



# City Administrator's Weekly Update

Week Ending April 10, 2015

## MEETING SCHEDULE

**April 14, 7:00 pm**  
Planning Commission  
City Hall

**April 15, 4:30 pm**  
Cable Commission  
CAT-7 Studio

**April 15, 6:00 pm**  
CAFD  
District Adm. Office

**April 21, 5:30 pm**  
Council Work Session  
City Hall

**April 21, 7:00 pm**  
City Council Meeting  
City Hall

**April 28, 4:15 pm**  
Library Board  
Cloquet Library

**May 4, 4:30 pm**  
Parks Commission  
City Hall

**May 5, 5:30 pm**  
Council Work Session  
City Hall

**May 5, 7:00 pm**  
City Council Meeting  
City Hall

**May 6, 8:00 am**  
EDA  
City Hall

**May 12, 7:00 pm**  
Planning Commission  
City Hall

## ADMINISTRATION

### MISCELLANEOUS

Things continue at a whirlwind pace this spring. Seems like there is hardly time to catch your breath before staff has to jump into the next issue.

### PERSONNEL

Human resource activities remain hectic. Interviews with the potential Administrative Assistant candidates for the Fire District were held this week. A candidate has been identified and preliminarily accepted a job offer. Review of applications for the Administrative Assistant position at City Hall are completed with interviews scheduled for next week.

Labor negotiations were held with the Fire BC unit.

### CITY COUNCIL RETREAT

Just a reminder that the Retreat is scheduled for April 24-25. The City Council is tentatively scheduled to begin on Friday at 3:00 pm. Department Heads will join the group around dinner time to start strategic planning. The facilitator is expected to mail out to the Council a SWOT questionnaire about 10 days prior to the Retreat.

## BLASD

Staff met with FDL and BLASD officials this week to continue discussions on the sanitary sewer project. A draft joint powers agreement has been developed and staff will now review the document in anticipation of discussion with the City Council in early May.

## FACILITIES STUDY

Staff met with BKV this week to provide one more review of the final draft of the facilities study. We continue to chip away at cleaning up the document and are still tentatively looking at a presentation to the Council on May 5.

## EVENTS COORDINATOR/4TH OF JULY

The 4th of July Committee met this week to continue work developing plans for the community celebration. Staff has not yet had opportunity to finalize the working agreement between the City and Chamber of Commerce regarding the Events Coordinator position but will do so next week.

The Committee wanted to pass on the message that they are always looking for volunteers to help with both the planning for and conducting of the event. So please pass on the message that volunteers are still critical to the success of the event and to contact Alyson Leno if you know of anyone that is interested.

## OTHER INFORMATION ATTACHED

Attached the Council will find the following:

- April 1 Letter from Mediacom
- March Permit Report

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# City Administrator's Weekly Update

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## ADMINISTRATION *(cont.)*

### MEDIACOM FRANCHISE

The City met with Mediacom officials this week to begin negotiations on the Franchise renewal. We are going to move forward with a short term extension which will allow us to continue negotiations after the current agreement expires. Hopefully things will get wrapped up by August.

### SUNDIN TOWN HALL MEETING

The Chamber of Commerce held a town hall meeting with Representative Mike Sundin at City Hall this week. A variety of City Councilors, business owners and residents were in attendance. A good discussion was had about a variety of issues that impact those in attendance.

## COMMUNITY DEVELOPMENT

### CLEAN UP DAY

Clean Up Day is planned for June 6. While the event will be very similar to the event held in 2014, a number of changes have been made.

### UPPER LAKES FOODS

The Mayor and staff met with Upper Lakes Foods this week to get a tour of the facility and to chat about the long term plans of the company.

## PUBLIC WORKS / PARKS

### GENERAL

It is hard to believe that we haven't had any snow for quite a while. Our street crew continues to chip away at potholes, street sweeping and right-of-way clean up. Parks staff attended a play structure training program in Mountain Iron this week.

### RIVERFRONT PARK PLAN

Our consultant met with the City Council this week to provide a brief summary of the plans developed during the recent charrette. The consultant will be meeting with our Riverfront Committee on May 5 to work at the prioritization of the Riverfront projects and then meet with the Council with the Committee's recommendations. FOX21 came and did a story that was on the news on Thursday.

### PINEHURST PARK

The City Council gave the go ahead on the bid process for the Pinehurst and Sunnyside projects. Construction is still programmed to begin this fall.

*"In helping others, we shall help ourselves, for whatever good we give out completes the circle and comes back to us."*

*-- Flora Edwards,  
American author*





*Theresa Sunde  
Government Relations Manager*

*Via Certified Mail*

April 1, 2015

Dear Community Official,

Pursuant to FCC regulations governing cable television, we are informing you Mediacom Communications will be making changes to our channel lineup in your area.

On or about June 1st GoTV channel (175) will no longer be available in the Sports & Information Pak.

Customers will be notified in advance of the change. It may be necessary to rescan or reprogram TV's.

Questions regarding this letter can be directed to my email at [tsunde@mediacomcc.com](mailto:tsunde@mediacomcc.com) or by calling me directly at 507-837-4878.

Cordially,

*Theresa Sunde*

Cloquet & Eveleth Headend

**Mediacom Communications Corporation  
1504 2<sup>nd</sup> Street SE • Waseca, MN 56093**

**Monthly report of March 2015****City of Cloquet**

Type	Permits		
	Number Issued	Value	Amount
ADMINISTRATIVE PERMIT	3	5 200.00	185.95
BUILDING PERMIT ADDITION OR REMODEL	2	50 000.00	866.81
Demo - Accessory	1	0.00	30.00
MECHANICAL PERMIT	1	0.00	40.00
PLUMBING	3	0.00	205.00
REROOF OR RESIDE	5	0.00	625.00
ZONING - FENCE PERMIT	1	0.00	25.00
<b>Total</b>	<b>16</b>	<b>55 200.00</b>	<b>1 977.76</b>

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**Monthly report of March 2014****City of Cloquet**

Type	Permits		
	Number Issued	Value	Amount
ADDITION/REMODEL COMMERCIAL OR INDUSTRIAL	1	24 500.00	0.00
ADMIN COMMERCIAL/INDUSTRIAL	2	7 000.00	184.00
BUILDING PERMIT ADDITION OR REMODEL	1	8 000.00	157.25
GRADING PERMIT	1	0.00	26.00
MECHANICAL PERMIT	1	0.00	70.00
PLUMBING	3	0.00	165.00
<b>Total</b>	<b>9</b>	<b>39 500.00</b>	<b>602.25</b>