



CITY OF CLOQUET
City Council Agenda
AMENDED
Tuesday, December 4, 2018
7:00 p.m.
City Hall Council Chambers

The Work Session is Cancelled

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
 - a. Approval of December 4, 2018 Council Agenda
4. **Approval of Council Minutes**
 - a. Work Session Minutes from the November 20, 2018 meeting
 - b. Regular Council Minutes from the November 20, 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. 18-83, Authorizing the Payment of Bills and Payroll
 - b. 2019 Public Works Position Appointment – Jeremiah Johnson
 - c. Public Safety Building Transfer to Cloquet Area Fire District
 - d. “LOST” Legislative Change Lobbying Agreement
 - e. Resolution No. 18-91, A Resolution Approving the Purchase of Member’s Cooperative Credit Union Building
 - f. Resolution No. 18-86, A Resolution Approving the Sale of the Old Water Tower Property Located at the 200 Block of Avenue E; Resolution No. 18-87, A Resolution Approving the Sale of the Airport Road Property Located at 1607 Airport Road; Resolution No. 18-88, A Resolution Approving the Sale of the City Hall Property Located at 1307 Cloquet Avenue
 - g. 2019 Employee Pay Plan
 - h. Braun Park Scoreboard Purchase
 - i. Resolution No. 18-90, A Resolution Ordering Improvement and Preparation of Plans and Specifications for the Proposed 2019 Sewer Extension Along Washington Avenue from 14th Street to 12th Street and Establishment of Connection Fees for Benefitting Properties
 - j. 2019 Business License Renewals
 - k. New Tobacco and Off-Sale Liquor License for The Crotteau Company DBA Cold One Liquor



**CITY OF CLOQUET
City Council Agenda
AMENDED
Tuesday, December 4, 2018
7:00 p.m.
City Hall Council Chambers**

6. Public Hearings

- Resolution No. 18-84, A Resolution Adopting the 2019 Budget
- Resolution No. 18-85, A Resolution Adopting Sums of Money to be Levied for Levy Year 2018, Payable in 2019

7. Presentations

None.

8. Council Business

- Ordinance No. 475A, An Ordinance to Amend Chapter 17 of the Municipal Code Pertaining to the Highway 33 Design Standards
- Ordinance No. 476A, An Ordinance to Amend Chapter 17 of the Municipal Code Pertaining to Irrigation Requirements
- Ordinance No. 477A, An Ordinance to Amend Chapter 17 of the Municipal Code Pertaining to Parking in the Historic Commercial District
- Personnel Policies Handbook Update, Section 3.2, Compensatory Time
- Resolution No. 18-89, Resolution Approving Exempt Permit to Conduct A Raffle Event at FDL Tribal and Community College – Food for Thought
- Temporary On-Sale Liquor License – Food for Thought

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, November 20, 2018

DRAFT

Councilors Present: Bjerkness, Kolodge, Langley, Rock, Wyman
Absent: Mayor Hallback, Maki
Staff: Klassen, Hansen, Peterson, K. Schroeder (CAFD)

Public Safety Building Transfer to CAFD

Discussion of options for transferring the current public safety building to the CAFD. Mr. Reeves is in favor of transferring it for \$1 with the condition that if the CAFD sells it in the future, any profits above the amount spent on repairs would be split between the CAFD and the City.

Chief Schroeder stated the long-term plan is not to stay in the building, but it buys them time to finish with legislation and start construction on a new building. Repairs to be made to the building include a new roof, plumbing and electrical. Repairs are estimated at \$260,000. The building does not provide enough space to host the entire department, but the goal of a future new facility will be to bring the department to one central location.

CAFD Board member Eric Risch voiced his concern with moving forward with a \$1 transfer of the building and if it can't be sold in the future after doing extensive repairs, what will the options be at that time? Discussion followed regarding what responsibility the city would have, the cost of demolishing it or selling it to another business.

Council is in agreement with transferring the building to the CAFD for \$1. The agreement will be updated and presented for approval to the CAFD Board and then City Council at their December 4th. meeting. Transfer of the building can occur any time after the police department has moved out in early 2019.

CAFD 2019 Budget Levy/Update

Chief Schroeder gave a brief review of the CAFD Budget/Levy for 2019. He explained the substantial levy increase of 10.5% is due to staffing increases and facilities issues. There is a 2.4% tax increase for Cloquet residents. Also noted is the 8% increase in staffing due to increased ambulance runs.

2019 Final Budget and CIP Review

Mr. Reeves gave a final review of the proposed 2019 budget. Staff is recommending a 1.5% levy decrease. Review of the estimated tax impact statement reflecting the levy decrease. The CIP has not changed since the last review. Projects reflected in the CIP are accounted for in the budget.

The public hearing will take place at the December 4th Council meeting before the budget approval

Snow Removal

Discussion of sidewalk snow removal. Citizens have voiced concern over kids walking on the streets to school. The city does not have an ordinance regarding private sidewalk snow removal and it can only be enforced if there are complaints. City Engineer Peterson explained the city does

snow removal on priority sidewalks such as high traffic areas and sidewalks adjacent to schools. Mr. Peterson also stated we don't have enough staff or snow removal equipment to clear sidewalks for the entire city. The age and condition of some of the sidewalks also play a role in non-snow removal.

There being no further business, the meeting adjourned at 6:00 p.m.

Respectfully Submitted,

Aaron Reeves
City Administrator

Regular Meeting

DRAFT

Roll Call

Councilors Present: Bjerkness, Kolodge, Langley, Rock Wyman

Councilors Absent: Mayor Hallback, Maki

Pledge of Allegiance

AGENDA

MOTION: Councilor Langley moved and Councilor Kolodge seconded the motion to approve the November 20, 2018 agenda. The motion carried unanimously (5-0).

MINUTES

MOTION: Councilor Wyman moved and Councilor Langley seconded the motion to approve the minutes of the Work Session and Regular Meeting of November 8, 2018. The motion carried unanimously (5-0).

CONSENT AGENDA

MOTION: Councilor Rock moved and Councilor Wyman seconded the motion to remove item 5.c., *Resolution No. 18-82, Entering into an Agreement with Carlton County for Washington Avenue Improvements* from the Consent Agenda and add to Council Business as item 8.C. The motion carried unanimously (5-0).

MOTION: Councilor Wyman moved and Councilor Langley seconded the motion to remove item 5.d. *Ordinance No. 475A, An Ordinance to Amend Chapter 17 of the Municipal Code Pertaining to the Highway 33 Design Standards, Irrigation Requirements and Parking in the Historic Commercial District* from the Consent Agenda and add to Council Business as item 8.d. The motion carried unanimously (5-0).

MOTION: Councilor Wyman moved and Councilor Rock seconded the motion to adopt the amended Consent Agenda of November 20, 2018 approving the necessary motions and resolutions. The motion carried unanimously (5-0).

- a. Resolution No. 18-80, Authorizing the Payment of Bills
- b. Resolution No. 18-79, Setting a Public Hearing Date on the Proposed 2019 Pine Tree Plaza Frontage Road Improvements
- c. 2019 Public Works Position Appointments

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

REMOVAL OF PUBLIC NUISANCE AND HAZARDOUS BUILDING, 316 20TH STREET

MOTION: Councilor Rock moved and Councilor Kolodge seconded the motion to approve **RESOLUTION NO. 18-78, RESOLUTION ORDERING THE REMOVAL OF A PUBLIC NUISANCE AD HAZARDOUS BUILDING LOCATED AT 316-20TH STREET, CLOQUET, MN** and enter into contract with Land Logic in the amount of \$5,980 to demolish 316 20th Street. The motion carried unanimously (5-0).

WHEREAS, pursuant to Cloquet City Code §§ 7.1.01 to 7.1.07, and Minn. Stat. §§ 463.15 to 463.261, the City Council of the City of Cloquet finds the residence on the property located at 316 20th Street to be a public nuisance and hazardous building for the following reasons:

1. The home has lacked water and sewer utility service since June 12, 2014 which is required by Cloquet City Code Section 10.3.05 Subd. 2 Subp. B. The City of Cloquet posted this building as UNFIT FOR HUMAN HABITATION on June

- 24, 2014.
2. The home has lacked electricity since August 28, 2014 which is required by City Code 10.3.05 Subd. 2 Subp. E.
 3. The house has settled onto the crawl space and is no longer supported on the actual foundation on which the home was originally constructed indicating a complete foundation failure.
 4. The floor system inside of the home is structurally compromised due to water infiltration from insufficient roof covering.
 5. Roof, ceiling, and wall framing are structurally compromised due to rot and decay of these building elements due to water intrusion due to insufficient roof covering.

WHEREAS, the conditions listed above, which are more fully documented in the Building Inspection photos and Report prepared by Building Official Matt Munter on May 18, 2015, a copy of which is attached hereto as Exhibit A, which conditions have further deteriorated to date, make clear that due to neglect and deterioration, the residence located on the property at 316 20th Street endangers and constitutes a hazard to public health and safety, and also presents a danger as a fire hazard, and is therefore declared to be a Public Nuisance and Hazardous Building; and

WHEREAS, the legal description for 316 20th Street is as follows:

Lot 4, Block 1, LALONDE'S SECOND ADDITION to Cloquet, according to the plat thereof on file and of record in the office of the County Recorder, Carlton County, Minnesota. (PID No. 06-210-0080, ABSTRACT).

WHEREAS, the owner of record of said property is High Mark Management, LLC, a Minnesota limited liability company (Herein OWNER), which took possession under a Warranty Deed dated August 30, 2016, recorded January 12, 2017 as Document No. A000472471 in the Carlton County Recorder's Office, executed pursuant to a Purchase Agreement dated August 30, 2016 in which OWNER agreed to comply with a prior Order to Remove Vacant Hazardous Building issued by the City Building Official against the previous owner dated May 28, 2015; and

WHEREAS, OWNER has failed to comply with the prior Order, and has also failed to respond to City attempts at contact with Owner by letter dated September 18, 2017 and by letter from the City Attorney dated May 8, 2018; and

WHEREAS, the City may proceed with demolition of the Hazardous Building by signed Consent from OWNER or by Judgment of the District Court, allowing City to perform any demolition and cleanup that is necessary, to remove the Public Nuisance and Hazardous Building, and to charge any costs thereby incurred by the City as a special assessment against the property, payable in a single installment; and

WHEREAS, the property is vacant and has been secured by OWNER, and there are no occupying tenants; and

WHEREAS, pursuant to a search of the records of the Carlton County Recorder's Office, the City does not find and is not aware of any lienholder of record of said parcel other than Carlton County for delinquent property taxes in the amount of \$995.03 as of November 12, 2018; and

WHEREAS, bids for complete demolition and cleanup of the residence which constitutes a Public Nuisance and Hazardous Building at 316 20th Street have been received in amounts ranging from \$5,980.00 to \$8,900.00;

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

1. That pursuant to the foregoing findings and in accordance with Cloquet City Code § 7.1.07, and Minn. Stat. § 463.151 or § 463.16 (as appropriate), the Council orders the demolition and cleanup of the residence at 316 20th Street, which constitutes a Public Nuisance and Hazardous Building, which cleanup shall be commenced by OWNER within 20 days from the date of service of this Resolution/Order upon OWNER.
2. OWNER has 20 days from the date of service of this Resolution/Order to serve an answer in the manner provided for the service of an answer in a civil action, specifically denying such facts in the Resolution/Order as are in dispute; or to provide to City a signed Consent to Enter Property for Removal of Public Nuisance and Vacant Hazardous Building; or to commence with demolition and cleanup.

3. The City Attorney shall file a copy of this Resolution/Order, with proof of service attached, with the Carlton County District Court within 14 days of service upon the OWNER, and shall at the same time file for record with the County Recorder a Notice of Pendency of the proceeding, and shall file a motion for summary enforcement of this Resolution/Order one week thereafter unless OWNER has taken corrective action, or has provided the City with a signed Consent to Enter Property for Removal of Public Nuisance and Vacant Hazardous Building, or unless an answer has been filed.
4. Upon receipt by City of a signed Consent to Enter Property for Removal of Public Nuisance and Vacant Hazardous Building, or upon entry of judgment by the Carlton County District Court allowing enforcement of the Resolution/Order, demolition and cleanup of the Public Nuisance and Hazardous Building shall be commenced by the City or any of its designated agents as soon thereafter as is reasonably possible.
5. That in accordance with Minn. Stat. § 463.21 & § 463.24, when said Public Nuisance and Hazardous Building is cleaned up and removed by the City, the City may sell personal property, fixtures, and/or salvage materials at public auction after three days posted notice, or if without appreciable value, the City may destroy the same.
6. That the Council approves payment of up to \$5,980.00 in demolition and cleanup costs by the City which will be specially assessed against the property and collected in accordance with Minn. Stat. §§ 463.151, and 463.21, and shall be payable in a single installment.
7. That the City Attorney is authorized to proceed with the preparation of all documents and the taking of all actions necessary for enforcement of this Resolution/Order, including the filing of an action in the District Court for any appropriate Order needed.

CERTIFICATION OF UTILITY BILLS AND MISCELLANEOUS PROPERTY CHARGES

MOTION: Councilor Rock moved and Councilor Wyman seconded the motion to approve **RESOLUTION NO. 18-78, RESOLUTION ADOPTING AND CONFIRMING SPECIAL ASSESSMENTS FOR DELINQUENT UTILITIES AND MISCELLANEOUS BILLS.** The motion carried unanimously (5-0).

ENTERING INTO AN AGREEMENT WITH CARLTON COUNTY FOR WASHINGTON AVE IMPROVEMENTS

MOTION: Councilor Langley moved and Councilor Wynan seconded the motion to adopt **RESOLUTION NO. 18-82, A RESOLUTION ENTERING INTO AN AGREEMENT WITH CARLTON COUNTY FOR WASHINGTON AVENUE IMPROVEMENTS.** The motion carried (4-0), Councilor Rock abstained.

WHEREAS, Carlton County will perform bituminous paving, storm sewer rehabilitation, ADA improvements, and other associated construction upon and along Washington Avenue (CSAH 16) from Trunk Highway 33 to CSAH 45 according to County-prepared plans, specifications, and special provisions designated by the County as SAP 009-616-004 during the summer of 2019; and

WHEREAS, the City of Cloquet has requested that Carlton County include in its project improvements to municipal owned sewer and water facilities between Trunk Highway 33 and 22nd Street along Washington Avenue (CSAH 16).

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

The City of Cloquet enter into the Washington Avenue Reconstruction Agreement with Carlton County to provide for payment by the City to the County of the City's share of the costs of construction to be performed upon, along and adjacent to Washington Avenue from T.H. 33 to 22nd Street, within the corporate City limits under State Aid Project No. 009-616-004.

BE IT FURTHER RESOLVED that the City Engineer is authorized and directed to execute the Agreement and administer the Agreement on behalf of the City.

ZONING ORDINANCE TEXT AMENDMENT

MOTION: Councilor Wyman moved and Councilor Rock seconded the motion to table the adoption of **ORDINANCE NO. 475A, AN ORDINANCE TO AMEND CHAPTER 17 OF THE MUNICIPAL CODE PERTAINING TO THE HIGHWAY 33 DESIGN STANDARDS, IRRIGATION REQUIREMENTS AND PARKING IN THE HISTORIC COMMERCIAL DISTRICT**, requesting the three items be separated into individual ordinance amendments. The motion carried unanimously (5-0).

Section 1. **Section 17.5.15, Design Standards for the Highway 33 Corridor, Subd. 3 General Provisions** is amended to add:

- A. Exceptions will be allowed for high quality synthetic material that mimics brick, masonry or other appearance as approved by the City Planner/Zoning Administrator. Materials must be durable and properly maintained at all times.

Section 2. **Effective Date.** This ordinance shall take effect and be in force from and after its passage and publication in accordance with law.

PUBLIC COMMENTS

A Cloquet resident addressed the Council voicing his concern of the proposed reduction of hours of the CAT-7 Station Coordinator.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

There were none.

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

Aaron Reeves, City Administrator



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet, MN 55720
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: Nancy Klassen, Finance Director *(initials)*
Reviewed/Approved by: Aaron Reeves, City Administrator
Date: November 29, 2018

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 18-83, 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. 18-83

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	\$	429,538.80
207	Community Development Operating		10,245.58
225	Permanent Improvement		195.00
226	Park Fund		22,624.29
228	Senior Center		105.00
231	Public Works Reserve		2,211.54
403	Revolving Capital Projects		7,800.00
405	City Sales Tax Projects		5,037.10
600	Water - Lake Superior Waterline		91,189.20
601	Water - In Town		63,171.55
602	Sewer Fund		106,531.34
614	CAT-7		10,486.88
701	Employee Severance Benefits		1,476.60
	TOTAL:	\$	750,612.88

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 4TH DAY OF DECEMBER, 2018.**

ATTEST:

Dave Hallback, Mayor

Aaron Reeves, City Administrator

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 12/4/2018

Bills	330,618.12
Less: CAFD	0.00
Less: Library	0.00

Bills approved	330,618.12
----------------	------------

Other:	
Payroll	453,620.41
Payroll - benefits	<u>(33,625.65)</u>

Total Bills and Payroll Approved	<u><u>750,612.88</u></u>
-------------------------------------	--------------------------

DATE: 11/29/2018
TIME: 14:12:38
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/04/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
112050	ADVANCED SERVICES INC	1,372.00	147.00
122958	AUTO ZONE, INC.	1,624.84	19.50
125500	LEAGUE OF MN CITIES INSURANCE	1,409.85	208.00
128400	BRIGGS	7,000.00	13,052.02
128900	BROCK WHITE	4,148.18	861.00
134300	CARLTON COUNTY RECORDER	1,112.00	51.00
137310	CENTURY LINK	26,589.83	1,623.64
137340	CHAMBERLAIN OIL CO., INC.	38,536.92	450.76
139025	CINTAS	3,109.62	115.58
139800	CLOQUET AREA CHAMBER OF COMMER	54,544.37	4,911.50
145300	COMMUNITY PRINTING	9,077.70	150.50
150100	D A L C O	10,507.54	321.31
152775	DELTA DENTAL OF MINNESOTA	16,072.55	3,271.45
161675	EMC NATIONAL LIFE	17,598.75	1,236.50
162750	ENVIRONMENTAL RESOURCE ASSOC.	521.06	521.06
165375	FERGUSON WATERWORKS #2516	34,491.87	283.21
169000	FOND DU LAC POLICE DEPARTMENT	460.00	237.50
175950	GRAPHIC TECHNOLOGIES	6,958.57	50.00
179300	HACH COMPANY	1,403.18	279.89
186500	INDEPENDENT SCHOOL DISTRICT 94	72,175.00	4,460.26
190150	JEFF MAYER	286.95	105.00
195900	KINGSCOTE CHEMICALS, INC.	0.00	55.03
197775	KWIK TRIP INC	827.52	70.22
200750	LANDMARK ENVIRONMENTAL, LLC	2,676.00	195.00
202100	LAWSON PRODUCTS INC	3,456.49	664.85
206500	M R SIGN CO INC	1,978.40	303.98
207275	MAKI & OVEROM	555.00	270.00
210450	MEDIACOM LLC.	2,398.42	77.49
211300	MENARDS	821.05	63.53
211400	MENARDS	6,635.37	175.11
211700	METRO SALES, INC.	8,477.11	266.93
212400	MICHAUD DIST INC	253.00	22.00
219067	MN DEPT OF ADMINISTRATION	23,827.56	2,211.54
220500	MN DEPT OF HEALTH	17,569.00	5,830.00
227100	MORTON SALT	21,770.52	2,101.57
227750	MTI DISTRIBUTING, INC.	20,452.97	569.77
235125	NORTHERN LIGHTS DISPLAY LLC	5,249.00	4,690.00
238550	O'DAY EQUIPMENT LLC	727.42	2,790.94
240575	OPG-3 INC	7,221.10	3,700.00
241950	PACE ANALYTICAL SERVICES INC	4,522.05	100.00
244300	BRENT BELICH	3,981.00	954.00
247400	396-PRAXAIR DISTRIBUTION, INC.	8,901.57	318.05
257925	ROYAL TIRE INC	5,093.59	129.98
261800	SEH	683,337.69	8,147.10

DATE: 11/29/2018
TIME: 14:12:38
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 12/04/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
271975	TEAMSTERS JOINT COUNCIL 32	320,169.85	30,594.30
279100	U S BANK EQUIPMENT FINANCE	5,854.25	418.71
280400	ULLAND BROTHERS, INC.	3,420,487.59	114,527.52
284875	VERIZON WIRELESS	32,759.56	478.69
285400	VIKING ELECTRIC SUPPLY	365.09	41.40
286900	W L S S D	915,031.00	77,938.00
287800	WAL-MART COMMUNITY	1,330.11	132.06
287900	WAL-MART COMMUNITY	1,146.64	64.92
290300	WIDDES FEED & FARM SUPPLY	1,163.65	236.25
R0001680	THOMPSON PIPE GROUP - PRESSURE	1,925.00	40,122.50
	TOTAL ALL VENDORS:		330,618.12

DATE: 11/29/18
TIME: 14:13:04
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/04/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
152775	DELTA DENTAL OF MINNESOTA	16,072.55	3,185.50
161675	EMC NATIONAL LIFE	17,598.75	1,236.50
271975	TEAMSTERS JOINT COUNCIL 32	320,169.85	29,203.65
			33,625.65
41	GENERAL GOVERNMENT		
125500	LEAGUE OF MN CITIES INSURANCE	1,409.85	208.00
145300	COMMUNITY PRINTING	9,077.70	8.00
150100	D A L C O	10,507.54	160.65
211700	METRO SALES, INC.	8,477.11	100.09
212400	MICHAUD DIST INC	253.00	22.00
240575	OPG-3 INC	7,221.10	3,700.00
279100	U S BANK EQUIPMENT FINANCE	5,854.25	157.02
284875	VERIZON WIRELESS	32,759.56	210.06
287800	WAL-MART COMMUNITY	1,330.11	9.15
	GENERAL GOVERNMENT		4,574.97
42	PUBLIC SAFETY		
137310	CENTURY LINK	26,589.83	651.91
145300	COMMUNITY PRINTING	9,077.70	142.50
150100	D A L C O	10,507.54	160.66
169000	FOND DU LAC POLICE DEPARTMENT	460.00	237.50
197775	KWIK TRIP INC	827.52	70.22
207275	MAKI & OVEROM	555.00	270.00
279100	U S BANK EQUIPMENT FINANCE	5,854.25	209.35
287900	WAL-MART COMMUNITY	1,146.64	64.92
	PUBLIC SAFETY		1,807.06
43	PUBLIC WORKS		
122958	AUTO ZONE, INC.	1,624.84	19.50
137310	CENTURY LINK	26,589.83	137.10
137340	CHAMBERLAIN OIL CO., INC.	38,536.92	450.76
139025	CINTAS	3,109.62	27.16
202100	LAWSON PRODUCTS INC	3,456.49	332.42
206500	M R SIGN CO INC	1,978.40	303.98

DATE: 11/29/18
TIME: 14:13:04
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/04/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
43	PUBLIC WORKS		
211300	MENARDS	821.05	53.99
211400	MENARDS	6,635.37	65.16
211700	METRO SALES, INC.	8,477.11	44.50
227100	MORTON SALT	21,770.52	2,101.57
238550	O'DAY EQUIPMENT LLC	727.42	2,790.94
241950	PACE ANALYTICAL SERVICES INC	4,522.05	100.00
244300	BRENT BELICH	3,981.00	954.00
247400	396-PRAXAIR DISTRIBUTION, INC.	8,901.57	159.03
257925	ROYAL TIRE INC	5,093.59	129.98
280400	ULLAND BROTHERS, INC.	3,420,487.59	114,527.52
284875	VERIZON WIRELESS	32,759.56	163.60
287800	WAL-MART COMMUNITY	1,330.11	52.97
	PUBLIC WORKS		122,414.18
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER	54,544.37	4,911.50
	COMMUNITY DEVELOPMENT		4,911.50
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
211700	METRO SALES, INC.	8,477.11	33.37
	COMMUNITY DEVELOPMENT		33.37
PERMANENT IMPROVEMENT			
56	CONSTRUCTION & MAINTENANCE		
200750	LANDMARK ENVIRONMENTAL, LLC	2,676.00	195.00
	CONSTRUCTION & MAINTENANCE		195.00
PARK FUND			
45	CULTURE AND RECREATION		
112050	ADVANCED SERVICES INC	1,372.00	147.00
137310	CENTURY LINK	26,589.83	316.24

INVOICES DUE ON/BEFORE 12/04/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
PARK FUND			
45	CULTURE AND RECREATION		
175950	GRAPHIC TECHNOLOGIES	6,958.57	50.00
186500	INDEPENDENT SCHOOL DISTRICT 94	72,175.00	4,460.26
211300	MENARDS	821.05	9.54
211400	MENARDS	6,635.37	9.99
227750	MTI DISTRIBUTING, INC.	20,452.97	569.77
290300	WIDDES FEED & FARM SUPPLY	1,163.65	236.25
	CULTURE AND RECREATION		5,799.05
SENIOR CENTER FUND			
45	CULTURE AND RECREATION		
190150	JEFF MAYER	286.95	105.00
	CULTURE AND RECREATION		105.00
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
219067	MN DEPT OF ADMINISTRATION	23,827.56	2,211.54
	PUBLIC SAFETY		2,211.54
CAPITAL PROJECTS - REVOLVING			
81	SPECIAL PROJECTS		
261800	SEH	683,337.69	7,800.00
	SPECIAL PROJECTS		7,800.00
CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
235125	NORTHERN LIGHTS DISPLAY LLC	5,249.00	4,690.00
261800	SEH	683,337.69	347.10
	SPECIAL PROJECTS		5,037.10

WATER - LAKE SUPERIOR WATERLIN

DATE: 11/29/18
 TIME: 14:13:04
 ID: AP443000.WOW

CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/04/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
WATER - LAKE SUPERIOR WATERLIN			
50	STATION 1		
165375	FERGUSON WATERWORKS #2516	34,491.87	283.21
	STATION 1		283.21
51	STATION 2		
137310	CENTURY LINK	26,589.83	202.07
139025	CINTAS	3,109.62	61.26
162750	ENVIRONMENTAL RESOURCE ASSOC.	521.06	521.06
179300	HACH COMPANY	1,403.18	279.89
	STATION 2		1,064.28
52	LAKE SUPERIOR WATERLINE		
284875	VERIZON WIRELESS	32,759.56	35.01
285400	VIKING ELECTRIC SUPPLY	365.09	7.22
R0001680	THOMPSON PIPE GROUP - PRESSURE	1,925.00	40,122.50
	LAKE SUPERIOR WATERLINE		40,164.73
WATER - IN TOWN SYSTEM			
49	CLOQUET		
128400	BRIGGS	7,000.00	13,052.02
128900	BROCK WHITE	4,148.18	861.00
137310	CENTURY LINK	26,589.83	115.61
139025	CINTAS	3,109.62	16.30
202100	LAWSON PRODUCTS INC	3,456.49	199.46
211400	MENARDS	6,635.37	99.96
220500	MN DEPT OF HEALTH	17,569.00	5,830.00
247400	396-PRAXAIR DISTRIBUTION, INC.	8,901.57	95.42
284875	VERIZON WIRELESS	32,759.56	35.01
	CLOQUET		20,304.78
54	BILLING & COLLECTION		
195900	KINGSCOTE CHEMICALS, INC.		55.03
279100	U S BANK EQUIPMENT FINANCE	5,854.25	52.34
	BILLING & COLLECTION		107.37

DATE: 11/29/18
TIME: 14:13:04
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 12/04/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
WATER - IN TOWN SYSTEM			
57	ADMINISTRATION & GENERAL		
134300	CARLTON COUNTY RECORDER	1,112.00	51.00
137310	CENTURY LINK	26,589.83	82.26
211700	METRO SALES, INC.	8,477.11	44.49
287800	WAL-MART COMMUNITY	1,330.11	69.94
	ADMINISTRATION & GENERAL		247.69
ENTERPRISE FUND - SEWER			
00			
286900	W L S S D	915,031.00	-3,832.00
			-3,832.00
55	SANITARY SEWER		
139025	CINTAS	3,109.62	10.86
202100	LAWSON PRODUCTS INC	3,456.49	132.97
247400	396-PRAXAIR DISTRIBUTION, INC.	8,901.57	63.60
284875	VERIZON WIRELESS	32,759.56	35.01
285400	VIKING ELECTRIC SUPPLY	365.09	34.18
286900	W L S S D	915,031.00	81,770.00
	SANITARY SEWER		82,046.62
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK	26,589.83	54.84
211700	METRO SALES, INC.	8,477.11	44.48
	ADMINISTRATION & GENERAL		99.32
CABLE TELEVISION			
45	CULTURE AND RECREATION		
137310	CENTURY LINK	26,589.83	63.61
210450	MEDIACOM LLC.	2,398.42	77.49
	CULTURE AND RECREATION		141.10

DATE: 11/29/18
TIME: 14:13:04
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/04/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
152775	DELTA DENTAL OF MINNESOTA	16,072.55	85.95
271975	TEAMSTERS JOINT COUNCIL 32	320,169.85	1,390.65
	EMPLOYEE VACATION & SICK		1,476.60
	TOTAL ALL DEPARTMENTS		330,618.12



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: Caleb Peterson, Public Works Director
Reviewed By: Aaron Reeves, City Administrator *AR*
Date: December 4, 2018

ITEM DESCRIPTION: 2019 Public Works Position Appointment

Proposed Action

Staff recommends the City Council move to approve the appointment of Jeremiah Johnson to the position of Street Supervisor effective January 1, 2019.

Background

The City received formal written notice of the current Street Supervisor's retirement effective 12/31/18. The position was posted for internal applicants in early November and a total of six applications were received. An interview process was held with all interested candidates and the panel is unanimously recommending the probationary appointment of Mr. Johnson to Street Department Supervisor.

Policy Objectives

Keeping a fully staffed department is consistent with the service level directives of the City Council.

The City Council is the hiring authority for the City as determined by City Code and State law. Council must act to appoint applicants to complete the hiring process.

Financial/Budget/Grant Considerations

This position is fully funded as part of the 2019 operating budget.

Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

N/A.



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet, MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: admin@ci.cloquet.mn.us
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: December 4, 2018

ITEM DESCRIPTION: Public Safety Building Transfer to CAFD

Proposed Action

Approve the transfer of ownership of the Public Safety Building to the CAFD for \$1.00.

Background/Overview

As discussed at the last Work Session the attached agreement transfers ownership of the Public Safety Building to the CAFD for \$1.00.

Supporting Documentation Attached

- Donation Agreement

DONATION AGREEMENT

This Donation Agreement (the "Agreement") for certain real property located at **508 Cloquet Avenue, Cloquet, Minnesota 55720**, is made and entered into this ____ day of _____, 2018, by and between **CITY OF CLOQUET**, a municipal corporation and political subdivision of the State of Minnesota, ("Donor"), and **CLOQUET AREA FIRE DISTRICT**, a political subdivision of the State of Minnesota ("Donee"), (together "the Parties").

RECITALS

This Agreement is made based upon the following facts and understandings of the Parties hereto:

- A. Donor is the owner of certain real property with an address of 508 Cloquet Avenue, located within the City of Cloquet, County of Carlton, State of Minnesota, and legally described as follows (the "Property"): See attached **Exhibit A**.
- B. Donee has been occupying and using a portion of the Property for Fire District / Fire Fighting purposes, and is now in need of expanded space for its Fire District / Fire Fighting operations.
- C. Donor has been sharing the Property with Donee for Police Department purposes but has located new facilities from which to operate Donor's Police Department.
- D. Donor is willing to give Donee the Property for \$1.00 to expand its Fire District / Fire Fighting operations on the condition that Donor shall not be required to vacate the portion of the Property presently occupied and used by Donor until Donor's new Police Department facilities are ready for Police Department operations to commence.
- E. Donee is willing to accept Donor's conditions so long as Donee has a full and complete opportunity to conduct its own investigation as to any matter, fact or issue that might influence Donee's decision to accept the Property from Donor, which in all cases shall be at Donee's sole cost and expense.
- D. Donor is willing to accept Donee's conditions of inspection.
- E. Donor certifies that Donor does not know of any wells or of any individual sewage treatment system on or serving the described real Property.

AGREEMENT

NOW THEREFORE, in consideration of the above recitals and the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. DONATION.

- 1.1 **Recitals.** The foregoing Recitals set forth above constitute an integral part of this Agreement and are incorporated herein by reference.

- 1.2 **Closing.** Closing shall occur on or before _____, 2018 (the "Closing Date") at Carlton County Abstract & Title Company, 817 Cloquet Avenue, Cloquet, MN. Donor shall prepare the closing statement and all forms necessary for the transfer of the Property. Donee shall pay all closing costs associated with the transfer of the Property, including but not limited to attorney's fees, agents fees and recording costs.
- 1.3 **Transfer.** Donor agrees to donate the Property to Donee and Donee agrees to accept the Property from Donor on the terms and conditions set forth herein, and specifically subject to the conditions set forth in Recital D. Donor shall provide a Quit Claim Deed to Donee at Closing in the form as attached hereto. If Donee does not decide to accept the Property, Donee shall promptly notify Donor in writing that it is not proceeding, and this Donation Agreement shall become null and void and title shall remain in the name of Donor. In consideration of Donor's transfer of the Property to Donee, Donee shall perform all of Donee's obligations hereunder including but not limited to the release set forth in Section 2.2 of this Agreement.
- 1.4 **Title.** Title shall be transferred by the recording of the above mentioned Quit Claim Deed following closing. If Donee determines not to proceed it shall promptly notify Donor (see paragraph 1.3 above).
- 1.5 **Real Estate Taxes/Special Assessments on the Property.** Donor shall pay all real estate taxes and special assessments certified for payment with the real estate taxes due and payable in the year 2017. All real estate taxes and special assessments certified for payment with the real estate taxes due and payable for the year 2018 shall be apportioned between the parties to the date of closing. Donee shall be responsible for payment of all real estate taxes and special assessments due and payable for the year 2019 and thereafter. If closing occurs on a different date, real estate taxes and special assessments shall be apportioned accordingly.
- 1.6 **Inspection.** Donor grants Donee full access to the Property for conducting any and all inspections, investigation and/or testing as Donee deems necessary to determine the presence or past existence of hazardous substances and to determine the Property's suitability for expanding its operations. Such testing may include, without limitation, soil tests, chemical tests and other tests as may be reasonably determined to be necessary by an environmental consultant and/or an engineer. Donee shall pay all costs and expenses associated therewith. Donee further agrees to indemnify Donor against any and all claims which may arise as the result of such access.
- 1.7 **Further Assurances.** Donee and Donor agree to execute all instruments and documents and to take all actions reasonably necessary and appropriate to consummate the transfer and donation of the Property and shall use their best efforts to close in a timely manner.

2. **ACKNOWLEDGMENTS, AND RELEASE.**

2.1 **DONEE'S ACKNOWLEDGMENTS. DONEE ACKNOWLEDGES THAT DONEE IS ACCEPTING THE PROPERTY SOLELY IN RELIANCE ON DONEE'S OWN INVESTIGATION, AND THE PROPERTY IS IN "AS IS, WHERE IS" CONDITION WITH ALL FAULTS AND DEFECTS, LATENT OR OTHERWISE. DONEE EXPRESSLY ACKNOWLEDGES THAT, IN CONSIDERATION OF THE AGREEMENT OF DONOR HEREIN, AND EXCEPT AS OTHERWISE SPECIFIED HEREIN, DONOR MAKES NO AND HAS MADE NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, OR ARISING BY OPERATION OF LAW, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY AS TO CONDITION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR USE OR PURPOSE, WITH RESPECT TO THE PROPERTY OR ANY MATTER RELATED THERETO, OR (WITHOUT LIMITATION) TO ANY OF THE FOLLOWING MATTERS:**

- (a) Soils, Etc. Soils, seismic, hydrological, geological and topographical conditions and configurations.
- (b) Artifacts. Archeological, prehistoric and historic artifacts, remains and relics.
- (c) Endangered Species. Endangered plant, animal and insect species.
- (d) Hazardous Materials. Hazardous Materials and other environmental conditions, including without limitation, lead-based paint, asbestos and mold.
- (e) Physical Defects. Physical and mechanical defects in or on any Property, including without limitation, the plumbing, heating, air conditioning and electrical systems and the roof, floor, ceilings, walls and other internal structural components of any buildings or improvements.
- (f) Land and Floor Area. The area of the land and the square footage contained in any buildings or improvements.
- (g) Utilities, Etc. Availability of adequate utilities, water, and public access.
- (h) Assessment Districts. The status and nature of any assessment districts and the amount of any assessment liability.
- (i) Planning and Zoning. Present, past or future conformity of any Property with planning, building, zoning, subdivision and development statutes, ordinances, regulations and permits, the general plan and the specific plan.
- (j) Development Fees. The character and amount of any fee, charge or other consideration which must be paid by Donee to develop any Property.
- (k) Title. The condition of title to any Property, including but not limited to the existence of any easement, license or encroachment whether or not a matter of public record, and whether or not visible upon inspection of such Property.
- (l) Taxes. The status of any general or special real property taxes or assessments or personal property taxes or any other taxes and assessments applicable to the Property.

- (m) Other Matters. Any other matter relating to any Property or to the development or operation of any Property, including, but not limited to, value, feasibility, cost, governmental permissions or entitlements, marketability and investment return.

2.2 RELEASE.

- (a) RELEASE. DONEE FULLY RELEASES AND DISCHARGES DONOR FROM AND RELINQUISHES ALL RIGHTS, CLAIMS AND ACTIONS THAT DONEE MAY HAVE OR ACQUIRE AGAINST DONOR WHICH ARISE OUT OF OR ARE IN ANY WAY CONNECTED WITH THE CONDITION OF THE PROPERTY, INCLUDING WITHOUT LIMITATION (A) ANY MATTER SET FORTH IN SECTION 2.1 ABOVE, (B) THE PRESENCE OF HAZARDOUS MATERIALS ON, UNDER OR ABOUT ANY PROPERTY (INCLUDING BUT NOT LIMITED TO ANY UNDISCOVERED HAZARDOUS MATERIALS LOCATED BENEATH THE SURFACE OF THE PROPERTY) AND (C) VIOLATIONS OF ANY HAZARDOUS MATERIALS LAWS PERTAINING TO THE PROPERTY OR THE ACTIVITIES THEREON. THIS RELEASE APPLIES TO ALL DESCRIBED RIGHTS, CLAIMS AND ACTIONS, WHETHER KNOWN OR UNKNOWN, FORESEEN OR UNFORESEEN, PRESENT OR FUTURE.
- (b) MEANING. FOR PURPOSES OF THIS SECTION 2.2, ALL REFERENCES TO "DONOR" SHALL INCLUDE: OFFICERS, AGENTS, SERVANTS, EMPLOYEES, OFFICIALS, DIRECTORS, BOARD MEMBERS, REPRESENTATIVES, SERVICERS, INSURERS, SUBCONTRACTORS, ATTORNEYS, SUCCESSORS, ADMINISTRATORS AND ASSIGNS OF DONOR BOTH INDIVIDUALLY AND IN THEIR REPRESENTATIVE CAPACITIES.
- (c) EFFECTIVENESS. THE PROVISIONS OF THIS SECTION 2 SHALL BE EFFECTIVE AS OF THE CLOSING DATE AND SHALL SURVIVE THE CLOSING DATE OR TERMINATION OF THIS DONATION AGREEMENT.

- 3. CLOSING DATE. IF THE CLOSING DATE DOES NOT TIMELY OCCUR DUE TO THE DEFAULT OF DONEE, (A) DONEE SHALL HAVE NO FURTHER RIGHT TO RECEIVE THE PROPERTY AND (B) DONOR SHALL BE FREE TO DISPOSE OF THE PROPERTY IN ANY WAY IT SEES FIT.

4. **GENERAL PROVISIONS.**

- 4.1 **Successors and Assigns.** This Donation Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties. Notwithstanding the foregoing, Donee may not transfer, assign or encumber Donee's rights under this Donation Agreement without Donor's prior written approval.
- 4.2 **Entire Agreement.** This Donation Agreement, including the foregoing recitals set forth above and incorporated herein by reference, contains the entire agreement between the parties concerning the Donation and sale of the property, and supersedes all prior written or oral agreements between the parties to this Donation Agreement. No addition to or modification of any term or provision shall be effective unless in writing, signed by both Donor and Donee.
- 4.3 **Partial Invalidity.** If any portion of this Donation Agreement shall be declared by any court of competent jurisdiction to be invalid, illegal or unenforceable, that portion shall be deemed severed from this Donation Agreement and the remaining parts shall remain in full force as fully as though the invalid, illegal or unenforceable portion had never been part of this Donation Agreement.
- 4.4 **Governing Law.** The parties intend and agree that this Donation Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota.
- 4.5 **No Third Parties Benefits.** No person other than Donor and Donee, and their permitted successors and assigns, shall have any right of action under this Donation Agreement.
- 4.6 **Waivers.** No waiver by either party of any provision shall be deemed a waiver of any other provision or of any subsequent breach by either party of the same or any other provision.
- 4.7 **Captions.** The captions and Section numbers of this Donation Agreement are for convenience and in no way define or limit the scope or intent of the Sections of this Donation Agreement.
- 4.8 **Counterparts.** To facilitate execution, this Donation Agreement may be executed in as many counterparts as may be convenient or required. It shall not be necessary that the signature of, or on behalf of, each party, or that the signature of all persons required to bind any party, appear on each counterpart. All counterparts shall collectively constitute a single instrument. It shall not be necessary in making proof of this instrument to produce or account for more than a single counterpart containing the respective signatures of, or on behalf of, each of the parties hereto. Any signature page to any counterpart may be detached from such counterpart without impairing the legal effect of the signatures thereon and thereafter attached to another counterpart identical thereto except having attached to it additional signature pages.
- 4.9 **No Presumption.** All the parties hereto and their attorneys have had full opportunity to review and participate in the drafting of the final form of this Donation Agreement and all documents attached as exhibits. Accordingly, such documents shall be construed without regard to any presumption or other rule of

construction whereby any ambiguities within this Donation Agreement would be construed or interpreted against the party causing the document to be drafted.

- 4.10 **Notices.** Any notices or other communication required or permitted under this Donation Agreement shall be in writing, and shall be (a) personally delivered, or (b) sent by certified or registered United States mail, postage prepaid, return receipt requested, or (c) by overnight delivery by a reputable courier to the address of the party set forth in this Section or (d) telecopied to the Fax number of the party set forth in this Section. Such notice or communication shall be deemed given (i) if sent by personal delivery or by overnight courier, when delivered in person, (ii) if sent by telecopier, when evidence of successful transmission by telecopier has been received by sender or, (iii) in the case of mailed notice, forty-eight (48) hours following deposit in the United States mail. Notice of change of address shall be given by written notice in the manner detailed in this Section.

If to the Donee: Kevin Schroeder, District Fire Chief
CLOQUET AREA FIRE DISTRICT
2801 Dewey Avenue
Cloquet, MN 55720

With a copy to: Frank Yetka
RUDY LAW FIRM
813 Cloquet Avenue
Cloquet, MN 55720

If to the Donor: Aaron Reeves
CITY OF CLOQUET
1307 Cloquet Avenue
Cloquet, MN 55720

With a copy to: William T. Helwig
RUDY LAW FIRM
813 Cloquet Avenue
Cloquet, MN 55720

- 4.11 **Joint and Several.** If more than one person or entity has executed this Donation Agreement as Donee, the obligations of all such persons or entities hereunder shall be joint and several.

- 4.12 **Casualty.** In the event of any casualty, Donor shall have no liability to Donee.

DONOR:

CITY OF CLOQUET

a political subdivision of the State of Minnesota

By: _____
David Hallback, Mayor

By: _____
Aaron Reeves, City Administrator

DONEE:

CLOQUET AREA FIRE DISTRICT

By: _____
Kevin Schroeder, Fire Chief

By: _____

EXHIBIT A

Lots 1-5, 18-22, and the North 15 feet of Lots 6 and 17, Block E, original Village, now City, of Cloquet, Minnesota, being that part of Block E of the City of Cloquet as now exists and is occupied facing 170 feet on Cloquet Avenue as now located and 308 feet deep, more particularly described as follows, to wit:

Beginning at an iron monument located at the Northeast corner of Block E of the original Village, now City, of Cloquet, Minnesota, as said Block E now actually exists and is occupied, erected more or less at a point where the South line of the cement sidewalk located and constructed on the South side of Cloquet Avenue adjoining said Block E in the City of Cloquet, intersects with the West line of the cement sidewalk located and constructed on the West line of Sixth Street adjoining said Block E in said City; thence running South along said East line of said Block E and more or less along the West line of said cement sidewalk 218 feet to an iron monument; thence continuing South along said East line of said Block E 90 feet to an iron monument; thence at right angles West 170 feet to an iron monument erected on the West line of said Block E, more or less along the East line of Fifth Street; thence at right angles North 90 feet along said West line of Block E to an iron monument erected more or less along said East line of Fifth Street; thence continuing North along said West line of Block E 218 feet to an iron monument located at the Northwest corner of Block E, as said Block E now actually exists and is occupied, erected more or less on the South line of the cement sidewalk located and constructed on the South side of Cloquet Avenue; thence at right angles East along the North line of Block E and more or less along the South line of the last mentioned sidewalk 170 feet to an iron monument and the place of Beginning;

Subject, however, to all mineral reservations heretofore granted or reserved by any Grantor of the first party whether immediate or remote.

Property Address: 508 Cloquet Avenue, Cloquet, Minnesota 55720

Parcel ID Numbers: 06-045-1620; 06-045-1625; 06-045-1635; 06-045-1640



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet, MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: admin@ci.cloquet.mn.us
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator
Date: December 4, 2018

ITEM DESCRIPTION: Updated MCCU Building Purchase Resolution

Proposed Action

Approve the amended Member's Cooperative Credit Union building purchase resolution as presented.

Background/Overview

As we prepare for closing on the MCCU building it was noticed that the original resolution forgot to include the clause that this purchase has no relationship to the Comprehensive Plan (based upon the present City Hall being located within the same Commercial district and simply moving a few blocks within the same district will not affect the Plan).

Supporting Documentation Attached

- Amended Purchase Approval Resolution

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

RESOLUTION NO. 18-91

**AMENDED RESOLUTION TO PURCHASE PROPERTY FROM
MEMBERS COOPERATIVE CREDIT UNION**

BE IT RESOLVED, by the Cloquet City Council and Mayor of the City of Cloquet, Minnesota, as follows:

WHEREAS, it is the intent of the City of Cloquet to enter into a purchase agreement with Members Cooperative Credit Union f/k/a Cloquet Co-op Credit Union, a Minnesota credit union, in order to purchase the office building located at 101 14th Street, the lot located at 1305 Avenue F, and a second lot with a garage located at 23 14th Street;

WHEREAS, the property to be purchased is legally described as follows:

**Lots 9, 13 and 14, Block 15 AND Lots 1-6, 21 and 22, Block 16,
NORTH LUMBER COMPANY'S EASTERN DIVISION.**

with a tax parcel code of 06-290-3760, 06-290-3840, and 06-290-4000;

WHEREAS, the terms of the purchase agreement provide for a purchase price of One Million Eight Hundred Thousand and 00/100 Dollars (\$1,800,000.00);

WHEREAS, Resolution No. 18-31, a Resolution to Purchase Property from Members Cooperative Credit Union, was approved by the Cloquet City Council and Mayor of the City of Cloquet, Minnesota, at the May 1, 2018 City Council meeting; and

WHEREAS, said resolution must be amended as it inadvertently failed to include a finding that said purchase has no relationship to the City's Comprehensive Plan due to the present city hall being a compatible use located within the same city center district as the property to be purchased for relocation thereto, and that simply moving city hall two blocks from its present location within that same district will have no effect upon the City's Comprehensive Plan which would require Planning Commission review;

NOW, THEREFORE, the Mayor and City Council of the City of Cloquet, Minnesota, approve the purchase of the property described above from Members Cooperative Credit Union for the purchase price listed above, according to the terms and conditions in that purchase agreement between the parties dated May 2, 2018, and find that the purchase has no relationship to the City Comprehensive Plan for the reasons stated above, and hereby authorizes and directs the City Administrator, City Staff and City legal counsel to take all actions necessary to effect the intent of this Resolution. It is further intended that this resolution be effective as of May 1, 2018, the date the original resolution now being amended herein was approved.

Adopted by the City Council of the City of Cloquet, Minnesota, at its regular City Council meeting on the 4th day of December, 2018.

David Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator



COMMUNITY DEVELOPMENT DEPARTMENT
1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Al Cottingham, City Planner/Zoning Administrator
Reviewed/Approved By: Aaron Reeves, City Administrator *AR*
Date: November 28, 2018

ITEM DESCRIPTION: Sale of City Owned Property

Proposed Action

Staff recommends the City Council move to adopt the following three Resolutions regarding the recent sale of City owned properties:

- **RESOLUTION NO. 18-86, A RESOLUTION APPROVING THE SALE OF THE OLD WATER TOWER PROPERTY LOCATED AT THE 200 BLOCK OF AVENUE E;**
- **RESOLUTION NO. 18-87, A RESOLUTION APPROVING THE SALE OF THE AIRPORT ROAD PROPERTY LOCATED AT 1607 AIRPORT ROAD;**
- **RESOLUTION NO. 18-88, A RESOLUTION APPROVING THE SALE OF THE CITY HALL PROPERTY LOCATED AT 1307 CLOQUET AVENUE.**

Background/Overview

The City Council recently approved the sale of the Old Water Tower Property; the Airport Road Property, purchased for a possible city well location; and the City Hall Property. All three of these sales were conducted with the approval of a purchase agreement. State Statute requires that if a City has adopted a Comprehensive Plan, the Planning Commission must review the sale and proposed use to determine whether it is in conformance with the Comprehensive Plan and report so in writing to the City Council. Otherwise, the City Council must make a determination in their resolution approving the sale that the sale and use has no relationship to the Comprehensive Plan, which must be adopted by a 2/3 vote, in which case review by the Planning Commission is unnecessary.

The Planning Commission has not reviewed these sales and it is the recommendation of the City Attorney to have the City Council pass formal resolutions acknowledging that the sales have no relation to the Comprehensive Plan requiring review by the Planning Commission due to no changes in zoning or use of the property that would require a Comprehensive Plan review. The sale of the old water tower will continue as residential parcels in a residential neighborhood. The sale of the Airport Road residence will remain residential. The City Hall property will continue to be used as a government building.

To the Mayor and City Council
To Mayor and Council
Sale of City Property
November 28, 2018
Page 2

Policy Objectives

The purpose of these resolutions is to assure compliance with State Statue.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution No. 18-86
- Resolution No. 18-87
- Resolution No. 18-88

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

RESOLUTION NO. 18-86

**A RESOLUTION APPROVING THE SALE OF THE OLD WATER TOWER
PROPERTY LOCATED AT THE 200 BLOCK OF AVENUE E**

WHEREAS, the City of Cloquet (the "City") has received a proposal to purchase the old water tower property located in the 200 Block of Avenue E; and

WHEREAS, the City Council acknowledges that the sale has no relation to the Comprehensive Plan requiring a review by the Planning Commission since there will be no change in zoning and the residential lots will continue to be residential parcels in a residential neighborhood; and,

WHEREAS, it is the City Councils understanding of the sale that the property will be used for the construction of two residential homes and this additional finding should have been included in the original resolution approving the sale and that this resolution with the additional finding is therefore retroactive back to the resolution approving the sale.

NOW, THEREFORE, BE IT RESOLVED, BY THE CLOQUET CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That it approves the sale of the old water tower property in the 200 Block of Avenue E.

PASSED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 4TH DAY OF DECEMBER 2018.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

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

RESOLUTION NO. 18-87

**A RESOLUTION APPROVING THE SALE OF THE AIRPORT ROAD
PROPERTY LOCATED AT 1607 AIRPORT ROAD**

WHEREAS, the City of Cloquet (the "City") has received a proposal to purchase the Airport Road property located at 1607 Airport Road; and

WHEREAS, the City Council acknowledges that the sale has no relation to the Comprehensive Plan requiring a review by the Planning Commission since there will be no change in zoning and the residential property will continue to be residential property in a residential neighborhood; and,

WHEREAS, it is the City Councils understanding of the sale that the property will be continued to be used as a residential home and this additional finding should have been included in the purchase agreement approving the sale and that this resolution with the additional finding is therefore retroactive back to the date of the purchase agreement approving the sale.

NOW, THEREFORE, BE IT RESOLVED, BY THE CLOQUET CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That it approves the sale of the Airport Road property located at 1607 Airport Road.

PASSED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 4TH DAY OF DECEMBER 2018.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

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

RESOLUTION NO. 18-88

**A RESOLUTION APPROVING THE SALE OF THE CITY HALL PROPERTY
LOCATED AT 1307 CLOQUET AVENUE**

WHEREAS, the City of Cloquet (the "City") has received a proposal to purchase the City Hall property located at 1307 Cloquet Avenue; and

WHEREAS, the City Council acknowledges that the sale has no relation to the Comprehensive Plan requiring a review by the Planning Commission since there will be no change in zoning and the commercial property will continue to be commercial property in a commercial area; and,

WHEREAS, it is the City Councils understanding of the sale that the property will be continued to be used as a government building and this additional finding should have been included in the purchase agreement approving the sale and that this resolution with the additional finding is therefore retroactive back to the date of the purchase agreement approving the sale.

NOW, THEREFORE, BE IT RESOLVED, BY THE CLOQUET CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That it approves the sale of the City Hall property located at 1307 Cloquet Avenue.

PASSED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 4TH DAY OF DECEMBER 2018.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet, MN 55720
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: Aaron Reeves, City Administrator *AR*
Date: December 04, 2018

ITEM DESCRIPTION: 2019 Employee Pay Plan

Proposed Action

Staff recommends the City Council move to approve the 2019 Pay Plan effective 01/01/2019.

Background/Overview

Attached the City Council will find the proposed 2019 Pay Plan which is consistent with the wage settlement of 3% included in the Teamsters and AFSCME bargaining agreements as well as the 2019 budget.

Actual wage adjustments for the non-union staff in 2019 will be addressed with the individual employees as part of their 2018 performance evaluations and consistent with the 2019 adopted budget. These evaluations are in the process of being completed prior to the end of the year.

Policy Objectives

The City must stay in compliance with the Minnesota Pay Equity Act. This Act requires that each local government analyze its pay structure for evidence of inequities. The City is required to report its wage and benefit results to the State of Minnesota every three years to assume that it is in compliance with this Act. With the labor contracts settled, it is appropriate that for pay equity purposes the non-union group also see its portion of the Pay Plan adjusted in a similar fashion.

Financial/Budget/Grant Considerations

None beyond those already identified in the 2019 budget.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- 2019 Pay Plan.

2019 AFSCME Pay Plan (01-01-19)

<u>Job Classification</u>	<u>Grade</u>	<u>Points</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
Park Maintenance Person	8	136	\$36,350.57	\$37,622.84	\$38,939.64	\$40,302.53	\$41,713.12	\$43,173.07	\$44,684.13	\$46,248.08	\$47,866.76
Utility Billing Clerk/Receptionist	8	155	\$36,350.57	\$37,622.84	\$38,939.64	\$40,302.53	\$41,713.12	\$43,173.07	\$44,684.13	\$46,248.08	\$47,866.76
Accounting Clerk	8	155	\$36,350.57	\$37,622.84	\$38,939.64	\$40,302.53	\$41,713.12	\$43,173.07	\$44,684.13	\$46,248.08	\$47,866.76
Public Works Secretary	9	163	\$38,531.60	\$39,880.21	\$41,276.01	\$42,720.67	\$44,215.90	\$45,763.45	\$47,365.17	\$49,022.96	\$50,738.76
Chief Custodian	9	173	\$38,531.60	\$39,880.21	\$41,276.01	\$42,720.67	\$44,215.90	\$45,763.45	\$47,365.17	\$49,022.96	\$50,738.76
Administrative Police Secretary	9	176	\$38,531.60	\$39,880.21	\$41,276.01	\$42,720.67	\$44,215.90	\$45,763.45	\$47,365.17	\$49,022.96	\$50,738.76
Truck Driver/Maintenance Person	9	178	\$38,531.60	\$39,880.21	\$41,276.01	\$42,720.67	\$44,215.90	\$45,763.45	\$47,365.17	\$49,022.96	\$50,738.76
Accountant I	10	193	\$40,843.53	\$42,273.05	\$43,752.61	\$45,283.95	\$46,868.89	\$48,509.30	\$50,207.13	\$51,964.38	\$53,783.13
Truck Driver/Utility Maintenance Person	10	203	\$40,843.53	\$42,273.05	\$43,752.61	\$45,283.95	\$46,868.89	\$48,509.30	\$50,207.13	\$51,964.38	\$53,783.13
Qualified Pumphouse Operator - Relief	11	213	\$43,294.11	\$44,809.40	\$46,377.73	\$48,000.95	\$49,680.99	\$51,419.82	\$53,219.52	\$55,082.20	\$57,010.08
Qualified Pumphouse Operator	11	213	\$43,294.11	\$44,809.40	\$46,377.73	\$48,000.95	\$49,680.99	\$51,419.82	\$53,219.52	\$55,082.20	\$57,010.08
Fleet Services Technician	11	213	\$43,294.11	\$44,809.40	\$46,377.73	\$48,000.95	\$49,680.99	\$51,419.82	\$53,219.52	\$55,082.20	\$57,010.08
Heavy Equipment Operator	11	215.5	\$43,294.11	\$44,809.40	\$46,377.73	\$48,000.95	\$49,680.99	\$51,419.82	\$53,219.52	\$55,082.20	\$57,010.08
Engineering Technician Grade III	12	248	\$45,891.75	\$47,497.96	\$49,160.39	\$50,881.00	\$52,661.84	\$54,505.00	\$56,412.68	\$58,387.12	\$60,430.67
Lead Pumphouse Operator	12	255.5	\$45,891.75	\$47,497.96	\$49,160.39	\$50,881.00	\$52,661.84	\$54,505.00	\$56,412.68	\$58,387.12	\$60,430.67
Fleet Services Supervisor	13	275.5	\$48,645.26	\$50,347.84	\$52,110.02	\$53,933.87	\$55,821.55	\$57,775.31	\$59,797.44	\$61,890.36	\$64,056.52
Cable Station Coordinator	13	288.5	\$48,645.26	\$50,347.84	\$52,110.02	\$53,933.87	\$55,821.55	\$57,775.31	\$59,797.44	\$61,890.36	\$64,056.52
Building Official - Code Enforcement Insp.	13	298	\$48,645.26	\$50,347.84	\$52,110.02	\$53,933.87	\$55,821.55	\$57,775.31	\$59,797.44	\$61,890.36	\$64,056.52
Engineering Technician Grade II	13	300.5	\$48,645.26	\$50,347.84	\$52,110.02	\$53,933.87	\$55,821.55	\$57,775.31	\$59,797.44	\$61,890.36	\$64,056.52

AFSCME Union Positions (Library)

<u>Job Classification</u>	<u>Grade</u>	<u>Points</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
Library Aide	6	98	\$32,351.88	\$33,484.20	\$34,656.14	\$35,869.11	\$37,124.53	\$38,423.88	\$39,768.72	\$41,160.63	\$42,601.25
Library Clerk	8	136	\$36,350.57	\$37,622.84	\$38,939.64	\$40,302.53	\$41,713.12	\$43,173.07	\$44,684.13	\$46,248.08	\$47,866.76
Youth Services Librarian	8	145	\$36,350.57	\$37,622.84	\$38,939.64	\$40,302.53	\$41,713.12	\$43,173.07	\$44,684.13	\$46,248.08	\$47,866.76
Children's Librarian	10	208.5	\$40,843.50	\$42,273.02	\$43,752.58	\$45,283.92	\$46,868.86	\$48,509.27	\$50,207.09	\$51,964.34	\$53,783.09

Non-Union Positions

<u>Job Classification</u>	<u>Grade</u>	<u>Points</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
City Administrator	24	765	\$92,343.23	\$95,575.24	\$98,920.38	\$102,382.59	\$105,965.98	\$109,674.79	\$113,513.41	\$117,486.38	\$121,598.40
City Engineer/Dir of Pub Works	22	655	\$82,185.13	\$85,061.61	\$88,038.77	\$91,120.12	\$94,309.33	\$97,610.15	\$101,026.51	\$104,562.44	\$108,222.12
Assistant City Administrator - HR Director	21	590	\$77,533.16	\$80,246.82	\$83,055.46	\$85,962.40	\$88,971.08	\$92,085.07	\$95,308.05	\$98,643.83	\$102,096.37
Police Chief	21	610	\$77,533.16	\$80,246.82	\$83,055.46	\$85,962.40	\$88,971.08	\$92,085.07	\$95,308.05	\$98,643.83	\$102,096.37
Finance Director	20	555	\$73,144.48	\$75,704.54	\$78,354.20	\$81,096.59	\$83,934.97	\$86,872.70	\$89,913.24	\$93,060.21	\$96,317.31
Comm. Development Director	20	550	\$73,144.48	\$75,704.54	\$78,354.20	\$81,096.59	\$83,934.97	\$86,872.70	\$89,913.24	\$93,060.21	\$96,317.31
Patrol Commander	18	485	\$65,098.34	\$67,376.78	\$69,734.97	\$72,175.69	\$74,701.84	\$77,316.41	\$80,022.48	\$82,823.27	\$85,722.08
Administrative/Investigative Commander	18	470	\$65,098.34	\$67,376.78	\$69,734.97	\$72,175.69	\$74,701.84	\$77,316.41	\$80,022.48	\$82,823.27	\$85,722.08
Assistant City Engineer	18	458	\$65,098.34	\$67,376.78	\$69,734.97	\$72,175.69	\$74,701.84	\$77,316.41	\$80,022.48	\$82,823.27	\$85,722.08
Assistant Public Work Director	18	458	\$65,098.34	\$67,376.78	\$69,734.97	\$72,175.69	\$74,701.84	\$77,316.41	\$80,022.48	\$82,823.27	\$85,722.08
Library Director	17	455	\$61,413.52	\$63,562.99	\$65,787.70	\$68,090.27	\$70,473.43	\$72,940.00	\$75,492.90	\$78,135.15	\$80,869.88
City Planner/Zoning Adm	17	455	\$61,413.52	\$63,562.99	\$65,787.70	\$68,090.27	\$70,473.43	\$72,940.00	\$75,492.90	\$78,135.15	\$80,869.88
Utility Maintenance Sup	17	410.5	\$61,413.52	\$63,562.99	\$65,787.70	\$68,090.27	\$70,473.43	\$72,940.00	\$75,492.90	\$78,135.15	\$80,869.88
Street/Park Supervisor	15	375.5	\$54,657.82	\$56,570.84	\$58,550.82	\$60,600.10	\$62,721.11	\$64,916.34	\$67,188.42	\$69,540.01	\$71,973.91
Assistant Library Director	15	350	\$54,657.82	\$56,570.84	\$58,550.82	\$60,600.10	\$62,721.11	\$64,916.34	\$67,188.42	\$69,540.01	\$71,973.91
Assist. Utility Maint. Supv.	15	341	\$54,657.82	\$56,570.84	\$58,550.82	\$60,600.10	\$62,721.11	\$64,916.34	\$67,188.42	\$69,540.01	\$71,973.91
Adult Services Librarian	13	296	\$48,645.27	\$50,347.85	\$52,110.03	\$53,933.88	\$55,821.57	\$57,775.32	\$59,797.46	\$61,890.37	\$64,056.53
Deputy City Clerk-Administrative Asst.	10	203	\$40,843.50	\$42,273.02	\$43,752.58	\$45,283.92	\$46,868.86	\$48,509.27	\$50,207.09	\$51,964.34	\$53,783.09

2019 Teamsters Union Positions

<u>Job Classification</u>	<u>Grade</u>	<u>Points</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
Police Officer	13	305	\$ 48,280.50	\$ 49,970.32	\$ 51,719.28	\$ 53,529.45	\$ 55,402.98	\$ 57,342.09	\$ 59,349.06	\$ 61,426.28	\$ 63,576.20
Detective/Sergeant	15	350	\$ 54,247.98	\$ 56,146.66	\$ 58,111.79	\$ 60,145.71	\$ 62,250.80	\$ 64,429.58	\$ 66,684.62	\$ 69,018.58	\$ 71,434.23
Patrol Sergeant	15	353.5	\$ 54,247.98	\$ 56,146.66	\$ 58,111.79	\$ 60,145.71	\$ 62,250.80	\$ 64,429.58	\$ 66,684.62	\$ 69,018.58	\$ 71,434.23



DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-6758 • Fax: 218-879-6555
Street - Water - Sewer - Engineering

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed by: Aaron Reeves, City Administrator *AR*
Date: December 4, 2018

ITEM DESCRIPTION: Braun Park Scoreboard Purchase

Proposed Action

Staff recommends the City Council move to authorize the purchase of six (6) replacement scoreboards from Nevco, Inc., in the amount of \$59,120.90.

Background

The City owns six electronic scoreboards used for various baseball/softball games and tournaments at Braun Park. All six of the existing scoreboards were installed in the early 2000s and are no longer supported by the manufacturer. Currently, four of six scoreboards are either inoperable or experiencing issues. After multiple failed attempts to find parts and repair the existing units, replacement of obsolete scoreboards with new LED units was included as part of the 2019 CIP and budget.

Quotations for purchase and installation of six replacement scoreboards were received follows:

Nevco	\$59,120.90
AIM Electronics Inc.	\$71,090.00

Staff has been told to expect a 4-8 week lead time on any order and is requesting Council authorization at this time to ensure the improvements are ready for the start of baseball/softball season in the spring.

Policy Objectives

To replace necessary equipment in accordance with the approved Capital Improvement Plan.

Financial Impacts/Budget/Grant Considerations

\$60,000 was included 2019 budget for this purchase.

Advisory Committee/Commission Action

The Park Commission included scoreboard replacement as part of their annual 5-year CIP proposal to the City Council.

Supporting Documentation Attached

N/A.



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 20, 2018

ITEM DESCRIPTION: Resolution Ordering Improvement and Preparation of Plans and Specifications on Proposed 2019 Sewer Extension on Washington Avenue

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION 18-90, RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR THE PROPOSED 2019 SEWER EXTENSION ALONG WASHINGTON AVENUE FROM 14TH STREET TO 12TH STREET AND ESTABLISHMENT OF CONNECTION FEES FOR BENEFITING PROPERTIES.**

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 a number of 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

Plans for the project have been prepared and in accordance with MN Statutes Chapter 429, on November 8, 2018, the City Council ordered a public hearing be held on the improvements. Notices were mailed to all affected property owners and published in the local paper in accordance with state statutes. The City Council should hold a public hearing and during which, take formal public input to assist them in their decision as to how the City should proceed. In accordance with Chapter 429 the City Council must order the improvement by a 6/7 vote in order to move forward with the project.

The project was initiated by a petition of four property owners. One property owner (1200 Washington Avenue) has since submitted an email rescinding his signature on the petition. The property at 1205 14th street signed the petition but is best served by a sewer extension along 14th Street rather than along Washington Avenue. This leave us with two properties petitioning for the sewer extension along Washington Avenue. Given the fact that the road will be reconstructed by the County, there are significant cost saving in constructing the sewer at this time. The council may opt to remove those properties not currently interested in connecting to municipal services at this time from the assessment roll and charge a connection fee in the future if they request to connect to sewer and water.

Policy Objectives

To advance proposed capital improvement projects but prior to approval affected property owners shall be provided an opportunity to make comments in reference to the proposed improvement in accordance with State Statutes. While not required by state statute, a neighborhood meeting was held on November 27, 2018.

Financial/Budget/Grant Considerations

The engineer’s estimate for the City’s portion of the project is \$180,000. A breakdown of project cost / budget by fund is as follows:

	Engineers Estimate	Budget
• Sanitary Sewer Fund-----	\$ 110,000	\$ 100,000
• Water Fund -----	\$ 70,000	\$ 110,000
Total -----	\$ 180,000	\$ 210,000

A preliminary assessment role has been prepared in accordance with Chapter 12 of City Code. A copy can be found in appendix D of the Feasibility Study. Total assessment estimates are equal to \$38,350 or approximately 50% of the sewer extension cost. The purpose of the public hearing on the improvement is to determine the nature of the work to be included in the project. A separate assessment hearing will be held at the end of the project to take input on the assessment associated with the project. The Feasibility study estimates the assessment to be \$64.24 per front foot. This includes construction of the sewer main in the street and the sewer service extension to the right of way.

The assessment only covers extension of sewer service to the right of way. Not included in this is connection of this sewer lateral to existing plumbing and abandonment of existing septic systems. Costs for this work can vary and it is up to the homeowner to arrange for this work to be completed. Not included in the assessment are any costs associated with extending water service to the property. The City will be installing water taps and extending services to the right of way as part of the project. If a homeowner wants to connect, they will be responsible to contract to connect the service line from the right of way to the house. To connect to the existing watermain, the property owner is responsible to pay a water connection fee. This fee is published in the City standard fee schedule and covers the cost of the original watermain construction. The City will charge a service fee for the costs associated with extending the water service from the main to the right of way. A summary of estimated costs is shown in the attached table. The total cost to connect to sewer and water is estimated to range from \$20,500 to \$37,500 depending on the details of the installation.

To Mayor and Council
Order Improvement of 2019 Sewer Extension
Washington Avenue
November 20, 2018
Page 3

In lieu of an assessment against a property, the City council has previously established a special connection charge that would apply to specific lots in place of the assessment. This connection fee would be equal to the amount of the assessment but would not be charged until the property owner decides to connect. In this scenario, the improvement is built and paid for by the City and future collection of connection fees reimburse some of the costs. This fee is paid in full at time of connection and the property owner foregoes their ability to finance the cost and pay the amount over time through the City. Based on the conversation City staff held with residents, a connection fee was preferred over an assessment.

It is the intent that future connections to sewer and water though out the corridor will be charged the current published sewer and water connection fee as well as a service fee for the service that is extended to the right of way as part of this project. These fees will be established after construction pricing has been established and the City council will be asked at a future date to adopt connection fees associated with this corridor.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- Feasibility Study
- Estimated costs to connect to municipal sewer and water
- Engineers Estimate – Total Project
- Resolution No. 18-90

CITY OF CLOQUET



FEASIBILITY STUDY

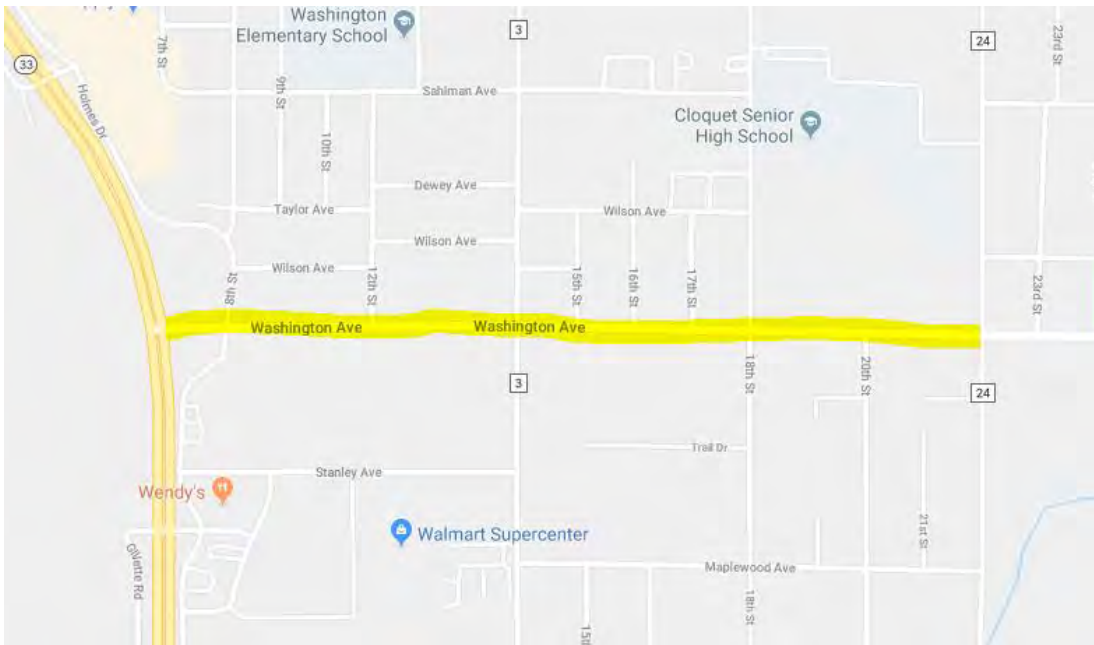
For the

2019 Washington Avenue Sewer Extension

**PROJECT AREA
Washington Avenue
From TH 33 to 22nd Street**

City Project No. 1075

November 2018



CERTIFICATION SHEET

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.



Signature _____

Typed or Printed Name John M. Anderson

Date: November 27, 2018 License Number 25889

I. Project Description

As part of the City's 5-Year Capital Improvement Program (CIP), preliminary plans have been assembled to extend Sanitary Sewer along Washington Avenue from 14th Street to 12th Street

II. Watermain

The existing watermain covers the entire length from 8th Street to 22nd Street. The section of Watermain from 8th Street to 12th Street shows a history of 3 breaks. This section of watermain has no services and serves only as a redundant parallel pipe. Given the history of breaks staff is planning to abandon this pipe in place in hopes to minimize future breaks.

III. Sanitary Sewer

The existing clay tile sewer in the area between 14th Street and 22nd Street appears to have been installed in 1956. The section between 12th street and 14th Street does not currently have sanitary sewer. The properties situated along the north side of this section have sewer services from either the side streets or of Wilson Street to the north. The City received a petition from property owners located on the south side of Washington Avenue to extend sanitary sewer to this currently unserved area.

There are a number of existing properties along the entire corridor that currently do not have sewer service, water service or both. In addition to the extension of sewer to the previously unserved area, the scope of the city's project would include extending sewer and water services to the right of way in front of those houses that either do not have a service or the service crosses other private property to reach the property.

IV. Storm Sewer

The bulk of the storm sewer along the corridor is owned by Carlton County. The storm sewer was constructed in 1967 and generally is in good condition. Carlton County plans to install cast in place lining in any storm sewer that shows signs of leaking joints or structural failures

V. Street & Sidewalk Construction

The existing road right-of-way on streets in this area is 66 feet in width. The existing roadway is 44 feet wide (face of curb to face of curb). The Carlton County is in the process of developing plans that would replace the north curb line in its current location and narrow the total street width to 37 feet (face of curb to face of curb). The road surface would be milled down 5 inches to the gravel base. The pavement would be replaced in 2 lifts totaling 5 inches. A 10-foot-wide concrete shared use path would be constructed along the south side of the roadway 5.5 feet south of the south curb line. The construction of the street and shared use path would be funded 100% by Carlton County.

VI. Petition / Neighborhood Meeting

The City received a petition from four properties requesting a sewer extension. The petition is attached in **Appendix A**. Subsequently to that the city received an email from the property at 1200 Washington Avenue rescinding his signature on the petition. Additionally, the property located at 1205 14th Street cannot be served directly from a sewer extension on Washington Avenue and would be best served by an extension along 14th Street at some point in the future. City staff met with the owner at 1205 14th Street and he is satisfied with waiting until a project on 14th can extend sewer to his property.

Carlton County has held multiple neighborhood meetings to discuss the proposed roadway and shared use path. City staff held a neighborhood meeting with those properties benefiting from the proposed sanitary sewer construction on November 27, 2018 There were 4 people in attendance at the meeting. The consensus of those in attendance was that connection fees were preferred over and assessment

VII. Cost Estimate & Funding

The engineer’s estimate for the sewer extension portion of the project can be found in **Appendix C** of this report. The total sanitary sewer extension cost is estimated at \$76,700. Proposed funding source is sewer utilities funds.

A preliminary assessment roll has been prepared in accordance with Chapter 12 of City Code. A copy can be found in **Appendix D** of this report. Total assessment estimates are equal to \$38,350 or approximately 50% of the sanitary sewer extension cost

There are other costs associated with connecting a home to the City Sewer and water systems above and beyond the assessment for the construction of the sewer main and service in the right of way. The total cost to connect to city sewer and water is estimated to be between \$22,700 and \$37,500. This cost will vary greatly depending on the difficulty in connecting to the existing plumbing in the home and the amount of restoration involved in making this connection. The total cost estimate shown above includes assessments, private plumbing work, city connection fees, WLSSD CAF fee, and costs associated with abandoning existing private septic and well.

VIII. Project Schedule

The schedule for the proposed improvements is as follows:

Neighborhood Meeting.....	November 27, 2018
Receive Feasibility Study	December 4, 2018
Project Hearing / Authorize Ad for bid.....	December 4, 2018
Advertise for Bid..(part of Carlton County Project).....	January 2019
Open Bids. ...(part of Carlton County Project).....	February 2019
Award Bids.....(part of Carlton County Project).....	March 2019
Start Construction	May 2019
Substantial Completion of Construction	October 2019

IX. Cost Effective and Necessary

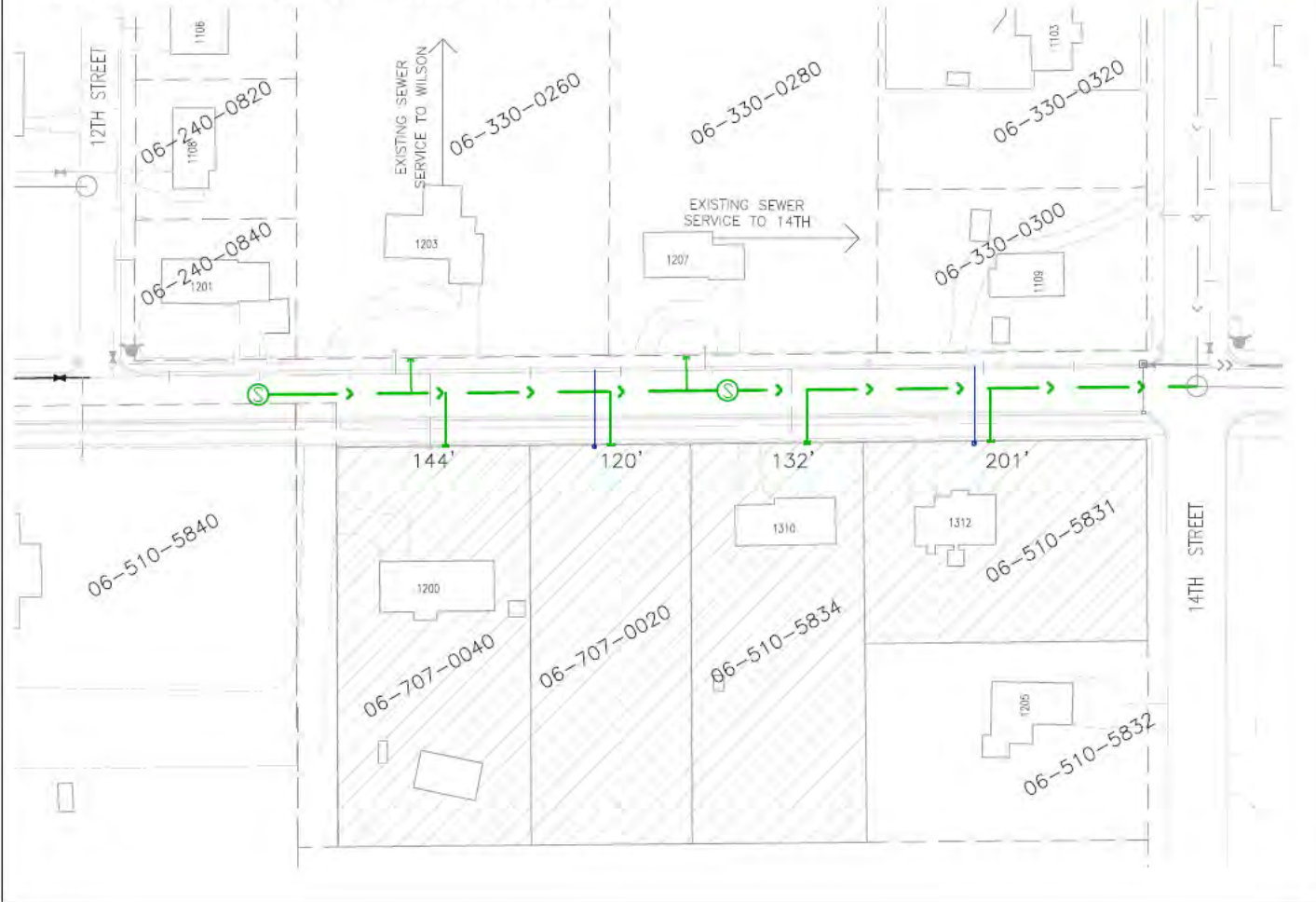
The project is of sufficient size and scope to be cost effective and the work is necessary to maintain the public infrastructure.

X. Conclusion & Recommendations

Based upon the information contained in this report, the proposed Washington Avenue Sewer Extension Project is feasible from an engineering and financial standpoint.

Figure A
Sewer Extension Layout

WASHINGTON AVENUE SANITARY SEWER EXTENSION



APPENDIX A
Petition for Sewer Extension
9/6/18

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 Tilney</u>	<u>1310 Washington Avenue</u>
<u>Lisa Lilrey</u>	<u>1310 Washington Ave.</u>
<u>Robert M. Kainu</u>	<u>1200 WASH. AVE</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

APPENDIX B
Neighborhood Meeting
January 18, 2018

Department of Public Works
1307 Cloquet Avenue · Cloquet, MN 55720
Ph: 218-879-6758 · Fax:218-879-5998



Washington Avenue Sanitary Sewer Extension
Neighborhood Meeting Dec 27 – 5:00 PM

Please Sign In:

Name	Address / Email
John Anderson	janderson@cloquetmn.gov
JEFF Rock	[REDACTED]
Christina Rock	1312 Washington Ave
[REDACTED]	[REDACTED]
Julie + Bob HAINU	[REDACTED]

APPENDIX C
Engineers 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

APPENDIX D
Preliminary Special Assessment Roll

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.

Sample 1 - Home with private well and septic converting to City sewer and city water

Assumes the watermain is already in the ground and the sewer main will be constructed as part of the project

Sewer Costs

	Item	source	Estimated Cost	Notes
1	Sewer Main	special connection fee	\$7,700 - \$13,000	depends on frontage, rate estimated at \$64.24 per front foot
2	Sewer service in the ROW	special connection fee	included in no. 1	
3	Sewer service on private property	Homeowner cost	\$5,000 to \$10,000	depends on length of pipe, restoration, pump needs, etc
4	abandon septic system	Homeowner cost	\$ 2,000	depends on system type, location, restoration needed, etc.
5	CAF	WLSSD	\$ 1,000	depends on structure
	Total		\$15,700 to \$26,000	

Water Costs

	Item	source	Estimated Cost	Notes
A	Watermain	std. connection fee	\$ 1,500.00	adjusted annually to a fixed amount regardless of location
B	water service in ROW	service tap fee	\$3,000 - \$4,0000	Costs dependent on contract prices, charged by city when connected
C	water service on private property	Homeowner cost	\$2,000 - \$5,000	depends on length of pipe, restoration needed, interior plumbing to set meter
D	abandon well	Homeowner cost	\$500 - \$1,000	depends on access, restoration, depth of well
	Total		\$7,000 to \$11,500	

Combined Cost \$22,700 to \$37,500

Sample 2 - Home with private well and septic converting to City sewer and city water

Assumes the watermain and sewer main is already in the ground

Sewer Costs

	Item	source	Estimated Cost	Notes
1	Sewer Main	std. connection fee	\$ 2,000.00	adjusted annually to a fixed amount regardless of location
2	Sewer service in the ROW	service tap fee	\$3,000 - \$4,0000	Costs dependent on contract prices, charged by city when connected
3	Sewer service on private property	Homeowner cost	\$5,000 to \$10,000	depends on length of pipe, restoration, pump needs, etc
4	abandon septic system	Homeowner cost	\$ 2,000	depends on system type, location, restoration needed, etc.
5	CAF	WLSSD	\$ 1,000	depends on structure
	Total		\$13,000 to \$19,000	

Water Costs

	Item	source	Estimated Cost	Notes
A	Watermain	std. connection fee	\$ 1,500.00	adjusted annually to a fixed amount regardless of location
B	water service in ROW	service tap fee	\$3,000 - \$4,0000	Costs dependent on contract prices, charged by city when connected
C	water service on private property	Homeowner cost	\$2,000 - \$5,000	depends on length of pipe, restoration needed, interior plumbing to set meter
D	abandon well	Homeowner cost	\$500 - \$1,000	depends on access, restoration, depth of well
	Total		\$7,000 to \$11,500	

Combined Cost \$20,000 to \$30,000

CITY OF CLOQUET, MINNESOTA

Washington Avenue Utility Extension

City Project No. 1084

Sanitary Sewer & Water Construction

ENGINEERS ESTIMATE

NOTES	SPEC NO.	CONTRACT ITEMS	UNIT	QUANTITY C.P. 1084	UNIT PRICE	AMOUNT
	2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	1	300.00	\$300.00
	2104.603	ABANDON WATER MAIN	LIN. FT.	780	20.00	\$15,600.00
1	2211.503	AGGREGATE BASE (CV), CLASS 5	CU. YD.	200	45.00	\$9,000.00
1,2	2451.507	GRANULAR BACKFILL (LV)	CU. YD.	100	20.00	\$2,000.00
1,5	2451.507	GRANULAR BEDDING (CV)	CU. YD.	173	20.00	\$3,460.00
1,2	2451.507	AGGREGATE BEDDING (MOD.) (CV)	CU. YD.	100	45.00	\$4,500.00
3,4,5	2503.503	6" PVC PIPE SEWER, D3034 SDR 35	LIN. FT.	476	40.00	\$19,040.00
5	2503.503	8" PVC PIPE SEWER, D3034, SDR 35	LIN. FT.	705	50.00	\$35,250.00
5	2503.503	10' PVC PIPE SEWER, D3034, SDR 35	LIN. FT.	50	55.00	\$2,750.00
5	2503.503	10' PVC PIPE SEWER, D3034, SDR 35 (REPAIR)	LIN. FT.	10	250.00	\$2,500.00
5	2503.601	MISC. SEWER FITTINGS	LUMP SUM	1	2000.00	\$2,000.00
4,5	2503.602	6"X8" PVC WYE, D3034, SDR35	EACH	6	400.00	\$2,400.00
4,5	2503.602	6"X10" SADDLE	EACH	6	500.00	\$3,000.00
	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	2000.00	\$2,000.00
	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	1	3000.00	\$3,000.00
5	2504.602	6" HYDRANT AND VALVE, 8' COVER	EACH	1	6000.00	\$6,000.00
4,5	2504.602	0.75' CORPORATION STOP	EACH	7	600.00	\$4,200.00
4,5	2504.602	0.75' CURB STOP AND BOX	EACH	7	1000.00	\$7,000.00
3,4,5	2504.603	3/4" TYPE K COPPER PIPE	LIN. FT.	340	65.00	\$22,100.00
5,7	5.7	6" DIP WATERMAIN, CLASS 52	LIN. FT.	8	125.00	\$1,000.00
5,7	2504.603	8" DIP WATERMAIN, CLASS 52	LIN. FT.	60	60.00	\$3,600.00
5,7	2504.604	3" POLYSTYRENE INSULATION	SQ. YD.	15	20.00	\$300.00
5	2504.608	MISC. WATERMAIN FITTINGS	POUND	180	15.00	\$2,700.00
5	2506.502	CASTING ASSEMBLY	EACH	3	700.00	\$2,100.00
5,6	2506.503	CONST DRAINAGE STRUCTURE DESIGN 4007	LIN. FT.	31.87	600.00	\$19,122.00

TOTAL ESTIMATE ---- \$174,922.00

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

RESOLUTION NO. 18- 90

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR THE PROPOSED 2019 SEWER EXTENSION ALONG WASHINGTON AVENUE FROM 14TH STREET TO 12TH STREET AND ESTABLISHMENT OF CONNECTION FEES FOR BENEFITING PROPERTIES

WHEREAS, The City has completed a feasibility study to extend sanitary sewer along Washington Avenue from 12th Street to 14th Street; and

WHEREAS, As part of the project the City Engineer has identified a need to extend City Sanitary sewer to this currently unserved portion of the city; and

WHEREAS, A resolution of the Council adopted November 6th 2018, set a date for a Council hearing on the proposed improvement; and

WHEREAS, Ten days mailed notice and two weeks published notice of the hearing was given and the hearing was held thereon on the 4th day of December 2018, at which time all persons desiring to be heard were given an opportunity to be heard.

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

1. Such improvement is necessary, cost effective, and feasible as detailed in the City's feasibility study.
2. The City Engineer is hereby designated as the engineer for this improvement and shall prepare plans and specifications for the making of such improvement.
3. Such improvement is hereby ordered and the City Engineer is hereby authorized to solicit bids for construction.
4. The City Engineer is directed to establish connection fees specific for this sanitary sewer and present those to the city council to be adopted

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 4th DAY OF DECEMBER 2018.

Dave Hallback, Mayor

ATTEST:


Aaron Reeves, City Administrator



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet, MN 55720
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: Aaron Reeves, City Administrator 
Date: December 4, 2018

ITEM DESCRIPTION: Approval of 2019 Business License Renewals

Proposed Action

Staff recommends the City Council move to approve the renewal of the various business licenses identified on the attached 2019 license renewal list subject to submittal of all licensing requirements.

Background/Overview

Attached the City Council will find a list of the various business license renewals received to date for the 2019 renewal period. These renewals include Solid Waste and Recycling Collector and Therapeutic Massage.

Staff has solicited renewals from each of our current license holders. Most have completed the necessary paperwork and submitted the required information which staff has found to be in order. The licenses that are ready to be renewed by the Council are indicated on the attached list.

Policy Objectives

Approval of these various licenses is required under Chapter 6 of the Municipal Code. There is no limit on the number of licenses issued in any one year for any of these licenses.

Financial/Budget/Grant Considerations

The City's fee schedule varies for each of these licenses as set by the City Council. The applicants have paid the required fees.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Business License Listing

2019 Business License Renewals

<u>Applicant Name</u>	<u>Name of Business</u>	<u>Business Address</u>	<u>License Period</u>	<u>Type of License</u>
Jill Bartl	Body Connection Massage Clinic	707 Highway 33	01/01/19-12/31/19	Massage Therapist
Marcella Bubb	Body Connection Massage Clinic	707 Highway 33	01/01/19-12/31/19	Massage Therapist
Amanda Horvat	Body Connection Massage Clinic	707 Highway 33	01/01/19-12/31/19	Massage Therapist
Patricia Jensen	Professional Massage & Bodywork	502 Carlton Ave	01/01/19-12/31/19	Massage Therapist
Terry Kirchoff	In Touch Therapies	8 13th Street	01/01/19-12/31/19	Massage Therapist
Karen Langness	Tranquility Salon and Day Spa	1610 Cloquet Ave	01/01/19-12/31/19	Massage Therapist
Juanliu Liang	Hong Kong Spa	139 North Rd	01/01/19-12/31/19	Massage Therapist
Shuwen Liang	Hong Kong Spa	139 North Rd	1/01/19-12/31/19	Massage Therapist
Yingling Liang	Hong Kong Spa	139 North Rd	1/01/19-12/31/19	Massage Therapist
Karen Pringle	Tranquility Salon and Day Spa	1610 Cloquet Ave	01/01/19-12/31/19	Massage Therapist
Karla Southworth	Inspirations Therapeutic Massage	1005 Cloquet Ave	01/01/19-12/31/19	Massage Therapist
Jill Bartl	Body Connection Massage Clinic	707 Highway 33	01/01/19-12/31/19	Massage Business
Don Christensen	The Organic Carrot	502 Carlton Ave	01/01/19-12/31/19	Massage Business
William Fortman	Carlton County Disposal	3088 Co Rd 61	01/01/19-12/31/19	Solid Waste & Recycling Collector
Raymond Crestik	Cloquet Sanitary Service	244 English Road	01/01/19-12/31/19	Solid Waste & Recycling Collector
Gerald Hansen	North State Services	7018 Maple Grove Rd	01/01/19-12/31/19	Solid Waste & Recycling Collector
Steven Amatuzio	A-1 Disposal	7497 Saginaw Rd	01/01/19-12/31/19	Solid Waste & Recycling Collector
Alan Heikes	Heikes Garbage Inc	8 Panstar Rd	01/01/19-12/31/19	Solid Waste & Recycling Collector



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet, MN 55720
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: Aaron Reeves, City Administrator *AR*
Date: November 28, 2018

ITEM DESCRIPTION: New Off Sale Intoxicating Liquor and Tobacco Licenses
The Crotteau Company DBA Cold One Liquor

Proposed Action

Staff recommends the City Council move to approve the new Off Sale Intoxicating Liquor and Tobacco Licenses for The Crotteau Company, dba Cold One Liquor, 906 Hwy Highway South, effective January 1, 2019 subject to final approval by the State of Minnesota.

Background/Overview

The City has received an application from The Crotteau Company, Inc. seeking to obtain a new Off Sale Intoxicating Liquor License and Tobacco License for 906 Highway 33 South. The Crotteau Company, Inc. is in the process of purchasing Cold One Liquor and is planning for the transaction to be complete January 1, 2019. The current owner of Cold One Liquor hold both Off Sale Intoxicating and Tobacco Licenses. If approved, the licenses being sought will expire on June 30, 2019.

Policy Objectives

Approval of all Off-Sale Intoxicating Liquor Licenses and Tobacco Licenses are required under Chapter 6 of the City Code and M.S. 340A.404 of State law. All other aspects of the applications are in accordance with City Code.

Financial/Budget/Grant Considerations

The City's fee schedule requires each license holder to pay set fees for each license. The total fees received by the City for alcohol licenses are required to be consistent with the level of service to administer and enforce local liquor laws. The applicant has paid all fees which are required by the City.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Off Sale Intoxicating Liquor License Application
- Retail Sales of Cigarette and Other Tobacco Products Application

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Applicant's Minnesota tax ID number
5896197

The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number
Period covered
Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

[X] Over counter [] Through vending machine [] Both

Print or type

Licensee's legal name: The Crotteau Company
Business trade name (doing business as): Cold One Liquor
Complete address of business location (permit location): 906 Highway 33 South
City: Cloquet
Mailing address (if different than business address):
County: Carlton
State: MN
Zip code: 55720
Federal employer ID number (FEIN): 83-2465766
Daytime phone:
Other phone number:
Fax number:
Email address: dean.crotteau@yahoo.com

Type of legal organization (check one):

[] Sole proprietor [X] Minnesota corporation: Enter date of incorporation 11/6/2018
[] Partnership [] Out-of-state corporation: State of incorporation
[] Other (describe)
Are you registered to do business in Minnesota? [X] Yes [] No

Business Information

Corporate officers or partners (attach a list if necessary)

Name: Dean Crotteau Title: President
Address: Sawyer MN 55780
Name: Alison Crotteau Title: Secretary / Treasurer
Address: Sawyer MN 55780

As a licensed tobacco products or cigarette retailer, I understand that:

- 1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Statement of understanding

Sign here

Licensee signature: [Signature] Title: President Print name: Dean Crotteau Date: 11/21/2018 Daytime phone:
Licensing agent's signature: Title: Print name: Date: Daytime phone:

License applicant: Submit this form to the licensing authority along with the license application.
Licensing authority: Mail or fax a copy of approved form to: Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 OFFICE (651) 201-7507 FAX (651) 297-5259 TTY (651) 282-6555
 DPS.MN.GOV



APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE
No license will be approved or released until the \$20 Retailer ID Card fee is received

PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY.
INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT ACTION.

Licensee's MN Sales and Use Tax ID # 5896197 To apply for a MN sales and use tax ID #, call (651) 296-6181
 Licensee's Federal Tax ID # 83-2465766 Licensees must register with the Federal Tax and Trade Bureau (TTB),
 for information call (513) 684-2979 or 1-800-937-8864

Applicant:

Licensee Name (Applicant) The Crotteau Company		Business Name (DBA) Cold One Liquor		Social Security #	
Licensee Location (Physical Address)		License Period From 01/19 To <u>6/30/19</u>		DOB (Individual Applicant)	
City Sawyer		County Carton	State MN	Zip Code 55780	
E-mail Address		Business Phone Number		Applicant's Home Phone #	

If a Corporation, LLC, or Partnership - state name, date of birth, Social Security # address, title, and Percent Owned by each officer.

Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Address, City, State, Zip Code
Dean Michael Crotteau			President	50.0%	
Alison Marie Crotteau			Secretary/Treasurer	50.0%	
Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Address, City, State, Zip Code
				0.0%	
Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Address, City, State, Zip Code
				0.0%	

- If a corporation, date of incorporation November 6, 2019, state incorporated in Minnesota If a subsidiary of any other corporation, so state _____
 If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota?
 Yes No
- Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state. First Floor Retail Space
- Is establishment located near any state university, state hospital, training school, reformatory or prison?
 Yes No. If yes, state approximate distance. No
- Name and address of building owner Richard Stowell. 911 Jasper Street Cloquet, MN 55720
 Has owner of building any connection, directly or indirectly, with applicant? Yes No

5. Is/are applicant(s), a member of the governing body of the municipality in which this license is to be issued?
Yes No If Yes, in what capacity? No
6. Have applicants any interest whatsoever, directly or indirectly, in any other liquor establishment in the state of Minnesota? Yes No If yes, give name and address of establishment.. No
7. Are the premises now occupied or to be occupied by the applicant entirely separate and exclusive from any other business establishment? Yes No
8. State whether applicant has or will be granted, an On Sale Liquor License in conjunction with this Off Sale Liquor License and for the same premises. Yes No Will be granted
9. State whether applicant has or will be granted a Sunday On Sale Liquor License in conjunction with the regular On Sale Liquor License. Yes No Will be granted
10. If this application is for a County Board Off Sale License, state the distance in miles to the nearest municipality.
N/A
11. If this license is being issued by a County Board, has a public hearing been held as per MN Statute 340A.405 sub2(d)? N/A
12. If this license is being issued by a County Board, is it located in an organized township?
If so, attach township approval.

Violations

1. Has applicant(s) had a liquor license revoked in the last 5 years; Yes No If so, give dates and details.

2. Has applicant, partners, officers, or employees ever had any liquor law violations or felony convictions in Minnesota or elsewhere? Yes No
If yes, give dates, charges and final outcome _____

3. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802. Yes No If yes, attach a copy of the summons.

REPORT BY POLICE/SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates named herein have not been convicted within the past five years for any felonies or municipal ordinances relating to intoxicating liquor except as follows:

Police/Sheriff's Department Title Signature

County Attorney's Signature

Insurance (ATTACH CERTIFICATE OF INSURANCE TO THIS FORM)

Licensee must obtain one of the following PER Minnesota Statute 340A.409:

Check one:

- A. Liquor Liability Insurance (Dram Shop) - \$50,000 per person, \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support.

Please review Insurance Certificate before submitting:

- Must be Certificate of Insurance (Declarations or Binders not accepted)
- Licensee name on this application and the Insurance Certificate must match EXACTLY.
- Must provide physical address of licensed location (No PO Boxes accepted)
- Dates of coverage must cover the entire license period.

or

- B. A surety bond from a surety company with minimum coverage as specified in A.

or

- C. A certificate from the State Treasurer that the licensee has deposited with the state, trust funds having market value of \$100,000 or \$100,000 in cash or securities.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry. A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

Workers compensation insurance company: Name SFM

Policy # 049633208 Number of employees: 10

I certify that I have read the above questions and that the answers are true and correct of my own knowledge.

Print name of applicant & title Dean Crotteau, President	Signature of Applicant 	Date 11/21/2018
---	--	--------------------



CITY ADMINISTRATOR'S OFFICE

1307 Cloquet Avenue, Cloquet MN 55720
Phone: 218-879-3347 Fax: 218-879-6555
www.ci.cloquet.mn.us
email: admin@ci.cloquet.mn.us

**CITY OF CLOQUET, MN
APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE**

Application: New Renewal

APPLICANT INFORMATION:

Name: Dean Michael Crotteau
First Full Middle Name Last

Applicant Current Address: _____

City, State, Zip: Sawyer, MN 55780

Home Phone _____ Work Phone _____ Cell Phone _____

E-Mail Address _____

Date of Birth: _____ Place of Birth: Duluth, MN

Licensee Name: The Crotteau Company
Business, Partnership, Corporation, LLC, Individual)

Social Security #: _____

Trade Name or DBA: Cold One Liquor

Licensed Location Address: 906 Highway 33 South

Business Phone: 218-391-3694

BUSINESS INFORMATION:

Business Name: The Crotteau Company (Cold One Liquor)

Address of Business: 906 Highway 33 South Cloquet, MN 55720

Mailing Address (if different from above): _____

Phone No.: _____ Alternate Number: _____

Manager of Business: Dean Crotteau

BUSINESS OWNERSHIP INFORMATION:

Type of Ownership: Sole Proprietorship Partnership Limited Liability Corporation (LLC) Corporation (Inc)

If the above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Dean	Michael	Crotteau
Partner/Officer Name: First	Middle	Last
Home Address: _____		
City, State, Zip: <u>Sawyer, MN 55780</u>		
_____		_____
Date of Birth	Social Security No.	

Alison	Marie	Crotteau
Partner/Officer Name: First	Middle	Last
Home Address: _____		
City, State, Zip: <u>Sawyer, MN 55780</u>		
_____		_____
Date of Birth	Social Security No.	

Are you the owner or one of the owners of the business stated in this application? Yes No

If yes, how long have you been in the business at this location? Purchasing Business on Jan. 1st.

If you are not the business owner, please list business owner information:

Name: _____
(First) (Full Middle) (Last)

Address: _____

Home Phone	Work Phone	Cell Phone
------------	------------	------------

The property at which I am requesting a license for, I Own Rent Lease Other: _____

(If you rent or lease the premises, you must attach a copy of your fully executed rental or lease agreement)

If you are not the property owner, please list property owner information:

Name: Richard Alan Stowell
(First) (Full Middle) (Last)

Address: _____

_____ Home Phone _____ Work Phone _____ Cell Phone

Property/Business Information:

Intoxicating liquor licenses will only be issued to establishments which are properly zoned and/or meet those zoning requirements for such location as may be required by the City.

**For Zoning Verification, contact the Cloquet Zoning Department at (218) 879-2507
prior to submitting your application to obtain a
"Certificate of Zoning Compliance."**

You must indicate the exact legal description of the premises to be licensed, with a plot plan of the area showing dimensions, locations of buildings, street access, and parking facilities and the locations of and distances to the nearest church building and schools.

Property Zoning District: _____

Property Parcel ID Number: _____

Property Complete Legal Description: _____

Cloquet Municipal Code. Section 6.3.09, Subd. 2 Distance from Schools and Churches. No license shall be granted for any place within 1,200 feet of any public school or within 600 feet of any church unless the entity pre-existed the location of the School or Church in question or unless such a use is permitted under City Zoning and is approved by the City Council. In applying this restriction, the distance shall be measured between the main front entrance of each structure, following the route of ordinary pedestrian travel.

Church: Yes No If yes, distance from location: _____
School: Yes No If yes, distance from location: _____

How many off-street parking spaces are to be provided exclusively for your customers? _____

Days of Operation: Monday - Sunday

Hours of Operation: 8:00am - 10:00pm M-Sat, 11:00am - 6:00pm Sun.

Real estate taxes on property to be licensed are: Paid current Delinquent

Are there any financial claims to the City of Cloquet owed by the applicant, business owner, or property owner?

None exist. There are financial claims owed to the City of Cloquet.

If there are current financial claims owed to the City of Cloquet, please state the responsible party, state amount(s), and type of claim:

Responsible Party	Amount	Type of claim (i.e., utilities, etc.)
-------------------	--------	---------------------------------------

Please answer all questions truthfully and to the best of your knowledge. Providing false information may be cause for denial of your license. Please add additional information if necessary.

1. Have you been convicted of any misdemeanor or felony violation of local ordinances related to the sale of alcoholic beverages? Yes No

If yes, please provide statement of all convictions (date of offense, location, charge and date of conviction.)

2. Have you previously operated in this City or another City or State under a license or permit which had been denied, suspended or revoked? Yes No

If yes, please provide information and state reasons.

3. Do you currently hold a license of the same in this City, any other City, State or Country? Yes No

If yes, please provide business information for that license.

Business Name: _____

Address: _____

Phone No. _____

The City of Cloquet reserves the right to request additional information to assist in the evaluation of this application.

I do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Cloquet, its agents and employees, to obtain information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this license.

Signature of Applicant:  Date: 11/21/2018

Print Name Dean Michael Crotteau
First Middle Last



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: December 4, 2018

ITEM DESCRIPTION: 2019 Final Budget, Levy, and CIP Adoption

Proposed Action

Staff recommends that the City Council adopt the proposed 2019 budget, levy and CIP as presented.

Background/Overview

The proposed levy is a 1.5% decrease from the 2018 levy. This will be the first levy decrease the City has done since 2003. The City did keep the levy at 0% from 2011-2014. The City's Tax Capacity will increase by an estimated 4.3% in 2019. This means that if a property's Estimated Market Value remains the same the City's portion of property taxes would go down by roughly 5.8%.

Supporting Documentation Attached

- 2019 Final Budget Summary
- 2019 – 2023 CIP Summary
- Resolution approving 2019 budget, levy, and CIP

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

RESOLUTION NO. 18-84

RESOLUTION ADOPTING THE 2019 BUDGET

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

WHEREAS, Chapter 275, Section 065 of Minnesota Statutes requires that the City adopt a 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 to be set aside for the year 2019 for the following departments and funds:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General	\$7,264,600	\$8,633,800
LDO Loan (EDA)	49,200	2,200
Federal CDGB Loan (EDA)	10,000	7,500
Economic Development Loan (City)	19,600	3,500
Small Cities Development (EDA)	9,200	20,000
Library	640,500	663,850
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	100,350
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	2,622,100
Water – In-Town System	1,515,700	1,713,100
Sewer Utility	1,721,250	1,756,075
Stormwater Utility	332,000	268,800
TOTAL:	\$21,168,900	\$26,780,185

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 4TH DAY OF DECEMBER, 2018.

ATTEST:

Dave Hallback, Mayor

Aaron Reeves, City Administrator

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

RESOLUTION NO. 18-85

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

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	\$2,231,500
Public Works Reserve	250,000
Library	400,000
GO Swimming Pond Debt	<u>110,000</u>
 TOTAL LEVY	 <u>\$2,991,500</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 4TH DAY OF DECEMBER, 2018.**

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

**City of Cloquet
Tax Levy Summary
2016 Actual Through 2022 Planning**

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Adopted 2019</u>	<u>Planning 2020</u>	<u>Planning 2021</u>	<u>Planning 2022</u>
General	\$ 1,830,000	\$ 2,105,000	\$ 2,042,000	\$ 2,231,500	\$ 2,495,000	\$ 2,465,000	\$ 2,630,000
Library	400,000	400,000	390,000	400,000	400,000	400,000	400,000
GO Swimming Pond Debt	115,000	115,000	105,000	110,000	110,000	110,000	110,000
GO Facilities Debt-Library	-	-	-	-	-	-	-
GO Facilities Debt-PW	-	-	-	-	-	210,000	210,000
GO Improvement Bonds - PI	-	-	-	-	-	91,700	199,150
Permanent Improvement	260,000	250,000	350,000	-	-	-	-
Public Works Reserve	175,000	100,000	150,000	250,000	225,000	350,000	185,000
Sewer Utility*	30,000	-	-	-	-	-	-
Tax Levy	\$ 2,810,000	\$ 2,970,000	\$ 3,037,000	\$ 2,991,500	\$ 3,230,000	\$ 3,626,700	\$ 3,734,150
Levy Change (+/-)	2.97%	5.69%	2.26%	-1.50%	7.97%	12.28%	2.96%
		Health Insurance & Library Reserves			Parks Dir. Park C/O Comp Plan Update	PW Garage & PI Bonds	

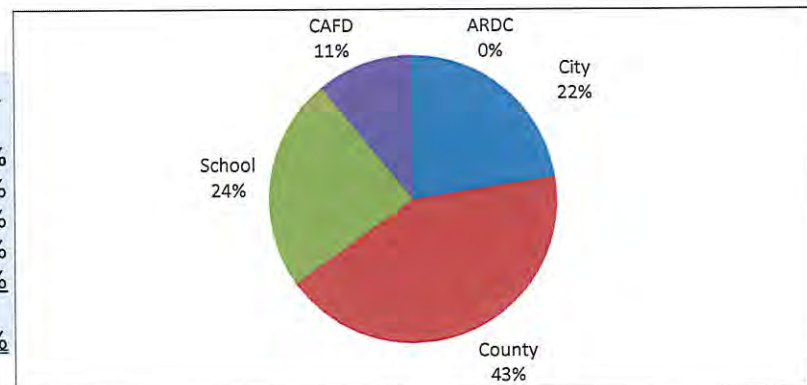
Note

Park, Senior Center, and Community Development were moved to General Fund in 2019.
* - District Wide Allocation is not a sewer charge. Moved to General Fund starting in 2017.

Property Tax Rates

	<u>2016</u>	<u>2017</u>	<u>2018</u>
City of Cloquet	40.313%	41.678%	41.386%
Carlton County	78.416%	79.431%	80.610%
Cloquet School District	48.792%	44.659%	45.438%
Cloquet Area Fire District	20.113%	20.131%	20.510%
ARDC	0.174%	0.176%	0.176%
Total Direct and Overlapping	187.808%	186.075%	188.120%

2018 Property Taxes



City of Cloquet
Summary Comparison of All Funds Expenditures & Financing Uses
2016 Actual Through 2022 Planning

FUND		2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2019 ADOPTED	2020 PLANNING	2021 PLANNING	2022 PLANNING	('19 to '18 BUDGFT)		
Description	No								Dollars	%	
General											
Total General Fund		101	6,147,537	6,070,898	6,337,650	8,633,800	7,519,255	7,578,400	7,833,100	2,296,150	36.23%
Special Revenue Funds											
LDO Loan (EDA)		201	-	918	2,200	2,200	2,200	2,200	2,200	-	-
Federal CDBG Loan (EDA)		202	-	36,725	3,500	7,500	7,500	7,500	7,500	4,000	114.29%
Economic Develoment Loan (City)		203	14,468	31,273	1,350	3,500	3,500	3,500	3,500	2,150	159.26%
State SCDG/MIF (EDA)		204	-	-	-	-	-	-	-	-	-
Revolving SCGP (EDA)		206	-	-	20,000	10,000	10,000	10,000	10,000	20,000	100.00%
Small Cities Development		208	62,709	478,757	10,700	-	-	-	-	(10,700)	-100.00%
Library		211	535,113	572,122	591,850	663,850	649,700	678,800	709,650	72,000	12.17%
Tax Increment - Daqota		220	21,760	16,645	30,000	28,600	25,000	25,000	25,000	(1,400)	-4.67%
Tax Increment - 14th St Apartments		221	21,467	20,504	30,000	29,350	25,000	25,000	25,000	(650)	-2.17%
Tax Increment - Oakwood Estates		222	47,739	47,786	55,000	93,400	50,000	50,000	50,000	38,400	69.82%
Tax Increment - Patio Homes		223	-	-	-	30,250	55,000	55,000	55,000	30,250	100.00%
Landfill Host Fee		260	-	21,014	-	-	5,000	-	-	-	-
Cable Television		614	144,410	142,406	164,925	100,350	102,600	105,650	107,175	(64,575)	-39.15%
Total Special Revenue			847,666	1,368,150	889,525	979,000	935,500	962,650	995,025	89,475	10.06%
Debt Service Funds											
Business Park Bonds		368	246,948	243,115	243,600	971,610	-	-	-	728,010	298.85%
Swimming Pond Bonds		370	148,420	106,898	1,193,300	99,700	103,900	102,900	101,800	(1,093,600)	-91.65%
City Sales Tax Bonds		372	-	-	659,350	547,750	547,850	542,750	547,300	(111,600)	100.00%
Facilities Bonds		374	-	-	-	-	-	377,750	201,350	-	-
Improvement Bonds		376	-	-	-	-	-	59,100	153,500	-	-
Total Debt Service			395,368	350,013	2,096,250	1,619,060	651,750	1,023,400	850,450	(477,190)	-22.76%
Capital Project Funds											
Permanent Improvement		225	406,671	673,261	1,460,500	400,500	1,355,500	1,433,000	1,443,000	(1,060,000)	-72.58%
Public Facilities Planning		224	-	131,686	20,000	1,800,000	-	-	-	1,780,000	-100.00%
Public Works Reserve		231	247,675	396,810	381,500	530,000	355,000	518,000	267,000	148,500	38.93%
Revolving Capital Projects		403	3,478,483	31,014	1,470,000	4,000,000	3,870,000	837,500	1,837,500	2,530,000	172.11%
City Sales Tax Projects		405	1,729,545	3,324,278	3,809,350	2,427,750	3,714,850	557,750	2,047,300	(1,381,600)	-36.27%
Total Capital Project Funds			5,862,374	4,557,049	7,141,350	9,158,250	9,295,350	3,346,250	5,594,800	2,016,900	28.24%
Total Governmental Funds			13,252,945	12,346,110	16,464,775	20,390,110	18,401,855	12,910,700	15,273,375	3,925,335	23.84%
Internal Service											
Employee Severance Benefits		701	61,064	66,036	30,000	30,000	5,000	30,000	5,000	-	-
Total Internal Service			61,064	66,036	30,000	30,000	5,000	30,000	5,000	-	-
Enterprise Funds											
Water - Lake Superior Waterline		600	2,583,925	2,520,726	4,149,100	2,622,100	12,616,000	3,392,250	3,420,650	(1,527,000)	-36.80%
Water - In Town System		601	1,296,735	1,477,578	7,366,200	1,713,100	5,230,100	2,568,150	3,128,000	(5,653,100)	-76.74%
Sewer Utility		602	1,623,884	1,726,153	1,913,450	1,756,075	5,026,700	2,267,400	2,267,900	(157,375)	-8.22%
Stormwater Utility		605	250,417	274,785	382,050	268,800	2,826,800	564,600	1,187,500	(113,250)	-29.64%
Total Enterprise Funds			5,754,961	5,999,242	13,810,800	6,360,075	25,699,600	8,792,400	10,004,050	(7,450,725)	-53.95%
Total Proprietary Funds			5,816,025	6,065,278	13,840,800	6,390,075	25,704,600	8,822,400	10,009,050	(7,450,725)	-53.83%
GRAND TOTAL ALL FUNDS			19,068,970	18,411,388	30,305,575	26,780,185	44,106,455	21,733,100	25,282,425	(3,525,390)	-11.63%

City of Cloquet
Summary Comparison of All Funds Revenues & Financing Sources
2016 Actual through 2022 Planning

FUND		2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2019 ADOPTED	2020 PLANNING	2021 PLANNING	2022 PLANNING	('19 to '18 BUDGET)		
Description	No								Dollars	Percent	
General											
Total General Fund		101	5,675,519	6,060,746	6,347,350	7,264,600	7,521,550	7,580,650	7,834,750	917,250	14.45%
Special Revenue Funds											
LDO Loan (EDA)	201	16,408	22,315	61,200	49,200	49,200	49,200	49,200	49,200	(12,000)	-19.61%
Federal CDBG Loan (EDA)	202	4,600	9,400	10,000	10,000	10,000	10,000	10,000	10,000	-	-
Economic Development Loan (City)	203	17,416	3,416	4,350	19,600	19,600	19,600	19,600	19,600	15,250	350.57%
State SCDG/MIF (EDA)	204	700	1,400	1,000	-	-	-	-	-	(1,000)	-100.00%
Revolving SCGP (EDA)	206	2,398	14,389	10,700	9,200	9,200	9,200	9,200	9,200	(1,500)	-
Small Cities Development (City)	208	62,709	478,757	10,700	-	-	-	-	-	(10,700)	-100.00%
Library	211	539,032	626,376	592,000	640,500	602,000	602,000	602,000	602,000	48,500	8.19%
Tax Increment - Daqota	220	18,331	18,332	30,000	25,000	25,000	25,000	25,000	25,000	(5,000)	-16.67%
Tax Increment - 14th St Apartments	221	22,631	22,607	30,000	25,000	25,000	25,000	25,000	25,000	(5,000)	-16.67%
Tax Increment - Oakwood Estates	222	52,933	52,932	55,000	50,000	50,000	50,000	50,000	50,000	(5,000)	-9.09%
Tax Increment - Patio Homes	223	-	-	-	55,000	55,000	55,000	55,000	55,000	55,000	100.00%
Landfill Host Fee	260	42,868	120,238	64,000	65,000	65,000	65,000	65,000	65,000	1,000	1.56%
Cable Television	614	108,191	101,672	125,450	103,200	103,450	103,450	103,450	103,450	(22,250)	-17.74%
Total Special Revenue			888,217	1,471,834	994,400	1,051,700	1,013,450	1,013,450	1,013,450	57,300	5.76%
Debt Service Funds											
Business Park Bonds	368	15,929	27,913	10,900	10,900	-	-	-	-	-	-
Swimming Pond Bonds	370	1,210,156	126,627	105,000	110,000	110,000	110,000	110,000	110,000	5,000	4.76%
City Sales Tax Bonds	372	-	-	659,350	547,750	547,850	542,750	547,300	547,300	(111,600)	-
Facilities Bonds	374	-	-	-	-	324,950	210,000	210,000	210,000	-	100.00%
Improvement Bonds	376	-	-	-	-	37,720	131,560	260,550	260,550	-	-
Total Debt Service			1,226,085	154,540	775,250	668,650	1,020,520	994,310	1,127,850	(106,600)	-13.75%
Capital Project Funds											
Permanent Improvement	225	385,923	379,995	1,135,000	510,000	1,300,000	1,455,000	2,160,000	2,160,000	(625,000)	-55.07%
Public Facilities Planning	224	504,000	-	-	-	-	-	-	-	-	-
Public Works Reserve	231	242,354	313,203	275,000	280,000	355,000	518,500	275,000	275,000	5,000	1.82%
Revolving Capital Projects	403	3,478,483	31,014	1,470,000	4,000,000	3,870,000	837,500	1,837,500	1,837,500	2,530,000	100.00%
City Sales Tax Projects	405	921,240	9,510,311	815,000	915,000	915,000	915,000	915,000	915,000	100,000	12.27%
Total Capital Project Funds			5,532,000	10,234,523	3,695,000	5,705,000	6,440,000	3,726,000	5,187,500	2,010,000	54.40%
Total Governmental Funds			13,321,821	17,921,643	11,812,000	14,689,950	15,995,520	13,314,410	15,163,550	2,877,950	24.36%
Internal Service Fund											
Employee Severance Benefits	701	24,965	41,744	55,000	10,000	10,000	10,000	60,000	60,000	(45,000)	-81.82%
Total Internal Service			24,965	41,744	55,000	10,000	10,000	10,000	60,000	(45,000)	-81.82%
Enterprise Funds											
Water Lake Superior Waterline	600	2,687,682	2,895,675	4,510,000	2,900,000	13,100,000	3,500,000	3,500,000	3,500,000	(1,610,000)	-35.70%
Water In-Town	601	1,157,458	1,220,672	6,772,500	1,515,700	4,183,000	1,817,350	1,970,500	1,970,500	(5,256,800)	-77.62%
Sewer Utility	602	1,588,944	1,614,406	1,549,000	1,721,250	4,355,975	1,950,800	2,084,200	2,084,200	172,250	11.12%
Stormwater Utility	605	331,360	332,882	332,000	332,000	2,832,000	332,000	332,000	332,000	-	-
Total Enterprise Funds			5,765,444	6,063,635	13,163,500	6,468,950	24,470,975	7,600,150	7,886,700	(6,694,550)	-50.86%
Total Proprietary Funds			5,790,409	6,105,379	13,218,500	6,478,950	24,480,975	7,610,150	7,946,700	(6,739,550)	-50.99%
GRAND TOTAL ALL FUNDS			19,112,230	24,027,022	25,030,500	21,168,900	40,476,495	20,924,560	23,110,250	(3,861,600)	-15.43%

City of Cloquet
All Funds Revenues & Expenditures/Expenses Summary
2019 Budget

Revenues by Source for 2019

FUND		Property Taxes	Other Taxes	Intergovt	Charges	All Others*	Transfers	Revenues	
Description	No								
Total General Fund		101	2,231,500	55,000	2,980,000	412,000	517,300	1,068,800	7,264,600
Special Revenue Funds									
LDO Loan (EDA)	201	-	-	-	-	49,200	-	-	49,200
Federal CDBG Loan (EDA)	202	-	-	-	-	10,000	-	-	10,000
Economic Development Loan (City)	203	-	-	-	-	19,600	-	-	19,600
State MIF (EDA)	204	-	-	-	-	-	-	-	-
Revolving SCDP (EDA)	206	-	-	-	-	9,200	-	-	9,200
Library	211	400,000	-	38,500	20,500	6,500	175,000	-	640,500
Tax Increment - Daqota	220	-	25,000	-	-	-	-	-	25,000
Tax Increment - 14th Street Apart.	221	-	25,000	-	-	-	-	-	25,000
Tax Increment - Oakwood Estates	222	-	50,000	-	-	-	-	-	50,000
Tax Increment - Patio Homes	223	-	55,000	-	-	-	-	-	55,000
Landfill Host Fee	260	-	-	-	-	65,000	-	-	65,000
Cable Television	614	-	103,000	-	-	200	-	-	103,200
Total Special Revenue			400,000	258,000	38,500	20,500	159,700	175,000	1,051,700
Debt Service Funds									
Business Park Bonds	368	-	-	-	-	10,900	-	-	10,900
Swimming Pond Bonds	370	110,000	-	-	-	-	-	-	110,000
City Sales Tax Bonds	372	-	-	-	-	-	547,750	-	547,750
Police Facility Bonds	374	-	-	-	-	-	-	-	-
Total Debt Service			110,000	-	-	10,900	547,750	-	668,650
Capital Project Funds									
Permanent Improvement	225	-	-	400,000	-	110,000	-	-	510,000
Facilities Planning	224	-	-	-	-	-	-	-	-
Public Works Reserve	231	250,000	-	-	-	30,000	-	-	280,000
Revolving Capital Projects	403	-	-	-	-	750,000	3,250,000	-	4,000,000
City Sales Tax Projects	405	-	915,000	-	-	-	-	-	915,000
Total Capital Project Funds			250,000	915,000	400,000	890,000	3,250,000	-	5,705,000
Total Governmental Funds			2,991,500	1,228,000	3,418,500	432,500	1,577,900	5,041,550	14,689,950
Internal Service									
Employee Severance Benefits	701	-	-	-	-	10,000	-	-	10,000
Enterprise Funds									
Water - Lake Superior Waterline	600	-	-	-	2,900,000	-	-	-	2,900,000
Water - In Town System	601	-	-	-	1,405,700	110,000	-	-	1,515,700
Sewer Utility	602	-	-	-	1,676,250	45,000	-	-	1,721,250
Stormwater Utility	605	-	-	-	330,000	2,000	-	-	332,000
Total Enterprise Funds			-	-	6,311,950	157,000	-	-	6,468,950
Total Proprietary Funds			-	-	6,311,950	167,000	-	-	6,478,950
GRAND TOTAL ALL FUNDS			2,991,500	1,228,000	3,418,500	6,744,450	1,744,900	5,041,550	21,168,900

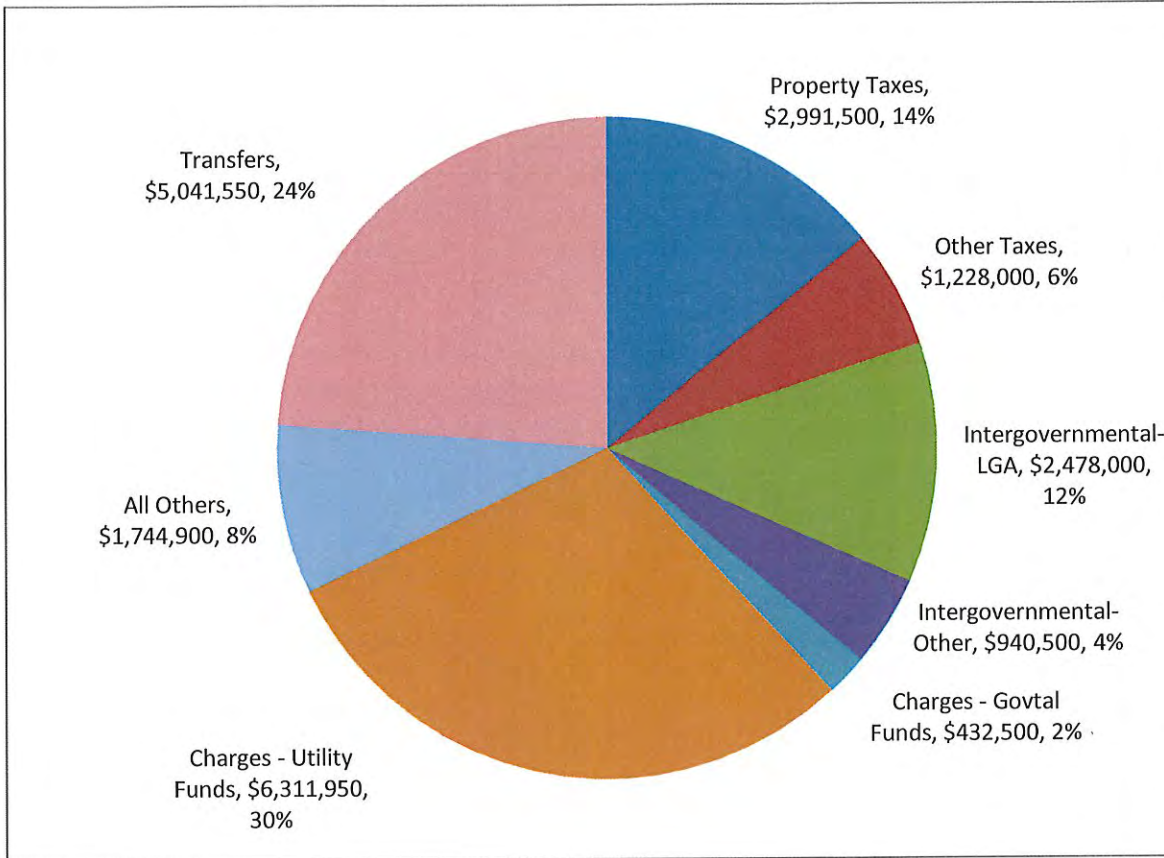
Expenditures/Expenses by Function for 2019

Personal Services	Supplies	Other Services	Debt	Capital	Transfers	Expenditure/Expenses
5,048,900	420,400	1,473,500	-	66,000	1,625,000	8,633,800
-	-	2,200	-	-	-	2,200
-	-	7,500	-	-	-	7,500
-	-	3,500	-	-	-	3,500
-	-	-	-	-	-	-
-	-	20,000	-	-	-	20,000
525,700	56,100	82,050	-	-	-	663,850
-	-	22,500	-	-	6,100	28,600
-	-	22,500	-	-	6,850	29,350
-	-	45,000	-	-	48,400	93,400
-	-	24,750	-	-	5,500	30,250
-	-	-	-	-	-	-
53,400	2,500	13,250	-	2,500	28,700	100,350
579,100	58,600	243,250	-	2,500	95,550	979,000
-	-	-	913,360	-	58,250	971,610
-	-	-	99,700	-	-	99,700
-	-	-	547,750	-	-	547,750
-	-	-	-	-	-	-
-	-	-	1,560,810	-	58,250	1,619,060
-	-	-	-	400,500	-	400,500
-	-	-	-	-	1,800,000	1,800,000
-	-	-	-	530,000	-	530,000
-	-	-	-	4,000,000	-	4,000,000
-	-	-	-	1,880,000	547,750	2,427,750
-	-	-	-	6,810,500	2,347,750	9,158,250
5,628,000	479,000	1,716,750	1,560,810	6,879,000	4,126,550	20,390,110
30,000	-	-	-	-	-	30,000
640,700	44,150	1,694,550	-	107,700	135,000	2,622,100
419,550	86,200	302,700	394,650	150,000	360,000	1,713,100
359,625	29,050	1,062,400	-	85,000	220,000	1,756,075
-	-	66,800	-	-	200,000	266,800
1,419,875	159,400	3,128,450	394,650	342,700	915,000	6,360,075
1,449,875	159,400	3,128,450	394,650	342,700	915,000	6,390,075
7,077,875	638,400	4,845,200	1,955,460	7,221,700	5,041,550	26,780,185

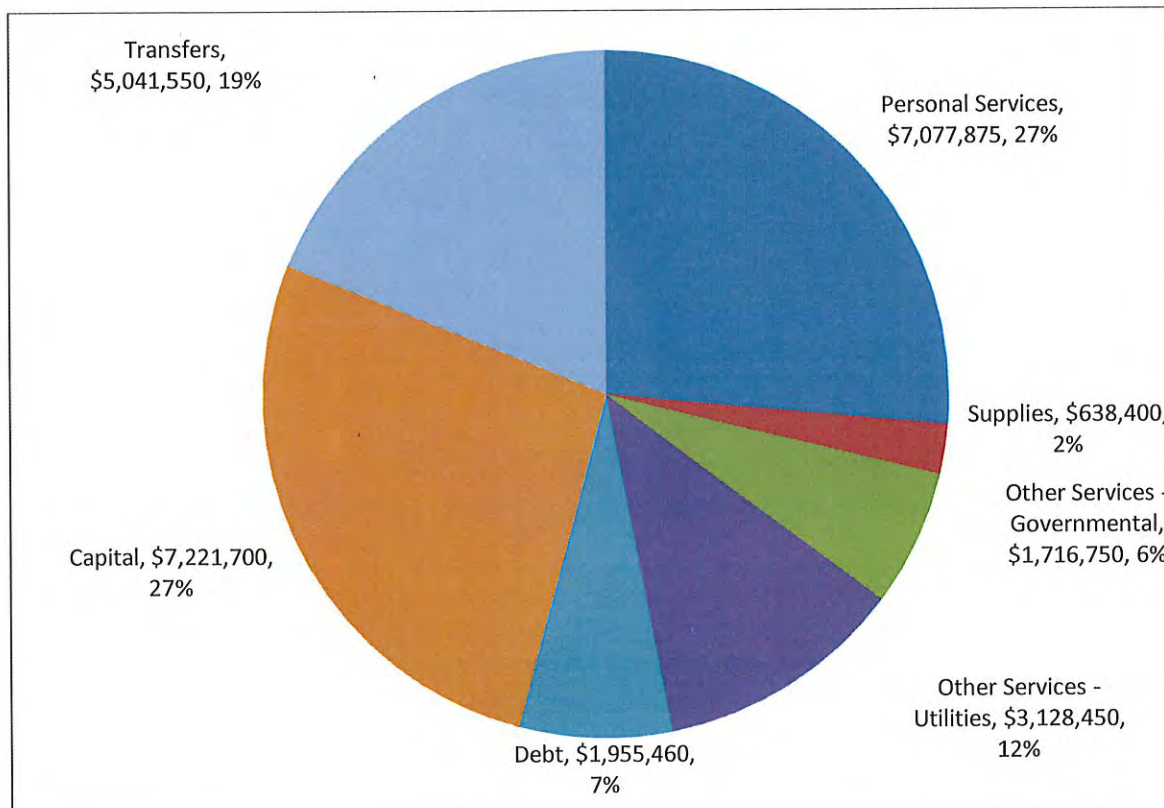
* - License and Permits, Fines & Forfeitures, Special Assessments, and Miscellaneous.

City of Cloquet 2019 Budget - All Funds

Revenues



Expenditures/Expenses



City of Cloquet
Summary Comparison of General Fund Expenditures & Financing Uses, Revenues & Financing Sources
2016 Actual through 2022 Planning

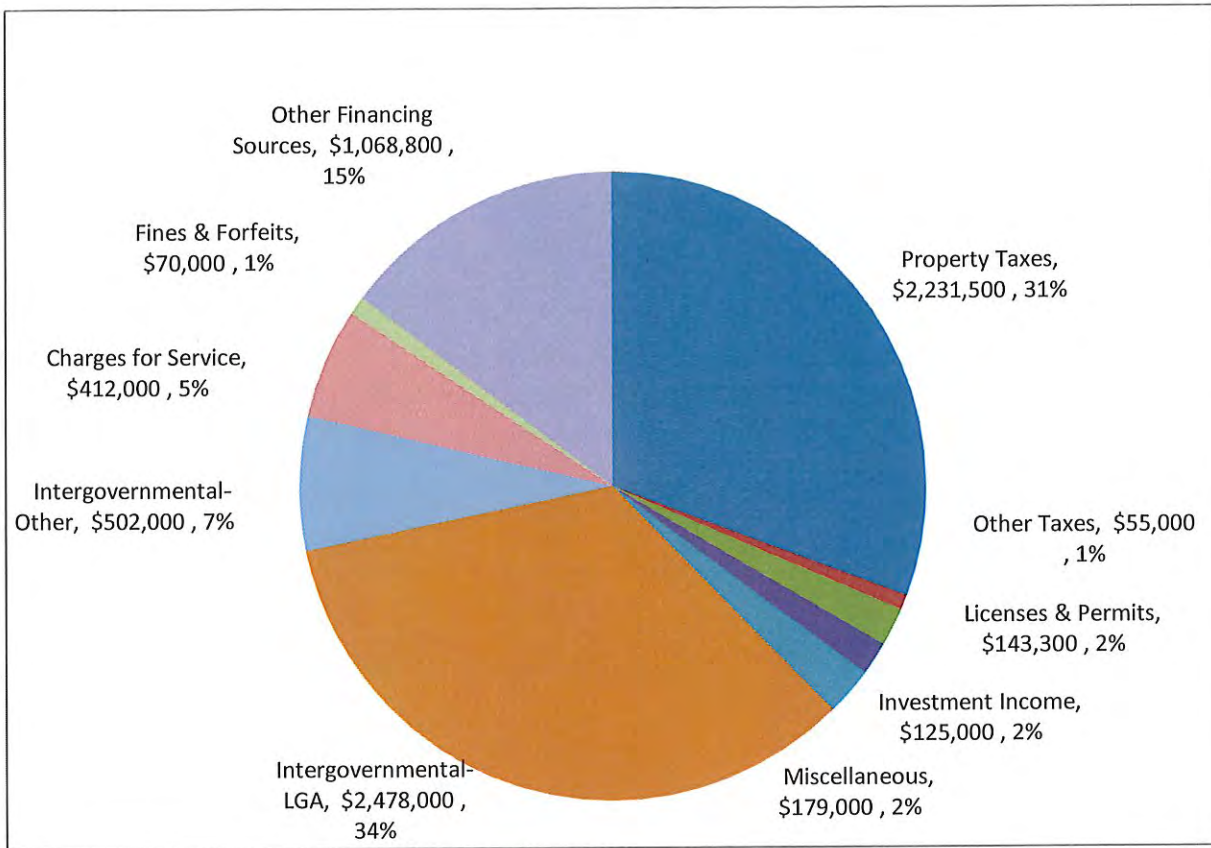
Descriptions	2016 ACTUAL	2017 BUDGET	2018 BUDGET	2019 ADOPTED	2020 PLANNING	2021 PLANNING	2022 PLANNING	CHANGE ('19 to '18 BUDGET)	
								Dollars	Percent
Expenditures & Financing Uses:									
Council & Mayor	\$ 105,140	\$ 84,624	\$ 86,050	\$ 137,850	\$ 141,650	\$ 158,150	\$ 141,650	\$ 51,800	60.20%
Elections	16,395	-	17,250	500	20,700	-	20,700	(16,750)	-97.10%
Administration	260,170	140,780	209,575	314,350	318,855	327,750	336,400	104,775	49.99%
Human Resources	-	57,442	93,800	152,650	156,950	158,600	166,800	58,850	62.74%
Finance	177,645	179,652	208,400	236,350	242,550	244,250	251,900	27,950	13.41%
Prosecution	120,243	131,743	110,000	125,000	125,000	125,000	125,000	15,000	13.64%
Managed Information Technology	-	44,707	47,000	58,000	58,000	60,000	60,000	11,000	23.40%
Building & Planning Services	198,109	224,671	294,550	237,450	313,850	246,300	257,200	(57,100)	-19.39%
General Government Bldgs	120,040	96,062	111,550	113,500	116,500	119,150	121,650	1,950	1.75%
WLSSD District Wide Allocation	-	27,947	30,000	26,000	26,000	26,000	26,000	(4,000)	-13.33%
Public Safety Building	31,640	26,842	30,500	24,500	24,500	24,500	24,500	(6,000)	-19.67%
Police & Other Public Safety	2,507,199	2,777,341	2,824,900	3,069,900	3,116,900	3,246,450	3,349,050	245,000	8.67%
Highways, Streets, & Roadways	984,330	1,036,477	1,004,100	1,546,300	1,594,150	1,630,150	1,673,450	542,200	54.00%
Snow Removal	76,638	62,830	72,000	72,000	72,000	72,000	72,000	-	-
Street Lighting	136,682	137,176	157,500	142,500	142,500	142,500	142,500	(15,000)	-9.52%
Weed Control	8,759	15,506	20,000	15,000	15,000	15,000	15,000	(5,000)	-25.00%
Parks	560,288	562,102	572,725	523,350	636,600	570,650	583,150	(49,375)	-8.62%
Senior Center	15,532	10,805	11,700	11,700	11,700	11,700	11,700	-	-
Community Development	168,107	194,194	170,300	140,650	149,600	149,000	153,200	(29,650)	-17.41%
Events Coordination	7,317	8,214	8,500	9,000	9,000	9,000	9,000	500	5.88%
Lodging Tax Distribution	48,303	51,783	52,250	52,250	52,250	52,250	52,250	-	-
Other Financing Uses	605,000	200,000	205,000	1,625,000	175,000	190,000	240,000	1,420,000	692.68%
Total	\$ 6,147,537	\$ 6,070,898	\$ 6,337,650	\$ 8,633,800	\$ 7,519,255	\$ 7,578,400	\$ 7,833,100	\$ 2,296,150	36.23%
Revenues & Financing Sources:									
Taxes	\$ 1,892,201	\$ 2,165,921	\$ 2,097,000	\$ 2,286,500	\$ 2,550,000	\$ 2,520,000	\$ 2,685,000	\$ 189,500	9.04%
Licenses & Permits	127,211	140,621	211,600	143,300	143,800	144,300	144,300	\$ (68,300)	-32.28%
Intergovernmental	2,787,249	2,814,239	2,935,900	2,980,000	3,000,900	3,025,900	3,050,900	\$ 44,100	1.50%
Charges for Service	342,874	370,812	437,850	412,000	429,250	435,750	441,750	\$ (25,850)	-5.90%
Fines & Forfeits	57,323	70,795	70,000	70,000	70,000	70,000	70,000	\$ -	-
Investment Income	34,772	64,486	155,000	125,000	150,000	175,000	200,000	\$ (30,000)	-19.35%
Miscellaneous	203,889	193,872	190,000	179,000	187,100	187,200	187,300	\$ (11,000)	-5.79%
Other Financing Sources	230,000	240,000	250,000	1,068,800	990,500	1,022,500	1,055,500	\$ 818,800	327.52%
Total	\$ 5,675,519	\$ 6,060,746	\$ 6,347,350	\$ 7,264,600	\$ 7,521,550	\$ 7,580,650	\$ 7,834,750	\$ 917,250	14.45%
NET CHANGE	\$ (472,018)	\$ (10,152)	\$ 9,700	\$ (1,369,200)	\$ 2,295	\$ 2,250	\$ 1,650	\$ (1,378,900)	

Building Trans

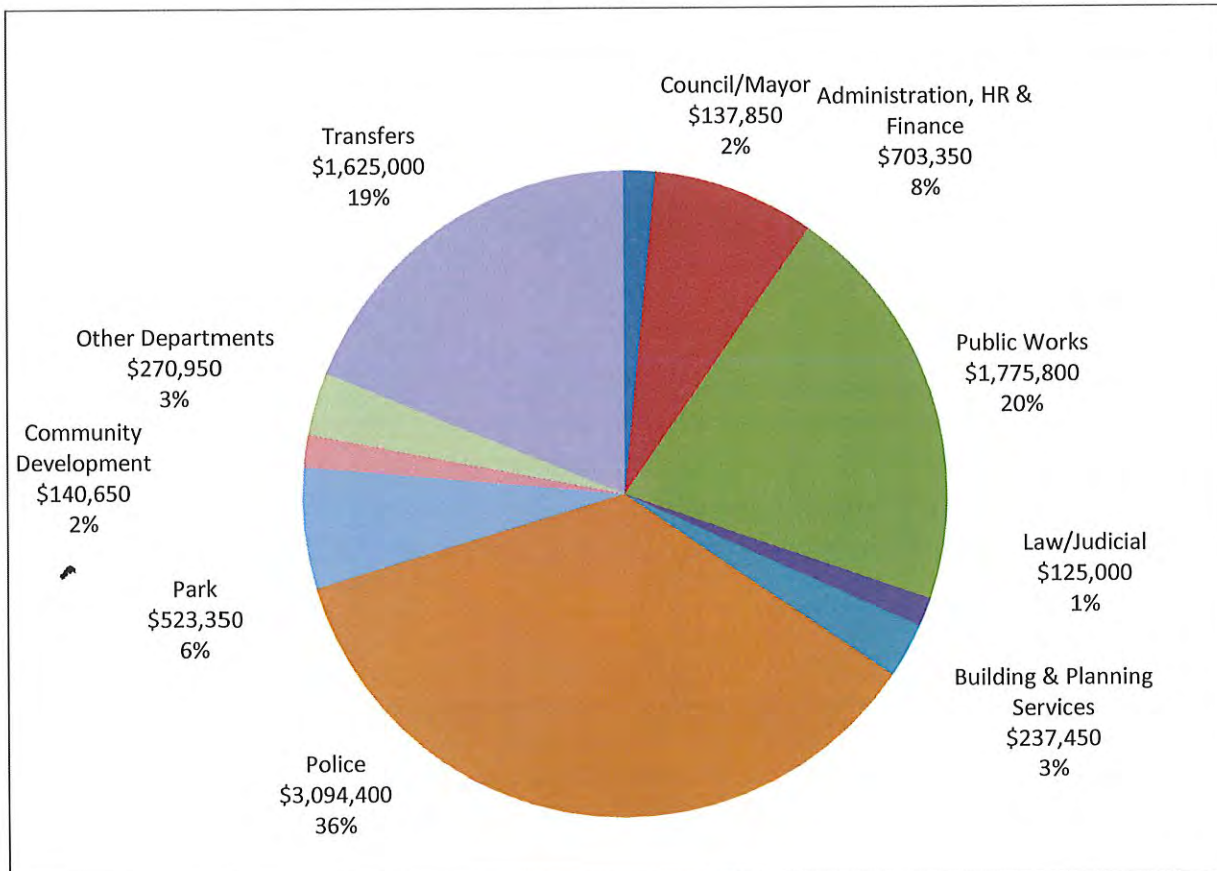
MCCU
Remodeling

City of Cloquet 2019 General Fund Budget

Revenues



Expenditures



City of Cloquet, Minnesota

Capital Plan
2019 thru 2023

PROJECTS BY YEAR

Project Name	Department	Project #	Priority	Project Cost
2019				
Cable TV Equipment Replacement	Administration	A-004	3	2,500
City Hall/Police Department	Administration	A-016	1	4,000,000
Engineering Survey Equipment	Engineering	EE-004	3	35,000
Squad Car Replacement	Police	PD-002	2	95,000
Replacement of 2000 Grader	Street	SE-203	2	350,000
Replacement of 2007 GMC K2500 Pick-up Truck	Street	SE-231	2	25,000
Replace 1997 Chevrolet K1500 Pick-up Truck	Street	SE-233	2	25,000
Miscellaneous Street Repair and Overlays	Street	STP-010	1	400,000
Pine Tree Plaza Frontage Road	Street	STP-032	1	580,000
North Water Loop	Street & Utilities	STUP-015	3	1,300,000
Washington Avenue Utilities	Street & Utilities	STUP-019	2	210,000
Replacement of 2012 Ford Pickup	Water	WE-303	3	25,000
Total for 2019				7,047,500

2020				
Cable TV Equipment Replacement	Administration	A-004	3	2,500
Public Works Building	Engineering	EE-005	1	10,000,000
Replacement of 2010 Single Axle Ford Dump Truck	Parks	PE-601	2	40,000
Pine Valley Park Improvements	Parks	PP-010	5	550,000
Regional Trail Development	Parks	PP-017	3	100,000
Hockey Boards	Parks	PP-040	3	30,000
Dog Park	Parks	PP-043	3	50,000
Squad Car Replacement	Police	PD-002	2	95,000
Replacement of 1996 Single Axle Dump Truck	Street	SE-208	3	200,000
Replacement of 1969 John Deer Dozer	Street	SE-219	4	0
Replacement of 2005 Chevrolet K1500 Pick-Up	Street	SE-504	2	20,000
Miscellaneous Street Repair and Overlays	Street	STP-010	1	400,000
20th Street Reconstruction	Street & Utilities	STUP-005	2	820,000
14th Street Utility Infrastructure	Street & Utilities	STUP-012	2	1,517,000
20th Street Area Reconstruct	Street & Utilities	STUP-014	3	882,500
Prospect Avenue Reconstruct	Street & Utilities	STUP-018	3	1,820,000
Replacement of 2005 One-Ton Pickup	Water	WE-301	2	50,000
Replacement of 2000 ABU Trailer	Water	WE-304	2	10,000
Station 2 & LSWL Pipe Replacement	Water	WP-024	2	10,000,000
Total for 2020				26,587,000

2021				
Cable TV Equipment Replacement	Administration	A-004	3	2,500
Replace 2011 John Deere Front Mower	Parks	PE-602	2	41,000
Pinehurst Park Equipment Improvements	Parks	PP-013	2	100,000
Squad Car Replacement	Police	PD-002	2	95,000
Sanitary Sewer CIPP Lining	Sewer	SWP-005	1	150,000
Replacement of 2008 Loader	Street	SE-201	2	160,000

Project Name	Department	Project #	Priority	Project Cost
Replacement of 2004 Single Axle Dump Truck	Street	SE-211	2	60,000
2006 Towmaster Light Equipment Trailer	Street	SE-217	2	12,000
Replacement of 2006 Case Rubber Tired Backhoe	Street	SE-227	2	150,000
Miscellaneous Street Repair and Overlays	Street	STP-010	1	400,000
Trunk Hwy 33/Cloquet Ave Ped Crossing	Street	STP-041	2	15,000
Selmser Ave Reconstruct	Street & Utilities	STUP-013	3	1,480,000
17th Street Reconstruct #2	Street & Utilities	STUP-016	3	325,000
SCADA Replacement	Utilities	WSP-003	1	180,000
Replacement of 1998 John Deere 1145 Tractor/Mower	Water	WE-306	3	42,000
Total for 2021				3,212,500

2022

Replacement of 2012 Ford Dump Truck	Parks	PE-604	2	54,000
Veterans Park Improvements	Parks	PP-024	3	250,000
Squad Car Replacement	Police	PD-002	2	95,000
2011 Towmaster Equipment Trailer	Street	SE-216	2	30,000
Replacement of 2007 Ford F-250 Pickup Truck	Street	SE-220	3	28,000
Replacement of 2012 Ford F-350 One-Ton Dump Truck	Street	SE-226	2	60,000
Miscellaneous Street Repair and Overlays	Street	STP-010	1	400,000
Armory Road Area	Street	STP-043	3	1,885,000
17th Street Reconstruction	Street & Utilities	STUP-002	4	725,000
Antus Addition/14th Street Utility Extension	Street & Utilities	STUP-008	4	1,250,000
Garfield Area Reconstruct	Street & Utilities	STUP-017	3	892,500
Meter Replacement	Water	WP-025	1	250,000
Total for 2022				5,919,500

2023

Braun Park Field Irrigation	Parks	PP-011	1	200,000
Pinehurst Park Warming House	Parks	PP-037	3	100,000
Ice Arena Improvements	Parks	PP-044	1	2,500,000
Squad Car Replacement	Police	PD-002	2	95,000
Replacement of 2013 Elgin NP-Series Sweeper	Street	SE-214	1	225,000
Replacement of Caterpillar Backhoe	Street	SE-223	2	320,000
Miscellaneous Street Repair and Overlays	Street	STP-010	1	400,000
12th Street (Two way traffic)	Street	STP-042	3	107,500
Tall Pine Lane Area	Street & Utilities	STUP-009	3	940,000
Meter Replacement	Water	WP-025	1	250,000
North Water Tower	Water	WP-026	3	2,500,000
Total for 2023				7,637,500

GRAND TOTAL

50,404,000



COMMUNITY DEVELOPMENT DEPARTMENT
1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Al Cottingham, City Planner/Zoning Administrator *AR*
Reviewed By: Aaron Reeves, City Administrator
Date: November 28, 2018

ITEM DESCRIPTION: Zoning Case 18-11: Zoning Ordinance Text Amendment – Highway 33 Design Standards, Irrigation Requirements and Parking Requirements in the HC – Historic Commercial District

Proposed Action

The Planning Commission recommends the City Council move to adopt:

- **ORDINANCE NO. 475A - AN ORDINANCE TO AMEND CHAPTER 17 OF THE MUNICIPAL CODE PERTAINING TO THE HIGHWAY 33 DESIGN STANDARDS**
- **ORDINANCE NO. 476A – AN ORDINANCE TO AMEND CHAPTER 17 OF THE MUNICIPAL CODE PERTAINING TO IRRIGATION REQUIREMENTS**
- **ORDINANCE NO. 477A - AN ORDINANCE TO AMEND CHAPTER 17 OF THE MUNICIPAL CODE PERTAINING TO PARKING IN THE HISTORIC COMMERCIAL DISTRICT**

Background/Overview

The City of Cloquet is proposing to amend the Section 17.5.15 Highway 33 Design Standards; Section 17.5.04 Landscaping; and, Section 17.6.12 HC – Historic Commercial of the City Code (Zoning Ordinance).

The proposed amendment to the Highway 33 Design Standards is to provide staff with some flexibility with the exterior of the building. This has come about with the request from Members Cooperative Credit Union and the exterior material not looking like brick or masonry. There have been other projects that have discussed other alternatives that ultimately decided against it.

The amendment to the Landscape Section is to eliminate the requirement for irrigation. There have been a couple of variances approved over the past few years. An issue that has come up is with shortages and the planting of native plants that are more tolerable to less moisture.

The change to the Historic Commercial District is to amend the parking requirements so they would be similar to the City Center District. This has been an item of discussion with staff following the requirements for the former Avenue C restaurant needing to have the required parking either on site or in a public parking lot within a certain distance of the building. If that same use would have gone in the City Center District within an existing building they would not have been required to have any parking. See the attached Draft Ordinance Amendment for the changes.

A public hearing was held on Tuesday, November 13, 2018 to consider a possible amendments to Section 17. A legal notice was published in the Pine Journal on November 1, 2018, Property owners were **not** sent a notice of the hearing since this is a textual amendment.

Policy Objectives

As times change, amendments to the Ordinance are made to try to stay current with things.

Financial/Budget/Grant Considerations

The Zoning Ordinance Text Amendment fee is \$300. These fees have been waived since the city is the applicant.

Advisory Committee/Commission Action

The Planning Commission discussed these particular uses and felt that they should be amended to make development a little simpler since variances have been granted on a couple of occasions for these items.

The Planning Commission has recommended approval of the Zoning Ordinance Text Amendment son a 4-0 vote.

Supporting Documentation Attached

- Ordinance No. 475A
- Ordinance No. 476A
- Ordinance No. 477A

ORDINANCE NO. 475A

AN ORDINANCE TO AMEND CHAPTER 17 OF THE MUNICIPAL CODE PERTAINING TO THE HIGHWAY 33 DESIGN STANDARDS

The City Council of the City of Cloquet does hereby ordain as follows:

Section 1. **Section 17.5.15, Design Standards for the Highway 33 Corridor, Subd. 3 General Provisions** is amended to add:

- A. Exceptions will be allowed for high quality synthetic material that mimics brick, masonry or other appearance as approved by the City Planner/Zoning Administrator. Materials must be durable and properly maintained at all times.

Section 2. **Effective Date.** This ordinance shall take effect and be in force from and after its passage and publication in accordance with law.

Passed this 4th day of December 2018.

CITY OF CLOQUET

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator

Published this _____ day of _____, 2018.

ORDINANCE NO. 476A

AN ORDINANCE TO AMEND CHAPTER 17 OF THE MUNICIPAL CODE PERTAINING TO IRRIGATION REQUIREMENTS

The City Council of the City of Cloquet does hereby ordain as follows:

Section 1. **Section 17.2.10 Site Plan Approval, Subd. 6 Site Plan Review Requirements and Performance Standards** is amended to delete and renumber:

A. Irrigation of Landscaped Areas. In addition to the basic requirements set forth elsewhere in this Chapter, all landscaped areas shall be provided with an underground irrigation system.

Section 2. **Section 17.5.04 Landscaping Requirements, Subd. 3. General Requirements, All Districts** is amended to delete:

I. All landscaped areas except one and two family dwellings shall be provided with an underground irrigation system. If a variance is approved to eliminate the irrigation system then an adequate exterior water source (spigots) shall be provided.

Section 3. **Effective Date.** This ordinance shall take effect and be in force from and after its passage and publication in accordance with law.

Passed this 4th day of December 2018.

CITY OF CLOQUET

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator

Published this _____ day of _____, 2018.

ORDINANCE NO. 477A

AN ORDINANCE TO AMEND CHAPTER 17 OF THE MUNICIPAL CODE PERTAINING TO
PARKING IN THE HISTORIC COMMERCIAL DISTRICT

The City Council of the City of Cloquet does hereby ordain as follows:

Section 1. **Section 17.6.12 HC – Historic Commercial District, Subd. 6 Special District Provisions** is amended to change item B as follows:

B. Parking. The parking provisions of this Chapter are modified as follows to carry out the intent of the HC District. Existing Buildings are exempt from off street parking requirements: Also see Section 17.5.14 Subd. 5.

Section 2. **Effective Date.** This ordinance shall take effect and be in force from and after its passage and publication in accordance with law.

Passed this 4th day of December 2018.

CITY OF CLOQUET

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator


Published this _____ day of _____, 2018.



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet, MN 55720
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, Assistant City Administrator, HR Director
Reviewed by: Aaron Reeves, City Administrator 
Date: November 27, 2018

ITEM DESCRIPTION: Personnel Policies Handbook Update (Compensatory Time)

Requested Action

The City Council is asked to approve the Update to the City of Cloquet Personnel Policies Handbook Section 3.2 Compensatory Time.

Background/Overview

The City's existing personnel policy/handbook was adopted in January 2018 consolidating most personnel policies into one handbook.

From time to time the League of Minnesota Cities (LMC) provides updates on personnel related laws and regulations through updates to its "LMC Human Resources Reference Manual for City Employment Basics". Recently LMC updated chapter one of the HR Reference Manual regarding **constructive receipt** and impacts on compensatory time with the assistance of their consulting benefits attorney. The League's benefits attorney consulted with a Senior Technical Reviewer at the Health & Welfare Branch of the Office of Associate Chief Counsel at the IRS, and based on that discussion, the constructive receipt and comp time information was updated.

The doctrine of Constructive Receipt is addressed in Section 451 of the Internal Revenue Code. It requires that if a taxpayer has a current right to receive taxable income, then the taxpayer could have received it. This is the case unless "substantial" limitations apply to the individual's right to receive the income currently. Accordingly, if an individual has unfettered right to either receive taxable income currently or defer its payment to a later year the individual is taxed on the income currently.

At this time the City has three permissible alternatives in updating its Compensatory Time Policy:

1. **No Choice:** It is the level of control that an employee has over their ability to receive cash currently or defer it for payment to a future year that triggers constructive receipt. One alternative to avoid constructive receipt, then, is to simply eliminate the choice. Under this alternative, we would structure our comp time policy to provide either mandatory overtime pay, or mandatory comp time.
2. **Prior Year Election:** In several private letter rulings related to cash out of accrued time, the IRS has found that no constructive receipt occurs if an employee makes an election to accrue Compensatory Time in lieu of overtime-pay prior to the beginning of the year in which the Comp Time is earned.
3. **Election as Overtime is worked, but with automatic cash out of comp time at end of year:** Because the Constructive Receipt doctrine is concerned with the tax year in which taxable income is received, if all comp time is cashed out in the year in which it is earned, the Constructive Receipt doctrine becomes irrelevant. Therefore, we may allow our employees to choose between overtime pay and comp time

accruals even after the overtime is worked provided that all comp time earned but not used by employees is automatically cashed out by the end of the year in which it was earned.

Policy Objectives

There is a wide variety of State and Federal law of which applies to the area of human resources. Changing the component of our current "Compensatory Time" policy by eliminating carry-over to a year in which the time was not earned will eliminate the City's and employee's exposure to constructive receipt tax implications.

Financial/Budget/Grant Considerations

Compensatory time earned and not used prior to the end of each calendar year will be required to be paid out, unless prior year election is made, by the end of the year in which it was earned.

Supporting Documentation Attached

- Personnel Policies Handbook excerpt; updates highlighted
- Overtime Pay or Compensatory Time Election Form

DRAFT

3.2 COMPENSATORY TIME

General Statement of Policy: The City of Cloquet desires to establish a written policy in regard to compensatory time off by setting forth a uniform set of procedures. Such policy shall be in compliance with the Federal Fair Labor Standards Act (FLSA).

Authority: Accumulation of compensatory time will be granted to an employee only with supervisory approval. Employees may elect, upon approval of the supervisor, to receive their overtime as compensatory time off. The provision of overtime shall be at the discretion of the supervisor and in accordance with the related bargaining agreement and the Personnel Policy.

Accumulation: Employees may be compensated for overtime with compensatory time off at the rate of one and one-half (1 1/2) times the actual amount of overtime worked. For those employees working overtime on Sundays or Holidays, compensatory time will be accumulated at the rates identified within the related bargaining agreement.

Subject to collective bargaining agreement when applicable, employees may accumulate up to a maximum of 80 hours of compensatory time with the exception of the Relief Pump House Operator position who may accumulate up to 240 hours as permitted under the FLSA.

Use Of Time: The use of compensatory time will be granted only with supervisor approval. An employee will be allowed to schedule compensatory time off for a particular time as long as the timing will not unduly disrupt the operations of the City.

Carry Over: Employees, who have designated in writing to accumulate compensatory time for all overtime worked in current year, may carry over no more than 40 hours in a bank from one calendar year to the next. Employees who have not made a designation and/or have exceeded the maximum carry over by the end of the year will be paid for such time by the end of the year. Exception: Relief Pump House Operator, will earn compensatory time for all overtime worked throughout the year until such time the comp time balance reaches 240 hours. 240 hours will be carried over into the new calendar year.

Pay Outs:

- A. Termination of employment: Upon separation from employment, a non-exempt employee shall be paid for accrued compensatory time.
- B. Transfer: Any time an employee with accrued compensatory time accruals transfers to another department, that employee's accrual will be cashed out, prior to the effective date of transfer, at their current hourly rate.
- C. Promotion to Exempt Position: If an employee is promoted from a non-exempt position to an exempt position, their accrued compensatory time will be paid out at their rate of pay for the position held before the promotion.
- D. City Authority: The City may cash out any or all of an employee's accrued compensatory time at their current hourly rate of pay at any time.

Exempt Employees: Department heads and other exempt employees, as determined under appropriate state and federal regulations, shall not be eligible to accrue compensatory time.

Employees exempt from the overtime requirements of FLSA and MFLSA will not be compensated for work in excess of 40 hours in any work week. Exempt employees shall not be paid for compensatory time under any circumstance.

DRAFT

Timesheets: All compensatory time shall be marked as such on official City timesheets, both when it is earned and when it is used. The Finance Department and/or Police Department will maintain compensatory time records.

Other: Individual departments may otherwise implement, in writing, certain work rules regulating the use and accumulation of compensatory time with approval of the City Administrator.



**Overtime Pay or Compensatory Time Election
For 20__ Calendar Year**

CITY OF CLOQUET COMPENSATORY TIME POLICY

The undersigned employee is a participant ("Participant") in the City of Cloquet Compensatory Time Policy (the "Program") and at the time of this election, is expected to work overtime and be eligible for compensatory time under the Program in _____. The Participant wishes to make an irrevocable election to receive compensatory time in lieu of overtime pay for overtime hours worked subject to the following limitations. The number of hours the Participant may elect to receive as compensatory time under this election shall not exceed _____ hours banked at any time.

This election, once made, is irrevocable. The Participant will not be permitted to receive overtime pay for the hours the Participant has elected to receive compensatory time pursuant to this election and the City's Compensatory Time Policy.

(Print Participant Name): Date:

(Participant Signature)



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet, MN 55720
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: Aaron Reeves, City Administrator *AR*
Date: December 4, 2018

ITEM DESCRIPTION: Approval of Raffle Permit

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 18-89, A RESOLUTION APPROVING EXEMPT PERMIT TO CONDUCT A RAFFLE EVENT AT FOND DU LAC TRIBAL AND COMMUNITY COLLEGE** for the annual Food for Thought fundraising event.

Background/Overview

The City has received an application from FDLTCC Foundation for a raffle event to be held on January 17, 2019 at the Fond du Lac Tribal Community College, 2101 14th Street.

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 18-89
- LG220 Application for Exempt Permit

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

RESOLUTION NO. 18-89

**A RESOLUTION APPROVING EXEMPT PERMIT
TO CONDUCT A RAFFLE EVENT
AT FOND DU LAC TRIBAL AND COMMUNITY COLLEGE**

WHEREAS, The City of Cloquet received an application from the Fond du Lac Tribal and Community College Foundation, 2101 14th Street, for an Exempt Permit to conduct a raffle event on January 17, 2019 at Fond du Lac Tribal and Community College, 2101 14th Street.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Fond du Lac Tribal and Community College Foundation for an Exempt Permit to conduct a raffle event on January 17, 2019 at Fond du Lac Tribal and Community College, 2101 14th Street, 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 4th DAY OF DECEMBER 2018.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: FOND DU LAC TRIBAL & COMMUNITY COLLEGE, FDN. Previous Gambling Permit Number: —

Minnesota Tax ID Number, if any: 41-1849304 Federal Employer ID Number (FEIN), if any: —

Mailing Address: 2101 14TH ST.

City: CROQUEL State: MN Zip: 55120 County: CARLTON

Name of Chief Executive Officer (CEO): BARBARA L WYMAN - CHAIR

CEO Daytime Phone: — CEO Email: —
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): —

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): FOND DU LAC TRIBAL AND COMMUNITY COLLEGE

Physical Address (do not use P.O. box): 2101 14TH ST.

Check one:
 City: CROQUEL Zip: 55120 County: CARLTON
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): THURSDAY JANUARY 17, 2019

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL
for a gambling premises located within city limits

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises located in a township

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Barbara L. Hymowitz* Date: Nov 16, 2018

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

Print Name: BARBARA L Hymowitz

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.


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 the application. 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. 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. 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.



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet, MN 55720
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: Aaron Reeves, City Administrator 
Date: December 4, 2018

ITEM DESCRIPTION: Temporary On-Sale Liquor License – Food For Thought

Proposed Action

Staff recommends the City Council move to approve the application from the Fond du Lac Tribal and Community College Foundation for the issuance of a Temporary On-Sale Liquor License for the Food for Thought event to be held at the Fond du Lac Tribal and Community College, 2101-14th Street, on January 17, 2019. In issuing the license, the Council must clarify the license fee and the need for security and security fees. The license is subject to final approval by the Commissioner of Public Safety.

Background/Overview

Attached the City Council will find an application for a Temporary On-Sale Liquor License from the Fond du Lac Tribal and Community College on behalf of the FDLTCC Foundation. The Foundation is seeking the license for a one-day event to be held on Thursday, January 17, 2019, at the Fond du Lac Tribal and Community College. The Foundation will be holding its annual Food and Wine Tasting event from 4:30 p.m. to 7:00 p.m.

Under Minnesota Statute and City Code, to allow for the event proposed, the applicant is required to obtain a Temporary On-Sale Liquor License, which according to Minnesota Statute and City Code, can only be issued to a Club or licensed non-profit organization.

The applicant has stated in their request that the primary goal of this event is to keep expenses to a minimum to be able to provide more students with financial assistance. Therefore, they are requesting the \$50.00 application fee be waived.

City Code requires the applicant to hire law enforcement for security purposes. This would require the applicant to hire two police officers at \$60.00/hr. each for the duration of the event. The applicant is requesting the use of Fond du Lac Law Enforcement students and staff to provide security during the event. The Council has approved this annual request from the Foundation.

Policy Objectives

Approval of a temporary license is required under Section 6.3 of the Municipal Code and Minnesota Statutes 340A.404. Under these rules, only a non-profit organization can obtain a permit for such purposes.

Financial/Budget/Grant Considerations

The City's fee schedule requires a \$50 fee for each license. The applicant is requesting this fee be waived.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Temporary on-sale liquor license application



November 16, 2018

Mayor Hallback
Councilors
City Administrators
Staff

The Fond du Lac Tribal and Community College was established in Cloquet, MN in 1987. The mission of the college is to provide higher education opportunities for its communities in a welcoming, culturally diverse environment.

The Fond du Lac Tribal and Community College Education Foundation was created in 1995 by the College Board of Directors to raise funds from corporations, individuals, and other private resources to support the diverse needs of the college. The Foundation exists to benefit and provide assistance to the college through the cultivation of outside resources to support the college as it strives to meet the needs of all students. Through its activities, the Foundation works to increase access to educational opportunities, improve the quality of life of students, and create an environment that will assist in building a stronger and richer community for the future.

In addition, the Foundation works toward increasing the public and private recognition of Fond du Lac Tribal and Community College and gaining support for the unique mission of our educational institution.

Our inaugural **Food for Thought** event was held in January of 2014. **Food for Thought** is a food and wine tasting fundraising event that benefits student scholarships. The after-work affair celebrates the flavors (and personalities) that make up the Northland – while providing our community with an opportunity to help deserving students further their education.

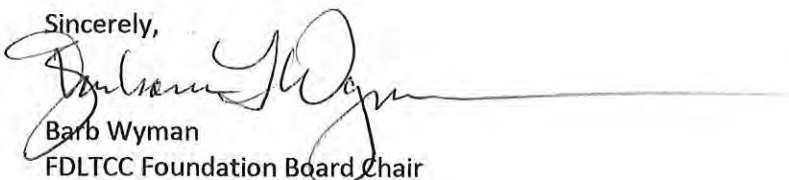
Please find enclosed an application for the Temporary On-Sale Liquor License with the accompanying required certificates for our January 17, 2019 event. Also enclosed is the State of Minnesota application.

The primary goal of this event is to keep expenses at a minimum, thereby providing more students with financial assistance. It is with this in mind that we request the waiving of the \$50.00 application fee. We also request the use of our Law Enforcement students to provide the necessary police presence required by the application process.

Our Law Enforcement students can use hands on experience in a multitude of environments and we feel the community involvement by our students is a positive introduction for them.

If you have any questions or need more information, please call. Thank you so much for your consideration in this matter.

Sincerely,



Barb Wyman
FDLTCC Foundation Board Chair



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: FDLTCC FOUNDATION Date organized: NOVEMBER 1997 Tax exempt number: 41-1849304

Address: 2101 14TH ST City: CLOQUET State: MINNESOTA Zip Code: 55720

Name of person making application: BARBARA L WYMAN Business phone: Home phone:

Date(s) of event: THURSDAY JANUARY 17, 2019 Type of organization: Club Charitable Religious Other non-profit

Organization officer's name: BARBARA L WYMAN City: CLOQUET State: MINNESOTA Zip Code: 55720

Organization officer's name: VAL WOJTYSLAK City: CLOQUET State: MINNESOTA Zip Code: 55720

Organization officer's name: FRED GOLDSCHEIDT City: CLOQUET State: MINNESOTA Zip Code: 55720

Organization officer's name: DAVE GUCKENBERG City: CLOQUET State: MINNESOTA Zip Code: 55720

Location where permit will be used. If an outdoor area, describe.

FDLTCC Commons Area

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

COLD ONE LIQUORS
904 HWY 33 S
CLOQUET MN 55720

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

RELIABLE AGENCY, INC.
\$1,000,000.00/100

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license

Date Approved

Fee Amount

Permit Date

Date Fee Paid

City or County E-mail Address

City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

Authorization & Release

The undersigned, having filed an application with the City of Cloquet realizing that the City has need to investigate the background and history of the applicant in order to better evaluate his or her application, does hereby authorize and request every law enforcement official and every other person, firm, officer, corporation, association, organization or institution having control of any documents, records or other information pertaining to me to furnish the original or copies of any such documents, records and other information to the City or any of its representatives and to permit said City or any of its representatives to inspect and make copies of any such documents, records and other information. I further authorize any such persons to answer any inquiries, questions or interrogatories concerning the undersigned which may be submitted to them by the City or its authorized representative. I fully understand that the information so obtained by the City may be used by it in its evaluation of my application.

I hereby release and exonerate any person who shall comply with the authorization and request made herein from any and all liability of every nature and kind growing out of and in any way pertaining to the furnishing or inspection of such documents, records and other information.

Data Practices Advisory (Tennessee Warning)

Some or all of the information that you are asked to provide on the attached forms are classified by state law as either private or confidential. Private data is information which generally cannot be given to the public, but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is to perform background investigations of the applicant, manager and others appearing on the application. This information will be used to determine if it is appropriate for the applicant to be issued a license or permit from the City of Cloquet.

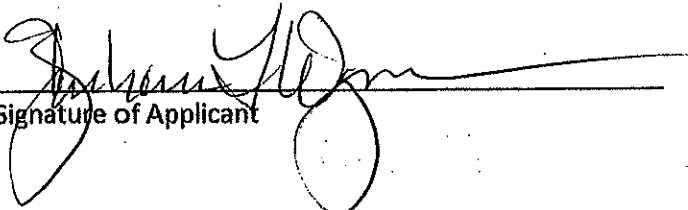
You are not legally required to provide this information. However, failure to furnish the requested information may result in your application being denied.

This information will be used by various City departments in the course of their investigations. In addition, various State and Federal law enforcement agencies may be furnished portions of the information you provide.

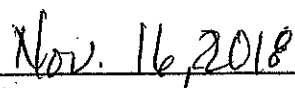
If you have any questions in this regard, please contact the City Administrator's Office at (218) 879-3347.

I read and understand the above information regarding my rights as a subject of government data.

**I HAVE READ AND UNDERSTAND THE ABOVE
AUTHORIZATION & RELEASE AND DATA PRACTICES ADVISORY.**



Signature of Applicant



Date



CITY ADMINISTRATOR'S OFFICE

1307 Cloquet Avenue, Cloquet MN 55720
Phone: 218-879-3347 Fax: 218-879-6555
www.ci.cloquet.mn.us
email: admin@ci.cloquet.mn.us

CITY OF CLOQUET
TEMPORARY ON SALE LIQUOR LICENSE APPLICATION

Check all that apply: Indoor Entertainment Outdoor Entertainment No Entertainment

Organization Name: FDLCC FOUNDATION

Organization Address: 2101 14TH ST.

City, State, Zip: CLOQUET, MN 55720

Purpose of the Organization: RAISE MONIES FOR STUDENT SCHOLARSHIPS/STUDENT NEEDS,

Is this organization a:

- Charitable, religious, or non-profit organization? Yes No
If yes, attach a copy of the non-profit certificate of incorporation or IRS 501(c)(3) letter.
- Political committee registered under Minnesota Statute 10A.14? Yes No
- Organization which has been existence for three (3) years? Yes No

Contact Person Name: BARBARA L. WYNNAN

Address: _____

City, State, Zip: CLOQUET MN 55720

Home Phone _____ Work Phone _____ Cell Phone _____

E-Mail Address _____

Event Dates and Times: THURSDAY - JANUARY 17, 2019

Purpose of the Event: RAISE FUNDS FOR STUDENT SCHOLARSHIPS/NEEDS

Estimated Total Attendance at the Event: 300

Name of Location for Event: FDLCC Commons Area

Address for Event: 2101 14TH ST. CLOQUET MN 55720

Is the event a Community Festival? Yes No (Must be designated by the Cloquet City Council.)

Will organization contract for intoxicating liquor? Yes No

If yes, please list:

Name of on sale license holder: COLD OAK LIQUOR

Address: 904 Hwy 33 S.
CLOQUET, MN 55720

Contact Person: GARY STOWEN Phone No. _____

Full Year On Sale Intoxicating Liquor License No. _____

Will event be outdoors? Yes No

What type of enclosure will be used for the outdoor area? N/A

~~FOOD AND WINE TASTING EVENT BY AREA VENDORS~~

(Area shall be enclosed by a fence or other enclosure)

Describe all types of entertainment to be provided at the event. If entertainment is not planned, describe what will occur.

FOOD AND WINE TASTING EVENT BY AREA VENDORS

Days / Times of Entertainment: N/A

Will there be a band? Yes No

Will the entertainment be amplified? Yes No

Has this organization had any temporary liquor or wine licenses in the City of Cloquet in the past 12 months? Yes No

If yes, list the Event and Date(s): _____

The City of Cloquet reserves the right to request additional information to assist in the evaluation of this application.

I do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Cloquet, its agents and employees, to obtain information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this license.

Signature of Applicant: [Signature] Date: Nov. 16, 2018

Print Name BARBARA LOUISE WYNMAY
First Middle Last

FOR CITY USE ONLY: (When applicable)				
	Signature:	Approved:	Denied:	Date:
Police Chief:				
City Administrator:				