



City Administrator's Weekly Update

WEEK ENDING AUGUST 4, 2017

Upcoming Events:

August 7, 4:30 pm
Parks Commission
City Hall

August 8, 7:00 pm
Planning Commission
CANCELLED

August 15, 5:30 pm
Council Work Session
City Hall

August 15, 7:00 pm
City Council Meeting
City Hall

August 16, 6:00
CAFD Board
District Office

August 22, 4:15 pm
Library Board
Library

Administration/Finance

Finance

Staff discussed 2018 Budget/CIP with Council on Wednesday evening. Budget items will continue to be discussed at the Work Sessions.

Reminder

Our next Council meeting will take place on Tuesday, Aug 15th with our Work Session beginning at SKB's landfill office at 761 Hwy 45.

Public Works/Parks

Unfortunately, progress on the Riverfront Project has been slow the past few weeks as the Contractor continues to struggle with wait time to obtain building materials for the warming house. Things should pick up next week as the General Contractor is scheduled to be onsite to continue grading operations.

Staff met with the Minnesota Pollution Control Agency (MCPA) this week as they conducted an audit of our MS4 storm water permit program. Initial comments about our program were extremely positive. A final report is expected in the next 4 weeks which will likely result in a few minor changes moving forward.

Two bid openings were held this week.

1. Replacement of the roof at City Hall came in under budget and will be brought forward to Council for award at the next meeting.
2. The Skatepark project only received one bid and was approximately 30% (\$100,000) over budget. Staff will be coordinating with our design consultant and potential bidders over the next week to determine what changes could be made to attract more competitive bids (schedule adjustments, etc).

Community Development

Economic Development

Planning committee met this week and approved a \$75,000 loan for Viking Properties to conduct building improvements. Jarden officially closed on Monday, July 31st and have a planned job fair for their workers on August 22nd.

Planning and Zoning

SKB/Shamrock met with City Council during this week's Work Session to discuss ongoing operations. Council agreed to do an onsite visit at SKB during the next Work Session. Staff took part in an informal plan review and teleconference with a developer regarding property west of Perkins.

Building Inspections Services

This week was busy with several residential roof and window replacement inspections as well as foundation inspections for 2 Patio Homes on Carlton Ave West and a garage slab. Commercial inspections include plumbing at the Evergreen Knoll remodel and Taco Bell, a deck final, roofing at AmericInn, and mechanical rough in at Washington and Garfield schools.

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

James Barclay,
Interim City
Administrator
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www.ci.cloquet.mn.us

Library

The next Library Board Meeting will be held on Wednesday, August 16th at 4:15 p.m. at the Cloquet Public Library. The Library Board will be reviewing semifinalist applications for the Library Director position.

CLIMB Theatre's *The Ant and The Grasshopper*, a free program being offered for all ages children through adults. This presentation combines the classic fable's characters with fun games and interactive play. Children of all ages will learn that anything is possible when they work together at the Cloquet Public Library on August 7 at 1:00 p.m.

On Thursday, August 10, 6:30 p.m., Brandon Middlesworth will be giving a presentation and demonstration on drones. The library recently received a drone as part of a Blandin Broadband grant.

Hold yourself responsible for a higher standard than anybody expects of you. Never excuse yourself.

- Henry Ward Beecher

Other Information Attached:
* June 2017 Financial Report
* MN Workforce Center Aug. 16th Job Fair Flyer



ADMINISTRATIVE OFFICES

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July 28, 2017

Dear James Barclay, Interim City Administrator:

Enclosed is the monthly financial report and cash and investment analysis for June 2017.

Cash and Investments

Cash balances are 47% above June 2016. The large increase is due to the May City Sales Tax Bond issuance. A narrative and several spreadsheets discussing this month's cash and investment activities, and balances are attached.

Budgets

Revenues/Transfers in – City Sale Taxes are \$171,700 above budget and SAPPI waterline sales are \$180,200 above budget. Most other revenues are in line with budget.

Expenditures/Expenses – Selected department and fund expenditures/expenses are analyzed on the following worksheets.

Major Revenues and Expenditures/Expenses

Revenues:

State \$81,300 for City Sales Tax, and \$18,600 for Small Cities Development. T&J Pawn \$33,000 for Small Cities Development escrow.

Expenditures/Expenses:

Advanced Excavating \$18,600 for small cities development projects. Cloquet Ford \$26,500 for a new pick-up truck for the Street Department. Hydro Klean \$130,800 for sewer lining project. Northland Constructors \$146,850 for street overlay projects. Telocin Group \$20,800 for a lift station generator.

If you have questions, please feel free to let me know.

Respectfully,

Nancy M. Klassen, CPA, CPFO
Finance Director

City of Cloquet
Select Departmental and Funds Expenditure/Expense Budget Report for June
2017

Fund	2017 Budget	YTD Expend/Expense Budget	YTD Expenditures/ Expenses	Over (Under) Budget	Over (Under) %
General					
Administration	269,050	132,525	80,237	(52,288)	-39% 1
Human Resources	74,550	37,425	29,054	(8,372)	-22%
Finance	178,550	92,125	88,575	(3,550)	-4%
Law	110,000	55,000	55,575	575	1%
Building & Planning	217,200	111,600	120,442	8,842	8%
Police	2,712,800	1,407,901	1,367,593	(40,308)	-3%
Hwy, Streets & Rwy	1,037,850	564,676	529,937	(34,739)	-6%
Community Development	161,200	83,100	80,646	(2,454)	-3%
Library	572,600	289,550	286,155	(3,396)	-1%
Park	599,570	293,536	262,061	(31,475)	-11% 2
Water - LSWL	3,913,850	1,167,326	1,121,654	(45,672)	-4%
Water - In Town	1,140,750	506,851	464,988	(41,863)	-8%
Sewer	1,602,400	892,651	896,588	3,937	0%
Storm Water	189,850	98,725	85,055	(13,671)	-14% 3
Cable TV	165,950	84,225	72,794	(11,431)	-14% 4

Note: Does not include transfers.

Explanation of (over) budget \$10,000 & 10%.

- 1 - No City administrator since March and new website development not started.
- 2 - Park supervision below budget since part of the City Admin salary charged here.
Also budgeted for six summer seasonal but hired five.
- 3 - Maintenance supplies below budget to date.
- 4 - Equipment not purchased yet.

Filename: Expenditure-expense budget report

City of Cloquet
Select Departmental and Funds Payroll Expenditure/Expense Budget Report as of June
2017
Payroll Overtime

Fund	2015 Total	2016 Total	2017 Budget	YTD Expend/Expense Budget	YTD Expenditures/Expenses	Over (Under) Budget	(Over) Under %
General							
Police	131,867						
Holiday		39,353	50,000	25,000	24,808	(192)	-1%
Regular		65,994	45,000	22,500	29,877	7,377	33%
Reimbursed		8,550	5,000	2,500	2,742	242	10%
Hwy & St	22,459	28,205	25,000	12,500	14,044	1,544	12%
Water - LSWL	26,737	22,664	35,500	17,750	14,777	(2,973)	-17%
Water In Town	12,494	19,466	16,000	8,000	10,896	2,896	36%
Sewer	8,912	7,410	10,500	5,250	4,701	(549)	-10%
Storm Water	2,569	6,197	5,000	2,500	3,378	878	35%

Explanation of (over) budget

- 1 - Investigation OT of 103.5 hours. Major complaint case.
- 2 - Water leaks.

Filename: Expenditure-expense budget report

*City of Cloquet
Cash and Investments
Management Summary
June 30, 2017*

Analysis of Portfolio

Attached is a “Cash and Investment Analysis” which shows the type of accounts and values that make up the City’s cash and investment portfolio.

Current Economics

The economy is still on the slow but steady pace. The State’s budget outlook remains stable. The FY 2017 State revenue collections are \$104 million lower than projected but there are healthy reserves and a positive budgetary balance. Unemployment is at 4.4% for June 2017.

The City’s certified 2017 LGA is \$2,363,635 approximately \$7,100 more than 2016 and the City increased its levy by 5.69% for 2017. The legislators increased the allocation for LGA in the 1st Special Session in 2017 and the City should get approximately \$100,000 more than what was under current law. The estimated LGA for 2018 is \$2,478,134.

Current Activity

During the month of June, one agency was called for \$225,000 and three CDs matured for \$690,000. The proceeds were used to purchase two CDs for \$445,000. The rest was retained for cash flows and to be invested in the future. Attached is an “Investment Portfolio Analysis” with the detail of investments.

Variance Analysis

Cash and investments are 47% above June 2016. The increase is due to the issuance of the City Sales Tax bond for \$8.4 million.

The federal benchmark interest rate was raised in March 2017 to .75% to 1% from .50% to .75%. The Fed announced there is likely going to be two more increases in 2017. Attached is an “Interest Earnings Analysis” which details the average balances invested, rate of return, and prior year rates.

The budgeted interest earnings are \$327,000 for 2017. The City’s investment annualized yield is approximately \$195,700 or 1.61% for 2017. The actual interest receipts for 2016 were \$230,700. The 2017 budget is based on the economy and interest rates increasing.

**City of Cloquet
Cash Balances
June
2017**

Fund #	Fund	Amount
101	General	2,037,729.43
201	LDO Loan (EDA)	362,828.72
202	Federal CDBG Loan (EDA)	846,450.24
203	Economic Development Loan (City)	137,668.99
204	State SCDG/MIF (EDA)	130,357.76
206	Revolving SCDP (EDA)	2,398.46
207	Community Development Operating (City)	(71,778.25)
208	Small Cities Development Program (City)	27,607.57
211	Library	(43,324.59)
220	TIF - Daqota/Woodward	4,850.69
221	TIF - 14th Street Apartments	3,204.24
222	TIF - Oak Street Apartments	37,001.74
224	Building Facilities Planning	2,049,900.00
225	Permanent Improvement	(138,327.01)
226	Park	18,285.90
226	Park - Restricted - In Lieu	37,924.41
226	Park - Skate Park	2,640.85
228	Senior Center	(10,660.79)
231	Public Works Reserve	450,689.50
260	Landfill Host Fee - 25%	77,955.00
260	Landfill Host Fee - 75%	239,935.29
368	Business Park Bonds	1,200,764.22
370	Swimming Pond Bonds	31,121.83
403	Capital Projects - Revolving	(47,214.95)
405	City Sales Tax Capital Projects	8,891,641.44
600	Water - Lake Superior Waterline	898,052.60
600	Water - Lake Superior Waterline Construction	429,990.33
601	Water	3,688,842.80
602	Sewer	782,169.79
605	Storm Water	72,288.56
614	Cable TV	183,203.28
701	Employee severance	541,766.79
905	Cloquet Area Fire District	185,925.55
	Total	<u><u>23,061,890.39</u></u>

City of Cloquet
Cash and Investment Analysis
June 30, 2017

	Tentative Goals	Current 6/30/2017	5/31/2017	4/30/2017	3/31/2017	Last Year 6/30/2016
DEMAND ACCOUNTS						
Checking & MM & Savings **	10%-15%	\$10,962,778.97 48%	\$11,289,296.39 47%	\$3,582,992.71 22%	\$3,706,985.29 23%	\$3,041,964.17 19%
INVESTMENTS						
Invested less than one year						
Certificates of Deposit		\$1,504,000.00	\$2,098,000.00	\$2,098,000.00	\$2,098,000.00	\$2,665,000.00
Municipal Bonds		\$1,926,181.10	\$1,926,181.10	\$1,926,181.10	\$2,092,318.10	\$1,637,233.18
Government Agencies		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total invested less than one year	50%-70%	\$3,430,181.10 15%	\$4,024,181.10 17%	\$4,024,181.10 25%	\$4,190,318.10 25%	\$4,302,233.18 27%
Invested one to three years						
Certificates of Deposit		\$1,549,000.00	\$1,645,000.00	\$1,460,000.00	\$1,460,000.00	\$1,589,000.00
Municipal Bonds		\$1,038,850.44	\$1,038,850.44	\$1,038,850.44	\$1,038,850.44	\$2,461,505.40
Government Agencies		\$497,990.00	\$497,990.00	\$497,990.00	\$497,990.00	\$1,000,000.00
Total invested one to three years	10%-20%	\$3,085,840.44 13%	\$3,181,840.44 13%	\$2,996,840.44 19%	\$2,996,840.44 18%	\$5,050,505.40 32%
Invested over three years						
Certificates of Deposit		\$1,185,000.00	\$740,000.00	\$925,000.00	\$1,165,000.00	\$1,214,000.00
Municipal Bonds		\$1,953,089.88	\$1,953,089.88	\$1,953,089.88	\$1,713,527.61	\$0.00
Government Agencies *		\$2,445,000.00	\$2,670,000.00	\$2,670,000.00	\$2,670,000.00	\$2,092,572.92
Total invested over three years	10%-20%	\$5,583,089.88 24%	\$5,363,089.88 22%	\$5,548,089.88 34%	\$5,548,527.61 34%	\$3,306,572.92 21%
Total	100%	\$23,061,890.39	\$23,858,407.81	\$16,152,104.13	\$16,442,671.44	\$15,701,275.67
Current month variance			(\$796,517.42) -3%	\$6,909,786.26 43%	\$6,619,218.95 40%	\$7,360,614.72 47%

* - These investments have call dates less than one year.

** - Bond proceeds held in MM account. Arbitrage issues being considered before moving funds.

Note:

The over one and three year period exceeds the goals but several investments are priced to call and will not be held over three years.

City of Cloquet
Investment Portfolio Analysis
Detail of Investments June 30, 2017

Brokerage	Purchase Date	Maturity Date	Time Held	Description	Amount	YTM Rate	Annualized Yield	Market Value
Invested less than one year								
Certificates of Deposit								
Wells Fargo	7/24/2014	7/24/2017	3 yrs	American Express Fed Sv	\$245,000.00	1.150%	\$2,817.50	\$245,022.30
UBS Financial	8/31/2015	8/31/2017	2 yrs	Oriental Bank PR	\$50,000.00	1.250%	\$625.00	\$50,015.00
Wells Fargo	12/21/2016	9/20/2017	9 months	Beal Bank	\$245,000.00	0.900%	\$2,205.00	\$244,903.96
UBS Financial	10/19/2012	10/19/2017	5 yrs	Boston Prvt B&T MA	\$100,000.00	1.000%	\$1,000.00	\$99,966.00
Morgan Stanley	11/25/2013	11/24/2017	4 yrs	Comenity Bk UT	\$68,000.00	1.400%	\$952.00	\$68,126.48
Wells Fargo	12/15/2016	12/14/2017	1 yr	Safa National Bank	\$245,000.00	0.900%	\$2,205.00	\$244,690.81
Frandsen Bank	9/5/2016	3/5/2018	1 1/2 yrs	Frandsen Bank	\$245,000.00	0.300%	\$735.00	\$245,000.00
Morgan Stanley	3/12/2014	3/14/2018	4 yrs	Synchrony Bk UT	\$210,000.00	1.500%	\$3,150.00	\$210,409.50
Morgan Stanley	6/28/2013	6/28/2018	5 yrs	BMW Bk - UT	\$96,000.00	1.650%	\$1,584.00	\$95,993.28
					\$1,504,000.00		\$15,273.50	\$1,504,127.33
Municipals								
Wells Fargo	8/19/2015	8/1/2017	2 yrs	State of MN GO	\$221,654.40	0.860%	\$1,906.23	\$219,995.60
Wells Fargo	12/13/2016	8/15/2017	8 months	Columbus OH Txbi	\$503,526.14	0.850%	\$4,279.97	\$500,085.00
UBS Financial	12/1/2010	12/1/2017	7 yrs	Stamford CT	\$512,636.25	2.759%	\$14,143.63	\$503,290.00
Wells Fargo	1/14/2014	2/1/2018	4 yrs	Anoka County MN	\$567,323.75	1.480%	\$8,396.39	\$508,100.00
Wells Fargo	7/26/2012	2/1/2018	6 1/2 yrs	North Branch MN ISD 138	\$121,040.56	1.260%	\$1,525.11	\$102,089.00
					\$1,926,181.10		\$30,251.34	\$1,833,559.60
Invested one to three years								
Certificates of Deposit								
Morgan Stanley	10/2/2013	10/2/2018	5 yrs	Discover Bk DE	\$145,000.00	2.050%	\$2,972.50	\$146,139.70
Morgan Stanley	10/28/2013	10/29/2018	5 yrs	Bank Baroda NY	\$245,000.00	2.050%	\$5,022.50	\$246,617.00
Morgan Stanley	4/29/2014	4/29/2019	5 yrs	Barclays Bk DE	\$45,000.00	1.900%	\$855.00	\$45,340.20
Morgan Stanley	8/8/2015	8/5/2019	5 yrs	Capital One NA Mclean VA	\$108,000.00	2.050%	\$2,214.00	\$108,767.88
Morgan Stanley	10/16/2014	10/16/2019	5 yrs	Capital One Bank VA	\$245,000.00	2.150%	\$5,267.50	\$247,315.25
Morgan Stanley	1/28/2015	1/28/2020	5 yrs	Goldman Sachs - UT	\$96,000.00	2.048%	\$1,966.08	\$96,675.84
UBS Financial	2/27/2015	2/27/2020	5 yrs	Private Bank & Tr IL	\$240,000.00	1.750%	\$4,200.00	\$242,222.40
UBS Financial	4/13/2015	4/13/2020	5 yrs	HSBC Bk VA	\$240,000.00	1.125%	\$2,700.00	\$239,817.60
Morgan Stanley	5/7/2015	5/7/2020	5 yrs	Amex Centurion UT	\$185,000.00	1.950%	\$3,607.50	\$185,934.25
					\$1,549,000.00		\$28,805.08	\$1,558,830.12
Municipals								
Wells Fargo	10/7/2010	8/1/2018	8 yrs	U of M Build America	\$260,748.16	2.700%	\$7,040.20	\$254,027.50
UBS Financial	12/4/2012	11/1/2018	6 yrs	NY City Transition	\$360,038.40	1.280%	\$4,608.49	\$359,017.20
Wells Fargo	12/1/2010	12/21/2018	8 yrs	Weston WS BAB	\$152,058.00	3.550%	\$5,398.06	\$153,747.00
UBS Financial	2/25/2016	1/1/2019	3+ yrs	Industry Calif Pub Facs Auth	\$266,005.88	1.447%	\$3,849.11	\$254,567.50
					\$1,038,850.44		\$20,895.86	\$1,021,359.20
Government Agencies								
Wells Fargo	12/19/2016	12/19/2019	3 yrs	FFCB	\$497,990.00	1.638%	\$8,157.08	\$499,455.50
Invested over three years								
Certificates of Deposit								
Morgan Stanley	9/2/2015	9/2/2020	5 yrs	Capital One MN Mclean VA	\$100,000.00	2.200%	\$2,200.00	\$99,744.00
Morgan Stanley	10/14/2016	10/14/2020	5 yrs	First Bank PR Santurce	\$150,000.00	1.450%	\$2,175.00	\$148,120.50
Morgan Stanley	6/28/2017	6/28/2021	4 yrs	Sallie Mae BK UT	\$245,000.00	2.150%	\$5,267.50	\$246,764.00
UBS Financial	9/16/2016	9/16/2021	5 yrs	JPMorgan Chase Bk OH	\$245,000.00	1.500%	\$3,675.00	\$239,423.80
UBS Financial	9/23/2016	9/23/2021	5 yrs	Happy State Bank TX	\$245,000.00	1.500%	\$3,675.00	\$239,516.90
Morgan Stanley	6/14/2017	6/14/2022	5 yrs	Comenity Bank Jumbo	\$200,000.00	2.400%	\$4,800.00	\$200,544.00
					\$1,185,000.00		\$21,792.50	\$1,174,113.20
Municipals								
UBS Financial	8/1/2016	7/1/2021	5 yrs	Florida St Rev Ser	\$315,572.50	1.583%	\$4,995.51	\$300,888.00
Wells Fargo	2/21/2017	10/1/2021	4 yrs	Royal Oak MI TXBL	\$510,100.00	2.150%	\$10,967.15	\$506,550.00
Wells Fargo	2/23/2017	8/1/2022	5 yrs	Wyandotte Cnty KS	\$129,447.50	2.300%	\$2,977.29	\$127,391.25
UBS Financial	4/17/2017	8/1/2023	6 1/2 yrs	Victor Valley Cal CC	\$239,562.27	2.305%	\$5,521.91	\$235,627.20
UBS Financial	2/6/2017	12/1/2023	6 yrs	Cook Cnty Cmnty College	\$249,683.72	2.724%	\$6,801.38	\$249,846.10
UBS Financial	10/27/2016	7/1/2025	9 yrs	Selma Ala Rfdg	\$508,723.89	2.400%	\$12,209.37	\$483,100.00
					\$1,953,089.88		\$43,472.62	\$1,903,402.55
Government Agencies								
Morgan Stanley	11/22/2016	11/22/2023	7 yrs	FHLB	\$160,000.00	1.375%	\$2,200.00	\$156,107.20
Morgan Stanley	3/28/2016	3/28/2024	8 yrs	FNMA	\$640,000.00	1.250%	\$8,000.00	\$633,036.80
Morgan Stanley	6/14/2016	6/14/2024	8 yrs	FHLMC	\$500,000.00	1.500%	\$7,500.00	\$495,160.00
Morgan Stanley	9/30/2016	9/30/2024	8 yrs	FHLMC	\$270,000.00	1.250%	\$3,375.00	\$267,005.70
Morgan Stanley	7/27/2016	7/27/2026	10 yrs	FHLMC	\$500,000.00	1.500%	\$7,500.00	\$483,320.00
Morgan Stanley	8/17/2016	8/17/2026	10 yrs	FHLMC	\$375,000.00	1.500%	\$5,625.00	\$363,273.75
					\$2,445,000.00		\$34,200.00	\$2,397,903.45
Totals					\$12,099,111.42		\$194,690.90	\$11,892,750.95
							1.61%	

Note: Market value fluctuates based on current rates being offered. No principal is at risk if securities are held to maturity.

Filename: Monthly Report - Investment Detail

**City of Cloquet
Interest Earnings Analysis
Month Ending June
2017**

Type	%	Invested Balance	Interest	Rate of Return
Money Markets	2%	\$488,623	\$326	0.81%
Money Market - Bond Account	40%	\$8,431,711	\$5,630	0.81%
CD's*	20%	\$4,255,167	\$5,303	1.52%
Municipals*	23%	\$4,918,121	\$7,641	1.89%
Government agencies*	15%	\$3,160,490	\$3,841	1.48%
Total Investment Return*	58%	\$12,333,778	\$16,785	1.66%
Total Return	100%	\$21,254,112	\$22,741	1.30%

Earnings Comparison	Budget	YTD Budget	YTD Actual
2017 Interest Earnings	\$ 327,000	\$ 163,500	\$ 115,622
2016 Interest Earnings	\$ 336,000	\$ 168,000	\$ 96,789
2015 Interest Earnings	\$ 282,800	\$ 141,400	\$ 95,380

Rate Comparisons	Current	Last Month	Last Year	Two Years
	June 2017	May 2017	June 2016	June 2015
Average Total Return	1.30%	1.29%	1.42%	1.17%
Average Investment Return*	1.66%	1.64%	1.48%	1.39%

Filename: Monthly Report - Interest Earnings Analysis 2017

Gear up for Fall Job Fair



Looking for a Job? If so, this Job Fair is for you!

Minnesota WorkForce Center—Duluth

402 West First Street

(Duluth Athletic Club Building)

Wednesday, August 16, 2017

3:00pm—6:00pm

Updated list of
registered employers
as of July 26th

<u>AAA Minnesota/Iowa</u>	<u>IBEW-NECA (Electrical Apprenticeship Program)</u>	<u>Monarch Healthcare (The North Shore Estates)</u>
<u>AP Avionics</u>	<u>Interim Healthcare</u>	<u>People Ready</u>
<u>At Home Living</u>	<u>IPS Cranes</u>	<u>Raveill Trucking/Timber Transport</u>
<u>Choice unlimited</u>	<u>Job Corps</u>	<u>RSI (Residential Services, Inc.)</u>
<u>CSL Plasma</u>	<u>Kelly Services</u>	<u>St. Luke's</u>
<u>Duluth G&K/Cintas</u>	<u>Lake Superior Community Health Center</u>	<u>Spherion</u>
<u>Essential Health</u>	<u>Loll Design</u>	<u>Stepping Stones for Living</u>
<u>Goodwill</u>	<u>Louisiana Pacific</u>	<u>Trillium Services</u>
<u>Home Instead</u>	<u>Metro Sales</u>	<u>UnitedHealth Group (UHG)</u>
<u>H&R Block</u>		<u>Whole Foods Co-op</u>

Bring your resume and be ready to meet a variety of employers! Practice your introduction and be prepared!

Check out the updated flyer at: <http://duluthmn.gov/workforce-development/>



Individuals needing accommodations to attend this event should contact the WorkForce Center at 218-302-8400