



CITY OF CLOQUET
City Council Agenda
Tuesday, October 2, 2018
7:00 p.m.
City Hall Council Chambers

Work Session Meeting is Cancelled

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
 - a. Approval of October 2, 2018 Council Agenda
4. **Approval of Council Minutes**
 - a. Work Session Minutes from the September 18, 2018 meeting
 - b. Regular Council Minutes from the September 18, 2018 meeting
5. **Consent Agenda**

Items in the Consent Agenda are considered routine and will be approved with one motion without discussion/debate. The Mayor will ask if any Council members wish to remove an item. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.

 - a. Resolution No. 18-64, Authorizing the Payment of Bills
 - b. Library Pay Adjustments
 - c. Approval of Raffle Permit – Wood City Riders Snowmobile Club
6. **Public Hearings**

None.
7. **Presentations**
 - a. Mayor's Proclamation, Minnesota Manufacturing Week
 - b. K-9 Presentation



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8. Council Business

None.

9. Public Comments

Please give your name, address, and your concern or comments. Visitors may share their concerns with the City Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant, repetitive, irrelevant, or overly argumentative. All comments will be taken under advisement by the Council. No action will be taken at this time.

10. Council Comments, Announcements, and Updates

12. Adjournment

CLOQUET CITY COUNCIL WORK SESSION

Tuesday, September 18, 2018

DRAFT

Present: Bjerckness, Kolodge, Langley, Maki, Rock, Wyman, Mayor Hallback

Absent: None

Staff: Reeves, Barclay, Peterson, Anderson, Hansen, Palmer

Others: J. Peterson, Pine Journal

Job Classification and Compensation Study Findings

Assistant City Administrator Barclay explained the pay study that was conducted by Springstead this past spring, why it was conducted, the employee involvement and the outcome. The study included a review of job descriptions and classifications, market comparison utilizing the LMC survey compensation and benefit data, and a job evaluation for internal equity. The study indicated all but the Assistant Library Director and Children's Librarian are within salary range. The recommendation is to give step increases to those 2 positions with Council approval. There are no other recommended adjustments to our pay chart at this time as the 3% negotiated pay increases scheduled for 2019 and 2020 will eliminate any gaps in the existing pay charts. An update of our pay plan in 2020 will be done prior to the next union negotiations to ensure market level adjustments with the next contracts.

Cloquet Avenue Change Order No. 2

Assistant City Engineer Anderson explained that staff has received a request from a visually impaired Cloquet resident that Accessible Pedestrian Signal push buttons (APS) be included in the Cloquet Avenue construction project at 10th and 14th Streets. The change order being requested is to change the planned update to the signal systems from solid state push button to APS push button. The APS push buttons go beyond the minimum solid state features and add features that provide more feedback to the visually impaired. The features include an audible tone for locating the push button station, audible information that it is ok to cross, vibrating button to give tactile feedback for both blind and deaf users and braille messages to indicate the roadway. Mr. Anderson stated the change order amount of \$18,480 will provide for installing APS push button stations at all sixteen locations in this project. The project is currently under budget and will remain under budget with the addition of this change order.

Other Discussion

- The 2019 health insurance increase will be 3.16%.
- Discussion took place on the construction agreement with Boldt for the credit union building. Mr. Reeves explained that both the city attorney and LMC attorney have reviewed the contract and no bidding for the contract is necessary.

There being no further business, the meeting adjourned at 6:55 p.m.

Respectfully Submitted,

Aaron Reeves
City Administrator

Regular Meeting

DRAFT

Roll Call

Councilors Present: Bjerckness, Kolodge, Langley, Maki, Rock, Wyman, Mayor Hallback

Councilors Absent: None

Pledge of Allegiance

AGENDA

MOTION: Councilor Rock moved and Councilor Wyman seconded the motion to approve the September 18, 2018 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Kolodge moved and Councilor Langley seconded the motion to approve the minutes of the Work Session and Regular Meeting of September 4, 2018. The motion carried unanimously (7-0).

CONSENT AGENDA

MOTION: Councilor Rock moved and Councilor Bjerckness seconded the motion to adopt the consent agenda of September 18, 2018 approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 18-64, Resolution Authorizing the Payment of Bills
- b. Resolution No. 18-63, Declaring the Official Intent of Cloquet to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City
- c. Boldt Police Department/City Hall Remodel Construction Management Agreement
- d. Purchase of the 2018-2019 Winter Sand Supply from Omar’s Sand & Gravel, Inc.
- e. Lake Superior Waterline Materials Purchase
- f. Sale of 1607 Airport Road to FDL Reservation
- g. Lumberjack Lounge Optional 2 AM Liquor License Renewal

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

ADOPTING THE PROPOSED 2019 PRELIMINARY BUDGET

MOTION: Councilor Bjerckness moved and Councilor Langley seconded the motion to adopted **RESOLUTION NO. 18-65, ADOPTING THE PROPOSED 2019 BUDGET.** The motion carried unanimously (7-0).

WHEREAS, The City Administrator has prepared an annual budget and the City Council has reviewed the proposed 2019 budget; and

WHEREAS, Chapter 275, Section 065 of Minnesota Statutes requires that the City adopt a proposed 2019 levy and budget.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That there be and is hereby proposed to be set aside for the year 2019 for the following departments and funds:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General	\$7,344,400	\$8,593,600
LDO Loan (EDA)	49,200	2,200
Federal CDGB Loan (EDA)	10,000	7,500
Economic Development Loan (City)	17,200	3,500
Small Cities Development (EDA)	9,200	20,000

Library	602,000	616,050
Tax Increment – Woodward/Daqota	25,000	28,600
Tax Increment – 14 th Street Apartments	25,000	29,350
Tax Increment – Oakwood Estates	50,000	93,400
Tax Increment – Patio Homes	55,000	30,250
Landfill Host Fee	65,000	-
Cable Television	103,200	158,650
Business Park Bonds	10,900	971,610
Swimming Pond Bonds	110,000	99,700
City Sales Tax Bonds	547,750	547,750
Permanent Improvement	510,000	400,500
Facilities Planning	-	1,800,000
Public Works Reserve	280,000	530,000
Revolving Capital Projects	4,000,000	4,000,000
City Sales Tax Projects	915,000	2,427,750
Employee Severance Benefits	10,000	30,000
Water – Lake Superior Waterline	2,900,000	2,625,350
Water – In-Town System	1,515,700	1,715,050
Sewer Utility	1,721,250	1,753,075
Stormwater Utility	332,000	268,800
	<hr/>	<hr/>
TOTAL:	\$21,207,800	\$26,752,685

ADOPTING SUMS OF MONEY PROPOSED TO BE LEVIED FOR LEVY YEAR 2018, PAYABLE IN 2019

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to adopt **RESOLUTION NO. 18-66, A RESOLUTION ADOPTING SUMS OF MONEY PROPOSED TO BE LEVIED FOR LEVY YEAR 2018, PAYABLE IN 2018.** The motion carried unanimously (7-0).

BE IT RESOLVED, By the City Council of the City of Cloquet, Minnesota, that the following sums of money be levied for the levy year 2018, payable in 2019, upon taxable property in the City of Cloquet, for the following purposes:

<u>Fund</u>	<u>Levy</u>
General	\$2,307,500
Public Works Reserve	250,000
Library	400,000
GO Swimming Pond Debt	110,000
	<hr/>
TOTAL LEVY	<u><u>\$3,067,500</u></u>

2019-2023 PRELIMINARY CAPITAL IMPROVEMENT PLAN

MOTION: Councilor Bjerkness moved and Councilor Maki seconded the motion to adopt the Preliminary Five (5) Year Capital Improvement Plan for 2019-2023. The motion carried unanimously (7-0).

SET DATE FOR ADOPTION OF FINAL 2019 BUDGET AND LEVY

MOTION: Councilor Bjerkness moved and Councilor Langley seconded the motion to set the date for the adoption of the final 2019 budget and property tax levy for December 4, 2018 at 7:00 p.m. The motion carried unanimously (7-0).

DANGEROUS DOG KENNELING AGREEMENT WITH CARLTON COUNTY

MOTION: Councilor Wyman moved and Councilor Langley seconded the motion to approve the Dangerous Dog Kenneling Agreement with Carlton County. The motion carried unanimously (7-0).

CLOQUET AVENUE CHANGE ORDER NO. 2

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to approve Change Order No. 2 to City Contract 1077, changing pedestrian push buttons to be APS in place of solid state at signal system A and signal system B. The motion carried unanimously (7-0).

MOTOR GRADER PURCHASE

MOTION: Councilor Wyman moved and Councilor Kolodge seconded the motion to authorize the purchase of a 2019 John Deere 672GP Motor Grader from McCoy Construction & Forestry in the amount of \$226,893. The motion carried unanimously (7-0).

PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Councilor Rock inquired on the status of the skate park. City Engineer Peterson stated it's on track and should be ready to open the beginning of October.

On a motion duly carried by a unanimous yeas vote of all members present on roll call, the Council adjourned.

Aaron Reeves, City Administrator



ADMINISTRATIVE OFFICES

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Phone: 218-879-3347 • Fax: 218-879-6555
email: admin@ci.cloquet.mn.us
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James Barclay, Asst City Administrator & HR Dir
Date: September 20, 2018

A handwritten signature in black ink, appearing to read "James Barclay", is written over the "From:" line of the header.

ITEM DESCRIPTION: Library Pay Adjustment

Proposed Action

Staff recommends the City Council move to approve the Pay Step Increase for the Assistant Library Director and the Children's Librarian effective October 7, 2018.

Background/Overview

As a result of the market comparison data compiled by Springstead during the City's 2018 Pay Study, Springstead provide data indicating all but two employees are currently being compensated at salary/wage within the local area pay range (market) analyzed. The two positions not within range are:

1. Assistant Library Director
2. Children's Librarian

Policy Objectives

Under the Minnesota Local Government Pay Equity Act, the City is required to establish a system of compensation that ensures that the internal relationships of our positions are equitable and in compliance with this Act. This change will ensure the City remains in compliance.

Financial/Budget/Grant Considerations

The financial impact of both increases along the Step Pay Plan will be \$4,755.80.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Recommended Pay Adjustments

Title	Grade	Range Standing	Diff	% Inc	Current Salary	Recommended Salary	Action
Library Aide	6	Within					
Parks Maintenance Person	8	Within					
Utility Billing Clerk/Receptionist	8	Within					
Youth Services Librarian	8	Within					
Admin Police Secretary	9	Within					
Chief Custodian	9	Within					
Public Works Secretary	9	Within					
Truck Driver/Maintenance Person	9	Within					
Accountant I	10	Within					
Children's Librarian	10	Below	\$2,833.43	7.15%	\$39,644.80	\$42,478.23	Move from Step 1 to Step 3
Deputy City Clerk/Administrative Assistant	10	Within					
Truck Driver/Utility Maintenance Person	10	Within					
Fleet Services Technician	11	Within					
Heavy Equipment Operator	11	Within					
Qualified Pumphouse Operator	11	Within					
Lead Pumphouse Operator	12	Within					
Building Official/Code Enforcement	13	Within					
Cable Station Coordinator	13	Within					
Engineering Tech - Grade II	13	Within					
Fleet Services Supervisor	13	Within					
Police Officer	13	Within					
Assistant Library Director	15	Below	\$1,922.37	3.50%	\$54,921.98	\$56,844.35	Move from Step 2 to Step 3
Assistant Utility Maintenance Supervisor	15	Within					
Police Detective/Sergeant	15	Within					
Police Sergeant	15	Within					
Street/Parks Department Supervisor	15	Within					
Utility Maintenance Supervisor	16	Within					
City Planner/Zoning Administrator	17	Within					
Library Director	17	Within					
Assistant City Engineer	18	Within					
Police Commander - Administrative	18	Within					
Police Commander - Patrol	19	Within					
Community Development Director	20	Within					
Finance Director	20	Within					
Assistant City Administrator/HR Director	21	Within					
Police Chief	21	Within					
Director of Public Works - City Engineering	22	Within					
City Administrator	24	Above					



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator *AR*
Date: September 26, 2018

ITEM DESCRIPTION: Approval of Off-Site Gambling for Wood City Riders Snowmobile Club

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 18-68, A RESOLUTION APPROVING OFF-SITE GAMBLING FOR THE WOOD CITY RIDERS SNOWMOBILE CLUB TO CONDUCT A RAFFLE AT THE LUMBERJACK LOUNGE.**

Background/Overview

The City has received an application from the Wood City Riders Snowmobile Club for a raffle event to be held on December 7, 2018 at the Lumberjack Lounge, 1016 Cloquet Avenue.

Policy Objectives

Approval of application by local community is required under MN Statutes.

Financial/Budget/Grant Considerations

There is no cost to the City regarding the approval of the application nor does the City retain any fees for its consideration.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution No. 18-68
- LG230 Application to Conduct Off-Site Gambling

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: WOOD CITY RIDERS SNOWMOBILE CLUB License Number: 05353

Address: PO BOX 657 City: CLOQUET, MN Zip: 55720

Chief Executive Officer (CEO) Name: CHRIS ROKKE Daytime Phone: 218-591-2602

Gambling Manager Name: SANDRA M OLEAN Daytime Phone: 218-590-4515

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 12 / 7 / 18 to 12 / 7 / 18

Check the type of games that will be conducted:

- Raffle
- Pull-Tabs
- Bingo
- Tipboards
- Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: LUMBERJACK LOUNGE

Street address and City (or township): 1016 CLOQUET AVE Zip: 55720 County: CARLTON

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

- Yes** If yes, a lease is not required.
- No** If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$_____ (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

CONTINUE TO PAGE 2

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: <u>CLOQUET</u> Date Approved by City Council: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of City Personnel: _____ Title: _____ Date Signed: _____	County Name: _____ Date Approved by County Board: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of County Personnel: _____ Title: _____ Date Signed: _____ TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>Local unit of government must sign.</p> </div>	

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

_____ Date

Signature of CEO (must be CEO's signature; designee may not sign)

<p>Mail or fax to:</p> <p>Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032</p>	<p>No attachments required.</p> <p>Questions? Contact a Licensing Specialist at 651-539-1900.</p>
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This publication will be made available in alternative format (i.e. large print, braille) upon request.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p> <p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.</p>	<p>If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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**CITY OF CLOQUET
COUNTY OF CARLTON
STATE OF MINNESOTA**

RESOLUTION NO. 18-68

**A RESOLUTION APPROVING OFF-SITE GAMBLING FOR THE
WOOD CITY RIDERS SNOWMOBILE CLUB TO CONDUCT
A RAFFLE AT THE LUMBERJACK LOUNGE**

WHEREAS, The City of Cloquet received an application from Wood City Riders Snowmobile Club, PO Box 657, Cloquet, to conduct off-site gambling for a raffle event on December 7, 2018, at the Lumberjack Lounge, 1016 Cloquet Avenue.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Wood City Riders Snowmobile Club, PO Box 657, Cloquet, to conduct off-site gambling for a raffle event on December 7, 2018, at the Lumberjack Lounge, 1016 Cloquet Avenue, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

BE IT FURTHER RESOLVED, That the Cloquet City Council hereby waives the normally required thirty day waiting period for the issuance of said permit.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 2nd DAY OF OCTOBER 2018.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

Mayor's Proclamation Manufacturing Week

WHEREAS, Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and

WHEREAS, The manufacturing industry contributed \$49.2 billion to Minnesota's economy in 2017, and at 16 percent, is the second largest industry contributing to the state's private gross domestic product; and

WHEREAS, In 2017, workers took home \$21 billion in wages from Minnesota manufacturing jobs, the second highest amount among the state's business sectors; and

WHEREAS, Manufacturing exports brought \$19 billion into Minnesota's economy in 2017; and

WHEREAS, Manufacturing in Minnesota pays an average annual wage of \$65,728, which is 16 percent higher than the State's average overall wage; and

WHEREAS, Manufacturing provides 319,000 skilled, well-paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality; and

WHEREAS, Cloquet is proudly home to the manufacturing businesses of Sappi Fine Paper North America Division, United States Gypsum (USG), Savanna Pallets, Bergquist Imports, K-1 Sportswear, Morning Star Woodworks, and Wear-A-Knit Custom Knitwear, and other offices that support manufacturing production in the state including SpecSys Inc.; and

WHEREAS, October 1 through October 7, 2018 is officially observed by the State as Minnesota Manufacturing Week.

NOW, THEREFORE, I, David Hallback, Mayor of the City of Cloquet, Minnesota, along with the Northeast Region of Minnesota, proclaim the week of October 1, 2018 as ***Manufacturing Week in the City of Cloquet***, on this 2nd day of October 2018.



David Hallback, Mayor