



CITY OF CLOQUET
City Council Agenda
Tuesday, January 21, 2020
7:00 p.m.
City Hall Council Chambers

5:30 WORK SESSION

5:30 Water Treatment Plant Tour – Council to meet at the plant
(410 Armory Road)

6:15 Resume Meeting at City Hall
Mobile Storage Unit Discussion

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
 - a. Approval of January 21, 2020 Council Agenda
4. **Approval of Council Minutes**
 - a. Work Session minutes from the January 7, 2020 meeting
 - b. Regular Council minutes from the January 7, 2020 meeting
5. **Public Comments**

Please give your name, address, and your concern or comments. Visitors may share their concerns with the City Council on any issue of public business. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual or successive individual's presentation if they become redundant, repetitive, irrelevant or overly argumentative. All comments will be taken under advisement by the City Council. No action will be taken at this time.
6. **Consent Agenda**

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

 - a. Resolution No. 20-04, Authorizing the Payment of Bills
 - b. 2020 Budgeted Transfers
 - c. Councilor Appointments to Various Boards, Commissions
 - d. Resolution No. 20-06, Supporting Regional Park Designation Application for Pine Valley Park in Greater Minnesota
 - e. 2020 Plow Blades Purchase
 - f. Appointment to Library Board
 - g. Temporary On Sale Liquor License – Queen of Peace School



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

7. Public Hearings

None.

8. Presentations

None.

9. Council Business

- a. Police Chief Hiring Process
- b. Library Addition Change Orders 1 & 2
- c. Ordinance No. 486A, An Ordinance to Amend Chapter 17 of the Municipal Code Pertaining to Residential Uses in the Historic Commercial District
- d. Resolution No. 20-03, Approving the Terms of Up to a \$43,938.20 Interfund Loan in Connection with Tax Increment Financing District No. 3-1

10. Council Comments, Announcements, and Updates

11. Adjournment



DEPARTMENT OF PUBLIC WORKS

101 14th Street; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
Street - Water - Sewer – Engineering - Park
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator *TCP*
Date: January 21, 2020

ITEM DESCRIPTION: Water Treatment Plant Tour

Background

Council will begin the work session by meeting at the new Water Treatment Plant (410 Armory Road) at 5:30 p.m. Members of Public Works staff along with Short Elliot Hendrickson (SEH) will be present to provide a brief tour of the facility. We will adjourn back to the Council Chambers for the remainder of the work session.

In 2009, Council authorized Public Works to proceed an evaluation of our potable water system to address the issue of water quality and identify major capital improvements for consideration over the next 5 to 20 years. As part of the study it was identified that the water from Well #8 located in Pine Valley and Well #11 located on Prevost Road have elevated levels of manganese. Manganese occurs naturally and can be found in rock, soil and drinking water across Minnesota.

The City's water is supplied through 5 sources. Testing of raw water conducted at Wells 1, 6 and the Spring Lake Reservoir show excellent water quality with no detectable manganese concentrations. Conversely, Wells 8 and 11 have manganese concentrations of 500 and 150 parts per billion (ppb) respectively. The Department of Health has issued guidance values for manganese in drinking water of 100ppb for formula-fed infants and infants that regularly drink tap water. The guidance value for adults, children and nursing mothers is 300ppb. Considering this information, Public Works ceased all use of Well #8 and distributed a Public Information Advisory to all our customers in 2016.

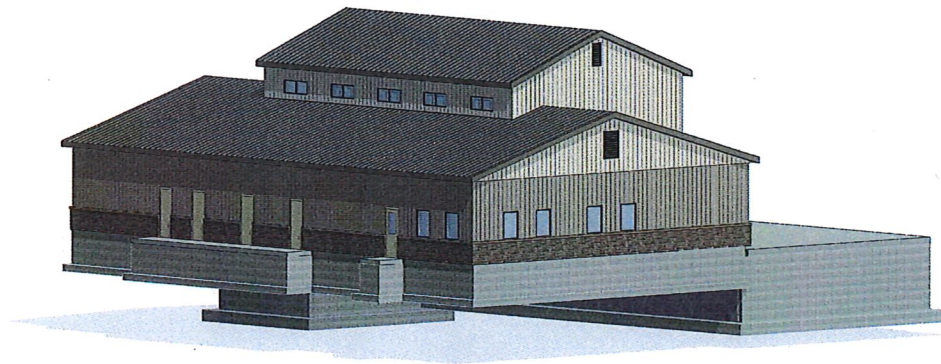
Well #8 accounted for approximately 30% of the City's total pumping capacity. While current wells have enough capacity to serve the system for the foreseeable future, discontinuing the use of Wells 8 was not a feasible alternative long term. Unfortunately, Cloquet has a long history with the search for new ground water wells with very limited success in locating water in the quality and quantity needed for a municipal well application. The geology of aquifers affects the quality of the groundwater contained within. Past glacial activity in this region has resulted in a complex network of deposits beneath the City. The most recent study of this issue was completed in 2017 with no indication of alternative sources of enough quality to negate the need for additional treatment.

While the City's water meets all current safe drinking water regulations, concerns about the effects elevated levels of Manganese may have on humans, especially infants, continues to rise. Recently manganese was placed on EPA's potential contaminant list. If a primary drinking water standard were developed for manganese concentrations, the City's water supply would be noncompliant.

In addition to potential health impacts, Well #8 manganese concentrations are also ten times higher than the recommended Secondary Drinking Water Standards (SDWS) set by the EPA. These secondary standards are unenforceable drinking water guidelines for utilities related to the aesthetic quality of water. Potential impacts at measured levels include staining of clothing and plumbing fixtures; clogging of pipelines and meters with insoluble iron and manganese compounds; and taste and odor problems. It should be noted that during the time Well 8 has been out of service, water quality complaints and maintenance issues associated with clogged meters and faucet screens had dropped significantly.

Manganese can be removed with a combination of oxidation and filtration. In 2014, Council authorized a feasibility study to further explore treatment options and associated costs. A subsequent 2016 study involved rental of a pilot treatment plant to confirm the adequacy of the recommend treatment process. A timeline of project progress thus far is below:

- May 2017 - The City applied for funding eligibility under the Drinking Water Revolving Fund (DWRF) for the first of two proposed water treatment plants. The DWRF is a low interest loan program offered by the State to assist with funding priority improvements to public water supplies. Use of this funding source saved the City money on interest and various bonding fees associated with typical project financing.
- October 2017 - The City was notified that our application was in the fundable range for construction in 2018.
- December 2017 - Council authorized a contract for professional services with Short Elliot Hendrickson for preliminary design, final design and bidding services related to the proposed water treatment plant to serve Well #8.
- June 2018 – Council awards a contract for construction of Water Treatment Plant No. 1 to Mangepy Construction Inc in the amount of \$6,629,120.00.
- December 2019 - Substantial completion of construction. Water Plant begins operations feeding treated water from Well No. 8 to the distribution system.



Rendering of Water Treatment Plant No. 1



COMMUNITY DEVELOPMENT DEPARTMENT

101 14th Street • Cloquet MN 55720
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To: Mayor and City Council
From: Al Cottingham, City Planner/Zoning Administrator
Reviewed/Approved By: Tim Peterson, City Administrator
Date: January 15, 2020

ITEM DESCRIPTION: Zoning Discussion for Mobile Storage Structures (Shipping Containers)

Staff had received a complaint regarding “mobile storage structures” (shipping containers) on commercial property that were being used as rental storage space on the site. Staff had approached the property owner last year regarding this and came to an agreement that he could keep the units that he had but not bring in any additional units. This summer we noticed that he had brought in more units onto the site and was sent a letter regarding this. He has since contacted a city council member about this, so we are having a discussion with the Council as to their thoughts on amending the Ordinance.

Section 17.5.07 Mobile Storage Structures. Any assembly of materials which is so designed, constructed or reconstructed to make it portable and capable of movement from on site to another, designed to be used without a permanent foundation, designed with the purpose of storing tangible property and not for occupancy by persons, and to have one dimension exceeding ten (10) feet.

Subd. 1 Procedure. The erection of a mobile storage structure shall require an administrative permit as may be issued by the City Planner/Zoning Administrator, except as otherwise provided by this Chapter.

Subd. 2 Special Requirements.

- A. Location. Mobile storage structures may be located as a temporary structure on property within the City.
- B. Time Limitations. Mobile storage structures are allowed for a period not exceeding 48 hours in duration on a public street and not exceeding three weeks on private property, from time of delivery to time of removal. Exceptions for special circumstances may be granted by the City Planner/Zoning Administrator.
- C. Placement. No more than one mobile storage structure may be located on a specific piece of property within the City at one time. Such temporary structure may not be located on a specific property more than two times in any sixty-calendar-day period. Such temporary structure shall be located no closer than ten (10) feet to the property line unless on a driveway and must be placed on an impervious surface. Such structure may not be placed in a fire lane, or sidewalk. Such structure may not exceed eight feet six inches in height, ten (10) feet in width or twenty (20) feet in length. It shall be the obligation of the owner or user of such temporary structure to secure it in a manner that does not endanger the safety of persons or property in the vicinity of the temporary structure.

Staff acknowledges there are a number of these structures throughout the community on both commercial and residential properties. However, in all of these cases they are being used for personal use and not as a business to generate revenue. While the County Assessor does place a value on these, they are not near the value of a mini storage building.

Staff is seeking direction from the City Council on how this should be addressed from a revenue generating storage business. The second part would be on the Council's thoughts about just the storage units for personal use on your own property. Both of these will require an amendment to the Zoning Ordinance with a public hearing being held before the Planning Commission.

As a second issue with this particular property, it is located within the Highway 33 corridor and thus is subject to the Highway 33 Design Standards. The design standards require an exterior façade of primarily masonry, concrete, brick or EIFS (exterior insulating finish system), or stucco, and may have metal or wood trim. Metal buildings may be allowed, provided exterior facades which can be viewed from a 'public way' (i.e. public or private roadway) are at least fifty percent (50%) masonry, concrete, brick EIFS or wood. If all sides of a building can be viewed from a 'public way', a minimum of two (2) sides of the building shall have exterior facades constructed to this standard.



Cloquet City Council Work Session

Tuesday, January 7, 2019

DRAFT

Present: W. Carlson, S. Lamb, K. Kolodge, S. Langley, L. Wilkinson, Mayor Maki

Absent: Swanson

Staff: Barclay, Klassen, Peterson

Acting Mayor, Boards and Commission Discussion

Mayor Maki reviewed the various boards and commissions that require Council representation as well as 2020 Acting Mayor. Representation is as follows:

- 2020 Acting Mayor – Kerry Kolodge
- Councilors Lamb and Wilkinson - EDA
- Councilor Swanson - Library Board liaison
- Councilor Kolodge - Parks Commission liaison
- Councilors Carlson and Lamb - CAFD Board
- Councilors Kolodge and Swanson - Personnel Negotiations Committee

Appointments will officially be made at the January 21st Council meeting.

Mobile Storage Units

Discussion was postponed until the January 21st Council meeting.

CAT Studio Tour

Councilors convened for a tour of the CAT7 Studio.

There being no further business, the meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Tim Peterson
City Administrator

Council Chambers, Cloquet, Minnesota
7:00 P.M. January 7, 2020

Regular Meeting

Roll Call

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

Councilors Absent: None.

Pledge of Allegiance

AGENDA

MOTION: Councilor Lamb moved and Councilor Swanson seconded the motion to approve the January 7, 2020 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Swanson moved and Councilor Wilkinson seconded the motion to approve the Work Session and Regular Meeting minutes of December 17, 2019 as presented. The motion carried (7-0).

PUBLIC COMMENTS

Dan Tarr, 430 9th Street, addressed the Council regarding public gun storage at the Police Station to prevent theft of guns and as a way to protect the public. Mr. Tarr has experienced theft of his guns in the past and thinks a secured gun storage at the Police Department is one way to prevent further theft or injury.

Lee Anderson, 1202 West Taylor Avenue, requested that Council consider revisiting the PLA ordinance. Mr. Anderson encouraged Council to perform additional due diligence and provided information showing a PLA will increase project costs by as much as 30%. Mr. Anderson stated the PLA means entering into an exclusive agreement at the expense of many non-union contractors, and they are refusing to bid projects because of the PLA.

Representative Sundeen approached the Council regarding the PLA, stating the White Pine Apartment projects were the subject of a number of failures that would not have happened if it was a union job. Unions provide safe, well-constructed projects. Mr. Sundeen requested Council to consider the benefits of the PLA.

CONSENT AGENDA

MOTION: Councilor Kolodge moved and Councilor Langley seconded the motion to adopt the Consent Agenda of December 17, 2019, approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 20-01, Authorizing the Payment of Bills and Payroll
- b. Resolution No. 20-02, Authorizing the Designation of Depositories for 2020
- c. Approval of Standing Rules of Council
- d. Consideration of Appointments to Boards and Commissions
- e. Economic Development Authority At-Large Commission Seat Appointments
- f. 2020 Official Newspaper Designation – Pine Knot News
- g. Pinetree Plaza Change Order No. 1
- h. Remaining 2020 Business License Renewals

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

ACTING MAYOR APPOINTMENT

MOTION: Councilor Lamb moved and Councilor Carlson seconded the motion to appoint Councilor Kolodge to the position of Acting Mayor for 2020. The motion carried (6-0). Councilor Kolodge abstained.

QUALIFIED PUMPHOUSE OPERATOR AND RELIEF PUMPHOUSE OPERATOR APPOINTMENTS

MOTION: Councilor Swanson moved and Councilor Lamb seconded the motion to approve the appointment of Warren Haapoja to the position of Qualified Pumphouse Operator and Mike Austin to the position of Relief Pumphouse Operator in the Public Works-Utilities Department effective January 18, 2020. The motion carried unanimously (7-0).

CUP AMENDMENT FOR SKB ENVIRONMENTAL FOR EXPANDED HOURS

City Attorney Helwig was present to address the December 17, 2019 Council denial of the Conditional Use Permit Amendment for SKB Environmental Cloquet Landfill. Mr. Helwig explained that Council members need to state reasons to support the denial other than citizen opposition. Only reasons discussed at the public hearing are valid and must be put into record. Council may by motion reconsider the vote in order to state denial reasons at the first meeting following the denial.

MOTION: Councilor Lamb moved and Councilor Wilkinson seconded the motion to reconsider the Conditional Use Permit amendment for SKB Environmental Cloquet Landfill for expanded hours. The motion carried (6-1), Councilor Langley opposed.

MOTION: Councilor Lamb moved and Councilor Wilkinson seconded the motion to reconfirm **RESOLUTION NO. 19-105, DENYING THE CONDITIONAL USE PERMIT AMENDMENT FOR SKB ENVIRONMENTAL CLOQUET LANDFILL FOR EXPANDED HOURS IN THE HI-HEAVY INDUSTRY DISTRICT.** The motion carried (4-3). Councilors Swanson, Langley and Mayor Maki opposed.

Council members who voted to deny the amendment were polled for their denial reasons and they are as follows:

- Councilor Carlson – Concern with odor, cancer issues and prior amendments to expanded hours.
- Councilor Lamb – Noise levels and the past denials on any expansion of the landfill.
- Councilor Kolodge – Ordinance No. 402A regarding no expansions to city landfills.
- Councilor Wilkinson – Ordinance 402A, odor concerns and the request is beyond the scope of the original Conditional Use Permit.

WHEREAS, an Application has been submitted by Shamrock Landfill to amend their existing Conditional Use Permit which was approved on February 15, 2011 and amended on November 5, 2014. The amendment request is pursuant to 17.2.06 of the City Code, for the 59-acre Industrial Landfill to modify their hours of operation to allow 24 hours a day, seven days a week solely for the SRFI material transported with SKB trucks and direct employees, with the hours between 7am – 5pm, Monday – Saturday open to anyone; and

WHEREAS, As required by ordinance, notification was advertised in the Pine Journal and all neighbors within 1320 feet were notified. A public hearing was held to consider the Application at the regular meeting of the Cloquet Planning Commission on December 10, 2019 at which time Zoning Case / Development Review No. 19-16 was heard and discussed; and

WHEREAS, the property of the proposed Conditional Use Permit Amendment is located at 761 Highway 45 and is legally described as follows:

That part of the West 390.00 feet of the Northwest Quarter of the Southeast Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota, which lies southerly of Interstate Highway 35 and northerly of the South 100.00 feet of said Northwest Quarter of the Southeast Quarter.

AND ALSO

That part of the South 100.00 feet of the North Half of the Southeast Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota, which lies westerly of the right-of-way of the Great Northern Railway (now known as Burlington Northern Santa Fe Railroad).

AND ALSO

That part of the East 600.00 feet of the Northeast Quarter of the Southwest Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota, which lies southerly of Interstate Highway 35.

AND ALSO

The east 600.00 feet of the Southeast Quarter of the Southwest Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota.

AND ALSO

The South Half of Southeast Quarter lying West of Great Northern Railway Company's right-of-way (now known as Burlington Northern Santa Fe Railroad),

Section 25, Township 49, Range 17, according to the United States Government Survey thereof. EXCEPT those two parcels lying within the following described tracts;

1. Beginning at a point on the south line of said Section 25, distant 100 feet west of the southeast corner of SW ¼ of SE ¼ thereof; thence run northeasterly at an angle of 68 degrees 00 minutes with said south line for 475 feet; thence deflect to the left at an angle of 112 degrees 00 minutes for 500 feet; thence deflect to the left at an angle of 68 degrees 00 minutes for 475 feet; thence deflect to the left at an angle of 112 degrees 00 minutes for 500 feet to the beginning.

2. From a point on the south line of said Section 25 distant of 100 feet west of the southeast corner of SW ¼ of SE ¼ , thereof, run northeasterly at an angle of 68 degrees 00 minutes with said south section line for 475 feet to the point of beginning; thence continue northeasterly along the above described course to its intersection with a line run parallel with and distant 660 feet north of the south line of said Section 25; thence run west along said 660 foot parallel line to its intersection with a line run parallel with and distant 992 feet west of the east line of the SW ¼ of SE ¼ of said Section 25; thence run south along said 992 foot parallel line to the south line of said Section 25; thence run east along said section line for 392 feet; thence deflect to the left 68 degrees 00 minutes for 475 feet; thence deflect to the right 68 degrees for 500 feet to the point of beginning.

WHEREAS, the Cloquet Planning Commission reviewed the Application to Amend the Conditional Use Permit for SKB Environmental Cloquet Landfill to modify their hours of operation to allow 24 hours a day, seven days a week solely for the SRFI material transported with SKB trucks and direct employees, with the hours between 7am – 5pm, Monday – Saturday open to anyone per Section 17.2.06 Subdivisions 3 and 4 of the Cloquet Zoning Ordinance.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA: that the City Council denies Zoning Case 19-16 for an amendment to the Conditional Use Permit to modify their hours of operation to allow 24 hours a day, seven days a week solely for the SRFI material transported with SKB trucks and direct employees, with the hours between 7am – 5pm, Monday – Saturday open to anyone for SKB Environmental/Shamrock Landfill.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Councilor Swanson welcomed the young man in the audience working on his Boy Scout Merritt Badge.

Councilor Lamb commented that January is Sex Trafficking Awareness Month and thanked the Cloquet Police Department for their efforts in training officers on sex trafficking. Reminder to report suspicious activity.

Councilor Kolodge asked Public Works Director Caleb Peterson to give a status update on the city plowing efforts. Mr. Peterson Working reported the crews are working diligently every day cleaning snow banks. Focusing on school areas and higher traffic areas. Mr. Peterson stated snow storage space is already full therefore snow needs to be hauled. Staff are looking at rental trucks and drivers to accelerate the removal.

Tim Peterson, City Administrator



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council *ML*
From: Mary Kay Hohensee-Mayer, Assistant Finance Director
Reviewed/Approved by: Tim Peterson, City Administrator
Date: January 21, 2020

ITEM DESCRIPTION: Payment of Bills

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 20-04, 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. 20-04

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	\$	68,704.81
221	Tax Increment - 14th Street Apartments		11,317.45
222	Tax Increment - Oakwood Estates		26,368.24
223	Tax Increment - Patio Homes		33,082.06
224	Public Facilities Planning		5,602.37
231	Public Works Reserve		(8,022.50)
370	Swim Pond Debt Sevice		94,861.25
372	City Sales Tax Debt Service		442,657.50
403	Revolving Capital Projects		352,541.80
405	City Sales Tax Capital Projects		103,727.77
600	Water - Lake Superior Waterline		84,950.13
601	Water - In Town System		46,090.12
602	Sewer Fund		2,855.72
605	Stormwater Fund		8.32
614	CAT-7		1,372.92
	TOTAL:	\$	1,266,117.96

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 21ST DAY OF JANUARY, 2020.**

ATTEST:

Roger Maki, Mayor

Tim Peterson, City Administrator

INVOICES DUE ON/BEFORE 01/21/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
111350	LEXISNEXIS RISK DATA MNGMT INC	150.00	150.00
112050	ADVANCED SERVICES INC	0.00	496.00
112690	ALADTEC INC	0.00	4,176.00
121000	ARROWHEAD SPRINGS INC	0.00	84.25
122000	A T & T MOBILITY	0.00	382.30
122958	AUTO ZONE, INC.	60.00	87.99
125500	LEAGUE OF MN CITIES INSURANCE	0.00	1,000.00
125700	BEST OIL COMPANY	9,301.77	17,305.32
127100	BLUE CROSS BLUE SHIELD OF MN	0.00	84,681.58
127400	OSCAR J BOLDT CONSTRUCTION	0.00	273,304.79
127840	BOUND TREE MEDICAL, LLC	0.00	1,981.92
128270	BREVATOR, TOWN OF	0.00	1,206.33
135000	CARLTON COUNTY AUDITOR	0.00	3,279.64
135675	VORK ENTERPRISES INC	0.00	370.00
137310	CENTURY LINK	301.24	164.20
139025	CINTAS	173.37	53.85
139030	CINTAS CORPORATION NO 2	0.00	971.89
142800	CLOQUET SANITARY SERVICE	0.00	752.51
145300	COMMUNITY PRINTING	159.75	917.20
147050	CONSOLIDATED TELEPHONE COMPANY	3,376.02	3,318.45
147900	COUNTRY CLUB PATIO HOMES, LLC	0.00	18,799.68
148800	CROW GOEBEL VETERINARY CLINIC	0.00	35.50
150100	D A L C O	222.07	131.96
152485	DEAD ON ARMS INC	0.00	92.00
156400	CITY OF DULUTH COMFORT SYSTEMS	74.03	140.86
158000	DULUTH/SUPERIOR COMMUNICATIONS	325.00	15.00
162640	ENVENTIS TELECOM INC	47.91	47.92
162725	ENVIRONMENTAL PRODUCTS	51.52	70.12
166450	FIRE INSTRUCTION & RESCUE	0.00	10,390.00
169955	14TH STREET APARTMENTS	0.00	10,185.71
172300	GARTNER REFRIGERATION COMPANY	12,303.12	2,936.80
173575	GEORGE BOUGALIS & SONS INC	0.00	79,237.01
175200	GOPHER STATE ONE CALL INC	0.00	21.60
175950	GRAPHIC TECHNOLOGIES	0.00	377.50
176000	UNITED STATES TREASURY	0.00	14,293.50
178500	GUARDIAN PEST SOLUTIONS INC	47.25	47.25
179300	HACH COMPANY	15.85	142.44
179340	HAGENS GLASS & PAINT	60.90	140.16
197800	L & M SUPPLY CO	305.20	1,568.23
202100	LAWSON PRODUCTS INC	0.00	912.85
205050	LOFFLER COMPANIES INC	0.00	41.64
206800	MACQUEEN EQUIPMENT INC	9,690.77	2,047.66
207400	MANEY INTERNATIONAL INC	2,111.54	2,090.81
209875	MCCOY CONSTRUCTION & FORESTRY	0.00	2,235.00

INVOICES DUE ON/BEFORE 01/21/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
212055	MEYER GROUP ARCHITECTURE	0.00	5,602.37
212400	MICHAUD DIST INC	0.00	16.50
214000	MIELKE ELECTRIC WORKS	0.00	464.25
220500	MN DEPT OF HEALTH	0.00	32.00
222275	MN PEIP	0.00	54,479.04
224000	MN STATE FIRE CHIEFS ASSOC.	0.00	25.00
229500	NAPA AUTO PARTS	526.21	282.18
234600	NORTHERN BUSINESS PRODUCTS	0.00	324.67
236125	NORTHLAND FIRE & SAFETY, INC	0.00	111.00
238925	OAKWOOD ESTATES LLC	0.00	23,731.42
242850	PARSONS ELECTRIC LLC	0.00	4,868.56
243300	PAW COMMUNICATION, INC.	0.00	1,292.75
243540	PERCH LAKE TOWNSHIP	0.00	1,114.36
244300	BRENT BELICH	0.00	217.00
245250	PINEWOOD CLOQUET, INC.	0.00	19.32
247400	396-PRAXAIR DISTRIBUTION, INC.	0.00	476.39
260300	CITY OF SCANLON	0.00	45.51
261800	SEH	20,924.88	18,009.65
265650	RSPT c/o SOUTH ST. LOUIS SWCD	0.00	1,210.00
266590	SPECSYS, INC	0.00	851.73
269350	STRYKER SALES CORPORATION	0.00	694.98
270300	SWAGIT PRODUCTIONS, LLC	0.00	1,325.00
271325	NANCY GETCHELL	0.00	143.45
275075	TITAN MACHINERY	0.00	135.96
276030	TELOCIN GROUP INC	0.00	122.93
276490	TRANSMEDIC MEDICAL BILLING	0.00	5,705.25
277500	TURBO DIESEL & ELECTRIC	3,526.01	2,576.46
278600	TWIN PORT MAILING	6,562.70	778.43
279100	U S BANK EQUIPMENT FINANCE	418.71	248.14
280400	ULLAND BROTHERS, INC.	26,938.36	101,505.45
281000	UNITED ELECTRIC COMPANY	0.00	8.38
283700	USA BLUEBOOK	255.17	612.87
284875	VERIZON WIRELESS	650.92	1,343.60
285400	VIKING ELECTRIC SUPPLY	0.00	234.00
286900	W L S S D	73,105.00	3,609.60
293700	ZIEGLER INC	362.20	2,360.00
R0001463	ZOLL MEDICAL CORPORATION	0.00	5,271.00
R0001548	MINIT MART 557	120.00	104.00
R0001601	PECAN PIE PRODUCTIONS	0.00	1,464.00
R0001812	MINOKAW VAR SERVICES	0.00	435.00
R0001854	COMMERCIAL REFRIGERATION SYSTE	0.00	787.50
R0001874	WASTE WOOD RECYCLERS LLC	375.00	375.00
R0001876	IAPE	0.00	50.00
R0001877	ANDREW & GALYNA TUTTLE	0.00	39.10

DATE: 01/16/2020
TIME: 11:22:14
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/21/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
R0001878	BEN HACKER	0.00	41.49
TOTAL ALL VENDORS:			783,830.71

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 1/21/2020

Total	783,830.71
Less:	
Library	(518.83)
Cloquet Area Fire District	<u>(121,026.03)</u>
Total City Bills	662,285.85
Less:	
Payroll benefits	(54,479.04)
Plus:	
Credit card/PSN fees	2,090.39
Debt Wires & Others	537,518.75
MN Sales Tax	1,212.61
MN Power auto pay	114,846.10
MN Energy auto pay	<u>2,643.30</u>
Total Bills	<u><u>1,266,117.96</u></u>

DATE: 01/16/20
TIME: 11:22:45
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/21/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
222275	MN PEIP		54,479.04
			54,479.04
32	LICENSES & PERMITS		
260300	CITY OF SCANLON		45.51
286900	W L S S D	73,105.00	3,609.60
	LICENSES & PERMITS		3,655.11
34	CHARGES FOR SERVICES		
142800	CLOQUET SANITARY SERVICE		8.67
	CHARGES FOR SERVICES		8.67
39	OTHER FINANCING SOURCES		
147900	COUNTRY CLUB PATIO HOMES, LLC		-2,980.24
169955	14TH STREET APARTMENTS		-1,131.74
238925	OAKWOOD ESTATES LLC		-2,636.82
	OTHER FINANCING SOURCES		-6,748.80
41	GENERAL GOVERNMENT		
139030	CINTAS CORPORATION NO 2		82.24
142800	CLOQUET SANITARY SERVICE		32.21
145300	COMMUNITY PRINTING	159.75	193.95
147050	CONSOLIDATED TELEPHONE COMPANY	3,376.02	408.84
150100	D A L C O	222.07	65.98
212400	MICHAUD DIST INC		16.50
234600	NORTHERN BUSINESS PRODUCTS		75.15
278600	TWIN PORT MAILING	6,562.70	164.69
279100	U S BANK EQUIPMENT FINANCE	418.71	59.20
R0001812	MINOKAW VAR SERVICES		435.00
	GENERAL GOVERNMENT		1,533.76

INVOICES DUE ON/BEFORE 01/21/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
111350	LEXISNEXIS RISK DATA MNGMT INC	150.00	150.00
122000	A T & T MOBILITY		382.30
125700	BEST OIL COMPANY	9,301.77	2,995.43
135675	VORK ENTERPRISES INC		370.00
139025	CINTAS	173.37	53.85
139030	CINTAS CORPORATION NO 2		59.88
142800	CLOQUET SANITARY SERVICE		32.21
147050	CONSOLIDATED TELEPHONE COMPANY	3,376.02	792.31
150100	D A L C O	222.07	65.98
152485	DEAD ON ARMS INC		92.00
197800	L & M SUPPLY CO	305.20	108.70
271325	NANCY GETCHELL		143.45
278600	TWIN PORT MAILING	6,562.70	47.07
284875	VERIZON WIRELESS	650.92	1,343.60
R0001548	MINIT MART 557	120.00	104.00
R0001876	IAPE		50.00
	PUBLIC SAFETY		6,790.78
43	PUBLIC WORKS		
121000	ARROWHEAD SPRINGS INC		64.00
125500	LEAGUE OF MN CITIES INSURANCE		1,000.00
125700	BEST OIL COMPANY	9,301.77	5,489.83
139030	CINTAS CORPORATION NO 2		218.45
142800	CLOQUET SANITARY SERVICE		41.44
145300	COMMUNITY PRINTING	159.75	36.79
147050	CONSOLIDATED TELEPHONE COMPANY	3,376.02	475.95
175200	GOPHER STATE ONE CALL INC		10.80
197800	L & M SUPPLY CO	305.20	364.74
202100	LAWSON PRODUCTS INC		456.43
205050	LOFFLER COMPANIES INC		8.33
206800	MACQUEEN EQUIPMENT INC	9,690.77	2,047.66
207400	MANEY INTERNATIONAL INC	2,111.54	2,054.86
209875	MCCOY CONSTRUCTION & FORESTRY		2,235.00
229500	NAPA AUTO PARTS	526.21	216.39
234600	NORTHERN BUSINESS PRODUCTS		180.57
247400	396-PRAXAIR DISTRIBUTION, INC.		119.52
275075	TITAN MACHINERY		135.96
277500	TURBO DIESEL & ELECTRIC	3,526.01	2,576.46
278600	TWIN PORT MAILING	6,562.70	47.07
279100	U S BANK EQUIPMENT FINANCE	418.71	43.25
293700	ZIEGLER INC	362.20	2,360.00

INVOICES DUE ON/BEFORE 01/21/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
43	PUBLIC WORKS		
R0001874	WASTE WOOD RECYCLERS LLC	375.00	375.00
	PUBLIC WORKS		20,558.50
45	CULTURE AND RECREATION		
112050	ADVANCED SERVICES INC		496.00
122958	AUTO ZONE, INC.	60.00	87.99
125700	BEST OIL COMPANY	9,301.77	1,470.01
139030	CINTAS CORPORATION NO 2		72.90
142800	CLOQUET SANITARY SERVICE		599.24
147050	CONSOLIDATED TELEPHONE COMPANY	3,376.02	423.80
172300	GARTNER REFRIGERATION COMPANY	12,303.12	2,936.80
175950	GRAPHIC TECHNOLOGIES		377.50
178500	GUARDIAN PEST SOLUTIONS INC	47.25	47.25
179340	HAGENS GLASS & PAINT	60.90	140.16
197800	L & M SUPPLY CO	305.20	534.94
214000	MIELKE ELECTRIC WORKS		464.25
229500	NAPA AUTO PARTS	526.21	65.79
242850	PARSONS ELECTRIC LLC		4,868.56
243300	PAW COMMUNICATION, INC.		1,292.75
244300	BRENT BELICH		217.00
281000	UNITED ELECTRIC COMPANY		8.38
285400	VIKING ELECTRIC SUPPLY		168.00
R0001854	COMMERCIAL REFRIGERATION SYSTE		787.50
	CULTURE AND RECREATION		15,058.82
46	COMMUNITY DEVELOPMENT		
145300	COMMUNITY PRINTING	159.75	115.34
147050	CONSOLIDATED TELEPHONE COMPANY	3,376.02	58.40
234600	NORTHERN BUSINESS PRODUCTS		9.80
266590	SPECSYS, INC		851.73
278600	TWIN PORT MAILING	6,562.70	23.54
	COMMUNITY DEVELOPMENT		1,058.81
LIBRARY FUND			
45	CULTURE AND RECREATION		

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/21/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
LIBRARY FUND			
45	CULTURE AND RECREATION		
139030	CINTAS CORPORATION NO 2		10.84
147050	CONSOLIDATED TELEPHONE COMPANY	3,376.02	507.99
	CULTURE AND RECREATION		518.83
TIF#2-2 14TH STREET APARTMENTS			
70	TAX INCREMENT DISTRICT		
169955	14TH STREET APARTMENTS		10,185.71
	TAX INCREMENT DISTRICT		10,185.71
98 OTHER FINANCING USES			
169955	14TH STREET APARTMENTS		1,131.74
	OTHER FINANCING USES		1,131.74
TIF #2-1 - OAKWOOD ESTATES			
70	TAX INCREMENT DISTRICT		
238925	OAKWOOD ESTATES LLC		23,731.42
	TAX INCREMENT DISTRICT		23,731.42
98 OTHER FINANCING USES			
238925	OAKWOOD ESTATES LLC		2,636.82
	OTHER FINANCING USES		2,636.82
TIF #4-1 PATIO HOMES			
31	TAXES		
135000	CARLTON COUNTY AUDITOR		3,279.64
	TAXES		3,279.64

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/21/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

TIF #4-1	PATIO HOMES		
70	TAX INCREMENT DISTRICT		
147900	COUNTRY CLUB PATIO HOMES, LLC		26,822.18
	TAX INCREMENT DISTRICT		26,822.18
98	OTHER FINANCING USES		
147900	COUNTRY CLUB PATIO HOMES, LLC		2,980.24
	OTHER FINANCING USES		2,980.24
PUBLIC FACILITIES PLANNING			
81	SPECIAL PROJECTS		
212055	MEYER GROUP ARCHITECTURE		5,602.37
	SPECIAL PROJECTS		5,602.37
PUBLIC WORKS RESERVE			
00			
147900	COUNTRY CLUB PATIO HOMES, LLC		-8,022.50
			-8,022.50
CAPITAL PROJECTS - REVOLVING			
00			
127400	OSCAR J BOLDT CONSTRUCTION		-14,384.36
173575	GEORGE BOUGALIS & SONS INC		79,237.01
			64,852.65
81	SPECIAL PROJECTS		
127400	OSCAR J BOLDT CONSTRUCTION		287,689.15
	SPECIAL PROJECTS		287,689.15

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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/21/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CITY SALES TAX CAPITAL 00			
280400	ULLAND BROTHERS, INC.	26,938.36	54,782.97
			54,782.97
81	SPECIAL PROJECTS		
261800	SEH	20,924.88	2,222.32
280400	ULLAND BROTHERS, INC.	26,938.36	46,722.48
	SPECIAL PROJECTS		48,944.80
WATER - LAKE SUPERIOR WATERLIN 51	STATION 2		
121000	ARROWHEAD SPRINGS INC		20.25
137310	CENTURY LINK	301.24	164.20
139030	CINTAS CORPORATION NO 2		8.55
	STATION 2		193.00
52	LAKE SUPERIOR WATERLINE		
125700	BEST OIL COMPANY	9,301.77	1,217.03
139030	CINTAS CORPORATION NO 2		47.90
197800	L & M SUPPLY CO	305.20	36.47
	LAKE SUPERIOR WATERLINE		1,301.40
57	ADMINISTRATION		
156400	CITY OF DULUTH COMFORT SYSTEMS	74.03	140.86
205050	LOFFLER COMPANIES INC		8.33
	ADMINISTRATION		149.19
WATER - IN TOWN SYSTEM 00			
R0001877	ANDREW & GALYNA TUTTLE		39.10

INVOICES DUE ON/BEFORE 01/21/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
00			
R0001878	BEN HACKER		41.49
			80.59
49	CLOQUET		
125700	BEST OIL COMPANY	9,301.77	1,477.55
139030	CINTAS CORPORATION NO 2		63.70
176000	UNITED STATES TREASURY		14,293.50
179300	HACH COMPANY	15.85	142.44
197800	L & M SUPPLY CO	305.20	72.95
202100	LAWSON PRODUCTS INC		273.86
236125	NORTHLAND FIRE & SAFETY, INC		111.00
247400	396-PRAXAIR DISTRIBUTION, INC.		309.06
261800	SEH	20,924.88	15,787.33
283700	USA BLUEBOOK	255.17	612.87
285400	VIKING ELECTRIC SUPPLY		66.00
	CLOQUET		33,210.26
54	BILLING & COLLECTION		
145300	COMMUNITY PRINTING	159.75	196.54
278600	TWIN PORT MAILING	6,562.70	47.07
279100	U S BANK EQUIPMENT FINANCE	418.71	59.20
	BILLING & COLLECTION		302.81
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE		19.37
145300	COMMUNITY PRINTING	159.75	337.79
147050	CONSOLIDATED TELEPHONE COMPANY	3,376.02	390.69
175200	GOPHER STATE ONE CALL INC		6.48
205050	LOFFLER COMPANIES INC		8.33
220500	MN DEPT OF HEALTH		32.00
234600	NORTHERN BUSINESS PRODUCTS		39.55
265650	RSPT c/o SOUTH ST. LOUIS SWCD		1,210.00
278600	TWIN PORT MAILING	6,562.70	401.86
279100	U S BANK EQUIPMENT FINANCE	418.71	43.25
	ADMINISTRATION & GENERAL		2,489.32

INVOICES DUE ON/BEFORE 01/21/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
125700	BEST OIL COMPANY	9,301.77	1,045.86
139030	CINTAS CORPORATION NO 2		185.21
162725	ENVIRONMENTAL PRODUCTS	51.52	70.12
197800	L & M SUPPLY CO	305.20	36.47
202100	LAWSON PRODUCTS INC		182.56
207400	MANEY INTERNATIONAL INC	2,111.54	35.95
247400	396-PRAXAIR DISTRIBUTION, INC.		47.81
276030	TELOCIN GROUP INC		122.93
	SANITARY SEWER		1,726.91
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE		19.37
145300	COMMUNITY PRINTING	159.75	36.79
147050	CONSOLIDATED TELEPHONE COMPANY	3,376.02	260.47
175200	GOPHER STATE ONE CALL INC		4.32
205050	LOFFLER COMPANIES INC		8.33
234600	NORTHERN BUSINESS PRODUCTS		19.60
278600	TWIN PORT MAILING	6,562.70	47.13
279100	U S BANK EQUIPMENT FINANCE	418.71	43.24
	ADMINISTRATION & GENERAL		439.25
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
205050	LOFFLER COMPANIES INC		8.32
	ADMINISTRATION & GENERAL		8.32
CABLE TELEVISION			
45	CULTURE AND RECREATION		
162640	ENVENTIS TELECOM INC	47.91	47.92
270300	SWAGIT PRODUCTIONS, LLC		1,325.00
	CULTURE AND RECREATION		1,372.92

CLOQUET AREA FIRE DISTRICT



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
Phone: 218.879.3347 Fax: 218.879.6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *NK*
Reviewed by: Tim Peterson, City Administrator *TCP*
Date: January 14, 2020

ITEM DESCRIPTION: 2020 Budgeted Transfers

Proposed Action

Staff recommends the Council to authorize the 2020 budgeted transfers noted below.

Background/Overview

The council adopted financial transfers in the 2020 Budget. Some transfers are based on project costs and will be requested to be transferred after year end. The following noted transfers are based on estimated costs.

Policy Objectives

Meet the 2020 Budget.

Financial/Budget/Grant Considerations

The Cable TV Fund \$30,000, Water In-Town Fund \$370,000, Water Lake Superior Waterline Fund \$140,000, Sewer Fund \$225,000, and Storm Water Fund \$210,000 transfer to the General Fund to reimburse City Hall and garage for indirect costs and personal services.

The City Sales Tax Capital Projects Fund transfer of \$547,850 to the City Sales Tax Bond Fund for 2020 bond principal, interest and bond disclosure fees.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

None



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
Phone: 218.879.3347 Fax: 218.879.6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator *TCP*
Date: January 21, 2020

ITEM DESCRIPTION: Council Appointments to Various Boards, Commissions

Proposed Action

The Council is asked to consider Council appointments to the various Boards and Commissions for 2020.

Background/Overview

At its last meeting, the City Council discussed the various Boards and Commissions that City Councilors will serve on for 2020. The Council agreed to finalize appointments at its January 21, 2020 meeting.

Economic Development Authority

- Sheila Lamb
- Lara Wilkinson

Economic Development Authority Partnership

- Roger Maki

Park's Commission Liaison

- Kerry Kolodge

Cloquet Area Fire District

- Bun Carlson
- Sheila Lamb, Alternate

Library Board Liaison

- Chris Swanson

Personnel Committee

- Kerry Kolodge
- Chris Swanson

Policy Objectives

City Council members serve as voting members or liaisons on a variety of City Boards and Commissions.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

None.



DEPARTMENT OF PUBLIC WORKS

101 14th Street; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
Street - Water - Sewer – Engineering - Park
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator *TP*
Date: January 21, 2020

ITEM DESCRIPTION: Resolution Supporting Regional Park Designation

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 20-06, A RESOLUTION SUPPORTING REGIONAL PARK DESIGNATION APPLICATION FOR PINE VALLEY PARK IN GREATER MINNESOTA.**

Background/Overview

In 2008, Minnesota's voters passed the Clean Water, Land and Legacy Amendment (Legacy Amendment) to the Minnesota Constitution to: protect drinking water sources; to protect, enhance, and restore wetlands, prairies, forests, and fish, game, and wildlife habitat; to preserve arts and cultural heritage; to support parks and trails; and to protect, enhance, and restore lakes, rivers, streams, and groundwater. The Legacy Amendment increases the state sales tax by three-eighths of one percent beginning on July 1, 2009 and continuing until 2034. The additional sales tax revenue is distributed into four funds as follows: 33 percent to the clean water fund; 33 percent to the outdoor heritage fund; 19.75 percent to the arts and cultural heritage fund; and 14.25 percent to the parks and trails fund. The parks and trails funds may only be spent to support parks and trails of regional or statewide significance.

In 2015, the City of Cloquet applied for regional designation status for both Pine Valley Park and the St. Louis Riverfront Park System. Both applications were denied at that time however Pine Valley received a higher score than the Riverfront. At their last meeting the Park Commission discussed a second attempt at regional designation for Pine Valley Park. If regional status were granted, the City would be eligible to apply for funding towards future improvements in Pine Valley (*note Indoor recreational facilities i.e. the ice arenas are not eligible for this funding source*).

Policy Objectives

Park Master Plan Policy 7.1 - Partnerships shall be sought to make unique opportunities available to the community and allow for facilities and programs that would otherwise be difficult to achieve by the city alone. Partnerships might also be pursued to allow the system to expand and take advantage of regional resources.

Financial/Budget/Grant Considerations

If regional designation status were granted, the City would need to complete a "Master Plan" for Pine Valley meeting Greater Minnesota Regional Park and Trail Commission standards. The estimated cost for this document/process is \$10-15,000.

Advisory Committee/Commission Action

The Park Commission wishes to attempt a second request for regional designation of Pine Valley Park. Commission members have agreed to assemble the application under the review of staff.

Supporting Documents Attached

- Resolution 20-06

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

RESOLUTION NO. 20-06

**A RESOLUTION SUPPORTING REGIONAL PARK DESIGNATION
APPLICATION FOR PINE VALLEY PARK IN GREATER MINNESOTA**

WHEREAS, the City of Cloquet is seeking Regional Park Designation for Pine Valley Park under the Clean Water, Land and Legacy Amendment; and

WHEREAS, the City of Cloquet, as applicant, has the authority to act as legal public sponsor for the application described in the Request for Designation as a Regional Park or Trail in Greater Minnesota.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that the City of Cloquet formally support(s) and authorize(s) the application's submission on behalf of the City.

BE IT FURTHER RESOLVED, that as lead applicant we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

BE IT FURTHER RESOLVED, that, should Pine Valley Park receive formal designation as a Regional park or trail in Greater Minnesota by the Commission, that as the lead applicant we have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park.

BE IT FURTHER RESOLVED, that listed applicant will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 21st DAY OF JANUARY 2020.

Roger Maki, Mayor

ATTEST:

Tim Peterson, City Administrator



DEPARTMENT OF PUBLIC WORKS

101 14th Street; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
Street - Water - Sewer – Engineering - Park
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator *TCP*
Date: January 21, 2020

ITEM DESCRIPTION: 2020 Plow Blade Purchase

Proposed Action

Staff recommends that the City Council move to authorize the purchase of one Protech Snow Removal Push Blade from Crysteel Truck Equipment and Two Boss 9’2” XT V-Plows from Northwoods Power Equipment.

Background/Overview

As part of Cloquet’s adopted 2020 Capital Improvement Program (CIP) and budget, Public Works is scheduled to purchase one 12’ Push Blade under CIP Project No. SE202 and one 9’2” V-plow under CIP Project No. SE232. A second V-plow is also scheduled for purchase under CIP Project No. WE301 replacing an existing 2005 one-ton truck and plow currently used for snow removal in alleys, along with various utility sites.

In 2019, Public Works determined it would be more efficient to purchase a different snow removal blade for our 2018 John Deere front end loader. The loader is the primary unit used for plowing the City’s various parking lots. In addition, we are requesting the addition of a 3rd V-plow to our fleet of one-ton trucks as this would increase productivity and reduce the need to dispatch multiple trucks to sites of reported issues. Two current one-ton trucks with plows are responsible for plowing all our alleys along with parks and various utility sites (wells, lift stations etc.). The additional plow would be mounted on an existing truck which is not currently equipped with a plow. This option offers a low-cost alternative to increase capacity and respond faster to any miscellaneous clean up after snowstorms.

The replacement of Unit 301 is included in the equipment replacement schedule due to noted electrical and transmission issues. The unit is currently 15 years old and will be traded or sold at auction upon replacement. Bids are not ready for the truck but we are asking to purchase the plow now to avoid a second round of quotes.

The Public Works Department has obtained quotes from various suppliers for both plow types as follows:

<u>Loader Push Blade</u>	<u>Supplier</u>	<u>Bid Price</u>
Protech SP12L	Crysteel Truck Equipment	\$ 5,270.69
Protech SP 12L	Northwoods Power Equipment	\$ 5,949.00
Boss Box Plow	Northwoods Power Equipment	\$ 6,450.00
AMI Attachments	McCoy – Duluth	\$10,787.50

<u>V-Plow Model</u>	<u>Supplier</u>	<u>Bid Price</u>
Boss V XT 9'2"	United Truck Body	\$6,053.54
Boss V XT 9'2"	Northwoods Power Equipment	\$6,285.00
Boss V XT 9'2"	Crysteel Truck Equipment	\$7,159.71

Note: Per the City's purchasing policy, the Boss V-plows would be sourced locally from Northwoods Power Equipment as their price is less than five percent over the low quote received from a non-local vendor.



Policy Objectives

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

Financial/Budget/Grant Considerations

The current 2020 CIP and approved Budget includes \$7,500.00 for the purchase of the Push Blade, \$6,000.00 for the purchase of one additional V-plows, and \$55,000 for the replacement of Unit 301 with it's associated V-plow. After a review of the proposals and the various equipment offered, it is recommended the following bids be accepted:

<u>Push Blade Model</u>	<u>Supplier</u>	<u>Bid Price</u>
Protech SP12L	Crysteel Truck Equipment	\$ 5,270.69
<u>Boss V Plow Model</u>	<u>Supplier</u>	<u>Bid Price</u>
2x Boss 9'2" XT	Northwoods Power Equipment	\$12,570.00 (\$6,280 each)

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- 2020 CIP Summary

City of Cloquet, Minnesota

Capital Plan

Data in Year 2020

PROJECTS BY YEAR

Project Name	Department	Project #	Priority	Project Cost
2020				
Cable TV Equipment Replacement	Administration	A-004	3	2,500
Public Works Building	Engineering	EE-005	1	230,000
Library Expansion	Library	L-014	2	2,759,000
Replacement of 2010 Single Axle Ford Dump Truck	Parks	PE-601	2	45,000
Pine Valley Park Improvements	Parks	PP-010	5	120,000
Squad Car Replacement	Police	PD-002	2	95,000
John Deere Loader (2020 - Plow Blade)	Street	SE-202	3	7,500
Replacement of 1996 Single Axel Dump Truck	Street	SE-208	3	200,000
2018 Dodge Pickup - (2020 Plow Blade)	Street	SE-232	4	6,000
Replacement of 2005 Chevrolet K1500 Pick-Up	Street	SE-504	2	35,000
Miscellaneous Street Repair and Overlays	Street	STP-010	1	400,000
20th Street Reconstruction	Street & Utilities	STUP-005	2	940,000
20th Street Area Reconstruct	Street & Utilities	STUP-014	3	940,000
Prospect Avenue Reconstruct	Street & Utilities	STUP-018	3	1,900,000
Replacement of 2005 One-Ton Pickup	Water	WE-301	2	55,000
Replacement of 2000 ABU Trailer	Water	WE-304	2	10,000
Station 2 & LSWL Pipe Replacement	Water	WP-024	2	10,000,000
Spring Lake Reservoir Rehab	Water	WP-027	2	100,000
Total for 2020				17,845,000
GRAND TOTAL				17,845,000



ADMINISTRATIVE OFFICES

101 14th Street • Cloquet MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: admin@cloquetmn.gov
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator
Date: January 21, 2020

ITEM DESCRIPTION: Consideration of Library Board Appointment

Proposed Action

The City Council is asked to approve the appointment of Kathy Blais to serve on the Library Board with a term expiring December 31, 2022. The appointment of Ms. Blais will fill the last vacancy remaining on the Board.

Background/Overview

The Library Board is a seven person Board which serves staggered three year terms. There were three vacancies at the end of 2019, Council appointed two applicants at the January 7th meeting. Ms. Blais will fill the remaining vacancy if Council chooses to appoint.

Policy Objectives

To keep the various City Boards, Commissions and Committees at full membership as identified by the City Council or under City Code. Section 2.2.05 of the Code addresses the membership and terms of the HRA. The HRA is further governed by 469 of Minnesota Statute.

The Library Board is established under City Code Section 2.2.03. Under City Code, appointments to the various Boards and Commissions are made by the Mayor and confirmed by the City Council.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Application



ADMINISTRATIVE OFFICES

101 - 14th Street, Cloquet MN 55720
 Phone: 218-879-3347 Fax: 218-879-6555
 www.ci.cloquet.mn.us
 email: kstarnold@cloquetmn.gov

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

Name: Kathy Blais		Date: January 7, 2020
Address: Cloquet MN 55720		
Email:		
Home Phone: -	Work Phone: -	Cell Phone: 218-591-8661
How long have you lived in Cloquet? 60 years	Years/Months: 1951-1969 Sept 1977 to present	Which Ward? 1
What Cloquet community activities have you been involved in? I have not been on any Cloquet committees or boards. I do pay attention to what is going on in Cloquet. I vote, I use the library, I support Cloquet schools and Community Education, I use the local parks - previously with my children and now with my grand children.		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I am a member of the Women's organization P.E.O., which is a philanthropic educational organization that provides loans and scholarships to women to help them further their education. I have been an officer in one of the Cloquet chapters of P.E.O. I also served on the board of Minnesota State Chapter from 2005-2012, being president in 2011-2012.		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: Library Board		
Would you consider an alternate appointment?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one?		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. Since I am retired, I probably am out of town for a couple weeks in the fall, and a couple more in the winter.		
Why do you wish to be on a Board/Commission? I have always been interested in education for everyone. The library expansion is an exciting thing for the community. The programming at the library for all ages is outstanding.		
Please describe any other relevant information you would like us to know. I was employed at Carlton County Public Health + Human Services for almost 27 years before retiring in 2015. I was coordinator for the WIC Program, which is a nutrition program for pregnant and breastfeeding women, infants, and children. It was a rewarding occupation and the program served (and continues to serve) nutritional needs in the community.		

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



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
Phone: 218.879.3347 Fax: 218.879.6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator
Date: January 21, 2020

ITEM DESCRIPTION: Temporary On-Sale Liquor License, Queen of Peace School

Proposed Action

Staff recommends the City Council move to approve the application from the Queen of Peace Catholic School for the issuance of a Temporary On-Sale Liquor License for their annual Mardi Gras event to be held at the Queen of Peace School, 102 4th Street, on February 22, 2020. In issuing the license, the Council must clarify the license fee and the need for security and security fees. The license is subject to final approval by the Commissioner of Public Safety.

Background/Overview

Attached the City Council will find an application for a Temporary On-Sale Liquor License from the Queen of Peace Catholic School. They are seeking the license for a one day event to be held on February 22, 2020, at the Queen of Peace Catholic School.

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

Under City Code, the applicant is required to hire law enforcement for security purposes. This would require the applicant to hire two police officers at \$65.00/hr. each for the duration of the event. The applicant is requesting to waive this requirement due to the fact that Mardi Gras is a fundraiser to help support the daily operations of the school and is a 21 and over event, ensuring all participants are of legal drinking age by carding anyone looking under the age of 40. The Council deviated from City Code requirements for this event since 2017. The Interim Chief of Police has reviewed the request and supports the waiver request.

Policy Objectives

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

Financial/Budget/Grant Considerations

The City's fee schedule requires a \$50 fee for each license. The applicant has paid the license fee.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Temporary On-Sale Liquor License Application

City of Cloquet
101 14th St
Cloquet, MN 55720

January 02, 2020

To Whom it may concern:

I am writing this letter to request the exemption of Queen of Peace Catholic School's requirement of hiring two police officers, in conjunction with our Temporary On Sale Liquor License, for our Mardi Gras event on Saturday, February, 22 2020.

Mardi Gras is a traditional Catholic celebration in preparation of the Lenten Season and fasting for 40 days (until Easter). The Mardi Gras celebration at Queen of Peace School is a fundraiser to help support the daily operations of our school. We will offer a food buffet and complimentary drinks (including beer and wine) with paid admission. We will also have a DJ for entertainment as well as multiple raffles, silent auction and a live auction. This will be a 21 and over event. To ensure all participants are of the legal drinking age, we will be carding anyone that looks under 40 years old at the door.

Queen of Peace has been a pillar of our Cloquet community for over 100 years. Numerous events are held at Queen of Peace yearly and we have been upstanding community members. Queen of Peace School and Church run as a not-for profit entity and we rely heavily on our fundraisers to support our daily operations. The cost of hiring two police officers for our Mardi Gras event would be a burden on our event. In lieu of on-duty police officers, there will be several off-duty police officers from Cloquet and Duluth in attendance the evening of Mardi Gras. We also will offer free cab rides (paid for by our committee) provided by City Cab, for anyone that requests a safe ride home.

Thank you for your consideration of our request.

Respectfully submitted,



Tony Pease
Mardi Gras Committee Member
tony.pease1986@gmail.com
218-730-7809 (cell)



CITY ADMINISTRATOR'S OFFICE

101 - 14th Street, Cloquet MN 55720
Phone: 218-879-3347 Fax: 218-879-6555
www.cloquet.mn.gov
email: kstarnold@cloquetmn.gov

CITY OF CLOQUET
TEMPORARY ON SALE LIQUOR LICENSE APPLICATION

Check all that apply: Indoor Entertainment Outdoor Entertainment No Entertainment

Organization Name: Queen of Peace Catholic School

Organization Address: 102 4th St

City, State, Zip: Cloquet MN 55720

Purpose of the Organization: religious

Is this organization a:

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

Contact Person Name: Tony Pease

Address: _____

City, State, Zip: Cloquet, MN 55720

Home Phone: _____ Work Phone: _____ Cell Phone: 218-730-7809

E-Mail Address: tony.pease1986@gmail.com

Event Dates and Times: Feb 22, 2020, 6PM-11PM

Purpose of the Event: Fundraiser

Estimated Total Attendance at the Event: 300-400

Name of Location for Event: Queen of Peace

Address for Event: 102 4th St. Cloquet, MN 55720

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

Will organization contract for intoxicating liquor? Yes No

If yes, please list:

Name of on sale license holder: _____

Address: _____

Contact Person: _____ Phone No. _____

Full Year On Sale Intoxicating Liquor License No. _____

Will event be outdoors? Yes No

What type of enclosure will be used for the outdoor area? _____

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

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

live and silent Auctions, raffles, food, beer and wine, music and dancing -

Days / Times of Entertainment: February 22, 2020 6PM-11PM

Will there be a band? Yes No

Will the entertainment be amplified? Yes No

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

If yes, list the Event and Date(s): March 2, 2019 fundraiser.

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

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

Signature of Applicant: T-M Date: 1/2/2020

Print Name Tony Michael Pease
First Middle Last

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



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

Name of organization Queen of Peace School Date organized 1881 Tax exempt number 41-0721655

Address 102 4th st City Cloquet State MN Zip Code 55720

Name of person making application Tony Dease Business phone _____ Home phone cell 218-730-7809

Date(s) of event _____ Type of organization Microdistillery Small Brewer
 Club Charitable Religious Other non-profit

Organization officer's name FR Justin Fish City Cloquet State Minnesota Zip Code 55720

Organization officer's name April Sprouse City Cloquet State Minnesota Zip Code 55720

Organization officer's name _____ City _____ State MN Zip Code _____

Organization officer's name _____ City _____ State MN Zip Code _____

Location where permit will be used. If an outdoor area, describe.
Queen of Peace School Gym/Cafeteria

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
The Catholic Mutual Relief Society of America
500,000 / 1,000,000

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

_____	_____
City or County approving the license	Date Approved
_____	_____
Fee Amount	Permit Date
_____	_____
Date Fee Paid	City or County E-mail Address
_____	_____
	City or County Phone Number

Signature City Clerk or County Official _____ Approved Director Alcohol and Gambling Enforcement _____
 CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

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

Certificate of Coverage

Date: 1/8/2020

Certificate Holder Diocese of Duluth Chancery Office 2830 East Fourth Street Duluth, MN 55812	This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.
Covered Location Queen of Peace Parish 102 Fourth St. Cloquet, MN. 55720	Company Affording Coverage THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits
	Property				Real & Personal Property
	D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8540	4/1/2019	4/1/2020	Each Occurrence
					500,000
					General Aggregate
					1,000,000
					Products-Comp/OP Agg
					Personal & Adv Injury
	Excess Liability				Each Occurrence
					Annual Aggregate
	Other				Each Occurrence
					Claims Made
					Annual Aggregate
					Limit/Coverage

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Coverage only extends for claims arising out of Queen of Peace's Mardi Gras celebration on February 22, 2020. Host Liquor Liability included.

Holder of Certificate	Cancellation
Additional Protected Person(s) City of Cloquet 1307 Cloquet Ave. Cloquet, MN. 55720	Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>30</u> days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.
0027000873	Authorized Representative

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 2/22/2020
Cancellation Date of Endorsement: 2/23/2020

Certificate Holder: Diocese of Duluth
Chancery Office
2830 East Fourth Street
Duluth, MN 55812

Location: Queen of Peace Parish
102 Fourth St.
Cloquet, MN. 55720

Certificate No. 8540 of The Catholic Mutual Relief Society of America is amended as follows:

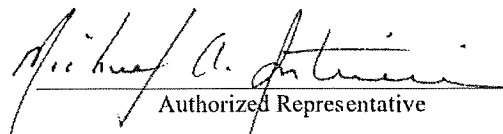
SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.

It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)
City of Cloquet
1307 Cloquet Ave.
Cloquet, MN. 55720

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):
Coverage only extends for claims arising out of Queen of Peace's Mardi Gras celebration on February 22, 2020. Host Liquor Liability included.


Authorized Representative



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
Phone: 218.879.3347 Fax: 218.879.6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator *TEP*
Date: January 16, 2020

ITEM DESCRIPTION: Chief of Police Hiring Process

Proposed Action

Staff recommends that the City Council move to accept the proposal for the Chief of Police Recruitment Process and hire the firm Baker Tilly to provide the recruitment.

Background/Overview

The Chief of Police position with the City of Cloquet has been vacant for some time, with an interim Chief filling in at this time. With the position of City Administrator now filled, staff believe it is prudent to move forward with the advertisement, recruitment, and hiring of a Police Chief.

Staff has spoken with the firm Baker Tilly, who recently conducted the search for the City Administrator. Sharon Klumpp, who provided the executive recruitment, was contacted and provided staff with a quote to provide the recruitment of the Police Chief.

Staff is willing and capable of conducting the full hiring process, however due to the public visibility of this position we believe hiring an outside firm would bring an additional layer transparency to the process.

Policy Objectives

The City has a responsibility to the public and to its employees to identify the most qualified candidate to lead a department. There is no formal approach identified in either the City Code or personnel policies related to filling a vacancy in this position. The City has used Sharon Klumpp with Baker Tilly to assist in the past with the hiring of the City Administrator. While the Citizens Advisory Board may have a role at some point, it has not historically handled the hiring process for administrative/non-union positions within the Department.

Financial/Budget/Grant Considerations

Costs for the utilization of an outside recruitment firm are expected to be \$23,000. The formal proposal attached details these costs.

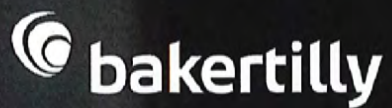
Costs for the City to conduct its own external hiring process would include the costs for advertising and staff time for preparing materials, responding to applicants and then actually conducting the review and interview process. The cost to conduct some type of psychological or personality exam would be in addition to this and cost several thousand dollars as well. If the City opted to look at any type of testing, in basket exercise or verified screening there would be additional cost to the City.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Baker Tilly Proposal



now joined with
Springsted and Umbaugh

City of Cloquet

Executive recruitment of a Police Chief

January 15, 2020

now joined with
Springsted and Umbaugh

Baker Tilly Virchow Krause, LLP
380 Jackson Street, Suite 300
St. Paul, MN 55101

T: +1 (651) 223 3000

F: +1 (651) 223 3046

bakertilly.com

January 15, 2020

Mr. James Barclay
Assistant City Administrator/Human Resources Director
City of Cloquet
1307 Cloquet Avenue
Cloquet, MN 55720-1656

Dear Mr. Barclay:

Baker Tilly Virchow Krause, LLP (Baker Tilly) appreciates the opportunity to submit the following proposal for executive recruitment services to the City of Cloquet to identify its next Police Chief. Our recent work with the City provides a good foundation from which to assist the City with its Police Chief search.

We believe that our record of successfully placing qualified and very accomplished public safety management professionals as detailed in this proposal, along with our extensive experience providing executive recruitment services to cities, counties and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience and overall competence you desire for your organization.

- **Customized profile development:** working with the City officials, we develop a customized candidate profile based on the required, desired and preferred qualifications, traits and attributes you seek in your next Police Chief. We strive to understand how the City's current and anticipated needs and organizational priorities will shape your recruiting and selection requirements; then we partner with you to develop a nationwide or regional marketing, recruitment and outreach campaign. This approach has proven to effectively allow us to identify, attract and recruit highly qualified candidates for your review.
- **Proprietary management/leadership assessment:** relying on exclusively licensed predictive analytics tools (using data to determine patterns and forecast future outcomes and trends), we administer assessments to selected applicants to help us identify human potential in each of the candidates we present to you. Results are "Real," "Impactful," and "Powerful." Furthermore, these results can provide you with more profound insights into the candidate's management traits and leadership styles based on scientific data.
- **Recorded, one-way video interviews:** we ask selected candidates (semi-finalists) to complete a recorded, one-way video interview, using questions developed from your "candidate profile," which gives your review team an additional tool to evaluate the semi-finalists before inviting them to a face-to-face interview.
- **Proprietary online application management:** our exclusively licensed, proprietary online application system enables us to efficiently manage applicant flow, classification and allows us to quickly and effectively communicate with each applicant. We communicate in real time with applicants, thereby engaging and informing them of each step, search related assignment and corresponding timelines throughout each process. Our system also allows us to access, review and evaluate many prior applicants who have expressed interest in similar positions. Generally, these are individuals who may not be actively seeking a job, but who may be open to "the right opportunity." This is another benefit and advantage we provide to our clients, which enables us to access a larger number of active and passive job seekers.

This proposal details our approach, expertise, references and pricing for this executive recruitment. Our team would consider it a professional privilege to provide these services to the City of Cloquet.

Very truly yours,

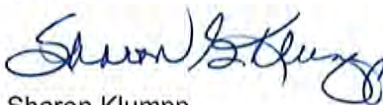
BAKER TILLY VIRCHOW KRAUSE, LLP



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Director

T: +1 (651) 223 3058

E: patty.heminover@bakertilly.com

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now joined with
Springsted and Umbaugh

1. General information

Firm introduction

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country. For more than 85 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with the Police Department as we seek to become your Valued Business Advisor.

Specializing in advisory, tax and assurance services, we expanded our state and local government practice by combining with Springsted Incorporated and H.J. Umbaugh and Associates, Certified Public Accountants, LLP in early 2019. This combination has created one of the largest municipal advisory firms in the nation serving public and not-for-profit organizations for more than 60 years.

Executive recruitment for public and non-profit clients was part of Springsted's portfolio of municipal advisory services for 30 years. Service delivery includes the experience, record of accomplishment and professionalism that successfully established Waters Consulting, (1996) Waters-Oldani (2000) Springsted-Waters (2014) and now Baker Tilly, as one of the most established, reputable and successful public sector executive recruiting firms in the nation.

Within Baker Tilly, our executive recruitment team consists of ten recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to this recruitment has experience working with villages, cities, counties, special districts and school districts and the discipline public safety functions that serve these organizations. Our consultants bring an experienced, participatory and energetic perspective to each engagement; our unique approach and personal touch are reflected in our internal standard to provide outstanding services that exceed your expectations. Since 2014, our combined consultant team has conducted more than 500 executive searches.

The Baker Tilly project team will collaborate with the City as your technical advisor to ensure that the recruitment process for your next Police Chief is conducted in a thorough and professional manner consistent with "best practices" in the public sector executive recruitment space. Our objective is to generate highly qualified candidates and assist you with the screening and evaluation of these candidates.

Since our firm's beginning, we have emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch that drives our internal standard for delivering only outstanding services and leading-edge products.

2. Understanding and approach

The recruitment will be broad and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.

Our understanding of Cloquet's needs

We are aware of the recent Police Department study and understand that the Police Department is currently headed by an Interim Police Chief. We understand that the City is looking for a timely, effective, efficient, responsive, well-managed and thorough search processes to recruit and identify highly qualified public safety managers.

Baker Tilly will work with the City Council, City Administrator, and others designated to understand the desired qualities and professional capabilities that are most important to your organization for this recruitment. This information helps us present the City of Cloquet and the vacancy to well-regarded candidates, emphasizing the opportunities for leadership and professional growth as well as presenting the City of Cloquet as a vibrant and thriving community in which to live and work.

We recognize that there is significant competition for experienced local government managers today. For this reason, we work with you to develop a recruitment strategy that includes an aggressive marketing, recruiting and candidate outreach campaign. As you know, a successful recruitment often depends upon the ability to reach successful executives who may not necessarily be in search of new employment opportunities. Thus, we use existing resources to inform and encourage qualified professionals to apply for opportunities with your organization. We believe that these efforts are critical to ensuring that the City receives a good candidate pool.

Baker Tilly manages and tracks applicant information and provides regular communications, updating the applicants on the status of the recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide the City with comprehensive information about each candidate we present, expanding beyond applications and resumes, to better understand their professional experience, the leadership and management style they will bring to your community, and their motivation for pursuing this career opportunity. We also assist your organization in the preparation of interview questions, interview day scheduling, planning, and structuring as needed. Additionally, we are available to you and present throughout each interview session, and able to facilitate your deliberations and negotiations with the top candidate.

Proposed solution to meet Cloquet's needs

The recruitment will be conducted out of our St. Paul office. Sharon Klumpp and Patty Heminover will serve as the project team co-leaders. Our proven process includes five major tasks:

- 1. Recruitment brochure development and advertising**
 - We schedule and meet with City officials and key stakeholders, as requested, to understand your desired needs, strategic directions and overall candidate expectations and to develop a candidate profile
- 2. Execution of recruitment strategy and identification of quality candidates**
 - Using the approved profile, we develop a colorful, appealing brochure and embark on a national or regional targeted recruitment campaign
 - Additionally, we simultaneously launch a direct applicant outreach campaign targeting eligible prospects identified via our extensive searchable applicant database
 - Using our proprietary applicant tracking system, we communicate and update applicants on key processes and corresponding search progress
- 3. Screening of applications, recommendation of semi-finalists and selection of finalists**
 - Once we identify the most promising applicants, we ask them to complete our due diligence questionnaire and a candidate questionnaire while the project team conducts a comprehensive web and social media scan to elicit information that could be relevant to employment
 - These applicants also complete a recorded, one-way video interview of selected questions designed to secure a different perspective on the applicant's overall qualifications
 - We provide you with a Semi-Finalists Book of the top candidates, which includes resumes, cover letters, candidate questionnaires and due diligence responses
 - Selected finalists complete a management and leadership style and strengths assessment (personality and behavior analysis) to provide us with important information about their styles, temperament, preference, etc.
- 4. Conducting background checks (criminal, civil, credit and driving record), reference checks and academic verifications**
 - Background records checks and academic verification
 - References
- 5. Final interview process**
 - Once the City identifies its top 3-5 finalists, we work with you and the finalists to coordinate all aspects of the interview process
 - Employment offer – assistance and feedback

Recruitment approach

Task I. Recruitment brochure development and advertising

The development of a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in your recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the success of the candidate in the position of Police Chief. The recruitment brochure will also include a profile that captures the essence of the City of Cloquet as a highly-attractive venue for the successful candidate to live and work.

2. Understanding and approach

To prepare the recruitment brochure, the project team co-leaders will come on site to meet with designated City officials and stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your Police Chief. These meetings broaden our understanding of the leadership and management requirements, current issues, your strategic priorities and your expectations for the Police Chief. If requested, we can include a meeting with members of the department and a community listening session in our information-gathering process. We also offer an option of conducting a web-based survey to collect citizen input. Pricing information appears on page 11.

Information obtained from these meetings, coupled with our review of the job description and other City documents, is used to prepare a position and candidate profile. The completed profiles will be approved by the City before recruitment begins. The position and candidate profiles will be central to our recruitment strategy and outreach to potential candidates. [See example of a recruitment brochure in Appendix I.]

The project team will also work with the City to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. Our team will place ads in appropriate professional publications, websites and local print media, if required. Additionally, Baker Tilly has a high-traffic website which includes an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with the City. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to further promote the Police Chief position. In addition, we will use LinkedIn to reach out to prospective candidates.

Advertisements for the Police Chief position could be placed with:

League of Minnesota Cities
 Minnesota POST
 Minnesota Chiefs of Police Association and similar associations in neighboring states
 CALEA (Commission for Accreditation for Law Enforcement Agencies)
 International Association of Chiefs of Police
 Minnesota Sheriffs Association

Project Milestone	Deliverables	Timeline
Position profile and recruitment brochure development	<ul style="list-style-type: none"> Onsite interview with City officials Baker Tilly will receive information regarding the City's budgets, organizational charts, images, logos, etc. Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline) 	2 Weeks
Approve brochure, commence advertising and distribute marketing letter	<ul style="list-style-type: none"> Brochure sent to the City for final approval. Commence advertising and distribution of recruitment brochure 	1 Week

Task II. Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task I, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of Police Chief. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the

2. Understanding and approach

opportunity directly and in the proper manner, he or she may apply. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years. Similarly, we are attentive to the importance of working with internal candidates seeking the position. It is a compliment to the organization when internal candidates seek advancement; we make every effort to make sure the search process is a positive one for them.

These efforts will be supplemented by the creation of a customized database utilizing our extensive, interactive applicant database for the Police Chief position. This will provide the Baker Tilly team with the ability to customize applicant flow and tracking, communication with applicants and conduct database inquiries for candidates based on characteristics important to the Police Department such as geographic location, particular experience, expertise and credentials.

Each candidate submitting a resume is sent a timely acknowledgement by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional manner in which they are treated during our recruitments.

While recruitment is under way, the project team will work with a team of 5-8 subject matter experts (SMEs) who know what successful performance in the Police Chief position looks like to reach consensus on the desired leadership and management style for the ideal candidate. We ask the SMEs to complete a 30-minute, on-line questionnaire. When aggregated, these responses generate a benchmark that prioritizes the key competencies, work values and leadership/management style attributes for this position, creating a framework for assessing candidate fit with the organization. Later in the process, finalists for the position are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark. [See example of a recruitment brochure in Appendix II.]

Project Milestone	Deliverables	Timeline
Execution of recruitment strategy and candidate outreach	<ul style="list-style-type: none">- Online data collection and profile development.- Development of interactive searchable applicant database for recruitment of the Police Chief- Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy.- Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics- Baker Tilly provides regular updates to the City	4-5 Weeks

Task III. Screening of applicants and recommendation of semi-finalists

In Task III the recruitment project team, under the direction of Sharon Klumpp and Patty Heminover, will screen the candidates against the criteria within the position and candidate profiles and develop a list of semi-finalists for recommendation to the City.

The most promising applicants will be asked to complete a candidate essay questionnaire to complete that will provide additional information about the candidate's background and experience and a due diligence form. Following submission of these materials, we will conduct 30-minute telephone interviews with candidates to narrow the list to a group of 10-15 semifinalists who will be presented to the City Administrator for consideration. The City Administrator will be asked to select 3-5 candidates to participate in on-site interviews.

2. Understanding and approach

Another unique aspect of our recruitment process is our use of online recorded interviews for the screening process. This provides the organization with additional candidate assessments that can be customized to fit the unique needs of the City. Responses are timed and questions are not provided in advance. This tool allows our team to develop a more comprehensive understanding of the candidate's ability to think "on their feet" as well as their personal and professional demeanor. Our team will provide an online link for the individual members of the selection committee to review and later discuss.

Throughout the process, you will have access to our Master Applicant List (MAL), which will provide pertinent data for each applicant.

Project Milestone	Deliverables	Timeline
Applicant screening and recommendation of semi-finalists	<ul style="list-style-type: none"> - Baker Tilly compares applications to the approved candidate profile, developed in our searchable applicant database - Most promising applicants are asked to complete candidate questionnaires and to provide due diligence information - Media, internet and social media scan for information pertinent to future employment - Top 10-15 candidates identified as semi-finalists. - Semi-Final Report is prepared, including the brochure, master applicant list, cover letter and resume of candidates to be considered - Baker Tilly and designated City officials review video interviews - Project team co-leaders meet with the City to review recommended semi-finalists. Finalists are selected to participate in on-site interviews - Finalists complete candidate management style assessment; responses are reviewed and interview questions are developed 	2-3 Weeks

Task IV. Conducting background checks, reference checks and academic verifications

When the City Administrator approves of a group of finalists for on-site interviews, Baker Tilly will begin the process of conducting reference checks, background records checks and academic verifications. A Confidential Reference Report is prepared for each finalist to complete our understanding of his/her management and leadership characteristics and professional work performance.

Public safety agencies are typically seeking a more thorough background process. We do not possess the credentials to perform these background searches, but we are familiar with individuals who provide those services and how to integrate that service into the search process. Information obtained from the background records check will be shared with the individual(s) who conduct the background check.

2. Understanding and approach

For the background records checks, Baker Tilly will develop information on the candidates in the following areas:

- Consumer Credit
- City/County Criminal
- City/County Civil Litigation
- Judgment/Tax Lien
- Motor Vehicle Driving Record
- Educational Verification
- Bankruptcy
- State District Superior Court Criminal
- State District Superior Court Civil Litigation
- Federal District Criminal
- Federal District Civil Litigation
- Sex Offender Registry

To ensure that our quality standards are maintained, we require a minimum of ten business days between the time that you select the finalists for on-site interviews and when we submit the candidate documentation for your final interview process.

Project Milestone	Deliverables	Timeline
Design final process with City for on-site interviews with finalists	<ul style="list-style-type: none"> - Baker Tilly confirms interviews with candidates. - Travel logistics are scheduled for the candidates 	1-2 Days
Background records checks, reference checks and academic verification	<ul style="list-style-type: none"> - Baker Tilly completes background records checks, reference checks and academic verifications for finalists 	2 Weeks

Task V. Final interview process

Upon completion of Task IV, we will work with the City to develop the final interview process. For example, this process could include meetings with the City officials, a panel of outside public safety experts and meetings with the City's senior management team. A tour of the facility and service area, and a meet and greet can also be part of the final interview process. In advance of the interviews, we will provide documentation on each of the finalists which will provide the highlights of their leadership/management profile (Gap Analysis) as well as a summary of the results of the reference checks, background checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The project team co-leaders will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. In addition, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement, if requested.

Project Milestone	Deliverables	Timeline
Final Report prepared and delivered to City	<ul style="list-style-type: none"> - Final Report is prepared; including brochure, interview schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions 	1 Day
On-site interviews with finalists	<ul style="list-style-type: none"> - Interviews are scheduled - Recruitment project team co-leaders attend client interviews and are available to participate during deliberations of candidates 	1-2 Days
Offer made/accepted	<ul style="list-style-type: none"> - If requested, Baker Tilly participates in candidate employment agreement negotiations 	1-2 Days

- Baker Tilly notifies candidates of decision
- Baker Tilly confirms final process close out items with the City of Cloquet

Our strategy for recruitment of diverse candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In this recruitment, we will use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider the City of Cloquet's Police Chief position. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know they will be fairly considered in the process.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

Timeline

Below is an estimated Timeline for the executive recruitment process. You will be asked during the first on-site meeting to review and approve a Timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you.

City of Cloquet Executive Recruitment Preliminary Timeline

The following Timeline represents a preliminary schedule for your executive recruitment based on a commencement date of January 21. Actual target dates will be developed in consultation with and approved by the City as the first deliverable of this engagement.

Project Milestone	Deliverables	Target Date
Profile development, advertising and candidate outreach	<ul style="list-style-type: none"> - Baker Tilly completes on-site interviews to develop candidate profile and recruitment brochure; the City approves ad placement schedule and timeline - Baker Tilly sends draft recruitment brochure to the City Administrator - The City returns draft recruitment brochure (with edits) to Baker Tilly - Baker Tilly commences executive recruitment advertising and marketing - Online data collection and profile development 	January 23 - March 9
Applicant screening and assessment and recommendation of semi-finalists	<ul style="list-style-type: none"> - Baker Tilly commences formal review of applications; most promising candidates complete questionnaires - Candidates complete recorded interview online - Baker Tilly completes formal review of applications and sends semi-finalists information to the City for review. - Candidates' recorded interviews are presented - Baker Tilly meets with officials and presents semi-finalists; the City selects finalists for on-site interviews - Finalists complete candidate management style assessment and responses are reviewed and interview questions are developed 	March 10 - 30
Comprehensive background records check, academic verifications and reference checks completed for finalists	<ul style="list-style-type: none"> - Baker Tilly completes reference checks / background records checks/academic verification on finalists - Baker Tilly coordinates with entity that can provide a deeper background 	March 31 - April 13
On-site Interviews with finalists	<ul style="list-style-type: none"> - Baker Tilly sends documentation for finalists to the City - Final interviews are conducted. 	April 16 - 24
Employment offer made / accepted	<ul style="list-style-type: none"> - The City extends employment offer to selected candidate 	Week of April 27

Benefits to Cloquet

Selecting Baker Tilly to conduct your executive recruitment provides the City with the following benefits:

- **Comprehensive and structured process:** Our process is comprehensive and seamless, reflecting our years of interaction with local government employers and prospective candidates.
- **Transparency:** Baker Tilly comes to the City without having any preconceived notions or expectations about the City, the Police Department and prospective candidates. The Baker Tilly team works closely with the City to make sure the process is transparent.
- **Confidentiality:** Prospective candidates know that their application will be kept confidential, allowing them to express interest in the position without jeopardizing their current employment. Our reputation for ensuring candidate confidentiality as permitted by state and local law means that the City can count on maximizing the number of qualified candidates interested in the Police Chief position.
- **Candidate recruitment:** Baker Tilly actively recruits qualified candidates, drawing from our extensive personal and professional connections with capable individuals around the state, region and nation and assuring the City of its access to established managers and rising stars. The ability to widely recruit for prospective candidates is one of the primary benefits of using Baker Tilly.
- **Focused use of the City's time:** Baker Tilly's comprehensive process incorporates the City's active participation at key steps in the process. Our process keeps City officials fully advised and informed of all aspects of the process without requiring them to expend large amounts of time in the recruitment process or to put aside other pressing issues.
- **Minimize staff disruption:** Baker Tilly's search process also minimizes disruptions to City staff, some of whom may have additional duties in this time of transition. Because conducting a thorough recruitment can be time-consuming, Baker Tilly's involvement allows staff to stay focused on their primary and assigned functions.
- **Thorough evaluation of candidates:** The City of Cloquet seeks a Police Chief of sound professional and personal character. Baker Tilly's process includes a thorough evaluation of the final candidates, including detailed information from references and a careful review of background records.

3. Proposed fees

The all-inclusive professional fee to conduct the recruitment is provided below.

The all-inclusive professional fee includes the cost of professional services by the project team co-leaders, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of Baker Tilly and are handled directly by the client organization.

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate.

All questions regarding the professional fees and project-related expenses should be directed to Sharon Klumpp at sharon.klumpp@bakertilly.com; (651) 223 3053 or Patty Heminover at patty.heminover@bakertilly.com; (651) 223 3058.

Phase	Description of Professional Services	Fee
Phase I	Task 1 Candidate profile development/advertising/marketing (includes one day on site by project team co-leaders)	
	Task 2 Identify quality candidates	
	Task 3 Screening of applications and submission of recommended semi-finalists to client (includes one day on site by the project team co-leaders)	
Phase II	Task 4 Reference checks, background records checks and academic verifications	
	Task 5 Final process/on-site interviews with finalists (includes two days on site by project team co-leaders)	
Phase III	Task 5 Final process/on-site interviews with finalists (includes two days on site by project team co-leaders)	
Conclusion	Acceptance of offer by candidate	
TOTAL ALL-INCLUSIVE PROFESSIONAL FEE		\$23,000

Optional Services for Consideration	Fee
At the City's option, Baker Tilly will conduct a web-based survey to determine key community-wide issues and priorities that could be considered in the selection of a new Police Chief. This survey can be completed by community leaders, citizens, and City employees. Adding this service would slightly alter the project timeline.	\$1,650
On rare occasions, Baker Tilly is asked to provide additional search services that are not included in this scope of service or to provide more than three on-site visits to the City. Additional work specifically requested by the City which is outside of the scope of this project will be invoiced at the hourly rate of \$220 plus expenses. Baker Tilly will submit a written explanation of the additional services to be provided and the estimated hours that will be required prior to commencing any additional services.	\$220 per hour plus expenses

Triple guarantee

Our Triple Guarantee is defined as:

1. A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to finalize selection from the initial group of finalists, Baker Tilly will work to identify a supplemental group until you find a candidate to hire.
2. Your executive recruitment is guaranteed for 24 months against termination or resignation for any reason. The replacement recruitment will be repeated with no additional professional fee, but will include project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws.
3. Baker Tilly will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

4. Firm experience

References

Project team co-leaders Sharon Klumpp and Patty Heminover are the designated project co-lead for the Police Chief recruitment. Feel free to contact any of the individuals listed below to verify the quality of work Baker Tilly provides to each client as part of these recently completed executive recruitment projects.

City of Fairmont, Minnesota			
Name	Mike Humpal	Title	Former City Administrator
Phone	(507) 236 7651	Email	mikehumpal@outlook.com
Services	Selection of Police Chief (2016)		

City of St. Louis Park, Minnesota			
Name	Nancy Deno	Title	HR Director and Deputy City Manager
Phone	(952) 924 2519	Email	ndeno@stlouispark.org
Services	Selection of Police Chief (2017)		

City of Brooklyn Center, Minnesota			
Name	Kelli Wick	Title	Human Resources Director
Phone	(763) 569 3302	Email	kwick@ci.brooklyn-center.mn.us
Services	Selection of Police Chief (2015)		

City of Inver Grove Heights, Minnesota			
Name	Janet Shefchik	Title	Human Resources Manager
Phone	(651) 450 2510	Email	jshefchik@invergroveheights.org
Services	Selection of Police Chief (2017), (2019)		

City of North Mankato, Minnesota			
Name	John Harrenstein	Title	City Administrator
Phone	(507) 625 4141	Email	johnharrenstein@northmankato.com
Services	Selection of Chief of Police (2018)		

Experience

The following is a list of executive recruitments recently conducted by members of the Baker Tilly team.

List of Relevant Projects: 2015 to Present

Year	Client	State	Project	Population
2015	Addison	TX	Police Chief	15,368
2015	Brooklyn Center	MN	Police Chief	31,006
2015	Fulton County	GA	Chief of Police	984,293
2015	Greensboro	NC	Fire Chief	279,639
2015	Lower Allen Township	PA	Public Safety Director	17,980
2015	Prince George County	VA	Police Chief	37,253
2015	Richardson	TX	Assistant Police Chief	104,475
2015	Roanoke County	VA	Chief of Fire & Rescue	93,524
2015	Sachse	TX	Police Chief	22,026
2015	San Luis	AZ	Chief of Police	31,180
2015	University of Minnesota	MN	Police Chief	52,000
2016	Fairmont	MN	Police Chief	10,434
2016	Grand Rapids	MI	Fire Chief	192,294
2016	Greensboro	NC	Assist City Manager, Public Safety	279,639
2016	Lancaster	TX	Police Chief	38,071
2016	Loveland	CO	Police Chief	71,334
2016	Tarrant County College District	TX	Director or Emergency Management	
2016	Warrensburg	MO	Chief of Police	19,927
2017	Albemarle County	VA	911 Executive Director	103,000
2017	Chesterfield County	VA	Police Chief	327,745
2017	Goddard	KS	Police Chief	4,582
2017	Inver Grove Heights	MN	Police Chief	34,344
2017	St. Louis Park	MN	Police Chief	47,411
2017	Takoma Park	MD	Police Chief	17,765
2018	Brooklyn Park	MN	Fire Chief	79,707
2018	Charlottesville	VA	Police Chief	46,597
2018	Chickasha	OK	Police Chief	16,425
2018	Greenbelt	MD	Police Chief	23,909
2018	Midland	TX	Police Chief	134,610
2018	North Mankato	MN	Police Chief	13,439
2018	Pharr	TX	Police Chief	77,320
2018	Rochester	MN	Police Chief	114,011
2018	Rockville	MD	Police Chief	66,940
2018	St. Charles	MO	Fire Chief	69,293
2018	Stafford County	VA	Chief of Fire and EMS	136,788
2019	Brooklyn Center	MN	Fire Chief	31,006

4. Firm experience

List of Relevant Projects: 2015 to Present

Year	Client	State	Project	Population
2019	Cedar Rapids	IA	Fire Chief	132,228
2019	Clayton	MO	Police Chief	16,805
2019	Metropolitan Council	MN	Chief of Metro Transit Police	2,980,000
2019	Mount Pleasant	WI	Police Chief	26,197
2019	Norfolk	VA	Fire Chief	246,393
2019	Warrensburg	MO	Fire Chief	20,168
Current	Cloquet Area Fire District	MN	Fire Chief	11,938
Current	Missouri 911 Service Board	MO	Executive Director	
Current	Raytown	MO	Police Chief	29,211

5. Project team members

The Baker Tilly project team is designed specifically for the City of Cloquet.

The project team represents experienced professionals who will be working on this Police Chief recruitment. Our service team is selected to meet four very specific objectives for the Police Department: 1) it represents the staff who will be directly responsible for your projects; 2) it provides a range of expertise to cover the range of service requirements; 3) it provides a national perspective of experience and institutional knowledge to achieve your future objectives; and 4) it represents the commitment to take personal and professional responsibility for the services and outcomes for the City.

Project team co-leaders

Sharon Klumpp, Director

T: +1 (651) 223 3053

E: sharon.klumpp@bakertilly.com

Patricia Heminover, Director

T: +1 (651) 223 3058

E: patty.heminover@bakertilly.com

Additional project team members

Chuck Rohre, Firm Director

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Art Davis, Director

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Edward G. Williams, Ph.D., Director

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E: edward.williams@bakertilly.com

Michelle Lopez, Recruiting Coordinator

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E: michelle.lopez@bakertilly.com



Sharon G. Klumpp

Sharon Klumpp, a director with Baker Tilly, has worked on behalf of local governments for more than 35 years and partnered with them to build strong organizations.



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Education

Master of Public Administration
University of Kansas – Lawrence, KS

Bachelor of Arts, Political Science
Miami University – Oxford, OH

Sharon specializes in providing executive recruitment, organizational management, and facilitation services to local governments and nonprofits.

Specific experience

- More than 15 years' experience in executive search and organizational management consulting
- Served as Associate Executive Director for the League of Minnesota Cities
- Appointed Executive Director of the Metropolitan Council, a seven-county regional planning agency for the Minneapolis-Saint Paul metropolitan area
- Served as City Administrator in Oakdale, Minnesota and Assistant City Manager for St. Louis Park Minnesota and Saginaw, Michigan
- Private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm
- Served as an adjunct instructor at Walden University, teaching public administration and organizational change in the University's School of Management

Industry involvement

- International City/County Management Association

Patricia Heminover

Patty Heminover, a director with Baker Tilly has more than 20 years of experience in public education.



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Education

Master of Education, Administration
Minnesota State University – Mankato

Mini MBA Program, Human Resources Management
University of Saint Thomas – Saint Paul

Bachelor of Science, Consumer Science, Business
Administration
Minnesota State University – Mankato

She has been with the firm since 2010. Prior to joining Baker Tilly, she was a client representative. Patty brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

Specific experience

- Executive Recruitment
- Experience identifying management talent, leading organizational and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

Industry involvement

- Minnesota Association of School Administrators
- American Association of School Administrators
- Minnesota Association of School Business Officials
- River Heights Chamber of Commerce, Member
- State Negotiators Association Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

Continuing professional education

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

Charles A. Rohre

Chuck Rohre, a firm director at Baker Tilly, has more than 35 years of experience in managing and consulting in both the private and public sectors.



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Education

Master's Degree, Human Relations and Management
Abilene Christian University – Dallas

Bachelor of Science, Career Development
Abilene Christian University – Dallas

Chuck is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He also directs the professional and support staff of the executive recruitment practice to ensure best practices, quality control and customer service.

Specific experience

- Manager of the executive recruitment practice
- Extensive and successful track record of completed recruitments across the nation, especially in Texas, Colorado, Arizona, and the Midwestern states
- Has led over 400 recruitment engagements in 27 states for key executives such as City and Assistant City Managers, Police Chiefs, Fire Chiefs, Library Directors, Chief Information Officers, City/County Attorneys, Parks & Recreation Directors, Finance Directors and Public Works Directors, as well as Executive Directors of not for profit and quasigovernmental organizations
- Conducted management consulting assignments in a number of disciplines including public safety, career development and strategic planning
- Written and presented training in a variety of subject areas including personnel assessment, leadership and management skills, and career development for public sector employees
- Prior to beginning his consulting career, served as police chief and director of public safety for North Texas municipalities with populations ranging from 9,000 to 200,000 plus

Continuing professional education

- Certified Behavior Analyst by TTI, Inc.
- Advanced management training at the Institute for Law Enforcement Administration
- Federal Bureau of Investigation, LEEDS course
- Annual participation in the International City/County Management Association Conference
- Annual participation in state and municipal league conference

Art Davis

Art Davis, a director with Baker Tilly, has pursued his passion to improve local government and create great communities for more than 30 years.



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Education
Master of Public Administration
University of Kansas – Lawrence, KS

Bachelor of Arts, Political Science
and Public Administration
William Jewell College – Liberty, MO

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties and nonprofits.

Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- Nearly 15 years' experience in Executive Recruitment
- Community Leadership Program Facilitation
- Leadership and Management Development
- Strategic Goal Setting and Strategic Planning Facilitation
- Organizational Assessment, Design and Development
- Organization & Community Facilitation
- Served over six years as Associate Director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the Plan after four years) focused on re-developing Downtown Kansas City involving hundreds of stakeholders
- Served nearly six years as City Administrator for Lee's Summit, MO and in other local government positions in KS
- Served as Assistant to the Mayor of Dallas, TX
- Led and participated in a wide variety of community initiatives; served on a major Hospital Board for 13 years and on other nonprofit boards throughout career
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

Industry involvement

- ICMA Member since 1984

Edward G. Williams, Ph.D.

Edward Williams recently joined Baker Tilly as a director on our executive recruitment team.



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Languages

English

Spanish

Education

Ph.D. Educational Leadership and Policy Analysis
University of Missouri – Columbia

Master's Higher Education Administration
University of Missouri – Kansas City

Bachelor of Arts, Education
University of Missouri – Kansas City

Edward has more than 20 years of collective experience in human resources and organizational development at various levels, and across various disciplines including, state and municipal government, community and educational institutions.

Specific experience

- Human Resources Executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

Industry involvement

- Society for Human Resources
- Institute for Management Studies – Advisory Board
- Texas Municipal Human Resources Administration

Community involvement

- President, vice-president, secretary and member, Board of Directors Ft. Bend Habitat for Humanity (2014-2019)
- AAU basketball coach – middle school boys

Continuing professional education

- Institute for Management Studies - Houston
- International Personnel Management Association

Michelle Lopez

Michelle Lopez, a recruiting coordinator at Baker Tilly, has been with the firm since 2017.



Baker Tilly Virchow Krause, LLP
Recruiting Coordinator
380 Jackson Street
Suite 300
Saint Paul, MN 55101
United States

T +1 (651) 223 3061
michelle.lopez@bakertilly.com
bakertilly.com

Education
Currently pursuing Bachelor of Science, Project Management
Colorado State University – Global Campus

Associate in Arts, Liberal Arts
Minneapolis Community College – Minneapolis

Michelle assists in the organizational management of the executive recruitment process. Along with coordinating internal workflow, she also works with clients and candidates to ensure objectives are met throughout the process.

Specific experience

- More than ten years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization

Appendix I: sample brochure



Source: City of Inver Grove Heights, A Hinz Photograph

THE CITY OF INVER GROVE HEIGHTS, MINNESOTA IS SEEKING A POLICE CHIEF

ABOUT THE COMMUNITY

Inver Grove Heights (pop. 35,077) is a fast growing, diverse community located south of the Twin Cities, in close proximity to the Mississippi River. By 2025, its population is projected to reach 46,000. Inver Grove Heights is 30.12 square miles and has easy access to Interstate 494 and Minnesota State Highways 52, 55, and 3. Residents are 15 minutes from downtown St. Paul and 25 minutes from downtown Minneapolis.

There are three school districts that serve the community: ISD 199, 196, and 197, with the majority of students attending ISD 199 or 196. ISD 199 has three elementary schools, one middle school, and one high school located within the city. Residents also have access to schools in Apple Valley, Rosemount, Lakeville, Burnsville, and Eagan. Inver Grove Heights is also home to Inver Hills Community College, which strives to provide its graduates with transferable or career-focused degrees at an affordable price.

Veterans Memorial Community Center provides an array of recreation services to Inver Grove Heights residents. The community center has an ice arena, which includes a section of indoor turf used by lacrosse teams, and The Grove Aquatic and Fitness Center, featuring its own water park. Inver Grove Heights is also home to the Rock Island Swing Bridge, which gives visitors a lovely view of the Mississippi River. The City has 20 parks, including an athletic complex at Rich Valley Athletic Complex, and mountain bike trails at Harmon Park Reserve. The City also hosts Inver Grove Heights Days festival every fall. The celebration is run by local volunteers and features sporting events for all ages, a parade, fireworks, and more.

The largest employers in the area are Flint Hills Pine Bend Refinery, Cenex/ CHS Cooperatives, Inver Grove Heights Community College, ISD 199, and the City of Inver Grove Heights.

THE CITY ORGANIZATION

The City is governed by a five-member City Council. The City Council appoints a City Administrator to head administrative functions and direct all city operations, projects and programs. The City employs a staff of 500, including full-time and seasonal employees, and has an all funds budget of \$45.8 million.

THE DEPARTMENT

The Inver Grove Heights Police Department is led by the Police Chief and Deputy Chief. It is organized into two divisions, each of which is supervised by a commander. In 2018, the Patrol Division responded to 34,933 calls for service. It consists of six patrol sergeants and twenty-four patrol officers. The Investigations/Support Services Division consists of four investigators and eight civilian employees. This division conducts major case investigations, operates the School Resource Officer Program, and manages police records.

The department recently adapted a 12-hour schedule to give officers more time to interact with community residents and with local businesses.



THE POSITION

The Police Chief leads, directs, and supervises the City's 48-member Police Department, comprised of 39 sworn officers and 8 civilian staff; sergeants and officers are represented by two separate unions. The Police Chief also manages a budget of \$8.6 million. The position works closely with other public safety providers including the Inver Grove Heights Fire Department, HealthEast EMS, the Dakota County Sheriff's Office, Dakota Communications Center, which provides dispatch services, and neighboring police departments.

Major responsibilities for this position include:

- Establishing administrative policies and procedures to effectively manage department operations
- Effectively coordinating department operations with the operations of the Fire Department and other City departments
- Preparing information for the City Administrator evaluating the department's operational effectiveness
- Motivating and developing employees through employee training programs and professional development initiatives
- Developing job performance standards and ensuring that employees receive regular feedback
- Interacting with staff members, including those who represent conflicting views
- Building relationships that engage citizens, businesses, and community institutions and fostering partnerships that prevent crime, reduce conflict, and address community problems
- Maintaining the Emergency Preparedness Plan and ensuring the City's ability to respond to emergency situations



LEADERSHIP OPPORTUNITIES

Strategic direction

The next Police Chief will set a strategic direction to address the needs of a growing community and create a department culture that values community policing and proactively engages the members of the department.

Community relations

The Police Chief will build strong relationships with community organizations, business leaders, and neighborhoods. Developing a strong partnership with schools and providing youth outreach will be a strong focus for the Police Chief.

Respect for diversity

The Police Chief will demonstrate respect for diversity and will be committed to achieving greater diversity in the Police Department.

Public safety relationships

The Police Chief will strengthen the public safety working relationship with the Fire Department and with neighboring public safety agencies including the Dakota County Sheriff, Dakota Communications Center, and HealthEast, the City's EMS provider.

Review department operations

After spending time getting to know the department and its operations, the Police Chief will study and make recommendations on a variety of department initiatives.

Recruitment and retention

The Police Chief will increase opportunities for professional development and mentoring, especially among recently hired officers. The Police Chief will also identify strategies to retain officers and to attract new recruits to the department.

Training

The Police Chief will ensure that officers receive continued training in such things as crisis intervention, de-escalation, and implicit bias.

DESIRED CAPABILITIES

- Positive, forward-thinking leader with the ability to plan for public safety needs of a growing community
- Culturally competent, promotes dialogue and understanding
- Approachable and personable, readily engages others and take a genuine interest in their concerns
- Sets a professional, community service-oriented tone at all levels of the department
- Establishes a strategic direction for the department; sets priorities and clearly communicates short-and long-term goals
- Builds effective relationships and establishes open lines of communication in the department, within the City organization, and with external agencies and the general public
- Exercises sound judgment; recognizes when to delegate decisions and when to make decisions
- Creates opportunities for regular interaction with officers and staff; encourages and promotes professional development
- Effectively utilizes staff and other department resources
- Takes note of what is working well; seeks department input and involvement before making changes
- Treats people fairly and consistently; earns the trust and respect of the department and the community
- Stays abreast of best practices in public safety; receptive to new ideas
- Demonstrates a commitment to personal growth and education
- Interested in making a long-term commitment to the Inver Grove Heights community

INVER GROVE HEIGHTS POLICE CHIEF STAKEHOLDER SURVEY TOP RESULTS

Desired Experience

Leadership and motivation

Applying best practices

Community –oriented policing

Communications with the public

Leadership Characteristics

Teamwork

Problem-solving

Transparency

Community Outreach

EDUCATION AND EXPERIENCE

Position Requirements

Bachelor's degree in criminal justice, police administration or a related field

Ten (10) years of experience in a police/public safety department with at least 20 sworn personnel, including at least five (5) years in a supervisory capacity

Eligible for Minnesota POST licensure

Valid, unrestricted driver's license

Cultural competence on issues of race, ethnicity, and equity

Desired Qualifications

Previous experience as a Police Chief, Public Safety Director or a command office in a comparable Minnesota police department

Master's degree in Public Administration or a related field

Successful completion of executive or advanced law enforcement training



COMPENSATION AND BENEFITS

The salary range for this position is \$116,168—\$147,618, dependent upon candidate education and experience. Competitive benefits package available.

APPLICATION AND SELECTION PROCESS

Qualified candidates please submit your cover letter and resume online by visiting our website at <https://springsted-waters.recruitmenthome.com/>. Position is open until filled; however first consideration will be given to resumes received by February 4, 2019. Following this date, applications will be screened against criteria outlined in this brochure. On-site interviews will be offered to those candidates named as finalists, with reference checks, background records checks, including credit history, and academic and employment verifications conducted after receiving candidates' consent. For more information, please contact Sharon Klumpp at sklumpp@springsted.com or by calling 651.223.3053 (office) or 651.270.6856 (mobile).

For more information about the City, please see their website at: <http://mn-invergroveheights.civicplus.com/>.

The City of Inver Grove Heights is an Equal Opportunity Employer.



Springsted Incorporated
380 Jackson Street
Suite 300
Saint Paul, MN 55101

Phone: 651.223.3053
Fax: 651.268.5053

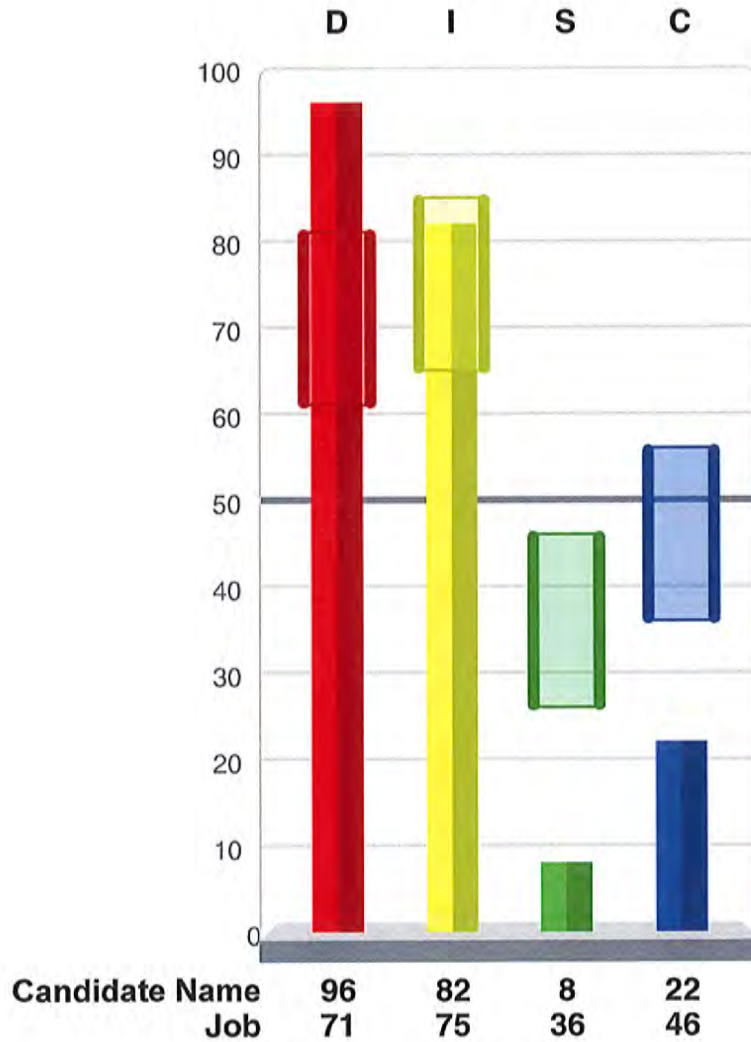
Serving
**LOCAL GOVERNMENT
& ORGANIZATIONS**





Workplace Behaviors® Candidate Name

The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.

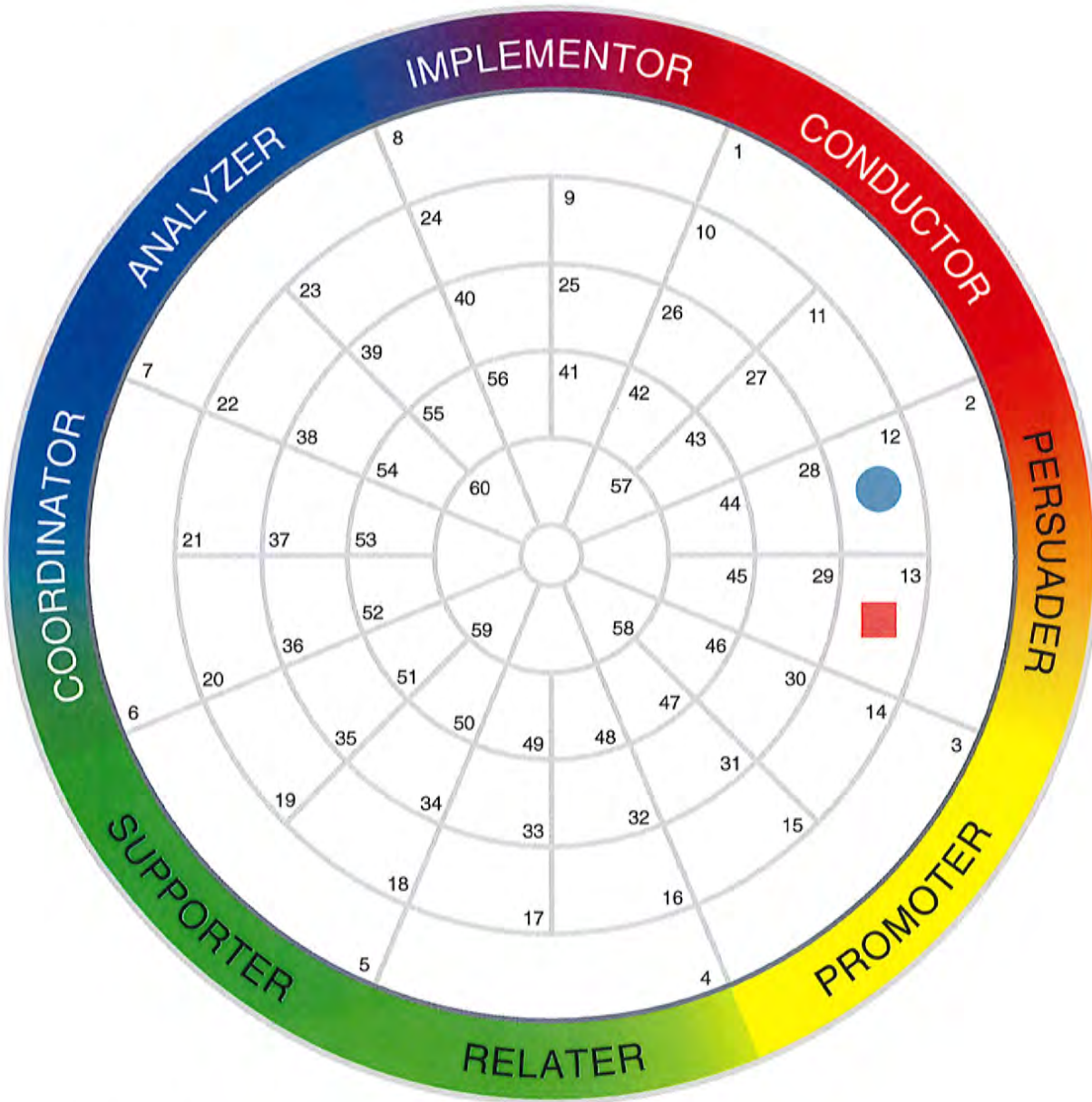


Job Range (20 point range)

Candidate Name










The Success Insights® Wheel











- Job - (13) PROMOTING PERSUADER
- Candidate - (12) CONDUCTING PERSUADER








Comparison Analysis For Consulting and Coaching

Job Competencies Hierarchy	Zone Range	Person
1. Customer Focus	91 — 100	50 
2. Teamwork	74 — 100	67 
3. Interpersonal Skills	72 — 92	73 
4. Influencing Others	86 — 100	68 
5. Flexibility	83 — 100	78 
6. Creativity and Innovation	66 — 84	62 
7. Leadership	75 — 93	85 

Primary Driving Forces Cluster	Zone Range	Person
1. Collaborative	35 — 57	6 
2. Selfless	40 — 62	61 
3. Harmonious	35 — 57	0 
4. Receptive	22 — 45	29 

Job Behavioral Hierarchy	Zone Range	Person
1. Competitive	73 — 100	90 
2. Interaction	60 — 84	90 
3. Versatile	54 — 74	100 
4. Frequent Change	52 — 72	92 

-  Exact match
-  Good compatibility
-  Fair compatibility
-  Poor compatibility
-  Over-focused

Candidate Name



DEPARTMENT OF PUBLIC WORKS

101 14th Street; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
Street - Water - Sewer – Engineering - Park
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James Barclay/Caleb Peterson
Reviewed By: Tim Peterson, City Administrator *TCP*
Date: January 21, 2020

ITEM DESCRIPTION: Library Addition Change Orders 1 & 2

Proposed Action

Staff recommends that the City Council move to approve change order No 1 to City Contract 1093.

Staff further recommends City Council move to approve change order No. 2 to City Contract 1093.

Background/Overview

Council awarded a contract for construction of the library addition to The Boldt Company in September 2019. Unfortunately, the first round of bids came in significantly over estimate and a second round of bids was necessary to bring costs closer to budget. In the process of this rebid, several items were removed from the original contract as cost saving measures which the Council and Library Foundation were hopeful to complete. Over the past few months staff have worked with the Architect (Meyer Group) and Boldt to value engineer the plans is hopes of identifying further cost savings.

Change Order #1 – The major portion of this change order deals with a redesign of the HVAC system and elimination of some decorative features (teen area tree) resulting in a savings of \$132,998. The proposed changes have been vetted and found to meet all required energy codes while eliminating the need for a mezzanine for mechanical equipment. This change order also adds \$25,290 to the contract for materials testing, a revised sanitary sewer alignment, and repairs to the existing roof structure. These items have been recommended as necessary but were not included in the original scope of work. ***Net decrease in cost: \$107,708.60***

Change Order #2 – This change order adds three items back into the contract which were previously cut due to budgetary restraints. Items include a new circulation desk, replacement of the original building carpet in the existing stack areas, and display cases which will line the hallway of the new addition. The new circulation desk will offer improved security and efficiency in operations as staff would be centrally located with direct line of sight into the stack area. Carpet replacement is a maintenance item which will need to be addressed soon regardless of the project. The display cases are a request of library foundation to display cultural artifacts and server as a revenue source for the Library. ***Net increase in cost: \$128,500.00***

Policy Objectives

N/A

Financial/Budget/Grant Considerations

The original contract price for this project was \$2,166,900. Change Order No. 1 would deduct \$107,708 from the contract while Change Order No. 2 adds \$128,500. By rebidding the low voltage network cabling associated with the addition, staff was able to attain a further project savings of \$59,160 which is outside of the construction contract but still a net saving to the project budget. Approval of both change orders would effectively add all the previously deleted needs back into the contract with no net increase in the budget. *Note: the City still has \$67,477 reserved in budget contingency for any future change orders deemed necessary.*

Advisory Committee/Commission Action

None.

Supporting Documents Attached

Change Orders 1&2



The Boldt Company
 1001 Tall Pine Lane
 PO Box 0287
 Cloquet, MN 55720-0287

218-879-1293 phone
 www.boldt.com

January 14, 2020

Caleb Peterson
 City of Cloquet
 104 14th Street
 Cloquet, MN 55720

Re: Cloquet Library Addition & Renovation – CO#001-R1 Project Value Engineering

Dear Mr. Peterson:

The following is a cost breakdown for Change Order #001-R1 for your review and response. This change order is for The Boldt Company to move forward with the Value Engineering design options.

Total Base Contract	\$	2,139,400.00
Add Alt. 12	\$	7,500.00
Add Alt. 13.2	\$	20,000.00
Total Contract Value	\$	2,166,900.00
HVAC Redesign	\$	(110,818.00)
Alternate #2 Deducts	\$	(22,180.00)
Added Testing	\$	7,790.00
Added Sewer	\$	11,600.00
Added south roof re-roof	\$	5,900.00
New Contract Value	\$	2,059,192.00
Total (Add/Deduct)	(\$	107,708.00)

The Boldt Company proposes to supply the required testing and inspection services for the Cloquet Library Addition & Renovation project for the deduct amount of One Hundred Seven Thousand Seven Hundred Eight Dollars (\$107,708.00).

Please call if you have any questions.

Sincerely,

Tim Schmidt
 The Boldt Company - Project Manager

January 14, 2020

Caleb Peterson
City of Cloquet
104 14th Street
Cloquet, MN 55720

Re: Cloquet Library Addition & Renovation – CO#002 Added Alternates

Dear Mr. Peterson:

The following is a cost breakdown for Change Order #002 for your review and response. This change order is for The Boldt Company to include the alternate deducts that were omitted from the project.

Contract Value from CO #001	\$	2,059,192.00
Alternate 5 - Stack Carpeting	\$	35,000.00
Alternate 6 - Circulation Desk	\$	48,000.00
Alternate 13.1 - Display Cases	\$	45,500.00
New Contract Value	\$	2,187,692.00
Total (Add/Deduct)	\$	128,500.00

The Boldt Company proposes to supply the required testing and inspection services for the Cloquet Library Addition & Renovation project for the added amount of One Hundred Twenty-Eight Thousand Five Hundred Dollars (\$128,500.00).

Please call if you have any questions.

Sincerely,

Tim Schmidt
The Boldt Company - Project Manager



COMMUNITY DEVELOPMENT DEPARTMENT
101 14th Street • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Al Cottingham, City Planner/Zoning Administrator
Reviewed By: Tim Peterson, City Administrator *ALP*
Date: January 15, 2020

ITEM DESCRIPTION: Zoning Ordinance Text Amendment –Residential Uses in the HC –
Historic Commercial District

Proposed Action

The Planning Commission recommends the City Council move to adopt **ORDINANCE NO. 486A, AN ORDINANCE TO AMEND CHAPTER 17 OF THE MUNICIPAL CODE PERTAINING TO RESIDENTIAL USES IN THE HISTORIC COMMERCIAL DISTRICT.**

Background/Overview

The City of Cloquet is proposing to amend Section 17.6.12 HC – Historic Commercial of the City Code (Zoning Ordinance).

The change to the Historic Commercial District is to more clearly define the residential uses within the district. This issue came up earlier this year with the approval of apartments on the ground floor of a building. See the attached Draft Ordinance Amendment for the changes.

A public hearing was held on Tuesday, December 10, 2019 to consider a possible amendment to Section 17. A legal notice was published in the Pine Journal on November 28, 2019, Property owners were **not** sent a notice of the hearing since this is a textual amendment.

Policy Objectives

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

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

The Planning Commission discussed this matter at a couple of meetings and felt the code should be amended so there would be no confusion pertaining to residential uses.

The Planning Commission has recommended approval of the Zoning Ordinance Text Amendment on a 6–0 vote.

Supporting Documentation Attached

- Ordinance No. 486A

ORDINANCE NO. 486A

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

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

Section 1. **Section 17.6.12, Historic Commercial District, Subd. 3 Conditional Uses is amended to read as follows:**

- A. Residential Uses: Apartments, Multiple-family structures existing independently with a minimum side and rear setback of 3 feet. Apartments may be located in the rear of the ground floor of a commercial building provided no more than 50 percent of the ground floor is used for apartments and all the floors above may be used for apartments. The density of the site cannot exceed 20 units per acre.

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 January 2020.

CITY OF CLOQUET

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator

Published this _____ day of _____, 2020.



Community Development Department
101 14th ST • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555

To: Mayor and Cloquet City Council
From: Holly Hansen, Community Development Director
Reviewed By: Tim Peterson, City Administrator *TP*
Date: January 14, 2020

ITEM DESCRIPTION: Approving Interfund Loan in Connection with Tax Increment Financing District No. 3-1

Proposed Action

The Council is asked to approve **RESOLUTION NO. 20-03, APPROVING THE TERMS OF UP TO A \$43,938.20 INTERFUND LOAN IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 3-1.**

Background/Overview

In 2011, the City of Cloquet / Cloquet Economic Development Authority sold four lots in the Cloquet Business Park to Woodward Enterprises, LLC, issued an Economic Development TIF District (9-year district) reimbursing site improvements and special assessments for the project, and issued a economic development gap financing loan for the project in the amount of \$300,000. Building construction of 305 Business Park Drive East was completed in 2012 for over \$1.4 million with 18,000sf of business owner-occupied and leasehold space (4,000sf office, 2,000sf shop space and 12,000sf warehousing).

After the recession the business (Daqota Systems) owned by Woodward Enterprises, LLC downsized substantially and leasehold interests were not strong, which was a key project assumption into the construction of this building. As such, with high building debt service combined with a tough MN market for engineering, it has been a struggle for Daqota Systems industrial engineering to remain viable. In February 2019, with delinquent taxes and sporadic city loan payments, the City suspended performance under the Development Agreement. Since that time staff has actively provided the owner with purchase and leasehold leads, as done in prior years as well.

With traction in the 2019 economy, an offer has been made on the building. While the City has not, nor will be, provided a copy of the purchase agreement nor its terms, the City has been in routine contact with the buyer, a known entity with a current office complex in Cloquet. The real estate staff involved with this transaction state that this agreement is under negotiation and further information on this sale are confidential and cannot be shared at this time. The buyer will not assume any special assessments on the property, as such Woodward has requested that the City assume those special assessments to facilitate the sale.

Staff Review

The City Finance Director, Community Development Director, and Economic Development Attorney reviewed the request and recommend the City of Cloquet assume these special assessments in the amount

of \$43,938.20, paying for them via an Interfund Loan that will be fully reimbursed back to the City from TIF collected from the District (delinquent property taxes over all years are required to be brought up to current at the point of sale, an estimated \$135,000 for all years). The City assuming these special assessments is contingent to the balance of the City's economic development loan being paid in full at closing in the amount of \$222,967.94. The City will also obtain our 10% Administrative TIF fee from TIF collected from the District and will then secondly disperse the remainder of TIF owed to Woodward. Secondly, our attorney will prepare a certificate for Woodward to execute at closing stating that the terms of the Development Agreement have been fully satisfied.

Policy Objectives

The City's role is to aid in facilitating economic development in a fiscally responsible manner and the terms of this deal accomplish that.

Financial/Budget/Grant Considerations

The City has the obligation to ensure that we are well protected as a project funder and the terms of this deal estimate the City's special assessments to be paid in full, along with the City's economic development loan, which satisfy all City obligations into this construction deal.

Advisory Committee/Commission Action

At their January 8th monthly meeting, the Cloquet EDA voted 6-0 to recommend the above actions to the Cloquet City Council to effectively facilitate the sale of 305 Business Park Drive East, as a project lien holder.

Supporting Documentation

- Resolution No. 20-03

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

RESOLUTION NO. 20-03

**RESOLUTION APPROVING THE TERMS OF UP TO A
\$43,938.20 INTERFUND LOAN IN CONNECTION WITH
TAX INCREMENT FINANCING DISTRICT NO. 3-1**

BE IT RESOLVED by the City Council (the "Council") of the City of Cloquet, Minnesota (the "City"), as follows:

Section 1. Background.

(a) The City has heretofore established Tax Increment Financing District No. 3-1 (the "TIF District") within an existing development district of the City, and has adopted a tax increment financing plan for the TIF District (the "TIF Plan").

(b) The City has determined to pay outstanding assessments in the amount of \$43,938.20 resulting from the costs identified in the TIF Plan (the "Qualified Costs") consisting of certain Public Improvements, as that term is defined in that certain Purchase and Development Agreement by and between the City and Woodward Enterprises, LLC (the "Developer"), dated August 1, 2010 (the "Development Agreement") incurred in connection with the development/redevelopment of land within the TIF District.

(c) Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the City's general fund or any other fund from which such advances may be legally made, in order to finance the Qualified Costs.

(d) The City intends to reimburse itself for the payment of the Qualified Costs, plus interest thereon, from tax increments derived from the TIF District in accordance with the terms of this resolution (which terms are referred to collectively as the "Interfund Loan").

Section 2. Terms of Interfund Loan.

(a) The City hereby authorizes the advance of up to \$43,938.20 from the City's General Fund or so much thereof as may be paid as Qualified Costs. The City shall reimburse itself for such advances together with interest at the rate stated below. Interest accrues on the principal amount from the date of each advance. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 are from time to time adjusted. The interest rate shall be 5% and will not fluctuate.

(b) Principal and interest on the Interfund Loan shall be paid semi-annually on each February 1 and August 1 (each a "Payment Date") commencing with the Payment Date on which the City has Available Tax Increment (defined below), or on any other dates determined by the City Manager, through the last receipt of tax increment from the TIF District.

(c) Payments on the Interfund Loan are payable solely from "Available Tax Increments" which shall mean, on each Payment Date, all of the tax increment available after other obligations have been paid, generated in the preceding six (6) months with respect to the property within the TIF District and remitted to the City by Carlton County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, as amended. Payments on the Interfund Loan are subordinate to any outstanding or future bonds, notes or contracts secured in whole or in part with Available Tax Increment, and are on parity with any other outstanding or future interfund loans secured in whole or in part with Available Tax Increment.

(d) The principal sum and all accrued interest payable under the Interfund Loan are pre-payable in whole or in part at any time by the City without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.

(e) The Interfund Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from Available Tax Increment pledged to the payment hereof under this resolution. The Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on the Interfund Loan or other costs incident hereto except out of Available Tax Increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on the Interfund Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

(f) The City may amend the terms of the Interfund Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

Section 3. Contingency. The making of the Interfund Loan is contingent upon: (i) the closing of the sale and conveyance of the Property, as defined in the Development Agreement, to a governmental entity as purchaser; and (ii) that upon such closing, the City's receipt of the outstanding balance in the amount of \$222,967.94 pursuant to that certain Loan Agreement, by and between the City and the Developer, as evidenced by that certain Promissory Note given to the City by the Developer, and as secured by that certain Mortgage granted to the City by the Developer, and that certain Security Agreement between the City and the Developer, and as guaranteed by that certain Guarantee of Payment of Promissory Note by Timothy Woodward, in his individual capacity, all dated March 29, 2011.

PASSED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 21st DAY OF JANUARY 2020.

Roger Maki, Mayor

ATTEST:

Tim Peterson, City Administrator