



**CITY OF CLOQUET  
City Council Agenda  
Tuesday, September 15, 2020  
7:00 p.m.**

**VIA TELECONFERENCE**

To access meetings, dial 1 (408) 650-3123  
Access Code 161-725-629

**THERE WILL BE NO WORK SESSION**

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
  - a. Approval of September 15, 2020 Council Agenda
4. **Approval of Council Minutes**
  - a. Work Session minutes from the September 1, 2020 meeting
  - b. Regular Council minutes from the September 1, 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. 20-63, Authorizing the Payment of Bills



**CITY OF CLOQUET  
City Council Agenda  
Tuesday, September 15, 2020**

**7. Public Hearings**

None.

**8. Presentations**

None.

**9. Council Business**

- a. Approval of 2021 Preliminary Budget, Capital Improvement Plan and Property Tax Levy
  - Resolution No. 20-60, Adopting the Proposed 2021 Budget
  - Resolution No. 20-61, Adopting Sums of Money Proposed to be Levied for Levy Year 2020, Payable in 2021
- b. 2020 Annual Utility Rate Survey
- c. Resolution No. 20.62, Approving the 2020 CARES Act Funds Provided by the County
- d. Set Hearing Date for Proposed Bituminous Paving of Jolicouer Trails First Addition

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

**11. Adjournment**

**Cloquet City Council Work Session**

**DRAFT**

Tuesday, September 1, 2020

Via Teleconference

**Present:** B. Carlson, S. Lamb, C. Swanson, K. Kolodge, S. Langley, L. Wilkinson, Mayor Maki

**Absent:** None

**Staff:** T. Peterson, J. Barclay, N. Klassen, H. Hansen, A. Cottingham

**Zoning Discussion Regarding Chickens**

City Administrator Peterson explained tonight's discussion is to gather input and guidance from Council regarding chickens in the city. Mr. Peterson stated this topic has come up several times over the past several years, the most recent was spring of 2019. Tonight's decision will be if Council wants to amend the city ordinance. If not, then there will be no further action. If yes, then what does Council want to see changed?

Zoning Administrator Cottingham reviewed the history of discussions regarding chickens and what the ordinance currently states. They are allowed in the Farm Residential zoning district.

Council agreed for the Planning Commission to look at amending the ordinance to allow chickens throughout the community based on lot size of at least ¼ acre. Mr. Cottingham will bring back to the Planning Commission at their October 13<sup>th</sup> meeting.

There being no further business, the meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Tim Peterson  
City Administrator

Via Teleconference  
7:00 P.M. September 1, 2020

Regular Meeting

**DRAFT**

Roll Call

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

Councilors Absent: None.

Pledge of Allegiance

**AGENDA**

**MOTION:** Councilor Wilkinson moved and Councilor Lamb seconded the motion to approve the September 1, 2020 agenda as presented. The motion carried unanimously (7-0).

**MINUTES**

**MOTION:** Councilor Lamb moved and Councilor Carlson seconded the motion to approve the minutes of the Work Session and Regular Meeting of August 18, 2020 as presented. The motion carried unanimously (7-0).

**PUBLIC COMMENTS**

City Administrator Peterson read an email submitted from Jeremy Johnson, 331 21<sup>st</sup> Street, regarding utility rates.

**CONSENT AGENDA**

**MOTION:** Councilor Wilkinson moved and Councilor Langley seconded the motion to adopt the Consent Agenda of September 1, 2020, approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 20-56, Authorizing the Payment of Bills and Payroll
- b. Optional 2 AM Liquor License Renewal – Lumberjack Lounge

**PUBLIC HEARINGS**

There were none.

**PRESENTATIONS**

There were none.

**PROVIDING FOR THE SALE OF GENERAL OBLIGATION WATER AND SEWER REVENUE BONDS SERIES 2020A; AND ENTER INTO A CREDIT ENHANCEMENT PROGRAM AGREEMENT WITH THE MN PUBLIC FACILITIES AUTHORITY**

**MOTION:** Councilor Kolodge moved and Councilor Lamb seconded the motion to approve **RESOLUTION NO. 20-57, RESOLUTION PROVIDING FOR THE SALE OF \$1,860,000 GENERAL OBLIGATION WATER AND SEWER REVENUE BONDS, SERIES 2020 and RESOLUTION NO. 20-59, RESOLUTION AUTHORIZING THE CITY TO ENTER INTO A CREDIT ENHANCEMENT PROGRAM AGREEMENT WITH THE MINNESOTA PUBLIC FACILITIES AUTHORITY.** The motion carried unanimously (7-0).

**RESOLUTION NO. 20-57**

**WHEREAS**, the City Council of the City of Cloquet, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$1,860,000 General Obligation Water and Sewer Revenue Bonds, Series 2020A (the "Bonds"), to finance the construction of various improvements to the municipal water and sewer systems in the City; and

**WHEREAS**, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at 7:00 p.m. on October 6, 2020, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

**RESOLUTION NO. 20-59**

**WHEREAS,** the City Council of the City of Cloquet, Minnesota (the "City") proposes to issue its General Obligation Water and Sewer Revenue Bonds (the "Bonds"), the proceeds of which will be used to finance the costs of construction, improvement or rehabilitation of water, sanitary sewer, and storm sewer facilities; and

**WHEREAS,** the City Council hereby determines it is in the best interests of the City to apply to the Minnesota Public Facilities Authority (the "Authority") for credit enhancement of the Bonds;

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

1. Approval of the Authority's Credit Enhancement Program Agreement. The Authority's Credit Enhancement Program Agreement (the "Agreement") is hereby approved, the same being before the City Council and made a part of this resolution by reference.
2. Authorization to Sign Agreement and Related Forms. The Mayor and the City Administrator are authorized to sign the Agreement on the City's behalf and to execute any other related forms prescribed by the Authority with respect to the Agreement.
3. Agreement to Comply with Minnesota Statutes, Section 446A.086. The City is entering into the Agreement with the Authority pursuant to Minnesota Statutes, Section 446A.086 (the "Act") and the City hereby agrees to comply with and be bound by the provisions of the Act.
4. Submission of the Agreement. The Mayor and the City Administrator are hereby authorized to submit, on the City's behalf, the Agreement to the Authority, together with the nonrefundable application fee in the amount of \$500.

**CARES AID EXPENDITURES**

**MOTION:** Councilor Swanson moved and Councilor Carlson seconded the motion to approve the use of CARES Aid for personal protective equipment, cleaning and sanitation supplies, police salaries, certain administrative salaries, and several employees placed on paid administrative leave during the "Stay at Home Order" that were not able to work remotely. The motion carried unanimously (7-0).

**FEASIBILITY STUDY AND PUBLIC HEARING DATE FOR THE 14<sup>TH</sup> STREET IMPROVEMENTS**

**MOTION:** Councilor Lamb moved and Councilor Langley seconded the motion to adopt **RESOLUTION NO. 20-58, ACCEPTING THE FEASIBILITY STUDY AND SETTING A PUBLIC HEARING DATE ON THE PROPOSED 2021/2022 IMPROVEMENT OF 14<sup>TH</sup> STREET** with a proposed hearing date of October 6, 2020. The motion carried unanimously (7-0).

**WHEREAS,** In accordance with the City of Cloquet's Capital Improvement Program and approved budget, preliminary plans and a feasibility study have been prepared for the improvement of 14<sup>th</sup> Street; and

**WHEREAS,** The feasibility study provides information regarding whether the proposed improvements are necessary, cost-effective and feasible; and

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

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

1. That the Council will consider the reconstruction of 14<sup>th</sup> Street Utility Improvements in accordance with said feasibility study and the possible assessment of abutting property for a portion of the cost of the improvements pursuant to Minnesota Statute, Chapter 429 at an estimated total cost of \$2,414,000.
2. A public hearing shall be held on October 6, 2020, in a virtual meeting at 7:00 p.m.
3. The City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

**PINE VALLEY ARENA UPDATE AND CHANGE ORDER**

**MOTION:** Councilor Carlson moved and Councilor Kolodge seconded the motion to approve the Pine Valley Arena change order not to exceed \$175,000 for a new concrete curb. The motion carried (6-1), Councilor Langley opposed.

**CAFD BOARD CHAIR RESIGNATION DISCUSSION**

City Administrator Peterson was notified that James Langenbrunner will be resigning from the CAFD Board due to relocation. Councilor Lamb currently serves as the alternate and will step in as a board member. The city will advertise the vacancy for appointment in January. Mr. Peterson thanked Mr. Langenbrunner for his time and service.

**UTILITY RATE AND CIP DISCUSSION**

City Administrator Peterson reviewed the proposed 2021 utility rates and capital improvement plans. Mr. Peterson explained there are four areas it encompasses; covering debt and bills, investing in our capital needs using cash, keeping utility rate increases as low as possible to avoid spikes in rate increases, and balancing the cost of utility rates with other communities across the state. We are where we need to be and are still able to invest in our community.

**2021 PRELIMINARY BUDGET REVIEW**

City Administrator Peterson stated the only changes to what was reviewed at the August 18<sup>th</sup> Council meeting will be updated information reflecting approval of the contract with Pine Knot, LLC for the operation of CAT-7 and the anticipated health insurance cost increase. The September 15<sup>th</sup> meeting will include setting the levy and a date for the truth and taxation hearing in December. Council had no questions or comments.

**COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES**

There were none.

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

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Tim Peterson, City Administrator



**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council *M.K.*  
From: Mary Kay Hohensee-Mayer, Assistant Finance Director  
Reviewed/Approved by: Tim Peterson, City Administrator  
Date: September 15, 2020

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**ITEM DESCRIPTION:** Payment of Bills

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**Proposed Action**

Staff recommends the Council move to adopt **RESOLUTION NO. 20-63, 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. 20-63**

**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	\$	78,064.69
202	Federal CDBG Loan (EDA)		3,891.25
405	City Sales Tax Capital		427,757.97
600	Water - Lake Superior Waterline		118,991.85
601	Water - In Town System		550,177.45
602	Sewer Fund		4,488.30
605	Stormwater Fund		2,263.66
614	CAT-7		1,372.20
	<b>TOTAL:</b>	<b>\$</b>	<b><u>1,187,007.37</u></b>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 15TH DAY OF SEPTEMBER, 2020.**

ATTEST:

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

\_\_\_\_\_  
Tim Peterson, City Administrator



INVOICES DUE ON/BEFORE 09/15/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
111350	LEXISNEXIS RISK DATA MNGMT INC	1,350.00	150.00
112050	ADVANCED SERVICES INC	4,360.00	1,506.50
116950	AMERIPRIDE SERVICES INC	6,505.47	878.69
119700	ARROWHEAD CONCRETE WORKS, INC.	5,810.56	2,972.30
121000	ARROWHEAD SPRINGS INC	1,031.70	91.00
121250	THE JAMAR COMPANY	335.60	195.92
123050	B & B MARKET	306.00	184.47
126850	BLAINE BROTHERS, INC	1,566.58	42.04
128900	BROCK WHITE	851.26	2,689.51
134100	CARLTON COUNTY HISTORICAL SOC.	0.00	500.00
134600	CARLTON COUNTY SHERIFF	0.00	2,548.00
137340	CHAMBERLAIN OIL CO., INC.	7,179.10	657.60
139030	CINTAS CORPORATION NO 2	7,394.04	626.98
141100	CLOQUET FORD-CHRYSLER CENTER	2,859.88	92.84
142800	CLOQUET SANITARY SERVICE	12,082.40	1,767.86
145300	COMMUNITY PRINTING	5,775.52	236.66
145500	COMPENSATION CONSULTANTS, LTD	2,506.00	207.00
147600	EXELON CORPORATION	12,743.37	1,334.03
147725	CORE & MAIN LP	322.26	43.00
147950	COUNTRY CREATIONS INC	340.00	1,190.00
150100	D A L C O	17,773.57	586.24
156400	CITY OF DULUTH COMFORT SYSTEMS	608.67	66.83
162640	ENVENTIS TELECOM INC	379.74	47.20
171100	FRYBERGER, BUCHANAN, SMITH &	87,098.27	41.25
175200	GOPHER STATE ONE CALL INC	1,049.00	167.40
175700	GRAINGER	3,905.69	1,242.02
177900	GRUSSENDORF NURSERY INC	2,824.00	400.00
178500	GUARDIAN PEST SOLUTIONS INC	378.00	47.25
179340	HAGENS GLASS & PAINT	5,141.25	2,136.00
180425	HARRIS COMPUTER SYSTEMS	298.85	15,414.76
195700	KGM CONTRACTORS INC	27,838.76	4,627.46
197800	L & M SUPPLY CO	16,535.75	1,916.42
202300	LEAGUE OF MN CITIES	4,630.40	11,735.00
205050	LOFFLER COMPANIES INC	492.30	76.62
209875	MCCOY CONSTRUCTION & FORESTRY	5,331.40	1,041.40
211400	MENARDS INC	4,623.06	25.18
212400	MICHAUD DIST INC	176.00	22.00
212700	MID-STATE TRUCK SERVICE INC	2,641.11	244.46
214000	MIELKE ELECTRIC WORKS	1,184.25	540.00
222275	MN PEIP	445,412.48	53,952.54
229500	NAPA AUTO PARTS	7,633.49	240.11
234600	NORTHERN BUSINESS PRODUCTS	4,440.65	232.14
236100	NORTHLAND CONSTRUCTORS	1,030,241.04	429,237.69
242850	PARSONS ELECTRIC LLC	17,553.67	1,124.44

INVOICES DUE ON/BEFORE 09/15/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
244975	PINE KNOT LLC	5,706.14	138.13
247400	396-PRAXAIR DISTRIBUTION, INC.	7,559.31	262.33
251300	RADIOLOGISTS ASSOCIATED IN	150.00	50.00
251500	CMH RAITER FAMILY CLINIC	1,695.28	420.00
256775	ROOTX	0.00	599.00
257925	ROYAL TIRE INC	0.00	400.00
261800	SEH	101,256.79	1,091.73
264000	SIRCHIE FINGER PRINT LABS	198.73	37.25
267000	ST LOUIS COUNTY SHERIFF	0.00	408.50
270300	SWAGIT PRODUCTIONS, LLC	10,600.00	1,325.00
271350	TAFT STETTINIUS & HOLLISTER	12,250.00	4,100.00
277550	TURFWERKS	1,022.95	234.41
279100	U S BANK EQUIPMENT FINANCE	5,939.61	129.74
281350	UNITED SYSTEMS & SOFTWARE, INC	0.00	1,986.04
284875	VERIZON WIRELESS	13,911.56	460.41
285500	VIKING INDUSTRIAL CENTER	1,853.83	408.79
289015	WELLS FARGO CREDIT CARD	64,775.08	2,945.97
291350	JOHN & JULIE HAVERKAMP	43.94	5.19
R0001227	LAKES GAS COMPANY	304.00	76.00
R0001635	RHINO MARKING & PROTECTION	0.00	748.37
R0001803	NORTHERN ACRYLICS INC	0.00	1,614.90
R0001930	R & R SPECIALTIES	12,452.53	4,806.05
R0001939	DENISE HALVERSON	55.00	78.00
R0001957	ULTIMATE PLAYGROUNDS INC	807.00	157.00
R0001961	LAKEHEAD CLUTCH & BRAKE	0.00	240.00
TOTAL ALL VENDORS:			565,801.62

City of Cloquet  
Vendor Summary Report Reconciliation  
Invoices Due On/Before 9/15/2020

Total	565,801.62
<b>Less:</b>	
Library	(10.84)
Cloquet Area Fire District	0.00
Total City Bills	<u>565,790.78</u>
<b>Less:</b>	
Payroll benefits	(53,952.54)
<b>Plus:</b>	
Credit card/PSN fees	2,594.54
Bond Debt Wire	516,385.89
MN Energy Auto Pay	1,111.55
MN Power Auto Pay	153,468.62
MN Sales Tax	1,608.53
Total Bills	<u><u>1,187,007.37</u></u>

INVOICES DUE ON/BEFORE 09/15/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
00			
222275	MN PEIP	445,412.48	53,952.54
			53,952.54
33	INTERGOVERNMENTAL REVENUE		
134600	CARLTON COUNTY SHERIFF		2,548.00
	INTERGOVERNMENTAL REVENUE		2,548.00
41	GENERAL GOVERNMENT		
134100	CARLTON COUNTY HISTORICAL SOC.		500.00
139030	CINTAS CORPORATION NO 2	7,394.04	81.48
142800	CLOQUET SANITARY SERVICE	12,082.40	68.25
145300	COMMUNITY PRINTING	5,775.52	27.40
145500	COMPENSATION CONSULTANTS, LTD	2,506.00	207.00
150100	D A L C O	17,773.57	148.98
180425	HARRIS COMPUTER SYSTEMS	298.85	3,247.93
202300	LEAGUE OF MN CITIES	4,630.40	11,735.00
212400	MICHAUD DIST INC	176.00	22.00
234600	NORTHERN BUSINESS PRODUCTS	4,440.65	56.74
244975	PINE KNOT LLC	5,706.14	138.13
289015	WELLS FARGO CREDIT CARD	64,775.08	2,320.74
	GENERAL GOVERNMENT		18,553.65
42	PUBLIC SAFETY		
111350	LEXISNEXIS RISK DATA MNGMT INC	1,350.00	150.00
139030	CINTAS CORPORATION NO 2	7,394.04	92.26
141100	CLOQUET FORD-CHRYSLER CENTER	2,859.88	92.84
142800	CLOQUET SANITARY SERVICE	12,082.40	68.25
150100	D A L C O	17,773.57	20.20
197800	L & M SUPPLY CO	16,535.75	30.46
251300	RADIOLOGISTS ASSOCIATED IN	150.00	50.00
251500	CMH RAITER FAMILY CLINIC	1,695.28	420.00
264000	SIRCHIE FINGER PRINT LABS	198.73	37.25
267000	ST LOUIS COUNTY SHERIFF		408.50
	PUBLIC SAFETY		1,369.76

INVOICES DUE ON/BEFORE 09/15/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
43	PUBLIC WORKS		
121000	ARROWHEAD SPRINGS INC	1,031.70	59.00
123050	B & B MARKET	306.00	184.47
126850	BLAINE BROTHERS, INC	1,566.58	42.04
128900	BROCK WHITE	851.26	2,689.51
137340	CHAMBERLAIN OIL CO., INC.	7,179.10	162.60
139030	CINTAS CORPORATION NO 2	7,394.04	231.42
142800	CLOQUET SANITARY SERVICE	12,082.40	97.74
145300	COMMUNITY PRINTING	5,775.52	10.96
175200	GOPHER STATE ONE CALL INC	1,049.00	83.70
180425	HARRIS COMPUTER SYSTEMS	298.85	212.84
195700	KGM CONTRACTORS INC	27,838.76	3,580.71
197800	L & M SUPPLY CO	16,535.75	938.86
205050	LOFFLER COMPANIES INC	492.30	15.32
209875	MCCOY CONSTRUCTION & FORESTRY	5,331.40	1,041.40
212700	MID-STATE TRUCK SERVICE INC	2,641.11	155.88
229500	NAPA AUTO PARTS	7,633.49	100.78
234600	NORTHERN BUSINESS PRODUCTS	4,440.65	21.99
236100	NORTHLAND CONSTRUCTORS	1,030,241.04	119.18
247400	396-PRAXAIR DISTRIBUTION, INC.	7,559.31	131.17
257925	ROYAL TIRE INC		400.00
279100	U S BANK EQUIPMENT FINANCE	5,939.61	43.25
284875	VERIZON WIRELESS	13,911.56	196.29
285500	VIKING INDUSTRIAL CENTER	1,853.83	312.67
289015	WELLS FARGO CREDIT CARD	64,775.08	-17.50
291350	JOHN & JULIE HAVERKAMP	43.94	5.19
R0001227	LAKES GAS COMPANY	304.00	76.00
R0001961	LAKEHEAD CLUTCH & BRAKE		240.00
	PUBLIC WORKS		11,135.47
45	CULTURE AND RECREATION		
112050	ADVANCED SERVICES INC	4,360.00	1,506.50
116950	AMERIPRIDE SERVICES INC	6,505.47	878.69
139030	CINTAS CORPORATION NO 2	7,394.04	51.56
142800	CLOQUET SANITARY SERVICE	12,082.40	1,468.46
147600	EXELON CORPORATION	12,743.37	1,334.03
147950	COUNTRY CREATIONS INC	340.00	1,190.00
150100	D A L C O	17,773.57	417.06
177900	GRUSSENDORF NURSERY INC	2,824.00	400.00
178500	GUARDIAN PEST SOLUTIONS INC	378.00	47.25
179340	HAGENS GLASS & PAINT	5,141.25	2,136.00
197800	L & M SUPPLY CO	16,535.75	671.51

INVOICES DUE ON/BEFORE 09/15/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
45	CULTURE AND RECREATION		
229500	NAPA AUTO PARTS	7,633.49	139.33
234600	NORTHERN BUSINESS PRODUCTS	4,440.65	16.79
242850	PARSONS ELECTRIC LLC	17,553.67	1,124.44
277550	TURFWERKS	1,022.95	234.41
285500	VIKING INDUSTRIAL CENTER	1,853.83	96.12
289015	WELLS FARGO CREDIT CARD	64,775.08	429.13
R0001635	RHINO MARKING & PROTECTION		748.37
R0001803	NORTHERN ACRYLICS INC		1,614.90
R0001930	R & R SPECIALTIES	12,452.53	4,806.05
R0001957	ULTIMATE PLAYGROUNDS INC	807.00	157.00
	CULTURE AND RECREATION		19,467.60
46	COMMUNITY DEVELOPMENT		
145300	COMMUNITY PRINTING	5,775.52	5.48
271350	TAFT STETTINIUS & HOLLISTER	12,250.00	250.00
289015	WELLS FARGO CREDIT CARD	64,775.08	16.34
	COMMUNITY DEVELOPMENT		271.82
FEDERAL CDBG LOAN (EDA)			
46	COMMUNITY DEVELOPMENT		
171100	FRYBERGER, BUCHANAN, SMITH &	87,098.27	41.25
271350	TAFT STETTINIUS & HOLLISTER	12,250.00	3,850.00
	COMMUNITY DEVELOPMENT		3,891.25
LIBRARY FUND			
45	CULTURE AND RECREATION		
139030	CINTAS CORPORATION NO 2	7,394.04	10.84
	CULTURE AND RECREATION		10.84
CITY SALES TAX CAPITAL			
00			
236100	NORTHLAND CONSTRUCTORS	1,030,241.04	-22,513.58
			-22,513.58

INVOICES DUE ON/BEFORE 09/15/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
236100	NORTHLAND CONSTRUCTORS	1,030,241.04	450,271.55
	SPECIAL PROJECTS		450,271.55
WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
121000	ARROWHEAD SPRINGS INC	1,031.70	32.00
139030	CINTAS CORPORATION NO 2	7,394.04	19.44
175700	GRAINGER	3,905.69	1,104.30
211400	MENARDS INC	4,623.06	25.18
214000	MIELKE ELECTRIC WORKS	1,184.25	540.00
	STATION 2		1,720.92
52	LAKE SUPERIOR WATERLINE		
139030	CINTAS CORPORATION NO 2	7,394.04	57.76
197800	L & M SUPPLY CO	16,535.75	68.90
284875	VERIZON WIRELESS	13,911.56	70.02
	LAKE SUPERIOR WATERLINE		196.68
57	ADMINISTRATION		
156400	CITY OF DULUTH COMFORT SYSTEMS	608.67	66.83
205050	LOFFLER COMPANIES INC	492.30	15.32
	ADMINISTRATION		82.15
WATER - IN TOWN SYSTEM			
49	CLOQUET		
119700	ARROWHEAD CONCRETE WORKS, INC.	5,810.56	2,972.30
121250	THE JAMAR COMPANY	335.60	195.92
139030	CINTAS CORPORATION NO 2	7,394.04	33.77
147725	CORE & MAIN LP	322.26	43.00
175700	GRAINGER	3,905.69	137.72
195700	KGM CONTRACTORS INC	27,838.76	1,046.75
197800	L & M SUPPLY CO	16,535.75	137.80

INVOICES DUE ON/BEFORE 09/15/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
WATER - IN TOWN SYSTEM			
49	CLOQUET		
236100	NORTHLAND CONSTRUCTORS	1,030,241.04	1,360.54
247400	396-PRAXAIR DISTRIBUTION, INC.	7,559.31	78.70
261800	SEH	101,256.79	1,091.73
281350	UNITED SYSTEMS & SOFTWARE, INC		1,986.04
284875	VERIZON WIRELESS	13,911.56	119.08
R0001939	DENISE HALVERSON	55.00	78.00
	CLOQUET		9,281.35
54	BILLING & COLLECTION		
145300	COMMUNITY PRINTING	5,775.52	170.96
180425	HARRIS COMPUTER SYSTEMS	298.85	5,257.54
234600	NORTHERN BUSINESS PRODUCTS	4,440.65	136.62
	BILLING & COLLECTION		5,565.12
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	12,082.40	32.58
145300	COMMUNITY PRINTING	5,775.52	10.96
175200	GOPHER STATE ONE CALL INC	1,049.00	50.22
180425	HARRIS COMPUTER SYSTEMS	298.85	2,232.15
205050	LOFFLER COMPANIES INC	492.30	15.32
279100	U S BANK EQUIPMENT FINANCE	5,939.61	43.25
289015	WELLS FARGO CREDIT CARD	64,775.08	16.17
	ADMINISTRATION & GENERAL		2,400.65
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
137340	CHAMBERLAIN OIL CO., INC.	7,179.10	495.00
139030	CINTAS CORPORATION NO 2	7,394.04	48.45
197800	L & M SUPPLY CO	16,535.75	68.89
212700	MID-STATE TRUCK SERVICE INC	2,641.11	88.58
247400	396-PRAXAIR DISTRIBUTION, INC.	7,559.31	52.46
256775	ROOTX		599.00
284875	VERIZON WIRELESS	13,911.56	75.02
	SANITARY SEWER		1,427.40



DATE: 09/10/20  
TIME: 11:07:59  
ID: AP443000.WOW

CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 09/15/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
ENTERPRISE FUND - SEWER			
56	LIFT STATIONS		
289015	WELLS FARGO CREDIT CARD	64,775.08	164.92
	LIFT STATIONS		164.92
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	12,082.40	32.58
145300	COMMUNITY PRINTING	5,775.52	10.90
175200	GOPHER STATE ONE CALL INC	1,049.00	33.48
180425	HARRIS COMPUTER SYSTEMS	298.85	2,232.15
205050	LOFFLER COMPANIES INC	492.30	15.32
279100	U S BANK EQUIPMENT FINANCE	5,939.61	43.24
	ADMINISTRATION & GENERAL		2,367.67
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
180425	HARRIS COMPUTER SYSTEMS	298.85	2,232.15
205050	LOFFLER COMPANIES INC	492.30	15.34
289015	WELLS FARGO CREDIT CARD	64,775.08	16.17
	ADMINISTRATION & GENERAL		2,263.66
CABLE TELEVISION			
45	CULTURE AND RECREATION		
162640	ENVENTIS TELECOM INC	379.74	47.20
270300	SWAGIT PRODUCTIONS, LLC	10,600.00	1,325.00
	CULTURE AND RECREATION		1,372.20
	TOTAL ALL DEPARTMENTS		565,801.62



**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Honorable Mayor and City Council  
From: Tim Peterson, City Administrator *TEP*  
Date: September 15, 2020

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**ITEM DESCRIPTION:** Draft 2021 Preliminary Budget, Capital Improvement Plan, and Property Tax Levy

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**Proposed Action**

Staff recommends the City Council make four (4) separate motions related to the budget and levy:

1. First, staff recommends that the City Council move to adopt **RESOLUTION NO. 20-60, A RESOLUTION ADOPTING THE PROPOSED 2021 BUDGET**; and
2. Second, staff recommends that the City Council move to adopt **\*\*\*RESOLUTION NO. 20-61, A RESOLUTION ADOPTING SUMS OF MONEY PROPOSED TO BE LEVIED FOR LEVY YEAR 2020, PAYABLE IN 2021**; and
3. Third, staff recommends that the City Council move to adopt the preliminary five (5) year Capital Improvement Plan for 2021-2025; and
4. Finally, staff recommends that the City Council move to set the date for the public hearing and adoption of the 2021 budget and property tax levy for December 1, 2020 at 7:00 p.m.

**\*\*\*Note:** Two options of Resolution 20-61 are within your packet. After discussion, one shall be decided as the final and correct Resolution 20-61

**Background/Overview**

Attached is summary information related to the 2021 Budget. The City utilizes a four (4) year Operating Budget to help it monitor the long-term impact of all service level decisions. The City Council has been reviewing the budget and CIP over the past several meetings.

**Supporting Documentation Attached**

- Resolution No. 20-60
- Resolution No. 20-61
- 2021-2025 Capital Improvement Plan Summary

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

**RESOLUTION NO. 20-60**

**RESOLUTION ADOPTING THE PROPOSED 2021 BUDGET**

**WHEREAS**, The City Administrator has prepared an annual budget and the City Council has reviewed the proposed 2021 budget; and

**WHEREAS**, Chapter 275, Section 065 of Minnesota Statutes requires that the City adopt a proposed 2021 levy and budget.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA**, That there be and is hereby proposed to be set aside for the year 2021 for the following departments and funds:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General	\$7,838,200	\$7,875,700
LDO Loan (EDA)	33,000	2,200
Federal CDGB Loan (EDA)	10,000	42,500
Economic Development Loan (City)	11,700	3,500
Small Cities Development (EDA)	8,000	10,000
Library	627,000	686,700
Tax Increment – 14 <sup>th</sup> Street Apartments	25,000	25,000
Tax Increment – Oakwood Estates	55,000	55,000
Tax Increment – Patio Homes	55,000	55,000
Landfill Host Fee	65,000	15,000
Cable Television	103,450	112,500
Swimming Pond Bonds	110,000	102,900
City Sales Tax Bonds	542,750	542,750
Facilities Bonds	98,850	90,500
Permanent Improvement	105,000	31,000
Public Works Reserve	526,000	551,000
City Sales Tax Projects	915,000	1,607,750
Employee Severance Benefits	10,000	5,000
Water – Lake Superior Waterline	2,700,000	2,803,450
Water – In-Town System	1,850,000	2,291,550
Sewer Utility	1,879,000	2,056,150
Stormwater Utility	372,000	531,800
TOTAL:	<u>\$17,939,950</u>	<u>\$19,496,950</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 15TH DAY OF SEPTEMBER, 2020.**

ATTEST:

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

\_\_\_\_\_  
Tim Peterson, City Administrator

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

**RESOLUTION NO. 20-61**

**RESOLUTION ADOPTING SUMS OF MONEY PROPOSED  
TO BE LEVIED FOR LEVY YEAR 2020, PAYABLE IN 2021**

**BE IT RESOLVED**, By the City Council of the City of Cloquet, Minnesota, that the following sums of money be levied for the levy year 2020, payable in 2021, upon taxable property in the City of Cloquet, for the following purposes:

<u>Fund</u>	<u>Levy</u>
General	\$2,186,200
Public Works Reserve	365,000
Library	400,000
GO Swimming Pond Debt	110,000
Facilities Bonds	<u>98,850</u>
 TOTAL LEVY	 <u><u>\$3,160,050</u></u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 15TH DAY OF SEPTEMBER, 2020.**

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

ATTEST:

\_\_\_\_\_  
Tim Peterson, City Administrator

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

**RESOLUTION NO. 20-61**

**RESOLUTION ADOPTING SUMS OF MONEY PROPOSED  
TO BE LEVIED FOR LEVY YEAR 2020, PAYABLE IN 2021**

**BE IT RESOLVED,** By the City Council of the City of Cloquet, Minnesota, that the following sums of money be levied for the levy year 2020, payable in 2021, upon taxable property in the City of Cloquet, for the following purposes:

<u>Fund</u>	<u>Levy</u>
General	\$2,190,900
Public Works Reserve	365,000
Library	400,000
GO Swimming Pond Debt	110,000
Facilities Bonds	<u>98,850</u>
 TOTAL LEVY	 <u><u>\$3,164,750</u></u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 15TH DAY OF SEPTEMBER, 2020.**

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

ATTEST:

\_\_\_\_\_  
Tim Peterson, City Administrator

**City of Cloquet  
Tax Levy Summary  
2018 Actual Through 2024 Planning**

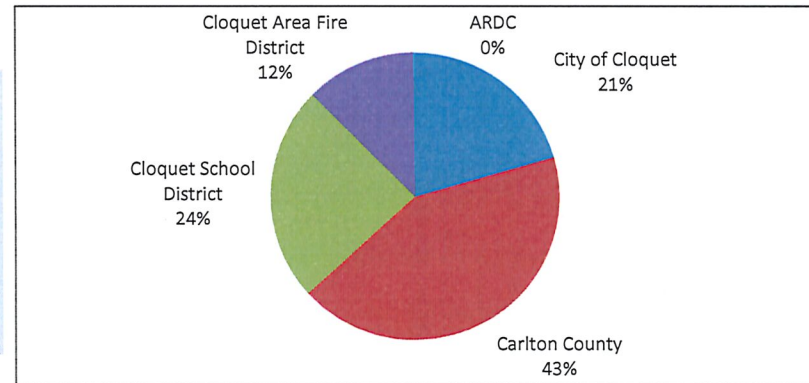
	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Proposed 2021</u>	<u>Planning 2022</u>	<u>Planning 2023</u>	<u>Planning 2024</u>
General	\$ 2,042,000	\$ 2,231,500	\$ 2,135,350	\$ 2,186,200	\$ 2,315,000	\$ 2,435,300	\$ 2,500,300
Library	390,000	400,000	400,000	400,000	400,000	400,000	400,000
GO Swimming Pond Debt	105,000	110,000	110,000	110,000	110,000	105,500	110,000
GO Facilities Debt-Library	-	-	102,650	98,850	102,250	100,200	98,150
GO Facilities Debt-PW	-	-	-	-	-	-	-
GO Improvement Bonds - PI	-	-	-	-	-	-	-
Permanent Improvement	350,000	-	-	-	-	-	-
Public Works Reserve	150,000	250,000	295,000	365,000	305,000	270,000	300,000
<b>Tax Levy</b>	<b>\$ 3,037,000</b>	<b>\$ 2,991,500</b>	<b>\$ 3,043,000</b>	<b>\$ 3,160,050</b>	<b>\$ 3,232,250</b>	<b>\$ 3,311,000</b>	<b>\$ 3,408,450</b>
Levy Change (+/-)	2.26%	-1.50%	1.72%	3.85%	2.28%	2.44%	2.94%

Note  
Park, Senior Center, and Community Development were moved to General Fund in 2019.

**Property Tax Rates**

	<u>2018</u>	<u>2019</u>	<u>2020</u>
<b>City of Cloquet</b>	<b>41.386%</b>	<b>39.606%</b>	<b>39.093%</b>
Carlton County	80.610%	79.432%	81.040%
Cloquet School District	45.438%	46.752%	45.921%
Cloquet Area Fire District	20.510%	21.956%	23.686%
ARDC	0.176%	0.175%	0.181%
<b>Total Direct and Overlapping</b>	<b>188.120%</b>	<b>187.921%</b>	<b>189.921%</b>

**2020 Property Taxes**



**City of Cloquet**  
**Summary Comparison of All Funds Expenditures & Financing Uses**  
**2018 Actual Through 2024 Planning**

FUND		2018	2019	2020	2021	2022	2023	2024	('21 to '20 BUDGET)	
Description	No	ACTUAL	ACTUAL	BUDGET	PROPOSED	PLANNING	PLANNING	PLANNING	Dollars	%
<b>General</b>										
Total General Fund	101	6,485,911	9,146,755	7,568,800	7,875,700	8,019,700	8,236,850	8,414,900	306,900	4.05%
<b>Special Revenue Funds</b>										
LDO Loan (EDA)	201	46	-	2,200	2,200	2,200	2,200	2,200	-	-
Federal CDBG Loan (EDA)	202	-	-	7,500	42,500	17,500	17,500	17,500	35,000	466.67%
Economic Development Loan (City)	203	-	7,135	3,500	3,500	3,500	3,500	3,500	-	-
State SCDG/MIF (EDA)	204	131,258	-	-	-	-	-	-	-	-
Revolving SCGP (EDA)	206	1,610	239	10,000	10,000	10,000	10,000	10,000	-	-
Library	211	608,102	629,966	648,150	686,700	711,450	742,700	742,700	38,550	5.95%
Tax Increment - Daqota	220	8,394	6,493	25,000	-	-	-	-	(25,000)	-100.00%
Tax Increment - 14th St Apartments	221	20,502	29,040	25,000	25,000	25,000	25,000	25,000	-	-
Tax Increment - Oakwood Estates	222	47,884	97,940	55,000	55,000	55,000	55,000	55,000	-	-
Tax Increment - Patio Homes	223	-	-	55,000	55,000	55,000	55,000	55,000	-	-
Landfill Host Fee	260	371	113,423	15,000	15,000	15,000	15,000	15,000	-	-
Cable TV	614	165,832	156,011	117,250	112,500	110,000	107,500	102,500	(4,750)	-4.05%
<b>Total Special Revenue</b>		<b>983,999</b>	<b>1,040,248</b>	<b>963,600</b>	<b>1,007,400</b>	<b>1,004,650</b>	<b>1,033,400</b>	<b>1,028,400</b>	<b>43,800</b>	<b>4.55%</b>
<b>Debt Service Funds</b>										
Business Park Bonds	368	250,121	978,666	-	-	-	-	-	-	-
Swimming Pond Bonds	370	97,972	99,748	103,900	102,900	101,800	100,400	103,650	(1,000)	-0.96%
City Sales Tax Bonds	372	-	-	547,850	542,750	547,300	546,500	545,500	(5,100)	-0.93%
Facilities Bonds	374	-	-	-	90,500	93,800	96,900	95,000	90,500	100.00%
Improvement Bonds	376	-	-	-	-	-	-	-	-	-
<b>Total Debt Service</b>		<b>348,093</b>	<b>1,078,413</b>	<b>651,750</b>	<b>736,150</b>	<b>742,900</b>	<b>743,800</b>	<b>744,150</b>	<b>84,400</b>	<b>12.95%</b>
<b>Capital Project Funds</b>										
Permanent Improvement	225	1,418,210	442,873	1,401,000	31,000	701,000	356,000	466,000	(1,370,000)	-97.79%
Public Facilities Planning	224	1,864,768	47,846	-	-	-	-	-	-	-
Public Works Reserve	231	459,741	361,576	433,000	551,000	334,000	391,000	427,000	118,000	27.25%
Revolving Capital Projects	403	1,397,902	3,182,123	3,739,000	-	700,000	2,085,000	585,000	(3,739,000)	-100.00%
City Sales Tax Projects	405	4,643,792	1,737,461	2,367,850	1,607,750	2,582,300	786,500	545,500	(760,100)	-32.10%
<b>Total Capital Project Funds</b>		<b>9,784,413</b>	<b>5,771,879</b>	<b>7,940,850</b>	<b>2,189,750</b>	<b>4,317,300</b>	<b>3,618,500</b>	<b>2,023,500</b>	<b>(5,751,100)</b>	<b>-72.42%</b>
<b>Total Governmental Funds</b>		<b>17,602,416</b>	<b>17,037,295</b>	<b>17,125,000</b>	<b>11,809,000</b>	<b>14,084,550</b>	<b>13,632,550</b>	<b>12,210,950</b>	<b>(5,316,000)</b>	<b>-31.04%</b>
<b>Internal Service</b>										
Employee Severance Benefits	701	70,625	3,107	5,000	5,000	30,000	5,000	30,000	-	-
<b>Total Internal Service</b>		<b>70,625</b>	<b>3,107</b>	<b>5,000</b>	<b>5,000</b>	<b>30,000</b>	<b>5,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>
<b>Enterprise Funds</b>										
Water - Lake Superior Waterline	600	2,639,398	2,777,169	12,756,200	2,778,800	2,754,250	2,709,800	2,734,350	(9,977,400)	-78.22%
Water - In Town System	601	1,335,149	1,441,989	2,661,950	2,291,550	2,266,320	2,523,700	2,271,200	(370,400)	-13.91%
Sewer Utility	602	1,653,914	1,831,548	2,132,300	2,056,150	1,769,100	1,964,050	1,917,300	(76,150)	-3.57%
Stormwater Utility	605	260,599	261,834	729,500	531,800	751,200	548,100	338,000	(197,700)	-27.10%
<b>Total Enterprise Funds</b>		<b>5,889,060</b>	<b>6,312,540</b>	<b>18,279,950</b>	<b>7,658,300</b>	<b>7,540,870</b>	<b>7,745,650</b>	<b>7,260,850</b>	<b>(10,621,650)</b>	<b>-58.11%</b>
<b>Total Proprietary Funds</b>		<b>5,959,685</b>	<b>6,315,647</b>	<b>18,284,950</b>	<b>7,663,300</b>	<b>7,570,870</b>	<b>7,750,650</b>	<b>7,290,850</b>	<b>(10,621,650)</b>	<b>-58.09%</b>
<b>GRAND TOTAL ALL FUNDS</b>		<b>23,562,101</b>	<b>23,352,942</b>	<b>35,409,950</b>	<b>19,472,300</b>	<b>21,655,420</b>	<b>21,383,200</b>	<b>19,501,800</b>	<b>(15,937,650)</b>	<b>-45.01%</b>

**City of Cloquet**  
**Summary Comparison of All Funds Revenues & Financing Sources**  
**2018 Actual through 2024 Planning**

FUND		2018	2019	2020	2021	2022	2023	2024	('21 to '20 BUDGET)	
Description	No	ACTUAL	ACTUAL	BUDGET	PROPOSED	PLANNING	PLANNING	PLANNING	Dollars	Percent
<b>General</b>										
Total General Fund	101	6,333,125	8,151,150	7,569,300	7,838,200	8,041,100	8,260,400	8,415,400	268,900	3.55%
<b>Special Revenue Funds</b>										
LDO Loan (EDA)	201	114,222	7,594	26,800	33,000	33,000	33,000	33,000	6,200	23.13%
Federal CDBG Loan (EDA)	202	10,200	25,100	10,000	10,000	10,000	10,000	10,000	-	-
Economic Development Loan (City)	203	2,329	146,724	11,500	11,700	11,700	11,700	11,700	200	1.74%
State SCDG/MIF (EDA)	204	1,100	-	-	-	-	-	-	-	-
Revolving SCGP (EDA)	206	36,031	22,941	8,000	8,000	8,000	8,000	8,000	-	-
Library	211	592,231	618,939	627,000	627,000	602,000	602,000	602,000	-	-
Tax Increment - Daqota	220	-	-	25,000	-	-	-	-	(25,000)	-100.00%
Tax Increment - 14th St Apartments	221	22,634	22,635	25,000	25,000	25,000	25,000	25,000	-	-
Tax Increment - Oakwood Estates	222	53,157	53,157	55,000	55,000	55,000	55,000	55,000	-	-
Tax Increment - Patio Homes	223	-	-	55,000	55,000	55,000	55,000	55,000	-	-
Landfill Host Fee	260	57,549	86,790	65,000	65,000	65,000	65,000	65,000	-	-
Cable TV	614	103,800	101,778	103,450	103,450	103,450	103,450	103,450	-	-
<b>Total Special Revenue</b>		<b>993,253</b>	<b>1,085,657</b>	<b>1,011,750</b>	<b>993,150</b>	<b>968,150</b>	<b>968,150</b>	<b>968,150</b>	<b>(18,600)</b>	<b>-1.84%</b>
<b>Debt Service Funds</b>										
Business Park Bonds	368	35,376	60	-	-	-	-	-	-	-
Swimming Pond Bonds	370	107,713	110,909	110,000	110,000	110,000	105,500	110,000	-	-
City Sales Tax Bonds	372	-	-	547,850	542,750	547,300	546,500	545,500	(5,100)	-0.93%
Facilities Bonds	374	-	-	-	98,850	102,250	100,200	98,150	98,850	100.00%
Improvement Bonds	376	-	-	-	-	-	-	-	-	100.00%
<b>Total Debt Service</b>		<b>143,089</b>	<b>110,969</b>	<b>657,850</b>	<b>751,600</b>	<b>759,550</b>	<b>752,200</b>	<b>753,650</b>	<b>93,750</b>	<b>14.25%</b>
<b>Capital Project Funds</b>										
Permanent Improvement	225	930,147	526,248	1,485,000	105,000	555,000	555,000	555,000	(1,380,000)	-92.93%
Public Facilities Planning	224	15,500	-	-	-	-	-	-	-	-
Public Works Reserve	231	234,794	263,897	425,000	526,000	335,000	390,000	426,250	101,000	23.76%
Revolving Capital Projects	403	1,397,902	3,909,629	3,739,000	-	700,000	2,085,000	585,000	(3,739,000)	100.00%
City Sales Tax Projects	405	1,957,538	1,078,540	985,000	915,000	915,000	915,000	915,000	(70,000)	-7.11%
<b>Total Capital Project Funds</b>		<b>4,535,881</b>	<b>5,778,314</b>	<b>6,634,000</b>	<b>1,546,000</b>	<b>2,505,000</b>	<b>3,945,000</b>	<b>2,481,250</b>	<b>(5,088,000)</b>	<b>-76.70%</b>
<b>Total Governmental Funds</b>		<b>12,005,348</b>	<b>15,126,091</b>	<b>15,872,900</b>	<b>11,128,950</b>	<b>12,273,800</b>	<b>13,925,750</b>	<b>12,618,450</b>	<b>(4,743,950)</b>	<b>-29.89%</b>
<b>Internal Service Fund</b>										
Employee Severance Benefits	701	41,212	227,770	10,000	10,000	10,000	10,000	10,000	-	-
<b>Total Internal Service</b>		<b>41,212</b>	<b>227,770</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>-</b>
<b>Enterprise Funds</b>										
Water Lake Superior Waterline	600	2,962,200	2,373,975	13,100,000	2,700,000	2,700,000	2,700,000	2,700,000	(10,400,000)	-79.39%
Water In-Town	601	1,353,232	2,359,079	2,165,500	1,850,000	1,989,500	2,129,425	2,267,000	(315,500)	-14.57%
Sewer Utility	602	1,597,011	1,916,992	2,084,000	1,879,000	1,967,500	2,059,500	2,147,000	(205,000)	-9.84%
Stormwater Utility	605	335,093	375,131	472,000	372,000	332,000	332,000	332,000	(100,000)	-21.19%
<b>Total Enterprise Funds</b>		<b>6,247,536</b>	<b>7,025,177</b>	<b>17,821,500</b>	<b>6,801,000</b>	<b>6,989,000</b>	<b>7,220,925</b>	<b>7,446,000</b>	<b>(11,020,500)</b>	<b>-61.84%</b>
<b>Total Proprietary Funds</b>		<b>6,288,748</b>	<b>7,252,947</b>	<b>17,831,500</b>	<b>6,811,000</b>	<b>6,999,000</b>	<b>7,230,925</b>	<b>7,456,000</b>	<b>(11,020,500)</b>	<b>-61.80%</b>
<b>GRAND TOTAL ALL FUNDS</b>		<b>18,294,096</b>	<b>22,379,037</b>	<b>33,704,400</b>	<b>17,939,950</b>	<b>19,272,800</b>	<b>21,156,675</b>	<b>20,074,450</b>	<b>(15,764,450)</b>	<b>-46.77%</b>



**City of Cloquet  
All Funds Revenues & Expenditures/Expenses Summary  
2021 Budget**

**Revenues by Source for 2021**

FUND		Property Taxes	Other Taxes	Intergovt	Charges	Bonds	All Others*	Transfers In	Revenues
Description	No								
Total General Fund		2,186,200	55,000	3,321,000	469,750	-	748,250	1,058,000	7,838,200
<b>Special Revenue Funds</b>									
LDO Loan (EDA)	201	-	-	-	-	-	33,000	-	33,000
Federal CDBG Loan (EDA)	202	-	-	-	-	-	10,000	-	10,000
Economic Development Loan (City)	203	-	-	-	-	-	11,700	-	11,700
State MIF (EDA)	204	-	-	-	-	-	-	-	-
Revolving SCDP (EDA)	206	-	-	-	-	-	8,000	-	8,000
Library	211	400,000	-	-	20,500	-	6,500	200,000	627,000
Tax Increment - Daqota	220	-	-	-	-	-	-	-	-
Tax Increment - 14th Street Apart.	221	-	25,000	-	-	-	-	-	25,000
Tax Increment - Oakwood Estates	222	-	55,000	-	-	-	-	-	55,000
Tax Increment - Patio Homes	223	-	55,000	-	-	-	-	-	55,000
Landfill Host Fee	260	-	-	-	-	-	65,000	-	65,000
Cable TV	614	-	103,000	-	-	-	450	-	103,450
<b>Total Special Revenue</b>		<b>400,000</b>	<b>238,000</b>	<b>-</b>	<b>20,500</b>	<b>-</b>	<b>134,850</b>	<b>200,000</b>	<b>993,150</b>
<b>Debt Service Funds</b>									
Business Park Bonds	368	-	-	-	-	-	-	-	-
Swimming Pond Bonds	370	110,000	-	-	-	-	-	-	110,000
City Sales Tax Bonds	372	-	-	-	-	-	542,750	-	542,750
Facility Bonds	374	98,850	-	-	-	-	-	-	98,850
Improvement Bonds	376	-	-	-	-	-	-	-	-
<b>Total Debt Service</b>		<b>208,850</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>542,750</b>	<b>751,600</b>
<b>Capital Project Funds</b>									
Permanent Improvement	225	-	-	-	-	-	105,000	-	105,000
Facilities Planning	224	-	-	-	-	-	-	-	-
Public Works Reserve	231	365,000	-	-	-	-	30,000	131,000	526,000
Revolving Capital Projects	403	-	-	-	-	-	-	-	-
City Sales Tax Projects	405	-	915,000	-	-	-	-	-	915,000
<b>Total Capital Project Funds</b>		<b>365,000</b>	<b>915,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,000</b>	<b>131,000</b>	<b>1,546,000</b>
<b>Total Governmental Funds</b>		<b>3,160,050</b>	<b>1,208,000</b>	<b>3,321,000</b>	<b>490,250</b>	<b>-</b>	<b>1,017,900</b>	<b>1,931,750</b>	<b>11,128,950</b>
<b>Internal Service</b>									
Employee Severance Benefits	701	-	-	-	-	-	10,000	-	10,000
<b>Enterprise Funds</b>									
Water - Lake Superior Waterline	600	-	-	-	2,700,000	-	-	-	2,700,000
Water - In Town System	601	-	-	-	1,720,000	-	130,000	-	1,850,000
Sewer Utility	602	-	-	-	1,824,000	-	55,000	-	1,879,000
Stormwater Utility	605	-	-	-	330,000	-	12,000	30,000	372,000
<b>Total Enterprise Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>6,574,000</b>	<b>-</b>	<b>197,000</b>	<b>30,000</b>	<b>6,801,000</b>
<b>Total Proprietary Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>6,574,000</b>	<b>-</b>	<b>207,000</b>	<b>30,000</b>	<b>6,811,000</b>
<b>GRAND TOTAL ALL FUNDS</b>		<b>3,160,050</b>	<b>1,208,000</b>	<b>3,321,000</b>	<b>7,064,250</b>	<b>-</b>	<b>1,224,900</b>	<b>1,961,750</b>	<b>17,939,950</b>

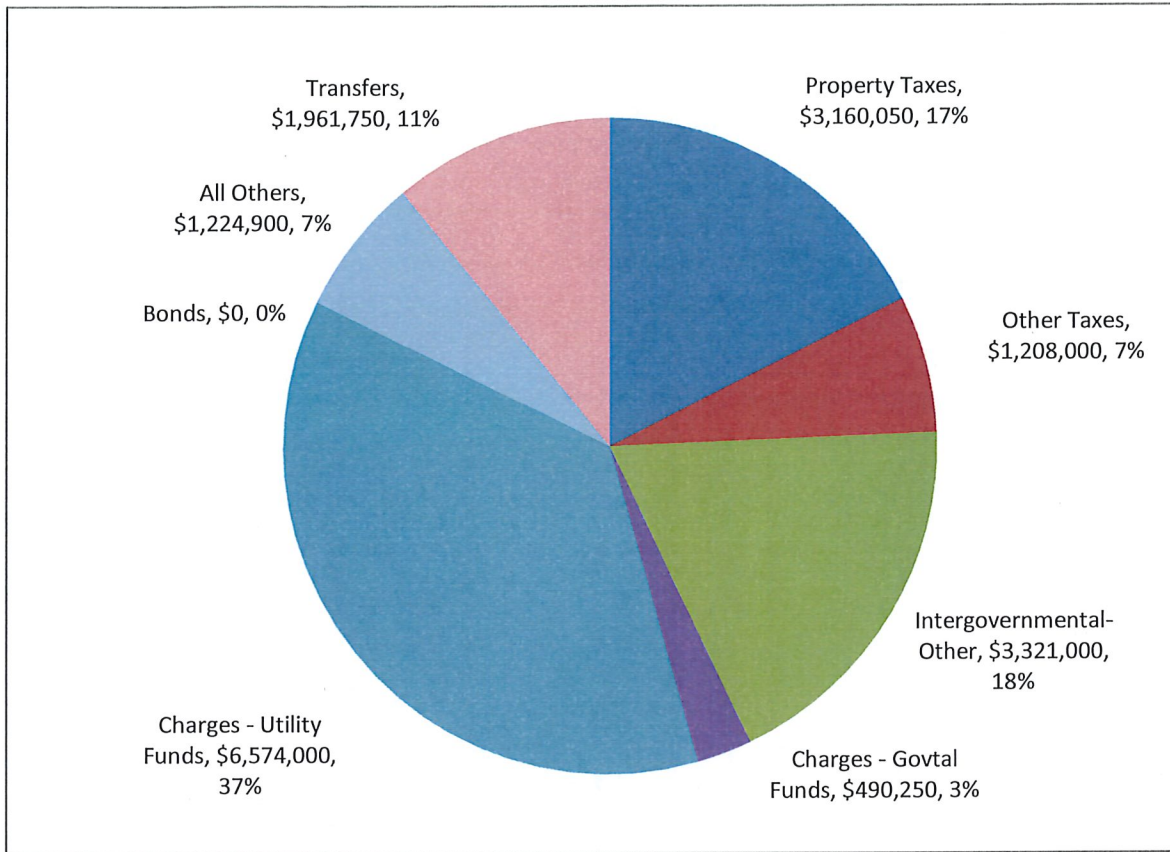
**Expenditures/Expenses by Function for 2021**

Personal Services	Supplies	Other Services	Debt	Capital	Transfers Out	Expenditure/Expenses
5,530,550	422,700	1,722,450	-	-	200,000	7,875,700
-	-	2,200	-	-	-	2,200
-	-	42,500	-	-	-	42,500
-	-	3,500	-	-	-	3,500
-	-	-	-	-	-	-
-	-	10,000	-	-	-	10,000
548,850	55,900	81,950	-	-	-	686,700
-	-	-	-	-	-	-
-	-	22,500	-	-	2,500	25,000
-	-	50,000	-	-	5,000	55,000
-	-	49,500	-	-	5,500	55,000
-	-	-	-	-	15,000	15,000
-	-	92,500	-	-	20,000	112,500
548,850	55,900	354,650	-	-	48,000	1,007,400
-	-	-	-	-	-	-
-	-	-	102,900	-	-	102,900
-	-	-	542,750	-	-	542,750
-	-	-	90,500	-	-	90,500
-	-	-	-	-	-	-
-	-	-	736,150	-	-	736,150
-	-	-	-	1,000	30,000	31,000
-	-	-	-	-	-	-
-	-	-	-	551,000	-	551,000
-	-	-	-	-	-	-
-	-	-	-	1,065,000	542,750	1,607,750
-	-	-	-	1,617,000	572,750	2,189,750
6,079,400	478,600	2,077,100	736,150	1,617,000	820,750	11,809,000
5,000	-	-	-	-	-	5,000
629,200	109,200	1,727,700	-	157,700	155,000	2,778,800
530,650	95,900	333,300	578,200	266,000	487,500	2,291,550
370,800	29,050	1,111,100	6,700	260,000	278,500	2,056,150
-	13,500	43,000	5,300	250,000	220,000	531,800
1,530,650	247,650	3,215,100	590,200	933,700	1,141,000	7,658,300
1,535,650	247,650	3,215,100	590,200	933,700	1,141,000	7,663,300
7,615,050	726,250	5,292,200	1,326,350	2,550,700	1,961,750	19,472,300

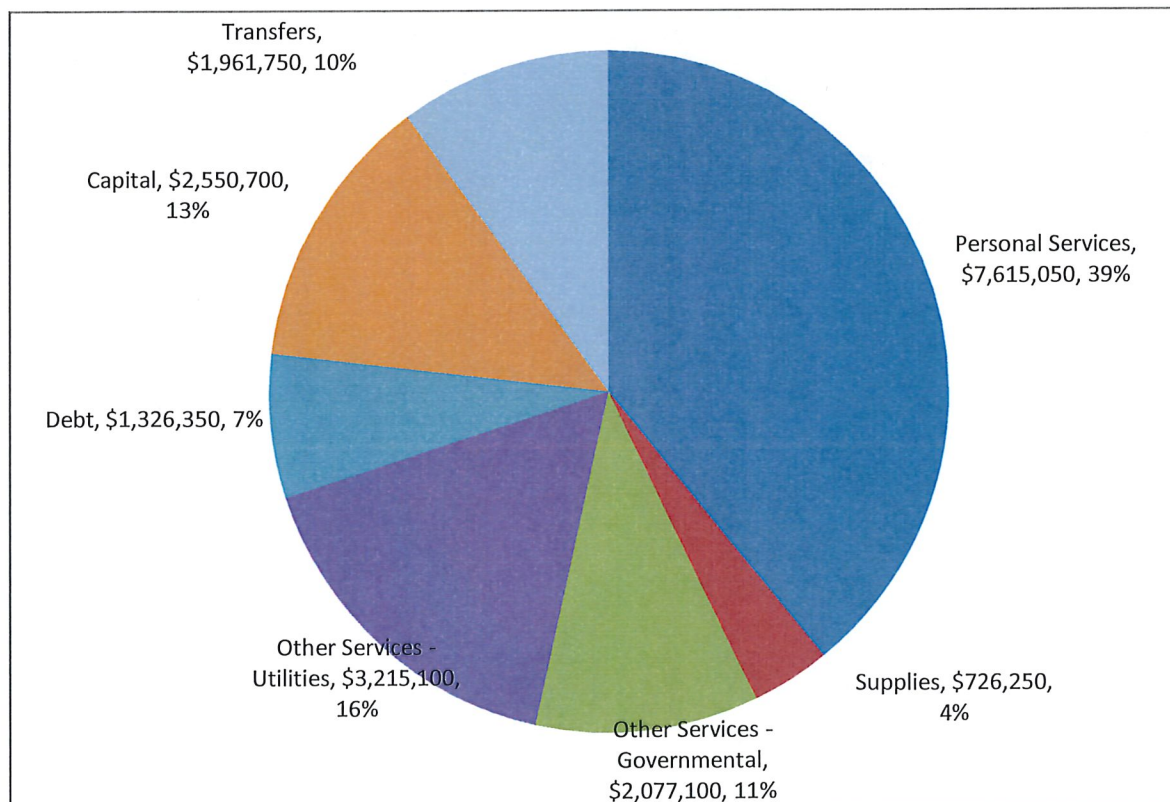
\* - License and Permits, Fines & Forfeitures, Special Assessments, and Miscellaneous.

# City of Cloquet 2021 Budget - All Funds

## Revenues



## Expenditures/Expenses



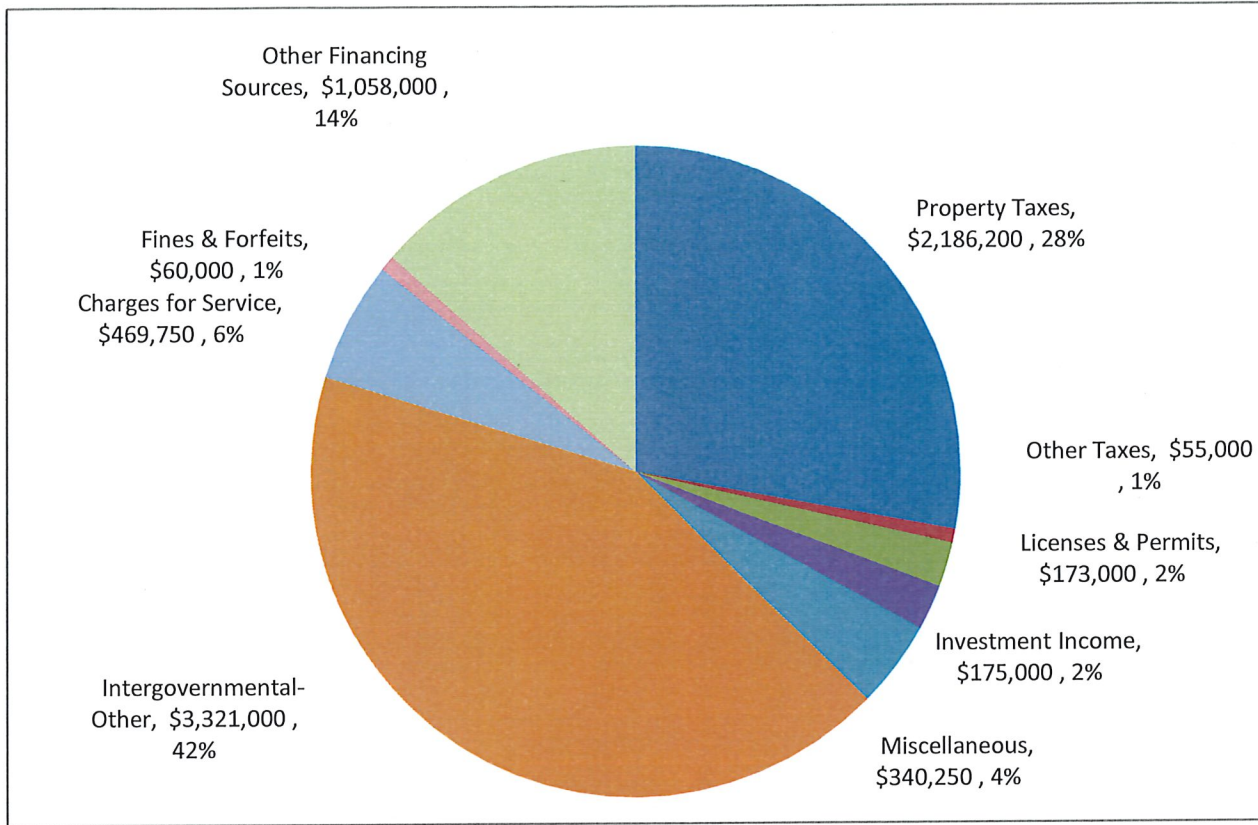
**City of Cloquet**  
**Summary Comparison of General Fund Expenditures & Financing Uses, Revenues & Financing Sources**  
**2018 Actual through 2024 Planning**

Descriptions	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 PROPOSED	2022 PLANNING	2023 PLANNING	2024 PLANNING	CHANGE ('21 to '20 BUDGET)	
								Dollars	Percent
<b>Expenditures &amp; Financing Uses:</b>									
Council & Mayor	\$ 96,026	\$ 224,727	\$ 122,550	\$ 119,300	\$ 107,800	\$ 119,300	\$ 107,800	\$ (3,250)	-2.65%
Elections	19,542	12,718	30,700	-	20,700	-	30,700	(30,700)	-100.00%
Administration	174,158	264,618	322,600	335,000	351,550	360,800	373,350	12,400	3.84%
Human Resources	83,336	148,892	151,750	153,800	157,050	163,400	164,800	2,050	1.35%
Finance	179,786	232,345	245,000	268,800	268,100	276,350	284,100	23,800	9.71%
Prosecution	115,488	134,266	120,000	120,000	120,000	120,000	120,000	-	-
Managed Information Technology	58,464	65,578	60,000	60,000	60,000	60,000	60,000	-	-
Building & Planning Services	231,283	238,134	240,100	299,650	267,800	314,850	285,150	59,550	24.80%
General Government Bldgs	110,043	115,753	123,450	131,650	132,700	135,050	137,400	8,200	6.64%
WLSSD District Wide Allocation	26,004	25,807	25,500	26,000	26,000	26,000	26,000	500	1.96%
Public Safety Building	31,269	35,832	27,500	27,500	27,500	27,500	27,500	-	-
Police & Other Public Safety	3,045,042	3,051,766	3,211,700	3,241,350	3,342,950	3,434,900	3,519,850	29,650	0.92%
Highways, Streets, & Roadways	983,443	1,548,940	1,556,400	1,671,700	1,682,850	1,729,400	1,769,650	115,300	7.41%
Snow Removal	58,737	67,870	65,000	65,000	65,000	65,000	65,000	-	-
Street Lighting	128,844	108,634	137,500	135,500	135,500	135,500	135,500	(2,000)	-1.45%
Weed Control	12,305	21,378	12,500	15,000	15,000	15,000	15,000	2,500	20.00%
Parks	673,157	1,021,967	698,750	790,050	830,700	841,300	852,350	91,300	13.07%
Senior Center	13,688	11,412	13,700	13,700	13,700	13,700	13,700	-	-
Community Development	161,127	151,167	142,850	149,450	152,550	156,550	184,800	6,600	4.62%
Events Coordination	11,346	11,263	9,000	-	15,000	15,000	15,000	(9,000)	-100.00%
Lodging Tax Distribution	52,045	58,513	52,250	52,250	52,250	52,250	52,250	-	-
Other Financing Uses	220,778	1,595,174	200,000	200,000	175,000	175,000	175,000	-	-
<b>Total</b>	<b>\$ 6,485,911</b>	<b>\$ 9,146,755</b>	<b>\$ 7,568,800</b>	<b>\$ 7,875,700</b>	<b>\$ 8,019,700</b>	<b>\$ 8,236,850</b>	<b>\$ 8,414,900</b>	<b>\$ 306,900</b>	<b>4.05%</b>
<b>Revenues &amp; Financing Sources:</b>									
Taxes	\$ 2,070,444	\$ 2,308,234	\$ 2,190,350	\$ 2,241,200	\$ 2,370,000	\$ 2,490,300	\$ 2,555,300	\$ 50,850	2.32%
Licenses & Permits	172,538	185,869	157,500	173,000	173,500	178,500	178,500	\$ 15,500	9.84%
Intergovernmental	2,992,126	3,022,084	3,217,900	3,321,000	3,334,300	3,364,300	3,394,300	\$ 103,100	3.20%
Charges for Service	442,627	438,739	451,050	469,750	474,950	480,250	485,250	\$ 18,700	4.15%
Fines & Forfeits	57,014	54,258	60,000	60,000	60,000	60,000	60,000	\$ -	-
Investment Income	133,499	241,820	150,000	175,000	200,000	225,000	250,000	\$ 25,000	16.67%
Miscellaneous	214,877	400,950	342,000	340,250	341,600	345,700	350,700	\$ (1,750)	-0.51%
Other Financing Sources	250,000	1,499,197	1,000,500	1,058,000	1,086,750	1,116,350	1,141,350	\$ 57,500	5.75%
<b>Total</b>	<b>\$ 6,333,125</b>	<b>\$ 8,151,150</b>	<b>\$ 7,569,300</b>	<b>\$ 7,838,200</b>	<b>\$ 8,041,100</b>	<b>\$ 8,260,400</b>	<b>\$ 8,415,400</b>	<b>\$ 268,900</b>	<b>3.55%</b>
<b>NET CHANGE</b>	<b>\$ (152,786)</b>	<b>\$ (995,604)</b>	<b>\$ 500</b>	<b>\$ (37,500)</b>	<b>\$ 21,400</b>	<b>\$ 23,550</b>	<b>\$ 500</b>	<b>\$ (38,000)</b>	

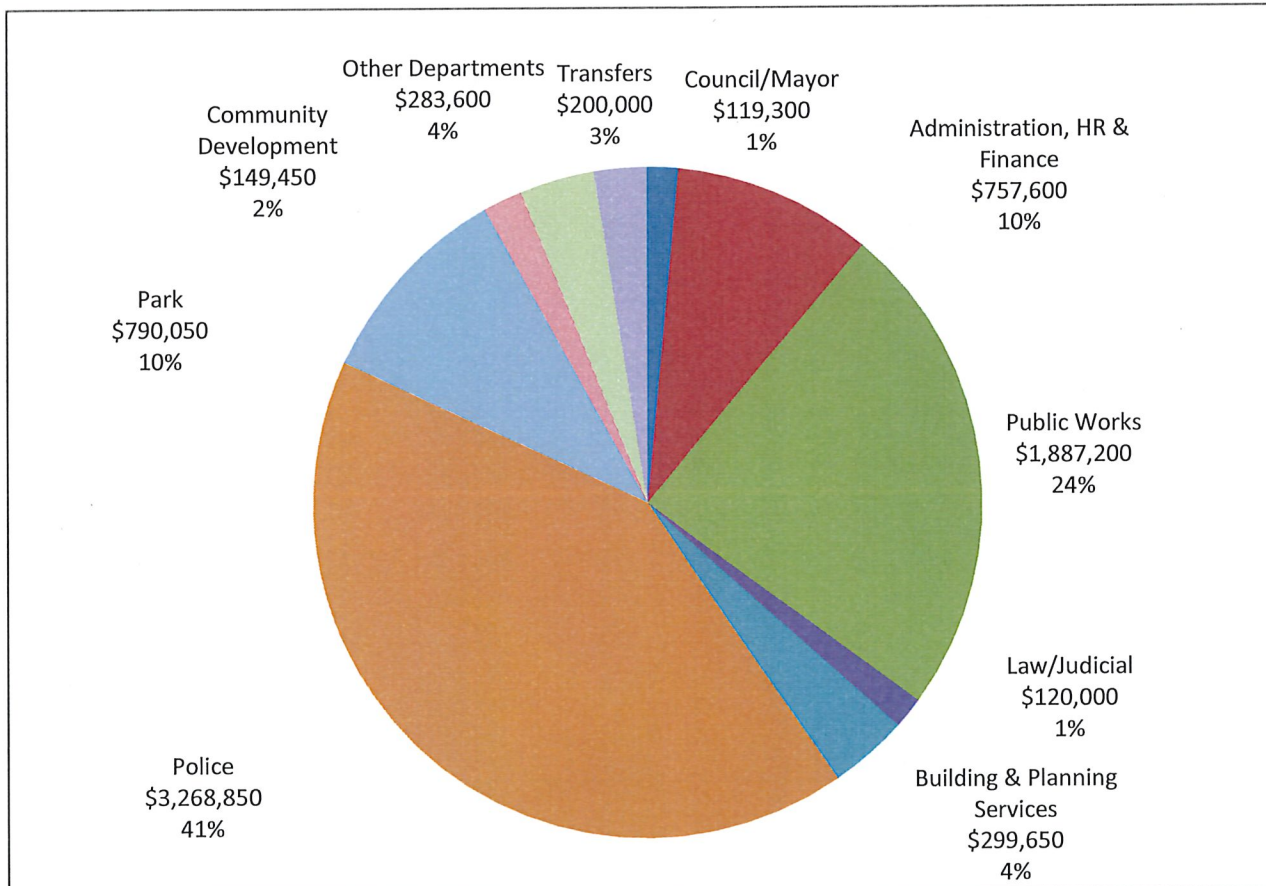
Police Dept      MCCU  
Remodeling      Code update

# City of Cloquet 2021 General Fund Budget

## Revenues



## Expenditures



City of Cloquet, Minnesota

*Capital Plan*

2021 thru 2025

**PROJECTS BY YEAR**

<b>Project Name</b>	<b>Department</b>	<b>Project #</b>	<b>Priority</b>	<b>Project Cost</b>
<b>2021</b>				
Public Works Building	Engineering	EE-005	1	250,000
Pinehurst Playground Replacement	Parks	PP-045	2	60,000
Patrol Vehicle - 2013 Dodge Ram Pick Up	Police	PD-022	2	48,000
Patrol Vehicle - 2017 Ford Interceptor	Police	PD-023	2	48,000
Sanitary Sewer CIPP Lining	Sewer	SWP-005	1	180,000
2008 Loader	Street	SE-201	2	200,000
2004 Single Axle Dump Truck	Street	SE-211	2	65,000
2006 Rubber Tired Backhoe/Rp With Minnie Excavator	Street	SE-227	2	90,000
2015 GMC K2500 Pick-up	Street	SE-701	4	40,000
14th Street Utility Infrastructure	Street & Utilities	STUP-012	2	1,065,000
SCADA Replacement	Utilities	WSP-003	1	250,000
1998 John Deere 1145 Tractor/Mower	Water	WE-306	3	46,000
Spring Lake Reservoir Rehab	Water	WP-027	2	100,000
<b>Total for 2021</b>				<b>2,442,000</b>
<b>2022</b>				
2010 Single Axle Ford Dump Truck	Parks	PE-601	2	55,000
2011 John Deere Front Mower	Parks	PE-602	2	48,000
2012 Ford Dump Truck	Parks	PE-604	2	70,000
2013 Toro Groundmaster Mower	Parks	PE-614	3	65,000
Patrol Vehicle - 2017 Ford Interceptor	Police	PD-020	2	48,000
Patrol Vehicle - 2018 Dodge Charger	Police	PD-021	2	48,000
2007 Ford F-250 Pickup Truck	Street	SE-220	3	0
MNDOT TED Construct Hwy 33 and Gillette Road	Street	STP-047	3	285,000
Antus Addition/14th Street Utility Extension	Street & Utilities	STUP-008	4	650,000
Tall Pine Lane Area	Street & Utilities	STUP-009	3	1,138,000
14th Street Utility Infrastructure	Street & Utilities	STUP-012	2	1,100,000
Meter Replacement	Water	WP-025	1	250,000
<b>Total for 2022</b>				<b>3,757,000</b>
<b>2023</b>				
2005 Chevrolet K1500	Engineering	EE-504	3	0
Athletic Park Playground	Parks	PP-046	3	60,000
Ped Rive Bridge	Parks	PP-048	2	240,000
Patrol Vehicle - 2018 Dodge Ram Pick Up	Police	PD-024	3	49,000
Admin - 2020 Dodge Durango	Police	PD-032	2	45,000
2013 Elgin NP Series Sweeper	Street	SE-214	1	225,000
Replacement of Caterpillar Backhoe	Street	SE-223	2	150,000
2012 Ford F-350 One-Ton Dump Truck	Street	SE-226	2	55,000
32012 F-150 Extended Cab (ENG)	Street	SE-501	3	32,000
Armory Road Area	Street	STP-043	3	1,790,000
17th Street Reconstruct #2	Street & Utilities	STUP-016	3	645,000
Meter Replacement	Water	WP-025	1	250,000

<b>Project Name</b>	<b>Department</b>	<b>Project #</b>	<b>Priority</b>	<b>Project Cost</b>
Spring Lake Reservoir Rehab	Water	WP-027	2	100,000
<b>Total for 2023</b>				<b>3,641,000</b>
<b>2024</b>				
2014 SkiDoo Skandic Grooming Snowmobile	Parks	PE-608	2	17,000
Patrol Vehicle - 2013 Dodge Ram Pick Up	Police	PD-022	2	50,000
Patrol Vehicle - 2017 Ford Interceptor	Police	PD-023	2	50,000
Sewer Televising Camera w/Trailer	Sewer	SWE-406	2	60,000
2013 International Dump Truck	Street	SE-213	3	275,000
2014 Dodge 2500 Pick-up Truck	Street	SE-222	3	35,000
Miscellaneous Street Repair and Overlays	Street	STP-010	1	465,000
Carlton Avenue (22nd to Cloquet Ave)	Street	STP-044	3	435,000
22nd Street (Cloquet Ave to Carlton Ave)	Street	STP-045	3	150,000
Meter Replacement	Water	WP-025	1	250,000
<b>Total for 2024</b>				<b>1,787,000</b>
<b>2025</b>				
2015 GMC 2500 Pick Up Truck	Engineering	EE-506	3	32,000
2015 GMC Crew Cab Pickup	Parks	PE-605	3	45,000
Little Peoples Playground	Parks	PP-047	3	60,000
Patrol Vehicle - 2017 Ford Interceptor	Police	PD-020	2	50,000
Patrol Vehicle - 2018 Dodge Charger	Police	PD-021	2	50,000
2015 GMC Pick-Up Truck	Sewer	SWE-407	3	42,000
Hwy 33 North Sewer Replacement	Sewer	SWP-007	3	100,000
2013 International Dump Truck	Street	SE-212	3	275,000
2015 GMC K2500 Pick-up	Street	SE-701	4	40,000
Prospect Avenue #2	Street & Utilities	STUP-020	3	1,945,685
2011 Hyundai Tracked Excavator	Water	WE-305	2	200,000
2015 GMC Pickup Truck	Water	WE-307	3	35,000
Meter Replacement	Water	WP-025	1	250,000
<b>Total for 2025</b>				<b>3,124,685</b>
<b>GRAND TOTAL</b>				<b>14,751,685</b>



**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Honorable Mayor and City Council  
From: Tim Peterson, City Administrator *tcp*  
Date: September 15, 2020

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**ITEM DESCRIPTION:** 2020 Annual Utility Rate Survey

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**Proposed Action**

Review and discuss the 2020 Annual Utility Rate Study.

**Background/Overview**

In recent budget meetings, the utility budget and CIP was discussed. One item discuss was the AES Study which compared our combined utility rate against other comparable communities and ranks them from low to high.

Annually, we receive updated studies to keep track of these comparison rates. We received the 2020 Annual Utility Rate Survey, which is attached.

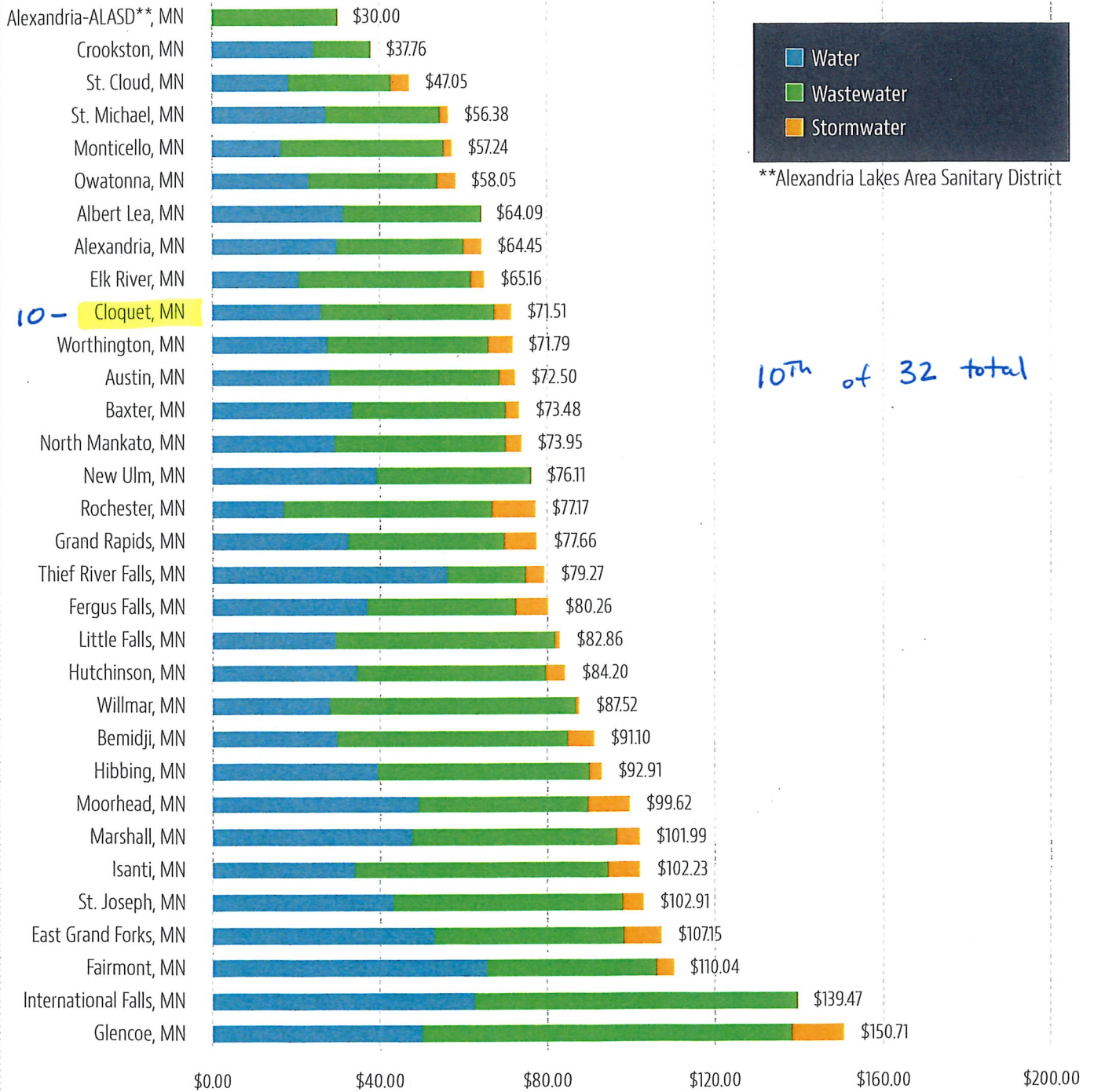
**Supporting Documentation Attached**

- 2020 Annual Utility Rate Survey
- Water Rate Study
- Sewer Rate Study



# MINNESOTA

(Excluding Minneapolis/St. Paul Metro)



■ Water  
■ Wastewater  
■ Stormwater

\*\*Alexandria Lakes Area Sanitary District

10<sup>th</sup> of 32 total



**2021 Update**  
**Projected Cash Balance - Water Fund**

Description	Actual				Budget		Projected					
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
<b>Number of Connections</b>		4,319										
Meter Equivalents (Inside City Customers)	3,888	3,900	3,906	3,911	3,918	3,924	3,929	3,937	3,943	3,950	3,955	
Meter Equivalents (Outside City Customers)	418	419	421	421	422	423	423	424	425	425	426	
<b>Water Sold</b>												
Number of Connections	4,080	4,093	4,101	4,107	4,114	4,121	4,127	4,134	4,141	4,147	4,154	
Residential Use Per Year (1000 gallons)	145,260	149,525	149,023	148,523	148,024	147,522	147,026	146,531	146,037	145,545	145,049	
Commercial/Industrial Use Per Year (1000 gallons)	207,542	190,413	189,779	189,148	200,518	199,844	199,217	198,592	197,969	197,347	196,726	
Outside City Use Per Year (1000 gallons)	22,601	26,395	26,326	26,194	26,126	26,058	25,928	25,860	25,792	25,663	25,596	
Total Water Sold	375,403	366,332	365,129	363,865	374,668	373,425	372,171	370,983	369,798	368,555	367,371	
<b>Actual Total Water Sold</b>		<b>375,675</b>	<b>399,120</b>	<b>397,754</b>								
<b>Water Rates</b>												
Inside Charge (Per 1000 gallons)	\$ 2.00	\$ 2.00	\$ 2.35	\$ 2.70	\$ 3.05	\$ 3.40	\$ 3.75	\$ 4.10	\$ 4.45	\$ 4.80	\$ 5.15	
Outside Charge (Per 1000 gallons)	\$ 3.00	\$ 3.00	\$ 3.35	\$ 3.70	\$ 4.05	\$ 4.40	\$ 4.75	\$ 5.10	\$ 5.45	\$ 5.80	\$ 6.15	
Inside Fixed Charge Per Month (5/8" Equivalent Meter Size)	\$ 4.00	\$ 4.00	\$ 6.00	\$ 6.25	\$ 6.50	\$ 6.75	\$ 7.00	\$ 7.25	\$ 7.50	\$ 7.75	\$ 8.00	
Outside Fixed Charge Per Month (5/8" Equivalent Meter Size)	\$ 5.00	\$ 5.00	\$ 7.00	\$ 7.25	\$ 7.50	\$ 7.75	\$ 8.00	\$ 8.25	\$ 8.50	\$ 8.75	\$ 9.00	
Drinking Water Service Connection Fee Per Month	\$ 0.55	\$ 0.55	\$ 0.55	\$ 0.55	\$ 0.55	\$ 0.55	\$ 0.55	\$ 0.55	\$ 0.55	\$ 0.55	\$ 0.55	
<b>Cash Inflows</b>												
<b>Water Sales</b>												
Residential Water Sales	\$ 290,520	<del>\$ 299,050</del>	<del>\$ 350,205</del>	<del>\$ 401,013</del>	\$ 451,474	\$ 501,576	\$ 551,347	\$ 600,777	\$ 649,865	\$ 698,614	\$ 747,003	
Commercial/Industrial Water Sales	\$ 415,084	<del>\$ 380,825</del>	<del>\$ 445,982</del>	<del>\$ 510,699</del>	\$ 611,579	\$ 679,470	\$ 747,066	\$ 814,228	\$ 880,961	\$ 947,264	\$ 1,013,140	
Outside City Water Sales	\$ 67,803	<del>\$ 79,184</del>	<del>\$ 88,192</del>	<del>\$ 96,919</del>	\$ 105,811	\$ 114,656	\$ 123,157	\$ 131,886	\$ 140,568	\$ 148,847	\$ 157,415	
Fixed Charge	\$ 211,676	<del>\$ 212,317</del>	<del>\$ 316,596</del>	<del>\$ 329,952</del>	\$ 343,584	\$ 357,183	\$ 370,644	\$ 384,452	\$ 398,184	\$ 411,938	\$ 425,650	
Drinking Water Service Connection Fee	\$ 26,928	<del>\$ 27,016</del>	<del>\$ 27,063</del>	<del>\$ 27,104</del>	\$ 27,150	\$ 27,196	\$ 27,236	\$ 27,283	\$ 27,330	\$ 27,370	\$ 27,416	
Total Water Sales Revenue	\$1,012,011	<del>\$ 998,392</del>	<del>\$ 1,228,038</del>	<del>\$ 1,365,687</del>	\$ 1,539,599	\$ 1,680,081	\$ 1,819,450	\$ 1,958,626	\$ 2,096,908	\$ 2,234,034	\$ 2,370,624	
<b>Other Utility Revenue</b>												
Cash Over/Under	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Connection/Reconnection Fees	\$ 12,653	<del>\$ 10,000</del>	<del>\$ 10,000</del>	<del>\$ 10,000</del>	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
Penalties and Forfeited Discount	\$ 15,057	<del>\$ 12,500</del>	<del>\$ 12,500</del>	<del>\$ 12,500</del>	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	
Other Revenue	\$ 2,281	<del>\$ 5,000</del>	<del>\$ 5,000</del>	<del>\$ 5,000</del>	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Total Other Utility Revenue	\$ 29,991	<del>\$ 27,500</del>	<del>\$ 27,500</del>	<del>\$ 27,500</del>	\$ 27,500	\$ 27,500	\$ 27,500	\$ 27,500	\$ 27,500	\$ 27,500	\$ 27,500	
<b>Non Operating Revenue</b>												
Charges for Services (Labor, Equipment and Material)	\$ 18,455	<del>\$ 10,000</del>	<del>\$ 10,000</del>	<del>\$ 10,000</del>	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
Special Assessments	\$ 52,158	<del>\$ 55,000</del>	<del>\$ 55,000</del>	<del>\$ 55,000</del>	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	
Miscellaneous	\$ 12,380	<del>\$ 70,000</del>	<del>\$ 70,000</del>	<del>\$ 70,000</del>	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	
Total Non Operating Revenues	\$ 82,993	<del>\$ 135,000</del>	<del>\$ 135,000</del>	<del>\$ 135,000</del>	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	
<b>Bonds</b>	\$ -	\$ -	\$ 1,357,485	\$ 3,256,725	\$ 2,961,413	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Rev Totals Estimated (w/o Bonds)</b>		<b>\$1,160,892</b>	<b>\$ 1,390,538</b>	<b>\$ 1,528,187</b>	<b>\$ 1,702,099</b>	<b>\$ 1,842,581</b>	<b>\$ 1,981,950</b>	<b>\$ 2,121,126</b>	<b>\$2,259,408</b>	<b>\$ 2,396,534</b>	<b>\$ 2,533,124</b>	
<b>Rev Totals Actual (w/o Bonds)</b>		<b>\$1,220,672</b>	<b>\$ 1,350,978</b>	<b>\$ 1,755,680</b>	<b>\$ 1,702,099</b>	<b>\$ 1,842,581</b>	<b>\$ 1,981,950</b>	<b>\$ 2,121,126</b>	<b>\$2,259,408</b>	<b>\$ 2,396,534</b>	<b>\$ 2,533,124</b>	
				<b>\$ 1,515,700</b>	<b>\$ 1,658,000</b>							

**2021 Update  
Projected Cash Balance - Water Fund**

Description	Actual			Budget		Projected					
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Total Cash Inflows</b>	\$1,124,995	\$1,220,672	\$ 2,708,463	\$ 4,784,911	\$ 4,663,512	\$ 1,842,581	\$ 1,981,950	\$ 2,121,126	\$2,259,408	\$ 2,396,534	\$ 2,533,124
<b>Cash Outflows</b>											
Total O & M Costs	\$1,032,696	\$1,197,684	\$ 1,078,509	\$ 1,186,539	\$ 1,276,450	\$ 1,306,300	\$ 1,339,791	\$ 1,373,882	\$1,408,623	\$ 1,444,024	\$ 1,480,085
Debt Services (Principal + Interest on Bonds)	\$ 26,956	\$ 134,550	\$ 134,550	\$ 338,306	\$ 568,701	\$ 627,478	\$ 628,020	\$ 493,766	\$ 493,466	\$ 493,466	\$ 493,266
Total Capital Improvements	\$ 645,000	\$ -	\$ 1,357,485	\$ 3,406,725	\$ 3,078,913	\$ 353,500	\$ 250,000	\$ 610,000	\$ 318,750	\$ 1,002,000	\$ 750,000
<b>Total Cash Outflows</b>	\$1,704,652	\$1,332,234	\$ 2,570,544	\$ 4,931,570	\$ 4,924,064	\$ 2,287,278	\$ 2,217,811	\$ 2,477,648	\$2,220,839	\$ 2,939,490	\$ 2,723,351
<b>Net Increase (or Decrease)</b>	\$ (579,657)	\$ (111,562)	\$ 137,919	\$ (146,658)	\$ (260,552)	\$ (444,697)	\$ (235,861)	\$ (356,523)	\$ 38,568	\$ (542,957)	\$ (190,228)
<b>Cash Balance</b>											
Cash Balance Jan 1		\$3,614,514	\$ 3,502,952	\$ 3,640,871	\$ 3,494,212	\$ 3,233,660	\$ 2,788,963	\$ 2,553,102	\$2,196,579	\$ 2,235,148	\$ 1,692,191
Cash Balance Dec 31	\$3,614,514	\$3,502,952	\$ 3,640,871	\$ 3,494,212	\$ 3,233,660	\$ 2,788,963	\$ 2,553,102	\$ 2,196,579	\$2,235,148	\$ 1,692,191	\$ 1,501,963

Typical Residential Rate Impacts based on 5,000 gallon monthly average		
Year	2020	2021
Water Use	\$ 15.25	\$ 17.00
Water Fixed	\$ 6.50	\$ 6.75
Sewer Use	\$ 30.25	\$ 31.75
Sewer Fixed	\$ 5.00	\$ 5.50
MDH Fee	\$ 0.85	\$ 0.85
<b>Estimated Total bill at 5,000 Gallons:</b>	<b>\$ 57.85</b>	<b>\$ 61.85</b>

134,550

\$ 4.00 per month increase

**2021 Update**  
**Projected Cash Balance - Sewer Fund**

Description	Actual				Budget		Projected					
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
<b>Sewage</b>												
Number of Connections	3,558	<del>3,563</del>	3,566	3,572	3,575	3,580	3,583	3,588	3,591	3,597	3,600	
Total Sewage Flow Per Year (1000 gallons)	260,025	<del>246,977</del>	245,882	245,372	246,785	246,276	245,195	244,688	243,614	243,108	242,041	
<i>Actual Sewer Sold</i>		<del>259,778</del>	<del>253,030</del>	<del>250,973</del>								
<b>Sewer Rates</b>												
Residential (Per 1000 gallons)	\$ 4.75	\$ 4.75	\$ 5.15	\$ 5.55	\$ 6.05	\$ 6.35	\$ 6.65	\$ 6.95	\$ 7.25	\$ 7.55	\$ 7.85	
Commercial/Industrial/Municipal (Per 1000 gallons)	\$ 4.75	\$ 4.75	\$ 5.15	\$ 5.55	\$ 6.05	\$ 6.35	\$ 6.65	\$ 6.95	\$ 7.25	\$ 7.55	\$ 7.85	
Inside Fixed Charge Per Month (All Meter Size)	\$ 3.00	\$ 3.00	\$ 4.00	\$ 4.00	\$ 5.00	\$ 5.50	\$ 6.00	\$ 6.50	\$ 7.00	\$ 7.50	\$ 8.00	
<b>Cash Inflows</b>												
<b>Operating/Utility Revenue from Sewage</b>												
Sewer Charges	\$ 1,235,119	<del>\$ 1,173,138</del>	<del>\$ 1,266,292</del>	<del>\$ 1,361,817</del>	\$ 1,493,047	\$ 1,563,854	\$ 1,630,549	\$ 1,700,581	\$ 1,766,201	\$ 1,835,463	\$ 1,900,018	
Fixed Charge	\$ 128,088	<del>\$ 128,274</del>	<del>\$ 171,184</del>	<del>\$ 171,433</del>	\$ 214,482	\$ 236,272	\$ 257,981	\$ 279,884	\$ 301,682	\$ 323,698	\$ 345,585	
Total Operating Revenue	\$ 1,363,207	<del>\$ 1,301,413</del>	<del>\$ 1,437,476</del>	<del>\$ 1,533,249</del>	\$ 1,707,529	\$ 1,800,126	\$ 1,888,530	\$ 1,980,465	\$ 2,067,883	\$ 2,159,161	\$ 2,245,603	
<b>Other Utility Revenue</b>												
Connection/Reconnection Fees	\$ 6,763	<del>\$ 5,000</del>	<del>\$ 5,000</del>	<del>\$ 5,000</del>	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Penalties and Forfeited Discount	\$ 15,558	<del>\$ 17,000</del>	<del>\$ 17,000</del>	<del>\$ 17,000</del>	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	
Miscellaneous (Dumping Fees)	\$ 114,743	<del>\$ 120,000</del>	<del>\$ 120,000</del>	<del>\$ 120,000</del>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Other Utility Revenue	\$ 137,064	<del>\$ 142,000</del>	<del>\$ 142,000</del>	<del>\$ 142,000</del>	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	
<b>Non Operating Revenue</b>												
Charges for Service	\$ 5,532	<del>\$ 2,000</del>	<del>\$ 2,000</del>	<del>\$ 2,000</del>	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
Special Assessments	\$ 64,612	<del>\$ 25,000</del>	<del>\$ 25,000</del>	<del>\$ 25,000</del>	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Miscellaneous	\$ 7,568	<del>\$ 45,000</del>	<del>\$ 30,000</del>	<del>\$ 30,000</del>	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	
Total Non Operating Revenues	\$ 77,712	<del>\$ 72,000</del>	<del>\$ 57,000</del>	<del>\$ 57,000</del>	\$ 57,000	\$ 57,000	\$ 57,000	\$ 57,000	\$ 57,000	\$ 57,000	\$ 57,000	
<b>Bonds</b>					\$ 579,847	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Total W/O Bonds</i>					\$ 1,786,529							
<b>Total Cash Inflows</b>	\$ 1,577,983	\$ 1,614,406	\$ 1,597,011	\$ 1,832,195	\$ 2,366,376	\$ 1,879,126	\$ 1,967,530	\$ 2,059,465	\$ 2,146,883	\$ 2,238,161	\$ 2,324,603	
<b>Cash Outflows</b>												
Operating and Maintenance Expenses	\$ 1,446,386	\$ 1,548,329	\$ 1,462,379	\$ 1,647,333	\$ 1,584,800	\$ 1,747,300	\$ 1,786,440	\$ 1,826,360	\$ 1,867,080	\$ 1,908,650	\$ 1,951,060	
Debt Services (Principal + Interest on Bonds)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,590	\$ 44,590	\$ 44,590	\$ 44,590	\$ 44,590	\$ 44,590	
Total Capital Improvements	\$ 125,000	\$ 175,000	<del>\$ 190,000</del>	\$ 85,000	\$ 657,347	\$ 303,500	\$ -	\$ 180,000	\$ 87,500	\$ 426,000	\$ 400,000	
<b>Total Cash Outflows</b>	\$ 1,571,386	\$ 1,723,329	\$ 1,652,379	\$ 1,732,333	\$ 2,242,147	\$ 2,095,390	\$ 1,831,030	\$ 2,050,950	\$ 1,999,170	\$ 2,379,240	\$ 2,395,650	
<b>Net Increase (or Decrease)</b>	\$ 6,597	\$ (108,923)	\$ (55,368)	\$ 99,862	\$ 124,229	\$ (216,264)	\$ 136,499	\$ 8,515	\$ 147,713	\$ (141,079)	\$ (71,047)	
<b>Cash Balance</b>												
Cash Balance Jan 1		\$ 1,090,419	\$ 981,496	\$ 926,128	\$ 1,025,990	\$ 1,150,219	\$ 933,954	\$ 1,070,454	\$ 1,078,969	\$ 1,226,681	\$ 1,085,602	
Cash Balance Dec 31	\$ 1,090,419	\$ 981,496	\$ 926,128	\$ 1,025,990	\$ 1,150,219	\$ 933,954	\$ 1,070,454	\$ 1,078,969	\$ 1,226,681	\$ 1,085,602	\$ 1,014,555	

Typical Residential Rate Impacts based on 5,000 gallon monthly average		
Year	2020	2021
Water Use	\$ 15.25	\$ 17.00
Water Fixed	\$ 6.50	\$ 6.75
Sewer Use	\$ 30.25	\$ 31.75
Sewer Fixed	\$ 5.00	\$ 5.50
MDH Fee	\$ 0.85	\$ 0.85
<b>Estimated Total bill at 5,000 Gallons:</b>	<b>\$ 57.85</b>	<b>\$ 61.85</b>

\$ 4.00 per month increase



**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Tim Peterson, City Administrator *TP*  
Date: September 15, 2020

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**ITEM DESCRIPTION:** CARES Act Grant

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**Proposed Action**

Staff recommends the City Council move to approve **RESOLUTION NO. 20-62, APPROVING THE 2020 CARES ACT FUNDS PROVIDED BY THE COUNTY** in the amount of \$5,498.00 for additional election expenses that are related to COVID-19.

**Background/Overview**

The City is eligible for a grant from the Secretary of State for additional election expenses that are related to COVID-19. The Grant Agreement is made between the State of Minnesota and Carlton County and the amount to be received is based on an allocation formula set by the state with input from counties, cities, and townships. The City's allocation amount is \$5,498.00.

**Financial/Budget/Grant Considerations**

None.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Resolution No. 20-62

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

**RESOLUTION NO. 20-62**

**RESOLUTION APPROVING THE 2020 CARES ACT  
FUNDS PROVIDED BY THE COUNTY**

**WHEREAS**, City Council of the City of Cloquet hereby acknowledges that by virtue of the failure to reach an agreement between the county and the municipality, the sum of \$5,498.00 will be provided by the county to the municipality under the CARES Act grant to which the county is the Grantee, and the municipality acknowledges that it is subject to the provisions of paragraphs 1 through 5, 7 through 11 and 13 through 15 of the 2020 CARES Act Grant Agreement as if it were the Grantee.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA**, approves the 2020 CARES Act funds to be provided by Carlton County.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 15<sup>th</sup> DAY OF SEPTEMBER 2020.**

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

ATTEST:

\_\_\_\_\_  
Tim Peterson, City Administrator



**DEPARTMENT OF PUBLIC WORKS**

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

**REQUEST FOR COUNCIL ACTION**

To: Mayor and City Council  
From: Caleb Peterson, Public Works Director  
Reviewed by: Tim Peterson, City Administrator *TCP*  
Date: September 15, 2020

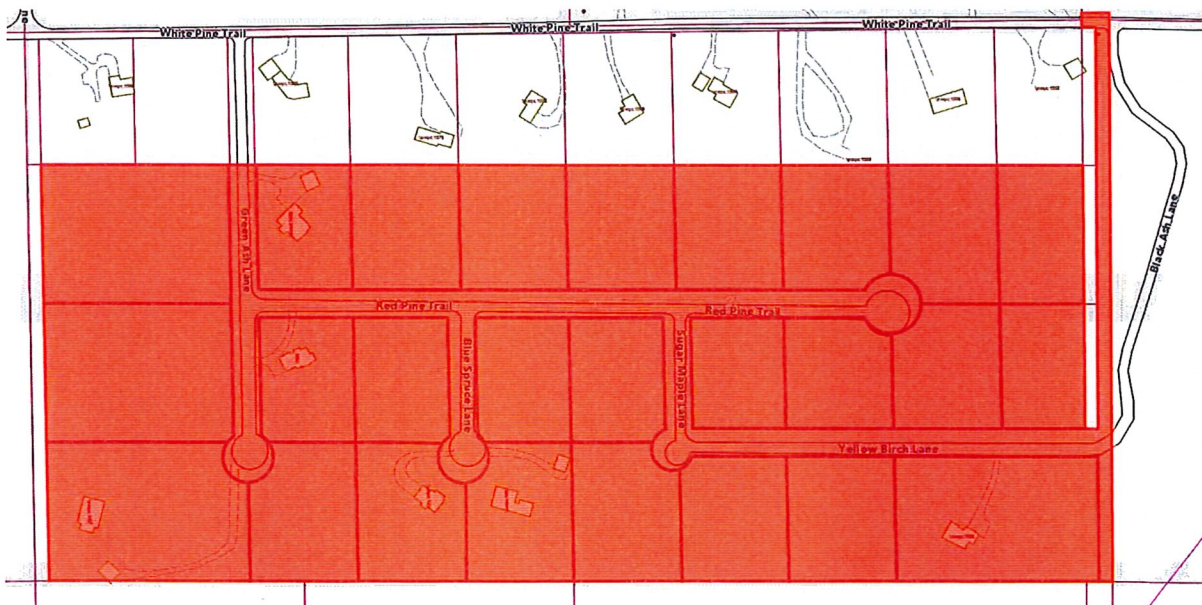
**ITEM DESCRIPTION:** Resolution to Set Public Hearing Date For Proposed Bituminous Paving of Jolicouer Trails First Addition

**Proposed Action**

Staff recommends the City Council move to adopt **RESOLUTION 20-64, ACCEPTING THE FEASIBILITY STUDY AND SETTING A PUBLIC HEARING DATE FOR THE PETITIONED IMPROVEMENT OF JOLICOUER TRAILS FIRST ADDITION** with a proposed hearing date of October 20, 2020.

**Background/Overview**

Jolicouer Trails First Addition was platted in 2003. This Subdivision is located south of White Pine Trail and features large (over one acre) lots for single family homes to be served by private wells and septic systems. Approximately 8 of the 27 platted lots contain homes currently, some lots have sold with no development to date and about half remain developer owned. A map of the area is included below:



In March 2020, the City received a petition (signed by 5 owners representing 20 properties) requesting the consideration of paving streets in this subdivision. At that time, the Council directed staff to prepare a feasibility study for the potential improvements as a portion of the costs associated with such an improvement would be assessed back to benefiting properties per city code. With the feasibility study now complete, the next step in the process is for Council to accept the feasibility study and schedule a public hearing with benefiting property owners to receive comments.

**Policy Objectives**

To advance the petition process for proposed capital improvements projects in accordance with State Statutes and City Code.

**Financial Impacts**

The preliminary engineer's estimate for the project is \$577,403. The City would recoup approximately \$167,760 of this cost in special assessments over 10 years if the project were to move forward. Council should note this improvement is currently not included in the 2021 budget or 5-year CIP financial plan.

**Advisory Committee/Commission Action**

N/A

**Supplemental Documents Attached**

- Resolution No. 20-64
- Feasibility Study

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

**RESOLUTION NO. 20-64**

**RESOLUTION ACCEPTING THE FEASIBILITY STUDY AND  
SETTING A PUBLIC HEARING DATE ON THE PETITIONED IMPROVEMENT  
OF JOLICOUER TRAILS FIRST ADDITION**

**WHEREAS**, The City has received a petition from property owners within the development requesting the gravel roads be improved with bituminous paving.

**WHEREAS**, The feasibility study provides information regarding whether the proposed improvements are necessary, cost-effective and feasible; and

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

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

1. That the Council will consider the bituminous paving improvements of Jolicouer Trails First Addition in accordance with said feasibility study and the possible assessment of abutting property for a portion of the cost of the improvements pursuant to Minnesota Statute, Chapter 429 at an estimated total cost of \$577,403.
2. A public hearing shall be held on October 20, 2020, in a virtual meeting at 7:00 p.m.
3. The City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 15<sup>th</sup>  
DAY OF SEPTEMBER 2020.**

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

ATTEST:

\_\_\_\_\_  
Tim Peterson, City Administrator



**CITY OF CLOQUET**



**FEASIBILITY STUDY**

**For the**

**BITUMINOUS PAVING**

**JOLICOUER TRAILS FIRST ADDITION**

**PROJECT AREA**

**Green Ash Trail - White Pine Trail to South End**

**Blue Spruce Lane – Red Pine Trail to South End**

**Red pine Trail – Green Ash Lane – East End**

**Sugar Maple Lane – Red Pine Trail to Yellow Birch Lane**

**Black Ash Lane – Yellow Birch Lane to White Pine Trail**

**City Project No. 10xx**

**September 2020**

## CERTIFICATION SHEET

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



Signature \_\_\_\_\_

Typed or Printed Name John M. Anderson

Date: 9/9/20 License Number 25889

## I. Project Description

Residents in the **Jolicouer Trail First Addition** submitted a petition to pave the gravel roads in their neighborhood. The petition is attached in **APPENDIX A**. The subdivision was platted in 2003 and the roads were graded and surfaced with gravel. In November of 2006 the City accepted the streets and the City took over maintenance responsibilities of the public streets within the development.

Currently there are 6 homes built in the development which contains a total of 27 buildable lots. There are two lots from the plat **Jolicouer Trails that would front on the improvement in question**. The petition submitted to the City was signed by 5 owners representing 20 of the parcels within the subdivision. The subdivision has a total of 1.1 miles (5900 feet) of roadway that is being proposed to be paved. The table below shows the street segments within the development.

No.	Street	From	To	Length feet
1	Green Ash	White Pine Trail	Red Pine Trail	643
2	Green Ash	Red Pine Trail	South end	384
3	Blue Spruce Lane	Red Pine Trail	South end	378
4	Red Pine Trail	Green Ash Lane	Blue Spruce Lane	518
5	Red Pine Trail	Blue Spruce Lane	Sugar Maple Lane	506
6	Red Pine Trail	Sugar Maple Lane	East End	539
7	Sugar Maple Lane	Red Pine Trail	Yellow Birch Lane	528
8	Yellow Birch Lane	Sugar Maple Lane	East End	980
9	Black Ash Lane	Yellow Birch Lane	White Pine Trail	1125

## II. Design Considerations

Paving existing gravel roadways is commonly thought to be fairly straight forward and relatively inexpensive since all the preparatory work has already been completed. As the roadways are a piece of infrastructure the City is responsible to maintain regardless of the surface type, it is important to make sure any improvement that is made will be durable and maintainable going forward.

One major design element associated with road construction that impacts the service life is drainage. In evaluating the existing conditions, we have identified several locations where the original roadway grading did not establish adequate ditches that would facilitate drainage needed for a paved roadway section. Prior to paving these areas should be graded to establish the needed ditching.

The typical street section that would be built on a development such as this would include a paved width of 24 feet. Given the width of the existing road and the grading that was

done with the development a 22 foot wide street would fit and should still provide adequate width for a local low volume street.

There are three cul-de-sacs within this development one each located on Green Ash Lane, Red Pine Trail, and Blue Spruce Lane. The City's street design requirements call for an 80-foot diameter cul-de-sac be constructed. Due to the limited space and working to fit the cul-de-sac in with the existing grading, we anticipate a 70-foot diameter cul-de-sac to be constructed. There is one eyebrow at the intersection of Sugar Maple Lane and Yellow Birch Lane. The eyebrow is platted but the roadway was built to make a 90-degree corner here with no additional roadway surface within the eyebrow.

One basic design consideration related to paving a gravel road is the thickness of the paving and gravel base. The paving section constructed on White Pine Trail in 2015 included 2 lifts of bituminous pavement for a total of 3 ½ inches in thickness. We anticipate a very similar section to be adequate in this development. Soil in the area are generally gravel over a sandy subgrade. We propose to include in the roadway section an additional 4 inches of CL5 aggregate base on top of the existing surface to provide material to grade and establish a crown in the road.

### III. Right of Way

There are two items of concern related to right of way in order to complete this project. The first concern is related the fact that the original grading varied slightly from the platted right of way dedicated in the plat therefore in some locations portions of the cul-de-sac paving goes outside the right of way. Similarly in some locations the grading and brushing of the ditches goes beyond the dedicated right of way. This can be solved by recording easements to provide the needed right of way to construct the improvements within. No costs have been included for the preparation of easement documents in the scope of this project.

The second right of way issue is related to the location of Black Ash Lane. The entire length of Black Ash Lane from White Pine Trail to Yellow Birch Lane is constructed on a parcel of land owned by the City of Cloquet and not within the right of way platted for this street. As a result of this there is a lot (Lot 8 Block 2 Jolicouer Trails First Addition) that has no frontage on an improved public street. One possible resolution to this situation would be for the area to be replatted to dedicate right of way for the street in its current locations, vacate the platted street and extend the lot lines for Lot 8 Block 2 **Jolicouer Trails** and lots 8 and 9 Block 2 **Jolicouer Trails First Addition** easterly to intersect the new westerly right of way line of Black Ash Lane. This would involve combining the above-mentioned lots with and Outlots A, B and C **Jolicouer Trails First Addition** and city owned property to result in a contiguous lot with frontage along the easterly boundary of each lot along Black Ash Lane.

Costs associated with this vacation, replatting, and lot combination have not been included in costs estimates. The right of way for Black Ash Lane should resolved prior to proceeding with any improvements to this street.

#### **IV. Permits**

An NPDES Construction permit will be required for this construction. This permit deals with erosion control associated with construction projects. The amount of new impervious area is anticipated to be under the threshold that would require storm water treatment associated with this improvement.

#### **V. Cost Estimate & Funding**

The engineer's estimate for the project can be found in **Appendix C** of this report. The total project cost is estimated at \$577,403. Proposed funding is projected to come from the general fund and special assessments. A breakdown of project cost by fund is as follows:

General Fund.....	\$ 409,643
Special Assessments.....	\$ 167,760

A preliminary assessment role has been prepared in accordance with Chapter 12 of City Code. A copy can be found in **Appendix C** of this report. Total assessment estimates are equal to \$167,760 or approximately 29% of the total project cost.

#### **VI. Project Schedule**

The schedule for the proposed improvements is as follows:

Receive Feasibility Study / Order Public Hearing.....	August 2020
Public Hearing.....	September 2020
Advertise for Bid.....	November 2020
Open Bids.....	December 2020
Award Bids.....	January 2021
Start Construction .....	May 2021
Substantial Completion of Construction .....	July 2021
Assessment Hearing .....	February 2022

#### **VII. Cost Effective and Necessary**

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

#### **VIII. Conclusion & Recommendations**

Based upon the information contained in this report, the proposed Jolicouer Trail Bituminous Paving Project is feasible from an engineering and financial standpoint.

**APPENDIX A**  
**Property Owner Petition**

**Jolicouer Trails, Inc.**  
**MEMO**

**Greg Peter Hallback**  
**903 Carlton Avenue**  
**Cloquet, MN 55720**  
**(701) 936-9548**

DATE: February 25, 2020  
TO: Mr. Caleb Peterson, Director of Public Works, City of Cloquet  
RE: Paving Jolicouer Trails First Addition Development  
MEMO: Hello Caleb,

Chris Roningen, president of Jolicouer Trails, Inc., and I finally got around to taking the next step in paving the streets of our Jolicouer Trails First Addition development. What I am dropping off is this memo and a petition to the Mayor and City Council signed by the property owners for the paving of the streets.

In brief I understand you will review this petition and formally submit it to the Mayor and City Council. I further understand you will request the City Council to approve a feasibility study by your office to analyze the physical details and projected costs. Eventually the property owners would be notified of a public hearing. If the Council finds that hearing to be positive, the project will be let out for bids by your office, scheduled for construction, and financed.

On June 13<sup>th</sup> I went door to door explaining the concept of paving the streets to the home owners and how the process would proceed. Every property owner, except one, enthusiastically approved of the idea – even after the costs were noted. Tentative costs were estimated at \$6,250 for a typical lot, with that number going up or down depending on the economy, the price of materials, etc. And, this could be paid as a one time lump sum or financed through the County at about 2 ½%/annum over ten years. The only property owner to not sign was not negative and would not protest the project; it was just that he didn't mind unpaved streets. All other property owners expressed 'sooner the better.'

The sold lots that were not built on were not approached. Although, we have verbal approvals from some and could have their signatures to you if need be.

Of the 27 lots of Jolicouer Trails First Addition the petition has 20 signed for. The paving would include small portions of the original Jolicouer Trails development, i.e., Block 1, Lot 2, Block 2, Lot 1, and Block 2, Lot 8. Chris Roningen owns Block 1, Lot 2, so that is a nonissue, and the owners of the two

other lots have already approved of paving White Pine Trail, so they would probably approve of this paving proposition.

If the paving project moves ahead, we will gladly meet with you to attend to the details of Outlots A, B, and C at the eastern edge of the development in relation to the existing road and the City property to the east. Please let me know if there is anything else I can do for you. We look forward to hearing from you.

Thanks for your time,

Greg Hallback  
Jolicouer Trails, Inc.  
cc; on file  
attached; Petition to the Mayor and City Council



PETITION

To the Mayor and City Council  
Cloquet, Minnesota 55720

We, the undersigned, owners of property along Green Ash Lane, Red Pine Trail, Blue Spruce Land, Sugar Maple Lane, Yellow Birch Lane and Black Ash Lane hereby petition the City Of Cloquet to consider the paving of these gravel streets pursuant to Minnesota Statutes, Chapter 429.

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

NAME	DATE	ADDRESS
<u>Timothy D. Miller</u>	<u>6/13/19</u>	<u>1437 Blue Spruce Lane</u>
<u>Steve Kjel</u>	<u>6/13/19</u>	<u>1436 BLUE SPRUCE LN</u>
<u>Muu Nur</u>	<u>6/13/19</u>	<u>1437 Green Ash Lane</u>
<u>Shawn Kacevich</u>	<u>6/13/19</u>	<u>1428 GREEN ASH LANE</u>
<u>Ch H P</u>	<u>2/24/20</u>	<u>BLOCK 1 LOT 1</u>
<u>Ch H P</u>	<u>2/24/20</u>	<u>BLOCK 1 LOT 2</u>
<u>Ch H P</u>	<u>2/24/20</u>	<u>BLOCK 1 LOT 6</u>
<u>Ch H P</u>	<u>2/24/20</u>	<u>BLOCK 1 LOT 9</u>
<u>Ch H P</u>	<u>2/24/20</u>	<u>BLOCK 1 LOT 10</u>
<u>Ch H P</u>	<u>2/24/20</u>	<u>BLOCK 1 LOT 11</u>
<u>Ch H P</u>	<u>2/24/20</u>	<u>BLOCK 2 LOT 2</u>

W.H.M. 2/24/20

BLOCK 2, LOT 3

W.H.M. 2/24/20

BLOCK 2, LOT 4

W.H.M. 2/24/20

BLOCK 2, LOT 5

W.H.M. 2/24/20

BLOCK 2, LOT 6

W.H.M. 2/24/20

BLOCK 2, LOT 7

W.H.M. 2/24/20

BLOCK 2, LOT 8

W.H.M. 2/24/20

BLOCK 2, LOT 9

W.H.M. 2/24/20

BLOCK 2, LOT 10

W.H.M. 2/24/20

BLOCK 2, LOT 12

Blank lined area for additional entries.

Blank lined area for additional entries.

## APPENDIX B Engineers Estimate

Joliquer Trail Paving					
Cost Estimate					
No.		units	Qty.	Unit Price	Cost
1	6" Class 5	CY	4,773	\$ 30.00	\$ 143,197
2	2" Base	TON	1,785	\$ 100.00	\$ 178,505
3	1.5" Wear	TON	1,388	\$ 100.00	\$ 138,837
4	Shouldering	CY	734	\$ 50.00	\$ 36,717
5	Tack	GAL	1,731	\$ 5.00	\$ 8,654
6	Ditch Grading	Lump	1	\$ 15,000.00	\$ 15,000
7	Ditch brushing	Lump	1	\$ 2,000.00	\$ 2,000
8	Ditch Restoration	Lump	1	\$ 2,000.00	\$ 2,000
					\$ 524,491
				Engineering	\$ 52,449
				10%	\$ 52,449
				<b>Total Project Cost</b>	<b>\$ 577,403</b>

# APPENDIX C

## Preliminary Special Assessment Roll



**Jolicouer Trails First Addition Street Improvements**

Bituminous Pavement, Grading and Drainage

City Contract No. *Not Assigned***Preliminary Project Assessment Roll****Preliminary Assessment**

<u>Property Owner</u>	<u>Description</u>	<u>Parcel No.</u>	<u>Assessed Frontage</u>	<u>Total Assessment</u>	<u>Lot Type</u>	<u>Previous Assessment</u>
<b><u>JOLICOUER TRAILS (Plat 675)</u></b>						
1	Block: 1 Lot: 2	06-675-0040	100.42	\$2,209.24	Corner	Yes
<b><u>JOLICOUER TRAILS FIRST ADDITION (Plat 678)</u></b>						
2	Block: 1 Lot: 1	06-678-0020	328.48	\$7,226.56	Standard	No
3	Block: 1 Lot: 2	06-678-0040	334.70	\$7,363.40	Standard	No
4	Block: 1 Lot: 3	06-678-0060	315.35	\$6,937.70	Irregular	No
5	Block: 1 Lot: 4	06-678-0080	238.42	\$5,245.24	Irregular	No
6	Block: 1 Lot: 5	06-678-0100	323.61	\$7,119.42	Corner	No
7	Block: 1 Lot: 6	06-678-0120	323.73	\$7,122.06	Corner	No
8	Block: 1 Lot: 7	06-678-0140	238.42	\$5,245.24	Irregular	No
9	Block: 1 Lot: 8	06-678-0160	238.42	\$5,245.24	Irregular	No
10	Block: 1 Lot: 9	06-678-0180	222.62	\$4,897.64	Corner	No
11	Block: 1 Lot: 10	06-678-0200	222.62	\$4,897.64	Corner	No

12	Block: 1 Lot: 11	06-678-0220	238.42	\$5,245.24	Irregular	No
13	Block: 1 Lot: 12	06-678-0240	269.08	\$5,919.76	Standard	No
14	Block: 1 Lot: 13	06-678-0260	255.63	\$5,623.86	Standard	No
15	Block: 1 Lot: 14 & 15	06-678-0280	452.46	\$9,954.12	Standard	No
16	Block: 2 Lot: 12	06-678-0540	310.11	\$6,822.42	Corner	No
17	Block: 2 Lot: 11	06-678-0520	262.47	\$5,774.34	Standard	No
18	Block: 2 Lot: 10	06-678-0500	246.06	\$5,413.32	Irregular	No
19	Block: 2 Lot: 9	06-678-0480	296.05	\$6,513.10	Corner	No
20	Block: 2 Lot: 8	06-678-0460	328.42	\$7,225.24	Standard	No
<b><u>JOLICOUER TRAILS (Plat 675)</u></b>						
21	Block: 2 Lot: 8	06-675-0200	120.01	\$2,640.22	Corner	Yes
<b><u>JOLICOUER TRAILS FIRST ADDITION (Plat 678)</u></b>						
22	Block: 2 Lot: 7	06-678-0440	247.02	\$5,434.44	Irregular	No
23	Block: 2 Lot: 6	06-678-0420	268.64	\$5,910.08	Standard	No
24	Block: 2 Lot: 5	06-678-0400	255.63	\$5,623.86	Standard	No
25	Block: 2 Lot: 4	06-678-0380	255.63	\$5,623.86	Standard	No
26	Block: 2 Lot: 3	06-678-0360	255.63	\$5,623.86	Standard	No

27	Block: 2 Lot: 2	06-678-0340	255.63	\$5,623.86	Standard	No
28	Block: 2 Lot: 1	06-678-0320	321.12	\$7,064.64	Corner	No
<b><u>JOLICOUER TRAILS (Plat 675)</u></b>						
29	Block: 2 Lot: 1	06-675-0060	100.68	\$2,214.96	Corner	Yes

Total Assessed Frontage ----- 7625.48

**Total  
Assessment**  
Total Assessed Amount ----- \$167,760.56

Assessment Payment Breakdown:
Bituminous \$ 22.00 Per FF

28

The above numbers are a preliminary 9/8/2020 estimate.

Approved By Council    N/A