email: austn.memmer@gmail.com	

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

Please print in INK or type when completing this application

Title of position applying for:	
Are you legally eligible to work in the United States in the position for which you are applying? *Proof of citizenship or work eligibility will be required as a condition of employment.*	☒ Yes ☐ No
Are you at least 18 years old?	☒ Yes ☐ No

4/5 Interview 6:00 pm

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 (14) 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	☒ Yes ☐ No *High School*	☒ Yes ☐ No *College/Technical*	☐ Yes ☐ No *Graduate JD*

School Name	Address	Course of study	Degree
High School: Osceola High School	1111 Oak Drive Osceola, WI 54020	Diploma	H.S. Diploma
College: Chippewa Valley Tech College			
Graduate School:			
Technical/Vocational: CVTC	620 W Clairemont Ave Eau Claire, WI 54701	Fire Medic	Associates Deg. Fire Medic
Other:			
Other:			

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

FDIC, Hazmat, FF I, FF II, Pump Operator, Paramedic

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

- NREMT - Paramedic
- EMSRB - Paramedic
- WI Registered - Paramedic
- FF I
- FF II
- Pump Operator

Employment Experience

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

Company	Name of last supervisor	Hrs/Week
Gold Cross-Mayo Clinic	Greg Hanson	36
Address	**Start Date**	**Starting Salary**
4505 W Michigan St	March 2016	$40,000
City, State, Zip	**End Date**	**Final Salary**
Duluth, MN 55807	Present	" "
Phone Number	**Last job title**	
218-722-0807	Paramedic	

Reason for leaving (be specific):

—

Describe your work in this job:

- respond to EMergency medical calls.
- continue training
- janitorial duties

May we contact this employer? ☒ Yes ☐ No

Company	Name of last supervisor	Hrs/Week
Osceola Area Ambulance	Robyn Foster	80
Address	**Start Date**	**Starting Salary**
403 3rd Ave	May 2015	$2.25/hr
City, State, Zip	**End Date**	**Final Salary**
Osceola, WI 54020	March 2016	—
Phone Number	**Last job title**	
715-294-3911	EMT - Basic	

Reason for leaving (be specific):

Job in Duluth with Gold Cross

Describe your work in this job:

- respond to emergency medical calls
- Continue training
- Janitoral duties

May we contact this employer? ☒ Yes ☐ No

Employment Experience Continued

Company	Name of last supervisor	Hrs/Week
National Park Service	Larry Bloomer	40
Address	**Start Date**	**Starting Salary**
401 N Hamilton St	June 2012	$20/hr
City, State, Zip	**End Date**	**Final Salary**
St Croix Falls, WI 54024	August 2015	$20.10/hr
Phone Number	**Last job title**	
715-483-3284	Maintenance	

Reason for leaving (be specific):

Position dependent on school enrollment & school went thru summer

Describe your work in this job:

- Janitorial duties
- painting
- shore restoration
- campsite care
- lawn care

May we contact this employer? ☑ Yes ☐ No

Company	Name of last supervisor	Hrs/Week
Address	**Start Date**	**Starting Salary**
City, State, Zip	**End Date**	**Final Salary**
Phone Number	**Last job title**	

Reason for leaving (be specific):

Describe your work in this job:

May we contact this employer? ☐ Yes ☐ No

Unsalaried Experience

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

I have gone to Africa & Haiti on mission trips. I was also on Chippewa Fire District as a fire fighter.

Military Experience

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

Describe your duties:

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

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

Authorization

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

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

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

Austin Mummer
Signature

3/27/17
Date

Wisconsin Technical College System Board
Fire Service Certification

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards
hereby confirms that

Austin P. Memmer

is certified as

Fire Fighter II
NFPA 1001 - 2013

B41893
Certification Number

11/10/2014
Date

Education Director, Fire Service

Wisconsin Technical College System Board
Fire Service Certification

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards
hereby confirms that

Austin P. Memmer

is certified as
Driver/Operator-Pumper
NFPA 1002 - 2009

D41893

Certification Number

7/17/2014

Date

Education Director, Fire Service

Wisconsin Technical College System Board
Fire Service Certification

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards
hereby confirms that

Austin P. Memmer

is certified as

Fire Fighter I/HazMat Ops
NFPA 1001 - Chapter 5 - 2013
NFPA 472 - Chapters 4,5,6.2,6.6 - 2013

O41893

Certification Number

7/16/2014

Date

Education Director, Fire Service

EMSRB
Minnesota Emergency Medical Services Regulatory Board

2829 University Ave Southeast, Suite 310 Minneapolis, MN 55414-3222
(651) 201-2800 (800) 747-2011 FAX (651) 201-2812 TTY (800) 627-3529
www.emsrb.state.mn.us

Verify that your name, certification level, and expiration date are correct. Please make name/address corrections at www.emsrb.state.mn.us.

Paramedic No. 989356

Austin Memmer
2880 Viebrock Drive
OSCEOLA, WI 54020

Effective Date 01/25/2016

Expiration Date 03/31/2018

EMSRB
Minnesota Emergency Medical Services Regulatory Board

2829 University Ave Southeast, Suite 310 Minneapolis, MN 55414-3222
(651) 201-2800 (800) 747-2011 FAX (651) 201-2812 TTY (800) 627-3529
www.emsrb.state.mn.us

Paramedic No 989356.

Austin Memmer

Effective Date 01/25/2016

Expiration Date 03/31/2018

This card should not be relied upon as proof of certification. Verification must be obtained from the Board's website at: https://mn.gov/elicense/gateway/searchByName.do

For Your Personal File

Wallet Sized Certificate

Please keep this documentation for future reference.

You May Not Work If Your Card is Expired.

A duplicate certificate may be obtained by submitting the "Resend My Email Certificate" application to the EMSRB.

The Resend My Email Certificate application is available online and can be accessed by logging into your account at: http://mn.gov/elicense/gateway/ .

Please contact the EMSRB with any questions or concerns.

Minnesota Emergency Medical Services Regulatory Board
2829 University Avenue SE, Suite 310
Minneapolis, MN 55414

Phone - 651-201-2800
Phone Toll Free - 1-800-747-2011
Fax - 651-201-2812
TTY - 1-800-627-3529

Application #: 1127203
Sent to: austin.memmer@gmail.com
Report Generated: 1/25/2016 5:00 pm

National Registry of Emergency Medical Technicians®
THE NATION'S EMS CERTIFICATION®

hereby certifies that

Austin P. Memmer

has obtained National EMS Certification as an EMS professional at the level designated below

Registry No.	Expiration Date	Provider Level
M5031887	03/31/2018	Paramedic

Use this number on all correspondence to the National Registry.

Executive Director

- This card is the property of the NREMT and must be surrendered upon request.
- You must present your National EMS Certification to the proper state authorities to receive state licensure in order to practice.
- Possession of this card allows you to use the appropriate post-nominal letters identifying your certification (as noted in your letter).
- It is your personal responsibility to maintain your certification.
- Please keep your contact information current by using www.nremt.org.

HEALTHCARE PROVIDER

Healthcare Provider

American Heart Association.

Austin Memmer

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers (CPR and AED) Program.

09/2015
Issue Date

09/2017
Recommended Renewal Date

HEALTHCARE PROVIDER

Training Center Name *Chippewa Valley Technical College*

TC ID # *WI04644*

TC Info *620 W. Clairemont Avenue Eau Claire, WI 54701* *715-833-7515*

Course Location *Chippewa Valley Technical College*

Instructor Name *Kasondra Mero*

Inst. ID # *8140269841*

Holder's Signature

© 2011 American Heart Association Tampering with this card will alter its appearance. 90-1801

ADVANCED CARDIOVASCULAR LIFE SUPPORT

Training Center Name: Chippewa Valley Technical College

TC ID #: WI04644

TC Info: 620 W. Clairemont Avenue
Eau Claire, WI 54701 715-833-7515

Course Location: CVTC-ESEC

Instructor Name: Chris McHenry

Inst. ID #: 08110040490

Holder's Signature

© 2011 American Heart Association Tampering with this card will alter its appearance. 90-1008

ADVANCED CARDIOVASCULAR LIFE SUPPORT

ACLS Provider

American Heart Association.

Austin Memmer

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Advanced Cardiovascular Life Support (ACLS) Program.

05/2015
Issue Date

05/2017
Recommended Renewal Date

PEDIATRIC ADVANCED LIFE SUPPORT

American Heart Association. | American Academy of Pediatrics

PALS Provider

Austin Memmer

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Pediatric Advanced Life Support (PALS) Program.

05/2015
Issue Date

05/2017
Recommended Renewal Date

PEDIATRIC ADVANCED LIFE SUPPORT

Training Center Name *Chippewa Valley Technical College*

TC ID # *WI04644*

TC Info *620 W. Clairemont Avenue*
Eau Claire, WI 54701 *715-833-7515*

Course Location *CVTC-ESEC*

Instructor Name *Chris McHenry*

Inst. ID # *08110040490*

Holder's Signature

© 2011 American Heart Association *Tampering with this card will alter its appearance.* 90-1818

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

6P.

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

City of Proctor
Public Notice

Notice is hereby given that the Proctor City Council and the Police Civil Service Commission shall meet at the Proctor Community Center, Conference Room on **Thursday, April 20th, 2017 at 4pm.** This meeting will be to discuss Police Department vacancies and budgets and be open to the public.

Mayor Philip Larson

Deputy Mayor Gary Nowak

Councilor Jake Benson

6Q.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

Resolution No. 18-17
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 Dirt Floor Arena to hold a raffle at Dirt Floor Arena – Proctor Fairgrounds, 800 N. Boundary Avenue, Proctor, Minnesota on August 19, 2017.

Passed by a majority vote of the Proctor City Council, this 17th day of April, 2017.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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: DFA DIRT FLOOR ARENA

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____

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

Mailing Address: PO BOX 1006

City: PROCTOR State: MN Zip: 55810 County: ST. LOUIS

Name of Chief Executive Officer (CEO): _____

Daytime Phone: 218 390 4730 Email: Dirtfloorarena@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): DIRT FLOOR ARENA

Physical Address (do not use P.O. box): FAIR GROUNDS

City or Township: PROCTOR Zip: 55810 County: ST. LOUIS

Date(s) of activity (for raffles, indicate the date of the drawing): AUG 19, 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.

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

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

Print Name: _____

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

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

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

CITY OF PROCTOR

*Check Summary Register©

March 2017 to April 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 036050	CASEY, MARK	4/4/2017	$134.99	HOTEL REIMBURSEMENT
Paid Chk# 036051	AMERICAN FAMILY LIFE ASSUR	4/4/2017	$62.70	AFLAC
Paid Chk# 036052	EQUI-VEST	4/4/2017	$369.40	EQUITABLE - DEWALL
Paid Chk# 036053	NCPERS MINNESOTA	4/4/2017	$16.00	MN NCPERS
Paid Chk# 036054	UNITED WAY OF GREATER DUL	4/4/2017	$150.00	UNITED WAY
Paid Chk# 036055	ADVANCED AWNING DESIGN	4/18/2017	$1,372.00	SIGNAGE
Paid Chk# 036056	AMERIPRIDE SERVICES	4/18/2017	$170.69	MATS
Paid Chk# 036057	BLUE CROSS BLUE SHIELD OF	4/18/2017	$20,299.23	HEALTH INSURANCE
Paid Chk# 036058	BOYSEN, JAY	4/18/2017	$90.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036059	CENTURYLINK	4/18/2017	$203.58	PHONE
Paid Chk# 036060	C W TECHNOLOGY GROUP	4/18/2017	$1,045.00	MONTHLY BILL
Paid Chk# 036061	DEPT EMPLOY AND ECONOM D	4/18/2017	$5,862.29	UNEMPLOYMENT BENEFITS PAID
Paid Chk# 036062	CORPORATE PAYMENT SYSTE	4/18/2017	$2,741.60	ST DEPT TRAINING AND CERTIFICA
Paid Chk# 036063	Explore Minnesota Tourism	4/18/2017	$725.00	TOURISM
Paid Chk# 036064	DAVID FORNERIS	4/18/2017	$90.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036065	FRIENDS OF ANIMALS	4/18/2017	$4,019.40	ANNUAL CONTRACT
Paid Chk# 036066	KENT GAIDIS	4/18/2017	$60.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036067	GOLD CROSS EDUCATION CEN	4/18/2017	$2,420.00	EMR REFRESHER GROUP BASE
Paid Chk# 036068	GREAT LAKES OFFICE SOLUTIO	4/18/2017	$100.85	CONTRACT
Paid Chk# 036069	GREENSPRING MEDIA	4/18/2017	$5,590.00	TOURISM
Paid Chk# 036070	GUARDIAN PEST SOLUTIONS, I	4/18/2017	$88.46	PEST CONTROL
Paid Chk# 036071	HARTEL'S/DBJ DISPOSAL COMP	4/18/2017	$533.02	TRASH REMOVAL SERVICES
Paid Chk# 036072	HUFF, TOD	4/18/2017	$3,650.00	STUDIO LABOR
Paid Chk# 036073	JOSHUA RUHNKE	4/18/2017	$90.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036074	LACOURSE & ENVALL, PA	4/18/2017	$1,890.00	LEGAL FEES
Paid Chk# 036075	LALONDE, RICK	4/18/2017	$90.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036076	MAILFINANCE	4/18/2017	$177.97	RENTAL FEE
Paid Chk# 036077	MAKI & OVEROM, LTD	4/18/2017	$7,099.00	LEGAL FEES
Paid Chk# 036078	MSPN INC	4/18/2017	$10,413.00	TOURISM
Paid Chk# 036079	NORTHERN BUSINESS PRODUC	4/18/2017	$571.51	SUPPLIES
Paid Chk# 036080	NORTHERN ENGINE & SUPPLY,	4/18/2017	$15.00	GAUGE FOR STEAMER FOR FROZEN C
Paid Chk# 036081	PAHA	4/18/2017	$511.45	HOCKEY TOURISM
Paid Chk# 036082	PETERSON, LOREN W	4/18/2017	$1,054.35	ACCOUNTING SERVICES
Paid Chk# 036083	PETTY CASH	4/18/2017	$172.71	PETTY CASH
Paid Chk# 036084	PROCTOR BUILDERS	4/18/2017	$10.37	SUPPLIES
Paid Chk# 036085	PROCTOR JOURNAL	4/18/2017	$417.42	PUBLICATIONS
Paid Chk# 036086	PROCTOR MILK HOUSE	4/18/2017	$112.88	FUELS
Paid Chk# 036087	PROCTOR PUBLIC UTILITIES	4/18/2017	$2,202.34	UTILITIES
Paid Chk# 036088	ST LOUIS COUNTY AUDITOR	4/18/2017	$499.55	MAINTENANCE OF TIF DISTRICT
Paid Chk# 036089	ST LUKES MEDICAL CLINIC	4/18/2017	$56.84	BLOOD DRAWS
Paid Chk# 036090	TROY'S AMOCO	4/18/2017	$486.52	REPAIRS
Paid Chk# 036091	UNIFORMS UNLIMITED	4/18/2017	$279.96	PATCHES
Paid Chk# 036092	VERIZON WIRELESS	4/18/2017	$248.37	PHONE SERVICE
Paid Chk# 036093	VOL FIREMEN'S BENEFIT ASSN	4/18/2017	$22.00	APPLICATION CARDS
Paid Chk# 036094	WILLIS SUPPLY COMPANY	4/18/2017	$385.90	SUPPLIES
Paid Chk# 036095	WIPFLI LLP	4/18/2017	$17,850.00	ACCOUNTING SERVICES

CITY OF PROCTOR

*Check Summary Register©

March 2017 to April 2017

Name	Check Date	Check Amt
	Total Checks	$94,471.35

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
ADVANCED AWNING DESI	General Fund	Operations (Fire)	Bldg Repair & Maint	$1,372.00	SIGNAGE
Check Name ADVANCED AWNING DESIGN				$1,372.00	
AMERIPRIDE SERVICES	General Fund	Street Department	Clothing	$44.88	COVERALLS
	General Fund	Government Building	Cleaning Supplies	$67.06	MATS
	General Fund	Operations (Fire)	Other Professional Services	$58.75	MATS
Check Name AMERIPRIDE SERVICES				$170.69	
BLUE CROSS BLUE SHIEL	General Fund	Municipal Operations	Employer Paid Health Insura	$2,071.69	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	Administrative	Employer Paid Health Insura	$2,021.25	HEALTH INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$8,567.93	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN				$20,299.23	
BOYSEN, JAY	General Fund	Street Dept Shop Work	Telephone	$90.00	CELL PHONE REIMBURSEME
Check Name BOYSEN, JAY				$90.00	
C W TECHNOLOGY GROU	General Fund	Administrative	Telephone	$1,045.00	MONTHLY BILL
Check Name C W TECHNOLOGY GROUP				$1,045.00	
CENTURYLINK	General Fund	Operations (Fire)	Communication Services	$203.58	PHONE
Check Name CENTURYLINK				$203.58	
CORPORATE PAYMENT SY	General Fund	Operations (Police)	Printed Forms and Paper	$431.18	NEW OFFICER TESTING
	Golf Course F	Admin & General Golf	Dues & Subscriptions	$147.46	CREDIT CARD
	General Fund	Street Department	Licenses	$858.72	ST DEPT TRAINING AND CE
	General Fund	Operations (Civil Defens	Other Equipment Purchase	$1,304.24	CORDS, MICROPHONE, ETC
Check Name CORPORATE PAYMENT SYSTEMS				$2,741.60	
DAVID FORNERIS	General Fund	Street Dept Shop Work	Telephone	$90.00	CELL PHONE REIMBURSEME
Check Name DAVID FORNERIS				$90.00	
DEPT EMPLOY AND ECON	General Fund	City Parks	Full-Time Employee Regular	$5,882.29	UNEMPLOYMENT BENEFITS
Check Name DEPT EMPLOY AND ECONOM DEVELOP				$5,882.29	
Explore Minnesota Touris	General Fund	Tourism Expenditures	Advertising - Print Media	$725.00	TOURISM
Check Name Explore Minnesota Tourism				$725.00	
FRIENDS OF ANIMALS	General Fund	Operations (Police)	Boarding Fee	$4,019.40	ANNUAL CONTRACT
Check Name FRIENDS OF ANIMALS				$4,019.40	
GOLD CROSS EDUCATION	General Fund	Operations (Fire)	Training Expense	$2,420.00	EMR REFRESHER GROUP BA
Check Name GOLD CROSS EDUCATION CENTER				$2,420.00	
GREAT LAKES OFFICE SO	General Fund	Operations (Police)	Maintenance Agreement	$100.85	CONTRACT
Check Name GREAT LAKES OFFICE SOLUTIONS				$100.85	
GREENSPRING MEDIA	General Fund	Tourism Expenditures	Advertising - Print Media	$1,690.00	TOURISM
	General Fund	Tourism Expenditures	Advertising - Print Media	$3,900.00	TOURISM
Check Name GREENSPRING MEDIA				$5,590.00	
GUARDIAN PEST SOLUTI	General Fund	Government Building	Pest Control	$88.46	PEST CONTROL
Check Name GUARDIAN PEST SOLUTIONS, INC				$88.46	
HARTEL'S/DBJ DISPOSAL	General Fund	Government Building	Refuse Disposal	$533.02	TRASH REMOVAL SERVICES
Check Name HARTEL'S/DBJ DISPOSAL COMPANY				$533.02	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$650.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
Check Name HUFF, TOD				$3,650.00	
JOSHUA RUHNKE	General Fund	Street Dept Shop Work	Telephone	$90.00	CELL PHONE REIMBURSEME
Check Name JOSHUA RUHNKE				$90.00	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
KENT GAIDIS	General Fund	Operations (Police)	Telephone	$60.00	CELL PHONE REIMBURSEME
Check Name KENT GAIDIS				$60.00	
LACOURSE & ENVALL, PA	General Fund	Municipal Court	Legal Fees	$1,890.00	LEGAL FEES
Check Name LACOURSE & ENVALL, PA				$1,890.00	
LALONDE, RICK	General Fund	Street Dept Shop Work	Telephone	$90.00	CELL PHONE REIMBURSEME
Check Name LALONDE, RICK				$90.00	
MAILFINANCE	General Fund	Administrative	Postage	$177.97	RENTAL FEE
Check Name MAILFINANCE				$177.97	
MAKI & OVEROM, LTD	General Fund	Drug Forfieture Funds	Legal Fees	$4,094.00	LEGAL FEES
	General Fund	Financial Attorney	Legal Fees	$3,005.00	LEGAL FEES
Check Name MAKI & OVEROM, LTD				$7,099.00	
MSPN INC	General Fund	Tourism Expenditures	Advertising - Print Media	$10,413.00	TOURISM
Check Name MSPN INC				$10,413.00	
NORTHERN BUSINESS PR	General Fund	Operations (Civil Defens	Office Supplies & Expense	$160.97	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$1.59	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$71.99	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$336.96	SUPPLIES
Check Name NORTHERN BUSINESS PRODUCTS				$571.51	
NORTHERN ENGINE & SU	Sewer Fund	Pump Station	Mach & Equip Repair	$15.00	GAUGE FOR STEAMER FOR
Check Name NORTHERN ENGINE & SUPPLY, INC				$15.00	
PAHA	General Fund	Tourism Expenditures	Advertising - Sponsorship	$511.45	HOCKEY TOURISM
Check Name PAHA				$511.45	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$1,054.35	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				$1,054.35	
PETTY CASH	General Fund	Operations (Civil Defens	Office Supplies & Expense	$74.71	PETTY CASH
	General Fund	Operations (Police)	Other Professional Services	$98.00	PETTY CASH
Check Name PETTY CASH				$172.71	
PROCTOR BUILDERS	General Fund	Operations (Fire)	Misc Operating Supplies	$10.37	SUPPLIES
Check Name PROCTOR BUILDERS				$10.37	
PROCTOR JOURNAL	General Fund	Council	Gen Notices & Pub Informati	$168.06	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$181.36	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$34.00	PUBLICATIONS
	General Fund	Operations (Police)	Gen Notices & Pub Informati	$34.00	PUBLICATIONS
Check Name PROCTOR JOURNAL				$417.42	
PROCTOR MILK HOUSE	General Fund	Operations (Fire)	Diesel Fuel	$17.25	FUELS
	General Fund	Operations (Fire)	Diesel Fuel	$30.95	FUELS
	General Fund	Operations (Police)	Fuels	$24.68	FUELS
	General Fund	Operations (Fire)	Diesel Fuel	$40.00	FUELS
Check Name PROCTOR MILK HOUSE				$112.88	
PROCTOR PUBLIC UTILIT	General Fund	Street Dept Shop Work	Electric Utilities	$316.53	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$15.82	UTILITIES
	General Fund	Operations (Fire)	Electric Utilities	$23.56	UTILITIES
	General Fund	Government Building	Electric Utilities	$1,770.83	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$75.60	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES				$2,202.34	
ST LOUIS COUNTY AUDIT	General Fund	Council	Other Professional Services	$499.55	MAINTENANCE OF TIF DIST
Check Name ST LOUIS COUNTY AUDITOR				$499.55	
ST LUKES MEDICAL CLINI	General Fund	Operations (Police)	Medical and Dental Fees	$56.84	BLOOD DRAWS
Check Name ST LUKES MEDICAL CLINIC				$56.84	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
TROY'S AMOCO	General Fund	Street Department	Equipment Parts	$25.82	REPAIRS
	General Fund	Operations (Police)	Mach & Equip Repair	$460.70	REPAIRS
Check Name TROY'S AMOCO				$486.52	
UNIFORMS UNLIMITED	General Fund	Operations (Police)	Clothing	$279.96	PATCHES
Check Name UNIFORMS UNLIMITED				$279.96	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$248.37	PHONE SERVICE
Check Name VERIZON WIRELESS				$248.37	
VOL FIREMEN'S BENEFIT	General Fund	Operations (Fire)	Misc Operating Supplies	$22.00	APPLICATION CARDS
Check Name VOL FIREMEN'S BENEFIT ASSN MN				$22.00	
WILLIS SUPPLY COMPANY	General Fund	City Parks	Misc Operating Supplies	$295.17	SUPPLIES
	General Fund	Government Building	Cleaning Supplies	$90.73	SUPPLIES
Check Name WILLIS SUPPLY COMPANY				$385.90	
WIPFLI LLP	General Fund	Council	Auditing and Accounting Ser	$15,700.00	ACCOUNTING SERVICES
	General Fund	Operations (Fire)	Other Professional Services	$1,650.00	ACCOUNTING SERVICES
	General Fund	Operations (Fire)	Other Professional Services	$500.00	ACCOUNTING SERVICES
Check Name WIPFLI LLP				$17,850.00	
				$93,738.26	

+ 134.99 Reimbursement
+ 62.70 AFLAC
+ 369.40 Equitable
+ 16.00 MN NCPERS
+ 150.00 United Way

$94,471.35

CITY OF PROCTOR

*Check Summary Register©

April 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027652	CITY OF PROCTOR	4/4/2017	$1,573.33	PR17-06L wh PERA
Paid Chk# 027653	UFCW Local 1189	4/4/2017	$96.52	UFCW UNION DUES
Paid Chk# 027654	ARTISAN BEER COMPANY	4/18/2017	$135.00	03302017
Paid Chk# 027655	BELLBOY CORPORATION	4/18/2017	$263.44	03282017
Paid Chk# 027656	BERNICK'S PEPSI	4/18/2017	$2,140.50	03292017
Paid Chk# 027657	BREAKTHRU BEVERAGE	4/18/2017	$1,982.06	03302017
Paid Chk# 027658	CENTURYLINK	4/18/2017	$84.13	03102017
Paid Chk# 027659	COCA COLA BEVERAGES OF DU	4/18/2017	$271.64	0442017
Paid Chk# 027660	G&K SERVICES	4/18/2017	$119.14	03152017
Paid Chk# 027661	GUARDIAN PEST SOLUTIONS, I	4/18/2017	$40.51	PEST CONTROL
Paid Chk# 027662	JOHNSON BROTHERS INC	4/18/2017	$3,678.14	03282017
Paid Chk# 027663	MICHAUD DISTRIBUTING COMP	4/18/2017	$800.05	04032017
Paid Chk# 027664	NORTHERN MN DENTAL	4/18/2017	$26.95	DENTAL INSURANCE
Paid Chk# 027665	PHILLIPS WINE & SPIRITS CO	4/18/2017	$4,061.72	03282017
Paid Chk# 027666	PROCTOR JOURNAL	4/18/2017	$5.95	PUBLICATIONS
Paid Chk# 027667	PROCTOR PUBLIC UTILITIES	4/18/2017	$434.11	UTILITIES
Paid Chk# 027668	ROHLFING INC	4/18/2017	$2,398.65	02172017
Paid Chk# 027669	SOUTHERN WINE & SPIRITS OF	4/18/2017	$2,653.05	03312017
Paid Chk# 027670	SUPERIOR BEVERAGE	4/18/2017	$2,476.35	03312017
		Total Checks	$23,241.24	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
ARTISAN BEER COMPANY	Beer Purchases	$67.50	04062017
	Beer Purchases	$67.50	03302017
Check Name ARTISAN BEER COMPANY		$135.00	
BELLBOY CORPORATION	Freight and Express	$7.35	03282017
	Wine Purchases	$48.00	03282017
	Liquor Purchases	$174.45	03282017
	Misc Merchandise	$33.64	03282017
Check Name BELLBOY CORPORATION		$263.44	
BERNICK'S PEPSI	Beer Purchases	$1,303.60	03292017
	Soft Drinks and Mix	$15.80	03292017
	Beer Purchases	$807.35	04052017
	Soft Drinks and Mix	$13.75	04052017
Check Name BERNICK'S PEPSI		$2,140.50	
BREAKTHRU BEVERAGE	Freight and Express	$29.60	04062017
	Liquor Purchases	$813.50	04062017
	Liquor Purchases	$963.55	03302017
	Freight and Express	$18.81	03302017
	Liquor Purchases	$156.60	04062017
Check Name BREAKTHRU BEVERAGE		$1,982.06	
CENTURYLINK	Telephone	$84.13	03102017
Check Name CENTURYLINK		$84.13	
COCA COLA BEVERAGES OF DULU	Soft Drinks and Mix	$271.64	0442017
Check Name COCA COLA BEVERAGES OF DULUTH		$271.64	
G&K SERVICES	Misc Operating Supplies	$59.57	03152017
	Misc Operating Supplies	$59.57	03292017
Check Name G&K SERVICES		$119.14	
GUARDIAN PEST SOLUTIONS, INC	Other Professional Services	$40.51	PEST CONTROL
Check Name GUARDIAN PEST SOLUTIONS, INC		$40.51	
JOHNSON BROTHERS INC	Liquor Purchases	$1,667.71	04042017
	Freight and Express	$20.33	03282017
	Liquor Purchases	$1,246.65	03282017
	Freight and Express	$12.74	03282017
	Wine Purchases	$358.40	03282017
	Wine Purchases	-$70.50	03302017
	Wine Purchases	$399.58	04042017
	Freight and Express	$28.67	04042017
	Freight and Express	$14.56	04042017
Check Name JOHNSON BROTHERS INC		$3,678.14	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$446.85	04032017
	Beer Purchases	$353.20	04102017
Check Name MICHAUD DISTRIBUTING COMPANY		$800.05	
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	$7.28	03282017
	Wine Purchases	$166.50	04042017
	Freight and Express	$44.37	0442017
	Liquor Purchases	$2,890.32	04042017
	Freight and Express	$11.43	03282017
	Wine Purchases	$303.00	03282017
	Freight and Express	$14.56	03282017
	Liquor Purchases	$624.26	03282017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
Check Name PHILLIPS WINE & SPIRITS CO		$4,061.72	
PROCTOR JOURNAL	Advertising - Enterprises	$5.95	PUBLICATIONS
Check Name PROCTOR JOURNAL		$5.95	
PROCTOR PUBLIC UTILITIES	Utilities	$434.11	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES		$434.11	
ROHLFING INC	Beer Purchases	$1,313.65	04072017
	Beer Purchases	$427.75	02172017
	Beer Purchases	$657.25	03312017
Check Name ROHLFING INC		$2,398.65	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$21.27	03312017
	Freight and Express	$26.47	04072017
	Liquor Purchases	$1,353.54	04072017
	Liquor Purchases	$1,251.77	03312017
Check Name SOUTHERN WINE & SPIRITS OF MN		$2,653.05	
SUPERIOR BEVERAGE	Beer Purchases	$340.35	04112017
	Beer Purchases	$382.50	03312017
	Beer Purchases	$668.85	04042017
	Beer Purchases	$1,084.65	04072017
Check Name SUPERIOR BEVERAGE		$2,476.35	
		$21,571.39	

+1573.33 PR17-06L
+ 96.52 Union Dues

$23,241.24

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, May 1, 2017 – 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES April 17, 2017 City Council Meeting Minutes

APPROVAL OF AGENDA

JOINT PUC & CITY COUNCIL MEETING

A. 2016 audit reports presentation by Wipfli, LLC City/PUC Auditor - discussion and City/PUC **review/approval** (to be brought to meeting - Management Letter, Audited Financial Statements and Component Unit Financial Statements)

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. Government Fund payroll period ended 04/16/17; Liquor Fund payroll ended 04/16/17 (attached).

*4. COMMITTEE REPORTS

A. Joint City Council/Civil Service Commission Meeting of April 20, 2017

5. UNFINISHED BUSINESS

*A. Council Handbook

*B. Personnel Handbook

6. NEW BUSINESS

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

B. Ordinance 02-17 – Amending Special Event Application – Second Reading

C. Ordinance 03-17 – Amending Street Dance – Second Reading

D. Resolution 17-17 - Special Event Application Deadline

E. Trainquility Park – See memo from Parks & Recreation Committee Chair Jesse Annala

F. Proclamation – 25th Annual Letter Carriers' Food Drive Day

G. Trail Request: Associated Costs and Paperwork

H. Agreement with St. Louis County for Road Striping

I. Request for Qualifications – City Website

J. ATV Ordinance – Discussed at Public Safety 5/1/17

K. St. Louis County Fair (new application including maps – discussed at Public Safety 5/1/17)

L. Hoghead Car Show - Discussed at Public Safety 5/1/17

M. Take A Hike - Informational

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	Liquor Fund
$39,415.71	$23,535.28

$62,950.99 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on April 17, 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; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Dick Kari; Naomi Bents; Nathan Bents; Kathy Hannan

APPROVAL OF MINUTES:

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

APPROVAL OF AGENDA

Motion by Nowak, seconded by Larson and carried: To approve the agenda of April 17, 2017.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan asked the council to review the possibility of a stop sign at the corner of 3rd Avenue and 13th Street.

*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 Nowak, seconded by Larson and carried: To approve the Consent Agenda.

*1. COMMUNICATIONS

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 04/03/17; Liquor Fund payroll period ended 04/03/17

*4. COMMITTEE REPORTS

A. Public Safety Meeting Minutes of April 10, 2017

*5. UNFINISHED BUSINESS

*A. Council Handbook

*B Personnel Handbook

6. NEW BUSINESS

A. Event Packet Requiring all Applications to be Completed and Submitted by a Deadline - Recommendation from Public Safety for 60 day Deadline

Larson asked about exceptions or special deals that a business could have for an event last minute. Bray stated that the City can always waive the deadline, but the resolution should have wording similar to that language. Casey stated that the resolution does have that wording included.

B. Ordinance 02-17 – Amending Special Event Application

Informational - First Reading

C. Ordinance 03-17 – Amending Street Dance

Informational – First Reading

D. Resolution 17-17 - Special Event Application Deadline

Resolution to be approved after Ordinance Second Reading and approval.

E. Special Event Packet – Bike Night at Powerhouse (Recommendation from Public Safety)

Motion by Larson, seconded by Nowak and carried (5-0): To approve the Special Event Packet for Bike Night at Powerhouse as presented.

F. Special Event Packet – 2017 Memorial Day (Recommendation from Public Safety)

Motion by Schwarzbauer, seconded by DeWall and carried (4-0, Benson abstained): To approve the Special Event Packet for 2017 Memorial Day as presented.

G. Special Event Packet – Powerhouse Street Dance (Recommendation from Public Safety and Liquor Control)

Benson stated that the dates on the application should be August 19 & 20 as the event extends past midnight. Also, the City Code states music is allowed until midnight and historically the music extends past this time at the event.

Kari stated that in his packet, he submitted letters asking the council for approval of music past midnight and he will also submit a deposit for cleanup.

Motion by Nowak, seconded by DeWall and carried (5-0): To approve the Special Event Packet for the Powerhouse Street Dance as presented.

H. Special Event Packet – June Powerhouse Car Show (Recommendation from Public Safety)

Motion by DeWall, seconded by Nowak and carried (5-0): To approve the Special Event packet for the June Powerhouse Car show as presented.

I. Special Event Packet – Speedway Events (Recommendation from Public Safety)

Motion by Nowak, seconded by Larson and carried (5-0): To approve the Special Event Packet for Speedway Events as presented.

J. Special Event Packet – 2017 MS 150 Bike (Recommendation from Public Safety)

Kari questioned the usage of private security for this event versus police officers. Bray stated that the difference is the sale of liquor at other events. Casey also stated that the MS 150 is a fundraising group and that additional costs of using law enforcement would be prohibitive to the event.

K. Kirkus Street Stop Sign – recommendation from Public Safety and memo from Vic Lund, St. Louis County

Casey stated that at a previous meeting the Council made a motion for a flashing sign at Boundary and Kirkus. The Public Safety Committee is recommending a lesser cost idea of a stop ahead sign with a reflective strip.

Motion by Larson, seconded by DeWall and carried: To instruct the Street Department Foreman to move forward obtaining a stop ahead sign with reflective strip.

L. Resolution 14-17 Resolution Supporting Local Decision Making Authority

Casey stated that this is a suggestion from the League of Minnesota Cities. There is proposed legislation restricting the city's right to establish rules and policies.

Motion by Larson, seconded by Benson and carried (5-0): To approve Resolution 14-17 Supporting Local Decision Making Authority.

M. Resolution 15-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License

Motion by Schwarzbauer, seconded by Larson and carried (5-0): To approve Resolution 15-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License.

N. Resolution 16-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To approve Resolution 16-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License.

O. New Fire Department Members – Raymond Leedom and Austin Memmer

DeWall stated that these two new members are very qualified and welcomed to the Proctor Fire Department.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0): To approve the hiring of Raymond Leedom and Austin Memmer to the Proctor Fire Department.

P. Joint Meeting City Council and Police Civil Service Commission – April 20, 2017 at 4pm, in the Conference Room, Proctor City Hall.

Casey reminded the council of the joint meeting.

Q. Resolution 18-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License.

Motion by Benson, seconded by Larson and carried (5-0): To approve Resolution 18-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

6. NEW BUSINESS (continued)

R. Labor Agreement

None at this time.

MEMBER CONCERNS

Larson reminded the councilors about the Local Board of Appeal and Equalization meeting Tuesday, April 25, 2017 at 10am. Nowak stated that he would be unable to attend.

Larson also congratulated Benson on his appointment to the League of MN Cities Insurance Trust Board. Larson said that he removed Benson from chairman of Tourism as he was not in agreement with the disbursement of funds to the Field Station for the mural. Larson also did not agree with the expansion of the Liquor Store and Benson was the Chairman of the Liquor Control Committee at that time. Benson stated that he too was not in favor of the disbursement of funds to the Field Station. Larson commended the Cloquet local paper for the article written about their Police Chief.

Schwarzbauer stated that he met with Senator Al Franken and a group for a career summit.

BILLS FOR APPROVAL

General Fund	Liquor Fund
$94,471.35	$23,241.24

$117,712.59 TOTAL BILLS FOR APPROVAL

Motion by Nowak, seconded by Schwarzbauer and carried: To approve the General Fund and Liquor Fund bills lists as presented.

ADJOURNMENT

Motion by Nowak, seconded by Larson and carried: To adjourn the City Council meeting at 7:20am.

PR17-08 4/3/17-4/16/17

3A.

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	$1,735.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	$3,461.54
	City Administrator	Government Building	Part-Time Employee	$757.80
	City Clerk	Administrative	Full-Time Employee Regular	$214.28
	City Clerk	Administrative	Full-Time Employee Regular	$2,640.32
	City Clerk	Administrative	Full-Time Employee Overtime	$64.39
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$690.48
	Police	Operations (Police)	Full-Time Employee Regular	$13,486.28
	Police	Operations (Police)	Full-Time Employee Regular	$1,396.80
	Police	Operations (Police)	Full-Time Employee Regular	$2,483.32
	Police	Operations (Police)	Full-Time Employee Regular	$21.36
	Police	Operations (Police)	Full-Time Employee Regular	$321.84
	Police	Operations (Police)	Full-Time Employee Overtime	$1,004.22
	Police	Operations (Police)	Full-Time Employee Overtime	$48.06
	Police	Operations (Police)	Full-Time Employee Overtime	$136.96
	Police	Operations (Police)	Full-Time Employee Overtime	$2,433.24
	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	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	$232.69
	Streets & Roadways	Street Department	Full-Time Employee Regular	$70.68
	Streets & Roadways	Street Department	Full-Time Employee Regular	$4,850.73
	Streets & Roadways	Street Department	Full-Time Employee Regular	$382.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	$766.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	$282.72
	Park	City Parks	Full-Time Employee Regular	$896.50
	Park	City Parks	Temporary Employees Regular	$187.50
	Recreation	Ball Field Maintenance	Temporary Employees Regular	$325.00
FUND 100 General Fund				$46,029.62
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$83.07
	Public Works	Sewer	Full-Time Employee Regular	$221.52
	Public Works	Sewer	Full-Time Employee Overtime	$94.36
	Public Works	Pump Station	Full-Time Employee Regular	$83.07
	Public Works	Pump Station	Full-Time Employee Overtime	$110.90
FUND 500 Sewer Fund				$592.92
				$46,622.54

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$167.20
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,504.80
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$2,255.35
FUND 600 Liquor Fund				$3,927.35
				$3,927.35

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 8

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	2.50	1.5	$64.39	City -Bi-wk
CITY HALL	4.50	1.5	$135.00	City -Bi-wk
Shift Multiplier 1.5	7.00		$199.39	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	1.50	1.5	$49.48	City -Bi-wk
POLICE	12.00	1.5	$480.42	City -Bi-wk
POLICE	26.00	1.5	$1,048.71	City -Bi-wk
POLICE	7.00	1.5	$280.25	City -Bi-wk
POLICE	12.00	1.5	$523.80	City -Bi-wk
POLICE	24.00	1.5	$1,054.80	City -Bi-wk
Shift Multiplier 1.5	82.50		$3,437.46	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	2.67	1.5	$110.90	City -Bi-wk
Street Department	2.67	1.5	$94.36	City -Bi-wk
Shift Multiplier 1.5	5.34		$205.26	
Pay Group Description City -Bi-wk	94.84		$3,842.11	
	94.84		$3,842.11	

4A.

Minutes of the Special Joint Meeting of Proctor City Council Civil Service Commission held on April 20, 2017 in the Community Center Council Chambers

Mayor Philip Larson called the meeting to order at 4:02 pm.
Chairwoman Diane Guiliani called the meeting to order at 4:02 pm.

MEMBERS PRESENT:	Councilors Jake Benson, Jim Schwarzbauer, Troy DeWall, and Deputy Mayor Gary Nowak and Mayor Philip Larson
COMMISSIONERS:	Chair Diane Guiliani, Lori Anderson & Steve Elder
OTHERS PRESENT:	Mark Casey, City Administrator; Tammie McDonald; Jennifer Crown; Officer Kent Gaidis; Officer Tim Redfield; Attorney John Bray

*1. NEW BUSINESS

A. Council/Commission Roles

Casey stated that these meetings should occur more frequently and read the role of the council regarding the Police Department from the League of Minnesota Cities. Guiliani read the role of the Civil Service Commission provided in their handbooks. Elder asked the councilors about the type of input they would like to provide for recommendations and reminded them that the commission does not make recommendations regarding wages.

B. Police Department Budget Analysis

Jennifer Crown stated that the police budget is one-third of the entire City budget and the financial welfare of the city is impacted. Casey asked the commission if they received budgets and Guiliani said they did not as often as maybe they should. DeWall stated that he would like to see joint efforts so that everyone is fiscally responsible.

C. Hiring and Interim Sergeant Update

Casey stated that the MOU distributed was drafted after a conversation with Gaidis. DeWall stated that the LELS does not have a contract for an Interim Sergeant but he would like all to be on the same page. Attorney Bray stated that the commission is responsible for the hiring and firing of the officers; and the city is responsible for the financial impact.

Guiliani stated that the hiring process identified four candidates and now Officer Redfield is doing the background investigation. The entire process takes 6-7 months from posting to interviewing and testing.

D. Chief of Police Role Definition

Casey stated that the Chief and Sergeant are under one contract which prohibits one from disciplining the other. Currently the Sergeant is being separated from the Chief contract into its own LELS contract. Elder stated that the commission has never hired a Chief of Police before and need to sit down and develop criteria for a Chief of Police. Anderson stated that they need to do their due diligence and that it is worth it to take the time during this process. Larson asked who's role it is to determine the Chief's job description. Anderson also asked who the Chief would report to. Casey said that in most towns the same size, the Chief usually reports to the City Administrator.

E. Potential Scenarios for Internal Candidate Compensation

Crown stated that the Interim Chief is currently being paid 10% increase when the chief is absent. The interim sergeant has not received any pay increase to date. DeWall stated that the city should treat the interim sergeant the same as the interim chief. Crown stated that to replace an officer, it costs the city about $42,000 in additional overtime.

F. Timeline for Long Term Decisions

Gaidis asked the commission to expedite their decision for some stability for the department. Guiliani said that they are working as quickly as possible.

Casey stated that the council is asking the Police Commission to remove the title of Interim for the Chief of Police. Elder asked about a probation term is the title is removed before a job description is updated. DeWall stated that the police bylaws state a one year probation period. Anderson stated that the City Administrator needs to be a part of the updating process of the Chief job description.

Anderson stated that as a commission, they need to meet separately before any job titles are changed for the Interim Chief. They will schedule a meeting next week.

Motion by Larson, seconded by Nowak and carried (4-1, Benson opposed): To make officer Redfield Interim Sergeant and compensate him 10% above current wages retroactive to March 29, 2017.

Benson stated they motion was out of order as it was not an agenda item. Bray stated that he disagreed with Benson and Item 1C. states Hiring.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried (5-0): To adjourn the Joint meeting at 5:25pm.

6B.

ORDINANCE NO. 02-17

ORDINANCE AMENDING SECTION 610A OF THE
CITY CODE ENTITLED "SPECIAL EVENTS"

THE CITY COUNCIL OF THE CITY OF PROCTOR DO ORDAIN AS FOLLOWS:
Section 1. City Code, Section 610A, Subd. 2 entitled "Application for Approval," is hereby amended as follows:

> Subd. 1. Any person(s) wishing to hold a special event, to include pyrotechnics, shall apply for approval on forms to be provided by Proctor City Hall and the Event Coordinator. ~~Unless extended by specific written permission of the City Administrator or designee~~ The City Council will create by resolution, specific deadlines for all permits and approvals necessary to conduct a special event, which copies thereof will be provided to the City. No special event may be held unless an application as provided for herein has been submitted, fully completed, and approved in writing by the ~~City Administrator or designee~~ Event Coordinator and Public Safety Committee.

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

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

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

Voting Yes: Councilpersons
Voting No: Councilpersons

Ordinance declared adopted this _____ day of May, 2017.

CITY OF PROCTOR

By_____
Mayor

ATTEST:

_____
City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on April 20, 2017

6C.

ORDINANCE NO. 03-17

ORDINANCE AMENDING SECTION 610.04 OF THE
CITY CODE ENTITLED "STREET DANCES"

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

Section 1. City Code, Section 610.04, Subd. 4 entitled "Other Requirements," is hereby amended as follows:

Subd. 1. The City Council will create by resolution, specific deadlines for all applicants for a permit as set forth in subd. 1 of this Ordinance and shall ~~no later than 20 business days prior to the date of the event~~ submit a formal permit application to the ~~City Administrator~~ Event Coordinator ~~upon a permit form~~ provided by the City and available at City Hall. No special event may be held unless an application as provided for herein has been submitted, fully completed, and approved in writing by the Event Coordinator and Public Safety Committee.

~~Such~~ Permittee liability insurance shall provide coverage in an amount no less than the liability limits set forth in Minn. Stat. 466.04 subd. 1, as amended from time to time. Additionally, any monetary deposits or insurance policies procured by the permittee as required by this Ordinance shall be delivered to the ~~City Administrator~~ Event Coordinator no later than ~~twenty (20) business days~~ the guidelines set by resolution of the City Council, prior to the event.

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

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

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

Voting Yes: Councilpersons

Voting No: Councilpersons

Ordinance declared adopted this _____ day of May, 2017.

CITY OF PROCTOR

By_____
Mayor

ATTEST:

_____
City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on April 20, 2017

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

G.D.

RESOLUTION 17-17
SPECIAL EVENT APPLICATION
DEADLINES

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

WHEREAS the City of Proctor (City) has established through Ordinances 610 and 610A to allow for "Special Events;" and,

WHEREAS, the City, in order to be consistent in its application process, wishes to create specific application parameters;

NOW BE IT RESOLVED through actions of the City Council and its Mayor:
Any application for Special Events, must be submitted to the City's representative no later than sixty (60) calendar days prior to the event.

BE IT FURTHER RESOLVED any application not meeting the required submittal time frame will not be considered unless through actions of the City Council.

Upon vote taken thereon, the following voted:

For:

Against:

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

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator

Tammie McDonald 6E.

From: Jesse Kelli Annala <annala520@msn.com>
Sent: Tuesday, April 25, 2017 4:06 PM
To: Tammie McDonald
Cc: Gary Nowak
Subject: Re: Parks & Rec

Been busy at work, haven't had time to reply. Parks and rec talk about the maintenance issues at Tranquility Park. We tabled the pergolas thinking the city needs to figure out how to keep up with maintenance on the park before adding more items that would require future maintenance. I did come up with a materials list based off a rough pergola design I found online. Materials for one would be about $600. That is materials only. No plan or design or instructions. No labor to build. No paint or stain. Just treated lumber. Some kits I found online run $2500 for one pergola and that doesn't include the labor. Like I said, the parks committee was concerned about the lack of maintenance of the current park and would like that addressed before add more to the park. If you want my list, let me know.

Jesse

Sent from my iPhone

On Apr 25, 2017, at 3:15 PM, Tammie McDonald <tmcdonald@proctormn.gov> wrote:

> Mr. Casey was wondering what Parks & Rec talked about regarding the Pergolas and Trainquility Park.
>
> I check with Char: in 2016 the Round Up program raised $968.77 and for Jan and Feb of 2017 it raised $155.64.
>
> Like I said in the other email, we would like this to be on the Council Agenda Monday – thanks for your help.
>
> Have a good day ☺
>
> *Tammie*
>
> Tammie McDonald
> Confidential Secretary
> City of Proctor
> tmcdonald@proctormn.gov
> (218) 624-3641

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) 624-3641 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

PROCLAMATION
25th Annual Letter Carriers' Food Drive Day
Saturday May 13, 2017

WHEREAS: Every year on the second Saturday in May, letter carriers across the country collect non-perishable food as part of the nation's largest one-day food drive, distributing the donations to local food banks; and

WHEREAS: The Letter Carriers' Stamp Out Hunger Food Drive is just one example of how letter carriers work to make a difference in the lives of those they serve. Since the pilot drive was held in 1991, more than a billion pounds of food have been collected; and

WHEREAS: We would like to recognize all letter carriers for their hard work and their commitment to their communities. All of the food collected in our community stays in our community and we support carriers' efforts to help those in need in our community.

NOW, THEREFORE, WE, the City Council of the Proctor, by the authority vested in us, do hereby proclaim Saturday, May 13, 2017 as "LETTER CARRIERS' FOOD DRIVE DAY" in the City of Proctor, and encourage the citizens of our community to support the food drive by placing non-perishable food items in or near your mailbox on food drive day. Your letter carrier will pick it up while delivering the mail—and together, we can all help those in need.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the Seals of the City and County of St. Louis, to be affixed this 1st day of May 2017.

Mayor of Proctor _____ Date _____

City Administrator _____ Date _____

6G.

ST. LOUIS COUNTY LAND DEPARTMENT ADDENDUM TO THE APPLICATION BY A GOVERNMENTAL SUBDIVISION FOR CONVEYANCE OF TAX-FORFEITED LAND FOR AN AUTHORIZED PUBLIC USE IN ST. LOUIS COUNTY

(to be completed by the applicant)

Name of governmental subdivision (applicant): _____

Mailing address of applicant: _____

_____

Date requested property was forfeited to the State: _____
(month) (day) (year)

Legal description of property (include name of the city/town in which the property is located):

In preparation of presentation of this application for conveyance of tax-forfeited land to the St. Louis County Board, please complete the following questionnaire:

1. Is the proposed use authorized by statute, law, or local charter? Yes____ No ____

2. How is the proposed use likely to serve the public's interest as much or more than returning the parcel to the tax rolls? Rationale _____

   _____

3. Does the parcel contain valuable natural resources? Yes ____ No ____

4. Does the parcel have public scenic or aesthetic values? Yes ____ No ____

5. Does the parcel contain unique geological features? Yes ____ No ____
   If yes, what? _____

6. According to ordinarily available information, is the parcel absent of rare plants or animals? Yes _____ No _____ If no, which? _____

7. According to ordinarily available information, is the parcel absent of important, historic or archeological features? Yes ____ No ____
   If no, which? _____

8. Is the parcel adjacent to a meandered lake or other public water or water course?
Yes ____ No ____ If yes, which?_____

9. What is the zoning designation for the parcel?_____
Which zoning authority?_____

10. What are the low income requirements for this proposed project? $_____
(If applicable)

11. What are the moderate income requirements for this proposed project?
$_____
(If applicable)

WETLAND CERTIFICATION FORM

TO: COMMISSIONER OF REVENUE
MINNESOTA DEPARTMENT OF REVENUE

RE: SALE OF TAX FORFEITED LAND DESCRIBED AS:

Pursuant to M.S. 103F.535, Subd. 1 and 282.018, Subd. 2 as amended, and the procedures issued by the Department of Natural Resources and by the Board of Water and Soil Resources, I have reviewed the available data concerning the lands described above and have determined that the deed does not require a restrictive convenant because:

☐ The land is in a platted subdivision. (Auditor's plats are not deemed platted subdivisions for the purpose of this procedure.)

☐ The conveyance is a transfer to correct errors in legal descriptions or grantees.

OR

☐ Neither of the above statements apply to this parcel; therefore, the deed for this parcel must include a restrictive convenant prohibiting enrollment of this parcel in a state funded program providing compensation for conservation of marginal lands or wetlands.

If you have any questions or comments concerning this determination please contact _____, telephone number _____.

SIGNED DATE

TITLE COUNTY

MINNESOTA · REVENUE

CONDITIONAL USE DEED SUPPLEMENT

Supplemental Information for a Conditional Use Deed

ALL applications (*State Deed Application Form*) for a conditional use deed **must** be accompanied by a completed *Conditional Use Deed Supplement* form.

Property

Property identification number(s) (PIN) for requested property (attach additional sheets if necessary) _____

Market value of requested property _____ Total acreage of requested property _____

Describe current condition of the parcel (identify any improvements and natural features) _____

Forfeiture

Date of recording of auditor's certificate of forfeiture with the county recorder (if applicable) _____ Recorder's Document number (if applicable) _____

Date of recording of auditor's certificate of forfeiture with the county registrar of titles (if applicable) _____ Registrar's Document number (if applicable) _____

Public Use

Authorized Public Use

M.S. 282.01, subd, 1a, par. (e) limits the authorized public uses for conditional use deeds to the following list. Please check the appropriate box below:

- ☐ Road or right-of-way for a road
- ☐ Trails
- ☐ Transit facilities
- ☐ Public beach or boat launch
- ☐ Public parking
- ☐ Civic recreation or conference facilities

☐ Park

Will the park be available to and accessible by the public? Yes No

Will there be signage indicating to the public this is a park? Yes No

Will the park contain amenities maintained for active utilization by the public? Yes No

Type of amenities: _____

Will the park primarily be open space? Yes No

☐ Public service facilities

Type of facility: _____

Describe in detail the intended public use of the property:

_____

Do you anticipate establishing the proposed use within 3-years? Yes No

If "no", when do you anticipate the use being established? _____

Enclosures

Fee Required

Minn. Stat. § 282.01, subd. 1g requires a fee of $250 to be submitted to the Commissioner of Revenue along with this application. If this application is denied, the Commissioner shall refund $150 of the application fee.

☐ The required fee is enclosed.

Supporting Documentation

Indicate the supporting documentation that you have included for consideration during the review of your application. Please note that some forms of documentation are required. Check all that apply:

- ☐ Photos (required)
- ☐ Maps (required)
- ☐ Other: _____
- ☐ Resolution authorizing application by the governmental subdivision (required)
- ☐ Plans documenting the intended use

Office Use only

This application it is hereby: rejected ___ granted ___

Fee Paid: ___

Refund: ___

_____ By _____

Commissioner of Revenue

Rev. (07/10)

MINNESOTA · REVENUE

STATE DEED APPLICATION FORM

Application for State Deed for Tax-Forfeited Land

In St Louis County

Type of Acquisition

- [ ] Purchase (Minn. Stat. § 282.01, subd. 1a, par. (b) or subd. 3 or subd. 7a)
- [ ] Remove Blight/Afford. Housing (Minn. Stat. § 282.01, subd. 1a, par. (d))
- [ ] Conservation-related usage (Minn. Stat. § 282.01, subd. 1a, par. (h))
- [ ] Repurchase (Minn. Stat. § 282.012; Minn. Stat. § 282.241)
- [ ] Conditional Use Deed (Minn. Stat. § 282.01, subd. 1a, par. (e)) *- Conditional Use Deed Supplement required -*
- [ ] Failure to convey to city or association (Minn. Stat. § 282.01, subd. 1a, par. (f) or (g))
- [ ] Replacement for Lost/Destroyed Deed (Minn. Stat. § 282.33)
- [ ] *Release (State Agencies only)* (Minn. Stat. § 282.01, subd. 1a, par. (c))
- [ ] Acquisition Authorized by other statute or Special Law

Citation:

Correction

Is this application intended to correct a previous deed? [ ] Yes (Complete this section) [x] No (Skip this section)

State deed number of original deed: _____

Information being corrected: [ ] Grantee's name [ ] Legal description [ ] Other: _____

Was this state deed recorded? __ Yes __ No

If "Yes", please supply recording information: _____

(If "No", please return the original state deed with this application.)

Applicant (Grantee)

Name(s) of applicant(s)

Address of applicant | Phone Number of applicant

City | State | Zip Code

Ownership Please check the appropriate box below:

[ ] Single ownership [ ] Co-ownership: joint tenancy [ ] Co-ownership: tenancy in common [ ] Co-ownership: other

Property Information

Date of auditor's certificate of forfeiture | Date tax-forfeited land was sold (if applicable)

Date purchase price was paid in full (if applicable) | Purchase price (if applicable)

Legal description of property (attach additional sheets if needed):

Subject to easements of record.

Wells Please check the appropriate box below:

[ ] There are one or more wells on this property. [x] There are no wells on this property.

Wetland Certification

[x] The wetland certification form has been completed and attached to this application.

Replacement

*Complete this section **only** if "Replacement for Lost/Destroyed Deed" is selected above as the type of acquisition.*

The applicant is (check the appropriate box): [ ] the grantee named in the original deed [ ] the grantee's successor

If the applicant is the grantee's successor, please state the name of the grantee in the original deed *(otherwise leave blank)*:

Date that unrecorded state deed was issued | State Deed Number *(if known)*

Attach a statement of reasons in support of allegation that said deed has been lost or destroyed before it was recorded *(please be specific)*.

Return application and **all required attachments** to: Minnesota Department of Revenue • Property Tax Division • Mail Station 3340 • St. Paul, MN 55146-3340

Rev. (07/10)

Signature(s) required on reverse

MINNESOTA · REVENUE

STATE DEED APPLICATION FORM
Page 2

Certifications

All applications require the signature of the county auditor below. Applications for Replacement Deeds will also require the additional signature of the applicant as well.

Please provide the information below as it corresponds to the type of acquisition selected on the front of the form.

Blight/Affordable Housing

*Auditor to complete this section **only** if "Remove Blight/Afford. Housing" is selected above as the type of acquisition.*

The County Board, or its delegate, of _____ County, Minnesota, has reviewed the application of _____ dated _____, 20___, for the conveyance of certain tax-forfeited land described therein. The county board has determined that: (1) a sale at a reduced price is in the public interest because a reduced price is necessary to provide an incentive to correct the blighted conditions that make the lands undesirable in the open market or the reduced price will lead to the development of affordable housing; and (2) the governmental subdivision or state agency has documented its specific plans for correcting the blighted conditions or developing affordable housing and the specific law or laws that empower it to acquire real property in furtherance of the plans.

Conservation

*Auditor to complete this section **only** if "Conservation-related usage" is selected above as the type of acquisition.*

The County Board, or its delegate, of _____ County, Minnesota, has reviewed the application of _____ dated _____, 20___, for the conveyance of certain tax-forfeited land described therein. The county board has determined that a sale at a reduced price is in the public interest for (select one):

___ (1) creation or preservation of wetlands; or
___ (2) drainage or storage of storm water under a storm water management plan; or
___ (3) preservation, or restoration and preservation, of the land in its natural state.

Failure to Convey

*Auditor to complete this section **only** if "Failure to convey to city or association" is selected above as the type of acquisition.*

The County Board, or its delegate, of _____ County, Minnesota, has reviewed the application of _____, a (check one) ☐ governmental subdivision / ☐ common interest community, dated _____, 20___, for the free conveyance, due to a prior failure to convey which was duly certified, of certain tax-forfeited land described therein, and recommends that this application be granted.

Use Deed

*Auditor to complete this section **only** if "Conditional Use Deed" is selected above as the type of acquisition.*

The County Board, or its delegate, of _____ County, Minnesota, has reviewed the application of _____ dated _____, 20___, for the conveyance for an authorized public use of certain tax-forfeited land described therein, and recommends that this application be granted.

Replacement

*Auditor to complete this section **only** if "Replacement for Lost/Destroyed Deed" is selected above as the type of acquisition.*

The property described herein was duly bid in for the state for taxes payable in the year _____, delinquent _____; and became forfeited to the State of Minnesota on the _____ day of _____, _____.

Sign Here

I certify that the above information is true and correct, the county board has taken the official action required under Minn. Stat. § 270C.88, and that therefore conveyance by state deed of the real property described above should be executed by the Commissioner of Revenue to the above named applicant(s) as required by Minnesota Statutes, Chapter 282.

Signature of county auditor

County: St Louis

Date of signature of county auditor

Applicant signature (Replacement Deed only)

(seal)

Date of applicant signature (Replacement Deed only)

Saint Louis River Rd
16th St
1501 N 3rd Ave
216 16th St
Coachlight Cir
15th St
14th St
320 14th St
PROCTOR
13th St
1226 N 2nd Ave
1212 N 2nd Ave
N 2nd Ave
N 3rd Ave
12th St
1116 N 2nd Ave
306 12th St
1104 N 2nd Ave
953 Old Hwy 2
11th St
1102 N 2nd Ave
1008 N 2nd Ave

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 Plank 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

Lett.

Saint Louis County

Public Works Department • Richard H. Hansen Transportation & Public Works Complex
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830

James T. Foldesi, P.E.
Public Works Director/
Highway Engineer

April 18, 2017

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

Re: Cooperative Agreement for CP 0000-275366 Striping 2017

Dear Mr. Casey:

Please find enclosed 3 (three) copies of the cooperative agreement for the above listed project. Please have the proper Proctor authorities sign all of the agreements, and attach a City Resolution if one is required. When signed, please return all of the agreements to me at the above address. Please return at your earliest convenience to avoid delays in the project.
When fully executed, I will send an original copy to you for your use. If you have any questions, please call me @ (218) 625-3834.

Sincerely,

Boyd W. Johnson
Contract Administration Manager

Enc.
C: Vic Lund, P.E., project file

St. Louis County
Public Works Department
4787 Midway Road
Duluth, MN 55811

Contract Routing

Department: Public Works

Contact Person: Boyd Johnson

Contract With: City of Proctor

Purpose: 00000-275366 Maint Striping 2017

Type of Contract: Cooperative
(see reverse)

Contact person shall indicate (with X) persons who must review and sign. **COUNTY ATTORNEY MUST BE THE LAST TO SIGN ALL CONTRACTS.**

I. CONTRACT DRAFT OR PROPOSAL

Review and Approval		Initial	Date
_____ Purchasing Division	_____ File No.	_____	_____
_____ County Attorney Draft/Review	_____ Damion No.	_____	_____
_____ Department Head Review		_____	_____
County Board Authorization if Applicable	17-205, 4/4/17 Resolution No. MUST BE ATTACHED		

II. CONTRACT EXECUTION

Must Sign if X		Date
X	Contractor	
_____	Department Head	_____
_____	Procurement Manager	_____
_____	County Board Chairperson	_____
_____	Auditor	_____
X	County Attorney	_____
		_____

RETURN THIS FORM, WITH ALL COPIES OF THE FULLY EXECUTED CONTRACT, TO CONTACT PERSON LISTED ABOVE.

Contact person shall send this form with a copy of completed contract to the Auditor for official file.

TO Sim F 4/10/17

TO ~~[illegible]~~ Proctor C04/18/17

Revised 04/21/14

St. Louis County
City of Proctor
2017 Maintenance of Pavement Markings
County Project No. CP 0000-275366

COOPERATIVE AREEMENT
BETWEEN

ST. LOUIS COUNTY
AND
CITY OF PROCTOR

FOR MAINTENANCE STRIPING

THIS AGREEMENT, hereinafter referred to as the "Agreement," is between the CITY OF PROCTOR, a duly organized township within the State of Minnesota, hereinafter referred to as "Proctor", and the COUNTY OF ST. LOUIS, a duly organized county within the State of Minnesota, hereinafter referred to as "St. Louis County".

WITNESSETH:

WHEREAS, St. Louis County has determined the locations and quantities of striping required on its highways, and wishes to apply traffic paint to stripe centerline and edge line pavement markings on said highways; and

WHEREAS, Proctor has determined the locations and quantities of striping required on its streets, and wishes to apply traffic paint to stripe centerline and edgeline pavement markings on said roads; and

WHEREAS, this work shall be completed under the project hereafter identified as "2017 Maintenance of Pavement Markings" (CP 0000-275366).

THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, with regard to the aforementioned project that the parties hereby agree to the following:

1. St. Louis County shall prepare the plan, specifications, proposal and engineer's estimate for said project in accordance with the 2016 Edition of the Minnesota Department of Transportation "Standard Specifications for Construction."

2. Proctor shall provide St. Louis County with the required locations and quantities for work within Proctor. St. Louis County shall incorporate said information into the plan and proposal.

3. St. Louis County, acting through the St. Louis County Highway Engineer, shall award the contract for said project to the lowest responsible bidder in accordance with current Minnesota Statutes.

4. St. Louis County shall perform all necessary contract administration, and shall administer the terms of the contract from contract award to the certification of final payment.

5. St. Louis County shall perform all record keeping and construction inspection for quantities associated with St. Louis County's portion of the project in accordance with the plan.

6. Proctor shall perform all record keeping and construction inspection for quantities associated with Proctor's portion of the project in accordance with the plan and shall report any observed deficiencies or discrepancies to St. Louis County immediately.

7. St. Louis County's cost participation shall be 100 percent of St. Louis County's traffic paint quantity. St. Louis County shall also be responsible for 100 percent of the cost of overrun in traffic paint quantity for St. Louis County's portion.

8. Proctor's cost participation shall be 100 percent of Proctor's traffic paint quantity. Proctor shall also be responsible for 100 percent of the cost of overrun in traffic paint quantity for Proctor's portion.

9. Proctor shall pay to St. Louis County, within 30 days after award of Contract, an amount equal to 95 percent of Proctor's actual obligation based on the Contract unit prices as contained in the successful Contractor's bidding documents. Proctor shall pay to St. Louis County, within 30 days of certification of final payment, the remaining balance of Proctor's obligation. If any funds are received by St. Louis County in excess of the project and administrative costs, they will be returned to Proctor, without interest.

10. Proctor shall pay to St. Louis County, within 30 days of certification of final payment, a flat fee in the amount of $300.00 for contract administration services rendered by St. Louis County to Proctor under this agreement.

11. St. Louis County shall require all contractors and subcontractors performing work for said project to name Proctor as an insured party in the amounts listed in the insurance requirements contained in the contract.

12. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, Subd. 1a.

13. Each party shall be liable for its own acts to the extent provided by law, and each party hereby agrees to indemnify, hold harmless and defend the others, their officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees, which the others, their officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act of omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement.

IT IS FURTHER AGREED, that any and all employees of Proctor, while engaged in the performance of any work or service which Proctor is specifically required to perform under this Agreement, shall be considered employees of Proctor only and not of St. Louis County. Any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act of said employees shall be the sole obligation of Proctor.

IT IS FURTHER AGREED, that any and all employees of St. Louis County, while engaged in the performance of any work or service which St. Louis County is specifically required to perform under this Agreement, shall be considered employees of St. Louis County only and not of Proctor. Any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act, of said employees, shall be the sole obligation of St. Louis County.

St. Louis County
City of Proctor
2017 Maintenance of Pavement Markings
County Project No. CP 0000-275366

CITY OF PROCTOR

By_____
Mayor

By_____
Clerk

APPROVED AS TO FORM:

By_____
City Attorney

COUNTY OF ST. LOUIS

By_____
County Board Chair

By_____
County Auditor

By_____
Public Works Director/Highway Engineer

APPROVED AS TO FORM:

By_____
Assistant County Attorney

Damion No. 2017-11113

Drafted by: VL
March 21, 2017

Resolution
of the
Board of County Commissioners
St. Louis County, Minnesota
Adopted on: April 4, 2017 Resolution No. 17-205
Offered by Commissioner: Nelson

Agreement with City of Proctor for 2017 Maintenance Striping

WHEREAS, The St. Louis County Public Works Department maintains pavement markings on the county road system by an annual maintenance striping project and invites other local agencies to partner with this project to maintain pavement markings on their highway and street systems; and

WHEREAS, The City of Proctor has requested to participate in the 2017 Maintenance of Pavement Markings project; and

WHEREAS, The Public Works Department will prepare the plan and specifications, and perform all necessary contract administration from contract award to certification of final payment; and

WHEREAS, The City of Proctor will pay to St. Louis County the cost of its local share as detailed in the Proposal/Plan package, schedule of prices and as referenced in the cooperative agreement;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to enter into an agreement, and approve any amendments approved by the County Attorney's Office, with the City of Proctor whereby the city will pay its local share for items listed in the Schedule of Prices in the Proposal/Plan Package and Plan described as CP 0000-275366, 2017 Maintenance of Pavement Markings, with the funds to be receipted into Fund 200, Agency 207001, Object 551502.

Commissioner Nelson moved the adoption of the Resolution and it was declared adopted upon the following vote:
Yeas – Commissioners Olson, Rukavina, Nelson, Jugovich and Chair Jewell – 5
Nays – None
Absent – Commissioners Boyle and Stauber – 2

STATE OF MINNESOTA
Office of County Auditor, ss.
County of St. Louis

I, **DONALD DICKLICH**, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 4th day of April, A.D. 2017, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 4th day of April, A.D., 2017.

DONALD DICKLICH, COUNTY AUDITOR

By Phil Chr

Deputy Auditor/Clerk of the County Board

6I.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

The City of Proctor has initiated a Request for Quotation (RFQ) process to identify a vendor qualified to plan, execute and deliver the redesign of their website http://www.proctormn.gov/

The City of Proctor requires a vendor who has demonstrated experience in managing website projects and expertise with best practices regarding government website design and successful website design, development and deployment.

The goal of this project is to redesign the City of Proctor's website so that it is more visually appealing, better search engine visibility, integrations with social media, and ease with finding data and content.

Please submit your proposal by email to cityhall@proctormn.gov

As part of your proposal, please address the following:

- Sample Project Plan
- Project Budget
- Your approach to website design
- Details regarding your website project management process
- A summary of website development experience
- A listing of existing client references
- Identify who will be involved on your project team, including their relevant experience and credentials

Please be sure to include the name and contact details of persons to be approached for clarification of the proposal if needed.

Proposals will be accepted until 12noon on Thursday, April 13, 2017 at City Hall, 100 Pionk Drive, Proctor, MN 55810. The City of Proctor reserves the right to reject all proposals.

For additional information or clarification please contact:

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

Request for Qualifications:

1. GovOffice Web Solutions
2. Simply Nerds Website Design
3. Sales@travisholzem.com
4. Red-Pebble Web Design
5. Swim Creative
6. Faster Solutions – Web Design and Marketing
7. Vital Designs

GOVOFFICE

March 24, 2017

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

Dear Mark,

GovOffice Web Solutions is pleased to submit a Website Design and Development proposal to City of Proctor. The proposal includes our new Multi-Year Agreement Program, locks your hosting rates and you receive a redesign credit if you renew! Also attached is a document that lists our various design solutions, select the design solution that fits your budget!

The Most Affordable Solution - If you asked our 1,500+ customers, they would agree that the right technology at an affordable price is what sets GovOffice apart from many web development firms.

Proven Experience - We have seen a lot of competitors come and go over the past 15 years. We specialize in small-to-medium populated local governments, and with 1,500+ clients across the United States, you can be confident we are a proven company with a quality Web solution.

Professional Support - Our experienced professionals will provide personalized training. And you can reach them "live" on the phone for friendly, ongoing help and technical support without getting lost in a dreaded voicemail phone tree.

Secure "Worry-Free" Cloud Hosting
Security has never been more important. All GovOffice websites are hosted at a leading CenturyLink Data Center, which ensures the highest levels of security and firewall technology, powerful and reliable servers and systems, and robust bandwidth.

Please contact me to schedule a live demo/webinar.

Regards,

Ross Heupel
Marketing Director
651-270-0442
rossh@avenet.net
www.govoffice.com

GovOffice Web Solutions
2112 Broadway St. NE, Suite 250, Minneapolis, MN 55413

DCV 3/21
11:30AM

GOVOFFICE

About GovOffice

GOVOFFICE

Our 16 Year History

GovOffice Web Solutions is a division of Avenet LLC, a national leader in delivering state-of-the-art Web solutions for government, education, nonprofit, advocacy and campaign sectors. Avenet was founded in 1999 and began serving local governments in 2001 through its GovOffice partnership with the International City/County Management Association (ICMA) and 12 state municipal leagues. The company is based in Minneapolis, Minnesota and has 12 full-time employees. GovOffice is a leading national provider of web sites and content management systems to local governments, serving over 1,500 cities and counties in 42 states and Canada.

The GovOffice Value Proposition

Our population-based pricing makes GovOffice an effective, affordable solution for every size of local government. With GovOffice, you don't pay for a bunch of pricy features you don't want or need. Our solution provides all the core features used by most local governments, and enables you to add more specialized features as needed. In short, we're easier to use, more affordable, and offer the features you and your citizens need, designed to fit a government budget. And as governments try to do more with less now more than ever, that's the perfect win-win for you and your constituents!

Powerful - Yet Affordable

GovOffice delivers the solution you need with a whole lot less hassle and expense, including:

- Custom, professional graphic design
- Powerful, flexible Content Management, with unlimited sections and subsections
- Free mobile version of your website
- Robust online forms system for sign-ups, surveys, comment forms, polls, and more
- Audio and video files integration
- Calendars, News, Image galleries
- Security system enabling multiple users with varying levels of editing permissions to update the website

Premium Solution Design Plus - $6,395

Includes: Custom Home Page Design, 4 Custom Interior Banners, Auto Image Slider, 5 Quick Icons, Custom Mobile Website, Homepage Content Setup Service and much more!

Canyon Lake, CA - www.cityofcanyonlake.org

Visit Summerville, SC - www.visitsummerville.com

Value Solution Design Plus - $2,295

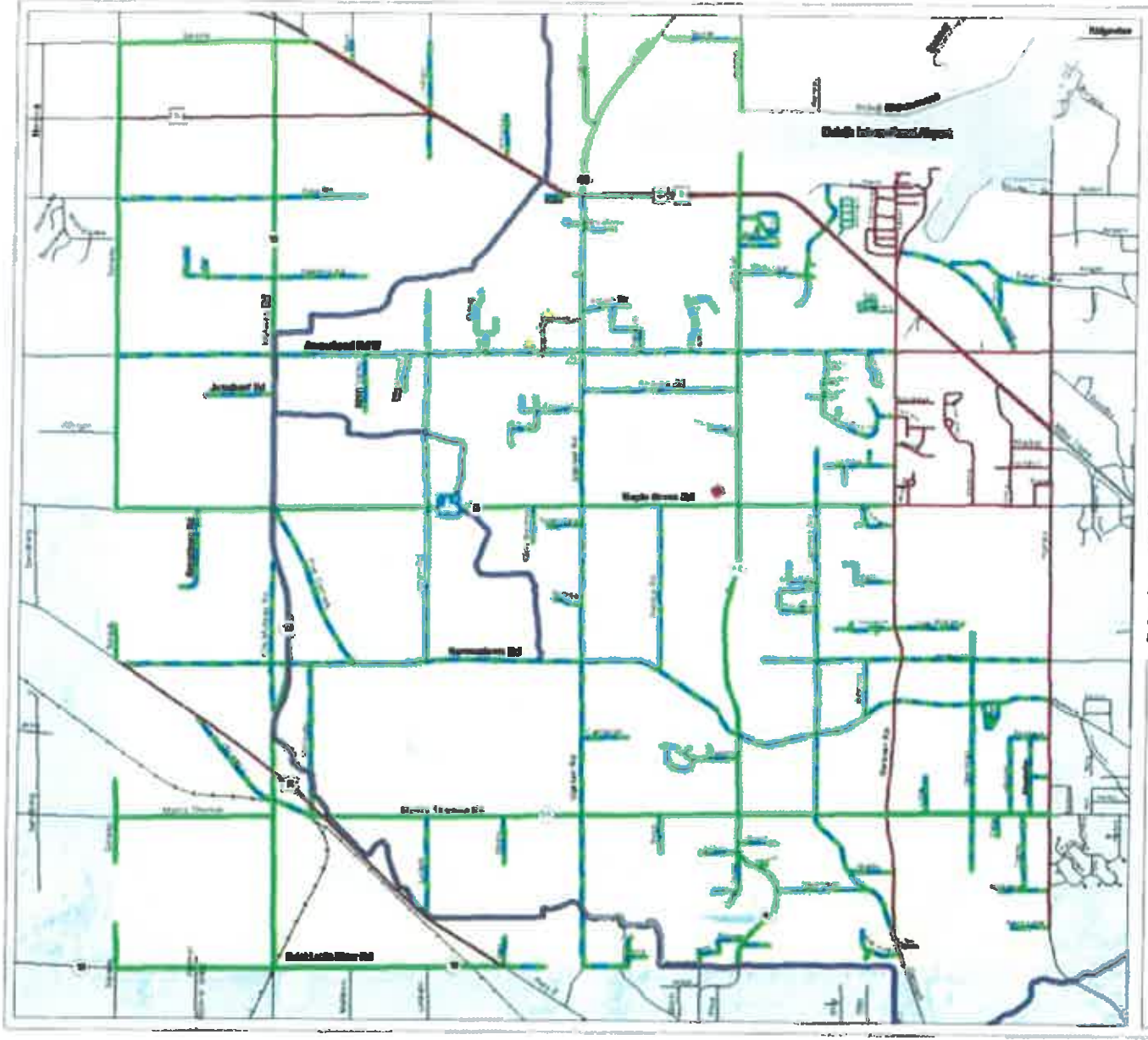
One Custom Banner with scenic background image with Auto Image Slider.

Cherokee, Iowa - http://cherokeeiowa.net

Value Solution Design - $1,295

1 Custom Banner with scenic background image.

Tupper Lake, NY - www.tupperlakeny.gov



Hermantown Snowmobile & ATV Designated Routes

RULE REMINDERS

All-Terrain Vehicles (ATVs)

Class 1: An ATV with a total width of 50 inches or less is considered a Class 1 ATV. A Class 1 ATV is typically designed for a single operator who straddles the machine and uses handlebars to steer, but some Class 1 ATVs are designed by the manufacturer for off-road use with a seat belt, roll over protection and a steering wheel.

Class 2: An ATV with a total width that is greater than 50 inches but not more than 65 inches wide is considered a Class 2 ATV. Class 2 ATVs typically have a steering wheel and are designed for the operator and passenger to be seated side by side.

Public Road Right-of-Way

- Class 1 & 2 ATVs may be operated in the extreme right side of permitted city streets and county roads.

- Class 1 & 2 ATVs may NOT be operated on the shoulder of a state trunk highway.

Snowmobiles

- Snowmobiles may ONLY operate on the far right-hand side of city streets.

- For County roadways, snowmobile operators must travel in the outside slope of the ditch, whenever possible.

- Speed limit in Hermantown is 30 mph and travel must be on the right side of unbroken roadways.

- Snowmobile Club Parking Lot
- State Snowmobile Trail
- Roads NOT permitted for on road use
- Class 1 & 2 and Snowmobiles permitted for on-road use
- Class 1 & 2 ATV permitted for on road use
- Railroad
- Hermantown
- Hermantown Schools
- Hermantown Volunteer Fire Department

* Snowmobiles and Class 1 ATVs are allowed in all ditches
** Class 2 ATVs are NOT allowed in any ditches

N

Hermantown

0 0.25 0.5 1 2 Miles

ORDINANCE NO.

ORDINANCE AMENDING SECTION 805 OF THE
CITY CODE ENTITLED "SNOWMOBILES"

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

Section 1. City Code, Section 805, entitled "Snowmobiles," is hereby amended as follows:

Title. ~~Snowmobiles;~~ Snowmobiles and All Terrain Vehicles (ATV's)

Section 2. Section 805 - Regulation of Snowmobiles and All-Terrain Vehicles is hereby amended and restated in its entirety to read as shown on Exhibit A attached hereto.

Section 3. All other provisions shall remain in full force and effect without modification. or amendment

Section 4. The effective date of this ordinance change shall be the date following the last date of publication in the City of Proctor official newspaper.

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

Voting Yes: Councilpersons
Voting No: Councilpersons

Ordinance declared adopted this _____ day of April, 2017.

CITY OF PROCTOR

By _____
Mayor

ATTEST:

_____
City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on April _____, 2017

EXHIBIT A

Section 805 - Regulation of Snowmobiles and All-Terrain Vehicles

805.01 Intent. It is the intent of this chapter to supplement Minnesota Statutes chapters 84 and 169, as they may be amended from time to time, with respect to the operation of snowmobiles and all-terrain vehicles. This section is not intended to allow what Minnesota State Statutes prohibit, nor to prohibit what Minnesota State Statutes allow.

805.02 Definitions. For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

805.02.1. "All-terrain vehicle" or ("ATV") – shall have the meaning as defined in Minnesota Statutes Section 84.92, subd. 8, as it may be amended from time to time.

805.02.2. "Class 1 ATV" shall have the meaning as defined in Minnesota Statutes Section 84.92, subd. 9, as it may be amended from time to time.

805.02.3. "Class 2 ATV" shall have the meaning as defined in Minnesota Statutes Section 94.92, subd.10, as it may be amended from time to time.

805.02.4. "City of Proctor Snowmobile and ATV Map" shall mean the map created by the City indicating the streets, roads, highway and other areas within the City in which Snowmobile and ATV operation is authorized, which shall be kept on file at the Proctor Police Department and furnished upon request.

805.02.5. "Ditch" shall mean a narrow channel dug in the ground, typically used for drainage alongside a road.

805.02.6. "Operate" shall mean to ride in or on and control the operation of a snowmobile.

805.02.7. "Operator" shall mean every person who operates or is in actual physical control of a snowmobile or ATV.

805.02.8. "Owner" shall mean a person, other than a lien holder having the property in or title to a snowmobile or ATV or entitled to the use or possession thereof.

805.02.9. "Right-of-way" shall mean the entire strip of land traversed by a highway or street in which the public owns the fee or an easement for roadway purposes.

805.02.10. "Roadway" shall mean that portion of a highway or street improved, designed or ordinarily used for vehicular travel, including the shoulder.

805.02.11. "Snowmobile" shall have the meaning as defined in Minnesota Statutes Section 84.81, as it may be amended from time to time.

805.02.12. "Street" or "Highway" shall mean the entire width between the boundaries of any way of place open to the use of the public, as a matter of right, for the purposes of vehicular traffic.

805.03 State Statutes Adopted. Minnesota Statutes Sections 84.81 to 84.915, Snowmobiles, and Minnesota Statutes Section 84.92 to 84.928, All-Terrain Vehicles, and Minnesota Statutes Chapter 169, Traffic Regulations, as they may be amended from time to time, are hereby adopted by reference and are as much a part of this Section as if fully set forth herein.

805.04 Application of Traffic Ordinances. City traffic ordinances shall apply to the operation of Snowmobiles and ATV's on streets of highways except those which by their nature have no application.

805.05. Snowmobile Operation. A Snowmobile may be operated upon the roadway, shoulder, inside bank or slope of those City streets, County Roads, and State Highways as designated on the City of Proctor Snowmobile and ATV Map provided that that operation occurs on the farthest right hand side of the street, road, or highway and whenever possible, and legal to do, the operation occurs within the ditch and always one way in the direction of traffic.

805.06 Snowmobile Restrictions. It shall be unlawful to operate a Snowmobile:

805.06.1. On a public sidewalk provided for pedestrian travel;

805.06.2. On boulevards within any public right-of-way;

805.06.3. On private property of another, except as permission is expressly obtained by the owner or person in control of such private property;

805.06.4. On any school grounds, except as permission is expressly obtained from responsible school authorities;

805.06.5. On public property, playgrounds and recreation areas, except as allowed by the City and indicated on the City of Proctor Snowmobile and ATV Map;

805.06.6. At a rate of speed exceeding 30 miles per hour on any roadway, or at a rate of speed greater than the posted speed limit on any trail, and in no event at a rate of speed greater than reasonable or proper under the surrounding circumstances;

805.06.7. In a careless, reckless or negligent manner so as to endanger the person or property of another or to cause injury or damage thereto; and

805.06.8. In a manner so as to create a loud, unnecessary or unusual noise which disturbs, annoys, or interferes with the peace and quiet of the public.

805.06.9. No person shall operate a Snowmobile on any street, alley, or other permitted roadway with the City of Proctor between the hours of 1:00 a.m. and 6:00 a.m., Monday through Friday, or between the hours of 2:00 a.m. and 6:00 a.m. on Saturday and Sunday.

Comment [MC1]: Not sure if a different ordinance has been put in place with different times.

805.07 ATV Operation. In order to access businesses and residences and to make trail connections, an ATV may be operated upon the roadway of those City streets, County Roads, and State Highways as designated on the City of Proctor Snowmobile and ATV Map, provided that operation occurs on the farthest right hand shoulder or the extreme right hand side of the street, road, or highway and always one way in the direction of traffic.

805.08 ATV Restrictions. It shall be unlawful to operate an ATV:

805.08.1. On a public sidewalk provided for pedestrian travel;

805.08.2. On boulevards within any public right of way;

805.08.3. On or in a ditch;

805.08.4. On private property of another without specific permission of the owner or person in control of such property;

805.08.5. On any school grounds, except as permission is expressly obtained from responsible school authorities;

805.08.6. On public property, playgrounds and recreation areas, except as allowed by the City and indicated on the City of Proctor Snowmobile and ATV Map;

805.08.7. At a rate of speed greater than reasonable or proper under the surrounding circumstances;

805.08.8. In a careless, reckless or negligent manner so as to endanger the person or property of another or to cause injury or damage thereto; and

805.08.9. In a manner so as to create a loud, unnecessary or unusual noise which disturbs, annoys, or interferes with the peace and quiet of the public.

805.08.10. No person shall operate a ATV on any street, alley, or other permitted roadway with the City of Proctor between the hours of 1:00 a.m. and 6:00 a.m., Monday through Friday, or between the hours of 2:00 a.m. and 6:00 a.m. on Saturday and Sunday.

Comment [MC2]: I am not sure if this time frame has been changed for Proctor.

805.09. Equipment. It is unlawful for any person to operate a Snowmobile or ATV within the limits of the City unless it is equipped with the following:

805.09.1. A muffler that is in good working order and that does not produce sharp popping or cracking sounds or excessive or unusual noise. In no event, shall a muffler be altered in any way to produce a noise that is louder than the original manufacturer equipment or by means of a cutout, bypass straight pipe or similar device;

805.09.2. Brakes adequate to control the movement of and to stop and hold the Snowmobile or ATV under any condition of operation;

805.09.3. A safety throttle in operating condition; and

805.09.4. Reflective material at least 16 square inches on each side so as to reflect lights at a 90 degree angle.

805.10 Signage. The City of Proctor Chief of Police may, in his/her sole discretion, cause signage to be installed identifying the designated Snowmobile or ATV routes as set forth on the City of Proctor Snowmobile and ATV Map, and/or cause signage to be installed notifying persons of any restrictions on use as described in this Section.

805.11 Stopping and Yielding. No Snowmobile or ATV shall enter any uncontrolled intersection without making a complete stop. The operator shall then yield the right-of-way to any vehicles or pedestrians at the intersection or so close to the intersection as to constitute an immediate hazard.

805.12 Violation. A person convicted of a violation of this Section is guilty of a administrative ordinance violation.

LeK.

Sally Hedtke, Event Coordinator
100 Plank Drive
Proctor, MN 55810
shedtke@proctormn.gov

City of Proctor Special Event Application

Event Title: So. St.Louis County Fair - Proctor

Purpose of Event: ___County_Fair Grounds

Description of Event:__Fair/ Car racing /Soccer/ Hockey / Horse shows/Flea Markets/ Parking/ Bus Racing.Camping/.Garage Sales

Event Category:
_X_Athletic/Recreation _X_Festival __Parade/March __Block Party
__Concert/Performance _X_Carnival __Grand Opening __Fundraiser
__Street Dance (See City Ordinance 610.04) Other: _____

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	July 3	monday	6am		
Event Day 1	July 11	Tuesday	6am	10pm	1000
Event Day 2	July 12	wed	6am	10pm	3000
Event Day 3	July 13	Thursday	6am	10pm	3000
Event Day 4	July 14	Friday	6am	10pm	4000
Event Day 5	July 15	Saturday	6am	10pm	4000
Event Day 6	July 16	Sunday	6am	7pm	3000

Event Location/Address: ____600 N Boundary Ave Proctor MN 55810

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

City of Proctor Special Event Application
Page 1

Organization Name: __Proctor__Fair Assn

Organization Address: 800 N Boundary Ave Proctor MN 55810

Organization is: __For Profit _X_Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Frank Sire
Email address: fsire2011@hotmail.com
Home number:
Cell number: 218-591-6274
FAX number:
Address: 3982 Leiste Rd
Cloquet MN 55720-8207

Secondary Contact

Name: Mary Korich
Email address: Mjayne19@hotmail.com
Home number:
Cell number: 218-348-1453
FAX number:
Address: 229 97 th ave w Duluth MN 55809

General Event Information

YES Is this an annual event? If yes, how many years has it been held?

YES Is this event produced in other cities? If yes, please provide reference information.

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. Community Fair Grounds

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 date(s) of the event showing Products Liability in the amount of $2,000,000 as per MN Statute 466.04.*

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 Duluth 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. _____
Fair

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
60x40	2	On grounds

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? Support the fair

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.

_____

Please check all sources used to market event:

_X_Outdoor Banners _X_Radio Ads X__Mailings _X_Newspaper Ads

_X_Outdoor Signs X__TV Ads _X_Flyers Other: _____

Promotional Banners / Signs-Including electronic lighted display signs:

Location	Size	Description
On Grounds	4x8	Banners

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. Bands _____

YES NO

YES

Will your event use amplified sound equipment? If yes, please describe. _____

YES

Will your event have other entertainment? If yes, please describe the type of entertainment. Carnival

Will your event require the use/construction of a stage? If yes, please describe. ____We have a portable Stage

NOTE: *Under City Ordinance 610.04, 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 presented 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) Off-duty Proctor officers; (2) Officers from a jurisdiction sharing 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

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.

YES NO

- 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.

we will be providing layout after fair sets up on grounds

Show On Map:

- Alcohol Consumption Areas
- Kids Games
- Carnival Rides
- Food
- Vendors
- Building Usage (ie: Animal Barn, etc.)
- Parking
- Geise

All Alcohol Served By Race Track

- 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 ST19) 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 Will your event serve food?

If yes, where will the food be prepared? _x_On Site __Off Site

Will it be sold or provided free to attendees? _____

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.*

NO Do you intend to cook food in the event area? If yes, please specify method:
__Gas __Electric __Charcoal Other: _____

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 waived 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.*

EVENT SPONSOR
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:
_____ Fireworks

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
S. St. Louis County Fair

(Special Events Holder Initials here) MK

B. If required by this paragraph, we agree to require each participant in our special event to execute a RELEASE AND INDEMNIFICATION AGREEMENT for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES x___ NO ___

(Special Events Holder Initials here) MK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.
To be provided prior to event.

(Special Events Holder Initials here) MK

D. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) MK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) MK

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) MK

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) MK

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) MK

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) MK

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

_____

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name____Mary Korich

Title__Secretary

Signature _____

Date _____

466.04 MAXIMUM LIABILITY.

Subdivision 1. Limits; punitive damages. (a) Liability of any municipality on any claim within the scope of sections 466.01 to 466.15 shall not exceed:

(1) $300,000 when the claim is one for death by wrongful act or omission and $300,000 to any claimant in any other case, for claims arising before January 1, 2008;

(2) $400,000 when the claim is one for death by wrongful act or omission and $400,000 to any claimant in any other case, for claims arising on or after January 1, 2008, and before July 1, 2009;

(3) $500,000 when the claim is one for death by wrongful act or omission and $500,000 to any claimant in any other case, for claims arising on or after July 1, 2009;

(4) $750,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 1998, and before January 1, 2000;

(5) $1,000,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 2000, and before January 1, 2008;

(6) $1,200,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 2008, and before July 1, 2009;

(7) $1,500,000 for any number of claims arising out of a single occurrence, for claims arising on or after July 1, 2009;

(8) twice the limits provided in clauses (1) to (7) when the claim arises out of the release or threatened release of a hazardous substance, whether the claim is brought under sections 115B.01 to 115B.15 or under any other law; or

(9) $1,000,000 for any number of claims arising out of a single occurrence, if the claim involves a nonprofit organization engaged in or administering outdoor recreational activities funded in whole or in part by a municipality or operating under the authorization of a permit issued by a municipality.

(b) No award for damages on any such claim shall include punitive damages.

Subd. 1a. Officers and employees. The liability of an officer or an employee of any municipality for a tort arising out of an alleged act or omission occurring in the performance of duty shall not exceed the limits set forth in subdivision 1, unless the officer or employee provides professional services and also is employed in the profession for compensation by a person or persons other than the municipality.

MINNESOTA REVENUE

ST19

Operator Certificate of Compliance

Read the information on the back before completing this certificate. Persons selling at events: Complete this certificate and give it to the operator/organizer of the event. Operator/organizer of events: Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Proctor Fair Assn - Proctor — 41-1480345
Name of business, school, or exhibiting organization — Minnesota tax ID number

800 N. Boundary ave — Proctor — MN — 55810
Seller's complete address — City — State — Zip code

St. Louis County Fair - Proctor
Name of person or group organizing event

800 N Boundary ave, Proctor MN 55810
Name and location of event

July 12-16 2017
Date(s) of event

Describe the type of merchandise you plan to sell.

none

Complete this section if you are not required to have a Minnesota tax ID number.

☐ I am selling only nontaxable items.

☒ I am not making any sales at the event.

☐ I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.

☐ This is a nonprofit organization that meets the exemption requirements described below:

_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13(a)(4)).

_____ Youth or senior citizen group with fundraising receipts up to $20,000 per year ($10,000 or less before January 1, 2015)(MS 297A.70, subd. 13(a)(1)).

_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of seller: Mary K[illegible]
Date: 2-14-17

Print name here: Mary Koch
Daytime phone: (218) 348-1453

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of $100 for each seller that is not in compliance for each day of the selling event.

Rev. 4/09

MINNESOTA • REVENUE

ST19

Operator Certificate of Compliance

Read the information on the back before completing this certificate. Person selling at event: Complete this certificate and give it to the operator/organizer of the event. Operator/organizer of event: Keep this certificate for your records.

Do not send this form to the Department of Revenue.

7014973

Name of business selling or exhibiting at event

Minnesota tax ID number

Seller's complete address

City

State

Zip code

Print or type

Name of person or group organizing event

So. St. Louis County Fair Assn - Proctor

Name and location of event

800 N Boundary Ave, Duluth MN 55810

Date(s) of event

July 12-16 2017

Describe the type of merchandise you plan to sell.

Merchandise sold

Complete this section if you are not required to have a Minnesota tax ID number.

Sales tax exemption information

☐ I am selling only nontaxable items.

☒ I am not making any sales at the event.

☐ I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.

This is a nonprofit organization that meets the exemption requirements described below:

_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 2(a)(14)).

Youth or senior citizen group with fundraising receipts up to $20,000 per year ($10,000 or less before January 1, 2015)(MS 297A.70, subd. 13(b)(3)).

_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of seller

T. Dingstad

Date 2-14-17

Print name here

Mary Kerch

Daytime phone

(218) 348-1453

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of $100 for each seller that is not in compliance for each day of the selling event.

Rev. 4/09

6L

3-20-17

City of Proctor
Special Event Application

Event Title: Car Show

Purpose of Event: Gathering of Cars

4-10-17

2 officers present

Description of Event: Classic Cars

Liquor Control

Dick will get map

4/11 2 maps provided

Event Category (Please check)

__Athletic/Recreation X Festival __Parade/March __Block Party

__Concert/Performance __Carnival __Grand Opening __Fundraiser

__Street Dance (See City code 610.04) Other: Car Show

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	Aug 16th		12pm	Dark	1500
Event Day 1	Aug 16th		12pm	8:30 Dark	1500
~~Event Day 2~~ Rain Date	Aug 17th		12pm	5:30 Dark	
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: 423 3rd Ave Proctor Mn 55810
Powerhouse Bar

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

218 624-0626
Phone Number

Organization Name: Powerhouse Bar

Organization Address: 423 3rd Ave Proctor MN 55810

Organization is: X For Profit ___Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Dick Kari

Email address: DickKari54@gmail.com

Home #: (218) 624-3764

Cell #: (218) 940-1269

FAX #:

Address: 5433 Ugstad Jet Road
Duluth MN 55810

Secondary Contact

Name: Cookie Kari

Email address: CordeliaKari@gmail.com

Home #: (218) 624-3764

Cell #: (218) 940-1584

FAX #:

Address: 5433 Ugstad Jet Road
Duluth MN 55810

General Event Information

YES ~~NO~~ Please **Is this an annual event? If yes, how many years have you been holding this event?** 15 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 Park or Property to be used. 5th Ave From Hwy 2 TO 4th Ave/3rd Ave From 6th St to 4th Ave & 4th Ave from 5th St to 4th St

NOTE: If event is to be held on city property a -EVENT SPONSOR- RELEASE AND INDEMNIFICATION AGREEMENT must be completed.

YES NO Are you requesting any roads to be closed?

If yes, Refer to City Code: CHAPTER 810A - SPECIAL EVENTS Subd 11 - Use of roadways; traffic regulations.

YES NO Will your event require electricity? If yes, please describe. _____

_____

YES NO Are you erecting any tents? If yes, please complete the table below.

Tent Size	# of Tents	Tent Location
24x24	3	Behind Hometown

YES NO Will your event include amusement rides, inflatable's or children's games? If yes, please describe. _____

_____

(Please 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. _____

_____

(Please Note: *A permit obtained 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: _____

Please check how you plan on marketing your event.

X Outdoor Banners | X Radio Ads | __ Mailings | X Newspaper Ads

__ Outdoor Signs | X TV Ads possible | X Flyers | Other: Flyers Facebook

Promotional Signs/Banners:

Location	Size	Description
NA		

Directional Signs:

Location	Size	Description
N/A		

Entertainment

(YES) NO Will your event have musical entertainment? If yes, please describe the type of music that will be used for your event. _____
Pickup out of Powerhouse - Oldies

(YES) NO Will your event use amplified sound equipment? If yes, please describe. Speakers Band will play Till 8 PM

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 810.04. 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 presented 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: N/A
Contact Person: N/A
Phone Number: N/A

(YES) NO Will your event involve the use of traffic safety equipment? If yes, please describe. Road Closed Signs + Barricades

NOTE: Under City Ordinance 610.04. Street Dances
Subd. 6. Public Safety. The permittee shall provide officers as follows:
Two officers for any event with anticipated attendance of 0-300 patrons with one additional officer for each additional 200 patrons.
The officers hired by the permittee shall be retained by the permittee under the following priority:
(1) Off-duty Proctor officers;
(2) Officers from a jurisdiction sharing 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

Please 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. SEE MAP

☑* The location of fencing, barriers and/or barricades. SEE MAP

☑* The location of stages, tents, generators, portable toilets/restrooms, vendor booths and other temporary structures. SEE MAP

☑* A detailed or close-up of the food booth and cooking area including identification of all vendors cooking with flammable gas or barbecue grills. SEE MAP

☑* The location of parking arrangements made for event attendees, participants and vendors. SEE MAP

☐* The provision of a 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.

Please Note: *(All vendors are required to have a current State of Minnesota Operator Certificate of Compliance – from Department of Revenue (ST19 form) and an original insurance certificate naming the City of Proctor as an additional insured for the date of the event showing Products Liability in the amount of $1,000,000.00)*

Food/Beverage

YES NO Will your event serve food?
If yes, where will the food be prepared? X On Site __Off Site
Will it be sold or provided free to attendees? _____

Please Note: *(An original insurance certificate naming the City as an additional insured for the date of the event showing Products Liability in the amount of $1,000,000.00 is required. In addition, you will be required to have a Temporary Event Vendor License from the State of Minnesota Health Department)*

YES NO Do you intend to cook food in the event area? If yes, please specify method:
__Gas __Electric X Charcoal Other: _____

YES NO Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? Outside Beer

Please Note: *(Alcoholic beverages are not permitted in any City Right-of-way, City Park or facility except where specifically waived 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. The certificate of insurance must include liability coverage for the sale and/or consumption of alcohol during the event).*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Proctor Minnesota
THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.
In consideration for being permitted to engage in the following special event activities on City of Proctor property: 5th St., 3rd Ave, 2nd Ave, & 4th St. Proctor MN. Including City Parking Lot Parcel Code 185-012-000220 and Credit Union Parking Lot

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

_____

_____

_____

(Special Events Holder initials here) CK

B. If required by this paragraph, we agree to require each participant in our special event to execute a RELEASE AND INDEMNIFICATION AGREEMENT for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ___ NO ___

(Special Events Holder initials here) CK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CK

D. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) CK

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) CK

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) CK

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Richard A. Kari

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Richard A. Kari / Cordelia M. Kari

Title Owners

Signature Cordelia M. Kari

Date 5-25-17

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dwight Swanstrom Co.
31 N 21st Ave. W.
Duluth MN 55806

CONTACT NAME: Tony Bauer
PHONE (A/C, No, Ext): (218) 727-8324 FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00020247

INSURED
CMK, Inc.
DBA: Powerhouse Bar
423 3rd. Avenue
Proctor MN 55810

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Illinois Casualty Ins Comp	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1212700791 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,500,000
A	CLAIMS-MADE X OCCUR			2827318	1/1/2017	1/1/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 2,000
							PERSONAL & ADV INJURY	$ 1,500,000
							GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH)	N/A		WC11467	1/1/2017	1/1/2018	E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			LL87872	1/1/2017	1/1/2018	Aggregate $500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Car Show August 16th Location: 8th Street, 3rd Ave, 2nd Ave, & 4th St Proctor, MN 55810. Includes City Parking Lot. Parcel Code 185-012-00020 and Credit Union Parking Lot.
Additional Insured: City of Proctor
Beer Wagon on the Street

CERTIFICATE HOLDER

City of Proctor
100 Plank Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Vicki Cameron/VIC

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POWERHOUSE BAR

IS REQUESTING OUTSIDE BAR SERVICE & BEER WAGON (SEE MAP) FOR CAR SHOW ON AUG 16TH 12PM THRU 9PM. ALSO WE WOULD LIKE TO HAVE MUSIC OUTSIDE FROM 4PM TO 8PM.

THANK YOU
DICK & COOKIE KARI

2017 Powerhouse CAR SHOW

Music and Alcohol Sites

2017 POWERHOUSE CAR SHOW
August 16
Noon – 9:00 p.m.
City Streets Closed as Designated Alcohol Consumption Area
Traffic Barricades
Posted Signs "No Alcohol Beyond This Point"
5th Street
3rd Ave
2nd Ave
4th Street
City Parking Lot
Moose Lodge Parking Lot

2017 Powerhouse CAR SHOW

Music and Alcohol Sites

2017 POWERHOUSE CAR SHOW
August 16
Noon – 9:00 p.m.
City Streets Closed as Designated Alcohol Consumption Area
Traffic Barricades
Posted Signs "No Alcohol Beyond This Point"
5th Street
3rd Ave
2nd Ave
4th Street
Moose Parking Lot

6M.

Tammie McDonald

From:	Sally Hedtke
Sent:	Wednesday, April 12, 2017 11:18 AM
To:	kgaidis; Linnea Wiita; Rick LaLonde; Tammie McDonald; Frank Siiro (fsiiro2011 @hotmail.com)
Cc:	Sheri Amundson; Kristal Berg
Subject:	Take A Hike Walk
Attachments:	2017 Let's Take A Hike.pdf

Good Morning,

On Saturday May 20th, the Community Education Health Initiative will have a 2 mile walk around Proctor. The event is called Let's Take A Hike and was held for the first time in 2016.

Last year it was determined that because there were no street closings, traffic issues, use of city property other than the walking route, and no risk factors, that there would be no need for approval by Public Safety, the Police or the City Council.

Attached is the application for the 2017 event for your information only.

Let me know if you have any questions.

Thanks.
Sally

Sally R. Hedtke, Proctor Tourism
City of Proctor
100 Pionk Drive
Proctor, MN 55810
218-628-6297, ext. 297

City of Proctor
Special Event Application

Event Title: Let's Take a Hike

Purpose of Event: Community Education, Health Initiative

Description of Event: 2 mile walk around Proctor to promote health & building community

Event Category:

__Athletic/Recreation __Festival __Parade/March __Block Party

__Concert/Performance __Carnival __Grand Opening __Fundraiser

__Street Dance (See City Ordinance 610.04) Other: Walk

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	5-20-17	Saturday	9:00am	1:00pm	200
Event Day 1					
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: from Bayview Schools through City of Proctor to Bayview

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-Hermantown Community Ed

Organization Address: 131 Ninth Ave
Proctor MN 55810

Organization is: __For Profit __Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Kristal Berg
Email address: kberg@proctor.k12.mn.us
Home number: 218-628-6294
Cell number: 507 382 4492
FAX number: /
Address: 100 Park Drive
Proctor, MN 55810

Secondary Contact

Name: Sheri Amundsen
Email address: samundsen@proctor.k12.mn.us
Home number: 218 628 6293
Cell number:
FAX number:
Address: 100 Park Dr.
Proctor, MN 55810

General Event Information

YES (NO) Is this an annual event? If yes, how many years has it been held? ____

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?

(yes) If yes, please name the property to be used. _____

walk on city streets from Bayhes Flame Away around town & back to Bayhes (2 miles total)

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 date(s) of the event showing Products Liability in the amount of $2,000,000 as per MN Statute 466.04.*

YES (NO) Are you requesting any roads to be closed? If yes, list roads to be closed and provide site map. no roads closed, post route signs for people to stay on trail

NOTE: *See City Ordinance CHAPTER 610A, 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 Duluth 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. _____

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 610A, 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.

www.ccicomments.com

www.facebook.com/ccomments

Please check all sources used to market event:

__Outdoor Banners __Radio Ads X Mailings __Newspaper Ads

__Outdoor Signs __TV Ads X Flyers Other: _____

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 810.04, 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 presented 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) Off-duty Proctor officers; (2) Officers from a jurisdiction sharing 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

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 ST19) 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? water, granola bars, gold fish

If yes, where will the food be prepared? __On Site __Off Site

Will it be sold or provided free to attendees? pre packaged

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: _____

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 [illegible] 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.*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property: Community Est "Let's take a hike" event

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) KB

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ✓ **NO** ___

(Special Events Holder initials here) KB

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) KB

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) KB

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) KB

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) KB

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) KB

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) KB

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) KB

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name

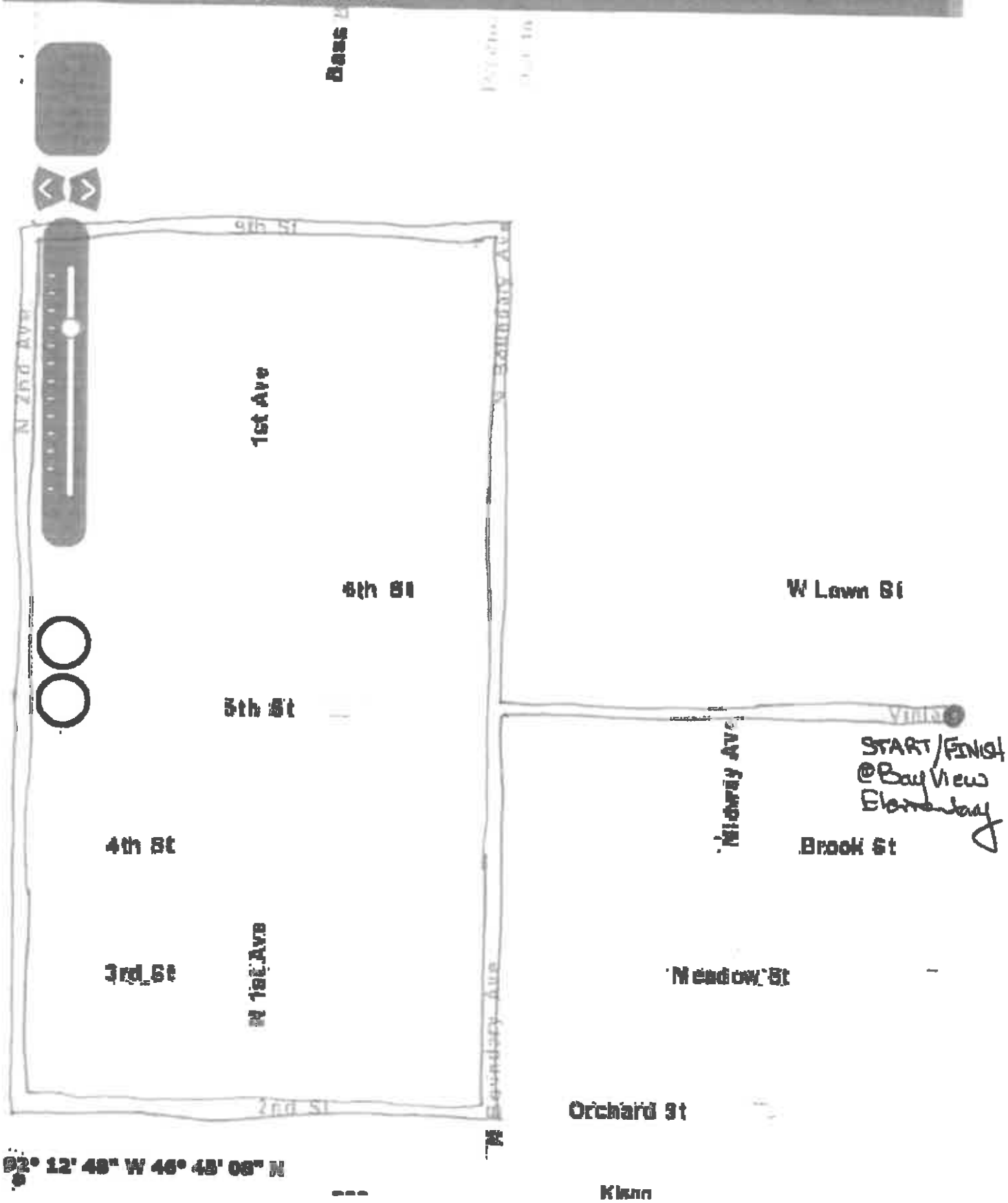
Title

Signature

Date

COUNTY LAND EXPLORER

St. Louis County, Minnesota



CITY OF PROCTOR

*Check Summary Register©

April 2017 to May 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 036096	EMC NATIONAL LIFE COMPANY	4/15/2017	$1,452.75	LIFE INSURANCE PREMIUM
Paid Chk# 036097	AMSOIL NORTHLAND K-9 FOUN	4/19/2017	$250.00	SPONSORSHIP
Paid Chk# 036098	JURKANIS, CHRIS	4/20/2017	$1,800.00	CONCESSION STAND REPAIRS
Paid Chk# 036099	EMC NATIONAL LIFE COMPANY	4/26/2017	$31.90	P LUKE OVERPMT FOR FEB
Paid Chk# 036100	EQUI-VEST	4/26/2017	$3,089.86	EQUITABLE - FIRE DEPT
Paid Chk# 036101	LAW ENFORCEMENT LABOR SE	4/26/2017	$245.00	LELS UNION DUES
Paid Chk# 036102	PETER LUKE	4/26/2017	$28.50	CREDIT FOR SUPPLEMENTAL LIFE I
Paid Chk# 036103	PROCTOR POLICE DEPT UNION	4/26/2017	$50.00	POLICE DUES
Paid Chk# 036104	TEAMSTERS LOCAL UNION #346	4/26/2017	$441.00	Teamsters union dues
Paid Chk# 036105	AMERIPRIDE SERVICES	5/2/2017	$217.40	COVERALL
Paid Chk# 036106	AMERITAS	5/2/2017	$155.13	INSURANCE
Paid Chk# 036107	BENNA FORD SUPERIOR	5/2/2017	$317.01	FIRE TRUCK REPAIRS
Paid Chk# 036108	CENTURYLINK	5/2/2017	$346.60	PHONE SERVICE
Paid Chk# 036109	CONSOLIDATED COMMUNICATI	5/2/2017	$385.78	PHONE SERVICE
Paid Chk# 036110	DSC COMMUNICATIONS	5/2/2017	$58.00	SUPPLIES FOR TRUCK #2
Paid Chk# 036111	EARL F ANDERSEN, INC	5/2/2017	$90.20	2 SIGNS FOR UGSTAD RD DUMP
Paid Chk# 036112	EMC INSURANCE COMPANIES	5/2/2017	$462.27	LIFE INSURANCE
Paid Chk# 036113	ESS BROTHERS AND SONS INC	5/2/2017	$900.00	HEAVY DUTY WATER STOP CAULK
Paid Chk# 036114	FLEET SERVICES	5/2/2017	$870.93	FUELS
Paid Chk# 036115	GALLS, LLC	5/2/2017	$266.21	SUPPLIES - BOLANDER
Paid Chk# 036116	GREAT AMERICA FINANCIAL SE	5/2/2017	$199.12	COPIER PAYMENT
Paid Chk# 036117	HEDTKE, SALLY	5/2/2017	$177.64	TOURISM CONFERENCES
Paid Chk# 036118	HUFF, TOD	5/2/2017	$1,900.00	STUDIO LABOR
Paid Chk# 036119	JOHNSON, BRIAN & SHERRI	5/2/2017	$3,372.00	3% REBATE
Paid Chk# 036120	KLATTE, CHRIS	5/2/2017	$1,697.70	REIMBURSEMENT
Paid Chk# 036121	KUSTOM SIGNALS, INC.	5/2/2017	$1,282.19	POLICE CAR ELECTRONICS
Paid Chk# 036122	L.M.C.I.T.	5/2/2017	$6,117.00	WORKERS COMP INS
Paid Chk# 036123	LOCKSMITH SERVICES	5/2/2017	$165.25	NEW LOCKS GOLF COURSE
Paid Chk# 036124	MANEY INTERNATIONAL OF DU	5/2/2017	$75.90	HEAVY DUTY ZIP TIES FOR SIGNS
Paid Chk# 036125	MINNESOTA ENERGY RESOURC	5/2/2017	$1,263.39	UTILITIES
Paid Chk# 036126	MINNESOTA STATE FIRE CHIEF	5/2/2017	$321.00	MEMBERSHIP DUES
Paid Chk# 036127	MN CHIEFS OF POLICE ASSOC	5/2/2017	$349.00	WRITTEN TEST FOR NEW HIRE
Paid Chk# 036128	MTI DISTRIBUTING	5/2/2017	$1,385.89	GOLF COURSE SUPPLIES
Paid Chk# 036129	NORTHERN MN DENTAL	5/2/2017	$1,169.70	DENTAL INSURANCE
Paid Chk# 036130	OREILLY AUTO PARTS	5/2/2017	$4.99	FUSE FOR JOHN DEERE
Paid Chk# 036131	PERSONNEL EVALUATION, INC	5/2/2017	$160.00	PEP TESTS
Paid Chk# 036132	PROCTOR BUILDERS	5/2/2017	$229.92	BALLPARK PAINT
Paid Chk# 036133	PROCTOR JOURNAL	5/2/2017	$310.08	PUBLICATIONS
Paid Chk# 036134	SEH	5/2/2017	$1,477.18	ENGINEERING FEES
Paid Chk# 036135	SPRINGSTED INCORPORATED	5/2/2017	$3,000.00	FEE FOR STUDY
Paid Chk# 036136	SYMBOL ARTS	5/2/2017	$95.00	BADGES
Paid Chk# 036137	UNIFORMS UNLIMITED	5/2/2017	$279.96	GAIDIS UNIFORM
Paid Chk# 036138	VERIZON WIRELESS	5/2/2017	$613.89	POLICE PHONES
Paid Chk# 036139	VIKING INDUSTRIAL CENTER	5/2/2017	$121.12	SAFETY GLOVES AND GLASSES
Paid Chk# 036140	WIIKWAIBAAN ININI, INC	5/2/2017	$1,747.61	EMERG REPAIR OF LIFT STATION
Paid Chk# 036141	WILLIS SUPPLY COMPANY	5/2/2017	$441.64	BLDG SUPPLIES

CITY OF PROCTOR

*Check Summary Register©

April 2017 to May 2017

Name	Check Date	Check Amt
	Total Checks	$39,415.71

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
AMERIPRIDE SERVICES	General Fund	Operations (Fire)	Other Professional Services	$58.75	MATS
	General Fund	Government Building	Cleaning Supplies	$67.61	MATS
	General Fund	Street Department	Clothing	$91.04	COVERALL
Check Name AMERIPRIDE SERVICES				$217.40	
AMERITAS	General Fund	Street Department	Employer Paid Health Insura	$41.46	INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$12.26	INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$59.95	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$20.73	INSURANCE
	General Fund	Accounting	Employer Paid Health Insura	$8.47	INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$12.26	INSURANCE
Check Name AMERITAS				$155.13	
BENNA FORD SUPERIOR	General Fund	Operations (Fire)	Mach & Equip Repair	$317.01	FIRE TRUCK REPAIRS
Check Name BENNA FORD SUPERIOR				$317.01	
CENTURYLINK	Sewer Fund	Sewer	Telephone	$34.46	PHONE SERVICE
	General Fund	Operations (Fire)	Communication Services	$277.85	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.29	PHONE SERVICE
Check Name CENTURYLINK				$346.60	
CONSOLIDATED COMMUN	General Fund	Administrative	Telephone	$385.78	PHONE SERVICE
Check Name CONSOLIDATED COMMUNICATIONS				$385.78	
DSC COMMUNICATIONS	General Fund	Operations (Fire)	Mach & Equip Repair	$58.00	SUPPLIES FOR TRUCK #2
Check Name DSC COMMUNICATIONS				$58.00	
EARL F ANDERSEN, INC	General Fund	Street Department	Sign Repair Materials	$90.20	2 SIGNS FOR UGSTAD RD D
Check Name EARL F ANDERSEN, INC				$90.20	
EMC INSURANCE COMPA	General Fund	Tourism Expenditures	Employer Paid Health Insura	$27.00	LIFE INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$123.61	LIFE INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$216.72	LIFE INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$43.40	LIFE INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$51.54	LIFE INSURANCE
Check Name EMC INSURANCE COMPANIES				$462.27	
ESS BROTHERS AND SON	Sewer Fund	Sewer	Misc Operating Supplies	$900.00	HEAVY DUTY WATER STOP
Check Name ESS BROTHERS AND SONS INC				$900.00	
FLEET SERVICES	General Fund	Operations (Police)	Fuels	$870.93	FUELS
Check Name FLEET SERVICES				$870.93	
GALLS, LLC	General Fund	Operations (Police)	Clothing	$266.21	SUPPLIES - BOLANDER
Check Name GALLS, LLC				$266.21	
GREAT AMERICA FINANCI	General Fund	Administrative	Maintenance Agreement	$199.12	COPIER PAYMENT
Check Name GREAT AMERICA FINANCIAL SERVIC				$199.12	
HEDTKE, SALLY	General Fund	Tourism Expenditures	Miscellaneous	$177.64	TOURISM CONFERENCES
Check Name HEDTKE, SALLY				$177.64	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$900.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
Check Name HUFF, TOD				$1,900.00	
JOHNSON, BRIAN & SHER	General Fund			$3,372.00	3% REBATE
Check Name JOHNSON, BRIAN & SHERRI				$3,372.00	
KLATTE, CHRIS	Golf Course F			$1,697.70	REIMBURSEMENT
Check Name KLATTE, CHRIS				$1,697.70	
KUSTOM SIGNALS, INC.	General Fund	Operations (Police)	Equipment Parts	$1,282.19	POLICE CAR ELECTRONICS
Check Name KUSTOM SIGNALS, INC.				$1,282.19	
L.M.C.I.T.	General Fund	Workman s Comp	Worker s Comp Insur Premi	$6,117.00	WORKERS COMP INS

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
Check Name L.M.C.I.T.				$6,117.00	
LOCKSMITH SERVICES	General Fund	Government Building	Bldg Repair & Maint	$106.00	CITY HALL LOCKS
	Golf Course F	Admin & General Golf	Bldg Repair & Maint	$59.25	NEW LOCKS GOLF COURSE
Check Name LOCKSMITH SERVICES				$165.25	
MANEY INTERNATIONAL	General Fund	Street Department	Misc Operating Supplies	$75.90	HEAVY DUTY ZIP TIES FOR
Check Name MANEY INTERNATIONAL OF DULUTH				$75.90	
MINNESOTA ENERGY RES	General Fund	Street Dept Shop Work	Gas Utilities	$374.21	UTILITIES
	General Fund	Government Building	Gas Utilities	$889.18	UTILITIES
Check Name MINNESOTA ENERGY RESOURCES COR				$1,263.39	
MINNESOTA STATE FIRE	General Fund	Operations (Fire)	Dues & Subscriptions	$321.00	MEMBERSHIP DUES
Check Name MINNESOTA STATE FIRE CHIEFS				$321.00	
MN CHIEFS OF POLICE AS	General Fund	Operations (Police)	Printed Forms and Paper	$349.00	WRITTEN TEST FOR NEW HI
Check Name MN CHIEFS OF POLICE ASSOC				$349.00	
MTI DISTRIBUTING	Golf Course F	Admin & General Golf	Mach & Equip Repair	$1,385.89	GOLF COURSE SUPPLIES
Check Name MTI DISTRIBUTING				$1,385.89	
NORTHERN MN DENTAL	General Fund	Administrative	Employer Paid Health Insura	$163.25	DENTAL INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$99.85	DENTAL INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$443.80	DENTAL INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$99.85	DENTAL INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$362.95	DENTAL INSURANCE
Check Name NORTHERN MN DENTAL				$1,169.70	
OREILLY AUTO PARTS	General Fund	City Parks	Equipment Parts	$4.99	FUSE FOR JOHN DEERE
Check Name OREILLY AUTO PARTS				$4.99	
PERSONNEL EVALUATION	General Fund	Operations (Police)	Misc Operating Supplies	$160.00	PEP TESTS
Check Name PERSONNEL EVALUATION, INC				$160.00	
PROCTOR BUILDERS	General Fund	Ball Field Maintenance	Softball Field Supplies	$229.92	BALLPARK PAINT
Check Name PROCTOR BUILDERS				$229.92	
PROCTOR JOURNAL	General Fund	Council	Gen Notices & Pub Informati	$21.84	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$120.00	PUBLICATIONS
	General Fund	Operations (Police)	Gen Notices & Pub Informati	$60.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$108.24	PUBLICATIONS
Check Name PROCTOR JOURNAL				$310.08	
SEH	General Fund	Council	Engineering Fees	$1,477.18	ENGINEERING FEES
Check Name SEH				$1,477.18	
SPRINGSTED INCORPORA	Sewer Fund	Sewer	Other Professional Services	$3,000.00	FEE FOR STUDY
Check Name SPRINGSTED INCORPORATED				$3,000.00	
SYMBOL ARTS	General Fund	Operations (Police)	Misc Operating Supplies	$95.00	BADGES
Check Name SYMBOL ARTS				$95.00	
UNIFORMS UNLIMITED	General Fund	Operations (Police)	Clothing	$279.96	GAIDIS UNIFORM
Check Name UNIFORMS UNLIMITED				$279.96	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$613.89	POLICE PHONES
Check Name VERIZON WIRELESS				$613.89	
VIKING INDUSTRIAL CEN	Sewer Fund	Sewer	Misc Operating Supplies	$121.12	SAFETY GLOVES AND GLASS
Check Name VIKING INDUSTRIAL CENTER				$121.12	
WIIKWAIBAAN ININI, INC	Sewer Fund	Pump Station	Mach & Equip Repair	$1,747.61	EMERG REPAIR OF LIFT STA
Check Name WIIKWAIBAAN ININI, INC				$1,747.61	
WILLIS SUPPLY COMPANY	General Fund	Government Building	Cleaning Supplies	$219.80	BLDG SUPPLIES
	General Fund	City Parks	Misc Operating Supplies	$176.47	BLDG SUPPLIES-ST DEPT
	General Fund	Government Building	Cleaning Supplies	$45.37	BLDG SUPPLIES

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
Check Name WILLIS SUPPLY COMPANY				$441.64	
				$32,026.70	
				+ 1452.75	Life Ins.
				+ 250.00	Sponsorships
				+ 1800.00	Concession Stand Repairs
				+ 31.90	OVP
				+ 3089.86	Equitable
				+ 245.00	LOLS Union
				+ 28.50	Credit
				+ 50.00	Police Dues
				+ 441.00	Teamsters Union
				$39,415.71	

CITY OF PROCTOR

*Check Summary Register©

April 2017 to May 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027671	CITY OF PROCTOR	4/15/2017	$947.11	YE16 HCSP
Paid Chk# 027672	EMC NATIONAL LIFE COMPANY	4/15/2017	$123.39	LIFE INSURANCE PREMIUM
Paid Chk# 027673	CITY OF PROCTOR	4/26/2017	$1,579.95	PR17-07L wh PERA
Paid Chk# 027674	EMC NATIONAL LIFE COMPANY	4/26/2017	$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 027675	ADT SECURITY SERVICES	5/2/2017	$61.48	SECURITY
Paid Chk# 027676	AMERICAN BOTTLING COMPAN	5/2/2017	$156.40	04172017
Paid Chk# 027677	AMERITAS	5/2/2017	$4.90	INSURANCE
Paid Chk# 027678	ARTISAN BEER COMPANY	5/2/2017	$122.34	04132017
Paid Chk# 027679	BERNICK'S PEPSI	5/2/2017	$2,323.70	04122017
Paid Chk# 027680	BLUE CROSS BLUE SHIELD OF	5/2/2017	$1,227.88	HEALTH INSURANCE
Paid Chk# 027681	BREAKTHRU BEVERAGE	5/2/2017	$1,222.99	04132017
Paid Chk# 027682	EMC INSURANCE COMPANIES	5/2/2017	$41.13	INSURNACE
Paid Chk# 027683	G&K SERVICES	5/2/2017	$119.14	04122017
Paid Chk# 027684	JOHNSON BROTHERS INC	5/2/2017	$2,696.30	04112017
Paid Chk# 027685	LAMAR COMPANIES	5/2/2017	$295.00	04102017
Paid Chk# 027686	MICHAUD DISTRIBUTING COMP	5/2/2017	$1,522.00	04172017
Paid Chk# 027687	MINNESOTA ENERGY RESOURC	5/2/2017	$60.79	UTILITIES
Paid Chk# 027688	NORTHERN MN DENTAL	5/2/2017	$26.95	DENTAL INSURANCE
Paid Chk# 027689	PHILLIPS WINE & SPIRITS CO	5/2/2017	$1,533.24	04182017
Paid Chk# 027690	PROCTOR JOURNAL	5/2/2017	$12.00	PUBLICATIONS
Paid Chk# 027691	ROHLFING INC	5/2/2017	$2,136.80	04142017
Paid Chk# 027692	SOUTHERN WINE & SPIRITS OF	5/2/2017	$3,191.19	04142017
Paid Chk# 027693	SUPERIOR BEVERAGE	5/2/2017	$4,116.20	04142017
		Total Checks	**$23,535.28**	

CITY OF PROCTOR
Liquor Fund Bills List

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	$156.40	04172017
Check Name AMERICAN BOTTLING COMPANY		$156.40	
AMERITAS	Employer Paid Health Insuranc	$4.90	INSURANCE
Check Name AMERITAS		$4.90	
ARTISAN BEER COMPANY	Wine Purchases	$129.00	04132017
	Beer Purchases	-$6.66	04112017
Check Name ARTISAN BEER COMPANY		$122.34	
BERNICK'S PEPSI	Soft Drinks and Mix	$37.00	04192017
	Beer Purchases	$1,300.30	04122017
	Beer Purchases	$986.40	04192017
Check Name BERNICK'S PEPSI		$2,323.70	
BLUE CROSS BLUE SHIELD OF MN	Employer Paid Health Insuranc	$819.60	HEALTH INSURANCE
	Employer Paid Health Insuranc	$408.28	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN		$1,227.88	
BREAKTHRU BEVERAGE	Freight and Express	$5.87	04202017'
	Liquor Purchases	$869.70	04132017
	Liquor Purchases	$330.62	04202017'
	Freight and Express	$16.80	04132017
Check Name BREAKTHRU BEVERAGE		$1,222.99	
EMC INSURANCE COMPANIES	Employer Paid Health Insuranc	$41.13	INSURNACE
Check Name EMC INSURANCE COMPANIES		$41.13	
G&K SERVICES	Misc Operating Supplies	$59.57	04262017
	Misc Operating Supplies	$59.57	04122017
Check Name G&K SERVICES		$119.14	
JOHNSON BROTHERS INC	Freight and Express	$18.20	04182017
	Wine Purchases	$21.99	04112017
	Liquor Purchases	$73.80	04182017
	Wine Purchases	-$36.01	04062017
	Freight and Express	$11.67	04112017
	Liquor Purchases	$672.78	04112017
	Freight and Express	$21.84	04112017
	Liquor Purchases	$945.54	04182017
	Wine Purchases	$349.14	04182017
	Freight and Express	$9.41	04182017
	Wine Purchases	$607.94	04112017
Check Name JOHNSON BROTHERS INC		$2,696.30	
LAMAR COMPANIES	Advertising - Enterprises	$295.00	04102017
Check Name LAMAR COMPANIES		$295.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$1,185.00	04242017
	Beer Purchases	$337.00	04172017
Check Name MICHAUD DISTRIBUTING COMPANY		$1,522.00	
MINNESOTA ENERGY RESOURCES	Utilities	$60.79	UTILITIES
Check Name MINNESOTA ENERGY RESOURCES COR		$60.79	
NORTHERN MN DENTAL	Employer Paid Health Insuranc	$26.95	DENTAL INSURANCE
Check Name NORTHERN MN DENTAL		$26.95	
PHILLIPS WINE & SPIRITS CO	Wine Purchases	$226.00	04182017
	Freight and Express	$18.80	04182017
	Freight and Express	$7.28	04182017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
PHILLIPS WINE & SPIRITS CO	Liquor Purchases	$1,281.16	04182017
Check Name PHILLIPS WINE & SPIRITS CO		$1,533.24	
PROCTOR JOURNAL	Advertising - Enterprises	$12.00	PUBLICATIONS
Check Name PROCTOR JOURNAL		$12.00	
ROHLFING INC	Beer Purchases	$877.10	04142017
	Beer Purchases	$1,259.70	04212017
Check Name ROHLFING INC		$2,136.80	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$18.96	04212017
	Liquor Purchases	$1,126.09	04212017
	Freight and Express	$39.80	04142017
	Liquor Purchases	$2,006.34	04142017
Check Name SOUTHERN WINE & SPIRITS OF MN		$3,191.19	
SUPERIOR BEVERAGE	Beer Purchases	$314.15	04212017
	Beer Purchases	$818.00	04142017
	Beer Purchases	$2,984.05	04182017
Check Name SUPERIOR BEVERAGE		$4,116.20	
		$20,870.43	

+947.11 YE14HCSP
+123.39 Life Ins
+1579.95 PR12-07L
+14.40 EE Sup Life

$23,535.28

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, May 15, 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 1, 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. 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

B. Liquor Control Committee addition – Jennifer Peterson

C. Council Handbook (emailed to Councilors)

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

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

F. Resolution 19-17 – Adopting a Budget Amendment

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

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	Liquor Fund
$111,611.96	$31,339.28

$142,951.24 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on May 1, 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; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Jim Rohweder; Jennifer Smith; Jesse Annala; Russell Habermann; Kevin Comnick; Dale Helland

APPROVAL OF MINUTES:

Benson stated that under Members Concerns there should be mention that there was a Resolution in 2015 stating that the City Council supports moving forward with having the Tourism Committee be the city's fact finding body for projects, funding levels, reporting and record keeping.

Motion by DeWall, seconded by Schwarzbauer and carried: To approve the April 17, 2017 City Council Meeting Minutes as amended.

APPROVAL OF AGENDA

Schwarzbauer added Career Advantage under Members Concerns
Larson added 6N: Hoghead Parade Packet – Lions Fireworks

Motion by Benson, seconded by Nowak and carried: To approve the agenda of May 1, 2017 as amended.

JOINT PUC & CITY COUNCIL MEETING

A. 2016 audit reports presentation by Wipfli, LLC City/PUC Auditor - discussion and City/PUC review/approval (to be brought to meeting - Management Letter, Audited Financial Statements and Component Unit Financial Statements)

Bill Sweeny stated that as he is the only representative from PUC, their portion of the meeting will convene next Monday, May 8, 2017.

Jennifer Smith representative from WIPFLI presented documentation about the 2016 audit. She stated that the councilors received a new packet this year which she will use in her presentation. Smith proceeded with the audit report.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the 2016 audit report as prepared and presented by WIPFLI, LLC.

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

Benson pulled off Item 4A.

Benson noted some corrections: Chairperson Diane Giuliani's name was misspelled; under item 1C., it should read that Officer Redfield was doing the background investigation for the #1 candidate; under item 1D., it should read that the present commission has never hired a Chief of Police; under item 1E., it should ready that to replace and officer it costs the city over $42,000 and also over $52,000 in additional overtime.

Larson pulled off Item 5A.

Larson asked for this item to be placed on the next agenda.

*1. COMMUNICATIONS

2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 04/16/17; Liquor Fund payroll ended 04/16/17 (attached).

*4. COMMITTEE REPORTS

A. Joint City Council/Civil Service Commission Meeting of April 20, 2017

5. UNFINISHED BUSINESS

*A. Council Handbook

Item placed on New Business for next meeting. Casey will send out proposed revisions to the Council ahead of the meeting for comments or suggestions.

*B. Personnel Handbook

6. NEW BUSINESS

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

Item tabled until May 15, 2017 Council Meeting

B. Ordinance 02-17 – Amending Special Event Application – Second Reading

Casey read Ordinance aloud.

Motion by Larson, seconded be DeWall and carried (5-0): To approve and adopt Ordinance 02-17 as presented.

C. Ordinance 03-17 – Amending Street Dance – Second Reading

Casey read Ordinance aloud. Jim Rohweder asked if he understood that this reading stated that the street dance gets approved by the event coordinator and public safety, he said it should receive final approval by City Council. Casey stated that the old language did not make mention of it being reviewed by the City Council.

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

D. Resolution 17-17 - Special Event Application Deadline

Casey read Resolution 17-17 aloud.

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

E. Trainquility Park – See memo from Parks & Recreation Committee Chair Jesse Annala

Casey stated that there was previous discussion about the addition of pergolas at Trainquility Park. He is asking for a motion or discussion to proceed. Jesse Annala, Chair of Parks and Recreation stated that he found a plan online and used a materials list to price out raw lumber. He said that there was also discussion about park maintenance at their meeting. Larson stated that he questions the amount of usage and also if the city wants to assume more maintenance. Schwarzbauer stated from a Beautification Committee standpoint, there is too much to take care of now in that area. He asked council to consider waiting on

pergolas until he can possibly get the Mesabi Misses in that area. Nowak stated that he also would look at usage, and that he would like to see the Playground for Everybody get completed. Russell Habermann suggested hiring a landscape artist for draw up ideas for Trainquility Park. Kathy Hannan also questioned the idea of a park in that area.

F. Proclamation – 25th Annual Letter Carriers' Food Drive Day

Casey read the Proclamation aloud.

Motion by Nowak, seconded by Larson and carried (5-0): To accept Proclamation – 25th Annual Letter Carriers' Food Drive Day

G. Trail Request: Associated Costs and Paperwork

Casey stated that this item is informational about the process when the city requested tax forfeited property. There are a number of forms to be completed, trail maps, wetland configuration forms, photos, resolutions and a cost of $250.00

H. Agreement with St. Louis County for Road Striping

Casey said that he spoke with the Street Department Foreman and we have this agreement with the county every other year. Casey also said that the county asks that we sign this agreement and the cost is approximately $2500.00. DeWall asked if there was money in the budget for this project. Benson stated that the street funds cover this expense.

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To approve the agreement with St. Louis County for Road Striping as presented.

I. Request for Qualifications – City Website

Casey stated that the City staff sent out several requests for qualifications and only received one response. He also stated that a team will be put together at city hall for the website. Schwarzbauer asked for five examples of the Value Solution Design and five examples of the Value Design.

J. ATV Ordinance – Discussed at Public Safety 5/1/17

Larson stated that at the Public Safety meeting a subcommittee was developed. Casey stated that the final product will be brought back to council.

K. St. Louis County Fair (new application including maps – discussed at Public Safety 5/1/17)

Motion by DeWall, seconded by Nowak and carried: To approve the special event application for the St. Louis County Fair as presented.

L. Hoghead Car Show - Discussed at Public Safety 5/1/17

Benson asked about clean-up for the event, traffic control and if this went through Liquor Control Committee. Dale Helland stated for the 15 years he has assisted with this event, there has been no issues. Nowak said that it did go to the Liquor Control committee for review. Gaidis stated that there will be Proctor officers and also TZD officers patrolling the area.

Motion by Larson, seconded by Nowak and carried (5-0): To approve the special event packet for the Hoghead Car Show as presented and discussed.

M. Take A Hike - Informational

No action required.

N. Hoghead Special Event packet.

Larson stated that earlier this afternoon, Public Safety approved this event packet. Comnick stated that the Lions Clun provides insurance for the fireworks and historically the Lions have come to the Chamber and Irving Community Center for donations to pay the fee. Jim Rohweder agreed and said the city gave out the permits and verified insurance and then collected the checks from the Chamber and Irving Community Center. Rohweder also stated that the Fire Chief and the Police Chief signed off on the event packet. Casey stated that currently Tourism has budgeted $4000.00 for the fireworks. Larson stated that this year they will proceed as usual, and next year evaluate the process. Comnick also stated that local businesses brought vendors on their properties last year during Hoghead. He is asking that the council's assurance that only the vendors that are approved by the Hoghead committee, be allowed to sell items that day. Benson asked about clean-up and traffic control as stated in City Code. Comnick said that Kari pays people to clean the streets and Lions Club members clean up the parade route. Comnick also stated that the road barriers were discussed at the Public Safety meeting.

Motion by DeWall, seconded by Nowak and carried (5-0): To approve the special event packet for Hoghead as presented and discussed.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

Motion by Larson, seconded by Nowak and carried: To adjourn to close session at 8:19pm to

discuss labor and negotiation issues.

Motion by DeWall, seconded by Schwarzbauer and carried: To close the Closed session at 8:46pm.

6. NEW BUSINESS (continued)

N. Labor Agreement

Motion by DeWall, seconded by Larson and carried: To open the regular City Council meeting at 8:46pm.

MEMBER CONCERNS

Schwarzbauer discussed Career advantage – informational

Casey discussed the Fourth of July holiday as there is a council meeting on July 3 that month. Bray stated that there is an ordinance about when the council meets, but a motion could change that meeting date. Larson suggested possibly having just one meeting that month.

Larson reminded the public of the City Wide Clean Up from 9-12 on Saturday, May 6, 2017. He also stated that there is a public meeting at Black Woods about the possibility of Quik Trip on Boundary Avenue. That meeting is on May 5, 2017 at 5pm.

BILLS FOR APPROVAL

General Fund	Liquor Fund
$39,415.71	$23,535.28

$62,950.99 TOTAL BILLS FOR APPROVAL

Benson asked about the Amsoil – K9 Sponsorship invoice. Casey stated that was to help support the K-9 units in Hermantown and Duluth.

Motion by Schwarzbauer, seconded by Larson and carried (5-0): To approve both the General Bills and Liquor Bills in the amount of $62,950.99.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried: To adjourn the city council meeting at 9:00pm.

1A.

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St. Louis County Minnesota

Law Enforcement Memorial events planned May 17-18

St. Louis County MN sent this bulletin at 05/08/2017 10:17 AM CDT

Having trouble viewing this email? View it as a Web page.

ST. LOUIS COUNTY SHERIFF'S OFFICE NEWS RELEASE

Sheriff's Office • 100 North Fifth Avenue West • Duluth, MN 55802
Phone: (218) 726-2340 • www.stlouiscountymn.gov

Ross Litman
Sheriff

FOR IMMEDIATE RELEASE
Date: May 8, 2017

Media Contact: Father John Petrich
(218) 348-0247

Law enforcement memorial events planned for May 17 and 18

Area law enforcement officers and chaplains will gather to honor and remember colleagues who have sacrificed their lives in the line duty, as well as to be blessed, during two events that coincide with National Police Week.

A Blue Mass will be held Wednesday, May 17, at 9 a.m., at Cathedral of Our Lady of the Rosary, 2801 East 4th Street in Duluth, to honor those who've died in the line of duty, and to bless those who currently serve. Bishop Paul Sirba will preside.

Meanwhile, **the 28th annual Law Enforcement Memorial Prayer Luncheon will be held Thursday, May 18, at noon in the Great Lakes Ballroom in the Holiday Center, Duluth.** The luncheon is hosted by the St. Louis County Law Enforcement Chaplain's Association, in cooperation with the Sheriff's Office and the Duluth Police Department.

Keynote speaker this year will be Jake Skifstad, Founder and President of Shield616, a non-profit organization that has been able to provide more than 600 active shooter kits and support groups to officers/deputies/troopers/campus police in eight states. Shield616's name comes from the Bible verse Ephesians 6:16, which states, "Take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one."

In 2016, nationwide, 143 officers died while serving their communities, a 16 percent increase just from the year before. Another 45 officers have already died this year (through May 5), according to the National Law Enforcement Officers Memorial Fund, a 29 percent increase from last year at this time.

"We are seeing what has always been a dangerous and stressful profession becoming even more difficult," said Father John Petrich of the St. Louis County Law Enforcement Chaplain's Association. "It's important that we remember these officers who continue to put themselves in harm's way, especially those who've made the ultimate sacrifice. This luncheon gives our brave men and women the opportunity to do that while sharing fellowship with their colleagues."

National Police Week is May 14-20, 2017.

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This service is provided to you at no charge by St. Louis County MN.

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1B.

Mediacom

FOR IMMEDIATE RELEASE

Mediacom Extends Gigabit Broadband Services to Five-County Area of Northern Minnesota

Second wave adds 37 communities where residents can connect to new generation of cable industry technology

Hibbing, MN – May 2, 2017 – Mediacom Communications today announced the expanded roll-out of new broadband technology to bring 1 Gig Internet speeds to its service areas in a five-county area of northern Minnesota. As a result, residents and small businesses in 37 communities and towns passed by Mediacom's fiber-rich digital network are now able to enjoy download speeds that are up to 40 times faster than the minimum broadband definition set by the Federal Communications Commission.

The communities where 1-Gig internet speeds are now available are located in **St. Louis, Itasca, Lake, Pine** and **Carlton Counties**. In recent months, Mediacom has transformed its entire broadband network with the latest technology that elevates speeds to among the fastest in the country.

In recent weeks Mediacom launched 1-Gig speeds in areas of central and south-central Minnesota that include nearly 100 communities. A final phase of the company's Gopher-state 1-Gig internet deployment will be completed in July, when the service will then be readily available in 181 Minnesota communities where Mediacom offers high-speed internet.

"Since 1996, Mediacom has invested over $8 billion of private capital in its national network to ensure that hard-working families throughout the smaller markets we serve in the Gopher State and beyond receive the same advanced communications services as America's largest cities," said Bill Jensen, Group Vice President for Mediacom's Lakes Region. "As a result of these investments, we are extremely proud to be adding the cities and towns we serve across Minnesota to Mediacom's rapidly expanding list of true gigabit communities."

Mediacom was the first major U.S. cable company to fully transition to the DOCSIS 3.1 "Gigasphere" platform, the latest generation of broadband technology. The company will utilize Gigasphere to bring gigabit broadband services to virtually all of the 3 million homes and businesses within its 22 state footprint. To date, Mediacom has launched 1 Gig Internet services in over 500 communities. As DOCSIS 3.1 cable modems become more readily available in the marketplace, Mediacom will announce additional 1 Gig Internet launches on a market by market basis throughout the remainder of the year, including 100 additional Minnesota communities over the next few months. In conjunction with each 1 Gig Internet announcement, Mediacom will also introduce a new 500 Mbps tier of service.

"Investing in broadband services in rural Itasca County will help level the playing field for existing businesses while also being one of the key factors in attracting new business and workforce." said **Mark Zimmerman, President of Itasca Economic Development Corporation.** "Expanding their customer's network to 1 Gigabit service will provide the necessary infrastructure for businesses, residents and community institutions."

"In addition to enhancing speeds for residential and small business customers today, the Gigasphere platform we have deployed also lays the groundwork for offering multi-Gig services in the future," said Mediacom's Chief Technology Officer, JR Walden. "This next generation technology is an excellent complement to the Gigabit+ Fiber Solutions™ that Mediacom Business has been offering local businesses in our markets for many years."

About DOCSIS 3.1 Gigasphere Technology

The cable network is composed of a hybrid of optical fiber and coaxial cable elements, and the specification that enables use of the network for broadband is known as Data Over Cable Service Interface Specification, or DOCSIS®. Gigasphere is the brand name for products and services that use a technical specification called DOCSIS 3.1, the next generation of DOCSIS services developed and advanced by CableLabs, the U.S. cable industry's research and development consortium, and its members. DOCSIS 3.1 provides a near-term path toward continued improvement of cable broadband performance, with network capacity of up to 10 gigabits per second in the downstream and up to 2 gigabits per second in the upstream.

About Mediacom Communications

Mediacom Communications Corporation is the 5th largest cable operator in the U.S. serving over 1.3 million customers in smaller markets primarily in the Midwest and Southeast. Mediacom offers a wide array of information, communications and entertainment services to households and businesses, including video, high-speed data, phone, and home security and automation. Through Mediacom Business, the company provides innovative broadband solutions to commercial and public sector customers of all sizes, and sells advertising and production services under the OnMedia brand. More information about Mediacom is available at www.mediacomcable.com.

Contact:
Phyllis Peters, Mediacom
515-246-2295 (o) or 515-707-7148 (mobile)
ppeters@mediacomcc.com

1-Gig Internet now available to Mediacom service areas in these areas of Northern Minnesota: (attached document lists all 181 MN communities where 1-Gig speeds are available or to be launched by early summer).

Carlton County
- Carlton
- Cloquet
- Moose Lake
- Moose Lake Twp.
- Thomson
- Windemere

Lake County
- Beaver Bay
- Silver Bay
- Two Harbors

Pine County
- Sturgeon Lake Twp.
- Windemere Twp.

Itasca County
- Calumet
- Cohasset
- Coleraine
- Grand Rapids
- Harris Twp.
- Keewatin
- La Prairie
- Marble
- Nashwauk
- Taconite

St. Louis County
- Aurora
- Biwabik
- Buhl
- Chisholm
- Eveleth
- Fayal Twp.
- Gilbert
- Hermantown
- Hibbing
- Hoyt Lakes
- Kinney
- McKinley
- Midway Twp.
- Mountain Iron
- Proctor
- Virginia

1C.

Northland Law Enforcement K-9 Foundation
One AMSOIL Center
Superior, WI 54880

NorthlandK9.org

Northland K9 Foundation

A non-profit organization to support the K-9 units of the following agencies:

Douglas County Sheriff's Office

Duluth Police Department

Hermantown Police Department

St. Louis County Sheriff's Office

Superior Police Department

Donation/Tax Receipt

April 25, 2017

Thank you for helping to make our communities safer. Your gift to the Northland Law Enforcement K-9 Foundation will help purchase, train and equip K-9 officers and their human partners.

K-9s put their lives on the line for their human partners, track felons, search for and rescue lost people, and sniff out drugs, weapons and critical evidence. They work odd hours – often overnight shifts and weekends – in all types of weather. K-9s are invaluable members of our law enforcement teams and work to keep our communities safe.

Law enforcement K-9's and their partners must continually train to remain at their best, and your commitment to helping with this training is appreciated.

Sincerely,

Deena Peterson
Secretary/Treasurer

Northland Law Enforcement K-9 Foundation
4995 Misty Bay Dr.
Duluth, MN 55803

Receipt: #R2017-6-8-59 Date: April 19, 2017 Amount: $250.00

Received From:	City of Proctor
Address:	100 Pionk Dr. Proctor, MN 55810
Gift Type:	Check #36097
Campaign:	4th Annual Operation K-9 Event
Fund:	Unrestricted

THANK YOU FOR YOUR GIFT!

The AMSOIL Northland Law Enforcement K-9 Foundation did not provide either goods or services in whole or partial consideration for the above contribution. The AMSOIL Northland Law Enforcement K-9 Foundation is a 501(c)(3) non-profit organization and your contribution is tax deductible as specified by law.

PR17-09 4/17/17 - 4/30/17 3A.

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	$732.80
	City Clerk	Administrative	Full-Time Employee Regular	$2,836.40
	City Clerk	Administrative	Full-Time Employee Regular	$18.20
	City Clerk	Administrative	Full-Time Employee Regular	$364.00
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$13,812.41
	Police	Operations (Police)	Full-Time Employee Regular	$2,269.27
	Police	Operations (Police)	Full-Time Employee Regular	$467.68
	Police	Operations (Police)	Full-Time Employee Regular	$407.40
	Police	Operations (Police)	Full-Time Employee Overtime	$461.79
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$157.68
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$1,487.23
	Police	Admin Secretary (Police)	Part-Time Employee	$871.68
	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	$141.36
	Streets & Roadways	Street Department	Full-Time Employee Regular	$5,076.38
	Streets & Roadways	Street Department	Full-Time Employee Regular	$983.70
	Streets & Roadways	Street Department	Full-Time Employee Regular	$471.20
	Streets & Roadways	Street Department	Full-Time Employee Regular	$424.08
	Streets & Roadways	Street Department	Full-Time Employee Regular	$299.24
	Streets & Roadways	Sanding	Full-Time Employee Regular	$83.07
	Streets & Roadways	Sanding	Full-Time Employee Overtime	$110.90
	Park	City Parks	Full-Time Employee Regular	$141.36
	Recreation	Ball Field Maintenance	Temporary Employees Regular	$275.00
FUND 100 General Fund				$39,472.08
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$55.38
	Public Works	Sewer	Full-Time Employee Regular	$83.07
	Public Works	Pump Station	Full-Time Employee Regular	$110.76
FUND 500 Sewer Fund				$249.21
				$39,721.29

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$94.05
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$104.50
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,473.45
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$102.68
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$1,982.87
FUND 600 Liquor Fund				$3,757.55
				$3,757.55

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 9

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	14.00	1.5	$461.79	City -Bi-wk
Shift Multiplier 1.5	14.00		$461.79	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	2.67	1.5	$110.90	City -Bi-wk
Shift Multiplier 1.5	2.67		$110.90	
Pay Group Description City -Bi-wk	16.67		$572.69	
	16.67		$572.69	

4A.

Minutes of the Proctor Local Board of Appeal & Equalization Meeting held on April 25, 2017 in the Community Center Council Chambers

Mayor Philip Larson called the meeting to order at 10:00 am.

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

MEMBERS ABSENT: Councilor Gary Nowak

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jennifer Crown; Sean Worthington, Anne Simms, and Beeman Carlson of St. Louis County Assessor's Office; Armella Monahan; Dale Slosson; Jim Tuomi; Gary Vandenshueren; Pauline Savela; Julie Dickson-Lee

APPROVAL OF AGENDA

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

1. COMMUNICATIONS

A. Published/posted notice and opening comments from St. Louis County Assessor's office

2. PUBIC INPUT

A. Property owners present - Council hearing and documenting their appeals

3. NEW BUSINESS

A. Tax Board of Review discussions regarding for pay property valuation appeals (and individual property valuation appeals decisions) and either discussions of **final valuation certification motion or need for meeting continuation** (reconvene).

Sean Worthington stated that he is responsible for the valuations done in Proctor and all residents received a 5% increase due to the State of Minnesota Sales Study. This increase was on the buildings, not the land. Benson asked for Worthington to explain the city's overall valuation and how it changed. Worthington stated that the change is based on the sales of homes in Proctor. Worthington stated that the county would provide the City a complete breakdown of each valuation appeal that was discussed today for their records.

4. ADJOURNMENT

Motion by DeWall, seconded by Schwarzbauer and carried: To adjourn the Local Board of Appeal and Equalization meeting at 12:15pm.

4B.

From: STEVEN ELDER [mailto:stevefayelder@msn.com]
Sent: Wednesday, May 10, 2017 2:38 PM
To: Proctor Journal; Lori Anderson; Mark Casey; Chief Kent Gaidis
Subject: Minutes. Thursday May 4th, 2017

PROCTOR POLICE
CIVIL SERVICE COMMISSION

Minutes of meetings held Thursday, May 4th, 2017.

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

Present: Chairperson Diane Giuliani, Commission members Lori Anderson and Steven Elder,

1. Civil Service Commission met Thursday May 4th, 4:00 pm. at Proctor City Hall.
2. Short discussion regarding candidate #1 for new Police Officer. Commission will not
offer conditional hiring. No motion necessary.
3. Commission agreed to start background check on candidate #2.
4. Commission had opportunity to discuss goals, ideas, and issues with members of the
police department.
5. Short discussion regarding job descriptions for Chief and Sgt.
6. Next Police Commission meeting set for 11 May 2017 at 10:15a.m..
7. With no further business to discuss, the meeting was adjourned at 8:05pm.

Respectfully submitted,

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

6A.

SEH

Building a Better World for All of Us®

April 28, 2017

RE: City of Proctor GIS Proposal
SEH No. PROCT 140257

Mark Casey, City Administrator
City of Proctor
100 Plonk Drive
Proctor, MN 5581

Dear Mark:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal for the creation of a Geographic Information Systems (GIS) platform. This proposal is based on conversations with City staff and our experience as City Engineer.

Project Overview

The City of Proctor has requested a proposal to migrate its existing CAD data to a web-based mapping application for use by staff. SEH SmartConnect℠ is a web-based GIS service offering that will allow Proctor staff to visualize, analyze, and manage their GIS. Whether in the field or in the office, Proctor staff can use a computer or mobile device, internet connection, and internet browser to access their GIS via the SmartConnect℠.

We understand the importance of providing a comprehensive mapping system to access critical City and utility information within a GIS Online Mapping system. Below are a few advantages of the SEH GIS SmartConnect℠ cloud-based technology.

Gather and centralize real-time data

Because SEH GIS SmartConnect℠ uses cloud-based technology, it helps improve the quality, accuracy and speed of data collection. The data you gather is real-time, secure, reliable, and centralized which means your GIS data can be accessed and updated in the office or in the field using a computer, tablet or smart phone.

Collaborate and share real-time data

The use of GIS SmartConnect℠ promotes data sharing and enhances collaboration between Public Works and Administration staff.

Analyze real-time data/make informed decisions

GIS SmartConnect℠ allows users to easily manipulate and analyze GIS data, conduct spatial analysis, overlay data layers, produce custom reports and integrate a host of additional data, systems and solutions. This integrated approach to managing real-time data improves your ability to make informed decisions, prioritize your projects, and develop and implement plans of action.

Save money, time, and increase staff efficiency

City data is hosted in a secure cloud–based system which provides access to staff from a computer, laptop or supported mobile device with internet connection. No need for the City to purchase additional hardware, software or budget for additional staff. Quick and easy access to information increases staff efficiency.

GIS Application is easily expandable so that additional assets (storm sewer, water curb boxes, etc.) or additional data (asset condition, photos, as-built records, videos) can be added in the future as desired.

Work Plan

With the initial development of a GIS system, there is a wide range of levels to which the system can be created. These vary in range of spatial accuracy, connectivity, complexity and usability for Proctor staff. We understand that at a minimum the City would like to convert their existing CAD information to GIS to allow viewing for all staff from mobile devices. In addition, the Proctor Utility Commission would like the water main information to be geospatially accurate, contain geometric connectivity, and allow users to query water system attributes.

Based on this understanding, we are providing two options for the initial GIS setup. The first would be a conversion of AutoCAD information with further refinement of the water, sanitary, and storm sewer systems. The second would be a simple conversion of the existing AutoCAD information with further refinement of the water system only. In either option, the available aerial photos, topography, and right of way information from St. Louis County would be integrated into the GIS model. The two options are further described below:

Option 1

Project Tasks:

We propose the following tasks to set up the City of Proctor's GIS and provide City access to SEH GIS SmartConnect℠.

1. Project Planning and Kick-off
    a. Review source data
    b. Discussions with City staff as needed to document where to load existing source data into SEH GIS Data Model
2. GIS Conversion
    a. Water Distribution, Sanitary Sewer and Storm Sewer System CAD files to GIS
        i. Conversion of CAD features to point facilities where appropriate. For example, hydrant CAD polyline layer will be converted to GIS point layer.
        ii. Attribute system facilities with associated CAD annotation
        iii. Verify geometric connectivity of GIS features
        iv. Review and edit sanitary and storm system utility main flow directions
    b. Obtain available County data for parcels, roads, and city boundary GIS layers
    c. Load existing source data into SEH GIS Data Model
3. SmartConnect℠ Setup
4. Training and Support

Final Deliverables:

1. Access to SmartConnect℠ on a Read-Only basis
2. Geodatabase and map file formats (MXDs) used for SmartConnect℠, if desired
3. Initial SmartConnect℠ training and support. Training is conducted via teleconference and typically lasts about an hour with some additional time allotted for questions. There is also a thorough user guide that outlines the tools and functionality of the application. In addition to these resources, SEH staff are available to help City staff with questions.

Not Included:

The following items are not included in this Agreement, but can be added upon contract modification or additional future Agreements:

1. Updates or redlines of GIS data after CAD conversion
2. Additional GIS layers or data input beyond those listed above

3. Additional or future GIS updates, based on project record drawings or changes to parcels, boundaries, utilities, or other mapping features
4. Annual subscription agreement and cost for SmartConnect℠. Initial access will be read-only. The City will have the ability to modify level of access to attribute edit or full edit access at any time. The City will be invoiced accordingly for:
5. Printed maps, books, or wall displays

Option 2

Project Tasks:
We propose the following tasks to set up the City of Proctor's GIS and provide City staff access to SEH GIS SmartConnect℠.

1. Project Planning and Kick-off
    a. Review source data
    b. Discussions with City staff as needed to document where to load existing source data into SEH GIS Data Model
2. GIS Conversion
    a. Water Distribution System CAD files to GIS
        i. Conversion of CAD features to point facilities where appropriate. For example, hydrant CAD polyline layer to GIS point layer.
        ii. Attribute system facilities with associated CAD annotation
        iii. Verify geometric connectivity of GIS features
    b. Sanitary Sewer and Storm Sewer Systems CAD files to GIS
        i. Straight CAD to GIS conversion. Nothing will be done to GIS to verify geometric connectivity or associate system facilities with associated annotation after conversion.
    c. Obtain available County data for parcels, roads, and city boundary GIS layers
    d. Load existing source data into SEH GIS Data Model
3. SmartConnect℠ Setup
4. Training and Support

Final Deliverables:
1. Access to SmartConnect℠ on a Read-Only basis
2. Geodatabase and map file formats (MXDs) used for SmartConnect℠, if desired
3. Initial SmartConnect℠ training and support. Training is conducted via teleconference and typically lasts about an hour with some additional time allotted for questions. There is also a thorough user guide that outlines the tools and functionality of the application. In addition to these resources, SEH staff are available to help City staff with questions.

Not Included:
The following items are not included in this Agreement, but can be added upon contract modification or additional future Agreements:
1. Updates or redlines of GIS data after CAD conversion
2. Additional GIS layers or data input beyond those listed.
3. Additional or future GIS updates, based on project record drawings or changes to parcels, boundaries, utilities, or other mapping features
4. Annual Subscription Agreement for SmartConnect℠ Maintenance, Data Entry, or Full Edit access. The proposed conversion and setup will be accessible on a Read-Only basis for one year. At that time (or before) the City will have options to select an Annual Subscription Agreement that best fits the proposed use of the SmartConnect℠, depending upon the amount of control and editing ability the City wishes to maintain, and the amount of updates or modifications that are desired from SEH.

5. Printed maps, books, or wall displays

Schedule

We will begin work upon execution of a contract. We anticipate the work could be completed by within 90 days of notice to proceed.

Fee Estimate

The estimated fee is subject to a not-to-exceed amount including expenses and equipment, according to the categories listed below:

Option 1 GIS Conversion and Setup	$17,000
Option 2 GIS Conversion and Setup	$8,000
Annual subscription fee for Read-Only access	$1,500
Ongoing GIS data updates – Not Included	

If this proposal meets your approval, we will forward a contract. We look forward to discussing this project with you further. If you have any questions, please contact me at **218.279.3025** or via email at **mbolf@sehinc.com**.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Matt Bolf, PE
Principal

sa

S:\PT\P\PROCT\140257\GIS Work\Proposal GIS.docx

4B.

Application for Membership Consideration
City of Proctor Volunteer Advisory Committee

Name: Jennifer Peterson

Address: 1225 3rd Ave, Proctor MN 55810

Home Phone: _____

Cell Phone: 218-349-2924

Work Phone: 218-355-3202

Email: jjpeterson@mnpower.com

Which advisory board, committee or commission do you wish to be part of?

1. Tourism Committee
2. Liquor Control Board
3. Proctor Public Utilities Commission

You may attach a resume or letter of interest.

See attached resume.

Once filed with the City, your completed application is a public record, potentially eligible for release.

Please see attached document for the following answers.

1. What do you know about the committee you wish to join?
2. Why are you interested in serving on this committee?
3. Describe your qualifications, expertise and/or skills which would benefit this advisory committee.
4. What do you think are the characteristics of a great board member?
5. Describe your involvement in the Proctor community.
6. Please state your current occupation.
7. List your educational and professional background and area of study.
8. Appointment to a committee may require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?

9. If you are not appointed to this committee at this time:
   Do you wish to be considered for an appointment to another board?
   Do you wish to be considered for future appointments to this board?
   Would you be willing to volunteer for other City activities?

10. Some appointments require that applicants reside within the City's limits. Even though your mailing address may be Proctor, you may possibly reside in the County or another jurisdiction. Are you currently a resident of the City of Proctor?

11. If applying for the Proctor Public Utilities Commission, please specify your expertise in the areas of utility operation, finance, and utility construction or other relevant experience and the duration of the experience.

12. How will you obtain input from constituents that you represent and how will you communicate this issues addressed by the Committee with community members?

13. How did you learn about this advisory committee recruitment?

The City of Proctor is committed to the non-discriminatory treatment of all persons.

Applicants are accepted for the calendar year only

SOME COMMITTEES, BOARDS, OR COMMISSIONS MAY REQUIRE YOU TO BE EITHER A CITY RESIDENT FOR ONE YEAR, EMPLOYED WITHIN THE CITY LIMITS OR A CUSTOMER OF AT LEAST TWO UTILITIES REGULATED BY THE COMMISSION.

DATA CLASSIFICATION ADVISORY: Please be advised that the information that you are requested to provide is classified as private data pursuant to Minnesota Statute 13.601, subd. 3, except for the following data which is classified as public data: (1) name; (2) city of residence except when the appointment has a residency requirement for the entire address to be public; (3) education and training; (4) employment history; (5) volunteer work; (6) awards and honors; (7) prior government service.

If you are appointed to a position on a board, committee, or commission, the following additional data will be classified as public data: (1) residential address; (2) either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee.

Jennifer Peterson's Application for Service on a Proctor City Commission/Committee
March 3, 2017

1. What do you know about the committee you wish to join?
Tourism Committee - The Proctor Tourism Committee helps to plan and support events and opportunities for all visitors to our community. I believe the tourism committee would work to highlight all that the Proctor community has to offer, not just our own residents but visitors as well. This committee would work to showcase our city, and hopefully attract visitors, vendors and events to help our city continue to grow economically.

Liquor Control Board - By state law, cities generally have broad discretion when it comes to making liquor licensing decisions, and I believe the Liquor Control Board serves the city by managing the Proctor Municipal Liquor Store. Cities that chose to own and operate a municipal liquor store are responsible for the business operations it entails, including insurance, labor laws and regulatory compliance, among other things.

Proctor Public Utilities Commission - Proctor Public Utilities is a water and electric municipal utilities and a member of the Minnesota Municipal Utilities Association (MMUA). The Proctor Public Utilities Commission regulates the operation of the electric and water utility in the public interest of the community it serves, including electric and water operations, safety and setting rates.

2. Why are you interested in serving on this committee?
I love living in the city of Proctor and am looking for ways to get more involved in our great community and give back in any way I can. I have business and project management experience and would love to find a way to get involved in the operations of our community and use those skills to make Proctor a better place to live and work.

3. Describe your qualifications, expertise and/or skills which would benefit this advisory committee.
I have general business experience that could benefits any committee, including skills like project management, interpersonal communication, compliance, contract review, procurement and experience with regulatory agencies. Additionally, I am a very organized and hardworking individual. I believe in public service and want to be an asset to my community. I would use both my personal traits and professional experience to work hard for the citizens of Proctor and work collaboratively with my fellow committee members.

4. What do you think are characteristics of a great board member?
I think first and foremost, a great board member is actively engaged and takes their duties as a board member seriously. They show up prepared and ready to work on the important issues facing the board. It's not just important to have great ideas or skills, it's equally as important to have a good work ethic and good relationship building skills. Working hard, taking the job seriously and forging relationships with other community members are some characteristics of a great board member.

5. Describer your involvement in the Proctor community.
I have lived in Proctor for the past four years, moving from Duluth. I have been a member of our local 148th Fighter Wing, Minnesota Air National Guard, for over ten years and have a passion for supporting our military members and their families. Last summer I began the process of working towards gaining certification for Proctor as a Yellow Ribbon Community from the state of Minnesota. Currently I Co-Chair the Proctor Yellow Ribbon Community Steering Committee with Suzy Hartwick.

6. Please state your current occupation.

I am employed full time at Minnesota Power in Duluth as a Policy Manager in State Government Affairs. I also work part time at the 148th Fighter Wing, Minnesota Air National Guard, as an Intelligence Officer.

7. List your educational and professional background and area of study.
I have a Bachelor of Arts degree in International Studies from the College of Saint Scholastica and a Masters of Arts degree in International Relations and Conflict Resolution from the American Military University. I have been employed with Minnesota Power for five and a half years, working in the Purchasing in Contracts department and then for State Government Affairs. I also have over fifteen years of military experience as an intelligence professional.

8. Appointment to a committee may require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?
I am willing to commit to as many hours are needed to fulfill my role. I understand each committee generally meets once a month and likely each committee member has duties to do to prepare for meetings. I am comfortable with that commitment.

9. If you are not appointed to a committee at this time:

Do you wish to be considered for an appointment to another board? Yes
Do you wish to be considered for future appointments to this board? Yes
Would you be willing to volunteer for other city activities? Yes

10. Some appointments require that applicants reside within the City's limits. Even though your mailing address may be Proctor, you may possibly reside in the County or another jurisdiction. Are you currently a resident of the City of Proctor?
Yes. I live at 1225 3rd Avenue in Proctor and have for the last four years.

11. If applying for the Proctor Public Utilities Commission, please specify your expertise in the areas of utility operation, finance, and utility construction or other relevant experience and the duration of the experience.
I have worked for a utility (Minnesota Power) for the past five and a half years. In that time, I have worked in several roles, including: procurement of goods and services for utility operation, contract negotiation and management for utility procurement, project management, regulatory affairs and energy policy analysis.

12. How will you obtain input from constituents that you represent and how will you communicate these issues addressed by the committee with community members?
I will be open to receiving input and holding discussions with community members in whatever way they would like to interact with me, whether that be communicating me through mail, phone, email, face to face discussions, social media, etc. I will represent the decisions of the committee in a transparent and truthful manner to anyone interested in learning more about the topic.

13. How did you learn about this advisory committee recruitment?
I saw an advertisement for an opening on the Tourism and Liquor Control committees in the Proctor Journal. I have been interested in the Proctor Public Utilities Commission for some time and would like to be considered for future openings there as well.

Jennifer Jae Peterson

jennifer.jae.peterson@gmail.com Ph: 218.349.2924 www.linkedin.com/in/jennifercadypeterson

Talented and driven energy policy professional with over fifteen years of military intelligence experience. Exceptional leadership, analytical, public speaking, writing, and relationship building skills. Proven ability to utilize military skills to initiate productive change in a corporate environment. Demonstrated capability to build relationships across diverse stakeholder groups to implement strategy.

EDUCATION

Master of Arts (MA) in International Relations & Conflict Resolution, American Military University, *With Honors*
Bachelor of Arts (BA) in International Studies, College of Saint Scholastica, *Summa Cum Laude*
Washington Semester Program on International Law & Organizations, American University
US Air Force Intelligence Officer Course & US Army Intelligence Analyst Course

CAREER EXPERIENCE

Policy Manager, Regulatory Affairs: *Minnesota Power (MP).* December, 2013 - Present

Analyze regulatory proposals, legislation and energy policy issues to develop internal positions & strategies; Lead MP regulatory filings; represent MP at the Minnesota Public Utilities Commission (MPUC); Represent MP on external committees, task forces and working groups

- Focus on renewable energy (solar specifically), distributed generation, conservation/energy efficiency, natural gas generation and alternative/evolving utility business models
- Project development and regulatory leader for MP's first Community Solar Garden Pilot Project
- MP's representative on Minnesota's stakeholder-driven Energy for the 21st Century (E21) Initiative to address utility business model change
- Company representative on various Edison Electric Institute (EEI) Utility Work Groups

Air Force Intelligence Officer, 148th Fighter Wing: *Minnesota Air Force National Guard.* 2006 - Present

Provide current intelligence support to fighter pilots and military commanders; supervise intelligence analysts to ensure requirements are met; conduct pattern/trend analysis; study emerging threats, foreign and defense policy, enemy activity and global geopolitics

- Platoon Leader of 28 soldiers during Norwegian Troop Exchange. Camp Porsangmoen, Norway, 2014
- Deployed Squadron Intelligence Officer. Kandahar Airfield, Afghanistan, 2012

Procurement Analyst & Contract Administrator, Purchasing & Contracts: *ALLETE/MP.* 2011-2013

Procured products/services for generation facilities; negotiated legal documents; managed contracts; developed relationships with external & internal customers

- Created interdepartmental partnerships to streamline contracting process
- Lead Contract Administrator for Customer Information System software acquisition & implementation
- Founder of Purchasing Best Practices Initiative; Managed company data for industry benchmarking studies
- Developed web-based tools to improve corporate awareness of and compliance with procurement policies

Intelligence Instructor, US Army Intelligence School: *Fort Huachuca, AZ,* 2010

Provide instruction to soldiers on intelligence fundamentals including: information security, research skills, data processing, pattern/trend analysis, writing for intelligence and public speaking; Analyze & develop course material to reflect new or changing doctrine and technology

SKILLS

- Strong work ethic and learning agility
- Analytical skills; formal training in intelligence analysis, pattern/trend analysis
- Strong leadership skills; formal training in leadership at various levels of responsibility
- Ability to work independently or on teams; self-starter
- Proven ability to build relationships internally, externally and with groups of diverse interests

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ACHIEVEMENTS

- Member of the MN Chamber of Commerce's Leadership Minnesota Class 2016/2017
- Named one of Duluth, MN's "20 Under 40" by the Duluth News Tribune in 2015
- Member of the Duluth Chamber of Commerce's Leadership Duluth Class 2013/2014
- 148th Fighter Wing Ground Officer of the Year in 2013

2016 MEDIA INTERACTIONS AND PUBLIC PRESENTATIONS

- Interview with Fox21 about Proctor's Yellow Ribbon Kickoff Event. *November, 2016*
  http://www.fox21online.com/news/local-news/proctor-working-to-become-yellow-ribbon-community/42462950
- Interviewed for MNDEED Blog Post "Veterans in Northeast Minnesota". Interview with Erik White. *November, 2016*
  http://www.mn.gov/deed/data/locallook/northeast/northeastblog.jsp#/detail/appid/1/id/262964
- Interview with Tom Hansen, KDAL-AM 610 Morning Show. "Minnesota Power's Yellow Ribbon Program" (July "Hire a Vet" Month). *July, 2016*
  http://kdal610.com/news/articles/2016/jul/07/mn-power-recognized-by-state/
- Speaker at Fresh Energy's PowerPairing event, titled "Always Ready: Using Solar and Storage to Enhance Community Preparedness." St Paul, MN. *June, 2016*
  http://fresh-energy.org/2016/01/june-15-always-ready/
- Interview with Frank Jossi, Midwest Energy News. "Critics: Minnesota Utility's Solar Plan Pushes out Competitors." *June, 2016*
  http://midwestenergynews.com/2016/06/01/critics-minnesota-utilitys-solar-plan-pushes-out-competitors/
- Interview with Adam Lorch, KBJR Northland News Center. "Your Green Life" segment on Minnesota Power's Community Solar Gardens. *April, 2016*
  http://mms.tveyes.com/Transcript.asp?StationID=4475&DateTime=4%2F20%2F2016+6%3A12%3A55+PM&Term=Minnesota+Power&PlayClip=TRUE
- Co-presenter to 2016 Leadership Duluth class on "Minnesota Power's Community Solar Garden Program" with Tina Koecher. *April, 2016*
- Lecture at Northland College, Ashland WI. "21st Century Strategic Planning Considerations for Electric Utilities." *March, 2016*

ADDITIONAL CAREER EXPERIENCE

Foreign Policy Intern: *Center for Strategic & International Studies.* Washington DC, 2007
Intelligence Analyst: *US Army.* 2001-2005

- Regional Analyst for the Balkans. Heidelberg, Germany, 2002-2005
- Senior Analyst for Insurgent Finances. Baghdad, Iraq, 2003-2004
- Team Leader, Battle Damage Assessment Team. Camp Virginia, Kuwait, 2003
- Balkans Analyst. Skopje, Former Yugoslav Republic of Macedonia (FYROM), 2002

6.D.

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Alcohol and Gambling Enforcement

445 Minnesota Street • Suite 222 • Saint Paul, Minnesota 55101
Phone: 651.201.7500 • Fax: 651.297.5259 • TTY: 651.282.6555
Website: dps.mn.gov/divisions/age

March 16, 2017

Dear Off-Sale Liquor Licensee,

Minnesota law currently states that "no sale of intoxicating liquor may be made by an off-sale licensee on Sundays." *See* Minnesota Statute § 340A.504, Subdivision 4.

> 340A.504 HOURS AND DAYS OF SALE.
> Subd. 4. Intoxicating liquor; off-sale.
> No sale of intoxicating liquor may be made by an off-sale licensee:
> (1) on Sundays;
> (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; or
> (5) after 8:00 p.m. on Christmas Eve, December 24.

The bill passed by the Minnesota Legislature and signed into law by Governor Dayton that allows for Sunday liquor sales in Minnesota is <u>effective July 1, 2017</u>. *See* 2017 Minnesota Session Laws Chapter 6, Section 1.

> *An act relating to liquor; permitting the off-sale of intoxicating liquor on Sundays; prohibiting certain deliveries on Sunday; amending Minnesota Statutes 2016, section 340A.504, subdivision 4.*
> EFFECTIVE DATE. This section is effective July 1, 2017.

As such, no off-sale establishment in Minnesota is licensed to sell liquor on Sundays at this time. Doing so would be a violation of law, subjecting the licensee to potential fines and other penalties.

The Minnesota Department of Public Safety Alcohol and Gambling Enforcement division will continue to work with local officials to ensure compliance with state liquor laws and rules.

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

Sincerely,

Carla Cincotta

Carla Cincotta
Director
651-201-7534
Carla.cincotta@state.mn.us

Sunday Sales Questions & Answers

What is the bill language?

A bill for an act relating to liquor; permitting the off-sale of intoxicating liquor on Sundays; prohibiting certain deliveries on Sunday; amending Minnesota Statutes 2016, section 340A.504, subdivision 4.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 2016, section 340A.504, subdivision 4, is amended to read:

Subd. 4. Intoxicating liquor; off-sale.

(a) 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; or
(5) after 8:00 p.m. on Christmas Eve, December 24.

(b) No delivery of alcohol to an off-sale licensee may be made by a wholesaler or accepted by an off-sale licensee on a Sunday. No order solicitation or merchandising may be made by a wholesaler on a Sunday.

EFFECTIVE DATE. This section is effective July 1, 2017.

(The underlined language was added to existing law)

Does a city need to approve the new hours?

Generally, they do not.

There is not an "opt-in" provision, where the city is required to approve the new hours.

However, some cities have specific operational hours in their local ordinances.

In those cases, a change might be required.

Easter is always on a Sunday, can we be open?

Yes.

The only holidays where exclusive liquor stores must be closed are Thanksgiving Day, Christmas Day, December 25 and after 8:00 PM on Christmas Eve, December 24.

Are facilities required to be open between 11 AM – 6 PM?

No.

Each facility must examine competitive forces, economic considerations etc. and individually make the determination to be open and operational hours within the authorized times.

Can wholesalers make deliveries on Sunday?

No.

Specific language in the law prohibits that practice.

What does "no order solicitation or merchandising may be made by a wholesaler on a Sunday" mean?

Businessdictionary.com defines 'merchandising' as:

The activity of promoting the sale of goods at retail.

Merchandising activities may include display techniques, free samples, on-the-spot demonstration, pricing, shelf talkers, special offers, and other point-of-sale methods. According to American Marketing Association, merchandising encompasses "planning involved in marketing the right merchandise or service at the right place, at the right time, in the right quantities, and at the right price."

Merriam-Webster defines "merchandising" as:

; the activity of trying to sell goods or services by advertising them or displaying them attractively

; the activity of selling products that are related to something (such as a television show, movie, or sports team) in order to make more money

Consequently:

A wholesaler is not allowed to sample product on Sunday.

However, a retailer or company representative (MillerCoors, Jim Beam, Ste. Michelle Wine Estates etc.) could sample product.

Wholesalers would not be allowed to do shelf maintenance on Sundays.

A wholesaler could not come in and work with retailers on an order.

6E.

Management Agreement

Between

The South St. Louis County Fair Board Association - Proctor (FBA)

And

The Dirt Floor Arena of Directors (DFA)

The Dirt Floor Arena Board of Directors **(DFA)** maintains a "Management Agreement" with South St. Louis County fair assn. -Proctor to manage the dirt floor arena building as a community use facility for the period of May 1st through October 31st of each year. The DFA shall also maintain a " Use Agreement" with the So. St. Louis County Fair Association -Proctor**(FBA)** relating to management of the arena for rental and community use on fair grounds property, in conjunction with the FBA, being May 1st and continuing until **(END DATE WILL VARY FROM YEAR TO YEAR)**

TERMS

A MINNESOTA STATE TAX FORM ST-19 SHALL BE FILLED OUT EVERY YEAR WITH LEASE

ALL SALES TAXES WILL BE PAID BY **(DFA)** WITHIN MINNESOTA STATE LAW
MAINTENANCE FEE OF $200.00 A YEAR FOR **FAIR BOARDS EQUIPMENT** USED AND NOT LIMITED TO GROOMING ARENA FLOORS, FUEL, REPAIR AND MAINTENANCE OF EQUIPMENT USED FOR THE **(DFA). FBA will** pay tax on portion of stall rental from the DFA.

1. Ongoing and current schedules of the schedules of the DFA and all fairgrounds activities **(racing, hockey.) Shall be shared** by the DFA and FBA. A designated member from each board shall coordinate schedule management throughout the agreement terms.

2. Minimum stall rental charged by either party per event shall be $15.00 plus sales tax per stall, per day. The DFA shall pay the FBA $7.50 per stall, per day, The DFA will retain their $7.50 in a **separate bank account** that will be used for barn, arena and stall maintenance/ improvements to the barn on a regular basis. To avoid conflict, the FBA shall provide ample notification to DFA of stall rental for DFA contracted events, **(With the exception of fair week.)** Payment to the FBA will occur at a minimum, twice during the lease term, mid-summer and end of season.
Rental cost for the DFA will be $2,400 per year. 1/2 in July 1/2 in October This rental fee will be put in **separate bank account** that will be used for barn, arena and stall improvements.

3. The DFA shall be responsible for the Minnesota Power electric bill for the arena and the barn buildings during the lease term, excluding the month of July. Less than a full month use of the DFA lease term shall allow for expenses to be prorated accordingly.

4. The DFA shall be responsible for the water bill for the arena and barn buildings during the lease term, excluding the month of August. Less than a full month use of the DFA lease term shall allow for expenses to be prorated accordingly.

5. The DFA shall be responsible for the management, service, billing, and expense of the trash dumpster for the DFA but, reserves the right to bill the FBA (or applicable association) for dumping expenses incurred for other than

DFA arena use.

6. The DFA accepts responsibility for clean-up of the indoor and warm-up arenas, all parking areas, stalls and grounds used and **restrooms immediately** following every DFA contracted, managed or sponsored event using the **"CHECK IN/OUT"** form (attachment #1) when necessary. Stall cleaning must be completed in a timely manner, prior to a following event.

7. The FBA shall provide manure management (dump and disposal) at the DFA'S request. The DFA and or any arena users shall not be authorized to operate the fairgrounds equipment. Permission for operation may be granted by any FBA member. Operation by unauthorized individuals when no FBA member is available shall hold the DFA board or its membership liable and responsible.

8. The DFA will maintain required insurance liability, a copy of which is provided for the FBA files every year per Annual Agreement. DFA shall accept responsibility for damages as covered in policy. At least the minimum amount of $500,000 per person and $1,500,000 per occurrence, or otherwise set forth as statutory limits of Minnesota Statute, Chapter 466. Further, all insurance policies shall name FBA & City of Proctor co-insured with DFA. Duly executed Certificates of insurance shall meet with property management no later than Jan 31st of each year.

9. The DFA supports fairgrounds security, instructing all arena users in proper lock-up procedures as outlined by FBA. As fairgrounds supports a high volume and wide variety of traffic, the DFA shall not be responsible, or liable for enforcement of fairgrounds security beyond the DFA.

10. The DFA shall submit in writing any recommendations, suggestions or requests regarding any forms of improvement, alteration, repair or replacement of barns, stalls, parking lots, warm up and indoor arenas to FBA.

The Fair Board Association agrees:

A. To provide fair consideration to all submissions in a timely manner.

B. To process all requests to City of Proctor, MN and property managers.

C. To allow DFA Board members to participate in all presentations and considerations of their submissions

11. The DFA shall assist with compliance of property posted speed limit and parking. The conditions of this agreement as outlined above are for the period of:

May 1, 2017 through October 16, 2017.

12 This agreement includes that at all times the So.St. Louis County Fair Association - Proctor has the rights over all premises and properties of the So.St. Louis County Fair Grounds - Proctor (i.e. race track, RC Track, Soccer fields, ect.)

Witnesses;

Association

Fair _____

Date _____

Fair _____

Date _____

So. St. Louis County Fair - Proctor

President _____

Date 4/19/2017

Secretary; _____

Date 4/19/17

Witness;

DFA: _____

Date _____

DFA _____

Date _____

Dirt Floor Arena

President _____

Date 4-11-17

Secretary _____

Date 9-11-17

Approved as to form and execution

BY: _____

Proctor City Attorney John Bray

Date _____

Proctor City Administrator

BY: _____

Mark Casey

Date _____

MINNESOTA · REVENUE

ST19

Operator Certificate of Compliance

Read the information on the back before completing this certificate. Person selling at event: Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type

DIRT FLOOR ARENA — 6919093

Name of business selling or exhibiting at event — Minnesota tax ID number

P.O. BOX 1006 — PROCTOR — MN — 55810

Seller's complete address — City — State — Zip code

DIRT FLOOR ARENA

Name of person or group organizing event

SSLC FAIRGROUNDS

Name and location of event

MAY 1 - OCT 16

Date(s) of event

Merchandise sold

Describe the type of merchandise you plan to sell.

SMALL CONCESSION STAND ITEMS AND A SMALL AMOUNT OF APPAREL.

Sales tax exemption information

Complete this section if you are not required to have a Minnesota tax ID number.

- [x] I am selling only nontaxable items.
- [ ] I am not making any sales at the event.
- [ ] I participate in a direct selling plan, selling for _____ *(name of company)*, and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
- [ ] This is a nonprofit organization that meets the exemption requirements described below:
  - _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under *(MS 297A.70, subd. 13(a)(4))*.
  - _____ Youth or senior citizen group with fundraising receipts up to $20,000 per year ($10,000 or less before January 1, 2015)*(MS 297A.70, subd. 13(b)(1))*.
  - _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of seller: K Thygeson — Print name here: KERI THYGESON

Date: 4-11-17 — Daytime phone: 218 390-4730

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of $100 for each seller that is not in compliance for each day of the selling event.

(Rev. 4/15)

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 19-17
ADOPTING A BUDGET AMENDMENT 2017

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

WHEREAS, the City of Proctor (City) owns and operates a public golf course; and,

WHEREAS, the City has entered into a Management Agreement with a non-city employee contractor to operate the golf course for the years(s) 2017-2019; and,

WHEREAS, the City Council is interested in establishing an amended Budget 2017 to reflect change in operations and budget agreement.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Proctor, Saint Louis County Minnesota, that the following budget for the year 2017 is hereby amended to reflect revisions based on the City of Proctor golf course operations agreement for the 2017 fiscal budget year.

	2017	Amended 2017
Golf Fund	Revenues $157,500	$ 30,000 (Operating Transfer)
	Expenses $157,500	$47,764.72 (includes depreciation)

Upon vote taken thereon, the following voted

For:

Against:

Whereupon said Resolution was declared duly passed and adopted this 15th day of May, 2017.

Philip Larson
Mayor

Attest: _____
Mark Casey
Clerk/ Administrator

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

6G.

COUNCILORS
Jake P. Benson
Troy R. DeWall
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Resolution No. 20-17

ADOPTING AN AMENDED
SEWER RATE SERVICE FEE

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

WHEREAS, the Proctor City Council adopted a Sewer Utility Rate Service Fee schedule to support the improvements and operation of the utility systems; and,

WHEREAS, the City provides that the utility rates shall be determined and revised periodically to reflect a change in debt service, and a change in operation and maintenance costs including replacement costs; and,

WHEREAS, it has been determined by the Proctor City Council and Proctor Public Utilities Commission to change the scheduled rate increases in the Sewer Utility Fee and to reflect these changes in the attached Schedule A; and,

WHEREAS, the standardized detail of fees will take effect January 1, 2018.

NOW, THEREFORE BE IT HEREBY RESOLVED, the attached Schedule A Sewer Utility Fee rate schedule is hereby adopted;

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution 20-17 was declared duly passed and adopted this 15th day of May, 2017.

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
City Clerk/ Administrator

Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887
Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

MEMORANDUM

TO: Mark Casey, City Administrator

FROM: Patty Kettles, Springsted

DATE: April 14, 2017

SUBJECT: Water, Sewer, and Electric Rate Study

The City of Proctor and the Proctor Public Utilities Commission (PUC) engaged Springsted Incorporated to conduct an analysis and review of the financial performance of the City's Water, Sewer, and Electric Funds, and to recommend rate adjustments necessary for each Fund to maintain revenues sufficient to meet operating costs, capital outlays, maintenance, debt service, and cash reserves. The purpose of this memorandum is to present our findings and recommendations.

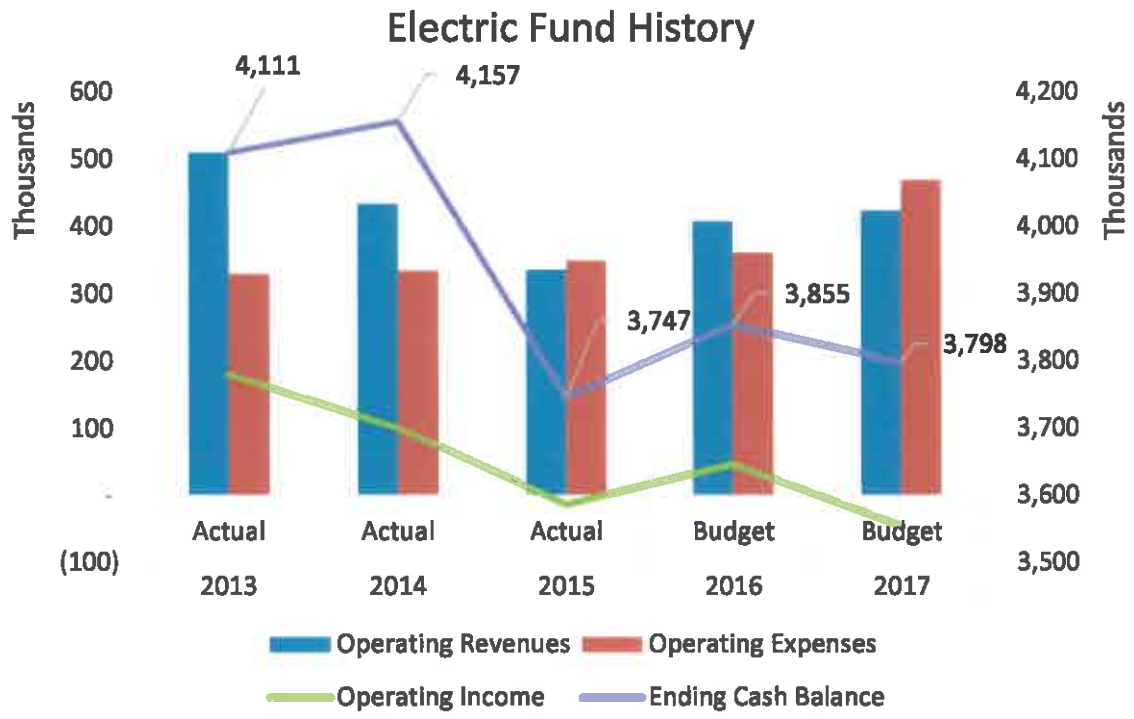
Historical Performance

Our analysis began with a look at each Fund's recent financial performance, paying particular attention to income levels and cash reserves. The Water Fund's actual operating income and net income have been negative over the period from FY2014 through FY2015 and are projected to be negative in the City's FY2016 and FY2017 budgets. Ending cash has decreased slightly from $1,298,275 at the end of FY2013 to $1,183,144 at the end of FY2015. The 2017 budget is projected to increase cash reserves to $1,215,836.

The Sewer Fund's actual operating income and net income have been positive over the period from FY2013 through FY2015. Operating income is projected to be positive in the City's FY2016 and FY2017 budgets. Net income is projected to be slightly negative in the two budget years. Ending cash increased from $1,549,336 at the end of FY2013 to $1,762,824 at the end of FY2015. The FY2016 budget for this Fund is projected to result in an ending cash balance of $1,847,944. The FY2017 budget was not yet available for this Fund so projections assume revenues at FY2016 budgeted levels and expenditures increasing between 2% and 5%.

The Electric Fund's actual operating income and net income have also been positive in FY2013 and FY2014, but were negative in FY2015 and are projected to be negative in the City's FY2016 and FY2017 budgets. Ending cash has decreased from $4,111,205 at the end of FY2013 to $3,746,623 at the end of FY2015. The FY2017 budget for this Fund is projected to result in a reduction of the ending cash balance to $3,798,382 as a result of the purchase of capital equipment.

The historical performance of these funds is shown in the charts on the following pages.



Assumptions

In our projections of future performance, we used a number of assumptions based on historical trends, information provided by the City, discussions with the City, and our significant experience in preparing rate studies. For the Water Fund, these assumptions included:

- Capital improvements planned by the City:
  - $325,000 in FY2017 funded with debt repaid by the Water Utility
- Capital outlay to maintain the Water Utility assets estimated by Springsted Incorporated ranging from $94,000 in FY2018 to $122,800 in FY2027
- Operating expenses would increase between 2% and 5% each year based on historical trends
- Cash reserves would earn 1% interest each year
- Annual debt repayments for the 2007 Minnesota Public Facilities Authority Loan ranging between $7,600 and $8,100; final retirement in 2022

For the Sewer Fund projections, our assumptions were as follows:

- Capital improvements planned by the City:
  - $275,000 in FY2017 funded with debt repaid by the Sewer Utility
- Capital outlay to maintain the Sewer Utility assets estimated by Springsted Incorporated ranging from $24,000 in FY2018 to $31,300 in FY2027
- Operating expenses would increase between 2% and 5% each year based on historical trends
- Cash reserves would earn 1% interest each year
- An annual transfer of $75,000 from the Sewer Fund to the City's General Fund

Sewer Utility – Financial Projections

The Sewer Utility financial projections, based on the assumptions previously stated, indicate that very minimal rate increases of 3.0% in 2021 and 2026 would enable the Sewer Utility to fund its operations, maintain positive operating income and the recommended level of cash reserves over the next 10 years, and maintain debt service coverage of 1.10x . The detailed financial projections are shown below.

Projected Sewer Rate Adjustment	Projected Change 2018-2027	Calculate	0.00%	0.00%	0.00%	3.00%	0.00%	0.00%	0.00%	0.00%	3.00%	0.00%
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Operating Revenues												
Charges for services	0.00%	560,000	560,000	560,000	560,000	576,800	576,800	576,800	576,800	576,800	594,104	594,104
Penalties	0.00%	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total Operating Revenues		561,000	561,000	561,000	561,000	577,800	577,800	577,800	577,800	577,800	595,104	595,104
Operating Expenses												
Salaries and benefits	3.00%	24,448	25,182	25,937	26,715	27,517	28,342	29,192	30,068	30,970	31,899	32,856
Supplies and maintenance	2.00%	14,025	14,306	14,592	14,883	15,181	15,485	15,794	16,110	16,433	16,761	17,096
Utilities and telephone	5.00%	1,890	1,985	2,084	2,188	2,297	2,412	2,533	2,659	2,792	2,932	3,079
Professional services	2.00%	351,792	358,828	366,004	373,324	380,791	388,407	396,175	404,098	412,180	420,424	428,832
Insurance	5.00%	3,413	3,583	3,762	3,950	4,148	4,355	4,573	4,802	5,042	5,294	5,559
Other services and charges	3.00%	9,425	9,707	9,998	10,298	10,607	10,926	11,253	11,591	11,939	12,297	12,666
Existing Depreciation		90,755	88,032	85,391	82,830	80,345	77,934	75,596	73,328	71,129	68,995	66,925
New Depreciation			9,167	9,967	10,790	11,637	12,510	13,410	14,337	15,290	16,273	17,287
Total Operating Expenses		495,747	510,789	517,735	524,979	532,522	540,371	548,527	556,994	565,774	574,875	584,299
Operating Income (Loss)		65,253	50,211	43,265	36,021	45,278	37,429	29,273	20,806	12,026	20,229	10,805
Non Operating Revenues (Expenses)												
Interest Income	1.00%	1,000	19,177	19,569	19,871	20,131	20,463	20,696	20,827	20,854	20,772	20,750
Interest Expense Existing Debt		-										
Interest Expense New Debt		-	(8,250)	(7,806)	(7,350)	(6,879)	(6,394)	(5,895)	(5,381)	(4,851)	(4,306)	(3,744)
Other		-										
Total Non Operating Revenues (Expenses)		1,000	10,927	11,763	12,521	13,252	14,069	14,801	15,447	16,003	16,466	17,006
Net Income (Loss) Before Transfers		66,253	61,138	55,027	48,542	58,530	51,498	44,074	36,253	28,028	36,695	27,811
Operating Transfers												
Contributions		-										
Transfers In		-										
(Transfers Out)		(80,300)	(80,300)	(80,300)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
Total Operating Transfers		(80,300)	(80,300)	(80,300)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
Net Income (Loss)		(14,047)	(19,162)	(25,273)	(26,458)	(16,470)	(23,502)	(30,926)	(38,747)	(46,972)	(38,305)	(47,189)

Sewer Utility – Financial Projections (continued)

		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Beginning Cash & Investments		1,847,944	1,917,652	1,956,903	1,987,059	2,013,134	2,046,289	2,069,589	2,082,729	2,085,391	2,077,154	2,074,987
Net Income		(14,047)	(19,162)	(23,273)	(26,458)	(16,470)	(23,502)	(30,926)	(38,747)	(46,972)	(38,305)	(47,189)
Depreciation		90,755	97,199	95,358	93,620	91,981	90,444	89,006	87,665	86,419	85,268	84,212
Acquisition and Construction of Assets		(275,000)	(24,000)	(24,700)	(25,400)	(26,200)	(27,000)	(27,800)	(28,600)	(29,500)	(30,400)	(31,300)
Proceeds from New Long-Term Debt		275,000	-	-	-	-	-	-	-	-	-	-
Principal Payments on New Long-Term Debt			(14,786)	(15,229)	(15,686)	(16,157)	(16,642)	(17,141)	(17,655)	(18,185)	(18,730)	(19,292)
Principal Payments on Existing Long-Term Debt		(7,000)										
Ending Cash Balance		1,917,652	1,956,903	1,987,059	2,013,134	2,046,289	2,069,589	2,082,729	2,085,391	2,077,154	2,074,987	2,061,417
Minimum Cash Balance												
For ongoing operations	25.0%	123,937	127,697	129,434	131,245	133,131	135,093	137,132	139,248	141,444	143,719	146,075
For debt service	100.0%	23,036	23,036	23,036	23,036	23,036	23,036	23,036	23,036	23,036	23,036	23,036
Minimum Cash Balance Required		146,973	150,733	152,470	154,281	156,166	158,129	160,168	162,284	164,479	166,755	169,111
Amount Over (Under) Minimum		1,770,679	1,806,170	1,834,589	1,858,854	1,890,122	1,911,461	1,922,561	1,923,107	1,912,674	1,908,232	1,892,306

CITY OF PROCTOR

*Check Summary Register©

May 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027694	CITY OF PROCTOR	5/9/2017	$1,653.51	PR17-08L wh PERA
Paid Chk# 027695	UFCW Local 1189	5/9/2017	$96.52	UFCW UNION DUES
Paid Chk# 027696	AMERICAN BOTTLING COMPAN	5/16/2017	$121.90	05082017
Paid Chk# 027697	ARCTIC GLACIER ICE USA, INC	5/16/2017	$90.24	05042017
Paid Chk# 027698	ARTISAN BEER COMPANY	5/16/2017	$306.20	04272017
Paid Chk# 027699	BELLBOY CORPORATION	5/16/2017	$334.75	04262017
Paid Chk# 027700	BERNICK'S PEPSI	5/16/2017	$3,124.75	04262017
Paid Chk# 027701	BLUE CROSS BLUE SHIELD OF	5/16/2017	$1,227.88	HEALTH INSURANCE
Paid Chk# 027702	BREAKTHRU BEVERAGE	5/16/2017	$2,292.36	04272017
Paid Chk# 027703	COCA COLA BEVERAGES OF DU	5/16/2017	$292.62	05092017
Paid Chk# 027704	EMC NATIONAL LIFE COMPANY	5/16/2017	$41.13	INSURANCE
Paid Chk# 027705	GUARDIAN PEST SOLUTIONS, I	5/16/2017	$40.51	PEST CONTROL
Paid Chk# 027706	JOHNSON BROTHERS INC	5/16/2017	$3,012.76	04252017
Paid Chk# 027707	MICHAUD DISTRIBUTING COMP	5/16/2017	$1,172.25	05012017
Paid Chk# 027708	NORTHERN MN DENTAL	5/16/2017	$26.95	INSURANCE
Paid Chk# 027709	PHILLIPS WINE & SPIRITS CO	5/16/2017	$1,457.83	04202017
Paid Chk# 027710	PROCTOR PUBLIC UTILITIES	5/16/2017	$491.52	UTILITIES
Paid Chk# 027711	ROHLFING INC	5/16/2017	$4,543.10	04282017
Paid Chk# 027712	SOUTHERN WINE & SPIRITS OF	5/16/2017	$3,590.00	04282017
Paid Chk# 027713	SUPERIOR BEVERAGE	5/16/2017	$7,422.50	04252017
		Total Checks	$31,339.28	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	$121.90	05082017
Check Name AMERICAN BOTTLING COMPANY		$121.90	
ARCTIC GLACIER ICE USA, INC	Misc Merchandise	$90.24	05042017
Check Name ARCTIC GLACIER ICE USA, INC		$90.24	
ARTISAN BEER COMPANY	Beer Purchases	$306.20	04272017
Check Name ARTISAN BEER COMPANY		$306.20	
BELLBOY CORPORATION	Misc Merchandise	$119.85	04262017
	Freight and Express	$5.00	04262017
	Liquor Purchases	$205.00	04262017
	Freight and Express	$4.90	04262017
Check Name BELLBOY CORPORATION		$334.75	
BERNICK'S PEPSI	Soft Drinks and Mix	$13.75	04262017
	Beer Purchases	$1,851.30	04262017
	Beer Purchases	$1,259.70	05032017
Check Name BERNICK'S PEPSI		$3,124.75	
BLUE CROSS BLUE SHIELD OF MN	Employer Paid Health Insuranc	$819.60	HEALTH INSURANCE
	Employer Paid Health Insuranc	$408.28	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN		$1,227.88	
BREAKTHRU BEVERAGE	Liquor Purchases	$1,333.51	04272017
	Freight and Express	$29.29	04272017
	Freight and Express	$13.64	04272017
	Liquor Purchases	$915.92	04272017
Check Name BREAKTHRU BEVERAGE		$2,292.36	
COCA COLA BEVERAGES OF DULU	Soft Drinks and Mix	$292.62	05092017
Check Name COCA COLA BEVERAGES OF DULUTH		$292.62	
EMC NATIONAL LIFE COMPANY	Employer Paid Health Insuranc	$41.13	INSURANCE
Check Name EMC NATIONAL LIFE COMPANY		$41.13	
GUARDIAN PEST SOLUTIONS, INC	Other Professional Services	$40.51	PEST CONTROL
Check Name GUARDIAN PEST SOLUTIONS, INC		$40.51	
JOHNSON BROTHERS INC	Freight and Express	$34.58	04252017
	Liquor Purchases	$1,049.47	05022017
	Freight and Express	$1.82	04252017
	Soft Drinks and Mix	$37.00	04252017
	Wine Purchases	$21.99	04252017
	Liquor Purchases	$653.34	04252017
	Freight and Express	$18.20	05022017
	Wine Purchases	$921.13	04252017
	Wine Purchases	-$10.66	04132017
	Wine Purchases	$545.81	05022017
	Freight and Express	$9.90	04252017
	Wine Purchases	-$5.33	04202017
	Liquor Purchases	-$283.00	04202017
	Freight and Express	-$1.82	04202017
	Freight and Express	$20.33	05022017
Check Name JOHNSON BROTHERS INC		$3,012.76	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$321.50	05012017
	Beer Purchases	$850.75	05082017
Check Name MICHAUD DISTRIBUTING COMPANY		$1,172.25	
NORTHERN MN DENTAL	Employer Paid Health Insuranc	$26.95	INSURANCE
Check Name NORTHERN MN DENTAL		$26.95	
PHILLIPS WINE & SPIRITS CO	Liquor Purchases	$513.00	05022017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
PHILLIPS WINE & SPIRITS CO	Freight and Express	$1.82	05022017
	Freight and Express	$5.46	05022017
	Liquor Purchases	$46.80	04202017
	Freight and Express	$7.28	04252017
	Freight and Express	$3.64	04252017
	Wine Purchases	$128.00	04252017
	Freight and Express	$10.65	04252017
	Liquor Purchases	$605.18	04252017
	Wine Purchases	$108.00	04252017
	Wine Purchases	$28.00	05022017
Check Name PHILLIPS WINE & SPIRITS CO		$1,457.83	
PROCTOR PUBLIC UTILITIES	Utilities	$491.52	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES		$491.52	
ROHLFING INC	Beer Purchases	$926.05	05052017
	Beer Purchases	$3,617.05	04282017
Check Name ROHLFING INC		$4,543.10	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$20.50	04282017
	Liquor Purchases	$690.56	04282017
	Liquor Purchases	$2,828.89	05052017
	Freight and Express	$50.05	05052017
Check Name SOUTHERN WINE & SPIRITS OF MN		$3,590.00	
SUPERIOR BEVERAGE	Beer Purchases	$745.20	05092017
	Beer Purchases	$3,945.40	04252017
	Beer Purchases	$1,122.60	04282017
	Beer Purchases	$1,063.85	05022017
	Beer Purchases	$545.45	05052017
Check Name SUPERIOR BEVERAGE		$7,422.50	
		$29,589.25	

+1653.51 PR 17-082
+ 96.52 UFCW Union Dues
$31,339.28

CITY OF PROCTOR

*Check Summary Register©

May 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 036142	AMERICAN FAMILY LIFE ASSUR	5/9/2017	$62.70	AFLAC
Paid Chk# 036143	EQUI-VEST	5/9/2017	$369.40	EQUITABLE - DEWALL
Paid Chk# 036144	NCPERS MINNESOTA	5/9/2017	$16.00	MN NCPERS
Paid Chk# 036145	AIRFIBER	5/16/2017	$242.64	MONTHLY FEE
Paid Chk# 036146	AMERIPRIDE SERVICES	5/16/2017	$45.31	COVERALLS
Paid Chk# 036147	AXON ENTERPRISE, INC	5/16/2017	$68.07	BLACK HOLSTER
Paid Chk# 036148	BLUE CROSS BLUE SHIELD OF	5/16/2017	$20,299.23	HEALTH INSURANCE
Paid Chk# 036149	BLUEWATER MECHANICAL, INC	5/16/2017	$194.00	REPAIRS
Paid Chk# 036150	CALBRE PRESS	5/16/2017	$209.00	SEMINAR
Paid Chk# 036151	CONSOLIDATED COMMUNICATI	5/16/2017	$381.33	TELEPHONE SERVICES
Paid Chk# 036152	C W TECHNOLOGY GROUP	5/16/2017	$1,109.50	MONTHLY FEE
Paid Chk# 036153	CORPORATE PAYMENT SYSTE	5/16/2017	$2,255.23	USB CORDS SERVER PARTS
Paid Chk# 036154	EMC NATIONAL LIFE COMPANY	5/16/2017	$462.27	INSURANCE
Paid Chk# 036155	FORD OF HIBBING	5/16/2017	$27,182.00	NEW SQUAD
Paid Chk# 036156	GOPHER STATE ONE-CALL	5/16/2017	$35.10	CALL TICKETS
Paid Chk# 036157	HARTEL'S/DBJ DISPOSAL COMP	5/16/2017	$596.33	TRASH REMOVAL SERVICES
Paid Chk# 036158	HUFF, TOD	5/16/2017	$1,900.00	TRAC 7 LABOR
Paid Chk# 036159	KQDS	5/16/2017	$500.00	SPEEWAY MARKETING
Paid Chk# 036160	LACOURSE & ENVALL, PA	5/16/2017	$1,691.25	LEGAL FEES
Paid Chk# 036161	LAWSON PRODUCTS	5/16/2017	$7.10	RESTOCK FIRST AID KIT
Paid Chk# 036162	LOCKSMITH SERVICES	5/16/2017	$141.95	LOCK REPAIR
Paid Chk# 036163	MAKI & OVEROM, LTD	5/16/2017	$4,398.00	LEGAL FEES
Paid Chk# 036164	MIDWEST RADAR & EQUIPMENT	5/16/2017	$240.00	YEARLY RADAR CERTIFICATION
Paid Chk# 036165	MN CHIEFS OF POLICE ASSOC	5/16/2017	$385.00	GAIDIS CONFERNCE REGISTRATION
Paid Chk# 036166	MN COMMISSIONER OF REVEN	5/16/2017	$250.00	TAX FORFEITED LAND REQUEST
Paid Chk# 036167	MSR WIRE WORKS	5/16/2017	$557.30	WIRING REPAIRS
Paid Chk# 036168	NORTHERN BUSINESS PRODUC	5/16/2017	$127.16	FILE CABINET
Paid Chk# 036169	NORTHERN MN DENTAL	5/16/2017	$1,169.70	INSURANCE
Paid Chk# 036170	PETERSON, LOREN W	5/16/2017	$1,849.57	ACCOUNTING SERVICES
Paid Chk# 036171	PROCTOR BUILDERS	5/16/2017	$2,227.96	SUPPLIES
Paid Chk# 036172	PROCTOR JOURNAL	5/16/2017	$704.08	PUBLICATIONS
Paid Chk# 036173	PROCTOR MILK HOUSE	5/16/2017	$184.68	FUEL
Paid Chk# 036174	PROCTOR PIZZA & SUB SHOP	5/16/2017	$105.83	LUNCH WITH COUNTY
Paid Chk# 036175	PROCTOR PUBLIC UTILITIES	5/16/2017	$3,137.76	UTILITIES
Paid Chk# 036176	SAM'S CLUB	5/16/2017	$37.58	SUPPLIES
Paid Chk# 036177	STACK BROS MECHANICAL	5/16/2017	$854.40	GOLF HOOK UP
Paid Chk# 036178	SUPERIOR TECHNOLOGY GROU	5/16/2017	$1,400.00	SUBSCRIPTIONS
Paid Chk# 036179	SWANK MOTION PICTURES, INC	5/16/2017	$363.00	MIGHTY DUCKS MOVIE
Paid Chk# 036180	TACTICAL SOLUTIONS	5/16/2017	$99.73	GAIDIS WEAPON CARRIER
Paid Chk# 036181	THOMSON REUTERS-WEST	5/16/2017	$94.50	INVESTIGATIVE RESOURCES
Paid Chk# 036182	TOWNSQUARE MEDIA	5/16/2017	$4,140.00	TOURISM MARKETING
Paid Chk# 036183	TROY'S AMOCO	5/16/2017	$1,475.61	POLICE AND FIRE REPAIRS
Paid Chk# 036184	USPS-HASLER	5/16/2017	$500.00	POSTAGE
Paid Chk# 036185	VERIZON WIRELESS	5/16/2017	$153.45	PHONE SERVICES
Paid Chk# 036186	VIKING INDUSTRIAL CENTER	5/16/2017	$55.00	SAFETY ITEMS-SEWER
Paid Chk# 036187	VOL FIREMEN'S BENEFIT ASSN	5/16/2017	$185.00	ANNUAL RENEWAL FORM
Paid Chk# 036188	W.L.S.S.D.	5/16/2017	$24,107.00	WASTEWATER CHARGES
Paid Chk# 036189	WIPFLI LLP	5/16/2017	$4,600.00	CONSULTANTS
Paid Chk# 036190	ZIEGLER, INC	5/16/2017	$441.24	WING REMOVAL AND SAFETY CHECK
		Total Checks	$111,611.96	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
SUPERIOR TECHNOLOGY	General Fund	Operations (Police)	Dues & Subscriptions	$1,400.00	SUBSCRIPTIONS
Check Name SUPERIOR TECHNOLOGY GROUP LLC				$1,400.00	
SWANK MOTION PICTUR	General Fund	Operations (Police)	Dues & Subscriptions	$363.00	MIGHTY DUCKS MOVIE
Check Name SWANK MOTION PICTURES, INC				$363.00	
TACTICAL SOLUTIONS	General Fund	Operations (Police)	Clothing	$99.73	GAIDIS WEAPON CARRIER
Check Name TACTICAL SOLUTIONS				$99.73	
THOMSON REUTERS-WES	General Fund	Operations (Police)	Other Professional Services	$94.50	INVESTIGATIVE RESOURCES
Check Name THOMSON REUTERS-WEST				$94.50	
TOWNSQUARE MEDIA	General Fund	Tourism Expenditures	Advertising - Sponsorship	$4,140.00	TOURISM MARKETING
Check Name TOWNSQUARE MEDIA				$4,140.00	
TROY'S AMOCO	General Fund	Operations (Fire)	Mach & Equip Repair	$280.82	POLICE AND FIRE REPAIRS
	General Fund	Operations (Police)	Mach & Equip Repair	$1,194.79	POLICE AND FIRE REPAIRS
Check Name TROY'S AMOCO				$1,475.61	
USPS-HASLER	General Fund			$500.00	POSTAGE
Check Name USPS-HASLER				$500.00	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$153.45	PHONE SERVICES
Check Name VERIZON WIRELESS				$153.45	
VIKING INDUSTRIAL CEN	Sewer Fund	Sewer	Safety Items	$55.00	SAFETY ITEMS-SEWER
Check Name VIKING INDUSTRIAL CENTER				$55.00	
VOL FIREMEN'S BENEFIT	General Fund	Operations (Fire)	Misc Operating Supplies	$163.00	ANNUAL RENEWAL FORM
	General Fund	Operations (Fire)	Misc Operating Supplies	$22.00	APPLICATION CARDS
Check Name VOL FIREMEN'S BENEFIT ASSN MN				$185.00	
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	
WIPFLI LLP	General Fund	Council	Auditing and Accounting Ser	$4,600.00	CONSULTANTS
Check Name WIPFLI LLP				$4,600.00	
ZIEGLER, INC	General Fund	Snow Removal	Mach & Equip Repair	$441.24	WING REMOVAL AND SAFET
Check Name ZIEGLER, INC				$441.24	
				$111,163.86	

+62.70 AFLAC
+369.40 Equitable
+16.00 MN NCPERS

$111,611.96

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
AIRFIBER	General Fund	Administrative	Computer Misc Expense	$121.32	MONTHLY FEE
	General Fund	Administrative	Computer Misc Expense	$121.32	MONTHLY FEE
Check Name AIRFIBER				$242.64	
AMERIPRIDE SERVICES	General Fund	Street Department	Clothing	$45.31	COVERALLS
Check Name AMERIPRIDE SERVICES				$45.31	
AXON ENTERPRISE, INC	General Fund	Operations (Police)	Clothing	$68.07	BLACK HOLSTER
Check Name AXON ENTERPRISE, INC				$68.07	
BLUE CROSS BLUE SHIEL	General Fund	Administrative	Employer Paid Health Insura	$2,021.25	HEALTH INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$8,567.93	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	Municipal Operations	Employer Paid Health Insura	$2,071.69	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN				$20,299.23	
BLUEWATER MECHANICA	General Fund	Government Building	Bldg Repair & Maint	$97.00	REPAIRS
	General Fund	Government Building	Bldg Repair & Maint	$97.00	REPAIRS
Check Name BLUEWATER MECHANICAL, INC				$194.00	
C W TECHNOLOGY GROU	General Fund	Administrative	Telephone	$64.50	MONTHLY FEE
	General Fund	Administrative	Telephone	$1,045.00	MONTHLY FEE
Check Name C W TECHNOLOGY GROUP				$1,109.50	
CALBRE PRESS	General Fund	Operations (Police)	Training Expense	$209.00	SEMINAR
Check Name CALBRE PRESS				$209.00	
CONSOLIDATED COMMUN	General Fund	Administrative	Telephone	$381.33	TELEPHONE SERVICES
Check Name CONSOLIDATED COMMUNICATIONS				$381.33	
CORPORATE PAYMENT SY	Golf Course F	Admin & General Golf	Dues & Subscriptions	$147.46	GOLF DIRECT TV
	General Fund	Street Department	Licenses	$155.35	STREET DEPT TRAINING
	General Fund	Operations (Fire)	Safety Items	$157.40	FIRE SAFETY DECALS
	General Fund	Operations (Police)	Printed Forms and Paper	$1,386.29	TRAINING AND FORMS
	General Fund	Operations (Civil Defens	Other Equipment Purchase	$408.73	USB CORDS SERVER PARTS
Check Name CORPORATE PAYMENT SYSTEMS				$2,255.23	
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	Operations (Police)	Employer Paid Health Insura	$216.72	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$51.54	INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$43.40	INSURANCE
Check Name EMC NATIONAL LIFE COMPANY				$462.27	
FORD OF HIBBING	General Fund	Operations (Police)	Motor Vehicle Purchase	$27,182.00	NEW SQUAD
Check Name FORD OF HIBBING				$27,182.00	
GOPHER STATE ONE-CAL	Sewer Fund	Sewer	Other Professional Services	$35.10	CALL TICKETS
Check Name GOPHER STATE ONE-CALL				$35.10	
HARTEL'S/DBJ DISPOSAL	General Fund	Government Building	Refuse Disposal	$596.33	TRASH REMOVAL SERVICES
Check Name HARTEL'S/DBJ DISPOSAL COMPANY				$596.33	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$1,000.00	TRAC 7 LABOR
	General Fund	Administrative	Computer Misc Expense	$900.00	TRAC 7 LABOR
Check Name HUFF, TOD				$1,900.00	
KQDS	General Fund	Tourism Expenditures	Advertising - Sponsorship	$500.00	SPEEWAY MARKETING
Check Name KQDS				$500.00	
LACOURSE & ENVALL, PA	General Fund	Municipal Court	Legal Fees	$1,691.25	LEGAL FEES
Check Name LACOURSE & ENVALL, PA				$1,691.25	
LAWSON PRODUCTS	Sewer Fund	Sewer	Safety Items	$7.10	RESTOCK FIRST AID KIT

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
Check Name LAWSON PRODUCTS				$7.10	
LOCKSMITH SERVICES	General Fund	Government Building	Bldg Repair & Maint	$85.95	LOCK REPAIR
	General Fund	Government Building	Bldg Repair & Maint	$56.00	LOCK REPAIR
Check Name LOCKSMITH SERVICES				$141.95	
MAKI & OVEROM, LTD	General Fund	Financial Attorney	Legal Fees	$4,398.00	LEGAL FEES
Check Name MAKI & OVEROM, LTD				$4,398.00	
MIDWEST RADAR & EQUI	General Fund	Operations (Police)	Small Tools and Minor Equip	$240.00	YEARLY RADAR CERTIFICAT
Check Name MIDWEST RADAR & EQUIPMENT				$240.00	
MN CHIEFS OF POLICE AS	General Fund	Operations (Police)	Dues & Subscriptions	$385.00	GAIDIS CONFERNCE REGIST
Check Name MN CHIEFS OF POLICE ASSOC				$385.00	
MN COMMISSIONER OF R	General Fund	City Parks	Improvements other than Bl	$250.00	TAX FORFEITED LAND REQU
Check Name MN COMMISSIONER OF REVENUE				$250.00	
MSR WIRE WORKS	General Fund	Government Building	Bldg Repair & Maint	$557.30	WIRING REPAIRS
Check Name MSR WIRE WORKS				$557.30	
NORTHERN BUSINESS PR	General Fund	Operations (Civil Defens	Office Supplies & Expense	$7.16	OFFICE SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$120.00	FILE CABINET
Check Name NORTHERN BUSINESS PRODUCTS				$127.16	
NORTHERN MN DENTAL	General Fund	Tourism Expenditures	Employer Paid Health Insura	$99.85	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$163.25	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
Check Name NORTHERN MN DENTAL				$1,169.70	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$929.25	ACCOUNTING SERVICES
	General Fund	Accounting	Other Professional Services	$920.32	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				$1,849.57	
PROCTOR BUILDERS	General Fund	Government Building	Bldg Repair & Maint	$121.74	SUPPLIES
	General Fund	City Parks	Bldg Repair Supplies	$1,794.71	SUPPLIES
	General Fund	City Parks	Misc Operating Supplies	$142.98	SUPPLIES
	General Fund	Operations (Police)	Misc Operating Supplies	$168.53	SUPPLIES
Check Name PROCTOR BUILDERS				$2,227.96	
PROCTOR JOURNAL	General Fund	Tourism Expenditures	Advertising - Sponsorship	$574.00	SPEEDWAY MARKETING
	General Fund	Council	Gen Notices & Pub Informati	$130.08	PUBLICATIONS
Check Name PROCTOR JOURNAL				$704.08	
PROCTOR MILK HOUSE	General Fund	Operations (Fire)	Diesel Fuel	$184.68	FUEL
Check Name PROCTOR MILK HOUSE				$184.68	
PROCTOR PIZZA & SUB S	General Fund	Street Department	Meeting Expense	$105.83	LUNCH WITH COUNTY
Check Name PROCTOR PIZZA & SUB SHOP				$105.83	
PROCTOR PUBLIC UTILIT	Sewer Fund	Sewer	Electric Utilities	$59.32	UTILITIES
	General Fund	Operations (Fire)	Electric Utilities	$167.21	UTILITIES
	General Fund	Street Dept Shop Work	Electric Utilities	$808.93	UTILITIES
	General Fund	Government Building	Electric Utilities	$1,528.07	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$19.81	UTILITIES
	General Fund	Operations (Fire)	Electric Utilities	$554.42	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES				$3,137.76	
SAM'S CLUB	General Fund	Government Building	Cleaning Supplies	$37.58	SUPPLIES
Check Name SAM'S CLUB				$37.58	
STACK BROS MECHANICA	Golf Course F	Admin & General Golf	Other Professional Services	$854.40	GOLF HOOK UP
Check Name STACK BROS MECHANICAL				$854.40	

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, March 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 February 21, 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. Thank you from Augustana Lutheran Church

B. Draft Inflow and Infiltration Ordinance Revisions and Public Hearing

C. Letter from Regional Stormwater Protection Team (RSPT)

D. MN Energy email of February 24, 2017

E. Sunshine Week Proclamation

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

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 02/19/17; Liquor Fund payroll period ended 02/19/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

6. NEW BUSINESS

A. Resolution 08-17 – Excess Funds for Playground for EveryBODY (Benson)

B. Minnesota Mayors Association 2017 Annual Conference Attendance

C. Funding Request for Proctor Speedway - $10,000 (unallocated funds for 2017 marketing and promotion – see application and letter from Speedway)

D. LMCIT pre-file notification (Benson)

E. Council Chamber Furniture (Benson)

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

6. NEW BUSINESS (Continued)

F. Memorandum of Understanding –Police Department Vacation

G. Employee Compensation

H. Memo of Understanding – TRAC 7 Position

MEMBER CONCERNS

Larson: Newly Elected Official Conference Report

BILLS FOR APPROVAL

General Fund
$68,990.56

Liquor Fund
$19,783.85

$88,774.41 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on February 21, 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; Tammie McDonald; John Bray, City Attorney; Earl Elde, Midway Township; Kathy Hannan; Ray Sundin, Moose Lodge 1302; Nick Greenwood, PEDA; Garth Rockcastle, MSR; Brent Robinson, RGC; BJ VanCleary, RCG; Gene Zentz, MSR; Shawn McGovern; Tyler Yngsdal, SEH

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by Benson and carried: To approve the February 6, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Benson added 5B: MN Energy Contract
Larson removed 6H: Recodification

Motion by Schwarzbauer, seconded by Larson and carried: To approve the agenda of February 21, 2017 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Gordy Downs expressed concerns about a solar farm in the city of Proctor. He also stated that there was an omission of a thank you to the Golf Board in the Journal.

*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

Benson asked to pull off 4B

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

***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

Benson noted that the committee discussed the referendum, and wanted to know specifically what was said. Nowak stated that the committee just acknowledged the vote. Benson asked for a resolution to be made next agenda asking for excess funds that the townships have, to complete the Playground for Everybody.

Motion by Benson, seconded by Nowak and carried: To approve the minutes of the Parks and Recreation Meeting of February 9, 2017.

*5. UNFINISHED BUSINESS

*A. Council Handbook

*B. MN Energy

Benson wants administration to obtain answers to how many customers they are servicing in Proctor and the cost per therm.

6. NEW BUSINESS

A. Solar Farm Presentation

Representatives from MSR showed the council a presentation about solar farms. They are looking for communities that want to work with positive energy homes.

B. Golf Contract

Casey introduced Chris Klatte and recommended to the council the approval of his contract to help the city run the golf course. Larson agreed with Casey and said this is good for the city for the next three years.

Dick Wicklund and Gordy Downs also spoke on behalf of the golf board and expressed their agreement with Klatte in charge of the golf course.

Motion by Nowak, seconded by DeWall and carried (5-0): To approve the contract for Chris Klatte as presented.

C. Flashing Stop Light at Kirkus and Boundary

Larson stated that the costs of the signs are in the packet for review. Nowak asked if the stop ahead sign would help motorists. DeWall said that the city cannot put flashing signs everywhere, but that intersection has already had several accidents. Schwarzbauer said that personally he thinks a flashing light would be better.

Casey stated that he would recommend getting the signs professionally constructed. Larson agreed with Casey.

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To have administration move forward purchasing a flashing stop ahead sign at the intersection of Boundary Avenue and Kirkus Street; and also Ugstad Road and Kirkus Street.

D. Resolution 05-17 Support of Emergency Services Recognition (Moose Lodge Membership)

Ray Sundin, Governor at Moose Lodge, stated that this is an international program that they are offering to the Emergency Services Personnel.

Casey read Resolution 05-17 aloud.

Motion by Larson, seconded by Nowak and carried (5-0): To approve Resolution 05-17 as presented.

E. Resolution 06-17 - Accepting Feasibility Study: Almac Drive and 6th Street (Sent to councilors via email)

Tyler Yngsdal, SEH, described a power point presentation about the Feasibility Study – 2017 Street and Utility Reconstruction Projects. He reminded the council that they approved the completion of this study in December 2016.

Casey stated that the ½ % sales tax and the bonding for this project are very important. Benson asked for a total cost projection to do these projects with cement.

Casey also stated that the council will have to change the date for the Public Hearing to be March 20, 2017.

Motion by Larson, seconded by Benson and carried (5-0): To approve Resolution 06-17 and accept the Feasibility Study as presented by SEH.

F. Resolution 07-17 – Resolution of Non-Objection (Ducks Unlimited)

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To approve Resolution 07-17 as presented.

G. Memo of Understanding – St. Louis County

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To approve the Memo of Understanding from St. Louis County as presented.

H. Recodification (Information from League of MN Cities included - $10,000 approved in Capital Improvement Plan)

Item removed.

I. 2017 Local Board of Appeal and Equalization Meeting Date

Motion by Larson, seconded by Benson and carried (5-0): To accept the 2017 Local Board of Appeal and Equalization Meeting Date from St. Louis County.

J. Prior Official Recognition

Mayor Larson gave a plaque and thank you for their service to former councilors Shawn McGovern and Travis White.

K. Contract Approval

Motion by DeWall, seconded by Nowak and carried (3-2, Schwarzbauer and Benson opposed): The City Council resolves to not renew its contract ending on 12/31/2016 with Chief Wobig, which action, by necessity, vacates that portion of the City Council's motion of 12/19/2016 as it relates to Chief Wobig.

Benson stated that he didn't understand the language of "by necessity" and Attorney Bray replied that on December 19, 2016, the council voted to continue contracts until negotiations are completed. Benson asked if there was a session scheduled to meet with Chief Wobig to discuss his contract. Larson stated that the city is not renewing his contract.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To recess the council meeting at 8:00 pm and go to closed session under Section 13B.

Motion by DeWall, seconded by Schwarzbauer and carried (4-1, Benson opposed): To reopen the council meeting at 8:30pm

A. Union and Negotiations Update

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund	Liquor Fund
$106,665.32	$44,999.28

$151,580.60 TOTAL BILLS FOR APPROVAL

Motion by Schwarzbauer, seconded by Nowak and carried: To approve the General Fund and Liquor Fund bills as presented.

ADJOURNMENT

Motion by DeWall, seconded by Larson and carried: To adjourn the City Council meeting at 8:40pm.

1A.

February 21, 2017

Proctor Police Dept.
100 Pionk Dr
Proctor, MN 55810

On behalf of Augustana Lutheran Church, Thank You for supporting "Night to Shine" on February 10, 2017. Your donation of a uniformed police officer was greatly appreciated and was important to our events success.

This year we had 103 honored guests with 103 companions. To support this event we had roughly 240 volunteers working throughout the day from setup to tear down. We offered hair and makeup touch ups, shoe shine stations, photo booths, miniature golf, caricatures, karaoke, dancing, limousine rides and more! We couldn't have made all of this possible without your contribution. Thank you!

Sincerely,

Mollie M. Haag

Mollie M Haag
Augustana Lutheran Church
Night to Shine Coordinator

Your potential tax-deduction is based on the stated value for the goods and services you provided. This letter will serve as your receipt.

Augustana Lutheran Church is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN 411501890

Augustana Lutheran Church

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

WLSSD

Western Lake Superior Sanitary District

1B.

February 14, 2017

Mr. Mark Casey
City of Proctor
100 Pionk Drive
Proctor, MN 55810

RE: Draft Inflow and Infiltration Ordinance Revisions and Public Hearing

Dear Mr. Casey:

Since early 2016, District staff have been working on revisions to the WLSSD Ordinance Establishing Standards for Reduction of Inflow and Infiltration (I & I) which was originally adopted in 2008. The initial proposed revisions were distributed to area stakeholders in June. After distribution of this draft a number of comments were received in writing and through a public hearing in addition to a meeting with the Duluth Area Association of Realtors. Additional changes were made and a revised draft was provided to all communities in August taking into account feedback received up to that point.

Following distribution of the August draft, District staff convened a work group comprised of area stakeholders and has been meeting individually with communities. A number of additional revisions have been made to the Ordinance which are highlighted in the enclosed redlined version of the draft.

A public hearing will be held, Wednesday, March 22nd at 5:00 PM in the WLSSD Board Room to review the Ordinance language and receive comments. In addition, any comments on the draft language can be submitted to my attention in writing to 2626 Courtland Street, Duluth, MN 55806 or emailed to me at brandon.kohlts@wlssd.com prior to the scheduled public hearing.

If you have any questions in this regard, I can be reached at 218-740-4798.

Sincerely,

Brandon Kohlts
Senior Planner

Encl. Draft WLSSD Inflow and Infiltration Ordinance (Feb 2017)

1C.

STORMWATER RSPT REGIONAL PROTECTION TEAM

Andrea Crouse, and Todd Carlson
Co-Chairs, Regional Stormwater Protection Team (RSPT)

2/14/2017

To RSPT Member,

Thank you for continuing to support efforts to protect local water from pollution by being a member of the Regional Stormwater Protection Team (RSPT). Clean water is important to all of us for many different reasons: public health, recreation, scenic beauty, fishing opportunities, and tourism... just to name a few.

According to the EPA, stormwater is the leading source of pollution to our nation's water, and in this region, that ultimately means Lake Superior. RSPT's mission is to educate and inform people about how their actions can and will impact water quality and to provide reasonable options and tools for decreasing stormwater pollution off their property. Since 2003, RSPT has been working to increase the public's understanding of stormwater pollution and promote methods to prevent it.

You are receiving this letter because RSPT members recently voted to increase annual dues by 10% (dues have not been raised since RSPT's inception in 2003). The 10% increase will go into effect next year, on the 2018 invoice. A draft invoice is enclosed for your community reflecting this change.

As a member of the RSPT, your organization receives the benefits of sharing resources with other local agencies and organizations. By working together we can accomplish much more than all of us working separately. For most of our members, being a part of the RSPT is critical to helping your organization meet specific education and outreach requirements of your MS4 stormwater permit.

We would like to personally thank you for your past support with both resources and staff time. The participation and collaboration of our members is vital to keeping our creeks, streams, and lakes clean.

Enclosed you will find a draft 2018 invoice which reflects the 10% increase to the annual dues that will go into effect next year. We want communities to have the time to plan for the increase. If you have any questions or concerns about RSPT or its mission please feel free to contact us anytime.

Sincerely,

Andrea B. Crouse & Todd Carlson

Andrea B. Crouse and Todd Carlson

Andrea B. Crouse and Todd Carlson – Co-Chairs, Regional Stormwater Protection Team
Andrea - office: 715-394-0392 ext. 1041 or crouse@cl.superior.wi.us
Todd - office: 218-730-4051 or tcarlson@duluthmn.gov

1D.

From: Sarvela, Pamela M [mailto:PMSarvela@minnesotaenergyresources.com]
Sent: Friday, February 24, 2017 10:52 AM
To: Mark Casey
Subject: RE: Ordinance

I am working to get a breakdown of the customer classes, as this would be the information Proctor would be interested in if they were considering a franchise fee and calculating how they may want to spread it to generate the revenues anticipated. Please note, the count is based on the meters considered Proctor, but in order for a franchise fee to be applied, they resident/business would have to be within the city limits of Proctor. If the city would like to get into finer detail, we would need to provide you with a list of addresses and the city would need to identify those that are within the city limits (but that may be more than what you are looking for). The customer count I am showing for Proctor is as follows:

Proctor: 1112 meters

If Midway is within the city limits, it would include an additional 77 meters.

The following is the 12 month weighted average per therm cost for residential customers from the period March 2016 through February 2017.

RESIDENTIAL	12 Month	
	Weighted Average	
Cust Charge*	$10.45	
Gas Cost	$0.42176	
Dist Margin	$0.23980	
Effective Rate w/o Cust Chg	$0.66156	
Effective Rate w/ Cust Chg	$0.80163	
Note: Effective 3.1.17, Customer Charge is fixed at $9.50/month		

*Please note, there was an interim charge for the monthly customer charge, but effective 3.1.17 the interim charge is removed, and the monthly customer charge is set at $9.50.

Mark – I have not yet found a good source for the average therm cost for commercial customers. Is this something that the councilor would like to see – or was the primary concern the residential?

Also – was there anything else I was to deliver? My notes show the meter count and per therm cost.

Kind Regards,

Pam

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

E.

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

2017 Sunshine Week - Open Government Proclamation

WHEREAS, James Madison, the father of our federal Constitution, wrote that "consent of the governed" requires that the people be able to "arm themselves with the power which knowledge gives," and

WHEREAS, every citizen in our participatory democracy has an inherent right to access to government meetings and public records; and

WHEREAS, strides must be taken to overcome barriers to public understanding of the public's business; and

WHEREAS, an open and accessible government is vital to establishing and maintaining the people's trust and confidence in their government and in the government's ability to effectively serve its citizens; and

WHEREAS, the protection of every person's right of access to public records and government meetings is a high priority of the City of Proctor and its City Council, and

WHEREAS, the City of Proctor and its City Council along with its commissions and committees are committed to openness and transparency in all aspects of its operations and seeks to set a standard in this regard; and

NOW, THEREFORE, the City of Proctor and its City Council commits during this Sunshine Week, March 12 through March 18, commemorating the anniversary of James Madison's birth, and throughout the year to work diligently to enhance the public's access to government records and information, and to ensure that all meetings of deliberative bodies under its jurisdiction, and their committees, are fully noticed and open to the public.

Mayor of Proctor _____ Date _____

City Administrator _____ Date _____

PR17-04 2/6/17 - 2/19/17 3A

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	$1,600.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	$3,461.54
	City Administrator	Government Building	Part-Time Employee	$691.90
	City Clerk	Administrative	Full-Time Employee Regular	$2,308.60
	City Clerk	Administrative	Full-Time Employee Regular	$546.00
	City Clerk	Administrative	Full-Time Employee Overtime	$103.02
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$669.48
	Police	Operations (Police)	Full-Time Employee Regular	$36,598.89
	Police	Operations (Police)	Full-Time Employee Regular	$702.48
	Police	Operations (Police)	Full-Time Employee Overtime	$833.22
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$1,468.68
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$324.63
	Police	Admin Secretary (Police)	Part-Time Employee	$290.56
	Police	Admin Secretary (Police)	Part-Time Employee	$581.12
	Police	Police Grant Labor	Full-Time Employee Overtime	$743.04
	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	$376.96
	Streets & Roadways	Street Department	Full-Time Employee Regular	$1,325.93
	Streets & Roadways	Street Department	Full-Time Employee Regular	$343.45
	Streets & Roadways	Street Department	Full-Time Employee Regular	$848.16
	Streets & Roadways	Street Department	Full-Time Employee Regular	$870.03
	Streets & Roadways	Street Department	Full-Time Employee Regular	$106.02
	Streets & Roadways	Sanding	Full-Time Employee Regular	$94.24
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	$3,345.80
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	$558.89
	Operations (PUC)	Administrative and General	Temporary Employees Regular	$619.88
FUND 100 General Fund				$64,130.23
Sewer Fund	Public Works	Sewer	Full-Time Employee Regular	$83.07
FUND 500 Sewer Fund				$83.07
				$64,213.30

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$344.85
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,327.15
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$2,091.26
FUND 600 Liquor Fund				$3,763.26
				$3,763.26

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 4

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	4.00	1.5	$103.02	City -Bi-wk
Shift Multiplier 1.5	4.00		$103.02	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	4.00	1.5	$131.94	City -Bi-wk TZD grant
POLICE	12.00	1.5	$484.02	City -Bi-wk
POLICE	14.00	1.5	$611.10	City -Bi-wk TZD grant
POLICE	4.00	1.5	$174.60	City -Bi-wk
POLICE	4.00	1.5	$174.60	City -Bi-wk
Shift Multiplier 1.5	38.00		$1,576.26	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	7.00	1.5	$247.38	City -Bi-wk
Street Department	2.67	1.5	$110.90	City -Bi-wk
Street Department	7.50	1.5	$311.51	City -Bi-wk
Shift Multiplier 1.5	17.17		$669.79	
Pay Group Description City -Bi-wk	59.17		$2,349.07	
Location Description Liquor Store				
Shift Multiplier 1.5				
Liquor Store	2.00	1.5	$41.07	Liq -Bi-Wk
Shift Multiplier 1.5	2.00		$41.07	
Pay Group Description Liq -Bi-Wk	2.00		$41.07	
	61.17		$2,390.14	

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

UA.

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

Resolution 08-17
Playground for EveryBODY

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

WHEREAS, ISD 704 voters approved the recent referendum for $12 million for sports facilities upgrades; and

WHEREAS, the money will be used for hockey, football, softball, baseball soccer and lacrosse along with outdoor athletic upgrades in Canosia, Grand Lake, Solway and Midway Townships; and

WHEREAS, while athletes will get a place to play the Playground for EveryBODY sits partially completed since 2011; and

WHEREAS, the sports facilities upgrades are for handicapable athletes the Playground for EveryBODY will be boundary-free and safe for children with any kind of physical or mental disability; and

WHEREAS, Children in ISD 704 learn by playing, and every child deserves to play on a playground that is designed for them, and

WHEREAS, Proctor Public Utilities customers have participated rounding up their payments for the Playground for EveryBODY.

NOW, THEREFORE BE IT RESOLVED, the Proctor City Council requests that any unused funds from the Townships or sports facilities upgrades be used to complete Playground for EveryBODY.

Upon vote taken thereon, the following voted:

For:
Against:

Whereupon said Resolution 08-17was declared duly passed and adopted this 6th day of March, 2017.

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator

6B.

Minnesota Mayors Association 2017 Annual Conference

Discovering and Developing Minnesota Cities

April 28-29

What do tourism, shoreline preservation, and 10,000 lakes mean for Minnesota cities?

During this two-day conference you'll have the opportunity to sit down with mayors from across the state as you explore how tourism impacts jobs and creates sales in Minnesota communities, and what that means for our overall economy. Plus, discover what your role is as mayor in maintaining and restoring shorelines so Minnesota's 10,000 lakes can be enjoyed now and in the years to come.

At the 2017 MMA Annual conference you will:

- Discover the affect of tourism on Minnesota cities as you review the most recent travel and tourism economic impact highlights
- Learn how shoreline restoration impacts overall lake quality
- Enjoy a guided boat tour of Gull Lake's shoreline management program
- Hear remarks from federal officials, including Rep. Tom Emmer, 6th Congressional District
- Network and share insights with other mayors from around the state
- Lend your voice to the MMA annual meeting

Date/Location:
April 28-29
Madden's on Gull Lake
11266 Pine Beach Peninsula
Brainerd, MN 56401

Fees*:

- Regular attendee: $130
- First-time attendee: $90
- Guest: $75
  Lodging is not included in these fees

Agenda—Minnesota Mayors Association 2017 Annual Conference

FRIDAY, APRIL 28

1 p.m.
Conference Check-In

2:30 p.m.
Optional Pre-Conference Roundtable Discussions
Join other mayors at this optional pre-conference event to dive into more details around using social media to enhance your city.

4:30 p.m.
Social Hour and Patron Displays

6 p.m.
Dinner

6:45 p.m.
Welcome and Comments
H. Peterson, Mayor, Blooming Prairie and MMA President
Dave Cavanaugh, Mayor, East Gull Lake

7 p.m.
Open Forum on Mayoral Issues
Moderator: H. Peterson, MMA President
Panelists: MMA Executive Committee members
Join your fellow mayors as you discuss the topics that are impacting Minnesota cities, from running city council meetings, attracting businesses to your city, and more!

8:30 p.m.
Dessert Buffet and Patron Displays
Get to know the companies that have generously supported the MMA Annual Conference.

SATURDAY, APRIL 29

7 am.
Continental Breakfast

8:30 a.m.
The Economic Impact of Tourism in Minnesota
John Edman, Executive Director, Explore Minnesota
Travel and tourism brings people to, or through, most cities in Minnesota—creating jobs and

generating sales. Hear from Explore Minnesota's executive director on the most recent travel and tourism economic impact highlights for the state of Minnesota, tourism regions, and counties.

10 a.m.
Break

10:30 a.m.
Shoreline Management
Chris Pence, Land Services Supervisor, Crow Wing County
Restoring shoreline is important to overall lake quality. Hear from the Crow Wing County land services department for more information on shoreline management implementation and regulations.

12 p.m.
Lunch and MMA Annual Meeting

2 p.m.
Guided Boat Tour of Gull Lake's Shoreline Management

4 p.m.
Return to Madden's

5 p.m.
Social Hour

6 p.m.
Dinner

7 p.m.
Evening Program: Remarks from Rep. Tom Emmer, 6th Congressional Dist. (Confirmed) and Other Federal Officials to be Announced

8 p.m.
Adjourn

6C,

Tammie McDonald

From:	Sally Hedtke
Sent:	Wednesday, February 22, 2017 9:04 AM
To:	Mark Casey; Tammie McDonald; Phil Larson; Brandy Ream; bream@spiritmt.com; Dan Rohweder (sunkink@yahoo.com); Deanna Gregorich; Frank Siiro (fsiiro2011 @hotmail.com); Ryan Jones; Sally Hedtke; Tony Banks (duluthsouth.mn@americinn.com)
Subject:	Speedway Funding Request

On February 21, 2017, the Tourism Committee voted to recommend that the Proctor Speedway receive $10,000 of unallocated lodging tax funds for 2017 marketing and promotion. The Committee requests that the City Council approve this funding request.

Sally R. Hedtke, Proctor Tourism
City of Proctor
100 Pionk Drive
Proctor, MN 55810
218-628-6297, ext. 297

CITY OF PROCTOR
LODGING TAX FUNDING REQUEST
Proctor Tourism Committee

Date Form Completed: Feb 16, 2017 AMOUNT REQUESTED: $10,000

Organization applying for funding: Lakehead Racing Association / Proctor Speedway

Contact Person: Dennis McCauley

Address: 2017 Central Ave

City, State, Zip: Superior WI 54880

Phone: Cell Phone: 218-348-9919

Email: dennis@proctorspeedway.com Website: proctorspeedway.com

REQUIREMENTS for Requesting Lodging Tax Funds:

- Lodging tax funds should be used for the promotion of events and activities in Proctor and to maximize the benefits to the community and visitors. Applicants are strongly encouraged to request funding for marketing and promotion in communities outside the area. Requests will be considered for other expenses when it involves the startup of an event, events with a proven record of exceptional visitor attendance, or for other instances. Groups or individuals can apply, and do not need to be a non-profit.

- Application should be submitted no less than 90 days in advance of event. Consideration may be given in special circumstances.

- The contact person or representative should plan to attend a Tourism Committee meeting to answer questions prior to approval.

- If funding approved, summary report must be submitted to the Tourism Committee within 45 days after completion and must include:
  1. Marketing, promotion and advertising for event.
  2. Summary of economic value to Proctor.
  3. Number of visitors who attended the event, as well as number who stayed in Proctor overnight. Event sponsor is responsible for tracking visitor attendance.

- If funding approved, organization or individual agrees to list City of Proctor Tourism as a sponsor on all printed materials, and submit a press release about the funding.

- All forms, applications, and requirements must be completed before requesting Tourism Funds.

- NO FUNDS will be disbursed without a submitted invoice or billing statement.

APPLICATION MUST INCLUDE THE FOLLOWING: (Use additional pages as needed)

1. General description of event: Dates, venue, occasion, and history of event.
Weekly Racing beginning in may through September
Special Events also with Regular Racing on Sunday Night
also have Friday + Saturday Event during the year

2. Target Audience: Who will attend and anticipated number.
Family Friendly Stock Car racing Audience is from children through elderly. Events can see from 600 Pep to over 2300 attending our events

3. Visitor Attendance Plan, including process to identify number of visitors who attend the event.
Tiket sales will show actual attendance. will be trying to work with Local Hotels to better track attendance

4. **Business Plan:**
Budget
Marketing
Anticipated Income
Sponsorships, Donations, In-Kind
Expenses
Plan for Sustainability of Event

Television Advertising / Radio Advertising
ATD Racing Magazine / Website Notices
Social Media including Twitter, Facebook, Instagram, Photos / Local Newspapers
On site Advertising including Live Remotes

4. Projected economic impact to Proctor hotels and businesses. Additionally we will be trying to expand on a couple events to make them a two day event to keep people in the area longer

Signature of Organization Representative agreeing to Funding Requirements:

Date: Feb 16, 17

Send completed application to: City of Proctor Tourism, c/o Sally Hedtke
100 Plank Drive, Proctor, MN 55810

Be sure all forms, applications, and requirements are completed before submitting request. For assistance, call (218) 628-6297- ext. 297, or City Hall (218) 624-364.

Dear Proctor Tourism Committee

The Lakehead Racing Association (Proctor Speedway) was proud to team up with the Proctor Tourism Committee for the 2016 racing season. We thought that the partnership brought a lot of great things to the Speedway and hopefully also benefited the community just as much. In our first venture together we hope that we gained the trust to continue this relationship for many years to come. As most you know the Speedway brings numerous people into the community throughout the summer months from close and far away. The Speedway is not a one night, one weekend, nor a one week event. We begin racing in the early part of May and continue each and every until the beginning of September (please see attached tentative early Schedule). In all we have a minimum of 20 events scheduled throughout the summer but expect to have an additional event also.

The 2016 season brought us numerous opportunities to get the word out and try many avenues in advertising. Some we believe were very useful and others that we tried we don't believe offered as much of a benefit. The good news is we found some very useful opportunities to spread the word and bring people to the Proctor area and help increase our attendance at Proctor Speedway. With this knowledge I think we can do an even better job in 2017 with our partnership. It was our goal last year to increase the attendance to the Speedway through these advertising areas to build the attendance back up to a thriving grandstand full of spectators, who subsequently will be traveling to the City of Proctor and visiting the other local Businesses and offerings the City has. Our overall attendance last year showed the effort put forth in increasing attendance at our regular racing events by an average of 30 guests per evening; however I think we can build on this again this year to continue this trend in the positive manor.

We will again use advertising through "All The Dirt" which also reaches a six state and three providences of Canada area. It is our plan to use more of the Charter television advertising to reach many areas throughout northern Minnesota, Wisconsin, and the Upper Peninsula of Michigan. We will again be looking at obtaining a partnership with one of the local radio stations for our weekly events to keep our name in people's ears on a daily basis as well. We will also see some special advertising

opportunities during our special events of the year that we will try some more advertising in certain markets such as the Thunder Bay Newspaper, Ashland Radio Station, and numerous boosts on Facebook throughout the states of Wisconsin and Minnesota.

With all of these opportunities we expect to bring many guests back to the Proctor area that may not have been here in awhile, in addition to new visitors to the area who have never visited our track, or fine city. It is also our hopes many of these guests would be return and multiple repeat visitors for years to come. The Lakehead Racing Association in Conjunction with the South Saint Louis County Fair will again be bringing the Monster Trucks back to the fairgrounds this year June 23rd and 24th, for two exciting nights of action sure to draw people from all over the northland. We managed to pull this all together for a very nice audience in 2016 even though it was over Grandma's Marathon weekend. In 2017 we are going to have it a week after the Marathon to allow for opportunities for guests to stay in the Proctor area since all the hotels will not be booked with runners. We think this will be a great benefit to the Tourism of the area and also enhance the event. We will again be having our single most attended event next year in the Mid-summer Night of Mayhem on August 5th. This one day event alone brings over 2000 adults to the Speedway that evening from all over Minnesota and Wisconsin already.

With these opportunities of course comes a cost. The Lakehead Racing Association would respectfully ask for a total of $10,000.00 again this year, which would go to cover some of the expenses of advertising these events throughout the year for the Community. We would like to remind you this is not for a single event or weekend this is for the whole summer activities which when broken down is very modest. If there is any additional information or discussion that we could help with please do not hesitate to contact me. Thank you for your time and consideration.

Dennis McCauley

President

Lakehead Racing Association, Proctor Speedway

218-348-9919

LeF.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between the City of Proctor (hereafter "City") and Law Enforcement Labor Services, Inc., Local # 21 (hereafter "Union").

WHEREAS, the City and the Union are parties to a collective bargaining agreement;

WHEREAS, due to recent staffing changes within the Proctor Police Department, employees within the bargaining unit will be restricted in allowable vacation time use in order to maintain necessary staffing levels;

WHEREAS, the collective bargaining agreement contains language limiting the maximum amount of vacation accrual in Article 8 as follows:

Section A: Subject to the provisions herein, each eligible employee shall receive vacation with pay corresponding to the length of service shown in the following table:

Years of Service	*Monthly*	*Yearly*
0 through 1	*3.33 hrs*	*40 hours*
2 through 5	*6.66 hrs*	*80 hours*
6 through 12	*10 hrs*	*120 hours*
13 through 19	*13.36 hrs*	*160 hours*
After 20	*16.69 hrs*	*200 hours*

Employees may have a maximum accrual of one and one half (1 ½) the employee's yearly earned vacation provided that fifty percent (50%) of the employee's yearly earned vacation is used within that year. Part-time employees will receive vacation accrual on a prorated basis of actual hours worked.

WHEREAS, the City and the Union agree the vacation accrual maximum restriction set out in Article 8 of the collective bargaining agreement should be lifted or, at the employee's option, the employee shall be compensated at their regular base rate for hours accrued over the max accrual.

NOW, THEREFORE, the City and the Union agree to:

1. Temporarily lift the vacation accrual maximum until such time that the restriction on vacation use is removed and necessary staffing levels are reached.

2. That employees who chose not to accrue vacation time over the maximum accrual rate will be compensated at their regular base rate for each hour over the max accrual.

3. This agreement will be in full force and effect until such time the parties mutually agree to sunset the agreement or a successor agreement is reached.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the dates indicated by their respective signatures.

CITY OF PROCTOR	**LAW ENFORCEMENT LABOR SERVICES, INC**
_____	_____
_____	_____

CITY OF PROCTOR

*Check Summary Register©

February 2017 to March 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027587	CITY OF PROCTOR	2/22/2017	$1,597.95	PR17-03L wh PERA
Paid Chk# 027588	EMC NATIONAL LIFE COMPANY	2/22/2017	$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 027589	ADT SECURITY SERVICES	3/7/2017	$122.96	SECURITY
Paid Chk# 027590	AMERICAN BOTTLING COMPAN	3/7/2017	$88.50	02202017
Paid Chk# 027591	ARTISAN BEER COMPANY	3/7/2017	$27.00	02162017
Paid Chk# 027592	BERNICK'S PEPSI	3/7/2017	$2,150.15	02222017
Paid Chk# 027593	BREAKTHRU BEVERAGE	3/7/2017	$1,756.74	02162017
Paid Chk# 027594	CENTURYLINK	3/7/2017	$213.62	PHONE SERVICE
Paid Chk# 027595	G&K SERVICES	3/7/2017	$49.84	SUPPLIES
Paid Chk# 027596	GARTNER REFRIGERATION CO	3/7/2017	$632.68	REPAIRS
Paid Chk# 027597	JOHNSON BROTHERS INC	3/7/2017	$3,884.04	02142017
Paid Chk# 027598	LAMAR COMPANIES	3/7/2017	$690.00	POSTERS, SIGNS
Paid Chk# 027599	MICHAUD DISTRIBUTING COMP	3/7/2017	$699.85	02202017
Paid Chk# 027600	NORTHERN MN DENTAL	3/7/2017	$26.95	DENTAL INSURANCE
Paid Chk# 027601	PHILLIPS WINE & SPIRITS CO	3/7/2017	$2,573.05	02142017
Paid Chk# 027602	PROCTOR BUILDERS	3/7/2017	$99.83	SUPPLIES
Paid Chk# 027603	PROCTOR JOURNAL	3/7/2017	$312.12	ADVERTISEMENT
Paid Chk# 027604	SOUTHERN WINE & SPIRITS OF	3/7/2017	$3,085.07	02242017
Paid Chk# 027605	SUPERIOR BEVERAGE	3/7/2017	$1,611.30	02172017
Paid Chk# 027606	VINOCOPIA	3/7/2017	$147.80	02242017
		Total Checks	$19,783.85	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
ADT SECURITY SERVICES	Security Systems	$122.96	SECURITY
Check Name ADT SECURITY SERVICES		$122.96	
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	$88.50	02202017
Check Name AMERICAN BOTTLING COMPANY		$88.50	
ARTISAN BEER COMPANY	Beer Purchases	-$27.00	02022017
	Beer Purchases	-$13.50	02022017
	Beer Purchases	$67.50	02162017
Check Name ARTISAN BEER COMPANY		$27.00	
BERNICK'S PEPSI	Beer Purchases	$900.95	02152017
	Beer Purchases	$391.60	02222017
	Beer Purchases	$857.60	02222017
Check Name BERNICK'S PEPSI		$2,150.15	
BREAKTHRU BEVERAGE	Liquor Purchases	$664.20	02232017
	Freight and Express	$12.49	02232017
	Liquor Purchases	$1,064.33	02162017
	Freight and Express	$15.72	02162017
Check Name BREAKTHRU BEVERAGE		$1,756.74	
CENTURYLINK	Telephone	$213.62	PHONE SERVICE
Check Name CENTURYLINK		$213.62	
G&K SERVICES	Misc Operating Supplies	$49.84	SUPPLIES
Check Name G&K SERVICES		$49.84	
GARTNER REFRIGERATION CO	Misc Operating Supplies	$632.68	REPAIRS
Check Name GARTNER REFRIGERATION CO		$632.68	
JOHNSON BROTHERS INC	Liquor Purchases	$21.99	02142017
	Wine Purchases	$985.11	02212017
	Freight and Express	$29.12	02212017
	Liquor Purchases	$1,409.48	02212017
	Freight and Express	$23.51	02212017
	Soft Drinks and Mix	-$44.00	02142017
	Freight and Express	-$1.82	02142017
	Wine Purchases	-$16.08	02092017
	Liquor Purchases	-$9.63	02022017
	Liquor Purchases	$948.75	02142017
	Freight and Express	$11.76	02142017
	Wine Purchases	$502.19	02142017
	Freight and Express	$23.66	02142017
Check Name JOHNSON BROTHERS INC		$3,884.04	
LAMAR COMPANIES	Advertising - Enterprises	$690.00	POSTERS, SIGNS
Check Name LAMAR COMPANIES		$690.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$310.70	02272017
	Beer Purchases	$389.15	02202017
Check Name MICHAUD DISTRIBUTING COMPANY		$699.85	
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	$9.10	02142017
	Misc Operating Supplies	$22.75	02212017
	Liquor Purchases	$465.75	02142017
	Freight and Express	$1.82	02142017
	Wine Purchases	$48.00	02142017
	Wine Purchases	$307.15	02212017
	Freight and Express	$15.63	02212017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
PHILLIPS WINE & SPIRITS CO	Liquor Purchases	$1,315.01	02212017
	Beer Purchases	$375.10	02242017
	Freight and Express	$12.74	02212017
Check Name PHILLIPS WINE & SPIRITS CO		$2,573.05	
PROCTOR BUILDERS	Misc Operating Supplies	$99.83	SUPPLIES
Check Name PROCTOR BUILDERS		$99.83	
PROCTOR JOURNAL	Advertising - Enterprises	$25.00	DINING GUIDE
	Misc Operating Supplies	$213.97	BAGS
	Advertising - Enterprises	$73.15	ADVERTISEMENT
Check Name PROCTOR JOURNAL		$312.12	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$25.44	02172017
	Liquor Purchases	$1,471.97	02172017
	Liquor Purchases	$1,554.52	02242017
	Freight and Express	$33.14	02242017
Check Name SOUTHERN WINE & SPIRITS OF MN		$3,085.07	
SUPERIOR BEVERAGE	Beer Purchases	$560.25	02242017
	Beer Purchases	$506.50	02212017
	Beer Purchases	$544.55	02172017
Check Name SUPERIOR BEVERAGE		$1,611.30	
VINOCOPIA	Freight and Express	$3.80	02242017
	Wine Purchases	$144.00	02242017
Check Name VINOCOPIA		$147.80	
		$18,171.50	

+ 1597.95 PR 17-03
+ 14.40 Supp Life (CE)

$19,783.85

CITY OF PROCTOR

*Check Summary Register©

February 2017 to March 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 035949	MAKI & OVEROM, LTD	2/17/2017	$5,019.00	LEGAL FEES
Paid Chk# 035950	EMC NATIONAL LIFE COMPANY	2/22/2017	$88.90	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 035951	LAW ENFORCEMENT LABOR SE	2/22/2017	$245.00	LELS UNION DUES
Paid Chk# 035952	PROCTOR POLICE DEPT UNION	2/22/2017	$50.00	POLICE DUES
Paid Chk# 035953	TEAMSTERS LOCAL UNION #346	2/22/2017	$441.00	Teamsters union dues
Paid Chk# 035954	AIRFIBER	3/7/2017	$121.32	MONTHLY FEE
Paid Chk# 035955	AMERIPRIDE SERVICES	3/7/2017	$259.93	MATS
Paid Chk# 035956	CENTURYLINK	3/7/2017	$327.00	PHONE SERVICE
Paid Chk# 035957	C W TECHNOLOGY GROUP	3/7/2017	$1,045.00	MANAGED AGREEMENT
Paid Chk# 035958	DAVID BRENNA	3/7/2017	$5,339.37	3% REBATE
Paid Chk# 035959	DULUTH SUPERIOR TROPHY	3/7/2017	$45.00	3 PLAQUES
Paid Chk# 035960	CORPORATE PAYMENT SYSTE	3/7/2017	$1,877.18	GOLF DIRECT TV-TO BE CREDITED
Paid Chk# 035961	ESC SYSTEMS, INC	3/7/2017	$150.00	ACCESS CONTROL PARTS
Paid Chk# 035962	FIREMAN'S RELIEF ASSOCIATIO	3/7/2017	$2,000.00	REVENUE REIMBURSEMENT
Paid Chk# 035963	FLEET SERVICES	3/7/2017	$1,797.44	FUEL - PD
Paid Chk# 035964	FOSSUM PLUMBING & HEATING	3/7/2017	$687.21	REPAIR LEAKS
Paid Chk# 035965	HIBBING COMMUNITY COLLEGE	3/7/2017	$1,200.00	ARLET 2017 MEMBERSHIP FOR 6 OF
Paid Chk# 035966	HUFF, TOD	3/7/2017	$2,800.00	STUDIO LABOR
Paid Chk# 035967	INTERSTATE BATTERIES	3/7/2017	$44.37	LAWN AND GARDEN BATTERY
Paid Chk# 035968	JOHNSON, BRAD	3/7/2017	$50.92	HEADLAMPS FOR FIRE HELMETS
Paid Chk# 035969	LACOURSE & ENVALL, PA	3/7/2017	$993.00	LEGAL FEES
Paid Chk# 035970	LARSON, PHIL AND SHERYL	3/7/2017	$160.54	CONFERENCE REIMBURSEMENT
Paid Chk# 035971	MAKI & OVEROM, LTD	3/7/2017	$8,752.89	LEGAL FEES
Paid Chk# 035972	Minn Dept of Labor & Industry	3/7/2017	$200.00	BOILER FEES
Paid Chk# 035973	MINNESOTA ENERGY RESOURC	3/7/2017	$37.80	UTILITIES
Paid Chk# 035974	MN POLLUTION CONTROL AGEN	3/7/2017	$23.00	WASTEWATER CERTIFICATION RENEW
Paid Chk# 035975	NORTHERN MN DENTAL	3/7/2017	$1,169.70	DENTAL INSURANCE
Paid Chk# 035976	NOWAK, GARY	3/7/2017	$19.97	CONFERENCE REIMBURSEMENT
Paid Chk# 035977	OFFICE ENTERPRISES	3/7/2017	$1,544.00	CONTRACT FOR 2017-2018
Paid Chk# 035978	PETERSON, LOREN W	3/7/2017	$2,215.88	ACCOUNTING
Paid Chk# 035979	PROCTOR BUILDERS	3/7/2017	$240.27	SUPPLIES
Paid Chk# 035980	PROCTOR CHAMBER OF COMM	3/7/2017	$400.00	REIMBURSEMENT-SMALL BUSINESS T
Paid Chk# 035981	PROCTOR JOURNAL	3/7/2017	$906.71	PUBLICATIONS
Paid Chk# 035982	SEH	3/7/2017	$3,251.25	ENGINEERING FEES
Paid Chk# 035983	ST LUKES MEDICAL CLINIC	3/7/2017	$304.00	FIREFIGHTER TESTING
Paid Chk# 035984	TEAMLAB	3/7/2017	$353.75	VEGETATION KILLER FOR FENCELIN
Paid Chk# 035985	TROY DEWALL	3/7/2017	$156.40	CONFERENCE REIMBURSEMENT
Paid Chk# 035986	VERIZON WIRELESS	3/7/2017	$101.32	PHONE CHARGES
Paid Chk# 035987	W.L.S.S.D.	3/7/2017	$24,107.00	WASTEWATER CHARGES
Paid Chk# 035988	WILLIS SUPPLY COMPANY	3/7/2017	$176.47	SUPPLIES
Paid Chk# 035989	WINDUS, LYNN	3/7/2017	$130.00	CONFERENCE REGISTRATION
Paid Chk# 035990	ZIEGLER, INC	3/7/2017	$157.97	REPLACE 3 LEAKY HYDROLIC HOSES
		Total Checks	$68,990.56	

CITY OF PROCTOR
General Fund Bills List

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	Government Building	Cleaning Supplies	$67.06	MATS
	General Fund	Government Building	Cleaning Supplies	$67.06	MATS
	General Fund	Government Building	Cleaning Supplies	$67.06	MATS
	General Fund	Operations (Fire)	Other Professional Services	$58.75	MATS
Check Name AMERIPRIDE SERVICES				$259.93	
C W TECHNOLOGY GROU	General Fund	Administrative	Computer Misc Expense	$1,045.00	MANAGED AGREEMENT
Check Name C W TECHNOLOGY GROUP				$1,045.00	
CENTURYLINK	Golf Course F	Admin & General Golf	Telephone	$125.62	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.25	PHONE SERVICE
	General Fund	Street Dept Shop Work	Telephone	$75.41	PHONE SERVICE
	General Fund	Operations (Fire)	Telephone	$57.47	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.25	PHONE SERVICE
Check Name CENTURYLINK				$327.00	
CORPORATE PAYMENT SY	General Fund	Tourism Expenditures	Advertising - Sponsorship	$289.00	TOURISM INSURANCE
	Golf Course F	Admin & General Golf	Dues & Subscriptions	$147.46	GOLF DIRECT TV-TO BE CRE
	General Fund	Operations (Fire)	Mach & Equip Repair	$352.00	TRUCK HOSE FOR FD
	General Fund	Government Building	Bldg Repair & Maint	$88.65	CITY HALL DOOR REPAIR
	General Fund	Operations (Police)	Printed Forms and Paper	$458.44	DRUG KITS, SQUAD LINERS
	General Fund	Operations (Civil Defens	Other Equipment Purchase	$190.51	ELECTRONICS FOR CHAMBE
	General Fund	Administrative	Training Expense	$351.12	NEW COUNCIL TRAINING
Check Name CORPORATE PAYMENT SYSTEMS				$1,877.18	
DAVID BRENNA	General Fund			$5,339.37	3% REBATE
Check Name DAVID BRENNA				$5,339.37	
DULUTH SUPERIOR TROP	General Fund	Administrative	Misc Operating Supplies	$45.00	3 PLAQUES
Check Name DULUTH SUPERIOR TROPHY				$45.00	
ESC SYSTEMS, INC	General Fund	Government Building	Security Systems	$150.00	ACCESS CONTROL PARTS
Check Name ESC SYSTEMS, INC				$150.00	
FIREMAN'S RELIEF ASSOC	General Fund	Operations (Fire)	Fire Pension Contribution	$2,000.00	REVENUE REIMBURSEMENT
Check Name FIREMAN'S RELIEF ASSOCIATION				$2,000.00	
FLEET SERVICES	General Fund	Operations (Police)	Fuels	$1,797.44	FUEL - PD
Check Name FLEET SERVICES				$1,797.44	
FOSSUM PLUMBING & HE	General Fund	Government Building	Bldg Repair & Maint	$687.21	REPAIR LEAKS
Check Name FOSSUM PLUMBING & HEATING				$687.21	
HIBBING COMMUNITY CO	General Fund	Operations (Police)	Training Expense	$1,200.00	ARLET 2017 MEMBERSHIP F
Check Name HIBBING COMMUNITY COLLEGE				$1,200.00	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$800.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
Check Name HUFF, TOD				$2,800.00	
INTERSTATE BATTERIES	Sewer Fund	Sewer	Equipment Parts	$44.37	LAWN AND GARDEN BATTER
Check Name INTERSTATE BATTERIES				$44.37	
JOHNSON, BRAD	General Fund	Operations (Fire)	Small Tools and Minor Equip	$50.92	HEADLAMPS FOR FIRE HELM
Check Name JOHNSON, BRAD				$50.92	
LACOURSE & ENVALL, PA	General Fund	Municipal Court	Legal Fees	$993.00	LEGAL FEES
Check Name LACOURSE & ENVALL, PA				$993.00	
LARSON, PHIL AND SHER	General Fund	Administrative	Training Expense	$160.54	CONFERENCE REIMBURSEM
Check Name LARSON, PHIL AND SHERYL				$160.54	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
MAKI & OVEROM, LTD	General Fund	Municipal Court	Legal Fees	$8,752.89	LEGAL FEES
Check Name MAKI & OVEROM, LTD				$8,752.89	
Minn Dept of Labor & Ind	General Fund	Government Building	Licenses	$200.00	BOILER FEES
Check Name Minn Dept of Labor & Industry				$200.00	
MINNESOTA ENERGY RES	General Fund	Operations (Fire)	Electric Utilities	$37.80	UTILITIES
Check Name MINNESOTA ENERGY RESOURCES COR				$37.80	
MN POLLUTION CONTROL	Sewer Fund	Sewer	Licenses	$23.00	WASTEWATER CERTIFICATI
Check Name MN POLLUTION CONTROL AGENCY				$23.00	
NORTHERN MN DENTAL	General Fund	Municipal Operations	Employer Paid Health Insura	$99.85	DENTAL INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$99.85	DENTAL INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$163.25	DENTAL INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$443.80	DENTAL INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$362.95	DENTAL INSURANCE
Check Name NORTHERN MN DENTAL				$1,169.70	
NOWAK, GARY	General Fund	Administrative	Training Expense	$19.97	CONFERENCE REIMBURSEM
Check Name NOWAK, GARY				$19.97	
OFFICE ENTERPRISES	General Fund	Administrative	Office Supplies & Expense	$1,544.00	CONTRACT FOR 2017-2018
Check Name OFFICE ENTERPRISES				$1,544.00	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$2,215.88	ACCOUNTING
Check Name PETERSON, LOREN W				$2,215.88	
PROCTOR BUILDERS	General Fund	Operations (Fire)	Misc Operating Supplies	$147.41	SUPPLIES
	General Fund	Street Department	Misc Operating Supplies	$32.88	SUPPLIES
	General Fund	Operations (Police)	Misc Operating Supplies	$14.99	SUPPLIES
	General Fund	Government Building	Bldg Repair & Maint	$44.99	SUPPLIES
Check Name PROCTOR BUILDERS				$240.27	
PROCTOR CHAMBER OF C	General Fund			$400.00	REIMBURSEMENT-SMALL BU
Check Name PROCTOR CHAMBER OF COMMERCE				$400.00	
PROCTOR JOURNAL	General Fund	Council	Gen Notices & Pub Informati	$419.68	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$240.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$232.52	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$14.51	PUBLICATIONS
Check Name PROCTOR JOURNAL				$906.71	
SEH	General Fund	Council	Engineering Fees	$3,251.25	ENGINEERING FEES
Check Name SEH				$3,251.25	
ST LUKES MEDICAL CLINI	General Fund	Operations (Fire)	Medical and Dental Fees	$304.00	FIREFIGHTER TESTING
Check Name ST LUKES MEDICAL CLINIC				$304.00	
TEAMLAB	General Fund	City Parks	Misc Operating Supplies	$170.00	VEGETATION KILLER FOR F
	General Fund	Street Department	Blacktop	$183.75	WINTER COLD MIX PATCH
Check Name TEAMLAB				$353.75	
TROY DEWALL	General Fund	Administrative	Training Expense	$156.40	CONFERENCE REIMBURSEM
Check Name TROY DEWALL				$156.40	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$101.32	PHONE CHARGES
Check Name VERIZON WIRELESS				$101.32	
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	
WILLIS SUPPLY COMPANY	General Fund	Government Building	Cleaning Supplies	$176.47	SUPPLIES
Check Name WILLIS SUPPLY COMPANY				$176.47	
WINDUS, LYNN	General Fund	Operations (Fire)	Training Expense	$130.00	CONFERENCE REGISTRATIO
Check Name WINDUS, LYNN				$130.00	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
ZIEGLER, INC	General Fund	Snow Removal	Mach & Equip Repair	$157.97	REPLACE 3 LEAKY HYDROLI
Check Name ZIEGLER, INC				$157.97	

$63,146.66

+ 5019.06 Legal fees
+ 88.90 Supplies
+ 245.00 LELS union dues
- 50.00 Police Dues
+ 441.00 Teamsters Union Dues

$68,990.56

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, March 20, 2017
Council Chambers - Community Activity Center - 100 Pionk Drive

5:00 P.M. PUBLIC HEARING – 6TH STREET AND ALMAC DRIVE

CALL TO ORDER

6:00 P.M. START OF CITY COUNCIL MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES March 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**

<u>*1. COMMUNICATIONS</u>

<u>*2. PLANNING & ZONING DEPARTMENT MATTER</u>

<u>*3. CLERK ADVISES COUNCIL</u>

A. Government Fund payroll period ended 03/05/17; Liquor Fund payroll period ended 03/05/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

6. NEW BUSINESS

A. Resolution 09-17 – Small Community Air Service Development grant

B. Resolution 10-17 – Resolution of Non-Objection

C. Resolution 11-17 – Ordering of Plans and Specifications for Almac Drive and 6th Street

D. For Consideration –Appraisal of PEDA property (PEDA Meeting Minutes of 03/14/17 and appraisal from Ann Heimbach)

E. Recommendation from Liquor Control regarding Golf Course Liquor License Application

F. Recommendation from Liquor Control Committee regarding payment plan from Moose Lodge

G. For consideration - RFP for Web Design and Hosting

H. Request for approval from Police Department - Master Subscriber Agreement for Minnesota Court Data Services - Resolution 12-17

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

6. NEW BUSINESS (continued)

I. Labor Agreement

MEMBER CONCERNS

Benson – Legislative update

BILLS FOR APPROVAL

General Fund
$141,451.23

Liquor Fund
$34,191.70

$175,642.93 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on March 6, 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; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Nancy Smith; Kevin Comnick; JoAnn Godfrey; Robert Hakola; Peggy Vanderscheuren; Betty Merling; Jim Merling; Tracey Thudin; Mike Meister; Diane Martinel; Elmer Engman; Phyllis Hom; Ron Francisco; Kylee Nunn; Paul Burke; Steve Kuchner; Rich Borg; Charlene Carlson; Kevin Field; Travis & Alisa White; Jakob White; Jonny Nowak; Susan Nowak; Donell Smity; Kerry Helquist; Sherri Lind; Nancy Lilliberg; JoAnn Lorenz; George Lee; John Lundy; Howard Petereson; Bridget Peterson; Jim Peterson; Jesse Annala; Kevin Bahr

APPROVAL OF MINUTES:

Schwarzbauer discussed Item 6K. Contract Approval, and stated that it should have been renamed as he assumed it was going to be approved. Larson stated it would be renamed Contract Discussion. Schwarzbauer also asked who brought that item to council was it the negotiating team? Larson said that it Negotiating Team brought it forward. Schwarzbauer also asked about the language "by necessity". Bray explained the language to the council and that motion only pertained to Chief Wobig.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the February 21, 2017 City Council Meeting Minutes as amended.

APPROVAL OF AGENDA

Motion by Nowak, seconded by DeWall and carried: To approve the agenda of March 6, 2017.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Nancy Smith, 315 5th Street read a statement criticized the speech at the chamber dinner, and stated she does not agree the way the chief of police issue was addressed.

Kevin Comnick, President of Proctor Lions, described the rights of the 1st Amendment with Free Speech and also about the 15th Amendment in which all people can exercise their right to vote.

Phyllis Hom, owner of Wok n Grill spoke about her support for the new mayor and council.

Travis White, former City Councilor, discussed the motion passed last council meeting regarding former Chief Wobig.

Mike Connally, suggested that the taxpayers make the decision about the employment of Chief Wobig.

Robert Hakala, Bayview Heights – Duluth, discussed his opinion about Chief Wobig

Mayor Larson read a statement about his role and making very difficult decisions and the statutes that prohibit open discussions.

Councilor Schwarzbauer discussed the motion about not renewing the contract and his personal and emotional discussion with Wobig.

Charlene Carlson, First Avenue, discussed her opinion of the current mayor and council.

*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 DeWall, seconded by Nowak and carried: To approve the Consent Agenda.

*1. COMMUNICATIONS

A. Thank you from Augustana Lutheran Church

B. Draft Inflow and Infiltration Ordinance Revisions and Public Hearing

C. Letter from Regional Stormwater Protection Team (RSPT)

D. MN Energy email of February 24, 2017

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 02/19/17; Liquor Fund payroll period ended 02/19/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

6. NEW BUSINESS

A. Resolution 08-17 – Excess Funds for Playground for EveryBODY (Benson)

Benson said that not all the townships will spend all the money for the referendum, this is a playground to be used for EveryBODY, maybe there will be excess funds available. Larson stated that he was in construction for 40 years and have not heard of excess funds in projects. Benson listed exceptions.

Motion by Benson, seconded by Schwarzbauer and carried (4-1, Laron opposed): To approve Resolution 08-17 as presented.

B. Minnesota Mayors Association 2017 Annual Conference Attendance

Larson indicated that he has not officially decided to attend at this time.

C. Funding Request for Proctor Speedway - $10,000 (unallocated funds for 2017 marketing and promotion – see application and letter from Speedway)

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To accept the recommendation by Tourism and approve the funding request as submitted.

D. LMCIT pre-file notification (Benson)

Benson suggested that Attorney Bray talk to the League of MN Cities to be watchful for any litigation. Bray will contact the League.

E. Council Chamber Furniture (Benson)

Benson suggested that the council obtain another table so each councilor have their own table.

Motion by Benson, seconded by Schwarzbauer and failed (Larson, DeWall, and Nowak opposed): To obtain an additional council table.

F. Sunshine Week Proclamation

Benson stated that next week is sunshine week which promotes transparency in government with documents and files.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To accept the Sunshine Week Proclamation as presented.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

Motion by DeWall, seconded by Larson and carried: To recess the City Council meeting at 6:50pm and go to closed session to discuss labor and Negotiation issues.

A. Union and Negotiations Update

Motion by DeWall, seconded by Nowak and carried: To adjourn closed session and open the city council meeting at 7:48pm.

6. NEW BUSINESS (Continued)

G. Memorandum of Understanding –Police Department Vacation

Motion by Nowak, seconded by DeWall and carried (5-0): To approve the Memorandum of Understanding as discussed and presented.

H. Employee Compensation

Motion by DeWall, seconded by Larson and carried (5-0): To Execute severance pursuant to a contract.

I. Memo of Understanding – TRAC 7 Position

No action taken at this time.

MEMBER CONCERNS

Larson: Newly Elected Official Conference Report

Larson indicated that this conference was better for him now than 18 years ago and would recommend attendance by all councilors at least every four years. Nowak distributed information about Conflict of Interest and scenarios that happen. Larson said that Benson is walking a fine line with conflict of interest publishing the local paper and being a city councilor.

Larson suggested that the official city statement should have been included in the publication. Benson said that they lost all information that week and had to rebuild the paper. Larson also commented on the Journal Editorials.

Larson stated that for the betterment of the community, they should all work together.

BILLS FOR APPROVAL

General Fund
$68,990.56

Liquor Fund
$19,783.85

$88,774.41 TOTAL BILLS FOR APPROVAL

Benson asked about the reimbursements to DeWall, Larson and Nowak. Larson explained that they are for the attendance to the League of Minnesota Leadership conference.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0): To approve the general fund and liquor fund bills as presented.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried (5-0): To adjourn the city council meeting at 8:20pm.

PR17-05 2/20/17 - 3/5/17

3A.

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	$1,630.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	$3,461.54
	City Administrator	Government Building	Part-Time Employee	$697.50
	City Clerk	Administrative	Full-Time Employee Regular	$2,337.10
	City Clerk	Administrative	Full-Time Employee Regular	$34.34
	City Clerk	Administrative	Full-Time Employee Regular	$282.96
	City Clerk	Administrative	Full-Time Employee Regular	$200.20
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$11,044.72
	Police	Operations (Police)	Full-Time Employee Regular	$756.96
	Police	Operations (Police)	Full-Time Employee Regular	$446.32
	Police	Operations (Police)	Full-Time Employee Regular	$457.68
	Police	Operations (Police)	Full-Time Employee Overtime	$1,145.27
	Police	Operations (Police)	Full-Time Employee Overtime	$1,004.22
	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)	Full-Time Employee Overtime	$55.65
	Police	Admin Secretary (Police)	Part-Time Employee	$87.17
	Police	Admin Secretary (Police)	Part-Time Employee	$290.56
	Police	Admin Secretary (Police)	Part-Time Employee	$581.12
	Police	Police Grant Labor	Full-Time Employee Overtime	$873.00
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	$346.13
	Streets & Roadways	Street Department	Full-Time Employee Regular	$72.75
	Streets & Roadways	Street Department	Full-Time Employee Regular	$786.96
	Streets & Roadways	Street Department	Full-Time Employee Regular	$329.84
	Streets & Roadways	Street Department	Full-Time Employee Regular	$598.48
	Streets & Roadways	Street Department	Full-Time Employee Regular	$3,035.86
	Streets & Roadways	Sanding	Full-Time Employee Regular	$259.77
	Streets & Roadways	Sanding	Full-Time Employee Overtime	$235.91
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	$1,161.01
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	$950.19
	Operations (PUC)	Administrative and General	Temporary Employees Regular	$319.89
FUND 100 General Fund				$37,402.31
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$1,047.34
	Public Works	Sewer	Full-Time Employee Regular	$83.07
	Public Works	Pump Station	Full-Time Employee Regular	$27.69
FUND 500 Sewer Fund				$1,158.10
				$38,560.41

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,672.00
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$56.60
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$2,052.43
				$3,781.03
FUND 600 Liquor Fund				$3,781.03

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 5

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	1.00	1.5	$30.00	City -Bi-wk
Shift Multiplier 1.5	1.00		$30.00	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	24.00	1.5	$791.64	City -Bi-wk
POLICE	3.00	1.5	$98.96	City -Bi-wk
POLICE	12.00	1.5	$480.42	City -Bi-wk
POLICE	2.00	1.5	$80.07	City -Bi-wk
POLICE	20.00	1.5	$873.00	City -Bi-wk
POLICE	4.00	1.5	$174.60	City -Bi-wk
POLICE	2.00	1.5	$55.65	City -Bi-wk
POLICE	12.00	1.5	$523.80	City -Bi-wk
Shift Multiplier 1.5	79.00		$3,078.14	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	5.50	1.5	$194.37	City -Bi-wk
Street Department	1.00	1.5	$41.54	City -Bi-wk
Street Department	4.00	1.5	$166.14	City -Bi-wk
Shift Multiplier 1.5	10.50		$402.05	
Shift Multiplier 2				
Street Department	9.00	2	$424.08	City -Bi-wk
Street Department	9.50	2	$526.11	City -Bi-wk
Shift Multiplier 2	18.50		$950.19	
Pay Group Description City -Bi-wk	109.00		$4,460.38	
	109.00		$4,460.38	

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

CITY OF PROCTOR RESOLUTION 09 -17
SUPPORT OF ADDITIONAL AIRSERVICE and SCASD GRANT

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

WHEREAS, the Duluth Airport Authority (DAA) is in the planning stage of expanding reliable and reasonable air service from our area to the Phoenix/Mesa AZ; and,

WHEREAS, the City of Proctor along with the DAA recognizes the importance of such additional routes, and its positive impacts on aviation, economic growth, marketing and tourism of the airport and our region; and,

WHEREAS, additional funding through the Small Community Air Service Development Grant (SCASD) will provide needed resources to market our region as a destination in the Phoenix/Mesa area.

NOW THERFORE BE IT RESOLVED, that the City of Proctor supports the DAA and its planning of additional routes and the application for SCASD grants to market the area and promote economic growth region wide..

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution -17 was declared duly passed and adopted this 20th day of March, 2017

Attest:

Philip Larson
Mayor

Mark C. Casey
City Clerk/ Administrator

DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

February 14, 2017

To Whom It May Concern,

The Duluth Airport Authority (DAA), in partnership with Visit Duluth has developed a marketing plan that will establish a low cost, year round, route between Phoenix/Mesa and Duluth. Phoenix/Mesa is the #1 requested airline route by customers in our region. Our plan capitalizes on the strong historical data from the last time this route was active and compliments the natural connection with Arizona and many "snow birds" with family in our region. Weaker passenger demand periods will be strengthened through a robust marketing initiative to bolster the region's hospitality industry through an infusion of new visitors to our area from Phoenix/Mesa.

Tourism in our region is rising to new heights. 6.7 million visitors and 16,000 jobs contribute more than $950 million to the economy. New hotel construction is evidence of the confidence developers are placing in the continued growth of this industry. New restaurants, investments in attractions and the ever expanding trail system are a testament to the vitality of tourism.

To maximize the opportunity this direct route presents to our entire region, there needs to be new, sustainable demand for leisure activity from untapped markets like Phoenix/Mesa. These visitors will be seeking unique experiences across the region, stretching from Duluth, along the North Shore and across the Iron Range.

The DAA and Visit Duluth will be applying for a Small Community Air Service Development (SCASD) grant Spring 2017. The grant will provide resources to market our region as a destination in the Phoenix/Mesa area. The SCASD grant capitalizes on strong local support from throughout the region. If new low cost air service or an influx of new leisure customers would benefit you or your organization, we're asking for your support. Please consider a monetary pledge that will contribute to the local share of our grant in either 2018 or 2019. The funds will be used to fuel the marketing campaign on Phoenix/Mesa. No matter how strong our grant application is, this program will not succeed without significant monetary support from our community.

Whether your organization is able to pledge marketing funds or not, please consider writing a letter of support to the Department of Transportation. Your letter will accompany our grant application. An example letter is included with this letter should it be helpful to you. It's through our combined voice that we will be successful in compelling the Department of Transportation to support our initiative. We are requesting all letters of support and/or commitments for monetary pledges be submitted by Friday, March 31st. These items can be either mailed or emailed to the address or emails listed below.

Thank you for considering our request. Should you have any questions, please contact Anna Tanski at anna@visitduluth.com or Tom Werner at twerner@duluthairport.com .

Sincerely,

Tom Werner
Executive Director
Duluth Airport Authority

Anna Tanski

Anna Tanski
Chief Executive Officer
Visit Duluth

[LETTERHEAD]

[DATE]

Brooke Chapman
Office of Aviation Analysis
Department of Transportation
1200 New Jersey Ave, SE
Washington DC 20590

Dear Associate Director Chapman,

I'm writing in support of the Duluth Airport Authority's application for a Small Community Air Service Development (SCASD) grant application. Reliable and reasonably priced air service is a foundational component of economic development. It's an economic driver that influences the success of many sectors of our economy while improving the quality of life for the residents of our region.

The Duluth Airport Authority in partnership with Visit Duluth have developed a plan to attract a low cost air carrier that would begin service between Phoenix/Mesa and Duluth. There is already strong seasonal demand supporting this route however the marketing strategy is focused on building sustainable year round demand for the route which is the key to its success. An increase in passengers to the Duluth International Airport will assist the airport in working with its airline partners to keep fares competitive and provide additional air service options for visitors to our region and residents alike. The economic impact of this investment will also be felt in many businesses of our region as travelers stay in area hotels, eat in local restaurants, and shop in many of the small businesses that call our region home.

Our airport and the region would greatly benefit from an SCASD program investment propelling us to a new level of economic growth. This will not only benefit the hospitality industry in our region but our region's residents by providing a connection to another major market. I'm confident the Duluth Airport Authority's application makes a compelling case for investment into our initiative from the SCASD program.

Thank you for your consideration.

Sincerely,

6B.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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Resolution No. 10-17
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 Confidence Learning Center to sell Pull-tabs, Bar Bingo, Electronic Pull-Tabs and Bingo conduct at Moose Lodge 1302, 415 3rd Avenue, Proctor, Minnesota.

Passed by a majority vote of the Proctor City Council, this 20th day of March, 2017.

BY: _____
Gary Nowak
Deputy Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING

LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION

Organization: Confidence Learning Center	License/Site Number: 00691	Daytime Phone: 218-828-2344
Address: 1620 Mary Fawcett Memorial Dr	City: East Gull Lake	State: MN Zip: 56401
Name of Leased Premises: Moose Lodge 1302	Street Address: 415 3rd Ave	
City: Proctor	State: MN Zip: 55810	Daytime Phone: 218-624-8199
Name of Legal Owner: Same	Business/Street Address:	
City:	State: Zip:	Daytime Phone:
Name of Lessor (If same as legal owner, write "SAME"): Same	Address:	
City:	State: Zip:	Daytime Phone:

Check applicable item:

- [x] **New or amended lease.** Effective date: _____. Submit changes at least ten days **before** the effective date of the change.
- [ ] **New owner.** Effective date: _____. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

- [x] Pull-Tabs (paper)
- [ ] Pull-Tabs (paper) with dispensing device
- [x] Bar Bingo
- [ ] Bingo
- [x] Tipboards
- [x] Paddlewheel
- [ ] Paddlewheel with table
- [x] Electronic Pull-Tabs
- [x] Electronic Linked Bingo

Electronic games may only be conducted:

1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or
2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: ____%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed $1,750.**
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15 %, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: 20 %, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: _____ %, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.

  - OR -
- Rate to be paid: $ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
  - ⇒ **Rent may not be paid for bar bingo.**
  - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 30 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, Item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling..

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:	Date:	Signature of Organization Official (Lessee):	Date:
Kaye Anderson	3/10/17		3/10/17
Print Name and Title of Lessor: Kaye Anderson Gen. Mgr		Print Name and Title of Lessee:	

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:
Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

MINNESOTA LAWFUL GAMBLING

LG214 Premises Permit Application

Annual Fee $150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity.**
2. $150 annual premises permit fee, for each permit (non-refundable). Make check payable to **"State of Minnesota."**

Mail the application and required attachments to:
Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Confidence Learning Center License Number: 00691

Chief Executive Officer (CEO) Jeff Olson Daytime Phone: 218-828-2344

Gambling Manager: Michelle Mathis Daytime Phone: 218-929-2344

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Moose Lodge 1302

List any previous names for this location:

Street address where premises is located: 415 3rd Ave
(Do not use a P.O. box number or mailing address.)

City: OR Township:	County:	Zip Code:
Proctor	St Louis	55810

Does your organization own the building where the gambling will be conducted?

☐ Yes ☑ No **If no,** attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☐ Yes ☑ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☑ Yes ☐ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Wells Fargo Bank Account Number: 0111253936

Bank Street Address: 3931 West Superior St City: Duluth State: MN Zip Code: 55807

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
1620 Mary Fawcett Memorial Dr	East Gull Lake	MN	56401
		MN	
		MN	

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits

City Name: _____

Date Approved by City Council: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of City Personnel:

_____

Title: _____ Date Signed: _____

Local unit of government must sign.

COUNTY APPROVAL for a gambling premises located in a township

County Name: _____

Date Approved by County Board: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of County Personnel:

_____

Title: _____ Date Signed: _____

TOWNSHIP NAME: _____

Complete below only if required by the county.
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

Signature of Chief Executive Officer (designee may not sign) _____ Date 3/10/17

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 your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

6C.

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

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

Resolution No. 11-17
CITY OF PROCTOR
AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS

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

WHEREAS, pursuant to Resolution 06-17 of the City Council of the City of Proctor Minnesota adopted, a Feasibility Report by the consulting city engineer, SEH Inc with reference to the improvement of 6th St North from Boundary Avenue to State Hwy 2; 4th Avenue from 6th St N to 7th St; and Almac Drive from S 8th Ave to Bee St. and to include Bee St. and this report was received by the council on February 21st, 2017;
and,

WHEREAS, ten (10) days mailed notice and two weeks published notice of the hearing was given, and the hearing was held thereon the 20th day of March, 2017 at which all persons desiring to be heard were given an opportunity to be heard thereon; and,

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

1. The council authorizes preparation of Plans and Specifications for the improvement.
2. Matt Bolf, of SEH Inc. Consultant City Engineer, is hereby designated as the engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution 11-17 was declared duly passed and adopted this 20th day of March, 2017.

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
City Clerk/ Administrator

6D.

From: Ann Heimbach [mailto:ann@fisalter.com]
Sent: Tuesday, March 07, 2017 10:39 AM
To: Mark Casey
Subject: Appraisal

Mark-

I could provide the appraisal of the 75 acres you requested by Mid April at a cost of $2,500. Please let me know if you have any questions.

Thank you.

Ann Heimbach, MAI
Certified General Real Property Appraiser
F.I. Salter Company
218-310-3891

Tammie,

Hillman Realty has declined to offer a quote.

I am waiting on one more from Jon Vigen & Co.

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

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. on Tuesday, March 14, 2017 in the Proctor Community Center.

The meeting was called to order by Chairman Madson at 6:00 p.m.

MEMBERS PRESENT: Chairman Eric Madson; Commissioners: Tom Lavato, Carol Lind, Wayne Pulford, and Eric Bingaman

MEMBERS ABSENT: Commissioner Greenwood and Mayor Larson

OTHERS PRESENT: Mark Casey, City Administrator;

APPROVAL OF MINUTES

Motion by Lavato, seconded by Bingaman and carried: To approve the PEDA meeting minutes of February 14, 2017.

APPROVAL OF AGENDA

Motion by Lind, seconded by Pulford and carried: To approve the PEDA agenda of March 14, 2017.

1. COMMUNICATIONS

2. PLANNING & ZONING COMMISSION MATTERS

3. PEDA SECRETARY ADVISES AUTHORITY

A. Annexation Update

4. UNFINISHED BUSINESS

A. LAMAR Property

No updates at this time.

B. Economic Development Coordinator or Planner

Item to be removed from agenda.

C. Kirkus Street Property – Hiring an appraiser

Casey stated that the City received a bid for an appraisal in the amount of $2500.

Motion by Pulford, seconded by Bingaman and carried: To approve $2500, unless a lesser bid comes in to City Hall before Monday.

5. NEW BUSINESS

A. Update from Chamber of Commerce – Greenwood

Update at next meeting.

B. Bank signature Resolution

Motion by Lavato, seconded by Bingaman and carried: To authorize Mark Casey, Eric Madson, Carol Lind and Jennifer Crown for signatures at the bank representing PEDA.

C. ROI – Research on Investment

No action taken at this time.

6. MEMBER CONCERNS

Casey gave report about outstanding loans and PEDA financing. Lavato requested financial reports at the next meeting.

Casey also stated that he gave a report on Solar farms presentation to City Council.

APPROVAL OF BILLS

ADJOURNMENT

Motion by Pulford, seconded by Lind and carried: To adjourn the meeting at 6:41pm.

6H.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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Jake P. Benson
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RESOLUTION 12-17
MASTER SUBSCRIBER AGREEMENT FOR
MINNESOTA COURT DATA SERVICES

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

WHEREAS, the City of Proctor is a partner of the NEMESIS group; and,

WHEREAS, the City desires to use one or more Court Data Services to assist the City in the efficient performance of its duties as required or authorized by law or court rule; and,

WHEREAS, the Court desires to provide Court Data Services to the City to assist the Court in the efficient performance of its duties as required or authorized by law or court rule; and,

WHEREAS, Court Data Services are defined in the Definitions Section of this Agreement and may involve a one-way or two-way transmission of information between the parties, some of which may include court information that it is not accessible to the public and which may not be disclosed by the City without the prior approval of the appropriate court or record custodian;

WHEREAS, in order for this information exchange to take place, the City of Proctor needs to enter into and abide by the terms of a Subscriber Agreement with the State of Minnesota Courts System;

NOW BE IT RESOLVED the City Council of the City of Proctor desires to enter into agreement with and abide by the terms of the Master Subscriber Agreement for Minnesota Court Data Services.

Whereupon said Resolution 12-17 was declared duly passed and adopted this 20th date of March, 2017.

Attest:

Philip Larson
Mayor

Mark Casey
Administrator

MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES FOR GOVERNMENTAL AGENCIES

THIS AGREEMENT is entered into by and between

CITY OF PROCTOR ,
(Government Subscriber Name)

of 100 Plonk Drive, Proctor, MN 55810 ,
(Government Subscriber Address)

(hereinafter "Government Subscriber") and THE STATE OF MINNESOTA

Office of State Court Administration ,

of 25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155 ,

(hereinafter "the Court").

Recitals

The Court offers Court Data Services, as defined herein, to Minnesota Government Subscribers as authorized by the Rules of Public Access and Court Order. The Court Data Services are offered to Government Subscribers as governmental units and are offered solely for certain governmental use as permitted herein. Government Subscriber desires to use Court Data Services, and the Court desires to provide the same, to assist Government Subscriber in the efficient performance of its governmental duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

Court Data Services are defined in the Definitions section of this Agreement and may involve a one-way or two-way transmission of information between the parties, some of which may include court information that is not accessible to the public pursuant to the Rules of Public Access and which may not be disclosed by Government Subscriber without the prior approval of the appropriate court or record custodian. Government Subscriber agrees herein to limit its access to and use of Court Records and Court Documents through Court Data Services to the Government Subscriber's "Legitimate Governmental Business Need" as defined herein.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, the Court and Government Subscriber agree as follows:

1. TERM; TERMINATION; ONGOING OBLIGATIONS.

1.1 **Term.** This Agreement shall be effective on the date executed by the Court and shall remain in effect according to its terms.

1.2 Termination.

1.2.1 Either party may terminate this Agreement with or without cause by giving written notice to the other party. The effective date of the termination shall be thirty (30) days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. Termination of this Agreement pursuant to Clause 4.5 shall be effective immediately and may occur without prior notice to Government Subscriber.

1.2.2 The provisions of Clauses 5, 6, 8, 9, 10, 12.2, 12.3 and 15 through 24 shall survive any termination of this Agreement, as shall any other provisions that by their nature are intended or expected to survive such termination. Upon termination, the Government Subscriber shall perform the responsibilities set forth in paragraph 8.6 hereof.

1.3 Subsequent Agreement. This Agreement may be superseded by a subsequent agreement between the parties.

2. DEFINITIONS.

2.1 "Agency Account Manager" means the Government Subscriber employee assigned with the tasks of: (1) being the point of contact for communications between Government Subscriber and the Court; (2) maintaining a current list Government Subscriber's Individual Users and their signed User Acknowledgment Forms and promptly notifying the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted; (3) reporting violations of this agreement by Government Subscriber's Individual Users and steps taken to remedy violations to the Court.

2.2 "Court Data Services" means one or more of the following services and includes any additional or modified services identified as such on the Justice Agency Resource webpage of the Minnesota Judicial Branch website, which is currently www.mncourts.gov, or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates:

2.2.1 "Bulk Data Delivery" means the electronic transmission of Court Records in bulk form from the Court to the Government Subscriber, from one or more of the Court's databases and through any means of transmission, as described in applicable Policies & Notices and materials referenced therein.

2.2.2 "Court Integration Services" means pre-defined automated transmissions of i) Court Records from the Court's computer systems to Government Subscriber's computer systems; and/or ii) Government Subscriber Records from the Government Subscriber's computer systems to the Court's computer systems; on a periodic basis or as triggered by pre-determined events, as described in applicable Policies & Notices and materials referenced therein.

2.2.3 "MNCIS Login Accounts" means a digital login account created for and provided to the Government Subscriber for online access to and use of Court Records and Court Documents maintained by the Minnesota Court

Information System ("MNCIS"), as described in applicable Policies & Notices and materials referenced therein.

2.3 **"Court Data Services Databases"** means any databases and the data therein, used as a source for Court Data Services, together with any documentation related thereto, including without limitation descriptions of the format or contents of data, data schemas, and all related components.

2.4 **"Court Data Services Programs"** means any computer application programs, routines, transport mechanisms, and display screens used in connection with Court Data Services, together with any documentation related thereto.

2.5 **"Court Records"** means all information in any form made available by the Court and/or its affiliates to Government Subscriber for the purposes of carrying out this Agreement, including:

2.5.1 **"Court Case Information"** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information and Court Documents, as defined herein.

2.5.2 **"Court Confidential Case Information"** means any information in the Court Records (including Court Documents) that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.

2.5.3 **"Court Confidential Security and Activation Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.

2.5.4 **"Court Confidential Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

2.5.5 **"Court Documents"** means electronic images of documents that are part of or included in a court file.

2.6 **"DCA"** means the District Court Administrator pursuant to Minnesota Statutes, section 485.01.

2.7 **"Government Subscriber Records"** means any information in any form made available by the Government Subscriber to the Court and/or its affiliates for the purposes of carrying out this Agreement.

2.8 **"Government Subscriber's Individual Users"** means Government Subscriber's employees or independent contractors whose use or access of Court Data Services,

as well as the access, use and dissemination of Court Records (including Court Documents), is necessary to effectuate the purposes of this Agreement.

2.9 **"Legitimate Governmental Business Need"** means a requirement, duty or obligation for the efficient performance of governmental tasks or governmental responsibilities and as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

2.10 **"Policies & Notices"** means the policies and notices published by the Court and/or its affiliates in connection with each of its Court Data Services, on a website or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates. Policies & Notices for each Court Data Service, hereby made part of this Agreement by reference, provide additional terms and conditions that govern Government Subscriber's use of such services, including but not limited to provisions on fees, access and use limitations, and identification of various third party applications, such as transport mechanisms, that Government Subscriber may need to procure separately to use Court Data Services.

2.11 **"Rules of Public Access"** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court and/or the SCAO entitled "Limits on Public Access to Case Records" or "Limits on Public Access to Administrative Records," all of which by this reference are made a part of this Agreement. It is the obligation of Government Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. Such rules, lists, and tables are posted on the main website for the Court, for which the current address is www.mncourts.gov.

2.12 **"SCAO"** means the State of Minnesota, State Court Administrator's Office.

2.13 **"This Agreement"** means this Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies, including all Exhibits, Policies & Notices, and other documents referenced, attached to, or submitted or issued hereunder.

2.14 **"Trade Secret Information of SCAO and its licensors"** is defined in sections 8.1, 8.2 and 8.4 of this Agreement.

2.15 **"User Acknowledgement Form"** means the form signed by Government Subscriber's Individual Users to confirm in writing that the Individual User has read and understands the requirements and restrictions in this Agreement (Exhibit A).

3. **DATA ACCESS SERVICES PROVIDED TO GOVERNMENT AGENCY.** Following execution of this Agreement by both parties, Government Subscriber will be offered access to the Court Records (including Court Documents) described in the Government Subscriber Access Chart, which is posted on the Policies & Notices.

4. AUTHORIZED ACCESS, USE, AND DISSEMINATION OF COURT DATA SERVICES AND COURT RECORDS LIMITED; TRAINING; VIOLATIONS; SANCTIONS.

4.1 Authorized Access to Court Data Services and Court Records.

4.1.1 Government Subscriber and Government Subscriber's Individual Users shall access only the Court Data Services and Court Records (including Court Documents) necessary for a Legitimate Governmental Business Need.

4.1.2 The access of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.

4.1.3 Government Subscriber and Government Subscriber's Individual Users shall not access or attempt to access Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

4.2 Authorized Use of Court Data Services and Court Records.

4.2.1 Government Subscriber and Government Subscriber's Individual Users shall use the Court Data Services and Court Records (including Court Documents) accessed only for a Legitimate Governmental Business Need and according to the instructions provided in corresponding Policies & Notices or other materials.

4.2.2 The use of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.

4.2.3 Government Subscriber and Government Subscriber's Individual Users shall not use or attempt to use Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

4.3 Dissemination of Court Records. Government Subscriber and Government Subscriber's Individual Users shall not share the Court Records (including Court Documents) accessed and data therefrom with third parties and other individuals other than as needed to further a Legitimate Governmental Business Need.

4.4 Training. Government Subscriber shall provide Government Subscriber's Individual Users training in the proper access, use, and dissemination of Court Records (including Court Documents).

4.5 Violations.

4.5.1 The access, use, or dissemination of Court Data Services or Court Records (including Court Documents) beyond what is necessary for a Legitimate

Governmental Business Need by Government Subscriber or Government Subscriber's Individual Users is a violation of this Agreement. The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal use is a violation of this Agreement.

4.5.2 Any violation pursuant to Clause 4.5.1, or any unauthorized or attempted access, use or dissemination of Court Data Services, Court Records or Court Documents by Government Subscriber or Government Subscriber's Individual Users shall be grounds for the Court to impose sanctions as described in Clause 4.6 and to terminate this Agreement without prior notice to Government Subscriber and/or Government Subscriber's Individual Users.

4.6 Sanctions.

4.6.1 Sanctions for a violation pursuant to Clause 4.5.1 may be imposed upon a Government Subscriber and/or Government Subscriber's Individual Users and may include the suspension of access or termination of access for Government Subscriber and/or Government Subscriber's Individual Users.

4.6.2 If the Court decides to terminate the access for Government Subscriber and/or Government Subscriber's Individual Users, the Court shall notify the affected party in writing. The termination shall be effective immediately. Prior notice to Government Subscriber and/or Government Subscriber's Individual Users is not required. Reinstatement of the access shall only be upon the written direction of the Court.

5. GUARANTEES OF CONFIDENTIALITY. Government Subscriber agrees:

5.1 To not disclose Court Confidential Information to any third party except where necessary to carry out the Government Subscriber's Legitimate Governmental Business Need as defined in this Agreement.

5.2 To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Government Subscriber's obligations under this Agreement.

5.3 To limit the use of and access to Court Confidential Information to Government Subscriber's Individual Users. Government Subscriber shall advise Government Subscriber's Individual Users of the restrictions upon access, use and disclosure contained in this Agreement, requiring each Government Subscriber's Individual User to acknowledge in writing that the individual has read and understands such restrictions. Government Subscriber's Individual Users shall sign the User Acknowledgment Form (Exhibit A) before accessing Court Data Services.

5.4 That, without limiting Clause 1 of this Agreement, the obligations of Government Subscriber and Government Subscriber's Individual Users with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Agreement and the termination of their relationship with Government Subscriber.

5.5 That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Government Subscriber and Government Subscriber's Individual Users under this Agreement, such obligations of Government Subscriber and Government Subscriber's Individual Users are founded independently on the provisions of this Agreement.

5.6 That, a violation of Government Subscriber's agreements contained in this Clause 5, or a violation of those same agreements by Government Subscriber's Individual Users, shall be grounds for the Court to terminate this agreement and Government Subscriber and/or Government Subscriber's Individual Users access to Court Data Services and Court Records (including Court Documents).

6. **APPLICABILITY TO COURT CASE INFORMATION PROVIDED UNDER LEGAL MANDATE AND PREVIOUSLY DISCLOSED COURT RECORDS AND COURT DOCUMENTS.** Subscriber acknowledges and agrees:

6.1 **Court Case Information Provided Under Legal Mandate.** When the Court is required to provide Government Subscriber with Court Case Information under a legal mandate and the provision of such data by the Court is not optional or otherwise left to the discretion of the Court, for example in the case of a state statutory reporting requirement, the provisions of this Agreement that govern or restrict Government Subscriber's access to and use of Court Case Information do not apply to the specific data elements identified in the legal mandate, but remain in effect with respect to all other Court Case Information provided by the Court to Government Subscriber. All other provisions of this Agreement remain in full effect, including, without limitation, provisions that govern or restrict Government Subscriber's access to and use of Court Confidential Security and Activation Information.

6.2 **Previously Disclosed Court Records and Court Documents.** Without limiting section 6.1, all Court Records and Court Documents disclosed to Government Subscriber prior to the effective date of this Agreement shall be subject to the provisions of this Agreement.

7. **ACKNOWLEDGMENT BY INDIVIDUALS WITH ACCESS TO COURT RECORDS UNDER THIS AGREEMENT.**

7.1 **Requirement to Advise Government Subscriber's Individual Users.** To affect the purposes of this Agreement, Government Subscriber shall advise each of Government Subscriber's Individual Users who are permitted to use and/or access Court Data Services and Court Records (including Court Documents) under this Agreement of the requirements and restrictions in this Agreement.

7.2 **Required Acknowledgement by Government Subscriber's Individual Users.**

7.2.1 Government Subscriber shall require each of Government Subscriber's Individual Users to sign the User Acknowledgement Form (Exhibit A).

7.2.2 The User Acknowledgement Forms of current Government Subscriber's Individual Users must be obtained prior to submitting this Agreement to the

Court for approval and shall accompany the submission of this Agreement for approval.

7.2.3 Until the User Acknowledgement Form required in Clause 7.2.1 is signed, a Government Subscriber's Individual User is prohibited from accessing, using or disseminating Court Data Services and Court Records (including Court Documents). The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by a Government Subscriber's Individual User that has not completed a User Acknowledgement Form as required in Clause 7.2.1 is a violation of this Agreement.

7.2.4 Government Subscriber shall keep all such written User Acknowledgment Forms on file while this Agreement is in effect and for one (1) year following the termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such acknowledgements upon request to the Agency Account Manager.

7.2.5 The User Acknowledgment Forms are incorporated herein by reference.

8. **LICENSE AND PROTECTION OF PROPRIETARY RIGHTS.** During the term of this Agreement, subject to the terms and conditions hereof, the Court, with the permission of the SCAO, hereby grants to Government Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive Court Records (including Court Documents). SCAO and the Court reserve the right to make modifications to the Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Government Subscriber. These modifications shall be treated in all respects as their previous counterparts.

8.1 **Court Data Services Programs.** SCAO is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of SCAO and its licensors.

8.2 **Court Data Services Databases.** SCAO is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of SCAO and its licensors.

8.3 **Marks.** Government Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

8.4 **Restrictions on Duplication, Disclosure, and Use.**

8.4.1 Trade secret information of SCAO and its licensors will be treated by Government Subscriber in the same manner as Court Confidential

Information. In addition, Government Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of SCAO or its licensors, in any way or for any purpose not specifically and expressly authorized by this Agreement. As used herein, "trade secret information of SCAO and its licensors" means any information possessed by SCAO which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of SCAO and its licensors" does not, however, include information which was known to Government Subscriber prior to Government Subscriber's receipt thereof, either directly or indirectly, from SCAO or its licensors, information which is independently developed by Government Subscriber without reference to or use of information received from SCAO or its licensors, or information which would not qualify as a trade secret under Minnesota law.

8.4.2 It will not be a violation of Clause 8.4 for Government Subscriber to make up to one (1) copy of training materials and configuration documentation for each individual authorized to access, use, or configure Court Data Services, solely for its own use in connection with this Agreement.

8.4.3 Government Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of SCAO and its licensors and Government Subscriber will advise Government Subscriber's Individual Users who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of SCAO and its licensors, of the restrictions upon duplication, disclosure and use contained in this Agreement.

8.5 **Proprietary Notices.** Government Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of SCAO and its licensors, or any part thereof, made available by SCAO or the Court, and Government Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of SCAO and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Government Subscriber by SCAO or the Court, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

8.6 **Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, made available by the Court and SCAO to Government Subscriber hereunder, and all copies, including partial copies, thereof are and remain the property of the respective licensor. Within ten days of the effective date of termination of this Agreement, Government Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration

materials, if any, and logon account information; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8.7 **Reasonable Security Measures.** The Court may add reasonable security measures including, but not limited to, a time-out feature, to Court Data Services Programs.

9. **INJUNCTIVE RELIEF; LIABILITY.** Government Subscriber acknowledges that the Court, SCAO, SCAO's licensors, and DCA will be irreparably harmed if Government Subscriber's obligations under this Agreement are not specifically enforced and that the Court, SCAO, SCAO's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Government Subscriber of its obligations. Therefore, Government Subscriber agrees that the Court, SCAO, SCAO's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Government Subscriber or Government Subscriber's Individual Users without the necessity of the Court, SCAO, SCAO's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Government Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Government Subscriber shall be liable to the Court, SCAO, SCAO's licensors, and DCA for reasonable attorney's fees incurred by the Court, SCAO, SCAO's licensors, and DCA in obtaining any relief pursuant to this Agreement.

10. **COMPROMISE LIABILITY.** Government Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Government Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Government Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.

11. **AVAILABILITY.** Specific terms of availability shall be established by the Court and set forth in the Polices & Notices. The Court reserves the right to terminate this Agreement immediately and/or temporarily suspend Government Subscriber's approved Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system. Monthly fees, if any, shall be prorated only for periods of suspension or upon termination of this Agreement.

12. **ADDITIONAL USER OBLIGATIONS.** The obligations of the Government Subscriber set forth in this section are in addition to the other obligations of the Government Subscriber set forth elsewhere in this Agreement.

12.1 **Judicial Policy Statement.** Government Subscriber agrees to comply with all policies identified in applicable Policies & Notices. Upon failure of the Government Subscriber to comply with such policies, the Court shall have the option of immediately suspending or terminating the Government Subscriber's Court Data Services on a temporary basis and/or immediately terminating this Agreement.

12.2 Access and Use; Log.

12.2.1 Government Subscriber shall be responsible for all access to and use of Court Data Services and Court Records (including Court Documents) by Government Subscriber's Individual Users or by means of Government Subscriber's equipment or passwords, whether or not Government Subscriber has knowledge of or authorizes such access and use.

12.2.2 Government Subscriber shall also maintain a log identifying all persons to whom Government Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Government Subscriber shall maintain such logs while this Agreement is in effect and for a period of one (1) year following termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such logs upon request.

12.2.3 Government Subscriber, through the Agency Account Manager, shall promptly notify the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted. Upon Government Subscriber's failure to notify the Court of these changes, the Court may terminate this Agreement without prior notice to Government Subscriber.

12.2.4 The Court may conduct audits of Government Subscriber's logs and use of Court Data Services and Court Records (including Court Documents) from time to time. Upon Government Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Agreement without prior notice to Government Subscriber.

12.3 Personnel. Government Subscriber agrees to investigate (including conducting audits), at the request of the Court, allegations of misconduct pertaining to Government Subscriber's Individual Users having access to or use of Court Data Services, Court Confidential Information, or trade secret information of the SCAO and its licensors where such persons violate the provisions of this Agreement, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records. Government Subscriber, through the Agency Account Manager, agrees to notify the Court of the results of such investigation, including any disciplinary actions, and of steps taken to prevent further misconduct. Government Subscriber agrees to reimburse the Court for costs to the Court for the investigation of improper use of Court Data Services, Court Records (including Court Documents), or trade secret information of the SCAO and its licensors.

13. FEES AND INVOICES. Applicable monthly fees commence ten (10) days after notice of the Court's approval of this Agreement or upon the initial Government Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the State shall invoice Government Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within thirty (30) days of the date of the invoice, the Court may immediately cancel this Agreement without notice to Government Subscriber and pursue all available legal remedies. Government Subscriber certifies that

funds have been appropriated for the payment of charges under this Agreement for the current fiscal year, if applicable.

14. **MODIFICATION OF FEES.** SCAO may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty (30) days from the publication of the Policies & Notices. Government Subscriber shall have the option of accepting such changes or terminating this Agreement as provided in section 1 hereof.

15. **WARRANTY DISCLAIMERS.**

15.1 **WARRANTY EXCLUSIONS.** EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

15.2 **ACCURACY, COMPLETENESS AND AVAILABILITY OF INFORMATION.** WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS. THE COURT IS NOT LIABLE FOR ANY COURT RECORDS OR COURT DOCUMENTS NOT AVAILABLE THROUGH COURT DATA SERVICES DUE TO COMPUTER OR NETWORK MALFUNCTION, MISTAKE OR USER ERROR.

16. **RELATIONSHIP OF THE PARTIES.** Government Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, SCAO, SCAO'S licensors, or DCA. Neither Government Subscriber nor the Court, SCAO, SCAO'S licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. **NOTICE.** Except as provided in Clause 2 regarding notices of or modifications to Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding notices of or modification of fees, any notice to Court or Government Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. **NON-WAIVER.** The failure by either Party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Agreement. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. **FORCE MAJEURE.** Neither party shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. **SEVERABILITY.** Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.

21. **ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Party may assign, delegate and/or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any corporation or other legal entity into, by or with which Government Subscriber may be merged, acquired or consolidated or which may purchase the entire assets of Government Subscriber.

22. **GOVERNING LAW.** This Agreement shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. **VENUE AND JURISDICTION.** Any action arising out of or relating to this Agreement, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Government Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. **INTEGRATION.** This Agreement sets forth the entire Agreement and understanding between the Parties regarding the subject matter hereof and supersedes any prior representations, statements, proposals, negotiations, discussions, understandings, or agreements regarding the same subject matter. Except as otherwise expressly provided in Clause 2 regarding Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding fees, any amendments or modifications to this Agreement shall be in writing signed by both Parties.

25. **MINNESOTA DATA PRACTICES ACT APPLICABILITY.** If Government Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Government Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (*see* section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Government Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided under this Agreement; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Agreement, intending to be bound thereby.

1. GOVERNMENT SUBSCRIBER Government Subscriber must attach documented verification of authority to sign on behalf of and bind the entity ("Master Subscriber Agreement Signing Authority"), such as a council resolution, board authority or legally binding decision maker, and attach same as Exhibit B.

By _____
(SIGNATURE)

Date _____

Name (typed) Mark Casey

Title City Administrator

Office City of Proctor

2. THE COURT

By _____
(SIGNATURE)

Date _____

Title CIO/Director

Office Information Technology Division of State Court Administration

3. Form and execution approved for Court by:

By: _____
(SIGNATURE)

Title: Staff Attorney - Legal Counsel Division

Date: _____

CITY OF PROCTOR

*Check Summary Register©

March 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 035991	AMERICAN FAMILY LIFE ASSUR	3/8/2017	$241.70	AFLAC
Paid Chk# 035992	EQUI-VEST	3/8/2017	$369.40	EQUITABLE - DEWALL
Paid Chk# 035993	NCPERS MINNESOTA	3/8/2017	$16.00	MN NCPERS
Paid Chk# 035994	AMERIPRIDE SERVICES	3/21/2017	$111.94	COVERALLS
Paid Chk# 035995	AMERITAS	3/21/2017	$155.13	INSURANCE
Paid Chk# 035996	BLUE CROSS BLUE SHIELD OF	3/21/2017	$20,299.23	HEALTH INSURANCE
Paid Chk# 035997	CARLSON CONCRETE PRODUC	3/21/2017	$441.31	SUPPLIES
Paid Chk# 035998	CENTURYLINK	3/21/2017	$72.28	PHONE SERVICE
Paid Chk# 035999	CITY OF MINNEAPOLIS RECEIVA	3/21/2017	$204.00	ANNUAL USER ACCESS FEE
Paid Chk# 036000	CONSOLIDATED COMMUNICATI	3/21/2017	$376.32	PHONE SERVICE
Paid Chk# 036001	DENNYS LAWN & GARDEN	3/21/2017	$949.95	HONDA GENERATOR
Paid Chk# 036002	DSC COMMUNICATIONS	3/21/2017	$571.37	POLICE SUPPLIES
Paid Chk# 036003	CORPORATE PAYMENT SYSTE	3/21/2017	$3,669.26	GOLF DIRECT TV
Paid Chk# 036004	FLEET SERVICES	3/21/2017	$938.27	FUELS
Paid Chk# 036005	FOSSUM PLUMBING & HEATING	3/21/2017	$469.90	REPAIRS
Paid Chk# 036006	FUN2RAISE MARKETING AND E	3/21/2017	$1,799.00	2016-2017 TOURISM WINTER FUN G
Paid Chk# 036007	GOLD CROSS EDUCATION CEN	3/21/2017	$2,420.00	EMR REFRESHER GROUP BASE
Paid Chk# 036008	GREAT AMERICA FINANCIAL SE	3/21/2017	$227.30	MONTHLY FEE
Paid Chk# 036009	HARTEL'S/DBJ DISPOSAL COMP	3/21/2017	$576.33	TRASH REMOVAL SERVICES
Paid Chk# 036010	HOLIDAY CREDIT OFFICE	3/21/2017	$2,970.30	FUELS
Paid Chk# 036011	HUFF, TOD	3/21/2017	$1,800.00	STUDIO LABOR
Paid Chk# 036012	INTEGRATED OFFICE SOLUTIO	3/21/2017	$361.27	COPIES
Paid Chk# 036013	LEAGUE OF MINNESOTA CITIES	3/21/2017	$630.00	SUBSCRIPTION
Paid Chk# 036014	L.M.C.I.T.	3/21/2017	$42,143.00	WORKERS COMP INSURANCE
Paid Chk# 036015	L.M.C.I.T.	3/21/2017	$48,126.00	LIABILITY INSURANCE
Paid Chk# 036016	MINNESOTA ARROWHEAD ASS	3/21/2017	$3,000.00	TOURISM 2017 REGIONAL MARKETIN
Paid Chk# 036017	NORTHERN BUSINESS PRODUC	3/21/2017	$346.36	SUPPLIES
Paid Chk# 036018	PETERSON, LOREN W	3/21/2017	$1,233.04	ACCOUNTING SERVICES
Paid Chk# 036019	PETTY CASH	3/21/2017	$155.90	REIMBURSEMENT
Paid Chk# 036020	PROCTOR JOURNAL	3/21/2017	$486.02	PUBLICATIONS
Paid Chk# 036021	PROCTOR MILK HOUSE	3/21/2017	$262.93	FUELS
Paid Chk# 036022	PROCTOR PUBLIC UTILITIES	3/21/2017	$1,812.69	UTILITIES
Paid Chk# 036023	SAM'S CLUB	3/21/2017	$235.84	SUPPLIES
Paid Chk# 036024	SYMBOL ARTS	3/21/2017	$290.00	BADGES
Paid Chk# 036025	THOMSON REUTERS-WEST	3/21/2017	$94.50	INFORMATION SERVICES
Paid Chk# 036026	TROY'S AMOCO	3/21/2017	$2,534.16	REPAIRS
Paid Chk# 036027	UNITED TRUCK BODY COMPAN	3/21/2017	$227.39	PARTS FPR SANDER ON DUMP TRUCK
Paid Chk# 036028	USPS-HASLER	3/21/2017	$500.00	POSTAGE
Paid Chk# 036029	VERIZON WIRELESS	3/21/2017	$313.14	PHONE SERVICES
		Total Checks	**$141,451.23**	

CITY OF PROCTOR
General Fund Bills List

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	COVERALLS
Check Name AMERIPRIDE SERVICES				$111.94	
AMERITAS	General Fund	Municipal Operations	Employer Paid Health Insura	$12.26	INSURANCE
	General Fund	Accounting	Employer Paid Health Insura	$8.47	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$20.73	INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$59.95	INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$41.46	INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$12.26	INSURANCE
Check Name AMERITAS				$155.13	
BLUE CROSS BLUE SHIEL	General Fund	Operations (Police)	Employer Paid Health Insura	$8,567.93	HEALTH INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$5,518.58	HEALTH INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$2,021.25	HEALTH INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$2,071.69	HEALTH INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$2,119.78	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN				$20,299.23	
CARLSON CONCRETE PRO	Sewer Fund	Storm Drainage	Utility System Mnt Supplies	$441.31	SUPPLIES
Check Name CARLSON CONCRETE PRODUCTS INC				$441.31	
CENTURYLINK	General Fund	Street Dept Shop Work	Telephone	$72.28	PHONE SERVICE
Check Name CENTURYLINK				$72.28	
CITY OF MINNEAPOLIS R	General Fund	Operations (Police)	Dues & Subscriptions	$204.00	ANNUAL USER ACCESS FEE
Check Name CITY OF MINNEAPOLIS RECEIVABLE				$204.00	
CONSOLIDATED COMMUN	General Fund	Administrative	Telephone	$376.32	PHONE SERVICE
Check Name CONSOLIDATED COMMUNICATIONS				$376.32	
CORPORATE PAYMENT SY	Golf Course F	Admin & General Golf	Dues & Subscriptions	$147.46	GOLF DIRECT TV
	General Fund	Operations (Police)	Printed Forms and Paper	$1,479.91	AMMO, TACTICAL NEW SQU
	General Fund	Tourism Expenditures	Advertising - Sponsorship	$793.16	TOURISM CONFERENCE
	General Fund	Street Department	Licenses	$315.40	STREET DEPT LICENSES
	General Fund	Administrative	Training Expense	$26.84	NEW COUNCIL TRAINING
	General Fund	Operations (Civil Defens	Other Equipment Purchase	$926.49	FLASH DRIVES, CHAMBER S
Check Name CORPORATE PAYMENT SYSTEMS				$3,689.26	
DENNYS LAWN & GARDE	General Fund	Operations (Fire)	Small Tools and Minor Equip	$949.95	HONDA GENERATOR
Check Name DENNYS LAWN & GARDEN				$949.95	
DSC COMMUNICATIONS	General Fund	Operations (Police)	Misc Operating Supplies	$571.37	POLICE SUPPLIES
Check Name DSC COMMUNICATIONS				$571.37	
FLEET SERVICES	General Fund	Operations (Police)	Fuels	$938.27	FUELS
Check Name FLEET SERVICES				$938.27	
FOSSUM PLUMBING & HE	General Fund	Government Building	Bldg Repair & Maint	$469.90	REPAIRS
Check Name FOSSUM PLUMBING & HEATING				$469.90	
FUN2RAISE MARKETING	General Fund	Tourism Expenditures	Advertising - Print Media	$1,799.00	2016-2017 TOURISM WINTE
Check Name FUN2RAISE MARKETING AND EVENTS				$1,799.00	
GOLD CROSS EDUCATION	General Fund	Operations (Fire)	Training Expense	$2,420.00	EMR REFRESHER GROUP BA
Check Name GOLD CROSS EDUCATION CENTER				$2,420.00	
GREAT AMERICA FINANCI	General Fund	Administrative	Maintenance Agreement	$227.30	MONTHLY FEE
Check Name GREAT AMERICA FINANCIAL SERVIC				$227.30	
HARTEL'S/DBJ DISPOSAL	General Fund	Government Building	Refuse Disposal	$576.33	TRASH REMOVAL SERVICES
Check Name HARTEL'S/DBJ DISPOSAL COMPANY				$576.33	
HOLIDAY CREDIT OFFICE	General Fund	Street Department	Fuels	$2,970.30	FUELS
Check Name HOLIDAY CREDIT OFFICE				$2,970.30	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$800.00	STUDIO LABOR
Check Name HUFF, TOD				$1,800.00	
INTEGRATED OFFICE SOL	General Fund	Administrative	Maintenance Agreement	$361.27	COPIES
Check Name INTEGRATED OFFICE SOLUTIONS				$361.27	
L.M.C.I.T.	General Fund	Insurance Unallocated	Property Insurance	$20,754.00	LIABILITY INSURANCE
	General Fund	Insurance Unallocated	General Liability Insurance	$27,372.00	LIABILITY INSURANCE
	General Fund	Workman s Comp	Worker s Comp Insur Premi	$42,143.00	WORKERS COMP INSURANC
Check Name L.M.C.I.T.				$90,269.00	
LEAGUE OF MINNESOTA	General Fund	Operations (Police)	Training Expense	$630.00	SUBSCRIPTION
Check Name LEAGUE OF MINNESOTA CITIES				$630.00	
MINNESOTA ARROWHEA	General Fund	Tourism Expenditures	Dues & Subscriptions	$3,000.00	TOURISM 2017 REGIONAL
Check Name MINNESOTA ARROWHEAD ASSN.				$3,000.00	
NORTHERN BUSINESS PR	General Fund	Operations (Civil Defens	Office Supplies & Expense	$211.96	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$9.95	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$38.67	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$8.99	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$14.29	SUPPLIES
	General Fund	Operations (Police)	Office Supplies & Expense	$13.71	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$48.79	SUPPLIES
Check Name NORTHERN BUSINESS PRODUCTS				$346.36	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$1,233.04	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				$1,233.04	
PETTY CASH	General Fund	Operations (Civil Defens	Office Supplies & Expense	$113.78	REIMBURSEMENT
	General Fund	Operations (Police)	Travel & Lodging Expense	$42.12	REIMBURSEMENT
Check Name PETTY CASH				$155.90	
PROCTOR JOURNAL	General Fund	Council	Gen Notices & Pub Informati	$42.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$154.80	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$30.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$259.22	PUBLICATIONS
Check Name PROCTOR JOURNAL				$486.02	
PROCTOR MILK HOUSE	General Fund	Operations (Police)	Fuels	$66.42	FUELS
	General Fund	Operations (Fire)	Diesel Fuel	$196.51	FUELS
Check Name PROCTOR MILK HOUSE				$262.93	
PROCTOR PUBLIC UTILIT	General Fund	Operations (Fire)	Electric Utilities	$46.71	UTILITIES
	General Fund	Government Building	Electric Utilities	$1,484.66	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$12.76	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$71.75	UTILITIES
	General Fund	Street Dept Shop Work	Electric Utilities	$196.81	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES				$1,812.69	
SAM'S CLUB	General Fund	Accounting	Computer Misc Expense	$199.10	SUPPLIES
	General Fund	Accounting	Office Supplies & Expense	$36.74	SUPPLIES
Check Name SAM'S CLUB				$235.84	
SYMBOL ARTS	General Fund	Operations (Police)	Misc Operating Supplies	$290.00	BADGES
Check Name SYMBOL ARTS				$290.00	
THOMSON REUTERS-WES	General Fund	Operations (Police)	Other Professional Services	$94.50	INFORMATION SERVICES
Check Name THOMSON REUTERS-WEST				$94.50	
TROY'S AMOCO	General Fund	Operations (Police)	Mach & Equip Repair	$2,534.16	REPAIRS
Check Name TROY'S AMOCO				$2,534.16	
UNITED TRUCK BODY CO	General Fund	Snow Removal	Equipment Parts	$227.39	PARTS FPR SANDER ON DU

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
Check Name UNITED TRUCK BODY COMPANY INC				$227.39	
USPS-HASLER	General Fund			$500.00	POSTAGE
Check Name USPS-HASLER				$500.00	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$313.14	PHONE SERVICES
Check Name VERIZON WIRELESS				$313.14	
				$140,824.13	

+ 241.70 AFLAC
+ 369.40 Equitable
+ 16.00 MN NCPERS

$141,457.23

CITY OF PROCTOR

*Check Summary Register©

March 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027607	CITY OF PROCTOR	3/8/2017	$1,608.36	PR17-04L wh PERA
Paid Chk# 027608	UFCW Local 1189	3/8/2017	$96.52	UFCW UNION DUES
Paid Chk# 027609	AMERICAN BOTTLING COMPAN	3/21/2017	$186.00	03062017
Paid Chk# 027610	AMERITAS	3/21/2017	$4.90	VISION INSURANCE
Paid Chk# 027611	ARTISAN BEER COMPANY	3/21/2017	$0.00	03022017
Paid Chk# 027612	BERNICK'S PEPSI	3/21/2017	$2,130.90	03012017
Paid Chk# 027613	BLUE CROSS BLUE SHIELD OF	3/21/2017	$1,227.88	HEALTH INSURANCE
Paid Chk# 027614	BREAKTHRU BEVERAGE	3/21/2017	$1,010.39	03022017
Paid Chk# 027615	COCA COLA BEVERAGES OF DU	3/21/2017	$172.58	03072017
Paid Chk# 027616	CORPORATE PAYMENT SYSTE	3/21/2017	$21.56	MOUSE FOR COMPUTER
Paid Chk# 027617	EMC INSURANCE COMPANIES	3/21/2017	$418.83	INSURANCE
Paid Chk# 027618	G&K SERVICES	3/21/2017	$59.57	MATS
Paid Chk# 027619	GUARDIAN PEST SOLUTIONS, I	3/21/2017	$40.51	PEST CONTROL SERVICES
Paid Chk# 027620	JOHNSON BROTHERS INC	3/21/2017	$4,020.38	02282017
Paid Chk# 027621	L.M.C.I.T.	3/21/2017	$9,153.00	INSURANCE
Paid Chk# 027622	MICHAUD DISTRIBUTING COMP	3/21/2017	$1,108.25	03062017
Paid Chk# 027623	PAUSTIS & SONS	3/21/2017	$296.50	03062017
Paid Chk# 027624	PHILLIPS WINE & SPIRITS CO	3/21/2017	$2,166.41	02282017
Paid Chk# 027625	PROCTOR JOURNAL	3/21/2017	$9.35	PUBLICATIONS
Paid Chk# 027626	PROCTOR PUBLIC UTILITIES	3/21/2017	$405.59	UTILITIES
Paid Chk# 027627	ROHLFING INC	3/21/2017	$1,718.50	03032017
Paid Chk# 027628	SOUTHERN WINE & SPIRITS OF	3/21/2017	$2,954.67	03032017
Paid Chk# 027629	SUPERIOR BEVERAGE	3/21/2017	$5,289.15	02282017
Paid Chk# 027630	VINOCOPIA	3/21/2017	$91.90	03102017
		Total Checks	**$34,191.70**	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	$186.00	03062017
Check Name AMERICAN BOTTLING COMPANY		$186.00	
AMERITAS	Employer Paid Health Insuranc	$4.90	VISION INSURANCE
Check Name AMERITAS		$4.90	
ARTISAN BEER COMPANY	Beer Purchases	$67.50	03022017
	Beer Purchases	-$67.50	02162017
Check Name ARTISAN BEER COMPANY		$0.00	
BERNICK'S PEPSI	Beer Purchases	$912.20	03012017
	Soft Drinks and Mix	$13.75	03012017
	Beer Purchases	$1,204.95	03092017
Check Name BERNICK'S PEPSI		$2,130.90	
BLUE CROSS BLUE SHIELD OF MN	Employer Paid Health Insuranc	$819.60	HEALTH INSURANCE
	Employer Paid Health Insuranc	$408.28	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN		$1,227.88	
BREAKTHRU BEVERAGE	Liquor Purchases	-$10.64	10142016
	Liquor Purchases	$437.19	03022017
	Freight and Express	$6.48	03022017
	Liquor Purchases	$582.57	03092017
	Freight and Express	$9.25	03092017
	Wine Purchases	-$14.46	04212016
Check Name BREAKTHRU BEVERAGE		$1,010.39	
COCA COLA BEVERAGES OF DULU	Soft Drinks and Mix	$172.58	03072017
Check Name COCA COLA BEVERAGES OF DULUTH		$172.58	
CORPORATE PAYMENT SYSTEMS	Office Supplies & Expense	$21.56	MOUSE FOR COMPUTER
Check Name CORPORATE PAYMENT SYSTEMS		$21.56	
EMC INSURANCE COMPANIES	Property Insurance	$418.83	INSURANCE
Check Name EMC INSURANCE COMPANIES		$418.83	
G&K SERVICES	Misc Operating Supplies	$59.57	MATS
Check Name G&K SERVICES		$59.57	
GUARDIAN PEST SOLUTIONS, INC	Other Professional Services	$40.51	PEST CONTROL SERVICES
Check Name GUARDIAN PEST SOLUTIONS, INC		$40.51	
JOHNSON BROTHERS INC	Liquor Purchases	$474.77	03072017
	Freight and Express	$1.82	02282017
	Wine Purchases	$21.99	02282017
	Freight and Express	$27.60	02282017
	Wine Purchases	$1,012.95	02282017
	Freight and Express	$28.81	02282017
	Freight and Express	$6.37	03072017
	Freight and Express	$14.56	03072017
	Beer Purchases	$495.36	03072017
	Liquor Purchases	$37.00	02282017
	Liquor Purchases	$1,899.15	02282017
Check Name JOHNSON BROTHERS INC		$4,020.38	
L.M.C.I.T.	General Liability Insurance	$9,153.00	INSURANCE
Check Name L.M.C.I.T.		$9,153.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$343.05	03062017
	Beer Purchases	$765.20	03132017
Check Name MICHAUD DISTRIBUTING COMPANY		$1,108.25	
PAUSTIS & SONS	Wine Purchases	$286.00	03062017
	Freight and Express	$10.50	03062017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
Check Name PAUSTIS & SONS		$296.50	
PHILLIPS WINE & SPIRITS CO	Wine Purchases	$398.45	02282017
	Freight and Express	$13.50	02282017
	Liquor Purchases	$886.36	02282017
	Freight and Express	$7.28	03072017
	Freight and Express	$12.74	02282017
	Freight and Express	$9.94	03072017
	Liquor Purchases	$710.14	03072017
	Wine Purchases	$128.00	03072017
Check Name PHILLIPS WINE & SPIRITS CO		$2,166.41	
PROCTOR JOURNAL	Advertising - Enterprises	$9.35	PUBLICATIONS
Check Name PROCTOR JOURNAL		$9.35	
PROCTOR PUBLIC UTILITIES	Utilities	$405.59	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES		$405.59	
ROHLFING INC	Beer Purchases	-$2,165.40	03032017
	Beer Purchases	$2,540.50	03032017
	Beer Purchases	$1,343.40	03102017
Check Name ROHLFING INC		$1,718.50	
SOUTHERN WINE & SPIRITS OF	Liquor Purchases	$1,024.24	03102017
	Freight and Express	$21.01	03102017
	Liquor Purchases	$1,303.04	03032017
	Freight and Express	$20.32	03032017
	Liquor Purchases	$579.91	03142017
	Freight and Express	$6.15	03142017
Check Name SOUTHERN WINE & SPIRITS OF MN		$2,954.67	
SUPERIOR BEVERAGE	Beer Purchases	$539.30	03142017
	Beer Purchases	$320.80	02282017
	Beer Purchases	$2,208.90	03032017
	Beer Purchases	$593.05	03102017
	Beer Purchases	$1,627.10	03072017
Check Name SUPERIOR BEVERAGE		$5,289.15	
VINOCOPIA	Freight and Express	$1.90	03102017
	Liquor Purchases	$90.00	03102017
Check Name VINOCOPIA		$91.90	
		$32,486.82	

+ 1608.36 PR17-04
+ 96.52 Union Dues

$34,191.70

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, April 3, 2017
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES March 20, 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. Government Fund payroll period ended 03/19/17; Liquor Fund payroll period ended 03/19/17

***4. COMMITTEE REPORTS**

***5. UNFINISHED BUSINESS**

*A. Council Handbook

6. NEW BUSINESS

A. **For Consideration –Appraisal of PEDA property**

B. **City Wide Garbage Pick Up – May 6, 2017 –Russell Haberman**

C. **City Wide Brush Pick Up – Tentative date May 22, 2017**

D. **Unallocated Lodging Tax Funds Request - $15,000 to St. Louis County Fair and Fair Association events (unanimous recommendation from Tourism Committee) – see Financial Statements from Fair Association**

E. **Recommendation to add Brook Rodberg to Tourism Committee (unanimous recommendation by Tourism Committee)**

F. Minnesota Tourism - 2015 Economic Impact (Schwarzbauer–Informational)

G. Collaborative Marketing for Tourism and Economic Development (Schwarzbauer) – Informational

H. **Resolution 13-17 For The Appointment of Seasonal Laborer for Parks Department (Also see Parks & Recreation meeting minutes of February 9, 2017)**

I. **Event Packet Requiring all Applications to be Completed and Submitted by a Deadline – make recommendation to Public Safety**

J. **Hermantown Movie in the Park – Request for Usage of Proctor Equipment**

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. **Union and Negotiations Update**

6. NEW BUSINESS (continued)

K. **Labor Agreement**

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund	Liquor Fund
$38,916.43	$52,997.84

$91,914.27 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on March 20, 2017 in the Community Center Council Chambers

Deputy Mayor Gary Nowak called the Public Hearing to order at 5:00pm.meeting to order at 6:00 p.m.

MEMBERS PRESENT: Councilors Jake Benson, Jim Schwarzbauer, Troy DeWall, and Acting Mayor Gary Nowak

MEMBERS ABSENT: Mayor Philip Larson

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Nancy Smith; Thomas Blazejak; Cathy Miller; Alyssa Silverness; Howard Peterson; George Lee; Dorothy Lee; Brandy Meadows; Dave Martinek; Elmer Engman; Sharon Jugasek; Anders Silverness; Fred Nylander; Betty Nylander; Peg & Bill Sweeney; Mike & Liz Harty; Beth & Scott Johnson; Steve Bennett; Carla Warmington; Bart & Erin Bergland; Rory Johnson; Noreen Pyle; Kevin Bahr; Gregory Sminesvik; Michael Nelson; Susan Nowak; Russell Haberman; Ray Sundin

Casey stated that this Public Hearing is to describe the overall project and hear from the residents. He stated that the project has not been ordered or approved by Council.

Matt Bolf, SEH, stated that he is the contracted City Engineer for Proctor. He gave the project Background from data gathered to use to prioritize reconstruction projects. Bolf said in general, the City of Proctor will pay 70% and the benefitting property will pay 30%. Bolf went on to describe the Project Procedure and the Project Introduction. He said that with council approval the design scheduled to be completed in 2017 with the bidding to begin in 2017 with construction completed in 2018.

Bill Sweeney, Chairman of the Public Utilities Commission stated that the PUC will assess up to 30%.

Many residents asked questions about the proposed project and based on the recommendation of Commissioner Sweeney, the hearing was extended until 6:30p.m.

CALL TO ORDER - CITY COUNCIL MEETING AT 6:35PM

APPROVAL OF MINUTES:

Motion by DeWall, seconded by Schwarzbauer and carried: To approve the March 6, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Nowak tabled 6F
Schwarzbauer added comments to Members Concerns

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the agenda of March 20, 2017 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Russell Haberman stated that he is interested in organizing a Spring Clean Up for the City of Proctor. He asked for permission to use the city's garbage dumpsters. Item to be added to the next agenda.

*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: To approve the Consent Agenda.

*1. COMMUNICATIONS

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 03/05/17; Liquor Fund payroll period ended 03/05/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

6. NEW BUSINESS

A. Resolution 09-17 – Small Community Air Service Development grant

Casey stated that this request was sent by the Duluth Airport Authority and Visit Duluth to expand tourism to the Duluth area. Schwarzbauer said that he has been involved in the process also.

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To approve Resolution 09-17 as presented.

B. Resolution 10-17 – Resolution of Non-Objection

Adam Jaros, with the Confidence Learning Center stated that the money raised by selling the pull tabs at the Moose will help people with disabilities to pay for their time at the Center. Casey asked if he was aware of the reporting requirements, and Jaros stated that he was aware.

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To approve Resolution 10-17 as presented.

C. Resolution 11-17 – Ordering of Plans and Specifications for Almac Drive and 6th Street

Casey stated that this would help the city be a step ahead if the sales tax bill is successful during the state's legislative session. Benson asked for clarification of "preparation of plans". Matt Bolf, SEH, stated that they would prepare to order and design the plans for the project. Bold said it would also include a topographical survey. DeWall asked Bolf the cost of the next step. Bolf stated that the costs are wrapped in the assessment fees. The council also discussed who should abstain from voting on the ordering of plans based on their residence.

Motion by DeWall, seconded by Nowak and carried: To table this item until the next City Council meeting.

D. For Consideration –Appraisal of PEDA property (PEDA Meeting Minutes of 03/14/17 and appraisal from Ann Heimbach)

Casey stated that PEDA is exploring options for appraisals, and only received one quote. DeWall stated that he would like to see more estimated. Item table until next meeting.

E. Recommendation from Liquor Control regarding Golf Course Liquor License Application

Nowak stated that the Liquor Control Committee unanimously approved the Liquor License application for the Golf Course.

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To accept the Liquor Control Committee recommendation and approve the Liquor License Application for the Proctor Golf Course.

F. Recommendation from Liquor Control Committee regarding payment plan from Moose Lodge

Item Tabled

G. For consideration - RFP for Web Design and Hosting

Casey stated that the City has received phone calls and comments about the incomplete city website. He would like to compose and RFP for website design and hosting. Schwarzbauer stated that his daughter is knowledgeable in this service.

H. Request for approval from Police Department - Master Subscriber Agreement for Minnesota Court Data Services - Resolution 12-17

Casey stated that the council approves this agreement every three years for the Police Department. This is for a site that the police use to collect data.

Motion by Schwarzbauer, seconded by DeWall and carried (3-1, Benson opposed): To approve the Request for approval of the Master Subsriber Agreement for Minnesota Court Data Services and Resolution 12-17 as presented.

Motion by Nowak, seconded by DeWall and carried: To recess the City Council meeting at 7:22pm and go to a closed meeting to discuss labor and negotiation issues along with pending litigation.

Motion by Nowak, seconded by DeWall and carried: To adjourn Closed Session

Motion by Benson, seconded by DeWall and carried: To reopen the City Council Meeting at 7:45pm

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

6. NEW BUSINESS (continued)

I. Labor Agreement

Motion by DeWall, seconded by Nowak and carried (4-0): To accept the post-employment agreement as discussed.

MEMBER CONCERNS

Benson attended the MN House Session and reminded the council that Friday was the deadline for all the bills to be heard. Casey stated that a number of communities are asking for changes in Sales & Use Tax

Schwarzbauer distributed a flier and gave and update from the Township Meeting. He also discussed the need for the council to come together. Nowak agreed and stated that he does not want a divided council. DeWall stated that the voters voted for change and that's why he is on the council. During the council meetings he is a city councilor doing the best for the city. Benson stated that he too takes this position very seriously and wants to do what is best for the community.

BILLS FOR APPROVAL

General Fund	Liquor Fund
$141,451.23	$34,191.70

$175,642.93 TOTAL BILLS FOR APPROVAL

Schwarzbauer asked Attorney Bray is the councilors should abstain from bills to their place of business. Bray said that they could vote yes for all the bills, and still abstain from that one particular invoice.

Motion by Schwarzbauer, seconded by DeWall and carried (3-1, Benson opposed; DeWall abstained from Troy's Amoco invoice): To approve the bills in the amount of $175,642.93.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried: To adjourn the City Council meeting at 8:15pm.

PR17-06 3/6/17 - 3/19/17 3A.

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	$1,600.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	$3,461.54
	City Administrator	Government Building	Part-Time Employee	$722.80
	City Clerk	Administrative	Full-Time Employee Regular	$122.25
	City Clerk	Administrative	Full-Time Employee Regular	$145.60
	City Clerk	Administrative	Full-Time Employee Regular	$2,586.75
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$408.72
	Police	Operations (Police)	Full-Time Employee Regular	$232.80
	Police	Operations (Police)	Full-Time Employee Regular	$349.20
	Police	Operations (Police)	Full-Time Employee Regular	$17,109.64
	Police	Operations (Police)	Full-Time Employee Overtime	$1,618.63
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$1,496.50
	Police	Admin Secretary (Police)	Full-Time Employee Overtime	$20.87
	Police	Admin Secretary (Police)	Part-Time Employee	$871.68
	Police	Police Grant Labor	Full-Time Employee Overtime	$611.10
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	$340.78
	Streets & Roadways	Street Department	Full-Time Employee Regular	$1,057.06
	Streets & Roadways	Street Department	Full-Time Employee Regular	$457.12
	Streets & Roadways	Street Department	Full-Time Employee Regular	$201.48
	Streets & Roadways	Street Department	Full-Time Employee Regular	$3,947.66
	Streets & Roadways	Street Department	Full-Time Employee Regular	$58.90
	Streets & Roadways	Sanding	Full-Time Employee Regular	$259.16
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	$1,027.91
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	$448.86
	Park	Tree Planting	Full-Time Employee Regular	$102.50
	Operations (PUC)	Administrative and General	Temporary Employees Regular	$228.56
FUND 100 General Fund				$44,110.78
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$83.07
	Public Works	Sewer	Full-Time Employee Regular	$110.76
	Public Works	Pump Station	Full-Time Employee Regular	$27.69
FUND 500 Sewer Fund				$221.52
				$44,332.30

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,672.00
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Overtime	$78.38
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$1,855.10
FUND 600 Liquor Fund				$3,605.48
				$3,605.48

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 6

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description POLICE				
Shift Multiplier 1.5				
Police	12.00	1.5	$395.82	City -Bi-wk
Police	12.00	1.5	$395.82	City -Bi-wk
Police	12.50	1.5	$412.31	City -Bi-wk
Police	14.00	1.5	$611.10	City -Bi-wk T2D grant
Police	9.50	1.5	$414.68	City -Bi-wk
Police	0.75	1.5	$20.87	City -Bi-wk
Shift Multiplier 1.5	60.75		$2,250.60	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	4.00	1.5	$141.36	City -Bi-wk
Street Department	4.00	1.5	$166.14	City -Bi-wk
Street Department	4.00	1.5	$141.36	City -Bi-wk
Shift Multiplier 1.5	12.00		$448.86	
Pay Group Description City -Bi-wk	72.75		$2,699.46	
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	
	75.25		$2,777.84	

6A.

From: Ann Heimbach [mailto:ann@fisalter.com]
Sent: Tuesday, March 07, 2017 10:39 AM
To: Mark Casey
Subject: Appraisal

Mark-

I could provide the appraisal of the 75 acres you requested by Mid April at a cost of $2,500. Please let me know if you have any questions.

Thank you.

Ann Heimbach, MAI
Certified General Real Property Appraiser
F.I. Salter Company
218-310-3891

Tammie,

Hillman Realty has declined to offer a quote.

I am waiting on one more from Jon Vigen & Co.

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

315 WEST SUPERIOR STREET, SUITE 203 / DULUTH, MINNESOTA 55802 / PHONE (218) 727-5840 / FAX [218] 727-5671

Twin Ports Appraisals

REAL ESTATE APPRAISING AND MARKET STUDIES

March 24, 2017

Mr. Mark Casey
Administrator
City of Proctor
100 South Pionk Drive
Proctor, MN 55810

RE: **Appraisal Proposal**
Vacant Land - 75 Acres
Proctor, MN 55810

Dear Mr. Casey

In accordance with your request, I am submitting for your consideration the following proposal:

Cost

We will perform this appraisal assignment for the sum of (not to exceed):

$2,000

- TWO THOUSAND DOLLARS -

The intended use of our appraisal is to provide an estimate of the market value of the above-referenced subject property for internal purposes. It is my understanding that the subject assignment would include the following parcels identified by the St. Louis County Assessor's Office as follows:

185-0240-00670	-	35.94 acres
185-0240-00690	-	20.00 acres
185-0240-00700	-	15.00 acres
		70.94

I would note that the acreage figure reported by the assessor's office differs somewhat from the (75-acre) appraisal request.

RE: Appraisal Proposal
Vacant Land
Proctor, MN 55810

Work Program

The course of our appraisal procedure will involve the following:

- A physical inspection of the subject property and its environs to determine suitability for the present, or any alternate use.

- A search for comparable sales data involving personal examination of public records and investigations through local real estate brokers, and other appraisers, mortgage brokers, and consultants.

- An analysis of the approaches to value, as applicable.

- We assume that you will provide, if available, the survey of the property, any lease information pertaining to the property, pertinent information regarding zoning variance, environmental studies, or other data relevant to the assignment or that you deem relevant to the analysis.

- Preparation and delivery of one copy of the completed report addressed to you, or as required, signed by myself. The appraisal report will be completed in a summary appraisal format.

Timing

We could undertake the assignment immediately, after your acceptance, and would expect to have the completed report to you within six weeks of that date.

If there are any questions, please contact me so that any additions or corrections can be made. Thank you for the opportunity of submitting this proposal. We look forward to working with you on this assignment.

Respectfully submitted,

William D. Clements
Twin Ports Appraisals
(MN LIC# 4000779)

6D + 6E

Tammie McDonald

From:	Sally Hedtke
Sent:	Tuesday, March 21, 2017 4:23 PM
To:	Mark Casey; Tammie McDonald
Cc:	Dan Rohweder (sunkink@yahoo.com); Deanna Gregorich; Frank Siiro (fsiiro2011 @hotmail.com); Johanna Strandjord (jstrandjord@spiritmt.com); Phil Larson; Ryan Jones; Sally Hedtke; Tony Banks (duluthsouth.mn@americinn.com)
Subject:	Tourism Committee Recommendations

At the March 21, 2017 Tourism Committee meeting, the committee voted to recommend the following for City Council approval at the April 3rd, 2017 meeting.

Please add these items to the agenda for that meeting:

1. ***The Tourism Committee unanimously recommends that the City Council approve the use of $15,000 from Unallocated Lodging Tax Funds for marketing and promotion of the 2017 S. St. Louis County Fair and Fair Association events.***

2. ***The Tourism Committee unanimously recommends the approval by the City Council of a new member to the Tourism Committee: Brook Rodberg, Black Woods, is recommended to replace a member who is no longer on the committee.***

Sally R. Hedtke, Proctor Tourism
City of Proctor
100 Pionk Drive
Proctor, MN 55810
218-628-6297, ext. 297

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2018

	Jan - Dec 18		
Ordinary Income/Expense			
Income			
Banquet			
Meals		320.00	
Total Banquet			320.00
Camper Electric			30.00
County Appropriation			7,809.00
Diner			421.00
Donation Income			
Midway Sewer		300.00	
Donation Income - Other		100.00	
Total Donation Income			400.00
Fair			
Booth, Cone Rent		5,710.00	
Camping Electric		264.00	
Carnival Income			
Advance Sale Tickets	659.00		
Carnival Income - Other	1,715.00		
Total Carnival Income		2,374.00	
Daily Admission Fees			
Main Gate	5,191.00		
Passes-Admission	512.00		
Road Gate	1,973.00		
Daily Admission Fees - Other	1,240.00		
Total Daily Admission Fees		11,916.00	
Enduro			
Back Gate	432.00		
Entry Fees	2,766.00		
Front Gate	1,702.00		
Total Enduro		4,899.00	
Grants		12,905.23	
Poultry Cage Fee		93.00	
Premium Check Refund		2,765.21	
Saturday Horse Show		1,752.00	
Sponsorship			
Barricks	1,000.00		
Irving Community Center	2,000.00		
Proctor H/W Tax	15,000.00		
Total Sponsorship		18,000.00	
Stall Rent		664.00	
Sunday Horse Show		895.00	
Total Fair			62,468.44
Membership Dues			220.00
Monster Truck Income			75.00
Rent			
Car Show		300.00	
Circus		1,430.00	
Expendable Motorcycle Event		800.00	
PAHA		5,000.00	
Rabbit Show		200.00	
RC Racing		3,000.00	
Speedway		3,883.44	
Total Rent			14,413.44

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2016

		Jan - Dec 16
Rummage Sale		50.00
Snocross Parking		12,840.00
Storage		42,030.00
Total Income		140,863.88
Expense		
Advertising-Other		200.00
Banquet Expense		
Membership Cards	38.50	
Banquet Expense - Other	575.00	
Total Banquet Expense		613.50
Capital Improvements		
Pavilion	10,484.33	
Shed	1,000.00	
Total Capital Improvements		11,484.33
Cash Bank		0.00
Convention Expense		1,182.02
DFA Expense		
Dirt	1,000.00	
DFA Expense - Other	340.00	
Total DFA Expense		1,340.00
Donation		50.00
Door Repair		448.50
Dues and Subscriptions		175.00
Electrical Repairs		
Concession Bldg	0.00	
Total Electrical Repairs		0.00
Equipment Purchase		
Lawn Tractor	2,498.00	
Total Equipment Purchase		2,498.00
Fair 2015		488.00
Fair 2016		
Advance Sale Tickets	5,000.00	
Advertising	11,000.86	
Apparel	375.00	
Coffee	223.44	
Contracted Labor	168.85	
Enduro Purse	2,075.00	
Entertainment		
Ally's Puppets	3,000.00	
Birkeland Boys Band	500.00	
Bounce House	181.81	
Circuit Breakers	1,000.00	
Kids Pedal Pull	1,310.00	
No Cover Band	500.00	
Todd Eckert	950.00	
Whitesidewalls Band	3,300.00	
Total Entertainment	10,921.81	
Equipment Rental	161.81	
Farmer for a Day	614.48	
Feed	85.50	
Fire Extuisher Exp	309.58	
Fuel Surcharge	35.00	
Garbage Removal	1,022.57	
Hay & Straw	0.00	

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2016

		Jan - Dec 16
Horse Show Expense		
Saturday Horse Show	300.00	
Sunday Horse Show	300.00	
Horse Show Expense - Other	164.51	
Total Horse Show Expense		764.51
Judge-4H		1,080.00
Judge-Baking/Canning		80.00
Judge-Flowers		40.00
Judge-Fruits & Veggies		
Judge-Fruits and Veggies	40.00	
Total Judge-Fruits & Veggies		40.00
Judge-Home Arts M		40.00
Judge-Home Arts N		80.00
Judge-Home Arts O		40.00
Judge-Open Horse Show		300.00
Judge-Painting		40.00
Judge-Poultry		100.00
Judge-Quilts		80.00
Judge-Rabbits		75.00
Judge-Sheep/Goats		40.00
Judge-Youth		80.00
Mileage		1,056.50
Misc Expense		40.86
Misc Fair Supplies		443.11
Motel		191.24
Payroll Expenses		
FUTA	39.09	
Payroll Expenses - Other	7,022.13	
Total Payroll Expenses		7,061.19
Photo Booth		103.42
Portable Toilets		171.26
Postage		246.78
Poultry Barn Expense		0.00
Poultry Testing		180.00
Premium Checks		
4-H	2,874.25	
Industrial Bldg	2,446.25	
Saturday Horse Show	1,364.00	
Sunday Horse Show	1,606.00	
Total Premium Checks		8,278.50
Printing		767.00
Purse-Enduro		200.00
Rabbit Pellets		66.40
Ribbons & Supplies		2,262.12
Roll Tickets		60.00
Salary-Director		2,250.00
Salary-Poultry-Supt		0.00
Sales Tax		0.00
Shavings		402.50
Stage Rental		125.00
Talent Show Expense		180.00
Talent Show Prizes		240.00
Tent Rental		668.33

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2016

		Jan - Dec 16
Trophies		
Car Show	0.00	
Enduro	234.00	
Saturday Horse Show	440.00	
Sunday Horse Show	445.00	
Talent Show	60.00	
Total Trophies		1,179.00
Trophies/Ribbons-Horse Shows		0.00
Vet Expense		230.00
Total Fair 2016		61,241.92
Financial Statement		22.10
Food-Rummage Sale		218.71
Food License		245.00
Grounds Maintenance		2,704.53
Insurance		
Liability Insurance	8,582.00	
Vehicle	307.00	
Workers Comp Ins	218.00	
Total Insurance		9,107.00
Legal Notice		27.62
Locksmith Services		10.84
Monster Trucks Expense		500.00
Office Equipment		
Computer Purchase	723.16	
Total Office Equipment		723.16
Office Supplies		176.02
PO Box Rent		70.00
Postage and Delivery		109.49
Repairs		
Bathroom	10.79	
Building Repairs	137.48	
Ind Bldg	225.00	
Repairs - Other	813.34	
Total Repairs		1,186.61
Salaries		
Officers Expense	1,800.00	
Total Salaries		1,800.00
Sales Tax Expense		
City	124.00	
County	124.00	
State	1,703.33	
Sales Tax Expense - Other	24.62	
Total Sales Tax Expense		1,976.95
Snocross Expense		
Spirit Mt (Bus Exp)	5,822.30	
Snocross Expense - Other	5,057.08	
Total Snocross Expense		10,879.38
Storage Expense		271.27
Tables		748.70

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2016

	Jan - Dec 16	
Tax		
Federal Tax Due	3,617.00	
Property Tax	561.80	
State Tax Due	2,423.00	
Total Tax		6,601.80
Tax Return Preparation		700.00
Telephone		
Internet Service	285.75	
Telephone - Other	786.98	
Total Telephone		1,071.73
Truck Expense		
Gas & Fuel	273.29	
License Plates-Truck	16.00	
Repair	61.37	
Total Truck Expense		350.66
Utilities		
Carnival	2,015.28	
Carny Lot	328.83	
Electric-Bathroom	1,666.84	
Electric-DFA	0.00	
Electric-Grounds	146.76	
Electric-Livestock Bldg	475.31	
Industrial Bldg	579.54	
Outlets	562.21	
Water & Gas	2,720.84	
Total Utilities		8,457.41
Void		0.00
Washroom Cleaning		490.00
Washroom Supplies		361.39
Website		360.00
Work Party Expense		1,139.01
Total Expense		130,120.91
Net Ordinary Income		10,772.97
Other Income/Expense		
Other Income		
Speedway Seat Surcharge		8,500.00
Total Other Income		8,500.00
Other Expense		
Speedway Seat Tax		
2007 Loan Payment	8,500.00	
Total Speedway Seat Tax		8,500.00
Total Other Expense		8,500.00
Net Other Income		0.00
Net Income		10,772.97

The Economic Impact of Travel in Minnesota

2015 Analysis

TOURISM ECONOMICS

AN OXFORD ECONOMICS COMPANY

6.5.

Overview

TOURISM ECONOMICS

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2015 Highlights

Traveler Spending

- Traveler spending of $11.5 billion generated $19.6 billion in total business sales in 2015 as travel dollars flowed through the state's economy.
- Travelers to Minnesota destinations spent 4.5% more in 2015 than in 2014.

Traveler Counts

- Minnesota hosted 71.2 million travelers in 2015.
- Day travel supported overall growth in 2015 as lower gas costs encouraged trips by personal automobile.

2015 Highlights

Jobs

- A total of 186,733 jobs, with income of $5.6 billion, were sustained by travelers to Minnesota in 2015.
- Traveler-supported employment grew 2.7% over the two years from 2013 to 2015.

Taxes

- Including indirect and induced impacts, travel in Minnesota generated $1.25 billion in state and local taxes and $1.45 billion in Federal taxes in 2015.
- In the absence of the state and local taxes generated by travelers, each Minnesota household would need to pay $585 to fill the gap.

Traveler Spending

TOURISM ECONOMICS

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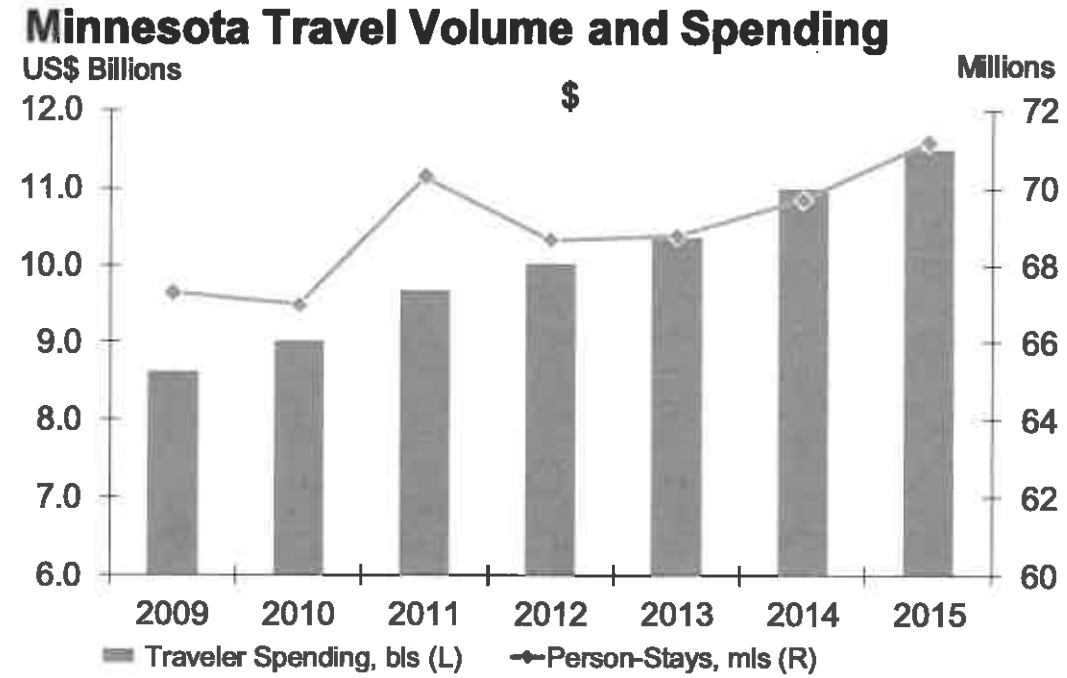
A story of strength

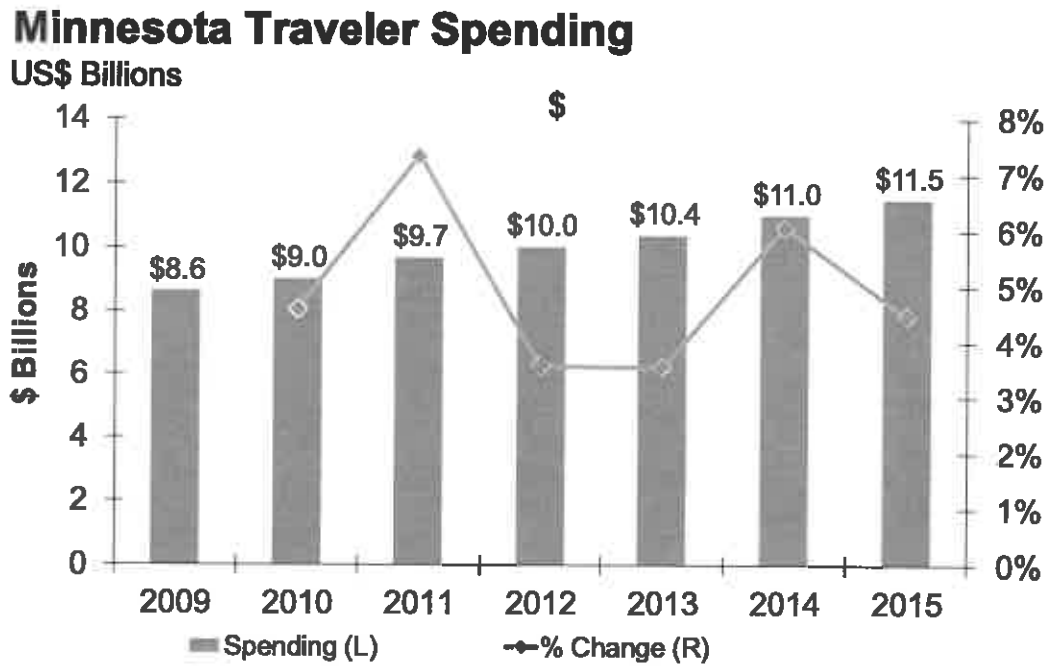
- Travel volume to Minnesota reached 71.2 million in 2015.
- With travel sentiment supported by increasing wages, growing employment, and lower transportation costs, Minnesota travel volume has grown 10.8% over the past two years.



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

Continued growth in traveler spending

- Traveler spending continued to grow in both 2014 and 2015, marking six straight years of growth.
- Traveler spending grew 4.5% in 2015 to reach $11.5 billion.
- Traveler spending growth has averaged 5.0% per annum over the past five years.



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

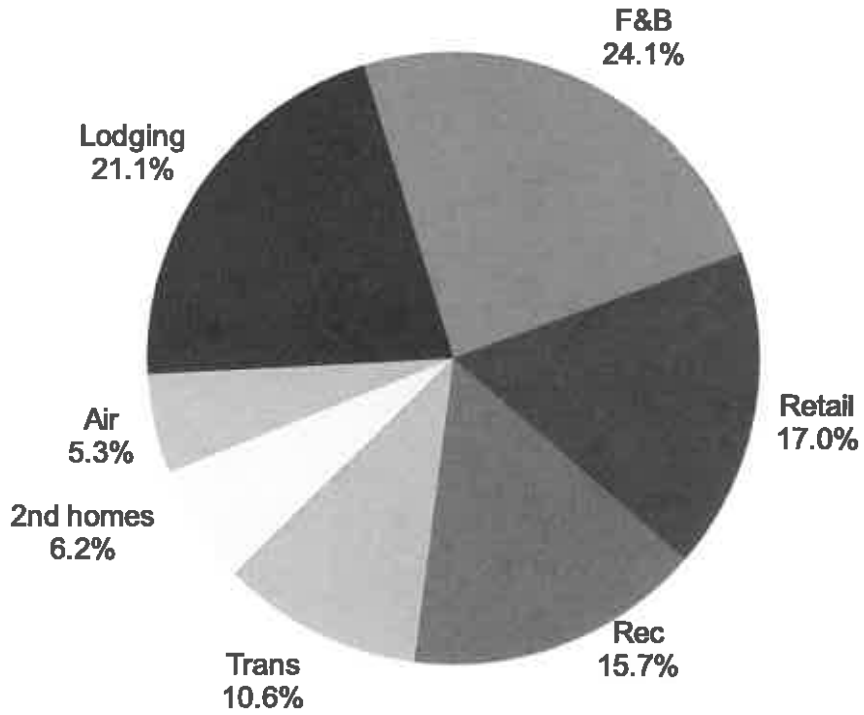
Lodging sector leads

- Spending growth in the lodging sector, in particular, supported traveler spending performance in 2015.

Traveler Spending (US$ Million)								
Sector	2009	2010	2011	2012	2013	2014	2015	% Change
Lodging	$1,670	$1,788	$1,904	$1,970	$2,123	$2,278	$2,422	6.3%
F&B	$2,051	$2,123	$2,357	$2,416	$2,447	$2,625	$2,774	5.7%
Retail	$1,539	$1,593	$1,734	$1,769	$1,803	$1,898	$1,950	2.8%
Rec	$1,521	$1,542	$1,531	$1,582	$1,631	$1,727	$1,807	4.7%
Trans	$812	$908	$1,009	$1,115	$1,162	$1,209	$1,224	1.3%
2nd homes	$548	$567	$602	$632	$658	$695	$716	3.0%
Air	$474	$490	$538	$537	$554	$577	$607	5.3%
TOTAL	$8,615	$9,012	$9,674	$10,021	$10,377	$11,008	$11,500	4.5%
% Change		4.6%	7.4%	3.6%	3.6%	6.1%	4.5%	

Traveler spending by sector

Minnesota Traveler Spending

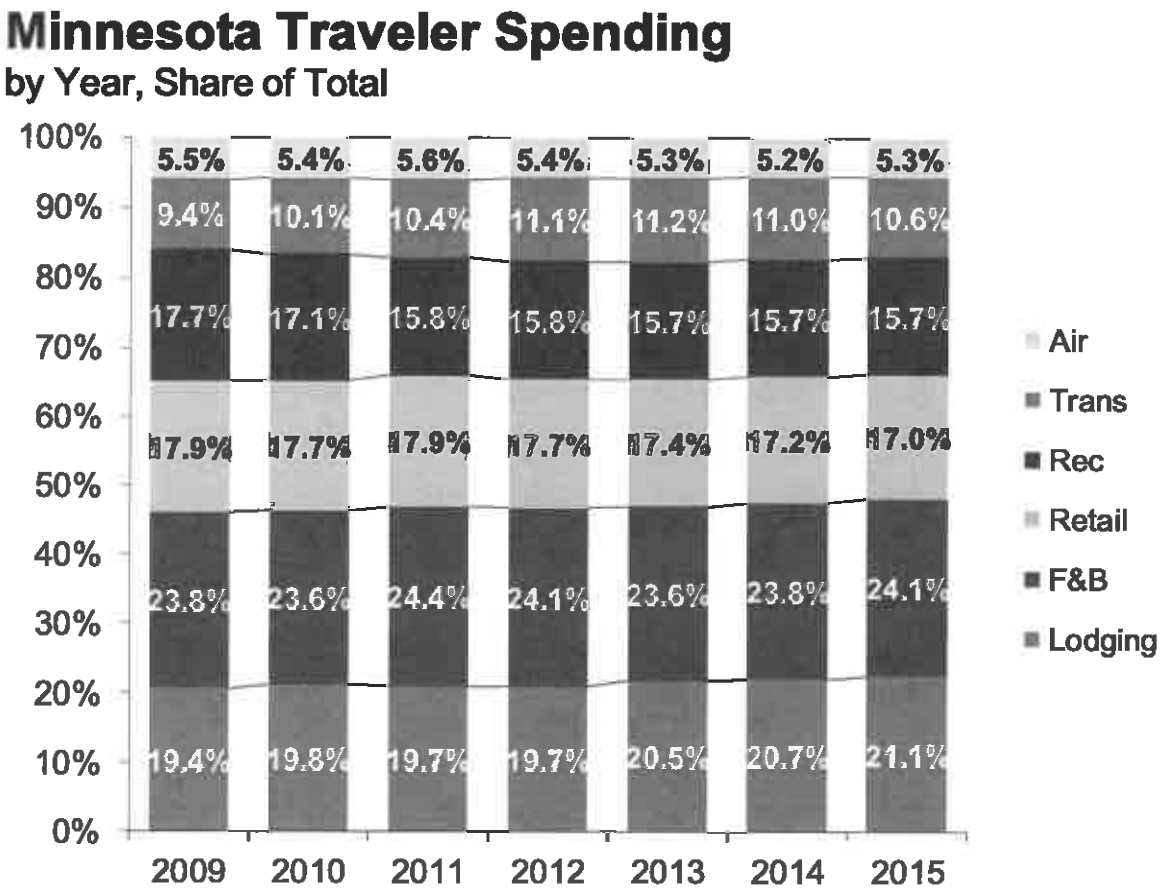


Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

F&B:	Food & Beverages
Retail:	Retail Shopping
Lodging:	Accommodations Sales
Trans:	Non-Air Transportation
Rec:	Recreation & Entertainment
2nd homes:	2nd Home Rental Spending
Air:	Air Transportation Spending

- F&B spending represents nearly a quarter of all traveler spending.
- With growth in both occupancy and room rates, the share of the traveler dollar spent on lodging has grown to 21.1% in 2015.
- Retail purchases represent 17.0% of every traveler dollar.

Traveler spending by sector



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

- The share of the traveler dollar spent on lodging has grown each year since 2012, with growth in both rooms rented and ADR.
- With lower transportation costs in 2014 and 2015, the share of the traveler dollar dedicated to transportation fell.

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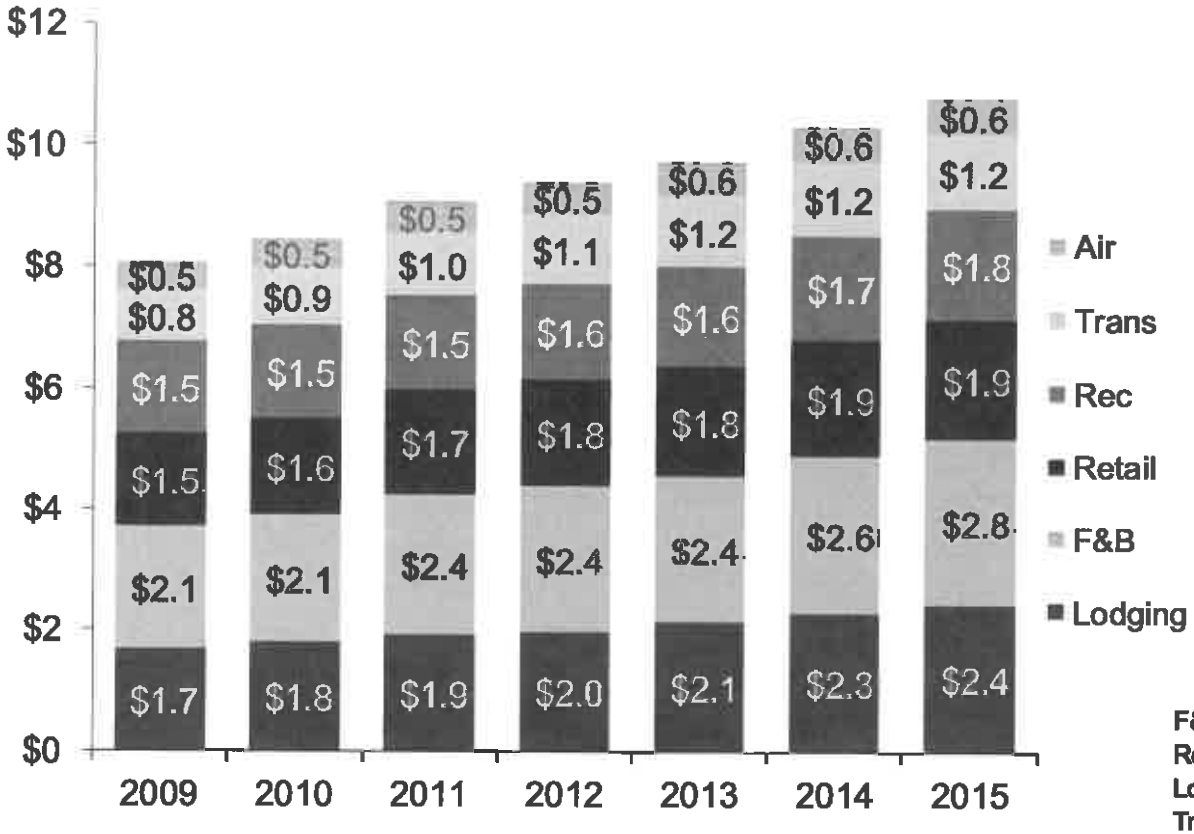
Traveler spending by sector

Minnesota Traveler Spending

by Year, Billions of $



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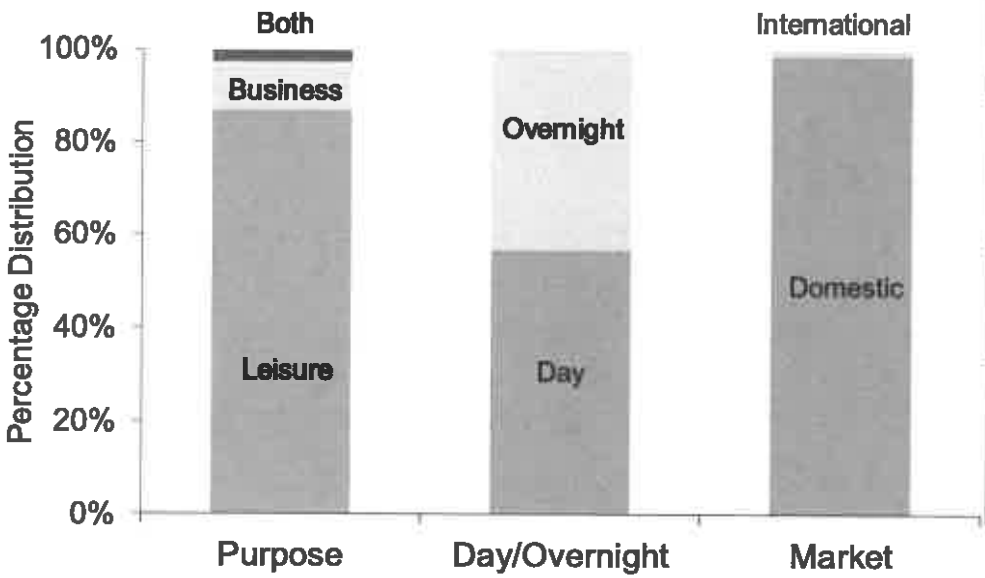
F&B:	Food & Beverages
Retail:	Retail Shopping
Lodging:	Accommodations Sales
Trans:	Non-Air Transportation
Rec:	Recreation & Entertainment
2nd homes:	2nd Home Rental Spending
Air:	Air Transportation Spending

TOURISM ECONOMICS

Travelers by market

- Minnesota hosted 71.2 million travelers in 2015. The vast majority were from domestic markets (98.6%) and came for leisure (87.0%).

Travelers by Market

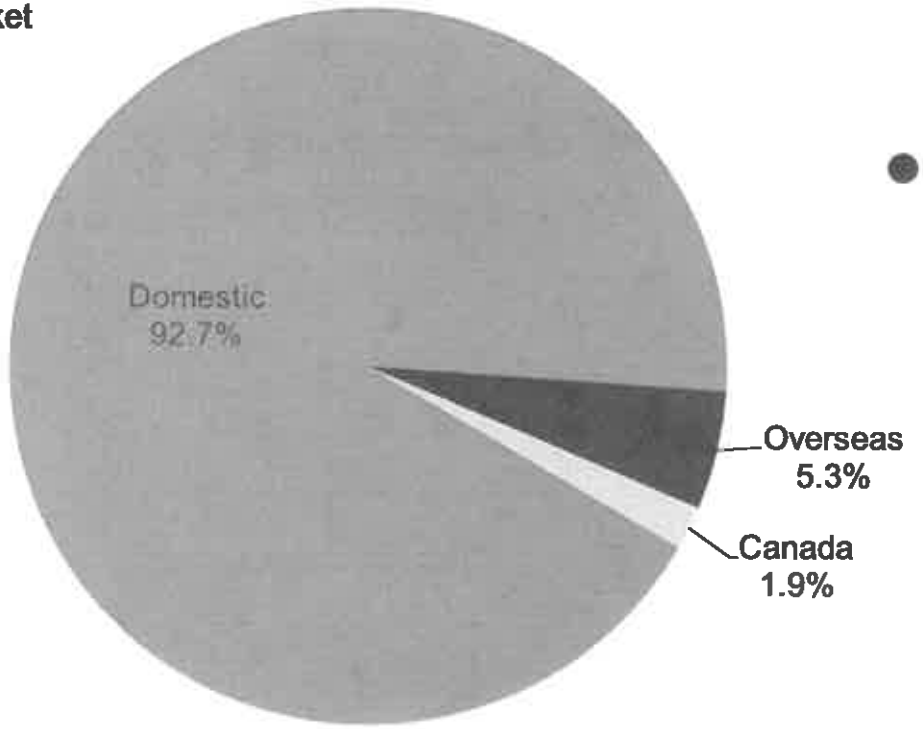


Travelers by Market (Millions)	2011	2012	2013	2014	2015
Purpose	**70.36**	**68.78**	**68.76**	**69.71**	**71.19**
Leisure	60.25	59.24	59.73	60.59	61.95
Business	7.83	7.23	6.94	7.16	7.43
Both	2.28	2.31	2.10	1.95	1.81
Stay	**70.36**	**68.78**	**68.76**	**69.71**	**71.19**
Day	39.69	39.24	38.56	39.06	40.38
Overnight	30.67	29.55	30.20	30.65	30.82
Market	**70.36**	**68.78**	**68.76**	**69.71**	**71.19**
Domestic	69.16	67.50	67.68	68.65	70.17
Canada	0.95	1.03	0.81	0.81	0.72
Overseas	0.26	0.25	0.27	0.26	0.31

Note: travelers are counted on a person-trip basis

Traveler spending by market

Traveler Spending
By Market



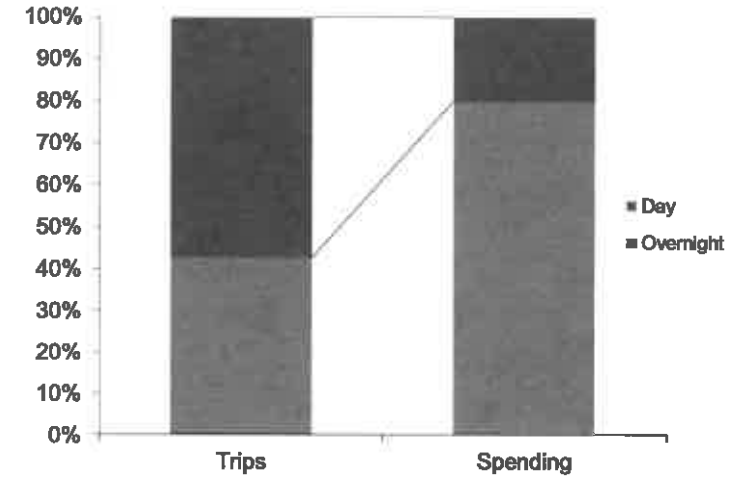
- Domestic travel accounted for 92.7% of all traveler spending in the state of Minnesota.
- Canadian and overseas travelers spend more per trip than domestic travelers. International markets accounted for 1.4% of travelers, but 7.2% of total traveler spending.

Overnight and day markets

- Minnesota hosted 71.2 million travelers in 2015. The majority of travelers were day travelers (56.5%).
- While only 44% of all trips, overnight traveler spending accounts for 80% of all traveler spending, generating $9.2 billion.
- On average, overnight travelers spent $307 in Minnesota during their trip.
- With overnight travelers staying an average of 3.09 days, per person per day spending for the overnight traveler was $99.

Trips and Spend	
2015, in millions	
Total Travelers	**71.2**
Overnight	29.9
Day	40.2
Total Spending	**$11,500**
Overnight	$9,188
Day	$2,313
Per Traveler Spending	**$162**
Overnight	$307
Day	$57

Traveler Spending Breakout
Share of Total



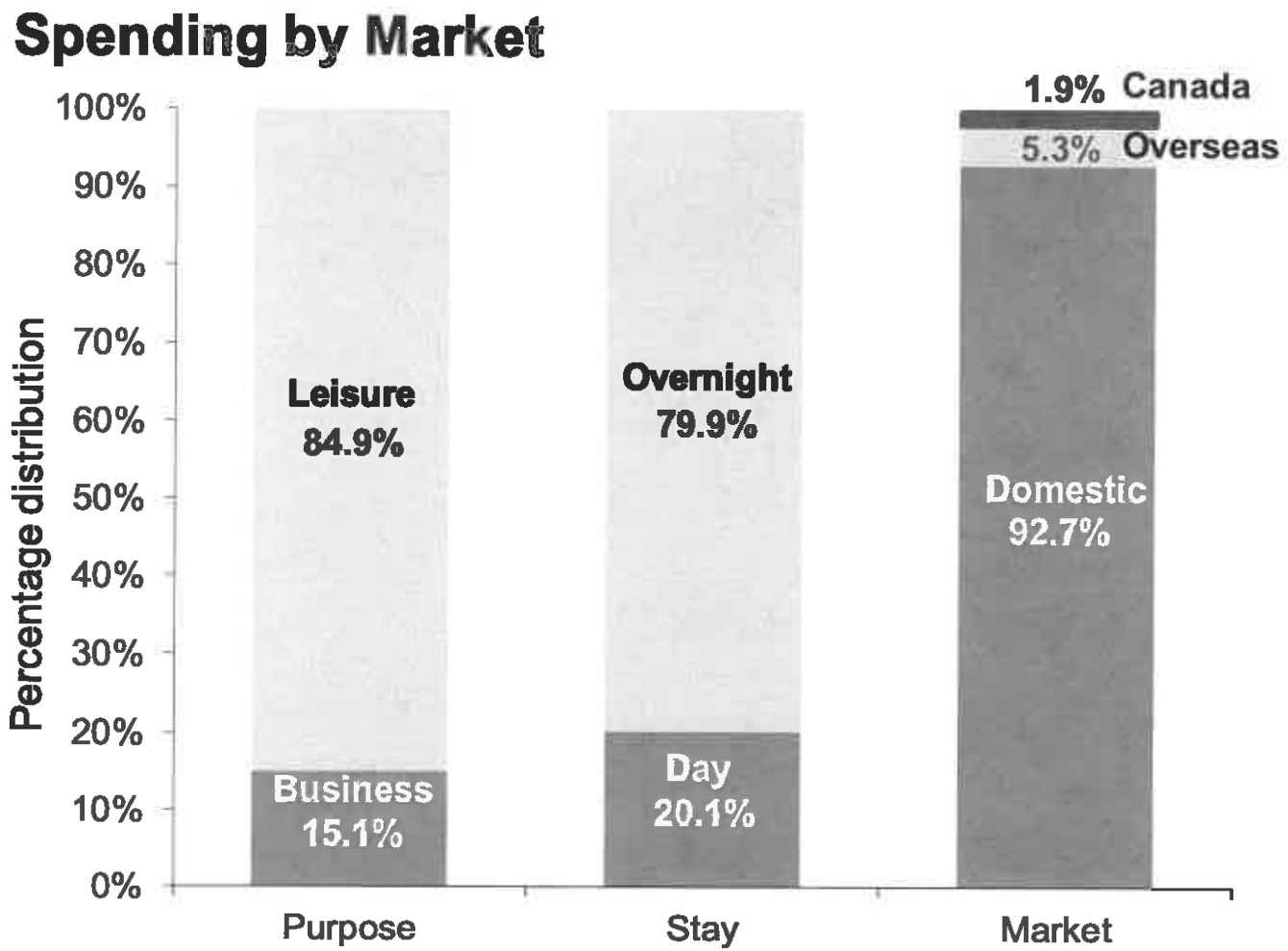
TOURISM ECONOMICS

Traveler spending by market segment

- Leisure travel's share of traveler spending accounted for 85% of all traveler spending in Minnesota in 2015.
- Overnight travelers spent $9.2 billion in Minnesota in 2015, 80% of the total.
- Domestic travelers represent 93% of all traveler spending.

Traveler Spending in 2015 (US$ Billion)					
Purpose		Stay		Market	
Business	$1.7	Day	$2.3	Domestic	$10.7
Leisure	$9.8	Overnight	$9.2	Overseas	$0.6
				Canada	$0.2
Total	$11.5	Total	$11.5	Total	$11.5
Share					
Purpose		Stay		Market	
Business	15.1%	Day	20.1%	Domestic	92.7%
Leisure	84.9%	Overnight	79.9%	Overseas	5.3%
				Canada	1.9%

Traveler spending by market segment



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

State Travel Impacts

TOURISM ECONOMICS

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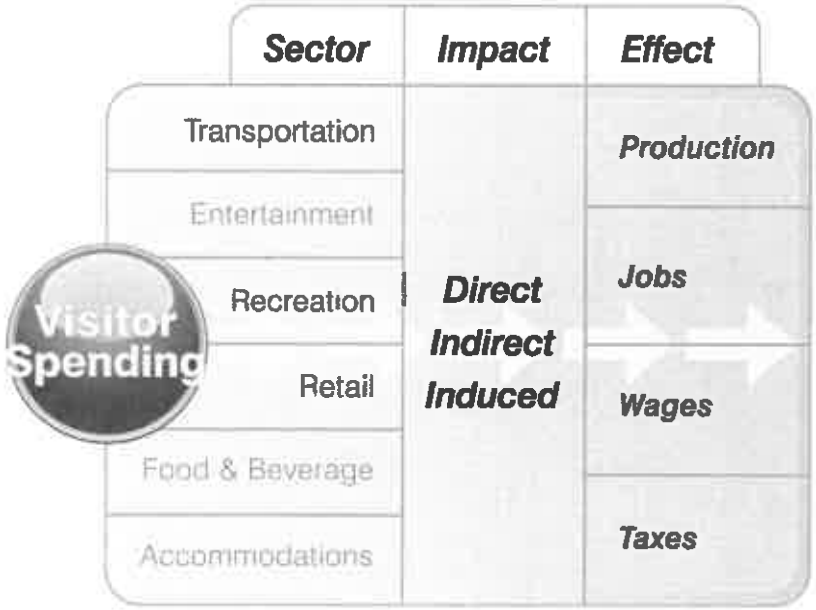
How traveler spending generates impact

- Travelers create direct economic value within a discrete group of sectors (e.g. recreation, transportation). This supports a relative proportion of jobs, wages, taxes, and GDP within each sector.
- Each directly affected sector also purchases goods and services as inputs (e.g. food wholesalers, utilities) into production. These impacts are called indirect impacts.



- Lastly, the induced impact is generated when employees whose incomes are generated either directly or indirectly by travel, spend those incomes in the state economy.

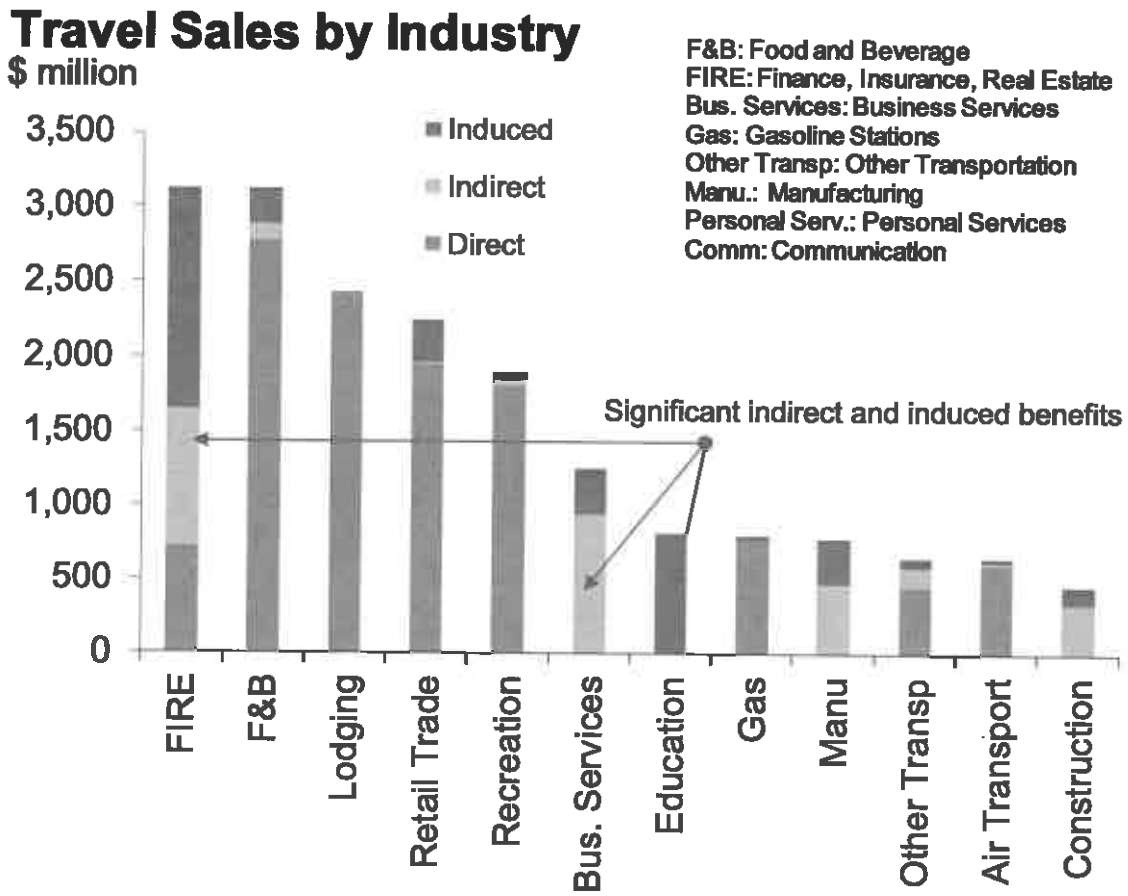
Travel generated sales

Travel Sales (US$ Million)	Direct	Indirect	Induced	Total
Agriculture, Fishing, Mining	-	45.6	38.0	83.7
Construction and Utilities	-	337.3	120.1	457.4
Manufacturing	-	470.7	307.8	778.5
Wholesale Trade	-	115.5	193.8	309.3
Air Transport	607.2	13.2	25.4	645.8
Other Transport	449.4	139.0	62.6	651.0
Retail Trade	1,950.0	12.6	286.2	2,248.8
Gasoline Stations	774.6	1.2	21.2	796.9
Communications	-	265.0	150.4	415.4
Finance, Insurance and Real Estate	716.3	935.3	1,472.1	3,123.7
Business Services	-	942.7	315.6	1,258.3
Education and Health Care	-	8.5	809.6	818.1
Recreation and Entertainment	1,807.1	36.4	54.2	1,897.7
Lodging	2,422.0	2.9	2.5	2,427.4
Food & Beverage	2,773.8	108.1	241.2	3,123.1
Personal Services	-	109.9	218.1	328.0
Government	-	121.1	71.2	192.3
TOTAL	11,500.2	3,664.9	4,390.1	19,555.2
% Change (2013-15)	11.69%	11.17%	8.97%	10.97%

Traveler spending of $11.5 billion generated total travel economic impact of $19.6 billion in 2015 as traveler dollars flowed through the Minnesota economy.

Travel sales

- All business sectors of the Minnesota economy benefit from travel activity directly and/or indirectly.
- Sectors that serve the travel industry, like business services, gain as suppliers to a dynamic industry.



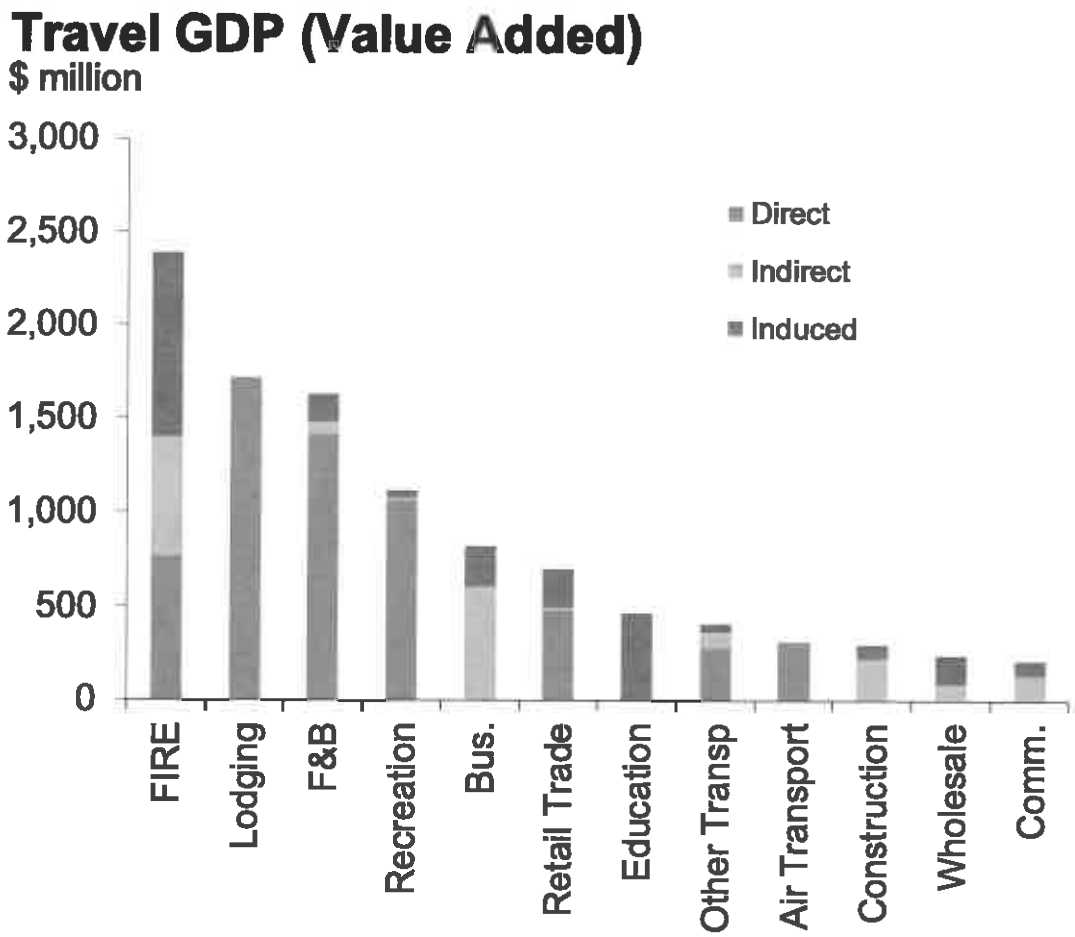
Travel GDP (value added)

Travel GDP (Value Added) (US$ Million)	Direct	Indirect	Induced	Total
Agriculture, Fishing, Mining	-	9.9	9.1	19.0
Construction and Utilities	-	217.7	84.3	302.0
Manufacturing	-	132.9	81.2	214.1
Wholesale Trade	-	90.4	151.7	242.1
Air Transport	293.7	6.6	12.7	313.0
Other Transport	276.8	89.8	40.9	407.5
Retail Trade	482.4	9.0	206.2	697.6
Gasoline Stations	77.2	0.8	15.3	93.3
Communications	-	131.4	83.3	214.7
Finance, Insurance and Real Estate	764.7	632.9	990.5	2,388.1
Business Services	-	601.9	219.7	821.6
Education and Health Care	-	4.3	461.6	465.9
Recreation and Entertainment	1,058.3	20.0	31.6	1,109.9
Lodging	1,703.5	1.4	1.2	1,706.0
Food & Beverage	1,410.8	64.3	152.0	1,627.1
Personal Services	-	55.9	89.8	145.6
Government	-	78.0	26.7	104.7
TOTAL	6,067.3	2,147.3	2,657.7	10,872.3
% Change (2013-15)	11.08%	7.35%	9.63%	9.97%

Travel generated $10.9 billion in state GDP in 2015, representing 3.3% of the total Minnesota economy. This excludes all import leakages to arrive at the economic value generated by travel.

Travel GDP (value added)

- Traveler spending generates the largest GDP impacts in the Finance, Insurance and Real Estate (FIRE) industry.



Travel employment

- The tourism sector supported 186,733 jobs, growing 2.7% in the two years between 2013 and 2015.
- 5.1% of all jobs in Minnesota – one out of every 19.5 jobs – are supported by traveler spending.

Travel Employment				
	Direct	Indirect	Induced	Total
Agriculture, Fishing, Mining	-	160	131	291
Construction and Utilities	-	1,028	391	1,419
Manufacturing	-	1,112	554	1,666
Wholesale Trade	-	540	906	1,446
Air Transport	5,283	40	76	5,399
Other Transport	6,726	1,385	707	8,819
Retail Trade	13,676	199	4,642	18,517
Gasoline Stations	1,643	18	326	1,988
Communications	-	964	459	1,423
Finance, Insurance and Real Estate	4,393	4,068	4,517	12,978
Business Services	-	7,761	2,792	10,554
Education and Health Care	-	128	7,754	7,882
Recreation and Entertainment	26,356	913	1,104	28,372
Lodging	29,163	28	25	29,216
Food & Beverage	45,211	2,057	4,338	51,606
Personal Services	-	1,124	2,774	3,898
Government	-	892	368	1,260
TOTAL	132,450	22,417	31,866	186,733
% Change (2013-15)	2.6%	2.7%	2.9%	2.7%

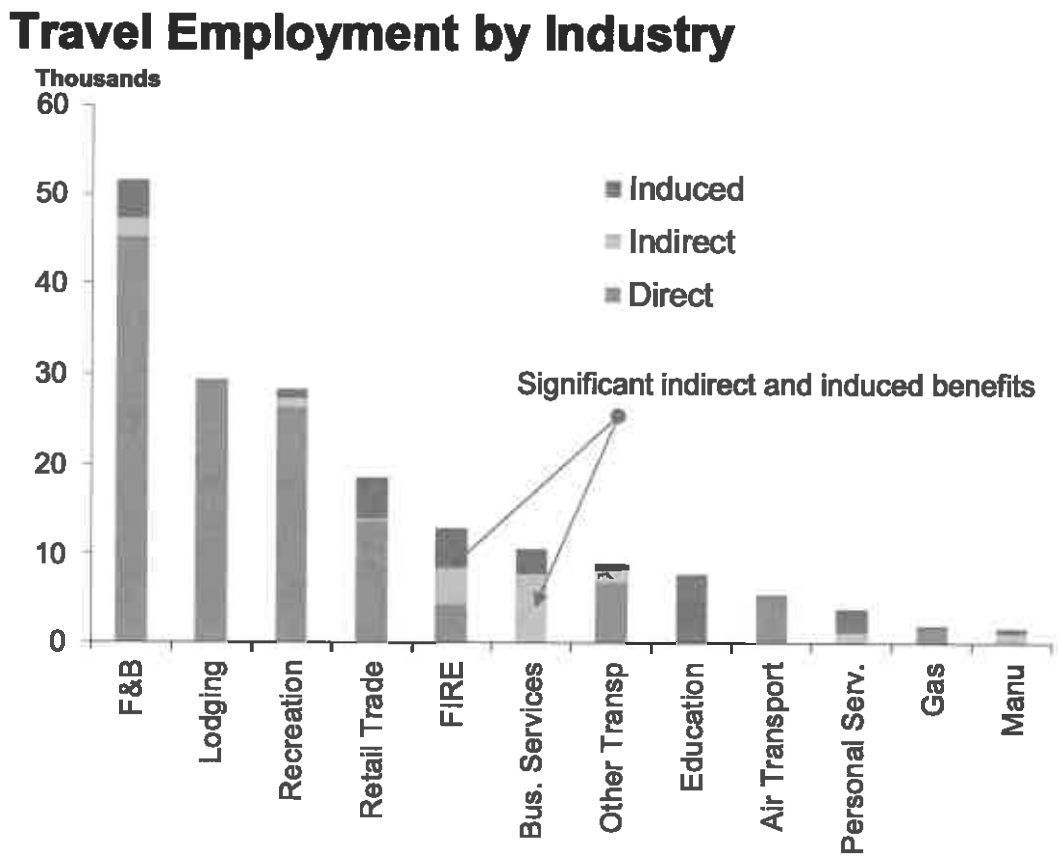
Indirect impacts quantify the supply chain to those industries directly providing goods or services to travelers.

Induced impacts are generated when employees whose incomes are generated either directly or indirectly by travel, spend those incomes in the state economy.

Travel employment

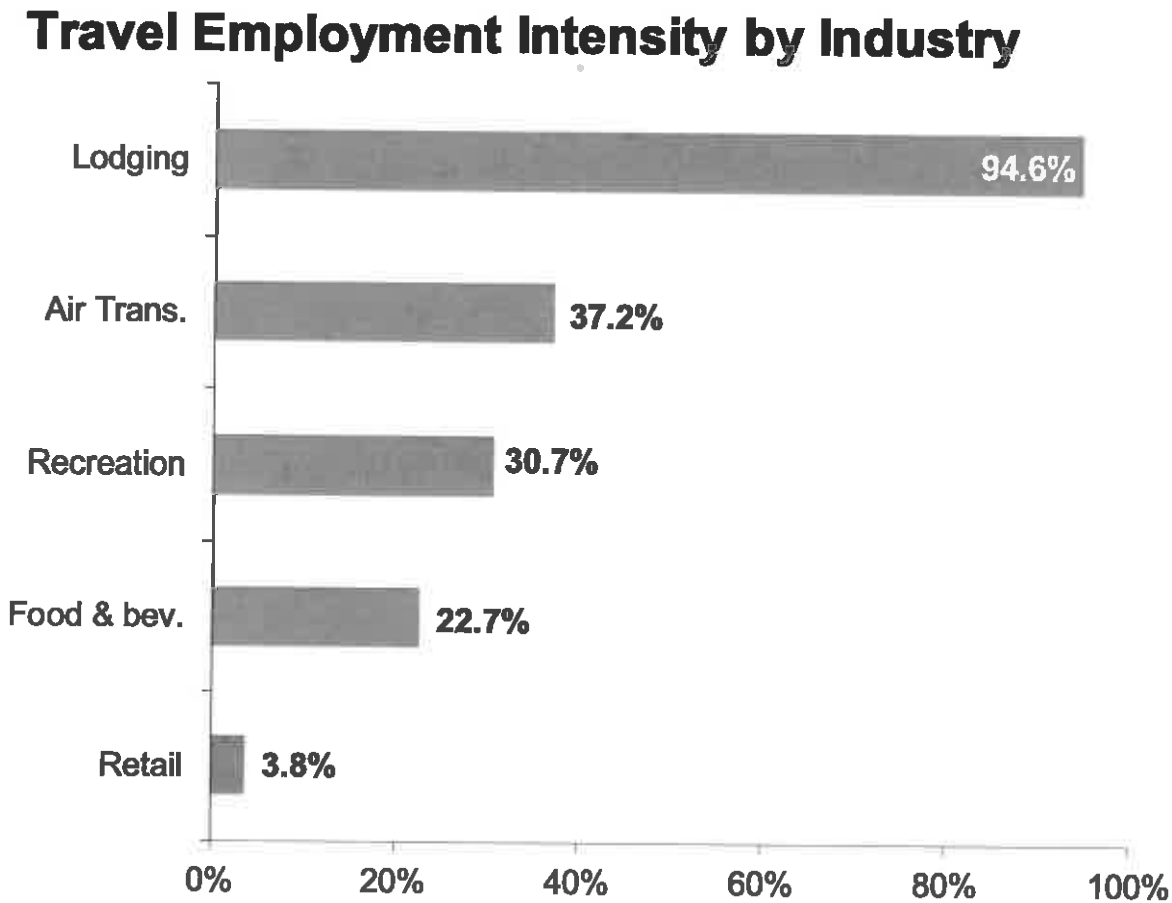
- The travel industry is an employment intensive industry directly supporting 29,163 lodging jobs, 45,211 jobs in the food & beverage industry, and 26,356 jobs in recreation and entertainment in 2015.

- Secondary benefits are realized across the entire economy through the supply chain and incomes as they are spent.



Travel employment intensity

- Direct travel employment is a significant part of employment for several industries; nearly 95% of lodging, 31% of recreation, and 23% of food & beverage employment is supported by travel spending.

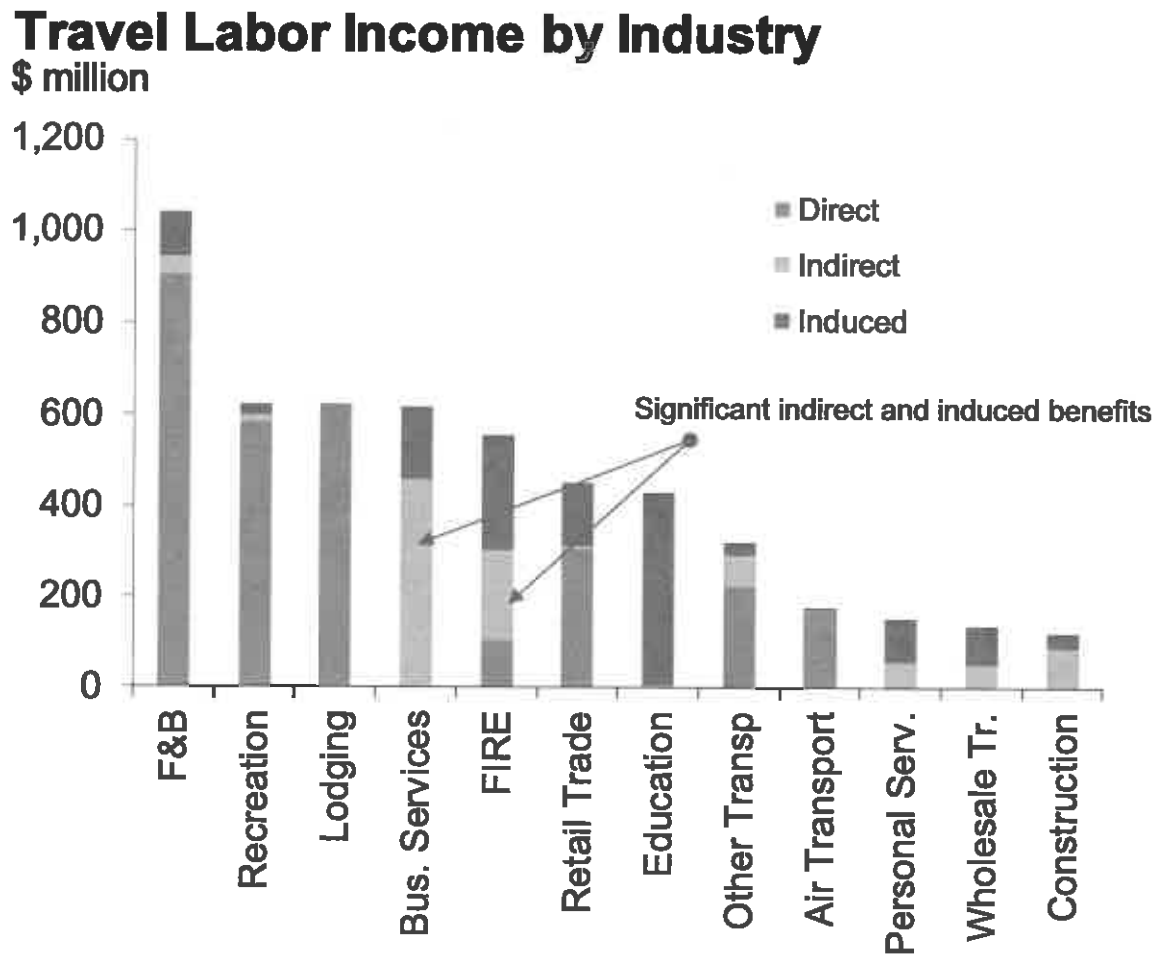


Travel personal income

Travel Labor Income (Compensation) (US$ Million)	Direct	Indirect	Induced	Total
Agriculture, Fishing, Mining	-	6.8	8.1	15.0
Construction and Utilities	-	87.4	32.6	120.0
Manufacturing	-	75.4	39.8	115.2
Wholesale Trade	-	50.6	85.0	135.6
Air Transport	166.1	3.7	7.2	177.1
Other Transport	221.3	67.8	30.4	319.5
Retail Trade	303.6	6.4	142.4	452.3
Gasoline Stations	44.4	0.5	8.8	53.7
Communications	-	58.8	30.6	89.4
Finance, Insurance and Real Estate	102.4	198.1	255.0	555.6
Business Services	-	458.8	158.8	617.6
Education and Health Care	-	4.3	425.1	429.4
Recreation and Entertainment	583.2	17.2	22.1	622.6
Lodging	620.7	0.7	0.7	622.1
Food & Beverage	903.6	40.2	96.1	1,039.9
Personal Services	-	55.7	95.0	150.7
Government	-	80.3	29.9	110.2
TOTAL	2,945.4	1,212.9	1,467.6	5,625.9
% Change (2013-15)	10.4%	8.8%	8.7%	9.6%

Travel personal income

- Significant employment in F&B and recreation drives high labor income in those industries.
- Above average wages support labor income in supplier industries.
- The average salary of workers directly supported by traveler spending was $22,240 in 2015.



Travel tax generation

Traveler Generated Taxes (US$ Million)					
Tax Type	2011	2012	2013	2014	2015
Federal Taxes Subtotal	1,215.0	1,264.1	1,310.2	1,375.6	1,453.7
Corporate	206.7	218.1	224.2	233.6	245.9
Indirect Business	147.2	153.9	159.1	166.6	175.8
Personal Income	314.2	325.6	338.2	355.9	376.6
Social Security	546.9	566.6	588.6	619.5	655.4
State and Local Taxes Subtotal	1,081.2	1,114.0	1,155.8	1,201.0	1,249.1
Corporate	34.0	35.9	36.9	38.4	40.4
Personal Income	129.5	134.1	139.3	146.6	155.1
Sales	389.6	410.4	433.1	452.0	469.6
Lodging	51.1	53.0	56.9	61.1	65.5
Property	326.3	328.2	333.7	342.4	353.2
Excise and Fees	141.3	142.7	145.7	149.8	154.0
State Unemployment	9.4	9.7	10.1	10.7	11.3
TOTAL	2,296.2	2,378.2	2,466.0	2,576.6	2,702.8

- Taxes of $2.7 billion were directly and indirectly generated by travel in 2015.
- State and local taxes alone tallied $1.25 billion, growing nearly $50 million in 2015.

Travel tax generation

Traveler Generated Taxes - State and Local Government Revenues (US$ Million)			
Tax Type	Direct	Indirect/ Induced	Total
State Tax Subtotal	457.2	279.1	736.3
Corporate	19.9	20.5	40.4
Personal Income	79.4	75.7	155.1
Sales	293.1	162.5	455.6
Lodging	0.0	0.0	0.0
Property	23.3	12.8	36.2
Excise and Fees	16.0	21.7	37.7
State Unemployment	25.4	-14.1	11.3
Local Tax Subtotal	360.2	152.6	512.8
Corporate	0.0	0.0	0.0
Personal Income	0.0	0.0	0.0
Sales	9.0	5.0	14.0
Lodging	65.5	0.0	65.5
Property	204.5	112.5	317.0
Excise and Fees	81.2	35.1	116.3
State Unemployment	0.0	0.0	0.0

- Of the $1.25 billion in state and local taxes from traveler receipts, the state received $736 million.
- Of the $736 million in state revenues, $155 million accrues from income tax collections.
- Local governments received $512.8 million in tax receipts from travel-generated activity.
- In the absence of the state and local taxes generated by travelers, each Minnesota household would need to pay $585 to fill the gap.

Methodology and Background

TOURISM ECONOMICS

AN OXFORD ECONOMICS COMPANY

Definitions and terms

- A visitor includes all overnight and day travelers - traveling outside of their usual environment, defined as beyond 50 miles
- The analysis measures the economic impact of travelers to the State of Minnesota, including:
  - Day trips and overnight travelers
  - Domestic, Canadian, and overseas travelers
  - Leisure and business travel

Quantifying the travel and tourism economy

- Most economic sectors such as financial services, insurance, or construction are easily defined within a country's national accounts statistics.

- Travel is not so easily measured because it is not a single industry. It is a demand-side activity which affects multiple sectors to various degrees.

- Travel spans nearly a dozen sectors including lodging, retail, real estate, air passenger transport, food & beverage, car rental, taxi services, travel agents, and recreation (including museums, theme parks, sports events and others).

Methods and data sources

- Domestic traveler expenditure estimates are provided by Longwoods International's representative survey of US travelers. These are broken out by sectors (lodging, transport at destination, food & beverage, retail, and recreation), by purpose (business and leisure), and by length of stay (day and overnight).
- Tourism Economics (TE) then adds and cross-checks several categories of spending:
  - Overseas traveler spending (source: NTTO, TE)
  - Canada traveler spending (source: Statistics Canada, TE)
  - Spending on air travel which accrues to MN airports and locally-based airlines
  - Gasoline purchases by travelers (source: TE calculation)
  - Recreational second home expenditures (source: US Census)
  - Smith Travel Research (lodging performance)
  - Local level lodging tax data
  - Sales tax by industry (MN Department of Revenue)
  - Industry-by-industry employment and personal income (Bureau of Economic Analysis and Bureau of Labor Statistics)

Methods and data sources

- An IMPLAN model was utilized for the state of Minnesota. This traces the flow of traveler-related expenditures through the local economy and their effects on employment, wages, and taxes. IMPLAN also quantifies the indirect (supplier) and induced (income) impacts of travel.
- Tourism Economics then cross-checks these findings with employment and wage data for each sector to ensure the findings are within reasonable ranges.
- The source of the employment and wage data is the Regional Economic Information System (REIS), Bureau of Economic Analysis, U.S. Department of Commerce. This is more comprehensive than Bureau of Labor Statistics (ES202/QCEW) data. The main definitional difference is that sole-proprietors, which do not require unemployment insurance, are not counted in the ES202 data.

Description of spending categories

Spend Category	Description
Lodging	Includes traveler spending in accommodation sector. This includes food and other services provided by hotels and similar establishments.
Recreation	Includes traveler spending within the arts, entertainment and recreation supersector.
Air transport	Includes the local economic activity generated by travelers within the air transport (airline) and support services (on airport) sectors.
Other transport	Includes all forms of local transport services such as taxis, limos, trains, rental cars, and buses.
Shopping	Includes traveler spending within all retail sectors within the Minnesota economy.
Service stations	Traveler spending on gasoline. Only the margin counts as local economic impact.
Second homes	Spending associated with the operation of seasonal second homes for recreational use as defined by the Census Department. This is based on an "imputed rent" calculation over an estimated peak season.
Food and beverage	Includes all traveler spending at restaurants and bars.

About Tourism Economics

- Tourism Economics, headquartered in Philadelphia, is an Oxford Economics company dedicated to providing high value, robust, and relevant analyses of the tourism sector that reflects the dynamics of local and global economies. By combining quantitative methods with industry knowledge, Tourism Economics designs custom market strategies, project feasibility analysis, tourism forecasting models, tourism policy analysis, and economic impact studies.
- Our staff have worked with over 200 destinations to quantify the economic value of tourism, forecast demand, guide strategy, or evaluate tourism policies.
- Oxford Economics is one of the world's leading providers of economic analysis, forecasts and consulting advice. Founded in 1981 as a joint venture with Oxford University's business college, Oxford Economics is founded on a reputation for high quality, quantitative analysis and evidence-based advice. For this, it draws on its own staff of 150 highly-experienced professional economists; a dedicated data analysis team; global modeling tools; close links with Oxford University, and a range of partner institutions in Europe, the US and in the United Nations Project Link.
- For more information: info@tourismeconomics.com.

TOURISM ECONOMICS

AN OXFORD ECONOMICS COMPANY

6G.

Regional Economic Indicators Forum entitled:
Collaborative Marketing for Tourism and Economic Development
Tuesday, March 28, 2017 in Lake Superior Ballroom

Students from UMD, Saint Scholastica and UWS presented information on statistics associated with growth of tourism by sector growth (for example spectator sports had a growth of 4.2% since 2014). They described the Regional Equity Index showing a slight increase in volatility primarily associated with the iron mining industry and job loss. The presentation on the Business Confidence Indicators showed that on-line including social media has become the primary way to promote businesses. The last student presentation was on Consumer Confidence (I have a handout on this topic if you are interested).

This was followed by Keynote Speaker (see bio)

AnnDee Johnson is Vice President of Longwoods International, managing the firm's Scottsdale office. Longwoods is a respected leader in marketing, advertising, and public opinion research, providing strategic guidance to help clients evaluate their image, fine-tune their campaigns, demonstrate accountability to budget decision-makers, and make the most of their marketing dollars. AnnDee has a broad base of experience in research and strategic planning, international economic development, management and marketing. Prior to joining Longwoods, she was Director of Research and Strategic Planning at the Arizona Office of Tourism for seven years, where she built a respected research program that supported the work of the agency, industry partners and constituents. Highlights include the state's first comprehensive economic impact study of the $19 billion travel industry, analysis of the $2.7 billion economic contribution of Mexican visitors to Arizona, and intimate involvement in creating marketing strategies for promoting Arizona as a leisure destination. AnnDee served on the Travel and Tourism Research Association's (TTRA) International Board of Directors and has been an invited speaker at numerous industry conferences. She is currently on the Board of the Greater Western chapter of TTRA. She holds a Ph.D. in Germanic Languages from the University of Texas at Austin and a Master of International Management degree from the Thunderbird School of Global Management.

Her presentation focused on three key areas pertaining to how tourism and economic development is a case for collaboration on a regional and state level.

The Benefits:
- Using Duluth as the example 6.7 million tourist per year
- Overnight 2.3 M (34%)
- Day trip 4.4 M (66%)
- $874,000 spent in Duluth each day

The Tourism Industry:
- Direct—"Heads in beds"
- Indirect—Salaries of employees and supplies bought
- Induced—what is spent by employees and suppliers
- Keeps taxes lower

The Halo Effect:
- Overall impression
- Tourism marketing can have positive effect on economic development
- Discussed regional marketing, "what is our brand"
- "Pure Michigan" in 2005 at rock bottom 5.7 M being spent. Increased to 13.2 M in 2006. Result is now everything is labeled as "Pure Michigan"
- Gave examples of New Mexico and Wyoming following same pattern
- Based the ads on emotions and not on fishing, snowmobiling, etc

She ended her presentation on coming up with "Natural Collaborators" between cities within the region around a common brand.

6H.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

CITY OF PROCTOR
RESOLUTION 13-17
FOR THE APPOINTMENT OF SEASONAL LABORER FOR PARKS DEPARTMENT

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

WHEREAS, the City Council desires to appoint Seasonal Labor for its Parks Department; and,

WHEREAS, the City Council is interested in establishing the wages and benefits for all the casual positions including those previously established, in accordance with the Minnesota Statutes, Fair Labor Standards Act, and the City of Proctor Personnel Policies.

NOW, THEREFORE BE IT RESOLVED, the City Council is appointing up to two (2) summer casual labor: At wage rates determined by the City Council to serve as Casual Seasonal Labor for a period of time effective on or after April 1, 2017 and may continue through September, 2017 in accordance with this resolution and City Policies. The position is non-supervisory and non-exempt from the F.L.S.A. 29 U.S.C. This position is under the P.E.L.R.A. Law and does not include benefits. All work shall not exceed the number of work shifts in accordance with City Policies.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. 13-17 was declared duly passed and adopted this 3rd day of April 2017.

Philip Larson
Mayor

Attest: _____
Mark Casey
City Clerk/Administrator

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.

6I.

Minutes from the January 17, 2017 Public Safety Committee Meeting

PUBLIC SAFETY MEMBERS PRESENT: Mayor Phil Larson, Troy DeWall, Dick Kari, Rick LaLonde, Kent Gaidis, Walter Wobig,

OTHERS PRESENT: Sally Hedtke, Linnea Wiita

CALL TO ORDER:
Councilor DeWall called the Meeting to order at 4:00 pm.

APPROVAL OF MINUTES:
No minutes to approve.

COMMUNICATIONS:
None

OLD BUSINESS:
None

NEW BUSINESS:

1. ORGANIZATIONAL MEETING

Mayor Larson explained that he felt that as long as there are Council members present on all committees, someone other than the Council member should chair the committees, believing it to be more resident driven possibly less intimidating for other participants.

Motion by Wobig, seconded by LaLonde and carried: To elect Kent Gaidis to Chair the Public Safety Committee.

Motion by Wobig, seconded by Gaidis and carried: To elect Rick LaLonde and Vice Chair of the Public Safety Committee.

Discussion as to Ad Hoc member vs. voting member. It was decided to ask Council to make everyone a voting member, thereby having an odd number.

Discussion to have the Secretary contact all nine members to verify if they still wish to be a part of the Public Safety Committee prior to the next meeting.

By consensus members agreed that the Committee will schedule meetings as needed.

2. WINTER FROLIC – Feb 4, 2017

Discussion of the Event Application for the Winter Frolic. Hedtke stated that the Chamber will ask the City Council tonight for the City to co-sponsor the Winter Frolic as in the past, and cover the insurance under Tulip. She stated that this year the dog

sledders do not have their own insurance and will also have to be covered under the insurance.

Wobig reported that there will not be a hay ride this year, since the dogs are so popular there is waning interest in the hay ride.

Motion by Wobig, seconded by Kari and carried: To Approve the event application for the Winter Frolic on the stipulation they receive insurance through the City or provide their own.

3. SAFE ROUTES TO SCHOOL

Russell Haberman is chairing the Safe Routes to School Committee and would like representation from Public Safety on his committee. Mayor Larson said he has already agreed to be on the Safe Routes Committee, so he will be that representative.

OTHER MEMBER CONCERNS:

A. Discussion on concerns regarding the timeline for Event Approval.
Members expressed concerns that in the past some Event Applications were approved very last minute, resulting in several extra meetings.
It was noted that City Code 610.04 Subd. 4 and 610A, Subd. 2 state the time limit to be 20 business days.
Discussion that the Chamber has a 90 day deadline. Gaidis suggested that maybe the deadline be changed to 45 days. 60 days was also mentioned.
Also suggested was adding some sort of sanction or consequence, such as not being approved, if the deadline is not adhered to.
Decided by consensus that this will be on the agenda for the next meeting.

Next meeting to be scheduled for February 21st.

ADJOURN:

Motion by Kari, seconded by Gaidis, and carried: To adjourn the Public Safety meeting at 4:50 pm.

6J.

March 22, 2017

Proctor City Council:

I am writing to request the use of your inflatable screen and movie projector for our annual Hermantown Summer Fest "Movie in the Park" event on Friday, July 14 over at the Hermantown Soccer Complex. I've worked with Walter Wobig for many years putting on this very popular family event. It has been a very positive collaboration between our 2 neighboring communities. Thanks for considering my request.

Bob Swanstrom
H.S.F. Chairman
729-8058
4043 Lindall Rd.
Hermantown, MN
55811

March 22, 2017

Walter,

Thanks for working with me again with our "Movie in the Park" event for Germantown Summer Fest. The Germantown Soccer Association's top 2 choices were #1 Mighty Ducks and #2 League of Their Own both on page 40 of the film catalog. If you could notify me by April 21 which movie you were able to get I can then put it on our schedule. Friday July 14 is the date of this event at the Germantown Soccer Complex as usual. If you, Jim Schwarzbauer, and your staff could help out again to put on this event along with the soccer folks it would be appreciated by me! I've also included the request letter to the Proctor City Council.

Bob Swanstrom
729-8058

SWANK MOTION PICTURES EXHIBITION REQUEST FORM

CONTACT INFORMATION

Organization Name: Proctor Police
Organization Phone Number: 218-624-7788
Email Address: kgaidis@proctorpd.org

Contact Name: Kent Gaidis
Secondary Phone Number: 218-624-3641
How did you hear about Swank?

Organization Mailing Address	Shipping/Billing Address (If different from mailing)
100 Pionk Drive Proctor, MN 55810	

Payment Information

Are you PO required? ☐ Yes ☒ No

Are you tax exempt?* ☒ Yes ☐ No

Please select your preferred method of payment:
☒ Check ☐ Credit Card
(It is optional to include credit card info below)
Name as it appears on the card:
Card Number: **Exp. Date:** (dd/yyyy)
Credit card billing zip code:
☐one-time charge ☐save card on file for future orders

Additional Event Details

Are you charging admission or suggesting a donation for the event?
☐Yes ☒No If so, how much?

Anticipated crowd size: Less than 200 people

Reason for the screening: Community Engagement

REQUESTED MOVIES

Movie Title	Date of Screening	Do you need Swank to provide the content for an additional $28 round trip shipping and handling fee?	Is your screening indoors or outdoors?	Name & Address of Screening Location
The Mighty Ducks	7/14/2017	☒DVD ☒Blu-Ray ☐No	☐Indoor ☒Outdoor	100 Pionk Drive, Proctor MN 55810
		☐DVD ☐Blu-Ray ☐No	☐Indoor ☐Outdoor	
		☐DVD ☐Blu-Ray ☐No	☐Indoor ☐Outdoor	

Theatrical movie posters (27x40) are available on select titles for only $7.50/poster. Let us know if you are interested in purchasing theatrical movie posters if available. ☐ yes ☒ no
If yes, how many posters would you be interested in purchasing? Choose an item.

TERMS AND CONDITIONS

Please check the boxes to acknowledge that you have read and accept the terms

☒ **Cancellations** - Notification of a change or cancellation must be given at least 10 business days prior to your event. If an unforeseen circumstance (i.e. inclement weather, equipment malfunction, etc) prevents you from hosting your event you have up to one year in which to reschedule the same movie at no additional licensing fees. Notify your Account Executive the following business day so they can note the last minute cancellation on your account.

☒ **Advertising** - You are permitted to use the studio approved artwork provided by Swank Motion Pictures. Please note that these images may not be edited or altered and must include the copyright symbol and studio name. We encourage you to inform your organization's members and patrons via on premise posters, emails and private mailings. Advertising through media such as radio, television or newspaper is prohibited. Promotions by means of a lighted sign, billboard or marquee that can reasonably be seen by the general public may not include the name of the movie. If this policy is violated or your screening becomes openly competitive with a commercial theater, your screening(s) maybe cancelled without notice.

Moratoriums - It is understood that in rare instances it may be necessary for a Studio, in its sole discretion, to

☒	withdraw a movie from exhibition. In the event of a withdrawal you may substitute for an alternate title or cancel the event without obligation to Swank Motion Pictures.
☒	**Admission Charges or Suggested Donations-** If you are charging admission for the event, the total cost of the licensing will be quoted rate versus 50% of your ticket sales whichever is greater. You must submit an audience report, including number of tickets sold, ticket price and total box office within 48 hours of your event.
☒	**Payment** – In most cases payment is due upon receipt of the invoice. However, if you are a new customer prepayment is required on your first three orders and payment must be received in order to validate licensing. *If you are tax exempt please provide a copy of your state tax exemption certificate.

Authorized Signature

Printed Name: Kent M. Gaidis **Date:** 3/23/2017

Complete and return to your Account Executive Kaitlyn Morgan *Via fax: 314-909-0879 or email:* kmorgan@swank.com

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
AMERITAS	General Fund	Accounting	Employer Paid Health Insura	$8.47	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$20.73	INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$59.95	INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$41.46	INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$12.26	INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$12.26	INSURANCE
Check Name AMERITAS				$155.13	
C W TECHNOLOGY GROU	General Fund	Administrative	Computer Misc Expense	$111.60	QUARTERLY MAILFILTER
Check Name C W TECHNOLOGY GROUP				$111.60	
CASEY, MARK	General Fund	Council	Travel & Lodging Expense	$160.50	REIMBURSEMENT
Check Name CASEY, MARK				$160.50	
CENTURYLINK	Golf Course F	Admin & General Golf	Telephone	$120.62	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.25	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.25	PHONE SERVICE
Check Name CENTURYLINK				$189.12	
HASLER, INC.	General Fund	Administrative	Postage	$499.54	POSTAGE
Check Name HASLER, INC.				$499.54	
JAY BOYSEN	General Fund	Street Department	Meeting Expense	$181.90	REIMBURSEMENT
Check Name JAY BOYSEN				$181.90	
MINNESOTA ENERGY RES	General Fund	Government Building	Gas Utilities	$1,050.77	UTILITIES
	General Fund	Government Building	Gas Utilities	$1,862.42	UTILITIES
	General Fund	Operations (Fire)	Gas Utilities	$73.38	UTILITIES
Check Name MINNESOTA ENERGY RESOURCES COR				$2,986.57	
NORTHERN MN DENTAL	General Fund	Administrative	Employer Paid Health Insura	$163.25	DENTAL INSURNACE
	General Fund	Operations (Police)	Employer Paid Health Insura	$443.80	DENTAL INSURNACE
	General Fund	Street Department	Employer Paid Health Insura	$362.95	DENTAL INSURNACE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$99.85	DENTAL INSURNACE
	General Fund	Municipal Operations	Employer Paid Health Insura	$99.85	DENTAL INSURNACE
Check Name NORTHERN MN DENTAL				$1,169.70	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$1,045.40	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				$1,045.40	
PROCTOR BUILDERS	General Fund	Operations (Police)	Misc Operating Supplies	$1.94	SUPPLIES
Check Name PROCTOR BUILDERS				$1.94	
PROCTOR PUBLIC UTILIT	General Fund			$3,205.55	CLEAR OUT DUE TO FROM
	Sewer Fund			$1,437.91	CLEAR OUT DUE TO FROM
Check Name PROCTOR PUBLIC UTILITIES				$4,643.46	
QUILL CORPORATION	General Fund	Operations (Police)	Office Supplies & Expense	$128.32	OFFICE SUPPLIES - POLICE
Check Name QUILL CORPORATION				$128.32	
SEH	General Fund	Council	Engineering Fees	$376.25	ENGINEERING FEES
Check Name SEH				$376.25	
SPECTRUM REACH	General Fund	Tourism Expenditures	Advertising - Sponsorship	$2,320.00	TOURISM FAIRGROUNDS
Check Name SPECTRUM REACH				$2,320.00	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$43.60	TELEPHONE
Check Name VERIZON WIRELESS				$43.60	
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	
				$38,120.03	

+ 60.40
+ 2500
+ 50.00
+ 441.00
} summaries
$38,911.43

CITY OF PROCTOR

*Check Summary Register©

March 2017 to April 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 036030	EMC NATIONAL LIFE COMPANY	3/28/2017	$60.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 036031	LAW ENFORCEMENT LABOR SE	3/28/2017	$245.00	LELS UNION DUES
Paid Chk# 036032	PROCTOR POLICE DEPT UNION	3/28/2017	$50.00	POLICE DUES
Paid Chk# 036033	TEAMSTERS LOCAL UNION #346	3/28/2017	$441.00	Teamsters union dues
Paid Chk# 036034	AMERITAS	4/4/2017	$155.13	INSURANCE
Paid Chk# 036035	CASEY, MARK	4/4/2017	$160.50	REIMBURSEMENT
Paid Chk# 036036	CENTURYLINK	4/4/2017	$189.12	PHONE SERVICE
Paid Chk# 036037	C W TECHNOLOGY GROUP	4/4/2017	$111.60	QUARTERLY MAILFILTER
Paid Chk# 036038	HASLER, INC.	4/4/2017	$499.54	POSTAGE
Paid Chk# 036039	JAY BOYSEN	4/4/2017	$181.90	REIMBURSEMENT
Paid Chk# 036040	MINNESOTA ENERGY RESOURC	4/4/2017	$2,986.57	UTILITIES
Paid Chk# 036041	NORTHERN MN DENTAL	4/4/2017	$1,169.70	DENTAL INSURNACE
Paid Chk# 036042	PETERSON, LOREN W	4/4/2017	$1,045.40	ACCOUNTING SERVICES
Paid Chk# 036043	PROCTOR BUILDERS	4/4/2017	$1.94	SUPPLIES
Paid Chk# 036044	PROCTOR PUBLIC UTILITIES	4/4/2017	$4,643.46	CLEAR OUT DUE TO FROM OTHER FU
Paid Chk# 036045	QUILL CORPORATION	4/4/2017	$128.32	OFFICE SUPPLIES - POLICE
Paid Chk# 036046	SEH	4/4/2017	$376.25	ENGINEERING FEES
Paid Chk# 036047	SPECTRUM REACH	4/4/2017	$2,320.00	TOURISM FAIRGROUNDS
Paid Chk# 036048	VERIZON WIRELESS	4/4/2017	$43.60	TELEPHONE
Paid Chk# 036049	W.L.S.S.D.	4/4/2017	$24,107.00	WASTEWATER CHARGES
		Total Checks	$38,916.43	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
ADT SECURITY SERVICES	Security Systems	$62.48	SECURITY
Check Name ADT SECURITY SERVICES		$62.48	
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	$112.00	03272017
Check Name AMERICAN BOTTLING COMPANY		$112.00	
AMERITAS	Employer Paid Health Insuranc	$4.90	LIFE INSURANCE
Check Name AMERITAS		$4.90	
ARCTIC GLACIER ICE USA, INC	Misc Merchandise	$93.60	ICE
Check Name ARCTIC GLACIER ICE USA, INC		$93.60	
ARTISAN BEER COMPANY	Beer Purchases	$67.50	03162017
	Beer Purchases	$67.50	03232017
Check Name ARTISAN BEER COMPANY		$135.00	
BELLBOY CORPORATION	Misc Merchandise	$39.63	11302016
Check Name BELLBOY CORPORATION		$39.63	
BERNICK'S PEPSI	Beer Purchases	$59.14	02012017
	Soft Drinks and Mix	$37.00	03152017
	Beer Purchases	$1,964.50	03152017
	Beer Purchases	$808.05	03222017
Check Name BERNICK'S PEPSI		$2,868.69	
BREAKTHRU BEVERAGE	Freight and Express	$23.19	03162017
	Freight and Express	$7.70	03232017
	Liquor Purchases	$334.41	03232017
	Liquor Purchases	$1,022.77	03162017
	Wine Purchases	$96.00	03232017
Check Name BREAKTHRU BEVERAGE		$1,484.07	
CITY OF PROCTOR		$27,650.72	CLEAR OUT DUE TO FROM OT
Check Name CITY OF PROCTOR		$27,650.72	
JOHNSON BROTHERS INC	Wine Purchases	-$52.60	02232017
	Wine Purchases	$605.08	03142017
	Freight and Express	$23.66	03142017
	Liquor Purchases	$1,179.72	03142017
	Freight and Express	$25.10	03142017
	Wine Purchases	$406.72	03212017
	Freight and Express	$17.29	03212017
	Wine Purchases	$73.19	03212017
	Liquor Purchases	$1,017.10	03212017
	Freight and Express	$16.69	03212017
Check Name JOHNSON BROTHERS INC		$3,311.95	
LAMAR COMPANIES	Advertising - Enterprises	$295.00	POSTERS/SIGNS
Check Name LAMAR COMPANIES		$295.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$254.00	03272017
	Beer Purchases	$450.20	03202017
Check Name MICHAUD DISTRIBUTING COMPANY		$704.20	
PHILLIPS WINE & SPIRITS CO	Misc Merchandise	$22.75	09072016
	Misc Merchandise	$23.25	03142017
	Liquor Purchases	$857.22	03142017
	Freight and Express	$15.78	03142017
	Wine Purchases	$88.00	03142017
	Freight and Express	$1.82	03142017
	Wine Purchases	$84.00	03212017
	Freight and Express	$5.46	03212017
	Liquor Purchases	$509.53	03212017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
PHILLIPS WINE & SPIRITS CO	Freight and Express	$8.19	03212017
Check Name PHILLIPS WINE & SPIRITS CO		$1,616.00	
ROHLFING INC	Beer Purchases	$774.40	03172017
	Beer Purchases	$1,269.95	03242017
	Beer Purchases	$1,177.69	02242017
	Beer Purchases	$900.95	02172017
Check Name ROHLFING INC		$4,122.99	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$18.45	03172017
	Wine Purchases	$210.00	03242017
	Liquor Purchases	$404.95	03242017
	Freight and Express	$14.35	03242017
	Liquor Purchases	$784.36	03172017
Check Name SOUTHERN WINE & SPIRITS OF MN		$1,432.11	
SUPERIOR BEVERAGE	Beer Purchases	$3,466.25	03172017
	Beer Purchases	$1,235.30	03282017
	Beer Purchases	$277.80	03212017
	Beer Purchases	$331.55	03242074
Check Name SUPERIOR BEVERAGE		$5,310.90	
TOTAL REGISTER SYSTEMS	Maintenance Agreement	$377.62	SCANNER, LABELS
	Maintenance Agreement	$1,499.46	SUPPORT
Check Name TOTAL REGISTER SYSTEMS		$1,877.08	
VINOCOPIA	Freight and Express	$3.80	03242017
	Wine Purchases	$160.00	03242017
Check Name VINOCOPIA		$163.80	
WILLIS SUPPLY COMPANY	Misc Operating Supplies	$85.74	OFFICE SUPPLIES
Check Name WILLIS SUPPLY COMPANY		$85.74	
		$51,370.86	

+ 1612.58 PR17-05 Lwh PERA
+ 14.40 Supplies

$52,997.84

CITY OF PROCTOR

*Check Summary Register©

March 2017 to April 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027631	CITY OF PROCTOR	3/28/2017	$1,612.58	PR17-05L wh PERA
Paid Chk# 027632	EMC NATIONAL LIFE COMPANY	3/28/2017	$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 027633	ADT SECURITY SERVICES	4/4/2017	$62.48	SECURITY
Paid Chk# 027634	AMERICAN BOTTLING COMPAN	4/4/2017	$112.00	03272017
Paid Chk# 027635	AMERITAS	4/4/2017	$4.90	LIFE INSURANCE
Paid Chk# 027636	ARCTIC GLACIER ICE USA, INC	4/4/2017	$93.60	ICE
Paid Chk# 027637	ARTISAN BEER COMPANY	4/4/2017	$135.00	03162017
Paid Chk# 027638	BELLBOY CORPORATION	4/4/2017	$39.63	11302016
Paid Chk# 027639	BERNICK'S PEPSI	4/4/2017	$2,868.69	02012017
Paid Chk# 027640	BREAKTHRU BEVERAGE	4/4/2017	$1,484.07	03162017
Paid Chk# 027641	CITY OF PROCTOR	4/4/2017	$27,650.72	CLEAR OUT DUE TO FROM OTHER FU
Paid Chk# 027642	JOHNSON BROTHERS INC	4/4/2017	$3,311.95	03142017
Paid Chk# 027643	LAMAR COMPANIES	4/4/2017	$295.00	POSTERS/SIGNS
Paid Chk# 027644	MICHAUD DISTRIBUTING COMP	4/4/2017	$704.20	03202017
Paid Chk# 027645	PHILLIPS WINE & SPIRITS CO	4/4/2017	$1,616.00	09072016
Paid Chk# 027646	ROHLFING INC	4/4/2017	$4,122.99	02172017
Paid Chk# 027647	SOUTHERN WINE & SPIRITS OF	4/4/2017	$1,432.11	03172017
Paid Chk# 027648	SUPERIOR BEVERAGE	4/4/2017	$5,310.90	03172017
Paid Chk# 027649	TOTAL REGISTER SYSTEMS	4/4/2017	$1,877.08	SUPPORT
Paid Chk# 027650	VINOCOPIA	4/4/2017	$163.80	03242017
Paid Chk# 027651	WILLIS SUPPLY COMPANY	4/4/2017	$85.74	OFFICE SUPPLIES
		Total Checks	$52,997.84	

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, April 17, 2017
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES April 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**

***3. CLERK ADVISES COUNCIL**

A. Government Fund payroll period ended 04/03/17; Liquor Fund payroll period ended 04/03/17

***4. COMMITTEE REPORTS**

A. Public Safety Meeting Minutes of April 10, 2017

***5. UNFINISHED BUSINESS**

*A. Council Handbook

*B Personnel Handbook

6. NEW BUSINESS

A. **Event Packet Requiring all Applications to be Completed and Submitted by a Deadline - Recommendation from Public Safety for 60 day Deadline**

B. **Ordinance 02-17 – Amending Special Event Application**

C. **Ordinance 03-17 – Amending Street Dance**

D. **Resolution 17-17 - Special Event Application Deadline**

E. **Special Event Packet – Bike Night at Powerhouse (Recommendation from Public Safety)**

F. **Special Event Packet – 2017 Memorial Day (Recommendation from Public Safety)**

G. **Special Event Packet – Powerhouse Street Dance (Recommendation from Public Safety and Liquor Control)**

H. **Special Event Packet – June Powerhouse Car Show (Recommendation from Public Safety)**

I. **Special Event Packet – Speedway Events (Recommendation from Public Safety)**

J. **Special Event Packet – 2017 MS 150 Bike (Recommendation from Public Safety)**

K. **Kirkus Street Stop Sign – recommendation from Public Safety and memo from Vic Lund, St. Louis County**

L. **Resolution 14-17 Resolution Supporting Local Decision Making Authority**

M. **Resolution 15-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License**

N. **Resolution 16-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License**

O. **New Fire Department Members – Raymond Leedom and Austin Memmer**

P. **Joint Meeting City Council and Police Civil Service Commission – April 20, 2017 at 4pm, in the Conference Room, Proctor City Hall.**

Q. **Resolution 18-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License.**

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. **Union and Negotiations Update**

6. NEW BUSINESS (continued)

R. **Labor Agreement**

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund
$94,471.35

Liquor Fund
$23,241.24

$117,712.59 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

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

Deputy Mayor Gary Nowak called the meeting to order at 6:00pm.

MEMBERS PRESENT:	Councilors Jake Benson, Jim Schwarzbauer, Troy DeWall, and Deputy Mayor Gary Nowak
MEMBERS ABSENT:	Mayor Philip Larson
OTHERS PRESENT:	Mark Casey, City Administrator; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township;

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the March 20, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Schwarzbauer added 5B: Mesabi Misses

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

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan asked about the trees that were to be replaced with the parking lot near City Hall was blacktopped. She also suggested that the Beautification Committee could be involved with the placement of the new trees.

*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**

Schwarzbauer pulled item 5B for discussion

Motion by Schwarzbauer, seconded by Benson and carried: To approve the Consent Agenda as amended.

***1. COMMUNICATIONS**

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 03/19/17; Liquor Fund payroll period ended 03/19/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

*B. Mesabi Misses

Schwarzbauer distributed a handout and told the council that he is interested in inquiring about Tourism grant to fund ideas about the Mesabi Misses.

6. NEW BUSINESS

A. For Consideration –Appraisal of PEDA property

Casey stated that the packet included three quotes for appraisals for the PEDA property.

Motion by Schwarzbauer, seconded by Nowak and carried: To accept the quote from Twin Ports Appraisal not to exceed $2000 to appraise the PEDA property.

B. City Wide Garbage Pick Up – May 6, 2017 –Russell Haberman

Nowak stated that Haberman was at the last City Council meeting requesting usage of the City garbage containers following the garbage clean up. Casey said he spoke with the Street Department Foreman and they would assist in the pickup of the bags of garbage if needed.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the City Wide Parks and Roadways Garbage Pickup on May 6, 2017.

C. City Wide Brush Pick Up – Tentative date May 22, 2017

Casey stated that residents should have the brush on their property by May 19, 2017 and call City Hall to be placed on the pickup list.

Motion by DeWall, seconded by Schwarzbauer and carried: To accept May 22, 2017 as the start date of the City Wide Brush Pickup.

D. Unallocated Lodging Tax Funds Request - $15,000 to St. Louis County Fair and Fair Association events (unanimous recommendation from Tourism Committee) – see Financial Statements from Fair Association

Motion by Schwarzbauer, seconded by Nowak and carried: To approve the Unallocated Lodging Tax Dunds Request of $15,000 to the St. Louis County Fair and Fair Association.

E. Recommendation to add Brook Rodberg to Tourism Committee (unanimous recommendation by Tourism Committee)

Benson suggested that it would be nice if the applicant appeared before Council to answer some questions and hear about their vision for the committee. Nowak said that knowing where Rodberg is employed, and it was a unanimous decision, he is in favor of her appointments. DeWall stated that the council doesn't want to micromanage the committees, but it would be helpful to have additional information. Council asked administration to email more information about Rodberg.

Motion by Nowak, seconded by DeWall and carried: To approve Brook Rodberg to the Tourism Committee.

F. Minnesota Tourism - 2015 Economic Impact (Schwarzbauer–Informational)

Schwarzbauer said that he feels that Proctor sits well for Tourism and Economic Development. The documents in the packet are informational.

G. Collaborative Marketing for Tourism and Economic Development (Schwarzbauer)

Informational information submitted by Councilor Schwarzbauer.

H. Resolution 13-17 For The Appointment of Seasonal Laborer for Parks Department (Also see Parks & Recreation meeting minutes of February 9, 2017)

Casey stated that the Parks and Recreation Committee previously approved Angie

Peterson for seasonal employment. Casey said that this resolution would give the Parks Department the ability to hire an additional seasonal worker if needed.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve Resolution 13-17 as presented.

I. Event Packet Requiring all Applications to be Completed and Submitted by a Deadline – make recommendation to Public Safety

DeWall said that the council and the Public Safety committee need continuity on the time lines requested for submission of events. He said that Public Safety meets on April 10 and he is looking for a recommendation from Council at this time. Benson suggested a 60 day requirement, and DeWall agreed with his suggestion. Casey stated that the timeline needs to reflect the amount of time the Police Department needs to rearrange schedules if needed. Also, Casey said that this change will be an Ordinance change that will require a change in City Code including publications. DeWall will report back to Council next meeting.

J. Hermantown Movie in the Park – Request for Usage of Proctor Equipment

Schwarzbauer stated that this request has been annual from the Hermantown Summerfest committee.

Motion by DeWall, seconded by Nowak and carried: To approve the request for Usage of Proctor Equipment for the Hermantown Summerfest Movie in the Park.

Motion by DeWall, seconded by Nowak and carried: To recess the City Council meeting at 6:53 to discuss Labor and Negotiations according to State Statute 13D.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

Motion by DeWall, seconded by Schwarzbauer and carried: To reopen the City Council meeting at 7:15pm.

6. NEW BUSINESS (continued)

K. Labor Agreement

MEMBER CONCERNS

Benson gave a Legislative Tax Bill update.

Nowak gave a Golf Advisory Board that included Meeting Minutes. Motion by Benson, seconded by DeWall and carried: To approve the Golf Advisory Board meeting minutes of April 3, 2017.

Schwarzbauer distributed a list of Web Designers in Duluth.

BILLS FOR APPROVAL

General Fund		Liquor Fund
$38,916.43		$52,997.84
$91,914.27	TOTAL BILLS FOR APPROVAL	

Motion by Schwarzbauer, seconded by Nowak and carried: To approve the bills in the amount of $91, 914.27.

ADJOURNMENT

Motion by DeWall, seconded by Nowak and carried: To adjourn the City Council meeting at 7:30pm.

PR17-07 3/20/17 - 4/2/17 3A.

CITY OF PROCTOR

Payroll Summary - General Funds

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
General Fund	General Government	Committees	Full-Time Employee Regular	$600.00
	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	$686.60
	City Clerk	Administrative	Full-Time Employee Regular	$2,709.00
	City Clerk	Administrative	Full-Time Employee Regular	$145.60
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$14,770.52
	Police	Operations (Police)	Full-Time Employee Regular	$698.40
	Police	Operations (Police)	Full-Time Employee Regular	$408.72
	Police	Operations (Police)	Full-Time Employee Regular	$345.24
	Police	Operations (Police)	Full-Time Employee Regular	$349.20
	Police	Operations (Police)	Full-Time Employee Overtime	$635.57
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$1,496.50
	Police	Admin Secretary (Police)	Part-Time Employee	$217.92
	Police	Admin Secretary (Police)	Part-Time Employee	$653.76
	Police	Police Grant Labor	Full-Time Employee Overtime	$130.95
	Fire	Operations (Fire)	Part-Time Employee	$5,990.34
	Fire	Operations (Fire)	Part-Time Employee	$95.00
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	$192.31
	First Responders	Operations (Fire)	Part-Time Employee	$4,500.01
	Streets & Roadways	Street Department	Full-Time Employee Regular	$94.24
	Streets & Roadways	Street Department	Full-Time Employee Regular	$3,265.41
	Streets & Roadways	Street Department	Full-Time Employee Regular	$441.82
	Streets & Roadways	Street Department	Full-Time Employee Regular	$2,490.60
	Streets & Roadways	Street Department	Full-Time Employee Regular	$41.54
	Park	City Parks	Full-Time Employee Regular	$23.56
	Operations (PUC)	Administrative and General	Temporary Employees Regular	$263.29
FUND 100 General Fund				$48,538.04
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$710.46
	Public Works	Sewer	Full-Time Employee Regular	$703.89
FUND 500 Sewer Fund				$1,414.35
				$49,952.39

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,672.00
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$27.38
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$56.60
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$2,006.94
FUND 600 Liquor Fund				$3,762.92
				$3,762.92

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 7

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	6.00	1.5	$199.71	City -Bi-wk
POLICE	12.00	1.5	$395.82	City -Bi-wk
POLICE	1.00	1.5	$40.04	City -Bi-wk
POLICE	3.00	1.5	$130.95	City -Bi-wk TZD grant
Shift Multiplier 1.5	22.00		$766.52	
Pay Group Description City -Bi-wk	22.00		$766.52	
	22.00		$766.52	

4A.

Minutes from the April 10, 2017 Public Safety Committee Meeting

CALL TO ORDER: Chairman Gaidis called the Meeting to order at 4:00 pm.

MEMBERS PRESENT: Troy DeWall, Dick Kari, Rick LaLonde, Kent Gaidis, Kerry Helquist; Garry Hawkinson; Deb Madson

MEMEBRS ABSENT: Mayor Philip Larson

OTHERS PRESENT: Nick Greenwood; Tammie McDonald; Sally Hedtke

APPROVAL OF MINUTES:

Motion by DeWall, seconded by Hawkinson and carried: To approve the Public Safety Meeting Minutes of January 17, 2017

COMMUNICATIONS:

None

OLD BUSINESS:

None

NEW BUSINESS

1. Proctor Collision Parking

   Nick Greenwood stated that his business has been approached by OSHA about the parking done in the front and back of his building as many of these spots are taken from other business patrons. He is asking for designated parking spots for his business from 8am-5:30pm. DeWall said that he has worked with the county on a similar situation and was only allowed a loading zone in that area. Gaidis stated that previously residents or businesses were only permitted to have a handicap sign in front of the properties. Gaidis will find documentation and send it to Greenwood or bring to the next meeting.

2. Bike Night Concerns

   Greenwood spoke as a neighboring business owner and residents of the area where Bike Night takes place. He is concerned with the parking and the street being blocked off for any residential parking. He also expressed concerns about the loudness of the bike after

the event was completed. Greenwood asked if the police could be visible at the end of the event to deter the noise. Gaidis said that they have previously brought a squad car to the area and will do so again this year. Kari said that he is there at the end of the evening and hasn't heard the loud noises and the parking issues only involve 5-6 spots until about 9pm.

3. Hoghead Special Event packet (Lions Club)

   Hedtke stated that she has not received the complete list of events. Kari said that the lineup would be the same as last year but will obtain a complete list in addition to the vendor list. DeWall stated that from a safety standpoint, he would like to see the parade line up more in Boundary and into the Fairgrounds. Kari will notify Frank Siiro and Dennis McCauley. Item Tabled.

4. Bike Night at Powerhouse

   Kari stated that everything is the same as last year.

   Motion by Helquist, seconded by LaLonde and carried (Kari abstained): To approve the Special Event Application for Bike Night at the Powerhouse.

5. ATV Ordinance

   Item Tabled.

6. Events List submitted by Event Coordinator

   Informational

7. Recommendation from City Council regarding Time Lines for Event Packets

   DeWall stated that council is looking for a recommendation from Public Safety with a possible minimum of 60 days. Gaidis stated that he agrees with the 60 day recommendation.

   Motion by Helquist, seconded by Madson and carried: To recommend a 60 day deadline for submission of Special Event packets.

8. Kirkus Street Stop Sign – see email from Vic Lund, St. Louis County

   DeWall stated that this was discussed and approved at council. LaLonde agrees with Vic Lund and would like to avoid a flashing sign and proposes a Stop Ahead sign. The committee discussed the need for some reflective sheeting on the sign to see in the fog.

   Motion by Kari, seconded by Gaidis and carried: To obtain two Stop Ahead signs for Kirkus Street added reflective sheeting to each sign with the Street Department Foreman

determining the appropriate placement of each sign.

9. Hoghead Parade – lineups

   Issue discussed with Item #3. Kari (Lions Club) will notify Fairgrounds of lineup change in Fair area.

10. 2017 Memorial Day Application

    Gaidis stated that the application is very similar to the one last year.

    Motion by Kari, seconded by Hawkinson and carried: To recommend approval of the 2017 Memorial Day Special Event Application.

11. St. Louis County Fair

    Item Tabled until additional information submitted.

12. Powerhouse Street Dance

    Kari stated that the application is similar to the one submitted last year. He is asking for more financial assistance with police officers or to lower the total number of officers required. Gaidis stated that he would like to keep the number of officers the same.

    Motion by Gaidis, seconded by LaLonde and carried (Kari abstained): To recommend approval to Liquor Control Committee and City Council of the Special Event packet for the Powerhouse Street Dance as presented.

13. Hoghead Car Show

    Item Tabled – more information needed.

14. June Powerhouse Car Show

    Motion by Gaidis, seconded by LaLonde and carried (Kari abstained): To recommend approval of the June Powerhouse Car Show as presented.

15. Speedway Events

    Motion by Helquist, seconded by Gaidis and carried: To recommend approval of the Speedway Events as presented.

16. Amending City code 702.04 Subd. 7 Regulation of Hours and Conduct (See Liquor Control Minutes and City Council Minutes)

    Item Tabled.

17. 2017 MS 150 Bike

    Motion by Kari, seconded by Gaidis and carried: To recommend approval of the 2017 MS 150 Bike ride as presented.

OTHER MEMBER CONCERNS

NEXT MEETING DATE

TBD first week of May 2017.

ADJOURN

Motion by Madson, seconded by Helquist and carried: To adjourn the Public Safety meeting at 6:10pm.

6B.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

ORDINANCE NO. 02-17

ORDINANCE AMENDING SECTION 610A OF THE CITY CODE ENTITLED "SPECIAL EVENTS"

THE CITY COUNCIL OF THE CITY OF PROCTOR DO ORDAIN AS FOLLOWS:
Section 1. City Code, Section 610A, Subd. 2 entitled "Application for Approval," is hereby amended as follows:

> Subd. 1. Any person(s) wishing to hold a special event, to include pyrotechnics, shall apply for approval on forms to be provided by Proctor City Hall and the Event Coordinator. ~~Unless extended by specific written permission of the City Administrator or designee~~ The City Council will create by resolution, specific deadlines for all permits and approvals necessary to conduct a special event, which copies thereof will be provided to the City. No special event may be held unless an application as provided for herein has been submitted, fully completed, and approved in writing by the ~~City Administrator or designee~~ Event Coordinator and Public Safety Committee.

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

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

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

Voting Yes: Councilpersons
Voting No: Councilpersons

Ordinance declared adopted this _____ day of May, 2017.

CITY OF PROCTOR

By_____
Mayor

ATTEST:

_____
City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on April 20, 2017

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

UC.

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

ORDINANCE NO. 03-17

ORDINANCE AMENDING SECTION 610.04 OF THE
CITY CODE ENTITLED "STREET DANCES"

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

Section 1. City Code, Section 610.04, Subd. 4 entitled "Other Requirements," is hereby amended as follows:

Subd. 1. The City Council will create by resolution, specific deadlines for all applicants for a permit as set forth in subd. 1 of this Ordinance and shall ~~no later than 20 business days prior to the date of the event~~ submit a formal permit application to the ~~City Administrator~~ Event Coordinator ~~upon a permit form~~ provided by the City and available at City Hall. No special event may be held unless an application as provided for herein has been submitted, fully completed, and approved in writing by the Event Coordinator and Public Safety Committee.

~~Such~~ Permittee liability insurance shall provide coverage in an amount no less than the liability limits set forth in Minn. Stat. 466.04 subd. 1, as amended from time to time. Additionally, any monetary deposits or insurance policies procured by the permittee as required by this Ordinance shall be delivered to the ~~City Administrator~~ Event Coordinator no later than ~~twenty (20) business days~~ the guidelines set by resolution of the City Council, prior to the event.

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

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

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

Voting Yes: Councilpersons

Voting No: Councilpersons

Ordinance declared adopted this _____ day of May, 2017.

CITY OF PROCTOR

By _____
Mayor

ATTEST:

_____
City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on April 20, 2017

6D.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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RESOLUTION 17-17
SPECIAL EVENT APPLICATION
DEADLINES

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

WHEREAS the City of Proctor (City) has established through Ordinances 610 and 610A to allow for "Special Events;" and,

WHEREAS, the City, in order to be consistent in its application process, wishes to create specific application parameters;

NOW BE IT RESOLVED through actions of the City Council and its Mayor:
Any application for Special Events, must be submitted to the City's representative no later than sixty (60) calendar days prior to the event.

BE IT FURTHER RESOLVED any application not meeting the required submittal time frame will not be considered unless through actions of the City Council.

Upon vote taken thereon, the following voted:

For:

Against:

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

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator

6E.

3-20-17

City of Proctor
Special Event Application

Event Title: Bike Night

Purpose of Event: Gathering of Bikes, Every Thursday/ May 18th – Sept 14th

Description of Event: DJ, Prizes, Bike Games Yard Games

Event Category (Please check)

__Athletic/Recreation __Festival __Parade/March __Block Party
__Concert/Performance __Carnival __Grand Opening __Fundraiser
__Street Dance (See City code 810.04) Other: Bike Night

Event Schedule (use additional sheets if needed)

	Date 5:45PM	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	May 18th	Thurs	6:00 pm	9:00 pm	50-75
Event Day 1					
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down	Sept 14th	Thurs	6:00 pm	9:00 pm	50-75

Event Location/Address: Powerhouse Bar 423 3rd Ave. Proctor MN 55810

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: Powerhouse Bar

Organization Address: 423 3rd Ave Proctor MN 55810

Organization is: X For Profit __Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Dick Karl

Email address: dickKarl54@gmail.com

Home #: (218) 624-3764

Cell #: (218) 940-1263

FAX #:

Address: 5433 Ugstad Jct Road
Duluth MN 55810

Secondary Contact

Name: Cookie Karl

Email address: CordeliaKarl@gmail.com

Home #: (218) 624-3764

Cell #: (218) 940-1584

FAX #:

Address: 5433 Ugstad Jct Road
Duluth MN 55810

General Event Information

YES NO Is this an annual event? If yes, how many years have you been holding this event? 8

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 Park or Property to be used 5th St Between Hwy 2 & 3AV Parking Lot Behind Powerhouse Exclude City Lot

NOTE: If event is to be held on city property a -EVENT SPONSOR- RELEASE AND INDEMNIFICATION AGREEMENT must be completed.

YES NO Are you requesting any roads to be closed?

If yes, Refer to City Code: CHAPTER 610A - SPECIAL EVENTS Subd 11 - Use of roadways; traffic regulations.

YES NO Will your event require electricity? If yes, please describe. _____

Powerhouse

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's or children's games? If yes, please describe. _____

(Please 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. _____

(Please Note: *A permit obtained 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: N/A

Contact Person: N/A

Phone Number: N/A

Marketing

YES (NO) Is your event listed on the web. If yes, please provide the URL address: _____

Please check how you plan on marketing your event.

X Outdoor Banners X Radio Ads __ Mailings __ Newspaper Ads

__ Outdoor Signs __ TV Ads __ Flyers Other: ~~FaceBook~~ Twinport Wig & Life

Promotional Signs/Banners:

Location	Size	Description
Powerhouse Bar	?	INFO Dates & Times
		of event

Directional Signs:

Location	Size	Description
NA		

Entertainment

(YES) NO Will your event have musical entertainment? If yes, please describe the type of music that will be used for your event. DJ Country / Classic Rock

(YES) NO Will your event use amplified sound equipment? If yes, please describe. Provided By Radio Station

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 810.04. 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 presented 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: N/A
Contact Person: N/A
Phone Number: N/A

(YES) NO Will your event involve the use of traffic safety equipment? If yes, please describe. BARRICADES

NOTE: Under City Ordinance 618.04, Street Dances
Subd. 6. Public Safety. The permitee shall provide officers as follows:
Two officers for any event with anticipated attendance of 0-300 patrons with one additional officer for each additional 200 patrons.
The officers hired by the permitee shall be retained by the permitee under the following priority:
(1) Off-duty Proctor officers;
(2) Officers from a jurisdiction sharing 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

Please 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. SEE MAP

☑* The location of fencing, barriers and/or barricades. SEE MAP

☐* The 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.

☑* The location of parking arrangements made for event attendees, participants and vendors. SEE MAP

☐ * The provision of a twenty foot (20') emergency access lanes throughout the event venue SEE MAP

☐ * 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.

Please Note: (*All vendors are required to have a current State of Minnesota Operator Certificate of Compliance – from Department of Revenue (ST19 form) and an original insurance certificate naming the City of Proctor as an additional insured for the date of the event showing Products Liability in the amount of $1,000,000.00*)

Food/Beverage

YES (NO) Will your event serve food?
If yes, where will the food be prepared? __On Site __Off Site
Will it be sold or provided free to attendees? _____

Please Note: (*An original insurance certificate naming the City as an additional insured for the date of the event showing Products Liability in the amount of $1,000,000.00 is required. In addition, you will be required to have a Temporary Event Vendor License from the State of Minnesota Health Department*)

YES (NO) Do you intend to cook food in the event area? If yes, please specify method:
__Gas __Electric __Charcoal Other: _____

(YES) NO Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? Sold within the Courthouse

Please Note: (*Alcoholic beverages are not permitted in any City Right-of-way, City Park or facility except where specifically waived 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. The certificate of insurance must include liability coverage for the sale and/or consumption of alcohol during the event*).

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Proctor Minnesota
THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.
In consideration for being permitted to engage in the following special event activities on City of Proctor property:

City Parking Lot, Behind Pawn House
5th St Between Hwy 2 & 3rd AVE

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) CK

B. If required by this paragraph, we agree to require each participant in our special event to execute a RELEASE AND INDEMNIFICATION AGREEMENT for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES __ NO X

(Special Events Holder initials here) CK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CK

D. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) CK

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) CK

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) CK

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Richard A. Kar,

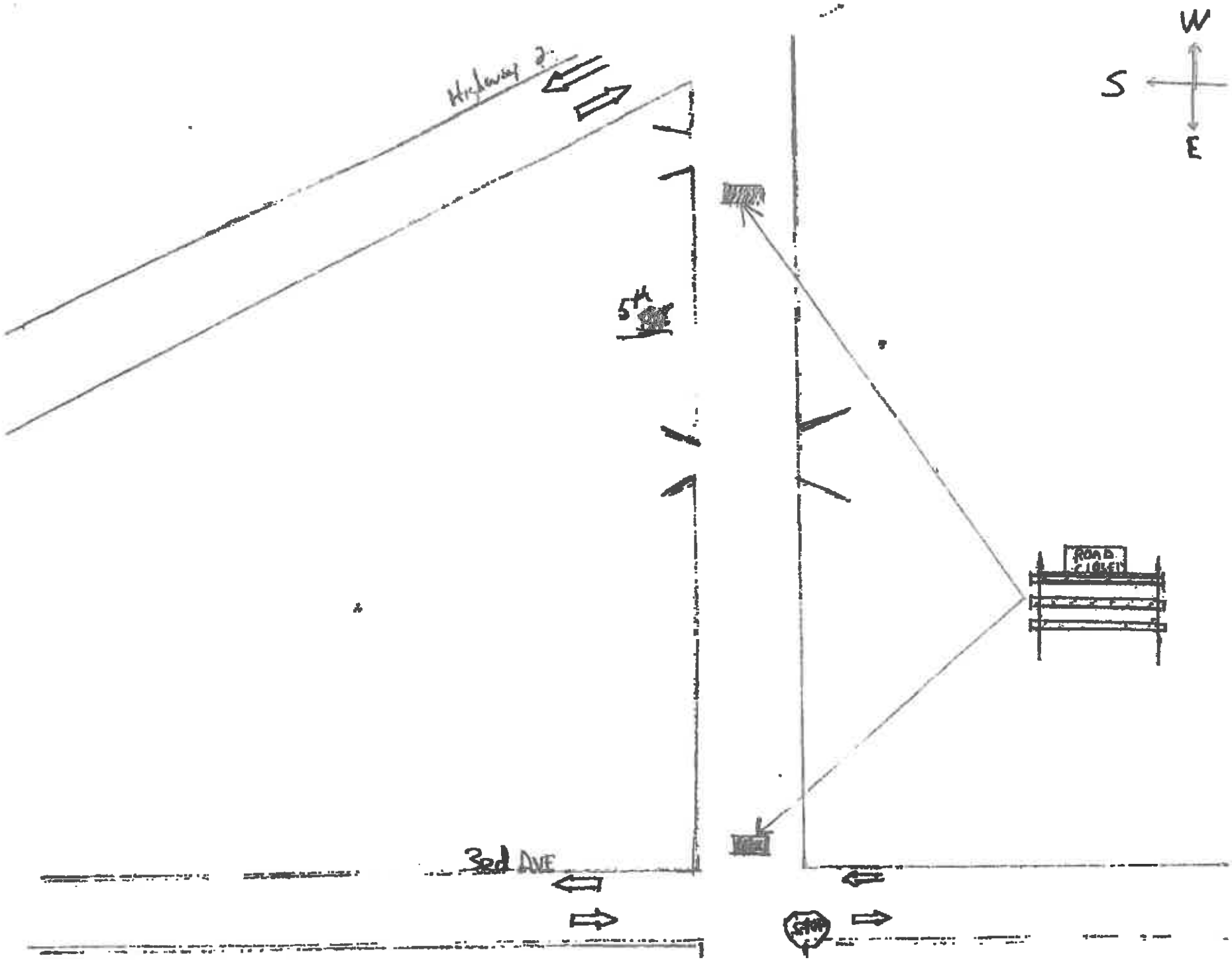
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name: Richard A. Kar, / Cordelia M. Kar,

Title: Owners

Signature: Cordelia M Kar

Date: 3-13-17


Highway 2
5th
3rd AVE
W
S
E
ROAD CLOSED
STOP

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Dwight Swanstrom Co.
31 N 21st Ave. W.

Duluth MN 55806

CONTACT NAME: Tony Bauer
PHONE (A/C, No, Ext): (218)727-8324 FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00020247

INSURED

CHK, Inc.
DBA: Powerhouse Bar
423 3rd. Avenue

Proctor MN 55810

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Illinois Casualty Ins Comp	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1212700791 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,500,000
	CLAIMS-MADE X OCCUR			2P27118	1/1/2017	1/1/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 2,000
							PERSONAL & ADV INJURY	$ 1,500,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N	N/A		WC11457	1/1/2017	1/1/2018	E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100,000
A	Liquor Liability			LL87872	1/1/2017	1/1/2018	E.L. DISEASE - POLICY LIMIT	$ 500,000
							Aggregate $500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Bike Night May 18 - Sept 14th Thursday Evenings (Thursday Evenings Only) 5th Street, Between Hwy 2 and 3rd Avenue, Proctor, MN. Also include City Parking Lot, Parcel Code 185-012-00020. Coverage for bike games included. Additional Insured: City of Proctor 100 Plank Drive, Proctor, Mn 55810 & St Louis County 4787 Midway Road Duluth, MN 55810

CERTIFICATE HOLDER

City of Proctor
100 Plank Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Vicki Cameron/VIC

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6F.

City of Proctor
Special Event Application

Event Title: PROCTOR AMERICAN LEGION MEMORIAL DAY OBSERVANCE

Purpose of Event: HONOR DECEASED PROCTOR VETERANS

Description of Event: PROCTOR AMERICAN LEGION
AREA CHURCHES TOGETHER - PROCTOR COMMUNITY BAND
BOY SCOUTS PROCTOR JOURNAL

Event Category:
__Athletic/Recreation __Festival __Parade/March __Block Party
__Concert/Performance __Carnival __Grand Opening __Fundraiser
__Street Dance (See City Ordinance 610.04) Other: VETERANS

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup					
Event Day 1	MAY 29	MONDAY	9AM	10:45	200
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: CITY HALL PACC, KITCHEN FRONT LAWN
100 FRONT DR

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 AMERICAN LEGION

Organization Address:

Organization is: __For Profit X Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: JANE BENSON

Email address: jake@proctormn.com

Home number: 218 348 1452

Cell number:

FAX number: 218 624 7037

Address:

Secondary Contact

Name:

Email address:

Home number:

Cell number:

FAX number:

Address:

General Event Information

YES NO Is this an annual event? If yes, how many years has it been held? 75 YEARS

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

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

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. YES

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 date(s) of the event showing Products Liability in the amount of $2,000,000 as per MN Statute 466.04.*

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 610A , 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 Duluth 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. outlet for a speaker

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 610A, 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 Procter 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.

_____

Please check all sources used to market event:

__Outdoor Banners __Radio Ads __Mailings X Newspaper Ads

__Outdoor Signs __TV Ads __Flyers Other: _____

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. Procter Community Band

(YES) NO Will your event use amplified sound equipment? If yes, please describe. For Speakers

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 610.04, 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 presented 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 selected by the permittee under the following priority:(1) Off-duty Proctor officers; (2) Officers from a jurisdiction sharing 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

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 ST19) 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? __On Site X Off Site

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: _____

YES (NO) Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? _____

NOTE: *Alcohol beverages are not permitted in any City Right-of-Way, City Park or facility except where specifically waived by the City Council. To serve alcohol beverages at an event, a permit or special use license must be obtained from The City of Proctor Liquor Control Commission. 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.*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:

_____

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

_____

_____

(Special Events Holder Initials here) JPB

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ___ NO ___

(Special Events Holder Initials here) JPB

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) JPB

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) JPB

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) JPB

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) JPB

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) JPB

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) JPB

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) JPB

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

_____

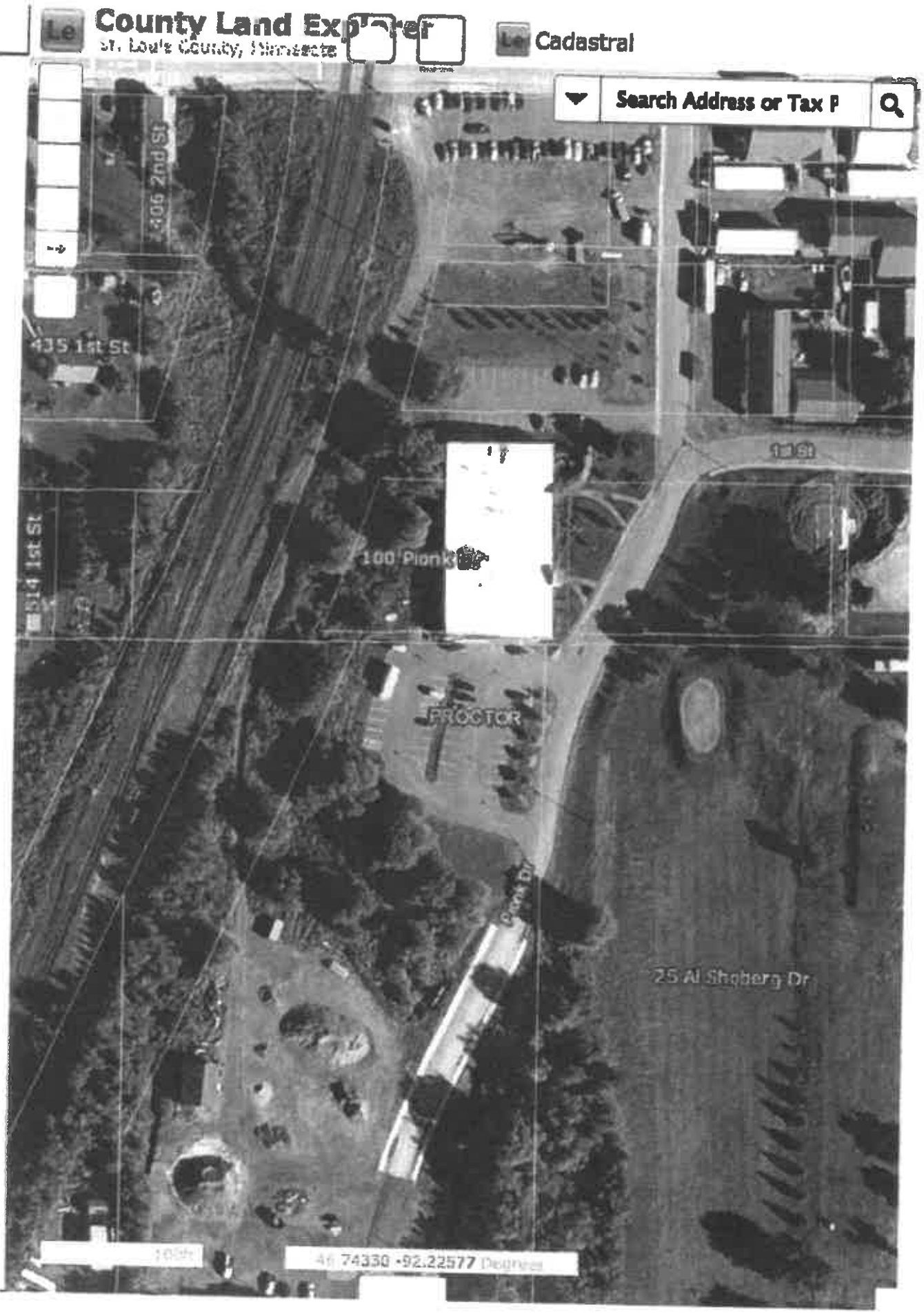
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name JAKE P. BENSON

Title COORDINATOR

Signature Jake P. Benson

Date April 4 2017


County Land Explorer
St. Louis County, Minnesota
Cadastral
Search Address or Tax P
406 2nd St
435 1st St
514 1st St
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PROCTOR
Pionk Dr
25 Al Shoberg Dr
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46.74330 -92.22577 Degrees

6G.

3-20 19

City of Proctor
STREET DANCE/EVENT APPLICATION

The Powerhouse Bar [name of business/organization], herein after referred to as Vendor, is applying for a street dance/event permit and requesting designated public property areas for open alcohol sales and alcohol consumption. The following agreements with the City of Proctor, regarding the event that starts on Aug 19th [date] and ends on Aug 20th [date] within the City of Proctor as part of the Festival. [name of event]

Vendor requests Proctor City Council approval of designating the described **PUBLIC PROPERTY** for **alcohol consumption** from: [list dates, times and exact location]

August 19th – ~~August~~ 20th
Between Hwy 2 & 3rd Ave on 5th St
10 AM – 1 AM
Including City & Powerhouse Parking Lot

Vendor requests Proctor City Council approval of designating the described **PUBLIC PROPERTY** for **outdoor/open alcohol sales and consumption** from: [list dates, times and exact location]

Between Hwy 2 & 3rd AVE on 5th Street
Aug 19th – Aug 20th 2017

Vendor agrees to defend and indemnify the city and hold it harmless from any and all claims, allegations, causes of action and lawsuits arising out of this agreement for the street dance and public property designated for alcohol consumption and sales.

Vendor agrees to pay the City of Proctor $100.00 for the event permit.

Vendor will make arrangements and provide and pay for the required electrical power to the fenced in area.

Vendor will provide the fencing and erect the same to enclose an area of the City of Proctor as shown in attached map and description, with said area to be utilized by the vendor for the purpose of an outdoor dance, public alcohol sales and public alcohol consumption. Vendor requests that there be 3 number of gates for exit and entrance into the street dance/event area. Said fencing shall be six feet high and should be in place by the morning of event on Aug 19th [date and time] and removed by Aug 20th [date and time]. Vendor agrees to cover expenses incurred as a result of enclosed said area for the street dance.

Vendor requests the City to provide an appropriate number of uniformed police officers to patrol the City of Proctor during the event dates. The vendor agrees to abide by City Ordinance 610.04, subd. 6 – Public Safety requirements regarding staffing of officers to provide assistance within the street dance/event area. The vendor agrees to pay for _____ [total number of hours] hours, per officer(s) at the rate of $50.00 per hour.

Vendor requests that the City of Proctor accept the provided individual liquor liability insurance certificates and general liability insurance certificates in the amount of the Minnesota State mandated municipal liability of the involved (MN Statute 466.04). Such certificates will also name the City of Proctor as additional insured by each vendor.

Vendor agrees to make all arrangements and cover costs involved for cleanup of the event and street dance area. Vendor will clean up the event and street dance area by Aug 20th [date and time]. A $500.00 cleanup deposit is required by ordinance, Sec. 610.04, subd. 5 and will be submitted prior to the event.

Vendor agrees to abide by the following specifications with the respect to the granting of a street dance/event permit in their names:

Vendor plans to accommodate approximately 1300 [number] of patrons for the street activities.

Vendor shall employ _____ [number] security personnel to check I.D.'s at gates and provide additional security for the event. Vendor agrees to pay for any difference between gate receipts and cost of such security personnel. _____[number] of security personnel will be available at from _____[starting hour] to _____ [ending hour] on _____ [date] with all security personnel available from _____ [hour] until the time the outdoor liquor sales are complete _____[date and hours] and the area is cleared, as determined by the City of Proctor Police Department.

Vendor will contract with a responsible vendor for _____ [number] of portable restrooms near the fenced in area. (See Portable Rest Room Guidelines). The cost of said restrooms shall be paid for out of gate receipts. Vendor agrees to pay for any difference between gate receipts and cost of such portable restrooms.

Vendor agrees that any outdoor music may begin no earlier than 12:00 p.m. on 8-19 [date] and stop by 1:00 a.m. on 8-20th [date]. Liquor may be served outdoors beginning at 11 am 8-19 [starting hour and date] and stop by 1am 8-20 [ending hour and date]. The cost of the music shall be paid for out of gate receipts. Vendor agrees to pay for any difference between gate receipts and cost of such outdoor music.

Any Proctor liquor licensee holding an "on sale" liquor license and having signed this proposal may locate a beer wagon or booth of open alcohol sales to take place between 12:00 p.m. and ~~12:00 a.m.~~ each event calendar day listed above. Please describe the exact location, dates and hours of open alcohol sales, as well as any modifications to prescribed hours:

City of Proctor
Peace Office Agreement

PowerHouse Bar is requesting _____ off-duty licensed law enforcement personnel from the Proctor Police Department to provide security for Street Dance. The event is to be held at PowerHouse Bar location on Aug 19 & 20 at 2017, 2019 from 9 PM am/pm to 1 AM am/pm.

The officers(s) will be needed for a total of _____ hours and the requestor agrees to reimburse the City of Proctor; per each officer, at the rate of $50.00 per hour.

The parties mutually reserve the right to cancel the terms and conditions of this agreement at anytime upon submitting thirty (30) days written notice to the other party.

Provided, that in the event of a major crime or other emergency, City reserves the right to recall any peace officer in its employ from security duty of Requestor to provide law enforcement, Civil defense, or other emergency services to City.

So agreed this 13 day of 3-2017, 2019

PowerHouse Bar
Requestor Name

423 3rd Ave Proctor MN 55810
Billing Address

Jim Reinholder, City Administrator, City of Proctor

Any such licensee will be bound to the provisions of the agreement as though such license was a party hereto.

Vendor agrees that any and all selling of or dispensing of alcoholic beverages at any event regulated hereunder shall conform to state and city laws and ordinances, to be enforced by the applicable policing units.

All beverages within the fenced in area and designated Public Property Consumption areas shall be either in plastic containers or aluminum cans.

All alcoholic beverages served in the fenced in area or allowed onto designated Public Property shall be beer, wine or wine coolers only.

Vendor agrees that every person attempting entry into the fenced in area will be checked for identification. The vendor will contract I.D. checkers, who will be located at each gate. Persons of the legal drinking age (21 years and older) will receive a non-removable Wrist Band indicating that they are of legal age. No person under 21 years of age shall be permitted into the fenced area. A vendor shall make no sales of intoxicating liquor (to include 3.2 beer and other malt or wine product) to any person who does not have a valid Wrist Band. Customers within the fenced area shall be required to purchase a valid Wrist Band commencing at 8/19 1pm [date and time].

An admission fee for entrance into the fenced area will be charged. The proceeds from the admission fee shall belong to the vendors regardless of the identity of the person(s) collecting such fees. The proceeds shall be used for payment of the event/street dance functions including the cost of the City of Proctor agreed upon expenses, PUC expense, Police expense, musical band, security, portable restrooms, and wrist band.

DATE, TIME AND LOCATION OF EVENTS LISTED BELOW:

Break down of day, date, event, times, exact location, and listing any proposed alcohol consumption.

Aug 19 Afternoon Music 3 Hrs 1-4

Aug 19 Street Dance 4 Hrs 8-1

Review process: All vendors, participants, and involved parties will be invited to attend a review meeting following this event/street dance.

So proposed this 13 day of March 2017.

By: [illegible]

20-

to access police.

City of Proctor
Special Event Application

Event Title: Street Dance 2017

Purpose of Event: Celebration of Town (Proctor Heritage)

Description of Event: Sat Aug 19th 2017 Bands Playing In Powerhouse Parking Lot + City Lot will be DOWN 1AM 8/20

Event Category:

__Athletic/Recreation __Festival __Parade/March __Block Party

__Concert/Performance __Carnival __Grand Opening __Fundraiser

__Street Dance (See City Ordinance 510.04) Other: _____

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	8/18-8/19	Friday + Sat			
Event Day 1	8/19	Saturday	12 NOON		
Event Day 2	8/20	Sunday		1AM	
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: Between Hwy 2 + 3rd Ave on 5th St Including City St Powerhouse Parking Lot Behind Powerhouse Rd

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 _____

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 610A, 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 Duluth 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.

Use Supply OUR OWN

Expense

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 610A, subd. 4.

Signed: _____ **Date:** _____

YES NO Are you erecting any tents? If yes, please complete the table below.

Tent Size	# of Tents	Tent Location
24X24	3	Pavilion Park Lot

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 obtained 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? To pay for Band, Security, Bathroom Fee

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: _____

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.** Monitoring Gates, Help Checking IDs

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: *City Ordinance 601B. The permittee shall provide officers as required by City of Proctor Ordinances and City Code. 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

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.** SEE MAP

☐* **Location of fencing, barriers and/or barricades.** SEE MAP

☐* **Location of stages, tents, generators, portable toilets/restrooms, vendor booths and other temporary structures.** SEE MAP

N/A **A detailed or close-up of the food booth and cooking area including identification of all vendors cooking with flammable gas or barbecue grills.**

N/A **Location of parking arrangements for event 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.**

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:
Street Dance 2017 Between Hwy 2 & 3rd Ave
On 5th Street, Including City & Power House parking Lots

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
Street Dance Aug 19th 2017 From 7am-1AM
Music 9 PM - 1 AM

(Special Events Holder initials here) _____

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ___ NO X

(Special Events Holder initials here) CK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CK

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees,

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Richard A. Kaci

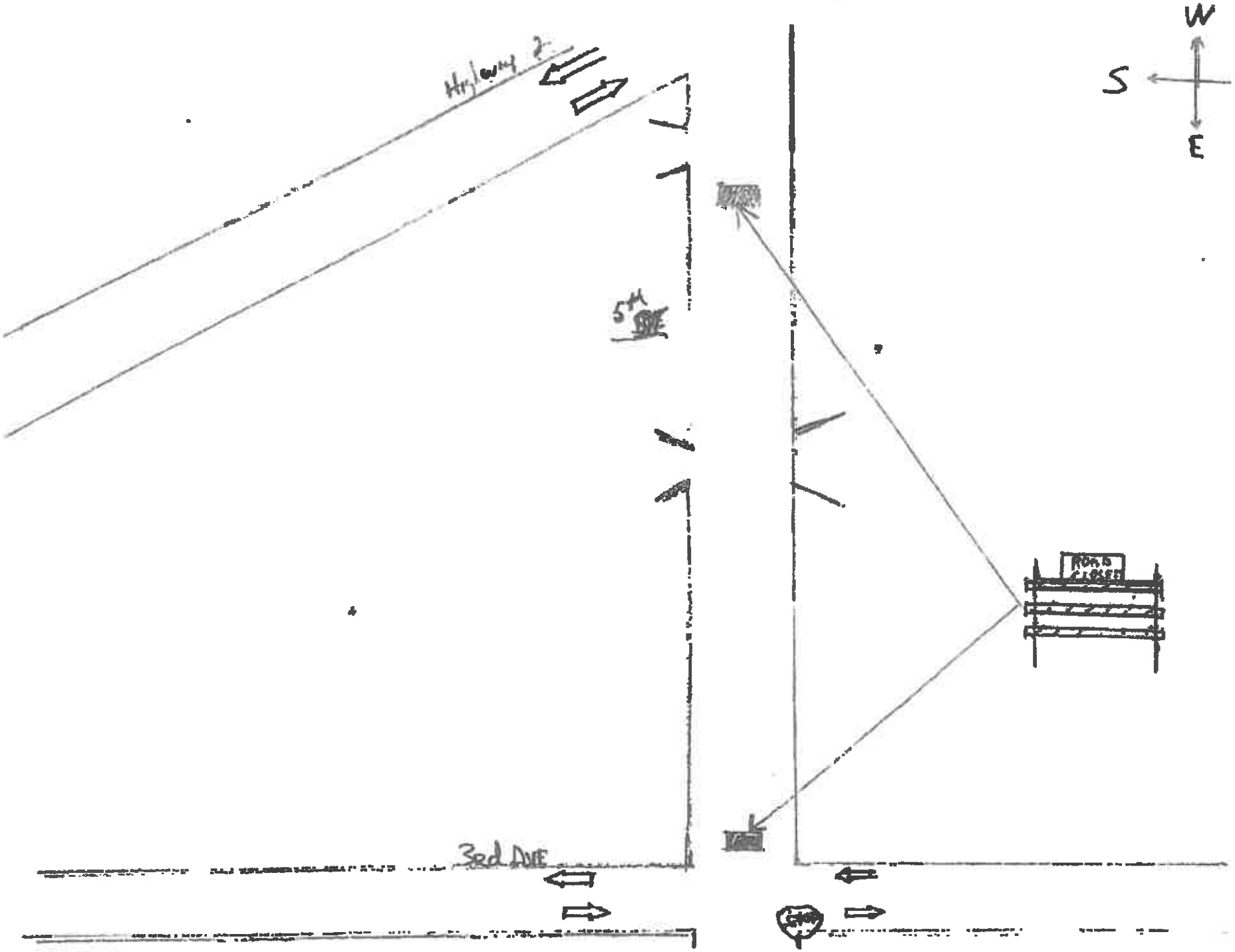
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Richard A. Kaci / Cordelia M. Kaci

Title Owners

Signature Cordelia M. Kaci

Date 3-13-17


W
S
E
Highway 2
5th Ave
3rd Ave
ROAD CLOSED

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dwight Swanstrom Co.
31 N 21st Ave. W.
Duluth MN 55806

CONTACT NAME: Tony Bauer
PHONE (A/C, No, Ext): (218) 727-8324 FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00020247

INSURED
CMK, Inc.
DBA: Powerhouse Bar
423 3rd. Avenue
Proctor MN 55810

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Illinois Casualty Ins Comp	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1212700791 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC			BP27318	5/1/2017	1/1/2018	EACH OCCURRENCE	$ 1,500,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 2,000
							PERSONAL & ADV INJURY	$ 1,500,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC11467	1/1/2017	1/1/2018	X WC STATUTORY LIMITS OTHER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			1167872	1/1/2017	1/1/2018	Aggregate $500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Highland Festival August 19 - 20th
Location: 5th Street, 3rd Ave, 2nd Ave, & 4th St Proctor, MN 55810. Includes City Parking Lot. Parcel Code 185-012-00020 and Credit Union Parking Lot.
Additional Insured: City of Proctor

CERTIFICATE HOLDER

City of Proctor
100 Plank Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Vicki Cameron/VIC

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The ACORD name and logo are registered marks of ACORD

To whom it may concern:

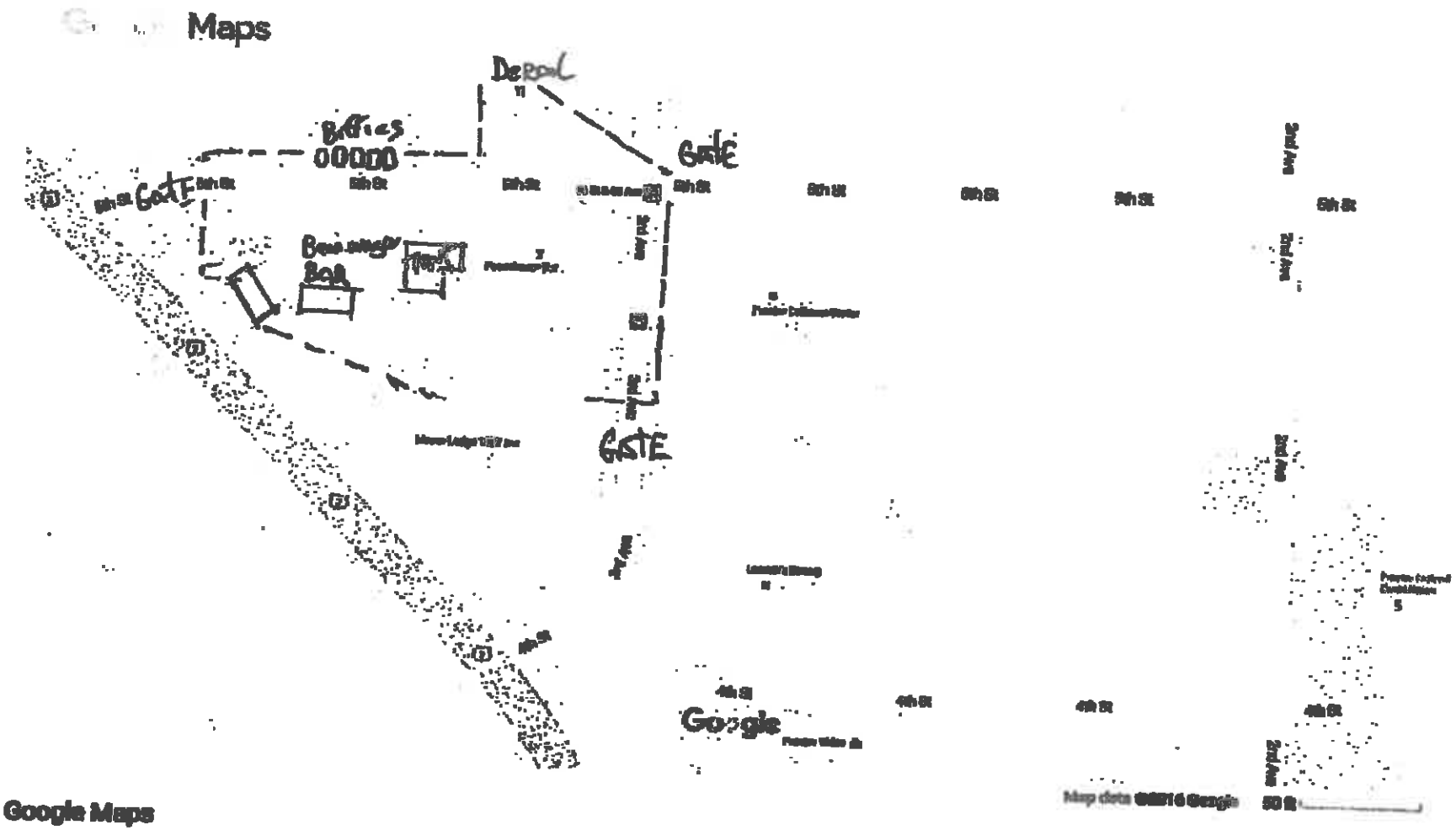
We are requesting permission to have an outside bar and sell liquor ; Sat . August 20th and sunday august 21st for the street dance 7pm to 1am

Thank You
Powerhouse Bar
Dick and Cookie Kari

POWERHOUSE BAR

WOULD ASK THE CITY COUNCIL,TO CONSIDER REDUCING THE NUMBER OF POLICE OFFICERS FOR HOGHEAD STREET DANCE (AUGUST 19 & 20 2017).

THANK YOU
DICK & COOKIE KARI


Maps
DeBook
Baffles
GATE
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GATE
Bonfire
Box
5th St
4th St
Google
Map data ©2016 Google

6H.

3-20-17

Given to [illegible] to access price [illegible]

City of Proctor
Special Event Application

Event Title: Car Show Power House

Purpose of Event: Gathering of Cars

Description of Event: Classic Cars

Event Category:

__Athletic/Recreation __Festival __Parade/March __Block Party
__Concert/Performance __Carnival __Grand Opening __Fundraiser
__Street Dance (See City Ordinance 610.04) Other: Car Show

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	Wed June 7th				
Event Day 1	June 7th		3:00 pm	Dark	50
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: Power House Bar
423 3rd Ave Proctor MN 55810

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 624-0626

Organization Name: Power House Bar

Organization Address: 423 3rd Ave
Duluth MN 55810

Organization is: X For Profit ___Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Dick Karl
Email address: dickkarl54@gmail.com
Home number: (218) 624-3764
Cell number: (218) 940-1269
FAX number:
Address: 5433 Ugstad Int Road
Duluth MN 55810

Secondary Contact

Name: Cookie Karl
Email address: Cookiekarl@gmail.com
Home number: (218) 624-3764
Cell number: (218) 940-1584
FAX number:
Address: 5433 Ugstad Int Road
Duluth MN 55810

General Event Information

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

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 5th St Between Hwy 2-13th Ave Powerhouse Park 1st & City Parking Lot

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 date(s) of the event showing Products Liability in the amount of $2,000,000.*

YES NO Are you requesting any roads to be closed? If yes, list roads to be closed and provide site map. 3rd Ave Between Hwy 2 + 3rd Ave

NOTE: *See City Ordinance CHAPTER 610A, 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 Duluth 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.

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 610A, 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 obtained 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: N/A

Contact Person/Phone Number: N/A

Marketing

YES (NO) Is your event listed on the web? If yes, please provide the URL address.

_____

Please check all sources used to market event:

__Outdoor Banners X Radio Ads __Mailings __Newspaper Ads

__Outdoor Signs __TV Ads X Flyers Other: Facebook

Promotional Banners/Signs including electronic, lighted signs:

Location	Size	Description
N/A		

Directional Signs:

Location	Size	Description
N/A		

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

Entertainment

YES (NO) Will your event have musical entertainment? If yes, please describe the type of music to be used 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 610.04. 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 presented 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: N/A
Contact Person: N/A
Phone Number/E-Mail: N/A

(YES) NO Will your event involve the use of traffic safety equipment? If yes, please describe. Barricades

NOTE: *City Ordinance 601B. The permittee shall provide officers as required by City of Proctor Ordinances and City Code. 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

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. SEE MAP
- ☑ * Location of fencing, barriers and/or barricades. SEE MAP
- ☑ * Location of stages, tents, generators, portable toilets/restrooms, vendor booths and other temporary structures. SEE MAP
- ☐ * 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 event attendees, participants and vendors. SEE MAP
- ☑ * 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. SEE MAP

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. Beverage will Be Sold INSIDE

NOTE: *All vendors are required to have a current State of Minnesota Operator Certificate of Compliance from the Department of Revenue (form ST19) 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? __On Site __Off Site

Will it be sold or provided free to attendees? _____

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: _____

YES NO Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? Sold IN Side
Powerhouse + gazebo

NOTE: *Alcoholic beverages are not permitted in any City Right-of-Way, City Park or facility except where specifically waived 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 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.*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:
5th St Between Hwy 2 + 3rd Ave, City Parking Lot
& Powerhouse Parking Lot

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) CK

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ___ NO ___

(Special Events Holder initials here) CK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CK

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees,

from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) CK

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) CK

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) CK

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Richard A. Kar

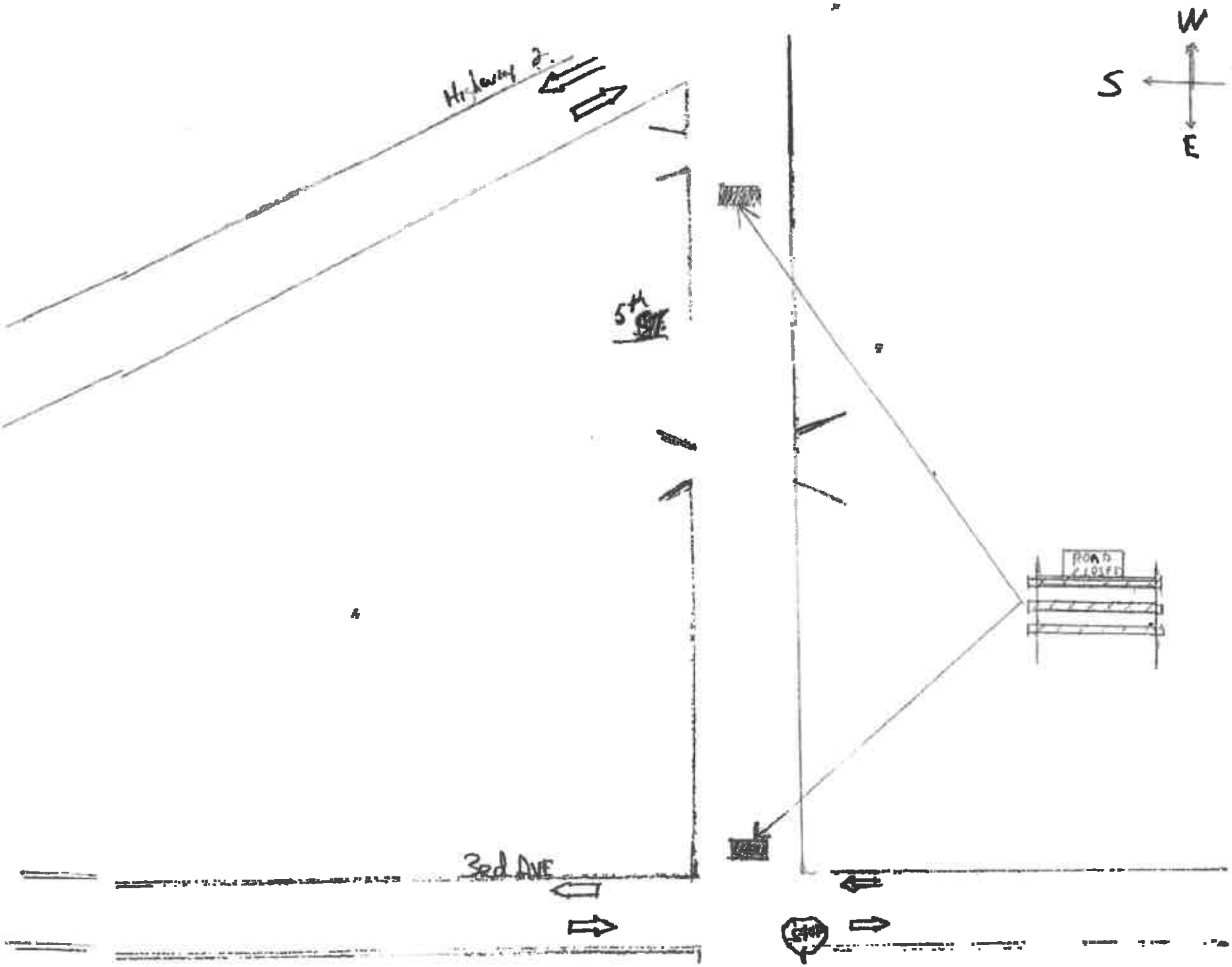
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Richard A. Kar, Cordelia M. Kar

Title owners

Signature Cordelia M. Kar

Date 3-12-17


Highway 2
5th
3rd AVE
ROAD CLOSED
W
S
E

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dwight Swanstrom Co.
31 N 21st Ave. W.
Duluth MN 55806

CONTACT NAME: Tony Bauer
PHONE (A/C, No, Ext): (218) 727-8324 FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00020247

INSURED
CMK, Inc.
DBA: Powerhouse Bar
423 3rd. Avenue
Proctor MN 55810

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Illinois Casualty Ins Corp	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1212700791 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,500,000
A	CLAIMS-MADE [X] OCCUR			CP27318	1/1/2017	1/1/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 2,000
							PERSONAL & ADV INJURY	$ 1,500,000
							GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
	POLICY PRO-JECT LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ]	N/A		WC11447	1/1/2017	1/1/2018	E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			LL87872	1/1/2017	1/1/2018	Aggregate $500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Car Show June 7th 5th Street, Between Hwy 2 and 3rd Avenue, Proctor, MN. Also include City Parking Lot, Parcel Code 188-012-00020. Coverge for bike games included. Additional Insured: City of Proctor 100 Plank Drive, Proctor, MN 55810.

CERTIFICATE HOLDER

City of Proctor
100 Plank Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Vicki Cameron/VIC

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6I.

City of Proctor
Special Event Application

Event Title: Proctor Speedway

Purpose of Event: Weekly Stock Car Racing

Description of Event:

Event Category:

__Athletic/Recreation __Festival __Parade/March __Block Party
__Concert/Performance __Carnival __Grand Opening __Fundraiser
__Street Dance (See City Ordinance 610.04) Other: Weekly Stock Car Racing

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup					
Event Day 1	Starts	May 1st	Ongoing	until	September 29th
Event Day 2					
Event Day 3		See Attached Tentative Schedule			
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: So. St. Louis County Fairgrounds

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: Lake head Racing Association

Organization Address:

Organization is: __For Profit X Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Dennis McCauley
Email address: dam86@msn.com
Home number: 715-392-8697
Cell number: 218-348-9919
FAX number:
Address: 2017 Central Ave
Superior WI 54880

Secondary Contact

Name: Gus Omundson
Email address: littlejohnny0@msn.com
Home number:
Cell number: 218-348-3276
FAX number:
Address:

General Event Information

YES NO Is this an annual event? If yes, how many years has it been held? 50 Plus

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. Weekly Racing

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.

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 period of the event showing Products Liability in the amount of $2,000,000.*

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 610A, 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 Duluth 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.
Electricity Already Provided on site

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 610A, subd. 4.

Signed: Doug McCauley 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. Not Sure at this time but it is possible

NOTE: *A permit obtained 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? Drivers Pay + Trash upkeep

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.
www.proctorspeedway.com

Please check all sources used to market event:

X Outdoor Banners X Radio Ads __Mailings X Newspaper Ads
X Outdoor Signs X TV Ads X Flyers Other: _____

Promotional Banners/Signs including electronic, lighted signs:

Location	Size	Description
On Site		

Directional Signs:

Location	Size	Description

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

Entertainment

(YES) NO Will your event have musical entertainment? If yes, please describe the type of music to be used for your event.
Possible DJ at Silver 1000

(YES) NO Will your event use amplified sound equipment? If yes, please describe. Small speaker output Regular Races speakers

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 610.04. 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 presented 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. _____

Event Organizers agree to pay for two Proctor police officers at Midsummer Night of Madness and Silver 1000 Races

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: *City Ordinance 501B. The permittee shall provide officers as required by City of Proctor Ordinance and City Code. 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

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 event 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 ST19) 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 __Off Site

Will it be sold or provided free to attendees? Sold

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:

X Gas __Electric __Charcoal Other: _____

(YES) NO Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? Sold

NOTE: *Alcoholic beverages are not permitted in any City Right-of-Way, City Park or facility except where specifically waived 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 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.*

2017 Schedule

2017 Tentative Schedule

Regular Races:
Pit Gates Open 3:00 PM
Front Gates 4:00 PM

Draw Cut 4:30 PM
Hot Laps 5:00 PM
Racing 5:30 PM

Stay tuned for additions as we add shows

Saturday May 6, 2017 – Enduro

Sunday May 7, 2017 – Open Practice Employee Meeting
Sunday May 14, 2017 – All Classes
Sunday May 21, 2017 – All Classes
Sunday May 28, 2017 – All Classes Student Night
Sunday June 4, 2017 – All Classes Scout Night / Armed Forces Night
Sunday June 11, 2017 – RV Modified Series / King on the Hill (M, MWM, PS, H)
Friday June 16, 2017 – Fender Friday (Classes TBA)
Sunday June 18, 2017 – UMSS Sprints, Winged and Traditional (MWM, PS, H)
Sunday June 25, 2017 – All Classes (Old Times Picnic) Vintage Cars
Sunday July 9, 2017 – All Classes AFCO Qualifier / Meet the Driver
Wednesday July 12, 2017 – Fair Enduro
Sunday July 16, 2017 – All Classes (Fair Races)
Sunday July 23, 2017 – FastLane Motorsports Super Stock Special (M, SS, MWM, PS, H)
Sunday July 30, 2017 – All Classes (American Cancer Society Night) (AFCO Rain Date)
Saturday August 5, 2017 – Mid Summer Night of Mayhem (Bus, Trailer, Hornets, Jeeds & More) Rain Date August 12th
Sunday August 13, 2017 – Late Model Challenge Series (LM, SS, PS, H)
Sunday August 20, 2017 – All Classes (Championship Night)

Sunday August 27, 2017 – Rain Date Championship Night only if August 20th is postponed!
Thursday August 31, 2017 – Silver 1000 (LM & MODS)
Friday September 1, 2017 – TBA
Thursday September 28, 2017 – Silver 1000 Rain Date

SCHEDULE SUBJECT TO CHANGE!!

Please visit www.proctorspeedway.com and "Like" us on Facebook to keep updated!

Permanent link to this article: http://proctorspeedway.com/schedule/

2017 PROCTOR Speedway

Sunday May 14, 2017 – All Classes (Season Opener)
Sunday May 21, 2017 – All Classes Hockey Passes
Sunday May 28, 2017 – All Classes (Student Night)
Sunday June 4, 2017 – All Classes Kids Bike Races (Scout Night)
Sunday June 11, 2017 – RV / King on the Hill (Mod, MWM, PS, H)
Traditional Sprints?
Friday June 16 – Fender Friday (LM, SS, Streets, PS, 6's)
Sunday June 18, 2017 – UMSS Sprints (MWM, PS, H)
Sunday June 25, 2017 – All Classes (Vintage Cars) Picnic
Friday July 7, 2017 – TBA
Sunday July 9, 2017 – All Classes AFCO Race Night/Meet Driver
Sunday July 16, 2017 – All Classes (Fair Races) 6's?
Sunday July 23, 2017 – FastLane Super Stock Series (M,SS,MWM,PS,H)
Traditional Sprints?
Sunday July 30, 2017 – All Classes ACS Night / AFCO Rain Date
Saturday August 5, 2017 – Mid Summer Night of Mayhem
(Bus, Trailer, Hornets, Quads & More) Rain Date August 12th
Sunday August 6, 2017 – All Classes
Sunday August 13, 2017 – (Challenge Series (LM, SS, PS, H)
Sunday August 20, 2017 – All Classes Championship Night
Sunday August 27, 2017 – All Classes Championship Rain Date
Thursday August 31, 2017 – Silver 1000 (LM & MODS)
Friday September 1, 2017 – TBA
Thursday September 28, 2017 – Silver 1000 Rain Date

TENTATIVE SCHEDULED

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:

Weekly Stock Car Racing
Proctor Speedway / Proctor Fairgrounds

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

_____

_____

(Special Events Holder initials here) DM

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ✓ NO ___

(Special Events Holder initials here) DM

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) DM

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) DM

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees,

from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) PM

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) PM

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) PM

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) PM

I. This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) PM

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/22/15

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: K & K Insurance Group, Inc.
P.O. Box 2338
Fort Wayne, IN 46801

CONTACT NAME: MOTORSPORTS
PHONE (A/C, No, Ext): 800-348-1839 FAX (A/C, No): 260-459-3139
E-MAIL ADDRESS: KK.MOTORSPORTS@KANDKINSURANCE.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: NATIONAL CASUALTY COMPANY	11991
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED: LAKESHORE RACING ASSOCIATION, INC.
D/B/A PROCTOR SPEEDWAY
P.O. BOX 1069
PROCTOR, MN 55810

COVERAGES — CERTIFICATE NUMBER: 1802487 — REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR Owners & Contractors X $100,000 SIR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT LOC OTHER:			XNUU00649110	12:01AM 5/12/15	12:01AM 5/12/16	EACH OCCURRENCE	1000000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	300000
							MED EXP (Any one person)	EXC
							PERSONAL & ADV INJURY	1000000
							GENERAL AGGREGATE	2000000
							PRODUCTS-COMP/OP AGG	5000000
							Part Ipl Liab	1000000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea Accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	X UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION			XXD0008491200	12:01AM 5/12/15	12:01AM 5/12/16	EACH OCCURRENCE	1000000
							AGGREGATE	1000000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTHER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

TYPE OF EVENT: AUTOMOBILE RACING
LOCATION: PROCTOR SPEEDWAY, PROCTOR, MN
ADDITIONAL INSUREDS: SEE ATTACHED ADDENDUM

CERTIFICATE HOLDER

CITY OF PROCTOR
100 PINOR DR
PROCTOR, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Scott Turnbull

ACORD 25 (2014/01)

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3/23/17

City of Proctor
Special Event Application

Event Title: 2017 Bike MS: Cit Robinson MS150

Purpose of Event: Fundraising event for the National MS Society

Description of Event: 150 mile bike ride from Proctor MN to White Bear Lake MN

Event Category:
✓ Athletic/Recreation ___Festival ___Parade/March ___Block Party
___Concert/Performance ___Carnival ___Grand Opening ✓ Fundraiser
___Street Dance (See City Ordinance 810.00) Other: _____

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	6/9/17	Friday	8 Am	—	4,000
Event Day 1					
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down	6/10/17	Saturday		10 Am	4,000

Event Location/Address: Proctor High School & Grounds

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: National MS Society (NMSS)

Organization Address: 200 12th Ave S
Minneapolis MN 55415

Organization is: ___ For Profit X Non Profit
(If Non-Profit, please include a copy of the IRS 501(c) tax exemption letter.)

Person Responsible for Coordination of Event

Name: Cassandra Linkenmayer

Email address: Cassandra.linkenmayer@nmss.org

Home number: Office: 612-335-7990

Cell number: 319-290-7770

FAX number: 612-335-7997

Address: 200 12th Ave S
Minneapolis MN 55415

Secondary Contact

Name: Allison Wagner

Email address: allison.wagner@nmss.org

Home number: Office: 612-335-7921

Cell number: 612-237-6219

FAX number: Same

Address: Same

General Event Information

YES NO Is this an annual event? If yes, how many years has it been held? 37

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. MS 150 is one of several fundraising events for the NMSS

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. Use of Proctor H.S. & grounds

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 $1,000,000 as per City Ordinance.

YES NO Are you requesting any roads to be closed? If yes, list roads to be closed and provide site map. Please see map. Same roads & closures as previous years.

NOTE: See City Ordinance CHAPTER 810A, 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 Duluth 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. provided by School

YES NO Will your event require outdoor lighting or electricity provided by the City of Proctor? If yes, please describe and sign statement below. provided by School

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 810A, subd. 4.

Signed: _____ Date: _____

YES NO Are you erecting any tents? If yes, please complete the table below.

Tent Size	# of Tents	Tent Location
Standard Camping	400+	H.S. grounds + fields

YES NO Will your event include amusement rides, inflatable structures and/or children's games? If yes, please describe. inflatable arch at start of ride

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? Registration fee to help cover cost of ride

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. bikems.org

Please check all sources used to market event:

__Outdoor Banners X Radio Ads X Mailings X Newspaper Ads

X Outdoor Signs X TV Ads X Flyers Other: social media, email

Promotional Banners / Signs-including electronic lighted display signs:

Location	Size	Description
various	various	various route directional signs

Directional Signs:

Location	Size	Description
Proctor H.S., route	various	various

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 DJ

(YES) NO Will your event use amplified sound equipment? If yes, please describe. DJ plays in the morning at the start line

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 910.04, 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 presented 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. Bike Corral Security

Company Name: Statewide Security
Contact Person: Troy Nadeau
Phone Number/E-Mail: 763-218-0508 tnadeau@swpmn.com

(YES) NO Will your event involve the use of traffic safety equipment? If yes, please describe. Signs + barricades

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 sharing 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

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 ST19) 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 __Off Site

Will it be sold or provided free to attendees? Spaghetti dinner is sold; breakfast is free.

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

(YES) NO Do you intend to cook food in the event area? If yes, please specify method:
__Gas __Electric __Charcoal Other: grills for pancakes in H.S.

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 waived by the City Council. To serve alcoholic beverages at an event, a permit or special sale 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.*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:
MS 150

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder Initials here) CL

B. If required by this paragraph, we agree to require each participant in our special event to execute a RELEASE AND INDEMNIFICATION AGREEMENT for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES X NO ___

(Special Events Holder Initials here) CL

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CL

D. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CL

E. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CL

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurer or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CL

G. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) CL

H. We understand and agree that this RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) CL

I. This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) CL

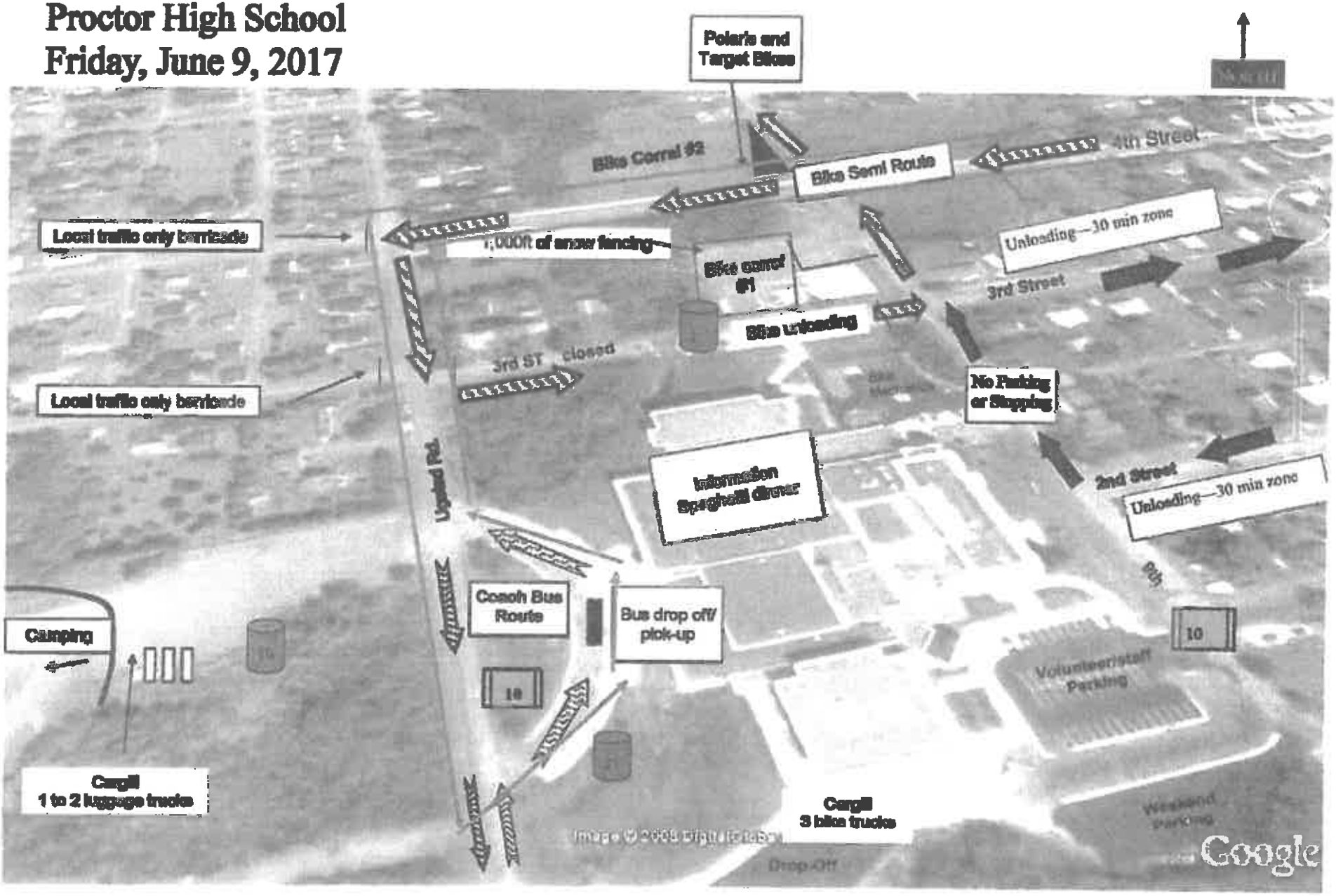
IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:
National MS Society, Upper Midwest Chapter

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Cassandra Linkenmeyer
Title Special Event Manager
Signature Cass Linkenmeyer
Date 9/20/17

Proctor High School
Friday, June 9, 2017



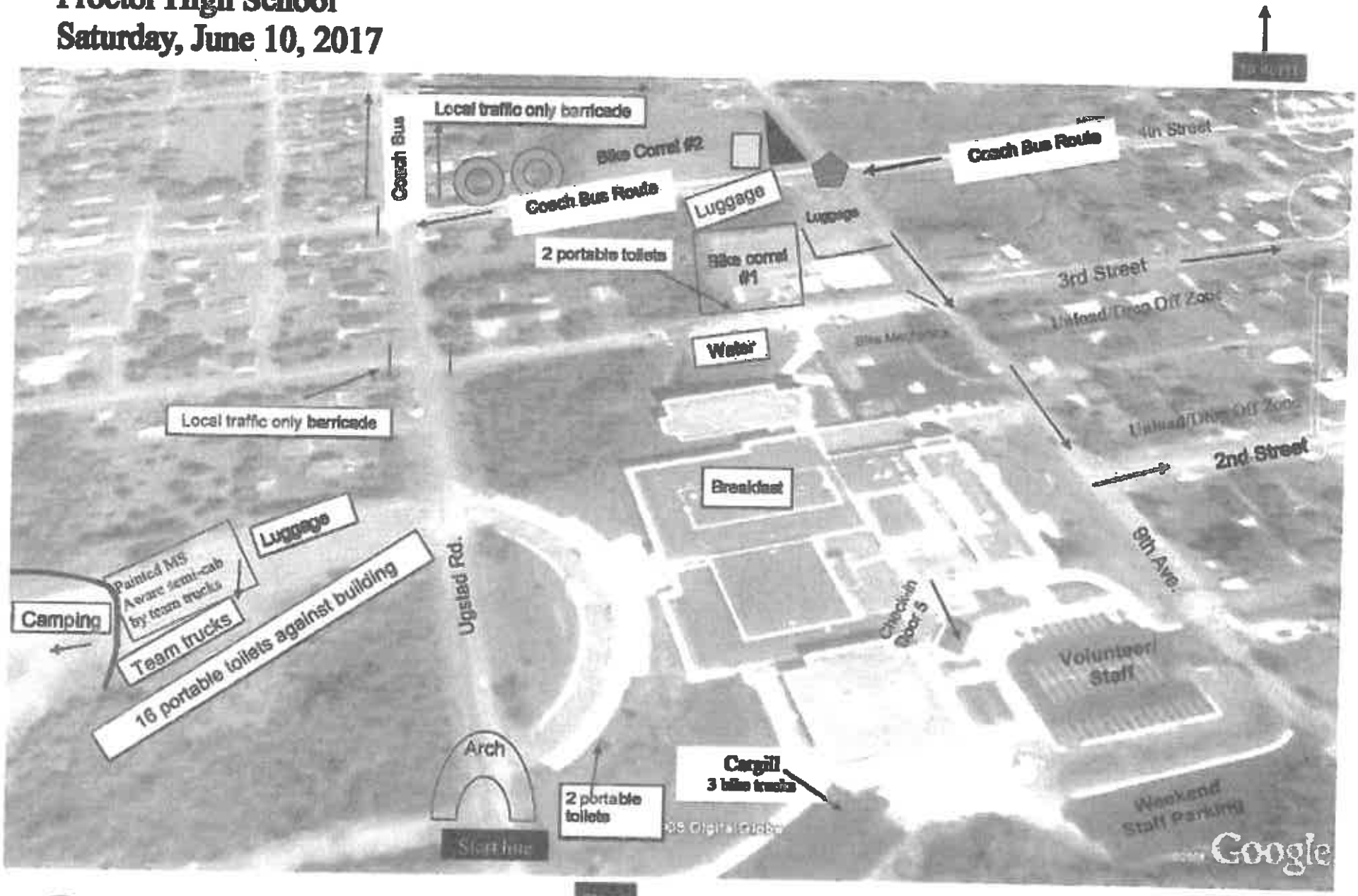
Barricades and/or Parade Boards

Portable Toilets

Shuttle Bus Route

One dumpster in each bike corral by exits; one dumpster by truck in the camping area

Proctor High School
Saturday, June 10, 2017



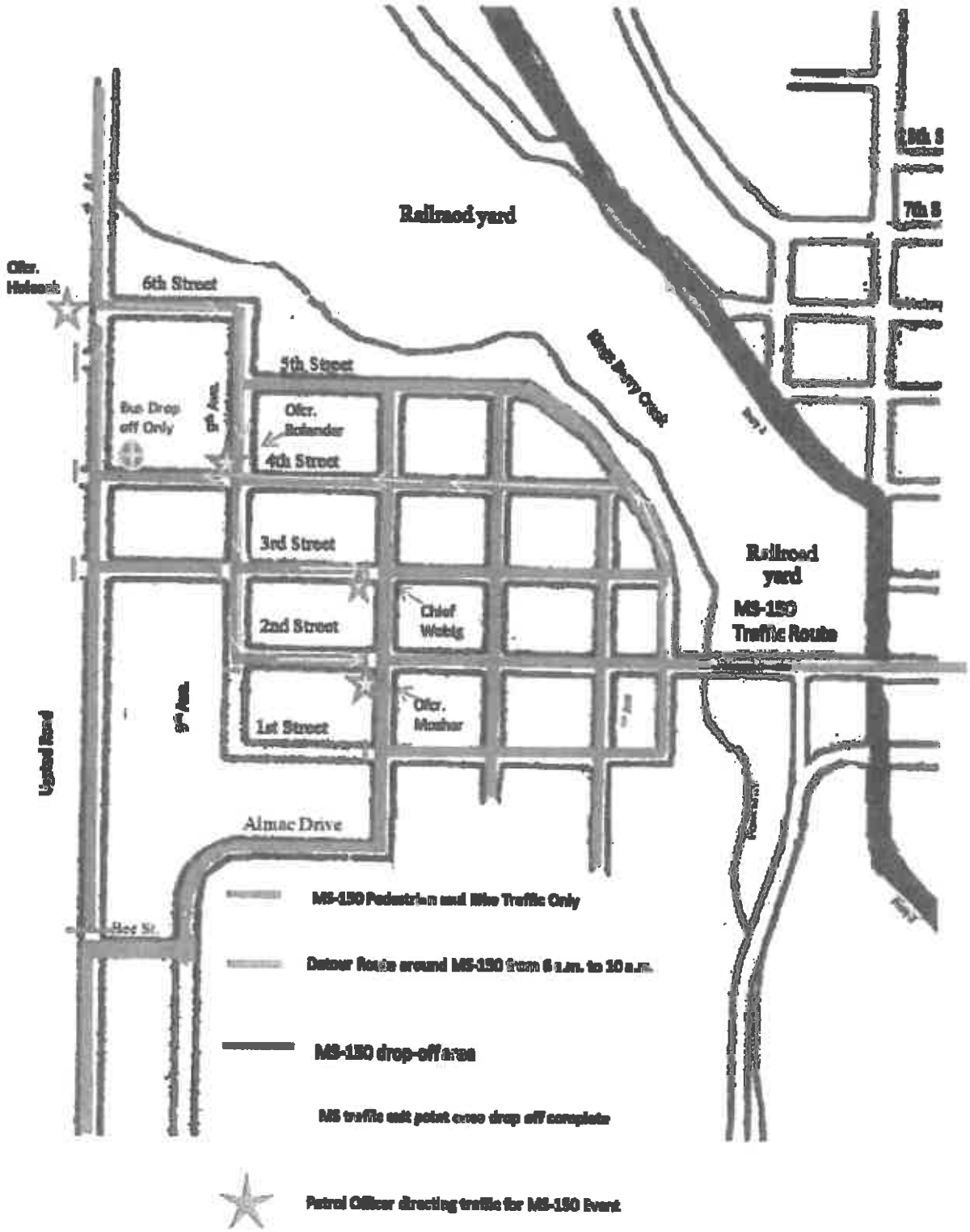
Coach Bus Drop-Off

Info Table

Arch

Police

One dumpster in each bike corral by exits; one dumpster by truck in the camping area


Railroad yard
Ofcr. Holcomb
6th Street
5th Street
Bus Drop off Only
Ofcr. Bolender
4th Street
3rd Street
2nd Street
Chief Wolsig
1st Street
Ofcr. Mosher
Railroad yard
MS-150 Traffic Route
Almac Drive
Hoe St.
MS-150 Pedestrian and Bike Traffic Only
Detour Route around MS-150 from 6 a.m. to 10 a.m.
MS-150 drop-off area
MS traffic exit point once drop off complete
Patrol Officer directing traffic for MS-150 Event

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/22/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
MARSH USA, INC.
445 SOUTH STREET
MORRISTOWN, NJ 07960-6464
Attn: Morristown.CoiRequest@marsh.com Fax: 212-948-0070

Minnesa

INSURED
NATIONAL MULTIPLE SCLEROSIS SOCIETY
UPPER MIDWEST CHAPTER
200 12TH AVE S
MINNEAPOLIS, MN 55415

CONTACT NAME:
PHONE (A/C, No, Ext): FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Federal Insurance Company	20281
INSURER B : ACE Property and Casualty Insurance Company	20699
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES CERTIFICATE NUMBER: NYC-007671774-06 REVISION NUMBER: 3

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC OTHER:			3583-33-89	12/31/2016	12/31/2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	1,000,000 1,000,000 10,000 1,000,000 2,000,000 1,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS X HIRED AUTOS SCHEDULED AUTOS X NON-OWNED AUTOS			7353-02-37	12/31/2016	12/31/2017	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Comp/Coll Deductible	$ $ $ $ $	1,000,000 1,000
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			M00562835 006	12/31/2016	12/31/2017	EACH OCCURRENCE AGGREGATE	$ $	5,000,000 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			71763467	12/31/2016	12/31/2017	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $	1,000,000 1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
MS Bike Tour
City of Proctor is added as additional insured excluding workers' compensation and employers' liability policy.

CERTIFICATE HOLDER

City of Proctor
100 Park Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Manashi Mukherjee

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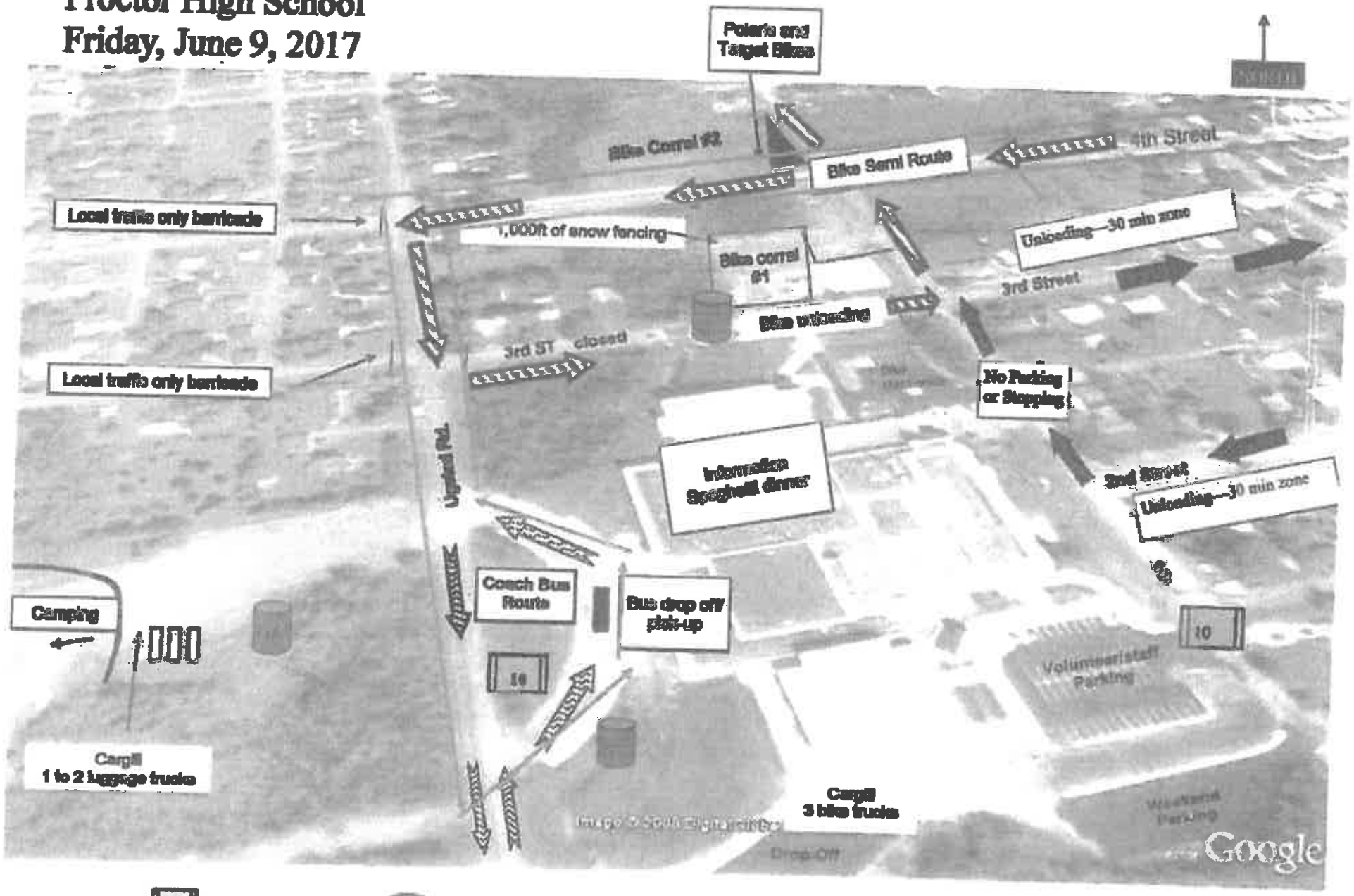
Proctor High School
Friday, June 9, 2017



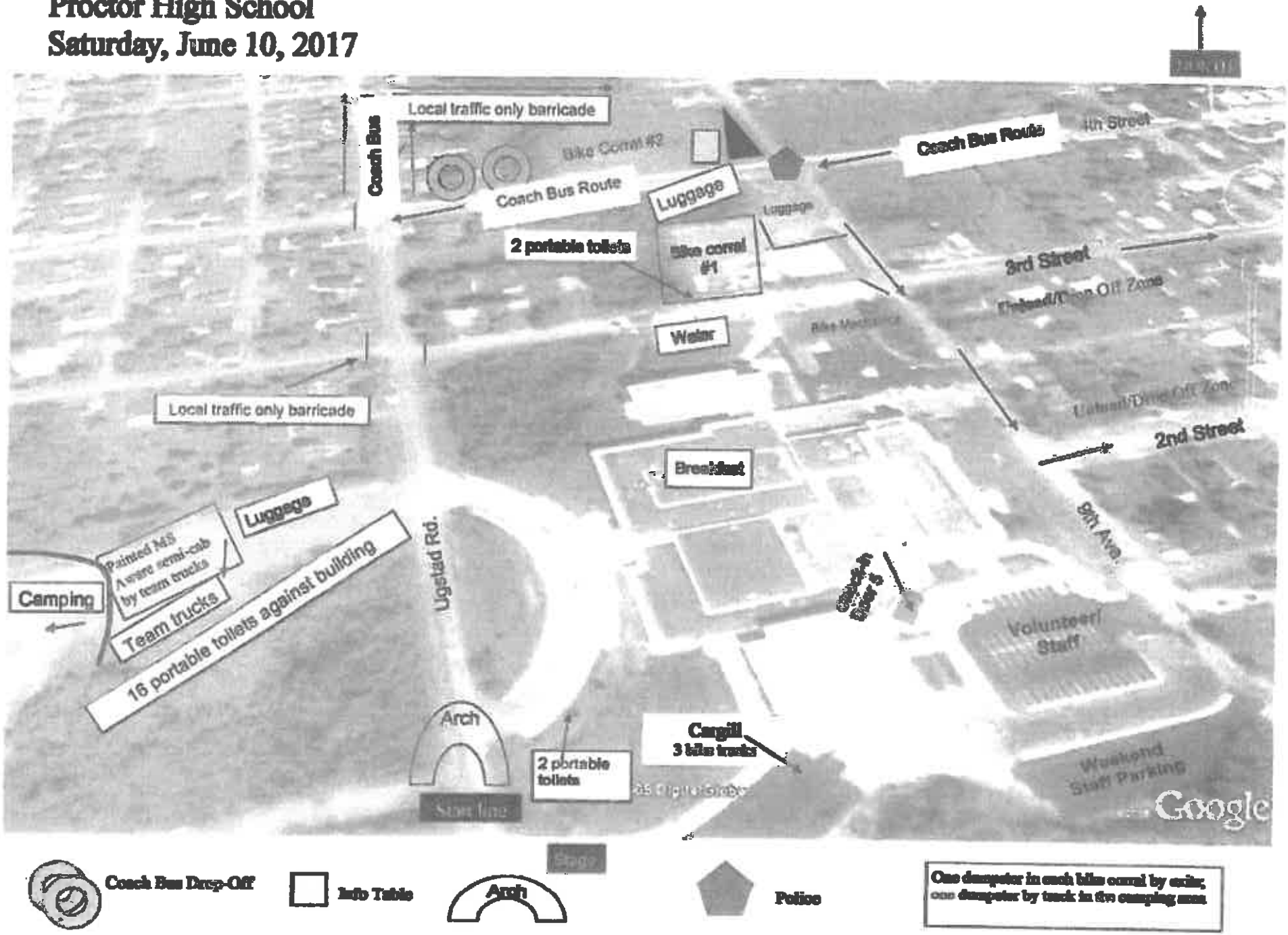
Barricades and/or Parade Boards

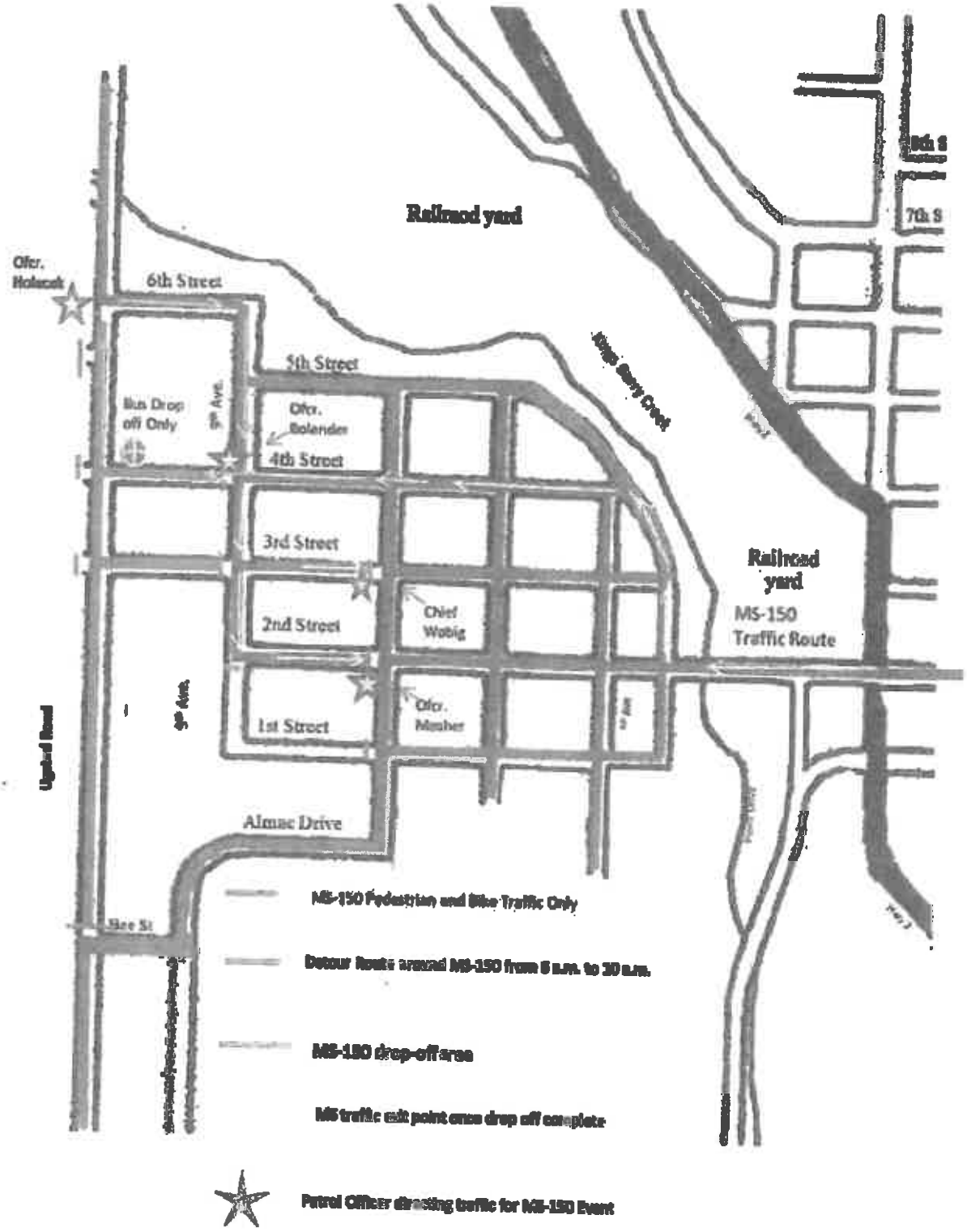
Portable Toilets

Shuttle Bus Route

One dumpster in each bike corral by exits; one dumpster by truck in the camping area

Proctor High School
Saturday, June 10, 2017




Railroad yard
7th S
Ofcr. Holecek
6th Street
5th Street
Bus Drop off Only
9th Ave.
Ofcr. Bolender
4th Street
3rd Street
Railroad yard
MS-150 Traffic Route
2nd Street
Chief Wobig
1st Street
Ofcr. Mosher
Almac Drive
Upland Road
MS-150 Pedestrian and Bike Traffic Only
Detour Route around MS-150 from 8 a.m. to 30 a.m.
MS-150 drop-off area
MS traffic exit point once drop off complete
Patrol Officer directing traffic for MS-150 Event

6K.

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

From: Mark Casey [mailto:mcasey@proctormn.gov]
Sent: Thursday, July 28, 2016 12:22 PM

To: Victor Lund
Subject: RE: Signage

Mr. Lund,
I have been directed by Mr. Foldesi to contact you in regards to the questions I have below.
I look forward to your reply and answers.

Regards,

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

From: Mark Casey [mailto:mcasey@proctormn.gov]
Sent: Thursday, July 28, 2016 11:43 AM
To: Jim Foldesi
Subject: Signage

Jim,
The City Council wants me to put 2 flashing "stop ahead" signs on the intersection of Kirkus St and Boundary/Kirkus St and Ugstad Rd. My question is how far back/off of the county road do I have to place the signs.
Thanks Jim.

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

6L.

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 14-17
A RESOLUTION SUPPORTING LOCAL DECISION-MAKING AUTHORITY

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

WHEREAS, local elected decision-makers are in the best position to determine what health, safety and welfare regulations best serve their constituents; and

WHEREAS, just like state legislative leaders, local elected officials are held accountable through Minnesota's robust elections process; and

WHEREAS, ordinances at the local level are enacted only after a comprehensive, legal and open process; and

WHEREAS, local units of government are required to publish notices about meetings where policies will be discussed and decisions will be made; and

WHEREAS, under the state's Open Meeting Law, public policy discussions and decisions must occur in meetings that are accessible to members of the public; and

WHEREAS, cities are often laboratories for determining public policy approaches to the challenges that face residents and businesses; and

WHEREAS, preservation of local control in Minnesota has yielded statewide benefits such as the 2007 Freedom to Breathe Act, an amendment to the Minnesota Clean Indoor Air Act; and

WHEREAS, more than two dozen bills that restrict local decision-making have been introduced in 2017 to date.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PROCTOR, through actions of the City Council and its Mayor: supports local decision-making authority and opposes legislation that removes the ability for local elected officials to respond to the needs of their businesses and constituents.

Upon vote taken thereon, the following voted:
For:
Against:

Whereupon said Resolution No. 14-17 was declared duly passed and adopted this 17th day of April 2017.

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
City Administrator

2017 Bills to Restrict Municipal Authority (Updated 4-5-17)

ISSUE	HF	SF	CURRENT STATUS
Local Government Finance			
Eliminates LGA for cities that meet definition of "sanctuary city"	1664	n/a	**House:** Referred to Gov Ops; amended into HF 754 during Property Tax Division, laid over for possible inclusion **No Senate version**
Eliminates LGA for cities that enact "sanctuary ordinances"	n/a	881	**No House version** **Senate:** Introduced, referred to Taxes
Reduces LGA for cities that contribute to a World Fair, eliminates LGA for cities that are sanctuary cities, and reduces aid to cities and counties operating unauthorized driver diversion programs	754	n/a	**House:** World Fair and diversion provisions included in HF 4 (omnibus tax bill) **No Senate version**
* Eliminates LGA for cities with sick time laws and other local labor regulations	2107	2157	**House:** Heard in Property Tax Division, laid over for possible inclusion **Senate:** Referred to Taxes
Reduces LGA for lobbying expenses of local units of government	2187	2155	**House:** Heard in Property Tax Division, laid over for possible inclusion **Senate:** Referred to Taxes
Requires reverse referendum every five years to authorize municipality to impose franchise fees to raise revenue	1146	2092	**House:** Included as provision in HF 4 (omnibus tax bill) **Senate:** Heard in Local Gov, referred to Taxes
* Requires a reverse referendum for lease purchase of public buildings	112	1849	**House:** Included as provision in HF 4 (omnibus tax bill) **Senate:** Referred to Taxes
Provides a delayed reverse referendum requirement on a general city (over 500) or county levy increase	654	1590	**House:** Included as provision in HF 4 (omnibus tax bill) **Senate:** Referred to Taxes

ISSUE	HF	SF	CURRENT STATUS
Creates special tax district to finance operating costs of light rail and bus rapid transit lines, and prohibits TIF districts from being created in the special taxing district for fixed guideway lines in operation or for which a locally preferred alternative has been designated, and no abatement of the incremental tax for the special taxing district may be made	1315	1825	**House:** Heard in Transportation Policy, referred to Transportation Finance **Senate:** Referred to Transportation Finance and Policy
Repeals city authority to establish special service districts	2412	n/a	**House:** Referred by Tax chair to Property Tax Division **No Senate version**
Public Safety			
* Prohibits law enforcement agencies from using unmanned aerial cameras to gather evidence in certain circumstances	1200	1529	**House:** Referred to Public Safety **Senate:** Referred to Public Safety
* Prohibits political subdivisions (and the State Building and Fire Code) from requiring installation of fire sprinklers in certain dwelling units	681	579	**House:** Included as provision in House version of SF 780 (omnibus agriculture finance bill; companion is HF 895) **Senate:** Included as provision in SF 780 (omnibus agriculture and housing appropriations bill)
Requires law enforcement agencies to comply with federal immigration detainers	26	n/a	**House:** Referred to Public Safety **No Senate version**
Worker Benefits			
Prohibits cities from enacting local employer benefit or minimum wage requirements	600	580	**House:** Passed by House 76-53 **Senate:** On General Orders
* Prohibits local governments including cities, towns, counties, etc., from enacting their own minimum wage requirements	180	n/a	**House:** Initially referred to Commerce, was re-referred to Jobs **No Senate version**

ISSUE	*HF*	*SF*	*CURRENT STATUS*
Administrative Issues			
Imposes new restrictions on interim ordinances related to housing	330	201	**House:** Passed by House 87-44; included in House version of SF 1937 (omnibus jobs, commerce, energy, labor and industry, and employment and economic development appropriations bill; companion is HF 2209) **Senate:** On General Orders
Requires cities and counties to notify potentially impacted businesses of an ordinance that impacts a business licensed in the jurisdiction, including if the ordinance changes the location or availability of a product or service provided by the business	1242	1224	**House:** On General Register **Senate:** On General Orders
Requires a minimum three-year data retention period for "correspondence", and defines correspondence in government record retention law	1185	1719	**House:** Heard in Gov Ops, Civil Law, now in State Gov **Senate:** Referred to Judiciary
Requires a local government's data retention schedules provides for at least 18 months of retention for electronic records from the date the record is created	70	123	**House:** Referred to Gov Ops **Senate:** Heard informationally in Judiciary
Adds new notification requirements on counties and cities related to written procedures across the local governmental enterprise	61	n/a	**House:** Referred to Gov Ops **No Senate version**
Transportation			
Prohibits cities, counties, special taxing districts, and others from spending money on studying feasibility, planning, designing, engineering, etc. the development or operation of intercity or interregional passenger rail facilities or operations between the City of Rochester,	465	254	**House:** Included as provision in HF 4 (omnibus tax bill) **Senate:** Heard in Transportation, laid over for possible inclusion

ISSUE	HF	SF	CURRENT STATUS
or locations in the metro area, and any location in the metro area			
Prohibits regional rail authorities and metro counties and cities from spending any money to study, plan, design, or construct a light rail line, or expand an existing line, unless the legislature explicitly authorizes it	418 & 1866	150	**House:** Included as a provision in HF 861 (omnibus transportation bill) **Senate:** Heard in Local Gov, Transportation Finance and Policy, referred to Finance
Prohibits political subdivisions from expending public sources of funds for a guideway project, whether for a new or extending line, including study, alternatives analysis, design, engineering, environmental analysis, land acquisition, purchasing rolling stock and other equipment, and construction	1630	n/a	**House:** Part of bill is included as a provision in HF 861 (omnibus transportation bill) **No Senate version**
Prohibits road authorities including cities from using funds that increase the cost for any aesthetic enhancements that increase the cost of a project on a highway or bridge, including monuments, markers, memorials, sculptures, statues, decorative fixtures, alternative materials, specialty signage and other treatments designed to impact the perceived beauty or visual appeal of the infrastructure	1062	n/a	**House:** Referred to Transportation Policy **No Senate version**
Housing			
Requires legislative approval of local housing goals that are currently negotiated between cities and the Metropolitan Council for the purpose of regional grant program funding	1037	n/a	**House:** Included as a provision in House version of SF 1937 (omnibus jobs, commerce, energy, labor and industry, and employment and economic development appropriations bill; companion is HF 2209) **No Senate version**
Solid Waste and Recycling			
Adds more requirements which erode a local government's ability to manage solid waste collection.	1976	1755	**House:** Referred to Gov Ops **Senate:** Referred to Local Gov

ISSUE	*HF*	*SF*	*CURRENT STATUS*
Prohibits local government from banning or taxing plastic bags.	1504	1195	**House:** Tax provision included in HF 4 (omnibus tax bill); policy language included as provision in House version of SF 1937 (omnibus jobs, commerce, energy, labor and industry, and employment and economic development appropriations bill; companion is HF 2209) **Senate:** Included as provision in Senate version of HF 888 (omnibus environment and natural resources finance; companion is SF 723)
Regulatory Issues			
Prohibits cities from imposing municipal planning fees to review or investigate a permitted use for compliance with any official control, which are ordinances or regulations that control the physical development of a city etc., including ordinances establishing zoning, subdivision controls, site plan regulations, sanitary codes, building codes, and official maps	957	n/a	**House:** Included as a provision in HF 4 (omnibus tax bill) **No Senate version**
Allows for profit entities unregulated access to public right-of-way for installation of "small cell wireless" equipment, and supersedes many zoning ordinances and comprehensive plans in place	739	561	**House:** Heard in Commerce, Gov Ops, Jobs, laid over for possible inclusion **Senate:** Heard in Energy, referred to Local Gov

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

Resolution No. 15-17
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 ALS Association, MN/ND/SD Chapter to hold a raffle at Black Woods Banquet Center, 195 Highway 2, Proctor, Minnesota on February 7, 2018.

Passed by a majority vote of the Proctor City Council, this 17th day of April, 2017.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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: The ALS Association, MN/ND/SD Chapter

Previous Gambling Permit Number: X-04770

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 41-1756085

Mailing Address: 333 N Washington Ave, Ste 105

City: Minneapolis State: MN Zip: 55401 County: Hennepin

Name of Chief Executive Officer (CEO): Jennifer Hjelle

Daytime Phone: 612-672-0484 Email: jenniferhjelle@alsmn.org

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): Black Woods Banquet Center

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

City or Township: Proctor Zip: 55810 County: Saint Louis

Date(s) of activity (for raffles, indicate the date of the drawing): February 7, 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: $**15,000**)**

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

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: Jennifer Hjello Date: 3-31-17
(Signature must be CEO's signature; designee may not sign)

Print Name: Jennifer Hjello

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

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

THE ALS ASSOCIATION
MINNESOTA/NORTH DAKOTA/SOUTH DAKOTA CHAPTER
info@alsmn.org
www.alsmn.org

333 North Washington Avenue
Suite 105
Minneapolis
MN 55401-1352

PHONE (612) 672-0484
FAX (612) 672-9110
TOLL FREE 1-888-672-0484

P.O. Box 2223
Sioux Falls, SD
57101-2223

PHONE (605) 274-0230
FAX (605) 274-0231
TOLL FREE 1-888-672-0484

March 31, 2017

Mr. Jim Rohweder
City of Proctor
100 Pionk Dr
Proctor, MN 55810

Dear Mr. Rohweder,

Enclosed you will find a raffle permit for Wednesday, February 7, 2018.

We would like to start selling raffle tickets for this event as soon as possible, so I would like to request the City of Proctor approve my permit.

If you have any questions about our permit, please feel free to contact me at sandy@alsmn.org or (612) 455-8322 or (888) 672-0484.

Kindest regards,

Sandy

Sandy Judge
Development Manager

Enclosures

ALS ASSOCIATION
Minnesota
North Dakota
South Dakota
Chapter

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

6N.

COUNCILORS
Jake P. Benson
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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. 16-17
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 Northland Blitz Football to hold a raffle at Derailed Bar & Grill, 501 3rd Avenue, Proctor, Minnesota on May 6 & 7, 2017.

Passed by a majority vote of the Proctor City Council, this 17th day of April, 2017.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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: Northland Blitz Football

Previous Gambling Permit Number:

Minnesota Tax ID Number, if any: 4284001

Federal Employer ID Number (FEIN), if any: 82-0596399

Mailing Address: PO Box 242

City: Cloquet State: MN Zip: 55720 County: Carlton

Name of Chief Executive Officer (CEO): Naomi Bents

Daytime Phone: 218-348-1003 Email: northlandblitz@yahoo.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): Derailed Bar + Grill

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

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

Date(s) of activity (for raffles, indicate the date of the drawing): May 6-7, 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.

LG220 Application for Exempt Permit

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: Proctor, MN

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: St. Louis County

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: Naomi Berts Date: 4-5-2017
(Signature must be CEO's signature; designee may not sign)

Print Name: Naomi Berts

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

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

Office of the Minnesota Secretary of State
Certificate of Good Standing

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	Northland Blitz
Date Filed:	02/17/2017
File Number:	935274300025
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 04/05/2017

Steve Simon

Steve Simon
Secretary of State
State of Minnesota

60.

Application for Employment

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

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

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

Personal Information

Name: (Last)	(First)	(MI)	(Prior)*
Leedom	Raymond	Wayne	

Street Address 212 South 2nd Ave	
City, State, Zip Proctor MN, 55810	
Phone Number 801-436 4010	Alternate Phone
Email raymondwleedom@gmail.com	

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

Please print in INK or type when completing this application

Title of position applying for: Firefighter

Are you legally eligible to work in the United States in the position for which you are applying? *Proof of citizenship or work eligibility will be required as a condition of employment.*	☑ Yes ☐ No
Are you at least 18 years old?	☑ Yes ☐ No

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 (12) GED High School	(13) 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	☑ Yes ☐ No *High School*	☑ Yes ☐ No *College/Technical*	☐ Yes ☐ No *Graduate JD*

School Name	Address	Course of study	Degree
High School: Fort Dodge Senior High School	819 N 25th St Fort Dodge, IA 50501		
College: Iowa Central Community College	1 Triton Cir, Fort Dodge, IA 50501	EMT B	
Graduate School:			
Technical/Vocational: DoD Fire Academy	301 Comanche Trail Goodfellow AFB TX		
Other: Technical Munitions Systems Specialist	1810 J Ave, Sheppard AFB, TX 76311		
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position: Three years in the Air Force Reserve.

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

Certs: fire I and II, Air Port Firefighter, HazMat Ops PPE and Product Control HazMat Ops, HazMat Awareness, Driver/Operator ARFF, Mobile Water Supply and Pumper

EMSRB cert EMR

Employment Experience

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

Company	Name of last supervisor	Hrs/Week
Cirrus air craft	Terri Savage	40
Address	**Start Date**	**Starting Salary**
4515 Taylor Cir, ~~Hermantown, MN 55811~~	2/2/15	$13.55/hr
City, State, Zip	**End Date**	**Final Salary**
Hermantown MN 55811		$16.00/hr
Phone Number	**Last job title**	
218 788 3325	QA	

Reason for leaving (be specific):
Still employed

Describe your work in this job:
Quality assurance inspector

May we contact this employer? ☑ Yes ☐ No

Company	Name of last supervisor	Hrs/Week
Josephson Manufacturing Co	Jared Marsh	40
Address	**Start Date**	**Starting Salary**
216 Central Ave	3/1/13	$10.00/hr
City, State, Zip	**End Date**	**Final Salary**
Fort Dodge IA 50501	1/25/15	$13.55/hr
Phone Number	**Last job title**	
515-573-8049	assembler	

Reason for leaving (be specific):
Moved to Minnesota

Describe your work in this job:
Final Assembly

May we contact this employer? ☑ Yes ☐ No

Employment Experience Continued

Company	Name of last supervisor	Hrs/Week
U.S. Air Force	Tsgt. Richardson	40
Address	Start Date	Starting Salary
	10/10/07	E-1
City, State, Zip	End Date	Final Salary
	3/21/16	E-4
Phone Number	Last job title	
—	munitions / Firefight	

Reason for leaving (be specific):

Separated from DoD

Describe your work in this job: First Five years active duty then three years reserve.

May we contact this employer? ☐ Yes ☑ No

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	

Reason for leaving (be specific):

Describe your work in this job:

May we contact this employer? ☐ Yes ☐ No

Unsalaried Experience

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

Military Experience

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

Describe your duties: munitions 5½ years Active duty firefighter 3 years reserve

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

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

Authorization

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

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

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

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

Signature

3/13/17
Date

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Firefighter II

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

on

24 Jun 2014

James C Oodolitz Jr.

Administrator

The authenticity of this certificate can be validated at www.ifsacert.com

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848789

FPC BOARD ACCREDITED

DD1848789

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Firefighter I

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

on

24 Jun 2014

James C Oddo Jr.

Administrator

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848788

PRO BOARD ACCREDITED

DD1848788

The authenticity of this certificate can be validated at www.dodfiretrain.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Hazardous Materials Awareness

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848786

on

24 Jun 2014

James C Dodoloke Jr.

Administrator

FIRE BOARD ACCREDITED

DD1848786

The authenticity of this certificate can be validated at www.dodfiretrain.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Hazardous Materials Operations

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848787

on

24 Jun 2014

James C Dodolikey Jr.

Administrator

FIRE BOARD
ACCREDITED
DD1848787

The authenticity of this certificate can be validated at www.dellfort.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

HazMat Ops - Personal Protective Equipment

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848787

on

24 Jun 2014

James C Godolphin Jr.

Administrator

PRO BOARD ACCREDITED
DD1848787

The authenticity of this certificate can be validated at www.dodfiscrt.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

HazMat Ops - Product Control

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848787

on

24 Jun 2014

James C Oddoliby Jr.

Administrator

PRO BOARD ACCREDITED
DD1848787

The authenticity of this certificate can be validated at www.dodfsrs.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Airport Firefighter

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848790

on

24 Jun 2014

James C Dodolitz Jr.

Administrator

PRO BOARD ACCREDITED
DD1848790

The authenticity of this certificate can be validated at www.dodfirert.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Driver/Operator ARFF

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1859208

on

06 Nov 2014

James C Oodolitz Jr.

Administrator

PRO BOARD ACCREDITED
DD1859208

The authenticity of this certificate can be validated at www.dedfiert.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Driver/Operator Mobile Water Supply

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1859213

on

06 Nov 2014

James C Oddsley Jr.
Administrator

PRO BOARD ACCREDITED
DD1859213

The authenticity of this certificate can be validated at www.dualliveri.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Driver/Operator Pumper

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1859210

on

06 Nov 2014

James C Oodolike Jr.

Administrator

PRO BOARD ACCREDITED
DD1859210

The authenticity of this certificate can be validated at www.checkcert.com

Application for Employment

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

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

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

Personal Information

Name: (Last)	(First)	(MI)	(Prior)*
Memmer	Austin	P	

Street Address: 9416 Mountain Drive., Apt #207	
City, State, Zip: Proctor, MN 55810	
Phone Number: 715-417-2254	Alternate Phone:
Email: austn.memmer@gmail.com	

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

Please print in INK or type when completing this application

Title of position applying for:	
Are you legally eligible to work in the United States in the position for which you are applying? *Proof of citizenship or work eligibility will be required as a condition of employment.*	☒ Yes ☐ No
Are you at least 18 years old?	☒ Yes ☐ No

4/5 Interview 6:00 pm

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 (14) 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	☒ Yes ☐ No *High School*	☒ Yes ☐ No *College/Technical*	☐ Yes ☐ No *Graduate JD*

School Name	Address	Course of study	Degree
High School: Osceola High School	1111 Oak Drive Osceola, WI 54020	Diploma	H.S. Diploma
College: Chippewa Valley Tech College			
Graduate School:			
Technical/Vocational: CVTC	620 W Clairemont Ave Eau Claire, WI 54701	Fire Medic	Associates Deg. Fire Medic
Other:			
Other:			

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

FDIC, Hazmat, FF I, FF II, Pump Operator, Paramedic

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

- NREMT - Paramedic
- EMSRB - Paramedic
- WI Registered - Paramedic
- FF I
- FF II
- Pump Operator

Employment Experience

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

Company	Name of last supervisor	Hrs/Week
Gold Cross-Mayo Clinic	Greg Hanson	36
Address	**Start Date**	**Starting Salary**
4505 W Michigan St	March 2016	$40,000
City, State, Zip	**End Date**	**Final Salary**
Duluth, MN 55807	Present	" "
Phone Number	**Last job title**	
218-722-0807	Paramedic	

Reason for leaving (be specific):

—

Describe your work in this job:

- respond to EMergency medical calls.
- continue training
- janitorial duties

May we contact this employer? ☒ Yes ☐ No

Company	Name of last supervisor	Hrs/Week
Osceola Area Ambulance	Robyn Foster	80
Address	**Start Date**	**Starting Salary**
403 3rd Ave	May 2015	$2.25/hr
City, State, Zip	**End Date**	**Final Salary**
Osceola, WI 54020	March 2016	—
Phone Number	**Last job title**	
715-294-3911	EMT - Basic	

Reason for leaving (be specific):

Job in Duluth with Gold Cross

Describe your work in this job:

- respond to emergency medical calls
- Continue training
- Janitoral duties

May we contact this employer? ☒ Yes ☐ No

Employment Experience Continued

Company	Name of last supervisor	Hrs/Week
National Park Service	Larry Bloomer	40
Address	**Start Date**	**Starting Salary**
401 N Hamilton St	June 2012	$20/hr
City, State, Zip	**End Date**	**Final Salary**
St Croix Falls, WI 54024	August 2015	$20.10/hr
Phone Number	**Last job title**	
715-483-3284	Maintenance	

Reason for leaving (be specific):

Position dependent on school enrollment & school went thru summer

Describe your work in this job:

- Janitorial duties
- painting
- shore restoration
- campsite care
- lawn care

May we contact this employer? ☑ Yes ☐ No

Company	Name of last supervisor	Hrs/Week
Address	**Start Date**	**Starting Salary**
City, State, Zip	**End Date**	**Final Salary**
Phone Number	**Last job title**	

Reason for leaving (be specific):

Describe your work in this job:

May we contact this employer? ☐ Yes ☐ No

Unsalaried Experience

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

I have gone to Africa & Haiti on mission trips. I was also on Chippewa Fire District as a fire fighter.

Military Experience

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

Describe your duties:

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

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

Authorization

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

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

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

Austin Mummer
Signature

3/27/17
Date

Wisconsin Technical College System Board
Fire Service Certification

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards
hereby confirms that

Austin P. Memmer

is certified as

Fire Fighter II
NFPA 1001 - 2013

B41893
Certification Number

11/10/2014
Date

Education Director, Fire Service

Wisconsin Technical College System Board
Fire Service Certification

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards
hereby confirms that

Austin P. Memmer

is certified as
Driver/Operator-Pumper
NFPA 1002 - 2009

D41893

Certification Number

7/17/2014

Date

Education Director, Fire Service

Wisconsin Technical College System Board
Fire Service Certification

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards
hereby confirms that

Austin P. Memmer

is certified as

Fire Fighter I/HazMat Ops
NFPA 1001 - Chapter 5 - 2013
NFPA 472 - Chapters 4,5,6.2,6.6 - 2013

O41893

Certification Number

7/16/2014

Date

Education Director, Fire Service

EMSRB
Minnesota Emergency Medical Services Regulatory Board

2829 University Ave Southeast, Suite 310 Minneapolis, MN 55414-3222
(651) 201-2800 (800) 747-2011 FAX (651) 201-2812 TTY (800) 627-3529
www.emsrb.state.mn.us

Verify that your name, certification level, and expiration date are correct. Please make name/address corrections at www.emsrb.state.mn.us.

Paramedic No. 989356

Austin Memmer
2880 Viebrock Drive
OSCEOLA, WI 54020

Effective Date 01/25/2016

Expiration Date 03/31/2018

EMSRB
Minnesota Emergency Medical Services Regulatory Board

2829 University Ave Southeast, Suite 310 Minneapolis, MN 55414-3222
(651) 201-2800 (800) 747-2011 FAX (651) 201-2812 TTY (800) 627-3529
www.emsrb.state.mn.us

Paramedic No 989356.

Austin Memmer

Effective Date 01/25/2016

Expiration Date 03/31/2018

This card should not be relied upon as proof of certification. Verification must be obtained from the Board's website at: https://mn.gov/elicense/gateway/searchByName.do

For Your Personal File

Wallet Sized Certificate

Please keep this documentation for future reference.

You May Not Work If Your Card is Expired.

A duplicate certificate may be obtained by submitting the "Resend My Email Certificate" application to the EMSRB.

The Resend My Email Certificate application is available online and can be accessed by logging into your account at: http://mn.gov/elicense/gateway/ .

Please contact the EMSRB with any questions or concerns.

Minnesota Emergency Medical Services Regulatory Board
2829 University Avenue SE, Suite 310
Minneapolis, MN 55414

Phone - 651-201-2800
Phone Toll Free - 1-800-747-2011
Fax - 651-201-2812
TTY - 1-800-627-3529

Application #: 1127203
Sent to: austin.memmer@gmail.com
Report Generated: 1/25/2016 5:00 pm

National Registry of Emergency Medical Technicians®
THE NATION'S EMS CERTIFICATION®

hereby certifies that

Austin P. Memmer

has obtained National EMS Certification as an EMS professional at the level designated below

Registry No.	Expiration Date	Provider Level
M5031887	03/31/2018	Paramedic

Use this number on all correspondence to the National Registry.

Executive Director

- This card is the property of the NREMT and must be surrendered upon request.
- You must present your National EMS Certification to the proper state authorities to receive state licensure in order to practice.
- Possession of this card allows you to use the appropriate post-nominal letters identifying your certification (as noted in your letter).
- It is your personal responsibility to maintain your certification.
- Please keep your contact information current by using www.nremt.org.

HEALTHCARE PROVIDER

Healthcare Provider

American Heart Association.

Austin Memmer

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers (CPR and AED) Program.

09/2015
Issue Date

09/2017
Recommended Renewal Date

HEALTHCARE PROVIDER

Training Center Name *Chippewa Valley Technical College*

TC ID # *WI04644*

TC Info *620 W. Clairemont Avenue Eau Claire, WI 54701* *715-833-7515*

Course Location *Chippewa Valley Technical College*

Instructor Name *Kasondra Mero*

Inst. ID # *8140269841*

Holder's Signature

© 2011 American Heart Association Tampering with this card will alter its appearance. 90-1801

ADVANCED CARDIOVASCULAR LIFE SUPPORT

Training Center Name: Chippewa Valley Technical College

TC ID #: WI04644

TC Info: 620 W. Clairemont Avenue
Eau Claire, WI 54701 715-833-7515

Course Location: CVTC-ESEC

Instructor Name: Chris McHenry

Inst. ID #: 08110040490

Holder's Signature

© 2011 American Heart Association Tampering with this card will alter its appearance. 90-1008

ADVANCED CARDIOVASCULAR LIFE SUPPORT

ACLS Provider

American Heart Association.

Austin Memmer

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Advanced Cardiovascular Life Support (ACLS) Program.

05/2015
Issue Date

05/2017
Recommended Renewal Date

PEDIATRIC ADVANCED LIFE SUPPORT

American Heart Association. | American Academy of Pediatrics

PALS Provider

Austin Memmer

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Pediatric Advanced Life Support (PALS) Program.

05/2015
Issue Date

05/2017
Recommended Renewal Date

PEDIATRIC ADVANCED LIFE SUPPORT

Training Center Name *Chippewa Valley Technical College*

TC ID # *WI04644*

TC Info *620 W. Clairemont Avenue*
Eau Claire, WI 54701 *715-833-7515*

Course Location *CVTC-ESEC*

Instructor Name *Chris McHenry*

Inst. ID # *08110040490*

Holder's Signature

© 2011 American Heart Association *Tampering with this card will alter its appearance.* 90-1818

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

6P.

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

City of Proctor
Public Notice

Notice is hereby given that the Proctor City Council and the Police Civil Service Commission shall meet at the Proctor Community Center, Conference Room on **Thursday, April 20th, 2017 at 4pm.** This meeting will be to discuss Police Department vacancies and budgets and be open to the public.

Mayor Philip Larson

Deputy Mayor Gary Nowak

Councilor Jake Benson

6Q.

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

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Resolution No. 18-17
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 Dirt Floor Arena to hold a raffle at Dirt Floor Arena – Proctor Fairgrounds, 800 N. Boundary Avenue, Proctor, Minnesota on August 19, 2017.

Passed by a majority vote of the Proctor City Council, this 17th day of April, 2017.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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: DFA DIRT FLOOR ARENA

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____

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

Mailing Address: PO BOX 1006

City: PROCTOR State: MN Zip: 55810 County: ST. LOUIS

Name of Chief Executive Officer (CEO): _____

Daytime Phone: 218 390 4730 Email: Dirtfloorarena@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): DIRT FLOOR ARENA

Physical Address (do not use P.O. box): FAIR GROUNDS

City or Township: PROCTOR Zip: 55810 County: ST. LOUIS

Date(s) of activity (for raffles, indicate the date of the drawing): AUG 19, 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.

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

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

Print Name: _____

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

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

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

CITY OF PROCTOR

*Check Summary Register©

March 2017 to April 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 036050	CASEY, MARK	4/4/2017	$134.99	HOTEL REIMBURSEMENT
Paid Chk# 036051	AMERICAN FAMILY LIFE ASSUR	4/4/2017	$62.70	AFLAC
Paid Chk# 036052	EQUI-VEST	4/4/2017	$369.40	EQUITABLE - DEWALL
Paid Chk# 036053	NCPERS MINNESOTA	4/4/2017	$16.00	MN NCPERS
Paid Chk# 036054	UNITED WAY OF GREATER DUL	4/4/2017	$150.00	UNITED WAY
Paid Chk# 036055	ADVANCED AWNING DESIGN	4/18/2017	$1,372.00	SIGNAGE
Paid Chk# 036056	AMERIPRIDE SERVICES	4/18/2017	$170.69	MATS
Paid Chk# 036057	BLUE CROSS BLUE SHIELD OF	4/18/2017	$20,299.23	HEALTH INSURANCE
Paid Chk# 036058	BOYSEN, JAY	4/18/2017	$90.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036059	CENTURYLINK	4/18/2017	$203.58	PHONE
Paid Chk# 036060	C W TECHNOLOGY GROUP	4/18/2017	$1,045.00	MONTHLY BILL
Paid Chk# 036061	DEPT EMPLOY AND ECONOM D	4/18/2017	$5,862.29	UNEMPLOYMENT BENEFITS PAID
Paid Chk# 036062	CORPORATE PAYMENT SYSTE	4/18/2017	$2,741.60	ST DEPT TRAINING AND CERTIFICA
Paid Chk# 036063	Explore Minnesota Tourism	4/18/2017	$725.00	TOURISM
Paid Chk# 036064	DAVID FORNERIS	4/18/2017	$90.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036065	FRIENDS OF ANIMALS	4/18/2017	$4,019.40	ANNUAL CONTRACT
Paid Chk# 036066	KENT GAIDIS	4/18/2017	$60.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036067	GOLD CROSS EDUCATION CEN	4/18/2017	$2,420.00	EMR REFRESHER GROUP BASE
Paid Chk# 036068	GREAT LAKES OFFICE SOLUTIO	4/18/2017	$100.85	CONTRACT
Paid Chk# 036069	GREENSPRING MEDIA	4/18/2017	$5,590.00	TOURISM
Paid Chk# 036070	GUARDIAN PEST SOLUTIONS, I	4/18/2017	$88.46	PEST CONTROL
Paid Chk# 036071	HARTEL'S/DBJ DISPOSAL COMP	4/18/2017	$533.02	TRASH REMOVAL SERVICES
Paid Chk# 036072	HUFF, TOD	4/18/2017	$3,650.00	STUDIO LABOR
Paid Chk# 036073	JOSHUA RUHNKE	4/18/2017	$90.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036074	LACOURSE & ENVALL, PA	4/18/2017	$1,890.00	LEGAL FEES
Paid Chk# 036075	LALONDE, RICK	4/18/2017	$90.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036076	MAILFINANCE	4/18/2017	$177.97	RENTAL FEE
Paid Chk# 036077	MAKI & OVEROM, LTD	4/18/2017	$7,099.00	LEGAL FEES
Paid Chk# 036078	MSPN INC	4/18/2017	$10,413.00	TOURISM
Paid Chk# 036079	NORTHERN BUSINESS PRODUC	4/18/2017	$571.51	SUPPLIES
Paid Chk# 036080	NORTHERN ENGINE & SUPPLY,	4/18/2017	$15.00	GAUGE FOR STEAMER FOR FROZEN C
Paid Chk# 036081	PAHA	4/18/2017	$511.45	HOCKEY TOURISM
Paid Chk# 036082	PETERSON, LOREN W	4/18/2017	$1,054.35	ACCOUNTING SERVICES
Paid Chk# 036083	PETTY CASH	4/18/2017	$172.71	PETTY CASH
Paid Chk# 036084	PROCTOR BUILDERS	4/18/2017	$10.37	SUPPLIES
Paid Chk# 036085	PROCTOR JOURNAL	4/18/2017	$417.42	PUBLICATIONS
Paid Chk# 036086	PROCTOR MILK HOUSE	4/18/2017	$112.88	FUELS
Paid Chk# 036087	PROCTOR PUBLIC UTILITIES	4/18/2017	$2,202.34	UTILITIES
Paid Chk# 036088	ST LOUIS COUNTY AUDITOR	4/18/2017	$499.55	MAINTENANCE OF TIF DISTRICT
Paid Chk# 036089	ST LUKES MEDICAL CLINIC	4/18/2017	$56.84	BLOOD DRAWS
Paid Chk# 036090	TROY'S AMOCO	4/18/2017	$486.52	REPAIRS
Paid Chk# 036091	UNIFORMS UNLIMITED	4/18/2017	$279.96	PATCHES
Paid Chk# 036092	VERIZON WIRELESS	4/18/2017	$248.37	PHONE SERVICE
Paid Chk# 036093	VOL FIREMEN'S BENEFIT ASSN	4/18/2017	$22.00	APPLICATION CARDS
Paid Chk# 036094	WILLIS SUPPLY COMPANY	4/18/2017	$385.90	SUPPLIES
Paid Chk# 036095	WIPFLI LLP	4/18/2017	$17,850.00	ACCOUNTING SERVICES

CITY OF PROCTOR

*Check Summary Register©

March 2017 to April 2017

Name	Check Date	Check Amt
	Total Checks	$94,471.35

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
ADVANCED AWNING DESI	General Fund	Operations (Fire)	Bldg Repair & Maint	$1,372.00	SIGNAGE
Check Name ADVANCED AWNING DESIGN				$1,372.00	
AMERIPRIDE SERVICES	General Fund	Street Department	Clothing	$44.88	COVERALLS
	General Fund	Government Building	Cleaning Supplies	$67.06	MATS
	General Fund	Operations (Fire)	Other Professional Services	$58.75	MATS
Check Name AMERIPRIDE SERVICES				$170.69	
BLUE CROSS BLUE SHIEL	General Fund	Municipal Operations	Employer Paid Health Insura	$2,071.69	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	Administrative	Employer Paid Health Insura	$2,021.25	HEALTH INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$8,567.93	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN				$20,299.23	
BOYSEN, JAY	General Fund	Street Dept Shop Work	Telephone	$90.00	CELL PHONE REIMBURSEME
Check Name BOYSEN, JAY				$90.00	
C W TECHNOLOGY GROU	General Fund	Administrative	Telephone	$1,045.00	MONTHLY BILL
Check Name C W TECHNOLOGY GROUP				$1,045.00	
CENTURYLINK	General Fund	Operations (Fire)	Communication Services	$203.58	PHONE
Check Name CENTURYLINK				$203.58	
CORPORATE PAYMENT SY	General Fund	Operations (Police)	Printed Forms and Paper	$431.18	NEW OFFICER TESTING
	Golf Course F	Admin & General Golf	Dues & Subscriptions	$147.46	CREDIT CARD
	General Fund	Street Department	Licenses	$858.72	ST DEPT TRAINING AND CE
	General Fund	Operations (Civil Defens	Other Equipment Purchase	$1,304.24	CORDS, MICROPHONE, ETC
Check Name CORPORATE PAYMENT SYSTEMS				$2,741.60	
DAVID FORNERIS	General Fund	Street Dept Shop Work	Telephone	$90.00	CELL PHONE REIMBURSEME
Check Name DAVID FORNERIS				$90.00	
DEPT EMPLOY AND ECON	General Fund	City Parks	Full-Time Employee Regular	$5,882.29	UNEMPLOYMENT BENEFITS
Check Name DEPT EMPLOY AND ECONOM DEVELOP				$5,882.29	
Explore Minnesota Touris	General Fund	Tourism Expenditures	Advertising - Print Media	$725.00	TOURISM
Check Name Explore Minnesota Tourism				$725.00	
FRIENDS OF ANIMALS	General Fund	Operations (Police)	Boarding Fee	$4,019.40	ANNUAL CONTRACT
Check Name FRIENDS OF ANIMALS				$4,019.40	
GOLD CROSS EDUCATION	General Fund	Operations (Fire)	Training Expense	$2,420.00	EMR REFRESHER GROUP BA
Check Name GOLD CROSS EDUCATION CENTER				$2,420.00	
GREAT LAKES OFFICE SO	General Fund	Operations (Police)	Maintenance Agreement	$100.85	CONTRACT
Check Name GREAT LAKES OFFICE SOLUTIONS				$100.85	
GREENSPRING MEDIA	General Fund	Tourism Expenditures	Advertising - Print Media	$1,690.00	TOURISM
	General Fund	Tourism Expenditures	Advertising - Print Media	$3,900.00	TOURISM
Check Name GREENSPRING MEDIA				$5,590.00	
GUARDIAN PEST SOLUTI	General Fund	Government Building	Pest Control	$88.46	PEST CONTROL
Check Name GUARDIAN PEST SOLUTIONS, INC				$88.46	
HARTEL'S/DBJ DISPOSAL	General Fund	Government Building	Refuse Disposal	$533.02	TRASH REMOVAL SERVICES
Check Name HARTEL'S/DBJ DISPOSAL COMPANY				$533.02	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$650.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
Check Name HUFF, TOD				$3,650.00	
JOSHUA RUHNKE	General Fund	Street Dept Shop Work	Telephone	$90.00	CELL PHONE REIMBURSEME
Check Name JOSHUA RUHNKE				$90.00	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
KENT GAIDIS	General Fund	Operations (Police)	Telephone	$60.00	CELL PHONE REIMBURSEME
Check Name KENT GAIDIS				$60.00	
LACOURSE & ENVALL, PA	General Fund	Municipal Court	Legal Fees	$1,890.00	LEGAL FEES
Check Name LACOURSE & ENVALL, PA				$1,890.00	
LALONDE, RICK	General Fund	Street Dept Shop Work	Telephone	$90.00	CELL PHONE REIMBURSEME
Check Name LALONDE, RICK				$90.00	
MAILFINANCE	General Fund	Administrative	Postage	$177.97	RENTAL FEE
Check Name MAILFINANCE				$177.97	
MAKI & OVEROM, LTD	General Fund	Drug Forfieture Funds	Legal Fees	$4,094.00	LEGAL FEES
	General Fund	Financial Attorney	Legal Fees	$3,005.00	LEGAL FEES
Check Name MAKI & OVEROM, LTD				$7,099.00	
MSPN INC	General Fund	Tourism Expenditures	Advertising - Print Media	$10,413.00	TOURISM
Check Name MSPN INC				$10,413.00	
NORTHERN BUSINESS PR	General Fund	Operations (Civil Defens	Office Supplies & Expense	$160.97	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$1.59	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$71.99	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$336.96	SUPPLIES
Check Name NORTHERN BUSINESS PRODUCTS				$571.51	
NORTHERN ENGINE & SU	Sewer Fund	Pump Station	Mach & Equip Repair	$15.00	GAUGE FOR STEAMER FOR
Check Name NORTHERN ENGINE & SUPPLY, INC				$15.00	
PAHA	General Fund	Tourism Expenditures	Advertising - Sponsorship	$511.45	HOCKEY TOURISM
Check Name PAHA				$511.45	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$1,054.35	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				$1,054.35	
PETTY CASH	General Fund	Operations (Civil Defens	Office Supplies & Expense	$74.71	PETTY CASH
	General Fund	Operations (Police)	Other Professional Services	$98.00	PETTY CASH
Check Name PETTY CASH				$172.71	
PROCTOR BUILDERS	General Fund	Operations (Fire)	Misc Operating Supplies	$10.37	SUPPLIES
Check Name PROCTOR BUILDERS				$10.37	
PROCTOR JOURNAL	General Fund	Council	Gen Notices & Pub Informati	$168.06	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$181.36	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$34.00	PUBLICATIONS
	General Fund	Operations (Police)	Gen Notices & Pub Informati	$34.00	PUBLICATIONS
Check Name PROCTOR JOURNAL				$417.42	
PROCTOR MILK HOUSE	General Fund	Operations (Fire)	Diesel Fuel	$17.25	FUELS
	General Fund	Operations (Fire)	Diesel Fuel	$30.95	FUELS
	General Fund	Operations (Police)	Fuels	$24.68	FUELS
	General Fund	Operations (Fire)	Diesel Fuel	$40.00	FUELS
Check Name PROCTOR MILK HOUSE				$112.88	
PROCTOR PUBLIC UTILIT	General Fund	Street Dept Shop Work	Electric Utilities	$316.53	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$15.82	UTILITIES
	General Fund	Operations (Fire)	Electric Utilities	$23.56	UTILITIES
	General Fund	Government Building	Electric Utilities	$1,770.83	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$75.60	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES				$2,202.34	
ST LOUIS COUNTY AUDIT	General Fund	Council	Other Professional Services	$499.55	MAINTENANCE OF TIF DIST
Check Name ST LOUIS COUNTY AUDITOR				$499.55	
ST LUKES MEDICAL CLINI	General Fund	Operations (Police)	Medical and Dental Fees	$56.84	BLOOD DRAWS
Check Name ST LUKES MEDICAL CLINIC				$56.84	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
TROY'S AMOCO	General Fund	Street Department	Equipment Parts	$25.82	REPAIRS
	General Fund	Operations (Police)	Mach & Equip Repair	$460.70	REPAIRS
Check Name TROY'S AMOCO				$486.52	
UNIFORMS UNLIMITED	General Fund	Operations (Police)	Clothing	$279.96	PATCHES
Check Name UNIFORMS UNLIMITED				$279.96	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$248.37	PHONE SERVICE
Check Name VERIZON WIRELESS				$248.37	
VOL FIREMEN'S BENEFIT	General Fund	Operations (Fire)	Misc Operating Supplies	$22.00	APPLICATION CARDS
Check Name VOL FIREMEN'S BENEFIT ASSN MN				$22.00	
WILLIS SUPPLY COMPANY	General Fund	City Parks	Misc Operating Supplies	$295.17	SUPPLIES
	General Fund	Government Building	Cleaning Supplies	$90.73	SUPPLIES
Check Name WILLIS SUPPLY COMPANY				$385.90	
WIPFLI LLP	General Fund	Council	Auditing and Accounting Ser	$15,700.00	ACCOUNTING SERVICES
	General Fund	Operations (Fire)	Other Professional Services	$1,650.00	ACCOUNTING SERVICES
	General Fund	Operations (Fire)	Other Professional Services	$500.00	ACCOUNTING SERVICES
Check Name WIPFLI LLP				$17,850.00	
				$93,738.26	

+ 134.99 Reimbursement
+ 62.70 AFLAC
+ 369.40 Equitable
+ 16.00 MN NCPERS
+ 150.00 United Way

$94,471.35

CITY OF PROCTOR

*Check Summary Register©

April 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027652	CITY OF PROCTOR	4/4/2017	$1,573.33	PR17-06L wh PERA
Paid Chk# 027653	UFCW Local 1189	4/4/2017	$96.52	UFCW UNION DUES
Paid Chk# 027654	ARTISAN BEER COMPANY	4/18/2017	$135.00	03302017
Paid Chk# 027655	BELLBOY CORPORATION	4/18/2017	$263.44	03282017
Paid Chk# 027656	BERNICK'S PEPSI	4/18/2017	$2,140.50	03292017
Paid Chk# 027657	BREAKTHRU BEVERAGE	4/18/2017	$1,982.06	03302017
Paid Chk# 027658	CENTURYLINK	4/18/2017	$84.13	03102017
Paid Chk# 027659	COCA COLA BEVERAGES OF DU	4/18/2017	$271.64	0442017
Paid Chk# 027660	G&K SERVICES	4/18/2017	$119.14	03152017
Paid Chk# 027661	GUARDIAN PEST SOLUTIONS, I	4/18/2017	$40.51	PEST CONTROL
Paid Chk# 027662	JOHNSON BROTHERS INC	4/18/2017	$3,678.14	03282017
Paid Chk# 027663	MICHAUD DISTRIBUTING COMP	4/18/2017	$800.05	04032017
Paid Chk# 027664	NORTHERN MN DENTAL	4/18/2017	$26.95	DENTAL INSURANCE
Paid Chk# 027665	PHILLIPS WINE & SPIRITS CO	4/18/2017	$4,061.72	03282017
Paid Chk# 027666	PROCTOR JOURNAL	4/18/2017	$5.95	PUBLICATIONS
Paid Chk# 027667	PROCTOR PUBLIC UTILITIES	4/18/2017	$434.11	UTILITIES
Paid Chk# 027668	ROHLFING INC	4/18/2017	$2,398.65	02172017
Paid Chk# 027669	SOUTHERN WINE & SPIRITS OF	4/18/2017	$2,653.05	03312017
Paid Chk# 027670	SUPERIOR BEVERAGE	4/18/2017	$2,476.35	03312017
		Total Checks	$23,241.24	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
ARTISAN BEER COMPANY	Beer Purchases	$67.50	04062017
	Beer Purchases	$67.50	03302017
Check Name ARTISAN BEER COMPANY		$135.00	
BELLBOY CORPORATION	Freight and Express	$7.35	03282017
	Wine Purchases	$48.00	03282017
	Liquor Purchases	$174.45	03282017
	Misc Merchandise	$33.64	03282017
Check Name BELLBOY CORPORATION		$263.44	
BERNICK'S PEPSI	Beer Purchases	$1,303.60	03292017
	Soft Drinks and Mix	$15.80	03292017
	Beer Purchases	$807.35	04052017
	Soft Drinks and Mix	$13.75	04052017
Check Name BERNICK'S PEPSI		$2,140.50	
BREAKTHRU BEVERAGE	Freight and Express	$29.60	04062017
	Liquor Purchases	$813.50	04062017
	Liquor Purchases	$963.55	03302017
	Freight and Express	$18.81	03302017
	Liquor Purchases	$156.60	04062017
Check Name BREAKTHRU BEVERAGE		$1,982.06	
CENTURYLINK	Telephone	$84.13	03102017
Check Name CENTURYLINK		$84.13	
COCA COLA BEVERAGES OF DULU	Soft Drinks and Mix	$271.64	0442017
Check Name COCA COLA BEVERAGES OF DULUTH		$271.64	
G&K SERVICES	Misc Operating Supplies	$59.57	03152017
	Misc Operating Supplies	$59.57	03292017
Check Name G&K SERVICES		$119.14	
GUARDIAN PEST SOLUTIONS, INC	Other Professional Services	$40.51	PEST CONTROL
Check Name GUARDIAN PEST SOLUTIONS, INC		$40.51	
JOHNSON BROTHERS INC	Liquor Purchases	$1,667.71	04042017
	Freight and Express	$20.33	03282017
	Liquor Purchases	$1,246.65	03282017
	Freight and Express	$12.74	03282017
	Wine Purchases	$358.40	03282017
	Wine Purchases	-$70.50	03302017
	Wine Purchases	$399.58	04042017
	Freight and Express	$28.67	04042017
	Freight and Express	$14.56	04042017
Check Name JOHNSON BROTHERS INC		$3,678.14	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$446.85	04032017
	Beer Purchases	$353.20	04102017
Check Name MICHAUD DISTRIBUTING COMPANY		$800.05	
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	$7.28	03282017
	Wine Purchases	$166.50	04042017
	Freight and Express	$44.37	0442017
	Liquor Purchases	$2,890.32	04042017
	Freight and Express	$11.43	03282017
	Wine Purchases	$303.00	03282017
	Freight and Express	$14.56	03282017
	Liquor Purchases	$624.26	03282017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
Check Name PHILLIPS WINE & SPIRITS CO		$4,061.72	
PROCTOR JOURNAL	Advertising - Enterprises	$5.95	PUBLICATIONS
Check Name PROCTOR JOURNAL		$5.95	
PROCTOR PUBLIC UTILITIES	Utilities	$434.11	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES		$434.11	
ROHLFING INC	Beer Purchases	$1,313.65	04072017
	Beer Purchases	$427.75	02172017
	Beer Purchases	$657.25	03312017
Check Name ROHLFING INC		$2,398.65	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$21.27	03312017
	Freight and Express	$26.47	04072017
	Liquor Purchases	$1,353.54	04072017
	Liquor Purchases	$1,251.77	03312017
Check Name SOUTHERN WINE & SPIRITS OF MN		$2,653.05	
SUPERIOR BEVERAGE	Beer Purchases	$340.35	04112017
	Beer Purchases	$382.50	03312017
	Beer Purchases	$668.85	04042017
	Beer Purchases	$1,084.65	04072017
Check Name SUPERIOR BEVERAGE		$2,476.35	
		$21,571.39	

+1573.33 PR17-06L
+ 96.52 Union Dues

$23,241.24

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, May 1, 2017 – 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES April 17, 2017 City Council Meeting Minutes

APPROVAL OF AGENDA

JOINT PUC & CITY COUNCIL MEETING

A. 2016 audit reports presentation by Wipfli, LLC City/PUC Auditor - discussion and City/PUC **review/approval** (to be brought to meeting - Management Letter, Audited Financial Statements and Component Unit Financial Statements)

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. Government Fund payroll period ended 04/16/17; Liquor Fund payroll ended 04/16/17 (attached).

*4. COMMITTEE REPORTS

A. Joint City Council/Civil Service Commission Meeting of April 20, 2017

5. UNFINISHED BUSINESS

*A. Council Handbook

*B. Personnel Handbook

6. NEW BUSINESS

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

B. Ordinance 02-17 – Amending Special Event Application – Second Reading

C. Ordinance 03-17 – Amending Street Dance – Second Reading

D. Resolution 17-17 - Special Event Application Deadline

E. Trainquility Park – See memo from Parks & Recreation Committee Chair Jesse Annala

F. Proclamation – 25th Annual Letter Carriers' Food Drive Day

G. Trail Request: Associated Costs and Paperwork

H. Agreement with St. Louis County for Road Striping

I. Request for Qualifications – City Website

J. ATV Ordinance – Discussed at Public Safety 5/1/17

K. St. Louis County Fair (new application including maps – discussed at Public Safety 5/1/17)

L. Hoghead Car Show - Discussed at Public Safety 5/1/17

M. Take A Hike - Informational

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	Liquor Fund
$39,415.71	$23,535.28

$62,950.99 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on April 17, 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; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Dick Kari; Naomi Bents; Nathan Bents; Kathy Hannan

APPROVAL OF MINUTES:

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

APPROVAL OF AGENDA

Motion by Nowak, seconded by Larson and carried: To approve the agenda of April 17, 2017.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan asked the council to review the possibility of a stop sign at the corner of 3rd Avenue and 13th Street.

*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 Nowak, seconded by Larson and carried: To approve the Consent Agenda.

*1. COMMUNICATIONS

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 04/03/17; Liquor Fund payroll period ended 04/03/17

*4. COMMITTEE REPORTS

A. Public Safety Meeting Minutes of April 10, 2017

*5. UNFINISHED BUSINESS

*A. Council Handbook

*B Personnel Handbook

6. NEW BUSINESS

A. Event Packet Requiring all Applications to be Completed and Submitted by a Deadline - Recommendation from Public Safety for 60 day Deadline

Larson asked about exceptions or special deals that a business could have for an event last minute. Bray stated that the City can always waive the deadline, but the resolution should have wording similar to that language. Casey stated that the resolution does have that wording included.

B. Ordinance 02-17 – Amending Special Event Application

Informational - First Reading

C. Ordinance 03-17 – Amending Street Dance

Informational – First Reading

D. Resolution 17-17 - Special Event Application Deadline

Resolution to be approved after Ordinance Second Reading and approval.

E. Special Event Packet – Bike Night at Powerhouse (Recommendation from Public Safety)

Motion by Larson, seconded by Nowak and carried (5-0): To approve the Special Event Packet for Bike Night at Powerhouse as presented.

F. Special Event Packet – 2017 Memorial Day (Recommendation from Public Safety)

Motion by Schwarzbauer, seconded by DeWall and carried (4-0, Benson abstained): To approve the Special Event Packet for 2017 Memorial Day as presented.

G. Special Event Packet – Powerhouse Street Dance (Recommendation from Public Safety and Liquor Control)

Benson stated that the dates on the application should be August 19 & 20 as the event extends past midnight. Also, the City Code states music is allowed until midnight and historically the music extends past this time at the event.

Kari stated that in his packet, he submitted letters asking the council for approval of music past midnight and he will also submit a deposit for cleanup.

Motion by Nowak, seconded by DeWall and carried (5-0): To approve the Special Event Packet for the Powerhouse Street Dance as presented.

H. Special Event Packet – June Powerhouse Car Show (Recommendation from Public Safety)

Motion by DeWall, seconded by Nowak and carried (5-0): To approve the Special Event packet for the June Powerhouse Car show as presented.

I. Special Event Packet – Speedway Events (Recommendation from Public Safety)

Motion by Nowak, seconded by Larson and carried (5-0): To approve the Special Event Packet for Speedway Events as presented.

J. Special Event Packet – 2017 MS 150 Bike (Recommendation from Public Safety)

Kari questioned the usage of private security for this event versus police officers. Bray stated that the difference is the sale of liquor at other events. Casey also stated that the MS 150 is a fundraising group and that additional costs of using law enforcement would be prohibitive to the event.

K. Kirkus Street Stop Sign – recommendation from Public Safety and memo from Vic Lund, St. Louis County

Casey stated that at a previous meeting the Council made a motion for a flashing sign at Boundary and Kirkus. The Public Safety Committee is recommending a lesser cost idea of a stop ahead sign with a reflective strip.

Motion by Larson, seconded by DeWall and carried: To instruct the Street Department Foreman to move forward obtaining a stop ahead sign with reflective strip.

L. Resolution 14-17 Resolution Supporting Local Decision Making Authority

Casey stated that this is a suggestion from the League of Minnesota Cities. There is proposed legislation restricting the city's right to establish rules and policies.

Motion by Larson, seconded by Benson and carried (5-0): To approve Resolution 14-17 Supporting Local Decision Making Authority.

M. Resolution 15-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License

Motion by Schwarzbauer, seconded by Larson and carried (5-0): To approve Resolution 15-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License.

N. Resolution 16-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To approve Resolution 16-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License.

O. New Fire Department Members – Raymond Leedom and Austin Memmer

DeWall stated that these two new members are very qualified and welcomed to the Proctor Fire Department.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0): To approve the hiring of Raymond Leedom and Austin Memmer to the Proctor Fire Department.

P. Joint Meeting City Council and Police Civil Service Commission – April 20, 2017 at 4pm, in the Conference Room, Proctor City Hall.

Casey reminded the council of the joint meeting.

Q. Resolution 18-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License.

Motion by Benson, seconded by Larson and carried (5-0): To approve Resolution 18-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

6. NEW BUSINESS (continued)

R. Labor Agreement

None at this time.

MEMBER CONCERNS

Larson reminded the councilors about the Local Board of Appeal and Equalization meeting Tuesday, April 25, 2017 at 10am. Nowak stated that he would be unable to attend.

Larson also congratulated Benson on his appointment to the League of MN Cities Insurance Trust Board. Larson said that he removed Benson from chairman of Tourism as he was not in agreement with the disbursement of funds to the Field Station for the mural. Larson also did not agree with the expansion of the Liquor Store and Benson was the Chairman of the Liquor Control Committee at that time. Benson stated that he too was not in favor of the disbursement of funds to the Field Station. Larson commended the Cloquet local paper for the article written about their Police Chief.

Schwarzbauer stated that he met with Senator Al Franken and a group for a career summit.

BILLS FOR APPROVAL

General Fund	Liquor Fund
$94,471.35	$23,241.24

$117,712.59 TOTAL BILLS FOR APPROVAL

Motion by Nowak, seconded by Schwarzbauer and carried: To approve the General Fund and Liquor Fund bills lists as presented.

ADJOURNMENT

Motion by Nowak, seconded by Larson and carried: To adjourn the City Council meeting at 7:20am.

PR17-08 4/3/17-4/16/17

3A.

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	$1,735.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	$3,461.54
	City Administrator	Government Building	Part-Time Employee	$757.80
	City Clerk	Administrative	Full-Time Employee Regular	$214.28
	City Clerk	Administrative	Full-Time Employee Regular	$2,640.32
	City Clerk	Administrative	Full-Time Employee Overtime	$64.39
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$690.48
	Police	Operations (Police)	Full-Time Employee Regular	$13,486.28
	Police	Operations (Police)	Full-Time Employee Regular	$1,396.80
	Police	Operations (Police)	Full-Time Employee Regular	$2,483.32
	Police	Operations (Police)	Full-Time Employee Regular	$21.36
	Police	Operations (Police)	Full-Time Employee Regular	$321.84
	Police	Operations (Police)	Full-Time Employee Overtime	$1,004.22
	Police	Operations (Police)	Full-Time Employee Overtime	$48.06
	Police	Operations (Police)	Full-Time Employee Overtime	$136.96
	Police	Operations (Police)	Full-Time Employee Overtime	$2,433.24
	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	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	$232.69
	Streets & Roadways	Street Department	Full-Time Employee Regular	$70.68
	Streets & Roadways	Street Department	Full-Time Employee Regular	$4,850.73
	Streets & Roadways	Street Department	Full-Time Employee Regular	$382.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	$766.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	$282.72
	Park	City Parks	Full-Time Employee Regular	$896.50
	Park	City Parks	Temporary Employees Regular	$187.50
	Recreation	Ball Field Maintenance	Temporary Employees Regular	$325.00
FUND 100 General Fund				$46,029.62
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$83.07
	Public Works	Sewer	Full-Time Employee Regular	$221.52
	Public Works	Sewer	Full-Time Employee Overtime	$94.36
	Public Works	Pump Station	Full-Time Employee Regular	$83.07
	Public Works	Pump Station	Full-Time Employee Overtime	$110.90
FUND 500 Sewer Fund				$592.92
				$46,622.54

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$167.20
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,504.80
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$2,255.35
FUND 600 Liquor Fund				$3,927.35
				$3,927.35

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 8

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	2.50	1.5	$64.39	City -Bi-wk
CITY HALL	4.50	1.5	$135.00	City -Bi-wk
Shift Multiplier 1.5	7.00		$199.39	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	1.50	1.5	$49.48	City -Bi-wk
POLICE	12.00	1.5	$480.42	City -Bi-wk
POLICE	26.00	1.5	$1,048.71	City -Bi-wk
POLICE	7.00	1.5	$280.25	City -Bi-wk
POLICE	12.00	1.5	$523.80	City -Bi-wk
POLICE	24.00	1.5	$1,054.80	City -Bi-wk
Shift Multiplier 1.5	82.50		$3,437.46	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	2.67	1.5	$110.90	City -Bi-wk
Street Department	2.67	1.5	$94.36	City -Bi-wk
Shift Multiplier 1.5	5.34		$205.26	
Pay Group Description City -Bi-wk	94.84		$3,842.11	
	94.84		$3,842.11	

4A.

Minutes of the Special Joint Meeting of Proctor City Council Civil Service Commission held on April 20, 2017 in the Community Center Council Chambers

Mayor Philip Larson called the meeting to order at 4:02 pm.
Chairwoman Diane Guiliani called the meeting to order at 4:02 pm.

MEMBERS PRESENT:	Councilors Jake Benson, Jim Schwarzbauer, Troy DeWall, and Deputy Mayor Gary Nowak and Mayor Philip Larson
COMMISSIONERS:	Chair Diane Guiliani, Lori Anderson & Steve Elder
OTHERS PRESENT:	Mark Casey, City Administrator; Tammie McDonald; Jennifer Crown; Officer Kent Gaidis; Officer Tim Redfield; Attorney John Bray

*1. NEW BUSINESS

A. Council/Commission Roles

Casey stated that these meetings should occur more frequently and read the role of the council regarding the Police Department from the League of Minnesota Cities. Guiliani read the role of the Civil Service Commission provided in their handbooks. Elder asked the councilors about the type of input they would like to provide for recommendations and reminded them that the commission does not make recommendations regarding wages.

B. Police Department Budget Analysis

Jennifer Crown stated that the police budget is one-third of the entire City budget and the financial welfare of the city is impacted. Casey asked the commission if they received budgets and Guiliani said they did not as often as maybe they should. DeWall stated that he would like to see joint efforts so that everyone is fiscally responsible.

C. Hiring and Interim Sergeant Update

Casey stated that the MOU distributed was drafted after a conversation with Gaidis. DeWall stated that the LELS does not have a contract for an Interim Sergeant but he would like all to be on the same page. Attorney Bray stated that the commission is responsible for the hiring and firing of the officers; and the city is responsible for the financial impact.

Guiliani stated that the hiring process identified four candidates and now Officer Redfield is doing the background investigation. The entire process takes 6-7 months from posting to interviewing and testing.

D. Chief of Police Role Definition

Casey stated that the Chief and Sergeant are under one contract which prohibits one from disciplining the other. Currently the Sergeant is being separated from the Chief contract into its own LELS contract. Elder stated that the commission has never hired a Chief of Police before and need to sit down and develop criteria for a Chief of Police. Anderson stated that they need to do their due diligence and that it is worth it to take the time during this process. Larson asked who's role it is to determine the Chief's job description. Anderson also asked who the Chief would report to. Casey said that in most towns the same size, the Chief usually reports to the City Administrator.

E. Potential Scenarios for Internal Candidate Compensation

Crown stated that the Interim Chief is currently being paid 10% increase when the chief is absent. The interim sergeant has not received any pay increase to date. DeWall stated that the city should treat the interim sergeant the same as the interim chief. Crown stated that to replace an officer, it costs the city about $42,000 in additional overtime.

F. Timeline for Long Term Decisions

Gaidis asked the commission to expedite their decision for some stability for the department. Guiliani said that they are working as quickly as possible.

Casey stated that the council is asking the Police Commission to remove the title of Interim for the Chief of Police. Elder asked about a probation term is the title is removed before a job description is updated. DeWall stated that the police bylaws state a one year probation period. Anderson stated that the City Administrator needs to be a part of the updating process of the Chief job description.

Anderson stated that as a commission, they need to meet separately before any job titles are changed for the Interim Chief. They will schedule a meeting next week.

Motion by Larson, seconded by Nowak and carried (4-1, Benson opposed): To make officer Redfield Interim Sergeant and compensate him 10% above current wages retroactive to March 29, 2017.

Benson stated they motion was out of order as it was not an agenda item. Bray stated that he disagreed with Benson and Item 1C. states Hiring.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried (5-0): To adjourn the Joint meeting at 5:25pm.

6B.

ORDINANCE NO. 02-17

ORDINANCE AMENDING SECTION 610A OF THE
CITY CODE ENTITLED "SPECIAL EVENTS"

THE CITY COUNCIL OF THE CITY OF PROCTOR DO ORDAIN AS FOLLOWS:
Section 1. City Code, Section 610A, Subd. 2 entitled "Application for Approval," is hereby amended as follows:

> Subd. 1. Any person(s) wishing to hold a special event, to include pyrotechnics, shall apply for approval on forms to be provided by Proctor City Hall and the Event Coordinator. ~~Unless extended by specific written permission of the City Administrator or designee~~ The City Council will create by resolution, specific deadlines for all permits and approvals necessary to conduct a special event, which copies thereof will be provided to the City. No special event may be held unless an application as provided for herein has been submitted, fully completed, and approved in writing by the ~~City Administrator or designee~~ Event Coordinator and Public Safety Committee.

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

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

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

Voting Yes: Councilpersons
Voting No: Councilpersons

Ordinance declared adopted this _____ day of May, 2017.

CITY OF PROCTOR

By_____
Mayor

ATTEST:

_____
City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on April 20, 2017

6C.

ORDINANCE NO. 03-17

ORDINANCE AMENDING SECTION 610.04 OF THE
CITY CODE ENTITLED "STREET DANCES"

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

Section 1. City Code, Section 610.04, Subd. 4 entitled "Other Requirements," is hereby amended as follows:

Subd. 1. The City Council will create by resolution, specific deadlines for all applicants for a permit as set forth in subd. 1 of this Ordinance and shall ~~no later than 20 business days prior to the date of the event~~ submit a formal permit application to the ~~City Administrator~~ Event Coordinator ~~upon a permit form~~ provided by the City and available at City Hall. No special event may be held unless an application as provided for herein has been submitted, fully completed, and approved in writing by the Event Coordinator and Public Safety Committee.

~~Such~~ Permittee liability insurance shall provide coverage in an amount no less than the liability limits set forth in Minn. Stat. 466.04 subd. 1, as amended from time to time. Additionally, any monetary deposits or insurance policies procured by the permittee as required by this Ordinance shall be delivered to the ~~City Administrator~~ Event Coordinator no later than ~~twenty (20) business days~~ the guidelines set by resolution of the City Council, prior to the event.

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

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

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

Voting Yes: Councilpersons

Voting No: Councilpersons

Ordinance declared adopted this _____ day of May, 2017.

CITY OF PROCTOR

By_____
Mayor

ATTEST:

_____
City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on April 20, 2017

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

G.D.

RESOLUTION 17-17
SPECIAL EVENT APPLICATION
DEADLINES

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

WHEREAS the City of Proctor (City) has established through Ordinances 610 and 610A to allow for "Special Events;" and,

WHEREAS, the City, in order to be consistent in its application process, wishes to create specific application parameters;

NOW BE IT RESOLVED through actions of the City Council and its Mayor:
Any application for Special Events, must be submitted to the City's representative no later than sixty (60) calendar days prior to the event.

BE IT FURTHER RESOLVED any application not meeting the required submittal time frame will not be considered unless through actions of the City Council.

Upon vote taken thereon, the following voted:

For:

Against:

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

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator

Tammie McDonald 6E.

From: Jesse Kelli Annala <annala520@msn.com>
Sent: Tuesday, April 25, 2017 4:06 PM
To: Tammie McDonald
Cc: Gary Nowak
Subject: Re: Parks & Rec

Been busy at work, haven't had time to reply. Parks and rec talk about the maintenance issues at Tranquility Park. We tabled the pergolas thinking the city needs to figure out how to keep up with maintenance on the park before adding more items that would require future maintenance. I did come up with a materials list based off a rough pergola design I found online. Materials for one would be about $600. That is materials only. No plan or design or instructions. No labor to build. No paint or stain. Just treated lumber. Some kits I found online run $2500 for one pergola and that doesn't include the labor. Like I said, the parks committee was concerned about the lack of maintenance of the current park and would like that addressed before add more to the park. If you want my list, let me know.

Jesse

Sent from my iPhone

On Apr 25, 2017, at 3:15 PM, Tammie McDonald <tmcdonald@proctormn.gov> wrote:

> Mr. Casey was wondering what Parks & Rec talked about regarding the Pergolas and Trainquility Park.
>
> I check with Char: in 2016 the Round Up program raised $968.77 and for Jan and Feb of 2017 it raised $155.64.
>
> Like I said in the other email, we would like this to be on the Council Agenda Monday – thanks for your help.
>
> Have a good day ☺
>
> *Tammie*
>
> Tammie McDonald
> Confidential Secretary
> City of Proctor
> tmcdonald@proctormn.gov
> (218) 624-3641

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) 624-3641 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

PROCLAMATION
25th Annual Letter Carriers' Food Drive Day
Saturday May 13, 2017

WHEREAS: Every year on the second Saturday in May, letter carriers across the country collect non-perishable food as part of the nation's largest one-day food drive, distributing the donations to local food banks; and

WHEREAS: The Letter Carriers' Stamp Out Hunger Food Drive is just one example of how letter carriers work to make a difference in the lives of those they serve. Since the pilot drive was held in 1991, more than a billion pounds of food have been collected; and

WHEREAS: We would like to recognize all letter carriers for their hard work and their commitment to their communities. All of the food collected in our community stays in our community and we support carriers' efforts to help those in need in our community.

NOW, THEREFORE, WE, the City Council of the Proctor, by the authority vested in us, do hereby proclaim Saturday, May 13, 2017 as "LETTER CARRIERS' FOOD DRIVE DAY" in the City of Proctor, and encourage the citizens of our community to support the food drive by placing non-perishable food items in or near your mailbox on food drive day. Your letter carrier will pick it up while delivering the mail—and together, we can all help those in need.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the Seals of the City and County of St. Louis, to be affixed this 1st day of May 2017.

Mayor of Proctor _____ Date _____

City Administrator _____ Date _____

6G.

ST. LOUIS COUNTY LAND DEPARTMENT ADDENDUM TO THE APPLICATION BY A GOVERNMENTAL SUBDIVISION FOR CONVEYANCE OF TAX-FORFEITED LAND FOR AN AUTHORIZED PUBLIC USE IN ST. LOUIS COUNTY

(to be completed by the applicant)

Name of governmental subdivision (applicant): _____

Mailing address of applicant: _____

_____

Date requested property was forfeited to the State: _____
(month) (day) (year)

Legal description of property (include name of the city/town in which the property is located):

In preparation of presentation of this application for conveyance of tax-forfeited land to the St. Louis County Board, please complete the following questionnaire:

1. Is the proposed use authorized by statute, law, or local charter? Yes____ No ____

2. How is the proposed use likely to serve the public's interest as much or more than returning the parcel to the tax rolls? Rationale _____

   _____

3. Does the parcel contain valuable natural resources? Yes ____ No ____

4. Does the parcel have public scenic or aesthetic values? Yes ____ No ____

5. Does the parcel contain unique geological features? Yes ____ No ____
   If yes, what? _____

6. According to ordinarily available information, is the parcel absent of rare plants or animals? Yes _____ No _____ If no, which? _____

7. According to ordinarily available information, is the parcel absent of important, historic or archeological features? Yes ____ No ____
   If no, which? _____

8. Is the parcel adjacent to a meandered lake or other public water or water course?
Yes ____ No ____ If yes, which?_____

9. What is the zoning designation for the parcel?_____
Which zoning authority?_____

10. What are the low income requirements for this proposed project? $_____
(If applicable)

11. What are the moderate income requirements for this proposed project?
$_____
(If applicable)

WETLAND CERTIFICATION FORM

TO: COMMISSIONER OF REVENUE
MINNESOTA DEPARTMENT OF REVENUE

RE: SALE OF TAX FORFEITED LAND DESCRIBED AS:

Pursuant to M.S. 103F.535, Subd. 1 and 282.018, Subd. 2 as amended, and the procedures issued by the Department of Natural Resources and by the Board of Water and Soil Resources, I have reviewed the available data concerning the lands described above and have determined that the deed does not require a restrictive convenant because:

☐ The land is in a platted subdivision. (Auditor's plats are not deemed platted subdivisions for the purpose of this procedure.)

☐ The conveyance is a transfer to correct errors in legal descriptions or grantees.

OR

☐ Neither of the above statements apply to this parcel; therefore, the deed for this parcel must include a restrictive convenant prohibiting enrollment of this parcel in a state funded program providing compensation for conservation of marginal lands or wetlands.

If you have any questions or comments concerning this determination please contact _____, telephone number _____.

SIGNED DATE

TITLE COUNTY

MINNESOTA · REVENUE

CONDITIONAL USE DEED SUPPLEMENT

Supplemental Information for a Conditional Use Deed

ALL applications (*State Deed Application Form*) for a conditional use deed **must** be accompanied by a completed *Conditional Use Deed Supplement* form.

Property

Property identification number(s) (PIN) for requested property (attach additional sheets if necessary) _____

Market value of requested property _____ Total acreage of requested property _____

Describe current condition of the parcel (identify any improvements and natural features) _____

Forfeiture

Date of recording of auditor's certificate of forfeiture with the county recorder (if applicable) _____ Recorder's Document number (if applicable) _____

Date of recording of auditor's certificate of forfeiture with the county registrar of titles (if applicable) _____ Registrar's Document number (if applicable) _____

Public Use

Authorized Public Use

M.S. 282.01, subd, 1a, par. (e) limits the authorized public uses for conditional use deeds to the following list. Please check the appropriate box below:

- ☐ Road or right-of-way for a road
- ☐ Trails
- ☐ Transit facilities
- ☐ Public beach or boat launch
- ☐ Public parking
- ☐ Civic recreation or conference facilities

☐ Park

Will the park be available to and accessible by the public? Yes No

Will there be signage indicating to the public this is a park? Yes No

Will the park contain amenities maintained for active utilization by the public? Yes No

Type of amenities: _____

Will the park primarily be open space? Yes No

☐ Public service facilities

Type of facility: _____

Describe in detail the intended public use of the property:

_____

Do you anticipate establishing the proposed use within 3-years? Yes No

If "no", when do you anticipate the use being established? _____

Enclosures

Fee Required

Minn. Stat. § 282.01, subd. 1g requires a fee of $250 to be submitted to the Commissioner of Revenue along with this application. If this application is denied, the Commissioner shall refund $150 of the application fee.

☐ The required fee is enclosed.

Supporting Documentation

Indicate the supporting documentation that you have included for consideration during the review of your application. Please note that some forms of documentation are required. Check all that apply:

- ☐ Photos (required)
- ☐ Maps (required)
- ☐ Other: _____
- ☐ Resolution authorizing application by the governmental subdivision (required)
- ☐ Plans documenting the intended use

Office Use only

This application it is hereby: rejected ___ granted ___

Fee Paid: ___

Refund: ___

_____ By _____

Commissioner of Revenue

Rev. (07/10)

MINNESOTA · REVENUE

STATE DEED APPLICATION FORM

Application for State Deed for Tax-Forfeited Land

In St Louis County

Type of Acquisition

- [ ] Purchase (Minn. Stat. § 282.01, subd. 1a, par. (b) or subd. 3 or subd. 7a)
- [ ] Remove Blight/Afford. Housing (Minn. Stat. § 282.01, subd. 1a, par. (d))
- [ ] Conservation-related usage (Minn. Stat. § 282.01, subd. 1a, par. (h))
- [ ] Repurchase (Minn. Stat. § 282.012; Minn. Stat. § 282.241)
- [ ] Conditional Use Deed (Minn. Stat. § 282.01, subd. 1a, par. (e)) *- Conditional Use Deed Supplement required -*
- [ ] Failure to convey to city or association (Minn. Stat. § 282.01, subd. 1a, par. (f) or (g))
- [ ] Replacement for Lost/Destroyed Deed (Minn. Stat. § 282.33)
- [ ] *Release (State Agencies only)* (Minn. Stat. § 282.01, subd. 1a, par. (c))
- [ ] Acquisition Authorized by other statute or Special Law

Citation:

Correction

Is this application intended to correct a previous deed? [ ] Yes (Complete this section) [x] No (Skip this section)

State deed number of original deed: _____

Information being corrected: [ ] Grantee's name [ ] Legal description [ ] Other: _____

Was this state deed recorded? __ Yes __ No

If "Yes", please supply recording information: _____

(If "No", please return the original state deed with this application.)

Applicant (Grantee)

Name(s) of applicant(s)

Address of applicant | Phone Number of applicant

City | State | Zip Code

Ownership Please check the appropriate box below:

[ ] Single ownership [ ] Co-ownership: joint tenancy [ ] Co-ownership: tenancy in common [ ] Co-ownership: other

Property Information

Date of auditor's certificate of forfeiture | Date tax-forfeited land was sold (if applicable)

Date purchase price was paid in full (if applicable) | Purchase price (if applicable)

Legal description of property (attach additional sheets if needed):

Subject to easements of record.

Wells Please check the appropriate box below:

[ ] There are one or more wells on this property. [x] There are no wells on this property.

Wetland Certification

[x] The wetland certification form has been completed and attached to this application.

Replacement

*Complete this section **only** if "Replacement for Lost/Destroyed Deed" is selected above as the type of acquisition.*

The applicant is (check the appropriate box): [ ] the grantee named in the original deed [ ] the grantee's successor

If the applicant is the grantee's successor, please state the name of the grantee in the original deed *(otherwise leave blank)*:

Date that unrecorded state deed was issued | State Deed Number *(if known)*

Attach a statement of reasons in support of allegation that said deed has been lost or destroyed before it was recorded *(please be specific)*.

Return application and **all required attachments** to: Minnesota Department of Revenue • Property Tax Division • Mail Station 3340 • St. Paul, MN 55146-3340

Rev. (07/10)

Signature(s) required on reverse

MINNESOTA · REVENUE

STATE DEED APPLICATION FORM
Page 2

Certifications

All applications require the signature of the county auditor below. Applications for Replacement Deeds will also require the additional signature of the applicant as well.

Please provide the information below as it corresponds to the type of acquisition selected on the front of the form.

Blight/Affordable Housing

*Auditor to complete this section **only** if "Remove Blight/Afford. Housing" is selected above as the type of acquisition.*

The County Board, or its delegate, of _____ County, Minnesota, has reviewed the application of _____ dated _____, 20___, for the conveyance of certain tax-forfeited land described therein. The county board has determined that: (1) a sale at a reduced price is in the public interest because a reduced price is necessary to provide an incentive to correct the blighted conditions that make the lands undesirable in the open market or the reduced price will lead to the development of affordable housing; and (2) the governmental subdivision or state agency has documented its specific plans for correcting the blighted conditions or developing affordable housing and the specific law or laws that empower it to acquire real property in furtherance of the plans.

Conservation

*Auditor to complete this section **only** if "Conservation-related usage" is selected above as the type of acquisition.*

The County Board, or its delegate, of _____ County, Minnesota, has reviewed the application of _____ dated _____, 20___, for the conveyance of certain tax-forfeited land described therein. The county board has determined that a sale at a reduced price is in the public interest for (select one):

___ (1) creation or preservation of wetlands; or
___ (2) drainage or storage of storm water under a storm water management plan; or
___ (3) preservation, or restoration and preservation, of the land in its natural state.

Failure to Convey

*Auditor to complete this section **only** if "Failure to convey to city or association" is selected above as the type of acquisition.*

The County Board, or its delegate, of _____ County, Minnesota, has reviewed the application of _____, a (check one) ☐ governmental subdivision / ☐ common interest community, dated _____, 20___, for the free conveyance, due to a prior failure to convey which was duly certified, of certain tax-forfeited land described therein, and recommends that this application be granted.

Use Deed

*Auditor to complete this section **only** if "Conditional Use Deed" is selected above as the type of acquisition.*

The County Board, or its delegate, of _____ County, Minnesota, has reviewed the application of _____ dated _____, 20___, for the conveyance for an authorized public use of certain tax-forfeited land described therein, and recommends that this application be granted.

Replacement

*Auditor to complete this section **only** if "Replacement for Lost/Destroyed Deed" is selected above as the type of acquisition.*

The property described herein was duly bid in for the state for taxes payable in the year _____, delinquent _____; and became forfeited to the State of Minnesota on the _____ day of _____, _____.

Sign Here

I certify that the above information is true and correct, the county board has taken the official action required under Minn. Stat. § 270C.88, and that therefore conveyance by state deed of the real property described above should be executed by the Commissioner of Revenue to the above named applicant(s) as required by Minnesota Statutes, Chapter 282.

Signature of county auditor

County: St Louis

Date of signature of county auditor

Applicant signature (Replacement Deed only)

(seal)

Date of applicant signature (Replacement Deed only)

Saint Louis River Rd
16th St
1501 N 3rd Ave
216 16th St
Coachlight Cir
15th St
14th St
320 14th St
PROCTOR
13th St
1226 N 2nd Ave
1212 N 2nd Ave
N 2nd Ave
N 3rd Ave
12th St
1116 N 2nd Ave
306 12th St
1104 N 2nd Ave
953 Old Hwy 2
11th St
1102 N 2nd Ave
1008 N 2nd Ave

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
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100 Plank 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

Lett.

Saint Louis County

Public Works Department • Richard H. Hansen Transportation & Public Works Complex
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830

James T. Foldesi, P.E.
Public Works Director/
Highway Engineer

April 18, 2017

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

Re: Cooperative Agreement for CP 0000-275366 Striping 2017

Dear Mr. Casey:

Please find enclosed 3 (three) copies of the cooperative agreement for the above listed project. Please have the proper Proctor authorities sign all of the agreements, and attach a City Resolution if one is required. When signed, please return all of the agreements to me at the above address. Please return at your earliest convenience to avoid delays in the project.
When fully executed, I will send an original copy to you for your use. If you have any questions, please call me @ (218) 625-3834.

Sincerely,

Boyd W. Johnson
Contract Administration Manager

Enc.
C: Vic Lund, P.E., project file

St. Louis County
Public Works Department
4787 Midway Road
Duluth, MN 55811

Contract Routing

Department: Public Works

Contact Person: Boyd Johnson

Contract With: City of Proctor

Purpose: 00000-275366 Maint Striping 2017

Type of Contract: Cooperative
(see reverse)

Contact person shall indicate (with X) persons who must review and sign. **COUNTY ATTORNEY MUST BE THE LAST TO SIGN ALL CONTRACTS.**

I. CONTRACT DRAFT OR PROPOSAL

Review and Approval		Initial	Date
_____ Purchasing Division	_____ File No.	_____	_____
_____ County Attorney Draft/Review	_____ Damion No.	_____	_____
_____ Department Head Review		_____	_____
County Board Authorization if Applicable	17-205, 4/4/17 Resolution No. MUST BE ATTACHED		

II. CONTRACT EXECUTION

Must Sign if X		Date
X	Contractor	
_____	Department Head	_____
_____	Procurement Manager	_____
_____	County Board Chairperson	_____
_____	Auditor	_____
X	County Attorney	_____
		_____

RETURN THIS FORM, WITH ALL COPIES OF THE FULLY EXECUTED CONTRACT, TO CONTACT PERSON LISTED ABOVE.

Contact person shall send this form with a copy of completed contract to the Auditor for official file.

TO Sim F 4/10/17

TO ~~[illegible]~~ Proctor C04/18/17

Revised 04/21/14

St. Louis County
City of Proctor
2017 Maintenance of Pavement Markings
County Project No. CP 0000-275366

COOPERATIVE AREEMENT
BETWEEN

ST. LOUIS COUNTY
AND
CITY OF PROCTOR

FOR MAINTENANCE STRIPING

THIS AGREEMENT, hereinafter referred to as the "Agreement," is between the CITY OF PROCTOR, a duly organized township within the State of Minnesota, hereinafter referred to as "Proctor", and the COUNTY OF ST. LOUIS, a duly organized county within the State of Minnesota, hereinafter referred to as "St. Louis County".

WITNESSETH:

WHEREAS, St. Louis County has determined the locations and quantities of striping required on its highways, and wishes to apply traffic paint to stripe centerline and edge line pavement markings on said highways; and

WHEREAS, Proctor has determined the locations and quantities of striping required on its streets, and wishes to apply traffic paint to stripe centerline and edgeline pavement markings on said roads; and

WHEREAS, this work shall be completed under the project hereafter identified as "2017 Maintenance of Pavement Markings" (CP 0000-275366).

THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, with regard to the aforementioned project that the parties hereby agree to the following:

1. St. Louis County shall prepare the plan, specifications, proposal and engineer's estimate for said project in accordance with the 2016 Edition of the Minnesota Department of Transportation "Standard Specifications for Construction."

2. Proctor shall provide St. Louis County with the required locations and quantities for work within Proctor. St. Louis County shall incorporate said information into the plan and proposal.

3. St. Louis County, acting through the St. Louis County Highway Engineer, shall award the contract for said project to the lowest responsible bidder in accordance with current Minnesota Statutes.

4. St. Louis County shall perform all necessary contract administration, and shall administer the terms of the contract from contract award to the certification of final payment.

5. St. Louis County shall perform all record keeping and construction inspection for quantities associated with St. Louis County's portion of the project in accordance with the plan.

6. Proctor shall perform all record keeping and construction inspection for quantities associated with Proctor's portion of the project in accordance with the plan and shall report any observed deficiencies or discrepancies to St. Louis County immediately.

7. St. Louis County's cost participation shall be 100 percent of St. Louis County's traffic paint quantity. St. Louis County shall also be responsible for 100 percent of the cost of overrun in traffic paint quantity for St. Louis County's portion.

8. Proctor's cost participation shall be 100 percent of Proctor's traffic paint quantity. Proctor shall also be responsible for 100 percent of the cost of overrun in traffic paint quantity for Proctor's portion.

9. Proctor shall pay to St. Louis County, within 30 days after award of Contract, an amount equal to 95 percent of Proctor's actual obligation based on the Contract unit prices as contained in the successful Contractor's bidding documents. Proctor shall pay to St. Louis County, within 30 days of certification of final payment, the remaining balance of Proctor's obligation. If any funds are received by St. Louis County in excess of the project and administrative costs, they will be returned to Proctor, without interest.

10. Proctor shall pay to St. Louis County, within 30 days of certification of final payment, a flat fee in the amount of $300.00 for contract administration services rendered by St. Louis County to Proctor under this agreement.

11. St. Louis County shall require all contractors and subcontractors performing work for said project to name Proctor as an insured party in the amounts listed in the insurance requirements contained in the contract.

12. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, Subd. 1a.

13. Each party shall be liable for its own acts to the extent provided by law, and each party hereby agrees to indemnify, hold harmless and defend the others, their officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees, which the others, their officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act of omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement.

IT IS FURTHER AGREED, that any and all employees of Proctor, while engaged in the performance of any work or service which Proctor is specifically required to perform under this Agreement, shall be considered employees of Proctor only and not of St. Louis County. Any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act of said employees shall be the sole obligation of Proctor.

IT IS FURTHER AGREED, that any and all employees of St. Louis County, while engaged in the performance of any work or service which St. Louis County is specifically required to perform under this Agreement, shall be considered employees of St. Louis County only and not of Proctor. Any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act, of said employees, shall be the sole obligation of St. Louis County.

St. Louis County
City of Proctor
2017 Maintenance of Pavement Markings
County Project No. CP 0000-275366

CITY OF PROCTOR

By_____
Mayor

By_____
Clerk

APPROVED AS TO FORM:

By_____
City Attorney

COUNTY OF ST. LOUIS

By_____
County Board Chair

By_____
County Auditor

By_____
Public Works Director/Highway Engineer

APPROVED AS TO FORM:

By_____
Assistant County Attorney

Damion No. 2017-11113

Drafted by: VL
March 21, 2017

Resolution
of the
Board of County Commissioners
St. Louis County, Minnesota
Adopted on: April 4, 2017 Resolution No. 17-205
Offered by Commissioner: Nelson

Agreement with City of Proctor for 2017 Maintenance Striping

WHEREAS, The St. Louis County Public Works Department maintains pavement markings on the county road system by an annual maintenance striping project and invites other local agencies to partner with this project to maintain pavement markings on their highway and street systems; and

WHEREAS, The City of Proctor has requested to participate in the 2017 Maintenance of Pavement Markings project; and

WHEREAS, The Public Works Department will prepare the plan and specifications, and perform all necessary contract administration from contract award to certification of final payment; and

WHEREAS, The City of Proctor will pay to St. Louis County the cost of its local share as detailed in the Proposal/Plan package, schedule of prices and as referenced in the cooperative agreement;

THEREFORE, BE IT RESOLVED, That the St. Louis County Board authorizes the appropriate county officials to enter into an agreement, and approve any amendments approved by the County Attorney's Office, with the City of Proctor whereby the city will pay its local share for items listed in the Schedule of Prices in the Proposal/Plan Package and Plan described as CP 0000-275366, 2017 Maintenance of Pavement Markings, with the funds to be receipted into Fund 200, Agency 207001, Object 551502.

Commissioner Nelson moved the adoption of the Resolution and it was declared adopted upon the following vote:
Yeas – Commissioners Olson, Rukavina, Nelson, Jugovich and Chair Jewell – 5
Nays – None
Absent – Commissioners Boyle and Stauber – 2

STATE OF MINNESOTA
Office of County Auditor, ss.
County of St. Louis

I, **DONALD DICKLICH**, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 4th day of April, A.D. 2017, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 4th day of April, A.D., 2017.

DONALD DICKLICH, COUNTY AUDITOR

By Phil Chr

Deputy Auditor/Clerk of the County Board

6I.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

The City of Proctor has initiated a Request for Quotation (RFQ) process to identify a vendor qualified to plan, execute and deliver the redesign of their website http://www.proctormn.gov/

The City of Proctor requires a vendor who has demonstrated experience in managing website projects and expertise with best practices regarding government website design and successful website design, development and deployment.

The goal of this project is to redesign the City of Proctor's website so that it is more visually appealing, better search engine visibility, integrations with social media, and ease with finding data and content.

Please submit your proposal by email to cityhall@proctormn.gov

As part of your proposal, please address the following:

- Sample Project Plan
- Project Budget
- Your approach to website design
- Details regarding your website project management process
- A summary of website development experience
- A listing of existing client references
- Identify who will be involved on your project team, including their relevant experience and credentials

Please be sure to include the name and contact details of persons to be approached for clarification of the proposal if needed.

Proposals will be accepted until 12noon on Thursday, April 13, 2017 at City Hall, 100 Pionk Drive, Proctor, MN 55810. The City of Proctor reserves the right to reject all proposals.

For additional information or clarification please contact:

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

Request for Qualifications:

1. GovOffice Web Solutions
2. Simply Nerds Website Design
3. Sales@travisholzem.com
4. Red-Pebble Web Design
5. Swim Creative
6. Faster Solutions – Web Design and Marketing
7. Vital Designs

GOVOFFICE

March 24, 2017

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

Dear Mark,

GovOffice Web Solutions is pleased to submit a Website Design and Development proposal to City of Proctor. The proposal includes our new Multi-Year Agreement Program, locks your hosting rates and you receive a redesign credit if you renew! Also attached is a document that lists our various design solutions, select the design solution that fits your budget!

The Most Affordable Solution - If you asked our 1,500+ customers, they would agree that the right technology at an affordable price is what sets GovOffice apart from many web development firms.

Proven Experience - We have seen a lot of competitors come and go over the past 15 years. We specialize in small-to-medium populated local governments, and with 1,500+ clients across the United States, you can be confident we are a proven company with a quality Web solution.

Professional Support - Our experienced professionals will provide personalized training. And you can reach them "live" on the phone for friendly, ongoing help and technical support without getting lost in a dreaded voicemail phone tree.

Secure "Worry-Free" Cloud Hosting
Security has never been more important. All GovOffice websites are hosted at a leading CenturyLink Data Center, which ensures the highest levels of security and firewall technology, powerful and reliable servers and systems, and robust bandwidth.

Please contact me to schedule a live demo/webinar.

Regards,

Ross Heupel
Marketing Director
651-270-0442
rossh@avenet.net
www.govoffice.com

GovOffice Web Solutions
2112 Broadway St. NE, Suite 250, Minneapolis, MN 55413

DCV 3/21
11:30AM

GOVOFFICE

About GovOffice

GOVOFFICE

Our 16 Year History

GovOffice Web Solutions is a division of Avenet LLC, a national leader in delivering state-of-the-art Web solutions for government, education, nonprofit, advocacy and campaign sectors. Avenet was founded in 1999 and began serving local governments in 2001 through its GovOffice partnership with the International City/County Management Association (ICMA) and 12 state municipal leagues. The company is based in Minneapolis, Minnesota and has 12 full-time employees. GovOffice is a leading national provider of web sites and content management systems to local governments, serving over 1,500 cities and counties in 42 states and Canada.

The GovOffice Value Proposition

Our population-based pricing makes GovOffice an effective, affordable solution for every size of local government. With GovOffice, you don't pay for a bunch of pricy features you don't want or need. Our solution provides all the core features used by most local governments, and enables you to add more specialized features as needed. In short, we're easier to use, more affordable, and offer the features you and your citizens need, designed to fit a government budget. And as governments try to do more with less now more than ever, that's the perfect win-win for you and your constituents!

Powerful - Yet Affordable

GovOffice delivers the solution you need with a whole lot less hassle and expense, including:

- Custom, professional graphic design
- Powerful, flexible Content Management, with unlimited sections and subsections
- Free mobile version of your website
- Robust online forms system for sign-ups, surveys, comment forms, polls, and more
- Audio and video files integration
- Calendars, News, Image galleries
- Security system enabling multiple users with varying levels of editing permissions to update the website

Premium Solution Design Plus - $6,395

Includes: Custom Home Page Design, 4 Custom Interior Banners, Auto Image Slider, 5 Quick Icons, Custom Mobile Website, Homepage Content Setup Service and much more!

Canyon Lake, CA - www.cityofcanyonlake.org

Visit Summerville, SC - www.visitsummerville.com

Value Solution Design Plus - $2,295

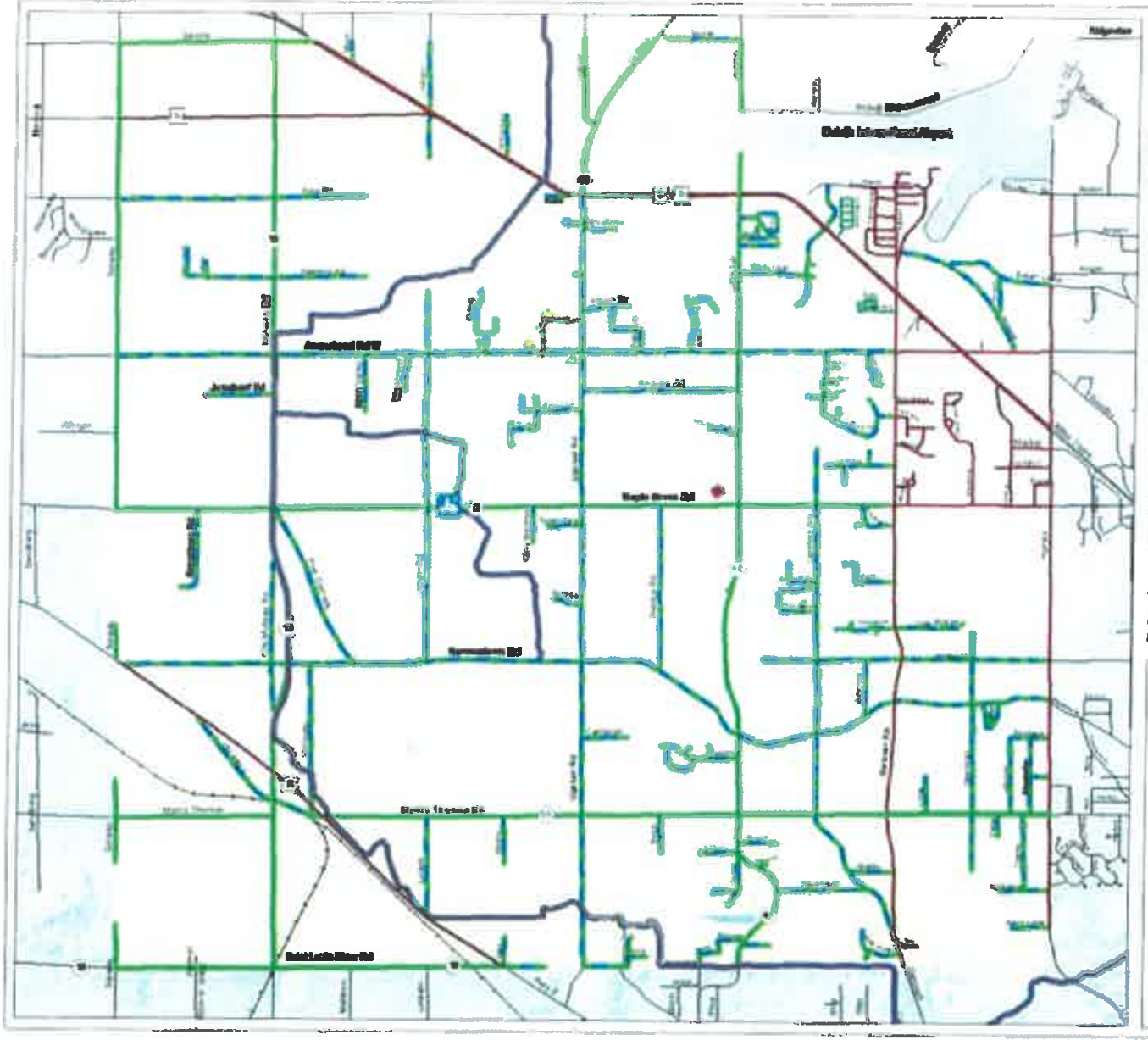
One Custom Banner with scenic background image with Auto Image Slider.

Cherokee, Iowa - http://cherokeeiowa.net

Value Solution Design - $1,295

1 Custom Banner with scenic background image.

Tupper Lake, NY - www.tupperlakeny.gov



Hermantown Snowmobile & ATV Designated Routes

RULE REMINDERS

All-Terrain Vehicles (ATVs)

Class 1: An ATV with a total width of 50 inches or less is considered a Class 1 ATV. A Class 1 ATV is typically designed for a single operator who straddles the machine and uses handlebars to steer, but some Class 1 ATVs are designed by the manufacturer for off-road use with a seat belt, roll over protection and a steering wheel.

Class 2: An ATV with a total width that is greater than 50 inches but not more than 65 inches wide is considered a Class 2 ATV. Class 2 ATVs typically have a steering wheel and are designed for the operator and passenger to be seated side by side.

Public Road Right-of-Way

- Class 1 & 2 ATVs may be operated in the extreme right side of permitted city streets and county roads.

- Class 1 & 2 ATVs may NOT be operated on the shoulder of a state trunk highway.

Snowmobiles

- Snowmobiles may ONLY operate on the far right-hand side of city streets.

- For County roadways, snowmobile operators must travel in the outside slope of the ditch, whenever possible.

- Speed limit in Hermantown is 30 mph and travel must be on the right side of unbroken roadways.

- Snowmobile Club Parking Lot
- State Snowmobile Trail
- Roads NOT permitted for on road use
- Class 1 & 2 and Snowmobiles permitted for on-road use
- Class 1 & 2 ATV permitted for on road use
- Railroad
- Hermantown
- Hermantown Schools
- Hermantown Volunteer Fire Department

* Snowmobiles and Class 1 ATVs are allowed in all ditches
** Class 2 ATVs are NOT allowed in any ditches

N

Hermantown

0 0.25 0.5 1 2 Miles

ORDINANCE NO.

ORDINANCE AMENDING SECTION 805 OF THE
CITY CODE ENTITLED "SNOWMOBILES"

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

Section 1. City Code, Section 805, entitled "Snowmobiles," is hereby amended as follows:

Title. ~~Snowmobiles;~~ Snowmobiles and All Terrain Vehicles (ATV's)

Section 2. Section 805 - Regulation of Snowmobiles and All-Terrain Vehicles is hereby amended and restated in its entirety to read as shown on Exhibit A attached hereto.

Section 3. All other provisions shall remain in full force and effect without modification. or amendment

Section 4. The effective date of this ordinance change shall be the date following the last date of publication in the City of Proctor official newspaper.

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

Voting Yes: Councilpersons
Voting No: Councilpersons

Ordinance declared adopted this _____ day of April, 2017.

CITY OF PROCTOR

By _____
Mayor

ATTEST:

_____
City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on April _____, 2017

EXHIBIT A

Section 805 - Regulation of Snowmobiles and All-Terrain Vehicles

805.01 Intent. It is the intent of this chapter to supplement Minnesota Statutes chapters 84 and 169, as they may be amended from time to time, with respect to the operation of snowmobiles and all-terrain vehicles. This section is not intended to allow what Minnesota State Statutes prohibit, nor to prohibit what Minnesota State Statutes allow.

805.02 Definitions. For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

805.02.1. "All-terrain vehicle" or ("ATV") – shall have the meaning as defined in Minnesota Statutes Section 84.92, subd. 8, as it may be amended from time to time.

805.02.2. "Class 1 ATV" shall have the meaning as defined in Minnesota Statutes Section 84.92, subd. 9, as it may be amended from time to time.

805.02.3. "Class 2 ATV" shall have the meaning as defined in Minnesota Statutes Section 94.92, subd.10, as it may be amended from time to time.

805.02.4. "City of Proctor Snowmobile and ATV Map" shall mean the map created by the City indicating the streets, roads, highway and other areas within the City in which Snowmobile and ATV operation is authorized, which shall be kept on file at the Proctor Police Department and furnished upon request.

805.02.5. "Ditch" shall mean a narrow channel dug in the ground, typically used for drainage alongside a road.

805.02.6. "Operate" shall mean to ride in or on and control the operation of a snowmobile.

805.02.7. "Operator" shall mean every person who operates or is in actual physical control of a snowmobile or ATV.

805.02.8. "Owner" shall mean a person, other than a lien holder having the property in or title to a snowmobile or ATV or entitled to the use or possession thereof.

805.02.9. "Right-of-way" shall mean the entire strip of land traversed by a highway or street in which the public owns the fee or an easement for roadway purposes.

805.02.10. "Roadway" shall mean that portion of a highway or street improved, designed or ordinarily used for vehicular travel, including the shoulder.

805.02.11. "Snowmobile" shall have the meaning as defined in Minnesota Statutes Section 84.81, as it may be amended from time to time.

805.02.12. "Street" or "Highway" shall mean the entire width between the boundaries of any way of place open to the use of the public, as a matter of right, for the purposes of vehicular traffic.

805.03 State Statutes Adopted. Minnesota Statutes Sections 84.81 to 84.915, Snowmobiles, and Minnesota Statutes Section 84.92 to 84.928, All-Terrain Vehicles, and Minnesota Statutes Chapter 169, Traffic Regulations, as they may be amended from time to time, are hereby adopted by reference and are as much a part of this Section as if fully set forth herein.

805.04 Application of Traffic Ordinances. City traffic ordinances shall apply to the operation of Snowmobiles and ATV's on streets of highways except those which by their nature have no application.

805.05. Snowmobile Operation. A Snowmobile may be operated upon the roadway, shoulder, inside bank or slope of those City streets, County Roads, and State Highways as designated on the City of Proctor Snowmobile and ATV Map provided that that operation occurs on the farthest right hand side of the street, road, or highway and whenever possible, and legal to do, the operation occurs within the ditch and always one way in the direction of traffic.

805.06 Snowmobile Restrictions. It shall be unlawful to operate a Snowmobile:

805.06.1. On a public sidewalk provided for pedestrian travel;

805.06.2. On boulevards within any public right-of-way;

805.06.3. On private property of another, except as permission is expressly obtained by the owner or person in control of such private property;

805.06.4. On any school grounds, except as permission is expressly obtained from responsible school authorities;

805.06.5. On public property, playgrounds and recreation areas, except as allowed by the City and indicated on the City of Proctor Snowmobile and ATV Map;

805.06.6. At a rate of speed exceeding 30 miles per hour on any roadway, or at a rate of speed greater than the posted speed limit on any trail, and in no event at a rate of speed greater than reasonable or proper under the surrounding circumstances;

805.06.7. In a careless, reckless or negligent manner so as to endanger the person or property of another or to cause injury or damage thereto; and

805.06.8. In a manner so as to create a loud, unnecessary or unusual noise which disturbs, annoys, or interferes with the peace and quiet of the public.

805.06.9. No person shall operate a Snowmobile on any street, alley, or other permitted roadway with the City of Proctor between the hours of 1:00 a.m. and 6:00 a.m., Monday through Friday, or between the hours of 2:00 a.m. and 6:00 a.m. on Saturday and Sunday.

Comment [MC1]: Not sure if a different ordinance has been put in place with different times.

805.07 ATV Operation. In order to access businesses and residences and to make trail connections, an ATV may be operated upon the roadway of those City streets, County Roads, and State Highways as designated on the City of Proctor Snowmobile and ATV Map, provided that operation occurs on the farthest right hand shoulder or the extreme right hand side of the street, road, or highway and always one way in the direction of traffic.

805.08 ATV Restrictions. It shall be unlawful to operate an ATV:

805.08.1. On a public sidewalk provided for pedestrian travel;

805.08.2. On boulevards within any public right of way;

805.08.3. On or in a ditch;

805.08.4. On private property of another without specific permission of the owner or person in control of such property;

805.08.5. On any school grounds, except as permission is expressly obtained from responsible school authorities;

805.08.6. On public property, playgrounds and recreation areas, except as allowed by the City and indicated on the City of Proctor Snowmobile and ATV Map;

805.08.7. At a rate of speed greater than reasonable or proper under the surrounding circumstances;

805.08.8. In a careless, reckless or negligent manner so as to endanger the person or property of another or to cause injury or damage thereto; and

805.08.9. In a manner so as to create a loud, unnecessary or unusual noise which disturbs, annoys, or interferes with the peace and quiet of the public.

805.08.10. No person shall operate a ATV on any street, alley, or other permitted roadway with the City of Proctor between the hours of 1:00 a.m. and 6:00 a.m., Monday through Friday, or between the hours of 2:00 a.m. and 6:00 a.m. on Saturday and Sunday.

Comment [MC2]: I am not sure if this time frame has been changed for Proctor.

805.09. Equipment. It is unlawful for any person to operate a Snowmobile or ATV within the limits of the City unless it is equipped with the following:

805.09.1. A muffler that is in good working order and that does not produce sharp popping or cracking sounds or excessive or unusual noise. In no event, shall a muffler be altered in any way to produce a noise that is louder than the original manufacturer equipment or by means of a cutout, bypass straight pipe or similar device;

805.09.2. Brakes adequate to control the movement of and to stop and hold the Snowmobile or ATV under any condition of operation;

805.09.3. A safety throttle in operating condition; and

805.09.4. Reflective material at least 16 square inches on each side so as to reflect lights at a 90 degree angle.

805.10 Signage. The City of Proctor Chief of Police may, in his/her sole discretion, cause signage to be installed identifying the designated Snowmobile or ATV routes as set forth on the City of Proctor Snowmobile and ATV Map, and/or cause signage to be installed notifying persons of any restrictions on use as described in this Section.

805.11 Stopping and Yielding. No Snowmobile or ATV shall enter any uncontrolled intersection without making a complete stop. The operator shall then yield the right-of-way to any vehicles or pedestrians at the intersection or so close to the intersection as to constitute an immediate hazard.

805.12 Violation. A person convicted of a violation of this Section is guilty of a administrative ordinance violation.

LeK.

Sally Hedtke, Event Coordinator
100 Plank Drive
Proctor, MN 55810
shedtke@proctormn.gov

City of Proctor Special Event Application

Event Title: So. St.Louis County Fair - Proctor

Purpose of Event: ___County_Fair Grounds

Description of Event:__Fair/ Car racing /Soccer/ Hockey / Horse shows/Flea Markets/ Parking/ Bus Racing.Camping/.Garage Sales

Event Category:
_X_Athletic/Recreation _X_Festival __Parade/March __Block Party
__Concert/Performance _X_Carnival __Grand Opening __Fundraiser
__Street Dance (See City Ordinance 610.04) Other: _____

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	July 3	monday	6am		
Event Day 1	July 11	Tuesday	6am	10pm	1000
Event Day 2	July 12	wed	6am	10pm	3000
Event Day 3	July 13	Thursday	6am	10pm	3000
Event Day 4	July 14	Friday	6am	10pm	4000
Event Day 5	July 15	Saturday	6am	10pm	4000
Event Day 6	July 16	Sunday	6am	7pm	3000

Event Location/Address: ____600 N Boundary Ave Proctor MN 55810

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

City of Proctor Special Event Application
Page 1

Organization Name: __Proctor__Fair Assn

Organization Address: 800 N Boundary Ave Proctor MN 55810

Organization is: __For Profit _X_Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Frank Sire
Email address: fsire2011@hotmail.com
Home number:
Cell number: 218-591-6274
FAX number:
Address: 3982 Leiste Rd
Cloquet MN 55720-8207

Secondary Contact

Name: Mary Korich
Email address: Mjayne19@hotmail.com
Home number:
Cell number: 218-348-1453
FAX number:
Address: 229 97 th ave w Duluth MN 55809

General Event Information

YES Is this an annual event? If yes, how many years has it been held?

YES Is this event produced in other cities? If yes, please provide reference information.

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. Community Fair Grounds

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 date(s) of the event showing Products Liability in the amount of $2,000,000 as per MN Statute 466.04.*

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 Duluth 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. _____
Fair

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
60x40	2	On grounds

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? Support the fair

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.

_____

Please check all sources used to market event:

_X_Outdoor Banners _X_Radio Ads X__Mailings _X_Newspaper Ads

_X_Outdoor Signs X__TV Ads _X_Flyers Other: _____

Promotional Banners / Signs-Including electronic lighted display signs:

Location	Size	Description
On Grounds	4x8	Banners

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. Bands _____

YES NO

YES

Will your event use amplified sound equipment? If yes, please describe. _____

YES

Will your event have other entertainment? If yes, please describe the type of entertainment. Carnival

Will your event require the use/construction of a stage? If yes, please describe. ____We have a portable Stage

NOTE: *Under City Ordinance 610.04, 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 presented 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) Off-duty Proctor officers; (2) Officers from a jurisdiction sharing 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

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.

YES NO

- 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.

we will be providing layout after fair sets up on grounds

Show On Map:

- Alcohol Consumption Areas
- Kids Games
- Carnival Rides
- Food
- Vendors
- Building Usage (ie: Animal Barn, etc.)
- Parking
- Geise

All Alcohol Served By Race Track

- 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 ST19) 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 Will your event serve food?

If yes, where will the food be prepared? _x_On Site __Off Site

Will it be sold or provided free to attendees? _____

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.*

NO Do you intend to cook food in the event area? If yes, please specify method:
__Gas __Electric __Charcoal Other: _____

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 waived 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.*

EVENT SPONSOR
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:
_____ Fireworks

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
S. St. Louis County Fair

(Special Events Holder Initials here) MK

B. If required by this paragraph, we agree to require each participant in our special event to execute a RELEASE AND INDEMNIFICATION AGREEMENT for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES x___ NO ___

(Special Events Holder Initials here) MK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.
To be provided prior to event.

(Special Events Holder Initials here) MK

D. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) MK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) MK

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) MK

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) MK

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) MK

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) MK

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

_____

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name____Mary Korich

Title__Secretary

Signature _____

Date _____

466.04 MAXIMUM LIABILITY.

Subdivision 1. Limits; punitive damages. (a) Liability of any municipality on any claim within the scope of sections 466.01 to 466.15 shall not exceed:

(1) $300,000 when the claim is one for death by wrongful act or omission and $300,000 to any claimant in any other case, for claims arising before January 1, 2008;

(2) $400,000 when the claim is one for death by wrongful act or omission and $400,000 to any claimant in any other case, for claims arising on or after January 1, 2008, and before July 1, 2009;

(3) $500,000 when the claim is one for death by wrongful act or omission and $500,000 to any claimant in any other case, for claims arising on or after July 1, 2009;

(4) $750,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 1998, and before January 1, 2000;

(5) $1,000,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 2000, and before January 1, 2008;

(6) $1,200,000 for any number of claims arising out of a single occurrence, for claims arising on or after January 1, 2008, and before July 1, 2009;

(7) $1,500,000 for any number of claims arising out of a single occurrence, for claims arising on or after July 1, 2009;

(8) twice the limits provided in clauses (1) to (7) when the claim arises out of the release or threatened release of a hazardous substance, whether the claim is brought under sections 115B.01 to 115B.15 or under any other law; or

(9) $1,000,000 for any number of claims arising out of a single occurrence, if the claim involves a nonprofit organization engaged in or administering outdoor recreational activities funded in whole or in part by a municipality or operating under the authorization of a permit issued by a municipality.

(b) No award for damages on any such claim shall include punitive damages.

Subd. 1a. Officers and employees. The liability of an officer or an employee of any municipality for a tort arising out of an alleged act or omission occurring in the performance of duty shall not exceed the limits set forth in subdivision 1, unless the officer or employee provides professional services and also is employed in the profession for compensation by a person or persons other than the municipality.

MINNESOTA REVENUE

ST19

Operator Certificate of Compliance

Read the information on the back before completing this certificate. Persons selling at events: Complete this certificate and give it to the operator/organizer of the event. Operator/organizer of events: Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Proctor Fair Assn - Proctor — 41-1480345
Name of business, school, or exhibiting organization — Minnesota tax ID number

800 N. Boundary ave — Proctor — MN — 55810
Seller's complete address — City — State — Zip code

St. Louis County Fair - Proctor
Name of person or group organizing event

800 N Boundary ave, Proctor MN 55810
Name and location of event

July 12-16 2017
Date(s) of event

Describe the type of merchandise you plan to sell.

none

Complete this section if you are not required to have a Minnesota tax ID number.

☐ I am selling only nontaxable items.

☒ I am not making any sales at the event.

☐ I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.

☐ This is a nonprofit organization that meets the exemption requirements described below:

_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13(a)(4)).

_____ Youth or senior citizen group with fundraising receipts up to $20,000 per year ($10,000 or less before January 1, 2015)(MS 297A.70, subd. 13(a)(1)).

_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of seller: Mary K[illegible]
Date: 2-14-17

Print name here: Mary Koch
Daytime phone: (218) 348-1453

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of $100 for each seller that is not in compliance for each day of the selling event.

Rev. 4/09

MINNESOTA • REVENUE

ST19

Operator Certificate of Compliance

Read the information on the back before completing this certificate. Person selling at event: Complete this certificate and give it to the operator/organizer of the event. Operator/organizer of event: Keep this certificate for your records.

Do not send this form to the Department of Revenue.

7014973

Name of business selling or exhibiting at event

Minnesota tax ID number

Seller's complete address

City

State

Zip code

Print or type

Name of person or group organizing event

So. St. Louis County Fair Assn - Proctor

Name and location of event

800 N Boundary Ave, Duluth MN 55810

Date(s) of event

July 12-16 2017

Describe the type of merchandise you plan to sell.

Merchandise sold

Complete this section if you are not required to have a Minnesota tax ID number.

Sales tax exemption information

☐ I am selling only nontaxable items.

☒ I am not making any sales at the event.

☐ I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.

This is a nonprofit organization that meets the exemption requirements described below:

_____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 2(a)(14)).

Youth or senior citizen group with fundraising receipts up to $20,000 per year ($10,000 or less before January 1, 2015)(MS 297A.70, subd. 13(b)(3)).

_____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of seller

T. Dingstad

Date 2-14-17

Print name here

Mary Kerch

Daytime phone

(218) 348-1453

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of $100 for each seller that is not in compliance for each day of the selling event.

Rev. 4/09

6L

3-20-17

City of Proctor
Special Event Application

Event Title: Car Show

Purpose of Event: Gathering of Cars

4-10-17

2 officers present

Description of Event: Classic Cars

Liquor Control

Dick will get map

4/11 2 maps provided

Event Category (Please check)

__Athletic/Recreation X Festival __Parade/March __Block Party

__Concert/Performance __Carnival __Grand Opening __Fundraiser

__Street Dance (See City code 610.04) Other: Car Show

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	Aug 16th		12pm	Dark	1500
Event Day 1	Aug 16th		12pm	8:30 Dark	1500
~~Event Day 2~~ Rain Date	Aug 17th		12pm	5:30 Dark	
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: 423 3rd Ave Proctor Mn 55810
Powerhouse Bar

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

218 624-0626
Phone Number

Organization Name: Powerhouse Bar

Organization Address: 423 3rd Ave Proctor MN 55810

Organization is: X For Profit ___Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Dick Kari

Email address: DickKari54@gmail.com

Home #: (218) 624-3764

Cell #: (218) 940-1269

FAX #:

Address: 5433 Ugstad Jet Road
Duluth MN 55810

Secondary Contact

Name: Cookie Kari

Email address: CordeliaKari@gmail.com

Home #: (218) 624-3764

Cell #: (218) 940-1584

FAX #:

Address: 5433 Ugstad Jet Road
Duluth MN 55810

General Event Information

YES ~~NO~~ Please **Is this an annual event? If yes, how many years have you been holding this event?** 15 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 Park or Property to be used. 5th Ave From Hwy 2 TO 4th Ave/3rd Ave From 6th St to 4th Ave & 4th Ave from 5th St to 4th St

NOTE: If event is to be held on city property a -EVENT SPONSOR- RELEASE AND INDEMNIFICATION AGREEMENT must be completed.

YES NO Are you requesting any roads to be closed?

If yes, Refer to City Code: CHAPTER 810A - SPECIAL EVENTS Subd 11 - Use of roadways; traffic regulations.

YES NO Will your event require electricity? If yes, please describe. _____

_____

YES NO Are you erecting any tents? If yes, please complete the table below.

Tent Size	# of Tents	Tent Location
24x24	3	Behind Hometown

YES NO Will your event include amusement rides, inflatable's or children's games? If yes, please describe. _____

_____

(Please 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. _____

_____

(Please Note: *A permit obtained 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: _____

Please check how you plan on marketing your event.

X Outdoor Banners | X Radio Ads | __ Mailings | X Newspaper Ads

__ Outdoor Signs | X TV Ads possible | X Flyers | Other: Flyers Facebook

Promotional Signs/Banners:

Location	Size	Description
NA		

Directional Signs:

Location	Size	Description
N/A		

Entertainment

(YES) NO Will your event have musical entertainment? If yes, please describe the type of music that will be used for your event. _____
Pickup out of Powerhouse - Oldies

(YES) NO Will your event use amplified sound equipment? If yes, please describe. Speakers Band will play Till 8 PM

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 810.04. 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 presented 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: N/A
Contact Person: N/A
Phone Number: N/A

(YES) NO Will your event involve the use of traffic safety equipment? If yes, please describe. Road Closed Signs + Barricades

NOTE: Under City Ordinance 610.04. Street Dances
Subd. 6. Public Safety. The permittee shall provide officers as follows:
Two officers for any event with anticipated attendance of 0-300 patrons with one additional officer for each additional 200 patrons.
The officers hired by the permittee shall be retained by the permittee under the following priority:
(1) Off-duty Proctor officers;
(2) Officers from a jurisdiction sharing 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

Please 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. SEE MAP

☑* The location of fencing, barriers and/or barricades. SEE MAP

☑* The location of stages, tents, generators, portable toilets/restrooms, vendor booths and other temporary structures. SEE MAP

☑* A detailed or close-up of the food booth and cooking area including identification of all vendors cooking with flammable gas or barbecue grills. SEE MAP

☑* The location of parking arrangements made for event attendees, participants and vendors. SEE MAP

☐* The provision of a 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.

Please Note: *(All vendors are required to have a current State of Minnesota Operator Certificate of Compliance – from Department of Revenue (ST19 form) and an original insurance certificate naming the City of Proctor as an additional insured for the date of the event showing Products Liability in the amount of $1,000,000.00)*

Food/Beverage

YES NO Will your event serve food?
If yes, where will the food be prepared? X On Site __Off Site
Will it be sold or provided free to attendees? _____

Please Note: *(An original insurance certificate naming the City as an additional insured for the date of the event showing Products Liability in the amount of $1,000,000.00 is required. In addition, you will be required to have a Temporary Event Vendor License from the State of Minnesota Health Department)*

YES NO Do you intend to cook food in the event area? If yes, please specify method:
__Gas __Electric X Charcoal Other: _____

YES NO Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? Outside Beer

Please Note: *(Alcoholic beverages are not permitted in any City Right-of-way, City Park or facility except where specifically waived 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. The certificate of insurance must include liability coverage for the sale and/or consumption of alcohol during the event).*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Proctor Minnesota
THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.
In consideration for being permitted to engage in the following special event activities on City of Proctor property: 5th St., 3rd Ave, 2nd Ave, & 4th St. Proctor MN. Including City Parking Lot Parcel Code 185-012-000220 and Credit Union Parking Lot

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

_____

_____

_____

(Special Events Holder initials here) CK

B. If required by this paragraph, we agree to require each participant in our special event to execute a RELEASE AND INDEMNIFICATION AGREEMENT for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ___ NO ___

(Special Events Holder initials here) CK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CK

D. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) CK

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) CK

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) CK

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Richard A. Kari

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Richard A. Kari / Cordelia M. Kari

Title Owners

Signature Cordelia M. Kari

Date 5-25-17

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dwight Swanstrom Co.
31 N 21st Ave. W.
Duluth MN 55806

CONTACT NAME: Tony Bauer
PHONE (A/C, No, Ext): (218) 727-8324 FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00020247

INSURED
CMK, Inc.
DBA: Powerhouse Bar
423 3rd. Avenue
Proctor MN 55810

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Illinois Casualty Ins Comp	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1212700791 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,500,000
A	CLAIMS-MADE X OCCUR			2827318	1/1/2017	1/1/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 2,000
							PERSONAL & ADV INJURY	$ 1,500,000
							GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH)	N/A		WC11467	1/1/2017	1/1/2018	E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			LL87872	1/1/2017	1/1/2018	Aggregate $500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Car Show August 16th Location: 8th Street, 3rd Ave, 2nd Ave, & 4th St Proctor, MN 55810. Includes City Parking Lot. Parcel Code 185-012-00020 and Credit Union Parking Lot.
Additional Insured: City of Proctor
Beer Wagon on the Street

CERTIFICATE HOLDER

City of Proctor
100 Plank Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Vicki Cameron/VIC

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POWERHOUSE BAR

IS REQUESTING OUTSIDE BAR SERVICE & BEER WAGON (SEE MAP) FOR CAR SHOW ON AUG 16TH 12PM THRU 9PM. ALSO WE WOULD LIKE TO HAVE MUSIC OUTSIDE FROM 4PM TO 8PM.

THANK YOU
DICK & COOKIE KARI

2017 Powerhouse CAR SHOW

Music and Alcohol Sites

2017 POWERHOUSE CAR SHOW
August 16
Noon – 9:00 p.m.
City Streets Closed as Designated Alcohol Consumption Area
Traffic Barricades
Posted Signs "No Alcohol Beyond This Point"
5th Street
3rd Ave
2nd Ave
4th Street
City Parking Lot
Moose Lodge Parking Lot

2017 Powerhouse CAR SHOW

Music and Alcohol Sites

2017 POWERHOUSE CAR SHOW
August 16
Noon – 9:00 p.m.
City Streets Closed as Designated Alcohol Consumption Area
Traffic Barricades
Posted Signs "No Alcohol Beyond This Point"
5th Street
3rd Ave
2nd Ave
4th Street
Moose Parking Lot

6M.

Tammie McDonald

From:	Sally Hedtke
Sent:	Wednesday, April 12, 2017 11:18 AM
To:	kgaidis; Linnea Wiita; Rick LaLonde; Tammie McDonald; Frank Siiro (fsiiro2011 @hotmail.com)
Cc:	Sheri Amundson; Kristal Berg
Subject:	Take A Hike Walk
Attachments:	2017 Let's Take A Hike.pdf

Good Morning,

On Saturday May 20th, the Community Education Health Initiative will have a 2 mile walk around Proctor. The event is called Let's Take A Hike and was held for the first time in 2016.

Last year it was determined that because there were no street closings, traffic issues, use of city property other than the walking route, and no risk factors, that there would be no need for approval by Public Safety, the Police or the City Council.

Attached is the application for the 2017 event for your information only.

Let me know if you have any questions.

Thanks.
Sally

Sally R. Hedtke, Proctor Tourism
City of Proctor
100 Pionk Drive
Proctor, MN 55810
218-628-6297, ext. 297

City of Proctor
Special Event Application

Event Title: Let's Take a Hike

Purpose of Event: Community Education, Health Initiative

Description of Event: 2 mile walk around Proctor to promote health & building community

Event Category:

__Athletic/Recreation __Festival __Parade/March __Block Party

__Concert/Performance __Carnival __Grand Opening __Fundraiser

__Street Dance (See City Ordinance 610.04) Other: Walk

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	5-20-17	Saturday	9:00am	1:00pm	200
Event Day 1					
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: from Bayview Schools through City of Proctor to Bayview

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-Hermantown Community Ed

Organization Address: 131 Ninth Ave
Proctor MN 55810

Organization is: __For Profit __Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Kristal Berg
Email address: kberg@proctor.k12.mn.us
Home number: 218-628-6294
Cell number: 507 382 4492
FAX number: /
Address: 100 Park Drive
Proctor, MN 55810

Secondary Contact

Name: Sheri Amundsen
Email address: samundsen@proctor.k12.mn.us
Home number: 218 628 6293
Cell number:
FAX number:
Address: 100 Park Dr.
Proctor, MN 55810

General Event Information

YES (NO) Is this an annual event? If yes, how many years has it been held? ____

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?

(yes) If yes, please name the property to be used. _____

walk on city streets from Bayhes Flame Away around town & back to Bayhes (2 miles total)

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 date(s) of the event showing Products Liability in the amount of $2,000,000 as per MN Statute 466.04.*

YES (NO) Are you requesting any roads to be closed? If yes, list roads to be closed and provide site map. no roads closed, post route signs for people to stay on trail

NOTE: *See City Ordinance CHAPTER 610A, 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 Duluth 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. _____

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 610A, 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.

www.ccicomments.com

www.facebook.com/ccomments

Please check all sources used to market event:

__Outdoor Banners __Radio Ads X Mailings __Newspaper Ads

__Outdoor Signs __TV Ads X Flyers Other: _____

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 810.04, 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 presented 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) Off-duty Proctor officers; (2) Officers from a jurisdiction sharing 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

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 ST19) 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? water, granola bars, gold fish

If yes, where will the food be prepared? __On Site __Off Site

Will it be sold or provided free to attendees? pre packaged

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: _____

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 [illegible] 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.*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property: Community Est "Let's take a hike" event

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) KB

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ✓ **NO** ___

(Special Events Holder initials here) KB

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) KB

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) KB

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) KB

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) KB

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) KB

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) KB

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) KB

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name

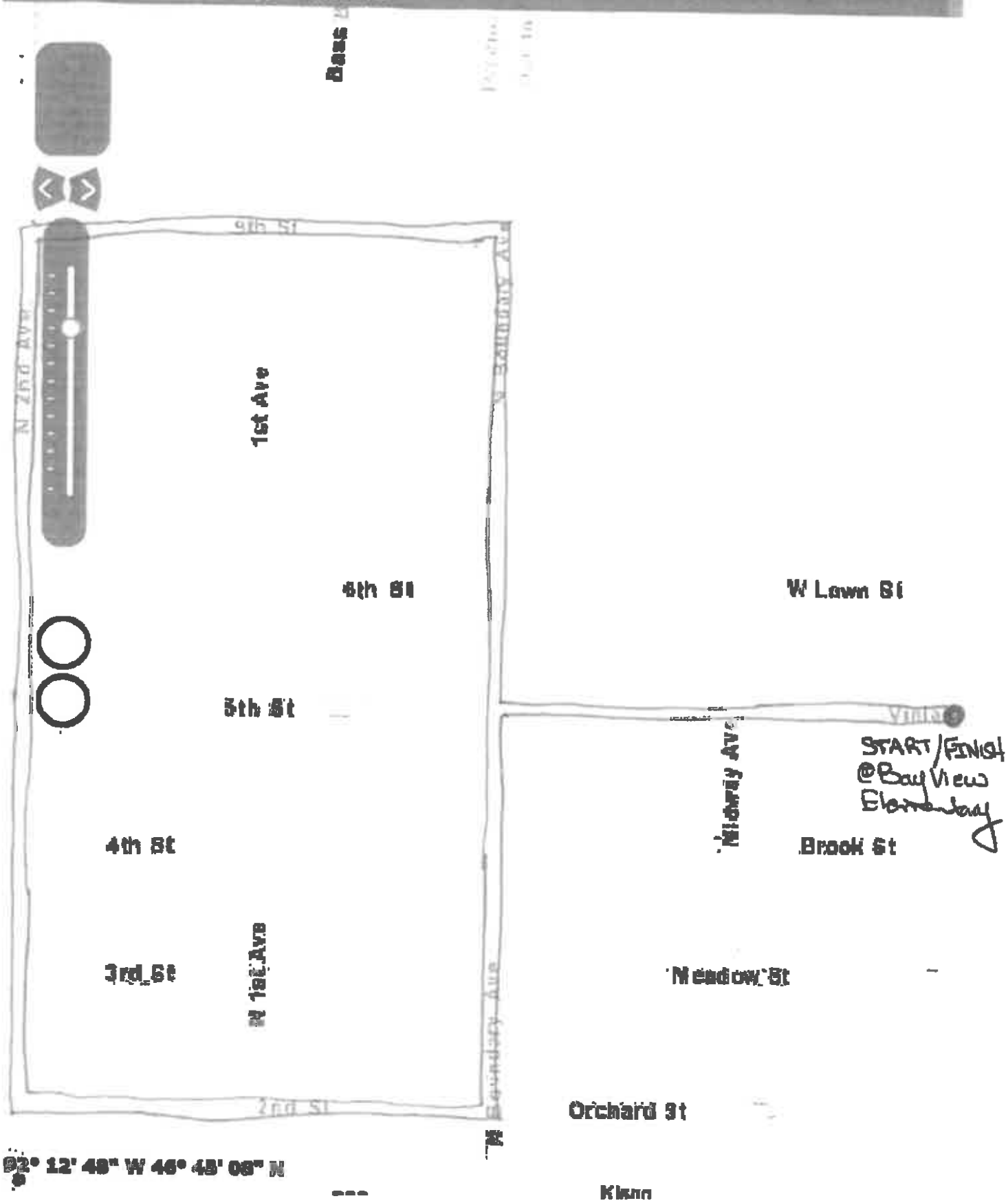
Title

Signature

Date

COUNTY LAND EXPLORER

St. Louis County, Minnesota



CITY OF PROCTOR

*Check Summary Register©

April 2017 to May 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 036096	EMC NATIONAL LIFE COMPANY	4/15/2017	$1,452.75	LIFE INSURANCE PREMIUM
Paid Chk# 036097	AMSOIL NORTHLAND K-9 FOUN	4/19/2017	$250.00	SPONSORSHIP
Paid Chk# 036098	JURKANIS, CHRIS	4/20/2017	$1,800.00	CONCESSION STAND REPAIRS
Paid Chk# 036099	EMC NATIONAL LIFE COMPANY	4/26/2017	$31.90	P LUKE OVERPMT FOR FEB
Paid Chk# 036100	EQUI-VEST	4/26/2017	$3,089.86	EQUITABLE - FIRE DEPT
Paid Chk# 036101	LAW ENFORCEMENT LABOR SE	4/26/2017	$245.00	LELS UNION DUES
Paid Chk# 036102	PETER LUKE	4/26/2017	$28.50	CREDIT FOR SUPPLEMENTAL LIFE I
Paid Chk# 036103	PROCTOR POLICE DEPT UNION	4/26/2017	$50.00	POLICE DUES
Paid Chk# 036104	TEAMSTERS LOCAL UNION #346	4/26/2017	$441.00	Teamsters union dues
Paid Chk# 036105	AMERIPRIDE SERVICES	5/2/2017	$217.40	COVERALL
Paid Chk# 036106	AMERITAS	5/2/2017	$155.13	INSURANCE
Paid Chk# 036107	BENNA FORD SUPERIOR	5/2/2017	$317.01	FIRE TRUCK REPAIRS
Paid Chk# 036108	CENTURYLINK	5/2/2017	$346.60	PHONE SERVICE
Paid Chk# 036109	CONSOLIDATED COMMUNICATI	5/2/2017	$385.78	PHONE SERVICE
Paid Chk# 036110	DSC COMMUNICATIONS	5/2/2017	$58.00	SUPPLIES FOR TRUCK #2
Paid Chk# 036111	EARL F ANDERSEN, INC	5/2/2017	$90.20	2 SIGNS FOR UGSTAD RD DUMP
Paid Chk# 036112	EMC INSURANCE COMPANIES	5/2/2017	$462.27	LIFE INSURANCE
Paid Chk# 036113	ESS BROTHERS AND SONS INC	5/2/2017	$900.00	HEAVY DUTY WATER STOP CAULK
Paid Chk# 036114	FLEET SERVICES	5/2/2017	$870.93	FUELS
Paid Chk# 036115	GALLS, LLC	5/2/2017	$266.21	SUPPLIES - BOLANDER
Paid Chk# 036116	GREAT AMERICA FINANCIAL SE	5/2/2017	$199.12	COPIER PAYMENT
Paid Chk# 036117	HEDTKE, SALLY	5/2/2017	$177.64	TOURISM CONFERENCES
Paid Chk# 036118	HUFF, TOD	5/2/2017	$1,900.00	STUDIO LABOR
Paid Chk# 036119	JOHNSON, BRIAN & SHERRI	5/2/2017	$3,372.00	3% REBATE
Paid Chk# 036120	KLATTE, CHRIS	5/2/2017	$1,697.70	REIMBURSEMENT
Paid Chk# 036121	KUSTOM SIGNALS, INC.	5/2/2017	$1,282.19	POLICE CAR ELECTRONICS
Paid Chk# 036122	L.M.C.I.T.	5/2/2017	$6,117.00	WORKERS COMP INS
Paid Chk# 036123	LOCKSMITH SERVICES	5/2/2017	$165.25	NEW LOCKS GOLF COURSE
Paid Chk# 036124	MANEY INTERNATIONAL OF DU	5/2/2017	$75.90	HEAVY DUTY ZIP TIES FOR SIGNS
Paid Chk# 036125	MINNESOTA ENERGY RESOURC	5/2/2017	$1,263.39	UTILITIES
Paid Chk# 036126	MINNESOTA STATE FIRE CHIEF	5/2/2017	$321.00	MEMBERSHIP DUES
Paid Chk# 036127	MN CHIEFS OF POLICE ASSOC	5/2/2017	$349.00	WRITTEN TEST FOR NEW HIRE
Paid Chk# 036128	MTI DISTRIBUTING	5/2/2017	$1,385.89	GOLF COURSE SUPPLIES
Paid Chk# 036129	NORTHERN MN DENTAL	5/2/2017	$1,169.70	DENTAL INSURANCE
Paid Chk# 036130	OREILLY AUTO PARTS	5/2/2017	$4.99	FUSE FOR JOHN DEERE
Paid Chk# 036131	PERSONNEL EVALUATION, INC	5/2/2017	$160.00	PEP TESTS
Paid Chk# 036132	PROCTOR BUILDERS	5/2/2017	$229.92	BALLPARK PAINT
Paid Chk# 036133	PROCTOR JOURNAL	5/2/2017	$310.08	PUBLICATIONS
Paid Chk# 036134	SEH	5/2/2017	$1,477.18	ENGINEERING FEES
Paid Chk# 036135	SPRINGSTED INCORPORATED	5/2/2017	$3,000.00	FEE FOR STUDY
Paid Chk# 036136	SYMBOL ARTS	5/2/2017	$95.00	BADGES
Paid Chk# 036137	UNIFORMS UNLIMITED	5/2/2017	$279.96	GAIDIS UNIFORM
Paid Chk# 036138	VERIZON WIRELESS	5/2/2017	$613.89	POLICE PHONES
Paid Chk# 036139	VIKING INDUSTRIAL CENTER	5/2/2017	$121.12	SAFETY GLOVES AND GLASSES
Paid Chk# 036140	WIIKWAIBAAN ININI, INC	5/2/2017	$1,747.61	EMERG REPAIR OF LIFT STATION
Paid Chk# 036141	WILLIS SUPPLY COMPANY	5/2/2017	$441.64	BLDG SUPPLIES

CITY OF PROCTOR

*Check Summary Register©

April 2017 to May 2017

Name	Check Date	Check Amt
	Total Checks	$39,415.71

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
AMERIPRIDE SERVICES	General Fund	Operations (Fire)	Other Professional Services	$58.75	MATS
	General Fund	Government Building	Cleaning Supplies	$67.61	MATS
	General Fund	Street Department	Clothing	$91.04	COVERALL
Check Name AMERIPRIDE SERVICES				$217.40	
AMERITAS	General Fund	Street Department	Employer Paid Health Insura	$41.46	INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$12.26	INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$59.95	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$20.73	INSURANCE
	General Fund	Accounting	Employer Paid Health Insura	$8.47	INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$12.26	INSURANCE
Check Name AMERITAS				$155.13	
BENNA FORD SUPERIOR	General Fund	Operations (Fire)	Mach & Equip Repair	$317.01	FIRE TRUCK REPAIRS
Check Name BENNA FORD SUPERIOR				$317.01	
CENTURYLINK	Sewer Fund	Sewer	Telephone	$34.46	PHONE SERVICE
	General Fund	Operations (Fire)	Communication Services	$277.85	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.29	PHONE SERVICE
Check Name CENTURYLINK				$346.60	
CONSOLIDATED COMMUN	General Fund	Administrative	Telephone	$385.78	PHONE SERVICE
Check Name CONSOLIDATED COMMUNICATIONS				$385.78	
DSC COMMUNICATIONS	General Fund	Operations (Fire)	Mach & Equip Repair	$58.00	SUPPLIES FOR TRUCK #2
Check Name DSC COMMUNICATIONS				$58.00	
EARL F ANDERSEN, INC	General Fund	Street Department	Sign Repair Materials	$90.20	2 SIGNS FOR UGSTAD RD D
Check Name EARL F ANDERSEN, INC				$90.20	
EMC INSURANCE COMPA	General Fund	Tourism Expenditures	Employer Paid Health Insura	$27.00	LIFE INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$123.61	LIFE INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$216.72	LIFE INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$43.40	LIFE INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$51.54	LIFE INSURANCE
Check Name EMC INSURANCE COMPANIES				$462.27	
ESS BROTHERS AND SON	Sewer Fund	Sewer	Misc Operating Supplies	$900.00	HEAVY DUTY WATER STOP
Check Name ESS BROTHERS AND SONS INC				$900.00	
FLEET SERVICES	General Fund	Operations (Police)	Fuels	$870.93	FUELS
Check Name FLEET SERVICES				$870.93	
GALLS, LLC	General Fund	Operations (Police)	Clothing	$266.21	SUPPLIES - BOLANDER
Check Name GALLS, LLC				$266.21	
GREAT AMERICA FINANCI	General Fund	Administrative	Maintenance Agreement	$199.12	COPIER PAYMENT
Check Name GREAT AMERICA FINANCIAL SERVIC				$199.12	
HEDTKE, SALLY	General Fund	Tourism Expenditures	Miscellaneous	$177.64	TOURISM CONFERENCES
Check Name HEDTKE, SALLY				$177.64	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$900.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
Check Name HUFF, TOD				$1,900.00	
JOHNSON, BRIAN & SHER	General Fund			$3,372.00	3% REBATE
Check Name JOHNSON, BRIAN & SHERRI				$3,372.00	
KLATTE, CHRIS	Golf Course F			$1,697.70	REIMBURSEMENT
Check Name KLATTE, CHRIS				$1,697.70	
KUSTOM SIGNALS, INC.	General Fund	Operations (Police)	Equipment Parts	$1,282.19	POLICE CAR ELECTRONICS
Check Name KUSTOM SIGNALS, INC.				$1,282.19	
L.M.C.I.T.	General Fund	Workman s Comp	Worker s Comp Insur Premi	$6,117.00	WORKERS COMP INS

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
Check Name L.M.C.I.T.				$6,117.00	
LOCKSMITH SERVICES	General Fund	Government Building	Bldg Repair & Maint	$106.00	CITY HALL LOCKS
	Golf Course F	Admin & General Golf	Bldg Repair & Maint	$59.25	NEW LOCKS GOLF COURSE
Check Name LOCKSMITH SERVICES				$165.25	
MANEY INTERNATIONAL	General Fund	Street Department	Misc Operating Supplies	$75.90	HEAVY DUTY ZIP TIES FOR
Check Name MANEY INTERNATIONAL OF DULUTH				$75.90	
MINNESOTA ENERGY RES	General Fund	Street Dept Shop Work	Gas Utilities	$374.21	UTILITIES
	General Fund	Government Building	Gas Utilities	$889.18	UTILITIES
Check Name MINNESOTA ENERGY RESOURCES COR				$1,263.39	
MINNESOTA STATE FIRE	General Fund	Operations (Fire)	Dues & Subscriptions	$321.00	MEMBERSHIP DUES
Check Name MINNESOTA STATE FIRE CHIEFS				$321.00	
MN CHIEFS OF POLICE AS	General Fund	Operations (Police)	Printed Forms and Paper	$349.00	WRITTEN TEST FOR NEW HI
Check Name MN CHIEFS OF POLICE ASSOC				$349.00	
MTI DISTRIBUTING	Golf Course F	Admin & General Golf	Mach & Equip Repair	$1,385.89	GOLF COURSE SUPPLIES
Check Name MTI DISTRIBUTING				$1,385.89	
NORTHERN MN DENTAL	General Fund	Administrative	Employer Paid Health Insura	$163.25	DENTAL INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$99.85	DENTAL INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$443.80	DENTAL INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$99.85	DENTAL INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$362.95	DENTAL INSURANCE
Check Name NORTHERN MN DENTAL				$1,169.70	
OREILLY AUTO PARTS	General Fund	City Parks	Equipment Parts	$4.99	FUSE FOR JOHN DEERE
Check Name OREILLY AUTO PARTS				$4.99	
PERSONNEL EVALUATION	General Fund	Operations (Police)	Misc Operating Supplies	$160.00	PEP TESTS
Check Name PERSONNEL EVALUATION, INC				$160.00	
PROCTOR BUILDERS	General Fund	Ball Field Maintenance	Softball Field Supplies	$229.92	BALLPARK PAINT
Check Name PROCTOR BUILDERS				$229.92	
PROCTOR JOURNAL	General Fund	Council	Gen Notices & Pub Informati	$21.84	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$120.00	PUBLICATIONS
	General Fund	Operations (Police)	Gen Notices & Pub Informati	$60.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$108.24	PUBLICATIONS
Check Name PROCTOR JOURNAL				$310.08	
SEH	General Fund	Council	Engineering Fees	$1,477.18	ENGINEERING FEES
Check Name SEH				$1,477.18	
SPRINGSTED INCORPORA	Sewer Fund	Sewer	Other Professional Services	$3,000.00	FEE FOR STUDY
Check Name SPRINGSTED INCORPORATED				$3,000.00	
SYMBOL ARTS	General Fund	Operations (Police)	Misc Operating Supplies	$95.00	BADGES
Check Name SYMBOL ARTS				$95.00	
UNIFORMS UNLIMITED	General Fund	Operations (Police)	Clothing	$279.96	GAIDIS UNIFORM
Check Name UNIFORMS UNLIMITED				$279.96	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$613.89	POLICE PHONES
Check Name VERIZON WIRELESS				$613.89	
VIKING INDUSTRIAL CEN	Sewer Fund	Sewer	Misc Operating Supplies	$121.12	SAFETY GLOVES AND GLASS
Check Name VIKING INDUSTRIAL CENTER				$121.12	
WIIKWAIBAAN ININI, INC	Sewer Fund	Pump Station	Mach & Equip Repair	$1,747.61	EMERG REPAIR OF LIFT STA
Check Name WIIKWAIBAAN ININI, INC				$1,747.61	
WILLIS SUPPLY COMPANY	General Fund	Government Building	Cleaning Supplies	$219.80	BLDG SUPPLIES
	General Fund	City Parks	Misc Operating Supplies	$176.47	BLDG SUPPLIES-ST DEPT
	General Fund	Government Building	Cleaning Supplies	$45.37	BLDG SUPPLIES

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
Check Name WILLIS SUPPLY COMPANY				$441.64	
				$32,026.70	
				+ 1452.75	Life Ins.
				+ 250.00	Sponsorships
				+ 1800.00	Concession Stand Repairs
				+ 31.90	OVP
				+ 3089.86	Equitable
				+ 245.00	LOLS Union
				+ 28.50	Credit
				+ 50.00	Police Dues
				+ 441.00	Teamsters Union
				$39,415.71	

CITY OF PROCTOR

*Check Summary Register©

April 2017 to May 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027671	CITY OF PROCTOR	4/15/2017	$947.11	YE16 HCSP
Paid Chk# 027672	EMC NATIONAL LIFE COMPANY	4/15/2017	$123.39	LIFE INSURANCE PREMIUM
Paid Chk# 027673	CITY OF PROCTOR	4/26/2017	$1,579.95	PR17-07L wh PERA
Paid Chk# 027674	EMC NATIONAL LIFE COMPANY	4/26/2017	$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 027675	ADT SECURITY SERVICES	5/2/2017	$61.48	SECURITY
Paid Chk# 027676	AMERICAN BOTTLING COMPAN	5/2/2017	$156.40	04172017
Paid Chk# 027677	AMERITAS	5/2/2017	$4.90	INSURANCE
Paid Chk# 027678	ARTISAN BEER COMPANY	5/2/2017	$122.34	04132017
Paid Chk# 027679	BERNICK'S PEPSI	5/2/2017	$2,323.70	04122017
Paid Chk# 027680	BLUE CROSS BLUE SHIELD OF	5/2/2017	$1,227.88	HEALTH INSURANCE
Paid Chk# 027681	BREAKTHRU BEVERAGE	5/2/2017	$1,222.99	04132017
Paid Chk# 027682	EMC INSURANCE COMPANIES	5/2/2017	$41.13	INSURNACE
Paid Chk# 027683	G&K SERVICES	5/2/2017	$119.14	04122017
Paid Chk# 027684	JOHNSON BROTHERS INC	5/2/2017	$2,696.30	04112017
Paid Chk# 027685	LAMAR COMPANIES	5/2/2017	$295.00	04102017
Paid Chk# 027686	MICHAUD DISTRIBUTING COMP	5/2/2017	$1,522.00	04172017
Paid Chk# 027687	MINNESOTA ENERGY RESOURC	5/2/2017	$60.79	UTILITIES
Paid Chk# 027688	NORTHERN MN DENTAL	5/2/2017	$26.95	DENTAL INSURANCE
Paid Chk# 027689	PHILLIPS WINE & SPIRITS CO	5/2/2017	$1,533.24	04182017
Paid Chk# 027690	PROCTOR JOURNAL	5/2/2017	$12.00	PUBLICATIONS
Paid Chk# 027691	ROHLFING INC	5/2/2017	$2,136.80	04142017
Paid Chk# 027692	SOUTHERN WINE & SPIRITS OF	5/2/2017	$3,191.19	04142017
Paid Chk# 027693	SUPERIOR BEVERAGE	5/2/2017	$4,116.20	04142017
		Total Checks	**$23,535.28**	

CITY OF PROCTOR
Liquor Fund Bills List

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	$156.40	04172017
Check Name AMERICAN BOTTLING COMPANY		$156.40	
AMERITAS	Employer Paid Health Insuranc	$4.90	INSURANCE
Check Name AMERITAS		$4.90	
ARTISAN BEER COMPANY	Wine Purchases	$129.00	04132017
	Beer Purchases	-$6.66	04112017
Check Name ARTISAN BEER COMPANY		$122.34	
BERNICK'S PEPSI	Soft Drinks and Mix	$37.00	04192017
	Beer Purchases	$1,300.30	04122017
	Beer Purchases	$986.40	04192017
Check Name BERNICK'S PEPSI		$2,323.70	
BLUE CROSS BLUE SHIELD OF MN	Employer Paid Health Insuranc	$819.60	HEALTH INSURANCE
	Employer Paid Health Insuranc	$408.28	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN		$1,227.88	
BREAKTHRU BEVERAGE	Freight and Express	$5.87	04202017'
	Liquor Purchases	$869.70	04132017
	Liquor Purchases	$330.62	04202017'
	Freight and Express	$16.80	04132017
Check Name BREAKTHRU BEVERAGE		$1,222.99	
EMC INSURANCE COMPANIES	Employer Paid Health Insuranc	$41.13	INSURNACE
Check Name EMC INSURANCE COMPANIES		$41.13	
G&K SERVICES	Misc Operating Supplies	$59.57	04262017
	Misc Operating Supplies	$59.57	04122017
Check Name G&K SERVICES		$119.14	
JOHNSON BROTHERS INC	Freight and Express	$18.20	04182017
	Wine Purchases	$21.99	04112017
	Liquor Purchases	$73.80	04182017
	Wine Purchases	-$36.01	04062017
	Freight and Express	$11.67	04112017
	Liquor Purchases	$672.78	04112017
	Freight and Express	$21.84	04112017
	Liquor Purchases	$945.54	04182017
	Wine Purchases	$349.14	04182017
	Freight and Express	$9.41	04182017
	Wine Purchases	$607.94	04112017
Check Name JOHNSON BROTHERS INC		$2,696.30	
LAMAR COMPANIES	Advertising - Enterprises	$295.00	04102017
Check Name LAMAR COMPANIES		$295.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$1,185.00	04242017
	Beer Purchases	$337.00	04172017
Check Name MICHAUD DISTRIBUTING COMPANY		$1,522.00	
MINNESOTA ENERGY RESOURCES	Utilities	$60.79	UTILITIES
Check Name MINNESOTA ENERGY RESOURCES COR		$60.79	
NORTHERN MN DENTAL	Employer Paid Health Insuranc	$26.95	DENTAL INSURANCE
Check Name NORTHERN MN DENTAL		$26.95	
PHILLIPS WINE & SPIRITS CO	Wine Purchases	$226.00	04182017
	Freight and Express	$18.80	04182017
	Freight and Express	$7.28	04182017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
PHILLIPS WINE & SPIRITS CO	Liquor Purchases	$1,281.16	04182017
Check Name PHILLIPS WINE & SPIRITS CO		$1,533.24	
PROCTOR JOURNAL	Advertising - Enterprises	$12.00	PUBLICATIONS
Check Name PROCTOR JOURNAL		$12.00	
ROHLFING INC	Beer Purchases	$877.10	04142017
	Beer Purchases	$1,259.70	04212017
Check Name ROHLFING INC		$2,136.80	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$18.96	04212017
	Liquor Purchases	$1,126.09	04212017
	Freight and Express	$39.80	04142017
	Liquor Purchases	$2,006.34	04142017
Check Name SOUTHERN WINE & SPIRITS OF MN		$3,191.19	
SUPERIOR BEVERAGE	Beer Purchases	$314.15	04212017
	Beer Purchases	$818.00	04142017
	Beer Purchases	$2,984.05	04182017
Check Name SUPERIOR BEVERAGE		$4,116.20	
		$20,870.43	

+947.11 YE14HCSP
+123.39 Life Ins
+1579.95 PR12-07L
+14.40 EE Sup Life

$23,535.28

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, May 15, 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 1, 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. 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

B. Liquor Control Committee addition – Jennifer Peterson

C. Council Handbook (emailed to Councilors)

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

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

F. Resolution 19-17 – Adopting a Budget Amendment

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

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	Liquor Fund
$111,611.96	$31,339.28

$142,951.24 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on May 1, 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; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Jim Rohweder; Jennifer Smith; Jesse Annala; Russell Habermann; Kevin Comnick; Dale Helland

APPROVAL OF MINUTES:

Benson stated that under Members Concerns there should be mention that there was a Resolution in 2015 stating that the City Council supports moving forward with having the Tourism Committee be the city's fact finding body for projects, funding levels, reporting and record keeping.

Motion by DeWall, seconded by Schwarzbauer and carried: To approve the April 17, 2017 City Council Meeting Minutes as amended.

APPROVAL OF AGENDA

Schwarzbauer added Career Advantage under Members Concerns
Larson added 6N: Hoghead Parade Packet – Lions Fireworks

Motion by Benson, seconded by Nowak and carried: To approve the agenda of May 1, 2017 as amended.

JOINT PUC & CITY COUNCIL MEETING

A. 2016 audit reports presentation by Wipfli, LLC City/PUC Auditor - discussion and City/PUC review/approval (to be brought to meeting - Management Letter, Audited Financial Statements and Component Unit Financial Statements)

Bill Sweeny stated that as he is the only representative from PUC, their portion of the meeting will convene next Monday, May 8, 2017.

Jennifer Smith representative from WIPFLI presented documentation about the 2016 audit. She stated that the councilors received a new packet this year which she will use in her presentation. Smith proceeded with the audit report.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the 2016 audit report as prepared and presented by WIPFLI, LLC.

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

Benson pulled off Item 4A.

Benson noted some corrections: Chairperson Diane Giuliani's name was misspelled; under item 1C., it should read that Officer Redfield was doing the background investigation for the #1 candidate; under item 1D., it should read that the present commission has never hired a Chief of Police; under item 1E., it should ready that to replace and officer it costs the city over $42,000 and also over $52,000 in additional overtime.

Larson pulled off Item 5A.

Larson asked for this item to be placed on the next agenda.

*1. COMMUNICATIONS

2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 04/16/17; Liquor Fund payroll ended 04/16/17 (attached).

*4. COMMITTEE REPORTS

A. Joint City Council/Civil Service Commission Meeting of April 20, 2017

5. UNFINISHED BUSINESS

*A. Council Handbook

Item placed on New Business for next meeting. Casey will send out proposed revisions to the Council ahead of the meeting for comments or suggestions.

*B. Personnel Handbook

6. NEW BUSINESS

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

Item tabled until May 15, 2017 Council Meeting

B. Ordinance 02-17 – Amending Special Event Application – Second Reading

Casey read Ordinance aloud.

Motion by Larson, seconded be DeWall and carried (5-0): To approve and adopt Ordinance 02-17 as presented.

C. Ordinance 03-17 – Amending Street Dance – Second Reading

Casey read Ordinance aloud. Jim Rohweder asked if he understood that this reading stated that the street dance gets approved by the event coordinator and public safety, he said it should receive final approval by City Council. Casey stated that the old language did not make mention of it being reviewed by the City Council.

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

D. Resolution 17-17 - Special Event Application Deadline

Casey read Resolution 17-17 aloud.

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

E. Trainquility Park – See memo from Parks & Recreation Committee Chair Jesse Annala

Casey stated that there was previous discussion about the addition of pergolas at Trainquility Park. He is asking for a motion or discussion to proceed. Jesse Annala, Chair of Parks and Recreation stated that he found a plan online and used a materials list to price out raw lumber. He said that there was also discussion about park maintenance at their meeting. Larson stated that he questions the amount of usage and also if the city wants to assume more maintenance. Schwarzbauer stated from a Beautification Committee standpoint, there is too much to take care of now in that area. He asked council to consider waiting on

pergolas until he can possibly get the Mesabi Misses in that area. Nowak stated that he also would look at usage, and that he would like to see the Playground for Everybody get completed. Russell Habermann suggested hiring a landscape artist for draw up ideas for Trainquility Park. Kathy Hannan also questioned the idea of a park in that area.

F. Proclamation – 25th Annual Letter Carriers' Food Drive Day

Casey read the Proclamation aloud.

Motion by Nowak, seconded by Larson and carried (5-0): To accept Proclamation – 25th Annual Letter Carriers' Food Drive Day

G. Trail Request: Associated Costs and Paperwork

Casey stated that this item is informational about the process when the city requested tax forfeited property. There are a number of forms to be completed, trail maps, wetland configuration forms, photos, resolutions and a cost of $250.00

H. Agreement with St. Louis County for Road Striping

Casey said that he spoke with the Street Department Foreman and we have this agreement with the county every other year. Casey also said that the county asks that we sign this agreement and the cost is approximately $2500.00. DeWall asked if there was money in the budget for this project. Benson stated that the street funds cover this expense.

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To approve the agreement with St. Louis County for Road Striping as presented.

I. Request for Qualifications – City Website

Casey stated that the City staff sent out several requests for qualifications and only received one response. He also stated that a team will be put together at city hall for the website. Schwarzbauer asked for five examples of the Value Solution Design and five examples of the Value Design.

J. ATV Ordinance – Discussed at Public Safety 5/1/17

Larson stated that at the Public Safety meeting a subcommittee was developed. Casey stated that the final product will be brought back to council.

K. St. Louis County Fair (new application including maps – discussed at Public Safety 5/1/17)

Motion by DeWall, seconded by Nowak and carried: To approve the special event application for the St. Louis County Fair as presented.

L. Hoghead Car Show - Discussed at Public Safety 5/1/17

Benson asked about clean-up for the event, traffic control and if this went through Liquor Control Committee. Dale Helland stated for the 15 years he has assisted with this event, there has been no issues. Nowak said that it did go to the Liquor Control committee for review. Gaidis stated that there will be Proctor officers and also TZD officers patrolling the area.

Motion by Larson, seconded by Nowak and carried (5-0): To approve the special event packet for the Hoghead Car Show as presented and discussed.

M. Take A Hike - Informational

No action required.

N. Hoghead Special Event packet.

Larson stated that earlier this afternoon, Public Safety approved this event packet. Comnick stated that the Lions Clun provides insurance for the fireworks and historically the Lions have come to the Chamber and Irving Community Center for donations to pay the fee. Jim Rohweder agreed and said the city gave out the permits and verified insurance and then collected the checks from the Chamber and Irving Community Center. Rohweder also stated that the Fire Chief and the Police Chief signed off on the event packet. Casey stated that currently Tourism has budgeted $4000.00 for the fireworks. Larson stated that this year they will proceed as usual, and next year evaluate the process. Comnick also stated that local businesses brought vendors on their properties last year during Hoghead. He is asking that the council's assurance that only the vendors that are approved by the Hoghead committee, be allowed to sell items that day. Benson asked about clean-up and traffic control as stated in City Code. Comnick said that Kari pays people to clean the streets and Lions Club members clean up the parade route. Comnick also stated that the road barriers were discussed at the Public Safety meeting.

Motion by DeWall, seconded by Nowak and carried (5-0): To approve the special event packet for Hoghead as presented and discussed.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

Motion by Larson, seconded by Nowak and carried: To adjourn to close session at 8:19pm to

discuss labor and negotiation issues.

Motion by DeWall, seconded by Schwarzbauer and carried: To close the Closed session at 8:46pm.

6. NEW BUSINESS (continued)

N. Labor Agreement

Motion by DeWall, seconded by Larson and carried: To open the regular City Council meeting at 8:46pm.

MEMBER CONCERNS

Schwarzbauer discussed Career advantage – informational

Casey discussed the Fourth of July holiday as there is a council meeting on July 3 that month. Bray stated that there is an ordinance about when the council meets, but a motion could change that meeting date. Larson suggested possibly having just one meeting that month.

Larson reminded the public of the City Wide Clean Up from 9-12 on Saturday, May 6, 2017. He also stated that there is a public meeting at Black Woods about the possibility of Quik Trip on Boundary Avenue. That meeting is on May 5, 2017 at 5pm.

BILLS FOR APPROVAL

General Fund	Liquor Fund
$39,415.71	$23,535.28

$62,950.99 TOTAL BILLS FOR APPROVAL

Benson asked about the Amsoil – K9 Sponsorship invoice. Casey stated that was to help support the K-9 units in Hermantown and Duluth.

Motion by Schwarzbauer, seconded by Larson and carried (5-0): To approve both the General Bills and Liquor Bills in the amount of $62,950.99.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried: To adjourn the city council meeting at 9:00pm.

1A.

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St. Louis County Minnesota

Law Enforcement Memorial events planned May 17-18

St. Louis County MN sent this bulletin at 05/08/2017 10:17 AM CDT

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ST. LOUIS COUNTY SHERIFF'S OFFICE NEWS RELEASE

Sheriff's Office • 100 North Fifth Avenue West • Duluth, MN 55802
Phone: (218) 726-2340 • www.stlouiscountymn.gov

Ross Litman
Sheriff

FOR IMMEDIATE RELEASE
Date: May 8, 2017

Media Contact: Father John Petrich
(218) 348-0247

Law enforcement memorial events planned for May 17 and 18

Area law enforcement officers and chaplains will gather to honor and remember colleagues who have sacrificed their lives in the line duty, as well as to be blessed, during two events that coincide with National Police Week.

A Blue Mass will be held Wednesday, May 17, at 9 a.m., at Cathedral of Our Lady of the Rosary, 2801 East 4th Street in Duluth, to honor those who've died in the line of duty, and to bless those who currently serve. Bishop Paul Sirba will preside.

Meanwhile, **the 28th annual Law Enforcement Memorial Prayer Luncheon will be held Thursday, May 18, at noon in the Great Lakes Ballroom in the Holiday Center, Duluth.** The luncheon is hosted by the St. Louis County Law Enforcement Chaplain's Association, in cooperation with the Sheriff's Office and the Duluth Police Department.

Keynote speaker this year will be Jake Skifstad, Founder and President of Shield616, a non-profit organization that has been able to provide more than 600 active shooter kits and support groups to officers/deputies/troopers/campus police in eight states. Shield616's name comes from the Bible verse Ephesians 6:16, which states, "Take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one."

In 2016, nationwide, 143 officers died while serving their communities, a 16 percent increase just from the year before. Another 45 officers have already died this year (through May 5), according to the National Law Enforcement Officers Memorial Fund, a 29 percent increase from last year at this time.

"We are seeing what has always been a dangerous and stressful profession becoming even more difficult," said Father John Petrich of the St. Louis County Law Enforcement Chaplain's Association. "It's important that we remember these officers who continue to put themselves in harm's way, especially those who've made the ultimate sacrifice. This luncheon gives our brave men and women the opportunity to do that while sharing fellowship with their colleagues."

National Police Week is May 14-20, 2017.

###

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This service is provided to you at no charge by St. Louis County MN.

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1B.

Mediacom

FOR IMMEDIATE RELEASE

Mediacom Extends Gigabit Broadband Services to Five-County Area of Northern Minnesota

Second wave adds 37 communities where residents can connect to new generation of cable industry technology

Hibbing, MN – May 2, 2017 – Mediacom Communications today announced the expanded roll-out of new broadband technology to bring 1 Gig Internet speeds to its service areas in a five-county area of northern Minnesota. As a result, residents and small businesses in 37 communities and towns passed by Mediacom's fiber-rich digital network are now able to enjoy download speeds that are up to 40 times faster than the minimum broadband definition set by the Federal Communications Commission.

The communities where 1-Gig internet speeds are now available are located in **St. Louis, Itasca, Lake, Pine** and **Carlton Counties**. In recent months, Mediacom has transformed its entire broadband network with the latest technology that elevates speeds to among the fastest in the country.

In recent weeks Mediacom launched 1-Gig speeds in areas of central and south-central Minnesota that include nearly 100 communities. A final phase of the company's Gopher-state 1-Gig internet deployment will be completed in July, when the service will then be readily available in 181 Minnesota communities where Mediacom offers high-speed internet.

"Since 1996, Mediacom has invested over $8 billion of private capital in its national network to ensure that hard-working families throughout the smaller markets we serve in the Gopher State and beyond receive the same advanced communications services as America's largest cities," said Bill Jensen, Group Vice President for Mediacom's Lakes Region. "As a result of these investments, we are extremely proud to be adding the cities and towns we serve across Minnesota to Mediacom's rapidly expanding list of true gigabit communities."

Mediacom was the first major U.S. cable company to fully transition to the DOCSIS 3.1 "Gigasphere" platform, the latest generation of broadband technology. The company will utilize Gigasphere to bring gigabit broadband services to virtually all of the 3 million homes and businesses within its 22 state footprint. To date, Mediacom has launched 1 Gig Internet services in over 500 communities. As DOCSIS 3.1 cable modems become more readily available in the marketplace, Mediacom will announce additional 1 Gig Internet launches on a market by market basis throughout the remainder of the year, including 100 additional Minnesota communities over the next few months. In conjunction with each 1 Gig Internet announcement, Mediacom will also introduce a new 500 Mbps tier of service.

"Investing in broadband services in rural Itasca County will help level the playing field for existing businesses while also being one of the key factors in attracting new business and workforce." said **Mark Zimmerman, President of Itasca Economic Development Corporation.** "Expanding their customer's network to 1 Gigabit service will provide the necessary infrastructure for businesses, residents and community institutions."

"In addition to enhancing speeds for residential and small business customers today, the Gigasphere platform we have deployed also lays the groundwork for offering multi-Gig services in the future," said Mediacom's Chief Technology Officer, JR Walden. "This next generation technology is an excellent complement to the Gigabit+ Fiber Solutions™ that Mediacom Business has been offering local businesses in our markets for many years."

About DOCSIS 3.1 Gigasphere Technology

The cable network is composed of a hybrid of optical fiber and coaxial cable elements, and the specification that enables use of the network for broadband is known as Data Over Cable Service Interface Specification, or DOCSIS®. Gigasphere is the brand name for products and services that use a technical specification called DOCSIS 3.1, the next generation of DOCSIS services developed and advanced by CableLabs, the U.S. cable industry's research and development consortium, and its members. DOCSIS 3.1 provides a near-term path toward continued improvement of cable broadband performance, with network capacity of up to 10 gigabits per second in the downstream and up to 2 gigabits per second in the upstream.

About Mediacom Communications

Mediacom Communications Corporation is the 5th largest cable operator in the U.S. serving over 1.3 million customers in smaller markets primarily in the Midwest and Southeast. Mediacom offers a wide array of information, communications and entertainment services to households and businesses, including video, high-speed data, phone, and home security and automation. Through Mediacom Business, the company provides innovative broadband solutions to commercial and public sector customers of all sizes, and sells advertising and production services under the OnMedia brand. More information about Mediacom is available at www.mediacomcable.com.

Contact:
Phyllis Peters, Mediacom
515-246-2295 (o) or 515-707-7148 (mobile)
ppeters@mediacomcc.com

1-Gig Internet now available to Mediacom service areas in these areas of Northern Minnesota: (attached document lists all 181 MN communities where 1-Gig speeds are available or to be launched by early summer).

Carlton County
- Carlton
- Cloquet
- Moose Lake
- Moose Lake Twp.
- Thomson
- Windemere

Lake County
- Beaver Bay
- Silver Bay
- Two Harbors

Pine County
- Sturgeon Lake Twp.
- Windemere Twp.

Itasca County
- Calumet
- Cohasset
- Coleraine
- Grand Rapids
- Harris Twp.
- Keewatin
- La Prairie
- Marble
- Nashwauk
- Taconite

St. Louis County
- Aurora
- Biwabik
- Buhl
- Chisholm
- Eveleth
- Fayal Twp.
- Gilbert
- Hermantown
- Hibbing
- Hoyt Lakes
- Kinney
- McKinley
- Midway Twp.
- Mountain Iron
- Proctor
- Virginia

1C.

Northland Law Enforcement K-9 Foundation
One AMSOIL Center
Superior, WI 54880

NorthlandK9.org

Northland K9 Foundation

A non-profit organization to support the K-9 units of the following agencies:

Douglas County Sheriff's Office

Duluth Police Department

Hermantown Police Department

St. Louis County Sheriff's Office

Superior Police Department

Donation/Tax Receipt

April 25, 2017

Thank you for helping to make our communities safer. Your gift to the Northland Law Enforcement K-9 Foundation will help purchase, train and equip K-9 officers and their human partners.

K-9s put their lives on the line for their human partners, track felons, search for and rescue lost people, and sniff out drugs, weapons and critical evidence. They work odd hours – often overnight shifts and weekends – in all types of weather. K-9s are invaluable members of our law enforcement teams and work to keep our communities safe.

Law enforcement K-9's and their partners must continually train to remain at their best, and your commitment to helping with this training is appreciated.

Sincerely,

Deena Peterson
Secretary/Treasurer

Northland Law Enforcement K-9 Foundation
4995 Misty Bay Dr.
Duluth, MN 55803

Receipt: #R2017-6-8-59 Date: April 19, 2017 Amount: $250.00

Received From:	City of Proctor
Address:	100 Pionk Dr. Proctor, MN 55810
Gift Type:	Check #36097
Campaign:	4th Annual Operation K-9 Event
Fund:	Unrestricted

THANK YOU FOR YOUR GIFT!

The AMSOIL Northland Law Enforcement K-9 Foundation did not provide either goods or services in whole or partial consideration for the above contribution. The AMSOIL Northland Law Enforcement K-9 Foundation is a 501(c)(3) non-profit organization and your contribution is tax deductible as specified by law.

PR17-09 4/17/17 - 4/30/17 3A.

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	$732.80
	City Clerk	Administrative	Full-Time Employee Regular	$2,836.40
	City Clerk	Administrative	Full-Time Employee Regular	$18.20
	City Clerk	Administrative	Full-Time Employee Regular	$364.00
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$13,812.41
	Police	Operations (Police)	Full-Time Employee Regular	$2,269.27
	Police	Operations (Police)	Full-Time Employee Regular	$467.68
	Police	Operations (Police)	Full-Time Employee Regular	$407.40
	Police	Operations (Police)	Full-Time Employee Overtime	$461.79
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$157.68
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$1,487.23
	Police	Admin Secretary (Police)	Part-Time Employee	$871.68
	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	$141.36
	Streets & Roadways	Street Department	Full-Time Employee Regular	$5,076.38
	Streets & Roadways	Street Department	Full-Time Employee Regular	$983.70
	Streets & Roadways	Street Department	Full-Time Employee Regular	$471.20
	Streets & Roadways	Street Department	Full-Time Employee Regular	$424.08
	Streets & Roadways	Street Department	Full-Time Employee Regular	$299.24
	Streets & Roadways	Sanding	Full-Time Employee Regular	$83.07
	Streets & Roadways	Sanding	Full-Time Employee Overtime	$110.90
	Park	City Parks	Full-Time Employee Regular	$141.36
	Recreation	Ball Field Maintenance	Temporary Employees Regular	$275.00
FUND 100 General Fund				$39,472.08
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$55.38
	Public Works	Sewer	Full-Time Employee Regular	$83.07
	Public Works	Pump Station	Full-Time Employee Regular	$110.76
FUND 500 Sewer Fund				$249.21
				$39,721.29

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$94.05
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$104.50
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,473.45
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$102.68
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$1,982.87
FUND 600 Liquor Fund				$3,757.55
				$3,757.55

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 9

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	14.00	1.5	$461.79	City -Bi-wk
Shift Multiplier 1.5	14.00		$461.79	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	2.67	1.5	$110.90	City -Bi-wk
Shift Multiplier 1.5	2.67		$110.90	
Pay Group Description City -Bi-wk	16.67		$572.69	
	16.67		$572.69	

4A.

Minutes of the Proctor Local Board of Appeal & Equalization Meeting held on April 25, 2017 in the Community Center Council Chambers

Mayor Philip Larson called the meeting to order at 10:00 am.

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

MEMBERS ABSENT: Councilor Gary Nowak

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jennifer Crown; Sean Worthington, Anne Simms, and Beeman Carlson of St. Louis County Assessor's Office; Armella Monahan; Dale Slosson; Jim Tuomi; Gary Vandenshueren; Pauline Savela; Julie Dickson-Lee

APPROVAL OF AGENDA

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

1. COMMUNICATIONS

A. Published/posted notice and opening comments from St. Louis County Assessor's office

2. PUBIC INPUT

A. Property owners present - Council hearing and documenting their appeals

3. NEW BUSINESS

A. Tax Board of Review discussions regarding for pay property valuation appeals (and individual property valuation appeals decisions) and either discussions of **final valuation certification motion or need for meeting continuation** (reconvene).

Sean Worthington stated that he is responsible for the valuations done in Proctor and all residents received a 5% increase due to the State of Minnesota Sales Study. This increase was on the buildings, not the land. Benson asked for Worthington to explain the city's overall valuation and how it changed. Worthington stated that the change is based on the sales of homes in Proctor. Worthington stated that the county would provide the City a complete breakdown of each valuation appeal that was discussed today for their records.

4. ADJOURNMENT

Motion by DeWall, seconded by Schwarzbauer and carried: To adjourn the Local Board of Appeal and Equalization meeting at 12:15pm.

4B.

From: STEVEN ELDER [mailto:stevefayelder@msn.com]
Sent: Wednesday, May 10, 2017 2:38 PM
To: Proctor Journal; Lori Anderson; Mark Casey; Chief Kent Gaidis
Subject: Minutes. Thursday May 4th, 2017

PROCTOR POLICE
CIVIL SERVICE COMMISSION

Minutes of meetings held Thursday, May 4th, 2017.

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

Present: Chairperson Diane Giuliani, Commission members Lori Anderson and Steven Elder,

1. Civil Service Commission met Thursday May 4th, 4:00 pm. at Proctor City Hall.
2. Short discussion regarding candidate #1 for new Police Officer. Commission will not
offer conditional hiring. No motion necessary.
3. Commission agreed to start background check on candidate #2.
4. Commission had opportunity to discuss goals, ideas, and issues with members of the
police department.
5. Short discussion regarding job descriptions for Chief and Sgt.
6. Next Police Commission meeting set for 11 May 2017 at 10:15a.m..
7. With no further business to discuss, the meeting was adjourned at 8:05pm.

Respectfully submitted,

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

6A.

SEH

Building a Better World for All of Us®

April 28, 2017

RE: City of Proctor GIS Proposal
SEH No. PROCT 140257

Mark Casey, City Administrator
City of Proctor
100 Plonk Drive
Proctor, MN 5581

Dear Mark:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal for the creation of a Geographic Information Systems (GIS) platform. This proposal is based on conversations with City staff and our experience as City Engineer.

Project Overview

The City of Proctor has requested a proposal to migrate its existing CAD data to a web-based mapping application for use by staff. SEH SmartConnect℠ is a web-based GIS service offering that will allow Proctor staff to visualize, analyze, and manage their GIS. Whether in the field or in the office, Proctor staff can use a computer or mobile device, internet connection, and internet browser to access their GIS via the SmartConnect℠.

We understand the importance of providing a comprehensive mapping system to access critical City and utility information within a GIS Online Mapping system. Below are a few advantages of the SEH GIS SmartConnect℠ cloud-based technology.

Gather and centralize real-time data

Because SEH GIS SmartConnect℠ uses cloud-based technology, it helps improve the quality, accuracy and speed of data collection. The data you gather is real-time, secure, reliable, and centralized which means your GIS data can be accessed and updated in the office or in the field using a computer, tablet or smart phone.

Collaborate and share real-time data

The use of GIS SmartConnect℠ promotes data sharing and enhances collaboration between Public Works and Administration staff.

Analyze real-time data/make informed decisions

GIS SmartConnect℠ allows users to easily manipulate and analyze GIS data, conduct spatial analysis, overlay data layers, produce custom reports and integrate a host of additional data, systems and solutions. This integrated approach to managing real-time data improves your ability to make informed decisions, prioritize your projects, and develop and implement plans of action.

Save money, time, and increase staff efficiency

City data is hosted in a secure cloud–based system which provides access to staff from a computer, laptop or supported mobile device with internet connection. No need for the City to purchase additional hardware, software or budget for additional staff. Quick and easy access to information increases staff efficiency.

GIS Application is easily expandable so that additional assets (storm sewer, water curb boxes, etc.) or additional data (asset condition, photos, as-built records, videos) can be added in the future as desired.

Work Plan

With the initial development of a GIS system, there is a wide range of levels to which the system can be created. These vary in range of spatial accuracy, connectivity, complexity and usability for Proctor staff. We understand that at a minimum the City would like to convert their existing CAD information to GIS to allow viewing for all staff from mobile devices. In addition, the Proctor Utility Commission would like the water main information to be geospatially accurate, contain geometric connectivity, and allow users to query water system attributes.

Based on this understanding, we are providing two options for the initial GIS setup. The first would be a conversion of AutoCAD information with further refinement of the water, sanitary, and storm sewer systems. The second would be a simple conversion of the existing AutoCAD information with further refinement of the water system only. In either option, the available aerial photos, topography, and right of way information from St. Louis County would be integrated into the GIS model. The two options are further described below:

Option 1

Project Tasks:

We propose the following tasks to set up the City of Proctor's GIS and provide City access to SEH GIS SmartConnect℠.

1. Project Planning and Kick-off
    a. Review source data
    b. Discussions with City staff as needed to document where to load existing source data into SEH GIS Data Model
2. GIS Conversion
    a. Water Distribution, Sanitary Sewer and Storm Sewer System CAD files to GIS
        i. Conversion of CAD features to point facilities where appropriate. For example, hydrant CAD polyline layer will be converted to GIS point layer.
        ii. Attribute system facilities with associated CAD annotation
        iii. Verify geometric connectivity of GIS features
        iv. Review and edit sanitary and storm system utility main flow directions
    b. Obtain available County data for parcels, roads, and city boundary GIS layers
    c. Load existing source data into SEH GIS Data Model
3. SmartConnect℠ Setup
4. Training and Support

Final Deliverables:

1. Access to SmartConnect℠ on a Read-Only basis
2. Geodatabase and map file formats (MXDs) used for SmartConnect℠, if desired
3. Initial SmartConnect℠ training and support. Training is conducted via teleconference and typically lasts about an hour with some additional time allotted for questions. There is also a thorough user guide that outlines the tools and functionality of the application. In addition to these resources, SEH staff are available to help City staff with questions.

Not Included:

The following items are not included in this Agreement, but can be added upon contract modification or additional future Agreements:

1. Updates or redlines of GIS data after CAD conversion
2. Additional GIS layers or data input beyond those listed above

3. Additional or future GIS updates, based on project record drawings or changes to parcels, boundaries, utilities, or other mapping features
4. Annual subscription agreement and cost for SmartConnect℠. Initial access will be read-only. The City will have the ability to modify level of access to attribute edit or full edit access at any time. The City will be invoiced accordingly for:
5. Printed maps, books, or wall displays

Option 2

Project Tasks:
We propose the following tasks to set up the City of Proctor's GIS and provide City staff access to SEH GIS SmartConnect℠.

1. Project Planning and Kick-off
    a. Review source data
    b. Discussions with City staff as needed to document where to load existing source data into SEH GIS Data Model
2. GIS Conversion
    a. Water Distribution System CAD files to GIS
        i. Conversion of CAD features to point facilities where appropriate. For example, hydrant CAD polyline layer to GIS point layer.
        ii. Attribute system facilities with associated CAD annotation
        iii. Verify geometric connectivity of GIS features
    b. Sanitary Sewer and Storm Sewer Systems CAD files to GIS
        i. Straight CAD to GIS conversion. Nothing will be done to GIS to verify geometric connectivity or associate system facilities with associated annotation after conversion.
    c. Obtain available County data for parcels, roads, and city boundary GIS layers
    d. Load existing source data into SEH GIS Data Model
3. SmartConnect℠ Setup
4. Training and Support

Final Deliverables:
1. Access to SmartConnect℠ on a Read-Only basis
2. Geodatabase and map file formats (MXDs) used for SmartConnect℠, if desired
3. Initial SmartConnect℠ training and support. Training is conducted via teleconference and typically lasts about an hour with some additional time allotted for questions. There is also a thorough user guide that outlines the tools and functionality of the application. In addition to these resources, SEH staff are available to help City staff with questions.

Not Included:
The following items are not included in this Agreement, but can be added upon contract modification or additional future Agreements:
1. Updates or redlines of GIS data after CAD conversion
2. Additional GIS layers or data input beyond those listed.
3. Additional or future GIS updates, based on project record drawings or changes to parcels, boundaries, utilities, or other mapping features
4. Annual Subscription Agreement for SmartConnect℠ Maintenance, Data Entry, or Full Edit access. The proposed conversion and setup will be accessible on a Read-Only basis for one year. At that time (or before) the City will have options to select an Annual Subscription Agreement that best fits the proposed use of the SmartConnect℠, depending upon the amount of control and editing ability the City wishes to maintain, and the amount of updates or modifications that are desired from SEH.

5. Printed maps, books, or wall displays

Schedule

We will begin work upon execution of a contract. We anticipate the work could be completed by within 90 days of notice to proceed.

Fee Estimate

The estimated fee is subject to a not-to-exceed amount including expenses and equipment, according to the categories listed below:

Option 1 GIS Conversion and Setup	$17,000
Option 2 GIS Conversion and Setup	$8,000
Annual subscription fee for Read-Only access	$1,500
Ongoing GIS data updates – Not Included	

If this proposal meets your approval, we will forward a contract. We look forward to discussing this project with you further. If you have any questions, please contact me at **218.279.3025** or via email at **mbolf@sehinc.com**.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Matt Bolf, PE
Principal

sa

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4B.

Application for Membership Consideration
City of Proctor Volunteer Advisory Committee

Name: Jennifer Peterson

Address: 1225 3rd Ave, Proctor MN 55810

Home Phone: _____

Cell Phone: 218-349-2924

Work Phone: 218-355-3202

Email: jjpeterson@mnpower.com

Which advisory board, committee or commission do you wish to be part of?

1. Tourism Committee
2. Liquor Control Board
3. Proctor Public Utilities Commission

You may attach a resume or letter of interest.

See attached resume.

Once filed with the City, your completed application is a public record, potentially eligible for release.

Please see attached document for the following answers.

1. What do you know about the committee you wish to join?
2. Why are you interested in serving on this committee?
3. Describe your qualifications, expertise and/or skills which would benefit this advisory committee.
4. What do you think are the characteristics of a great board member?
5. Describe your involvement in the Proctor community.
6. Please state your current occupation.
7. List your educational and professional background and area of study.
8. Appointment to a committee may require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?

9. If you are not appointed to this committee at this time:
   Do you wish to be considered for an appointment to another board?
   Do you wish to be considered for future appointments to this board?
   Would you be willing to volunteer for other City activities?

10. Some appointments require that applicants reside within the City's limits. Even though your mailing address may be Proctor, you may possibly reside in the County or another jurisdiction. Are you currently a resident of the City of Proctor?

11. If applying for the Proctor Public Utilities Commission, please specify your expertise in the areas of utility operation, finance, and utility construction or other relevant experience and the duration of the experience.

12. How will you obtain input from constituents that you represent and how will you communicate this issues addressed by the Committee with community members?

13. How did you learn about this advisory committee recruitment?

The City of Proctor is committed to the non-discriminatory treatment of all persons.

Applicants are accepted for the calendar year only

SOME COMMITTEES, BOARDS, OR COMMISSIONS MAY REQUIRE YOU TO BE EITHER A CITY RESIDENT FOR ONE YEAR, EMPLOYED WITHIN THE CITY LIMITS OR A CUSTOMER OF AT LEAST TWO UTILITIES REGULATED BY THE COMMISSION.

DATA CLASSIFICATION ADVISORY: Please be advised that the information that you are requested to provide is classified as private data pursuant to Minnesota Statute 13.601, subd. 3, except for the following data which is classified as public data: (1) name; (2) city of residence except when the appointment has a residency requirement for the entire address to be public; (3) education and training; (4) employment history; (5) volunteer work; (6) awards and honors; (7) prior government service.

If you are appointed to a position on a board, committee, or commission, the following additional data will be classified as public data: (1) residential address; (2) either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee.

Jennifer Peterson's Application for Service on a Proctor City Commission/Committee
March 3, 2017

1. What do you know about the committee you wish to join?
Tourism Committee - The Proctor Tourism Committee helps to plan and support events and opportunities for all visitors to our community. I believe the tourism committee would work to highlight all that the Proctor community has to offer, not just our own residents but visitors as well. This committee would work to showcase our city, and hopefully attract visitors, vendors and events to help our city continue to grow economically.

Liquor Control Board - By state law, cities generally have broad discretion when it comes to making liquor licensing decisions, and I believe the Liquor Control Board serves the city by managing the Proctor Municipal Liquor Store. Cities that chose to own and operate a municipal liquor store are responsible for the business operations it entails, including insurance, labor laws and regulatory compliance, among other things.

Proctor Public Utilities Commission - Proctor Public Utilities is a water and electric municipal utilities and a member of the Minnesota Municipal Utilities Association (MMUA). The Proctor Public Utilities Commission regulates the operation of the electric and water utility in the public interest of the community it serves, including electric and water operations, safety and setting rates.

2. Why are you interested in serving on this committee?
I love living in the city of Proctor and am looking for ways to get more involved in our great community and give back in any way I can. I have business and project management experience and would love to find a way to get involved in the operations of our community and use those skills to make Proctor a better place to live and work.

3. Describe your qualifications, expertise and/or skills which would benefit this advisory committee.
I have general business experience that could benefits any committee, including skills like project management, interpersonal communication, compliance, contract review, procurement and experience with regulatory agencies. Additionally, I am a very organized and hardworking individual. I believe in public service and want to be an asset to my community. I would use both my personal traits and professional experience to work hard for the citizens of Proctor and work collaboratively with my fellow committee members.

4. What do you think are characteristics of a great board member?
I think first and foremost, a great board member is actively engaged and takes their duties as a board member seriously. They show up prepared and ready to work on the important issues facing the board. It's not just important to have great ideas or skills, it's equally as important to have a good work ethic and good relationship building skills. Working hard, taking the job seriously and forging relationships with other community members are some characteristics of a great board member.

5. Describer your involvement in the Proctor community.
I have lived in Proctor for the past four years, moving from Duluth. I have been a member of our local 148th Fighter Wing, Minnesota Air National Guard, for over ten years and have a passion for supporting our military members and their families. Last summer I began the process of working towards gaining certification for Proctor as a Yellow Ribbon Community from the state of Minnesota. Currently I Co-Chair the Proctor Yellow Ribbon Community Steering Committee with Suzy Hartwick.

6. Please state your current occupation.

I am employed full time at Minnesota Power in Duluth as a Policy Manager in State Government Affairs. I also work part time at the 148th Fighter Wing, Minnesota Air National Guard, as an Intelligence Officer.

7. List your educational and professional background and area of study.
I have a Bachelor of Arts degree in International Studies from the College of Saint Scholastica and a Masters of Arts degree in International Relations and Conflict Resolution from the American Military University. I have been employed with Minnesota Power for five and a half years, working in the Purchasing in Contracts department and then for State Government Affairs. I also have over fifteen years of military experience as an intelligence professional.

8. Appointment to a committee may require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?
I am willing to commit to as many hours are needed to fulfill my role. I understand each committee generally meets once a month and likely each committee member has duties to do to prepare for meetings. I am comfortable with that commitment.

9. If you are not appointed to a committee at this time:

Do you wish to be considered for an appointment to another board? Yes
Do you wish to be considered for future appointments to this board? Yes
Would you be willing to volunteer for other city activities? Yes

10. Some appointments require that applicants reside within the City's limits. Even though your mailing address may be Proctor, you may possibly reside in the County or another jurisdiction. Are you currently a resident of the City of Proctor?
Yes. I live at 1225 3rd Avenue in Proctor and have for the last four years.

11. If applying for the Proctor Public Utilities Commission, please specify your expertise in the areas of utility operation, finance, and utility construction or other relevant experience and the duration of the experience.
I have worked for a utility (Minnesota Power) for the past five and a half years. In that time, I have worked in several roles, including: procurement of goods and services for utility operation, contract negotiation and management for utility procurement, project management, regulatory affairs and energy policy analysis.

12. How will you obtain input from constituents that you represent and how will you communicate these issues addressed by the committee with community members?
I will be open to receiving input and holding discussions with community members in whatever way they would like to interact with me, whether that be communicating me through mail, phone, email, face to face discussions, social media, etc. I will represent the decisions of the committee in a transparent and truthful manner to anyone interested in learning more about the topic.

13. How did you learn about this advisory committee recruitment?
I saw an advertisement for an opening on the Tourism and Liquor Control committees in the Proctor Journal. I have been interested in the Proctor Public Utilities Commission for some time and would like to be considered for future openings there as well.

Jennifer Jae Peterson

jennifer.jae.peterson@gmail.com Ph: 218.349.2924 www.linkedin.com/in/jennifercadypeterson

Talented and driven energy policy professional with over fifteen years of military intelligence experience. Exceptional leadership, analytical, public speaking, writing, and relationship building skills. Proven ability to utilize military skills to initiate productive change in a corporate environment. Demonstrated capability to build relationships across diverse stakeholder groups to implement strategy.

EDUCATION

Master of Arts (MA) in International Relations & Conflict Resolution, American Military University, *With Honors*
Bachelor of Arts (BA) in International Studies, College of Saint Scholastica, *Summa Cum Laude*
Washington Semester Program on International Law & Organizations, American University
US Air Force Intelligence Officer Course & US Army Intelligence Analyst Course

CAREER EXPERIENCE

Policy Manager, Regulatory Affairs: *Minnesota Power (MP).* December, 2013 - Present

Analyze regulatory proposals, legislation and energy policy issues to develop internal positions & strategies; Lead MP regulatory filings; represent MP at the Minnesota Public Utilities Commission (MPUC); Represent MP on external committees, task forces and working groups

- Focus on renewable energy (solar specifically), distributed generation, conservation/energy efficiency, natural gas generation and alternative/evolving utility business models
- Project development and regulatory leader for MP's first Community Solar Garden Pilot Project
- MP's representative on Minnesota's stakeholder-driven Energy for the 21st Century (E21) Initiative to address utility business model change
- Company representative on various Edison Electric Institute (EEI) Utility Work Groups

Air Force Intelligence Officer, 148th Fighter Wing: *Minnesota Air Force National Guard.* 2006 - Present

Provide current intelligence support to fighter pilots and military commanders; supervise intelligence analysts to ensure requirements are met; conduct pattern/trend analysis; study emerging threats, foreign and defense policy, enemy activity and global geopolitics

- Platoon Leader of 28 soldiers during Norwegian Troop Exchange. Camp Porsangmoen, Norway, 2014
- Deployed Squadron Intelligence Officer. Kandahar Airfield, Afghanistan, 2012

Procurement Analyst & Contract Administrator, Purchasing & Contracts: *ALLETE/MP.* 2011-2013

Procured products/services for generation facilities; negotiated legal documents; managed contracts; developed relationships with external & internal customers

- Created interdepartmental partnerships to streamline contracting process
- Lead Contract Administrator for Customer Information System software acquisition & implementation
- Founder of Purchasing Best Practices Initiative; Managed company data for industry benchmarking studies
- Developed web-based tools to improve corporate awareness of and compliance with procurement policies

Intelligence Instructor, US Army Intelligence School: *Fort Huachuca, AZ,* 2010

Provide instruction to soldiers on intelligence fundamentals including: information security, research skills, data processing, pattern/trend analysis, writing for intelligence and public speaking; Analyze & develop course material to reflect new or changing doctrine and technology

SKILLS

- Strong work ethic and learning agility
- Analytical skills; formal training in intelligence analysis, pattern/trend analysis
- Strong leadership skills; formal training in leadership at various levels of responsibility
- Ability to work independently or on teams; self-starter
- Proven ability to build relationships internally, externally and with groups of diverse interests

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ACHIEVEMENTS

- Member of the MN Chamber of Commerce's Leadership Minnesota Class 2016/2017
- Named one of Duluth, MN's "20 Under 40" by the Duluth News Tribune in 2015
- Member of the Duluth Chamber of Commerce's Leadership Duluth Class 2013/2014
- 148th Fighter Wing Ground Officer of the Year in 2013

2016 MEDIA INTERACTIONS AND PUBLIC PRESENTATIONS

- Interview with Fox21 about Proctor's Yellow Ribbon Kickoff Event. *November, 2016*
  http://www.fox21online.com/news/local-news/proctor-working-to-become-yellow-ribbon-community/42462950
- Interviewed for MNDEED Blog Post "Veterans in Northeast Minnesota". Interview with Erik White. *November, 2016*
  http://www.mn.gov/deed/data/locallook/northeast/northeastblog.jsp#/detail/appid/1/id/262964
- Interview with Tom Hansen, KDAL-AM 610 Morning Show. "Minnesota Power's Yellow Ribbon Program" (July "Hire a Vet" Month). *July, 2016*
  http://kdal610.com/news/articles/2016/jul/07/mn-power-recognized-by-state/
- Speaker at Fresh Energy's PowerPairing event, titled "Always Ready: Using Solar and Storage to Enhance Community Preparedness." St Paul, MN. *June, 2016*
  http://fresh-energy.org/2016/01/june-15-always-ready/
- Interview with Frank Jossi, Midwest Energy News. "Critics: Minnesota Utility's Solar Plan Pushes out Competitors." *June, 2016*
  http://midwestenergynews.com/2016/06/01/critics-minnesota-utilitys-solar-plan-pushes-out-competitors/
- Interview with Adam Lorch, KBJR Northland News Center. "Your Green Life" segment on Minnesota Power's Community Solar Gardens. *April, 2016*
  http://mms.tveyes.com/Transcript.asp?StationID=4475&DateTime=4%2F20%2F2016+6%3A12%3A55+PM&Term=Minnesota+Power&PlayClip=TRUE
- Co-presenter to 2016 Leadership Duluth class on "Minnesota Power's Community Solar Garden Program" with Tina Koecher. *April, 2016*
- Lecture at Northland College, Ashland WI. "21st Century Strategic Planning Considerations for Electric Utilities." *March, 2016*

ADDITIONAL CAREER EXPERIENCE

Foreign Policy Intern: *Center for Strategic & International Studies.* Washington DC, 2007
Intelligence Analyst: *US Army.* 2001-2005

- Regional Analyst for the Balkans. Heidelberg, Germany, 2002-2005
- Senior Analyst for Insurgent Finances. Baghdad, Iraq, 2003-2004
- Team Leader, Battle Damage Assessment Team. Camp Virginia, Kuwait, 2003
- Balkans Analyst. Skopje, Former Yugoslav Republic of Macedonia (FYROM), 2002

6.D.

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Alcohol and Gambling Enforcement

445 Minnesota Street • Suite 222 • Saint Paul, Minnesota 55101
Phone: 651.201.7500 • Fax: 651.297.5259 • TTY: 651.282.6555
Website: dps.mn.gov/divisions/age

March 16, 2017

Dear Off-Sale Liquor Licensee,

Minnesota law currently states that "no sale of intoxicating liquor may be made by an off-sale licensee on Sundays." *See* Minnesota Statute § 340A.504, Subdivision 4.

> 340A.504 HOURS AND DAYS OF SALE.
> Subd. 4. Intoxicating liquor; off-sale.
> No sale of intoxicating liquor may be made by an off-sale licensee:
> (1) on Sundays;
> (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; or
> (5) after 8:00 p.m. on Christmas Eve, December 24.

The bill passed by the Minnesota Legislature and signed into law by Governor Dayton that allows for Sunday liquor sales in Minnesota is <u>effective July 1, 2017</u>. *See* 2017 Minnesota Session Laws Chapter 6, Section 1.

> *An act relating to liquor; permitting the off-sale of intoxicating liquor on Sundays; prohibiting certain deliveries on Sunday; amending Minnesota Statutes 2016, section 340A.504, subdivision 4.*
> EFFECTIVE DATE. This section is effective July 1, 2017.

As such, no off-sale establishment in Minnesota is licensed to sell liquor on Sundays at this time. Doing so would be a violation of law, subjecting the licensee to potential fines and other penalties.

The Minnesota Department of Public Safety Alcohol and Gambling Enforcement division will continue to work with local officials to ensure compliance with state liquor laws and rules.

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

Sincerely,

Carla Cincotta

Carla Cincotta
Director
651-201-7534
Carla.cincotta@state.mn.us

Sunday Sales Questions & Answers

What is the bill language?

A bill for an act relating to liquor; permitting the off-sale of intoxicating liquor on Sundays; prohibiting certain deliveries on Sunday; amending Minnesota Statutes 2016, section 340A.504, subdivision 4.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 2016, section 340A.504, subdivision 4, is amended to read:

Subd. 4. Intoxicating liquor; off-sale.

(a) 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; or
(5) after 8:00 p.m. on Christmas Eve, December 24.

(b) No delivery of alcohol to an off-sale licensee may be made by a wholesaler or accepted by an off-sale licensee on a Sunday. No order solicitation or merchandising may be made by a wholesaler on a Sunday.

EFFECTIVE DATE. This section is effective July 1, 2017.

(The underlined language was added to existing law)

Does a city need to approve the new hours?

Generally, they do not.

There is not an "opt-in" provision, where the city is required to approve the new hours.

However, some cities have specific operational hours in their local ordinances.

In those cases, a change might be required.

Easter is always on a Sunday, can we be open?

Yes.

The only holidays where exclusive liquor stores must be closed are Thanksgiving Day, Christmas Day, December 25 and after 8:00 PM on Christmas Eve, December 24.

Are facilities required to be open between 11 AM – 6 PM?

No.

Each facility must examine competitive forces, economic considerations etc. and individually make the determination to be open and operational hours within the authorized times.

Can wholesalers make deliveries on Sunday?

No.

Specific language in the law prohibits that practice.

What does "no order solicitation or merchandising may be made by a wholesaler on a Sunday" mean?

Businessdictionary.com defines 'merchandising' as:

The activity of promoting the sale of goods at retail.

Merchandising activities may include display techniques, free samples, on-the-spot demonstration, pricing, shelf talkers, special offers, and other point-of-sale methods. According to American Marketing Association, merchandising encompasses "planning involved in marketing the right merchandise or service at the right place, at the right time, in the right quantities, and at the right price."

Merriam-Webster defines "merchandising" as:

; the activity of trying to sell goods or services by advertising them or displaying them attractively

; the activity of selling products that are related to something (such as a television show, movie, or sports team) in order to make more money

Consequently:

A wholesaler is not allowed to sample product on Sunday.

However, a retailer or company representative (MillerCoors, Jim Beam, Ste. Michelle Wine Estates etc.) could sample product.

Wholesalers would not be allowed to do shelf maintenance on Sundays.

A wholesaler could not come in and work with retailers on an order.

6E.

Management Agreement

Between

The South St. Louis County Fair Board Association - Proctor (FBA)

And

The Dirt Floor Arena of Directors (DFA)

The Dirt Floor Arena Board of Directors **(DFA)** maintains a "Management Agreement" with South St. Louis County fair assn. -Proctor to manage the dirt floor arena building as a community use facility for the period of May 1st through October 31st of each year. The DFA shall also maintain a " Use Agreement" with the So. St. Louis County Fair Association -Proctor**(FBA)** relating to management of the arena for rental and community use on fair grounds property, in conjunction with the FBA, being May 1st and continuing until **(END DATE WILL VARY FROM YEAR TO YEAR)**

TERMS

A MINNESOTA STATE TAX FORM ST-19 SHALL BE FILLED OUT EVERY YEAR WITH LEASE

ALL SALES TAXES WILL BE PAID BY **(DFA)** WITHIN MINNESOTA STATE LAW
MAINTENANCE FEE OF $200.00 A YEAR FOR **FAIR BOARDS EQUIPMENT** USED AND NOT LIMITED TO GROOMING ARENA FLOORS, FUEL, REPAIR AND MAINTENANCE OF EQUIPMENT USED FOR THE **(DFA). FBA will** pay tax on portion of stall rental from the DFA.

1. Ongoing and current schedules of the schedules of the DFA and all fairgrounds activities **(racing, hockey.) Shall be shared** by the DFA and FBA. A designated member from each board shall coordinate schedule management throughout the agreement terms.

2. Minimum stall rental charged by either party per event shall be $15.00 plus sales tax per stall, per day. The DFA shall pay the FBA $7.50 per stall, per day, The DFA will retain their $7.50 in a **separate bank account** that will be used for barn, arena and stall maintenance/ improvements to the barn on a regular basis. To avoid conflict, the FBA shall provide ample notification to DFA of stall rental for DFA contracted events, **(With the exception of fair week.)** Payment to the FBA will occur at a minimum, twice during the lease term, mid-summer and end of season.
Rental cost for the DFA will be $2,400 per year. 1/2 in July 1/2 in October This rental fee will be put in **separate bank account** that will be used for barn, arena and stall improvements.

3. The DFA shall be responsible for the Minnesota Power electric bill for the arena and the barn buildings during the lease term, excluding the month of July. Less than a full month use of the DFA lease term shall allow for expenses to be prorated accordingly.

4. The DFA shall be responsible for the water bill for the arena and barn buildings during the lease term, excluding the month of August. Less than a full month use of the DFA lease term shall allow for expenses to be prorated accordingly.

5. The DFA shall be responsible for the management, service, billing, and expense of the trash dumpster for the DFA but, reserves the right to bill the FBA (or applicable association) for dumping expenses incurred for other than

DFA arena use.

6. The DFA accepts responsibility for clean-up of the indoor and warm-up arenas, all parking areas, stalls and grounds used and **restrooms immediately** following every DFA contracted, managed or sponsored event using the **"CHECK IN/OUT"** form (attachment #1) when necessary. Stall cleaning must be completed in a timely manner, prior to a following event.

7. The FBA shall provide manure management (dump and disposal) at the DFA'S request. The DFA and or any arena users shall not be authorized to operate the fairgrounds equipment. Permission for operation may be granted by any FBA member. Operation by unauthorized individuals when no FBA member is available shall hold the DFA board or its membership liable and responsible.

8. The DFA will maintain required insurance liability, a copy of which is provided for the FBA files every year per Annual Agreement. DFA shall accept responsibility for damages as covered in policy. At least the minimum amount of $500,000 per person and $1,500,000 per occurrence, or otherwise set forth as statutory limits of Minnesota Statute, Chapter 466. Further, all insurance policies shall name FBA & City of Proctor co-insured with DFA. Duly executed Certificates of insurance shall meet with property management no later than Jan 31st of each year.

9. The DFA supports fairgrounds security, instructing all arena users in proper lock-up procedures as outlined by FBA. As fairgrounds supports a high volume and wide variety of traffic, the DFA shall not be responsible, or liable for enforcement of fairgrounds security beyond the DFA.

10. The DFA shall submit in writing any recommendations, suggestions or requests regarding any forms of improvement, alteration, repair or replacement of barns, stalls, parking lots, warm up and indoor arenas to FBA.

The Fair Board Association agrees:

A. To provide fair consideration to all submissions in a timely manner.

B. To process all requests to City of Proctor, MN and property managers.

C. To allow DFA Board members to participate in all presentations and considerations of their submissions

11. The DFA shall assist with compliance of property posted speed limit and parking. The conditions of this agreement as outlined above are for the period of:

May 1, 2017 through October 16, 2017.

12 This agreement includes that at all times the So.St. Louis County Fair Association - Proctor has the rights over all premises and properties of the So.St. Louis County Fair Grounds - Proctor (i.e. race track, RC Track, Soccer fields, ect.)

Witnesses;

Association

Fair _____

Date _____

Fair _____

Date _____

So. St. Louis County Fair - Proctor

President _____

Date 4/19/2017

Secretary; _____

Date 4/19/17

Witness;

DFA: _____

Date _____

DFA _____

Date _____

Dirt Floor Arena

President _____

Date 4-11-17

Secretary _____

Date 9-11-17

Approved as to form and execution

BY: _____

Proctor City Attorney John Bray

Date _____

Proctor City Administrator

BY: _____

Mark Casey

Date _____

MINNESOTA · REVENUE

ST19

Operator Certificate of Compliance

Read the information on the back before completing this certificate. Person selling at event: Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type

DIRT FLOOR ARENA — 6919093

Name of business selling or exhibiting at event — Minnesota tax ID number

P.O. BOX 1006 — PROCTOR — MN — 55810

Seller's complete address — City — State — Zip code

DIRT FLOOR ARENA

Name of person or group organizing event

SSLC FAIRGROUNDS

Name and location of event

MAY 1 - OCT 16

Date(s) of event

Merchandise sold

Describe the type of merchandise you plan to sell.

SMALL CONCESSION STAND ITEMS AND A SMALL AMOUNT OF APPAREL.

Sales tax exemption information

Complete this section if you are not required to have a Minnesota tax ID number.

- [x] I am selling only nontaxable items.
- [ ] I am not making any sales at the event.
- [ ] I participate in a direct selling plan, selling for _____ *(name of company)*, and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf.
- [ ] This is a nonprofit organization that meets the exemption requirements described below:
  - _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under *(MS 297A.70, subd. 13(a)(4))*.
  - _____ Youth or senior citizen group with fundraising receipts up to $20,000 per year ($10,000 or less before January 1, 2015)*(MS 297A.70, subd. 13(b)(1))*.
  - _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign here

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of seller: K Thygeson — Print name here: KERI THYGESON

Date: 4-11-17 — Daytime phone: 218 390-4730

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of $100 for each seller that is not in compliance for each day of the selling event.

(Rev. 4/15)

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 19-17
ADOPTING A BUDGET AMENDMENT 2017

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

WHEREAS, the City of Proctor (City) owns and operates a public golf course; and,

WHEREAS, the City has entered into a Management Agreement with a non-city employee contractor to operate the golf course for the years(s) 2017-2019; and,

WHEREAS, the City Council is interested in establishing an amended Budget 2017 to reflect change in operations and budget agreement.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Proctor, Saint Louis County Minnesota, that the following budget for the year 2017 is hereby amended to reflect revisions based on the City of Proctor golf course operations agreement for the 2017 fiscal budget year.

	2017	Amended 2017
Golf Fund	Revenues $157,500	$ 30,000 (Operating Transfer)
	Expenses $157,500	$47,764.72 (includes depreciation)

Upon vote taken thereon, the following voted

For:

Against:

Whereupon said Resolution was declared duly passed and adopted this 15th day of May, 2017.

Philip Larson
Mayor

Attest: _____
Mark Casey
Clerk/ Administrator

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) 624-3641 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

Resolution No. 20-17

ADOPTING AN AMENDED
SEWER RATE SERVICE FEE

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

WHEREAS, the Proctor City Council adopted a Sewer Utility Rate Service Fee schedule to support the improvements and operation of the utility systems; and,

WHEREAS, the City provides that the utility rates shall be determined and revised periodically to reflect a change in debt service, and a change in operation and maintenance costs including replacement costs; and,

WHEREAS, it has been determined by the Proctor City Council and Proctor Public Utilities Commission to change the scheduled rate increases in the Sewer Utility Fee and to reflect these changes in the attached Schedule A; and,

WHEREAS, the standardized detail of fees will take effect January 1, 2018.

NOW, THEREFORE BE IT HEREBY RESOLVED, the attached Schedule A Sewer Utility Fee rate schedule is hereby adopted;

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution 20-17 was declared duly passed and adopted this 15th day of May, 2017.

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
City Clerk/ Administrator

Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887
Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

MEMORANDUM

TO: Mark Casey, City Administrator

FROM: Patty Kettles, Springsted

DATE: April 14, 2017

SUBJECT: Water, Sewer, and Electric Rate Study

The City of Proctor and the Proctor Public Utilities Commission (PUC) engaged Springsted Incorporated to conduct an analysis and review of the financial performance of the City's Water, Sewer, and Electric Funds, and to recommend rate adjustments necessary for each Fund to maintain revenues sufficient to meet operating costs, capital outlays, maintenance, debt service, and cash reserves. The purpose of this memorandum is to present our findings and recommendations.

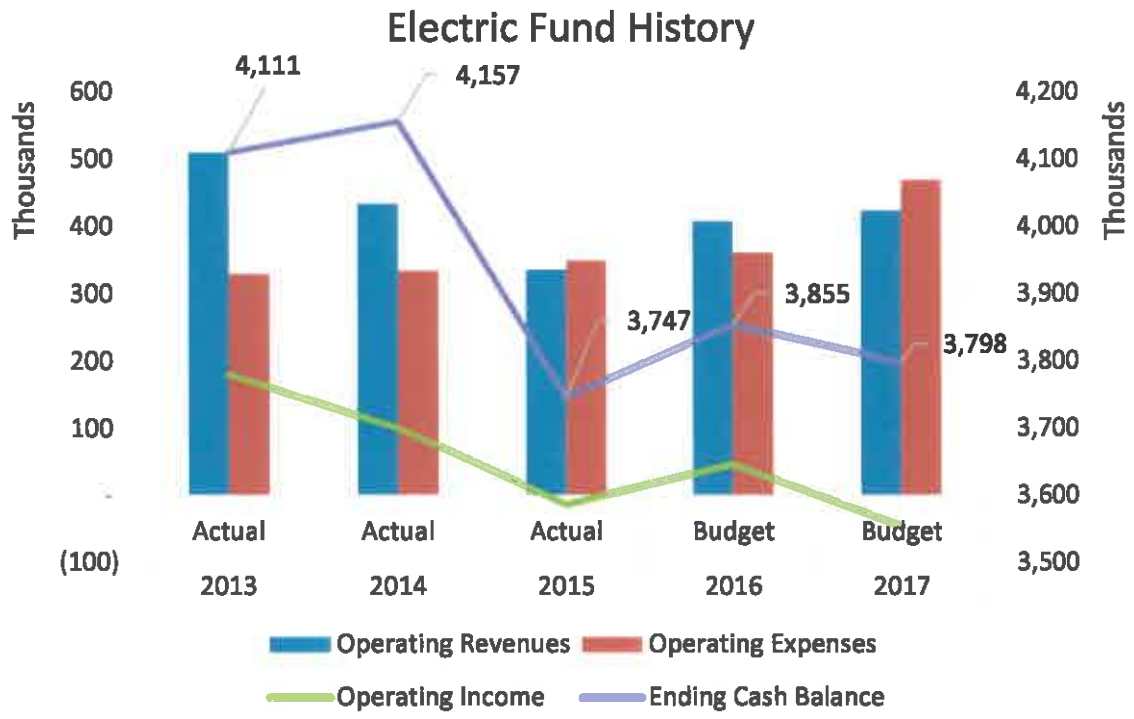
Historical Performance

Our analysis began with a look at each Fund's recent financial performance, paying particular attention to income levels and cash reserves. The Water Fund's actual operating income and net income have been negative over the period from FY2014 through FY2015 and are projected to be negative in the City's FY2016 and FY2017 budgets. Ending cash has decreased slightly from $1,298,275 at the end of FY2013 to $1,183,144 at the end of FY2015. The 2017 budget is projected to increase cash reserves to $1,215,836.

The Sewer Fund's actual operating income and net income have been positive over the period from FY2013 through FY2015. Operating income is projected to be positive in the City's FY2016 and FY2017 budgets. Net income is projected to be slightly negative in the two budget years. Ending cash increased from $1,549,336 at the end of FY2013 to $1,762,824 at the end of FY2015. The FY2016 budget for this Fund is projected to result in an ending cash balance of $1,847,944. The FY2017 budget was not yet available for this Fund so projections assume revenues at FY2016 budgeted levels and expenditures increasing between 2% and 5%.

The Electric Fund's actual operating income and net income have also been positive in FY2013 and FY2014, but were negative in FY2015 and are projected to be negative in the City's FY2016 and FY2017 budgets. Ending cash has decreased from $4,111,205 at the end of FY2013 to $3,746,623 at the end of FY2015. The FY2017 budget for this Fund is projected to result in a reduction of the ending cash balance to $3,798,382 as a result of the purchase of capital equipment.

The historical performance of these funds is shown in the charts on the following pages.



Assumptions

In our projections of future performance, we used a number of assumptions based on historical trends, information provided by the City, discussions with the City, and our significant experience in preparing rate studies. For the Water Fund, these assumptions included:

- Capital improvements planned by the City:
  - $325,000 in FY2017 funded with debt repaid by the Water Utility
- Capital outlay to maintain the Water Utility assets estimated by Springsted Incorporated ranging from $94,000 in FY2018 to $122,800 in FY2027
- Operating expenses would increase between 2% and 5% each year based on historical trends
- Cash reserves would earn 1% interest each year
- Annual debt repayments for the 2007 Minnesota Public Facilities Authority Loan ranging between $7,600 and $8,100; final retirement in 2022

For the Sewer Fund projections, our assumptions were as follows:

- Capital improvements planned by the City:
  - $275,000 in FY2017 funded with debt repaid by the Sewer Utility
- Capital outlay to maintain the Sewer Utility assets estimated by Springsted Incorporated ranging from $24,000 in FY2018 to $31,300 in FY2027
- Operating expenses would increase between 2% and 5% each year based on historical trends
- Cash reserves would earn 1% interest each year
- An annual transfer of $75,000 from the Sewer Fund to the City's General Fund

Sewer Utility – Financial Projections

The Sewer Utility financial projections, based on the assumptions previously stated, indicate that very minimal rate increases of 3.0% in 2021 and 2026 would enable the Sewer Utility to fund its operations, maintain positive operating income and the recommended level of cash reserves over the next 10 years, and maintain debt service coverage of 1.10x . The detailed financial projections are shown below.

Projected Sewer Rate Adjustment	Projected Change 2018-2027	Calculate	0.00%	0.00%	0.00%	3.00%	0.00%	0.00%	0.00%	0.00%	3.00%	0.00%
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Operating Revenues												
Charges for services	0.00%	560,000	560,000	560,000	560,000	576,800	576,800	576,800	576,800	576,800	594,104	594,104
Penalties	0.00%	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total Operating Revenues		561,000	561,000	561,000	561,000	577,800	577,800	577,800	577,800	577,800	595,104	595,104
Operating Expenses												
Salaries and benefits	3.00%	24,448	25,182	25,937	26,715	27,517	28,342	29,192	30,068	30,970	31,899	32,856
Supplies and maintenance	2.00%	14,025	14,306	14,592	14,883	15,181	15,485	15,794	16,110	16,433	16,761	17,096
Utilities and telephone	5.00%	1,890	1,985	2,084	2,188	2,297	2,412	2,533	2,659	2,792	2,932	3,079
Professional services	2.00%	351,792	358,828	366,004	373,324	380,791	388,407	396,175	404,098	412,180	420,424	428,832
Insurance	5.00%	3,413	3,583	3,762	3,950	4,148	4,355	4,573	4,802	5,042	5,294	5,559
Other services and charges	3.00%	9,425	9,707	9,998	10,298	10,607	10,926	11,253	11,591	11,939	12,297	12,666
Existing Depreciation		90,755	88,032	85,391	82,830	80,345	77,934	75,596	73,328	71,129	68,995	66,925
New Depreciation			9,167	9,967	10,790	11,637	12,510	13,410	14,337	15,290	16,273	17,287
Total Operating Expenses		495,747	510,789	517,735	524,979	532,522	540,371	548,527	556,994	565,774	574,875	584,299
Operating Income (Loss)		65,253	50,211	43,265	36,021	45,278	37,429	29,273	20,806	12,026	20,229	10,805
Non Operating Revenues (Expenses)												
Interest Income	1.00%	1,000	19,177	19,569	19,871	20,131	20,463	20,696	20,827	20,854	20,772	20,750
Interest Expense Existing Debt		-										
Interest Expense New Debt		-	(8,250)	(7,806)	(7,350)	(6,879)	(6,394)	(5,895)	(5,381)	(4,851)	(4,306)	(3,744)
Other		-										
Total Non Operating Revenues (Expenses)		1,000	10,927	11,763	12,521	13,252	14,069	14,801	15,447	16,003	16,466	17,006
Net Income (Loss) Before Transfers		66,253	61,138	55,027	48,542	58,530	51,498	44,074	36,253	28,028	36,695	27,811
Operating Transfers												
Contributions		-										
Transfers In		-										
(Transfers Out)		(80,300)	(80,300)	(80,300)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
Total Operating Transfers		(80,300)	(80,300)	(80,300)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
Net Income (Loss)		(14,047)	(19,162)	(25,273)	(26,458)	(16,470)	(23,502)	(30,926)	(38,747)	(46,972)	(38,305)	(47,189)

Sewer Utility – Financial Projections (continued)

		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Beginning Cash & Investments		1,847,944	1,917,652	1,956,903	1,987,059	2,013,134	2,046,289	2,069,589	2,082,729	2,085,391	2,077,154	2,074,987
Net Income		(14,047)	(19,162)	(23,273)	(26,458)	(16,470)	(23,502)	(30,926)	(38,747)	(46,972)	(38,305)	(47,189)
Depreciation		90,755	97,199	95,358	93,620	91,981	90,444	89,006	87,665	86,419	85,268	84,212
Acquisition and Construction of Assets		(275,000)	(24,000)	(24,700)	(25,400)	(26,200)	(27,000)	(27,800)	(28,600)	(29,500)	(30,400)	(31,300)
Proceeds from New Long-Term Debt		275,000	-	-	-	-	-	-	-	-	-	-
Principal Payments on New Long-Term Debt			(14,786)	(15,229)	(15,686)	(16,157)	(16,642)	(17,141)	(17,655)	(18,185)	(18,730)	(19,292)
Principal Payments on Existing Long-Term Debt		(7,000)										
Ending Cash Balance		1,917,652	1,956,903	1,987,059	2,013,134	2,046,289	2,069,589	2,082,729	2,085,391	2,077,154	2,074,987	2,061,417
Minimum Cash Balance												
For ongoing operations	25.0%	123,937	127,697	129,434	131,245	133,131	135,093	137,132	139,248	141,444	143,719	146,075
For debt service	100.0%	23,036	23,036	23,036	23,036	23,036	23,036	23,036	23,036	23,036	23,036	23,036
Minimum Cash Balance Required		146,973	150,733	152,470	154,281	156,166	158,129	160,168	162,284	164,479	166,755	169,111
Amount Over (Under) Minimum		1,770,679	1,806,170	1,834,589	1,858,854	1,890,122	1,911,461	1,922,561	1,923,107	1,912,674	1,908,232	1,892,306

CITY OF PROCTOR

*Check Summary Register©

May 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027694	CITY OF PROCTOR	5/9/2017	$1,653.51	PR17-08L wh PERA
Paid Chk# 027695	UFCW Local 1189	5/9/2017	$96.52	UFCW UNION DUES
Paid Chk# 027696	AMERICAN BOTTLING COMPAN	5/16/2017	$121.90	05082017
Paid Chk# 027697	ARCTIC GLACIER ICE USA, INC	5/16/2017	$90.24	05042017
Paid Chk# 027698	ARTISAN BEER COMPANY	5/16/2017	$306.20	04272017
Paid Chk# 027699	BELLBOY CORPORATION	5/16/2017	$334.75	04262017
Paid Chk# 027700	BERNICK'S PEPSI	5/16/2017	$3,124.75	04262017
Paid Chk# 027701	BLUE CROSS BLUE SHIELD OF	5/16/2017	$1,227.88	HEALTH INSURANCE
Paid Chk# 027702	BREAKTHRU BEVERAGE	5/16/2017	$2,292.36	04272017
Paid Chk# 027703	COCA COLA BEVERAGES OF DU	5/16/2017	$292.62	05092017
Paid Chk# 027704	EMC NATIONAL LIFE COMPANY	5/16/2017	$41.13	INSURANCE
Paid Chk# 027705	GUARDIAN PEST SOLUTIONS, I	5/16/2017	$40.51	PEST CONTROL
Paid Chk# 027706	JOHNSON BROTHERS INC	5/16/2017	$3,012.76	04252017
Paid Chk# 027707	MICHAUD DISTRIBUTING COMP	5/16/2017	$1,172.25	05012017
Paid Chk# 027708	NORTHERN MN DENTAL	5/16/2017	$26.95	INSURANCE
Paid Chk# 027709	PHILLIPS WINE & SPIRITS CO	5/16/2017	$1,457.83	04202017
Paid Chk# 027710	PROCTOR PUBLIC UTILITIES	5/16/2017	$491.52	UTILITIES
Paid Chk# 027711	ROHLFING INC	5/16/2017	$4,543.10	04282017
Paid Chk# 027712	SOUTHERN WINE & SPIRITS OF	5/16/2017	$3,590.00	04282017
Paid Chk# 027713	SUPERIOR BEVERAGE	5/16/2017	$7,422.50	04252017
		Total Checks	$31,339.28	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	$121.90	05082017
Check Name AMERICAN BOTTLING COMPANY		$121.90	
ARCTIC GLACIER ICE USA, INC	Misc Merchandise	$90.24	05042017
Check Name ARCTIC GLACIER ICE USA, INC		$90.24	
ARTISAN BEER COMPANY	Beer Purchases	$306.20	04272017
Check Name ARTISAN BEER COMPANY		$306.20	
BELLBOY CORPORATION	Misc Merchandise	$119.85	04262017
	Freight and Express	$5.00	04262017
	Liquor Purchases	$205.00	04262017
	Freight and Express	$4.90	04262017
Check Name BELLBOY CORPORATION		$334.75	
BERNICK'S PEPSI	Soft Drinks and Mix	$13.75	04262017
	Beer Purchases	$1,851.30	04262017
	Beer Purchases	$1,259.70	05032017
Check Name BERNICK'S PEPSI		$3,124.75	
BLUE CROSS BLUE SHIELD OF MN	Employer Paid Health Insuranc	$819.60	HEALTH INSURANCE
	Employer Paid Health Insuranc	$408.28	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN		$1,227.88	
BREAKTHRU BEVERAGE	Liquor Purchases	$1,333.51	04272017
	Freight and Express	$29.29	04272017
	Freight and Express	$13.64	04272017
	Liquor Purchases	$915.92	04272017
Check Name BREAKTHRU BEVERAGE		$2,292.36	
COCA COLA BEVERAGES OF DULU	Soft Drinks and Mix	$292.62	05092017
Check Name COCA COLA BEVERAGES OF DULUTH		$292.62	
EMC NATIONAL LIFE COMPANY	Employer Paid Health Insuranc	$41.13	INSURANCE
Check Name EMC NATIONAL LIFE COMPANY		$41.13	
GUARDIAN PEST SOLUTIONS, INC	Other Professional Services	$40.51	PEST CONTROL
Check Name GUARDIAN PEST SOLUTIONS, INC		$40.51	
JOHNSON BROTHERS INC	Freight and Express	$34.58	04252017
	Liquor Purchases	$1,049.47	05022017
	Freight and Express	$1.82	04252017
	Soft Drinks and Mix	$37.00	04252017
	Wine Purchases	$21.99	04252017
	Liquor Purchases	$653.34	04252017
	Freight and Express	$18.20	05022017
	Wine Purchases	$921.13	04252017
	Wine Purchases	-$10.66	04132017
	Wine Purchases	$545.81	05022017
	Freight and Express	$9.90	04252017
	Wine Purchases	-$5.33	04202017
	Liquor Purchases	-$283.00	04202017
	Freight and Express	-$1.82	04202017
	Freight and Express	$20.33	05022017
Check Name JOHNSON BROTHERS INC		$3,012.76	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$321.50	05012017
	Beer Purchases	$850.75	05082017
Check Name MICHAUD DISTRIBUTING COMPANY		$1,172.25	
NORTHERN MN DENTAL	Employer Paid Health Insuranc	$26.95	INSURANCE
Check Name NORTHERN MN DENTAL		$26.95	
PHILLIPS WINE & SPIRITS CO	Liquor Purchases	$513.00	05022017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
PHILLIPS WINE & SPIRITS CO	Freight and Express	$1.82	05022017
	Freight and Express	$5.46	05022017
	Liquor Purchases	$46.80	04202017
	Freight and Express	$7.28	04252017
	Freight and Express	$3.64	04252017
	Wine Purchases	$128.00	04252017
	Freight and Express	$10.65	04252017
	Liquor Purchases	$605.18	04252017
	Wine Purchases	$108.00	04252017
	Wine Purchases	$28.00	05022017
Check Name PHILLIPS WINE & SPIRITS CO		$1,457.83	
PROCTOR PUBLIC UTILITIES	Utilities	$491.52	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES		$491.52	
ROHLFING INC	Beer Purchases	$926.05	05052017
	Beer Purchases	$3,617.05	04282017
Check Name ROHLFING INC		$4,543.10	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$20.50	04282017
	Liquor Purchases	$690.56	04282017
	Liquor Purchases	$2,828.89	05052017
	Freight and Express	$50.05	05052017
Check Name SOUTHERN WINE & SPIRITS OF MN		$3,590.00	
SUPERIOR BEVERAGE	Beer Purchases	$745.20	05092017
	Beer Purchases	$3,945.40	04252017
	Beer Purchases	$1,122.60	04282017
	Beer Purchases	$1,063.85	05022017
	Beer Purchases	$545.45	05052017
Check Name SUPERIOR BEVERAGE		$7,422.50	
		$29,589.25	

+1653.51 PR 17-082
+ 96.52 UFCW Union Dues
$31,339.28

CITY OF PROCTOR

*Check Summary Register©

May 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 036142	AMERICAN FAMILY LIFE ASSUR	5/9/2017	$62.70	AFLAC
Paid Chk# 036143	EQUI-VEST	5/9/2017	$369.40	EQUITABLE - DEWALL
Paid Chk# 036144	NCPERS MINNESOTA	5/9/2017	$16.00	MN NCPERS
Paid Chk# 036145	AIRFIBER	5/16/2017	$242.64	MONTHLY FEE
Paid Chk# 036146	AMERIPRIDE SERVICES	5/16/2017	$45.31	COVERALLS
Paid Chk# 036147	AXON ENTERPRISE, INC	5/16/2017	$68.07	BLACK HOLSTER
Paid Chk# 036148	BLUE CROSS BLUE SHIELD OF	5/16/2017	$20,299.23	HEALTH INSURANCE
Paid Chk# 036149	BLUEWATER MECHANICAL, INC	5/16/2017	$194.00	REPAIRS
Paid Chk# 036150	CALBRE PRESS	5/16/2017	$209.00	SEMINAR
Paid Chk# 036151	CONSOLIDATED COMMUNICATI	5/16/2017	$381.33	TELEPHONE SERVICES
Paid Chk# 036152	C W TECHNOLOGY GROUP	5/16/2017	$1,109.50	MONTHLY FEE
Paid Chk# 036153	CORPORATE PAYMENT SYSTE	5/16/2017	$2,255.23	USB CORDS SERVER PARTS
Paid Chk# 036154	EMC NATIONAL LIFE COMPANY	5/16/2017	$462.27	INSURANCE
Paid Chk# 036155	FORD OF HIBBING	5/16/2017	$27,182.00	NEW SQUAD
Paid Chk# 036156	GOPHER STATE ONE-CALL	5/16/2017	$35.10	CALL TICKETS
Paid Chk# 036157	HARTEL'S/DBJ DISPOSAL COMP	5/16/2017	$596.33	TRASH REMOVAL SERVICES
Paid Chk# 036158	HUFF, TOD	5/16/2017	$1,900.00	TRAC 7 LABOR
Paid Chk# 036159	KQDS	5/16/2017	$500.00	SPEEWAY MARKETING
Paid Chk# 036160	LACOURSE & ENVALL, PA	5/16/2017	$1,691.25	LEGAL FEES
Paid Chk# 036161	LAWSON PRODUCTS	5/16/2017	$7.10	RESTOCK FIRST AID KIT
Paid Chk# 036162	LOCKSMITH SERVICES	5/16/2017	$141.95	LOCK REPAIR
Paid Chk# 036163	MAKI & OVEROM, LTD	5/16/2017	$4,398.00	LEGAL FEES
Paid Chk# 036164	MIDWEST RADAR & EQUIPMENT	5/16/2017	$240.00	YEARLY RADAR CERTIFICATION
Paid Chk# 036165	MN CHIEFS OF POLICE ASSOC	5/16/2017	$385.00	GAIDIS CONFERNCE REGISTRATION
Paid Chk# 036166	MN COMMISSIONER OF REVEN	5/16/2017	$250.00	TAX FORFEITED LAND REQUEST
Paid Chk# 036167	MSR WIRE WORKS	5/16/2017	$557.30	WIRING REPAIRS
Paid Chk# 036168	NORTHERN BUSINESS PRODUC	5/16/2017	$127.16	FILE CABINET
Paid Chk# 036169	NORTHERN MN DENTAL	5/16/2017	$1,169.70	INSURANCE
Paid Chk# 036170	PETERSON, LOREN W	5/16/2017	$1,849.57	ACCOUNTING SERVICES
Paid Chk# 036171	PROCTOR BUILDERS	5/16/2017	$2,227.96	SUPPLIES
Paid Chk# 036172	PROCTOR JOURNAL	5/16/2017	$704.08	PUBLICATIONS
Paid Chk# 036173	PROCTOR MILK HOUSE	5/16/2017	$184.68	FUEL
Paid Chk# 036174	PROCTOR PIZZA & SUB SHOP	5/16/2017	$105.83	LUNCH WITH COUNTY
Paid Chk# 036175	PROCTOR PUBLIC UTILITIES	5/16/2017	$3,137.76	UTILITIES
Paid Chk# 036176	SAM'S CLUB	5/16/2017	$37.58	SUPPLIES
Paid Chk# 036177	STACK BROS MECHANICAL	5/16/2017	$854.40	GOLF HOOK UP
Paid Chk# 036178	SUPERIOR TECHNOLOGY GROU	5/16/2017	$1,400.00	SUBSCRIPTIONS
Paid Chk# 036179	SWANK MOTION PICTURES, INC	5/16/2017	$363.00	MIGHTY DUCKS MOVIE
Paid Chk# 036180	TACTICAL SOLUTIONS	5/16/2017	$99.73	GAIDIS WEAPON CARRIER
Paid Chk# 036181	THOMSON REUTERS-WEST	5/16/2017	$94.50	INVESTIGATIVE RESOURCES
Paid Chk# 036182	TOWNSQUARE MEDIA	5/16/2017	$4,140.00	TOURISM MARKETING
Paid Chk# 036183	TROY'S AMOCO	5/16/2017	$1,475.61	POLICE AND FIRE REPAIRS
Paid Chk# 036184	USPS-HASLER	5/16/2017	$500.00	POSTAGE
Paid Chk# 036185	VERIZON WIRELESS	5/16/2017	$153.45	PHONE SERVICES
Paid Chk# 036186	VIKING INDUSTRIAL CENTER	5/16/2017	$55.00	SAFETY ITEMS-SEWER
Paid Chk# 036187	VOL FIREMEN'S BENEFIT ASSN	5/16/2017	$185.00	ANNUAL RENEWAL FORM
Paid Chk# 036188	W.L.S.S.D.	5/16/2017	$24,107.00	WASTEWATER CHARGES
Paid Chk# 036189	WIPFLI LLP	5/16/2017	$4,600.00	CONSULTANTS
Paid Chk# 036190	ZIEGLER, INC	5/16/2017	$441.24	WING REMOVAL AND SAFETY CHECK
		Total Checks	$111,611.96	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
SUPERIOR TECHNOLOGY	General Fund	Operations (Police)	Dues & Subscriptions	$1,400.00	SUBSCRIPTIONS
Check Name SUPERIOR TECHNOLOGY GROUP LLC				$1,400.00	
SWANK MOTION PICTUR	General Fund	Operations (Police)	Dues & Subscriptions	$363.00	MIGHTY DUCKS MOVIE
Check Name SWANK MOTION PICTURES, INC				$363.00	
TACTICAL SOLUTIONS	General Fund	Operations (Police)	Clothing	$99.73	GAIDIS WEAPON CARRIER
Check Name TACTICAL SOLUTIONS				$99.73	
THOMSON REUTERS-WES	General Fund	Operations (Police)	Other Professional Services	$94.50	INVESTIGATIVE RESOURCES
Check Name THOMSON REUTERS-WEST				$94.50	
TOWNSQUARE MEDIA	General Fund	Tourism Expenditures	Advertising - Sponsorship	$4,140.00	TOURISM MARKETING
Check Name TOWNSQUARE MEDIA				$4,140.00	
TROY'S AMOCO	General Fund	Operations (Fire)	Mach & Equip Repair	$280.82	POLICE AND FIRE REPAIRS
	General Fund	Operations (Police)	Mach & Equip Repair	$1,194.79	POLICE AND FIRE REPAIRS
Check Name TROY'S AMOCO				$1,475.61	
USPS-HASLER	General Fund			$500.00	POSTAGE
Check Name USPS-HASLER				$500.00	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$153.45	PHONE SERVICES
Check Name VERIZON WIRELESS				$153.45	
VIKING INDUSTRIAL CEN	Sewer Fund	Sewer	Safety Items	$55.00	SAFETY ITEMS-SEWER
Check Name VIKING INDUSTRIAL CENTER				$55.00	
VOL FIREMEN'S BENEFIT	General Fund	Operations (Fire)	Misc Operating Supplies	$163.00	ANNUAL RENEWAL FORM
	General Fund	Operations (Fire)	Misc Operating Supplies	$22.00	APPLICATION CARDS
Check Name VOL FIREMEN'S BENEFIT ASSN MN				$185.00	
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	
WIPFLI LLP	General Fund	Council	Auditing and Accounting Ser	$4,600.00	CONSULTANTS
Check Name WIPFLI LLP				$4,600.00	
ZIEGLER, INC	General Fund	Snow Removal	Mach & Equip Repair	$441.24	WING REMOVAL AND SAFET
Check Name ZIEGLER, INC				$441.24	
				$111,163.86	

+62.70 AFLAC
+369.40 Equitable
+16.00 MN NCPERS

$111,611.96

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
AIRFIBER	General Fund	Administrative	Computer Misc Expense	$121.32	MONTHLY FEE
	General Fund	Administrative	Computer Misc Expense	$121.32	MONTHLY FEE
Check Name AIRFIBER				$242.64	
AMERIPRIDE SERVICES	General Fund	Street Department	Clothing	$45.31	COVERALLS
Check Name AMERIPRIDE SERVICES				$45.31	
AXON ENTERPRISE, INC	General Fund	Operations (Police)	Clothing	$68.07	BLACK HOLSTER
Check Name AXON ENTERPRISE, INC				$68.07	
BLUE CROSS BLUE SHIEL	General Fund	Administrative	Employer Paid Health Insura	$2,021.25	HEALTH INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$8,567.93	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	Municipal Operations	Employer Paid Health Insura	$2,071.69	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN				$20,299.23	
BLUEWATER MECHANICA	General Fund	Government Building	Bldg Repair & Maint	$97.00	REPAIRS
	General Fund	Government Building	Bldg Repair & Maint	$97.00	REPAIRS
Check Name BLUEWATER MECHANICAL, INC				$194.00	
C W TECHNOLOGY GROU	General Fund	Administrative	Telephone	$64.50	MONTHLY FEE
	General Fund	Administrative	Telephone	$1,045.00	MONTHLY FEE
Check Name C W TECHNOLOGY GROUP				$1,109.50	
CALBRE PRESS	General Fund	Operations (Police)	Training Expense	$209.00	SEMINAR
Check Name CALBRE PRESS				$209.00	
CONSOLIDATED COMMUN	General Fund	Administrative	Telephone	$381.33	TELEPHONE SERVICES
Check Name CONSOLIDATED COMMUNICATIONS				$381.33	
CORPORATE PAYMENT SY	Golf Course F	Admin & General Golf	Dues & Subscriptions	$147.46	GOLF DIRECT TV
	General Fund	Street Department	Licenses	$155.35	STREET DEPT TRAINING
	General Fund	Operations (Fire)	Safety Items	$157.40	FIRE SAFETY DECALS
	General Fund	Operations (Police)	Printed Forms and Paper	$1,386.29	TRAINING AND FORMS
	General Fund	Operations (Civil Defens	Other Equipment Purchase	$408.73	USB CORDS SERVER PARTS
Check Name CORPORATE PAYMENT SYSTEMS				$2,255.23	
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	Operations (Police)	Employer Paid Health Insura	$216.72	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$51.54	INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$43.40	INSURANCE
Check Name EMC NATIONAL LIFE COMPANY				$462.27	
FORD OF HIBBING	General Fund	Operations (Police)	Motor Vehicle Purchase	$27,182.00	NEW SQUAD
Check Name FORD OF HIBBING				$27,182.00	
GOPHER STATE ONE-CAL	Sewer Fund	Sewer	Other Professional Services	$35.10	CALL TICKETS
Check Name GOPHER STATE ONE-CALL				$35.10	
HARTEL'S/DBJ DISPOSAL	General Fund	Government Building	Refuse Disposal	$596.33	TRASH REMOVAL SERVICES
Check Name HARTEL'S/DBJ DISPOSAL COMPANY				$596.33	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$1,000.00	TRAC 7 LABOR
	General Fund	Administrative	Computer Misc Expense	$900.00	TRAC 7 LABOR
Check Name HUFF, TOD				$1,900.00	
KQDS	General Fund	Tourism Expenditures	Advertising - Sponsorship	$500.00	SPEEWAY MARKETING
Check Name KQDS				$500.00	
LACOURSE & ENVALL, PA	General Fund	Municipal Court	Legal Fees	$1,691.25	LEGAL FEES
Check Name LACOURSE & ENVALL, PA				$1,691.25	
LAWSON PRODUCTS	Sewer Fund	Sewer	Safety Items	$7.10	RESTOCK FIRST AID KIT

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
Check Name LAWSON PRODUCTS				$7.10	
LOCKSMITH SERVICES	General Fund	Government Building	Bldg Repair & Maint	$85.95	LOCK REPAIR
	General Fund	Government Building	Bldg Repair & Maint	$56.00	LOCK REPAIR
Check Name LOCKSMITH SERVICES				$141.95	
MAKI & OVEROM, LTD	General Fund	Financial Attorney	Legal Fees	$4,398.00	LEGAL FEES
Check Name MAKI & OVEROM, LTD				$4,398.00	
MIDWEST RADAR & EQUI	General Fund	Operations (Police)	Small Tools and Minor Equip	$240.00	YEARLY RADAR CERTIFICAT
Check Name MIDWEST RADAR & EQUIPMENT				$240.00	
MN CHIEFS OF POLICE AS	General Fund	Operations (Police)	Dues & Subscriptions	$385.00	GAIDIS CONFERNCE REGIST
Check Name MN CHIEFS OF POLICE ASSOC				$385.00	
MN COMMISSIONER OF R	General Fund	City Parks	Improvements other than Bl	$250.00	TAX FORFEITED LAND REQU
Check Name MN COMMISSIONER OF REVENUE				$250.00	
MSR WIRE WORKS	General Fund	Government Building	Bldg Repair & Maint	$557.30	WIRING REPAIRS
Check Name MSR WIRE WORKS				$557.30	
NORTHERN BUSINESS PR	General Fund	Operations (Civil Defens	Office Supplies & Expense	$7.16	OFFICE SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$120.00	FILE CABINET
Check Name NORTHERN BUSINESS PRODUCTS				$127.16	
NORTHERN MN DENTAL	General Fund	Tourism Expenditures	Employer Paid Health Insura	$99.85	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$163.25	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
Check Name NORTHERN MN DENTAL				$1,169.70	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$929.25	ACCOUNTING SERVICES
	General Fund	Accounting	Other Professional Services	$920.32	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				$1,849.57	
PROCTOR BUILDERS	General Fund	Government Building	Bldg Repair & Maint	$121.74	SUPPLIES
	General Fund	City Parks	Bldg Repair Supplies	$1,794.71	SUPPLIES
	General Fund	City Parks	Misc Operating Supplies	$142.98	SUPPLIES
	General Fund	Operations (Police)	Misc Operating Supplies	$168.53	SUPPLIES
Check Name PROCTOR BUILDERS				$2,227.96	
PROCTOR JOURNAL	General Fund	Tourism Expenditures	Advertising - Sponsorship	$574.00	SPEEDWAY MARKETING
	General Fund	Council	Gen Notices & Pub Informati	$130.08	PUBLICATIONS
Check Name PROCTOR JOURNAL				$704.08	
PROCTOR MILK HOUSE	General Fund	Operations (Fire)	Diesel Fuel	$184.68	FUEL
Check Name PROCTOR MILK HOUSE				$184.68	
PROCTOR PIZZA & SUB S	General Fund	Street Department	Meeting Expense	$105.83	LUNCH WITH COUNTY
Check Name PROCTOR PIZZA & SUB SHOP				$105.83	
PROCTOR PUBLIC UTILIT	Sewer Fund	Sewer	Electric Utilities	$59.32	UTILITIES
	General Fund	Operations (Fire)	Electric Utilities	$167.21	UTILITIES
	General Fund	Street Dept Shop Work	Electric Utilities	$808.93	UTILITIES
	General Fund	Government Building	Electric Utilities	$1,528.07	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$19.81	UTILITIES
	General Fund	Operations (Fire)	Electric Utilities	$554.42	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES				$3,137.76	
SAM'S CLUB	General Fund	Government Building	Cleaning Supplies	$37.58	SUPPLIES
Check Name SAM'S CLUB				$37.58	
STACK BROS MECHANICA	Golf Course F	Admin & General Golf	Other Professional Services	$854.40	GOLF HOOK UP
Check Name STACK BROS MECHANICAL				$854.40	

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, March 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 February 21, 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. Thank you from Augustana Lutheran Church

B. Draft Inflow and Infiltration Ordinance Revisions and Public Hearing

C. Letter from Regional Stormwater Protection Team (RSPT)

D. MN Energy email of February 24, 2017

E. Sunshine Week Proclamation

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

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 02/19/17; Liquor Fund payroll period ended 02/19/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

6. NEW BUSINESS

A. Resolution 08-17 – Excess Funds for Playground for EveryBODY (Benson)

B. Minnesota Mayors Association 2017 Annual Conference Attendance

C. Funding Request for Proctor Speedway - $10,000 (unallocated funds for 2017 marketing and promotion – see application and letter from Speedway)

D. LMCIT pre-file notification (Benson)

E. Council Chamber Furniture (Benson)

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

6. NEW BUSINESS (Continued)

F. Memorandum of Understanding –Police Department Vacation

G. Employee Compensation

H. Memo of Understanding – TRAC 7 Position

MEMBER CONCERNS

Larson: Newly Elected Official Conference Report

BILLS FOR APPROVAL

General Fund
$68,990.56

Liquor Fund
$19,783.85

$88,774.41 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on February 21, 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; Tammie McDonald; John Bray, City Attorney; Earl Elde, Midway Township; Kathy Hannan; Ray Sundin, Moose Lodge 1302; Nick Greenwood, PEDA; Garth Rockcastle, MSR; Brent Robinson, RGC; BJ VanCleary, RCG; Gene Zentz, MSR; Shawn McGovern; Tyler Yngsdal, SEH

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by Benson and carried: To approve the February 6, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Benson added 5B: MN Energy Contract
Larson removed 6H: Recodification

Motion by Schwarzbauer, seconded by Larson and carried: To approve the agenda of February 21, 2017 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Gordy Downs expressed concerns about a solar farm in the city of Proctor. He also stated that there was an omission of a thank you to the Golf Board in the Journal.

*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

Benson asked to pull off 4B

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

***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

Benson noted that the committee discussed the referendum, and wanted to know specifically what was said. Nowak stated that the committee just acknowledged the vote. Benson asked for a resolution to be made next agenda asking for excess funds that the townships have, to complete the Playground for Everybody.

Motion by Benson, seconded by Nowak and carried: To approve the minutes of the Parks and Recreation Meeting of February 9, 2017.

*5. UNFINISHED BUSINESS

*A. Council Handbook

*B. MN Energy

Benson wants administration to obtain answers to how many customers they are servicing in Proctor and the cost per therm.

6. NEW BUSINESS

A. Solar Farm Presentation

Representatives from MSR showed the council a presentation about solar farms. They are looking for communities that want to work with positive energy homes.

B. Golf Contract

Casey introduced Chris Klatte and recommended to the council the approval of his contract to help the city run the golf course. Larson agreed with Casey and said this is good for the city for the next three years.

Dick Wicklund and Gordy Downs also spoke on behalf of the golf board and expressed their agreement with Klatte in charge of the golf course.

Motion by Nowak, seconded by DeWall and carried (5-0): To approve the contract for Chris Klatte as presented.

C. Flashing Stop Light at Kirkus and Boundary

Larson stated that the costs of the signs are in the packet for review. Nowak asked if the stop ahead sign would help motorists. DeWall said that the city cannot put flashing signs everywhere, but that intersection has already had several accidents. Schwarzbauer said that personally he thinks a flashing light would be better.

Casey stated that he would recommend getting the signs professionally constructed. Larson agreed with Casey.

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To have administration move forward purchasing a flashing stop ahead sign at the intersection of Boundary Avenue and Kirkus Street; and also Ugstad Road and Kirkus Street.

D. Resolution 05-17 Support of Emergency Services Recognition (Moose Lodge Membership)

Ray Sundin, Governor at Moose Lodge, stated that this is an international program that they are offering to the Emergency Services Personnel.

Casey read Resolution 05-17 aloud.

Motion by Larson, seconded by Nowak and carried (5-0): To approve Resolution 05-17 as presented.

E. Resolution 06-17 - Accepting Feasibility Study: Almac Drive and 6th Street (Sent to councilors via email)

Tyler Yngsdal, SEH, described a power point presentation about the Feasibility Study – 2017 Street and Utility Reconstruction Projects. He reminded the council that they approved the completion of this study in December 2016.

Casey stated that the ½ % sales tax and the bonding for this project are very important. Benson asked for a total cost projection to do these projects with cement.

Casey also stated that the council will have to change the date for the Public Hearing to be March 20, 2017.

Motion by Larson, seconded by Benson and carried (5-0): To approve Resolution 06-17 and accept the Feasibility Study as presented by SEH.

F. Resolution 07-17 – Resolution of Non-Objection (Ducks Unlimited)

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To approve Resolution 07-17 as presented.

G. Memo of Understanding – St. Louis County

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To approve the Memo of Understanding from St. Louis County as presented.

H. Recodification (Information from League of MN Cities included - $10,000 approved in Capital Improvement Plan)

Item removed.

I. 2017 Local Board of Appeal and Equalization Meeting Date

Motion by Larson, seconded by Benson and carried (5-0): To accept the 2017 Local Board of Appeal and Equalization Meeting Date from St. Louis County.

J. Prior Official Recognition

Mayor Larson gave a plaque and thank you for their service to former councilors Shawn McGovern and Travis White.

K. Contract Approval

Motion by DeWall, seconded by Nowak and carried (3-2, Schwarzbauer and Benson opposed): The City Council resolves to not renew its contract ending on 12/31/2016 with Chief Wobig, which action, by necessity, vacates that portion of the City Council's motion of 12/19/2016 as it relates to Chief Wobig.

Benson stated that he didn't understand the language of "by necessity" and Attorney Bray replied that on December 19, 2016, the council voted to continue contracts until negotiations are completed. Benson asked if there was a session scheduled to meet with Chief Wobig to discuss his contract. Larson stated that the city is not renewing his contract.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To recess the council meeting at 8:00 pm and go to closed session under Section 13B.

Motion by DeWall, seconded by Schwarzbauer and carried (4-1, Benson opposed): To reopen the council meeting at 8:30pm

A. Union and Negotiations Update

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund	Liquor Fund
$106,665.32	$44,999.28

$151,580.60 TOTAL BILLS FOR APPROVAL

Motion by Schwarzbauer, seconded by Nowak and carried: To approve the General Fund and Liquor Fund bills as presented.

ADJOURNMENT

Motion by DeWall, seconded by Larson and carried: To adjourn the City Council meeting at 8:40pm.

1A.

February 21, 2017

Proctor Police Dept.
100 Pionk Dr
Proctor, MN 55810

On behalf of Augustana Lutheran Church, Thank You for supporting "Night to Shine" on February 10, 2017. Your donation of a uniformed police officer was greatly appreciated and was important to our events success.

This year we had 103 honored guests with 103 companions. To support this event we had roughly 240 volunteers working throughout the day from setup to tear down. We offered hair and makeup touch ups, shoe shine stations, photo booths, miniature golf, caricatures, karaoke, dancing, limousine rides and more! We couldn't have made all of this possible without your contribution. Thank you!

Sincerely,

Mollie M. Haag

Mollie M Haag
Augustana Lutheran Church
Night to Shine Coordinator

Your potential tax-deduction is based on the stated value for the goods and services you provided. This letter will serve as your receipt.

Augustana Lutheran Church is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN 411501890

Augustana Lutheran Church

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

WLSSD

Western Lake Superior Sanitary District

1B.

February 14, 2017

Mr. Mark Casey
City of Proctor
100 Pionk Drive
Proctor, MN 55810

RE: Draft Inflow and Infiltration Ordinance Revisions and Public Hearing

Dear Mr. Casey:

Since early 2016, District staff have been working on revisions to the WLSSD Ordinance Establishing Standards for Reduction of Inflow and Infiltration (I & I) which was originally adopted in 2008. The initial proposed revisions were distributed to area stakeholders in June. After distribution of this draft a number of comments were received in writing and through a public hearing in addition to a meeting with the Duluth Area Association of Realtors. Additional changes were made and a revised draft was provided to all communities in August taking into account feedback received up to that point.

Following distribution of the August draft, District staff convened a work group comprised of area stakeholders and has been meeting individually with communities. A number of additional revisions have been made to the Ordinance which are highlighted in the enclosed redlined version of the draft.

A public hearing will be held, Wednesday, March 22nd at 5:00 PM in the WLSSD Board Room to review the Ordinance language and receive comments. In addition, any comments on the draft language can be submitted to my attention in writing to 2626 Courtland Street, Duluth, MN 55806 or emailed to me at brandon.kohlts@wlssd.com prior to the scheduled public hearing.

If you have any questions in this regard, I can be reached at 218-740-4798.

Sincerely,

Brandon Kohlts
Senior Planner

Encl. Draft WLSSD Inflow and Infiltration Ordinance (Feb 2017)

1C.

STORMWATER RSPT REGIONAL PROTECTION TEAM

Andrea Crouse, and Todd Carlson
Co-Chairs, Regional Stormwater Protection Team (RSPT)

2/14/2017

To RSPT Member,

Thank you for continuing to support efforts to protect local water from pollution by being a member of the Regional Stormwater Protection Team (RSPT). Clean water is important to all of us for many different reasons: public health, recreation, scenic beauty, fishing opportunities, and tourism... just to name a few.

According to the EPA, stormwater is the leading source of pollution to our nation's water, and in this region, that ultimately means Lake Superior. RSPT's mission is to educate and inform people about how their actions can and will impact water quality and to provide reasonable options and tools for decreasing stormwater pollution off their property. Since 2003, RSPT has been working to increase the public's understanding of stormwater pollution and promote methods to prevent it.

You are receiving this letter because RSPT members recently voted to increase annual dues by 10% (dues have not been raised since RSPT's inception in 2003). The 10% increase will go into effect next year, on the 2018 invoice. A draft invoice is enclosed for your community reflecting this change.

As a member of the RSPT, your organization receives the benefits of sharing resources with other local agencies and organizations. By working together we can accomplish much more than all of us working separately. For most of our members, being a part of the RSPT is critical to helping your organization meet specific education and outreach requirements of your MS4 stormwater permit.

We would like to personally thank you for your past support with both resources and staff time. The participation and collaboration of our members is vital to keeping our creeks, streams, and lakes clean.

Enclosed you will find a draft 2018 invoice which reflects the 10% increase to the annual dues that will go into effect next year. We want communities to have the time to plan for the increase. If you have any questions or concerns about RSPT or its mission please feel free to contact us anytime.

Sincerely,

Andrea B. Crouse & Todd Carlson

Andrea B. Crouse and Todd Carlson

Andrea B. Crouse and Todd Carlson – Co-Chairs, Regional Stormwater Protection Team
Andrea - office: 715-394-0392 ext. 1041 or crouse@cl.superior.wi.us
Todd - office: 218-730-4051 or tcarlson@duluthmn.gov

1D.

From: Sarvela, Pamela M [mailto:PMSarvela@minnesotaenergyresources.com]
Sent: Friday, February 24, 2017 10:52 AM
To: Mark Casey
Subject: RE: Ordinance

I am working to get a breakdown of the customer classes, as this would be the information Proctor would be interested in if they were considering a franchise fee and calculating how they may want to spread it to generate the revenues anticipated. Please note, the count is based on the meters considered Proctor, but in order for a franchise fee to be applied, they resident/business would have to be within the city limits of Proctor. If the city would like to get into finer detail, we would need to provide you with a list of addresses and the city would need to identify those that are within the city limits (but that may be more than what you are looking for). The customer count I am showing for Proctor is as follows:

Proctor: 1112 meters

If Midway is within the city limits, it would include an additional 77 meters.

The following is the 12 month weighted average per therm cost for residential customers from the period March 2016 through February 2017.

RESIDENTIAL	12 Month	
	Weighted Average	
Cust Charge*	$10.45	
Gas Cost	$0.42176	
Dist Margin	$0.23980	
Effective Rate w/o Cust Chg	$0.66156	
Effective Rate w/ Cust Chg	$0.80163	
Note: Effective 3.1.17, Customer Charge is fixed at $9.50/month		

*Please note, there was an interim charge for the monthly customer charge, but effective 3.1.17 the interim charge is removed, and the monthly customer charge is set at $9.50.

Mark – I have not yet found a good source for the average therm cost for commercial customers. Is this something that the councilor would like to see – or was the primary concern the residential?

Also – was there anything else I was to deliver? My notes show the meter count and per therm cost.

Kind Regards,

Pam

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

E.

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

2017 Sunshine Week - Open Government Proclamation

WHEREAS, James Madison, the father of our federal Constitution, wrote that "consent of the governed" requires that the people be able to "arm themselves with the power which knowledge gives," and

WHEREAS, every citizen in our participatory democracy has an inherent right to access to government meetings and public records; and

WHEREAS, strides must be taken to overcome barriers to public understanding of the public's business; and

WHEREAS, an open and accessible government is vital to establishing and maintaining the people's trust and confidence in their government and in the government's ability to effectively serve its citizens; and

WHEREAS, the protection of every person's right of access to public records and government meetings is a high priority of the City of Proctor and its City Council, and

WHEREAS, the City of Proctor and its City Council along with its commissions and committees are committed to openness and transparency in all aspects of its operations and seeks to set a standard in this regard; and

NOW, THEREFORE, the City of Proctor and its City Council commits during this Sunshine Week, March 12 through March 18, commemorating the anniversary of James Madison's birth, and throughout the year to work diligently to enhance the public's access to government records and information, and to ensure that all meetings of deliberative bodies under its jurisdiction, and their committees, are fully noticed and open to the public.

Mayor of Proctor _____ Date _____

City Administrator _____ Date _____

PR17-04 2/6/17 - 2/19/17 3A

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	$1,600.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	$3,461.54
	City Administrator	Government Building	Part-Time Employee	$691.90
	City Clerk	Administrative	Full-Time Employee Regular	$2,308.60
	City Clerk	Administrative	Full-Time Employee Regular	$546.00
	City Clerk	Administrative	Full-Time Employee Overtime	$103.02
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$669.48
	Police	Operations (Police)	Full-Time Employee Regular	$36,598.89
	Police	Operations (Police)	Full-Time Employee Regular	$702.48
	Police	Operations (Police)	Full-Time Employee Overtime	$833.22
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$1,468.68
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$324.63
	Police	Admin Secretary (Police)	Part-Time Employee	$290.56
	Police	Admin Secretary (Police)	Part-Time Employee	$581.12
	Police	Police Grant Labor	Full-Time Employee Overtime	$743.04
	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	$376.96
	Streets & Roadways	Street Department	Full-Time Employee Regular	$1,325.93
	Streets & Roadways	Street Department	Full-Time Employee Regular	$343.45
	Streets & Roadways	Street Department	Full-Time Employee Regular	$848.16
	Streets & Roadways	Street Department	Full-Time Employee Regular	$870.03
	Streets & Roadways	Street Department	Full-Time Employee Regular	$106.02
	Streets & Roadways	Sanding	Full-Time Employee Regular	$94.24
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	$3,345.80
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	$558.89
	Operations (PUC)	Administrative and General	Temporary Employees Regular	$619.88
FUND 100 General Fund				$64,130.23
Sewer Fund	Public Works	Sewer	Full-Time Employee Regular	$83.07
FUND 500 Sewer Fund				$83.07
				$64,213.30

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$344.85
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,327.15
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$2,091.26
FUND 600 Liquor Fund				$3,763.26
				$3,763.26

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 4

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	4.00	1.5	$103.02	City -Bi-wk
Shift Multiplier 1.5	4.00		$103.02	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	4.00	1.5	$131.94	City -Bi-wk TZD grant
POLICE	12.00	1.5	$484.02	City -Bi-wk
POLICE	14.00	1.5	$611.10	City -Bi-wk TZD grant
POLICE	4.00	1.5	$174.60	City -Bi-wk
POLICE	4.00	1.5	$174.60	City -Bi-wk
Shift Multiplier 1.5	38.00		$1,576.26	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	7.00	1.5	$247.38	City -Bi-wk
Street Department	2.67	1.5	$110.90	City -Bi-wk
Street Department	7.50	1.5	$311.51	City -Bi-wk
Shift Multiplier 1.5	17.17		$669.79	
Pay Group Description City -Bi-wk	59.17		$2,349.07	
Location Description Liquor Store				
Shift Multiplier 1.5				
Liquor Store	2.00	1.5	$41.07	Liq -Bi-Wk
Shift Multiplier 1.5	2.00		$41.07	
Pay Group Description Liq -Bi-Wk	2.00		$41.07	
	61.17		$2,390.14	

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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UA.

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Resolution 08-17
Playground for EveryBODY

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

WHEREAS, ISD 704 voters approved the recent referendum for $12 million for sports facilities upgrades; and

WHEREAS, the money will be used for hockey, football, softball, baseball soccer and lacrosse along with outdoor athletic upgrades in Canosia, Grand Lake, Solway and Midway Townships; and

WHEREAS, while athletes will get a place to play the Playground for EveryBODY sits partially completed since 2011; and

WHEREAS, the sports facilities upgrades are for handicapable athletes the Playground for EveryBODY will be boundary-free and safe for children with any kind of physical or mental disability; and

WHEREAS, Children in ISD 704 learn by playing, and every child deserves to play on a playground that is designed for them, and

WHEREAS, Proctor Public Utilities customers have participated rounding up their payments for the Playground for EveryBODY.

NOW, THEREFORE BE IT RESOLVED, the Proctor City Council requests that any unused funds from the Townships or sports facilities upgrades be used to complete Playground for EveryBODY.

Upon vote taken thereon, the following voted:

For:
Against:

Whereupon said Resolution 08-17was declared duly passed and adopted this 6th day of March, 2017.

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator

6B.

Minnesota Mayors Association 2017 Annual Conference

Discovering and Developing Minnesota Cities

April 28-29

What do tourism, shoreline preservation, and 10,000 lakes mean for Minnesota cities?

During this two-day conference you'll have the opportunity to sit down with mayors from across the state as you explore how tourism impacts jobs and creates sales in Minnesota communities, and what that means for our overall economy. Plus, discover what your role is as mayor in maintaining and restoring shorelines so Minnesota's 10,000 lakes can be enjoyed now and in the years to come.

At the 2017 MMA Annual conference you will:

- Discover the affect of tourism on Minnesota cities as you review the most recent travel and tourism economic impact highlights
- Learn how shoreline restoration impacts overall lake quality
- Enjoy a guided boat tour of Gull Lake's shoreline management program
- Hear remarks from federal officials, including Rep. Tom Emmer, 6th Congressional District
- Network and share insights with other mayors from around the state
- Lend your voice to the MMA annual meeting

Date/Location:
April 28-29
Madden's on Gull Lake
11266 Pine Beach Peninsula
Brainerd, MN 56401

Fees*:

- Regular attendee: $130
- First-time attendee: $90
- Guest: $75
  Lodging is not included in these fees

Agenda—Minnesota Mayors Association 2017 Annual Conference

FRIDAY, APRIL 28

1 p.m.
Conference Check-In

2:30 p.m.
Optional Pre-Conference Roundtable Discussions
Join other mayors at this optional pre-conference event to dive into more details around using social media to enhance your city.

4:30 p.m.
Social Hour and Patron Displays

6 p.m.
Dinner

6:45 p.m.
Welcome and Comments
H. Peterson, Mayor, Blooming Prairie and MMA President
Dave Cavanaugh, Mayor, East Gull Lake

7 p.m.
Open Forum on Mayoral Issues
Moderator: H. Peterson, MMA President
Panelists: MMA Executive Committee members
Join your fellow mayors as you discuss the topics that are impacting Minnesota cities, from running city council meetings, attracting businesses to your city, and more!

8:30 p.m.
Dessert Buffet and Patron Displays
Get to know the companies that have generously supported the MMA Annual Conference.

SATURDAY, APRIL 29

7 am.
Continental Breakfast

8:30 a.m.
The Economic Impact of Tourism in Minnesota
John Edman, Executive Director, Explore Minnesota
Travel and tourism brings people to, or through, most cities in Minnesota—creating jobs and

generating sales. Hear from Explore Minnesota's executive director on the most recent travel and tourism economic impact highlights for the state of Minnesota, tourism regions, and counties.

10 a.m.
Break

10:30 a.m.
Shoreline Management
Chris Pence, Land Services Supervisor, Crow Wing County
Restoring shoreline is important to overall lake quality. Hear from the Crow Wing County land services department for more information on shoreline management implementation and regulations.

12 p.m.
Lunch and MMA Annual Meeting

2 p.m.
Guided Boat Tour of Gull Lake's Shoreline Management

4 p.m.
Return to Madden's

5 p.m.
Social Hour

6 p.m.
Dinner

7 p.m.
Evening Program: Remarks from Rep. Tom Emmer, 6th Congressional Dist. (Confirmed) and Other Federal Officials to be Announced

8 p.m.
Adjourn

6C,

Tammie McDonald

From:	Sally Hedtke
Sent:	Wednesday, February 22, 2017 9:04 AM
To:	Mark Casey; Tammie McDonald; Phil Larson; Brandy Ream; bream@spiritmt.com; Dan Rohweder (sunkink@yahoo.com); Deanna Gregorich; Frank Siiro (fsiiro2011 @hotmail.com); Ryan Jones; Sally Hedtke; Tony Banks (duluthsouth.mn@americinn.com)
Subject:	Speedway Funding Request

On February 21, 2017, the Tourism Committee voted to recommend that the Proctor Speedway receive $10,000 of unallocated lodging tax funds for 2017 marketing and promotion. The Committee requests that the City Council approve this funding request.

Sally R. Hedtke, Proctor Tourism
City of Proctor
100 Pionk Drive
Proctor, MN 55810
218-628-6297, ext. 297

CITY OF PROCTOR
LODGING TAX FUNDING REQUEST
Proctor Tourism Committee

Date Form Completed: Feb 16, 2017 AMOUNT REQUESTED: $10,000

Organization applying for funding: Lakehead Racing Association / Proctor Speedway

Contact Person: Dennis McCauley

Address: 2017 Central Ave

City, State, Zip: Superior WI 54880

Phone: Cell Phone: 218-348-9919

Email: dennis@proctorspeedway.com Website: proctorspeedway.com

REQUIREMENTS for Requesting Lodging Tax Funds:

- Lodging tax funds should be used for the promotion of events and activities in Proctor and to maximize the benefits to the community and visitors. Applicants are strongly encouraged to request funding for marketing and promotion in communities outside the area. Requests will be considered for other expenses when it involves the startup of an event, events with a proven record of exceptional visitor attendance, or for other instances. Groups or individuals can apply, and do not need to be a non-profit.

- Application should be submitted no less than 90 days in advance of event. Consideration may be given in special circumstances.

- The contact person or representative should plan to attend a Tourism Committee meeting to answer questions prior to approval.

- If funding approved, summary report must be submitted to the Tourism Committee within 45 days after completion and must include:
  1. Marketing, promotion and advertising for event.
  2. Summary of economic value to Proctor.
  3. Number of visitors who attended the event, as well as number who stayed in Proctor overnight. Event sponsor is responsible for tracking visitor attendance.

- If funding approved, organization or individual agrees to list City of Proctor Tourism as a sponsor on all printed materials, and submit a press release about the funding.

- All forms, applications, and requirements must be completed before requesting Tourism Funds.

- NO FUNDS will be disbursed without a submitted invoice or billing statement.

APPLICATION MUST INCLUDE THE FOLLOWING: (Use additional pages as needed)

1. General description of event: Dates, venue, occasion, and history of event.
Weekly Racing beginning in may through September
Special Events also with Regular Racing on Sunday Night
also have Friday + Saturday Event during the year

2. Target Audience: Who will attend and anticipated number.
Family Friendly Stock Car racing Audience is from children through elderly. Events can see from 600 Pep to over 2300 attending our events

3. Visitor Attendance Plan, including process to identify number of visitors who attend the event.
Tiket sales will show actual attendance. will be trying to work with Local Hotels to better track attendance

4. **Business Plan:**
Budget
Marketing
Anticipated Income
Sponsorships, Donations, In-Kind
Expenses
Plan for Sustainability of Event

Television Advertising / Radio Advertising
ATD Racing Magazine / Website Notices
Social Media including Twitter, Facebook, Instagram, Photos / Local Newspapers
On site Advertising including Live Remotes

4. Projected economic impact to Proctor hotels and businesses. Additionally we will be trying to expand on a couple events to make them a two day event to keep people in the area longer

Signature of Organization Representative agreeing to Funding Requirements:

Date: Feb 16, 17

Send completed application to: City of Proctor Tourism, c/o Sally Hedtke
100 Plank Drive, Proctor, MN 55810

Be sure all forms, applications, and requirements are completed before submitting request. For assistance, call (218) 628-6297- ext. 297, or City Hall (218) 624-364.

Dear Proctor Tourism Committee

The Lakehead Racing Association (Proctor Speedway) was proud to team up with the Proctor Tourism Committee for the 2016 racing season. We thought that the partnership brought a lot of great things to the Speedway and hopefully also benefited the community just as much. In our first venture together we hope that we gained the trust to continue this relationship for many years to come. As most you know the Speedway brings numerous people into the community throughout the summer months from close and far away. The Speedway is not a one night, one weekend, nor a one week event. We begin racing in the early part of May and continue each and every until the beginning of September (please see attached tentative early Schedule). In all we have a minimum of 20 events scheduled throughout the summer but expect to have an additional event also.

The 2016 season brought us numerous opportunities to get the word out and try many avenues in advertising. Some we believe were very useful and others that we tried we don't believe offered as much of a benefit. The good news is we found some very useful opportunities to spread the word and bring people to the Proctor area and help increase our attendance at Proctor Speedway. With this knowledge I think we can do an even better job in 2017 with our partnership. It was our goal last year to increase the attendance to the Speedway through these advertising areas to build the attendance back up to a thriving grandstand full of spectators, who subsequently will be traveling to the City of Proctor and visiting the other local Businesses and offerings the City has. Our overall attendance last year showed the effort put forth in increasing attendance at our regular racing events by an average of 30 guests per evening; however I think we can build on this again this year to continue this trend in the positive manor.

We will again use advertising through "All The Dirt" which also reaches a six state and three providences of Canada area. It is our plan to use more of the Charter television advertising to reach many areas throughout northern Minnesota, Wisconsin, and the Upper Peninsula of Michigan. We will again be looking at obtaining a partnership with one of the local radio stations for our weekly events to keep our name in people's ears on a daily basis as well. We will also see some special advertising

opportunities during our special events of the year that we will try some more advertising in certain markets such as the Thunder Bay Newspaper, Ashland Radio Station, and numerous boosts on Facebook throughout the states of Wisconsin and Minnesota.

With all of these opportunities we expect to bring many guests back to the Proctor area that may not have been here in awhile, in addition to new visitors to the area who have never visited our track, or fine city. It is also our hopes many of these guests would be return and multiple repeat visitors for years to come. The Lakehead Racing Association in Conjunction with the South Saint Louis County Fair will again be bringing the Monster Trucks back to the fairgrounds this year June 23rd and 24th, for two exciting nights of action sure to draw people from all over the northland. We managed to pull this all together for a very nice audience in 2016 even though it was over Grandma's Marathon weekend. In 2017 we are going to have it a week after the Marathon to allow for opportunities for guests to stay in the Proctor area since all the hotels will not be booked with runners. We think this will be a great benefit to the Tourism of the area and also enhance the event. We will again be having our single most attended event next year in the Mid-summer Night of Mayhem on August 5th. This one day event alone brings over 2000 adults to the Speedway that evening from all over Minnesota and Wisconsin already.

With these opportunities of course comes a cost. The Lakehead Racing Association would respectfully ask for a total of $10,000.00 again this year, which would go to cover some of the expenses of advertising these events throughout the year for the Community. We would like to remind you this is not for a single event or weekend this is for the whole summer activities which when broken down is very modest. If there is any additional information or discussion that we could help with please do not hesitate to contact me. Thank you for your time and consideration.

Dennis McCauley

President

Lakehead Racing Association, Proctor Speedway

218-348-9919

LeF.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between the City of Proctor (hereafter "City") and Law Enforcement Labor Services, Inc., Local # 21 (hereafter "Union").

WHEREAS, the City and the Union are parties to a collective bargaining agreement;

WHEREAS, due to recent staffing changes within the Proctor Police Department, employees within the bargaining unit will be restricted in allowable vacation time use in order to maintain necessary staffing levels;

WHEREAS, the collective bargaining agreement contains language limiting the maximum amount of vacation accrual in Article 8 as follows:

Section A: Subject to the provisions herein, each eligible employee shall receive vacation with pay corresponding to the length of service shown in the following table:

Years of Service	*Monthly*	*Yearly*
0 through 1	*3.33 hrs*	*40 hours*
2 through 5	*6.66 hrs*	*80 hours*
6 through 12	*10 hrs*	*120 hours*
13 through 19	*13.36 hrs*	*160 hours*
After 20	*16.69 hrs*	*200 hours*

Employees may have a maximum accrual of one and one half (1 ½) the employee's yearly earned vacation provided that fifty percent (50%) of the employee's yearly earned vacation is used within that year. Part-time employees will receive vacation accrual on a prorated basis of actual hours worked.

WHEREAS, the City and the Union agree the vacation accrual maximum restriction set out in Article 8 of the collective bargaining agreement should be lifted or, at the employee's option, the employee shall be compensated at their regular base rate for hours accrued over the max accrual.

NOW, THEREFORE, the City and the Union agree to:

1. Temporarily lift the vacation accrual maximum until such time that the restriction on vacation use is removed and necessary staffing levels are reached.

2. That employees who chose not to accrue vacation time over the maximum accrual rate will be compensated at their regular base rate for each hour over the max accrual.

3. This agreement will be in full force and effect until such time the parties mutually agree to sunset the agreement or a successor agreement is reached.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the dates indicated by their respective signatures.

CITY OF PROCTOR	**LAW ENFORCEMENT LABOR SERVICES, INC**
_____	_____
_____	_____

CITY OF PROCTOR

*Check Summary Register©

February 2017 to March 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027587	CITY OF PROCTOR	2/22/2017	$1,597.95	PR17-03L wh PERA
Paid Chk# 027588	EMC NATIONAL LIFE COMPANY	2/22/2017	$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 027589	ADT SECURITY SERVICES	3/7/2017	$122.96	SECURITY
Paid Chk# 027590	AMERICAN BOTTLING COMPAN	3/7/2017	$88.50	02202017
Paid Chk# 027591	ARTISAN BEER COMPANY	3/7/2017	$27.00	02162017
Paid Chk# 027592	BERNICK'S PEPSI	3/7/2017	$2,150.15	02222017
Paid Chk# 027593	BREAKTHRU BEVERAGE	3/7/2017	$1,756.74	02162017
Paid Chk# 027594	CENTURYLINK	3/7/2017	$213.62	PHONE SERVICE
Paid Chk# 027595	G&K SERVICES	3/7/2017	$49.84	SUPPLIES
Paid Chk# 027596	GARTNER REFRIGERATION CO	3/7/2017	$632.68	REPAIRS
Paid Chk# 027597	JOHNSON BROTHERS INC	3/7/2017	$3,884.04	02142017
Paid Chk# 027598	LAMAR COMPANIES	3/7/2017	$690.00	POSTERS, SIGNS
Paid Chk# 027599	MICHAUD DISTRIBUTING COMP	3/7/2017	$699.85	02202017
Paid Chk# 027600	NORTHERN MN DENTAL	3/7/2017	$26.95	DENTAL INSURANCE
Paid Chk# 027601	PHILLIPS WINE & SPIRITS CO	3/7/2017	$2,573.05	02142017
Paid Chk# 027602	PROCTOR BUILDERS	3/7/2017	$99.83	SUPPLIES
Paid Chk# 027603	PROCTOR JOURNAL	3/7/2017	$312.12	ADVERTISEMENT
Paid Chk# 027604	SOUTHERN WINE & SPIRITS OF	3/7/2017	$3,085.07	02242017
Paid Chk# 027605	SUPERIOR BEVERAGE	3/7/2017	$1,611.30	02172017
Paid Chk# 027606	VINOCOPIA	3/7/2017	$147.80	02242017
		Total Checks	$19,783.85	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
ADT SECURITY SERVICES	Security Systems	$122.96	SECURITY
Check Name ADT SECURITY SERVICES		$122.96	
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	$88.50	02202017
Check Name AMERICAN BOTTLING COMPANY		$88.50	
ARTISAN BEER COMPANY	Beer Purchases	-$27.00	02022017
	Beer Purchases	-$13.50	02022017
	Beer Purchases	$67.50	02162017
Check Name ARTISAN BEER COMPANY		$27.00	
BERNICK'S PEPSI	Beer Purchases	$900.95	02152017
	Beer Purchases	$391.60	02222017
	Beer Purchases	$857.60	02222017
Check Name BERNICK'S PEPSI		$2,150.15	
BREAKTHRU BEVERAGE	Liquor Purchases	$664.20	02232017
	Freight and Express	$12.49	02232017
	Liquor Purchases	$1,064.33	02162017
	Freight and Express	$15.72	02162017
Check Name BREAKTHRU BEVERAGE		$1,756.74	
CENTURYLINK	Telephone	$213.62	PHONE SERVICE
Check Name CENTURYLINK		$213.62	
G&K SERVICES	Misc Operating Supplies	$49.84	SUPPLIES
Check Name G&K SERVICES		$49.84	
GARTNER REFRIGERATION CO	Misc Operating Supplies	$632.68	REPAIRS
Check Name GARTNER REFRIGERATION CO		$632.68	
JOHNSON BROTHERS INC	Liquor Purchases	$21.99	02142017
	Wine Purchases	$985.11	02212017
	Freight and Express	$29.12	02212017
	Liquor Purchases	$1,409.48	02212017
	Freight and Express	$23.51	02212017
	Soft Drinks and Mix	-$44.00	02142017
	Freight and Express	-$1.82	02142017
	Wine Purchases	-$16.08	02092017
	Liquor Purchases	-$9.63	02022017
	Liquor Purchases	$948.75	02142017
	Freight and Express	$11.76	02142017
	Wine Purchases	$502.19	02142017
	Freight and Express	$23.66	02142017
Check Name JOHNSON BROTHERS INC		$3,884.04	
LAMAR COMPANIES	Advertising - Enterprises	$690.00	POSTERS, SIGNS
Check Name LAMAR COMPANIES		$690.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$310.70	02272017
	Beer Purchases	$389.15	02202017
Check Name MICHAUD DISTRIBUTING COMPANY		$699.85	
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	$9.10	02142017
	Misc Operating Supplies	$22.75	02212017
	Liquor Purchases	$465.75	02142017
	Freight and Express	$1.82	02142017
	Wine Purchases	$48.00	02142017
	Wine Purchases	$307.15	02212017
	Freight and Express	$15.63	02212017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
PHILLIPS WINE & SPIRITS CO	Liquor Purchases	$1,315.01	02212017
	Beer Purchases	$375.10	02242017
	Freight and Express	$12.74	02212017
Check Name PHILLIPS WINE & SPIRITS CO		$2,573.05	
PROCTOR BUILDERS	Misc Operating Supplies	$99.83	SUPPLIES
Check Name PROCTOR BUILDERS		$99.83	
PROCTOR JOURNAL	Advertising - Enterprises	$25.00	DINING GUIDE
	Misc Operating Supplies	$213.97	BAGS
	Advertising - Enterprises	$73.15	ADVERTISEMENT
Check Name PROCTOR JOURNAL		$312.12	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$25.44	02172017
	Liquor Purchases	$1,471.97	02172017
	Liquor Purchases	$1,554.52	02242017
	Freight and Express	$33.14	02242017
Check Name SOUTHERN WINE & SPIRITS OF MN		$3,085.07	
SUPERIOR BEVERAGE	Beer Purchases	$560.25	02242017
	Beer Purchases	$506.50	02212017
	Beer Purchases	$544.55	02172017
Check Name SUPERIOR BEVERAGE		$1,611.30	
VINOCOPIA	Freight and Express	$3.80	02242017
	Wine Purchases	$144.00	02242017
Check Name VINOCOPIA		$147.80	
		$18,171.50	

+ 1597.95 PR 17-03
+ 14.40 Supp Life (CE)

$19,783.85

CITY OF PROCTOR

*Check Summary Register©

February 2017 to March 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 035949	MAKI & OVEROM, LTD	2/17/2017	$5,019.00	LEGAL FEES
Paid Chk# 035950	EMC NATIONAL LIFE COMPANY	2/22/2017	$88.90	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 035951	LAW ENFORCEMENT LABOR SE	2/22/2017	$245.00	LELS UNION DUES
Paid Chk# 035952	PROCTOR POLICE DEPT UNION	2/22/2017	$50.00	POLICE DUES
Paid Chk# 035953	TEAMSTERS LOCAL UNION #346	2/22/2017	$441.00	Teamsters union dues
Paid Chk# 035954	AIRFIBER	3/7/2017	$121.32	MONTHLY FEE
Paid Chk# 035955	AMERIPRIDE SERVICES	3/7/2017	$259.93	MATS
Paid Chk# 035956	CENTURYLINK	3/7/2017	$327.00	PHONE SERVICE
Paid Chk# 035957	C W TECHNOLOGY GROUP	3/7/2017	$1,045.00	MANAGED AGREEMENT
Paid Chk# 035958	DAVID BRENNA	3/7/2017	$5,339.37	3% REBATE
Paid Chk# 035959	DULUTH SUPERIOR TROPHY	3/7/2017	$45.00	3 PLAQUES
Paid Chk# 035960	CORPORATE PAYMENT SYSTE	3/7/2017	$1,877.18	GOLF DIRECT TV-TO BE CREDITED
Paid Chk# 035961	ESC SYSTEMS, INC	3/7/2017	$150.00	ACCESS CONTROL PARTS
Paid Chk# 035962	FIREMAN'S RELIEF ASSOCIATIO	3/7/2017	$2,000.00	REVENUE REIMBURSEMENT
Paid Chk# 035963	FLEET SERVICES	3/7/2017	$1,797.44	FUEL - PD
Paid Chk# 035964	FOSSUM PLUMBING & HEATING	3/7/2017	$687.21	REPAIR LEAKS
Paid Chk# 035965	HIBBING COMMUNITY COLLEGE	3/7/2017	$1,200.00	ARLET 2017 MEMBERSHIP FOR 6 OF
Paid Chk# 035966	HUFF, TOD	3/7/2017	$2,800.00	STUDIO LABOR
Paid Chk# 035967	INTERSTATE BATTERIES	3/7/2017	$44.37	LAWN AND GARDEN BATTERY
Paid Chk# 035968	JOHNSON, BRAD	3/7/2017	$50.92	HEADLAMPS FOR FIRE HELMETS
Paid Chk# 035969	LACOURSE & ENVALL, PA	3/7/2017	$993.00	LEGAL FEES
Paid Chk# 035970	LARSON, PHIL AND SHERYL	3/7/2017	$160.54	CONFERENCE REIMBURSEMENT
Paid Chk# 035971	MAKI & OVEROM, LTD	3/7/2017	$8,752.89	LEGAL FEES
Paid Chk# 035972	Minn Dept of Labor & Industry	3/7/2017	$200.00	BOILER FEES
Paid Chk# 035973	MINNESOTA ENERGY RESOURC	3/7/2017	$37.80	UTILITIES
Paid Chk# 035974	MN POLLUTION CONTROL AGEN	3/7/2017	$23.00	WASTEWATER CERTIFICATION RENEW
Paid Chk# 035975	NORTHERN MN DENTAL	3/7/2017	$1,169.70	DENTAL INSURANCE
Paid Chk# 035976	NOWAK, GARY	3/7/2017	$19.97	CONFERENCE REIMBURSEMENT
Paid Chk# 035977	OFFICE ENTERPRISES	3/7/2017	$1,544.00	CONTRACT FOR 2017-2018
Paid Chk# 035978	PETERSON, LOREN W	3/7/2017	$2,215.88	ACCOUNTING
Paid Chk# 035979	PROCTOR BUILDERS	3/7/2017	$240.27	SUPPLIES
Paid Chk# 035980	PROCTOR CHAMBER OF COMM	3/7/2017	$400.00	REIMBURSEMENT-SMALL BUSINESS T
Paid Chk# 035981	PROCTOR JOURNAL	3/7/2017	$906.71	PUBLICATIONS
Paid Chk# 035982	SEH	3/7/2017	$3,251.25	ENGINEERING FEES
Paid Chk# 035983	ST LUKES MEDICAL CLINIC	3/7/2017	$304.00	FIREFIGHTER TESTING
Paid Chk# 035984	TEAMLAB	3/7/2017	$353.75	VEGETATION KILLER FOR FENCELIN
Paid Chk# 035985	TROY DEWALL	3/7/2017	$156.40	CONFERENCE REIMBURSEMENT
Paid Chk# 035986	VERIZON WIRELESS	3/7/2017	$101.32	PHONE CHARGES
Paid Chk# 035987	W.L.S.S.D.	3/7/2017	$24,107.00	WASTEWATER CHARGES
Paid Chk# 035988	WILLIS SUPPLY COMPANY	3/7/2017	$176.47	SUPPLIES
Paid Chk# 035989	WINDUS, LYNN	3/7/2017	$130.00	CONFERENCE REGISTRATION
Paid Chk# 035990	ZIEGLER, INC	3/7/2017	$157.97	REPLACE 3 LEAKY HYDROLIC HOSES
		Total Checks	$68,990.56	

CITY OF PROCTOR
General Fund Bills List

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	Government Building	Cleaning Supplies	$67.06	MATS
	General Fund	Government Building	Cleaning Supplies	$67.06	MATS
	General Fund	Government Building	Cleaning Supplies	$67.06	MATS
	General Fund	Operations (Fire)	Other Professional Services	$58.75	MATS
Check Name AMERIPRIDE SERVICES				$259.93	
C W TECHNOLOGY GROU	General Fund	Administrative	Computer Misc Expense	$1,045.00	MANAGED AGREEMENT
Check Name C W TECHNOLOGY GROUP				$1,045.00	
CENTURYLINK	Golf Course F	Admin & General Golf	Telephone	$125.62	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.25	PHONE SERVICE
	General Fund	Street Dept Shop Work	Telephone	$75.41	PHONE SERVICE
	General Fund	Operations (Fire)	Telephone	$57.47	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.25	PHONE SERVICE
Check Name CENTURYLINK				$327.00	
CORPORATE PAYMENT SY	General Fund	Tourism Expenditures	Advertising - Sponsorship	$289.00	TOURISM INSURANCE
	Golf Course F	Admin & General Golf	Dues & Subscriptions	$147.46	GOLF DIRECT TV-TO BE CRE
	General Fund	Operations (Fire)	Mach & Equip Repair	$352.00	TRUCK HOSE FOR FD
	General Fund	Government Building	Bldg Repair & Maint	$88.65	CITY HALL DOOR REPAIR
	General Fund	Operations (Police)	Printed Forms and Paper	$458.44	DRUG KITS, SQUAD LINERS
	General Fund	Operations (Civil Defens	Other Equipment Purchase	$190.51	ELECTRONICS FOR CHAMBE
	General Fund	Administrative	Training Expense	$351.12	NEW COUNCIL TRAINING
Check Name CORPORATE PAYMENT SYSTEMS				$1,877.18	
DAVID BRENNA	General Fund			$5,339.37	3% REBATE
Check Name DAVID BRENNA				$5,339.37	
DULUTH SUPERIOR TROP	General Fund	Administrative	Misc Operating Supplies	$45.00	3 PLAQUES
Check Name DULUTH SUPERIOR TROPHY				$45.00	
ESC SYSTEMS, INC	General Fund	Government Building	Security Systems	$150.00	ACCESS CONTROL PARTS
Check Name ESC SYSTEMS, INC				$150.00	
FIREMAN'S RELIEF ASSOC	General Fund	Operations (Fire)	Fire Pension Contribution	$2,000.00	REVENUE REIMBURSEMENT
Check Name FIREMAN'S RELIEF ASSOCIATION				$2,000.00	
FLEET SERVICES	General Fund	Operations (Police)	Fuels	$1,797.44	FUEL - PD
Check Name FLEET SERVICES				$1,797.44	
FOSSUM PLUMBING & HE	General Fund	Government Building	Bldg Repair & Maint	$687.21	REPAIR LEAKS
Check Name FOSSUM PLUMBING & HEATING				$687.21	
HIBBING COMMUNITY CO	General Fund	Operations (Police)	Training Expense	$1,200.00	ARLET 2017 MEMBERSHIP F
Check Name HIBBING COMMUNITY COLLEGE				$1,200.00	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$800.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
Check Name HUFF, TOD				$2,800.00	
INTERSTATE BATTERIES	Sewer Fund	Sewer	Equipment Parts	$44.37	LAWN AND GARDEN BATTER
Check Name INTERSTATE BATTERIES				$44.37	
JOHNSON, BRAD	General Fund	Operations (Fire)	Small Tools and Minor Equip	$50.92	HEADLAMPS FOR FIRE HELM
Check Name JOHNSON, BRAD				$50.92	
LACOURSE & ENVALL, PA	General Fund	Municipal Court	Legal Fees	$993.00	LEGAL FEES
Check Name LACOURSE & ENVALL, PA				$993.00	
LARSON, PHIL AND SHER	General Fund	Administrative	Training Expense	$160.54	CONFERENCE REIMBURSEM
Check Name LARSON, PHIL AND SHERYL				$160.54	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
MAKI & OVEROM, LTD	General Fund	Municipal Court	Legal Fees	$8,752.89	LEGAL FEES
Check Name MAKI & OVEROM, LTD				$8,752.89	
Minn Dept of Labor & Ind	General Fund	Government Building	Licenses	$200.00	BOILER FEES
Check Name Minn Dept of Labor & Industry				$200.00	
MINNESOTA ENERGY RES	General Fund	Operations (Fire)	Electric Utilities	$37.80	UTILITIES
Check Name MINNESOTA ENERGY RESOURCES COR				$37.80	
MN POLLUTION CONTROL	Sewer Fund	Sewer	Licenses	$23.00	WASTEWATER CERTIFICATI
Check Name MN POLLUTION CONTROL AGENCY				$23.00	
NORTHERN MN DENTAL	General Fund	Municipal Operations	Employer Paid Health Insura	$99.85	DENTAL INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$99.85	DENTAL INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$163.25	DENTAL INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$443.80	DENTAL INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$362.95	DENTAL INSURANCE
Check Name NORTHERN MN DENTAL				$1,169.70	
NOWAK, GARY	General Fund	Administrative	Training Expense	$19.97	CONFERENCE REIMBURSEM
Check Name NOWAK, GARY				$19.97	
OFFICE ENTERPRISES	General Fund	Administrative	Office Supplies & Expense	$1,544.00	CONTRACT FOR 2017-2018
Check Name OFFICE ENTERPRISES				$1,544.00	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$2,215.88	ACCOUNTING
Check Name PETERSON, LOREN W				$2,215.88	
PROCTOR BUILDERS	General Fund	Operations (Fire)	Misc Operating Supplies	$147.41	SUPPLIES
	General Fund	Street Department	Misc Operating Supplies	$32.88	SUPPLIES
	General Fund	Operations (Police)	Misc Operating Supplies	$14.99	SUPPLIES
	General Fund	Government Building	Bldg Repair & Maint	$44.99	SUPPLIES
Check Name PROCTOR BUILDERS				$240.27	
PROCTOR CHAMBER OF C	General Fund			$400.00	REIMBURSEMENT-SMALL BU
Check Name PROCTOR CHAMBER OF COMMERCE				$400.00	
PROCTOR JOURNAL	General Fund	Council	Gen Notices & Pub Informati	$419.68	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$240.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$232.52	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$14.51	PUBLICATIONS
Check Name PROCTOR JOURNAL				$906.71	
SEH	General Fund	Council	Engineering Fees	$3,251.25	ENGINEERING FEES
Check Name SEH				$3,251.25	
ST LUKES MEDICAL CLINI	General Fund	Operations (Fire)	Medical and Dental Fees	$304.00	FIREFIGHTER TESTING
Check Name ST LUKES MEDICAL CLINIC				$304.00	
TEAMLAB	General Fund	City Parks	Misc Operating Supplies	$170.00	VEGETATION KILLER FOR F
	General Fund	Street Department	Blacktop	$183.75	WINTER COLD MIX PATCH
Check Name TEAMLAB				$353.75	
TROY DEWALL	General Fund	Administrative	Training Expense	$156.40	CONFERENCE REIMBURSEM
Check Name TROY DEWALL				$156.40	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$101.32	PHONE CHARGES
Check Name VERIZON WIRELESS				$101.32	
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	
WILLIS SUPPLY COMPANY	General Fund	Government Building	Cleaning Supplies	$176.47	SUPPLIES
Check Name WILLIS SUPPLY COMPANY				$176.47	
WINDUS, LYNN	General Fund	Operations (Fire)	Training Expense	$130.00	CONFERENCE REGISTRATIO
Check Name WINDUS, LYNN				$130.00	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
ZIEGLER, INC	General Fund	Snow Removal	Mach & Equip Repair	$157.97	REPLACE 3 LEAKY HYDROLI
Check Name ZIEGLER, INC				$157.97	

$63,146.66

+ 5019.06 Legal fees
+ 88.90 Supplies
+ 245.00 LELS union dues
- 50.00 Police Dues
+ 441.00 Teamsters Union Dues

$68,990.56

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, March 20, 2017
Council Chambers - Community Activity Center - 100 Pionk Drive

5:00 P.M. PUBLIC HEARING – 6TH STREET AND ALMAC DRIVE

CALL TO ORDER

6:00 P.M. START OF CITY COUNCIL MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES March 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**

<u>*1. COMMUNICATIONS</u>

<u>*2. PLANNING & ZONING DEPARTMENT MATTER</u>

<u>*3. CLERK ADVISES COUNCIL</u>

A. Government Fund payroll period ended 03/05/17; Liquor Fund payroll period ended 03/05/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

6. NEW BUSINESS

A. Resolution 09-17 – Small Community Air Service Development grant

B. Resolution 10-17 – Resolution of Non-Objection

C. Resolution 11-17 – Ordering of Plans and Specifications for Almac Drive and 6th Street

D. For Consideration –Appraisal of PEDA property (PEDA Meeting Minutes of 03/14/17 and appraisal from Ann Heimbach)

E. Recommendation from Liquor Control regarding Golf Course Liquor License Application

F. Recommendation from Liquor Control Committee regarding payment plan from Moose Lodge

G. For consideration - RFP for Web Design and Hosting

H. Request for approval from Police Department - Master Subscriber Agreement for Minnesota Court Data Services - Resolution 12-17

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

6. NEW BUSINESS (continued)

I. Labor Agreement

MEMBER CONCERNS

Benson – Legislative update

BILLS FOR APPROVAL

General Fund
$141,451.23

Liquor Fund
$34,191.70

$175,642.93 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on March 6, 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; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Nancy Smith; Kevin Comnick; JoAnn Godfrey; Robert Hakola; Peggy Vanderscheuren; Betty Merling; Jim Merling; Tracey Thudin; Mike Meister; Diane Martinel; Elmer Engman; Phyllis Hom; Ron Francisco; Kylee Nunn; Paul Burke; Steve Kuchner; Rich Borg; Charlene Carlson; Kevin Field; Travis & Alisa White; Jakob White; Jonny Nowak; Susan Nowak; Donell Smity; Kerry Helquist; Sherri Lind; Nancy Lilliberg; JoAnn Lorenz; George Lee; John Lundy; Howard Petereson; Bridget Peterson; Jim Peterson; Jesse Annala; Kevin Bahr

APPROVAL OF MINUTES:

Schwarzbauer discussed Item 6K. Contract Approval, and stated that it should have been renamed as he assumed it was going to be approved. Larson stated it would be renamed Contract Discussion. Schwarzbauer also asked who brought that item to council was it the negotiating team? Larson said that it Negotiating Team brought it forward. Schwarzbauer also asked about the language "by necessity". Bray explained the language to the council and that motion only pertained to Chief Wobig.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the February 21, 2017 City Council Meeting Minutes as amended.

APPROVAL OF AGENDA

Motion by Nowak, seconded by DeWall and carried: To approve the agenda of March 6, 2017.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Nancy Smith, 315 5th Street read a statement criticized the speech at the chamber dinner, and stated she does not agree the way the chief of police issue was addressed.

Kevin Comnick, President of Proctor Lions, described the rights of the 1st Amendment with Free Speech and also about the 15th Amendment in which all people can exercise their right to vote.

Phyllis Hom, owner of Wok n Grill spoke about her support for the new mayor and council.

Travis White, former City Councilor, discussed the motion passed last council meeting regarding former Chief Wobig.

Mike Connally, suggested that the taxpayers make the decision about the employment of Chief Wobig.

Robert Hakala, Bayview Heights – Duluth, discussed his opinion about Chief Wobig

Mayor Larson read a statement about his role and making very difficult decisions and the statutes that prohibit open discussions.

Councilor Schwarzbauer discussed the motion about not renewing the contract and his personal and emotional discussion with Wobig.

Charlene Carlson, First Avenue, discussed her opinion of the current mayor and council.

*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 DeWall, seconded by Nowak and carried: To approve the Consent Agenda.

*1. COMMUNICATIONS

A. Thank you from Augustana Lutheran Church

B. Draft Inflow and Infiltration Ordinance Revisions and Public Hearing

C. Letter from Regional Stormwater Protection Team (RSPT)

D. MN Energy email of February 24, 2017

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 02/19/17; Liquor Fund payroll period ended 02/19/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

6. NEW BUSINESS

A. Resolution 08-17 – Excess Funds for Playground for EveryBODY (Benson)

Benson said that not all the townships will spend all the money for the referendum, this is a playground to be used for EveryBODY, maybe there will be excess funds available. Larson stated that he was in construction for 40 years and have not heard of excess funds in projects. Benson listed exceptions.

Motion by Benson, seconded by Schwarzbauer and carried (4-1, Laron opposed): To approve Resolution 08-17 as presented.

B. Minnesota Mayors Association 2017 Annual Conference Attendance

Larson indicated that he has not officially decided to attend at this time.

C. Funding Request for Proctor Speedway - $10,000 (unallocated funds for 2017 marketing and promotion – see application and letter from Speedway)

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To accept the recommendation by Tourism and approve the funding request as submitted.

D. LMCIT pre-file notification (Benson)

Benson suggested that Attorney Bray talk to the League of MN Cities to be watchful for any litigation. Bray will contact the League.

E. Council Chamber Furniture (Benson)

Benson suggested that the council obtain another table so each councilor have their own table.

Motion by Benson, seconded by Schwarzbauer and failed (Larson, DeWall, and Nowak opposed): To obtain an additional council table.

F. Sunshine Week Proclamation

Benson stated that next week is sunshine week which promotes transparency in government with documents and files.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To accept the Sunshine Week Proclamation as presented.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

Motion by DeWall, seconded by Larson and carried: To recess the City Council meeting at 6:50pm and go to closed session to discuss labor and Negotiation issues.

A. Union and Negotiations Update

Motion by DeWall, seconded by Nowak and carried: To adjourn closed session and open the city council meeting at 7:48pm.

6. NEW BUSINESS (Continued)

G. Memorandum of Understanding –Police Department Vacation

Motion by Nowak, seconded by DeWall and carried (5-0): To approve the Memorandum of Understanding as discussed and presented.

H. Employee Compensation

Motion by DeWall, seconded by Larson and carried (5-0): To Execute severance pursuant to a contract.

I. Memo of Understanding – TRAC 7 Position

No action taken at this time.

MEMBER CONCERNS

Larson: Newly Elected Official Conference Report

Larson indicated that this conference was better for him now than 18 years ago and would recommend attendance by all councilors at least every four years. Nowak distributed information about Conflict of Interest and scenarios that happen. Larson said that Benson is walking a fine line with conflict of interest publishing the local paper and being a city councilor.

Larson suggested that the official city statement should have been included in the publication. Benson said that they lost all information that week and had to rebuild the paper. Larson also commented on the Journal Editorials.

Larson stated that for the betterment of the community, they should all work together.

BILLS FOR APPROVAL

General Fund
$68,990.56

Liquor Fund
$19,783.85

$88,774.41 TOTAL BILLS FOR APPROVAL

Benson asked about the reimbursements to DeWall, Larson and Nowak. Larson explained that they are for the attendance to the League of Minnesota Leadership conference.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0): To approve the general fund and liquor fund bills as presented.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried (5-0): To adjourn the city council meeting at 8:20pm.

PR17-05 2/20/17 - 3/5/17

3A.

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	$1,630.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	$3,461.54
	City Administrator	Government Building	Part-Time Employee	$697.50
	City Clerk	Administrative	Full-Time Employee Regular	$2,337.10
	City Clerk	Administrative	Full-Time Employee Regular	$34.34
	City Clerk	Administrative	Full-Time Employee Regular	$282.96
	City Clerk	Administrative	Full-Time Employee Regular	$200.20
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$11,044.72
	Police	Operations (Police)	Full-Time Employee Regular	$756.96
	Police	Operations (Police)	Full-Time Employee Regular	$446.32
	Police	Operations (Police)	Full-Time Employee Regular	$457.68
	Police	Operations (Police)	Full-Time Employee Overtime	$1,145.27
	Police	Operations (Police)	Full-Time Employee Overtime	$1,004.22
	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)	Full-Time Employee Overtime	$55.65
	Police	Admin Secretary (Police)	Part-Time Employee	$87.17
	Police	Admin Secretary (Police)	Part-Time Employee	$290.56
	Police	Admin Secretary (Police)	Part-Time Employee	$581.12
	Police	Police Grant Labor	Full-Time Employee Overtime	$873.00
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	$346.13
	Streets & Roadways	Street Department	Full-Time Employee Regular	$72.75
	Streets & Roadways	Street Department	Full-Time Employee Regular	$786.96
	Streets & Roadways	Street Department	Full-Time Employee Regular	$329.84
	Streets & Roadways	Street Department	Full-Time Employee Regular	$598.48
	Streets & Roadways	Street Department	Full-Time Employee Regular	$3,035.86
	Streets & Roadways	Sanding	Full-Time Employee Regular	$259.77
	Streets & Roadways	Sanding	Full-Time Employee Overtime	$235.91
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	$1,161.01
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	$950.19
	Operations (PUC)	Administrative and General	Temporary Employees Regular	$319.89
FUND 100 General Fund				$37,402.31
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$1,047.34
	Public Works	Sewer	Full-Time Employee Regular	$83.07
	Public Works	Pump Station	Full-Time Employee Regular	$27.69
FUND 500 Sewer Fund				$1,158.10
				$38,560.41

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,672.00
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$56.60
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$2,052.43
				$3,781.03
FUND 600 Liquor Fund				$3,781.03

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 5

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	1.00	1.5	$30.00	City -Bi-wk
Shift Multiplier 1.5	1.00		$30.00	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	24.00	1.5	$791.64	City -Bi-wk
POLICE	3.00	1.5	$98.96	City -Bi-wk
POLICE	12.00	1.5	$480.42	City -Bi-wk
POLICE	2.00	1.5	$80.07	City -Bi-wk
POLICE	20.00	1.5	$873.00	City -Bi-wk
POLICE	4.00	1.5	$174.60	City -Bi-wk
POLICE	2.00	1.5	$55.65	City -Bi-wk
POLICE	12.00	1.5	$523.80	City -Bi-wk
Shift Multiplier 1.5	79.00		$3,078.14	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	5.50	1.5	$194.37	City -Bi-wk
Street Department	1.00	1.5	$41.54	City -Bi-wk
Street Department	4.00	1.5	$166.14	City -Bi-wk
Shift Multiplier 1.5	10.50		$402.05	
Shift Multiplier 2				
Street Department	9.00	2	$424.08	City -Bi-wk
Street Department	9.50	2	$526.11	City -Bi-wk
Shift Multiplier 2	18.50		$950.19	
Pay Group Description City -Bi-wk	109.00		$4,460.38	
	109.00		$4,460.38	

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

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CITY OF PROCTOR RESOLUTION 09 -17
SUPPORT OF ADDITIONAL AIRSERVICE and SCASD GRANT

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

WHEREAS, the Duluth Airport Authority (DAA) is in the planning stage of expanding reliable and reasonable air service from our area to the Phoenix/Mesa AZ; and,

WHEREAS, the City of Proctor along with the DAA recognizes the importance of such additional routes, and its positive impacts on aviation, economic growth, marketing and tourism of the airport and our region; and,

WHEREAS, additional funding through the Small Community Air Service Development Grant (SCASD) will provide needed resources to market our region as a destination in the Phoenix/Mesa area.

NOW THERFORE BE IT RESOLVED, that the City of Proctor supports the DAA and its planning of additional routes and the application for SCASD grants to market the area and promote economic growth region wide..

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution -17 was declared duly passed and adopted this 20th day of March, 2017

Attest:

Philip Larson
Mayor

Mark C. Casey
City Clerk/ Administrator

DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

February 14, 2017

To Whom It May Concern,

The Duluth Airport Authority (DAA), in partnership with Visit Duluth has developed a marketing plan that will establish a low cost, year round, route between Phoenix/Mesa and Duluth. Phoenix/Mesa is the #1 requested airline route by customers in our region. Our plan capitalizes on the strong historical data from the last time this route was active and compliments the natural connection with Arizona and many "snow birds" with family in our region. Weaker passenger demand periods will be strengthened through a robust marketing initiative to bolster the region's hospitality industry through an infusion of new visitors to our area from Phoenix/Mesa.

Tourism in our region is rising to new heights. 6.7 million visitors and 16,000 jobs contribute more than $950 million to the economy. New hotel construction is evidence of the confidence developers are placing in the continued growth of this industry. New restaurants, investments in attractions and the ever expanding trail system are a testament to the vitality of tourism.

To maximize the opportunity this direct route presents to our entire region, there needs to be new, sustainable demand for leisure activity from untapped markets like Phoenix/Mesa. These visitors will be seeking unique experiences across the region, stretching from Duluth, along the North Shore and across the Iron Range.

The DAA and Visit Duluth will be applying for a Small Community Air Service Development (SCASD) grant Spring 2017. The grant will provide resources to market our region as a destination in the Phoenix/Mesa area. The SCASD grant capitalizes on strong local support from throughout the region. If new low cost air service or an influx of new leisure customers would benefit you or your organization, we're asking for your support. Please consider a monetary pledge that will contribute to the local share of our grant in either 2018 or 2019. The funds will be used to fuel the marketing campaign on Phoenix/Mesa. No matter how strong our grant application is, this program will not succeed without significant monetary support from our community.

Whether your organization is able to pledge marketing funds or not, please consider writing a letter of support to the Department of Transportation. Your letter will accompany our grant application. An example letter is included with this letter should it be helpful to you. It's through our combined voice that we will be successful in compelling the Department of Transportation to support our initiative. We are requesting all letters of support and/or commitments for monetary pledges be submitted by Friday, March 31st. These items can be either mailed or emailed to the address or emails listed below.

Thank you for considering our request. Should you have any questions, please contact Anna Tanski at anna@visitduluth.com or Tom Werner at twerner@duluthairport.com .

Sincerely,

Tom Werner
Executive Director
Duluth Airport Authority

Anna Tanski

Anna Tanski
Chief Executive Officer
Visit Duluth

[LETTERHEAD]

[DATE]

Brooke Chapman
Office of Aviation Analysis
Department of Transportation
1200 New Jersey Ave, SE
Washington DC 20590

Dear Associate Director Chapman,

I'm writing in support of the Duluth Airport Authority's application for a Small Community Air Service Development (SCASD) grant application. Reliable and reasonably priced air service is a foundational component of economic development. It's an economic driver that influences the success of many sectors of our economy while improving the quality of life for the residents of our region.

The Duluth Airport Authority in partnership with Visit Duluth have developed a plan to attract a low cost air carrier that would begin service between Phoenix/Mesa and Duluth. There is already strong seasonal demand supporting this route however the marketing strategy is focused on building sustainable year round demand for the route which is the key to its success. An increase in passengers to the Duluth International Airport will assist the airport in working with its airline partners to keep fares competitive and provide additional air service options for visitors to our region and residents alike. The economic impact of this investment will also be felt in many businesses of our region as travelers stay in area hotels, eat in local restaurants, and shop in many of the small businesses that call our region home.

Our airport and the region would greatly benefit from an SCASD program investment propelling us to a new level of economic growth. This will not only benefit the hospitality industry in our region but our region's residents by providing a connection to another major market. I'm confident the Duluth Airport Authority's application makes a compelling case for investment into our initiative from the SCASD program.

Thank you for your consideration.

Sincerely,

6B.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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Resolution No. 10-17
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 Confidence Learning Center to sell Pull-tabs, Bar Bingo, Electronic Pull-Tabs and Bingo conduct at Moose Lodge 1302, 415 3rd Avenue, Proctor, Minnesota.

Passed by a majority vote of the Proctor City Council, this 20th day of March, 2017.

BY: _____
Gary Nowak
Deputy Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING

LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION

Organization: Confidence Learning Center	License/Site Number: 00691	Daytime Phone: 218-828-2344
Address: 1620 Mary Fawcett Memorial Dr	City: East Gull Lake	State: MN Zip: 56401
Name of Leased Premises: Moose Lodge 1302	Street Address: 415 3rd Ave	
City: Proctor	State: MN Zip: 55810	Daytime Phone: 218-624-8199
Name of Legal Owner: Same	Business/Street Address:	
City:	State: Zip:	Daytime Phone:
Name of Lessor (If same as legal owner, write "SAME"): Same	Address:	
City:	State: Zip:	Daytime Phone:

Check applicable item:

- [x] **New or amended lease.** Effective date: _____. Submit changes at least ten days **before** the effective date of the change.
- [ ] **New owner.** Effective date: _____. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

- [x] Pull-Tabs (paper)
- [ ] Pull-Tabs (paper) with dispensing device
- [x] Bar Bingo
- [ ] Bingo
- [x] Tipboards
- [x] Paddlewheel
- [ ] Paddlewheel with table
- [x] Electronic Pull-Tabs
- [x] Electronic Linked Bingo

Electronic games may only be conducted:

1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or
2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: ____%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed $1,750.**
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15 %, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: 20 %, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: _____ %, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.

  - OR -
- Rate to be paid: $ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
  - ⇒ **Rent may not be paid for bar bingo.**
  - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 30 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, Item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling..

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:	Date:	Signature of Organization Official (Lessee):	Date:
Kaye Anderson	3/10/17		3/10/17
Print Name and Title of Lessor: Kaye Anderson Gen. Mgr		Print Name and Title of Lessee:	

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:
Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

MINNESOTA LAWFUL GAMBLING

LG214 Premises Permit Application

Annual Fee $150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity.**
2. $150 annual premises permit fee, for each permit (non-refundable). Make check payable to **"State of Minnesota."**

Mail the application and required attachments to:
Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Confidence Learning Center License Number: 00691

Chief Executive Officer (CEO) Jeff Olson Daytime Phone: 218-828-2344

Gambling Manager: Michelle Mathis Daytime Phone: 218-929-2344

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Moose Lodge 1302

List any previous names for this location:

Street address where premises is located: 415 3rd Ave
(Do not use a P.O. box number or mailing address.)

City: OR Township:	County:	Zip Code:
Proctor	St Louis	55810

Does your organization own the building where the gambling will be conducted?

☐ Yes ☑ No **If no,** attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☐ Yes ☑ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☑ Yes ☐ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Wells Fargo Bank Account Number: 0111253936

Bank Street Address: 3931 West Superior St City: Duluth State: MN Zip Code: 55807

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
1620 Mary Fawcett Memorial Dr	East Gull Lake	MN	56401
		MN	
		MN	

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits

City Name: _____

Date Approved by City Council: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of City Personnel:

_____

Title: _____ Date Signed: _____

Local unit of government must sign.

COUNTY APPROVAL for a gambling premises located in a township

County Name: _____

Date Approved by County Board: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of County Personnel:

_____

Title: _____ Date Signed: _____

TOWNSHIP NAME: _____

Complete below only if required by the county.
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

Signature of Chief Executive Officer (designee may not sign) _____ Date 3/10/17

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 your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

6C.

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

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Resolution No. 11-17
CITY OF PROCTOR
AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS

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

WHEREAS, pursuant to Resolution 06-17 of the City Council of the City of Proctor Minnesota adopted, a Feasibility Report by the consulting city engineer, SEH Inc with reference to the improvement of 6th St North from Boundary Avenue to State Hwy 2; 4th Avenue from 6th St N to 7th St; and Almac Drive from S 8th Ave to Bee St. and to include Bee St. and this report was received by the council on February 21st, 2017;
and,

WHEREAS, ten (10) days mailed notice and two weeks published notice of the hearing was given, and the hearing was held thereon the 20th day of March, 2017 at which all persons desiring to be heard were given an opportunity to be heard thereon; and,

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

1. The council authorizes preparation of Plans and Specifications for the improvement.
2. Matt Bolf, of SEH Inc. Consultant City Engineer, is hereby designated as the engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution 11-17 was declared duly passed and adopted this 20th day of March, 2017.

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
City Clerk/ Administrator

6D.

From: Ann Heimbach [mailto:ann@fisalter.com]
Sent: Tuesday, March 07, 2017 10:39 AM
To: Mark Casey
Subject: Appraisal

Mark-

I could provide the appraisal of the 75 acres you requested by Mid April at a cost of $2,500. Please let me know if you have any questions.

Thank you.

Ann Heimbach, MAI
Certified General Real Property Appraiser
F.I. Salter Company
218-310-3891

Tammie,

Hillman Realty has declined to offer a quote.

I am waiting on one more from Jon Vigen & Co.

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

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. on Tuesday, March 14, 2017 in the Proctor Community Center.

The meeting was called to order by Chairman Madson at 6:00 p.m.

MEMBERS PRESENT: Chairman Eric Madson; Commissioners: Tom Lavato, Carol Lind, Wayne Pulford, and Eric Bingaman

MEMBERS ABSENT: Commissioner Greenwood and Mayor Larson

OTHERS PRESENT: Mark Casey, City Administrator;

APPROVAL OF MINUTES

Motion by Lavato, seconded by Bingaman and carried: To approve the PEDA meeting minutes of February 14, 2017.

APPROVAL OF AGENDA

Motion by Lind, seconded by Pulford and carried: To approve the PEDA agenda of March 14, 2017.

1. COMMUNICATIONS

2. PLANNING & ZONING COMMISSION MATTERS

3. PEDA SECRETARY ADVISES AUTHORITY

A. Annexation Update

4. UNFINISHED BUSINESS

A. LAMAR Property

No updates at this time.

B. Economic Development Coordinator or Planner

Item to be removed from agenda.

C. Kirkus Street Property – Hiring an appraiser

Casey stated that the City received a bid for an appraisal in the amount of $2500.

Motion by Pulford, seconded by Bingaman and carried: To approve $2500, unless a lesser bid comes in to City Hall before Monday.

5. NEW BUSINESS

A. Update from Chamber of Commerce – Greenwood

Update at next meeting.

B. Bank signature Resolution

Motion by Lavato, seconded by Bingaman and carried: To authorize Mark Casey, Eric Madson, Carol Lind and Jennifer Crown for signatures at the bank representing PEDA.

C. ROI – Research on Investment

No action taken at this time.

6. MEMBER CONCERNS

Casey gave report about outstanding loans and PEDA financing. Lavato requested financial reports at the next meeting.

Casey also stated that he gave a report on Solar farms presentation to City Council.

APPROVAL OF BILLS

ADJOURNMENT

Motion by Pulford, seconded by Lind and carried: To adjourn the meeting at 6:41pm.

6H.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

RESOLUTION 12-17
MASTER SUBSCRIBER AGREEMENT FOR
MINNESOTA COURT DATA SERVICES

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

WHEREAS, the City of Proctor is a partner of the NEMESIS group; and,

WHEREAS, the City desires to use one or more Court Data Services to assist the City in the efficient performance of its duties as required or authorized by law or court rule; and,

WHEREAS, the Court desires to provide Court Data Services to the City to assist the Court in the efficient performance of its duties as required or authorized by law or court rule; and,

WHEREAS, Court Data Services are defined in the Definitions Section of this Agreement and may involve a one-way or two-way transmission of information between the parties, some of which may include court information that it is not accessible to the public and which may not be disclosed by the City without the prior approval of the appropriate court or record custodian;

WHEREAS, in order for this information exchange to take place, the City of Proctor needs to enter into and abide by the terms of a Subscriber Agreement with the State of Minnesota Courts System;

NOW BE IT RESOLVED the City Council of the City of Proctor desires to enter into agreement with and abide by the terms of the Master Subscriber Agreement for Minnesota Court Data Services.

Whereupon said Resolution 12-17 was declared duly passed and adopted this 20th date of March, 2017.

Attest:

Philip Larson
Mayor

Mark Casey
Administrator

MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES FOR GOVERNMENTAL AGENCIES

THIS AGREEMENT is entered into by and between

CITY OF PROCTOR ,
(Government Subscriber Name)

of 100 Plonk Drive, Proctor, MN 55810 ,
(Government Subscriber Address)

(hereinafter "Government Subscriber") and THE STATE OF MINNESOTA

Office of State Court Administration ,

of 25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155 ,

(hereinafter "the Court").

Recitals

The Court offers Court Data Services, as defined herein, to Minnesota Government Subscribers as authorized by the Rules of Public Access and Court Order. The Court Data Services are offered to Government Subscribers as governmental units and are offered solely for certain governmental use as permitted herein. Government Subscriber desires to use Court Data Services, and the Court desires to provide the same, to assist Government Subscriber in the efficient performance of its governmental duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

Court Data Services are defined in the Definitions section of this Agreement and may involve a one-way or two-way transmission of information between the parties, some of which may include court information that is not accessible to the public pursuant to the Rules of Public Access and which may not be disclosed by Government Subscriber without the prior approval of the appropriate court or record custodian. Government Subscriber agrees herein to limit its access to and use of Court Records and Court Documents through Court Data Services to the Government Subscriber's "Legitimate Governmental Business Need" as defined herein.

Agreement

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, the Court and Government Subscriber agree as follows:

1. TERM; TERMINATION; ONGOING OBLIGATIONS.

1.1 **Term.** This Agreement shall be effective on the date executed by the Court and shall remain in effect according to its terms.

1.2 Termination.

1.2.1 Either party may terminate this Agreement with or without cause by giving written notice to the other party. The effective date of the termination shall be thirty (30) days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. Termination of this Agreement pursuant to Clause 4.5 shall be effective immediately and may occur without prior notice to Government Subscriber.

1.2.2 The provisions of Clauses 5, 6, 8, 9, 10, 12.2, 12.3 and 15 through 24 shall survive any termination of this Agreement, as shall any other provisions that by their nature are intended or expected to survive such termination. Upon termination, the Government Subscriber shall perform the responsibilities set forth in paragraph 8.6 hereof.

1.3 Subsequent Agreement. This Agreement may be superseded by a subsequent agreement between the parties.

2. DEFINITIONS.

2.1 "Agency Account Manager" means the Government Subscriber employee assigned with the tasks of: (1) being the point of contact for communications between Government Subscriber and the Court; (2) maintaining a current list Government Subscriber's Individual Users and their signed User Acknowledgment Forms and promptly notifying the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted; (3) reporting violations of this agreement by Government Subscriber's Individual Users and steps taken to remedy violations to the Court.

2.2 "Court Data Services" means one or more of the following services and includes any additional or modified services identified as such on the Justice Agency Resource webpage of the Minnesota Judicial Branch website, which is currently www.mncourts.gov, or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates:

2.2.1 "Bulk Data Delivery" means the electronic transmission of Court Records in bulk form from the Court to the Government Subscriber, from one or more of the Court's databases and through any means of transmission, as described in applicable Policies & Notices and materials referenced therein.

2.2.2 "Court Integration Services" means pre-defined automated transmissions of i) Court Records from the Court's computer systems to Government Subscriber's computer systems; and/or ii) Government Subscriber Records from the Government Subscriber's computer systems to the Court's computer systems; on a periodic basis or as triggered by pre-determined events, as described in applicable Policies & Notices and materials referenced therein.

2.2.3 "MNCIS Login Accounts" means a digital login account created for and provided to the Government Subscriber for online access to and use of Court Records and Court Documents maintained by the Minnesota Court

Information System ("MNCIS"), as described in applicable Policies & Notices and materials referenced therein.

2.3 **"Court Data Services Databases"** means any databases and the data therein, used as a source for Court Data Services, together with any documentation related thereto, including without limitation descriptions of the format or contents of data, data schemas, and all related components.

2.4 **"Court Data Services Programs"** means any computer application programs, routines, transport mechanisms, and display screens used in connection with Court Data Services, together with any documentation related thereto.

2.5 **"Court Records"** means all information in any form made available by the Court and/or its affiliates to Government Subscriber for the purposes of carrying out this Agreement, including:

2.5.1 **"Court Case Information"** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information and Court Documents, as defined herein.

2.5.2 **"Court Confidential Case Information"** means any information in the Court Records (including Court Documents) that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.

2.5.3 **"Court Confidential Security and Activation Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.

2.5.4 **"Court Confidential Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

2.5.5 **"Court Documents"** means electronic images of documents that are part of or included in a court file.

2.6 **"DCA"** means the District Court Administrator pursuant to Minnesota Statutes, section 485.01.

2.7 **"Government Subscriber Records"** means any information in any form made available by the Government Subscriber to the Court and/or its affiliates for the purposes of carrying out this Agreement.

2.8 **"Government Subscriber's Individual Users"** means Government Subscriber's employees or independent contractors whose use or access of Court Data Services,

as well as the access, use and dissemination of Court Records (including Court Documents), is necessary to effectuate the purposes of this Agreement.

2.9 **"Legitimate Governmental Business Need"** means a requirement, duty or obligation for the efficient performance of governmental tasks or governmental responsibilities and as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

2.10 **"Policies & Notices"** means the policies and notices published by the Court and/or its affiliates in connection with each of its Court Data Services, on a website or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates. Policies & Notices for each Court Data Service, hereby made part of this Agreement by reference, provide additional terms and conditions that govern Government Subscriber's use of such services, including but not limited to provisions on fees, access and use limitations, and identification of various third party applications, such as transport mechanisms, that Government Subscriber may need to procure separately to use Court Data Services.

2.11 **"Rules of Public Access"** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court and/or the SCAO entitled "Limits on Public Access to Case Records" or "Limits on Public Access to Administrative Records," all of which by this reference are made a part of this Agreement. It is the obligation of Government Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. Such rules, lists, and tables are posted on the main website for the Court, for which the current address is www.mncourts.gov.

2.12 **"SCAO"** means the State of Minnesota, State Court Administrator's Office.

2.13 **"This Agreement"** means this Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies, including all Exhibits, Policies & Notices, and other documents referenced, attached to, or submitted or issued hereunder.

2.14 **"Trade Secret Information of SCAO and its licensors"** is defined in sections 8.1, 8.2 and 8.4 of this Agreement.

2.15 **"User Acknowledgement Form"** means the form signed by Government Subscriber's Individual Users to confirm in writing that the Individual User has read and understands the requirements and restrictions in this Agreement (Exhibit A).

3. **DATA ACCESS SERVICES PROVIDED TO GOVERNMENT AGENCY.** Following execution of this Agreement by both parties, Government Subscriber will be offered access to the Court Records (including Court Documents) described in the Government Subscriber Access Chart, which is posted on the Policies & Notices.

4. AUTHORIZED ACCESS, USE, AND DISSEMINATION OF COURT DATA SERVICES AND COURT RECORDS LIMITED; TRAINING; VIOLATIONS; SANCTIONS.

4.1 Authorized Access to Court Data Services and Court Records.

4.1.1 Government Subscriber and Government Subscriber's Individual Users shall access only the Court Data Services and Court Records (including Court Documents) necessary for a Legitimate Governmental Business Need.

4.1.2 The access of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.

4.1.3 Government Subscriber and Government Subscriber's Individual Users shall not access or attempt to access Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

4.2 Authorized Use of Court Data Services and Court Records.

4.2.1 Government Subscriber and Government Subscriber's Individual Users shall use the Court Data Services and Court Records (including Court Documents) accessed only for a Legitimate Governmental Business Need and according to the instructions provided in corresponding Policies & Notices or other materials.

4.2.2 The use of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.

4.2.3 Government Subscriber and Government Subscriber's Individual Users shall not use or attempt to use Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

4.3 Dissemination of Court Records. Government Subscriber and Government Subscriber's Individual Users shall not share the Court Records (including Court Documents) accessed and data therefrom with third parties and other individuals other than as needed to further a Legitimate Governmental Business Need.

4.4 Training. Government Subscriber shall provide Government Subscriber's Individual Users training in the proper access, use, and dissemination of Court Records (including Court Documents).

4.5 Violations.

4.5.1 The access, use, or dissemination of Court Data Services or Court Records (including Court Documents) beyond what is necessary for a Legitimate

Governmental Business Need by Government Subscriber or Government Subscriber's Individual Users is a violation of this Agreement. The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal use is a violation of this Agreement.

4.5.2 Any violation pursuant to Clause 4.5.1, or any unauthorized or attempted access, use or dissemination of Court Data Services, Court Records or Court Documents by Government Subscriber or Government Subscriber's Individual Users shall be grounds for the Court to impose sanctions as described in Clause 4.6 and to terminate this Agreement without prior notice to Government Subscriber and/or Government Subscriber's Individual Users.

4.6 Sanctions.

4.6.1 Sanctions for a violation pursuant to Clause 4.5.1 may be imposed upon a Government Subscriber and/or Government Subscriber's Individual Users and may include the suspension of access or termination of access for Government Subscriber and/or Government Subscriber's Individual Users.

4.6.2 If the Court decides to terminate the access for Government Subscriber and/or Government Subscriber's Individual Users, the Court shall notify the affected party in writing. The termination shall be effective immediately. Prior notice to Government Subscriber and/or Government Subscriber's Individual Users is not required. Reinstatement of the access shall only be upon the written direction of the Court.

5. GUARANTEES OF CONFIDENTIALITY. Government Subscriber agrees:

5.1 To not disclose Court Confidential Information to any third party except where necessary to carry out the Government Subscriber's Legitimate Governmental Business Need as defined in this Agreement.

5.2 To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Government Subscriber's obligations under this Agreement.

5.3 To limit the use of and access to Court Confidential Information to Government Subscriber's Individual Users. Government Subscriber shall advise Government Subscriber's Individual Users of the restrictions upon access, use and disclosure contained in this Agreement, requiring each Government Subscriber's Individual User to acknowledge in writing that the individual has read and understands such restrictions. Government Subscriber's Individual Users shall sign the User Acknowledgment Form (Exhibit A) before accessing Court Data Services.

5.4 That, without limiting Clause 1 of this Agreement, the obligations of Government Subscriber and Government Subscriber's Individual Users with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Agreement and the termination of their relationship with Government Subscriber.

5.5 That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Government Subscriber and Government Subscriber's Individual Users under this Agreement, such obligations of Government Subscriber and Government Subscriber's Individual Users are founded independently on the provisions of this Agreement.

5.6 That, a violation of Government Subscriber's agreements contained in this Clause 5, or a violation of those same agreements by Government Subscriber's Individual Users, shall be grounds for the Court to terminate this agreement and Government Subscriber and/or Government Subscriber's Individual Users access to Court Data Services and Court Records (including Court Documents).

6. **APPLICABILITY TO COURT CASE INFORMATION PROVIDED UNDER LEGAL MANDATE AND PREVIOUSLY DISCLOSED COURT RECORDS AND COURT DOCUMENTS.** Subscriber acknowledges and agrees:

6.1 **Court Case Information Provided Under Legal Mandate.** When the Court is required to provide Government Subscriber with Court Case Information under a legal mandate and the provision of such data by the Court is not optional or otherwise left to the discretion of the Court, for example in the case of a state statutory reporting requirement, the provisions of this Agreement that govern or restrict Government Subscriber's access to and use of Court Case Information do not apply to the specific data elements identified in the legal mandate, but remain in effect with respect to all other Court Case Information provided by the Court to Government Subscriber. All other provisions of this Agreement remain in full effect, including, without limitation, provisions that govern or restrict Government Subscriber's access to and use of Court Confidential Security and Activation Information.

6.2 **Previously Disclosed Court Records and Court Documents.** Without limiting section 6.1, all Court Records and Court Documents disclosed to Government Subscriber prior to the effective date of this Agreement shall be subject to the provisions of this Agreement.

7. **ACKNOWLEDGMENT BY INDIVIDUALS WITH ACCESS TO COURT RECORDS UNDER THIS AGREEMENT.**

7.1 **Requirement to Advise Government Subscriber's Individual Users.** To affect the purposes of this Agreement, Government Subscriber shall advise each of Government Subscriber's Individual Users who are permitted to use and/or access Court Data Services and Court Records (including Court Documents) under this Agreement of the requirements and restrictions in this Agreement.

7.2 **Required Acknowledgement by Government Subscriber's Individual Users.**

7.2.1 Government Subscriber shall require each of Government Subscriber's Individual Users to sign the User Acknowledgement Form (Exhibit A).

7.2.2 The User Acknowledgement Forms of current Government Subscriber's Individual Users must be obtained prior to submitting this Agreement to the

Court for approval and shall accompany the submission of this Agreement for approval.

7.2.3 Until the User Acknowledgement Form required in Clause 7.2.1 is signed, a Government Subscriber's Individual User is prohibited from accessing, using or disseminating Court Data Services and Court Records (including Court Documents). The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by a Government Subscriber's Individual User that has not completed a User Acknowledgement Form as required in Clause 7.2.1 is a violation of this Agreement.

7.2.4 Government Subscriber shall keep all such written User Acknowledgment Forms on file while this Agreement is in effect and for one (1) year following the termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such acknowledgements upon request to the Agency Account Manager.

7.2.5 The User Acknowledgment Forms are incorporated herein by reference.

8. **LICENSE AND PROTECTION OF PROPRIETARY RIGHTS.** During the term of this Agreement, subject to the terms and conditions hereof, the Court, with the permission of the SCAO, hereby grants to Government Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive Court Records (including Court Documents). SCAO and the Court reserve the right to make modifications to the Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Government Subscriber. These modifications shall be treated in all respects as their previous counterparts.

8.1 **Court Data Services Programs.** SCAO is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of SCAO and its licensors.

8.2 **Court Data Services Databases.** SCAO is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of SCAO and its licensors.

8.3 **Marks.** Government Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

8.4 **Restrictions on Duplication, Disclosure, and Use.**

8.4.1 Trade secret information of SCAO and its licensors will be treated by Government Subscriber in the same manner as Court Confidential

Information. In addition, Government Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of SCAO or its licensors, in any way or for any purpose not specifically and expressly authorized by this Agreement. As used herein, "trade secret information of SCAO and its licensors" means any information possessed by SCAO which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of SCAO and its licensors" does not, however, include information which was known to Government Subscriber prior to Government Subscriber's receipt thereof, either directly or indirectly, from SCAO or its licensors, information which is independently developed by Government Subscriber without reference to or use of information received from SCAO or its licensors, or information which would not qualify as a trade secret under Minnesota law.

8.4.2 It will not be a violation of Clause 8.4 for Government Subscriber to make up to one (1) copy of training materials and configuration documentation for each individual authorized to access, use, or configure Court Data Services, solely for its own use in connection with this Agreement.

8.4.3 Government Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of SCAO and its licensors and Government Subscriber will advise Government Subscriber's Individual Users who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of SCAO and its licensors, of the restrictions upon duplication, disclosure and use contained in this Agreement.

8.5 **Proprietary Notices.** Government Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of SCAO and its licensors, or any part thereof, made available by SCAO or the Court, and Government Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of SCAO and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Government Subscriber by SCAO or the Court, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

8.6 **Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, made available by the Court and SCAO to Government Subscriber hereunder, and all copies, including partial copies, thereof are and remain the property of the respective licensor. Within ten days of the effective date of termination of this Agreement, Government Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration

materials, if any, and logon account information; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8.7 **Reasonable Security Measures.** The Court may add reasonable security measures including, but not limited to, a time-out feature, to Court Data Services Programs.

9. **INJUNCTIVE RELIEF; LIABILITY.** Government Subscriber acknowledges that the Court, SCAO, SCAO's licensors, and DCA will be irreparably harmed if Government Subscriber's obligations under this Agreement are not specifically enforced and that the Court, SCAO, SCAO's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Government Subscriber of its obligations. Therefore, Government Subscriber agrees that the Court, SCAO, SCAO's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Government Subscriber or Government Subscriber's Individual Users without the necessity of the Court, SCAO, SCAO's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Government Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Government Subscriber shall be liable to the Court, SCAO, SCAO's licensors, and DCA for reasonable attorney's fees incurred by the Court, SCAO, SCAO's licensors, and DCA in obtaining any relief pursuant to this Agreement.

10. **COMPROMISE LIABILITY.** Government Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Government Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Government Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.

11. **AVAILABILITY.** Specific terms of availability shall be established by the Court and set forth in the Polices & Notices. The Court reserves the right to terminate this Agreement immediately and/or temporarily suspend Government Subscriber's approved Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system. Monthly fees, if any, shall be prorated only for periods of suspension or upon termination of this Agreement.

12. **ADDITIONAL USER OBLIGATIONS.** The obligations of the Government Subscriber set forth in this section are in addition to the other obligations of the Government Subscriber set forth elsewhere in this Agreement.

12.1 **Judicial Policy Statement.** Government Subscriber agrees to comply with all policies identified in applicable Policies & Notices. Upon failure of the Government Subscriber to comply with such policies, the Court shall have the option of immediately suspending or terminating the Government Subscriber's Court Data Services on a temporary basis and/or immediately terminating this Agreement.

12.2 Access and Use; Log.

12.2.1 Government Subscriber shall be responsible for all access to and use of Court Data Services and Court Records (including Court Documents) by Government Subscriber's Individual Users or by means of Government Subscriber's equipment or passwords, whether or not Government Subscriber has knowledge of or authorizes such access and use.

12.2.2 Government Subscriber shall also maintain a log identifying all persons to whom Government Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Government Subscriber shall maintain such logs while this Agreement is in effect and for a period of one (1) year following termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such logs upon request.

12.2.3 Government Subscriber, through the Agency Account Manager, shall promptly notify the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted. Upon Government Subscriber's failure to notify the Court of these changes, the Court may terminate this Agreement without prior notice to Government Subscriber.

12.2.4 The Court may conduct audits of Government Subscriber's logs and use of Court Data Services and Court Records (including Court Documents) from time to time. Upon Government Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Agreement without prior notice to Government Subscriber.

12.3 Personnel. Government Subscriber agrees to investigate (including conducting audits), at the request of the Court, allegations of misconduct pertaining to Government Subscriber's Individual Users having access to or use of Court Data Services, Court Confidential Information, or trade secret information of the SCAO and its licensors where such persons violate the provisions of this Agreement, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records. Government Subscriber, through the Agency Account Manager, agrees to notify the Court of the results of such investigation, including any disciplinary actions, and of steps taken to prevent further misconduct. Government Subscriber agrees to reimburse the Court for costs to the Court for the investigation of improper use of Court Data Services, Court Records (including Court Documents), or trade secret information of the SCAO and its licensors.

13. FEES AND INVOICES. Applicable monthly fees commence ten (10) days after notice of the Court's approval of this Agreement or upon the initial Government Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the State shall invoice Government Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within thirty (30) days of the date of the invoice, the Court may immediately cancel this Agreement without notice to Government Subscriber and pursue all available legal remedies. Government Subscriber certifies that

funds have been appropriated for the payment of charges under this Agreement for the current fiscal year, if applicable.

14. **MODIFICATION OF FEES.** SCAO may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty (30) days from the publication of the Policies & Notices. Government Subscriber shall have the option of accepting such changes or terminating this Agreement as provided in section 1 hereof.

15. **WARRANTY DISCLAIMERS.**

15.1 **WARRANTY EXCLUSIONS.** EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

15.2 **ACCURACY, COMPLETENESS AND AVAILABILITY OF INFORMATION.** WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS. THE COURT IS NOT LIABLE FOR ANY COURT RECORDS OR COURT DOCUMENTS NOT AVAILABLE THROUGH COURT DATA SERVICES DUE TO COMPUTER OR NETWORK MALFUNCTION, MISTAKE OR USER ERROR.

16. **RELATIONSHIP OF THE PARTIES.** Government Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, SCAO, SCAO'S licensors, or DCA. Neither Government Subscriber nor the Court, SCAO, SCAO'S licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. **NOTICE.** Except as provided in Clause 2 regarding notices of or modifications to Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding notices of or modification of fees, any notice to Court or Government Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. **NON-WAIVER.** The failure by either Party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Agreement. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. **FORCE MAJEURE.** Neither party shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. **SEVERABILITY.** Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.

21. **ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Party may assign, delegate and/or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any corporation or other legal entity into, by or with which Government Subscriber may be merged, acquired or consolidated or which may purchase the entire assets of Government Subscriber.

22. **GOVERNING LAW.** This Agreement shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. **VENUE AND JURISDICTION.** Any action arising out of or relating to this Agreement, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Government Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. **INTEGRATION.** This Agreement sets forth the entire Agreement and understanding between the Parties regarding the subject matter hereof and supersedes any prior representations, statements, proposals, negotiations, discussions, understandings, or agreements regarding the same subject matter. Except as otherwise expressly provided in Clause 2 regarding Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding fees, any amendments or modifications to this Agreement shall be in writing signed by both Parties.

25. **MINNESOTA DATA PRACTICES ACT APPLICABILITY.** If Government Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Government Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (*see* section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Government Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided under this Agreement; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Agreement, intending to be bound thereby.

1. GOVERNMENT SUBSCRIBER Government Subscriber must attach documented verification of authority to sign on behalf of and bind the entity ("Master Subscriber Agreement Signing Authority"), such as a council resolution, board authority or legally binding decision maker, and attach same as Exhibit B.

By _____
(SIGNATURE)

Date _____

Name (typed) Mark Casey

Title City Administrator

Office City of Proctor

2. THE COURT

By _____
(SIGNATURE)

Date _____

Title CIO/Director

Office Information Technology Division of State Court Administration

3. Form and execution approved for Court by:

By: _____
(SIGNATURE)

Title: Staff Attorney - Legal Counsel Division

Date: _____

CITY OF PROCTOR

*Check Summary Register©

March 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 035991	AMERICAN FAMILY LIFE ASSUR	3/8/2017	$241.70	AFLAC
Paid Chk# 035992	EQUI-VEST	3/8/2017	$369.40	EQUITABLE - DEWALL
Paid Chk# 035993	NCPERS MINNESOTA	3/8/2017	$16.00	MN NCPERS
Paid Chk# 035994	AMERIPRIDE SERVICES	3/21/2017	$111.94	COVERALLS
Paid Chk# 035995	AMERITAS	3/21/2017	$155.13	INSURANCE
Paid Chk# 035996	BLUE CROSS BLUE SHIELD OF	3/21/2017	$20,299.23	HEALTH INSURANCE
Paid Chk# 035997	CARLSON CONCRETE PRODUC	3/21/2017	$441.31	SUPPLIES
Paid Chk# 035998	CENTURYLINK	3/21/2017	$72.28	PHONE SERVICE
Paid Chk# 035999	CITY OF MINNEAPOLIS RECEIVA	3/21/2017	$204.00	ANNUAL USER ACCESS FEE
Paid Chk# 036000	CONSOLIDATED COMMUNICATI	3/21/2017	$376.32	PHONE SERVICE
Paid Chk# 036001	DENNYS LAWN & GARDEN	3/21/2017	$949.95	HONDA GENERATOR
Paid Chk# 036002	DSC COMMUNICATIONS	3/21/2017	$571.37	POLICE SUPPLIES
Paid Chk# 036003	CORPORATE PAYMENT SYSTE	3/21/2017	$3,669.26	GOLF DIRECT TV
Paid Chk# 036004	FLEET SERVICES	3/21/2017	$938.27	FUELS
Paid Chk# 036005	FOSSUM PLUMBING & HEATING	3/21/2017	$469.90	REPAIRS
Paid Chk# 036006	FUN2RAISE MARKETING AND E	3/21/2017	$1,799.00	2016-2017 TOURISM WINTER FUN G
Paid Chk# 036007	GOLD CROSS EDUCATION CEN	3/21/2017	$2,420.00	EMR REFRESHER GROUP BASE
Paid Chk# 036008	GREAT AMERICA FINANCIAL SE	3/21/2017	$227.30	MONTHLY FEE
Paid Chk# 036009	HARTEL'S/DBJ DISPOSAL COMP	3/21/2017	$576.33	TRASH REMOVAL SERVICES
Paid Chk# 036010	HOLIDAY CREDIT OFFICE	3/21/2017	$2,970.30	FUELS
Paid Chk# 036011	HUFF, TOD	3/21/2017	$1,800.00	STUDIO LABOR
Paid Chk# 036012	INTEGRATED OFFICE SOLUTIO	3/21/2017	$361.27	COPIES
Paid Chk# 036013	LEAGUE OF MINNESOTA CITIES	3/21/2017	$630.00	SUBSCRIPTION
Paid Chk# 036014	L.M.C.I.T.	3/21/2017	$42,143.00	WORKERS COMP INSURANCE
Paid Chk# 036015	L.M.C.I.T.	3/21/2017	$48,126.00	LIABILITY INSURANCE
Paid Chk# 036016	MINNESOTA ARROWHEAD ASS	3/21/2017	$3,000.00	TOURISM 2017 REGIONAL MARKETIN
Paid Chk# 036017	NORTHERN BUSINESS PRODUC	3/21/2017	$346.36	SUPPLIES
Paid Chk# 036018	PETERSON, LOREN W	3/21/2017	$1,233.04	ACCOUNTING SERVICES
Paid Chk# 036019	PETTY CASH	3/21/2017	$155.90	REIMBURSEMENT
Paid Chk# 036020	PROCTOR JOURNAL	3/21/2017	$486.02	PUBLICATIONS
Paid Chk# 036021	PROCTOR MILK HOUSE	3/21/2017	$262.93	FUELS
Paid Chk# 036022	PROCTOR PUBLIC UTILITIES	3/21/2017	$1,812.69	UTILITIES
Paid Chk# 036023	SAM'S CLUB	3/21/2017	$235.84	SUPPLIES
Paid Chk# 036024	SYMBOL ARTS	3/21/2017	$290.00	BADGES
Paid Chk# 036025	THOMSON REUTERS-WEST	3/21/2017	$94.50	INFORMATION SERVICES
Paid Chk# 036026	TROY'S AMOCO	3/21/2017	$2,534.16	REPAIRS
Paid Chk# 036027	UNITED TRUCK BODY COMPAN	3/21/2017	$227.39	PARTS FPR SANDER ON DUMP TRUCK
Paid Chk# 036028	USPS-HASLER	3/21/2017	$500.00	POSTAGE
Paid Chk# 036029	VERIZON WIRELESS	3/21/2017	$313.14	PHONE SERVICES
		Total Checks	**$141,451.23**	

CITY OF PROCTOR
General Fund Bills List

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	COVERALLS
Check Name AMERIPRIDE SERVICES				$111.94	
AMERITAS	General Fund	Municipal Operations	Employer Paid Health Insura	$12.26	INSURANCE
	General Fund	Accounting	Employer Paid Health Insura	$8.47	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$20.73	INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$59.95	INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$41.46	INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$12.26	INSURANCE
Check Name AMERITAS				$155.13	
BLUE CROSS BLUE SHIEL	General Fund	Operations (Police)	Employer Paid Health Insura	$8,567.93	HEALTH INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$5,518.58	HEALTH INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$2,021.25	HEALTH INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$2,071.69	HEALTH INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$2,119.78	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN				$20,299.23	
CARLSON CONCRETE PRO	Sewer Fund	Storm Drainage	Utility System Mnt Supplies	$441.31	SUPPLIES
Check Name CARLSON CONCRETE PRODUCTS INC				$441.31	
CENTURYLINK	General Fund	Street Dept Shop Work	Telephone	$72.28	PHONE SERVICE
Check Name CENTURYLINK				$72.28	
CITY OF MINNEAPOLIS R	General Fund	Operations (Police)	Dues & Subscriptions	$204.00	ANNUAL USER ACCESS FEE
Check Name CITY OF MINNEAPOLIS RECEIVABLE				$204.00	
CONSOLIDATED COMMUN	General Fund	Administrative	Telephone	$376.32	PHONE SERVICE
Check Name CONSOLIDATED COMMUNICATIONS				$376.32	
CORPORATE PAYMENT SY	Golf Course F	Admin & General Golf	Dues & Subscriptions	$147.46	GOLF DIRECT TV
	General Fund	Operations (Police)	Printed Forms and Paper	$1,479.91	AMMO, TACTICAL NEW SQU
	General Fund	Tourism Expenditures	Advertising - Sponsorship	$793.16	TOURISM CONFERENCE
	General Fund	Street Department	Licenses	$315.40	STREET DEPT LICENSES
	General Fund	Administrative	Training Expense	$26.84	NEW COUNCIL TRAINING
	General Fund	Operations (Civil Defens	Other Equipment Purchase	$926.49	FLASH DRIVES, CHAMBER S
Check Name CORPORATE PAYMENT SYSTEMS				$3,689.26	
DENNYS LAWN & GARDE	General Fund	Operations (Fire)	Small Tools and Minor Equip	$949.95	HONDA GENERATOR
Check Name DENNYS LAWN & GARDEN				$949.95	
DSC COMMUNICATIONS	General Fund	Operations (Police)	Misc Operating Supplies	$571.37	POLICE SUPPLIES
Check Name DSC COMMUNICATIONS				$571.37	
FLEET SERVICES	General Fund	Operations (Police)	Fuels	$938.27	FUELS
Check Name FLEET SERVICES				$938.27	
FOSSUM PLUMBING & HE	General Fund	Government Building	Bldg Repair & Maint	$469.90	REPAIRS
Check Name FOSSUM PLUMBING & HEATING				$469.90	
FUN2RAISE MARKETING	General Fund	Tourism Expenditures	Advertising - Print Media	$1,799.00	2016-2017 TOURISM WINTE
Check Name FUN2RAISE MARKETING AND EVENTS				$1,799.00	
GOLD CROSS EDUCATION	General Fund	Operations (Fire)	Training Expense	$2,420.00	EMR REFRESHER GROUP BA
Check Name GOLD CROSS EDUCATION CENTER				$2,420.00	
GREAT AMERICA FINANCI	General Fund	Administrative	Maintenance Agreement	$227.30	MONTHLY FEE
Check Name GREAT AMERICA FINANCIAL SERVIC				$227.30	
HARTEL'S/DBJ DISPOSAL	General Fund	Government Building	Refuse Disposal	$576.33	TRASH REMOVAL SERVICES
Check Name HARTEL'S/DBJ DISPOSAL COMPANY				$576.33	
HOLIDAY CREDIT OFFICE	General Fund	Street Department	Fuels	$2,970.30	FUELS
Check Name HOLIDAY CREDIT OFFICE				$2,970.30	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$800.00	STUDIO LABOR
Check Name HUFF, TOD				$1,800.00	
INTEGRATED OFFICE SOL	General Fund	Administrative	Maintenance Agreement	$361.27	COPIES
Check Name INTEGRATED OFFICE SOLUTIONS				$361.27	
L.M.C.I.T.	General Fund	Insurance Unallocated	Property Insurance	$20,754.00	LIABILITY INSURANCE
	General Fund	Insurance Unallocated	General Liability Insurance	$27,372.00	LIABILITY INSURANCE
	General Fund	Workman s Comp	Worker s Comp Insur Premi	$42,143.00	WORKERS COMP INSURANC
Check Name L.M.C.I.T.				$90,269.00	
LEAGUE OF MINNESOTA	General Fund	Operations (Police)	Training Expense	$630.00	SUBSCRIPTION
Check Name LEAGUE OF MINNESOTA CITIES				$630.00	
MINNESOTA ARROWHEA	General Fund	Tourism Expenditures	Dues & Subscriptions	$3,000.00	TOURISM 2017 REGIONAL
Check Name MINNESOTA ARROWHEAD ASSN.				$3,000.00	
NORTHERN BUSINESS PR	General Fund	Operations (Civil Defens	Office Supplies & Expense	$211.96	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$9.95	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$38.67	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$8.99	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$14.29	SUPPLIES
	General Fund	Operations (Police)	Office Supplies & Expense	$13.71	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$48.79	SUPPLIES
Check Name NORTHERN BUSINESS PRODUCTS				$346.36	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$1,233.04	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				$1,233.04	
PETTY CASH	General Fund	Operations (Civil Defens	Office Supplies & Expense	$113.78	REIMBURSEMENT
	General Fund	Operations (Police)	Travel & Lodging Expense	$42.12	REIMBURSEMENT
Check Name PETTY CASH				$155.90	
PROCTOR JOURNAL	General Fund	Council	Gen Notices & Pub Informati	$42.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$154.80	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$30.00	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$259.22	PUBLICATIONS
Check Name PROCTOR JOURNAL				$486.02	
PROCTOR MILK HOUSE	General Fund	Operations (Police)	Fuels	$66.42	FUELS
	General Fund	Operations (Fire)	Diesel Fuel	$196.51	FUELS
Check Name PROCTOR MILK HOUSE				$262.93	
PROCTOR PUBLIC UTILIT	General Fund	Operations (Fire)	Electric Utilities	$46.71	UTILITIES
	General Fund	Government Building	Electric Utilities	$1,484.66	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$12.76	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$71.75	UTILITIES
	General Fund	Street Dept Shop Work	Electric Utilities	$196.81	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES				$1,812.69	
SAM'S CLUB	General Fund	Accounting	Computer Misc Expense	$199.10	SUPPLIES
	General Fund	Accounting	Office Supplies & Expense	$36.74	SUPPLIES
Check Name SAM'S CLUB				$235.84	
SYMBOL ARTS	General Fund	Operations (Police)	Misc Operating Supplies	$290.00	BADGES
Check Name SYMBOL ARTS				$290.00	
THOMSON REUTERS-WES	General Fund	Operations (Police)	Other Professional Services	$94.50	INFORMATION SERVICES
Check Name THOMSON REUTERS-WEST				$94.50	
TROY'S AMOCO	General Fund	Operations (Police)	Mach & Equip Repair	$2,534.16	REPAIRS
Check Name TROY'S AMOCO				$2,534.16	
UNITED TRUCK BODY CO	General Fund	Snow Removal	Equipment Parts	$227.39	PARTS FPR SANDER ON DU

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
Check Name UNITED TRUCK BODY COMPANY INC				$227.39	
USPS-HASLER	General Fund			$500.00	POSTAGE
Check Name USPS-HASLER				$500.00	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$313.14	PHONE SERVICES
Check Name VERIZON WIRELESS				$313.14	
				$140,824.13	

+ 241.70 AFLAC
+ 369.40 Equitable
+ 16.00 MN NCPERS

$141,457.23

CITY OF PROCTOR

*Check Summary Register©

March 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027607	CITY OF PROCTOR	3/8/2017	$1,608.36	PR17-04L wh PERA
Paid Chk# 027608	UFCW Local 1189	3/8/2017	$96.52	UFCW UNION DUES
Paid Chk# 027609	AMERICAN BOTTLING COMPAN	3/21/2017	$186.00	03062017
Paid Chk# 027610	AMERITAS	3/21/2017	$4.90	VISION INSURANCE
Paid Chk# 027611	ARTISAN BEER COMPANY	3/21/2017	$0.00	03022017
Paid Chk# 027612	BERNICK'S PEPSI	3/21/2017	$2,130.90	03012017
Paid Chk# 027613	BLUE CROSS BLUE SHIELD OF	3/21/2017	$1,227.88	HEALTH INSURANCE
Paid Chk# 027614	BREAKTHRU BEVERAGE	3/21/2017	$1,010.39	03022017
Paid Chk# 027615	COCA COLA BEVERAGES OF DU	3/21/2017	$172.58	03072017
Paid Chk# 027616	CORPORATE PAYMENT SYSTE	3/21/2017	$21.56	MOUSE FOR COMPUTER
Paid Chk# 027617	EMC INSURANCE COMPANIES	3/21/2017	$418.83	INSURANCE
Paid Chk# 027618	G&K SERVICES	3/21/2017	$59.57	MATS
Paid Chk# 027619	GUARDIAN PEST SOLUTIONS, I	3/21/2017	$40.51	PEST CONTROL SERVICES
Paid Chk# 027620	JOHNSON BROTHERS INC	3/21/2017	$4,020.38	02282017
Paid Chk# 027621	L.M.C.I.T.	3/21/2017	$9,153.00	INSURANCE
Paid Chk# 027622	MICHAUD DISTRIBUTING COMP	3/21/2017	$1,108.25	03062017
Paid Chk# 027623	PAUSTIS & SONS	3/21/2017	$296.50	03062017
Paid Chk# 027624	PHILLIPS WINE & SPIRITS CO	3/21/2017	$2,166.41	02282017
Paid Chk# 027625	PROCTOR JOURNAL	3/21/2017	$9.35	PUBLICATIONS
Paid Chk# 027626	PROCTOR PUBLIC UTILITIES	3/21/2017	$405.59	UTILITIES
Paid Chk# 027627	ROHLFING INC	3/21/2017	$1,718.50	03032017
Paid Chk# 027628	SOUTHERN WINE & SPIRITS OF	3/21/2017	$2,954.67	03032017
Paid Chk# 027629	SUPERIOR BEVERAGE	3/21/2017	$5,289.15	02282017
Paid Chk# 027630	VINOCOPIA	3/21/2017	$91.90	03102017
		Total Checks	**$34,191.70**	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	$186.00	03062017
Check Name AMERICAN BOTTLING COMPANY		$186.00	
AMERITAS	Employer Paid Health Insuranc	$4.90	VISION INSURANCE
Check Name AMERITAS		$4.90	
ARTISAN BEER COMPANY	Beer Purchases	$67.50	03022017
	Beer Purchases	-$67.50	02162017
Check Name ARTISAN BEER COMPANY		$0.00	
BERNICK'S PEPSI	Beer Purchases	$912.20	03012017
	Soft Drinks and Mix	$13.75	03012017
	Beer Purchases	$1,204.95	03092017
Check Name BERNICK'S PEPSI		$2,130.90	
BLUE CROSS BLUE SHIELD OF MN	Employer Paid Health Insuranc	$819.60	HEALTH INSURANCE
	Employer Paid Health Insuranc	$408.28	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN		$1,227.88	
BREAKTHRU BEVERAGE	Liquor Purchases	-$10.64	10142016
	Liquor Purchases	$437.19	03022017
	Freight and Express	$6.48	03022017
	Liquor Purchases	$582.57	03092017
	Freight and Express	$9.25	03092017
	Wine Purchases	-$14.46	04212016
Check Name BREAKTHRU BEVERAGE		$1,010.39	
COCA COLA BEVERAGES OF DULU	Soft Drinks and Mix	$172.58	03072017
Check Name COCA COLA BEVERAGES OF DULUTH		$172.58	
CORPORATE PAYMENT SYSTEMS	Office Supplies & Expense	$21.56	MOUSE FOR COMPUTER
Check Name CORPORATE PAYMENT SYSTEMS		$21.56	
EMC INSURANCE COMPANIES	Property Insurance	$418.83	INSURANCE
Check Name EMC INSURANCE COMPANIES		$418.83	
G&K SERVICES	Misc Operating Supplies	$59.57	MATS
Check Name G&K SERVICES		$59.57	
GUARDIAN PEST SOLUTIONS, INC	Other Professional Services	$40.51	PEST CONTROL SERVICES
Check Name GUARDIAN PEST SOLUTIONS, INC		$40.51	
JOHNSON BROTHERS INC	Liquor Purchases	$474.77	03072017
	Freight and Express	$1.82	02282017
	Wine Purchases	$21.99	02282017
	Freight and Express	$27.60	02282017
	Wine Purchases	$1,012.95	02282017
	Freight and Express	$28.81	02282017
	Freight and Express	$6.37	03072017
	Freight and Express	$14.56	03072017
	Beer Purchases	$495.36	03072017
	Liquor Purchases	$37.00	02282017
	Liquor Purchases	$1,899.15	02282017
Check Name JOHNSON BROTHERS INC		$4,020.38	
L.M.C.I.T.	General Liability Insurance	$9,153.00	INSURANCE
Check Name L.M.C.I.T.		$9,153.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$343.05	03062017
	Beer Purchases	$765.20	03132017
Check Name MICHAUD DISTRIBUTING COMPANY		$1,108.25	
PAUSTIS & SONS	Wine Purchases	$286.00	03062017
	Freight and Express	$10.50	03062017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
Check Name PAUSTIS & SONS		$296.50	
PHILLIPS WINE & SPIRITS CO	Wine Purchases	$398.45	02282017
	Freight and Express	$13.50	02282017
	Liquor Purchases	$886.36	02282017
	Freight and Express	$7.28	03072017
	Freight and Express	$12.74	02282017
	Freight and Express	$9.94	03072017
	Liquor Purchases	$710.14	03072017
	Wine Purchases	$128.00	03072017
Check Name PHILLIPS WINE & SPIRITS CO		$2,166.41	
PROCTOR JOURNAL	Advertising - Enterprises	$9.35	PUBLICATIONS
Check Name PROCTOR JOURNAL		$9.35	
PROCTOR PUBLIC UTILITIES	Utilities	$405.59	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES		$405.59	
ROHLFING INC	Beer Purchases	-$2,165.40	03032017
	Beer Purchases	$2,540.50	03032017
	Beer Purchases	$1,343.40	03102017
Check Name ROHLFING INC		$1,718.50	
SOUTHERN WINE & SPIRITS OF	Liquor Purchases	$1,024.24	03102017
	Freight and Express	$21.01	03102017
	Liquor Purchases	$1,303.04	03032017
	Freight and Express	$20.32	03032017
	Liquor Purchases	$579.91	03142017
	Freight and Express	$6.15	03142017
Check Name SOUTHERN WINE & SPIRITS OF MN		$2,954.67	
SUPERIOR BEVERAGE	Beer Purchases	$539.30	03142017
	Beer Purchases	$320.80	02282017
	Beer Purchases	$2,208.90	03032017
	Beer Purchases	$593.05	03102017
	Beer Purchases	$1,627.10	03072017
Check Name SUPERIOR BEVERAGE		$5,289.15	
VINOCOPIA	Freight and Express	$1.90	03102017
	Liquor Purchases	$90.00	03102017
Check Name VINOCOPIA		$91.90	
		$32,486.82	

+ 1608.36 PR17-04
+ 96.52 Union Dues

$34,191.70

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, April 3, 2017
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES March 20, 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. Government Fund payroll period ended 03/19/17; Liquor Fund payroll period ended 03/19/17

***4. COMMITTEE REPORTS**

***5. UNFINISHED BUSINESS**

*A. Council Handbook

6. NEW BUSINESS

A. **For Consideration –Appraisal of PEDA property**

B. **City Wide Garbage Pick Up – May 6, 2017 –Russell Haberman**

C. **City Wide Brush Pick Up – Tentative date May 22, 2017**

D. **Unallocated Lodging Tax Funds Request - $15,000 to St. Louis County Fair and Fair Association events (unanimous recommendation from Tourism Committee) – see Financial Statements from Fair Association**

E. **Recommendation to add Brook Rodberg to Tourism Committee (unanimous recommendation by Tourism Committee)**

F. Minnesota Tourism - 2015 Economic Impact (Schwarzbauer–Informational)

G. Collaborative Marketing for Tourism and Economic Development (Schwarzbauer) – Informational

H. **Resolution 13-17 For The Appointment of Seasonal Laborer for Parks Department (Also see Parks & Recreation meeting minutes of February 9, 2017)**

I. **Event Packet Requiring all Applications to be Completed and Submitted by a Deadline – make recommendation to Public Safety**

J. **Hermantown Movie in the Park – Request for Usage of Proctor Equipment**

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. **Union and Negotiations Update**

6. NEW BUSINESS (continued)

K. **Labor Agreement**

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund	Liquor Fund
$38,916.43	$52,997.84

$91,914.27 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on March 20, 2017 in the Community Center Council Chambers

Deputy Mayor Gary Nowak called the Public Hearing to order at 5:00pm.meeting to order at 6:00 p.m.

MEMBERS PRESENT: Councilors Jake Benson, Jim Schwarzbauer, Troy DeWall, and Acting Mayor Gary Nowak

MEMBERS ABSENT: Mayor Philip Larson

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township; Nancy Smith; Thomas Blazejak; Cathy Miller; Alyssa Silverness; Howard Peterson; George Lee; Dorothy Lee; Brandy Meadows; Dave Martinek; Elmer Engman; Sharon Jugasek; Anders Silverness; Fred Nylander; Betty Nylander; Peg & Bill Sweeney; Mike & Liz Harty; Beth & Scott Johnson; Steve Bennett; Carla Warmington; Bart & Erin Bergland; Rory Johnson; Noreen Pyle; Kevin Bahr; Gregory Sminesvik; Michael Nelson; Susan Nowak; Russell Haberman; Ray Sundin

Casey stated that this Public Hearing is to describe the overall project and hear from the residents. He stated that the project has not been ordered or approved by Council.

Matt Bolf, SEH, stated that he is the contracted City Engineer for Proctor. He gave the project Background from data gathered to use to prioritize reconstruction projects. Bolf said in general, the City of Proctor will pay 70% and the benefitting property will pay 30%. Bolf went on to describe the Project Procedure and the Project Introduction. He said that with council approval the design scheduled to be completed in 2017 with the bidding to begin in 2017 with construction completed in 2018.

Bill Sweeney, Chairman of the Public Utilities Commission stated that the PUC will assess up to 30%.

Many residents asked questions about the proposed project and based on the recommendation of Commissioner Sweeney, the hearing was extended until 6:30p.m.

CALL TO ORDER - CITY COUNCIL MEETING AT 6:35PM

APPROVAL OF MINUTES:

Motion by DeWall, seconded by Schwarzbauer and carried: To approve the March 6, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Nowak tabled 6F
Schwarzbauer added comments to Members Concerns

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the agenda of March 20, 2017 as amended.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Russell Haberman stated that he is interested in organizing a Spring Clean Up for the City of Proctor. He asked for permission to use the city's garbage dumpsters. Item to be added to the next agenda.

*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: To approve the Consent Agenda.

*1. COMMUNICATIONS

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 03/05/17; Liquor Fund payroll period ended 03/05/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

6. NEW BUSINESS

A. Resolution 09-17 – Small Community Air Service Development grant

Casey stated that this request was sent by the Duluth Airport Authority and Visit Duluth to expand tourism to the Duluth area. Schwarzbauer said that he has been involved in the process also.

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To approve Resolution 09-17 as presented.

B. Resolution 10-17 – Resolution of Non-Objection

Adam Jaros, with the Confidence Learning Center stated that the money raised by selling the pull tabs at the Moose will help people with disabilities to pay for their time at the Center. Casey asked if he was aware of the reporting requirements, and Jaros stated that he was aware.

Motion by Benson, seconded by Schwarzbauer and carried (4-0): To approve Resolution 10-17 as presented.

C. Resolution 11-17 – Ordering of Plans and Specifications for Almac Drive and 6th Street

Casey stated that this would help the city be a step ahead if the sales tax bill is successful during the state's legislative session. Benson asked for clarification of "preparation of plans". Matt Bolf, SEH, stated that they would prepare to order and design the plans for the project. Bold said it would also include a topographical survey. DeWall asked Bolf the cost of the next step. Bolf stated that the costs are wrapped in the assessment fees. The council also discussed who should abstain from voting on the ordering of plans based on their residence.

Motion by DeWall, seconded by Nowak and carried: To table this item until the next City Council meeting.

D. For Consideration –Appraisal of PEDA property (PEDA Meeting Minutes of 03/14/17 and appraisal from Ann Heimbach)

Casey stated that PEDA is exploring options for appraisals, and only received one quote. DeWall stated that he would like to see more estimated. Item table until next meeting.

E. Recommendation from Liquor Control regarding Golf Course Liquor License Application

Nowak stated that the Liquor Control Committee unanimously approved the Liquor License application for the Golf Course.

Motion by Schwarzbauer, seconded by DeWall and carried (4-0): To accept the Liquor Control Committee recommendation and approve the Liquor License Application for the Proctor Golf Course.

F. Recommendation from Liquor Control Committee regarding payment plan from Moose Lodge

Item Tabled

G. For consideration - RFP for Web Design and Hosting

Casey stated that the City has received phone calls and comments about the incomplete city website. He would like to compose and RFP for website design and hosting. Schwarzbauer stated that his daughter is knowledgeable in this service.

H. Request for approval from Police Department - Master Subscriber Agreement for Minnesota Court Data Services - Resolution 12-17

Casey stated that the council approves this agreement every three years for the Police Department. This is for a site that the police use to collect data.

Motion by Schwarzbauer, seconded by DeWall and carried (3-1, Benson opposed): To approve the Request for approval of the Master Subsriber Agreement for Minnesota Court Data Services and Resolution 12-17 as presented.

Motion by Nowak, seconded by DeWall and carried: To recess the City Council meeting at 7:22pm and go to a closed meeting to discuss labor and negotiation issues along with pending litigation.

Motion by Nowak, seconded by DeWall and carried: To adjourn Closed Session

Motion by Benson, seconded by DeWall and carried: To reopen the City Council Meeting at 7:45pm

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

6. NEW BUSINESS (continued)

I. Labor Agreement

Motion by DeWall, seconded by Nowak and carried (4-0): To accept the post-employment agreement as discussed.

MEMBER CONCERNS

Benson attended the MN House Session and reminded the council that Friday was the deadline for all the bills to be heard. Casey stated that a number of communities are asking for changes in Sales & Use Tax

Schwarzbauer distributed a flier and gave and update from the Township Meeting. He also discussed the need for the council to come together. Nowak agreed and stated that he does not want a divided council. DeWall stated that the voters voted for change and that's why he is on the council. During the council meetings he is a city councilor doing the best for the city. Benson stated that he too takes this position very seriously and wants to do what is best for the community.

BILLS FOR APPROVAL

General Fund	Liquor Fund
$141,451.23	$34,191.70

$175,642.93 TOTAL BILLS FOR APPROVAL

Schwarzbauer asked Attorney Bray is the councilors should abstain from bills to their place of business. Bray said that they could vote yes for all the bills, and still abstain from that one particular invoice.

Motion by Schwarzbauer, seconded by DeWall and carried (3-1, Benson opposed; DeWall abstained from Troy's Amoco invoice): To approve the bills in the amount of $175,642.93.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried: To adjourn the City Council meeting at 8:15pm.

PR17-06 3/6/17 - 3/19/17 3A.

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	$1,600.00
	City Administrator	Municipal Operations	Full-Time Employee Regular	$3,461.54
	City Administrator	Government Building	Part-Time Employee	$722.80
	City Clerk	Administrative	Full-Time Employee Regular	$122.25
	City Clerk	Administrative	Full-Time Employee Regular	$145.60
	City Clerk	Administrative	Full-Time Employee Regular	$2,586.75
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$408.72
	Police	Operations (Police)	Full-Time Employee Regular	$232.80
	Police	Operations (Police)	Full-Time Employee Regular	$349.20
	Police	Operations (Police)	Full-Time Employee Regular	$17,109.64
	Police	Operations (Police)	Full-Time Employee Overtime	$1,618.63
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$1,496.50
	Police	Admin Secretary (Police)	Full-Time Employee Overtime	$20.87
	Police	Admin Secretary (Police)	Part-Time Employee	$871.68
	Police	Police Grant Labor	Full-Time Employee Overtime	$611.10
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	$192.31
	Streets & Roadways	Street Department	Full-Time Employee Regular	$340.78
	Streets & Roadways	Street Department	Full-Time Employee Regular	$1,057.06
	Streets & Roadways	Street Department	Full-Time Employee Regular	$457.12
	Streets & Roadways	Street Department	Full-Time Employee Regular	$201.48
	Streets & Roadways	Street Department	Full-Time Employee Regular	$3,947.66
	Streets & Roadways	Street Department	Full-Time Employee Regular	$58.90
	Streets & Roadways	Sanding	Full-Time Employee Regular	$259.16
	Streets & Roadways	Snow Removal	Full-Time Employee Regular	$1,027.91
	Streets & Roadways	Snow Removal	Full-Time Employee Overtime	$448.86
	Park	Tree Planting	Full-Time Employee Regular	$102.50
	Operations (PUC)	Administrative and General	Temporary Employees Regular	$228.56
FUND 100 General Fund				$44,110.78
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$83.07
	Public Works	Sewer	Full-Time Employee Regular	$110.76
	Public Works	Pump Station	Full-Time Employee Regular	$27.69
FUND 500 Sewer Fund				$221.52
				$44,332.30

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,672.00
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Overtime	$78.38
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$1,855.10
FUND 600 Liquor Fund				$3,605.48
				$3,605.48

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 6

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description POLICE				
Shift Multiplier 1.5				
Police	12.00	1.5	$395.82	City -Bi-wk
Police	12.00	1.5	$395.82	City -Bi-wk
Police	12.50	1.5	$412.31	City -Bi-wk
Police	14.00	1.5	$611.10	City -Bi-wk T2D grant
Police	9.50	1.5	$414.68	City -Bi-wk
Police	0.75	1.5	$20.87	City -Bi-wk
Shift Multiplier 1.5	60.75		$2,250.60	
Location Description Street Department				
Shift Multiplier 1.5				
Street Department	4.00	1.5	$141.36	City -Bi-wk
Street Department	4.00	1.5	$166.14	City -Bi-wk
Street Department	4.00	1.5	$141.36	City -Bi-wk
Shift Multiplier 1.5	12.00		$448.86	
Pay Group Description City -Bi-wk	72.75		$2,699.46	
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	
	75.25		$2,777.84	

6A.

From: Ann Heimbach [mailto:ann@fisalter.com]
Sent: Tuesday, March 07, 2017 10:39 AM
To: Mark Casey
Subject: Appraisal

Mark-

I could provide the appraisal of the 75 acres you requested by Mid April at a cost of $2,500. Please let me know if you have any questions.

Thank you.

Ann Heimbach, MAI
Certified General Real Property Appraiser
F.I. Salter Company
218-310-3891

Tammie,

Hillman Realty has declined to offer a quote.

I am waiting on one more from Jon Vigen & Co.

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

315 WEST SUPERIOR STREET, SUITE 203 / DULUTH, MINNESOTA 55802 / PHONE (218) 727-5840 / FAX [218] 727-5671

Twin Ports Appraisals

REAL ESTATE APPRAISING AND MARKET STUDIES

March 24, 2017

Mr. Mark Casey
Administrator
City of Proctor
100 South Pionk Drive
Proctor, MN 55810

RE: **Appraisal Proposal**
Vacant Land - 75 Acres
Proctor, MN 55810

Dear Mr. Casey

In accordance with your request, I am submitting for your consideration the following proposal:

Cost

We will perform this appraisal assignment for the sum of (not to exceed):

$2,000

- TWO THOUSAND DOLLARS -

The intended use of our appraisal is to provide an estimate of the market value of the above-referenced subject property for internal purposes. It is my understanding that the subject assignment would include the following parcels identified by the St. Louis County Assessor's Office as follows:

185-0240-00670	-	35.94 acres
185-0240-00690	-	20.00 acres
185-0240-00700	-	15.00 acres
		70.94

I would note that the acreage figure reported by the assessor's office differs somewhat from the (75-acre) appraisal request.

RE: Appraisal Proposal
Vacant Land
Proctor, MN 55810

Work Program

The course of our appraisal procedure will involve the following:

- A physical inspection of the subject property and its environs to determine suitability for the present, or any alternate use.

- A search for comparable sales data involving personal examination of public records and investigations through local real estate brokers, and other appraisers, mortgage brokers, and consultants.

- An analysis of the approaches to value, as applicable.

- We assume that you will provide, if available, the survey of the property, any lease information pertaining to the property, pertinent information regarding zoning variance, environmental studies, or other data relevant to the assignment or that you deem relevant to the analysis.

- Preparation and delivery of one copy of the completed report addressed to you, or as required, signed by myself. The appraisal report will be completed in a summary appraisal format.

Timing

We could undertake the assignment immediately, after your acceptance, and would expect to have the completed report to you within six weeks of that date.

If there are any questions, please contact me so that any additions or corrections can be made. Thank you for the opportunity of submitting this proposal. We look forward to working with you on this assignment.

Respectfully submitted,

William D. Clements
Twin Ports Appraisals
(MN LIC# 4000779)

6D + 6E

Tammie McDonald

From:	Sally Hedtke
Sent:	Tuesday, March 21, 2017 4:23 PM
To:	Mark Casey; Tammie McDonald
Cc:	Dan Rohweder (sunkink@yahoo.com); Deanna Gregorich; Frank Siiro (fsiiro2011 @hotmail.com); Johanna Strandjord (jstrandjord@spiritmt.com); Phil Larson; Ryan Jones; Sally Hedtke; Tony Banks (duluthsouth.mn@americinn.com)
Subject:	Tourism Committee Recommendations

At the March 21, 2017 Tourism Committee meeting, the committee voted to recommend the following for City Council approval at the April 3rd, 2017 meeting.

Please add these items to the agenda for that meeting:

1. ***The Tourism Committee unanimously recommends that the City Council approve the use of $15,000 from Unallocated Lodging Tax Funds for marketing and promotion of the 2017 S. St. Louis County Fair and Fair Association events.***

2. ***The Tourism Committee unanimously recommends the approval by the City Council of a new member to the Tourism Committee: Brook Rodberg, Black Woods, is recommended to replace a member who is no longer on the committee.***

Sally R. Hedtke, Proctor Tourism
City of Proctor
100 Pionk Drive
Proctor, MN 55810
218-628-6297, ext. 297

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2018

	Jan - Dec 18		
Ordinary Income/Expense			
Income			
Banquet			
Meals		320.00	
Total Banquet			320.00
Camper Electric			30.00
County Appropriation			7,809.00
Diner			421.00
Donation Income			
Midway Sewer		300.00	
Donation Income - Other		100.00	
Total Donation Income			400.00
Fair			
Booth, Cone Rent		5,710.00	
Camping Electric		264.00	
Carnival Income			
Advance Sale Tickets	659.00		
Carnival Income - Other	1,715.00		
Total Carnival Income		2,374.00	
Daily Admission Fees			
Main Gate	5,191.00		
Passes-Admission	512.00		
Road Gate	1,973.00		
Daily Admission Fees - Other	1,240.00		
Total Daily Admission Fees		11,916.00	
Enduro			
Back Gate	432.00		
Entry Fees	2,766.00		
Front Gate	1,702.00		
Total Enduro		4,899.00	
Grants		12,905.23	
Poultry Cage Fee		93.00	
Premium Check Refund		2,765.21	
Saturday Horse Show		1,752.00	
Sponsorship			
Barricks	1,000.00		
Irving Community Center	2,000.00		
Proctor H/W Tax	15,000.00		
Total Sponsorship		18,000.00	
Stall Rent		664.00	
Sunday Horse Show		895.00	
Total Fair			62,468.44
Membership Dues			220.00
Monster Truck Income			75.00
Rent			
Car Show		300.00	
Circus		1,430.00	
Expendable Motorcycle Event		800.00	
PAHA		5,000.00	
Rabbit Show		200.00	
RC Racing		3,000.00	
Speedway		3,883.44	
Total Rent			14,413.44

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2016

		Jan - Dec 16
Rummage Sale		50.00
Snocross Parking		12,840.00
Storage		42,030.00
Total Income		140,863.88
Expense		
Advertising-Other		200.00
Banquet Expense		
Membership Cards	38.50	
Banquet Expense - Other	575.00	
Total Banquet Expense		613.50
Capital Improvements		
Pavilion	10,484.33	
Shed	1,000.00	
Total Capital Improvements		11,484.33
Cash Bank		0.00
Convention Expense		1,182.02
DFA Expense		
Dirt	1,000.00	
DFA Expense - Other	340.00	
Total DFA Expense		1,340.00
Donation		50.00
Door Repair		448.50
Dues and Subscriptions		175.00
Electrical Repairs		
Concession Bldg	0.00	
Total Electrical Repairs		0.00
Equipment Purchase		
Lawn Tractor	2,498.00	
Total Equipment Purchase		2,498.00
Fair 2015		488.00
Fair 2016		
Advance Sale Tickets	5,000.00	
Advertising	11,000.86	
Apparel	375.00	
Coffee	223.44	
Contracted Labor	168.85	
Enduro Purse	2,075.00	
Entertainment		
Ally's Puppets	3,000.00	
Birkeland Boys Band	500.00	
Bounce House	181.81	
Circuit Breakers	1,000.00	
Kids Pedal Pull	1,310.00	
No Cover Band	500.00	
Todd Eckert	950.00	
Whitesidewalls Band	3,300.00	
Total Entertainment	10,921.81	
Equipment Rental	161.81	
Farmer for a Day	614.48	
Feed	85.50	
Fire Extuisher Exp	309.58	
Fuel Surcharge	35.00	
Garbage Removal	1,022.57	
Hay & Straw	0.00	

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2016

		Jan - Dec 16
Horse Show Expense		
Saturday Horse Show	300.00	
Sunday Horse Show	300.00	
Horse Show Expense - Other	164.51	
Total Horse Show Expense		764.51
Judge-4H		1,080.00
Judge-Baking/Canning		80.00
Judge-Flowers		40.00
Judge-Fruits & Veggies		
Judge-Fruits and Veggies	40.00	
Total Judge-Fruits & Veggies		40.00
Judge-Home Arts M		40.00
Judge-Home Arts N		80.00
Judge-Home Arts O		40.00
Judge-Open Horse Show		300.00
Judge-Painting		40.00
Judge-Poultry		100.00
Judge-Quilts		80.00
Judge-Rabbits		75.00
Judge-Sheep/Goats		40.00
Judge-Youth		80.00
Mileage		1,056.50
Misc Expense		40.86
Misc Fair Supplies		443.11
Motel		191.24
Payroll Expenses		
FUTA	39.09	
Payroll Expenses - Other	7,022.13	
Total Payroll Expenses		7,061.19
Photo Booth		103.42
Portable Toilets		171.26
Postage		246.78
Poultry Barn Expense		0.00
Poultry Testing		180.00
Premium Checks		
4-H	2,874.25	
Industrial Bldg	2,446.25	
Saturday Horse Show	1,364.00	
Sunday Horse Show	1,606.00	
Total Premium Checks		8,278.50
Printing		767.00
Purse-Enduro		200.00
Rabbit Pellets		66.40
Ribbons & Supplies		2,262.12
Roll Tickets		60.00
Salary-Director		2,250.00
Salary-Poultry-Supt		0.00
Sales Tax		0.00
Shavings		402.50
Stage Rental		125.00
Talent Show Expense		180.00
Talent Show Prizes		240.00
Tent Rental		668.33

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2016

		Jan - Dec 16
Trophies		
Car Show	0.00	
Enduro	234.00	
Saturday Horse Show	440.00	
Sunday Horse Show	445.00	
Talent Show	60.00	
Total Trophies		1,179.00
Trophies/Ribbons-Horse Shows		0.00
Vet Expense		230.00
Total Fair 2016		61,241.92
Financial Statement		22.10
Food-Rummage Sale		218.71
Food License		245.00
Grounds Maintenance		2,704.53
Insurance		
Liability Insurance	8,582.00	
Vehicle	307.00	
Workers Comp Ins	218.00	
Total Insurance		9,107.00
Legal Notice		27.62
Locksmith Services		10.84
Monster Trucks Expense		500.00
Office Equipment		
Computer Purchase	723.16	
Total Office Equipment		723.16
Office Supplies		176.02
PO Box Rent		70.00
Postage and Delivery		109.49
Repairs		
Bathroom	10.79	
Building Repairs	137.48	
Ind Bldg	225.00	
Repairs - Other	813.34	
Total Repairs		1,186.61
Salaries		
Officers Expense	1,800.00	
Total Salaries		1,800.00
Sales Tax Expense		
City	124.00	
County	124.00	
State	1,703.33	
Sales Tax Expense - Other	24.62	
Total Sales Tax Expense		1,976.95
Snocross Expense		
Spirit Mt (Bus Exp)	5,822.30	
Snocross Expense - Other	5,057.08	
Total Snocross Expense		10,879.38
Storage Expense		271.27
Tables		748.70

SO ST LOUIS COUNTY FAIR ASSN-PROCTOR
Profit & Loss
January through December 2016

	Jan - Dec 16	
Tax		
Federal Tax Due	3,617.00	
Property Tax	561.80	
State Tax Due	2,423.00	
Total Tax		6,601.80
Tax Return Preparation		700.00
Telephone		
Internet Service	285.75	
Telephone - Other	786.98	
Total Telephone		1,071.73
Truck Expense		
Gas & Fuel	273.29	
License Plates-Truck	16.00	
Repair	61.37	
Total Truck Expense		350.66
Utilities		
Carnival	2,015.28	
Carny Lot	328.83	
Electric-Bathroom	1,666.84	
Electric-DFA	0.00	
Electric-Grounds	146.76	
Electric-Livestock Bldg	475.31	
Industrial Bldg	579.54	
Outlets	562.21	
Water & Gas	2,720.84	
Total Utilities		8,457.41
Void		0.00
Washroom Cleaning		490.00
Washroom Supplies		361.39
Website		360.00
Work Party Expense		1,139.01
Total Expense		130,120.91
Net Ordinary Income		10,772.97
Other Income/Expense		
Other Income		
Speedway Seat Surcharge		8,500.00
Total Other Income		8,500.00
Other Expense		
Speedway Seat Tax		
2007 Loan Payment	8,500.00	
Total Speedway Seat Tax		8,500.00
Total Other Expense		8,500.00
Net Other Income		0.00
Net Income		10,772.97

The Economic Impact of Travel in Minnesota

2015 Analysis

TOURISM ECONOMICS

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6.5.

Overview

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2015 Highlights

Traveler Spending

- Traveler spending of $11.5 billion generated $19.6 billion in total business sales in 2015 as travel dollars flowed through the state's economy.
- Travelers to Minnesota destinations spent 4.5% more in 2015 than in 2014.

Traveler Counts

- Minnesota hosted 71.2 million travelers in 2015.
- Day travel supported overall growth in 2015 as lower gas costs encouraged trips by personal automobile.

2015 Highlights

Jobs

- A total of 186,733 jobs, with income of $5.6 billion, were sustained by travelers to Minnesota in 2015.
- Traveler-supported employment grew 2.7% over the two years from 2013 to 2015.

Taxes

- Including indirect and induced impacts, travel in Minnesota generated $1.25 billion in state and local taxes and $1.45 billion in Federal taxes in 2015.
- In the absence of the state and local taxes generated by travelers, each Minnesota household would need to pay $585 to fill the gap.

Traveler Spending

TOURISM ECONOMICS

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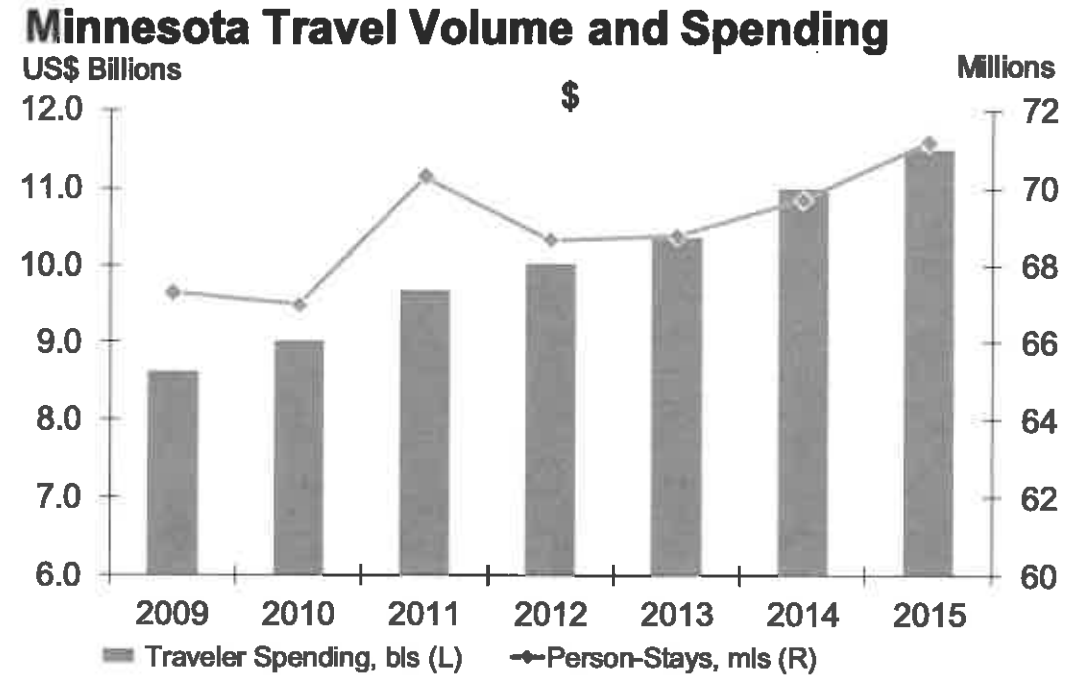
A story of strength

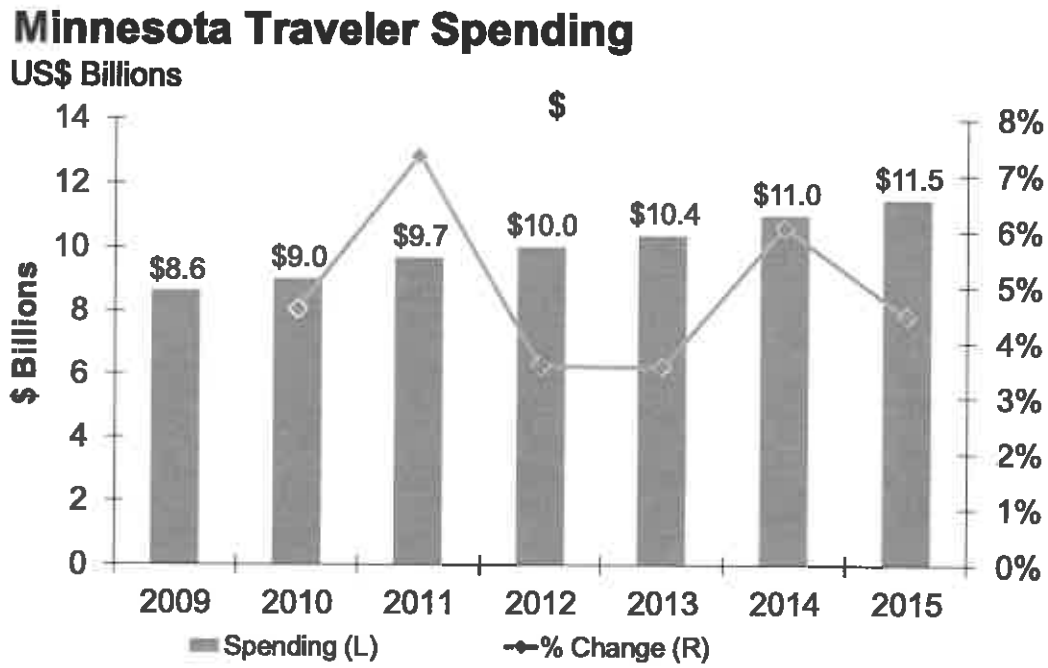
- Travel volume to Minnesota reached 71.2 million in 2015.
- With travel sentiment supported by increasing wages, growing employment, and lower transportation costs, Minnesota travel volume has grown 10.8% over the past two years.



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

Continued growth in traveler spending

- Traveler spending continued to grow in both 2014 and 2015, marking six straight years of growth.
- Traveler spending grew 4.5% in 2015 to reach $11.5 billion.
- Traveler spending growth has averaged 5.0% per annum over the past five years.



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

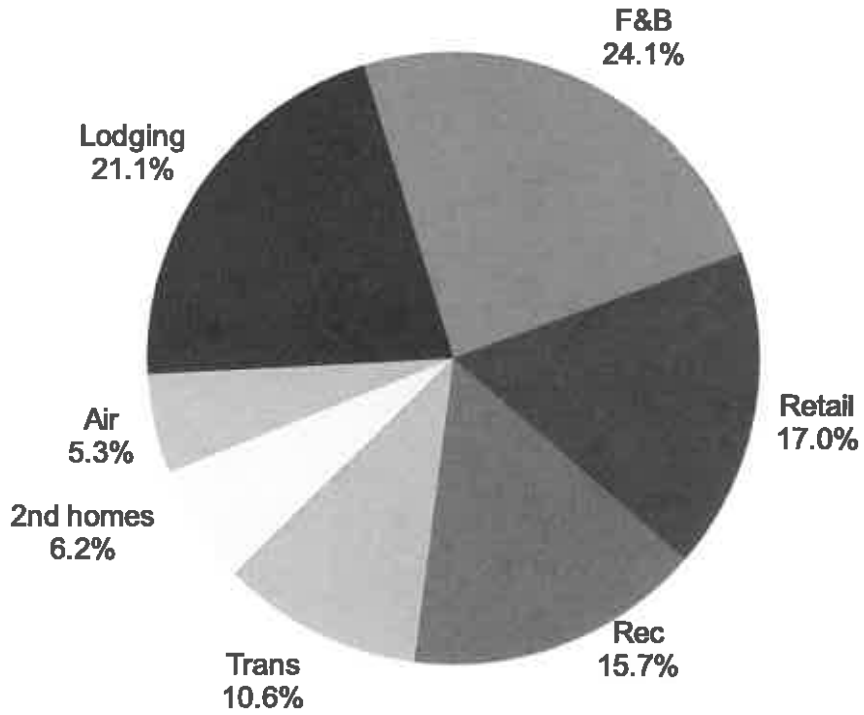
Lodging sector leads

- Spending growth in the lodging sector, in particular, supported traveler spending performance in 2015.

Traveler Spending (US$ Million)								
Sector	2009	2010	2011	2012	2013	2014	2015	% Change
Lodging	$1,670	$1,788	$1,904	$1,970	$2,123	$2,278	$2,422	6.3%
F&B	$2,051	$2,123	$2,357	$2,416	$2,447	$2,625	$2,774	5.7%
Retail	$1,539	$1,593	$1,734	$1,769	$1,803	$1,898	$1,950	2.8%
Rec	$1,521	$1,542	$1,531	$1,582	$1,631	$1,727	$1,807	4.7%
Trans	$812	$908	$1,009	$1,115	$1,162	$1,209	$1,224	1.3%
2nd homes	$548	$567	$602	$632	$658	$695	$716	3.0%
Air	$474	$490	$538	$537	$554	$577	$607	5.3%
TOTAL	$8,615	$9,012	$9,674	$10,021	$10,377	$11,008	$11,500	4.5%
% Change		4.6%	7.4%	3.6%	3.6%	6.1%	4.5%	

Traveler spending by sector

Minnesota Traveler Spending

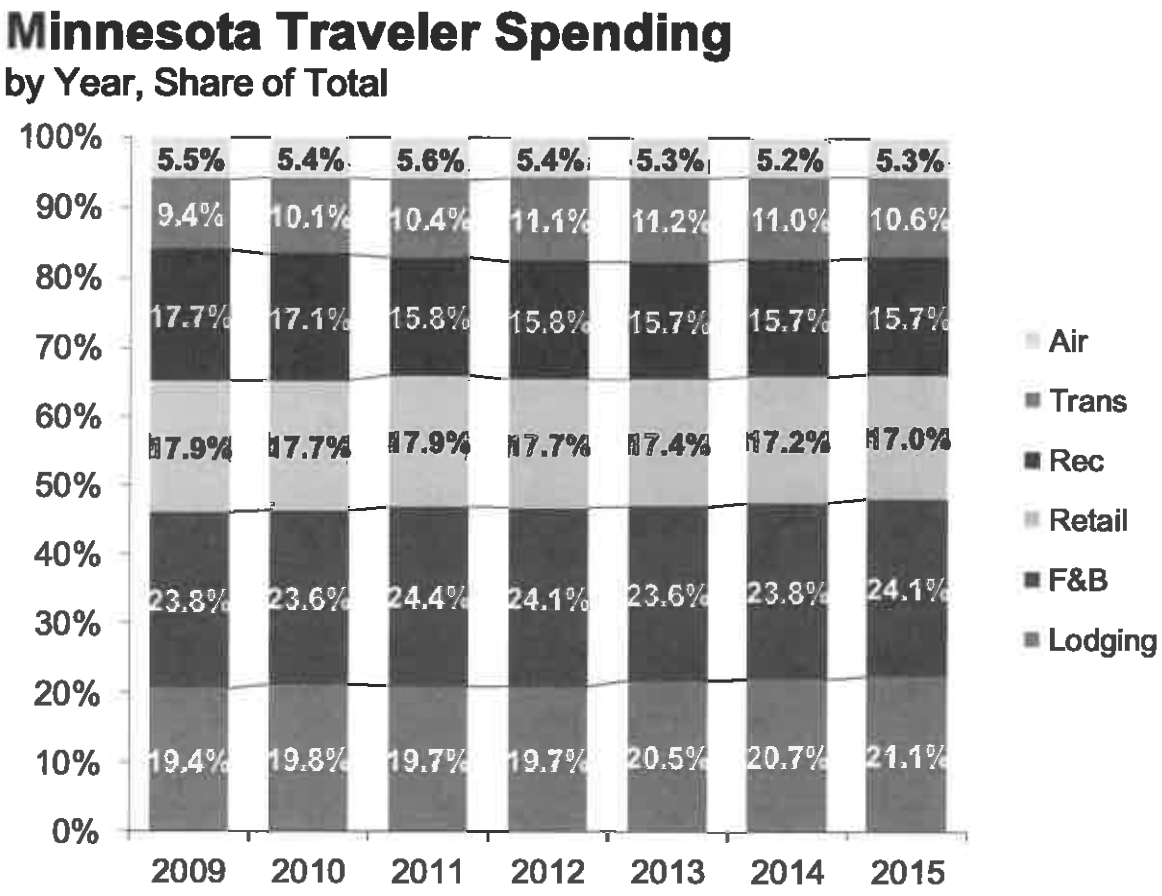


Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

F&B:	Food & Beverages
Retail:	Retail Shopping
Lodging:	Accommodations Sales
Trans:	Non-Air Transportation
Rec:	Recreation & Entertainment
2nd homes:	2nd Home Rental Spending
Air:	Air Transportation Spending

- F&B spending represents nearly a quarter of all traveler spending.
- With growth in both occupancy and room rates, the share of the traveler dollar spent on lodging has grown to 21.1% in 2015.
- Retail purchases represent 17.0% of every traveler dollar.

Traveler spending by sector



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

- The share of the traveler dollar spent on lodging has grown each year since 2012, with growth in both rooms rented and ADR.
- With lower transportation costs in 2014 and 2015, the share of the traveler dollar dedicated to transportation fell.

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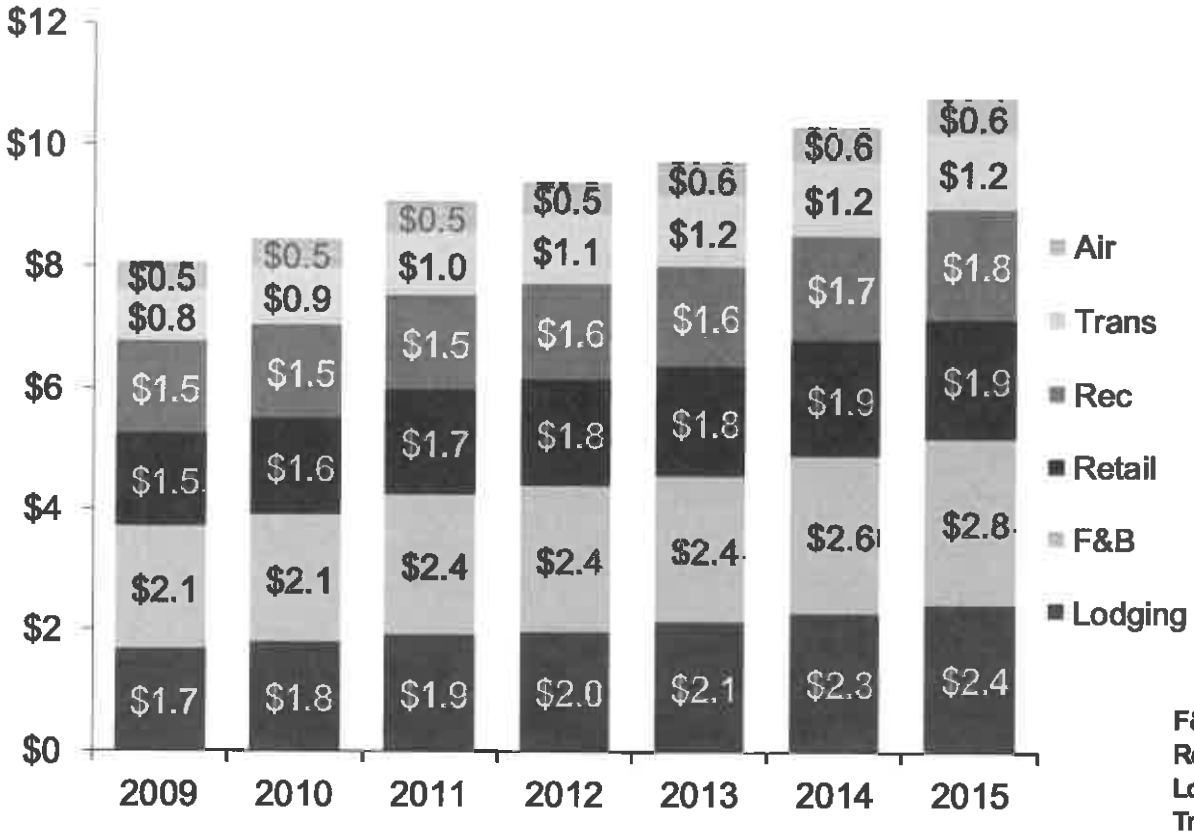
Traveler spending by sector

Minnesota Traveler Spending

by Year, Billions of $



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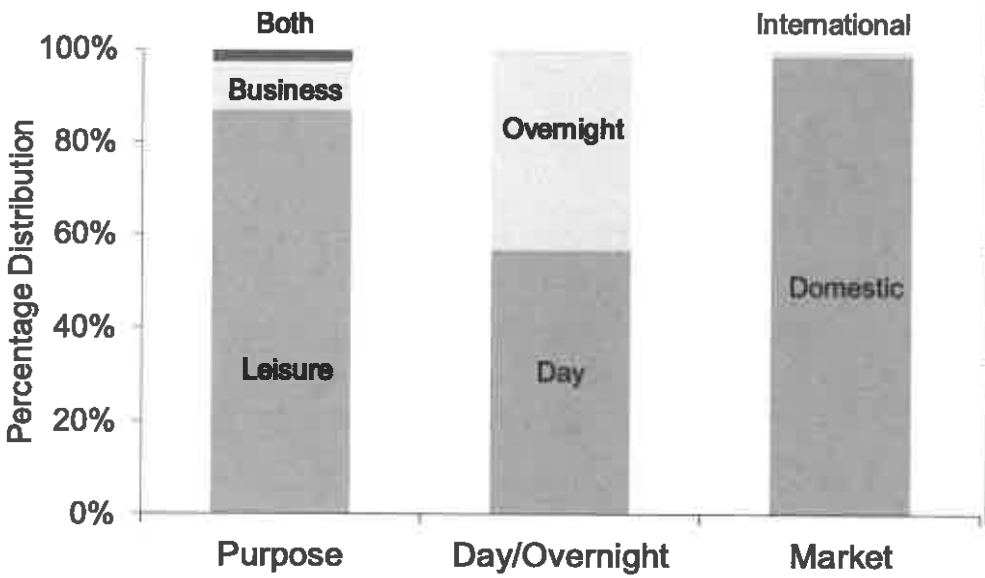
F&B:	Food & Beverages
Retail:	Retail Shopping
Lodging:	Accommodations Sales
Trans:	Non-Air Transportation
Rec:	Recreation & Entertainment
2nd homes:	2nd Home Rental Spending
Air:	Air Transportation Spending

TOURISM ECONOMICS

Travelers by market

- Minnesota hosted 71.2 million travelers in 2015. The vast majority were from domestic markets (98.6%) and came for leisure (87.0%).

Travelers by Market

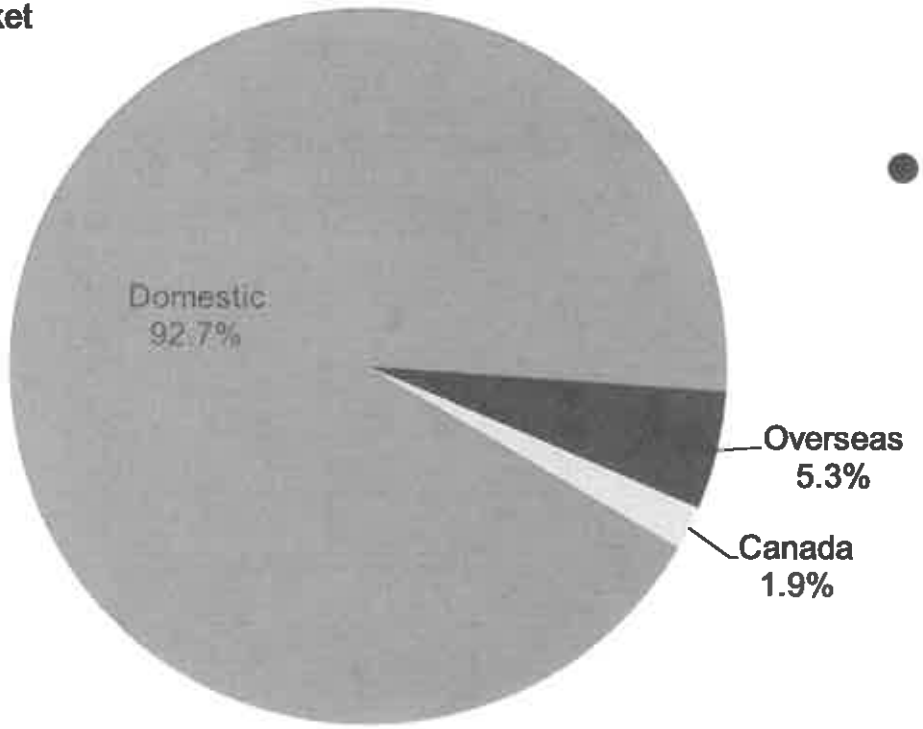


Travelers by Market (Millions)	2011	2012	2013	2014	2015
Purpose	**70.36**	**68.78**	**68.76**	**69.71**	**71.19**
Leisure	60.25	59.24	59.73	60.59	61.95
Business	7.83	7.23	6.94	7.16	7.43
Both	2.28	2.31	2.10	1.95	1.81
Stay	**70.36**	**68.78**	**68.76**	**69.71**	**71.19**
Day	39.69	39.24	38.56	39.06	40.38
Overnight	30.67	29.55	30.20	30.65	30.82
Market	**70.36**	**68.78**	**68.76**	**69.71**	**71.19**
Domestic	69.16	67.50	67.68	68.65	70.17
Canada	0.95	1.03	0.81	0.81	0.72
Overseas	0.26	0.25	0.27	0.26	0.31

Note: travelers are counted on a person-trip basis

Traveler spending by market

Traveler Spending
By Market



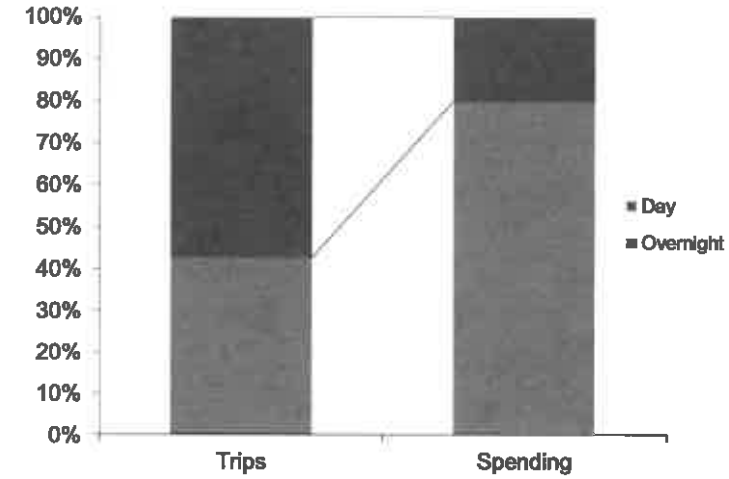
- Domestic travel accounted for 92.7% of all traveler spending in the state of Minnesota.
- Canadian and overseas travelers spend more per trip than domestic travelers. International markets accounted for 1.4% of travelers, but 7.2% of total traveler spending.

Overnight and day markets

- Minnesota hosted 71.2 million travelers in 2015. The majority of travelers were day travelers (56.5%).
- While only 44% of all trips, overnight traveler spending accounts for 80% of all traveler spending, generating $9.2 billion.
- On average, overnight travelers spent $307 in Minnesota during their trip.
- With overnight travelers staying an average of 3.09 days, per person per day spending for the overnight traveler was $99.

Trips and Spend	
2015, in millions	
Total Travelers	**71.2**
Overnight	29.9
Day	40.2
Total Spending	**$11,500**
Overnight	$9,188
Day	$2,313
Per Traveler Spending	**$162**
Overnight	$307
Day	$57

Traveler Spending Breakout
Share of Total



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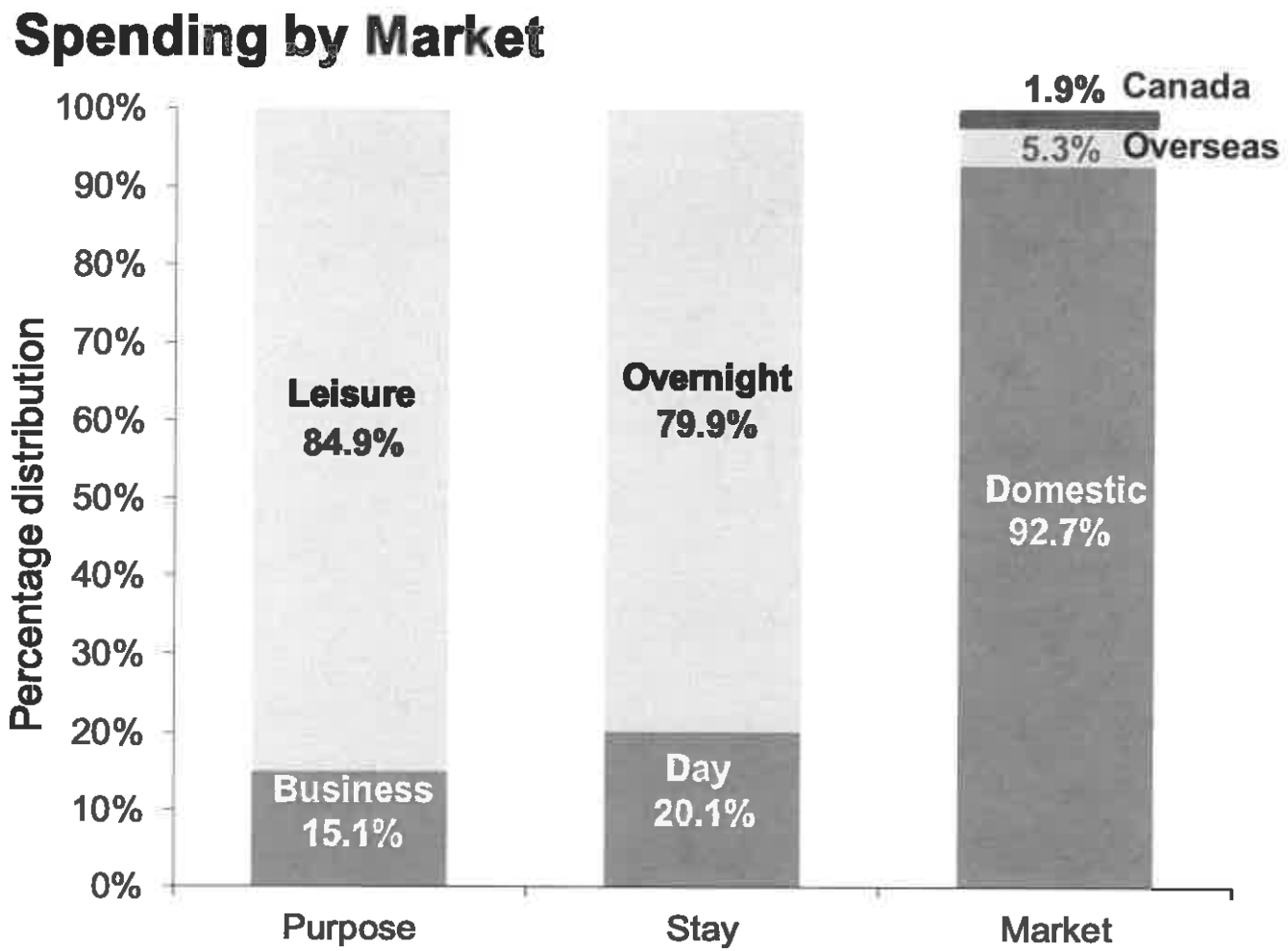
Traveler spending by market segment

- Leisure travel's share of traveler spending accounted for 85% of all traveler spending in Minnesota in 2015.
- Overnight travelers spent $9.2 billion in Minnesota in 2015, 80% of the total.
- Domestic travelers represent 93% of all traveler spending.

Traveler Spending in 2015 (US$ Billion)					
Purpose		Stay		Market	
Business	$1.7	Day	$2.3	Domestic	$10.7
Leisure	$9.8	Overnight	$9.2	Overseas	$0.6
				Canada	$0.2
Total	$11.5	Total	$11.5	Total	$11.5
Share					
Purpose		Stay		Market	
Business	15.1%	Day	20.1%	Domestic	92.7%
Leisure	84.9%	Overnight	79.9%	Overseas	5.3%
				Canada	1.9%

Traveler spending by market segment



Sources: Longwoods International, NTTO, Stats Can, Tourism Economics

State Travel Impacts

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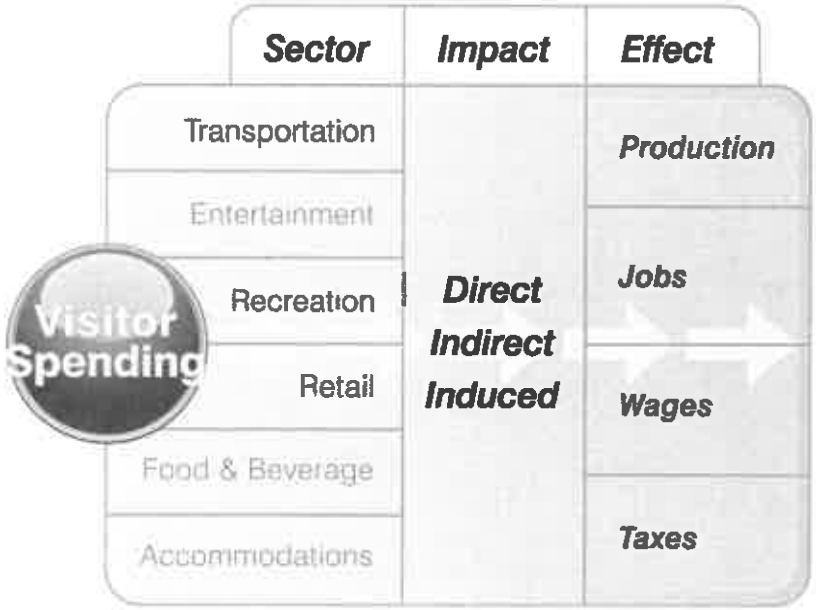
How traveler spending generates impact

- Travelers create direct economic value within a discrete group of sectors (e.g. recreation, transportation). This supports a relative proportion of jobs, wages, taxes, and GDP within each sector.
- Each directly affected sector also purchases goods and services as inputs (e.g. food wholesalers, utilities) into production. These impacts are called indirect impacts.



- Lastly, the induced impact is generated when employees whose incomes are generated either directly or indirectly by travel, spend those incomes in the state economy.

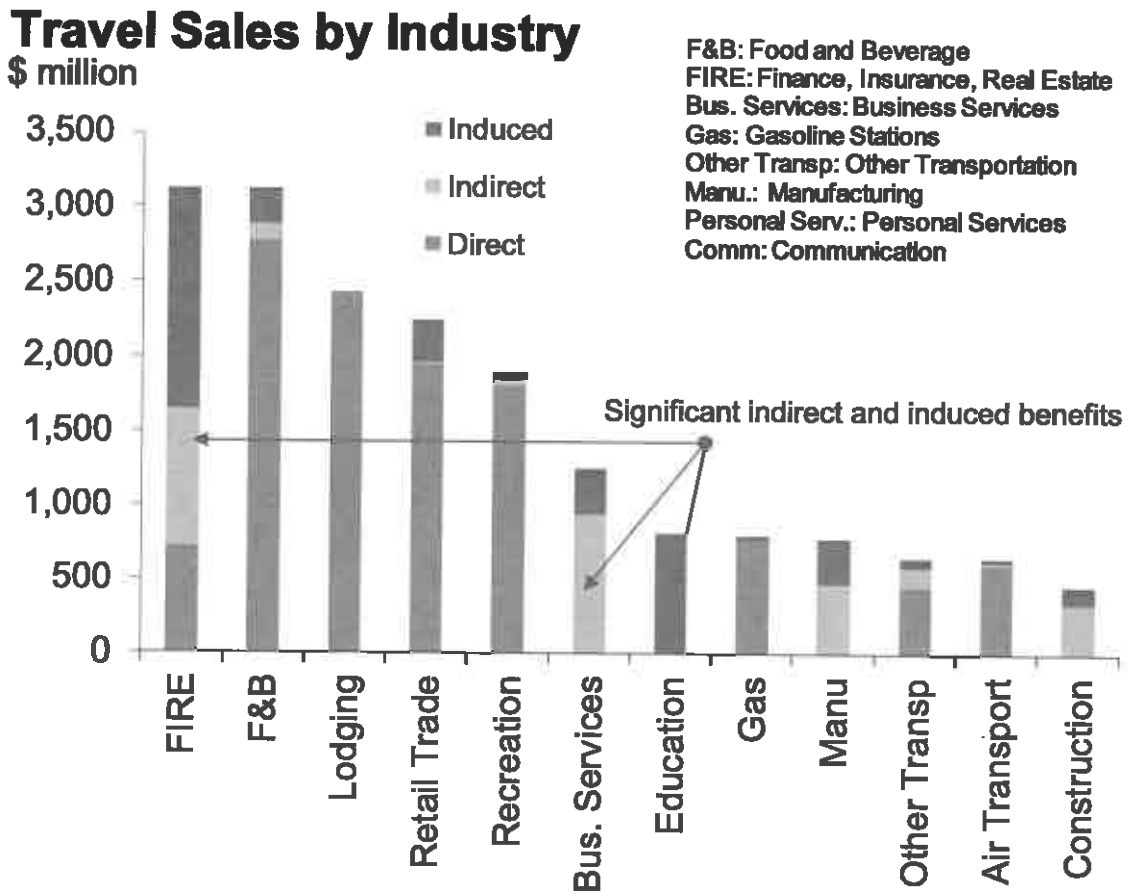
Travel generated sales

Travel Sales (US$ Million)	Direct	Indirect	Induced	Total
Agriculture, Fishing, Mining	-	45.6	38.0	83.7
Construction and Utilities	-	337.3	120.1	457.4
Manufacturing	-	470.7	307.8	778.5
Wholesale Trade	-	115.5	193.8	309.3
Air Transport	607.2	13.2	25.4	645.8
Other Transport	449.4	139.0	62.6	651.0
Retail Trade	1,950.0	12.6	286.2	2,248.8
Gasoline Stations	774.6	1.2	21.2	796.9
Communications	-	265.0	150.4	415.4
Finance, Insurance and Real Estate	716.3	935.3	1,472.1	3,123.7
Business Services	-	942.7	315.6	1,258.3
Education and Health Care	-	8.5	809.6	818.1
Recreation and Entertainment	1,807.1	36.4	54.2	1,897.7
Lodging	2,422.0	2.9	2.5	2,427.4
Food & Beverage	2,773.8	108.1	241.2	3,123.1
Personal Services	-	109.9	218.1	328.0
Government	-	121.1	71.2	192.3
TOTAL	11,500.2	3,664.9	4,390.1	19,555.2
% Change (2013-15)	11.69%	11.17%	8.97%	10.97%

Traveler spending of $11.5 billion generated total travel economic impact of $19.6 billion in 2015 as traveler dollars flowed through the Minnesota economy.

Travel sales

- All business sectors of the Minnesota economy benefit from travel activity directly and/or indirectly.
- Sectors that serve the travel industry, like business services, gain as suppliers to a dynamic industry.



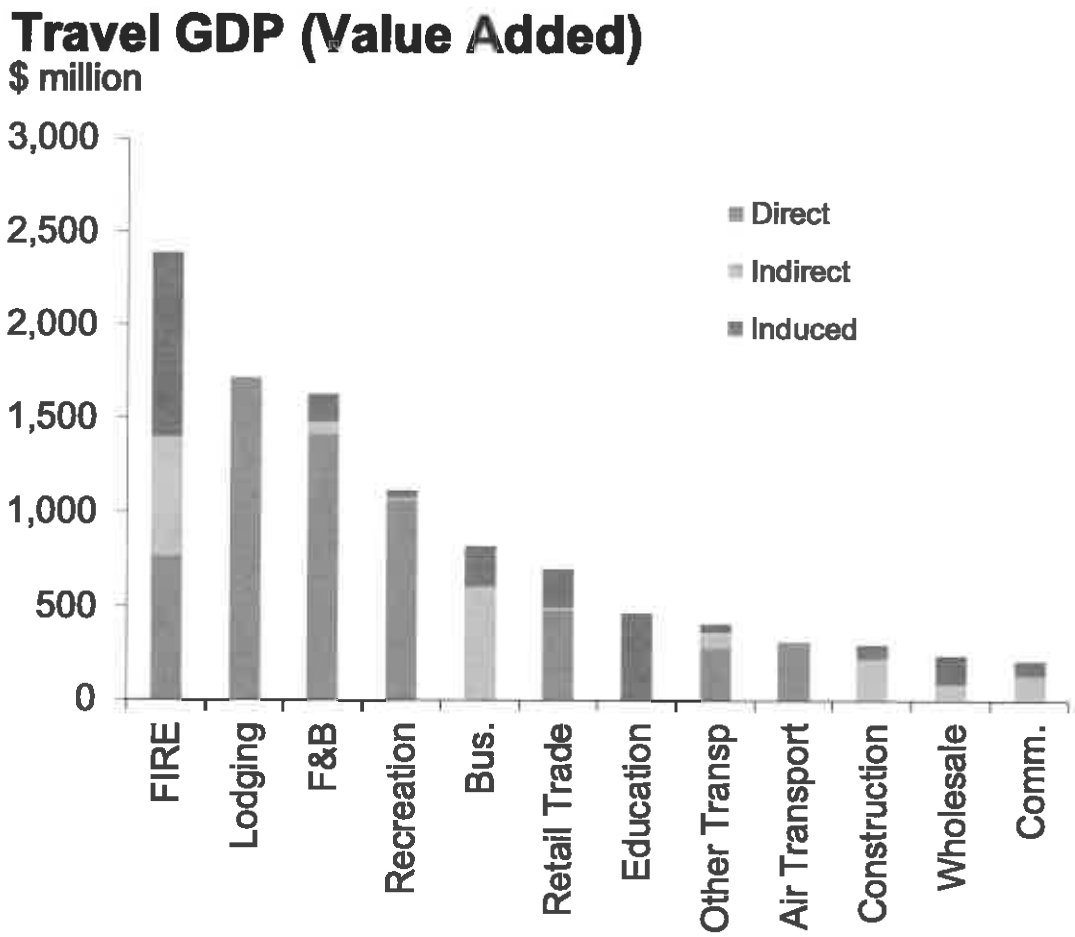
Travel GDP (value added)

Travel GDP (Value Added) (US$ Million)	Direct	Indirect	Induced	Total
Agriculture, Fishing, Mining	-	9.9	9.1	19.0
Construction and Utilities	-	217.7	84.3	302.0
Manufacturing	-	132.9	81.2	214.1
Wholesale Trade	-	90.4	151.7	242.1
Air Transport	293.7	6.6	12.7	313.0
Other Transport	276.8	89.8	40.9	407.5
Retail Trade	482.4	9.0	206.2	697.6
Gasoline Stations	77.2	0.8	15.3	93.3
Communications	-	131.4	83.3	214.7
Finance, Insurance and Real Estate	764.7	632.9	990.5	2,388.1
Business Services	-	601.9	219.7	821.6
Education and Health Care	-	4.3	461.6	465.9
Recreation and Entertainment	1,058.3	20.0	31.6	1,109.9
Lodging	1,703.5	1.4	1.2	1,706.0
Food & Beverage	1,410.8	64.3	152.0	1,627.1
Personal Services	-	55.9	89.8	145.6
Government	-	78.0	26.7	104.7
TOTAL	6,067.3	2,147.3	2,657.7	10,872.3
% Change (2013-15)	11.08%	7.35%	9.63%	9.97%

Travel generated $10.9 billion in state GDP in 2015, representing 3.3% of the total Minnesota economy. This excludes all import leakages to arrive at the economic value generated by travel.

Travel GDP (value added)

- Traveler spending generates the largest GDP impacts in the Finance, Insurance and Real Estate (FIRE) industry.



Travel employment

- The tourism sector supported 186,733 jobs, growing 2.7% in the two years between 2013 and 2015.
- 5.1% of all jobs in Minnesota – one out of every 19.5 jobs – are supported by traveler spending.

Travel Employment				
	Direct	Indirect	Induced	Total
Agriculture, Fishing, Mining	-	160	131	291
Construction and Utilities	-	1,028	391	1,419
Manufacturing	-	1,112	554	1,666
Wholesale Trade	-	540	906	1,446
Air Transport	5,283	40	76	5,399
Other Transport	6,726	1,385	707	8,819
Retail Trade	13,676	199	4,642	18,517
Gasoline Stations	1,643	18	326	1,988
Communications	-	964	459	1,423
Finance, Insurance and Real Estate	4,393	4,068	4,517	12,978
Business Services	-	7,761	2,792	10,554
Education and Health Care	-	128	7,754	7,882
Recreation and Entertainment	26,356	913	1,104	28,372
Lodging	29,163	28	25	29,216
Food & Beverage	45,211	2,057	4,338	51,606
Personal Services	-	1,124	2,774	3,898
Government	-	892	368	1,260
TOTAL	132,450	22,417	31,866	186,733
% Change (2013-15)	2.6%	2.7%	2.9%	2.7%

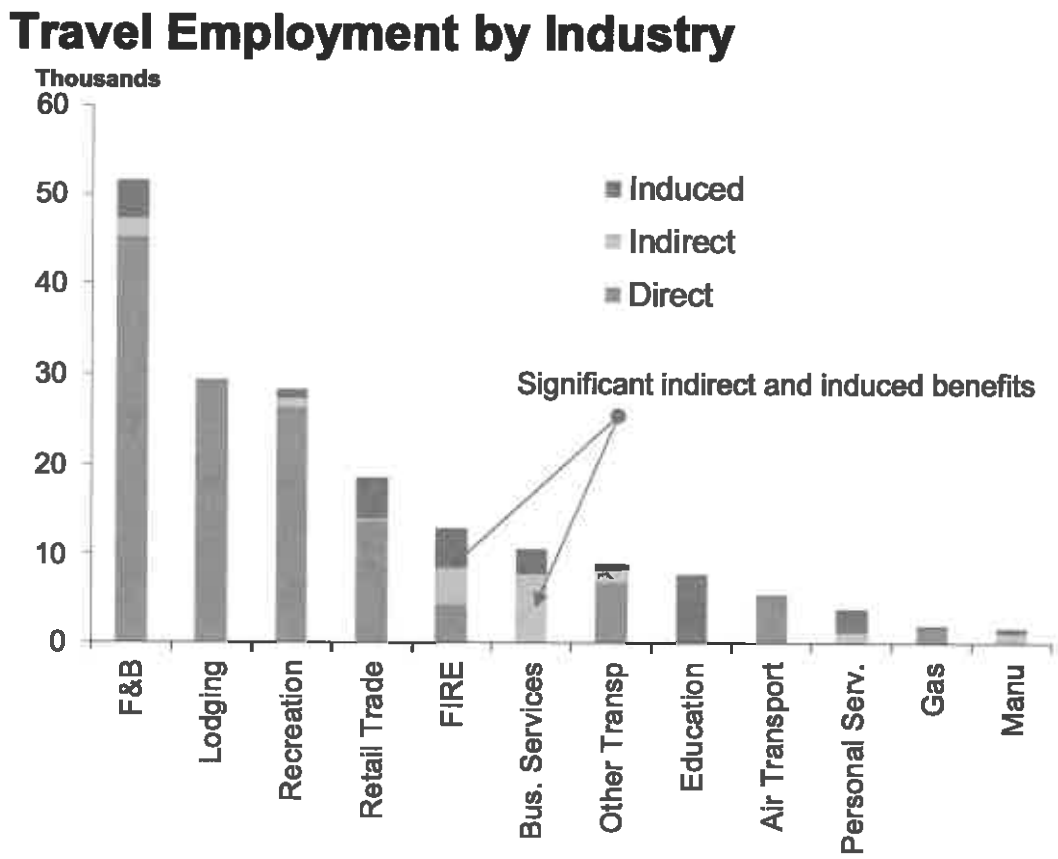
Indirect impacts quantify the supply chain to those industries directly providing goods or services to travelers.

Induced impacts are generated when employees whose incomes are generated either directly or indirectly by travel, spend those incomes in the state economy.

Travel employment

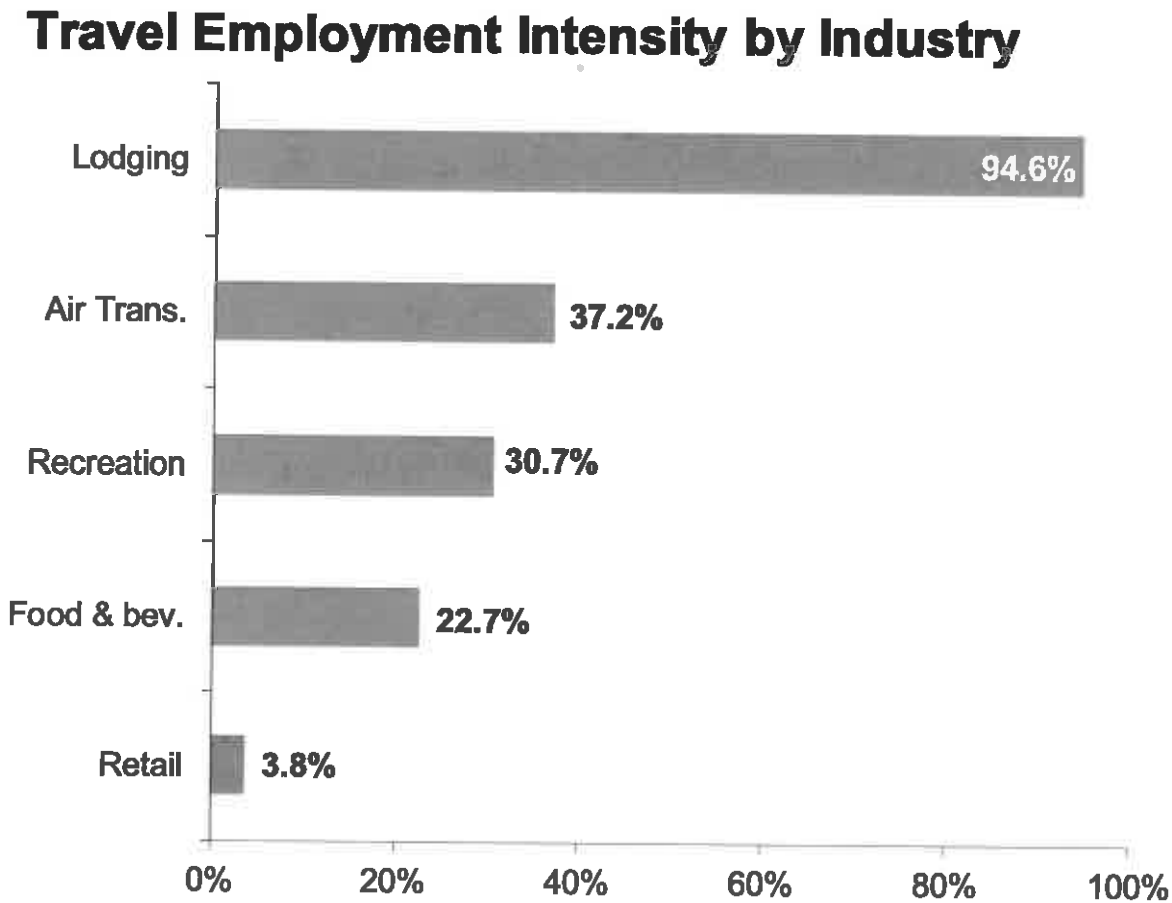
- The travel industry is an employment intensive industry directly supporting 29,163 lodging jobs, 45,211 jobs in the food & beverage industry, and 26,356 jobs in recreation and entertainment in 2015.

- Secondary benefits are realized across the entire economy through the supply chain and incomes as they are spent.



Travel employment intensity

- Direct travel employment is a significant part of employment for several industries; nearly 95% of lodging, 31% of recreation, and 23% of food & beverage employment is supported by travel spending.

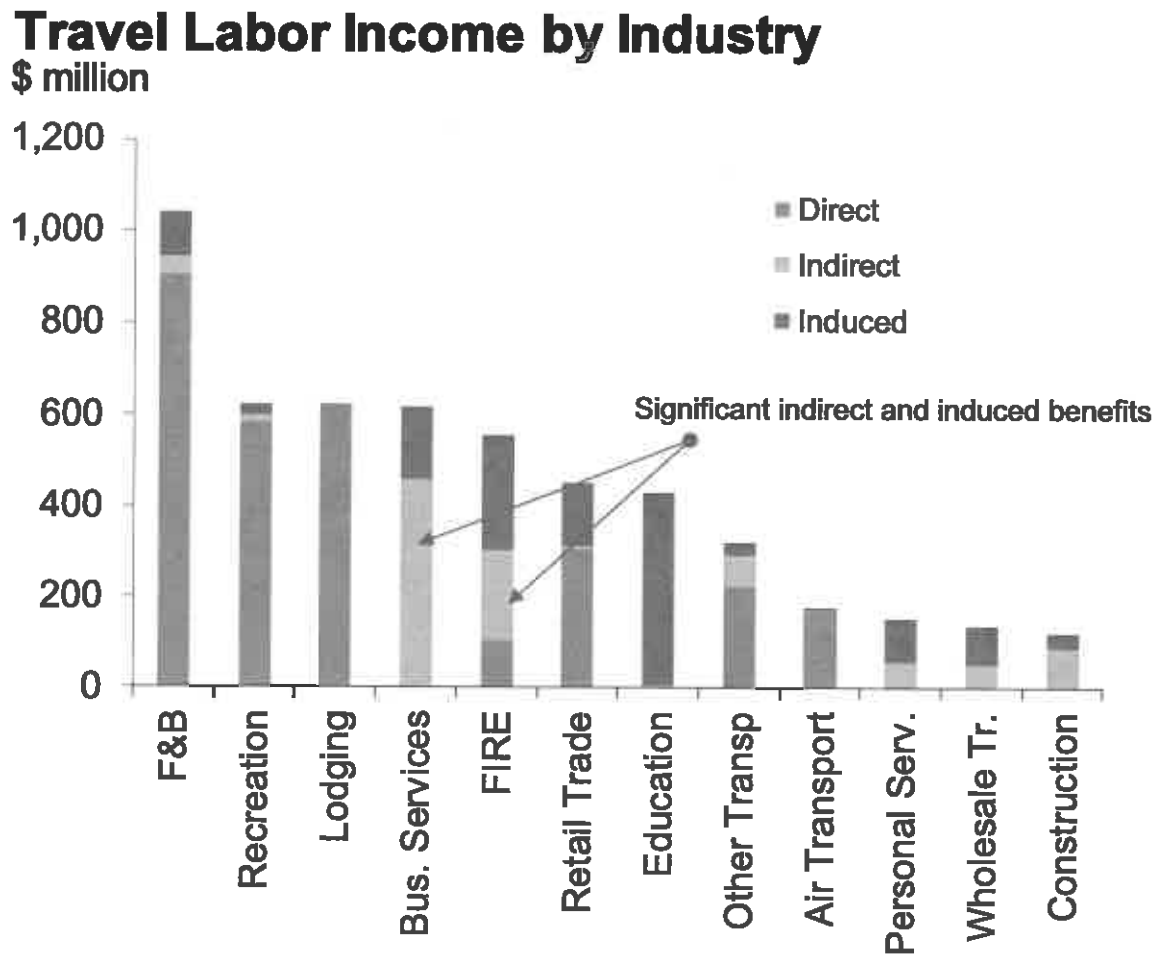


Travel personal income

Travel Labor Income (Compensation) (US$ Million)	Direct	Indirect	Induced	Total
Agriculture, Fishing, Mining	-	6.8	8.1	15.0
Construction and Utilities	-	87.4	32.6	120.0
Manufacturing	-	75.4	39.8	115.2
Wholesale Trade	-	50.6	85.0	135.6
Air Transport	166.1	3.7	7.2	177.1
Other Transport	221.3	67.8	30.4	319.5
Retail Trade	303.6	6.4	142.4	452.3
Gasoline Stations	44.4	0.5	8.8	53.7
Communications	-	58.8	30.6	89.4
Finance, Insurance and Real Estate	102.4	198.1	255.0	555.6
Business Services	-	458.8	158.8	617.6
Education and Health Care	-	4.3	425.1	429.4
Recreation and Entertainment	583.2	17.2	22.1	622.6
Lodging	620.7	0.7	0.7	622.1
Food & Beverage	903.6	40.2	96.1	1,039.9
Personal Services	-	55.7	95.0	150.7
Government	-	80.3	29.9	110.2
TOTAL	2,945.4	1,212.9	1,467.6	5,625.9
% Change (2013-15)	10.4%	8.8%	8.7%	9.6%

Travel personal income

- Significant employment in F&B and recreation drives high labor income in those industries.
- Above average wages support labor income in supplier industries.
- The average salary of workers directly supported by traveler spending was $22,240 in 2015.



Travel tax generation

Traveler Generated Taxes (US$ Million)					
Tax Type	2011	2012	2013	2014	2015
Federal Taxes Subtotal	1,215.0	1,264.1	1,310.2	1,375.6	1,453.7
Corporate	206.7	218.1	224.2	233.6	245.9
Indirect Business	147.2	153.9	159.1	166.6	175.8
Personal Income	314.2	325.6	338.2	355.9	376.6
Social Security	546.9	566.6	588.6	619.5	655.4
State and Local Taxes Subtotal	1,081.2	1,114.0	1,155.8	1,201.0	1,249.1
Corporate	34.0	35.9	36.9	38.4	40.4
Personal Income	129.5	134.1	139.3	146.6	155.1
Sales	389.6	410.4	433.1	452.0	469.6
Lodging	51.1	53.0	56.9	61.1	65.5
Property	326.3	328.2	333.7	342.4	353.2
Excise and Fees	141.3	142.7	145.7	149.8	154.0
State Unemployment	9.4	9.7	10.1	10.7	11.3
TOTAL	2,296.2	2,378.2	2,466.0	2,576.6	2,702.8

- Taxes of $2.7 billion were directly and indirectly generated by travel in 2015.
- State and local taxes alone tallied $1.25 billion, growing nearly $50 million in 2015.

Travel tax generation

Traveler Generated Taxes - State and Local Government Revenues (US$ Million)			
Tax Type	Direct	Indirect/ Induced	Total
State Tax Subtotal	457.2	279.1	736.3
Corporate	19.9	20.5	40.4
Personal Income	79.4	75.7	155.1
Sales	293.1	162.5	455.6
Lodging	0.0	0.0	0.0
Property	23.3	12.8	36.2
Excise and Fees	16.0	21.7	37.7
State Unemployment	25.4	-14.1	11.3
Local Tax Subtotal	360.2	152.6	512.8
Corporate	0.0	0.0	0.0
Personal Income	0.0	0.0	0.0
Sales	9.0	5.0	14.0
Lodging	65.5	0.0	65.5
Property	204.5	112.5	317.0
Excise and Fees	81.2	35.1	116.3
State Unemployment	0.0	0.0	0.0

- Of the $1.25 billion in state and local taxes from traveler receipts, the state received $736 million.
- Of the $736 million in state revenues, $155 million accrues from income tax collections.
- Local governments received $512.8 million in tax receipts from travel-generated activity.
- In the absence of the state and local taxes generated by travelers, each Minnesota household would need to pay $585 to fill the gap.

Methodology and Background

TOURISM ECONOMICS

AN OXFORD ECONOMICS COMPANY

Definitions and terms

- A visitor includes all overnight and day travelers - traveling outside of their usual environment, defined as beyond 50 miles
- The analysis measures the economic impact of travelers to the State of Minnesota, including:
  - Day trips and overnight travelers
  - Domestic, Canadian, and overseas travelers
  - Leisure and business travel

Quantifying the travel and tourism economy

- Most economic sectors such as financial services, insurance, or construction are easily defined within a country's national accounts statistics.

- Travel is not so easily measured because it is not a single industry. It is a demand-side activity which affects multiple sectors to various degrees.

- Travel spans nearly a dozen sectors including lodging, retail, real estate, air passenger transport, food & beverage, car rental, taxi services, travel agents, and recreation (including museums, theme parks, sports events and others).

Methods and data sources

- Domestic traveler expenditure estimates are provided by Longwoods International's representative survey of US travelers. These are broken out by sectors (lodging, transport at destination, food & beverage, retail, and recreation), by purpose (business and leisure), and by length of stay (day and overnight).
- Tourism Economics (TE) then adds and cross-checks several categories of spending:
  - Overseas traveler spending (source: NTTO, TE)
  - Canada traveler spending (source: Statistics Canada, TE)
  - Spending on air travel which accrues to MN airports and locally-based airlines
  - Gasoline purchases by travelers (source: TE calculation)
  - Recreational second home expenditures (source: US Census)
  - Smith Travel Research (lodging performance)
  - Local level lodging tax data
  - Sales tax by industry (MN Department of Revenue)
  - Industry-by-industry employment and personal income (Bureau of Economic Analysis and Bureau of Labor Statistics)

Methods and data sources

- An IMPLAN model was utilized for the state of Minnesota. This traces the flow of traveler-related expenditures through the local economy and their effects on employment, wages, and taxes. IMPLAN also quantifies the indirect (supplier) and induced (income) impacts of travel.
- Tourism Economics then cross-checks these findings with employment and wage data for each sector to ensure the findings are within reasonable ranges.
- The source of the employment and wage data is the Regional Economic Information System (REIS), Bureau of Economic Analysis, U.S. Department of Commerce. This is more comprehensive than Bureau of Labor Statistics (ES202/QCEW) data. The main definitional difference is that sole-proprietors, which do not require unemployment insurance, are not counted in the ES202 data.

Description of spending categories

Spend Category	Description
Lodging	Includes traveler spending in accommodation sector. This includes food and other services provided by hotels and similar establishments.
Recreation	Includes traveler spending within the arts, entertainment and recreation supersector.
Air transport	Includes the local economic activity generated by travelers within the air transport (airline) and support services (on airport) sectors.
Other transport	Includes all forms of local transport services such as taxis, limos, trains, rental cars, and buses.
Shopping	Includes traveler spending within all retail sectors within the Minnesota economy.
Service stations	Traveler spending on gasoline. Only the margin counts as local economic impact.
Second homes	Spending associated with the operation of seasonal second homes for recreational use as defined by the Census Department. This is based on an "imputed rent" calculation over an estimated peak season.
Food and beverage	Includes all traveler spending at restaurants and bars.

About Tourism Economics

- Tourism Economics, headquartered in Philadelphia, is an Oxford Economics company dedicated to providing high value, robust, and relevant analyses of the tourism sector that reflects the dynamics of local and global economies. By combining quantitative methods with industry knowledge, Tourism Economics designs custom market strategies, project feasibility analysis, tourism forecasting models, tourism policy analysis, and economic impact studies.
- Our staff have worked with over 200 destinations to quantify the economic value of tourism, forecast demand, guide strategy, or evaluate tourism policies.
- Oxford Economics is one of the world's leading providers of economic analysis, forecasts and consulting advice. Founded in 1981 as a joint venture with Oxford University's business college, Oxford Economics is founded on a reputation for high quality, quantitative analysis and evidence-based advice. For this, it draws on its own staff of 150 highly-experienced professional economists; a dedicated data analysis team; global modeling tools; close links with Oxford University, and a range of partner institutions in Europe, the US and in the United Nations Project Link.
- For more information: info@tourismeconomics.com.

TOURISM ECONOMICS

AN OXFORD ECONOMICS COMPANY

6G.

Regional Economic Indicators Forum entitled:
Collaborative Marketing for Tourism and Economic Development
Tuesday, March 28, 2017 in Lake Superior Ballroom

Students from UMD, Saint Scholastica and UWS presented information on statistics associated with growth of tourism by sector growth (for example spectator sports had a growth of 4.2% since 2014). They described the Regional Equity Index showing a slight increase in volatility primarily associated with the iron mining industry and job loss. The presentation on the Business Confidence Indicators showed that on-line including social media has become the primary way to promote businesses. The last student presentation was on Consumer Confidence (I have a handout on this topic if you are interested).

This was followed by Keynote Speaker (see bio)

AnnDee Johnson is Vice President of Longwoods International, managing the firm's Scottsdale office. Longwoods is a respected leader in marketing, advertising, and public opinion research, providing strategic guidance to help clients evaluate their image, fine-tune their campaigns, demonstrate accountability to budget decision-makers, and make the most of their marketing dollars. AnnDee has a broad base of experience in research and strategic planning, international economic development, management and marketing. Prior to joining Longwoods, she was Director of Research and Strategic Planning at the Arizona Office of Tourism for seven years, where she built a respected research program that supported the work of the agency, industry partners and constituents. Highlights include the state's first comprehensive economic impact study of the $19 billion travel industry, analysis of the $2.7 billion economic contribution of Mexican visitors to Arizona, and intimate involvement in creating marketing strategies for promoting Arizona as a leisure destination. AnnDee served on the Travel and Tourism Research Association's (TTRA) International Board of Directors and has been an invited speaker at numerous industry conferences. She is currently on the Board of the Greater Western chapter of TTRA. She holds a Ph.D. in Germanic Languages from the University of Texas at Austin and a Master of International Management degree from the Thunderbird School of Global Management.

Her presentation focused on three key areas pertaining to how tourism and economic development is a case for collaboration on a regional and state level.

The Benefits:
- Using Duluth as the example 6.7 million tourist per year
- Overnight 2.3 M (34%)
- Day trip 4.4 M (66%)
- $874,000 spent in Duluth each day

The Tourism Industry:
- Direct—"Heads in beds"
- Indirect—Salaries of employees and supplies bought
- Induced—what is spent by employees and suppliers
- Keeps taxes lower

The Halo Effect:
- Overall impression
- Tourism marketing can have positive effect on economic development
- Discussed regional marketing, "what is our brand"
- "Pure Michigan" in 2005 at rock bottom 5.7 M being spent. Increased to 13.2 M in 2006. Result is now everything is labeled as "Pure Michigan"
- Gave examples of New Mexico and Wyoming following same pattern
- Based the ads on emotions and not on fishing, snowmobiling, etc

She ended her presentation on coming up with "Natural Collaborators" between cities within the region around a common brand.

6H.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

CITY OF PROCTOR
RESOLUTION 13-17
FOR THE APPOINTMENT OF SEASONAL LABORER FOR PARKS DEPARTMENT

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

WHEREAS, the City Council desires to appoint Seasonal Labor for its Parks Department; and,

WHEREAS, the City Council is interested in establishing the wages and benefits for all the casual positions including those previously established, in accordance with the Minnesota Statutes, Fair Labor Standards Act, and the City of Proctor Personnel Policies.

NOW, THEREFORE BE IT RESOLVED, the City Council is appointing up to two (2) summer casual labor: At wage rates determined by the City Council to serve as Casual Seasonal Labor for a period of time effective on or after April 1, 2017 and may continue through September, 2017 in accordance with this resolution and City Policies. The position is non-supervisory and non-exempt from the F.L.S.A. 29 U.S.C. This position is under the P.E.L.R.A. Law and does not include benefits. All work shall not exceed the number of work shifts in accordance with City Policies.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. 13-17 was declared duly passed and adopted this 3rd day of April 2017.

Philip Larson
Mayor

Attest: _____
Mark Casey
City Clerk/Administrator

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.

6I.

Minutes from the January 17, 2017 Public Safety Committee Meeting

PUBLIC SAFETY MEMBERS PRESENT: Mayor Phil Larson, Troy DeWall, Dick Kari, Rick LaLonde, Kent Gaidis, Walter Wobig,

OTHERS PRESENT: Sally Hedtke, Linnea Wiita

CALL TO ORDER:
Councilor DeWall called the Meeting to order at 4:00 pm.

APPROVAL OF MINUTES:
No minutes to approve.

COMMUNICATIONS:
None

OLD BUSINESS:
None

NEW BUSINESS:

1. ORGANIZATIONAL MEETING

Mayor Larson explained that he felt that as long as there are Council members present on all committees, someone other than the Council member should chair the committees, believing it to be more resident driven possibly less intimidating for other participants.

Motion by Wobig, seconded by LaLonde and carried: To elect Kent Gaidis to Chair the Public Safety Committee.

Motion by Wobig, seconded by Gaidis and carried: To elect Rick LaLonde and Vice Chair of the Public Safety Committee.

Discussion as to Ad Hoc member vs. voting member. It was decided to ask Council to make everyone a voting member, thereby having an odd number.

Discussion to have the Secretary contact all nine members to verify if they still wish to be a part of the Public Safety Committee prior to the next meeting.

By consensus members agreed that the Committee will schedule meetings as needed.

2. WINTER FROLIC – Feb 4, 2017

Discussion of the Event Application for the Winter Frolic. Hedtke stated that the Chamber will ask the City Council tonight for the City to co-sponsor the Winter Frolic as in the past, and cover the insurance under Tulip. She stated that this year the dog

sledders do not have their own insurance and will also have to be covered under the insurance.

Wobig reported that there will not be a hay ride this year, since the dogs are so popular there is waning interest in the hay ride.

Motion by Wobig, seconded by Kari and carried: To Approve the event application for the Winter Frolic on the stipulation they receive insurance through the City or provide their own.

3. SAFE ROUTES TO SCHOOL

Russell Haberman is chairing the Safe Routes to School Committee and would like representation from Public Safety on his committee. Mayor Larson said he has already agreed to be on the Safe Routes Committee, so he will be that representative.

OTHER MEMBER CONCERNS:

A. Discussion on concerns regarding the timeline for Event Approval.
Members expressed concerns that in the past some Event Applications were approved very last minute, resulting in several extra meetings.
It was noted that City Code 610.04 Subd. 4 and 610A, Subd. 2 state the time limit to be 20 business days.
Discussion that the Chamber has a 90 day deadline. Gaidis suggested that maybe the deadline be changed to 45 days. 60 days was also mentioned.
Also suggested was adding some sort of sanction or consequence, such as not being approved, if the deadline is not adhered to.
Decided by consensus that this will be on the agenda for the next meeting.

Next meeting to be scheduled for February 21st.

ADJOURN:

Motion by Kari, seconded by Gaidis, and carried: To adjourn the Public Safety meeting at 4:50 pm.

6J.

March 22, 2017

Proctor City Council:

I am writing to request the use of your inflatable screen and movie projector for our annual Hermantown Summer Fest "Movie in the Park" event on Friday, July 14 over at the Hermantown Soccer Complex. I've worked with Walter Wobig for many years putting on this very popular family event. It has been a very positive collaboration between our 2 neighboring communities. Thanks for considering my request.

Bob Swanstrom
H.S.F. Chairman
729-8058
4043 Lindall Rd.
Hermantown, MN
55811

March 22, 2017

Walter,

Thanks for working with me again with our "Movie in the Park" event for Germantown Summer Fest. The Germantown Soccer Association's top 2 choices were #1 Mighty Ducks and #2 League of Their Own both on page 40 of the film catalog. If you could notify me by April 21 which movie you were able to get I can then put it on our schedule. Friday July 14 is the date of this event at the Germantown Soccer Complex as usual. If you, Jim Schwarzbauer, and your staff could help out again to put on this event along with the soccer folks it would be appreciated by me! I've also included the request letter to the Proctor City Council.

Bob Swanstrom
729-8058

SWANK MOTION PICTURES EXHIBITION REQUEST FORM

CONTACT INFORMATION

Organization Name: Proctor Police
Organization Phone Number: 218-624-7788
Email Address: kgaidis@proctorpd.org

Contact Name: Kent Gaidis
Secondary Phone Number: 218-624-3641
How did you hear about Swank?

Organization Mailing Address	Shipping/Billing Address (If different from mailing)
100 Pionk Drive Proctor, MN 55810	

Payment Information

Are you PO required? ☐ Yes ☒ No

Are you tax exempt?* ☒ Yes ☐ No

Please select your preferred method of payment:
☒ Check ☐ Credit Card
(It is optional to include credit card info below)
Name as it appears on the card:
Card Number: **Exp. Date:** (dd/yyyy)
Credit card billing zip code:
☐one-time charge ☐save card on file for future orders

Additional Event Details

Are you charging admission or suggesting a donation for the event?
☐Yes ☒No If so, how much?

Anticipated crowd size: Less than 200 people

Reason for the screening: Community Engagement

REQUESTED MOVIES

Movie Title	Date of Screening	Do you need Swank to provide the content for an additional $28 round trip shipping and handling fee?	Is your screening indoors or outdoors?	Name & Address of Screening Location
The Mighty Ducks	7/14/2017	☒DVD ☒Blu-Ray ☐No	☐Indoor ☒Outdoor	100 Pionk Drive, Proctor MN 55810
		☐DVD ☐Blu-Ray ☐No	☐Indoor ☐Outdoor	
		☐DVD ☐Blu-Ray ☐No	☐Indoor ☐Outdoor	

Theatrical movie posters (27x40) are available on select titles for only $7.50/poster. Let us know if you are interested in purchasing theatrical movie posters if available. ☐ yes ☒ no
If yes, how many posters would you be interested in purchasing? Choose an item.

TERMS AND CONDITIONS

Please check the boxes to acknowledge that you have read and accept the terms

☒ **Cancellations** - Notification of a change or cancellation must be given at least 10 business days prior to your event. If an unforeseen circumstance (i.e. inclement weather, equipment malfunction, etc) prevents you from hosting your event you have up to one year in which to reschedule the same movie at no additional licensing fees. Notify your Account Executive the following business day so they can note the last minute cancellation on your account.

☒ **Advertising** - You are permitted to use the studio approved artwork provided by Swank Motion Pictures. Please note that these images may not be edited or altered and must include the copyright symbol and studio name. We encourage you to inform your organization's members and patrons via on premise posters, emails and private mailings. Advertising through media such as radio, television or newspaper is prohibited. Promotions by means of a lighted sign, billboard or marquee that can reasonably be seen by the general public may not include the name of the movie. If this policy is violated or your screening becomes openly competitive with a commercial theater, your screening(s) maybe cancelled without notice.

Moratoriums - It is understood that in rare instances it may be necessary for a Studio, in its sole discretion, to

☒	withdraw a movie from exhibition. In the event of a withdrawal you may substitute for an alternate title or cancel the event without obligation to Swank Motion Pictures.
☒	**Admission Charges or Suggested Donations-** If you are charging admission for the event, the total cost of the licensing will be quoted rate versus 50% of your ticket sales whichever is greater. You must submit an audience report, including number of tickets sold, ticket price and total box office within 48 hours of your event.
☒	**Payment** – In most cases payment is due upon receipt of the invoice. However, if you are a new customer prepayment is required on your first three orders and payment must be received in order to validate licensing. *If you are tax exempt please provide a copy of your state tax exemption certificate.

Authorized Signature

Printed Name: Kent M. Gaidis **Date:** 3/23/2017

Complete and return to your Account Executive Kaitlyn Morgan *Via fax: 314-909-0879 or email:* kmorgan@swank.com

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
AMERITAS	General Fund	Accounting	Employer Paid Health Insura	$8.47	INSURANCE
	General Fund	Administrative	Employer Paid Health Insura	$20.73	INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$59.95	INSURANCE
	General Fund	Street Department	Employer Paid Health Insura	$41.46	INSURANCE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$12.26	INSURANCE
	General Fund	Municipal Operations	Employer Paid Health Insura	$12.26	INSURANCE
Check Name AMERITAS				$155.13	
C W TECHNOLOGY GROU	General Fund	Administrative	Computer Misc Expense	$111.60	QUARTERLY MAILFILTER
Check Name C W TECHNOLOGY GROUP				$111.60	
CASEY, MARK	General Fund	Council	Travel & Lodging Expense	$160.50	REIMBURSEMENT
Check Name CASEY, MARK				$160.50	
CENTURYLINK	Golf Course F	Admin & General Golf	Telephone	$120.62	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.25	PHONE SERVICE
	Sewer Fund	Sewer	Telephone	$34.25	PHONE SERVICE
Check Name CENTURYLINK				$189.12	
HASLER, INC.	General Fund	Administrative	Postage	$499.54	POSTAGE
Check Name HASLER, INC.				$499.54	
JAY BOYSEN	General Fund	Street Department	Meeting Expense	$181.90	REIMBURSEMENT
Check Name JAY BOYSEN				$181.90	
MINNESOTA ENERGY RES	General Fund	Government Building	Gas Utilities	$1,050.77	UTILITIES
	General Fund	Government Building	Gas Utilities	$1,862.42	UTILITIES
	General Fund	Operations (Fire)	Gas Utilities	$73.38	UTILITIES
Check Name MINNESOTA ENERGY RESOURCES COR				$2,986.57	
NORTHERN MN DENTAL	General Fund	Administrative	Employer Paid Health Insura	$163.25	DENTAL INSURNACE
	General Fund	Operations (Police)	Employer Paid Health Insura	$443.80	DENTAL INSURNACE
	General Fund	Street Department	Employer Paid Health Insura	$362.95	DENTAL INSURNACE
	General Fund	Tourism Expenditures	Employer Paid Health Insura	$99.85	DENTAL INSURNACE
	General Fund	Municipal Operations	Employer Paid Health Insura	$99.85	DENTAL INSURNACE
Check Name NORTHERN MN DENTAL				$1,169.70	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$1,045.40	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				$1,045.40	
PROCTOR BUILDERS	General Fund	Operations (Police)	Misc Operating Supplies	$1.94	SUPPLIES
Check Name PROCTOR BUILDERS				$1.94	
PROCTOR PUBLIC UTILIT	General Fund			$3,205.55	CLEAR OUT DUE TO FROM
	Sewer Fund			$1,437.91	CLEAR OUT DUE TO FROM
Check Name PROCTOR PUBLIC UTILITIES				$4,643.46	
QUILL CORPORATION	General Fund	Operations (Police)	Office Supplies & Expense	$128.32	OFFICE SUPPLIES - POLICE
Check Name QUILL CORPORATION				$128.32	
SEH	General Fund	Council	Engineering Fees	$376.25	ENGINEERING FEES
Check Name SEH				$376.25	
SPECTRUM REACH	General Fund	Tourism Expenditures	Advertising - Sponsorship	$2,320.00	TOURISM FAIRGROUNDS
Check Name SPECTRUM REACH				$2,320.00	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$43.60	TELEPHONE
Check Name VERIZON WIRELESS				$43.60	
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	
				$38,120.03	

+ 60.40
+ 2500
+ 50.00
+ 441.00
} summaries
$38,911.43

CITY OF PROCTOR

*Check Summary Register©

March 2017 to April 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 036030	EMC NATIONAL LIFE COMPANY	3/28/2017	$60.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 036031	LAW ENFORCEMENT LABOR SE	3/28/2017	$245.00	LELS UNION DUES
Paid Chk# 036032	PROCTOR POLICE DEPT UNION	3/28/2017	$50.00	POLICE DUES
Paid Chk# 036033	TEAMSTERS LOCAL UNION #346	3/28/2017	$441.00	Teamsters union dues
Paid Chk# 036034	AMERITAS	4/4/2017	$155.13	INSURANCE
Paid Chk# 036035	CASEY, MARK	4/4/2017	$160.50	REIMBURSEMENT
Paid Chk# 036036	CENTURYLINK	4/4/2017	$189.12	PHONE SERVICE
Paid Chk# 036037	C W TECHNOLOGY GROUP	4/4/2017	$111.60	QUARTERLY MAILFILTER
Paid Chk# 036038	HASLER, INC.	4/4/2017	$499.54	POSTAGE
Paid Chk# 036039	JAY BOYSEN	4/4/2017	$181.90	REIMBURSEMENT
Paid Chk# 036040	MINNESOTA ENERGY RESOURC	4/4/2017	$2,986.57	UTILITIES
Paid Chk# 036041	NORTHERN MN DENTAL	4/4/2017	$1,169.70	DENTAL INSURNACE
Paid Chk# 036042	PETERSON, LOREN W	4/4/2017	$1,045.40	ACCOUNTING SERVICES
Paid Chk# 036043	PROCTOR BUILDERS	4/4/2017	$1.94	SUPPLIES
Paid Chk# 036044	PROCTOR PUBLIC UTILITIES	4/4/2017	$4,643.46	CLEAR OUT DUE TO FROM OTHER FU
Paid Chk# 036045	QUILL CORPORATION	4/4/2017	$128.32	OFFICE SUPPLIES - POLICE
Paid Chk# 036046	SEH	4/4/2017	$376.25	ENGINEERING FEES
Paid Chk# 036047	SPECTRUM REACH	4/4/2017	$2,320.00	TOURISM FAIRGROUNDS
Paid Chk# 036048	VERIZON WIRELESS	4/4/2017	$43.60	TELEPHONE
Paid Chk# 036049	W.L.S.S.D.	4/4/2017	$24,107.00	WASTEWATER CHARGES
		Total Checks	$38,916.43	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
ADT SECURITY SERVICES	Security Systems	$62.48	SECURITY
Check Name ADT SECURITY SERVICES		$62.48	
AMERICAN BOTTLING COMPANY	Soft Drinks and Mix	$112.00	03272017
Check Name AMERICAN BOTTLING COMPANY		$112.00	
AMERITAS	Employer Paid Health Insuranc	$4.90	LIFE INSURANCE
Check Name AMERITAS		$4.90	
ARCTIC GLACIER ICE USA, INC	Misc Merchandise	$93.60	ICE
Check Name ARCTIC GLACIER ICE USA, INC		$93.60	
ARTISAN BEER COMPANY	Beer Purchases	$67.50	03162017
	Beer Purchases	$67.50	03232017
Check Name ARTISAN BEER COMPANY		$135.00	
BELLBOY CORPORATION	Misc Merchandise	$39.63	11302016
Check Name BELLBOY CORPORATION		$39.63	
BERNICK'S PEPSI	Beer Purchases	$59.14	02012017
	Soft Drinks and Mix	$37.00	03152017
	Beer Purchases	$1,964.50	03152017
	Beer Purchases	$808.05	03222017
Check Name BERNICK'S PEPSI		$2,868.69	
BREAKTHRU BEVERAGE	Freight and Express	$23.19	03162017
	Freight and Express	$7.70	03232017
	Liquor Purchases	$334.41	03232017
	Liquor Purchases	$1,022.77	03162017
	Wine Purchases	$96.00	03232017
Check Name BREAKTHRU BEVERAGE		$1,484.07	
CITY OF PROCTOR		$27,650.72	CLEAR OUT DUE TO FROM OT
Check Name CITY OF PROCTOR		$27,650.72	
JOHNSON BROTHERS INC	Wine Purchases	-$52.60	02232017
	Wine Purchases	$605.08	03142017
	Freight and Express	$23.66	03142017
	Liquor Purchases	$1,179.72	03142017
	Freight and Express	$25.10	03142017
	Wine Purchases	$406.72	03212017
	Freight and Express	$17.29	03212017
	Wine Purchases	$73.19	03212017
	Liquor Purchases	$1,017.10	03212017
	Freight and Express	$16.69	03212017
Check Name JOHNSON BROTHERS INC		$3,311.95	
LAMAR COMPANIES	Advertising - Enterprises	$295.00	POSTERS/SIGNS
Check Name LAMAR COMPANIES		$295.00	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$254.00	03272017
	Beer Purchases	$450.20	03202017
Check Name MICHAUD DISTRIBUTING COMPANY		$704.20	
PHILLIPS WINE & SPIRITS CO	Misc Merchandise	$22.75	09072016
	Misc Merchandise	$23.25	03142017
	Liquor Purchases	$857.22	03142017
	Freight and Express	$15.78	03142017
	Wine Purchases	$88.00	03142017
	Freight and Express	$1.82	03142017
	Wine Purchases	$84.00	03212017
	Freight and Express	$5.46	03212017
	Liquor Purchases	$509.53	03212017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
PHILLIPS WINE & SPIRITS CO	Freight and Express	$8.19	03212017
Check Name PHILLIPS WINE & SPIRITS CO		$1,616.00	
ROHLFING INC	Beer Purchases	$774.40	03172017
	Beer Purchases	$1,269.95	03242017
	Beer Purchases	$1,177.69	02242017
	Beer Purchases	$900.95	02172017
Check Name ROHLFING INC		$4,122.99	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$18.45	03172017
	Wine Purchases	$210.00	03242017
	Liquor Purchases	$404.95	03242017
	Freight and Express	$14.35	03242017
	Liquor Purchases	$784.36	03172017
Check Name SOUTHERN WINE & SPIRITS OF MN		$1,432.11	
SUPERIOR BEVERAGE	Beer Purchases	$3,466.25	03172017
	Beer Purchases	$1,235.30	03282017
	Beer Purchases	$277.80	03212017
	Beer Purchases	$331.55	03242074
Check Name SUPERIOR BEVERAGE		$5,310.90	
TOTAL REGISTER SYSTEMS	Maintenance Agreement	$377.62	SCANNER, LABELS
	Maintenance Agreement	$1,499.46	SUPPORT
Check Name TOTAL REGISTER SYSTEMS		$1,877.08	
VINOCOPIA	Freight and Express	$3.80	03242017
	Wine Purchases	$160.00	03242017
Check Name VINOCOPIA		$163.80	
WILLIS SUPPLY COMPANY	Misc Operating Supplies	$85.74	OFFICE SUPPLIES
Check Name WILLIS SUPPLY COMPANY		$85.74	
		$51,370.86	

+ 1612.58 PR17-05 Lwh PERA
+ 14.40 Supplies

$52,997.84

CITY OF PROCTOR

*Check Summary Register©

March 2017 to April 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027631	CITY OF PROCTOR	3/28/2017	$1,612.58	PR17-05L wh PERA
Paid Chk# 027632	EMC NATIONAL LIFE COMPANY	3/28/2017	$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 027633	ADT SECURITY SERVICES	4/4/2017	$62.48	SECURITY
Paid Chk# 027634	AMERICAN BOTTLING COMPAN	4/4/2017	$112.00	03272017
Paid Chk# 027635	AMERITAS	4/4/2017	$4.90	LIFE INSURANCE
Paid Chk# 027636	ARCTIC GLACIER ICE USA, INC	4/4/2017	$93.60	ICE
Paid Chk# 027637	ARTISAN BEER COMPANY	4/4/2017	$135.00	03162017
Paid Chk# 027638	BELLBOY CORPORATION	4/4/2017	$39.63	11302016
Paid Chk# 027639	BERNICK'S PEPSI	4/4/2017	$2,868.69	02012017
Paid Chk# 027640	BREAKTHRU BEVERAGE	4/4/2017	$1,484.07	03162017
Paid Chk# 027641	CITY OF PROCTOR	4/4/2017	$27,650.72	CLEAR OUT DUE TO FROM OTHER FU
Paid Chk# 027642	JOHNSON BROTHERS INC	4/4/2017	$3,311.95	03142017
Paid Chk# 027643	LAMAR COMPANIES	4/4/2017	$295.00	POSTERS/SIGNS
Paid Chk# 027644	MICHAUD DISTRIBUTING COMP	4/4/2017	$704.20	03202017
Paid Chk# 027645	PHILLIPS WINE & SPIRITS CO	4/4/2017	$1,616.00	09072016
Paid Chk# 027646	ROHLFING INC	4/4/2017	$4,122.99	02172017
Paid Chk# 027647	SOUTHERN WINE & SPIRITS OF	4/4/2017	$1,432.11	03172017
Paid Chk# 027648	SUPERIOR BEVERAGE	4/4/2017	$5,310.90	03172017
Paid Chk# 027649	TOTAL REGISTER SYSTEMS	4/4/2017	$1,877.08	SUPPORT
Paid Chk# 027650	VINOCOPIA	4/4/2017	$163.80	03242017
Paid Chk# 027651	WILLIS SUPPLY COMPANY	4/4/2017	$85.74	OFFICE SUPPLIES
		Total Checks	$52,997.84	

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, April 17, 2017
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES April 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**

***3. CLERK ADVISES COUNCIL**

A. Government Fund payroll period ended 04/03/17; Liquor Fund payroll period ended 04/03/17

***4. COMMITTEE REPORTS**

A. Public Safety Meeting Minutes of April 10, 2017

***5. UNFINISHED BUSINESS**

*A. Council Handbook

*B Personnel Handbook

6. NEW BUSINESS

A. **Event Packet Requiring all Applications to be Completed and Submitted by a Deadline - Recommendation from Public Safety for 60 day Deadline**

B. **Ordinance 02-17 – Amending Special Event Application**

C. **Ordinance 03-17 – Amending Street Dance**

D. **Resolution 17-17 - Special Event Application Deadline**

E. **Special Event Packet – Bike Night at Powerhouse (Recommendation from Public Safety)**

F. **Special Event Packet – 2017 Memorial Day (Recommendation from Public Safety)**

G. **Special Event Packet – Powerhouse Street Dance (Recommendation from Public Safety and Liquor Control)**

H. **Special Event Packet – June Powerhouse Car Show (Recommendation from Public Safety)**

I. **Special Event Packet – Speedway Events (Recommendation from Public Safety)**

J. **Special Event Packet – 2017 MS 150 Bike (Recommendation from Public Safety)**

K. **Kirkus Street Stop Sign – recommendation from Public Safety and memo from Vic Lund, St. Louis County**

L. **Resolution 14-17 Resolution Supporting Local Decision Making Authority**

M. **Resolution 15-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License**

N. **Resolution 16-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License**

O. **New Fire Department Members – Raymond Leedom and Austin Memmer**

P. **Joint Meeting City Council and Police Civil Service Commission – April 20, 2017 at 4pm, in the Conference Room, Proctor City Hall.**

Q. **Resolution 18-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License.**

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. **Union and Negotiations Update**

6. NEW BUSINESS (continued)

R. **Labor Agreement**

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund
$94,471.35

Liquor Fund
$23,241.24

$117,712.59 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

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

Deputy Mayor Gary Nowak called the meeting to order at 6:00pm.

MEMBERS PRESENT:	Councilors Jake Benson, Jim Schwarzbauer, Troy DeWall, and Deputy Mayor Gary Nowak
MEMBERS ABSENT:	Mayor Philip Larson
OTHERS PRESENT:	Mark Casey, City Administrator; Tammie McDonald; John Bray, City Attorney; Jim Aird, Midway Township;

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the March 20, 2017 City Council Meeting Minutes.

APPROVAL OF AGENDA

Schwarzbauer added 5B: Mesabi Misses

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

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan asked about the trees that were to be replaced with the parking lot near City Hall was blacktopped. She also suggested that the Beautification Committee could be involved with the placement of the new trees.

*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**

Schwarzbauer pulled item 5B for discussion

Motion by Schwarzbauer, seconded by Benson and carried: To approve the Consent Agenda as amended.

***1. COMMUNICATIONS**

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

A. Government Fund payroll period ended 03/19/17; Liquor Fund payroll period ended 03/19/17

*4. COMMITTEE REPORTS

*5. UNFINISHED BUSINESS

*A. Council Handbook

*B. Mesabi Misses

Schwarzbauer distributed a handout and told the council that he is interested in inquiring about Tourism grant to fund ideas about the Mesabi Misses.

6. NEW BUSINESS

A. For Consideration –Appraisal of PEDA property

Casey stated that the packet included three quotes for appraisals for the PEDA property.

Motion by Schwarzbauer, seconded by Nowak and carried: To accept the quote from Twin Ports Appraisal not to exceed $2000 to appraise the PEDA property.

B. City Wide Garbage Pick Up – May 6, 2017 –Russell Haberman

Nowak stated that Haberman was at the last City Council meeting requesting usage of the City garbage containers following the garbage clean up. Casey said he spoke with the Street Department Foreman and they would assist in the pickup of the bags of garbage if needed.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the City Wide Parks and Roadways Garbage Pickup on May 6, 2017.

C. City Wide Brush Pick Up – Tentative date May 22, 2017

Casey stated that residents should have the brush on their property by May 19, 2017 and call City Hall to be placed on the pickup list.

Motion by DeWall, seconded by Schwarzbauer and carried: To accept May 22, 2017 as the start date of the City Wide Brush Pickup.

D. Unallocated Lodging Tax Funds Request - $15,000 to St. Louis County Fair and Fair Association events (unanimous recommendation from Tourism Committee) – see Financial Statements from Fair Association

Motion by Schwarzbauer, seconded by Nowak and carried: To approve the Unallocated Lodging Tax Dunds Request of $15,000 to the St. Louis County Fair and Fair Association.

E. Recommendation to add Brook Rodberg to Tourism Committee (unanimous recommendation by Tourism Committee)

Benson suggested that it would be nice if the applicant appeared before Council to answer some questions and hear about their vision for the committee. Nowak said that knowing where Rodberg is employed, and it was a unanimous decision, he is in favor of her appointments. DeWall stated that the council doesn't want to micromanage the committees, but it would be helpful to have additional information. Council asked administration to email more information about Rodberg.

Motion by Nowak, seconded by DeWall and carried: To approve Brook Rodberg to the Tourism Committee.

F. Minnesota Tourism - 2015 Economic Impact (Schwarzbauer–Informational)

Schwarzbauer said that he feels that Proctor sits well for Tourism and Economic Development. The documents in the packet are informational.

G. Collaborative Marketing for Tourism and Economic Development (Schwarzbauer)

Informational information submitted by Councilor Schwarzbauer.

H. Resolution 13-17 For The Appointment of Seasonal Laborer for Parks Department (Also see Parks & Recreation meeting minutes of February 9, 2017)

Casey stated that the Parks and Recreation Committee previously approved Angie

Peterson for seasonal employment. Casey said that this resolution would give the Parks Department the ability to hire an additional seasonal worker if needed.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve Resolution 13-17 as presented.

I. Event Packet Requiring all Applications to be Completed and Submitted by a Deadline – make recommendation to Public Safety

DeWall said that the council and the Public Safety committee need continuity on the time lines requested for submission of events. He said that Public Safety meets on April 10 and he is looking for a recommendation from Council at this time. Benson suggested a 60 day requirement, and DeWall agreed with his suggestion. Casey stated that the timeline needs to reflect the amount of time the Police Department needs to rearrange schedules if needed. Also, Casey said that this change will be an Ordinance change that will require a change in City Code including publications. DeWall will report back to Council next meeting.

J. Hermantown Movie in the Park – Request for Usage of Proctor Equipment

Schwarzbauer stated that this request has been annual from the Hermantown Summerfest committee.

Motion by DeWall, seconded by Nowak and carried: To approve the request for Usage of Proctor Equipment for the Hermantown Summerfest Movie in the Park.

Motion by DeWall, seconded by Nowak and carried: To recess the City Council meeting at 6:53 to discuss Labor and Negotiations according to State Statute 13D.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Union and Negotiations Update

Motion by DeWall, seconded by Schwarzbauer and carried: To reopen the City Council meeting at 7:15pm.

6. NEW BUSINESS (continued)

K. Labor Agreement

MEMBER CONCERNS

Benson gave a Legislative Tax Bill update.

Nowak gave a Golf Advisory Board that included Meeting Minutes. Motion by Benson, seconded by DeWall and carried: To approve the Golf Advisory Board meeting minutes of April 3, 2017.

Schwarzbauer distributed a list of Web Designers in Duluth.

BILLS FOR APPROVAL

General Fund		Liquor Fund
$38,916.43		$52,997.84
$91,914.27	TOTAL BILLS FOR APPROVAL	

Motion by Schwarzbauer, seconded by Nowak and carried: To approve the bills in the amount of $91, 914.27.

ADJOURNMENT

Motion by DeWall, seconded by Nowak and carried: To adjourn the City Council meeting at 7:30pm.

PR17-07 3/20/17 - 4/2/17 3A.

CITY OF PROCTOR

Payroll Summary - General Funds

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
General Fund	General Government	Committees	Full-Time Employee Regular	$600.00
	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	$686.60
	City Clerk	Administrative	Full-Time Employee Regular	$2,709.00
	City Clerk	Administrative	Full-Time Employee Regular	$145.60
	Financial Administration	Accounting	Full-Time Employee Regular	$2,230.40
	Police	Operations (Police)	Full-Time Employee Regular	$14,770.52
	Police	Operations (Police)	Full-Time Employee Regular	$698.40
	Police	Operations (Police)	Full-Time Employee Regular	$408.72
	Police	Operations (Police)	Full-Time Employee Regular	$345.24
	Police	Operations (Police)	Full-Time Employee Regular	$349.20
	Police	Operations (Police)	Full-Time Employee Overtime	$635.57
	Police	Admin Secretary (Police)	Full-Time Employee Regular	$1,496.50
	Police	Admin Secretary (Police)	Part-Time Employee	$217.92
	Police	Admin Secretary (Police)	Part-Time Employee	$653.76
	Police	Police Grant Labor	Full-Time Employee Overtime	$130.95
	Fire	Operations (Fire)	Part-Time Employee	$5,990.34
	Fire	Operations (Fire)	Part-Time Employee	$95.00
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	$192.31
	First Responders	Operations (Fire)	Part-Time Employee	$4,500.01
	Streets & Roadways	Street Department	Full-Time Employee Regular	$94.24
	Streets & Roadways	Street Department	Full-Time Employee Regular	$3,265.41
	Streets & Roadways	Street Department	Full-Time Employee Regular	$441.82
	Streets & Roadways	Street Department	Full-Time Employee Regular	$2,490.60
	Streets & Roadways	Street Department	Full-Time Employee Regular	$41.54
	Park	City Parks	Full-Time Employee Regular	$23.56
	Operations (PUC)	Administrative and General	Temporary Employees Regular	$263.29
FUND 100 General Fund				$48,538.04
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	$710.46
	Public Works	Sewer	Full-Time Employee Regular	$703.89
FUND 500 Sewer Fund				$1,414.35
				$49,952.39

CITY OF PROCTOR

Payroll Summary - Liquor Fund

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	$1,672.00
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$27.38
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$56.60
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	$2,006.94
FUND 600 Liquor Fund				$3,762.92
				$3,762.92

CITY OF PROCTOR

Council Packet - Gen/Liq

Pay Group Description: City -Bi-wk

Pay Period: 7

Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	6.00	1.5	$199.71	City -Bi-wk
POLICE	12.00	1.5	$395.82	City -Bi-wk
POLICE	1.00	1.5	$40.04	City -Bi-wk
POLICE	3.00	1.5	$130.95	City -Bi-wk TZD grant
Shift Multiplier 1.5	22.00		$766.52	
Pay Group Description City -Bi-wk	22.00		$766.52	
	22.00		$766.52	

4A.

Minutes from the April 10, 2017 Public Safety Committee Meeting

CALL TO ORDER: Chairman Gaidis called the Meeting to order at 4:00 pm.

MEMBERS PRESENT: Troy DeWall, Dick Kari, Rick LaLonde, Kent Gaidis, Kerry Helquist; Garry Hawkinson; Deb Madson

MEMEBRS ABSENT: Mayor Philip Larson

OTHERS PRESENT: Nick Greenwood; Tammie McDonald; Sally Hedtke

APPROVAL OF MINUTES:

Motion by DeWall, seconded by Hawkinson and carried: To approve the Public Safety Meeting Minutes of January 17, 2017

COMMUNICATIONS:

None

OLD BUSINESS:

None

NEW BUSINESS

1. Proctor Collision Parking

   Nick Greenwood stated that his business has been approached by OSHA about the parking done in the front and back of his building as many of these spots are taken from other business patrons. He is asking for designated parking spots for his business from 8am-5:30pm. DeWall said that he has worked with the county on a similar situation and was only allowed a loading zone in that area. Gaidis stated that previously residents or businesses were only permitted to have a handicap sign in front of the properties. Gaidis will find documentation and send it to Greenwood or bring to the next meeting.

2. Bike Night Concerns

   Greenwood spoke as a neighboring business owner and residents of the area where Bike Night takes place. He is concerned with the parking and the street being blocked off for any residential parking. He also expressed concerns about the loudness of the bike after

the event was completed. Greenwood asked if the police could be visible at the end of the event to deter the noise. Gaidis said that they have previously brought a squad car to the area and will do so again this year. Kari said that he is there at the end of the evening and hasn't heard the loud noises and the parking issues only involve 5-6 spots until about 9pm.

3. Hoghead Special Event packet (Lions Club)

   Hedtke stated that she has not received the complete list of events. Kari said that the lineup would be the same as last year but will obtain a complete list in addition to the vendor list. DeWall stated that from a safety standpoint, he would like to see the parade line up more in Boundary and into the Fairgrounds. Kari will notify Frank Siiro and Dennis McCauley. Item Tabled.

4. Bike Night at Powerhouse

   Kari stated that everything is the same as last year.

   Motion by Helquist, seconded by LaLonde and carried (Kari abstained): To approve the Special Event Application for Bike Night at the Powerhouse.

5. ATV Ordinance

   Item Tabled.

6. Events List submitted by Event Coordinator

   Informational

7. Recommendation from City Council regarding Time Lines for Event Packets

   DeWall stated that council is looking for a recommendation from Public Safety with a possible minimum of 60 days. Gaidis stated that he agrees with the 60 day recommendation.

   Motion by Helquist, seconded by Madson and carried: To recommend a 60 day deadline for submission of Special Event packets.

8. Kirkus Street Stop Sign – see email from Vic Lund, St. Louis County

   DeWall stated that this was discussed and approved at council. LaLonde agrees with Vic Lund and would like to avoid a flashing sign and proposes a Stop Ahead sign. The committee discussed the need for some reflective sheeting on the sign to see in the fog.

   Motion by Kari, seconded by Gaidis and carried: To obtain two Stop Ahead signs for Kirkus Street added reflective sheeting to each sign with the Street Department Foreman

determining the appropriate placement of each sign.

9. Hoghead Parade – lineups

   Issue discussed with Item #3. Kari (Lions Club) will notify Fairgrounds of lineup change in Fair area.

10. 2017 Memorial Day Application

    Gaidis stated that the application is very similar to the one last year.

    Motion by Kari, seconded by Hawkinson and carried: To recommend approval of the 2017 Memorial Day Special Event Application.

11. St. Louis County Fair

    Item Tabled until additional information submitted.

12. Powerhouse Street Dance

    Kari stated that the application is similar to the one submitted last year. He is asking for more financial assistance with police officers or to lower the total number of officers required. Gaidis stated that he would like to keep the number of officers the same.

    Motion by Gaidis, seconded by LaLonde and carried (Kari abstained): To recommend approval to Liquor Control Committee and City Council of the Special Event packet for the Powerhouse Street Dance as presented.

13. Hoghead Car Show

    Item Tabled – more information needed.

14. June Powerhouse Car Show

    Motion by Gaidis, seconded by LaLonde and carried (Kari abstained): To recommend approval of the June Powerhouse Car Show as presented.

15. Speedway Events

    Motion by Helquist, seconded by Gaidis and carried: To recommend approval of the Speedway Events as presented.

16. Amending City code 702.04 Subd. 7 Regulation of Hours and Conduct (See Liquor Control Minutes and City Council Minutes)

    Item Tabled.

17. 2017 MS 150 Bike

    Motion by Kari, seconded by Gaidis and carried: To recommend approval of the 2017 MS 150 Bike ride as presented.

OTHER MEMBER CONCERNS

NEXT MEETING DATE

TBD first week of May 2017.

ADJOURN

Motion by Madson, seconded by Helquist and carried: To adjourn the Public Safety meeting at 6:10pm.

6B.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

ORDINANCE NO. 02-17

ORDINANCE AMENDING SECTION 610A OF THE CITY CODE ENTITLED "SPECIAL EVENTS"

THE CITY COUNCIL OF THE CITY OF PROCTOR DO ORDAIN AS FOLLOWS:
Section 1. City Code, Section 610A, Subd. 2 entitled "Application for Approval," is hereby amended as follows:

> Subd. 1. Any person(s) wishing to hold a special event, to include pyrotechnics, shall apply for approval on forms to be provided by Proctor City Hall and the Event Coordinator. ~~Unless extended by specific written permission of the City Administrator or designee~~ The City Council will create by resolution, specific deadlines for all permits and approvals necessary to conduct a special event, which copies thereof will be provided to the City. No special event may be held unless an application as provided for herein has been submitted, fully completed, and approved in writing by the ~~City Administrator or designee~~ Event Coordinator and Public Safety Committee.

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

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

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

Voting Yes: Councilpersons
Voting No: Councilpersons

Ordinance declared adopted this _____ day of May, 2017.

CITY OF PROCTOR

By_____
Mayor

ATTEST:

_____
City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on April 20, 2017

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

UC.

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

ORDINANCE NO. 03-17

ORDINANCE AMENDING SECTION 610.04 OF THE
CITY CODE ENTITLED "STREET DANCES"

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

Section 1. City Code, Section 610.04, Subd. 4 entitled "Other Requirements," is hereby amended as follows:

Subd. 1. The City Council will create by resolution, specific deadlines for all applicants for a permit as set forth in subd. 1 of this Ordinance and shall ~~no later than 20 business days prior to the date of the event~~ submit a formal permit application to the ~~City Administrator~~ Event Coordinator ~~upon a permit form~~ provided by the City and available at City Hall. No special event may be held unless an application as provided for herein has been submitted, fully completed, and approved in writing by the Event Coordinator and Public Safety Committee.

~~Such~~ Permittee liability insurance shall provide coverage in an amount no less than the liability limits set forth in Minn. Stat. 466.04 subd. 1, as amended from time to time. Additionally, any monetary deposits or insurance policies procured by the permittee as required by this Ordinance shall be delivered to the ~~City Administrator~~ Event Coordinator no later than ~~twenty (20) business days~~ the guidelines set by resolution of the City Council, prior to the event.

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

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

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

Voting Yes: Councilpersons

Voting No: Councilpersons

Ordinance declared adopted this _____ day of May, 2017.

CITY OF PROCTOR

By _____
Mayor

ATTEST:

_____
City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on April 20, 2017

6D.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

RESOLUTION 17-17
SPECIAL EVENT APPLICATION
DEADLINES

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

WHEREAS the City of Proctor (City) has established through Ordinances 610 and 610A to allow for "Special Events;" and,

WHEREAS, the City, in order to be consistent in its application process, wishes to create specific application parameters;

NOW BE IT RESOLVED through actions of the City Council and its Mayor:
Any application for Special Events, must be submitted to the City's representative no later than sixty (60) calendar days prior to the event.

BE IT FURTHER RESOLVED any application not meeting the required submittal time frame will not be considered unless through actions of the City Council.

Upon vote taken thereon, the following voted:

For:

Against:

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

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
Administrator

6E.

3-20-17

City of Proctor
Special Event Application

Event Title: Bike Night

Purpose of Event: Gathering of Bikes, Every Thursday/ May 18th – Sept 14th

Description of Event: DJ, Prizes, Bike Games Yard Games

Event Category (Please check)

__Athletic/Recreation __Festival __Parade/March __Block Party
__Concert/Performance __Carnival __Grand Opening __Fundraiser
__Street Dance (See City code 810.04) Other: Bike Night

Event Schedule (use additional sheets if needed)

	Date 5:45PM	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	May 18th	Thurs	6:00 pm	9:00 pm	50-75
Event Day 1					
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down	Sept 14th	Thurs	6:00 pm	9:00 pm	50-75

Event Location/Address: Powerhouse Bar 423 3rd Ave. Proctor MN 55810

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: Powerhouse Bar

Organization Address: 423 3rd Ave Proctor MN 55810

Organization is: X For Profit __Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Dick Karl

Email address: dickKarl54@gmail.com

Home #: (218) 624-3764

Cell #: (218) 940-1263

FAX #:

Address: 5433 Ugstad Jct Road
Duluth MN 55810

Secondary Contact

Name: Cookie Karl

Email address: CordeliaKarl@gmail.com

Home #: (218) 624-3764

Cell #: (218) 940-1584

FAX #:

Address: 5433 Ugstad Jct Road
Duluth MN 55810

General Event Information

YES NO Is this an annual event? If yes, how many years have you been holding this event? 8

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 Park or Property to be used 5th St Between Hwy 2 & 3AV Parking Lot Behind Powerhouse Exclude City Lot

NOTE: If event is to be held on city property a -EVENT SPONSOR- RELEASE AND INDEMNIFICATION AGREEMENT must be completed.

YES NO Are you requesting any roads to be closed?

If yes, Refer to City Code: CHAPTER 610A - SPECIAL EVENTS Subd 11 - Use of roadways; traffic regulations.

YES NO Will your event require electricity? If yes, please describe. _____

Powerhouse

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's or children's games? If yes, please describe. _____

(Please 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. _____

(Please Note: *A permit obtained 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: N/A

Contact Person: N/A

Phone Number: N/A

Marketing

YES (NO) Is your event listed on the web. If yes, please provide the URL address: _____

Please check how you plan on marketing your event.

X Outdoor Banners X Radio Ads __ Mailings __ Newspaper Ads

__ Outdoor Signs __ TV Ads __ Flyers Other: ~~FaceBook~~ Twinport Wig & Life

Promotional Signs/Banners:

Location	Size	Description
Powerhouse Bar	?	INFO Dates & Times
		of event

Directional Signs:

Location	Size	Description
NA		

Entertainment

(YES) NO Will your event have musical entertainment? If yes, please describe the type of music that will be used for your event. DJ Country / Classic Rock

(YES) NO Will your event use amplified sound equipment? If yes, please describe. Provided By Radio Station

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 810.04. 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 presented 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: N/A
Contact Person: N/A
Phone Number: N/A

(YES) NO Will your event involve the use of traffic safety equipment? If yes, please describe. BARRICADES

NOTE: Under City Ordinance 618.04, Street Dances
Subd. 6. Public Safety. The permitee shall provide officers as follows:
Two officers for any event with anticipated attendance of 0-300 patrons with one additional officer for each additional 200 patrons.
The officers hired by the permitee shall be retained by the permitee under the following priority:
(1) Off-duty Proctor officers;
(2) Officers from a jurisdiction sharing 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

Please 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. SEE MAP

☑* The location of fencing, barriers and/or barricades. SEE MAP

☐* The 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.

☑* The location of parking arrangements made for event attendees, participants and vendors. SEE MAP

☐ * The provision of a twenty foot (20') emergency access lanes throughout the event venue SEE MAP

☐ * 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.

Please Note: (*All vendors are required to have a current State of Minnesota Operator Certificate of Compliance – from Department of Revenue (ST19 form) and an original insurance certificate naming the City of Proctor as an additional insured for the date of the event showing Products Liability in the amount of $1,000,000.00*)

Food/Beverage

YES (NO) Will your event serve food?
If yes, where will the food be prepared? __On Site __Off Site
Will it be sold or provided free to attendees? _____

Please Note: (*An original insurance certificate naming the City as an additional insured for the date of the event showing Products Liability in the amount of $1,000,000.00 is required. In addition, you will be required to have a Temporary Event Vendor License from the State of Minnesota Health Department*)

YES (NO) Do you intend to cook food in the event area? If yes, please specify method:
__Gas __Electric __Charcoal Other: _____

(YES) NO Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? Sold within the Courthouse

Please Note: (*Alcoholic beverages are not permitted in any City Right-of-way, City Park or facility except where specifically waived 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. The certificate of insurance must include liability coverage for the sale and/or consumption of alcohol during the event*).

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Proctor Minnesota
THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.
In consideration for being permitted to engage in the following special event activities on City of Proctor property:

City Parking Lot, Behind Pawn House
5th St Between Hwy 2 & 3rd AVE

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) CK

B. If required by this paragraph, we agree to require each participant in our special event to execute a RELEASE AND INDEMNIFICATION AGREEMENT for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES __ NO X

(Special Events Holder initials here) CK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CK

D. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) CK

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) CK

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) CK

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Richard A. Kar,

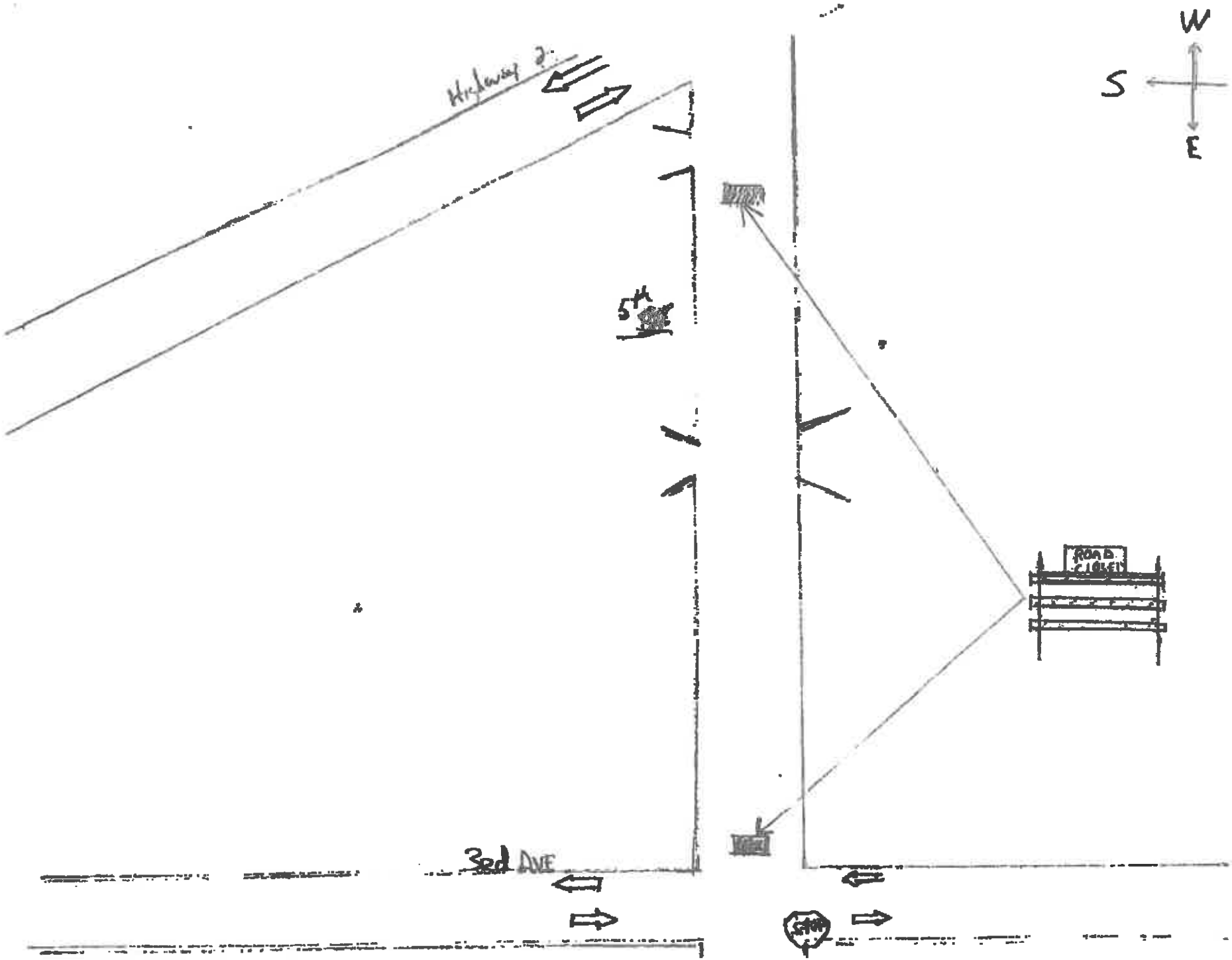
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name: Richard A. Kar, / Cordelia M. Kar,

Title: Owners

Signature: Cordelia M Kar

Date: 3-13-17


Highway 2
5th
3rd AVE
W
S
E
ROAD CLOSED
STOP

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Dwight Swanstrom Co.
31 N 21st Ave. W.

Duluth MN 55806

CONTACT NAME: Tony Bauer
PHONE (A/C, No, Ext): (218)727-8324 FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00020247

INSURED

CHK, Inc.
DBA: Powerhouse Bar
423 3rd. Avenue

Proctor MN 55810

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Illinois Casualty Ins Comp	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1212700791 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,500,000
	CLAIMS-MADE X OCCUR			2P27118	1/1/2017	1/1/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 2,000
							PERSONAL & ADV INJURY	$ 1,500,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N	N/A		WC11457	1/1/2017	1/1/2018	E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100,000
A	Liquor Liability			LL87872	1/1/2017	1/1/2018	E.L. DISEASE - POLICY LIMIT	$ 500,000
							Aggregate $500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Bike Night May 18 - Sept 14th Thursday Evenings (Thursday Evenings Only) 5th Street, Between Hwy 2 and 3rd Avenue, Proctor, MN. Also include City Parking Lot, Parcel Code 185-012-00020. Coverage for bike games included. Additional Insured: City of Proctor 100 Plank Drive, Proctor, Mn 55810 & St Louis County 4787 Midway Road Duluth, MN 55810

CERTIFICATE HOLDER

City of Proctor
100 Plank Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Vicki Cameron/VIC

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6F.

City of Proctor
Special Event Application

Event Title: PROCTOR AMERICAN LEGION MEMORIAL DAY OBSERVANCE

Purpose of Event: HONOR DECEASED PROCTOR VETERANS

Description of Event: PROCTOR AMERICAN LEGION
AREA CHURCHES TOGETHER - PROCTOR COMMUNITY BAND
BOY SCOUTS PROCTOR JOURNAL

Event Category:
__Athletic/Recreation __Festival __Parade/March __Block Party
__Concert/Performance __Carnival __Grand Opening __Fundraiser
__Street Dance (See City Ordinance 610.04) Other: VETERANS

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup					
Event Day 1	MAY 29	MONDAY	9AM	10:45	200
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: CITY HALL PACC, KITCHEN FRONT LAWN
100 FRONT DR

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 AMERICAN LEGION

Organization Address:

Organization is: __For Profit X Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: JANE BENSON

Email address: jake@proctormn.com

Home number: 218 348 1452

Cell number:

FAX number: 218 624 7037

Address:

Secondary Contact

Name:

Email address:

Home number:

Cell number:

FAX number:

Address:

General Event Information

YES NO Is this an annual event? If yes, how many years has it been held? 75 YEARS

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

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

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. YES

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 date(s) of the event showing Products Liability in the amount of $2,000,000 as per MN Statute 466.04.*

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 610A , 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 Duluth 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. outlet for a speaker

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 610A, 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 Procter 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.

_____

Please check all sources used to market event:

__Outdoor Banners __Radio Ads __Mailings X Newspaper Ads

__Outdoor Signs __TV Ads __Flyers Other: _____

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. Procter Community Band

(YES) NO Will your event use amplified sound equipment? If yes, please describe. For Speakers

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 610.04, 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 presented 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 selected by the permittee under the following priority:(1) Off-duty Proctor officers; (2) Officers from a jurisdiction sharing 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

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 ST19) 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? __On Site X Off Site

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: _____

YES (NO) Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? _____

NOTE: *Alcohol beverages are not permitted in any City Right-of-Way, City Park or facility except where specifically waived by the City Council. To serve alcohol beverages at an event, a permit or special use license must be obtained from The City of Proctor Liquor Control Commission. 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.*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:

_____

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

_____

_____

(Special Events Holder Initials here) JPB

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ___ NO ___

(Special Events Holder Initials here) JPB

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) JPB

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) JPB

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) JPB

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) JPB

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) JPB

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) JPB

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) JPB

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

_____

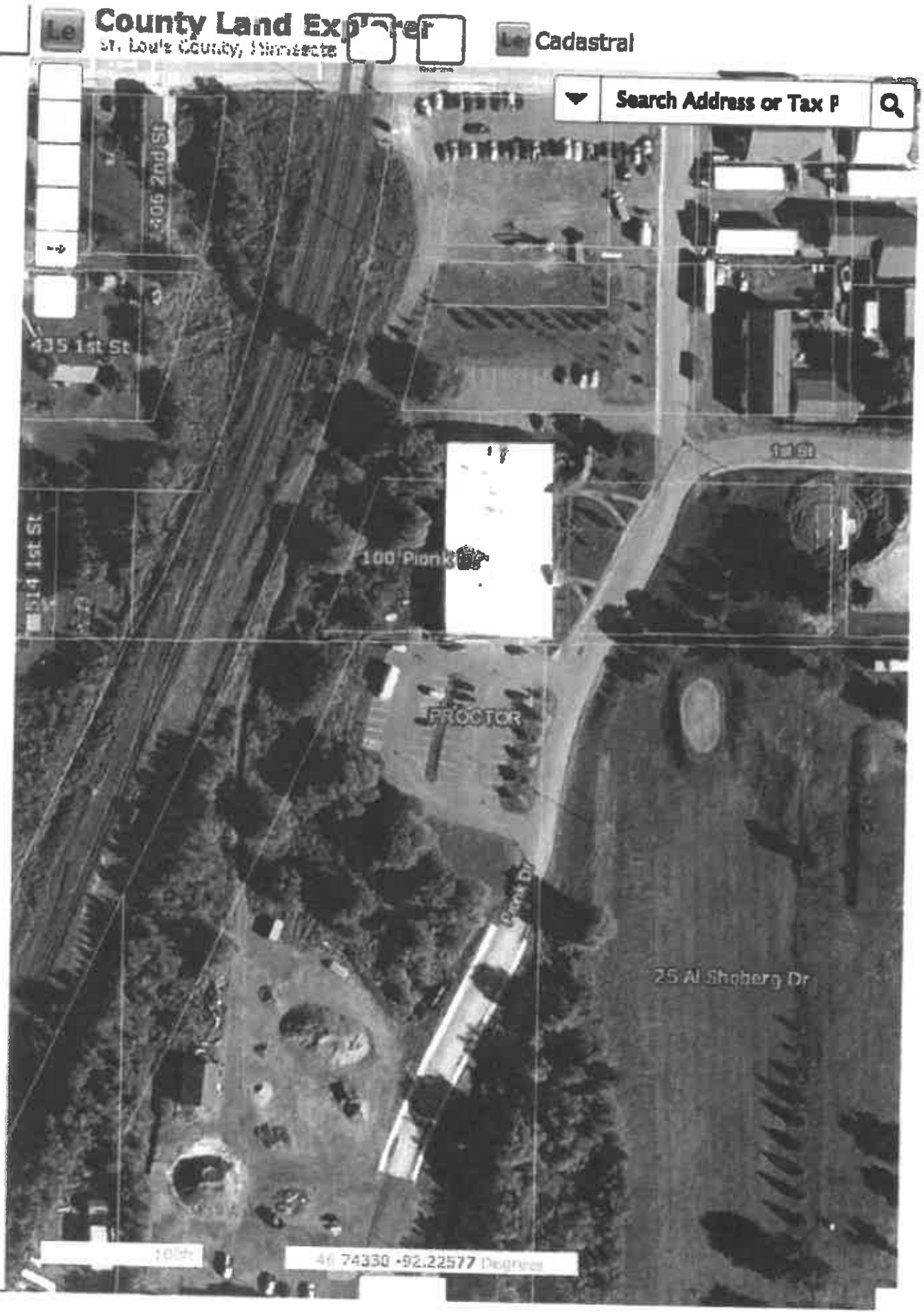
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name JAKE P. BENSON

Title COORDINATOR

Signature Jake P. Benson

Date April 4 2017


County Land Explorer
St. Louis County, Minnesota
Cadastral
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406 2nd St
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514 1st St
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PROCTOR
Pionk Dr
25 Al Shoberg Dr
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46.74330 -92.22577 Degrees

6G.

3-20 19

City of Proctor
STREET DANCE/EVENT APPLICATION

The Powerhouse Bar [name of business/organization], herein after referred to as Vendor, is applying for a street dance/event permit and requesting designated public property areas for open alcohol sales and alcohol consumption. The following agreements with the City of Proctor, regarding the event that starts on Aug 19th [date] and ends on Aug 20th [date] within the City of Proctor as part of the Festival. [name of event]

Vendor requests Proctor City Council approval of designating the described **PUBLIC PROPERTY** for **alcohol consumption** from: [list dates, times and exact location]

August 19th – ~~August~~ 20th
Between Hwy 2 & 3rd Ave on 5th St
10 AM – 1 AM
Including City & Powerhouse Parking Lot

Vendor requests Proctor City Council approval of designating the described **PUBLIC PROPERTY** for **outdoor/open alcohol sales and consumption** from: [list dates, times and exact location]

Between Hwy 2 & 3rd AVE on 5th Street
Aug 19th – Aug 20th 2017

Vendor agrees to defend and indemnify the city and hold it harmless from any and all claims, allegations, causes of action and lawsuits arising out of this agreement for the street dance and public property designated for alcohol consumption and sales.

Vendor agrees to pay the City of Proctor $100.00 for the event permit.

Vendor will make arrangements and provide and pay for the required electrical power to the fenced in area.

Vendor will provide the fencing and erect the same to enclose an area of the City of Proctor as shown in attached map and description, with said area to be utilized by the vendor for the purpose of an outdoor dance, public alcohol sales and public alcohol consumption. Vendor requests that there be 3 number of gates for exit and entrance into the street dance/event area. Said fencing shall be six feet high and should be in place by the morning of event on Aug 19th [date and time] and removed by Aug 20th [date and time]. Vendor agrees to cover expenses incurred as a result of enclosed said area for the street dance.

Vendor requests the City to provide an appropriate number of uniformed police officers to patrol the City of Proctor during the event dates. The vendor agrees to abide by City Ordinance 610.04, subd. 6 – Public Safety requirements regarding staffing of officers to provide assistance within the street dance/event area. The vendor agrees to pay for _____ [total number of hours] hours, per officer(s) at the rate of $50.00 per hour.

Vendor requests that the City of Proctor accept the provided individual liquor liability insurance certificates and general liability insurance certificates in the amount of the Minnesota State mandated municipal liability of the involved (MN Statute 466.04). Such certificates will also name the City of Proctor as additional insured by each vendor.

Vendor agrees to make all arrangements and cover costs involved for cleanup of the event and street dance area. Vendor will clean up the event and street dance area by Aug 20th [date and time]. A $500.00 cleanup deposit is required by ordinance, Sec. 610.04, subd. 5 and will be submitted prior to the event.

Vendor agrees to abide by the following specifications with the respect to the granting of a street dance/event permit in their names:

Vendor plans to accommodate approximately 1300 [number] of patrons for the street activities.

Vendor shall employ _____ [number] security personnel to check I.D.'s at gates and provide additional security for the event. Vendor agrees to pay for any difference between gate receipts and cost of such security personnel. _____[number] of security personnel will be available at from _____[starting hour] to _____ [ending hour] on _____ [date] with all security personnel available from _____ [hour] until the time the outdoor liquor sales are complete _____[date and hours] and the area is cleared, as determined by the City of Proctor Police Department.

Vendor will contract with a responsible vendor for _____ [number] of portable restrooms near the fenced in area. (See Portable Rest Room Guidelines). The cost of said restrooms shall be paid for out of gate receipts. Vendor agrees to pay for any difference between gate receipts and cost of such portable restrooms.

Vendor agrees that any outdoor music may begin no earlier than 12:00 p.m. on 8-19 [date] and stop by 1:00 a.m. on 8-20th [date]. Liquor may be served outdoors beginning at 11 am 8-19 [starting hour and date] and stop by 1am 8-20 [ending hour and date]. The cost of the music shall be paid for out of gate receipts. Vendor agrees to pay for any difference between gate receipts and cost of such outdoor music.

Any Proctor liquor licensee holding an "on sale" liquor license and having signed this proposal may locate a beer wagon or booth of open alcohol sales to take place between 12:00 p.m. and ~~12:00 a.m.~~ each event calendar day listed above. Please describe the exact location, dates and hours of open alcohol sales, as well as any modifications to prescribed hours:

City of Proctor
Peace Office Agreement

PowerHouse Bar is requesting _____ off-duty licensed law enforcement personnel from the Proctor Police Department to provide security for Street Dance. The event is to be held at PowerHouse Bar location on Aug 19 & 20 at 2017, 2019 from 9 PM am/pm to 1 AM am/pm.

The officers(s) will be needed for a total of _____ hours and the requestor agrees to reimburse the City of Proctor; per each officer, at the rate of $50.00 per hour.

The parties mutually reserve the right to cancel the terms and conditions of this agreement at anytime upon submitting thirty (30) days written notice to the other party.

Provided, that in the event of a major crime or other emergency, City reserves the right to recall any peace officer in its employ from security duty of Requestor to provide law enforcement, Civil defense, or other emergency services to City.

So agreed this 13 day of 3-2017, 2019

PowerHouse Bar
Requestor Name

423 3rd Ave Proctor MN 55810
Billing Address

Jim Reinholder, City Administrator, City of Proctor

Any such licensee will be bound to the provisions of the agreement as though such license was a party hereto.

Vendor agrees that any and all selling of or dispensing of alcoholic beverages at any event regulated hereunder shall conform to state and city laws and ordinances, to be enforced by the applicable policing units.

All beverages within the fenced in area and designated Public Property Consumption areas shall be either in plastic containers or aluminum cans.

All alcoholic beverages served in the fenced in area or allowed onto designated Public Property shall be beer, wine or wine coolers only.

Vendor agrees that every person attempting entry into the fenced in area will be checked for identification. The vendor will contract I.D. checkers, who will be located at each gate. Persons of the legal drinking age (21 years and older) will receive a non-removable Wrist Band indicating that they are of legal age. No person under 21 years of age shall be permitted into the fenced area. A vendor shall make no sales of intoxicating liquor (to include 3.2 beer and other malt or wine product) to any person who does not have a valid Wrist Band. Customers within the fenced area shall be required to purchase a valid Wrist Band commencing at 8/19 1pm [date and time].

An admission fee for entrance into the fenced area will be charged. The proceeds from the admission fee shall belong to the vendors regardless of the identity of the person(s) collecting such fees. The proceeds shall be used for payment of the event/street dance functions including the cost of the City of Proctor agreed upon expenses, PUC expense, Police expense, musical band, security, portable restrooms, and wrist band.

DATE, TIME AND LOCATION OF EVENTS LISTED BELOW:

Break down of day, date, event, times, exact location, and listing any proposed alcohol consumption.

Aug 19 Afternoon Music 3 Hrs 1-4

Aug 19 Street Dance 4 Hrs 8-1

Review process: All vendors, participants, and involved parties will be invited to attend a review meeting following this event/street dance.

So proposed this 13 day of March 2017.

By: [illegible]

20-

to access police.

City of Proctor
Special Event Application

Event Title: Street Dance 2017

Purpose of Event: Celebration of Town (Proctor Heritage)

Description of Event: Sat Aug 19th 2017 Bands Playing In Powerhouse Parking Lot + City Lot will be DOWN 1AM 8/20

Event Category:

__Athletic/Recreation __Festival __Parade/March __Block Party

__Concert/Performance __Carnival __Grand Opening __Fundraiser

__Street Dance (See City Ordinance 510.04) Other: _____

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	8/18-8/19	Friday + Sat			
Event Day 1	8/19	Saturday	12 NOON		
Event Day 2	8/20	Sunday		1AM	
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: Between Hwy 2 + 3rd Ave on 5th St Including City St Powerhouse Parking Lot Behind Powerhouse Rd

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 _____

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 610A, 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 Duluth 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.

Use Supply OUR OWN

Expense

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 610A, subd. 4.

Signed: _____ **Date:** _____

YES NO Are you erecting any tents? If yes, please complete the table below.

Tent Size	# of Tents	Tent Location
24X24	3	Pavilion Park Lot

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 obtained 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? To pay for Band, Security, Bathroom Fee

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: _____

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.** Monitoring Gates, Help Checking IDs

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: *City Ordinance 601B. The permittee shall provide officers as required by City of Proctor Ordinances and City Code. 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

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.** SEE MAP

☐* **Location of fencing, barriers and/or barricades.** SEE MAP

☐* **Location of stages, tents, generators, portable toilets/restrooms, vendor booths and other temporary structures.** SEE MAP

N/A **A detailed or close-up of the food booth and cooking area including identification of all vendors cooking with flammable gas or barbecue grills.**

N/A **Location of parking arrangements for event 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.**

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:
Street Dance 2017 Between Hwy 2 & 3rd Ave
On 5th Street, Including City & Power House parking Lots

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
Street Dance Aug 19th 2017 From 7am-1AM
Music 9 PM - 1 AM

(Special Events Holder initials here) _____

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ___ NO X

(Special Events Holder initials here) CK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CK

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees,

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Richard A. Kaci

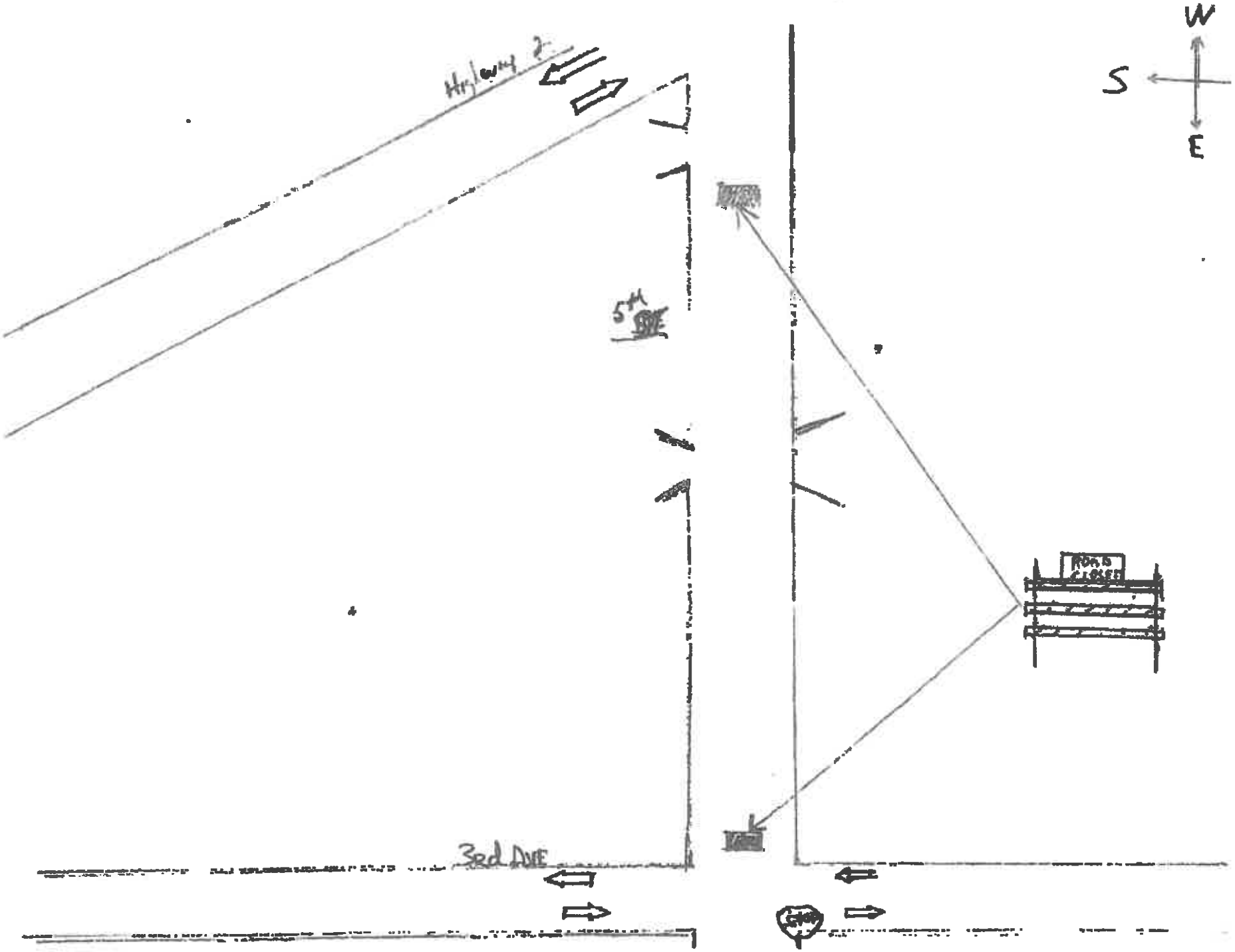
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Richard A. Kaci / Cordelia M. Kaci

Title Owners

Signature Cordelia M. Kaci

Date 3-13-17


W
S
E
Highway 2
5th Ave
3rd Ave
ROAD CLOSED

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dwight Swanstrom Co.
31 N 21st Ave. W.
Duluth MN 55806

CONTACT NAME: Tony Bauer
PHONE (A/C, No, Ext): (218) 727-8324 FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00020247

INSURED
CMK, Inc.
DBA: Powerhouse Bar
423 3rd. Avenue
Proctor MN 55810

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Illinois Casualty Ins Comp	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1212700791 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC			BP27318	5/1/2017	1/1/2018	EACH OCCURRENCE	$ 1,500,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 2,000
							PERSONAL & ADV INJURY	$ 1,500,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
								$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC11467	1/1/2017	1/1/2018	X WC STATUTORY LIMITS OTHER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			1167872	1/1/2017	1/1/2018	Aggregate $500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Highland Festival August 19 - 20th
Location: 5th Street, 3rd Ave, 2nd Ave, & 4th St Proctor, MN 55810. Includes City Parking Lot. Parcel Code 185-012-00020 and Credit Union Parking Lot.
Additional Insured: City of Proctor

CERTIFICATE HOLDER

City of Proctor
100 Plank Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Vicki Cameron/VIC

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The ACORD name and logo are registered marks of ACORD

To whom it may concern:

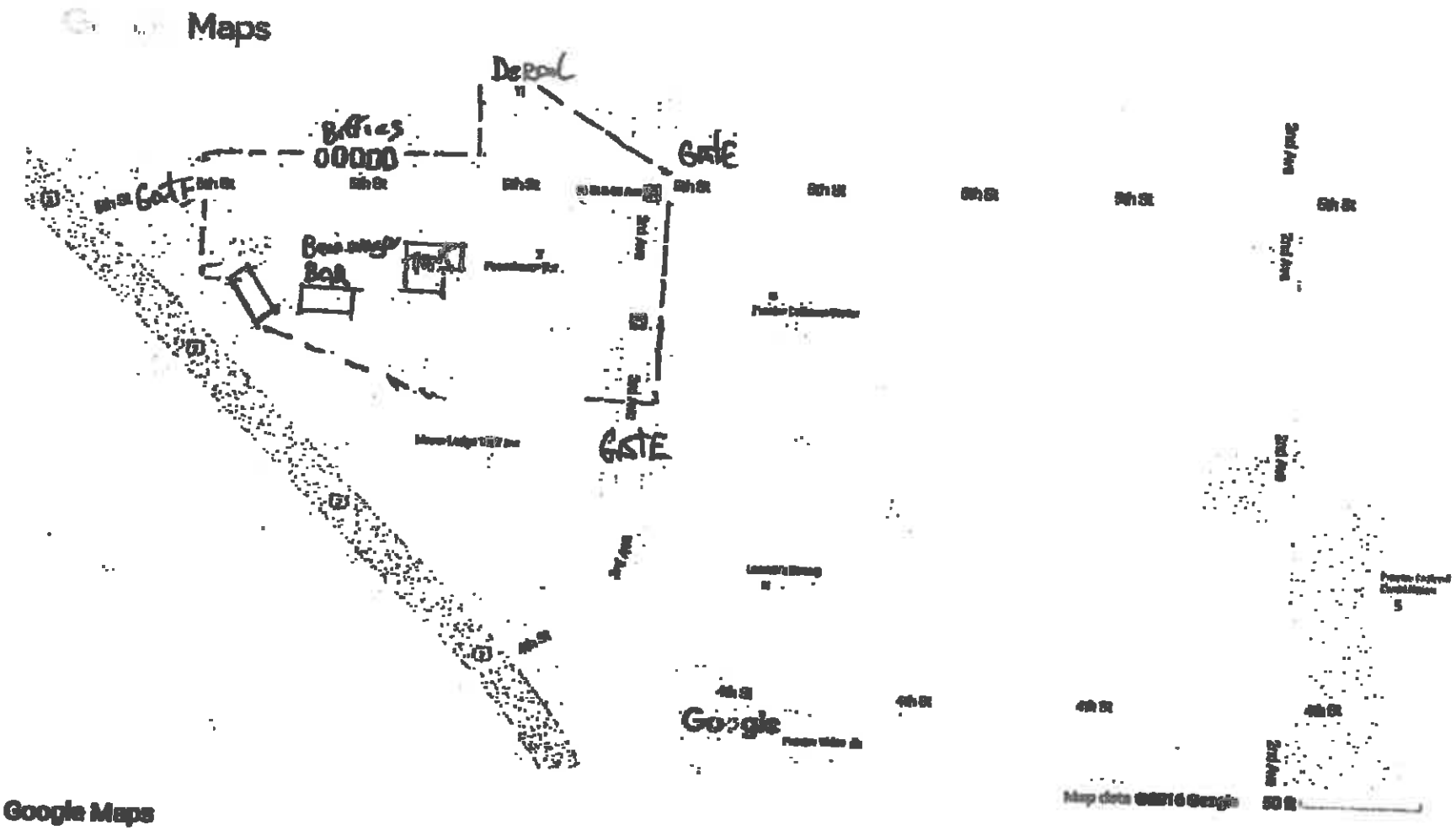
We are requesting permission to have an outside bar and sell liquor ; Sat . August 20th and sunday august 21st for the street dance 7pm to 1am

Thank You
Powerhouse Bar
Dick and Cookie Kari

POWERHOUSE BAR

WOULD ASK THE CITY COUNCIL,TO CONSIDER REDUCING THE NUMBER OF POLICE OFFICERS FOR HOGHEAD STREET DANCE (AUGUST 19 & 20 2017).

THANK YOU
DICK & COOKIE KARI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Bonfire
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4th St
Google
Map data ©2016 Google

6H.

3-20-17

Given to [illegible] to access price [illegible]

City of Proctor
Special Event Application

Event Title: Car Show Power House

Purpose of Event: Gathering of Cars

Description of Event: Classic Cars

Event Category:

__Athletic/Recreation __Festival __Parade/March __Block Party
__Concert/Performance __Carnival __Grand Opening __Fundraiser
__Street Dance (See City Ordinance 610.04) Other: Car Show

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	Wed June 7th				
Event Day 1	June 7th		3:00 pm	Dark	50
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: Power House Bar
423 3rd Ave Proctor MN 55810

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 624-0626

Organization Name: Power House Bar

Organization Address: 423 3rd Ave
Duluth MN 55810

Organization is: X For Profit ___Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Dick Karl
Email address: dickkarl54@gmail.com
Home number: (218) 624-3764
Cell number: (218) 940-1269
FAX number:
Address: 5433 Ugstad Int Road
Duluth MN 55810

Secondary Contact

Name: Cookie Karl
Email address: Cookiekarl@gmail.com
Home number: (218) 624-3764
Cell number: (218) 940-1584
FAX number:
Address: 5433 Ugstad Int Road
Duluth MN 55810

General Event Information

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

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 5th St Between Hwy 2-13th Ave Powerhouse Park 1st & City Parking Lot

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 date(s) of the event showing Products Liability in the amount of $2,000,000.*

YES NO Are you requesting any roads to be closed? If yes, list roads to be closed and provide site map. 3rd Ave Between Hwy 2 + 3rd Ave

NOTE: *See City Ordinance CHAPTER 610A, 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 Duluth 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.

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 610A, 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 obtained 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: N/A

Contact Person/Phone Number: N/A

Marketing

YES (NO) Is your event listed on the web? If yes, please provide the URL address.

_____

Please check all sources used to market event:

__Outdoor Banners X Radio Ads __Mailings __Newspaper Ads

__Outdoor Signs __TV Ads X Flyers Other: Facebook

Promotional Banners/Signs including electronic, lighted signs:

Location	Size	Description
N/A		

Directional Signs:

Location	Size	Description
N/A		

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

Entertainment

YES (NO) Will your event have musical entertainment? If yes, please describe the type of music to be used 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 610.04. 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 presented 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: N/A
Contact Person: N/A
Phone Number/E-Mail: N/A

(YES) NO Will your event involve the use of traffic safety equipment? If yes, please describe. Barricades

NOTE: *City Ordinance 601B. The permittee shall provide officers as required by City of Proctor Ordinances and City Code. 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

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. SEE MAP
- ☑ * Location of fencing, barriers and/or barricades. SEE MAP
- ☑ * Location of stages, tents, generators, portable toilets/restrooms, vendor booths and other temporary structures. SEE MAP
- ☐ * 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 event attendees, participants and vendors. SEE MAP
- ☑ * 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. SEE MAP

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. Beverage will Be Sold INSIDE

NOTE: *All vendors are required to have a current State of Minnesota Operator Certificate of Compliance from the Department of Revenue (form ST19) 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? __On Site __Off Site

Will it be sold or provided free to attendees? _____

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: _____

YES NO Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? Sold IN Side
Powerhouse + gazebo

NOTE: *Alcoholic beverages are not permitted in any City Right-of-Way, City Park or facility except where specifically waived 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 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.*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:
5th St Between Hwy 2 + 3rd Ave, City Parking Lot
& Powerhouse Parking Lot

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder initials here) CK

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ___ NO ___

(Special Events Holder initials here) CK

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CK

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees,

from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CK

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) CK

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) CK

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) CK

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Richard A. Kar

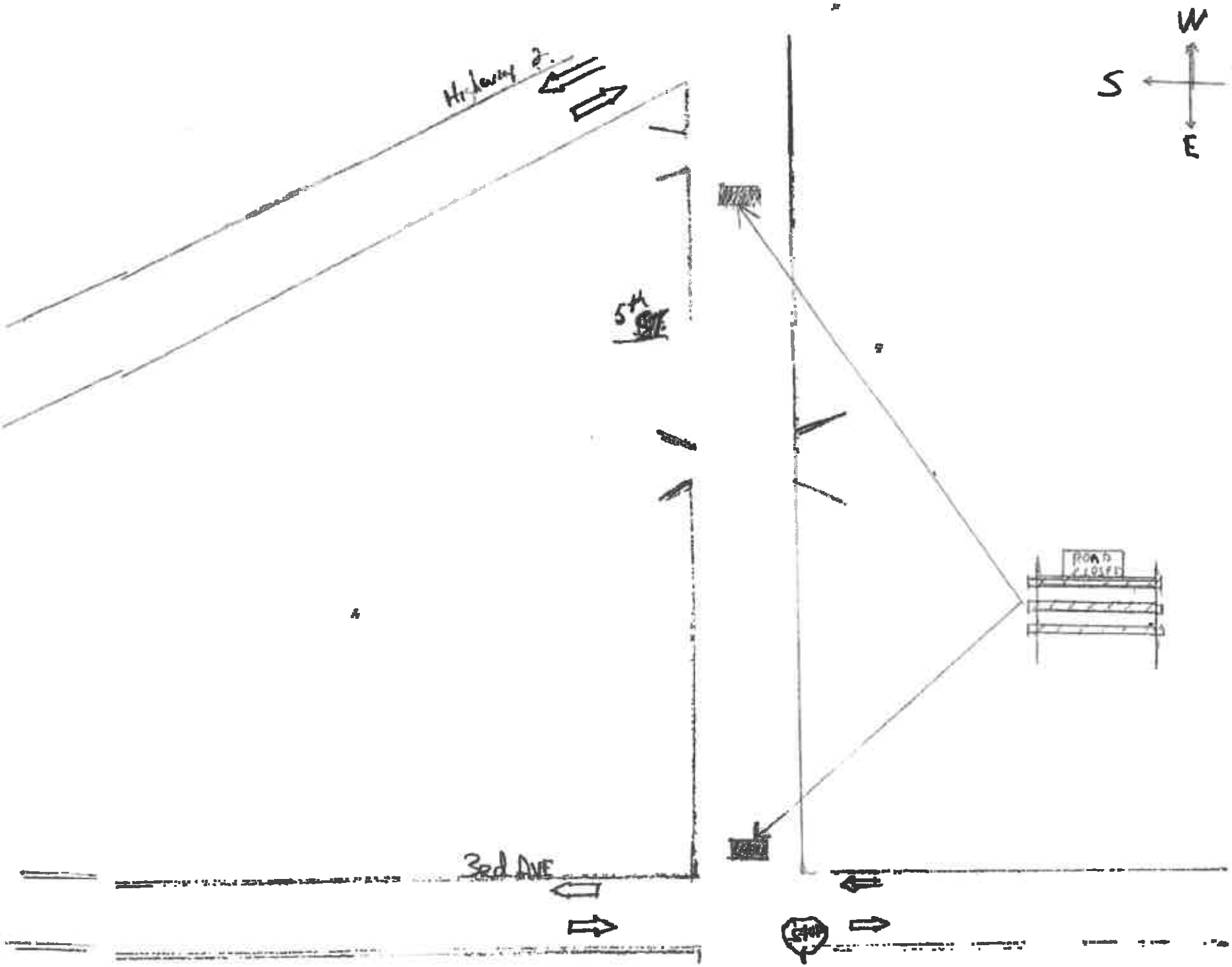
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Richard A. Kar, Cordelia M. Kar

Title owners

Signature Cordelia M. Kar

Date 3-12-17


Highway 2
5th
3rd AVE
ROAD CLOSED
W
S
E

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dwight Swanstrom Co.
31 N 21st Ave. W.
Duluth MN 55806

CONTACT NAME: Tony Bauer
PHONE (A/C, No, Ext): (218) 727-8324 FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00020247

INSURED
CMK, Inc.
DBA: Powerhouse Bar
423 3rd. Avenue
Proctor MN 55810

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Illinois Casualty Ins Corp	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1212700791 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,500,000
A	CLAIMS-MADE [X] OCCUR			CP27318	1/1/2017	1/1/2018	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 2,000
							PERSONAL & ADV INJURY	$ 1,500,000
							GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
	POLICY PRO-JECT LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ]	N/A		WC11447	1/1/2017	1/1/2018	E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			LL87872	1/1/2017	1/1/2018	Aggregate $500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Car Show June 7th 5th Street, Between Hwy 2 and 3rd Avenue, Proctor, MN. Also include City Parking Lot, Parcel Code 188-012-00020. Coverge for bike games included. Additional Insured: City of Proctor 100 Plank Drive, Proctor, MN 55810.

CERTIFICATE HOLDER

City of Proctor
100 Plank Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Vicki Cameron/VIC

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6I.

City of Proctor
Special Event Application

Event Title: Proctor Speedway

Purpose of Event: Weekly Stock Car Racing

Description of Event:

Event Category:

__Athletic/Recreation __Festival __Parade/March __Block Party
__Concert/Performance __Carnival __Grand Opening __Fundraiser
__Street Dance (See City Ordinance 610.04) Other: Weekly Stock Car Racing

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup					
Event Day 1	Starts	May 1st	Ongoing	until	September 29th
Event Day 2					
Event Day 3		See Attached Tentative Schedule			
Event Day 4					
Event Day 5					
Break Down					

Event Location/Address: So. St. Louis County Fairgrounds

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: Lake head Racing Association

Organization Address:

Organization is: __For Profit X Non Profit
(If Non-Profit, please include a copy of the IRS 501© tax exemption letter.)

Person Responsible for Coordination of Event

Name: Dennis McCauley
Email address: dam86@msn.com
Home number: 715-392-8697
Cell number: 218-348-9919
FAX number:
Address: 2017 Central Ave
Superior WI 54880

Secondary Contact

Name: Gus Omundson
Email address: littlejohnny0@msn.com
Home number:
Cell number: 218-348-3276
FAX number:
Address:

General Event Information

YES NO Is this an annual event? If yes, how many years has it been held? 50 Plus

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. Weekly Racing

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.

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 period of the event showing Products Liability in the amount of $2,000,000.*

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 610A, 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 Duluth 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.
Electricity Already Provided on site

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 610A, subd. 4.

Signed: Doug McCauley 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. Not Sure at this time but it is possible

NOTE: *A permit obtained 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? Drivers Pay + Trash upkeep

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.
www.proctorspeedway.com

Please check all sources used to market event:

X Outdoor Banners X Radio Ads __Mailings X Newspaper Ads
X Outdoor Signs X TV Ads X Flyers Other: _____

Promotional Banners/Signs including electronic, lighted signs:

Location	Size	Description
On Site		

Directional Signs:

Location	Size	Description

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

Entertainment

(YES) NO Will your event have musical entertainment? If yes, please describe the type of music to be used for your event.
Possible DJ at Silver 1000

(YES) NO Will your event use amplified sound equipment? If yes, please describe. Small speaker output Regular Races speakers

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 610.04. 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 presented 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. _____

Event Organizers agree to pay for two Proctor police officers at Midsummer Night of Madness and Silver 1000 Races

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: *City Ordinance 501B. The permittee shall provide officers as required by City of Proctor Ordinance and City Code. 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

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 event 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 ST19) 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 __Off Site

Will it be sold or provided free to attendees? Sold

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:

X Gas __Electric __Charcoal Other: _____

(YES) NO Will your event serve beer and/or wine?
Will it be sold or provided free to attendees? Sold

NOTE: *Alcoholic beverages are not permitted in any City Right-of-Way, City Park or facility except where specifically waived 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 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.*

2017 Schedule

2017 Tentative Schedule

Regular Races:
Pit Gates Open 3:00 PM
Front Gates 4:00 PM

Draw Cut 4:30 PM
Hot Laps 5:00 PM
Racing 5:30 PM

Stay tuned for additions as we add shows

Saturday May 6, 2017 – Enduro

Sunday May 7, 2017 – Open Practice Employee Meeting
Sunday May 14, 2017 – All Classes
Sunday May 21, 2017 – All Classes
Sunday May 28, 2017 – All Classes Student Night
Sunday June 4, 2017 – All Classes Scout Night / Armed Forces Night
Sunday June 11, 2017 – RV Modified Series / King on the Hill (M, MWM, PS, H)
Friday June 16, 2017 – Fender Friday (Classes TBA)
Sunday June 18, 2017 – UMSS Sprints, Winged and Traditional (MWM, PS, H)
Sunday June 25, 2017 – All Classes (Old Times Picnic) Vintage Cars
Sunday July 9, 2017 – All Classes AFCO Qualifier / Meet the Driver
Wednesday July 12, 2017 – Fair Enduro
Sunday July 16, 2017 – All Classes (Fair Races)
Sunday July 23, 2017 – FastLane Motorsports Super Stock Special (M, SS, MWM, PS, H)
Sunday July 30, 2017 – All Classes (American Cancer Society Night) (AFCO Rain Date)
Saturday August 5, 2017 – Mid Summer Night of Mayhem (Bus, Trailer, Hornets, Jeeds & More) Rain Date August 12th
Sunday August 13, 2017 – Late Model Challenge Series (LM, SS, PS, H)
Sunday August 20, 2017 – All Classes (Championship Night)

Sunday August 27, 2017 – Rain Date Championship Night only if August 20th is postponed!
Thursday August 31, 2017 – Silver 1000 (LM & MODS)
Friday September 1, 2017 – TBA
Thursday September 28, 2017 – Silver 1000 Rain Date

SCHEDULE SUBJECT TO CHANGE!!

Please visit www.proctorspeedway.com and "Like" us on Facebook to keep updated!

Permanent link to this article: http://proctorspeedway.com/schedule/

2017 PROCTOR Speedway

Sunday May 14, 2017 – All Classes (Season Opener)
Sunday May 21, 2017 – All Classes Hockey Passes
Sunday May 28, 2017 – All Classes (Student Night)
Sunday June 4, 2017 – All Classes Kids Bike Races (Scout Night)
Sunday June 11, 2017 – RV / King on the Hill (Mod, MWM, PS, H)
Traditional Sprints?
Friday June 16 – Fender Friday (LM, SS, Streets, PS, 6's)
Sunday June 18, 2017 – UMSS Sprints (MWM, PS, H)
Sunday June 25, 2017 – All Classes (Vintage Cars) Picnic
Friday July 7, 2017 – TBA
Sunday July 9, 2017 – All Classes AFCO Race Night/Meet Driver
Sunday July 16, 2017 – All Classes (Fair Races) 6's?
Sunday July 23, 2017 – FastLane Super Stock Series (M,SS,MWM,PS,H)
Traditional Sprints?
Sunday July 30, 2017 – All Classes ACS Night / AFCO Rain Date
Saturday August 5, 2017 – Mid Summer Night of Mayhem
(Bus, Trailer, Hornets, Quads & More) Rain Date August 12th
Sunday August 6, 2017 – All Classes
Sunday August 13, 2017 – (Challenge Series (LM, SS, PS, H)
Sunday August 20, 2017 – All Classes Championship Night
Sunday August 27, 2017 – All Classes Championship Rain Date
Thursday August 31, 2017 – Silver 1000 (LM & MODS)
Friday September 1, 2017 – TBA
Thursday September 28, 2017 – Silver 1000 Rain Date

TENTATIVE SCHEDULED

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:

Weekly Stock Car Racing
Proctor Speedway / Proctor Fairgrounds

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

_____

_____

(Special Events Holder initials here) DM

B. If required by this paragraph, we agree to require each participant in our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES ✓ NO ___

(Special Events Holder initials here) DM

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) DM

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) DM

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees,

from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) PM

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) PM

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) PM

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) PM

I. This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) PM

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/22/15

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: K & K Insurance Group, Inc.
P.O. Box 2338
Fort Wayne, IN 46801

CONTACT NAME: MOTORSPORTS
PHONE (A/C, No, Ext): 800-348-1839 FAX (A/C, No): 260-459-3139
E-MAIL ADDRESS: KK.MOTORSPORTS@KANDKINSURANCE.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: NATIONAL CASUALTY COMPANY	11991
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED: LAKESHORE RACING ASSOCIATION, INC.
D/B/A PROCTOR SPEEDWAY
P.O. BOX 1069
PROCTOR, MN 55810

COVERAGES — CERTIFICATE NUMBER: 1802487 — REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR Owners & Contractors X $100,000 SIR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT LOC OTHER:			XNUU00649110	12:01AM 5/12/15	12:01AM 5/12/16	EACH OCCURRENCE	1000000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	300000
							MED EXP (Any one person)	EXC
							PERSONAL & ADV INJURY	1000000
							GENERAL AGGREGATE	2000000
							PRODUCTS-COMP/OP AGG	5000000
							Part Ipl Liab	1000000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea Accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	X UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION			XXD0008491200	12:01AM 5/12/15	12:01AM 5/12/16	EACH OCCURRENCE	1000000
							AGGREGATE	1000000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTHER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

TYPE OF EVENT: AUTOMOBILE RACING
LOCATION: PROCTOR SPEEDWAY, PROCTOR, MN
ADDITIONAL INSUREDS: SEE ATTACHED ADDENDUM

CERTIFICATE HOLDER

CITY OF PROCTOR
100 PINOR DR
PROCTOR, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Scott Turnbull

ACORD 25 (2014/01)

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6J.

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3/23/17

City of Proctor
Special Event Application

Event Title: 2017 Bike MS: Cit Robinson MS150

Purpose of Event: Fundraising event for the National MS Society

Description of Event: 150 mile bike ride from Proctor MN to White Bear Lake MN

Event Category:
✓ Athletic/Recreation ___Festival ___Parade/March ___Block Party
___Concert/Performance ___Carnival ___Grand Opening ✓ Fundraiser
___Street Dance (See City Ordinance 810.00) Other: _____

Event Schedule (use additional sheets if needed)

	Date	Day	Starting Time	Ending Time	Anticipated Attendance
Setup	6/9/17	Friday	8 Am	—	4,000
Event Day 1					
Event Day 2					
Event Day 3					
Event Day 4					
Event Day 5					
Break Down	6/10/17	Saturday		10 Am	4,000

Event Location/Address: Proctor High School & Grounds

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: National MS Society (NMSS)

Organization Address: 200 12th Ave S
Minneapolis MN 55415

Organization is: ___ For Profit X Non Profit
(If Non-Profit, please include a copy of the IRS 501(c) tax exemption letter.)

Person Responsible for Coordination of Event

Name: Cassandra Linkenmayer

Email address: Cassandra.linkenmayer@nmss.org

Home number: Office: 612-335-7990

Cell number: 319-290-7770

FAX number: 612-335-7997

Address: 200 12th Ave S
Minneapolis MN 55415

Secondary Contact

Name: Allison Wagner

Email address: allison.wagner@nmss.org

Home number: Office: 612-335-7921

Cell number: 612-237-6219

FAX number: Same

Address: Same

General Event Information

YES NO Is this an annual event? If yes, how many years has it been held? 37

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. MS 150 is one of several fundraising events for the NMSS

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. Use of Proctor H.S. & grounds

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 $1,000,000 as per City Ordinance.

YES NO Are you requesting any roads to be closed? If yes, list roads to be closed and provide site map. Please see map. Same roads & closures as previous years.

NOTE: See City Ordinance CHAPTER 810A, 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 Duluth 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. provided by School

YES NO Will your event require outdoor lighting or electricity provided by the City of Proctor? If yes, please describe and sign statement below. provided by School

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 810A, subd. 4.

Signed: _____ Date: _____

YES NO Are you erecting any tents? If yes, please complete the table below.

Tent Size	# of Tents	Tent Location
Standard Camping	400+	H.S. grounds + fields

YES NO Will your event include amusement rides, inflatable structures and/or children's games? If yes, please describe. inflatable arch at start of ride

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? Registration fee to help cover cost of ride

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. bikems.org

Please check all sources used to market event:

__Outdoor Banners X Radio Ads X Mailings X Newspaper Ads

X Outdoor Signs X TV Ads X Flyers Other: social media, email

Promotional Banners / Signs-including electronic lighted display signs:

Location	Size	Description
various	various	various route directional signs

Directional Signs:

Location	Size	Description
Proctor H.S., route	various	various

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 DJ

(YES) NO Will your event use amplified sound equipment? If yes, please describe. DJ plays in the morning at the start line

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 910.04, 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 presented 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. Bike Corral Security

Company Name: Statewide Security
Contact Person: Troy Nadeau
Phone Number/E-Mail: 763-218-0508 tnadeau@swpmn.com

(YES) NO Will your event involve the use of traffic safety equipment? If yes, please describe. Signs + barricades

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 sharing 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

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 ST19) 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 __Off Site

Will it be sold or provided free to attendees? Spaghetti dinner is sold; breakfast is free.

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

(YES) NO Do you intend to cook food in the event area? If yes, please specify method:
__Gas __Electric __Charcoal Other: grills for pancakes in H.S.

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 waived by the City Council. To serve alcoholic beverages at an event, a permit or special sale 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.*

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT
City of Proctor Minnesota

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on City of Proctor property:
MS 150

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder Initials here) CL

B. If required by this paragraph, we agree to require each participant in our special event to execute a RELEASE AND INDEMNIFICATION AGREEMENT for ourselves and for the City of Proctor, on a form approved by the City of Proctor.

Participant Release and Indemnification required? YES X NO ___

(Special Events Holder Initials here) CL

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to City of Proctor, for the duration of the above described activities.

(Special Events Holder Initials here) CL

D. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CL

E. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we further hereby exempt, release and discharge the City of Proctor, its officers, and its employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CL

F. We further agree to defend, indemnify and hold harmless the City of Proctor, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorneys fees, including those arising from any third party claim asserted against City of Proctor, its officers, employees, insurer or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of City of Proctor, its officers, its employees, or by any other cause.

(Special Events Holder Initials here) CL

G. By signing this RELEASE AND INDEMNIFICATION AGREEMENT, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Proctor, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Events Holder Initials here) CL

H. We understand and agree that this RELEASE AND INDEMNIFICATION AGREEMENT shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Events Holder Initials here) CL

I. This RELEASE AND INDEMNIFICATION AGREEMENT shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Events Holder Initials here) CL

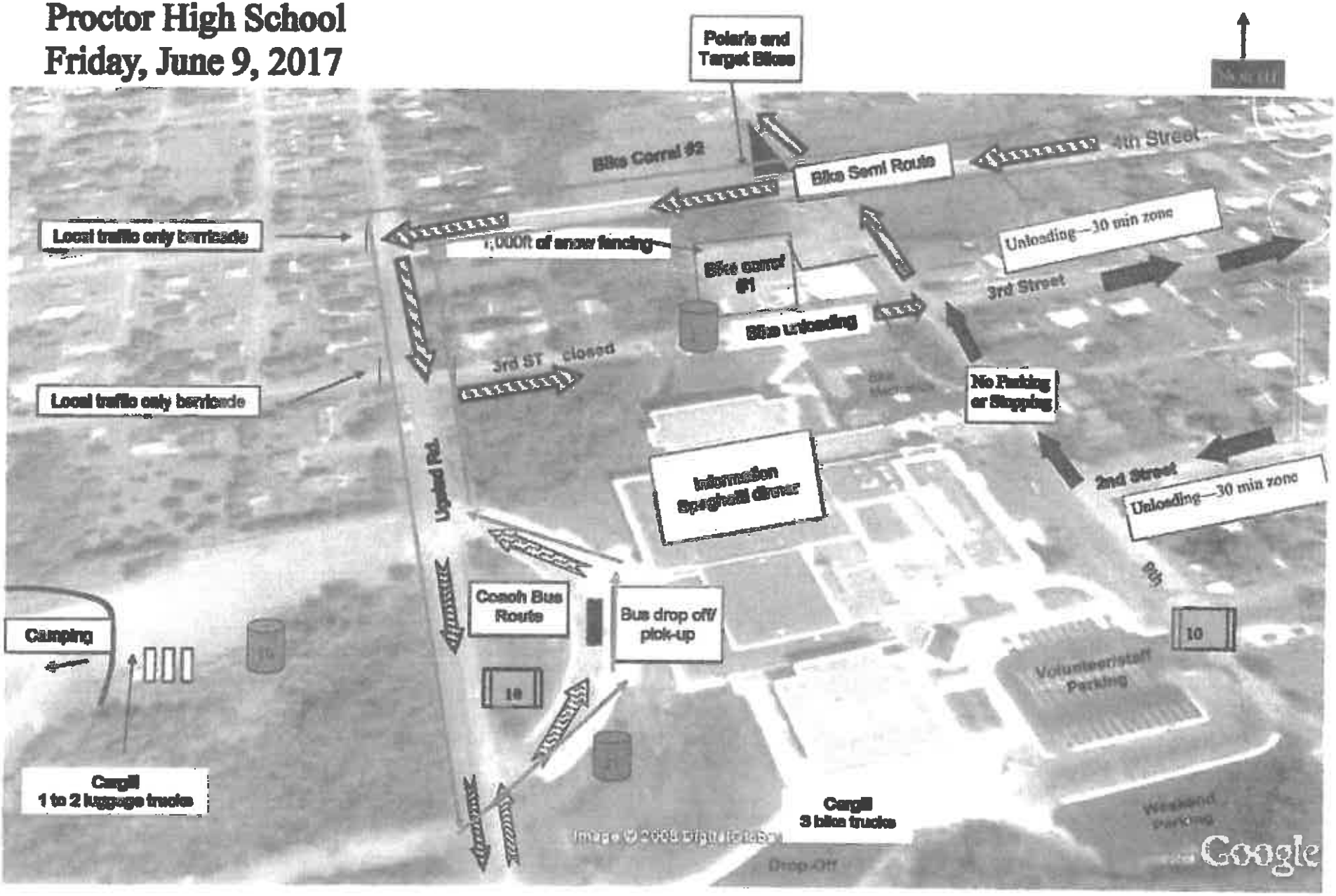
IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special events holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:
National MS Society, Upper Midwest Chapter

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Cassandra Linkenmeyer
Title Special Event Manager
Signature Cass Linkenmeyer
Date 9/20/17

Proctor High School
Friday, June 9, 2017



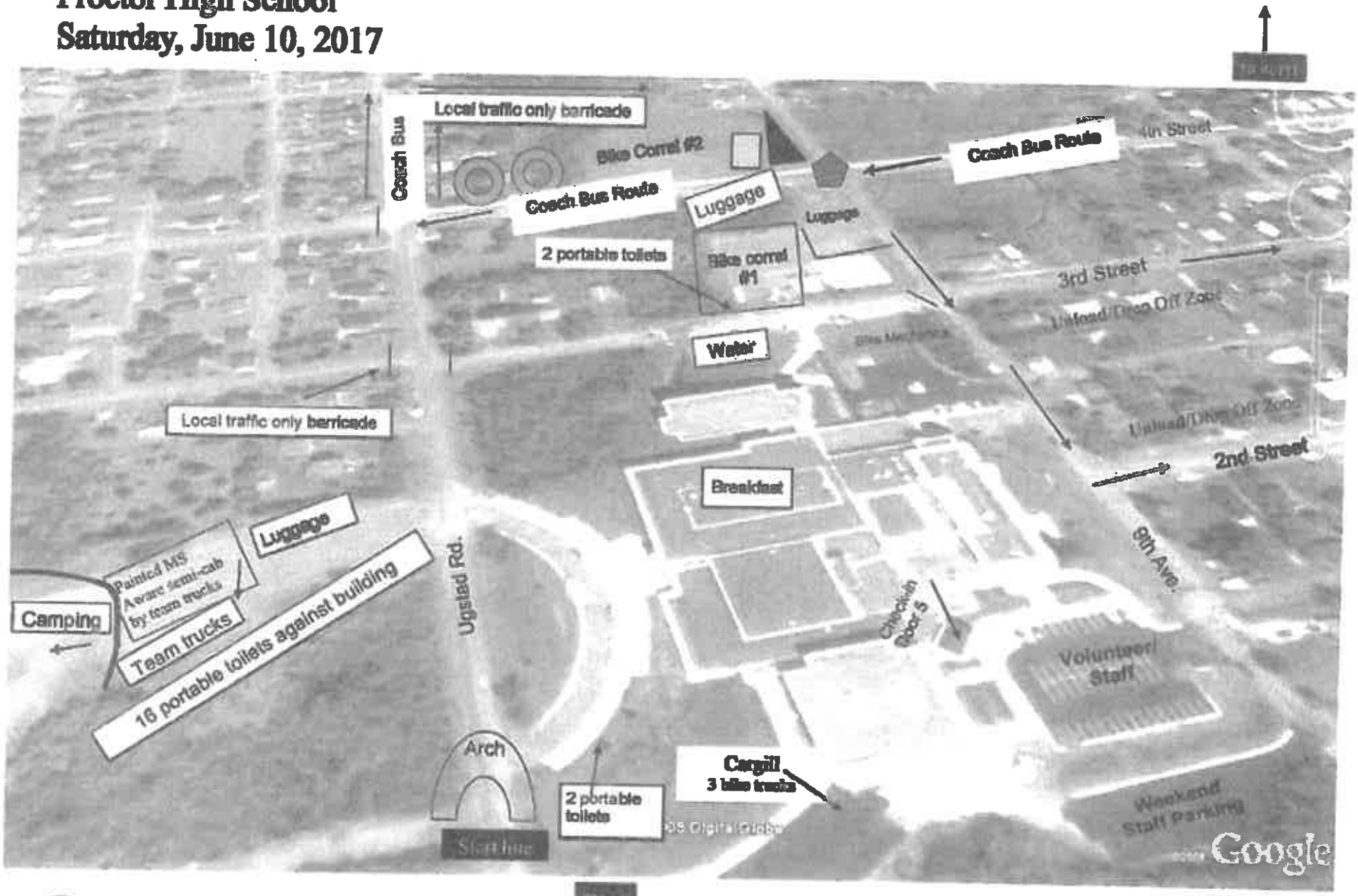
Barricades and/or Parade Boards

Portable Toilets

Shuttle Bus Route

One dumpster in each bike corral by exits; one dumpster by truck in the camping area

Proctor High School
Saturday, June 10, 2017



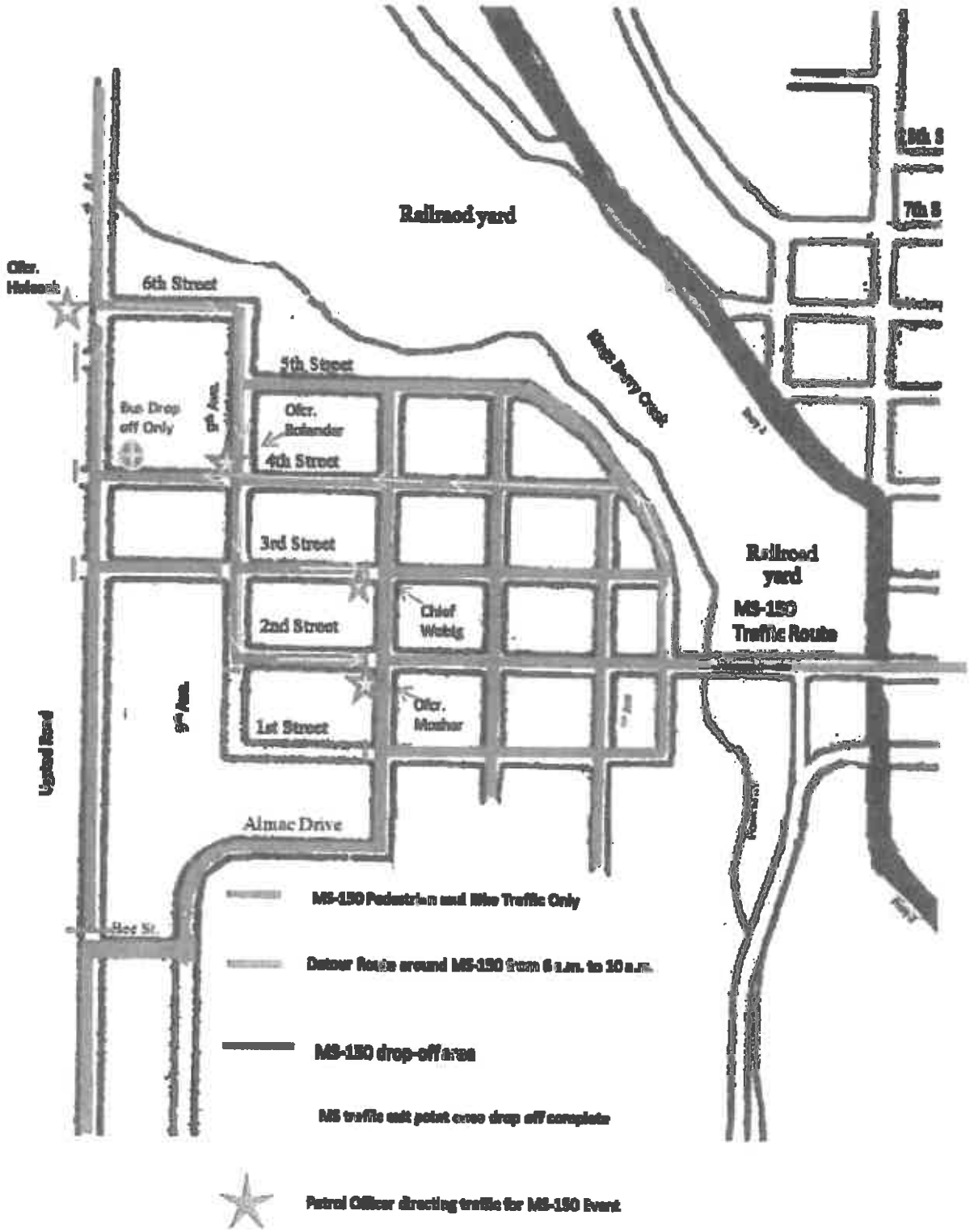
Coach Bus Drop-Off

Info Table

Arch

Police

One dumpster in each bike corral by exits; one dumpster by truck in the camping area


Railroad yard
Ofcr. Holcomb
6th Street
5th Street
Bus Drop off Only
Ofcr. Bolender
4th Street
3rd Street
2nd Street
Chief Wolsig
1st Street
Ofcr. Mosher
Railroad yard
MS-150 Traffic Route
Almac Drive
Hoe St.
MS-150 Pedestrian and Bike Traffic Only
Detour Route around MS-150 from 6 a.m. to 10 a.m.
MS-150 drop-off area
MS traffic exit point once drop off complete
Patrol Officer directing traffic for MS-150 Event

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/22/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
MARSH USA, INC.
445 SOUTH STREET
MORRISTOWN, NJ 07960-6464
Attn: Morristown.CoiRequest@marsh.com Fax: 212-948-0070

Minnesa

INSURED
NATIONAL MULTIPLE SCLEROSIS SOCIETY
UPPER MIDWEST CHAPTER
200 12TH AVE S
MINNEAPOLIS, MN 55415

CONTACT NAME:
PHONE (A/C, No, Ext): FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Federal Insurance Company	20281
INSURER B : ACE Property and Casualty Insurance Company	20699
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES CERTIFICATE NUMBER: NYC-007671774-06 REVISION NUMBER: 3

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC OTHER:			3583-33-89	12/31/2016	12/31/2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	1,000,000 1,000,000 10,000 1,000,000 2,000,000 1,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS X HIRED AUTOS SCHEDULED AUTOS X NON-OWNED AUTOS			7353-02-37	12/31/2016	12/31/2017	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Comp/Coll Deductible	$ $ $ $ $	1,000,000 1,000
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			M00562835 006	12/31/2016	12/31/2017	EACH OCCURRENCE AGGREGATE	$ $	5,000,000 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			71763467	12/31/2016	12/31/2017	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $	1,000,000 1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
MS Bike Tour
City of Proctor is added as additional insured excluding workers' compensation and employers' liability policy.

CERTIFICATE HOLDER

City of Proctor
100 Park Drive
Proctor, MN 55810

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Manashi Mukherjee

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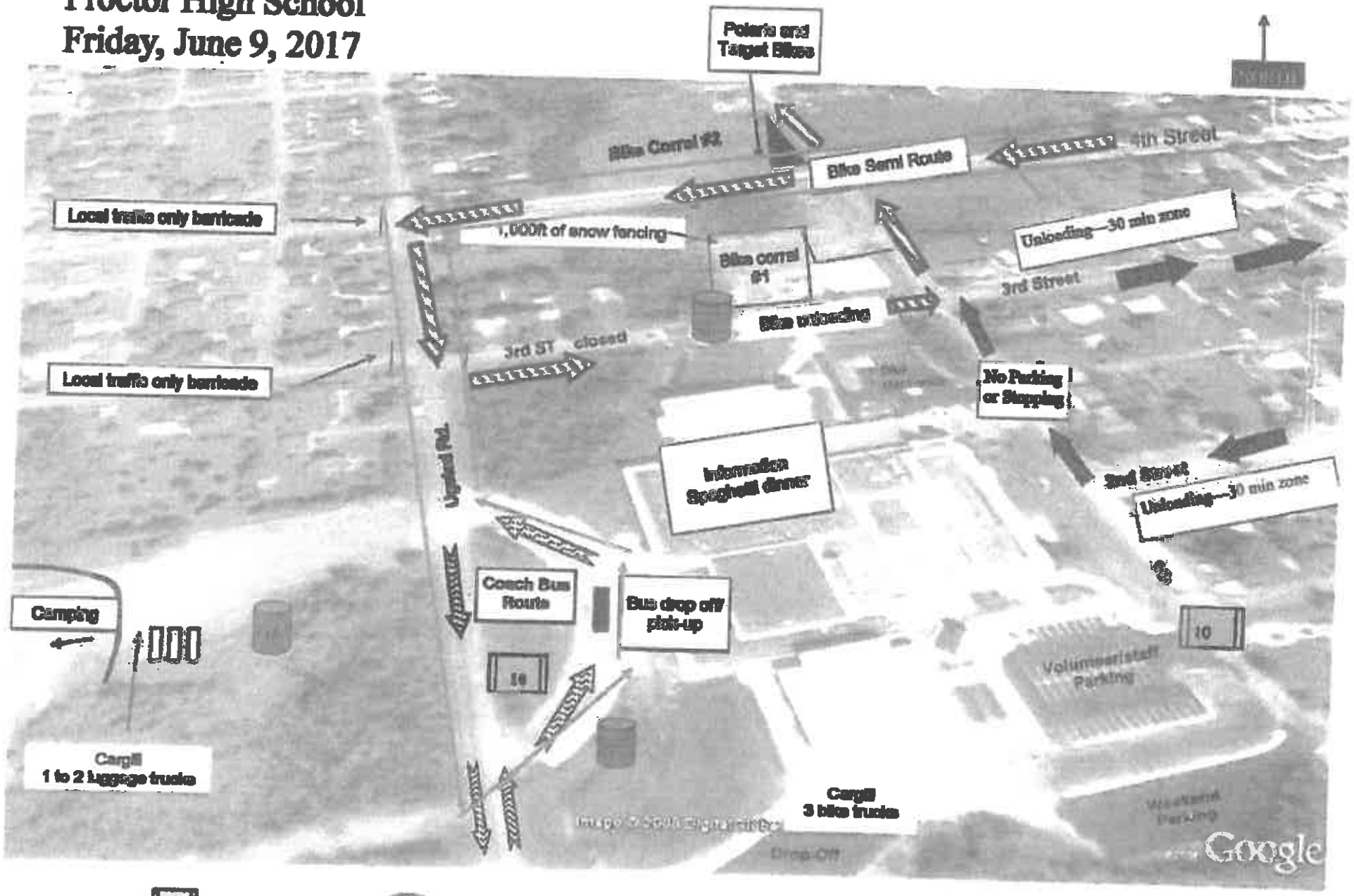
Proctor High School
Friday, June 9, 2017



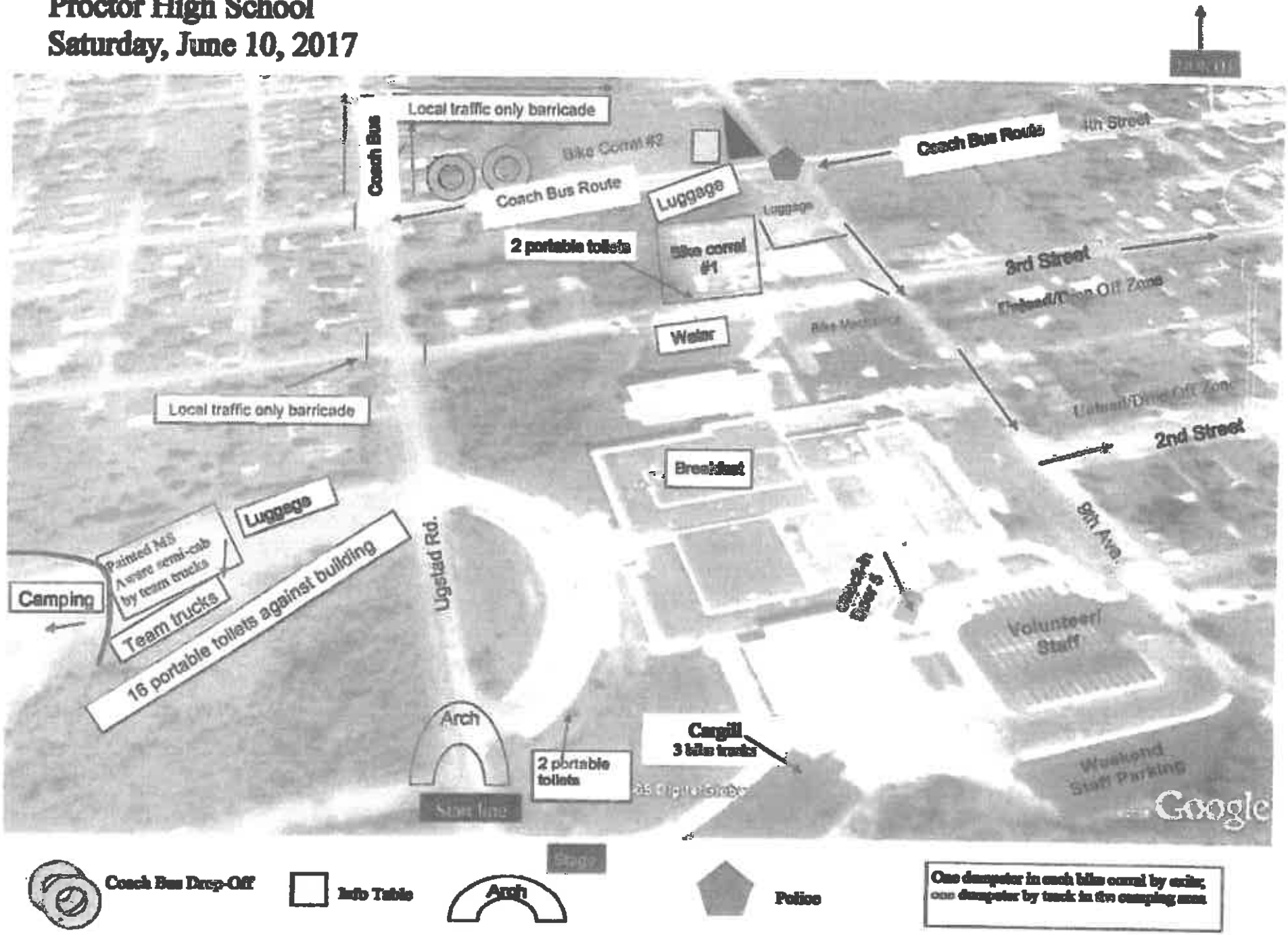
Barricades and/or Parade Boards

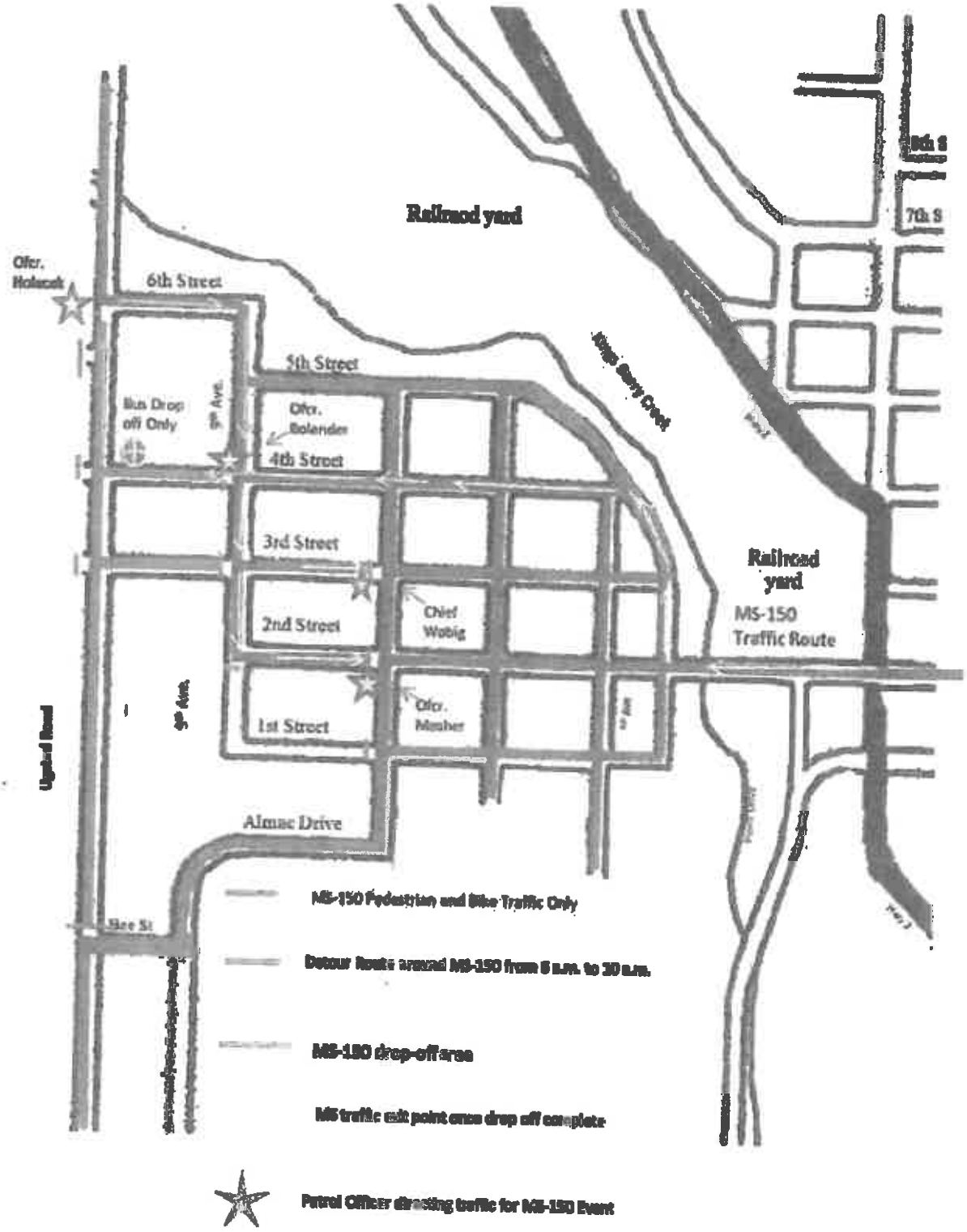
Portable Toilets

Shuttle Bus Route

One dumpster in each bike corral by exits; one dumpster by truck in the camping area

Proctor High School
Saturday, June 10, 2017




Railroad yard
7th S
Ofcr. Holecek
6th Street
5th Street
Bus Drop off Only
9th Ave.
Ofcr. Bolender
4th Street
3rd Street
Railroad yard
MS-150 Traffic Route
2nd Street
Chief Wobig
1st Street
Ofcr. Mosher
Almac Drive
Upland Road
MS-150 Pedestrian and Bike Traffic Only
Detour Route around MS-150 from 8 a.m. to 30 a.m.
MS-150 drop-off area
MS traffic exit point once drop off complete
Patrol Officer directing traffic for MS-150 Event

6K.

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

From: Mark Casey [mailto:mcasey@proctormn.gov]
Sent: Thursday, July 28, 2016 12:22 PM

To: Victor Lund
Subject: RE: Signage

Mr. Lund,
I have been directed by Mr. Foldesi to contact you in regards to the questions I have below.
I look forward to your reply and answers.

Regards,

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

From: Mark Casey [mailto:mcasey@proctormn.gov]
Sent: Thursday, July 28, 2016 11:43 AM
To: Jim Foldesi
Subject: Signage

Jim,
The City Council wants me to put 2 flashing "stop ahead" signs on the intersection of Kirkus St and Boundary/Kirkus St and Ugstad Rd. My question is how far back/off of the county road do I have to place the signs.
Thanks Jim.

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

6L.

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 14-17
A RESOLUTION SUPPORTING LOCAL DECISION-MAKING AUTHORITY

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

WHEREAS, local elected decision-makers are in the best position to determine what health, safety and welfare regulations best serve their constituents; and

WHEREAS, just like state legislative leaders, local elected officials are held accountable through Minnesota's robust elections process; and

WHEREAS, ordinances at the local level are enacted only after a comprehensive, legal and open process; and

WHEREAS, local units of government are required to publish notices about meetings where policies will be discussed and decisions will be made; and

WHEREAS, under the state's Open Meeting Law, public policy discussions and decisions must occur in meetings that are accessible to members of the public; and

WHEREAS, cities are often laboratories for determining public policy approaches to the challenges that face residents and businesses; and

WHEREAS, preservation of local control in Minnesota has yielded statewide benefits such as the 2007 Freedom to Breathe Act, an amendment to the Minnesota Clean Indoor Air Act; and

WHEREAS, more than two dozen bills that restrict local decision-making have been introduced in 2017 to date.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PROCTOR, through actions of the City Council and its Mayor: supports local decision-making authority and opposes legislation that removes the ability for local elected officials to respond to the needs of their businesses and constituents.

Upon vote taken thereon, the following voted:
For:
Against:

Whereupon said Resolution No. 14-17 was declared duly passed and adopted this 17th day of April 2017.

_____
Philip Larson
Mayor

Attest: _____
Mark Casey
City Administrator

2017 Bills to Restrict Municipal Authority (Updated 4-5-17)

ISSUE	HF	SF	CURRENT STATUS
Local Government Finance			
Eliminates LGA for cities that meet definition of "sanctuary city"	1664	n/a	**House:** Referred to Gov Ops; amended into HF 754 during Property Tax Division, laid over for possible inclusion **No Senate version**
Eliminates LGA for cities that enact "sanctuary ordinances"	n/a	881	**No House version** **Senate:** Introduced, referred to Taxes
Reduces LGA for cities that contribute to a World Fair, eliminates LGA for cities that are sanctuary cities, and reduces aid to cities and counties operating unauthorized driver diversion programs	754	n/a	**House:** World Fair and diversion provisions included in HF 4 (omnibus tax bill) **No Senate version**
* Eliminates LGA for cities with sick time laws and other local labor regulations	2107	2157	**House:** Heard in Property Tax Division, laid over for possible inclusion **Senate:** Referred to Taxes
Reduces LGA for lobbying expenses of local units of government	2187	2155	**House:** Heard in Property Tax Division, laid over for possible inclusion **Senate:** Referred to Taxes
Requires reverse referendum every five years to authorize municipality to impose franchise fees to raise revenue	1146	2092	**House:** Included as provision in HF 4 (omnibus tax bill) **Senate:** Heard in Local Gov, referred to Taxes
* Requires a reverse referendum for lease purchase of public buildings	112	1849	**House:** Included as provision in HF 4 (omnibus tax bill) **Senate:** Referred to Taxes
Provides a delayed reverse referendum requirement on a general city (over 500) or county levy increase	654	1590	**House:** Included as provision in HF 4 (omnibus tax bill) **Senate:** Referred to Taxes

ISSUE	HF	SF	CURRENT STATUS
Creates special tax district to finance operating costs of light rail and bus rapid transit lines, and prohibits TIF districts from being created in the special taxing district for fixed guideway lines in operation or for which a locally preferred alternative has been designated, and no abatement of the incremental tax for the special taxing district may be made	1315	1825	**House:** Heard in Transportation Policy, referred to Transportation Finance **Senate:** Referred to Transportation Finance and Policy
Repeals city authority to establish special service districts	2412	n/a	**House:** Referred by Tax chair to Property Tax Division **No Senate version**
Public Safety			
* Prohibits law enforcement agencies from using unmanned aerial cameras to gather evidence in certain circumstances	1200	1529	**House:** Referred to Public Safety **Senate:** Referred to Public Safety
* Prohibits political subdivisions (and the State Building and Fire Code) from requiring installation of fire sprinklers in certain dwelling units	681	579	**House:** Included as provision in House version of SF 780 (omnibus agriculture finance bill; companion is HF 895) **Senate:** Included as provision in SF 780 (omnibus agriculture and housing appropriations bill)
Requires law enforcement agencies to comply with federal immigration detainers	26	n/a	**House:** Referred to Public Safety **No Senate version**
Worker Benefits			
Prohibits cities from enacting local employer benefit or minimum wage requirements	600	580	**House:** Passed by House 76-53 **Senate:** On General Orders
* Prohibits local governments including cities, towns, counties, etc., from enacting their own minimum wage requirements	180	n/a	**House:** Initially referred to Commerce, was re-referred to Jobs **No Senate version**

ISSUE	*HF*	*SF*	*CURRENT STATUS*
Administrative Issues			
Imposes new restrictions on interim ordinances related to housing	330	201	**House:** Passed by House 87-44; included in House version of SF 1937 (omnibus jobs, commerce, energy, labor and industry, and employment and economic development appropriations bill; companion is HF 2209) **Senate:** On General Orders
Requires cities and counties to notify potentially impacted businesses of an ordinance that impacts a business licensed in the jurisdiction, including if the ordinance changes the location or availability of a product or service provided by the business	1242	1224	**House:** On General Register **Senate:** On General Orders
Requires a minimum three-year data retention period for "correspondence", and defines correspondence in government record retention law	1185	1719	**House:** Heard in Gov Ops, Civil Law, now in State Gov **Senate:** Referred to Judiciary
Requires a local government's data retention schedules provides for at least 18 months of retention for electronic records from the date the record is created	70	123	**House:** Referred to Gov Ops **Senate:** Heard informationally in Judiciary
Adds new notification requirements on counties and cities related to written procedures across the local governmental enterprise	61	n/a	**House:** Referred to Gov Ops **No Senate version**
Transportation			
Prohibits cities, counties, special taxing districts, and others from spending money on studying feasibility, planning, designing, engineering, etc. the development or operation of intercity or interregional passenger rail facilities or operations between the City of Rochester,	465	254	**House:** Included as provision in HF 4 (omnibus tax bill) **Senate:** Heard in Transportation, laid over for possible inclusion

ISSUE	HF	SF	CURRENT STATUS
or locations in the metro area, and any location in the metro area			
Prohibits regional rail authorities and metro counties and cities from spending any money to study, plan, design, or construct a light rail line, or expand an existing line, unless the legislature explicitly authorizes it	418 & 1866	150	**House:** Included as a provision in HF 861 (omnibus transportation bill) **Senate:** Heard in Local Gov, Transportation Finance and Policy, referred to Finance
Prohibits political subdivisions from expending public sources of funds for a guideway project, whether for a new or extending line, including study, alternatives analysis, design, engineering, environmental analysis, land acquisition, purchasing rolling stock and other equipment, and construction	1630	n/a	**House:** Part of bill is included as a provision in HF 861 (omnibus transportation bill) **No Senate version**
Prohibits road authorities including cities from using funds that increase the cost for any aesthetic enhancements that increase the cost of a project on a highway or bridge, including monuments, markers, memorials, sculptures, statues, decorative fixtures, alternative materials, specialty signage and other treatments designed to impact the perceived beauty or visual appeal of the infrastructure	1062	n/a	**House:** Referred to Transportation Policy **No Senate version**
Housing			
Requires legislative approval of local housing goals that are currently negotiated between cities and the Metropolitan Council for the purpose of regional grant program funding	1037	n/a	**House:** Included as a provision in House version of SF 1937 (omnibus jobs, commerce, energy, labor and industry, and employment and economic development appropriations bill; companion is HF 2209) **No Senate version**
Solid Waste and Recycling			
Adds more requirements which erode a local government's ability to manage solid waste collection.	1976	1755	**House:** Referred to Gov Ops **Senate:** Referred to Local Gov

ISSUE	*HF*	*SF*	*CURRENT STATUS*
Prohibits local government from banning or taxing plastic bags.	1504	1195	**House:** Tax provision included in HF 4 (omnibus tax bill); policy language included as provision in House version of SF 1937 (omnibus jobs, commerce, energy, labor and industry, and employment and economic development appropriations bill; companion is HF 2209) **Senate:** Included as provision in Senate version of HF 888 (omnibus environment and natural resources finance; companion is SF 723)
Regulatory Issues			
Prohibits cities from imposing municipal planning fees to review or investigate a permitted use for compliance with any official control, which are ordinances or regulations that control the physical development of a city etc., including ordinances establishing zoning, subdivision controls, site plan regulations, sanitary codes, building codes, and official maps	957	n/a	**House:** Included as a provision in HF 4 (omnibus tax bill) **No Senate version**
Allows for profit entities unregulated access to public right-of-way for installation of "small cell wireless" equipment, and supersedes many zoning ordinances and comprehensive plans in place	739	561	**House:** Heard in Commerce, Gov Ops, Jobs, laid over for possible inclusion **Senate:** Heard in Energy, referred to Local Gov

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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Resolution No. 15-17
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 ALS Association, MN/ND/SD Chapter to hold a raffle at Black Woods Banquet Center, 195 Highway 2, Proctor, Minnesota on February 7, 2018.

Passed by a majority vote of the Proctor City Council, this 17th day of April, 2017.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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: The ALS Association, MN/ND/SD Chapter

Previous Gambling Permit Number: X-04770

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 41-1756085

Mailing Address: 333 N Washington Ave, Ste 105

City: Minneapolis State: MN Zip: 55401 County: Hennepin

Name of Chief Executive Officer (CEO): Jennifer Hjelle

Daytime Phone: 612-672-0484 Email: jenniferhjelle@alsmn.org

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): Black Woods Banquet Center

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

City or Township: Proctor Zip: 55810 County: Saint Louis

Date(s) of activity (for raffles, indicate the date of the drawing): February 7, 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: $**15,000**)**

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

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: Jennifer Hjello Date: 3-31-17
(Signature must be CEO's signature; designee may not sign)

Print Name: Jennifer Hjello

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

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

THE ALS ASSOCIATION
MINNESOTA/NORTH DAKOTA/SOUTH DAKOTA CHAPTER
info@alsmn.org
www.alsmn.org

333 North Washington Avenue
Suite 105
Minneapolis
MN 55401-1352

PHONE (612) 672-0484
FAX (612) 672-9110
TOLL FREE 1-888-672-0484

P.O. Box 2223
Sioux Falls, SD
57101-2223

PHONE (605) 274-0230
FAX (605) 274-0231
TOLL FREE 1-888-672-0484

March 31, 2017

Mr. Jim Rohweder
City of Proctor
100 Pionk Dr
Proctor, MN 55810

Dear Mr. Rohweder,

Enclosed you will find a raffle permit for Wednesday, February 7, 2018.

We would like to start selling raffle tickets for this event as soon as possible, so I would like to request the City of Proctor approve my permit.

If you have any questions about our permit, please feel free to contact me at sandy@alsmn.org or (612) 455-8322 or (888) 672-0484.

Kindest regards,

Sandy

Sandy Judge
Development Manager

Enclosures

ALS ASSOCIATION
Minnesota
North Dakota
South Dakota
Chapter

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

6N.

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

Resolution No. 16-17
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 Northland Blitz Football to hold a raffle at Derailed Bar & Grill, 501 3rd Avenue, Proctor, Minnesota on May 6 & 7, 2017.

Passed by a majority vote of the Proctor City Council, this 17th day of April, 2017.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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: Northland Blitz Football

Previous Gambling Permit Number:

Minnesota Tax ID Number, if any: 4284001

Federal Employer ID Number (FEIN), if any: 82-0596399

Mailing Address: PO Box 242

City: Cloquet State: MN Zip: 55720 County: Carlton

Name of Chief Executive Officer (CEO): Naomi Bents

Daytime Phone: 218-348-1003 Email: northlandblitz@yahoo.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): Derailed Bar + Grill

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

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

Date(s) of activity (for raffles, indicate the date of the drawing): May 6-7, 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.

LG220 Application for Exempt Permit

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: Proctor, MN

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: St. Louis County

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: Naomi Berts Date: 4-5-2017
(Signature must be CEO's signature; designee may not sign)

Print Name: Naomi Berts

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

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

Office of the Minnesota Secretary of State
Certificate of Good Standing

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	Northland Blitz
Date Filed:	02/17/2017
File Number:	935274300025
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 04/05/2017

Steve Simon

Steve Simon
Secretary of State
State of Minnesota

60.

Application for Employment

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

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

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

Personal Information

Name: (Last)	(First)	(MI)	(Prior)*
Leedom	Raymond	Wayne	

Street Address 212 South 2nd Ave	
City, State, Zip Proctor MN, 55810	
Phone Number 801-436 4010	Alternate Phone
Email raymondwleedom@gmail.com	

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

Please print in INK or type when completing this application

Title of position applying for: Firefighter

Are you legally eligible to work in the United States in the position for which you are applying? *Proof of citizenship or work eligibility will be required as a condition of employment.*	☑ Yes ☐ No
Are you at least 18 years old?	☑ Yes ☐ No

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 (12) GED High School	(13) 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	☑ Yes ☐ No *High School*	☑ Yes ☐ No *College/Technical*	☐ Yes ☐ No *Graduate JD*

School Name	Address	Course of study	Degree
High School: Fort Dodge Senior High School	819 N 25th St Fort Dodge, IA 50501		
College: Iowa Central Community College	1 Triton Cir, Fort Dodge, IA 50501	EMT B	
Graduate School:			
Technical/Vocational: DoD Fire Academy	301 Comanche Trail Goodfellow AFB TX		
Other: Technical Munitions Systems Specialist	1810 J Ave, Sheppard AFB, TX 76311		
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position: Three years in the Air Force Reserve.

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

Certs: fire I and II, Air Port Firefighter, HazMat Ops PPE and Product Control HazMat Ops, HazMat Awareness, Driver/Operator ARFF, Mobile Water Supply and Pumper

EMSRB cert EMR

Employment Experience

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

Company	Name of last supervisor	Hrs/Week
Cirrus air craft	Terri Savage	40
Address	**Start Date**	**Starting Salary**
4515 Taylor Cir, ~~Hermantown, MN 55811~~	2/2/15	$13.55/hr
City, State, Zip	**End Date**	**Final Salary**
Hermantown MN 55811		$16.00/hr
Phone Number	**Last job title**	
218 788 3325	QA	

Reason for leaving (be specific):
Still employed

Describe your work in this job:
Quality assurance inspector

May we contact this employer? ☑ Yes ☐ No

Company	Name of last supervisor	Hrs/Week
Josephson Manufacturing Co	Jared Marsh	40
Address	**Start Date**	**Starting Salary**
216 Central Ave	3/1/13	$10.00/hr
City, State, Zip	**End Date**	**Final Salary**
Fort Dodge IA 50501	1/25/15	$13.55/hr
Phone Number	**Last job title**	
515-573-8049	assembler	

Reason for leaving (be specific):
Moved to Minnesota

Describe your work in this job:
Final Assembly

May we contact this employer? ☑ Yes ☐ No

Employment Experience Continued

Company	Name of last supervisor	Hrs/Week
U.S. Air Force	Tsgt. Richardson	40
Address	Start Date	Starting Salary
	10/10/07	E-1
City, State, Zip	End Date	Final Salary
	3/21/16	E-4
Phone Number	Last job title	
—	munitions / Firefight	

Reason for leaving (be specific):

Separated from DoD

Describe your work in this job: First Five years active duty then three years reserve.

May we contact this employer? ☐ Yes ☑ No

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	

Reason for leaving (be specific):

Describe your work in this job:

May we contact this employer? ☐ Yes ☐ No

Unsalaried Experience

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

Military Experience

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

Describe your duties: munitions 5½ years Active duty firefighter 3 years reserve

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

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

Authorization

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

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

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

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

Signature

3/13/17
Date

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Firefighter II

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

on

24 Jun 2014

James C Oodolitz Jr.

Administrator

The authenticity of this certificate can be validated at www.ifsacert.com

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848789

FPC BOARD ACCREDITED

DD1848789

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Firefighter I

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

on

24 Jun 2014

James C Oddo Jr.

Administrator

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848788

PRO BOARD ACCREDITED

DD1848788

The authenticity of this certificate can be validated at www.dodfiretrain.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Hazardous Materials Awareness

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848786

on

24 Jun 2014

James C Dodoloke Jr.

Administrator

FIRE BOARD ACCREDITED

DD1848786

The authenticity of this certificate can be validated at www.dodfiretrain.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Hazardous Materials Operations

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848787

on

24 Jun 2014

James C Dodolikey Jr.

Administrator

FIRE BOARD
ACCREDITED
DD1848787

The authenticity of this certificate can be validated at www.dellfort.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

HazMat Ops - Personal Protective Equipment

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848787

on

24 Jun 2014

James C Godolphin Jr.

Administrator

PRO BOARD ACCREDITED
DD1848787

The authenticity of this certificate can be validated at www.dodfiscrt.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

HazMat Ops - Product Control

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848787

on

24 Jun 2014

James C Oddoliby Jr.

Administrator

PRO BOARD ACCREDITED
DD1848787

The authenticity of this certificate can be validated at www.dodfsrs.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Airport Firefighter

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1848790

on

24 Jun 2014

James C Dodolitz Jr.

Administrator

PRO BOARD ACCREDITED
DD1848790

The authenticity of this certificate can be validated at www.dodfirert.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Driver/Operator ARFF

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1859208

on

06 Nov 2014

James C Oodolitz Jr.

Administrator

PRO BOARD ACCREDITED
DD1859208

The authenticity of this certificate can be validated at www.dedfiert.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Driver/Operator Mobile Water Supply

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1859213

on

06 Nov 2014

James C Oddsley Jr.
Administrator

PRO BOARD ACCREDITED
DD1859213

The authenticity of this certificate can be validated at www.dualliveri.com

DEPARTMENT OF DEFENSE

Fire and Emergency Services Certification Program

as accredited by the

International Fire Service Accreditation Congress

and the

National Board on Fire Service Professional Qualifications

hereby confirms that

Raymond W. Leedom

is certified to

Driver/Operator Pumper

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
1859210

on

06 Nov 2014

James C Oodolike Jr.

Administrator

PRO BOARD ACCREDITED
DD1859210

The authenticity of this certificate can be validated at www.checkcert.com

Application for Employment

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

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

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

Personal Information

Name: (Last)	(First)	(MI)	(Prior)*
Memmer	Austin	P	

Street Address: 9416 Mountain Drive., Apt #207	
City, State, Zip: Proctor, MN 55810	
Phone Number: 715-417-2254	Alternate Phone:
Email: austn.memmer@gmail.com	

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

Please print in INK or type when completing this application

Title of position applying for:	
Are you legally eligible to work in the United States in the position for which you are applying? *Proof of citizenship or work eligibility will be required as a condition of employment.*	☒ Yes ☐ No
Are you at least 18 years old?	☒ Yes ☐ No

4/5 Interview 6:00 pm

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 (14) 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	☒ Yes ☐ No *High School*	☒ Yes ☐ No *College/Technical*	☐ Yes ☐ No *Graduate JD*

School Name	Address	Course of study	Degree
High School: Osceola High School	1111 Oak Drive Osceola, WI 54020	Diploma	H.S. Diploma
College: Chippewa Valley Tech College			
Graduate School:			
Technical/Vocational: CVTC	620 W Clairemont Ave Eau Claire, WI 54701	Fire Medic	Associates Deg. Fire Medic
Other:			
Other:			

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

FDIC, Hazmat, FF I, FF II, Pump Operator, Paramedic

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

- NREMT - Paramedic
- EMSRB - Paramedic
- WI Registered - Paramedic
- FF I
- FF II
- Pump Operator

Employment Experience

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

Company	Name of last supervisor	Hrs/Week
Gold Cross-Mayo Clinic	Greg Hanson	36
Address	**Start Date**	**Starting Salary**
4505 W Michigan St	March 2016	$40,000
City, State, Zip	**End Date**	**Final Salary**
Duluth, MN 55807	Present	" "
Phone Number	**Last job title**	
218-722-0807	Paramedic	

Reason for leaving (be specific):

—

Describe your work in this job:

- respond to EMergency medical calls.
- continue training
- janitorial duties

May we contact this employer? ☒ Yes ☐ No

Company	Name of last supervisor	Hrs/Week
Osceola Area Ambulance	Robyn Foster	80
Address	**Start Date**	**Starting Salary**
403 3rd Ave	May 2015	$2.25/hr
City, State, Zip	**End Date**	**Final Salary**
Osceola, WI 54020	March 2016	—
Phone Number	**Last job title**	
715-294-3911	EMT - Basic	

Reason for leaving (be specific):

Job in Duluth with Gold Cross

Describe your work in this job:

- respond to emergency medical calls
- Continue training
- Janitoral duties

May we contact this employer? ☒ Yes ☐ No

Employment Experience Continued

Company	Name of last supervisor	Hrs/Week
National Park Service	Larry Bloomer	40
Address	**Start Date**	**Starting Salary**
401 N Hamilton St	June 2012	$20/hr
City, State, Zip	**End Date**	**Final Salary**
St Croix Falls, WI 54024	August 2015	$20.10/hr
Phone Number	**Last job title**	
715-483-3284	Maintenance	

Reason for leaving (be specific):

Position dependent on school enrollment & school went thru summer

Describe your work in this job:

- Janitorial duties
- painting
- shore restoration
- campsite care
- lawn care

May we contact this employer? ☑ Yes ☐ No

Company	Name of last supervisor	Hrs/Week
Address	**Start Date**	**Starting Salary**
City, State, Zip	**End Date**	**Final Salary**
Phone Number	**Last job title**	

Reason for leaving (be specific):

Describe your work in this job:

May we contact this employer? ☐ Yes ☐ No

Unsalaried Experience

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

I have gone to Africa & Haiti on mission trips. I was also on Chippewa Fire District as a fire fighter.

Military Experience

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

Describe your duties:

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

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

Authorization

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

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

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

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

Austin Mummer
Signature

3/27/17
Date

Wisconsin Technical College System Board
Fire Service Certification

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards
hereby confirms that

Austin P. Memmer

is certified as

Fire Fighter II
NFPA 1001 - 2013

B41893
Certification Number

11/10/2014
Date

Education Director, Fire Service

Wisconsin Technical College System Board
Fire Service Certification

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards
hereby confirms that

Austin P. Memmer

is certified as
Driver/Operator-Pumper
NFPA 1002 - 2009

D41893

Certification Number

7/17/2014

Date

Education Director, Fire Service

Wisconsin Technical College System Board
Fire Service Certification

in accordance with the provisions of the
National Fire Protection Association's Professional Qualifications Standards
hereby confirms that

Austin P. Memmer

is certified as

Fire Fighter I/HazMat Ops
NFPA 1001 - Chapter 5 - 2013
NFPA 472 - Chapters 4,5,6.2,6.6 - 2013

O41893

Certification Number

7/16/2014

Date

Education Director, Fire Service

EMSRB
Minnesota Emergency Medical Services Regulatory Board

2829 University Ave Southeast, Suite 310 Minneapolis, MN 55414-3222
(651) 201-2800 (800) 747-2011 FAX (651) 201-2812 TTY (800) 627-3529
www.emsrb.state.mn.us

Verify that your name, certification level, and expiration date are correct. Please make name/address corrections at www.emsrb.state.mn.us.

Paramedic No. 989356

Austin Memmer
2880 Viebrock Drive
OSCEOLA, WI 54020

Effective Date 01/25/2016

Expiration Date 03/31/2018

EMSRB
Minnesota Emergency Medical Services Regulatory Board

2829 University Ave Southeast, Suite 310 Minneapolis, MN 55414-3222
(651) 201-2800 (800) 747-2011 FAX (651) 201-2812 TTY (800) 627-3529
www.emsrb.state.mn.us

Paramedic No 989356.

Austin Memmer

Effective Date 01/25/2016

Expiration Date 03/31/2018

This card should not be relied upon as proof of certification. Verification must be obtained from the Board's website at: https://mn.gov/elicense/gateway/searchByName.do

For Your Personal File

Wallet Sized Certificate

Please keep this documentation for future reference.

You May Not Work If Your Card is Expired.

A duplicate certificate may be obtained by submitting the "Resend My Email Certificate" application to the EMSRB.

The Resend My Email Certificate application is available online and can be accessed by logging into your account at: http://mn.gov/elicense/gateway/ .

Please contact the EMSRB with any questions or concerns.

Minnesota Emergency Medical Services Regulatory Board
2829 University Avenue SE, Suite 310
Minneapolis, MN 55414

Phone - 651-201-2800
Phone Toll Free - 1-800-747-2011
Fax - 651-201-2812
TTY - 1-800-627-3529

Application #: 1127203
Sent to: austin.memmer@gmail.com
Report Generated: 1/25/2016 5:00 pm

National Registry of Emergency Medical Technicians®
THE NATION'S EMS CERTIFICATION®

hereby certifies that

Austin P. Memmer

has obtained National EMS Certification as an EMS professional at the level designated below

Registry No.	Expiration Date	Provider Level
M5031887	03/31/2018	Paramedic

Use this number on all correspondence to the National Registry.

Executive Director

- This card is the property of the NREMT and must be surrendered upon request.
- You must present your National EMS Certification to the proper state authorities to receive state licensure in order to practice.
- Possession of this card allows you to use the appropriate post-nominal letters identifying your certification (as noted in your letter).
- It is your personal responsibility to maintain your certification.
- Please keep your contact information current by using www.nremt.org.

HEALTHCARE PROVIDER

Healthcare Provider

American Heart Association.

Austin Memmer

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association BLS for Healthcare Providers (CPR and AED) Program.

09/2015
Issue Date

09/2017
Recommended Renewal Date

HEALTHCARE PROVIDER

Training Center Name *Chippewa Valley Technical College*

TC ID # *WI04644*

TC Info *620 W. Clairemont Avenue Eau Claire, WI 54701* *715-833-7515*

Course Location *Chippewa Valley Technical College*

Instructor Name *Kasondra Mero*

Inst. ID # *8140269841*

Holder's Signature

© 2011 American Heart Association Tampering with this card will alter its appearance. 90-1801

ADVANCED CARDIOVASCULAR LIFE SUPPORT

Training Center Name: Chippewa Valley Technical College

TC ID #: WI04644

TC Info: 620 W. Clairemont Avenue
Eau Claire, WI 54701 715-833-7515

Course Location: CVTC-ESEC

Instructor Name: Chris McHenry

Inst. ID #: 08110040490

Holder's Signature

© 2011 American Heart Association Tampering with this card will alter its appearance. 90-1008

ADVANCED CARDIOVASCULAR LIFE SUPPORT

ACLS Provider

American Heart Association.

Austin Memmer

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Advanced Cardiovascular Life Support (ACLS) Program.

05/2015
Issue Date

05/2017
Recommended Renewal Date

PEDIATRIC ADVANCED LIFE SUPPORT

American Heart Association. | American Academy of Pediatrics

PALS Provider

Austin Memmer

This card certifies that the above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Pediatric Advanced Life Support (PALS) Program.

05/2015
Issue Date

05/2017
Recommended Renewal Date

PEDIATRIC ADVANCED LIFE SUPPORT

Training Center Name *Chippewa Valley Technical College*

TC ID # *WI04644*

TC Info *620 W. Clairemont Avenue*
Eau Claire, WI 54701 *715-833-7515*

Course Location *CVTC-ESEC*

Instructor Name *Chris McHenry*

Inst. ID # *08110040490*

Holder's Signature

© 2011 American Heart Association *Tampering with this card will alter its appearance.* 90-1818

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

6P.

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

City of Proctor
Public Notice

Notice is hereby given that the Proctor City Council and the Police Civil Service Commission shall meet at the Proctor Community Center, Conference Room on **Thursday, April 20th, 2017 at 4pm.** This meeting will be to discuss Police Department vacancies and budgets and be open to the public.

Mayor Philip Larson

Deputy Mayor Gary Nowak

Councilor Jake Benson

6Q.

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. 18-17
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 Dirt Floor Arena to hold a raffle at Dirt Floor Arena – Proctor Fairgrounds, 800 N. Boundary Avenue, Proctor, Minnesota on August 19, 2017.

Passed by a majority vote of the Proctor City Council, this 17th day of April, 2017.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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: DFA DIRT FLOOR ARENA

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____

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

Mailing Address: PO BOX 1006

City: PROCTOR State: MN Zip: 55810 County: ST. LOUIS

Name of Chief Executive Officer (CEO): _____

Daytime Phone: 218 390 4730 Email: Dirtfloorarena@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): DIRT FLOOR ARENA

Physical Address (do not use P.O. box): FAIR GROUNDS

City or Township: PROCTOR Zip: 55810 County: ST. LOUIS

Date(s) of activity (for raffles, indicate the date of the drawing): AUG 19, 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.

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

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

Print Name: _____

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

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

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

CITY OF PROCTOR

*Check Summary Register©

March 2017 to April 2017

	Name	Check Date	Check Amt	
10100 First National Gen				
Paid Chk# 036050	CASEY, MARK	4/4/2017	$134.99	HOTEL REIMBURSEMENT
Paid Chk# 036051	AMERICAN FAMILY LIFE ASSUR	4/4/2017	$62.70	AFLAC
Paid Chk# 036052	EQUI-VEST	4/4/2017	$369.40	EQUITABLE - DEWALL
Paid Chk# 036053	NCPERS MINNESOTA	4/4/2017	$16.00	MN NCPERS
Paid Chk# 036054	UNITED WAY OF GREATER DUL	4/4/2017	$150.00	UNITED WAY
Paid Chk# 036055	ADVANCED AWNING DESIGN	4/18/2017	$1,372.00	SIGNAGE
Paid Chk# 036056	AMERIPRIDE SERVICES	4/18/2017	$170.69	MATS
Paid Chk# 036057	BLUE CROSS BLUE SHIELD OF	4/18/2017	$20,299.23	HEALTH INSURANCE
Paid Chk# 036058	BOYSEN, JAY	4/18/2017	$90.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036059	CENTURYLINK	4/18/2017	$203.58	PHONE
Paid Chk# 036060	C W TECHNOLOGY GROUP	4/18/2017	$1,045.00	MONTHLY BILL
Paid Chk# 036061	DEPT EMPLOY AND ECONOM D	4/18/2017	$5,862.29	UNEMPLOYMENT BENEFITS PAID
Paid Chk# 036062	CORPORATE PAYMENT SYSTE	4/18/2017	$2,741.60	ST DEPT TRAINING AND CERTIFICA
Paid Chk# 036063	Explore Minnesota Tourism	4/18/2017	$725.00	TOURISM
Paid Chk# 036064	DAVID FORNERIS	4/18/2017	$90.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036065	FRIENDS OF ANIMALS	4/18/2017	$4,019.40	ANNUAL CONTRACT
Paid Chk# 036066	KENT GAIDIS	4/18/2017	$60.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036067	GOLD CROSS EDUCATION CEN	4/18/2017	$2,420.00	EMR REFRESHER GROUP BASE
Paid Chk# 036068	GREAT LAKES OFFICE SOLUTIO	4/18/2017	$100.85	CONTRACT
Paid Chk# 036069	GREENSPRING MEDIA	4/18/2017	$5,590.00	TOURISM
Paid Chk# 036070	GUARDIAN PEST SOLUTIONS, I	4/18/2017	$88.46	PEST CONTROL
Paid Chk# 036071	HARTEL'S/DBJ DISPOSAL COMP	4/18/2017	$533.02	TRASH REMOVAL SERVICES
Paid Chk# 036072	HUFF, TOD	4/18/2017	$3,650.00	STUDIO LABOR
Paid Chk# 036073	JOSHUA RUHNKE	4/18/2017	$90.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036074	LACOURSE & ENVALL, PA	4/18/2017	$1,890.00	LEGAL FEES
Paid Chk# 036075	LALONDE, RICK	4/18/2017	$90.00	CELL PHONE REIMBURSEMENT
Paid Chk# 036076	MAILFINANCE	4/18/2017	$177.97	RENTAL FEE
Paid Chk# 036077	MAKI & OVEROM, LTD	4/18/2017	$7,099.00	LEGAL FEES
Paid Chk# 036078	MSPN INC	4/18/2017	$10,413.00	TOURISM
Paid Chk# 036079	NORTHERN BUSINESS PRODUC	4/18/2017	$571.51	SUPPLIES
Paid Chk# 036080	NORTHERN ENGINE & SUPPLY,	4/18/2017	$15.00	GAUGE FOR STEAMER FOR FROZEN C
Paid Chk# 036081	PAHA	4/18/2017	$511.45	HOCKEY TOURISM
Paid Chk# 036082	PETERSON, LOREN W	4/18/2017	$1,054.35	ACCOUNTING SERVICES
Paid Chk# 036083	PETTY CASH	4/18/2017	$172.71	PETTY CASH
Paid Chk# 036084	PROCTOR BUILDERS	4/18/2017	$10.37	SUPPLIES
Paid Chk# 036085	PROCTOR JOURNAL	4/18/2017	$417.42	PUBLICATIONS
Paid Chk# 036086	PROCTOR MILK HOUSE	4/18/2017	$112.88	FUELS
Paid Chk# 036087	PROCTOR PUBLIC UTILITIES	4/18/2017	$2,202.34	UTILITIES
Paid Chk# 036088	ST LOUIS COUNTY AUDITOR	4/18/2017	$499.55	MAINTENANCE OF TIF DISTRICT
Paid Chk# 036089	ST LUKES MEDICAL CLINIC	4/18/2017	$56.84	BLOOD DRAWS
Paid Chk# 036090	TROY'S AMOCO	4/18/2017	$486.52	REPAIRS
Paid Chk# 036091	UNIFORMS UNLIMITED	4/18/2017	$279.96	PATCHES
Paid Chk# 036092	VERIZON WIRELESS	4/18/2017	$248.37	PHONE SERVICE
Paid Chk# 036093	VOL FIREMEN'S BENEFIT ASSN	4/18/2017	$22.00	APPLICATION CARDS
Paid Chk# 036094	WILLIS SUPPLY COMPANY	4/18/2017	$385.90	SUPPLIES
Paid Chk# 036095	WIPFLI LLP	4/18/2017	$17,850.00	ACCOUNTING SERVICES

CITY OF PROCTOR

*Check Summary Register©

March 2017 to April 2017

Name	Check Date	Check Amt
	Total Checks	$94,471.35

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
ADVANCED AWNING DESI	General Fund	Operations (Fire)	Bldg Repair & Maint	$1,372.00	SIGNAGE
Check Name ADVANCED AWNING DESIGN				$1,372.00	
AMERIPRIDE SERVICES	General Fund	Street Department	Clothing	$44.88	COVERALLS
	General Fund	Government Building	Cleaning Supplies	$67.06	MATS
	General Fund	Operations (Fire)	Other Professional Services	$58.75	MATS
Check Name AMERIPRIDE SERVICES				$170.69	
BLUE CROSS BLUE SHIEL	General Fund	Municipal Operations	Employer Paid Health Insura	$2,071.69	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	Administrative	Employer Paid Health Insura	$2,021.25	HEALTH INSURANCE
	General Fund	Operations (Police)	Employer Paid Health Insura	$8,567.93	HEALTH INSURANCE
Check Name BLUE CROSS BLUE SHIELD OF MN				$20,299.23	
BOYSEN, JAY	General Fund	Street Dept Shop Work	Telephone	$90.00	CELL PHONE REIMBURSEME
Check Name BOYSEN, JAY				$90.00	
C W TECHNOLOGY GROU	General Fund	Administrative	Telephone	$1,045.00	MONTHLY BILL
Check Name C W TECHNOLOGY GROUP				$1,045.00	
CENTURYLINK	General Fund	Operations (Fire)	Communication Services	$203.58	PHONE
Check Name CENTURYLINK				$203.58	
CORPORATE PAYMENT SY	General Fund	Operations (Police)	Printed Forms and Paper	$431.18	NEW OFFICER TESTING
	Golf Course F	Admin & General Golf	Dues & Subscriptions	$147.46	CREDIT CARD
	General Fund	Street Department	Licenses	$858.72	ST DEPT TRAINING AND CE
	General Fund	Operations (Civil Defens	Other Equipment Purchase	$1,304.24	CORDS, MICROPHONE, ETC
Check Name CORPORATE PAYMENT SYSTEMS				$2,741.60	
DAVID FORNERIS	General Fund	Street Dept Shop Work	Telephone	$90.00	CELL PHONE REIMBURSEME
Check Name DAVID FORNERIS				$90.00	
DEPT EMPLOY AND ECON	General Fund	City Parks	Full-Time Employee Regular	$5,882.29	UNEMPLOYMENT BENEFITS
Check Name DEPT EMPLOY AND ECONOM DEVELOP				$5,882.29	
Explore Minnesota Touris	General Fund	Tourism Expenditures	Advertising - Print Media	$725.00	TOURISM
Check Name Explore Minnesota Tourism				$725.00	
FRIENDS OF ANIMALS	General Fund	Operations (Police)	Boarding Fee	$4,019.40	ANNUAL CONTRACT
Check Name FRIENDS OF ANIMALS				$4,019.40	
GOLD CROSS EDUCATION	General Fund	Operations (Fire)	Training Expense	$2,420.00	EMR REFRESHER GROUP BA
Check Name GOLD CROSS EDUCATION CENTER				$2,420.00	
GREAT LAKES OFFICE SO	General Fund	Operations (Police)	Maintenance Agreement	$100.85	CONTRACT
Check Name GREAT LAKES OFFICE SOLUTIONS				$100.85	
GREENSPRING MEDIA	General Fund	Tourism Expenditures	Advertising - Print Media	$1,690.00	TOURISM
	General Fund	Tourism Expenditures	Advertising - Print Media	$3,900.00	TOURISM
Check Name GREENSPRING MEDIA				$5,590.00	
GUARDIAN PEST SOLUTI	General Fund	Government Building	Pest Control	$88.46	PEST CONTROL
Check Name GUARDIAN PEST SOLUTIONS, INC				$88.46	
HARTEL'S/DBJ DISPOSAL	General Fund	Government Building	Refuse Disposal	$533.02	TRASH REMOVAL SERVICES
Check Name HARTEL'S/DBJ DISPOSAL COMPANY				$533.02	
HUFF, TOD	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$650.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
	General Fund	Administrative	Computer Misc Expense	$1,000.00	STUDIO LABOR
Check Name HUFF, TOD				$3,650.00	
JOSHUA RUHNKE	General Fund	Street Dept Shop Work	Telephone	$90.00	CELL PHONE REIMBURSEME
Check Name JOSHUA RUHNKE				$90.00	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
KENT GAIDIS	General Fund	Operations (Police)	Telephone	$60.00	CELL PHONE REIMBURSEME
Check Name KENT GAIDIS				$60.00	
LACOURSE & ENVALL, PA	General Fund	Municipal Court	Legal Fees	$1,890.00	LEGAL FEES
Check Name LACOURSE & ENVALL, PA				$1,890.00	
LALONDE, RICK	General Fund	Street Dept Shop Work	Telephone	$90.00	CELL PHONE REIMBURSEME
Check Name LALONDE, RICK				$90.00	
MAILFINANCE	General Fund	Administrative	Postage	$177.97	RENTAL FEE
Check Name MAILFINANCE				$177.97	
MAKI & OVEROM, LTD	General Fund	Drug Forfieture Funds	Legal Fees	$4,094.00	LEGAL FEES
	General Fund	Financial Attorney	Legal Fees	$3,005.00	LEGAL FEES
Check Name MAKI & OVEROM, LTD				$7,099.00	
MSPN INC	General Fund	Tourism Expenditures	Advertising - Print Media	$10,413.00	TOURISM
Check Name MSPN INC				$10,413.00	
NORTHERN BUSINESS PR	General Fund	Operations (Civil Defens	Office Supplies & Expense	$160.97	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$1.59	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$71.99	SUPPLIES
	General Fund	Operations (Civil Defens	Office Supplies & Expense	$336.96	SUPPLIES
Check Name NORTHERN BUSINESS PRODUCTS				$571.51	
NORTHERN ENGINE & SU	Sewer Fund	Pump Station	Mach & Equip Repair	$15.00	GAUGE FOR STEAMER FOR
Check Name NORTHERN ENGINE & SUPPLY, INC				$15.00	
PAHA	General Fund	Tourism Expenditures	Advertising - Sponsorship	$511.45	HOCKEY TOURISM
Check Name PAHA				$511.45	
PETERSON, LOREN W	General Fund	Accounting	Other Professional Services	$1,054.35	ACCOUNTING SERVICES
Check Name PETERSON, LOREN W				$1,054.35	
PETTY CASH	General Fund	Operations (Civil Defens	Office Supplies & Expense	$74.71	PETTY CASH
	General Fund	Operations (Police)	Other Professional Services	$98.00	PETTY CASH
Check Name PETTY CASH				$172.71	
PROCTOR BUILDERS	General Fund	Operations (Fire)	Misc Operating Supplies	$10.37	SUPPLIES
Check Name PROCTOR BUILDERS				$10.37	
PROCTOR JOURNAL	General Fund	Council	Gen Notices & Pub Informati	$168.06	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$181.36	PUBLICATIONS
	General Fund	Council	Gen Notices & Pub Informati	$34.00	PUBLICATIONS
	General Fund	Operations (Police)	Gen Notices & Pub Informati	$34.00	PUBLICATIONS
Check Name PROCTOR JOURNAL				$417.42	
PROCTOR MILK HOUSE	General Fund	Operations (Fire)	Diesel Fuel	$17.25	FUELS
	General Fund	Operations (Fire)	Diesel Fuel	$30.95	FUELS
	General Fund	Operations (Police)	Fuels	$24.68	FUELS
	General Fund	Operations (Fire)	Diesel Fuel	$40.00	FUELS
Check Name PROCTOR MILK HOUSE				$112.88	
PROCTOR PUBLIC UTILIT	General Fund	Street Dept Shop Work	Electric Utilities	$316.53	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$15.82	UTILITIES
	General Fund	Operations (Fire)	Electric Utilities	$23.56	UTILITIES
	General Fund	Government Building	Electric Utilities	$1,770.83	UTILITIES
	Sewer Fund	Sewer	Electric Utilities	$75.60	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES				$2,202.34	
ST LOUIS COUNTY AUDIT	General Fund	Council	Other Professional Services	$499.55	MAINTENANCE OF TIF DIST
Check Name ST LOUIS COUNTY AUDITOR				$499.55	
ST LUKES MEDICAL CLINI	General Fund	Operations (Police)	Medical and Dental Fees	$56.84	BLOOD DRAWS
Check Name ST LUKES MEDICAL CLINIC				$56.84	

CITY OF PROCTOR
General Fund Bills List

Check Name	FUND Descr	ACTIVITY Descr	OBJECT Descr	Amount	Comments
TROY'S AMOCO	General Fund	Street Department	Equipment Parts	$25.82	REPAIRS
	General Fund	Operations (Police)	Mach & Equip Repair	$460.70	REPAIRS
Check Name TROY'S AMOCO				$486.52	
UNIFORMS UNLIMITED	General Fund	Operations (Police)	Clothing	$279.96	PATCHES
Check Name UNIFORMS UNLIMITED				$279.96	
VERIZON WIRELESS	General Fund	Operations (Police)	Telephone	$248.37	PHONE SERVICE
Check Name VERIZON WIRELESS				$248.37	
VOL FIREMEN'S BENEFIT	General Fund	Operations (Fire)	Misc Operating Supplies	$22.00	APPLICATION CARDS
Check Name VOL FIREMEN'S BENEFIT ASSN MN				$22.00	
WILLIS SUPPLY COMPANY	General Fund	City Parks	Misc Operating Supplies	$295.17	SUPPLIES
	General Fund	Government Building	Cleaning Supplies	$90.73	SUPPLIES
Check Name WILLIS SUPPLY COMPANY				$385.90	
WIPFLI LLP	General Fund	Council	Auditing and Accounting Ser	$15,700.00	ACCOUNTING SERVICES
	General Fund	Operations (Fire)	Other Professional Services	$1,650.00	ACCOUNTING SERVICES
	General Fund	Operations (Fire)	Other Professional Services	$500.00	ACCOUNTING SERVICES
Check Name WIPFLI LLP				$17,850.00	
				$93,738.26	

+ 134.99 Reimbursement
+ 62.70 AFLAC
+ 369.40 Equitable
+ 16.00 MN NCPERS
+ 150.00 United Way

$94,471.35

CITY OF PROCTOR

*Check Summary Register©

April 2017

	Name	Check Date	Check Amt	
10110 First National Liq				
Paid Chk# 027652	CITY OF PROCTOR	4/4/2017	$1,573.33	PR17-06L wh PERA
Paid Chk# 027653	UFCW Local 1189	4/4/2017	$96.52	UFCW UNION DUES
Paid Chk# 027654	ARTISAN BEER COMPANY	4/18/2017	$135.00	03302017
Paid Chk# 027655	BELLBOY CORPORATION	4/18/2017	$263.44	03282017
Paid Chk# 027656	BERNICK'S PEPSI	4/18/2017	$2,140.50	03292017
Paid Chk# 027657	BREAKTHRU BEVERAGE	4/18/2017	$1,982.06	03302017
Paid Chk# 027658	CENTURYLINK	4/18/2017	$84.13	03102017
Paid Chk# 027659	COCA COLA BEVERAGES OF DU	4/18/2017	$271.64	0442017
Paid Chk# 027660	G&K SERVICES	4/18/2017	$119.14	03152017
Paid Chk# 027661	GUARDIAN PEST SOLUTIONS, I	4/18/2017	$40.51	PEST CONTROL
Paid Chk# 027662	JOHNSON BROTHERS INC	4/18/2017	$3,678.14	03282017
Paid Chk# 027663	MICHAUD DISTRIBUTING COMP	4/18/2017	$800.05	04032017
Paid Chk# 027664	NORTHERN MN DENTAL	4/18/2017	$26.95	DENTAL INSURANCE
Paid Chk# 027665	PHILLIPS WINE & SPIRITS CO	4/18/2017	$4,061.72	03282017
Paid Chk# 027666	PROCTOR JOURNAL	4/18/2017	$5.95	PUBLICATIONS
Paid Chk# 027667	PROCTOR PUBLIC UTILITIES	4/18/2017	$434.11	UTILITIES
Paid Chk# 027668	ROHLFING INC	4/18/2017	$2,398.65	02172017
Paid Chk# 027669	SOUTHERN WINE & SPIRITS OF	4/18/2017	$2,653.05	03312017
Paid Chk# 027670	SUPERIOR BEVERAGE	4/18/2017	$2,476.35	03312017
		Total Checks	$23,241.24	

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
ARTISAN BEER COMPANY	Beer Purchases	$67.50	04062017
	Beer Purchases	$67.50	03302017
Check Name ARTISAN BEER COMPANY		$135.00	
BELLBOY CORPORATION	Freight and Express	$7.35	03282017
	Wine Purchases	$48.00	03282017
	Liquor Purchases	$174.45	03282017
	Misc Merchandise	$33.64	03282017
Check Name BELLBOY CORPORATION		$263.44	
BERNICK'S PEPSI	Beer Purchases	$1,303.60	03292017
	Soft Drinks and Mix	$15.80	03292017
	Beer Purchases	$807.35	04052017
	Soft Drinks and Mix	$13.75	04052017
Check Name BERNICK'S PEPSI		$2,140.50	
BREAKTHRU BEVERAGE	Freight and Express	$29.60	04062017
	Liquor Purchases	$813.50	04062017
	Liquor Purchases	$963.55	03302017
	Freight and Express	$18.81	03302017
	Liquor Purchases	$156.60	04062017
Check Name BREAKTHRU BEVERAGE		$1,982.06	
CENTURYLINK	Telephone	$84.13	03102017
Check Name CENTURYLINK		$84.13	
COCA COLA BEVERAGES OF DULU	Soft Drinks and Mix	$271.64	0442017
Check Name COCA COLA BEVERAGES OF DULUTH		$271.64	
G&K SERVICES	Misc Operating Supplies	$59.57	03152017
	Misc Operating Supplies	$59.57	03292017
Check Name G&K SERVICES		$119.14	
GUARDIAN PEST SOLUTIONS, INC	Other Professional Services	$40.51	PEST CONTROL
Check Name GUARDIAN PEST SOLUTIONS, INC		$40.51	
JOHNSON BROTHERS INC	Liquor Purchases	$1,667.71	04042017
	Freight and Express	$20.33	03282017
	Liquor Purchases	$1,246.65	03282017
	Freight and Express	$12.74	03282017
	Wine Purchases	$358.40	03282017
	Wine Purchases	-$70.50	03302017
	Wine Purchases	$399.58	04042017
	Freight and Express	$28.67	04042017
	Freight and Express	$14.56	04042017
Check Name JOHNSON BROTHERS INC		$3,678.14	
MICHAUD DISTRIBUTING COMPA	Beer Purchases	$446.85	04032017
	Beer Purchases	$353.20	04102017
Check Name MICHAUD DISTRIBUTING COMPANY		$800.05	
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	$7.28	03282017
	Wine Purchases	$166.50	04042017
	Freight and Express	$44.37	0442017
	Liquor Purchases	$2,890.32	04042017
	Freight and Express	$11.43	03282017
	Wine Purchases	$303.00	03282017
	Freight and Express	$14.56	03282017
	Liquor Purchases	$624.26	03282017

CITY OF PROCTOR
Liquor Fund Bills List

Check Name	OBJECT Descr	Amount	Comments
Check Name PHILLIPS WINE & SPIRITS CO		$4,061.72	
PROCTOR JOURNAL	Advertising - Enterprises	$5.95	PUBLICATIONS
Check Name PROCTOR JOURNAL		$5.95	
PROCTOR PUBLIC UTILITIES	Utilities	$434.11	UTILITIES
Check Name PROCTOR PUBLIC UTILITIES		$434.11	
ROHLFING INC	Beer Purchases	$1,313.65	04072017
	Beer Purchases	$427.75	02172017
	Beer Purchases	$657.25	03312017
Check Name ROHLFING INC		$2,398.65	
SOUTHERN WINE & SPIRITS OF	Freight and Express	$21.27	03312017
	Freight and Express	$26.47	04072017
	Liquor Purchases	$1,353.54	04072017
	Liquor Purchases	$1,251.77	03312017
Check Name SOUTHERN WINE & SPIRITS OF MN		$2,653.05	
SUPERIOR BEVERAGE	Beer Purchases	$340.35	04112017
	Beer Purchases	$382.50	03312017
	Beer Purchases	$668.85	04042017
	Beer Purchases	$1,084.65	04072017
Check Name SUPERIOR BEVERAGE		$2,476.35	
		$21,571.39	

+1573.33 PR17-06L
+ 96.52 Union Dues

$23,241.24