



**CITY OF CLOQUET**  
**City Council Agenda**  
**REVISED**  
**Tuesday, May 21, 2019**  
**7:00 p.m.**  
**City Hall Council Chambers**

**6:30 - COUNCIL WORK SESSION**

- Summary of Council Goals
- Continued Zoning Discussion for Chickens

**1. Roll Call**

**2. Pledge of Allegiance**

**3. Approval of Agenda**

- a. Approval of May 21, 2019 Council Agenda

**4. Approval of Council Minutes**

- a. Work Session minutes from the May 7, 2019 meeting  
b. Regular Council minutes from the May 7, 2019 meeting

**5. Consent Agenda**

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

- a. Resolution No. 19-39, Authorizing the Payment of Bills  
b. Appointment of Assistant Finance Director – M. Hohensee-Mayer  
c. Appointment of Part Time Accounting Clerk – M. Moulding  
d. Temporary Increase in Duties – Pay Consideration – C. Ferrell  
e. Approval of 2019-2020 Liquor, Tobacco and Related Business License Renewals  
f. Authorization to Enter into a Utility License Agreement with the City of Proctor  
g. Award Pickleball Court Striping  
h. Conditional Use Permit – AROLA Architecture Studio, LLC  
i. Ordinance No. 480A, Amending the Zoning Map of the City of Cloquet from “RI-Single-Family Residence” to “FR-Farm Residential”

**6. Public Hearings**

None.



**CITY OF CLOQUET**  
**City Council Agenda**  
**REVISED**  
**Tuesday, May 21, 2019**  
**7:00 p.m.**  
**City Hall Council Chambers**

7. **Presentations**

None.

8. **Council Business**

- a. New City Hall/Police Department Update
- b. Police Department Vehicle Purchases
- c. McKinstry Library Commissioning Services Proposal
- d. Comprehensive Plan Amendment (Land Use Plan) for Rezoning – M. Acheson

9. **Public Comments**

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

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

11. **Adjournment**



**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

---

To: Honorable Mayor and City Council  
From: Aaron S. Reeves, City Administrator *AK*  
Date: May 21, 2019

---

**ITEM DESCRIPTION:** 2019 City Council Goals

---

**Proposed Action**

Review and provide input on the proposed 2019 City Council goals as discussed at the last Council meeting.

**Background/Overview**

**2019 City Council Goals**

Restore Trust with the Community

- The City is installing new live streaming equipment in the new City Hall that allows for the remote videoing of all meetings. This will allow us to livestream as well as broadcast on cable all City meetings including Council, Planning Commission, EDA, etc. without the use of staff time.
- The Library has offered to host "Coffee Chats" with Council Members. This would be a roughly hour long program monthly or bi-monthly on a consistent day and time to allow for citizens to come in and talk with Council Members. We will work with Council Member schedules to ensure that at least a few times a year citizen's will access to their Ward Council Members in this sort of setting.

Improve Partnerships with FDL, County, and Chamber

- The City, County, and FDL have held one joint meeting with staff and elected officials and are planning to do so quarterly.
- City staff will talk with Chamber staff about ways we can improve our partnership.
- City staff will talk with FDL and County staff about ways we can improve our partnerships.
- The Mayor has stated he will be attending more Chamber events such as ribbon cuttings that will also help improve our partnership with the Chamber.

### Research Increased City Use of Renewable Energy

- Staff is currently working with two different consultants on the possibility of either site specific solar installations on City buildings or a solar farm to provide power to all City buildings.
- The City will pursue designation as a Minnesota GreenStep City. Minnesota GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. This free continuous improvement program, managed by a public-private partnership, is based upon 29 best practices. Each best practice can be implemented by completing one or more actions at a 1, 2 or 3-star level, from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage civic innovation. More information on this program can be found here, <https://greenstep.pca.state.mn.us/>
- The City will make sure that renewable energy options are looked at as part of all City facility construction or renovation.

### Actively Involved in the Legislative Process

- If the City has any bills before the legislature staff will ensure that the Mayor and/or Council Members testify on their behalf.
- The City will budget to rejoin the Coalition of Greater MN Cities in 2020. This organization provides a number of opportunities for the Mayor and Council to be actively involved at the legislature supporting bills that benefit greater Minnesota Cities.

### Community Center Development

- Staff has discussed this idea with another local organization and are in the beginning phases of reviewing options. The City will continue to develop partnerships with local organizations, FDL, and other governmental agencies to bring forward ideas to the Council on developing a Community Center in the City.

### Animal Shelter Development

- Staff continues to work with the other units of government in the County on ways to address our stray animals in the wake of Friends of Animals closing. A new shelter will be part of those conversations.
- Staff will reach out again to other Humane Society's in the area and also the State Humane Society to try and develop a plan to bring a Humane Society Shelter back to the community.

### Supporting Library Expansion Project

- This project continues to move forward and should be back in front of the Council in June to discuss updated project costs and moving forward.
- To retain the \$784,000 State grant we must bond for the remaining project costs by the end of 2019.

### Clearly Communicate Council Vision to Department Head's and Staff

- In my role as Administrator I will make sure that Department Head's and staff know this Council's vision for restoring the communities trust in City operations and being transparent in all of work.

### Housing Growth

- Holly and the EDA will continue to work on implementing our Housing Study and bring to the City needed housing at all levels.

### Continued Learning and Growth by Council Members

- Staff will continue to inform Council Members of training available from the League of MN Cities and other agencies.
- Staff is always a resource for Council Members when they have questions. Do not hesitate to reach out to staff when you have questions or need further explanation on an issue.

### Street Infrastructure Funding

- At the May 21<sup>st</sup> Work Session City staff will present the Cities projected infrastructure CIP with options for funding that include tax levy, increased utility rates, Franchise Fees, and additional Sales Tax money. After review and discussion by the Council staff will update our CIP to reflect the schedule of projects as well as any new funding sources.

### Local Option Sales Tax CIP

- Staff will bring forward our current CIP for our Sales Tax and options for changes or additional projects once we know if our current legislation freeing up additional money is approved this session. The legislative session is scheduled to end late May but there is always a possibility of a special session if the legislature cannot come to agreement on key bills.

### Police Department Operations Study

- The Novack Consulting Group has begun the study work. I will have more information to the Council soon on schedule, etc.




**COMMUNITY DEVELOPMENT DEPARTMENT**

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

[www.cloquetmn.gov](http://www.cloquetmn.gov)

---

To: Mayor and City Council  
From: Al Cottingham, City Planner/Zoning Administrator  
Reviewed/Approved By: Aaron Reeves, City Administrator   
Date: May 15, 2019

---

**ITEM DESCRIPTION:** Zoning Discussion for Chickens

---

At the April 16, 2009 City Council Work Session, the Council inquired as to the approximate number of properties that would allow chickens based on the discussions of allowing them in the R1 – Single Family Residence District and the SR – Suburban Residential District lots that were ½ acre in size that abutted the Farm Residential District. In reviewing the Zoning Map and lot sizes there are approximately 30 such lots.

Based on these findings and the few properties that could take advantage of the change, staff has decided that it would not be worth changing the Ordinance. Following all the discussions at prior work sessions, staff would like to leave the Ordinance as is.

**Present:** W. Carlson, D. Koski, S. Lamb, K. Kolodge, S. Langley, L. Wilkinson, Mayor Maki  
**Absent:** None  
**Staff:** Reeves, Klassen, Peterson, Hansen, Ferrell

**Utility Extension – Washington Avenue Reconstruction Project**

Public Works Director Peterson previously discussed with Council incorporating underground infrastructure improvements with the county's Washington Avenue reconstruction project, giving the city a substantial savings if done at the same time. The extension of sewer line extends 700 feet west of 14<sup>th</sup> Street.

Previous discussion with Council was in regard to what the proper assessments to residents affected would be. There are 4 parcels that are currently unserved, 2 of which have aging septic systems. No action was taken by Council at that time.

Mr. Peterson explained there are two different assessment formulas, a reconstruction formula and an extension formula. The assessment formula proposed for this project is a hybrid formula because of its uniqueness.

One of the resident's septic system has recently failed. They can tie into the new line for a \$2,000 connection fee whereas the extension assessment would be \$12,000. The long term result of this tie-in connection isn't beneficial for either the resident or City. Staff met with the resident and proposed a compromise by using the reconstruction formula instead of extension formula making it approximately \$5,000.

Mr. Peterson asked Council to weigh in on if the hybrid formula is a reasonable approach. Council agreed with the proposed assessment amount.

**Council Goals and Objectives**

Council members stated their individual goals and objectives. Many of the goals were consistent with council members. Common goals include:

- Restore trust with the community
- Improve partnerships with FDL, Carlton County and Cloquet Chamber
- Increased use of renewable energy
- Involvement in the Legislative process
- Community Center development
- Animal Shelter
- Support the library expansion
- Communicate Council vision to department heads
- Continued work on the 2014 housing study
- Continued learning by Council members
- Street infrastructure funding
- Local Sales Tax CIP
- Police Department operations study and continued follow up on status

City Administrator Reeves will provide Council a finalized list of the goals discussed tonight and how staff will address them at the May 21<sup>st</sup> Council meeting.

**PD Operations Study**

City Administrator Reeves reviewed the 3 proposals received for the Police Department Operations Study. Proposals were received from The Novak Consulting Group, CPSM, and Matrix Consulting Group. Acting Police Chief Carey Ferrell stated he has reached out to other departments who have had studies done by these consulting companies to see if they were satisfied with the results and received positive feedback.

Mr. Reeves explained the study will be a thorough review of the police department including everything from the structure of the department to the department culture, review of practices, etc. Current and past issues will be relayed to the firm chosen to conduct the study. Priorities and benchmarks will be identified and an implementation plan will be provided. The chief will provide regular updates to Council.

Mr. Reeves stated the study is not in the budget but will be paid for by the General Fund.

Council agreed to accept the Novak Group's proposal to conduct the study and will approve it at the regular meeting.

**Other Discussion**

There being no further business, the meeting adjourned at 6:45 p.m.

Respectfully Submitted,

Aaron Reeves  
City Administrator



Council Chambers, Cloquet, Minnesota  
7:00 P.M. May 7, 2019

Regular Meeting

Roll Call

 **DRAFT**

Councilors Present: Carlson, Lamb, Koski, Kolodge, Langley, Wilkinson, Mayor Maki

Councilors Absent: None

Pledge of Allegiance

**AGENDA**

**MOTION:** Councilor Carlson moved and Councilor Lamb seconded the motion to approve the May 7, 2019 agenda. The motion carried unanimously (7-0).

**MINUTES**

**MOTION:** Councilor Kolodge moved and Councilor Koski seconded the motion to approve the Work Session minutes and Regular Meeting minutes of April 16, 2019 as presented. The motion carried unanimously (7-0).

**CONSENT AGENDA**

**MOTION:** Councilor Lamb moved and Councilor Carlson seconded the motion to adopt the Consent Agenda of May 7, 2019, approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 19-35, A Resolution Authorizing the Payment of Bills and Payroll
- b. Employment Law Services Change
- c. Appointment of Utility Billing Clerk – A. Michaud
- d. Arch Street Area Reconstruction Special Assessments, Continued
- e. Osvold Land Swap/Easement Agreement
- f. Award Public Works Garage Project Proposals
- g. July 4th Celebration
- h. Off-Site Bingo Permit – VFW Post 3979

**PUBLIC HEARINGS**

There were none.

**PRESENTATIONS**

There were none.

**APPROVAL OF FINAL NEW CITY HALL/PD BIDS AND QUOTES**

**MOTION:** Councilor Wilkinson moved and Councilor Carlson seconded the motion to approve the various bids and quotes as presented to finalize the construction and related moving costs into the new City Hall/Police Department building. The motion carried unanimously (7-0).

**POLICE DEPARTMENT OPERATIONS STUDY**

**MOTION:** Councilor Lamb moved and Councilor Carlson seconded the motion to accept the proposal from The Novak Consulting Group to conduct an Organizational Study of the Cloquet Police Department for a fee of \$48,800. The motion carried unanimously (7-0).

**PUBLIC COMMENTS**

There were none.

**COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES**

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




**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   
Reviewed/Approved by: Aaron Reeves, City Administrator  
Date: May 15, 2019

---

**ITEM DESCRIPTION:** Payment of Bills

---

**Proposed Action**

Staff recommends the Council move to adopt **RESOLUTION NO. 19-39, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS.**

**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**

- a. Resolution Authorizing the Payment of Bills.
- b. Vendor Summary Report.
- c. Department Summary Report.

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

**RESOLUTION NO. 19-39**

**A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS**

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

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

101	General Fund	\$	88,193.29
223	TIF 2-2 14th Street Apartments		5,500.00
224	Public Facilities Planning		870.00
225	Permanent Improvement		217.95
231	Public Works Reserve		1,108.80
405	City Sales Tax Capital Projects		256.14
600	Water - Lake Superior Waterline		232,911.54
601	Water - In Town System		27,069.90
602	Sewer Fund		2,055.04
605	Stormwater Fund		12.06
614	CAT-7		6,459.50
	TOTAL:	\$	<u>364,654.22</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 21ST DAY OF MAY, 2019.**

ATTEST:

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

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

INVOICES DUE ON/BEFORE 05/21/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
110902	ABRA AUTO BODY & GLASS -	7,511.15	1,820.12
110950	AARDVARK SEPTIC PUMPING	2,848.00	581.25
111350	LEXISNEXIS RISK DATA MNGMT INC	200.00	50.00
111610	ACME TOOLS	144.99	248.00
112050	ADVANCED SERVICES INC	196.00	147.00
121250	THE JAMAR COMPANY	0.00	901.37
121350	ASPEN MILLS	6,730.57	50.58
122000	A T & T MOBILITY	4,912.76	382.30
122300	AUDIO VISUAL RESOURCES, INC	0.00	5,182.50
123150	B W DISTRIBUTING	662.48	129.97
125500	LEAGUE OF MN CITIES INSURANCE	0.00	1,000.00
125700	BEST OIL COMPANY	72,552.81	10,508.40
128270	BREVATOR, TOWN OF	7,132.77	2,589.56
129200	BSN SPORTS LLC	1,395.98	479.33
132375	CAMPBELL KNUTSON	0.00	264.00
134800	CARLTON COUNTY TREASURER	45.00	60.70
135000	CARLTON COUNTY AUDITOR	3,331.91	217.95
135675	VORK ENTERPRISES INC	840.00	575.00
137310	CENTURY LINK	10,585.65	239.64
137340	CHAMBERLAIN OIL CO., INC.	3,274.00	209.78
139025	CINTAS	1,278.29	171.04
139030	CINTAS CORPORATION NO 2	3,331.36	741.34
140200	CITY OF CLOQUET - PETTY CASH	947.41	380.59
142800	CLOQUET SANITARY SERVICE	4,217.59	1,331.64
145000	COMMUNITY MEMORIAL HOSPITAL	12,767.95	399.86
145500	COMPENSATION CONSULTANTS, LTD	1,402.00	213.00
147050	CONSOLIDATED TELEPHONE COMPANY	18,220.31	2,001.76
147600	EXELON CORPORATION	10,835.09	1,522.56
150100	D A L C O	2,497.93	270.76
156400	CITY OF DULUTH COMFORT SYSTEMS	300.62	74.03
156600	DULUTH LAWN & SPORTS, INC.	129.97	557.32
158000	DULUTH/SUPERIOR COMMUNICATIONS	9,169.90	870.00
160600	EHLERS & ASSOCIATES, INC.	500.00	5,500.00
162640	ENVENTIS TELECOM INC	240.62	47.24
165375	FERGUSON WATERWORKS #2516	16,360.13	4,974.50
166625	FIRST AID CORP	252.64	129.46
166750	FIRST HOSPITAL LABORATORIES IN	400.15	156.60
167875	FLAHERTY & HOOD, P.A.	19,582.41	8,555.00
169650	FORUM COMMUNICATIONS COMPANY	2,108.84	388.32
173575	GEORGE BOUGALIS & SONS INC	6,363.17	96,693.75
175950	GRAPHIC TECHNOLOGIES	1,300.09	120.00
179340	HAGENS GLASS & PAINT	1,746.51	8.25
180500	HAWKINS INC	20,093.15	4,260.71
192225	JOBSHQ	1,421.00	187.12

INVOICES DUE ON/BEFORE 05/21/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
197300	KRAEMER CONSTRUCTION INC	2,000.00	864.00
197775	KWIK TRIP INC	445.52	81.00
197800	L & M SUPPLY CO	4,442.28	2,587.26
205050	LOFFLER COMPANIES INC	298.51	60.34
207400	MANEY INTERNATIONAL INC	3,303.29	344.41
210450	MEDIACOM LLC.	651.21	16.76
211400	MENARDS	1,855.65	354.77
218055	MN BUREAU OF CRIMINAL	0.00	325.00
222275	MN PEIP	171,865.04	44,038.58
223300	MN POWER	10,387.45	991.78
227750	MTI DISTRIBUTING, INC.	530.99	1,076.08
240530	ONSITE MEDICAL SERVICE INC	0.00	491.00
244300	BRENT BELICH	3,285.62	510.00
244500	PETE & SONS INC	41.70	13.90
251500	RAITER CLINIC	54.00	491.50
253100	REINDERS INC	0.00	6,803.00
258200	RUDY GASSERT YETKA	48,611.60	10,963.25
259460	SAGINAW POWER & AUTOMATION	25,066.32	9,461.48
260300	CITY OF SCANLON	19.20	4,486.01
261800	SEH	114,464.78	8,670.12
264000	SIRCHIE FINGER PRINT LABS	0.00	158.38
270150	SUPERIOR CHRYSLER	4,000.00	2,470.48
270200	SUPERIOR COMPUTER PRODUCTS INC	61,356.43	4,660.00
271325	NANCY GETCHELL	4,636.16	163.59
281500	UNITED TRUCK BODY CO INC	0.00	36.12
284275	VSA, INC	9,345.00	1,213.00
293700	ZIEGLER INC	580.03	86.02
R0000613	RANDY ROBERTS	0.00	234.15
R0001179	WITMER PUBLIC SAFETY GROUP	3,156.33	120.99
R0001284	OFFICE OF MN IT SERVICES	277.00	55.40
R0001339	CAMPION BARROW & ASSOCIATES	0.00	425.00
R0001536	HORIZON COMMERCIAL POOL SUPPLY	0.00	546.53
R0001548	MINIT MART 557	376.00	160.00
R0001634	M C F O A	0.00	45.00
R0001679	VIRGINIA RUBBER CORPORATION	0.00	95.09
R0001738	COPQUEST INC	0.00	1,108.80
R0001739	NEIL NEMMERS	0.00	300.00
R0001740	ST LOUIS COUNTY PUBLIC WORKS	0.00	1,480.04
R0001741	GREG ZIMMERMAN	0.00	131.99

TOTAL ALL VENDORS: 261,313.12

City of Cloquet  
Vendor Summary Report Reconciliation  
Invoices Due On/Before 5/21/2019

Total	261,313.12
<b>Less:</b>	
Library	(250.31)
Cloquet Area Fire District	(11,565.53)
Total City Bills	<u>249,497.28</u>
<b>Less:</b>	
Payroll benefits	(44,038.58)
<b>Plus:</b>	
Building Permit fees	1,904.04
Credit card/PSN fees	2,127.38
MN Sales Tax	1,041.56
MN Power auto pay	150,455.42
MN Energy auto pay	3,667.12
Total Bills	<u><u><b>364,654.22</b></u></u>

DATE: 05/16/19  
 TIME: 10:11:46  
 ID: AP443000.WOW

CITY OF CLOQUET  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/21/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
00			
140200	CITY OF CLOQUET - PETTY CASH	947.41	300.00
222275	MN PEIP	171,865.04	44,038.58
			44,338.58
34	CHARGES FOR SERVICES		
142800	CLOQUET SANITARY SERVICE	4,217.59	150.00
	CHARGES FOR SERVICES		150.00
41	GENERAL GOVERNMENT		
132375	CAMPBELL KNUTSON		264.00
139030	CINTAS CORPORATION NO 2	3,331.36	82.97
140200	CITY OF CLOQUET - PETTY CASH	947.41	14.11
142800	CLOQUET SANITARY SERVICE	4,217.59	53.45
145500	COMPENSATION CONSULTANTS, LTD	1,402.00	213.00
147050	CONSOLIDATED TELEPHONE COMPANY	18,220.31	651.42
150100	D A L C O	2,497.93	135.38
167875	FLAHERTY & HOOD, P.A.	19,582.41	8,555.00
169650	FORUM COMMUNICATIONS COMPANY	2,108.84	314.88
223300	MN POWER	10,387.45	991.78
258200	RUDY GASSERT YETKA	48,611.60	10,963.25
270200	SUPERIOR COMPUTER PRODUCTS INC	61,356.43	4,064.00
R0001634	M C F O A		45.00
	GENERAL GOVERNMENT		26,348.24
42	PUBLIC SAFETY		
110902	ABRA AUTO BODY & GLASS -	7,511.15	1,820.12
111350	LEXISNEXIS RISK DATA MNGMT INC	200.00	50.00
121350	ASPEN MILLS	6,730.57	50.58
125700	BEST OIL COMPANY	72,552.81	3,677.94
135675	VORK ENTERPRISES INC	840.00	575.00
139025	CINTAS	1,278.29	70.96
139030	CINTAS CORPORATION NO 2	3,331.36	125.06
140200	CITY OF CLOQUET - PETTY CASH	947.41	11.00
142800	CLOQUET SANITARY SERVICE	4,217.59	52.16
150100	D A L C O	2,497.93	135.38

INVOICES DUE ON/BEFORE 05/21/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
42	PUBLIC SAFETY		
169650	FORUM COMMUNICATIONS COMPANY	2,108.84	73.44
197775	KWIK TRIP INC	445.52	81.00
197800	L & M SUPPLY CO	4,442.28	74.93
218055	MN BUREAU OF CRIMINAL		325.00
251500	RAITER CLINIC	54.00	491.50
264000	SIRCHIE FINGER PRINT LABS		158.38
270150	SUPERIOR CHRYSLER	4,000.00	2,470.48
270200	SUPERIOR COMPUTER PRODUCTS INC	61,356.43	596.00
271325	NANCY GETCHELL	4,636.16	163.59
R0000613	RANDY ROBERTS		234.15
R0001284	OFFICE OF MN IT SERVICES	277.00	55.40
R0001339	CAMPION BARROW & ASSOCIATES		425.00
R0001548	MINIT MART 557	376.00	160.00
	PUBLIC SAFETY		11,877.07
43	PUBLIC WORKS		
111610	ACME TOOLS	144.99	99.00
122000	A T & T MOBILITY	4,912.76	382.30
123150	B W DISTRIBUTING	662.48	64.99
125500	LEAGUE OF MN CITIES INSURANCE		1,000.00
125700	BEST OIL COMPANY	72,552.81	1,155.91
137340	CHAMBERLAIN OIL CO., INC.	3,274.00	209.78
139025	CINTAS	1,278.29	17.20
139030	CINTAS CORPORATION NO 2	3,331.36	267.04
140200	CITY OF CLOQUET - PETTY CASH	947.41	0.48
142800	CLOQUET SANITARY SERVICE	4,217.59	60.23
147050	CONSOLIDATED TELEPHONE COMPANY	18,220.31	186.12
156600	DULUTH LAWN & SPORTS, INC.	129.97	557.32
166625	FIRST AID CORP	252.64	129.46
166750	FIRST HOSPITAL LABORATORIES IN	400.15	104.40
197800	L & M SUPPLY CO	4,442.28	877.81
205050	LOFFLER COMPANIES INC	298.51	12.07
207400	MANEY INTERNATIONAL INC	3,303.29	344.41
240530	ONSITE MEDICAL SERVICE INC		491.00
293700	ZIEGLER INC	580.03	86.02
	PUBLIC WORKS		6,045.54
45	CULTURE AND RECREATION		



DATE: 05/16/19  
TIME: 10:11:46  
ID: AP443000.WOW

CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 05/21/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
45	CULTURE AND RECREATION		
110950	AARDVARK SEPTIC PUMPING	2,848.00	581.25
112050	ADVANCED SERVICES INC	196.00	147.00
125700	BEST OIL COMPANY	72,552.81	945.76
129200	BSN SPORTS LLC	1,395.98	479.33
134800	CARLTON COUNTY TREASURER	45.00	60.70
139030	CINTAS CORPORATION NO 2	3,331.36	63.37
142800	CLOQUET SANITARY SERVICE	4,217.59	934.33
147050	CONSOLIDATED TELEPHONE COMPANY	18,220.31	364.25
147600	EXELON CORPORATION	10,835.09	1,522.56
175950	GRAPHIC TECHNOLOGIES	1,300.09	120.00
179340	HAGENS GLASS & PAINT	1,746.51	8.25
192225	JOBSHQ	1,421.00	93.56
197300	KRAEMER CONSTRUCTION INC	2,000.00	864.00
197800	L & M SUPPLY CO	4,442.28	975.42
227750	MTI DISTRIBUTING, INC.	530.99	1,076.08
244300	BRENT BELICH	3,285.62	510.00
253100	REINDERS INC		6,803.00
281500	UNITED TRUCK BODY CO INC		18.06
R0001536	HORIZON COMMERCIAL POOL SUPPLY		546.53
	CULTURE AND RECREATION		16,113.45
46	COMMUNITY DEVELOPMENT		
140200	CITY OF CLOQUET - PETTY CASH	947.41	5.00
147050	CONSOLIDATED TELEPHONE COMPANY	18,220.31	93.06
	COMMUNITY DEVELOPMENT		98.06
LIBRARY FUND			
45	CULTURE AND RECREATION		
139030	CINTAS CORPORATION NO 2	3,331.36	8.71
147050	CONSOLIDATED TELEPHONE COMPANY	18,220.31	241.60
	CULTURE AND RECREATION		250.31
TIF#2-2 14TH STREET APARTMENTS			
70	TAX INCREMENT DISTRICT		
160600	EHLERS & ASSOCIATES, INC.	500.00	5,500.00
	TAX INCREMENT DISTRICT		5,500.00

DATE: 05/16/19  
 TIME: 10:11:46  
 ID: AP443000.WOW

CITY OF CLOQUET  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/21/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
PUBLIC FACILITIES PLANNING			
81	SPECIAL PROJECTS		
158000	DULUTH/SUPERIOR COMMUNICATIONS	9,169.90	870.00
	SPECIAL PROJECTS		870.00
PERMANENT IMPROVEMENT			
36	MISCELLANEOUS REVENUE		
135000	CARLTON COUNTY AUDITOR	3,331.91	217.95
	MISCELLANEOUS REVENUE		217.95
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
R0001738	COPQUEST INC		1,108.80
	PUBLIC SAFETY		1,108.80
CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
261800	SEH	114,464.78	256.14
	SPECIAL PROJECTS		256.14
WATER - LAKE SUPERIOR WATERLIN			
00			
173575	GEORGE BOUGALIS & SONS INC	6,363.17	-5,089.15
			-5,089.15
50	STATION 1		
137310	CENTURY LINK	10,585.65	75.44
197800	L & M SUPPLY CO	4,442.28	5.88
	STATION 1		81.32

DATE: 05/16/19  
 TIME: 10:11:46  
 ID: AP443000.WOW

CITY OF CLOQUET  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/21/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
137310	CENTURY LINK	10,585.65	164.20
139025	CINTAS	1,278.29	65.68
139030	CINTAS CORPORATION NO 2	3,331.36	8.55
197800	L & M SUPPLY CO	4,442.28	41.89
259460	SAGINAW POWER & AUTOMATION	25,066.32	9,461.48
	STATION 2		9,741.80
52	LAKE SUPERIOR WATERLINE		
121250	THE JAMAR COMPANY		665.45
125700	BEST OIL COMPANY	72,552.81	420.34
139030	CINTAS CORPORATION NO 2	3,331.36	47.90
165375	FERGUSON WATERWORKS #2516	16,360.13	1,611.62
173575	GEORGE BOUGALIS & SONS INC	6,363.17	101,782.90
197800	L & M SUPPLY CO	4,442.28	45.49
211400	MENARDS	1,855.65	354.77
R0001740	ST LOUIS COUNTY PUBLIC WORKS		1,480.04
	LAKE SUPERIOR WATERLINE		106,408.51
57	ADMINISTRATION		
156400	CITY OF DULUTH COMFORT SYSTEMS	300.62	74.03
205050	LOFFLER COMPANIES INC	298.51	12.07
	ADMINISTRATION		86.10
WATER - IN TOWN SYSTEM			
00			
R0001741	GREG ZIMMERMAN		131.99
			131.99
49	CLOQUET		
111610	ACME TOOLS	144.99	149.00
123150	B W DISTRIBUTING	662.48	38.99
125700	BEST OIL COMPANY	72,552.81	525.42

DATE: 05/16/19  
TIME: 10:11:46  
ID: AP443000.WOW

CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 05/21/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
WATER - IN TOWN SYSTEM			
49	CLOQUET		
139025	CINTAS	1,278.29	10.32
139030	CINTAS CORPORATION NO 2	3,331.36	87.93
165375	FERGUSON WATERWORKS #2516	16,360.13	3,362.88
180500	HAWKINS INC	20,093.15	4,260.71
197800	L & M SUPPLY CO	4,442.28	164.44
244500	PETE & SONS INC	41.70	13.90
261800	SEH	114,464.78	8,413.98
281500	UNITED TRUCK BODY CO INC		18.06
	CLOQUET		17,045.63
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	4,217.59	20.08
147050	CONSOLIDATED TELEPHONE COMPANY	18,220.31	279.19
192225	JOBSHQ	1,421.00	93.56
205050	LOFFLER COMPANIES INC	298.51	12.07
	ADMINISTRATION & GENERAL		404.90
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
121250	THE JAMAR COMPANY		235.92
123150	B W DISTRIBUTING	662.48	25.99
125700	BEST OIL COMPANY	72,552.81	210.17
139025	CINTAS	1,278.29	6.88
139030	CINTAS CORPORATION NO 2	3,331.36	49.81
166750	FIRST HOSPITAL LABORATORIES IN	400.15	52.20
197800	L & M SUPPLY CO	4,442.28	96.46
R0001679	VIRGINIA RUBBER CORPORATION		95.09
R0001739	NEIL NEMMERS		300.00
	SANITARY SEWER		1,072.52
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	4,217.59	20.08
147050	CONSOLIDATED TELEPHONE COMPANY	18,220.31	186.12
205050	LOFFLER COMPANIES INC	298.51	12.07
	ADMINISTRATION & GENERAL		218.27

DATE: 05/16/19  
TIME: 10:11:46  
ID: AP443000.WOW

CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 05/21/2019


VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
205050	LOFFLER COMPANIES INC	298.51	12.06
	ADMINISTRATION & GENERAL		12.06
CABLE TELEVISION			
45	CULTURE AND RECREATION		
122300	AUDIO VISUAL RESOURCES, INC		5,182.50
162640	ENVENTIS TELECOM INC	240.62	47.24
210450	MEDIACOM LLC.	651.21	16.76
284275	VSA, INC	9,345.00	1,213.00
	CULTURE AND RECREATION		6,459.50
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
125700	BEST OIL COMPANY	72,552.81	3,572.86
128270	BREVATOR, TOWN OF	7,132.77	2,589.56
140200	CITY OF CLOQUET - PETTY CASH	947.41	50.00
142800	CLOQUET SANITARY SERVICE	4,217.59	41.31
145000	COMMUNITY MEMORIAL HOSPITAL	12,767.95	399.86
197800	L & M SUPPLY CO	4,442.28	304.94
260300	CITY OF SCANLON	19.20	4,486.01
R0001179	WITMER PUBLIC SAFETY GROUP	3,156.33	120.99
	PUBLIC SAFETY		11,565.53
	TOTAL ALL DEPARTMENTS		261,313.12



**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   
Reviewed by: Aaron Reeves, City Administrator  
Date: May 14, 2019

**ITEM DESCRIPTION:** Assistant Finance Director

**Proposed Action**

Staff recommends the Council to appoint Mary Kay Hohensee-Mayer to the newly created position of Assistant Finance Director effective July 1.

**Background/Overview**

Several departments in the City have reorganized recently when there have been retirements or staffing changes. The Finance Department has the opportunity to reorganized since the Council approved a much needed part-time account clerk in 2018. The department also needs to do some succession planning since the Finance Director will be retiring in less than 2 ½ years. The newly created position of Assistant Finance Director will increase the opportunity for more cross-training since so much history and procedures are lost when a long-term employee leaves the organization.

The Account I position is expected to remain unfilled for the indefinite future. The Assistant Finance Director will retain the payroll duties but the accounts payable duties will be delegated to the part-time account clerk. The Assistant Finance Director will be available to work with the Finance Director with audit, budget, and other financial duties.

**Policy Objectives**

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

**Financial Impacts/Budget/Grant Considerations**

The new position will replace the Accountant position which is fully funded in the adopted 2019 budget. Changing to an Assistant Finance Director will increase the cost less than \$2,400 for 2019 with step increases to be budgeted for the future years.

**Advisory Committee/Commission Action**

Not applicable.

**Supporting Documents Attached**

Job description.



## City of Cloquet Job Description

---

**POSITION:** Assistant Finance Director  
**DEPARTMENT:** Finance  
**REPORTS TO:** Finance Director

---

### **SUMMARY**

Assists the Finance Director in supervising, controlling, interpreting and communicating the fiscal operations of the City to provide information and guidance to the City administrative leadership, mayor and council members. Provides high level day-to-day accounting duties to include the maintenance of the City's payroll process.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Assists Finance Director in supervision and management of the day to day functions of the department; manages department in Finance Director's absence. Including supervising receipt and disbursement transactions and utility billing transactions.

Directly supervises and trains assigned personnel to ensure development of their full work potential

Maintains the City's payroll operations to ensure the efficient handling of employees' time-card reconciliation, pay, deductions and benefit payments

Calculates and processes withholding tax, insurance, pension payments and health, dental and life insurance plan payments

Reconciles, prepares and generates federal, state, pension, disability, health and other insurance reports

Ensures that annual, semiannual, quarterly, and monthly reports are prepared, completed and submitted on time. Including W-2 and 1099's

Assists with various general ledger accounting entries as required

Submits reports and pay sales and use tax, special fuel tax, provider tax, building permit fee surcharge and other related tax reports

Participates with the Finance Director and the City's administrators in the preparation of the annual budget. Prepares required work papers, schedules, and statements associated with the budget.

Assists and/or performs other finance functions as needed, including accounts payable, accounts receivable, cashier, and utility billing

Prepares required work papers, schedules, and statements associated with the Comprehensive Annual Financial Report (CAFR)

Prints the monthly budget reports for City management and Finance Director  
Reconciles bank and investment statements

Accounts for the City's capital assets

Maintains official accounting records in conformance with generally accepted government accounting principles

Prepares the Cloquet Area Fire District audit workpapers and CAFR

Works with Administration and the Cloquet Area Fire District to assist with the coordination of employee information, pay & benefits, employee leave, deductions, and worker's compensation

Performs other duties as apparent or assigned

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

Bachelor's degree in accounting or related field required. Four to five years of municipal accounting or finance experience, experience in payroll processing including the remittance of deductions, W2 preparation, 941 reporting and other payroll reporting.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as instruction or procedure manuals. Ability to write routine reports and correspondence. Ability to verbally communicate with co-workers, supervisors, elected officials, customers and the general public.

## **MATHEMATICAL SKILLS**



Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

High level of knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, Access, One Note, Publisher), Adobe, accounting application software, and human resource software.

General knowledge of operation and upkeep of all office equipment.

Knowledge of accounting and bookkeeping practices and procedures.

General understanding of City operations and knowledge of departmental procedures.

Knowledge of state and federal election law.

Ability to obtain Notary Public license.

Knowledge and understanding of department procedures and policies.

Knowledge and understanding of PERA, IRS, and State regulations in regards to payroll.

### **CERTIFICATES, LICENSES AND REGISTRATIONS**

Notary Public

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



## 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: May 14, 2019

---

**ITEM DESCRIPTION:** Accounting Clerk – Part Time

---

#### **Proposed Action**

Staff recommends the Council to appoint Marlaina Moulding to the position of Accounting Clerk Part Time effective July 3.

#### **Background/Overview**

Ann Michaud, our current Accounting Clerk – Part Time, was appointed to the Utility Billing Clerk effective July 1, 2019. The Accounting Clerk – Part Time position was posted internally for the 5 days required by the union contract. The union contract also requires preference be given to the oldest point of service in the office and clerical department with ability and efficiency being taken into consideration.

Marlaina Moulding is the oldest in point of service in the office and clerical department to sign for the Accounting Clerk – Part Time position. She is currently a Police Secretary – Part Time. The Finance Department and the Police Department discussed the situation and determined it was feasible to try sharing one employee between departments. Probation for the position is also one year to determine ability to perform the job.

#### **Policy Objectives**

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

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

The position was included and fully funded in the adopted 2019 budget.

#### **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: Aaron Reeves, City Administrator *AR*  
Date: May 15, 2019

---

**ITEM DESCRIPTION:** Temporary Increase in Duties - Pay Consideration

---

**Requested Action**

The City Council is asked to approve the attached Letter of Understanding (LOU) providing for a temporary adjustment in pay for Commander Carey Ferrell. Commander Ferrell was asked to step in and perform the administrative tasks normally handled by the Chief of Police until the Chief of Police returns to duty or such time as a new Chief of Police has been appointed and started his/her position with the City.

**Background/Overview**

As the City Council is aware, Chief Palmer began a Leave of Absence on April 16<sup>th</sup> 2019. To ensure the continued success of the Police Department. The City Administrator, following the established seniority for the department, asked Commander Ferrell to assume the necessary duties, normally performed by the Chief of Police.

**Policy Objectives**

To ensure the integrity and leadership within the Police Department until the return of Chief Palmer or a new Police Chief is identified.

**Financial/Budget/Grant Considerations**

This would result in a temporary increase in Comamnder Ferrell's pay rate from \$85,722.08 to \$102,096.37 prorated for the period of time Commander Ferrell performs the additional duties. An increase of \$629.78 per pay period.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Agreement

**LETTER OF UNDERSTANDING**  
**By and Between**  
**MINNESOTA TEAMSTERS PUBLIC AND LAW**  
**ENFORCEMENT EMPLOYEES LOCAL #320**  
**And**  
**THE CITY OF CLOQUET**

This Letter of Understanding ("LOU") is made by and between City of Cloquet ("Employer") and Minnesota Teamsters Public and Law Enforcement Employees' Union, Local 320 ("Union").

**Recitals**

WHEREAS, the Union is the exclusive representative for certain employees employed by Employer in the appropriate unit ("Bargaining Unit Employees");

WHEREAS, the Employer and Union are parties to a labor contract for January 1, 2019 through December 31, 2020;

WHEREAS, a Bargaining Unit Employee in the position of Police Chief will be taking a voluntary leave beginning 16 April 2019 for approximately 12 weeks from the position;

WHEREAS, the City deems it necessary to assign certain tasks to another individual to ensure continued performance of the Police Department on an ongoing basis during the leave of absence of the Police Chief;

WHEREAS, the Employer and Union desire in this circumstance to establish components related to the individual or individual(s) to be retained to perform these functions;

NOW, THEREFORE, all parties hereto agree as follows below.

**Agreement**

**Article 1. Individuals Retained**

The City may, at its sole discretion: appoint Commander Carey Ferrell to perform the additional duties of the Police Chief as necessary to keep the Police Department functioning during this leave.

**Article 2. Compensation**

The City will provide additional compensation to Commander Ferrell, during the absence of the Police Chief and/or a replacement, in a sum, when added to his current salary, to equal the pay of a Police Chief at Commander Ferrell's current Step Level of the City Pay Plan as documented in Appendix "A" of the current Labor Agreement.

**Article 3. Entire Understanding**

This LOU constitutes the entire understanding among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this LOU, other than the representations, covenants, or inducements contained and memorialized in this LOU. This LOU supersedes all prior negotiations, oral and written understandings, policies and practices with respect thereto addressing the specific subject matter addressed in this LOU.

**Article 3. Limitations**

This LOU is intended for the sole and limited purpose specified herein. This LOU does not constitute or establish any waiver or admission of the Employer that the subject matter of this LOU is negotiable or that it is bound by terms of conditions of employment of predecessor employers, precedent, or past practice, or otherwise place any prohibition or limitation on any management right of the Employer except as otherwise prohibited or limited by the express terms of this LOU. The Employer expressly reserves the right to exercise all of its management rights without limitation, including the right to make any decision and implement any such decision related to these issues consistent with the law in its sole discretion.

**Article 4 Amendment or Modification**

This LOU or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the LOU; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

**Article 5. Voluntary Understanding of the Parties**

The parties hereto acknowledge and agree that this LOU is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

**Article 6. Execution and Effective Date**

This LOU is executed and effective on the latest date affixed to the signatures below.

**Article 7. Expiration**

This LOU will expire and no longer be in force or effect, effective on the earlier of the date that the Bargaining Unit Employee on leave returns to work for the City and/or a replacement is appointed;

Effective upon the expiration date of the LOU, components of items addressed in and related to Article 1 of this LOU in effect as of the calendar day immediately preceding the effective date of this LOU; including, but not limited to, practices, Labor Agreement language and other aids in contract interpretation; will revert back to the status quo as of the calendar day immediately preceding the effective date of this LOU and treated as if this LOU were never negotiated nor entered into.

IN WITNESS HEREOF, the parties hereto have made this LOU on the latest date affixed to the signatures on the next page.

FOR THE EMPLOYER

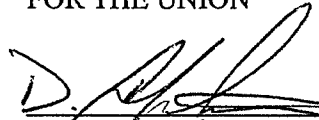
FOR THE UNION

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
City Administrator

Date: \_\_\_\_\_

  
\_\_\_\_\_  
~~President~~ Business Agent

Date: 5/15/19

\_\_\_\_\_  
Staff Representative

Date: \_\_\_\_\_



**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: May 21, 2019

---

**ITEM DESCRIPTION:** Approval of Liquor and Related Business License Renewals

---

**Proposed Action**

Staff recommends the City Council move to renew the various liquor, tobacco, dance and amusement device licenses identified on the attached 2019-2020 license renewal list, subject to submittal of all licensing requirements.

**Background/Overview**

The State of Minnesota requires that businesses licensed to sell liquor and tobacco renew their various licenses each year. In Cloquet, such licenses expire on June 30<sup>th</sup> of each year. These renewals are required to be submitted to the State 30 days prior to their expiration for review and final approval.

**Are there any significant license change requests?**

There are no significant license changes requested with any of our renewals this year.

**Policy Objectives**

Approval of license renewals are required in Chapter 6 of Municipal Code and State law.

**Financial Impacts**

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

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- 2019-2020 License Renewal List



**2019 - 2020 Licenses**  
**Alcohol, Tobacco, Catering, Dance, Amusement Devices**

<u>Trade Name</u>	<u>Licensed Location Address</u>	<u>On Sale Intox. Liquor (13)</u>	<u>Sunday</u>	<u>2 A.M. Closing</u>	<u>Off Sale Intox. Liquor (12)</u>	<u>Wine</u>	<u>On Sale 3.2% Malt Liquor</u>	<u>Off Sale 3.2% Malt Liquor</u>	<u>Tobacco</u>	<u>Public Dance</u>	<u>Amusement</u>	<u>Caterers</u>
Southgate Family Pizzeria	918 Hwy 33 S					X	X					
Americinn Lodge & Suites	111 Big Lake Rd										X	
B & B Market	506 Big Lake Rd								X			
Carmen's Dry Dock West Bar & Restaurant	1410 W Prospect Ave	X	X								X	X
Cloquet Bar & Lounge	914 Cloquet Ave	X	X		X						X	
Cloquet Country Club	400 Country Club Dr	X	X									
Cloquet Labor Temple	1403 Ave C									X		
Cloquet Labor Temple Bar & Lounge	1403 Ave C	X	X								X	
Cloquet National Guard Armory	801 Hwy 33 S									X		
Cloquet Super One Foods	707 Hwy 33 S							X	X			
Cold One Liquor	906 Hwy 33 S				X				X			
County Seat Theater Company	2035 Hwy 33 S					X						
Hebert Kennedy Post	210 Arch St	X	X							X	X	
Holiday Stationstore	1420 Cloquet Ave								X			
Hong Kong Restaurant	616 Sunnyside Dr	X	X									
Kwik Trip #247	235 North Rd							X	X			

**2019 - 2020 Licenses**  
**Alcohol, Tobacco, Catering, Dance, Amusement Devices**

Trade Name	Licensed Location Address	On Sale	Sunday	2 A.M. Closing	Off Sale	Wine	On Sale	Off Sale	Tobacco	Public Dance	Amusement	Caterers
		Intox. Liquor (13)			Intox. Liquor (12)		3.2% Malt Liquor	3.2% Malt Liquor				
Kwik Trip #144	900 Washington Ave							X	X			
Lakeshore Tobacco Vapor, LLC	903 Cloquet Avenue								X			
Lumberjack Lounge	1016 Cloquet Ave	X	X	X						X	X	
Moose Lodge	702 Cloquet Ave	X	X	X							X	
Northeastern Saloon & Grille	115 St Louis Ave	X	X	X						X		X
Pedro's Grill & Cantina	915 Cloquet Ave	X	X									
Pizza Hut	701 Hwy 33 South					X	X					
Sammy's Pizza of Cloquet	305 Sunnyside Dr					X	X					
Super One Liquor	707 Hwy 33 S Ste 1				X				X			
Wal-Mart Supercenter #1929	1308 Hwy 33 S								X		X	
Wal-Mart Supercenter #1929 (liquor box)	1308 Hwy 33 S				X				X			
Walgreens #15439	215 Doddridge Ave								X			



## DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue; Cloquet, MN 55720  
Phone: (218) 879-6758 Fax: (218) 879-6555  
Street - Water - Sewer – Engineering - Park  
[www.cloquetmn.gov](http://www.cloquetmn.gov)

### REQUEST FOR COUNCIL ACTION

---

To: City Council  
From: Caleb Peterson, Public Works Director  
Reviewed By: Aaron Reeves, City Administrator  
Date: May 21, 2019

---

**ITEM DESCRIPTION:** Authorization to Enter into Utility License Agreement with the City of Proctor

---

#### **Proposed Action**

Staff recommends that the City Council move to adopt **RESOLUTION 19-42, APPROVING A UTILITY LICENSE AGREEMENT WITH THE CITY OF PROCTOR.**

#### **Background/Overview**

Construction is currently under way to realign a portion of the Lake Superior Water along Westgate Boulevard in Proctor. With the new pipeline alignment, it is necessary for the City to secure the appropriate permissions from two new property owners including the City of Proctor and the Minnesota Department of Transportation (MnDOT). The City previously secured a right-of-way permit from MnDOT. The City of Proctor prefers to record the terms and condition of the new alignment via the attached License Agreement.

Staff has reviewed the terms the agreement and found it to be acceptable. The requirements listed are no more restrictive the Cloquet would have of any private utility wishing to occupy our right-of-way.

#### **Policy Objectives**

The project's objectives are to extend the useful life of the waterline by maintaining the condition of the pipeline.

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

No fees will be assessed as part of the Agreement.

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

N/A.

#### **Supporting Documents Attached**

- Resolution No. 19-42
- Agreement

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

**RESOLUTION NO. 19-42**

**RESOLUTION APPROVING A UTILITY LICENSE AGREEMENT WITH  
THE CITY OF PROCTOR**

**WHEREAS**, The City has identified maintaining its Lake Superior Waterline infrastructure is a priority;  
and

**WHEREAS**, Pipeline replacement under Westgate Boulevard has been determined to be the best  
alternative to repair an existing leak located in the City of Proctor; and

**WHEREAS**, The City of Proctor is the property owner and road authority for a portion of the new  
pipeline alignment under Westgate Boulevard.

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

The City Engineer is hereby authorized and directed for and on behalf of the City of Cloquet to  
execute and enter into a Utility License Agreement with the City of Proctor prescribing the terms  
and conditions for Cloquet to use certain portions of Westgate Boulevard exclusively for the  
siting of a 36-inch water main.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 21<sup>st</sup>  
DAY OF MAY, 2019.**

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

ATTEST:

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

**CITY OF PROCTOR  
UTILITY LICENSE  
AGREEMENT**

This Utility License Agreement ("License Agreement") is made this \_\_\_\_ day of May, 2019, between the CITY OF PROCTOR, a municipal corporation, as licensor (hereafter "Licensor") and CITY OF CLOQUET ("Licensee"), whose address is: 1307 Cloquet Avenue, Cloquet, MN 55720-1657, for the use of real property located on Westgate Boulevard, Proctor, Minnesota, (the "Premises").

A. Whereas, the Licensor owns the Premises which consists of the real property situated in the City of Proctor, Minnesota, located on Westgate Boulevard, and is more particularly shown on the attached drawing labeled **Exhibit "A"**; Site Plan(s) attached hereto and made part hereof (hereafter "Licensed Space"); and

B. Whereas, Licensee wishes to use certain portions of the Premises exclusively for the siting of a 36 inch water main which is depicted on Exhibit "A" hereto (the "Licensed Space"), which exhibit is incorporated herein by this reference. The Licensee proposes to install all improvements necessary to facilitate the provision of waterline. The Licensor has determined that it is in its best interest to permit the Licensee to utilize the Licensed Space to provide the water main infrastructure to serve the City of Cloquet.

C. The Licensor desires to license the Licensed Space to the Licensee for such use, all pursuant to the terms and conditions of this License Agreement.

The parties hereby acknowledge and agree as follows:

1. Construction: Construction shall commence on approximately May 7<sup>th</sup>, 2019 and shall be completed on or before May \_\_\_\_, 2019.
2. Construction Standards: The facility shall be placed in a manner conforming to recognized standards, applicable federal, state or local laws, codes, ordinances, and regulations, **in the location as shown on the attached "Exhibit A"**. Licensee shall be responsible for maintaining and immediately repairing or replacing to original condition, at Licensee's sole cost and expense, any fence, road gravel, pavement, utilities, or culverts damaged by Licensee, its employees, agents or representatives which results directly or indirectly from its operations on Westgate Boulevard. Licensee shall regrade and reseed all areas disturbed by construction

and place barriers to prevent erosion of the topsoil in the construction area. Reseeding shall be accomplished during the first appropriate seeding season following regrading.

3. Locate: The Licensee shall indicate on the ground in some manner where the facility exists; and identify and locate the facility as specified by Minnesota Gopher State One Call, Facility Operators when requested by the City, at Licensee's expense.
4. Alterations: Any future alterations, modifications, or removals of the facility within the right-of-way, requested by the City of Proctor, shall be completed by Licensee without delay and without expense to the City.
5. License: This license grants permission for the Licensee to occupy a portion of the right-of-way controlled by the City. This permission is limited by the type of controlling interest held by the City. Responsibility to satisfy any other fee (interest) rests with the Licensee. The Licensee claims no property rights in and to the public road being used for its facilities. This license does not allow for installation of additional facilities, nor does this license set aside a strip of land of specific width for the exclusive use by the Licensee. The Licensee shall not use this license for any other purpose nor erect anything over or around the county road itself.
6. Modification and Repair: Minor repairs, minor additions to existing equipment, and routine maintenance are permissible without additional licensing. The Licensee shall receive prior approval from the City if a road is to be trenched, bored, or closed, except in emergencies where notification is not feasible. Licensee shall be responsible for maintaining and immediately repairing or replacing to original condition, at Licensee's sole cost and expense any fence, road, gravel, pavement, utilities, or culverts damaged by Licensee, its employees, contractors, agents or representatives which results directly or indirectly from its operations within the City Road right of way. Licensee shall regrade and reseed all areas disturbed by construction and place barriers to prevent erosion of the topsoil in the construction area. Reseeding shall be accomplished during the first appropriate seeding season following regrading. Licensee shall recompact all areas disturbed by construction so that no settling occurs and shall be responsible for curing any future settling.
7. Description: Attached to this license is a plan sheet(s) labeled "Exhibit "A," which clearly shows the facility type, alignment, grade, vertical and horizontal clearances, roadway location as well as the dimensions from the proposed facility to the centerline of the roadway, fenceline, and other features if applicable.

8. Traffic Control: The Licensee shall use the standards of traffic control as defined in the “Manual on Uniform Traffic Control Devices,” including supplements. These standards shall apply to the installation, maintenance, repair, replacement, and/or monitoring of the Licensee’s facilities.
9. Liability: The Licensee agrees to forever indemnify the City and hold the City harmless from all liability for damages to property or injury to or death of persons, including all costs and expenses related thereto (including attorney fees) arising wholly or in part or in connection with the existence, construction, alteration, repair, renewal, use, or removal of the facility by the Licensee or his agents for those facilities which may arise from this agreement. The County shall not be liable for any damage its employees, agents, or contractors may cause to the Licensee, its agents, employees, assigns, contractors, and facilities.
10. Term of License: This agreement shall remain in full force and effect until the City revokes the license with or without notice for any reason whatsoever. The Licensee agrees that it shall not materially interfere with the City’s utilization of the City Road.
11. Assignment of Agreement: This agreement may be assigned in whole or in part with the written consent of the City, which may be denied for any reason. The terms, conditions and provisions of this agreement and the covenants contained within this license shall bind and inure to the benefit of the respective successors-in-interest of the parties hereto.
12. Recording of Document: Prior to the construction of the facility pursuant to this agreement, the Licensee shall record this License Agreement in the real property records of the St. Louis County Recorder’s office at the Licensee’s expense.
13. Government Immunity: The City and Licensee reserves any and all governmental immunity it may have pursuant to state and federal laws and regulations.

**LICENSEE**

By(Signature): \_\_\_\_\_

( Print name) \_\_\_\_\_ (title)

Mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: ( ) \_\_\_\_\_

FAX: ( ) \_\_\_\_\_

STATE OF MINNESOTA)

: ss.

COUNTY OF ST. LOUIS)

The foregoing instrument was acknowledged before me by \_\_\_\_\_ on behalf of \_\_\_\_\_

\_\_\_\_\_, this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires:

Reviewed by City of Proctor:

\_\_\_\_\_  
BY: \_\_\_\_\_ Date

Mark Casey, City Administrator  
City of Proctor  
100 Pionk Drive  
Proctor, MN 55810

STATE OF MINNESOTA )

: ss.

COUNTY OF ST. LOUIS )

The foregoing instrument was acknowledged before me by \_\_\_\_\_ on behalf of \_\_\_\_\_

\_\_\_\_\_, this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires:






## DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue; Cloquet, MN 55720  
Phone: (218) 879-6758 Fax: (218) 879-6555  
Street - Water - Sewer – Engineering - Park  
[www.cloquetmn.gov](http://www.cloquetmn.gov)

### REQUEST FOR COUNCIL ACTION

---

To: City Council  
From: John Anderson, Assistant City Engineer  
Reviewed By: Aaron Reeves, City Administrator   
Date: May 21, 2019

---

**ITEM DESCRIPTION:** Award Pickleball Court Striping – Sunnyside Park

---

#### **Proposed Action**

Staff recommends that the City Council move to accept quote from Tennis Court Doctors for pickle ball court striping at Sunnyside Park.

#### **Background/Overview**

The Parks Commission requested staff solicit quotes to restripe two tennis courts to 4 pickle ball courts at Sunnyside Park. Staff sent out a request for quotes to 4 firms and received only one reply. The work will include setting 4 nets for pickle ball, restriping the surface of the east two tennis courts for only pickle ball play, installing wind screens on the four fences surrounding the tennis court and pickle ball play areas. The screens would be translucent so you can still see activity on the court.

#### **Policy Objectives**

Maintain the parks equipment and facilities in relation to demands for use.

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

The quote we obtained is for \$22,107.00 or nearly half the \$40,000 amount budgeted by the City Council. This work is scheduled to be funded by the Park Dedication Fund.

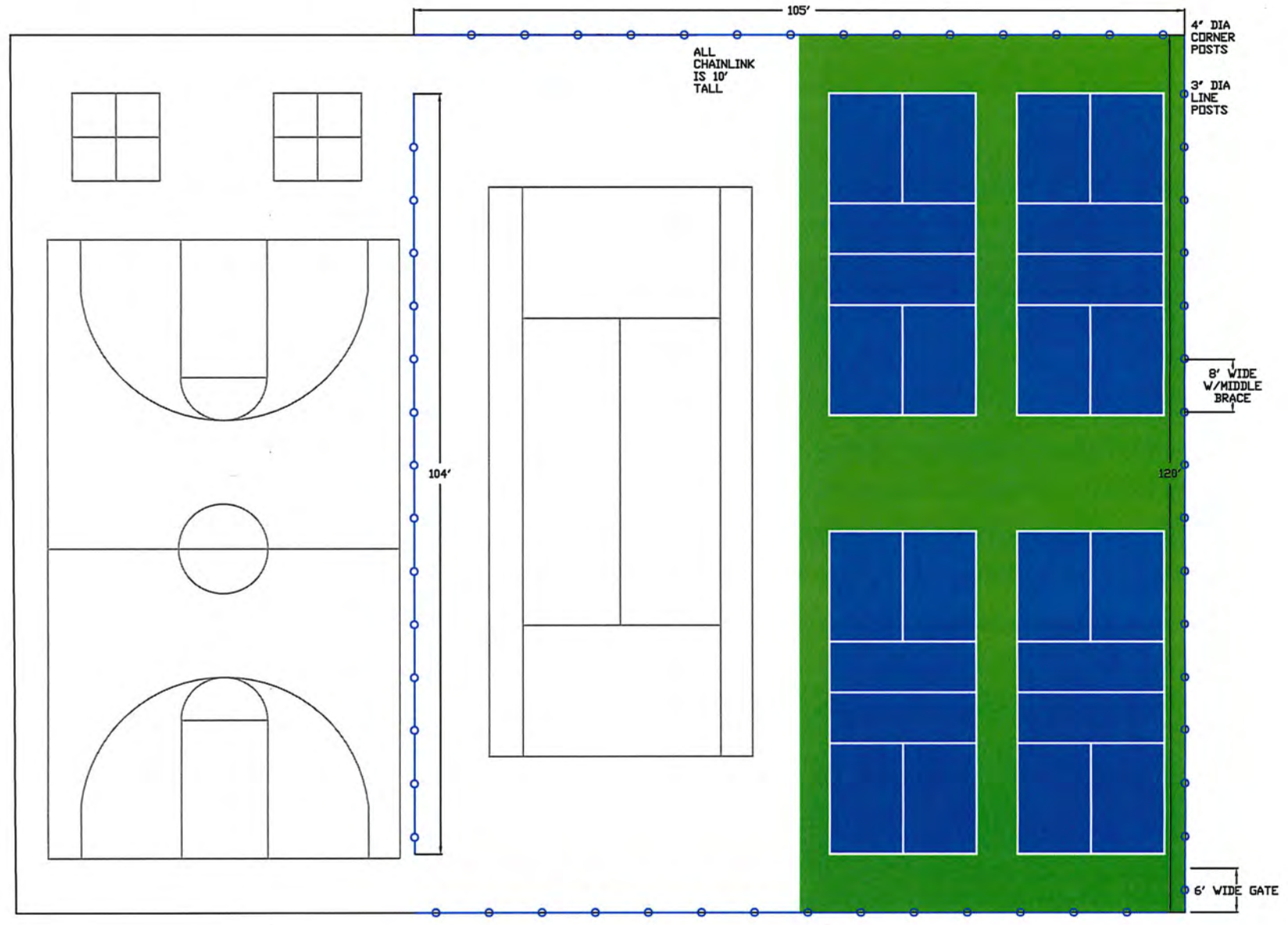
#### **Advisory Committee/Commission Action**

N/A.

#### **Supporting Documents Attached**

- Project map
- Quote from Tennis Court Doctor

SUNNYSIDE PARK  
PROPOSED PICKLEBALL COURT  
NOT TO SCALE



# Tennis Court Doctor

• tenniscourtdoctor@hotmail.com •

May 15, 2019

## Sunnyside Park – Pickleball Conversion & Resurfacing

c/o John Anderson - City of Cloquet, Engineering Dept

THE TENNIS COURT DOCTOR WILL FURNISH ALL MATERIALS, LABOR, AND APPLY OVER 35 YEARS WORTH OF RESURFACING EXPERIENCE TO DO THE FOLLOWING WORK CONVERTING ONE EXISTING TENNIS COURT INTO FOUR PICKLEBALL COURTS LOCATED AT SUNNYSIDE PARK IN CLOQUET, MN (APPRX 720 SY):

**WE INSTALL 100% FULL ACRYLIC TENNIS COURT SURFACES**  
**WE WILL NOT USE ASPHALT EMULSIONS OR BLENDED RESURFACER COATS**

### **TENNIS COURT PREPARATION & CONVERSION:**

- A. INSTALL 4 NEW SETS OF PICKLEBALL NET POSTS (PROVIDED BY OWNER)**
  - AIR DRIVEN WITH APPROPRIATE SLEEVES & CENTER TIEDOWNS PROVIDED BY TENNIS COURT DOCTOR
- B. FURNISH & INSTALL WINDSCREENS ON FOUR SIDES OF COURT AREA (PER OWNER'S REQUEST)**
  - OPEN WEAVE WITH WINDOWS (COLOR: GREEN)

### **PICKLEBALL ACRYLIC RESURFACING SYSTEM INSTALLATION:**

- A. POWER WASH COMPLETE SURFACE WITH SURFACE CLEANERS**
  - OWNER TO PROVIDE WATER
- B. APPLY TWO SAND-FILLED 100% ACRYLIC RESURFACER COATS OVER THE COURT SURFACE**
  - SPECIFICALLY DESIGNED TO BOND THE ACRYLIC COLOR COATING SYSTEM TO THE EXISTING SURFACE
- C. APPLY TWO ACRYLIC FINISH COLOR COATS OVER THE COURT SURFACE**
  - 2 COLOR SYSTEM: GREEN & BLUE
- D. TAPE & HAND PAINT TENNIS PLAYING LINES TO REGULATION**
  - 4 - USAPA PICKLEBALL COURT LINES

TOTAL COST: ..... **\$22,107<sup>00</sup>**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

❖ EXPIRATION – Proposals will remain valid for no more than 15 days unless signed/dated and returned.

CORDIALLY,

**RICHARD A. KUNZ**  
The Tennis Court Doctor



COMMUNITY DEVELOPMENT DEPARTMENT  
1307 Cloquet Avenue • Cloquet MN 55720  
Phone: 218-879-2507 • Fax: 218-879-6555  
[www.cloquetmn.gov](http://www.cloquetmn.gov)

## REQUEST FOR COUNCIL ACTION

---

To: Mayor and City Council  
From: Al Cottingham, City Planner/Zoning Administrator  
Reviewed/Approved By: Aaron Reeves, City Administrator *AR*  
Date: May 15, 2019

---

**ITEM DESCRIPTION:** Zoning Case 19-04: Conditional Use Permit – AROLA Architecture Studio, LLC, Apartments in the CC – City Center District

---

### Proposed Action

The Planning Commission recommends the City Council move to adopt **RESOLUTION NO. 19-38, A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT FOR AROLA ARCHITECTURE STUDIO, LLC., FOR APARTMENTS IN THE CC – CITY CENTER DISTRICT.**

### Background/Overview

AROLA Architecture Studio, LLC is proposing a conditional use permit to allow three apartments on the second story of the building property. The property involved is located at 1101 Avenue B.

A Public Hearing was held on Tuesday, May 14, 2019 to consider a Conditional Use Permit for for three apartments in the City Center District. A legal notice was published in the Pine Journal on May 2, 2019 and property owners within 350 feet were sent notices of the public hearing.

### Policy Objectives

The Zoning Ordinance states Conditional Use Permits may be granted when they comply with the following approval criteria: *(Staff comments in italic)*

- 1. Consistency with the Comprehensive Plan.** *The relationship of the proposed use to the goals, objectives, and policies of the City of Cloquet Comprehensive Plan. The proposed site is guided as City Center. For the purposes of the Comprehensive Plan, it does reference housing (particularly housing above commercial uses) is also a desirable use in the city center. This structure has two stories and the proposed units would be on the second story.*
- 2. Compatibility.** *The compatibility of the proposed use with existing development within three hundred (300) feet of the proposed use and within five hundred (500) feet along the same street and development anticipated in the foreseeable future within the neighborhood and conditions that would make the use more compatible. The property surrounding this site is primarily commercial or industrial.*
- 3. Importance of services to the community.** *The importance of the services provided by the proposed facility to the community, if any, and the requirements of the facility for certain locations, if any, and without undue inconvenience to the developer, and the availability of alternative locations equally suitable. There is a need for rental housing within the community.*

**4. Neighborhood protections.** *The sufficiency of terms and conditions proposed to protect and maintain the uses in the surrounding neighborhood. The site is currently occupied by a commercial building. They are not proposing any changes in the access to the site or the site layout. The tenants will need to be aware of the existing conditions surrounding the unit they may rent.*

**5. Conformance with other requirements of this Chapter.** *The conformance of the proposed development with all provisions of this Chapter. The proposed location meets all of the requirements of the Zoning Ordinance. There is adequate off-street parking to the east of the building and there will be no expansions to the building.*

**6. Other factors.** *Other factors pertinent to the proposed use, site conditions, or surrounding area considerations that the Planning Commission or the City Council feels are necessary for review in order to make an informed and just decision.*

**Financial/Budget/Grant Considerations**

The Conditional Use Permit fee is \$400. The applicant has paid this fee to cover the cost associated with the application process.

**Advisory Committee/Commission Action**

The Planning Commission discussed the proposal and the concerns of residential next to industrial uses.

The Planning Commission has recommended approval of the Conditional Use Permit subject to the conditions in the attached resolution on a 5-0 vote.

**Supporting Documentation Attached**

- Resolution No. 19-38
- Location Map
- Floor Layout
- Aerial Photo

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

**RESOLUTION NO. 19-38**

**A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT  
FOR AROLA ARCHITECTURE STUDIO, LLC FOR THREE APARTMENTS  
IN THE CC – CITY CENTER DISTRICT**

**WHEREAS**, AROLA Architecture Studio, LLC is proposing a Conditional Use Permit for three apartments in the CC – City Center District; and

**WHEREAS**, As required by ordinance, notification was advertised in the Pine Journal and property owners within 350 feet were sent notice. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on May 14, 2019 at which time Zoning Case / Development Review No. 19-04 was heard and discussed; and

**WHEREAS**, the property of the proposed Conditional Use Permit is located 1101 Avenue B and is legally described as follows:

The West 14 feet of Lot 2, Block 3, Subdivision of Outlots 41 and 42. And,  
Lot 3, Block 3, Subdivision of Outlots 41 and 42, Except Railway Right-of-Way. And  
Lot 4, Block 3, Subdivision of Outlots 41 and 42, and that part of adjacent vacated 11<sup>th</sup> Street,  
Except Railway Right-of-Way. And  
Lot 5, Block 3, Subdivision of Outlots 41 and 42, and that part of adjacent vacated 11<sup>th</sup> Street,  
Except Railroad Right-of-Way. And  
Lot 6, Block 3, Subdivision of Outlots 41 and 42, Except Railway Right-of-Way, And  
The West 14 feet of Lot 7, Block 3, Subdivision of Outlots 41 and 42. and

**WHEREAS**, the Planning Commission reviewed the staff report and recommends approval of the Conditional Use Permit.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA**, that it approves Zoning Case 19-04 for AROLA Architecture Studio, LLC for three apartments in the CC – City Center District subject to the following conditions:

1. A Building Permit be issued prior to beginning any work.
2. The six separate tax parcels must be consolidated into one parcel prior to the issuance of a building permit.

**PASSED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 21<sup>ST</sup> DAY OF MAY 2019.**

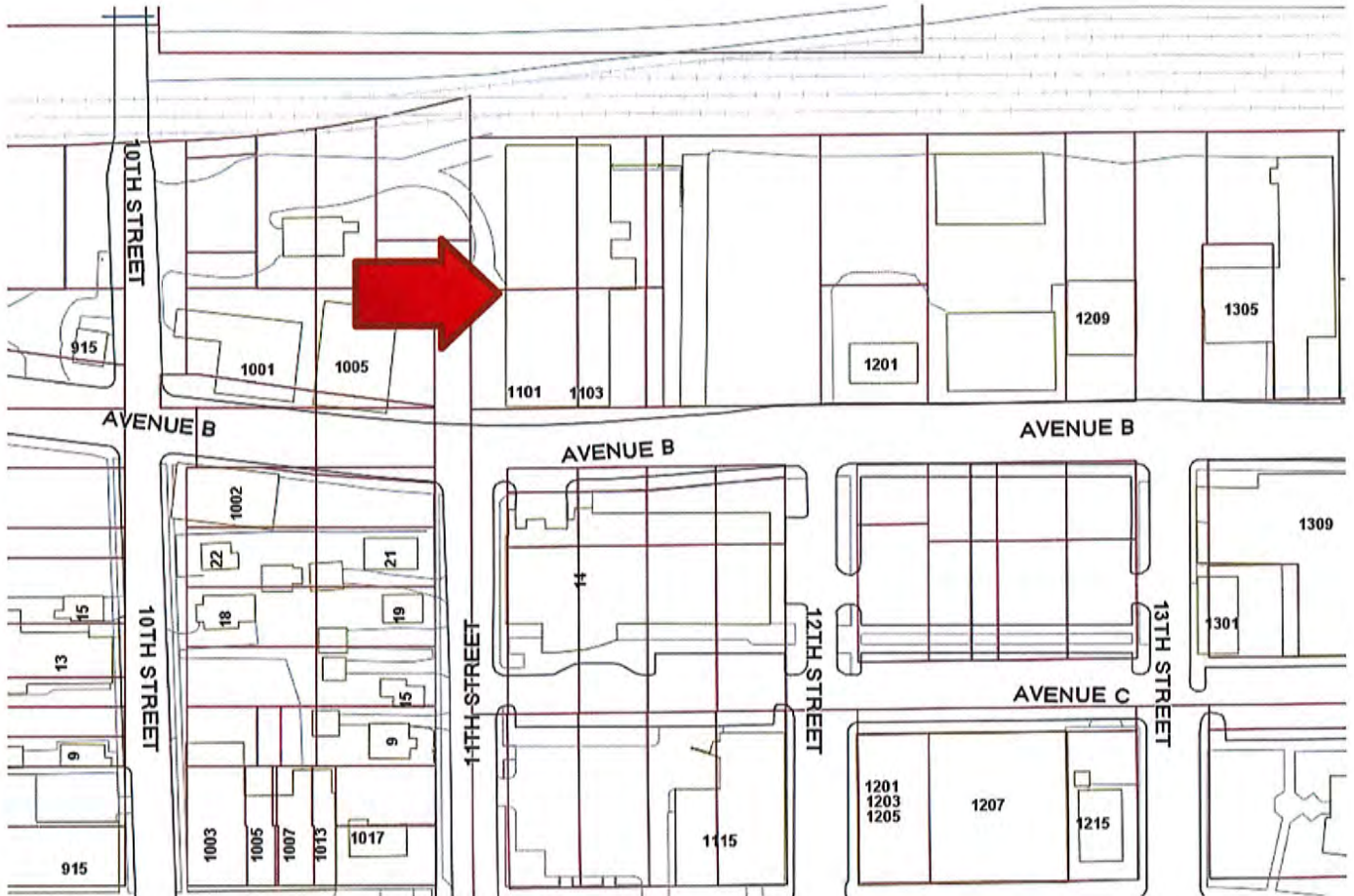
\_\_\_\_\_  
Roger Maki, Mayor

ATTEST:

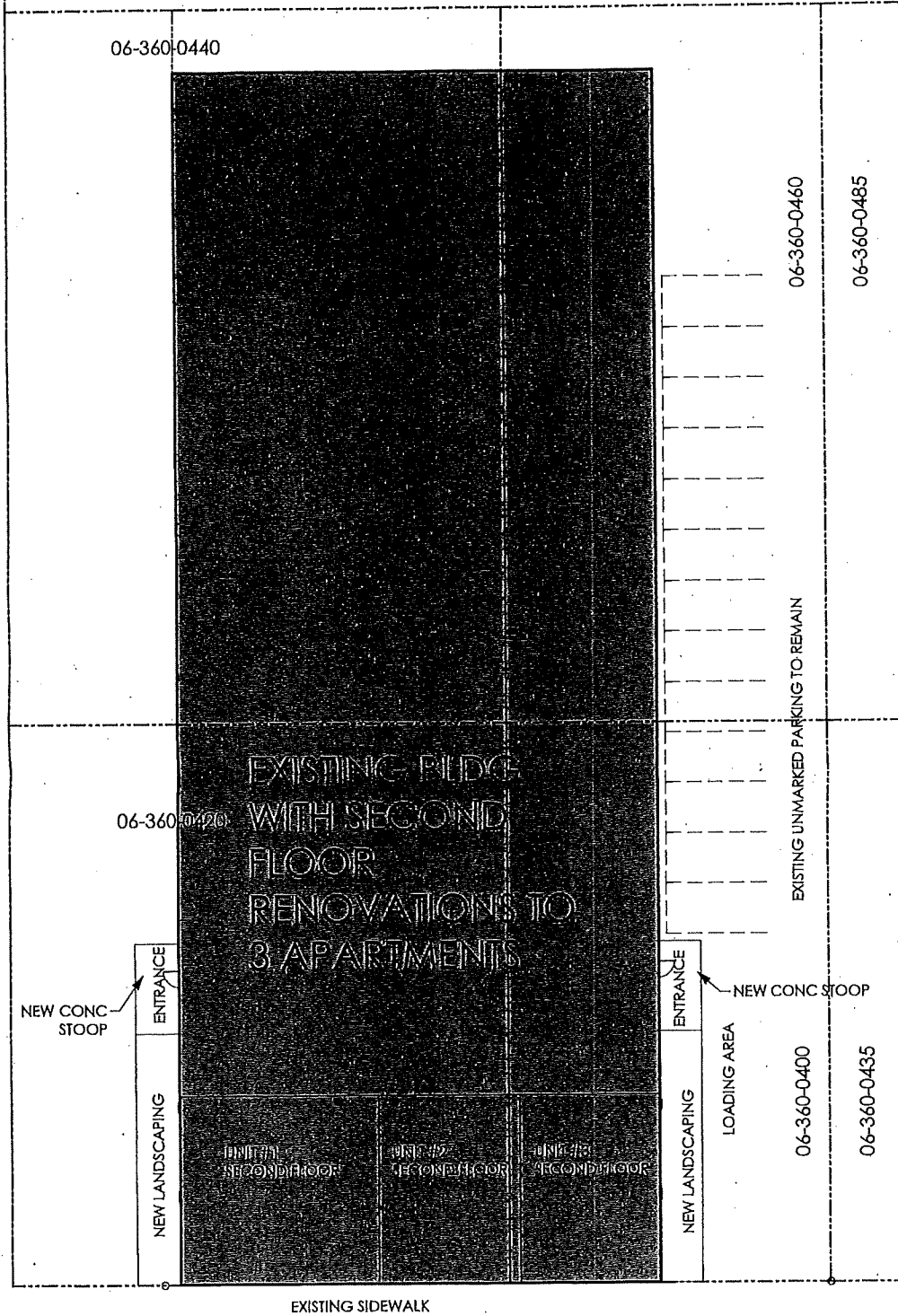
\_\_\_\_\_  
Aaron Reeves, City Administrator

# Location Map

## AROLA Architecture Studio LLC



No Scale



AVENUE B



1101 Avenue B

Legend

10th St N

Avenue B E

12th St N

11th St N

Ave C



200 ft

Google Earth

© 2013 Google





**COMMUNITY DEVELOPMENT DEPARTMENT**

1307 Cloquet Avenue • Cloquet MN 55720

Phone: 218-879-2507 • Fax: 218-879-6555

[www.cloquetmn.gov](http://www.cloquetmn.gov)

**REVISED**

**REQUEST FOR COUNCIL ACTION**

---

To: Mayor and City Council  
From: Al Cottingham, City Planner/Zoning Administrator  
Reviewed/Approved By: Aaron Reeves, City Administrator  
Date: May 15, 2019

---

**ITEM DESCRIPTION: ZONING CASE 19-08: REZONING FOR NICHOLAS LIND AT 1197 SOUTH OAK STREET**

---

**Proposed Action**

The Planning Commission recommends the City Council move to adopt **ORDINANCE NO. 480A, AN ORDINANCE TO AMEND CHAPTER 17, BY AMENDING THE ZONING MAP OF THE CITY OF CLOQUET FROM “R1 – SINGLE-FAMILY RESIDENCE” TO “FR – FARM RESIDENTIAL”**

**Background/Overview**

Nicholas J. Lind is proposing a Rezoning at 1197 South Oak Street. The property is zoned R1 – Single-Family Residence and is proposed to be zoned FR – Farm Residential.

A public hearing was held on Tuesday, May 14, 2019 to consider the Rezoning. A legal notice was published in the Pine Journal on May 2, 2019 and property owners within 350 feet were sent notice of the public hearing.

**Land Use Plan and Rezoning**

In August 2007 the City Council adopted the 2007 – 2027 Comprehensive Plan for the City of Cloquet. Chapter 3 of the Plan, Land Use discusses Inventory and Analysis; Goals, Objectives, and Policies; and, Land Use Plan. As part of that adoption the property was guided on the Land Use Plan as Low Density Residential. Subsequently the property was zoned R1 – Single-Family Residence. In both of these cases legal notices were published in the official newspaper but notices were not sent to individual property owners or owners within 350 feet of property being changed.

Staff has reviewed the language in the Comprehensive Plan pertaining to the “Low Density Residential”. The Comprehensive Plan guides a significant amount of existing agricultural or rural residential land for future low-density residential use. Particularly areas without city sewer, water or both. This property does not currently have either city sewer or water and probably shouldn’t be zoned R1- Single-Family Residence.

**Policy Objectives**

The Land Use Plan portion of the Comprehensive Plan discusses the “Low-Density Residence” on page 3-13 and 3-14. The Rezoning of the property is to be consistent with the Comprehensive Plan. The Comprehensive Plan has numerous properties guided Low-Density Residence and zoned FR – Farm Residential, such as the property to the south of this property.

**Financial Impacts**

The Rezoning fees was paid.

To the Mayor and City Council  
Rezone Nicholas Lind  
May 15, 2019  
Page 2

**Advisory Committee/Commission Action**

The Planning Commission has recommended approval of the Rezoning on a 5–0 vote.

**Supporting Documents Attachments**

- Ordinance No. 480A
- Location Map
- Comprehensive Plan Narrative
- Zoning Map
- Aerial Photo
- Petitioner Narrative

**ORDINANCE NO. 480A**

**AN ORDINANCE TO AMEND CHAPTER 17 OF THE CITY CODE  
BY AMENDING THE ZONING MAP OF THE CITY OF CLOQUET  
FROM "R1- SINGLE-FAMILY RESIDENCE" TO  
"FR- FARM RESIDENTIAL"**

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

**Section 1.** The Zoning Map of the City of Cloquet is hereby amended to change the zoning designation of the following described property from R1 – Single-Family Residence to FR – Farm Residential:

Part of the Southeast Quarter of the Southeast Quarter described as commencing at the southeast corner thence north 630 feet, thence North 86 degrees 20 minutes West 450.72 feet to the point of beginning, thence south 426.98 feet thence North 85 degrees 57 minutes West 330.14 feet, thence north 339.77 feet, thence South 86 degrees 20 minutes East 300 feet, thence north 85 feet, thence South 86 degrees 20 minutes East 30 feet to point of beginning and part of the South Half of the Southeast Quarter commencing at the southeast corner thence north along east line of 40 630 feet, thence North 88 degrees 54 minutes 28 seconds West 780.04 feet, thence South 0 degrees 46 minutes 19 seconds East 85 feet to the point of beginning, thence continue on last line 340 feet to a point being 200 feet north of south line of Quarter, thence North 88 degrees 32 minutes 35 seconds West 50 feet, thence North 0 degrees 46 minutes 19 seconds West 339.70 feet, thence South 88 degrees 54 minutes 28 seconds east 50 feet to the point of beginning, Section 22, Township 49, Range 17, Carlton County, Minnesota.

AND.

Part of the Southeast Quarter of the Southeast Quarter described as commencing at the southeast corner as point of beginning, thence north 200 feet, thence west 207.8 feet, thence north 250 feet, thence west 242 feet, thence south 418.15 feet, thence South 85 degrees 57 minutes East 450.93 feet to point of beginning. Docket 226088 except commencing at the southeast corner thereof, thence along section line 200 feet, thence at right angle west 207.8 feet to point of beginning, thence return east 207.8 feet to east section line, thence south along said east section line 200 feet to southeast corner of said South Half of Southeast Quarter of Southeast Quarter, thence west along south section line 450.93 feet, thence north parallel to east section line 200 feet, thence southeasterly to point of beginning, subject to easement over south 30 feet, Section 22, Township 49, Range 17, Carlton County, Minnesota. Docket 226088 & 244169.

AND.

Part of the Southeast Quarter of the Southeast Quarter described as commencing at the southeast corner thence North 85 degrees 57 minutes West 450.93 feet to point of beginning, thence continue west 604.87 feet, thence north 200 feet, thence South 85 degrees 57 minutes East 605.41 feet, thence south 200 feet to beginning, Section 22, Township 49, Range 17, Carlton County, Minnesota.

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

Passed this 21st day of May 2019.

CITY OF CLOQUET

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

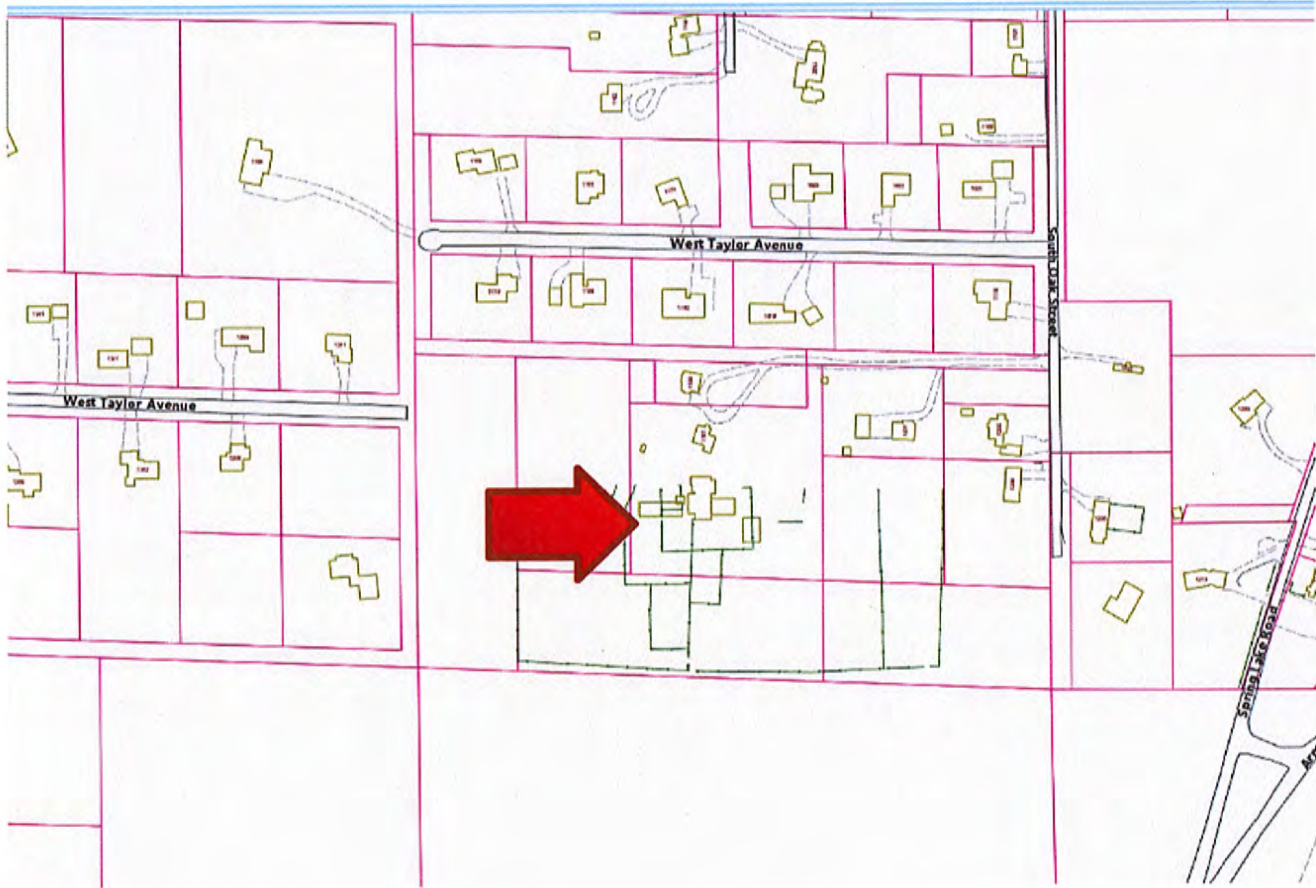
ATTEST:

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

Published this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

# LOCATION MAP

## NICHOLAS LIND



No Scale

## LAND USE PLAN

This section summarizes and expands on the concepts and actions discussed in the inventory and analysis section, and the goals, objectives, and policies section of this chapter.

### OVERVIEW OF FUTURE LAND USES

The following provides an overview of the future land uses designated on the Land Use Plan (see Figure 3-3: Land Use Plan). Detailed parcel data was not available when the Land Use Plan was prepared. Therefore, refer to the Land Use Plan as a general guide. The actual boundaries of the various land uses should generally correspond with lot lines and street centerlines.

#### Rural Residential

The Comprehensive Plan guides most rural areas in the city (not served by City sewer and water) for rural residential use not to exceed a density of one dwelling unit per five acres. Acceptable land uses in this area include single-family residences; agriculture, parks, open spaces, and essential services such as water towers. Historically, the City required one or two-acre minimum lots for rural residential or agricultural uses not served by public sewer and water. By guiding rural residential uses for five-acre minimum lots, the Comprehensive Plan encourages development in areas of the city that are (or can reasonably be) served by public sewer and water. Five-acre minimum lots also help preserve the rural character of Cloquet, while still allowing reasonable rural residential development.

The Comprehensive Plan envisions that public sewer and water will eventually serve those rural residential areas that are within the anticipated 2027 public sewer and water service boundary (see Figure 3-3: Land Use Plan and Figure 3-4: Phased Sewer and Water Extension and Staged Growth Plan). Consequently, the City encourages new development in areas guided for rural residential use to employ cluster development or conservation subdivision techniques where appropriate. These techniques not only help protect significant natural areas and rural character, but they also can help facilitate cost-effective future extensions of urban services to clusters of development as opposed to scattered development. The City may consider offering density bonuses for development that incorporates these techniques. Refer to the Staged Growth Plan discussed later in this chapter for additional information.

#### Suburban Residential

The suburban residential land use classification recognizes existing or planned areas for single-family residential use on lots between one and five acres in areas that the City does not anticipate serving with sewer and water before 2027. This area includes existing and planned phases of the Otter Creek Subdivision in south central Cloquet. The Otter Creek Subdivision is bounded on the north and east by Otter Creek, the west by Fond du Lac tribal or allotment land, and the south by Twin Lakes Township. Unlike the rural residential development to the north, the Otter Creek subdivision is outside Cloquet's Drinking Water Supply Management Area (refer to Chapter 5: Utilities and Community Facilities for additional information). Therefore, the Otter Creek Subdivision is a unique subdivision that the City does not anticipate serving with sewer and water before 2027.

#### Low-Density Residential

The Comprehensive Plan guides most of the area within the anticipated 2027 public sewer and water service boundary for low-density residential use. Acceptable land uses in this area include single-family detached residences, duplexes, twinhomes, religious institutions, parks, essential services, and

other public and semi-public uses that can be sensitively integrated into a low-density residential neighborhood. Low-density residential uses should have a density of one to five dwelling units per acre.

The Comprehensive Plan guides a significant amount of existing agricultural or rural residential land for future low-density residential use. However, as the City prepares detailed plans to provide public sewer and water to these existing rural areas of the city, the City may find that it is not feasible to serve certain existing rural development with public sewer and water. In those cases, the City could possibly amend this Comprehensive Plan and guide those areas for suburban residential use rather than for future low-density residential use.

#### **Moderate-Density to High-Density Residential**

The Comprehensive Plan continues to guide existing townhomes, mobile home parks, condominiums, and apartments for moderate-density to high-density residential use. The Plan does not specifically guide additional parcels for moderate to high-density residential use. Rather, it promotes sensitive integration of these uses into the city center, planned mixed residential, and the commercial/residential mixed-use areas described below.

Consistent with the City's current Zoning Ordinance, moderate to high-density residential use allows for a density of 5 to 32 dwelling units per acre. However, the City's Zoning Ordinance and Zoning Map will identify the maximum allowable density for specific parcels in the City.

#### **Planned Mix Residential**

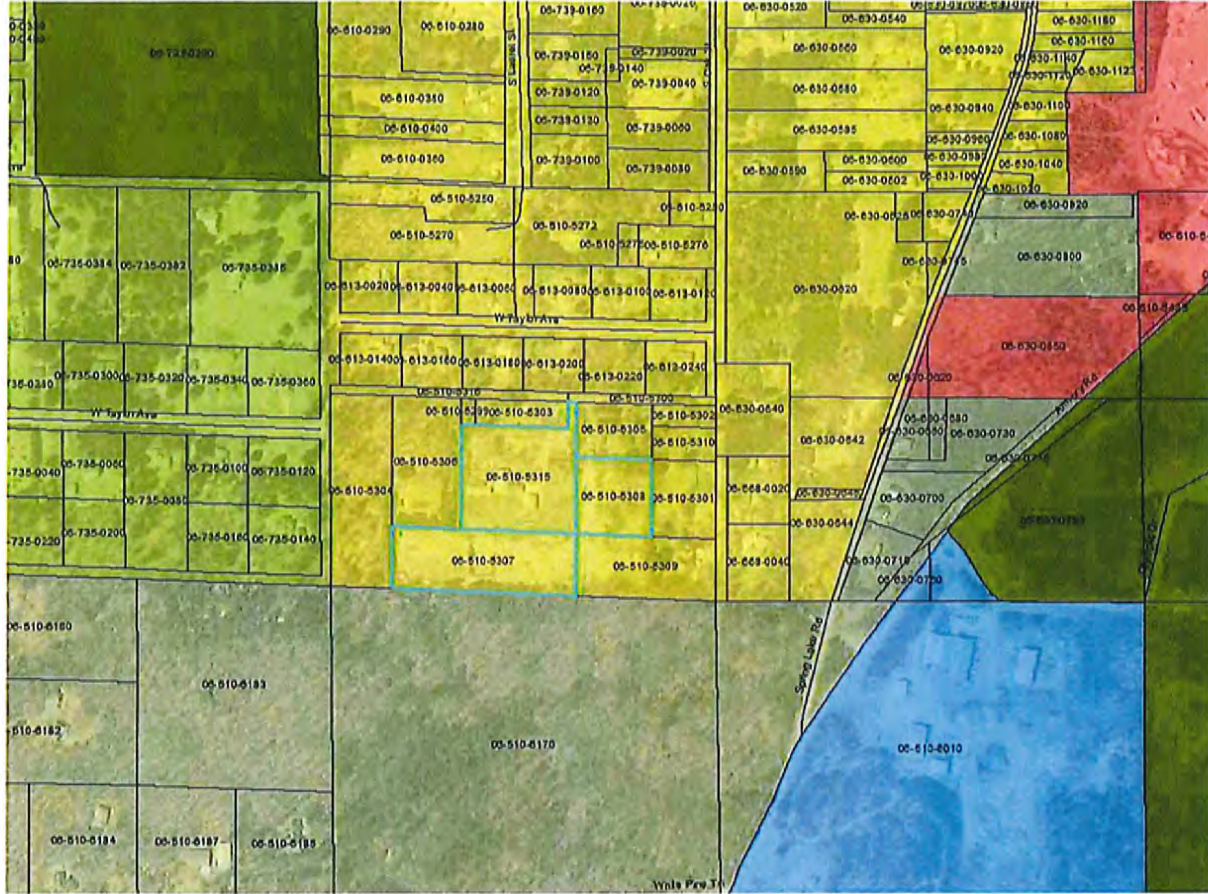
The Comprehensive Plan guides several areas in the city for planned mixed residential uses. This land use designation provides opportunities to develop a mixture of housing types and densities within a planned development. Planned mixed residential uses may include single-family detached housing, moderate-density single-family attached housing, and high-density apartments or condominiums carefully integrated into a planned residential development. Within this planned setting, parks, religious institutions, essential services, public and semi-public uses, and a limited amount of neighborhood commercial use, may also be acceptable complimentary uses.

Before allowing any significant development in an area guided for planned mixed residential use, the City should prepare a master plan for the area (or alternatively the City should coordinate with a developer to review the developer's master plan for the area). In general, proposed moderate to high-density residential uses (as well as neighborhood commercial uses) should be considered in the context of a planned unit development that involves at least several acres of land. The City should not permit uncoordinated or spot development in this area that may preclude logical development of the whole area. The following provides a general description of the planned mixed residential areas in the city.

Planned Mixed Residential South of Stark Road. The Comprehensive Plan guides an area south of Stark Road and east of Freeman Road for planned mixed residential use. This area is mostly undeveloped with a mixture of scattered wetlands and upland. Public sewer and water currently serve the Cloquet Business Park to the north and they could reasonably serve this planned mixed residential area as well. The Comprehensive Plan guides the area to the east for highway commercial use and the area to the west for low-density residential use. Consequently, this planned mixed residential area could serve as a transition between the highway commercial use and the low-density residential use. The existing wetlands in this area may provide an attractive amenity and a functional buffer between the various uses in the area.



# Zoning Map



- Zoning 2010  
 <all other values>  
**ZONECODE**
- PP
  - FM
  - FR
  - SR
  - RE
  - R-1
  - R-2
  - R-3
  - MHC
  - MRC
  - NC
  - RC
  - HC
  - CC
  - LI
  - HI
  - O/M
  - PI
  - AIR
- MNCARL007033.sld  
 RGB



No Scale

Nicholas Lind

1197 S. Oak St

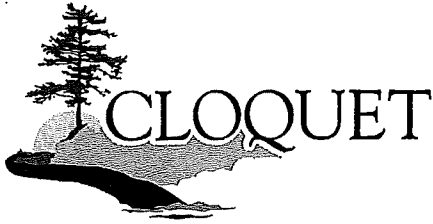
W Taylor Ave

Google Earth

© 2018 Google

300 ft





COMMUNITY DEVELOPMENT DEPARTMENT  
 1307 Cloquet Avenue • Cloquet MN 55720  
 Phone: 218-879-2507 • Fax: 218-879-6555  
[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

**APPLICATION FORM**

**PROPERTY OWNER:** Nicholas J. Lind  
**ADDRESS:** 1197 S Oak St.  
**CITY, STATE ZIP CODE:** Cloquet, MN 55720-1495  
**PHONE NUMBER:** 218-390-3982

**APPLICANT NAME:** Nicholas J. Lind  
**ADDRESS:** 1197 S Oak St.  
**CITY, STATE ZIP CODE:** Cloquet, MN 55720-1495  
**PHONE NUMBER:** 218-390-3982

**SITE LOCATION/ADDRESS:** 1197 S Oak St.

**LEGAL DESCRIPTION:** Parcel ID's: 06-510-5307, 06-510-5308, and 06-510-5315

<b>APPLICATION TYPE:</b>		<b>VARIANCE</b>	
CONDITIONAL USE	<u>      </u>	REZONE	<u>  X  </u>
COMP PLAN AMEND	<u>      </u>	FINAL PLAT	<u>      </u>
PRELIMINARY PLAT	<u>      </u>	SITE PLAN	<u>      </u>
PLANNED UNIT DEV	<u>      </u>	WETLAND CERT/MIT	<u>      </u>
ZONING AMEND	<u>      </u>		

**DESCRIPTION OF PROPOSAL:**  
Currently have chickens on-site and was not aware this is not allowed within current zoning (R1), so I would like to change 3 of my 4 parcels to farm residential so that I am compliant.

**OWNER SIGNATURE:** *Nick Lind* **DATE:** 2/15/19  
**APPLICANT SIGNATURE:** *Nick Lind* **DATE:** 2/15/19

**OFFICE USE:**  
**FILING FEE:** \$400  
**DATE:** 4-25-19  
**CASE NUMBER:** 19-08



# CLOQUET POLICE DEPARTMENT

Carey J Ferrell  
Acting Chief of Police

508 CLOQUET AVENUE  
CLOQUET, MINNESOTA 55720-1799  
records@cloquetmn.gov

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

## REQUEST FOR COUNCIL ACTION

---

To: Mayor and City Council  
From: Carey Ferrell, Acting Chief of Police  
Reviewed By: Aaron Reeves, City Administrator *AR*  
Date: May 21, 2019

---

**Item Description:** Authorization to Purchase Three Police Department Vehicles

---

### Proposed Action

Staff recommends the City Council move to approve the purchase of two 2019 all-wheel-drive Dodge Chargers for a total state bid price of \$48,265, and also purchase a currently leased squad for approximately \$13,000. In addition to the vehicle purchases, an additional \$33,735 for the purchase and installation of necessary squad car equipment. Total amount for vehicle purchases and equipment/installation is \$95,000.

### Background/Overview

Historically, the Police Department has purchased or leased two new vehicles to maintain its fleet. In 2015 no vehicles were purchase and in 2016 one vehicle was leased for 3-years. Currently, the department has two K9 squads, one School Resource Officer marked squad, five marked patrol vehicles, five unmarked vehicles, and two undercover buy vehicles (vehicles that the department obtained through the forfeiture process). With the expansion of the department and not purchasing vehicles in 2015 and 2016, the department's undercover fleet is aging. Not replacing vehicles on a regular basis results in a higher expense to keep vehicles in safe operating condition. In 2015 and 2016, the department spent close to \$38,000 in repairs. There are currently three undercover vehicles that are nine years old or older. With the expansion of the Police Department, we sometimes find ourselves without an adequate number of vehicles when a vehicle is down for maintenance or repair.

A marked squad car used for patrol activities is often utilized 24 hours a day, 7 days a week, and accumulate 90,000-100,000 miles within 3 years. The unmarked vehicles should be replaced on a 10-year cycle. We have learned that maintenance costs are usually higher on the older vehicles.

By purchasing two new Chargers, the department will remove from service a 2010 Ford Expedition, which is a fully marked squad and a 2013 Dodge Charger marked squad with over 100,000 miles on it, as well as a 2006 unmarked Dodge Charger. Retiring these vehicles from service allows the department to re-use some of the more expensive equipment needed in the new squads, providing significant savings. The 2010 marked squad will be stripped of its equipment but be kept in the fleet to be used as a tow vehicle for the department's speed trailer. The 2013 marked squad being retired is currently being used by the SRO. Purchasing the leased 2017 Ford Explorer will allow the department to provide the SRO with a fully marked squad resulting in a savings of approximately \$30,000 for the city vs buying a new vehicle and the equipment needed.

To Mayor and Council  
Police Department Vehicle Purchase  
May 21, 2019  
Page 2

**Policy Objectives**

To maintain a safe and reliable fleet of Police Department vehicles in order to deliver police service to the community. To purchase two vehicles at the state bid price from Dodge of Burnsville and to purchase the leased vehicle that the department is currently using from the Minnesota Department of Administration Fleet Services.

**Financial/Budget/Grant Considerations**

The approved 2019 Capital Plan includes \$95,000 to replace police vehicles and to fund the set-up and equipment needed for these vehicles. The purchase of two new vehicles and one used vehicle will replace three of our older police vehicles, 2006 and 2013 Dodge Chargers and 2010 Ford Expedition.

**Advisory Committee/Commission Action**

None

**Supporting Documentation Attached**

- Contract price quotes from Dodge of Burnsville

Patrol

Contract Price Quote Per #134725 From Dodge of Burnsville

Note: Please select options

Options

## 2019 Charger Police AWD V8

Extra OEM Key Each \$160 How Many?

29A-Customer Preferred Package 29A

### Options:

Convenience Group I

AHM

Base Vehicle Contract Price

\$ 22,574.00

Fleet Safety Group

AWC

NC

\$ -

Copy and Paste to add options

\$ 427.00

\$ 427.00

\$ 312.00

\$ 312.00

Power Heated Mirrors w/Man F/Away

GUK

\$ 53.00

\$ 53.00

245/55R18 BSW Performance Tires

TYL

\$ 160.00

\$ 160.00

18" Wheel Covers AWD

W8B

\$ 36.00

18" Wheel Covers RWD

W8A

\$ 36.00

### Additional Equipment Groups

Street Appearance Group

AEB

\$ 334.00

### Additional Police Equipment

Base Prep Police Package

AYE

\$ 1,780.00

Patrol Package Wiring Prep

AYW

\$ 1,024.00

Max Flow Package

AYJ

\$ 134.00

Integrated Display Package

AV2

\$ 1,994.00

12.1 Display Screen Integrated

### Additional Features

Steel Seat Back Panel Inserts

CBT

\$ 120.00

Floor Carpet

CKD

\$ 111.00

Replace Full Console w/Mini Console

CM8

\$ -

Police Floor Console

CUG

\$ 414.00

Deactivate Rear Doors/Windows

CW6

\$ 67.00

\$ 67.00

Entire Fleet Alike Key (FREQ 2)

GXA

\$ 125.00

Entire Fleet Alike Key (FREQ 3)

GXE

\$ 125.00

Entire Fleet Alike Key (FREQ 1)

GXF

\$ 125.00

\$ 125.00

Entire Fleet Alike Key (FREQ 4)

GXG

\$ 125.00

Additional Non-Key Alike Fobs

GXQ

\$ 89.00

Front Reading/Map Lamps

LBG

\$ 67.00

Matching Right Spot Lamp

LNA

\$ 187.00

Black Left Spot Lamp

LNF

\$ 187.00

\$ 187.00

Add LED to Spots(Each)

LNX

\$ 134.00

\$ 134.00

Security Alarm

LSA

\$ 134.00

White Front Doors

M2B

\$ 423.00

White All Doors

M2C

\$ 841.00

White Hood

M3F

\$ 231.00

Continued

White Roof	M3G	\$ 240.00	
<b>White Decklid</b>	M3H	\$ 156.00	
Front Licence Plate Bracket	MDA	\$ -	
Engine Block Heater	NHK	\$ 85.00	\$ 85.00
Base Engine Controller	NZE	\$ -	
Delete Spare Tire	TBF	\$ -	0
Full Spare Tire Relocation Bracket	TBH	\$ 129.00	\$ 129.00
Passenger Side Ballistic Door Panel	XDG	\$ 2,092.00	
Drive Side Ballistic Door Panel	XDV	\$ 2,092.00	
Equipment Mounting Bracket	AFX	\$ -	
MOPAR Wireless Phone-Charging Pad	RF8	\$ 312.00	
<b><u>Seat Options</u></b>			
HD Cloth Bucket & Rear Bench Seats/Black C8X(		\$ -	
HD Cloth Bucket Seats w/Vinyl Rear/Black		\$ 107.00	
<b><u>Color Options</u></b>			
Billet Silver Metallic Clear Coat		\$ -	
Bright Silver Metallic Clear Coat	PS2	\$ -	
Bright White Clear Coat	PW7	\$ -	
Electric Blue Pearl Coat	PB5	\$ 445.00	
Granite Crystal Met. Clear Coat	PAU	\$ -	
Triple Nickel Clear Coat	PR3		
Indigo Blue	PBM	\$ -	
Low Vol Midnight Blue Pearl Coat	PB8	\$ 445.00	
Maximum Steel	PAR	\$ -	
Michigan State Police Blue	P79	\$ 445.00	
Pitch Black	PX8		Pitch Black
Redline Red Tri-Coat Pearl	PRY	\$ 445.00	
Sheriff's Tan	P76	\$ 445.00	
White Gold Clear Coat	PWL	\$ 445.00	
Destroyer Grey Clear Coat	PDN	\$ -	
Octane Red Pearl Coat	PRV		
<b>Total Delivered Price with options Per Contract #13472</b>			<b>\$ 24,253.00</b>

unmarked

Contract Price Quote Per #134725 From Dodge of Burnsville

Note: Please select options

Options

## 2019 Charger Police AWD V8

Extra OEM Key      Each      \$160      How Many?  
 29A-Customer Preferred Package 29A

Base Vehicle Contract Price	\$ 22,574.00
	\$ -

**Options:**

NC

Copy and Paste to add options

Convenience Group I	AHM	\$ 427.00	\$ 427.00
Fleet Safety Group	AWC	\$ 312.00	\$ 312.00

Power Heated Mirrors w/Man F/Away	GUK	\$ 53.00	\$ 53.00
245/55R18 BSW Performance Tires	TYL	\$ 160.00	\$ 160.00
18" Wheel Covers AWD	W8B	\$ 36.00	\$ 36.00
18" Wheel Covers RWD	W8A	\$ 36.00	

**Additional Equipment Groups**

Street Appearance Group	AEB	\$ 334.00	
-------------------------	-----	-----------	--

**Additional Police Equipment**

Base Prep Police Package	AYE	\$ 1,780.00	
Patrol Package Wiring Prep	AYW	\$ 1,024.00	
Max Flow Package	AYJ	\$ 134.00	
Integrated Display Package	AV2	\$ 1,994.00	
12.1 Display Screen Integrated			

**Additional Features**

Steel Seat Back Panel Inserts	CBT	\$ 120.00	
Floor Carpet	CKD	\$ 111.00	\$ 111.00

Replace Full Console w/Mini Console	CM8	\$ -	
Police Floor Console	CUG	\$ 414.00	
Deactivate Rear Doors/Windows	CW6	\$ 67.00	
Entire Fleet Alike Key (FREQ 2)	GXA	\$ 125.00	
Entire Fleet Alike Key (FREQ 3)	GXE	\$ 125.00	
Entire Fleet Alike Key (FREQ 1)	GXF	\$ 125.00	\$ 125.00
Entire Fleet Alike Key (FREQ 4)	GXG	\$ 125.00	
Additional Non-Key Alike Fobs	GXQ	\$ 89.00	
Front Reading/Map Lamps	LBG	\$ 67.00	
Matching Right Spot Lamp	LNA	\$ 187.00	
Black Left Spot Lamp	LNF	\$ 187.00	
Add LED to Spots(Each)	LNX	\$ 134.00	
Security Alarm	LSA	\$ 134.00	
White Front Doors	M2B	\$ 423.00	
White All Doors	M2C	\$ 841.00	
White Hood	M3F	\$ 231.00	

Continued



White Roof	M3G	\$ 240.00	
<b>White Decklid</b>	M3H	\$ 156.00	
Front Licence Plate Bracket	MDA	\$ -	
Engine Block Heater	NHK	\$ 85.00	\$ 85.00
Base Engine Controller	NZE	\$ -	
Delete Spare Tire	TBF	\$ -	0
Full Spare Tire Relocation Bracket	TBH	\$ 129.00	\$ 129.00
Passenger Side Ballistic Door Panel	XDG	\$ 2,092.00	
Drive Side Ballistic Door Panel	XDV	\$ 2,092.00	
Equipment Mounting Bracket	XFV	\$ -	
MOPAR Wireless Phone-Charging Pad	RF8	\$ 312.00	
<b><u>Seat Options</u></b>			
HD Cloth Bucket & Rear Bench Seats/Black C8X(		\$ -	
HD Cloth Bucket Seats w/Vinyl Rear/Black		\$ 107.00	
<b><u>Color Options</u></b>			
Billet Silver Metallic Clear Coat		\$ -	
Bright Silver Metallic Clear Coat	PS2	\$ -	
Bright White Clear Coat	PW7	\$ -	
Electric Blue Pearl Coat	PB5	\$ 445.00	
Granite Crystal Met. Clear Coat	PAU	\$ -	
Triple Nickel Clear Coat	PR3		
Indigo Blue	PBM	\$ -	
Low Vol Midnight Blue Pearl Coat	PB8	\$ 445.00	
Maximum Steel	PAR	\$ -	Max Steel
Michigan State Police Blue	P79	\$ 445.00	
Pitch Black	PX8	\$ -	
Redline Red Tri-Coat Pearl	PRY	\$ 445.00	
Sheriff's Tan	P76	\$ 445.00	
White Gold Clear Coat	PWL	\$ 445.00	
Destroyer Grey Clear Coat	PDN	\$ -	
Octane Red Pearl Coat	PRV		
<b>Total Delivered Price with options Per Contract #13472</b>			<b>\$ 24,012.00</b>



**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

---

To: Honorable Mayor and City Council  
From: Aaron S. Reeves, City Administrator *AR*  
Date: May 21, 2019

---

**ITEM DESCRIPTION:** McKinstry Library Commissioning Services Proposal

---

**Proposed Action**

Approve the Building Commissioning Services proposal for the Library as part of the Library expansion project.

**Background/Overview**

McKinstry specializes in assisting communities to maximize the performance of their building to ensure they operate in the most energy efficient way possible. You can find more information at <https://www.mckinstry.com/> Any time the City goes through either a building expansion or renovation project it is important to have the mechanical systems reviewed to ensure that we are operating in the most energy efficient way possible. The attached proposal would have McKinstry work with our City staff, architect, and eventual contractor through the design, construction, and operation of the existing Library building and expansion ensuring maximum energy efficiency. Doing a Commissioning study generally results in an 8 – 12% savings in annual energy and operational costs. In addition, McKinstry will ensure we utilize all rebates and/or incentives that are available as part of the project. The \$21,245 cost with \$3,450 in optional services (to be determined if needed after the project) would come from the project fund made up of State grant funding and eventually City bond funds.

**Supporting Documentation Attached**

- McKinstry Library Commissioning Proposal



# City of Cloquet

## Building Commissioning Services - Library

CLOQUET, MINNESOTA

APRIL 17, 2019



## Project Approach –Commissioning Services

McKinstry has developed proprietary and innovative project commissioning with close-out that is unmatched in the industry. Our dedicated commissioning team remains involved through the entire design-build process while leading the development of complete project startup and commissioning programs.

### CLEARLY DEFINING THE PROJECT OUTCOMES

During the initial stages of our involvement with the City of Cloquet Library project, our goal will be to fully evaluate the current plans and integrate into the existing design and project management team. Specifically, we recognize that the **Owner's Project Requirements (OPR)** are well understood; however, we see value in formalizing those into a cohesive document that the team can refer to throughout the project. The primary objective in this phase is to develop a comprehensive **Commissioning Plan (Cx)** which will outline testing methods and support a full understanding of bidding contractors relative to the Cx process. With these documents, McKinstry, the City of Cloquet, the design team, and ultimately the construction team, will set the baseline for evaluating project performance and compliance, along with determining if the finished project elements have met the owner's intent.



The following is an overview of our Cx process:

### DESIGN PHASE

#### Planning and Design Phase Commissioning

- Lead a design phase Cx kickoff meeting with the design team, contractor (if on-board), operators and ownership team to ensure the team is integrated early to enhance the project team's overall collaboration for the entire duration of the project.
- Review the design documents, specifications and narratives to integrate testing requirements, mitigate any possible scope gaps and identify any possible enhancements.
- Actively participate in design review meetings and process.
- Review pertinent specifications to ensure compliance with owner standards, communicate and optimize OPR, and the overall Cx program.
- Lead a dedicated controls coordination meeting with design, commissioning and contractor support.
- Integrate a Cx schedule and plan incorporating detailed testing milestones into the overall construction schedule to streamline tasks.



### CONSTRUCTION PHASES

#### Construction Commissioning

- Coordinate with the GC to administer *BIM 360™ Field* site, administer the workflow, and provide training/support to the construction team and owner to track Cx progress and deficiency resolution.
- Review the submittals for systems in the Cx agent's scope of work.
- Develop the functional testing documentation for completion by the construction team.



### Verification Phase Commissioning

- Review Start up and Test and Balance Reports.
- Execute point to point checkouts, calibration validations and functional performance test plans.
- Document and manage issues identified on the observation log in *BIM 360™ Field*.
- Review contractors' training records with the operations team.

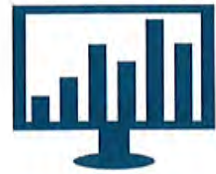


### SUBSTANTIAL COMPLETION AND PROJECT CLOSEOUT PHASES

The following transition steps will assist in ensuring that your facility managers will have a high comfort level with the systems built, and that the facility operations are stable as well as optimized with minimal impact to the occupants.

### Post-Occupancy

- Coordinate required seasonal testing and deficiency corrections.
- Warranty period walk-through at 10-months to review the current building operation and condition of outstanding issues with the facility staff.



**PROPOSED SCOPE OF WORK FOR THE CITY OF CLOQUET LIBRARY PROJECT**

Based on previous conversations we are proposing the following services for the City of Cloquet Library Project.

**PRE-DESIGN**

- Early selection and involvement of Cx team protects owner's investment



**DESIGN PHASE CX**

- Develop Cx schedule & plan
- Communicate and optimize OPR
- Review design drawings & BOD
- Review submittals, shop drawings, and equipment detail sheets to ensure compliance with specifications



Design commissioning is very beneficial in ensuring ongoing success of the facility as well as assist in avoiding change orders that negatively impact the project budget and often delay the construction schedule as well.

**CONSTRUCTION PHASE CX**

- Review testing and balancing reports
- Develop and Implement functional tests and verify performance requirements
- Document and monitor issues discovered by Cx through to resolution or acceptance by owner



**HANDOVER & TRAINING**

- Provide Cx report
- Verify operator/owner training and education
- Conduct seasonal training
- Conduct 10 month walk through



### OPTIONAL SERVICES FOR CONSIDERATION

McKinstry has developed proprietary and innovative project Cx closeout processes that are unmatched in the industry. Our team is well-versed in scheduling various components with the proper representatives to complete a comprehensive project closeout process. The following transition steps will further ensure that your facility managers will have a high comfort level with the systems built, and that the facility operations are stable as well as optimized with minimal impact to the occupants.

#### Planning and Design Phase Commissioning

- Assist in developing the Operations and Maintenance Plan and Budget

#### Transitional Phase Commissioning

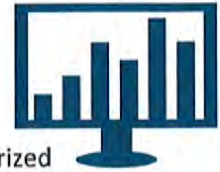
- Export equipment data from BIM 360™ Field and upload it to the owner's computerized maintenance management system (CMMS) for warranty management, if applicable.
- Develop a system operations manual and train operator(s) on its use. BIM 360™ Field can become a cloud-based system manual.
- Occupant training prior to and post move to be sure they have a clear understanding of how the facility systems work and what to expect. This is especially important with today's high-tech sustainable systems to ensure the savings goals are maintained and expectations on system operation are clearly set. Train occupants on the expected system performance and required interaction, and work with the Operational Readiness Committee to facilitate development of a comprehensive and tailored maintenance program.

#### Post-Occupancy

- Coordinate required seasonal testing and deficiency corrections.
- Warranty period walk-through at 10-months to review the current building operation and condition of outstanding issues with the facility staff.

#### Operational Phase Commissioning

- Provide ongoing support and training to the operations staff.
- Optimize system operations with actual occupied loads, including ongoing remote system operation evaluation, assistance with resolving issues identified post-construction, ongoing trend review and analysis, troubleshooting assistance.





---

## **COST PROPOSAL**

The fixed fee for the Proposed Scope of Work is \$21,245.

Fee for optional services \$3,450

*Modifications to any of these factors will result in changes to the proposed fee and schedule. Any changes that affect scope, resources, timeline, or cost will follow a change order that would have to be agreed to by both parties. McKinstry will invoice monthly with payment terms of net 30.*





**ED ZEPEDA | Business Development Manager**

**10+ Years Relevant Experience**



**EDUCATION**

University of Wisconsin Stevens Point  
St. Paul College, St. Paul, MN

**AFFILIATIONS**

- Minnesota Ice Arena Managers Association
- Wisconsin Ice Arena Managers Association

**QUALIFICATIONS**

- Comprehensive/ Complex Solutions
- Large Account Management
- Energy Performance-Based Contracting
- Contract Negotiation and Risk Management
- Project Financing and Financial Management

**RELEVANT PROJECT EXPERIENCE**

**Ramsey County Parks and Recreation, Aldrich Arena; Maplewood, MN;** Ice arena retrofit project that converted the HVAC system from steam to hot water, improved control of the hot water loop and associated HVAC equipment, and provided enhanced control of the facility heating system.

**City of Rochester, Rochester Recreation Center; Rochester, MN;** Ice arena and aquatic center project including interior and exterior lighting retrofits, ice plant conversion, mechanical improvements, and a building controls upgrade.

**City of Rochester, Mayo Civic Center; Rochester, MN;** Facility audit and implementation of comprehensive lighting upgrade to LED, lighting control improvements, audio system retrofits, and new building controls for optimization of heating and cooling systems.

**City of Mountain Lake; Mountain Lake, MN;** Performance-based project for street lighting improvements.

**Minneapolis Parks and Recreation, Parade Ice Garden; Minneapolis, MN;** Ice arena renovation including refrigeration system, desiccant dehumidification, lighting, fire alarm system, building envelope improvements, water conservation measures, low-e (emissivity) ceiling installation, roof replacement, and installation of a building automation system.

**City of Brookings, Brookings, SD;** Commissioning services of renovation of refrigeration system.

**MIKE LODGE, Regional Commissioning Project Director**

**32 Years Relevant Experience**



**QUALIFICATIONS**

- Commissioning Management
- LEED® Building Commissioning
- Retro/Re-Commissioning
- Design Reviews
- Engineering Reviews
- Facility Evaluations

- O&M Staff Training
- Integration Building Testing
- Test & Balance Verification

- Mechanical System Controls
- Schedule & Planning Analysis
- Building Simulation
- Commissioning Management
- Estimating & Financial Management
- Indoor Air Quality
- Life Cycle Costing
- HVAC Controls, Design/ Validation
- System/Equipment Start-Up

**RELEVANT PROJECT EXPERIENCE**

**City of Madison, Madison, WI:** New construction commissioning project of the City's Olbrich Botanical Gardens Expansion, Fire Station 14, and Pinney Library Branch. Services include commissioning for the design and construction, as well as enhanced commissioning, energy modeling, and measurement & verification. All buildings are pursuing LEED Gold certification.

**Wayzata High School, Wayzata, MN:** Addition to the existing high school building—heating plant upgraded; central cooling plant upgraded; occupied spaces consisted of variable volume ventilation control with heat recovery.

**St. Camillus, Milwaukee, WI:** Commissioning services of new Professional Office Building, and renovation of existing space in Medical Education Building. Recently awarded Phase II.

**Medical College of Wisconsin, Milwaukee, WI:** MCW Office - Building Commissioning services of the new 310,000 sq. ft. Professional Office Building for MEP, building envelope, access control, and life safety. Recently awarded Phase II.



**GREG SCHAUBHUT | Senior Commissioning Engineer** **27 Years Relevant Experience**



**CERTIFICATIONS/AFFILIATIONS**

- State of Minnesota Class A Electrical Journeyman
- OSHA 10 Hour Certified

**QUALIFICATIONS**

- New and Existing Building Commissioning
- HVAC Controls Project Management
- HVAC Controls Installation and Service
- MN Class A Electrician

**RELEVANT PROJECT EXPERIENCE**

**Minneapolis Park & Recreation, Minneapolis, MN:** Commissioning - Energy efficiency project including ice rink upgrades of refrigeration system, advance heat reclamation systems, rink floor replacements, upgraded chillers, pumps, fluid-cooled condensers, heat exchangers, new digital control system, as well as exterior lighting LED retrofits, fire alarm system and emergency lighting upgrades, building envelope improvements, water conservation measures, low-e (emissivity) ceiling installation, dehumidification unit replacements, roof replacement, and installation of a building automation system.

**St. Peter School District, St. Peter, MN:** New Building of a new 185,000 sq. ft. high school building, high efficiency design with central heating and cooling plants. The occupied spaces were variable volume with chilled beams and in-floor heat with centralized air handlers with heat recovery. Commissioning scope included design review, construction, acceptance and warranty phases.

**Medical College of Wisconsin, Milwaukee, WI:** MCW Office - Building Commissioning services of the new 310,000 sq. ft. Professional Office Building for MEP, building envelope, access control, and life safety. Recently awarded Phase II.

**MIKE RAUENHORST | Commissioning Engineering** **5 Years Relevant Experience**



**CERTIFICATIONS/AFFILIATIONS**

- OSHA 30 Hour Certified
- OSHA 10 Hour Certified

**QUALIFICATIONS**

- Test and Balance (TAB)
- HVAC Controls
- Commissioning
- Project Management
- Scheduling
- Estimating
- Energy Efficiency

**RELEVANT PROJECT EXPERIENCE**

**City of Minot, ND:** Public Works Building construction phase TAB of air and hydronic water systems of expansion and renovation of public works office and garage.

**Minot Air Force Base Retro-commissioning, ND:** Retro-commissioning of nine buildings completed by others. Mike's firm provided TAB and extensive deferred maintenance of HVAC systems in the buildings totaling over 1,000,000 sq. ft.

**Edina Public Schools – ISD 273, Edina, MN:** Commissioning services for high school expansion of 135,000 sq. ft. and renovations of 40,500 sq. ft. Project includes optimizing existing HVAC/controls and complete commissioning of the new HVAC systems.

**City of Brookings, Brookings, SD:** Commissioning services of renovation of refrigeration system.



## Why McKinstry – Project Management

The key to McKinstry's Cx program approach is the ability to define the desired outcomes of our clients and provide a process that assures these outcomes will be met. While our experienced and capable staff is the key ingredient to achieve this, we have put in place a system of quality assurance to provide added measures of discipline to our project delivery.

Our Cx team takes a detailed, hands-on approach that will create additional value for the City of Cloquet Library Project. Our Cx team has successfully implemented Cx plans for many projects over the years and has extensive knowledge of project requirements and objectives. Our desire is to go beyond our typical Cx approach, be a true team player, and work toward project solutions collaboratively each day we are on-site, and throughout the entire life of the project. We plan to work hand-in-hand with subcontractors to **ensure performance**, and to **help troubleshoot** and **fix problems promptly** to ensure we not only deliver a high-performing, energy-efficient building, but we do not sacrifice our project schedule.

### QUALITY ASSURANCE

McKinstry's in-house Quality Assurance team is directly involved in understanding and reviewing all deliverables in detail. This allows us to develop and follow a comprehensive Quality Assurance program. Our commissioning team will not stand alone.

Our **internal QA reviews** will occur prior to each critical project milestone (i.e. contract initiation, design, construction, acceptance, close-out, warranty) and our deliverables and processes will be subjected to critical internal McKinstry peer-review and enhancement. Our in-house reviewers serve as the "owner's advocate" and "devil's advocate"; this challenges and validates the scope, quality, and assumptions behind every aspect of commissioning. These milestone reviews allow for efficient and effective quality control of a continuous process.

Our team conducts these reviews using processes developed over the course of more than five decades—and continually refines—to ensure the most efficiently performing facility possible. McKinstry's approach to successful, complete commissioning is driven by our ability to define our client's desired outcomes and provide a process that assures these outcomes. While our experienced and capable staff is the key ingredient, our **Quality Assurance/Quality Control** systems provide additional project delivery discipline.

### PROJECT COMMUNICATION AND COLLABORATION PLAN

Effective communication between the project team members is critical for the successful development and implementation of this project. McKinstry recognizes the importance of collaborating with the team members through consistent dialogue. During our initial introductions, we will gain a comprehensive understanding of goals for CMC and provide a brief overview of the process we use to engage stakeholders which includes:

- **Clearly defined responsibilities**
- **Competent and experienced staff**
- **Effective and mutually agreed upon communication channels and vehicles**
- **Timely and fair resolution of issues**

After initial discussions, we will continually engage in open dialogue as appropriate to ensure all project stakeholders are comfortable with our team's progress and we receive timely input for and approval of documents and deliverables.



## OPERATION & MAINTENANCE EXPERTISE

McKinstry's team provides valuable insight, as well as foresight, during initial Operations & Maintenance (O&M) trainings and discussions between the contractor and the O&M staff. The most important stakeholders in the operation of a facility are the O&M staff. With engaged O&M staff, a facility can optimize performance, resulting in optimal thermal comfort and potentially significant operational savings.

Our team ensures that all projects move into the O&M phase with a purposeful Cx closeout meeting. In this meeting, our team sits down one-on-one with the building operators to review the system knowledge that we gained during the Cx process, along with any outstanding items for the facilities staff to understand as they take on the operation of the new facility. This meeting allows us to partner with the O&M staff into the warranty phase to ensure they are best equipped to understand their facility and how to operate it optimally.

## ENERGY-EFFICIENT EQUIPMENT DESIGN & CONTROL STRATEGY OPTIMIZATION

In today's world, sustainability and energy are always important topics during the design development activities. We have found that not all designers fully understand the applicability and long-term total cost of ownership that goes into the selection of various energy conservation measures. As energy is a key focus for McKinstry, our team has a deep understanding of real-world installations of varying energy conservation opportunities and which features provide the most value for various facility operations.

Our team has developed optimization strategies for hundreds of projects resulting in significant energy savings opportunities. Additionally, our proposed lead CxA Greg Spalding leads the McKinstry Cx Team Re/Retro-commissioning (RCx) Program which we were recently recognized as the #1 RCx Service Provider by Xcel Energy.

## PROJECT AND CONSTRUCTION MANAGEMENT

Each of our proposed team members has well over a decade of project and construction management experience. They are well-versed in the technical tools and planning processes needed to successfully implement successful projects. As described in the project examples above, and in their resumes, our team has managed a variety of projects - large and complex to smaller new construction, major renovation, additions, and existing buildings.

## SYSTEM DESIGN

McKinstry's team brings significant building systems design experience – this includes mechanical, electrical, plumbing, and fire-life safety systems. The entire McKinstry Cx team as well as our supporting engineering team is on hand to provide as needed support. McKinstry's engineering team has vast experience with system designs in recreation facilities, higher ed, healthcare, K12, and hospitality.

## TROUBLESHOOTING

Our team has significant experience with both simple and complex issue troubleshooting and recommendations for corrective actions. As we are a hands-on Cx provider, we pride ourselves in our ability to actively work through troubleshooting issues as they arise. We will roll up our sleeves with a heavy on-site presence to work with subcontractors in order to solve problems in real-time, optimize equipment, and ensure functionality.

Many Cx providers identify issues and then document them, but skip the collaboration with the contractor to help identify the root cause; that is not McKinstry's approach. Our team has the knowledge and skillset to assist the contractor with issue resolution, on the fly, during our Cx activities. This ability helps to keep the project on-schedule by eliminating the additional time required for fixes and back-checking of issues that can be fixed quickly during Cx testing.



## REQUEST FOR COUNCIL ACTION

---

To: Mayor and City Council  
From: Al Cottingham, City Planner/Zoning Administrator  
Reviewed/Approved By: Aaron Reeves, City Administrator *AR*  
Date: May 15, 2019

---

**ITEM DESCRIPTION: ZONING CASE 19-07: COMPREHENSIVE PLAN AMENDMENT (LAND USE PLAN) AND REZONING FOR MICHAEL J. ACHESON NORTHWEST OF SUNNYSIDE AND BOULDER DRIVES**

---

### Proposed Action

The Planning Commission recommends the City Council move to adopt:

- **RESOLUTION NO. 19-40, A RESOLUTION DENYING THE COMPREHENSIVE PLAN AMENDMENT (LAND USE PLAN) FROM “LOW DENSITY RESIDENTIAL” TO “HIGHWAY COMMERCIAL”**
- **RESOLUTION NO. 19-41, A RESOLUTION DENYING THE REZONING FROM “R1 – SINGLE-FAMILY RESIDENCE” TO “RC – HIGHWAY COMMERCIAL”**

### Background/Overview

Michael J. Acheson is proposing a Comprehensive Plan Amendment (Land Use Plan) and Rezoning located northwest of Sunnyside and Boulder Drives. The property is guided Low Density Residential and zoned R1 – Single-Family Residence and is proposed to be guided Highway Commercial and zoned RC – Highway Commercial. The proposed use of the site would be for a parking lot expansion of the Sammy’s Pizza parking lot.

In 2010 the City received a petition from the property owners on Boulder Drive in opposition to converting the existing green space into a parking lot. A copy of the petition is attached. The petition represented 11 of the 13 properties on Boulder Drive of which 8 of those owners still reside there.

A public hearing will be held on Tuesday, May 14, 2019 to consider a possible amendment to the Comprehensive Plan (Land Use Plan) and Rezoning. A legal notice was published in the Pine Journal on May 2, 2019 and property owners within 350 feet were sent notice of the public hearing.

### Land Use Plan and Rezoning

In August 2007 the City Council adopted the 2007 – 2027 Comprehensive Plan for the City of Cloquet. Chapter 3 of the Plan, Land Use discusses Inventory and Analysis; Goals, Objectives, and Policies; and, Land Use Plan. As part of that adoption the property was guided on the Land Use Plan as Low-Density Residential. Subsequently the property was zoned R1 – Single-Family Residence. In both of these cases legal notices were published in the official newspaper but notices were not sent to individual property owners or owners within 350 feet of property being changed.

Staff has reviewed the language in the Comprehensive Plan pertaining to both the “Low-Density Residential” and “Highway Commercial”. The Low-Density Residential was set up in most of the city that was existing residential. The Highway Commercial guided properties were in two primary areas: 1) an area along Highway 33 south of the St. Louis River, and 2) an area along Highway 33 north of the St. Louis River. This particular property was platted in 1953 for residential development at that time.

### **Policy Objectives**

The Land Use Plan portion of the Comprehensive Plan discusses the “Low-Density Residential” on page 3-13 and 3-14 and the “Highway Commercial” on page 3-20 and 3-21. The plan does not have any specific locational criteria for where certain districts should be located. The Rezoning of the property is to be consistent with the Comprehensive Plan.

State Statute requires that all Comprehensive Plan changes be approved by a super majority vote. A super majority vote of the City Council is 5 out of 7. The Rezoning of the property also requires a super majority vote for approval.

### **Financial Impacts**

The Comprehensive Plan Amendment and Rezoning fees were paid.

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

The Planning Commission has recommended denial of the Comprehensive Plan Amendment (Land Use Plan) on a 4 – 1 vote. The also recommended denial of the Rezoning on a 4 – 1 vote. The Planning Commission was concerned with safety at the intersection of Sunnyside and Boulder Drives because of the site visibility with the parking lot.

### **Supporting Documents Attachments**

- Resolution No. 19-40
- Resolution No. 19-41
- Location Map
- Comprehensive Plan Pages
- Land Use Plan
- Zoning Map
- Aerial Photo
- Petitioner Info
- Opposition Correspondence

STATE OF MINNESOTA  
COUNTY OF CARLTON  
CITY OF CLOQUET

RESOLUTION NO. 19-40

**A RESOLUTION DENYING THE COMPREHENSIVE PLAN AMENDMENT  
(LAND USE PLAN) FROM “LOW DENSITY RESIDENTIAL” TO  
“HIGHWAY COMMERCIAL”**

**WHEREAS**, Michael J. Acheson is proposing a Comprehensive Plan Amendment (Land Use Plan) from “Low Density Residential” to “Highway Commercial”; and

**WHEREAS**, As required by ordinance, notice was published in the Pine Journal and mailed to property owners within 350 feet. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on May 14, 2019 at which time Zoning Case / Development Review No. 19-07 was heard and discussed; and

**WHEREAS**, the property of the proposed Comprehensive Plan Amendment (Land Use Plan) is located northwest of Sunnyside and Boulder Drives and is legally described as follows:

Lot 1, Anderson’s Sunnyside Addition to the City of Cloquet, according to the plat thereof on file and of record in the office of the County Recorder, in and for Carlton County, Minnesota; which lies Westerly and Northerly of Line 1 described below: Line 1 – Commencing at Right-of-Way Boundary Corner B31 as shown on Minnesota Department of Transportation Right-of-Way Plat No. 09-12, as the same is on file and of record in the office of said County Recorder; thence Southeasterly on an azimuth of 156 degrees 22 minutes 00 seconds along the boundary of said plat for 295.80 feet to Right-of-Way Boundary Corner B30 and the point of beginning of Line 1 to be described; thence continue on an azimuth of 156 degrees 22 minutes 00 seconds for 100.00 feet; thence on an azimuth of 237 degrees 35 minutes 08 seconds for 89.90 feet, more or less, to the Westerly line of Said Lot 1 and there terminating.

**WHEREAS**, the Planning Commission reviewed the staff report and recommends denial of the Comprehensive Plan Amendment (Land Use Plan).

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA**, that it denies Zoning Case 19-07 for a comprehensive plan amendment (land use plan) from “Low Density Residential” to “Highway Commercial”.

**PASSED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 21ST DAY OF MAY 2019.**

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

ATTEST:

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

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

**RESOLUTION NO. 19-41**

**A RESOLUTION DENYING THE REZONING FROM  
“R1 – SINGLE-FAMILY RESIDENCE” TO  
“RC – HIGHWAY COMMERCIAL”**

**WHEREAS**, Michael J. Acheson is proposing a Rezoning from “R1 – Single-Family Residence” to “RC – Highway Commercial”; and

**WHEREAS**, As required by ordinance, notice was published in the Pine Journal and mailed to property owners within 350 feet. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on May 14, 2019 at which time Zoning Case / Development Review No. 19-07 was heard and discussed; and

**WHEREAS**, the property of the proposed Rezoning is located northwest of Sunnyside and Boulder Drives and is legally described as follows:

Lot 1, Anderson’s Sunnyside Addition to the City of Cloquet, according to the plat thereof on file and of record in the office of the County Recorder, in and for Carlton County, Minnesota; which lies Westerly and Northerly of Line 1 described below: Line 1 – Commencing at Right-of-Way Boundary Corner B31 as shown on Minnesota Department of Transportation Right-of-Way Plat No. 09-12, as the same is on file and of record in the office of said County Recorder; thence Southeasterly on an azimuth of 156 degrees 22 minutes 00 seconds along the boundary of said plat for 295.80 feet to Right-of-Way Boundary Corner B30 and the point of beginning of Line 1 to be described; thence continue on an azimuth of 156 degrees 22 minutes 00 seconds for 100.00 feet; thence on an azimuth of 237 degrees 35 minutes 08 seconds for 89.90 feet, more or less, to the Westerly line of Said Lot 1 and there terminating.

**WHEREAS**, the Planning Commission reviewed the staff report and recommends denial of the Rezoning.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA**, that it denies Zoning Case 19-07 for a rezoning from “R1 – Single-Family Residence” to “RC – Highway Commercial”.

**PASSED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 21ST DAY OF MAY 2019.**

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

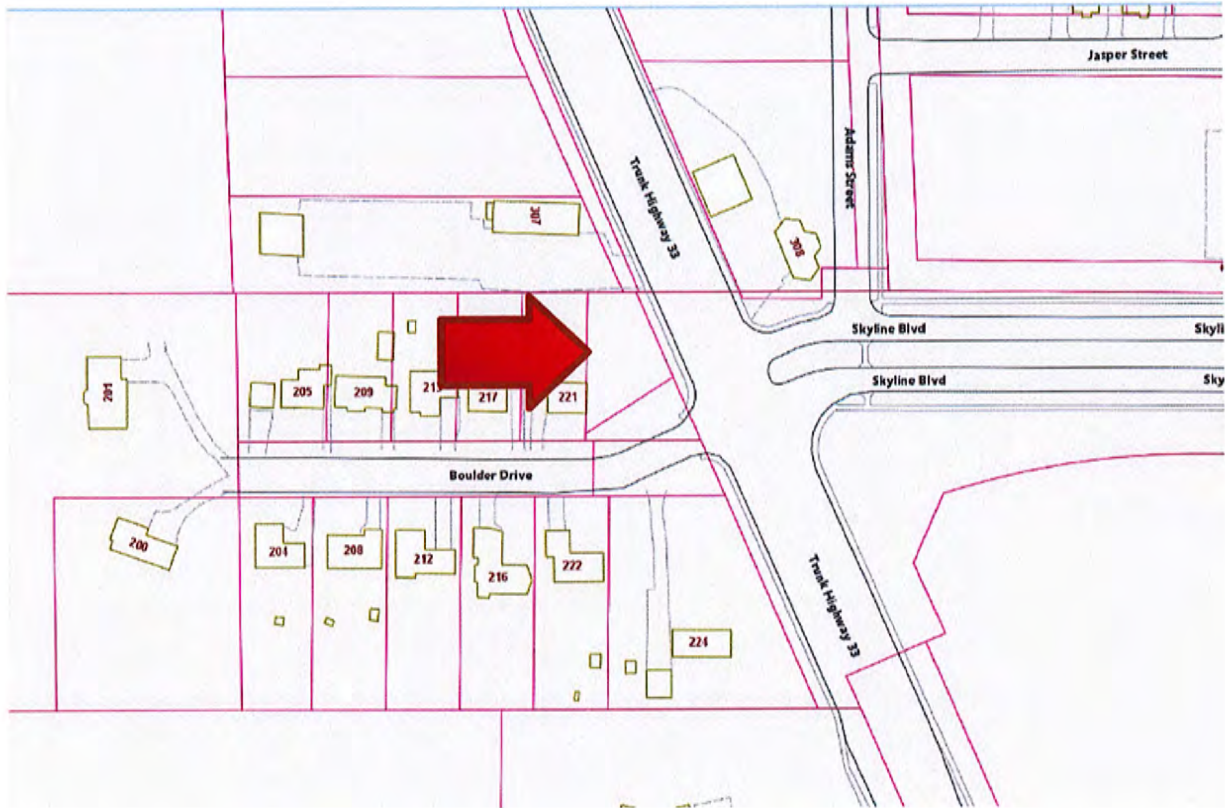
ATTEST:

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



# LOCATION MAP

## MICHAEL ACHESON



No Scale

## LAND USE PLAN

This section summarizes and expands on the concepts and actions discussed in the inventory and analysis section, and the goals, objectives, and policies section of this chapter.

### OVERVIEW OF FUTURE LAND USES

The following provides an overview of the future land uses designated on the Land Use Plan (see Figure 3-3: Land Use Plan). Detailed parcel data was not available when the Land Use Plan was prepared. Therefore, refer to the Land Use Plan as a general guide. The actual boundaries of the various land uses should generally correspond with lot lines and street centerlines.

#### Rural Residential

The Comprehensive Plan guides most rural areas in the city (not served by City sewer and water) for rural residential use not to exceed a density of one dwelling unit per five acres. Acceptable land uses in this area include single-family residences; agriculture, parks, open spaces, and essential services such as water towers. Historically, the City required one or two-acre minimum lots for rural residential or agricultural uses not served by public sewer and water. By guiding rural residential uses for five-acre minimum lots, the Comprehensive Plan encourages development in areas of the city that are (or can reasonably be) served by public sewer and water. Five-acre minimum lots also help preserve the rural character of Cloquet, while still allowing reasonable rural residential development.

The Comprehensive Plan envisions that public sewer and water will eventually serve those rural residential areas that are within the anticipated 2027 public sewer and water service boundary (see Figure 3-3: Land Use Plan and Figure 3-4: Phased Sewer and Water Extension and Staged Growth Plan). Consequently, the City encourages new development in areas guided for rural residential use to employ cluster development or conservation subdivision techniques where appropriate. These techniques not only help protect significant natural areas and rural character, but they also can help facilitate cost-effective future extensions of urban services to clusters of development as opposed to scattered development. The City may consider offering density bonuses for development that incorporates these techniques. Refer to the Staged Growth Plan discussed later in this chapter for additional information.

#### Suburban Residential

The suburban residential land use classification recognizes existing or planned areas for single-family residential use on lots between one and five acres in areas that the City does not anticipate serving with sewer and water before 2027. This area includes existing and planned phases of the Otter Creek Subdivision in south central Cloquet. The Otter Creek Subdivision is bounded on the north and east by Otter Creek, the west by Fond du Lac tribal or allotment land, and the south by Twin Lakes Township. Unlike the rural residential development to the north, the Otter Creek subdivision is outside Cloquet's Drinking Water Supply Management Area (refer to Chapter 5: Utilities and Community Facilities for additional information). Therefore, the Otter Creek Subdivision is a unique subdivision that the City does not anticipate serving with sewer and water before 2027.

#### \* Low-Density Residential

The Comprehensive Plan guides most of the area within the anticipated 2027 public sewer and water service boundary for low-density residential use. Acceptable land uses in this area include single-family detached residences, duplexes, twinhomes, religious institutions, parks, essential services, and

other public and semi-public uses that can be sensitively integrated into a low-density residential neighborhood. Low-density residential uses should have a density of one to five dwelling units per acre.

The Comprehensive Plan guides a significant amount of existing agricultural or rural residential land for future low-density residential use. However, as the City prepares detailed plans to provide public sewer and water to these existing rural areas of the city, the City may find that it is not feasible to serve certain existing rural development with public sewer and water. In those cases, the City could possibly amend this Comprehensive Plan and guide those areas for suburban residential use rather than for future low-density residential use.

### **Moderate-Density to High-Density Residential**

The Comprehensive Plan continues to guide existing townhomes, mobile home parks, condominiums, and apartments for moderate-density to high-density residential use. The Plan does not specifically guide additional parcels for moderate to high-density residential use. Rather, it promotes sensitive integration of these uses into the city center, planned mixed residential, and the commercial/residential mixed-use areas described below.

Consistent with the City's current Zoning Ordinance, moderate to high-density residential use allows for a density of 5 to 32 dwelling units per acre. However, the City's Zoning Ordinance and Zoning Map will identify the maximum allowable density for specific parcels in the City.

### **Planned Mix Residential**


The Comprehensive Plan guides several areas in the city for planned mixed residential uses. This land use designation provides opportunities to develop a mixture of housing types and densities within a planned development. Planned mixed residential uses may include single-family detached housing, moderate-density single-family attached housing, and high-density apartments or condominiums carefully integrated into a planned residential development. Within this planned setting, parks, religious institutions, essential services, public and semi-public uses, and a limited amount of neighborhood commercial use, may also be acceptable complimentary uses.

Before allowing any significant development in an area guided for planned mixed residential use, the City should prepare a master plan for the area (or alternatively the City should coordinate with a developer to review the developer's master plan for the area). In general, proposed moderate to high-density residential uses (as well as neighborhood commercial uses) should be considered in the context of a planned unit development that involves at least several acres of land. The City should not permit uncoordinated or spot development in this area that may preclude logical development of the whole area. The following provides a general description of the planned mixed residential areas in the city.

Planned Mixed Residential South of Stark Road. The Comprehensive Plan guides an area south of Stark Road and east of Freeman Road for planned mixed residential use. This area is mostly undeveloped with a mixture of scattered wetlands and upland. Public sewer and water currently serve the Cloquet Business Park to the north and they could reasonably serve this planned mixed residential area as well. The Comprehensive Plan guides the area to the east for highway commercial use and the area to the west for low-density residential use. Consequently, this planned mixed residential area could serve as a transition between the highway commercial use and the low-density residential use. The existing wetlands in this area may provide an attractive amenity and a functional buffer between the various uses in the area.

The commercial/residential mix on the east side of the highway is intended to allow a mixture of residential uses and complimentary commercial uses. Possible land uses in this area could include moderate to high-density residential uses, convenience stores, restaurants, motels, and other limited commercial uses that may serve surrounding residences and/or highway travelers.

The City, in coordination with the Minnesota Department of Transportation, affected property owners, and other interested parties, should consider developing a conceptual master plan for this area that addresses access issues, future roads (that may include a "backage" road that would run parallel to Highway 33), and a market analysis to determine viable uses for the area.



### Highway Commercial

The Comprehensive Plan guides two primary areas for highway commercial use: 1) an area along State Highway 33 south of the St. Louis River, and 2) an area along Highway 33 north of the St. Louis River. The Comprehensive Plan also guides existing scattered highway commercial use on Cloquet Avenue, Washington Avenue, and Big Lake Road for continued highway commercial use. The following provides an overview of the two primary areas for highway commercial use.

Highway Commercial South of the St. Louis River. Most existing highway commercial use in Cloquet is along Highway 33 south of the St. Louis River. This area includes a large discount department store, a grocery store/shopping center, a variety of restaurants and retail shops, motels, a car dealership, and a movie theater. The Comprehensive Plan supports and integrates the recommendations of Cloquet's 1998 Community Revitalization Plan to improve the existing highway commercial uses in this area. Those recommendations include improving vehicular and pedestrian circulation, integrating the natural landscape into the built environment, redeveloping distressed areas and areas with conflicting uses, and applying design guidelines or standards to existing and proposed development.

Specific recommendations for this area include the following:

- Work with developers and landowners to study the feasibility of relocating the existing concrete block plant and Minnesota Department of Natural Resources facility to more suitable locations in the city. Explore opportunities for commercial redevelopment of the sites.
- Work with the Minnesota Department of Transportation to improve vehicular and pedestrian circulation in the area, particularly at the intersection of Doddridge Avenue and State Highway 33.

Highway Commercial North of the St. Louis River. The Sunnyside area near the intersection of State Highway 33 and North Road (North Cloquet Road) contains several existing highway commercial uses. The Comprehensive Plan supports and integrates the recommendations of Cloquet's 1998 Community Revitalization Plan to improve the existing highway commercial uses in this area. In addition, the Comprehensive Plan guides a largely undeveloped area on the west side of State Highway 33 north of the existing Sunnyside development for future highway commercial use. The City, in coordination with the Minnesota Department of Transportation, affected property owners, and other interested parties, should consider developing a conceptual master plan for this area that addresses access issues, future roads (that may include a "backage" road that would run parallel to Highway 33), and a market analysis to determine viable uses for the area.

The Comprehensive Plan guides a roughly 1,200-foot deep area on the west side of Highway 33 for future highway commercial use that could accommodate "big box" highway commercial use if desired and feasible. Other smaller highway commercial uses could be integrated around a big box anchor.

The Comprehensive Plan also guides the Cloquet Business Park north of Stark Road for highway commercial use. The business park and the future highway commercial use south of the Stark Road should compliment each other. Potentially, the business park could accommodate primarily office/showroom/warehouse uses, whereas the future highway commercial use to the south could accommodate primarily retail, restaurants, car dealerships, and motels.

An overarching goal of the Comprehensive Plan is to strengthen the downtown area. Consequently, commercial uses that are more suited for the downtown area should be encouraged to locate in the downtown area, whereas true highway commercial uses should be encouraged to locate along the highway.

### City Center

The Comprehensive Plan promotes the city center areas shown on the Land Use Plan (see Figure 3-3) as the heart (or center) of the city. These areas provide shopping, entertainment, offices, services, and government facilities. The boundaries and uses of the city center land use generally correspond with the City's C-2, General Commercial zoning district. The Comprehensive Plan supports and integrates the recommendations of Cloquet's 1998 Community Revitalization Plan relating to the city center area. Those recommendations include promoting redevelopment of distressed properties and promoting enhancements to existing buildings, sites, and streets. The city center has three general areas. The following provides an overview of each.

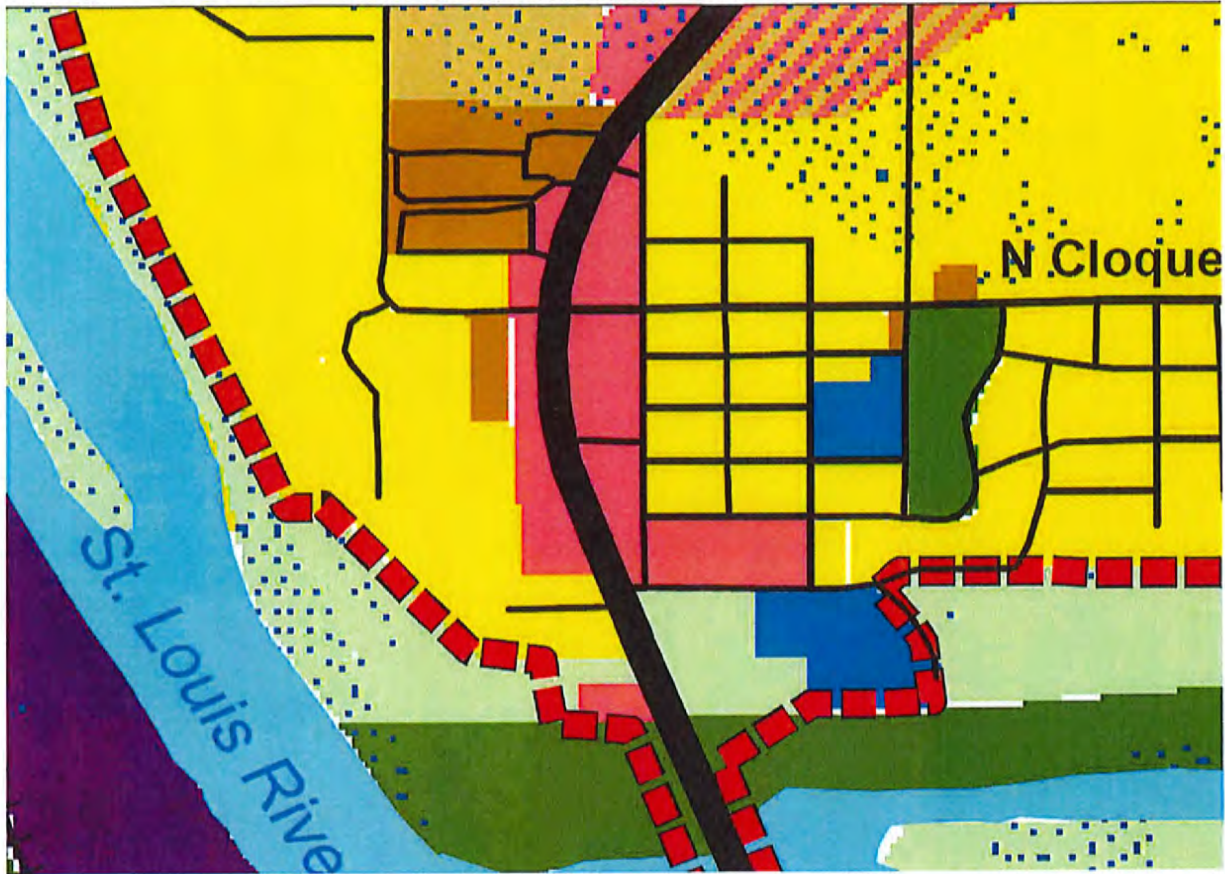
Cloquet Avenue. The Cloquet Avenue area includes City Hall, Carlton County offices, and various commercial and light industrial uses. Existing commercial uses are concentrated along Cloquet Avenue, but 14<sup>th</sup> Street south of Cloquet Avenue also has some commercial uses. City Hall is located at a prominent location at the intersection of 14<sup>th</sup> Street and Cloquet Avenue, but the existing Carlton County offices are located in two separate buildings on Avenue B and Avenue C. A scattering of light industrial uses are located between Avenue B and Cloquet Avenue.

The Comprehensive Plan promotes working cooperatively with existing industrial uses south of Avenue B to relocate those uses to the Cloquet Business Park on Stark Road. This would allow redevelopment of those sites for uses that are more compatible with the city center. Some light industry that provides high employment without adversely affecting surrounding commercial uses may be appropriate along Avenue B and Avenue C. Carlton County may explore opportunities for enhancing or expanding County offices in the city center. Although the Comprehensive Plan promotes commercial and civic uses along Cloquet Avenue, housing (particularly housing above commercial uses) is also a desirable use in the city center.

West End. The West End area is Cloquet's historic downtown. It has a unique mixture of uses and architecture that reflect a traditional downtown character. The Comprehensive Plan promotes continued mixed use of this area with an emphasis on small specialty shops and residential uses above commercial uses. It also promotes enhancing the connections between Cloquet Avenue, West End, and Dunlap Island.

Dunlap Island. Voyageur's Park and Spafford Campground occupy most of Dunlap Island, but commercial, industrial, and residential uses also exist on the island. Consistent with the 1986 Dunlap Island Redevelopment Study, the Comprehensive Plan recommends working cooperatively with the Cloquet Terminal Railroad Company and Sappi to explore the possibility of relocating the existing railroad repair facility on the island to a location closer to the Sappi plant. If the repair facility could be relocated, it would free an area for possible redevelopment that could include historical exhibits (as recommended by the 1986 Redevelopment Study) or it could include a mixture of public space and

# Comprehensive Plan Land Use Plan



## LAND USE PLAN

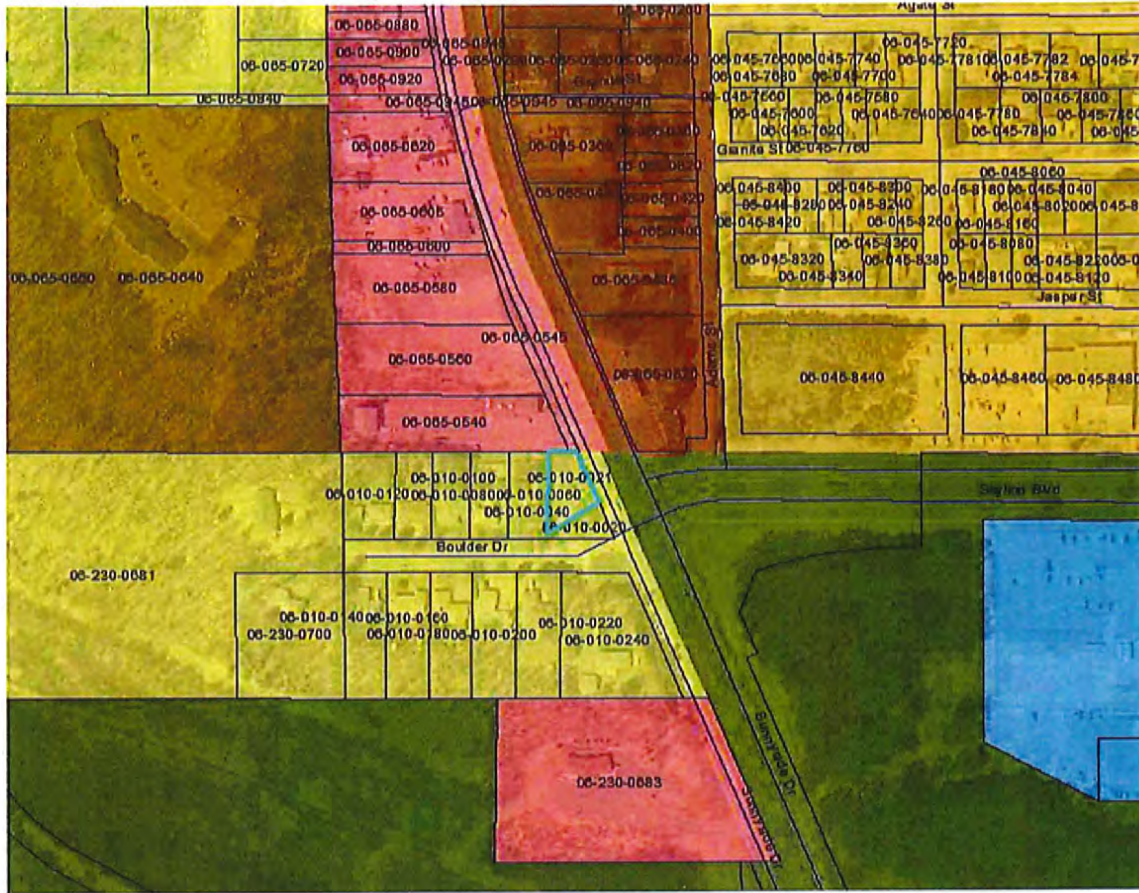


- Rural Residential (1 DU/5 Ac) (or Open Space)
- Suburban Residential (1 DU/Ac Max)
- Low Density Residential (1-5 DU/Ac)
- Mod. to High Density Residential (5-32 DU Ac)
- Planned Mixed Residential (Variable Density)
- Neighborhood Commercial
- Highway Commercial
- City Center
- Highway Commercial/Residential Mix
- Commercial-Industrial Resorvo
- Light Industry
- Heavy Industry
- Public - Semi Public
- Park or Recreation "
- Cloquet Forastry Research Center
- NWI Wetland



No Scale

# Zoning Map



- Zoning\_2010
- <all other values>
- ZONECODE**
- PP
- FM
- FR
- SR
- RE
- R-1
- R-2
- R-3
- MHC
- MRC
- NC
- RC
- HC
- CC
- LI
- HI
- O/M
- PI
- AIR
- MNCARL007033.sld
- RGB



No Scale

Acheson



Google Earth

© 2018 Google

200 ft





4-23-2019

Gentlepersons;

I am approaching you at this time with a request to approve the rezoning of a particular piece of property located along the Highway 33 corridor that would appear to fit well within the City's Highway 33 Corridor Comprehensive Plan.

The specific piece of property that I am referring to lies to the south of the lot where my current place of business, Sammy's Pizza, is located. The lot is unique as it fronts both Highway 33 and Boulder Drive but can only be accessed through the Sammy's Pizza parking lot, to the north. The lot is also unique as it would appear to be a commercial lot as all other lots to the north of it have been zoned/rezoned as such.

I would like to put a 40' X 50' addition on my building, which would allow me to increase both the size of my kitchen and dining areas. To do this and remain compliant with city requirements, I would need 80 parking spaces. In order to accomplish that, I would need that lot, which I already own, to expand my parking area.

The lot does and would share with other commercial lots in the area access from the Highway 33 corridor, even if only through the Sammy's Parking lot access. Nonetheless, by having only Highway 33 access, as I currently have now, this would not increase traffic on Boulder Drive, which I'm sure would be a concern of my residential neighbors.

Although there is a residential area in close proximity to this particular lot, the majority of homes in this area already abut a commercial lot, Sammy's Pizza to the north & the Cloquet Area Chamber to the south.

Rezoning this lot as commercial, I feel, would follow the intent of the City's Comprehensive Plan while maintaining a safe passage to the public allowing access to parking.

Attached for your review is the lot in question, shown as Exhibit A.

Also attached as Exhibit B is a conceptual drawing of the developed lot. Of course proper screening from the adjacent property owners would be a must.

I thank you for your consideration on this matter.

If I can be of further assistance to you, please feel free to contact me.

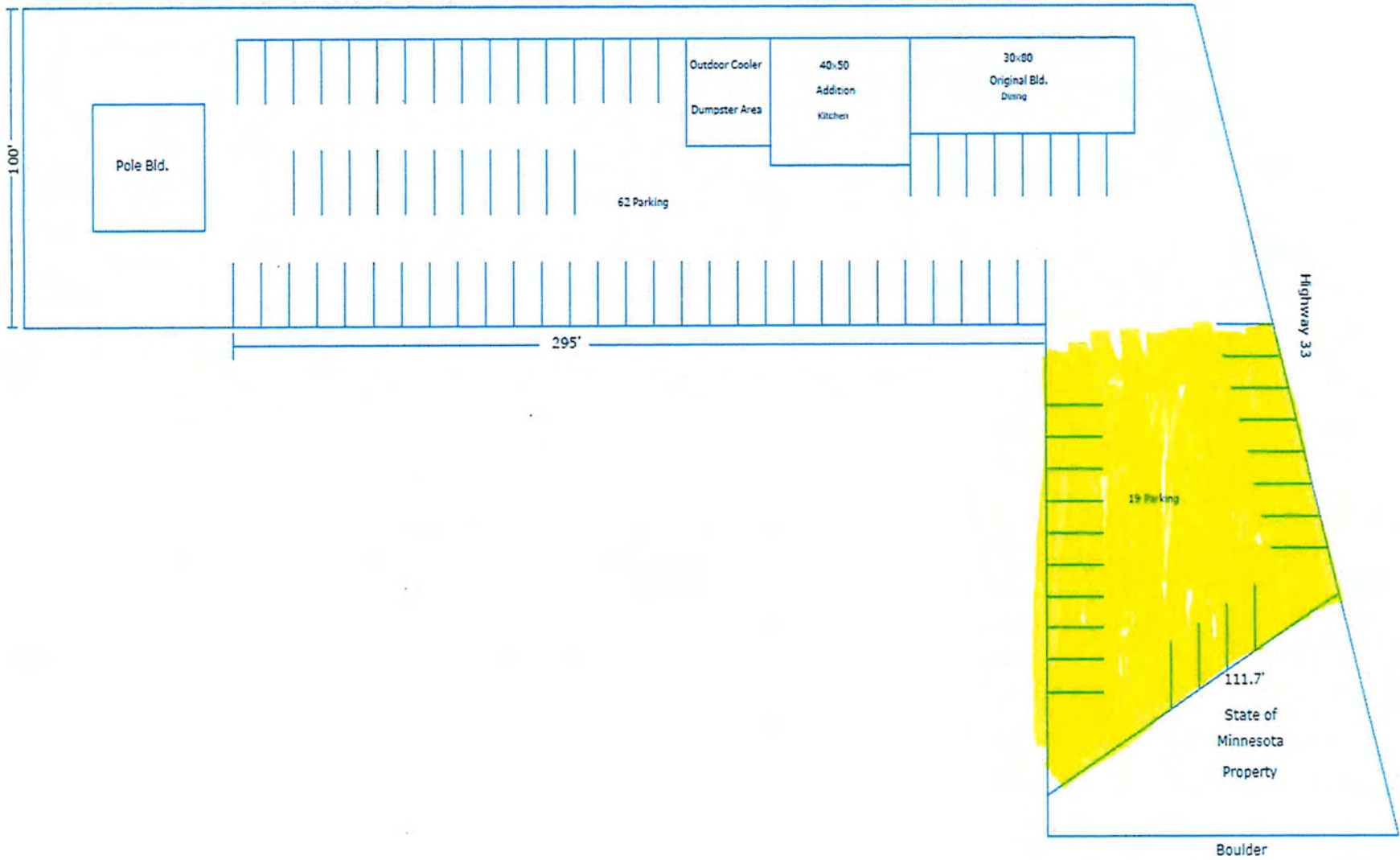
Best Regards,

Mike Acheson



218-590-3705 [mike@sammypizzacloquet.com](mailto:mike@sammypizzacloquet.com)

# Exhibit "B"



## Al Cottingham

---

**From:** Ron Carlberg <ron.carlberg@enbridge.com>  
**Sent:** Wednesday, May 8, 2019 4:48 PM  
**To:** Al Cottingham; Steven Langley  
**Subject:** Sammy's Pizza Request

Mr. Cottingham & Mr. Langley,

As a longtime resident of Boulder Drive (in excess of 30 years) I have seen some changes to the street. There used to be a residence where the proposed parking lot is to be located, this residence was torn down to accommodate Hwy 33 reconstruction. This residence provided a little more insulation between Boulder Drive residents and the Hwy. Now with the proposed parking lot it just seems like the we are getting less like a neighborhood street and all the commotion from the Hwy and business keeps getting a little closer and closer. I did speak with a local realtor and he stated a parking lot within 15' of 221 Boulder Drive will certainly lessen the value of that property. I am not sure if it would affect other property values of Boulder Drive residents.

With parking spaces required to be 9'x20' and requiring a 24' width entrance to a single entrance parking lot the best I could figure was being able to add eight parking stalls at the proposed site. Considering Sammy's would lose three parking stalls when making a 24' entrance/exit into the proposed lot this would only be a net gain of five parking spaces. This seems like it would hardly be worth the effort.

For the reasons stated above I am opposed to the project and hope that the city would not approve the rezoning request.

Sincerely, Ron Carlberg  
216 Boulder Drive  
715 817 8103

---

\*\*\*\*\* IMPORTANT NOTICE\*\*\*\*\*

Unless otherwise indicated or obvious from the nature of the transmittal, the information contained in this email message is CONFIDENTIAL information intended for the use of the individual or entity named herein. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender using the above contact information or by return email and delete this message and any copies from your computer system. Thank you.

May 8, 2019

Dear Members of Cloquet's Planning Commission:

I'd like to express my strong opposition to the rezoning of the vacant residential lot on the corner of Boulder Drive and Highway 33. Although there are commercial properties behind our dead-end street, the entire street is currently residential. This provides a buffer from the nearby commercial properties.

My husband, son and I live across from the proposed parking lot at 222 Boulder Drive. Our home sits fairly close to the street itself. The introduction of a commercial property would diminish the integrity of our residential area for many reasons:

1. Unsightliness: Even though there could be a fence surrounding most of the lot, a high commercial fence is different than a decorative residential fence surrounding the front of a home. Idling vehicles in the parking lot will also emit exhaust, noise and light pollution.
2. Safety/Visibility: Exiting Boulder Drive can be tricky with the heavy traffic on Highway 33. The lot could further impede visibility. Snow banks are often an issue on that corner and a parking lot will decrease the area for plows to deposit excess snow.
3. Increased Traffic: Although there won't be access to the parking lot from Boulder Drive or Highway 33, there will inevitably be people that think they can enter the lot from Boulder Drive, causing increased and unnecessary traffic. We already have unnecessary traffic from people that don't realize Boulder Drive is a dead-end street. An additional increase in traffic is a risk for children in the neighborhood.
4. Decreased home values and/or marketability: This isn't a trendy café or boutique coming to the neighborhood which may increase property values. The first thing home buyers will see when entering Boulder Drive is a parking lot. No matter how nice you make a parking lot look, it's still a parking lot and it's not a desirable neighbor.
5. Setting a precedence for future commercial expansion: If this property is rezoned to commercial, it would set a precedence for the street. What's to stop additional properties from being rezoned? Mr. Antus lives adjacent to the subject lot. Will his property then become desirable for future commercial expansion? And then the next home? Where does it end?

Thank you for taking time to review our concerns,

Kara Ketola (and family)

May 8<sup>th</sup>, 2019

Dear Planning Commission Members:

I would like to say that my husband and I oppose the parking lots on the corner of Hwy 33 and Boulder Dr.

We live across from the proposed parking lot at 224 Boulder Dr. We feel that having a commercial parking lot across the street will affect our neighborhood greatly for many reasons:

1. People will think they can go into the parking from our road which will increase the traffic in our neighborhood and increase the risk for the (our) children in our neighborhood who ride their bikes up and down the street.
2. A fence would be commercial and would make an unpleasant view in our neighborhood and then, the lights, car fumes, and other noise pollution adding to our neighborhood.
4. We already have obstructed views in the winter with the snow being put on the corners with additional obstruction will make it more dangerous just leaving our street.
3. The neighborhood home values would likely decrease due to when you are turning on to Boulder Drive there is a parking lot sitting in our neighborhood which is undesirable.
4. Where would it end? Would the house next door to the parking lot be zoned commercially, and then the house next door to that.

Thank you for your time.

Sincerely,

The Danielson Family  
224 Boulder Dr.  
Cloquet, MN 55720

We, the undersigned, strongly oppose the Comprehensive Plan Amendment for Lot 1, Anderson's Sunnyside Addition, changing this property from Low Density Residential to Highway Commercial. We also strongly oppose rezoning this property from R1 - Single-Family Residence to RC - Highway Commercial.

Name	Address	Date
1. Kara Kitola	222 Boulder Dr	5-6-19
2. Patti Carlberg	216 Boulder Dr	5-6-19
3. Ron Carlberg	216 Boulder Dr	5/6/19
4. Corey Kefola	222 Boulder Dr	5/6/19
5. Mary Carlson	205 Boulder Dr	5/6/19
6. Brenda Danielson	224 Boulder Dr	5/6/19
7. Ross Erickson	204 Boulder Dr.	5-6-19
8. Kim R. Milton	200 BOULDER DR.	5/6/19
9. Andrew Roth	200 BOULDER DR.	5/6/19
10. John Sanders	201 Boulder Drive	5-6-19
11. Diana West	204 Boulder Dr.	5/6/19
12. <del>Dan</del>	222 Boulder Dr.	5/6/19
13. Ramadancers	201 Boulder Dr.	5/8/19
14. Kim Milhi	205 Boulder Dr.	5/09/19
15. Jan Osty	209 Boulder Dr	5/09/19
16. Chad Danielson	224 Boulder Dr.	5-9-19
17. Thomas Gilson	217 Boulder Dr	5/6/19
18. Kenny C Turbine	212 Boulder Dr	5/9/19
19. Steve Turbin	212 Boulder Dr.	5-9-19
20. Brandon Conklin	205 Boulder Dr	5-20-19

We, the undersigned, strongly oppose the Comprehensive Plan Amendment for Lot 1, Anderson's Sunnyside Addition, changing this property from Low Density Residential to Highway Commercial. We also strongly oppose rezoning this property from R1 - Single-Family Residence to RC - Highway Commercial.

Name	Address	Date
21. <u>Er Roland Autus</u>		<u>5-13-19</u>
22. <sup>2183901878</sup> <u>Dace Autus Brother</u> <u>Quincy Autus</u>	<u>Saginaw, MI 48674</u> <u>5019 Westlund Rd</u>	<u>5-13-19</u>
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____
26. _____	_____	_____
27. _____	_____	_____
28. _____	_____	_____
29. _____	_____	_____
30. _____	_____	_____
31. _____	_____	_____
32. _____	_____	_____
33. _____	_____	_____
34. _____	_____	_____
35. _____	_____	_____
36. _____	_____	_____
37. _____	_____	_____
38. _____	_____	_____
39. _____	_____	_____
40. _____	_____	_____

Boulder Drive Neighborhood, Cloquet

1.



2.



3.



4.





Re; Planning Committee's Denial Recommendation Per My Application To Rezone

City of Cloquet Council Member's,

I am writing you to formally ask you to not accept the Planning Committee's findings to deny my request to rezone the piece of property to the south of Sammy's Pizza abutting Highway 33 and Boulder Drive.

After talking with Al Cottingham, who recommended to the Committee to grant the request, and Uriah Wilkinson, committee chairperson, who's vote was to deny, we believe the only reason the committee's decision to deny my request was that of a public safety concern regarding possibly obstructing the view of vehicles attempting to enter the Highway 33 corridor from Boulder Drive.

I spoke with Uriah this morning and he stated that had he known on Tuesday that there was no issue with sight lines he would have voted in favor of the rezoning of the parcel. He said he plans to speak to each of you prior to Tuesday's council meeting.

I obviously overlooked this concern at the time of the meeting. From my perspective of not believing it was an issue, I overlooked the fact that it may be a concern for the committee.

Since that meeting, I have laid out lines on the parcel clearly marking state right of way and neighboring property and allocated for setback regulations for said expanded parking area. I invite any and all of you to come see what this would look like and have also included some pictures for you.

There is clearly no impact whatsoever to the sight lines and visibility for any vehicles attempting to enter the highway from Boulder Drive, in fact, the visibility is much better than most of the uncontrolled access points to the highway in the area.

I am wanting to expand my building and add a larger kitchen and dining area, in order to do so, I need additional parking spaces per current city parking requirements.

That being said, such a project would increase property value and increase local property tax revenues. Employ more people locally. Increase sales and increase sales tax revenues for the city and county.

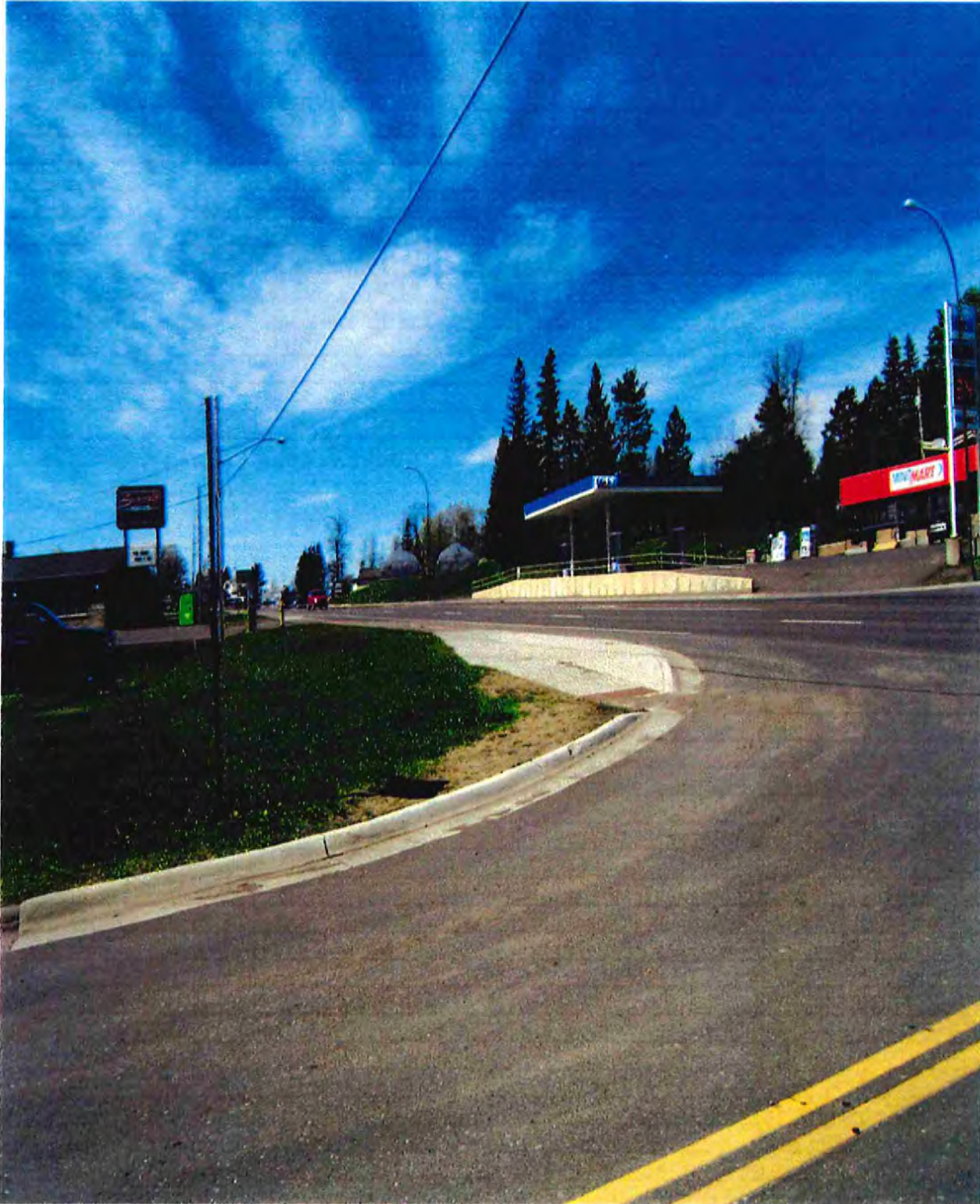
The rezone fits perfectly into the City's Comprehensive Plan and the Highway 33 Corridor plan and I hope you will consider my request to rezone.

Any questions or if you'd like to take a drive up and see the lines for yourselves, please let me know.

Thank you for your consideration in this matter!!

Mike Acheson (218-590-3705)

**5/15/19 Photo taken sitting in automobile at Boulder Dive stop sign facing North. Straight line measurement from Boulder Dive center line to furthest unobstructed view of traffic is 1,287'.....Almost ¼ mile.**



**5/15/19 Photo take at Boulder Drive intersection showing the closest point cars would be to the street.**

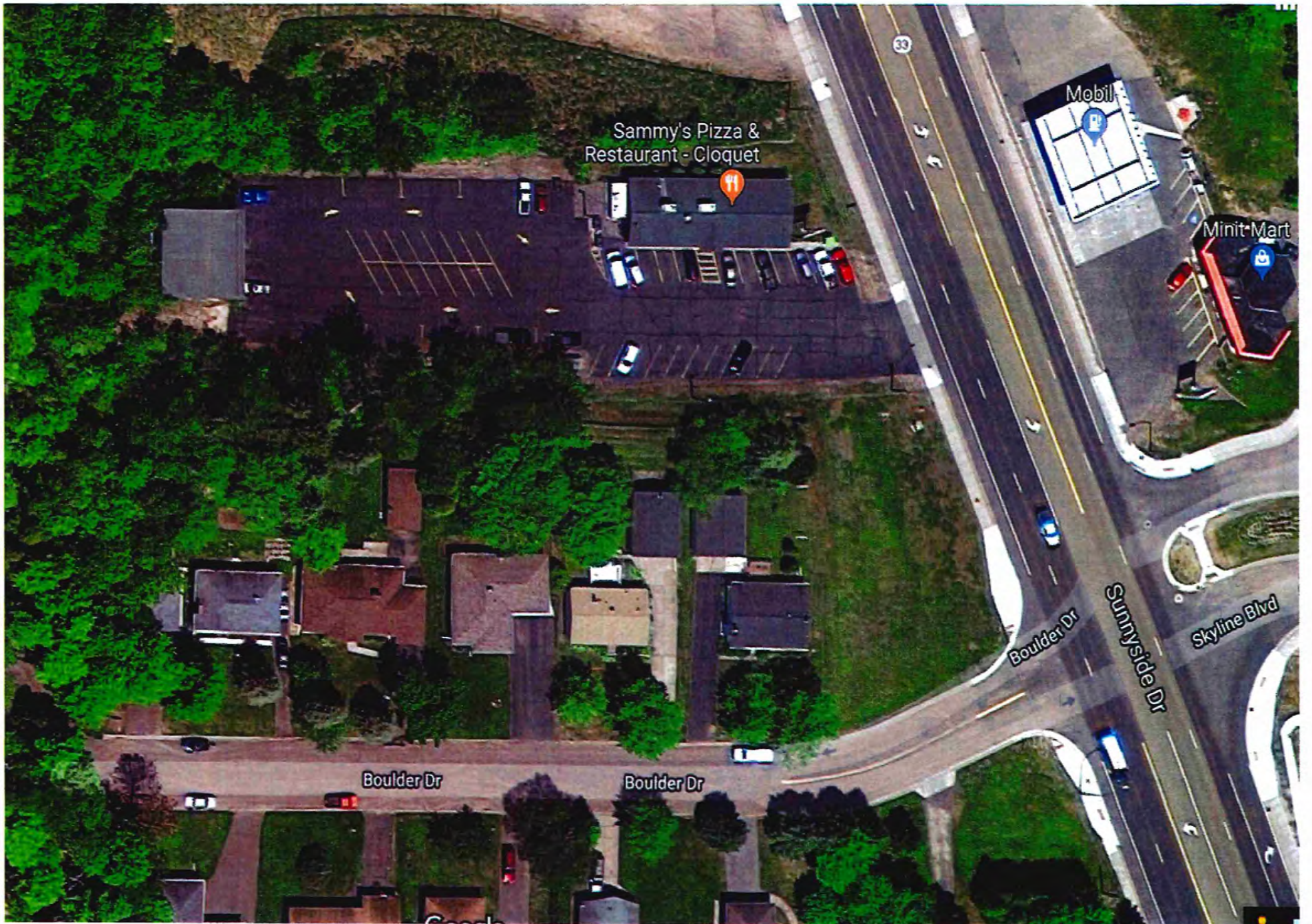


**5/15/19. Photo taken from automobile. View from Adams Street facing North on Highway 33. Less unobstructed view then from proposed parking lot intersection.**



**5/15/19. Photo taken from automobile. View from Granite Street facing South on Highway 33. Less unobstructed view then from proposed parking lot intersection.**





Sammy's Pizza & Restaurant - Cloquet

Mobil

Mini-Mart

Boulder Dr

Boulder Dr

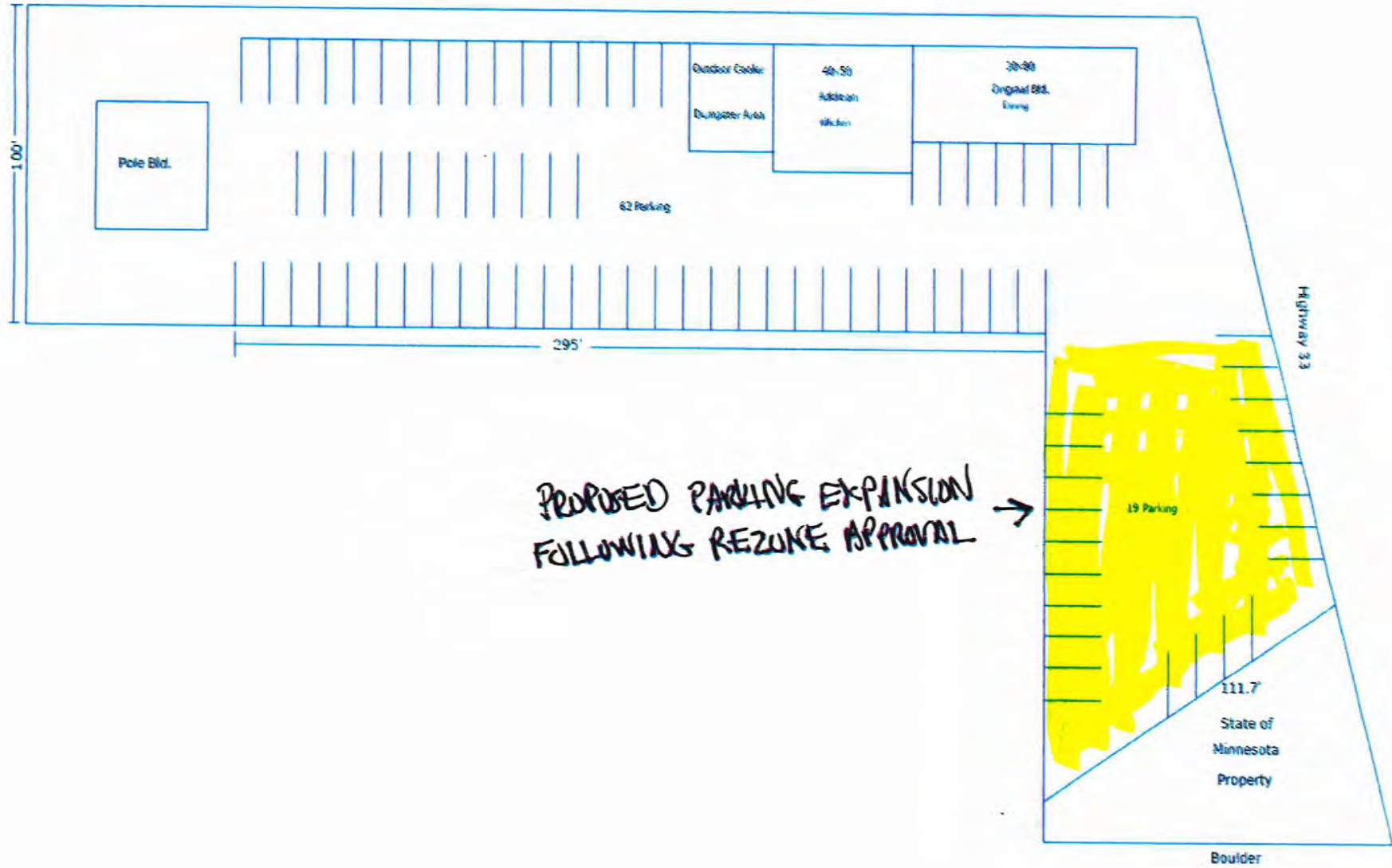
Boulder Dr

Sunnyside Dr

Skyline Blvd



# Exhibit "B"



**Al Cottingham**

---

**From:** Ron Carlberg <ron.carlberg@enbridge.com>  
**Sent:** Wednesday, May 8, 2019 4:48 PM  
**To:** Al Cottingham; Steven Langley  
**Subject:** Sammy's Pizza Request

Mr. Cottingham & Mr. Langley,

As a longtime resident of Boulder Drive (in excess of 30 years) I have seen some changes to the street. There used to be a residence where the proposed parking lot is to be located, this residence was torn down to accommodate Hwy 33 reconstruction. This residence provided a little more insulation between Boulder Drive residents and the Hwy. Now with the proposed parking lot it just seems like the we are getting less like a neighborhood street and all the commotion from the Hwy and business keeps getting a little closer and closer. I did speak with a local realtor and he stated a parking lot within 15' of 221 Boulder Drive will certainly lessen the value of that property. I am not sure if it would affect other property values of Boulder Drive residents.

With parking spaces required to be 9'x20' and requiring a 24' width entrance to a single entrance parking lot the best I could figure was being able to add eight parking stalls at the proposed site. Considering Sammy's would lose three parking stalls when making a 24' entrance/exit into the proposed lot this would only be a net gain of five parking spaces. This seems like it would hardly be worth the effort.

For the reasons stated above I am opposed to the project and hope that the city would not approve the rezoning request.

Sincerely, Ron Carlberg  
216 Boulder Drive  
715 817 8103

---

\*\*\*\*\* IMPORTANT NOTICE\*\*\*\*\*

Unless otherwise indicated or obvious from the nature of the transmittal, the information contained in this email message is CONFIDENTIAL information intended for the use of the individual or entity named herein. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender using the above contact information or by return email and delete this message and any copies from your computer system. Thank you.



May 8<sup>th</sup>, 2019

Dear Planning Commission Members:

I would like to say that my husband and I oppose the parking lots on the corner of Hwy 33 and Boulder Dr.

We live across from the proposed parking lot at 224 Boulder Dr. We feel that having a commercial parking lot across the street will affect our neighborhood greatly for many reasons:

1. People will think they can go into the parking from our road which will increase the traffic in our neighborhood and increase the risk for the (our) children in our neighborhood who ride their bikes up and down the street.
2. A fence would be commercial and would make an unpleasant view in our neighborhood and then, the lights, car fumes, and other noise pollution adding to our neighborhood.
4. We already have obstructed views in the winter with the snow being put on the corners with additional obstruction will make it more dangerous just leaving our street.
3. The neighborhood home values would likely decrease due to when you are turning on to Boulder Drive there is a parking lot sitting in our neighborhood which is undesirable.
4. Where would it end? Would the house next door to the parking lot be zoned commercially, and then the house next door to that.

Thank you for your time.

Sincerely,

The Danielson Family  
224 Boulder Dr.  
Cloquet, MN 55720

First and foremost I would like to thank you for considering my application for a zoning change for my vacant lot from R1 to RC conditional use.

Rather than repeat myself about the purpose and intent of my applying for the rezoning of the parcel, which I have addressed in letters to the neighbors and the committee, I would like to take a minute to address the stated concerns of the neighbors:

#### 1) Increased traffic on Boulder Drive

In my opinion whatever I ended up doing with the required buffer between the proposed lot and neighborhood would create a visible barrier preventing anyone from thinking they could access the Sammy's lot from Boulder Drive. I do not believe that adding parking to the south would create confusion with my customers causing an foreseeable increase of traffic onto Boulder Drive and creating any kind of increased risk for the children riding their bikes. That being said, I would be more than willing to post entrance signs for traffic coming from both the north and south on highway 33 making it clear to them where the entrance is.

#### 2) Unpleasant Commercial Fence

I have previously stated in my letter to the neighbors that I would be more than willing to take into consideration their thoughts on what any such buffer would look like. At this time I am open to either a fence of some sort or foliage. This is something that I will also have to look at every day and I have no desire to look at an unpleasant fence any more than my neighbors do. Any such buffer would also be a clear visible first impression of my business for my customers and/or potential customers, so to me keeping said buffer in good condition will be an utmost concern.

### 3)Lights, Car Fumes and Noise

Any buffer would be a buffer from the Highway 33 Corridor that currently does not exist thus reducing the light, sounds and fumes entering the neighborhood As they currently do.

### 4)Obstructed Views in Winter

With the green space which is already created by the state rite of way on said parcel, I think perhaps that my actions in the past have created an unwarranted fear in my Boulder Drive neighbors. Since the completion of the new Highway 33, on more than a few occasions, I have been contacted by various Boulder neighbors regarding the high snowbank on the northwest corner of Boulder Drive and Highway 33.

I do not and cannot pile snow on a state rite of way, that snowbank is created by MN DOT not by me, yet in my attempts to be a good neighbor and steward of the community, I have on numerous occasions, including 5 or 6 this Winter, at my expense, have had that snow pile removed while I was having snow removed from the Sammy's lot. So, in essence, that problem will continue to be a problem, with or without the rezoning of the parcel.

### 5) Decreased Value of Neighborhood Homes

I have contacted two Certified Residential Appraisers regarding the negative effect a parking lot would have on property values. Their conclusion was that in a mixed use area such as ours, with a buffer, that there is no verifiable hard data to indicate there would be a change in real estate values.

### 6) Precedence For Future Expansion

It is my understanding that the City's Highway 33 Corridor Plan is in regards to those properties directly abutting Highway 33 and if given

the conditional use rezone on this parcel, the only remaining parcel zoned R1 north of the river along the corridor would be that of the Danielsons. There are no provisions in the Highway 33 Corridor Plan beyond the properties abutting the highway, in essence completing the plan.