



**CITY OF CLOQUET
City Council Agenda
Tuesday, March 6, 2018
7:00 p.m.
City Hall Council Chambers**

Council Work Session is cancelled.

Roll Call.

2. **Pledge of Allegiance.**

3. **Approval of Agenda.**

- a. Approval of March 6, 2018 Council Agenda

4. **Approval of Council Minutes.**

- a. Work Session Minutes from the February 20, 2018 meeting
- b. Regular Council Minutes from the February 20, 2018 meeting

5. **Consent Agenda.**

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

- a. Resolution No. 18-12, Authorizing the Payment of Bills and Payroll
- b. Commission Appointment Policy
- c. PLA Ordinance Amendment
- d. 4th of July Fireworks - Pyrotechnic Display, Inc. Contract
- e. Approval of Raffle Permit – Knights of Columbus

6. **Public Hearings.**

None.



**CITY OF CLOQUET
City Council Agenda
Tuesday, March 6, 2018
7:00 p.m.
City Hall Council Chambers**

7. **Presentations.**

None.

8. **Council Business.**

- a. Northwoods Credit Union Arena Facility Assessment Proposal

9. **Public Comments.**

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

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

11. **Closed Session**

The City Council may adjourn into a closed session as permitted under Minn. Stat. §13D.05 Subdivision 2(a)(2) to discuss internal affairs data relating to allegations of law enforcement personnel misconduct.

12. **Adjournment.**

Cloquet City Council Work Session
Tuesday, February 20, 2018

 **DRAFT**

Present: A. Bailey, D. Bjerkness, K. Kolodge, S. Langley, R. Maki, J. Rock, Mayor Hallback

Absent: None

Staff: J. Barclay, N. Klassen, H. Hansen, C. Peterson

Other: EDA Members R. Peterson, R. Smith, M. Schultz; J. Peterson, Pine Journal

Annual Joint Meeting with EDA

Ms. Hansen began with introductions and noted that the City Council and EDA try to meet on an annual basis to review the past year's activity and the goals for the coming year. Highlights of 2017 include several housing and commercial projects related to the Small Cities Development Program funding, completion both the Cloquet Business and Community Marketing Strategy and the 2017 Downtown Cloquet Revitalization Strategy, and local business promotion.

EDA Chairman Ross Peterson provided an overview of EDA goals for 2018. Goals include the promotion and development of maintenance of housing by implementing the 2014 Cloquet Housing Study and Taskforce recommendations; development of the Business Park; downtown revitalization; workforce development; retail/office development along south Hwy 33 and commercial development along north Hwy 33; business retention, expansion and attraction; and proactive economic and community development leadership support. Ms. Hansen noted that ADY Advantage will pursue businesses to come into Cloquet focusing on transportation distribution and the Agribusiness sectors.

General discussion on the shortage of housing in Cloquet. Mr. Schultz stated the number one complaint he hears from new Sappi employees is the lack of housing in Cloquet. Also discussed were options of mixed commercial use in the Industrial Park and the interest that FDL has in a treatment facility located in the business park.

With no further discussion or questions, the Council thanked the EDA for their time and energy in helping the City with its economic development efforts.

PLA Ordinance Update

Mr. Reeves briefly reviewed the proposed revisions to the City's Project Labor Agreement (PLA) clarifying that the PLA goes into effect when the City's investment reaches \$175,000, and not based on the total value of the project. Mr. Reeves noted he worked with Craig Olson of the Building and Trades Labor Union during the revision process. Council members agreed the \$175,000 may need to be revisited as projects come up.

The revised PLA and ordinance will be ready for March 6, 2018 Council approval.

Legislative Agreement

Mr. Reeves reviewed the proposal from Flaherty & Hood for legislative assistance in the revision of the City's Sales Tax Legislation. Assistance will be in the form of drafting the legislation, monitoring its process, and lobbying for its proposal. City staff will also participate in the lobbying effort.

There being no further business, the meeting adjourned at 6:58 p.m.

Respectfully Submitted,

Aaron Reeves
City Administrator

Council Chambers, Cloquet, Minnesota
7:00 P.M. February 20, 2018

Regular Meeting

 **DRAFT**

Roll Call

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

Councilors Absent: None

Pledge of Allegiance

AGENDA

MOTION: Councilor Bailey moved and Councilor Langley seconded the motion to approve the February 20, 2018 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Kolodge moved and Councilor Maki seconded the motion to approve the minutes of the Work Session and Regular Meeting of January 16, 2018. The motion carried unanimously (7-0).

CONSENT AGENDA

MOTION: Councilor Rock moved and Councilor Kolodge seconded the motion to remove item 5b, *Consideration of Appointment to Boards and Commissions* from the Consent Agenda and add to Council Business as item 8c. The motion carried unanimously (7-0).

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to adopt the amended Consent Agenda of February 20, 2018. The motion carried unanimously (7-0).

- a. Resolution No. 18-08, Resolution Authorizing the Payment of Bills and Payroll
- b. Transfer Single Family Residential County Tax Forfeit Property for Affordable Housing
- c. Fond du Lac Water Agreement
- d. Authorization to Bid Skatepark Improvements

PUBLIC HEARINGS

Second Public Hearing on the 2015-2017 Small Cities Development Program

Mayor Hallback announced that now is the time and place for the second Public Hearing on the 2015-2017 Small Cities Development Program. Community Development Director Hansen explained the State of Minnesota requires a second Public Hearing on the Small Cities Grant Program. Ms. Hansen summarized the utilization of funding by category and the program's results. With no comments from the public, the hearing was closed.

PRESENTATIONS

There were none.

SET PUBLIC HEARING DATE ON PROPOSED 2018 IMPROVEMENT OF STREETS IN THE ARCH STREET AREA

MOTION: Councilor Bailey moved and Councilor Bjerkness seconded the motion to adopt **RESOLUTION NO. 18-09, A RESOLUTION ACCEPTING THE FEASIBILITY STUDY AND SETTING A PUBLIC HEARING DATE ON THE PROPOSED 2018 IMPROVEMENT OF ARCH STREET FROM AVENUE C TO PARK AVENUE AND PARK AVENUE FROM ARCH STREET TO MARKET STREET AND AVENUE D FROM BROADWAY STREET TO MARKET STREET AND AVENUE E FROM ARCH STREET TO MARKET STREET.** 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 Arch Street Area streets; 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 the Arch Street Area Streets 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 \$1,976,927.
2. A public hearing shall be held on March 20, 2018, in the City Council Chambers at 7:00 p.m.
3. The City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

ADVANCE OF STATE AID CONSTRUCTION FUNDS

MOTION: Councilor Rock moved and Councilor Maki seconded the motion to adopt **RESOLUTION NO. 18-10, A RESOLUTION REQUESTING ADVANCE OF MUNICIPAL STATE AID CONSTRUCTION FUNDING.** The motion carried unanimously (7-0).

WHEREAS, the City of Cloquet is planning to implement Municipal State Aid Street Project(s) in 2018 which will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, the City of Cloquet is prepared to proceed with the construction of said project(s) through the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of 1/29/18:	\$ 662,658.33
Less estimated disbursements:	
Project #112-010-003	\$ 873.79
Project #112-145-001	\$ 31,783.20
Project #112-151-001	\$ 13,713.48
Bond Principle (if any)	N/A
Project Finals (overruns)	\$ 43,627.10
Other (Arch Street Reconstruct)	\$ 753,234.00
Other (2018 Overlays)	\$ 660,000.00
Total Estimated Disbursements	\$1,503,231.57
Advance Amount (amount in excess of acct. balance)	\$ 840,573.24

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

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

1. That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the City of Cloquet in an amount up to \$840,500.
2. The City of Cloquet hereby authorizes repayments from subsequent accruals to the Municipal State Aid Street Construction Account of the City from future year allocations until fully repaid.

CONSIDERATION OF APPOINTMENTS TO BOARDS AND COMMISSIONS

MOTION: Councilor Rock moved and Councilor Bjerkness seconded the motion to appoint the various residents identified in the staff memorandum dated February 20, 2018 to the Library Board and Planning Commission, and to table the Citizens Advisory Board and Parks Commission contested vacancies until a policy is drafted and approved and the applicants can be interviewed by the Council. The motion carried unanimously (7-0).

PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Councilor Rock encouraged everyone to follow the Cloquet Park's Department's new Facebook page and Twitter feeds.

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

Aaron Reeves, City Administrator



ADMINISTRATIVE OFFICES

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Phone: 218-879-3347 • Fax: 218-879-6555
email: admin@ci.cloquet.mn.us
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *NK*
Reviewed/Approved by: Aaron Reeves, City Administrator
Date: March 1, 2018

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 18-12, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL.**

Background/Overview

Statutory Cities are required to have most claims authorized by the city council.

Policy Objectives

MN State Statute sections 412.271, Claims and disbursements for Statutory Cities.

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

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

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

RESOLUTION NO. 18-12

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL

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

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

101	General Fund	\$	336,616.79
207	Community Development Operating		13,795.38
226	Park Fund		21,087.77
228	Senior Center		740.25
231	Public Works Reserve		2,211.54
260	Landfill Host Fee		5,469.75
403	Revolving Capital Projects		47,000.04
405	City Sales Tax Projects		11,924.32
600	Water - Lake Superior Waterline		54,866.17
601	Water - In Town		53,603.74
602	Sewer Fund		108,081.45
605	Storm Water Fund		11,845.45
614	CAT-7		10,428.68
701	Employee Severance Benefits		1,444.53
	TOTAL:	\$	<u>679,115.86</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 6TH DAY OF MARCH, 2018.**

ATTEST:

Dave Hallback, Mayor

Aaron Reeves, City Administrator

DATE: 03/01/2018
TIME: 12:19:00
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/06/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
113035	ALL FLAGS LLC	108.30	222.55
125700	BEST OIL COMPANY	1,422.40	708.27
134900	CARLTON COUNTY TREASURER	555.00	31.75
136900	CENTRAL LANDSCAPE SUPPLY, INC.	0.00	454.70
137310	CENTURY LINK	4,425.65	1,484.73
137340	CHAMBERLAIN OIL CO., INC.	32,730.41	826.76
139025	CINTAS	485.45	103.09
139800	CLOQUET AREA CHAMBER OF COMMER	7,547.41	2,383.55
142100	CLOQUET MAIL STATION	31.55	355.76
145300	COMMUNITY PRINTING	3,219.85	511.25
147725	CORE & MAIN LP	0.00	769.56
150100	D A L C O	865.52	282.69
156600	DULUTH LAWN & SPORTS, INC.	0.00	69.98
159350	E.S.R.I. INC.	0.00	1,200.00
160600	EHLERS & ASSOCIATES, INC.	646.25	290.00
161675	EMC NATIONAL LIFE	3,065.60	1,144.15
164900	THE FASTENAL COMPANY	177.88	116.56
173275	BURAND INC	0.00	1,290.25
179750	HAMMERLUND CONSTRUCTION, INC.	0.00	47,000.04
180500	HAWKINS INC	12,227.87	270.00
190400	J. H. LARSON COMPANY	415.60	74.03
190700	JAMAR COMPANY	3,098.31	1,148.44
195045	KEEPRS, INC.	3,016.53	279.35
197325	KRECH OJARD & ASSOCIATES INC	3,330.00	1,650.00
200650	LAMBERT AUTO GLASS	0.00	260.00
202100	LAWSON PRODUCTS INC	107.83	555.21
204400	LINCOLN NATIONAL LIFE	8,684.82	2,766.59
210450	MEDIACOM LLC.	263.37	81.45
211300	MENARDS	0.00	98.03
212400	MICHAUD DIST INC	33.00	33.00
214000	MIELKE ELECTRIC WORKS	807.50	655.00
214800	CITY OF MINNEAPOLIS RECIEVABLE	169.20	114.30
218500	MN CHIEFS OF POLICE	0.00	143.00
219067	MN DEPT OF ADMINISTRATION	4,351.74	2,211.54
220500	MN DEPT OF HEALTH	0.00	5,831.00
220925	MN DEPARTMENT OF PUBLIC SAFETY	0.00	22.00
222600	MN POLLUTION CONTROL AGENCY	23.00	400.00
223700	MN RURAL WATER ASSN	0.00	275.00
223725	MN SHERIFFS' ASSOCIATION	120.00	200.00
227100	MORTON SALT	8,148.07	2,405.75
234600	NORTHERN BUSINESS PRODUCTS	1,558.72	376.26
240575	OPG-3 INC	0.00	185.00
240725	O'REILLY AUTO ENTERPRISES LLC	270.32	40.02
242850	PARSONS ELECTRIC LLC	5,405.67	867.15

INVOICES DUE ON/BEFORE 03/06/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
243535	PERMITWORKS	0.00	6,116.25
244300	BRENT BELICH	217.50	90.00
247250	POWERPLAN	1,200.17	481.20
247400	396-PRAXAIR DISTRIBUTION, INC.	1,782.38	212.00
258200	RUDY GASSERT YETKA	32,300.00	41,492.00
261800	SEH	27,458.85	6,165.30
265650	RSPT c/o SOUTH ST. LOUIS SWCD	0.00	1,210.00
271325	NANCY GETCHELL	1,942.75	47.95
271975	TEAMSTER LOCAL 346 HEALTH FUND	60,118.30	26,422.35
279100	U S BANK EQUIPMENT FINANCE	837.42	418.71
281000	UNITED ELECTRIC COMPANY	257.04	166.97
284875	VERIZON WIRELESS	2,069.12	227.86
286900	W L S S D	151,489.00	77,938.00
287800	WAL-MART COMMUNITY	438.14	10.38
287900	WAL-MART COMMUNITY	694.58	18.96
289015	WELLS FARGO CREDIT CARD	18,065.83	6,758.59
R0001585	CREATIVE SERVICES OF	0.00	224.95
R0001586	GTS EDUCATIONAL EVENTS	0.00	520.00
R0001587	GRANT WRITING USA	0.00	455.00
R0001588	NARTEC INC	0.00	179.22
R0001589	SUPERIOR SOLUTIONS	0.00	7,368.00
TOTAL ALL VENDORS:			256,711.45
Less: CAFD			0.00
Less: Library			(126.90)
Bills approved			256,584.55
Other:			
Payroll			451,419.87
Payroll - benefits			(28,888.56)
Total Bills and Payroll Approved			<u>679,115.86</u>

INVOICES DUE ON/BEFORE 03/06/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
00			
161675	EMC NATIONAL LIFE	3,065.60	1,144.15
204400	LINCOLN NATIONAL LIFE	8,684.82	2,712.71
271975	TEAMSTER LOCAL 346 HEALTH FUND	60,118.30	25,031.70
			28,888.56
41	GENERAL GOVERNMENT		
139025	CINTAS	485.45	65.01
145300	COMMUNITY PRINTING	3,219.85	162.08
150100	D A L C O	865.52	232.43
159350	E.S.R.I. INC.		800.00
160600	EHLERS & ASSOCIATES, INC.	646.25	290.00
190700	JAMAR COMPANY	3,098.31	1,148.44
212400	MICHAUD DIST INC	33.00	33.00
234600	NORTHERN BUSINESS PRODUCTS	1,558.72	76.26
240575	OPG-3 INC		185.00
243535	PERMITWORKS		6,116.25
258200	RUDY GASSERT YETKA	32,300.00	26,466.50
279100	U S BANK EQUIPMENT FINANCE	837.42	157.02
281000	UNITED ELECTRIC COMPANY	257.04	166.97
289015	WELLS FARGO CREDIT CARD	18,065.83	1,317.51
R0001586	GTS EDUCATIONAL EVENTS		520.00
	GENERAL GOVERNMENT		37,736.47
42	PUBLIC SAFETY		
134900	CARLTON COUNTY TREASURER	555.00	31.75
137310	CENTURY LINK	4,425.65	637.23
142100	CLOQUET MAIL STATION	31.55	41.66
150100	D A L C O	865.52	50.26
195045	KEEPRS, INC.	3,016.53	279.35
200650	LAMBERT AUTO GLASS		260.00
214800	CITY OF MINNEAPOLIS RECIEVABLE	169.20	114.30
218500	MN CHIEFS OF POLICE		143.00
220925	MN DEPARTMENT OF PUBLIC SAFETY		22.00
223725	MN SHERIFFS' ASSOCIATION	120.00	200.00
234600	NORTHERN BUSINESS PRODUCTS	1,558.72	153.08
244300	BRENT BELICH	217.50	90.00
258200	RUDY GASSERT YETKA	32,300.00	5,255.25
271325	NANCY GETCHELL	1,942.75	47.95

DATE: 03/01/2018
TIME: 12:19:35
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/06/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
279100	U S BANK EQUIPMENT FINANCE	837.42	209.35
287900	WAL-MART COMMUNITY	694.58	18.96
289015	WELLS FARGO CREDIT CARD	18,065.83	3,148.52
R0001585	CREATIVE SERVICES OF		224.95
R0001587	GRANT WRITING USA		455.00
R0001588	NARTEC INC		179.22
	PUBLIC SAFETY		11,561.83
43	PUBLIC WORKS		
137310	CENTURY LINK	4,425.65	135.57
137340	CHAMBERLAIN OIL CO., INC.	32,730.41	826.76
142100	CLOQUET MAIL STATION	31.55	59.97
145300	COMMUNITY PRINTING	3,219.85	82.91
159350	E.S.R.I. INC.		133.34
190400	J. H. LARSON COMPANY	415.60	74.03
202100	LAWSON PRODUCTS INC	107.83	277.61
211300	MENARDS		98.03
227100	MORTON SALT	8,148.07	2,405.75
234600	NORTHERN BUSINESS PRODUCTS	1,558.72	40.13
247250	POWERPLAN	1,200.17	481.20
247400	396-PRAXAIR DISTRIBUTION, INC.	1,782.38	106.00
258200	RUDY GASSERT YETKA	32,300.00	288.75
261800	SEH	27,458.85	880.00
284875	VERIZON WIRELESS	2,069.12	122.83
289015	WELLS FARGO CREDIT CARD	18,065.83	475.53
	PUBLIC WORKS		6,488.41
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER	7,547.41	2,383.55
	COMMUNITY DEVELOPMENT		2,383.55
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
145300	COMMUNITY PRINTING	3,219.85	38.80
234600	NORTHERN BUSINESS PRODUCTS	1,558.72	15.25

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/06/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
258200	RUDY GASSERT YETKA	32,300.00	3,442.50
287800	WAL-MART COMMUNITY	438.14	10.38
289015	WELLS FARGO CREDIT CARD	18,065.83	89.00
	COMMUNITY DEVELOPMENT		3,595.93
LIBRARY FUND			
45	CULTURE AND RECREATION		
242850	PARSONS ELECTRIC LLC	5,405.67	126.90
	CULTURE AND RECREATION		126.90
PARK FUND			
45	CULTURE AND RECREATION		
113035	ALL FLAGS LLC	108.30	222.55
125700	BEST OIL COMPANY	1,422.40	708.27
136900	CENTRAL LANDSCAPE SUPPLY, INC.		454.70
137310	CENTURY LINK	4,425.65	200.36
156600	DULUTH LAWN & SPORTS, INC.		69.98
	CULTURE AND RECREATION		1,655.86
SENIOR CENTER FUND			
45	CULTURE AND RECREATION		
242850	PARSONS ELECTRIC LLC	5,405.67	740.25
	CULTURE AND RECREATION		740.25
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
219067	MN DEPT OF ADMINISTRATION	4,351.74	2,211.54
	PUBLIC SAFETY		2,211.54
LANDFILL HOST FEE			

DATE: 03/01/2018
TIME: 12:19:35
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/06/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

LANDFILL HOST FEE			
43	PUBLIC WORKS		
258200	RUDY GASSERT YETKA	32,300.00	5,469.75
	PUBLIC WORKS		5,469.75
CAPITAL PROJECTS - REVOLVING			
00			
179750	HAMMERLUND CONSTRUCTION, INC.		47,000.04
			47,000.04
CITY SALES TAX CAPITAL			
81			
SPECIAL PROJECTS			
197325	KRECH OJARD & ASSOCIATES INC	3,330.00	1,650.00
222600	MN POLLUTION CONTROL AGENCY	23.00	400.00
261800	SEH	27,458.85	2,506.32
R0001589	SUPERIOR SOLUTIONS		7,368.00
	SPECIAL PROJECTS		11,924.32
WATER - LAKE SUPERIOR WATERLIN			
50			
STATION 1			
214000	MIELKE ELECTRIC WORKS	807.50	218.33
	STATION 1		218.33
51			
STATION 2			
137310	CENTURY LINK	4,425.65	199.90
139025	CINTAS	485.45	38.08
147725	CORE & MAIN LP		769.56
173275	BURAND INC		1,290.25
214000	MIELKE ELECTRIC WORKS	807.50	218.34
289015	WELLS FARGO CREDIT CARD	18,065.83	717.10
	STATION 2		3,233.23

INVOICES DUE ON/BEFORE 03/06/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - LAKE SUPERIOR WATERLIN			
52	LAKE SUPERIOR WATERLINE		
284875	VERIZON WIRELESS	2,069.12	35.01
	LAKE SUPERIOR WATERLINE		35.01
WATER - IN TOWN SYSTEM			
49	CLOQUET		
137310	CENTURY LINK	4,425.65	113.94
142100	CLOQUET MAIL STATION	31.55	76.50
164900	THE FASTENAL COMPANY	177.88	116.56
180500	HAWKINS INC	12,227.87	270.00
202100	LAWSON PRODUCTS INC	107.83	166.56
214000	MIELKE ELECTRIC WORKS	807.50	218.33
220500	MN DEPT OF HEALTH		5,831.00
240725	O'REILLY AUTO ENTERPRISES LLC	270.32	40.02
247400	396-PRAXAIR DISTRIBUTION, INC.	1,782.38	63.60
284875	VERIZON WIRELESS	2,069.12	35.01
289015	WELLS FARGO CREDIT CARD	18,065.83	427.18
	CLOQUET		7,358.70
54	BILLING & COLLECTION		
142100	CLOQUET MAIL STATION	31.55	16.46
145300	COMMUNITY PRINTING	3,219.85	61.64
234600	NORTHERN BUSINESS PRODUCTS	1,558.72	30.51
279100	U S BANK EQUIPMENT FINANCE	837.42	52.34
	BILLING & COLLECTION		160.95
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK	4,425.65	81.34
145300	COMMUNITY PRINTING	3,219.85	82.91
159350	E.S.R.I. INC.		133.33
223700	MN RURAL WATER ASSN		275.00
234600	NORTHERN BUSINESS PRODUCTS	1,558.72	30.51
258200	RUDY GASSERT YETKA	32,300.00	569.25
261800	SEH	27,458.85	1,898.98
289015	WELLS FARGO CREDIT CARD	18,065.83	567.58
	ADMINISTRATION & GENERAL		3,638.90

DATE: 03/01/2018
TIME: 12:19:35
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 03/06/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
00			
286900	W L S S D	151,489.00	-3,832.00
			-3,832.00
55	SANITARY SEWER		
202100	LAWSON PRODUCTS INC	107.83	111.04
247400	396-PRAXAIR DISTRIBUTION, INC.	1,782.38	42.40
284875	VERIZON WIRELESS	2,069.12	35.01
286900	W L S S D	151,489.00	81,770.00
	SANITARY SEWER		81,958.45
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK	4,425.65	54.22
142100	CLOQUET MAIL STATION	31.55	161.17
145300	COMMUNITY PRINTING	3,219.85	82.91
159350	E.S.R.I. INC.		133.33
234600	NORTHERN BUSINESS PRODUCTS	1,558.72	30.52
261800	SEH	27,458.85	880.00
	ADMINISTRATION & GENERAL		1,342.15
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
265650	RSPT c/o SOUTH ST. LOUIS SWCD		1,210.00
289015	WELLS FARGO CREDIT CARD	18,065.83	16.17
	ADMINISTRATION & GENERAL		1,226.17
CABLE TELEVISION			
45	CULTURE AND RECREATION		
137310	CENTURY LINK	4,425.65	62.17
210450	MEDIACOM LLC.	263.37	81.45
	CULTURE AND RECREATION		143.62

DATE: 03/01/2018
TIME: 12:19:35
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 03/06/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
204400	LINCOLN NATIONAL LIFE	8,684.82	53.88
271975	TEAMSTER LOCAL 346 HEALTH FUND	60,118.30	1,390.65
	EMPLOYEE VACATION & SICK		1,444.53
	TOTAL ALL DEPARTMENTS		256,711.45



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: March 6, 2018

ITEM DESCRIPTION: Commission Appointment Policy

Proposed Action

Review and discuss proposed Commission Appointment Policy. If acceptable, a motion to approve the Policy.

Background/Overview

As discussed at the last Council meeting attached is the proposed policy for appointing members to the City's various commissions (a general term for all City advisory boards).

Supporting Documentation Attached

- Draft Commission Appointment Policy

GUIDELINES FOR ADVISORY COMMISSION APPOINTMENTS AND PROCEDURES POLICY

I. PURPOSE

- A. Assure balanced and fair access to the appointment process for all City advisory commission positions appointed by the City Council.
- B. Set up a uniform recruitment and selection policy for all eligible applicants to the City advisory commissions.
- C. Establish and outline the role of advisory commissions and commissioners within the City of Cloquet in a clear format.
- D. Provide applicants to City advisory commissions with necessary information pertinent to their position as an advisory commission member.

II. POLICY

It is the purpose of this policy to provide fair and consistent guidelines to be followed in regards to the application, appointment, orientation and role of advisory commissioners.

III. PROCEDURE

A. Application Process

- 1. Advertisements will be included on the City's website and will be included in the City's official newspaper.
- 2. The advisory commission application will be included on the City of Cloquet website.

B. Appointment Process

- 1. If there are more applications than positions available for any commission openings each applicant will be asked to take part in a fifteen-minute interview with the City Council.
- 2. The interview will consist of open ended questions based on the commission each applicant wishes to serve on, along with standard questions to be asked of all applicants.
- 3. A majority of the Council must approve an appointment. In the event of a stalemate after three rounds of voting on a specific Commission appointment, the Mayor shall have the authority to make the appointment.

C. Orientation

- 1. Each appointed advisory commissioner will receive an orientation packet, which contains all pertinent information to the specific advisory commission on which the commissioner will be serving.
- 2. Orientation meetings will be conducted, consisting of all new advisory commission members and the staff liaisons to each advisory commission.

Guidelines for Advisory Commission Appointments/Procedures

3. Guidelines will be discussed during the orientation process regarding the advisory commissions' relationship to the City Council, emphasizing the advisory commissions' advisory nature to the City Council.

D. Attendance Policy

1. In the event that an advisory commissioner is absent from three meetings in a row, he or she may be removed from the advisory commission.
2. Attendance records shall be included in the advisory commission meeting minutes.
3. Alternate members on each commission are asked to attend all commission meetings; however, alternate members are only permitted to vote in the event that a regular commission member is not present.

IV. RESPONSIBILITY

By accepting this policy, the City of Cloquet accepts responsibility to enact the guidelines and policies as proposed. Any proposed modifications to the policy must be submitted to the City Council for consideration and approval.

Date of Approval:

Signed:

David Hallback, Mayor



ADMINISTRATIVE OFFICES

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Phone: 218-879-3347 • Fax: 218-879-6555
email: areeves@cloquetmn.gov
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: March 6, 2018

ITEM DESCRIPTION: PLA Ordinance Update

Proposed Action

Approve the Ordinance as presented.

Background/Overview

As discussed at the last Work Session the City has received input from the City Attorney, staff, local contractors, and business owners with concern over the current PLA Ordinance requiring PLA's for private projects that receive any City financial assistance. To address this issue staff recommends changing the ordinance to make the City financial assistance contribution threshold to private projects match that of the City construction project threshold of \$175,000. I have reviewed this with Mr. Olson of the Duluth Business Trades and they do not have an objection to this change.

Supporting Documentation Attached

- Ordinance Updating Section 9.2 of City Code

ORDINANCE 472A

AN ORDINANCE ADOPTING AND REQUIRING PROJECT LABOR AGREEMENTS WITHIN THE CITY OF CLOQUET

The Mayor and City Council of the City of Cloquet does hereby ordain that Chapter 9.2 of the Cloquet City Code is hereby replaced as provided below:

Section 9.2 Project Labor Agreements

9.2.01 Policy. The City desires to advance or preserve its own proprietary interest in a Project where it acts as an owner, investor or developer. That interest is best served when construction of "Covered Projects" proceed in a timely, cost-effective manner with the highest degree of quality and with minimal delays and disruptions. City contracts should be performed with the highest degree of safety for workers and the public, and in a manner, that provides meaningful training and employment opportunities for residents. Throughout the state and country, public and private construction owners regularly utilize and require project labor agreements for billions of dollars' worth of construction each year. Project labor agreements that establish uniform terms and conditions of employment for the contractors and other parties working on a project have been shown to provide an effective mechanism for construction management because they allow project owners to:

- (1) Predict their labor costs and requirements and more accurately estimate actual total project costs;
- (2) Promote cost-efficient, timely and safe construction project delivery, by providing access to a reliable supply of properly trained and skilled construction craft personnel for all aspects of the project;
- (3) Assure greater productivity and workmanship quality from construction craft personnel, thereby yielding high quality, cost-efficient projects, while also reducing maintenance and repair costs over the life of the project;
- (4) Integrate work schedules and standardize work rules for the project to provide a well-coordinated, efficiently functioning construction worksite that will minimize delays, promote quality, and maintain project safety; and,
- (5) Assure that construction will proceed without interruption from staffing shortages, high employee turnover, safety incidents, and labor disputes by providing reliable project staffing, contractual guarantees against work stoppages and mutually binding procedures for resolving disputes.

9.2.02 Project Labor Agreement Required. A project labor agreement, will be substantially in the form adopted by resolution of the Council from time to time and will be kept by the city administrator as a public document. It shall be required to be used on any Covered Project, as Covered Project is defined below, which involves a project with a total City investment of \$175,000 or more. Any project labor agreement entered into by the City shall be made binding on all contractors and subcontractors working on the Covered Project. The City shall implement the project labor agreement by requiring adherence to the agreement in the bid specifications and in all relevant bid documents. No contractor shall be required to be or become a party to a collective bargaining agreement on any other construction project in order to qualify to work under a project labor agreement implemented for a particular city project.

Project Defined. "Project" shall mean the erection, destruction, demolition, painting, remodeling or repairing of any building, highway, sidewalk, bridge, water or gas line, sewer and sewage treatment facility or other similar work conducted within the City.

Covered Project Defined. "Covered Project" means that the City has a contract for construction services on a Project owned by the City with a total Project cost of \$175,000 or more, or the City has a proprietary interest because one or more of the following conditions are met:

- (1) The City makes a payment or grant of \$175,000 or more to assist the development of a Project.
- (2) The City guarantees loan payments, lease payments or contract for deed payments of \$175,000 or more to assist the development of a Project.
- (3) The City receives ongoing revenue from a Project to repay loans provided by the City to assist the development of said Project, including incremental tax revenues generated by the Project and used directly or indirectly, to repay the loan by the City where the proceeds of the loan are used for development of that Project and the amount of the loan is \$175,000 or more.
- (4) The City receives ongoing revenue from a Project to pay debt service on bonds provided by the City to assist in the development of said Project, including incremental tax revenues generated by the Project and used, directly or indirectly, to pay debt service on bonds by the City where the proceeds of the bonds issued are used for development of the Project and the amount of the bonds are \$175,000 or more.
- (5) That the City otherwise has assets at risk equal to or in excess of \$175,000 because it has agreed to underwrite or guarantee the development of a Project.

EFFECTIVE DATE.

Subdivision 1: This Ordinance shall be in full force and in effect from and after its passage, approval, recording and publication as provided by law.

Passed and adopted by the City Council of the City of Cloquet on the 6th day of March 2018.

Dave Hallback, Mayor


Attest: _____
Aaron Reeves, City Administrator



ADMINISTRATIVE OFFICES

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www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator 
Date: February 28, 2018

ITEM DESCRIPTION: 4th of July Fireworks

Proposed Action

Staff recommends that the City Council move to authorize the City Administrator to sign a contract with Pyrotechnic Display, Inc. as part of the 2018 4th of July Celebration.

Background/Overview

As the City continues to work with its Events Committee on the preparation for the annual 4th of July celebration, one of the first items to address is the fireworks display. Attached is the contract with Pyrotechnics Display, Inc. for the fireworks display.

As described to the Council in previous years, the Committee is an ad-hoc group of residents unaffiliated with any specific business and/or legal non-profit agency. This status creates a variety of problems of which the Council is aware. Specifically, the Committee is unable to enter into contract for services with certain service providers.

The Committee has been working with the Company and agreed upon a level of fireworks based upon \$12,000. This is the same level as provided in 2017. In the case of the fireworks, the City would be at risk for making payment in the situation the Committee was unable to honor its obligation. There is no other risk involved. The Company is still required to obtain a display permit at a future meeting and, as part of that permit, the City is provided insurance coverage protecting it. The City has taken on this role since 2013 and has not had any problems related to performance by either the contractor or the fund-raising efforts of the Committee.

The Committee does anticipate some challenges in 2018 in fund raising efforts and as a result, has stipulated that it has until May 1, 2018 to verify whether or not the contract will be in an amount different from \$12,000. This would further protect the City.

Policy Objectives

There are no specific policy objectives that apply to this situation. It is legal for the City to enter such contracts for the proposed services.

Financial/Budget/Grant Considerations

The cost, if any, to the City through these contracts is unknown. It could range from several hundred dollars to \$12,000.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Pyrotechnic Display Inc. Contract

PYROTECHNIC DISPLAY, INC. FIREWORKS DISPLAY AGREEMENT

This agreement is entered into this 27th day of February 2018 between Pyrotechnic Display, Inc., a Minnesota Corporation with offices in Clear Lake, Minnesota, ("Pyrotechnic") and City of Cloquet of the City of Cloquet State of Minnesota ("Customer"), for the purchase of a fireworks display. ("Agreement")

SECTION 1 FIREWORKS DISPLAY

Pyrotechnic agrees to furnish for the Customer (1) fireworks display(s), as per the specifications agreed to and made part of this Agreement, on the evening of July 4, 2018 ("Fireworks Display").

SECTION 2 CONTRACT PRICE

In consideration for the Fireworks Display, Customer agrees to pay Pyrotechnic the sum of \$12,000.00 (Twelve thousand and 00/100 dollars) which includes all taxes ("Contract Price"). A service fee of 2% per month shall be added to the Contract Price, or any portion of the Contract Price due, if it is not paid within 30 days of the date payment becomes due under this Agreement.

SECTION 3 MATERIALS AND SERVICES

Pyrotechnic shall be responsible for providing inventory meeting the specifications for the Fireworks Display, and the services of an operator who will be responsible for preparing and conducting the Fireworks Display. Pyrotechnic shall prepare a final design prior to the Fireworks Display, and the exact specifications will be supplied to the Customer after the final design, upon request.

SECTION 4 INSURANCE

Pyrotechnic Display, Inc. shall obtain a Public Liability and Property Damage and Workers Compensation Insurance. Those entities/individuals listed on the certificate of insurance shall be deemed an additional insured per this contract.

SECTION 5 LOCATION

Customer shall be responsible for providing a suitable location for the Fireworks Display. Customer shall cooperate with Pyrotechnic to ensure that the site is suitable for the Fireworks Display, and Pyrotechnic shall have the right to reject a proposed site for lack of accessibility, fire or other safety reasons.

In addition to providing the location, Customer shall be responsible for:

- Providing an appropriate staging area, and a minimum spectator setback of 420 feet.
- Providing for the staging area to be roped off or otherwise clearly marked as off limits to unauthorized personnel.
- Searching the fallout area at first light following a nighttime display.
- Providing security, police and fire protection, to ensure 1) that the staging area and the surrounding setback area will be free from unauthorized persons, and 2) the safety of people in or around the display location.

SECTION 6 WEATHER RELATED POSTPONEMENT AND CANCELLATION.

Customer acknowledges that the Fireworks Display will be provided so long as weather, and weather related conditions, including but not limited to drought and fire risk, permit. In the event of a postponement of the Fireworks display, Customer shall be responsible for payment based on the schedule below, which shall be due within 30 days of the date agreed to in Section 1. If Customer does not reschedule the Fireworks Display within the twelve-month period, an additional 30% of the Contract Price shall be due from the Customer for damages and expenses relating to the cancellation.

If customer chooses to postpone or cancel the Fireworks Display for any reason, customer shall be responsible for payment of the Contract Price based on the schedule below, which shall be due within 30 days of the date agreed to in Section 1.

In the case of postponement or cancellation, Customer shall pay, as an additional fee, the following percentage of the Contract Price.

- At any time prior to the scheduled date of the Fireworks Display, 5% of the Contract Price.
- At any time on the scheduled date for the Fireworks Display, 20% of the Contract Price
- After the commencement of the Fireworks Display, where Pyrotechnic's operator has not determined that the postponement is necessary for weather or weather related circumstances, 100% of the Contract Price.

The Customer agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by Pyrotechnic Display, Inc. in the collection or attempted collections of any amount due under this agreement and invoice.

SECTION 7 ENTIRE AGREEMENT

This Contract and the Fireworks Exhibition and Display Program constitutes the entire agreement between the parties hereto, and there are no other understandings, either oral or written, regarding to the subject matter hereof. The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

NOTE: Any changes without Pyrotechnic Display, Inc. approval will cancel agreement.
NOTE: This agreement will be withdrawn if not accepted within 45 days.

IN WITNESS WHEREOF, the undersigned executed this Contract by and through their authorized representatives whose names appear below.

Signed on: _____, 20____.
PYROTECHNIC DISPLAY, INC.

BY: _____

NAME: Mark C. Hanson
(PLEASE TYPE OR PRINT)

ITS: Event Producer

Pyrotechnic Display, Inc.
9405 River Road SE
Clear Lake, MN 55319
Telephone: (800) 507-9074, Ext. 1

Signed on: _____, 20____.
CUSTOMER:

BY: _____
**Its duly authorized agent, who represents
he/she has full authority to bind the
customer**

NAME: _____
(PLEASE TYPE OR PRINT)

ITS: _____


Address: _____
City/State: _____, ____
Zip Code: _____
Telephone: (____) _____ - _____
Email: _____



ADMINISTRATIVE OFFICES

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email: admin@ci.cloquet.mn.us
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator 
Date: February 26, 2018

ITEM DESCRIPTION: Approval of Raffle Permit

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 18-11, A RESOLUTION APPROVING EXEMPT PERMIT TO CONDUCT A RAFFLE EVENT AT KNIGHTS OF COLUMBUS.**

Background/Overview

The City has received an application from Knights of Columbus Council 5132 for a raffle event to be held on April 22, 2018 at Knights of Columbus Hall, 208 Avenue C.

Policy Objectives

Approval of application by local community is required under MN Statutes.

Financial/Budget/Grant Considerations

There is no cost to the City regarding the approval of the application nor does the City retain any fees for its consideration.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution 18-11
- LG220 Application for Exempt Permit

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Knights of Columbus Council 5132 Previous Gambling Permit Number: X-04207

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 30-0591121

Mailing Address: 208 Avenue C

City: Cloquet State: MN Zip: 55720 County: Carlton

Name of Chief Executive Officer (CEO): Daniel Wappes

CEO Daytime Phone: 218-451-0066 CEO Email: ldwappes@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Knights of Columbus Hall

Physical Address (do not use P.O. box): 208 Avenue C

Check one:

City: Cloquet Zip: 55720 County: Carlton

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): April 22, 2018

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

Bingo Paddlewheels Pull-Tabs Tipboards

Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$5,000.00)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	---

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Daniel A. Wappes* Date: 2-14-18
(Signature must be CEO's signature; designee may not sign)

Print Name: Daniel A. Wappes

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

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

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

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

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

Mail application with:

_____ a copy of your proof of nonprofit status; and

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

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

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

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

SUPREME COUNCIL



NIGHTS OF COLUMBUS

To whom it may concern - Greeting:

Whereas, it having been made known to the Officers of the Supreme Council of the **KNIGHTS OF COLUMBUS** that a sufficient number of eligible men residing in the City of Cloquet, in Minnesota have duly petitioned that they be granted a charter and authorized to organize and maintain a Council of the Knights of Columbus within said City and it appearing to be for the benefit of said Knights of Columbus that their petition be granted Therefore be it known that the duly authorized Officers of the Knights of Columbus by and with the consent of said Supreme Council hereby authorize and direct the following named gentlemen to assemble and work as a regularly constituted Council of the Knights of Columbus to be designated by the name

Bishop Welch Council Number 5132

W.A. BELDEN, W. BONHAM, A. BURNS, P. BUTLER, J. CHARTIER, R. CHARTIER, C. DOFFING, J. FUREY, J. HOVANEK, D. HOWE, L. LOISEL, R. LUKE, J. MEDES, D. MEISNER, B. MICKÉ, B.O. NEMMERS, S. J. NEPHEW, J. NEWVILLE, W. NYNAS, J. SETTERQUIST, B. TROCHLIL, L. URBANSKI, J. BEHL, D. CARTER, R. DECAIGNY, K.O. EVENSON, C. KLOSNER, D. LA VOI, U. LA VOY, D. LEMAY, F. LOCKE, W.E. MILLS, A. OSWALD, B. OSWALD, H. PAUL, A. PLANTE, F. RAUSHEL, P. RIZZI, W. ROSENTHAL, P. TYMAN, A. VRANESICH.

And we do hereby Grant to said Brothers aforesaid to receive members and perform all work of the Knights of Columbus agreeable to the usages of the Knights of Columbus, to exact from their members such fees as they shall judge necessary for the support of their Council, and the regular payments of all legal dues and assessments and to observe with due respect all ordinances emanating from the Supreme Council of the Knights of Columbus!

In Testimony Whereof We have hereunto affixed our names, under the seal of the Supreme Council

_____ Supreme Knight

Given this Twentieth day of April 1961

Joseph J. Paul Supreme Secretary





TREASURY DEPARTMENT

WASHINGTON

OFFICE OF
COMMISSIONER OF INTERNAL REVENUE

ADDRESS ONLY TO
COMMISSIONER OF INTERNAL REVENUE
AND REFER TO

IT:P:tl
MLB

OCT 25 1940

Knights of Columbus,
c/o Mr. Luke E. Hart,
Supreme Advocate,
LaSalle Building,
St. Louis, Missouri.

Sirs:

Reference is made to the information submitted by you for use in determining your status and the status of your local subordinate councils for Federal income and employment tax purposes.

It is the opinion of this office, based upon the evidence presented, that you and your subordinate councils listed in the "Directory of Councils and Officers, 1939-40" are exempt from Federal income tax under the provisions of section 101(3) of the Internal Revenue Code and the corresponding provisions of prior revenue acts.

Accordingly, you and your subordinate councils will not be required to file returns of income unless there is a change in the character of your organization, the purposes for which you were organized or your method of operation, or that of your subordinate councils. Any such changes should be immediately reported by you to this Bureau in order that the effect of such changes upon the present exempt status may be determined. You should furnish the Bureau annually, on the calendar year basis, lists in quadruplicate showing the names and addresses of any councils which were chartered during the calendar year and the names and addresses of any councils which for any reason ceased to exist. Such annual lists should be accompanied by a statement, sworn to by one of your principal officers, as to whether or not the information heretofore submitted by you and on which this ruling is based, is applicable in all respects to the new councils appearing on the lists, and should be forwarded so as to reach this office not later than February 15 of the following year.

The exemption evidenced by this letter relates specifically to Federal income tax, but since any organization which is exempt from such tax under the provisions of section 101 of the Internal

- 2 -

Knights of Columbus,
St. Louis, Missouri.

Revenue Code also is entitled to exemption from the capital stock tax pursuant to the express provisions of section 1201(a)(1) of the Internal Revenue Code, you and your subordinate councils will not be required to file capital stock tax returns for future years so long as the exemption from income tax is effective.

The determination of the status of your organization and subordinate councils for Federal employment tax purposes will be made the subject of a separate communication.

A copy of this ruling is being transmitted to the collectors of internal revenue for the several districts in which you and your subordinate councils are located.

By direction of the Commissioner.

Respectfully,

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

RESOLUTION NO. 18-11

**A RESOLUTION APPROVING EXEMPT PERMIT
TO CONDUCT A RAFFLE EVENT
AT KNIGHTS OF COLUMBUS COUNCIL 5132**

WHEREAS, The City of Cloquet received an application from Knights of Columbus Council 5132, 208 Avenue C, for an Exempt Permit to conduct a raffle event on April 22, 2018 at Knights of Columbus Hall, 208 Avenue C.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Knights of Columbus Council 5132 for an Exempt Permit to conduct a raffle event on April 22, 2018 at Knights of Columbus Hall, 208 Avenue C, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

BE IT FURTHER RESOLVED, That the Cloquet City Council hereby waives the normally required thirty day waiting period for the issuance of said permit.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 6TH DAY OF MARCH 2018.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AK*
Date: March 6, 2018

ITEM DESCRIPTION: Northwoods Credit Union Arena Facility Assessment

Proposed Action

Review and discuss the SEH facility assessment proposal and authorize staff to proceed with the work.

Background/Overview

Before the City commits additional funding for the repair and upkeep of the arena it makes sense to have an updated assessment of the facility completed to ensure that the appropriate work is being done. CAHA had a study completed in 2013 and this assessment would update and expand on that work.

Supporting Documentation Attached

- SEH Facility Assessment Proposal



Building a Better World
for All of Us®

February 26, 2018

RE: Professional Services Proposal
Northwoods Credit Union Arena
Facility Assessment
SEH No. CLOQU 144250

Mr. Aaron Reeves
City Administrator
City of Cloquet
1307 Cloquet Avenue
Cloquet, MN 55720

Dear Mr. Reeves:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal for the Northwoods Credit Union Arena (NCUA) Facility Assessment Project. This proposal is based on information provided through previous conversations with City staff and review of the previously completed facility evaluation report dated July 2013.

Project Overview

The City would like to have a comprehensive facility condition assessment completed for the Northwoods Credit Union Arena Facility. This assessment and report will serve as a planning document identifying building system deficiencies along with recommended and prioritized improvements, and estimates of probable cost. The facility condition assessment will focus on major building systems that including the following items:

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

Scope of Services

Task 1 Data Collection

We will begin the work with a site visit to the NCUA facility to visually observe the existing conditions of the major building systems. This site visit will include staff from architectural, structural, mechanical, electrical, and civil/site related disciplines along with an ice system consultant. During the site visit our team will visually observe the existing conditions, take detailed field notes and photos to document current deficiencies. Discussions with City and arena staff will take place to identify current concerns and ongoing maintenance issues.

Task 2 Data Analysis & Report

After completing the site visit the data collected on the various building systems will be analyzed and compiled into a report suitable for review with City staff. This report will include the findings to date, as well as recommendations on building improvements. The proposed improvements will be prioritized starting with the most critical items that could create unsafe conditions or are critical to the continued operation of the facility. The report will include

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, Duluth, MN 55802-1512

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schematic building plans identifying locations of the deficiencies noted along with photograph documentation. Cost estimates will be provided for each recommended improvement and will be based on current industry standards and construction pricing.

At the completion of the draft report being prepared, we will meet with City staff to review the findings, confirm prioritization of the identified improvements, and confirm project schedules. City comments provided during this meeting will be addressed by SEH and the report will be finalized in a manner suitable for council presentation.

Task 3 Council Presentation

This work includes presenting the report findings and recommendations at a council work session. The discussion will include the process for developing the report as well as recommendations and possible alternative options available.

Assumptions

Our work plan and deliverables were built on the following assumptions:

- City will provide the following:
 - Access to the all areas of the existing facility for review and evaluation.
 - Copies of existing building drawings, specifications and previously completed reports.
 - Access to facility staff for interviews and information gathering purposes.
 - Identification of known existing deficiencies or problem areas within the existing facility.
- The facility review will be based on visually accessible components only. No destructive testing will be performed for the purposes of the evaluation.
- Hazardous material (i.e. asbestos, PCB's, mold) identification and testing services will not be provided under this proposal. These services are available as an additional service and fee.

Schedule

We will begin work upon execution of a contract and will complete the facility assessment and report generation within 6 to 8 weeks. We have outlined below project milestones and approximate completion dates.

Kickoff and data collection site visit..... March 2018
Draft report available for review..... April 2018
Final report review meeting April 2018
Council Presentation April / May 2018

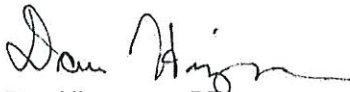
Fee Estimate

We propose to complete the Scope of Services as identified above for a total Lump Sum fee of \$23,800 which includes reimbursable expenses.

If this proposal meets your approval, we will prepare a Supplemental Letter Agreement to our Master Agreement with the City of Cloquet. We look forward to discussing this project with you further. If you have any questions, please contact me at **218.279.3034** or via email at **dhinzmann@sehinc.com**.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Dan Hinzmann, PE
Client Service Manager



Brian Bergstrom, AIA, LEED AP
Project Manager