



City Administrator's Weekly Update

Week Ending September 11, 2015

Upcoming Events

Sept. 15, 5:30 pm
Council Work Session
City Hall

Sept. 15, 7:00 pm
City Council Meeting
City Hall

September 22, 7:00 pm
Planning Commission
City Hall
CANCELLED

September 22, 6:30 pm
MnDOT public meeting
City Hall

September 29, 4:15 pm
Library Board
Library

October 6, 5:30 pm
Council Work Session
City Hall

October 6, 7:00 pm
City Council Meeting
City Hall

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

ADMINISTRATION

PERSONNEL

Staff has been researching an elective benefit that provides identity theft and legal plan coverage for City employees. We are in the process of speaking with other cities that offer similar benefits to inquire about the levels of participation they are experiencing.

The City's 2016 health insurance with BCBS through the Northeast Service Cooperative was renewed this week. We will be working on some of the various aspects of the Affordable Care Act and notifying employees of the various items related to the health plan.

CYBER INSURANCE

Staff is also working with our liability insurance carrier, Travelers, on an additional coverage which would provide the City with protection in the event of Cyber breach. With increasing reliance on data and our data systems, it is imperative that we protect the City in the event of such a problem.

CITY COUNCIL I-PADS

Staff has met with different providers regarding the acquisition of i-Pads for the City Council in an effort to move towards a paperless Council agenda process. We have narrowed down the provider to Verizon and will be receiving a formal proposal for the devices and related data plans next week. A slow process, but hopefully there soon!

PUBLIC FACILITIES

The CAFD Board included the topic of their future need for facilities as part of a discussion this week pertaining to the adoption of their 2016 budget. In my opinion, this discussion appeared to be leading to an eventual decision to slow down their building needs, which would impact the City Council's preliminary schedule for public facility improvements. At a minimum, I believe it will lead to either a joint meeting with the CAFD Board and/or a rethinking of our course of action.

On a related note, it was identified that the generator that powers to the public safety building in case of an emergency isn't working. The repairs are being made to the generator at a considerable expense.

SCANLON MERGER/CONSOLIDATION

This past week the Duluth News and Fox21 reported on the Cloquet/Scanlon merger concept. Staff has been working with the State and Scanlon to understand the impact of the recent petition to consider the merger. The petition, as it exists, locks the City of Cloquet into the obligation to study the merger. The petitioners are working with the State to better understand what it means as well.

FRIENDS OF ANIMALS

Staff will be meeting with FOA representatives next week to discuss their request for a one-time donation from the City. Per Council direction, staff will be looking for a project and/or financial assurances to justify the donation.

FDL AIR QUALITY PERMIT

There will be meeting with staff from Senator Klobachar's office next week as well as Sappi to have additional discussion on FDL's Air Quality Permit .

Leadership Program

Attached the City Council will find a flyer for the Chamber Leadership Program. In previous years, members of the City Council have participated in the program. If anyone from the Council is interested please contact the Chamber directly and let me know.



City Administrator's Weekly Update

Week Ending September 11, 2015

ADMINISTRATION CONTINUED

FLU SHOTS

We are currently working on setting up a free flu shot clinic for all City employees for tentatively October 7th and 8th. As plans are finalized, we will be sending out flyers with more details. Flu season will be upon us soon!

PUBLIC WORKS/PARKS

HILLTOP PARK

This project also continues to take shape. Being constructed in the Pine stand adjacent to Hilltop the area really gives you a "carved out of the forest" feel and will be interesting to see how it looks upon completion.

PINEHURST PARK

Work continued this week on the park reconstruction. Most of the work to date has been demolition and removal of material from the site.

SUNNYSIDE PARK TENNIS COURTS

The contractor has been working on installing the fencing this week. All of the support poles have been erected with the fencing up next. The courts remain to be painted as it takes about a month of curing on the asphalt before it can be painted.

HIGHWAY 33/I-35 PUBLIC MEETING

Another reminder that MnDOT has scheduled a public meeting for September 22nd, 6:30 pm at City Hall to discuss some of the preliminary design concepts addressing the safety challenges at the Highway 33/I-35 interchange.

COMMUNITY DEVELOPMENT

The City worked with Burns McDonnell consultant Fred Doran, to review the various conditions of the Conditional Use Permit, which allows Shamrock to operate in Cloquet. In addition to the conditions reviewed, the audit analyzed the accuracy of garbage volumes and host fee payments to the City of Cloquet.

"For the past 33 years, I have looked in the mirror every morning and asked myself: 'If today were the last day of my life, would I want to do what I am about to do today?' And whenever the answer has been 'No' for too many days in a row, I know I need to change something."

*-- Steve Jobs,
American entrepreneur*

Back to School



OTHER INFORMATION ATTACHED

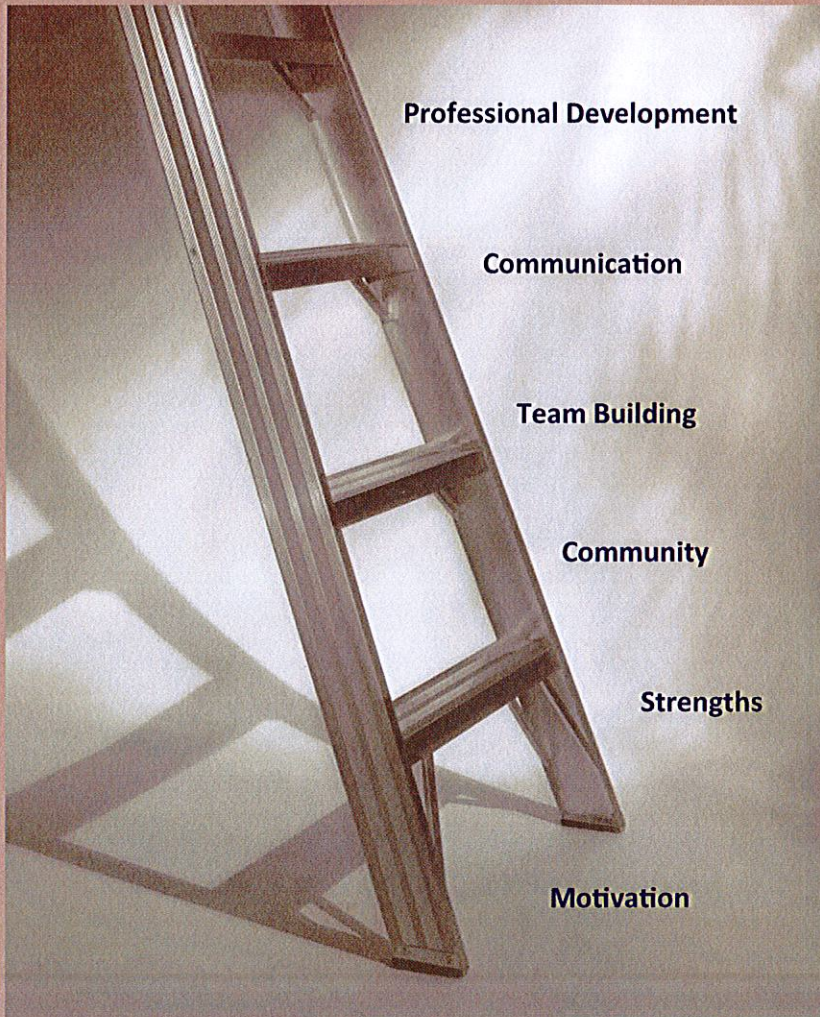
Attached the Council will find the following:

- * 2015-2016 Chamber Leadership Program
- * 8/19/15 CAFD Board Meeting Minutes

Cloquet Area Chamber of Commerce

2015-2016

Leadership Program



*Turn Knowledge
into Action*

- ***Business***
- ***Community***
- ***Life***

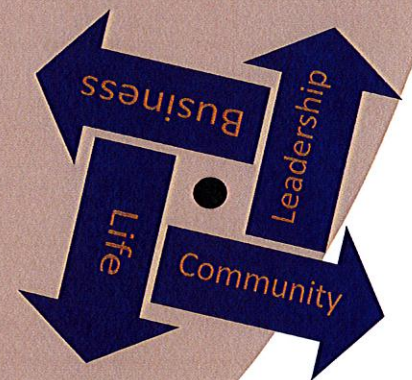
*Enriching the
community one
leader at a time.*

Reach your Potential

Individuals striving to improve their leadership capabilities personally, professionally and civically through training and professional development. Contact the Cloquet Area Chamber of Commerce to receive the program registration form, or visit www.cloquet.com for more information.

Tuition is \$499 for chamber members
\$599 for non-members

November 2015-April 2016





“True Leadership cannot be awarded, appointed or assigned”

“Participating in the Cloquet Chamber Leadership program was a great opportunity for me to develop personal relationships with the business leaders in this community and learn more about myself and about the entire region. It is by far, the best local business development program I have attended.”

Dwayne Haapanen, Kolar Chevrolet Buick GMC Cadillac

“Crazy good program: engaging, relevant, fun material and terrific presenters. Highly recommended! The Leadership Program led me to key insights about myself and refreshing ideas about succeeding in the workplace. A great way to energize yourself and refine your skills—loved it.”

Jeffrey Schaefer, CPA/ABV, Wipfli LLP

Program Sponsors



Leadership Toolbox

Ted Schick, Schick Corporate Learning

In this opening session, we start with the basics of leadership and work our way up, setting the stage for the entire leadership development course. Whether you just lead yourself or are already a seasoned leader, we dive into our leadership toolbox, inventorying, examining and discussing each tool of leadership. These are essential tools that you need to use on a regular basis to be impactful and successful. Filled with stories and real examples, we put these tools to work for leading our teams, immediately!

November 18

8am-Noon

Team Building and Networking

TBD

Working together is much easier than going it alone, so forming and maintaining a strong circle of influence can be invaluable. This session will focus on both developing strong networking skills as well as team development. Within any team, organization or community, there is conflict. We will discuss strategies for conflict resolution that promote healthy experiences. How conflict is dealt with sets you apart as a leader. Strong relationships are the cornerstone of business and personal success.

December 16

8am-Noon

Leading with Strengths

Jeannie Kermeen, FDLTCC

When individuals are given the opportunity to express their best at work, they feel confident, creative, resilient and purposeful. This Leading with Strengths course is designed for leaders at all levels to learn what their strengths are and strategies for applying them. The participants will learn the importance of focusing on strengths rather than shoring up weaknesses as well as discern which leadership responsibilities are required for success. “The most important thing leaders need to know is themselves.”

January 20

8am-Noon

Organizational Culture and Leadership Styles

Elaine Hanson & Mary Lundeen, UMD Center for Economic Development

Define your leadership style and connect it to personal, professional and community involvement resulting in career development, motivation and satisfaction. This session focuses on the components of organizational culture: the four generations at work today (Traditionals-Millennials) and discovering what drives you, with the DISC profile.

February 10

8am-Noon

Strategic Leadership

Sara Christiansen, Ideation-Consulting

Traditional ideas about leadership and talent management are becoming less effective at driving success in the modern workplace. Organizations' culture, expectations and employee talent are changing at an incredibly rapid pace and in order to lead change we must change how we lead. This program will present progressive methods in which you can assist your team to become true coaches. We will discuss innovative techniques to drive high levels of engagement and accountability in your organization, all of which will lead to an improved work culture and increased business results.

March 16

8am-Noon

Launching Leaders into Action

Ted Schick, Schick Corporate Learning

Utilizing techniques, brainstorming and analysis tools are needed to maximize your human potential for leadership. This session incorporates new techniques while building on the significant learning from earlier sessions which include your leadership toolbox, strengths, personality style, organizational culture, team building and networking. From leading teams to keeping our sense of humor, discuss ways to take action and implement your strengths and talents in the community.

April 20

8am-Noon

Leadership Graduation/Alumni Luncheon

May 18

11:30-1:30

CLOQUET AREA FIRE DISTRICT (CAFD) BOARD MEETING MINUTES
August 19, 2015, 6:00 P.M.
Admin Office

1. Call to Order and Roll call at 6:00 P.M.

Chair David DeLovely opened the meeting at 5:58 P.M.

Members Present: Dave DeLovely, Gary Harms, Kerry Kolodge, Roger Maki, Kelvin McCuskey, Jeff Rock, Dick Vukonich, David Bjerkness, Scott Boedigheimer, Eric Rish

Members Absent: Tim Peleski, Lora Eames

Others Present: Jesse Buhs, Sarah Buhs, Brian Fritsinger, Marshall Johnson, Steve Kolodge, Kevin Schroeder
Molly Cooper (Recorder)

2. Meeting Agenda

- a. Chair Dave DeLovely requested approval (or changes) for the August 15, 2015 agenda.

MOTION (Harms/McCuskey): To approve the August 15, 2015 agenda with two changes:

- (1) Under Old Business add "Building Committee Report" as letter e).**
- (2) Under New Business add "Creating a new evaluation form/process for the Chief" as letter a).**
- (3) Under Closed Session add "Letter from the Chief" as letter b).**

Motion carried unanimously.

3. Approval of Meeting Minutes

- a. DeLovely requested approval (or changes) for the July 15, 2015 minutes for the meeting held at the CAFD Admin Offices.

MOTION (Vukonich/Kolodge): To approve the July 2015 regular meeting minutes as recorded. Motion carried unanimously.

4. Treasurer's Report

- a. Approval of Monthly Financial Report

Chief Kevin Schroeder presented the monthly Financial Report for July 2015. *(A copy is available upon request.)*

Schroeder commented on the following items:

- 1. Activity under Revenue and Administration is due grant funding that was spent over the last 30-45 days.

2. Running slightly over budget in Personnel Services in Stations 2 and 3. Partially due to a workers comp payment that was paid all at once rather than spread out over the 12 month YTD as shown as well as being busier than expected.
3. Supply overruns that are YTD issues, a lot having to do with vehicle maintenance.

MOTION (Rish/Maki): To approve the July 2015 Monthly Financial Report. Motion carried unanimously.

b. Approval of Payment of Bills

Schroeder discussed special items on the claims list including:

1. Compensation Consultants is the management firm for some of our benefit accounts.
2. Ambulance payment reimbursements are made when the District gets overpaid.

MOTION (Vukonich /Rock): To approve the monthly payment of bills, as listed in the Vendor Summary Report of \$68,329.91 and Update of \$13,687.73, all invoices due on/before August 19, 2015 for a total of \$82,017.64. Motion carried unanimously.

5. District Fire Chief's Report

- a. Chief Kevin Schroeder reported on the following incidents, correspondence, and activities in June/July.

(1) Incident Response Activity in July 2015:

Total Incidents	239
Station 1	239
Station 2	18
Station 3	25

(2) MVA on Hwy 210

CAFD units were the first fire/EMS staff on scene due to delays in Cromwell. Two ambulances from the District, one from Cromwell, one from Carlton and a helicopter responded. One person was airlifted.

(3) Station 2 Open House

There was an excellent turnout at Station 2's open house held Friday August 7th. The District provided a bounce house, the spray house, tours, educational information and free food from B & B.

(4) FEMA Driving Simulator Trailer

The FEMA Driving Simulator Trailer was delivered in June. Beginning August 3rd, members of the District as well as representatives from Duluth, Superior, Hibbing and Virginia received 4 days of training. Several issues were discovered; however, they have been mostly dealt with and the remaining items will be taken care of over the next few months.

- (5) SmartBoard Project
The installation date was cancelled due to damaged equipment. We have now received the all of the equipment, and the installation crew showed up this week. At this time all five SmartBoards are in place.
- (6) LHB Survey Work & Site Visits
Survey work and site visits have been conducted. This will be covered under Old Business, item e.
- (7) Two Structure Fires
CAFD units responded to a single family residential fire which will be a total loss. CAFD units also responded to a third story apartment fire in which 24 units were affected. During both fires the District was assisted by Esko and Carlton.
- (8) FEMA Audit
Site visit and audit on training assets to be conducted by FEMA on Monday August 24th.
- (9) DNR Grant
The District was awarded a \$5,000 grant, which was put in place, along with the Bush Grant, for rural water supply.
- (10) Minimum Wage
On August 1st, we had to adjust minimum wage for some of our paid on call staff and members not already at \$9.00 or above per state laws.
- (11) FDL Contract
The request was submitted to FLD to renew their fire protection contract but they have not yet responded.
- (12) Training Trailer Usage
Handout provided for 2015 training trailer usage and revenue. Rental costs include mileage and supplies. Total income is just under \$8,000 so far this year. Instructors only go if needed/required.
- (13) Public Education
Handout provided covering all of the Public Education events held since the last meeting.
- (14) CAFD Annual/Monthly Incident Volume Trend (Chart)
Handout provided showing that the run volume is up steadily this year and staying around 60-90 calls above last year.

6. Old Business

a. CAFD 2016 Operating Budget

The committee met and had a good discussion. DeLovely requested that the Board review the preliminary budget which will be adopted in September with final approval in December. If approved as is, the levy increase will be approximately \$25 - \$30.

b. CAFD Organizational Structure

The proposed plan eliminates titles of Division Chief and retitles the positions as "Coordinators". This move will fit into the plan to restructure the Training & Safety Division and create more accountability of training staff.

Question(s)/Comment(s):

DeLovely asked Schroeder to discuss the difference between the solid and dotted lines. Schroeder stated that the Training & Safety Coordinator would still be a part of the management team; however, the duties and reporting structure have changed. Fritsinger recommended moving the Training & Safety Coordinator underneath the Battalion Chiefs to show the reporting structure.

MOTION (McCuskey/Rock): To approve the updated organizational structure dated July 15, 2015. Motion carried unanimously.

c. CAFD Compensation Plan Adjustments

With the reclassification of the Training & Safety Coordinator position, a new job description was put into place as of July 16, 2015. With that our pay plan does not reflect a compensation pay plan for the Coordinator. The recommendation sets forth to maintain the same pay schedule; however, it would not have the compression adjustment, adding a new layer due to the new duties not being commensurate with the duties of the Battalion Chiefs.

Question(s)/Comment(s):

Schroeder clarified the difference between the Training & Safety Coordinator and the Battalion Chiefs for the Board. Rish asked if this plan adjustment would impact the recruitment of the next Training Coordinator. Schroeder said it was a possibility; however, the position may look a lot different in the future.

MOTION (Maki/McCuskey): To approve the adoption of the new CAFD Training Coordinator Compensation plan as presented. Motion carried unanimously.

d. CAFD Non-Union 2014 Pay Adjustments

Schroeder recommended compensation adjustments for two non-union positions, Public Education and Training Officer, which had not received adjustments since their creation.

Question(s)/Comment(s):

Schroeder commented that this adjustment had not been done previously due to oversight, and that it would not impact the budget as the cost would be absorbed into the current payroll in which funding is available.

MOTION (McCuskey/Harms): To approve the adjustment of the 2014 compensation rates of \$0.50/hr for the Public Education and Training Officer positions retroactive to January 1, 2014. Motion carried unanimously.

e. Building Committee Report

A meeting was held at the Administration Offices with 5 Bugles to discuss the setup of the plan and provided some preliminary costs per square foot. They are about halfway through their study, with a few samples to obtain and items from the state. The site appears to meet most of the requirements and the access issues can be handled. At this time the cost portion is preliminary and we will have to wait for the results before moving forward.

Question(s)/Comment(s):

Vukonich commented that the Board needs to discuss their feelings about a new station and what other options were available. DeLovely agree that each Board member needs to think about their position and provide individual feedback. Harms questioned how the new station would be financed. Schroeder responded that Ellers Associates was working with LHB to put some numbers together. There is also an option to bond with the City of Cloquet to bond with the city and pay them back over the lifetime of the loan. There is also a potential for the District to bond. McCuskey asked if we should consider obtaining the property whether we build or not. Each year that the District waits, there is approximately a 4-8% increase in interest alone. DeLovely recommended a meeting to discuss the variables after the next meeting.

7. New Business

a. Evaluation Form/Process for the Chief's Evaluation

- (1) During the Chief's review it was determined that a new evaluation form/process for the Chief's evaluation was needed. The city provided the form used to evaluate the City Administrator. A committee was set to revamp the form to fit the needs of the District. The committee members are: Harms, McCuskey, Maki and Schroeder.

8. Questions or Comments

Marshall Johnson mentioned that there was a meeting next month that would interfere with the District's next meeting.

9. Closed Session

The meeting was closed at 7:16 PM.

The meeting reconvened at 8:46 PM and continued with New Business.

The Board held a close meeting to discuss the contract proposal for the Battalion Chiefs and discussed their response the Chief's letter.

MOTION (Harms/Rish): To approve the tentative agreement between the CAFD and IAFF Local 880 – Battalion Chiefs for the term of January 1, 2014 to December 31, 2017. Motion carried, Kolodge abstained.

The Board decided that they were going to draft a letter in response to the letter from the Chief.

10. Other/Next Agenda

a. Future Agenda Items

- (1) 2016 CAFD Operating Budget
- (2) 2016 CAFD Capital Improvement Plan
- (3) Approve Levy for 2016
- (4) Set date/time for Public Hearing

b. Confirm Next Meeting Date

- (1) September 9, 2015, 6:00 P.M., CAFD Admin Offices (Training Room)

11. Adjourn

MOTION (Maki/Rock): To adjourn the meeting at 8:48 P.M.

Motion carried unanimously.

SIGNED: _____
David DeLovely, Chair

DATE: _____