



City Administrator's Weekly Update

WEEK ENDING SEPTEMBER 15, 2017

Upcoming Events:

September 19, 5:30 pm
Council Work Session
City Hall

September 19, 7:00 pm
City Council Meeting
City Hall

September 20, 6:00 pm
CAFD Board
District Office

September 26, 4:30 pm
Library Board
Library

October 2, 4:30 pm
Parks Commission
City Hall

October 3, 5:30 pm
Council Work Session
City Hall

October 3, 7:00 pm
City Council Meeting
City Hall

October 4, 8:00 am
EDA
City Hall

October 10, 7:30 am
HRA

October 10, 7:00 pm
Planning Commission
City Hall

Administration/Finance

Our new City Administrator, Aaron Reeves, was in town to participate with the Library Director interviews Friday. He stopped by City Hall for a short visit and met several of the staff. Aaron will officially be here on October 2nd.

The Cloquet High School German exchange students stopped by this week and were given a tour of City Hall and a brief explanation of how city government works by Councilor Kolodge. The students were very engaged and appreciative of the information.

Staff met with Superior Computer Products this week for an update on the status of the City's conversion to Microsoft Office 365 and updates to City email addresses. The conversion is complete with little interruption to our daily operations. All staff now have a City email address.

Negotiations are continuing with Teamsters General Local Union No. 346. Our next session is set for September 20th.

Public Works/Parks

Staff had a meeting to go over data needs for the Utility Rate Study authorized by Council at the last meeting.

Lots of activity on the Dunlap Island this week as the playground equipment begins to take shape and walls go up for the new warming house. As activity picks up, so has community interest. Staff has received several questions and a lot of positive feedback regarding the project over the past two weeks.

Community Development

Economic Development

This week the City released a Request for Proposals (RFP) for the City's former water tower site on the 200 Block of Avenue E. The RFP is on the City's website and copies were mailed directly to Carlton County properly certified businesses for single family home construction, we will wait to see what comes in (RFP attached).

Staff also worked with Ady Advantage on creating sector sheets promoting business and workforce opportunities in Cloquet. (brochures attached).

Planning and Zoning

Staff prepared Council reports for the SKB Environmental Landfill case and worked with the City's landfill consultant on air monitoring testing. The MPCA made an unannounced visit to the SKB Environmental Landfill on September 6th and found no violations (see attached inspection letter). Staff also participated in a webinar on small cell tower communication facilities within the city right of way.

Building Inspections Services

Staff remained busy with residential and commercial inspections as well as follow up on enforcement cases. The Taco Bell project on South Hwy 33 was issued a final occupancy this week.

Visit Our Website at:
www.ci.cloquet.mn.us

Dave Hallback, Mayor

City Council:

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

James Barclay,
Interim City
Administrator
1307 Cloquet Avenue
Cloquet, MN 55720
(218)879-3347
jbarclay@cloquetmn.gov

The City received a final determination from Harris this week that they are unable to update the parcel information in the City's building permit software. As a result, staff will be upgrading to a different system next year.

Library

Next week we will have "Books Alive" with Wonderweavers, storytelling for children on Tuesday, September 19th, 10:15 a.m.



Other Information Attached:

- * Former City Water Tower Site – RFP
- * Cloquet Sector Sheets
- * Shamrock Environmental Landfill Inspection Report



REQUEST FOR PROPOSALS

**200 BLOCK OF AVENUE E
FORMER CITY WATER TOWER SITE**

SINGLE FAMILY REDEVELOPMENT PROJECT

POSTED: September 13, 2017

DUE DATE: October 20, 2017





Background / Overview

The City of Cloquet decommissioned the former Avenue E water tower approximately 15 years ago. Since that time, the City periodically receives requests about the property, located along the 200 Block of Avenue E, and future redevelopment plans for it.

The City recently had a survey of the property and is suggesting approximately half of the westerly Lot 5 be sold to the neighbor, that way the other half that includes the gravel driveway and utility building can be included and addressed with this potential redevelopment project. The City expects with this project that the former utility building be demolished, that could be done by developer or further discussions with the City Engineer. The City plans to reconstruct the 200 Block of Avenue E during the 2018 construction season during which time they will remove the old valve vault (this is the exposed concrete slab near the street inside of which is a vault with piping stubbed into the street). In the interim, the developer is expected to work around this obstacle. One or two sewer and water services could be extended into the property as part of the 2018 Avenue E construction project. These service extensions would be assessed to the property. The onsite siren, would be relocated elsewhere in the community.

I. Project Background

- The City of Cloquet is seeking proposals from contractors/developers who are interested in developing **one or two** single family home sites along the 200 Block of Avenue E on Lots 3, 4, and approximately half of Lot 5, which would be the maximum the City would provide for a total of 150' in frontage and 100' in depth, Block 61, Original Town of Cloquet. Some minor lot reconfiguration paperwork will be required. The City expects to receive proposals for the City to consider the potential sale of this site to a reputable contractor/developer with experience in quality single family home construction that would be of benefit to the City and align with the character of this neighborhood. The development team is expected to identify their level of financial investment into the proposed home and site, propose purchase price from the City and identify any other project development assumptions or tools. The development team should submit a project development budget pro forma.
- The site used to house a city water tower. There are concrete footings that were never removed. The proposal should consider these site factors and determine if a home could be constructed in a slab on grade format or two story format on top of this slab or if it must be removed entirely. This should be identified in the proposal and associated costs noted. There are no reports of underground information available at the City, nor does the City intend to conduct a Phase 1 or Phase 2 on the property.

II. Proposals Requested

- Proposals must be received by the City **no later than 4:00pm (CST) on Friday October 20th**. **Both hard and electronic copies** are appreciated, electronic can be emailed to Holly Hansen, Community Development Director at: hhansen@cloquetmn.gov.



- **If you have questions related to this RFP please direct them to:**
 - RFP Questions/Development Expectations: Community Development Director Holly Hansen (218) 879-2507 x4 or hhansen@cloquemn.gov
 - Utilities and Site Information: City Engineer Caleb Peterson (218) 879-6758 or cpeterson@cloquetmn.gov
 - Building Code: Building Official Matt Munter (218) 879-2507 x2 or mmunter@cloquetmn.gov
 - Planning, Zoning, and Land Subdivision: City Planner Al Cottingham (218) 879-2507 x3 or acottingham@cloquetmn.gov
 - Street Assessment process: Assistant City Engineer John Anderson (218) 879-6758 or janderson@cloquetmn.gov.
- Neither City of Cloquet nor any other entity is responsible for the expenses that Applicants may incur in preparing and submitting proposals.
- All proposals are the property of the City of Cloquet, will be retained by the City of Cloquet, and will not be returned to the Applicants.
- The City of Cloquet reserves the right to cancel this RFP or to reject in whole or in part, any and all proposals received in response to this RFP. The City of Cloquet further reserve the right to waive any minor informalities in any proposals received. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole discretion of the City of Cloquet/Cloquet Economic Development Authority.
- Qualifying proposals will be reviewed, evaluated, and ranked based relevant examples of successful experience. Interviews will be held if deemed necessary. A recommendation will be made by the EDA by the end of November 2017 which includes the option of rejecting proposals if they do not meet the City's expectations.

III. Evaluation Procedures

- **Review of Proposals:** a review team comprised of city staff and Cloquet Economic Development Commissioners will review each proposal. After a composite evaluation of each proposal they will be ranked. The committee may conduct follow-up calls or interviews or seek written or verbal clarification to supplement materials submitted in response to the RFP. The committee will recommend the proposal that offers the best response to the evaluation criteria along with the best ability to successfully develop and implement the project. Past experience and performance on comparable projects and the quality of the development team's professional personnel to be assigned to the development project will be a key factor.



SITE LOCATION – 200 BLOCK OF AVENUE E

SUBSURFACE

The site used to house a city water tower. There are concrete footings that were never removed. The proposal should consider these site factors and determine if a home could be constructed in a slab on grade or two story format on top of this slab or if it must be removed entirely, that cost should be identified and included in the proposal as part of the developer's investment if so. There are no reports of underground information available at the City, nor does the City intend to conduct a Phase 1 or Phase 2 on the property.



VALVE VAULT REMOVAL

The City plans to reconstruct the 200 Block of Avenue E during the 2018 construction season during which time they will remove the old valve vault (this is the exposed concrete slab near the street inside of which is a vault with piping stubbed into the street). In the interim, the developer is expected to work around this obstacle. One or two sewer and water services could be extended into the property as part of the 2018 Avenue E construction project. These service extensions would be assessed to the property.

KENNETH J. MARTIN

CERTIFICATE OF SURVEY

218-879-5198
1548 COUNTY ROAD #5
CARLTON, MN 55718

FOR: City of Cloquet

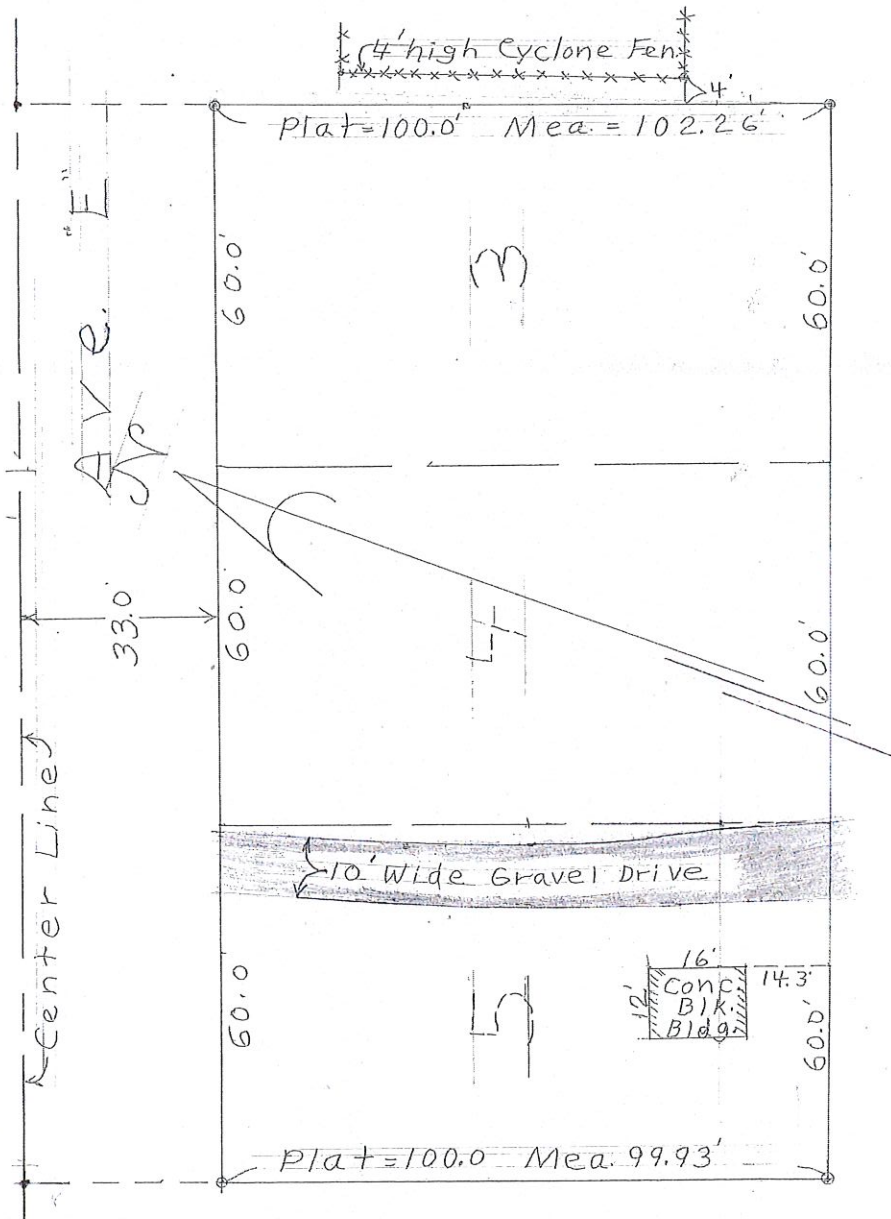
DESCRIPTION

Lots 3,4,5, Block 61, Original Town
of Cloquet.

MINNESOTA REGISTERED
LAND SURVEYOR
NO. 12278

I hereby certify that this survey plan, or report
was prepared by me or under my direct super-
vision and that I am a duly Registered Land
Surveyor under the laws of the State of Minn.

Kenneth J. Martin
Date 7-12-17 Reg. No. 12278



Scale: 1" = 20.0' Date: 7-12-17

⊕ = Iron Monument Set. ○ = Nail Set.



CITY OF CLOQUET

APPLICANT'S WARRANTIES

- A. Applicant warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state of Minnesota) corporation.
- B. Applicant warrants that it is willing and able to obtain Errors and Omissions Insurance providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
- C. Applicant warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Cloquet.
- D. Applicant warrants that in all work conducted under this Contract, it shall be unlawful to discriminate or harass in any manner on the grounds of race, creed, religion, color, sex, sexual orientation, national origin, ancestry, age, disability, martial status, citizenship status, or status with regard to public assistance. (This includes sexual harassment. Sexual harassment is any repeated and/or unwanted sexual attention that a recipient finds objectionable or offensive, regardless of sexual or affectional orientation.) Any charge of harassment or discrimination against the contractor, contractor's employees, subcontractor or subcontractor's employees will result in a thorough investigation and possible termination of this contract. City of Cloquet action is not intended to replace legal recourse for any behavior which violates criminal statutes.
- E. Applicant warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name: _____

Title: _____

Firm: _____

Date: _____



AGRICULTURE AND FOOD PROCESSING

The home of major food producers and more than 500 farms, the Cloquet region offers excellent access to raw materials and markets, competitive labor costs and a high concentration of support businesses to help agricultural and food processing businesses thrive.

MAJOR FOOD AND AGRICULTURE EMPLOYERS

COMPANY	NUMBER OF EMPLOYEES
Upper Lakes Foods	250-499
General Mills	100-249
Coca-Cola Bottling Midwest	100-249
Bellisio Foods	100-249
Franklin Foods	50-99
Thirsty Pagan Brewing	20-49
Superior Meats	20-49
Dairy Farmers of America	20-49
Canal Park Brewing	20-49
Bimbo Bakeries	20-49

SUPPORT INDUSTRIES

The Duluth-Superior MSA has a high concentration of businesses that can supply and support the agribusiness and food processing industry in these subsectors:

- Food Product Machinery Manufacturing
- Frozen Specialty Food Manufacturing
- Fertilizer Manufacturing
- Coffee and Tea Manufacturing
- All Other Miscellaneous Food Manufacturing

ACCESS TO RAW MATERIALS



MINNESOTA RANKS #5



Out of all 50 states for total agricultural exports and in the top 5 for the export categories below:

- Pork (#2)
- Soybeans and Soymeal (#3)
- Vegetable Oils (#3)
- Total Plant Products (#4)
- Corn (#4)
- Feeds and Other Grains (#4)
- Processed Grain Products (#4)
- Total Animal Products (#5)
- Other Poultry (#5)

(Source: USDA Economic Research Service, 2015)

CARLTON COUNTY RANKS IN THE TOP 20 MINNESOTA COUNTIES FOR THE FOLLOWING AGRICULTURE ITEMS:

- Wild rice (8th in Minnesota, 11th in U.S.)
- Forage-land used for all hay and haylage, grass silage, and greenchop (12th)
- Pheasants (13th)
- Cut Christmas trees and short rotation woody crops (16th)

NUMBER OF FARMS: 501

(Source: USDA Census of Agriculture, 2012)

ACCESS TO MARKETS

HIGHWAYS: Interstate 35 connects Cloquet to major cities, including Minneapolis, Des Moines, Kansas City, Oklahoma City, Fort Worth and San Antonio. State Highways 33 and 210; Highway 33 also connects to State Highway 53.

RAIL: Cloquet Terminal Railroad, a Class III terminal, interchanges with BNSF and Canadian Pacific.

AIRPORTS:

- **Cloquet** has a public use airport with two runways (4,003 feet and 3,100 feet).
- **Duluth International Airport** is about 25 miles outside of Cloquet and offers direct flights to Minneapolis and Chicago.
- **Minneapolis-St. Paul International Airport**, 2 hours south of Cloquet, offers nonstop flights to 128 domestic locations and 27 international locations.

PORTS: Just 20 miles from Cloquet is the Port of Duluth-Superior, the farthest-inland freshwater seaport, one of the leading bulk cargo ports in all of North America and is designated as **Foreign Trade Zone #51**. The port is less than a week's sailing time from the Atlantic Ocean.

- Canadian National Railway and Duluth Cargo Connect recently opened an intermodal terminal to transfer containers between rail cars and trucks at the Clure Public Marine Terminal. The terminal connects the port to three coasts — Atlantic, Pacific and the Gulf of Mexico — via CN's rail network.

(Source: Bureau of Labor Statistics, May 2016)

LABOR COSTS

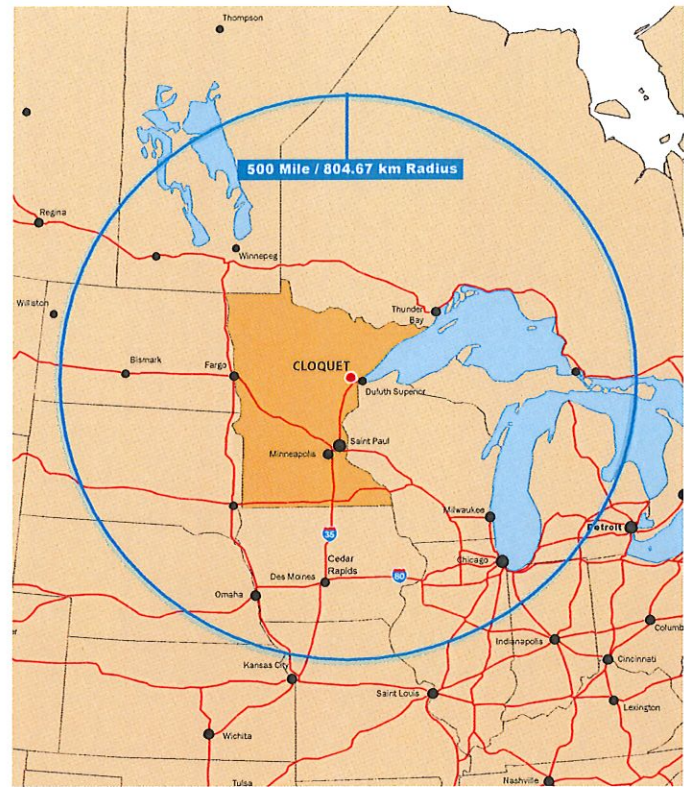
In the Cloquet region, the cost of labor in Agriculture and Food-related professions is highly competitive with the rest of Minnesota, as well as with neighboring Wisconsin and the U.S.

OCCUPATION	CITY OF CLOQUET	MINNESOTA	WISCONSIN	U.S.
53-7062 Laborers and Freight, Stock, and Material Movers, Hand	\$12.79	\$13.84	\$13.45	\$12.02
51-9198 Helpers – Production Workers	\$11.01	\$10.93	\$12.49	\$11.52
51-1011 First-Line Supervisors of Production and Operating Workers	\$28.64	\$27.24	\$26.41	\$27.09
49-9071 Maintenance and Repair Workers, General	\$14.62	\$19.96	\$18.23	\$17.61
51-9061 Inspectors, Testers, Sorters, Samplers and Weighers	\$15.91	\$18.04	\$17.09	\$17.31
51-2092 Team Assemblers	\$12.62	\$14.30	\$13.96	\$13.98
53-3032 Heavy and Tractor-Trailer Truck Drivers	\$18.12	\$19.97	\$18.85	\$19.36



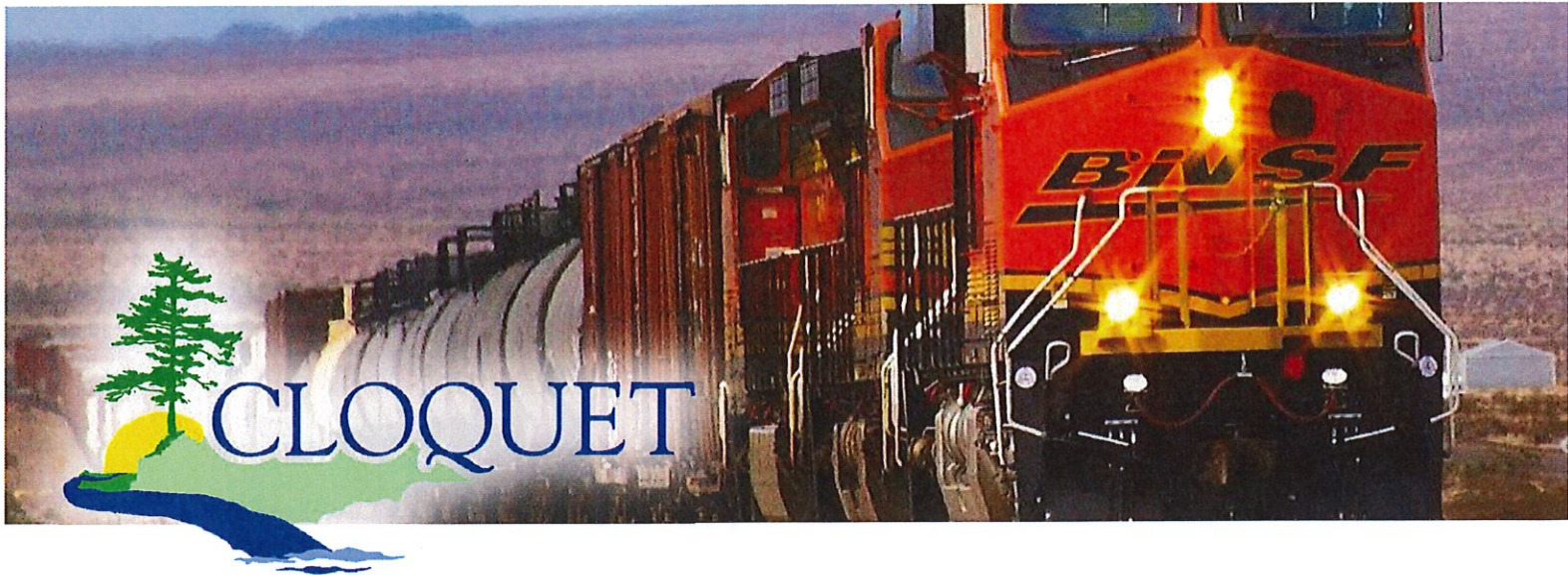
TO LEARN MORE ABOUT HOW CLOQUET CAN WORK FOR YOU, CALL US TODAY!

HOLLY HANSEN, Community Development Director
 City of Cloquet, 1307 Cloquet Avenue, Cloquet, MN 55720
 (218) 879-3347
 hhansen@cloquetmn.gov



Within an eight-hour drive, companies in Cloquet can reach nearly 35 million people in the U.S. alone, including the following major U.S. and Canadian markets:

- Chicago, IL
- Minneapolis, MN
- Milwaukee, WI
- Madison, WI
- Omaha, NE
- Des Moines, IA
- Cedar Rapids, IA
- Winnipeg, Manitoba



TRANSPORTATION AND DISTRIBUTION

In cost-friendly and business-friendly Cloquet, Minnesota, the world is at your doorstep. With world-class infrastructure and easy Interstate, rail and port access, Cloquet's central Midwest location lets transportation and distribution operations reach suppliers and customers virtually anywhere in the world.

LOCATION & ACCESS TO MARKETS

HIGHWAYS: Interstate 35 connects Cloquet to major cities, including Minneapolis, Des Moines, Kansas City, Oklahoma City, Fort Worth and San Antonio. State Highways 33 and 210; Highway 33 also connects to State Highway 53.

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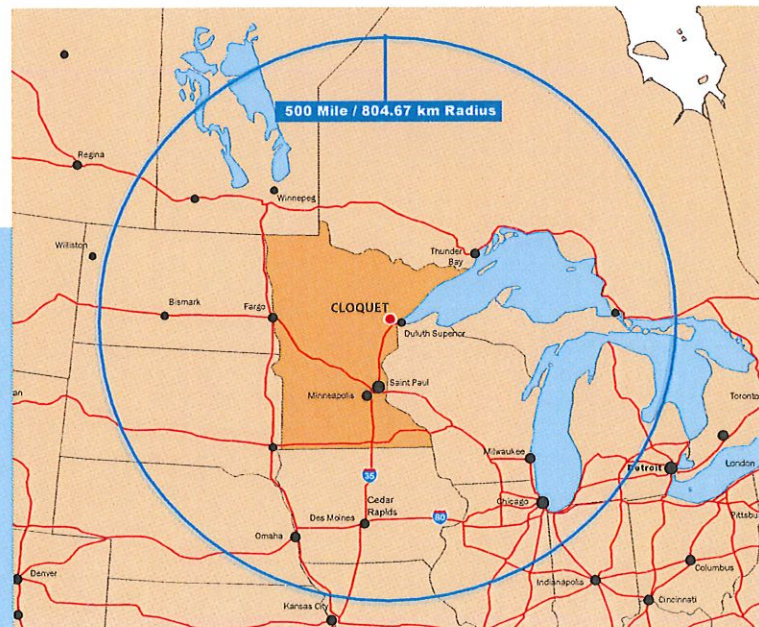
sailing time from the Atlantic Ocean.

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- #1 Tonnage Port on the Great Lakes and the 2nd largest bulk port in the U.S.
- The port is located at the crossroads of three major highway systems and four Class I railroads — BNSF, CN, CP and UP

Minnesota was ranked #5 out of all 50 states for Infrastructure. (Best States for Business, 2015 Rankings, CNBC)

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- Chicago, IL
- Minneapolis, MN
- Milwaukee, WI
- Madison, WI
- Omaha, NE
- Des Moines, IA
- Cedar Rapids, IA
- Winnipeg, Manitoba





WORKFORCE AND TRAINING

• Lake Superior College

offers a CDL program that takes as little as 7 weeks for completion. The college also offers an Advanced Truck Driving certificate, which includes becoming Federal Motor Carrier Safety certified and a driving internship. In 2015 the program graduated over 60 people.



Other fine area schools include Fond du Lac Tribal and Community College, University of Minnesota-Duluth, University of Wisconsin-Superior, Wisconsin Indianhead Technical College, and the College of St. Scholastica

REPRESENTATIVE OCCUPATIONS AND WAGES

OCCUPATION	CITY OF CLOQUET	MINNESOTA	WISCONSIN	U.S.
49-3042 Mobile Heavy Equipment Mechanics, Except Engines	\$25.45	\$26.27	\$22.88	\$23.45
53-3032 Heavy and Tractor-Trailer Truck Drivers	\$18.12	\$19.97	\$18.85	\$19.36
53-7062 Laborers and Freight, Stock, and Material Movers, Hand	\$12.79	\$13.84	\$13.45	\$12.02
53-7064 Packers and Packagers, Hand	\$12.76	\$10.93	\$11.59	\$10.10

(Source: Bureau of Labor Statistics, May 2016)

"Upper Lakes Foods began as a small operation with nine employees and one delivery truck, and we have grown to become the largest independent food service distributor in Minnesota. In 1981, Upper Lakes Foods moved to what is now our corporate headquarters in Cloquet. The expansive, 118,000 square foot warehouse offered nothing but possibility for our growing business.



Upper Lakes Foods believes strong communities build strong businesses. Being a part of the Cloquet community, where our employees and customers live, has been vital to our success and growth."

-Kirk Wimmer, Upper Lakes Foods



TO LEARN MORE ABOUT HOW CLOQUET CAN WORK FOR YOU, CALL US TODAY!

HOLLY HANSEN, Community Development Director
 City of Cloquet, 1307 Cloquet Avenue, Cloquet, MN 55720
 (218) 879-3347
 hhansen@cloquetmn.gov





Duluth Office | 525 Lake Avenue South | Suite 400 | Duluth, MN 55802 | 218-723-4660
800-657-3864 | Use your preferred relay service | info.pca@state.mn.us | Equal Opportunity Employer

September 7, 2017

Mr. Kyle Backstrom, Site Manager
Shamrock Environmental Landfill
761 Minnesota Highway 45
Cloquet, MN 55720

RE: September 6, 2017, Shamrock Environmental Landfill (SW-399) Inspection Report

Dear Mr. Backstrom:

On September 6, 2017, the Minnesota Pollution Control Agency (MPCA) completed a Compliance Evaluation of the Shamrock Environmental Landfill, located in Cloquet, Carlton County. The purpose of the inspection was to determine compliance with Minnesota Solid Waste Rules Chapter 7035 and the permit issued to Shamrock Environmental Landfill by the MPCA.

Based on the inspection conducted on September 6, 2017, the inspector found the facility to be in compliance with its permit and no violations were noted.

If you have any questions, please contact me at 218-302-6609 or at Lee.Field@state.mn.us.

Sincerely,

Lee Field

This document has been electronically signed.

Lee Field
Environmental Specialist
Resource Management & Assistance Division

LF:kmk

cc: Daniel Aamodt, MPCA
Scott Parr, MPCA
AI ID 130482