

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

Slogan: "You Have A Place In Proctor"

AGENDA
PROCTOR CITY COUNCIL MEETING
Monday, October 2, 2017 – 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES

September 18, 2017 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. South St. Louis Soil & Water Conservation District notice
- B. Mediacom letter of September 15, 2017

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

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 09/17/17; Liquor Fund payroll ended 09/17/17 (attached)

***4. COMMITTEE REPORTS**

***5. UNFINISHED BUSINESS**

- A. Personnel Handbook
- B. SRO

6. NEW BUSINESS

- A. Reintroduce Proctor American Legion letter dated August 11, 2017 (Schwarzbauer)
- B. Yellow Ribbon Community Signs (Larson)
- C. Public Utility Commission – Applications included in Packet
- D. Police Department Policies
- E. Property Split at 1402 LaVaque Road
- F. Accepting conveyance of property from ISD #704
- G. Call for Public Hearing on Liquor Store
- H. Resolution 41-17 In Support of an Application for the Local Road Improvement Program (LRIP) Grant
- I. Wood Chipping Proposals
- J. First Reading - Ordinance 07-17 Amending Section 1002.03 of the City Code entitled “General Setback Requirements”
- K. First Reading - Ordinance 08-17 Amending Section 1000 of the City Code Entitled “Land and Building” Regulation
- L. Resolution 43-17 Resolution Requesting City Authoritys, Boards, Commissions, and Committees to Provide their Minutes to the Council Within One Week (Benson)
- M. Water Rate Increase (Benson)

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Property Proposal

B. LELS Contract

6. NEW BUSINESS (continued)

A. Property Proposal

MEMBER CONCERNS

A. Social Media Policy – Schwarzbauer

BILLS FOR APPROVAL

General Fund
\$57,794.23

Liquor Fund
\$31,269.24

\$89,063.47 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on September 18, 2017 in the Community Center Council Chambers

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

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

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jennifer Crown; John Bray, City Attorney; Jim Aird, Midway Township; Eric Bingaman; Kathy Hannan; Michelle Tabbert;

APPROVAL OF MINUTES:

Councilor Benson commented on Dick Kari's statements at the prior council meeting and about the omission of the general fund check for his PEDAs loan.

Councilor Schwarzbauer commented on his reasons for now voting yes to the Legions request for a donation.

Motion by DeWall, seconded by Schwarzbauer and carried: To approve the September 5, 2017 Council Meeting Minutes and the September 11, 2017 Special Meeting Minutes, 2017 City Council Meeting Minutes

APPROVAL OF AGENDA

Benson pulled Item 6I.

Motion by Nowak, seconded by Schwarzbauer and carried: To approve the agenda of September 18, 2017 as amended

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Kathy Hannan read about an article in the Duluth News Tribune about the increased Opioid use on our area. She stated that the article discussed the training of local officers to specialize in a task force, however in the list of cities represented, Proctor was not among them. Chief Gaidis said his predecessor did not choose to participate in this and also the City of Proctor cannot afford to pay one officer to be full time on that task force. Schwarzbauer asked how smaller communities are able to participate and Gaidis said that Proctor works together with other agencies and support groups like First Witness.

***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

Larson and Schwarzbauer added items to Members Concerns.

Motion by Nowak, seconded by DeWall and carried: To approve the Consent Agenda as amended.

***1. COMMUNICATIONS**

- A. Letter from Mediacom dated August 30, 2017

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

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 09/03/17; Liquor Fund payroll ended 09/03/17 (attached)

***4. COMMITTEE REPORTS**

***5. UNFINISHED BUSINESS**

- A. Personnel Handbook
- B. SRO

6. NEW BUSINESS

- A. Municipal Delegation Agreement Application

Casey reported that with the construction of the schools hockey arena, we did not have this agreement to oversee the process with a building official. He said that this agreement gives Jim Rich, Jay Boysen, and the City some authority in this project and future projects.

Motion by Larson, seconded by Nowak and carried (5-0): To approve the

Municipal Delegation Agreement Application as presented.

B. Corrective Deeds – Kirkus Street

Casey stated that during the construction of Kirkus Street, a Right-of-Way wasn't designated at 403 N. Boundary Avenue. During the approval of the division of the property, the county noticed that there wasn't a ROW. Casey stated that the packet contains the information including copies of the Quick Claim Deeds for this parcel.

Motion by Nowak, seconded by DeWall and carried (5-0): To approve the corrective deeds as presented for this parcel at 403 N. Boundary Avenue.

C. Parks & Recreation – Parcel ID 185-0040-00540 (Benson)

Benson said that during some research he noticed that this parcel is still listed as owned by ISD 704. He said that his recollection is that the city switched with the school this parcel with one along Kirkus Street. Casey said that he looked through the parcel code file and only found an appraisal that was done in 2009. Bray said that the school should have taken action; he will check through some files and advise.

D. Resolution 40-17 – Resolution Amending Personnel Policy on Social Media Use

Casey said that a League of Minnesota Cities representative met with him and the two IT professionals about social media, passwords, and overalls protection. This Resolution is to amend the Personnel Policy on Social Media Use. Benson asked if it pertains to city employees also, and Casey said that it will. DeWall asked if there was any feedback from department heads, and Casey said there had not. Larson said that people need to be aware of what they are posting or what is posted on their account. Schwarzbauer asked if signatures are required for pictures taken and Benson said that they are not required if the photos are taken on public property.

Motion by Larson, seconded by Nowak and carried (5-0): To approve Resolution 40-17 - Resolution Amending Personnel Policy on Social Media Use

E. Resolution 36-17 - Safe Access to Bus Stops

Casey stated that he had been approached by a member of the community and AEOA about this resolution that will be passed on to the City of Duluth. Schwarzbauer asked if this was just for Boundary Avenue, and Casey said yes.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve Resolution 36-17 - Safe Access to Bus Stops

F. Resolution 37-17 – Ordering Application for Community Development Block Grant Funding for Fiscal Year 2018

Casey said that the city hosted St. Louis County last week to do a presentation about the Community Development Block Grant. Afterward he and Tammie McDonald sat down with the reps from SLC to discuss how to use CDBG for Proctor. Casey stated that the first item that the city will be submitted an application for will be for 6th Street and Almac Drive. He said that that area needs to be designated Low to Moderate Income. Casey said that the second item is for the demolition of dilapidated buildings, both commercial and residential. The third item to attempt to obtain grant money for would be commercial rehabilitation. Benson said that he also spoke to Steve Nelson from SLC who praised Proctor with their past grants. Benson said that 855 out of 3100 residents are LMI, which only computes to 28.5% - where 48.6% is required for CDBG funding. Casey agreed that a survey may be required to obtain some of the funding.

Motion by Benson, seconded by Schwarzbauer and carried: To approve F. Resolution 37-17 – Ordering Application for Community Development Block Grant Funding for Fiscal Year 2018

G. Soil Testing and Monitoring of Locomotive – For consideration: soil boring

Larson said that the pallet appears to be slightly sinking, which needs to be addressed before sidewalks are put in place. Casey said that they spoke with Randy at Lakehead and this will be a challenging project. He recommends having the pallet surveyed and then testing the soil. DeWall said that most likely the soil is bad around that area, but he agreed to shoot the elevations. Schwarzbauer said that students at LSC are studying surveying he would check to see if they could do the job, then have the city donate money to their programs. Schwarzbauer said he will continue to work with administration to move forward.

H. Definitions of CDBG vs. City Loans

Nowak said that there appears to be confusion about the difference between CDBG and City Loans. Casey said that in 2015, the city applied for CDBG funding for commercial development. At that time, the city also put up \$50,000 to go toward a loan program. Casey said that CDBG is a grant – money does not have to be reimbursed. Larson encouraged all the councilors to meet with administration to learn more about both programs.

- I. Resolution 38-17 Resolution Authorizing Submission of Application to the Minnesota Department of Employment and Economic Development (Benson)

Item removed from agenda.

- J. Budget Discussion (Benson)

Benson apologized for missing the budget discussion meeting, but asked administration if the city could decrease the levy percentage. Casey said that the amount can be lowered, and that Crown is currently meeting with department heads to work on final figures. Benson asked about enterprise funds, and Casey said that those shouldn't have any effect on the levy. Casey suggested setting another date for a budget meeting.

Motion by DeWall, seconded by Larson and carried: To set a budget meeting date of October 2, 2017 at 5:00pm.

- K. Resolution 39-17 Requesting St. Louis County to Table Sale of Tax Forfeited Property (Benson)

Benson stated that this Resolution is similar to the prior resolution, however now there is going to be conversations held about the corridors. Larson said he would like dialogue with Duluth about the boundary, and this resolution is better. Benson discussed a study that was done, and he will forward it to administration.

Motion by Larson, seconded by Schwarzbauer and carried: To approve Resolution 39-17 Requesting St. Louis County to Table Sale of Tax Forfeited Property

- L. Police Department Policy

Gaidis said that this new policy is submitted to update what they have currently. He said that the policy is a duplicate of the Federal Policy. Gaidis said that this new policy removes names and states positions.

Motion by Benson, seconded by Schwarzbauer and carried: To approve the Police Department policy as presented.

Motion by Larson, seconded by DeWall and carried: To move to Closed Session Per Chapter 13D of MN Statutes at 7:46 pm.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

- A. Property Proposal

- B. LELS Contract

Motion by Nowak, seconded by Larson and carried: To Go back to regular meeting at 8:18pm

6. NEW BUSINESS (continued)

A. Property Proposal

Motion by Larson, seconded by Nowak and carried: For the City of Proctor to reduce the 30 foot easement and the property owners convey 15 feet to the city to be used for utility easement.

MEMBER CONCERNS

Larson discussed the Lions Club gazebo and thanked Keith Christensen for his assistance.

Motion by Larson, seconded by Benson and carried: For administration to send a thank you letter to Mr. Christensen.

Larson discussed the letter from the American Legion that was presented at the last council Meeting and stated it was not to offend the American Legion as he too is a Veteran, but he is opposed to how/why it was presented.

Schwarzbauer asked about the Smart Water Meters and the letters that PUC has sent to residents to change their meters. Is the public required to make that change? Casey said that yes PUC owns the meters and residents need to have them replaced. Larson stated that there are health and safety issues. Schwarzbauer asked if this required council approval, and Casey stated that PUC approved that process.

BILLS FOR APPROVAL

General Fund
\$80,044.30

Liquor Fund
\$28,534.63

\$108,594.93 TOTAL BILLS FOR APPROVAL

Motion by Nowak, seconded by Schwarzbauer and carried (4-0, Benson abstained from Advanced Awning check): To approve the checks from the General Fund and Liquor Fund in the amount of \$108,594.93.

ADJOURNMENT

Motion by DeWall, seconded by Nowak and carried: To adjourn the city council of September 18, 2017 meeting at 8:30pm.

For all those interested in the St. Louis River.

The Minnesota Pollution Control Agency, together with its local partners, has completed a comprehensive watershed health assessment of the St. Louis River watershed. Strategies for restoring polluted waters and protecting healthy waters have been developed as a result of this effort.

The local Soil & Water Conservation Districts are offering a third set of community meetings for watershed residents and other interested citizens to discuss the results of this years-long effort and to keep the public informed of Minnesota's dedicated efforts to protect our State's valuable and beautiful waters. **Please join us!** There will be plenty of food, a presentation, and the opportunity to share stories, concerns and hopes for the watershed.

For more info and directions visit www.SouthStLouisSWCD.org or call 218-723-4946



St. Louis River Watershed

2017 Meeting Series: Strategies for Restoring and Protecting the Watershed

3 Dates & Locations:

Hoyt Lakes
Tuesday, October 3rd

10:00 am
Community Building
101 Kennedy Memorial Drive
Hoyt Lakes, MN 55750

Hibbing
Wednesday, October 4th

12:00 pm
Range Regional Airport – General
Aviation Building Conference
Room
11038 Highway 37
Hibbing, MN 55746

Hermantown
Thursday, October 5th

3:00 pm
Hermantown Police Training
Center and Conference Room
5111 Maple Grove Road
Hermantown, MN 55811



South St. Louis
SWCD
SOIL & WATER CONSERVATION DISTRICT



1A.



Bruce Gluckman
*Group Vice President of Legal & Regulatory
Affairs and Deputy General Counsel*

September 15th, 2017

City of Proctor
100 Pionk Drive
Proctor, MN 55810

Re: Notification of Equal Employment Opportunity/Affirmative Action Obligations

To Whom it May Concern:

As part of **Mediacom Communications Corporation and its affiliates** ("Mediacom") compliance with federal Equal Employment Opportunity and Affirmative Action regulations, we hereby notify you that **Mediacom** is an equal opportunity employer that makes employment decisions without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity or expression, veteran's status, age or disability status and that Mediacom takes affirmative steps to employ and advance in employment qualified protected veterans and qualified individuals with disabilities. **Mediacom** further notifies you that, as an entity supplying goods and/or services to **Mediacom**, your organization may be subject to, and required to take action pursuant to, the following laws and accompanying regulations:

- Executive Order 11246 (and its implementing regulations at 41 C.F. R. part 60);
- The Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (and its implementing regulations at 41 C.F. R. 60-300); and
- Section 503 of the Rehabilitation Act of 1973, as amended (and its implementing regulations at 41 C.F. R 60-741); and,
- Executive Order 13496 (and its implementing regulations at 29 C.F. R. part 471, Appendix A to Subpart A).

We would like to take this opportunity to request your assistance in furthering these principles as well. Thank you in advance for your cooperation.

Sincerely,

Bruce Gluckman

PR17-19

9/4/17 - 9/17/17

3A.

09/21/17 2:02 PM

Page 1

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 | \$1,754.40 |
| | City Administrator | Municipal Operations | Full-Time Employee Regular | \$3,461.54 |
| | City Administrator | Government Building | Part-Time Employee | \$747.80 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$2,663.40 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$145.60 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$72.80 |
| | Financial Administration | Accounting | Full-Time Employee Regular | \$2,230.40 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$15,098.03 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$1,301.64 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$858.52 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$747.36 |
| | Police | Operations (Police) | Full-Time Employee Overtime | \$1,459.01 |
| | Police | Operations (Police) | Full-Time Employee Overtime | \$1,931.22 |
| | Police | Admin Secretary (Police) | Full-Time Employee Regular | \$1,374.74 |
| | Police | Admin Secretary (Police) | Full-Time Employee Regular | \$151.36 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$145.28 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$726.40 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$87.17 |
| | Police | Police Grant Labor | Full-Time Employee Overtime | \$261.90 |
| | Building Inspection | Operations (Bldg Inspection) | Part-Time Employee | \$192.31 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$576.72 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$333.44 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$802.64 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$132.17 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$141.20 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$4,938.36 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$168.21 |
| | Park | City Parks | Full-Time Employee Regular | \$172.42 |
| | Park | City Parks | Temporary Employees Regular | \$281.25 |
| | Park | Tree Planting | Full-Time Employee Regular | \$84.72 |
| FUND 100 General Fund | | | | \$45,242.01 |
| Sewer Fund | Public Works | Storm Drainage | Full-Time Employee Regular | \$323.53 |
| | Public Works | Sewer | Full-Time Employee Regular | \$296.52 |
| FUND 500 Sewer Fund | Public Works | Pump Station | Full-Time Employee Regular | \$56.48 |
| | | | | \$676.53 |
| | | | | \$45,918.54 |

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

09/21/17 2:03 PM

Page 1

| FUND Descr | DEPT Descr | ACTIVITY Descr | OBJECT Descr | Amount |
|----------------------|-------------------------|--------------------|----------------------------|-------------------|
| Liquor Fund | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Regular | \$255.84 |
| | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Regular | \$1,449.76 |
| | Mountain Spirits Liquor | Clerks - Off Sale | Part-Time Employee | \$173.16 |
| | Mountain Spirits Liquor | Clerks - Off Sale | Part-Time Employee | \$375.18 |
| | Mountain Spirits Liquor | Clerks - Off Sale | Part-Time Employee | \$2,088.21 |
| | Mountain Spirits Liquor | Clerks - Off Sale | Part-Time Employee | \$114.98 |
| FUND 600 Liquor Fund | | | | <u>\$4,457.13</u> |
| | | | | \$4,457.13 |

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 19

09/21/17 2:04 PM
Page 1

| Location Description | Hours | Shift Multiplier | Amount | Pay Group Description |
|-----------------------------------|--------|------------------|------------|-----------------------|
| Location Description CITY HALL | | | | |
| Shift Multiplier 1.5 | | | | |
| CITY HALL | 4.00 | 1.5 | \$122.40 | City -BI-wk |
| Shift Multiplier 1.5 | 4.00 | | \$122.40 | |
| Location Description POLICE | | | | |
| Shift Multiplier 1.5 | | | | |
| POLICE | 12.00 | 1.5 | \$404.82 | City -BI-wk |
| POLICE | 7.00 | 1.5 | \$236.15 | City -BI-wk |
| POLICE | 9.00 | 1.5 | \$392.85 | City -BI-wk |
| POLICE | 3.00 | 1.5 | \$130.95 | City -BI-wk |
| POLICE | 12.00 | 1.5 | \$395.82 | City -BI-wk |
| POLICE | 3.00 | 1.5 | \$98.96 | City -BI-wk |
| POLICE | 12.00 | 1.5 | \$606.78 | City -BI-wk |
| POLICE | 1.50 | 1.5 | \$76.30 | City -BI-wk |
| POLICE | 12.00 | 1.5 | \$523.80 | City -BI-wk |
| POLICE | 6.00 | 1.5 | \$261.90 | City -BI-wk |
| POLICE | 4.00 | 1.5 | \$174.60 | City -BI-wk |
| POLICE | 8.00 | 1.5 | \$349.20 | City -BI-wk |
| Shift Multiplier 1.5 | 89.50 | | \$3,652.13 | |
| Pay Group Description City -BI-wk | 93.50 | | \$3,774.53 | |
| Location Description Liquor Store | | | | |
| Shift Multiplier 1.5 | | | | |
| Liquor Store | 7.00 | 1.5 | \$114.98 | Liq -BI-Wk |
| Liquor Store | 8.00 | 1.5 | \$173.16 | Liq -BI-Wk |
| Shift Multiplier 1.5 | 15.00 | | \$288.14 | |
| Pay Group Description Liq -BI-Wk | 15.00 | | \$288.14 | |
| | 108.50 | | \$4,062.67 | |

4 hrs @ dance - billed out

- T2D grant

6A.

Proctor American Legion Lind-Gordon Berg Post 106

City of Proctor
100 Plonk Drive
Proctor, MN 55810

August 11, 2017

In accordance with Minn. Stat. 465.50 and the Office of the State Auditor we are requesting \$1,200 for Proctor's Memorial Day observance.

The Proctor American Legion Post 106 has been an active veteran and civic organization for 98 years.

For nearly a century Proctor's Lind-Gordon-Berg Post has remembered the fallen by placing nearly 300 flags a year on the graves of Proctor area veterans, holding ceremonies in Proctor for over 60 years and providing Honor Guard duties in cemeteries in the Townships of Midway, Solway, Grand Lake and Canosia on Memorial Day.

Besides the solemn ceremonies community residents have benefitted from the Proctor American Legion's participation in the Hoghead Festival Parade, American Legion baseball league, Boys and Girls State, "Unserviceable Flags Ceremony," scholarships for Proctor high school graduates, MS 150, Poppy Day in support of veterans, donating to the Minnesota Veterans Cemetery in Grand Lake Township allowing area veterans to be buried locally and our members are involved in Proctor's Beyond the Yellow Ribbon program serving on its steering committee among others.

We do not have a fundraiser though costs continue to rise and requests for donations continue to grow. The funds will help our veterans continue the Memorial Day tradition in Proctor.

Sincerely,



Jim Kmeck
Commander
Proctor American Legion
Lind-Gordon Berg Post 106

LeC.

**Application for Membership Consideration
City of Proctor Volunteer Advisory Committee**

Name: Jennifer Jae Peterson
Address: 1225 3rd Ave, Proctor MN 55810
Home Phone: N/A
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 a part of?

1. Public Utilities Commission
2. N/A
3. N/A

You may attach a resume or letter of interest.

Once filed with the city, your completed application is a public record, potentially eligible for release.

1. What do you know about the committee you wish to join?

I know that the Public Utilities Commission (PUC) consists of three commissioners, appointed by the city council, and oversees the water and electric services for the city of Proctor.

2. Why are you interested in serving on this committee?

Working in the utility industry myself, and specifically in the field of regulation, I feel that I have unique skills that would be useful to the Proctor PUC and allow me to contribute to my community in a productive way. I love being a Proctor resident and a Proctor PUC customer and want to ensure the best standard of living for our community possible. I have knowledge of utility operations, utility regulation, cost allocation and energy policy and feel I could be a great addition to the PUC.

3. Describe your qualifications, expertise and/or skills which would benefit this advisory committee.

I have been employed by Minnesota Power (MP), an electric utility providing service to 145,000 customers in northeastern Minnesota, for six years. I am currently the Manager of Regulatory Affairs where I oversee our interactions with the Minnesota Public Utilities Commission (MPUC) in St Paul and other stakeholders for retail electric service. As a regulated utility, MP requires approval from the MPUC for all major projects and rate adjustments, so I am familiar with utility construction projects (like the construction of solar arrays, for example), utility program offerings (like energy efficiency and conservation programs), assistance for low-income customers (like the federal LIHEAP program), cost allocation and electric rate design. I am also responsible for tracking energy policy developments at the state level, which can include legislation on energy issues, new regulation or different stakeholder interests. I am not, however, responsible for or involved in any of MP's wholesale power contracts with municipal customers. I believe this unique experience would allow me to serve as an informed member of the PUC.

4. What do you think are characteristics of a great board member?

The first characteristic of a great board member is professionalism. Showing up early, prepared, educated on the issues and demonstrating a commitment to getting work done is the foundation of a good board member. Being open to other ideas and viewpoints and being able to work collaboratively with other stakeholders and fellow commissioners is also critical to success.

5. Describe your involvement in the Proctor community.

I am currently a member of the Proctor Liquor Control Board. I am also Co-Chair of Proctor's Yellow Ribbon Steering Committee, which worked to get Proctor recently proclaimed a Yellow Ribbon Community by the State of Minnesota. The Yellow Ribbon Community designation is one that recognizes cities that actively support their veterans and military families. I am also an active member of the 148th Fighter Wing, Minnesota Air National Guard.

6. Please state your current occupation.

I am currently the Manager of Regulatory Affairs for Minnesota Power.

7. List your educational and professional background and area of study.

I have a Bachelor's degree from the College of Saint Scholastica (Summa Cum Laude) in International Studies and a Master's degree from the American Military University (With Honors) in International Relations and Conflict Resolution. I am a graduate of the Leadership Duluth and Leadership Minnesota programs. In 2013 I was named the 148th Fighter Wing's Ground Officer of the Year and in 2015 I was one of the Duluth News Tribune's "20 Under 40."

At Minnesota Power I serve on the Steering Committee for the Utility's Conservation Improvement Program, the MP's Low Income Customer Task Force, and I am a member of the MP Foundation's Environmental Contribution Committee – among other duties.

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?

Whatever amount is generally required of Proctor utility commissioners is fine.

9. If you are not appointed to this committee at this time:

- a. Do you wish to be considered for an appointment to another board? **Not at this time.**
- b. Do you wish to be considered for future appointments to this board? **Yes.**
- c. Would you be willing to volunteer for 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.

11. If applying for the Proctor Public Utilities Commission, please specify your expertise in the areas of utility operations, finance, and utility construction or other relevant experience and the duration of that experience.

As the Manager of Regulatory Affairs at Minnesota Power, I have worked on utility project teams and gained regulatory approval at the state level for the following projects: MP's first community solar garden, MP's first 10MW utility scale solar array at Camp Ripley, MP's energy efficiency and conservation programs, solar rebate programs, rate design initiatives and more. I am familiar with utility rate design and cost allocation; utility operation metrics for safety, reliability and customer service; customer programs and services; low-income energy assistance programs; natural gas plant facility development and more.

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 committed to be open to receiving feedback and input from all members of the community and will be a fair and credible representative of the City of Proctor.

13. How did you learn about this advisory committee recruitment?

I saw the opening on the City's Facebook page.

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.

6C.

Application for Membership Consideration
City of Proctor Volunteer Advisory Committee

Wm. R. Sweeney

Name: William R. Sweeney

Address: 826 Almac Dr, Proctor, MN 55810

Home Phone: 628-3598

Cell Phone: 591-4051

Work Phone: —

Email: —

Which advisory board, committee or commission do you wish to be part of?

1. Public Utilities
- 2.
- 3.

You may attach a resume or letter of interest.

Once filed with the City, your completed application is a public record, potentially eligible for release.

1. What do you know about the committee you wish to join?
15 years member of PVC - 5 as Chair
2. Why are you interested in serving on this committee?
Same as (1)
3. Describe your qualifications, expertise and/or skills which would benefit this advisory committee.
See Above
4. What do you think are the characteristics of a great board member?
Honest, hard working,
5. Describe your involvement in the Proctor community.
6. Please state your current occupation.
Retired Lawyer
7. List your educational and professional background and area of study.
4 years College; BA Political Science, Business & Economics & History J.D. U of M
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?
As many as needed to get jobs done

9. If you are not appointed to this committee at this time:

Do you wish to be considered for an appointment to another board? **No**

Do you wish to be considered for future appointments to this board? **NO**

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? **Yes**

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.

See #1, 2, 3, & 7

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?

See #1, 2, 3 & 7

13. How did you learn about this advisory committee recruitment?

See above

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.

6E.



Parcel ID Number:
185-0200-00110

[Parcel Tax Lookup](#)
[Property Details](#)

Address:
Owner Name: JOHNSON RODNEY
Owner Address:
Taxpayer: JOHNSON RODNEY O
Address: 8618 MAPLE ST IRON MN
55751
Tax District: CITY OF PROCTOR
Flat Description: NORTONS PROCTOR
GARDENS
Lot: Block: 001

[Zoom to](#)



PROPERTY DETAILS REPORT

St. Louis County, Minnesota



Date of Report: 9/25/2017 9:44:16 AM

General Details

Parcel ID: 185-0200-00110
Title Holder: JOHNSON RODNEY
Document Department: Torrens
Document Number: 208540
Document Date: 12/03/2001
Plat Name: NORTONS PROCTOR GARDENS

Legal Description Details

Plat Name: NORTONS PROCTOR GARDENS

| Section | Township | Range | Lot | Block |
|---------|----------|-------|-----|-------|
| - | - | - | - | 001 |

Description: LOTS 11 THRU 15

Taxpayer Details

Taxpayer Name: JOHNSON RODNEY O
and Address: 8618 MAPLE ST
IRON MN 55751

Parcel Details

Property Address: -
School District: 704
Tax Increment District: -
Title Holder: JOHNSON RODNEY
Property/Homesteader: -

Assessment Details (2017 Payable 2018)

| Class Code (Legend) | Homestead Status | Land EMV | Bldg EMV | Total EMV | Def Land EMV | Def Bldg EMV | Net Tax Capacity |
|------------------------|---------------------|-------------|-------------|--------------|-----------------|-----------------|---------------------|
| 211 | 0 - Non Homestead | \$66,800 | \$0 | \$66,800 | \$0 | \$0 | - |
| Total: | | \$66,800 | \$0 | \$66,800 | \$0 | \$0 | \$836 |

Land Details

Deeded Acres: 0.00
Lot Width*: 0.00
Lot Depth*: 0.00
Waterfront: -
Water Front Feet: 0.00
Water Code & Desc: -
Gas Code & Desc: -
Sewer Code & Desc: -

Sales Reported to the St. Louis County Auditor

| Sale Date | Purchase Price | CRV Number |
|-----------|----------------|------------|
| 05/1992 | \$9,594 | 86852 |

6F.

**RESOLUTION AUTHORIZING THE CONVEYANCE OF
PROPERTY - Lots 14, 15, and 16**

BE IT RESOLVED by the School Board of Independent School District No. 704, State of Minnesota, to authorize the conveyance of the property and authorize Superintendent John Engelking or Business Manager, Stephen Anderson, to execute all of the necessary documents pertaining to the conveyance of Lots 14, 15, and 16, Block 3, First Addition to Proctorknott to the City of Proctor. (First Avenue and Third Street Park based on previous Kirkus Street agreement.)

The motion for adoption of the foregoing resolution was brought by Jennifer McDonald and duly seconded by Board Member Louise Lind and upon vote being taken thereon, the following members voted in favor thereof: BB, KB, U, JM, LS, MT, JW

And the following members voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

Louise Lind
Louise Lind, Clerk
ISD 704 Board of Education

Dated: September 28, 2017

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

100 Pionk Drive • Proctor, Minnesota 55810-1700 • (218) 824-3641 • Fax (218) 824-9459 • email: cityhall@proctormn.gov

**RESOLUTION 42-17
ACCEPTANCE OF TRANSFER OF PROPERTY TO THE CITY OF PROCTOR
from THE SCHOOL DISTRICT**

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

WHEREAS, the City of Proctor (City) has the authority , pursuant to MN Statutes 465.03 to accept devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the School District (ISD 704); and,

WHEREAS, Any city may accept a grant or devise real property and maintain such property for the purpose of its citizens in accordance with the terms prescribed by the donor; and,

WHEREAS, ISD 704 wishes to convey to the City certain real property described as:

Lots 14 through 16 of the First Addition to PROCTORKNOTT

WHEREAS, the City is willing to accept and maintain said property from the ISD 704

NOW THEREFORE BE IT RESOLVED through actions taken by the Mayor and City Council of the City of Proctor is hereby authorized to accept the transfer of real property from ISD 704 and maintain them to best of its ability.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution 42-17 was declared duly passed and adopted the 2nd day of October, 2017.

Philip Larson
Mayor

Attest: _____
Mark Casey
City Clerk/ Administrator

340A.602

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

6H.

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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**RESOLUTION NO. 41-17
IN SUPPORT OF AN APPLICATION FOR THE LOCAL ROAD IMPROVEMENT
PROGRAM (LRIP) GRANT**

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

WHEREAS, the City of Proctor has been working with St. Louis County and the community to improve safety and infrastructure on the local roadway network through improvements to 6th St and Almac Drive; and,

WHEREAS, the City has developed concepts and improvement ideas that can be supported by the City and County; and,

WHEREAS, implementation of 6th and Almac Drive improvements will have a positive local and regional impact to the area, County, and the US Highway System; and,

WHEREAS, the LRIP has been established through Statute 174.52 to provide funding assistance to local agencies; and,

WHEREAS, the 6th Street and Almac Drive improvements need additional funding in order to be implemented.

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

1. That the Proctor City Council hereby supports the application for the Local Road Improvement Program Grant for 6th St and Almac drive improvements.
2. That the Mayor and City Clerk are authorized to sign and submit said application and all applicable contracts or agreements on behalf of the City of Proctor.

Adopted by the City Council on this 2nd Day of October, 2017.

Voting Aye:
Voting Nay:

Mayor

ATTEST:

City Administrator

67.

CONTRACT PROPOSAL

Waste Wood Recyclers

5077 Jean Duluth Road

Duluth MN 55803

(218)349-4019

wastewoodrecyclers@gmail.com

| | | |
|--|----------------------------------|-------------------------------------|
| Proposal Submitted To City of Proctor Street Department | Phone | Date 09/13/17 |
| Street: | Job Name Tub Grind brush pile | Job Location Proctor fairgrounds |

Waste Wood Recyclers hereby submits an estimate for tub grinding brush pile located behind Proctor Fairgrounds and removing ground material offsite.

Waste Wood Recyclers agrees to supply the equipment and man power to complete the above services.

Waste Wood Recyclers hold the right to reject any products that are not able to be processed, and are not liable for removal of said products metal, household garbage, and rubber etc.

City of Proctor assumes responsibility for permits, boundary lines/ property lines and utility markings.
Initial _____

City of Proctor and Waste Wood Recyclers agree the above proposal is non prevailing wage.
Initial _____

WE PROPOSE hereby to furnish equipment and laborers to complete in accordance with above specifications for the sum of: **\$ 2,500.00**

ACCEPTANCE OF CONTRACT The above prices,
Specifications and conditions are satisfactory and
Are hereby accepted. You are authorized to complete
The work as specified.

Date of Acceptance _____

Authorized Signature _____
(City of Proctor Street Department)

Authorized Signature _____
(Waste Wood Recyclers)

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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laJ.
COUNCILORS
Jake P. Benson
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Gary Nowak
James R. Schwarzbauer

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ORDINANCE NO. 07-17

ORDINANCE AMENDING SECTION 1002.03 OF THE CITY CODE ENTITLED "LAND AND BUILDING REGULATIONS"

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

Section 1. City Code, Section 1002.03, Subd.2 entitled "General Setback Requirements,"
is hereby amended as follows:

1002.03 Setback Requirements.
See Attachment "A"

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 October, 2017.

CITY OF PROCTOR

By _____
Mayor

ATTEST:

City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on October _____, 2017

GENERAL SETBACK REQUIREMENTS
Dwellings, Primary Structures

A: All dwellings, primary structures

| DISTRICT | MINIMUM LOT AREA PER FAMILY | MINIMUM LOT FRONTAGE (in feet) | MINIMUM FRONT YARD DEPTH (in feet) | MINIMUM SIDE YARD WIDTH (in feet) | MINIMUM REAR YARD DEPTH (in feet) | MAXIMUM HEIGHT OF BUILDINGS STORIES* FEET* | |
|---|---|---|--|---|---|--|--------|
| O/R (Allowed as "C"-use '1002.13 subd. 4) | 10 Acres | 250 | 50 | 25 | 50 | 2.5 | 35 |
| S | 5 Acres | 250 | 50 | 25 | 50 | 2.5 | 35 |
| R-I-A | 14,000 sq. ft. ** | 75*** | 35 | 8 | 25 | 2.5 | 35 |
| R-1-B | 7,500 Sq. ft. | 60*** | 35 | 6 | 25 | 2.5 | 35 |
| R-1-C | 32,670 Sq. ft. | 3/4 Acre*** (150 feet) | 35 | 6 | 25 | 2.5 | 35 |
| R-2 | 1F--7,500 sq. ft. 2F--3,750 Sq. ft. | 60 | 35 | 6 | 25 | 2.5 | 35 |
| R-3 | 1F--7,500 sq. ft. 2F--3,750 sq. ft. MF--1,500 sq. ft. EFF--380 sq. ft. | 90 | 35 (5) | 6 (1) | 25 (5) | 3.0 | 45 |
| C-1 | Same as R-3 | N/A | 5 | 5 (2) | 25 | 3.0 | 45 |
| C-2 | Same as R-3 | N/A | 5 | 5 (2) | 25 | 3.0 | 45 |
| I | Not allowed | | 5 (6) | 5 (3) | (3) | 4.0 | 60 (4) |

* See '1002.03 subd. 2 (4) for standards, restrictions, etc. regarding antennas, etc.

**** Except Scott's/McGovern Addition as set forth on Zoning Map; 9,000 square feet where city water available**

***** Except single lot, where owner of lot does not own other adjacent lots as of date of adoption of Zoning Ordinance, 33 foot frontage will be buildable. Does not apply where lot is sold or transferred prior to building. See ' 1002.03 subd. 6.**

NOTES

(1) For buildings less than three stories in height. For three story buildings, side yards of 10 feet are required.

(2) The side yard setback is as set forth, except that a side yard of not less than seven feet shall be provided on the side of lot abutting a residential district.

(3) No rear yard required and the side yard setback is as set forth; except, that a side yard of not less than 7 feet and a rear yard of not less than 25 feet shall be provided on the side or rear of a lot abutting a residential district.

(4) Whenever any building on a "M-I" District adjoins or abuts a residential district, such building shall not exceed three stories or 40 feet in height, unless it is set back one foot from the required side and rear yard lines for each foot of additional height above 40 feet.

(5) Front and rear yard requirements in "R-3" District are a minimum of 35 and 25 feet, respectively, except for three story buildings which shall have requirements of 40 and 30 feet, respectively.

(6) If average depth of the lot is less than 250 feet, the minimum front yard depth required is 10 percent of the average lot depth, but not less than 10 feet.

(7) No lot of record containing 7,500 square feet or less shall be used except for a single family dwelling or a permitted non-dwelling use.

(8) To be computed so as to include any highway easements or parts thereof within the original parcel of land.

(9) The Planning Commission shall make findings on each of these requirements as seen in light of the individual development, the site, and surrounding developments.

5,000 square feet on any lot; provided further, that in no event shall a lot have more than four accessory structures in total placed upon it. Only one of the accessory structures located upon such lot may exceed 1,200 square feet in size.

| DISTRICT | MINIMUM LOT AREA PER FAMILY | MINIMUM LOT FRONTAGE (in feet) |
|----------------------------------|--|--------------------------------------|
| O/R Open Space- Recreation | N/A | N/A |
| S Suburban | 5 acres | 250 |
| R-1-a Residential | 14,000 sq. ft. | 75 |
| R-1-b Residential | 7,500 sq. ft. | 60 |
| R-1-c Residential | 32,670 sq. ft. | 3/4-acre (150 ft.) |
| R-2 Residential | 1F 7,500 sq. ft. 2F 3,750 sq. ft. | 60 |
| R-3 Residential | 1F 7,500 sq. ft. M.F. 1,500 sq. ft. (7) 2F 3,750 sq. ft. Eff. 380 sq. ft. | 90 |
| C-1 Commercial | As in R-3 | |

| | | | |
|------------------------------|---------|----------|----------|
| C-2 Commercial | | None (2) | 25 |
| C-3 Commercial | (9) | (9) | (9) |
| I Industrial | See (6) | None (3) | None (3) |

| DISTRICT | MAXIMUM HEIGHT OF BUILDINGS | | ALLOWABLE PERCENTAGE OF LOT COVERED BY STRUCTURES |
|---|--------------------------------|------|---|
| | STORIES | FEET | |
| O/R Open Space- Recreation | 2.5 | 35 | N/A |
| S Suburban | 2.5 | 35 | N/A |
| R-1-a Residential | 2.5* | 35 | 35 % |
| R-1-b Residential | 2.5* | 35 | 35 % |
| R-1-c Residential | 2.5* | 35 | 35 % |
| R-2 Residential | 2.5* | 35 | 35 % |
| R-3 Residential | 3.0 | 45 | 50 % |
| C-1 Commercial | 3.0 | 45 | 50 % |
| C-2 | 3.0 | 45 | 50 % |

Commercial



Commercial



Industrial

~~*In all R-1 and R-2 Districts, no accessory structure shall exceed 18 feet in height.~~

GENERAL SETBACK REQUIREMENTS

Dwellings, Primary Structures

A: All dwellings, primary structures

| DISTRICT | MINIMUM LOT AREA PER FAMILY | MINIMUM LOT FRONTAGE (in feet) | MINIMUM FRONT YARD DEPTH (in feet) | MINIMUM SIDE YARD WIDTH (in feet) | MINIMUM REAR YARD DEPTH (in feet) | MAXIMUM HEIGHT OF BUILDINGS STORIES* FEET* | |
|--|---|--------------------------------|------------------------------------|-----------------------------------|-----------------------------------|---|----|
| O/R (Allowed as "C"-use §1002.13 subd. 4) | 10 Acres | 250 | 50 | 25 | 50 | 2.5 | 35 |
| S | 5 Acres | 250 | 50 | 25 | 50 | 2.5 | 35 |
| R-I-A | 14,000 sq. ft. ** | 75*** | 35 | 8 | 25 | 2.5 | 35 |
| R-1-B | 7,500 Sq. ft. | 60*** | 35 | 6 | 25 | 2.5 | 35 |
| R-1-C | 32,670 Sq. ft. | 3/4 Acre*** (150 feet) | 35 | 6 | 25 | 2.5 | 35 |
| R-2 | 1F-7,500 sq. ft. 2F-3,750 Sq. ft. | 60 | 35 | 6 | 25 | 2.5 | 35 |
| R-3 | 1F-7,500 sq. ft. 2F-3,750 sq. ft. MF-1,500 sq. ft. EFF-380 | 60 | 35 (5) | 6 (1) | 25 (5) | 3.0 | 45 |

Phillip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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ORDINANCE NO. 08-17
ORDINANCE AMENDING SECTION 1000 OF THE
CITY CODE ENTITLED "LAND AND BUILDING REGULATION"

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

Section 1. City Code, Section 1002.09, Subd. 2; paragraph (3) entitled "C-1 Retail District Permitted Uses," is hereby amended as follows:

Subd. 1. Automobile and/or boat parking lot or storage, and mini-storage facilities, provided that the Planning and Zoning Commission shall be entitled to impose conditions for mini-storage facilities.

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 October, 2017.

CITY OF PROCTOR

By _____
Mayor

ATTEST:

City Clerk/Administrator

First Reading:

Second Reading:

Published Proctor Journal on _____, 2017

Intrepid
Property Management

6K.

John Ortberg
11545 247th Ave.
Zimmerman, MN 55398
Phone: 763-300-1951

September 26, 2017

City Council / Proctor Planning and Zoning
100 Plonk Drive
Proctor, MN 55810

Re: Rezoning of 531 S. Boundary Ave.

City Council / Proctor Planning and Zoning:

My name is John Ortberg and I am the owner of the property located at 531 S. Boundary Ave which is just a 1/2 block up the hill from the Spirit Mt. exit. This property is currently comprised of 2 parcels (PID: 185-0240-00745 and 185-0240-00748). One of the parcels currently has a house on it which I rent out and this parcel is .62 acres. The other adjoining parcel is a 4.36-acre tract that contains a 40x80 pole barn and a 30x30 garage.

It is my understanding that it may be brought up to the City Council to consider a change to the C-1 Commercial Zoning ordinance in order to allow mini storage facilities to be either part of the permitted uses or the conditional uses in those areas.

As a landowner adjacent to a C-1 property, I would like to support the change that would allow mini storage on those properties. It appears that other storage facilities are currently available in C-1 zones and I would also support mini storage to be included in that list as well.

If you have any questions, please feel free to contact me directly at 763-300-1951.

Respectfully,

John R. Ortberg

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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CITY OF PROCTOR RESOLUTION NO. 43-17

RESOLUTION REQUESTING CITY AUTHORITYS, BOARDS, COMMISSIONS AND COMMITTEES TO PROVIDE THEIR MINUTES TO THE COUNCIL WITHIN ONE WEEK.

WHEREAS, the City Council of Proctor, Minnesota, has a desire to provide for a frank and fruitful discussion in a timely manner, and

WHEREAS, the City Council understands and recognizes the good, hard and productive work its Authorities, Boards, Commissions and Committees does, and

WHEREAS, the City Council understands and recognizes the desire of its Authorities, Boards, Commissions and Committees to have accurate minutes, and

WHEREAS, Under Minnesota Statutes Chapter 13, the Minnesota Government Data Practices Act preliminary minutes must be considered public data, and

WHEREAS, minutes of the meeting of a public body are public government data prior to the minutes being formally approved by the body at a subsequent meeting, and

WHEREAS, in an effort to improve efficiency, reduce bureaucracy and provide a seamless government for Proctor citizens and taxpayers, now

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

That the City of Proctor's Authorities, Boards, Commissions and Committees, provide their minutes, either official or unofficial prior to the next city councils regular meeting following theirs.

Adopted by the City Council of the City of Proctor on October 2, 2017. Approved:

Mayor

Attested: City Clerk

CITY OF PROCTOR

09/28/17 3:25 PM

Page 1

*Check Summary Register©

September 2017 to October 2017

| Name | Check Date | Check Amt | |
|---------------------------------|----------------------------|-----------|---|
| 10100 First National Gen | | | |
| Paid Chk# 036544 | EMC NATIONAL LIFE COMPANY | 9/25/2017 | \$60.40 EMPLOYEE SUPPLEMENTAL LIFE |
| Paid Chk# 036545 | LAW ENFORCEMENT LABOR SE | 9/25/2017 | \$343.00 LELS UNION DUES |
| Paid Chk# 036546 | PROCTOR POLICE DEPT UNION | 9/25/2017 | \$70.00 POLICE DUES |
| Paid Chk# 036547 | TEAMSTERS LOCAL UNION #346 | 9/25/2017 | \$441.00 Teamsters union dues |
| Paid Chk# 036548 | AMERIPRIDE SERVICES | 10/3/2017 | \$126.36 MATS |
| Paid Chk# 036549 | AMERITAS | 10/3/2017 | \$155.13 INSURANCE |
| Paid Chk# 036550 | AVENET, LLC | 10/3/2017 | \$600.00 WEBSITE FEES FOR GOV OFFICE |
| Paid Chk# 036551 | BOYSEN, JAY | 10/3/2017 | \$40.00 CELL PHONE REIMBURSEMENT |
| Paid Chk# 036552 | CENTURYLINK | 10/3/2017 | \$182.14 PHONE SERVICE |
| Paid Chk# 036553 | CITY OF MAPLEWOOD | 10/3/2017 | \$1,000.00 TASERS |
| Paid Chk# 036554 | C W TECHNOLOGY GROUP | 10/3/2017 | \$1,156.60 MONTHLY FEE |
| Paid Chk# 036555 | CORPORATE PAYMENT SYSTE | 10/3/2017 | \$6,012.70 TRAC 7 EXPENSES |
| Paid Chk# 036556 | EMERGENCY AUTOMOTIVE TEC | 10/3/2017 | \$215.00 PD SUPPLIES |
| Paid Chk# 036557 | DAVID FORNERIS | 10/3/2017 | \$40.00 CELL PHONE REIMBURSEMENT |
| Paid Chk# 036558 | KENT GAIDIS | 10/3/2017 | \$60.00 CELL PHONE REIMBURSEMENT |
| Paid Chk# 036559 | GREAT LAKES PIPE SERVICES, | 10/3/2017 | \$6,334.63 ANNUAL TELEVISIONING OF SANITARY |
| Paid Chk# 036560 | HASLER, INC. | 10/3/2017 | \$40.51 POSTAGE MACHINE |
| Paid Chk# 036561 | HOLIDAY CREDIT OFFICE | 10/3/2017 | \$1,182.44 FUELS |
| Paid Chk# 036562 | HUFF, TOD | 10/3/2017 | \$2,000.00 COMPUTER LABOR |
| Paid Chk# 036563 | INFO BUREAU SERVICES | 10/3/2017 | \$5.00 LATE CHARGE |
| Paid Chk# 036564 | JOSHUA RUHNKE | 10/3/2017 | \$40.00 CELL PHONE REIMBURSEMENT |
| Paid Chk# 036565 | KEEPRS, INC/CY'S UNIFORMS | 10/3/2017 | \$1,761.39 NEW HIRES |
| Paid Chk# 036566 | LALONDE, RICK | 10/3/2017 | \$50.00 CELL PHONE REIMBURSEMENT |
| Paid Chk# 036567 | MAKI & OVEROM, LTD | 10/3/2017 | \$3,387.48 LEGAL FEES |
| Paid Chk# 036568 | MATTHEW FARCHMIN | 10/3/2017 | \$959.50 WELDING ON TRAIN |
| Paid Chk# 036569 | MCDONALD, TAMMIE | 10/3/2017 | \$17.74 REIMBURSEMENT |
| Paid Chk# 036570 | MENARD'S | 10/3/2017 | \$29.99 LED SHOP LIGHT |
| Paid Chk# 036571 | MINNEAPOLIS OXYGEN COMPA | 10/3/2017 | \$235.34 SUPPLIES |
| Paid Chk# 036572 | MSR WIRE WORKS | 10/3/2017 | \$513.44 REPLACE ELECTRICAL PANEL FOR D |
| Paid Chk# 036573 | NICOLE OKSTAD | 10/3/2017 | \$240.00 WELDING ON TRAIN |
| Paid Chk# 036574 | NORTHLAND CONSTRUCTORS | 10/3/2017 | \$997.94 HOT MIX ASPHALT |
| Paid Chk# 036575 | PETERSON, LOREN W | 10/3/2017 | \$500.37 ACCOUNTING SERVICES |
| Paid Chk# 036576 | PROCTOR BUILDERS | 10/3/2017 | \$157.70 SUPPLIES |
| Paid Chk# 036577 | SEH | 10/3/2017 | \$2,779.92 ENGINEERING FEES |
| Paid Chk# 036578 | ST LOUIS COUNTY AUDITOR | 10/3/2017 | \$933.00 CHARGER AND BATTERIES FOR FD |
| Paid Chk# 036579 | USA TOWING & RECOVERY | 10/3/2017 | \$150.00 DUMP TRUCK REPAIRS |
| Paid Chk# 036580 | W.L.S.S.D. | 10/3/2017 | \$24,107.00 WASTEWATER CHARGES |
| Paid Chk# 036581 | WIKWAIBAAN ININI, INC | 10/3/2017 | \$800.00 09112017 |
| Paid Chk# 036582 | WILLIS SUPPLY COMPANY | 10/3/2017 | \$68.51 LIQUID HAND SOAP |
| Total Checks | | | \$57,794.23 |

CITY OF PROCTOR

General Fund Bills List

09/28/17 3:17 PM

Page 1

| 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 |
| Check Name AMERIPRIDE SERVICES | | | | \$126.36 | |
| 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 | |
| AVENET, LLC | General Fund | Administrative | Computer Misc Expense | \$600.00 | WEBSITE FEES FOR GOV OF |
| Check Name AVENET, LLC | | | | \$600.00 | |
| BOYSEN, JAY | General Fund | Street Dept Shop Work | Telephone | \$40.00 | CELL PHONE REIMBURSEME |
| Check Name BOYSEN, JAY | | | | \$40.00 | |
| C W TECHNOLOGY GROU | General Fund | Administrative | Telephone | \$1,045.00 | MONTHLY FEE |
| | General Fund | Administrative | Computer Misc Expense | \$111.60 | MONTHLY FEE |
| Check Name C W TECHNOLOGY GROUP | | | | \$1,156.60 | |
| CENTURYLINK | General Fund | Operations (Fire) | Communication Services | \$78.40 | PHONE SERVICE |
| | Sewer Fund | Sewer | Telephone | \$69.16 | PHONE SERVICE |
| | Sewer Fund | Sewer | Telephone | \$34.58 | PHONE SERVICE |
| Check Name CENTURYLINK | | | | \$182.14 | |
| CITY OF MAPLEWOOD | General Fund | Operations (Police) | Clothing | \$1,000.00 | TASERS |
| Check Name CITY OF MAPLEWOOD | | | | \$1,000.00 | |
| CORPORATE PAYMENT SY | General Fund | Operations (Police) | Training Expense | \$125.00 | BCA TRAINING |
| | General Fund | Operations (Police) | Telephone | \$10.78 | NEW OFFICER PHONE |
| | General Fund | Operations (Fire) | Equipment Parts | \$690.00 | 2 KNOX BOX FIRE DEPT |
| | General Fund | Operations (Police) | Postage | \$27.43 | PD CERTIFIED MAIL |
| | General Fund | Government Building | Bldg Repair & Maint | \$679.95 | HARD DRIVE REPLACEMENT |
| | General Fund | Operations (Police) | Safety Items | \$636.23 | PD SAFETY MATERIALS HOG |
| | General Fund | Operations (Police) | Clothing | \$686.22 | LEIBEL UNIFORM |
| | General Fund | Government Building | Equipment Parts | \$109.00 | REPLACE HALLWAY CAMERA |
| | Golf Course F | Admin & General Golf | Dues & Subscriptions | \$285.68 | DIRECT TV EARLY TERM FE |
| | Cable Commu | Administrative and Gen | Other Equipment Purchase | \$2,762.41 | TRAC 7 EXPENSES |
| Check Name CORPORATE PAYMENT SYSTEMS | | | | \$6,012.70 | |
| DAVID FORNERIS | General Fund | Street Dept Shop Work | Telephone | \$40.00 | CELL PHONE REIMBURSEME |
| Check Name DAVID FORNERIS | | | | \$40.00 | |
| EMERGENCY AUTOMOTIV | General Fund | Operations (Police) | Other Equipment Purchase | \$215.00 | PD SUPPLIES |
| Check Name EMERGENCY AUTOMOTIVE TECH INC | | | | \$215.00 | |
| GREAT LAKES PIPE SERVI | Sewer Fund | Sewer | Contractor | \$3,954.63 | ANNUAL TELEVISIONING OF SA |
| | Sewer Fund | Sewer | Contractor | \$2,380.00 | ANNUAL TELEVISIONING OF SA |
| Check Name GREAT LAKES PIPE SERVICES, INC | | | | \$6,334.63 | |
| HASLER, INC. | General Fund | Council | Full-Time Employee Regular | \$40.51 | POSTAGE MACHINE |
| Check Name HASLER, INC. | | | | \$40.51 | |
| HOLIDAY CREDIT OFFICE | General Fund | Government Building | Fuels | \$148.95 | FUELS |
| | General Fund | Street Department | Fuels | \$892.64 | FUELS |
| | General Fund | Operations (Fire) | Fuels | \$97.30 | FUELS |
| | General Fund | City Parks | Fuels | \$43.55 | FUELS |
| Check Name HOLIDAY CREDIT OFFICE | | | | \$1,182.44 | |
| HUFF, TOD | General Fund | Administrative | Computer Misc Expense | \$1,000.00 | COMPUTER LABOR |
| | General Fund | Administrative | Computer Misc Expense | \$1,000.00 | COMPUTER LABOR |

CITY OF PROCTOR

General Fund Bills List

09/28/17 3:17 PM

Page 2

| Check Name | FUND Descr | ACTIVITY Descr | OBJECT Descr | Amount | Comments |
|--|--------------|-------------------------|-----------------------------|-------------|-------------------------|
| Check Name HUFF, TOD | | | | \$2,000.00 | |
| INFO BUREAU SERVICES | General Fund | Operations (Police) | Other Professional Services | \$5.00 | LATE CHARGE |
| Check Name INFO BUREAU SERVICES | | | | \$5.00 | |
| JOSHUA RUHNKE | General Fund | Street Dept Shop Work | Telephone | \$40.00 | CELL PHONE REIMBURSEME |
| Check Name JOSHUA RUHNKE | | | | \$40.00 | |
| KEEPRS, INC/CY'S UNIFO | General Fund | Operations (Police) | Clothing | \$249.52 | NEW HIRES |
| | General Fund | Operations (Police) | Clothing | \$1,457.87 | NEW HIRES |
| | General Fund | Operations (Police) | Clothing | \$54.00 | NEW HIRES |
| Check Name KEEPRS, INC/CY'S UNIFORMS | | | | \$1,761.39 | |
| KENT GAIDIS | General Fund | Operations (Police) | Telephone | \$60.00 | CELL PHONE REIMBURSEME |
| Check Name KENT GAIDIS | | | | \$60.00 | |
| LALONDE, RICK | General Fund | Street Dept Shop Work | Telephone | \$50.00 | CELL PHONE REIMBURSEME |
| Check Name LALONDE, RICK | | | | \$50.00 | |
| MAKI & OVEROM, LTD | General Fund | Financial Attorney | Legal Fees | \$1,817.00 | ANNEXATION FEES |
| | General Fund | Municipal Court | Legal Fees | \$1,570.48 | LEGAL FEES |
| Check Name MAKI & OVEROM, LTD | | | | \$3,387.48 | |
| MATTHEW FARCHMIN | General Fund | | | \$959.50 | WELDING ON TRAIN |
| Check Name MATTHEW FARCHMIN | | | | \$959.50 | |
| MCDONALD, TAMMIE | General Fund | Administrative | Misc Operating Supplies | \$17.74 | REIMBURSEMENT |
| Check Name MCDONALD, TAMMIE | | | | \$17.74 | |
| MENARD'S | General Fund | Street Dept Shop Work | Bldg Repair Supplies | \$29.99 | LED SHOP LIGHT |
| Check Name MENARD'S | | | | \$29.99 | |
| MINNEAPOLIS OXYGEN C | General Fund | Operations (First Respo | Misc Operating Supplies | \$235.34 | SUPPLIES |
| Check Name MINNEAPOLIS OXYGEN COMPANY | | | | \$235.34 | |
| MSR WIRE WORKS | General Fund | Government Building | Bldg Repair & Maint | \$513.44 | REPLACE ELECTRICAL PANE |
| Check Name MSR WIRE WORKS | | | | \$513.44 | |
| NICOLE OKSTAD | General Fund | | | \$240.00 | WELDING ON TRAIN |
| Check Name NICOLE OKSTAD | | | | \$240.00 | |
| NORTHLAND CONSTRUCT | General Fund | Street Department | Blacktop | \$382.64 | HOT MIX ASPHALT |
| | General Fund | Street Department | Blacktop | \$615.30 | HOT MIX ASPHALT |
| Check Name NORTHLAND CONSTRUCTORS OF DUL | | | | \$997.94 | |
| PETERSON, LOREN W | General Fund | Accounting | Other Professional Services | \$500.37 | ACCOUNTING SERVICES |
| Check Name PETERSON, LOREN W | | | | \$500.37 | |
| PROCTOR BUILDERS | General Fund | Operations (Fire) | Bldg Repair & Maint | \$157.70 | SUPPLIES |
| Check Name PROCTOR BUILDERS | | | | \$157.70 | |
| SEH | Sewer Fund | Storm Drainage | Engineering Fees | \$1,586.48 | ENGINEERING FEES |
| | General Fund | Council | Engineering Fees | \$1,193.44 | ENGINEERING FEES |
| Check Name SEH | | | | \$2,779.92 | |
| ST LOUIS COUNTY AUDIT | General Fund | Operations (Fire) | Equipment Parts | \$933.00 | CHARGER AND BATTERIES F |
| Check Name ST LOUIS COUNTY AUDITOR | | | | \$933.00 | |
| USA TOWING & RECOVER | General Fund | Snow Removal | Mach & Equip Repair | \$150.00 | DUMP TRUCK REPAIRS |
| Check Name USA TOWING & RECOVERY | | | | \$150.00 | |
| 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 | |
| WIKWAIBAAN ININI, INC | Sewer Fund | Storm Drainage | Contractor | \$800.00 | 09112017 |
| Check Name WIKWAIBAAN ININI, INC | | | | \$800.00 | |
| WILLIS SUPPLY COMPANY | General Fund | Government Building | Cleaning Supplies | \$68.51 | LIQUID HAND SOAP |
| Check Name WILLIS SUPPLY COMPANY | | | | \$68.51 | |

CITY OF PROCTOR
General Fund Bills List

09/28/17 3:17 PM
Page 3

| Check Name | FUND Descr | ACTIVITY Descr | OBJECT Descr | Amount | Comments |
|------------|---------------|-------------------|--------------|------------------|---------------------|
| | | | | \$56,879.83 | |
| | | | | | + 600.40 Supp Life |
| | | | | | + 343.00 LELS |
| | | | | | + 70.00 Police Dues |
| | | | | | + 441.00 Teamstr✓ |
| | | | | <u>57,794.23</u> | |
| | | | | <u>57,794.23</u> | |

CITY OF PROCTOR

09/28/17 11:44 AM

*Check Summary Register©

Page 1

September 2017 to October 2017

| Name | Check Date | Check Amt | |
|---------------------------------|----------------------------|-----------|------------------------------------|
| 10110 First National Liq | | | |
| Paid Chk# 027926 | EMC NATIONAL LIFE COMPANY | 9/25/2017 | \$41.13 LIFE INSURANCE PREMIUM |
| Paid Chk# 027927 | CITY OF PROCTOR | 9/25/2017 | \$1,793.23 PR17-18L wh PERA |
| Paid Chk# 027928 | EMC NATIONAL LIFE COMPANY | 9/25/2017 | \$14.40 EMPLOYEE SUPPLEMENTAL LIFE |
| Paid Chk# 027929 | ADT SECURITY SERVICES | 10/3/2017 | \$123.24 SECURITY |
| Paid Chk# 027930 | AMERITAS | 10/3/2017 | \$4.90 INSURANCE |
| Paid Chk# 027931 | ARTISAN BEER COMPANY | 10/3/2017 | \$162.70 09212017 |
| Paid Chk# 027932 | BELLBOY CORPORATION | 10/3/2017 | \$146.55 09062017 |
| Paid Chk# 027933 | BENCH CRAFT COMPANY | 10/3/2017 | \$395.00 08312017 |
| Paid Chk# 027934 | BERNICK'S PEPSI | 10/3/2017 | \$2,383.40 09132017 |
| Paid Chk# 027935 | BREKTHRU BEVERAGE | 10/3/2017 | \$1,492.19 09142017 |
| Paid Chk# 027936 | COCA COLA BEVERAGES OF DU | 10/3/2017 | \$94.50 09262017 |
| Paid Chk# 027937 | G&K SERVICES | 10/3/2017 | \$59.57 MATS |
| Paid Chk# 027938 | GRAYBAR ELECTRIC CO | 10/3/2017 | \$54.90 BULBS |
| Paid Chk# 027939 | JOHNSON BROTHERS INC | 10/3/2017 | \$5,612.44 08082017 |
| Paid Chk# 027940 | MEDIACOM | 10/3/2017 | \$219.68 INTERNET SERVICE |
| Paid Chk# 027941 | MICHAUD DISTRIBUTING COMP | 10/3/2017 | \$1,460.70 09182017 |
| Paid Chk# 027942 | PAUSTIS & SONS | 10/3/2017 | \$353.00 09132017 |
| Paid Chk# 027943 | PHILLIPS WINE & SPIRITS CO | 10/3/2017 | \$2,192.76 09122017 |
| Paid Chk# 027944 | ROHLFING INC | 10/3/2017 | \$2,530.40 09152017 |
| Paid Chk# 027945 | SOUTHERN GLAZER'S OF MN | 10/3/2017 | \$3,672.15 09152017 |
| Paid Chk# 027946 | SUPERIOR BEVERAGE | 10/3/2017 | \$8,412.40 09122017 |
| Paid Chk# 027947 | UNION RESOURCE | 10/3/2017 | \$50.00 POCKET GUIDE ADS |
| Total Checks | | | \$31,269.24 |

CITY OF PROCTOR

Liquor Fund Bills List

09/28/17 11:36 AM

Page 1

| Check Name | OBJECT Descr | Amount | Comments |
|--|-------------------------------|------------|------------------|
| ADT SECURITY SERVICES | Security Systems | \$123.24 | SECURITY |
| Check Name ADT SECURITY SERVICES | | \$123.24 | |
| AMERITAS | Employer Paid Health Insuranc | \$4.90 | INSURANCE |
| Check Name AMERITAS | | \$4.90 | |
| ARTISAN BEER COMPANY | Beer Purchases | \$162.70 | 09212017 |
| Check Name ARTISAN BEER COMPANY | | \$162.70 | |
| BELLBOY CORPORATION | Misc Merchandise | \$141.55 | 09062017 |
| | Freight and Express | \$5.00 | 09062017 |
| Check Name BELLBOY CORPORATION | | \$146.55 | |
| BENCH CRAFT COMPANY | Advertising - Enterprises | \$395.00 | 08312017 |
| Check Name BENCH CRAFT COMPANY | | \$395.00 | |
| BERNICK'S PEPSI | Beer Purchases | \$1,156.35 | 09132017 |
| | Beer Purchases | \$88.80 | 09142017 |
| | Beer Purchases | \$1,087.50 | 09202017 |
| | Misc Merchandise | \$37.00 | 09132017 |
| | Soft Drinks and Mix | \$13.75 | 09202017 |
| Check Name BERNICK'S PEPSI | | \$2,383.40 | |
| BREAKTHRU BEVERAGE | Freight and Express | \$14.20 | 09212017 |
| | Liquor Purchases | \$686.85 | 09142017 |
| | Freight and Express | \$9.48 | 09142017 |
| | Wine Purchases | \$108.96 | 09212017 |
| | Liquor Purchases | \$672.70 | 09212017 |
| Check Name BREAKTHRU BEVERAGE | | \$1,492.19 | |
| COCA COLA BEVERAGES OF DULU | Soft Drinks and Mix | \$94.50 | 09262017 |
| Check Name COCA COLA BEVERAGES OF DULUTH | | \$94.50 | |
| G&K SERVICES | Misc Operating Supplies | \$59.57 | MATS |
| Check Name G&K SERVICES | | \$59.57 | |
| GRAYBAR ELECTRIC CO | Misc Operating Supplies | \$54.90 | BULBS |
| Check Name GRAYBAR ELECTRIC CO | | \$54.90 | |
| JOHNSON BROTHERS INC | Misc Merchandise | \$37.00 | 09192017 |
| | Liquor Purchases | \$2,327.20 | 08082017 |
| | Freight and Express | -\$1.89 | 09212017 |
| | Liquor Purchases | -\$120.00 | 09212017 |
| | Freight and Express | \$13.55 | 09192017 |
| | Liquor Purchases | \$846.10 | 09192017 |
| | Freight and Express | \$11.34 | 09192017 |
| | Freight and Express | \$1.89 | 09192017 |
| | Freight and Express | \$16.71 | 09122017 |
| | Liquor Purchases | \$1,035.37 | 09122017 |
| | Freight and Express | \$28.35 | 09122017 |
| | Wine Purchases | \$883.76 | 09122017 |
| | Freight and Express | \$45.96 | 08082017 |
| | Wine Purchases | \$487.10 | 09192017 |
| Check Name JOHNSON BROTHERS INC | | \$5,612.44 | |
| MEDIACOM | Computer Misc Expense | \$219.68 | INTERNET SERVICE |
| Check Name MEDIACOM | | \$219.68 | |
| MICHAUD DISTRIBUTING COMPA | Beer Purchases | \$1,127.00 | 09182017 |
| | Beer Purchases | \$333.70 | 09252017 |
| Check Name MICHAUD DISTRIBUTING COMPANY | | \$1,460.70 | |
| PAUSTIS & SONS | Wine Purchases | \$339.00 | 09132017 |
| | Freight and Express | \$14.00 | 09132017 |

CITY OF PROCTOR

Liquor Fund Bills List

09/28/17 11:36 AM

Page 2

| Check Name | OBJECT Descr | Amount | Comments |
|---------------------------------------|---------------------------|------------|------------------|
| Check Name PAUSTIS & SONS | | \$353.00 | |
| PHILLIPS WINE & SPIRITS CO | Wine Purchases | \$430.25 | 09122017 |
| | Liquor Purchases | -\$120.00 | 09082017 |
| | Wine Purchases | -\$8.00 | 09082017 |
| | Freight and Express | \$3.78 | 09192017 |
| | Wine Purchases | \$56.00 | 09192017 |
| | Freight and Express | \$8.03 | 09192017 |
| | Freight and Express | \$13.23 | 09122017 |
| | Freight and Express | -\$1.89 | 09082017 |
| | Freight and Express | \$17.63 | 09122017 |
| | Liquor Purchases | \$1,365.32 | 09122017 |
| | Liquor Purchases | \$428.41 | 09192017 |
| Check Name PHILLIPS WINE & SPIRITS CO | | \$2,192.76 | |
| ROHLFING INC | Beer Purchases | \$1,337.60 | 09152017 |
| | Beer Purchases | \$1,192.80 | 09222017 |
| Check Name ROHLFING INC | | \$2,530.40 | |
| SOUTHERN GLAZER'S OF MN | Liquor Purchases | \$1,473.51 | 09152017 |
| | Freight and Express | \$21.34 | 09152017 |
| | Liquor Purchases | \$2,133.40 | 09222017 |
| | Freight and Express | \$43.90 | 09222017 |
| Check Name SOUTHERN GLAZER'S OF MN | | \$3,672.15 | |
| SUPERIOR BEVERAGE | Beer Purchases | \$622.70 | 09192017 |
| | Beer Purchases | -\$13.60 | 0922017 |
| | Beer Purchases | \$2,228.00 | 09222017 |
| | Beer Purchases | \$792.90 | 09262017 |
| | Beer Purchases | -\$59.90 | 09152017 |
| | Beer Purchases | \$1,241.95 | 09192017 |
| | Beer Purchases | -\$39.40 | 09192017 |
| | Beer Purchases | \$3,609.60 | 09122017 |
| | Beer Purchases | \$30.15 | 09192017 |
| Check Name SUPERIOR BEVERAGE | | \$8,412.40 | |
| UNION RESOURCE | Advertising - Enterprises | \$50.00 | POCKET GUIDE ADS |
| Check Name UNION RESOURCE | | \$50.00 | |

\$29,420.48

+41.13 LifeDns

+1793.23 PR17-18L

+ 14.40 SuppLife

\$31,269.24

Proctor Public Utilities

100 Pionk Drive • Proctor, Minnesota 55810-1700
(218) 624-4055 • Fax: (218) 624-9459 • e-mail: puc@ci.proctor.mn.us

M E M O R A N D U M

DATE: October 11, 2017
TO: Proctor City Council
FROM: Proctor Public Utilities Commission *CML*
SUBJECT: PUC Commissioner position

At the request of the Proctor City Council, during their October 2nd meeting, the PUC Commission discussed Commissioner William Sweeney's expired term and the request for a PUC Commission recommendation.

At our October 10th meeting, after reviewing both applications of Sweeney and Jennifer Peterson, current Commission Chair Sweeney ruled that the City's request for a recommendation was inappropriate due to the fact that we have one Commissioner who is in a dual role (serving on both Council and PUC) and another Commissioner who is the subject of discussion.

Commissioner Carol Lind voiced her concern over the City not re-appointing Sweeney to the PUC Commission when we have someone with so many years of experience in him. Her opinion is that we need Sweeney on the Commission with all of his history and knowledge of Proctor utilities, especially with what we are going through right now with the dispute over our water rates from the City of Duluth. Lind said that if Peterson is looking to be on a committee or commission, she would be willing to step down off of PEDAs, as she feels that right now it's more important for her to be on PUC than PEDAs.

Commissioner Phil Larson voiced his concern over the history of most recently making commission/committee members fill out applications and re-apply for their positions. His opinion is that if the City is going to go down this road, they are setting precedence and they will have to hold all commissions and committees to the same standards. He noted that there are other committees/commissions who haven't even addressed their terms and Council is not asking those members to fill out an application and re-apply for their positions. To him, it seems to be kind of selective.

Sweeney wrapped up the meeting by stating his opinion that he feels his re-appointment is being made a personal issue by one City Councilor and as a practical matter it's not in our best interest to have an employee of Minnesota Power serving on our Commission when we have over 1.4 million dollars worth of business that we do with Minnesota Power. He stated that the water rate issue with the City of Duluth needs to get resolved and he has never had a conflict of interest and just wants to do what is best for the citizens of Proctor and the PUC Commission.

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

Slogan: "You Have A Place In Proctor"

AGENDA
PROCTOR CITY COUNCIL MEETING
Monday, October 16, 2017 – 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES

October 2, 2017 Council Meeting Minutes
October 2, 2017 Special Council Meeting

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. Snocross Program Packet

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

***3. CLERK ADVISES COUNCIL**

A. Government Fund payroll period ended 10/01/17; Liquor Fund payroll ended 10/01/17 (attached)

***4. COMMITTEE REPORTS**

A. Parks & Recreation Meeting of June 29, 2017

B. Planning & Zoning Meeting of August 28, 2017

C. Proctor Economic Development Authority Meeting of September 12, 2017

***5. UNFINISHED BUSINESS**

A. Personnel Handbook

B. SRO

6. NEW BUSINESS

A. Reintroduce Proctor American Legion letter dated August 11, 2017
(Schwarzbauer)

B. CDBG Sponsorship for Playground for EveryBODY

C. Public Utility Commission – Applications included in Packet

D. Call for Public Hearing on Liquor Store

E. Second Reading - Ordinance 07-17 Amending Section 1002.03 of the City
Code entitled “General Setback Requirements”

F. Second Reading - Ordinance 08-17 Amending Section 1000 of the City Code
Entitled “Land and Building” Regulation

G. Sale of Tax Forfeit Property – Letter from St. Louis County

H. Ad for Bid – 3rd Avenue Storm Sewer Replacement

I. Proctor Comprehensive Plan – Schwarzbauer

J. Beautification Committee – Schwarzbauer

K. Set Budget Meeting

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

- A. Property Proposal**
- B. Golf Course Property**
- C. Assistant Administrator Contract**
- D. Administrative Confidential Assistant Contract**
- E. LELS Discussion**

6. NEW BUSINESS (continued)

- L. Administrative Confidential Assistant Contract**
- M. Assistant Administrator Contract**
- N. Property Decisions**

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund
\$91,923.83

Liquor Fund
\$32,675.88

\$124,599.71 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the Proctor City Council Special Meeting held on October 2, 2017 in the Community Center Conference Room

Mayor Larson called the Special Meeting to order at 5:00pm.

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

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jennifer Crown

APPROVAL OF AGENDA

Motion by DeWall, seconded by Schwarzbauer and carried: To approve the agenda of October 2, 2017.

1. NEW BUSINESS

A. 2018 Budget Discussion

Casey stated that this information provided was regarding the Police Department and the Street Department; also the Capital Improvement Projects.

Jennifer Crown, Assistant City Administrator, said that this is a shared perspective of what worksheets she is discussing with each of the department heads.

Casey discussed the items for the 2018 calendar year, and then explained each item for the 2019 year.

Casey also discussed the sales tax revenue and that the city isn't where they should be for bond payments. He suggested focusing the efforts on 6th Street – where the most water breaks are located. Casey said that maybe the city could push the Almac project to 2020.

DeWall asked how much was put away last year for the CIP, Crown said that \$122,100 was approved by council last year. DeWall asked if money could be rolled over into next year, if they are not all spent. He said that he and the council need to prioritize projects on the list provided.

Benson asked about the Playground for Everybody project and if that was requested by the Parks and Recreation department. Casey said that Parks and Recreation would like the entire project completed. Nowak said that he spoke with Jennifer MacDonald about the fees and how much is left to complete. Larson agreed that he would like to see this project completed too. Nowak said that there

is the possibility of ADA completing the third phase if we got to that point.

DeWall stated next year's costs were totaling \$136,000 with the expenses at \$134,000, where else can money be obtained for the budget. Casey said that the money for trails could be taken from the Food and Beverage tax income.

Benson asked about the Salt and Sand shed in the 2019 CIP, and Casey said that this is seed money for the bond request for this project. Casey stated that it is difficult to do major projects every year.

ADJOURNMENT

Motion by Nowak, seconded by Larson and carried: To adjourn the Special Meeting of October 2, 2017 at 5:55pm

Minutes of the regular Proctor City Council meeting held on October 2, 2017 in the Community Center Council Chambers

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

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

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jennifer Crown; Bill Sweeney; Chad Ward; Nick Greenwood; Ben LaLone; Jim Aird, Midway Township; Kathy Hannan; Jennifer Peterson

Mayor Larson called for a moment of silence in remembrance of those killed in Las Vegas, NV.

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the September 18, 2017 Council Meeting Minutes.

APPROVAL OF AGENDA

Benson added to Members Concerns: Alternative Winter Parking

Motion by Benson, seconded by Schwarzbauer and carried: To approve the agenda of October 2, 2017 as amended

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Ben LaLone, Johnson Controls, stated that he felt that they gave a very competitive bid. LaLone said that he visited Casey and Larson on Feb. 10, submitted a quote by Feb. 24, and called and left messages to follow up. He said the scope of the work never dictated how many visits. He said that he quoted inspection – and would write up anything following that. LaLone said that Stack quote does not include coil cleaning. He also said that there was concern about proprietary controls, and that is inaccurate. Johnson Controls uses industry standards since 2010. Larson apologized to Johnson Controls and stated that the city is going to take another look.

***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 Benson and carried: To approve the Consent Agenda.

***1. COMMUNICATIONS**

- A. Letter from Mediacom dated August 30, 2017

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

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 09/03/17; Liquor Fund payroll ended 09/03/17 (attached)

***4. COMMITTEE REPORTS**

***5. UNFINISHED BUSINESS**

- A. Personnel Handbook
- B. SRO

6. NEW BUSINESS

- A. Reintroduce Proctor American Legion letter dated August 11, 2017 (Schwarzbauer)

Schwarzbauer said that he put this on the agenda as he neglected to look at the statute stating the city could set aside \$300 annually for the observation of Memorial Day. He is also very cautious about this slope for paying expenses. Larson agreed that the \$1200 for the Lions Club was the wrong thing to do. Schwarzbauer said that he would like the council to look at ideas for more civic organizations. Larson apologized to Jim Kmecik. Nick Greenwood stated that in the future, he would step up for fundraising with his business. Greenwood stated that the Derailed is hosting a free burger basket next Wednesday, October 11 from 11am-10pm as a fundraiser for the American Legion and Beyond the Yellow Ribbon Campaign.

Motion by Benson, seconded by Schwarzbauer and failed (Benson withdrew motion, and Schwarzbauer withdrew second) : To allow a \$300 donation for the American Legion.

Larson stated that he would like the American Legion to come and present their request. Benson said that Kmecik had a prior commitment and would like to allow him to come to the meeting.

B. Yellow Ribbon Community Signs (Larson)

Larson read an email about yellow ribbon community signs to be placed on the Proctor population signs. Gaidis said that there are three population signs in town. Benson said that he would have liked to see a resolution for this purchase. Jennifer Peterson, co-chair of the Yellow Ribbon Community said that the signs are \$75 apiece.

Motion by Larson, seconded by Nowak and carried (5-0): To authorize the purchase of three Beyond the Yellow Ribbon signs.

C. Public Utility Commission – Applications included in Packet

Benson said that the council should allow the candidates to speak.

Bill Sweeney said that before this major dispute with the City of Duluth over the water rates, he had intended to retire. He has served on PUC for 15 years, and is asking to be re-appointed to finish up the projects. Sweeney said that Peterson serving on PUC is a conflict of interest.

Jennifer Peterson said that she has a unique set of skills to offer PUC. She said that she does not believe it is a conflict of interest as she has no knowledge of the contract with the City of Proctor. She said she is a resident of Proctor and a woman of integrity with very relevant experience.

Benson told Peterson that her application was impressive, and suggested making Sweeney an ad-hoc member during the negotiations with Duluth. Sweeney said that he has no interest in serving in that capacity. Nowak made a statement supporting Sweeney. Larson said that he would like the Utility Commission to weigh in. DeWall said that he would like PUC comments, and also to have the city attorney present.

Motion by Schwarzbauer, seconded by Benson, and following discussion: Schwarzbauer rescinded motion and Benson withdrew Second.

Item Tabled.

D. Police Department Policies

Gaidis said that this is the same policy as two weeks ago and names were omitted.

Motion by DeWall, seconded by Nowak and carried (5-0): To approve the Proctor Police Department policies as presented.

E. Property Split at 1402 LaVaque Road

Casey stated that this item went before the Planning and Zoning commission where it was recommended for approval.

Motion by Larson, seconded by Nowak and carried (5-0): To approve the property split at 1402 LaVaque Road as presented.

F. Accepting conveyance of property from ISD #704

Casey said that this piece of property was made aware to the administration by Benson. In the packet is a resolution from the school board conveying the property and our resolution accepting it.

Motion by Benson, seconded by Nowak and carried (5-0): To accept the conveyance of the property from ISD #704 and approve Resolution 42-17 Acceptance of Transfer of Property to the City of Proctor from the School District.

G. Call for Public Hearing on Liquor Store

Casey said that this is information as the City Attorney is not present.

H. Resolution 41-17 In Support of an Application for the Local Road Improvement Program (LRIP) Grant

Casey said that this grant application has been made available to cities like Proctor who do not have state aid for street. He said that he will apply for the maximum amount available of \$750,000.

Motion by Larson, seconded by DeWall and carried (5-0): To approve Resolution 41-17 In Support of an Application for the Local Road Improvement Program (LRIP) Grant.

I. Wood Chipping Proposals

Larson said that this is for the citywide brush pick up piles. LaLonde worked on getting quotes.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To accept the proposal of Waste Wood Recycles.

J. First Reading - Ordinance 07-17 Amending Section 1002.03 of the City Code entitled "General Setback Requirements"

Casey said at the Planning and Zoning meeting, they noticed a duplication in the City Code book. The chart is the correct wording and the duplicates have been

crossed out. Casey read the Ordinance aloud.

K. First Reading - Ordinance 08-17 Amending Section 1000 of the City Code Entitled "Land and Building" Regulation

Casey stated that Planning and Zoning has had a couple of requests for mini-storage facilities. He is asking council to take action regarding the definition of storage vs. mini-storage. Casey read the Ordinance aloud. DeWall stated that Planning and Zoning is allowed to monitor if this is considered permitted use.

L. Resolution 43-17 Resolution Requesting City Authoritys, Boards, Commissions, and Committees to Provide their Minutes to the Council Within One Week (Benson)

Benson stated that last time this resolution appeared before Council (May 2014) it passed. This resolution mandates committees and commissions to provide the council with minutes on a timely basis. Schwarzbauer said that he would like to see the previous resolution. Casey will furnish the council with the prior resolution.

M. Water Rate Increase (Benson)

Benson said that considering what Duluth has done with the water rate increase, there should be a healthy discussion at the council level. He mentioned establishing a water district. No action taken.

MEMBER CONCERNS

A. Social Media Policy – Schwarzbauer

Schwarzbauer distributed a handout with questions about the Social Media Policy and asked about consequences. Casey said that everyone has First Amendment rights, and this policy is to protect council, commissioners and committee members, and employees.

Benson distributed a letter about winter parking.

Nowak stated that last Thursday, Girl Scout troop 4046 helped Proctor with their annual Tree City USA Celebration

Casey said that he and Mayor Larson have a meeting with the City of Duluth Planner on Wednesday, at 9am.

Schwarzbauer said that he met with the Technician from LSC and they will be taking measurements for the train.

BILLS FOR APPROVAL

General Fund

\$57,794.23

Liquor Fund

\$31,269.24

\$89,063.47 TOTAL BILLS FOR APPROVAL

Motion by Schwarzbauer, seconded by Larson and carried (5-0): To approve the General Fund and Liquor Fund bills lists in the amount of \$89,063.47.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried (5-0): To adjourn the City Council meeting at 8:10pm.

1A.



WELCOME TO.....PROCTOR

The Duluth National Snocross is held in Duluth. When you are on the slopes of beautiful Spirit Mountain with the snowmobiles revving and crowd cheering... you *are* in Duluth. But once you get in your car or shuttle and settle into your warm hotel room, you are in *Proctor*. Proctor is incredibly lucky to be the primary entrance to Spirit Mountain and share a boundary with the City of Duluth. Visitors sleep in their hotels, eat and drink, fill their gas tanks, and bring a premiere national event to this small town. But Proctor hasn't just relied on luck. They invested countless hours, resources, and coordination over the 25 years to welcome Snocross visitors.

In the early days, organizers negotiated a deal with AmericInn to provide rooms for Snocross staff, sponsors and vendors. In 2009, organizers moved to the Black Bear and shuttled everyone to Spirit Mountain. AmericInn's General Manager Tony Banks and Spirit Mountain's Renee Mattson went on a campaign to win back Snocross. They joined with Best Western Plus, Duluth Spirit Mountain Inn, and Proctor Tourism to become a major Snocross sponsor. Their tenacity paid off, and since 2012 Proctor is the home of the designated Snocross hotels.

Proctor has only seven police officers and a population of just over 3,000. Yet every year they provide security to an event that brings 20-30,000 visitors. The police manage traffic, parking, and over-served folks. Police Chief Kent Gaidis has developed a coordinated effort with the Duluth and neighboring police. They provide Snocross with 24 hour security, and give visitors a warm welcome at the entrance gate.

We need snow for Snocross and there have been years when luck and Spirit Mountains' staff have saved the day. But without the Proctor Street Department, that snow would be a pain in the parking lots and streets. Rick LaLonde manages the department, and he and his crew work whatever hours are needed to put up Snocross signage and keep our parking lots, businesses, and streets plowed.

Since the beginning of Snocross, Proctor has provided off-site parking. Fair Board President Frank Siiro and his volunteers expertly maneuver around 1500 cars at the Proctor Fairgrounds. He also coordinates the shuttle service from the parking lot, hotels, and businesses to Spirit Mountain and back every day and into the night. This service is invaluable to organizers and spectators.

Proctor is an event organizer's dream. They are flexible and accommodating in a way that large cities can't be, and work hard to make planning a streamlined, efficient experience. This small town continues to be the host for the ALS Black Woods Blizzard Tour, Classic Snowmobile Challenge, MS 150 Bike Ride, S. St. Louis County Fair and Snocross. This year the 2018 ALS Black Woods Blizzard Tour is February 7-10 and the Classic Snowmobile Challenge is February 24th.

Proctor knows how valuable Snocross is to their town. They have loved this event since the beginning, and take great pride in their own Snocross heroes, Carl Schubitzke, Tim Maki, Rob Irving, Noel Kohanski and D.J. Eckstrom. They welcome the staff and racers and crews and spectators. In the end it doesn't really matter if visitors know they're in Proctor...just as long as they come home every Thanksgiving.

Welcome *Home* Snocross!

PR17-20

9/18/17 - 10/1/17

3A.

10/05/17 12:32 PM

Page 1

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 | \$750.00 |
| | Tourism | Tourism Expenditures | Full-Time Employee Regular | \$1,708.50 |
| | 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 | \$2,863.60 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$18.20 |
| | City Clerk | Administrative | Full-Time Employee Overtime | \$52.53 |
| | Financial Administration | Accounting | Full-Time Employee Regular | \$2,230.40 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$15,601.31 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$1,050.04 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$404.52 |
| | Police | Operations (Police) | Full-Time Employee Overtime | \$1,060.20 |
| | Police | Admin Secretary (Police) | Full-Time Employee Regular | \$1,526.10 |
| | Police | Admin Secretary (Police) | Full-Time Employee Overtime | \$14.19 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$817.20 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$54.48 |
| | Police | Police Grant Labor | Full-Time Employee Overtime | \$1,761.96 |
| | 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 | \$633.20 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$72.09 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$4,487.84 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$778.61 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$576.72 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$624.78 |
| | Park | City Parks | Full-Time Employee Regular | \$96.12 |
| | Park | City Parks | Temporary Employees Regular | \$168.75 |
| | Park | Tree Planting | Full-Time Employee Regular | \$165.23 |
| | Operations (PUC) | Administrative and General | Temporary Employees Regular | \$144.18 |
| FUND 100 General Fund | | | | \$42,107.10 |
| Sewer Fund | Public Works | Storm Drainage | Full-Time Employee Regular | \$108.75 |
| | Public Works | Sewer | Full-Time Employee Regular | \$282.40 |
| | Public Works | Pump Station | Full-Time Employee Regular | \$56.48 |
| FUND 500 Sewer Fund | | | | \$447.63 |
| | | | | \$42,554.73 |

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

10/05/17 12:32 PM

Page 1

| FUND Descr | DEPT Descr | ACTIVITY Descr | OBJECT Descr | Amount |
|----------------------|-------------------------|--------------------|-----------------------------|------------|
| Liquor Fund | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Regular | \$341.12 |
| | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Regular | \$1,364.48 |
| | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Overtime | \$63.96 |
| | Mountain Spirits Liquor | Clerks - Off Sale | Part-Time Employee | \$2,283.12 |
| FUND 600 Liquor Fund | | | | \$4,052.68 |
| | | | | \$4,052.68 |

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

10/05/17 12:33 PM
 Page 1

| Location Description | Hours | Shift Multiplier | Amount | Pay Group Description |
|-----------------------------------|-------|------------------|------------|-----------------------|
| Location Description CITY HALL | | | | |
| Shift Multiplier 1.5 | | | | |
| CITY HALL | 2.00 | 1.5 | \$52.53 | City -BI-wk |
| CITY HALL | 2.50 | 1.5 | \$76.50 | City -BI-wk |
| Shift Multiplier 1.5 | 4.50 | | \$129.03 | |
| Location Description POLICE | | | | |
| Shift Multiplier 1.5 | | | | |
| POLICE | 16.00 | 1.5 | \$539.76 | City -BI-wk |
| POLICE | 8.00 | 1.5 | \$349.20 | City -BI-wk |
| POLICE | 12.00 | 1.5 | \$523.80 | City -BI-wk |
| POLICE | 20.00 | 1.5 | \$873.00 | City -BI-wk |
| POLICE | 0.50 | 1.5 | \$14.19 | City -BI-wk |
| POLICE | 12.00 | 1.5 | \$536.40 | City -BI-wk |
| Shift Multiplier 1.5 | 68.50 | | \$2,836.35 | |
| Pay Group Description City -BI-wk | 73.00 | | \$2,965.38 | |
| Location Description Liquor Store | | | | |
| Shift Multiplier 1.5 | | | | |
| Liquor Store | 2.00 | 1.5 | \$63.96 | Liq -BI-Wk |
| Shift Multiplier 1.5 | 2.00 | | \$63.96 | |
| Pay Group Description Liq -BI-Wk | 2.00 | | \$63.96 | |
| | 75.00 | | \$3,029.34 | |

T20 grant
T20 grant
T20 grant

Parks and Rec Meeting 6/29/17

Call to Order 6:30 am

Roll Call- Rory Johnson, Todd Marunich, Jesse Annala, Rick LaLonde, Gary Nowak, (not present Tim Rohweder, Jeff Gunderson)

Others Present- Sally Hedke, Dan Stauber, Jen McDonald

Approval of Minutes (May 19th 2017) Motion by Rory 2nd by Nowak Motion Approved

Approval of agenda: Motion by LaLonde 2nd by Nowak Motion approved

Unfinished Business:

Playground for EveryBODY – Jennifer McDonald stated that there is 20,000.00 in the bank towards the completion of phase 2 of the playground. For the completion of phase 2 approximately 120,000.00 is needed in additional funds. Jen McDonald will get an updated quote on the Phase 2 Project. Jen will also check on any grants available towards the completion. Ask the city if they will move Roundup funds from Trainquility Park back to the Playground for EveryBody.

Motion by Annala 2nd by LaLonde to move forward with Jen McDonald to complete Phase 2 of Playground for EveryBody.

School Referendum update- Dan Stauber gave an updated completion date of the football field and baseball field turf of August 18th. And a possible start date of the Athletic complex in August.

Trainquility Park- Motion by Johnson 2nd by Marunich to move any projects to Historical society. Motion Passes. Jen McDonald will take this to the school board to get their blessing as this was a "school Project" in which the school deems completed.

New Business

New Business-

Light Usage at Ball Fields- there was talk about the expense of turning the lights on at the softball fields and who was responsible for payment of using the lights. Parks and Rec felt that this was a PUC issue and not a Parks and Rec issue. Nowak will reach out to PUC to let them know.

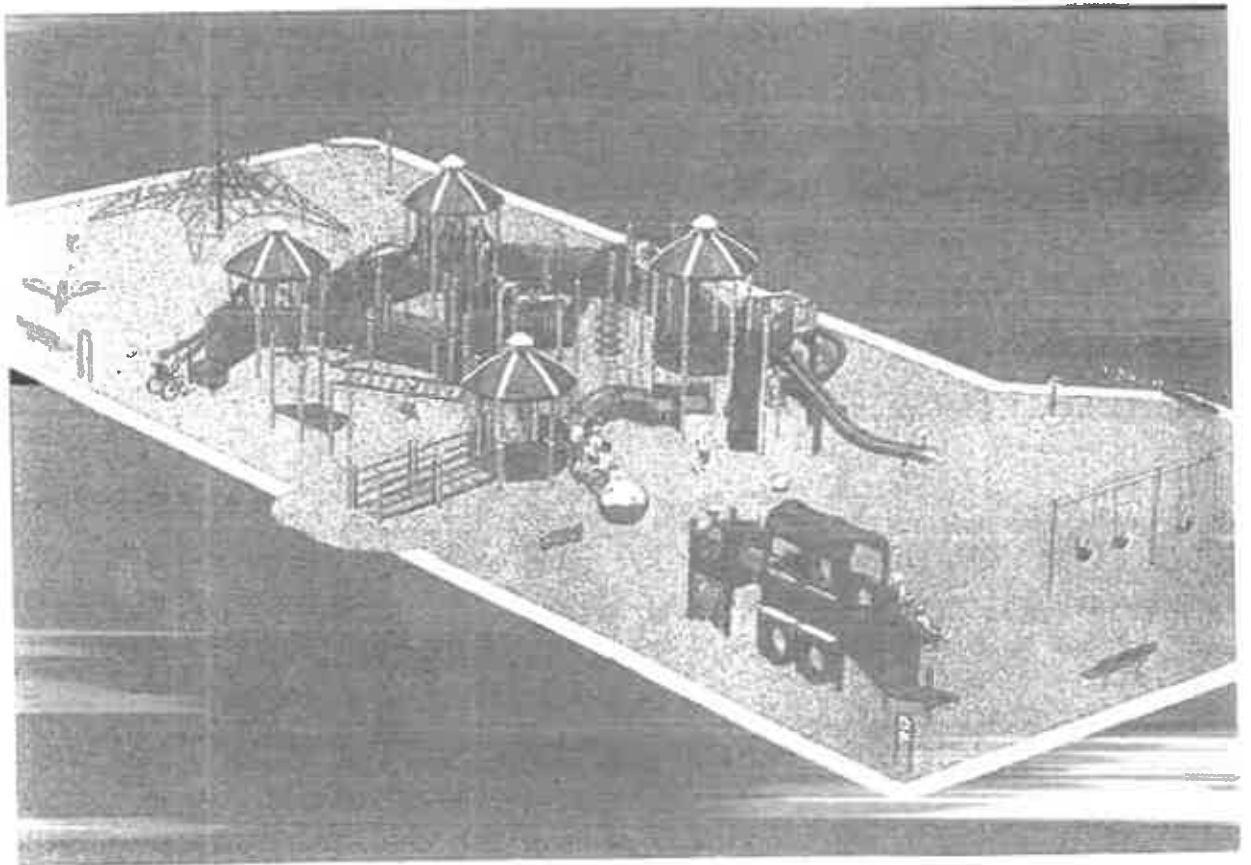
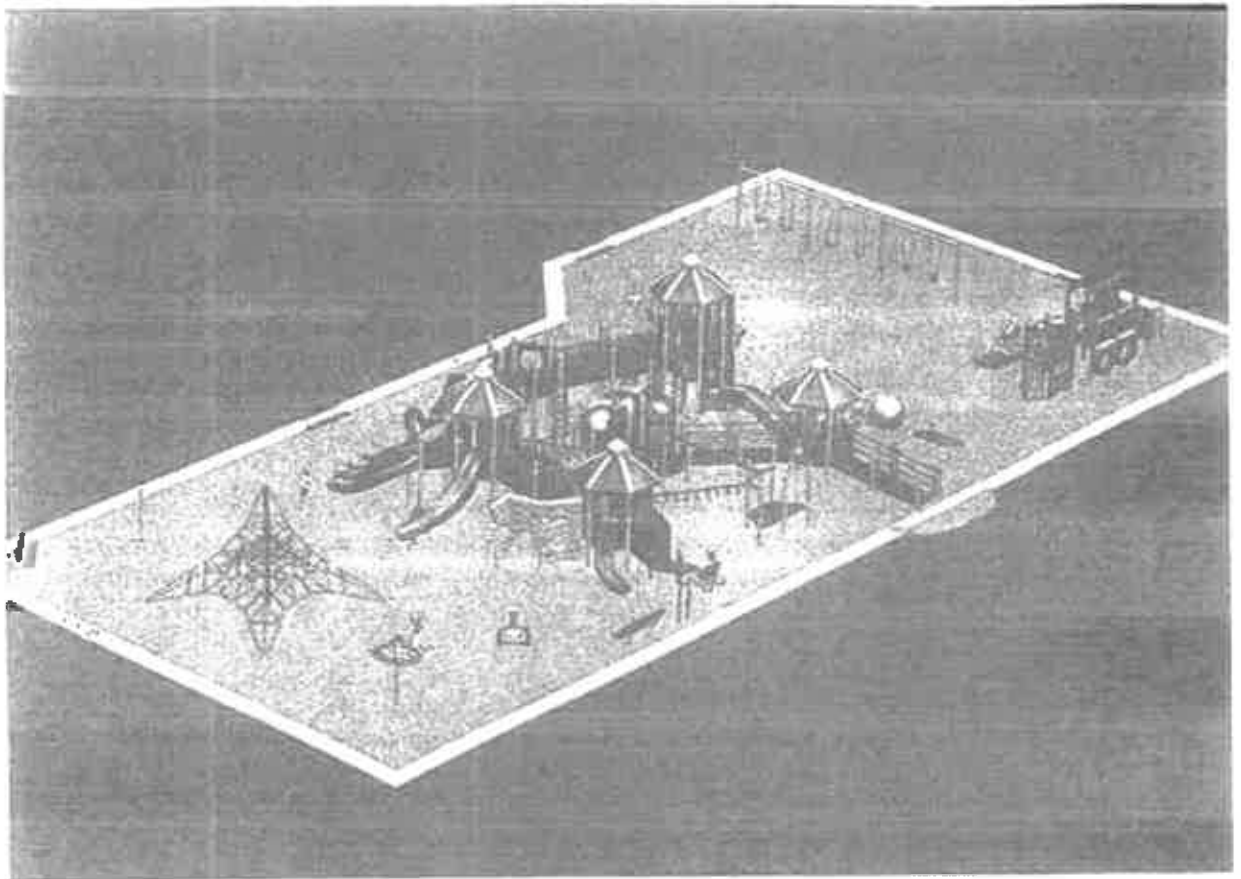
Projects and Improvements- Annala stated he would like to see Brush Cleared between the Playground for Everybody & the softball fields. Also clear brush on the fence line by the soccer field. Marunich would like to see the backstops raised on the softball fields.

Annala would like to see the Pavillion by field 2 repaired or replaced.

Nowak and Lalonde would like to get something started at the trail by St Louis River road. Lalonde will talk to the county to see if he can get a culvert for a parking lot installed.

Members Concerns- Rory Johnson suggested a gas card gifted to the Habermann family for all of their generosity and volunteer service to the Parks and Beautification.

Motion by Nowak 2nd by Johnson to Adjourn Meeting @ 8:00 am



'BARRIER FREE' PLAYGROUND - PROCTOR, MINNESOTA

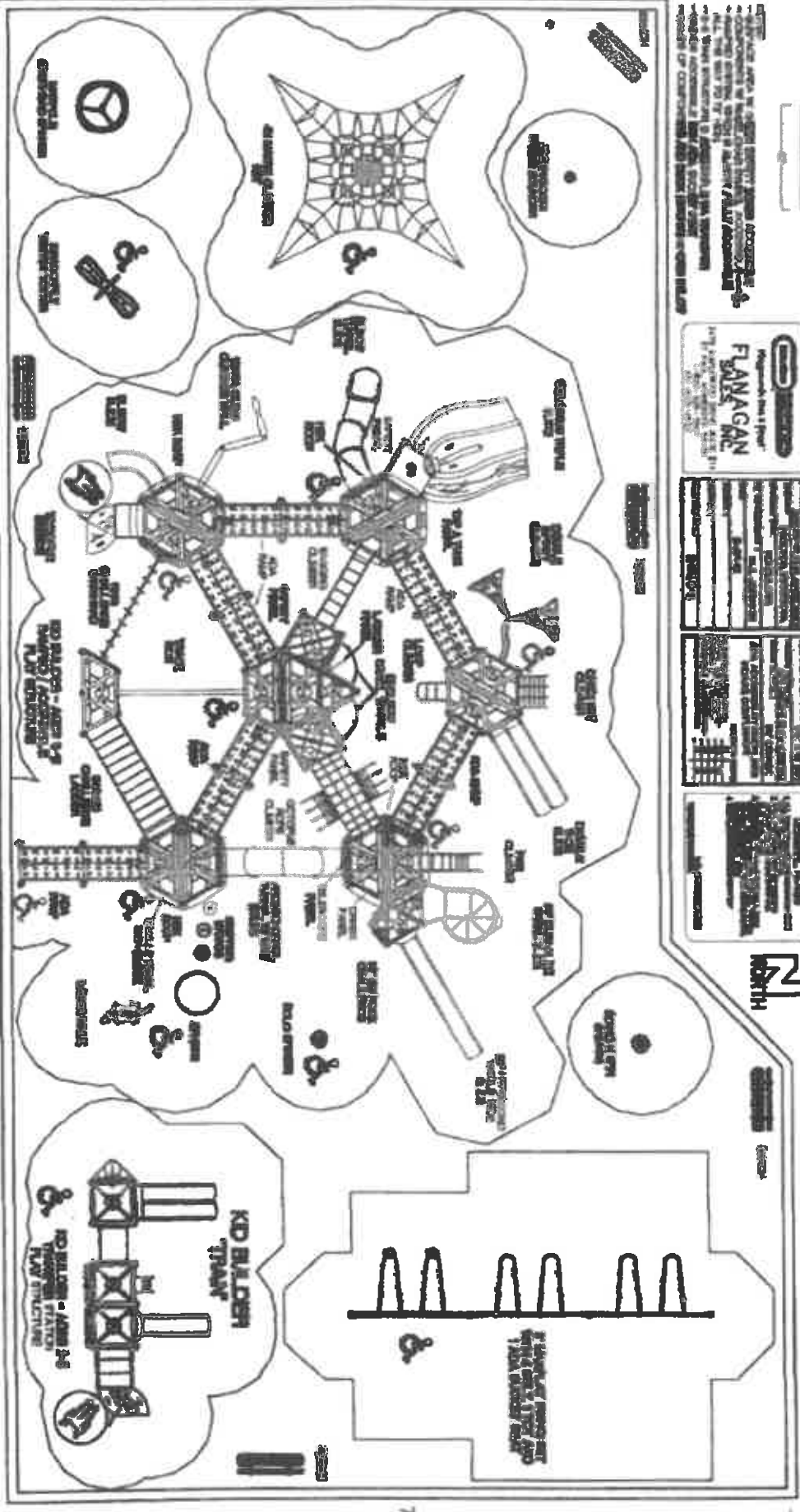
THIS AREA IS OPEN TO THE PUBLIC AND IS NOT TO BE USED FOR ANY OTHER PURPOSE. THE CITY OF PROCTOR, MINNESOTA, IS NOT RESPONSIBLE FOR ANY INJURY OR DAMAGE TO PERSONS OR PROPERTY THAT MAY OCCUR WHILE USING THIS PLAYGROUND. THE CITY OF PROCTOR, MINNESOTA, IS NOT RESPONSIBLE FOR ANY INJURY OR DAMAGE TO PERSONS OR PROPERTY THAT MAY OCCUR WHILE USING THIS PLAYGROUND.

FLANAGAN
 "Helping You & Your Family"
 1017 1/2 1ST AVE. S. ST. CLOUD, MN 56301
 (507) 325-1234

PLAYGROUND EQUIPMENT
 1. SWING SET
 2. SLIDE
 3. CLIMBER
 4. SAND PIT
 5. SPRINKLER
 6. WATER PUMP
 7. BASKETBALL HOOP
 8. VOLLEYBALL NET
 9. TENNIS COURT
 10. SOFTBALL FIELD

PLAYGROUND RULES
 1. NO RUNNING
 2. NO PUSHING OR SHOVING
 3. NO CLIMBING ON EQUIPMENT
 4. NO EATING OR DRINKING
 5. NO SMOKING
 6. NO ALCOHOLIC BEVERAGES
 7. NO DRUGS
 8. NO FIREARMS
 9. NO VEHICLES
 10. NO ANIMALS

PLAYGROUND HOURS
 7:00 AM - 6:00 PM
 MONDAY - FRIDAY
 8:00 AM - 5:00 PM
 SATURDAY
 9:00 AM - 4:00 PM
 SUNDAY



6"

60" WIDE ACCESSIBLE ACCESS PATH

6"

ACCESSIBLE PARKING

Proctor, MN

NOTES:

- SURFACE AREA W/ GREEN SAFETY ZONES ACCESSIBLE
- COMPONENTS W/ WHEELCHAIR SYMBOL ACCESSIBLE —&
- RAMPED SYSTEM, WHICH IS ALMOST FULLY ACCESSIBLE
ALL THE WAY TO 72' HIGH
- 2-5 TRAIN STRUCTURE IS ACCESSIBLE VIA TRANSFER
- SWINGS ACCESSIBLE WITH ADA BUCKET SEAT
- NAMES OF COMPONENTS AND DECK HEIGHTS SHOWN BELOW

4B.

Minutes of the Planning and Zoning Meeting of August 28, 2017 held in the Chambers at the Proctor Area Community Center.

Chairman Aldridge called the meeting to order at 5:00 p.m.

MEMBERS PRESENT

Commissioners: Harnell, Tuomi, & Boysen;
Chairman Aldridge

MEMBERS ABSENT

Commissioner Lambert

OTHERS PRESENT

Mark Casey, City Administrator; Tammie McDonald; John Bray, Attorney; Kevin Field; Chris Tabbert; Michelle Tabbert; Robert Talarico

APPROVAL OF MINUTES

Motion by Boysen, seconded by Harnell and carried: To approve the Planning & Zoning meeting minutes of July 24, 2017.

APPROVAL OF AGENDA

Casey added item 7A1: Kevin Field – Field Station

Motion by Lambert, seconded by Harnell and carried: To approve the August 28, 2017, Planning and Zoning Meeting agenda as amended.

1. PUBLIC HEARING

2. COMMUNICATIONS

3. BUILDING PERMITS (C-1 and above)

4. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

5. COMMITTEE REPORTS

6. UNFINISHED BUSINESS

- A. Zoning Classifications – Ordinance Wording to be developed
- B. Mixed Use Wording

7. NEW BUSINESS

A1. Kevin Field –Field Station

Field would like to combine his two lots and put an addition on his building. He drew an illustration on the white board for the committee. Boysen stated that the side yard setbacks are 5 feet. Lambert asked Field if this was going to be Rental Storage Space; Field said yes he has been asked about storage space several times. Boysen stated that Storage Facilities are not allowed in this zone. Aldridge stated that to meet the setbacks, a variance or two would be required. Casey said that the commission would need to consider the usage; the setback requirements; lot size; and the total percentage of lot to be covered by buildings. Item to be kept on agenda for next meeting.

A. Letter from Mike Harty – 902 Bee Street – Vacating Bee Street

Casey stated that a committee with Councilor Schwarzbauer, Mayor Larson, Rick LaLonde, SEH Engineer and himself met and the overall recommendation is to not vacate Bee Street.

B. 1225 N. 3rd Avenue

Casey said that the home owner asked for consideration to build a garage with living quarters upstairs. The building inspector and Casey informed the owner that is not an option. The committee members discussed the setbacks and agreed that without a variance, no garage could be built.

C. Parcel #185-0101-00220 – Easement off Almac Drive – Planning Decision: Is Utility Easement needed

Casey stated that there is a utility easement on the Southerly portion of this property. He is asking the commission for expertise for intended use of the utility easement. Casey said that he, Bray, and Mayor Larson met with the realtor and property owner and also discussed the pie-shaped parcel that is non-buildable. Aldridge stated there is no intended use of the easement.

Casey stated that the Tabberts are trying to purchase this property and hope that the utility easement can be vacated. Casey also said that there is an Easement Use Agreement that states that the property owner needs to clear the northerly 33 feet of the unimproved Right of Way.

Boysen asked if the easement could be made narrower. Casey stated he would clarify with the City Engineer.

Motion by Boysen, seconded by Harnell and carried (4-0, Aldridge abstained): For administration to inquire with City Engineer to the minimum width of the easement; then modify the easement as directed.

Motion by Lambert, seconded by Boysen and carried (4-0, Aldridge abstained): To modify the Easement Use Agreement and have the property owner clear the southerly portion of the easement.

D. 9419 Westgate land separation

Robert Talarico stated that he owns 47 acres on Westgate Blvd and he would like the committee to consider allowing him to cut out a portion of the land around the sign. Talarico stated that this is a family business; however the government has decided to tax these signs differently. He would like to retain ownership of the sign if he sells the surrounding property.

Motion by Lambert, seconded by Tuomi and carried (5-0): To recommend to City Council the approval of the land division as presented.

E. Letter from MN Dept. of Human Services – For consideration: Home Foster care does require Conditional Use Permit if located in R-3 Zone

Attorney Bray gave Casey documentation that there is no additional information needed for foster care in the city of Proctor.

8. BUILDING INSPECTOR REPORT

A. Year to date building/plumbing permits listing

Committee asked about 818 Libby Circle new home.

MEMBER CONCERNS

Harnell asked for more descriptions on agenda items.

Tuomi discussed a storage container at 901-6th Street.

ADJOURNMENT

Motion by Lambert, seconded by Tuomi and carried (5-0): To adjourn the Planning and Zoning meeting at 6:30pm.

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. on Tuesday, September 12, 2017 in the Proctor Community Center.

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

MEMBERS PRESENT: Commissioners: Tom Lavato, Carol Lind, Wayne Pulford, Eric Bingaman and Nicholas Greenwood; Mayor Larson

MEMBERS ABSENT: Chairman Madson and Commissioner Lind

OTHERS PRESENT: Mark Casey, City Administrator, Tammie McDonald; Jake Benson

APPROVAL OF MINUTES

Motion by Bingaman, seconded by Greenwood and carried: To approve the PED A meeting minutes of July 11, 2017.

APPROVAL OF AGENDA

Casey asked to remove item 5B

Motion by Bingaman, seconded by Greenwood and carried: To approve the PED A agenda of September 12, 2017

1. COMMUNICATIONS

A. Financial Report

2. PLANNING & ZONING COMMISSION MATTERS

Casey stated that the City has been receiving request for divisions of property.

3. PED A SECRETARY ADVISES AUTHORITY

Casey described the financial statements that were included in the packet.

4. UNFINISHED BUSINESS

5. NEW BUSINESS

A. Land along Old Highway 2

Casey said that several months ago this property owner approached City Hall to sell his land. He is asked \$40,000 for the parcel which does not contain water or sewer.

Additionally, an adjacent property owner has also approached the city to purchase another parcel of land. Both of these properties are adjacent to the city owned 40 acres. Greenwood asked if there was access off Hwy 2. Casey stated that a cart way would have to be established or pay the county \$25,000 for direct access off of Hwy 2. Casey stated that he didn't see any plans for that area in the Comprehensive Plan, but will send a copy of the plan to each commissioner for review.

B. Lamar Property

Item removed from agenda

C. Clarification of PEDA Loan vs Line of Credit - question posed to PEDA is: If a borrower is approved for a loan of \$5,000 and only uses \$2000, can the borrower come back for the rest of the amount? Does it fall within the confines of the agreement?

Jake Benson stated that he had an agreement with PEDA for a loan. He is asking why the bill was pulled from the bills list after the work has been completed. Casey stated that the bill came before council and the mayor pulled it for discussion. Casey said that some clarification is needed whether this is a loan or grant. Also, there needs to be direction about if the loan is a form of credit line. Greenwood asked if there was a time limit to request the money. Casey said that clarification is needed for the guidelines of the grants and loans. Greenwood said that the Chamber supports the CDBG program and PEDA has tabled the program until December. The Chamber would like to see a letter stating PEDA's support of the program. Casey said that his understanding is that this money is a loan for Benson. Benson said that he waited in line for others to pay back loans before he applied for one. Casey said that this is time to start setting parameters for loans and for what time period that can be drawn on. Greenwood said that he doesn't see specification on a timeframe for withdrawals.

Motion by Greenwood, seconded by Pulford and carried (4-1, Larson opposed): To issue payment to Advanced Awnings for a loan for Jake Benson.

D. Real Estate: Many times the City will receive calls in regards to property available. Should we (PEDA, City Staff) showing properties not owned by the City or PEDA? If so, should we enter into an agreement with the property owner before showing the property; i.e. the Gilbert property on Waterview Drive.

Motion by Greenwood, seconded by Bingaman and carried: To table Item 5D.

6. MEMBER CONCERNS

A. Social Media Policy

Casey said that PEDA is taking some criticism from other entities, including social media. The administrator will disburse a copy of the policy to each committee/commission member.

Greenwood stated that the Chambe would like a letter from the City supporting CDBG.

APPROVAL OF BILLS

A. PEDA Loan Disbursement

ADJOURNMENT

Motion by Bingaman, seconded by Pulford and carried: To adjourn the PEDA meeting at 6:50pm.

6A.

Proctor American Legion Lind-Gordon Berg Post 106

City of Proctor
100 Plonk Drive
Proctor, MN 55810

August 11, 2017

In accordance with Minn. Stat. 485.50 and the Office of the State Auditor we are requesting \$1,200 for Proctor's Memorial Day observance.

The Proctor American Legion Post 106 has been an active veteran and civic organization for 98 years.

For nearly a century Proctor's Lind-Gordon-Berg Post has remembered the fallen by placing nearly 300 flags a year on the graves of Proctor area veterans, holding ceremonies in Proctor for over 60 years and providing Honor Guard duties in cemeteries in the Townships of Midway, Solway, Grand Lake and Canosia on Memorial Day.

Besides the solemn ceremonies community residents have benefitted from the Proctor American Legion's participation in the Hoghead Festival Parade, American Legion baseball league, Boys and Girls State, "Unserviceable Flags Ceremony," scholarships for Proctor high school graduates, MS 150, Poppy Day in support of veterans, donating to the Minnesota Veterans Cemetery in Grand Lake Township allowing area veterans to be buried locally and our members are involved in Proctor's Beyond the Yellow Ribbon program serving on its steering committee among others.

We do not have a fundraiser though costs continue to rise and requests for donations continue to grow. The funds will help our veterans continue the Memorial Day tradition in Proctor.

Sincerely,



Jim Kmeck
Commander
Proctor American Legion
Lind-Gordon Berg Post 106

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

**CITY OF PROCTOR
RESOLUTION 37-17
ORDERING APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING
FOR FISCAL YEAR 2018**

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

WHEREAS, a motion(s) of the City Council of Proctor approved the Plans and Specifications to be ordered for infrastructure projects, public works facility bonding, and identified need for residential demolition.; and,

WHEREAS, proposed funding for these types of projects may be available through Community Development Block Grants for fiscal year 2018; and,

WHEREAS, with reference to the grant application(s), discussion took place at the meeting of City Council on September 18, 2017, describing the projects under consideration involving the following:

1. 6th Street and Almac Drive to include 4th Ave. from 6th St to 7th St.
2. Demolition of dilapidated buildings Public and Residential
3. Commercial Rehabilitation

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

1. Application for funding for 6th Street, Almac Drive and 4th Ave. project through the St. Louis County Community Development Block Grant program for fiscal year 2018 is hereby ordered.
2. Application for funding for Demolition of Commercial and Residential buildings is hereby ordered.
3. Application for funding for Commercial Rehabilitation
4. That the Mayor and City Clerk are authorized to sign and submit said application and all applicable contracts or agreements on behalf of the City of Proctor.

Adopted by the City Council on this 18th day of September, 2017.

Voting Aye: Benson, DeWall, Larson, Schwarzbauer, Nowak
Voting Nay: 


Mayor

ATTEST:


City Administrator

66.

M&O

MAKI & OVEROM

A PROFESSIONAL CORPORATION
31 WEST SUPERIOR ST. • SUITE 402 • DULUTH, MN 55802
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ROBERT C. MAKI
*STEVEN C. OVEROM
JOHN H. BRAY
SHAWN B. REED
*RAYMOND J. PETERSON
♦CHRISTOPHER S. DAVIS, JR.
*ALSO ADMITTED IN WISCONSIN
♦ALSO ADMITTED IN CALIFORNIA
♦RULE 114 QUALIFIED NEUTRAL
*BOARD CERTIFIED REAL PROPERTY LAW SPECIALIST

Writer's Extension 116

October 10, 2017

Via Email

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

RE: Public Utilities Commission/Conflict of Interest Issues
Our File No.: 12-195(001)

Dear Mark:

As I understand the issue, the City is considering appointing a Minnesota Power employee ("Applicant") to the Public Utilities Commission ("PUC"). There have been suggestions to the effect that the Applicant has a "conflict of interest" arising from her employment with Minnesota Power precluding her from serving on the PUC.

It is my understanding that the Applicant is not an officer, shareholder or director at Minnesota Power. It is also my understanding that the Applicant does not have any responsibilities related to the administration of the Minnesota Power contract with the PUC. With that factual backdrop, I have read and considered the applicable statutes and case law, and my opinion is that the Applicant does not have a disqualifying conflict of interest and may serve on the PUC.

First, it has been suggested to me that Chapter 10A of the Minnesota statutes applies, and prohibits the Applicant from serving on the PUC. Chapter 10A, however, only applies to the seven county metropolitan area. Accordingly, it is inapplicable to our situation. (See, Minn. Stat. § 10A.07).

Second, the Applicant's status as an employee without a direct financial interest in the PUC's ongoing contract with Minnesota Power compels the conclusion that there is no statutory conflict of interest. Minn. Stat. § 471.87 addresses public officials and conflicts of interest. Under that section, public officers are generally prohibited from having a personal financial interest in a sale, lease or contract they are authorized to make in their official capacity.

The Minnesota Attorney General's ("AG") office has advised that if a public official is an employee of a contracting firm and his or her salary is not affected by the contract, a public body

may determine that no personal financial interest exists, and therefore, there is no conflict of interest.

The AG has further provided that factors other than an employment may have to be considered to determine whether a prohibited interest is present. The AG concluded that the following factors also weigh against a determination that a conflict of interest exists:

- The public official has no ownership interest in the firm.
- The public official is neither an officer nor director.
- The public official is compensated with a salary or an hourly wage basis and receives no commissions, bonus or other remuneration.
- The public official is not involved in supervising the performance of the contract for the employer and has no other interest in the contract.

My review of these factors leads me to conclude that there is no conflict of interest arising out of the Applicant's personal financial interest. The Applicant does not have an ownership interest in Minnesota Power, is not an officer or director, and receives a salary. Finally, her position with Minnesota Power has no involvement with the PUC's contract.

Even assuming that some of these factors could support a determination that the Applicant has a conflict, the PUC's contract with Minnesota Power is a contract for which no competitive bidding is required. Accordingly, under Minn. Stat. § 421.88 subd. (5), as well as § 453.59, my opinion is that there is no conflict of interest here.

Very truly yours,



John H. Bray
JHB/lrs

6C.

Tammie McDonald

From: Jennifer Peterson (MP) <JJPeterson@mnpower.com>
Sent: Tuesday, October 03, 2017 6:34 PM
To: Tammie McDonald
Subject: Conflict of Interest Note

Hi Tammie – Could you please forward on this note to Mr. Casey, the Mayor and City Counselors?

Gentlemen,

Thank you for the opportunity to appear in front of you yesterday for consideration to an appointment as a commissioner on Proctor's Public Utility Commission. As stated in my written application, and reiterated in person last night, I believe I have a specific set of skills in the energy industry that I could use to serve the City of Proctor.

There were a few comments last night about a potential conflict of interest with my employment at Minnesota Power. As the council noted, the wholesale power contract with MP was recently negotiated and won't need to be reevaluated for over a decade. However, it is true, as Mr Sweeney noted, that issues involving the relationship with MP will arise periodically.

I discussed the issue with one of our in-house attorneys at Minnesota Power and he directed me to the Minnesota Legal Services Board. The MN Legal Services Advisory Committee provides grants to low-income clients across the state. They use a simple conflict of interest disclosure form, and members with a conflict abstain on votes relating to that conflict. You can access the form on their website, here:

<http://www.mncourts.gov/mncourtsgov/media/CIOMediaLibrary/News%20and%20Public%20Notices/RFP/Court%20Proceedings%20Recordings/Conflict-of-Interest-Disclosure-Form.pdf>

While I view my employment at Minnesota Power as valuable experience (which allows me to remain up to date on issues related to utility businesses and policies), I understand there is a perception of a conflict of interest. I would be more than willing to disclose this and abstain on relevant votes, and would also be willing to agree that I would not be a conduit of information passing in any direction between Minnesota Power and the Proctor Public Utilities Commission.

I am happy to answer any questions or discuss this further.

Thank you for your consideration,

Jennifer

Jennifer J. Peterson | Manager of Regulatory Affairs
ALLETE/Minnesota Power | 30 West Superior Street | Duluth, MN 55802
☎ 218-355-3202 | ✉ jjpeterson@mnpower.com

Application for Membership Consideration
City of Proctor Volunteer Advisory Committee

Name: Jennifer Jae Peterson
Address: 1225 3rd Ave, Proctor MN 55810
Home Phone: N/A
Cell Phone: 218-349-2924
Work Phone: 218-355-3202
Email: jjpeterson@mnnpower.com

Which advisory board, committee or commission do you wish to be a part of?

1. Public Utilities Commission
2. N/A
3. N/A

You may attach a resume or letter of interest.

Once filed with the city, your completed application is a public record, potentially eligible for release.

1. **What do you know about the committee you wish to join?**

I know that the Public Utilities Commission (PUC) consists of three commissioners, appointed by the city council, and oversees the water and electric services for the city of Proctor.

2. **Why are you interested in serving on this committee?**

Working in the utility industry myself, and specifically in the field of regulation, I feel that I have unique skills that would be useful to the Proctor PUC and allow me to contribute to my community in a productive way. I love being a Proctor resident and a Proctor PUC customer and want to ensure the best standard of living for our community possible. I have knowledge of utility operations, utility regulation, cost allocation and energy policy and feel I could be a great addition to the PUC.

3. **Describe your qualifications, expertise and/or skills which would benefit this advisory committee.**

I have been employed by Minnesota Power (MP), an electric utility providing service to 145,000 customers in northeastern Minnesota, for six years. I am currently the Manager of Regulatory Affairs where I oversee our interactions with the Minnesota Public Utilities Commission (MPUC) in St Paul and other stakeholders for retail electric service. As a regulated utility, MP requires approval from the MPUC for all major projects and rate adjustments, so I am familiar with utility construction projects (like the construction of solar arrays, for example), utility program offerings (like energy efficiency and conservation programs), assistance for low-income customers (like the federal LIHEAP program), cost allocation and electric rate design. I am also responsible for tracking energy policy developments at the state level, which can include legislation on energy issues, new regulation or different stakeholder interests. I am not, however, responsible for or involved in any of MP's wholesale power contracts with municipal customers. I believe this unique experience would allow me to serve as an informed member of the PUC.

4. **What do you think are characteristics of a great board member?**

The first characteristic of a great board member is professionalism. Showing up early, prepared, educated on the issues and demonstrating a commitment to getting work done is the foundation of a good board member. Being open to other ideas and viewpoints and being able to work collaboratively with other stakeholders and fellow commissioners is also critical to success.

5. Describe your involvement in the Proctor community.

I am currently a member of the Proctor Liquor Control Board. I am also Co-Chair of Proctor's Yellow Ribbon Steering Committee, which worked to get Proctor recently proclaimed a Yellow Ribbon Community by the State of Minnesota. The Yellow Ribbon Community designation is one that recognizes cities that actively support their veterans and military families. I am also an active member of the 148th Fighter Wing, Minnesota Air National Guard.

6. Please state your current occupation.

I am currently the Manager of Regulatory Affairs for Minnesota Power.

7. List your educational and professional background and area of study.

I have a Bachelor's degree from the College of Saint Scholastica (Summa Cum Laude) in International Studies and a Master's degree from the American Military University (With Honors) in International Relations and Conflict Resolution. I am a graduate of the Leadership Duluth and Leadership Minnesota programs. In 2013 I was named the 148th Fighter Wing's Ground Officer of the Year and in 2015 I was one of the Duluth News Tribune's "20 Under 40."

At Minnesota Power I serve on the Steering Committee for the Utility's Conservation Improvement Program, the MP's Low Income Customer Task Force, and I am a member of the MP Foundation's Environmental Contribution Committee – among other duties.

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?

Whatever amount is generally required of Proctor utility commissioners is fine.

9. If you are not appointed to this committee at this time:

- a. Do you wish to be considered for an appointment to another board? **Not at this time.**
- b. Do you wish to be considered for future appointments to this board? **Yes.**
- c. Would you be willing to volunteer for 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.

11. If applying for the Proctor Public Utilities Commission, please specify your expertise in the areas of utility operations, finance, and utility construction or other relevant experience and the duration of that experience.

As the Manager of Regulatory Affairs at Minnesota Power, I have worked on utility project teams and gained regulatory approval at the state level for the following projects: MP's first community solar garden, MP's first 10MW utility scale solar array at Camp Ripley, MP's energy efficiency and conservation programs, solar rebate programs, rate design initiatives and more. I am familiar with utility rate design and cost allocation; utility operation metrics for safety, reliability and customer service; customer programs and services; low-income energy assistance programs; natural gas plant facility development and more.

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 committed to be open to receiving feedback and input from all members of the community and will be a fair and credible representative of the City of Proctor.

13. How did you learn about this advisory committee recruitment?

I saw the opening on the City's Facebook page.

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.

Application for Membership Consideration
City of Proctor Volunteer Advisory Committee

William R. Sweeney

Name: William R. Sweeney

Address: 826 Almac Dr. Proctor, MN 55810

Home Phone: 628-3598

Cell Phone: 591-4051

Work Phone:

Email:

Which advisory board, committee or commission do you wish to be part of?

1. Public Utilities
- 2.
- 3.

You may attach a resume or letter of interest.

Once filed with the City, your completed application is a public record, potentially eligible for release.

1. What do you know about the committee you wish to join?
15 years member of PVC - 5 as Chair
2. Why are you interested in serving on this committee?
Same as (1)
3. Describe your qualifications, expertise and/or skills which would benefit this advisory committee.
See Above
4. What do you think are the characteristics of a great board member?
Honest, hard working,
5. Describe your involvement in the Proctor community.
6. Please state your current occupation.
Retired Lawyer
7. List your educational and professional background and area of study.
4 years College; BA Political, Business & Economics & History J.D. U of M
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?
As many as needed to get jobs done

9. If you are not appointed to this committee at this time:
Do you wish to be considered for an appointment to another board? **No**
Do you wish to be considered for future appointments to this board? **DNA**
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? **Yes**
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.
See # 1, 2, 3, & 7
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?
See # 1, 2, 3 & 7
13. How did you learn about this advisory committee recruitment?
See above

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.

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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.

340A.602

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

6D.

Tammie McDonald

From: Mark Casey
Sent: Thursday, October 12, 2017 10:16 AM
To: Tammie McDonald

The 2016 loss before transfers was \$30,713 and the 2015 loss before transfers was \$3,959. At least part of this loss is directly attributable to adjustments made as a result of recording the PERA net pension liability.

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

Phillp 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

6E.

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

ORDINANCE NO. 07-17

ORDINANCE AMENDING SECTION 1002.03 OF THE CITY CODE ENTITLED "LAND AND BUILDING REGULATIONS"

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

Section 1. City Code, Section 1002.03, Subd.2 entitled "General Setback Requirements,"
is hereby amended as follows:

1002.03 Setback Requirements.
See Attachment "A"

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 October, 2017.

CITY OF PROCTOR

By _____
Mayor

ATTEST:

City Clerk/Administrator

First Reading:
Second Reading:
Published Proctor Journal on October _____, 2017

GENERAL SETBACK REQUIREMENTS
Dwellings, Primary Structures

A: All dwellings, primary structures

| DISTRICT | MINIMUM LOT AREA PER FAMILY | MINIMUM LOT FRONTAGE (in feet) | MINIMUM FRONT YARD DEPTH (in feet) | MINIMUM SIDE YARD WIDTH (in feet) | MINIMUM REAR YARD DEPTH (in feet) | MAXIMUM HEIGHT OF BUILDINGS STORIES* FEET* | |
|--|---|---|--|---|---|--|--------|
| O/R (Allowed as "C"-use ' 1002.13 subd. 4) | 10 Acres | 250 | 50 | 25 | 50 | 2.5 | 35 |
| S | 5 Acres | 250 | 50 | 25 | 50 | 2.5 | 35 |
| R-I-A | 14,000 sq. ft. ** | 75*** | 35 | 8 | 25 | 2.5 | 35 |
| R-1-B | 7,500 Sq. ft. | 60*** | 35 | 6 | 25 | 2.5 | 35 |
| R-1-C | 32,670 Sq. ft. | 3/4 Acre*** (150 feet) | 35 | 6 | 25 | 2.5 | 35 |
| R-2 | 1F--7,500 sq. ft. 2F--3,750 Sq. ft. | 60 | 35 | 6 | 25 | 2.5 | 35 |
| R-3 | 1F--7,500 sq. ft. 2F--3,750 sq. ft. MF--1,500 sq. ft. EFF--380 sq. ft. | 90 | 35 (5) | 6 (1) | 25 (5) | 3.0 | 45 |
| C-1 | Same as R-3 | N/A | 5 | 5 (2) | 25 | 3.0 | 45 |
| C-2 | Same as R-3 | N/A | 5 | 5 (2) | 25 | 3.0 | 45 |
| I | Not allowed | | 5 (6) | 5 (3) | (3) | 4.0 | 60 (4) |

* See ' 1002.03 subd. 2 (4) for standards, restrictions, etc. regarding antennas, etc.

**** Except Scott's/McGovern Addition as set forth on Zoning Map; 9,000 square feet where city water available**

***** Except single lot, where owner of lot does not own other adjacent lots as of date of adoption of Zoning Ordinance, 33 foot frontage will be buildable. Does not apply where lot is sold or transferred prior to building. See ' 1002.03 subd. 6.**

NOTES

(1) For buildings less than three stories in height. For three story buildings, side yards of 10 feet are required.

(2) The side yard setback is as set forth, except that a side yard of not less than seven feet shall be provided on the side of lot abutting a residential district.

(3) No rear yard required and the side yard setback is as set forth; except, that a side yard of not less than 7 feet and a rear yard of not less than 25 feet shall be provided on the side or rear of a lot abutting a residential district.

(4) Whenever any building on a "M-I" District adjoins or abuts a residential district, such building shall not exceed three stories or 40 feet in height, unless it is set back one foot from the required side and rear yard lines for each foot of additional height above 40 feet.

(5) Front and rear yard requirements in "R-3" District are a minimum of 35 and 25 feet, respectively, except for three story buildings which shall have requirements of 40 and 30 feet, respectively.

(6) If average depth of the lot is less than 250 feet, the minimum front yard depth required is 10 percent of the average lot depth, but not less than 10 feet.

(7) No lot of record containing 7,500 square feet or less shall be used except for a single family dwelling or a permitted non-dwelling use.

(8) To be computed so as to include any highway easements or parts thereof within the original parcel of land.

(9) The Planning Commission shall make findings on each of these requirements as seen in light of the individual development, the site, and surrounding developments.

5,000 square feet on any lot; provided further, that in no event shall a lot have more than four accessory structures in total placed upon it. Only one of the accessory structures located upon such lot may exceed 1,200 square feet in size.

| DISTRICT | MINIMUM LOT AREA PER FAMILY | MINIMUM LOT FRONTAGE (in feet) |
|----------------------------------|--|--------------------------------------|
| O/R Open Space- Recreation | N/A | N/A |
| S Suburban | 5 acres | 250 |
| R-1-a Residential | 14,000 sq. ft. | 75 |
| R-1-b Residential | 7,500 sq. ft. | 60 |
| R-1-c Residential | 32,670 sq. ft. | 3/4 acre (150 ft.) |
| R-2 Residential | 1F 7,500 sq. ft. 2F 3,750 sq. ft. | 60 |
| R-3 Residential | 1F 7,500 sq. ft. M.F. 1,500 sq. ft. (7) 2F 3,750 sq. ft. Eff. 380 sq. ft. | 90 |
| C-1 Commercial | As in R-3 | |

| | | | |
|------------------------------|---------|----------|----------|
| C-2 Commercial | | None (2) | 25 |
| C-3 Commercial | (9) | (9) | (9) |
| I Industrial | See (6) | None (3) | None (3) |

| DISTRICT | MAXIMUM HEIGHT OF BUILDINGS | | ALLOWABLE PERCENTAGE OF LOT COVERED BY STRUCTURES |
|---|--------------------------------|------|---|
| | STORIES | FEET | |
| O/R Open Space- Recreation | 2.5 | 35 | N/A |
| S Suburban | 2.5 | 35 | N/A |
| R-1-a Residential | 2.5* | 35 | 35 % |
| R-1-b Residential | 2.5* | 35 | 35 % |
| R-1-c Residential | 2.5* | 35 | 35 % |
| R-2 Residential | 2.5* | 35 | 35 % |
| R-3 Residential | 3.0 | 45 | 50 % |
| C-1 Commercial | 3.0 | 45 | 50 % |
| C-2 | 3.0 | 45 | 50 % |

Commercial

~~C-3 2.5 35 50 %~~

Commercial

~~I 4.0 60 (4) 75 %~~

Industrial

~~*In all R-1 and R-2 Districts, no accessory structure shall exceed 18 feet in height.~~

GENERAL SETBACK REQUIREMENTS

Dwellings, Primary Structures

A: All dwellings, primary structures

| DISTRICT | MINIMUM LOT AREA PER FAMILY | MINIMUM LOT FRONTAGE (in feet) | MINIMUM FRONT YARD DEPTH (in feet) | MINIMUM SIDE YARD WIDTH (in feet) | MINIMUM REAR YARD DEPTH (in feet) | MAXIMUM HEIGHT OF BUILDINGS STORIES* FEET* | |
|--|---|--------------------------------|------------------------------------|-----------------------------------|-----------------------------------|---|----|
| O/R (Allowed as "C"-use §1002.13 subd. 4) | 10 Acres | 250 | 50 | 25 | 50 | 2.5 | 35 |
| S | 5 Acres | 250 | 50 | 25 | 50 | 2.5 | 35 |
| R-I-A | 14,000 sq. ft. ** | 75*** | 35 | 8 | 25 | 2.5 | 35 |
| R-1-B | 7,500 Sq. ft. | 60*** | 35 | 6 | 25 | 2.5 | 35 |
| R-1-C | 32,670 Sq. ft. | 3/4 Acre*** (150 feet) | 35 | 6 | 25 | 2.5 | 35 |
| R-2 | 1F--7,500 sq. ft. 2F--3,750 Sq. ft. | 60 | 35 | 6 | 25 | 2.5 | 35 |
| R-3 | 1F--7,500 sq. ft. 2F--3,750 sq. ft. MF--1,500 sq. ft. EFF--380 | 60 | 35 (5) | 6 (1) | 25 (5) | 3.0 | 45 |

Phillip 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) 824-3641 • Fax (218) 824-9459 • email: cityhall@proctormn.gov

ORDINANCE NO. 08-17
ORDINANCE AMENDING SECTION 1000 OF THE
CITY CODE ENTITLED "LAND AND BUILDING REGULATION"

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

Section 1. City Code, Section 1002.09, Subd. 2; paragraph (3) entitled "C-1 Retail District Permitted Uses," is hereby amended as follows:

Subd. 1. Automobile and/or boat parking lot or storage, and mini-storage facilities, provided that the Planning and Zoning Commission shall be entitled to impose conditions for mini-storage facilities.

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 October, 2017.

CITY OF PROCTOR

By _____
Mayor

ATTEST:

City Clerk/Administrator

First Reading:

Second Reading:

Published Proctor Journal on _____, 2017

Intrepid Property Management

**John Ortberg
11545 247th Ave.
Zimmerman, MN 55398
Phone: 763-300-1951**

September 26, 2017

**City Council / Proctor Planning and Zoning
100 Plonk Drive
Proctor, MN 55810**

Re: Rezoning of 531 S. Boundary Ave.

City Council / Proctor Planning and Zoning:

My name is John Ortberg and I am the owner of the property located at 531 S. Boundary Ave which is just a ½ block up the hill from the Spirit Mt. exit. This property is currently comprised of 2 parcels (PID: 185-0240-00745 and 185-0240-00748). One of the parcels currently has a house on it which I rent out and this parcel is .62 acres. The other adjoining parcel is a 4.36-acre tract that contains a 40x80 pole barn and a 30x30 garage.

It is my understanding that it may be brought up to the City Council to consider a change to the C-1 Commercial Zoning ordinance in order to allow mini storage facilities to be either part of the permitted uses or the conditional uses in those areas.

As a landowner adjacent to a C-1 property, I would like to support the change that would allow mini storage on those properties. It appears that other storage facilities are currently available in C-1 zones and I would also support mini storage to be included in that list as well.

If you have any questions, please feel free to contact me directly at 763-300-1951.

Respectfully,

John R. Ortberg



Saint Louis County

66.

Land and Minerals Dept. • www.stlouiscountymn.gov • landdept@stlouiscountymn.gov

Mark Weber
Land Commissioner

October 4, 2017

City of Proctor – City Hall
Mark Casey, Clerk
100 Pionk Dr
Proctor, MN 55810

RE: Adjoining Owner Sale of State Tax Forfeited Lands

Dear City or Township Clerk:

St. Louis County is proposing the sale of state tax forfeited land located within your city or township. A private sale to adjacent landowners requires the approval of the municipality (MN Stat. 282.01, Subd. 7a). The land is legally described below or on the enclosed list:

185-0010-00610 - LOT 10, BLOCK 8, PROCTORKNOTT TOWNSITE OF

The Land and Minerals Department has determined that the tax forfeited land cannot be improved because it does not comply with local ordinances regarding minimum area, shape frontage or access; and, that the highest and best use of the land can be achieved by adding it to an adjoining parcel.

Your municipality may recommend to the county board conditions to be imposed on the sale. If a response is not received within 30 days of the date of this letter the proposed land sale will be deemed approved.

Sincerely,

Karen Zeisler
Tax Forfeit Land Coordinator

KZ/scm
cc: area file

☒ Land Commissioner's Office
320 West 2nd Street, GSC 302
Duluth, MN 55802
(218) 726-2606
Fax: (218) 726-2600

☐ Pike Lake Area Office
5713 Old Miller Trunk Hwy
Duluth, MN 55811
(218) 625-3700
Fax: (218) 625-3733

☐ Virginia Area Office
7820 Highway 135
Virginia, MN 55792
(218) 742-9898
Fax: (218) 742-9870

"Trust Lands, Managed For The People Of This County"



Saint Louis County Land & Minerals Department

Tax Forfeited Properties Adjoining Owner Sale



Legal : CITY OF PROCTOR
LOT 10, BLOCK 8
PROCTORKNOTT TOWNSITE OF

Parcel Code : 185-0010-00610

LDKEY : 120578

Commissioner District : 5

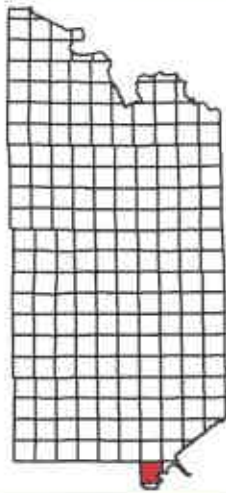


City of Proctor

Sec: 10 Twp: 49 Rng: 15

Saint Louis County Subject Locator

- Subject Location County
- Subject Location
- Subject
- Roads
- Water
- Tax Forfeited



Disclaimer

This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. This drawing is a compilation of recorded information and data located in various city, county, state and federal offices. St. Louis County is not responsible for any incorrectness herein.





6H.

TO: Prospective Bidders

FROM: Matt Bolf, PE

DATE: September 22, 2017

RE: City of Proctor 3rd Avenue Storm Sewer Replacement
SEH No. PROCT 140257

The City of Proctor is requesting quotes for replacing a storm sewer drainage structure located on 3rd Avenue between 5th Street and 4th Street. The drainage structure and restoration will be constructed in accordance with the attached construction drawings. The provided construction drawings include estimated quantities of all the work to be completed. A map showing the general project location is attached.

The City will provide onsite inspection of the materials and installations. All work shall be completed between October 16th and November 10th.

All bids must be submitted on this Ad For Bid / Bid Form as an electronic PDF and sent to Mark Casey at City Hall at mcasey@proctormn.gov. All bids must be received no later than 10:00 am on Friday October 6th.

The City of Proctor reserves the right to reject all bids.

All questions related to this bid shall be directed to Rick LaLonde at (218) 428-1790 or 218.428-1790.

BID FORM

Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Lump Sum Bid Price

\$ 16,900.00

Contractor's Name

Shelton Excavating, Inc

Contractor's Signature

win 5/16

Attachment – Location map, Construction Drawings

C.

Engineers Architects Planners Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, Chicago, 312/666-0200, 1012

employee-owned sahinc.com 888-506-8165 fax



Building a Better World
for All of Us[®]

AD FOR BID / BID FORM

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DATE: September 22, 2017
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All questions related to this bid shall be directed to Rick Calonge at rick@proctormn.gov or 218-428-1790.

BID FORM

Bidder will complete the Work in accordance with the Contract Documents for the following prices:

Lump Sum Bid Price

\$ 25,963.00

Contractor's Name

Wm Paving

Contractor's Signature

Attachment – Location map, Construction Drawings

City of Proctor, Minnesota
140257

Proctor Comprehensive Plan 2016
Economic Development: Goals, Objectives, and Action Steps

61.

Goals: Proctor will promote and seek partnership opportunities with new and existing businesses by promoting manageable growth and retaining an aesthetically pleasing environment while reducing conflict between residential and commercial uses and promoting a vibrant economic environment that supports the health of residents of and visitors to the City.

Objective ED 1: Encourage mixed-use zoning in designated areas to boost infill development and maintenance.

ED 1.1: Identify areas within the City where commercial/residential mixed-use development could be effective and provide benefit.

ED 1.2: Review zoning requirements of properties which require infill development to address unintentional restrictions regarding mixed-use or other requirements that may inhibit investment.

Objective ED 2: Expand public access to broadband wireless internet in public facilities, improve local technical capacity, and ensure residents are provided continued access to high-speed internet.

ED 2.1: Assess existing broadband systems and provide improvements which would enhance overall systems both City-wide and at other public facilities.

ED 2.2: Make technological improvements and investments throughout the City, and specifically in areas with a high density of economic activity or expressed interest (i.e. Highway 2 business district, Interstate Highway 35 corridor, school locations, etc.), on a reasonably timely basis while balancing financial restraints.

ED 2.3: Identify public areas where increased accessibility could benefit public (library, city hall, etc.) and look for opportunities to make improvements through leveraging grant dollars or local public investment/fundraising.

Objective ED 3: Improve awareness/communication of local community events, activities, and amenities on a local, regional, and statewide scale.

ED 3.1: Create formalized process for providing information about recreational opportunities and community events to the public via multiple modes of communication (online, newspapers, tourism organizations, etc.).

ED 3.2: Continue to maintain and expand City social media presence to enhance both communications with the public as well as online presence for potential travelers.

ED 3.3: Continue to update information on the City website, monitor upgrade possibilities, and explore other information that can enhance site's effectiveness.

Objective ED 4: Evaluate and/or implement a downtown revitalization plan which can include: urban design elements, storefront changes, public art, wayfinding signage, zoning revisions, ongoing programming, partnerships funding, and other related components.

ED 4.1: Work with downtown business district representatives to secure funds to enlist the assistance of an engineering and/or landscape architect firm in developing urban design components to incorporate throughout Proctor's business district, creating a unique sense of place that exhibits the downtown area as a 'destination'.

ED 4.2: Develop a program/funding mechanism to assist the Downtown Business District with rehabilitation efforts.

□ 4.2.1: TIF, Tax Abatement, Small Cities Development Comprehensive Grants, Community Development Group, and Business Improvement District among the possibilities that should be explored.

□ 4.2.2: Promote the City's existing storefront revolving loan fund.

ED 4.3: Develop a management structure to manage and promote revitalization and programming in the Business District. Public, private, public-private partnerships should be considered.

ED 4.4: Collaborate with the Proctor Area Chamber of Commerce and local businesses to foster and strengthen partnerships and identify actions which could benefit the downtown area as a whole. (i.e. sidewalk sales or other specific collaborative 'events' to draw people to the area).

ED 4.5: Address and revise Land Use Zoning ordinance to allow for mixed-use, increased density zoning and explore incorporating codes that support economic health (i.e. form-based code principles) into the downtown business district.

Objective ED 5: Explore options and pursue opportunities to enhance accessibility to economic opportunities for all modes of transportation within centers of economic activity.

ED 5.1: Enhance or expand parking facilities (i.e. vehicle stalls, bicycle racks, etc.) and wayfinding signage to that have demonstrated need to ensure ease of participation in economic activities. (A map has been included highlighting available parking in the downtown corridor)

ED 5.2: Enhance convenience, safety, and comfort of people using non-motorized modes of transportation (i.e. pedestrians and bicyclists) in economic centers within the City, maintaining and implementing infrastructure to support access to businesses and contribute to a sense of place.

Objective ED 6: Support existing businesses and encourage them to participate in local business organizations, seize opportunities for growth, and foster local talent.

Objective ED 7: Identify potential businesses and develop recruitment strategies to build a vibrant, diversified business community, and work with the Proctor Economic Development Authority and the Proctor Area Chamber of Commerce to match potential businesses with vacant commercial storefronts.

Objective ED 8: Continue to market commercial and/or light industrial development opportunities along the Interstate Highway 35 corridor to spur additional economic development in the community.

ED 8.1: Consider connectivity and traffic concerns related to access and safety specific to I-35 commercial corridor development design. (i.e. including sidewalks, limited accesses, frontage roads, among others.)

ED 8.2: Research and evaluate annexing additional property along corridor for future economic development opportunities.

Housing: Goals, Objectives, and Action Steps

Goals: Proctor will strive to provide housing neighborhoods that offer a selection of affordable, sustainable, and aesthetically-pleasing housing options, including varying sizes of lots and rental and ownership options for residents of all ages, creating equitable housing options with access to facilities that can contribute to a healthy lifestyle.

Objective H1: Promote the maintenance of the existing housing stock.

H 1.1: Advertise and promote existing loan/grant program for homeowner improvements.

☐ **1.1.1:** Use social media (and local newsletter), website, or other means to celebrate successes and promote additional improvements by other homeowners throughout the community.

H 1.2: Collaborate with existing organizations/grant programs to create incentives for home maintenance.

☐ Potential resources include: Essentia, Community Development Block Grant, Arrowhead Economic Opportunity Agency (AEOA) Housing Department, St. Louis County Housing and Redevelopment Authority, and others (see Community Planning Toolkit) for a variety of improvements including home maintenance, energy efficiency, exterior improvements, and others.

H 1.3: Continue to strive to make investments in streets, sidewalks, water/sewer systems, and other infrastructure to encourage private investment in commercial and residential properties alike.

H 1.4: Identify abandoned and blighted housing and develop a plan for rehabilitation or demolition and infill housing development.

H 1.5: Continue to enforce existing zoning and blight ordinances to preserve quality of existing housing stock.

Objective H 2: Maintain the existing character of established neighborhoods.

H 2.1: Ensure that new commercial and industrial development is buffered from residential areas and will minimally impact commercial/industrial traffic in residential neighborhoods.

Objective H 3: Further explore need for Rental Housing Management Licensing ordinance to ensure adequate rental facilities are being provided in community.

H 3.1: Continue to monitor short-term rental issues (i.e. AirBNB) and take action if deemed appropriate.

Objective H 4: Explore opportunities for vacant lots currently deemed as unbuildable throughout the

community.

H 4.1: Areas to explore include creating community gardens, allowing adjacent homeowners to use/maintain space, etc.

Objective H 5: Continue ongoing brush pickup program.

H 5.1: Evaluate and/or implement similar community clean-up program/'day' to provide assistance to homeowners unable to undertake projects around their homes and undertake other identified community improvements.

Objective H 6: Explore feasibility of creating and annually review 'Housing Indicator Report' which utilizes annual statistics regarding housing to provide a snapshot of where community is currently, and indicators of trends moving forward to help spur private sector development and new housing.

- ☐ Components of a Housing Indicators Report can include:
- ☐ Demographics (Past and Projected)
- ☐ Employment / Labor force Trends
- ☐ Home Ownership Trends
- ☐ Rental Indicators (Survey) The Survey should address:
- ☐ Rental Rates:
- ☐ Vacancy Rates
- ☐ Derive: Average Rent (# of bedrooms / Utilities paid vs not paid)
- ☐ Housing Production (*Amount and Costs of Sales / *Foreclosures)
- ☐ Number of Building permits issued (New Builds, Additions, Plats Approved)
- ☐ Affordability Analysis
- ☐ Annual income necessary to afford particular rent / buy a dwelling
- ☐ % of income designated to take care of housing costs

Objective H 7: Research and consider adopting housing development and/or subdivision incentives to encourage design for future residential units and lots that encompass lifestyles of users of all ages and abilities ((including vacation and short-term housing) and other 'age in place' principles.

☐ Design elements may include: development of smaller, affordable housing units in compact multi-house developments or allowing accessory dwelling units, supported by facilities (commercial, pharmacy's, etc.) accessible by walking/biking or transit

Intergovernmental Cooperation: Goals, Objectives, and Action Steps

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

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

Objective IGC 2: Collaborate with St. Louis County, the State of Minnesota, and other entities, and their respective officials.

IGC 2.1: Proactively collaborate with and inform St. Louis County and State of Minnesota officials of the needs in Proctor regarding resources, housing, economic development, transportation, and other issues as they arise.

Objective IGC 3: Collaborate with regional entities, like Healthy Northland, local Statewide Health Improvement Program (SHIP) coordinators, the Arrowhead Regional Development Commission, the Duluth-Superior Metropolitan Interstate Council, and other stakeholders, to implement active living, public health, and other related improvements and programming to promote healthy lifestyles in the community.

Objective IGC 4: Collaborate with Proctor Public Schools and area universities/colleges, such as the College of St. Scholastica, the University of Minnesota Duluth, the University of Wisconsin Superior, Lake Superior College, and other higher learning institutions, to support partnerships that simultaneously enhance student learning and community development.

Objective IGC 5: Continue to explore annexation opportunities in surrounding area where deemed appropriate.

Land Use: Goals, Objectives, and Action Steps

Goals: Proctor land use policies will promote sustainable land use by assessing future needs and promoting the most effective use of each property, while balancing cost efficient public services. Proctor's land use policies will be clear, concise, and easy to administer, contributing to the creation and sustenance of an equitable and healthful environment.

Objective LU 1: Maintain a modern, up-to-date zoning ordinance, zoning map, official map, and permitting documents.

LU 1.1: Update City Zoning Ordinance Code and procedures to include modern developmental concerns, and streamline administration.

LU 1.2: Enhance online presentation of Land Use Zoning Code, Applications, and other development related information to improve accessibility.

LU 1.3: Update existing identified permit, variance, and other application forms to enhance user friendliness and improve administration.

Objective LU 2: Review existing zoning code and incorporate new elements which have been identified as desirable through comprehensive planning process.

□ Some of these components include: Form-based code, mixed use of commercial and residential uses, allowance of multi-family housing, allowance of accessory living spaces, 'age in place' principles (home design components for an aging community), and others.

Objective LU 3: Evaluate a planned development on a segment of Kirkus Street in order to help spur investment and development. (Consider Kirkus Street Study recommendations found in Appendix B.)

Objective LU 4: Consider connectivity and traffic concerns related to access and safety specific to I-35 commercial corridor development. (i.e. sidewalks, limited accesses, etc.)

Objective LU 5: Explore adopting form-based zoning code design components if approved by district partnership stakeholders and where deemed appropriate (as referenced in ED 4).

Objective LU 6: Evaluate annexation opportunities for future economic and/or housing development and consider cost-benefit evaluation of service capacities, land use, service needs, and natural features, such as; topography, wetlands, and vegetative cover; prior to utility extension/improvement projects.

Objective LU 7: Ensure green space and recreational opportunities are available to existing and newly developed neighborhoods.

Objective LU 8: Partner with local landowners to develop a mutually agreeable vision for improvements and/or future uses of remaining developable properties within community.

Objective LU 9: Ensure buffers are set between commercial/industrial development and existing and future residential properties in order to preserve neighborhood intrinsic qualities desired by community.

Recreational, Open Space, and Cultural Arts: Goals, Objectives, and Action Steps

Goals: Proctor will enhance the recreational and cultural facilities/opportunities available by utilizing public input, planning proactively, and implementing projects and programs to provide an array of opportunities to residents of all ability levels by providing equitable access to facilities that promote health and well-being of every member in the Proctor community.

Objective RC 1: Encourage the maintenance and expansion of the recreational trail and parks system throughout the City.

RC 1.1: Inventory and document existing condition of City parks and trails, examining them for deterioration, maintenance needs, and infrastructure improvements.

RC 1.2: Develop action priorities and estimate costs of improvements.

Action Step 1.2.1: Collaborate with Parks and Recreation Committee to discuss priorities and future projects.

RC 1.3: Explore opportunities for trail and recreational facilities expansion, including improvements to the City recreational center and the development of Kingsbury Creek, North Proctor Park, and other areas in the community.

Action Step 1.3.1: Utilize public engagement strategies (public meetings, surveys, focus groups, etc.) to help outline desired facilities / recreational opportunities, potential trail expansion sites, and other prominent recreational issues.

Objective RC 2: Construct a community, multi-use facility to provide opportunities for multi-generational recreational use.

Objective RC 3: Explore and support efforts to update and enhance recreational facilities and utilities at the South St. Louis County Fairgrounds.

Objective RC 4: Incorporate recreational facilities into the Capital Improvement Plan process to ensure upkeep and continued quality of existing facilities.

Objective RC 5: Identify and explore recreational facilities, programs, and opportunities for all ages and abilities.

Objective RC 6: Fund and support efforts by the Beautification and Trees Committee to outline designs and projects to enhance the aesthetics of the community through plantings and other improvements.

□ Potential tasks include: Discussing partnerships with industry in the community, opportunities for improvements (areas, themes, etc.), fundraising and grant funding, etc.

Objective RC 7: Evaluate opportunities for Community Supported Agriculture (CSA) activities, which provide healthy food options available within the community.

RC 7.1: Provide open space for activities to take place if organized and requested by local organization(s)/individual(s).

Objective RC 8: Continue to support and make improvements to local playground and recreational areas.

Objective RC 9: Research and evaluate feasibility of developing ‘pocket parks’ and ‘natural playscapes’ (spaces using natural features such as trees, hills, and native plants and as few man-made components as possible) with low cost and low maintenance designs.

Objective RC 10: Continue to monitor feasibility study on large scale multi-sport indoor facility and implement identified next steps if endorsed by community once completed.

Tourism and Natural Resources: Goals, Objectives, and Action Steps

Goals: Proctor will preserve and invest in its historical and natural resources in order to provide a unique sense of place to its citizens and travelers visiting the area, considering resources that contribute to a sustainable future and support the health of Proctor’s environment and people.

Objective TNR 1: Ensure industrial businesses are buffered from existing and new residential development through zoning setbacks, green buffers, or other methods to minimize the impact on neighborhoods.

Objective TNR 2: Encourage the reduction of light pollution by exploring opportunities to curtail and reverse any degradation of the night sky.

TNR 2.1: Consider adoption of lighting ordinance, involving residential light height restrictions, light shielding/directional improvements, motion sensors, and/or other measures to prevent additional light pollution and preserve Proctor’s night sky. (See www.darksky.org for additional details.)

Objective TNR 3: Encourage the preservation of the area’s history and culture.

TNR 3.1: Continue supporting the preservation of the area’s railroad history through the identification, preservation, and displaying of historic places and artifacts.

TNR 3.2: Seek federal and state grants and support local, grass roots efforts for historic preservation and renovation projects.

Objective TNR 4: Improve and maintain City ‘gateways’, or areas commonly used for entrance to the City (i.e. Highway 2, Interstate Highway 35, Lavaque Road, etc.), to create a sense of arrival to residents and visitors alike. Improvements can include signage, art, natural environment enhancement, or others to improve aesthetics and sense of place.

□ Action Step 4.1: If possible, utilize local volunteers to make enhancements while minimizing cost.

Objective TNR 5: Support improved access to community gardens.

TNR 5.1: Use public meetings to identify need and/or potential sites for community gardens.

TNR 5.2: Address and revise land use zoning where necessary to make allowable use.

TNR 5.3: Work with local interest group(s) to develop maintenance, distribution, and use partnership(s) prior to establishing garden.

Objective TNR 6: Support large events at the fairgrounds area, especially as improvements are completed to utilities and other facilities at the site.

Objective TNR 7: Develop and implement a marketing strategy that highlights Proctor's visitor-friendly features and inspires tourists to visit and stay in the City.

Transportation: Goals, Objectives, and Action Steps

Goals: Proctor will provide a safe, efficient transportation system that is built for multiple modes of transportation (automobile, bicycle, pedestrian, public transit, etc.) and connects local and regional destinations, creating a system that enables safe and healthy travel options and promotes equity for all socioeconomic backgrounds of Proctor citizens.

Objective T 1: Maintain local streets, sidewalks, and alleys on an established, routine schedule to continue to provide a well-connected, efficient, and sustainable transportation system that serves the needs of multiple user groups within the community.

T 1.1: Develop a street improvement program that identifies and prioritizes road maintenance and improvement needs and integrates these needs with the City's Capital Improvement Program.

□ **Action Step 1.1.1:** Update and map an inventory of street pavements based on age and condition.

T 1.2: Work with St. Louis County and MnDOT to seek opportunities to coordinate street, sidewalk, and underground utility improvements with adjacent state or county highway projects.

Objective T 2: Connect existing and new neighborhoods, public facilities, parks, schools, and other community destinations with the City's sidewalk and trail system(s).

T 2.1: Use the existing/missing sidewalk system map in order to identify existing conditions and potential gaps/obstacles within the system. Consider connecting the missing segments of the system, building sidewalks around schools and transit stops, and replacing failing infrastructure.

□ **Action Step 2.1.1:** Coordinate with ARDC to update the sidewalk inventory as projects are completed.

T 2.2: Identify most critical/dangerous crossings and intersections in the community.

□ **Action Step 2.2.1:** Work with MnDOT and other entities in order to improve safety via infrastructure improvements (signage, painted sidewalks, crosswalks, etc.).

□ **Action Step 2.2.2:** Continue to monitor and recommend improvements for the 2nd Street and U.S. Highway 2 intersection.

T 2.3: Encourage new development to connect to County- and State-owned existing sidewalks.

Objective T 3: Explore designating pedestrian space on roads without sidewalks with paint and/or other barriers to provide safe area for pedestrians and further connect overall sidewalk system.

Objective T 4: Explore connecting established bike route(s) within the community to connect neighborhoods with destinations like the Willard Munger State Trail, commercial areas, and other current and future amenities and utilize recommendations outlined in the Proctor/Hermantown Trail Plan.

o **Action Step 4.1:** Utilize public engagement meetings for open discussion with stakeholders regarding desirable routes within the City.

o **Action Step 4.2:** Consider incorporating bicycle facilities like painted lanes, sharrows, designated signs, and others to improve the accessibility and safety of the overall system.

Objective T 5: Continue to maintain wayfinding and street signage to ensure ease of navigation throughout the community.

T 5.1: Identify areas and streets where signs need to be replaced and/or added to support safety and ease of travel.

Objective T 6: Promote and support public transit opportunities, including the Duluth Transit Authority (DTA) and Arrowhead Transit.

T 6.1: Work with surrounding communities and other partners to help improve transit availability.

T 6.2: Review transportation options, specifically for those in wheelchairs and with limited mobility, and collaborate with potential partners to enhance available services.

Objective T 7: Evaluate creating a 'Living Streets' policy to provide for sustainable, ADA-compliant, multimodal streets designs when completing improvement projects.

Objective T 8: Collaborate with Proctor Public Schools and support safety enhancement projects in Safe Routes to School planning efforts.

T 8.1: Provide representation during the Safe Routes to School planning process, and also during the development of other improvement projects when needs dictate.

T 8.2: Collaborate with Proctor Public Schools to incorporate Safe Routes to School principles into accessing local school sites.

Utilities and Community Infrastructure: Goals, Objectives, and Action Steps

Goals: Proctor will continue commitment towards efficient infrastructure and maintenance for City structures, parks, trails, water and sanitary systems, roads, and other public facilities through a systematic short-range planning process to ensure the health of and equitable transfer of resources to Proctor citizens.

Objective UC1: Create Capital Improvement Planning (CIP) process that annually implements and reviews priorities to continue to provide adequate infrastructure (including roads, sidewalks, water/wastewater facilities, etc.) to the community while balancing financial constraints in a systematic process.

UC 1.1: Review existing conditions of utilities to determine rehabilitation/replacement priorities.

☐ Action Step 1.1.1: Develop/improve an inventory of above- and below-ground infrastructure based on age and condition.

☐ Action Step 1.1.2: Investigate the feasibility of acquiring and utilizing asset management software.

UC 1.2: Consider upcoming State and County projects when prioritizing improvements. (See Appendix C transportation survey showcasing upcoming County road projects.)

☐ Action Step 1.2.1: Continue an annual communication routine with state and local officials designed to getting updated information from state and county officials about projects being planned within and around Proctor.

UC 1.3: Optimize public investments in infrastructure by 1) seeking to incorporate infrastructure improvements as parts of redevelopment projects and 2) avoiding extensions of infrastructure in advance of guaranteed development projects.

Objective UC2: Research and consider revised assessment policy to lessen burden on property owner while still being able to complete projects.

Objective UC 3: Incorporate the Proctor recommendations from the 2013 St. Louis County Hazard Mitigation Plan into planning process to reduce potential damage costs due to natural disasters.

UC 3.1: Annually address, implement, and monitor projects and mitigation strategies identified in 2013 St. Louis County Hazard Mitigation Plan.

UC 3.2: Include Infrastructure and other mitigation improvements into Capital Improvement Planning (CIP) process when addressing annual maintenance/improvements.

Objective UC 4: Evaluate a new location for public works building and identify strategy to move it when possible.

Objective UC 5: Explore opportunities to consolidate services and save costs when possible.

Objective UC 6: Extension of public utilities should be based on a cost-benefit evaluation of service capacities, land use, service needs, and natural features, such as; topography, wetlands, and vegetative cover; and public utility proposals should be carefully evaluated to ensure compatibility with the approved Comprehensive Plan and projected land use needs.

Objective UC 7: Explore permeable alternatives to traditional curb and gutter projects.

UC 7.1: May involve creating 'Living Streets' policy which provides design options for both alternative forms of transportation and also city streetscape/vegetation options when undertaking road improvement projects.

Implementation: Goals, Objectives, and Action Steps

Goals: Proctor will actively work as an entity and with stakeholders to complete the strategies and projects identified in the comprehensive plan and will review and update implementation priorities and status annually.

Objective I 1: Develop an implementation checklist that lists each strategy action item in the plan and organizes them in a spreadsheet with some general implementation steps, responsible entities, and a timeframe.

I 1.1: Annually review the implementation checklist at a public meeting to determine each step's implementation status and to re-determine each step's current priority level. Utilize this meeting as a public hearing/engagement session to continue incorporating public priorities into investment decisions.

I 1.2: Change, update, or end actions that need alterations or have been completed and add new actions as project priorities emerge.

I 1.3: Undertake public planning update process every five years.

Objective I 2: Monitor available grant opportunities to leverage funds to implement larger scale projects.

I 2.1: Continue communication with grantors (i.e. MnDOT and Minnesota DNR) to be aware of possible grant solicitations and parameters for eligible projects. (See ARDC community planning toolkit)

☐ Smaller project grants – pursue more funding and finding project to match instead of other way around). (Consider a grant writer, temporarily).

I 2.2: Utilize ARDC in order to gain technical assistance for project applications, management, small scope planning, GIS mapping, and other services offered when deemed necessary.

Q18: Please list assets unique to Proctor (i.e. community park, engaged citizens committees, etc.) which you would like

to see preserved, capitalized on, or utilized by the City:

Categorized Responses:

- ☐ Sense of community
- ☐ Pride in community
- ☐ Small town feel/atmosphere
- ☐ Accessibility to highways/interstate
- ☐ Spirit Mountain
- ☐ Thompson Hill
- ☐ Kingsbury Creek
- ☐ Fairgrounds/Proctor Speedway
- ☐ Nice parks
- ☐ Recreational fields/trails
- ☐ Golf course
- ☐ TRAINquility Park
- ☐ Train heritage
- ☐ Sports events
- ☐ School facilities
- ☐ Great schools
- ☐ Community center

Q19: Please list issues that may face Proctor in the future or you would like to see addressed:

Categorized Responses:

- ☐ Employment opportunities
- ☐ Business growth/recruitment
- ☐ Downtown development
- ☐ Proctor as a destination city
- ☐ Vacant storefronts
- ☐ Business parking
- ☐ Development along Kirkus Street
- ☐ Multi-use recreational facility
- ☐ Accessibility to recreational trails in the Twin Ports area (biking, walking/running, hiking, etc.)
- ☐ Cleanliness
- ☐ Community clean-up
- ☐ Safety and crime
- ☐ Relationships with neighboring communities
- ☐ Maintenance of streets/alleys/sidewalks/streetlights (in summer and winter)
- ☐ Housing stock (for all ages)
- ☐ Rental ordinances
- ☐ Issues with annexation
- ☐ Zoning
- ☐ Leadership
- ☐ Public transportation in southern Proctor
- ☐ Access to grocery store
- ☐ Biking and walking connections
- ☐ City communication

Q20: Please include any further comments you have regarding current or future issues and opportunities within Proctor:

Categorized Responses:

- ☐ Issues
 - o Proctor's reputation
 - o Lack of communication between City and citizens
 - o Poor aesthetics in the community
 - o Lack of support for existing businesses
 - o Poor street maintenance
 - o Lack of senior citizen programming
 - o Environmental concern for Kingsbury Creek
 - o Noise and aesthetic of the railroad
 - o Utilities in need of replacement
- ☐ Opportunities/Needs
 - o A better relationship with Duluth to partner on economic development
 - o A revived branding of the City
 - o Diverse business development
 - o Local business impact from the popularity and draw of school sporting events
 - o Outdoor opportunities
 - o Walking/biking connections

- o Access to enhanced high speed internet
- o Community sports facility to attract young families
- o Access to city gas in some areas
- o A plan to enhance recreational facilities (fields and trails at recreation area)

From: James Schwarzbauer [<mailto:j.schwarzbauer@lsc.edu>]
Sent: Wednesday, October 11, 2017 11:30 AM
To: Mark Casey
Subject: transportation grant

Mark,

Here is a website Proctor might consider. Let me know and if it makes sense please put on Council Agenda for discussion with Comp Plan.

<https://www.dot.state.mn.us/ta/>

Jim Schwarzbauer
Carl Perkins Post-Secondary Grant Coordinator
National Technical Honor Society Chapter Advisor
Lake Superior College
2101 Trinity Road
Duluth, MN. 55811
218-733-5944

W.

Proctor City Code, Beautification & Trees Committee Excerpts

"That there shall be nine standing committees of the City Council, namely: streets; liquor control; Parks and Recreation; Beautification and Trees; public safety; cable television; Infiltration & Inflow; Tourism; and trust fund board. That each of said committees except the trust fund board, said board being governed by the ordinance establishing the fund, shall consist of one Council member and two non-council members (or more as the committee shall so decide), and said committee members shall be appointed by such Council at the first meeting of each year. Any subject considered by said committees shall be presented to the Council with their recommendations for the Council's consideration."

1003A. Tree Ordinance.

Subdivision 1. Purpose. It is the purpose of this Ordinance to promote and protect the public health, safety, and general welfare by providing for the regulation of the planting, maintenance, and removal of trees, shrubs, and other plants within the City of Proctor.

Subd. 2. Authority and Power. There is hereby created and established a City Tree Board for the City of Proctor, which shall consist of the members of the Proctor Beautification and Tree Committee.

- A. City Tree Inspector. The Foreman of the City Street Department, or his designee, shall serve as the City Tree Inspector and shall report to the City Tree Board.

Subd. 3. Applicability. This Ordinance provides full power and authority over all trees, plants, and shrubs located within street rights-of-way, parks, and public places of the City; and to trees, plants, and shrubs located on private property that constitute a hazard or threat as described herein.

Subd. 4. Landscaping. In new subdivisions or when the development of commercial property occurs, the City Tree Inspector will review landscaping plans and may require trees to be planted in any of the streets, parking lots, parks, and other public places abutting lands henceforth developed and/or subdivided.

Subd. 5. Tree Planting, Maintenance, and Removal.

- A. Utilities. No street trees may be planted under or within 10 lateral feet of any overhead utility wire, or over or within 5 lateral feet of any underground water line, sewer line, transmission line, or other utility.
- B. Topping. It shall be unlawful as a normal practice for any person, firm, or City department to top any street tree, park tree, or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical, may be exempted from this Ordinance at the determination of the Beautification and Tree Committee. No person shall plant, remove, cut above the ground, or disturb any trees on any park, or other public place without first

filing an application and procuring a permit from the City Tree Inspector. The person receiving the permit shall abide by the standards set forth in this Ordinance.

Subd. 6. Tree Protection. Upon the discovery of any destructive or communicable disease or other pestilence which endangers the growth or health of trees, or threatens to spread disease or insect infestations, the City Tree Inspector shall at once cause written notice to be served upon the owner of the property upon which such diseased or infested tree is situated, and the notice shall require such property owner to eradicate, remove, or otherwise control such condition within reasonable time to be specified in such notice. The City Tree Inspector shall have as one of his/her duties the location, selection, and identification of any trees which qualify as "Landmark Trees." A tree may qualify for a Landmark Tree if it meets one or more of the following criteria:

- a. Species rarity.
- b. Old age.
- c. Association with a historical event or person.
- d. Scenic enhancement.

Subd. 7. Private Trees. The City Tree Inspector or his/her official designee has the authority to enter onto private property whereon there is located a tree, shrub, plant, or plant part that is suspected to be a public nuisance.

Subd. 8. Penalties, Claims, and Appeals.

- A. **Violations.** Any person who violates any provision of this Ordinance or who fails to comply with any notice issued pursuant to provisions of this Ordinance, upon being found guilty of violations, shall be subject to a fine based on the City Administrative Fine Schedule for each separate offense. Each day during which any violation of the provisions of this Ordinance shall occur or continue shall be a separate offense. If, as a result of the violation of any provision of this Ordinance, the injury, mutilation, or death of a tree, shrub, or other plant located on City-owned property is caused, the cost of repair or replacement of such tree, shrub, or other plant shall be borne by the party in violation. The replacement value of trees and shrubs shall be determined in accordance with the latest revision of A Guide to the Professional Evaluation of Landscape Trees, Specimen Shrubs, and Evergreens, as published by the International Society of Arboriculture.
- B. **Assessment of Claim.** In the event that a nuisance is not abated by the date specified in the notice, the City Tree Inspector is authorized to cause the abatement of said nuisance. The reasonable cost of such abatement shall be filed as a lien against the property on which the nuisance was located. In additions, the owner of the property upon which the nuisance was located shall be subject to prosecution.

2016 Proctor Comprehensive Plan Recommendations

Economic Development 4: Evaluate and/or implement a downtown revitalization plan which can include: urban design elements, storefront changes, public art, wayfinding signage, zoning revisions, ongoing programming, partnerships funding, and other related components. *EDA / Chamber of Commerce / Planning & Zoning / Beautification & Trees Committee. Short-Mid Term.*

- **ED 4.1:** Work with downtown business district representatives to secure funds to enlist the assistance of an engineering and/or landscape architect firm in developing urban design components to incorporate throughout Proctor's business district, creating a unique sense of place that exhibits the downtown area as a 'destination'.
 - *EDA / Chamber of Commerce / Planning & Zoning / Beautification & Trees Committee. Short-Mid Term.*
- **ED 4.3:** Develop a management structure to manage and promote revitalization and programming in the Business District. Public, private, public-private partnerships should be considered.
 - *EDA / Chamber of Commerce / Planning & Zoning / Beautification & Trees Committee. Short-Mid Term.*

Recreation, Open Space & Cultural Arts 6: Support and fund efforts by the Beautification and Trees Committee to outline designs and projects to enhance the aesthetics of the community through plantings and other improvements.

- *City Council / Beautification & Trees Committee. Short Term / Ongoing.*

Tourism & Natural Resources 4: Improve and maintain City 'gateways', or areas commonly used for entrance to the City (i.e. Highway 2, Interstate Highway 35, Lavaque Road, etc.), to create a sense of arrival to residents and visitors alike. Improvements can include signage, art, natural environment enhancement, or others to improve aesthetics and sense of place.

Parks & Recreation / Tourism Committee / Beautification and Trees Committee. Short / Mid-term.

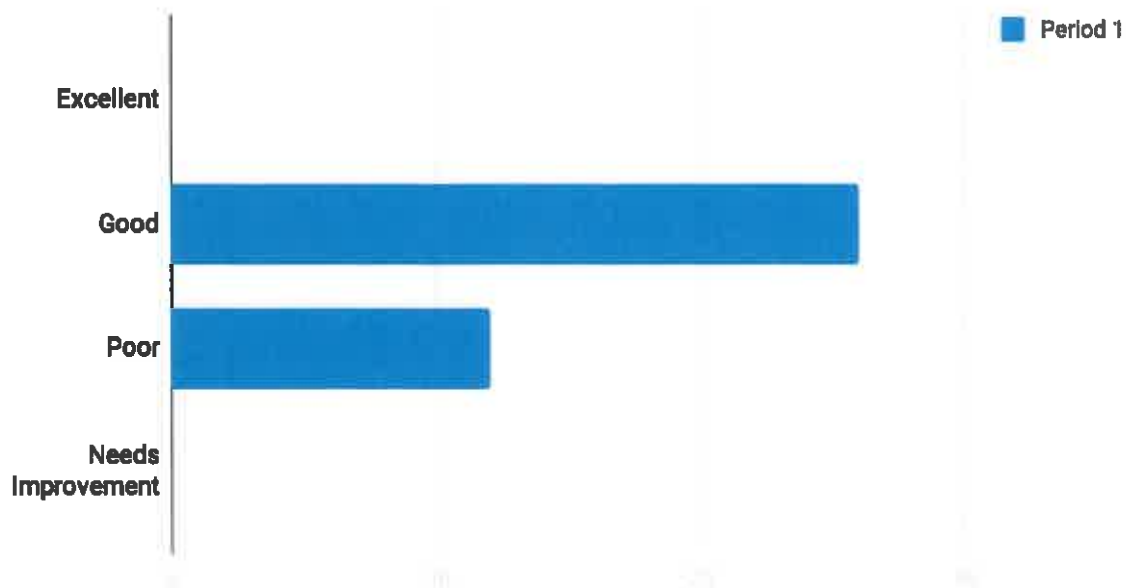
- **TR 4.1:** If possible, utilize local volunteers to make enhancements while minimizing cost.
 - *Parks & Recreation / Tourism Committee(s) / Beautification and Trees Committee. Ongoing.*

Utilities & Community Infrastructure 7: Explore permeable alternatives to traditional curb and gutter projects.

- **UC 7.1** May involve creating 'Living Streets' policy which provides design options for both alternative forms of transportation and also city streetscape/vegetation options when undertaking road improvement projects.
 - *Public Works / Utilities and P&Z Commission / Beautification and Trees Committee. Ongoing.*

2016 Proctor Comprehensive Plan Survey Results

Please rate the following community engagement and aesthetics factors in Proctor: Overall appearance



Please list issues that may face Proctor in the future or you would like to see addressed:

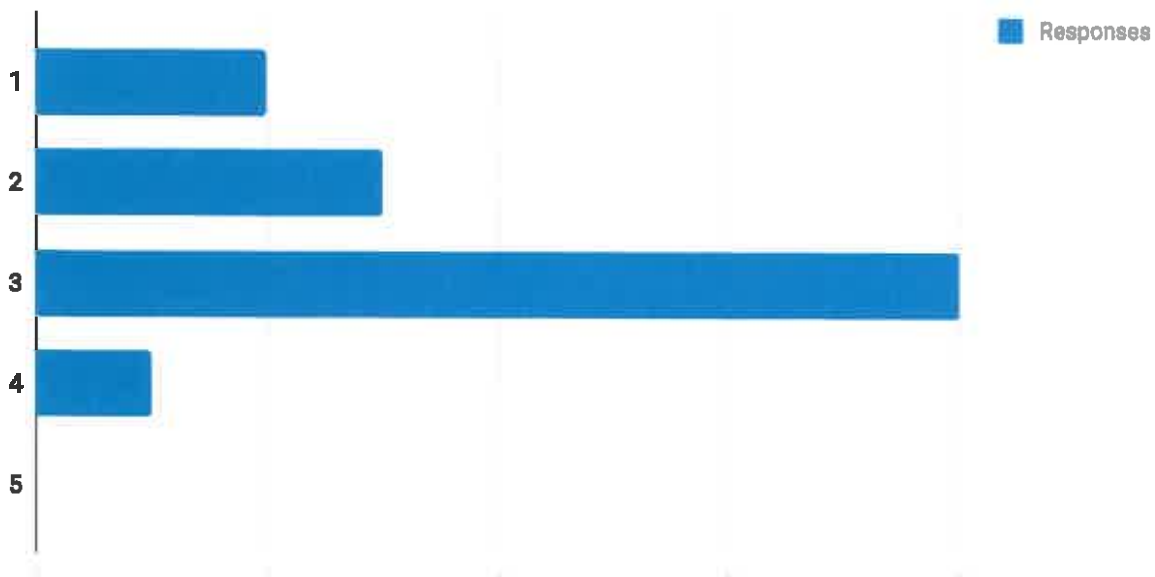
- Vacant Storefronts
- Cleanliness
- Community clean-up
- Safety and crime
- Maintenance of streets/alleys/sidewalks/streetlights (in summer and winter)

Please include any further comments you have regarding current or future issues and opportunities within Proctor:

- Poor aesthetics in the community
- Noise & aesthetic of the Railroad
- A revived branding of the City

2017 Proctor Beautification Plan Survey Results

On a scale of 1 to 5, please rate how attractive you feel the City of Proctor currently is.



Which place(s), area(s), and/or feature(s) in the City of Proctor do you feel look attractive? Please be specific.

- I enjoy the potted flowers and seasonal street light decor on hwy 2.
- 5th street with its large trees and newly paved street
- Pionk drive
- All over including outer areas
- The gazebo, train, and the museum, golf coarse.
- Flowers downtown
- The area around the train and museum and gazebo
- The garden below the golf course by the historical building, with the signs that hang along Highway two
- The light poles
- Flower beds, historic museum, but our town slogan totally needs to change
- I like the flowers and banners among the businesses on Hwy 2
- The green space by the museum

Which place(s), area(s), and/or feature(s) in the City of Proctor do you feel need visual improvement? Please be specific.

- The city ball fields were looking pretty run down when I was there this summer. Trash around, graffiti, worn out paint on buildings. I'm not sure if this falls under your area, but there should also be painted crosswalks at the stop light on hwy 2 downtown.
- main street is dreary and in poor repair, many homes need paint and repairs, sidewalks are often broken and many intersections lack street signs
- Hwy 2 drive through city corridor and along railroad yard
- Better lighting on main drag more attractive lighting
- Hwy2 and the new road that leads to the bars, and also up towards the laundromat, that whole area.
- Building are run down
- Highway 2 main corridor
- As you enter Proctor on Highway two and pass the railroad yard it looks so dumpy. I wish they would do something with that area. Lord knows they have the money. Perhaps you could stir them to do something.
- Klang Park
- The entire main drag and buildings need renovation
- There are storefronts that need new paint. Also the sidewalks leading to the HS are very poor on both sides.
- Everywhere else

What are your ideas to improve the place(s), area(s), and/or feature(s) you listed above as needing improvement? Please be specific.

- New paint for buildings and trash cans or cleanups.
- exploring grants might provide better signage
- Plant trees/shrubs along roadside. Decorative lighting. Large planters for flowers or plants and large hanging flower baskets.
- Main streets. Boundary lavaque hwy 2
- Flowers, benches, trees, memorials, USA flag, something to do with our history of the railroad.
- New development, landscaping, remodel business
- Huge beautiful plants like in city of Duluth but city needs to water everyday. Update facades of Main Street businesses. Plant natural ornamental grasses as in maple grove mn

As you enter Proctor on Highway two and pass the railroad yard it looks so dumpy. I wish they would do something with that area. Lord knows they have the money. Perhaps you could stir them to do something.

- More of a Park like atmosphere to encourage families to gather. Flowers and trees need to be added. Picnic spots. Better playground and surfaces.
- Fines for outdated dilapidated buildings, no doublewides allowed outside zenith terrace, add charm back to the entire city with planting a and loans to offset taxes to business that need to look better
- Help paint and encourage the city to fix sidewalks.

Proctor Beautification & Trees Committee

Strategic Planning Meeting

Tuesday, October 3, 2017 @ 6 pm

Proctor Area Community Center (PACC) Board Room

NOTES

Members Present: Ed Habermann, Russell Habermann, Tracy Habermann, Kathy Hannan, Ina Kennedy, and Jim Schwarzbauer (Members Absent: Alisa White)

Call to Order: 6:00 pm

Goals of Meeting: R. Habermann noted that the goals of the meeting were to discuss the future of the Beautification & Trees Committee and start development of a strategic plan the Committee could use as documentation of desired efforts for presentation to the city council and for use in future grant applications.

Overview of Committee Responsibilities: R. Habermann distributed a handout outlining excerpts referencing the Beautification & Trees Committee in the Proctor City Code and the 2016 Proctor Comprehensive Plan.

R. Habermann noted the Committee is one of nine standing committees of the City and also serves as the City Tree Board, to which City Tree Inspector Dave Forneris reports. R. Habermann also noted the Committee is mentioned within four goals in the 2016 Proctor Comprehensive Plan. These goals include the development of a downtown revitalization plan, the support of the Committee by the City, improvement and maintenance of City “gateways,” and exploration of permeable alternatives for stormwater infrastructure.

In response, the Committee noted a desire to see the Parks and Recreation Committee take an active role in city parks development efforts, though; existing city parks include the Proctor Regional Recreation Area, TRAINquility Park, Centennial Park, the St. Rose School Playground, the South St. Louis County Fairgrounds, North Proctor Park, and the ball court on the corner of 1st Avenue and 3rd Street. Although they are in the City of Duluth, the old Kelly Park (along Kingsbury Creek) and Klang Park also were mentioned. While the Committee noted development of these facilities were not its function as a group, members noted a desire to come alongside the Parks and Recreation Committee to fill a beautification and trees role in forthcoming plans. The

Committee also noted a lack of follow-through with goals in the comprehensive plan and voiced a desire to see and participate in a yearly evaluation of City committee work. Kathy Hannan noted how all City committees once were held accountable to setting and attaining goals, citing one year when a presentation of committee work was required of committees at the Chamber of Commerce dinner. The Committee noted a desire to see this practice carried forth.

Beautification Survey Findings: R. Habermann noted community surveys including questions about beautification in Proctor include the 2016 Proctor Comprehensive Plan Survey and the 2017 Proctor Beautification Plan Survey, administered in coordination with the development of the Proctor Beautification Plan. As an overview, R. Habermann noted respondents perceived Proctor to need improvement in the area of beautification. Responses indicated the Highway 2 corridor (i.e. railyard aesthetics and rundown businesses), the Proctor Regional Recreation Area, and sidewalks (especially on 2nd Street) as problem areas and beautification efforts in the Highway 2 corridor (i.e. seasonal street decor) and the museum/gazebo/train area as attractive features. A few ideas supplied in the surveys include the use of large planters on Main Street, the planting of street trees, the upkeep of Main Street businesses, and maintenance of sidewalks to enhance beautification. An additional point noted in the surveys was a dislike for the City's current tourism branding.

In response, the Committee noted a desire to see beautification efforts take place along Highway 2 and the railyard, where Minnesota Department of Transportation (MnDOT) right of way abuts Canadian National property. Lack of mowing and maintenance in this area was cited as an issue, and inherent issues with snow clearance, presence of above ground power lines, and minimal maintenance of roadside vegetation by MnDOT were noted as aesthetic concerns. Wrought iron fencing to evoke an industrial feel to the area was noted as a potential idea for this area. The Committee also noted a lack of maintenance with street lighting and, inspired by lighting at Enger Tower Park in Duluth and the Dark Sky movement, noted a desire to seek light fixture replacements in the near future.

Future Committee Projects: R. Habermann asked the Committee what beautification projects would be on its "wish list" for coming years. Committee members noted the following beautification efforts:

- Features contributing to a great park
- Periodic clean-up events
- Flowers/greenery and benches on Highway 2/Main Street light poles (though noted a partnership with the Chamber of Commerce and business owners must be a part of these efforts); Sidewalk/trail extension from downtown

southward/eastward to AmericInn/Black Woods; wrought iron fence; flowers on hillside

- City Ball Court (i.e. Pickleball courts, tennis courts, new basketball hoops, improved lighting, new paving, new fencing, new sidewalks)
- 2nd Street corridor (i.e. sidewalks, lighting, banners, wayfinding, railroad crossing, Kingsbury Creek)
- Kingsbury Creek (i.e. undesignate the river as a trout stream and develop a linear park with trails along the shoreline)
- Clubhouse Hill (i.e. develop area for winter use - skating rink, sliding hill, club house open for washrooms and concessions)
- TRAINquility Park (i.e. beautify Moody Gazebo and support Missabe Misses statue project)

After discussion of these projects, the Committee identified a desire to focus on the following projects, which will be included in the Proctor Beautification Plan in the following order:

- 2nd Street Corridor
 - Potential projects: Sidewalk enhancements, road enhancements, lighting enhancements, banners, street trees
 - Potential partners: Proctor Schools, Proctor Area Historical Society, Safe Routes to School Team, Streets Department, individuals to sponsor banners and other elements
 - Potential funding: Transportation Alternatives Program
- Main Street/3rd Avenue/Highway 2
 - Potential projects: Clearing hillside below jet, flowers, pine garland, wreaths, benches, sidewalks
 - Potential partners: MnDOT, businesses, Chamber of Commerce
 - Potential funding: Chamber of Commerce(?), donations from businesses
- City Ball Court
 - Potential projects:
 - Potential partners: Age to Age, Botanical Gardens, Parks and Recreation Committee
 - Potential funding: Parks and Recreation budget
- Kingsbury Creek
 - Potential projects: Trail development
 - Potential partners: Minnesota Department of Natural Resources, Parks and Recreation Committee

Committee Business: The Committee decided to continue without appointed officers, but noted that meeting notes must be sent to city councilors within one week of

meeting. Members also decided to meet “quarterly and as needed,” with potential meetings in January, April, July, and October of each year.

Next Meeting Date: R. Habermann will develop a draft document outlining strategic plan items. A meeting will be scheduled via email in coming weeks to review the full draft document and consider next steps.

Adjourn: 8:02 pm

CITY OF PROCTOR

10/11/17 3:18 PM

Page 1

*Check Summary Register©

September 2017 to October 2017

| Name | Check Date | Check Amt | |
|--|------------|--------------------|--------------------------|
| 10110 First National Lj | | | |
| Paid Chk# 027948 CITY OF PROCTOR | 9/29/2017 | \$1,920.57 | PR17-19L wh PERA |
| Paid Chk# 027949 UFCW Local 1189 | 9/29/2017 | \$101.28 | UFCW UNION DUES |
| Paid Chk# 027950 AMERICAN BOTTLING COMPAN | 10/17/2017 | \$122.90 | 10022017 |
| Paid Chk# 027951 ARCTIC GLACIER ICE USA, INC | 10/17/2017 | \$75.20 | 10042017 |
| Paid Chk# 027952 ARTISAN BEER COMPANY | 10/17/2017 | \$278.50 | 09272017 |
| Paid Chk# 027953 BERNICK'S PEPSI | 10/17/2017 | \$4,504.90 | 08302017 |
| Paid Chk# 027954 BLACKWOOD, BILL | 10/17/2017 | \$40.00 | CELL PHONE REIMBURSEMENT |
| Paid Chk# 027955 BLUE CROSS BLUE SHIELD OF | 10/17/2017 | \$1,421.63 | HEALTH INSURANCE |
| Paid Chk# 027956 BREAKTHRU BEVERAGE | 10/17/2017 | \$1,023.10 | 09282017 |
| Paid Chk# 027957 COCA COLA BEVERAGES OF DU | 10/17/2017 | \$94.50 | 09282017 |
| Paid Chk# 027958 G&K SERVICES | 10/17/2017 | \$59.57 | MATS |
| Paid Chk# 027959 GUARDIAN PEST SOLUTIONS, I | 10/17/2017 | \$40.51 | PEST CONTROL |
| Paid Chk# 027960 JOHNSON BROTHERS INC | 10/17/2017 | \$3,912.23 | 09282017 |
| Paid Chk# 027961 LAMAR COMPANIES | 10/17/2017 | \$295.00 | POSTERS |
| Paid Chk# 027962 MEDIACOM | 10/17/2017 | \$113.59 | PHONE |
| Paid Chk# 027963 MICHAUD DISTRIBUTING COMP | 10/17/2017 | \$1,090.35 | 10022017 |
| Paid Chk# 027964 NORTHERN MN DENTAL | 10/17/2017 | \$26.95 | INSURANCE |
| Paid Chk# 027965 PHILLIPS WINE & SPIRITS CO | 10/17/2017 | \$3,076.11 | 09282017 |
| Paid Chk# 027966 PROCTOR BUILDERS | 10/17/2017 | \$15.16 | SUPPLIES |
| Paid Chk# 027967 PROCTOR JOURNAL | 10/17/2017 | \$32.25 | PUBLICATIONS |
| Paid Chk# 027968 PROCTOR PUBLIC UTILITIES | 10/17/2017 | \$658.02 | UTILITIES |
| Paid Chk# 027969 ROHLFING INC | 10/17/2017 | \$5,008.70 | 09282017 |
| Paid Chk# 027970 SOUTHERN GLAZER'S OF MN | 10/17/2017 | \$2,912.01 | 09282017 |
| Paid Chk# 027971 SUPERIOR BEVERAGE | 10/17/2017 | \$5,542.65 | 09282017 |
| Paid Chk# 027972 VINOCOPIA | 10/17/2017 | \$310.20 | 10062017 |
| Total Checks | | \$32,675.88 | |

CITY OF PROCTOR

Liquor Fund Bills List

10/11/17 3:12 PM

Page 1

| Check Name | OBJECT Descr | Amount | Comments |
|--|-------------------------------|------------|-------------------------|
| AMERICAN BOTTLING COMPANY | Soft Drinks and Mix | \$122.90 | 10022017 |
| Check Name AMERICAN BOTTLING COMPANY | | \$122.90 | |
| ARCTIC GLACIER ICE USA, INC | Misc Merchandise | \$75.20 | 10042017 |
| Check Name ARCTIC GLACIER ICE USA, INC | | \$75.20 | |
| ARTISAN BEER COMPANY | Beer Purchases | \$67.50 | 09272017 |
| | Beer Purchases | \$211.00 | 10052017 |
| Check Name ARTISAN BEER COMPANY | | \$278.50 | |
| BERNICK'S PEPSI | Beer Purchases | \$1,594.00 | 09272017 |
| | Beer Purchases | \$28.50 | 10042017 |
| | Beer Purchases | \$905.55 | 10042017 |
| | Beer Purchases | \$1,976.85 | 08302017 |
| Check Name BERNICK'S PEPSI | | \$4,504.90 | |
| BLACKWOOD, BILL | Telephone | \$40.00 | CELL PHONE REIMBURSEMEN |
| Check Name BLACKWOOD, BILL | | \$40.00 | |
| BLUE CROSS BLUE SHIELD OF MN | Employer Paid Health Insuranc | \$962.87 | HEALTH INSURANCE |
| | Employer Paid Health Insuranc | \$458.76 | HEALTH INSURANCE |
| Check Name BLUE CROSS BLUE SHIELD OF MN | | \$1,421.63 | |
| BREAKTHRU BEVERAGE | Freight and Express | \$4.16 | 10052017 |
| | Liquor Purchases | \$692.04 | 09282017 |
| | Freight and Express | \$9.40 | 09282017 |
| | Liquor Purchases | \$317.50 | 10052017 |
| Check Name BREAKTHRU BEVERAGE | | \$1,023.10 | |
| COCA COLA BEVERAGES OF DULU | Soft Drinks and Mix | \$94.50 | 09262017 |
| Check Name COCA COLA BEVERAGES OF DULUTH | | \$94.50 | |
| 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 |
| Check Name GUARDIAN PEST SOLUTIONS, INC | | \$40.51 | |
| JOHNSON BROTHERS INC | Freight and Express | \$17.01 | 09262017 |
| | Freight and Express | \$22.40 | 10032017 |
| | Liquor Purchases | \$1,137.20 | 10032017 |
| | Wine Purchases | \$726.96 | 10032017 |
| | Wine Purchases | \$710.20 | 09262017 |
| | Freight and Express | \$23.34 | 09262017 |
| | Liquor Purchases | \$1,270.53 | 09262017 |
| | Wine Purchases | -\$16.20 | 09282017 |
| | Freight and Express | \$20.79 | 10032017 |
| Check Name JOHNSON BROTHERS INC | | \$3,912.23 | |
| LAMAR COMPANIES | Advertising - Enterprises | \$295.00 | POSTERS |
| Check Name LAMAR COMPANIES | | \$295.00 | |
| MEDIACOM | Computer Misc Expense | \$113.59 | PHONE |
| Check Name MEDIACOM | | \$113.59 | |
| MICHAUD DISTRIBUTING COMPA | Beer Purchases | \$702.55 | 10022017 |
| | Beer Purchases | \$387.80 | 10092017 |
| Check Name MICHAUD DISTRIBUTING COMPANY | | \$1,090.35 | |
| NORTHERN MN DENTAL | Employer Paid Health Insuranc | \$26.95 | INSURANCE |
| Check Name NORTHERN MN DENTAL | | \$26.95 | |
| PHILLIPS WINE & SPIRITS CO | Misc Merchandise | \$23.25 | 10032017 |
| | Freight and Express | \$18.90 | 10032017 |
| | Wine Purchases | \$360.75 | 10032017 |

CITY OF PROCTOR

Liquor Fund Bills List

10/11/17 3:12 PM

Page 2

| Check Name | OBJECT Descr | Amount | Comments |
|---------------------------------------|---------------------------|-------------|--------------|
| PHILLIPS WINE & SPIRITS CO | Liquor Purchases | \$1,638.79 | 10032017 |
| | Freight and Express | \$17.64 | 09262017 |
| | Liquor Purchases | \$865.05 | 09262017 |
| | Freight and Express | \$1.89 | 09262017 |
| | Wine Purchases | \$56.75 | 09262017 |
| | Freight and Express | \$1.89 | 09262017 |
| | Wine Purchases | \$72.00 | 09262017 |
| | Freight and Express | \$19.20 | 10032017 |
| Check Name PHILLIPS WINE & SPIRITS CO | | \$3,076.11 | |
| PROCTOR BUILDERS | Misc Operating Supplies | \$15.16 | SUPPLIES |
| Check Name PROCTOR BUILDERS | | \$15.16 | |
| PROCTOR JOURNAL | Advertising - Enterprises | \$32.25 | PUBLICATIONS |
| Check Name PROCTOR JOURNAL | | \$32.25 | |
| PROCTOR PUBLIC UTILITIES | Utilities | \$658.02 | UTILITIES |
| Check Name PROCTOR PUBLIC UTILITIES | | \$658.02 | |
| ROHLFING INC | Beer Purchases | \$3,242.70 | 09292017 |
| | Beer Purchases | \$1,766.00 | 10062017 |
| Check Name ROHLFING INC | | \$5,008.70 | |
| SOUTHERN GLAZER'S OF MN | Freight and Express | \$3.07 | 09292017 |
| | Liquor Purchases | \$961.84 | 10062017 |
| | Freight and Express | \$34.33 | 10062017 |
| | Liquor Purchases | \$1,482.67 | 09292017 |
| | Freight and Express | \$19.64 | 09292017 |
| | Freight and Express | \$0.51 | 09292017 |
| | Wine Purchases | \$409.95 | 10062017 |
| Check Name SOUTHERN GLAZER'S OF MN | | \$2,912.01 | |
| SUPERIOR BEVERAGE | Beer Purchases | -\$91.65 | 10062017 |
| | Beer Purchases | \$4,531.65 | 10062017 |
| | Beer Purchases | \$630.30 | 10032017 |
| | Beer Purchases | \$508.20 | 09292017 |
| | Beer Purchases | -\$66.00 | 09292017 |
| | Beer Purchases | \$30.15 | 09292017 |
| Check Name SUPERIOR BEVERAGE | | \$5,542.65 | |
| VINOCOPIA | Freight and Express | \$5.70 | 10062017 |
| | Liquor Purchases | \$304.50 | 10062017 |
| Check Name VINOCOPIA | | \$310.20 | |
| | | \$30,654.03 | |

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+ 101.28 UnimDus
\$ 32,675.88

CITY OF PROCTOR

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*Check Summary Register©

Page 1

September 2017 to October 2017

| Name | Check Date | Check Amt |
|--|------------|---|
| 10100 First National Gen | | |
| Paid Chk# 036583 AMERICAN FAMILY LIFE ASSUR | 9/29/2017 | \$62.70 AFLAC |
| Paid Chk# 036584 EQUI-VEST | 9/29/2017 | \$369.40 EQUITABLE - DEWALL |
| Paid Chk# 036585 NCPERS MINNESOTA | 9/29/2017 | \$16.00 MN NCPERS |
| Paid Chk# 036586 UNITED WAY OF GREATER DUL | 9/29/2017 | \$150.00 UNITED WAY |
| Paid Chk# 036587 ACME ELECTRIC COMPANIES | 10/17/2017 | \$300.95 POWER BLOWER FOR CLEAN AND PRE |
| Paid Chk# 036588 AIRFIBER | 10/17/2017 | \$121.32 MONTHLY FEES |
| Paid Chk# 036589 ALS ASSOCIATION, MN/ND/SD C | 10/17/2017 | \$2,500.00 TOURISM SPONSORSHIP |
| Paid Chk# 036590 AMERIPRIDE SERVICES | 10/17/2017 | \$183.63 MATS |
| Paid Chk# 036591 ARROWHEAD PAINT PRODUCTS | 10/17/2017 | \$109.30 WHITE FOR CITY HAL STRIPING, Y |
| Paid Chk# 036592 AXON ENTERPRISE, INC | 10/17/2017 | \$549.32 CARTRIDGES |
| Paid Chk# 036593 BLUE CROSS BLUE SHIELD OF | 10/17/2017 | \$23,867.65 HEALTH INSURANCE |
| Paid Chk# 036594 BOYSEN, JAY | 10/17/2017 | \$95.25 BUILDING OFFICIAL CHAPTER MEET |
| Paid Chk# 036595 CARLSON CONCRETE PRODUC | 10/17/2017 | \$640.10 CULVERT BAND |
| Paid Chk# 036596 EMERGENCY APPARATUS MAIN | 10/17/2017 | \$2,009.40 PUMP TEST |
| Paid Chk# 036597 FIELD STATION | 10/17/2017 | \$75.00 LAUNDER TURNOUT GEAR |
| Paid Chk# 036598 FIREMAN'S RELIEF ASSOCIATIO | 10/17/2017 | \$23,677.25 FIRE STATE AID |
| Paid Chk# 036599 GREAT LAKES OFFICE Solutio | 10/17/2017 | \$108.84 MONTHLY FEE |
| Paid Chk# 036600 GRUSSENDORF NURSERY, INC. | 10/17/2017 | \$170.00 TREE FOR TREE CITY USA |
| Paid Chk# 036601 GUARDIAN PEST SOLUTIONS, I | 10/17/2017 | \$88.46 PEST CONTROL |
| Paid Chk# 036602 HARTEL'S/DBJ DISPOSAL COMP | 10/17/2017 | \$553.02 TRASH REMOVAL SERVICES |
| Paid Chk# 036603 HUFF, TOD | 10/17/2017 | \$2,000.00 LABOUR FEES |
| Paid Chk# 036604 MAILFINANCE | 10/17/2017 | \$356.76 MAIL MACHINE LEASE |
| Paid Chk# 036605 MCDONALD, TAMMIE | 10/17/2017 | \$450.00 CELL PHONE REIMBURSEMENT |
| Paid Chk# 036606 MORTON SALT | 10/17/2017 | \$2,124.75 WINTER SALT |
| Paid Chk# 036607 MSPN INC | 10/17/2017 | \$617.75 TOURISM PRINT ADVERTISING |
| Paid Chk# 036608 NORTHERN MN DENTAL | 10/17/2017 | \$1,233.10 INSURANCE |
| Paid Chk# 036609 NORTHLAND CONSTRUCTORS | 10/17/2017 | \$419.77 HOT MIX ASHALT |
| Paid Chk# 036610 NORTHLAND FIRE & SAFETY EQ | 10/17/2017 | \$191.80 SUPPLIES |
| Paid Chk# 036611 PROCTOR BUILDERS | 10/17/2017 | \$341.26 SUPPLIES |
| Paid Chk# 036612 PROCTOR JOURNAL | 10/17/2017 | \$20.00 PUBLICATIONS |
| Paid Chk# 036613 PROCTOR MILK HOUSE | 10/17/2017 | \$26.11 FUEL |
| Paid Chk# 036614 PROCTOR PUBLIC UTILITIES | 10/17/2017 | \$3,503.55 UTILITIES |
| Paid Chk# 036615 ST LOUIS COUNTY PUBLIC WOR | 10/17/2017 | \$17,313.32 SHARE OF PROJECT FEE |
| Paid Chk# 036616 STACK BROS MECHANICAL | 10/17/2017 | \$299.40 CONTROL SERVICE |
| Paid Chk# 036617 STATE SIGN SHOP | 10/17/2017 | \$198.85 YELLOW RIBBON STREET SIGNS |
| Paid Chk# 036618 TEAMLAB | 10/17/2017 | \$681.50 ASPHALT IN A BAG FOR SPOT WINT |
| Paid Chk# 036619 THOMSON REUTERS-WEST | 10/17/2017 | \$99.23 INFORMATION SERVICES |
| Paid Chk# 036620 VIKING INDUSTRIAL CENTER | 10/17/2017 | \$75.99 CUT OFF WHEELS FOR GRINDER AND |
| Paid Chk# 036621 W.L.S.S.D. | 10/17/2017 | \$2,707.20 3RD QUARTER CAF FEES |
| Paid Chk# 036622 WIIKWAIBAAN ININI, INC | 10/17/2017 | \$2,673.50 NEW PUMP FOR ALMAC LIFT STATIO |
| Paid Chk# 036623 ZIEGLER, INC | 10/17/2017 | \$1,142.40 3 SETS OF CUTTING EDGES |
| Total Checks | | \$91,923.83 |

CITY OF PROCTOR

General Fund Bills List

10/12/17 1:04 PM

Page 1

| Check Name | FUND Descr | ACTIVITY Descr | OBJECT Descr | Amount | Comments |
|---|--------------|----------------------|-----------------------------|-------------|--------------------------|
| ACME ELECTRIC COMPAN | Sewer Fund | Sewer | Small Tools and Minor Equip | \$300.95 | POWER BLOWER FOR CLEA |
| Check Name ACME ELECTRIC COMPANIES | | | | \$300.95 | |
| AIRFIBER | General Fund | Administrative | Computer Misc Expense | \$121.32 | MONTHLY FEES |
| Check Name AIRFIBER | | | | \$121.32 | |
| ALS ASSOCIATION, MN/N | General Fund | Tourism Expenditures | Advertising - Sponsorship | \$2,500.00 | TOURISM SPONSORSHIP |
| Check Name ALS ASSOCIATION, MN/ND/SD CHAP | | | | \$2,500.00 | |
| AMERIPRIDE SERVICES | General Fund | Operations (Fire) | Other Professional Services | \$62.85 | MATS |
| | General Fund | Street Department | Clothing | \$48.44 | MATS |
| | General Fund | Government Building | Cleaning Supplies | \$72.34 | MATS |
| Check Name AMERIPRIDE SERVICES | | | | \$183.63 | |
| ARROWHEAD PAINT PRO | General Fund | Street Department | Sign Repair Materials | \$109.30 | WHITE FOR CITY HAL STRIP |
| Check Name ARROWHEAD PAINT PRODUCTS, INC | | | | \$109.30 | |
| AXON ENTERPRISE, INC | General Fund | Operations (Police) | Other Equipment Purchase | \$549.32 | CARTRIDGES |
| Check Name AXON ENTERPRISE, INC | | | | \$549.32 | |
| BLUE CROSS BLUE SHIEL | General Fund | Tourism Expenditures | Employer Paid Health Insura | \$2,447.60 | HEALTH INSURANCE |
| | General Fund | Municipal Operations | Employer Paid Health Insura | \$2,444.20 | HEALTH INSURANCE |
| | General Fund | Accounting | Employer Paid Health Insura | \$470.85 | HEALTH INSURANCE |
| | General Fund | Administrative | Employer Paid Health Insura | \$2,162.23 | HEALTH INSURANCE |
| | General Fund | Operations (Police) | Employer Paid Health Insura | \$9,800.62 | HEALTH INSURANCE |
| | General Fund | Street Department | Employer Paid Health Insura | \$6,342.15 | HEALTH INSURANCE |
| Check Name BLUE CROSS BLUE SHIELD OF MN | | | | \$23,667.65 | |
| BOYSEN, JAY | General Fund | Street Department | Meeting Expense | \$95.25 | BUILDING OFFICIAL CHAPTE |
| Check Name BOYSEN, JAY | | | | \$95.25 | |
| CARLSON CONCRETE PRO | General Fund | Administrative | Full-Time Employee Regular | \$640.10 | CULVERT BAND |
| Check Name CARLSON CONCRETE PRODUCTS INC | | | | \$640.10 | |
| EMERGENCY APPARATUS | General Fund | Operations (Fire) | Mach & Equip Repair | \$453.78 | PUMP TEST |
| | General Fund | Operations (Fire) | Mach & Equip Repair | \$529.24 | PUMP TEST |
| | General Fund | Operations (Fire) | Mach & Equip Repair | \$264.24 | PUMP TEST |
| | General Fund | Operations (Fire) | Mach & Equip Repair | \$762.14 | PUMP TEST |
| Check Name EMERGENCY APPARATUS MAINT INC | | | | \$2,009.40 | |
| FIELD STATION | General Fund | Operations (Fire) | Mach & Equip Repair | \$75.00 | LAUNDER TURNOUT GEAR |
| Check Name FIELD STATION | | | | \$75.00 | |
| FIREMAN'S RELIEF ASSOC | General Fund | Operations (Fire) | Fire Pension Contribution | \$23,677.25 | FIRE STATE AID |
| Check Name FIREMAN'S RELIEF ASSOCIATION | | | | \$23,677.25 | |
| GREAT LAKES OFFICE SO | General Fund | Operations (Police) | Maintenance Agreement | \$108.84 | MONTHLY FEE |
| Check Name GREAT LAKES OFFICE SOLUTIONS | | | | \$108.84 | |
| GRUSSENDORF NURSERY | General Fund | Tree Planting | Trees & other materials | \$170.00 | TREE FOR TREE CITY USA |
| Check Name GRUSSENDORF NURSERY, INC. | | | | \$170.00 | |
| 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 | \$553.02 | TRASH REMOVAL SERVICES |
| Check Name HARTEL'S/DBJ DISPOSAL COMPANY | | | | \$553.02 | |
| HUFF, TOD | General Fund | Administrative | Computer Misc Expense | \$1,000.00 | LABOUR FEES |
| | General Fund | Administrative | Computer Misc Expense | \$1,000.00 | LABOUR FEES |
| Check Name HUFF, TOD | | | | \$2,000.00 | |
| MAILFINANCE | General Fund | Administrative | Postage | \$356.76 | MAIL MACHINE LEASE |
| Check Name MAILFINANCE | | | | \$356.76 | |
| MCDONALD, TAMMIE | General Fund | Administrative | Telephone | \$450.00 | CELL PHONE REIMBURSEME |
| Check Name MCDONALD, TAMMIE | | | | \$450.00 | |

CITY OF PROCTOR

General Fund Bills List

10/12/17 1:04 PM

Page 2

| Check Name | FUND Descr | ACTIVITY Descr | OBJECT Descr | Amount | Comments |
|--|---------------|-----------------------|-----------------------------|-------------|--------------------------|
| MORTON SALT | General Fund | Snow Removal | Salt and Other | \$2,124.75 | WINTER SALT |
| Check Name MORTON SALT | | | | \$2,124.75 | |
| MSPN INC | General Fund | Tourism Expenditures | Advertising - Print Media | \$617.75 | TOURISM PRINT ADVERTISI |
| Check Name MSPN INC | | | | \$617.75 | |
| NORTHERN MN DENTAL | General Fund | Administrative | Employer Paid Health Insura | \$163.25 | INSURANCE |
| | General Fund | Operations (Police) | Employer Paid Health Insura | \$443.80 | INSURANCE |
| | General Fund | Street Department | Employer Paid Health Insura | \$362.95 | INSURANCE |
| | General Fund | Tourism Expenditures | Employer Paid Health Insura | \$99.85 | INSURANCE |
| | General Fund | Municipal Operations | Employer Paid Health Insura | \$163.25 | INSURANCE |
| Check Name NORTHERN MN DENTAL | | | | \$1,233.10 | |
| NORTHLAND CONSTRUCT | General Fund | Street Department | Blacktop | \$419.77 | HOT MIX ASHALT |
| Check Name NORTHLAND CONSTRUCTORS OF DUL | | | | \$419.77 | |
| NORTHLAND FIRE & SAFE | General Fund | Operations (Fire) | Small Tools and Minor Equip | \$191.80 | SUPPLIES |
| Check Name NORTHLAND FIRE & SAFETY EQUIP | | | | \$191.80 | |
| PROCTOR BUILDERS | General Fund | Operations (Fire) | Bldg Repair & Maint | \$313.84 | SUPPLIES |
| | General Fund | Street Department | Misc Operating Supplies | \$27.42 | SUPPLIES |
| Check Name PROCTOR BUILDERS | | | | \$341.26 | |
| PROCTOR JOURNAL | General Fund | Council | Gen Notices & Pub Informati | \$20.00 | PUBLICATIONS |
| Check Name PROCTOR JOURNAL | | | | \$20.00 | |
| PROCTOR MILK HOUSE | General Fund | Operations (Police) | Fuels | \$26.11 | FUEL |
| Check Name PROCTOR MILK HOUSE | | | | \$26.11 | |
| PROCTOR PUBLIC UTILIT | General Fund | Street Dept Shop Work | Electric Utilities | \$191.29 | UTILITIES |
| | Sewer Fund | Sewer | Electric Utilities | \$68.46 | UTILITIES |
| | General Fund | Operations (Fire) | Electric Utilities | \$7.44 | UTILITIES |
| | General Fund | City Parks | Electric Utilities | \$53.53 | UTILITIES |
| | Golf Course F | Admin & General Golf | Electric Utilities | \$1,242.83 | UTILITIES |
| | General Fund | Government Building | Electric Utilities | \$1,922.28 | UTILITIES |
| | Sewer Fund | Sewer | Electric Utilities | \$17.72 | UTILITIES |
| Check Name PROCTOR PUBLIC UTILITIES | | | | \$3,503.55 | |
| ST LOUIS COUNTY PUBLI | Sewer Fund | Sewer | Contractor | \$17,313.32 | SHARE OF PROJECT FEE |
| Check Name ST LOUIS COUNTY PUBLIC WORKS | | | | \$17,313.32 | |
| STACK BROS MECHANICA | General Fund | Government Building | Bldg Repair & Maint | \$299.40 | CONTROL SERVICE |
| Check Name STACK BROS MECHANICAL | | | | \$299.40 | |
| STATE SIGN SHOP | General Fund | Street Department | Sign Repair Materials | \$198.85 | YELLOW RIBBON STREET SI |
| Check Name STATE SIGN SHOP | | | | \$198.85 | |
| TEAMLAB | General Fund | Street Department | Blacktop | \$681.50 | ASPHALT IN A BAG FOR SPO |
| Check Name TEAMLAB | | | | \$681.50 | |
| THOMSON REUTERS-WES | General Fund | Operations (Police) | Other Professional Services | \$99.23 | INFORMATION SERVICES |
| Check Name THOMSON REUTERS-WEST | | | | \$99.23 | |
| VIKING INDUSTRIAL CEN | General Fund | Street Department | Misc Operating Supplies | \$75.99 | CUT OFF WHEELS FOR GRIN |
| Check Name VIKING INDUSTRIAL CENTER | | | | \$75.99 | |
| W.L.S.S.D. | Sewer Fund | Sewer | Sewer - WLSSD Billing | \$2,707.20 | 3RD QUARTER CAF FEES |
| Check Name W.L.S.S.D. | | | | \$2,707.20 | |
| WIKWAIBAAN ININI, INC | Sewer Fund | Pump Station | Mach & Equip Repair | \$2,673.50 | NEW PUMP FOR ALMAC LIFT |
| Check Name WIKWAIBAAN ININI, INC | | | | \$2,673.50 | |
| ZIEGLER, INC | General Fund | Snow Removal | Equipment Parts | \$1,142.40 | 3 SETS OF CUTTING EDGES |
| Check Name ZIEGLER, INC | | | | \$1,142.40 | |

CITY OF PROCTOR
General Fund Bills List

10/12/17 1:04 PM
Page 3

| Check Name | FUND Descr | ACTIVITY Descr | OBJECT Descr | Amount | Comments |
|------------|---------------|-------------------|--------------|--------------------|------------|
| | | | | \$91,325.73 | |
| | | | | + 62.70 | APLAC |
| | | | | + 369.40 | Egmontable |
| | | | | + 14.00 | MUNICIPERS |
| | | | | + 150.00 | United Way |
| | | | | <u>\$91,923.83</u> | |

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

Slogan: "You Have A Place In Proctor"

AGENDA
PROCTOR CITY COUNCIL MEETING
Monday, November 6, 2017 – 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES October 16, 2017 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**

PUBLIC HEARING REGARDING MUNICIPAL LIQUOR STORE

***1. COMMUNICATIONS**

A. Letter dated August 10, 2017 from Grandma's Marathon

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

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 10/15/17; Liquor Fund payroll ended 10/15/17 (attached)
- B. Government Fund payroll period ended 10/29/17; Liquor Fund payroll ended 10/29/17 (attached)

***4. COMMITTEE REPORTS**

- A. PEDA Meeting Minutes of Tuesday, October 10, 2017
- B. PUC Meeting Minutes of September 11, 2017 and September 18, 2017

***5. UNFINISHED BUSINESS**

- A. SRO

6. NEW BUSINESS

- A. **Proctor Safe Routes to School Plan – Russell Habermann Presentation**
- B. **Night to Shine – Request for Police Officer services**
- C. **Resolution 45-17: Authorizing Execution of Agreement for City of Proctor (2018 – Toward Zero Death Campaign)**
- D. **Property split – Parcel Code 185-0240-00431 – See attached maps and recommendation for approval from Planning and Zoning**
- E. **Resolution No. 47-17: Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License**
- F. **League of MN Cities Special Services**
- G. **Personnel Handbook – see attached from Mr. Casey (handbook emailed to councilors)**
- H. **Liquor Store Discussion**
- I. **Trails –Money for Planning (Benson)**
- J. **Boundary Avenue/9th Street Realignment (Benson) The Fair Board proposed this four years ago. It would provide the fair grounds with additional usable space and improve safety at 9th St and Boundary Ave. It was one of the uses written into the sales tax bill. See attached map.**
- K. **Pop Up Initiative (Benson) Pop up is an effort to fill the vacant buildings. The Chamber said they would participate if the City joins in. The idea is to help potential business by covering expenses for a short period - two or three**

months. The business should be retail and compliment and not compete against existing businesses.

I (Benson) am putting together a draft overview of the proposed program. It covers insurance, utilities, what is expected, hours of operation and application, eligibility and selection process.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

A. Property Proposal

B. Golf Course Property

6. NEW BUSINESS (continued)

L. Property Decisions

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund
\$123,862.43

Liquor Fund
\$47,832.56

\$171,694.99 TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the regular Proctor City Council meeting held on October 16, 2017 in the Community Center Council Chambers

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

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

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jennifer Crown; Bill Sweeney; Nick Greenwood; Eric Bingaman; Jennifer Peterson; Shannon Jorgenson; Jim Aird, Midway Township; Kathy Hannan; Jennifer McDonald; Jim Kmecke; Russell Haberman

APPROVAL OF MINUTES:

Benson asked for Item 6A. to be amended from motion failed.

Motion by Schwarzbauer, seconded by DeWall and carried: To approve the October 2, 2017 Council Meeting Minutes.

APPROVAL OF AGENDA

Larson added: 6K1: Night to Shine

Motion by Larson, seconded by DeWall and carried: To approve the agenda of October 16, 2017 as amended

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Bill Sweeney stated that he has reorganized the priorities on his life. The current utilities staff is efficient and should be commended for serving the citizens of Proctor. Sweeney is asking to be removed for reconsideration to serve on the Public Utility Commission, and also resign from his position effective immediately. Larson thanked Sweeney for his 15 years of service. Benson added a thank you for his service as a City Councilor.

***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**

Larson asked for Personnel Handbook to be move to new Business next meeting.

Motion by Schwarzbauer, seconded by Nowak and carried: To approve the Consent Agenda.

***1. COMMUNICATIONS**

- A. Snocross Program Packet

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

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 10/01/17; Liquor Fund payroll ended 10/01/17 (attached)

***4. COMMITTEE REPORTS**

- A. Parks & Recreation Meeting of June 29, 2017
- B. Planning & Zoning Meeting of August 28, 2017
- C. Proctor Economic Development Authority Meeting of September 12, 2017

***5. UNFINISHED BUSINESS**

- A. Personnel Handbook
- B. SRO

6. NEW BUSINESS

- A. Reintroduce Proctor American Legion letter dated August 11, 2017 (Schwarzbauer)

Schwarzbauer stated that he would like to introduce and support the \$300/year to the American Legion.

Jim Kneck, from the American Legion has been in charge of the Memorial Day celebration for about 10-15 years. Larson said by state statute, the City can give \$300/year. Nowak said that this has been ongoing since August, and he wanted to make it clear he is not opposed to giving to Veterans, as he comes from a family of veterans. Nowak said he would personally like to donate \$50 to the American Legion. De Wall said that he too would like to donate \$50. Larson also donated \$50. Schwarzbauer said that he will donate 50 hours of time.

Motion by Schwarzbauer, seconded by Benson and carried (5-0): To approve \$300 donation to the American Legion for Memorial Day celebration.

B. CDBG Sponsorship for Playground for EveryBODY

Casey said that the City of Proctor submitted their CDBG application for three projects, but is now asking the council to re-prioritize and place the Playground for EveryBODY at the top of the priority list.

Jennifer McDonald said that she started this process in 2012 and has been able to complete the 1st Phase. She is currently working with Proctor Synergy and applied for CDBG funding yesterday.

Motion by Nowak, seconded by Larson and carried (5-0): To switch the Round Up money from PUC to go toward the Playground for EveryBODY.

Motion by Benson, seconded by Nowak and carried (5-0): To approve Resolution 44-17 - Ordering Application for Community Development Block Grant funding for Fiscal Year 2018.

C. Public Utility Commission – Applications included in Packet

Council discussion about the applicants for PUC.

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To approve Jennifer Peterson to the Public Utility Commission.

D. Call for Public Hearing on Liquor Store

Casey discussed state statute 340A.602 if the Municipal Liquor has shown a net loss in two of three consecutive years; the City shall hold a public hearing for comments on whether to continue to operate a municipal liquor store.

Motion by DeWall, seconded by Schwarzbauer and carried (5-0): To schedule a public hearing regarding the municipal liquor store for Monday, November 6, 2017 at 6pm.

E. Second Reading - Ordinance 07-17 Amending Section 1002.03 of the City Code entitled “General Setback Requirements”

Casey stated that this is the second reading of Ordinance 07-17.

Motion by Larson, seconded by DeWall and carried (5-0): To approve Ordinance 07-17 Amending Section 1002.03 of the City Code entitled “General Setback Requirements”

F. Second Reading - Ordinance 08-17 Amending Section 1000 of the City Code Entitled "Land and Building" Regulation

Casey stated that this is the Second Reading for Ordinance 08-17 Amending Section 1000 of the City Code Entitled "Land and Building" Regulation. He said that Planning and Zoning have received requests for mini-storage in C1 zones. This would allow mini-storage but also provide some latitude with the language. Bray stated that state statute allows that language.

Motion by DeWall, seconded by Schwarzbauer and carried (5-0): To approve Ordinance 08-17 Amending Section 1000 of the City Code Entitled "Land and Building" Regulation

G. Sale of Tax Forfeit Property – Letter from St. Louis County

Casey said that the property has come up for sale and the county is asking for permission from the City of Proctor. He recommends the sale.

Motion by DeWall, seconded by Benson and carried (5-0): To approve the sale of the Tax Forfeit Property as noted in the letter from St. Louis County.

H. Ad for Bid – 3rd Avenue Storm Sewer Replacement

Casey stated that the Storm Sewer is collapsing in front of Lorenzi's. The city only received two bids for the repair work. Recommend accepting the bid from Shelton Excavating in the amount of \$16,900.00.

Nowak said that he is related to Larry Shelton and he will abstain from the vote.

Motion by Larson, seconded by DeWall and carried (4-0, Nowak abstained): To approve the bid from Shelton Excavating in the amount of \$16,900.00.

I. Proctor Comprehensive Plan – Schwarzbauer

Schwarzbauer discussed the Comprehensive Plan and the need to have an annual checklist. Casey stated that the Comprehensive Plan is labeled by groupings, and suggested that those items go back to the committees to determine the accomplishments that they have had each year. Kathy Hannan also spoke about the process and the need to meet about accomplishments. DeWall agreed that this should go back to each committee. Nowak stated that Parks and Recreation committee is currently working on a to-do list.

J. Beautification Committee – Schwarzbauer

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To accept the meeting minutes of October 3, 2017.

Russell Haberman said that the information provided includes the results of a Facebook survey that was taken by residents regarding their community values. He encouraged the council to consider planting trees when 6th Street gets redone.

K. Set Budget Meeting

Motion by Larson, seconded by Nowak and carried (5-0): To set the next budget meeting for 5pm on November 6, 2017.

K1: Night to Shine

Nick Greenwood, Derailed Bar and Grill, said that he was asked by the Augustana Lutheran Church to host a fundraiser for the Night to Shine event on February 9, 2018. Larson asked Greenwood to let the city know how much money was raised for this event. Schwarzbauer said it would be good for the city to know the amounts raised for all events like this.

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To approve Resolution 46-17 Resolution of Non-Objection to Issuance of State of Minnesota Charitable Gambling License for Augustana Lutheran to hold a raffle at Derailed Bar and Grill at 50 3rd Avenue on November 22 through November 26, 2017.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

Motion by DeWall, seconded by Nowak and carried (5-0): To go to closed session per Ch 13 D on MN Statutes.

A. Property Proposal

B. Golf Course Property

C. Assistant Administrator Contract

D. Administrative Confidential Assistant Contract

E. LELS Discussion

Motion by Nowak, seconded by DeWall and carried (5-0): To return to regular meeting at 8:51pm.

6. NEW BUSINESS (continued)

L. Administrative Confidential Assistant Contract

Motion by Schwarzbauer, seconded by Larson and carried (5-0): To approve the Administrative Confidential Assistant employment contract for Tammie McDonald.

M. Assistant Administrator Contract

Motion by DeWall, seconded by Schwarzbauer and carried (5-0): To approve the Assistant Administrator employment contract for Jennifer Crown.

N. Property Decisions

Motion by Nowak, seconded by DeWall and carried (5-0): To approve action for Declaratory Relief to determine sliver of land void on the Goldberg Property.

MEMBER CONCERNS

BILLS FOR APPROVAL

General Fund
\$91,923.83

Liquor Fund
\$32,675.88

\$124,599.71 TOTAL BILLS FOR APPROVAL

Casey added a general bill in the amount of \$2500 for the total to be \$127,099.71.

Motion by Larson, seconded by Schwarzbauer and carried (5-0): To approve the general and liquor fund bills in the amount of \$127,099.71.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried: To adjourn the City Council meeting at 7:57pm.

P.O. Box 16234 | Duluth, Minnesota 55816
GrandmasMarathon.com



Phone: 218-727-0947 | Fax: 218-727-7932
Email: grandmas@grandmasmarathon.com

1A.

August 10, 2017

Mayor Philip Larson
City of Proctor
100 Pionk Drive
Proctor, MN 55810

Dear Mayor Larson,

On behalf of the Grandma's Marathon staff and board of directors, I extend our wholehearted thanks for making our 2017 marathon weekend such an extraordinary experience for everyone involved. That includes close to 20,000 runners, over 5,000 volunteers, and countless families, friends, spectators and other health and fitness enthusiasts. From the start of registration last October to the post-race parties on June 17, your tremendous support provided a journey that so many people will remember for the rest of their lives.

We truly believe our mission to keep people active and conscious of a healthy lifestyle is more important than ever. With the power of an incredible community behind us, your sponsorship has sustained a tradition that makes our mission fun, supportive, and accessible to everyone. Again, we can't thank you enough for being our partner in this effort and having such a positive impact on our region.

Sincerely,

Shane Bauer
Executive Director
Grandma's Marathon-Duluth, Inc.

SB/hmw



AAR Corp. | Advantage Emblem | Almclear | Black Woods Grill & Bar | Bud Light | Calumet | Cirrus Aircraft
City of Duluth | Cliff Bar | Coca-Cola | Country Hearth Natural Breads | Dasani | Duluth News Tribune
Essentia Health | Grand Casino Hinckley/Mille Lacs | Great Clips | Green Mill | Hoka One One
Holiday Inn & Suites | Jamar | KBJR 6 & CBS 3 | maurices | Michelina's | Minnesota Pork Board
Minnesota Power/ALLETE | Powerade ION4 | ProPrint, Inc. | Race Roster | Sasquatch 108.5 FM
Super One Foods | T-Mobile | Two Harbors Investment Corp. | UCare | Verso | Waste Management



CERTIFICATE OF APPRECIATION

PROUD SPONSOR
OF GRANDMA'S
MARATHON

City of
Proctor

CONTRIBUTING SPONSOR



Shirley Bau
Executive Director

Kellie Laudloff
Kellie Laudloff, Board Chairperson



Let's Go Places

MEMBERS
ESTABLISHED 1988

PR17-21

10/2/17 - 10/15/17

3A

10/28/17 10:53 AM

Page 1

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 | \$1,693.20 |
| | City Administrator | Municipal Operations | Full-Time Employee Regular | \$3,461.54 |
| | City Administrator | Government Building | Part-Time Employee | \$738.10 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$176.52 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$35.69 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$14.40 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$38.47 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$3,234.12 |
| | City Clerk | Administrative | Full-Time Employee Overtime | \$52.53 |
| | Financial Administration | Accounting | Full-Time Employee Regular | \$2,230.40 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$15,505.97 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$1,084.48 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$809.04 |
| | Police | Operations (Police) | Full-Time Employee Overtime | \$731.39 |
| | Police | Admin Secretary (Police) | Full-Time Employee Regular | \$1,526.10 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$54.48 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$454.00 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$363.20 |
| | Police | Police Liaison - ISD #704 | Full-Time Employee Overtime | \$134.94 |
| | Police | Police Grant Labor | Full-Time Employee Overtime | \$218.25 |
| | Fire | Operations (Fire) | Part-Time Employee | \$5,591.54 |
| | Building Inspection | Operations (Bldg Inspection) | Part-Time Employee | \$192.31 |
| | First Responders | Operations (Fire) | Part-Time Employee | \$4,499.99 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$600.75 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$104.54 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$392.90 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$5,232.77 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$336.42 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$497.44 |
| | Park | Tree Planting | Full-Time Employee Regular | \$84.72 |
| | Recreation | Ball Field Maintenance | Temporary Employees Regular | \$50.00 |
| FUND 100 General Fund | | | | \$52,340.20 |
| Sewer Fund | Public Works | Storm Drainage | Full-Time Employee Regular | \$418.16 |
| | Public Works | Sewer | Full-Time Employee Regular | \$330.46 |
| | Public Works | Pump Station | Full-Time Employee Regular | \$28.24 |
| FUND 500 Sewer Fund | | | | \$776.86 |
| | | | | \$53,117.06 |

CITY OF PROCTOR
Payroll Summary - Liquor Fund

10/26/17 10:40 AM

Page 1

Comments: Labor Distribution

| FUND Descr | DEPT Descr | ACTIVITY Descr | OBJECT Descr | Amount |
|----------------------|-------------------------|--------------------|-----------------------------|------------|
| Liquor Fund | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Regular | \$21.32 |
| | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Regular | \$63.96 |
| | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Regular | \$1,620.32 |
| | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Overtime | \$63.96 |
| | Mountain Spirits Liquor | Clerks - Off Sale | Part-Time Employee | \$2,420.01 |
| FUND 600 Liquor Fund | | | | \$4,189.57 |
| | | | | \$4,189.57 |

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

10/26/17 10:41 AM
Page 1

| Location Description | Hours | Shift Multiplier | Amount | Pay Group Description |
|-----------------------------------|-------|------------------|------------|-----------------------|
| Location Description CITY HALL | | | | |
| Shift Multiplier 1.5 | | | | |
| CITY HALL | 2.00 | 1.5 | \$52.53 | City -BI-wk |
| CITY HALL | 2.00 | 1.5 | \$61.20 | City -BI-wk |
| Shift Multiplier 1.5 | 4.00 | | \$113.73 | |
| Location Description POLICE | | | | |
| Shift Multiplier 1.5 | | | | |
| POLICE | 4.00 | 1.5 | \$134.94 | City -BI-wk |
| POLICE | 5.00 | 1.5 | \$218.25 | City -BI-wk |
| POLICE | 12.00 | 1.5 | \$523.80 | City -BI-wk |
| POLICE | 4.00 | 1.5 | \$174.60 | City -BI-wk |
| POLICE | 1.00 | 1.5 | \$32.99 | City -BI-wk |
| Shift Multiplier 1.5 | 26.00 | | \$1,084.58 | |
| Pay Group Description City -BI-wk | 30.00 | | \$1,198.31 | |
| Location Description Liquor Store | | | | |
| Shift Multiplier 1.5 | | | | |
| Liquor Store | 2.00 | 1.5 | \$63.96 | Liq -BI-Wk |
| Shift Multiplier 1.5 | 2.00 | | \$63.96 | |
| Pay Group Description Liq -BI-Wk | 2.00 | | \$63.96 | |
| | 32.00 | | \$1,262.27 | |

PR 17-22

10/16/17 - 10/29/17

3B.

11/01/17 4:45 PM

Page 1

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 | \$1,632.00 |
| | City Administrator | Municipal Operations | Full-Time Employee Regular | \$3,461.54 |
| | City Administrator | Government Building | Part-Time Employee | \$727.20 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$2,606.46 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$81.42 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$222.72 |
| | City Clerk | Administrative | Full-Time Employee Overtime | \$78.80 |
| | Financial Administration | Accounting | Full-Time Employee Regular | \$2,230.40 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$809.04 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$577.27 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$13,179.14 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$2,167.03 |
| | Police | Operations (Police) | Full-Time Employee Overtime | \$1,069.43 |
| | Police | Admin Secretary (Police) | Full-Time Employee Regular | \$1,513.60 |
| | Police | Admin Secretary (Police) | Full-Time Employee Regular | \$151.36 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$726.40 |
| | Police | Police Grant Labor | Full-Time Employee Overtime | \$261.90 |
| | 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 | \$240.30 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$72.09 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$443.68 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$172.42 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$3,110.23 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$24.03 |
| | Streets & Roadways | Sanding | Full-Time Employee Regular | \$72.09 |
| | Streets & Roadways | Sanding | Full-Time Employee Overtime | \$127.08 |
| | Streets & Roadways | Snow Removal | Full-Time Employee Regular | \$706.52 |
| | Park | City Parks | Full-Time Employee Regular | \$1,163.09 |
| | Park | Tree Planting | Full-Time Employee Regular | \$626.01 |
| | Operations (PUC) | Administrative and General | Temporary Employees Regular | \$1,386.03 |
| FUND 100 General Fund | | | | \$39,926.59 |
| Sewer Fund | Public Works | Storm Drainage | Full-Time Employee Regular | \$56.48 |
| | Public Works | Sewer | Full-Time Employee Regular | \$179.35 |
| FUND 500 Sewer Fund | | | | \$235.83 |
| | | | | \$40,162.42 |

CITY OF PROCTOR
Payroll Summary - Liquor Fund

11/01/17 4:48 PM

Page 1

Comments: Labor Distribution

| FUND Descr | DEPT Descr | ACTIVITY Descr | OBJECT Descr | Amount |
|----------------------|-------------------------|--------------------|-----------------------------|------------|
| Liquor Fund | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Regular | \$341.12 |
| | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Regular | \$1,364.48 |
| | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Overtime | \$31.98 |
| | Mountain Spirits Liquor | Clerks - Off Sale | Part-Time Employee | \$2,480.25 |
| FUND 600 Liquor Fund | | | | \$4,217.83 |
| | | | | \$4,217.83 |

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 22

11/01/17 4:42 PM

Page 1

| Location Description | Hours | Shift Multiplier | Amount | Pay Group Description |
|--|-------|------------------|------------|-----------------------|
| Location Description CITY HALL | | | | |
| Shift Multiplier 1.5 | | | | |
| CITY HALL | 3.00 | 1.5 | \$78.80 | City -BI-wk |
| Shift Multiplier 1.5 | 3.00 | | \$78.80 | |
| Location Description POLICE | | | | |
| Shift Multiplier 1.5 | | | | |
| POLICE | 6.00 | 1.5 | \$261.90 | City -BI-wk |
| POLICE | 24.50 | 1.5 | \$1,069.43 | City -BI-wk |
| Shift Multiplier 1.5 | 30.50 | | \$1,331.33 | |
| Location Description Street Department | | | | |
| Shift Multiplier 1.5 | | | | |
| Street Department | 3.00 | 1.5 | \$127.08 | City -BI-wk |
| Street Department | 4.00 | 1.5 | \$169.44 | City -BI-wk |
| Shift Multiplier 1.5 | 7.00 | | \$296.52 | |
| Shift Multiplier 2 | | | | |
| Street Department | 1.00 | 2 | \$56.48 | City -BI-wk |
| Shift Multiplier 2 | 1.00 | | \$56.48 | |
| Pay Group Description City -BI-wk | 41.50 | | \$1,763.13 | |
| Location Description Liquor Store | | | | |
| Shift Multiplier 1.5 | | | | |
| Liquor Store | 1.00 | 1.5 | \$31.98 | Liq -BI-Wk |
| Shift Multiplier 1.5 | 1.00 | | \$31.98 | |
| Pay Group Description Liq -BI-Wk | 1.00 | | \$31.98 | |
| | 42.50 | | \$1,795.11 | |

TZD grant

Minutes of the Proctor Economic Development Authority Meeting held at 6:00 p.m. on Tuesday, October 10, 2017 in the Proctor Community Center.

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

MEMBERS PRESENT: Commissioners: Carol Lind, Wayne Pulford, Eric Bingaman and Nicholas Greenwood; Mayor Larson; Chairman Eric Madson

MEMBERS ABSENT: Commissioner Tom Lavato

OTHERS PRESENT: Mark Casey, City Administrator, Tammie McDonald; John Bray

APPROVAL OF MINUTES

Madson corrected his absence on the minutes.

Motion by Greenwood, seconded by Bingaman and carried: To approve the PED A meeting minutes of September 12, 2017.

APPROVAL OF AGENDA

Madson added 4C: Lamar Property

Motion by Lind, seconded by Greenwood and carried: To approve the PED A agenda of October 10, 2017 as amended.

1. COMMUNICATIONS

A. Financial Report

2. PLANNING & ZONING COMMISSION MATTERS

Casey said that Planning and Zoning has an ordinance change to City Council for uses in a C1 Zone. Also, P&Z is taking into consideration a "mixed use zone".

3. PED A SECRETARY ADVISES AUTHORITY

Casey said that there have been two more inquiries on the Kirkus Property.

4. UNFINISHED BUSINESS

A. Real Estate: Many times the City will receive calls in regards to property

available. Should we (PEDA, City Staff) showing properties not owned by the City or PEDA? If so, should we enter into an agreement with the property owner before showing the property; i.e. the Gilbert property on Waterview Drive

Bray stated that state statute 466.03 indemnifies the city in economic development so they would not be liable. He also suggested adding an indemnity clause to any contract

Motion by Bingaman, seconded by Madson and carried: To have administration draw up a contract to use while showing properties in the City of Proctor.

B. Social Media Policy

This policy has come through council at the direction of the League of MN Cities to update our policies.

C. Lamar Property

Madson stated that he had a conversation with the owner of the Lamar Property and he stated that the main issue is obtaining clearance from the county to clear the county right of way.

5. NEW BUSINESS

A. Land along Old Highway 2 – Commissioners sent Comprehensive Plan

Casey stated that there have been interested parties attempting to sell properties on the North side of Hwy 2. He said in reviewing the Comprehensive Plan, it does not address development that direction. Casey stated that this would not be the best purchase for the City at this time.

Motion by Pulford, seconded by Lind and carried: To forego the purchase of these properties at this time.

B. PEDA Loans/Grants – CDBG

Casey described the CDBG eligibility requirements as stated by St. Louis County. He also described LMI (Low-Moderate Income) and how the city of Proctor does meet that requirement anywhere in the city limits. Casey told the commission about a survey specifically done for the residents of 6th Street, and they do not qualify for assistance based on LMI.

Casey also said that there is \$7500 that the county has not disbursed in CDBG funds. He will contact the county to determine if these funds can still be distributed to a business that applies now.

Madson recommended that the commission review items: A,B and C at their next meeting.

6. MEMBER CONCERNS

Casey said that he sent a letter to Titan Premier a letter about the development of Square 37 and possibly areas in Proctor.

APPROVAL OF BILLS

ADJOURNMENT

Motion by Lind, seconded by Pulford and carried: To adjourn the meeting at 6:57pm.

Minutes of the Proctor Public Utilities Commission Special Meeting held on Monday, September 18, 2017 at 4:14 p.m. in the Council Chambers at Proctor City Hall.

48.

The following members were present:

Carol Lind
Bill Sweeney
Phil Larson

Others who were present:

Charlene Jones, Commission Secretary
John Bray, PUC Attorney

APPROVAL OF AGENDA

At 4:15 pm the meeting was recessed until 5:00 pm, when our attorney could be present.

At 5:00 pm the meeting resumed.

1. NEW BUSINESS

A. Duluth Water Rate Increase Discussion

Motion by Sweeney, seconded by Larson and carried: To close the Public Utilities Commission meeting at 5:02 pm to consult with our attorney to consider attorney client privilege communication regarding matters of proposed litigation against the City of Duluth over water rates.

Motion by Larson, seconded by Lind and carried: To close the closed portion of the meeting and reopen it at 5:39 pm.

No legal action was taken at this time. Sweeney will speak at the City of Duluth water rate public hearing on September 19th at 5:15 pm at Duluth City Council Chambers.

Motion by Lind, seconded by Larson and carried: To adjourn the meeting at 5:40 p.m.

Charlene Jones, Commission Secretary

Bill Sweeney, Chairman

Minutes of the Proctor Public Utilities Commission meeting held on Monday, September 11, 2017 at 6:00 p.m. in the Council Chambers at Proctor City Hall.

The following members were present:

Carol Lind
Bill Sweeney
Phil Larson

Others who were present:

Charlene Jones, Commission Secretary
John Bray, PUC Attorney

APPROVAL OF AGENDA

APPROVAL OF THE MINUTES OF:

Motion by Lind, seconded by Larson and carried unanimously: To approve the PUC Regular Meeting minutes of August 14, 2017 & Special Meeting of July 25, 2017.

APPROVAL OF PAYROLLS OF:

Motion by Larson, seconded by Lind and carried unanimously: To approve the payrolls ending August 20, 2017, July 23, 2017 & September 3, 2017.

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

DELINQUENT ACCOUNTS were discussed.

CALL FOR COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

1. OLD BUSINESS

A. New Water Maintenance Contractor update was discussed.

2. NEW BUSINESS

A. Fees for utility – related services was tabled.

B. Solar Energy discussion was tabled. Sweeney asked to have home energy audits put on the agenda to discuss at next meeting.

C. Salvation Army Heatshare vendors agreement was reviewed.

Motion by Lind, seconded by Larson and carried unanimously: To approve the Salvation Army Heatshare vendors agreement.

Motion by Lind, seconded by Larson and carried unanimously: To approve a \$1500 donation to the Salvation Army Heat Share program.

3. REPORT OF OFFICE

A. Duluth Public Utilities Commission water rate Public Hearing September 19, 2017, 5:15 pm at Duluth City Council Chambers. Sweeney will attend this meeting with Commission Secretary. Post this meeting in case either of the other Commissioners are able to attend.

Commission Secretary scheduled a meeting with Duluth, Hermantown and Rice Lake on September 14, 2017, 10:00 am at Duluth City Hall ~ Room 106A to discuss municipal water rates before Duluth's public hearing on September 19th. Sweeney, Larson and Commission Secretary will attend. Post this meeting as well.

Motion by Sweeney, seconded by Lind and carried: To approve having our attorney draft up a resolution requesting the City of Duluth to do a rate study before they pass on any rate increases and send a copy of the resolution to Rice Lake and Hermantown.

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

- B. PUC Meter Reader/Water Technician position update. Pat has been busy working on water meter change outs. We do not have many 5/8" water meters left in inventory so we need to order some more.

Motion by Lind, seconded by Larson and carried: To approve the purchase of forty-eight 5/8" radio read water meters.

4. FINANCIAL STATEMENTS

- A. The MP power bill was reviewed for August billing.
- B. The SWL&P & MP August maintenance bills were reviewed.
- C. PUC July Income Statements were discussed.
- D. Liquor Store financials were not available.

5. APPROVAL OF BILLS

- A. The bills listings were reviewed.

Motion by Lind, seconded by Larson and carried unanimously: To approve the bills presented and on file at the utility office including all electronic payments for sales tax & payroll payables. Payable checks #018196 thru #018230.

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

6. COMMUNICATIONS

7. LABOR & NEGOTIATION ISSUES

Motion by Lind, seconded by Larson and carried: To adjourn the meeting at 6:40 p.m.

NIGHT *to Shine*
SPONSORED BY THE TIM TEBOW
FOUNDATION

LB.

Augustana Lutheran Church is proud to host "Night To Shine 2018" and we are asking the City of Proctor to consider being a part of this unforgettable prom night experience for people with special needs in our community.

On Friday, February 9, 2018 the red carpet will be out and all eyes will be on our guests as they arrive at Proctor High School. They will be given the royal treatment from the moment they enter and the night will end when every guest is crowned King or Queen.

Last year this event put a beautiful spotlight on Augustana, Proctor Public Schools and the City of Proctor. The event was covered by all of the local television stations as well as reported in the Proctor Journal and the News Tribune.

This non-profit, community event is open to anyone with special needs over the age of 14. Last year we welcomed 103 guests from Ely, Two Harbors, Mahtowa and beyond. This year we are growing and hope to see 150 guests. In total we expect to have around 400 guests and volunteers at the High School for the evening. It is our hope that the City of Proctor will assist us again by donating the services of 1 uniformed police officer to attend the event between the hours of 6:00pm and 9:30pm.

If you have any questions, please feel free to contact Mollie Haag at 218-260-2118

Regards,
Mollie M. Haag
Mollie M. Haag
2018 Night To Shine Committee

Hosted By:

Augustana Lutheran Church

www.augustanaduluth.com

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

**Resolution No. 45-17
Authorizing Execution of Agreement
For the City of Proctor**

BE IT RESOLVED, that the City Council of Proctor agrees to enter into a cooperative agreement with the Minnesota Department of the Public Safety for the project entitled "2018 - Toward Zero Death Campaign".

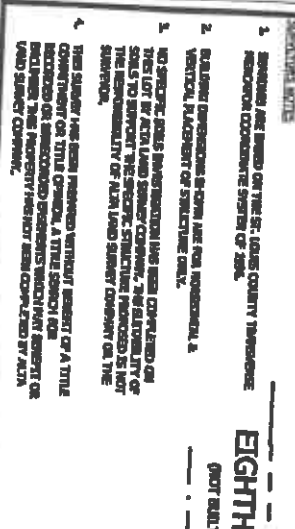
Kent Gaidis is hereby authorized to execute agreement and amendments, as are necessary to implement the project on behalf of the City of Proctor Police Department.

I certify that the above resolution was adopted by the City Council of the City of Proctor on Monday, November 6, 2017.

By: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

SCALE IN FEET



LAND SURVEY COMPANY

- Land Acquisition
- Utility Easements
- Boundary Surveys
- Right-of-Way
- Wetland Delineation

Phone: 708-691-1111
Fax: 708-691-1112
E-mail: info@landsurvey.com
Web: www.land-survey.com

Phillip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

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

**Resolution No. 47-17
Resolution of Non-Objection
To Issuance of State of Minnesota
Charitable Gambling License**

BE IT RESOLVED that the City Council of the City of Proctor hereby certifies that there are no objection to the issuance of a State of Minnesota Charitable Gambling Permit to Proctor Area Chamber of Commerce to hold a raffle at Derailed Bar and Grill at 501 3rd Avenue on April 17, 2018.

Passed by a majority vote of the Proctor City Council, this 6th day of November, 2017.

BY: _____
Philip Larson
Mayor

ATTEST: _____
Mark Casey
City Administrator

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: Proctor Area Chamber of Commerce Previous Gambling Permit Number: X-93882-17-001
 Minnesota Tax ID Number, if any: V-666 Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: P.O. Box 1016
 City: Proctor State: MN Zip: 55810 County: St. Louis
 Name of Chief Executive Officer (CEO): Kyle Borg, President
 Daytime Phone: 218-624-0743 Email: mark@pmilkhouse.com
 (Permit will be emailed to this email address.)

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 Derailed Bar & Grill
 (for raffles, list the site where the drawing will take place): _____

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

Check one:

☒ City: Proctor Zip: 55810 County: St. Louis
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): April 17, 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: \$12,000.00)

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

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

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

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

Print City Name: Proctor

Signature of City Personnel: _____

Title: City Administrator Date: 11/1/2017

**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 Depart-

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

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

An equal opportunity employer

**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: | Proctor Area Chamber of Commerce, Inc. |
| Date Filed: | 12/13/1982 |
| File Number: | V-666 |
| Minnesota Statutes, Chapter: | 317A |
| Home Jurisdiction: | Minnesota |

This certificate has been issued on: 11/01/2017



Steve Simon

Steve Simon
Secretary of State
State of Minnesota



6F

CONNECTING & INNOVATING
SINCE 1913

Did you know...

The League of Minnesota Cities now has additional services available to members to help councils, early on, work together, understand roles, be transparent (to avoid Open Meeting Law issues) and avoid or deal with conflict?

Debate and, even, conflict exists in every organization, including cities, and to a certain extent indicates a healthy exchange of ideas and creativity. However, counter-productive conflict can result in staff or councilmember dissatisfaction, reduced productivity, poor governance, absenteeism, increased turnover, increased stress or, worse case scenario, litigation. The League now offers additional special services to provide tools to cities, through interactive presentations or workshops, to work together, along with staff, to effectively govern or, in the alternative, to engage in some more formal conflict resolution offered by a League coordinated third party neutral.

Are you saying . . .

- We've got to get everybody on the same page ...
- We could use help running meetings....
- We don't completely understand the Open Meeting Law...
- We wish we had additional training on good governance...
- We would like to learn more about data practices law...
- I wish our council could get things done efficiently...
- I wish a third party could come in and help us communicate better...

Some common offerings...

- Problem Solving
- Good Governance & Understanding Roles
- Transparency & Public Engagement
- Council/Staff Teamwork
- Data Practices & Open Meeting Law Pitfalls
- Running & Participating in Meetings
- Formal Qualified Neutral Services

Contact Pam Whitmore for More Information:

Call: (651)281-1224 (work) or (612) 816-7386 (cell)

Email: pwhitmore@lmc.org

Tammie McDonald

LG.

From: Mark Casey
Sent: Wednesday, November 01, 2017 12:58 PM
To: Tammie McDonald
Subject: Handbook
Attachments: Personnel Policy Prime.docx

When you send this out, this is a draft. Underline is new language, crossed out words will be deleted, and bold words need to be emphasized.

This is a revision of an old handbook that was in place.

Thanks.

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

Tammie McDonald

6th,

From: Mark Casey
Sent: Wednesday, November 01, 2017 11:35 AM
To: Tammie McDonald

340A.602 CONTINUATION.

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

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

CITY OF PROCTOR

11/02/17 11:35 AM

Page 1

***Check Summary Register©**

October 2017 to November 2017

| Name | Check Date | Check Amt | |
|--|------------|--------------------|----------------------------|
| 10110 First National Liq | | | |
| Paid Chk# 027973 CITY OF PROCTOR | 10/24/2017 | \$1,888.05 | PR17-20L wh PERA |
| Paid Chk# 027974 EMC NATIONAL LIFE COMPANY | 10/24/2017 | \$14.40 | EMPLOYEE SUPPLEMENTAL LIFE |
| Paid Chk# 027975 CITY OF PROCTOR | 11/1/2017 | \$1,744.21 | PR17-21L wh PERA |
| Paid Chk# 027976 UFCW Local 1189 | 11/1/2017 | \$101.28 | UFCW UNION DUES |
| Paid Chk# 027977 ADT SECURITY SERVICES | 11/7/2017 | \$81.76 | SECURITY |
| Paid Chk# 027978 AMERICAN BOTTLING COMPAN | 11/7/2017 | \$167.80 | 10232017 |
| Paid Chk# 027979 AMERITAS | 11/7/2017 | \$4.90 | INSURANCE |
| Paid Chk# 027980 ARCTIC GLACIER ICE USA, INC | 11/7/2017 | \$75.20 | 10282017 |
| Paid Chk# 027981 ARTISAN BEER COMPANY | 11/7/2017 | \$67.50 | 10262017 |
| Paid Chk# 027982 BELLBOY CORPORATION | 11/7/2017 | \$333.98 | 10182017 |
| Paid Chk# 027983 BERNICK'S PEPSI | 11/7/2017 | \$10,808.30 | 09062017 |
| Paid Chk# 027984 BLACKWOOD, BILL | 11/7/2017 | \$40.00 | CELL PHONE REIMBURSEMENT |
| Paid Chk# 027985 BREAKTHRU BEVERAGE | 11/7/2017 | \$3,868.77 | 10122017 |
| Paid Chk# 027986 COCA COLA BEVERAGES OF DU | 11/7/2017 | \$244.64 | 10312017 |
| Paid Chk# 027987 EMC NATIONAL LIFE COMPANY | 11/7/2017 | \$41.13 | INSURANCE |
| Paid Chk# 027988 G&K SERVICES | 11/7/2017 | \$59.57 | MATS |
| Paid Chk# 027989 GUARDIAN PEST SOLUTIONS, I | 11/7/2017 | \$40.69 | PEST CONTROL |
| Paid Chk# 027990 JOHNSON BROTHERS INC | 11/7/2017 | \$6,056.77 | 10102017 |
| Paid Chk# 027991 MICHAUD DISTRIBUTING COMP | 11/7/2017 | \$1,427.25 | 10162017 |
| Paid Chk# 027992 NORTHERN MN DENTAL | 11/7/2017 | \$26.95 | INSURANCE |
| Paid Chk# 027993 PHILLIPS WINE & SPIRITS CO | 11/7/2017 | \$4,712.02 | 10102017 |
| Paid Chk# 027994 RANGE PAPER | 11/7/2017 | \$117.08 | 10182017 |
| Paid Chk# 027995 ROHLFING INC | 11/7/2017 | \$5,575.70 | 10122017 |
| Paid Chk# 027996 SOUTHERN GLAZER'S OF MN | 11/7/2017 | \$2,669.36 | 10132017 |
| Paid Chk# 027997 SUPERIOR BEVERAGE | 11/7/2017 | \$7,992.75 | 10102017 |
| Paid Chk# 027998 VINOCOPIA | 11/7/2017 | \$92.50 | 10202017 |
| Total Checks | | \$47,832.56 | |

CITY OF PROCTOR

Liquor Fund Bills List

11/02/17 11:27 AM

Page 1

| Check Name | OBJECT Descr | Amount | Comments |
|--|-------------------------------|-------------|-------------------------|
| ADT SECURITY SERVICES | Security Systems | \$61.76 | SECURITY |
| Check Name ADT SECURITY SERVICES | | \$61.76 | |
| AMERICAN BOTTLING COMPANY | Soft Drinks and Mix | \$167.80 | 10232017 |
| Check Name AMERICAN BOTTLING COMPANY | | \$167.80 | |
| AMERITAS | Employer Paid Health Insuranc | \$4.90 | INSURANCE |
| Check Name AMERITAS | | \$4.90 | |
| ARCTIC GLACIER ICE USA, INC | Misc Merchandise | \$75.20 | 10282017 |
| Check Name ARCTIC GLACIER ICE USA, INC | | \$75.20 | |
| ARTISAN BEER COMPANY | Beer Purchases | \$95.20 | 10262017 |
| | Beer Purchases | -\$27.70 | 09282017 |
| Check Name ARTISAN BEER COMPANY | | \$67.50 | |
| BELLBOY CORPORATION | Misc Merchandise | \$200.53 | 10182017 |
| | Liquor Purchases | \$131.00 | 10182017 |
| | Freight and Express | \$2.45 | 10182017 |
| Check Name BELLBOY CORPORATION | | \$333.98 | |
| BERNICK'S PEPSI | Beer Purchases | \$2,224.50 | 10112017 |
| | Beer Purchases | \$1,558.65 | 09062017 |
| | Soft Drinks and Mix | \$27.50 | 02152017 |
| | Misc Merchandise | \$42.00 | 05032017 |
| | Soft Drinks and Mix | \$29.55 | 08302017 |
| | Beer Purchases | \$2,224.50 | 10162017 |
| | Beer Purchases | \$1,112.45 | 10182017 |
| | Misc Merchandise | \$42.00 | 10112017 |
| | Misc Merchandise | \$42.00 | 10182017 |
| | Beer Purchases | \$1,976.85 | 08302017 |
| | Beer Purchases | \$1,528.30 | 10252017 |
| Check Name BERNICK'S PEPSI | | \$10,808.30 | |
| BLACKWOOD, BILL | Telephone | \$40.00 | CELL PHONE REIMBURSEMEN |
| Check Name BLACKWOOD, BILL | | \$40.00 | |
| BREAKTHRU BEVERAGE | Wine Purchases | \$218.00 | 10192017 |
| | Freight and Express | \$9.56 | 10262017 |
| | Liquor Purchases | \$442.09 | 10262017 |
| | Wine Purchases | \$232.00 | 10262017 |
| | Liquor Purchases | \$2,251.58 | 10122017 |
| | Freight and Express | \$42.86 | 10122017 |
| | Wine Purchases | \$32.00 | 10122017 |
| | Freight and Express | \$9.25 | 10192017 |
| | Liquor Purchases | \$431.43 | 10192017 |
| Check Name BREAKTHRU BEVERAGE | | \$3,668.77 | |
| COCA COLA BEVERAGES OF DULU | Soft Drinks and Mix | \$244.64 | 10312017 |
| Check Name COCA COLA BEVERAGES OF DULUTH | | \$244.64 | |
| EMC NATIONAL LIFE COMPANY | Employer Paid Health Insuranc | \$41.13 | INSURANCE |
| Check Name EMC NATIONAL LIFE COMPANY | | \$41.13 | |
| G&K SERVICES | Misc Operating Supplies | \$59.57 | MATS |
| Check Name G&K SERVICES | | \$59.57 | |
| GUARDIAN PEST SOLUTIONS, INC | Other Professional Services | \$40.69 | PEST CONTROL |
| Check Name GUARDIAN PEST SOLUTIONS, INC | | \$40.69 | |
| JOHNSON BROTHERS INC | Freight and Express | \$30.24 | 10172017 |
| | Wine Purchases | \$608.25 | 10172017 |
| | Freight and Express | \$22.68 | 10172017 |
| | Liquor Purchases | \$1,418.16 | 10172017 |

CITY OF PROCTOR

Liquor Fund Bills List

11/02/17 11:27 AM

Page 2

| Check Name | OBJECT Descr | Amount | Comments |
|---|-------------------------------|------------|-----------|
| JOHNSON BROTHERS INC | Freight and Express | \$1.89 | 10172017 |
| | Freight and Express | \$18.75 | 10242017 |
| | Misc Merchandise | \$37.00 | 10172017 |
| | Freight and Express | \$16.07 | 10242017 |
| | Wine Purchases | \$438.34 | 10242017 |
| | Liquor Purchases | -\$104.00 | 10052017 |
| | Liquor Purchases | \$1,583.21 | 10242017 |
| | Wine Purchases | \$43.98 | 10172017 |
| | Liquor Purchases | \$25.60 | 10102017 |
| | Wine Purchases | \$1,244.95 | 10102017 |
| | Freight and Express | -\$1.89 | 10052017 |
| | Freight and Express | \$39.69 | 10102017 |
| | Freight and Express | \$10.85 | 10102017 |
| | Liquor Purchases | \$623.00 | 10102017 |
| Check Name JOHNSON BROTHERS INC | | \$6,056.77 | |
| MICHAUD DISTRIBUTING COMPA | Beer Purchases | \$244.70 | 10162017 |
| | Beer Purchases | \$454.30 | 10232017 |
| | Beer Purchases | \$728.25 | 10302017 |
| Check Name MICHAUD DISTRIBUTING COMPANY | | \$1,427.25 | |
| NORTHERN MN DENTAL | Employer Paid Health Insuranc | \$26.95 | INSURANCE |
| Check Name NORTHERN MN DENTAL | | \$26.95 | |
| PHILLIPS WINE & SPIRITS CO | Freight and Express | \$32.13 | 10242017 |
| | Freight and Express | \$11.34 | 10102017 |
| | Wine Purchases | \$497.50 | 10102017 |
| | Freight and Express | \$22.83 | 10102017 |
| | Liquor Purchases | \$1,385.24 | 10102017 |
| | Freight and Express | \$9.77 | 10172017 |
| | Liquor Purchases | \$440.04 | 10172017 |
| | Freight and Express | \$5.67 | 10172017 |
| | Wine Purchases | \$208.50 | 10172017 |
| | Wine Purchases | \$64.00 | 10242017 |
| | Wine Purchases | \$684.25 | 10242017 |
| | Freight and Express | \$27.75 | 10242017 |
| | Liquor Purchases | \$1,305.16 | 10242017 |
| | Liquor Purchases | -\$7.30 | 10132017 |
| | Misc Merchandise | \$23.25 | 10242017 |
| | Freight and Express | \$1.89 | 10242017 |
| Check Name PHILLIPS WINE & SPIRITS CO | | \$4,712.02 | |
| RANGE PAPER | Misc Operating Supplies | \$117.08 | 10182017 |
| Check Name RANGE PAPER | | \$117.08 | |
| ROHLFING INC | Beer Purchases | \$1,874.25 | 10122017 |
| | Beer Purchases | \$1,761.25 | 10202017 |
| | Beer Purchases | \$1,940.20 | 10272017 |
| Check Name ROHLFING INC | | \$5,575.70 | |
| SOUTHERN GLAZER'S OF MN | Liquor Purchases | \$414.94 | 10272017 |
| | Freight and Express | \$8.19 | 10272017 |
| | Liquor Purchases | \$912.47 | 10202017 |
| | Freight and Express | \$12.30 | 10202017 |
| | Wine Purchases | \$274.00 | 10132017 |
| | Freight and Express | \$32.11 | 10132017 |
| | Liquor Purchases | \$1,015.35 | 10132017 |
| Check Name SOUTHERN GLAZER'S OF MN | | \$2,669.36 | |

CITY OF PROCTOR

Liquor Fund Bills List

11/02/17 11:27 AM
Page 3

| Check Name | OBJECT Descr | Amount | Comments |
|------------------------------|---------------------|-------------|----------|
| SUPERIOR BEVERAGE | Beer Purchases | -\$40.30 | 10132017 |
| | Beer Purchases | \$140.00 | 10242017 |
| | Beer Purchases | \$30.15 | 10272017 |
| | Beer Purchases | \$1,219.65 | 10272017 |
| | Beer Purchases | \$1,435.75 | 10312017 |
| | Beer Purchases | -\$386.50 | 10312017 |
| | Beer Purchases | \$523.40 | 10172017 |
| | Beer Purchases | \$1,249.00 | 10102017 |
| | Beer Purchases | \$188.00 | 10202017 |
| | Beer Purchases | \$30.15 | 10132017 |
| | Beer Purchases | -\$18.10 | 10102017 |
| | Beer Purchases | \$627.40 | 10202017 |
| | Beer Purchases | \$2,994.15 | 10132017 |
| | | \$7,992.75 | |
| Check Name SUPERIOR BEVERAGE | | | |
| VINOCOPIA | Liquor Purchases | \$90.00 | 10202017 |
| | Freight and Express | \$2.50 | 10202017 |
| Check Name VINOCOPIA | | \$92.50 | |
| | | \$44,284.62 | |

+ 1688.05 PR 17-20
 + 14.40 Supplye
 + 1744.21 PR 17-21
 + 101.28 Unim Dues

 \$ 47,832.54

CITY OF PROCTOR

11/02/17 12:00 PM

Page 1

***Check Summary Register©**

October 2017 to November 2017

| Name | Check Date | Check Amt | |
|---|------------|-------------|--------------------------------|
| 10100 First National Gen | | | |
| Paid Chk# 036624 WASTE WOOD RECYCLERS LLC | 10/17/2017 | \$2,500.00 | GRINDING WOOD AT FAIRGROUNDS |
| Paid Chk# 036625 AMERICAN LEGION POST 106 | 10/18/2017 | \$300.00 | MEMORIAL DAY |
| Paid Chk# 036626 W.L.S.S.D. | 10/24/2017 | \$940.00 | ADDITIONAL 3RD QUARTER CAF |
| Paid Chk# 036627 EMC NATIONAL LIFE COMPANY | 10/24/2017 | \$60.40 | EMPLOYEE SUPPLEMENTAL LIFE |
| Paid Chk# 036628 LAW ENFORCEMENT LABOR SE | 10/24/2017 | \$343.00 | LELS UNION DUES |
| Paid Chk# 036629 PROCTOR POLICE DEPT UNION | 10/24/2017 | \$70.00 | POLICE DUES |
| Paid Chk# 036630 TEAMSTERS LOCAL UNION #346 | 10/24/2017 | \$441.00 | Teamsters union dues |
| Paid Chk# 036631 AMERICAN FAMILY LIFE ASSUR | 11/1/2017 | \$62.70 | AFLAC |
| Paid Chk# 036632 EQUI-VEST | 11/1/2017 | \$369.40 | EQUITABLE - DEWALL |
| Paid Chk# 036633 EQUI-VEST | 11/1/2017 | \$3,404.85 | EQUITABLE - FIRE DEPT |
| Paid Chk# 036634 NCPERS MINNESOTA | 11/1/2017 | \$16.00 | MN NCPERS |
| Paid Chk# 036635 AMERIPRIDE SERVICES | 11/7/2017 | \$306.89 | MATS |
| Paid Chk# 036636 AMERITAS | 11/7/2017 | \$164.93 | INSURANCE |
| Paid Chk# 036637 BOYSEN, JAY | 11/7/2017 | \$40.00 | CELL PHONE REIMBURSEMENT |
| Paid Chk# 036638 BROCK WHITE COMPANY LLC | 11/7/2017 | \$1,618.13 | RENTAL TRAILER |
| Paid Chk# 036639 CENTURYLINK | 11/7/2017 | \$112.86 | PHONE SERVICE |
| Paid Chk# 036640 CONSOLIDATED COMMUNICATI | 11/7/2017 | \$382.70 | PHONE SERVICE |
| Paid Chk# 036641 C W TECHNOLOGY GROUP | 11/7/2017 | \$1,045.00 | MONTHLY FEE |
| Paid Chk# 036642 DECAIGNY EXCAVATING | 11/7/2017 | \$3,270.00 | CLASS 5 |
| Paid Chk# 036643 CORPORATE PAYMENT SYSTE | 11/7/2017 | \$2,518.05 | ELETRICAL SUPPLIES |
| Paid Chk# 036644 EMC NATIONAL LIFE COMPANY | 11/7/2017 | \$491.05 | LIFE INSURANCE |
| Paid Chk# 036645 EMERGENCY APPARATUS MAIN | 11/7/2017 | \$1,522.63 | SUPPLIES |
| Paid Chk# 036646 FISHING WESMASTER, LLC | 11/7/2017 | \$630.00 | WEBSITE FEES |
| Paid Chk# 036647 DAVID FORNERIS | 11/7/2017 | \$40.00 | CELL PHONE REIMBURSEMENT |
| Paid Chk# 036648 GOPHER STATE ONE-CALL | 11/7/2017 | \$199.80 | EMAIL TICKETS |
| Paid Chk# 036649 GRAND VIEW GOLF & TURF | 11/7/2017 | \$11,150.00 | GOLF COURSE PURCHASE |
| Paid Chk# 036650 GREAT AMERICA FINANCIAL SE | 11/7/2017 | \$199.12 | MONTHLY AGREEMENT |
| Paid Chk# 036651 HARTEL'S/DBJ DISPOSAL COMP | 11/7/2017 | \$585.78 | TRASH REMOVAL SERVICES |
| Paid Chk# 036652 HOLIDAY CREDIT OFFICE | 11/7/2017 | \$1,168.58 | FUELS |
| Paid Chk# 036653 HUFF, TOD | 11/7/2017 | \$2,800.00 | STUDIO LABOR |
| Paid Chk# 036654 JOSHUA RUHNKE | 11/7/2017 | \$40.00 | CELL PHONE REIMBURSEMENT |
| Paid Chk# 036655 KEEPRS, INC | 11/7/2017 | \$1,004.25 | UNIFORMS |
| Paid Chk# 036656 KLATTE, CHRIS | 11/7/2017 | \$1,181.21 | REIMBURSEMENT FOR EXPENSES |
| Paid Chk# 036657 KTM COMAPNIES | 11/7/2017 | \$5,831.00 | CHANGE ORDERS |
| Paid Chk# 036658 LALONDE, RICK | 11/7/2017 | \$50.00 | CELL PHONE REIMBURSEMENT |
| Paid Chk# 036659 LAWSON BROS COMPUTERS | 11/7/2017 | \$42.45 | restock first aid kit |
| Paid Chk# 036660 LOGIN/IACP | 11/7/2017 | \$275.00 | ANNUAL BILLING |
| Paid Chk# 036661 MAKI & OVEROM, LTD | 11/7/2017 | \$8,932.80 | LEGAL FEES |
| Paid Chk# 036662 MANEY INTERNATIONAL OF DU | 11/7/2017 | \$519.29 | ANNUAL DOT INSPECTION AND SERV |
| Paid Chk# 036663 MCDONALD, TAMMIE | 11/7/2017 | \$50.00 | CELL PHONE REIMBURSEMENT |
| Paid Chk# 036664 MINNESOTA ENERGY RESOURC | 11/7/2017 | \$511.56 | UTILITIES |
| Paid Chk# 036665 MN COMMISSIONER OF REVEN | 11/7/2017 | \$250.00 | FIRFEITED LAND |
| Paid Chk# 036666 MN DEPT OF FINANCE | 11/7/2017 | \$11.40 | ADMIN FORFEITURE |
| Paid Chk# 036667 MN DEPT PUBLIC SAFETY ALCO | 11/7/2017 | \$20.00 | BUYERS CARD |
| Paid Chk# 036668 MORTON SALT | 11/7/2017 | \$4,245.32 | SALT ORDER |
| Paid Chk# 036669 NORTHERN MN DENTAL | 11/7/2017 | \$1,260.05 | DENTAL INSURNANCE |
| Paid Chk# 036670 NORTHLAND CONSTRUCTORS | 11/7/2017 | \$611.84 | HOT MIX ASPHALT FOR PATCHES |
| Paid Chk# 036671 NUSS TRUCK & EQUIPMENT | 11/7/2017 | \$133.00 | ANNUAL DOT INSPECTION |
| Paid Chk# 036672 PETERSON, LOREN W | 11/7/2017 | \$1,456.42 | ACCOUNTING SERVICES |
| Paid Chk# 036673 PETTY CASH | 11/7/2017 | \$176.28 | OFFICE MISC |
| Paid Chk# 036674 PROCTOR AREA HOCKEY ASSN | 11/7/2017 | \$500.00 | EVENT MARKETING |
| Paid Chk# 036675 PROCTOR BUILDERS | 11/7/2017 | \$458.48 | SUPPLIES |
| Paid Chk# 036676 PROCTOR JOURNAL | 11/7/2017 | \$284.85 | PUBLICATIONS |
| Paid Chk# 036677 SAM'S CLUB | 11/7/2017 | \$86.06 | SUPPLIES |

CITY OF PROCTOR

11/02/17 12:00 PM

Page 2

***Check Summary Register©**

October 2017 to November 2017

| Name | Check Date | Check Amt | |
|---|------------|---------------------|--------------------------------|
| Paid Chk# 036678 SEH | 11/7/2017 | \$9,045.00 | ENGINEERING FEES |
| Paid Chk# 036679 SIGN PRO | 11/7/2017 | \$1,747.58 | GOLF COURSE SUPPLIES |
| Paid Chk# 036680 ST LOUIS COUNTY AUDITOR | 11/7/2017 | \$362.65 | FORFEITED LAND |
| Paid Chk# 036681 ST LOUIS COUNTY ATTORNEY'S | 11/7/2017 | \$22.80 | FORFEITURE PROPERTY |
| Paid Chk# 036682 ST. LOUIS COUNTY AUDITOR | 11/7/2017 | \$933.00 | CHARGER, BATTERIES FD |
| Paid Chk# 036683 ST LOUIS COUNTY PUBLIC WOR | 11/7/2017 | \$7,058.11 | KIRKUS ST |
| Paid Chk# 036684 DAVID X. SWENSON, PH.D | 11/7/2017 | \$600.00 | NEW HIRE TESTING PD |
| Paid Chk# 036685 TROY'S AMOCO | 11/7/2017 | \$43.78 | REPAIRS |
| Paid Chk# 036686 VERIZON WIRELESS | 11/7/2017 | \$380.54 | PHONE SERVICES |
| Paid Chk# 036687 VIKING INDUSTRIAL CENTER | 11/7/2017 | \$12.99 | SUPPLIES |
| Paid Chk# 036688 US BANK VOYAGER FLEET | 11/7/2017 | \$693.82 | FUELS |
| Paid Chk# 036689 W.L.S.S.D. | 11/7/2017 | \$27,728.00 | 2ND HALF DISTRICT WIDE ALLOCAT |
| Paid Chk# 036690 WIIKWAIBAAN ININI, INC | 11/7/2017 | \$842.75 | FINAL REPAIRS ON ALMAC #2 LIFT |
| Paid Chk# 036691 WILLIS SUPPLY COMPANY | 11/7/2017 | \$221.84 | SUPPLIES |
| Paid Chk# 036692 YAMAHA GOLF AND UTILITY | 11/7/2017 | \$9,727.90 | GOLF CARTS |
| Total Checks | | \$123,862.43 | |

CITY OF PROCTOR

General Fund Bills List

11/02/17 11:51 AM

Page 1

| Check Name | FUND Descr | ACTIVITY Descr | OBJECT Descr | Amount | Comments |
|--|---------------|-----------------------|-----------------------------|------------|--------------------------|
| AMERIPRIDE SERVICES | General Fund | Operations (Fire) | Other Professional Services | \$62.85 | MATS |
| | General Fund | Government Building | Cleaning Supplies | \$73.58 | MATS |
| | General Fund | Government Building | Cleaning Supplies | \$73.58 | MATS |
| | General Fund | Street Department | Clothing | \$48.44 | COVERALLS |
| | General Fund | Street Department | Clothing | \$48.44 | COVERALLS |
| Check Name AMERIPRIDE SERVICES | | | | \$306.89 | |
| 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 | \$64.85 | 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 |
| | General Fund | Operations (Police) | Employer Paid Health Insura | \$4.90 | INSURANCE |
| Check Name AMERITAS | | | | \$164.93 | |
| BOYSEN, JAY | General Fund | Street Dept Shop Work | Telephone | \$40.00 | CELL PHONE REIMBURSEME |
| Check Name BOYSEN, JAY | | | | \$40.00 | |
| BROCK WHITE COMPANY | General Fund | Street Department | Blacktop | \$1,618.13 | RENTAL TRAILER |
| Check Name BROCK WHITE COMPANY LLC | | | | \$1,618.13 | |
| C W TECHNOLOGY GROU | General Fund | Administrative | Telephone | \$1,045.00 | MONTHLY FEE |
| Check Name C W TECHNOLOGY GROUP | | | | \$1,045.00 | |
| CENTURYLINK | Sewer Fund | Sewer | Telephone | \$34.88 | PHONE SERVICE |
| | General Fund | Operations (Fire) | Telephone | \$77.98 | PHONE SERVICE |
| Check Name CENTURYLINK | | | | \$112.86 | |
| CONSOLIDATED COMMUN | General Fund | Administrative | Telephone | \$382.70 | PHONE SERVICE |
| Check Name CONSOLIDATED COMMUNICATIONS | | | | \$382.70 | |
| CORPORATE PAYMENT SY | General Fund | Operations (Police) | Training Expense | \$580.00 | MIN CHIEF OF POLICE ASSO |
| | General Fund | Operations (Police) | Clothing | \$593.72 | PD UNIFORMS |
| | General Fund | Tourism Expenditures | Advertising - Sponsorship | \$608.01 | TOURISM TRAVEL AND EVE |
| | General Fund | Administrative | Misc Operating Supplies | \$87.25 | MISC OFFICE SUPPLIES |
| | General Fund | Administrative | Computer Misc Expense | \$649.07 | ELETRICAL SUPPLIES |
| Check Name CORPORATE PAYMENT SYSTEMS | | | | \$2,518.05 | |
| DAVID FORNERIS | General Fund | Street Dept Shop Work | Telephone | \$40.00 | CELL PHONE REIMBURSEME |
| Check Name DAVID FORNERIS | | | | \$40.00 | |
| DAVID X. SWENSON, PH. | General Fund | Operations (Police) | Other Professional Services | \$600.00 | NEW HIRE TESTING PD |
| Check Name DAVID X. SWENSON, PH.D | | | | \$600.00 | |
| DECAIGNY EXCAVATING | Golf Course F | Admin & General Golf | Golf Course Supplies | \$2,975.00 | CLASS 5 |
| | Golf Course F | Admin & General Golf | Golf Course Supplies | \$295.00 | WASHED ROCK |
| Check Name DECAIGNY EXCAVATING | | | | \$3,270.00 | |
| EMC NATIONAL LIFE COM | General Fund | Tourism Expenditures | Employer Paid Health Insura | \$27.00 | 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 |
| | General Fund | Operations (Police) | Employer Paid Health Insura | \$245.50 | LIFE INSURANCE |
| | General Fund | Street Department | Employer Paid Health Insura | \$123.61 | LIFE INSURANCE |
| Check Name EMC NATIONAL LIFE COMPANY | | | | \$491.05 | |
| EMERGENCY APPARATUS | General Fund | Operations (Fire) | Mach & Equip Repair | \$1,522.63 | SUPPLIES |
| Check Name EMERGENCY APPARATUS MAINT INC | | | | \$1,522.63 | |
| FISHING WESMASTER, LL | General Fund | Administrative | Computer Misc Expense | \$630.00 | WEBSITE FEES |
| Check Name FISHING WESMASTER, LLC | | | | \$630.00 | |
| GOPHER STATE ONE-CAL | Sewer Fund | Sewer | Other Professional Services | \$70.20 | EMAIL TICKETS |
| | Sewer Fund | Sewer | Other Professional Services | \$129.60 | EMAIL TICKETS |

CITY OF PROCTOR

General Fund Bills List

11/02/17 11:51 AM
Page 2

| Check Name | FUND Descr | ACTIVITY Descr | OBJECT Descr | Amount | Comments |
|---|---------------|-----------------------|----------------------------|-------------|-------------------------|
| Check Name GOPHER STATE ONE-CALL | | | | \$199.80 | |
| GRAND VIEW GOLF & TU | Golf Course F | Admin & General Golf | Golf Course Supplies | \$11,150.00 | GOLF COURSE PURCHASE |
| Check Name GRAND VIEW GOLF & TURF | | | | \$11,150.00 | |
| GREAT AMERICA FINANCI | General Fund | Administrative | Maintenance Agreement | \$199.12 | MONTHLY AGREEMENT |
| Check Name GREAT AMERICA FINANCIAL SERVIC | | | | \$199.12 | |
| HARTEL'S/DBJ DISPOSAL | General Fund | Government Building | Refuse Disposal | \$585.78 | TRASH REMOVAL SERVICES |
| Check Name HARTEL'S/DBJ DISPOSAL COMPANY | | | | \$585.78 | |
| HOLIDAY CREDIT OFFICE | General Fund | Government Building | Fuels | \$155.90 | FUELS |
| | General Fund | Street Department | Fuels | \$1,012.66 | FUELS |
| Check Name HOLIDAY CREDIT OFFICE | | | | \$1,168.56 | |
| HUFF, TOD | General Fund | Administrative | Computer Misc Expense | \$600.00 | 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 | | | | \$2,600.00 | |
| JOSHUA RUHNKE | General Fund | Street Dept Shop Work | Telephone | \$40.00 | CELL PHONE REIMBURSEME |
| Check Name JOSHUA RUHNKE | | | | \$40.00 | |
| KEEPSRS, INC | General Fund | Operations (Police) | Clothing | \$11.53 | UNIFORMS |
| | General Fund | Operations (Police) | Clothing | \$85.00 | UNIFORMS |
| | General Fund | Operations (Police) | Clothing | \$102.99 | UNIFORMS |
| | General Fund | Operations (Police) | Clothing | \$54.00 | UNIFORMS |
| | General Fund | Operations (Police) | Clothing | \$133.09 | UNIFORMS |
| | General Fund | Operations (Police) | Clothing | \$36.33 | UNIFORMS |
| | General Fund | Operations (Police) | Clothing | \$79.09 | UNIFORMS |
| | General Fund | Operations (Police) | Clothing | \$370.06 | UNIFORMS |
| | General Fund | Operations (Police) | Clothing | \$132.16 | UNIFORMS |
| Check Name KEEPRS, INC | | | | \$1,004.25 | |
| KLATTE, CHRIS | Golf Course F | Admin & General Golf | Golf Course Supplies | \$1,181.21 | REIMBURSEMENT FOR EXPE |
| Check Name KLATTE, CHRIS | | | | \$1,181.21 | |
| KTM COMAPNIES | Sewer Fund | Storm Drainage | Contractor | \$2,231.00 | CHANGE ORDERS |
| | Sewer Fund | Storm Drainage | Contractor | \$3,600.00 | CHANGE ORDERS |
| Check Name KTM COMAPNIES | | | | \$5,831.00 | |
| LALONDE, RICK | General Fund | Street Dept Shop Work | Telephone | \$50.00 | CELL PHONE REIMBURSEME |
| Check Name LALONDE, RICK | | | | \$50.00 | |
| LAWSON BROS COMPUTE | Sewer Fund | Sewer | Safety Items | \$42.45 | restock first aid kit |
| Check Name LAWSON BROS COMPUTERS | | | | \$42.45 | |
| LOGIN/IACP | General Fund | Operations (Police) | Dues & Subscriptions | \$275.00 | ANNUAL BILLING |
| Check Name LOGIN/IACP | | | | \$275.00 | |
| MAKI & OVEROM, LTD | General Fund | Financial Attorney | Legal Fees | \$7,432.60 | ANNEXATION |
| | General Fund | Financial Attorney | Legal Fees | \$1,500.00 | LEGAL FEES |
| Check Name MAKI & OVEROM, LTD | | | | \$8,932.60 | |
| MANEY INTERNATIONAL | General Fund | Snow Removal | Mach & Equip Repair | \$519.29 | ANNUAL DOT INSPECTION A |
| Check Name MANEY INTERNATIONAL OF DULUTH | | | | \$519.29 | |
| MCDONALD, TAMMIE | General Fund | Administrative | Telephone | \$50.00 | CELL PHONE REIMBURSEME |
| Check Name MCDONALD, TAMMIE | | | | \$50.00 | |
| MINNESOTA ENERGY RES | General Fund | Street Dept Shop Work | Gas Utilities | \$32.84 | UTILITIES |
| | General Fund | Government Building | Gas Utilities | \$455.13 | UTILITIES |
| | General Fund | Operations (Fire) | Gas Utilities | \$23.59 | UTILITIES |
| Check Name MINNESOTA ENERGY RESOURCES COR | | | | \$511.56 | |
| MN COMMISSIONER OF R | General Fund | City Parks | Improvements other than Bl | \$250.00 | FIRFETTED LAND |

CITY OF PROCTOR

General Fund Bills List

11/02/17 11:51 AM

Page 3

| Check Name | FUND Descr | ACTIVITY Descr | OBJECT Descr | Amount | Comments |
|---|---------------|-----------------------|-----------------------------|------------|-------------------------|
| Check Name MN COMMISSIONER OF REVENUE | | | | \$250.00 | |
| MN DEPT OF FINANCE | General Fund | Dog Training (Police) | Other Professional Services | \$11.40 | ADMIN FORFEITURE |
| Check Name MN DEPT OF FINANCE | | | | \$11.40 | |
| MN DEPT PUBLIC SAFETY | Golf Course F | Admin & General Golf | Tax & License | \$20.00 | BUYERS CARD |
| Check Name MN DEPT PUBLIC SAFETY ALCOHOL/ | | | | \$20.00 | |
| MORTON SALT | General Fund | Snow Removal | Salt and Other | \$4,245.32 | SALT ORDER |
| Check Name MORTON SALT | | | | \$4,245.32 | |
| NORTHERN MN DENTAL | General Fund | Administrative | Employer Paid Health Insura | \$163.25 | DENTAL INSURNANCE |
| | General Fund | Tourism Expenditures | Employer Paid Health Insura | \$99.85 | DENTAL INSURNANCE |
| | General Fund | Operations (Police) | Employer Paid Health Insura | \$470.75 | DENTAL INSURNANCE |
| | General Fund | Municipal Operations | Employer Paid Health Insura | \$163.25 | DENTAL INSURNANCE |
| | General Fund | Street Department | Employer Paid Health Insura | \$362.95 | DENTAL INSURNANCE |
| Check Name NORTHERN MN DENTAL | | | | \$1,260.05 | |
| NORTHLAND CONSTRUCT | General Fund | Street Department | Blacktop | \$412.35 | HOT MIX ASPHALT FOR PAT |
| | General Fund | Street Department | Blacktop | \$199.49 | HOT MIX ASPHALT FOR PAT |
| Check Name NORTHLAND CONSTRUCTORS OF DUL | | | | \$611.84 | |
| NUSS TRUCK & EQUIPME | General Fund | Street Department | Mach & Equip Repair | \$133.00 | ANNUAL DOT INSPECTION |
| Check Name NUSS TRUCK & EQUIPMENT | | | | \$133.00 | |
| PETERSON, LOREN W | General Fund | Accounting | Other Professional Services | \$1,456.42 | ACCOUNTING SERVICES |
| Check Name PETERSON, LOREN W | | | | \$1,456.42 | |
| PETTY CASH | General Fund | Government Building | Misc Operating Supplies | \$21.68 | OFFICE MISC |
| | General Fund | Operations (Police) | Clothing | \$37.00 | PD UNIFORM |
| | General Fund | Tourism Expenditures | Advertising - Sponsorship | \$117.60 | TOURISM TRAVEL |
| Check Name PETTY CASH | | | | \$176.28 | |
| PROCTOR AREA HOCKEY | General Fund | Tourism Expenditures | Advertising - Sponsorship | \$500.00 | EVENT MARKETING |
| Check Name PROCTOR AREA HOCKEY ASSN | | | | \$500.00 | |
| PROCTOR BUILDERS | General Fund | Street Department | Misc Operating Supplies | \$302.32 | SUPPLIES |
| | General Fund | City Parks | Misc Operating Supplies | \$95.90 | SUPPLIES |
| | General Fund | Government Building | Bldg Repair & Maint | \$46.25 | SUPPLIES |
| | General Fund | Operations (Fire) | Misc Operating Supplies | \$11.99 | SUPPLIES |
| Check Name PROCTOR BUILDERS | | | | \$456.46 | |
| PROCTOR JOURNAL | General Fund | Council | Gen Notices & Pub Informati | \$40.83 | PUBLICATIONS |
| | General Fund | Council | Gen Notices & Pub Informati | \$43.68 | PUBLICATIONS |
| | General Fund | Council | Gen Notices & Pub Informati | \$200.34 | PUBLICATIONS |
| Check Name PROCTOR JOURNAL | | | | \$284.85 | |
| SAM'S CLUB | General Fund | Council | Misc Operating Supplies | \$66.06 | SUPPLIES |
| Check Name SAM'S CLUB | | | | \$66.06 | |
| SEH | Almac and 6t | Almac and 6th Street | Engineering Fees | \$3,620.00 | ENGINEERING FEES |
| | General Fund | Council | Engineering Fees | \$2,278.00 | ENGINEERING FEES |
| | Sewer Fund | Storm Drainage | Engineering Fees | \$3,147.00 | ENGINEERING FEES |
| Check Name SEH | | | | \$9,045.00 | |
| SIGN PRO | Golf Course F | Admin & General Golf | Golf Course Supplies | \$1,747.58 | GOLF COURSE SUPPLIES |
| Check Name SIGN PRO | | | | \$1,747.58 | |
| ST LOUIS COUNTY ATTO | General Fund | Dog Training (Police) | Other Professional Services | \$22.80 | FORFEITURE PROPERTY |
| Check Name ST LOUIS COUNTY ATTORNEY'S OFF | | | | \$22.80 | |
| ST LOUIS COUNTY AUDIT | General Fund | City Parks | Improvements other than Bl | \$362.65 | FORFEITED LAND |
| Check Name ST LOUIS COUNTY AUDITOR | | | | \$362.65 | |
| ST LOUIS COUNTY PUBLI | Kirkus St | Kirkus Street Project | Contractor | \$7,058.11 | KIRKUS ST |
| Check Name ST LOUIS COUNTY PUBLIC WORKS | | | | \$7,058.11 | |

CITY OF PROCTOR

General Fund Bills List

11/02/17 11:51 AM

Page 4

| Check Name | FUND Descr | ACTIVITY Descr | OBJECT Descr | Amount | Comments |
|-------------------------------------|---------------|----------------------|-----------------------------|--------------|--------------------------|
| ST. LOUIS COUNTY AUDI | General Fund | Operations (Fire) | Small Tools and Minor Equip | \$933.00 | CHARGER, BATTERIES FD |
| Check Name ST. LOUIS COUNTY AUDITOR | | | | \$933.00 | |
| TROY'S AMOCO | General Fund | Operations (Fire) | Mach & Equip Repair | \$6.79 | REPAIRS |
| | General Fund | Operations (Police) | Mach & Equip Repair | \$36.97 | REPAIRS |
| Check Name TROY'S AMOCO | | | | \$43.76 | |
| US BANK VOYAGER FLEET | General Fund | Operations (Police) | Fuels | \$693.62 | FUELS |
| Check Name US BANK VOYAGER FLEET | | | | \$693.62 | |
| VERIZON WIRELESS | General Fund | Operations (Police) | Telephone | \$360.54 | PHONE SERVICES |
| Check Name VERIZON WIRELESS | | | | \$360.54 | |
| VIKING INDUSTRIAL CEN | General Fund | Street Department | Misc Operating Supplies | \$12.99 | SUPPLIES |
| Check Name VIKING INDUSTRIAL CENTER | | | | \$12.99 | |
| W.L.S.S.D. | Sewer Fund | Sewer | Sewer - WLSSD Billing | \$24,107.00 | WASTEWATER CHARGES |
| | Sewer Fund | Sewer | Sewer - WLSSD Billing | \$3,621.00 | 2ND HALF DISTRICT WIDE A |
| Check Name W.L.S.S.D. | | | | \$27,728.00 | |
| WIKWAIBAAN ININI, INC | Sewer Fund | Sewer | Contractor | \$842.75 | FINAL REPAIRS ON ALMAC |
| Check Name WIKWAIBAAN ININI, INC | | | | \$842.75 | |
| WILLIS SUPPLY COMPANY | General Fund | Government Building | Cleaning Supplies | \$176.47 | SUPPLIES |
| | General Fund | Government Building | Cleaning Supplies | \$45.37 | SUPPLIES |
| Check Name WILLIS SUPPLY COMPANY | | | | \$221.84 | |
| YAMAHA GOLF AND UTILI | Golf Course F | Admin & General Golf | Golf Course Supplies | \$9,727.90 | GOLF CARTS |
| Check Name YAMAHA GOLF AND UTILITY | | | | \$9,727.90 | |
| | | | | \$115,355.08 | |

+ 2500.00 wood
 + 300.00 Memorial Day
 + 940.00 3rd gr. CAF
 + 60.40 Supplies
 + 343.00 WLS union
 + 70.00 Police Dues
 + 441.00 Teamsters Dues
 + 62.70 APLAC
 + 369.40 Equitable
 + 3404.85
 + 16.00 MN NCPERS

\$123,862.43

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

Slogan: "You Have A Place In Proctor"

**AGENDA
PROCTOR CITY COUNCIL MEETING
Monday, November 20, 2017 – 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES

November 6, 2017 Council Meeting Minutes
November 6, 2017 Special 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 11/12/17; Liquor Fund payroll ended 11/12/17 (attached)

***4. COMMITTEE REPORTS**

- A. PUC – Meeting Minutes of 10/10/17
- B. PED A – Unofficial Minutes of 11/14/17
- C. PLANNING AND ZONING – Unofficial Minutes of 10/30/17

***5. UNFINISHED BUSINESS**

- A. SRO

6. NEW BUSINESS

- A. Personnel Handbook – (handbook emailed to councilors)
- B. Fill the Space Incentive (Benson)
- C. Set Budget meeting (week of 11/27/17)
- D. Liability Coverage Waiver
- E. Boundary Avenue Relocation
- F. Sewer Extension

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

- A. LELs

6. NEW BUSINESS (continued)

- G. LELs

MEMBER CONCERNS

Casey- Taxation Notification Hearing 12/4/17 @ 6:00p.m.

BILLS FOR APPROVAL

General Fund

\$25,459.26

\$50,141.00

Liquor Fund

\$24,681.74

TOTAL BILLS FOR APPROVAL

ADJOURNMENT

Minutes of the Proctor City Council Special Meeting held on November 6, 2017 in the Community Center Conference Room

Mayor Larson called the Special Meeting to order at 5:00pm.

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

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jennifer Crown; Police Chief Kent Gaidis

APPROVAL OF AGENDA

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

1. NEW BUSINESS

A. 2018 Budget Discussion

Casey said that the council will discuss the Liquor Store hearing at the upcoming Council meeting. He said the next budget meeting would be about Proprietary Funds and those could be emailed and the council can decide on an additional budget meeting date, if needed. Casey stated that the Sales Tax is difficult to predict, but is hopeful that this income will help cover expenses.

Jennifer Crown, Assistant City Administrator, discussed the PowerPoint presentation and the handouts regarding the 2018 City of Proctor budget. There was lengthy discussion about the Police SRO and the additional training for a member of the police staff.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried: To adjourn the Special Meeting of November 6, 2017 at 6:00pm

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

Mayor Larson called the meeting to order at 6:05 pm.

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

OTHERS PRESENT: Mark Casey, City Administrator; Tammie McDonald; Jennifer Crown; Nick Greenwood; Eric Bingaman; Jim Aird, Midway Township; Kathy Hannan; Chris & Michelle Tabbert; Jim Rohweder; Russell Habermann; Nancy Lilliberg; Paul Hanschild

APPROVAL OF MINUTES:

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To approve the October 16, 2017 Council Meeting Minutes.

APPROVAL OF AGENDA

Larson added: 6M Letter of Resignation.

Motion by Larson, seconded by Nowak and carried (5-0): To approve the agenda of November 6, 2017 as amended

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Michelle Tabbert said that she sent an email to the councilors and proceeded to read it aloud regarding the property they are interested in purchasing in Proctor.

*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 about the bills paid under the category of Police Liaison ISD #704, and for Park Tree Planting. Casey said he would review.

PUBLIC HEARING REGARDING MUNICIPAL LIQUOR STORE

At 6:16pm, motion by Nowak, seconded by DeWall and carried: To close the city council meeting and open the Public Hearing.

Casey stated that the City of Proctor owns and operates the municipal liquor store and it there is a net loss in the most recent 2 of 3 consecutive years, a public hearing is required. Jennifer

Crown stated that Sunday sales are beneficial to the liquor store and holiday sales will add more revenue.

Motion by Schwarzbauer, seconded by Benson and carried: To close the Public Hearing at 6:22pm

Motion by Benson, seconded by Nowak and carried: To reopen the city council meeting at 6:23pm.

***1. COMMUNICATIONS**

- A. Letter dated August 10, 2017 from Grandma's Marathon

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

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 10/15/17; Liquor Fund payroll ended 10/15/17 (attached)
- B. Government Fund payroll period ended 10/29/17; Liquor Fund payroll ended 10/29/17 (attached)

***4. COMMITTEE REPORTS**

- A. PEDA Meeting Minutes of Tuesday, October 10, 2017
- B. PUC Meeting Minutes of September 11, 2017 and September 18, 2017

***5. UNFINISHED BUSINESS**

- A. SRO

6. NEW BUSINESS

- A. Proctor Safe Routes to School Plan – Russell Habermann Presentation

Russell Habermann – ARDC spoke about the proctor Safe Routes to School. He stated that where it is safe, kids will walk and bike to school. Habermann went through a prepared presentation and proposed changed to City Code.

- B. Night to Shine – Request for Police Officer services

Mollie Haugen stated that the Night to Shine request for police officer services is the same as last year. They are asking for one uniformed officer during the event.

Motion by Nowak, seconded by Larson and carried (5-0): To provide a police officer on Feb 9, 2018 for the Night to Shine event for four hours.

- C. Resolution 45-17: Authorizing Execution of Agreement for City of Proctor (2018 – Toward Zero Death Campaign)

Chief Gaidis said that this is the same agreement that they have had for many years to accept funds. This year the amount is \$24, 091.00.

Motion by Benson, seconded by Schwarzbauer and carried: To approve Resolution 45-17 Authorizing Execution of Agreement for City of Proctor (2018 – Toward Zero Death Campaign)

- D. Property split – Parcel Code 185-0240-00431 – See attached maps and recommendation for approval from Planning and Zoning

Casey stated that this came from Planning and Zoning with a recommendation for approval. Bray stated that they are not creating non-conforming lots.

Motion by Nowak, seconded by DeWall and carried (5-0): To agree with the Property split as presented for parcel number 185-0240-00431.

- E. Resolution No. 47-17: Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License

Casey stated that this fundraiser is for the Annual Chamber Raffle. Benson asked Bray if he should abstain as he is on the board. Bray said that Benson should abstain.

Motion by Nowak, seconded by Schwarzbauer and carried (4-0, Benson abstained): To approve Resolution 47-17 Resolution of Non-Objection To Issuance of State of Minnesota Charitable Gambling License.

- F. League of MN Cities Special Services

Casey stated that he was contacted by the League of MN Cities offering some services if the council is interested in trainings. The councilors agreed that this was a good idea and each will submit available dates and time to the City Administrator.

- G. Personnel Handbook – see attached from Mr. Casey (handbook emailed to councilors)

Casey stated that he has made revisions and is presenting this for council input. He stated that any bargaining unit agreements take precedent over the Personnel Handbook. Benson said that he has not given this complete attention and would

request that this is in the next agenda.

H. Liquor Store Discussion

Casey stated that per State Statute 348.602 the city can choose, with a motion, if a question is to be posed "if the city should continue or discontinue the Liquor Store". He said the councilors do not need to make a motion, but if they choose to do so, it has to be done at this meeting. No further comments were made.

I. Trails –Money for Planning (Benson)

Benson stated that he noticed that there are funds in the budget, and he would like to see continued movement on this item.

J. Boundary Avenue/9th Street Realignment (Benson) The Fair Board proposed this four years ago. It would provide the fair grounds with additional usable space and improve safety at 9th St and Boundary Ave. It was one of the uses written into the sales tax bill. See attached map.

Benson said that he was approached by the Fairboard about the roadway extending by the east/west building on the property. Casey said that Planning and Zoning should address this issue. Benson agreed, and said Public Safety and all committees should also review this option. Casey said that the city engineer should review the plans.

K. Pop Up Initiative (Benson) Pop up is an effort to fill the vacant buildings. The Chamber said they would participate if the City joins in. The idea is to help potential business by covering expenses for a short period - two or three months. The business should be retail and compliment and not compete against existing businesses.

I (Benson) am putting together a draft overview of the proposed program. It covers insurance, utilities, what is expected, hours of operation and application, eligibility and selection process.

Benson stated that this idea came from the Proctor Chamber of Commerce and he asked what the city could do to contribute. He asked that this item can be put on the next agenda and he will put together the eligibility process.

7. LABOR AND NEGOTIATIONS ISSUES (Closed Session)

Motion by DeWall, seconded by Benson and carried: To close the city council meeting at 7:22pm.

A. Property Proposal

B. Golf Course Property

Motion by DeWall, seconded by Benson and carried: To go back to the regular city council meeting at 8:11pm

Motion by Nowak, seconded by Larson and resume regular meeting at 8:11pm.

6. NEW BUSINESS (continued)

L. Property Decisions

Larson advised Tabberts that there are a couple of proposals to be presented and asked them to visit with Casey in the morning.

M. Letter of Resignation

Larson notified the council that the city has received a letter of resignation from Tammie McDonald. The city will need authorization to post the position. Larson thanked McDonald for her service at City Hall.

Motion by Benson, seconded by Schwarzbauer and carried (5-0): To accept the resignation of Tammie McDonald and have administration post for the position of Confidential Administrative Assistant.

MEMBER CONCERNS

Casey stated that City Hall and Public Utilities will be closed Friday, November 10, 2017 in honor of Veterans Day.

BILLS FOR APPROVAL

General Fund
\$123,862.43

Liquor Fund
\$47,832.56

\$171,694.99 TOTAL BILLS FOR APPROVAL

Motion by Schwarzbauer, seconded Nowak and carried: To approve the General Fund and Liquor Fund bills list in the about of \$171,694.99.

ADJOURNMENT

Motion by Nowak, seconded by Larson and carried: To adjourn the City Council meeting at 8:18pm.

PR17-23

10/30/17 - 11/12/17

CITY OF PROCTOR

11/16/17 11:20 AM

Payroll Summary - General Funds

Page 1

Comments: Labor Distribution

| FUND Descr | DEPT Descr | ACTIVITY Descr | OBJECT Descr | Amount |
|-----------------------|--------------------------|------------------------------|-----------------------------|-------------|
| General Fund | Tourism | Tourism Expenditures | Full-Time Employee Regular | \$1,693.20 |
| | City Administrator | Municipal Operations | Full-Time Employee Regular | \$3,461.54 |
| | City Administrator | Government Building | Part-Time Employee | \$701.00 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$1,875.24 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$709.68 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$288.56 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$37.12 |
| | City Clerk | Administrative | Full-Time Employee Overtime | \$157.59 |
| | Financial Administration | Accounting | Full-Time Employee Regular | \$2,230.40 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$902.10 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$756.60 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$858.32 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$15,309.76 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$2,683.84 |
| | Police | Operations (Police) | Full-Time Employee Overtime | \$1,776.18 |
| | Police | Operations (Police) | Full-Time Employee Overtime | \$1,047.60 |
| | Police | Admin Secretary (Police) | Full-Time Employee Regular | \$1,374.74 |
| | Police | Admin Secretary (Police) | Full-Time Employee Regular | \$151.36 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$87.17 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$27.24 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$844.44 |
| | Police | Police Grant Labor | Full-Time Employee Overtime | \$619.08 |
| | Building Inspection | Operations (Bldg Inspection) | Part-Time Employee | \$192.31 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$432.54 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$192.24 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$802.64 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$505.86 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$4,034.25 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$48.06 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$336.42 |
| | Streets & Roadways | Sanding | Full-Time Employee Regular | \$192.24 |
| | Streets & Roadways | Snow Removal | Full-Time Employee Regular | \$706.52 |
| | Streets & Roadways | Snow Removal | Full-Time Employee Overtime | \$953.10 |
| | Park | City Parks | Full-Time Employee Regular | \$312.39 |
| | Operations (PUC) | Administrative and General | Temporary Employees Regular | \$141.20 |
| FUND 100 General Fund | | | | \$46,442.53 |
| Sewer Fund | Public Works | Sewer | Full-Time Employee Regular | \$322.04 |
| FUND 500 Sewer Fund | | | | \$322.04 |
| | | | | \$46,764.57 |

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

11/16/17 11:20 AM

Page 1

| FUND Descr | DEPT Descr | ACTIVITY Descr | OBJECT Descr | Amount |
|----------------------|-------------------------|--------------------|----------------------------|-------------------|
| Liquor Fund | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Regular | \$85.28 |
| | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Regular | \$1,620.32 |
| | Mountain Spirits Liquor | Clerks - Off Sale | Part-Time Employee | \$57.72 |
| FUND 600 Liquor Fund | Mountain Spirits Liquor | Clerks - Off Sale | Part-Time Employee | \$2,381.02 |
| | | | | <u>\$4,144.34</u> |
| | | | | \$4,144.34 |

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 23

11/16/17 11:18 AM
Page 1

| Location Description | Hours | Shift Multiplier | Amount | Pay Group Description |
|--|--------|------------------|------------|-----------------------|
| Location Description CITY HALL | | | | |
| Shift Multiplier 1.5 | | | | |
| CITY HALL | 6.00 | 1.5 | \$157.59 | City -BI-wk |
| CITY HALL | 2.00 | 1.5 | \$61.20 | City -BI-wk |
| Shift Multiplier 1.5 | 8.00 | | \$218.79 | |
| Location Description POLICE | | | | |
| Shift Multiplier 1.5 | | | | |
| POLICE | 8.00 | 1.5 | \$269.88 | City -BI-wk |
| POLICE | 24.00 | 1.5 | \$809.64 | City -BI-wk |
| POLICE | 12.00 | 1.5 | \$523.80 | City -BI-wk |
| POLICE | 4.00 | 1.5 | \$174.60 | City -BI-wk |
| POLICE | 4.00 | 1.5 | \$131.94 | City -BI-wk |
| POLICE | 12.00 | 1.5 | \$523.80 | City -BI-wk |
| POLICE | 8.00 | 1.5 | \$349.20 | City -BI-wk |
| POLICE | 4.00 | 1.5 | \$174.60 | City -BI-wk |
| POLICE | 7.00 | 1.5 | \$310.80 | City -BI-wk |
| POLICE | 4.00 | 1.5 | \$174.60 | City -BI-wk |
| Shift Multiplier 1.5 | 87.00 | | \$3,442.86 | |
| Location Description Street Department | | | | |
| Shift Multiplier 1.5 | | | | |
| Street Department | 10.50 | 1.5 | \$444.78 | City -BI-wk |
| Shift Multiplier 1.5 | 10.50 | | \$444.78 | |
| Shift Multiplier 2 | | | | |
| Street Department | 9.00 | 2 | \$508.32 | City -BI-wk |
| Shift Multiplier 2 | 9.00 | | \$508.32 | |
| Pay Group Description City -BI-wk | 114.50 | | \$4,614.75 | |
| | 114.50 | | \$4,614.75 | |

TZD grant

TZD grant

Minutes of the Proctor Public Utilities Commission meeting held on Monday, October 10, 2017 at 4:10 p.m. in the Council Chambers at Proctor City Hall.

The following members were present:

Carol Lind
Bill Sweeney
Phil Larson

Others who were present:

Charliene Jones, Commission Secretary
John Bray, PUC Attorney

APPROVAL OF AGENDA

APPROVAL OF THE MINUTES OF:

Motion by Larson, seconded by Lind and carried unanimously: To approve the PUC Regular Meeting minutes of September 11, 2017 & Special Meeting of September 18, 2017.

APPROVAL OF PAYROLLS OF:

Motion by Lind, seconded by Larson and carried unanimously: To approve the payrolls ending September 17, 2017 & October 1, 2017.

DELINQUENT ACCOUNTS were discussed.

CALL FOR COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

1. OLD BUSINESS

A. New Water Maintenance Contractor update was discussed.

2. NEW BUSINESS

A. Street Light at 20 Village Drive Condos was discussed. The underground cable to the light was hit by Sinnott when they replaced the blacktop near the dumpsters this summer. Since then, it has not worked. Commission determined that because this is a private drive and we did not install these lights (as they were originally in MP's service territory when they would have been installed), the condo association would be responsible for repairing this line and having work done with a state electric permit and according to NEC.

Motion by Larson, seconded by Lind and carried unanimously: To not accept the private street lights along Village Drive as our own nor accept responsibility for them.

B. Home energy audits were discussed. Secretary is looking into this.

C. Water tap/service for the new arena was discussed. This will be an 8" tap and we will bill the tap at cost to the school. Due to the size and the length of the line, we will require a meter pit to be installed. Secretary will check with our Engineer at SEH about requiring them to cut in a T instead of a tap. Commission is thinking we should have a valve, then a

meter pit then a valve and would like our Engineer to give his opinion on this.

3. REPORT OF OFFICE

- A. Commission Secretary scheduled a meeting with Duluth, Hermantown and Rice Lake on September 14, 2017, 10:00 am at Duluth City Hall ~ Room 106A to discuss municipal water rates before Duluth's public hearing on September 19th. Sweeney, Larson and Commission Secretary attended this meeting and discussed our rate history and being overcharged by the City of Duluth.

Duluth Public Utilities Commission water rate Public Hearing was held on September 19, 2017, 5:15 pm at Duluth City Council Chambers. Sweeney and Commission Secretary attended this meeting. Sweeney addressed their Commission, which fell on deaf ears as they turned around and passed their rate increases, without further adieu.

Senator Bakk is willing to meet with Hermantown, Rice Lake and Proctor in January and requested Secretary to contact him in December to schedule the meeting.

Representative Murphy has not responded to Secretary's e-mail so Secretary will send a letter by mail, requesting a meeting with her as soon as possible and to contact us by a certain date.

- B. PUC Meter Reader/Water Technician position update.

With as busy as the summer has been for Pat, we finally have the time and a vehicle to borrow so that we can get our truck in to get the final add-ons done this week.

Sweeney requested Secretary to take a picture of Pat in the new truck and send it in to the Journal.

- C. CN CIP Rebate was reviewed.

Motion by Lind, seconded by Larson and carried: To approve the CN CIP Rebate in the amount of \$2,807.31, contingent on whether we should use it this year or next depending on where EI says we are on meeting our goals for the year.

- D. City of Proctor Social Media Policy was reviewed as informational.

- E. MMUA Mutual Aid Program was discussed. Secretary will draw up a resolution to be approved at next meeting.

4. FINANCIAL STATEMENTS

- A. The MP power bill was reviewed for September billing.
- B. The SWL&P & MP September maintenance bills were reviewed.
- C. PUC August Income Statements were discussed.
- D. Liquor Store financials were not available.

5. APPROVAL OF BILLS

- A. The bills listings were reviewed.

Motion by Lind, seconded by Larson and carried unanimously: To approve the bills presented and on file at the utility office including all electronic payments for sales tax & payroll payables. Payable checks #018231 thru #018265.

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

6. COMMUNICATIONS

- A. PUC Commissioner expired term of Sweeney was discussed along with City Council's request for a recommendation from PUC. Sweeney ruled that the City's request for a recommendation was inappropriate due to the fact that we have one Commissioner who is in a dual role (serving on both Council and PUC) and another Commissioner who is the subject of discussion. Sweeney stated that he just wants to do what is best for the citizens of Proctor and the PUC Commission.

Lind voiced her concern over the City not re-appointing Sweeney to the PUC Commission when we have someone with so many years of experience in him and asked to have her opinion passed on to Council.

Larson voiced his concern over the history of most recently making commission/committee members fill out applications and re-apply for their positions. He feels that if the City is going down this road, they are setting precedence and they will have to hold all commissions and committees to the same standards.

7. LABOR & NEGOTIATION ISSUES

Motion by Lind, seconded by Larson and carried: To adjourn the meeting at 5:46 p.m.

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

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

MEMBERS PRESENT: Commissioners: Carol Lind, Wayne Pulford and Nicholas Greenwood; Mayor Larson; Chairman Eric Madson Tom Lavato

MEMBERS ABSENT: Commissioner, Eric Bingaman

OTHERS PRESENT: Mark Casey, City Administrator, City Attorney John Bray, Jake Benson

APPROVAL OF MINUTES

Motion by Larson, seconded by Lind and carried: To approve the PED A meeting minutes of October 10, 2017.

APPROVAL OF AGENDA

Motion by Pulford, seconded by Lind and carried: To approve the PED A agenda

1. COMMUNICATIONS

A. Financial Report

2. PLANNING & ZONING COMMISSION MATTERS

Casey stated that John Ortberg will be asking P&Z for rezoning of his property from "Suburban to C-1" to accommodate for a mini storage facility he would like to erect.

3. PED A SECRETARY ADVISES AUTHORITY

Casey advised PED A of the departure of Tammie McDonald and looking for new assistant.

4. UNFINISHED BUSINESS

5. NEW BUSINESS

- A. PED A Loan-2012 Redevelopment Loan Due –Jake Benson presented his situation on his loan and a balloon payment of \$5,911 that is due. Benson proposed sitting down with the

Chairman and Administration to renegotiate the loan.

Motion by Lind, seconded by Pulford to renegotiate the loan with Benson continuing to make his current monthly payments. Voting Aye: Lind, Pulford, Greenwood, Lavato, Madson. Voting Nay: Larson

Benson also made short presentation on "Pop Up" businesses and asking PEDA to consider the program as the Chamber and several businesses are in support of the program. Casey asked Attorney Bray what type of liability the city/PEDA may have. Bray commented the city will have very little liability but with check with LMCIT.

B. PEDA Loans/Grants – CDBG Review of Items A,B,C.

- a) Discussion by Larson on should PEDA take into consideration if the applicant already has an existing loan and what the status currently is. Larson also brought to the discussion if the applicant has had a past loan and if the applicant was ever delinquent.

Discussion by all to reinstate the Finance Committee to consider Eligibility of loans. The committee would consist of the Chairperson, Administration, and First National Bank of Proctor (Todd Peyton)

Motion by Larson, seconded by Lind to reinstate the committee with Chairman Madson contacting Mr. Peyton. Unanimous

- b) Discussion on Length of Loan/Interest and Balloon payments. Greenwood made suggestion the loan length should be tiered based on the amount of the loan and the Finance Committee would suggest back to PEDA the length.

Motion by: Lind seconded by Pulford the length shall be tier based upon the suggestion of Finance Committee. Unanimous

- c) Interest Rates discussion

Motion by Lind, seconded by Greenwood that there shall be no variable interest rates. Unanimous

Motion by Pulford, seconded by Lind that any extension requests will be sent to the Finance Committee for review and recommendation.

- d) Motion by Lind, seconded by Greenwood that any loan given will not have a balloon payment. Unanimous.

Attorney Bray left meeting at 7:25 p.m.

Commissioner Greenwood left meeting at 7:35 to attend another meeting.

6. MEMBER CONCERNS

Madson recommended that the commission review items: D,E, and F at their next meeting.

APPROVAL OF BILLS

- A. Bills PEDA Loan Payment to PUC \$7,110.75, Invoice to John Bray \$943
Motion by Larson, seconded by Lind to approve the bills

ADJOURNMENT

Motion by Pulford, seconded by Lind and carried: To adjourn the meeting at 7:52 pm.

Minutes of the Planning and Zoning Meeting of October 30, 2017 held in the Conference Room at the Proctor Area Community Center.

Chairman Aldridge called the meeting to order at 5:00 p.m.

MEMBERS PRESENT

Commissioners: Lambert, Tuomi, & Harnell;
Chairman Aldridge

MEMBERS ABSENT

Commissioner Boysen

OTHERS PRESENT

Mark Casey, City Administrator; Tammie McDonald; John Bray, Attorney; Kevin Field; John Ortberg; Jesse Annala; Raymond Stevens; Mike Koski

APPROVAL OF MINUTES

Motion by Lambert, seconded by Tuomi and carried: To approve the Planning & Zoning meeting minutes of September 25, 2017.

APPROVAL OF AGENDA

Motion by Lambert, seconded by Harnell and carried: To approve the October 30, 2017, Planning and Zoning Meeting agenda.

1. PUBLIC HEARING

2. COMMUNICATIONS

- A. Letters sent regarding storage containers

3. BUILDING PERMITS (C-1 and above)

4. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

Jesse Annala spoke about signs at the ballfields. Aldridge explained the city sign ordinance and the definitions of offsite signs and their requirements. Bray also discussed the definition of banners versus signs. Bray will email language to Casey who will in turn email to Annala.

5. COMMITTEE REPORTS

6. UNFINISHED BUSINESS

- A. Zoning Classifications – Ordinance Wording to be developed
- B. Mixed Use Wording –John Bray
- C. Kevin Field – Mini Storage Zoning Request

Field discussed the addition of a mini storage unit on his property and the specifics to the size. Aldridge stated that he would need a variance for the west side setback, and the alley side setback. Field will obtain the variance paperwork at City Hall to proceed.

- D. John Ortberg – 531 S. Boundary Avenue Zoning request for consideration (requesting to rezone to Commercial)

Ortberg said that the lot next to him is currently zoned C1, and he would like to rezone the back section of his property to C1. Aldridge stated that the final decision is made by the City Council, however, the Public Hearing will be held by Planning and Zoning who will then make a recommendation to Council.

7. NEW BUSINESS

- A. Land Split Parcel 185-0240-00431 – See attached maps

Mike Koski said that he is asking to split this property for banking purposes, and that he may add rentals to both properties. Koski went to the county and they asked for the City of Proctor approval of the survey. Then the county will tax him according to each parcel.

Motion by Harnell, seconded by Lambert and carried: To recommend approval to City Council regarding the parcel land split as indicated by the map attached.

- B. Informational – Combine parcels 185-0210-00680 and 185-0210-00832

Raymond Stevens said that he went to the county to have then parcels combined into one and was told he needs approval from the City of Proctor. Stevens said that he was fairly certain Administrator Foshi approved the vacated alley that separates the parcels. Casey stated that if the city does not find records of the vacated alley, there will need to be a public hearing and resolution.

Motion by Harnell, seconded by Tuomi and carried: To recommend approval of the joining of parcels pending the vacation of the alley.

8. BUILDING INSPECTOR REPORT

A. Year to date building/plumbing permits listing

MEMBER CONCERNS

Casey asked Attorney Bray about non-conforming lots of record according to City Code 1002.03, Subd 6.7. Bray said that State Statute 462.367 explains that information in detail.

Tuomi asked Casey about properties at 627-4th Street ad 836 – 6th Street. Casey will evaluate and send appropriate letters.

ADJOURNMENT

Motion by Harnell, seconded by Lambert and carried: To adjourn the Planning and Zoning meeting at 6:07pm.

CITY OF PROCTOR

COUNCIL HANDBOOK



TABLE OF CONTENTS

1. Introduction

- a. Purpose –
- b. Scope –
- c. Equal Employment Opportunity –
- d. Data Practices Advisory –
- e. Media Requests –
- f. Personal Communications and Use of Social Media –

2. Citywide Work Rules and Code of Conduct

- a. Conduct as a City Employee –
- b. Attendance & Absence –
- c. Access to and Use of City Property –
- d. Appearance –
- e. Conflict of Interest –
- f. Falsification of Records –
- g. Personal Telephone Calls –
- h. Political Activity –

3. Definitions –

4. Employee Recruitment & Selection

- a. Scope – Features of the Recruitment System –
- b. Testing and Examinations –
- c. Pre-Employment Medical Exams –
- d. Selection Process –
- e. Background Checks –
- f. Probationary Period –

5. Organization

- a. Job Descriptions –
- b. Assigning and Scheduling Work –
- c. Job Descriptions and Classifications –
- d. Layoff –

6. Hours of Work

- a. Work Hours –
- b. Core Hours –
- c. Meal Breaks and Rest Periods –
- d. Adverse Weather Conditions –

7. Compensation

- a. Compensation –
- b. Direct Deposit –
- c. Time Reporting –
- d. Overtime / Compensatory Time –
- e. Non-Exempt (Overtime Eligible) Employees –
- f. Exempt (Non-Overtime-Eligible) Employees –
- g. Leave Policy for Exempt Employees –

8. Performance Reviews –

9. Benefits

- a. Health, Dental, Life Insurance –
- b. Retirement –
- c. Holidays –
- d. Leaves –
- e. Sick Leave –
- f. Vacation Leave –
- g. Eligibility –
- h. Accrual Rate –
- i. Earnings and Use –
- j. Vacation and Compensatory Time Donation –
- k. Personal Leave –
- l. Funeral Leave – Medical Certification
- m. Unpaid Leave – Military Leave – Jury Duty –
- n. Court Appearances – Victim or Witness Leave – Job Related Injury or Illness –
- o. Pregnancy and Parenting Leave – Administrative Leave –
- p. Adoptive Parents – School Conference Leave – Bone marrow Donation Leave
- q. Election / Voting –
- r. Regular Leave Without Pay –
- s. Reasonable Unpaid Work Time for Nursing Mothers –
- t. Light Duty/Modified Duty Assignment – Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy –

10. Sexual Harassment Prevention

- a. General Statement –
- b. Definitions –

- c. Expectations –
- d. Retaliation –

11. Respectful Workplace Policy

- a. Applicability –
- b. Abusive Customer Behavior –
- c. Types of Disrespectful Behavior –
- d. Sexual Harassment -
- e. Possession and Use of Dangerous Weapons – Employee Response to Disrespectful Workplace Behavior –
- f. Supervisor's Response to Allegations of Disrespectful Workplace Behavior –
- g. Special Reporting Requirements – Confidentiality –
- h. Retaliation –

12. Separation from Service

- a. Resignations – Severance pay –

13. Discipline

- a. General Policy
- b. Process –
- c. Oral Reprimand – Written Reprimand –
- d. Suspension Without Pay – Demotion and/or Transfer –
- e. Salary – Dismissal –

14. Grievance Procedure

- a. Steps –
- b. Waiver –

15. Employee Education & Training

- a. Policy –
- b. Job-Related Training & Conferences –
- c. Job Related Meetings –
- d. Request for Participation in Training and Conferences –
- e. Out of State Travel –
- f. Compensation for Travel and Training Time –
- g. Membership and Dues – Travel and Meal Allowance –

16. Outside Employment –

17. Drug Free Workplace –

18. City Driving Policy –

19. Cellular Phone Use

- a. General Policy -
- b. Procedures -
- c. Responsibility –

20. Safety

- a. Reporting Accidents and Illnesses –
- b. Safety Equipment Gear –
- c. Unsafe Behavior -

INTRODUCTION

Purpose

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City of Proctor. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or to cover every situation that may arise. These policies may be amended at any time at the sole discretion of the City and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the City Council.

Except as otherwise prohibited by law, the City of Proctor has the right to terminate any employee at any time for ~~any or no~~ reason. Employees may similarly terminate employment at any time for any reason.

Scope

These policies apply to all employees of the city. Except where specifically noted, these policies do not apply to:

1. Elected officials
2. City attorney
3. Members of city boards, commissions, and committees
4. Consultants and contractors
5. Volunteers, except as specifically noted for paid-per-call firefighters.

If any specific provisions of the personnel policies conflict with any current Labor Bargaining agreement or civil service rules, the Labor Bargaining agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

EEO Policy Statement

The City of Proctor is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Proctor will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

Media Requests

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the ~~appropriate department~~ City Administrator or to the data practices authority. Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator. No city employee is authorized to speak on behalf of the city without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the City Administrator, the Chief of Public Safety, or the City Attorney.

When/if the City Administrator authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: "The city finished street cleaning on 16 streets in the northwest corner of the city this past week" instead of "The city is doing a great job with street cleaning this year!" Corrections must be issued when needed.
- Generally not include personal opinions in official city statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the city's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the city should seek assistance from the City Administrator on this topic.

- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that the data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

Personal Communications and Use of Social Media

Definition

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as “user-generated content” or “consumer-generated media.”

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above.

As used in this policy, “employees and agents” means all City representatives, including its employees and other agents of the city, such as independent contractors or Council members.

Rules of Use

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator, Network Administrator or other designee, in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Proctor site and will be linked with the official City website (ci.proctormn.gov). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee’s performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive

information; if there is any question as to whether information is private, confidential or sensitive, contact the City Administrator or City Attorney.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City of Proctor as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors.

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City of Proctor's staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

Personal Social Media Use

The City of Proctor respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Proctor, its personnel, its operation or its property. Employees and agents and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Proctor employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

"These are my own opinions and do not represent those of the City."

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace policy. Employees and agents should also review the Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Administrator or City Attorney.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city's name, logo or the employee's position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with, the City Administrator.

Data Ownership

All social media communications or messages composed, sent, or received on city equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Proctor also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

CITYWIDE WORK RULES & CODE OF CONDUCT

Conduct as a City Employee

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Proctor. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Proctor. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance ~~while meeting the goals set by your supervisor.~~

Attendance & Absence

The operations and standards of service in the City of Proctor require that employees be at work unless valid reasons warrant absence or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time that is required to be on the job. Understanding attendance requirements is an essential function of every city position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of an unexpected absence, employees should call their supervisor before the scheduled starting time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process ~~will~~ could be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing.
- The city may waive this rule if extenuating circumstances warranted such behavior.
- Any City Employee joining the Proctor Volunteer Fire Department/EMS is entitled to leave his/her job to provide fire protection without the loss of wage, provided his/her specific duties are covered.

This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days. ~~Individual departments may establish more specific reporting procedures.~~ The

Fire Department may establish more specific reporting requirements to keep their eligibility and pension requirements.

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to ~~take work home or~~ work through lunch without prior approval from their supervisor or the City Administrator.

Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other city-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the city is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Appearance

~~Departments~~ The City Council may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress Attire needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner and with appropriate safety attire to their jobs, as determined by their supervisor.

Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the City Administrator.

Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Personal Telephone Calls

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with city work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee. Please refer to the cell phone policy for information on use of cellular phones.

Political Activity

City employees have the right to express and disclose as their personal views and to pursue legitimate involvement in the political system. However, no city employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the city to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of city-provided benefits. Such employees must be year-round employees who work at least 20 hours per week on a regular basis.

Core Hours

The core hours that all employees (exempt and non-exempt) are expected to work are 8 a.m. to 4:30 p.m., Monday through Friday. Police, fire, and public works employees do not have core hours and work the schedules established by their supervisors.

Demotion

~~The movement of an employee from one job class to another within the city, where the maximum salary for the new position is lower than that of the employee's former position.~~

Direct Deposit

As permitted by state law, all city employees are required to participate in direct deposit.

Employee

An individual who has successfully completed all stages of the selection process, including the training period.

Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution, as determined by Federal or State regulation as a of 6.2 percent for Social Security and 1.45 percent for Medicare. The city contributes a matching 7.65 percent determined by Federal or State regulations on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year

The period from Jan. 1 to Dec. 31.

Full-Time Employee

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees ~~and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month.~~ based upon federal and state requirements and regulations. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Hours of Operation

The city's hall regular hours of operation are Monday through Friday, from 8 a.m. to 4:30 p.m. excluding all federal and city established holidays.

Management Employee

An employee who is responsible for managing a department or division of the city.

Non-Exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-Time Employee

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.

Pay Period

A fourteen (14) day period beginning at 12 a.m. (midnight) on Monday through 11:59 p.m. on Sunday, fourteen (14) days later.

PERA (Public Employees Retirement Association)

Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee's retirement account.

Promotion

Movement of an employee from one job class to another within the city, where the maximum salary for the new position is higher than that of the employee's former position

Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities

Seasonal Employee

Employees who work only part of the year to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance to comply with federal health care reform laws and regulations while avoiding associated penalties.

Service Credit

Time worked for the city. An employee begins earning service credit on the first day worked for the city. Some forms of leave will create a break in service.

Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Probationary Period

A ~~three-month~~ period of time established by the city at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

Transfer

Movement of an employee from one city position to another of equivalent pay.

Weapons

Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Workweek

A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Monday through the following Sunday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department).

EMPLOYEE RECRUITMENT & SELECTION

Scope

The City Administrator or a designee will manage the hiring process for positions within the city. The Civil Service Commission will manage the hiring process for POST qualified positions. If there is no Civil Service Commission, the City Administrator will manage the hiring process. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled.

Features of the Recruitment System

The City Council with input from the City Administrator ~~or designee~~ will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. ~~This determination will be made on a case-by-case basis.~~ The majority of position vacancies will be filled through an open recruitment process. The Civil Service Commission, if active, will determine methodology of recruitment in regards to the POST required positions within the Police Department. The Fire Department will make recommendations to the City Council on vacant positions.

Application for employment will generally be made by application forms provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the City Council Administrator. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an "acting" basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways and dependent on the position for which the applicant is applying: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam. ~~For example:~~

- ~~Keyboarding exercises for data entry positions.~~
- ~~Writing exercises for positions requiring writing as part of the job duties.~~

- ~~“In basket” exercise for an administrative support position (sets up real life scenarios and items that would likely be given to the position for action, and asks the candidate to list and prioritize the steps they would take to complete the tasks).~~
- ~~Mock presentation to the City Council for a planning director position.~~
- ~~Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple choice questions).~~

Internal recruitments will be open to any city employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the city.

The City Council or designee will establish minimum qualifications for each position with input from the City Administrator and the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. ~~Information obtained from the medical exam will be treated as confidential medical records.~~ Medical records will be treated as private data.

When required, the medical exam will be conducted by a licensed physician designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate either is or isn’t medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the personnel committee (or depending on position the Civil Service Board), subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The ~~city~~ City Council has the right to make the final hiring decision based on qualifications, abilities, experience and needs.

Background Checks

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Probationary Period

The probationary period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations.

Training/probationary periods apply to new hires, transfers, promotions, and rehires.

Training/probationary periods are determined by the City Council with input from the City Administrator ~~three months in duration~~, but may be extended by, for example, an unpaid leave of absence.

ORGANIZATION

Job Descriptions

The city will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the city. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary

objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions should also describe the benefits offered. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position the existing job description is reviewed by the City Administrator or designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor and could be subject to the approval of the City Administrator.

Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator with input from the department supervisor.

Layoff

The City Administrator will make ~~decisions~~ suggestions about layoffs based on the city's needs and on the performance, knowledge, skills, abilities, and seniority of employees. The City Administrator will submit a list of employees to be laid off to the City Council for final approval.

HOURS OF WORK

Work Hours

Employee work schedules and opportunities to work remotely will be established by ~~supervisors with the approval of the City Administrator.~~ The regular workweek for employees is five eight and one half-hour days to include a thirty (30) minute lunch period, Monday through Friday, except as

otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

Part-time, seasonal, and temporary positions:

In order to comply with law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended. All shifts within the Police Department, including schedule trades or picked-up shifts, must be pre-approved by the Chief or Sergeant if the Chief is unavailable supervisor. Working a shift without prior approval may result in discipline, up to and including termination of employment. ~~In some rare instances, a part-time, seasonal, or temporary employee may be offered health insurance in order to comply with federal health care reform laws and regulations.~~

Core Hours

To ensure employee availability and accountability to the public the city serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the hours of 8 a.m. to 4:30 p.m., Monday through Friday, unless away from the work site for a work-related activity or on approved leave.

Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours.

~~Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Administrator, on the use of meal breaks and rest periods.~~

Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). ~~Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence.~~ Employees will be allowed to use accrued vacation time or compensatory time, or with supervisor City Administrator approval, may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions unless the safety of the employee is at stake. When conditions become safe then the police officer and public works employees will be required to report to work.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor ~~or the City Administrator.~~

COMPENSATION

Full-time employees of the city will be compensated according to schedules adopted by the City Council Bargaining Unit. Unless approved by the Council, employees will not receive any amount

from the city in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the City Administrator of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Overtime / Compensatory Time

The City of Proctor has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. Vacation, sick leave, and paid holidays do not count toward “hours worked.” Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

For most employees the workweek begins at midnight on Monday and runs until the following Sunday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 72 hours per year or defined by their respective Labor Agreement. Once an employee has earned 72 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. The ~~Finance Department~~ Payroll Clerk and Deputy Administrator will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or

quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Proctor will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied.
 - Paid leave is exhausted.
 - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.

The City of Proctor will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amounts received by the employee as jury fees or witness fees.

If the city inadvertently makes an improper deduction to the weekly salary of an exempt employee, the city will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for exempt staff are Monday through Friday, 8 a.m. to 4:30 p.m., plus evening meetings as necessary.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day.

Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8 a.m. to 4:30 p.m. Monday through Friday requirement...

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the city. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of city employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

BENEFITS

Health, Dental, Life Insurance

The city will contribute a monthly amount toward group health, dental, and life insurance benefits for each eligible employee and his/her dependents.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the finance department.

Retirement

The city participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. ~~The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the city matches the employee's Social Security and Medicare withholding). For information about PERA eligibility and contribution requirements, contact the finance department.~~

Holidays

The city observes the following official holidays for all regular full-time and part-time employees:

| | |
|-----------------------------|--------------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King, Jr. Day | Veterans Day |
| Presidents Day | Thanksgiving Day |
| Memorial Day | Friday after Thanksgiving |
| <u>Christmas Eve Day</u> | |
| Independence Day | Christmas Day |

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for city operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the city is not eligible for holiday pay.

~~Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.~~

Employees wanting to observe holidays other than those officially observed by the city may request either vacation leave or unpaid leave for such time off.

Leaves

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees will accumulate sick leave at a rate of one (8 hours) day per month.
- Part-time employees regularly scheduled to work at least 20 hours per week will accrue sick leave on a pro-rated basis of the full time employee schedule.
- Part-time employees regularly scheduled to work fewer than 20 hours per week will not earn or accrue sick leave.
- Temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.
- Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it is required by the city.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Employees must ~~normally~~ use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

Sick leave will ~~normally~~ not be approved after an employee gives notice that he/she will be terminating employment. Exceptions must be approved by the City Administrator.

Sick leave cannot be transferred from one employee to another. Earned sick leave has no cash value upon termination or retirement. ~~There is no maximum accumulation for sick leave.~~

Vacation Leave

Vacation Leave Schedule

~~After one year of continuous service, one week of vacation will be paid.~~

~~After two years of continuous service, two weeks of vacation will be paid.~~

~~After six years of continuous service, three weeks of vacation will be paid.~~

~~After fifteen years of continuous service, four weeks of vacation will be paid.~~

Vacation Eligibility

Full-time employees will earn vacation leave in accordance with the established contracts of the bargaining unit or the individual employee.

Part-time employees who work at least 20 hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule.

Part-time employees who work less than 20 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Earnings and Use

After six months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor.

An employee will not earn any vacation leave for any pay period unless he/she is employed by the city on the last scheduled work day of the pay period.

Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and City Administrator. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it.

Employees may accrue vacation leave up to a maximum of one-and-a-half (1-1/2) times the employee's annual accrual rate. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council. Vacation leave cannot be converted into cash payments except at termination or City Council approval.

Vacation and Compensatory Time Donation

PURPOSE: To establish a procedure through which eligible employees may voluntarily donate a portion of their accrued vacation or compensatory time balance to be converted to cash to financially assist another employee who has exhausted sick leave, vacation, and holiday hours due to his/her extended illness or disability or that of a member of his/her immediate household.

POLICY: All full-time or regular part-time employees who have completed their probation period will be considered eligible to participate in this program.

PROCEDURES:

1. Donations of accrued vacation or compensatory time must be in whole hours, with a minimum of one hour per donation; a separate form must be completed for each pay period in which a donation is desired.
2. The donating employee shall specify the employee to receive the value of the donation.
3. Prior to processing the first donation(s) to an employee, the City will verify the eligibility of the named recipient (i.e., employee status and exhaustion of paid leave) and request that individual's written consent to receive donations. No donations will be processed until this written authorization is received. The authorization will remain valid until the individual revokes it or he/she becomes ineligible to participate in the program. Donated hours not used will revert back to the donating employee.
4. The donated vacation will be converted to dollars by the City by multiplying the number of hours donated by the donor's hourly base pay rate at the time of processing. The resulting amount, less mandatory withholding (specified below).
5. Under a similar program, the IRS has ruled that these payments are to be considered wages, and therefore taxable income to the recipient. As a result, the payments will be included in the annual Form W-2 prepared for the recipient and State and Federal income tax and FICA/Medicare tax and Supplemental Retirement Contributions depending on the eligibility of the recipient, will be withheld by the City at the time of payment. The IRS has also ruled that the donating employee realizes no income and incurs no tax deductible expense or loss, either upon donation or payment to the recipient.
6. The City will not inform the recipient of the names of those donating hours or the number of hours donated.
7. The donations processed for a recipient each pay period shall be limited to the amount equal to that individual's regular gross earnings per pay period (i.e., his/her current hourly base pay rate multiplied by his/her schedule of hours of work per pay period). In the event donations exceed this limit, they will be processed in order of the date on the donation authorization form, with the earliest date processed first. Excess donations will be held until the following pay period(s) and processed at that time.

8. Once a donation has been processed, neither the donor nor the recipient may revoke the transaction even if it has not yet been paid.
9. Program information maintained by the City shall be handled in accordance with the Government Data Practices Act, M.S. 13.43, subd. 2.

The City Administrator or his designee shall be responsible for implementing and maintaining this program.

Questions regarding the program should be directed to the City Administrator or its designee.

Personal Leave

Each regular full-time employee is entitled to receive four personal leave days per year or as defined in the employee's contract. Part-time, temporary, and seasonal employees will be determined based on their negotiated contracts.

All personal leave must be used in the calendar year, any unused balance will not be carried over to the next year.

Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Medical Certification

Good attendance is an essential job function for all city employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

Unpaid Leave

Unpaid leaves may be approved in accordance with the city personnel policies. Employees must normally use all accrued annual leave prior to taking an unpaid leave. If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty (40)

hours when going on an unpaid leave. Any exceptions to this policy must be approved by the City Administrator.

Military Leave

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. ~~Time spent on jury duty will not be counted as time worked in computing overtime.~~

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Court Appearances

~~Employees will be paid their regular wage to testify in court for city related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.~~

Victim or Witness Leave

~~An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. [See Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members.]~~

Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves

the hospital. Employee should provide reasonable notice. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council.

Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

School Conference Leave

Any employee who has worked half-time or more may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

Bone Marrow Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by the city, to undergo medical procedures to donate bone marrow. The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow. If there is a medical determination that the employee does not qualify as a

bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the city at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Regular Leave without Pay

The City ~~Administrator~~ **Council** may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council to a maximum of ~~one (1) year~~ **90 days**.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must ~~normally~~ be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave). ~~Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.~~

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator.

The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond ~~six months~~ sixty (60) days.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

~~Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy~~

~~The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:~~

- ~~• More frequent restroom, food, and water breaks;~~
- ~~• Seating;~~
- ~~• Limits on lifting over 20 pounds; and/or~~
- ~~• Temporary transfer to a less strenuous or hazardous position, should one be available.~~

~~Unless such accommodations impose an undue hardship on the city, the city will engage in an interactive process with respect to an employee's request for a reasonable accommodation.~~

~~We could remove this section as State and Federal law supercedes.~~

SEXUAL HARASSMENT PREVENTION

General

The City of Proctor is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

Expectations

The City of Proctor recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate supervisor;
2. City Administrator;
3. Mayor or city councilmember.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation.
2. Document the occurrences of harassment.
3. Submit the documented complaints to your supervisor, City Administrator, mayor, or any member of the City Council. Employees are strongly encouraged to put the complaint in writing.
4. Document any further harassment or reprisals that occur after the initial complaint is made.

The city urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. Management has the obligation to provide an environment free of sexual harassment. The city is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The city will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

Retaliation

The City of Proctor will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

RESPECTFUL WORKPLACE POLICY

(includes sexual harassment prevention)

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The city acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all city personnel including regular and temporary employees, volunteers, firefighters, and City Council members.

Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior:

includes the use of physical force, harassment, bullying or intimidation.

Discriminatory behavior:

includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, familial status, or status with regard to public assistance.

Offensive behavior:

may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although

the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

Sexual harassment:

can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on city property, in city vehicles, or in any personal vehicle, which is being used for city business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on city property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, City Administrator, or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.

- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the City Administrator about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will assume the responsibility for investigation and discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a councilmember is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the City Administrator and referred to the city attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation,

proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

DRAFT

SEPARATION FROM SERVICE

Resignations

Employees wishing to leave the city service in good standing must provide a written resignation notice to ~~their supervisor~~ The City Administrator, in accordance with their employment contract. The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three consecutive work days may be considered as resignation without proper notice.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the city.

Severance Pay

Employees who leave the employment of the city in good standing by retirement or resignation will receive pay for 100 percent of unused accrued vacation, comp time, and ~~personal leave~~.

DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Proctor. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city's personnel policies. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The city may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The City Administrator, with council approval or Personnel Committee may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with city standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

GRIEVANCE PROCEDURE

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the City Administrator within seven (7) days after the supervisor's response is due. The City Administrator or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the City Administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city's last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not grievable:

1. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
2. Pay increases or lack thereof; and
3. ~~Merit pay awards.~~

The above list is not meant to be all inclusive or exhaustive.

EMPLOYEE EDUCATION & TRAINING

The city promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Policy

The city will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related. CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the city.

The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Job-Related Meetings

Attendance at professional meetings and directly related to the performance of the employee's work responsibilities do not require the approval of the City Administrator. Advance Supervisor approval is required to ensure adequate department coverage.

Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the city.

Requests totaling more than \$100 must be approved by the employee's supervisor and the City Administrator. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel (excluding northern Wisconsin) are reviewed for approval/disapproval by the City ~~Administrator~~ Council.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the City Administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the supervisor.

Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of \$25 per ~~meal~~ day, per person, will be allowed.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Proctor regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Administrator. Any city employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment unless it is for the benefit of the City and staff must have prior authorization from the City Council.
- The employee must not violate any city personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the city for those same hours.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the city.

DRUG FREE WORKPLACE

In accordance with federal law, the City of Proctor has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide an alcohol and drug-free, safe and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a controlled substance on city property or while conducting city business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The city recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.
- E. Employees may be randomly tested.

CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business ~~at least once per month~~, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.

The city will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The city will determine appropriate action on a case-by-case basis.

CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of city issued cellular telephones. Its application is to insure cellular phone usage is consistent with the best interests of the city without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that city employees exercise the highest standards of propriety in their use.

General Policy

Cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.

Alternatively, a supervisor may authorize an employee to use his/her own personal phone for city business and be reimbursed by the city for those calls.

Regardless of who pays the bill, cell phone records about city business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

~~Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible. In cases where the city does not regard accounting for personal calls to be unreasonable or administratively impractical due to the minimal cost involved, personal calls made by employees on a city provided cellular phone must be paid for by the employee through reimbursement to the city based on actual cost listed on the city's phone bill.~~

Procedures

It is the objective of the City of Proctor to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

Responsibility

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

SAFETY

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the city. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the city's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

This policy will not be construed or applied in a manner that interferes with employees' rights under the National Labor Relations Act.

Adopted by City Council _____, 2017

Philip Larson
Mayor

Attest:

Mark Casey
City Administrator

Overview

The Proctor Chamber of Commerce and the City of Proctor are pleased to team up to activate vacant storefronts. We are seeking proposals from individuals who provide high quality and innovative approaches to utilizing vacant storefronts for retail purposes. Property owners have agreed to provide space rent-free for approximately 3-4 months. The property owners will be responsible for providing utilities (electric, water, heat and sewer service) for the space, but the program participant will reimburse the property owner for utility usage by the program participant. Grants may be available to help cover expenses.

This is a new program.

Program Basics and Qualifications

- Program participants must be willing and able to be operational within _____ months / weeks of signing. Retail locations should remain activated for at least three months (although property owners have the discretion to consider an extension)
- Property owners will provide the space rent-free for 3-4 months; program participants are required to pay utility costs
- Business should be complementary to the retail mix in Proctor's Downtown
- Business should provide hours of operation that are consistent with the downtown retail mix (for example: 9am-5pm or 10am-6pm daily)
- Emerging entrepreneurs are encouraged to consider this program as a way to test a storefront location.
- Existing entrepreneurs are encouraged to consider this program as a way to test the downtown market.
- All projects will be temporary and removable, leaving no permanent adverse effect to property facade or interior space
- Each applicant selected to participate in the program will be required to procure general liability insurance from the insurance agency of their choice for the duration of time that it occupies and/or performs work at its assigned storefront. The applicant will need to name The Proctor Chamber of Commerce, The City of Proctor and the property owner as additional insured to the policy and a certificate should be provided to the property owner/manager.
- Space may be available for a longer lease or purchase

Eligibility

The intent of the project is to be as flexible as possible to encourage active and lively storefronts. A panel of judges assembled by the Proctor Chamber of Commerce will conduct the final selection process in an expedited manner.

To Apply:

Potential applicants who are interested in this program should contact the Proctor Chamber of Commerce at chamber@proctormn.com. A very brief letter of interest/email is recommended in which applicants explain their interest in the project, relevant experience and ability to complete the project.

Current Available Space

**** This is a fluid document, as property owners are not prevented from leasing their current vacant space prior to getting matched up with a program participant. Property owners are also allowed the final decision to accept a potential program participant. In addition, potential new space could get added to the program.**

318 3rd Ave, Proctor – xxx sq. ft.

212 3rd Ave., Proctor – xxx sq. ft.



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

If the member does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.

If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.

If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

City of Proctor, MN

LMCIT Member Name

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.

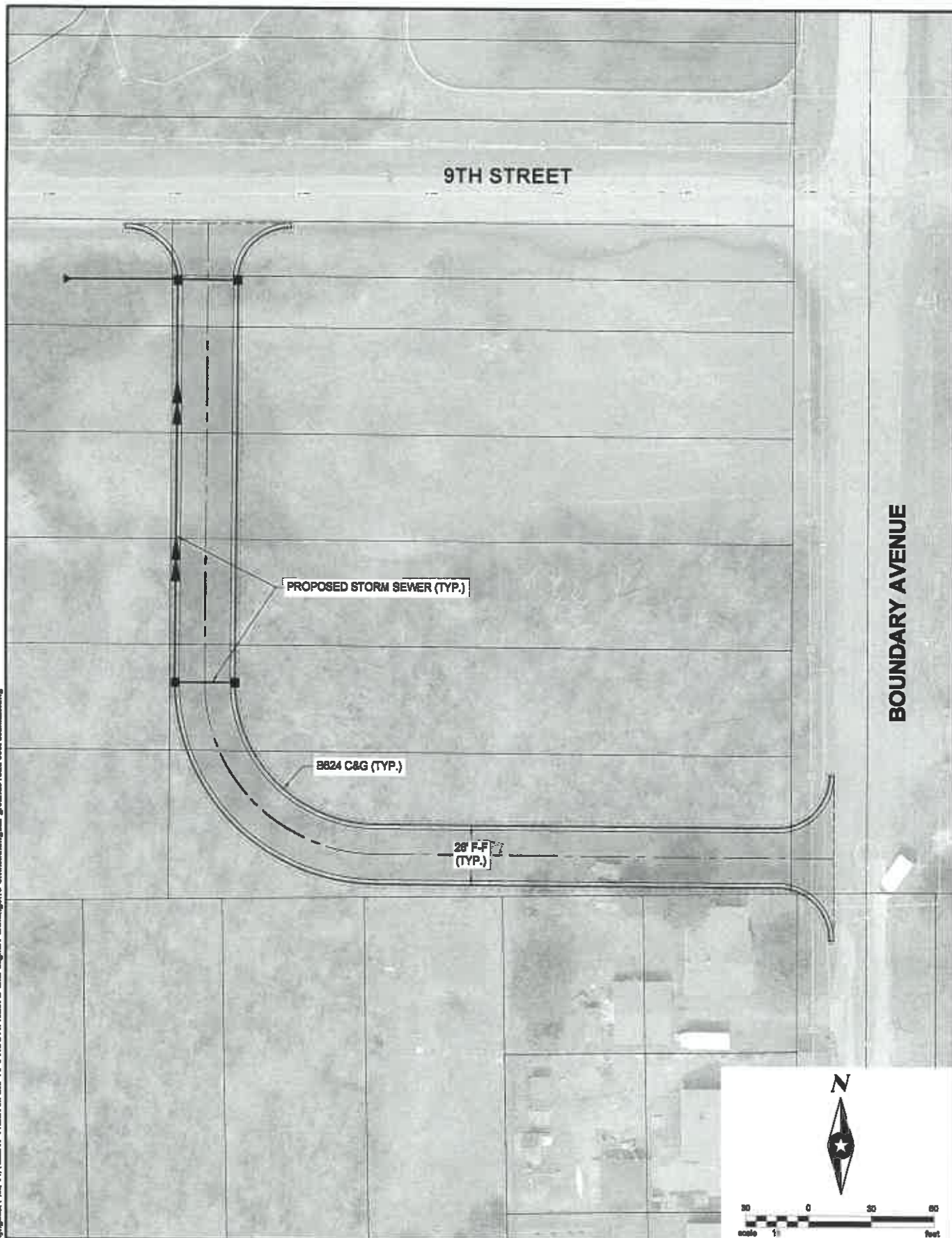
☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____

Position _____

6 E



Save: 11/09/2017 2:57 PM legend.dwg Plot: 11/09/2017 11:52 AM S:\PT\PROCT\140257\6-final-dwg\61-dwg.dwg 10-Challenger\jls\jr grounds road ext add.mxd.dwg



PHONE: 920.390.2900
425 WEST WATER STREET,
SUITE 300
APPLETON, WI 54911-8058
www.sehinc.com

FILE NO.
PROCT 140257

DATE:
11/09/2017

**PROCTOR, MINNESOTA
BOUNDARY & 9TH INTERSECTION
REROUTE**

**EXHIBIT
NO. 1**



Project Name: Boundary & 9th Intersection Reroute
SEH Project No: Proctor 140257
Date: November 16, 2017
Estimator: Tyler Yngsdal
Description: Preliminary Opinion of Cost

| SITE PREPARATION | UNIT | EST. QUANTITY | UNIT PRICE | AMOUNT |
|--|--------|---------------|-------------|----------------------|
| CLEAR AND GRUB | ACRE | 0.6 | \$ 5,000.00 | \$ 3,000.00 |
| SILT FENCE | LIN FT | 1120 | \$ 3.00 | \$ 3,360.00 |
| ROADWAY | UNIT | EST. QUANTITY | UNIT PRICE | AMOUNT |
| COMMON EXCAVATION | CU YD | 1393 | \$ 12.00 | \$ 16,716.00 |
| SUBGRADE EXCAVATION | CU YD | 279 | \$ 15.00 | \$ 4,185.00 |
| COMMON BORROW | CU YD | 279 | \$ 12.00 | \$ 3,348.00 |
| BITUMINOUS WEAR | TON | 188 | \$ 75.00 | \$ 14,100.00 |
| BITUMINOUS NON-WEAR | TON | 188 | \$ 75.00 | \$ 14,100.00 |
| AGGREGATE BASE (CL 5) | CU YD | 349 | \$ 30.00 | \$ 10,470.00 |
| SELECT GRANULAR BORROW | CU YD | 696 | \$ 20.00 | \$ 13,920.00 |
| CURB AND GUTTER (B624) | LIN FT | 1170 | \$ 20.00 | \$ 23,400.00 |
| DRAIN TILE | LIN FT | 1170 | \$ 8.00 | \$ 9,360.00 |
| GEOTEXTILE FABRIC | SQ YD | 2089 | \$ 2.00 | \$ 4,178.00 |
| STORM SEWER COLLECTION | UNIT | EST. QUANTITY | UNIT PRICE | AMOUNT |
| 12" REINFORCED CONC. PIPE | LIN FT | 330 | \$ 50.00 | \$ 16,500.00 |
| 12" RCP APRON | EACH | 1 | \$ 500.00 | \$ 500.00 |
| CATCH BASINS | EACH | 4 | \$ 2,000.00 | \$ 8,000.00 |
| RIP RAP CLASS III | CU YD | 10 | \$ 250.00 | \$ 2,500.00 |
| RESTORATION | UNIT | EST. QUANTITY | UNIT PRICE | AMOUNT |
| TOPSOIL BORROW (3" DEPTH) | CU YD | 97 | \$ 25.00 | \$ 2,425.00 |
| SEED AND MULCH | ACRE | 0.2 | \$ 1,000.00 | \$ 200.00 |
| SUB TOTAL | | | | \$ 150,262.00 |
| TRAFFIC CONTROL | | | 1% | \$ 1,503.00 |
| MOBILIZATION | | | 10% | \$ 15,026.00 |
| EROSION CONTROL | | | 2% | \$ 3,005.00 |
| MISCELLANEOUS CONSTRUCTION | | | 5% | \$ 7,513.00 |
| CONTINGENCIES | | | 15% | \$ 22,539.00 |
| TOTAL CONSTRUCTION | | | | \$ 199,848.00 |
| FINAL DESIGN, SPECIFICATIONS & BIDDING, CONSTRUCTION ADMIN. CONSTRUCTION STAKING | | | 20% | \$ 39,970.00 |
| LEGAL, FISCAL, AND ADMINISTRATIVE | | | 5% | \$ 9,992.00 |
| OTHER CONSULTANTS (ENVIRONMENTAL, GEOTECHNICAL, ETC.) | | | 3% | \$ 5,995.00 |
| TOTAL PROJECT | | | | \$ 255,805.00 |

Assumptions:

1. 2' common excavation depth
2. 24' wide bituminous paving, 2" wear course, 2" non-wear course
3. 8" class-5 aggregate base
4. 12" select granular borrow
5. Total length = 560 lin. ft.
6. Does not include R/W acquisition



CITY OF PROCTOR

11/16/17 10:27 AM

Page 1

*Check Summary Register©

November 2017

| Name | Check Date | Check Amt |
|---|------------|----------------------|
| 10110 First National Liq | | |
| Paid Chk# 027999 AMERICAN BOTTLING COMPAN | 11/21/2017 | \$345.10 111317 |
| Paid Chk# 028000 ARTISAN BEER COMPANY | 11/21/2017 | \$211.00 110917 |
| Paid Chk# 028001 BERNICK'S PEPSI | 11/21/2017 | \$2,445.93 110817 |
| Paid Chk# 028002 BREAKTHRU BEVERAGE | 11/21/2017 | \$2,365.88 110217 |
| Paid Chk# 028003 CITY OF PROCTOR | 11/21/2017 | \$20.00 123117 |
| Paid Chk# 028004 G&K SERVICES | 11/21/2017 | \$59.57 MATS |
| Paid Chk# 028005 JOHNSON BROTHERS INC | 11/21/2017 | \$4,803.78 103117 |
| Paid Chk# 028006 LAMAR COMPANIES | 11/21/2017 | \$285.00 BILLBOARD |
| Paid Chk# 028007 MEDIACOM | 11/21/2017 | \$106.46 PHONE |
| Paid Chk# 028008 MICHAUD DISTRIBUTING COMP | 11/21/2017 | \$480.00 110617 |
| Paid Chk# 028009 PHILLIPS WINE & SPIRITS CO | 11/21/2017 | \$2,415.33 103117 |
| Paid Chk# 028010 PROCTOR JOURNAL | 11/21/2017 | \$95.10 PUBLICATIONS |
| Paid Chk# 028011 PROCTOR PUBLIC UTILITIES | 11/21/2017 | \$580.43 110917 |
| Paid Chk# 028012 ROHLFING INC | 11/21/2017 | \$2,406.05 110517 |
| Paid Chk# 028013 SOUTHERN GLAZER'S OF MN | 11/21/2017 | \$2,769.95 110917 |
| Paid Chk# 028014 SUPERIOR BEVERAGE | 11/21/2017 | \$5,482.20 110517 |
| Total Checks | | \$24,681.74 |

CITY OF PROCTOR

Liquor Fund Bills List

11/16/17 10:32 AM
Page 1

| Check Name | OBJECT Descr | Amount | Comments |
|---|---------------------------|------------|--------------|
| AMERICAN BOTTLING COMPANY | Soft Drinks and Mix | \$167.80 | 110417 |
| Check Name AMERICAN BOTTLING COMPANY | Soft Drinks and Mix | \$177.30 | 111317 |
| ARTISAN BEER COMPANY | Beer Purchases | \$345.10 | |
| Check Name ARTISAN BEER COMPANY | | \$211.00 | 110917 |
| BERNICK'S PEPSI | Soft Drinks and Mix | \$211.00 | |
| Check Name BERNICK'S PEPSI | Beer Purchases | \$13.75 | 110817 |
| BREAKTHRU BEVERAGE | | \$2,432.18 | 110817 |
| | | \$2,445.93 | |
| Check Name BREAKTHRU BEVERAGE | Freight and Express | \$54.42 | 110917 |
| | Liquor Purchases | \$1,443.20 | 110217 |
| | Freight and Express | \$13.18 | 110917 |
| | Liquor Purchases | \$855.06 | 110917 |
| CITY OF PROCTOR | | \$2,365.86 | |
| Check Name CITY OF PROCTOR | Tax & License | \$20.00 | 123117 |
| G&K SERVICES | | \$20.00 | |
| Check Name G&K SERVICES | Misc Operating Supplies | \$59.57 | MATS |
| JOHNSON BROTHERS INC | | \$59.57 | |
| | Liquor Purchases | \$1,717.90 | 103117 |
| | Liquor Purchases | \$1,369.79 | 110717 |
| | Freight and Express | \$20.31 | 110717 |
| | Wine Purchases | \$564.64 | 103117 |
| | Freight and Express | \$17.01 | 103117 |
| | Freight and Express | \$31.35 | 103117 |
| | Freight and Express | \$24.56 | 110717 |
| | Wine Purchases | \$858.20 | 110717 |
| Check Name JOHNSON BROTHERS INC | | \$4,603.76 | |
| LAMAR COMPANIES | Advertising - Enterprises | \$295.00 | BILLBOARD |
| Check Name LAMAR COMPANIES | | \$295.00 | |
| MEDIACOM | Computer Misc Expense | \$106.46 | PHONE |
| Check Name MEDIACOM | | \$106.46 | |
| MICHAUD DISTRIBUTING COMPA | Beer Purchases | \$274.00 | 110617 |
| Check Name MICHAUD DISTRIBUTING COMPANY | Beer Purchases | \$206.00 | 111317 |
| PHILLIPS WINE & SPIRITS CO | | \$480.00 | |
| | Freight and Express | \$41.58 | 103117 |
| | Freight and Express | \$4.02 | 110717 |
| | Wine Purchases | \$955.75 | 103117 |
| | Liquor Purchases | \$214.62 | 110717 |
| | Wine Purchases | \$160.00 | 110717 |
| | Freight and Express | \$1.89 | 110717 |
| | Liquor Purchases | \$1,025.81 | 103117 |
| | Freight and Express | \$11.66 | 103117 |
| Check Name PHILLIPS WINE & SPIRITS CO | | \$2,415.33 | |
| PROCTOR JOURNAL | Advertising - Enterprises | \$5.10 | PUBLICATIONS |
| | Advertising - Enterprises | \$45.00 | PUBLICATIONS |
| Check Name PROCTOR JOURNAL | Advertising - Enterprises | \$45.00 | PUBLICATIONS |
| PROCTOR PUBLIC UTILITIES | | \$95.10 | |
| Check Name PROCTOR PUBLIC UTILITIES | Utilities | \$580.43 | 110917 |
| ROHLFING INC | | \$580.43 | |
| | Beer Purchases | \$1,004.95 | 111017 |
| | Beer Purchases | \$1,401.10 | 110517 |

CITY OF PROCTOR

Liquor Fund Bills List

11/16/17 10:32 AM

Page 2

| Check Name | OBJECT Descr | Amount | Comments |
|------------------------------------|---------------------|-------------|----------|
| Check Name ROHLFING INC | | | |
| SOUTHERN GLAZER'S OF MN | Liquor Purchases | \$2,406.05 | |
| | Liquor Purchases | \$1,104.48 | 111017 |
| | Liquor Purchases | \$475.20 | 110717 |
| | Freight and Express | \$12.30 | 110717 |
| | Freight and Express | \$21.52 | 110917 |
| | Freight and Express | \$26.99 | 111017 |
| | Liquor Purchases | \$1,129.46 | 110317 |
| Check Name SOUTHERN GLAZER'S OF MN | | \$2,769.95 | |
| SUPERIOR BEVERAGE | Beer Purchases | \$4,065.50 | 111317 |
| | Beer Purchases | -\$69.40 | 111317 |
| | Beer Purchases | \$740.55 | 110517 |
| | Beer Purchases | -\$19.30 | 110517 |
| | Beer Purchases | -\$69.40 | 110717 |
| | Beer Purchases | \$834.25 | 110917 |
| Check Name SUPERIOR BEVERAGE | | \$5,482.20 | |
| | | \$24,681.74 | |

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

11/16/17 12:03 PM
Page 1

November 2017

| Name | Check Date | Check Amt |
|---|------------|---|
| 10100 First National Gen | | |
| Paid Chk# 036693 AMERIPRIDE SERVICES | 11/21/2017 | \$73.58 mats |
| Paid Chk# 036694 CONSOLIDATED COMMUNICATI | 11/21/2017 | \$368.20 phones |
| Paid Chk# 036695 DULUTH LAWN & SPORT | 11/21/2017 | \$82.21 chainsaw chains |
| Paid Chk# 036696 CORPORATE PAYMENT SYSTE | 11/21/2017 | \$3,194.65 110217 |
| Paid Chk# 036697 ESSENTIA HEALTH | 11/21/2017 | \$154.70 new hires |
| Paid Chk# 036698 FLEET SERVICES | 11/21/2017 | \$1,816.53 fuel |
| Paid Chk# 036699 FOSSUM PLUMBING & HEATING | 11/21/2017 | \$841.25 water heater control board |
| Paid Chk# 036700 GOBEL AGGREGATE | 11/21/2017 | \$1,590.30 winter washed sand |
| Paid Chk# 036701 GREAT LAKES PIPE SERVICES, I | 11/21/2017 | \$1,120.00 |
| Paid Chk# 036702 HUFF, TOD | 11/21/2017 | \$1,800.00 |
| Paid Chk# 036703 MORTON SALT | 11/21/2017 | \$4,048.21 road salt sand |
| Paid Chk# 036704 NORTHLAND CONSTRUCTORS | 11/21/2017 | \$204.94 hot mix asphalt |
| Paid Chk# 036705 PROCTOR JOURNAL | 11/21/2017 | \$85.96 veterans day |
| Paid Chk# 036706 PROCTOR PUBLIC UTILITIES | 11/21/2017 | \$3,748.52 |
| Paid Chk# 036707 PUGLISI GUN EMPORIUM | 11/21/2017 | \$1,080.00 new officer glock |
| Paid Chk# 036708 SAMPLE, WILLIAM | 11/21/2017 | \$50.00 labor consulting |
| Paid Chk# 036709 SATHERS, LLC | 11/21/2017 | \$1,189.99 class 5 |
| Paid Chk# 036710 SHELTON EXCAVATING INC | 11/21/2017 | \$735.00 move salt sand away from creek |
| Paid Chk# 036711 STACK BROS MECHANICAL | 11/21/2017 | \$1,676.34 filter racks |
| Paid Chk# 036712 TROY'S AMOCO | 11/21/2017 | \$812.58 squad repairs |
| Paid Chk# 036713 VERIZON WIRELESS | 11/21/2017 | \$245.68 phones |
| Paid Chk# 036714 ZIEGLER, INC | 11/21/2017 | \$740.61 grader snow wing |
| Total Checks | | \$25,459.26 |

CITY OF PROCTOR

General Fund Bills List

11/16/17 11:40 AM

Page 1

| Check Name | FUND Descr | ACTIVITY Descr | OBJECT Descr | Amount | Comments |
|--|---------------|----------------------|-----------------------------|------------|-----------------------------|
| AMERIPRIDE SERVICES | General Fund | Government Building | Cleaning Supplies | \$73.58 | mats |
| Check Name AMERIPRIDE SERVICES | | | | \$73.58 | |
| CONSOLIDATED COMMUN | General Fund | Administrative | Telephone | \$368.20 | phones |
| Check Name CONSOLIDATED COMMUNICATIONS | | | | \$368.20 | |
| CORPORATE PAYMENT SY | General Fund | Administrative | Computer Misc Expense | \$683.77 | 110217 |
| | General Fund | Operations (Police) | Clothing | \$199.97 | 110217 |
| | General Fund | Operations (Police) | Training Expense | \$807.73 | 110217 |
| | General Fund | Street Department | Equipment Parts | \$535.42 | 110217 |
| | General Fund | Administrative | Misc Operating Supplies | \$967.76 | 110217 |
| Check Name CORPORATE PAYMENT SYSTEMS | | | | \$3,194.65 | |
| DULUTH LAWN & SPORT | General Fund | Street Department | Equipment Parts | \$82.21 | chainsaw chains |
| Check Name DULUTH LAWN & SPORT | | | | \$82.21 | |
| ESSENTIA HEALTH | General Fund | Operations (Police) | Medical and Dental Fees | \$154.70 | new hires |
| Check Name ESSENTIA HEALTH | | | | \$154.70 | |
| FLEET SERVICES | General Fund | Operations (Police) | Fuels | \$1,816.53 | fuel |
| Check Name FLEET SERVICES | | | | \$1,816.53 | |
| FOSSUM PLUMBING & HE | General Fund | Government Building | Bldg Repair & Maint | \$641.25 | water heater control board |
| Check Name FOSSUM PLUMBING & HEATING | | | | \$641.25 | |
| GOBEL AGGREGATE | General Fund | Snow Removal | Gravel & Sand | \$593.71 | washed winter sand |
| | General Fund | Snow Removal | Gravel & Sand | \$296.86 | washed winter sand |
| | General Fund | Snow Removal | Gravel & Sand | \$699.73 | winter washed sand |
| Check Name GOBEL AGGREGATE | | | | \$1,590.30 | |
| MORTON SALT | General Fund | Snow Removal | Salt and Other | \$4,048.21 | road salt sand |
| Check Name MORTON SALT | | | | \$4,048.21 | |
| NORTHLAND CONSTRUCT | General Fund | Street Department | Blacktop | \$204.94 | hot mix asphalt |
| Check Name NORTHLAND CONSTRUCTORS OF DUL | | | | \$204.94 | |
| PROCTOR JOURNAL | General Fund | Council | Gen Notices & Pub Informati | \$20.96 | veterans day |
| | General Fund | Council | Gen Notices & Pub Informati | \$65.00 | veterans day |
| Check Name PROCTOR JOURNAL | | | | \$85.96 | |
| PUGLISI GUN EMPORIUM | General Fund | Operations (Police) | Other Professional Services | \$540.00 | new officer glock |
| | General Fund | Operations (Police) | Other Professional Services | \$540.00 | new officer glock |
| Check Name PUGLISI GUN EMPORIUM | | | | \$1,080.00 | |
| SAMPLE, WILLIAM | General Fund | Government Building | Other Professional Services | \$50.00 | labor consulting |
| Check Name SAMPLE, WILLIAM | | | | \$50.00 | |
| SATHERS, LLC | General Fund | Street Department | Gravel & Sand | \$683.98 | class 5 |
| | General Fund | Street Department | Gravel & Sand | \$506.01 | class 5 |
| Check Name SATHERS, LLC | | | | \$1,189.99 | |
| SHELTON EXCAVATING I | General Fund | Street Department | Contractor | \$735.00 | move salt sand away from cr |
| Check Name SHELTON EXCAVATING INC | | | | \$735.00 | |
| STACK BROS MECHANICA | Golf Course F | Admin & General Golf | Grounds Maintenance | \$1,526.34 | winterize golf course |
| | General Fund | Government Building | Bldg Repair & Maint | \$150.00 | filter racks |
| Check Name STACK BROS MECHANICAL | | | | \$1,676.34 | |
| TROY'S AMOCO | General Fund | Operations (Police) | Mach & Equip Repair | \$812.58 | squad repairs |
| Check Name TROY'S AMOCO | | | | \$812.58 | |
| VERIZON WIRELESS | General Fund | Operations (Police) | Telephone | \$245.69 | phones |
| Check Name VERIZON WIRELESS | | | | \$245.69 | |
| ZIEGLER, INC | General Fund | Snow Removal | Mach & Equip Repair | \$740.61 | grader snow wing |
| Check Name ZIEGLER, INC | | | | \$740.61 | |

Minutes of the regular Proctor City Council meeting held December 4, 2017 in the Community Center Council Chambers.

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

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

OTHERS PRESENT: Administrator Mark Casey; Deputy Clerk Jennifer Crown, City Attorney John Bray, Chief Gaidis, Liquor Store Manager Bill Blackwood, Jim Aird, Midway Township Township, John Ortberg, Sharon & Dave Eck, Kathy Hannan, Jim Rohweder, Nick Greenwood, Eric Bingaman, and Linnea Wiita,

APPROVAL OF THE MINUTES:

Motion by Schwarzbauer, seconded by DeWall and carried (5-0)” To approve the November 20, 2017 Council Meeting Minutes and the November 30, 2017 Special Budget Meeting Minutes.

APPROVAL OF THE AGENDA:

Motion by DeWall, seconded by Larson and carried (5-0): To approve the agenda of December 4, 2017.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

None.

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

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

Motion by Nowak, seconded by Benson and carried: To suspend the regular meeting and open the Taxation Notification Hearing at 6:15 pm.

Deputy Clerk Crown gave a comprehensive explanation of the taxation / levy process. She explained that Proctor City Tax makes up 29% of the overall property tax. Crown explained the necessary Costs that the City has no control over, and the anticipated Revenues that have been estimated conservatively. She added that the City has strived to

tighten discretionary budgets within the various departments. Overall the levy amount requested is approximately 5.9%.

Discussion that if the sales tax yields exceed anticipated, the excess will be put toward street and park construction projects as the tax use is intended.

Resident Sharon Eck had questions regarding property taxes in her neighborhood, stating that they had concerns while trying to sell their house. Discussion as to the items that contribute to the tax. Eck was encouraged to gather comparable information and meet with County Assessor Worthington for more detail, and also to attend the local Board of Appeals in Proctor next spring.

Motion by Nowak, seconded by DeWall and carried: To close the Taxation Notification Hearing and resume the regular meeting at: 7:00 pm.

***1. COMMUNICATIONS**

A. None

***2. PLANNING AND ZONING DEPARTMENT MATTER**

- A. Item 6A: Rezoning of Parcel 185-0240-00745
- B. Variance Request for relief of setbacks, Kevin Field (18 Dec)

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 11/26/17
- B. Liquor Fund Payroll ended 11/26/17

***4. COMMITTEE REPORTS**

- A. PEDA Meeting Minutes of Tuesday, November 4, 2017
- B. PUC Meeting Minutes of October 10, 2017
- C. Planning and Zoning Minutes October 30, 2017

***5. UNFINISHED BUSINESS**

A. SRO

6. NEW BUSINESS

A. Rezoning of Parcel 185-0240-00745 : See Attached Maps

Property owner John Ortberg explained the front lot of the property, where the house is located, is currently zoned R-1. The rear portion is zoned Suburban. Ortberg requested rezoning to C-1 in order to possibly build a mini-storage facility in the future.

Discussion that the property was properly cleaned prior to purchase; that neighboring property owners were contacted and raised no concerns.

Motion by DeWall, seconded by Nowak and carried (5-0): To allow rezoning of Parcel 185-0240-00745 to C-1.

B. Resolution 51-17: Liquor Store Non Contract Wages

Liquor Store Manager Bill Blackwood asked for a payscale increase for 2017 for the non-affiliated clerks, amounting to a \$.50 increase for minimum wage employees, and adjusted by hours worked for the others. 2018 would have an increase of 2.5%, and 2019 and increase of 3.0%.

Discussion that the employees are all good workers and very cooperative, understanding the liquor store's need to still needs to make a profit.

**CITY OF PROCTOR, MINNESOTA
RESOLUTION 51-17
WAGES FOR NON CONTRACT LIQUOR EMPLOYEES**

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

WHEREAS, the City Council of the City of Proctor, is interested in establishing the wages for those employees of the municipal liquor not covered by a bargaining unit; and,

WHEREAS, in addition to the attached pay scale, and in accordance with the City Code, and Minnesota Statutes, a one dollar an hour (\$1) differential will be paid for all hours worked on Sundays.

NOW, THEREFORE BE IT RESOLVED, that the City Council is increasing the wage of a Non Affiliated/Bargaining unit Municipal Liquor Store staff in accordance with this resolution, attached schedule, City Code, and State Statutes. These positions are non-supervisory.

BE IT FURTHER RESOLVED, the positions do not include city established benefits.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. 51-17 was declared duly passed and adopted this 4th day of December 2017.

Attest: _____

Philip Larson
Mayor

Mark Casey
City Clerk/Administrator

Motion by Nowak, seconded by Benson and carried (5-0): To increase the wages of the non-affiliated bargaining unit at the Liquor Store per attached pay scale.

C. Resolution No. 52-17: Certify Levy 2018

RESOLUTION NO. 52-17

PROPOSED LEVY FOR 2018

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

BE IT RESOLVED, by the City Council of the City of Proctor at a meeting duly held on the 4th day of December, 2017 at 6:00 p.m. in the Council Chambers in City Hall of the City of Proctor for the purpose of setting the proposed levy for the City of Proctor for the year 2018, collectible in the year 2019, as herein proposed; and for hearing any objection or suggestions, if any, as provided by law and the ordinances of the City.

| | |
|------------------------|--------------|
| General Fund | \$ 1,091,522 |
| Bonded Debt | \$ 299,555 |
| Other Debt | \$ 91,044 |

Total Levied by City Council. \$ 1,482,121

Moved by Councilor _____ and supported by Councilor _____
that the foregoing resolution be adopted and certified to the St. Louis County Auditor.

Voting Aye:
Voting Nay:
Absent:

Resolution declared adopted this 4th day of December, 2017.

Mayor

Attest:

Administrator/Treasurer

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To certify the proposed 2018 levy at \$1,482,121.

D. Resolution No. 50-17 Certify Assessments and Liens to the County

**RESOLUTION NO. 50-17
CITY OF PROCTOR
CERTIFY ASSESSMENTS AND LIENS TO COUNTY**

WHEREAS, pursuant to notice duly given as required by law, the City Council has met and passed upon all objections to the proposed assessments for the following improvements of 2001 – 2017 to also include any past due refuse payments:

Westgate Blvd; Ugstad Rd Water and Sewer; 3rd Ave Water and Sewer; 13th Street Water and Sewer; Kirkus Street Road, Water, and Sewer; Grove Street Sewer; 1st Ave Water; 8th Street; Almac Dr Water and Sewer; 4th Street Sewer; Venice Street; Waterview Dr Road, Water, and Sewer; JJ&RT Water Project; Lavaque Rd Water and Sewer; 1st Street Water and Sewer; 2nd and 4th Streets Sewer and Water;

and has amended such proposed assessments as it deems just:

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

1. Such proposed assessments, a copy of which are attached hereto and made a part hereof is hereby accepted and shall constitute the special assessments against the land named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement.
2. Such assessments shall be as follows:
 - a. The assessments shall be payable in equal annual installments including principal and interest extending over a period of five, ten, or fifteen years, with interest at the rate of zero percent (0%) up to six percent (6.0%) per annum, in the amount annually required to pay the principal over such period at such rate, and said installments to be payable with general taxes for the year 2017, collectible with such taxes during the year 2018.
 - b. The owner of the property so assessed may at any time prior to the certification of the assessment to the County Auditor, pay to the City Clerk, and therefore at any time prior to November 15th of any year, pay to the County Auditor the whole of the principal amount of the assessment on such property, provided that no such prepayment shall be accepted without payment of all installments due to and including December 31st of the year of prepayment, and the original principal amount reduced only by the amounts or principal included in such installments computed on an annual authorized basis.
3. The City Clerk shall forthwith transmit a certified duplicate copy of this assessment to the Auditor of Saint County.
4. The past due utility accounts for municipal utility (as the term is defined in the City Code) services be certified by the City Clerk of the City of Proctor, Minnesota to the County Auditor, and the City Clerk in so certifying shall specify the amount thereof, the description of the premises served, and the name of the owner thereof. The amount so certified shall be extended by the County Auditor on the tax rolls against such premises in the same manner as other taxes, and collected by the County Treasurer, and paid to the City along with other taxes.

Moved by Councilperson _____ and supported by Councilperson _____ that the above resolution be adopted.

Voting Aye:

Noting Nay:

Absent: none

WHEREUPON said resolution was adopted this 4th day of December 2017.

Discussion that this is an annual process for the City to certify assessments and liens for listed improvements between 2001 – 2017, including and past refuse assessments, to St. Louis County.

Motion by Larson, seconded by Nowak and carried (5-0): To Certify the Assessments and Liens to the County.

E. Resolution No. 49-17: Accepting Donations To Proctor FD

**CITY OF PROCTOR
RESOLUTION NO. 49-17
RESOLUTION ACCEPTING DONATIONS**

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

WHEREAS, The City of Proctor is generally authorized to accept donations or gifts of real and personal property pursuant to Minnesota Statutes Section 10A.071, 211A.01 and 471.895, and is specifically authorized to accept gifts and bequests for services pursuant to Minnesota Statutes Section stated above; and,

WHEREAS, The persons and entities listed in the Attachment have contributed the certified amounts set forth below to the City of Proctor Fire Department in year 2017; and,

| <u>Name of Donor</u> | <u>Amount</u> |
|----------------------|---------------|
| See Attachment | \$2,400 |

WHEREAS, All such donations have been contributed to thank the city in the establishment and operation of public safety and programs either alone or in cooperation with others, as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered on behalf of Proctor Fire Department.

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

1. The donations described above are accepted and shall be used as recognition for the service of public and programs either alone or in cooperation with others in aiding the community, as allowed by law.

2. The Fire Department is hereby directed to acknowledge the city's receipt of the donation to the donor.

Adopted by the City Council of the City of Proctor on 4th day of December, 2017.

Approved:

Mayor

Attested:

City Clerk

Administrator Casey explained that the Fire Department quite successfully solicits donations from several sources, then submits the list to City and requests the City accept the donations.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0): To Accept the Donations to the Proctor Fire Department.

F. 2018 Towing Permits

Discussion of Towing Permit process. Councilor DeWall abstained from discussion and voting.

Motion by Schwarzbauer, seconded by Nowak and carried (4-0, 1 abstain): To issue Towing Permit to Troy's USA Towing for 2018.

G. Resolution No. 53-17: Support for Raceway Tax Exempt

Chief Gaidis advised the Council, on behalf of Mike McDougall of the Lakehead Racing Association, that when the detachment annexation took place several years ago, bringing the Fairgrounds into the City of Proctor, the Racing Association had to begin paying taxes on the property. Since the Fair Board is tax exempt, and the Racing Association leases their portion from the Fair Board, and because the Raceway has a vested interest in the community, they are requesting that the City formally support their efforts to pursue tax exempt status with the legislature.

Motion by Larson, seconded by DeWall and carried (5-0): To Support the Lakehead Racing Association's efforts to achieve tax exempt status.

7. LABOR AND NEGOTIATIONS

A. LELS

Administrator Casey reported that they are still waiting for a response from the BA for LELS.

MEMBERS CONCERNS:

Benson:

DeWall:

Nowak:

Schwarzbauer:

The Historical Society is requesting an official address, and that address would be 332 1st Street. The 300 block of 1st Street being its actual location and the railroad significance of “332” being the name of a DM steam locomotive.

Mayor: PEDA Sign Loan

Mayor Larson congratulated Benson on the new sign.

Casey: Public Hearing 12/18/17 for the vacation of property

BILLS FOR APPROVAL

General Bills
\$100,726.83

Liquor Bills
\$32,640.78

\$133,367.61 TOTAL BILLS FOR APPROVAL

Motion by Nowak, seconded by Schwarzbauer and carried: To approve the General Fund and Liquor Fund bills list in the amount of \$133,367.61.

ADJOURNMENT

Motion by Nowak, seconded by DeWall and carried: To adjourn the City Council meeting at 7:20 pm.

TIME:_____P.M.

*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, December 18, 2017 – 6:00pm
Council Chambers - Community Activity Center - 100 Pionk Drive**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES

December 4, 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**

**MOTION TO SUSPEND REGULAR MEETING AND OPEN PUBLIC HEARING ON
VACATING PUBLIC STREET -3rd Street South**

***1. COMMUNICATIONS**

- A. Western Lakes Sanitary Sewer District

2. PLANNING & ZONING DEPARTMENT MATTER

- A. Variance (Approved by Planning & Zoning Commission)

***3. CLERK ADVISES COUNCIL**

- A. Government Fund payroll period ended 12/10/17; Liquor Fund payroll ended 12/10/17 (attached).

***4. COMMITTEE REPORT**

A.

5. UNFINISHED BUSINESS

*A. SRO

6. NEW BUSINESS

- A. Resolution 54-17 Vacating of Utility Easement
- B. Resolution 55-17 Vacating of portion of Street
- C. Auditor Contract for 2017 - Wipfli
- D. 2017 Home Occupation Permits (approved by Planning & Zoning)
- E. 2017 Liquor Licenses (approved by Liquor Control)
- F. Fire Department Thermal Camera Purchase
- G. Fire Department Hiring
- H. Next Council Meeting – Tuesday, January 3, 2017
- I. Northland Alert Emergency Notification
- J. Resolution 56-17 Change of Street Name
- K. Resolution 57-17 Support of PUC
- L. Golf 2018 Budget
- M. Sewer 2018 Budget
- N. Liquor 2018 Budget

- O. End of Year Fund Transfers**

7. LABOR AND NEGOTIATIONS ISSUES – Closed Meeting

- A. Updates on Negotiations**

- B. Annexation Request**

- C. Hiring**

6. NEW BUSINESS

- P. Appointment of Vacant Position**

MEMBER CONCERNS

BILLS FOR APPROVAL

ADJOURNMENT

Summary of the Minutes of the regular Proctor City Council meeting held on December 4, 2017
in the Community Center Council Chambers

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

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

OTHERS PRESENT: Mark Casey, City Administrator; Jennifer Crown; John Bray, City Attorney; Nick Greenwood; Eric Bingaman; Jim Aird, Midway Township; Kathy Hannan; Jim Rohweder; Dave and Sharon Eck; John Ortberg

Motion by Schwarzbauer, seconded by Dewall and carried (5-0): To approve the November 20, 2017 Council Meeting Minutes.

Motion by Dewall, seconded by Larson and carried (5-0): To approve the agenda of December 4, 2017.

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

Motion by Nowak, seconded by Benson and carried (5-0): to Suspend the regular council meeting and open the Taxation Notification Hearing at 6:15 p.m. At which time the Deputy Administrator gave a comprehensive explanation of the taxation and levy process and percentages as to where each tax dollar goes.

Motion by Nowak, seconded by DeWall and carried (5-0): to close the Taxation Notification Hearing and resume the regular meeting at 7:00 p.m.

Motion by DeWall, seconded by Nowak and carried (5-0): To allow the rezoning of Parcel 185-0240-00745, property owned by John Ortberg, from R-1-A to C-1.

Motion by Nowak, seconded by Benson and carried (5-0): To pass Resolution 51-17 increasing the pay for non-bargaining unit employees at the municipal liquor to take effect the next pay period.

Motion by Schwarzbauer, and seconded by Dewall and carried (5-0): to pass Resolution 52-17 certifying the levy for 2018. Total levy \$1,482,121

Motion by Larson, seconded by Nowak and carried (5-0): To pass Resolution 50-17 to certify Assessments and Liens to the County.

Motion by Nowak, seconded by Schwarzbauer and carried (5-0): To pass Resolution 49-17 Accepting Donations to the Proctor Fire Department.

Motion by Schwarzbauer, seconded by Nowak and carried (4-0) DeWall abstained from discussion and voting: to pass the 2018 Towing Permits.

Motion by Larson, seconded by DeWall and carried (5-0): To pass Resolution 53-17 Supporting Lakehead Racing Association's efforts to achieve tax exempt status.

Members Concerns: Schwarzbauer spoke on obtaining a new address for the Historical Society Building; Mayor Larson congratulated the Proctor Journal for their new sign. Administrator stated there will be a public hearing at the next council meeting for the Vacating of Property

Motion by Nowak, seconded by Schwarzbauer and carried (5-0) to approve the bills totaling \$133,367.61

Motion by Nowak, seconded by Schwarzbauer and carried (5-0) to adjourn the City Council meeting at 7:20 p.m.

The foregoing is a summary of the meeting minutes. A complete copy can be obtained during regular business hours



2626 Courtland Street
Duluth, MN 55808-1894
phone 218.722.3336
fax 218.727.7471
www.wlssd.com

Western Lake Superior Sanitary District

December 19, 2017

Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155
ATTN: Discharge Monitoring Report

Dear Regulatory Authority:

This cover letter is a summary of Western Lake Superior Sanitary District's Wastewater Treatment Plant Report for November 2017 (as per NPDES/SDS permit MN0049786). An electronic copy of this month's report will be submitted to MPCA. If anyone would like a paper or electronic version of the attachments please contact WLSSD at (218) 722-3336.

The average daily flow to the plant in November was 37 MGD.

The average influent cBOD5 concentration was 174 mg/L and the average effluent concentration was 4.6 mg/L. The cBOD5 removal efficiency for the month of November was 97.3 percent. The average influent and effluent suspended solids concentrations were 178 mg/L and 2.7 mg/L, respectively, providing a monthly suspended solids removal rate of 98.4 percent.

The effluent phosphorous concentration averaged 0.2 mg/L for the month of November.

For the month of November, the effluent's daily maximum mercury concentration was 1.9 ng/L and the monthly average was 1.6 ng/L. WLSSD's reissued NPDES permit stipulates Mercury discharge limitations of 5.8 ng/L for the calendar month average, and 7.4 ng/L for a daily maximum. In milligrams per day, the calendar month average limit is 1062 and the daily maximum limit is 1355. For the month of November, the calendar month average Mercury was 223 mg/d, and the daily maximum was 250 mg/d.

During the month of November, no sewage release occurred related to wet weather.

Page 2
December 19, 2017

The submittal also contains: a daily Detail Discharge Monitoring Report, the Monthly Summary Report, and reports of sewage releases if applicable.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Bohren', with a stylized flourish at the end.

Marianne Bohren
Executive Director

MB/jlm

Attachments

CC: Ms. Alleca Johnson
Ms. Rhonda Peleski
Ms. Lori Stigers
Mr. Caleb Peterson
Mr. Howard Jacobson
Mr. Derek Wolf
Ms. Ruth Jorgenson
Mr. Mark Casey
Mr. John Mulder

PR17-25

11/27/17 - 12/10/17

3A

12/13/17 4:33 PM

Page 1

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 | \$1,632.00 |
| | City Administrator | Municipal Operations | Full-Time Employee Regular | \$3,461.54 |
| | City Administrator | Government Building | Part-Time Employee | \$793.10 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$828.15 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$1,425.80 |
| | City Clerk | Administrative | Full-Time Employee Regular | \$185.60 |
| | City Clerk | Administrative | Full-Time Employee Overtime | \$170.28 |
| | Financial Administration | Accounting | Full-Time Employee Regular | \$2,230.40 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$13,879.09 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$1,782.88 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$1,047.60 |
| | Police | Operations (Police) | Full-Time Employee Regular | \$900.66 |
| | Police | Operations (Police) | Full-Time Employee Overtime | \$3,603.18 |
| | Police | Admin Secretary (Police) | Full-Time Employee Regular | \$18.92 |
| | Police | Admin Secretary (Police) | Full-Time Employee Regular | \$75.68 |
| | Police | Admin Secretary (Police) | Full-Time Employee Regular | \$1,554.48 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$435.84 |
| | Police | Admin Secretary (Police) | Part-Time Employee | \$317.80 |
| | Police | Police Grant Labor | Full-Time Employee Overtime | \$349.20 |
| | Building Inspection | Operations (Bldg Inspection) | Part-Time Employee | \$192.31 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$96.12 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$3,735.01 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$1,343.93 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$273.98 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$234.60 |
| | Streets & Roadways | Street Department | Full-Time Employee Regular | \$891.22 |
| | Streets & Roadways | Street Department | Full-Time Employee Overtime | \$95.31 |
| | Park | City Parks | Full-Time Employee Regular | \$770.81 |
| FUND 100 General Fund | | | | \$42,325.49 |
| Sewer Fund | Public Works | Storm Drainage | Full-Time Employee Regular | \$96.12 |
| | Public Works | Sewer | Full-Time Employee Regular | \$584.62 |
| FUND 500 Sewer Fund | | | | \$680.74 |
| | | | | \$43,006.23 |

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

12/13/17 4:33 PM

Page 1

| FUND Descr | DEPT Descr | ACTIVITY Descr | OBJECT Descr | Amount |
|----------------------|-------------------------|--------------------|----------------------------|------------|
| Liquor Fund | Mountain Spirits Liquor | Manager - Off Sale | Full-Time Employee Regular | \$1,705.60 |
| | Mountain Spirits Liquor | Clerks - Off Sale | Part-Time Employee | \$173.16 |
| | Mountain Spirits Liquor | Clerks - Off Sale | Part-Time Employee | \$2,175.99 |
| FUND 600 Liquor Fund | | | | \$4,054.75 |
| | | | | \$4,054.75 |

CITY OF PROCTOR
Council Packet - Gen/Liq
Pay Group Description: City -BI-wk
Pay Period: 25

12/13/17 4:22 PM
Page 1

| Location Description | Hours | Shift Multiplier | Amount | Pay Group Description |
|--|--------|------------------|------------|-----------------------|
| Location Description POLICE | | | | |
| Shift Multiplier 1.5 | | | | |
| POLICE | 12.00 | 1.5 | \$404.82 | City -BI-wk |
| POLICE | 12.00 | 1.5 | \$404.82 | City -BI-wk |
| POLICE | 8.00 | 1.5 | \$349.20 | City -BI-wk |
| POLICE | 24.00 | 1.5 | \$1,047.60 | City -BI-wk |
| POLICE | 1.50 | 1.5 | \$65.48 | City -BI-wk |
| POLICE | 1.00 | 1.5 | \$32.99 | City -BI-wk |
| POLICE | 11.00 | 1.5 | \$556.22 | City -BI-wk |
| POLICE | 12.00 | 1.5 | \$523.80 | City -BI-wk |
| POLICE | 6.00 | 1.5 | \$170.28 | City -BI-wk |
| POLICE | 12.00 | 1.5 | \$523.80 | City -BI-wk |
| POLICE | 1.00 | 1.5 | \$43.65 | City -BI-wk |
| Shift Multiplier 1.5 | 100.50 | | \$4,122.66 | |
| Location Description Street Department | | | | |
| Shift Multiplier 1.5 | | | | |
| Street Department | 2.25 | 1.5 | \$95.31 | City -BI-wk |
| Shift Multiplier 1.5 | 2.25 | | \$95.31 | |
| Pay Group Description City -BI-wk | 102.75 | | \$4,217.97 | |
| | 102.75 | | \$4,217.97 | |

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) 624-3841 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

RESOLUTION NO. 54-17

A RESOLUTION VACATING UTILITY EASEMENT RESOLUTION OF THE CITY COUNCIL.

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

WHEREAS, the request that the City Council pursuant to Minnesota Statute §412.851 vacate a utility easement adjacent to Third Street South, between Bee street and Kirkus street legally described as:

Easement for utilities running in favor of the City of Proctor, described as the southerly 30' of Lot 22 Blk 1 of Kingsbury Addition to Proctor, running 537.9' feet of thereof

WHEREAS, a public hearing to consider the vacation of such easement was held on the 18th day of December, 2017, before the City Council in the City Hall located at 100 Pionk Drive at 6:00 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 29th day of November, 2017 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest because:

The utility easement is no longer beneficial to the development of property within the immediate vicinity.

The utility easement cannot be maintained by the city.

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

Easement for utilities running in favor of the City of Proctor, described as the southerly 30' of Lot 22 Blk 1 of Kingsbury Addition to Proctor, running 537.9' feet of thereof

Phillp 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

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

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Motion by: _____, Seconded by: _____ and passed by the City Council of Proctor, Minnesota this 18th day of December, 2017.

Mayor

Attested:

:

City Clerk

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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James R. Schwarzbauer

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RESOLUTION NO. 55-17

VACATING PORTIONS OF THIRD STREET SOUTH

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

WHEREAS, the request that the City Council pursuant to Minnesota Statute §412.851 vacate Third Street South, between Bee street and Kirkus street legally described as:

The Northerly 22' and southerly 22' of Third Street South running perpendicular to Almac Drive for 125 feet and ending at Lot 22 Block 1 of Kingsbury Addition to Proctor, Minnesota.

WHEREAS, a public hearing to consider the vacation of such street was held on the 18th day of December, 2017, before the City Council in the City Hall located at 100 Pionk Drive at 6:00 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 29th day of November, 2017 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest because:

The vacation will induce private housing development increasing the tax base of the City of Proctor;
Eliminate a street that after 125 feet dead ends to private property.

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

The Northerly 22' and southerly 22' of Third Street South running perpendicular to Almac Drive for 125 feet and ending at Lot 22 Block 1 of Kingsbury Addition to Proctor, Minnesota are hereby vacated and ownership thereof shall accrue to the adjacent property owners. The City hereby expressly reserves the middle 22' as a public right-of-way.

Phillip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

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James R. Schwarzbauer

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

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Passed by the City Council of Proctor, Minnesota this 18th day of December, 2017.

Voting Aye:

Voting Nay:

Absent:

Mayor

Attested:

City Clerk

November 27, 2017

To the Honorable City Council
City of Proctor
100 Pionk Drive
Proctor, MN 55810

We are pleased to serve as your independent auditors for the City of Proctor for the year ended December 31, 2017. The purpose of this Engagement Letter (this "Letter") is to review certain details of our engagement.

Audit Services

We will audit the financial statements and the related notes to the financial statements of the government activities, business-type activities, each major fund, aggregate remaining fund information of the City of Proctor. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Proctor's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Proctor's RSI in accordance with auditing standards generally accepted in the United States. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Employer's Share of Net Pension Liability

3. Schedule of Employer's Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies City of Proctor's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining Non-major Governmental Fund Statements

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States (GAAP) and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Our report will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit. Our report will be addressed to the Honorable City Council of City of Proctor. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may

arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* does not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there exists an unavoidable risk that some material misstatements or noncompliance may exist and not be detected by us even though our audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and you of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your

responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by auditing standards generally accepted in the United States.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements, and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and you internal control related matters that are required to be communicated under professional standards.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Proctor's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We cannot perform management functions or make management decisions on behalf of your City of Proctor. However, we may provide advice and recommendations to assist management in performing its functions and fulfilling its responsibilities. We may advise management about appropriate accounting principles and their application and may assist in the preparation of the City of Proctor's financial statements, but the responsibility for the financial statements remains with management.

Management Responsibilities

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management and financial information is reliable and

properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with GAAP, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under professional standards, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City of Proctor involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City of Proctor received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

Management is responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include to make the audited financial statements readily

available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

As required by GAAS, at the close of the audit we will request from management certain written confirmation concerning oral and written representations made to us in connection with the audit in order to indicate and document the continuing appropriateness of such representations and reduce the possibility of misunderstanding.

If the City of Proctor intends to reproduce or publish these financial statements, or any portion thereof whether in paper or electronic form subsequent to anticipated year-end filings, and make reference to our firm name in connection therewith, management agrees to provide us with proofs in sufficient time for our review and written approval before printing. If in our professional judgment the circumstances require, we may withhold our approval. The City of Proctor agrees to compensate Wipfli for the time associated with such review.

Assistance to be supplied by your personnel, including the preparation of schedules and analysis of accounts, will be discussed with Jennifer Crown. Timely completion of this work will facilitate the completion of our engagement.

Other

We may prepare a draft of your financial statements and related notes. You will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

Our fees will be billed as work progresses, and progress billings may be submitted. The fee for this engagement will be \$20,500. Our fee has been determined based on our understanding obtained through discussions with you regarding your preparation for the engagement and your current business operations. To the extent we encounter circumstances outside of our expectations that warrant

additional procedures and time, we will communicate that fact and advise you of options and the additional fees necessary to complete the engagement. We expect payment of our billings within 30 days after submission. Interest at the lesser of 1% per month or the maximum rate permitted by law, except where prohibited by law, will be charged on the portion of your balance that is over 30 days.

This engagement includes only those services specifically described in this Letter; any additional services not specified herein will be agreed to in a separate letter. This engagement is separate and discrete from our engagement to audit any prior or future years, and any such engagements are or will be covered by a separate engagement letter. In the event you request us to, or we are required to, respond to a subpoena, court order, government regulatory inquiries, or other legal process against City of Proctor or its management for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this or any prior engagements, you agree to compensate us for all time we expend in connection with such response, at our regular rates, and to reimburse us for all related out-of-pocket costs that we incur.

The working papers prepared in conjunction with our audit are our property and constitute confidential information. They will be retained by us in accordance with our policies and procedures. All of the City of Proctor's original records will be returned to management at the end of this engagement. Our working papers and files are not a substitute for the original records the City of Proctor should retain. We understand that we are authorized to respond directly to inquiries from the cognizant agencies including requests to review audit workpapers. Access to the requested workpapers will be provided to the cognizant agencies under the supervision of Wipfli LLP's audit personnel and at a location designed by our firm. We will notify you of any such inquiries or requests and of our reply thereto.

Deborah J. Medlin will be your audit engagement partner.

Professional and certain regulatory standards require us to be independent, in both fact and appearance. Any discussions that you have with Wipfli personnel regarding employment could pose a threat to our independence. Therefore, we request that you inform us immediately prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

In order for us to remain independent, professional and regulatory standards require us to maintain certain respective roles and relationships with you with respect to any nonattest services we may be asked to perform. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

Whenever possible, each provision of this Letter shall be interpreted in such a manner as to be effective and valid under applicable laws, regulations, or published interpretations, but if any provision is deemed

To the Honorable City Council
City of Proctor
Page 8
November 27, 2017

prohibited, invalid, or otherwise unenforceable, such provision shall be ineffective only to the extent of such prohibition, invalidity, or unenforceability and such revised provision shall be made a part of this Letter. Further, the provisions of the foregoing sentence shall not invalidate the remainder of this Letter. This Letter shall be construed and governed in accordance with laws of the state in which the Wipfli office issuing this Letter is located, as determined by the address indicated on this Letter, and proper jurisdiction and venue for any matter hereunder shall be the state or federal courts of that state.

If the above terms are acceptable to you and the services outlined are in accordance with your requirements, please return a signed copy of this Letter to us.

We look forward to our continued association with you and your staff and appreciate the opportunity to serve you. Please do not hesitate to call us if you have any questions about the work we are to perform or any other aspect of the services we can provide.

Sincerely,

Wipfli LLP

Wipfli LLP

ACCEPTED: CITY OF PROCTOR

By: _____

(Print Name and Title)

Date: _____

JLS/trl
Enc.
204183

2018 HOME OCCUPATION PERMITS

Bills Gun Repair
9427 Westgate Blvd #5
Proctor, MN 55810

Birch Hill Kennels
436 St. Louis River Road
Proctor, MN 55810

Northern Lights Disc Golf Design, LLC
49-5th Street
Proctor, MN 55810

GGF Enterprises, LLC
1225 3rd Avenue
Proctor, MN 55810

2018 Liquor License Permits

Lakehead Racing Association
Proctor Speedway
800 Boundary Avenue

Derailed Sports Bar
501-3rd Avenue

Proctor Moose Lodge
415-3rd Avenue

Keyboard Lounge
224-3rd Avenue

Proctor Golf Course
25 Al Shoberg Drive

Powerhouse Bar
423-3rd Avenue

Blackwoods of Proctor
195 US Hwy 2

Proctor Pit Stop Bar & Lounge Inc.
3-6th Street

Island Investment
Best Western Plus Spirit Mountain
9330 W. Skyline Parkway

Proctor Video
200-4th Street

6F

Grand Forks Fire Equipment LLC

921 N 3rd St
 Grand Forks ND 58203
 800-743-6463 701-746-6463
 [fax] 701-746-6464



Estimate

| Date | Estimate # |
|-----------|------------|
| 12/6/2017 | 2411 |

| Name / Address |
|--|
| Proctor Fire Department 223 5th ave Proctor MN 55810 |

| | | Rep | Project |
|--|-----|--------------|-------------------|
| | | | |
| Description | Qty | Cost | Total |
| Cairns 664 Modern Helmet configured matrix, 1-red 4-yellow 2-white | 7 | 180.00 | 1,260.00 |
| Black Diamond 9451 Kevlar Nomex Boot 1-11m 1-7m 1-13w 1-6m 2-10m 1-9m | 7 | 140.00 | 980.00 |
| protech 8 fusion, short cuff 2-xlg 2-2xlg 2-large 2-med 2-small | 10 | 64.00 | 640.00 |
| Cestus Deep Grip extrication glove, 2-xlg 2-2xlg 2-large 2-medium s-small | 10 | 35.00 | 350.00 |
| Subtotal | | | 3,230.00 |
| Flir K45 thermal imaging camera kit | 1 | 4,155.00 | 4,155.00 |
| Flir K45 truck mount charger | 1 | 699.00 | 699.00 |
| all of the gear and half of the camera [2427.00] will bill to city, with \$1142.21 credit coming off of that \$2477 [other half of camera] billing separately | | | |
| | | Total | \$8,084.00 |

Customer Signature _____



EQUIPMENT

✓ You added Flir Thermal Imaging Camera-K45 to your shopping cart.

Sort By



8 Items



Flir Thermal Imaging Camera-K2

\$1,385.00



Flir Thermal Imaging Camera-K65 NFPA

\$6,995.00



Flir Thermal Imaging Camera-K45

\$4,155.00



Flir Thermal Imaging Camera-K33

\$3,085.00



www.jeffersonfire.com

| | |
|---|--------------------|
| | Order |
| | Quotation |
| X | Ship Complete |
| | Deliver |
| | Ship |
| | FOB Destination |
| | FOB Middleton/MT |
| | RGALInventory Adj. |

Date Rec'd

[illegible]

| | |
|----------|------------|
| Shipping | \$0.00 |
| Subtotal | \$4,645.00 |
| Tax | \$0.00 |
| Total | \$4,645.00 |

12/6/17

Accepted 10/26/17

LG

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)* |
| | DesMara's | Phillip | R | |
| Street Address | 6418 E. Lincoln St. | | | |
| City, State, Zip | Duluth, MN 55807 | | | |
| Phone Number | 218-591- | | Alternate Phone | |
| Email | DesMara's. Phillip @ | | | |

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

Hiring Committee met 12/6/17 - All wanted to hire.

Educational Information

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

| School Name | Address | Course of study | Degree |
|-------------------------------------|---------|---------------------|--------------------|
| High School: Duluth Duffell | | | GED |
| College: St. Scholastica | | Exercise Physiology | Bachelors |
| Graduate School: St. Scholastica | | Exercise Physiology | Masters of Science |
| Technical/Vocational: | | | |
| Other: | | | |
| Other: | | | |

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

CPR + First Aid

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

CPR + First Aid

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 Physio-Control | Name of last supervisor Dave Purdy | Hrs/Week 40 |
| Address 11 E. Superior St. 310 | Start Date Nov. 2011 | Starting Salary 36,000 |
| City, State, Zip Duluth, MN, 55807 | End Date Oct. 2017 | Final Salary 50,000 |
| Phone Number 218 625-7226 | Last job title Wellness Coordinator | |
| Reason for leaving (be specific): Position eliminated due to company being bought out. | | |
| Describe your work in this job: Coordinate all activities involved with company's wellness program. Create exercise programs, Implement company challenges, Lead fitness classes, Measure and track employee V.Yals. | | |
| May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |

| | | |
|---|---|----------------------------|
| Company City of Duluth | Name of last supervisor Doug Rosas | Hrs/Week 40 |
| Address 411 W. 1st St | Start Date May 2007 | Starting Salary \$11/HR |
| City, State, Zip Duluth, MN 55802 | End Date Sept. 2008 | Final Salary \$11/HR |
| Phone Number 218-730-5100 | Last job title Street Maintenance Worker | |
| Reason for leaving (be specific): Temporary / Seasonal Job | | |
| Describe your work in this job: Operate machinery and tools used in repairing and patching streets and alleys. | | |
| May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |

Unsalariesd 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).

Volunteered at Essential Health in Duluth in the Cardiac Rehab department. Gained knowledge and experience with blood pressure reading and Cardiac Rehab.

Military Experience

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

Describe your duties:

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

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

Authorization

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

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

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

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

Signature

Date

Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Proctor appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Volunteer Fire Fighter

Gender: ☒ Male ☐ Female

With which racial/ethnic group do you identify?

- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ American Indian or Alaskan Native through Tribal affiliation or community recognition
- ☒ Caucasian/White
- ☐ Asian
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? ☐ Yes ☒ No

From: Jake Benson
Date: Dec. 12, 2017
Re: Northland Alert emergency notification system

Northland Alert was recently launched by St. Louis County. It is a new emergency communication tool offering faster notification directly to the public.

While larger cities must pay to participate it will be free to Proctor according to St. Louis County's Emergency Management Coordinator.

In an emergency situation the Integrated Public Alert and Warning System allows an emergency text message to be sent to all cell phones within a designated area

Northland Alert includes a free subscription option for people who would like to receive alerts about other important - but not necessarily life threatening - situations.

The alerts can be delivered by text, email or automated phone call. Anyone wishing to subscribe can visit northlandalert.com.

New Emergency Notification System, Northland Alert, Launched



DULUTH, Minn. – A new emergency communication tool in the Northland is allowing residents and the public to be notified of emergency situations right on their phones.

The new tool, Northland Alert, has two parts.

The first is an Integrated Public Alert and Warning System (IPAWS), which allows an emergency text message to be sent to all cell phones within a designated area. The message would provide details of the emergency, as well as instructions on what actions to take, such as to evacuate, shelter in place, or other steps to protect oneself. This is an automatic notification service, no subscription is required as it is sent out through the county's 911 Emergency Communications Center.

The other is a free subscription option for those who would like to receive alerts about other important situations like weather conditions, road closures or missing persons reports. People can choose how these alerts are delivered, whether by text, email, or automated phone call. Other options will include which agencies sent out the alerts – St. Louis County, Duluth, Hermantown, Hibbing, and Virginia.

Anyone interested in signing up for the subscription can visit northlandalert.com

Philip G. Larson
Mayor

Mark Casey
Administrator

City of Proctor

You Have A Place In Proctor

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

100 Pionk Drive • Proctor, Minnesota 55810-1700 • (218) 824-3641 • Fax (218) 824-9459 • email: cityhall@proctormn.gov

RESOLUTION NO. 56-17

CHANGING THE NAME OF STREET

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

WHEREAS, the owners, (the City), along with the Proctor Historical Museum, have requested the name of the street running east to west in between US Highway 2 and Pionk Drive, be changed to first (1st) street 300 block; and,

WHEREAS, County and City representatives have confirmed that the name of 1st Street on the 300 block, is not duplicated in the corporate limits of the Municipality; and,

WHEREAS, County and City representatives do not have a concern with the name change as requested.

NOW THEREFORE BE IT RESOLVED, the name of Pionk Drive between US Highway 2 and Pionk Drive, be renamed to 1st Street on the 300 block and be effective upon adoption of this resolution.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. 56-17 was declared duly passed and adopted this 18th day of December, 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

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

100 Plonk Drive • Proctor, Minnesota 55810-1700 • (218) 824-3841 • Fax (218) 824-9458 • email: cityhall@proctormn.gov

Resolution 57-17

SUPPORT PROCTOR PUBLIC UTILITIES COMMISSION APPEAL TO MINNESOTA PUBLIC UTILITIES COMMISSION

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

WHEREAS, Proctor Public Utilities Commission (PUC) along with Hermantown and Rice Lake, purchases its potable water from the City of Duluth Public Utilities; and,

WHEREAS, Duluth is imposing a rate increase of 4.7% each year for the next six years; and,

WHEREAS, the PUC has disputed this rate increase to the City of Duluth PUC many times with no verifiable response to the increases by the City of Duluth PUC; and,

WHEREAS, PUC has made a motion at a regular meeting of 11 December, 2018, to pursue through an appeals process to the Minnesota Public Utilities Commission; and,

WHEREAS, in partnership with the City of Hermantown and Rice Lake, is looking for support of their motion from the City Council of Proctor.

NOW, THEREFORE, BE IT RESOLVED, The City Council of Proctor is in full support of the Public Utilities Commission to appeal to Minnesota Public Utilities Commission, the water rate increases imposed by the City of Duluth's Public Utility Commission.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution 57-17 was declared duly passed and adopted this 18th day of December, 2017.

Phil Larson
Mayor

Attest: _____

Mark Casey
Administrator

2017 City of Proctor Golf Contributions

| Acct Description | Amount | Tran Date |
|--|-------------|------------|
| July Electric Utilities | \$ 1,972.41 | 7/13/2017 |
| June Electric Utilities | \$ 661.52 | 6/15/2017 |
| April Filing Sales and Use Tax | \$ 1,896.19 | 6/6/2017 |
| June Filing Sales and Use Tax | \$ 1,914.00 | 7/18/2017 |
| May Electric Utilities | \$ 1,429.32 | 5/31/2017 |
| May Filing Sales and Use Tax | \$ 1,140.00 | 6/20/2017 |
| August Electric Utilities | \$ 2,355.78 | 8/18/2017 |
| September Electric Utilities | \$ 2,076.85 | 9/14/2017 |
| Disposal Hartels Bill | \$ 189.13 | 9/15/2017 |
| July Filing Sales and Use Tax | \$ 2,162.00 | 8/21/2017 |
| August Filing Sales and Use Tax | \$ 2,090.00 | 9/20/2017 |
| September Filing Sales and Use Tax | \$ 1,451.00 | 9/20/2017 |
| October Electric Utilities | \$ 1,242.83 | 9/20/2017 |
| August Phone | \$ 305.44 | 8/10/2017 |
| September Expense Reimbursement | \$ 1,181.21 | 11/2/2017 |
| November Winterize Course ? | \$ 1,526.34 | 11/16/2017 |
| Annual Bank Fees -- | \$ 1,224.11 | 12/31/2017 |
| Annual Insurance <i>CHHS says he owes</i> | \$ 3,438.93 | 12/31/2017 |

TOTAL:

\$ 28,257.06

After Trust Water Reimbursement

\$ 20,481.59

6M

CITY OF PROCTOR

Expenditure Budget Worksheet - Sewer

 12/14/17 10:27 AM
 Page 1

| Account Descr | 2015 Amt | 2016 Budget | 2016 Amt | 2017 Budget | 2017 YTD Amt | 2018 Budget | Underline |
|---|-------------|-------------|------------|-------------|--------------|-------------|-----------|
| FUND 500 Sewer Fund | | | | | | | |
| E 500-300-43150-101 Full-Time Employee Reg | \$11,648.11 | \$8,148.00 | \$8,505.06 | \$8,351.70 | \$7,536.80 | \$8,148.00 | |
| E 500-300-43150-102 Full-Time Employee Over | \$0.00 | \$363.00 | \$0.00 | \$372.08 | \$0.00 | \$363.00 | |
| E 500-300-43150-121 PERA Contribution | \$873.59 | \$617.00 | \$637.93 | \$632.43 | \$565.25 | \$617.00 | |
| E 500-300-43150-122 FICA Contribution | \$772.15 | \$528.00 | \$527.05 | \$541.20 | \$463.67 | \$528.00 | |
| E 500-300-43150-125 Medicare | \$168.85 | \$124.00 | \$123.26 | \$127.10 | \$108.42 | \$124.00 | |
| E 500-300-43150-227 Utility System Mnt Suppl | \$3,714.96 | \$3,500.00 | \$2,477.50 | \$3,500.00 | \$1,609.96 | \$3,500.00 | |
| E 500-300-43150-303 Engineering Fees | \$0.00 | \$3,000.00 | \$0.00 | \$3,000.00 | \$4,970.98 | \$3,000.00 | |
| E 500-300-43150-315 Contractor | \$4,620.00 | \$10,000.00 | \$7,326.65 | \$10,000.00 | \$34,292.67 | \$10,000.00 | |
| E 500-300-43150-319 Other Professional Servc | \$122.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43150-325 Wastshed Festival | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43150-335 Training Expense | \$68.95 | \$300.00 | \$300.00 | \$300.00 | \$0.00 | \$300.00 | |
| E 500-300-43150-580 Other Equipment Purcha | \$3,499.99 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43252-227 Utility System Mnt Suppli | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43252-315 Contractor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-101 Full-Time Employee Reg | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-103 Part-Time Employee | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-121 PERA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-122 FICA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-125 Medicare | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-201 Office Supplies & Experts | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-219 Misc Operating Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-240 Small Tools and Minor Eq | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-304 Legal Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-309 Computer Misc Expense | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-312 Meeting Expense | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-315 Contractor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-319 Other Professional Servc | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-322 Postage | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-331 Travel & Lodging Experts | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43300-352 Gen Notices & Pub Infor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43350-101 Full-Time Employee Reg | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43350-103 Part-Time Employee | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43350-121 PERA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43350-122 FICA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-43350-125 Medicare | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-101 Full-Time Employee Reg | \$8,482.50 | \$8,148.00 | \$6,757.79 | \$8,351.70 | \$5,934.34 | \$8,148.00 | |
| E 500-300-44000-102 Full-Time Employee Over | \$34.65 | \$363.00 | \$0.00 | \$372.08 | \$160.55 | \$363.00 | |

CITY OF PROCTOR

Expenditure Budget Worksheet - Sewer

| Account Descr | 2015 Amt | 2016 Budget | 2016 Amt | 2017 Budget | 2017 YTD Amt | 2018 Budget | Underline |
|--|--------------|--------------|--------------|--------------|--------------|--------------|-----------|
| E 500-300-44000-103 Part-Time Employee | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-121 PERA Contribution | \$638.94 | \$617.00 | \$506.86 | \$632.43 | \$457.14 | \$617.00 | |
| E 500-300-44000-122 FICA Contribution | \$528.05 | \$528.00 | \$418.93 | \$541.20 | \$375.83 | \$528.00 | |
| E 500-300-44000-125 Medicare | \$123.48 | \$124.00 | \$98.00 | \$127.10 | \$87.91 | \$124.00 | |
| E 500-300-44000-151 Worker s Comp Insur Pre | \$2,509.06 | \$2,000.00 | \$2,757.07 | \$2,000.00 | \$570.00 | \$2,000.00 | |
| E 500-300-44000-212 Fuels | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-219 Misc Operating Supplies | \$5,765.22 | \$1,500.00 | \$1,817.32 | \$1,500.00 | \$1,544.87 | \$1,500.00 | |
| E 500-300-44000-220 Safety Items | \$151.03 | \$100.00 | \$0.00 | \$100.00 | \$104.55 | \$100.00 | |
| E 500-300-44000-221 Equipment Parts | \$6.03 | \$300.00 | \$0.00 | \$300.00 | \$44.37 | \$300.00 | |
| E 500-300-44000-222 Tires | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-225 Gravel & Sand | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-227 Utility System Mnt Suppli | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-240 Small Tools and Minor Eq | \$1,065.86 | \$1,000.00 | \$699.83 | \$1,000.00 | \$401.10 | \$1,000.00 | |
| E 500-300-44000-263 Interest Expense | \$219.40 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-301 Auditing and Accounting | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-304 Legal Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-307 Management Fees | \$2,496.00 | \$2,544.00 | \$2,496.00 | \$2,544.00 | \$2,288.00 | \$2,544.00 | |
| E 500-300-44000-312 Meeting Expense | \$0.00 | \$50.00 | \$0.00 | \$50.00 | \$0.00 | \$50.00 | |
| E 500-300-44000-315 Contractor | \$53,219.75 | \$33,300.00 | \$27,692.84 | \$33,300.00 | \$41,285.70 | \$33,300.00 | |
| E 500-300-44000-319 Other Professional Servic | \$2,040.60 | \$2,500.00 | \$1,315.35 | \$2,500.00 | \$8,235.44 | \$2,500.00 | |
| E 500-300-44000-321 Telephone | \$796.30 | \$800.00 | \$820.23 | \$800.00 | \$758.87 | \$800.00 | |
| E 500-300-44000-331 Travel & Lodging Expers | \$336.37 | \$800.00 | \$386.65 | \$800.00 | \$0.00 | \$800.00 | |
| E 500-300-44000-333 Freight and Express | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-335 Trailing Expense | \$2,249.81 | \$800.00 | \$0.00 | \$800.00 | \$0.00 | \$800.00 | |
| E 500-300-44000-343 Advertising - Bids | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-361 General Liability Insuranc | \$2,312.01 | \$2,500.00 | \$2,323.49 | \$2,500.00 | \$1,665.85 | \$2,500.00 | |
| E 500-300-44000-362 Property Insurance | \$555.28 | \$750.00 | \$997.66 | \$750.00 | \$792.35 | \$750.00 | |
| E 500-300-44000-381 Electric Utilities | \$676.03 | \$1,000.00 | \$713.15 | \$1,000.00 | \$924.47 | \$1,000.00 | |
| E 500-300-44000-385 Sewer - W/SSD Billing | \$287,378.00 | \$290,000.00 | \$289,735.00 | \$297,000.00 | \$276,066.20 | \$290,000.00 | |
| E 500-300-44000-387 PUC Collection Fee | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-388 Sewer Credit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-392 Midway Sewer Fee | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-401 Bldg Repair & Maint | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-404 Mach & Equip Repair | \$0.00 | \$250.00 | \$0.00 | \$250.00 | \$0.00 | \$250.00 | |
| E 500-300-44000-406 Pest Control | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-410 Hydrant Rental | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-416 Machinery Rental | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-420 Depreciation | \$96,967.16 | \$90,755.00 | \$96,967.16 | \$90,755.00 | \$88,886.56 | \$90,755.00 | |
| E 500-300-44000-433 Dues & Subscriptions | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |

CITY OF PROCTOR

Expenditure Budget Worksheet - Sewer

| Account Descr | 2015 Amt | 2016 Budget | 2016 Amt | 2016 Budget | 2017 YTD Amt | 2018 Budget | Underline |
|--|-------------|-------------|-------------|-------------|--------------|-------------|-----------|
| E 500-300-44000-438 Licenses | \$46.00 | \$150.00 | \$0.00 | \$150.00 | \$423.00 | \$150.00 | |
| E 500-300-44000-439 Permits | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-570 Office Equip & Furnishing | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-580 Other Equipment Purcha | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-602 Other Long-Term Oblig P | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44000-720 Operating Transfer | \$80,300.00 | \$80,300.00 | \$80,300.00 | \$80,300.00 | \$0.00 | \$80,300.00 | |
| E 500-300-44000-999 Miscellaneous | \$0.00 | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 | \$5,000.00 | |
| E 500-300-44100-101 Full-Time Employee Reg | \$661.35 | \$1,811.00 | \$931.98 | \$1,811.00 | \$588.83 | \$1,811.00 | |
| E 500-300-44100-102 Full-Time Employee Over | \$108.74 | \$81.00 | \$407.33 | \$81.00 | \$113.09 | \$81.00 | |
| E 500-300-44100-121 PERA Contribution | \$57.72 | \$138.00 | \$100.47 | \$138.00 | \$52.64 | \$138.00 | |
| E 500-300-44100-122 FICA Contribution | \$47.71 | \$118.00 | \$83.00 | \$118.00 | \$43.51 | \$118.00 | |
| E 500-300-44100-125 Medicare | \$11.15 | \$28.00 | \$19.40 | \$28.00 | \$10.16 | \$28.00 | |
| E 500-300-44100-219 Misc Operating Supplies | \$415.13 | \$600.00 | \$1,272.50 | \$600.00 | \$0.00 | \$600.00 | |
| E 500-300-44100-220 Safety Items | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44100-221 Equipment Parts | \$0.00 | \$100.00 | \$0.00 | \$100.00 | \$0.00 | \$100.00 | |
| E 500-300-44100-227 Utility System Maint Suppl | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44100-319 Other Professional Servic | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44100-321 Telephone | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44100-352 Gen Notices & Pub Infor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44100-404 Mach & Equip Repair | \$2,800.00 | \$12,000.00 | \$2,393.01 | \$12,000.00 | \$13,872.58 | \$12,000.00 | |
| E 500-300-44100-443 Security Systems | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44100-580 Other Equipment Purcha | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44110-315 Contractor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44150-303 Engineering Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44150-315 Contractor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44150-352 Gen Notices & Pub Infor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-44150-438 Licenses | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-49980-710 Residual Equity Transfer | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-50010-101 Full-Time Employee Reg | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-50010-121 PERA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-50010-122 FICA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-50010-125 Medicare | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-50020-101 Full-Time Employee Reg | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-50020-121 PERA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-50020-122 FICA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-50020-125 Medicare | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-50030-101 Full-Time Employee Reg | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-50030-121 PERA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-50030-122 FICA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |

CITY OF PROCTOR

Expenditure Budget Worksheet - Sewer

12/14/17 10:27 AM
Page 4

| Account Descr | 2015 Amt | 2016 Budget | 2016 Amt | 2016 Budget | 2017 YTD Amt | 2018 Budget | Underline |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------|
| E 500-300-50030-125 Medicare | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-73000-227 Utility System Maint Suppl | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-73000-315 Contractor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 500-300-73000-317 Rehabilitation Expense | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| FUND 500 Sewer Fund | \$578,437.93 | \$567,635.00 | \$541,908.47 | \$575,124.00 | \$495,235.66 | \$567,635.00 | |
| | \$578,437.93 | \$567,635.00 | \$541,908.47 | \$575,124.00 | \$495,235.66 | \$567,635.00 | |

CITY OF PROCTOR

Revenue Budget Worksheet - Sewer

| Account Descr | 2015 Amt | 2016 Budget | 2016 Amt | 2016 Budget | 2017 YTD Amt | 2018 Budget | UnderLine |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------|
| FUND 500 Sewer Fund | | | | | | | |
| R 500-300-33160 Federal Grants | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-33165 State Grants | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-33170 Other Grant Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-34112 Sale of Property | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-34114 Reimb - Bills Paid by City | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-34180 Private Connection Fees Rec | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-34181 Private Connection Fees Dist | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-34198 WLLSD Sewer Hook up Fee | \$1,015.20 | \$0.00 | \$1,128.00 | \$0.00 | \$3,760.00 | \$0.00 | |
| R 500-300-34199 Miscellaneous Revenue | \$900.00 | \$0.00 | \$3,613.00 | \$0.00 | \$1,200.00 | \$0.00 | |
| R 500-300-36101 Spec Assess - Principal | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$997.90 | \$0.00 | |
| R 500-300-36102 Spec Assess -Penalt & Intrest | \$12.54 | \$0.00 | \$179.97 | \$0.00 | \$5.12 | \$0.00 | |
| R 500-300-36103 Spec Assess-NonI bonded | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-36210 Interest Earnings | \$1,033.95 | \$0.00 | \$3,516.88 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-36230 Crtbns & Dnts from Priv Sor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-36231 Contr & Dnts Wrtshrd Festiv | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-36240 Crtbns from Other Gov Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-37114 Reimb - Work Done by City | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-37165 Galy/Loss Disposal Fixed Ass | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-37200 Sewer Charges | \$594,820.85 | \$560,000.00 | \$579,150.32 | \$560,000.00 | \$420,094.72 | \$566,635.00 | |
| R 500-300-37210 Sewer Surcharge | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 500-300-37260 Penalties | \$1,100.00 | \$1,000.00 | \$1,200.00 | \$1,000.00 | \$900.00 | \$1,000.00 | |
| FUND 500 Sewer Fund | \$598,982.54 | \$561,000.00 | \$588,788.17 | \$561,000.00 | \$426,957.74 | \$567,635.00 | |

62

CITY OF PROCTOR

Expenditure Budget Worksheet - Liquor

| Account Descr | 2015 Amt | 2016 Budget | 2016 Amt | 2016 Budget | 2017 YTD Amt | 2018 Budget | Underline |
|---|--------------|--------------|--------------|--------------|--------------|--------------|-----------|
| FUND 600 Liquor Fund | | | | | | | |
| E 600-620-49750-251 Liquor Purchases | \$210,024.91 | \$227,500.00 | \$219,786.12 | \$227,500.00 | \$215,814.15 | \$227,500.00 | |
| E 600-620-49750-252 Beer Purchases | \$372,199.90 | \$405,000.00 | \$346,818.39 | \$405,000.00 | \$340,139.02 | \$405,000.00 | |
| E 600-620-49750-253 Wine Purchases | \$61,626.73 | \$69,000.00 | \$61,827.96 | \$69,000.00 | \$51,012.58 | \$69,000.00 | |
| E 600-620-49750-254 Soft Drinks and Mix | \$8,109.57 | \$9,000.00 | \$7,932.15 | \$9,000.00 | \$7,743.20 | \$9,000.00 | |
| E 600-620-49750-258 Misc Merchandise | \$813.63 | \$1,000.00 | \$214.58 | \$1,000.00 | \$4,467.45 | \$1,000.00 | |
| E 600-620-49750-259 Bottle Deposit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49750-260 Keg Deposit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49751-101 Full-Time Employee Reg | \$42,947.04 | \$43,500.00 | \$43,639.20 | \$43,500.00 | \$40,081.60 | \$43,500.00 | |
| E 600-620-49751-102 Full-Time Employee Over | \$3,304.04 | \$1,500.00 | \$2,398.30 | \$1,500.00 | \$1,742.93 | \$1,500.00 | |
| E 600-620-49751-121 PERA Contribution | \$10,698.80 | \$3,200.00 | \$53,368.83 | \$3,200.00 | \$3,136.83 | \$3,200.00 | |
| E 600-620-49751-122 FICA Contribution | \$2,867.56 | \$2,700.00 | \$2,848.05 | \$2,700.00 | \$2,583.28 | \$2,700.00 | |
| E 600-620-49751-125 Medicare | \$670.66 | \$620.00 | \$666.07 | \$620.00 | \$604.16 | \$620.00 | |
| E 600-620-49752-102 Full-Time Employee Over | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49752-103 Part-Time Employee | \$53,541.30 | \$55,000.00 | \$57,371.14 | \$55,000.00 | \$56,137.44 | \$55,000.00 | |
| E 600-620-49752-105 Employee Overtime | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49752-121 PERA Contribution | \$4,671.55 | \$4,450.00 | \$4,073.43 | \$4,450.00 | \$3,930.19 | \$4,482.00 | |
| E 600-620-49752-122 FICA Contribution | \$3,319.61 | \$3,400.00 | \$3,557.00 | \$3,400.00 | \$3,480.53 | \$3,400.00 | |
| E 600-620-49752-125 Medicare | \$776.36 | \$800.00 | \$831.87 | \$800.00 | \$813.92 | \$800.00 | |
| E 600-620-49760-131 Employer Paid Health Ins | \$20,445.00 | \$15,960.00 | \$13,840.27 | \$15,960.00 | \$13,183.43 | \$15,960.00 | |
| E 600-620-49760-142 Unemploy Comp Benefit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49760-151 Worker's Comp Insur Pre | \$2,246.88 | \$1,900.00 | \$2,045.62 | \$1,900.00 | \$0.00 | \$1,900.00 | |
| E 600-620-49760-152 Worker's Comp Benefit P | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49760-160 Liability Insurance For E | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49760-201 Office Supplies & Expens | \$331.81 | \$600.00 | \$493.84 | \$600.00 | \$507.79 | \$600.00 | |
| E 600-620-49760-219 Misc Operating Supplies | \$6,559.17 | \$6,000.00 | \$3,349.14 | \$6,000.00 | \$3,693.84 | \$6,000.00 | |
| E 600-620-49760-261 Tax & License | \$40.00 | \$20.00 | \$20.00 | \$20.00 | \$20.00 | \$20.00 | |
| E 600-620-49760-262 Bad Debt Expense | \$538.10 | \$400.00 | \$405.61 | \$400.00 | \$0.00 | \$400.00 | |
| E 600-620-49760-263 Interest Expense | \$6,000.00 | \$0.00 | \$5,677.40 | \$0.00 | \$5,345.12 | \$0.00 | |
| E 600-620-49760-264 Property Insurance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49760-265 Inventory Breakeage and | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49760-304 Legal Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49760-307 Management Fees | \$3,500.00 | \$3,500.00 | \$3,504.00 | \$3,500.00 | \$3,204.00 | \$3,500.00 | |
| E 600-620-49760-309 Computer Misc Expense | \$8,582.59 | \$2,500.00 | \$1,318.30 | \$2,500.00 | \$553.69 | \$2,500.00 | |
| E 600-620-49760-312 Meeting Expense | \$0.00 | \$100.00 | \$0.00 | \$100.00 | \$0.00 | \$100.00 | |
| E 600-620-49760-319 Other Professional Servic | \$12,879.97 | \$1,000.00 | \$1,404.12 | \$1,000.00 | \$523.37 | \$1,000.00 | |
| E 600-620-49760-321 Telephone | \$2,418.45 | \$2,200.00 | \$2,553.81 | \$2,200.00 | \$1,646.02 | \$2,200.00 | |
| E 600-620-49760-322 Postage | \$190.30 | \$200.00 | \$175.39 | \$200.00 | \$135.84 | \$200.00 | |

CITY OF PROCTOR Expenditure Budget Worksheet - Liquor

| Account Descr | 2015 Amt | 2016 Budget | 2016 Amt | 2016 Budget | 2017 YTD Amt | 2018 Budget | Underline |
|--|-------------|-------------|-------------|-------------|--------------|-------------|-----------|
| E 600-620-49760-331 Travel & Lodging Expers | \$140.88 | \$100.00 | \$0.00 | \$100.00 | \$0.00 | \$100.00 | |
| E 600-620-49760-333 Freight and Express | \$5,966.22 | \$7,500.00 | \$6,073.81 | \$7,500.00 | \$5,585.86 | \$7,500.00 | |
| E 600-620-49760-335 Training Expense | \$0.00 | \$300.00 | \$127.44 | \$300.00 | \$0.00 | \$300.00 | |
| E 600-620-49760-342 Advertising - Enterprises | \$519.73 | \$3,000.00 | \$1,184.45 | \$3,000.00 | \$5,324.37 | \$3,000.00 | |
| E 600-620-49760-352 Gen Notices & Pub Infor | \$1,996.34 | \$2,000.00 | \$1,308.78 | \$2,000.00 | \$0.00 | \$2,000.00 | |
| E 600-620-49760-361 General Liability Insuranc | \$3,193.13 | \$4,500.00 | \$2,974.33 | \$4,500.00 | \$4,333.27 | \$4,500.00 | |
| E 600-620-49760-362 Property Insurance | \$1,807.00 | \$3,500.00 | \$2,116.81 | \$3,500.00 | \$13,832.94 | \$3,500.00 | |
| E 600-620-49760-380 Utilities | \$6,398.38 | \$7,000.00 | \$6,663.30 | \$7,000.00 | \$7,045.57 | \$7,000.00 | |
| E 600-620-49760-384 Refuse Disposal | \$0.00 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | |
| E 600-620-49760-401 Bldg Repair & Maint | \$3,851.80 | \$2,000.00 | \$2,603.87 | \$2,000.00 | \$1,322.52 | \$2,000.00 | |
| E 600-620-49760-404 Mach & Equip Repair | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | |
| E 600-620-49760-405 Maintenance Agreement | \$1,425.05 | \$1,500.00 | \$0.00 | \$1,500.00 | \$1,877.08 | \$1,500.00 | |
| E 600-620-49760-406 Pest Control | \$0.00 | \$400.00 | \$81.02 | \$400.00 | \$0.00 | \$400.00 | |
| E 600-620-49760-420 Depreciation | \$15,915.43 | \$6,635.00 | \$15,915.45 | \$6,635.00 | \$13,327.64 | \$6,635.00 | |
| E 600-620-49760-431 Cash Short (Over) | \$43.14 | \$100.00 | -\$751.68 | \$100.00 | \$1,190.12 | \$100.00 | |
| E 600-620-49760-432 Bank Charges | \$230.00 | \$200.00 | \$260.00 | \$200.00 | \$270.00 | \$200.00 | |
| E 600-620-49760-433 Dues & Subscriptions | \$790.00 | \$800.00 | \$875.00 | \$800.00 | \$875.00 | \$800.00 | |
| E 600-620-49760-435 Books & Pamphlets | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49760-441 Credit Card Service fees | \$11,699.01 | \$11,000.00 | \$12,687.38 | \$11,000.00 | \$12,322.35 | \$11,000.00 | |
| E 600-620-49760-443 Security Systems | \$3,467.83 | \$1,000.00 | \$1,178.54 | \$1,000.00 | \$1,160.46 | \$1,000.00 | |
| E 600-620-49760-490 Donations to Civic Organi | \$44.00 | \$0.00 | \$44.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49760-580 Other Equipment Purcha | \$0.00 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | |
| E 600-620-49760-710 Residual Equity Transfer | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-49760-720 Operating Transfer | \$3,300.00 | \$5,286.00 | \$5,286.00 | \$5,286.00 | \$4,845.50 | \$5,286.00 | |
| E 600-620-49760-999 Miscellaneous | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | |
| E 600-620-50010-101 Full-Time Employee Reg | \$706.70 | \$0.00 | \$1,928.82 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50010-121 PERA Contribution | \$116.99 | \$0.00 | -\$42.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50010-122 FICA Contribution | \$43.82 | \$0.00 | \$119.58 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50010-125 Medicare | \$10.25 | \$0.00 | \$27.97 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50020-101 Full-Time Employee Reg | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50020-121 PERA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50020-122 FICA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50020-125 Medicare | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50030-101 Full-Time Employee Reg | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50030-121 PERA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50030-122 FICA Contribution | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50030-125 Medicare | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50040-101 Full-Time Employee Reg | \$41.68 | \$0.00 | -\$71.61 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50040-121 PERA Contribution | \$3.02 | \$0.00 | -\$5.18 | \$0.00 | \$0.00 | \$0.00 | |

CITY OF PROCTOR

Expenditure Budget Worksheet - Liquor

| Account Descr | 2015 Amt | 2016 Budget | 2016 Amt | 2017 Budget | 2017 YTD Amt | 2018 Budget | Underline |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------|
| E 600-620-50040-122 FICA Contribution | \$2.58 | \$0.00 | -\$4.44 | \$0.00 | \$0.00 | \$0.00 | |
| E 600-620-50040-125 Medicare | \$0.60 | \$0.00 | -\$1.03 | \$0.00 | \$0.00 | \$0.00 | |
| FUND 600 Liquor Fund | \$901,017.51 | \$921,871.00 | \$900,701.20 | \$921,871.00 | \$833,813.06 | \$962,250.00 | |
| | \$901,017.51 | \$921,871.00 | \$900,701.20 | \$921,871.00 | \$833,813.06 | \$962,250.00 | |

CITY OF PROCTOR

Revenue Budget Worksheet - Liquor

| Account Descr | 2015 Amt | 2016 Budget | 2016 Amt | 2017 Budget | 2017 YTD Amt | 2018 Budget | Underline |
|--|--------------|--------------|--------------|--------------|--------------|--------------|-----------|
| FUND 600 Liquor Fund | | | | | | | |
| R 600-620-34116 Land Lease | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 600-620-34121 Sale General Fixed Assets | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 600-620-36210 Interest Earnings | \$174.49 | \$0.00 | \$120.29 | \$0.00 | \$112.27 | \$0.00 | |
| R 600-620-37165 Gain/Loss Disposal Fixed Ass | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 600-620-37811 Liquor Sales | \$287,437.54 | \$303,000.00 | \$293,524.07 | \$303,000.00 | \$280,371.15 | \$303,000.00 | |
| R 600-620-37812 Beer Sales | \$494,656.70 | \$546,000.00 | \$457,500.47 | \$546,000.00 | \$428,116.74 | \$546,000.00 | |
| R 600-620-37813 Wine Sales | \$94,518.35 | \$97,000.00 | \$96,707.12 | \$97,000.00 | \$86,622.21 | \$97,000.00 | |
| R 600-620-37814 Soft Drink Sales | \$8,187.20 | \$8,750.00 | \$9,030.06 | \$8,750.00 | \$9,426.84 | \$8,750.00 | |
| R 600-620-37816 Non Taxable Sales | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 600-620-37817 Miscellaneous Revenue | \$8,784.28 | \$7,500.00 | \$7,821.58 | \$7,500.00 | \$10,343.73 | \$7,500.00 | |
| R 600-620-37820 Senior Citizen Discount | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| R 600-620-38050 Non-Operating Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| FUND 600 Liquor Fund | \$893,758.56 | \$962,250.00 | \$864,703.59 | \$962,250.00 | \$814,992.94 | \$962,250.00 | |
| | \$893,758.56 | \$962,250.00 | \$864,703.59 | \$962,250.00 | \$814,992.94 | \$962,250.00 | |

60

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) 824-3841 • Fax (218) 824-9459 • email: cityhall@proctormn.gov

TRANSFER OF FUNDS

Honorable Council,

I am looking for approval to transfer from several Fund Accounts to other accounts to clear the negative cash accounts.

TRANSFERS BETWEEN FUNDS for 2017

Transfers Out:

| | |
|--------------------------|-----------|
| Liquor Fund to General | 5,286.00 |
| Cable to General | 900.00 |
| General to Fund 493 | 80,000.00 |
| General to Fund 494 | 6,743.00 |
| General to Golf Fund 550 | 35,000.00 |
| General to Kirkus 492 | 60,000.00 |
| Sewer to Fund 491 | 5,300.00 |
| Sewer to General | 75,000.00 |

\$268,229.00

Transfers In:

| | |
|--------------------------|-----------|
| General Fund from Liquor | 5,286.00 |
| General fund from Cable | 900.00 |
| Fund 493 from General | 80,000.00 |
| Fund 494 from General | 6,743.00 |
| Golf 550 from General | 35,000.00 |
| Kirkus 492 from General | 60,000.00 |
| Fund 491 from Sewer | 5,300.00 |
| General from Sewer | 75,000.00 |

\$268,229.00

Your attention to this matter is appreciated.

Mark Casey
Administrator/Clerk

.cc Jennifer Crown