



City Administrator's Weekly Update

WEEK ENDING JANUARY 20, 2017

Upcoming Events:

January 31, 4:15 pm
Library Board
Public Library

February 1, 8:00 am
EDA
City Hall

February 6, 4:30 pm
Parks Commission
City Hall

February 7, 5:30 pm
Council Work Session
City Hall

February 7, 7:00 pm
City Council Meeting
City Hall

February 15, 6:00 pm
CAFD Board
Station 2 - Perch Lake

February 21, 5:30 pm
Council Work Session
City Hall

February 21, 7:00 pm
City Council Meeting
City Hall

Administration/Finance

Personnel

Negotiations with the IAFF continued again this week with a tentative agreement being reached after 13 months of negotiations.

W-2's have been completed and are posted on the employee web portal. We are still finishing up on some of the ACA requirements and the paper copies of the W-2's are expected to be mailed within the week.

Council Chambers Live Feed Issues

As the Council is aware, we have been plagued by both audio and visual problems when we attempt to live feed events from the Council chambers on CAT7. We have been working on this for quite a period of time as Mediacom held firm that the problem was within our system and not their problem. We have recently completed all of the upgrades, adjustments and repairs that could be done on our end with no appreciable improvement in the quality. Thus, we went back to Mediacom who has now completed improvements to their feed into City Hall and it looks like the live feed is back to what appears to be normal. There is some work yet to be done on their side, such as possibly running a new line to City Hall to further clear up the signal. We will continue to tinker to see if we can improve the sound.

CAT-7 Franchise Live Feed Drops

As part of the Franchise Agreement with Mediacom, the company was to have provided a number of live feed drops at locations that had previously been identified as important for the City. Again, after a lengthy delay, the company has finally started with the construction of the drops. They are putting in mini-nodes (aka live drops) on each of these locations, and they are giving us modulators at each site to use. If you are interested in learning where each of these drops is located please do not hesitate to inquire.

CAFD Board

The CAFD Board met this week. The minutes from their December meeting are attached. The Board continues to pursue legislation that would clarify its taxing and bonding authority. In addition, there is a statewide effort to enact legislation similar to the CAFD enabling legislation allowing similar districts to be formed across the state. The Fire Chief and I have been contacted as potential testifiers should this legislation make it to committee.

Sales Tax Bonds

Staff began work with our financial advisor, Ehlers, on the steps leading to the eventual issuance of the Sales Tax Revenue Bonds necessary to finance a number of projects identified in the CIP over the next two years.

Budget/CIP

With the preliminary audit work complete, staff began work on the preparation of the formal 2017 budget and 2017-2021 CIP books this week. We will hopefully have these documents available shortly and will provide paper copies to the Council and post on the City website for others to access.

Dave Hallback, Mayor

City Council Members:

Jeff Rock, Ward 1
David Bjerkness, Ward 2
Roger Maki, Ward 3
Kerry Kolodge, Ward 4
Steve Langley, Ward 5
Adam Bailey, At Large

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Building Maintenance

As things have gone for the larger part of the winter, we had a couple of major repairs to make again over the past few weeks. The generator at the Public Safety building is finally back up and operating after repairs to the radiator and belts. Some relays were repaired in the boiler system there as well. Finally, we had a pretty significant leak in the bathroom of City Hall that required attention. These challenges seem constant over the past few months.

Public Works/Parks

Miscellaneous

The Tubing Hill at Pine Valley (behind hockey arena) was scheduled to open this weekend, but due to the rain today and forecasted for the weekend, it will not!!

Staff has bid proposals ready for the mowing of Hwy 33. The State recently notified local governments of permit requirements related to performing work within their ROW and the City needs a final determination from MnDOT on our obligations for such permits prior to the solicitation of proposals.

Staff continues to discuss a potential emergency connection to the Lake Superior Water Line in Superior with Enbridge. We also continue to work with the MPCA regarding changes to the cooling water discharge at one of the pump stations.

Design work on Dunlap Island and Broadway continues. Some refinements have been made to the plan based upon the feedback recently received from the City Council. Specifically, a bit more architectural design is being added to the picnic shelter and further research of destination playground equipment structures is taking place.

MN Wilderness/CAHA

Staff met with representatives of the Minnesota Wilderness and CAHA this week. Among other items, discussions focused on the finances of the organizations. The City has been asked to explore options for providing additional consideration to assist with the financial viability of the junior team. A formal economic impact of the team has been provided to the City for its review as it considers the request.

Skate Park

Staff prepared and submitted a grant application to the Tony Hawk Foundation this week. This program can provide up to \$25,000 in grant monies to be used towards the construction of skate parks.

Community Development

Development

Staff continues to work with the School District and Commonwealth Development on the development of site plans for their projects.

***"Live up to the best that is in you: Live noble lives, as you all may,
in whatever condition you may find yourselves.***

***Henry Wadsworth Longfellow,
Poet and Educator***

Other Information Attached:

* December 21, 2016 CAFD Meeting Minutes

CLOQUET AREA FIRE DISTRICT (CAFD) BOARD MEETING MINUTES
December 21, 2016 6:00 P.M.
CAFD Administrative Office

1. Call to Order and Roll call at 6:00 P.M.

- a. Chair Eric Rish opened the meeting at 6:00 P.M.

Members Present: Gary Harms, Kerry Kolodge, Steve Langley, Kelvin McCuskey,
Steve Olson, Eric Rish
Members Absent: Jeff Rock (Excused)
Others Present: Scott Boedigheimer, Jesse Buhs, Marshall Johnson, Kevin
Schroeder, Molly Cooper (Recorder)

2. Meeting Agenda

- a. Chair Eric Rish requested approval (or changes) for the December 21, 2016 Meeting Agenda.

MOTION (Harms/McCuskey): Motion to approve the December 21, 2016 Meeting Agenda with the following change(s):

1. Add New Business, Letter C – Scanlon Lease Agreement
2. Add New Business, Letter D – Leave of Absence Request
3. Add New Business, Letter E – Defibrillator Purchase

Motion carried unanimously.

3. Approval of Meeting Minutes

- a. Rish requested approval (or changes) for the November 16, 2016 regular meeting minutes for the meeting held at the CAFD Admin Offices.

MOTION (Kolodge/Harms): Motion to approve the November 16, 2016 regular meeting minutes with the following change(s):

1. Clarify “Remove Thompson Township under opposition.”
2. Clarify “The point was made that there are no PSA lines for Thompson Township.”

Motion carried unanimously.

4. Treasurer’s Report

- a. Monthly Financial Report (*A copy is available upon request.*)

- (1) Chief Schroeder noted that there are personnel overages in all three stations as the District is exceeding the projected run volume.
- (2) With the deduction of the engine payment and one month to go, the budget is still approximately \$200,000 to the good.
- (3) A discussion occurred in regards to how costs are projected. Rish suggested looking at billing differently for ambulance services, or potentially discussing having paid on-site-personnel versus paid-on-call personnel.

MOTION (Langley/Kolodge): Motion to approve the November 2016 Monthly Financial Report. Motion carried unanimously.

- b. Approval of Payment of Bills

- (1) Schroeder discussed the following bills:

1. AT&T (\$1,301.00) – Includes two months of payments due to the timing of meetings
2. DSC (\$2,188.00) – Year end purchase of pagers and radio batteries

3. MN Ambulance Association (\$1,973.50) – Annual dues
 4. Reliable Insurance (\$95,853.00) – First half of insurance payment
 5. Witmer (\$3,794.39) – Equipment purchase using funds available at the end of the year as well as some purchased using Bush funds
 6. Alliance Solutions (\$12,768.70) – Toxic Threat Assessment purchased using Bush funds
- (2) Kolodge suggested the use of a consent agenda in 2017 for routine business. Members of the Board agreed to try it for the next meeting.

MOTION (McCuskey/Olson): Motion to approve the monthly payment of bills listed in the Vendor Summary Report of \$127,103.23 and Financial Updates of \$17,118.04, all invoices due on/before December 21, 2016, for a total of \$144,221.27. Motion carried unanimously.

5. District Fire Chief's Report

- a. Chief Schroeder presented his December 2016 report. *(A copy is available upon request.)*
- b. Chief Schroeder presented the Run Total Report for November 2016. *(A copy is available upon request.)* He noted that the District is up 227 runs, with a total of 2,902 runs as of this evening.
- c. Schroeder was directed to send a certified letter to the St. Louis County Auditor's office in regards to replacing the St. Louis County EMS representative.
- d. Schroeder notified the Board that Roger Maki submitted his resignation from the CAFD Board effective January 1, 2017.
- e. He added that Sammy's Pizza of Cloquet donated pizzas for the pizza parties held at local schools as a result of a coloring contest that took place during fire prevention month in which the winners were awarded a pizza party for their class with the firefighters.
- f. A discussion occurred about the potential special session. Schroeder advised the Board that a special session did not take place and the 2016 legislative language is officially dead, with the bonding issues/language needing to be resubmitted in 2017.

6. Old Business

a. Building Committee Update

- (1) Members of the committee provided a summary of the items covered at the two meetings that have been held since the last Board meeting. *(A copy of this summary is available upon request.)*
- (2) The committee requested approval allowing the Building committee authority to expend District funds related to facilities construction in the amount of no more than \$50,000 per action.
- (3) The committee also requested approval of the GeoTechnical testing proposal from Braun Intertec in the amount of \$8,407.50.

MOTION (Langley/Harms): Motion to approve Resolution No. 16-06 authorizing the CAFD Building Committee to expend funds related to facility construction. Motion carried unanimously.

MOTION (Olson/McCuskey): Motion to approve the GeoTechnical testing proposal from Braun Intertec using available Bush funds. Motion carried unanimously.

b. 2016 Public Hearing Update

(1) The Public Hearing was held on December 15, 2016. It lasted eight minutes and there was one citizen present. Comments were noted to be positive.

- c. 2017 CAFD Capital Improvement Plan
(1) No changes since July.

MOTION (Langley/Kolodge): Motion to adopt the CAFD 2017 – 2026 Capital Improvement Plan. Motion carried unanimously.

- d. 2017 CAFD Operating Budget
(1) No changes since September, and the potential insurance increase was brought back down with the change in providers.

MOTION (Harms/McCuskey): Motion to adopt the CAFD 2017 Operating Budget, Resolution No. 16-04. Motion carried unanimously.

- e. 2017 CAFD Levy
(1) It was noted that the increase will primarily cover benefits, wages, workers' compensation and insurance increases. Schroeder added that even with the overages, the current budget is still \$200,000 to the good.
(2) A discussion occurred in regards to the current fund balance and what should be done with existing funds. A building fund will have to be established; however, funding goals have not been set.

MOTION (Olson/Kolodge): Motion to adopt Resolution 16-05 that includes the sums of money proposed to be levied for the levy year 2016, payable in 2017. Motion carried unanimously.

7. New Business

- a. 2017 Board Meeting Calendar
(1) Note to be added stating that the March meeting is also an awards ceremony.

MOTION (Langley/Harms): Motion to approve the proposed calendar with the addition of the note for the March meeting. Motion carried unanimously.

- b. CAFD Phone Policy
(1) Schroeder covered the recommended telephone policy update and discussed the reasoning for the change. *(A copy of the policy is available upon request.)*

MOTION (Kolodge/Langley): Motion to approve the amendment of the CAFD personnel Policy to include the new telephone policy as presented. Motion carried unanimously.

- c. Perch Lake Township & City of Scanlon Lease Agreements
(1) Station 2 has established their own internet service per Perch Lake's request. Recommendation to amend the Perch Lake Township lease agreement to remove language in regards to shared internet service.
(2) Recommendation to amend the City of Scanlon's Lease Agreement to include the additional space acquired by the CAFD for the Chief's office.

MOTION (Olson/McCuskey): Motion to approve the recommended language changes in both the Perch Lake Township and City of Scanlon lease agreements. Motion carried unanimously.

d. Leave of Absence Request – Marty Hill

- (1) CAFD paid-on-call member Marty Hill is requesting a leave of absence over the winter due to his full-time job requirements. The leave would be effective December 1, 2016 through May 31, 2017.

MOTION (Harms/McCuskey): Motion to approve the request for leave of a period of six months. Motion carried unanimously.

e. 2017 CAFD Capital Purchases – Defibrillators

- (1) Schroeder requested immediate approval to begin the purchase of the replacement defibrillators/monitors to allow for delivery in early 2017. He stated it takes 3-4 weeks for them to arrive after they are ordered, and one of the existing defibrillators at Station 1 has already failed.
- (2) The new units are state of the art and the same as those used by Community Memorial Hospital as well as other area ambulance services.
- (3) Rish questioned whether they should be purchased all at once or staged. Schroeder recommended purchasing them all together in order to stock one type of equipment rather than having to purchase different equipment because of having multiple manufacturers.

8. Other/Next Agenda

a. CAFD Annual Task List Items/Future Items

- (1) Election of Officers
- (2) Bylaws Article VII, Section 2, Disbursement Signatures
- (3) Establish Official Newspaper and Bank
- (4) Appoint an Attorney
- (5) 2017 Legislative Session
- (6) Ambulance Costs and Projected Date
- (7) Fleet Retention Update
- (8) Review/Renew Management Agreement

b. Confirm Next Meeting Date

- (1) Regular Meeting (January 20, 2017 @ CAFD Admin Offices)

9. Questions/Comments

- a. None

10. Closed Session

- a. The meeting was closed at 7:25 PM. The meeting re-adjourned at 8:35 PM. Rish recapped the closed session stating that it involved two employee issues, the Chiefs evaluation and an employee performance issue.
- b. There were no further questions.

11. Adjourn

- a. Rish called for a motion to adjourn the meeting.

MOTION (Langley/Kolodge): Motion to adjourn the meeting at 8:36 PM. Motion carried unanimously.

SIGNED: _____

Eric Rish, *Chair*

DATE: _____