



**CITY OF CLOQUET
City Council Agenda
Tuesday, June 5, 2018
7:00 p.m.
City Hall Council Chambers**

CITY COUNCIL WORK SESSION – 6:15 p.m.

- Advance of West End – Loan Program and Discussion for Future West End Revitalization

1. **Oath of Office for At-Large Councilor, Barbara Wyman**
2. **Roll Call.**
2. **Pledge of Allegiance.**
3. **Approval of Agenda.**
 - a. Approval of June 5, 2018 Council Agenda
4. **Approval of Council Minutes.**
 - a. Work Session Minutes from the May 15, 2018 meeting
 - b. Regular Council Minutes from the May 15, 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. 18-38, Authorizing the Payment of Bills and Payroll
 - b. Resolution No. 18-39, Awarding Cloquet Avenue Mill and Overlay Bid
 - c. Resolution No. 18-40, Awarding 2018 Mill and Overlay Project Base Bid and Alternates A and B
 - d. Resolution No. 18-41, A Resolution Approving the Grant Agreement for Local Road Improvement Program Funding (LRIP)
 - e. Resolution No. 18-42, A Resolution Authorizing Solicitation of Contributions to Fund Events that Foster Positive Relationships Between Law Enforcement and the Community
 - f. Resolution No. 18-43, Awarding Water Treatment Plant No. 1 Bid
 - g. Truck Driver / Maintenance Person Appointment - Nicholas Wright
 - h. Police Officer Appointments – Benjamin LaFave, Zachary Sandstrom
 - i. 4th of July Parade and Related Celebration Activities
 - j. 4th of July Outdoor Fireworks Display Permit
 - k. Approval of 2018-2019 Tobacco License Renewals
 - l. New Tobacco License – Lakeshore Tobacco Vapor, LLC



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6. Public Hearings.

None.

7. Presentations.

None.

8. Council Business.

- a. Phone System Update and Extension of Fiber to City Facilities

9. Public Comments.

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

10. Council Comments, Announcements, and Updates.

11. Adjournment.



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

To: Mayor and Cloquet City Council
From: Holly Hansen, Community Development Director
Reviewed By: Aaron Reeves, City Administrator
Date: May 30, 2018

ITEM DESCRIPTION: Advance the West End: Loan Program and Discussion for future West End Revitalization

Requested Action

At the May EDA meeting, EDA Commissioners approved the attached *Advance the West End: Loan Program* which would provide a max loan of \$50,000 to business owner-occupied buildings (EDA Fund 202). At their June meeting, EDA Commissioners will be asked to approve a Small Cities Development Program Income Reuse Plan, that targets the reuse of SCDP repayment dollars for the West End District only to be partnered with this loan program for a maximum of \$10,000 for storefront grants, meaning you have to be approved for an *Advance West End loan program* to qualify for a storefront grant (EDA Fund 206).

The EDA wanted to provide the Council the background on this effort and allow collaboration opportunities as this program is launched. Secondly, the EDA wanted to share their plan for the West End with Council (attached Action Plan and Media Strategy) and to share budget needs to revitalize this district. **Specifically, the EDA and staff would like comments and input overall on the Plan for the West End and feedback on two upcoming budget cycle topics for Council consideration:**

WENTWORTH PARK

- While crews are working in the West End, capitalizing on that mobilization fee savings, adding the cost to remove fencing in front of Wentworth and adding a driveway cut from Avenue B to clean up this city property. With that the Council should then direct the City Planner to initiate vacation of Vine Street between Wentworth and the eastern property owner (see page 3).
- Or, send this site pack to the Parks Commission for planning/discussion of how this Park fits into this District and the greenspace needs of this business district.

MUNICIPAL ENTRY LOT INTO WEST END

- Discuss the use of city funding to create a gateway municipal parking lot (see page 2 and attached Downtown Revitalization Strategy pages 5, 6, 15).

Background

In October 2017, after developed and recommended for approval by the EDA, the Council approved the *Downtown Cloquet Revitalization Strategy*. In that report, each of Cloquet's Downtown Districts identify detailed strategies for revitalization (attached). The EDA also established a 2018 Work Plan goal related to working on the distressed West End Business District (see page 3 of this staff report). From an infrastructure perspective, this year the City will be investing in the West End mill and overlay of Broadway Avenue and completing riverfront park improvements by the first part of summer and then reconstructing the West End streets of Avenues E and D, Arch, and Park by October 1st.



The Problem

The West End Business District continues to suffer from:

- **Poor visibility from Hwy 33**
- **Poor traffic circulation patterns through the District** with construction of north-south Hwy 33 in the mid 1960's that prior didn't exist, with the exit of City Hall from the District in 1970's and removal of the Hwy 33 bridge ramp in 1995
- **Commercial building vacancies with no enforcement by the City** (no vacant building registry, nor fine).
 - High number of **completely vacant buildings with partial utilities** that are paying taxes and lack comprehensive utilities (water/sewer, electric, heat), meaning building deferred maintenance increases
 - High number of **vacant storefronts in buildings that cash flow due to strong residential second floor rentals** in the district
- **Historic architectural design patterns that rely on allowed year-round use of onstreet parking**, not off-street parking as our zoning standards require in the Historic Commercial district for second story residents and zoning standards should be reevaluated to count a portion of onstreet parking towards business parking requirements. Parking policies can be problematic contributing factors to downtown building vacancies with onerous requirements.

RESIDENTIAL PARKING NEEDS

- Winter parking requires no overnight onstreet parking. The Council in the future will need to consider in the future if they are open modifying current city parking requirements and if they are open to options such as alternate side parking.

COMMERCIAL PARKING NEEDS

- The District has one municipal parking lot (not signed as public) for commercial behind the VFW.
- As noted throughout the Downtown Revitalization Plan, one way to increase the visibility and aesthetic invitation into the West End could be a municipal entry parking lot.



Options for Solutions

1. Create an incentive to increase business vibrancy.
 - See attached the *Advance the West End: Loan Program*. Staff has crafted an SCDP Income Reuse Plan for SCDP repayment funds for the West End to be partnered with this *Advance West End: Loan Program*.
2. Review & modify West End parking standards.
 - Consider modifications to winter overnight onstreet parking, e.g. alternate side parking, as a Council.



- Discuss business parking standards with the City Planner for the Historic Commercial Zoning District. Request Planning Commission examine other how other cities downtown's account for onstreet parking and then add options for Cloquet downtown business being able to count a portion of onstreet towards requirements. As more buildings are sold and second story residential apartments created, that will increase residential night parking needs.
3. Identify Needed City Visibility / Connectivity Projects for the District (City Funding Source).

- EDA has previously discussed visible gateway entrance with signage, aesthetic upgrades, and art (murals, sculptures representing Cloquet/FDL history), unique district wayfinding
- EDA has previously discussed gateway municipal parking lot to improve commercial vibrancy and invitation into the District.
- EDA has discussed connections to Avenue C sidewalk to a municipal parking lot and working to remove a metal barrier on Avenue C that could establish pedestrian pocket park connections.
- The EDA has discussed removal of fencing around the Wentworth lot and clean-up (staff has outreached to the Farmers Market for future consideration).
- The EDA has discussed concepts of murals and District Art.

4. Financial Disincentive for Vacant Buildings

- Approve a Vacant Building Registry. That applies to Commercial and Residential properties. Annual financial penalty for non-consistent business use and routine occupancy and partial utilities.



The City Hall with portion of Wentworth Park in the foreground. Cloquet public buildings, built since the devastating fire of 1918, are of brick construction and designed for efficient administration of civic and community affairs.



Wentworth Park Then & Now: Then (Original Fountain, No Fountain with landscaping) and Now (post skatepark location struggling to identify its park relationship in the District with the exit of city hall as the municipal seat).



- Approve Job Position for Rental/Housing Inspector. This position could move forward inspecting licensed rental properties, would address housing code enforcement complaints, and could be in charge of the City's Vacant Building Registry which would include commercial buildings, many of which are located in the West End. The Building Official has also recommended the City consider adopting the basic 2015 International Property Maintenance Code and update Chapter 10 of City Code which was not updated in the last round of City Code updates to increase the tools available to the City's Building Official and potential future Housing Inspector.

Policy Objectives

The 2018 EDA Work Plan identifies the following goals for the West End:

Goal #3 - Downtown Revitalization

Strategy: Increase the number and variety of retail, office, commercial, and mixed-use destinations to maintain Downtown as a vibrant destination and place of commerce.

Implementation Steps:

1. **ATTRACT BUSINESS AND RESTORE BUILDINGS:** *The Downtown Revitalization Strategy 2017 noted that the Cloquet Avenue and West End Districts have different needs and approaches to accomplish revitalization. With successes along Cloquet Avenue, create a program for the West End Business District to attract interested businesses who want to purchase, renovate and create jobs in the district. Consider a program similar to what Duluth created for the Lincoln Park District.*
 - a. *Devise a program for the West End to encourage building purchases, upgrades, and job creation by owner occupied businesses. Consider naming that program in a similar manner to what Duluth has named theirs for Lincoln Park which is "Advance West Loan Program" so for example Cloquet's could be "Advance the West End."*
 - b. *Hold an informational business resources meeting for Cloquet businesses with regional ED partners.*
 - c. *Conduct ongoing BRE visits with Cloquet businesses.*
 - d. *Examine partnership opportunities with FDL and NESD on potential broadband opportunities.*
 - e. *Review off street parking standards in the West End to allow more onstreet parking use year round in this zero lot line district and/or increase the number of municipal parking lots in the West End district. Ensure downtown municipal parking lots are signed and there is wayfinding signage to them. Again, off street parking requirements are key to examine to restore vibrancy in a district built without off-street individual lot accommodations which necessitates the importance of onstreet and municipal lot infrastructure. In the past the EDA has discussed the concept of a gateway municipal parking lot entry into the West End with improved aesthetics and connectivity into the district (concept in the 2017 Downtown Strategy and 1998 Sketch Plan).*
 - f. *Ensure there is business district wayfinding signage visible from Hwy 33 for both Downtown Districts.*



2. **CREATE A DRAW:** Work with FDL and others on a destination anchor for the district that is cultural, artist, or craft production related to generate a traffic draw into the district.
3. **ENFORCEMENT:** Initiate appropriate tools to enforce against irresponsible property owners that create a net negative property value drag.
 - a. Devise a commercial vacant building registry: The EDA should create and recommend to Council a vacant commercial building registry with a financial disincentive for buildings that have utilities off and/or lack of consistent use/occupancy, the largest concentrated number of which are located in the West End. What has developed in the West End is a standing pattern of completely vacant commercial buildings or in other cases vacant mainlevel storefronts being used for storage while upper story residential rentals are strong, but storefront vibrancy is not. Owners of completely vacant buildings are paying minimal taxes on vacant buildings in which the utilities are off, with no enforcement stick by the City or County, creating a net negative property value drag throughout the District with a high number of building vacancies.
4. **IMPROVE DISTRICT AESTHETICS AND NATURAL/RECREATIONAL AMENITIES:**
 - a. Work on Implementation of the Downtown Revitalization Strategy adopted in 2017. Leverage and build upon completed Parks and Riverfront aesthetic and functional investments and planned future streetscaping investments for the West End and Cloquet Avenue Downtown Districts.
 - b. Continue roadway, park, trail development drawing attraction to the Riverfront area bringing traffic past the West End. Continue work for off-road trail connection to Munger along Cloquet's downtown riverfront corridor. Meet with the railroad and other large industry landowners to convey the importance of the project to the City.
 - c. Work with FDL and others on cultural mural opportunities in the West West End to convey Cloquet's unique history of both cultures
5. **PROMOTE, ENCOURAGE & EMPOWER:**
 - a. Provide meeting space in City Hall for Downtown Businesses interested in reestablishing the Downtown Committee to plan events in Downtown.
 - b. Leverage and explore partnership opportunities with the City's Special Events contract with the Chamber to hold events in Downtown Cloquet.
 - c. Celebrate successes and create positive Cloquet community PR– ribbon cutting for Riverfront Parks when complete, Small Cities tour with DEED etc.
6. **MARKETING LAUNCH – CLOQUET'S HISTORIC DISTRICT:**
 - a. proactively market Cloquet to attract new business investment.
 - b. Market the program developed for West End owner occupied business development
 - c. Hold an informational business resources meeting for Cloquet businesses with regional ED partners, marketing Cloquet EDA programs



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d. *Conduct ongoing BRE visits with Cloquet businesses sharing Cloquet EDA marketing information.*

Financial Impacts

1. City funding could be used to clean up Wentworth Park and develop a gateway municipal parking lot into the West End to support commercial vibrancy. Visibility and welcoming into the district.
2. ADVANCE THE WEST END: LOAN PROGRAM
EDA Fund 202.
3. ADVANCE THE WEST END: STOREFRONT GRANT
EDA Fund 206.

Supporting Documentation

- **EDA's West End Action Plan**
- **EDA's West End Media Strategy**
- Advance the West End: Loan Program
- EDA Loan Fund 202
- Duluth's Vacant Building Registry
- Draft Job Description Housing Inspector (*Cloquet Building Official recommends future adoption of 2015 International Property Maintenance Code*
<https://codes.iccsafe.org/public/document/IPMC2015>)
- Downtown Cloquet Revitalization Strategy (October 2017)



WEST END ACTION PLAN

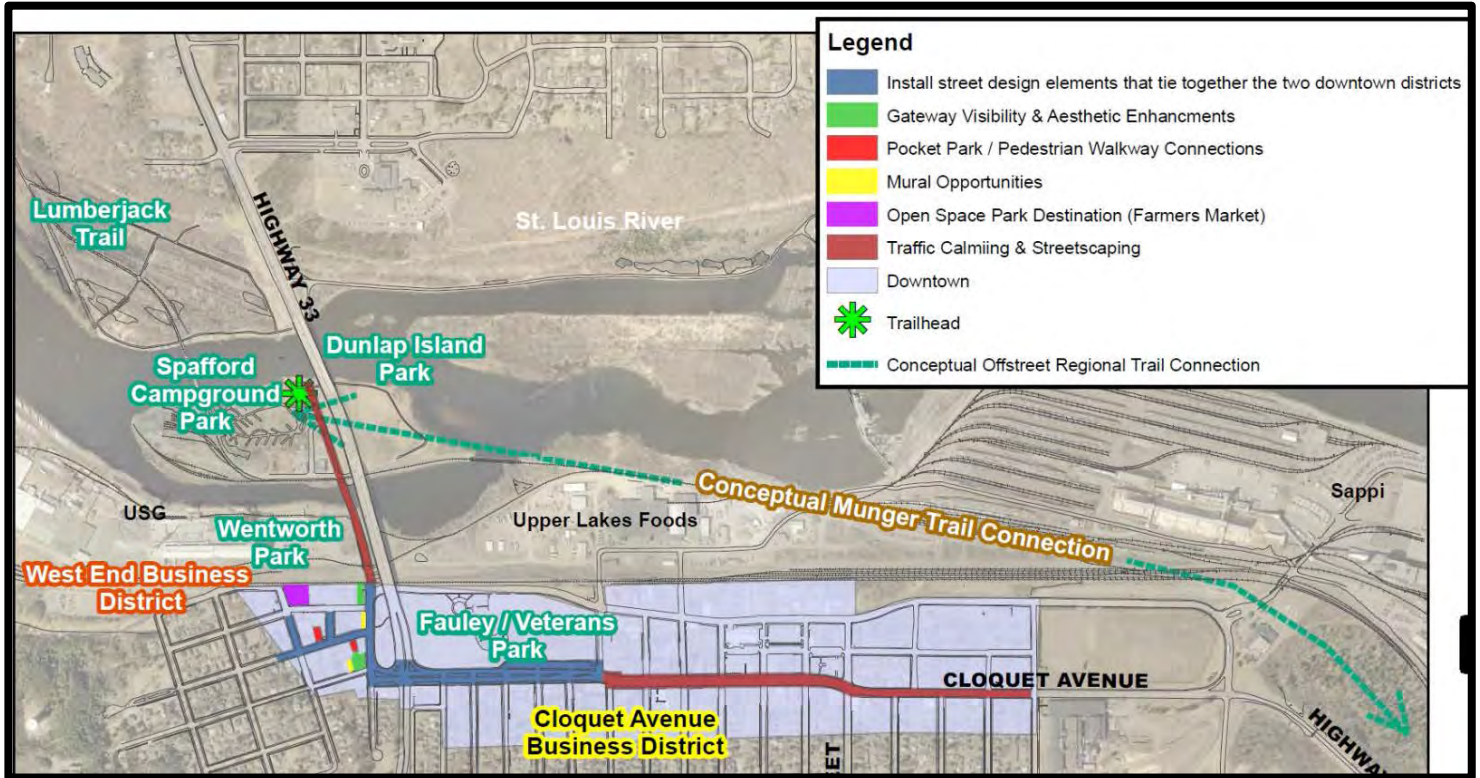
IMMEDIATE ACTIONS

1. MEDIA PRESS CONFERENCE TO LAUNCH ADVANCE THE WEST END LOAN & GRANT PROGRAM
 - A) The **Advance the West End Loan Program** would provide a maximum of \$50,000 in gap financing loan funding for owner occupied building businesses and as available a \$10,000 storefront grant if they are approved and will be using Advance the West End Loan Program. Staff has prepared flyers/loan program brochures and the target area in which the funding can be used, this will be made available on the website and Facebook page as well. Staff will share the program in hopes of yielding catalyst projects for the District and will work with businesses interested in using the program.
 - B) A **Media Press Conference on the program** will be held in the District (weather will be key) inviting newspapers, TV stations, EDA, Council, Mayor, Chamber, Staff to show support for reviving the District's vibrancy and bringing energy to the initiative.
2. CLEAN UP AND UTILIZE CITY PROPERTY AMENITIES
 - A) **Clean up the City's Wentworth Park's fenced in lot** (former tennis courts, former skatepark), which is technically parks space, by removing the front fencing and delineating the eastern property boundary with fencing and installing a new entrance apron off of Avenue B. The site could then function in the interim as an overflow parking lot until a long-term Parks Plan is devised that creates a park functional or aesthetic purpose and support for the district.
 - B) **Sign the City municipal parking lot behind the VFW and provide wayfinding signage to the municipal lot from Broadway.** The Downtown Cloquet Revitalization Strategy also discussed utilizing the burned down Hong Kong parcel (west of the Naaslund Interiors building) to create a walkway with benches to the City municipal lot, via easement or parcel purchase, to aesthetically upgrade the parcel (unless parcel sold to adjacent landowner e.g. Naaslund Building).

SHORT TERM ACTIONS

3. IDENTIFY VISIBILITY IMPROVEMENT PROJECTS FOR WEST END
 - A) October 2017 Downtown Cloquet Revitalization Strategy, EDA/City should partner and proceed with concepts in devising an **entryway Municipal Parking Lot that is aesthetically cleaned up and communicates the entry into the West End.** For the EDA/City to lift this public infrastructure improvement, city funding will be needed.

- B) If approved and constructed, future efforts will involve working with regional Arrowhead Arts Council and other partners on **aesthetic historic and artful improvements to the District** (murals and a decorative arch sign and sculptures have been discussed in the past).



4. IDENTIFY CITY POLICY CHANGES FOR SUPPORT OF THE WEST END

Two key policy changes are needed for the West End:

- A) Develop a **Vacant Building Registry** similar to efforts by the City of Duluth enforced by Housing Inspectors with the annual penalty (examines actual usage and occupancy in a building, not just if utilities are on or off, but usage).

The West End has concentrated commercial vacancies.

- Some buildings that are entirely empty, often without a full set of utilities (water, sewer, electric, heat) yet property taxes are current and paid as the values and taxes are extremely low. (Note that improved buildings in the district are paying a disproportionately high amount of taxes e.g. First National Bank Plaza, Historic City Hall-Potlach Office).
- Many buildings due to lacking district visibility have vacant storefronts. These buildings cash flow with strong second story residential rentals (Cloquet Avenue has the opposite situation, strong storefronts, vacant second stories).



WEST END ACTION PLAN

- B) **Develop the position of a Housing Inspector** (in charge of residential rental registry and inspections; vacant building registry and inspections; and housing code enforcement issues).

MID TERM ACTIONS

- A) Evaluate the feasibility and cost of modifying the City's parking standards to consider future changes allowing onstreet alternate side night street parking in winter months to support overnight residential parking needs in the district (rental above businesses).



WEST END MEDIA STRATEGY

1. LAUNCHING ADVANCE THE WEST END LOAN & GRANT PROGRAM

The **Advance the West End Loan Program** would provide a maximum of \$50,000 in gap financing loan funding for owner occupied building businesses and as available a \$10,000 storefront grant if they are approved and will be using Advance the West End Loan Program. The program target area is specifically the West End Business District.

- A) A **Media Press Conference on the program** will be held in the District (weather will be key) inviting newspapers, TV stations, EDA, Council, Mayor, Chamber, Staff to show support for reviving the District's vibrancy and bringing energy to the initiative.
- B) **Program brochures** have been developed in written format and will be available on the **Website** and **Facebook** as well.
- C) Staff and EDA members will **outreach** to others on this program in hopes of yielding **catalyst projects** for the District.
- D) Staff will serve as the **point of contact** for businesses interested in using the program.

2. THE MESSAGE

The City will intentionally be working to revitalize the West End through district visibility improvements, business incentives, infrastructure investments, clean-up of City property, future district enforcement efforts, and potential policy changes, those include:

- The creation of a municipal parking lot entry into the district with improved aesthetics (City funding).
- The EDA will launch the Advance the West End Loan Program (EDA Fund 202).
- For certain projects that meet job creation and other Tax Abatement policy standards, the City *may* consider Tax Abatement as a need against the building's reinvestment and potential tax difference and creation of jobs per City policy.
- The City will complete infrastructure investments including: Riverfront Parks, Broadway streetscaping, and West End Street reconstruction projects, municipal parking lot enhancements and clean-up (City funding).
- The City will examine connections to parking lots and pocket park opportunities.
- The City will examine aesthetic historic and artful improvements to the District and will apply for funding opportunities (EDA: Arrowhead Arts Council).
- Adopting a Vacant Building Registry (Council).
- Developing the position of a Housing Inspector in charge of residential rental registry and inspections; vacant building registry and inspections; and housing code enforcement issues (Council).
- Evaluate the feasibility and cost of modifying the City's parking standards to consider future changes allowing onstreet alternate side night street parking in winter months to support overnight residential parking needs in the district (rental above businesses).

Cloquet Economic Development Authority (EDA)



Mission

The mission of the Cloquet Economic Development Authority (EDA) is to take an active role in attracting new businesses to the community, retaining existing businesses, assisting businesses with expansion, and enabling rehabilitation and/or redevelopment of areas within the community. The goal of work activities by the EDA is to grow the local economy through focused efforts that stimulate economic investment and grow prosperity in the Cloquet region.

Governance

The Cloquet EDA is a public body governed by Mn. Stat. 469 and enabling resolution by the Cloquet City Council. The membership of the EDA is composed of seven (7) members, including five (5) at-large and two (2) Council members who are appointed by the City Council.

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Holly Hansen, Community Development Director
218-879-2507 X4
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Advance the West End: Loan Program



This program is designed to help spur storefront business development in Cloquet's Historic West End Business District. The funding will:

- Assist small businesses with the purchase of commercial property
- Help finance owner-occupied building renovations to make a property commercially viable
- Encourage real estate investment in the Historic West End



Encouraging potential in Cloquet's historic West End Business District and riverfront roots.

West End Commercial Target Area



Restoring vibrancy to our West End Business District and historic riverfront roots.



ELIGIBLE USES

Location

Eligible commercial properties must be located in Cloquet's West End Commercial Target Area.

Projects

Building improvements for viable commercial occupancy space.

Loan Program Terms

The building must be storefront business owner-occupied (not a program for landlords).

Interest rates are prime minus 1.

The borrower must have contributing financing from a commercial lender.

Maximum loan amount \$50,000 and requires one FT job (this loan amount can not exceed 50% of the project cost).

Davis bacon/prevaling wage required on labor renovations.

Storefront Façade Grants

If approved for the Advance West End Loan Fund, businesses may also qualify for a maximum storefront grant of \$10,000, 30% business match required. Inquire with the City on availability. Davis Bacon/Prevailing Wage required.

Other Gap Financing Programs:

- Entrepreneur Fund Business Loan: entrepreneurfund.org/financing/
- Northland Foundation Business-Loan: northlandfdn.org/loans/
- ARDC Revolving Loan Fund: ardc.org/rlf/

TO APPLY

Contact the City for a loan application.

Other Submittals

- Comprehensive Business Plan
- Project Proforma and Sources and uses of funds, including equity and committed by commercial lender and other lenders. Identify business affiliates and collateral.
- Three years of financial statements including profit and loss projections. Schedule of business debt.
- Impact on community and jobs.
- Resumes and personal financial statements. Personal and business income tax statements. Certificate of business authority.
- Purchase agreement



Cloquet, Minnesota Federal CDBG Loan Program

(Fund 202)

OVERVIEW

The Cloquet Federal CDBG Loan Program was created through two CDBG Grants to the City to be borrowed out to a local manufacturing company. As the money was paid back to the City, a revolving loan fund was created with emphasis on job creation / retention and serving the LMI population within the City of Cloquet.

ELIGIBLE BUSINESSES

Any new or expanding manufacturing business, distributing, warehousing, packaging and processing facilities, office, industries (including corporate, professional and technical) and retail are eligible upon the finding that certain conditions set by the Federal Government are met.

USE OF PROCEEDS

Eligible activities for assistance include:

- Equipment and machinery.
- Furniture and fixtures.
- Land and building acquisitions.
- Working capital and inventory.
- New building construction or building reconstruction/rehabilitation.
- Building expansion or site improvements.
- Utilities or infrastructure.
- Workforce development.
- Microenterprise assistance.

Ineligible use of proceeds:

- Loans may not be used to service or refinance any existing debt.
- Not-for-profit businesses are not eligible.
- Personal property items.
- Previously completed or started projects.
- Other uses as listed by the Federal Government.

CONTACT

Additional information and application may be obtained from:

Holly Hansen, Community Development Director
1307 Cloquet Avenue
Cloquet MN 55720
Ph: (218) 879-2507 ext. 4
Email: hhansen@ci.cloquet.mn.us

LOAN TERMS AND CONDITIONS

Loan Terms

- Final loan terms/rates are determined by agreement between the participating lender and City on a case-by-case basis.

Loan Conditions/Amount

- The loan fund shall not provide gap financing exceeding 50% of the total project cost.
- Create one job per \$50,000 of investment maximum.
- Relocation of business outside of Cloquet Area requires immediate and full loan repayment.
- Must meet financial (cash flow), collateralization, and credit requirements for borrowing and all federal program requirements.
- Prevailing wage/Davis Bacon contractor rates apply to the use of these funds; or if benefiting low and moderate income jobs 51% of those jobs, must be made available to 50-80% of area household median income.

Loan Security/Collateral

Loans must be secured by collateral sufficient enough to assure repayment. Acceptable security could include a mortgage or land, building and/or equipment; and in some projects assignment of accounts receivable. A personal guarantee from each major principal in the company is a requirement. A life insurance policy matching the City's loan and naming the City of Cloquet as beneficiary may be required from each major principal in the company.

Origination and Closing Costs

An application fee of \$250 is due on the date of application. There are no service fees. The business must pay all loan administrative and closing costs on the date of the loan closing.

public safety and health, constitutes an unreasonable use and condition to the annoyance, discomfort and repose of a considerable number of the public, is detrimental to the public good and to the common welfare; and renders a considerable number of the public insecure in the use and enjoyment of their property, and thus may constitute a nuisance condition. Adequate protection of public health, safety and welfare, therefore, requires the establishment and enforcement of the means by which such nuisance conditions may be abated;

(3) Securing vacant buildings;

(A) In general, if any building becomes vacant or unoccupied and is deemed hazardous due to the fact that the building is open to trespass and has not been secured and the building could be made safe by securing the building, the building official may order the building secured and shall cause notice of the order to be served upon the owner of the premises. Such notice may be served personally or by mail. Service by mail is complete upon mailing a copy of the order to the owner at the last known address. If the owner fails to comply with the order within six days after the order is served, the building official shall cause the building to be boarded up or otherwise properly secured;

(B) Emergency. When it is determined by the building official or the chief of police, or the fire chief that an emergency exists with respect to the health or safety of persons in the community, and immediate boarding and securing of a building is required, and where danger will exist to children, transients or others in the absence of an immediate boarding or securing of the building, the building official or the chief of police, or the fire chief may waive all requirements herein and immediately board or otherwise secure the building, provided that:

1. The conditions showing the existence of an exigency are documented in writing by the building official or the chief of police or the fire chief or their designees;

2. Notice be mailed immediately by the department invoking this Section to the address of the owner and taxpayer, and, if recorded on the assessor's rolls, the address of the mortgage holder, of the date of boarding or otherwise securing and the reasons therefore;

(C) After a vacant or unoccupied building has been boarded or otherwise secured under this section, should the owner fail to maintain the building in a secured condition until such time as it has been repaired and reoccupied, the building official shall re-secure any openings into the building whenever it again becomes open to trespass, without further notice to the owner. An administrative fee shall be set in accordance with Section 31-6(a) of this Code and all other costs incurred by the city for boarding or otherwise securing a building under this Chapter, including, but not limited to the actual costs for boarding, posting and monitoring the building, building and housing code compliance inspections, police or fire department inspection, response, or protection; public health and safety investigation; control of people or property wrongfully on the premises shall be assessed as provided in Duluth City Code Section 10-3. The above fees, when collected, shall be dedicated to the use of the department(s) that administer(s) the enforcement actions.

Owner, for the purposes of this Section, shall mean the person who is listed as the contact person on the current rental licensing application on file with the city, if any; or, if none, the person listed as owner by the city assessor on the homestead record; or, if none, the taxpayer as shown by the records of the city assessor;

(4) Vacant building registration;

(A) The owner of a residential building or building located in a residentially zoned area shall register the building with the building official within 30 days after it becomes a vacant building. The owner of any commercial building or building located outside a residentially zoned area shall register the building with the building official within 30 days after it becomes a vacant building.

1. In this Section, a residential building is deemed vacant under one or more of the following circumstances:

- i. Condemned;
- ii. Unoccupied and unsecured for 30 days or more;
- iii. Unoccupied and secured by means other than those normally used in the design of the building for 30 days or more;
- iv. Unoccupied and has multiple housing maintenance, fire or building code violations existing for 30 days or more;
- v. Unoccupied and an existing owner or lienholder requests registration in accordance with the provisions of this Section;

2. In this Section, a commercial building is deemed a vacant building under one or more of the circumstances:

- i. Condemned
- ii. Unoccupied and unsecured for 120 days or more;
- iii. Unoccupied and secured by means other than those normally used in the design of the building for 120 days or more;

- iv. Unoccupied and has multiple housing maintenance, fire or building code violations existing for 120 days or more;
- v. Unoccupied and an existing owner or lienholder requests registration in accordance with the provisions of this Section; or
- vi. Unoccupied and secured for over 365 days.

(B) The registration shall be submitted on forms provided by the building official and shall include the following information supplied by the owner:

- 1. A description of the premises;
- 2. The names and addresses of the owner or owners;
- 3. The names and addresses of all known lien holders and all other parties with an ownership interest in the building;
- 4. The period of time the building is expected to remain vacant; and a plan and timetable for returning the building to appropriate occupancy or for demolition of the building;

(C) The owner shall submit a plan and timetable that must comply with the guidelines adopted by the building official. The guidelines are adopted for purposes of preventing nuisance conditions and maintaining compliance with this Code. These guidelines shall be made available to building owners. The plan shall be submitted at the time of registration, or within a reasonable period of time thereafter to be determined by the building official;

(D) The owner shall acquire or otherwise maintain fire, property, and liability insurance in an amount not less than \$3000,000 for buildings designed primarily for residential use and not less than \$1,000,000 for any other building, the owner shall name the city of Duluth as an additional insured on said insurance policies. Evidence of this insurance shall be submitted to and approved by the city attorney.

(E) The owner shall comply with all applicable laws and codes. The owner shall notify the building official of any changes in information supplied as part of the vacant building registration within 30 days of the change. If the plan or timetable for the vacant building is revised in any way, the revisions must meet the approval of the building official;

(F) The owner and the subsequent owners shall keep the building secured and safe and the building and grounds properly maintained until the rehabilitation or demolition has been completed;

(G) Failure of the owner or any subsequent owner to maintain the building and premises that result in abatement completed by the city shall be grounds for revocation of the approved plan and shall be subject to any applicable penalties provided by law;

(H) The new owner(s) shall register or re-register the vacant building with the building official within 30 days of any transfer of an ownership interest in a vacant building. The new owner(s) shall comply with the approved plan and timetable submitted by the previous owner until any proposed changes are submitted and meet the approval of the building official;

(I) The building official shall include in the file any property-specific written statements from community organizations, other interested parties or citizens regarding the history, problems, status or blighting influence of a vacant building;

(J) Vacant building fees:
1. The owner of a vacant building shall pay an annual fee, which shall be set in accordance with Section 31-6(a) of this Code. The fee is imposed to defray the administrative costs for registering and processing the vacant building registration form and for the costs of the city in monitoring the vacant building site;

2. The first annual fee shall be paid no later than 30 days after the building becomes vacant. Subsequent annual fees shall be due on the anniversary date of initial vacancy. The fees shall be paid in full prior to the issuance of any building permits, with the exception of a demolition permit;

3. Unpaid fees shall be levied and collected as a special assessment against the property as provided for under Section 10-3, with interest at the rate set in accordance with Section 31-8 of this Code per annum on the unpaid balance thereof. Upon transfer of ownership, the new owner(s) shall be responsible for all unpaid and subsequent annual fees;

4. The fire chief, or his/her designee, in his/her sole discretion, may waive the first or subsequent annual fees if all past due property taxes are paid and the owner demonstrates compliance with all city-approved building restoration agreements.

(K) A building owner shall provide access to all interior portions of an unoccupied

building in order to permit a complete inspection for the purpose of enforcing and assuring compliance with the provisions of this Chapter.

(L) The following are exempt from all provisions of this section 10-3:

- 1. Buildings owned by the U.S Government or State of Minnesota, and their political subdivisions; and
- 2. Buildings owned by housing and/or redevelopment authorities of the U.S Government or State of Minnesota, and their political subdivisions.

(Ord. No. 8436, 1-8-1979, § 2, Ord. No. 9481, 2-26-2001, § 1; Ord. No. 9680, 7-12-2004, § 1; Ord. No. 9784, 7-24-2006, § 1; Ord. No. 10155, 5-29-2012, § 4; Ord. No. 10249, 9-9-2012, § 1; Ord. No. 10406, 9-14-2015, § 1; Ord. No. 10475, 9-26-2016, §1. Ord. No. 10519, 8-28-2017, §1)

Article III. Moving or Wrecking Buildings.

Sec. 10-4. Permit requirements and regulations.

Before any permit is issued for the moving, wrecking, razing or demolishing of a building or structure, the applicant shall file with the building official of the city of Duluth a performance bond and a certificate of insurance, as hereinafter required.

(a) Wrecker's and mover's performance bond. The wrecker's and mover's performance bond shall be executed by the applicant and a corporate surety licensed to do business in this state and shall provide in substance that the applicant and surety are firmly bound unto the city of Duluth in the penal sum of \$10,000, and that such bond shall be void if the applicant shall perform and sufficiently complete all work for which the permit is issued in accordance with all ordinances of the city of Duluth within a reasonable period of time, and shall restore any street or sidewalk damaged or excavated by applicant to its prior condition, and shall reimburse the city of Duluth for all damages to any city property, and shall save the city harmless from any and all claims, resulting from the work operations, regardless of whether the damage is done by the applicant, its agents, employees or subcontractors. For the purpose of interpreting and applying the phrase, "within a reasonable period of time," the building official shall, without excluding other relevant factors, take into account:

- (1) Whether the building or structure is to be wrecked, razed or demolished;
- (2) Whether the building or structure is to be moved from one premises to another premises;
- (3) Whether the building or structure is to be moved upon, along, over and across any one or more of the public highways or grounds of the city of Duluth; and
- (4) As to whether delay by the permittee or his subcontractor in prosecuting the work will endanger or tend to endanger the public health or safety of the city of Duluth and its inhabitants.

Any person wishing to apply for more than one permit to wreck, raze, demolish or move structures or buildings in the city of Duluth in any calendar year, in lieu of filing a separate bond for each permit, may file a bond under the same terms and conditions as set forth above, binding the surety to the sum of \$10,000 for each permit issued, but with an annual calendar year aggregate limit of \$20,000;

(b) Insurance. The applicant shall also file with the building official a certificate of an insurance company authorized by the laws of the state to transact such business duly certifying to the fact that the applicant has in force with such company a comprehensive general liability policy, including completed operations, products liability, explosion, collapse, and underground property liability coverage to cover his operations under such permit. Such policy shall be in the amount of \$500,000 for bodily injuries occurring in any year and \$100,000 for property damage occurring in any year and shall name the city as an additional insured. Such policy shall contain a provision that no cancellation of such insurance shall become effective without ten days written notice to the building official;

(c) Approval of bonds and insurance. All bonds, policies of insurance, or certificates of insurance shall be approved as to form by the city attorney before any applicant shall commence the doing of any work under any permit authorized herein;

(d) Exception to bond and insurance provisions. The owner of any one or two family dwelling or building accessory to such dwelling who wishes to wreck, raze or demolish such building may be granted a permit without providing the aforesaid insurance certificate and performance bond;

(e) Street obstruction permit required. When any building or structure is to be moved over any public thoroughfare, or when any service disconnection requires excavation in a street or sidewalk, a separate



DRAFT

City of Cloquet Job Description

POSITION: Housing Inspector
DEPARTMENT: Community Development
REPORTS TO: Community Development Director

SUMMARY

Performs technical and administrative work overseeing the inspection procedures and administration of the following core functions:

- Cloquet's rental licensing ordinance for housing by enforcing the City's Rental Housing Regulations (City Code 10.7) and other applicable MN State and international building codes and related ordinances such as the City's Housing Code; conducting rental housing inspections and determining compliance information to the customer. Rental regulations are focused on the condition of a building (e.g. window, ceiling, flooring, wall condition) and any life safety hazards that may be present (e.g. electrical, lead, the functionality of HVAC/utilities and life safety mechanisms such as fire and carbon monoxide detectors, the building's structural integrity, and general site health/safety issues). The inspector will maintain the rental license registry and records of all rental inspections and related corrective actions and timeframes and will provide this to the customer.
- The inspector will address city-wide housing code enforcement complaints.
- The inspector will maintain the City's residential and commercial Cloquet Vacant Building Registry and issue associated penalties along with inspections of these properties.

ESSENTIAL FUNCTIONS OF THE POSITION

The inspector will conduct rental licensing inspections on residential properties being rented to occupants. Primary criteria that guide these inspections are the City's Rental Housing Regulations (City Code 10.7), Minnesota State Building Code and other local ordinances rooted in critical life safety and housing quality standards.

The inspector will maintain and verify the rental licensing registry and will cross check that information with Carlton County Assessor's AS400 data annually on non-homesteaded residential properties in the City. This may also require calls and letters to the property owners and examination of current parcel data.

The inspector will maintain a complete and accurate record of all rental inspections and related corrective actions and timeframes and will provide this to the customer. Rental regulations are focused on the condition of a building (e.g. window, ceiling, flooring, wall condition) and any life safety hazards that may be present (e.g. electrical, lead, the functionality of HVAC/utilities and life safety mechanisms such as fire and carbon monoxide detectors, the building's structural integrity, and general site health/safety issues).

Prepares compliance orders as necessary, conducts re-inspections and implements appropriate enforcement actions.

Conducts investigations and responds as necessary to resolve complaints on relevant rental housing related matters. Resolves compliance problems and complaints with owners within scope of knowledge and authority by responding to such complaints, performing property inspections and issuing warnings

and citations.

The inspector will address city-wide housing code enforcement complaints.

The inspector will maintain the City's residential and commercial Cloquet Vacant Building Registry and issue associated penalties. The inspector will conduct inspections on vacant commercial and residential properties.

Conducts cross inspections as necessary.

Works in a team environment utilizing the expertise of other City staff related to ordinances or development standards or staff such as the City Building Official when there are questions on compliance with applicable building, mechanical, and plumbing code compliance or the City Planner related to local regulations such as zoning etc.

Works and communicates in a coordinated manner with the Public Works Secretary, Community Development Director, and other staff employees.

Prepares evidence and testifies in court on code violation cases as necessary.

Keeps necessary records, prepares a variety of reports and correspondence on inspection, code compliance, enforcement matters and other correspondence with customers.

Attends relevant training or seminars applicable to the job.

Oversees the rental licensing code portion of the City website including procedural forms, information, and fees.

Performs other duties as apparent or assigned.

QUALIFICATION REQUIREMENTS

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

EDUCATION and/or EXPERIENCE

High School diploma or GED and two (2) years experience in building code enforcement and/or construction, carpentry, plumbing, or other construction experience; or an equivalent combination of education and experience. Ability to obtain Building Official Limited certification within 12 months of the start date of employment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare reports and correspondence. Ability to communicate effectively in both oral and written forms. Ability to read and write reports regarding inspections and permits, and the ability to maintain accurate records. Ability to establish and maintain effective working relationships with supervisors, co-workers, elected officials, homeowners, private and public agencies, contractors,

consultants and the general public.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Communications. Must be able to actively listen to others and be able to assess needs and situations of individuals. Must have the ability to speak and write English clearly. Must be able to read and interpret correspondence, memoranda and directives. Must be able to follow written and verbal instructions. Must be able to effectively represent the City and its operations to the public.

Decision Making. Must be able to act in a decisive manner, using good judgment. Must have a working knowledge of administrative processes as it directly relates to city operations. Must be able to use knowledge of operations and issues to assist with the assessment of needs. Must be able to act effectively in emergency and stressful situations.

Interpersonal Relationships. Must be able to work with all people in all situations excluding any personal biases, which may exist. Must have the ability to accept criticism and discipline and deal with improving performance. Must have tact and diplomacy and be able to promote a cooperative atmosphere within the city operations as well as with the public.

Professional Attitude. Must be able to present an attitude of professionalism while still maintaining the values and attitudes of the community. Must be able to work with various groups within the City and represent the City to outside organizations in a businesslike manner. Must be able to establish and maintain effective and respected working relationships with co-workers.

Quality of Work. Must be able to utilize work time properly, productively, in a focused manner, and under time constraints. Must be able to provide quality, accurate work and be able to detect and make corrections as needed.

Other:

- Ability to conduct inspections and document findings.
- General knowledge of computer operations, including the ability to learn and use computer programs, including Microsoft Office (Word, Outlook, Excel, etc.) or Adobe.
- Skill in basic graphics including drafting, statistical data presentation and report layout.

CERTIFICATES, LICENSES AND REGISTRATIONS

Minnesota Class D Driver's License.

Be Certified or have the ability within 12 months of beginning employment with the City to become certified as a State Building Official Limited (CBO Limited).

PHYSICAL DEMANDS

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

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

DOWNTOWN CLOQUET REVITALIZATION STRATEGY



Cloquet's West End Business District today.



Historic photo of the West End Business District.



The Cloquet Avenue Business District today.



Historic photo of the Cloquet Avenue Business District.

10/17/2017

City of Cloquet / Cloquet
Economic Development Authority



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- 2017/2018 Cloquet Street and Parks Projects
- 1998 Sketching Cloquet's Future, A Community Revitalization Master Plan

DOWNTOWN CLOQUET REVITALIZATION STRATEGY

CITY OF CLOQUET / CLOQUET ECONOMIC DEVELOPMENT AUTHORITY



Downtown Cloquet Business Districts located above: West End (red) and Cloquet Avenue (yellow).

I. INTRODUCTION - WHY DOWNTOWN?

Downtowns are the fabric of our history and unique local culture and as such are places and spaces that cannot be recreated. Downtowns are historically located near waterways and natural features that were historically important to business and commerce.

Cloquet, Minnesota has two distinct downtown business districts separated by Highway 33. East of Highway 33 lies the Cloquet Avenue corridor (Highway 33 east to 18th Street) and west of Highway 33 lies the Historic “West End” Business District (Avenues D, C, and B/Arch Street and Broadway). On October 12, 1918 Cloquet burned down in the “Fires of 1918.” After this devastating event, the City was intentional and deliberate about rebuilding the West End Business District as the seat of City government and focal point of commerce in the community. The Cloquet Avenue Business District was also rebuilt, however overall the district today is more eclectic in architectural building form and has been impacted by 1960-1980 tear down redevelopment projects. Cloquet Avenue Business District is less dense in building form than the compact West End Business District.



Downtown Cloquet Business Districts located above: West End and Cloquet Avenue which are divided by Highway 33 with the St. Louis Riverfront to the north.



Highway 33 did not exist through Cloquet until the late 1960’s. This photo shows the intersection design and strong east-west roadway patterns with the south roadway simply being a residential street (now Highway 33 today).

DOWNTOWN CLOQUET REVITALIZATION STRATEGY

Prior to the construction of Highway 33 there were strong transportation east-west patterns that brought local and regional traffic onto Cloquet Avenue and into the West End Business District. Highway 33 was constructed through Cloquet in the late 1960's to create direct connectivity to Interstate 35 through Carlton County creating strong north-south transportation patterns. In the 1960's federal "Urban Renewal" programs and projects strove to redevelop historic downtowns that suffered devaluation in response to the rise of the automobile and rapid suburbanization of the country. The Highway 33 Bridge over the St. Louis River, as originally constructed in the late 1960's, had a direct off ramp onto Broadway leading to the West End Business District. In the 1995 the Highway 33 Bridge over the St. Louis River was reconstructed and raised significantly in height by the Minnesota Department of Transportation (MnDOT). This reconstruction eliminated the direct connection into the West End Business District and decreased the District's visibility from Highway 33. The bridge reconstruction project, required the redesign of the intersection of Highway 33 at Broadway and Cloquet Avenue, the key intersection separating the two business districts. In 1996, the City of Cloquet embarked on a roadway turnback project working with MnDOT and reconstructed Cloquet Avenue, which was part of the trunk line of Highway 45. Once completed, the roadway was turned over to the City and became a local street.



The above photo is of the original, late 1960's Highway 33 bridge over the St. Louis River. As illustrated, there are two river channels the bridge crosses. The photo also shows there was a direct at grade connection on the northwest side of the bridge onto Broadway into the West End Business District. In the mid 1990's, MnDOT raised the height of the St. Louis River bridge eliminating the direct connection from Highway 33 into the West End Business District.

Public Input

During November and December 2015, both property owners and business operators in the West End and Cloquet Avenue Business Districts, were invited to meetings to discuss assets, strengths, and challenges facing each downtown business district. In April 2016, property owners and business operators were invited to a joint downtown meeting where staff from the Minnesota Mainstreet Program presented an overview on downtowns, their specific program, and then assisted in the small group breakout sessions for each business district to help identify solutions to each business district's unique challenges. Information from this process was shared with the Cloquet Economic Development Authority, Cloquet Planning Commission, and Cloquet City Council for additional input.



Above is a photo of the West End Business District and its interface with the intersection of Highway 33.

The purpose of this document is to summarize key outcomes and conclusions from this downtown process. This information will be used for the Cloquet Economic Development Authority and other City boards to identify key strategic opportunities for the City to act upon, to leverage partners, and to implement.

The purpose behind developing this strategy is to provide a framework of concepts, policies, and action steps to guide decision making for local boards such as the Cloquet Economic Development Authority and City Council to improve the economic vitality of Downtown Cloquet. Specifically, this strategy lays out a vision.

Downtown Vision:

Revitalize Downtown Cloquet as a vibrant mainstreet with strong connectivity between the Historic West End Business District, Cloquet Avenue Business District, and St. Louis Riverfront Parks corridor.

Downtown Objectives:

- *Embraces strong pride in local history*
- *Offers quality gathering places*
- *Provides retail attractions*
- *Provides business destinations and is economically vibrant*
- *Offers quality housing options*
- *Enhances downtown district visibility and aesthetic improvements*
- *Businesses and community partners support and promote Downtown Cloquet*

II. HISTORIC WEST END BUSINESS DISTRICT

ASSETS

A key asset to the Historic “West End” Business District is the strong intact architectural character of the district, with strong residential populations above storefronts, and an evolving destination district. The West End enjoys a new restaurant, a coffee shop, a popular tattoo parlor and is in close proximity to the St. Louis Riverfront (trails, campground and parks). The district also has strong pedestrian and bicycle patterns.

CHALLENGES

The major challenge for the West End Business District is the limited visibility it has from Highway 33 and the poor traffic patterns leading into the district. As a result, the district is currently not vibrant and suffers from a high number of storefront vacancies, commercial buildings lacking utilities being on or used, and some commercial storefront conversions into blighted uses such as garage doors. There are also strong industry trucking patterns along Broadway and Avenue B within the district, a conflict at times with pedestrian/bicycle patterns.

OPPORTUNITIES

Key opportunities for the West End Business District include heighten the visibility of the district through improved district aesthetics, undertaking revitalization efforts, creating improved intersection entry at Highway 33 to tie both Downtowns together, creating the message that this is the “heart of the city,” and proactively marketing the opportunities of building space, city programs, and most importantly the City’s vision for the business district as an opportunity for entrepreneurs to invest in.

ACTIONS

The purpose of the “Actions” section is to provide a strategic framework of key goals from which the Cloquet Economic Development Authority, Cloquet City Council, and other City boards can use to identify and develop both detailed short and long range goals to facilitate the strategic leveraging of partnerships and implement positive change.

- 1. The City should identify projects that leverage and build upon the 2017 Broadway streetscaping project, Riverfront/Fauley-Dunlap-Veterans Parks investments, and are strategic in improving the aesthetics and wayfinding entry into the West End Historic District. Examples could include:**

West End Business District



The City Hall with portion of Wentworth Park in the foreground. Cloquet public buildings, built since the devastating fire of 1918, are of brick construction and designed for efficient administration of civic and community affairs.



Historic photo of the Avenue C corridor in the West End.



The Avenue C Restaurant recently opened in 2017 at 207 Avenue C, the historic First National Bank Building.

- a) **Renovation of Existing Properties in the District:** Work with property owners to facilitate renovation of existing properties and buildings in the district (e.g. former Smokey’s building, former Masonic Temple, Naaslund Interiors etc.), utilize infill opportunities for additional buildings or municipal parking lots welcoming visitors to the District and improve the viability of other underutilized buildings. Projects should strive to shield the back side of Avenue C buildings integrating beatification elements such as vegetation, iron fencing, decorative signage elements, new buildings, the addition of bicycle racks etc. (e.g. vacant parking lot on Avenue D at Broadway the focal point of West End entry). Consider attractive district signage in the form of an arch that communicates the location of the hidden district.

- b) **Enforcement:** Increased City enforcement on blighted properties within the district using both public and private property for inappropriate exterior storage. Enforcement could also include implementing a Vacant Building Registry requiring owners of vacant buildings who are financially disincentivized to annually register their building with the City providing key contact information to aide in the policing of nuisance elements of the property; or to proactively work with existing property owners of long standing blighted vacant buildings to become occupied and viable again.

- c) **Pocket Park/Pedestrian Walkway connections:** Underutilized parcels in the district on which buildings once stood and have been demolished (e.g. former Hong Kong Building, metal fence along Avenue C between 102 Avenue C and 106 Avenue C), provide an opportunity for potential City acquisition to clean up and create pocket park walkway accesses creating connections between Avenue C sidewalks and existing municipal parking lots. Concentrating unique regional

Gateway Signage



Archway signage over a highway in Birch Run, Michigan.



An example of downtown gateway signage in Yuma, AZ.



An example of downtown gateway signage in St. Cloud, MN, this photo is from the River’s Edge Convention Center and has a digital screen on top of the photo.

A walking mall in Ireland



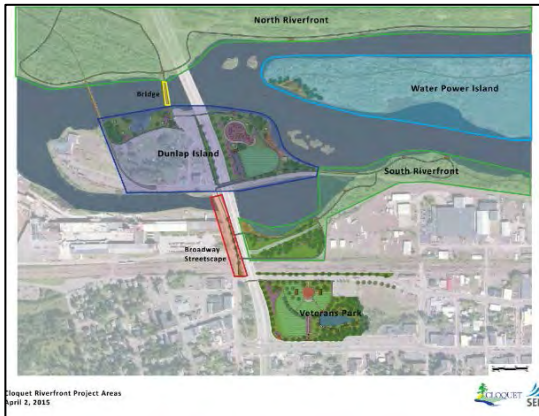
A walking mall in England



retail and arts destination stores, distillery’s/brewery’s, restaurants and considering a walking mall has also been suggested as the district is architecturally unique and would be enhanced with tree plantings.

d) Leverage the Riverfront

- Streetscape Broadway creating strong bicycle and pedestrian connections to the St. Louis Riverfront. Integrate bike racks in West End Business District.
- Consider if there are infill development opportunities in the Riverfront area.
- Create trail connectivity from Cloquet’s Riverfront to the Munger Trail creating a destination trail system.



e) District Wayfinding Signage:

- **Integration of Business District Signage:** Wayfinding signage could be installed to communicate the location of the district.
- **Integration of Municipal Parking Lot Signage:** The City should ensure existing public parking lots within the district are well marked and correspond with wayfinding signage that are aesthetically welcoming in presentation.
- **Integration of Riverfront/Parks Signage:** Wayfinding signage should be installed for Riverfront/Fauley-Dunlap-Veterans Parks.
- **Enhance Existing Historic Signage and integrate additional signage:** Communicating Cloquet’s unique history of this district is an untapped opportunity, this includes signage communicating a building’s history in the district and wayfinding to other unique residential developments such as 1 Park Place. While there are some existing historic



A photo of the West End Business District from the 1960’s

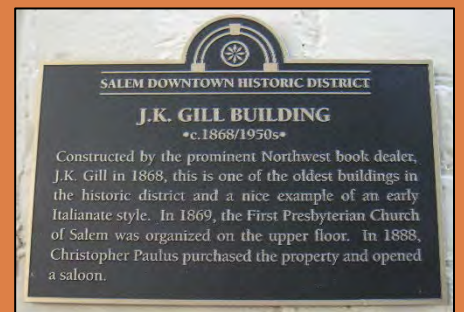
Wayfinding Signage



Public parking lot signage city wayfinding signage in Whitewater, WI.



Cultural, historical, and natural interpretive signage in St. Cloud, MN.



Historic building signage example from the downtown Salem historic district.

signage in the district, consider if it is prominent enough or needs enhancement.

Examples of art, sculptures, flag banners, and signage in downtown St. Cloud and Lindstrom.



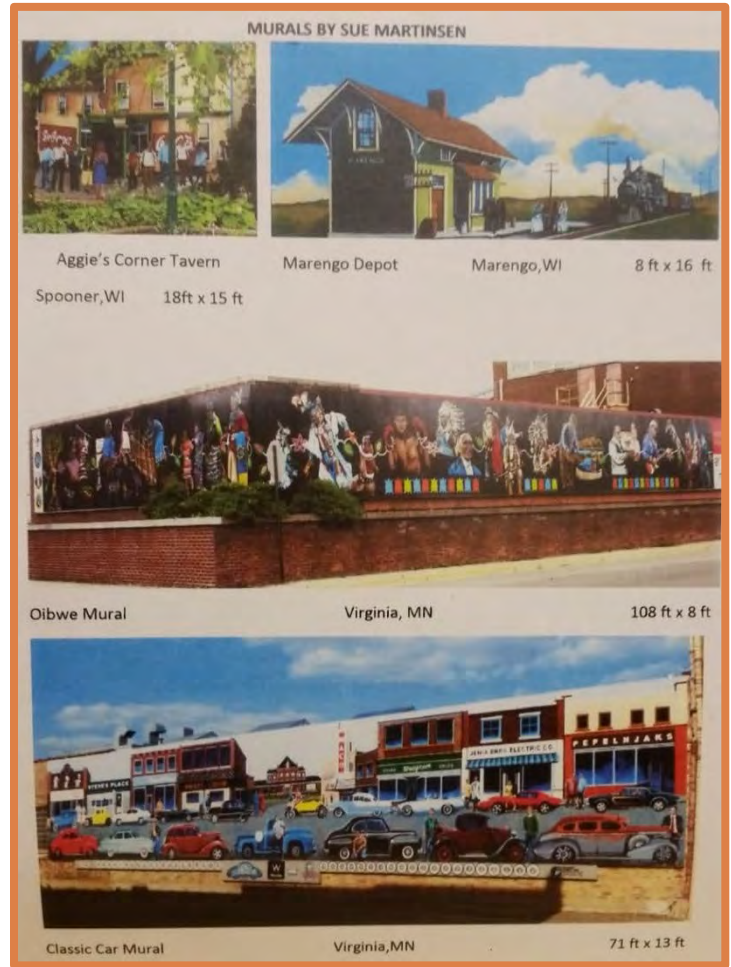
- Aesthetic beautification, Art and Historic Pride Enhancements:**
 Examples could include the addition of art sculptures, district banner flags, mural panels in the West End depicting the region's fur trading-lumberjack-Native American history similar to those present in Ashland, WI, Iron River, WI and found in the Great Lakes Visitor Center. Murals could also focus on important people in Cloquet's development, or famous people and athletes whose heritage began in the City (e.g. Jessica Lange, Jamie Langenbrunner). The community, City and its Boards should consider if the West End should market itself as an Arts District.

2. Work with MnDOT on an intersection improvement project at Highway 33 and Broadway/Cloquet Avenue integrating Cloquet's two downtowns (West End and Cloquet Avenue) and infrastructurally communicate that this intersection is the "heart of the City of Cloquet."

3. Investigate the merits and receptiveness by businesses of a Downtown Special Service District to consolidate district maintenance efforts such as sidewalk snow removal, decorative plantings, decor and utilities (fiber). This could also include the integration of art and signage in the district (attached).

4. The district could consider joining the Minnesota Mainstreet Program and identifying a business leader or agency to spearhead that endeavor.

5. Create a Downtown Business Committee or form a Downtown Committee of the Cloquet Area Chamber of Commerce to create events and activity in both Downtowns.



6. Market the Cloquet Economic Development Authority's/City of Cloquet's economic development programs such as gap financing loans, tax increment financing, tax abatement, private revenue bond financing, land in the Cloquet Business Park, commercial property listings and more. Have marketing materials that also summarize area programs as well such as Carlton County, the State (DEED the Department of Employment and Economic Development), and other partners (e.g. Entrepreneur Fund, UMD Center for Economic Development etc.). Consider holding a "Cloquet Business Summit" to market these resources.

III. CLOQUET AVENUE BUSINESS DISTRICT

ASSETS

Key assets of the Cloquet Avenue Business District include convenient location, good parking, and strong transportation patterns as part of the former Highway 45 corridor connecting directly to Interstate 35.

CHALLENGES

The Cloquet Avenue corridor is wide and traffic travels fast making it difficult for pedestrians to cross. Cloquet Avenue is also a truck route.

OPPORTUNITIES

Along the Cloquet Avenue corridor there are street medians from Highway 33 east to 8th Street, however, the heart of the activity in the district, along with building and housing density, lies east of 8th Street. Consider street design concepts from 8th Street to 18th Street making the corridor more crossable for pedestrians by creating pedestrian refuge in the middle of the street making a stronger residential connection to businesses and parks/riverfront locations to the north. Other ways of shortening the pedestrian crossing distance without creating center lane refuge would be to incorporate bulb-outs at the street corners. Consider streetscaping the Cloquet Avenue corridor to improve the aesthetics, including street furniture.



The Cloquet Avenue Business District runs from Highway 33 to roughly 18th Street. Cloquet Avenue was formerly a MnDOT roadway part of Highway 45 but was turned back to the City in the 1990's and is now a local street. Unique to the corridor is the location of Veterans Park on the northside from Highway 33 to 7th Street and mixed land uses with transitional residential from 14th Street eastward until 18th Street with the presence of major industry.



Historic photo of Cloquet Avenue looking eastward at the corner of what is today Highway 33.



Historic photo of the south side of the 1200 block of Cloquet Avenue, which today is home to Daugherty's, the Pack n Mail Station (filled in alleyway), WKLK, Sara's VacShack, and Goodwill.



A historic photo of the north side of the 900 block of Cloquet Avenue featuring the Solem Hotel.

ACTIONS

The purpose of the “Actions” section is to provide a strategic framework of key goals from which the Cloquet Economic Development Authority, Cloquet City Council, and other City boards can use to identify and develop detailed short and long range goals.

- 1. Design Traffic Calming Improvements for Cloquet Avenue and integrate streetscaping and landscaping. In the 2018 budget \$2 million is currently budgeted. Improve signal efficiency and safety features (pre-emption and weighted signals).**
- 2. Renovate vacant second story spaces above businesses into active housing in the district.**
- 3. Focus on Strategic Redevelopment Opportunities in the District, in particular underutilized properties (e.g. single family homes) located between Avenue B and Cloquet Avenue into new uses including more dense housing options.**
- 4. Ensure redevelopment activities along Avenue B are integrated and aligned with the Downtown environment.**
- 5. Integrate civic building wayfinding signage. Implement municipal parking lot signage and wayfinding signage for downtown parking lots. Install vegetative screening and landscaping within municipal parking lots to improve aesthetics and boundaries with adjacent uses.**
- 6. Introduce aesthetic beautification elements such as district flag banners, sculptures, and art.**
- 7. Introduce historic signage within the district for buildings and locations within the district that were key to historic industry (e.g. historical use of Veterans Park area).**
- 8. Investigate the merits and receptiveness by businesses of a Downtown Special Service District to consolidate district maintenance efforts such as sidewalk snow removal, decorative plantings and holiday décor including the integration of art and signage in the district (attached).**

Cloquet Avenue



An aerial view of Cloquet Avenue from Highway 33 eastward.



The recently completed Tower Avenue streetscaping project in Superior, WI.



Street furniture and sidewalk amenities from the recently completed Tower Avenue streetscaping project.

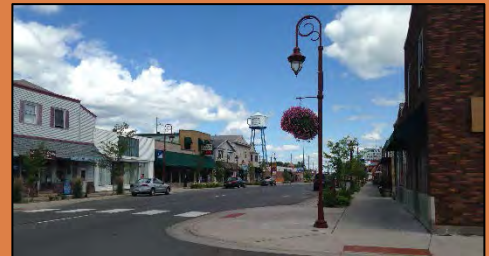
9. The district could consider joining the Minnesota Mainstreet Program and identifying a business leader or agency or hire a staff position to spearhead that endeavor. Note as this is considered that Cloquet has had a history of volunteer business led burn-out on these types of efforts.
10. Create a Downtown Business Committee or form a Downtown Committee of the Cloquet Area Chamber of Commerce to create events and activity in both Downtowns.
11. Market the Cloquet Economic Development Authority's/City of Cloquet's economic development programs such as gap financing loans, tax increment financing, tax abatement, private revenue bond financing, land in the Cloquet Business Park, commercial property listings and more. Have marketing materials that also summarize area programs as well such as Carlton County, the State (DEED the Department of Employment and Economic Development), and other partners (e.g. Entrepreneur Fund, UMD Center for Economic Development etc.). Consider holding a "Cloquet Business Summit" to market these resources.
12. Cloquet's vision for Downtown is critical and ongoing.

MN Small City Streetscaping Examples



During the summer of 2014 the City of Alexandria reconstructed their mainstreet to improve aesthetics, the economic vitality of downtown, to increase connectivity with trails by providing onstreet bike lanes, and to make it safer for pedestrians by adding bulb outs. They also collaborated with Blue Cross of MN to build active living elements into the streetscaping project:

<https://youtu.be/3ZkEZ3kJfFM>.



Downtown Linstrom, having one-way roadway pairs has a plaza on either end of downtown marked with a city sign and statue at each plaza. MnDOT reconstructed Highway 8 through town. The City bumped out the crosswalks, planted trees, installed stagnant speed limit signs and electronic speed signs.



On the following page is a general map of the plan for Cloquet Downtown improvements.

Downtown Streetscape Improvements in Brainerd: the physical look the public realm in Downtown was worn out and deteriorated. The streetscape at the time had been installed in the 1970's. The community determined that as 1st phase in a revitalized Downtown a new streetscape should be constructed. A significant part of the project was that municipal underground utilities needed to be replaced whether the streetscape was redone or not. The total project cost was estimated at \$3,500,000 with a 70/30 cost share. The community paid 70% of the cost and Downtown Special Service District paid 30% of the cost.

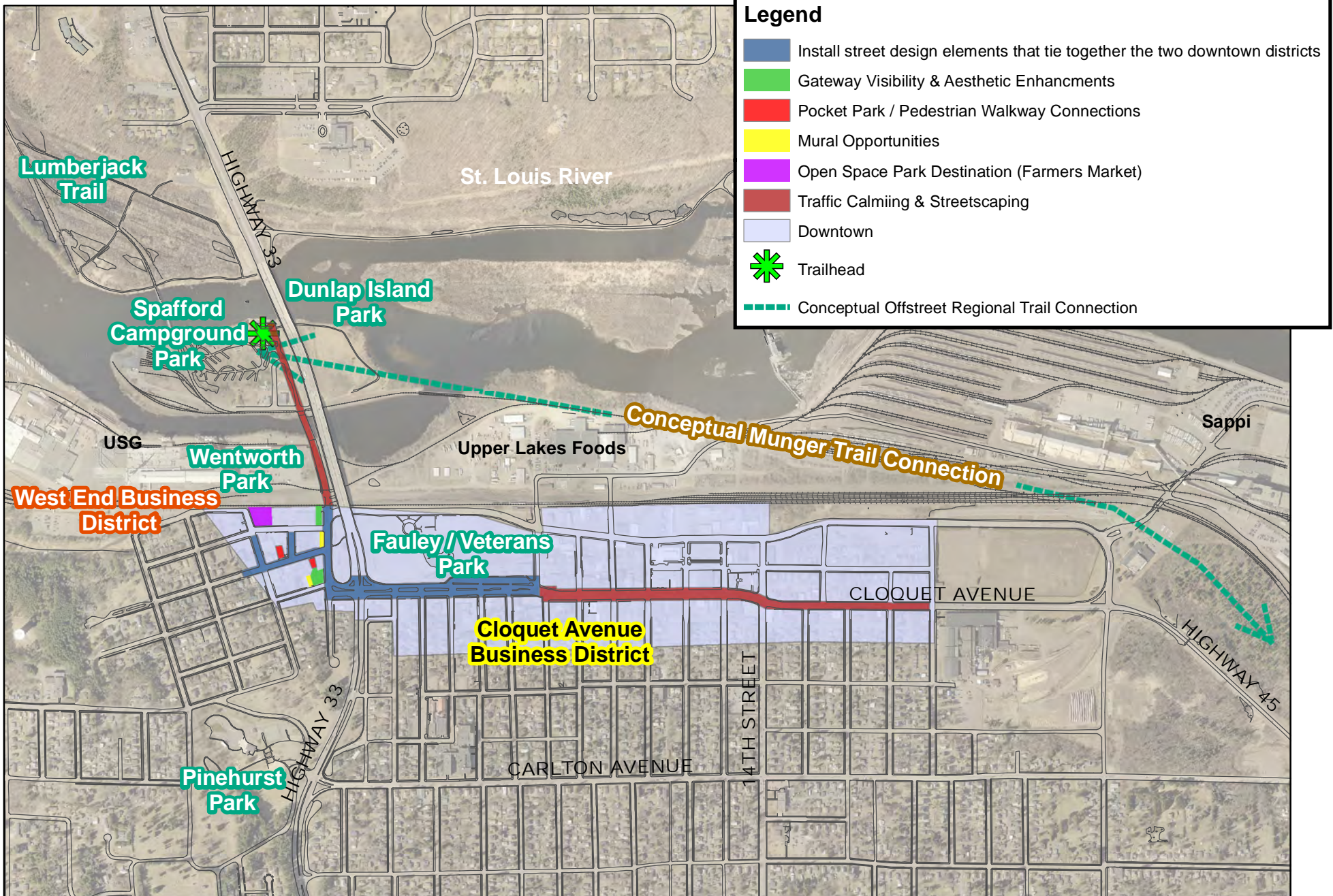
BEFORE

AFTER



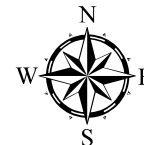
Brainerd also reconstructed College Drive, a three-lane corridor carrying 15,000ADT, into a divided four-lane that reduced access points for safety and added three roundabouts. The community decided to add streetscaping and medians as well.





Downtown Cloquet Revitalization Plan

Date: 10/2/17



DOWNTOWN CLOQUET REVITALIZATION STRATEGY

HISTORIC WEST END BUSINESS DISTRICT		
SHORT TERM ACTIONS (WEST END HISTORIC DISTRICT)		
1) Renovation of Existing Properties in the District	Promote existing City/County programs; create new programs, increase awareness of City tools.	CLOQUET EDA; COUNTY EDA
2) Enforcement	<p>*Increased City enforcement on blighted properties within the district that are using both public and private property for inappropriate exterior storage.</p> <p>*Investigate merits of Vacant Building Registry where owners are annually fined and must register their buildings providing the city with key contact information to deal with nuisance elements of the property. Characteristics of blighted commercial include: tax payment distress; mortgage payment distress; Utility payment distress or lack of utilities on (water, sewer, electric, heat); City Placard for Dangerous Structure; dilapidation/not maintained; vacant/non-occupied; conversion into blighted uses that require city enforcement; bank mortgage foreclosure; lack of post office delivery service; former razing of a structure and structure blocking off property rendering it functionally obsolete; property abandonment.</p> <p>*Proactively work with existing property owners that own long standing blighted vacant buildings in which water, sewer, and heat utilities have not been turned on for years and buildings are not being used so buildings become occupied and viable again.</p>	COMMUNITY DEVELOPMENT / CITY COUNCIL / UTILITY BILLING / POLICE DEPARTMENT
3) Hold an overall Business Summit for Both Downtown Districts	*Provide an overview of various ED programs available	CLOQUET EDA & AREA ED PARTNERS SUCH AS THE COUNTY, DEED, ENTREPRENEUR FUND, UMD CED ETC.

DOWNTOWN CLOQUET REVITALIZATION STRATEGY

4) Chamber of Commerce Integration	Form a Downtown Business Committee to create events and activity within both Downtowns (Cloquet Avenue and West End)	CLOQUET AREA CHAMBER OF COMMERCE BOARD
MID TERM ACTIONS (WEST END HISTORIC DISTRICT)		
5) Improve aesthetics and entry into the West End Historic District	<p>*Work with property owners to facilitate renovation of existing properties and buildings in the district (e.g. former Smokey's building, former Masonic Temple, Naaslund Interiors etc.)</p> <p>*Underutilized infill opportunities for additional buildings or municipal parking lots to be leveraged and welcoming for visitors in the District and improve the viability of other underutilized buildings.</p> <p>*Shield the back side of Avenue C buildings integrating beautification elements such as vegetation, iron fencing, decorative signage elements, new buildings, the addition of bicycle racks etc. (e.g. vacant parking lot on Avenue D at Broadway the focal point of West End entry).</p> <p>*Consider attractive district signage in the form of an arch that communicates the location of the hidden district.</p> <p>*Pocket Park/Pedestrian Walkway connections: underutilized parcels in the district on which buildings once stood and have been demolished (e.g. former Hong Kong Building, metal fence along Avenue C between 102 and 106 Avenue C), provide an opportunity for potential City acquisition to clean up in presentation and create pocket park walkway accesses creating connections</p>	Private-public partnership/ EDA / COUNCIL AMBASSADOR STYLE VISITS WITH BUSINESSES (STAFF, BOARDS, ELECTED OFFICIALS)

DOWNTOWN CLOQUET REVITALIZATION STRATEGY

	between Avenue C sidewalks and existing municipal parking lots.	
MID TERM ACTIONS CONTINUED (WEST END HISTORIC DISTRICT)		
6. Downtown Special Service District	Investigate the merits and receptiveness by businesses of a Downtown Special Service District to consolidate district maintenance efforts such as sidewalk snow removal, decorative plantings and holiday décor and other integration of art and signage in the district as a mechanism to help pay for amenities. Recently some MN cities have created SSDs to install internet fiber in the downtowns. Mn. Stat. 428A.01-101.	BUSINESS DISTRICT/EDA/COUNCIL
7. Minnesota Mainstreet Program	Investigate the merits and receptiveness by businesses to join the Minnesota Mainstreet Program and identifying a business leader or agency to spearhead that endeavor. http://www.mnpreservation.org/services/minnesota-main-street/	BUSINESS DISTRICT/EDA/COUNCIL
8. Leverage the Riverfront	<p>*Streetscape Broadway Street creating strong bicycle and pedestrian connection's to the St. Louis Riverfront. Integrate bike racks in West End Business District. Consider adding consistent lighting upgrades and other streetscaping amenities to Avenues C, D, and B; Arch and Vine Streets. Note future capital improvement program planned for the City.</p> <p>*Consider if there are infill development opportunities in the Riverfront area.</p> <p>*Create trail connectivity from Cloquet's Riverfront to the Munger Trail to create a destination trail system.</p>	<p>ENGINEERING</p> <p>BUSINESS DISTRICT</p> <p>EDA</p> <p>CHAMBER PLANNING ARDC PARKS</p>

DOWNTOWN CLOQUET REVITALIZATION STRATEGY

MID TERM ACTIONS CONTINUED (WEST END HISTORIC DISTRICT)		
9. District Wayfinding Signage	<p>* Integration of Business District Signage: Wayfinding signage could be installed to communicate the location of the district.</p> <p>*Integration of Municipal Parking Lot Signage: The City should ensure that existing public parking lots within the district are well marked and correspond with wayfinding signage and are aesthetically welcoming in presentation.</p> <p>*Integration of Riverfront/Parks Signage: Wayfinding signage should be installed for Riverfront/Fauley-Dunlap-Veterans Parks.</p> <p>*Enhance Existing Historic Signage and integrate additional signage: Communicating Cloquet's unique history of this district is an untapped opportunity, this includes signage communicating building's history in the district and wayfinding to other unique residential developments such as 1 Park Place in the district. While there is some existing historic signage in the district, consider if it is prominent enough or needs enhancement.</p> <p>*Aesthetic beautification, Art and Historic Pride Enhancements: Examples could include the addition of art sculptures, district banner flags, mural panels in the West End on the Cloquet region's fur trading-lumberjack-Native American history similar to those present in Ashland, WI, Iron River, WI and found in the Great Lakes Visitor Center. Murals could also focus on important people, famous people or athletes from the City (e.g. Jessica Lange, Jamie Langenbrunner).</p>	ENGINEERING EDA COUNCIL BUSINESS DISTRICT

DOWNTOWN CLOQUET REVITALIZATION STRATEGY

LONG TERM ACTIONS (WEST END HISTORIC DISTRICT)		
10. Highway 33 at Broadway/Cloquet Avenue	Work with MnDOT on an intersection improvement project at Highway 33 and Broadway/Cloquet Avenue to integrate and tie together Cloquet's two downtowns (West End and Cloquet Avenue) and infrastructurally	ENGINEERING, COMMUNITY DEVELOPMENT, PUBLIC, COUNCIL, BUSINESS DISTRICTS, EDA
CLOQUET AVENUE BUSINESS DISTRICT		
SHORT TERM ACTIONS (CLOQUET AVENUE DISTRICT)		
A. Cloquet Avenue – CIP 2018 budget \$2 million	Design Traffic Calming Improvements for Cloquet Avenue and integrate streetscaping and landscaping. In the 2018 budget \$2 million is currently budgeted. Improve signal efficiency and safety features (pre-emption and weighted signals).	EDA/COUNCIL
B. Cloquet Avenue Wayfinding Signage and municipal parking lot aesthetic improvements	*Integrate civic building wayfinding signage. *Implement municipal parking lot signage and wayfinding signage for downtown parking lots. *Install vegetative screening and landscaping within municipal parking lots to improve aesthetics and boundaries with adjacent uses.	ENGINEERING
C. Chamber of Commerce Integration	Form a Downtown Business Committee to create events and activity within both Downtowns (Cloquet Avenue and West End)	CLOQUET AREA CHAMBER OF COMMERCE BOARD
MID TERM ACTIONS (CLOQUET AVENUE DISTRICT)		
D. Renovate vacant second story spaces above businesses into active housing in the district.	Cloquet Avenue district in particular has high number of vacant upper story opportunities e.g. Pedros, Furniture for Less etc.	PRIVATE PUBLIC PARTNERSHIP

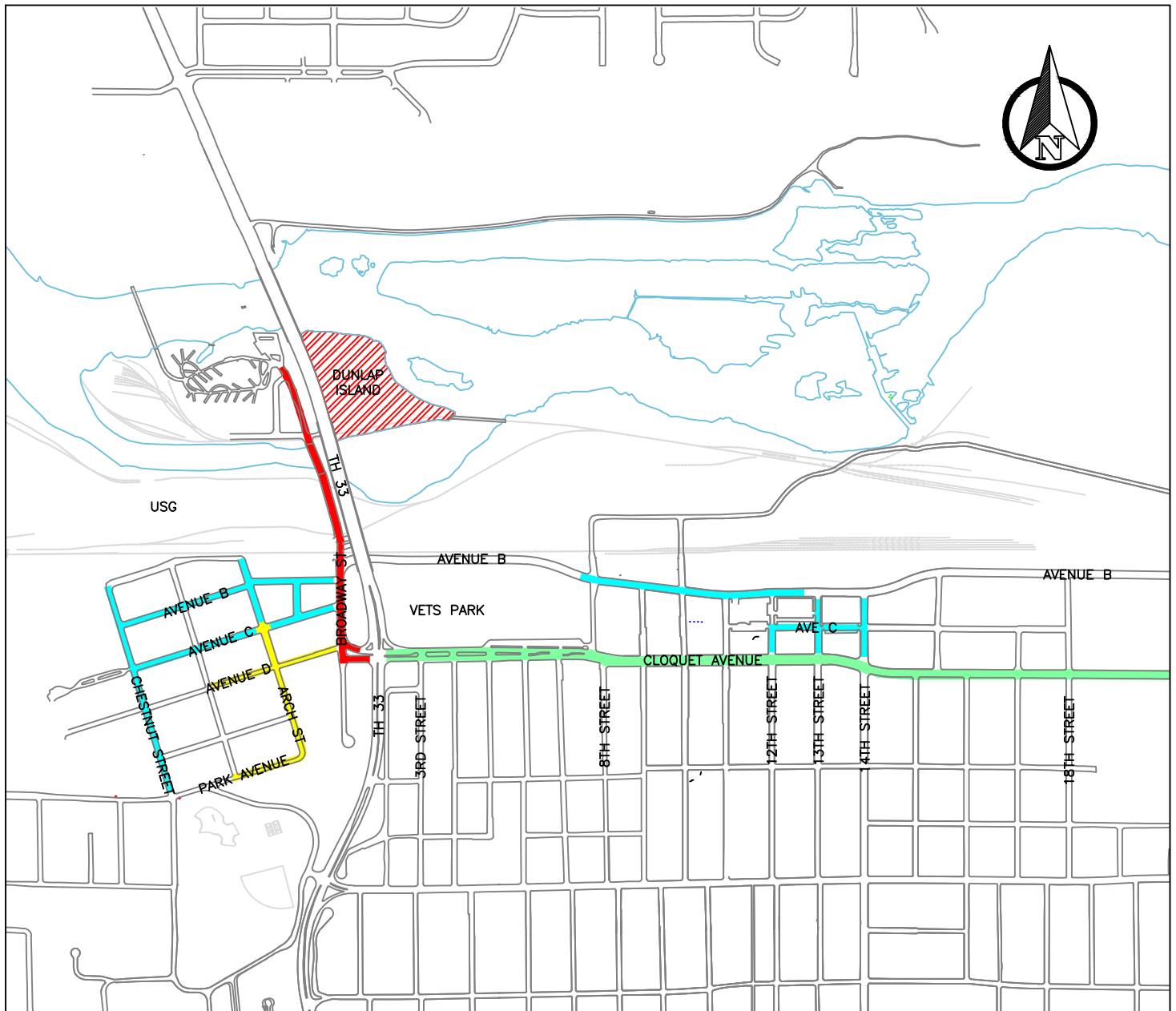
DOWNTOWN CLOQUET REVITALIZATION STRATEGY






MID TERM ACTIONS CONTINUED (CLOQUET AVENUE DISTRICT)		
<p>E. Introduce aesthetic beautification elements such as district flag banners, sculptures, and art. Introduce historic signage within the district for buildings and locations within the district that were key to historic industry (e.g. historical use of Veterans Park area).</p>		<p>BUSINESS DISTRICTS/EDA/COUNCIL PRIVATE PUBLIC PARTNERSHIP</p>
<p>F. Downtown Special Service District (SSD).</p>	<p>Investigate the merits and receptiveness by businesses of a Downtown Special Service District to consolidate district maintenance efforts such as sidewalk snow removal, decorative plantings and holiday décor and other integration of art and signage in the district as a mechanism to help pay for amenities. Recently some MN cities have created SSDs to install internet fiber in the downtowns. Mn. Stat. 428A.01-101.</p>	<p>BUSINESS DISTRICTS/EDA/COUNCIL</p>
<p>G. Minnesota Mainstreet Program</p>	<p>Investigate the merits and receptiveness by businesses to join the Minnesota Mainstreet Program and identifying a business leader or agency to spearhead that endeavor.</p>	<p>BUSINESS DISTRICTS/EDA/COUNCIL</p>
LONG TERM ACTIONS (CLOQUET AVENUE DISTRICT)		
<p>H. Focus on Strategic Redevelopment Opportunities in the District, in particular underutilized properties (e.g. single family homes) located between Avenue B and Cloquet Avenue into new uses including more dense housing options.</p>		<p>PRIVATE-PUBLIC PARTNERSHIP</p>
<p>I. Ensure redevelopment activities along Avenue B are integrated and align with the Downtown environment.</p>		<p>CITY DEVELOPMENT STANDARDS</p>

APPENDIX



2017-2018 DOWNTOWN STREET/PARK PROJECTS



-  2017 MILL & OVERLAY/PED RAMP UPGRADES
-  2017 MILL & OVERLAY/STREETSCAPE/PED RAMP UPGRADES
-  2017 DUNLAP ISLAND IMPROVEMENTS
-  2018 STREET RECONSTRUCTION
-  2018 MILL & OVERLAY/STREETSCAPE/PED RAMP UPGRADES



Sketching Cloquet's Future

A Community Revitalization Master Plan

10 June 1998

Submitted to:
Business Enhancement Task Force
and
The City of Cloquet, Minnesota

Prepared by:
Hoisington Koegler Group Inc.
LHB Engineers and Architects
Ehlers and Associates, Inc.
Dale Helmich, Community and Economic Development

Credits

This plan was guided by the insights of the Business Enhancement Task Force, who volunteered countless hours of their time to ensure the intentions of this plan matched the needs and desires of the Cloquet community. Much credit must be given to the following individuals:

Joanne Buskala	Buskala Jewelry
Carl Dahlman	CJ's
Ron Dvorak	Potlatch
Paul Gassert	Carlton County Auditor
Keith Hanson	Cloquet Journal
Deb Hill, <i>Co-Chair</i>	Cloquet Planning Commission
Herb Johnson	Cloquet City Council
Wendy Johnson	Cloquet Journal
Kerry Karpinen	Northeastern Hotel
Don Loeb, <i>Co-Chair</i>	Edward Jones, Ltd.
Della Lynch	Cloquet Area Chamber of Commerce
Pat McDonald	McDonald Rental
Mike McKinney	Little Stores
Jim Prusak	Cloquet City Engineer
Bill Schlenvogt	Cloquet City Planner
Steve Sorenson	Northern Minnesota Utilities
Russ Smith	Independent School District #94
Linda Vuicich	Citizen
Randy Wagner	Damberg Scott Gerzina & Wagner

In addition, the planning process relied on the participation of the Cloquet community to review and evaluate directions and to provide critical balance to the formulation of the plan. Through workshops, interviews, focus groups and other methods, the people of Cloquet were asked to contribute their thoughts related to the revitalization of their community. Without their input, this plan would not have been possible.



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Cloquet Avenue

The Cloquet Avenue district is basically a long street, with no real depth beyond one-half block north or south, and no real levels of activity as a result of the lack of concentration of development. The master plan recognizes the lack of people as a concern, and restructures the district to bring more people to Cloquet Avenue on a daily basis. While a strong sense of built character is not evident along Cloquet Avenue, some elements speak to the notion of this area being a "downtown." Through renovation, redevelopment and new uses, life can be brought to Cloquet Avenue.

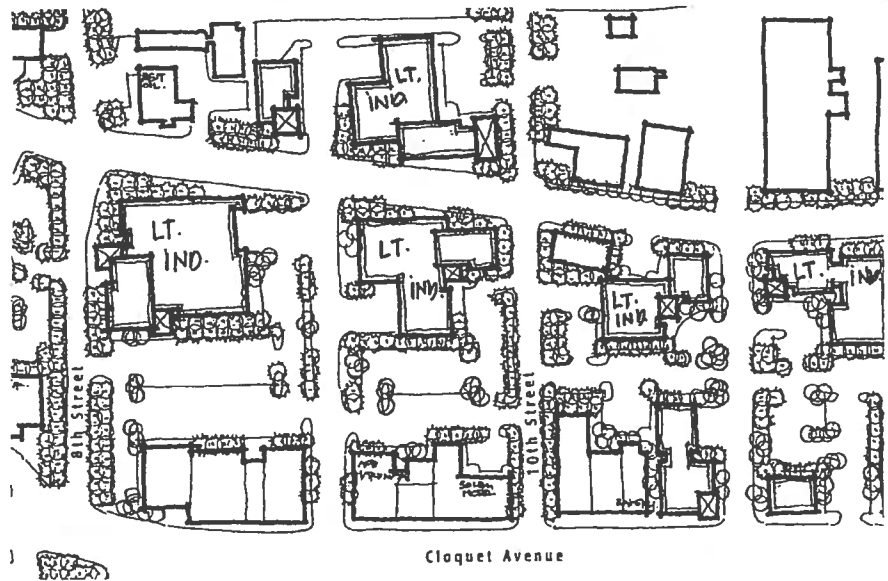
Cloquet Avenue, as a "downtown" type of district, will have a mixed-use character — that is, uses here might include commercial, office and residential uses, mixed horizontally and vertically. This pattern works well for properties that abut Cloquet Avenue, but reinforcement of that pattern will not guarantee a greater sense of life for the district.

Light Industrial Redevelopment

Avenue 'B' is one block north of Cloquet Avenue, and it is generally industrial in character. The land between Cloquet Avenue includes single family residential and other less discernible uses. To most effectively utilize the limited available land in the district, the master plan illustrates light industrial uses immediately north of the buildings on the north side of Cloquet Avenue. Light industrial space is needed in Cloquet (given that the existing industrial park is at capacity), and having underutilized or undervalued land in proximity to an area where change is needed could be a strong catalyst for change. These uses could be developed in character with Cloquet Avenue, while providing a population that might utilize existing Cloquet Avenue businesses or spur the creation of new ones. In addition, it enhances a large area of the district that detracts from the district as a whole. Light industrial uses might also be extended to the north side of Avenue 'B' resulting in improved aesthetics for that part of the district.

It will be important to establish zoning across the areas where light industrial uses might occur. The city's current classification for light industry is not appropriate as it allows outdoor storage. An examination and possible modifications to other existing zoning classifications might be a more direct approach, and it might allow for uses that include a wider variety of opportunities for the district.

Light Industrial uses will enhance aesthetics and the community's tax base, as well as providing a base of customers for some downtown businesses. Parking for these uses might also serve the needs of commercial uses in the district.



As light industrial uses are implemented, the parking that serves the new facility should be organized to be shared with businesses on the north side of Cloquet Avenue. This would encourage clean up of the back sides of buildings and the enhancement of existing parking areas. As the district is revitalized, convenient and attractive parking will be needed; creating new parking to serve 110% of anticipated light industrial demand will provide some flexibility for accommodating the parking needs of existing Cloquet Avenue businesses.

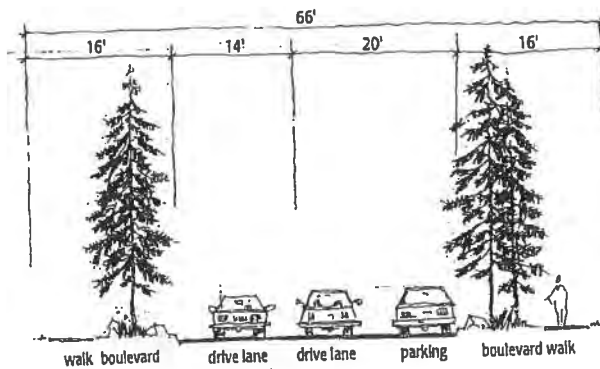
Parking

One of the plan's underlying goals is the creation of healthy neighborhoods that have a strong connection to the community's business districts. The plan encourages the retention of residential uses on the south side of Cloquet Avenue — an area that should find new value as the district revitalizes. Key to this is the limitation of the spread of commercial uses to the south, especially expansion of parking facilities without simultaneous buffering of the negative impacts of parking. Any parking area that occurs between the district and the surrounding residential uses should be screened with vegetation and fencing such that views of the parking area are 80 percent obscured from an adjacent first floor and illumination of the parking area is contained on the site and is 50% obscured from first and second floors of adjacent residential uses.

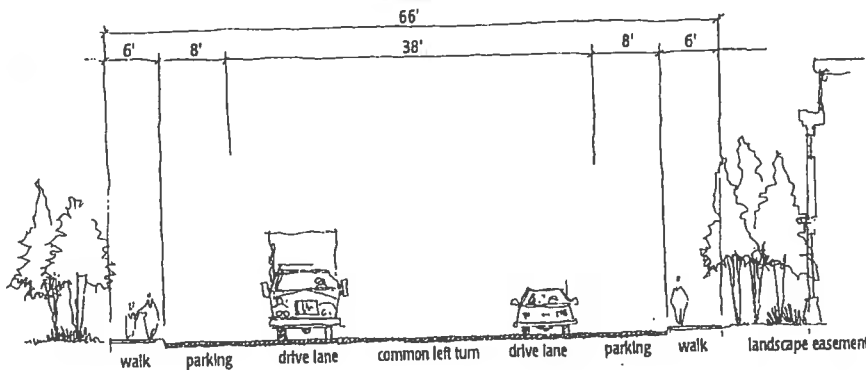
Neighbors

The Cloquet Avenue district, a link between Highway 33 and Interstate 35, is as well-connected as any district in Cloquet. It suffers from the lack of activity more than a lack of good transportation routes, but the introduction of new uses will bring a greater intensity of activity. As properties along Avenue 'B' redevelop, however, they will need to be more directly integrated with Cloquet Avenue. Streetscape improvements on 8th Street, 10 Street and 12th Street (the front door streets for new light industrial uses) will form that connection without major changes to existing circulation patterns.

Streets



Cross streets, enhanced with lighting, sidewalks and landscaping, will connect Cloquet Avenue with Avenue 'B' and provide a "front door" for new light industrial uses.



Avenue 'B' will always carry the truck traffic, but -- with streetscape enhancements -- it might someday do so in ways that better fit the Cloquet Avenue district.

Avenue 'B' will remain an important traffic corridor for trucks serving existing and new industry. Between 8th Street and 14th Street, several existing businesses create significant conflicts with heavy commercial traffic (Wood Service, Viking Lumber, Carlton County Office Building, Cars Towing). These conflicts will worsen, particularly as Potlatch nears completion of its pulpmill expansion. Future developments along Avenue 'B' must avoid similar traffic conflicts and solutions should be investigated to eliminate existing conflicts. As traffic improvements are implemented, it will also be important to instill a character for Avenue 'B' that is more in keeping with a "downtown" environment.

Cloquet Avenue was recently reconstructed, but its width is an impediment to pedestrian activity. Consideration, in the long term, should be given to the introduction of planted median for portions of its length, enhancing aesthetics of the district as well as providing a "refuge" for pedestrians crossing the street.

Existing Structures The revitalization of Cloquet Avenue only depends in part on new light industrial activities. If light industry creates a new population from which the existing Cloquet Avenue businesses can draw, then the businesses must take steps to make themselves attractive to these customers. Renovation of existing structures, targeted redevelopment along Cloquet Avenue and infill will be the tools used to improve the aesthetics of Cloquet Avenue itself.

Anchors The district might also be enhanced by activities that are more public. The use of Veterans Park as a significant community gathering space is discussed later. It must become one of the anchors of the Cloquet Avenue district.

City Hall is the other anchor. It will always be a place of activity and importance for the community. To bolster this end of Cloquet Avenue, a civic business core might be established. This might dictate that the city's presence be augmented with county functions, if the need for expanded county services in Cloquet becomes necessary.

Pattern Summary The character and uses of the Cloquet Avenue district are as follows:

Use:	Cloquet Avenue: small/specialty retail; convenience retail (provided it properly addresses the street); personal and business services; business support services; professional services; eating establishments; lodging; office; upper level residential; civic and institutional Avenue B: light industry; office
Market:	primary
Buildings:	Cloquet Avenue: historical restoration encouraged; historically (and/or community) sensitive infill; two story required Avenue B: contemporary construction; two story mass required; two story use encouraged
Orientation:	primary building axis perpendicular to street
Circulation:	pedestrian and vehicle balanced

Strategies, Actions and Outcomes The following strategies are recommended for the Cloquet Avenue district:

Strategy: Acquire properties that are underutilized or undervalued and estab-

lish them as redevelopment projects in order to raise the standards of the district or to provide new opportunities for business.

Actions: Identify key sites for reinvestment and/or acquisition by the city according to the patterns of the plan.
Establish finance tools to aid redevelopment/renovation of key sites.
Market sites or buildings to parties interested in fulfilling aspects of this revitalization plan.

Outcome: Highly valued and productive uses on all land in the district.

Strategy: Redevelop underutilized or undervalued parcels and properties to ensure the highest and best use of limited available land.

Actions: Clarify land use conflicts, resolve aesthetic concerns, increase tax base and provide land for light industrial use by redeveloping residential uses in areas between Cloquet Avenue and Avenue 'B'.
Monitor property conditions to ensure maximum use of the land.

Outcome: Productive, attractive and valuable use of all land in the district, and an attitude of development that postpones peripheral development until no other practical options are available.

Strategy: Redevelop cross streets to create stronger connections between Cloquet Avenue and Avenue 'B' and a "front door" for new light industrial uses along those streets.

Actions: Implement streetscape improvements to highlight this connection using elements that recall the forest and the river.
Renovate the building between 8th Street and 9th Street facing Cloquet Avenue to create a more significant "anchor" for the south end of the redeveloped street.

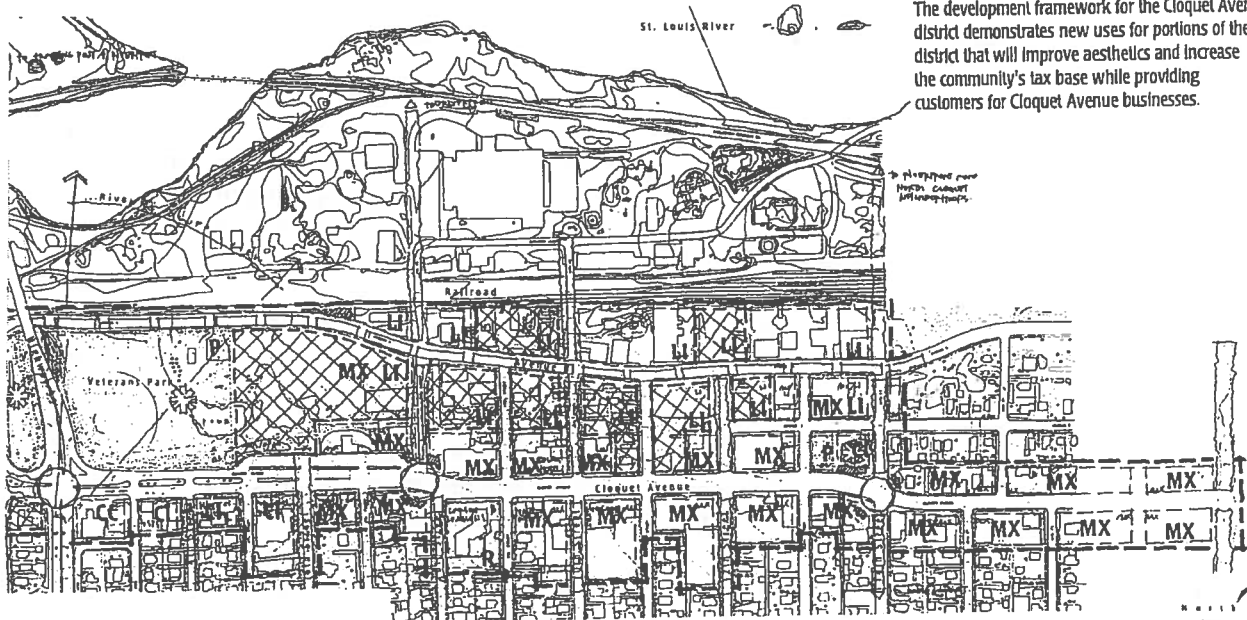
Outcome: Streets that invite vehicle and pedestrian traffic to move between Cloquet Avenue and Avenue 'B' and highlights the west end of the Cloquet Avenue business area.

Use	
R	Residential
CC	Community Commercial
RC	Regional Commercial
MX	Mixed
O	Office
LI	Light Industrial
CI	Civic-Institutional
P	Parks and Open Space

Pattern	
	Development Opportunity
	Parkway
	Enhanced Streetscape
	Remnant or Reclaimed Forest
	Focal Intersection
	Community Focal Point
	District Boundary

see page 35 for definitions

The development framework for the Cloquet Avenue district demonstrates new uses for portions of the district that will improve aesthetics and increase the community's tax base while providing customers for Cloquet Avenue businesses.



West End

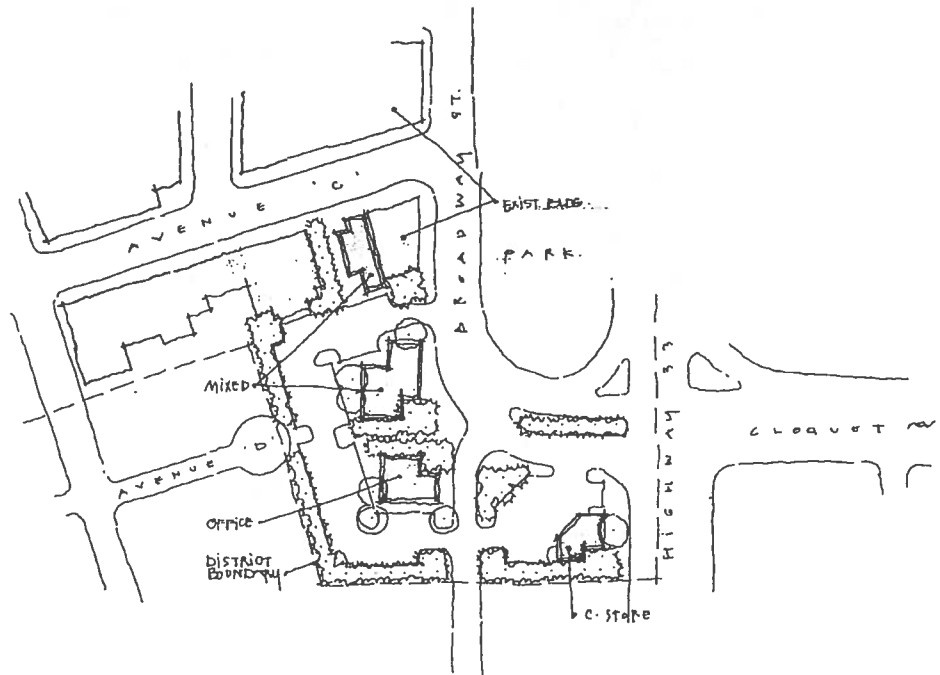
As much as this plan advocates for the introduction of character elements into Cloquet's business districts, it is the West End where real character already exists. The patterns of development have the look and feel of a traditional downtown — true business district. Historic buildings, a discernible "urban" pattern, and local enterprises all come together in the West End. The master plan naturally accepts these features as positive elements, and looks to ways of enhancing activity levels to maintain the district's vitality. Some elements will change, but the change focuses on the replacement of elements that should be there, rather than bringing in many new elements.

Avenue 'D' and Broadway Street

The West End's major disadvantage is that it is not well connected to traffic patterns of the community. The streets exist, but the aesthetics of the entry to the district diminish its qualities and do not present an invitation to move off Highway 33 or to continue along Cloquet Avenue into the district. Enhancement of the intersection of Avenue 'D' and Broadway Street have been initiated for the public portions, but do not really go far enough.

Avenue 'D' forms one leg of an awkward intersection as one enters the West End from the east. It serves as a connection to the neighborhood to the west, but it carries relatively low volumes of traffic. Vacation of a portion of this street and subsequent development of the site (if combined with some of the property on each side of the former street, could provide a great focal point and terminus to Cloquet Avenue, and it would begin to screen the back sides of Avenue 'C' development (which is the most distracting part of the West End entry sequence). A building placed on this site must be seen as something special: to create a parking lot on the old right-of-way would waste a tremendous opportunity. Under the plan, not all of the street is vacated; from the west, the street could terminate in a parking lot or a cul-de-sac.

Reconfiguration of the entry to the West End will focus attention toward Avenue 'C', and provide opportunities for aesthetic enhancement and redevelopment.



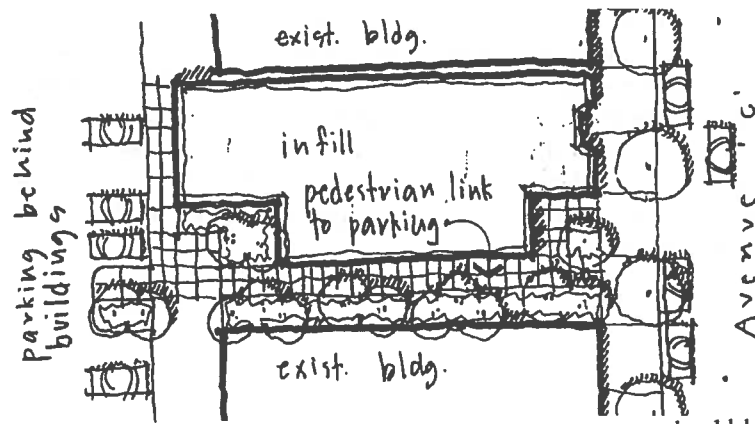
Redevelopment of a part of Avenue 'D' is not the only action needed to enhance the entry to the West End. The necessary improvements to the backs and sides



of buildings surrounding this intersection, as well as the expedited renovation of the Chief Theater, are encouraged by this plan.

Patterns of land use in the West End are typical of a traditional downtown. Of all the business districts in Cloquet, this is where activities should be most mixed; therefore, any number of uses might be a part of the street experience. No change to this pattern is needed, but the encouragement of upper level residential uses will add vibrancy to the district. The introduction of galleries, small specialty shops and eating establishments will also bring life to the district at times when normal professional and business services (a mainstay of the district) are not at their peak. **Mix of Uses**

Since Avenue 'C' is so well defined by buildings in the West End, the lack of a building anywhere along its length in the district detracts significantly from the district as a whole. At the east end of the district, a white metal panel separates the street from an "empty" lot. This site should be redeveloped with a building that fits the character of the West End, but the opportunities presented by the gap that exists must not be overlooked. Parking developed at the rear of the buildings in this area could be accessed by a walkway alongside the new infill development. **Infill**



Buildings in the West End should be continuous and immediately behind the sidewalk. Gaps might occur where pedestrian connections are made between sidewalks and parking areas behind buildings.

To initiate the plan for the West End, business and property owners should be encouraged to invest in this stock of buildings, upgrading building infrastructure and the facades. Rather than redevelopment, the creation of infill and renovation projects is more appropriate — matching the urban pattern and character of the district instead of attempting to replicate the contemporary development patterns found along the highway.

The West End, according to this plan, will include the following patterns:

Pattern Summary

- Use: small/specialty retail; personal and business services; galleries, crafts and decorative arts; home furnishings and decorating; eating establishments; lodging; office; upper level residential
- Market: primary and secondary
- Buildings: historical restoration and preservation encouraged; two story required
- Orientation: primary building axis perpendicular to street
- Circulation: pedestrian



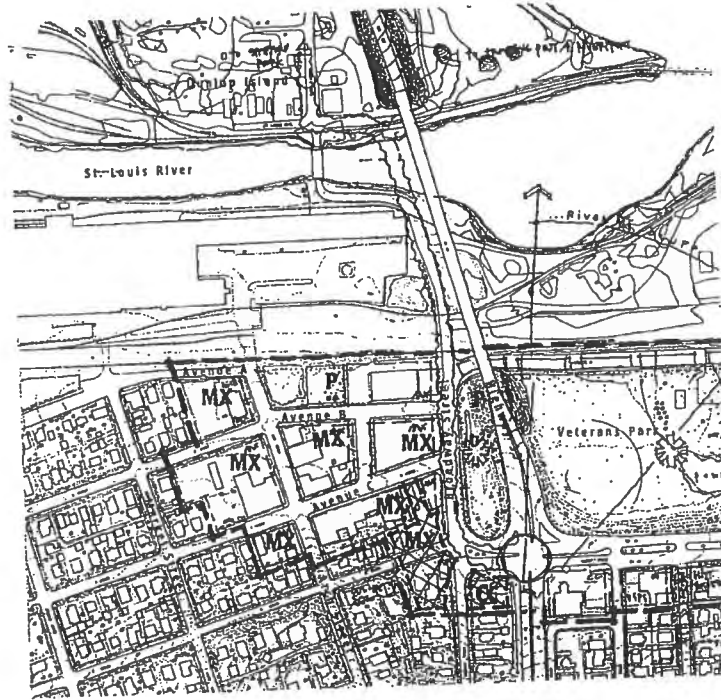
Strategies, Actions and Outcomes The following strategies are recommended for the West End's revitalization according to this plan:

Strategy: Invest in properties that are underutilized or undervalued to raise the standards of the district or to provide new opportunities for business.
Actions: Identify key sites for reinvestment and/or acquisition according to the patterns of the plan.
Establish financial tools to aid in the redevelopment or renovation of the key sites.
Outcome: Highly valued and productive uses on all available land in the West End district.

Strategy: Invest in existing buildings to create space for new businesses or to help existing businesses prosper.
Actions: Adopt the design guidelines portion of the community revitalization master plan.
Require that developers seeking public assistance in their projects meet the intentions of the design guidelines.
Establish a loan program to assist developers in storefront and building infrastructure renovations.
Establish a review process to ensure compliance with the design guidelines.
Outcome: Preservation of Cloquet's older buildings in a well-maintained condition suitable for conduct of a contemporary, productive business.

Strategy: Enhance the entry to the West End from Highway 33 to be more attractive and inviting.
Actions: Vacate a portion of the Avenue 'D' right-of-way and restructure traffic movement with a cul-de-sac approached from the west.
Combine the vacated right-of-way with adjacent parcels to create a significant development opportunity.
Market the combined site to a developer willing to create a building of substance and character.
Assist, to the degree possible, in the expedited renovation of the Chief Theater.
Outcome: An entry to the West End that is active (not parking lots) and attractive, using buildings to screen the back sides of existing buildings.





The development framework for the West End district shows an enhanced entry from Highway 33 and intends a nearly continuous wall of buildings at the edge of the sidewalk.

Use	
R	Residential
CC	Community Commercial
RC	Regional Commercial
MX	Mixed
O	Office
LI	Light Industrial
CI	Civic-Institutional
P	Parks and Open Space
Pattern	
	Development Opportunity
	Parkway
	Enhanced Streetscape
	Remnant or Reclaimed Forest
	Focal Intersection
	Community Focal Point
	District Boundary

FRAMEWORK DEFINITIONS

Use	Pattern
<p>Residential Single or multiple family dwellings</p>	<p>Development Opportunity Underutilized sites; sites with use conflicts; high community value sites; sites that may change as a result of the actions of this plan</p>
<p>Community Commercial Commercial and service activities focused on local market; locally-owned or operated enterprises (including franchises)</p>	<p>Parkway Streets that reflect the larger Cloquet landscape, create continuity through a district, or form connections to significant community features</p>
<p>Regional Commercial Commercial and service activities focused on regional market; franchises, chain stores (including corporate and locally-operated enterprises)</p>	<p>Enhanced Streetscape Urban features (street trees, lighting, signage, sidewalks) to create continuity and definition of a district</p>
<p>Mixed Retail or office at street level, with office or residential occupying upper levels</p>	<p>Remnant or Reclaimed Forest Landscape features (especially pines and aspen) on unused or un-useable portions of a site or right-of-way</p>
<p>Office Office or professional services</p>	<p>Focal Intersection Locations of enhanced landscaping, signage or other features at significant crossing or intersections, typically at a signalized intersection</p>
<p>Light Industrial Smaller scale "clean" production activities, no outside storage, limited large vehicle deliveries, a portion of the building dedicated to office use</p>	<p>Community Focal Point Sites or facilities that are recognized as true community resources or features</p>
<p>Civic-Institutional Municipal, county, regional, state or federal agencies; schools, churches, museums</p>	<p>District Boundary Design Guidelines apply to new development and changes to existing development within each District Boundary</p>
<p>Parks and Open Space parks and public gathering spaces</p>	

see page 35 for definitions



Cloquet Avenue and West End Special Service District

The best efforts of any actions will be diminished or lost if the environment is not well cared for. Consistent cleaning of streets and sidewalks and timely removal of snow, unified seasonal decorations and other maintenance practices, and even the creation and maintenance of common parking areas, are often best conducted through a vehicle such as a special service district. Even if most businesses are dedicated and follow through consistently in these areas, it is the one or two businesses that never perform these tasks that detract from the whole. It will take a united effort on the part of business and land owners to initiate a special service district; the owners impose this practice on themselves (it cannot be forced upon the owners by the city).

Many downtown areas have realized the benefit of a special service district, and many cities have supported businesses in their efforts in establishing these districts. The businesses enjoy more attentive maintenance that is guided by their needs, and cities may be relieved of the more intensive maintenance these areas require. Citizens also enjoy benefits from a special service district created for maintenance of a downtown area: the costs to the city's general fund are typically eliminated or dedicated to other purposes.

The details of such a district are discussed in the section on "Tools."

INFORMATION BRIEF
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Minnesota House of Representatives
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Updated: October 2014

City Special Service Districts

One way for a city to provide an increased level of service or infrastructure to its commercial or industrial areas is to create “special service districts.”¹ Special service districts (SSDs) are established at the request of the persons who will pay for the increased level of service. Since the early 1980s, individual cities have been authorized to set up these districts. Since 1996, cities have had general law authority to create SSDs. This information brief describes the history of the law authorizing special service districts, the requirements of the law, and provides a few examples of the use of SSDs.

What are special service districts?

A special service district is “a defined area within the city where special services are rendered and the costs of the special services are paid from revenues collected from service charges imposed within that area.”² An SSD may be established anywhere in a city but only business property (i.e., commercial, industrial, utility, or land zoned for commercial or industrial use) will be subject to the service charge. SSDs are commonly used in areas with a concentration of retail stores.

¹ Towns and counties may also do this by establishing “subordinate service districts” under [Minnesota Statutes, chapters 365A and 375B](#). While very similar to city special service districts, subordinate service districts are not discussed in this information brief. See the House Research publication, *Subordinate Service Districts*, January 2014.

² Minn. Stat. § 428A.01, subd. 4.

Copies of this publication may be obtained by calling 651-296-6753. This document can be made available in alternative formats for people with disabilities by calling 651-296-6753 or the Minnesota State Relay Service at 711 or 1-800-627-3529 (TTY). Many House Research Department publications are also available on the Internet at: www.house.mn/hrd/.

In 1983, Bloomington became the first city authorized to establish an SSD.³ Bloomington's special law became the basis for later special laws and then the general law. In 1988, the elements of the special laws were codified as *Minnesota Statutes, chapter 428A*. However, a city still needed special legislation to authorize it to use *chapter 428A*. In all, 26 cities have been authorized to establish SSDs by special legislation, and in some cases, more than once. Not all cities authorized to establish SSDs have done so.

In 1996, the statute was amended to permit any statutory or home rule charter city to establish an SSD by ordinance, without requiring special legislation. This authority originally expired in 2001, but has been extended several times, most recently to 2028. After June 30, 2028, cities will need special legislation to establish SSDs.⁴

What kinds of services may be provided in an SSD?

The city ordinance establishing the SSD specifies what services may be provided. In general, the services are those:

- not ordinarily provided throughout the city from general fund revenues of the city, or
- provided at an increased level than for the rest of the city.⁵

Special services authorized in some city ordinances have included street and sidewalk cleaning, snow and ice removal, lighting, signage, parking, parking enforcement, marketing and promotion, landscaping, and security. They may also include capital improvements authorized in the special assessment statute.

How is an SSD established?

An SSD may be established only if a petition by a certain percentage of potentially affected property owners is filed and the city adopts an ordinance to establish it.

Petition. An SSD may be established by petition by the owners of 25 percent or more of the land area that would be subject to the charges *and* either (i) owners of 25 percent or more of the net tax capacity of property that would be subject to the charges, or (ii) owners, individuals, and business organizations that would be subject to 25 percent or more of a proposed charge.⁶

Ordinance. If a petition is filed, the city may prepare an ordinance that describes the specific area and lists the services to be provided. The city must notify all business owners in the area prior to the hearing, with information on the nature of the proposed services, an estimated cost of

³ Laws 1983, ch. 361, §§ 2 to 12.

⁴ Minn. Stat. § 428A.101.

⁵ Minn. Stat. §§ 428A.01, subd. 3; 428A.02, subd.1.

⁶ Minn. Stat. § 428A.08.

improvements, and the amount of the proposed service charges.⁷ The effective date must be at least 45 days after the city adopts the ordinance.⁸ The city must hold a public hearing on the proposed ordinance.⁹ An existing district may be enlarged following the notice and public hearing requirements for establishing a new district.¹⁰

Objections. Potentially affected property owners may testify at the hearing. They may also object in writing, and if the city agrees, the property may be excluded or the ordinance itself may be delayed. If the city does not agree, the property owner has 30 days to appeal to district court, which may affirm, modify, or cancel the city's determination.¹¹ The proposal can be effectively vetoed if owners of 35 percent or more of the land area that would be subject to the charges *or* owners, individuals, or business organizations subject to 35 percent or more of the charges file an objection to establishing the district before its effective date.¹²

Advisory board. The city council may create an advisory board for each special service district in the city to advise the governing body in connection with the construction, maintenance, and operation of improvements, and the furnishing of special services in a district.¹³

How are the services financed?

Businesses in the district pay for the increased level of services through service charges.¹⁴ The charges must be proportionate to the costs of the services and may be collected through the property tax collection system or through other means if so provided by the ordinance. If the service charge is based on net tax capacity, exempt property is exempt from the service charge. Service charges are not included in calculating levies for purposes of any other law related to levies. The fees may be used to pay off general obligation bonds issued by the city for the capital improvements made in the service district under the ordinance. Bonds issued for service district purposes do not require an election.¹⁵

How many cities have established SSDs, and how much money is collected?

Since 1996, each city with an SSD is required to submit the SSD ordinance to the Commissioner of Revenue.¹⁶ However, the commissioner is not required to do anything with the ordinances

⁷ Minn. Stat. § 428A.02.

⁸ Minn. Stat. § 428A.09, subd. 1.

⁹ Minn. Stat. § 428A.03, subd. 1.

¹⁰ Minn. Stat. § 428A.04.

¹¹ Minn. Stat. § 428A.02, subd. 5.

¹² Minn. Stat. § 428A.09.

¹³ Minn. Stat. § 428A.07.

¹⁴ Minn. Stat. §§ 428A.02, subd. 3; 428A.05.

¹⁵ Minn. Stat. § 428A.06.

¹⁶ Minn. Stat. § 428A.02, subd. 1, added by Laws 1996, ch. 471, art. 8, § 5.

filed and there is no penalty for not filing. The data is not identified separately in any financial report to the state. With no effective statewide reporting, it is difficult to know how many SSDs have been established or how much money is collected for SSD purposes statewide. In addition, due to the method of imposing the charges and the lack of effective reporting, these dollars are not included in analyses of overall tax burdens.

The following is a list of some cities that have information about their SSDs on their websites.

- *Crookston*: 1991, to fund downtown storefront improvements; and 1997, to fund citywide flood control
- *Duluth*: 1993, to fund enhanced services and programs, with the goal of improving the safety, cleanliness, and economic vitality of the downtown waterfront
- *Mankato*: 1998, to provide and maintain free parking facilities for customers of businesses in district
- *Minneapolis*: 18 districts as of 2014 (two are inactive), to provide decorative lighting, banners, security, cleaning, snow and ice removal, and landscaping (varies by district)
- *New Ulm*: 1985, to provide free on-street and off-street parking
- *Rochester*: 2005, to fund marketing, physical enhancements, and promotion of special events within the district
- *Saint Louis Park*: Six districts as of 2014, to provide general upkeep, snow removal, landscaping, lighting, banners, and waste removal

For more information about special districts, visit the local government area of our website, www.house.mn/hrd/.

CLOQUET CITY COUNCIL WORK SESSION

Tuesday, May 15, 2018

 **DRAFT**

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

Absent: None

Staff: Reeves, Barclay, Klassen, Peterson

Other: J. Peterson, Pine Journal

Councilor At-Large Candidate Interviews

Councilors interviewed six candidates for the vacant At-Large Council seat. The term of this appointment will expire December 31, 2018. Candidates interviewed included Elizabeth Jaakola, Dr. Les Riess, Randy Flynn, Barbara Wyman, Lara Wilkinson and Andrew Korby.

Following the interviews, Council discussed various views and options of the appointment. Mr. Reeves reminded council members that the appointment needs to be made at tonight's Regular meeting and if a consensus can't be made, the Mayor will appoint someone.

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

Respectfully Submitted,

Aaron Reeves
City Administrator

Regular Meeting

Roll Call

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

Councilors Absent: None

Pledge of Allegiance

AGENDA

MOTION: Councilor Rock moved and Councilor Kolodge seconded the motion to approve the May 15, 2018 agenda. The motion carried unanimously (6-0).

MINUTES

MOTION: Councilor Bjerkness moved and Councilor Maki seconded the motion to approve the minutes of the Work Session and Regular Meeting of May 1, 2018. The motion carried unanimously (6-0).

CONSENT AGENDA

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to adopt the consent agenda of May 15, 2018. The motion was carried unanimously (6-0).

- a. Resolution No. 18-36, Resolution Authorizing the Payment of Bills
- b. Statutory Tort Liability Limits
- c. Resolution No. 18-37, Approving the Exempt Permit to Conduct a Raffle Event at Queen of Peace Parish
- d. 2018-2019 Liquor License Renewals
- e. Approval of Transient Merchant License for Carlton County Farmers Market
- f. Approval of 4th of July and Labor Day Car Show Street Closure

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

AT-LARGE COUNCILOR APPOINTMENT

MOTION: Councilor Maki motioned and Councilor Kolodge seconded the motion to appoint Lara Wilkinson to the vacant At-Large Councilor seat. The motion failed with a tie vote (3-3), Councilors Langley, Rock, and Mayor Hallback opposed. As a result of the tie vote, Mayor Hallback appointed Barbara Wyman as At-Large Councilor with a term expiring December 30, 2018.

ANIMAL CONTROL UPDATE

MOTION: Councilor Kolodge motioned and Councilor Langley seconded the approval of a three-month agreement with Animal Allies for stray hold services. The motion carried unanimously (6-0).

PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Councilor Maki stated his disapproval for the appointment of Ms. Wyman as At-Large Councilor.

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



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *NJK*
Reviewed/Approved by: Aaron Reeves, City Administrator
Date: May 31, 2018

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 18-38, 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. 18-38

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	\$	348,481.62
201	LDO Loan Fund		46.00
204	CD Loan - State MIF		26,251.55
207	Community Development Operating		10,171.48
224	Public Facilities Planning		3,842.87
226	Park Fund		33,720.86
228	Senior Center		14.95
231	Public Works Reserve		4,265.20
405	City Sales Tax Projects		190,754.22
600	Water - Lake Superior Waterline		57,201.23
601	Water - In Town		117,939.16
602	Sewer Fund		46,505.85
605	Storm Water Fund		9,983.27
614	CAT-7		10,553.63
701	Employee Severance Benefits		1,444.53
	TOTAL:	\$	861,176.42

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 5TH DAY OF JUNE, 2018.**

ATTEST:

Dave Hallback, Mayor

Aaron Reeves, City Administrator

DATE: 05/31/2018
TIME: 12:43:32
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/05/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
110950	AARDVARK SEPTIC PUMPING	2,800.00	670.00
111610	ACME TOOLS	0.00	84.76
112050	ADVANCED SERVICES INC	0.00	196.00
112550	AIRGAS USA LLC	0.00	201.60
116550	AMERICAN SOLUTIONS FOR	0.00	318.73
117775	ANIMAL ALLIES HUMANE SOCIETY	100.00	3,750.00
122958	AUTO ZONE, INC.	304.24	12.98
123022	AXON ENTERPRISE, INC	0.00	188.00
125500	LEAGUE OF MN CITIES INSURANCE	362.50	1,047.35
125700	BEST OIL COMPANY	32,305.46	17,137.62
127400	OSCAR J BOLDT CONSTRUCTION	0.00	3,842.87
128900	BROCK WHITE	461.98	1,125.00
134000	CARLTON COUNTY HIGHWAY DEPT	8,030.33	747.87
134300	CARLTON COUNTY RECORDER	46.00	46.00
134700	CARLTON COUNTY TREASURER	173.80	2,288.60
137310	CENTURY LINK	11,770.76	1,487.23
139800	CLOQUET AREA CHAMBER OF COMMER	15,032.24	3,125.45
142100	CLOQUET MAIL STATION	492.38	138.75
142800	CLOQUET SANITARY SERVICE	3,345.89	186.10
145300	COMMUNITY PRINTING	4,682.62	152.50
147050	CONSOLIDATED TELEPHONE COMPANY	2,440.55	610.10
150100	D A L C O	5,505.27	1,279.87
150350	3 D SPECIALTIES, INC.	2,866.75	935.62
161675	EMC NATIONAL LIFE	7,689.75	1,229.50
162640	ENVENTIS TELECOM INC	188.96	47.24
162725	ENVIRONMENTAL PRODUCTS	76.21	56.72
165375	FERGUSON WATERWORKS #2516	3,184.36	808.04
165600	FINANCE AND COMMERCE	0.00	425.42
166750	FIRST HOSPITAL LABORATORIES IN	398.90	97.95
167750	SAWTOOTH HOLDINGS	0.00	7,736.00
168100	BDG INC	0.00	3,437.15
169650	FORUM COMMUNICATIONS COMPANY	6,018.80	40.80
175950	GRAPHIC TECHNOLOGIES	1,567.87	2,125.00
178700	H & L MESABI	5,333.02	1,135.44
179300	HACH COMPANY	144.28	38.98
180425	HARRIS COMPUTER SYSTEMS	1,174.15	251.71
180500	HAWKINS INC	26,788.31	1,039.77
184675	HYDRO KLEAN	3,382.85	104.32
185900	IDEXX DISTRIBUTION CORP.	222.46	16.61
190700	JAMAR COMPANY	5,366.61	4,235.25
197300	KRAEMER CONSTRUCTION INC	385.00	1,000.00
197800	L & M SUPPLY CO	7,786.72	1,969.91
200100	LAKEHEAD TRUCKING, INC.	0.00	830.25
202100	LAWSON PRODUCTS INC	1,773.96	489.78

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TIME: 12:43:33
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CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/05/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
204400	LINCOLN NATIONAL LIFE	22,045.70	2,833.32
204500	LITTLE FALLS MACHINE INC	2,375.52	326.92
207400	MANEY INTERNATIONAL INC	7,974.49	238.12
210450	MEDIACOM LLC.	969.00	89.25
211400	MENARDS	2,615.75	333.43
211645	METERING & TECHNOLOGY SOLUTION	5,141.48	213.20
211700	METRO SALES, INC.	2,373.49	394.57
212400	MICHAUD DIST INC	115.50	27.50
219067	MN DEPT OF ADMINISTRATION	10,772.34	2,140.20
220500	MN DEPT OF HEALTH	5,863.00	5,876.00
224750	MN STATE TREASURER'S OFFICE	86.90	1,144.30
225975	MATHY CONSTRUCTION COMPANY	0.00	1,409.64
227750	MTI DISTRIBUTING, INC.	17,771.74	67.55
231400	NEENAH FOUNDRY COMPANY	0.00	8,624.70
236125	NORTHLAND FIRE & SAFETY, INC	575.00	154.30
238550	O'DAY EQUIPMENT LLC	353.50	373.92
240725	O'REILLY AUTO ENTERPRISES LLC	530.06	36.98
247400	396-PRAXAIR DISTRIBUTION, INC.	4,002.02	210.15
247752	PRICE FIREWOOD CO	0.00	375.00
251600	RAMSLAND & VIGEN, INC.	5,000.00	600.00
258200	RUDY GASSERT YETKA	102,406.90	10,368.75
261800	SEH	275,333.58	74,510.47
265050	SMITTY'S READY MIX OF BARNUM	1,400.50	959.00
265250	SNAP ON TOOLS	2,092.98	69.00
269150	STRATEGIC INSIGHTS INC	0.00	700.00
271325	NANCY GETCHELL	2,866.62	325.16
271975	TEAMSTERS JOINT COUNCIL 32	142,166.65	27,813.00
272600	TERMINAL SUPPLY INC	1,413.06	149.70
275075	TITAN MACHINERY	2,278.68	525.39
276460	TIMOTHY D WEGNER	0.00	17,346.62
278150	TWIN CITY SEED CO	0.00	1,150.00
278600	TWIN PORT MAILING	18,057.50	3,427.45
279100	U S BANK EQUIPMENT FINANCE	2,495.74	418.71
280400	ULLAND BROTHERS, INC.	249,535.62	155,033.91
283700	USA BLUEBOOK	933.71	125.30
284875	VERIZON WIRELESS	18,479.62	1,631.69
285500	VIKING INDUSTRIAL NORTH	4,547.08	1,217.48
286900	W L S S D	385,303.00	13,002.00
287800	WAL-MART COMMUNITY	634.58	105.40
289015	WELLS FARGO CREDIT CARD	39,767.13	5,195.70
290875	WIPFLI CPAs AND CONSULTANTS	0.00	13,900.00
293700	ZIEGLER INC	6,846.85	550.00
R0001089	J J KELLER & ASSOCIATES INC	0.00	1,400.00
R0001198	EVIDENT INC	0.00	173.85

DATE: 05/31/2018
TIME: 12:43:33
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 06/05/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
R0001229	PROGRESSIVE MICROTECHNOLOGY	0.00	102.24
R0001443	SARA'S VAC SHACK	24.99	14.95
R0001603	BRETT COLLIER	0.00	1,200.00
R0001604	GLENN RONNING	0.00	25.00
R0001605	JILL VORK	0.00	37.77
R0001606	DAN ZEIMET	0.00	3,253.00
TOTAL ALL VENDORS:			426,889.43

Bills	426,889.43
Less: CAFD	(5,241.96)
Less: Library	(209.80)
	<hr/>
Bills approved	421,437.67
Other:	
DEED payment	26,251.55
Payroll	443,918.49
Payroll - benefits	<hr/> (30,431.29)
Total Bills and Payroll Approved	<hr/> <hr/> 861,176.42

DATE: 05/31/18
TIME: 12:44:09
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/05/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
134700	CARLTON COUNTY TREASURER	173.80	2,288.60
161675	EMC NATIONAL LIFE	7,689.75	1,229.50
204400	LINCOLN NATIONAL LIFE	22,045.70	2,779.44
224750	MN STATE TREASURER'S OFFICE	86.90	1,144.30
271975	TEAMSTERS JOINT COUNCIL 32	142,166.65	26,422.35
			33,864.19
41	GENERAL GOVERNMENT		
116550	AMERICAN SOLUTIONS FOR		318.73
147050	CONSOLIDATED TELEPHONE COMPANY	2,440.55	305.06
150100	D A L C O	5,505.27	334.96
190700	JAMAR COMPANY	5,366.61	1,200.65
197800	L & M SUPPLY CO	7,786.72	146.39
211700	METRO SALES, INC.	2,373.49	147.96
212400	MICHAUD DIST INC	115.50	27.50
236125	NORTHLAND FIRE & SAFETY, INC	575.00	154.30
258200	RUDY GASSERT YETKA	102,406.90	10,368.75
261800	SEH	275,333.58	870.78
269150	STRATEGIC INSIGHTS INC		233.34
279100	U S BANK EQUIPMENT FINANCE	2,495.74	157.02
284875	VERIZON WIRELESS	18,479.62	1,435.05
286900	W L S S D	385,303.00	13,002.00
287800	WAL-MART COMMUNITY	634.58	79.14
289015	WELLS FARGO CREDIT CARD	39,767.13	2,307.60
290875	WIPFLI CPAs AND CONSULTANTS		3,900.00
R0001089	J J KELLER & ASSOCIATES INC		1,400.00
	GENERAL GOVERNMENT		36,389.23
42	PUBLIC SAFETY		
117775	ANIMAL ALLIES HUMANE SOCIETY	100.00	3,750.00
123022	AXON ENTERPRISE, INC		188.00
125700	BEST OIL COMPANY	32,305.46	4,054.31
137310	CENTURY LINK	11,770.76	636.68
145300	COMMUNITY PRINTING	4,682.62	152.50
150100	D A L C O	5,505.27	334.95
190700	JAMAR COMPANY	5,366.61	859.19
271325	NANCY GETCHELL	2,866.62	325.16
279100	U S BANK EQUIPMENT FINANCE	2,495.74	209.35

DATE: 05/31/18
TIME: 12:44:09
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/05/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
289015	WELLS FARGO CREDIT CARD	39,767.13	2,537.69
R0001198	EVIDENT INC		173.85
R0001229	PROGRESSIVE MICROTECHNOLOGY		102.24
	PUBLIC SAFETY		13,323.92
43	PUBLIC WORKS		
111610	ACME TOOLS		84.76
112550	AIRGAS USA LLC		201.60
122958	AUTO ZONE, INC.	304.24	12.98
125500	LEAGUE OF MN CITIES INSURANCE	362.50	930.88
125700	BEST OIL COMPANY	32,305.46	4,162.24
128900	BROCK WHITE	461.98	375.00
134000	CARLTON COUNTY HIGHWAY DEPT	8,030.33	747.87
137310	CENTURY LINK	11,770.76	137.65
147050	CONSOLIDATED TELEPHONE COMPANY	2,440.55	43.58
150350	3 D SPECIALTIES, INC.	2,866.75	935.62
178700	H & L MESABI	5,333.02	1,135.44
190700	JAMAR COMPANY	5,366.61	576.22
197800	L & M SUPPLY CO	7,786.72	634.26
202100	LAWSON PRODUCTS INC	1,773.96	244.89
204500	LITTLE FALLS MACHINE INC	2,375.52	326.92
207400	MANEY INTERNATIONAL INC	7,974.49	238.12
211700	METRO SALES, INC.	2,373.49	65.78
225975	MATHY CONSTRUCTION COMPANY		1,409.64
238550	O'DAY EQUIPMENT LLC	353.50	373.92
240725	O'REILLY AUTO ENTERPRISES LLC	530.06	36.98
247400	396-PRAXAIR DISTRIBUTION, INC.	4,002.02	105.07
261800	SEH	275,333.58	2,250.00
265250	SNAP ON TOOLS	2,092.98	69.00
272600	TERMINAL SUPPLY INC	1,413.06	149.70
275075	TITAN MACHINERY	2,278.68	525.39
284875	VERIZON WIRELESS	18,479.62	91.61
285500	VIKING INDUSTRIAL NORTH	4,547.08	1,059.00
289015	WELLS FARGO CREDIT CARD	39,767.13	157.12
	PUBLIC WORKS		17,081.24
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER	15,032.24	3,125.45

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/05/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
46	COMMUNITY DEVELOPMENT		
278600	TWIN PORT MAILING	18,057.50	190.00
	COMMUNITY DEVELOPMENT		3,315.45
LDO PROJECT FUND (EDA)			
46	COMMUNITY DEVELOPMENT		
134300	CARLTON COUNTY RECORDER	46.00	46.00
	COMMUNITY DEVELOPMENT		46.00
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
147050	CONSOLIDATED TELEPHONE COMPANY	2,440.55	43.58
211700	METRO SALES, INC.	2,373.49	49.32
287800	WAL-MART COMMUNITY	634.58	16.39
289015	WELLS FARGO CREDIT CARD	39,767.13	25.89
	COMMUNITY DEVELOPMENT		135.18
LIBRARY FUND			
45	CULTURE AND RECREATION		
190700	JAMAR COMPANY	5,366.61	185.00
197800	L & M SUPPLY CO	7,786.72	14.80
289015	WELLS FARGO CREDIT CARD	39,767.13	10.00
	CULTURE AND RECREATION		209.80
PUBLIC FACILITIES PLANNING			
81	SPECIAL PROJECTS		
127400	OSCAR J BOLDT CONSTRUCTION		3,842.87
	SPECIAL PROJECTS		3,842.87
PARK FUND			
34	CHARGES FOR SERVICES		

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/05/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

PARK FUND			
34	CHARGES FOR SERVICES		
R0001604	GLENN RONNING		25.00
	CHARGES FOR SERVICES		25.00
45	CULTURE AND RECREATION		
110950	AARDVARK SEPTIC PUMPING	2,800.00	670.00
112050	ADVANCED SERVICES INC		196.00
125500	LEAGUE OF MN CITIES INSURANCE	362.50	116.47
125700	BEST OIL COMPANY	32,305.46	1,486.84
128900	BROCK WHITE	461.98	375.00
137310	CENTURY LINK	11,770.76	200.00
142800	CLOQUET SANITARY SERVICE	3,345.89	186.10
150100	D A L C O	5,505.27	609.96
180500	HAWKINS INC	26,788.31	519.83
190700	JAMAR COMPANY	5,366.61	555.00
197800	L & M SUPPLY CO	7,786.72	670.51
200100	LAKEHEAD TRUCKING, INC.		830.25
211400	MENARDS	2,615.75	163.35
227750	MTI DISTRIBUTING, INC.	17,771.74	67.55
247752	PRICE FIREWOOD CO		375.00
261800	SEH	275,333.58	5,775.00
278150	TWIN CITY SEED CO		1,150.00
289015	WELLS FARGO CREDIT CARD	39,767.13	141.23
293700	ZIEGLER INC	6,846.85	550.00
R0001603	BRETT COLLIER		1,200.00
	CULTURE AND RECREATION		15,838.09
SENIOR CENTER FUND			
45	CULTURE AND RECREATION		
R0001443	SARA'S VAC SHACK	24.99	14.95
	CULTURE AND RECREATION		14.95
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
175950	GRAPHIC TECHNOLOGIES	1,567.87	2,125.00
219067	MN DEPT OF ADMINISTRATION	10,772.34	2,140.20
	PUBLIC SAFETY		4,265.20

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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/05/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CITY SALES TAX CAPITAL			
00			
276460	TIMOTHY D WEGNER		-912.98
280400	ULLAND BROTHERS, INC.	249,535.62	-8,159.68
			-9,072.66
81	SPECIAL PROJECTS		
167750	SAWTOOTH HOLDINGS		7,736.00
261800	SEH	275,333.58	7,384.69
276460	TIMOTHY D WEGNER		18,259.60
280400	ULLAND BROTHERS, INC.	249,535.62	163,193.59
R0001606	DAN ZEIMET		3,253.00
	SPECIAL PROJECTS		199,826.88
WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
137310	CENTURY LINK	11,770.76	199.30
180500	HAWKINS INC	26,788.31	519.94
185900	IDEXX DISTRIBUTION CORP.	222.46	16.61
197300	KRAEMER CONSTRUCTION INC	385.00	1,000.00
197800	L & M SUPPLY CO	7,786.72	64.43
283700	USA BLUEBOOK	933.71	125.30
287800	WAL-MART COMMUNITY	634.58	9.87
	STATION 2		1,935.45
52	LAKE SUPERIOR WATERLINE		
125700	BEST OIL COMPANY	32,305.46	1,018.74
165375	FERGUSON WATERWORKS #2516	3,184.36	759.35
197800	L & M SUPPLY CO	7,786.72	171.10
284875	VERIZON WIRELESS	18,479.62	35.01
290875	WIPFLI CPAs AND CONSULTANTS		3,500.00
	LAKE SUPERIOR WATERLINE		5,484.20
WATER - IN TOWN SYSTEM			
00			

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/05/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
00			
R0001605	JILL VORK		2.77
			2.77
49	CLOQUET		
125700	BEST OIL COMPANY	32,305.46	1,245.66
128900	BROCK WHITE	461.98	375.00
137310	CENTURY LINK	11,770.76	113.87
142100	CLOQUET MAIL STATION	492.38	17.97
165375	FERGUSON WATERWORKS #2516	3,184.36	48.69
165600	FINANCE AND COMMERCE		425.42
169650	FORUM COMMUNICATIONS COMPANY	6,018.80	40.80
179300	HACH COMPANY	144.28	38.98
197800	L & M SUPPLY CO	7,786.72	48.13
202100	LAWSON PRODUCTS INC	1,773.96	146.93
211400	MENARDS	2,615.75	170.08
211645	METERING & TECHNOLOGY SOLUTION	5,141.48	213.20
220500	MN DEPT OF HEALTH	5,863.00	5,830.00
247400	396-PRAXAIR DISTRIBUTION, INC.	4,002.02	63.05
261800	SEH	275,333.58	58,230.00
265050	SMITTY'S READY MIX OF BARNUM	1,400.50	959.00
284875	VERIZON WIRELESS	18,479.62	35.01
285500	VIKING INDUSTRIAL NORTH	4,547.08	158.48
	CLOQUET		68,160.27
54	BILLING & COLLECTION		
180425	HARRIS COMPUTER SYSTEMS	1,174.15	251.71
278600	TWIN PORT MAILING	18,057.50	3,237.45
279100	U S BANK EQUIPMENT FINANCE	2,495.74	52.34
	BILLING & COLLECTION		3,541.50
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK	11,770.76	82.59
147050	CONSOLIDATED TELEPHONE COMPANY	2,440.55	130.74
211700	METRO SALES, INC.	2,373.49	65.76
220500	MN DEPT OF HEALTH	5,863.00	46.00

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/05/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
57	ADMINISTRATION & GENERAL		
251600	RAMSLAND & VIGEN, INC.	5,000.00	600.00
269150	STRATEGIC INSIGHTS INC		233.33
290875	WIPFLI CPAs AND CONSULTANTS		2,500.00
	ADMINISTRATION & GENERAL		3,658.42
ENTERPRISE FUND - SEWER			
36	MISCELLANEOUS REVENUE		
R0001605	JILL VORK		35.00
	MISCELLANEOUS REVENUE		35.00
55	SANITARY SEWER		
125700	BEST OIL COMPANY	32,305.46	787.06
162725	ENVIRONMENTAL PRODUCTS	76.21	56.72
166750	FIRST HOSPITAL LABORATORIES IN	398.90	97.95
168100	BDG INC		3,437.15
184675	HYDRO KLEAN	3,382.85	104.32
197800	L & M SUPPLY CO	7,786.72	220.29
202100	LAWSON PRODUCTS INC	1,773.96	97.96
231400	NEENAH FOUNDRY COMPANY		8,624.70
247400	396-PRAXAIR DISTRIBUTION, INC.	4,002.02	42.03
284875	VERIZON WIRELESS	18,479.62	35.01
	SANITARY SEWER		13,503.19
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK	11,770.76	55.06
142100	CLOQUET MAIL STATION	492.38	120.78
147050	CONSOLIDATED TELEPHONE COMPANY	2,440.55	87.14
211700	METRO SALES, INC.	2,373.49	65.75
269150	STRATEGIC INSIGHTS INC		233.33
290875	WIPFLI CPAs AND CONSULTANTS		4,000.00
	ADMINISTRATION & GENERAL		4,562.06

STORM WATER UTILITY

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/05/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
289015	WELLS FARGO CREDIT CARD	39,767.13	16.17
	ADMINISTRATION & GENERAL		16.17
CABLE TELEVISION			
45	CULTURE AND RECREATION		
137310	CENTURY LINK	11,770.76	62.08
162640	ENVENTIS TELECOM INC	188.96	47.24
210450	MEDIACOM LLC.	969.00	89.25
	CULTURE AND RECREATION		198.57
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
204400	LINCOLN NATIONAL LIFE	22,045.70	53.88
271975	TEAMSTERS JOINT COUNCIL 32	142,166.65	1,390.65
	EMPLOYEE VACATION & SICK		1,444.53
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
125700	BEST OIL COMPANY	32,305.46	4,382.77
190700	JAMAR COMPANY	5,366.61	859.19
	PUBLIC SAFETY		5,241.96
	TOTAL ALL DEPARTMENTS		426,889.43



DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
Street - Water - Sewer – Engineering - Park
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REQUEST FOR COUNCIL ACTION

To: City Council
From: John Anderson, Assistant City Engineer
Reviewed By: Aaron Reeves, City Administrator *AR*
Date: June 5, 2018

ITEM DESCRIPTION: Awarding Bid for the 2018 Cloquet Avenue Mill and Overlay

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 18-39, A RESOLUTION AWARDED CLOQUET AVENUE MILL AND OVERLAY BID.**

Background/Overview

On April 3, 2018 the City Council authorized staff to solicit bids for the Cloquet Avenue Mill and Overlay. The City Council has planned for infrastructure reconstruction in the Capital Improvement Plan (CIP), which includes a project to rehabilitate the existing pavement, provide ADA improvements and addition of bulb outs between 9th Street and 13th Street for a more walkable corridor. From a “complete streets” perspective, bike lanes are being striped in each direction along the entire corridor. Additionally, included in this project is the replacement of the street lighting from TH 33 to 18th Street with energy efficient LED light fixtures and decorative poles. A neighborhood meeting was held December 6, 2017 to discuss the project with residents and take input on the scope of the improvements.

The project was advertised and bids were opened on Thursday May 10, 2018. Three bids were received with Ulland Brothers Inc. being the low bid at \$2,569,900.00. The bids received were as follows:

Bidder	Bid
Ulland Brothers, Inc.	\$2,569,900.00
Northland Constructors of Duluth	\$ 2,747,859.77
KGM Contractors of Duluth, Inc.	\$ 2,815,138.36
Engineers Estimate	\$ 2,973,362.50

Policy Objectives

To advance proposed capital improvement projects in accordance with State law.

Financial/Budget/Grant Considerations

The engineer's estimate for the mill and overlay bid package is \$ 2,973,362.50. The low bid received is \$2,569,900.00. This contract is the major portion of the overall project. Some of the other related materials have been contracted for separately and some remain to bid. A breakdown of project components are as follows:

	Budget	Bid
Mill and overlay Contract	\$ 2,785,000	\$ 2,569,900
Traffic signal equipment	\$ 50,000	\$ 49,750
Landscaping / Street Furniture	\$ 115,000	\$ 115,000 *
Engineering / design and testing	\$ 50,000	\$ 46,900
Total	\$ 3,000,000	\$ 2,781,550 *

* Indicates items that remain to be bid

This work is primarily funded by City Sales Tax funds (\$1,736,550). Additionally, the City received a grant from MnDot through the Local Road Improvement Project Funding of \$1,000,000. Finally, a portion of this project is being funded by Carlton County (\$45,000)

Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

- Resolution No. 18-39

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

RESOLUTION NO. 18-39

A RESOLUTION AWARDING CLOQUET AVENUE MILL AND OVERLAY BID

WHEREAS, A resolution of the Council adopted on April 3, 2018, authorized advertising the project for bid.

WHEREAS, The City of Cloquet advertised and received the following bids for the project:

Bidder	Bid
Ulland Brothers, Inc.	\$2,569,900.00
Northland Constructors of Duluth	\$ 2,747,859.77
KGM Contractors of Duluth, Inc.	\$ 2,815,138.36

AND WHEREAS, The apparent low bid from Ulland Brothers Inc. was found to meet the minimum bid requirements.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the bid from Ulland Brothers Inc. in the amount of \$2,569,900.00 is hereby accepted.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 5th DAY OF JUNE 2018.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator



DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
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REQUEST FOR COUNCIL ACTION

To: City Council
From: John Anderson, Assistant City Engineer
Reviewed By: Aaron Reeves, City Administrator *AR*
Date: June 5, 2018

ITEM DESCRIPTION: Award 2018 Mill and Overlay Bid

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION 18-40, AWARDING 2018 MILL AND OVERLAY PROJECT BASE BID AND ALTERNATES A AND B.**

Background/Overview

On May 1, 2018, the City Council authorized staff to solicit bids for the 2018 Mill and Overlay. Staff has obtained bids for the project and the attached exhibit shows the streets included in the project as well as the alternates. Alternate A is a mill and overlay on Tall Pine Lane which would be a candidate for mill and overlay provided there is sufficient budget. Since we are working close to a couple of municipal parking lots (Veterans Park and VFW parking lots) we have also included these in the bid as Alternate B. These alternates allow the City Council to award the base bid and any combination of alternates as funding allows. The table below shows the results of the three bids compared to the engineers estimate.

Bidder	Base	Alternate A	Alternate B	Total Bid
Northland Constructors of Duluth, Inc.	\$ 418,221.30	\$ 70,429.70	\$ 46,535.00	\$ 535,186.00
KGM Contractors, Inc.	\$ 535,864.95	\$ 86,043.10	\$ 49,330.20	\$ 671,238.25
Ulland Brothers, Inc.	\$ 562,752.50	\$ 81,730.00	\$ 66,077.50	\$ 710,560.00
Engineers Estimate	\$ 587,071.75	\$ 99,144.75	\$ 61,256.75	\$ 747,473.25

Policy Objectives

The project's objectives are to extend the useful life of streets by maintaining the condition of the road surface.

Financial/Budget/Grant Considerations

The CIP budget for this project is \$660,000. The City Council may consider award of the base bid with any combination of alternates as funding allows. This project was slated to be 100% funded by State Aid money, Alternate B is not State Aid eligible and would need to be funded with local funds. The Base bid and Alternate A are eligible for State Aid funding and within the budget for 2018. Given the favorable bids that were opened for the Cloquet Avenue project, there should be excess Sales Tax funds budgeted to go to pavement management that could be applied to fund the cost of the parking lot work in Alternate B for a sum of \$46,535.

Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

- Project Location Map
- Resolution No. 18-40

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

RESOLUTION NO. 18-40

**RESOLUTION AWARDING 2018 MILL AND OVERLAY PROJECT BASE BID
AND ALTERNATES A AND B**

WHEREAS, A resolution of the Council adopted on May 1, 2018, authorized advertising the project for bid.

WHEREAS, The City of Cloquet advertised and received the following bids for the project:

Bidder	Base	Alternate A	Alternate B	Total Bid
Northland Constructors of Duluth, Inc.	\$ 418,221.30	\$ 70,429.70	\$ 46,535.00	\$ 535,186.00
KGM Contractors, Inc.	\$ 535,864.95	\$ 86,043.10	\$ 49,330.20	\$ 671,238.25
Ulland Brothers, Inc.	\$ 562,752.50	\$ 81,730.00	\$ 66,077.50	\$ 710,560.00

AND WHEREAS, The apparent low bid from Northland Constructors of Duluth Inc. was found to meet the minimum bid requirements.

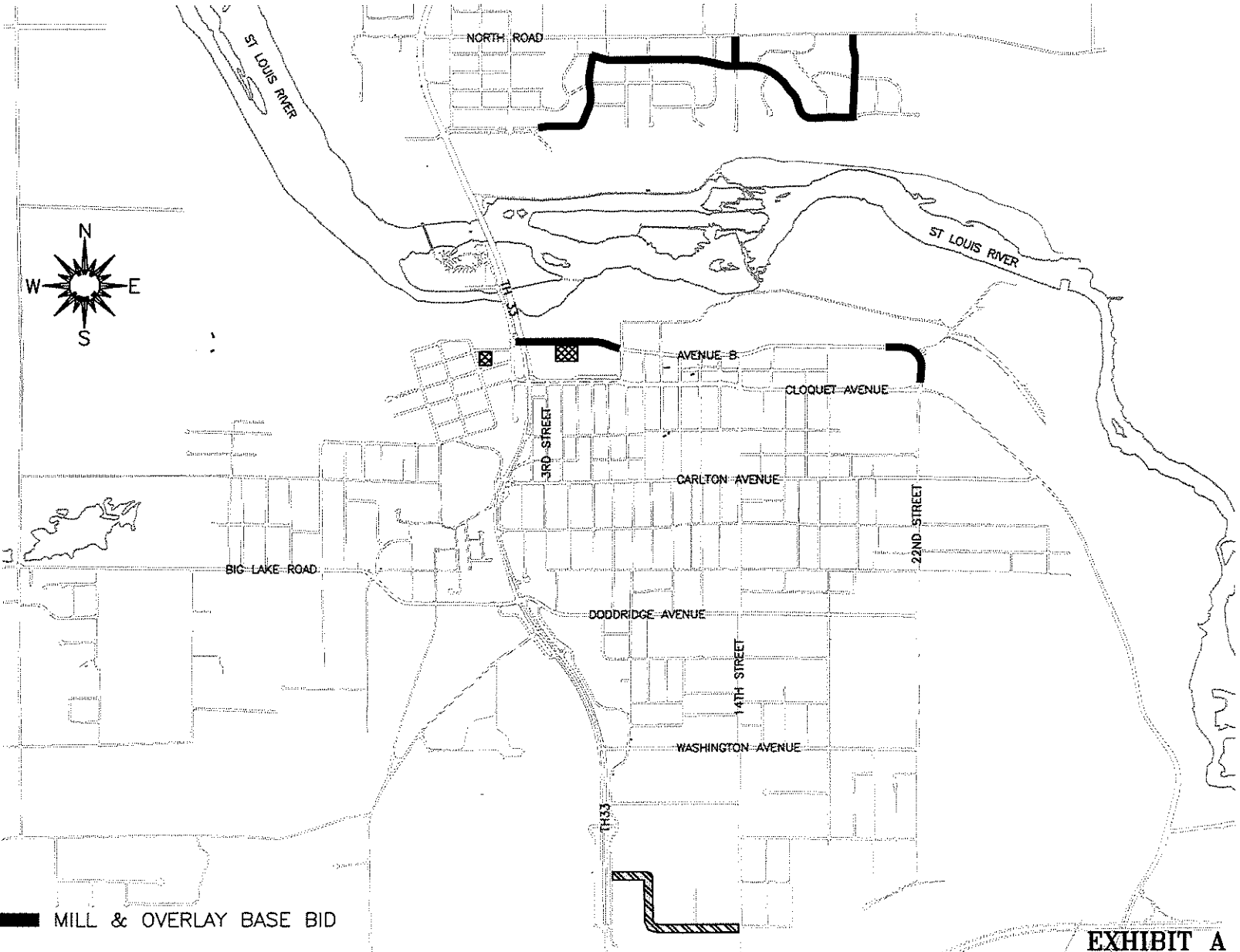
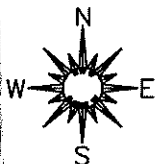
NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the bid from Northland Constructors of Duluth Inc. in the amount of \$535,186.00 is hereby accepted.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 5th DAY OF JUNE 2018.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator




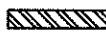

-  MILL & OVERLAY BASE BID
-  MILL & OVERLAY ALTERNATE A
-  MILL & OVERLAY ALTERNATE B

EXHIBIT A
PROJECT LOCATION MAP
DATE: 4/24/2018



DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: John Anderson, Assistant City Engineer
Reviewed By: Aaron Reeves, City Administrator *AR*
Date: June 5, 2018

ITEM DESCRIPTION: Approve Local Road Improvement Program Grant Agreement

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 18-41, A RESOLUTION APPROVING THE GRANT AGREEMENT FOR LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) FUNDING.**

Background/Overview

Minnesota cities, counties and townships can apply for funding support for transportation infrastructure projects on local roads as part of the Minnesota Department of Transportation's Local Road Improvement Program (LRIP). Approximately \$25.3 million in bond funds is available for constructing or reconstructing local roads in 2018, 2019 or 2020. Funding may be requested for projects that will reduce traffic crashes on rural County State Aid Highways, for projects on local roads that have regional significance or for the local share of a trunk highway project.

The City of Cloquet received funding through the LRIP grant for up to \$1,000,000 to apply towards the Cloquet Avenue Project.

Policy Objectives

N/A

Financial/Budget/Grant Considerations

\$2 million in sales tax funding is included as part of the 2018 Capital Improvement Plan for completion of Cloquet Avenue Improvements. Bids were opened and the low bid for the project was \$2,569,900, of which \$1,000,000 is eligible for funding through the LRIP program.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- Resolution 18-41

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

RESOLUTION NO. 18-41

**A RESOLUTION APPROVING THE GRANT AGREEMENT FOR
LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) FUNDING**

SAP 112-146-003

WHEREAS, The City of Cloquet has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for Local Road Improvement and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$1,000,000 by reason of the lowest responsible bid;

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, be it resolved that the City of Cloquet does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper city officers are authorized to execute a grant agreement with the Commissioner of Transportation concerning the above-referenced grant.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 5TH DAY OF JUNE 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 
Date: June 5, 2018

ITEM DESCRIPTION: Solicitation of Contributions Authority Update

Proposed Action

Approve a resolution updating the City's authority to solicit contributions to fund events that foster positive relationships between law enforcement and the community.

Background/Overview

In 2017 State Statute was amended to allow for not only the solicitation of funds for National Night Out but also for any events that foster positive relationships between law enforcement and the community. The attached resolution updates the City's previous resolution that authorized the solicitation of funds for National Night Out only. The City can now solicit funds for any event that meets the Statutory requirements, not just National Night Out.

Supporting Documentation Attached

- Resolution
- Previous Memo to Approve National Night Out Solicitations

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

RESOLUTION NO. 18-42

**A RESOLUTION AUTHORIZING SOLICITATION OF CONTRIBUTIONS
TO FUND EVENTS THAT FOSTER POSITIVE RELATIONSHIPS BETWEEN
LAW ENFORCEMENT AND THE COMMUNITY**

WHEREAS, new law authorizes cities to solicit contributions to fund events that foster positive relationships between law enforcement and the community. 2017 Minn. Laws Ch. 26, § 1 to be codified as Minn. Stat. § 471.198.

WHEREAS, events including, but not limited to, National Night Out, an annual community-building campaign, promote police-community partnerships and neighborhood camaraderie to make neighborhoods safer and more connected.

WHEREAS, National Night Out and similar events provide opportunities to bring police and neighbors together under positive circumstances.

WHEREAS, pursuant to this law, the City of Cloquet may authorize solicitation of contributions to hold or sponsor these events.

WHEREAS, the governing body determines National Night Out and other similar events will foster positive relationships between law enforcement and the community.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That this council hereby authorizes officials and staff to solicit contributions for the purposes of funding or supporting National Night Out and other similar events in this community.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 5TH DAY OF JUNE 2018.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator



CLOQUET POLICE DEPARTMENT

508 CLOQUET AVENUE
CLOQUET, MINNESOTA 55720-1799
records@ci.cloquet.mn.us

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Jeffrey Palmer, Interim Chief of Police
Reviewed by: James Barclay, Interim City Administrator
Date: June 14, 2017

ITEM DESCRIPTION: Authorization to Request Donations for National Night Out

Proposed Action

Staff recommends the City Council move to authorize the Police Department to contact area businesses and organizations to request and receive monetary and material donations to cover food, memorabilia, and equipment rental expenses for the National Night Out event scheduled for August 1, 2017.

Background/Overview

National Night Out is an annual event that promotes police-community partnerships and makes our communities safer places to live. National Night Out enhances relationships between communities and law enforcement and builds collaboration and familiarity by bringing police and those they serve together under positive circumstances.

The Cloquet Police Department hosted our first ever local event in Veteran's Park on August 4, 2015. The event was a huge success with an estimated 400 people in attendance. Last year's event was equally as successful.

Crime prevention and educational brochures were distributed along with memorabilia and items for children. Yard games, bounce houses and other activities including a bike rodeo sponsored by a few of our bike officers were also offered to attendees utilizing bikes provided by the Carlton County Bike Fleet. Cloquet Police Department staff and their families grilled hamburgers and hot dogs and served root beer floats and other refreshment during the entire event.

WKLK Radio was present for the event and broadcasted live feeds to the community. The Cloquet Area Fire District had fire and ambulance rigs and personnel at the event, along with informational pamphlets and gifts for the kids. For the past two years area businesses offered donations of funds and materials for the event. Funds are necessary to purchase supplies to facilitate and promote the event.

To Mayor and Council
National Night Out
June 14, 2017
Page 2

This year the police department would like to continue to build off the success of last year's event and work towards establishing an annual event that will spread citywide. There will be events at locations this year, with the main event taking place at Veteran's Park.

Policy Objectives

Police-Community relationship building is essential in order to succeed in public safety efforts. The National Night Out event serves as an annual opportunity to build these positive relationships and to achieve outcomes that are beneficial to both the police department and the community.

Financial/Budget/Grant Considerations

Financial and material donations will supplement expenses for this event.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

None.



DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
Street - Water - Sewer – Engineering - Park
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Aaron Reeves, City Administrator *AR*
Date: June 5, 2018

ITEM DESCRIPTION: Awarding Bid for Water Treatment Plant No. 1

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 18-43, A RESOLUTION AWARDING WATER TREATMENT PLANT NO. 1 BID.**

Background/Overview

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

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

Well #8 accounts for approximately 30% of our total pumping capacity with Well #11 an additional 17%. While the current wells have sufficient capacity to serve the system for the foreseeable future, it is clear discontinuing the use of Wells 8 and 11 is not a feasible alternative long term. Unfortunately, Cloquet has a long history with the search for new ground water wells with very limited success in locating water in the quality and quantity needed for a municipal well application. The geology of aquifers affects the quality of the groundwater contained within. Past glacial activity in this region has resulted in a complex network of deposits beneath the City. The most recent study of this issue was completed in 2017 with no indication of alternative sources of sufficient quality to negate the need for additional treatment.

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

In addition to potential health impacts, Well #8 manganese concentrations are also ten times higher than the recommended Secondary Drinking Water Standards (SDWS) set by the EPA. These secondary standards are unenforceable drinking water guidelines for the utilities related to the aesthetic quality of water. Potential impacts at measured levels include staining of clothing and plumbing fixtures; clogging of pipelines and meters with insoluble iron and manganese compounds; and taste and odor problems.

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

In May of 2017, the City applied for funding eligibility under the Drinking Water Revolving Fund (DWRF) for the first of two proposed water treatment plants. The DWRF is a low interest loan program offered by the State to assist with funding priority improvements to public water supplies. Use of this funding source would save the City money on interest and various bonding fees associated with typical project financing. The City was notified in October that our application was in the fundable range for construction in 2018.

In December 2017, Council authorized a contract for professional services with Short Elliot Hendrickson for preliminary design, final design and bidding services related to the proposed water treatment plant to serve Well #8. Construction plans have since been developed for review by the Minnesota Department of Health, and an application for DWRF funding submitted to the Minnesota Public Facilities Authority.

Council passed a resolution on April 17, 2018 authorizing bidding of the project. The project was advertised and bids were opened on Thursday, May 31, 2018. Three bids were received with Magney Construction, Inc. being the low bid at \$6,629,120.00. The bids received were as follows:

Contractor	Base Bid	Alternate
Magney Construction, Inc.	\$ 6,629,120.00	\$185,000.00
Shank Constructors Inc.	\$ 7,480,500.00	\$185,544.00
Lakehead Constructors	\$ 7,488,371.00	\$190,320.00
Engineers Estimate	\$ 6,506,289.00	\$200,000.00

The bid alternate included installation of a natural gas fired generator serving both Well #6 and the new treatment plant. Currently the water system has no redundant power supply to protect against depressurization in the event of an extended power outage or fire scenario. While this remains a long-term need, staff is recommending award of the base bid only. A generator could be easily added as part of future project with less financial impacts to the water utility.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

The CIP budget for this project is \$5,600,000. Based on the low bid amount of \$6.29 million, the total cost of this improvement is now estimated at \$7,281,000.

The City completed a utility rate study in December of 2017 which recommended a series of rate increases (\$0.40/1,000 gallons) over the next 8-10 years to fund this and other anticipated Capital projects along with operations over the coming years. This equates to approximately \$6/month annually for a typical single-family customer. The rate study projected an interest rate approximately 1% higher than anticipated from the DWRP. The current water fund balance is estimated at over \$3 million at the end of 2018, well above the required levels for our projected O&M and debt service costs. Actual rate increase needs are evaluated annually.

The City is under no obligation to complete this improvement under current drinking water standards however, it is likely manganese will come under regulation at some point in the future. Proceeding with construction of the filter plant would be a proactive move to protect the health of our customers and take the first step in resolving long standing "aesthetic issues" in some areas of the distribution system. Given the limited number of contractors who perform this type of work, three bids are a strong response and costs are unlikely to come down in future years. DWRP funding is a competitive source. If the project is not awarded, the City would need to reapply for funding at a future date with no guarantees of eligibility in any given year.

Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

- Resolution No. 18-43
- SEH Letter of Recommendation

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

RESOLUTION NO. 18-43

**A RESOLUTION AWARDED
WATER TREATMENT PLANT NO. 1 BID**

WHEREAS, The 2009 Water Quality Study identified manganese concentrations in Well Numbers 8 and 11 which are of concern for aesthetic reasons; and

WHEREAS, Emerging concerns have surfaced regarding the health effects elevated levels of manganese may have on humans; and

WHEREAS, The City is committed to reducing manganese levels in drinking water for both public health and aesthetic reasons; and

WHEREAS, Previous engineering studies have found the construction of new water filter plant to be a cost feasible means of reducing manganese levels for Well No. 8; and

WHEREAS, The City previously contracted with Short Elliot Hendrickson Inc. for design and bidding services related to the proposed Water Treatment Plant No. 1; and

WHEREAS, The City of Cloquet advertised and received the following bids for the project:

Contractor	Base Bid
Magney Construction, Inc.	\$ 6,629,120.00
Shank Constructors Inc.	\$ 7,480,500.00
Lakehead Constructors	\$ 7,488,371.00

AND WHEREAS, The apparent low bid from Magney Construction, Inc. was found to meet the minimum bid requirements.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the bid from Magney Construction, Inc. in the amount of \$6,629,120.00 is hereby accepted.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 5th DAY OF JUNE, 2018.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator



Building a Better World
for All of Us®

May 30, 2018

RE: Cloquet, Minnesota
Water Treatment Plant No. 1
SEH No. CLOQU 144728

Caleb Peterson, PE
City of Cloquet
1307 Cloquet Ave
Cloquet, MN 55720

Dear Mr. Peterson:

At 2:00 p.m., on Thursday, May 24, 2018, three bids were received for the above-referenced project. The base bids ranged from a high of \$7,488,371.00 to a low of \$6,629,120.00. The low bid was submitted by Magney Construction, Inc., of Chanhassen, Minnesota.

	Contractor	Base Bid	Alternate 1	Total Bid with Alternate 1
1	Magney Construction, Inc.	\$6,629,120.00	\$185,000.00	\$6,814,120.00
2	Shank Constructors Inc.	\$7,480,500.00	\$185,544.00	\$7,666,044.00
3	Lakehead Constructors	\$7,488,371.00	\$190,320.00	\$7,678,691.00
	Engineer's Estimate	\$6,506,289.00	\$200,000.00	\$6,706,289.00

SEH engineers have worked on several major water treatment plant projects with Magney Construction in the past. These include water treatment plant projects in Apple Valley, Savage, and St. Louis Park, Minnesota. Based on this experience, we believe that Magney Construction has sufficient ability and understanding to satisfactorily complete the project.

The bid included an alternate to provide a natural gas generator on the site that would have the ability to power the water treatment plant and Well 6. Magney Construction bid \$185,000.00 for Alternate 1. We do not recommend accepting Alternate 1.

Accordingly, we recommend the project be awarded to Magney Construction, Inc. in the amount of \$6,629,120.00.

Sincerely,


Christopher T. Larson, PE
Project Manager



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator 
Date: May 22, 2018

ITEM DESCRIPTION: Truck Driver/Maintenance Person

Requested Action

Staff recommends the City Council move to appoint Nicholas Wright to the position of Truck Driver/Maintenance Person effective June 6, 2018.

Background/Overview

This opening was created due to the resignation of Andrew Jobe in May 2018. This position assists with the planning, design, construction, operation and maintenance of various street and utility improvement projects.

Over the past six weeks, the City completed all its due diligence and posted the position vacancy. The City received several applications and conducted interviews with 5 candidates.

Through the interview process, the City identified Nicholas Wright as its top candidate who has accepted the City's preliminary offer of employment subject to City Council approval. Mr. Wright is a resident of Carlton MN where he worked for the State of Minnesota's Department of Natural Resources. The interview panel unanimously agreed to recommend Mr. Wright for the position.

Should the City Council support this appointment, Mr. Wright is expected to start his duties on June 6, 2018.

Policy Objectives

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

Financial/Budget/Grant Considerations

The position was included and fully funded in the adopted 2018 budget.

Advisory Committee/Commission Action

An interview panel has recommended Mr. Wright for the position.

Supporting Documentation Attached

- None



CLOQUET POLICE DEPARTMENT

Jeffrey D. Palmer
Chief of Police

508 CLOQUET AVENUE
CLOQUET, MINNESOTA 55720-1799
records@ci.cloquet.mn.us

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Jeffrey D. Palmer, Chief of Police
Reviewed by: Aaron Reeves, City Administrator *ARR*
Date: June 5, 2018

ITEM DESCRIPTION: Appointment of Police Officers

Proposed Action

Staff recommends the City Council move to approve the probationary appointments of Benjamin LaFave and Zachary Sandstrom to the position of Police Officer.

Background/Overview

The Cloquet Police Department currently has 22 sworn officers to provide police services to the cities of Cloquet and Scanlon. The Cloquet Police Department's 2018 approved budget is for 24 sworn officers. The current number of sworn officers in the department includes 15 assigned to patrol, 3 assigned to investigative functions, 1 School Resource Officer, and 3 assigned to administration.

On January 16, 2018 I received a letter of resignation from Officer Pierce Risdon effective immediately and Cpl. Erik Blesener was reassigned to the School Resource Officer position in the Fall of 2017.

To hire new officers is a rigorous and time-consuming process. The process includes a written application, a written examination and a pre-employment questionnaire. After the initial test and screening of candidates, the City brought together an interview panel consisting of representatives of the Police Department, Carlton County Sheriff's Department, Cloquet School District, and members of the Citizens Advisory Board to further narrow down the candidate pool.

Per the Advisory Board rules for new hires, the candidates were then ranked to establish a current eligible register. The top 7 candidates selected by the interview panel were given background packets to complete, 2 of which withdrew. Background checks of the 5 remaining candidates were completed. The top 4 candidates were selected from the list and they participated in an interview with Cpl. Steve Fiske and myself. Benjamin LaFave came out as the number 1 candidate and Zachary Sandstrom the number 2 candidate. Both Benjamin LaFave and Zachary Sandstrom completed a medical and psychological assessment and have been recommended for employment. Ben LaFave is currently an officer for the Fond du Lac Police Department and has been for 4 years. Zachary Sandstrom is currently an officer for the Hibbing Police Department and has been for 1 ½ years.

All new officers are required to complete three months of field training and have a year-long probationary period.

To the Mayor and City Council
Appointment of Police Officer
June 5, 2018
Page 2

Policy Objectives

The Police Officer position is critical to the overall success of the Department in the delivery of professional and efficient policing services to the community. Police Officers are responsible for the preservation of law and order, the protection of life and property, the prevention and detection of crime, the provision of emergency services and the enforcement of laws and ordinances.

Essential Functions of the Job

Responds to calls for police service, including domestic disputes, auto accidents, crimes in progress, and medical emergencies; investigates complaints involving violation of City codes and State and Federal laws; patrols streets and highways and residential and business areas, to prevent and protect against criminal activities; responds to complaints and resolves problems; participates in crime prevention, community policing and neighborhood watch activities; takes crime reports from citizens and files reports and logs; investigates traffic accidents, including preparing reports and gathering evidence. Officers may perform specialized assignments such as canine, range officer, field training officer, intoxilyzer operator, crime prevention training, evidence officer, etc. Officers also ensure proper maintenance and safe operation of all City vehicles and equipment, monitor incident reports, other logs, emails, bulletins and teletypes, and performs other duties as apparent or assigned, in accordance with the City's policies and applicable laws.

The City follows the hiring process identified within the Citizen Advisory Board rules and Police Department Procedural Manual Sections 3.50, 3.51 and 3.52.

Financial/Budget/Grant Considerations

No additional financial implications to the City as the positions are currently included in the 2018 budget.

Advisory Committee/Commission Action

The Police Citizen Advisory Board assisted the administration with the creation of the current eligibility list.

Supporting Documentation Attached

- None



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator *AR*
Date: May 30, 2018

ITEM DESCRIPTION: 4th of July Parade and Related Celebration Activities

Proposed Action

Staff recommends that the City Council move to approve the following 4th of July Celebration items: recognize the Event Committee as a City Committee coordinating the 2018 4th of July Celebration; closure of Industrial Avenue from 9:30 a.m. to 12:00 p.m. and Cloquet Avenue from 8th to 22nd Street from 11:00 a.m. to 12:00 p.m. for the parade; food vendors along Cloquet Avenue; use of Veterans and Pinehurst Parks; and a beer tent in Veterans Park.

Background/Overview

Enclosed the City Council will find a request from Alyson Leno, representing the Cloquet 4th of July Celebration Committee, seeking approval to hold the 4th of July parade and related activities again this year. The requests are consistent with previous years with the events being held on Cloquet Avenue, Industrial Avenue and in local parks. Veterans and Pinehurst Parks will once again be used as part of the event with food vendors and other activities.

In addition to the parade, there are several other items the City Council needs to consider as part of the celebration. First, the Committee should once again be authorized as a City Committee acting on behalf of the City for this sponsored event. Thus, the event and volunteers working on the event would fall under the City's event coverage. This is common in certain cities and is legal per our insurance carrier. Staff supports this for the 4th of July Celebration.

Other support typically requested from the City require no formal action and are as follows: providing trash cans, dumpsters, and some port-a-pottys for the event. The event organizers also use the City tents, trailer (for bands) and bleachers. The City has historically provided these items to the event. The City has also provided water and/or electricity at no cost to the event and its participants.

The committee is looking to have a series of bands throughout the day that start around noon and run until 8:00 p.m. The Council could consider any special conditions for the music venue but has not historically done so due to the music ending early in the evening.

Policy Objectives

The support of this type of community event is not directly addressed in any City policy or ordinance.

To Mayor and Council
4th of July Celebration
May 30, 2018
Page 2

Financial/Budget/Grant Considerations

Some staff time is required for clean-up and barricading of streets which would be charged against the General Fund. The insurance costs will fall under the City's existing liability insurance coverage. There is some direct cost to the City as it relates to the port-a-pottys and garbage removal.

Advisory Committee/Commission Action

The Parks Commission will be asked to authorize the use of the Park at a future meeting.

Supporting Documentation Attached

- Request from Alyson Leno, 4th of July Committee

May 30, 2018

Cloquet City Council
1307 Cloquet Avenue
Cloquet, MN 55720

City Council:

July 4th is right around the corner, and our committee is in the process of putting together an entire day's worth of FREE July 4th activities for families and residents from Cloquet and the surrounding communities. Below, you will find a list regarding approvals needed for the July 4th Celebration.

1. Street Closures
 - a. July 4th: Industrial Avenue, 9:30am-12:00pm (parade line-up and Sawdust 1-mile route)
 - b. July 4th: Cloquet Avenue, 11am-12:00pm (parade)
2. Use of Parks
 - a. July 3 - July 5th: Veterans Park, all day (set-up and clean-up, included)
 - b. July 4: Pinehurst Park, 4am-10:30am (Sawdust 5k)
3. Food Vendors along Cloquet Avenue (during the parade)
 - a. Electricity is not an option, so will request vendors to bring their own generator, if needed.
 - i. Carlton County Building Parking lot on Cloquet Avenue (2 food vendors)
 - ii. Wipfli parking lot (2 food vendors). Will work with Wipfli on this, as well.
4. Stipes Carnival (not 100% confirmed they'll be joining us this year – but would like to have approval on this incase they do decide to come, last minute).
 - a. Best Oil parking lot, all day, June 28-July 5th
 - b. Doors would be open to the public July 1, 2, 3, 4
 - c. Would the City pay for electricity and water in return for their profit sharing donation?
5. Beer Tent by Carmen's Restaurant and Bar
 - a. July 4th: Veterans Park (Noon to conclusion of fireworks)
(The City has previously covered the cost of one of the police officers)

Thank you for your consideration regarding the July 4th Celebration approvals.

Alyson Leno
879.1551
aleno@cloquet.com



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator *AR*
Date: May 30, 2018

ITEM DESCRIPTION: 4th of July Outdoor Public Fireworks Display Permit

Proposed Action

Staff recommends that the City Council move to approve the Outdoor Public Fireworks Display Permit for fireworks on July 4th at 10:00 p.m. subject to any final issues identified by the Chief of Police or Fire District Chief being addressed by the applicant.

Background/Overview

The City has received an application from Pyrotechnic Display to hold the annual 4th of July Fireworks display on July 4th at 10:00 p.m.

They are once again proposing to hold the fireworks along the St. Louis River with the fireworks being discharged from the north riverfront road/trail area. Access to this area is limited during the day of the display. City Staff has historically supported this location.

The company has provided the required liability insurance documentation and information attached. This year's fireworks are sponsored by the Cloquet 4th of July Celebration, an ad hoc committee, working to ensure that festivities continue in 2018. The City has entered into an agreement with Pyrotechnic Display, Inc. for the fireworks. They have provided this service for a number of years and the City has had no issues of concern.

Policy Objectives

The permit is consistent with that provided by the State of Minnesota. The City does not have any specific permitting or other requirements included in our City Code.

Financial/Budget/Grant Considerations

There is no City fee associated with this permit. The City does incur additional law enforcement and fire safety presence on the night of the fireworks.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Application



CITY ADMINISTRATOR'S OFFICE

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

APPLICATION FOR OUTDOOR PUBLIC FIREWORKS DISPLAY

- 1. This application is for an outdoor public fireworks display only and is not valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.

Name of Applicant (Sponsoring Organization): City of Cloquet 4th of July Celebration

Address of Applicant: 1307 Cloquet Avenue, Cloquet, Minnesota 55720

Names of Applicant's Authorized Agent: Pyrotechnic Display, Inc.

Address of Agent: 9405 River Road SE, Clear Lake, MN 55319

Telephone Number of Agent: 320-743-6496 Ext. 1 Date of Display: July 4, 2018 Time of Display: about 10pm

Location of Display: on service road SE of Hospital, east of Hwy 33 and on edge of St. Louis River, Cloquet, MN

Manner and place of storage of fireworks prior to display:

No storage, delivery and set up on day of display.

Type and number of fireworks to be discharged:

1.3G product, up to 6" shells and Multi-shot Box items

MINNESOTA STATE LAW REQUIRES THAT THIS DISPLAY BE CONDUCTED UNDER THE DIRECT SUPERVISION OF A PYROTECHNIC OPERATOR CERTIFIED BY THE STATE FIRE MARSHAL.

Name of Supervising Operator: Patrick Liebl Certificate No. O 0814

Required attachments. The following attachments must be included with this application:

- 1. Proof of a bond or certificate of insurance in amount of at least \$1.5 million.
2. A diagram of the grounds at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display. Tanya Liebl, 41, Patrick Liebl Jr. 21

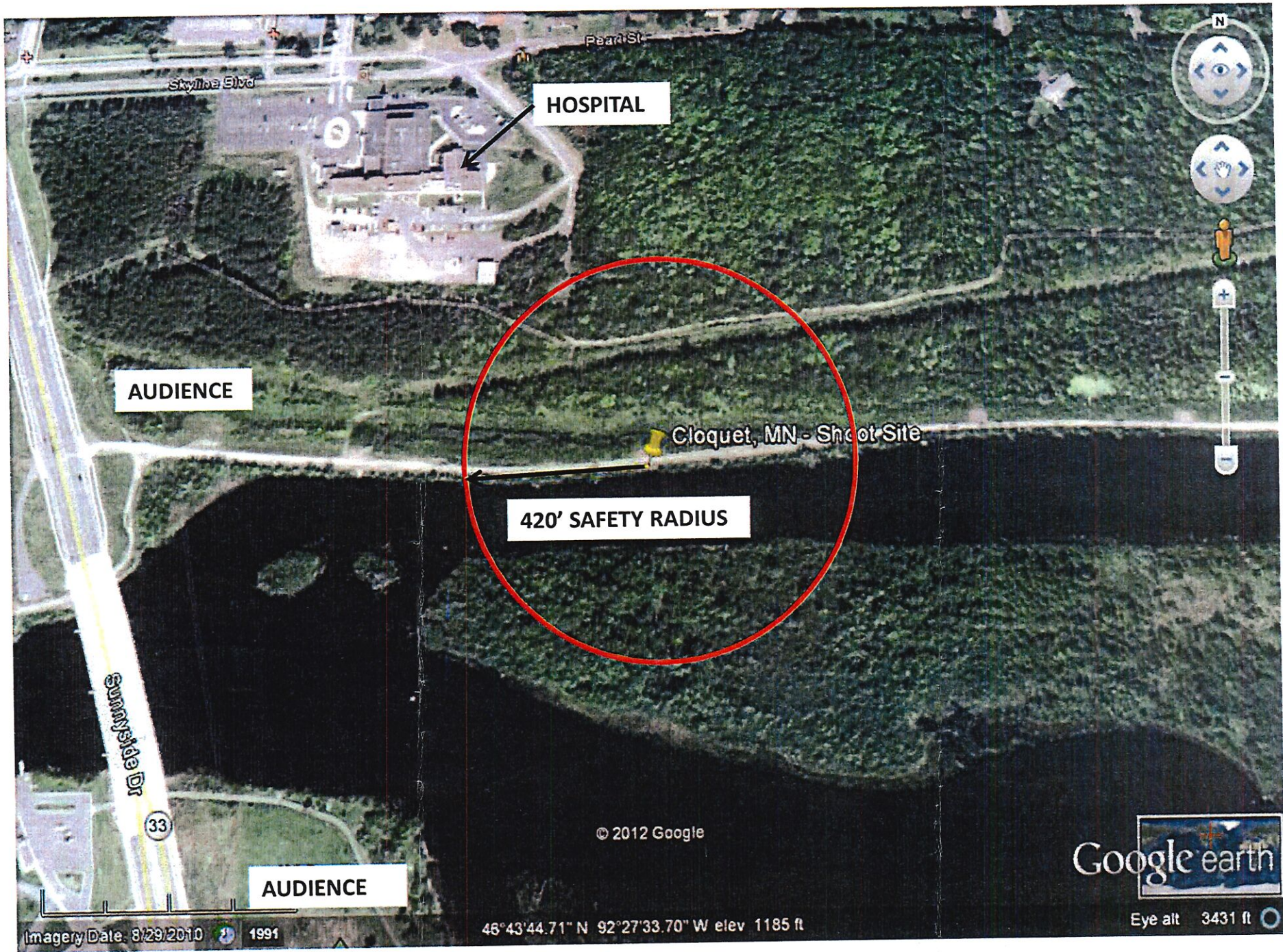
The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any:

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority, and will ensure that the fireworks are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of Applicant (or Agent): Becky Hanson Date: May 18, 2018

Signature of Fire Chief: Date:

Signature of Issuing Authority: Date:





ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator *AR*
Date: May 31, 2018

ITEM DESCRIPTION: Approval of 2018-2019 Tobacco License Renewals

Proposed Action

Staff recommends the City Council move to renew the Tobacco Licenses identified on the attached 2018-2019 license renewal list subject to submittal of all licensing requirements.

Background/Overview

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

Staff has solicited renewals from each of our current license holders. Most have completed the necessary paperwork and submitted the required information. Staff has found everything in order. The licenses that are ready to be renewed and approved by the Council are indicated on the attached list.

Are there any significant license change requests?

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

Policy Objectives

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

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- 2018-2019 License Renewal List

RENEWALS - JUNE 5, 2018 MEETING

2018 - 2019 Licenses

<u>Licensee</u>	<u>Trade Name</u>	<u>Licensed Location Address</u>	<u>On Sale Intox. Liquor (13)</u>	<u>Sunday</u>	<u>2 A.M. Closing</u>	<u>Off Sale Intox. Liquor (12)</u>	<u>Wine</u>	<u>On Sale 3.2% Malt Liquor</u>	<u>Off Sale 3.2% Malt Liquor</u>	<u>Tobacco</u>	<u>Public Dance</u>	<u>Amusement</u>
TA Operating LLC	Minit Mart	401 Broadway								#24		
TA Operating LLC	Minit Mart	201 Doddridge Ave								#25		
TA Operating LLC	Minit Mart	308 Sunnyside Dr								#26		
Walgreen Co.	Walgreens #15439	215 Doddridge Ave								#22		



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator *AR*
Date: May 23, 2018

ITEM DESCRIPTION: Approval of New Tobacco License – Lakeshore Tobacco Vapor, LLC

Proposed Action

Staff recommends the City Council move to approve the Tobacco License for Lakeshore Tobacco Vapor, LLC, 903 Cloquet Avenue, effective July 1, 2018.

Background/Overview

The City has received an application from Aysar Maher Sadi and Noaf Wazwaz, 5116 Ivanhoe Street, Duluth, seeking to obtain a new Tobacco, Tobacco Products and Tobacco Related Devices License for 903 Cloquet Avenue. The applicant has submitted the necessary paperwork for a license and everything is found to be in order.

Policy Objectives

Approval of the sale of tobacco products and tobacco related devices are required under Chapter 6 of the City Code.

Financial Impacts

No license shall be issued until the appropriate license fee is paid in full and all property taxes have been properly paid up to the date of approval. The applicant has paid all fees which are required by the City.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Application



CITY ADMINISTRATOR'S OFFICE

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CITY OF CLOQUET, MN
APPLICATION TO SELL AT RETAIL
TOBACCO, TOBACCO PRODUCTS AND TOBACCO RELATED DEVICES

This application, all required documentation and fees must be submitted by any person desiring to obtain a license to sell tobacco, tobacco products and tobacco related devices within the City of Cloquet, MN.

INDIVIDUAL SUBMITTING APPLICATION:

Name: Aysar Maher Sadi and Noaf Wazwaz
First Full Middle Name Last

Applicant Current Address:

City, State, Zip: Duluth, MN 55804

Home Phone Work Phone Cell Phone

noafwaz@hotmail.com
E-Mail Address

Date of Birth: Ayar Sadi l Place of Birth: Jerusalem, Israel

Noaf Wazwaz
BUSINESS INFORMATION:

Business Name: Lakeshore Tobacco Vapor, LLC

Address of Business: 903 Cloquet Avenue, Cloquet, MN 55720

Mailing Address (if different from above): Same

Phone No.: Alternate Number:

MANAGER OR PERSON IN CHARGE OF BUSINESS:

Name: Aysar Maher Sadi
First Full Middle Name Last

Address:

City, State, Zip: Duluth, MN 55804

Home Phone Work Phone Cell Phone

E-Mail Address

PREMISE / PROPERTY INFORMATION:

Property Zoning District: _____ Property Parcel ID Number: _____

Property Complete Legal Description: _____

Real estate taxes on property to be licensed are: Paid current Delinquent

Are there any financial claims to the City of Cloquet owed by the applicant, business owner, or property owner?

None exist. There are financial claims owed to the City of Cloquet.

If there are current financial claims owed to the City of Cloquet, please state the responsible party, state amount(s), and type of claim:

N/A

Responsible Party	Amount	Type of claim (i.e., utilities, etc.)
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1. Have you ever been convicted of any violation of a federal, state, or local law, Code or Ordinance provisions, or other regulation relating to tobacco or tobacco products, or tobacco related devices within the past five (5) years?

Yes No *If yes, give information as to the date, place, and offense for each conviction.*

2. Have you ever been denied a license to sell tobacco or tobacco products or had such license suspended, revoked or canceled in any City/State, including Cloquet? Yes No

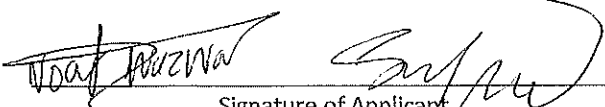
If yes, please provide details; description, date and location _____

3. Are you prohibited by federal, state, or other local law, Code or Ordinance, or other regulation, from holding such a license? Yes No

If yes, please provide details: _____

I HEREBY UNDERSTAND AND AGREE THAT:

(I) do hereby swear that I have submitted all of the required documentation as listed above and that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Cloquet, its agents, and employees, to obtain any necessary information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this license. I do understand that providing false information shall be grounds for denial of my license.


May 1, 2018
 Signature of Applicant _____ Date _____
 Print Name Aysar Maher Sadi Wazwaz
 First Middle Last

SEND FUTURE APPLICATION RENEWALS TO:

Applicant's Residence Address
 Business Address

FOR CITY USE ONLY: (When applicable)			
City Administrator:			

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Print or type

Applicant's Minnesota tax ID number

The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number, Period covered, Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

Over counter, Through vending machine, Both

Licensee's legal name, Business trade name, Complete address of business location, Mailing address, Federal employer ID number, Daytime phone, Other phone number, Fax number, Email address

Business information

Type of legal organization (check one):

Sole proprietor, Partnership, Other (describe) LLC, Minnesota corporation, Out-of-state corporation, Are you registered to do business in Minnesota?

Corporate officers or partners (attach a list if necessary)

Name, Title, Address, City, State, Zip code for Aysar Sadi and Noaf Wazwaz

Statement of understanding

As a licensed tobacco products or cigarette retailer, I understand that:

- 1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign here

Licensee signature, Title, Print name, Date, Daytime phone, Licensing agent's signature, Title, Print name, Date, Daytime phone


License applicant: Submit this form to the licensing authority along with the license application. Licensing authority: Mail or fax a copy of approved form to: Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator 
Date: June 5, 2018

ITEM DESCRIPTION: Phone System Update and Extension of Fiber to City Facilities

Proposed Action

Approve the attached proposal from CTC to provide an updated phone system to City Hall, PD, Library, and Public Works and to extend fiber for high speed internet to the new City Hall, arena, and Public Works facilities.

Background/Overview

There are a number of reasons behind the proposal, these include:

- The City's current phone system is out dated and needs replacement. Last year we had an issue with the system and most of the City Hall phones did not work for a number of days while the proper part was found. Because of the age of the system parts are not readily available. In addition, with this new system we will be able to transfer calls to any City department or building without requiring citizens to call a different number. Our new monthly phone costs will include all phone maintenance, updates, repairs, etc. We currently have to pay \$160/hour for repairs.
- The Wilderness has requested better data service to the arena for the live streaming of their games on the internet. The School District and CAHA can also begin to live stream games if they wish with this upgrade as well.
- The proposed new water treatment facility at public works requires reliable high-speed data. Future new Public Works buildings will also require this service.
- With our move of City Hall to the Credit Union building we will require reliable fiber connection to the new facility.

The construction costs for the extension of fiber to the new City Hall, arena, and Public Works site is \$61,000 but the City's share is only \$8,000. The rest of the cost is covered by CTC. The City's cost to install new phones for City Hall, PD, Library, and Public Works is a one time cost of \$1,912.50. Our current monthly cost for phone service and internet is \$1,848.39. Our new cost will be \$2,148.39 but this does include a new cost of \$200/month for high speed service to the arena. Without that cost our monthly increase is only \$100 for an updated phone system with all related warranties, maintenance, and replacement. Billing will not start until we activate the services which will be sometime next year when we move into the new City Hall and the water treatment plant is completed. We will include the new monthly cost in the 2019 budget. We are seeking approval now to allow for the fiber to be installed during this year's construction season.

Supporting Documentation Attached

- CTC Proposal

FIBER _____ FIBER PLOW NEEDED _____ COLO _____

Service Order Agreement

Customer Name: City of Cloquet
 Billing Address: 1307 Cloquet Ave
 City, State, Zip: Cloquet, MN 55720
 Business Telephone: 218-879-3347
 Customer contact: Aaron Reeves

BTN: _____
 Sales Rep: Lauren Johnson
 SOA Date: 4/24/2018
 Install Date: _____
 Tax ID: _____



CTC Local Services and Features	Unit Price	Quantity	Total	Term	Effective Monthly	Non-Recurring
Internet		0	\$0.00	0%	\$0.00	
100 Meg up/down (City Hall & Public Works)	\$100.00	2	\$200.00	0%	\$200.00	
IP addresses (current)	\$20.00	1	\$20.00	0%	\$20.00	
200 Meg up/down (Arena)	\$200.00	1	\$200.00	0%	\$200.00	
Voice		0	\$0.00	0%	\$0.00	
Analog Business Line	\$24.95	7	\$174.65	25%	\$130.99	
(existing 879-3844 & 879-5998, ADMIN FAX, PD FAX, LIBRARY FAX, 2 analog at arena)		0	\$0.00	0%	\$0.00	
CISCO 514G (20CH, 5PW, 15PD, 11L)	\$9.00	51	\$459.00	25%	\$344.25	
Sidecar SPA	\$5.00	8	\$40.00	25%	\$30.00	
Premium Extension	\$6.00	51	\$306.00	0%	\$306.00	
Trunks	\$20.40	18	\$367.20	0%	\$367.20	
Promotional Trunk	\$20.40	6	\$122.40	0%	\$122.40	
CTC Managed Router & Switch (CH, PW, PD, L)	\$60.00	4	\$240.00	0%	\$240.00	
Subscriber Line Charge	\$5.00	31	\$155.00	0%	\$155.00	
E911, TAP, TACIP	\$1.05	31	\$32.55	0%	\$32.55	
		0	\$0.00	0%	\$0.00	
Construction						\$8,000.00
Equipment Install						
Phone Install \$37.50/phone		0	\$0.00	0%	\$0.00	\$1,912.50
Wiring based on Site Survey responsibility of City of Cloquet		0	\$0.00	0%	\$0.00	
Subtotal Charges (Page 1) (Services)			\$2,316.80		\$2,148.39	\$9,912.50

Directory Listing	
PLEASE REVIEW AND CORRECT IF NEEDED	
MAIN	per department
SERVICE ADDRESS	
CITY	
PHONE #	
Additional Line(extra chg)	
Additional Line(extra chg)	

Tax Exempt _____ Contract Term **5 year** x L/D Provider _____ CTC
 Outbound LD Rate _____ \$0.03
 Inbound LD Rate _____
 International Calling _____
 L/D Calling Disclosure _____
 IT Provider: _____
 IT Provider Contact #: _____

Authorized Account Representatives		
The following person(s) are authorized to make changes to my service or personal information:		
Name	Title/Position	Contact Number
Aaron Reeves	City Administrator	

Account Password (optional)

*** Initial to Accept Master Service Terms**

*** Customer Signature/Title (Officer) _____ Date _____**

CTC Signature _____ Date _____

This Agreement along with the Master Agreement constitutes a binding agreement between Consolidated Telecommunications Co. and Customer. Customer acknowledges that the service term begins upon installation of respective services indicated in this Agreement. *Surcharges required by local, state and federal agencies and content providers will be passed through to the customer.