



# City Administrator's Weekly Update

WEEK ENDING NOVEMBER 18, 2016



## Upcoming Events:

November 24<sup>th</sup>  
Thanksgiving  
City Hall Closed

November 25<sup>th</sup>  
City Hall Closed

November 29, 4:15 pm  
Library Board  
Library

December 5, 4:30 pm  
Parks Commission  
City Hall

December 6, 5:30 pm  
Work Session  
City Hall

December 6, 7:00 pm  
City Council  
City Hall

December 7, 8:00 am  
EDA - CANCELLED

## Administration/Finance

### Personnel

Staff met with AFSCME representatives one additional time this week to hear last comments regarding the City's Personnel Policy Manual. The manual will be presented to the Council on December 6<sup>th</sup>.

Staff met with the Teamsters to gather further information related to a grievance process.

The City received notice this week that our insurance provider, BCBS, has been unable to reach agreement with our local health care providers. If this situation continues past the first of the year, our local health care providers will no longer be considered in-network which will have a significant impact on employee health care costs. The unfortunate part is that if such an event takes place, the City will be locked in and limited in its opportunities to change its health plan options for 2017 (see attached).

With the year drawing to a close, the annual performance evaluations of employees has begun. This is our first year where evaluations are being completed at one time of the year rather than anniversary dates.

### Elections

Congratulations to Kerry Kolodge, Steve Langley and Adam Bailey on being elected to serve the residents of the community for the next four years. Our thanks to Lara Wilkinson for her service and dedication for the past four years.

### Laserfiche

The City began installation of a new electronic records management system this week. Laserfiche will allow us to digitize all of the City's documents creating a system that makes it much simpler to find and access information. We are starting the process with Administration, Finance and Human Resources, and will eventually move to other departments and create a portal for general public access.

### Community Sign

Staff was able to re-group this week with the National Guard after a long delay in discussions regarding a shared community sign to be conceptually placed at the National Guard Armory. We will continue to work on concepts associated with this project and present them to the City Council at a future meeting.

### 2016 Financial Audit

Preparation for the year-end audit has already started. Staff has reviewed and executed an Engagement Letter with Wipfli to once again perform this important financial audit. There are no significant changes in the audit methodology.

## Public Works/Parks

### Winter's Return

After what has been a blessing of a fall, it looks like Mother Nature is going to try and get us back on track for winter this weekend with our first look at snow starting Friday morning. With this in mind, we are ready with proper equipment and materials. The tentative plan is to stay late Friday to get residents home safely and will play Saturday by ear in terms of plowing/sanding.

**Dave Hallback, Mayor**

**City Council Members:**

Jeff Rock, Ward 1  
David Bjerkness, Ward 2  
Roger Maki, Ward 3  
Kerry Kolodge, Ward 4  
Steve Langely, Ward 5  
Lara Wilkinson, At Large

**Brian Fritsinger,**  
**City Administrator**  
1307 Cloquet Avenue  
Cloquet, MN 55720  
(218)879-3347

Visit Our Website at:  
[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

**Other Information  
Attached:**

- \* BC/BS Communication
- \* Excellence in Financial Reporting Certificate
- \* Parks Commission Vacancy Notice

**Dunlap Island/Broadway Design**

Staff participated in a design workshop with our consulting engineers as the next step in developing designs for the 2018 Dunlap Island and Broadway projects. Following will be a discussion with the Council in December to present the design concepts.

**Lake Superior Water Line**

Staff met with Sappi this week to continue discussions on station electrical upgrades. The final cost related to the major water line break that was repaired at Knowlton Creek in Superior earlier this fall is estimated at approximately \$204,000. These costs will be reimbursed by the company when water rates are renegotiated next year.

**Storm Water (MS4 Permit)**

Staff attended a workshop on the St. Louis River watershed and possible regulations that the City may face under our MS4 permit. Right now the areas of concern are not focused on storm water discharge so it does not appear the City will face further regulation at this time

**Miscellaneous**

Crews are in the process of putting up Christmas decorations with the lights at City Hall being finished this week. The hockey boards at Sunnyside were also erected this week.

**Community Development**

**Marketing Plan**

Staff has started working with our consultant, Ady Communications, on gathering information to help develop this economic development marketing tool. Specifically, staff is working to schedule meetings on December 19<sup>th</sup> and 20<sup>th</sup> with the consultant and a variety of the stakeholders that have a vested interest in economic development.

**Business Development**

Holly and Lloyd from Sara's Vac Shack worked together on Tuesday to promote Small Business Saturday on the WKLK morning radio show.

Staff met this week with a McGregor company on site at the Business Park, and staff also met with Consolidated Solutions regarding ongoing efforts to roll out fiber broadband concepts to local businesses, leveraging the NESC fiber line.

**Miscellaneous**

Staff has been working with Friends of Animals on a retaining wall on the north side of the former County building, which is where they will place exterior kennels once they are in their new location in the spring.

Staff examined wetland issues on the north side of the St. Louis River related to future ATV trail development.

A meeting was held with Prowest to discuss current and future GIS needs as they relate to Public Works and Community Development as well as providing a tour of Cloquet to Northspan and APEX staff showing them buildings with space for lease or sale, along with various lots and redevelopment opportunities in Cloquet.



*"There are no secrets to success. It is the result of preparation,  
hard work and learning from failure.*

*- Colin Powell,  
Statesman*

## Brian Fritsinger

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**From:** Kuschel, David <David.Kuschel@bluecrossmn.com>  
**Sent:** Wednesday, November 16, 2016 9:18 AM  
**To:** Kuschel, David  
**Subject:** Integrity Health & Fairview Contract Negotiations

Good morning.

Some of you may have seen the news last night or newspaper this morning with regards to Integrity Health. Also, some of your employees may have received letters from Integrity, Fairview or BCBS regarding out of network status. As many of you know, we must negotiate every 2-3 years with all of our providers. This includes independent providers and providers belonging to large health systems. Sometimes these negotiations get difficult and public. I must assure you that BCBS is doing our best to get these contracts settled. It is possible that these negotiations could go to the 11<sup>th</sup> hour. We are hopeful the contracts will be settled, but there is no guarantee.

Integrity's contract is due to terminate on 2/1/17, if a new contract is not settled before then.

Fairview's contract is due to terminate on 1/1/17, if a new contract is not settled before then.

It is likely, if not already, that some of your employees will come to you with concerns. There is no need to panic. Like I stated, we are hopeful contracts will get settled. But, employees should prepare to make health care changes, should these providers end up going out of network.

If you have questions, please let me know.

Sincerely,

David W. Kuschel  
Senior Client Executive  
Large Group Public Sector Division



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[david.kuschel@bluecrossmn.com](mailto:david.kuschel@bluecrossmn.com)

For customer service or claims · please use the **Group Leader Line | 877.293.7035** or the **Customer Service Line | 800.382.2000**

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Government Finance Officers Association  
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November 1, 2016

Brian Fritsinger  
City Administrator  
City of Cloquet  
1307 Cloquet Avenue  
Cloquet MN 55720

Dear Mr. Fritsinger:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **December 31, 2015** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An award for the Certificate of Achievement has been mailed to:

**Nancy M. Klassen, CPA, CPFO**  
**Finance Director**

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, [www.gfoa.org](http://www.gfoa.org).

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

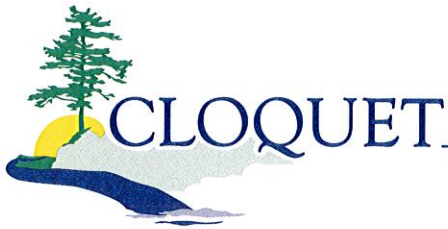
Sincerely,  
Government Finance Officers Association

A handwritten signature in black ink that reads "Stephen J. Gauthier". The signature is written in a cursive style with a large, stylized 'S' and 'G'.

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



## ADMINISTRATIVE OFFICES

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### **Cloquet Parks Commission Vacancy**

The City of Cloquet currently has at least one opening on its Parks Commission. The Parks Commission is responsible for the oversight of all park operations including land acquisition, development, improvement, use and maintenance. The Commission meets the 1<sup>st</sup> Monday of each month at 4:30 pm at Cloquet City Hall. Terms are for 3 years.

Participation on the Parks Commission can be a gratifying and challenging experience. Currently, a significant focus of the Parks Commission is the implementation of the City's recently completed Parks Master Plan and utilization of local optional sales tax proceeds to fund those improvement projects.

The City is looking for candidates with an interest in recreation and bettering the community's quality of life. If interested in this opening, please complete and submit an application which can be found on the City's website, [www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us).

The position(s) is open until filled. Thank you for considering this opportunity.