

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

AGENDA
PROCTOR CITY COUNCIL MEETING
Monday, May 6th, 2024
Council Chambers - Community Activity Center - 100 Pionk Drive

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

OTHERS PRESENT

APPROVAL OF MINUTES City Council Meeting Minutes Monday, April 15th, 2024

APPROVAL OF AGENDA

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

***APPROVAL OF CONSENT AGENDA** One motion accepts all items listed under this agenda. Council members can pull any item(s) out of the consent agenda and discuss/act on separately.

***1. COMMUNICATIONS**

A. Local Board Meeting Minutes – April 30th, 2024

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

***3. COMMITTEE REPORTS**

A. Tourism Minutes – April 22nd, 2024 *draft*

B. SEH Minutes – April 18th, 2024

***4. CLERK ADVISES COUNCIL**

A. Event Memo

B. Pay Equity in Compliance Letter

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

B. Legislative Agenda – Officer Recruitment and Training Reimbursement

C. St. Lukes Arena – Parking Improvements/Accommodations

6. NEW BUSINESS

- A. Attorney RFP – Recommendation**
- B. Resolution 23-24: Bike Night Festival**
- C. Resolution 24-24: June Car Show Festival**
- D. Resolution 25-24: New Hire Recommendation – Roering**
- E. Resolution 26-24: New Hire Recommendation – Hopps**
- F. Resolution 27-24: New Hire Recommendation – Kane**
- G. Resolution 28-24: Speedway Funding**
- H. Resolution 29-24: Updated Emergency Operations Plan**

MEMBER CONCERNS

Rohweder:
DeWall:
Johnson:
Benson:
Ward:
Chief Gaidis:

BILLS FOR APPROVAL

General: \$
Liquor: \$

TOTAL BILLS FOR APPROVAL: \$

ADJOURNMENT

MINUTES OF THE PROCTOR CITY COUNCIL MEETING APRIL 15th, 2024

Meeting was streamed live on the Trac 7 YouTube channel.

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

Pledge of Allegiance

PRESENT: Mayor Chad Ward, Councilor Troy DeWall, Councilor Jake Benson, Councilor Jim Rohweder, Councilor Rory Johnson

OTHERS PRESENT: City Administrator, Jess Rich

M/S/P: Rohweder/Johnson to approve the City Council minutes from Monday, April 1st, 2024.

M/S/P: Ward/DeWall to approve the agenda for Monday, April 15th, 2024, adding item 4E: RFP City Attorney

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

NONE

M/S/P: Ward/Rohweder to approve the consent agenda for Monday, April 15th, pulling items 4C and 4E for discussion.

4. Clerk Advises Council

4C: Public Safety 2024 Special Events

M/S/P: Ward/Rohweder to place Public Safety 2024 Special Events as a new business item on the council agenda following the liquor control committee meeting.

4E: Attorney RFP

Administrator Rich states three RFP submissions have been received by the deadline of April 12th, 2024. Rich asks for direction on the processing of the proposals, with council stating they would like to review all the proposals, submitting comments and suggestions back to Administrator Rich. Members of the council declare they would like Administrator Rich to submit a recommendation to council to award the bid for city attorney services.

M/S/P: Ward/Benson to direct Administrator Rich to send out the received proposals to council for review with council to respond with comments/suggestions.

5. UNFINISHED BUSINESS

A. City of Proctor Blight Policy

B. Legislative Agenda – Officer Recruitment and Training Reimbursement

C. St. Lukes Arena – Parking Improvements/Accommodations

D. Resolution 17-24: A Resolution Adopting Title and Ballot Language Pertaining to a Local Option Sales Tax Authorized by the Minnesota Legislature to be Submitted to the Qualified Voters of the City of Proctor at the General Election on November 5th, 2024.

Mayor Ward states the city is unable to add language to this resolution pertaining to parks. Discussion follows regarding sales tax allocations already in place that is designated to parks. Councilor DeWall states this will be the third time the city has implemented a half a percent sales tax.

M/S/P: Rohweder/Johnson to approve resolution 17-24 as submitted, adding ballot language to for the general election on November 5th, 2024. Discussion follows pertaining to marketing and education to the public leading up to the election.

E. Resolution 18-24: Declaration of Surplus Items and Surplus Property Policy

Mayor Ward states the city must have a policy in place to designate surplus items to another government entity or a non-profit organization. The recommendation is to deny the passing of resolution 18-24 at this time.

M/S/P: Ward/DeWall to deny resolution 18-24 as submitted.

6. NEW BUSINESS

A. Resolution 19-24: St. Rose Bingo Permit

M/S/P: Benson/Johnson to approve resolution 19-24 as submitted.

B. Resolution 20-24: Utility Rate Study RFP

Administrator Rich states this was included in the 2024 budget and provides the corrected allocated funds of \$40,000 for rate study completion.

M/S/P: Rohweder/DeWall to approve resolution 20-24 as submitted.

Mayor Ward asks for clarification on the previously completed rate study back in 2016. Councilor DeWall, as a member of the PUC provides additional supporting information for the completion of a rate study this year with the inclusion of storm water utility rate.

C. Resolution 21-24: Policy for Donation of Surplus Equipment to a Non-Profit Organization

M/S/P: Johnson/Benson to approve resolution 21-24 as submitted. Discussion follows pertaining to the designation of the total value of items to be donated.

M/S/P: Rohweder/Ward to set the total value of items to be donated at \$500.00 within the policy. This amount states if the total value is less than \$500.00, the donation will not need council approval, subsequently any total valuation greater than \$500.00 will be submitted to council for review and approval.

D. Resolution 22-24: Resolution Declaring and Donating Surplus Equipment to Non-Profit Organizations

M/S/P: Ward/Rohweder to approve resolution 22-24 as submitted.

E. Arbor Day Proclamation

M/S/P: Rohweder/Benson to approve the Arbor Day Proclamation, noting the city has been a designated Tree City for 32 years.

MEMBER CONCERNS

Rohweder: None

DeWall: None

Johnson: Streetlights on 2nd St installation has begun

Benson: 3rd St playground, changes and improvements with the agenda and packets, appreciates financial report submissions from Finance Director Brunfelt

Ward: LBAE Tuesday, April 30th at 10:00 am, Mayor Reinert's State of the City April 25th at Duluth Denfeld Auditorium at 6:00 pm council received an invitation to attend, Qtr 1 fire report from Chief Helquist

Chief Gaidis: Provides a hiring update of two officers with background investigations currently in progress, sno cross updates, attending an event at the high school regarding teens and cell phone use, retention and recruitment in process with the Civil Service Commission and task force creation to discuss and research wages.

6th St Property update, blight ordinance and injunction awaiting new city attorney in order to proceed.

Administrator Rich: None

General: \$99,975.75

Liquor: \$42,419.50

TOTAL BILLS FOR APPROVAL: \$142,395.25

M/S/P: Rohweder/Johnson to pay the bills as submitted.

M/S/P: DeWall/Ward to adjourn the meeting at 6:31 pm.



Record of Appeals to 2024 Local Board of Appeal and Equalization

City/Town: **CITY OF PROCTOR**

Total EMV:	331,732,900
Total Value Change	-269,600
Percentage Change:	-0.08%

Opening Date:	04/30/24
Reconvene Date:	NA
2nd Reconvene:	
Appeals:	13
Bd Changes:	6

Clerk email:	jrich@proctormn.gov	
Form entry done by:	Mason Couvier	
Meeting is open book?	N	

Appeal Number	Parcel Number xxx-xxxx-xxxxx	Property Owner		Present Assessment							Board Action							Explanation for Change		EMV change
				Rec	Class	HS	Land	Bldg	Total	New Imp	Rec	Class	HS	Land	Bldg	Total	New Imp			
1	185-0190-00221	Name	LAMBERT ROBERT A	1	201	1	5,100	40,400	45,500	0	1	201	1	5,100	37,000	42,100		No access to the garage . So the value increase has been cut in half.	-3,400	
		Taxpayer	LAMBERT ROBERT A																Apr Init	
		Appeal Code	701 N BOUNDARY AVE PROCTOR MN 55810																	CRB
		AR-Assess																		Clerical change?
		Total:			5,100	40,400	45,500	0	NC?		Total:	5,100	37,000	42,100	0	Disposition Code	1-Board Action			
2	185-0110-01720	Name	ROWE YVONNE F	1	201	1	12,200	192,500	204,700	0	1	201	1	12,200	176,300	188,500		Updated quality and condition of the house, removed basement finish, updated condition of covered porch, and updated condition of detached	-16,200	
		Taxpayer	ROWE YVONNE & WILLIAM																Apr Init	
		Appeal Code	201 3RD ST PROCTOR MN 55810																	CRB
		W-In Writing																		Clerical change?
		Total:			12,200	192,500	204,700	0	NC?		Total:	12,200	176,300	188,500	0	Disposition Code	1-Board Action			
3	185-0030-00030	Name	JONES GERRY W ETUX	1	201	1	15,500	249,800	265,300	0	1	201	1	15,500	249,800	265,300	0	No Change	0	
		Taxpayer	JONES GERRY W & DIANA																Apr Init	
		Appeal Code	626 4TH ST PROCTOR MN 55810																	CRB
		W-In Writing																		Clerical change?
		Total:			15,500	249,800	265,300	0	NC?	Y	Total:	15,500	249,800	265,300	0	Disposition Code	1-Board Action			
4	185-0160-00010	Name	DEWALL TROY RUSSELL	1	201	1	50,800	567,800	618,600	0	1	201	1	50,800	509,500	560,300		Updated bathroom count, and deck quality, and finish in attached garage. Functional for detached garage superadequacy.	-58,300	
		Taxpayer	DEWALL TROY RUSSELL																Apr Init	
		Appeal Code	2317 VENICE ST PROCTOR MN 55810																	CRB
		P-Proner																		Clerical change?
		Total:			50,800	567,800	618,600	0	NC?		Total:	50,800	509,500	560,300	0	Disposition Code	1-Board Action			
5	185-0170-00850	Name	WEERASINGHE SHEVAN N	1	201	1	27,700	291,500	319,200	0	1	201	1	27,700	291,500	319,200	0	No Change	0	
		Taxpayer	WEERASINGHE SHEVAN & MICHELLE																Apr Init	
		Appeal Code	32 3RD ST PROCTOR MN 55810																	CRB
		W-In Writing																		Clerical change?
		Total:			27,700	291,500	319,200	0	NC?	Y	Total:	27,700	291,500	319,200	0	Disposition Code	1-Board Action			
6	185-0190-00092	Name	WALDHOLM GERALD G ETUX	1	201	1	9,100	27,300	36,400	0	1	201	1	9,100	27,300	36,400	0	No Change	0	
		Taxpayer	WALDHOLM GERALD G																Apr Init	
		Appeal Code	715 1ST AVE PROCTOR MN 55810																	MJC
		P-Proner																		Clerical change?
		Total:			9,100	27,300	36,400	0	NC?	Y	Total:	9,100	27,300	36,400	0	Disposition Code	1-Board Action			
7	185-0190-00130	Name	WALDHOLM GERALD G ETUX	1	201	1	28,900	361,700	390,600	0	1	201	1	28,900	361,700	390,600	0	No Change	0	
		Taxpayer	WALDHOLM GERALD G & DONNA KAY																Apr Init	
		Appeal Code	715 FIRST AV PROCTOR MN 55810																	MJC
		P-Proner																		Clerical change?
		Total:			28,900	361,700	390,600	0	NC?	Y	Total:	28,900	361,700	390,600	0	Disposition Code	1-Board Action			

Appeal Number	Parcel Number xxx-xxxx-xxxx	Property Owner		Present Assessment					Board Action					Explanation for Change		EMV change				
				Rec	Class	HS	Land	Bldg	Total	New Imp	Rec	Class	HS				Land	Bldg	Total	New Imp
8	185-0000-09270	Name	ALTERNATIVE COMMUNICATIONS	1	236	0	403,800	20,100	423,900	0	1	236	0	279,900	20,100	300,000	reduced land val;ue	-123,900		
		Taxpayer	ALTERNATIVE COMMUNICATIONS																Apr Init	
		Appeal Code	C/O HAGLIN RANDY 24863 COUNTY RD 30																	MJC
		P- Proper	AITKIN MN 56431																	Clerical change?
		Total:				403,800	20,100	423,900	0	NC?		Total:	279,900	20,100	300,000	0	Disposition Code	1-Board Action		
9	185-0220-00360	Name	WILKE ROBERT A	1	201	1	52,800	360,800	413,600	0	1	201	1	52,800	330,500	383,300	lowered quality of house and attached garage	-30,300		
		Taxpayer	WILKE R A																Apr Init	
		Appeal Code	1501 3RD AVE PROCTOR MN 55810																	MJC
		P- Proper																		Clerical change?
		Total:				52,800	360,800	413,600	0	NC?		Total:	52,800	330,500	383,300	0	Disposition Code	1-Board Action		
10	185-0150-01840	Name	KESTER CHAD S ETUX	1	201	1	19,200	190,400	209,600	0	1	201	1	19,200	190,400	209,600	No Change	0		
		Taxpayer	KESTER CHAD S & BEVERLY A																Apr Init	
		Appeal Code	801 4TH ST PROCTOR MN 55810																	MJC
		P- Proper																		Clerical change?
		Total:				19,200	190,400	209,600	0	NC?	Y	Total:	19,200	190,400	209,600	0	Disposition Code	1-Board Action		
11	185-0040-00940	Name	FOUCAULT THOMAS JOHN	1	201	1	10,600	250,600	261,200	0	1	201	1	10,600	213,100	223,700	lowered quality of duplex	-37,500		
		Taxpayer	FOUCAULT THOMAS & KARA																Apr Init	
		Appeal Code	314 N 2ND AVE PROCTOR MN 55810																	MJC
		P- Proper																		Clerical change?
		Total:				10,600	250,600	261,200	0	NC?		Total:	10,600	213,100	223,700	0	Disposition Code	1-Board Action		
12	185-0150-00730	Name	ANNALA KELLI	1	201	1	18,600	252,100	270,700	0	1	201	1	18,600	252,100	270,700	No Change	0		
		Taxpayer	ANNALA KELLI																Apr Init	
		Appeal Code	836 3RD ST PROCTOR MN 55810																	MJC
		W-In Writing																		Clerical change?
		Total:				18,600	252,100	270,700	0	NC?	Y	Total:	18,600	252,100	270,700	0	Disposition Code	1-Board Action		
13	185-0163-00030	Name	HOLIDAY STATIONSTORES LLC	1	233	0	158,000	668,000	826,000	0	1	233	0	158,000	668,000	826,000	No Change	0		
		Taxpayer	CIRCLE K STORES INC																Apr Init	
		Appeal Code	PO BOX 52085DC-17 PHOENIX AZ 85072-2085																	MJC
		W-In Writing																		Clerical change?
		Total:				158,000	668,000	826,000	0	NC?	Y	Total:	158,000	668,000	826,000	0	Disposition Code	1-Board Action		
		Name																Apr Init		
		Taxpayer																Clerical change?		
		Appeal Code																		
Total:										NC?		Total:								
		Name																Apr Init		
		Taxpayer																Clerical change?		
		Appeal Code																		
Total:										NC?		Total:								

PROCTOR TOURISM COMMITTEE

Draft MINUTES

Monday, April 22, 2024

Meeting was called to order at 3:00 p.m.

Members present were Jake Benson, Bryn Pollard and Sally Hedtke. Members absent were Ryan Jones, Mary Nikko, Cody Johnson and Mary Korich.

Motion by Jake, seconded by Sally to approve January 22, 2024 Minutes.

Motion by Bryn, seconded by Jake to approve April 22, 2024 Agenda.

FINANCIAL BUSINESS

Committee reviewed the 1st Quarter Financial Reports. Motion by Jake, seconded by Bryn to approve the Financial Reports.

FUNDING REQUEST

Committee discussed the funding request from Proctor Speedway for \$1,500.

Motion by Sally, seconded by Jake to recommend that Council approve the \$1,500 Funding Request by the Proctor Speedway for 2024 marketing.

NEW BUSINESS / EVENTS

Committee discussion on upcoming marketing, 2024 Snocross, Grandma's Marathon, shuttle services, May Duluth Airshow, Speedway events and other upcoming events in the region.

Meeting was adjourned at 3:58 p.m.



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for All of Us®

MEETING MINUTES

Proctor Monthly Meeting

April 18, 2024

9:00 a.m.

City Hall

Attendees: Jess Rich – City of Proctor
~~Megan Jordan – City of Proctor~~
Rick LaLonde – City of Proctor
~~Jay Boysen – City of Proctor~~
Matt Bolf, Tyler Yngsdal – SEH
Char Jones – PUC

SEH No.: PROCT 166073

Project Manager: Matt Bolf, PE

I. **Second Street LRIP**

- A. Project Construction Updates
 - 1. SEH requested start date information from USA.
 - 2. SEH is planning on holding a pre-season construction meeting to discuss remainder of work and to complete a site walkthrough to update the punchlist. [Site meeting and walkthrough will be held on Thursday April 25th at 8:30 a.m.](#)
 - 3. Spring 2024 work includes remaining concrete, sodding/final turf establishment, and lighting.
- B. Contractor Payments
 - 1. Pay Application #7 – Cut on 12/28/2023 for \$70,624.21
 - a. Includes reduction of retainage down to 3.5%.
 - 2. CO #7 – Asbestos pipe removal. SEH hasn't heard anymore response on this.
- C. Misc. Punchlist items
 - 1. Light Poles – Possibly being installed this week? Light poles have been installed this week. [Street department notice that the light pole at 7th Ave & 2nd Street was not turned on.](#)
 - 2. 840 2nd Street Driveway and turf restoration. SEH will make a site visit after a rain event to look at the concern. [There seems to be a low spot at the alley which is hold a minor amount of water, this will be looked at during the site walkthrough.](#) The backyard turf will be looked at in the spring prior to final restoration.
 - 3. 619 2nd Street – Porch/siding issue
 - 4. City has received comments of cracked sidewalks. These will be looked at this spring for potential fixes.
 - 5. Sump discharges
 - 6. Public Water Culverts riprap
 - 7. Others? [No.](#)
- D. Project Closeout
 - 1. Finalize remaining construction
 - 2. Collect closeout documents from Contractor
 - 3. City acceptance

4. Calculate special assessments based on final pay application quantities and order assessment hearing
5. Assessment Hearing
6. Assessments levied to County – Assessments need to be final by the end of November.

II. Ugstad Utility Extension

- A. Project limits – Extension of water and sewer from Westgate Blvd. under I-35 to SW corner of Thompson Hill Rd. intersection.
- B. Design updates
 1. Cloquet is potholing the WM at our crossing locations this week. Onsite today to pothole the water main for location and elevation data.
 2. Existing watermain tie-in with Pat Casey. Char is going to check for any record information on how the main is dead ended for connection purposes.
 3. Updated layout and cost estimate. Provided to City at the meeting. The City is going to try and get this project in the budget for next year.
 4. Permitting – SEH will hold off on permitting until the City has approved the budget for the project. Tyler will continue to keep SLC and MnDOT updated to ensure final plans will be approved when it comes time to permit for the project.
 - a. MnDOT utility accommodation permit
 - b. St. Louis County Right-of-Way (utility) permit
 - c. Wetland Impact permitting

III. PUC Items

- A. Booster Station
 1. Final Pay Application
 - a. SEH prepared a pay application for PUC review and approval. PUC approved and withheld 5% retainage.
 - b. Matt will verify that all IC-134s have been received.
 2. Punch List items.
 - a. SEH discussed punchlist with USA last week. USA is waiting for weather to be warm enough to apply crack sealant to concrete stoop.
 - b. SEH provided them crack sealant product to use.
- B. Water Tower
 1. Proposal
 - a. PUC approved SEH proposal and work is starting this week.

IV. Proctor GIS

- A. Public Works Updates – SEH will make updates to the GIS system in the Spring
- B. SEH received MN Power GIS files for out next GIS update which will occur fall of 2023.
- C. Updates will include 2nd Street reconstruction project and Sand/Salt storage project.
- D. Jay has reviewed the existing sanitary system and will provide Tyler with notes for GIS updates.
- E. PUC has map markups for watermain which will be included in the update.

V. School District Plan Review –

- A. Water is bypassing the curb cut to the pond and running into Kirkus Street. The City and school district have started conversations about this topic again.
- B. Hockey Arena – There are still improvements needed to make the site compliant including:
 1. Pond 3 Expansion – pond needs to get enlarged.
 2. Pervious Areas at Pond 2 – Pond 2 needs more live space and less dead space. The outlet should be adjusted down or make pond 2 bigger.

3. School Correspondence – SEH memo from July 2020 had list of assumptions that included ice rinks being filled with sand and vegetation being planted around the rinks. We need to confirm what has been done and any other changes on site since 2020.
4. Next Steps – Jess will reach out to the school district to give them direction on what is needed.

VI. Lead Service Line (LSL) Inventory

1. Inventory EPA due date – 10/16/2024
 - a. Inventory mailer sent on 4/10/2024
2. MDOH Engagement Request - SEH submitted Engagement Request on behalf of the City on 4/2/24. July 15, 2024 is due date for MDH inventory if using MDOH funding. City will likely get notification in May. GIS map files and excel file is deliverable to MDH.
3. Residential Survey – The recent water bills included Lead Service info and a link and QR code to an online survey to allow residents to self-identify lead services. These will be saved until a work order is received from MDH. (1 response has been received).
4. The City has also been completing scratch testing of the services within buildings with meter visits.

VII. Munger Trail Spur

1. Route Selection – Matt and Jess met with SLC and the City of Hermantown to discuss future planning of connecting trail systems.
2. The group discussed possible options for the trail system and obstacles/constraints. It was recommended that a committee be developed to discuss trail options and obstacles/constraints to help narrow down a preferred route.
3. Funding Opportunities
 - a. LCCMR – Due March 27th
 - b. DNR Local Trail - Max grant is \$250k. (75/25) Typical due in March.
 - c. DNR Regional Trail - Max grant is \$300k. (75/25) Typical due in March.
 - d. DNR Federal Trail - Max grant is \$200k. (75/25) Typical due in February.
 - e. Greater MN Regional Parks and Trails - GMRPTC submits directly to legislature
 - f. LPP MnDOT grant – for trails within MnDOT R/W.

VIII. Miscellaneous

- A. Pickleball Courts
 - a. SEH delivered a letter proposal last month. Jess is going to bring the proposals to Parks & Rec for input on a decision.
 - b. Jess will present the proposals and recommendations from Parks & Rec to Council.
 - c. Proposed location in wooded lot between parking lots at baseball field and Playground for EveryBODY off of Pionk Drive.
- B. Playground Parking – The City is waiting to hear a start date from KTM.
 1. DNR has amended and extended the grant agreement.
- C. Storm Water Utility
 1. The auditor is working with Leslie on the City needs for a separate storm water utility.
 2. The City is going to move forward with a rate study. This was recently approved by City Council.
- D. Water & Wastewater 2023-2024 PPL
 1. 2024 PPL
 - a. Wastewater PPL – project on 2024 PPL with a rank of 40 and score of 71. (fundable range typically above score of 40)

DWRF PPL Application - City is on 2024 PPL with rank of 620 and 10 points. (within fundable range)

- E. USACE Section 569 Grant – No updates.
 - 1. The City submitted for this grant and it was accepted and letters of support are being written.
 - 2. Jess is going to pass along this opportunity to the MPCA for possible funding for the Kingsbury Creek project.

- F. Pionk Drive Utility Extensions
 - 1. Bonding Bill – SEH updated last years bonding bill application with our lobbyist on 2/16/24.
 - 2. Tina Smith & Amy Klobuchar Application – SEH has received applications which are due next week.
 - 3. Jess provided as-built drawings for this section of piping.

- G. Trails – 40 acre parcel
 - 1. The City would like to complete wetland delineations this spring for further planning for phase 2 of the project.
 - 2. The City has continued working on the trail improvements through the winter months with little snow amounts. The phase 1 project is now complete.

- H. Kingsbury Creek Restoration – The City met with South St. Louis SWCD for a project kickoff.
 - 1. MPCA received \$885k grant for a restoration project from City hall to Boundary Avenue.
 - 2. No update or assistance needed.

- I. Acacia Ave. Storm Drain Repairs
 - 1. Permanent drainage/utility easement – SEH has started preparing the easement documents.
 - 2. Reset property pin – SEH intends to reset this pin when weather permits and after the frost is out of the ground.
 - 3. Record drawings – Complete, submitted to City last month.

- J. County Crack/Chip Seal – City Council agreed to the following improvements in conjunction with St. Louis County's 2024 projects:
 - 1. Crack/Chip Seal – Bee Street, Almac Drive, 6th Street
 - 2. Chip Seal – 2nd Street, 9th Ave, 3rd Street (including repainting the striping)
 - 3. SEH prepared a letter to send to residents to inform them of the upcoming chip sealing next spring/summer. City will send letter in April as we get closer to the construction season.

- K. Westgate Boulevard – Project is currently on hold until funding opportunities arise.
 - 1. City budgeted monies for a portion of work in 2024. This might include drainage improvements prior to future road surface improvements.
 - a. Phase 1 Cost Estimate – Drainage Improvements
 - b. Phase 2 Cost Estimate – Mill and repave
 - c. SEH and the City are going to look into funding opportunities for MnDOT frontage roads.
 - (1) The City likely won't complete the phase 1 work until funding is known for the phase to paving work.

- L. LCCMR Funding Opportunity
 - 1. Application was sent last month for the 3rd Street Park Improvements. 214 proposals were sent in for funding.
 - 2. Funding for approved projects available July 1, 2025

M. New potable water Mercury Limits

The City of Duluth is hosting a meeting on April 29th. Char, Jess, and Matt planning to attend.

N. St. Louis County Bridge Inspection – City received reports from SLC last month.

1. Ownership – Still unclear on ownership of Westgate, Kirkus, and Pionk Bridge
2. Recommendations – reports from SLC don't summarize future repairs so they can be planned for.
3. The City is going to set up a meeting with SLC to discuss ownership of the bridges.

ix. **Next Meeting** – May 9th @ 9:00 a.m.



CITY COUNCIL AGENDA DATE: May 3, 2024

TO: Proctor City Council

FROM: City Administrator, Jess Rich

SUBJECT: Clerk Advises Council - 2024 Event Permits

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION: Not applicable.

BACKGROUND

Previously, the city council approved special event applications/permits. However, upon reviewing city code, it appears council approval is not mandatory (refer to the attached section of the code). The Public Safety Committee, the Event Coordinator and City Administrator have approved the event permits stated below. The Powerhouse Bike Nights and the Powerhouse June Care show require a festival designation from the city council.

- Speedway Media Day and Car Show at Fairgrounds **May 4**
 - Speedway Race Season **May 5-August 29**
 - Speedway Midsummer Night of Mayhem **August 3**
 - Speedway Silver 1000 **August 29**
 - Powerhouse Bike Night Thursdays **May 23-September 12**
 - Powerhouse June Car Show **June 7 (MAP)**
 - Memorial Day Observance **May 27**
 - Rail Rumble Softball Tournament **May 31-June 2**
 - MS 150 Bike Race **June 7-8**
 - Proctor Classic Baseball Tournament **June 28-30**
 - S. St. Louis County Fair **July 2-7**
 - Dirt Floor Arena Rodeo **July 4-5**
 - Hylla 5K /Green White Mile Races **August 17**
 - Ryan McCarthy Softball Tournament **August 2-4**
-

SOURCE OF FUNDS (if applicable) None

ATTACHMENT(S) Code

§ 117.07 OPERATION.

No filling station or other person in charge of operating a filling station shall fill or allow to be filled with fuel the tank or tanks of any motor vehicle while the engine of the vehicle is running or is in motion; and no owner or other person driving, operating or in charge of a motor vehicle shall fill, allow or cause to be filled with fuel the tank or tanks of the motor vehicle while the engine is running.

(Prior Code, § 608.07) (Ord. 02-05, passed 4-4-2005; Ord. 02-12, passed 2-6-2012)

CHAPTER 118: SPECIAL EVENTS; PUBLIC DANCING

Section

Special Events

118.01 Application for approval

Public Dancing

118.15 Adoption by reference

118.16 Term

Street Dances

118.30 Permit required

118.31 Hours

118.32 Areas allowed

118.33 Other requirements

118.34 Insurance and deposits

118.35 Public safety

118.36 Fee

Police Services

118.50 Introduction and purpose

118.51 Description of criteria

118.52 Special events safety

118.53 Special event risk factors

118.54 Factors that increase risk levels for any event

118.55 Factors that decrease risk levels for any event

118.56 Guidelines for event sponsors to consider

118.57 Special events staffing matrix

Cross-reference:

Business licensing, see Ch. 110

Shows, games and exhibitions, see Ch. 113

SPECIAL EVENTS

§ 118.01 APPLICATION FOR APPROVAL.

Any person(s) wishing to hold a special event, to include pyrotechnics, shall apply for approval on forms to be provided by City Hall and the Event Coordinator. The City Council will create by resolution, specific deadlines for all permits and approvals necessary to conduct a special event, which copies thereof will be provided to the city. No special event may be held unless an application as provided for herein has been submitted, fully completed and approved in writing by the City Administrator or designee, Event Coordinator and Public Safety Committee.
(Ord. 02-17, passed 5-1-2017)

PUBLIC DANCING

§ 118.15 ADOPTION BY REFERENCE.

The provisions of state law regarding public dancing are adopted by reference. No person shall conduct a public dance unless he or she has been issued a public dance license.
(Prior Code, § 610.01) (Ord. 02-12, passed 2-6-2012) Penalty, see § 10.99

§ 118.16 TERM.

Dance licenses may be issued for a one-year term or for a one-day term. In addition to the information required by § 118.30, each application shall state whether a one-year or a one-day license is requested.
(Prior Code, § 610.02) (Ord. 02-12, passed 2-6-2012)

STREET DANCES

§ 118.30 PERMIT REQUIRED.

Any person, association, organization or business entity requesting to hold a public dance, music festival or music celebration featuring live or recorded music upon any street, alleyway, sidewalk or other property owned by the city by virtue of license, fee, title, easement or equity shall apply to the city for a permit for an event. Applications for permits shall be maintained at City Hall.
(Prior Code, § 610.04) (Ord. 09-05, passed 7-18-2005; Ord. 02-12, passed 2-6-2012)

§ 118.31 HOURS.

April 16, 2024

Local Government Official
Proctor
100 Pionk Drive

Proctor, MN 55810

Dear Local Government Official:

Congratulations! I am very pleased to send you the attached notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdiction's results are attached. You may find a copy of our "Guide to Understanding Pay Equity Compliance" and other resources on our Local Government Pay Equity webpage at: <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>.

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have questions or need assistance, please contact Dominique Murray at (651) 259-3805, or by email: pay.equity@state.mn.us

Again, congratulations on your achievement!

Sincerely,
Dominique Murray
Pay Equity Coordinator

Chad Ward
Mayor

City of Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
Rory Johnson
James Rohweder

Jess Rich
City Administrator

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100 Pionk Drive · Proctor, Minnesota 55810-1700 · Phone: 218-624-3641 · Email: cityhall@proctormn.gov

May 3, 2024

Mayor Ward and Council Members,

After evaluation by a group of city staff and myself, of the three firms that responded to our request for proposals, I feel the Fryberger Law Firm is exceptionally suited to represent the interests of Proctor.

Here are several key points that underscore the suitability of Fryberger Law Firm:

1. Transition and Relationship Building: Attorney Hanka has expressed his intention to establish a productive relationship with Attorney Bray, demonstrating a proactive approach to understanding our city's projects and history.
2. Conflict of Interest Management: Their transparency regarding potential conflicts of interest minimizes any concerns in this regard.
3. Expertise and Collaboration: Attorney Hanka's role as the lead attorney for the City of Proctor, coupled with the firm's practice of consulting other attorneys within the firm when needed, ensures comprehensive legal support. This collaborative approach enhances efficiency and ensures that legal matters are addressed with the highest level of expertise and timeliness.
5. Fees and Budget Management: When questioned about their higher per hour fees, Fryberger Law Firm will approach any budget concerns by minimizing attorney time and utilizing associates at a lower hourly fee which demonstrates a commitment to providing cost-effective legal services. In addition, the "not to exceed" approach allows the city to make informed decisions while maintaining financial prudence.

In conclusion and while the other two firms were qualified, professional, and experienced, the Fryberger Law Firm possesses a breadth of expertise necessary to effectively represent the City of Proctor's legal interests. I recommend Proctor City Council consider retaining their firm for our legal representation needs.

I would be more than happy to answer your questions about the selection process.

Sincerely,

Jess Rich
Administrator



CITY COUNCIL AGENDA DATE: May 1, 2024

TO: Proctor City Council

FROM: Event Coordinator Sally Hedtke

SUBJECT: Festival/Event Designation

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION: Consider RESOLUTION 23-24 A RESOLUTION DECLARING A COMMUNITY FESTIVAL/EVENT AND AUTHORIZING CONSUMPTION OF ALCOHOLIC BEVERAGES IN PUBLIC PLACES.

BACKGROUND

In accordance with City of Proctor Code §118.01, the Proctor Public Safety Committee, Event Coordinator, and City Administrator have granted approval for the 2024 Powerhouse Bike Nights special event application. The applicant seeks permission to serve alcoholic beverages off-site and on public property. Pursuant to Minn. Statute 340A.404 Subd 4 paragraph (b), the municipal governing body can authorize a holder of an on-sale intoxicating liquor license issued by the municipality to serve alcohol off-site at a community festival within the municipality. The applicant possesses a valid and up-to-date on-sale liquor license. Resolution 23-24 designates the 2024 Powerhouse Bike Night as a community festival and event.

SOURCE OF FUNDS (if applicable) NA

ATTACHMENT(S) Resolution with Attachment

Chad Ward
Mayor

City of Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
Rory Johnson
James Rohweder

Jess Rich
City Administrator

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RESOLUTION 23-24

A RESOLUTION DESIGNATING A COMMUNITY FESTIVAL/EVENT AND AUTHORIZING CONSUMPTION OF ALCOHOLIC BEVERAGES IN PUBLIC PLACES.

WHEREAS, festivals and special events play a vital role in promoting tourism, invigorating community spirit, celebrating cultural diversity, and contributing to the economy of our community; and,

WHEREAS, the City Council does recognize the value of special events and festivals and the rich history and responsibility businesses have shown in the sponsorship of said events; and

WHEREAS, dates and site for the 2024 Powerhouse Bike Nights have been submitted by an event application and approved by the City Administrator, Event Coordinator and the Public Safety Committee; and

WHEREAS, the applicant for Powerhouse Bike Nights has requested to expand their on-sale intoxicating liquor license to include dispensing intoxicating liquor off premises as indicated in Attachment "A"; and

WHEREAS, pursuant to Minn. Statute 340A.404 Subd 4(b) the governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality.

NOW THEREFORE, BE IT RESOLVED through actions taken by the Mayor and City Council of the City of Proctor and pursuant to Minn. Stat. Sect 340A.404 Subd. 4(b), the Proctor City Council hereby declares the 2024 Powerhouse Bike Nights a community festival/event and authorizes the dispensing of alcoholic beverages in the public places reflected in Attachment "A".

Passed by a majority vote of the Proctor City Council this 6th day of May 2024.

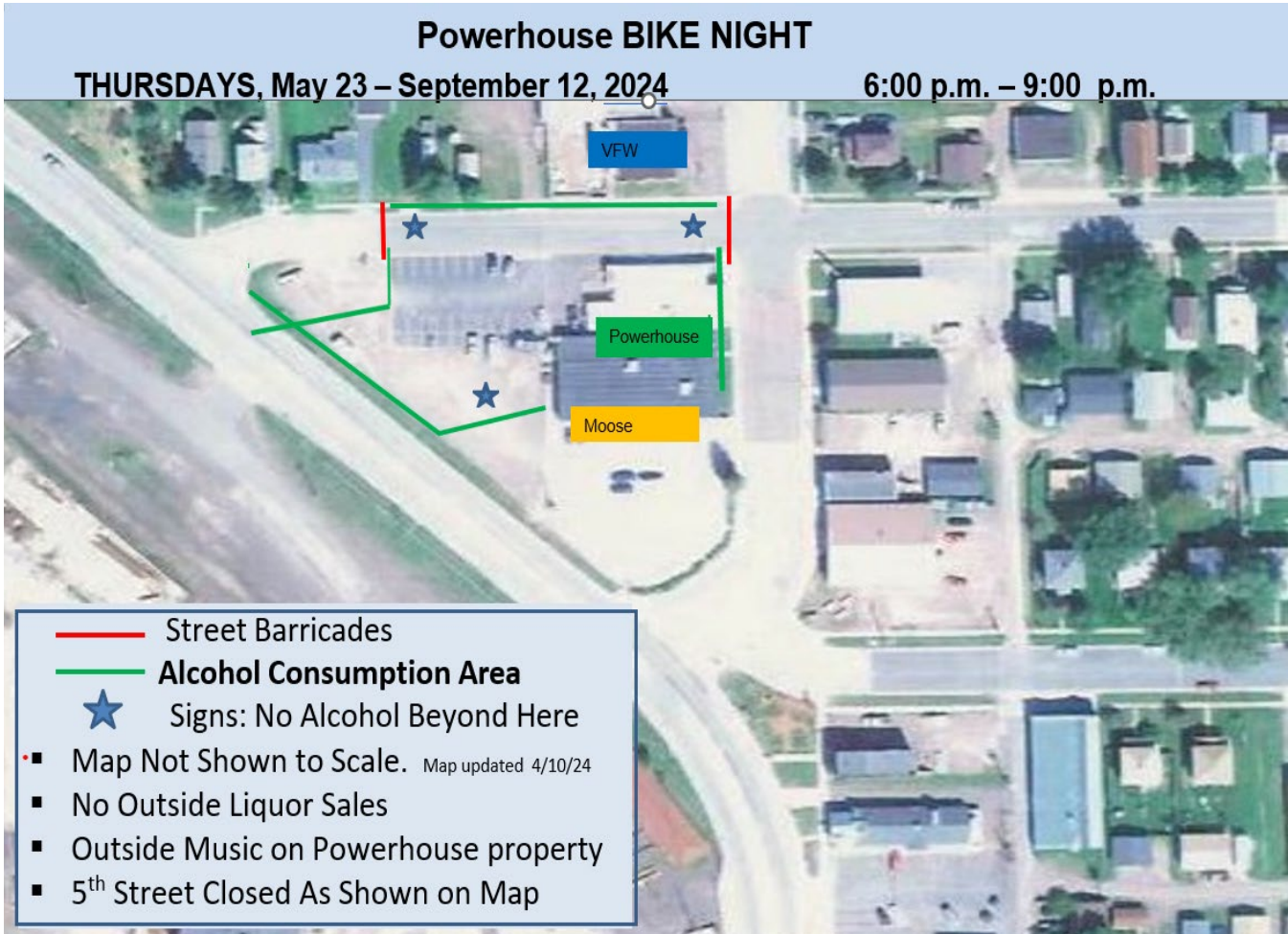
BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator

ATTACHMENT A

2024 Powerhouse Bike Nights.

Thursdays, May 23-September 12, 2024, 5:45-9:00 p.m.





CITY COUNCIL AGENDA DATE: May 1, 2024

TO: Proctor City Council

FROM: Event Coordinator Sally Hedtke

SUBJECT: Festival/Event Designation

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION: Consider RESOLUTION 24-24 A RESOLUTION DECLARING A COMMUNITY FESTIVAL/EVENT AND AUTHORIZING CONSUMPTION OF ALCOHOLIC BEVERAGES IN PUBLIC PLACES.

BACKGROUND

In accordance with City of Proctor Code §118.01, the Proctor Public Safety Committee, Event Coordinator, and City Administrator have granted approval for the 2024 Powerhouse June Car Show special event application. The applicant seeks permission to serve alcoholic beverages off-site on public property. Pursuant to Minn. Statute 340A.404 Subd 4 paragraph (b), the municipal governing body can authorize a holder of an on-sale intoxicating liquor license issued by the municipality to serve alcohol off-site at a community festival within the municipality. The applicant possesses a valid and an up to date on-sale liquor license. Resolution 24-24 designates the 2024 Powerhouse June Car Show as a community festival and event.

SOURCE OF FUNDS (if applicable) NA

ATTACHMENT(S) Resolution with Attachment

Chad Ward
Mayor

City of Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
Rory Johnson
James Rohweder

Jess Rich
City Administrator

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RESOLUTION 24-24

A RESOLUTION DESIGNATING A COMMUNITY FESTIVAL/EVENT AND AUTHORIZING CONSUMPTION OF ALCOHOLIC BEVERAGES IN PUBLIC PLACES.

WHEREAS, festivals and special events play a vital role in promoting tourism, invigorating community spirit, celebrating cultural diversity, and contributing to the economy of our community; and,

WHEREAS, the City Council does recognize the value of special events and festivals and the rich history and responsibility businesses have shown in the sponsorship of said events; and

WHEREAS, a date and site for the 2024 Powerhouse June Car Show has been submitted by an event application and approved by the City Administrator, Event Coordinator and the Public Safety Committee; and

WHEREAS, the applicant for the 2024 Powerhouse June Car Show has requested to expand their on-sale intoxicating liquor license to include dispensing intoxicating liquor off premises as indicated in Attachment "A"; and

WHEREAS, pursuant to Minn. Statute 340A.404 Subd 4(b) the governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality.

NOW THEREFORE, BE IT RESOLVED through actions taken by the Mayor and City Council of the City of Proctor and pursuant to Minn. Stat. Sect 340A.404 Subd. 4(b), the Proctor City Council hereby declares the 2024 Powerhouse June Car Show a community festival/event and authorizes the dispensing of alcoholic beverages in the public places reflected in Attachment "A".

Passed by a majority vote of the Proctor City Council this 6th day of May 2024.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator

ATTACHMENT A

Powerhouse JUNE CAR SHOW Wed. June 5, 2024 3:00–9:00 pm



- Street Barricades
- Alcohol Consumption Area
- ★ Signs: No Alcohol Beyond Here

- Map Not Shown to Scale Map updated [4/10/24](#)
- No Outside Liquor Sales
- Music on Powerhouse property

CITY OF PROCTOR
CORPORATE SEAL

1894



CITY COUNCIL AGENDA DATE: May 2, 2024

TO: Proctor City Council

FROM: Chief of Police Kent Gaidis

SUBJECT: Hiring a Full Time Police Officer

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Consider RESOLUTION 25-24 APPROVING THE HIRING OF A FULL-TIME POLICE OFFICER

BACKGROUND

The Proctor Police Civil Service Commission has put forth a recommendation for the appointment of Mr. Cory Roering as a full-time police officer. This position has been vacant since the December 2023 resignation of Officer Carter. A conditional job offer has been extended to Mr. Roering, the offer remains subject to approval from the City Council, as well as the successful completion of background checks and testing. I recommend Mr. Roering start at salary Step 5 (\$33.97) of the Salary Schedule outlined in the Law Enforcement Labor Services Local #21 agreement. Mr. Roering brings 5 years of experience to the Proctor Police Department, holding a current position with the City of Floodwood.

SOURCE OF FUNDS (if applicable) 2024 Police Department Budget. Finance Director Brunfelt analyzed the 2024 police department budget and due to these two positions being vacant for almost 4 months and the part-time police clerk position not being filled, she reports the hiring at the high end of the pay scale will not negatively affect the 2024 budget. See attached report.

ATTACHMENT(S) LELS Local #21 Pay Scale, Wage Budget Summary, and Resolution 25-24

Chad Ward
Mayor

City of Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
Rory Johnson
James Rohweder

Jess Rich
City Administrator

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RESOLUTION 25-24
A RESOLUTION APPROVING THE HIRING OF A FULL-TIME POLICE OFFICER

WHEREAS, the City of Proctor, Minnesota, has a vacant full-time police officer position; and

WHEREAS, Mr. Cory Roering has been deemed suitable by the Proctor Civil Service Commission for the position and has met the necessary qualifications; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Proctor, Minnesota:

1. That Mr. Cory Roering is hereby hired as a full-time police officer for the City of Proctor, Minnesota.
2. That Mr. Cory Roering shall receive a starting wage of \$35.46 per hour, in accordance with the Law Enforcement Labor Services Local #21 Agreement.
3. That this appointment is contingent upon the successful completion of a background check and testing.

Passed by a majority vote of the Proctor City Council this 6th day of May 2024.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator

City of Proctor
Police Wage Analysis
May 1, 2024

	2024 Budget	2024 Projection*	2025 projected Budget
Salaries with 8 officers and 1 FT Records Mngr	828,313	792,012	862,361
Health Insurance (includes disabled officers)	186,300	188,432	210,901
Worker's Comp	52,960	47,697	50,559
Total Payroll	1,067,573	1,028,141	1,123,821
Increase (decrease) from 2024 Budget		-3.7%	5.3%

*with actual through April 2024 and new officers starting at a lateral rate of \$33.97 with family insurance coverage. The difference between family and single coverage for 2024 is about \$6,400 per officer and \$11,300 for 2025.

The City of Proctor will contribute \$2080 per year toward all full-time employee's Health Reimbursement Account (HRA.)

ARTICLE 15: HEALTH CARE SAVINGS PLAN

Section A: Full-time employees covered by this contract with the City of Proctor will have \$25.00 per pay period deducted from their salary and remitted to their individual account in the Minnesota State Retirement Post Retirement Health Care Savings Plan. This contract covers the period from January 1, 2020, through December 31, 2022 and may be continued or modified after the latter date by agreement between the City of Proctor and the Union.

ARTICLE 16: SALARY SCHEDULE

2023 2.75% increase

2024 2.75% increase

2025 2.75% increase

	2023 Hour	2024 Hour	2025 Hour
0 through 12 months	\$26.65	\$27.38	\$28.14
13-24 months	\$28.26	\$29.04	\$29.84
25-36 months	\$29.98	\$30.80	\$31.65
37-48 months	\$31.64	\$32.51	\$33.40
49-60 months	\$33.06	\$33.97	\$34.90
61+ months	\$34.51	\$35.46	\$36.43

24 Hour Duty Pay: In recognition of the Employer's expectation that employees respond to requests for information, emergency calls to duty and other inquires on a 24-hour basis, all eligible employees shall receive \$2080 a year in 24-hour on Duty Pay, payable in 26 equal payments, beginning on 1-1-2020. To receive the Pay, an employee must meet the following conditions: (1) be on full-time, non- FTO status; (2) promptly respond to telephone calls from the Chief or Chief's designee; and (3) notify the Chief or Chief's designee when the employee is out of town and is therefore unable to receive or promptly respond to his/her telephone calls.

Shift Differential: Employees will receive seventy-five (\$.75) cents per hour for any hours worked between 18:00 and 6:00.



CITY COUNCIL AGENDA DATE: May 2, 2024

TO: Proctor City Council

FROM: Chief of Police Kent Gaidis

SUBJECT: Hiring a Full Time Police Officer

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Consider RESOLUTION 26-24 APPROVING THE HIRING OF A FULL-TIME POLICE OFFICER

BACKGROUND

The Proctor Police Civil Service Commission has put forth a recommendation for the appointment of Mr. Joel Hopps as a full-time police officer. This position has been vacant since the January 2024 resignation of Officer Hedin. A conditional job offer has been extended to Mr. Hopps, the offer remains subject to approval from the City Council, as well as the successful completion of background checks and testing. I recommend Mr. Hopps start at salary Step 6 (\$35.46) of the Salary Schedule outlined in the Law Enforcement Labor Services Local #21 agreement. Mr. Hopps brings 23.5 years of experience to the Proctor Police Department, holding a current position with the City of Duluth.

SOURCE OF FUNDS (if applicable) 2024 Police Department Budget. Finance Director Brunfelt analyzed the 2024 police department budget and due to these two positions being vacant for almost 4 months and the part-time police clerk position not being filled, she reports the hiring at the top pay scale will not negatively affect the 2024 budget.

ATTACHMENT(S) LELS Local #21 Pay Scale, Wage Budget Summary, and Resolution 26-24

Chad Ward
Mayor

City of Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
Rory Johnson
James Rohweder

Jess Rich
City Administrator

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RESOLUTION 26-24
A RESOLUTION APPROVING THE HIRING OF A FULL-TIME POLICE OFFICER

WHEREAS, the City of Proctor, Minnesota, has a vacant full-time police officer position; and

WHEREAS, Mr. Joel Hopps has been deemed suitable by the Proctor Civil Service Commission for the position and has met the necessary qualifications; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Proctor, Minnesota:

1. That Mr. Joel Hopps is hereby hired as a full-time police officer for the City of Proctor, Minnesota.
2. That Mr. Joel Hopps shall receive a starting wage of \$35.46 per hour, in accordance with the Law Enforcement Labor Services Local #21 Agreement.
3. That this appointment is contingent upon the successful completion of a background check and testing.

Passed by a majority vote of the Proctor City Council this 6th day of May 2024.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator

**City of Proctor
Police Wage Analysis
May 1, 2024**

	2024 Budget	2024 Projection*	2025 projected Budget
Salaries with 8 officers and 1 FT Records Mngr	828,313	792,012	862,361
Health Insurance (includes disabled officers)	186,300	188,432	210,901
Worker's Comp	52,960	47,697	50,559
Total Payroll	1,067,573	1,028,141	1,123,821
Increase (decrease) from 2024 Budget		-3.7%	5.3%

*with actual through April 2024 and new officers starting at a lateral rate of \$33.97 with family insurance coverage. The difference between family and single coverage for 2024 is about \$6,400 per officer and \$11,300 for 2025.

The City of Proctor will contribute \$2080 per year toward all full-time employee's Health Reimbursement Account (HRA.)

ARTICLE 15: HEALTH CARE SAVINGS PLAN

Section A: Full-time employees covered by this contract with the City of Proctor will have \$25.00 per pay period deducted from their salary and remitted to their individual account in the Minnesota State Retirement Post Retirement Health Care Savings Plan. This contract covers the period from January 1, 2020, through December 31, 2022 and may be continued or modified after the latter date by agreement between the City of Proctor and the Union.

ARTICLE 16: SALARY SCHEDULE

2023 2.75% increase

2024 2.75% increase

2025 2.75% increase

	2023 Hour	2024 Hour	2025 Hour
0 through 12 months	\$26.65	\$27.38	\$28.14
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25-36 months	\$29.98	\$30.80	\$31.65
37-48 months	\$31.64	\$32.51	\$33.40
49-60 months	\$33.06	\$33.97	\$34.90
61+ months	\$34.51	\$35.46	\$36.43

24 Hour Duty Pay: In recognition of the Employer's expectation that employees respond to requests for information, emergency calls to duty and other inquires on a 24-hour basis, all eligible employees shall receive \$2080 a year in 24-hour on Duty Pay, payable in 26 equal payments, beginning on 1-1-2020. To receive the Pay, an employee must meet the following conditions: (1) be on full-time, non- FTO status; (2) promptly respond to telephone calls from the Chief or Chief's designee; and (3) notify the Chief or Chief's designee when the employee is out of town and is therefore unable to receive or promptly respond to his/her telephone calls.

Shift Differential: Employees will receive seventy-five (\$.75) cents per hour for any hours worked between 18:00 and 6:00.



CITY COUNCIL AGENDA DATE: May 2, 2024

TO: Proctor City Council

FROM: Finance Director Brunfelt and Liquor Store Manager Brunner

SUBJECT: Hiring a Part-Time Clerk

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Consider RESOLUTION 27-24 APPROVING THE HIRING OF PART-TIME MUNICIPAL LIQUOR STORE CLERK

BACKGROUND

The liquor store seeks to employ Patricia Kane on a part-time basis at a rate in accordance with the Liquor Store Clerks Non-Affiliated agreement. The position was advertised, her application was reviewed, and she was interviewed by Finance Director Brunfelt and Liquor Store Manager Brunner.

SOURCE OF FUNDS (if applicable) Budgeted Liquor Store Funds

ATTACHMENT(S) City of Proctor Code §120.002 and Resolution _____

Chad Ward
Mayor

City of Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
Rory Johnson
James Rohweder

Jess Rich
City Administrator

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Resolution 27-24

Approving the Hiring of Part-Time Municipal Liquor Store Clerk

WHEREAS the City of Proctor operates a municipal liquor store, Mountain Spirits; and

WHEREAS the efficient operation of the municipal liquor store requires adequate staffing to meet the needs of customers and maintain daily operations; and

WHEREAS the duly appointed manager had identified a need to hire additional part-time staff to support the workload during peak hours, special events, and to provide coverage for existing staff during scheduled absences; and

WHEREAS the manager and finance direction have conducted a thorough recruitment process, including advertising the position, reviewing applications, and conducting interviews, resulting in the selection of a qualified candidate; and

WHEREAS according to City of Proctor §120.002 the Proctor City Council must approve the hiring for the Mountain Spirits.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA that the City Council hereby approves the hiring of Ms. Patricia Kane as a part-time municipal liquor store clerk as recommended by the Municipal Liquor Store Manager and the City of Proctor Finance Director

Passed by a majority vote of the Proctor City Council this 6th day of May 2024.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator

Proctor, MN Code of Ordinances

- 120.003 Dispensary Fund
- 120.004 Hours of operation
- 120.005 Regulation

3.2% Malt Liquor

- 120.020 Definitions
- 120.021 License required
- 120.022 License applications
- 120.023 Form of affidavit

Intoxicating Liquor

- 120.035 Basic provisions for licensing
- 120.036 Restaurant licenses
- 120.037 Developmental licenses
- 120.038 Brewery taproom licenses.
- 120.039 License process

Club Licensing

- 120.050 Adoption by reference
- 120.051 State permit required
- 120.052 Inspections
- 120.053 One day permits

Liquor Licensing Procedure

- 120.065 Definitions
- 120.066 Fees
- 120.067 Application process
- 120.068 Denial of license
- 120.069 Inappropriate licensee/location
- 120.070 Suspension/revocation process
- 120.071 Regulation of hours and conduct
- 120.072 Enforcement and inspection

Public Consumption of Alcohol

- 120.085 Violations
- 120.086 Permits
- 120.087 Temporary and/or one day license holders

- 120.999 Penalty

MUNICIPAL LIQUOR STORE

§ 120.001 LIQUOR STORE ESTABLISHED.

A municipal liquor dispensary is hereby established to be operated within this municipality for the sale of liquor for use as a beverage and containing more than 3.2%

of alcohol by weight in sealed or closed receptacles or containers to be consumed off or away from the premises.

(Prior Code, § 701.01)

§ 120.002 LOCATION AND OPERATION.

(A) *Location.* The liquor store or stores shall be at a place or places as the Council shall determine by motion and may be either leased or owned by the municipality.

(B) *Operation.* The store or stores shall be in the charge of a person known as the “manager” who shall be selected by the Council and who shall be paid compensation as the Council shall determine. The manager shall have full charge of the operation of the store or stores and shall have authority to purchase supplies and merchandise as may be necessary and shall pay over to the Clerk-Treasurer, at regular intervals to be determined by the Council, all funds which shall come into his or her possession in the operation of the establishment. Additional help may be employed by the Council as may appear necessary at a rate of compensation under rules to be determined by the Council. All employees, including the manager, shall hold their positions at the pleasure of the Council. No minor person shall be employed in the liquor store or stores.

(Prior Code, § 701.02)

§ 120.003 DISPENSARY FUND.

A Liquor Dispensary Fund is hereby created into which all revenues received from the operation of the dispensary shall be paid; provided that the initial costs of rent, fixtures and stock may be paid for out of the General Fund of the municipality, but the amount shall be reimbursed to the General Fund out of the first moneys coming into the Liquor Fund not needed to carry on the business. Any surplus accumulating in this Fund may be transferred to the General Fund by resolution of the Council and expended for any municipal purpose.

(Prior Code, § 701.03)

§ 120.004 HOURS OF OPERATION.

(A) *General.* The municipal store or stores shall at all times observe the following on the hours of operation.

(B) *Intoxicating liquor; off-sale.*

(1) No sale of intoxicating liquor may be made by an off-sale licensee:

(a) On Sundays, except between the hours of 11:00 a.m. and 6:00 p.m.;

(b) Before 8:00 a.m. or after 10:00 p.m. on Monday through Saturday;



CITY COUNCIL AGENDA DATE: May 6, 2024

TO: Proctor City Council

FROM: Tourism Committee

SUBJECT: Event Marketing Grant

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION: Consider RESOLUTION 28-24 A RESOLUTION APPROVING TOURISM FUNDING TO THE PROCTOR SPEEDWAY

BACKGROUND

The Proctor Tourism Committee reviewed a small grant funding request from the Proctor Speedway and recommends a grant of \$1,500 for 2024 marketing. This is the maximum small grant amount.

SOURCE OF FUNDS (if applicable) Proctor Tourism Funds.

ATTACHMENT(S) Resolution 27-24 and Proctor Tourism Committee Meeting Minutes

Chad Ward
Mayor

City of Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
Rory Johnson
James Rohweder

Jess Rich
City Administrator

You Have A Place in Proctor

100 Pionk Drive · Proctor, Minnesota 55810-1700 · 218-324-3641 · Fax 218-624-9459 · email: cityhall@proctormn.gov

RESOLUTION 28-24

A RESOLUTION APPROVING TOURISM FUNDING TO THE PROCTOR SPEEDWAY

WHEREAS, the Proctor Speedway plays an role in the cultural and economic vitality of the City of Proctor, providing entertainment and recreational opportunities for residents and visitors; and

WHEREAS, effective marketing is essential for promoting Proctor Speedway events, attracting attendees, and enhancing the overall success and visibility of the Speedway; and

WHEREAS, the Proctor Speedway has submitted a funding request to the Proctor Tourism Committee in the amount of \$1500 to support marketing efforts for the year 2024; and

WHEREAS, the City Council of Proctor recognizes the importance of supporting local initiatives that contribute to the growth and prosperity of the community;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Proctor, Minnesota, approves the funding request from the Proctor Speedway in the amount of \$1500 from the Tourism Fund to be allocated towards marketing initiatives for the year 2024.

Passed by a majority vote of the Proctor City Council this 6th day of May 2024.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator



CITY COUNCIL AGENDA DATE: May 2, 2024

TO: Proctor City Council

FROM: Chief Gaidis and City Administrator Rich

SUBJECT: Emergency Operations Plan (EOP)

OTHER:

RESOLUTION:

ORDINANCE:

REQUESTED ACTION:

Consider RESOLUTION 29-24 A RESOLUTION APPROVING UPDATED EMERGENCY OPERATIONS PLAN

BACKGROUND

The City of Proctor’s Emergency Operations Plan (EOP) was reviewed and updated by key city staff. According to Chapter 36.04 (C) of City of Proctor code, updates to plan must be approved by the city council.

According to the National Incident Management System (NIMS), an EOP is a comprehensive document that outlines how jurisdictions or organizations prepare for, respond to, and recover from emergencies or disasters. It encompasses policies, procedures, roles, and responsibilities across all phases of emergency management. On the other hand, Incident Command System (ICS) is a standardized management structure within NIMS used for command, control, and coordination of emergency response. While the EOP provides the overarching framework, ICS is specifically focused on the operational management of individual incidents, facilitating efficient communication, resource management, and decision-making at the scene. In essence, the EOP guides the broader emergency management strategy, while ICS ensures effective tactical response to specific incidents.

SOURCE OF FUNDS (if applicable) NA

ATTACHMENT(S) Chapter 36 City of Proctor Code, Minnesota Statute 12.25, Resolution _____

Chad Ward
Mayor

City of Proctor

COUNCILORS
Jake P. Benson
Troy R. DeWall
Rory Johnson
James Rohweder

Jess Rich
City Administrator

You Have A Place in Proctor

100 Pionk Drive · Proctor, Minnesota 55810-1700 · 218-324-3641 · Fax 218-624-9459 · email: cityhall@proctormn.gov

Resolution 29-24 **Resolution Approving Updated Emergency Operations Plan**

WHEREAS the City of Proctor recognizes the importance of preparedness and effective response to emergencies or disasters that may impact the safety and well-being of its residents and infrastructure; and

WHEREAS the City's Emergency Operations Plan (EOP) serves as a critical framework for guiding coordinated response efforts, ensuring the efficient allocation of resources, and safeguarding the community during times of crisis; and

WHEREAS city staff has conducted a thorough review and revision process of the existing Emergency Operations; and

WHEREAS the updated Emergency Operations Plan has been developed in accordance with the principles and guidelines set forth by the National Incident Management System (NIMS), Minnesota State Statute §12.25 and City of Proctor §36.

NOW, THEREFORE, BE IT RESOLVED by the City Council of City of Proctor, Minnesota, that:

1. The City hereby approves the updated version of the Emergency Operations Plan as presented, effective immediately.
2. The City Administrator, Emergency Management Coordinator, and other designated officials are authorized to implement and execute the provisions outlined in the updated Emergency Operations Plan.
3. The City Administrator is directed to distribute copies of the updated Emergency Operations Plan to relevant departments, agencies, and partners, and to make it readily accessible to City staff and the public.

Passed by a majority vote of the Proctor City Council, this 6th day of May 2024.

BY: _____
Chad Ward
Mayor

ATTEST: _____
Jess Rich
City Administrator

CITY OF PROCTOR

EMERGENCY OPERATIONS PLAN Update 2024

CITY OF PROCTOR
EMERGENCY OPERATIONS PLAN

Adopted this ____ day of _____, 2024

Chad Ward

Mayor

Kent Gaidis

Emergency Management Director

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DISTRIBUTION PAGE

POSITION	FULL NAME	DATE
Mayor	_____	_____
City Administrator	_____	_____
EM Director	_____	_____
Deputy Mayor	_____	_____
Councilor	_____	_____
Councilor	_____	_____
Councilor	_____	_____
Fire Chief	_____	_____
Police Chief	_____	_____
Street Dept.	_____	_____
PUC/ Utilities	_____	_____
Building Official	_____	_____
Deputy Clerk	_____	_____
Engineer	_____	_____
Police Staff	_____	_____
ISD 704	_____	_____
ISD 704 Transportation	_____	_____

VERIFICATION OF PLAN APPROVAL

The City of Proctor Emergency Operations Plan has been reviewed and approved by the Mayor and by the Emergency Management Director on this date.

_____ Mayor	_____ Date
----------------	---------------

_____ Emergency Management Director	_____ Date
--	---------------

I. Reason for Emergency Operations Plan

Tornadoes, floods, blizzards, other natural disasters and pandemics can affect City of Proctor operations and City of Proctor residents. In addition, major disasters such as train wrecks, aircraft accidents, explosions, accidental releases of hazardous materials, pipeline leaks, and enemy or terrorist attacks, pose a potential threat to public health and safety in the City of Proctor. An emergency operations plan is needed to ensure the protection of the public from the effects of these hazards.

The City of Proctor will utilize and follow the National Incident Management System (NIMS) as a template for response guidelines, in accordance with Homeland Security and Emergency Management requirements.

II. Purpose of Emergency Operations Plan

The City of Proctor has many capabilities and resources that could be used in response to any major disaster. These include the facilities, equipment, personnel, and skills of both governmental and non-governmental professions and groups in Proctor. The purpose of this plan is to ensure the effective coordinated use of these resources so as to:

1. Maximize the protection of life and property.
2. Ensure the continuity of government.
3. Sustain survivors.
4. Repair essential facilities and utilities.

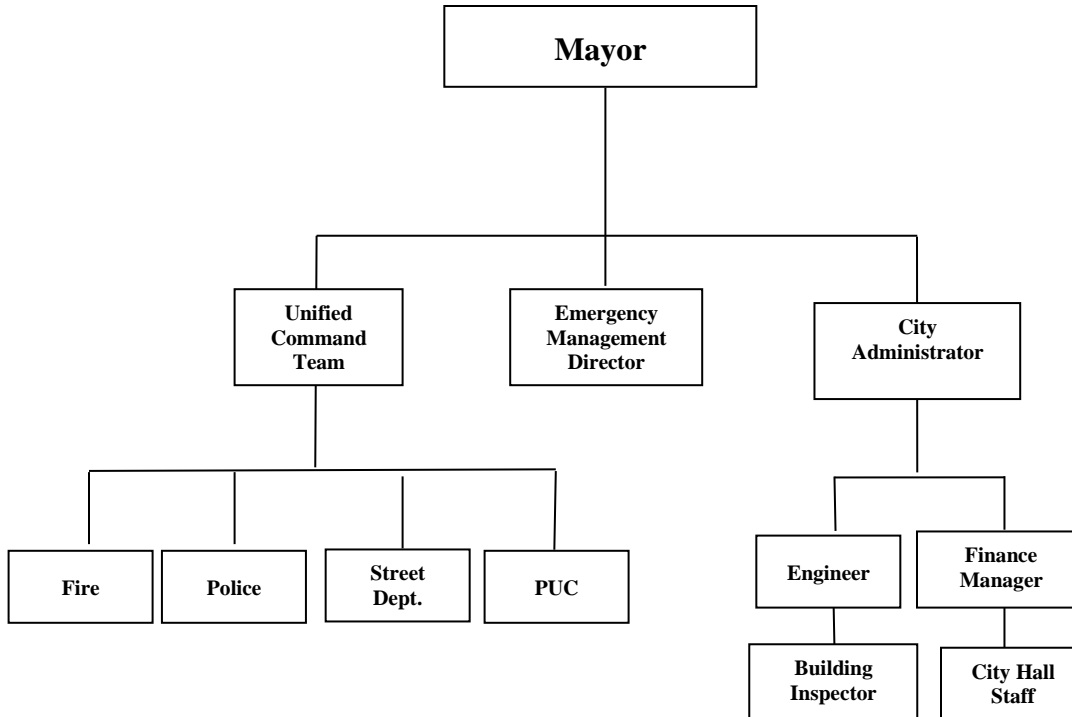
III. Legal Basis, References, and Supporting Documents

1. Public Law 920, as amended.
2. Minnesota Statutes, Chapter 12, as amended.
3. Minnesota Statutes, Section 299J, as amended. (The Minnesota Pipeline Safety Act)
4. City of Proctor Resolution dated April 17, 2006.
5. St. Louis County, Countywide Emergency Operations Plan
6. Mutual Aid Agreements, as noted.
7. Regional Health Services Emergency Plan.
8. Facility Hazardous Materials Plans; see attached list.

IV. Organization

CHART A

City of Proctor Organization and Interrelationship *



Existing government is the basis for emergency operations. City Departments will perform emergency activities related to those they perform on a day-to-day basis. The City and interrelationships are shown on CHART A.

* This chart includes primary operational departments only.

Direction & Control

The direction and control of government operations from a central, protected, and secure facility, with adequate communications and key personnel, is essential for emergency operations.

In the City of Proctor, the Mayor is responsible for providing overall direction and control of city government resources involved in the response to a disaster. The Emergency Management Director (EMD) will serve in a staff capacity to the Mayor and will coordinate Emergency Operations. The EMD will also serve as a liaison with the St. Louis County EMD and the State of Minnesota Department of Homeland Security and Emergency Management.

Direction and control of the City's response to a major disaster will take place from the Proctor Emergency Management Operations Center (EOC), located in the Police Department, Proctor City Hall located at 100 Pionk Drive, Proctor, MN. In the event 100 Pionk Drive cannot be used, the Proctor Golf course, 25 Al Shoberg Drive, Proctor, MN will be used as the EOC.

V. Emergency Responsibility Assignments

- A. A summary of the City's emergency responsibility assignments, by function, is shown on CHART B. Heads of various city government departments and agencies will be responsible for carrying out assignments shown on this chart. Additional information about these emergency responsibilities is contained in the annexes to this plan. One annex exists for each of the responsibilities (functions) that are shown on CHART B. City departments and agencies have developed whatever Standard Operating Guidelines (SOG's) they may need to carry out these responsibilities.
- B. Responsibilities have been assigned by code letters: [P], [S], or [C].
 - 1. [P] Indicates Primary Operational Responsibility
The official or agency is in charge of and responsible to make provisions for that function. As a rule, city government officials are assigned responsibility for carrying out a function.
 - 2. [S] Indicates Support Responsibility
The agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.
 - 3. [C] Indicates Coordination Responsibility
Is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility. This will be especially true when non-governmental agencies are involved.

CHART B

Code: P=PRIMARY, S=SECONDARY, C=COORDINATION

FUNCTION	REPOSNSIBLE AGENCIES	REMARKS Telephone/Contact
1. Warning & Notification	P = St. Louis County 911 S = Emergency Management Dir S = City Administrator S = Proctor Police Department	(911) 218-625-3581 218-348-2035 (cell) 218-591-4333 (cell) 218-624-7788
2. Direction & Control	P = Mayor S = Emergency Management Dir S = City Administrator	218-576-9532 (cell) 218-348-2035 (cell) 218-591-4333 (cell)
3. Emergency Public Information	P = Mayor S = Public Information Office S = City Administrator	218-576-9532 (cell) 218-576-9532 (cell) 218-591-4333 (cell)
4. Search & Rescue	P = Proctor Fire Department S = Mutual Aid Departments	(911)
5. Health & Medical	P = Regional Health Services S = Proctor Fire/EMS	(Hospital) (911) 218-628-0787
6. Evacuation, Traffic Control & Security	P = Proctor Police Department S = Mutual Aid Departments C = Transportation Comps	218-624-7788 (911)
7. Fire Protection	P = Proctor Fire Department S = Mutual Aid Fire Departments	218-628-0787 (911)
8. Damage Assessment	P = Finance Director S = County Assessor S = Proctor Building Inspector S = Public Utilities S = Street Department	218-628-6267 218-733-2916 218-624-3641 218-624-4055 218-624-3641
9. Congregate Care	P = Emergency Management C = Salvation Army C = Red Cross	(911) (911) (911)
10. Debris Clearance	P = Street Department C = Private Contractors	218-624-3641 (City Hall) 218-628-6269 (Street Dept)
11. Utility Restoration	P = Operations Manager PUC C = CenturyLink Communications C = AT&T Communications	218-624-4055 800-573-1311 800-288-2020
12. Radiological Protection	P = St. Louis County Health Department	(911)
13. Hazardous Materials	P = Proctor Fire Department S = State Hazmat Teams	(911) 800-442-0798

VI. Personnel Notification List

POSITION	NAME	BUSINESS PHONE	CELL PHONE
MAYOR	CHAD WARD	218-628-6268	218-576-9532
CITY ADMINISTRATOR	JESS RICH	218-628-6261	218-591-4333
FIRE CHIEF	KERRY HELQUIST	218-628-0787	218-390-0881
EMER MGMT DIRECTOR	KENT GAIDIS	218-628-6276	218-348-2035
UNIFIED COMMAND TEAM			
CHIEF OF POLICE	KENT GAIDIS	218-624-7788	218-348-2035
STREET DEPARTMENT	RICK LALONDE	218-628-6269	218-428-1790
PUC – UTILITIES	CHAR JONES	218-628-6264	218-393-6638
COUNTY ASSESSOR	CASSIE BROWN	218-733-2916	N/A
BUILDING INSPECTOR	JIM RICH	218-729-3610	N/A
FINANCE DIRECTOR	LESLIE BRUNFELT	218-628-6267	218-728-9932
PROCTOR SCHOOLS 704	RANDY SCHMIDT	218-628-4926 x 1045	218-390-6313

VII. Operations

- A. Protection of life and property, and alleviation of human distress will be the primary goal of the City of Proctor Government Operations.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- C. The City Emergency Management Director will assist in providing resource coordination between governmental agencies and the private sector.
- D. City government resources will be utilized to the maximum extent possible prior to requesting assistance from either County, State, or Federal agencies.
- E. Each agency, department, or service of the city government will provide for maintenance of records during an emergency. These records shall include personnel hours, equipment hours, equipment types, supplies and materials consumed, injuries to personnel, and damage to public facilities. As in letter F, digital cameras, and standard cameras should be utilized to document damage, etc.
- F. It is expected that all departments will assist with damage/loss documentation as needed and appropriate. The Finance Director will take the lead in this instance, utilizing cameras, digital cameras, etc., to establish photo documentation related to damage, both public as well as private (as necessary).

VIII. Support

A. County Government Support

Information and assistance in securing County Government Support may be obtained by contacting the St. Louis County Emergency Management Office through (911).

B. State and Federal Government Support

1. **General** – The Minnesota Office of Homeland Security and Emergency Management State Duty Officer is a 24-hour contact at 1-800-442-0798. The National Response Center is at 1-800-424-8802.
2. **Emergency Assistance** – In the event of a major emergency or disaster which exceeds the capabilities of both the City of Proctor and St. Louis County governments and which necessitates immediate state and/or federal assistance, contact the Minnesota State Duty Officer at (24-hour number) 1-800-442-0798.
3. **National Guard** – When a natural disaster or other major emergency is beyond the capabilities of local government, support from the National Guard may be available. Only the Governor, as Commander in Chief of the Minnesota National Guard, has the authority to activate the National Guard. The purpose of this activation is to ensure the preservation of life and property and to support the local civil law enforcement authorities.
 - i. Request Procedures. In the case of the county and all cities that are not of the first class, the sheriff must submit the request for assistance to the governor's office. In the case of cities of the first class, the mayor, after consulting with the county sheriff, will submit the request to the governor.
4. **Federal Assistance for Serious Hazardous Materials Incidents** –
 - i. A summary of state and federal programs available to local governments which are experiencing or have experienced a disaster is contained in Disaster Response and Recovery: A Handbook For Local Government. This document was developed by, and is available from, the Minnesota Division of Homeland Security and Emergency Management (HSEM) Regional Program Coordinator's Office and is on file in the County Emergency Management Office.
 - ii. Information and assistance in securing state or federal support may be obtained by contacting the HSEM Regional Program Coordinator's Office. (See Resource Manual)

iii. Federal Assistance

- a. Terrorism – If an event is a suspected terrorism threat or actual incident, this should be reported to the Federal Bureau of Investigation (FBI). If the FBI determines the threat or incident is a possible terrorist incident, they become the lead Federal Agency for crisis management of the incident.
- b. Hazardous Materials Incidents – The following types of assistance can be accessed through the HSEM duty officer:
 - The On-Scene-Coordinator (OSC) is the federal official pre-designated by the Environmental Protection Agency or the U.S. Coast Guard to coordinate and direct federal responses and removals under the National Contingency Plan; or the Department of Defense (DOD) official designated to coordinate and direct the removal actions from releases of hazardous substances, pollutants, or contaminants from DOD vessels and facilities. When the National Response Center (NRC) receives notification of a pollution incident, the NRC duty officer notifies the appropriate OSC, depending on the location of an incident. Based on this initial report and any other information that can be obtained, the OSC makes a preliminary assessment of the need for a federal response. If any on scene response is required, the OSC will go to the scene and monitor the response of the responsible party or state or local government. If the responsible party is unknown or not taking appropriate action and the response is beyond the capability of state and local governments, the OSC may initiate federal actions, using funding from the Federal Water Pollution Fund for oil discharges and the CERCLA Trust Fund (Superfund) for hazardous substance releases.

- The Regional Response Teams (RRT) are composed of representatives of federal agencies and a representative from each state in the federal region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened to provide advice or recommendations in specific issues requiring resolution. Under the National Contingency Plan, RRT's may be convened by the chairman when a hazardous materials discharge or release exceeds the response capability available to the OSC in the place where it occurs; crosses regional boundaries; or may pose a substantial threat to the public health, welfare, or environment, or to regionally significant amounts of property. Regional contingency plans specify detailed criteria for activation of RRT's. RRT's may review plans developed in compliance with Title III if the local emergency planning committee so request.

IX. Plan Updating; Training & Exercises; Annexes

- A. For the purposes of this plan, the City of Proctor Emergency Management Director shall serve as the planning coordinator. As such, the director will have authority and responsibility for the maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is in accord with the Minnesota Office of Homeland Security and Emergency Management, and the National Incident Management System.
- C. This plan will be distributed to all city government departments and agencies that have emergency assignments in the event of a major disaster in the City of Proctor. The plan distribution list is maintained by the City of Proctor Emergency Management Director.
- D. The City of Proctor will comply with Public Law 99 499 (SARA) training and exercising requirements, as published. Information about both scheduled and previously conducted training exercises is available at the City of Proctor Emergency Management Director's Office located at 100 Pionk Drive, Proctor, MN 55810.

Annex A – Warning and Notification

I. Purpose

To provide an overview of the responsibilities and the procedures whereby the notification of key officials.

II. Responsibilities

- A. The St. Louis County Communications Department (911) is the County Warning Point. The County Warning Point is responsible for relaying emergency notification (i.e., severe weather, disasters, etc.) which it sends to the Proctor Police Department officer on duty, as well as the Emergency Management Director. The Proctor Police Department is the City of Proctor Warning Point. The siren in Proctor is activated by the County Communications Department (911). NOTE: The sirens in Proctor are activated simultaneously with sirens in Duluth.
- B. Businesses, industries, and members of the general public who need to either report an emergency or to request emergency assistance must call (911). The personnel who answer (911) calls are responsible for determining the appropriate response agency or agencies to dispatch to the scene of an emergency.
- C. The City Warning Point is responsible for ensuring that all emergency notifications received are handled properly. Specifically, the City Warning Point will:
 - 1. Notify key City government officials.
 - 2. Activate the outdoor warning curfew siren if the (911) siren is inoperative.
 - 3. Carry out route altering (house to house) with the use of public address systems on law enforcement vehicles.
 - 4. Request an emergency activation of the EBS station by implementing the procedures in the Proctor Operational Area EBS Plan. (Call KDAL requesting activation of EBS. Phone: 722-0839 (AM), 722-8729 (FM), or 722-4321.)

III. Supporting Documents

The City of Proctor Notification and Warning Standard Operation Guidelines (NWSOG) detail the specific notification and warning procedures that will be followed by the City Warning Point. The NWSOG is on file at the Proctor Emergency Management Office.

Annex B – Direction & Control

I. Purpose

To describe how direction and control of the City of Proctor disaster response will be accomplished.

II. Responsibilities

A. **Mayor** – The Mayor of the City of Proctor will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. The line of succession to the Mayor is as follows:

1. Mayor
2. Deputy Mayor
3. City Administrator
4. City Council Members

B. **City Emergency Management Director** – The Emergency Management Director (EMD) will serve in a staff capacity to the Mayor and will carry out the Mayor's policies and directives and will coordinate emergency operations. The line of succession to the EMD is as follows:

1. Emergency Management Director (EMD)
2. Assistant EMD on duty shift officer at the Proctor Police Department.

III. City of Proctor Emergency Operations Center

Direction and control of the City of Proctor response to a disaster will be carried out at the City of Proctor Emergency Operations Center (EOC). The primary EOC for the City of Proctor is in the Police Department, Proctor City Hall, 100 Pionk Drive. The secondary EOC is in the Proctor Golf Course, 25 Al Shoberg Drive. The tertiary EOC is the St. Luke's Sports and Event Center, 704 Kirkus Street.

A. **Criteria for EOC Activation** – The degree of activation of the EOC will be determined by the severity of the emergency.

Response Level I - The EOC may be partially activated due to a potential threat to life and/or property from severe weather or manmade disaster (hazmat).

Response Level 2 - The EOC will be fully activated in response to an emergency resulting in an actual threat to life and property. This includes, but is not limited to: tornado touchdown, pipeline leak, flooding, severe weather, hazardous materials incident, etc., which may cause damage to the public and private sector. Any incident that requires a coordinated response effort involving the response of several agencies, such as surrounding municipalities, county, state, and federal resources, will trigger the activation of the EOC.

[Cont. Annex B – Direction & Control]

- B. **Responsibilities for EOC Activation** – In the event of a major disaster, EOC staff will be expected to automatically report to the EOC. However, the EMD is responsible for ensuring that the EOC is activated according to the previously described criteria.

- C. **Staffing the EOC** – Staffing of the EOC will normally consist of the Mayor, City Administrator, Emergency Management Director, Deputy Police Chief, Fire Chief, City Engineer, PUC Director, Street Department Foreman, and anyone else requested by the Emergency Management Director. Any EOC staff person is responsible for operations of their particular area of assignment. Each department or agency that is represented in the EOC is responsible for ensuring that the representative is familiar with the duties they will be expected to perform in the EOC. This person does not need to be the actual Chief or Director, but someone who can represent their department completely and has full authority over their department.

- D. **Communications Capabilities**

FROM PROCTOR EOC TO	St. Louis County EOC	Telephone Radio Cellular phone
	Cities within St. Louis County	Telephone Radio Cellular phone
	Medical Center – Duluth	Telephone Radio Cellular phone
	State EOC	Telephone Radio Cellular phone
	City Department Field Units	Telephone Radio Cellular phone
	Radio Amateur Civil Emergency Services (RACES)	

- E. **EOC Equipment/Supplies** – The Proctor Emergency Management Director is responsible for ensuring that the EOC is operational. Supplies such as maps, displays, tables, chairs, communications equipment, message logs, etc. will be obtained and utilized as necessary.

IV. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
 Proctor Emergency Management Office
 Dated: _____

Annex C – Emergency Public Notification

I. Purpose

To provide an overview of how emergency public information will be disseminated in the event of a disaster.

II. Spokesperson

The ONLY official spokesperson authorized to serve as the Public Information Officer (PIO) for the City of Proctor is the currently serving Mayor. If the Mayor is unavailable, the EOC Director will designate an alternate PIO. This individual will be given access to all information necessary to carry out their role as PIO for the incident.

III. Responsibilities

The PIO is responsible for disseminating information and instructions to the public on a timely basis and for coordinating all releases before, during and after an emergency. In addition, the PIO is responsible for ensuring that the Emergency Broadcast System (EBS) is activated, should that be necessary, and for reviewing and approving all information releases before they are disseminated.

IV. Policies & Procedures

- A. If it becomes necessary to establish a news briefing room, a designated location will be utilized for this purpose. News media personnel will be asked to report to this location.
- B. In the event of a protracted disaster/emergency, news releases will be issued on a regular basis at the above location.
- C. Public information will be disseminated through the following means:

- 1. Local Radio Stations:

- i. Midwest Communications
11 E East Superior St. Suite 380
Duluth, MN 55802
 - Office 722-4321
 - Fax 722-5423
 - KDAL-AM Studio 722-0839 (News-Talk 610 AM)
 - KDAL-FM Studio 786-9957 (My 95.7)
 - KDKE Studio 747-3853 (102.5 Duke FM)
 - KQDS Studio 724-7625 (KQ 94.9)
 - KTCO Studio 722-5826 (KAT Country 98.9)
 - WDSM Studio 722-7500 (The Game 710 AM)
 - WDUL Studio 722-4321 (Hot 98.1)

[Cont. Annex C – Emergency Public Notification]

- ii. KDNW/KDNI-FM (Life 97.3)
1101 E Central Entrance
Duluth, MN 55811
 - Office 722-6700
 - Fax 722-1092
 - Studio 888-720-9730

- iii. Dana Kazel
St. Louis County Communications Manager
Public Information
100 N. 5th Ave W, Room 213
Duluth, MN 55802
 - Office 725-5049

- iv. Chris Harwood
Production Director
The North 103.3FM (formerly KUMD Radio)
WDSE FM
130 Humanities
1201 Ordean Ct
Duluth, MN 55812
 - Office 726-6098
 - Fax 726-6571

- v. Townsquare Media
207 W Superior Street, Suite 130
Duluth, MN 55802
 - Office 727-4500
 - KBMX Studio 740-2649 (Mix 108 FM)
 - KKCB Studio 727-2105 (B105 FM)
 - KLDJ Studio 727-5665 (Kool 101.7)
 - WWPE Studio 336-9210 (Sasquatch 92.1 FM)
 - WEBC Studio 727-1065 (The Fan 106.5 FM)

- vi. Minnesota Public Radio
306 W Superior Street, Suite 500
Duluth, MN 55802
 - Office 722-9411
 - Fax 720-4900WSCN 100.5 MPR News / KZIO 104.3 The Current
WSCD 92.9 YourClassical MPR / K231B1 94.1

[Cont. Annex C – Emergency Public Notification]

2. Local Television Stations:
 - i. Northern News Now/KBJR 6/KDLH CBS 3
246 S Lake Avenue
Duluth, MN 55802
Paul Brown, News Director
Newsroom 720-9666
 - ii. WDIO ABC
10 Observation Rd
Duluth, MN 55811
P.O. Box 16897
Duluth, MN 55816
Office 727-6864
Office Fax 727-4415
News Fax 727-2318
 - iii. PBS North/WDSE
932 Niagara Court
Duluth, MN 55811
Office 888-563-9373
Fax 218-788-2832
 - iv. FOX21/KQDS
2001 London Road
Duluth, MN 55812
Office 728-1622
Fax 728-1557
Newsroom 728-8930
News Fax 728-8932
 - v. Trac 7 – Proctor’s Local Cable Access Channel
youtube - @trac7298
3. City of Proctor Official Newspaper:
 - i. Proctor Journal
215 5th Street
Proctor, MN 55810
Office 624-3344
Cell 348-1452 (Jake Benson)

Daily press passes will be issued by the PIO at the designated press briefing site.

[Cont. Annex C – Emergency Public Notification]

4. Social Media:

- i. Proctor Police Department Facebook Page
Jessica Buhs 624-7788
- ii. City of Proctor Facebook Page
Jess Rich 624-3641
Megan Jordan 624-3641
Sally Hedtke 624-3641
- iii. Proctor Fire Department Facebook Page
Kerry Helquist 390-0881

V. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated:_____

Annex D – Search & Rescue

I. Purpose

To give an overview of the Search & Rescue guidelines used during an emergency or disaster.

II. Responsibilities

Proctor Fire and EMS Department (PFD) have the responsibility for Search & Rescue in the City of Proctor. The Department has Standard Operating Guidelines (SOG) for such procedures. The Department has engaged in area wide cooperative efforts with other agencies to assist as needed in search and rescue operations.

III. Procedures

PFD will be in charge of all Search & Rescue operations and will assign a field officer as liaison to the EOC. It will be the responsibility of the assigned officer to coordinate all search and rescue. Family notification will be the responsibility of the Northland Chapter of the American Red Cross in conjunction with local clergy.

IV. Resources

The following agencies are available for Search & Rescue Assistance:

1. St. Louis County Sheriff Rescue Squad
2. Mutual Aid Fire Departments
3. CERT – Citizen Emergency Response Team
4. R.A.C.E.S. Groups

V. Authentication/Authority Having Responsibility

Fire Chief
City of Proctor
Dated: _____

Annex E – Health & Medical

I. Purpose

To provide an overview of how the Health & Medical care needs of residents will be met in the event of a major disaster.

II. Primary Responsibilities

A. **Hospital Care (Injured Victims)** – All injured persons will be transported to the on-duty medical center – Essentia Health Medical Center or St. Luke’s Regional Trauma Center. If the number of injured requires additional hospitals or the seriousness of their injuries require a higher level of care, the following hospitals will be used:

1. St. Luke's Hospital - Regional Trauma Center
HazMat Decontamination Room
915 E. 1st St. I: 218-726-5555
Duluth, MN 55805 O: 218-726-5430
Fax: 218-726-3076
Emergency Room Fax: 218-726-5181
Urgent Care Fax: 218-733-2430

2. Essentia Health - St. Mary’s Medical Center
HazMat Decontamination Room
407 E. 3rd St. I: 218-786-4000
Duluth, MN 55805 O:
Fax: 218-786-2393
Emergency Room Fax: 218-786-4673
Walk-In Clinic Fax: 218-727-7202

3. Essentia Health - Miller-Dwan Medical Center
Burn Center
502 E. 2nd St. I: 218-727-8762
Duluth, MN 55805 O:
Fax: 218-720-1144

B. **Ambulance Service** – The following ambulance service will be used to transport injured persons to medical care facilities:

Mayo Clinic Ambulance Service 218-722-0807
211 East Second St.
Duluth, MN 55805

If additional ambulances are needed, ambulance services have Mutual Aid Agreements with Proctor Fire and EMS, and can be dispatched by (911).

C. **Pre-Hospital Emergency Medical Care** – Proctor Fire and EMS will coordinate and provide immediate medical care to disaster victims.

[Cont. Annex E – Health & Medical]

- D. **Emergency Mortuary Operations** – These operations will be the responsibility of the St. Louis County Medical Examiner. The Minnesota Funeral Directors Association shall have a support role.
- E. **Health Threats** – Serious potential or actual health problems (epidemics, food and/or water contamination, etc.) associated with a disaster will be the responsibility of the St. Louis County Health Department.
- F. **Inquiry and Referral Service** – These operations will be the responsibility of Northland Chapter of the American Red Cross.

III. Coordination

If a serious disaster resulting in multiple casualties occurs in the City of Proctor, overall coordination of the various health and medical organizations responding to the disaster will take place at the Proctor EOC.

Proctor Fire and EMS are equipped with radio communications equipment and can communicate with all responding agencies and the EOC.

IV. Local Supporting Plans, Procedures and Personnel

- A. Essentia Health Proctor Clinic
211 S. Boundary Ave.
Proctor, MN 55810
PHONE: 218-576-0200
- B. Mayo Clinic Ambulance Service has established procedures regarding which hospitals injured persons are to be transported to and which mode of transportation will be used. Proctor Fire and EMS has Mutual Aid Agreements with area ambulance services. These are on file at the Proctor Fire Department, 225 5th Ave, N. Proctor, MN.
- C. Ambulance services and other medical agencies or organizations that report to the scene of a serious incident are required to develop and maintain Standard Operating Guidelines they may require. Such SOG's should include guidance and instructions for operation in an environment in which hazardous materials are present.

V. County and State Support

- A. Support is available from the St. Louis County Health Department through the St. Louis County Emergency Management Office (911).
- B. Support is available from the Minnesota Department of Public Safety by calling the State Duty Officer at: 1-800-422-0798.

[Cont. Annex E – Health & Medical]

VI. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

Annex F – Evacuation, Traffic Control & Security

I. Purpose

To outline how evacuation, traffic control and security will be carried out if required due to a disaster in the City of Proctor.

II. Responsibility

- A. The following officials will be responsible for recommending evacuation:
 - 1. The Mayor/Police Chief will delegate the conditions for evacuation.
- B. The Proctor Police Department will be responsible for coordinating all evacuation efforts and will be directed from the EOC. Private vehicles will be the primary means to transport citizens. Other resources, buses, vans, etc., will be utilized as needed.
- C. The Proctor Police Department has the primary responsibility for traffic control and security. The evacuation plans are the responsibility of the Proctor Police Department.

III. Procedures

- A. Residents to be evacuated would be notified of the need to evacuate by:
 - 1. Public address/loudspeaker or face to face
 - 2. Local Radio Stations: **See Pages 4-5**
 - 3. Local Television Stations: **See Page 6**
- B. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and several other pertinent factors. The primary traffic arteries that will/can be used for evacuation of all or part of the city are as follows:
 - 1. North/South – Interstate 35
 - 2. East/West – U.S. Highway 2
 - 3. When the evacuees leave the City of Proctor, they will be under the direction of the St. Louis County Emergency Team.
- C. Depending upon which highways are used for evacuation, Traffic Control Points will be established by the Proctor Police Department.
- D. Mobility impaired and other individuals unable to evacuate themselves can obtain assistance by calling (911). They will in turn notify Proctor Fire and EMS for transportation arrangements.

[Cont. Annex F – Evacuation, Traffic Control & Security]

- E. Facilities at risk (nursing homes, schools, etc.) have developed their own evacuation plans, but they must be coordinated through the EOC and/or the Incident Commander.
- F. The Mayor/Police Chief will be the last person to leave the EOC and will be responsible for safe removal of the records and for securing the building.

IV. Resources Available

- A. Proctor Fire and EMS may have ambulances available through Mayo Clinic Ambulance Service if needed to evacuate non-ambulatory persons.
- B. Duluth Transit Authority may agree to provide buses, if needed, to assist in the evacuation process.
- C. Assistance for traffic control and security is the responsibility of the Proctor Police Department. The department representative in the EOC will determine which agencies to request this assistance from.

V. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated:_____

Annex G – Fire Protection

I. Purpose

To describe how fire protection is accomplished in the city limits of Proctor.

II. Responsibilities

- A. Coordinate all fire and rescue personnel with other service chiefs to help control the orderly movement of relocates.
- B. Assist in the development of surveillance teams for fire watch to cover the affected area during and after evacuation.
- C. Coordinate with the police for use of security patrols.
- D. Assist in the survey and coordination of fire needs, and assist in the movement of personnel and equipment for standby assistance.
- E. Assist in the coordination of inspection teams for fire preventative measures in all buildings and shelter.
- F. Assist in the coordination of frequent fire safety inspections in congregate care facilities, other occupied areas due to relocation and areas of flammable materials storage for fire hazards.
- G. Assist in the establishment, publication, and enforcement of temporary fire safety regulations for congregate care facilities particularly in regard to smoking, cooking, and heating.
- H. Assist in the coordination of training residents and others in fire prevention and suppression techniques.
- I. Assist in the coordination of returning evacuees to their homes.

III. Mutual Aid Agreements

The Fire Department is activated by the St. Louis County Communications Department. Mutual Aid Agreements are on file in the Communications Department and City EOC.

[Cont. Annex G – Fire Protection]

The Duluth Public Safety Answering Point (PSAP) activates the following Fire Departments via the (911) transmitting radio frequency:

Alborn	Grand Lake
Alden	Hermantown
Arrowhead	Industrial
Brevator East	Kelsey
Brevator West	Lakewood
Brimson	Meadowlands
Canosia	Midway
Clifton	Normanna
Cotton	North Star
Culver	Northland
Duluth	Pequaywan Lakes
Elmer	Proctor
Ellsburg	Rice Lake
Floodwood	Solway
Fredenberg	Toivola
Gnesen	148th Air National Guard

The Minnesota Division of Homeland Security and Emergency Management (HSEM) will use radio frequency which is the Statewide Fire Mutual Aid Frequency for hazardous materials response and communications with the Proctor Volunteer Fire Department.

IV. Communications

Proctor Fire and EMS has communications capabilities with the following agencies:

- St. Louis County Communications (911)
- Statewide Hospital
- MINSEF
- Area Ambulance Services
- Proctor Public Utilities
- Proctor Police Department
- Proctor Street Department
- Proctor City Engineer
- St. Louis County EOC at Pike Lake

V. Supporting Documents

Proctor Fire and EMS have developed Standard Operating Guidelines (SOG) to deal with emergencies that may occur. These SOG's are available at the Proctor Fire and EMS Headquarters Station located at 223 5th Avenue, Proctor, Minnesota 55810.

[Cont. Annex G – Fire Protection]

VI. Authentication/Authority Having Responsibility

Fire Chief

City of Proctor

Dated: _____

Annex H – Damage Assessment

I. Purpose

To provide an overview of how damage assessment will be accomplished following a disaster in the City of Proctor.

II. Responsibilities

A. The Emergency Management Director is responsible for:

1. Developing and maintaining a damage assessment "Team" composed of municipal and/or private sector agency representative(s).
2. Coordinating the initial damage assessment process, following the occurrence of a disaster.

B. City officials who, depending upon the nature of the disaster, will participate in a damage assessment effort:

1. Building Inspector
2. Street Foreman
3. Deputy City Clerk

C. County Officials (if needed) can be called by notifying the St. Louis County Emergency Management Director through (911).

D. Private sector agencies would include:

- A. Red Cross
- B. Salvation Army

III. Policies & Procedures

A. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.

B. Above-named officials will be instructed as to their areas of responsibility.

C. Damage assessment forms will be distributed for tabulation of property damages.

D. Tabulation of all damages, both public and private, will be coordinated through the Proctor Emergency Management Office. Such damages that may qualify will be put forth in a disaster declaration request to the Minnesota Office of Homeland Security and Emergency Management.

[Cont. Annex H – Damage Assessment]

IV. Supporting Documents

A complete damage assessment plan is on file in the Proctor City Hall, 100 Pionk Drive, Proctor, Minnesota 55810.

V. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

Annex I – Congregate Care

I. Purpose

To describe how the congregate care (emergency housing, feeding, clothing, and counseling) needs of Proctor residents (as well as incoming evacuees from other communities) will be met in the event of a disaster.

II. Responsibility

- A. **Primary Needs** – The following primary congregate care needs of disaster victims will be met by the City and/or County Government Departments or private sector agencies so indicated below:

Emergency Housing	Red Cross (911)
Emergency Feeding	Salvation Army (911)
Emergency Clothing	Red Cross Salvation Army
Crisis Counseling	Red Cross Local clergy Local funeral directors

- B. **Additional Needs** – The following additional congregate care needs of disaster victims will be met by the agencies/organizations indicated below:

Registration of Victims	Red Cross
Inquiry and Referral	Red Cross
Decontamination of Victims	Proctor Fire Department State Hazmat Teams

III. Coordination of Congregate Care

The Proctor Emergency Management Director will be responsible for providing overall coordination of the congregate care function. In order to facilitate this coordination, the City Emergency Management Director will appoint a representative of the American Red Cross to serve on as the EOC as a liaison.

IV. Available Reception Centers

- A. **Incoming Reception Centers** – Seven facilities have been identified as being appropriate for use as reception centers for incoming evacuees from other communities. These facilities and the locations are as follows:

[Cont. Annex I – Congregate Care]

1. Proctor High School – 131 9th Avenue
2. Bayview Elementary School – 8708 Vinland Street
3. Pike Lake Elementary School – 5682 Martin Road
4. Proctor Ice Arena (St. Lukes Event Center) – 704 Kirkus Street
5. Moose Lodge – 415 3rd Avenue
6. St. Rose Catholic School/Church – 2 North 6th Avenue
7. Forbes United Methodist Church – 33 Grove Street

B. The above facilities will also serve as emergency housing facilities. A determination at the time of need will be made as to the numbers of persons to be housed in each facility.

C. Emergency Feeding Providers:

1. Salvation Army (Coordination)
2. Red Cross (Coordination)
3. All schools listed in Section IV (A) above have kitchen facilities that are capable of mass feedings.
4. McDonald’s Restaurant
5. Black Woods Grill and Bar
6. Proctor Pizza

V. Supporting Documents

The above Agencies have either written plans for congregate care, (Red Cross and Salvation Army), or have agreed to serve in the capacity outlined in each section. These Agencies are responsible for producing and updating their emergency operations plans.

VI. Authentication/Authorities Having Responsibility

American Red Cross Local Representative
American Red Cross
Dated: _____

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

Annex J – Debris Clearance

I. Purpose

To describe how debris clearance will be accomplished following a disaster in the City of Proctor.

II. Responsibilities

Within the City of Proctor, the City Street Department will be responsible for debris clearance. It is the City Foreman’s responsibility to produce an up-to-date emergency response plan to be used in the event of a disaster requiring debris clearance.

III. Policies & Procedures

- A. Except for unusual circumstances, removal of debris from private property will be the responsibility of the property owner.
- B. Debris of a natural origin (trees, shrubs, etc.) will be disposed of at the Proctor Compost Site on city dump site located in Midway Township.
- C. Debris of a man-made origin, (building materials, manufactured goods) will be disposed of in the manner prescribed by St. Louis County.
- D. Hazardous materials disposal will be the responsibility of the State of Minnesota Department of Public Safety Hazardous Materials Response Teams. They have Standard Operating Guidelines (SOG) in place to deal with such emergencies.

IV. Authentication/Authority Having Responsibility

City Street Foreman
City of Proctor
Dated:_____

Annex K – Utilities Restoration

I. Purpose

To provide an overview of how utility services will be restored after a disaster or other emergency.

II. Responsibilities

The following government agencies and private sector organizations are responsible for providing utility restoration to the City of Proctor. These agencies or departments will be under the direction of and/or coordination with the Proctor City Administrator.

A. Natural Gas

1. Minnesota Energy Resources; 800-889-9508
50 PSIG odorized natural gas
2. Northern Natural Gas Company; 888-367-6671
800 PSIG non-odorized natural gas

B. Electricity

1. Proctor Public Utilities; 218-624-4055
(Monday – Friday, 8:00 a.m. to 4:30 p.m.)
2. PUC Operations Manager – Char Jones; 218-628-6264
3. Minnesota Power – Public #; 800-228-4966
4. Minnesota Power – Non-Public #s; 218-355-5990 or 218-720-2764

C. Water Services

1. Proctor Public Utilities; 218-624-4055
(Monday – Friday, 8:00 a.m. to 4:30 p.m.)
2. PUC Operations Manager – Char Jones; 218-628-6264
3. PUC Water Tech – Pat Casey; 218-340-7986

D. Sewer Services

1. Street Department – City Hall; 218-624-3641
2. Street Department – Shop; 218-628-6269
3. Street Department Foreman – Rick LaLonde; 218-628-6269

E. Solid Waste Disposal

1. Hartel’s DBJ; 218-729-5446
2. Waste Management; 218-624-7838

[Cont. Annex K – Utilities Restoration]

F. Telephone Services

1. CenturyLink Communications Inc.; 1-800-573-1311
2. Cellular Telephone Providers

III. State Support

If required, state support can be obtained by contacting the State Duty Officer. This support is requested only after local resources are exhausted, or if there exists a state or federal statutory requirement, or because of the consequences of utility disruption.

IV. Authentication/Authority Having Responsibility

PUC Operations Manager
City of Proctor
Dated: _____

Annex L – Section L1 – Radiological Protection

I. Purpose

To provide an overview of how the City of Proctor will respond to a radiological materials incident/accident within the City of Proctor.

II. Response to Radiological Materials Incidents/Accidents

- A. **Peacetime Incidents** – In all likelihood, most peacetime incidents will be confined to a relatively small area and will be minor in impact. However, if an incident is beyond the resource capabilities of the city, the St. Louis County Emergency Management Director (911) can be called for assistance. If the incident is beyond the scope of the County, the State Duty Officer will be called to summon the help of the Department of Public Safety and the Minnesota Department of Health (MDH), Radiation Control Section. The MDH Radiation Control Section has trained personnel, equipment, and authority to provide assistance to local government. Specific guidelines will be followed by the City responding departments in regard to preventing civilian contact, spread of contamination, controlling the incident scene from public access, and notifying the State Duty Officer.
- B. **Enemy Attack** – Although plans and preparation have been made at the state and federal levels to assist local governments during periods of widespread radiological emergencies caused by nuclear detonations, such assistance would probably be slow in coming. Monitoring devices will be available for radiological monitoring of essential and non-essential areas.

Annex L – Section L2 – Hazardous Materials Protection

I. Hazardous Materials Incidents

A. Pre-identification and Analysis of Risk – In response to the requirements and recommendations contained in the Superfund Amendment and Reauthorization

1. Proctor High School – 131 9th Avenue
2. Murphy Oil USA, Inc – 5746 CSAH, Old Hwy 61
3. Canadian National Railroad – Proctor Yard
4. CenturyLink Communications – 216 3rd Avenue
5. Hillside Gardens Apts – 419 7th Street

B. Determination that a Release of Hazardous Materials has Occurred – Facilities located in Proctor that use, store, manufacture, or transport hazardous materials are responsible for developing plans and training personnel so as to be able to promptly determine and report that a release of hazardous materials has occurred. Similarly, city personnel who respond to transportation or other incidents will receive training designed to help them determine if hazardous materials are present.

C. Response to a Hazardous Materials Release/Incident – Facilities listed above are required to develop and maintain a standard operating plan that their personnel will follow in the event of a release. Copies of these plans are on file at the Proctor Fire and EMS Headquarters.

D. Hazardous Materials Response Capabilities:

1. Within the City of Proctor, the Fire Department has the primary responsibility for responding to a hazardous materials incident. They will isolate, identify, deny entry, and evacuate all endangered personnel from the area.

The State of Minnesota Hazardous Materials Response Teams are available by calling the State Duty Officer (911).

2. The Fire Department will begin their determination of the area affected by a hazardous materials release by identifying and verifying the materials involved. For the most part, they will then rely on the DOT Guidebook to decide which area of the City to evacuate and which direction to evacuate to.

II. State Support

In the event a hazardous materials incident is beyond the capabilities of the City of Proctor Response Agencies, the State Hazardous Materials Response Teams will be called (911).

[Cont. Annex L – Section L2 – Hazardous Materials Protection]

III. Federal Support

- A. In the event of a hazardous materials incident that is beyond the response capabilities of Local, County and State Governments, the Incident Commander can request federal assistance through the State Duty Officer (911).
- B. Reimbursements of costs for a hazardous materials incident are available through the U.S. EPA. To be eligible for reimbursement, contact must be made to the National Response Center (1-800-424-9902) within 24 hours of the incident and subsequently submit application for reimbursement.

IV. Supporting Reference Documents

- A. FEMA Civil Preparedness Guide 1 30.
- B. The National Response Team's Hazardous Materials Emergency Planning Guide and the Technical Guidance for Hazardous Analysis.
- C. U.S. Department of Transportation Emergency Response Guidebook.

V. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated:_____

Annex M – Responder Training

I. Responder Training

The City of Proctor Fire and EMS Personnel are trained to EMT/1st Responder Level Hazardous Materials Response. The Department supports the NFPA 1403 Guidelines for training of fire personnel. Annually, this department refreshes on all sections of emergency response to include:

1. Search and Rescue
2. Hazardous Materials Responses
3. General Fire Fighting Tactics

II. Authentication/Authority Having Responsibility

Fire Chief
Proctor Fire and EMS
City of Proctor
Dated:_____

Annex N – Exercise Schedule

I. Exercise Schedule

- A. The City of Proctor will participate in an annual disaster exercise. This exercise encompasses all sections of and focuses upon specific areas each year.
- B. The City of Proctor also participates in planning and exercising with the St. Louis County Emergency Management Authority and the local Medical Centers during the required training sequences.

II. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

Annex O – Transportation Routes

I. Purpose

To define the primary routes that hazardous materials shipments may take when being shipped into, out of, or through the City of Proctor proper.

II. Highway

The primary transportation routes for hazardous materials in the City of Proctor are as follows:

- A. East/West US Highway 2
- B. North/South Minnesota Interstate 35

III. Pipelines

- A. **Minnesota Energy Resources** – Maintains a natural gas pipeline system throughout the City of Proctor. Maximum pressure is 50 PSIG. Minnesota Energy Resources has an Emergency Operations Guide to assist in responding to natural gas emergencies.
- B. **Northern Natural Gas Company** – Maintains an 800 PSIG non-odorized natural gas pipeline up to Proctor. This pipeline is routed into the southwestern edge of the city limits and then proceeds to the Ugstad Road Gate Station where it is reduced in pressure to 50 PSIG and odorized. The Northern Natural Gas Company is required to have an emergency operation plan to deal with incidents involving their product and facilities. Minnesota Energy Resources will assist in the mitigation until Northern Natural Gas Crews arrive.
 - 1. Northern Natural Gas Company
800 PSIG non-odorized natural gas
1-888-367-6671 (24-hour emergency number)
218-348-4212 (local contact/non-emergency)
(Office Pipeline Carlton Team – not answered all the time)
 - 2. Minnesota Energy Resources
50 PSIG odorized natural gas
1-800-889-4970 (24-hour emergency number)

IV. Railroads

Rail shipments of hazardous materials are limited to Liquid Petroleum Gas shipped by rail to the Ferrell Gas Company on North US Highway 2. These shipments occur only in the winter months when demand is high. The rail line is Canadian National. Canadian National has emergency plans for rail line incidents involving their shipments.

[Cont. Annex O – Transportation Routes]

V. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

Annex P – Disease Outbreak Crisis

I. Purpose

To identify actions the City needs to take in the event of disease outbreak and/or pandemic.

II. Identification of Outbreak

A Disease Outbreak Crisis situation will be made on the recommendation from local medical facilities and health officials.

III. Responsibilities

A. The following necessary government functions must continue in the event of a Disease Outbreak Crisis. These operations are necessary to protect the health and safety of the community. Realizing that a pandemic will in all likelihood affect city employees, departments can authorize overtime for unaffected employees to continue these operations if necessary.

1. Fire Suppression
2. Police Patrol Operations
3. Emergency Medical Operations
4. Snow Removal from City Streets
5. Emergency Road Repairs
6. City Water & Sewage Treatment Operations

B. Other city operations may continue as deemed necessary by the respective department heads. Since human interactions will further spread the disease, functions that can be delayed and/or stopped are recommended to do so.

C. Upon suspicion of a disease outbreak, the Emergency Management Director shall notify the following agencies.

1. St. Louis County Department of Health
218-725-5210
2. Minnesota Department of Health/Infectious Disease Epidemiology,
Prevention and Control Division
1-877-676-5414

Assistance offered by these agencies in controlling the outbreak will be utilized.

D. Due to its highly contagious nature, notification of a disease outbreak to citizens of Proctor and surrounding areas will be made through local media outlets. **See Pages 4-6 for local television and radio stations.**

[Cont. Annex P – Disease Outbreak Crisis]

IV. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

Revised 2008, 2019, 2020, 2024

CITY OF PROCTOR

EMERGENCY OPERATIONS PLAN

~~2020~~

Update 2024

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CITY OF PROCTOR

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EMERGENCY OPERATIONS PLAN

Adopted this [redacted] day of [redacted], 2020 [redacted], 2024

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Chad Ward
Mayor

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Kent Gaidis
Emergency Management Director

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DISTRIBUTION PAGE

<u>POSITION</u>	<u>FULL NAME</u>	<u>DATE</u>
Mayor	_____	_____
City Administrator	_____	_____
EM Director	_____	_____
Deputy Mayor	_____	_____
Councilor	_____	_____
Councilor	_____	_____
Councilor	_____	_____
Fire Chief	_____	_____
Police Chief	_____	_____
Street Dept.	_____	_____
PUC/ Utilities	_____	_____
Building Official	_____	_____
Deputy Clerk	_____	_____
Engineer	_____	_____
Police Staff	_____	_____
ISD 704	_____	_____
ISD 704 Transportation	_____	_____

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VERIFICATION OF PLAN APPROVAL

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The City of Proctor Emergency Operations Plan has been reviewed and approved by the Mayor and by the Emergency Management Director on this date.

Mayor

Date

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Emergency Management Director

Date

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I. Reason for Emergency Operations Plan

Tornadoes, floods, blizzards, ~~and~~ other natural disasters and pandemics can affect ~~the~~ City of Proctor operations and City of Proctor residents. In addition, major disasters such as train wrecks, aircraft accidents, explosions, accidental releases of hazardous materials, pipeline leaks, and enemy or terrorist attacks, pose a potential threat to public health and safety in the City of Proctor. An emergency operations plan is needed to ensure the protection of the public from the ~~affects~~effects of these hazards.

The City of Proctor will utilize and follow the National Incident Management System (NIMS) as a template for response guidelines, in accordance with Homeland Security and Emergency Management requirements.

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II. Purpose of Emergency Operations Plan

The City of Proctor has many capabilities and resources that could be used in response to any major disaster. These include the facilities, equipment, personnel, and skills of both governmental and non-governmental professions and groups in Proctor. The purpose of this plan is to ensure the effective coordinated use of these resources so as to:

1. A. — Maximize the protection of life and property.
2. B. — Ensure the continuity of government.
3. C. — Sustain survivors.
4. D. — Repair essential facilities and utilities.

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III. Legal Basis, References, and Supporting Documents

1. A. — Public Law 920, as amended.
2. B. — Minnesota Statutes, Chapter 12, as amended.
C. — Minnesota Statutes, Section 299J, as amended.
3. (The Minnesota Pipeline Safety Act)
4. D. — City of Proctor Resolution dated April 17, 2006.
5. E. — St. Louis County, Countywide Emergency Operations Plan
6. F. — Mutual Aid Agreements, as noted.
7. G. — Regional Health Services Emergency Plan.
8. H. — Facility Hazardous Materials Plans; see attached list.

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IV. Organization

CHART A

City of Proctor
Organization and Interrelationship *

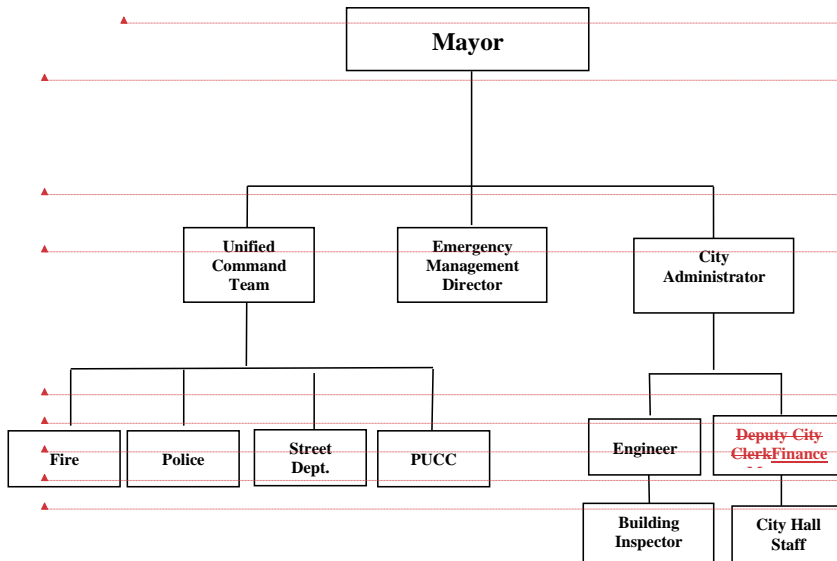


CHART A — Organizational Chart for the City of Proctor

~~Existing government is the basis for emergency operations. City Departments will perform emergency activities related to those they perform on a day-to-day basis. The City and interrelationships are shown on CHART A.~~

Existing government is the basis for emergency operations. City Departments will perform emergency activities related to those they perform on a day-to-day basis. The City and interrelationships are shown on CHART A.

* This chart includes primary operational departments only.

Direction & Control

The ~~direction and~~ control of government operations from a central, protected, and secure facility, with adequate communications and key personnel, is essential for emergency operations.

In the City of Proctor, the Mayor is responsible for providing overall direction and control of city government resources involved in the response to a disaster. The Emergency Management Director (EMD) will serve in a staff capacity to the Mayor, and will coordinate Emergency Operations. The EMD will also serve as a liaison with the St. Louis County EMD and the State of Minnesota Department of Homeland Security and Emergency Management.

Direction and control of the City's response to a major disaster will take place from the Proctor Emergency Management Operations Center (EOC), located in the Police Department, Proctor City Hall located at 100 Pionk Drive, Proctor, MN. In the event 100 Pionk Drive cannot be used, the Proctor Golf Course, 25 Al Shoberg Drive, Proctor, MN will be used as the EOC.

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V. Emergency Responsibility Assignments

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A. A summary of the City's emergency responsibility assignments, by function, is shown on CHART B. Heads of various city government departments and agencies will be responsible for carrying our assignments shown on this chart. Additional information about these emergency responsibilities is contained in the annexes to this plan. One annex exists for each of the responsibilities (functions) that are shown on CHART B. City departments and agencies have developed whatever Standard Operating Guidelines (SOG's) they may need ~~in order~~ to carry out these responsibilities.

B. Responsibilities have been assigned by code letters: [P], [S], or [C].

1. [P] Indicates Primary Operational Responsibility
The official or agency is in charge of, and responsible to make provisions for that function. As a rule, city government officials are assigned responsibility for carrying out a function.
2. [S] Indicates Support Responsibility
The agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.
3. [C] Indicates Coordination Responsibility
Is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility, ~~this~~. This will be especially true when non-governmental agencies are involved.

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CHART B

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Code: P=PRIMARY, S=SECONDARY, C=COORDINATION

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FUNCTION	REONSIBLE AGENCIES	REMARKS Telephone/Contact
1. Warning & Notification	P = St. Louis County 911 S = Emergency Management Dir S = Proctor Police Department	9-1-1 (911) 218-625-3581 218-348-2035 (cell) 218-491-0644 591- 4333 (cell) 218-624-7788
2. Direction & Control	P = Mayor S = Emergency Management Dir <u>S = City Administrator</u>	628-4934 (work) Ext. 1016 218-576-9532 (cell) 218-348-2035 (cell) 218-491-0644 591- 4333 (cell)
3. Emergency Public Information	P = Mayor S = Public Information Office <u>S = City Administrator</u>	628-4934 (work) Ext. 1016 218-576-9532 (cell) as assigned
4. Search & Rescue	P = Proctor Fire Department S = Mutual Aid Departments	9-1-1 (911)
5. Health & Medical	P = Regional Health Services S = Proctor Fire/EMS	(Hospital) (911) 218-628-0787
6. Evacuation, Traffic Control & Security	P = Proctor Police Department S = Mutual Aid Departments C = Transportation Comps	218-624-7788 9-1-1 (911)
7. Fire Protection	P = Proctor Fire Department S = Mutual Aid Fire Departments	218-628-0787 9-1-1 (911)
8. Damage Assessment	P = Deputy City Clerk Finance Director S = County Assessor S = Proctor Building Inspector S = Public Utilities <u>S = Street Department</u>	218-628-6267 624- 624- 624-4055
9. Congregate Care	P = Emergency Management C = Salvation Army C = Red Cross	9-1-1 9-1-1 9-1-1 (911) (911) (911)
10. Debris Clearance	P = Street Department C = Private Contractors	218-624-3641 (City Hall) 218-628-6269 (Street Dept)
11. Utility Restoration	P = General <u>Manage</u> Manager PUC C = US West Telephone C = AT&T Communications	624-4055
12. Radiological Protection	P = St. Louis County Health Department	9-1-1 (911)

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13. Hazardous Materials	P = Proctor Fire Department S = State Hazmat Teams	9-1-1(911) 800-442-0798
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IV

VI. Personnel Notification List

POSITION	NAME	BUSINESS PHONE	CELL PHONE
MAYOR	CHAD WARD	218-628-6268	218-576-9532
CITY ADMINISTRATOR	Interim Troy Dewa JESS RICH	218-628-6261	218- 390- 9546591-4333
FIRE CHIEF	KERRY HELQUIST	218-628-0787	218-390-0881
EMER. MGMT. DIRECTOR	KENT GAIDIS	218-628-6276	218-348-2035
UNIFIED COMMAND TEAM			
CHIEF OF POLICE	KENT GAIDIS	218-624-7788	218-348-2035
STREET DEPARTMENT	RICK LALONDE	218-628-6269	218-428-1790
PUC - UTILITIES	CHAR JONES	218-628-6264	218-393-6638
COUNTY ASSESSOR	SEAN WORTHINGTON CASSIE BROWN	218- 726-2095733- 2916	N/A
BUILDING INSPECTOR	JIM RICH	218-729-3610	N/A
DEPUTY CITY CLERK FINANCE DIRECTOR	LESLIE BRUNFELT	218-628-6267	218-728-9932
PROCTOR SCHOOLS 704	RANDY SCHMIDT	218-628-4926 EXT. 1045	218-390-6313

VII. Operations

- A. Protection of life and property, and alleviation of human distress will be the primary goal of the City of Proctor Government Operations.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- C. The City Emergency Management Director will assist in providing resource coordination between governmental agencies and the private sector.
- D. City government ~~resources~~resources will be utilized to the maximum extent possible prior to requesting assistance from either County, State, or Federal agencies.
- E. Each agency, department, or service of the city government will provide for maintenance of records during an emergency. These records shall include personnel hours, equipment hours, equipment types, supplies and materials consumed, injuries to personnel, and damage to public facilities. As in letter F,

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~~camcorders~~, digital cameras, and standard cameras should be utilized to document damage, etc.

- F. It is expected that all departments will assist with damage/loss documentation as needed and appropriate. The ~~Deputy Clerk Office~~ Finance Director will take the lead in this instance, utilizing cameras, ~~camcorders~~, digital cameras, etc., to establish photo documentation related to damage, both public as well as private (as necessary).

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VIII. Support

A. County Government Support

Information and assistance in securing County Government Support may be obtained by contacting the St. Louis County Emergency Management Office through ~~9-1-1~~(911).

B. State and Federal Government Support

1. **General** — The Minnesota Office of Homeland Security and Emergency Management State Duty Officer is a 24-hour contact at 1-800-442-0798. The National Response Center ~~is at~~ 1-800-424-8802.

2. **Emergency Assistance** — In the event of a major emergency or disaster which exceeds the capabilities of both the City of Proctor and St. Louis County governments; and which necessitates immediate state and/or federal assistance, contact the Minnesota State Duty Officer at (24-hour number) 1-800-442-0798.

3. **National Guard** — When a natural disaster or other major emergency is beyond the capabilities of local government, support from the National Guard may be available. Only the Governor, as Commander in Chief of the Minnesota National Guard, has the authority to activate the National Guard. The purpose of this activation is to ensure the preservation of life and property and to support the local civil law enforcement authorities.

i. ~~A. Request procedures in~~Procedures. In the case of the county and all cities that are not of the first class, the sheriff must submit the request for assistance to the governor's office. In the case of cities of the first class, the mayor, after consulting with the county sheriff, will submit the request to the governor.

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4. **Federal Assistance for Serious Hazardous Materials Incidents** —

i. ~~A.~~ — A summary of state and federal programs available to local governments which are experiencing or have experienced a disaster is contained in Disaster Response and Recovery: A Handbook For Local Government. This document was developed by, and is available from, the Minnesota Division of Homeland Security and Emergency Management (HSEM) Regional Program Coordinator's Office and is on file in the County Emergency Management Office.

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ii. ~~B.~~ — Information and assistance in securing state or federal support may be obtained by contacting the HSEM Regional Program Coordinator's Office. (See Resource Manual)

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iii. Federal Assistance

a. Terrorism — If an event is a suspected terrorism threat or actual incident, this should be reported to the Federal Bureau of Investigation (FBI). If the FBI determines the threat or incident is a possible terrorist incident, they become the lead Federal Agency for crisis management of the incident.

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b. Hazardous Materials Incidents

The following types of assistance can be accessed through the HSEM duty officer:

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- The On-Scene-Coordinator (OSC) is the federal official pre-designated by the Environmental Protection Agency or the U.S. Coast Guard to coordinate and direct federal responses and removals under the National Contingency Plan; or the Department of Defense (DOD) official designated to coordinate and direct the removal actions from releases of hazardous substances, pollutants, or contaminants from DOD vessels and facilities. When the National Response Center (NRC) receives notification of a pollution incident, the NRC duty officer notifies the appropriate OSC, depending on the location of an incident. Based on this initial report and any other information that can be obtained, the OSC makes a preliminary assessment of the need for a federal response. If any on scene response is required, the OSC will go to the scene and monitor the response of the responsible party or state or local government. If the responsible party is unknown or not taking appropriate action and the response is beyond the capability of state and local governments, the OSC may initiate federal actions, using funding from the Federal Water Pollution Fund for oil discharges and the CERCLA Trust Fund (Superfund) for hazardous substance releases.

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- The Regional Response Teams (RRT) are composed of representatives of federal agencies and a representative from each state in the federal region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened to provide advice or recommendations in specific issues requiring resolution. Under the National Contingency Plan, RRT's may be convened by the chairman when a hazardous materials discharge or release exceeds the response capability available to the OSC in the place where it occurs; crosses regional boundaries; or may pose a substantial threat to the public health, welfare, or environment, or to regionally significant amounts of property. Regional contingency plans specify detailed criteria for activation of RRT's. RRT's may review plans developed in compliance with Title III, if the local emergency planning committee so request.

IX. Plan Updating, Training & Exercises & Annexes

- A. For the purposes of this plan, the City of Proctor Emergency Management Director shall serve as the planning coordinator. As such, the director will have authority and responsibility for the maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is in accord with the Minnesota Office of Homeland Security and Emergency Management, and the National Incident Management System.
- C. This plan will be distributed to all city government departments and agencies that have emergency assignments in the event of a major disaster in the City of Proctor. The plan distribution list is maintained by the City of Proctor Emergency Management Director.
- D. The City of Proctor will comply with Public Law 99 499 (SARA) training and exercising requirements, as published. Information about both scheduled and previously conducted training exercises is available at the City of Proctor Emergency Management Director's Office located at 100 Pionk Drive, Proctor, MN 55810.

Annex A – Warning and Notification

I. Purpose-

To provide an overview of the responsibilities and the procedures whereby the notification of key officials.

II. Responsibilities

A. The St. Louis County Communications Department (911) is the County Warning Point. The County Warning Point is responsible for relaying emergency notification (i.e., severe weather, disasters, etc.) which it sends to the Proctor Police Department officer on duty, as well as the Emergency Management Director. The Proctor Police Department is the City of Proctor Warning Point. The siren in Proctor is activated by the County Communications Department (911). NOTE: The sirens in Proctor are activated simultaneously with sirens in Duluth.

B. Businesses, industries, and members of the general public who need to either report an emergency or to request emergency assistance must call (911). The personnel who answer (911) calls are responsible for determining the appropriate response agency or agencies to dispatch to the scene of an emergency.

C. The City Warning Point is responsible for ensuring that all emergency notifications received are handled properly. Specifically, the City Warning Point will:

1. Notify key City government officials.
2. Activate the outdoor warning curfew siren if the (911) siren is inoperative.
3. Carry out route altering (house to house) with the use of public address systems on law enforcement vehicles.
4. Request an emergency activation of the EBS station by implementing the procedures in the Proctor Operational Area EBS Plan. (Call KDAL requesting activation of EBS. Phone: 722-0839 (AM), 722-8729 (FM), or 722-4321-.)

III. Supporting Documents

The City of Proctor Notification and Warning Standard Operation Guidelines (NWSOG's) details NWSOG detail the specific notification and warning procedures that will be followed by the City Warning Point. The NWSOG is on file at the Proctor Emergency Management Office.

Annex B – Direction & Control

I. Purpose -

To describe how direction and control of the City of Proctor disaster response will be accomplished.

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II. Responsibilities

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A. **Mayor** -- The Mayor of the City of Proctor will be responsible for providing overall direction and control of city government resources involved in the response to a disaster. The line of succession to the Mayor is as follows:

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- 1. Mayor
- 2. Deputy Mayor
- 3. City Administrator
- 4. City Council Members

B. **City Emergency Management Director** -- The Emergency Management Director (EMD) will serve in a staff capacity to the Mayor and will carry out the Mayor's policies and directives, and will coordinate emergency operations. The line of succession to the EMD is as follows:

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- 1. Emergency Management Director (EMD)
- 2. Assistant EMD on duty shift officer at the Proctor Police Department.

III. City of Proctor Emergency Operations Center

Direction and control of the City of Proctor response to a disaster will be carried out at the City of Proctor Emergency Operations Center (EOC). The primary EOC for the City of Proctor is located in the Police Department, Proctor City Hall, 100 Pionk Drive. The secondary EOC is in the Proctor Golf Course, 25 Al Shoberg Drive. The tertiary EOC is the St. Luke's Sports and Event Center, 704 Kirkus Street.

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A. **Criteria for EOC Activation** -- The degree of activation of the EOC will be determined by the severity of the emergency.

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Response Level 1 - The EOC may be partially activated due to a potential threat to life and/or property from severe weather or manmade disaster (hazmat).

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Response Level 2 - The EOC will be fully activated in response to an emergency resulting in an actual threat to life and property. This includes, but is not limited to: tornado touchdown, pipeline leak, flooding, severe weather, hazardous materials incident, etc., which may cause damage to the public and private sector. Any incident that requires a coordinated response effort involving the response of several agencies, such as surrounding municipalities, county, state, and federal resources, will trigger the activation of the EOC.

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B. **Responsibilities for EOC Activation** – In the event of a major disaster, EOC staff will be expected to automatically report to the EOC. However, the EMD is responsible for ensuring that the EOC is activated according to the previously described criteria.

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C. **Staffing the EOC** – Staffing of the EOC will normally consist of the Mayor, City Administrator, Emergency Management Director, Deputy Police Chief, Fire Chief, City Engineer, PUC Director, Street Department ~~Forman~~ Foreman, and anyone else requested by the Emergency Management Director. Any EOC staff person is responsible for operations of their particular area of assignment. Each department or agency that is represented in the EOC is responsible for ensuring that the representative is familiar with the duties they will be expected to perform in the EOC. This person does not need to be the actual Chief or Director, but someone who can represent their department completely, and has full authority over their department.

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D. **Communications Capabilities**

FROM PROCTOR EOC TO	St. Louis County EOC	Telephone Radio Cellular phone
	Cities within St. Louis County	Telephone Radio Cellular phone
	Medical Center – Duluth	Telephone Radio Cellular phone
	State EOC	Telephone Radio Cellular phone
	City Department Field Units	Telephone Radio Cellular phone
	Radio Amateur Civil Emergency Services (RACES)	

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E. **EOC Equipment/Supplies**

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– The Proctor Emergency Management Director is responsible for ensuring that the EOC is operational. Supplies such as maps, displays, tables, chairs, communications equipment, message logs, etc. will be obtained and utilized as necessary.

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IV. **Authentication/Authority Having Jurisdiction Responsibility**

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City of Proctor Emergency Management Director
Proctor Emergency Management Office
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Annex C – Emergency Public Notification

I. Purpose

To provide an overview of how emergency public information will be disseminated in the event of a disaster.

II. Spokesperson

The ONLY official spokesperson authorized to serve as the Public Information Officer (PIO) for the City of Proctor is the currently serving Mayor. If the Mayor is unavailable, the EOC Director will designate an alternate PIO. This individual will be given access to all information necessary to carry out their role as PIO for the incident.

III. Responsibilities

The PIO is responsible for disseminating information and instructions to the public on a timely basis, and for coordinating all releases before, during and after an emergency. In addition, the PIO is responsible for ensuring that the Emergency Broadcast System (EBS) is activated, should that be necessary, and for reviewing and approving all information releases before they are disseminated.

IV. Policies & Procedures

A. If it becomes necessary to establish a news briefing room, a designated location will be utilized for this purpose. News media personnel will be asked to report to this location.

B. In the event of a protracted disaster/emergency, news releases will be issued on a regular basis at the above location.

C. Public information will be disseminated through the following means:

1. Local Radio Stations:

~~a. Duluth News Director 218-722-4321~~

- ~~i. Midwest Communications 218-722-0839,
11 E East Superior St. Suite 380 218-722-5423 (FAX),
Duluth, MN 55802
Office 722-4321
Fax 722-5423
KDAL-AM, Studio 722-0839 (News-Talk 610 AM)
KDAL-FM, WDSM, Studio 786-9957 (My 95.7)
KDKE, Studio 747-3853 (102.5 Duke
FM)
KQDS Studio 724-7625 (KQ 94.9)~~

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~~KTCO- Studio 722-5826 (KAT Country 98.9)~~

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~~WDSM Studio 722-7500 (The Game 710 AM)~~

~~WDUL, KQDS- Studio 722-4321 (Hot 98.1)~~

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~~b. Duluth Manager 218-722-6700~~

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[Cont. Annex C – Emergency Public Notification]

~~ii. KDNW/KDNI-FM 218-722-1092 (FAX) (Life 97.3)~~

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~~Duluth, MN 55811~~

~~e. Duluth Office 722-6700~~

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~~Fax 722-1092~~

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~~Studio 888-720-9730~~

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~~iii. Dana Kazel~~

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~~St. Louis County Communications Manager~~

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~~Public Information~~

~~100 N. 5th Ave W, Room 213~~

~~Duluth, MN 55802~~

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~~Office 725-5049~~

~~iv. Chris Harwood 218-726-7181~~

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~~Production Director 218-726-6571 (FAX)~~

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~~The North 103.3FM (formerly KUMD Radio)~~

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~~10 University Drive~~

~~WDSE FM~~

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~~130 Humanities~~

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~~1201 Ordean Ct~~

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~~Duluth, MN 55812~~

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~~Office 726-6098~~

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~~Fax 726-6571~~

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~~Townsquare~~

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~~Cont. Annex C – Emergency Public Notification~~

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~~v. d. Duluth News Director 218-Media~~

~~207 W Superior Street, Suite 130~~

~~Duluth, MN 55802~~

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~~Office 727-4500~~

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~~KBMX Studio 740-2649 (Mix 108 FM)~~

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~~KKCB Studio 727-2105 (B105 FM)~~

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~~KLDJ Studio 727-5665 (Kool 101.7)~~

~~WWPE Studio 336-9210 (Sasquatch 92.1 FM)~~

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(FAX) ~~WEBC Radio 218 Studio 727-0155 (News Dep't) 1065 media Duluth~~
~~14 E Central Entrance~~
~~Duluth, MN 55805~~

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~~(The Fan, Kool 101.7, B105, Mix 108) 106.5 FM)~~
~~e. Duluth Dan Kraker News Director 218 722 9411~~
~~WSCD/WSCN/WIRR~~
~~vi. Minnesota Public Radio 218 720 4900 (FAX)~~
~~306 W Superior St Suite 500~~
~~Duluth, MN 55802~~
~~Office 722-9411~~
~~Fax 720-4900~~
~~WSCN 100.5 MPR News / KZIO 104.3 The Current~~
~~WSCD 92.9 YourClassical MPR / K231B1 94.1~~

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[Cont. Annex C – Emergency Public Notification]

Local

~~2. Duluth Area Television Stations:~~
~~a. Duluth Kevin Jacobson, News Director 218 727 8484~~
~~i. Northern News Now/KBJR TV 218 720 9654 (TDD)~~
~~6/KDLH CBS 3~~
~~246 S Lake Avenue 218-~~
~~Duluth, MN 55802~~
~~Paul Brown, News Director~~
~~Newsroom 720-9660 (FAX News) 9666~~
~~218 720 9699 (FAX Sales)~~
~~b. Duluth Kevin Jacobson News Director 218 733 0303~~
~~KDLH TV 218 727 2332 (FAX News)~~
~~425 W Superior St 218 727 7515 (FAX General)~~
~~218 727 2941 TV Control Room~~
~~e. Duluth Mike Schram, News Director 218 727 6864~~
~~WDIO/WIRT TV 218 727 6865 (after hours only)~~
~~ii. WDIO ABC~~
~~10 Observation Rd 218 727 2318 (FAX News)~~
~~Duluth, MN 55811 218 727 4415 (FAX Office)~~
~~d. P.O. Box 16897~~
~~Duluth General Manager 218 724 8567, MN 55816~~
~~Office 727-6864~~
~~Office Fax 727-4415~~
~~News Fax 727-2318~~
~~iii. PBS North/WDSE TV 218 724 4269 (FAX)~~
~~4202 University Circle~~

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932 Niagara Court
Duluth, MN 55811
e. TRAC Office 888-563-9373
Fax 218-788-2832

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iv. FOX21/KODS
2001 London Road
Duluth, MN 55812
Office 728-1622
Fax 728-1557
Newsroom 728-8930
News Fax 728-8932

v. Trac 7 - Proctor Public - Proctor's Local Cable Access
Television Channel 7

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Cont. Annex C - Emergency Public Notification

~~3~~ youtube - @trac7298

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3. City of Proctor Official News Paper Newspaper:

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a. Proctor Journal
215 5th Street
Proctor, MN 55810
Office 624-3344
Cell 348-1452 (Jake Benson, Editor /

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Owner of Journal)

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Proctor Journal 624-3344 (Office)

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~~348-1452 (Cell)~~

Proctor, MN 55810

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~~D~~ Daily press passes will be issued by the PIO at the designated press briefing site.

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[Cont. Annex C - Emergency Public Notification]

4. Social Media:

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i. Proctor Police Department ~~V~~ Facebook Page
Jessica Buhs 624-7788

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ii. City of Proctor Facebook Page
Jess Rich 624-3641
Megan Jordan 624-3641
Sally Hedtke 624-3641

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iii. Proctor Fire Department Facebook Page
Kerry Helquist 390-0881

V. **Authentication/Authority Having Jurisdiction**
Responsibility

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City of Proctor- Emergency Management Director
Proctor Emergency Management Office
Dated: _____

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Annex D – Search & Rescue

I. Purpose

To give an overview of the Search & Rescue guidelines used during an emergency or disaster.

II. Responsibilities

Proctor Fire and EMS Department (PFD) have the responsibility for Search & Rescue in the City of Proctor. The Department has Standard Operating Guidelines (~~SOG~~^sSOG) for such procedures. The Department has engaged in area wide cooperative efforts with other agencies to assist as needed in search and rescue operations.

III. Procedures

PFD will be in charge of all Search & Rescue operations and will assign a field officer as liaison to the EOC. It will be the responsibility of the assigned officer to coordinate all search and rescue. Family notification will be the responsibility of the Northland Chapter of the American Red Cross in conjunction with local clergy.

IV. Resources

The following agencies are available for Search & Rescue Assistance:

1. St. Louis County Sheriff Rescue Squad
2. Mutual Aid Fire Departments
3. CERT – Citizen Emergency Response Team
4. R.A.C.E.S. Groups

VI. Authentication/~~Authority Having Jurisdiction~~Responsibility

Fire Chief-
City of Proctor-
Dated: _____

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Annex E – Health & Medical

I. Purpose

To provide an overview of how the Health & Medical care needs of residents will be met in the event of a major disaster.

II. Primary Responsibilities

A. **Hospital Care (Injured Victims)** – All injured persons will be transported to the on-duty ~~Medical Center~~ **medical center** – Essentia Health Medical Center or St. Luke’s Regional Trauma Center. If the number of injured requires additional hospitals or the seriousness of their injuries require a higher level of care, the following hospitals will be used:

1. St. Luke’s Hospital ~~REGIONAL TRAUMA CENTER~~ **Regional Trauma Center**
HazMat Decontamination Room
915 E. 1st St. **I: 218-726-5555**
Duluth, MN 55805
~~I: 218-726-5555~~
O: 218-726-5430
~~FAX~~**Fax**: 218-726-3076
Emergency Room ~~FAX~~**Fax**: 218-726-5181
Urgent Care ~~FAX~~**Fax**: 218-733-2430

2. Essentia Health - St. Mary’s Medical Center
HazMat Decontamination Room
407 E. 3rd St. **I: 218-786-4000**
Duluth, MN 55805
~~I: 218-786-4000~~
O:
~~FAX~~**Fax**: 218-786-2393
Emergency Room ~~FAX~~**Fax**: 218-786-4673
Walk-In Clinic ~~FAX~~**Fax**: 218-727-7202

3. Essentia Health - Miller-Dwan Medical Center
Burn Center
502 E. 2nd St. **I: 218-727-8762**
Duluth, MN 55805
~~I: 218-727-8762~~
O:
~~FAX~~**Fax**: 218-720-1144

B. **Ambulance Service** – The following ambulance service will be used to transport injured persons to medical care facilities:

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Mayo Clinic Ambulance Service 218-722-0807
211 East Second St.
Duluth, MN 55805

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If additional ambulances are needed, ambulance services have Mutual Aid Agreements with Proctor Fire and EMS, and can be dispatched by (911).

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C. **Pre-Hospital Emergency Medical Care:** Proctor Fire and EMS will coordinate and provide immediate medical care to disaster victims.

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[Cont. Annex E -- Health & Medical]

D. **Emergency Mortuary Operations:** These operations will be the responsibility of the St. Louis County Medical Examiner. The Minnesota Funeral Directors Association shall have a support role.

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E. **Health Threats:** Serious potential or actual health problems (epidemics, food and/or water contamination, etc.) associated with a disaster will be the responsibility of the St. Louis County Health Department.

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F. **Inquiry and Referral Service:** These operations will be the responsibility of Northland Chapter of the American Red Cross.

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III. Coordination

If a serious disaster resulting in multiple casualties occurs in the City of Proctor, overall coordination of the various health and medical organizations responding to the disaster will take place at the Proctor EOC.

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Proctor Fire and EMS are equipped with radio communications equipment and can communicate with all responding agencies and the EOC.

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IV. Local Supporting Plans, Procedures and Personnel:

A. Essentia Health Proctor Clinic
211 S. Boundary Ave.
Proctor, MN 55810
PHONE: 218-576-0200

B. Mayo Clinic Ambulance Service has established procedures regarding which hospitals injured persons are to be transported to and which mode of transportation will be used. Proctor Fire and EMS has ~~mutual aid agreements~~ **Mutual Aid Agreements** with area ambulance services. These are on file at the Proctor Fire Department, 225 5th Ave, N. Proctor, MN.

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C. Ambulance services and other medical agencies or organizations that report to the scene of a serious incident are required to develop and maintain Standard Operating Guidelines they may require. Such SOG's should include guidance and instructions for operation in an environment in which hazardous materials are present.

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V. County and State Support

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A. Support is available from the St. Louis County Health Department through the St. Louis County Emergency Management Office ~~9-1-1(911)~~.

B. Support is available from the Minnesota Department of Public Safety by calling the State Duty Officer at: ~~1-800-422-0798~~.

[Cont. Annex E – Health & Medical]

VI. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

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Annex F – Evacuation, Traffic Control & Security

I. Purpose

To outline how evacuation, traffic control and security will be carried out if required due to a disaster in the City of Proctor.

II. Responsibility

A. The following officials will be responsible for recommending evacuation:

1. The Mayor/Police Chief will delegate the conditions for evacuation.

B. The Proctor Police Department will be responsible for coordinating all evacuation efforts and will be directed from the EOC. ~~Private vehicles will be the primary means to transport citizens.~~ Other resources, buses, vans, etc., will be utilized as needed.

C. The Proctor Police Department has the primary responsibility for traffic control and security. The evacuation plans are the responsibility of the Proctor Police Department.

III. Procedures

A. Residents to be evacuated would be notified of the need to evacuate by:

~~1. Public address/loudspeaker or face to face~~

~~2. Local Radio and Television Stations:~~

~~2. **TURN TO PAGE See Pages 4-5**~~

~~3. Duluth Area Local Television Stations:~~

~~3. **TURN TO PAGE See Page 6**~~

B. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and several other pertinent factors. The primary traffic arteries that will/can be used for evacuation of all or part of the city are as follows:

1. North/South – Interstate 35
2. East/West – U.S. Highway 2
3. When the evacuees leave the City of Proctor, they will be under the direction of the St. Louis County Emergency Team.

C. Depending upon which highways are used for evacuation, Traffic Control Points will be established by the Proctor Police Department.

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D. Mobility impaired and other individuals unable to evacuate themselves can obtain assistance by calling 9-1-1(911). They will in turn notify Proctor Fire and EMS for transportation arrangements.

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[Cont. Annex F – Evacuation, Traffic Control & Security]

E. Facilities at risk (nursing homes, schools, etc.) have developed their own evacuation plans, but they must be coordinated through the EOC and/or the Incident Commander.

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F. The Mayor ~~+/~~ Police Chief will be the last person to leave the EOC and will be responsible for safe removal of the records and for securing the building.

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IV. Resources Available

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A. Proctor Fire and EMS may have ambulances available through Mayo Clinic Ambulance Service if needed to evacuate non-ambulatory persons.

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B. Duluth Transit Authority may agree to provide buses, if needed, to assist in the evacuation process.

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C. Assistance for traffic control and security is the responsibility of the Proctor Police Department. The department representative in the EOC will determine which agencies to request this assistance from.

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V. Authentication/Authority Having ~~Jurisdiction~~ Responsibility

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Chief of Police _____

-
City of Proctor- Emergency Management Director

Proctor Emergency Management Office

Dated: _____

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Annex G – Fire Protection

I. Purpose

To describe how fire protection is accomplished in the city limits of Proctor.

II. Responsibilities

- A. Coordinate all fire and rescue personnel with other service chiefs to help control the orderly movement of relocates.
- B. Assist in the development of surveillance teams for fire watch to cover the affected area during and after evacuation. ~~Coordinate with the police for use of security patrols.~~
- C. Coordinate with the police for use of security patrols.
- D. Assist in the survey and coordination of fire needs, and assist in the movement of personnel and equipment for standby assistance.
- E. ~~D.~~ Assist in the coordination of inspection teams for fire preventative measures in all buildings and shelter.
- F. ~~E.~~ Assist in the coordination of frequent fire safety inspections in congregate care facilities, other occupied areas due to relocation and areas of flammable materials storage for fire hazards.
- G. ~~F.~~ Assist in the establishment, publication, and enforcement of temporary fire safety regulations for congregate care facilities particularly in regard to smoking, cooking, and heating.
- H. ~~G.~~ Assist in the coordination of training residents and others in fire prevention and suppression techniques.
- I. ~~H.~~ Assist in the coordination of returning evacuees to their homes.

III. Mutual Aid Agreements

The Fire Department is activated by the St. Louis County Communications Department. Mutual ~~aid agreements~~ Aid Agreements are on file in the Communications Department and City EOC.

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[Cont. Annex G – Fire Protection]

The Duluth Public Safety Answering Point (PSAP) activates the following Fire Departments via the ~~9-1-1~~(911) transmitting radio frequency:

Alborn	Grand Lake
Alden	Hermantown
Arrowhead	Industrial
Brevator East	Kelsey
Brevator West	Lakewood
Brimson	Meadowlands
Canosia	Midway
Clifton	Normanna
Cotton	North Star
Culver	Northland
Duluth	Pequaywan Lakes
Elmer	Proctor
Ellsburg	Rice Lake
Floodwood	Solway
Fredenberg	Toivola
Gnesen	148th Air National Guard

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The Minnesota Division of Homeland Security and Emergency Management (HSEM) will use radio frequency –which is the Statewide Fire Mutual Aid Frequency for hazardous materials response and communications with the Proctor Volunteer Fire Department.

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IV. Communications

Proctor Fire and EMS has communications capabilities with the following agencies:

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St. Louis County Communications (911)
~~State Wide~~Statewide Hospital
~~MINSEP~~
Area Ambulance Services
Proctor Public Utilities
Proctor Police Department
Proctor Street Department
Proctor City Engineer
St. Louis County EOC at Pike Lake

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V. Supporting Documents

Proctor Fire and EMS have developed Standard Operating Guidelines (~~SOG's~~SOG) to deal with emergencies that may occur. These SOG's are available at the Proctor Fire and EMS Headquarters Station located at 223 5th Avenue, Proctor, Minnesota 55810.

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[Cont. Annex G – Fire Protection]

VI. Authentication/Authority Having Responsibility

Fire Chief
Proctor Fire/Rescue Department

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

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Annex H – Damage Assessment

I. Purpose

To provide an overview of how damage assessment will be accomplished following a disaster in the City of Proctor.

II. Responsibilities

A. The Emergency Management Director is responsible for:

1. Developing and maintaining a damage assessment "Team" composed of municipal and/or private sector agency representative(s).
2. Coordinating the initial damage assessment process, following the occurrence of a disaster.

B. City officials who, depending upon the nature of the disaster, will participate in a damage assessment effort:

1. Building Inspector
2. Street Foreman
3. Deputy City Clerk

C. County Officials (if needed) can be called by notifying the St. Louis County Emergency Management Director through ~~911~~ (911).

D. Private sector agencies would include:

1. Red Cross
2. Salvation Army

III. Policies & Procedures

A. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.

B. Above-named officials will be instructed as to their areas of responsibility.

C. Damage assessment forms will be distributed for tabulation of property damages.

D. Tabulation of all damages, both public and private, will be coordinated through the Proctor Emergency Management Office. Such damages that may qualify will be put forth in a disaster declaration request to the Minnesota Office of Homeland Security and Emergency Management.

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[Cont. Annex H – Damage Assessment]

IV. Supporting Documents

A complete damage assessment plan is on file in the Proctor City Hall, 100 Pionk Drive, Proctor, Minnesota 55810.

V. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

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Annex I – Congregate Care

I. Purpose

To describe how the congregate care (emergency housing, feeding, clothing, and counseling) needs of Proctor residents (as well as incoming evacuees from other communities) will be met in the event of a disaster.

II. Responsibility

A. **Primary Needs:** – The following primary congregate care needs of disaster victims will be met by the City and/or County Government Departments or private sector agencies so indicated below:

Emergency Housing	Red Cross –(911)
Emergency Feeding	Salvation Army –(911)
Emergency Clothing	Red Cross Salvation Army
Crisis Counseling	Red Cross Local clergy Local funeral directors

B. **Additional Needs:** – The following additional congregate care needs of disaster victims will be met by the agencies/organizations indicated below:

Registration of Victims	Red Cross
Inquiry and Referral	Red Cross
Decontamination of Victims	Proctor Fire Department State Hazmat Teams

III. Coordination of Congregate Care

The Proctor Emergency Management Director will be responsible for providing overall coordination of the congregate care function. In order to facilitate this coordination, the City Emergency Management Director will appoint a representative of the American Red Cross to serve on as the EOC as a liaison.

IV. Available Reception Centers

A. **Incoming Reception Centers:** – Seven facilities have been identified as being appropriate for use as reception centers for incoming evacuees from other communities. These facilities and the locations are as follows:

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[Cont. Annex I – Congregate Care]

1. Proctor High School – 131 9th Avenue
2. Bayview Elementary School – 8708 Vinland Street
3. Pike Lake Elementary School – 5682 Martin Road
4. Proctor Ice Arena (St. Lukes Event Center) – 704 Kirkus Street
5. Moose ~~Club~~Lodge – 415 3rd Avenue
6. St. Rose Catholic School/Church – 2 North 6th Avenue
7. Forbes United Methodist Church – 33 Grove Street

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B. The above facilities will also serve as emergency housing facilities. A determination at the time of need will be made as to the numbers of persons to be housed in each facility.

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C. Emergency Feeding Providers:

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1. Salvation Army (Coordination)
2. Red Cross (Coordination)
3. All schools listed in Section IV (A) above have kitchen facilities that are capable of mass feedings.
4. McDonald's Restaurant
5. ~~Wok~~ ~~N~~ ~~Grill~~ ~~Restaurant~~
6. Black Woods Grill and Bar
7. Proctor Pizza

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V. Supporting Documents

The above Agencies have either written plans for congregate care, (Red Cross and Salvation Army), or have agreed to serve in the capacity outlined in each section. These Agencies are responsible for producing and updating their emergency operations plans.

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VI. Authentication/Authorities Having Responsibility

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American Red Cross Local Representative
~~City of Proctor Office~~
American Red Cross
Dated: _____

City of Proctor Emergency Management Director
Proctor Emergency Management Office

Dated: _____

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Annex J – Debris Clearance

I. Purpose

To describe how debris clearance will be accomplished following a disaster in the City of Proctor.

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II. Responsibilities

Within the City of Proctor, the City Street Department will be responsible for debris clearance. It is the City Foreman's responsibility to produce an up-to-date emergency response plan to be used in the event of a disaster requiring debris clearance.

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III. Policies & Procedures

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A. Except for unusual circumstances, removal of debris from private property will be the responsibility of the property owner.

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B. Debris of a natural origin (trees, shrubs, etc.) will be disposed of at the Proctor Compost Site on city dump site located in Midway Township.

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C. Debris of a man-made origin, (building materials, manufactured goods) will be disposed of in the manner prescribed by St. Louis County.

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D. Hazardous materials disposal will be the responsibility of the State of Minnesota Department of Public Safety Hazardous Materials Response Teams. They have Standard Operating Guidelines (~~SOG~~SOG) in place to deal with such emergencies.

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IV. Authentication/Authority Having Responsibility

City Street Foreman
City of Proctor
Dated: _____

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Annex K – Utilities Restoration

I. Purpose

To provide an overview of how utility services will be restored after a disaster or other emergency.

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II. Responsibilities

The following government agencies and private sector organizations are responsible for providing utility restoration to the City of Proctor. These agencies or departments will be under the direction of and/or coordination with the Proctor City Administrator.

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A. Natural Gas

1. Minnesota Energy Resources; 800-889-9508
50 PSIG odorized natural gas
2. Northern Natural Gas Company; 888-367-6671
800 PSIG non-odorized natural gas

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B. Electricity

1. Proctor Public Utilities; 624-4055
2. Minnesota Power; 722-2641 or 800-228-4966

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C. Water Services

1. Proctor Public Utilities; 624-4055
(Monday – Friday, 8:00 a.m. to 4:30 p.m.)

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D. Sewer Services

1. Street Department – City Hall; 624-3641
2. Street Department – Shop; 624-9024
3. Street Department Foreman – Rick LaLonde; 628-6269

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E. Solid Waste Disposal

1. Hartel's DBJ; 729-5446
2. Waste Management; 624-7838

F. Telephone Services

1. CenturyLink Communications Inc.; 1-800-573-1311
2. Cellular Telephone Providers

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[Cont. Annex K – Utilities Restoration]

III. State Support

If required, state support can be obtained by contacting the State Duty Officer. This support is requested only after local resources are exhausted, or if there exists a state or federal statutory requirement, or because of the consequences of utility disruption.

IV. Authentication/Authority Having Responsibility

City Engineer
City of Proctor
Dated: _____

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Annex L – Section L1 – Radiological Protection

I. Purpose

To provide an overview of how the City of Proctor will respond to a radiological materials incident/accident within the City of Proctor.

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II. Response to Radiological Materials Incidents/Accidents

A. 1. Peacetime Incidents: – In all likelihood, most peacetime incidents will be confined to a relatively small area and will be minor in impact. However, if an incident is beyond the resource capabilities of the city, the St. Louis County Emergency Management Director (9-1-1) can be called for assistance. If the incident is beyond the scope of the County, the State Duty Officer will be called to summon the help of the Department of Public Safety and the Minnesota Department of Health (MDH), Radiation Control Section. The MDH Radiation Control Section has trained personnel, equipment, and authority to provide assistance to local government. Specific guidelines will be followed by the City responding departments in regard to preventing civilian contact, spread of contamination, controlling the incident scene from public access, and notifying the State Duty Officer.

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B. 2. Enemy Attack: – Although plans and preparation have been made at the state and federal levels to assist local governments during periods of widespread radiological emergencies caused by nuclear detonations, such assistance would probably be slow in coming. Monitoring devices will be available for radiological monitoring of essential and non-essential areas.

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Annex L – Section L2 – Hazardous Materials Protection

I. Hazardous Materials Incidents

A. ~~Pre-identification and analysis~~**Analysis of risk**~~Risk~~ – In response to the requirements and recommendations contained in the Superfund Amendment and Reauthorization, [redacted]

1. Proctor High School – 131 9th Avenue
2. Murphy Oil USA, Inc – 5746 CSAH, Old Hwy 61
3. Canadian National Railroad – Proctor Yard
4. CenturyLink Communications – 216 3rd Avenue
5. Hillside Gardens Apts – 419 7th Street

B. **Determination that a ~~release~~Release of ~~hazardous materials~~Hazardous Materials has ~~occurred~~Occurred** – Facilities located in Proctor that use, store, manufacture, or transport hazardous materials are responsible for developing plans, and training personnel so as to be able to promptly determine and report that a release of hazardous materials has occurred. Similarly, city personnel who respond to transportation or other incidents will receive training designed to help them determine if hazardous materials are present.

C. **Response to a Hazardous Materials Release/Incident** – Facilities listed above are required to develop and maintain a standard operating plan that their personnel will follow in the event of a release. Copies of these plans are on file at the Proctor Fire and EMS Headquarters.

D. **Hazardous Materials Response Capabilities:**

1. Within the City of Proctor, the Fire Department has the primary responsibility for responding to a hazardous materials incident. They will isolate, identify, deny entry, and evacuate all endangered personnel from the area.

The State of Minnesota Hazardous Materials Response Teams are available by calling the State Duty Officer (~~9-1-1~~911).

2. The Fire Department will begin their determination of the area affected by a hazardous materials release by identifying and verifying the materials involved. For the most part, they will then rely on the ~~following system~~DOT Guidebook to decide which area of the City to evacuate and which direction to evacuate to:
~~a. DOT Guidebook~~

II. State Support

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In the event a hazardous materials incident is beyond the capabilities of the City of Proctor Response Agencies, the State Hazardous Materials Response Teams will be called (9-1-+911).

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[Cont. Annex L -- Section ~~L1 - Radiological~~ L2 - Hazardous Materials Protection]

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III. Federal Support

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A. In the event of a hazardous materials incident that is beyond the response capabilities of Local, County and State Governments, the Incident Commander can request federal assistance through the State Duty Officer (9-1-+911).

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B. Reimbursements of costs for a hazardous materials incident are available through the U.S. EPA. To be eligible for reimbursement, contact must be made to the National Response Center (1-800-424-9902) within 24 hours of the incident and subsequently submit application for reimbursement.

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IV. Supporting Reference Documents

A. FEMA Civil Preparedness Guide 1 30.

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B. The National Response Team's Hazardous Materials Emergency Planning Guide and the Technical Guidance for Hazardous Analysis.

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C. U.S. Department of Transportation Emergency Response Guidebook.

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V. Authentication/~~A~~ Authority Having Responsibility

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City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

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Annex M – Responder Training

I. Responder Training

The City of Proctor Fire and EMS Personnel are trained to EMT/1st Responder Level Hazardous Materials Response. The Department supports the NFPA 1403 Guidelines for training of fire personnel. Annually, this department refreshes on all sections of emergency response to include:

1. Search and Rescue
2. Hazardous Materials Responses
3. General Fire Fighting Tactics

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II. Authentication/Authority Having Responsibility

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Fire Chief
Proctor Fire and EMS
City of Proctor
Dated: _____

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Annex N – Exercise Schedule

I. Exercise Schedule

A. The City of Proctor will participate in an annual disaster exercise. This exercise encompasses all sections of and focuses upon specific areas each year.

B. The City of Proctor also participates in planning and exercising with the St. Louis County Emergency Management Authority and the local Medical Centers during the required training sequences.

II. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

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Annex O – Transportation Routes

I. Purpose

To define the primary routes that hazardous materials shipments may take when being shipped into, out of, or through the City of Proctor proper.

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II. Highway

The primary transportation routes for hazardous materials in the City of Proctor are as follows:

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1. ~~A.~~ East/West US Highway 2
2. ~~B.~~ North/South Minnesota Interstate 35

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III. Pipelines

A. **Minnesota Energy Resources** ~~maintains~~ Maintains a natural gas pipeline system throughout the City of Proctor. Maximum pressure is 50 PSIG. Minnesota Energy Resources has an Emergency Operations Guide to assist in responding to natural gas emergencies.

B. **Northern Natural Gas Company** ~~maintains~~ Maintains an 800 PSIG non-odorized natural gas pipeline up to Proctor. This pipeline is routed into the southwestern edge of the city limits and then proceeds to the Ugstad Road Gate Station where it is reduced in pressure to 50 PSIG and odorized.

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The Northern Natural Gas Company is required to have an emergency ~~operations~~operation plan to deal with incidents involving their product and facilities. Minnesota Energy Resources will assist in the mitigation until Northern Natural Gas Crews arrive.

1. Northern Natural Gas Company ~~-~~
800 PSIG non-odorized natural gas
1-888-367-6671 (24-hour emergency number)
218-348-4212 (local contact/non-emergency)
(Office Pipeline Carlton Team – not answered all the time)
2. Minnesota Energy Resources ~~-~~
50 PSIG odorized natural gas
1-800-889-9508 (24-hour emergency number)

IV. Railroads

Rail shipments of hazardous materials are limited to Liquid Petroleum Gas shipped by rail to the Ferrell Gas Company on North US Highway 2. These shipments occur only in the

winter months when demand is high. The rail line is Canadian National. Canadian National has emergency plans for rail line incidents involving their shipments.

[Cont. Annex O – Transportation Routes]

V. Authentication/Authority Having Responsibility

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City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

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Annex P – Disease Outbreak Crisis

I. Purpose

To identify actions the City needs to take in the event of a ~~Highly Pathogenic Avian Influenza (HPAI) disease outbreak~~ and/or pandemic ~~influenza outbreak~~.

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II. Identification of Outbreak

A Disease Outbreak Crisis situation will be made on the recommendation from local medical facilities and health officials.

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III. Responsibilities

A. The following necessary government functions must continue in the event of a ~~disease-outbreak crisis~~ **Disease Outbreak Crisis**. These operations are necessary to protect the health and safety of the community. Realizing that a pandemic will in all likelihood affect city employees, departments can authorize overtime for unaffected employees to continue these operations if necessary.

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1. ~~A.~~ Fire Suppression

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2. ~~B.~~ Police Patrol Operations

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3. ~~C.~~ Emergency Medical Operations

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4. ~~D.~~ Snow Removal from City Streets

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5. ~~E.~~ Emergency Road Repairs

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6. ~~F.~~ City Water & Sewage Treatment Operations

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B. Other city operations ~~can~~ may continue as deemed necessary by the respective department heads. Since human interactions will further spread the disease, functions that can be delayed and/or stopped are recommended to do so.

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C. Upon suspicion of a disease outbreak, the Emergency Management Director shall notify the following agencies. ~~Assistance offered by these agencies in controlling the outbreak will be utilized.~~

1. ~~St. Louis County Department of Health~~

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~~725-5200~~

2. ~~Minnesota Department of Health~~ Infectious Disease Epidemiology, Prevention and Control Division

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1-877-676-5414

~~Assistance offered by these agencies in controlling the outbreak will be utilized.~~

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D. Due to its highly contagious nature, notification of a disease outbreak to citizens of Proctor and surrounding areas will be made through local media outlets. See Pages 4-6 for local television and radio stations.

~~1. See Page 5, 6 & 7 for local TV and radio stations.~~

[Cont. Annex P – Disease Outbreak Crisis]

IV. Authentication/Authority Having Responsibility

City of Proctor Emergency Management Director
Proctor Emergency Management Office
Dated: _____

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Revised 2008, 2019, 2020, 2024,

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12.25 LOCAL ORGANIZATIONS; DIRECTORS, DUTIES.

Subdivision 1. **Political subdivisions; director, responsibilities.** Each political subdivision shall establish a local organization for emergency management in accordance with the state emergency management program, but no town shall establish a local organization for emergency management without approval of the state director. Each local organization for emergency management must have a director appointed forthwith: in a city by the mayor, in a town by the town board, and for a public corporation organized and existing under sections 473.601 to 473.679 by its governing body. The local director is directly responsible for the organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the local governing body.

Subd. 2. **Counties; director, responsibilities.** (a) Each county emergency management organization must have a director and one or more deputy directors. They must be appointed by the county board.

(b) A county organization for emergency management has jurisdiction throughout the county outside of a city or of a town that has a local emergency management organization.

(c) In addition to the other powers granted by this subdivision, county organizations shall:

(1) coordinate the activities of and may assist in the training of emergency management organizations of political subdivisions throughout the county;

(2) plan for the emergency operations of county government in cooperation with the county attorney, who shall give legal advice to the county organization, and with other appropriate county government officials and private sector representatives;

(3) acquire equipment necessary in connection with these activities; and

(4) expend funds provided by the county board out of general revenue funds for such purposes.

Subd. 3. **Territorial limits.** Each local and county organization for emergency management shall perform emergency management functions within the territorial limits of the political subdivision within which it is organized and, in addition, shall conduct these functions outside of its territorial limits as may be required pursuant to sections 12.23, 12.27, and 12.32 or any other applicable law.

Subd. 4. [Repealed, 1979 c 65 s 3]

Subd. 5. **Common organization agreements.** With approval of the state director, two or more political subdivisions may enter into agreements determining the boundaries of the geographic areas of their respective emergency management responsibilities or providing for a common emergency management organization, which for the purposes of this chapter must be a local emergency management organization.

History: 1951 c 694 s 205; 1957 c 626 s 1; 1959 c 459 s 1; 1963 c 678 s 2; 1965 c 660 s 2,3; 1973 c 123 art 5 s 7; 1Sp1981 c 4 art 1 s 3; 1996 c 344 s 14

penalty assessed of an amount set by City Council from time to time by resolution. The amount so added to any tax shall be collected at the same time and in the same manner and as part of the tax unless the tax has been paid before the discovery of the negligence, in which case the amount so added shall be collected in the same manner as the tax.

(3) If any person willfully fails to file any return or make any payment required by §§ 35.080 through 35.094 or willfully files a false or fraudulent return or willfully attempts in any manner to evade or defeat any tax or payment thereof, there shall also be imposed as a penalty an amount equal to 50% of any tax (less any amounts paid on the basis of the false or fraudulent return) found due for the period to which the return related. This penalty shall be collected as part of the tax and shall be in addition to any other penalties provided by §§ 35.080 through 35.094.

(4) All payments received shall be credited first to penalties, next to interest and then to the tax due.

(5) The amount of tax not timely paid, together with any penalty provided by §§ 35.080 through 35.094, shall bear interest at the rate of 10% per annum from the time the tax should have been paid until payment is made. Any interest and penalty shall be added to the tax and be collected as part thereof.

(Prior Code, § 1100.10)

CHAPTER 36: EMERGENCY MANAGEMENT

Section

- 36.01 Policy and purpose
- 36.02 Definitions
- 36.03 Establishment of emergency management organization
- 36.04 Powers and duties of Director
- 36.05 Local emergencies
- 36.06 Emergency regulations
- 36.07 Emergency management a government function
- 36.08 Participation in labor disputes or politics

- 36.99 Penalty

§ 36.01 POLICY AND PURPOSE.

Because of the existing possibility of the occurrence of disasters of unprecedented size and destruction resulting from fire, flood, tornado, blizzard, destructive winds or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps of catastrophic measure; and in order to ensure that preparations of this city will be adequate to deal with those disasters, and generally, to provide for the common defense and to protect the public peace, health, and safety, and

to preserve the lives and property of the people of this city, it is hereby found and declared to be necessary:

(A) To establish a city emergency management organization responsible for city planning and preparation for emergency government operations in time of disasters;

(B) To provide for the exercise of necessary powers during emergencies and disasters;

(C) To provide for the rendering of mutual aid between this city and other political subdivisions of this state and of other states with respect to the carrying out of emergency-preparedness functions; and

(D) To comply with the provisions of M.S. § 12.25, as it may be amended from time to time, which requires that each political subdivision of the state shall establish a local organization for emergency management.

§ 36.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DISASTER. A situation which creates an immediate and serious impairment to the health and safety of any person, or a situation which has resulted in or is likely to result in catastrophic loss to property, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

EMERGENCY. An unforeseen combination of circumstances which calls for immediate action to prevent from developing or occurring.

EMERGENCY MANAGEMENT. The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from disasters caused by fire, flood, tornado, and other acts of nature, or from sabotage, hostile action, or from industrial hazardous material mishaps. These functions include, without limitation, fire-fighting services, police services, emergency medical services, engineering, warning services, communications, radiological, and chemical, evacuation, congregate care, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civil protection, together with all other activities necessary or incidental for carrying out the foregoing functions. **EMERGENCY MANAGEMENT** includes those activities sometimes referred to as "civil defense" functions.

EMERGENCY MANAGEMENT FORCES. The total personnel resources engaged in city-level emergency management functions in accordance with the provisions of this chapter or any rule or order thereunder. This includes personnel from city departments, authorized volunteers, and private organizations and agencies.

EMERGENCY MANAGEMENT ORGANIZATION. The staff responsible for coordinating city-level planning and preparation for disaster response. This organization provides city liaison and coordination with federal, state, and local jurisdictions relative to disaster preparedness activities and assures implementation of federal and state program requirements.

§ 36.03 ESTABLISHMENT OF EMERGENCY MANAGEMENT ORGANIZATION.

There is hereby created within the city government an emergency management organization which shall be under the supervision and control of the City Emergency Management Director, called the Director. The Director shall be appointed by the City Council for an indefinite term and may be removed by the City Council at any time. The Director shall serve with a salary as established by the City Council and shall be paid his or her necessary expenses. The Director shall have direct responsibility for the organization, administration and operation of the emergency preparedness organization, subject to the direction and control of the City Council. The emergency management organization shall conform to and be consistent with, where applicable, all state and federal requirements, including the National Incident Management System framework found at 44 C.F.R. part 201, as it may be amended from time to time.

§ 36.04 POWERS AND DUTIES OF DIRECTOR.

(A) The Director shall represent the city on any regional or state conference for emergency management. The Director shall develop proposed mutual aid agreements with other political subdivisions of the state for reciprocal emergency management aid and assistance in an emergency too great to be dealt with unassisted, and shall present these agreements to the City Council for its action. These arrangements shall be consistent with the State Emergency Plan.

(B) The Director shall make studies and surveys of the human resources, industries, resources, and facilities of the city as deemed necessary to determine their adequacy for emergency management and to plan for their most efficient use in time of an emergency or disaster. The Director shall establish the economic stabilization systems and measures, service staffs, boards, and sub-boards required, in accordance with state and federal plans and directions subject to the approval of the Mayor.

(C) The Director shall prepare a comprehensive emergency plan for the emergency preparedness of the city and shall present the plan to the City Council for its approval. When the City Council has approved the plan, it shall be the duty of all city agencies and all emergency preparedness forces of the city to perform the duties and functions assigned by the plan as approved. The plan may be modified in like manner from time to time. The Director shall coordinate the emergency management activities of the city to the end that they shall be consistent and fully integrated with the emergency plans of the federal government and the state and correlated with emergency plans of the county and other political subdivisions within the state.

(D) In accordance with the State and City Emergency Plan, the Director shall institute training programs, public information programs and conduct practice warning alerts and emergency exercises as may be necessary to assure prompt and effective operation of the City Emergency Plan when a disaster occurs.

(E) The Director shall utilize the personnel, services, equipment, supplies, and facilities of existing departments and agencies of the city to the maximum extent practicable. The officers and personnel of all city departments and agencies shall, to the maximum extent practicable, cooperate with and extend services and facilities to the

city's emergency management organization and to the Governor upon request. The head of each department or agency in cooperation with the Director shall be responsible for the planning and programming of those emergency activities as will involve the utilization of the facilities of the department or agency.

(F) The Director shall, in cooperation with those city departments and agencies affected, assist in the organizing, recruiting, and training of emergency management personnel, which may be required on a volunteer basis to carry out the emergency plans of the city and state. To the extent that emergency personnel are recruited to augment a regular city department or agency for emergencies, they shall be assigned to the departments or agencies and shall be under the administration and control of the department or agency.

(G) Consistent with the state emergency services law, the Director shall coordinate the activity of municipal emergency management organizations within the city and assist in establishing and conducting training programs as required to assure emergency operational capability in the several services as provided by M.S. § 12.25, as it may be amended from time to time.

(H) The Director shall carry out all orders, rules, and regulations issued by the Governor with reference to emergency management.

(I) The Director shall prepare and submit reports on emergency preparedness activities when requested by the Mayor.

§ 36.05 LOCAL EMERGENCIES.

(A) A local emergency may be declared only by the Mayor or his or her legal successor. It shall not be continued for a period in excess of three days except by or with the consent of the City Council. Any order, or proclamation declaring, continuing, or terminating a local emergency shall be given prompt and general publicity and shall be filed in the office of the Clerk-Treasurer.

(B) A declaration of a local emergency shall invoke necessary portions of the response and recovery aspects of applicable local or inter-jurisdictional disaster plans, and may authorize aid and assistance thereunder.

(C) No jurisdictional agency or official may declare a local emergency unless expressly authorized by the agreement under which the agency functions. However, an inter-jurisdictional disaster agency shall provide aid and services in accordance with the agreement under which it functions.

Penalty, see § 36.99

§ 36.06 EMERGENCY REGULATIONS.

(A) Whenever necessary, to meet a declared emergency or to prepare for an emergency for which adequate regulations have not been adopted by the Governor or the City Council, the City Council may by resolution promulgate regulations, consistent with applicable federal or state law or regulation, respecting: the conduct of persons and the use of property during emergencies; the repair, maintenance, and safeguarding

of essential public services, emergency health, fire, and safety regulations, drills or practice periods required for preliminary training, and all other matters which are required to protect public safety, health, and welfare in declared emergencies.

(B) Every resolution of emergency regulations shall be in writing; shall be dated; shall refer to the particular emergency to which it pertains, if so limited, and shall be filed in the office of the Clerk-Treasurer. A copy shall be kept posted and available for public inspection during business hours. Notice of the existence of these regulations and their availability for inspection at the Clerk-Treasurer's office shall be conspicuously posted at the front of the city hall or other headquarters of the city or at other places in the affected area as the City Council shall designate in the resolution. By resolution, the City Council may modify or rescind a regulation.

(C) The City Council may rescind any regulation by resolution at any time. If not sooner rescinded, every regulation shall expire at the end of 30 days after its effective date or at the end of the emergency to which it relates, whichever comes first. Any resolution, rule, or regulation inconsistent with an emergency regulation promulgated by the City Council shall be suspended during the period of time and to the extent conflict exists.

(D) During a declared emergency, the city is, under the provisions of M.S. § 12.37, as it may be amended from time to time and notwithstanding any statutory or Charter provision to the contrary, empowered, through its City Council, acting within or without the corporate limits of the city, to enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and providing emergency assistance to the victims of a disaster. The city may exercise these powers in the light of the exigencies of the disaster without compliance with the time-consuming procedures and formalities prescribed by law pertaining to the performance of public work, entering rental equipment agreements, purchase of supplies and materials, limitations upon tax levies, and the appropriation and expenditure of public funds, including, but not limited to, publication of resolutions, publication of calls for bids, provisions of personnel laws and rules, provisions relating to low bids, and requirement for bids.

Penalty, see § 36.99

§ 36.07 EMERGENCY MANAGEMENT A GOVERNMENT FUNCTION.

All functions and activities relating to emergency management are hereby declared to be governmental functions. The provisions of this section shall not affect the right of any person to receive benefits to which he would otherwise be entitled under this resolution or under the worker's compensation law, or under any pension law, nor the right of any person to receive any benefits or compensation under any act of Congress.

§ 36.08 PARTICIPATION IN LABOR DISPUTES OR POLITICS.

The emergency management organization shall not participate in any form of political activity, nor shall it be employed directly or indirectly for political purposes, nor shall it be employed in a labor dispute.

§ 36.99 PENALTY.

Any person who violates any provision of this chapter or any regulation adopted thereunder relating to acts, omissions, or conduct other than official acts of city employees or officers is guilty of a misdemeanor.

CHAPTER 37: FEE SCHEDULE

Section
37.01 Fee schedule

§ 37.01 FEE SCHEDULE.

<i>Schedule of Charges and Fees</i>		
Service, Licenses and the Like	Code Section	Charge/Fee
Building Code Board of Appeals	§ 150.01(B)	An amount set by City Council from time to time by resolution
Building Inspector's fee	§ 150.01(B)	An amount set by City Council from time to time by resolution
Building Permit	§ 150.01	An amount set by City Council from time to time by resolution
Commercial Parking Lot		
Annual fee of an amount set by City Council from time to time by resolution		An amount set by City Council from time to time by resolution
Semi-annual fee of an amount set by City Council from time to time by resolution		An amount set by City Council from time to time by resolution
Daily fee of an amount set by City Council from time to time by resolution		An amount set by City Council from time to time by resolution
Conditional Use Permit	§§ 155.270— 155.276	