



City Administrator's Weekly Update

Week Ending August 19, 2016

Upcoming Events

August 30, 4:15 pm

Library Board
Library

September 5

Labor Day
City Offices Closed

Sept. 6, 5:30 pm

Council Work Session
City Hall

Sept. 6, 7:00 pm

Regular City Council
Meeting
City Hall

Sept. 7, 8:00

EDA
City Hall

Sept. 12, 4:30 pm

Parks Commission
City Hall

Sept. 13, 7:00 pm

Planning Commission
City Hall

Sept. 20, 5:30 pm

Council Work Session
City Hall

Sept. 20, 7:00 pm

Regular City Council
Meeting
City Hall

Administration

Personnel

Staff has continued to work on the final draft of the Personnel Policy and it is expected to be presented to the City Council on September 6th for a preliminary review and discussion.

The City Council formally appointed John Anderson to the Assistant City Engineer position effective August 31st.

With the approval of the City Council, staff is working to develop a new Employee Assistance Program. The City has worked with NuVantage for many years and will now be working with Sand Creek beginning in the fall. Further roll out of this change will be taking place in the near future.

The City received official notice this week of the 24.4% increase to our health insurance premiums for 2017. The insurance committee is scheduled to meet next week for discussion. We still welcome the participation of at least one City Councilor if anyone is interested.

The Labor Agreement with the IAFF was finalized and approved this week.

Elections

Primary Election day was slow as expected, with the total turnout in the Ward 5 Primary totaling only 168 voters. Steve Langley and Mark Roberts advanced to the General Election for the Ward 5 Council seat.

PUBLIC WORKS/PARKS

Summer Road Projects

Even though the progress on the 3rd Street seems to be painfully slow, it is moving forward towards completion.

The Highway 33 mill and overlay project continued in full stride this week with the overlay portion now complete. Finishing work of curbs, sidewalks, and landscaping remain.

Fauley Park

The various sidewalk and pedestrian walkway improvements are now complete and the landscaping has started. Lighting, fencing and other improvements are yet to be completed.

Veterans Park

Work began in Veteran's Park this week with the installation of some drainage and water service improvements. Staff also received the final artwork for the Memorial Wall as approved by the local Veteran organizations which is attached.

Athletic Park Skateboard Project

A design workshop for neighbors of Athletic Park and interested skateboarders took place on Thursday. Approximately 20 people attended but no neighbors participated.

Pinehurst Pond

The pond had to be closed Monday due to the failure of the chlorine booster pump which caused a drop in chlorine levels. Repairs were made and safe chlorine levels were reached allowing the pool to reopen Tuesday.

Cloquet Avenue Pedestrian Crossings

The Active Transportation Coalition has once again installed the temporary bulb outs at various corner locations in downtown Cloquet to draw attention to the importance of pedestrian crossings. The bulb outs will remain in place for several weeks.

Brian Fritsinger
1307 Cloquet Ave
Cloquet MN 55720
Ph: 218-879-3347
Fax: 218-879-6555

Lake Superior Waterline Repairs

Repairs to the Lake Superior Waterline leak located under a railroad adjacent to the St. Louis River in Duluth are scheduled to take place next week. This has proven to be a very challenging repair because it requires the study of several nontraditional repair methods and coordination with multiple agencies, suppliers, and sub-contractors.

Pedestrian Counts

The Cloquet Active Transportation Coalition will also be doing bicycle and pedestrian counts along Hwy 33 between Big Lake Road and Pinehurst Park. Currently, as you all may be familiar, there is no sidewalk or trail on either side, however, there is a 'goat path' and ATV trail. The City has been engaged in conversation with MNDOT about adding a sidewalk or trail along this corridor because of the amount of traffic in this area and thinks that bicycle and pedestrian counts would be beneficial in showing the need for this important connection. The counts will take place next Wednesday, August 24th from 10am-6pm. Anyone interested in volunteering should contact the City by Monday, August 22nd.

Knowlton Creek Improvements

The DNR has been making improvements to Knowlton Creek which runs adjacent to the Lake Superior Water Line and Station 2 in Duluth. They have been expressing concerns regarding water discharges from our facility and the impact on the creek. Staff has been working with the DNR to address the concerns.

Sunnyside Park

Staff has been finishing up on drainage and sidewalk improvements that will eventually link up to the Slate Street Safe Routes project.

ECONOMIC DEVELOPMENT

Business Park Development

Staff is currently evaluating the various zoning that applies to the Business Park to see if further modification may be appropriate to help with the development of the park. Staff also worked with CAT-7 on a short story promoting the park.

Marketing Plan RFP's

The solicitation of RFP's for the development of a Marketing Plan for the City has been going well. We have received approximately 25 respondents so far. The EDA will be reviewing these proposals during the month of September and conducting interviews with a much smaller group before a recommendation is presented to the Council.

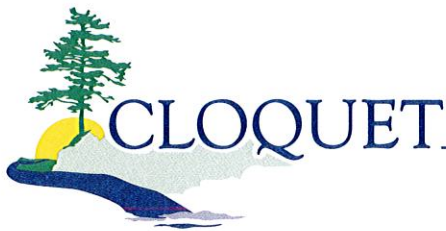
Other

Several code enforcement complaints this week for staff which included dilapidated garages and garbage (MSW) concerns. With increased code enforcement comes increased cost to the City to enforce. The City does not typically budget a great deal of monies each year for this purpose. The Council should be contemplating the proper balance of code enforcement and budget.



Other Information Attached:

- *EAP Information Letter
- * Veteran's Park Memorial Wall Artwork



ADMINISTRATIVE OFFICES

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www.ci.cloquet.mn.us

Dear Employee:

The City of Cloquet cares about the well-being of our employees and your family members.

We are excited to introduce a new **Employee Assistance Program (EAP)** to help employees and their dependents deal with a variety of personal problems that oftentimes negatively affect well-being and job performance. I am writing to let you know about our EAP and to encourage you or your family members to use the program.

Beginning **9/1/2016**, the City is contracting with Sand Creek, one of the highest rated employee assistance programs in the country, to provide an EAP to all of our employees that offers help with:

- Relationship issues, including separation and divorce concerns
- Work pressures and demands
- Alcohol and chemical use problems
- Loss and grief
- Depression, anxiety, and suicidal thoughts
- Financial struggles
- Parent-child difficulties and other family concerns
- And many other life concerns

Key facts about our Employee Assistance Program:

Easy Access to Service: Simply call **(651) 430-3383** or **1-888-243-5744** and identify yourself as a **City** employee and an intake consultant will assist you.

24-Hour Telephone Crisis Intervention: Should an emergency occur, help is available every hour of every day, including weekends and holidays.

Confidential: You can use the EAP with confidence knowing that no one will know you used the program or anything that was said in your counseling session. The highest level of **confidentiality** is maintained by the EAP.

Free: Employee Assistance provides assessment, brief counseling (up to 3 sessions of service) and referral services for you, your spouse/partner and your dependents **at no charge** to you.

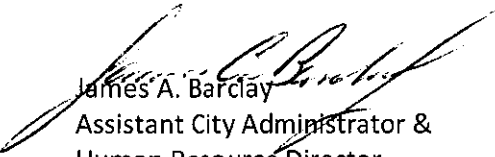
Professional: All of the counselors are highly trained, experienced, and licensed. Financial counselors, legal consultation services and eldercare specialists are also part of the EAP service network.

Family Coverage: Your spouse/partner and dependents are eligible to use the program. This includes college students living away from home.

Attached you will find a brochure that highlights an internet-based service that is an additional feature of the EAP – the Work-Life Resource Program. This program offers a wealth of resources for issues related to work, family, caregiving, health and well-being. This web based resource includes self-search engines for child and elder care, over 3,000 articles, financial calculators and health assessment tools. This service is available to any of our employees or family members as part of the EAP and can be accessed through the Sand Creek website: www.sandcreekeap.com. When you get to the website, click on the Work/Life Wellness Login tab and enter your Company ID: **cloquet**

At times, all of us face personal or work-related struggles in our lives. **City** is pleased to offer the Employee Assistance Program to help employees and their families find support and the necessary resources when difficult situations arise. Please remember this program is **free, professional and confidential.**

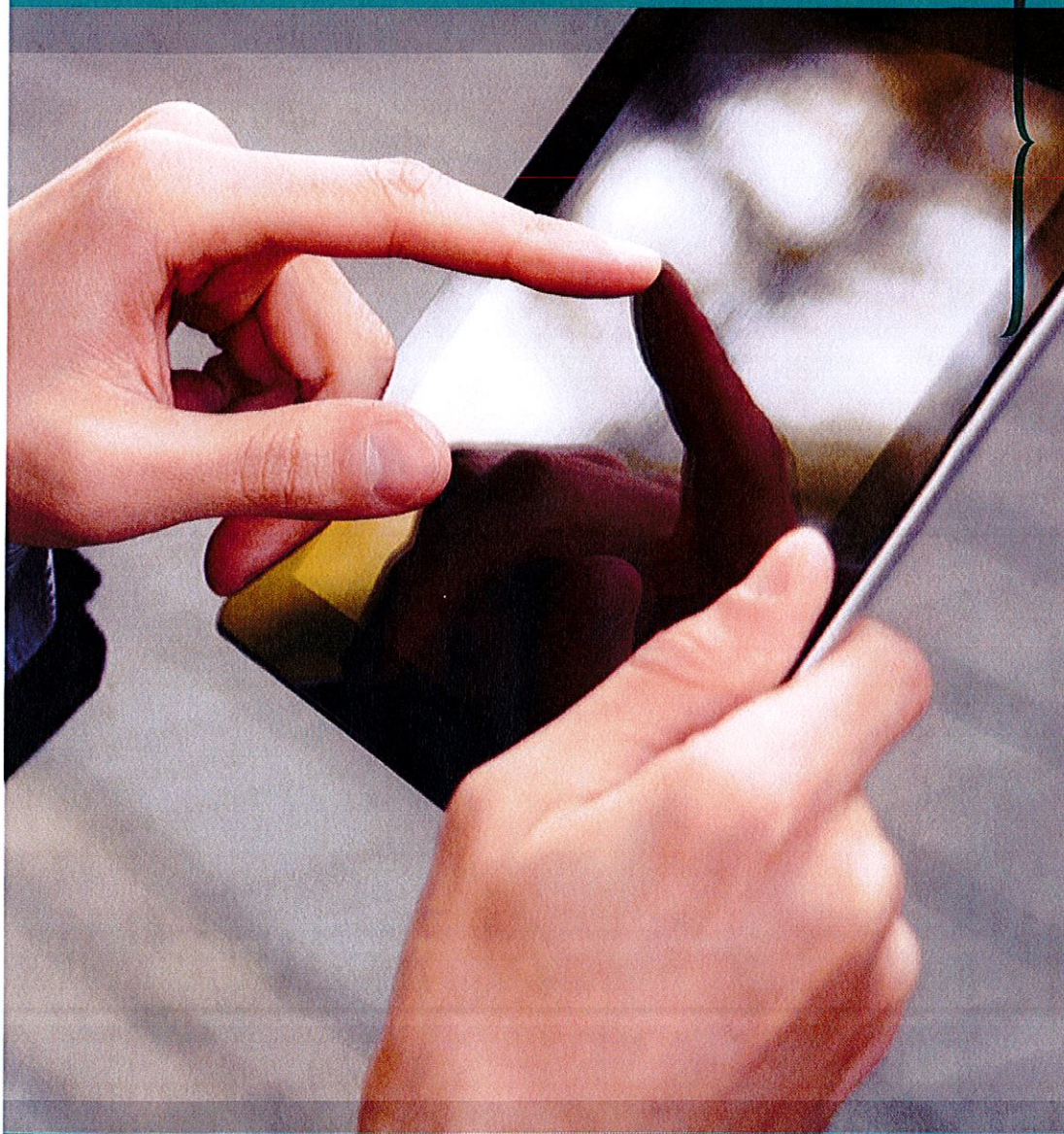
Sincerely,



James A. Barclay
Assistant City Administrator &
Human Resource Director

Employee Assistance Program

WORK LIFE WELLNESS WEBSITE



FEATURES INCLUDE:

- Regularly updated information and links
- Downloadable articles and tip sheets
- Self-search provider databases for summer camps, education resources, pet sitters, attorneys, financial advisors, volunteer opportunities, and more
- Legal and medical encyclopedias
- Financial and daily living calculators
- Savings Center providing 25 to 70 percent discounts on name-brand merchandise
- Spanish-language content

To help you make time for what matters most, your employee assistance program provides online access to a wide range of resources regarding the work and life topics of interest to you and your family—all available on one website.

Just log on with your company's username and password, and navigate through articles, links, interactive content, self searches, self assessments, and more.

Call: 844-687-5710
Visit: www.sandcreekeap.com
Company ID: cloquet

Sand Creek

WORKPLACE WELLNESS

Picture This On Granite - Layout Approval



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Approval signature : _____ Date: _____ Please sign and fax to (819) 876-2558