



**CITY OF CLOQUET
City Council Agenda
Thursday, November 8, 2018
7:00 p.m.
City Hall Council Chambers**

CITY COUNCIL WORK SESSION – 5:30 p.m.

- 2019 Final Budget Discussion

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
 - a. Approval of November 8, 2018 Council Agenda
4. **Approval of Council Minutes**
 - a. Work Session Minutes from the October 16, 2018 meeting
 - b. Regular Council Minutes from the October 16, 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. 18-75, Authorizing the Payment of Bills and Payroll
 - b. Set Public Hearing Date on Proposed 2019 Sewer Extension on Washington Avenue
 - c. Sr. Center Site Lease
 - d. Acceptance of Monetary K9 Donation
6. **Public Hearings**

None.



**CITY OF CLOQUET
City Council Agenda
Thursday, November 8, 2018
7:00 p.m.
City Hall Council Chambers**

7. Presentations

- a. Mayor's Proclamation, Small Business Saturday

8. Council Business

- a. Resolution No. 18-76, Resolution Certifying 2018 Municipal General Election Canvass
- b. Police Department Supervisors Unionization

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



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator 
Date: November 8, 2018

ITEM DESCRIPTION: 2019 Final Budget Review

Proposed Action

Discuss some items in the proposed 2019 budget.

Background/Overview

Staff is currently reviewing the proposed 2019 budget and making some final updates based on current year to date expenditures and other minor changes. The updated final budget will be reviewed by the Council at the November 20th Work Session. There are some specific items that the Council will need to discuss at this Work Session. These are:

Cloquet HRA funding request - At this time I do not support their request for funding in 2019 or for levy authority in future years. My reasons are as follows:

- Their 2017 audit shows their operations are not running at a deficit (\$37,169 Public Housing, \$1,867 Section 8, \$1,200 Bridges).
- They have a one-time legal fee of \$10,000 and a new Administrative Management fee of \$11,631.47 in their 2019 Section 8 budget. If these are eliminated they will have a projected \$12,544.58 deficit for Section 8 in 2019.
- They can use either their new \$72,241 White Pine Project Administrative Fee or their \$40,860 in reserves to help cover this deficit while they either look at budget cutting options or other program funding sources.

I feel that they HRA should be looking at budget reduction options or other funding sources prior to coming to the City for levy dollars or to request the authority to levy in the future. The HRA Director will be at the Work Session to discuss their request.

Cable Television Reorganization – After a review of the Cable Television Department I am making a number of changes to bring in line the funds expenditures with its revenues and to better reflect the amount of work required to operate CAT7. Currently the City receives roughly \$103,000/year in Cable Franchise Fees. The Cable Television Fund has an overall expenditure budget of \$154,150 with personnel services making up \$111,700 of the total budget. This is clearly not sustainable and Enterprise Funds should not be subsidized with levy dollars. Please note that the changes being made will not impact any of the current activities of CAT7 nor will they reduce the CAT7 programming.

- The full-time Cable Coordinator position will be reduced to 20 hours per week.
- A review will be done of the existing part-time staffing which may include reducing the number of part-time staff or reducing the number of hours worked by part-time staff.

- The CAT7 operations will be moved from the high school to the new City Hall/PD facility. We will no longer have studio space but any live programming can be done from the Council chambers. The High School will then make use of our old space to increase their student's opportunities for multimedia development.

Making these changes will bring the Cable Television Fund expenditures into line with its revenues while also allowing for the City to set aside some of the revenues for future technology upgrades to assist in increasing our transparency to the public. These will include live streaming of meetings on the internet and the televising of more City meetings (EDA, Planning Commission, etc.). These changes will go into effect January 1st.

Franchise Fees – The City Council has expressed interest in reviewing Franchise Fees for electric and natural gas services. If implemented these fees would go into our street utility fund to assist in funding future street projects. Please note that Franchise Fees are simply a pass through to the rate payers, if the City was to adopt Franchise Fees the amount would be added to the users bill each month, not paid by the utility. There are various options for Franchise Fees but I would recommend the flat rate option of charging each residential or commercial/industrial user a flat amount each month. These amounts generally vary from \$1-\$3 for residential and \$2-\$5 for commercial/industrial. I have requested exact account data from our utility providers but a ball park estimate of annual revenues if we were to implement franchise fees on both our electric and gas providers would be \$160,000 - \$470,000 depending on the per account amount chosen. We will discuss in more detail at the meeting.

2019 Budget Items Removed for Further Consideration – See attached update on these items. We will discuss further at the meeting.

Supporting Documentation Attached

- Cloquet/Carlton HRA Funding Request
- Updated 2019 Budget Items Removed for Consideration List

2019 BUDGET ITEMS REMOVED FOR COUNCIL CONSIDERATION UPDATE

Library Expansion -	Total cost \$2 million, annual debt service payments of \$155,000 for 20 years. – Waiting for possible State Grant.
West End Parking Lot -	\$200,000 – On hold pending Sales Tax Legislation Change.
Pickle Ball Courts -	\$40,000 – Approved already to be paid with Park Dedication Funds.
Baseball Field Scoreboards -	\$50,000 – Need Council direction.
Police Side by Side ATV -	\$25,000 – On hold, possibility to be funded from Police Forfeiture Funds in the future.
CGMC Membership -	\$20,070 – Need Council direction.
Cloquet HRA Funding -	\$35,000 – I recommend not funding at this time.
Veteran’s Park Electrical -	\$39,00 – Need Council direction.

*Note that the City has \$100,000 in one-time funding from the close out of Business Park Bonds and past TIF Administration Fees that could be used for the above projects except CGMC Membership, that is an ongoing expense that would need to be funded from the General Fund.



**CLOQUET/CARLTON HOUSING &
REDEVELOPMENT AUTHORITY**

950 14th Street - Cloquet, MN 55720

DATE: July 9, 2018

TO: Cloquet City Council

FROM: Debra A. Shaff, Executive Director

A handwritten signature in black ink, appearing to read 'Debra', is written over the printed name 'Debra A. Shaff'.

RE: Special Request for Additional Funds

The Section 8/HCV program serves the most vulnerable citizens of Carlton County helping to keep them off the streets, out of the legal system, maintain employment and keep children in school and with their families. The program works closely with other local human service agencies to accomplish this goal which lessens the burden for everyone.

The Section 8/HCV program must secure an additional income stream to support this objective. The Cloquet Housing & Redevelopment Authority is seeking support for the City of Cloquet for its Section 8/HCV program. The program manages an average of 112 vouchers per month. Sixteen percent of these vouchers are used outside the City of Cloquet. The administrative value determined by HUD is \$65.04 and is currently being pro-rated at 76% or \$49.43; a gap of \$15.61 per voucher.

For the past 12 years the housing authority has adjusted its program needs to be able to function within HUD's fiscal parameters. Rising administrative costs have necessitated the need to secure additional funding in order to continue to provide housing subsidies throughout the City of Cloquet and Carlton County. The current economic benefit is \$498,132 in housing assistance payment plus an additional \$74,760 in administrative dollars – totaling \$572,892.

Monthly, HUD provides the Housing Authority with a HAP payment determined by a formula that considers past performance – the housing authority has no control over the local market condition so this number fluctuates. Administrative fees are typically static but continue to increase. The fees fluctuate based on the number of vouchers in use and unfortunately are pro-rated making the gap even more difficult to manage.

Administrative costs include:

- *Salary & Benefits paid to Section 8/HCV Coordinator
- *Travel allowance
- *Training
- *Routine office expenses
- *Contractual expenses including software, audits, accounting fees
- *Equipment costs
- *Administrative management fees – currently not being funded
- *Legal Fees – currently not being funded – anticipated need in 2019 is \$10,000

Debra@cloquetcarltonhra.org

Phone: 218-879-3353 Fax: 218-879-1437

Alternatives being considered to help alleviate this gap

- *Seek outside income from other entities:

 - *City and or County

- *Secure a tax levy from the City

- *Pursue additional management/inspection agreements with other for-profit rental properties

- *Reduce coordinators hours

- *Reduce coordinators wages and benefits

The Cloquet Housing Authority is respectfully requesting support from the City of Cloquet in the amount of \$35,000 and support for a special tax levy in the future.

Please do not hesitate to contact me if you have further question or concerns. I would welcome the opportunity to present our needs to you at a future council meeting or work session.

Thank you in advance.

Housing Choice Voucher Program CY 2018 Portability Administrative Fee Rates

Effective January 1, 2018, effective until further notification from HUD, receiving PHAs must calculate the fee to apply to portable vouchers using the steps that follow:

Step 1: Use the lower of either 80% of the initial or 100% of the receiving PHAs column B rate for CY 2018; and

Step 2: Then, multiply the rate selected in step 1, above, by the estimated national proration factor.

The estimated national proration factor, from January through June 2018, is 76%.

The proration factor will change at least twice throughout the year, so please set this page in your "Favorites" for easy access, as this page will be updated accordingly. Additionally, HUD will send an alert via email to all PHAs every time the factor changes for your convenience. Note that changes may occur due to leasing trend changes, or incremental funding from carryover or recaptures reprogrammed to the administrative fee account.

The following table has an example of the calculation, based on a Column B rate of \$60.59 for the receiving PHA and \$42.05 for the initial PHA and assumes a proration at 76%; however, this proration is just an example, as the administrative fee proration is not yet known. HUD's recommendation is to apply the proration for billing purposes prospectively, considering the date your housing agency receives the change in proration announcement.

PHA A (initial PHA)	Column B Rate x Proration x 0.8
	\$ 60.59 x 0.76 x 0.80 = \$36.84
PHA B (receiving PHA)	Column B Rate x Proration x 1
	\$ 42.05 x 0.76 x 1 = \$31.96
Portability Fee Billing Rate = \$31.96	

Please note, these portability fee procedures also apply to the Mainstream 5 Year program.

If you need further assistance with this narrative, please contact the Financial Management Division at PIH.Financial.Management.Division@hud.gov, or by phone at 202-708-2934.

Housing Choice Voucher Program

CY 2017 Administrative Fee Rates

The file following this narrative provides the calendar year (CY) 2017 administrative fee rates for the Housing Choice Voucher (HCV) Program. For CY 2017, administrative fees will be paid on the basis of units leased as of the first day of each month. This data will be extracted from the Voucher Management System (VMS) at the close of each reporting cycle.

Two fee rates are provided for each public housing authority (PHA). The first rate, Column A, applies to the first 7200 unit months leased in CY 2017. The second rate, Column B, applies to all remaining unit months leased in CY 2017. In years prior to 2010, a Column C rate was also provided, which applied to all unit months leased in units owned by the PHA. For CY 2017 there are no Column C administrative fee rates. Fees for leasing PHA-owned units will be earned in the same manner and at the same Column A and Column B rates as for all other leasing.

In some cases, the fee rates calculated for CY 2017 resulted in rates lower than those provided for CY 2016. In those cases, the affected PHAs will continue to receive the CY 2016 rates.

The fee rates for each PHA are generally those rates covering the areas in which each PHA has the greatest proportion of its participants, based on Public Housing Information Center (PIC) data. In some cases, PHAs have participants in more than one fee area. The PHA may request that the Department establish a blended fee rate schedule that will consider proportionately all areas in which participants are located. Once a blended rate schedule is calculated, it will be used to determine the PHA's fee eligibility for all months of CY 2017. A PHA that received a blended fee rate for 2016 will not receive it automatically for 2017. Requests for blended fee rates must be submitted to the Financial Management Division at HUD Headquarters, instructions for applying and the deadline date for submitting requests will be detailed in the 2017 HCV funding implementation notice.

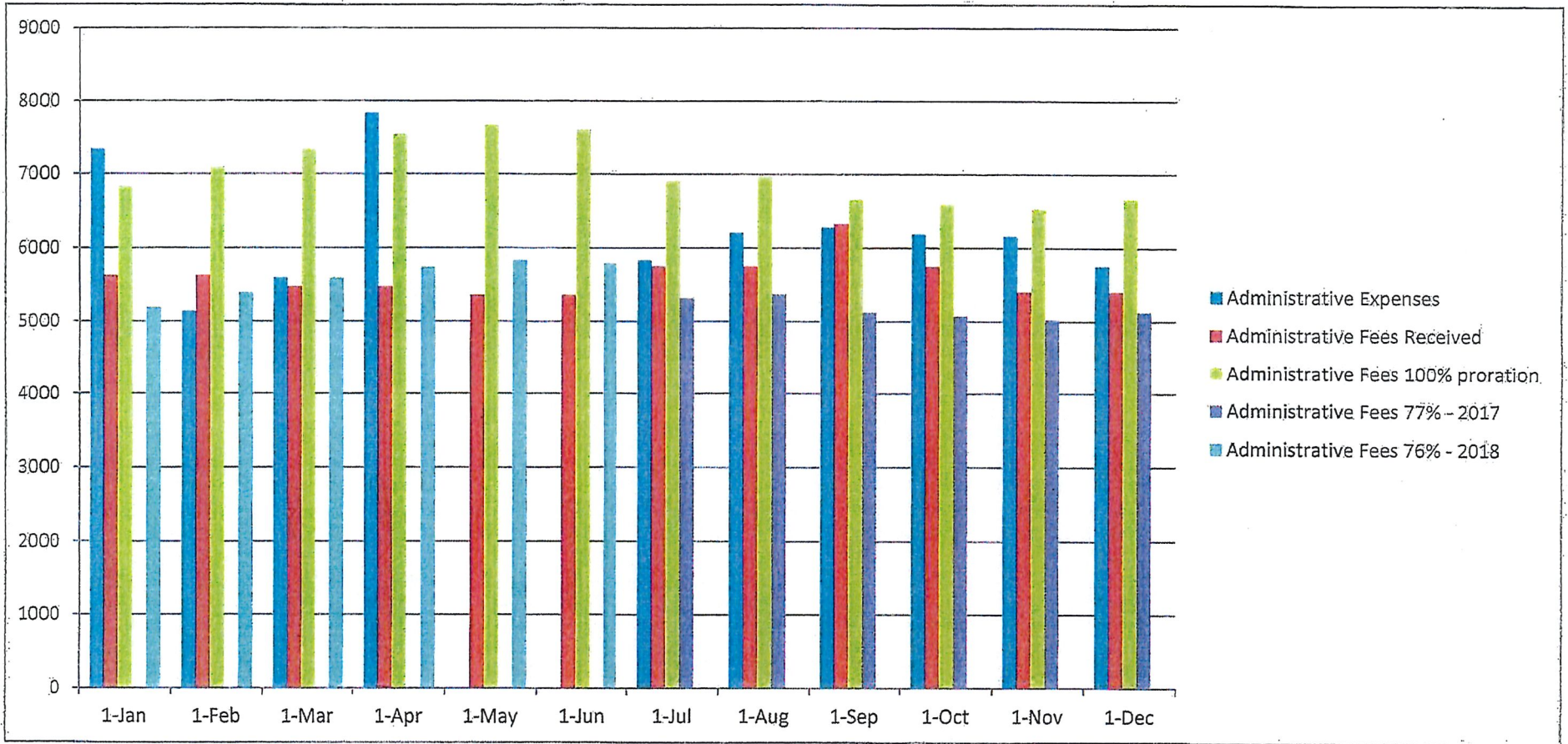
A PHA that operates over a large geographic area, defined as multiple counties, may request higher administrative fees. To request higher fees, the PHAs must submit specific financial documentation to the PHA's assigned Financial Analyst at the Financial Management Center (FMC), instructions for applying, documentation requirements and the deadline date for submitting requests will be detailed in the 2017 HCV funding implementation notice.

The Department is presently disbursing administrative fee funds monthly to each PHA. These disbursements are based on the most recent leasing data available, an estimated pro-ration, and one-twelfth of the available annual fee appropriation. PHAs should not assume that the fees actually earned for CY 2017 will match the funds disbursed each month. The Department will calculate each PHA's fee eligibility after the VMS data for each quarter is available. Each PHA's eligibility will be pro-rated if needed to ensure that fees granted do not exceed the appropriated funds available. If pro-rations are necessary, the same percentage will be applied to all PHAs. At the end of the CY, a final reconciliation will be completed, to account for any changes in VMS data and to establish a final proration level for the year. PHAs should be aware that the quarterly pro-ration factor is an estimated pro-ration factor; the final CY 2017 admin fee reconciliation will reflect a weighted pro-ration factor for the entire CY. PHAs should consider the most up-to-date proration factor included within the administrative fee reconciliation enclosure provided to each agency.

Effective with the new billing requirements implemented through publication of the final portability rule, receiving PHAs must calculate the **lesser of** 80% of the initial PHA's column B administrative fee rate (then prorated to the national proration level) or 100% of their own column B administrative fee rate (then prorated to the national proration level). The PHA may use a national proration rate of 77% for CY 2017 billings. It is important to note that going forward, although the national proration level will change, the "lesser of" calculation provided in the final portability rule will continue.

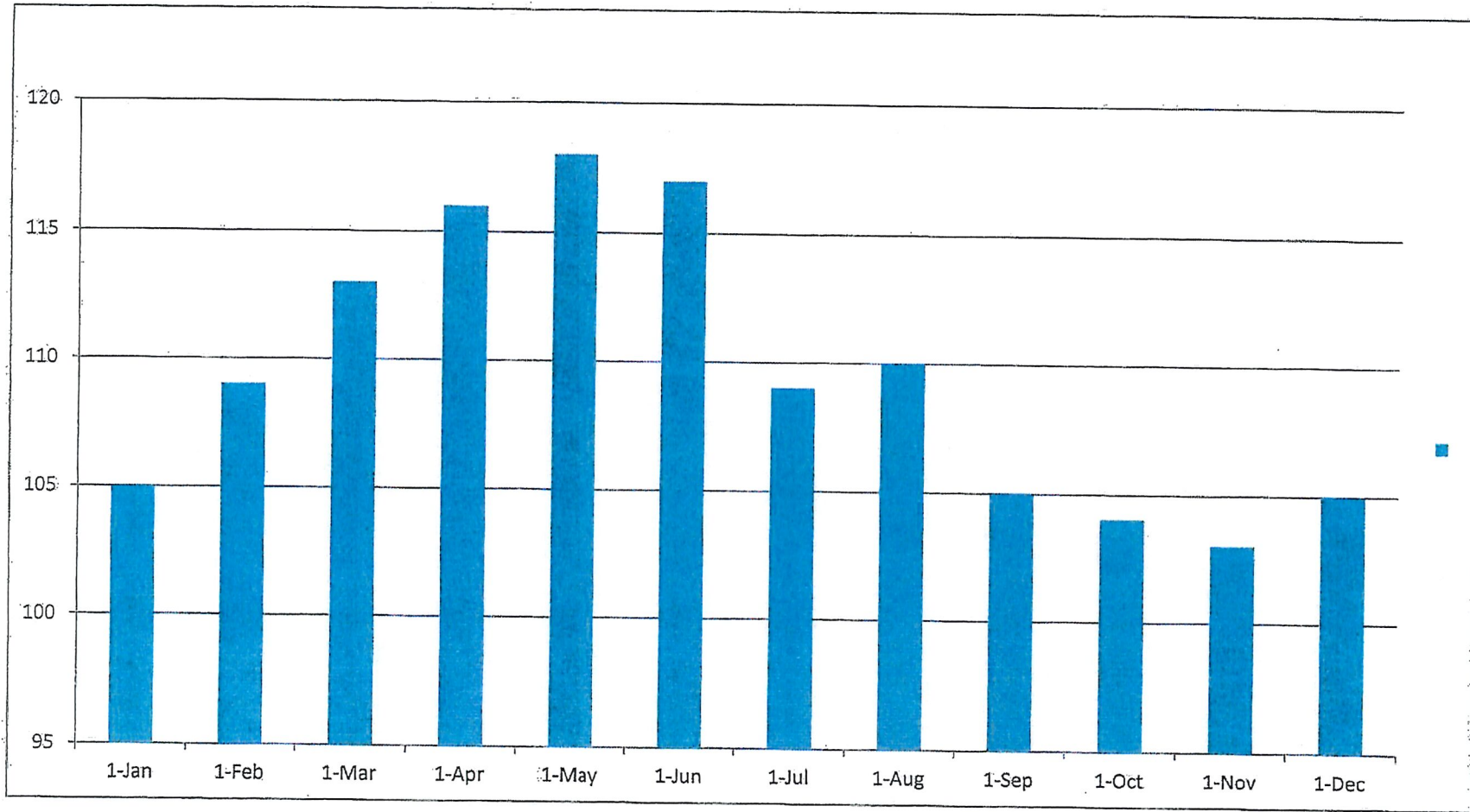
Section 8/HCV Administrative Expenses and Fees Received

	17-Jul	17-Aug	17-Sep	17-Oct	17-Nov	17-Déc	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun
Administrative Expenses	5830	6206	6277	6184	6159	5746	7336	5141	5588	7833		
Administrative Fees Received	5748	5748	6327	5748	5407	5408	5619	5620	5475	5475	5359	5359
Administrative Fees 100% proration	6908	6971	6654	6591	6528	6655	6829	7089	7350	7545	7675	7610
Administrative Fees 77% - 2017	5319	5368	5124	5075	5027	5124						
Administrative Fees 76% - 2018							5190	5388	5586	5734	5833	5783



Section 8/HCV Active Vouchers

17-Jul	17-Aug	17-Sep	17-Oct	17-Nov	17-Dec	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun
109	110	105	104	103	105	105	109	113	116	118	117



Housing & Redevelopment Authority of Cloquet, MN
 Budget year ending 6-30-2018

Tenant Name _____ Property Address _____
 Tenant Phone Number _____ City, State, Zip _____

SECTION 8 TENANT FURNISHED UTILITIES: *Housing & Redevelopment Authority of Cloquet MN.* To calculate the utility allowance, first locate the actual bedroom size and the type of unit, then circle the amount of the allowance listed which the tenant pays. Utilities must be separately metered.

Actual Bedrooms	0 BR			1 BR			2 BR			3BR			4 BR		
	A	D	SF	A	D	SF	A	D	SF	A	D	SF	A	D	SF
Heating															
Nat/Bot Gas	15	15	18	33	39	39	40	44	50	56	62	67	67	67	73
Oil	6	6	6	10	13	13	13	16	18	15	20	25	25	25	25
Electric	31	31	31	40	48	48	49	55	60	68	74	82	82	82	88
Water Heating															
Nat/Bot Gas	3			11			17			20			25		
Oil	1			4			5			6			9		
Electric	6			13			20			24			30		
Lights/Other															
Electric	7			16			17			33			38		
Cooking	2			7			9			11			15		
Water and Sewer															
Water and Sewer	6			9			17			24			26		
Trash	14			17			18			23			23		
Owns Range	1			1			1			1			1		
Owns Refrigerator	1			1			1			1			1		
Total Allowance															
+ Rent															
= Gross Rent															
Payment Standard	622			695			890			1154			1432		

Annual Re-exam-No rent increase

Comparable Rent for Similar Type Unit

Initial Exam or Rent Increase

_____ BR \$ _____

Street Address and Apt # of unit _____

City and State _____

Name of Owner/Agent _____

Address _____

Phone Number _____

The undersigned hereby certifies for the dwelling unit specified above that the contract rent for such unit is reasonable in relation to rents currently being charged for comparable units in the private unassisted market taking into account, location, size, quality, amenities, facilities and management and maintenance served of such unit and not in excess of rents currently being charged by the owner for comparable unassisted units

By: _____ Date: _____

Payment Standard

OBR \$622

1BR \$695

2BR \$890

3BR \$1154

4BR \$1432

Eff. 01/01/2018

Income Limits

1 Person \$23,550

2 People \$26,900

3 People \$30,250

4 People \$33,600

5 People \$36,300

6 People \$39,000

7 People \$41,700

8+ People \$44,400

Printed 08/17/2017

CLOQUET CITY COUNCIL WORK SESSION

Tuesday, October 16, 2018

DRAFT

Councilors Present: Bjerkness, Langley, Maki, Wyman, Mayor Hallback

Absent: Kolodge, Rock

Reschedule November 6th Council Meeting

The November 6th Council meeting is rescheduled due to the General Election taking place that day. The meeting will be rescheduled for November 8th and will be in combination with the General Election Canvass to avoid holding 2 meetings.

Library Grant Discussion

Library Director Beth Sorensen was present to discuss the Resolution of Support needed to finalize the grant application to the MN Department of Education. If the grant is received, it would cover 50% of the project cost. Construction could possibly start in late 2019. This grant is being offered only to public libraries.

Ms. Sorensen reviewed the expansion site plan and the expenditure plan. Questions by councilors included justification for the expansion and other avenues of funding if the grant is not awarded.

The application will be submitted following Council approval of the Resolution of Support. Ms. Sorensen expects to hear a response from the Dept. of Education in January.

2019 Public Works Reorganization

Public Works Director Caleb Peterson explained the proposed reorganization of the Public Works Department in 2019. Mr. Peterson explained the extra duties the department has taken on over the years without adding staff. With the approaching retirement of the Street Supervisor, the goal is to form a long-term vision which can be implemented with the creation of an Assistant Public Works Director. Mr. Peterson will be asking for Council approval for internal posting of the new position and for the upcoming Street Supervisor vacancy at the regular meeting.

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

Respectfully Submitted,

Aaron Reeves
City Administrator

DRAFT

Regular Meeting

Roll Call

Councilors Present: Bjerkness, Langley, Maki, Wyman, Mayor Hallback

Councilors Absent: Kolodge, Rock

Pledge of Allegiance

AGENDA**MOTION:** Councilor Wyman moved and Councilor Langley seconded the motion to approve the October 16, 2018 agenda. The motion carried unanimously (5-0).**MINUTES****MOTION:** Councilor Langley moved and Councilor Maki seconded the motion to approve the minutes of the Regular Meeting of October 2, 2018. The motion carried unanimously (5-0).**CONSENT AGENDA****MOTION:** Councilor Bjerkness moved and Councilor Wyman seconded the motion to remove item *5.b., City Hall Purchase Agreement* from the Consent Agenda and add to Council Business as item *8.b.* The motion carried unanimously (5-0).**MOTION:** Councilor Wyman moved and Councilor Langley seconded the motion to remove item *5.d., Appointment of Police Officer, Andrew Murray* from the Consent Agenda and add to Council Business as item *8.c.* The motion carried unanimously (5-0).**MOTION:** Councilor Bjerkness moved and Councilor Wyman seconded the motion to adopt the amended Consent Agenda of October 16, 2018 approving the necessary motions and resolutions. The motion carried unanimously (5-0).

- a. Resolution No. 18-70, Authorizing the Payment of Bills
- b. Resolution No. 18-69, Support of the Cloquet Library's Grant Application
- c. Resolution No. 18-73, Approving the Transfer of the Old Water Tower Site Property Located at the 200 Block of Avenue E from the City of Cloquet to Boss Builders LLC for Development; Anthony and Tracy Jirschele to Eliminate an Encroachment; and Adam Wooster to Extinguish an Easement
- d. Resolution No. 18-71, Gravel Mining Excavation Permit Renewals for 2019
- e. Disposal of Surplus Equipment
- f. Santa's Home for the Holidays Celebration
- g. Alcohol Sales at Northwoods Arena – Santa's Home for the Holidays Alumni Hockey Game
- h. New Tobacco License – Minit Mart
- i. Approval of Raffle Permit – Cloquet Area Youth Wrestling Association

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

PUBLIC WORKS POSITION POSTING**MOTION:** Councilor Wyman moved and Councilor Maki seconded the motion to approve the creation of the Assistant Public Works Director position and authorize internal posting of the Assistant Director and Street Supervisor positions. The motion carried unanimously (5-0).

CITY HALL PURCHASE AGREEMENT

MOTION: Councilor Bjerkness moved and Councilor Langley seconded the motion to approve the purchase agreement with Carlton County for the sale of City Hall. The motion carried unanimously (5-0).

POLICE OFFICER APPOINTMENT

MOTION: Councilor Wyman moved and Councilor Langley seconded the motion to approve the probationary appointment of Andrew Murray. The motion carried unanimously (5-0).

PUBLIC COMMENTS

Jana Peterson announced there will be a new locally owned newspaper in Cloquet with the first edition being published on November 1st. The newspaper is called "Pine Knot News".

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Mayor Hallback commented on the ribbon ceremony for the new skatepark that took place on Sunday, October 21st stating it was a pleasant experience and Cloquet should be proud.

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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email: admin@ci.cloquet.mn.us
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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *(Signature)*
Reviewed/Approved by: Aaron Reeves, City Administrator
Date: November 1, 2018

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 18-75, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL.**

Background/Overview

Statutory Cities are required to have most claims authorized by the city council.

Policy Objectives

MN State Statute sections 412.271, Claims and disbursements for Statutory Cities.

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

- Resolution Authorizing the Payment of Bills and Payroll
- Vendor Summary Report
- Department Summary Report

**CITY OF CLOQUET
COUNTY OF CARLTON
STATE OF MINNESOTA**

RESOLUTION NO. 18-75

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL

WHEREAS, The City has various bills and payroll each month that require payment.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the bills and payroll be paid and charged to the following funds:

101	General Fund	\$	419,615.46
206	Revolving SCDP		562.50
207	Community Development Operating		10,459.52
224	Public Facilities		765.00
225	Permanent Improvement		562.50
226	Park Fund		24,590.29
231	Public Works Reserve		2,631.08
403	Revolving Capital Projects		328,736.63
405	City Sales Tax Projects		1,157,752.50
600	Water - Lake Superior Waterline		87,426.12
601	Water - In Town		92,132.46
602	Sewer Fund		108,455.33
605	Storm Water Fund		10,405.26
614	CAT-7		10,568.73
701	Employee Severance Benefits		1,476.60
	TOTAL:	\$	2,256,139.98

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 8TH DAY OF NOVEMBER, 2018.**

ATTEST:

Dave Hallback, Mayor

Aaron Reeves, City Administrator

DATE: 11/02/2018
TIME: 12:56:43
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 11/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
112050	ADVANCED SERVICES INC	1,127.00	245.00
112275	ADVANTAGE EMBLEM INC	1,161.80	164.00
112650	AJ'S LAWN CARE, INC	2,627.40	70.20
113650	AMAZON.COM CREDIT	5,011.55	411.75
114700	AMERICAN CAST IRON PIPE CO.	0.00	22,714.47
116100	AMERICAN PAYMENT CENTERS	276.00	92.00
116975	AMI CONSULTING ENGINEERS PA	0.00	6,850.00
117775	ANIMAL ALLIES HUMANE SOCIETY	8,620.00	1,590.00
119700	ARROWHEAD CONCRETE WORKS, INC.	1,379.80	752.75
121000	ARROWHEAD SPRINGS INC	1,322.75	110.50
121350	ASPEN MILLS	6,719.40	1,167.31
122000	A T & T MOBILITY	5,511.86	115.33
123400	BAKER & TAYLOR	11,578.99	1,746.77
124020	BAYCOM INC	11,366.00	217.50
125700	BEST OIL COMPANY	90,003.52	19,105.42
125900	BEST SERVICE	1,382.36	15.00
126850	BLAINE BROTHERS, INC	2,375.73	132.39
127400	OSCAR J BOLDT CONSTRUCTION	237,957.07	166,817.15
128075	BRAUN INTERTEC CORP	11,561.25	17,710.50
134000	CARLTON COUNTY HIGHWAY DEPT	9,010.20	306.13
134600	CARLTON COUNTY SHERIFF	4,000.00	714.54
135675	VORK ENTERPRISES INC	1,055.00	185.00
136150	CELLEBRITE USA, CORP	6,850.00	3,700.00
136850	CENTER POINT LARGE PRINT	756.59	42.54
137310	CENTURY LINK	23,814.43	1,775.90
137340	CHAMBERLAIN OIL CO., INC.	37,326.37	1,210.55
138200	CHIEF SUPPLY	238.49	340.50
139025	CINTAS	2,717.36	265.77
140200	CITY OF CLOQUET - PETTY CASH	2,080.56	12.85
141100	CLOQUET FORD-CHRYSLER CENTER	4,527.01	141.63
142100	CLOQUET MAIL STATION	1,138.24	188.75
142800	CLOQUET SANITARY SERVICE	8,910.93	763.49
142950	CLOQUET SHAW MEMORIAL	240.17	17.05
145300	COMMUNITY PRINTING	8,419.75	422.95
147050	CONSOLIDATED TELEPHONE COMPANY	5,494.10	610.54
150100	D A L C O	10,014.11	384.95
152775	DELTA DENTAL OF MINNESOTA	12,706.20	3,366.35
153800	DIGGERS HOTLINE, INC.	124.80	35.30
158000	DULUTH/SUPERIOR COMMUNICATIONS	6,104.25	221.50
159275	E P C ENGINEERING & TESTING	26,209.00	1,898.00
161050	ELITE K-9 INC	0.00	64.64
161675	EMC NATIONAL LIFE	15,983.35	1,237.50
162640	ENVENTIS TELECOM INC	425.87	47.24
162929	E O JOHNSON CO INC	4,057.63	7,024.91

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CITY OF CLOQUET
VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
165375	FERGUSON WATERWORKS #2516	26,484.69	7,649.20
165650	FINGERPRINT AMERICA	0.00	740.00
166625	FIRST AID CORP	587.20	180.76
169000	FOND DU LAC POLICE DEPARTMENT	0.00	460.00
170975	FRIENDS OF THE CLOQUET LIBRARY	1,130.07	102.60
171800	GALE/CENGAGE LEARNING	1,137.78	65.32
171900	GALLS LLC	1,184.59	501.93
173575	GEORGE BOUGALIS & SONS INC	1,552,428.67	326,838.63
174300	GLORY SHINE JANITORIAL CLEAN	12,075.00	1,050.00
175200	GOPHER STATE ONE CALL INC	1,627.10	248.40
175950	GRAPHIC TECHNOLOGIES	6,353.57	370.00
176200	GRAYBAR ELECTRIC COMPANY INC	2,562.00	8,216.00
181650	HIBBING COMMUNITY COLLEGE	0.00	300.00
184150	JLA INDUSTRIAL EQUIPMENT INC	1,701.26	806.90
184485	HUNT ELECTRIC	245.91	89.97
190400	J. H. LARSON COMPANY	630.75	60.24
190700	JAMAR COMPANY	16,096.49	189.27
192225	JOBSEQ	3,121.80	223.56
197900	L C S COACHES INC	926.99	904.00
198750	LAKE SUPERIOR CLEANERS	79.40	12.60
207400	MANEY INTERNATIONAL INC	12,755.42	1,025.90
209350	MATTHEW BENDER & CO INC	222.00	223.10
210450	MEDIACOM LLC.	2,146.95	234.71
211300	MENARDS	285.70	188.68
211400	MENARDS	5,874.59	575.22
211700	METRO SALES, INC.	8,016.93	460.18
212055	MEYER GROUP ARCHITECTURE	8,352.39	765.00
212400	MICHAUD DIST INC	231.00	22.00
213875	MIDWEST TAPE	419.99	180.55
214800	CITY OF MINNEAPOLIS RECIEVABLE	1,067.40	93.60
219067	MN DEPT OF ADMINISTRATION	21,687.36	2,140.20
220925	MN DRIVERS & VEHICLE SERVICES	228.00	230.50
222601	MN POLLUTION CONTROL AGENCY	0.00	562.50
229500	NAPA AUTO PARTS	7,700.84	1,830.99
233850	NORTH STATES CRANE & HOIST	0.00	450.00
234600	NORTHERN BUSINESS PRODUCTS	8,504.34	621.02
235565	NORTHERN TOOL & EQUIPMENT	546.32	259.94
240000	OMAR'S SAND & GRAVEL	1,220.00	23,380.00
240575	OPG-3 INC	4,912.10	2,309.00
240725	O'REILLY AUTO ENTERPRISES LLC	1,478.24	39.76
242450	PAPER ROLL PRODUCTS	83.72	83.72
243300	PAW COMMUNICATION, INC.	3,150.43	170.00
247250	POWERPLAN	4,636.92	1,262.75

INVOICES DUE ON/BEFORE 11/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
247400	396-PRAXAIR DISTRIBUTION, INC.	8,095.99	218.55
248100	PROCESS MEASUREMENT COMPANY	0.00	236.68
248650	THE PROJECT CENTER	2,496.70	131.58
250300	QUEEN OF PEACE SCHOOL	0.00	62.00
251250	RADCO - DULUTH	1,749.00	490.88
251500	RAITER CLINIC	7,596.60	511.00
258200	RUDY GASSERT YETKA	159,210.40	13,203.75
261750	SEELYE PLASTICS, INC.	22.31	12.71
261800	SEH	610,684.60	40,443.27
264820	THE SMITH COMPANY LLC	1,705.90	54.00
265250	SNAP ON TOOLS	2,161.98	91.90
267000	ST LOUIS COUNTY SHERIFF	0.00	3,886.25
270200	SUPERIOR COMPUTER PRODUCTS INC	74,505.49	57.00
271325	NANCY GETCHELL	5,848.30	579.85
271975	TEAMSTERS JOINT COUNCIL 32	289,575.55	30,594.30
272300	TELEPHONE ASSOCIATES	1,347.50	160.00
275050	TITAN ENERGY SYSTEMS INC	338.25	583.75
275075	TITAN MACHINERY	6,291.45	15,569.77
276600	TRI STATE BUSINESS SYSTEMS	5.47	91.73
278550	TWIN PORTS PAPER & SUPPLY, INC	504.09	100.51
278600	TWIN PORT MAILING	37,544.38	2,767.29
279100	U S BANK EQUIPMENT FINANCE	5,302.80	551.45
280400	ULLAND BROTHERS, INC.	2,456,443.90	964,043.69
280925	UNIQUE MANAGEMENT SERVICES	425.25	37.80
283700	USA BLUEBOOK	2,324.94	3,026.07
284300	VALLEY SAND & GRAVEL, INC.	0.00	2,000.00
284875	VERIZON WIRELESS	30,581.51	2,178.05
286900	W L S S D	789,799.80	90,940.00
287800	WAL-MART COMMUNITY	1,256.99	73.12
288100	WARNING LITES OF MN, INC.	506.70	50.00
288150	WASTE MANAGEMENT NORTHERN MN	367.20	73.44
289015	WELLS FARGO CREDIT CARD	80,924.72	9,945.16
290300	WIDDES FEED & FARM SUPPLY	994.90	168.75
R0001548	MINIT MART 557	1,088.00	88.00
R0001676	COUNTRY CLUB PATIO HOMES LLC	0.00	79.51
R0001677	STERICYCLE	0.00	599.40
R0001678	JORDAN TILANDER	0.00	15.00
R0001679	VIRGINIA RUBBER CORPORATION	0.00	301.73
R0001680	THOMPSON PIPE GROUP - PRESSURE	0.00	1,925.00
TOTAL ALL VENDORS:			1,837,116.26

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 11/8/2018

Bills	1,837,116.26
Less: CAFD	(4,913.15)
Less: Library	(5,537.70)
	<hr/>
Bills approved	1,826,665.41
Other:	
Drug dog	8,750.00
Payroll	454,446.12
Payroll - benefits	(33,721.55)
	<hr/>
Total Bills and Payroll Approved	<u><u>2,256,139.98</u></u>

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
152775	DELTA DENTAL OF MINNESOTA	12,706.20	3,280.40
161675	EMC NATIONAL LIFE	15,983.35	1,237.50
271975	TEAMSTERS JOINT COUNCIL 32	289,575.55	29,203.65
			33,721.55
33	INTERGOVERNMENTAL REVENUE		
134600	CARLTON COUNTY SHERIFF	4,000.00	479.54
	INTERGOVERNMENTAL REVENUE		479.54
34	CHARGES FOR SERVICES		
142800	CLOQUET SANITARY SERVICE	8,910.93	145.00
	CHARGES FOR SERVICES		145.00
41	GENERAL GOVERNMENT		
139025	CINTAS	2,717.36	35.59
142800	CLOQUET SANITARY SERVICE	8,910.93	53.45
147050	CONSOLIDATED TELEPHONE COMPANY	5,494.10	305.27
150100	D A L C O	10,014.11	192.48
162929	E O JOHNSON CO INC	4,057.63	7,024.91
212400	MICHAUD DIST INC	231.00	22.00
234600	NORTHERN BUSINESS PRODUCTS	8,504.34	101.86
240575	OPG-3 INC	4,912.10	2,309.00
243300	PAW COMMUNICATION, INC.	3,150.43	170.00
258200	RUDY GASSERT YETKA	159,210.40	11,580.62
272300	TELEPHONE ASSOCIATES	1,347.50	160.00
279100	U S BANK EQUIPMENT FINANCE	5,302.80	206.80
284875	VERIZON WIRELESS	30,581.51	210.06
286900	W L S S D	789,799.80	13,002.00
287800	WAL-MART COMMUNITY	1,256.99	61.12
289015	WELLS FARGO CREDIT CARD	80,924.72	2,963.84
	GENERAL GOVERNMENT		38,399.00
42	PUBLIC SAFETY		

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CITY OF CLOQUET
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INVOICES DUE ON/BEFORE 11/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
112275	ADVANTAGE EMBLEM INC	1,161.80	164.00
117775	ANIMAL ALLIES HUMANE SOCIETY	8,620.00	1,590.00
121350	ASPEN MILLS	6,719.40	1,167.31
124020	BAYCOM INC	11,366.00	217.50
125700	BEST OIL COMPANY	90,003.52	4,107.78
134600	CARLTON COUNTY SHERIFF	4,000.00	235.00
135675	VORK ENTERPRISES INC	1,055.00	185.00
137310	CENTURY LINK	23,814.43	656.66
138200	CHIEF SUPPLY	238.49	340.50
139025	CINTAS	2,717.36	47.09
142100	CLOQUET MAIL STATION	1,138.24	38.51
142800	CLOQUET SANITARY SERVICE	8,910.93	52.20
145300	COMMUNITY PRINTING	8,419.75	422.95
150100	D A L C O	10,014.11	192.47
158000	DULUTH/SUPERIOR COMMUNICATIONS	6,104.25	221.50
161050	ELITE K-9 INC		64.64
165650	FINGERPRINT AMERICA		740.00
169000	FOND DU LAC POLICE DEPARTMENT		460.00
171900	GALLS LLC	1,184.59	501.93
175950	GRAPHIC TECHNOLOGIES	6,353.57	240.00
181650	HIBBING COMMUNITY COLLEGE		300.00
197900	L C S COACHES INC	926.99	904.00
198750	LAKE SUPERIOR CLEANERS	79.40	12.60
214800	CITY OF MINNEAPOLIS RECIEVABLE	1,067.40	93.60
220925	MN DRIVERS & VEHICLE SERVICES	228.00	230.50
234600	NORTHERN BUSINESS PRODUCTS	8,504.34	127.35
250300	QUEEN OF PEACE SCHOOL		62.00
251500	RAITER CLINIC	7,596.60	511.00
258200	RUDY GSSERT YETKA	159,210.40	608.13
267000	ST LOUIS COUNTY SHERIFF		3,886.25
271325	NANCY GETCHELL	5,848.30	579.85
275050	TITAN ENERGY SYSTEMS INC	338.25	291.88
279100	U S BANK EQUIPMENT FINANCE	5,302.80	209.35
284875	VERIZON WIRELESS	30,581.51	1,640.10
289015	WELLS FARGO CREDIT CARD	80,924.72	4,146.85
R0001548	MINIT MART 557	1,088.00	88.00
	PUBLIC SAFETY		25,336.50
43	PUBLIC WORKS		
121000	ARROWHEAD SPRINGS INC	1,322.75	44.25
122000	A T & T MOBILITY	5,511.86	115.33

INVOICES DUE ON/BEFORE 11/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
43	PUBLIC WORKS		
125700	BEST OIL COMPANY	90,003.52	5,122.84
125900	BEST SERVICE	1,382.36	15.00
126850	BLAINE BROTHERS, INC	2,375.73	132.39
134000	CARLTON COUNTY HIGHWAY DEPT	9,010.20	306.13
136150	CELLEBRITE USA, CORP	6,850.00	3,700.00
137310	CENTURY LINK	23,814.43	282.52
137340	CHAMBERLAIN OIL CO., INC.	37,326.37	1,210.55
139025	CINTAS	2,717.36	37.39
142100	CLOQUET MAIL STATION	1,138.24	24.10
142800	CLOQUET SANITARY SERVICE	8,910.93	55.84
147050	CONSOLIDATED TELEPHONE COMPANY	5,494.10	43.61
166625	FIRST AID CORP	587.20	180.76
175200	GOPHER STATE ONE CALL INC	1,627.10	124.20
175840	GRANDE HARDWARE CO.	626.09	48.00
184150	JLA INDUSTRIAL EQUIPMENT INC	1,701.26	806.90
190400	J. H. LARSON COMPANY	630.75	60.24
207400	MANEY INTERNATIONAL INC	12,755.42	209.46
211300	MENARDS	285.70	147.80
211400	MENARDS	5,874.59	488.95
229500	NAPA AUTO PARTS	7,700.84	270.52
234600	NORTHERN BUSINESS PRODUCTS	8,504.34	40.75
235565	NORTHERN TOOL & EQUIPMENT	546.32	259.94
240000	OMAR'S SAND & GRAVEL	1,220.00	23,380.00
247250	POWERPLAN	4,636.92	1,262.75
247400	396-PRAXAIR DISTRIBUTION, INC.	8,095.99	109.27
264820	THE SMITH COMPANY LLC	1,705.90	54.00
265250	SNAP ON TOOLS	2,161.98	91.90
275075	TITAN MACHINERY	6,291.45	15,569.77
279100	U S BANK EQUIPMENT FINANCE	5,302.80	22.13
280400	ULLAND BROTHERS, INC.	2,456,443.90	1,086.12
284300	VALLEY SAND & GRAVEL, INC.		2,000.00
284875	VERIZON WIRELESS	30,581.51	152.84
288100	WARNING LITES OF MN, INC.	506.70	50.00
289015	WELLS FARGO CREDIT CARD	80,924.72	1,150.00
	PUBLIC WORKS		58,656.25
REVOLVING SCDP (EDA)			
46	COMMUNITY DEVELOPMENT		
258200	RUDY GASSERT YETKA	159,210.40	562.50
	COMMUNITY DEVELOPMENT		562.50

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
147050	CONSOLIDATED TELEPHONE COMPANY	5,494.10	43.61
234600	NORTHERN BUSINESS PRODUCTS	8,504.34	20.37
258200	RUDY GASSERT YETKA	159,210.40	40.00
279100	U S BANK EQUIPMENT FINANCE	5,302.80	16.59
287800	WAL-MART COMMUNITY	1,256.99	12.00
289015	WELLS FARGO CREDIT CARD	80,924.72	51.32
	COMMUNITY DEVELOPMENT		183.89
LIBRARY FUND			
00			
142950	CLOQUET SHAW MEMORIAL	240.17	17.05
170975	FRIENDS OF THE CLOQUET LIBRARY	1,130.07	102.60
			119.65
45	CULTURE AND RECREATION		
113650	AMAZON.COM CREDIT	5,011.55	411.75
123400	BAKER & TAYLOR	11,578.99	1,746.77
136850	CENTER POINT LARGE PRINT	756.59	42.54
139025	CINTAS	2,717.36	22.53
140200	CITY OF CLOQUET - PETTY CASH	2,080.56	12.85
142800	CLOQUET SANITARY SERVICE	8,910.93	99.24
171800	GALE/CENGAGE LEARNING	1,137.78	65.32
174300	GLORY SHINE JANITORIAL CLEAN	12,075.00	1,050.00
184485	HUNT ELECTRIC	245.91	89.97
192225	JOBSHQ	3,121.80	223.56
209350	MATTHEW BENDER & CO INC	222.00	223.10
210450	MEDIACOM LLC.	2,146.95	140.46
211700	METRO SALES, INC.	8,016.93	460.18
213875	MIDWEST TAPE	419.99	180.55
234600	NORTHERN BUSINESS PRODUCTS	8,504.34	208.45
242450	PAPER ROLL PRODUCTS	83.72	83.72
270200	SUPERIOR COMPUTER PRODUCTS INC	74,505.49	57.00
276600	TRI STATE BUSINESS SYSTEMS	5.47	91.73
278550	TWIN PORTS PAPER & SUPPLY, INC	504.09	100.51
280925	UNIQUE MANAGEMENT SERVICES	425.25	37.80
284875	VERIZON WIRELESS	30,581.51	70.02
	CULTURE AND RECREATION		5,418.05

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CITY OF CLOQUET
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INVOICES DUE ON/BEFORE 11/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
PUBLIC FACILITIES PLANNING			
81	SPECIAL PROJECTS		
212055	MEYER GROUP ARCHITECTURE	8,352.39	765.00
	SPECIAL PROJECTS		765.00
PERMANENT IMPROVEMENT			
56	CONSTRUCTION & MAINTENANCE		
222601	MN POLLUTION CONTROL AGENCY		562.50
	CONSTRUCTION & MAINTENANCE		562.50
PARK FUND			
45	CULTURE AND RECREATION		
112050	ADVANCED SERVICES INC	1,127.00	245.00
112650	AJ'S LAWCARE, INC	2,627.40	70.20
116975	AMI CONSULTING ENGINEERS PA		4,110.00
125700	BEST OIL COMPANY	90,003.52	1,645.80
137310	CENTURY LINK	23,814.43	173.31
142800	CLOQUET SANITARY SERVICE	8,910.93	279.19
175950	GRAPHIC TECHNOLOGIES	6,353.57	130.00
211300	MENARDS	285.70	40.88
211400	MENARDS	5,874.59	21.30
229500	NAPA AUTO PARTS	7,700.84	73.71
248650	THE PROJECT CENTER	2,496.70	131.58
289015	WELLS FARGO CREDIT CARD	80,924.72	302.06
290300	WIDDES FEED & FARM SUPPLY	994.90	168.75
	CULTURE AND RECREATION		7,391.78
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
219067	MN DEPT OF ADMINISTRATION	21,687.36	2,140.20
251250	RADCO - DULUTH	1,749.00	490.88
	PUBLIC SAFETY		2,631.08
CAPITAL PROJECTS - REVOLVING			
00			

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CITY OF CLOQUET
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INVOICES DUE ON/BEFORE 11/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CAPITAL PROJECTS - REVOLVING			
00			
173575	GEORGE BOUGALIS & SONS INC	1,552,428.67	-17,202.03
			-17,202.03
81	SPECIAL PROJECTS		
159275	E P C ENGINEERING & TESTING	26,209.00	1,898.00
173575	GEORGE BOUGALIS & SONS INC	1,552,428.67	344,040.66
	SPECIAL PROJECTS		345,938.66
CITY SALES TAX CAPITAL			
00			
127400	OSCAR J BOLDT CONSTRUCTION	237,957.07	-8,779.85
280400	ULLAND BROTHERS, INC.	2,456,443.90	35,817.47
			27,037.62
81	SPECIAL PROJECTS		
127400	OSCAR J BOLDT CONSTRUCTION	237,957.07	175,597.00
128075	BRAUN INTERTEC CORP	11,561.25	17,710.50
176200	GRAYBAR ELECTRIC COMPANY INC	2,562.00	8,216.00
261800	SEH	610,684.60	2,051.28
280400	ULLAND BROTHERS, INC.	2,456,443.90	927,140.10
	SPECIAL PROJECTS		1,130,714.88
WATER - LAKE SUPERIOR WATERLIN			
50	STATION 1		
233850	NORTH STATES CRANE & HOIST		300.00
	STATION 1		300.00
51	STATION 2		
121000	ARROWHEAD SPRINGS INC	1,322.75	36.25

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
137310	CENTURY LINK	23,814.43	202.13
139025	CINTAS	2,717.36	85.79
288150	WASTE MANAGEMENT NORTHERN MN	367.20	73.44
	STATION 2		397.61
52	LAKE SUPERIOR WATERLINE		
114700	AMERICAN CAST IRON PIPE CO.		22,714.47
116975	AMI CONSULTING ENGINEERS PA		2,740.00
119700	ARROWHEAD CONCRETE WORKS, INC.	1,379.80	752.75
125700	BEST OIL COMPANY	90,003.52	1,206.35
153800	DIGGERS HOTLINE, INC.	124.80	35.30
165375	FERGUSON WATERWORKS #2516	26,484.69	6,515.87
190700	JAMAR COMPANY	16,096.49	189.27
248100	PROCESS MEASUREMENT COMPANY		236.68
261800	SEH	610,684.60	1,929.52
284875	VERIZON WIRELESS	30,581.51	35.01
R0001677	STERICYCLE		599.40
R0001680	THOMPSON PIPE GROUP - PRESSURE		1,925.00
	LAKE SUPERIOR WATERLINE		38,879.62
WATER - IN TOWN SYSTEM			
00			
R0001676	COUNTRY CLUB PATIO HOMES LLC		79.51
R0001678	JORDAN TILANDER		15.00
			94.51
49	CLOQUET		
125700	BEST OIL COMPANY	90,003.52	1,471.10
137310	CENTURY LINK	23,814.43	115.34
139025	CINTAS	2,717.36	22.43
141100	CLOQUET FORD-CHRYSLER CENTER	4,527.01	141.63
165375	FERGUSON WATERWORKS #2516	26,484.69	1,133.33
211400	MENARDS	5,874.59	64.97
229500	NAPA AUTO PARTS	7,700.84	1,428.04
233850	NORTH STATES CRANE & HOIST		150.00

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CITY OF CLOQUET
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INVOICES DUE ON/BEFORE 11/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN	TOWN SYSTEM		
49	CLOQUET		
240725	O'REILLY AUTO ENTERPRISES LLC	1,478.24	39.76
247400	396-PRAXAIR DISTRIBUTION, INC.	8,095.99	65.57
261750	SEELYE PLASTICS, INC.	22.31	12.71
261800	SEH	610,684.60	36,462.47
283700	USA BLUEBOOK	2,324.94	3,026.07
284875	VERIZON WIRELESS	30,581.51	35.01
289015	WELLS FARGO CREDIT CARD	80,924.72	819.92
	CLOQUET		44,988.35
54	BILLING & COLLECTION		
116100	AMERICAN PAYMENT CENTERS	276.00	92.00
142100	CLOQUET MAIL STATION	1,138.24	126.14
234600	NORTHERN BUSINESS PRODUCTS	8,504.34	40.75
278600	TWIN PORT MAILING	37,544.38	2,767.29
279100	U S BANK EQUIPMENT FINANCE	5,302.80	52.34
	BILLING & COLLECTION		3,078.52
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK	23,814.43	169.51
142800	CLOQUET SANITARY SERVICE	8,910.93	18.61
147050	CONSOLIDATED TELEPHONE COMPANY	5,494.10	130.83
175200	GOPHER STATE ONE CALL INC	1,627.10	74.52
234600	NORTHERN BUSINESS PRODUCTS	8,504.34	40.75
258200	RUDY GASSERT YETKA	159,210.40	412.50
279100	U S BANK EQUIPMENT FINANCE	5,302.80	22.12
289015	WELLS FARGO CREDIT CARD	80,924.72	375.00
	ADMINISTRATION & GENERAL		1,243.84
ENTERPRISE FUND - SEWER			
00			
286900	W L S S D	789,799.80	-3,832.00
			-3,832.00

DATE: 11/02/18
TIME: 12:57:47
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 11/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
125700	BEST OIL COMPANY	90,003.52	971.62
139025	CINTAS	2,717.36	14.95
207400	MANEY INTERNATIONAL INC	12,755.42	816.44
229500	NAPA AUTO PARTS	7,700.84	58.72
247400	396-PRAXAIR DISTRIBUTION, INC.	8,095.99	43.71
284875	VERIZON WIRELESS	30,581.51	35.01
286900	W L S S D	789,799.80	81,770.00
R0001679	VIRGINIA RUBBER CORPORATION		301.73
	SANITARY SEWER		84,012.18
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK	23,814.43	113.01
142800	CLOQUET SANITARY SERVICE	8,910.93	18.61
147050	CONSOLIDATED TELEPHONE COMPANY	5,494.10	87.22
175200	GOPHER STATE ONE CALL INC	1,627.10	49.68
234600	NORTHERN BUSINESS PRODUCTS	8,504.34	40.74
279100	U S BANK EQUIPMENT FINANCE	5,302.80	22.12
	ADMINISTRATION & GENERAL		331.38
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
289015	WELLS FARGO CREDIT CARD	80,924.72	136.17
	ADMINISTRATION & GENERAL		136.17
CABLE TELEVISION			
45	CULTURE AND RECREATION		
121000	ARROWHEAD SPRINGS INC	1,322.75	30.00
137310	CENTURY LINK	23,814.43	63.42
162640	ENVENTIS TELECOM INC	425.87	47.24
210450	MEDIACOM LLC.	2,146.95	94.25
	CULTURE AND RECREATION		234.91

EMPLOYEE SEVERANCE

DATE: 11/02/18
TIME: 12:57:47
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 10

INVOICES DUE ON/BEFORE 11/09/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
152775	DELTA DENTAL OF MINNESOTA	12,706.20	85.95
271975	TEAMSTERS JOINT COUNCIL 32	289,575.55	1,390.65
	EMPLOYEE VACATION & SICK		1,476.60
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
125700	BEST OIL COMPANY	90,003.52	4,579.93
142800	CLOQUET SANITARY SERVICE	8,910.93	41.35
275050	TITAN ENERGY SYSTEMS INC	338.25	291.87
	PUBLIC SAFETY		4,913.15
	TOTAL ALL DEPARTMENTS		1,837,116.26



DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
Street - Water - Sewer – Engineering - Park
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: John Anderson, Assistant City Engineer
Reviewed by: Aaron Reeves, City Administrator *AR*
Date: November 08, 2018

ITEM DESCRIPTION: Set Public Hearing Date on Proposed 2019 Sewer Extension on Washington Avenue

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION 18-77, SETTING A PUBLIC HEARING DATE ON THE PROPOSED 2019 SEWER EXTENSION ALONG WASHINGTON AVENUE FROM 14TH STREET TO 12TH STREET** with a proposed hearing date of December 4, 2019.

Background/Overview

Carlton County is scheduled to reconstruct Washington Avenue from TH 33 to 29th Street in Scanlon. The City has received a petition to extend sanitary sewer from 100% of the property owners of the area currently unserved by sanitary sewer along this corridor. This area is the south side of Washington Avenue between 14th Street and 12th Street and includes 4 properties. Currently, of the four properties, three have homes and one is vacant. As part of the City's 5-Year Capital Improvement Program (CIP) and approved budget, plans are proposed to extend sanitary sewer to serve these properties.

The Washington Avenue Project will also include a few maintenance items related to the existing sewer and water in this corridor including:

- replacing several fire hydrants
- extending sewer and water stubs to the right of way for structures that currently have no sewer or water service off existing mains
- abandoning a redundant section of watermain that currently provides no service and has a history of breaks
- repairing broken sanitary sewer pipe

The first step in the sewer extension process is to conduct a public hearing at which the results of a feasibility study will be presented and the benefiting property owners will have the opportunity to address the City Council on the matter. If so directed, staff will send out notices of the public hearing as well as hold an informal meeting with the benefiting properties prior to the public hearing.

To Mayor and Council
Set Public Hearing, Washington Ave
November 8, 2018
Page 2

Preliminary plans for the project have been prepared and in accordance with MN Statutes Chapter 429, the City Council is required to schedule and give notice of a Public Hearing on the proposed improvement. During this meeting, the Council will take formal public input to assist them in their decision as to how the City should proceed.

Policy Objectives

To respond to the petition submitted and advance proposed capital improvement projects but prior to approval, affected property owners shall be provided an opportunity to make comments about the proposed improvement in accordance with State Statutes.

Financial Impacts

The approved 2019 budget includes an estimated cost for this project of \$210,000. The sanitary sewer extension is estimated to be \$76,700 and would be funded 100% by the sanitary sewer fund with any assessed amounts collected credited back to the sanitary sewer fund. The preliminary engineer's estimate for the sanitary sewer extension portion of the project of \$76,700 is intended to be conservative as the design continues to progress.

A preliminary assessment role has been prepared in accordance with Chapter 12 of City Code. The preliminary assessment role is attached. Total assessment estimates are equal to \$38,350 or 50% of the total sewer extension project cost. Chapter 12 requires for sewer extensions that 100% of the cost is assessed to the benefiting properties. Since the properties on the north side of Washington Avenue are currently served with sanitary services from a direction other than the frontage along Washington Ave, the cost is not shared by both sides of the road. Considering the improvement only benefits the properties on the south side, staff's interpretation of the code is to require only 50% of the cost be assessed and the other 50% to be paid by the sanitary sewer fund.

Advisory Committee/Commission Action

N/A

Supplemental Documents Attached

- Resolution No. 19-77
- Location Map
- Petition for Sanitary Sewer Extension
- Preliminary Assessment Role
- Preliminary Cost Estimate

**CITY OF CLOQUET
COUNTY OF CARLTON
STATE OF MINNESOTA**

RESOLUTION NO. 19-77

**RESOLUTION SETTING A PUBLIC HEARING DATE ON THE PROPOSED
2019 SEWER EXTENSION ALONG WASHINGTON AVENUE FROM
14TH STREET TO 12TH STREET**

WHEREAS, In accordance with the City of Cloquet's Capital Improvement Program and approved budget; and

WHEREAS, A petition for sewer extension has been submitted by 100% of the benefiting properties; and

WHEREAS, It is anticipated that benefitted properties will be assessed for a portion of the project costs, pursuant to Minnesota Statutes, Chapter 429 and Chapter 12 of City Code.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA:

1. That the Council will consider the extension of sanitary sewer along Washington Avenue from 12th Street to 14th Street in accordance with the Capital Improvement plan and the possible assessment of abutting property for a portion of the cost of the improvements pursuant to Minnesota Statute, Chapter 429 at an estimated total cost of \$38,350.
2. A public hearing shall be held on December 4, 2018, in the City Council Chambers at 7:00 p.m.
3. The City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

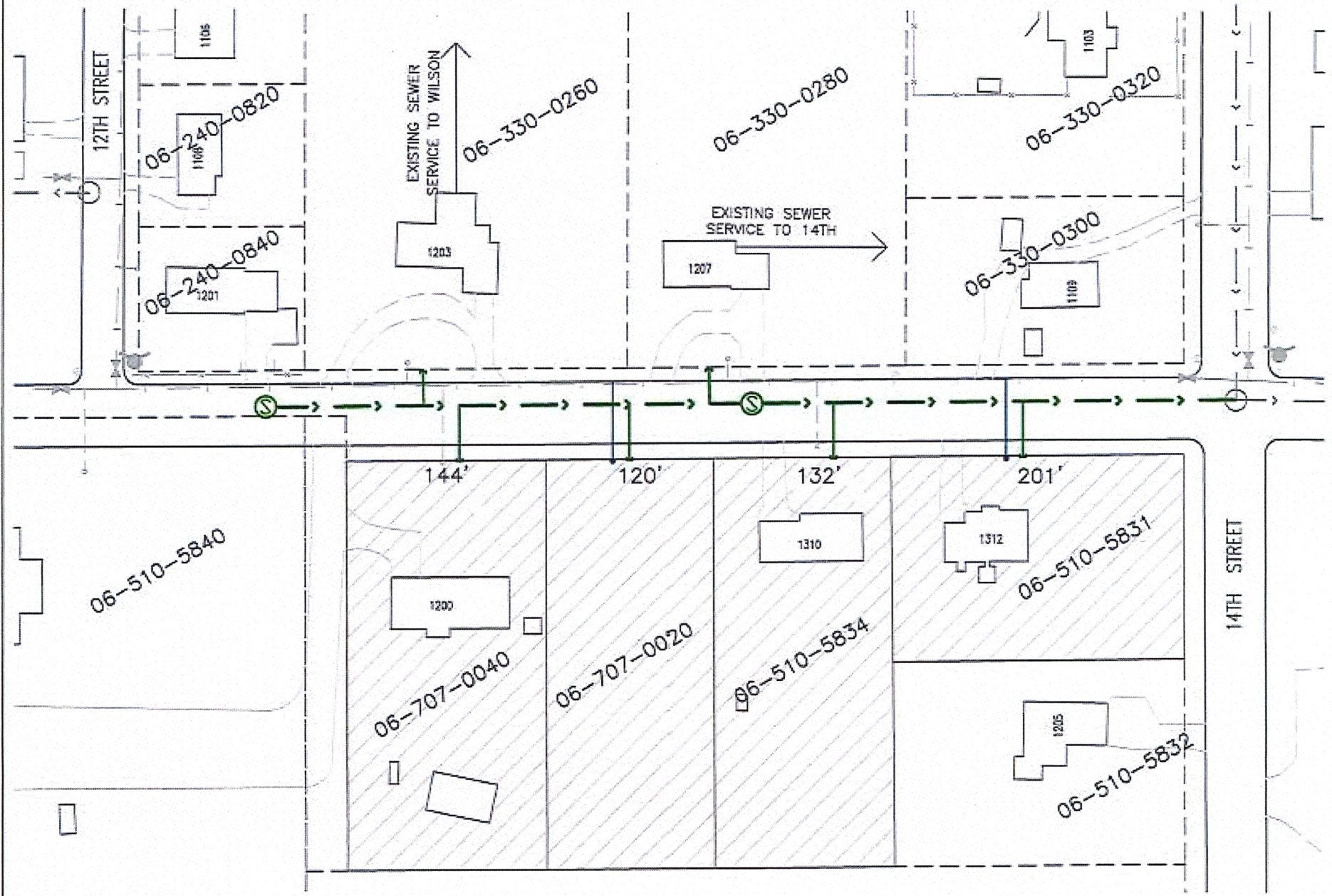
**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 8th
DAY OF NOVEMBER 2018.**

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

WASHINGTON AVENUE SANITARY SEWER EXTENSION



Jun-09

PETITION

To the Mayor and City Council
Cloquet, Minnesota 55720

Date Submitted: 9/6/18

We, the undersigned, owners of property abutting WASHINGTON AVE. + 14TH
Street, hereby petition the City of Cloquet to consider the INSTALLATION OF
CITY SEWER AND WATER.

pursuant to Minnesot Statues, Chapter 429.

It is our understanding, that prior to final approval, a feasibility study on this proposed project will have to be completed and all affected property owners will be advised as to those costs which will be assessed back to them, as a result.

NAME	ADDRESS
<u>JEFF Rock</u>	<u>1312 WASHINGTON AVE</u>
<u>CHRISTINA Rock</u>	<u>11</u>
<u>Mary Ellena</u>	<u>1205 14th ST</u>
<u>John Ellena</u>	<u>1205-14th ST.</u>
<u>David Lilney</u>	<u>1310 Washington Avenue</u>
<u>Lisa Lilney</u>	<u>1310 Washington Ave.</u>
<u>ROBERT M. KAINU</u>	<u>1200 WASH. AVE</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

2019 Washington Avenue Sanitary Extension
 Utility Construction
 City Contract No. 1084

Preliminary Project Assessment Roll

<u>Property Owner</u>	<u>Description</u>	<u>Parcel No.</u>	<u>Assessed Frontage</u>	<u>Sewer</u>
<u>MAKI'S ADDITION (Plat 707)</u>				
KAINU, ROBERT M & JULIE J 1200 WASHINGTON AVE CLOQUET MN 55720 1200 WASHINGTON AVE	MAKI'S ADDITION Block: 1 Lot: 2	06-707-0040	144.0	\$9,250.25
KAINU, ROBERT M & JULIE J 1200 WASHINGTON AVE CLOQUET MN 55720 EMPTY LOT	MAKI'S ADDITION Block: 1 Lot: 1	06-707-0020	120.0	\$7,708.54
<u>Unplatted Section 26 (Plat 510)</u>				
ST PAULS EVAN LUTHERAN CHURCH 1705 WILSON AVE CLOQUET MN 55720 1310 WASHINGTON AVE	E 132 FT OF W 426 FT OF N1/2 OF NE1/4 OF NE1/4 OF NE1/4 T49 R17 S26	06-510-5834	132.0	\$8,479.40
ROCK, JEFFREY S & CHRISTINA M 1312 WASHINGTON AVENUE CLOQUET MN 55720 1312 WASHINGTON AVE	N 183 FT OF NE1/4 OF NE1/4 OF NE1/4 EX W 426 FT THEREOF BEING SUBJ TO RTS OF EXIST PUBLIC RDS ON N AND E SIDES OF TRACT T49 R17 S26	06-510-5831	201.0	\$12,911.81
			Total Assessed Frontage —	597.0
			Total Assessed Amount —	<u>Sewer</u> \$38,350.00

Water & Sewer Utility Reconstruction \$ 64.24 Per Front Foot

The above numbers are a preliminary 10/31/18 estimate.

CITY OF CLOQUET, MINNESOTA
 CITY OF CLOQUET, MINNESOTA
 Washington Avenue Utility Extension
 City Project No. 1084
 Utility Reconstruction

ENGINEERS ESTIMATE

NOTES	SPEC NO.	CONTRACT ITEMS	UNIT	TOTAL C.P. 1050	UNIT PRICE	AMOUNT
	2211.503	AGGREGATE BASE (CV), CLASS 5	CU. YD.	200	45.00	\$9,000.00
	2451.507	GRANULAR BACKFILL (LV)	CU. YD.	100	20.00	\$2,000.00
	2451.507	GRANULAR BEDDING (CV)	CU. YD.	145	20.00	\$2,900.00
	2451.507	AGGREGATE BEDDING (MOD.) (CV)	CU. YD.	100	45.00	\$4,500.00
	2503.503	6" PVC PIPE SEWER, D3034 SDR 35	LIN. FT.	160	40.00	\$6,400.00
	2503.503	8" PVC PIPE SEWER, D3034, SDR 35	LIN. FT.	700	50.00	\$35,000.00
	2503.601	MISC. SEWER FITTINGS	LUMP SUM	1	2000.00	\$2,000.00
	2503.602	6"X8" PVC WYE, D3034, SDR35	EACH	4	400.00	\$1,600.00
	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	2000.00	\$2,000.00
	2506.502	CASTING ASSEMBLY	EACH	2	700.00	\$1,400.00
	2506.503	CONST DRAINAGE STRUCTURE DESIGN 4007	LIN. FT.	22.00	450.00	\$9,900.00

TOTAL ESTIMATE ----- \$76,700.00



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: areeves@cloquetmn.gov
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: November 8, 2018

ITEM DESCRIPTION: Senior Center Site Lease Agreement Update

Proposed Action

Approve the Senior Center Site Lease Agreement as presented.

Background/Overview

The site lease agreement with the Cloquet Senior Citizens Club has not been updated since 2005. Due to declining revenues the Club can no longer afford to pay the \$300/month rent. The Club provides a valuable service to our area senior citizen's and have been excellent tenants of our facility. I recommend waiving the monthly rent and providing our facility free of charge to continue this valuable service to our senior citizens.

Supporting Documentation Attached

Site Lease Agreement

**CLOQUET SENIOR CENTER
SITE LEASE**

This Lease begins on November 7, 2018, by and between the Cloquet Senior Citizens Club (Lessee), 1100 Olympic Drive, Cloquet, MN 55720, and the City of Cloquet, 1307 Cloquet Avenue, Cloquet, MN 55720.

SUBJECT PROPERTY

The above stated parties agree to the following terms regarding the Cloquet Senior Center located at, 1100 Olympic Drive, Cloquet, MN 55720.

SUBJECT AREA

The Lessee shall have access to the multi-purpose room area from 8:00 a.m. – 4:00 p.m., Monday through Friday, and other days as may be needed (i.e.: Saturday Spaghetti Dinners, etc.).

TERMS OF LEASE

The term of this Lease shall be indefinite. Either party may cancel this Lease by giving thirty (30) days written notice to the other party of its intent to terminate this Lease. Written notice shall be given by either party to the other party at the following addresses:

President
Cloquet Sr. Citizen's Club
1100 Olympic Drive
Cloquet, MN 55720

Mayor
City of Cloquet
1307 Cloquet Avenue
Cloquet, MN 55720

The terms and conditions of this Lease can be modified only upon mutual written agreement of the parties.

MONTHLY RENT

Lessee's use of the Subject Area is allowed by the City at no cost.

CITY RESPONSIBILITIES

1. The City will provide access to the multi-purpose room from 8:00 a.m. – 4:00 p.m., Monday through Friday. Such space shall be shared with the Arrowhead Economic Opportunity Agency which shall provide senior dining services from 10:00 a.m. – 1:00 p.m. The multi-purpose room is a place where program guests can feel safe and welcome. This room shall be provided as a Senior Citizens Center and will be arranged so that it is comfortable and promotes fellowship among the guests.
2. The City will provide a closet area for storage of senior citizen supplies, tables, etc.
3. The City will maintain the building structure and all major mechanical equipment related to the operation of the center (i.e.: furnace, kitchen equipment, hot water heater, etc.).

4. The City retains the right to lease out the facility on week days after 4:00 p.m. and anytime on weekends. These revenues will be used to offset its costs to operate and maintain the facility.
5. In the case of rentals, the City will be responsible for any additional janitorial or maintenance necessary as a result of a renter leaving the space in a condition not in compliance with rental agreements.
6. The City prohibits offensive behavior, language, smoking, or signage within the facility.
7. As owner of the building and property, the City shall maintain property and general liability insurance coverage on the building and City owned equipment.
8. The City will be responsible for all utility bills associated with the operation of the Center including electricity, natural gas, sewer, and water.
9. The City shall make available shared parking in the adjacent lot and shall be responsible for the removal of snow from the driveway and parking areas.

SENIOR CITIZENS CLUB RESPONSIBILITIES

1. Should the Lessee desire phone service, the Seniors will provide access to and pay for its own telephone service.
2. The Lessee will be responsible for keeping the premises continually in a neat, clean, and respectable condition, except for cleaning after senior dining, kitchen cleaning, and bathroom cleaning which shall be AEOA's responsibility. The Seniors will keep the building entry free of debris and obstructions. Lessee is responsible for all janitorial and cleaning within the Senior Center and restroom areas. Commercial carpet cleaning shall be undertaken at the mutual agreement of both the Lessee and AEOA.
3. The Lessee will be responsible for the maintenance of all mechanical equipment (i.e., television, VCR, refrigerators, computers, window coverings, etc.) owned by the Lessee and used within the facility.
4. The Lessee will provide its own general liability insurance coverage for the area of the facility that it will utilize. Such insurance shall identify the City as a named co-insured. The insurance shall not be canceled without the consent of both parties. Lessee shall provide the City with a copy of a certificate of insurance each year.
5. The Lessee shall coordinate for its own garbage service.
6. The Seniors shall not have access to the main kitchen without the authorization of the City and AEOA. There will be no additional expense for use of the kitchen by the Lessee unless other kitchen staff is required to be present.
7. For use of the Subject Area, outside of the normal time and days identified above, the Lessee shall provide the City with advance notice so as to avoid conflict with the efforts of the City to rent the facility for other uses.

DAMAGE OR DESTRUCTION OF FACILITY

In the case the above described facility is damaged or destroyed by any cause against which insurance coverage is carried as set forth herein, at the option of the City, the proceeds of such insurance shall either be used to compensate the City for the loss of its building and or equipment or will be used to repair, restore, or rebuild the facility for use under the terms of this agreement at the sole discretion of the City.

GOVERNING LAW AND SUCCESSORS

This agreement shall be governed and construed under the laws of the State of Minnesota, the State in which the leased premises is located, and shall be binding and insure to the benefit of the parties and their respective successors, transferees and assigns.

The hereto mentioned parties accept this agreement as signed by the designated officers.

President
Cloquet Senior Citizen's Club
1100 Olympic Drive
Cloquet, MN 55720

Dave Hallback, Mayor
City of Cloquet
1307 Cloquet Avenue
Cloquet, MN 55720

Date _____

Date _____



CLOQUET POLICE DEPARTMENT

Jeffrey D. Palmer
Chief of Police

508 CLOQUET AVENUE
CLOQUET, MINNESOTA 55720-1799
records@ci.cloquet.mn.us

Phone 218-879-1247
Fax 218-879-1190

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Jeffrey D. Palmer, Chief of Police *JDP*
Reviewed by: Aaron Reeves, City Administrator *AR*
Date: November 1, 2018

ITEM DESCRIPTION: Acceptance of Monetary K9 Donation

Proposed Action

Staff recommends the acceptance of a \$1,000 donation to be applied towards the Cloquet Police Department's new narcotics detection K9.

Background/Overview

The Police Department currently has one narcotics detection K9 assigned to the Detective Division and we are in the process of adding a second narcotics detection K9, which will be assigned to the Patrol Division. The second K9 will help double our efforts to battle the current drug epidemic our community is facing.

We have received an unsolicited donation of \$1,000 to help with the expansion of our K9 program.

Policy Objectives

The acceptance of the donation will help with costs associated with the expansion of our K9 program.

Essential Functions of the Job

N/A

Financial/Budget/Grant Considerations

This donation will offset the cost of associated with the expansion of our K9 program.

Advisory Committee/Commission Action

None

Supporting Documentation Attached

None

MAYOR'S PROCLAMATION

City of Cloquet

WHEREAS, the City of Cloquet, MN, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 30.2 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, are responsible for 65.9 percent of net new jobs created over the past 20 years; and

WHEREAS, small businesses employ over 47.5 percent of the employees in the private sector in the United States; and

WHEREAS, 90 percent of consumers in the United States agree that Small Business Saturday has had a positive impact on their community; and

WHEREAS, 89 percent of consumers who are aware of Small Business Saturday said the day encourages them to Shop Small all year long; and

WHEREAS, 73 percent of consumers who reportedly Shopped Small at independently-owned retailers and restaurants on Small Business Saturday did so with friends or family; and

WHEREAS, the most reported reason for consumers aware of the day to shop and dine at small, independently-owned businesses was to support their community; and

WHEREAS, the City of Cloquet supports our local businesses that create jobs, boost our local economy and preserve our communities; and

WHEREAS, advocacy groups as well as public and private organizations across the country have endorsed the Saturday after Thanksgiving as *Small Business Saturday*.

THEREFORE, BE IT RESOLVED, that I, Dave Hallback, Mayor of Cloquet, Minnesota, do hereby proclaim November 24, 2018, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on *Small Business Saturday* and throughout the year.



Dave Hallback, Mayor



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: areeves@cloquetmn.gov
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: November 8, 2018

ITEM DESCRIPTION: Police Department Supervisor Unionization

Proposed Action

Approve the “joint request” and “card check” options.

Background/Overview

Teamsters, Local 320 filed a Joint Request for Certification of Exclusive Representative with State of Minnesota, Bureau of Mediation Services (BMS) on October 18, 2018, in which it is requesting that BMS order that it be the exclusive representative (a.k.a., union) of “Police Chief and Command Staff excluding all other City employees.”

BMS inquired whether the parties desired to have BMS determine whether Teamsters, Local 320 should be the exclusive representative through a mail ballot election or “card check.” A union cannot represent employees in Minnesota’s public sector unless and until a majority of employees approve such representation.

At the meeting in which this issue will be discussed, the City Council will consider and determine:

1. Whether it approves the “joint request” with Teamsters, Local 320 that it should represent the Police Chief and Commanders
2. Whether it approves a “card check” or a “mail ballot election” to determine whether a majority of the employees in the proposed bargaining unit approve being represented by Teamsters, Local 320.

Supporting Documentation Attached

- Joint Request Filing

From: MN BMS PETITIONS <forms@formexperts.com>
Date: Thu, Oct 18, 2018 at 2:23 PM
Subject: Joint Request for Certification of Exclusive Repre
To: <kziegler@teamsterslocal320.org>

The Petition has been successfully submitted. Forward a copy of this e-mail confirmation to the other party(s). Do not reply to this e-mail. If you have questions, please contact Janet Johnson at 651-649-5426.

REMINDERS:

- 1) AUTHORIZATION CARDS SUBSTANTIATING MAJORITY SUPPORT MUST BE SUBMITTED TO THE BUREAU OF MEDIATION SERVICES BY MAIL, FAX OR HAND DELIVERY BEFORE THIS PETITION WILL BE PROCESSED. BE CERTAIN TO IDENTIFY THE EMPLOYER WHEN SUBMITTING THE CARDS.
- 2) THIS IS A JOINT PETITION WHICH WILL NOT BE PROCESSED BY THE BUREAU OF MEDIATION SERVICES UNTIL WE RECEIVE WRITTEN CONFIRMATION FROM THE NON-SUBMITTING PARTY(S). WRITTEN CONFIRMATION CAN BE SENT FROM THE OTHER PARTY(S) BY FORWARDING THIS E-MAIL TO JANET.JOHNSON@STATE.MN.US.
- 3) THE UNDERSIGNED AFFIRM THAT THE EMPLOYEE ORGANIZATION DOES, IN FACT, REPRESENT MORE THAN 50% OF THE EMPLOYEES IN THE APPROPRIATE UNIT.
- 4) A COPY OF THE CURRENT CONSTITUTION AND BY-LAWS (UNLESS PREVIOUSLY SUBMITTED) MUST ACCOMPANY THIS PETITION. IF YOU WERE UNABLE TO UPLOAD A FILE, THEY MAY BE FAXED TO 651-643-3013, MAILED OR HAND DELIVERED TO 1380 ENERGY LANE, SUITE 2, ST. PAUL, MN 55108.
- 5) THE PETITION HAS BEEN SUBMITTED ONLINE, DO NOT MAIL, FAX OR E-MAIL THE ORIGINAL.

The following is a copy of the data submitted for your records:

IS THE EMPLOYER A PUBLIC OR PRIVATE ORGANIZATION? Public

The undersigned petitioner requests that the Minnesota Bureau of Mediation Services investigate the above referenced matter and resolve such in accordance with applicable state law (Minn. Stat. Chapter 179 and 179A).

NAME OF UNION: Teamsters Local 320
UNION ADDRESS: 3001 University Ave SE #500
CITY: Minneapolis **STATE:** MN **ZIP:** 55414

NAME OF REPRESENTATIVE: Mr. Erik Skoog, Business Agent
Check if the following contact information is the same as above: Yes
REPRESENTATIVE ADDRESS:
CITY: **STATE:** MN **ZIP:**
DAYTIME PHONE: 612 378 8708 **EXT.:**
CELL PHONE: 612 581 9873
E-MAIL ADDRESS: eskoog@teamsterslocal320.org

Check if the following contact information is the same as above: Yes
NAME OF LEGAL COUNSEL/CONSULTANT (if any):
COUNSEL/CONSULTANT ADDRESS:
CITY: **STATE:** MN **ZIP:**
DAYTIME PHONE: **EXT.:**
CELL PHONE:
E-MAIL ADDRESS:

NAME OF EMPLOYER: City of Cloquet
EMPLOYER ADDRESS: 1307 Cloquet Avenue
CITY: Cloquet **STATE:** MN **ZIP:** 55720

NAME OF REPRESENTATIVE: Aaron Reeves, City Administrator
Check if the following contact information is the same as above: Yes
REPRESENTATIVE ADDRESS:
CITY: **STATE:** MN **ZIP:**
DAYTIME PHONE: 218 879 3347 **EXT.:**
CELL PHONE:
E-MAIL ADDRESS: areeves@cloquestmn.gov

Check if the following contact information is the same as above: Yes