



**CITY OF CLOQUET  
City Council Agenda  
AMENDED  
Wednesday, January 2, 2019  
7:00 p.m.  
City Hall Council Chambers**

**5:30 - CITY COUNCIL WORK SESSION**

- Review of City Council Values Statement and City Council Handbook
- Acting Mayor
- Council Member Commission Seats / Library Liaison
- CAHA Agreement Update

1. **Oath of Office for Newly Elected Mayor and City Councilors**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
  - a. Approval of January 2, 2019 Council Agenda
5. **Approval of Council Minutes**
  - a. Regular Council Minutes from the December 18, 2018 meeting
6. **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. 19-01, Authorizing the Payment of Bills and Payroll
  - b. Resolution No. 19-02, A Resolution Designating Official Depositories for 2019
  - c. 2019 Budgeted Transfers
  - d. Resolution No. 19-03, A Resolution Establishing Amending Various Charges and Fees
  - e. Approval of Standing Rules of the Council
  - f. Planning Commission Reappointments
  - g. Park Commission Appointment/Reappointments
  - h. Economic Development Authority At-Large Commissioner Seat Appointments
  - i. 2019 Official Newspaper



**CITY OF CLOQUET  
City Council Agenda  
AMENDED  
Wednesday, January 2, 2019  
7:00 p.m.  
City Hall Council Chambers**

**7. Public Hearings**

None.

**8. Presentations**

None.

**9. Council Business**

- a. Appointment of Acting Mayor for 2019
- b. Authorization to Bid New City Hall/Police Department Reconstruction
- c. 2019 Total Station Purchase
- d. Disposal of Surplus Equipment

**10. 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.*

**11. Council Comments, Announcements, and Updates**

**12. Adjournment**

## **CLOQUET CITY COUNCIL VALUES STATEMENT**

The Cloquet City Council is expected to govern with a commitment to the preservation of the values and integrity of representative local government and democracy. The City Council shall be dedicated to the promotion of efficient and effective governing. To further these objectives, certain values based principles shall govern the conduct of every Council member, who shall:

- Operate openly, honestly, ethically, and with integrity.
- Encourage engagement and increased participation of the City Council and the community.
- Make decisions after prudent consideration of their financial impact, taking into account the long term financial needs of the City.
- Treat all people fairly, equitably, and respectfully.
- Make decisions consistent with the community's vision and its adopted plans and goals while considering the "big picture of the City".
- Encourage open and free communication.
- Respect differences of opinion.
- Prepare for all issues coming before the Council and respect the decisions made.
- Operate in a safe and environmentally sound manner.
- Seek to continually improve in all areas of our business.

Adopted 12/15/15

# CITY OF CLOQUET

## COUNCIL HANDBOOK



# TABLE OF CONTENTS

Introduction.....	1
Sources of City Authority .....	1
Mayor and Council .....	2
Duties and Responsibilities.....	2
City Council Values Statement.....	2
Communication and Information.....	3
City of Cloquet Council Meetings .....	3
Agenda.....	4
Procedure for Meetings.....	5
Voting .....	5
Principal Rules Governing Motions.....	5
City Structure.....	7
City Administrator .....	7
Organizational Structure .....	8
Organizational Chart.....	9
Advisory Boards and Commissions.....	10
Committees by Ordinance/Statute .....	10
Non-Statutory Committees Created by Local Policy.....	10
Task Forces .....	11
Committees or Associations of Others.....	11
Open Meeting Law .....	12
Data Practices Act.....	13
Incompatibility, Conflicts, Liabilities and Ethics .....	15
Incompatibility.....	15
Liabilities .....	15
Ethics .....	15
Rules to Govern By.....	15
Land Use Laws .....	15
Public Improvements .....	16
Actions Requiring Ordinances.....	16
Ordinances in General.....	17
Licenses and Permits.....	17
Financial Aspects of the City of Cloquet.....	18
Budget and Tax Levy.....	18
Capital Budget .....	18
Financial Statement.....	18
Bonds .....	19
Other Tax Exempt Financing.....	19
City Council Compensation.....	20
Vacancies .....	20
Additional Training and Resources.....	20

## INTRODUCTION

As a Cloquet City Council member, you are one of a seven member board of a public entity with an annual budget ranging from \$12-18 million. Council members jointly establish policies for the community, establish spending limits, and provide leadership for the community. Policies are established through City Council action by resolution, ordinance or motion. A Council member's scope of duties, responsibilities and services are extensive. Countless hours of discussion at work sessions, committee meetings, staff research and public input from neighborhood meetings and public hearings demands the Council member's time.

There are resources available to assist Council members in defining their duties and responsibilities. This handbook is one: the *League of Minnesota Cities Handbook for Minnesota Cities*. The City of Cloquet Policy and Procedure Manual (still in development) and the Cloquet City Code are others. These publications are available for review in the City Administrator's Office.

The League of Minnesota Cities (LMC) is an organization which assists cities by lobbying, providing training and is a resource for issues and questions a city may have. The LMC Handbook is a comprehensive document available to all prospective and current Council members. The LMC Handbook provides information on the roles and responsibilities of Council members, laws regulating Council action, and special requirements of the Council. All new members would find it beneficial to review the handbook and clarify any issues, which are not clear. The LMC Handbook is a very extensive document; however, you may review the City's copy by making arrangements through the City Administrator's Office or going to the LMC website at [www.lmc.org](http://www.lmc.org).

## SOURCES OF CITY AUTHORITY

The United States Constitution does not mention cities. However, cities are influenced by the Federal Government, indirectly through the state government and directly through participation in federal funding of programs.

The Minnesota State Constitution authorizes the Minnesota Legislature to provide for the "creation, organization, administration, consolidation, division and dissolution of local government units and their functions, for the change of boundaries thereof" (Minnesota Constitution Article XII, Section 3). Hence, legislation provides for the general formation of cities but more specific details are included in the City Code. Additional powers of the City may be broadened or restricted by State Statute. The legislature does provide cities some discretion over policy areas as long as they are consistent with State Statutes.

Cloquet is a statutory city of the third class, as authorized by Minnesota Statutes Chapter 412. Further it operates as a Plan A statutory city which simply means that it appoints a City Administrator (Clerk-Treasurer) to manage the day-to-day activities of the city. Under City Code, Section 2.1.04, these positions have been combined into the City Administrator position. A statutory city operates under Chapter 412 of Minnesota Statutes, the City Code, and a number of other statutes that cover special cases. Although all statutory cities have the same basic powers, the City Code allows them to select one of several optional forms of organization. The Minnesota Legislature may, at its discretion, change any part of the City Code.

The topics and issues generally addressed in a City Code include: officers and employees, Council powers, taxation and finance, utilities, parks and parks commission, and optional plans of government. The City Code is a collection of ordinances that establishes the City of Cloquet laws and regulations. Chapters 2 and 3 of the Cloquet City Code describe administration, city organization, and management of the City. Section 2.1 addresses the roles of the officers and administrative departments; Section 2.2 of the Code establishes the statutory boards of the City; Section 2.3 establishes the non-statutory boards and commissions of the City; and, Sections 2.4 and 2.5 address the code of ethics and incompatibility of city offices. In addition, the Cloquet City Code addresses utility rates, licensing requirements and regulations, public safety, planning and zoning and City financing.

Cloquet City Code is also available for review at the Cloquet Public Library and on the City's website [www.cloquetmn.gov](http://www.cloquetmn.gov). If you have any questions about the Code, please consult the City Administrator.

## MAYOR AND COUNCIL

The Council is composed of a Mayor and six Council members. The Mayor and one Council member are elected At Large and the remaining five Council members are elected from five Wards. Council members must reside in the Ward which they represent.

The Mayor serves as the Chair at all Council meetings. If the Mayor cannot participate at a meeting, the Acting Mayor, appointed annually at the Council's first meeting of the year, assumes the Mayor's duties. At any meeting where the Mayor and the Acting Mayor are not present, the most senior Council member will be appointed by the remaining members of the Council to preside at the meeting.

The terms of the Council members are staggered so that only three Council members are on the ballot at any one time. The term for a Council member is four years and expires the first Tuesday in January after the November election. The number of terms a Council member chooses to participate in is unlimited. The position of Mayor is also a four year term. Candidates may file for election or reelection in the even numbered years.

### Duties and Responsibilities

The Mayor is the presiding officer of the Council and is a regular member of the City Council. All powers of the City are vested in the Council, except as otherwise specified by law or the Cloquet City Code.

The Council's duty is to ensure that all obligations and duties imposed on the City by law are implemented. The administrative duties of the City are the responsibility of the City Administrator. **The Council must make any inquiries or investigation through the City Administrator. Neither the Council nor any single Council member can or should give orders to any officer, or employee of the City. Individual Council members cannot act on behalf of the City. The Council can exercise its authority or take action only as a body.**

The Council is the legislative body of the organization. The members of the Council approve the tax rate, the budget and determine the vision of the City. The Council provides leadership for the community by identifying issues and then implementing goals and strategies to solve the issues. The focus of the Council member should be on the policy of the City and the Council's vision for the City, enforcement of ordinances, managing of the City's financial affairs, and conducting the City's intergovernmental affairs. Some of the ways the Council focuses on these goals is, land use development, comprehensive planning, capital improvement projects, capital financing and strategic planning. In order to implement their plans, the Council gives the City Administrator the authority and direction to execute the plans.

A good way for any citizen, and particularly you as a prospective Council member, to gain insight and information about the City Council and the City is to attend Council meetings or watch them on Public Access Television (CAT7). Once you are elected, be prepared to spend time reading about current issues, past issues, legislation, and any other information which would assist you in your new position. Council members receive a lot of information from a variety of sources. A key to your success would be to organize a place in your home just for City information, start a filing system and keep the information in an organized manner. It is important for the Council members to know what the City does and how it performs its duties. It is essential that Council members make an effort to attend the many City functions and events to which you will be involved.

### City Council Values Statement

The Cloquet City Council is expected to govern with a commitment to the preservation of the values and integrity of representative local government and democracy. The City Council shall be dedicated to the promotion of efficient and effective governing. To further these objectives, certain values based principles shall govern the conduct of every Council member, who shall:

- Operate openly, honestly, ethically, and with integrity.
- Encourage engagement and increased participation of the City Council and the community.

- Make decisions after prudent consideration of their financial impact, taking into account the long term financial needs of the City.
- Treat all people fairly, equitably, and respectfully.
- Make decisions consistent with the community’s vision and its adopted plans and goals while considering the “big picture of the City”.
- Encourage open and free communication.
- Respect differences of opinion.
- Prepare for all issues coming before the Council and respect the decisions made.
- Operate in a safe and environmentally sound manner.
- Seek to continually improve in all areas of our business.

**Communication and Information**

There are several ways a Council member can receive information from City Hall. City Council members can be connected to City Hall via computer, faxes and telephone. The Internet can be used for email and other related services.

Cloquet’s web page can be found at [www.cloquetmn.gov](http://www.cloquetmn.gov).

The City of Cloquet maintains a general information line. Information can be accessed by calling 218-879-3347. Direct dial for City departments are as follows:

Administration	218-879-3347		
General Information	218-879-3347	Library	218-879-1531
CAT-7 TV	218-879-1814	Licensing	218-879-3347
		Parks & Recreation	218-879-6758
City Attorney	218-879-3363		218-879-7762
Cloquet Area Fire District	218-499-4274	Planning & Zoning	218-879-2507
Community Development	218-879-2507	Police Department	218-879-1247
Engineering Department	218-879-6758	Public Works Garage	218-879-7762
Finance Department	218-879-3347	Utility Billing	218-879-3844

**City of Cloquet Council Meetings**

The Cloquet City Council convenes at least twice in every month. At the first meeting of the year, the Council, at a minimum, takes the following action:

- Elect Acting Mayor.
- Review rules of procedure.
- Designate an official newspaper.
- Select official depository.
- Assigns Committee duties to the members.
- Establishes the regular meeting dates for the year.
- Reviews operational policies and guidelines and makes necessary changes.

The Council decides the times and the places of their public meetings. Currently, the Council meets the 1st and 3rd Tuesday of each month beginning at 7:00 p.m., with a work session immediately preceding the regular meeting at 5:30 p.m. Meetings are held in either Conference Room B or in the Council Chambers at City Hall. If a legal holiday should occur on one of these Tuesdays, the Council meeting is rescheduled for another business day. All meetings are held in compliance with the Minnesota Open Meeting Law. (see page 12)



Special meetings of the Cloquet City Council may occur. The Mayor or two Council members can call them. These meetings could be to address additional business, budgets, or other pending issues, which the Council was unable to discuss at a regular meeting or needs to be addressed before the next regular meeting. Any special meeting must be held in conformity with the Minnesota Open Meeting Law and all other state or local laws that apply.

The Cloquet City Council may meet in a closed meeting to discuss labor negotiations, threatened or pending litigation, and to evaluate the performance of the City Administrator. The City Council must follow the procedure to close meetings according to the Open Meeting Law.

Work sessions of the City Council are called by the City Administrator. Work sessions are scheduled on a regular basis as noted above or any other day agreeable to the Council. The purpose of a work session is to give the City Council information on an issue, which may be a future agenda item. These sessions are conducted for informational purpose only and they are open to the public.

The Council also has the authority to hold emergency meetings because of special circumstances in order to protect the public health, safety, and welfare from harm that would be caused by a delay. The procedure for notifying Council members is the same as special meetings; however, the public notice is different. The Council must notify the media and follow the statutory requirements to hold such meeting.

When holding meetings, the Council needs to have a quorum in order to conduct business. A quorum is the number of Council members needed to legally transact business. A majority of the Council is at least four members, which constitutes a quorum. If the membership of the Council would be less than seven members, the Council may appoint members to fill the vacant positions.

For operational purposes, the Council can decide its own rules and order of business for its meetings. The City Administrator keeps a permanent record of the proceedings which is available to the public. The official proceedings of the Council can also be found on the Internet at: [www.cloquetmn.gov](http://www.cloquetmn.gov) under the heading "Agendas & Minutes-City Council."

All regular and special meeting dates and times will be posted on the bulletin board in the City Hall lobby and other locations designated by the City Council or City Administrator.

Also, all regular and special Council meetings and the Truth-In-Taxation meeting will be video taped and broadcast on CAT7.

### **Agenda**

The City Administrator physically prepares the agenda for the City Council meetings. Items are scheduled on the Council agenda with the approval of the City Administrator. A Councilor can request that the City Administrator consider adding an item to the agenda or at a meeting ask the Council if an item can be added. However, an individual Councilor cannot arbitrarily add items to an agenda. In preparing the agenda, the City Administrator holds a regular meeting the Monday before the Tuesday Council meeting. At this meeting, the Department Heads and City Administrator completely review each item on the proposed agenda. After the meeting, the City Administrator prepares the agenda and it is then ready for the Council meeting. Agendas are included with each packet. Packets are typically mailed and/or emailed out to the Council or are available via the Internet the Thursday before the Tuesday Council meeting. The Council packet will contain the agenda information on each agenda item for you to review before the meeting.

## Procedure for Meetings

### Order of Business

The Mayor presides over the Council meetings and the Acting Mayor performs the duties in the absence of the Mayor. The following is an outline for Council meetings.

1. Call to Order.  
*Mayor calls the meeting to order.*
2. Roll Call.  
*City Administrator takes the roll of the Council members.*
3. Pledge of Allegiance.
4. Approval of the Agenda.  
*This action makes the agenda official for the meeting.*
5. Approval of the Council Minutes.
  - *This is an official action of the Council. A careful reading for accuracy should have been accomplished prior to the meeting and any changes should be made before Council approval.*
  - *Approved minutes become the official document of record of the Council meeting they address.*
6. Consent Agenda.
  - *These are routine non-controversial items approved with one action.*
  - *Items can be pulled for further discussion and separate action.*
7. Public Hearings.  
*This is the point for public hearings when necessary.*
8. Presentations.  
*This is an opportunity for someone who has made a formal request to address the Council prior to the meeting, to be on the agenda to review their issue.*
9. Council Business.
10. Public Comments - Items on Agenda.
  - *The Council allows time for members of the public to address any topic that is not on the meeting agenda.*
  - *Council listens to input and refers questions to the City Administrator for response at a later time.*
11. Council Comments, Announcements and Updates.
12. Adjournment.

### Voting

Actions of the Council pass or fail by majority vote of the Council. Majority is determined by the number of Council member's present at the meeting. Certain actions such as City initiated street improvements require an extraordinary majority or 4/5 of the whole Council. Council members may abstain from voting on a particular agenda item; however, abstentions have the same effect as a "no" vote.

### Principal Rules Governing Motions

- **Motions** - These are a formal method of bringing business before the Council and for stating propositions on which the Council will have to make a decision. The list contains the more common motions. Motions can be made only by the Council members, Clerk, or Mayor.
- **Requires a Second** - Motions which have a "yes" after them in this column must be seconded by a Council Member before they can be considered. The maker of a motion may not second his own motion. By seconding a motion, a person does not necessarily indicate that he is in favor of it.

- **Can Interrupt a Speaker** - Motions which have a “yes” in this column can be made at any time during a Council meeting. They may be made even while another has the floor and is speaking.
- **Debatable** - A “yes” in this column means that the council can discuss the merits of the motion. A “no” in this column means that no discussion is allowed and that the motion must be voted on as soon as it is made and seconded.
- **Amendable** – Motions which an affidavit mark in this column can be changed by amendment. Motions with a “no” in this column must be voted on in the same form as the motion was originally made.
- **Vote Required to Pass** - This tells whether the motion requires a simple or a two thirds majority for passage.
- **Can be Reconsidered** - This indicates whether or not a motion that was once passed or defeated by the council can be considered again later in the meeting.

Motions	Requires a Second	Can Interrupt a Speaker	Debatable	Amendable	Vote Required to Pass	Can be Reconsidered
<b>I. PRIVILEGED MOTIONS</b>						
To adjourn	Yes	No	No	No	Majority	No
To recess (to take a recess)	Yes	No	No	Yes	Majority	No
To ask for a question of privilege	No	Yes	No	No	No Vote	--
<b>II. SUBSIDIARY MOTIONS</b>						
To postpone temporarily (lay on the table)	Yes	No	No	No	Majority	No
To postpone to a definite time	Yes	No	Yes	Yes	Majority	Yes
To postpone indefinitely	Yes	No	Yes	No	Majority	Only a positive
To vote immediately on the question (previous question)	Yes	No	No	No	2/3	No
To place a limitation on debate	Yes	No	No	Yes	2/3	Yes
To refer the motion to a committee	Yes	No	Yes	Yes	Majority	Yes
To amend a motion, ordinance or resolution	Yes	No	Yes	Yes	Majority	Yes
To substitute one motion, ordinance or resolution for another	Yes	No	Yes	Yes	Majority	Yes
<b>III. MAIN MOTIONS</b>						
Any general motion, resolution, or ordinance	Yes	No	Yes	Yes	Majority	Yes
To reconsider a motion already passed or defeated	Yes	Yes	Yes	No	Majority	No
To consider an action previously postponed temporarily or laid on table (to remove from the table)	Yes	No	No	No	Majority	No
To appeal or challenge a ruling by presiding officer	Yes	Yes	Yes	No	Majority	Yes

## CITY STRUCTURE

### City Administrator

Many City Administrators either have degrees in Public Administration, Urban Studies, or other formal training or government employment. A Masters Degree is not required to be a City Administrator in Cloquet. Many City Administrators belong to the International City Manager Association (ICMA) which was founded in 1914 and is a professional and educational association for city administrative officers. ICMA's mission is "to strengthen the quality of local government through professional management." The City Administrator is subject to the ICMA Code of Ethics and the twelve ethical principles of personal and professional conduct of the ICMA organization.



The City Administrator is appointed by the City Council and serves at the pleasure of the City Council. The Council establishes policy and programs and the City Administrator executes the actions of the Council. The role of the City Administrator is to serve the Council and the community, to bring local government projects and programs to the citizens on behalf of the Council. The City Administrator prepares the budget, recruits, hires and supervises the Department Directors of the organization and serves as the Council's chief advisor. Under this form of government, the City Council still retains the responsibility for hiring, discipline, and related actions. The citizens and Council members count on the City Administrator to provide them with unbiased and objective information, while presenting both sides of the issue and the long term consequences. It is the duty of the City Administrator to keep the Council informed and to be sensitive to issues of the Council, just as Council members need to keep the City Administrator apprised of constituent concerns and future issues.

**All direction to City staff MUST be from the City Administrator and not individual Council members, unless otherwise authorized by the City Administrator.**

An annual performance evaluation of the City Administrator is completed by the Cloquet City Council. This evaluation helps to assure the goals of the City are being accomplished and provides direction and guidance to the City Administrator. The City Administrator may be evaluated in the following areas: leadership, judgment, problem solving, communications, interpersonal/community relations, and the ability to accomplish the goals and objectives. The City Administrator communicates in a variety of ways with the Council: work sessions, retreats, and one to one contacts via either telephone or in person, and in writing.

All Council members are treated fairly and equally by the City Administrator. The need for regular communication between the City Administrator and Council is essential to maintain open communication with the organization. The organization and structure of the City is an important aspect for you to understand.

The flow of authority is from the citizens to the City Council, from the City Council to the City Administrator, and from the City Administrator to the City organization. Within the organization, the flow of authority is from the City Administrator to the Department Heads and then to the subordinate staff. Any complaint or question should be directed to the City Administrator. The City Administrator then will alert the appropriate Department Head about the concern or question. In the absence of the City Administrator, a Council member may contact the Assistant City Administrator or directly to the Department Head, only if the City Administrator is made aware of the contact with any questions or concerns. Depending upon the issue, the City Administrator may authorize direct contact between the Councilor and a department head.

## **Organizational Structure**

The organizational structure within the City of Cloquet has the City Administrator at the top of the organization. The City Administrator provides supervision to the organization through the Department Heads. There are six departments, which are as follows:

### **Administration**

The Administration Department is responsible for Human Resources, risk management, licensing, insurance, elections, agenda preparation, and policy implementation. The City Administrator is appointed by the City Council and can be reached at 879-3347. The Assistant City Administrator/Human Resources Director and can be reached at the same phone number.

### **Community Development**

The Community Development Department consists of housing, building inspections, planning and zoning, and economic development. State law authorizes a city to create zoning and subdivision ordinances to regulate the type of land use in a city. State law encourages a city to develop a comprehensive plan, which Cloquet has done, to outline its future growth needs, goals, and objectives. The Community Development Director can be reached at 879-2507.

### **Engineering**

The Engineering Department plans, designs, and inspects the new construction and reconstruction of the sanitary sewers, water mains, storm drains, streets and sidewalks. The City has a full-time City Engineer to oversee this department. The City Engineer can be reached at 879-6758.

### **Finance**

The Finance Department is responsible for the City's finances, accounting, investments and insurance. It oversees accounts payable, accounts receivable, utility billing and payroll. The City's Finance Director also acts as the City Treasurer and manages all City investments. The Finance Director can be reached at 879-3347.

### **Police**

The Police Department provides police protection as well as a variety of programs to prevent crime in the Cloquet area through a 19 member department. The City works cooperatively with Carlton County, State Highway Patrol, and Fond du Lac Tribal law enforcement on all aspects of crime prevention. The department is managed by an appointed Police Chief who can be reached at 879-1247.

### **Public Works**

The Public Works Department is comprised of the following divisions: streets, parks, Lake Superior Waterline and utilities. The City Engineer also serves in the capacity of Public Works Director for the City and can be reached at 879-6758.

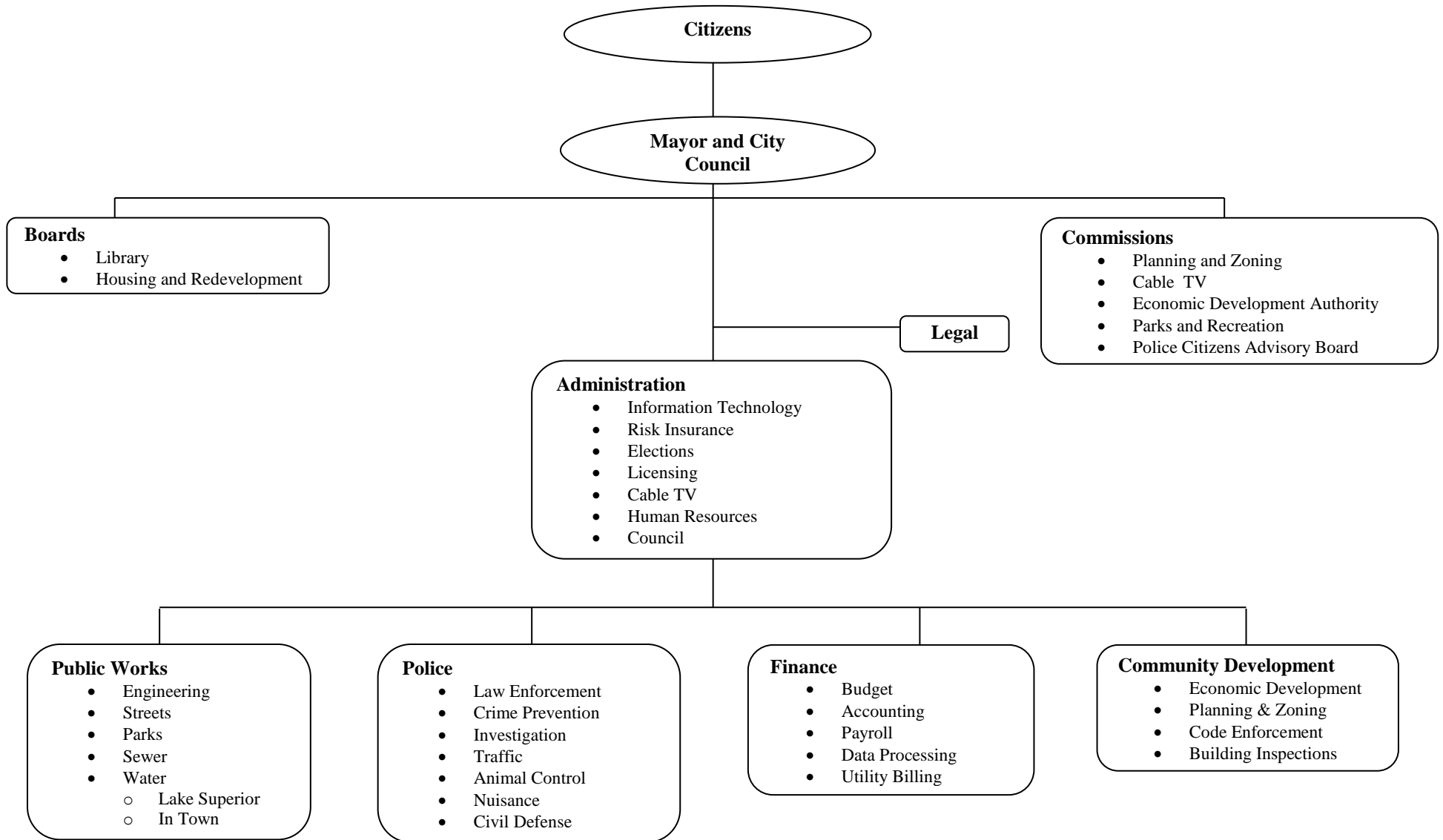
### **Library**

The City also provides library services under different supervision. The Library staff reports directly to the Cloquet Library Board and are responsible for all aspects of managing and operating a public library. The Library Director and can be reached at 879-1531.

### **Cloquet Area Fire District**

Fire Protection is provided by the Cloquet Area Fire District. The District Board oversees all fire and ambulance issues within a multi-jurisdictional area. The District Fire Chief and can be reached at (218) 499-4274.

CITY OF CLOQUET  
ORGANIZATIONAL CHART  
(BY FUNCTION)



### **Advisory Boards and Commissions**

Boards and commissions are used by the City Council to advise them in a variety of areas. The City has several boards and commissions which advise the Council in its decision process. There are over 50-community volunteers that serve in an advisory capacity on these boards and commissions. The members of these advisory boards or commissions are recommended for appointment by the Mayor and approved by the City Council.



Boards and commissions in the City are organized for a variety of reasons. Some of the committees are created by ordinance or by policy. Some are required by State Statute. City Council members pay dues to belong to some organizations and this automatically makes them a delegate to the organization. They can also be appointed to be a liaison to a committee or assigned to a task force. The following are the different boards/committees/ and commissions.

### **Committees by Ordinance/Statute**

Committees established by ordinance are included in the Cloquet City Code. Examples can be found in Section 2.2.01 through 2.3.02 of the Cloquet City Code.

**Planning Commission** - consists of seven members, all appointed citizens of the community. This commission makes recommendations to the Council in areas of planning and the maintenance of the comprehensive plan (Section 2.2.01 of the Cloquet City Code).

**Economic Development Authority** - consists of seven voting members who currently are two members of the City Council and five at-large citizens or business people appointed by the City Council. This Board encourages economic development within the City and provides assistance to businesses whenever necessary.

**Housing & Redevelopment Authority** - consists of five members, all appointed citizens of the community. The Board shall develop and implement programs to strengthen city neighborhoods and housing, including the city's Section 8 housing program.

**Library Board** - consists of seven members who should be residents of the City.

**Cloquet Area Fire District** - currently consists of six voting members with two Cloquet Council members appointed as part of a multi-community board. The Cloquet Area Fire District will endeavor to continually improve the safety and quality of life of the public and our members.

### **Non-Statutory Committees Created by Local Policy**

These are committees which are created because of City Council action or to establish public policy. The following are examples of committees created by policy:

**Cable Commission Advisory Board** - is comprised of nine members with three who shall be residents of the City and two each from the City of Scanlon, the City of Carlton and the Town of Thomson. This board serves to advise the City Council on franchise issues related to the cable television provider.

**Parks Commission** - consists of seven resident members of the community. This advisory commission is responsible for the oversight of all park operations including land acquisition, development, improvement and use, and maintenance.



**Shaw Memorial Public Library Foundation** - is a 501(c)3 non-profit, tax-exempt foundation organized for the purpose of improving the library services of the Cloquet Public Library. This Board is appointed jointly by the Cloquet City Council and Cloquet Library Board and consists of seven members for three year terms and meets on an as needed basis.

### **Liaison**

A liaison to a committee is appointed to enhance communication between the City Council and another organization. The purpose of being a liaison member is to provide a connection with an organization and the City. An example is the Council member appointed to serve as a liaison to Cloquet Chamber of Commerce Tourism Committee. Other non-City committees or boards that the Council liaison with are as follows:

ED Partnership, ARDC, WLSSD.

On average, a City Councilor will be required to attend approximately 6 hours of committee meetings per month. Some Councilors will attend more and some less. Meetings will require attendance both during the working day and in evenings.

### **Task Forces**

A task force is established by the City Council to address a specific issue. Once the issue has been addressed, the task force usually is disbanded or becomes inactive until needed at another time.

### **Committees or Associations of Others**

The City of Cloquet belongs to organizations which provide services to local units of government. As a member of the organization, the City of Cloquet can share in the benefit and services available through the organization. Further, by pairing with other government entities, the City can have a larger voice in issues affecting the City of Cloquet and the surrounding region.

**Arrowhead Regional Development Commission** - is a multi-disciplined planning and development organization whose jurisdiction encompasses the Northeast Minnesota counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis.

The mission of ARDC is to serve the people of the Arrowhead Region by providing local units of government and citizens groups a means to work cooperatively in identifying needs, solving problems and fostering local leadership.

In accordance with the Minnesota Regional Development Act, the Commission serves as an advocate for local governments in Northeast Minnesota, provides leadership in the development of projects that benefit the Arrowhead Region and serves as a catalyst to identify needs and seek solutions to issues of regional significance. This role is especially important with regard to problems and opportunities that are multi-jurisdictional in scope or impact. Throughout its existence, ARDC has developed numerous planning and implementation programs aimed at meeting the needs of the Arrowhead Region.

ARDC also serves as an umbrella agency for a wide variety of local, state, and federal initiatives. These programs include services to aging, human services, transit, transportation, metropolitan planning, economic development, community development, and natural resources. Other responsibilities of ARDC include the development and maintenance of resource data to support the preparation of comprehensive development plans for units of government.

[www.ardc.org](http://www.ardc.org)

**League of Minnesota Cities** - is an organization in which the Council pays dues. This organization provides technical support to the Council and City Administrator.

[www.lmc.org](http://www.lmc.org)

**WLSSD** - The Western Lake Superior Sanitary District (WLSSD) provides solid waste management and wastewater services for an approximately 500 square mile region around Duluth, Minnesota that includes the cities of Duluth, Cloquet, Hermantown, Proctor, Carlton, Scanlon, Thomson and Wrenshall, and the surrounding townships. WLSSD operates a wastewater treatment facility, organic composting site, a hazardous waste collection site and solid waste transfer station in the Lincoln Park neighborhood of Duluth, Minnesota. WLSSD is a special purpose unit of government created by the Minnesota Legislature in 1971 to address serious environmental pollution problems in the lower St. Louis River Basin. It is governed by a nine-member citizen Board of Directors.

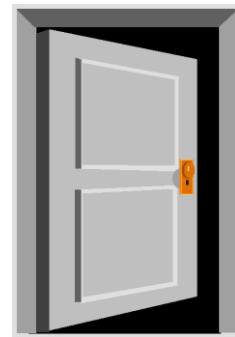
[www.wlssd.duluth.mn.us](http://www.wlssd.duluth.mn.us)

### **OPEN MEETING LAW**

The Minnesota Open Meeting Law provides that all meetings of the City Council and any committee, subcommittee, board, department or commission thereof shall be open to the public. The reason for the Minnesota Open Meeting Law is to prohibit elected officials from making decisions without the public being fully informed. The law is enforced to assure the public's right to be informed of and participate in actions of the City Council. For purposes of the Open Meeting Law, a "meeting" is defined as a gathering of a quorum or more, where members intentionally discuss, decide or receive information as a group on issues relating to the official business of the City of Cloquet.

The opportunity should be available for the public to:

- Watch the meeting and be present
- See how the Council members vote on issues
- Obtain printed information the Council has at the meeting
- Obtain summary of Council minutes



Thus any scheduled gathering of the City Council or a committee must have proper notice and be open. This includes meetings where members receive information that may influence later decisions. Chance meetings and social gatherings are excluded; however, Council members cannot discuss or receive information on official business in private social settings. Further, even though gatherings of less than a quorum do not meet the definition of "meeting", serial gatherings of less than a quorum may be a violation upon the individual case.

There are few exceptions to the Open Meeting Law and very specific requirements regarding notice and subject of closed meetings. Strict adherence to these requirements is necessary to avoid violating the statute. The City Attorney should be consulted when the Council is considering conducting a closed meeting.

The provisions of the Open Meeting Law are often inadvertently violated by City Council members. Council members who intentionally violate the provisions of the Open Meeting Law are subject to personal liability for up to \$300 civil penalties per single occurrence. Government entities are prohibited from paying these penalties for Council members. Examples of potential violations are:

- Chamber of Commerce gathering with Council members
- Planning session with staff
- Neighborhood land use gathering
- Hockey association discussion with Council members

The use of internet and email to discuss issues with other City Council members can also be found to be a violation of the open meeting law. In using email, Councilors need to be careful that through “a chain of letters” they are not discussing City issues.

### **DATA PRACTICES ACT**

The purpose of the Data Practices Act is to give the public access to records and data gathered and maintained by the City. Generally, all data collected and maintained by the City is public information. The Data Practices Act attempts to balance the public’s right to know with the respect for the individual’s privacy.

Data is classified into categories which are used to define “privateness” or confidentiality of the data. These categories assist the organization in deciding whether data can be released and to whom. This list is an example of data the City would gather or maintain and whether the information is public or private.

#### **Elected Officials Correspondence**

The information is private but can be made public by either the sender or the recipient.

#### **Property Complaints**

Complaints to the City of Cloquet, which are violations of ordinances, are confidential data. For example, if a neighbor reports that another neighbor is in violation of an ordinance, the name of the complainant cannot be disclosed.

#### **Appraisal Data**

Confidential until released or until the property is sold.

#### **Elected Officials and Financial Disclosure Statement**

Disclosure of financial information of elected or appointed officials required by statute, which are filed with the City, are classified as public data on individuals.

#### **Arrest Data, Response Data, and Investigative Data**

Is classified as public information once the investigation is closed and charges are filed.

Some personnel data of applicants for positions with the City of Cloquet, present and past employees, members of advisory boards and commissions, volunteers, and independent contractors is public.

The following list is public information:

- Name
- Gross salary & salary range
- Contract fees
- Pension
- Fringe benefits
- Expense reimbursements
- Job title and job description
- Education, training, previous work experience
- The terms of any administrative or judicial agreement
- Work location and work telephone number
- Time records
- City and county of residence
- Date of first and last employment
- The existence and status of any complaints or charges against an employee

NOTE: The actual circumstances of the complaint ARE NOT public data, whether or not the charge or complaint resulted in disciplinary action. The final disposition of any disciplinary action, with the reasons the action was necessary and data documenting the reasons, is public when final disposition is made. Final disposition occurs when the City makes its final decision about disciplinary action. Final disposition also includes resignation when the resignation occurs after the final decision of the City or arbitrator.

The following information is public and refers to former or current applicants; either for employment or an appointment to an advisory board.

- Veteran status
- Relevant test scores
- Rank on eligible list
- Job history
- Education, training, and work availability

Names of applicants are private except when certified as an eligible employee, ranked with other applicants for the position or as a finalist. A finalist may be someone who is called in for additional interviews but has not been chosen for the position.

The City Attorney should always be consulted when the Council is in question about what information is public and what is private. Releasing private information or refusing to release public information is a violation of the Data Practices Act. Violations of the Data Practices Act can result in a lawsuit against the City and/or against an individual City employee, Council member or public official. Willful violations of this act can also result in misdemeanor prosecution and penalties.

## **INCOMPATIBILITY, CONFLICTS, LIABILITIES AND ETHICS**

### **Incompatibility**

Cloquet City Council members cannot hold any other City office or City employment during his or her tenure as a Council member. City Council members cannot engage in business or transactions of a financial or personal nature, directly or indirectly, which would conflict with their official duties as a member of the City Council. Examples of specific conflicts of interests are incompatible employment, disclosure of confidential information, receiving gifts and favors, representing private interests before a city agency or court, or any contract with the City. A conflict of interest would occur if a Council member has an individual interest in the outcome of the decision by the Council.

These are a few questions you can ask yourself to help you determine if a conflict exists.

- The nature of the decision being made
- The nature of the financial interest

Some of the common areas which pose a possible conflict of interest for Council members are planning and zoning issues, public improvements, special assessments, licenses, land purchases regulations and vacation of streets. Some other areas to be careful of are church memberships, family associations and club memberships. Section 2.4.05 of the City Code identify other related conflict of interest issues.

NOTE: A copy of the Incompatible City Offices for the City can be found in the City Code under Section 2.5.

### **Liabilities**

The City of Cloquet carries personal liability insurance policies on its elected officials, appointed officials, employees and officers. The City shall defend a person who is performing the duties of their job and is not guilty of malfeasance in office, willfully neglecting their duties or acting in bad faith.

### **Ethics**

The issue of ethics and specifically gifts is addressed in Minnesota Statutes 471.895 and City Code Section 2.4. Elected officials cannot receive gifts from an interested person. The definition of an interested person is: “a person or representative of a person or association that has a direct financial interest in a decision that an official is authorized to make.” If a public official knowingly accepts a gift which is forbidden, the official may be guilty of a gross misdemeanor. A meal purchased by an interested party is considered a gift. A Council member may share a meal with an interested party as long as they pay for their own meal. If there is ever any question about accepting or declining a gift, the best option may be to decline.

## **RULES TO GOVERN BY**

### **Land Use Laws**

These laws provide the City with regulation authority of the land. The City adopts a zoning ordinance. This ordinance must comply “both in substance and procedures with state law.” Zoning has long been used as a regulatory tool for communities to use to control land use. This assists the City in planning for orderly growth and the extension of City services in a cost effective manner.



A zoning map is used to divide the community into different land uses to assist the City in planning and permitting of future growth. There are fifteen different categories for zoning and each has specific standards. There are two ways a person can vary from zoning standards; a “variance” can be granted or a conditional use permit can be issued.

A variance allows the individual property owner to “vary” from the permitted use of the land or from the required rules for the property.

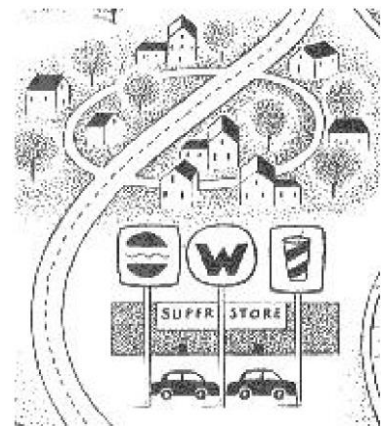
Conditional use permits are granted based on certain standards being maintained or established at the time of issuance. The permit is granted with a set of conditions that must be adhered to or the permit can be revoked.

Another tool the City of Cloquet uses is a subdivision ordinance. The state law allows for cities to adopt subdivision ordinances. These ordinances contain specifics regarding size of lots, public services, and streets when large tracts of land are involved. This assists the City in planning for future growth by keeping standards consistent throughout the City.

### **Public Improvements**

There are two types of improvements; petitioned and City initiated. A petitioned project would occur when the citizens who own 35% or more of the affected property sign a petition asking the City to do improvements. A City initiated project would be an improvement, which has been identified in the capital improvement plan. A City initiated project requires a 4/5 vote of the Council where as a petitioned project only requires a simple majority. The process for these types of improvements is as follows.

- The City notifies all affected property owners.
- A meeting is held prior to the first formal Council meeting to provide information to the property owners.
- The first Council meeting is the project feasibility hearing.
  - It is at this time that citizens present their opinions about the project.
- The second Council hearing is the assessment hearing.
  - It is at this time that the cost of the project to the property owners is established.



If after the completion of the project the cost is less than the assessment, property owners are notified and the correct amount is assessed. No assessment is made until the project is completed. This is in accordance with Minnesota Statutes, Chapter 429, which explains in detail the complete process.

### **Actions Requiring Ordinances**

Ordinances are another legal avenue in which Council direct policy. The following are example actions of the City Council which must be done by ordinance. Section 3.1.03 of the City Code addresses ordinances.

- Adopt or amend an administrative code or establish, alter or abolish any City department or agency.
- Provide for a fine or other penalty or establish a rule or regulation for violation of which a fine or other penalty is imposed.
- Grant, renew or extend a franchise.
- Amend or repeal any ordinance previously adopted.

### **Ordinances in General**

The form of an ordinance must be in writing and can pertain only to one subject. An ordinance can be introduced by any Council member at a special or regular Council meeting. Ordinances are generally in written form by City staff and filed with the City Administrator who provides copies to all Council members. Minnesota Statutes or City Code does not require the City to hold a public hearing prior to the City Council's consideration of an ordinance. The Council can reject, adopt or amend the ordinance. After adoption of the ordinance, the City Administrator shall have it published and a notice of adoption will also be published. The ordinance will typically take effect upon its publication or as otherwise noted in the ordinance.

### **Licenses and Permits**

The City has the authority to license and require permits for activities within its jurisdiction. The purpose of licensing and permitting is to regulate the activities and provide oversight for inspection in the public's interest. A license is the granting of a special privilege within the City boundaries. The City is exercising its police power to protect and promote the welfare and safety of the public through the licensing process.

Applications for most City licenses are acquired from the City Administrator. Completed applications, together with the required fee and any other documents specified in the Code, must be returned to the City. The City Administrator is authorized to issue some licenses without Council action. Other licenses must be issued by the City Council. They are usually included in the consent calendar portion of the agenda.



Some of the areas the City of Cloquet licenses are:

- Liquor
- On Sale Wine Licenses
- Massage Therapy
- Pawnbrokers
- Public Dances
- Tobacco
- Transient Merchant/Peddlers
- Refuse Haulers
- Amusement Devices
- Charitable Solicitation
- Taxicab Vehicles
- Lawful Gambling Activities

More specific information about these licenses and the licensing process can be found in Chapter 6 of the Cloquet City Code.

## **FINANCIAL ASPECTS OF THE CITY OF CLOQUET**

The City Council has delegated the fiscal responsibility to the City Administrator who is assisted in that responsibility by the Finance Director. Submission of the budget including a budget message must be accomplished on or before the fourth month before the beginning of the fiscal year, typically September. The budget is a financial plan for the City for the fiscal year. Any major changes from previous years should be highlighted and a summary of the changes prepared. The budget should explain each of the following areas: proposed revenues and expenditures, proposed capital expenditures, and debt payment schedule.

### **Budget and Tax Levy**

On or before the first Council meeting in September, the City Administrator will present the next year's budget message and preliminary budget. This is accompanied by a preliminary property tax levy. The Council adopts the preliminary tax levy and sets the maximum property tax levy available to the City for the following year.

The process of compiling the budget begins in early June. The City Administrator provides initial budget information to Department Heads who then prepare their requests and submit them to the Finance Department. The City Administrator and Finance Director then meets with each Department Head to review the proposed budget. Staff prepares a recommended preliminary budget to present to the Council. The middle of August is usually the first time the Council examines the proposed budget. The next step for the Council is to review each department or fund budget for the following year. The Council may make changes in the preliminary budget during this review process.

The City Administrator typically schedules time at each Council Work Session meeting throughout the months of July and August to allow for discussion and input on the budget. After the preliminary budget is approved in September, little action is taken in terms of the budget unless something unique or different occurs. During early December, the City holds its Truth in Taxation Hearing to present the final budget and proposed tax levy to the citizens for their comments. After the Truth in Taxation Hearing, time is allowed for input on the final budget and tax levy for the City Council. The final budget and levy for the new fiscal year must be adopted in early December.

### **Capital Budget**

The annual budget process typically begins with Council input into future capital items and staff presenting the previous years adopted plan to the Council. The capital budget of the City combines the Capital Improvement Plan for major construction and acquisition projects and the information needed to implement the projects. These projects are prioritized and are consistent with the City's Comprehensive Plan and Strategic Plan. Capital improvement projects are frequently financed through the issuance of bonds. Funding requirements for bond funded projects include the principal and interest payments for those bonds.

### **Financial Statement**

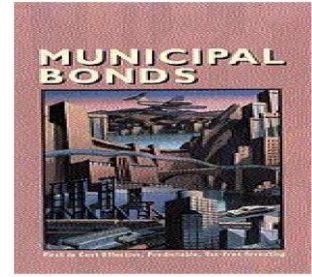
City staff prepares the Comprehensive Annual Financial Report (CAFR). This financial report explains the financial status of the City and explains the sources of revenues and expenditures. It is reviewed and tested through an audit by a certified public accounting firm. The audit must be in compliance with all state requirements.

The audit preparation process begins in late January each year. The auditors are usually on site examining financial materials, for a two or three week period in March. The CAFR is prepared following this examination. After review by the auditors, the CAFR is usually presented to the City Council in early June.



## **Bonds**

One of the ways in which the City finances projects is by issuing bonds. In general, a city can issue bonds for any authorized expense which is not a current expense. The use of bonds for acquisition, development, construction, or improvements of capital assets is allowable. A city can also issue bonds for public improvement in which they will gain revenue. They can purchase police, fire, and street equipment. This type of bond must be short term.



The following are examples of types of general obligation bonds the City has issued:

General obligation bonds are issued to provide funds for the acquisition and construction of major capital facilities. These bonds are direct obligation and pledge the full faith and credit of the City. These bonds are repaid primarily from the ad valorem taxes.

Tax Increment bonds are issued for redevelopment projects. The additional tax increments resulting from increased tax capacity of the redevelopment properties will be used to retire the related debt.

Improvement bonds are issued to finance various improvements and will be repaid primarily from special assessments levied on the properties benefiting from the improvements. Some issues, however, are partly financed by ad valorem tax levies.

Revenue bonds are issued to finance capital improvements to the enterprise funds. They are retired with the use of the revenue from the enterprise fund.

When the City issues bonds, the following procedure must be followed:

- Advertise for bids
- Set a date for hearing
- Hold a public hearing
- Open the bids
- Award bids



## **Other Tax Exempt Financing**

Private business can approach the City of Cloquet and use the City as an avenue to purchase bonds. This provides for a lower interest rate and tax exempt status for the business. The bonds are issued on the full faith and credit of the business and not the City. This is called a “conduit issuance.” The City of Cloquet is not responsible for the bonds in any manner.

A negotiated sale of bonds is when the City may need to expedite the process. The City would solicit a bond company and negotiate the terms of the bonds. This type of bond issuance is usually when the bond issuance is a small amount and the funds are needed quickly. The City of Cloquet does not have to advertise or go through the public hearing process for these bonds. The amount of the bonds cannot exceed standards which are established in Minnesota Statute 475.52.

Another avenue for purchase of large capital equipment can be by lease to purchase. This could be used for purchasing street equipment, computer system, and fire equipment or police vehicles. This option usually requires a down payment and then equal installments for a set period of time.

## **CITY COUNCIL COMPENSATION**

Council salaries are set by ordinance. Any increase in salary does not become effective until the first meeting in January after the next November election. The ordinance must be adopted at least six months before the election. The adoption of the ordinance must occur before the month of May of the election year. Current salary amounts can be found in Sections 2.1.02 and 2.1.03 of the Cloquet City Code.

Council members can be reimbursed for expenses incurred while doing City business such as: mileage, meals, conference expenses and other miscellaneous items. The Council members must complete a voucher attaching receipts for specific amounts of the requested reimbursement. The voucher is then turned into the City Administrator for approval and forwarded to the Finance Department for payment. Conference expenses can be paid by the City, to the City Administrator's office for payment, if submitted far enough in advance.

## **VACANCIES**

There are several reasons a vacancy may occur on the City Council such as; an election may be deemed to be invalid, a death, resignation, change of residence into a different ward, or removal from office. A Council member may move to another city. Also, medical reasons or illness could stop a Council member from attending meetings. When the absence extends beyond three months, the Council has the authority to remove the present Council member and appoint a new member. Another reason for removal would be any Council member who does not perform their duties and responsibilities in good faith.

The process for filing a vacant seat is established in Minnesota Statutes.

## **ADDITIONAL TRAINING AND RESOURCES**

There is a variety of training sources available to new and present Council members. One of the sources is the League of Minnesota Cities (LMC). This agency provides information and training to elected officials and staff. In January, the LMC provides a refresher session and new Council member training. They educate the Council members on issues which are important at the time or they feel is necessary for new Council members. Every June the LMC has an annual convention at which there are many seminars and workshops. These conventions not only provide a training time for Council members but a time to converse with other member cities to find out how they have handled issues. Throughout the year LMC provides legislative updates on the upcoming session and the implication of any new legislation. They hold a risk management seminar every year and other seminars and sessions as needed.

If financial resources exist and personal schedules allow, Council members are encouraged to attend local and state conferences.



## 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: January 2, 2019

---

**ITEM DESCRIPTION:** Ice Arena Discussion

---

#### **Proposed Action**

Discuss a number of items related to the Ice Arena:

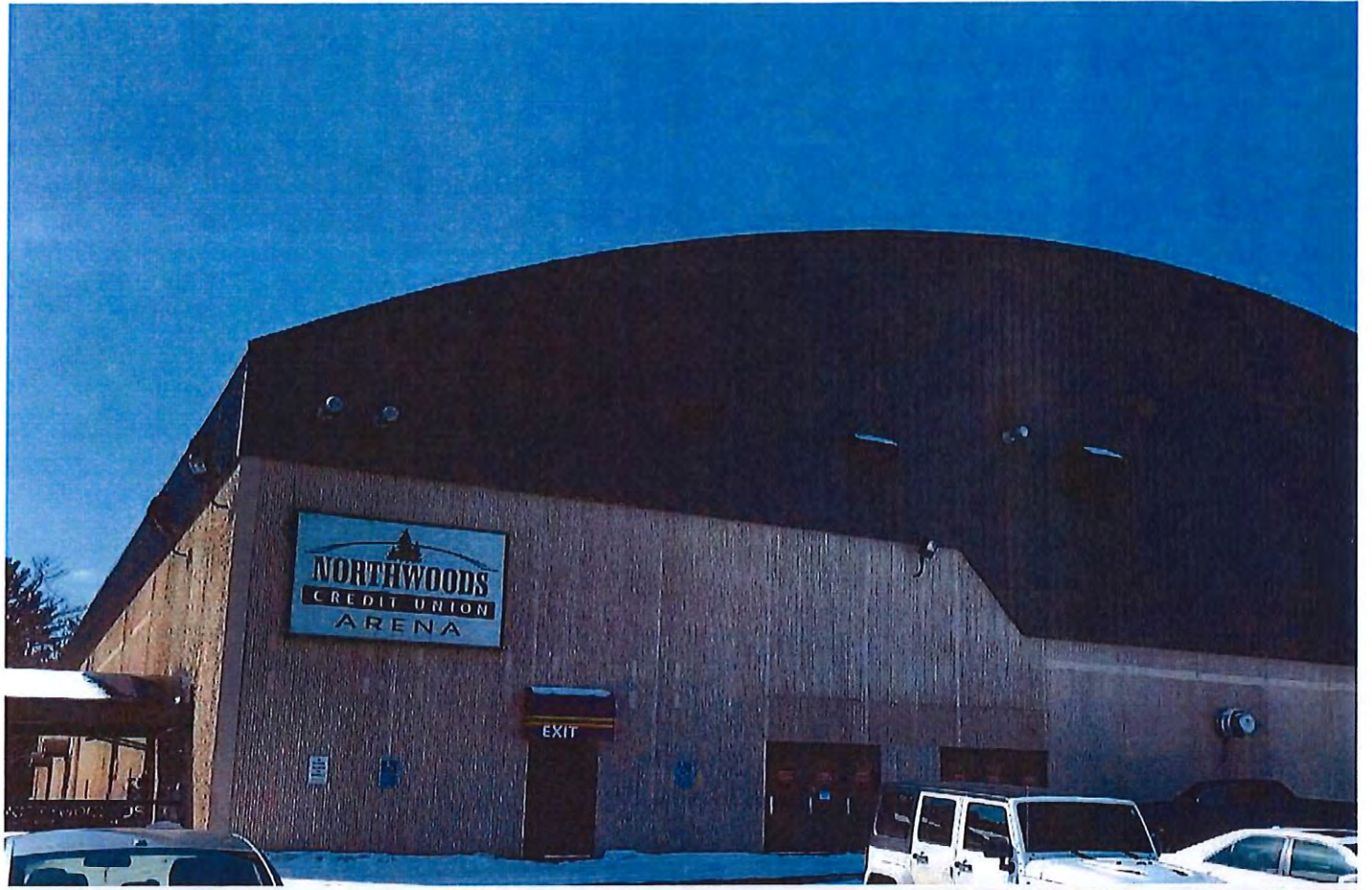
- The City taking over ownership and maintenance responsibilities of the arena and continue with CAHA handling the operations.
- Arena CIP
- Proposed Arena Operations and Use Agreement between the City and CAHA

#### **Background/Overview**

The City had SEH do a facility review of the ice arena to identify needed repairs. A number of items were identified that need to be done over the coming years. Staff has been working with CAHA on what makes sense for the long-term maintenance and upkeep of the arena. After discussing this issue at the August 8, 2018 Work Session Council directed staff to put together an agreement that would have the City take over the ownership and maintenance responsibilities of the arena and continue with CAHA handling the operations. After lengthy discussions the City and CAHA have put together the attached agreement. As I have stated before, the biggest concern I have is that the proper upkeep and repairs are made to the facility to make sure it can continue to operate as a community asset for a long time. At the Work Session we will discuss what it would mean for the City to take over the arena and the potential long-term funding requirements this would entail. In addition, if the City decides to move forward with the Agreement as presented, CAHA has requested that the City provide \$25,000 to assist in repairs that they recently had made to the "Barn" that totaled roughly \$50,000. I will explain in more detail at the meeting but basically if the City takes over operations of the Arena we would be using revenue from the School District contract and the MN Wilderness contract to pay for the Arena's operation costs. Because CAHA would not have this money in 2019 they would struggle to pay the full bill for the "Barn" work that had to be done.

#### **Supporting Documentation Attached**

- Building Condition Assessment
- August 8, 2018 Memo to Council
- Proposed Arena Operations and Use Agreement



# Building Condition Assessment

## Northwoods Credit Union Arena (NCUA)

Cloquet, Minnesota

CLOQU 145773 | June 13, 2018



Building a Better World  
for All of Us®

Engineers | Architects | Planners | Scientists

# Contents

<b>1</b>	<b>Assessment Introduction</b> .....	<b>1</b>
1.1	Building Survey.....	1
1.2	Priorities .....	1
<b>2</b>	<b>Site</b> .....	<b>2</b>
2.1	Observations .....	2
2.2	Lighting.....	3
2.3	Sanitary Lift Station .....	3
2.4	Site Utility Services.....	4
<b>3</b>	<b>Building Envelope</b> .....	<b>4</b>
3.1	Exterior Walls .....	4
3.2	Exterior Doors.....	6
3.3	Roofing .....	6
<b>4</b>	<b>Structure</b> .....	<b>7</b>
4.1	Foundation .....	7
4.2	Second Floor Framing.....	8
4.3	Roof Framing.....	8
<b>5</b>	<b>Interiors</b> .....	<b>8</b>
5.1	Finishes .....	8
5.2	Accessibility.....	10
<b>6</b>	<b>MECHANICAL</b> .....	<b>11</b>
6.1	Plumbing .....	11
6.2	Heating, Ventilation and Air Conditioning (HVAC).....	12
6.3	Temperature Controls.....	12
<b>7</b>	<b>ELECTRICAL</b> .....	<b>13</b>
7.1	Power .....	13
7.2	Lighting.....	13
7.3	Low Voltage Systems.....	13
<b>8</b>	<b>ICE SYSTEM</b> .....	<b>14</b>
8.1	Direct System .....	14
8.2	Indirect System.....	14
8.3	Option 1.....	15

## Contents (continued)

8.4	Option 2.....	16
8.5	Option 3 (Recommended) .....	17
8.6	Dasher Boards.....	17
9	Corrective Actions Report and Cost Estimates .....	18
10	Limitations .....	19

# Building Condition Assessment

## Northwoods Credit Union Arena (NCUA)

Prepared for City of Cloquet, Minnesota

### 1 Assessment Introduction

The City contracted with Short Elliott Hendrickson, Inc. (SEH) to perform a comprehensive facility condition assessment of Northwoods Credit Union Arena Facility. This assessment and report will serve as a planning document identifying building system deficiencies along with recommended and prioritized improvements, and estimates of probable cost. The following facility condition assessment focuses on major building systems including:

- Structural foundation, floor slabs, bearing walls and roof structure
- Life safety systems including emergency egress and fire detection/notification
- Exterior building shell including walls, roofing, doors and windows.
- Mechanical Heating, Ventilation and Air Conditioning (HVAC) systems.
- Electrical power and lighting systems
- Ice refrigeration and dasher board systems.
- Building accessibility
- Site features including parking lots, drive aisles, sidewalks and site amenities.

#### 1.1 Building Survey

The building was visually inspected on April 4, 2018 by staff experienced in civil, architectural, structural, mechanical, electrical and ice systems. The review focused on major building systems and current code deficiencies. Each deficiency has been classified and prioritized into five different categories (priority 1-5). They have been assigned a priority based on their significance and likelihood to cause further damage, affect the usefulness of the facility or pose a life safety issue to the building and the building occupants. Below is a description of each priority.



*Exterior View*

#### 1.2 Priorities

##### 1.2.1 Priority One: Immediate Concerns

Should be undertaken immediately, including violations of life safety and building codes.

### 1.2.2 Priority Two: Short Term Concerns (1 - 2 years)

Should be corrected in the near future to maintain the integrity of the building, including systems which are functioning improperly or not at all and problems that, if not addressed, will cause additional deterioration.

### 1.2.3 Priority Three: Long Term Concerns (3 - 5 years)

Should be corrected in the more distant future to maintain the integrity of the building, including systems that have exceeded their expected useful life but are still functioning.

### 1.2.4 Priority Four: Improvements (5+ years)

Required or desirable to allow the facility to perform as it should, including systems upgrades and aesthetic issues.

### 1.2.5 Priority Five: New Code Requirements

Do not conform to codes instituted since the construction of the building and are therefore grandfathered in their existing condition. These should be addressed in any major renovation or remodeling effort, if not before.

#### **Building Condition Assessment Northwoods Credit Union Arena**

**1102 Olympic Drive**

**Cloquet, MN**

#### **Building Description**

**Building Size:** 53,000 Square Feet (total of two floors)

**Number of Stories:** 2

**Year Built:** 1996

## **2 Site**

### **2.1 Observations**

The site is accessed primarily from the north via Olympic Drive coming off of Armory Road. A secondary access exists west of the site following a different section of Olympic Drive from Armory Road. The primary north access is paved, and the lesser used west access is a gravel roadway. The site is open to the public year round with no gates or other means of restricting access. The Pine Valley recreation area adjoins the site along the south and shares the same access points. This is also true of City Well #8.

As the site's traffic is based on peak events only, with negligible regular traffic, the existing access is sufficient and no improvements are recommended at this time. Based on the site review, it also appears the site is designed and constructed sufficiently for building operations such as vehicle maintenance and trash hauling.

If future expansion of the site is warranted based on use changes, it should be noted that significant wetlands exist around the perimeter of the site which would prove challenging to expand the site footprint. It should also be noted that no stormwater controls exist at the site, and



any major work at the site would warrant stormwater treatment under the City's stormwater ordinance. Also, any future building structures or additions would likely need to be constructed on deep foundations, similar to the existing arena.

## 2.1.1 Pavements & Striping

The existing pavement is in fair condition and shows some cracking and evidence of maintenance. It is recommended that the City seal existing cracks and assess the pavement condition on a biannual basis. It is anticipated that a bituminous overlay will be required in 5-10 years.

The parking layout is generally controlled by a series of signs either embedded in the pavement section or installed inside circular concrete planters to signify parking rows and access aisles. Based on conversations with City staff, the area fills to capacity during major events and utilizes offsite overflow parking with the nearby Pine Tree Plaza. This is not uncommon with arenas and there has not been a need identified to create additional parking. The existing striping at the site is worn and is, with limited visibility, generally not seen to hold any value. It is recommended that the City restripe the parking area to better define drive aisles, handicapped parking areas, and other features to maximize the efficiency of the lot layout. It should be noted that this striping will not negate the need for signage indicating the parking areas due to the lot frequently being covered in snow during times of use. Signage at the site is in fair condition and will likely require replacement in 5-10 years.



*Cracked Parking Lot Pavement*



*Cracked Parking Lot Pavement*

### 2.1.1.1 Recommendations

- Restripe Lot on a 5-year cycle
- Replace signage on a 7-year cycle
- Complete preventative maintenance on the pavement and seal cracks every 5 years.
- Parking Lot Overlay

## 2.2 Lighting

There are a series of lights along the access road which may be owned by the utility company. These lights provide perimeter lighting at the site, but do not provide significant light within the parking area. During the site visit, there were no comments from the staff related to lighting levels outside the building. Additional light could be added at the City's discretion, but this is item that could be addressed should a need be determined.

## 2.3 Sanitary Lift Station

The City owns and operates a sanitary lift station at the site which serves the NCUA facility. As part of upcoming improvements at the water treatment plant, modifications are being completed in the area which would allow for a gravity sewer to be constructed to the west which would allow

the City to consolidate the lift stations in the area. However, operational costs of the existing lift station are relatively low and with the lift station not being particularly disruptive to the use of the site, this improvement would be most appropriately addressed when major upgrades are required to the onsite lift station (such as pump replacement) or when alternate improvements are planned (such as reconstructing and paving Olympic Drive to the west which is not within the City's current capital improvement planning).

## 2.4 Site Utility Services

With the site's utility services being relatively new and providing an appropriate level of service, it is expected the utility services will not require major investment in the next 10 years.

# 3 Building Envelope

## 3.1 Exterior Walls

Exterior walls are constructed of non-load-bearing insulated precast concrete wall panels. The wall panels are in fair condition with some minor surface cracking present. Wall panels have various thicknesses and heights and it was noted by City staff during the site visit that several of the panels were surplus from another local project resulting in a combination of new and existing panels being used. The upper portion of the exterior walls and gable ends of the building are clad in pre-finished metal siding panels. The metal panels appear to be in good condition and functioning properly.



*Aged Joint Sealant*

### 3.1.1 Observations

- The exterior wall surfaces have accumulated dirt and staining from age and exposure to the exterior elements. Power washing the facility will prevent permanent staining and improve the overall appearance.
- Hairline cracking is apparent in the exterior surface of many precast wall panels around the perimeter of the building. While the prestressing strands present in precast panels apply tension to the concrete and help keep these cracks tight, in time atmospheric moisture exposure will cause degradation of the panels. In our opinion the medium term maintenance plan for the facility should include painting the entire exterior to protect the panels. If severe cracking is observed, sealing of the cracks prior to painting may be advisable.
- Precast panel openings were cut into the panels after fabrication resulting in cut overruns horizontally and vertically, creating a path for cracking. Around the perimeter of the building most, if not all, of the exterior doors appear to be cut similarly with cut overrun in each direction. This construction technique is inadvisable and may lead to ongoing crack propagation.



*Overcut Door Openings*

- Exterior precast wall panel and door frame joint sealant is becoming aged and deteriorating. Exterior sealants should be replaced, inspected and maintained on a regular basis.
- Panels are different thickness in many locations around doors which results in an offset of 1" to 1 ½" in the panel face. We understand that this is a result of the construction of the building utilizing panels salvaged from another project as well as new panels.
- Anchor brackets at overhead door to Zamboni room do not appear to have all anchors installed and brackets may not have been appropriately designed for panel dead load and roof tributary loads. The brackets appear to have been \_\_\_\_\_

### 3.1.2 Recommendations

- Power wash the entire exterior of the building to remove dirt and stains. We would recommend coordinating this with the re-painting work noted below.
- Paint the entire exterior of the facility to protect the panels. If severe cracking is observed, sealing of the cracks prior to painting may be advisable.
- The precast panel interior and exterior wall thicknesses are minimal. Therefore, the cut-overrun in these locations may compromise the capacity of the panels over time, especially as cracks migrate from the overruns. We recommend adding supplemental steel brackets on at least the inside edges of all doors where cut overruns are present (most exterior doors). Brackets will need to be engineered and custom fabricated and fit to field conditions. Bracket installation may require removal of the inside face shell at some height above the opening and grouting of the core similar to grouting of a masonry core
- Replace exterior joint sealants. It is recommended that this be coordinated with exterior painting work.
- We recommend installing supplemental connection plates above the Zamboni room overhead door and a continuous steel tie plate at the top of the opening for reinforcement.
- Repair spalled panels in the vicinity of the Zamboni room.



*Overhead Door Opening*

## 3.2 Exterior Doors

Existing exterior doors consist entirely of steel doors and frames throughout the facility. In general the doors appear to be in fair condition and are operating as expected. It appears that the site paving around the building has settled creating a tripping hazard at exterior doors. Exterior stoops are not present at doors resulting in a slight step down at many of the doors.

### 3.2.1 Observations

- The main building entry door has a significant step of greater than 1-inch at the exterior side of the threshold. This poses a significant tripping hazard as this is the main door the general public uses to enter and exit the facility.
- Exterior door finishes should be regularly maintained and replaced as needed to prevent corrosion. A few of the doors show signs of corrosion but with regularly scheduled maintenance this should not become a significant issue.



*Trip Hazard at Main Entry*

### 3.2.2 Recommendations

- Provide exterior stoop at main building entry/exits. These stoops should be tied into the existing structural foundation systems to prevent future settlement.
- Consider installing exterior stoops at all exterior doors to reduce tripping hazards.
- Provide regular maintenance of door finishes and hardware including weather stripping to prevent deterioration of existing doors and frames.

## 3.3 Roofing

The roofing system consists of a single-ply membrane over insulation which is supported by tongue and groove wood decking. The roof was not accessible during our site visit but it is our understanding from staff that it is original to the building. According to staff there are no significant leak issues at this time and the roofing is functioning adequately. The roofing systems are believed to have passed their expected service life of 20-years and replacement is likely needed in the near future. We recommend having a visual review of the roof membrane completed by a roofing contractor or consultant to verify conditions prior to replacement work being completed. There are also significant issues with falling snow and ice off of the barrel vault roof posing a safety concern. Installation of snow guards or a retention system is recommended.

### 3.3.1 Observations

- There is a significant issue with falling snow, ice and melting water coming off the roof edges. A snow retention system may help reduce the safety concerns. Especially in the vicinity of the entry and public access routes.
- General visual observation of the membrane from a distance suggests the membrane is original to the building construction although there was no significant deterioration noted.
- Based on a review of the original construction drawings the roof has 3-inches of rigid foam insulation. When a building re-roof takes place the insulation thickness should be reviewed and increased, if possible, to improve thermal performance.

- The existing membrane is black which will increase heat gain in summer months and may contribute to falling snow issues. Consideration should be given to a reflective, light or white colored roofing system in the future.

### 3.3.2 Recommendations

There are several options available to the City for dealing with the roofing systems. We have identified the following three options as the most practical and cost effective solutions.

- Option 1: Engage in yearly maintenance and inspection by a roofing contractor or roofing consultant to identify issues and corrective measures before they become significant. With regular maintenance the expected life span of the roof will be increased.
- Option 2: Replacement of the existing roof membrane only. Replacement of the membrane only and salvaging the existing insulation systems in place may be an option. This option is dependent on how the existing roofing systems have been installed. If the membrane has been adhered to the insulation it may not be an option to salvage the existing insulation. Additional investigation would be required if this option was selected.
- Option 3: Complete roof replacement. This option would include removing and replacing the existing roof membrane and insulation systems down to the structural deck. This option gives the City the most energy efficient and long lasting roof system of the three options. It allows for an increase in the insulation thickness and the installation of a roof membrane with a warranted system.
- Install snow/ice retention system to reduce falling snow and ice and minimize safety concerns. Roof structure should be evaluated by an engineer prior to any modifications that may increase loads supported by the roof structure.

## 4 Structure

### 4.1 Foundation

Based on a review of the original construction drawings the buildings foundation systems include concrete grade beams supported on piles driven into stable soils. The floor structure of the main level consists of precast plank with a concrete topping. Based on limited visual observation in one access opening to the crawl space, the ground was dry and the foundation systems appear to be in good condition with no significant signs of settlement or shifting of the buildings structure. It was noted by staff that there has been heaving of the floor slab under the ice sheet in the past. Observation of this area was not possible at the time of the site visit as there was ice in place and the area was not accessible from below. Further review of this condition is recommended the next time the ice sheet is removed.

#### 4.1.1 Observations

- Crawl space area had dry soils and no signs of foundation issues or concerns were noted.
- Cracked concrete floor slab and tile were observed in main entry lobby.
- Exterior ground mounted mechanical unit - confirm adequate condition of steel framing and positive anchorage to foundations (partially covered in ice at time of observations).

Also confirm that the current unit is consistent with the original design intent of support framing. Additional connections or bracing may be appropriate.

#### 4.1.2 Recommendations

- Review heaving slab under ice sheet the next time the ice is removed.
- Future investigation/monitoring of foundations below ice sheet to identify source of movement.
- Review structural support of raised exterior mechanical unit adjacent to ice plant

### 4.2 Second Floor Framing

The second floor level consists of precast concrete plank with a topping slab supported by structural steel columns and beams.

#### 4.2.1 Observations

- In general, second floor framing and floor systems appear to be in good condition with no visible signs of deterioration.
- A concrete lintel above one of the concourse openings along east side with label "girls" above, exhibited poor consolidation of concrete and cracks near the end of the beam which would compromise the beam in shear capacity.

#### 4.2.2 Recommendations

- Replace or patch damaged concrete lintel in concourse area.
- Professional observations during repair work are recommended to confirm that reinforcing steel is properly installed and to confirm that distress is not indicative of other issues.

### 4.3 Roof Framing

The roof is framed with engineered wood trusses supported by a structural steel frame. The wood structure including glulam trusses, connections, and hangers appears to be in generally good condition with no significant signs of deterioration.

## 5 Interiors

### 5.1 Finishes

Existing interior finishes appear to be original in most locations throughout the building. The finishes are aged and somewhat dated but continue to function well. We recommend developing a regular maintenance program, if not already in place, for continued re-painting of spaces throughout the facility to maintain a clean and inviting atmosphere. Below is a brief review of finishes in the major areas of the building:

### 5.1.1 Main Lobby

Finishes consist of tile floors, painted walls and suspended ceiling system. With the exception of some cracking floor tile, the finishes in this area are in fair condition and replacement is not recommended unless a larger renovation project is undertaken.



*Lobby Floor Tile*

### 5.1.2 Public Restrooms (first and second level)

The Men's and Women's public restrooms have tile flooring, painted concrete block walls, suspended ceilings and painted steel toilet partition stalls. Overall the finishes are in fair condition and replacement is not recommended at this time unless a larger accessibility or interior renovation project is planned. Minor accessibility upgrades to the toilet stalls is suggested and discussed in more detail in the Accessibility portion of this report.

#### 5.1.2.1 Recommendations

- Provide code compliant grab bars at handicapped accessible restroom stalls.

### 5.1.3 Stairs

There are three main access stairwells leading to the second level. Finishes include painted concrete block walls and painted steel stairs and handrails/guardrails. The overall finishes are in good condition. Existing handrails and guardrail systems are in good condition although they do not meet current building codes. Guardrails are required to be a minimum of 42-inches high and a handrail is required to be provided on both sides of stairs.

#### 5.1.3.1 Recommendations

- Modify existing hand and guardrails to meet current building code requirements.

### 5.1.4 Varsity Locker Room – Home Team

The home team locker room has carpet flooring, suspended acoustical ceilings and painted gypsum board and concrete walls. The finishes are in poor condition and should be replaced in the near future. The attached restroom and shower area finishes are also in poor condition and are aged and deteriorating. Plumbing fixtures and toilet and shower stalls are not handicapped compliant.



*Varsity Locker Room*

#### 5.1.4.1 Recommendations

- Replacement of interior finishes with durable and easily cleanable finishes and provide upgrades to restroom and shower area recommended in near future.

### 5.1.5 Visitor Locker Room – Visitor's Team

The visitors' locker room has rubber flooring, suspended acoustical ceilings and painted gypsum board and concrete walls. The finishes are in poor condition and should be replaced in the near

future. The attached restroom and shower area finishes are also in poor condition and are aged and deteriorating. Plumbing fixtures and toilet and shower stalls are not handicapped compliant.

#### 5.1.5.1 Recommendations

- Replacement of interior finishes with durable and easily cleanable finishes and provide upgrades to restroom and shower area recommended in near future.

#### 5.1.6 Referee Locker Room

The referee locker room has rubber flooring, suspended acoustical ceilings and painted concrete walls. The finishes are in fair condition and should be replaced in the near future. The attached restroom and shower area finishes are also in fair condition and are aged and deteriorating. Plumbing fixtures and toilet and shower stalls are not handicapped compliant.

#### 5.1.6.1 Recommendations

- Replacement of interior finishes with durable and easily cleanable finishes and provide upgrades to restroom and shower area recommended in near future.

#### 5.1.7 Spectator Seating Areas

The general public circulation and seating areas are in good condition. Seating consists of wooden benches with concrete flooring which are in good condition and functioning well.

#### 5.1.7.1 Recommendations

- Provide regular maintenance on finishes and re-painting of walls and guard/handrail systems.

## 5.2 Accessibility

In general terms the building appears to meet the intent of accessibility requirements in place at the time it was built. The facility has designated handicapped parking spaces and the main building entry does not pose significant barriers to physically disabled persons. There is designated handicapped spectator seating on the main level and an elevator provides access to the second level. Restrooms throughout the building do not meet current handicapped standards.

#### 5.2.1 Observations

- Existing elevator system was in good condition and paperwork in the elevator machine room indicated required yearly state inspections have been completed.
- Current public restrooms do not provide handicapped toilet stalls that are sized according to current codes or provide grab bars as required. Ambulatory stalls are also not provided.

#### 5.2.2 Recommendations

- A complete handicapped accessible public restroom renovation may be considered in the future as part of a larger renovation project. Upgrades to provide code compliant grab bars are recommended at this time.
- Continue regular maintenance on elevator systems.



## 6 MECHANICAL

### 6.1 Plumbing

The plumbing systems are from the original construction and are in fair condition. The building was constructed in 1996 so the piping systems will be only halfway through their useful operating lives. With care the piping systems should last another 30 years before substantial replacement needs to be undertaken. The plumbing fixtures valves will need replacement within the next 10 years or so because the mechanical parts age more quickly.

#### 6.1.1 Observations

- Plumbing fixtures valves will need replacement within the next 10 years or so because the mechanical parts age more quickly.
- It should be noted the water coolers in the building have been replaced with water coolers that have bottle fillers, these units should last for 20 years with minimal maintenance. Using the bottle fillers will reduce the use of disposable plastic bottles which have a negative impact on the environment.
- There are several water heaters in the building, the 80 gallon electric water heater serving the public restrooms and concession area is approximately 10 years old. It is nearing the end of its useful operating life. This unit also is undersized according to building staff. It does not keep up with demand. We recommend replacing this water heater in the near future with an 80 gallon water heater with larger electric heating elements in order to supply enough hot water to meet demand.
- There are also two 80 gallon electric water heaters located in a closet that serve the locker rooms. These water heaters were installed in 2013 and are in good condition, they should continue to function for another five to ten years, at which time they will need to be replaced. These water heaters are able to provide adequate hot water and there have been no issues reported.
- There is a small electric water heater serving the corner locker room. This unit is approximately 5 years old and should continue to function for another 5-10 years as well. This water heater is able to provide adequate hot water and there have been no issues reported.
- The final hot water systems in the building are located in the Zamboni room and are used for resurfacing. There are two 119 gallon storage tanks that are several years old and may be approaching the end of their useful operating lives. Water heaters and storage tanks have useful operating lives of about 10 years in commercial applications. These water heaters are able to provide adequate hot water and there have been no issues reported.
- The building is fully sprinkled with a wet and dry sprinkler system. This system is from the original construction and is in good condition. The system is tested annually as required by the State. Sprinkler systems have a useful operating life of about 30 years, within the next 10-15 years some replacement of piping components may need to be done in order to maintain a fully functional system.

#### 6.1.2 Recommendations

- We recommend replacing this water heater in the near future with an 80 gallon water heater with larger electric heating elements in order to supply enough hot water to meet demand.

- Replace flush valves and lavatory faucets.

## 6.2 Heating, Ventilation and Air Conditioning (HVAC)

The heating, ventilating and air conditioning (HVAC) systems consist of several pieces of equipment. The various systems include residential style furnaces, unit heaters, and large air handling and dehumidification units. These units vary in age but many are original to the original building construction. It was also noted that during the summer months there have been humidity issues in the arena likely caused by undersized dehumidification systems.

### 6.2.1 Observations

- Locker rooms are serviced by residential furnaces (four of them total). Two of these furnaces are newer and in good condition. The other two furnaces are from the original construction and are at the end of their useful operating lives. These two units should be replaced with new furnaces in the near future.
- There are two gas fired unit heaters, one in the ice plant room and one in the Zamboni room. These unit heaters are from the original construction and are at the end of their useful operating lives. They should be replaced in the near future or as they fail.
- There are small electric cabinet heaters at the entries and exits of the arena. These units are from the original construction and nearing the end of their useful operating lives. We recommend replacement of the units as they fail in the coming years.
- There are two large gas fired air handling units serving the first and second floor common spaces. These units appear to be functional and are in fair condition. These units are also approaching the end of their useful operating lives so we recommend replacement of these units within the next couple of years.
- There are two dehumidification unit serving the ice rink area. These units are from the original construction and are at the end of their useful operating lives. These units are also unable to keep the humidity levels down during summer usage. We recommend replacement of these two units with either one larger unit or two units that are sized to handle dehumidification during the warmer months.
- There are also several exhaust fans for restrooms, locker rooms and the arena that are in fair condition but are at the end of their useful operating lives. These units should be inspected and replaced as needed or as they fail.

### 6.2.2 Recommendations

- Replace two of the residential style heaters with new high efficiency gas fired furnaces.
- Replace both of the two gas fired unit heaters in Zamboni and Ice Plant rooms.
- Replace both large gas fired air handling units serving the first and second levels with new high efficiency units.
- Replace dehumidification systems with new, properly sized units.

## 6.3 Temperature Controls

There is no central temperature control system in the building. All HVAC equipment each has their own standalone thermostats. Installation of a central unified temperature control system would allow for better control and scheduling of systems. This will save energy and also improve occupant comfort. An integrated control system also allows for better troubleshooting and provides alarms when there are issues with systems and equipment.

### 6.3.1 Recommendations

- Install centralized integrated control system.

## 7 ELECTRICAL

### 7.1 Power

The electrical service is an 800A, 277/480V, 3 phase service. This service and distribution system is from the original construction. This system has a useful operating life of about 50 years. The system is in good condition and has plenty of capacity left. We do not recommend any replacement or improvements to this system and equipment.

### 7.2 Lighting

Most of the lighting has been changed recently to LED fixtures. LED fixtures are the most energy efficient fixtures on the market. They will last for many years and substantially reduced lighting energy costs. There are a few fluorescent and incandescent fixtures left that should also be replaced with LED fixtures or lamps.

#### 7.2.1 Recommendations

- Replace the remaining light fixtures in the Lobby space with new LED fixtures.

### 7.3 Low Voltage Systems

Low voltage systems are limited and original to the building but in good working condition. Replacement or upgrades to these systems is generally not necessary unless increased functionality or capabilities are desired or a major renovation project is undertaken.

#### 7.3.1 Observations

- The fire alarm system is limited and primarily installed to accommodate the sprinkler system. This system is older and nearing the end of its useful operating life. We do not recommend replacement as long as continued inspection and testing is done. Replacement should only be undertaken as part of a larger remodeling project.
- The sound system is newer and in good operating condition. There were no deficiencies noted or reported. We do not recommend replacement or upgrades at this time.
- The phone and data system is limited but also older, there were no deficiencies noted or reported. We do not recommend replacement or upgrades at this time.
- The security system is newer and in good operating condition. There were no deficiencies noted or reported as well. We do not recommend replacement or upgrades as this time.

## 8 ICE SYSTEM

The NCUA is served by a *direct refrigerant*-type ice system, installed with the original building in 1996. The refrigeration system was purchased used from a client in Alaska and thought to be manufactured in the late 1980's. The ice rink floor and dasher board systems were installed new with the building. The 30-plus year-old refrigeration system has exceeded its 25-year life expectancy and the 22-year old floor system has reached its expected life of 20-25 years. There are two types of ice systems used in facilities as described below:



Ice Plant

### 8.1 Direct System

A *direct* refrigeration system circulates the primary refrigerant (R-22) directly through the ice rink floor. There is no secondary solution or refrigerant.



Ice Sheet

### 8.2 Indirect System

In an *indirect* system the primary refrigerant (R-22) stays in the refrigeration room. Heat is removed from the ice rink floor through a secondary refrigerant or glycol solution that is circulated in the floor. The heat exchange between the glycol solution and the primary refrigerant takes place in the refrigeration room. An example of an *indirect* system is the East Arena's ice system.

#### 8.2.1 Observations

We toured the ice systems with the facility's operating staff in June, 2012 and again in March, 2018 and have the following observations and comments.

- The operational season has increased over the past 6 years from approximately 6 months in 2012 to 11 months per year currently.
- Overall, systems related to the refrigeration system have been very well maintained. The refrigeration system is reviewed thoroughly once per year inspecting and repairing any weak points, replacing seals, etc.
- The NCUA is served by a *direct* refrigeration system manufactured by Holmsten Ice Rinks. The major components including two York compressors, one low pressure receiver, two pumper drum vessels and one motor control center. The system is in fair condition for its age, but, it's becoming more difficult to maintain with its outdated electrical and control systems and discontinued compressors parts.
- There have been a few noted issues with the refrigeration package; there was release of refrigeration in 2011 and the pipe and pipe elbows had to be reinsulated recently due to deterioration of materials and corrosion.
- The only major improvements performed on the system was the replacement of the evaporative condenser in 2003. A new coil for the snow melt pit is currently being fabricated and will be installed in the next few months.

- Waste heat from the system is being used for the snow melt pit and the system reportedly works very well.
- The rink floor is original and constructed on a structural slab approximately 8"-9" below finish floor. There is a large air gap under the structural floor which prevents permafrost from building under the floor. It is very typical for the rink floor to be the first component of a Holmsten direct system to fail. There are no reported problems with the existing rink floor or with ice quality at this time other than a few high spots that have been ground down in the past. The ice quality is reported to be very good.
- The existing ice equipment/sprinkler room is approximately 30' x 26' or 780 SF. Even though it shares space with the sprinkler system and main electrical panels, it will likely be large enough for a new *indirect* refrigeration depending on what type of refrigerant is selected. There is mechanical ventilation system present in the room but we did not see a leak detection system that is required by code.

## 8.2.2 Recommendations

The main focus of the ice system should be on planning and budgeting for the replacement of the 30 plus year-old direct system. Because this is a direct refrigeration system, both the refrigeration system and the ice rink floor need to be replaced at the same time. While there are many different options available for the replacement of the ice system we recommend an indirect, ammonia-based system. Other options such as CO2 systems, which are the latest industry trend, or systems using other synthetic refrigerants like HFCs (R-134a, etc.) or R-448A are not included in this report but we are certainly willing to discuss these options with the City if requested.

While many repair and replacement options existing for the ice systems we have identified the following three as the most practice and cost effective solutions at this time:

- Option 1: Do nothing. Continue to maintain existing systems.
- Option 2: Make improvements to the existing *direct* system.
- Option 3: New *indirect*, industrial grade, ammonia-based system.

## 8.3 Option 1

Do Nothing – Maintain Existing System. The design of this *direct* ice system is unique and has proven to perform very well and be very efficient. However, the system is outdated and numerous concerns with the standard system design and current code regulations have prompted many other facilities to convert or change to *indirect* ice systems. These concerns include:

- *Aging equipment:* Major improvements to the existing refrigeration system will soon be required to extend its safe and useful life.
- *Environmental:* The existing system uses a large volume of R-22 refrigerant (approximately 6,000 lbs) with a high global warming potential (GWP) rating. R-22 refrigerant is scheduled to be phased out of production in the near future.
- *Cost and future availability:* As the phase-out date for R-22 approaches, the cost will continue to increase. Since 2005, the cost of R-22 refrigerant has risen 850%.
- *Continued Equipment Costs:* The equipment and parts on the refrigeration system will continue to require replacement in the near term. It's similar to driving a vehicle with high miles; the longer it runs, the more costly it becomes to repair and the lower the return on investment. Parts for the existing York compressors are no longer manufactured and

becoming extremely difficult to find and costly to purchase. Some valve manufacturers (like Sporlan) no longer manufacture some of the valves used on the system.

- *Risk of a Catastrophic Release of Refrigerant:* As the system ages, the risk of a major release of refrigerant increases. The existing *direct* system contains approximately 6,000 pounds of R-22 refrigerant with a replacement value of \$78,000. Depending on the availability of R-22 when this occurs, the City may be forced to install a new blended refrigerant which will require additional modifications to the system.
- *Dependability:* The risk of problems occurring with the refrigeration system, and therefore, the risk of losing the ice sheet, increases as the system ages.

## 8.4 Option 2

Make Improvements to the existing system: Holmsten Ice Rinks provided good quality vessels (e.g. high-pressure receiver, pumper drums, etc.) with their systems. If the existing refrigeration system is going to remain in place, we recommend the following improvements to be performed.

- *Replace relief valves on all vessels:* Relief valves are required on all high-pressure vessels and should be replaced every five years. These are important safety devices and should be maintained on a regular basis. This work will include installing pressure reliefs on the pumper drums (not currently installed).
- *Replace and install monitoring devices on the refrigeration system:* Quality monitoring devices such as pressure, temperature and pressure gauges are extremely important in monitoring and troubleshooting the system. These devices will allow the facility's staff to more accurately assess and adjust the performance of various systems and to pinpoint problem areas.

Recommended improvements on an as-needed basis. These improvements are recommended if related issues arise or if the system will remain in place for 5 plus years into the future.

- *Investigate the integrity of the existing steel vessels and piping systems:* The refrigeration system was re-insulated and therefore the condition of the steel vessels and piping systems could not be inspected. Corrosion along the bottom of the low-pressure receiver is common in these systems. The extent of any corrosion cannot be determined without removing the insulation. The recommended repair includes: removing several sections of the existing insulation on the system; conducting a visual inspection of the vessels and piping; and conducting a non-destructive ultra sound tests of the steel. If high levels of corrosion are found, the entire insulation system should be removed; the surface of the vessels and piping should be sanded, primed, painted; and then the entire system should be re-insulated.

If the steel vessels and piping systems are found to be in good shape, this system could last another 15 or more years with the other recommended improvements completed and with continued proper maintenance.

If extensive corrosion is found, the vessels should be repaired and recertified and/or replace and piping should be replaced before reinsulating. Poor insulation can aid in premature corrosion and loss of efficiency.

- *Painting:* Prime and paint all exposed steel equipment, piping and supports.
- *Isolate the compressors:* It is common to find vibration problems in skid-mounted packages such as this one. Although there are no reported vibration issues with this system, it is recommended that the frames beneath the two compressors be separated from the skid package.

- *Replace dump solenoids on each pumper:* The coils in the existing solenoid valves (typically Sporlan) have a tendency to dry out. Solenoid valves manufactured by Hanson or Parker seem to work better for this application and reportedly have fewer problems. Replace one valve on each pumper drum.
- *Replace vent solenoids on each pumper with same materials:* Inspect and replace the existing valve (typically a Sporlan MA50) with same model. This valve cannot be replaced with a higher quality valve as manufactured by Hanson due to the inadequate space.
- *Replace existing compressor controls:* A control system for the compressor can vary greatly in cost depending on the programming and level of control and monitoring desired. The cost provided in the table below is for a fairly basic control system with remote access and monitoring capabilities.
- *Replace compressors:* Parts for the existing York compressor can be difficult to find since they are no longer in production. These compressors can be rebuilt and reused for well over 30 years. The existing compressors are at least 30 years old. If the compressors are replaced, the new compressor should be selected so that it can be reused with a new refrigeration system and different refrigerant.

## 8.5 Option 3 (Recommended)

New indirect, industrial grade system: This option includes replacing the entire refrigeration system and concrete ice rink floor with an industrial grade flooded chiller, ammonia.

This option also includes installing a new mechanical ventilation system to meet the current ventilation code requirements for ammonia refrigerant and installing an exterior door for egress.

A new indirect system could likely be constructed directly over the existing concrete rink floor slab. This would save the demolition and replacement costs but would require the rink surface to be raised several inches.

Complete replacement of the existing system will provide a safe, environmentally friendly ice system that will continue to function as needed for many years. A new ammonia based, indirect system has an expected lifespan of 25 to 30 years while the new rink floor system would be expected to last 30 to 40 years.



*Example Installation Photo*

## 8.6 Dasher Boards

The useful life of a dasher board system depends on the quality of construction, maintenance, timeliness of the repairs, and the amount of moisture in the ice arena, and therefore, can be difficult to determine. Generally, the useful and safe life ranges between 15-20 years. In many cases, dasher board systems are replaced because of new technology and options that are available such as:

- Acrylic glass systems with improved flexibility and player safety.
- Soft caprail or topsill. This is an option to replace the standard hard polyethylene material that is fastened to the top of the dasher board panel to help improve player safety.

- Aluminum framing systems. As an alternate to steel, aluminum provides a corrosion resistant and lighter weight system. It is the preferred system especially when frequent assembling and disassembling is required.
- Lift out panels. Lift out panels are used for indoor soccer nets on the ends of the rink or for access to the rink floor during dry floor activities.
- Recessed kickplate. This takes the place of the traditional kick plate that protrudes out ½ inch from the face of the dasher panel. The recessed kickplate reportedly improves the playability of the puck.

### 8.6.1 Recommendations

The existing NCUA dasher board system is 22-years old and in fair condition but has exceeded its expected life. We recommend the Youth Hockey Association and City plan for the replacement of the existing dasher board systems with new systems that would typically include the following:

- 6-inch-wide steel framed system;
- ½ inch thick poly facing and kick plate;
- ¾ inch thick poly caprail;
- 30-foot-long players boxes;
- 7-foot-long penalty and scorer's boxes;
- Supportless shielding system;
- 6-foot-high tempered glass (entire rink);
- Black, nylon netting (ends, radii, bleacher side);
- Gates to match existing with addition of 1 more; and
- Backer panels on 75% of the rink.

## 9 Corrective Actions Report and Cost Estimates

Priority	Description	Estimated Cost
1	Provide stoop at main building entry to eliminate trip hazard	\$5,000
1	Parking lot pavement maintenance, crack sealant	\$5,000 every 5 years
1	Restripe parking lot	\$5,000 every 5 years
1	Replace 80 gallon electric water heater for public restrooms	\$6,000
1	Reinforce overhead door opening at Zamboni room	\$12,000
1	Repair / replace damaged concrete lintel in concourse area	\$5,000
1	Provide code compliant grab bars in public restrooms	\$4,000
2	Modifications or replacement of existing ice systems	
	Option-1: Continued use of existing system in current condition	Unknown costs Repairs as they arise
	Option-2: Make improvements to existing system and continue its use for foreseeable future	\$250,000-\$300,000
	Option-3 (recommended): Complete replacement of ice system and rink floor	\$1,900,000 - \$2,200,000
2	Dasher board replacement (recommend replacement at same time as ice system replacement)	\$300,000



2	Replace dehumidification HVAC units	\$180,000
2	Replace two air handling units	\$50,000
2	Replace two residential style furnaces serving locker rooms	\$15,000
2	Replace two unit heaters in Zamboni and Ice Plant	\$5,000
2	Paint exterior precast wall panels	\$75,000
2	Replace exterior joint sealant at precast panels and doors	\$30,000
3	Maintenance or replacement of building roofing systems	
	Option-1: Maintain existing roofing systems	Unknown costs Repairs as they arise
	Option-2: Replace roof membrane only (Existing roof installation must be verified to determine if this is feasible)	\$600,000
	Option-3: Complete roof and insulation replacement	\$1,000,000
3	Mill and overlay parking lot pavement	\$125,000
3	Replace parking lot signage	\$5,000
3	Renovations to Varsity Locker Room	\$50,000
3	Renovations to Visitor Locker Room	\$40,000
3	Renovations to Referee Locker Room	\$15,000
4	Install stoops at all exterior doors to eliminate trip hazards and comply with egress codes	\$5,000 x 14 Doors \$70,000
4	Integrated HVAC controls	\$70,000
4	Replace plumbing flush valves and faucets	\$11,000
4	Replace remaining lighting with new LED fixtures	\$9,000
5	Public restroom handicapped renovations	\$100,000
5	Interior stair guard and hand railing upgrades	\$30,000
<ul style="list-style-type: none"> <li>• Cost estimate data is taken from RS Means 2018. Estimates indicate construction costs only and do not include soft costs such as design fees or permitting.</li> <li>• Cost estimates are based on current construction cost indices and do not include anticipated inflation costs.</li> <li>• The preliminary Estimate of Probable Cost prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding market conditions. Accordingly, the Architect cannot and does not warrant or represent that bid prices will not vary from the Owner's budget for the Cost of the Work or from any Estimates of Probable Cost prepared or agreed to by the Architect.</li> </ul>		

## 10 Limitations

The assessment and recommendations in this letter are based on limited site observations. Field observations were limited to visual observations without testing of materials and without removal of finishes to verify obstructed construction. Observations were not made in all locations throughout the building for the purpose of this evaluation. However, an attempt was made to observe representative conditions in each part of the structure.

Some portions of the building systems were not accessible for detailed observations at the time of the investigation, as they were hidden behind interior ceilings, floor finishes, or behind other equipment. Further observations may lead to different conclusions, and conditions may be discovered during repairs and rehabilitation that contradict the limited observations and assumptions described in this report. If conditions that appear to be unsafe are discovered, SEH recommends limiting access to those spaces until further evaluation can be completed.

Because of the general nature of the report, we would be glad to conference with you or other city officials to explain and elaborate upon these observations and evaluation results. Please feel free to call me if you have any questions about the observations, conclusions and recommendations in this letter.



## Building a Better World for All of Us<sup>®</sup>

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy and a balanced environment. Building a Better World for All of Us communicates a companywide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.





**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  
Date: August 8, 2018

---

**ITEM DESCRIPTION:** Ice Arena Discussion

---

**Proposed Action**

Discuss how to move forward with the ice arena.

**Background/Overview**

The City had SEH do a facility review of the ice arena to identify needed repairs. A number of items were identified that need to be done over the coming years. I have been working with CAHA on what makes sense for the long-term maintenance and upkeep of the arena. At this time I would like to bring the Council up to speed on those conversations and get direction on how to proceed. As I see it the options are:

- Take over the ownership and maintenance responsibilities of the arena and continue with CAHA handling the operations. This is my recommendation at this time.
- Take over the ownership and maintenance of the arena and also the operations.
- Do nothing, allow CAHA to remain as owner/operator and provide funding as requested and available for repairs.

The biggest concern I have is that the proper upkeep and repairs are made to the facility to make sure it can continue to operate as a community asset for a long time. Once I receive more direction from Council I can work with CAHA to finalize moving forward with whatever option is chosen.

**Supporting Documentation Attached**

- Building Condition Assessment

# Arena Operations and Use Agreement

---

Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Cloquet Hockey Association, a non-profit corporation under the laws of the State of Minnesota, herein called "Association," and the City of Cloquet, a political subdivision of the State of Minnesota, herein called "City."

## RECITALS

1. The City is the owner of certain real property located in Cloquet, Carlton County, Minnesota, and as described as follows, to-wit:  
Southwest Quarter of the Southeast Quarter of the Southwest Quarter (sw ¼ of se ¼ of sw ¼ ), Section Twenty-three (23), Township Forty-nine (49), Range Seventeen (17), West.
2. That the parties wish to enter into an agreement to permit the necessary operation, improvements, and updating of the existing facility so as to permit a continued quality recreational program for the area youth and use of the arena by other organizations.
3. That the parties hereto have agreed that the City, in order to operate the facilities for the general public for the citizens of Cloquet and for the District for recreation programs, school programs, Wilderness Hockey, Hockey Association programs, open skating programs, and for other uses for the general public and the citizens of Cloquet, desire to have the Association provide operational services for the arena.
4. That the parties hereto have agreed that repairs to the premises and updating of the facilities are the responsibility of the City with participation by the Association if possible.
5. The Association has, pursuant to past Agreements between the City and the Association, constructed on the above-described real property an ice arena, and ownership of said facility has been turned over to the City.
6. That the parties hereto have agreed that the City will be responsible for the expenses related to the structure maintenance and improvements. The Association will be responsible for costs identified in Terms of Agreement, 6.
7. The parties hereto desire to enter into an operations and use agreement to insure the foregoing.

## TERMS OF AGREEMENT

1. Subject Property. The property being subject of this Agreement is the following described property and the ice arena located therein in Cloquet, Carlton County, Minnesota, to-wit:  
Southwest Quarter of the Southeast Quarter of the Southwest Quarter (sw ¼ of se ¼ of sw ¼), Section Twenty-three (23), Township Forty-nine (49), Range Seventeen (17), West.
2. Term. **The term of this agreement shall commence January 1, 2019, and continue until cancelled by one of the parties.**
  - a. This agreement, on its effective date, supersedes and cancels all previous agreements, and any related extensions.
  - b. This agreement may be cancelled by either party with 120 days written notice to other party.
  - c. This agreement shall be reviewed annually by both parties.
3. Financial Contribution of the Association. Contributions of the Association upon execution hereof shall be made in accordance with the following schedule:  
January 1, 2019 - \$70,000  
January 1, 2020 - \$45,000  
January 1, 2021 and all years after - \$25,000

4. Use of Payments. The parties hereto agree that the sums to be paid to the City hereunder shall be used for the maintenance and building improvement expenses of said facility and utility costs during the term of this agreement.
5. Use of Facility by Association. The use of the above-described facility shall be made available to the Association annually for their programs in conjunction with use by the School District, Community Education, and Wilderness Hockey.
6. Obligations of the Association. The Association shall, during the term of this Agreement, provide the following:
  - a. The installation of any ice to be used during the term of this Agreement. Ice will be installed in a workmanlike manner, and consistent with past practices at the Ice Arena. The Association will be responsible for coordinating all labor and material associated with the installation and maintenance of the ice during the term of this Agreement. All installation costs must be approved by the City.
  - b. The necessary equipment for the care and maintenance of ice during the calendar year. All costs are the responsibility of the City and must be approved by the City.
  - c. Custodial services for the entire building during the term of this Agreement.
  - d. The Association shall cause the building, appurtenances, and grounds of the Ice Arena to be maintained according to standards acceptable by the City including, but not limited to, interior and exterior cleaning, painting, plumbing, and other such normal maintenance and repair work as may be necessary for the day-to-day operation of the Arena. The Association shall not alter, modify, remodel or improve the Ice Arena without the prior written consent of the City. All costs must be approved by the City.
  - e. The Association shall select, hire, train, supervise and discharge all personnel necessary to be employed in order to properly and effectively maintain the Arena. Such personnel shall, in every instance, be in the Association's employ and not in City's employ. The City shall have no obligation to provide the Association with any personnel assistance.
  - f. The Association will maintain the facility in a clean and orderly manner, absent ordinary wear and tear.
  - g. The Association shall be fully responsible for compliance with Minnesota Department of Health Rule 4620.3900 relating to operating an ice arena in which internal combustion engines are used. The Association will keep all records necessary to ensure compliance and provide proof to City when requested. The Association shall hold the City harmless for any violation of this rule.
  - h. Employees or volunteer agents of the Association providing services in the Arena will be considered employees or volunteer agents of the Association alone and will in no way be considered employees or volunteer agents of the City. Volunteer agents of the Association shall not be considered volunteer agents of City. Employees of the Association shall not be considered employees of City. The City will not be held responsible or held liable for the Association or any Association agents. It is agreed that the Association in the performance of the work and services agreed to be performed by and under this Agreement, shall not act as an employee of the City and none of its officers, employees, agents, or volunteers shall obtain any rights to retirement benefits or other benefits which accrue to City employees and the Association expressly waives any claim it may have to such rights. The Association shall be responsible for its own separate debts, obligations and other liabilities. The Association shall not pledge as collateral the real property or its appurtenances leased by the City. The Association shall maintain commercial general liability insurance from a reputable and licensed insurance company licensed
7. Concessions. It is understood by the parties that the concessions within said facility shall, during the terms of this agreement, be operated by the Association or its assignee.
8. Management of Arena. The arena operations shall be subject to the supervision and operation by the Association.
  - a. Day-to-day management and operations of the arena shall be vested in the Association and done by Association employees.
  - b. Any decision which would go beyond the terms of this Agreement shall, however, be made by the Cloquet City Council.

9. Insurance-Association. The Association agrees that, during the term of this Agreement, it will carry commercial general liability insurance with an approved insurance company in amounts not less than those specified in Minnesota Statutes, Chapter 466, that covers its operation and use of the arena. Such insurance policies shall name the City as an additional insured. The insurance shall not be canceled by the Association without consent of the City. If the Association fails to maintain insurance, the City shall be entitled, during the term of this Agreement, to purchase such insurance for the benefit of the Association, and to bill the cost of premiums for same to the Association. The Association shall be responsible for providing property coverage on its own equipment in the arena. The Association will carry all required Workers Compensation insurance for their employees in accordance with Minnesota Statutes Chapter 176.182.
10. Insurance-City. The City, during the term of this Agreement, will carry municipal liability insurance in amounts not less than those specified in Minnesota Statutes, Chapter 466, naming the Association as an additional insured and casualty insurance in such amounts as will cover the replacement value of the facility and related equipment owned by the City. Such insurance policies shall carry the Association as named co-insured. Such insurance shall specifically include the coverage of the structures, contents, and the liquid Freon artificial ice plant, it being the intention of the parties hereto that the payment obligations hereunder shall be contingent upon the continuing availability of ice.
11. Limitation of Liability. It is agreed by the parties hereto that the obligations of the City with regard to the described facility shall be limited as set forth herein, and under Minnesota Statutes, Chapter 466. The city does not waive any immunities or other protections it is entitled to under Chapter 466.
12. Indemnification. The Association agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the Association's negligence or the Association's failure to perform its obligations under this Agreement. The City agrees to defend, indemnify and hold harmless the Association, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the City's negligence or the City's failure to perform its obligations under this Agreement.
13. Locker Room. The Association shall provide appropriate maintenance and adequate locker room space for both boys' and girls' hockey teams during the term of this Agreement. The Association will be responsible for the scheduling and use of the locker rooms by other parties. The "Tobacco Free" Policy shall also be enforced.
14. Damage or Destruction of Facility. In case the above-described facility is damaged or destroyed by any cause against which insurance coverage is carried as set forth herein, the proceeds of such insurance may be used to repair, restore, or rebuild the facility at the discretion of the City Council. Damages shall be repaired at the City's expense.
15. Financial Records. The Association shall keep adequate financial records relating to the operating costs and operating income of the facility and shall have an audit done of Association finances on an annual basis, and shall furnish copies of the same to the City by July 1 of each year. Duly authorized representatives of the City shall be entitled to review said financial records at all reasonable times.
16. Assignment. It is mutually agreed that all the terms and conditions of the Agreement shall extend, apply to and bind the successors and assigns of the respective parties hereto as fully as the respective parties are themselves bound, but this provision shall not authorize the assignment or subletting of this Agreement without the written consent of all of the parties hereto. This provision does not prohibit rental to outside groups.
17. Contractual Review. Prior to the end of each year, a joint meeting of the City and Association officials will be conducted to review all areas related to this Agreement.

---

IN WITNESS WHEREOF, the parties have, through their duly authorized representatives, set their hands and seals the day and year first above written.

**CLOQUET AREA HOCKEY ASSOCIATION**  
A Non-profit Minnesota Corporation

By: \_\_\_\_\_  
Its President

By: \_\_\_\_\_  
Its Secretary

---

IN WITNESS WHEREOF, the parties have, through their duly authorized representatives, set their hands and seals the day and year first above written.

**CITY OF CLOQUET**

By: \_\_\_\_\_  
Its Mayor

By: \_\_\_\_\_  
Its City Administrator



**DRAFT**

Regular Meeting

Roll Call

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

Councilors Absent: None

Pledge of Allegiance

**AGENDA****MOTION:** Councilor Rock moved and Wyman seconded the motion to approve the December 18, 2018 agenda. The motion carried unanimously (7-0).**MINUTES****MOTION:** Councilor Wyman moved and Councilor Rock seconded the motion to approve the minutes of the Regular Meeting of December 4, 2018. The motion carried unanimously (7-0).**CONSENT AGENDA****MOTION:** Councilor Kolodge moved and Councilor Langley seconded the motion to remove item 5.c., *2019 Water and Sewer User Fees* from the Consent Agenda and add to Council Business as item 8.e. The motion carried unanimously (7-0).**MOTION:** Councilor Kolodge moved and Councilor Bjerkness seconded the motion to adopt the amended Consent Agenda of December 18, 2018 approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 18-93, Authorizing the Payment of Bills
- b. Resolution No. 18-94, Calling Redemption of Certain Outstanding Bonds Series 2010A
- c. Deferment of Special Assessments for Naomi Trautt
- d. Legislative Assistance Agreement
- e. Cloquet MCPP 2019 Application
- f. Adoption of the 2019 City Council Meeting Calendar
- g. Resolution No. 18-95 Identifying Polling Sites for 2019 Special Election
- h. Approval of Remaining 2019 Business License Renewals
- i. Resolution No. 18-98, A Resolution Approving Exempt Permit to Conduct a Raffle Event at Queen of Peace Parish
- j. Approval of Optional Liquor 2AM License – Northeastern Saloon & Grille

**PUBLIC HEARINGS**

Mayor Hallback announced that now is the time and place for the public hearing on ordering improvement and preparation of plans and specifications for the Pine Tree Plaza frontage road improvements.

Mike Halverson, District Manager of Pizza Hut, addressed the Council stating they are happy to see the of utility replacement due to the issues they have had, but not in favor of the frontage road improvements as it has no benefit to them.

Time Klineman of Super One stated they are in support of the project and appreciate the city's efforts to get it done. They will assist in working through any nuances while the project is being done.

Hearing no further comments, Mayor Hallback closed the public hearing.

**MOTION:** Councilor Wyman moved and Councilor Bjerkness seconded the motion to adopt **RESOLUTION NO. 18-96, RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR THE PINE TREE PLAZA FRONTAGE ROAD IMPROVEMENTS.** The motion carried unanimously (7-0).

**WHEREAS,** A resolution of the Council adopted November 20, 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 December 18, 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.

**PRESENTATIONS**

There were none.

**2019 SEWER EXTENSION ON WASHINGTON AVENUE**

**MOTION:** Councilor Kolodge moved and Councilor Bjerkness seconded the motion to adopt **RESOLUTION NO. 18-90, A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR PROPOSED 2019 SEWER EXTENSINO ALONG WASHINGTON AVENUE FROM 14<sup>TH</sup> STREET TO 12 STREET AND ESTABLISHMENT OF CONNECTION FEES FOR BENEFITING PROPERTIES.** The motion carried (6-0), Councilor Rock abstained.

**WHEREAS,** The City has completed a feasibility study to extend sanitary sewer along Washington Avenue from 12<sup>th</sup> Street to 14<sup>th</sup> 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 6<sup>th</sup> 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 4<sup>th</sup> 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

**APPROVING CARLTON COUNTY CONSTRUCTION PLANS ON WASHINGTON AVENUE**

**MOTION:** Councilor Rock moved and Councilor Bjerkness seconded the motion to adopt **RESOLUTION NO. 18-97, APPROVING FINAL LAYOUT FOR STATE AID PROJECT NO. 009-616-004 ON COUNTY STATE AID HIGHWAY 16 (WASHINGTON AVENUE).** The motion carried unanimously (7-0).

**WHEREAS,** the Carlton County Engineer has prepared a final layout for State Aid Project No 009-616-004 on C.S.A.H. 16,(Washington Avenue) from T.H. 33 to C.S.A.H. 45 within the City of Cloquet for Roadway, drainage structures and shared use path improvements; and seeks the approval thereof, as described in Minnesota Statutes 162.02 subd 8 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,** said final layout is on file in the Carlton County Engineer's office, being marked as S.A.P. 009-616-004

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

that said final layout for the improvement of said C.S.A.H. 16 (Washington Avenue) within the corporate limits of the City of Cloquet is hereby approved.

**MN TEAMSTERS PUBLIC AND LAW ENFORCEMENT EMPLOYEES' LOCAL #320 LABOR AGREEMENT TENTATIVE SETTLEMENT**

**MOTION:** Councilor Wyman moved and Councilor Langley seconded the motion to approve the two-year labor agreement between the Teamsters and the City and authorizes the Mayor and City Administrator to execute such agreement. The motion carried (4-2), Councilors Kolodge and Bjerkness opposed.

**HONORING OUTGOING COUNCIL MEMBERS**

**MOTION:** Administrator Reeves read **RESOLUTION NO. 18-99, A RESOLUTION HONORING DAVE BJERKNES, JEFF ROCK, BARB WYMAN AND DAVE HALLBACK FOR THEIR SERVICE AS CITY COUNCILORS AND MAYOR.**

**WHEREAS,** Dave Bjerkness was first elected to serve as Ward 2 City Councilor in 2002; Jeff Rock was first elected to serve as Ward 1 City Councilor in 2015; Barb Wyman was elected to serve as At-Large City Councilor in 2018; and Dave Hallback was elected to serve as Mayor in 2015.

**WHEREAS,** Mr. Bjerkness, Mr. Rock, Ms. Wyman and Mr. Hallback also served on a variety of other community committees, commissions, and task forces during their tenure on the Council; and

**WHEREAS,** During their tenure as representatives of the City of Cloquet, they dedicated themselves to serving and representing not only the citizens of Cloquet and its business community but also the employees of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLOQUET,** The City Council, City employees, and citizens of Cloquet wish to thank Mr. Bjerkness, Mr. Rock, Ms. Wyman and Mr. Hallback for their years of loyal service to the City of Cloquet and its people. It is service of public spirited citizens such as these Council Members which cause a City to progress and to provide quality public services to the community.

**2019 WATER AND SEWER USER FEES**

**MOTION:** Councilor Rock moved and Councilor Langley seconded the motion to approve increasing the utility rates for water and sewer starting January 1, 2019 with the first billing on February 11, 2019. The motion carried unanimously (7-0).

**PUBLIC COMMENTS**

Marty Hill, 606 Maple Street, requested the council suspend action of decreasing Eric Lipponen's hours until the new Council is in place and can revisit. Mr. Hill also shared a letter from the NAHL stating their support of Mr. Lipponen.

Support of Mr. Lipponen also came from a Cloquet resident who resides at 416 Agate Street.

**CLOSED SESSION**

Mayor Hallback announced that the City Council will now adjourn into a closed meeting as permitted under M.S. 13D.05, Subd. 2(a)(2) for the purpose of discussing internal affairs data relating to allegations of law enforcement personnel misconduct. The time is 8:12 p.m.

**MOTION:** Councilor Wyman moved and Councilor Rock seconded the motion to close the regular meeting. The motion carried unanimously (7-0).

Mayor Hallback announced the regular meeting is now open. The time is 9:15 p.m.

**MOTION:** Councilor Wyman moved and Councilor Langley seconded the motion to approve the Separation and Release Agreement with Officer Scott Beckman, contingent on amending the agreement with a pay out of 1/3 of accrued sick time per the City's Personnel Policy, and giving authorization for the Mayor and City Administrator to sign the agreement once amended. The motion carried (4-3), Councilors Kolodge, Bjerkness and Rock opposed.

**CLOSED SESSION**

Mayor Hallback announced that the City Council will adjourn into a closed meeting as permitted under M.S. 13D.05, Subd. 1(d) and 3(a) for the purpose of discussing the City Administrator's performance evaluation. The time is 9:22 p.m.

**MOTION:** Councilor Kolodge Moved and Councilor Bjerkness seconded the motion to close the regular meeting. The motion carried unanimously (7-0).

Mayor Hallback announced that regular meeting was now open. The time is 9:38 p.m.

**MOTION:** Councilor Wyman moved and Councilor Maki seconded the motion approve a 4% salary increase to City Administrator Reeves in 2019 based on a successful performance evaluation. The motion carried unanimously (7-0).

**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 *NK*  
Reviewed/Approved by: Aaron Reeves, City Administrator  
Date: January 2, 2019

---

**ITEM DESCRIPTION:** Payment of Bills and Payroll

---

**Proposed Action**

Staff recommends the Council move to adopt **RESOLUTION NO. 19-01, 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. 19-01**

**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	\$	399,568.89
207	Community Development Operating		10,324.76
224	Public Facilities Planning		5,913.75
225	Permanent Improvement		317.50
226	Park Fund		26,761.31
228	Senior Center		275.00
405	City Sales Tax Projects		7,151.14
600	Water - Lake Superior Waterline		69,724.02
601	Water - In Town		78,188.33
602	Sewer Fund		108,597.86
605	Storm Water Fund		10,702.35
614	CAT-7		15,170.38
701	Employee Severance Benefits		1,476.60
	<b>TOTAL:</b>	<b>\$</b>	<b>734,171.89</b>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 2ND DAY OF JANUARY, 2019.**

ATTEST:

\_\_\_\_\_  
Roger Maki, Mayor

\_\_\_\_\_  
Aaron Reeves, City Administrator

DATE: 01/02/2019  
TIME: 11:59:45  
ID: AP442000.WOW

CITY OF CLOQUET  
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/02/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
112050	ADVANCED SERVICES INC	0.00	49.00
113650	AMAZON.COM CREDIT	0.00	332.36
118600	APPLIED INDUSTRIAL TECH.	0.00	743.02
121350	ASPEN MILLS	0.00	220.29
123400	BAKER & TAYLOR	0.00	484.11
124020	BAYCOM INC	0.00	290.00
124150	BCG CONSULTING GROUP	0.00	2,700.00
125700	BEST OIL COMPANY	0.00	8,771.34
128075	BRAUN INTERTEC CORP	0.00	317.50
134000	CARLTON COUNTY HIGHWAY DEPT	0.00	2,434.03
137310	CENTURY LINK	0.00	1,572.67
139025	CINTAS	0.00	285.03
139800	CLOQUET AREA CHAMBER OF COMMER	0.00	3,654.65
140200	CITY OF CLOQUET - PETTY CASH	0.00	101.37
140250	CITY OF CLOQUET-INVESTIGATIONS	0.00	1,407.49
141100	CLOQUET FORD-CHRYSLER CENTER	0.00	279.93
142100	CLOQUET MAIL STATION	0.00	16.55
142800	CLOQUET SANITARY SERVICE	0.00	99.24
142950	CLOQUET SHAW MEMORIAL	0.00	11.96
145300	COMMUNITY PRINTING	0.00	188.70
150100	D A L C O	0.00	476.50
150400	D E M C O	0.00	160.52
152775	DELTA DENTAL OF MINNESOTA	0.00	3,214.15
161675	EMC NATIONAL LIFE	0.00	1,246.00
162640	ENVENTIS TELECOM INC	0.00	47.24
169650	FORUM COMMUNICATIONS COMPANY	0.00	222.75
170975	FRIENDS OF THE CLOQUET LIBRARY	0.00	102.36
172300	GARTNER REFRIGERATION COMPANY	0.00	369.07
174300	GLORY SHINE JANITORIAL CLEAN	0.00	1,050.00
175790	GRANICUS, INC.	0.00	8,127.00
176200	GRAYBAR ELECTRIC COMPANY INC	0.00	314.13
179340	HAGENS GLASS & PAINT	0.00	160.75
180425	HARRIS COMPUTER SYSTEMS	0.00	150.00
180500	HAWKINS INC	0.00	1,063.55
183050	HOLIDAY INN HOTEL & SUITES	0.00	477.55
184250	HICKORY THORSTENSON GROVER LTD	0.00	5,537.50
189725	ITRON, INC.	0.00	3,270.46
190400	J. H. LARSON COMPANY	0.00	245.95
190700	JAMAR COMPANY	0.00	690.40
193800	JOHNSON'S SEWER ROOTER SERVICE	0.00	275.00
203200	LEXISNEXIS	0.00	4.25
205050	LOFFLER COMPANIES INC	0.00	41.43
206125	M B P T A	0.00	100.00
210450	MEDIACOM LLC.	0.00	226.49

INVOICES DUE ON/BEFORE 01/02/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
211400	MENARDS	0.00	27.44
211645	METERING & TECHNOLOGY SOLUTION	0.00	4,642.16
211700	METRO SALES, INC.	0.00	189.93
212400	MICHAUD DIST INC	0.00	38.50
214800	CITY OF MINNEAPOLIS RECIEVABLE	0.00	105.30
223700	MN RURAL WATER ASSN	0.00	480.00
234600	NORTHERN BUSINESS PRODUCTS	0.00	100.07
242850	PARSONS ELECTRIC LLC	0.00	22,092.87
244300	BRENT BELICH	0.00	613.50
244950	PINE JOURNAL	0.00	41.60
247400	396-PRAXAIR DISTRIBUTION, INC.	0.00	528.81
258200	RUDY GASSERT YETKA	0.00	1,009.75
260600	WILLIAM SCHLENVOGT	0.00	500.00
261800	SEH	0.00	23,231.76
266675	SPRINGSTED   WATERS	0.00	3,411.53
268700	CRAIG STEVENS	0.00	225.00
270100	CITY OF SUPERIOR	0.00	15,712.13
270200	SUPERIOR COMPUTER PRODUCTS INC	0.00	6,886.50
271325	NANCY GETCHELL	0.00	772.25
271975	TEAMSTERS JOINT COUNCIL 32	0.00	30,594.30
278550	TWIN PORTS PAPER & SUPPLY, INC	0.00	179.90
278600	TWIN PORT MAILING	0.00	2,779.55
279100	U S BANK EQUIPMENT FINANCE	0.00	418.71
280925	UNIQUE MANAGEMENT SERVICES	0.00	47.25
281000	UNITED ELECTRIC COMPANY	0.00	100.00
284875	VERIZON WIRELESS	0.00	2,545.34
286900	W L S S D	0.00	77,936.00
287800	WAL-MART COMMUNITY	0.00	132.17
288150	WASTE MANAGEMENT NORTHERN MN	0.00	73.44
288950	WEBBER RECREATIONAL DESIGN INC	0.00	1,220.00
289015	WELLS FARGO CREDIT CARD	0.00	2,996.46
R0001158	I A P E (INTERNATIONAL ASSOC	0.00	375.00
R0001436	E D A M	0.00	295.00
R0001562	WTS MEDIA	0.00	71.65
R0001603	BRETT COLLIER	0.00	400.00
TOTAL ALL VENDORS:			252,306.16



City of Cloquet  
Vendor Summary Report Reconciliation  
Invoices Due On/Before 1/2/2019

Bills	252,306.16
Less: CAFD	(6,821.76)
Less: Library	(4,194.31)
	<hr/>
Bills approved	241,290.09
Other:	
Payroll	526,459.65
Payroll - benefits	(33,577.85)
	<hr/>
Total Bills and Payroll Approved	<u><u>734,171.89</u></u>

DATE: 01/02/19  
TIME: 12:00:10  
ID: AP443000.WOW

CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/02/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
00			
152775	DELTA DENTAL OF MINNESOTA		3,128.20
161675	EMC NATIONAL LIFE		1,246.00
271975	TEAMSTERS JOINT COUNCIL 32		29,203.65
			33,577.85
41	GENERAL GOVERNMENT		
145300	COMMUNITY PRINTING		67.40
150100	D A L C O		149.88
169650	FORUM COMMUNICATIONS COMPANY		154.00
206125	M B P T A		100.00
212400	MICHAUD DIST INC		38.50
234600	NORTHERN BUSINESS PRODUCTS		16.27
242850	PARSONS ELECTRIC LLC		87.00
258200	RUDY GASSERT YETKA		475.00
260600	WILLIAM SCHLENOG		500.00
266675	SPRINGSTED   WATERS		3,411.53
270200	SUPERIOR COMPUTER PRODUCTS INC		4,078.00
279100	U S BANK EQUIPMENT FINANCE		157.02
281000	UNITED ELECTRIC COMPANY		100.00
284875	VERIZON WIRELESS		1,882.07
289015	WELLS FARGO CREDIT CARD		1,135.19
	GENERAL GOVERNMENT		12,351.86
42	PUBLIC SAFETY		
121350	ASPEN MILLS		220.29
124020	BAYCOM INC		290.00
124150	BCG CONSULTING GROUP		2,700.00
125700	BEST OIL COMPANY		2,866.67
137310	CENTURY LINK		636.18
139025	CINTAS		174.53
140250	CITY OF CLOQUET-INVESTIGATIONS		1,407.49
141100	CLOQUET FORD-CHRYSLER CENTER		181.50
150100	D A L C O		261.74
190700	JAMAR COMPANY		345.20
214800	CITY OF MINNEAPOLIS RECIEVABLE		105.30
242850	PARSONS ELECTRIC LLC		18,020.48
270200	SUPERIOR COMPUTER PRODUCTS INC		1,974.25
271325	NANCY GETCHELL		772.25

DATE: 01/02/19  
TIME: 12:00:10  
ID: AP443000.WOW

CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 01/02/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
42	PUBLIC SAFETY		
279100	U S BANK EQUIPMENT FINANCE		209.35
289015	WELLS FARGO CREDIT CARD		1,568.80
R0001158	I A P E (INTERNATIONAL ASSOC		375.00
	PUBLIC SAFETY		32,109.03
43	PUBLIC WORKS		
125700	BEST OIL COMPANY		900.95
134000	CARLTON COUNTY HIGHWAY DEPT		2,434.03
137310	CENTURY LINK		138.05
139025	CINTAS		12.49
142100	CLOQUET MAIL STATION		41.75
145300	COMMUNITY PRINTING		26.96
150100	D A L C O		28.42
179340	HAGENS GLASS & PAINT		13.75
183050	HOLIDAY INN HOTEL & SUITES		477.55
190400	J. H. LARSON COMPANY		245.95
205050	LOFFLER COMPANIES INC		8.28
234600	NORTHERN BUSINESS PRODUCTS		40.42
242850	PARSONS ELECTRIC LLC		2,421.04
247400	396-PRAXAIR DISTRIBUTION, INC.		264.41
270200	SUPERIOR COMPUTER PRODUCTS INC		484.25
284875	VERIZON WIRELESS		453.21
	PUBLIC WORKS		7,991.51
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER		3,654.65
R0001436	E D A M		295.00
	COMMUNITY DEVELOPMENT		3,949.65
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
145300	COMMUNITY PRINTING		13.48
234600	NORTHERN BUSINESS PRODUCTS		6.28
258200	RUDY GASSERT YETKA		82.50
289015	WELLS FARGO CREDIT CARD		26.70
	COMMUNITY DEVELOPMENT		128.96

DATE: 01/02/19  
TIME: 12:00:10  
ID: AP443000.WOW

CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 01/02/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
LIBRARY FUND			
00			
142950	CLOQUET SHAW MEMORIAL		11.96
170975	FRIENDS OF THE CLOQUET LIBRARY		102.36
			114.32
45	CULTURE AND RECREATION		
113650	AMAZON.COM CREDIT		332.36
123400	BAKER & TAYLOR		484.11
139025	CINTAS		29.71
140200	CITY OF CLOQUET - PETTY CASH		101.37
142800	CLOQUET SANITARY SERVICE		99.24
150400	D E M C O		160.52
172300	GARTNER REFRIGERATION COMPANY		369.07
174300	GLORY SHINE JANITORIAL CLEAN		1,050.00
179340	HAGENS GLASS & PAINT		90.00
203200	LEXISNEXIS		4.25
210450	MEDIACOM LLC.		149.00
211700	METRO SALES, INC.		189.93
244950	PINE JOURNAL		41.60
268700	CRAIG STEVENS		225.00
270200	SUPERIOR COMPUTER PRODUCTS INC		350.00
278550	TWIN PORTS PAPER & SUPPLY, INC		179.90
280925	UNIQUE MANAGEMENT SERVICES		47.25
284875	VERIZON WIRELESS		105.03
R0001562	WTS MEDIA		71.65
	CULTURE AND RECREATION		4,079.99
PUBLIC FACILITIES PLANNING			
81	SPECIAL PROJECTS		
184250	HICKORY THORSTENSON GROVER LTD		5,537.50
258200	RUDY GASSERT YETKA		376.25
	SPECIAL PROJECTS		5,913.75
PERMANENT IMPROVEMENT			
56	CONSTRUCTION & MAINTENANCE		
128075	BRAUN INTERTEC CORP		317.50
	CONSTRUCTION & MAINTENANCE		317.50

DATE: 01/02/19  
TIME: 12:00:10  
ID: AP443000.WOW

CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 01/02/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
PARK FUND			
45	CULTURE AND RECREATION		
112050	ADVANCED SERVICES INC		49.00
125700	BEST OIL COMPANY		1,318.01
137310	CENTURY LINK		236.63
150100	D A L C O		36.46
179340	HAGENS GLASS & PAINT		7.00
211400	MENARDS		27.44
242850	PARSONS ELECTRIC LLC		1,564.35
244300	BRENT BELICH		613.50
288950	WEBBER RECREATIONAL DESIGN INC		1,220.00
R0001603	BRETT COLLIER		400.00
	CULTURE AND RECREATION		5,472.39
SENIOR CENTER FUND			
45	CULTURE AND RECREATION		
193800	JOHNSON'S SEWER ROOTER SERVICE		275.00
	CULTURE AND RECREATION		275.00
CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
169650	FORUM COMMUNICATIONS COMPANY		68.75
176200	GRAYBAR ELECTRIC COMPANY INC		314.13
261800	SEH		6,768.26
	SPECIAL PROJECTS		7,151.14
WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
118600	APPLIED INDUSTRIAL TECH.		743.02
137310	CENTURY LINK		203.07
139025	CINTAS		55.82
287800	WAL-MART COMMUNITY		132.17
288150	WASTE MANAGEMENT NORTHERN MN		73.44
289015	WELLS FARGO CREDIT CARD		20.16
	STATION 2		1,227.68

DATE: 01/02/19  
TIME: 12:00:10  
ID: AP443000.WOW

CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 01/02/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
WATER - LAKE SUPERIOR WATERLIN			
52	LAKE SUPERIOR WATERLINE		
125700	BEST OIL COMPANY		327.62
270100	CITY OF SUPERIOR		15,712.13
284875	VERIZON WIRELESS		35.01
	LAKE SUPERIOR WATERLINE		16,074.76
57	ADMINISTRATION		
205050	LOFFLER COMPANIES INC		8.28
	ADMINISTRATION		8.28
WATER - IN TOWN SYSTEM			
49	CLOQUET		
125700	BEST OIL COMPANY		409.52
137310	CENTURY LINK		157.12
139025	CINTAS		7.49
141100	CLOQUET FORD-CHRYSLER CENTER		98.43
179340	HAGENS GLASS & PAINT		50.00
211645	METERING & TECHNOLOGY SOLUTION		4,642.16
247400	396-PRAXAIR DISTRIBUTION, INC.		158.65
261800	SEH		16,463.50
284875	VERIZON WIRELESS		35.01
	CLOQUET		22,021.88
54	BILLING & COLLECTION		
145300	COMMUNITY PRINTING		26.96
180425	HARRIS COMPUTER SYSTEMS		150.00
189725	ITRON, INC.		3,270.46
234600	NORTHERN BUSINESS PRODUCTS		11.97
278600	TWIN PORT MAILING		2,779.55
279100	U S BANK EQUIPMENT FINANCE		52.34
	BILLING & COLLECTION		6,291.28
57	ADMINISTRATION & GENERAL		

DATE: 01/02/19  
TIME: 12:00:10  
ID: AP443000.WOW

CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 01/02/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
WATER - IN TOWN SYSTEM			
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK		82.83
145300	COMMUNITY PRINTING		26.96
205050	LOFFLER COMPANIES INC		8.29
223700	MN RURAL WATER ASSN		480.00
234600	NORTHERN BUSINESS PRODUCTS		12.57
258200	RUDY GSSERT YETKA		76.00
289015	WELLS FARGO CREDIT CARD		-21.68
	ADMINISTRATION & GENERAL		664.97
ENTERPRISE FUND - SEWER			
00			
286900	W L S S D		-3,829.00
			-3,829.00
55	SANITARY SEWER		
125700	BEST OIL COMPANY		163.81
139025	CINTAS		4.99
247400	396-PRAXAIR DISTRIBUTION, INC.		105.75
284875	VERIZON WIRELESS		35.01
286900	W L S S D		81,765.00
	SANITARY SEWER		82,074.56
56	LIFT STATIONS		
180500	HAWKINS INC		1,063.55
	LIFT STATIONS		1,063.55
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK		55.22
145300	COMMUNITY PRINTING		26.94
205050	LOFFLER COMPANIES INC		8.29
234600	NORTHERN BUSINESS PRODUCTS		12.56
	ADMINISTRATION & GENERAL		103.01

DATE: 01/02/19  
TIME: 12:00:10  
ID: AP443000.WOW

CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 01/02/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
205050	LOFFLER COMPANIES INC		8.29
289015	WELLS FARGO CREDIT CARD		117.31
	ADMINISTRATION & GENERAL		125.60
CABLE TELEVISION			
45	CULTURE AND RECREATION		
137310	CENTURY LINK		63.57
162640	ENVENTIS TELECOM INC		47.24
175790	GRANICUS, INC.		4,410.00
210450	MEDIACOM LLC.		77.49
289015	WELLS FARGO CREDIT CARD		149.98
	CULTURE AND RECREATION		4,748.28
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
152775	DELTA DENTAL OF MINNESOTA		85.95
271975	TEAMSTERS JOINT COUNCIL 32		1,390.65
	EMPLOYEE VACATION & SICK		1,476.60
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
125700	BEST OIL COMPANY		2,784.76
142100	CLOQUET MAIL STATION		-25.20
175790	GRANICUS, INC.		3,717.00
190700	JAMAR COMPANY		345.20
	PUBLIC SAFETY		6,821.76
	TOTAL ALL DEPARTMENTS		252,306.16





**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 *NJK*  
Reviewed by: Aaron Reeves, City Administrator *AR*  
Date: December 19, 2018

---

**ITEM DESCRIPTION:** 2019 Designation of Depositories

---

**Proposed Action**

Staff recommends the Council move to adopt **RESOLUTION NO. 19-02, A RESOLUTION AUTHORIZING THE DESIGNATION OF DEPOSITORIES FOR 2019.**

**Background/Overview**

The City is required to designate depositories within 30 days of the start of the City's fiscal year. It is recommended that the first meeting of the year is the best time to meet this requirement.

**Policy Objectives**

Adopting depositories is required under MN State Statutes Section 472.01 and 118A.02, subd. 1.

**Financial/Budget/Grant Considerations**

Various fees charged by each authorized depository.

**Advisory Committee/Commission Action**

Not applicable.

**Supporting Documents Attached**

Resolution 19-02.

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

**RESOLUTION NO. 19-02**

**A RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES**

**WHEREAS**, Minnesota Statutes require that the City of Cloquet must invest its monies in depositories which protect its investment.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA**, That the Wells Fargo Bank, Frandsen Bank, Wells Fargo Brokerage Services, US Bancorp, Morgan Stanley, RBC Wealth Management, and UBS Financial Services, Inc., Financial Institutions located within City limits for certificates of deposit, limited to federal insurance coverage, such as: Frandsen Bank, US Bank, Cornerstone State Bank, Woodlands National Bank, North Shore Bank, Members Cooperative Credit Union, Northwoods Credit Union be and the same are hereby designated as official depositories of City monies to be deposited by the City of Cloquet for the year 2019; and

**BE IT FURTHER RESOLVED**, That the City accept securities presented as collateral for the repayment of the City funds on deposit in the Wells Fargo Bank or Frandsen Bank, said collateral to be supplied as required by Minnesota Statutes; and

**BE IT FURTHER RESOLVED**, That checks of the City of Cloquet drawn on any of the official depositories shall be signed by both the Mayor and City Administrator; and

**BE IT FURTHER RESOLVED**, That the City Administrator is authorized to use facsimile signature as necessary for the Mayor and City Administrator; and

**BE IT FURTHER RESOLVED**, That the City Administrator and/or Finance Director shall have authority to wire transfer funds from one official depository to another for the purpose of investing City funds; and

**BE IT FURTHER RESOLVED**, That the City Administrator and/or Finance Director are hereby designated as the approval authority for the acceptance and release of all collateral to be held by the City in conjunction with City funds on deposit with authorized institutions; and

**BE IT FURTHER RESOLVED**, That the City Administrator and/or Finance Director are authorized to invest in other financial institutions, which from time to time offer to pay the City interest rates on deposits which are greater than obtained by other investments as consistent with the City's investment policy.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 2ND DAY OF JANUARY, 2019.**

\_\_\_\_\_  
Roger Maki, 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: Nancy Klassen, Finance Director *NJK*  
Reviewed by: Aaron Reeves, City Administrator *AR*  
Date: December 19, 2018

---

**ITEM DESCRIPTION:** 2019 Budgeted Transfers

---

**Proposed Action**

Staff recommends the Council to authorize the 2019 budgeted transfers noted below.

**Background/Overview**

The council adopted financial transfers in the 2019 Budget. Some transfers are based on project costs and will be requested to be transferred after year end. The following noted transfers are based on estimated costs.

**Policy Objectives**

Meet the 2019 Budget.

**Financial/Budget/Grant Considerations**

The Cable TV Fund \$28,700, Water In-Town Fund \$360,000, Water Lake Superior Waterline Fund \$135,000, Sewer Fund \$220,000, and Storm Water Fund \$200,000 transfer to the General Fund to reimburse City Hall and garage for indirect costs and personal services.

The City Sales Tax Capital Projects Fund transfer of \$547,750 to the City Sales Tax Bond Fund for 2019 bond principal, interest and bond disclosure fees.

**Advisory Committee/Commission Action**

Not applicable.

**Supporting Documents Attached**

None



**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 *NK*  
Reviewed by: Aaron Reeves, City Administrator *AR*  
Date: December 19, 2018

---

**ITEM DESCRIPTION:** 2019 Fee Schedule

---

**Proposed Action**

Staff recommends the City Council move to adopt **RESOLUTION NO. 19-03, ESTABLISHING THE CITY FEES AND CHARGES FOR 2019.**

**Background/Overview**

The City reviews and recommends a fee schedule yearly.

**Policy Objectives**

Properly approved fees charged to customers and citizens.

**Financial/Budget/Grant Considerations**

Increase in various fees. The changes are highlighted in yellow on the fee schedule.

**Advisory Committee/Commission Action**

Not applicable.

**Supporting Documents Attached**

- Resolution No. 19-03
- 2019 Fee Schedule

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

**RESOLUTION NO. 19-03**

**RESOLUTION AMENDING VARIOUS CHARGES AND FEES**

**WHEREAS,** The City of Cloquet annually charges fees for various services; and

**WHEREAS,** City Code allows the City to establish fees by resolution; and

**WHEREAS,** The City Council has concluded that it is appropriate for the fee schedule to be amended as proposed by the various City Departments.

**NOW, THEREFORE, BE IT RESOLVED,** That the fees charged by the City be amended to the revised fees listed on the attached schedule to be effective January 1, 2019.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 2ND DAY OF JANUARY, 2019.**

---

Roger Maki, Mayor

ATTEST:

---

Aaron Reeves, City Administrator

**CITY OF CLOQUET**  
**2019 FEE SCHEDULE**  
**Resolution 19-03**  
*Approved 1/2/19*

<b>2019 ADMINISTRATIVE FEES (approved 1/2/2019)</b>		
Animals		
Dog/Cat License – Spayed/Neutered	Two Years	\$7.00
Dog/Cat License – Un-spayed/Un-neutered	Two Years	\$12.00
Kennel License - Private Dog/Cat	One time nonrenewable Not to exceed three years	\$75.00
Impound Fees - Cats	Per Night	\$25.00
Impound Fees - Dogs	Per Night	\$25.00
Aerial Photo		\$5.00
Annual, CAFR, CIP Reports		\$15.00
Assessment Administrative Fee		\$10.00
Assessment Search		\$50.00
Blueprint Copy		\$5.00
Budget Book		\$35.00
Certification Fee - Unpaid Bills		\$50.00
City Code Book		\$50.00
Cobra Insurance Fees		2.00%
Comprehensive Plan		\$15.00
Copies - Black & White	Per Page	\$0.25
Copies - Color	Per Page	\$1.00
Election Candidate Filing		\$5.00
Late Payment Fee on Invoices		1.50%
Map - City of Cloquet - Color		\$10.00
Map - City of Cloquet - Black & White		\$3.00
Map - Topographical	Per Acre	\$5.00
Notary	Per Document	\$1.00
Returned Check		\$35.00

**2019 BUSINESS LICENSES FEES (Approved 1/2/2019)**

Bowling Alley Business License	Annual Fee	\$75.00
Dance License - Public	Single Dance	\$10.00
Dance License - Public	Yearly Dance	\$50.00
Game Rooms/Arcades/Poolhalls	Annual Fee	\$15.00
Amusement Devices	Annual Fee per Machine	\$15.00
Location/Operator License	Annual Fee	\$15.00
Pawnbroker License	Annual Fee	\$300.00
Pawnbroker Investigation Fee (New License or license that is more than 6 months past due)		In State - \$500.00 Out of State - actual costs not to exceed \$2,500.00
Pawnbroker - Investigation Fee (New or change in Manager)		In State - \$100.00 Out of State - actual costs not to exceed \$2,500.00
Pawnbroker Transaction Fee	Per Transaction	\$0.90
Sexually Oriented Business License	Annual Fee	\$500.00
Sexually Oriented Business Investigation Fee		\$500.00
Solid Waste and Recycling Collector's License	Annual Fee - Per Vehicle	\$100.00
Taxicab Business License	Annual Fee	\$25.00
Taxicab License	Annual Fee - Per Vehicle	\$10.00
Taxicab Vehicle Transfer Fee	Per Vehicle	\$10.00
Therapeutic Massage Business License	Annual Fee	\$50.00
Therapeutic Massage Therapist License	Annual Fee	\$50.00
Therapeutic Massage Investigation Fee		\$100.00
Therapeutic Massage License Location Transfer Fee (Business and Therapist)		\$10.00
Tobacco/Cigarette License	Annual Fee - Pro rata	\$150.00
Transient Merchant/Peddler License	1-3 Day Operator Fee Daily Fee	\$50.00 plus \$5.00 per employee over 2
Transient Merchant/Peddler License	4-30 Day Operator Fee Max. 30 days	\$200.00 plus \$5.00 per employee over 2
Transient Merchant/Peddler License	Annual Fee	\$200.00
Transient Merchant-Farmers Market License	Annual Fee	Exempt
Transient Merchant/Peddler Investigation Fee		\$50.00
Transient Merchant-Farmers Market Investigation Fee		Exempt

**2019 LIQUOR LICENSES FEES (Approved 1/2/2019)**

On Sale Intoxicating Liquor	Annual Fee - Pro Rata	\$2,500.00
On Sale Intoxicating Liquor - Club	Annual Fee - Pro Rata	\$200.00
On Sale Sunday Liquor	Annual Fee	\$200.00
On Sale Wine	Annual Fee - Pro Rata	\$150.00
On Sale 3.2% Malt Liquor	Annual Fee - Pro Rata	\$125.00
Off Sale 3.2% Malt Liquor	Annual Fee - Pro Rata	\$25.00
Off Sale Intoxicating Liquor	Annual Fee - Pro Rata	\$560.00
MN Stat. 340A.408 Subd. 3(c): Off Sale Intoxicating Liquor license fee shall be reduced by \$100 if specific conditions are met		
Micro-Distillery	Annual Fee - Pro Rata	\$300.00
Caterer's Permit	Annual Fee - Pro Rata	\$100.00
Brew Pub	Annual Fee - Pro Rata	\$300.00
Brewer Taproom	Annual Fee - Pro Rata	\$300.00
Temporary On Sale Liquor	Per Day	\$50.00
Temporary On Sale 3.2% Malt Liquor	Per Day	\$50.00
Liquor License Background Investigation		\$100.00
Police Officer Fee for Special Events	Per Hour / Per Officer Minimum 2 police officers on location of event.  Minimum 1 hr. extra to secure event closing.	\$65.00

**OFFICE USE ONLY:**

**MN Stat. 340A.408 Subd. 3a** - No City shall increase the fee for a liquor license except after notice and hearing on the proposed increase. Notice of the proposed increase must be mailed to all affected licensees at least 30 days before the date set for the hearing.



**2019 COMMUNITY DEVELOPMENT FEES (Approved 1/2/2019)**

Administrative Adjustment (Lot Split)		\$100.00
Appeal		\$300.00
Awning Permit		\$25.00
Building Inspection (After Hours)		\$100.00
Capacity Availability Fee	Per Residential Unit	\$940.00
Comp Plan Amendment		\$300.00
Conditional Use Permit		\$400.00
Demolition Permit - Accessory Structure		\$25.00*
Demolition Permit- Residential Building		\$50.00*
Demolition Permit - Commercial Building		\$100.00*
Fence Permit		\$25.00
Grading Permit	Per Excavation	\$ 25.00 plus \$1.00 per 1000 sq. ft. of lot area of graded area
Gravel Mining Renewal/Borrow Pit		\$300.00
House Moving Permit		\$300.00
Planned Unit Development		\$400.00
Plumbing Permit Fees	Basic Fee	\$25.00*
	Plus per Fixture Fee and/or	\$10.00
	Water Heater Fee	\$10.00
Property Rezoning		\$400.00
Residential Door & Window Replacement	Per Opening	\$500.00
Residential Reroof		\$100.00*
Residential Reside		\$100.00*
Sign Permit	Per Sq. Ft.	\$1.00 \$10.00 minimum
Site Locate Permit		\$25.00
Site Plan Review (Design Standards)		\$300.00
Preliminary Plat		\$400.00
Final Plat		\$300.00
New Subdivision Review Deposit		\$1,500 plus actual cost for engineer, attorney, and misc.
Street or Utility Easement Vacation		\$350.00
Variance		\$350.00
Wetland Certificate of Compliance		\$100.00
Wetland Certificate of Exemption		\$100.00
Wetland Certificate of No Loss		\$100.00
Wetland Mitigation Permit		\$ 350.00 plus \$5.00 per acre
Zoning Amendment, Text		\$300.00
Zoning Ordinance Copy		\$ 40.00 plus postage

\*plus State Surcharge

**2019 PLANNING AND ZONING - Building Permit Fees (Approved 1/2/2019)**

<u>Total Valuation</u>	<u>City Fee</u>
\$1.00 to \$500.00	\$23.00
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$893.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof.

**State Surcharge:** .05% x Total Valuation for values \$1,000,000 and less. For total values over \$1,000,000 the surcharge shall be in accordance with MN Statute 16B.70, Subdivision 1, Subparts (2) through (6).

Plan Checking Fees, if required, shall be assessed at 65% of the City Building Permit F

New Homes

Commercial

Plan Check Fees for Garages and Dec \$40.00

**City of Cloquet**  
**2019 Building Permit Fees**  
**(Approved 1/2/2019)**

<u>Value of Work</u>	<u>City Charge</u>	<u>State Surcharge</u> 0.5% of exact value	<u>Total Fee</u>
1 - 500	23.00	0.25 (500)	\$ 23.25
501 - 600	26.55	0.30 (600)	\$ 26.85
601 - 700	29.60	0.35 (700)	\$ 29.95
701 - 800	32.65	0.40 (800)	\$ 33.05
801 - 900	35.70	0.45 (900)	\$ 36.15
901 - 1,000	38.75	0.50 (1,000)	\$ 39.25
1,001 - 1,100	41.80	0.55 (1,100)	\$ 42.35
1,101 - 1,200	44.85	0.60 (1,200)	\$ 45.45
1,201 - 1,300	47.90	0.65 (1,300)	\$ 48.55
1,301 - 1,400	50.95	0.70 (1,400)	\$ 51.65
1,401 - 1,500	54.00	0.75 (1,500)	\$ 54.75
1,501 - 1,600	57.05	0.80 (1,600)	\$ 57.85
1,601 - 1,700	60.10	0.85 (1,700)	\$ 60.95
1,701 - 1,800	63.15	0.90 (1,800)	\$ 64.05
1,801 - 1,900	66.20	0.95 (1,900)	\$ 67.15
1,901 - 2,000	69.25	1.00 (2,000)	\$ 70.25
2,001 - 3,000	83.25	1.50 (3,000)	\$ 84.75
3,001 - 4,000	97.25	2.00 (4,000)	\$ 99.25
4,001 - 5,000	111.25	2.50 (5,000)	\$ 113.75
5,001 - 6,000	125.25	3.00 (6,000)	\$ 128.25
6,001 - 7,000	139.25	3.50 (7,000)	\$ 142.75
7,001 - 8,000	153.25	4.00 (8,000)	\$ 157.25
8,001 - 9,000	167.25	4.50 (9,000)	\$ 171.75
9,001 - 10,000	181.25	5.00 (10,000)	\$ 186.25
10,001 - 11,000	195.25	5.50 (11,000)	\$ 200.75
11,001 - 12,000	209.25	6.00 (12,000)	\$ 215.25
12,001 - 13,000	223.25	6.50 (13,000)	\$ 229.75
13,001 - 14,000	237.25	7.00 (14,000)	\$ 244.25
14,001 - 15,000	251.25	7.50 (15,000)	\$ 258.75
15,001 - 16,000	265.25	8.00 (16,000)	\$ 273.25
16,001 - 17,000	279.25	8.50 (17,000)	\$ 287.75
17,001 - 18,000	293.25	9.00 (18,000)	\$ 302.25
18,001 - 19,000	307.25	9.50 (19,000)	\$ 316.75
19,001 - 20,000	321.25	10.00 (20,000)	\$ 331.25
20,001 - 21,000	335.25	10.50 (21,000)	\$ 345.75
21,001 - 22,000	349.25	11.00 (22,000)	\$ 360.25
22,001 - 23,000	363.25	11.50 (23,000)	\$ 374.75
23,001 - 24,000	377.25	12.00 (24,000)	\$ 389.25
24,001 - 25,000	391.25	12.50 (25,000)	\$ 403.75
25,001 - and over:	See complete fee schedule		

**2019 PLANNING AND ZONING - Mechanical Permit Fees (Approved 1/2/2019)**

**NOTE: This is a Fixed Fee based permit schedule. Applies to new and/or replacement appliances/systems.**

Basic Permit Fee \$25.00 \*

**Unit Fee Schedule**

**(Applies to new and/or replacement appliances/systems)**

Per Furnace, Boiler, Compressor and/or Absorption Unit up to and including 100,000 Btu/h (29.3W) or 3 horsepower (10.6kW), including associated ducts and vents attached thereto. \$15.00

Per Furnace, Boiler, Compressor and/or Absorption Unit over 100,000 Btu/h (29.3W) or 3 horsepower (10.6kW), including associated ducts and vents attached thereto. \$25.00

Per Air Handler and/or Heat Exchanger up to and including 10,000 cubic feet per minute (cfm) (4719Us), including ducts attached thereto. \$15.00

Per Air Handler and/or Heat Exchanger over 10,000 cubic feet per minute (cfm) (4719Us), including ducts attached thereto. \$25.00

Per Evaporative Cooler/Central Air Conditioner, including attached ducts and vents. \$15.00

Per Incinerator, domestic-type or commercial/industrial, including attached ducts and vents. \$20.00

Miscellaneous. For each appliance or piece of equipment regulated by the Mechanical Code but not classified in other appliance categories, or for which no other fee is listed in the table. (i.e. water heaters) \$15.00

The total fee for a Mechanical Permit shall include the sum of the Basic Permit Fee plus the Unit Fee or Fees.

**2019 PUBLIC WORKS-EQUIPMENT RENTAL (Approved 1/2/2019)**

<u>Equipment</u>	<u>Hourly Equipment Rate</u>	<u>Hourly Labor Rates Per Person</u>		
		<u>Regular Time</u>	<u>Overtime @ 1-1/2</u>	<u>Overtime @ Double Time</u>
Grader	\$ 100.00	\$ 44.00	\$ 60.00	\$ 76.00
Loader	\$ 100.00	\$ 44.00	\$ 60.00	\$ 76.00
Dozer	<del>\$ 80.00</del>	<del>\$ 35.00</del>	<del>\$ 48.00</del>	<del>\$ 90.00</del>
Backhoe	\$ 80.00	\$ 44.00	\$ 60.00	\$ 76.00
Backhoe w/Breaker	\$ 130.00	\$ 44.00	\$ 60.00	\$ 76.00
Skidsteer Loader	\$ 70.00	\$ 42.00	\$ 57.00	\$ 72.00
Skidsteer/w Mill	\$ 100.00	\$ 42.00	\$ 57.00	\$ 72.00
SnoGo	\$ 120.00	\$ 44.00	\$ 60.00	\$ 76.00
Sweeper	\$ 100.00	\$ 44.00	\$ 60.00	\$ 76.00
Vibratory Roller	\$ 70.00	\$ 42.00	\$ 57.00	\$ 72.00
Trac Excavator	\$ 150.00	\$ 44.00	\$ 60.00	\$ 76.00
Equip Trailer Mobilization	\$ 100.00			
Dump Truck	\$ 75.00	\$ 42.00	\$ 57.00	\$ 72.00
Sander	\$ 80.00	\$ 42.00	\$ 57.00	\$ 72.00
Bucket Truck	\$ 80.00	\$ 42.00	\$ 57.00	\$ 72.00
Pickup/Utility Truck	\$ 50.00	\$ 42.00	\$ 57.00	\$ 72.00
Sewer Vactor Jet Rodder	\$ 150.00	\$ 42.00	\$ 57.00	\$ 72.00
Sewer Rodder	<del>\$ 70.00</del>	<del>\$ 33.00</del>	<del>\$ 46.00</del>	<del>\$ 85.00</del>
Steamer w/Truck	\$ 90.00	\$ 42.00	\$ 57.00	\$ 72.00
Air Compressor	\$ 50.00	\$ 42.00	\$ 57.00	\$ 72.00
Cement Mixer	\$ 30.00	\$ 42.00	\$ 57.00	\$ 72.00
Chain Saw	\$ 20.00	\$ 42.00	\$ 57.00	\$ 72.00
Cutoff Saw	\$ 30.00 plus blades	\$ 42.00	\$ 57.00	\$ 72.00
Generator	\$ 50.00	\$ 42.00	\$ 57.00	\$ 72.00
Jack Hammer	\$ 30.00	\$ 42.00	\$ 57.00	\$ 72.00
Tamper	\$ 30.00	\$ 42.00	\$ 57.00	\$ 72.00
Water Pump	\$ 30.00	\$ 42.00	\$ 57.00	\$ 72.00
Water Tapping Machine	\$ 50.00	\$ 42.00	\$ 57.00	\$ 72.00

Labor charges will include any necessary preparation and transportation time.  
 Time charged for equipment will include transportation time to and from job site.  
 Time charged for other equipment will be actual time that equipment is checked out.  
 Damaged or broken equipment other than normal wear will be charged to the renter.  
 Special services and supervisor costs may be charged at actual wage and benefit amounts.  
 Miscellaneous parts and supplies will be billed at cost plus 20% mark-up.

**2019 PUBLIC WORKS-UTILITIES (Approved 1/2/2019) Effective 1/1/2019 - February 10th Billing**

<b>Water Rates - Residential &amp; Commercial</b>		
Inside Rate - Consumption	Per 1,000 gallons	\$2.70
Irrigation	Per 1,000 gallons	\$3.30
Residential single metered - conservation	Over 6,000 gallons	\$3.30
Inside Rate - Fixed - monthly	5/8" & 3/4" meter	\$6.25
	1" meter	\$6.90
	1 1/2" meter	\$8.75
	2" meter	\$11.25
	3" meter	\$18.15
	4" meter	\$68.75
	6" meter	\$87.50
	8" meter	\$131.25
	10" or larger meter	\$181.25
Outside Rate - Consumption	Per 1,000 gallons	\$3.70
Irrigation	Per 1,000 gallons	\$4.55
Residential single metered - conservation	Over 6,000 gallons	\$4.55
Outside Rate - Fixed - monthly	5/8" & 3/4" meter	\$7.25
	1" meter	\$8.00
	1 1/2" meter	\$10.15
	2" meter	\$13.05
	3" meter	\$21.05
	4" meter	\$79.75
	6" meter	\$101.50
	8" meter	\$152.25
	10" or larger meter	\$210.25
<i>Inside and Outside Rate</i>	Dept of Health monthly fee	\$0.55
<b>Sewer Rates - Residential &amp; Commercial</b>		
Class 1 & 2	Per 1,000 gallons	\$5.55
Class 3	Per 1,000 gallons	Set by Council
	Fixed - monthly	\$4.00
<b>Unpolluted Water Connection Fees Monthly Fees (effective 1/1/2018)</b>		
Sump pump installation discharging	Less than 50,000 gallons yrly	\$15.00
	50,000 to 100,000 gallons yrly	\$35.00
	More than 100,000 gallons yrly	\$50.00
Roof Drain Connections involving	Less than 4,000 sq ft roof area	\$25.00
	4,000 to 8,000 sq ft roof area	\$50.00
	8,000 to 10,000 sq ft roof area	\$75.00
	More than 10,000 sq ft roof area	Set by City Engineer

**2019 PUBLIC WORKS-UTILITIES (Approved 1/2/2019)**

<b>Storm Water Rates</b>		
Single Family Residential	Per REF	\$4.00
Duplex	1.5 REF	\$3.00
Non-residential - Impervious Surface Area	4,312 sq feet - REF	\$4.00
Utility Billing - late penalties		5%
Water Meter - New		Schedule on file in Public Works Dept.
Water Service Tap		Schedule on file in Public Works Dept.
Turn Water On		\$35.00
Turn Water Off		\$35.00
Turn Water On or Off - After Hours		\$200.00
Delinquent Accounts - Water Restoration		payment of delinquent bills and on/off fee of \$70.00
<b>Sewer Connection Charge (if not assessed)</b>		
Single Family Residential		\$2,000.00
Commercial or Multiple Family		\$4,000.00
Sewer Tapping Saddle		\$150.00
<b>Water Connection Charge (if not assessed)</b>		
Single Family Residential		\$1,750.00
Commercial or Multiple Family	1 to 1 1/2 inch	\$3,500.00
Commercial or Multiple Family	2 inch	\$4,500.00
Commercial or Multiple Family	3 & 4 inch	TBD Upon Request
Fire Supply Line Connection Fee	4" - 8"	\$2,000.00
<b>Contractor Water Usage Fee</b>		
	Base Charge plus	\$10.00
	Usage per 1,000 gallons	\$3.70
<b>Hydrant Use Permit</b>		
	Each	\$25.00
3/4" Meter Rental	Per Day	\$5.00
3/4" Meter Rental	Per Month	\$75.00
Meter Damage Deposit		\$150.00
3" Meter Rental	Per Day	\$10.00
3" Meter Rental	Per Month	\$150.00
Meter Damage Deposit		\$1,000.00
Late Meter Return Fee		\$50.00
Water Use	Per 1,000 gallons/\$10 minimum	\$3.70
<b>Sewer Dump Station Permits</b>		
	Annual Fee	\$20.00
Septic Tank Dump Fee	Per 1,000 gallons	\$47.00
Late Report Fee		\$10.00
Holding Tank or Contaminated Groundwater	Per 1,000 gallons	\$14.00
Grease Trap Dump Fee	Per 1,000 gallons	\$79.00
Right-of-Way Excavation Permit	Each	\$25.00
Right-of-Way Utility Franchise Permit	Annual Fee	\$200.00
Right-of-Way Occupation Permit	One Time	\$75.00

**2019 POLICE SERVICES (Approved 1/2/2019)**

Police Accident Report		\$10.00
Police Case File (Attorney)	Per Page	\$1.00
Finger Printing		\$25.00
ATV Permit	Yearly	\$10.00
Archery Bow Hunt Permit	Yearly	\$20.00
Parking Fine - Winter Parking Restrictions		\$25.00
False Alarms		
1-3 False Alarms		\$0.00
4-6 False Alarms		\$50.00
7 or more False Alarms		\$150.00
Block Parties		\$0.00



**2019 PARK SERVICES (Approved 1/2/2019)**

<b>Park Facilities - Outdoor</b>		
Resident (Private)		\$25.00
Non-Resident (Private)		\$50.00
<b>Cloquet Businesses or weddings</b>		
Up to 100 people	Per Day	\$50.00
101 to 200 people	Per Day	\$75.00
Over 200 (300 max.)	Per Day	\$100.00
<b>Non-Cloquet Businesses or weddings</b>		
Up to 100 people	Per Day	\$100.00
101 to 200 people	Per Day	\$150.00
Over 201 to 300	Per Day	\$200.00
Major Use with over 300 people	Per Day	\$400.00
<b>Athletic Complex</b>		
For Hilltop, Athletic and Pinehurst Parks	Per Day	\$100.00
Plus Gate Fees or Team Fees	Payable after event \$0-\$3,500	10%
Braun Park has a City agreement covering tournaments		
*Park fees include available power, use of facilities on site, and garbage collection. Major use includes up to two additional portable toilets, one additional dumpster, barricades and street use with approval from the City. Additional toilets or dumpsters may increase your rental charge. City police will be notified of the event but will not provide security.		
<b>Senior Center</b>		
Non-profit	4 hours/Over 4 w/o kitchen	\$40.00/\$80.00
Non-profit	4 hours/Over 4 with kitchen	\$100.00/\$150.00
Non-profit	4 hours/Over 4 kitchen only	\$50.00/\$100.00
Profit	Without kitchen	\$80.00
Profit	With kitchen	\$150.00
Profit	Kitchen only	\$100.00
All	Custodial/cleaning deposit	\$100.00
All	Alcohol damage deposit	\$100.00
<b>Pond Fees</b>		
Single Season Pass		\$44.00
Family Season Pass		\$89.00
Daycare Season Pass		\$134.00
Single Admission	Per Day	\$3.50
Group Rate (10 or more)	Per Day	\$3.00
Season passes (purchased before May 20th)		\$10.00 off regular price
Private Rentals	Per Hour	\$165.00
Birthday Parties		\$25.00
Punch Card (10 swim)		\$30.00
<b>Campground Fees</b>		
Monthly		\$500.00
Monthly (Sites with sewer hookup)		\$550.00
Per Night		\$25.00
Tents - Per Night		\$15.00
Dump Station (non-registered)		\$5.00
Firewood (campground use only)	Per bundle	\$4.00
Shower (non-registered)	Per person / per use	\$2.00
Tubing Hill	Per person / per day	\$6.00
Park Dedication Fee		10% of land or cash in lieu of

**2019 CAT-7 (Approved 1/2/2019)**

Duplicaton of Video's and other materials		\$10.00
Conversion of material from VHS to disk		\$15.00 flat fee plus \$10.00/hr.



CLOQUET

**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 27, 2018

---

**ITEM DESCRIPTION:** Standing Rules of the Council

---

**Proposed Action**

Staff recommends that the City Council move to approve the Standing Rules of the City Council as last amended in 2015.

**Background/Overview**

Each year there are a number of housekeeping items that are considered by the City Council at its first meeting of the year. As one of these items, the Council is asked to consider the approval of the Standing Rules of the Council.

The Standing Rules details the process and procedures used by the City Council to govern its Council meetings. The current Rules were last revised in November 2015. Staff has no recommended changes at this time.

**Policy Objectives**

The City is not required to have on file detailed Standing Rules. Typically, these rules are part of City Code, Minnesota Statute or Roberts Rules of Order. Under Rule 10, if the City Council was to consider changes to the Rules, such changes could not be adopted until the next meeting of the City Council.

**Financial/Budget/Grant Considerations**

None.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation**

- Standing Rules of the City Council

# CITY OF CLOQUET STANDING RULES FOR CONDUCTING CITY COUNCIL MEETINGS

## **INTRODUCTION**

In the belief that the best decisions are made by the best informed decision makers and that public decisions are best served when the public has every opportunity to present views, the following rules are established to govern Regular and Special Council meetings as well as formal public hearings. There are several goals behind these rules.

- In general, free and open discussion by all interested parties should be an essential part of the decision making process.
- The Council process should have as little procedural overhead as possible.
- Time is better spent on substantial matters rather than Performa matters.

## **RULE 1. MEMBERSHIP**

The formal Council membership consists of six Council members and the Mayor. All seven have one vote each and all seven can introduce motions.

## **RULE 2. PRESIDING OFFICER**

The Mayor shall preside at all meetings of the Council, and in case of the non-attendance of the Mayor at any meeting, the Acting Mayor of the Council shall preside and be considered the Chairperson at the meeting. In the case that both the Mayor and Acting Mayor of the Council should be absent, the Council shall appoint a Chairperson from the members present.

The presiding officer is entitled to participate in the discussion and debate, and is entitled to vote on all business before the Council. Because the presiding officer conducts the meeting, it is common courtesy for the Chairperson to take a less active role than other members of the Council in debates and discussions. This practice in no way precludes the presiding officer from participating in the meeting fully and freely.

## **RULE 3. QUORUM**

At all meetings of the Council a quorum is required to do official business. A quorum of the Council shall consist of four (4) members.

## **RULE 4. REGULAR MEETING**

The Regular City Council meeting shall be held at 7:00 p.m. on the first and third Tuesday of each month, unless that day is a legal holiday, in which case no meeting shall be held.

- **Roll Call and Order of Business**

At the hour appointed for the meeting, the members shall be called to order by the Mayor, or in his/her absence by the Acting Mayor, or in the absence of the Mayor and Acting Mayor of the Council, by the City Administrator/Clerk, who shall proceed to call the roll, note the absentees and announce whether a quorum be present. Upon the appearance of a quorum, the Council shall then proceed to the business before them, which shall be conducted in the order following:

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
5. Consent Calendar

6. Public Hearings
7. Presentations
8. Council Business
9. Public Comments
10. Council Comments, Announcements and Updates
11. Adjournment

Communication from the Mayor may be presented at any time, except when other business is under consideration.

The Mayor may at any time permit a member to introduce an Ordinance, Motion or Resolution, out of the regular order for the same, provided two-thirds of the members present shall concur.

- **Agenda**

To be considered, an item must be on the agenda and the agenda must be distributed to all the Council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified or amended with addendum by a majority vote but this should be used only for minor items or items with extreme time constraints.

An item can be moved from the consent agenda to the action agenda at the request of the Mayor or Council member.

With there being a cable TV and in-person audience who are not as familiar with each item, the Mayor and/or City Staff will give a brief explanation of each item as it is addressed.

The order of items on the agenda need not be followed absolutely. The Mayor may adjust the order in the interest of:

- Fill in time before a scheduled item, i.e. a public hearing
  - Grouping several items to best make use of consultant time
  - Accommodating individuals who have attended the meeting specifically to provide input on an item
- **Process for Regular and Special Council Meetings**

For these proceedings the Council will use the "open discussion" procedure. That is, discussion is open to any member before or after a motion is made. The privilege is also extended to the City Administrator, Department Heads and any of the consultants who may have an interest in or can contribute to the item at hand.

The standard motion procedure is that each motion requires a second. This also applies to amendments. Any motion, by any member, shall be reduced to writing upon request of any member. No motion shall be put to a vote until it has been stated by the recorder at the request of any member of the Council.

To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.

The general mode of voting will be by acclamation but with enough clarity that individual votes can be recorded in the minutes. If in doubt, the recording secretary can request clarification. Each individual's vote will be entered in the minutes.

Any member may abstain from voting or disqualify himself/herself. The reason for disqualification or abstention must be stated by the member and entered into the minutes. If a member disqualifies himself/herself, he/she may leave the room while the issue is being considered.

Roberts Rules of Order (revised) shall govern the City Council procedures not covered by the Standing Rules of the City Council.

The meeting will be videotaped and the tape will be retained for three (3) months following approval of the minutes of the meeting. The standard retention can be extended if in the judgment of the Mayor, City Administrator/Clerk or any other Council member, such action is warranted.

If the Council action is the result of a resident request and that request is denied in whole or in part, reasons of the fact supporting the denial will be made part of the public record.

Proper notices in writing of special sessions of the Council, called by the Mayor or any two members of the Council, shall be served upon the members of the Council. A copy of the notice thus served shall be entered upon the journal of the Council, said notice shall state the objects for which such meeting is called, and the action of such be confined to the objects stated.

- **Process Public Hearing**

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the Mayor will introduce the hearing with an explanation of the issues. The Mayor, or a person designated by the Mayor, will give this explanation. The use of explanatory visual aids is encouraged.

Following the explanation, the Mayor will open discussion for clarifying questions from the Council and then proceed to open discussion to receive input from the public. Prior to accepting public input, the Mayor will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.

All individuals wishing to speak must provide their name and address and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. If the Council decides not to act on the issue at the public hearing meeting, it may, by majority, vote to extend the time where written input will be taken to a day not later than one week before the next meeting where a deciding vote is planned.

All speakers are expected to be business like, to the point and courteous. Anyone not abiding by these rules will be considered to be out of order.

The Council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up.

Once the public testimony phase is complete, the Mayor will announce the public hearing to be closed and the Council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the Council.

It shall be the intent of the Council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, the procedure will be clearly explained to the audience.

If the motion contains conditions, as may occur in certain planning cases such as a permit request, those conditions will be conveyed in writing to the requestor.

If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

- **Work Session Meetings**

The Council may call and hold Work Sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the City Council. Council Work Sessions will be called from time to time, as the Mayor and Council deem necessary. The following rules shall prevail for the call and conduct of Work Session meetings:

- **Presiding Officer** - The Mayor, or Acting Mayor in his/her absence, acts as the presiding officer of all Work Session meetings. However, the process is to be considered much less formal than a Regular Meeting.
- **Agenda** - Only a limited number of matters shall be considered by the Council during a Work Session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all Work Session agendas.
- **Documents and Exhibits to be Presented** - When possible, staff shall make available to the Council all documents, exhibits, maps, specifications or other similar documents prior to the meeting. However, due to the nature of many items it is understood that materials will frequently be presented at the meeting itself.
- **Technical Questions/Discussion** - All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a Work Session. The appropriate Staff with the expertise to answer such questions shall be present at the meeting to assist the Council with any questions it may have. In addition to questions, the Council is asked to participate in the discussions such that an item can be fully vetted and to provide staff with enough clarity as to issues that may need further research and investigation prior to the item coming before the Council at a Regular Meeting.
- **Prohibitions Against Formal Actions** - No formal actions may be taken at a Work Session. Council may provide Staff direction on the matter being considered and ask that the item be placed on a future Regular or Special Meeting agenda for formal action.
- **Audience Comments or Questions** - Audience comments or questions will not be considered at a Work Session.

## **RULE 5. PARLIMENTARY PROCEDURE**

- **Priority of Business**  
All questions relating to the priority of business shall be decided without debate.
- **Duties and Privileges of the Mayor**  
The Mayor shall preserve order and decorum and shall decide questions of order, subject however, to an appeal to the Council.

- **Rule of Order**  
While the Mayor is putting the question, no member shall walk across or out of the Council Room.
- **Members Must Address the Presiding Officer**  
Every member, previous to speaking, shall address the Mayor and say "Mayor \_\_\_\_\_", but shall not proceed with remarks until recognized and named by the Chair.
- **Duties and Privileges of Members**  
No member shall speak except from his or her own desk, nor more than twice on the same general question, nor longer than five minutes at one time without leave of two-thirds of the members of the Council, and no member shall be allowed to speak more than once in any case until every member choosing to speak shall have spoken, and no member shall be permitted to leave the room while the Council is in session, except by permission of the Presiding Officer, and any member who shall leave the room while the Council is in session, without permission being granted, and any member leaving without first obtaining said permission, shall be deemed guilty of contempt, and may be dealt with for such contempt as provided for in Rule 16.
- **Private Discussion Restricted, When**  
While a member is speaking, no member shall entertain private discourse.
- **Member to Be Called To Order When**  
A member called to order shall immediately suspend remarks unless permitted to explain. If there is no appeal, the decision of the Chair shall be deemed conclusive; but if the member appeals to the Council from the decision of the Chair, the Council shall decide without debate.
- **Motions Reduced to Writing**  
Motions upon subject under consideration shall have precedence in the following order:
  1. To lie on the table
  2. To postpone
  3. To commit
  4. To amend
- **Reconsideration**  
Any member who voted with the prevailing side may move a reconsideration of any action of the Council provided that the motion be made not later than the next Regular Meeting after such action was taken. A motion to reconsider shall be in order at any time except when motion on some other question is pending. A motion to reconsider being laid upon the table may be taken up and acted upon at any time when the Council is engaged in transacting miscellaneous business. No motion to reconsider shall be made more than once on any matter or subject and the same number of votes shall be required to reconsider any action of the Council as is required to pass or adopt the same.
- **Motions Reduced to Writing**  
All Motions or Resolutions shall be reduced to writing, if required by the Mayor or a member, and when seconded and stated by the Mayor shall be open for consideration, and no motion or resolution can be withdrawn after it shall have been amended or so decided.
- **Adjournment**  
A motion to adjourn shall be in order at any time, shall have precedence over all other motions and shall be decided without debate excepting only that any member of the



Council shall before such motion is put be entitled to state what business he or she or any committee of which he or she is a member desires to have considered.

- **Voting Ayes and Nays, Members Excused, When**

Every member present shall vote on any question on the calling of the Ayes and Nays unless excused by the unanimous consent of the Council; and any member not being excused who refuses to vote upon any question when the Ayes and Nays are being taken, shall be deemed guilty of contempt of the Council and may for such contempt be censured by a majority vote of the Council or may be expelled by a vote of two-thirds of all the members. If a member of the Council has a conflict of interest with the questions, such member may abstain from voting providing the reason for the conflict of interest is stated.

- **Division of Question**

If the question in debate contains several distinct propositions, any member may have the same divided.

- **When Amendment And Debate Not in Order**

A motion for a previous question, to lay the previous question on the table, or to commit until it is decided, shall preclude all amendment and debate on the main questions, and a motion to postpone a question indefinitely, or to adjourn it to a certain day, shall until it is decided, preclude all amendments to the first question.

- **Previous Question**

The previous question shall be as follows: "Shall the main question now be put."

#### **RULE 6. SPECIAL COMMITTEES**

All committees shall be appointed by the Council. Special committees shall in all cases report in writing and shall address such reports to the City Council of the City of Cloquet.

#### **RULE 7. APPROPRIATION OF CITY FUNDS**

The appropriation of City Funds for regular operations, planned budgeted expenditures, or those items authorized by a majority vote of the City Council shall be approved at each meeting as recommended by City Staff.

#### **RULE 8. JOURNAL/MINUTES**

The Council shall keep a journal/minutes of its proceedings, which shall be open at all times for inspection, shall make and enforce rules of proceedings, and compel attendance, when necessary, of absent members.

#### **RULE 9. CITY PROPERTY AND BUILDINGS**

All matters pertaining to the sale of any general real estate owned by the City shall be referred to the Planning Commission for its recommendation before final action thereon by the City Council. All matters pertaining to the sale of real estate for the purpose of economic development shall be referred to the Economic Development Authority for its recommendation before final action thereon by the City Council.

#### **RULE 10. RULES, HOW AMENDED**

These rules may be amended or new rules adopted by the vote of a majority of all the members elected, but no Resolution providing for such amendment or for new rules shall be passed on the day of its introduction.

#### **RULE 11. RULES, HOW SUSPENDED**

These rules may be suspended by a two-thirds vote of the City Council. If suspended, the rules are automatically reinstated at the next meeting.

**RULE 12. ANNUAL REVIEW**

These rules will be reviewed annually at the first meeting in January.

**RULE 13. INTERPRETATION**

The Mayor will interpret the rules. However, the Mayor's interpretation can be appealed by any Council member and can be overruled by a majority vote.



**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 28, 2018

---

**ITEM DESCRIPTION:** Consideration of Reappointments to the Planning Commission

---

**Proposed Action**

The City Council is asked to discuss the reappointments of Elizabeth Polling and John Sanders to the Planning Commission effective January 3, 2019 with a term expiring December 31, 2021.

**Background/Overview**

The Planning Commission currently has 4 vacant seats, 2 of which have not been filled after resignations. The seats held by Ms. Polling and Mr. Sanders expired December 31, 2018.

The City advertised for interested residents to serve on the Planning Commission through the Pine Journal Newspaper and the City website. Ms. Polling and Mr. Sanders were the only applicants.

**Policy Objectives**

The Council can delegate certain functions to appointed administrative Boards and Commissions. Certain Commissions are established per Minnesota Statutes and others serve at the direction of the City Council. The Planning Commission is established pursuant to Minnesota Statute 462.354 and Section 2.2.01 of City Code.

**Financial/Budget/Grant Considerations**

None.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Planning Commission Applications



**ADMINISTRATIVE OFFICES**

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

**Application for Appointment to  
 Advisory Boards and Commissions**

Name: Elizabeth Polling		Date: 11/28/2018
Address		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: 4.75 years	Which Ward? 4
<b>What Cloquet community activities have you been involved in?</b> Kiwanis Club of Cloquet - 2012-2013 United Way of Carlton County - 2015-2017		
<b>Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission.</b> Legal Aid Board of Northeastern Minnesota - 2012- present, executive committee at-large   member - 2018-present First Witness Child Advocacy Center Board Member - 2014-present		
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: planning commission		
Would you consider an alternate appointment?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, which one?		
<b>Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like.</b> Sometimes I have to work late or travel for my job and won't be able to make it back to cloquet by the time start for the meeting. This should not occur very often.		
<b>Why do you wish to be on a Board/Commission?</b> I think it's important to contribute time and skills to the local community.		
<b>Please describe any other relevant information you would like us to know.</b> I served as an associate attorney at the Rudy Law Office in Cloquet, and had exposure to both real estate and municipal law, which I believe is relevant to the work of the planning commission.		

\*\*\* Attach Additional Sheets, if necessary \*\*\*

THIS INFORMATION WILL BE DISTRIBUTED TO COUNCIL AND IS CLASSIFIED AS PUBLIC DATA



**ADMINISTRATIVE OFFICES**

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

**Application for Appointment to  
 Advisory Boards and Commissions**

Name: John Sanders		Date: December 6, 2018	
Address			
Email:			
Home Phone:		Work Phone:	Cell Phone:
How long have you lived in Cloquet?		Years/Months: 13 years	Which Ward? 5
<b>What Cloquet community activities have you been involved in?</b> Planning Commission member for 10 years, Parks Task Force member, Landfill Task Force member, Comprehensive Plan Transportation Section Update Advisory Committee			
<b>Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission.</b> AREMA Committee 15 Subcommittee Chairman - national committee maintaining guidelines for designing steel railroad structures			
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: Planning Commission			
Would you consider an alternate appointment?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one?			
<b>Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like.</b> Occasional travel required for my job			
<b>Why do you wish to be on a Board/Commission?</b> Serving on the Planning Commission is an opportunity to serve my community. I believe the work my fellow commissioners and I do help protect the residents and business people of Cloquet. I think we need a broad range of perspectives on the commission.			
<b>Please describe any other relevant information you would like us to know.</b> With the new members of the council, I would ask them to try to recruit for the two open positions on the Planning Commission.			

\*\*\* Attach Additional Sheets, if necessary \*\*\*

THIS INFORMATION WILL BE DISTRIBUTED TO COUNCIL AND IS CLASSIFIED AS PUBLIC DATA



**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: January 2, 2019

---

**ITEM DESCRIPTION:** Consideration of Appointment and Reappointments to the Park's Commission

---

**Proposed Action**

The City Council is asked to discuss the reappointments of Michael Krick and Tim Krohn and the new appointment of Joel Anderson to the Park's Commission effective January 3, 2019 with a term expiring December 31, 2021.

**Background/Overview**

The Park's Commission currently has 3 vacant seats, 2 of which are the December 31, 2018 term expirations of Mr. Krick and Mr. Krohn, and a vacant seat formerly held by Barb Wyman.

The City advertised for interested residents to serve on the Park's Commission through the Pine Journal Newspaper and the City website. Mr. Krick, Mr. Krohn and Mr. Anderson were the 3 applicants received.

**Policy Objectives**

The Council can delegate certain functions to appointed administrative Boards and Commissions. Certain Commissions are established per Minnesota Statutes and others serve at the direction of the City Council. The Park's Commission consists of 7 members of which all are appointed by the City Council for a 3-year term.

**Financial/Budget/Grant Considerations**

None.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Park's Commission Applications



**ADMINISTRATIVE OFFICES**

1307 Cloquet Avenue, Cloquet MN 55720  
 Phone: 218-879-3347 Fax: 218-879-6555  
 www.ci.cloquet.mn.us  
 email: [bfritsinger@ci.cloquet.mn.us](mailto:bfritsinger@ci.cloquet.mn.us)

**Application for Appointment to  
 Advisory Boards and Commissions**

<b>Name:</b> Tim Krohn		<b>Date:</b> 12/5/2018	
<b>Address</b>			
<b>Email:</b>			
<b>Home Phone:</b>		<b>Work Phone:</b>	
<b>Cell Phone:</b>			
<b>How long have you lived in Cloquet?</b>		<b>Years/Months:</b> 37 yr 5mo	
		<b>Which Ward?</b> 4	
<b>What Cloquet community activities have you been involved in?</b> When my children in school, I participated in PIE, the parents organization for the schools. Currently, a member of the Park Board. Chairman of the Pine Valley Mountain Bike Trail Extension Committee, a volunteer group to extend the newly built mountain bike trail to the planned 5 miles.			
<b>Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission.</b> I am a board member of Blue House Uganda, which is an orphanage in Uganda for approximately 30 girls in Kazo, Uganda, a small village in rural Uganda. I organize the Pine Valley Blue House and Lost Forester Labor Day Races that raise money for the Blue House.			
<b>Do you have a preferred Board/Commission that you are interested in serving on?</b>		<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>If yes, fill in the name of Board/Commission:</b> Park Board			
<b>Would you consider an alternate appointment?</b>		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input checked="" type="checkbox"/>
<b>If yes, which one?</b>			
<b>Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like.</b> No scheduling conflicts			
<b>Why do you wish to be on a Board/Commission?</b> Cloquet has a wonderful park system. I am especially interested in Pine Valley for using it for skiing, running, and mountain biking. By serving on the Park Board I will be able to give back to Cloquet by helping to maintain these parks.			
<b>Please describe any other relevant information you would like us to know.</b> I work at Fond du Lac Reservation as the Land Information Manager and bring to the Park Board another point of view from the Fond du Lac community. I am an avid user of Pine Valley and the Riverside parks and want to participate in maintaining and improving them along with the other parks in Cloquet. I also, have written grants and have written a grant application to the MN Lake Superior Coastal Program to extend the Pine Valley Mountain Bike Trail to the planned 5 miles. This grant will cover \$62,5000 of the projected \$125,000. As chairman of the Pine			

\*\*\* Attach Additional Sheets, if necessary \*\*\*



**ADMINISTRATIVE OFFICES**

1307 Cloquet Avenue, Cloquet MN 55720  
 Phone: 218-879-3347 Fax: 218-879-6555  
 www.ci.cloquet.mn.us  
 email: [bfritsinger@ci.cloquet.mn.us](mailto:bfritsinger@ci.cloquet.mn.us)

**Application for Appointment to  
 Advisory Boards and Commissions**

Name: <i>Michael Krick</i>		Date: <i>12/1/2018</i>	
Address			
Email:			
Home Phone:	Work Phone:	Cell Phone:	
How long have you lived in Cloquet?	Years/Months: <i>5 years</i>	Which Ward? <i>1</i>	
What Cloquet community activities have you been involved in? <i>I have served on the Park Board since 2015. Our family is active in the Cloquet Ski Club.</i>			
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. <i>I have been on the Greater Minnesota Regional Parks and Trails Commission - District 1 Planning Committee since 2016.</i>			
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: <i>Parks Board</i>			
Would you consider an alternate appointment?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one?			
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. <i>None</i>			
Why do you wish to be on a Board/Commission? <i>I enjoy building healthy recreational opportunities for our community. I have over 3 years of direct Park and Trail experience.</i>			
Please describe any other relevant information you would like us to know. <i>I do alot of grant work and master plan reviewing in my volunteer work, which I apply to my work on the Park Board.</i>			

\*\*\* Attach Additional Sheets, if necessary \*\*\*





Rec'd 11/12/18

ADMINISTRATIVE OFFICES

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

Application for Appointment to  
Advisory Boards and Commissions

Name: <u>Joel Anderson</u>		Date: <u>11/11/18</u>
Address: <u>Cloquet, MN</u>		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet? <u>17 years</u>	Years/Months: <u>16 9</u>	Which Ward?
What Cloquet community activities have you been involved in? <u>CyBSA</u>		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. <u>I am serving as vice President on the CyBSA</u>		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: <u>Parks Commission</u>		
Would you consider an alternate appointment?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one?		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. <u>I work on the railroad and have a work schedule that takes me out of town.</u>		
Why do you wish to be on a Board/Commission? <u>Trying to get more involved in the community.</u>		
Please describe any other relevant information you would like us to know. <u>I have 3 school aged girls that are active in a wide variety of activities.</u>		

\*\*\* Attach Additional Sheets, if necessary \*\*\*



Community Development Department  
1307 Cloquet Avenue • Cloquet MN 55720  
Phone: 218-879-2507 • Fax: 218-879-6555

## REQUEST FOR COUNCIL ACTION

---

To: Mayor and Cloquet City Council  
From: Holly Hansen, Community Development Director  
Reviewed By: Aaron Reeves, City Administrator  
Date: December 5, 2018

---

**ITEM DESCRIPTION: EDA At-Large Commissioner Seats**

---

### Requested Action

The Council is asked to appoint the two At-Large EDA Commissioner seats to: Steve Micke, Reliable Insurance (six-year term) and John Riihiluoma (one-year term).

### Background/Overview

Per EDA Bylaws, the EDA is comprised of two City Councilors and five At-Large EDA Commissioners representing:

*“the general public; from organizations which may have a role in economic development; or representatives of local business and industry. An appointment could be from such organizations as the School District, Chamber of Commerce, Historical Society, or FDL RBC. Representatives of business, industry or economic development may serve on the EDA regardless of whether or not they reside in the city.”*

On January 2, 2019 the City Council will appoint two City Councilors to the EDA and two At-Large Commissioners to the EDA. (The EDA extends ex-officio staff invitations to the Chamber of Commerce and County EDA to attend monthly meetings). At this time, there are two At-Large Commissioner openings on the EDA:

1. Steve Micke, Reliable Insurance (term expired 12/31/18). Commissioner Micke expressed an interest in renewing his term for another six years to serve as a small/mid-size business.
2. Shelly Peterson, Boldt Construction (term expires 12/31/19) resigned to pursue a new career pathway out of state. Shelly represents the MN headquarters of the Boldt Office, national commercial/industrial/healthcare construction firm and has one year remaining to fill on her term. The EDA felt it was important to have construction represented and outreached to RRI as their top candidate to attract to this opening. John Riihiluoma said he would accept the appointment to the EDA if approved by Council on January 2<sup>nd</sup>.

To Mayor and Council  
EDA Commissioner At-Large  
January 2, 2019  
Page 2

**CURRENT EDA MEMBERSHIP:**

*City Council*

*City Council*

*Steve Micke, Reliable Insurance (expiring) Term Expires  
12/31/18*

*Ross Peterson, Frandsen Bank Term Expires  
12/31/20*

*Shelly Peterson, Boldt Construction (resigning) Term Expires  
12/31/19*

*Mike Schultz, Sappi Term Expires  
12/31/19*

*Russ Smith, former Cloquet Superintendent & Cloquet Avenue C Restaurant investor Term Expires  
12/31/22*

**Policy Objectives**

EDA's recommendations of At-Large Commissioner appointments go to the City Council for formal approval of the At-Large Commissioner seats on January 2<sup>nd</sup>. At this meeting, the City Council will also discuss and appoint Council membership to the EDA.

**Financial/Budget/Grant Considerations**

N/A

**Advisory Committee/Commission Action**

At their December 5, 2018 meeting, the EDA identified a list of businesses/leaders that would add value to filling an At-Large Commissioner seat on the EDA. In considering candidates, the EDA evaluated the current mix of representation of the five At-Large seats examining the type of business, size of business and need to build stronger ties with the City-EDA/leadership gaps that will exist with vacating Commissioners. This list was narrowed to three candidates in top ranking order. The EDA felt it was important to have construction represented and outreached to RRI as their top candidate to attract to this opening. John Riihiluoma said he would accept the appointment to the EDA if approved by Council on January 2<sup>nd</sup>.

**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: Mayor and City Council  
From: Aaron Reeves, City Administrator  
Date: December 27, 2018

---

**ITEM DESCRIPTION:** Official Newspaper

---

**Proposed Action**

Staff recommends that the City Council move to appoint the Pine Journal as the City's official newspaper for the year 2019.

**Background/Overview**

The Pine Journal is currently and for the past several years, the only local newspaper that meets the qualifications required by Minnesota state statute to serve as an official newspaper.

**Policy Objectives**

Minnesota Statutes require that annually, at its first meeting of the year, a City designate a legal newspaper of general circulation in the City as its official newspaper. The City must publish the following items in its official newspaper:

- Ordinances (summary)
- Annual Financial Reports
- Council Proceedings
- Notices of Election
- Budget Summary

**Financial/Budget/Grant Considerations**

None.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

None.



**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: January 2, 2019

---

**ITEM DESCRIPTION:** Acting Mayor Appointment

---

**Proposed Action**

The Council is asked to discuss the position of Acting Mayor and move to appoint one member of the Council for this position for 2019.

**Background/Overview**

The Council considers the appointment of an Acting Mayor each year at the first City Council meeting. The Acting Mayor shall perform the duties of the Mayor during the disability or absence of the Mayor from the City or, if there is a vacancy, until a successor has been appointed.

Recent Acting Mayors have included:

Dave Bjerkness..... 2018  
Jeff Rock ..... 2017  
Lara Wilkinson..... 2016  
Steve Langley..... 2015  
Kerry Kolodge..... 2014

**Policy Objectives**

The appointment of an Acting Mayor is required under M.S. 412.121.

**Financial/Budget/Grant Considerations**

None

**Advisory Committee/Commission Action**

None

**Supporting Documentation Attached**

None



**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  
Date: January 2, 2019

---

**ITEM DESCRIPTION:** New City Hall/Police Department Authorization to Bid

---

**Proposed Action**

Approve the advertising for bids for the remodeling of the new City Hall/Police Department building.

**Background/Overview**

The City Council has previously approved having Boldt Construction serve as the Construction Manager for this project. Boldt is working on finalizing the updated construction plans, cost estimate, project schedule, and bid documents. These will be provided to the Council prior to the January 2, 2019 Council Meeting. To ensure that the remodeling work can begin in March staff is asking for Council approval to move forward with advertising for bids in early January.

**Supporting Documentation Attached**

- To be sent to Council when completed
  - Construction Plans
  - Cost Estimate
  - Project Schedule

SURVEY DATA WAS TAKEN FROM ALTA LAND SURVEY COMPANY DOCUMENT FILE TI-225 CERT. DATE 7-21-11 BY DAVID R. EVANSON REG. #44905. HTG ARCHITECTS IS NOT RESPONSIBLE FOR ACCURACY OR OMISSIONS, IF ANY. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS.

**SITE PLAN KEYED NOTES:**

- 1 ACCESSIBLE PARKING SPACE SIGN SHALL BE LOCATED CENTERED AT HEAD OF AISLE MOUNTED ON A 2" SQ. ALUM. PIPE STD. & 40"-60" ABOVE ADJACENT PARKING SURFACE, MAX. 8'-0" FROM CURB. SEE 9/A11.
- 2 VAN ACCESSIBLE AISLE SHALL BE SIMILARLY SIGNED AT LOCATION NOTED.
- 3 PROVIDE UNDERGROUND PIPES FOR LAWN SPRINKLER- VERIFY W/ SPRINKLER CONTRACTOR FOR QUANTITY AND LOCATIONS.

**GENERAL NOTES:**

- ALL SITE GRADING TO BE DONE PER CIVIL DRAWINGS.
- VERIFY & LOCATE ALL UNDERGROUND PHONE & UTILITY LINES PRIOR TO ANY EXCAVATION.
- SEE CIVIL & MECH/ELEC. DRAWINGS FOR ADDITIONAL INFORMATION REGARDING SITE UTILITIES.
- BARRICADE OFF CONSTRUCTION AREA AS REQUIRED KEEP CONSTRUCTION AREA TO MINIMUM.
- SLOPE SIDEWALKS & GRADE AWAY FROM BUILDING TYPICAL 1:20 MAX. SLOPE.
- MATCH NEW CONSTRUCTION WITH EXISTING WHEREVER NECESSARY (i.e. CONC., CURBS, CONC. WALKS, PAVING, ETC.).
- MATCH/IE NEW GRADING INTO EXISTING GRADING.
- CUT & PATCH EXISTING BITUMINOUS PAVING, CONC. CURBS & SIDEWALKS TO MATCH EXISTING.
- ALL MECHANICAL & ELECTRICAL EXPOSED PIPING, GRILLES, CONDUITS, ETC. TO BE PAINTED.
- PARKING STRIPES TO BE PAINTED 4" WIDE AT 9'-0" O.C. & 20'-0".
- FURNISH & INSTALL POSTED HANDICAP SIGNS AS REQUIRED BY STATE CODE.
- CONC. SIDEWALK WIDTHS TO BE 5'-0" WIDE W/ CONTROL JOINTS @ 5'-0" SIM.
- INSTALL CONDUIT PRIOR TO GEOFABRIC/GRAVEL. COORDINATE WITH G.C. & EARTHWORK SUBCONTRACTOR.



[www.htg-architects.com](http://www.htg-architects.com)  
 Minneapolis Tampa Bismarck

9300 Hennepin Town Road  
 Minneapolis, MN 55347  
 Tel: 952.278.8880  
 Fax: 952.278.8822

**PROJECT**

**CITY OF CLOQUET  
 CITY HALL**

**ADDITION / REMODELING**

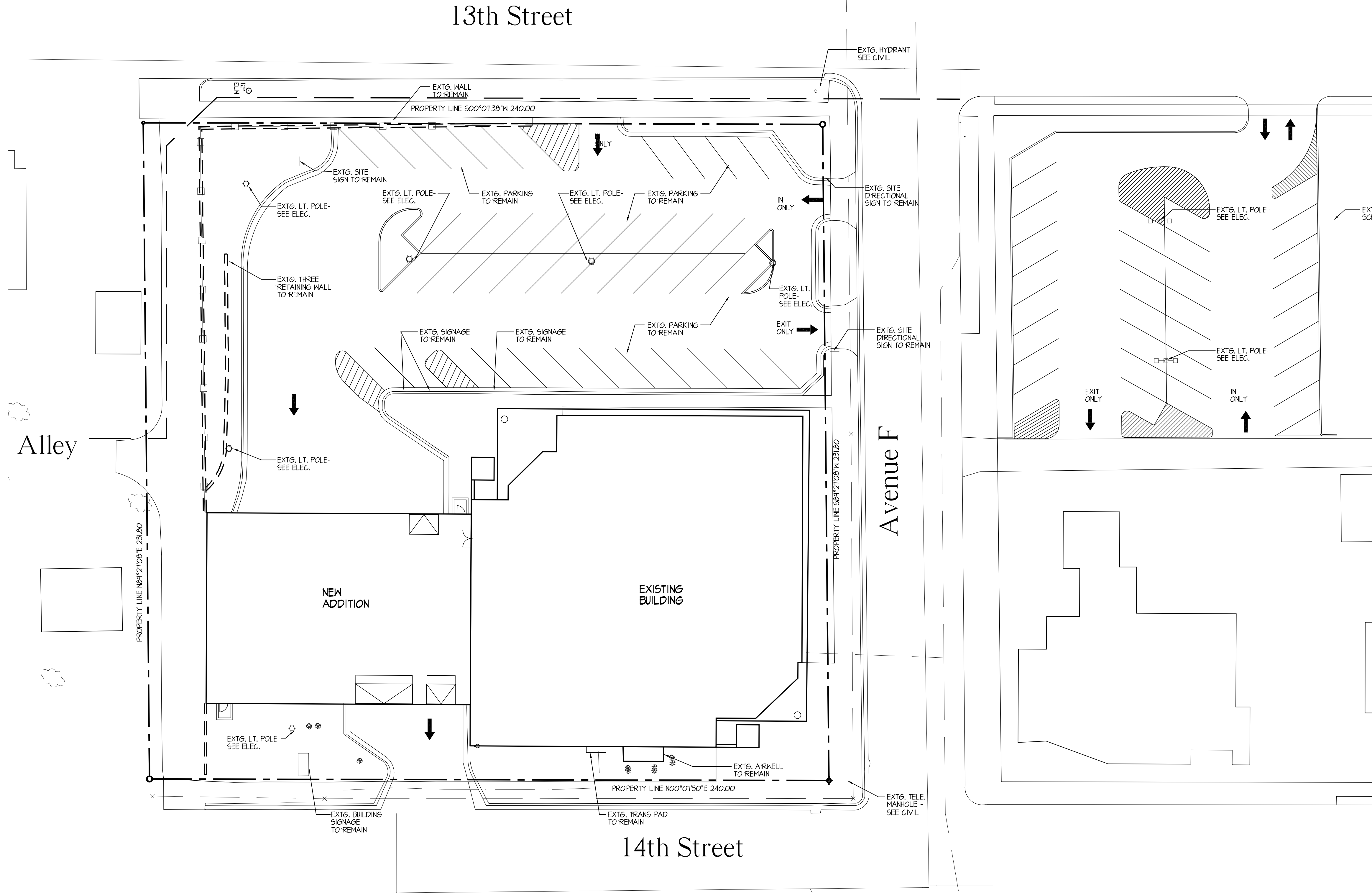
**101 4TH STREET  
 CLOQUET, MINNESOTA**

ISSUED SET	REVISIONS	DATE	NO.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

SEAN C. RABOIN  
 # 47337  
 REG. NO. \_\_\_\_\_ DATE \_\_\_\_\_

**SITE PLAN  
 SITE DETAILS**



**SITE PLAN**  
 1"=20'-0"

DRAWN BY: AAT. CHECKED BY: RES.

SI-181183.dwg Dec 10, 2018 - 4:24pm

PROJECT

**CITY OF CLOQUET  
 CITY HALL**

ADDITION / REMODELING

**101 4TH STREET  
 CLOQUET, MINNESOTA**

ISSUED SET  
 REVISIONS  
 DATE NO.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

SEAN C. RABOIN

# 47337 REG. NO. DATE

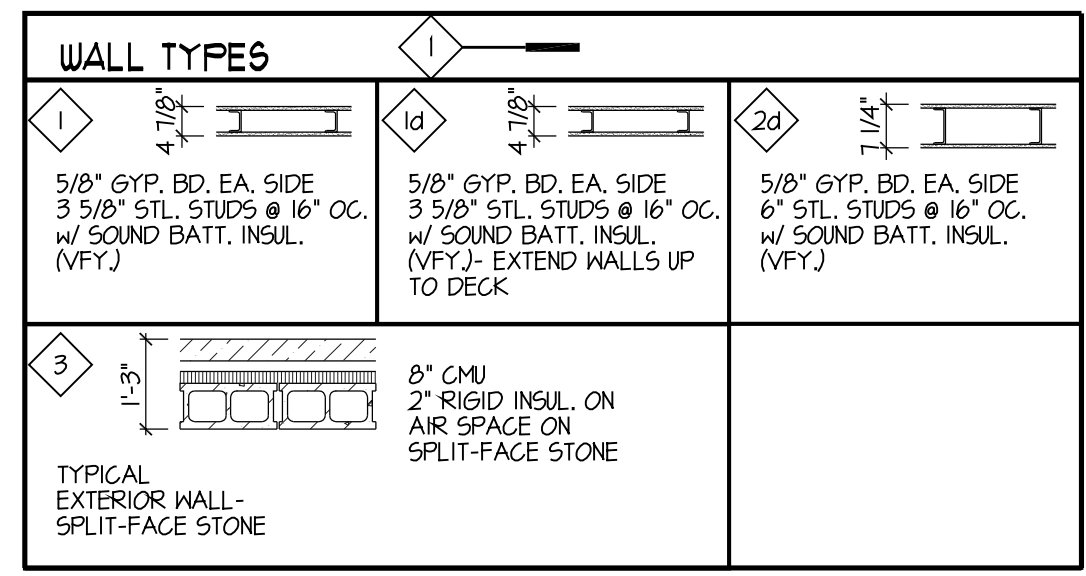
LOWER LEVEL FLOOR PLAN

DRAWN BY: AAT. CHECKED BY: RES.

# A2.1

LOWER LEVEL ROOM FINISH SCHEDULE						
ROOM NAME	NO.	FLOOR	BASE	WALL	CEILING	REMARKS
EVIDENCE PROCESSING	01		CONCRETE (SEALED)			
EVIDENCE STORAGE	02		CERAMIC TILE			
UNFINISHED SPACE	03		RESILIENT FLOORING			
RECORD FILE/STORAGE	04		WOOD FLOORING			
FITNESS ROOM	05		4" HARDWOOD			
STAIR "A"	06		CERAMIC TILE			
MECH. ROOM	07		NO BASE			
OFFICE	08		4" VINYL			
OFFICE	09					
HALL	10					
MENS LOCKER ROOM	11					
WOMENS LOCKER ROOM	12					
LACTATION ROOM	13					
MEETING/TRAINING ROOM	14					
CAT 7	15					
WOMEN	16					
JANITOR	17					
MEN	18					
HALL	19					
EMPLOYEE LOUNGE	20					
ELEV. EQUIPMENT	21					
ELEVATOR	22					
STAIR "B"	23					

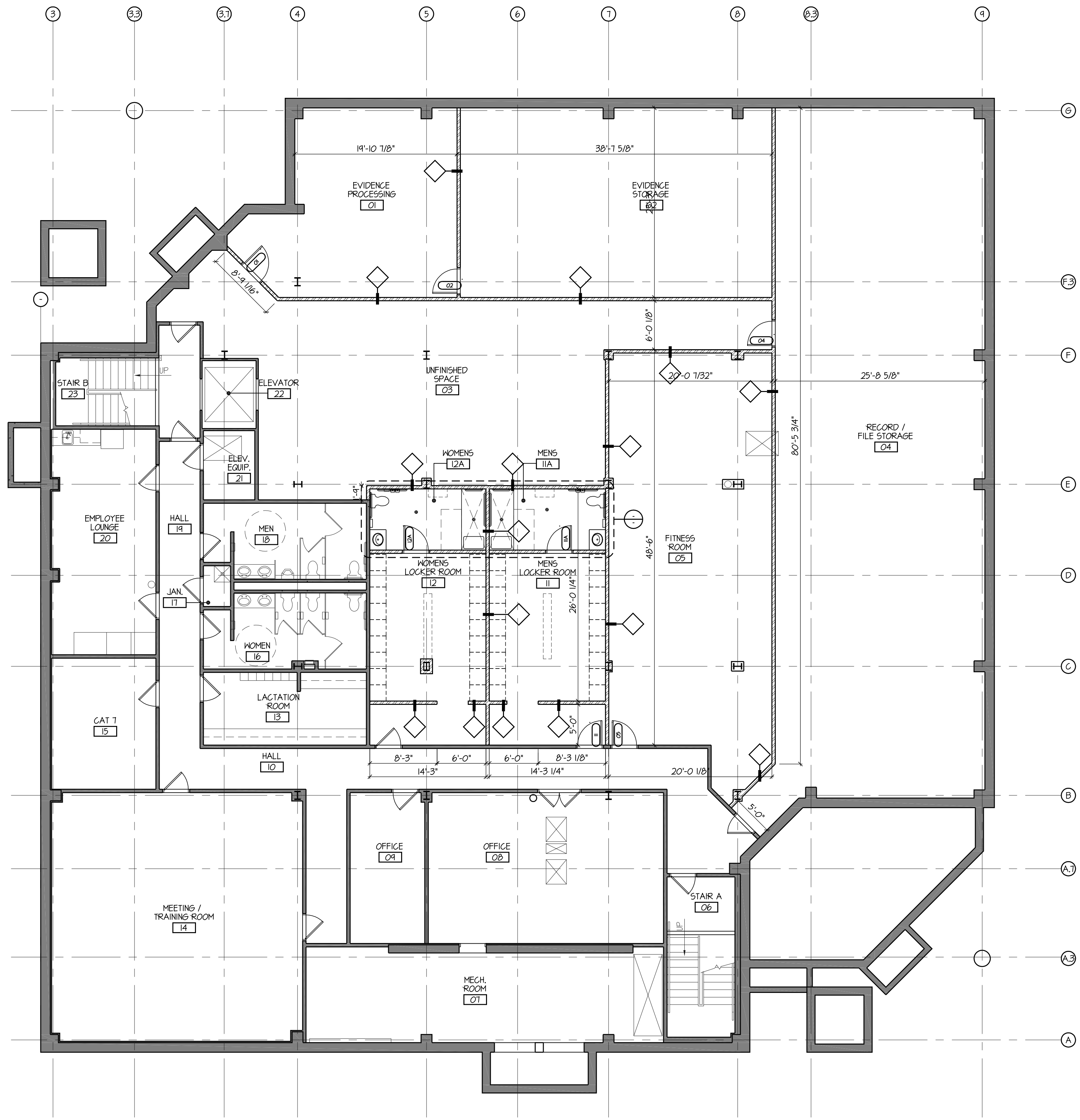
- GENERAL NOTES:**
- INTERIOR PARTITIONS SHALL BE 3-5/8" STL. STUDS @ 16" OC. w/ 5/8" GYP. BD. ON EA. SIDE EXTENDED 4" ABOVE CEILING UNLESS NOTED OTHERWISE. SEE WALL TYPES ON SHEET A2.1.
  - MOUNT FIRE EXTINGUISHER CABINETS @ 5'-0" A.F.F. TO TOP OF CABINET.
  - G.C. TO PROVIDE ALL NECESSARY WOOD BLOCKING IN WALLS FOR HALL-HUNG ITEMS (CASINETS, SHELVING, COUNTERTOPS, ... etc.)
  - INTERIOR COLUMNS TO BE FINISHED w/ 5/8" GYP. BD. ON 1/8" STL. FURRING CHANNELS w/ MTL. J-BEADS @ EACH CORNER. SEE ENLARGED DETAILS. REFER TO STRUCTURAL DRAWINGS FOR STEEL COLUMN SIZES.
  - FUR OUT WALLS AROUND ROOF DRAIN RAIN WATER LEADER (RD, RNL) & OVERFLOW ROOF DRAIN RAIN WATER LEADER (OD, RNL) w/ 5/8" GYP. BD. ON 2 1/2" STL. STUDS- V.F.T. LOCATIONS w/ MECH.



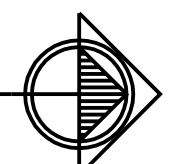
- EXTEND WALLS UP TO DECK.
- PROVIDE WALLS w/ SOUND BATT. INSULATION.
- GYP. BD. WALLS TO BE PAINTED (CONCRETE WALLS NOT TO BE PAINTED).
- GYP. BD. WALLS TO HAVE 4" VINYL BASE (NO BASE AT CONCRETE WALLS).
- INSTALL 3/4" FIRE-RATED PLYWOOD ON NORTH, EAST & SOUTH WALLS (PAINT PLYWOOD). INSTALL PLYWOOD 4" ABOVE RAISED FLOOR WITH FULL 8'-0" SHEET INSTALLED VERTICALLY.

LOWER LEVEL DOOR SCHEDULE						
DOOR#	DOOR SIZE	DOOR MATL/TYPE	FRAME MATL/TYPE	RATE	HARDWARE GROUP	NOTES
01	3'-0"x7'-0"x1-3/4"	WD. --	WD. --	-	-	--
02	3'-0"x7'-0"x1-3/4"	WD. --	WD. --	-	-	--
04	3'-0"x7'-0"x1-3/4"	WD. --	WD. --	-	-	--
05	3'-0"x7'-0"x1-3/4"	WD. --	WD. --	-	-	--
11	3'-0"x7'-0"x1-3/4"	WD. --	WD. --	-	-	--
11A	3'-0"x7'-0"x1-3/4"	WD. --	WD. --	-	-	--
12A	3'-0"x7'-0"x1-3/4"	WD. --	WD. --	-	-	--

- CLOSER.
- ELECTRIC LOCK (BY G.C.) & CARD READER/FOB. (DEVICE BY OTHERS).



1 A2.1 LOWER LEVEL PLAN  
 1/8"=1'-0"



H:\0105.dwg Dec 06, 2008 - 2:52pm



MAIN LEVEL ROOM FINISH SCHEDULE						
ROOM NAME	NO.	FLOOR	BASE	WALL	CEILING	REMARKS
			CONCRETE (SEALED) CARPET CERAMIC TILE RESILIENT FLOORING	CERAMIC TILE CERAMIC TILE NO BASE 4" VINYL	6" GP. BD. (PAINT) 6" GP. BD. (MVC) CERAMIC TILE	PAINT/SPRBD. ACT TYPE 1 ACT TYPE 2 (4"x4") EXPOSED STRUCTURE
SOUTH VESTIBULE	101					
OFFICE	102					
OFFICE	103					
OFFICE	104					
OFFICE	105					
OFFICE	106					
OFFICE	107					
OFFICE	108					
OPEN OFFICE	109					
CONFERENCE ROOM	110					
OFFICE	111					
OFFICE	112					
STORAGE	113					
OFFICE	114					
CITY RECEPTION	115					
MAIN LOBBY	116					
CITY COUNCIL CHAMBERS	117					
STORAGE	118					
NORTH VESTIBULE	119					
-	-					
STORAGE	121					
STORAGE	122					
STORAGE	123					
STAIR "A"	124					

- EXTEND WALLS UP TO DECK.
- PROVIDE WALLS W/ SOUND BATT, INSULATION.
- INSTALL 5'-11/4" V.F. CERAMIC TILE WAINSCOT W/ PAINT FINISH ABOVE (SEE 3/A2.1).

MAIN LEVEL ROOM FINISH SCHEDULE						
ROOM NAME	NO.	FLOOR	BASE	WALL	CEILING	REMARKS
			CONCRETE (SEALED) CARPET CERAMIC TILE RESILIENT FLOORING	CERAMIC TILE CERAMIC TILE NO BASE 4" VINYL	6" GP. BD. (PAINT) 6" GP. BD. (MVC) CERAMIC TILE	PAINT/SPRBD. ACT TYPE 1 ACT TYPE 2 (4"x4") EXPOSED STRUCTURE
ARMORY	125					
HALL	126					
STORAGE	127					
STORAGE	127A					
GREATER/RECEPTION	128					
OFFICERS	129					
SERGEANT	130					
COMMANDER	131					
CHIEF	132					
COMMANDER	133					
SERGEANT	134					
DETECTIVE OFFICE	135					
ELEC. ROOM	136					
INTERVIEW ROOM #1	137					
INTERVIEW ROOM #2	138					
INTERVIEW ROOM #3	139					
RECEIVING VESTIBULE	140					
JAN./STORAGE	141					
STAIR "B"	142					
RESTROOM	143					
ELEVATOR	144					
GARAGE	145					

MAIN LEVEL DOOR SCHEDULE						
DOOR#	DOOR SIZE	DOOR MATL TYPE	FRAME MATL TYPE	RATE	HARDWARE GROUP	NOTES
109A	3'-4"x7'-0"x1-3/4"	-- --	-- --	--	01	--
109B	3'-4"x7'-0"x1-3/4"	-- --	-- --	--	01	--
114	3'-4"x7'-0"x1-3/4"	-- --	-- --	--	02	--
117A	3'-0"x8'-0"x1-3/4"	-- --	-- --	--	10	--
117B	3'-0"x8'-0"x1-3/4"	-- --	-- --	--	10	--
121	3'-0"x8'-0"x1-3/4"	-- --	-- --	--	10	--
128B	3'-0"x8'-0"x1-3/4"	-- --	-- --	--	10	--
137A	3'-0"x7'-0"x1-3/4"	-- --	-- --	--	04	--
137B	3'-0"x7'-0"x1-3/4"	-- --	-- --	--	04	--
138	3'-0"x7'-0"x1-3/4"	-- --	-- --	--	04	--
145A	3'-0"x7'-0"x1-3/4"	-- --	-- --	--	04	--
145B	3'-0"x7'-0"x1-3/4"	-- --	-- --	--	04	--
145C	3'-0"x7'-0"x1-3/4"	-- --	-- --	--	06	--
145D	3'-0"x7'-0"x1-3/4"	-- --	-- --	--	06	--
145E	3'-0"x7'-0"x1-3/4"	-- --	-- --	--	06	--

- THRESHOLD.
- WEATHER STRIPPING.
- CLOSER.
- AUTOMATIC HCP, DOOR OPENER.
- ELECTRIC LOCK (BY G.C.) & CARD READER/FOB. (DEVICE BY OTHERS).
- COAT HOOK.
- SLIDING WOOD DOOR.

- GENERAL NOTES:**
- INTERIOR PARTITIONS SHALL BE 3-5/8" STL. STUDS @ 16" O.C. W/ 5/8" GYP. BD. ON EA. SIDE EXTENDED 4" ABOVE CEILING UNLESS NOTED OTHERWISE. SEE WALL TYPES ON SHEET A2.1.
  - MOUNT FIRE EXTINGUISHER CABINETS @ 5'-0" AFF. TO TOP OF CABINET.
  - G.C. TO PROVIDE ALL NECESSARY WOOD BLOCKING IN WALLS FOR WALL-HUNG ITEMS (CABINETS, SHELVING, COUNTERTOPS, ... etc).
  - INTERIOR COLUMNS TO BE FINISHED W/ 5/8" GYP. BD. ON 1/8" STL. FURRING CHANNELS W/ MTL. J-BEADS @ EACH CORNER-SEE ENLARGED DETAILS. REFER TO STRUCTURAL DRAWINGS FOR STEEL COLUMN SIZES.



www.htg-architects.com  
Minneapolis Tampa Bismarck

9300 Hennepin Town Road  
Minneapolis, MN 55347  
Tel: 952.278.8880  
Fax: 952.278.8822

PROJECT

**CITY OF CLOQUET  
CITY HALL**

ADDITION / REMODELING

**101 4TH STREET  
CLOQUET, MINNESOTA**

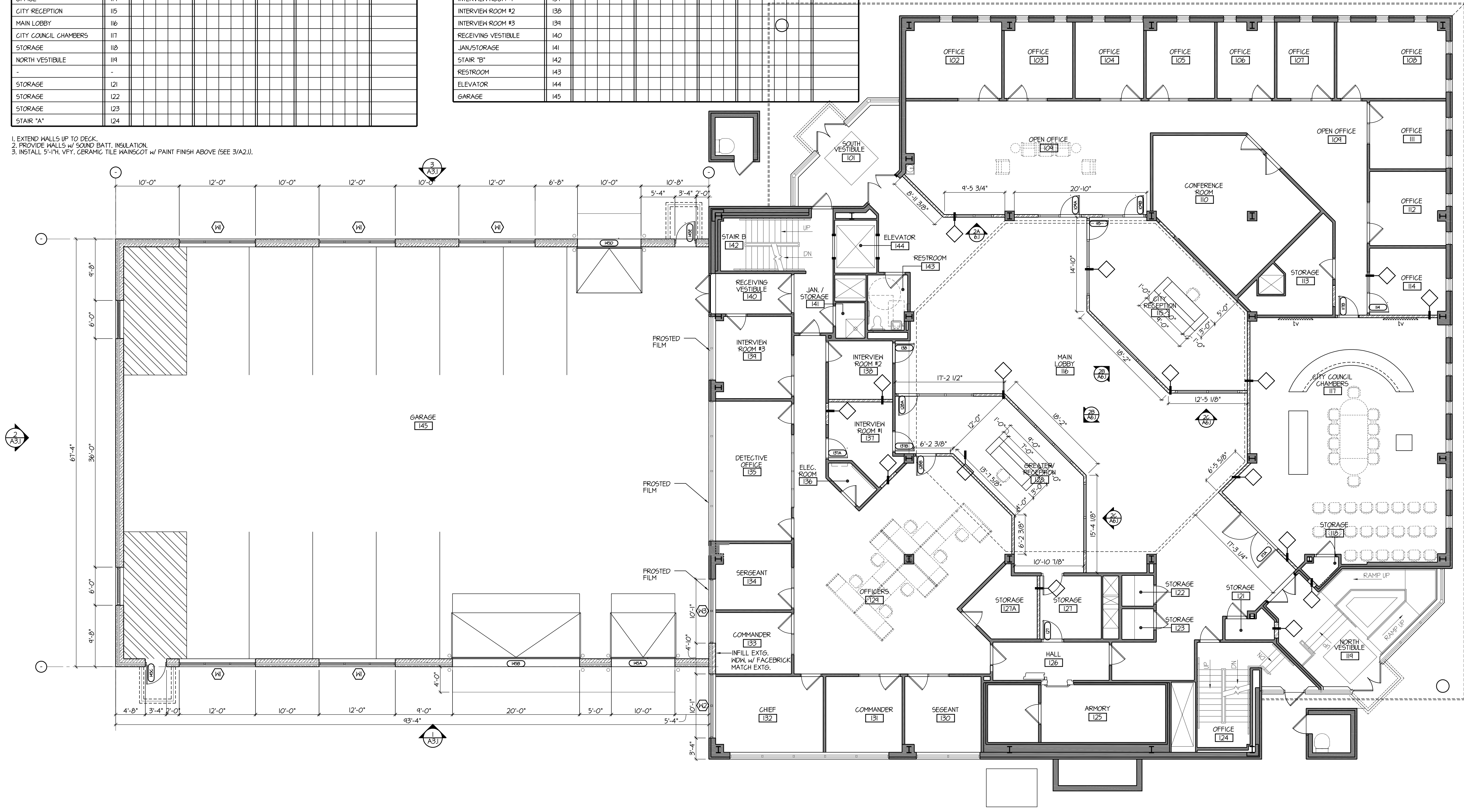
ISSUED SET

REVISIONS

DATE NO.


I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

SEAN C. RABOIN  
# 47337  
REG. NO. DATE



**1** MAIN LEVEL PLAN  
1/8"=1'-0"

MAIN LEVEL FLOOR PLAN

DRAWN BY: AAT. CHECKED BY: RES.

ml-181183.dwg Dec 21, 2018 - 10:35pm

PROJECT

**CITY OF CLOQUET  
 CITY HALL**

ADDITION / REMODELING

**101 4TH STREET  
 CLOQUET, MINNESOTA**

ISSUED SET  
 REVISIONS  
 DATE NO.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

SEAN C. RABOIN

# 47337 REG. NO. DATE

UPPER LEVEL FLOOR PLAN

DRAWN BY: AAT. CHECKED BY: RES.

**A2.3**

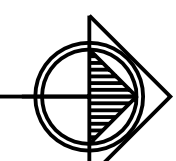
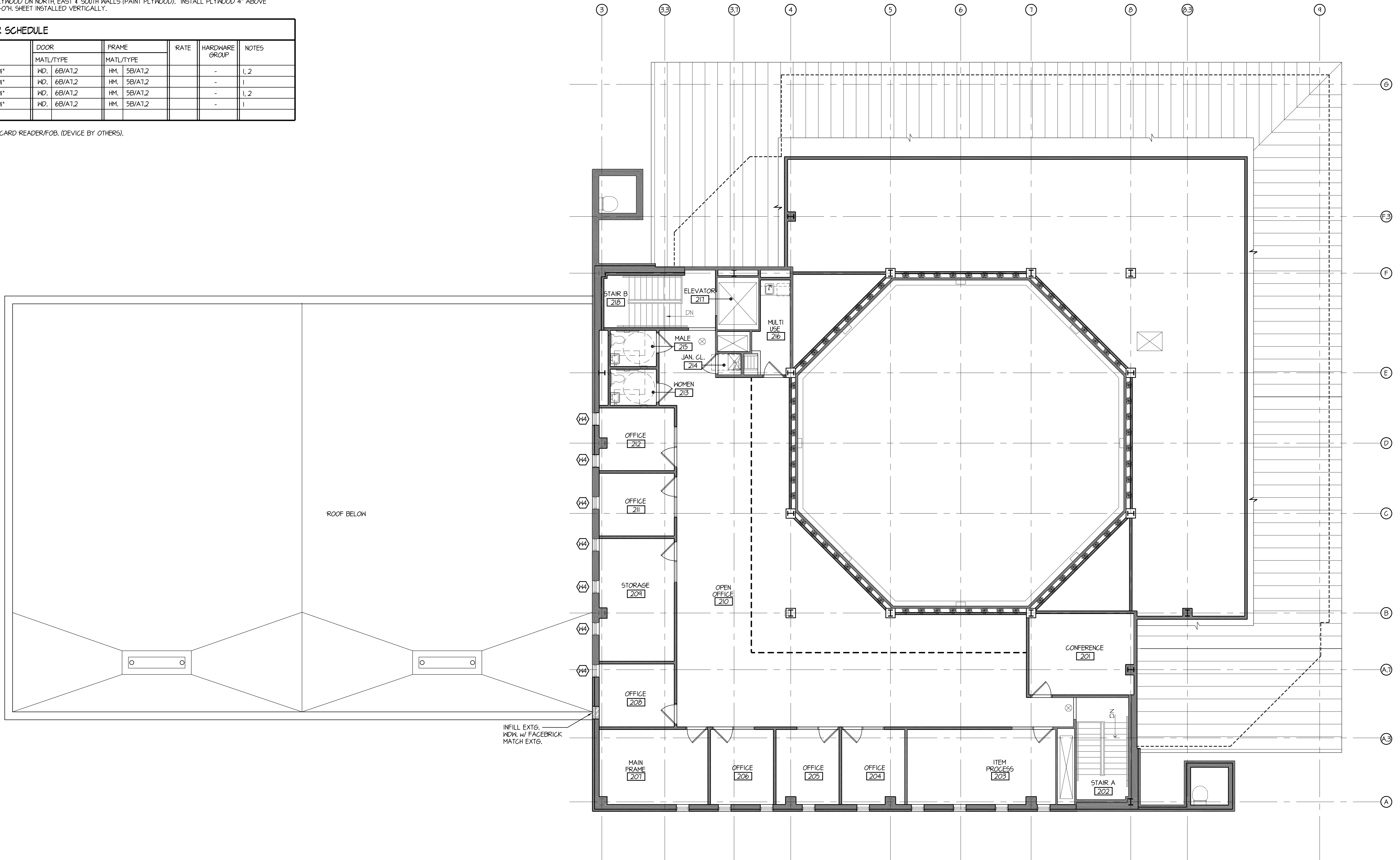
UPPER LEVEL ROOM FINISH SCHEDULE																	
ROOM NAME	NO.	FLOOR	BASE	WALL	CEILING	REMARKS											
			CONCRETE (SEALED)	CERAMIC TILE	RESILIENT FLOORING	WOOD FLOORING	4" HARDWOOD	CERAMIC TILE	NO BASE	4" VINYL	GYF. BD. (MVC)	GYF. BD. (PAINT)	CERAMIC TILE	PAINT(GYFBD)	ACT TYPE I	EXPOSED STRUCTURE	
STAIR 'A'	01																1, 3, 4
MECHANICAL ROOM	02																1, 2, 3, 4
SERVER ROOM	03																1, 3, 4
STORAGE AREA	04																1, 2, 3, 4, 5
ELECTRICAL ROOM	05																1, 2, 3, 4

- GENERAL NOTES:**
- INTERIOR PARTITIONS SHALL BE 3-5/8" STL. STUDS @ 16" O.C. w/ 5/8" GYP. BD. ON EA. SIDE EXTENDED 4" ABOVE CEILING- UNLESS NOTED OTHERWISE. SEE WALL TYPES ON SHEET A2.1.
  - MOUNT FIRE EXTINGUISHER CABINETS @ 5'-0" A.F.F. TO TOP OF CABINET.
  - G.C. TO PROVIDE ALL NECESSARY WOOD BLOCKING IN WALLS FOR WALL-HANG ITEMS (CABINETS, SHELVING, COUNTERTOPS, ... etc.)
  - INTERIOR COLUMNS TO BE FINISHED w/ 5/8" GYP. BD. ON 7/8" STL. FURRING CHANNELS w/ MTL. J-BEADS @ EACH CORNER- SEE ENLARGED DETAILS. REFER TO STRUCTURAL DRAWINGS FOR STEEL COLUMN SIZES.
  - FUR OUT WALLS AROUND ROOF DRAIN RAIN WATER LEADER (RD. RNL) & OVERFLOW ROOF DRAIN RAIN WATER LEADER (OD. RNL) w/ 5/8" GYP. BD. ON 2 1/2" STL. STUDS- V-F. LOCATIONS w/ MECH.

- EXTEND WALLS UP TO DECK.
- PROVIDE WALLS w/ SOUND BATT. INSULATION.
- GYF. BD. WALLS TO BE PAINTED (CONCRETE WALLS NOT TO BE PAINTED).
- GYF. BD. WALLS TO HAVE 4" VINYL BASE (NO BASE AT CONCRETE WALLS).
- INSTALL 3/4" FIRE-RATED PLYWOOD ON NORTH, EAST & SOUTH WALLS (PAINT PLYWOOD). INSTALL PLYWOOD 4" ABOVE RAISED FLOOR WITH FULL 8'-0" SHEET INSTALLED VERTICALLY.

UPPER LEVEL DOOR SCHEDULE						
DOOR#	DOOR SIZE	DOOR MATL/TYPE	FRAME MATL/TYPE	RATE	HARDWARE GROUP	NOTES
01	3'-0"x7'-0"x1-3/4"	WD. 6B/A1.2	HM. 5B/A1.2	-	-	1, 2
02	3'-0"x7'-0"x1-3/4"	WD. 6B/A1.2	HM. 5B/A1.2	-	-	1
03	3'-0"x7'-0"x1-3/4"	WD. 6B/A1.2	HM. 5B/A1.2	-	-	1, 2
05	3'-0"x7'-0"x1-3/4"	WD. 6B/A1.2	HM. 5B/A1.2	-	-	1

- CLOSER.
- ELECTRIC LOCK (BY G.C.) & CARD READER/FOB. (DEVICE BY OTHERS).



PROJECT

**CITY OF CLOQUET  
 CITY HALL**

ADDITION / REMODELING

**101 4TH STREET  
 CLOQUET, MINNESOTA**

ISSUED SET

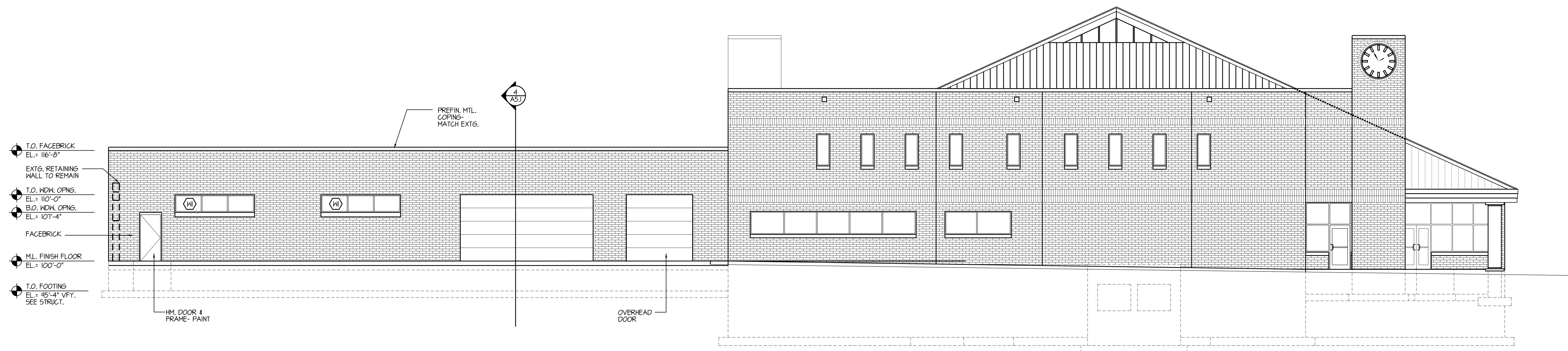
REVISIONS

DATE	NO.	MEMO
10-1-18	1	MEMO 4 / PYLON SIGN

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

SEAN C. RABOIN

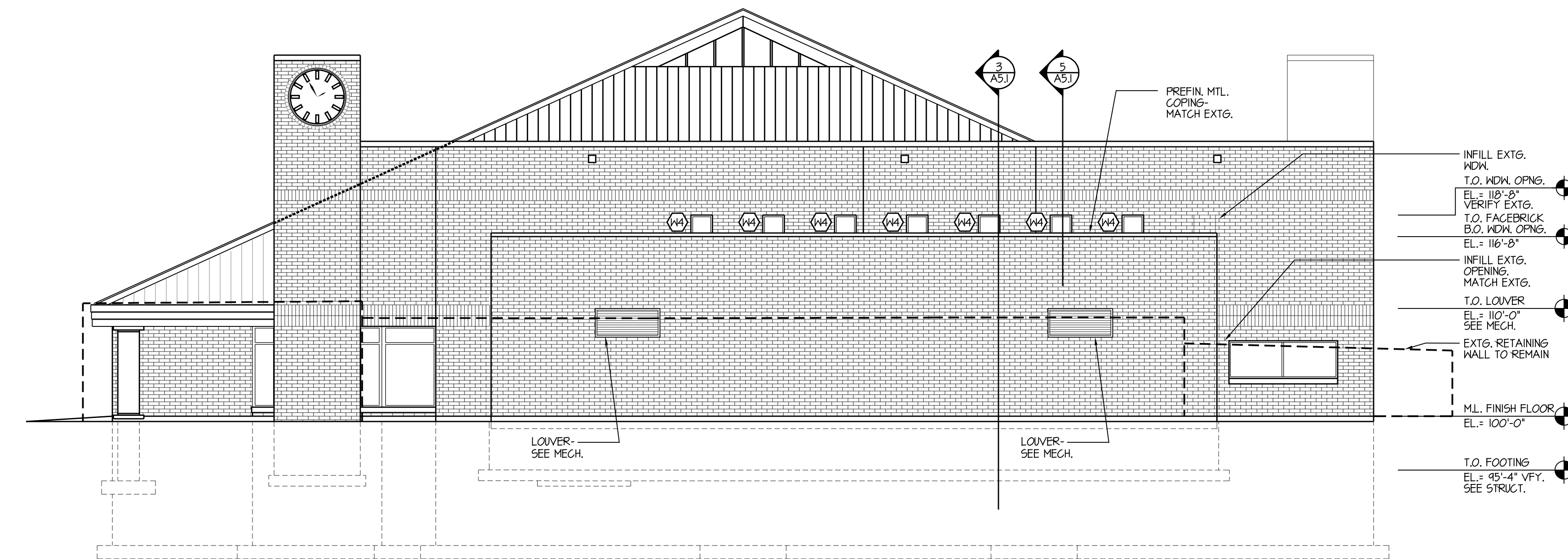
#47337 REG. NO. DATE



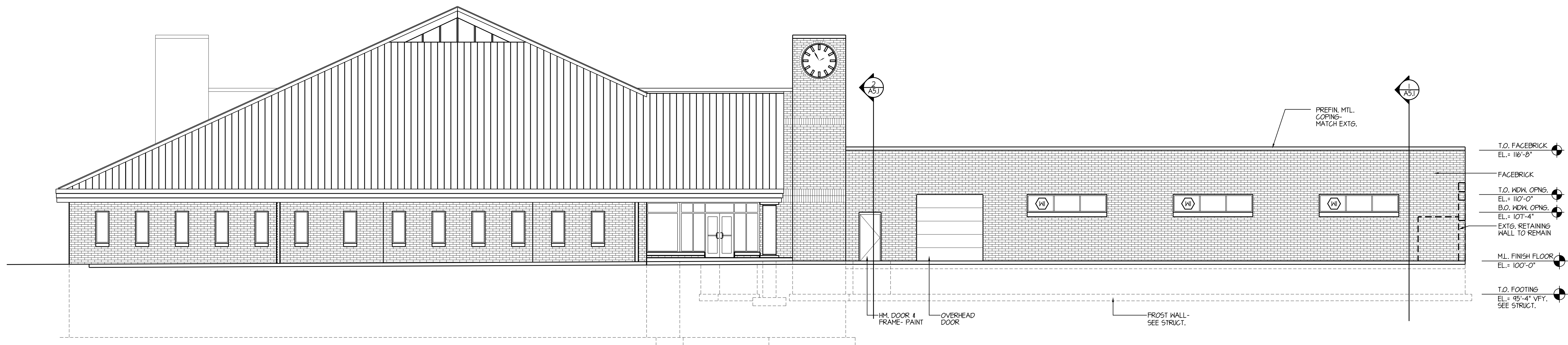
**1 EAST EXTERIOR ELEVATION**  
 1/8" = 1'-0"

**BUILDING EXTERIOR FINISHES:**

DESCRIPTION	MANUF.	COLOR	PATTERN	THICKNESS
PREFIN. MTL. COPING				
COLOR 'A'				
FACEBRICK				
MANUF.				
COLOR				
PATTERN				
THICKNESS: 4" NOMINAL				



**2 SOUTH EXTERIOR ELEVATION**  
 1/8" = 1'-0"



**3 WEST EXTERIOR ELEVATION**  
 1/8" = 1'-0"

EXTERIOR ELEVATIONS

DRAWN BY: AAT. CHECKED BY: RES.

**A3.2**



**Project: City of Cloquet - Police Headquarters & Administration Building**  
**Address: 101 14th Street, Cloquet, MN**

**Preliminary Budget Summary 1-02-19**

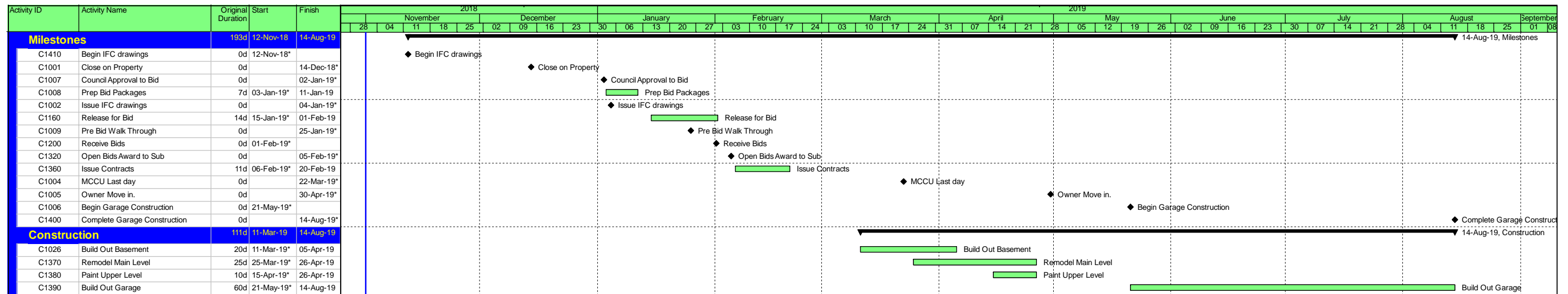
**Building Remodel**

<u>Division</u>	<u>Description</u>	<u>Budget Cost</u>
1 General Requirements	Project Supervision, Office Support, Dumpsters, Clean-Up, Trailers, Warehouse Support, Pickups, Jobsite Trailer, Temp. Fencing, & Construction Survey	\$ 55,000
2 Demolition	Remove Walls, Doors, Flooring, Windows, Millwork, Conc. Removal for Plumbing	\$ 21,300
3 Concrete	Concrete Patching for Plumbing	\$ 1,100
6 Wood, Plastics and Composites	Architectural Millwork (Cabinets, Counters, Working Counters)	\$ 20,700
8 Openings	Doors, Windows, Glass, Glazing	\$ 48,400
9 Finishes	Drywall Partitions, Tile, Acoustical Ceilings, Flooring, Paint, Bathroom ADA Upgrades	\$ 251,000
10 Specialties	Bathroom & Locker Accessories, Lockers, Signs, Kitchen Equipment	\$ 33,100
22 Mechanical	Plumbing & HVAC	\$ 128,000
26 Electrical	Electrical	\$ 148,200
<b>Subtotal Building</b>		<b>\$ 706,800</b>

**Garage Addition**

<u>Division</u>	<u>Description</u>	<u>Budget Cost</u>
1 General Requirements	Project Supervision, Office Support, Dumpsters, Clean-Up, Trailers, Warehouse Support, Pickups, Jobsite Trailer, Temp. Fencing, & Construction Survey	\$ 70,500
2 Demolition	Structural Demolition (Remove Canopy)	\$ 26,000
3 Concrete	Concrete Equipment, Foundations, Walls, Slab, Stoops	\$ 147,200
4 Masonry	CMU Walls & 4" Face Brick	\$ 134,700
5 Metals	Steel Equipment, Structural Steel, Metal Joist & Decking, Misc. Metals	\$ 55,500
6 Wood, Plastics and Composites	Rough Carpentry (Roof Blocking)	\$ 22,000
7 Thermal & Moisture Protection	Roofing, Fluid Applied Air Barrier	\$ 106,300
8 Openings	Hollow Metal Door, Overhead Doors, & Windows	\$ 20,900
9 Finishes	Painting Interior CMU Wall	\$ 5,500
22 Mechanical	Plumbing & HVAC	\$ 159,500
26 Electrical	Electrical	\$ 101,500
32 Exterior Improvements	Excavation, Fill, Asphalt, Sidewalk, Curb & Gutter, Landscaping, & Fence	\$ 124,100
<b>Subtotal Garage Addition</b>		<b>\$ 973,700</b>
	Construction Contingency	\$ 97,600
	Building Permit	\$ 17,200
	Architect/Engineering Design	\$ 125,400
	Bonds	\$ 19,800
<b>Subtotal</b>		<b>\$ 260,000</b>

**Total Cost Building Renovation & Garage Addition \$ 1,940,500**





## 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](http://www.ci.cloquet.mn.us)

### REQUEST FOR COUNCIL ACTION

---

To: Mayor and City Council  
From: Caleb Peterson, Director of Public Works  
Reviewed by: Aaron Reeves, City Administrator  
Date: January 2, 2019

---

**ITEM DESCRIPTION:** 2019 Total Station Purchase

---

#### **Proposed Action**

Staff recommends the City Council move to authorize the purchase of a TS16 Robotic Total Station from Leica Geosystems in the amount of \$23,163.00.

#### **Background/Overview/Feasibility**

As part of the 2019 Capital Improvement Program (CIP) and annual budget, a new robotic total station is scheduled to be purchased by the Public Works Department. Under a Cooperative Purchase Agreement with the State of Minnesota, local governments may purchase such equipment directly off a previously awarded state contract. Since the City's other survey equipment was manufactured by Leica Geosystems, the City would save approximately \$8,000 in additional equipment costs by continuing with this manufacturer.

<b>Leica Geosystems</b>	TS16 Robotic Total Station	\$ 30,663.00
(State Bid)	Less Trade-In	( 7,500.00)
	<b>Net Purchase</b>	<b>\$ 23,163.00</b>

The existing total station (survey instrument) is 15 years old and is used daily for data collection and construction staking on street and utility improvements. The new total station is robotic meaning it can be operated with only one user versus the two-person crew required to run the current unit. This change in equipment will result in a significant savings in staff time over the life the instrument. The savings is estimated to pay for cost of the upgrade over 5 years.

#### **Policy Objectives**

To replace necessary equipment in accordance with the Purchasing Policy.

#### **Financial/Budget/Grant Considerations**

The 2019 budget includes \$35,000 for this purchase from the Public Works Reserve Fund.

#### **Advisory Committee/Commission Action**

N/A.

#### **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](http://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  
Date: January 2, 2019

---

**ITEM DESCRIPTION:** Disposal of Surplus Equipment

---

#### **Proposed Action**

Staff recommends the City Council move to authorize the sale of listed surplus equipment.

#### **Background**

In preparation for the move of City Hall to the new building, staff has identified miscellaneous items which are no longer needed and require disposal. When disposing of items which have salvage value, the City must be careful to follow applicable state law. As per past practice, Staff proposes to offer these times for sale through the local online auction service Lots 4 Bid.

#### **Surplus Equipment:**

- 2- Dayton Speedaire Air Compressors (Parts Only) .75hp, 30 gallon
- 3 Boxes – NEC Office Phones
- 17 – Orange Stackable Chairs
- 3- Flat Files for Large Format Plans

#### **Policy Objectives**

To dispose of surplus equipment in accordance with State Statute.

#### **Financial/Budget/Grant Considerations**

It has been determined that it is no longer financially feasible to maintain these items in inventory or they are no longer needed by the City. This surplus equipment does have some salvage value and this money would be returned to the appropriate department fund accounts.

#### **Advisory Committee/Commission Action**

N/A.

#### **Supporting Documents Attached**

N/A.