



**CITY OF CLOQUET
City Council Agenda
AMENDED
Tuesday, June 19, 2018
7:00 p.m.
City Hall Council Chambers**

CITY COUNCIL WORK SESSION – 5:30 p.m.

- Joint Meeting with Library Board
- Auditor's Report Summary and Fund Balance Plan
- Cloquet Middle School Apartment Project Update
- July 3rd Council Meeting
- West End Project Change Order

1. **Roll Call.**

2. **Pledge of Allegiance.**

3. **Approval of Agenda.**

- a. Approval of June 19, 2018 Council Agenda

4. **Approval of Council Minutes.**

- a. Work Session Minutes from the June 5, 2018 meeting
b. Regular Council Minutes from the June 5, 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. 18-44, Authorizing the Payment of Bills
b. 2017 Financial Audit Acceptance
c. Fund Balance Plan
d. Appointment to Cloquet Area Fire District Board
e. Part Time Accounting Clerk Appointment
f. Approval to List 1607 Airport Road for Sale
g. Peddlers, Solicitors & Transient Merchants License – Generous Jerry's Fireworks
h. Resolution No. 18-46, Approving Exempt Permit for the VFW Post 3979 to Conduct Off-Site Bingo at Veteran's Park
i. Approval of Labor Day Celebration Activities
j. Approval of New Liquor License for 2018-2019 – Cloquet Bar and Lounge



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Tuesday, June 19, 2018
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6. **Public Hearings.**

None.

7. **Presentations.**

Mayor's Proclamation, Declaring August 24, 2018 as American Legion Day

8. **Council Business.**

- a. Resolution No. 18-45, Resolution Adopting and Confirming Special Assessments for Delinquent Utilities and Miscellaneous Property Charges
- b. Lake Superior Waterline Pipeline Assessment Award
- c. Authorization to Purchase Lift Station Parts for Water Treatment Plant
- d. Water Supply Plan Update

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

REQUEST FOR COUNCIL ACTION

To: Mayor and Cloquet City Council
From: Holly Hansen, Community Development Director
Al Cottingham, City Planner/Zoning Administrator
Reviewed By: Aaron Reeves, City Administrator *AR*
Date: June 13, 2018

ITEM DESCRIPTION: Cloquet Middle School Apartment Project – 509 Carlton Avenue

Background/Overview

At the Council Work Session meeting on June 19th, Roers Investments will give a presentation to the Council providing a status update on various aspects of the project and will seek feedback from Councilors after the presentation related to questions or issues on the project. Previously, the Council had questions on parking per the zoning being sought and the developer has worked with Planning and Engineering to update the administratively reviewed site plan to ensure the appropriate amount of parking is in place. Project approvals will be submitted to the Planning Commission, then to Council later this summer. The developer intends to start construction soon after (early fall 2018), with project completion being fall of 2019.

As the Council is aware, this adaptive building reuse will involve removal of the pool addition and a small building wing as the developer is decreasing the size of the building and increasing the parking. The Cloquet City Council approved Resolution No. 17-37 on May 16, 2017 supporting the Housing Tax Credit Application to the State by Roers Investments for the Adaptive Reuse of this building into Workforce Housing (attached). Various project update items the developer will review with the Council during work session will include:

- Building ownership
- Updated architectural drawings
- Status of project pro forma financials – lender/investor commitments, housing tax credits, state and federal historic tax credits. The developer is not seeking any City assistance.
- Building office lease with Northern Lights Special Education Co-op/ISD 94
- Review of future action items that will move forward to the Planning Commission (*Comprehensive Plan Amendment no longer guiding the building as a school, Rezoning the property from public institutional to residential, Variances for density and 90-degree parking— example City Hall, K-1 Sportswear, and Carlton County*).
- Review of future action items that will move forward to the Council (*Comprehensive Plan Amendment no longer guiding the building as a school, Rezoning the property from public institutional to residential*).

To Mayor and Council
Cloquet Middle School Apartment Project
June 13, 2018
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As was done over the past two years, the developer will host a third open house meeting at the building where neighbors can ask questions regarding the project. This meeting is being targeted for July, with more details to come.

Supporting Documentation

- Resolution No. 17-37
- City Attorney project review - April 2017
- Letters of Support – Cloquet Area Chamber of Commerce; Sappi Fine Papers
- May 2017 Staff Memo to Council (*no attachments as those are under modification; note typo - says EDA, not Council*)

RESOLUTION NO. 17-37

CITY OF CLOQUET SUPPORT FOR THE HOUSING TAX CREDIT APPLICATION BY ROERS INVESTMENTS TO THE STATE OF MINNESOTA FOR THE ADAPTIVE REUSE OF THE CLOQUET MIDDLE SCHOOL BUILDING AT 509 CARLTON AVENUE INTO WORKFORCE HOUSING

WHEREAS, in October 2015 the Cloquet School District released a request for housing/mixed use proposals for the adaptive reuse, partial reuse or redevelopment of their 180,000 square foot historic 1921 Middle School building located at 509 Carlton Avenue; and

WHEREAS, in March 2016 after public engagement, the Sherman Associates proposal for adaptive reuse into affordable workforce housing was approved by ISD 94 and issued a Resolution of Support by the Cloquet City Council, however the project was not selected by the state in 2016 due to late historic tax credit approval; and

WHEREAS, Roers Investments has come forward to propose a project for the 2017 housing tax credit process; and

WHEREAS, the Roers Investments proposal for the Cloquet Middle School site proposes 57- units of affordable and market rate workforce rental housing to be owned and managed by Roers Investments, or an affiliate, which will meet the locally-identified housing need for quality affordable workforce housing which is in short supply in the local housing market, as evidenced and further described in the Cloquet/Scanlon Housing Study (2014, Stantec Consulting); and

WHEREAS, Cloquet Middle School Apartments contributes to efforts outlined in the City of Cloquet's Cooperatively Developed Plan (CDP) and Planned Community Development Plan to address locally identified needs and priorities in which local stakeholders are actively engaged. Specifically, the adaptive reuse of Cloquet Middle School contributes to the objectives outlined in the community-supported 2014 Cloquet/Scanlon Housing Study adopted by the City Council on February 4, 2014. Additionally, in an effort to implement the Cloquet/Scanlon Housing Study, the 2014 Cloquet/Scanlon Housing Task Force, composed of members from the City of Cloquet, City of Scanlon, Cloquet HRA, Carlton County, elected officials, area housing developers, area housing managers, Fond du Lac Reservation, and Arrowhead Regional Development Commission, adopted recommendations on August 5, 2014 which identified the Cloquet Middle School in Goal #9 and Goal #5 as a development opportunity to meet the affordable workforce housing niche; and

WHEREAS, the City of Cloquet supports the application of Roers Investments for Low Income Housing Tax Credits through Minnesota Housing and related federal and state Historic Tax Credits in support of this adaptive reuse project, and

WHEREAS, this project will utilize existing infrastructure including water, sewer, gas, electric etc.; and

NOW, THEREFORE, BE IT RESOLVED, that City Council of the City of Cloquet adopts this resolution of support related to Roers Investments Minnesota Housing Finance Agency tax credit application for affordable workforce housing and as evidence of its commitment to provide ongoing assistance to bring the project to completion as deemed to be appropriate in the sole discretion of the City Council and the Cloquet Economic Development Authority.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 16TH DAY OF MAY, 2017.

ATTEST:

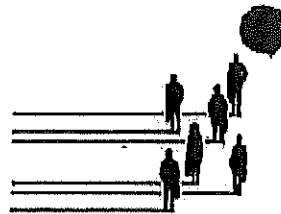

Dave Hallback, Mayor


James Barclay, Interim City Administrator

FRANK YETKA
DAVID C. PRITCHETT**
WILLIAM T. HELWIG*†§
SARA JANKOVSKY***
BENNETT JOHNSON****
ABAGAIL M. NOUSKA

JOHN M. GASSERT†, Of Counsel
DENNIS NORMAN, Of Counsel

FLOYD D. RUDY, Founder (1935-2016)
LAWRENCE R. YETKA, Railroad



**Rudy, Gassert, Yetka,
Pritchett & Helwig, P.A.**
A T T O R N E Y S • A T • L A W

April 25, 2017

Holly Hansen
Community Development Director
1307 Cloquet Avenue
Cloquet, MN 55720

Re: Cloquet Middle School redevelopment - Preliminary Site Plan

Dear Holly:

You have asked me for an opinion regarding the requirement for a new preliminary site plan (sketch plan) for the redevelopment of the Cloquet Middle School by Roers Investments, represented by Paul Keenan, its Vice President of Development. A sketch plan is not a requirement of the zoning ordinance, but is optional for the applicant if they wish for input on their plan prior to filing a formal application. Roers will need to file a formal site plan before proceeding with any redevelopment work on the building, but they are not at that stage yet.

Further, last year a sketch plan was approved by the City Council for redevelopment of this site by Resolution No. 16-40 dated June 7, 2016, for Sherman and Associates Development LLC. It is my understanding that Roers has indicated that they will comply with all zoning requirements as approved in the Sketch Plan by Resolution 16-40. The only change Roers has indicated to the proposed redevelopment over that approved by Resolution 16-40 is the addition of 7 units (for a total of 55 units with 115 parking stalls), and the addition of 5,000 sq. ft. of leased office space for Northern Lights Special Education Cooperative (NLSEC), to be located in the basement, which does not interfere with the amount of proposed residential units in their modified sketch plan. Use by NSLEC will include 26 staff of which on average only 50% will be at the office at any one time during the day creating a need for approximately 15 parking spots during daytime hours, generally from 7:30 am to 4 pm, which is below the 20 spaces required for office space under the zoning ordinance. The allowance for joint-use parking facilities that balances high peak and off peak parking demand appears to eliminate the need for any additional parking beyond that shown in the modified sketch plan. There appear to be no significant changes requiring additional review over what has previously been approved. An additional review of the modified plan cannot be required simply because of those minor modifications and the change of the developer. People similarly situated must be treated the same. If the plan is essentially the same it is still valid.

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* Also Licensed to Practice in Wisconsin

† Real Property Specialist, Certified by the Minnesota State Bar Association

** Also Admitted in Texas

†† Patent Attorney, Registered to Practice before the U.S. Patent & Trademark Office

*** Also Admitted in Virginia

**** Admitted in Nebraska

Re: Cloquet Middle School redevelopment - Preliminary Site Plan

April 25, 2017

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Roers at this time is requesting a resolution in support of their project for funding purposes. The City certainly has a right to request information with regard to the development project prior to making the decision to issue such a resolution. To assist the City in making that decision Roers has provided the modified sketch plan for review by the City and upon which the City can base a resolution in support of Roers project. However, at this point in time the City cannot approve or deny the modified sketch plan, but only has the right to provide advisory opinion and comments on such plan, along with any resolution in support of the Roers project.

Sincerely,

s/Bill Helwig

William T. Helwig
Cloquet City Attorney's Office
Rudy, Gassert, Yetka, Pritchett & Helwig, P.A.

Cloquet Area Chamber of Commerce



Ken Scarbrough
Cloquet Public School District
302-14th Street
Cloquet, MN 55720

May 3, 2017

Dear Mr. Scarbrough;

The Cloquet Area Chamber of Commerce is writing in support of the Roers Investments Adaptive Reuse Proposal for the Cloquet Middle School. The Cloquet Chamber is in support of advancing the proposal forward through the appropriate processes.

The Cloquet School District request for proposals for adaptive reuse or redevelopment of the Cloquet Middle School site was a direct result of the Cloquet citizen's support of a new middle school leaving the current building vacant and unused as of 2017. Roers Investments responded to the request and are a reputable developer with extensive experience in redevelopment and reuse which includes historic properties. The proposed redevelopment incorporates approximately 50 residential units, retention of the historic auditorium and the potential to provide commercial spaces for community partners or nonprofits. The City of Cloquet has completed a full housing study (available on City web-site) which clearly indicated a need for additional housing within the City.

The Cloquet School District has a fiscal and ethical responsibility to the Cloquet Community to proceed forward with the Middle School Adaptive Reuse or Redevelopment Proposal received from Roers Investments.

Thank you.

Sincerely,

Kelly Zink
President

cc: Mike Gay, Cloquet Area Chamber of Commerce Board Chair
James Barclay/Holly Hansen – City of Cloquet

sappi

North America

Cloquet Operations

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April 21, 2017

To: Members, Cloquet School Board
Duane Buytaert, Chair
Dan Danielson
Ted Lammi
Dave Battaglia
Jim Crowley
Nate Sandman
Superintendent Ken Scarbrough

Michael Schultz
Managing Director

From: Mike Schultz, Managing Director

RE: Future Use of Cloquet Middle School

Below in italics is a letter I submitted to you back in March, 2016. I understand a new developer has expressed interest in converting the Cloquet Middle School to affordable housing. I'm not speaking on behalf of the new developer, but do continue to support the conversion of the school into housing for the same reasons I indicated last year.

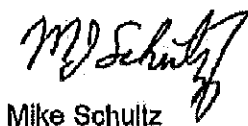
As a representative of one of Cloquet's largest employers and as a Cloquet EDA commissioner, I am hoping you would allow me to weigh in on a topic that you have before you, that being what to do with the current Middle School once the new one is built.

I sincerely appreciate that you have a full plate and this may fall towards the bottom of your current priorities, but I fear if that happens, an opportunity may inadvertently be missed. I am aware that before you is a proposal by Sherman Associates for the adaptive reuse of the Middle School into workforce housing. From my experience, this type of housing is in great need in Cloquet. The single biggest complaint I have of my new hires into Cloquet is the struggles they have in finding decent affordable housing. From my role on the EDA, this is further evidenced by a recently completed housing study.

I'm not personally aware of what other uses you may be considering. I can only speak to the real need of housing in Cloquet and the current struggles to meet that need. I see this as a potential win for the School District and the City of Cloquet as a whole.

Again, thank you for your consideration.

Sincerely,


Mike Schultz



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REQUEST FOR COUNCIL ACTION

To: Cloquet Economic Development Authority (EDA)
From: Holly Hansen, Community Development Director
Reviewed By: James Barclay, City Administrator
Date: May 9, 2017

ITEM DESCRIPTION: RESOLUTION 17-37, COUNCIL SUPPORT FOR THE HOUSING TAX CREDIT APPLICATION BY ROERS INVESTMENTS TO THE STATE OF MINNESOTA FOR THE ADAPTIVE REUSE OF THE CLOQUET MIDDLE SCHOOL BUILDING AT 509 CARLTON AVENUE INTO WORKFORCE HOUSING

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 17-37, A RESOLUTION OF CITY OF CLOQUET SUPPORT FOR THE HOUSING TAX CREDIT APPLICATION BY ROERS INVESTMENTS TO THE STATE OF MINNESOTA FOR THE ADAPTIVE REUSE OF THE CLOQUET MIDDLE SCHOOL BUILDING AT 509 CARLTON AVENUE INTO WORKFORCE HOUSING.**

Background/Overview

In February 2015 the Cloquet School District (ISD 94) successfully passed a referendum to construct a new middle school building which once constructed would vacate the existing 1921 Cloquet Middle School (CMS) building located at 509 Carlton Avenue in the fall of 2017. The School District budgeted \$500,000 to address demolition of this building in the event that there are no available alternative uses for the building.

In the spring of 2015 the School District convened a local committee to discuss what viable options may exist for their building. On August 5, 2015 the School District, School Board, and Committee held a community meeting in the CMS building providing tours, a presentation of reuse and redevelopment other school districts in the state have done with their building sites, and held a brainstorming discussion session. After this meeting, the committee prepared a Request for Proposals (RFP) targeting **1) the adaptive building reuse, 2) partial reuse or 3) redevelopment of the Cloquet Middle School building site at 509 Carlton Avenue in Cloquet into housing or mixed use development opportunities.** The RFP issued was for:



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- 1. Quality housing opportunities for residents and workforce needs in Cloquet. The development initiative will meet further goals of increasing the supply of decent, safe, and housing for persons of all income levels. The successful development proposal may include rental housing, owner-occupied housing, co-operative ownership or any combination of such housing types. Developers are encouraged to consider existing facility space to vet if partnership opportunities exist; or**
- 2. Quality mixed use development (e.g. retail, commercial, residential, institutional or industrial uses). Mixed use development blends combinations of residential, commercial, cultural, institutional, or industrial uses, where those functions are physically and functionally integrated, and provides pedestrian connections.**

The RFP further stated that the development team should examine if any of these portions can be preserved and integrated into the building with development or if they should be removed to increase site functionality. The RFP encouraged developers to leverage strategic partnerships with entities to further utilize elements of the building (e.g. nonprofit offices, business incubators, office, community centers, theater groups etc.). The zoning of the existing site is “Public Institutional” and as part of this process, the Cloquet Public Schools or Developer will need to rezone the property to be adaptively reused, partially reused or redeveloped into a new land use and amend the Comprehensive Plan accordingly.

CLOQUET SCHOOL DISTRICT RFP RESPONSE

In December 2015, one response was received from Sherman Associates for an adaptive reuse rental housing project. During February 2016 presentations were made by Sherman to the School Board and Cloquet EDA and then a public meeting was held on March 21, 2016 in the CMS building on the project with presentation by the development team. The City’s consultant who prepared the 2014 Cloquet/Scanlon Housing Study attended the School Board and March public meeting to provide details on the need for affordable housing in Cloquet. Neighbors’ focused project questions on proposed units, parking, and management/tenant screening questions. After this meeting, the School Board voted 5-1 to approve a preliminary purchase agreement, as housing has been an ongoing issue of concern for students and families attending the School District. (This approval as proposed will provide the School District \$99,900 for the building. The \$500,000 public tax dollars line item for demolition by the School District will be shifted elsewhere per ISD 94 discretion. School District staff had also obtained a general bid without detailed asbestos review of \$1.5 million to demolish the building). In 2016 the project obtained a City Council Resolution of support for 50 units, however the project was ultimately not selected by the state due to late historical tax credit clearance on the building which has since been approved.



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PROJECT UPDATE

Due to a high level management death in the company, Sherman Associates downsized at the end of 2016, sold off many of their properties and lost staff in the process. Former project manager on the 2016 Cloquet Middle School Adaptive Reuse Sherman Proposal, Paul Keenan, took a new position with Roers Investments and returned to the Cloquet School Board in December 2016 expressing an interest in applying in the 2017 housing tax credit round for the Cloquet Middle School Adaptive Reuse Project. The Cloquet School Board approved a purchase agreement in March 2017 with the price remaining the same at \$99,900.

ROERS INVESTMENTS SITE PLAN & POTENTIAL DESIGN CONSTRAINTS FROM FUTURE HISTORIC TAX CREDIT USE REVIEW

The attached site plan is not final at this point because at this juncture the project is seeking conceptual support from the City to apply to the state for viable financing. The developer must prepare for the future impact of architectural review related to historic tax credits, they may need to keep the gym in the event that it is determined to be a contributive architectural feature to the building. However, under all circumstances the pool will be removed it has been determined that it does not contribute architecturally to the building.

Roers Investments is proposing 57 units, with 115 parking spaces, and a potential daytime lease space of 5,000 square feet to Northern Lights affiliated with Cloquet Schools. There currently are 26 Northern Lights Special Education Cooperative (NLSEC) staff who have offices at the Garfield school. Many of these employees spend most of their time in the field supplying support to twelve member school districts from Moose Lake to Two Harbors. NLSEC averages about 50% of these people needing parking at any one time during the work day. If space is freed up within the Garfield building, then ISD 94 plans to expand some of their other programming needs.

The total project investment is \$12 million with unit mix at 9 studio units, 5 one bedroom units, 29 two bedroom units, and 14 three bedroom units. Roers Investments is in the process of securing the commitment from the Cloquet HRA for 7 project based vouchers (PBVs) for the building. PBVs will be applied to the 50% of Area Median Income (AMI) units per payments standards provided by the Cloquet/Scanlon HRA. These are the maximum rents allowed for PBV units where PBV residents pay 30% of their income and the HRA fills the gap up to the maximum Payment Standard fulfilling the 50% AMI unit. Utility Allowance information is applied to both the PBV and tax credit required rents. Gross rents must be reduced by the utility allowance to ensure they are within the maximum payment standards and maximum tax credit rents. In the event the HRA is not able to issue Cloquet HRA PBVs, then the developer would pursue Veterans PBVs from the state.



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If housing tax credit financing is received, historic tax credit submission would be the next step as it will impact what will be allowed to be demolished from the building, and then at a future date the site plan, property rezone, Comprehensive Plan amendment and other aspects of this project will be brought forward to the City for approval.

Housing Tax Credit Review Process

This project is being proposed to be primarily financed through the use of tax credit programs through the State of Minnesota. Below is a description of how tax credits work and some of the relevant information to this project:

- Housing Tax Credits
There are two categories of the low income housing tax credit (LIHTC) programs 1) the 9% Competitive Application Pool which is non-federally subsidized and 2) the 4% Non-Competitive Credit Pool that is federally subsidized Competitive Application Pool.
- How do tax credits work?
Individual states largely control what housing gets built using these credits. The states control the type and location of the housing built and other relevant characteristics to best serve affordable/workforce housing income targets. The state requires the housing to remain affordable for at least 30 years.

Developers apply for competitive tax credits. State agencies write regulations (called “qualified allocation plans” or “QAPs”) describing how developers will be selected and open the competition for credits. The agencies review and rate the developers’ applications and award the tax credit allocations to the most qualified developer(s).

Developers get awarded funds toward construction. Enterprise and other companies (called “fund managers” or “syndicators”) create funds to pool investor capital who then purchase a 15-year tax credit dollar for dollar (unlike New Market Tax Credits such as the Norshor Theater project which offer 39% tax credit). Syndicators then use these funds to purchase the tax credits from the developer in exchange for an equity stake in the housing development investors receive provides competitive yields.

Most importantly for investors, they receive a tax credit that reduces their taxable liability for investing in these types of projects. After the credit term is done, investors can remain owners or they can leave the ownership. With capital from investors, developers can limit the amount of money they borrow to fund construction, which reduces the developers’ debt and keeps rent affordable. Housing is rented affordably in the community. These housing tax credit properties can only be rented to families whose income is at or less than 60 percent of the area median income.



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Historic Tax Credit Review Process

There are four key steps to the historic tax credit approval process:

1. Part I – Evaluation of Significance.
2. National Register Nomination
3. Part II – Description of Rehabilitation
4. Part III – Certification of Completed Work

The Cloquet Middle School project currently has completed the Part I – Evaluation of Significance and will nominate the property for the National Register after the housing tax credits (LIHTC) are received. During the Part II the proposed project is described via a scope of work and the National Park Service (NPS) uses certain standards to evaluate the scope. It is more of an art than a science when changing the use of the building. However, generally you cannot alter defining characteristics that contribute to the property being recognized as historic. For example, the Cloquet Middle School pool that is within the building now is not contributing to the long term character of the building, nor is it significant functionally into the future making it unique for adaptive reuse as it added much later than the rest of the building and is an ongoing maintenance issue. The current gym however is an unknown at this point what the response will be by NPS as it was built in 1936 and seems to be slightly more of a contributing feature to the property, it will remain unknown until the project scope of work is sent to NPS for final review after receiving the housing tax credits.

HISTORIC REVIEW REQUIRING THE GYM BE RETAINED

The developers are conservatively planning to keep the gymnasium space. The plan would be to demolish the 1957 addition that includes the pool and the flat roofed building that abuts the Gym to the east. They would add pull in parking spots off of 6th Street and a 32 unit parking lot (where the pool is currently located). Additionally, since half the gym would be used as active/play space and the other half of the gym provided to nonprofit community partner, the existing parking lot in front of the building located between the building's east and west wings would be retained.

This year's proposal differs from last year's proposal that had housing unit sizes with a wide variation of square footage. Last year as an example, some of the 3 bedrooms were over 2,500 SF and some two bedrooms were around 700 SF. In an attempt to align the square footage with industry standards, Roers Investments has added 9 studio units and reduced the number of 3 bedroom units. As such, the project proposes 57 units with 115 parking spots in the site plan.



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HISTORIC REVIEW ALLOWING THE GYM TO BE DEMOLISHED

If the historic tax credit reviewers (SHPO – State Historic Preservation Office/NPS - National Park Service) approve the demolition of the gym, then the area in the front of the building located between the building’s east and west wings would be turned into green space/play area.

PROJECT FINANCING SOURCES

Proposed Project Financing for the Adaptive Reuse of the Cloquet Middle School

Attached is the project pro forma of financial sources and uses including the 9% housing tax credits (LIHTC), and federal and state historic tax credits (HTC). Roers is seeking conceptual support from the City to proceed to applying to the state (Minnesota Housing Finance Agency or MHFA) for primary financing opportunities distributed via the state as described above.

While the original sources and uses provided to the School District and City identified a project financing gap and preliminary identification that TIF would be sought for the project, at this time, this project is making no formal application to the City of Cloquet for public financing tools as it is far too early to do so and Roers Investments is seeking general support from the City to apply to the state for primary financing opportunities distributed via the state (Minnesota Housing Finance Agency or MHFA). The funding application for this project is due to the state by June 16, 2017. The state will then select projects for financing and notify awardees by November 2017.

Depending on the type and amount of funding secured through the state, the project may or may not need gap financing from the City that will be determined at a later date. The project will be owned and managed by Roers Investments, a private development entity and as such is statutorily and per City EDA policies eligible to make a public financing request to be evaluated by the City. In the event Roers is to request gap financing such as TIF in the future, the County Assessor must establish a base value for the building which has been initially gauged at \$426,500 (\$77,000 land and \$349,500 building value) based on an excellent building rating. If the building rating is not found to be excellent, that base value could drop. Regardless, there will be a tax impact from this project based on the established base value even if TIF is authorized at a future date by the City.

HOW DOES THIS PROJECT DIFFER FROM THE COMMONWEALTH/HRA WHITE PINES APARTMENT PROJECT OR OTHER HOUSING PROJECTS IN CLOQUET?

White Pine Apartments (Commonwealth/Cloquet HRA)

The Commonwealth/Cloquet HRA project and CMS Adaptive Reuse Roers Investment project differ both in unit mix and target income populations. The Commonwealth/Cloquet HRA project received the 9% tax credits for the construction of 35 units of housing in the mix of 6 one



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bedroom units, 26 two bedroom units, and 3 three bedroom units. Their target housing market offers 18 units of **deep subsidy** (11 units at 30% AMI and 7 homelessness units with PBVs and Rent Assistance from the HRA) and 17 units of shallow subsidy (50% AMI rents charged to those of 60% AMI).

Country Club Patio Homes Project

The Country Club Patio Home project is a single-family ownership goal project that will place 12 units of move-up/move-down slab on grade format quality affordable units on the market. While the units can be rented in the interim before sale (rented following state statute with only 20% being rented to restricted income brackets, 80% at market rate), the project addresses the ownership niche and changing product type niche from the Cloquet Housing Study.

14th Street Apartments Phase III Project

Phase III of the 14th Street Apartments project will add 36 units, rented following state statute with only 20% being rented to restricted income brackets, 80% at market rate, meaning this is a market rate project adding rental units needed into the housing mix in Cloquet in the multifamily format.

Trails Edge Phase II Project

Phase II of Trails Edge will add an unknown developer mixture of options, the City has seen two different development concepts one adding 15-17 buildings of duplexes yielding 30-34 units, or 10 duplex units and a 15 unit multifamily building. Again with the use of TIF, state statute requires that 20% of units be held and rented to income restricted renters.

Roers Investments – Cloquet Middle School Adaptive Reuse

The CMS Adaptive Reuse project by Roers Investments proposes 57 units of housing in the mix of 9 studio/efficiency units, 5 one bedroom units, 29 two bedroom units, and 14 three bedroom units. Of the units provided, 39 units are proposed with **shallow subsidy** (50% rent restriction, 50% income restriction) 7 units are proposed to be **deep subsidy** (if Cloquet HRA is able to provide PBVs for the project that is unknown at this time, if not the developer is considering pursuing the state veteran PBV) and 11 **market rate** units.

CITY APPROVAL SOUGHT

What Actions are Being Considered by EDA and Council?

1. **Support.** The EDA and City Council are being asked to provide written support for the project via an authorized Resolution of Support. The state (MHFA) requires applicants pursuing applications for its tax credit programs to obtain letters or resolutions of support from the local governing jurisdiction. This is a non-binding support in the context of the City's role in reviewing the project from a planning and zoning perspective. However, it does show support by the community for the pursuit of the funding sources in question.



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

Policy Objectives

Policy objectives related to the project involve goals of the Cloquet EDA, Cloquet housing need, and planning related to adaptive building reuse. The third strategic goal of the Cloquet EDA for 2017 is as follows:

3) Promote the Development & Maintenance of Housing by implementing the 2014 Cloquet Housing Study

Strategy: Ensure that the City's housing stock supports the needs of local employers, employees, and targeted businesses including the adequate marketing of the City's housing (re)development opportunities.

Implementation Steps:

1. The EDA will continue housing efforts playing a crucial role in housing development and redevelopment in Cloquet, maintaining clear economic development housing incentives for market and affordable housing projects in Cloquet (e.g. Housing TIF Policy) and assistance in securing grant funding to assist with key community projects.
2. Provide high level technical expertise, as requested by the Cloquet School District ISD 94, as it relates to the proposed re-use and/or redevelopment of the Carlton Avenue Middle School building for housing/mixed uses.
3. Support new single family housing subdivision projects especially those that will connect with public utilities.

HOUSING NEED

The proposed project, developing quality, affordable, workforce housing is supported by:

1. The findings of the Cloquet EDA commissioned and paid for 2014 Cloquet/Scanlon Housing Study that highlight significant local pressure in the Cloquet market related to any properties associated with a shallow rent subsidy (as opposed to deep subsidy). This proposed tax credit project, the same funding source which was used to locally construct Settlers Ridge, is technically a shallow subsidy product. Deep subsidies are considered those offered at 50% or below median income most commonly 30% AMI, public housing which provides tenants to pay 30% of their received incomes etc.
2. Secondly, this specific CMS adaptive reuse project was identified by the Cloquet/Scanlon Housing Task Force in 2014 that could be moving forward in the area to address this needed market gap.
3. Third, the proposed project is identified within the City's Target Area for residential and rental rehabilitation and reinvestment projects to occur to support community stabilization as part of the City of Cloquet's application to the Department of Employment and Economic Development (DEED).



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4. Chapter 7 of the Cloquet Comprehensive Plan pages 7-7 to 7-12 highlight a number of city objectives and policies 7.2 and policies a, d, e.; housing infill projects, and the use of (starting on page 7-11) MHFA housing funding, LIHTC, Historic Tax Credits, Deferred Loan programs, and TIF to support these projects noting the strong link between housing and economic development.

PLANNING FRAMEWORK

Last year the developer voluntarily went through a preliminary site plan process to introduce the community to the concept of the project. There is no requirement nor process in city code for this. With the community being familiar with the project, this year a public open house was held at Cloquet Middle School on May 1, 2017. If the project moves forward and receives housing tax credits then in the future the site plan (if it meets code requirements) will be reviewed administratively for approval as it is an existing building (it is not new construction), but would require to be rezoned from public institutional (school) to housing and re-guided in the Comprehensive Plan from school to housing.

Financial/Budget/Grant Considerations

None at this time.

Advisory Committee Action

The Cloquet EDA met on May 3, 2017 and recommended the City Council support Resolution 17-37 allowing Roers to apply to the state for housing tax credit financing for the proejct.

Supporting Documentation Attached

- Project Diagrams and Financial Pro Forma
- Resolution No. 17-37
- Letters of Support
- Planning Magazine, March 2017 “Federal Tax Credit Uncertainty Puts Affordable Housing at Risk”
- Affordable Housing Resource Center March 2017 “How do LIHTC Properties Affect their Surroundings?”
- Summary of 2014 Cloquet/Scanlon Housing Study Recommendations
- Housing Study, Task Force, and Comprehensive Plan pages
- City Attorney Letter, April 2017



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: June 19, 2018

ITEM DESCRIPTION: July 3rd Council Meeting

Proposed Action

Discuss whether to hold the July 3rd City Council meeting or not.

Background/Overview

With the July 4th holiday falling on a Wednesday this year there may be Council Members and staff out of town on July 3rd, the date of our first July Council Meeting. The Council can decide to cancel the July 3rd meeting and have only one meeting in July.

Supporting Documentation Attached

CLOQUET CITY COUNCIL WORK SESSION

Tuesday, June 5, 2018

DRAFT

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

Absent: None

Staff: Reeves, Barclay, Klassen, Anderson, Hansen, Palmer, Peterson

Other: J. Peterson, Pine Journal

Advance the West End

Holly Hansen, Community Development Director, presented the Advance the West End Loan Program that was approved by the EDA in May. Ms. Hansen provided the Council background on the program and the opportunity to collaborate with the EDA as the program is launched. Ms. Hansen also shared the EDA's action plan and media strategy along with budget needs to revitalize the district. The EDA is requesting comments and input on the overall West End EDA Action Plan/Media Strategy and would also like feedback on the identification of Wentworth Park and the Municipal Entry Lot into West End as part of the West End district.

Ms. Hansen reviewed the problems that continue to hinder the West End development such as poor visibility from Hwy 33, poor traffic patterns through the district, vacant commercial buildings and storefronts and the city's requirements for winter off-street parking and commercial parking requirements. Options for solutions were discussed. EDA goals and strategies for the revitalization were also reviewed.

Also discussed was the possibility of creating a vacant building registry, a job description for Housing Inspector, and the Downtown Cloquet Revitalization Strategy approved by the Council in October of 2017.

An explanation of the West End Loan program was given followed by eligibility.

Other Discussion

Councilor Wyman stated she would like to see more items on the Council Business section of the agenda rather than the Consent Agenda so discussion can take place and the public kept informed, especially with larger dollar amount items.

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

Respectfully Submitted,

Aaron Reeves
City Administrator

Regular Meeting

DRAFT**OATH OF OFFICE**

New Councilor Barbara Wyman took the Oath of Office for At-Large Councilor.

Roll Call

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

Councilors Absent: None

Pledge of Allegiance

AGENDA**MOTION:** Councilor Langley moved and Councilor Wyman seconded the motion to approve the June 5, 2018 agenda. The motion carried unanimously (7-0).**MINUTES****MOTION:** Councilor Langley moved and Councilor Rock seconded the motion to approve the minutes of the Work Session and Regular Meeting of May 15, 2018. The motion carried unanimously (7-0).**CONSENT AGENDA****MOTION:** Councilor Bjerkness moved and Councilor Rock seconded the motion to remove items *5b, Awarding Cloquet Avenue Mill and Overlay Bid, 5c, Awarding 2018 Mill and Overlay Project Base Bid and Alternates A and B, and 5f, Awarding Water Treatment Plant No. 1 Bid* from the Consent Agenda and add to Council Business as items *8b, 8c, and 8d*. The motion was carried unanimously (7-0).**MOTION:** Councilor Langley moved and Councilor Rock seconded the motion to adopt the amended Consent Agenda of June 5, 2018. The motion carried unanimously (7-0).

- a. Resolution No. 18-38, Resolution Authorizing the Payment of Bills and Payroll
- b. Resolution No. 18-41, Resolution Approving the Grant Agreement for Local Road Improvement Program Funding (LRIP)
- c. Resolution No. 18-42, Resolution Authorizing Solicitation of Contributions to Fund Events that Foster Positive Relationships Between Law Enforcement and the Community
- d. Truck Driver Maintenance Person Appointment – Nicholas Wright
- e. Police Officer Appointments – Benjamin LaFave, Zachary Sandstrom
- f. 4th of July Parade and Related Celebration Activities
- g. 4th of July Outdoor Fireworks Display Permit
- h. Approval of 2018-2019 Tobacco License Renewals
- i. New Tobacco License – Lakeshore Tobacco Vapor, LLC

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

PHONE SYSTEM UPDATE AND EXTENSION OF FIBER TO CITY FACILITIES**MOTION:** Councilor Rock motioned and Councilor Bjerkness seconded the motion to approve the proposal from CTC to provide an updated phone system to City Hall, the Police Department, Library and Public Works, and to extend fiber for high speed internet to the new City Hall, Northwoods Arena, and Public Works. The motion carried unanimously (7-0).

AWARDING CLOQUET AVENUE MILL AND OVERLAY BID

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to adopt **RESOLUTION NO. 18-39, A RESOLUTION AWARDING CLOQUET AVENUE MILL AND OVERLAY BID.** The motion carried unanimously (7-0).

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.

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

MOTION: Councilor Wyman moved and Councilor Langley seconded the motion to adopt **RESOLUTION NO. 18-40, A RESOLUTION AWARDING 2018 MILL AND OVERLAY PROJECT BASE BID AND ALTERNATES A AND B.** The motion carried unanimously (7-0).

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.

AWARDING WATER TREATMENT PLANT NO. 1 BID

MOTION: Councilor Kolodge moved and Councilor Bjerkness seconded the motion to adopt **RESOLUTION NO. 18-43, RESOLUTION AWARDING WATER TREATMENT PLANT NO. 1 BID.** The motion carried unanimously (7-0).

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.

PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Mayor Hallback shared with the Council a phone call he received from a tourist who had Visited Veterans Park and wanted to express his appreciation for the beautiful park.

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

Aaron Reeves, City Administrator



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *ckk*
Reviewed/Approved by: Aaron Reeves, City Administrator
Date: June 14, 2018

ITEM DESCRIPTION: Payment of Bills

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 18-44, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS.**

Background/Overview

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

Policy Objectives

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

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

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

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

RESOLUTION NO. 18-44

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

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

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

101	General Fund	\$	62,819.13
207	Community Development Operating		1,352.72
224	Public Facilities Planning		20,000.00
225	Permanent Improvement		9,354.00
226	Park Fund		7,008.14
228	Senior Center		607.44
403	Revolving Capital Projects		632.70
405	City Sales Tax		38,640.39
600	Water - Lake Superior Waterline		83,735.76
601	Water - In Town System		26,867.47
602	Sewer Fund		82,063.15
605	Stormwater Fund		18,100.00
614	CAT-7		94.71
	TOTAL:	\$	<u>351,275.61</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 19TH DAY OF JUNE, 2018.**

ATTEST:

Dave Hallback, Mayor

Aaron Reeves, City Administrator

INVOICES DUE ON/BEFORE 06/19/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
109500	AAA STRIPING SERVICE CO.	0.00	1,836.12
111350	LEXISNEXIS RISK DATA MNGMT INC	256.75	50.00
112325	VOLTEDGE INC	0.00	150.00
112650	AJ'S LAWCARE, INC	0.00	78.00
118600	APPLIED INDUSTRIAL TECH.	0.00	205.60
121000	ARROWHEAD SPRINGS INC	556.75	135.00
122958	AUTO ZONE, INC.	317.22	156.99
134300	CARLTON COUNTY RECORDER	92.00	920.00
134700	CARLTON COUNTY TREASURER	2,462.40	83.00
134800	CARLTON COUNTY TREASURER	94.60	58.00
137310	CENTURY LINK	13,257.99	236.47
137340	CHAMBERLAIN OIL CO., INC.	35,588.47	1,016.95
139025	CINTAS	1,386.54	295.00
139030	CINTAS CORPORATION NO 2	1,097.27	487.05
142800	CLOQUET SANITARY SERVICE	3,631.23	856.50
145300	COMMUNITY PRINTING	4,835.12	1,667.50
145500	COMPENSATION CONSULTANTS, LTD	1,500.00	225.00
147050	CONSOLIDATED TELEPHONE COMPANY	3,050.65	611.80
153300	DIAMOND DRILLING	524.80	28.24
153800	DIGGERS HOTLINE, INC.	65.60	59.20
156400	CITY OF DULUTH COMFORTSYSTEMS	393.70	78.53
158000	DULUTH/SUPERIOR COMMUNICATIONS	4,348.50	337.00
162640	ENVENTIS TELECOM INC	236.20	47.95
162725	ENVIRONMENTAL PRODUCTS	132.93	2,535.33
164900	THE FASTENAL COMPANY	303.86	66.12
165375	FERGUSON WATERWORKS #2516	3,992.40	1,632.58
165475	THE FIG TREE LLC	985.27	3,457.90
166750	FIRST HOSPITAL LABORATORIES IN	496.85	102.50
167875	FLAHERTY & HOOD, P.A.	13,155.75	4,296.50
169650	FORUM COMMUNICATIONS COMPANY	6,059.60	1,023.90
175200	GOPHER STATE ONE CALL INC	96.20	351.00
175840	GRANDE HARDWARE CO.	279.12	136.29
175950	GRAPHIC TECHNOLOGIES	3,692.87	465.00
180425	HARRIS COMPUTER SYSTEMS	1,425.86	402.11
180500	HAWKINS INC	27,828.08	3,729.07
192225	JOBHQ	1,325.68	1,141.62
195850	KIMINSKI PAVING	0.00	18,100.00
197775	KWIK TRIP INC	280.17	160.92
197800	L & M SUPPLY CO	9,756.63	1,715.63
206800	MACQUEEN EQUIPMENT INC	50.00	628.69
207400	MANEY INTERNATIONAL INC	8,212.61	1,630.97
210450	MEDIACOM LLC.	1,182.85	16.76
211400	MENARDS	2,949.18	115.24
211700	METRO SALES, INC.	3,166.00	1,187.00

INVOICES DUE ON/BEFORE 06/19/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
222275	MN PEIP	225,695.30	46,196.94
224750	MN STATE TREASURER'S OFFICE	1,231.20	41.50
227750	MTI DISTRIBUTING, INC.	17,839.29	459.18
229500	NAPA AUTO PARTS	3,033.66	1,120.67
234600	NORTHERN BUSINESS PRODUCTS	3,377.32	1,406.08
235565	NORTHERN TOOL & EQUIPMENT	0.00	232.47
236100	NORTHLAND CONSTRUCTORS	36,157.74	4,665.86
240725	O'REILLY AUTO ENTERPRISES LLC	567.04	62.98
242850	PARSONS ELECTRIC LLC	8,383.29	3,221.93
243300	PAW COMMUNICATION, INC.	1,029.49	85.00
243530	PER MAR SECURITY SERVICES	10.00	109.50
244300	BRENT BELICH	1,981.50	202.50
247725	PREMIERE THEATRES, INC	1,464.00	352.50
248650	THE PROJECT CENTER	1,632.13	244.38
251475	RAILROAD MANAGEMENT CO.	642.03	214.01
251500	RAITER CLINIC	4,067.50	893.50
258200	RUDY GASSERT YETKA	112,775.65	8,862.50
265050	SMITTY'S READY MIX OF BARNUM	2,359.50	1,640.00
268800	STOCK TIRE COMPANY	3,818.72	325.90
269300	STREICHER'S	2,699.69	1,919.20
269600	SUPER ONE FOODS CLOQUET	158.41	42.28
270200	SUPERIOR COMPUTER PRODUCTS INC	36,279.56	7,122.68
272300	TELEPHONE ASSOCIATES	849.00	160.00
276425	TRAFFIC CONTROL CORPORATION	0.00	38,018.00
278600	TWIN PORT MAILING	21,484.95	3,791.10
279100	U S BANK EQUIPMENT FINANCE	2,914.45	129.74
283700	USA BLUEBOOK	1,059.01	332.03
284875	VERIZON WIRELESS	20,216.34	1,406.25
285500	VIKING INDUSTRIAL NORTH	5,764.56	1,207.27
286900	W L S S D	398,305.00	77,938.00
R0000957	COVERTTRACK GROUP, INC.	0.00	600.00
R0001009	EAST SIDE OIL COMPANIES INC	0.00	196.00
R0001037	IRON RANGE ECONOMIC ALLIANCE	0.00	50.00
R0001284	OFFICE OF MN IT SERVICES	333.00	332.40
R0001339	CAMPION BARROW & ASSOCIATES	0.00	850.00
R0001548	MINIT MART 557	832.00	88.00
R0001619	GARY DAHL	0.00	75.00
R0001620	HARTLEY NATURE CENTER	0.00	260.00
R0001622	VIKING REMODEL CONTRACTORS INC	0.00	9,354.00
R0001623	STEPHANIE SHABAIASH	0.00	1,391.00

TOTAL ALL VENDORS: 268,115.38

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 6/19/2018

Total	268,115.38
Less:	
Library	(43.45)
Cloquet Area Fire District	(2,008.97)
Total City Bills	<u>266,062.96</u>
Less:	
Payroll benefits	(46,274.73)
Plus:	
MCCU earnest money	20,000.00
Credit card/bill pay f	2,131.12
MN Sales Tax	779.16
MN Power auto pay	106,248.44
MN Energy auto pay	2,328.66
Total Bills	<u><u>351,275.61</u></u>

DATE: 06/14/18
TIME: 10:52:37
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/20/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
134700	CARLTON COUNTY TREASURER	2,462.40	83.00
139030	CINTAS CORPORATION NO 2	1,097.27	77.79
222275	MN PEIP	225,695.30	46,196.94
224750	MN STATE TREASURER'S OFFICE	1,231.20	41.50
			46,399.23
41	GENERAL GOVERNMENT		
112650	AJ'S LAWN CARE, INC		78.00
139025	CINTAS	1,386.54	58.59
139030	CINTAS CORPORATION NO 2	1,097.27	103.50
142800	CLOQUET SANITARY SERVICE	3,631.23	53.45
145300	COMMUNITY PRINTING	4,835.12	15.00
145500	COMPENSATION CONSULTANTS, LTD	1,500.00	225.00
147050	CONSOLIDATED TELEPHONE COMPANY	3,050.65	305.90
164900	THE FASTENAL COMPANY	303.86	33.06
167875	FLAHERTY & HOOD, P.A.	13,155.75	2,737.75
169650	FORUM COMMUNICATIONS COMPANY	6,059.60	214.02
192225	JOBSHQ	1,325.68	631.62
197800	L & M SUPPLY CO	9,756.63	38.45
211700	METRO SALES, INC.	3,166.00	797.01
234600	NORTHERN BUSINESS PRODUCTS	3,377.32	501.59
243530	PER MAR SECURITY SERVICES	10.00	109.50
258200	RUDY GASSERT YETKA	112,775.65	8,862.50
270200	SUPERIOR COMPUTER PRODUCTS INC	36,279.56	5,850.25
272300	TELEPHONE ASSOCIATES	849.00	79.99
278600	TWIN PORT MAILING	21,484.95	281.96
279100	U S BANK EQUIPMENT FINANCE	2,914.45	48.65
	GENERAL GOVERNMENT		21,025.79
42	PUBLIC SAFETY		
111350	LEXISNEXIS RISK DATA MNGMT INC	256.75	50.00
139025	CINTAS	1,386.54	66.29
139030	CINTAS CORPORATION NO 2	1,097.27	167.85
142800	CLOQUET SANITARY SERVICE	3,631.23	50.84
145300	COMMUNITY PRINTING	4,835.12	1,652.50
158000	DULUTH/SUPERIOR COMMUNICATIONS	4,348.50	337.00
164900	THE FASTENAL COMPANY	303.86	16.53
166750	FIRST HOSPITAL LABORATORIES IN	496.85	102.50

INVOICES DUE ON/BEFORE 06/20/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
42	PUBLIC SAFETY		
167875	FLAHERTY & HOOD, P.A.	13,155.75	1,558.75
175950	GRAPHIC TECHNOLOGIES	3,692.87	465.00
197775	KWIK TRIP INC	280.17	160.92
197800	L & M SUPPLY CO	9,756.63	162.20
211700	METRO SALES, INC.	3,166.00	199.57
242850	PARSONS ELECTRIC LLC	8,383.29	561.45
243300	PAW COMMUNICATION, INC.	1,029.49	85.00
244300	BRENT BELICH	1,981.50	202.50
247725	PREMIERE THEATRES, INC	1,464.00	352.50
251500	RAITER CLINIC	4,067.50	893.50
269300	STREICHER'S	2,699.69	1,919.20
269600	SUPER ONE FOODS CLOQUET	158.41	42.28
270200	SUPERIOR COMPUTER PRODUCTS INC	36,279.56	1,272.43
278600	TWIN PORT MAILING	21,484.95	80.56
284875	VERIZON WIRELESS	20,216.34	1,406.25
R0000957	COVERTTRACK GROUP, INC.		600.00
R0001284	OFFICE OF MN IT SERVICES	333.00	332.40
R0001339	CAMPION BARROW & ASSOCIATES		850.00
R0001548	MINIT MART 557	832.00	88.00
R0001620	HARTLEY NATURE CENTER		260.00
	PUBLIC SAFETY		13,936.02
43	PUBLIC WORKS		
109500	AAA STRIPING SERVICE CO.		1,836.12
121000	ARROWHEAD SPRINGS INC	556.75	81.00
122958	AUTO ZONE, INC.	317.22	156.99
134800	CARLTON COUNTY TREASURER	94.60	58.00
137340	CHAMBERLAIN OIL CO., INC.	35,588.47	1,016.95
139025	CINTAS	1,386.54	53.76
139030	CINTAS CORPORATION NO 2	1,097.27	40.95
142800	CLOQUET SANITARY SERVICE	3,631.23	54.70
147050	CONSOLIDATED TELEPHONE COMPANY	3,050.65	43.70
165475	THE FIG TREE LLC	985.27	2,948.45
175200	GOPHER STATE ONE CALL INC	96.20	175.50
192225	JOBSHQ	1,325.68	510.00
197800	L & M SUPPLY CO	9,756.63	440.47
206800	MACQUEEN EQUIPMENT INC	50.00	600.00
207400	MANEY INTERNATIONAL INC	8,212.61	1,630.97
229500	NAPA AUTO PARTS	3,033.66	776.28
234600	NORTHERN BUSINESS PRODUCTS	3,377.32	206.20
240725	O'REILLY AUTO ENTERPRISES LLC	567.04	62.98

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/20/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
43	PUBLIC WORKS		
248650	THE PROJECT CENTER	1,632.13	244.38
272300	TELEPHONE ASSOCIATES	849.00	11.43
278600	TWIN PORT MAILING	21,484.95	80.56
279100	U S BANK EQUIPMENT FINANCE	2,914.45	21.63
285500	VIKING INDUSTRIAL NORTH	5,764.56	723.60
R0001009	EAST SIDE OIL COMPANIES INC		196.00
	PUBLIC WORKS		11,970.62
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
112325	VOLTEDGE INC		150.00
134300	CARLTON COUNTY RECORDER	92.00	920.00
147050	CONSOLIDATED TELEPHONE COMPANY	3,050.65	43.70
234600	NORTHERN BUSINESS PRODUCTS	3,377.32	103.10
272300	TELEPHONE ASSOCIATES	849.00	11.43
278600	TWIN PORT MAILING	21,484.95	40.28
279100	U S BANK EQUIPMENT FINANCE	2,914.45	16.22
R0001037	IRON RANGE ECONOMIC ALLIANCE		50.00
	COMMUNITY DEVELOPMENT		1,334.73
LIBRARY FUND			
45	CULTURE AND RECREATION		
139030	CINTAS CORPORATION NO 2	1,097.27	25.06
197800	L & M SUPPLY CO	9,756.63	18.39
	CULTURE AND RECREATION		43.45
PERMANENT IMPROVEMENT			
56	CONSTRUCTION & MAINTENANCE		
R0001622	VIKING REMODEL CONTRACTORS INC		9,354.00
	CONSTRUCTION & MAINTENANCE		9,354.00
PARK FUND			
34	CHARGES FOR SERVICES		

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/20/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

PARK FUND			
34	CHARGES FOR SERVICES		
R0001619	GARY DAHL		75.00
	CHARGES FOR SERVICES		75.00
45	CULTURE AND RECREATION		
142800	CLOQUET SANITARY SERVICE	3,631.23	621.06
175840	GRANDE HARDWARE CO.	279.12	136.29
180500	HAWKINS INC	27,828.08	517.63
197800	L & M SUPPLY CO	9,756.63	797.28
211400	MENARDS	2,949.18	115.24
227750	MTI DISTRIBUTING, INC.	17,839.29	459.18
229500	NAPA AUTO PARTS	3,033.66	286.05
242850	PARSONS ELECTRIC LLC	8,383.29	2,099.03
	CULTURE AND RECREATION		5,031.76
SENIOR CENTER FUND			
45	CULTURE AND RECREATION		
139030	CINTAS CORPORATION NO 2	1,097.27	30.95
	CULTURE AND RECREATION		30.95
CAPITAL PROJECTS - REVOLVING			
81	SPECIAL PROJECTS		
165375	FERGUSON WATERWORKS #2516	3,992.40	104.43
165475	THE FIG TREE LLC	985.27	509.45
197800	L & M SUPPLY CO	9,756.63	18.82
	SPECIAL PROJECTS		632.70
CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
169650	FORUM COMMUNICATIONS COMPANY	6,059.60	138.72
276425	TRAFFIC CONTROL CORPORATION		38,018.00
285500	VIKING INDUSTRIAL NORTH	5,764.56	483.67
	SPECIAL PROJECTS		38,640.39

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CITY OF CLOQUET
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INVOICES DUE ON/BEFORE 06/20/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
WATER - LAKE SUPERIOR WATERLIN			
50	STATION 1		
137310	CENTURY LINK	13,257.99	72.27
	STATION 1		72.27
51	STATION 2		
118600	APPLIED INDUSTRIAL TECH.		205.60
121000	ARROWHEAD SPRINGS INC	556.75	24.00
137310	CENTURY LINK	13,257.99	164.20
139025	CINTAS	1,386.54	62.60
197800	L & M SUPPLY CO	9,756.63	19.96
229500	NAPA AUTO PARTS	3,033.66	3.00
	STATION 2		479.36
52	LAKE SUPERIOR WATERLINE		
153800	DIGGERS HOTLINE, INC.	65.60	59.20
251475	RAILROAD MANAGEMENT CO.	642.03	214.01
	LAKE SUPERIOR WATERLINE		273.21
57	ADMINISTRATION		
156400	CITY OF DULUTH COMFORTSYSTEMS	393.70	78.53
	ADMINISTRATION		78.53
WATER - IN TOWN SYSTEM			
49	CLOQUET		
139025	CINTAS	1,386.54	32.26
139030	CINTAS CORPORATION NO 2	1,097.27	24.57
165375	FERGUSON WATERWORKS #2516	3,992.40	1,528.15
169650	FORUM COMMUNICATIONS COMPANY	6,059.60	671.16
180500	HAWKINS INC	27,828.08	3,211.44
197800	L & M SUPPLY CO	9,756.63	202.73
229500	NAPA AUTO PARTS	3,033.66	55.34
236100	NORTHLAND CONSTRUCTORS	36,157.74	4,665.86
265050	SMITTY'S READY MIX OF BARNUM	2,359.50	1,640.00

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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/20/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
49	CLOQUET		
268800	STOCK TIRE COMPANY	3,818.72	325.90
283700	USA BLUEBOOK	1,059.01	332.03
	CLOQUET		12,689.44
54	BILLING & COLLECTION		
180425	HARRIS COMPUTER SYSTEMS	1,425.86	402.11
211700	METRO SALES, INC.	3,166.00	190.42
234600	NORTHERN BUSINESS PRODUCTS	3,377.32	182.80
278600	TWIN PORT MAILING	21,484.95	3,146.62
	BILLING & COLLECTION		3,921.95
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	3,631.23	18.23
147050	CONSOLIDATED TELEPHONE COMPANY	3,050.65	131.10
175200	GOPHER STATE ONE CALL INC	96.20	105.30
234600	NORTHERN BUSINESS PRODUCTS	3,377.32	206.20
272300	TELEPHONE ASSOCIATES	849.00	34.29
278600	TWIN PORT MAILING	21,484.95	80.56
279100	U S BANK EQUIPMENT FINANCE	2,914.45	21.62
	ADMINISTRATION & GENERAL		597.30
ENTERPRISE FUND - SEWER			
00			
286900	W L S S D	398,305.00	-3,832.00
			-3,832.00
55	SANITARY SEWER		
139025	CINTAS	1,386.54	21.50
139030	CINTAS CORPORATION NO 2	1,097.27	16.38
153300	DIAMOND DRILLING	524.80	28.24
162725	ENVIRONMENTAL PRODUCTS	132.93	2,535.33
197800	L & M SUPPLY CO	9,756.63	17.33

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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/20/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
206800	MACQUEEN EQUIPMENT INC	50.00	28.69
235565	NORTHERN TOOL & EQUIPMENT		232.47
286900	W L S S D	398,305.00	81,770.00
	SANITARY SEWER		84,649.94
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	3,631.23	18.23
147050	CONSOLIDATED TELEPHONE COMPANY	3,050.65	87.40
175200	GOPHER STATE ONE CALL INC	96.20	70.20
234600	NORTHERN BUSINESS PRODUCTS	3,377.32	206.19
272300	TELEPHONE ASSOCIATES	849.00	22.86
278600	TWIN PORT MAILING	21,484.95	80.56
279100	U S BANK EQUIPMENT FINANCE	2,914.45	21.62
	ADMINISTRATION & GENERAL		507.06
STORM WATER UTILITY			
59	OPERATIONS		
195850	KIMINSKI PAVING		18,100.00
	OPERATIONS		18,100.00
CABLE TELEVISION			
45	CULTURE AND RECREATION		
121000	ARROWHEAD SPRINGS INC	556.75	30.00
162640	ENVENTIS TELECOM INC	236.20	47.95
210450	MEDIACOM LLC.	1,182.85	16.76
	CULTURE AND RECREATION		94.71
CLOQUET AREA FIRE DISTRICT			
34	CHARGES FOR SERVICES		
R0001623	STEPHANIE SHABAIASH		1,391.00
	CHARGES FOR SERVICES		1,391.00

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/20/2018

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
142800	CLOQUET SANITARY SERVICE	3,631.23	39.99
164900	THE FASTENAL COMPANY	303.86	16.53
242850	PARSONS ELECTRIC LLC	8,383.29	561.45
	PUBLIC SAFETY		617.97
	TOTAL ALL DEPARTMENTS		268,115.38



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *NJK*
Reviewed by: Aaron Reeves, City Administrator *AR*
Date: June 12, 2018

ITEM DESCRIPTION: Acceptance of 2017 Audit Results

Proposed Action

Staff recommends the Council move to accept the 2017 audit results as prepared by Wipfli LLP.

Background/Overview

Minnesota Statute section 471.697 requires the City to be audited by June 30th and the audit presented to the council by October 31st each year. The 2017 CAFR is also required to be submitted to the State Auditor and certain sections to be published in the City's official newspaper.

This will be the twelfth year the City's CAFR will be submitted for the GFOA Certificate of Achievement for Excellence in Financial Reporting.

Policy Objectives

Compliance with state statute.

Financial/Budget/Grant Considerations

Several negative impacts if the requirements were not met such as: withholding of State Aids, not qualifying for certain grants, increased bond cost or not able to issue certain types of bonds, etc.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

None – presentation and distribution of certain reports in the 2017 CAFR at the work session. The full 2017 CAFR is available on the City website.



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *NJK*
Reviewed by: Aaron Reeves, City Administrator *AR*
Date: June 12, 2018

ITEM DESCRIPTION: Approval of the 2017 Fund Balance Policy Plan

Proposed Action

Staff recommends the Council to approve the 2017 Fund Balance Policy Plan.

Background/Overview

The council approved a Fund Balance Policy on November 20, 2007. The Policy has been revised a few times to comply with new GASB rules. The purpose of the policy is to establish guidelines for the City of Cloquet's components of fund balances and net positions.

The policy requires the City Administrator and Finance Director to review the City's fund balances and net positions and prepare a plan for any shortages or overages annually. The plan is to be approved by the council.

Policy Objectives

Address the 2017 requirements of the Fund Balance Policy.

Financial Impacts/Budget/Grant Considerations

Maintenance of sufficient fund balances and net positions for each of the City's funds as determined in the Fund Balance Policy.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

- a. Fund Balance Policy
- b. Fund balance policy plan
- c. Fund balance worksheet

City of Cloquet

Fund Balance Policy

Purpose

The purpose of this policy is to establish the specific guidelines for the level of fund balances available for current and future spending in the governmental funds. The fund balance policy addresses a minimum level of unrestricted fund balance to be maintained, how the unrestricted fund balance can be used or spent down and how that fund balance will be replenished if it falls below the minimum level. The policy also addresses when fund balances will be restricted to specific purposes.

Background

Government Accounting Standards Board (GASB) Statement No. 54 was enacted to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. In governmental funds, a City should identify fund balance separately between non-spendable, restricted, committed, assigned or unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

Proprietary funds' equity will be managed as a separate business-like enterprise as allowed by U.S. Generally Accepted Accounting Principals (GAAP). The funds will be monitored through operations and their rate structures. Examples of Proprietary funds include water, sewer, and storm water. Proprietary net position will be classified as either net invested in capital assets, restricted or unrestricted.

Governmental Fund Balance Classifications

In accordance with GAAP, the City will classify the fund balance in the following five categories:

1. Nonspendable Fund Balance

- a. Items not expected to be converted to cash such as prepaid items and inventory.
- b. Amounts that are legally or contractually required to be maintained intact such as endowments or permanent funds.
- c. Amounts are not available for future spending.
 - i. Examples may include:
 1. Prepaid items
 2. Inventory
 3. Long-term receivables (except if offset by deferred revenue)
 4. Land held for resale

2. Restricted Fund Balance

- a. Amounts subject to externally enforceable legal restrictions as established by creditors, grantors or contributors, or constraints imposed by state statutes.
- b. The constraint is for a specific purpose and legally enforceable.
- c. Examples may include:
 - i. Unspent bond or grant proceeds
 - ii. Tax increments
 - iii. Park dedication fees
 - iv. Franchise fees
 - v. Accumulated funds in debt service funds

City of Cloquet *Fund Balance Policy*

3. *Committed Fund Balance*

- a. Amounts constrained for a specific purpose by City Council resolution.
- b. Constraint is self-imposed (not externally constrained).
- c. Only the City Council can change the constraint by a majority vote.
- d. The decision to commit fund balance must be made prior to December 31st (the final amount can be determined after year-end once year-end entries have been made).
- e. Examples may include:
 - i. Contractual commitments that will be satisfied with existing fund balance.
 - ii. Amounts transferred to a Capital Project fund for a specific purpose.
 - iii. Internal "Savings" to fund the five year Capital Improvement Plan.
 - iv. Excess amounts in the Debt Service Funds until transferred or spent.
 - v. Cash Flows in Funds supported predominately by property tax levies or State Aids (50% of the next year's budgeted levy and LGA).

4. *Assigned Fund Balance*

- a. For all funds other than the General fund, any remaining positive balances not already classified as nonspendable, restricted or committed.
- b. Constraint is self-imposed (not externally constrained).
- c. Assigned fund balances demonstrate the City's intended use.
- d. Constraints may be imposed by the City Council, City Administrator or Finance Director. Constraints must have a specific purpose.
- e. No constraints will be assigned resulting in a residual deficit in the fund.
- f. Examples may include:
 - i. Appropriation of existing fund balance (amounts used to balance the subsequent year's budget).
 - ii. Budget carry-overs for specific items such as election funding, facility studies, capital improvement funding.

5. *Unassigned Fund Balance*

- a. For the General fund, amounts not classified in any other category.
- b. For all other governmental funds, amounts of a residual deficit in the funds.
- c. The General fund is the only fund that can report a positive unassigned fund balance.
- d. Amounts are available for any purpose.

Fund Balance Flow Assumptious

The City normally intends to spend resources from fund balances in the following order as resources are available:

- Restricted
- Committed
- Assigned
- Unassigned

A different order of spending for a specific resource can be determined by the Council, City Administrator, or Finance Director. If a different order is used, it will be documented in the audit workpapers.

City of Cloquet

Fund Balance Policy

Governmental Fund Definitions

GASB Statement 54 provides clarification of the governmental funds definitions. The definitions are added to the fund balance policy to clearly define their reporting requirements. It is also important to understand the fund classification when determining the classification of their fund balances.

1. General Fund – Used to account for all financial resources not accounted for in another fund.
2. Special Revenue Funds – Used to account for report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes (other than debt service or capital projects).
 - a. One or more specified restricted or committed revenues are foundation for the fund (comprise a substantial portion of fund’s inflows).
 - b. Other inflows (i.e. interest and transfers) may be reported in fund, if restricted, committed or assigned to the specified purpose of the fund.
 - c. Restricted or committed proceeds of specific revenue sources should be expected to continue to comprise substantial portion of inflows of the fund.
 - d. Exception for specific revenue rules – General fund of Blended Component Unit (EDA).
3. Debt Service Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest payments.
4. Capital Projects Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

Enterprise Fund Equity

Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises, where the City intends the cost of providing goods or services to the public be financed or recovered primarily through user charges. The City’s enterprise funds include the Water, Sewer and Storm Water funds.

It is the City’s intent to cover all operating, including depreciation, and non-operating expenses through user charges to eliminate the impact on taxpayers. User charges will be reviewed annually by the Finance Director to ensure adequate rates are charged for the services provided.

Enterprise funds’ equity will be classified in one of the following categories:

- *Net investment in capital assets.* The component of net position which is the difference between assets and liabilities of proprietary funds that consists of capital assets less both accumulated depreciation and the outstanding balance of debt that is directly attributable to the acquisition, construction or improvement of the capital assets.
- *Restricted.* The component of net position which is the difference in assets and liabilities of proprietary funds that consist of assets with constraints placed on their use by either external parties (i.e. creditors or grantors) or through constitutional provisions or enabling legislation.

City of Cloquet *Fund Balance Policy*

- *Unrestricted.* The difference between the assets and liabilities of proprietary funds that is not reported as Net Investment in Capital Assets or Restricted net position.

Minimum Unrestricted Fund Balances

General Fund – To provide for emergencies or contingencies, such as revenue shortfalls, that the City may encounter as part of its operations the unrestricted fund balance should be at a minimum of 35% to 50% of fund operating revenues or no less than five months of operating expenditures according to the Office of the State Auditor (this includes the assigned for cash flows). The City's goal will be to follow this recommendation.

Special Revenue Funds – The City has several special revenue funds that vary greatly in the type of activity. The unrestricted fund balances of special revenue funds funded with property tax levy should be at a minimum of 35% to 50% of fund operating revenues or no less than five months of operating expenditures according to the Office of the State Auditor (this includes the assigned for cash flows). The City's goal will be to follow this recommendation if determined appropriate for the individual fund's type of activities.

Debt Service Funds – The balances at year end should be sufficient to meet the February 1st debt payments. Most of these funds will be restricted or committed for debt service and the assigned fund balance should be near zero.

Capital Projects Funds – The balances should be sufficient to fund the five year Capital Improvement Plan cash flow assumptions. Most of these funds will be committed for the capital improvement plan or committed for a specific project and the assigned fund balance should be near zero. Specific capital improvement funds may be negative because they are waiting on funding but should zero out at the end of the project.

Internal Service Fund – The balance should be sufficient to fund the liability. Accrued compensated absences and severances are recognized as a liability and net position should be near zero.

Enterprise Funds – It is expected that unrestricted net position will be large. These funds have large investments in infrastructure that need to be maintained. The City will complete a rate study for these funds every five to ten years or as otherwise determined by the City Administrator or Finance Director to ensure rates and unrestricted net position are sufficient to operate and maintain these activities long term.

Fund Balance Plan

The City will use all *budgetary and financial accounting options* available to maintain the minimum level of fund balance available for appropriation in the all City Funds. Some options available include the following items:

1. A specific budgeted revenue increase (i.e. ad valorem property tax increase).
2. Increase fees for services.

Approved November 20, 2007. Revised for GASB #54 December 20, 2011 & June 5, 2012.

City of Cloquet Fund Balance Policy

3. Reduction of expenditures in the budget.
4. Transfers from other available funds.
5. Sale of capital assets.

It is the intent of the City to minimize significant fluctuations in ad valorem property tax rates. The City is strongly dependent upon Minnesota state aids to subsidize the City's expenditure budget. State legislature may approve appropriation changes that would cause the City to adjust the property tax level by a large amount to maintain an appropriate level of fund balance and to provide the services needed by the community. The Administrator and Finance Director will monitor state legislation to be aware of possible cuts or increases in State appropriations. The Administrator will report significant changes to the City Council once realized. Further, the Council may commit a portion of the budget for possible cuts to state aids.

The Finance Director will report shortfalls or surpluses in the projected fund balance levels to the City Council yearly with the Fund Balance Plan to meet fund balance policy, or as soon as found to be a significant impact, whichever is sooner. The City Council is responsible for reviewing and approving the Fund Balance Plan.

If a *fund deficit* occurs, the plan should address the how deficits will be eliminated. The Finance Director will report the plan's effectiveness to the Administrator and City Council on a yearly basis. The fund balance must be restored to the targeted level within a reasonable amount of time.

A *fund surplus* above all internal and external constraints may also occur. In this case, the Finance Director will notify the City Council yearly in the Fund Balance Plan to discuss the circumstances of the surplus and determine whether or not the established threshold is effective. Some appropriate plans for using fund surpluses include the following items (but are not limited to):

1. Move budgeted expenditure into a future year due to unforeseen circumstances.
2. Fund a one-time project or project planning that would not normally be budgeted in the on-going operations of the City.
3. Return unused dollars to donors.
4. Transfer excess funds to another City fund to finance a project or cover a shortfall.

Other Policy Considerations

The City's *credit rating* for debt financing and investing will also be considered in the level of required General fund balance. The City Council may further restrict the required fund balance level to meet a higher credit rating need if possible. The City's credit rating is reviewed by the Administrator, Finance Director, and bond counsel when necessary. The City Administrator or Finance Director shall be responsible for conducting rating reviews.

City of Cloquet
Fund Balance Policy Plan
Based on 2017 Audited Balances

In accordance with the Fund Balance Policy adopted in 2007 and revised in 2011 and 2012 (due to GASB changes) any shortages or overages in fund balances are to be addressed by the Finance Director and City Administrator, and approved by the City Council. The following notes the funds with shortages or overages and the recommended plans:

Shortages

Permanent Improvement – The fund balance is negative \$272,480. There are different future funding sources that could be used for the City share of improvements in the future.

- The Planning 2021 Budget shows issuance of bond for City share of improvements.
- The City Administrator has S E H developing an infrastructure plan and funding will be determined when completed.
- New franchise fees, if implemented, could be used for the City share of improvements.
- Increase levy allocation to Permanent Improvement.
- Transfers from the General Fund.

Employee Severance – The fund equity is at negative \$26,698. The proposed 2018 Budget shows a transfer of \$25,000 from the General Fund. It could be increased if 2018 audit results show more is needed.

City of Cloquet
Fund Balance Plan
Based on 2017 audited Fund Balances

Fund#	Fund	Fund Balance	2017 Revenues		2017 Expend/Expenses		2017 Levy
Government Services							
Provide governmental services to public							
101	General (Admin/Police/Streets)	3,987,366	5,117,543	78%	5,103,799	78%	1,630,000
207	Community Development Operating (City)	130,977	149,266	88%	194,193	67%	125,000
211	Library	257,297	426,375	60%	572,122	45%	400,000
226	Park	307,710	542,091	57%	562,102	55%	350,000
228	Senior Center	(9,706)	11,845	-82%	10,805	-90%	-
614	Cable TV	187,438	101,672	184%	140,762	133%	-
Loans							
Economic development loans							
201	LDO Loan (EDA)	847,821	22,315	3799%	918	92355%	-
202	Federal CDBG Loan (EDA)	808,825	9,400	8605%	36,725	2202%	-
203	Economic Development Loan (City)	225,217	3,416	6593%	31,273	720%	-
204	State MIF (EDA)	130,158	1,400	9297%	-	-	-
206	Revolving SCDP (EDA)	16,788	14,389	-	-	-	-
208	SCDP (City)	-	478,767	-	478,757	-	-
Debt							
Make required debt payments							
220	TIF - Daqota/Woodward	14,887	18,332	81%	16,645	89%	-
221	TIF - 14th Street Apartment	15,591	22,607	69%	20,504	76%	-
222	TIF - Oak Street Apartments	65,879	52,933	124%	47,786	138%	-
368	Business Park Bonds	1,193,411	27,913	4275%	243,115	491%	-
370	Swimming Pond Bonds	1,164,159	126,627	919%	133,102	875%	115,000
Capital Project							
Support the CIP & other capital acquisitions and projects							
224	Building Facilities Planning	1,897,114	-	-	131,686	1441%	-
225	Permanent Improvement	(272,480)	379,995	-72%	656,681	-41%	250,000
231	Public Works Reserve	457,247	118,551	386%	396,811	115%	100,000
403	Capital Projects - Revolving	-	31,014	-	7,202	-	-
405	City Sales Taxes	6,650,450	973,817	100%	3,324,278	200%	-
Enterprise							
Provide utilities and storm water management							
600	Water - LSW - Unrestricted	845,846	2,895,675	29%	2,520,726	34%	1
601	Water - In Town - Unrestricted	3,322,983	1,220,673	272%	1,477,581	225%	1
602	Sewer - Unrestricted	806,845	1,614,407	50%	1,726,154	47%	1
605	Storm Water - Unrestricted	76,615	332,882	23%	245,779	31%	1
Other Funds							
260	Landfill Host Fee	402,612	120,238	335%	21,014	1916%	-
701	Employee severance	(26,698)	41,745	-64%	66,036	-40%	-

- Fund Balance Policy shortages to be addressed.
- Fund Balance Policy overages to be addressed. None for 2017 audit.
- Fund is going to be combined with General Fund starting 2019.
- Funds is closed in 2018. 20% paid to State and 80% transferred to Fund 201.


- 1 - Includes transfers.
- 2 - Bond are expected to be called in 2019.
- 3 - Refunded bond to be repaid in 2018. Holding \$1 million in escrow.
- 4 - MCCU building to be purchased late 2018.
- 5 - Bond for \$8.4 million issued in 2017 for project costs for 2017 & 2018.
- 6 - Rate study done in 2017. Rate increases approved for 7/1/2018.



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 
Date: June 12, 2017

ITEM DESCRIPTION: Consideration of Appointments to the
Cloquet Area Fire District

Proposed Action

The City Council is asked to approve the appointment of Councilor Wyman to the vacant seat on the CAFD Board with a term expiration of December 31, 2018, and Bob DeCaign to the vacant Alternate seat with a term expiration of December 31, 2020.

Background/Overview

Councilor Wyman has agreed to fill the vacant seat on the CAFD left by Adam Bailey at the time of his resignation from the City Council in April of 2018. Mr. DeCaigny has expressed his interest in the vacant Alternate seat on the CAFD. Mr. DeCaigny previously served on the CAFD Board from 2008-2014.

Policy Objectives

City representation on the CAFD Board is detailed under the By-Laws of the CAFD.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Application of Mr. DeCaigny



ADMINISTRATIVE OFFICES

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

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

Name: Bob DeCaigny		Date: 3-21-18
Address		
Email:		
Home Phone:	Work Phone: -----	Cell Phone:
How long have you lived in Cloquet?	Years/Months: 55/6	Which Ward? 1
What Cloquet community activities have you been involved in? CAFD Board, Planning Commission, Board of Zoning Adjustments and Appeals, Gravel Mining Task Force, School Board, Boy Scouts and numerous church activities.		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. CAFD Board 2008 - 2014 and fire protection responsibility at Sappi.		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: CAFD		
Would you consider an alternate appointment?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one?		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. None.		
Why do you wish to be on a Board/Commission? When serving previously on the CAFD Board I found it a challenge and a task enjoyed trying to attain an optimal fire services delivery system while minimizing costs.		
Please describe any other relevant information you would like us to know. Retired, but consult at Sappi. Schedule tends to be flexible.		

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

THIS INFORMATION WILL BE DISTRIBUTED TO COUNCIL AND IS CLASSIFIED AS PUBLIC DATA



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James Barclay, Assistant City Administrator/HR Director
Reviewed by: Aaron Reeves, City Administrator *AR*
Date: June 12, 2018

ITEM DESCRIPTION: Accounting Clerk – Part Time

Requested Action

Staff recommends the City Council move to appoint Ann Tjader to the position of Accounting Clerk – Part Time, effective June 20, 2018.

Background/Overview

This opening is a new position created due to the ongoing workload of the Finance Department and was approved by Council during its April 17, 2018 meeting. This position assists with front desk duties as well as utility billing and special projects.

Over the past two months, the City completed all its due diligence and posted the position vacancy. The City received several applications and conducted interviews with 4 candidates.

Through the interview process, the City identified Ann Tjader as the top candidate and has accepted the City's preliminary offer of employment subject to City Council approval. Ms. Tjader is a resident of Cloquet and most recently worked for United Health Care.

Should the City Council support this appointment, Ms. Tjader is expected to start her duties on July 16, 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 Ms. Tjader for the position.

Supporting Documentation Attached

- None



PUBLIC WORKS DEPARTMENT
1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-6758 • Fax: 218-879-6555

To: Mayor and Cloquet City Council
From: Caleb Peterson, City Engineer
Reviewed By: Aaron Reeves, City Administrator *AR*
Date: June 19, 2018

ITEM DESCRIPTION: Approval to List 1607 Airport Road for Sale

Requested Action

Staff recommends the Council move to approve the listing of 1607 Airport Road, a City owned residential home.

Background

In 2010, the City purchased the residential property at 1607 Airport Road for potential municipal well development. After further testing in 2017, it was determined that the water quality was not sufficient to move forward with this project. As such, there is no need for the City to retain this residential rental property any longer and the property can be listed for sale.

Staff is proposing to list this property “For Sale by Owner” via a marketing brochure posting online (Craigslist, Facebook, and Yard Signs on Airport Road). Community Development will schedule viewings during normal City office hours and property tours will be given by the Street Supervisor. The property would be listed for sale by staff in mid-July.

Policy Objectives

Since there is no longer a strategic Public Works need for the property, the City should divest themselves of ownership and maintenance responsibilities.

Financial Impacts

The City paid \$82,500 for the property in 2010. It was appraised in May of 2018 for \$83,000 and will be listed as such.

Supporting Documentation

- 1607 Airport Road Appraisal

RAMSLAND & VIGEN, INC.
Real Estate Appraisers & Consultants
LONSDALE BUILDING
302 WEST SUPERIOR STREET, SUITE 600
DULUTH, MINNESOTA 55802-5110

JOHN M. VIGEN, SRA, RM
GARY A. BATTUELLO, MAI, AI-GRS
MARCIA A. RAMSLAND, RESEARCH
MAXWELL O. RAMSLAND, JR., 1939-2014

TELEPHONE: 218/727-8583
FACSIMILE: 218/727-1697
appraise@ramslandvigen.com

May 24, 2018

Ms. Holly Hansen
EDFP/AICP Community Development Director
City of Cloquet
1307 Cloquet Avenue
Cloquet, Minnesota 55720

Re: City of Cloquet Property
1607 Airport Road
Cloquet, Minnesota

Dear Ms. Hansen:

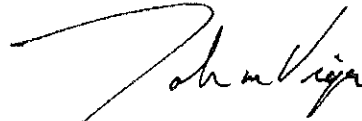
Pursuant to your request for an estimate of market value applicable to the above referenced property, the undersigned has viewed the subject property, reviewed available data, and the findings are contained herein.

The appraisal procedure and report format employed herein is intended to be compliant with Uniform Standards of Professional Appraisal Practice (2018-2019 ed.) Standards Rule 1 (Real Property Appraisal Development) and Standards Rule 2-2(a) (Appraisal Report). This report summarizes data, reasoning and analyses used in the appraisal process.

Predicated upon a review of data summarized herein, effective May 21, 2018, a market value applicable to the subject property can be estimated to be:

EIGHTY-THREE THOUSAND DOLLARS
(\$83,000.00)

Respectfully submitted,



John M. Vigen, SRA
Certified General Real Estate Appraiser
Minnesota License 4000928



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator *AR*
Date: June 8, 2018

ITEM DESCRIPTION: Transient Merchant License for Fireworks Sales

Proposed Action

Staff recommends that the City Council move to approve the Peddlers, Solicitors, & Transient Merchants License for Gerald Breyer, dba Generous Jerry’s Fireworks Inc., to sell fireworks in the parking lot of Super One Foods, 707 Highway 33 South, from June 24 - July 5, 2018 and identify the hours of sale subject to submittal of all licensing requirements and completion of a background check.

Background/Overview

The City has received an application from Gerald Breyer, dba Generous Jerry’s Fireworks Inc. for a Peddlers, Solicitors, & Transient Merchants license seeking approval to sell fireworks from June 24 - July 5, 2018 in the parking lot of Super One Foods, 707 Hwy 33 South.

Generous Jerry’s has been licensed to sell fireworks in Cloquet since State law was amended to allow for such sales in 2006. The City has received no complaints regarding the operation during this timeframe.

Section 6.6.08, Subd. 1(B) of City Code restricts sales to 8:00 am to 8:00 pm. The City Council has previously authorized the applicant in past years to sell until 10:00 pm. Staff would suggest that the Council either follow Code or in the case of fireworks sales, limit it to the previously established precedent of 10:00 pm.

Policy Objectives

Section 6.6 of the Municipal Code requires the regulation of peddlers, solicitors, and transient merchants. The purpose of such licensing is to regulate the potential nuisance and public safety issues which sometimes relate to such operations. The City does not have a separate licensing requirement for retail fireworks sales.

Financial/Budget/Grant Considerations

The applicant has submitted the appropriate license fee associated with this license. There is no other direct cost to the City.

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
 email: djohnson@ci.cloquet.mn.us

**Application for License
 Regulating Peddlers, Solicitors, & Transient Merchants**

This application, all required documentation and fees must be submitted by any person desiring to obtain a Peddlers, Solicitors & Transient Merchant license within the City of Cloquet, MN.

INDIVIDUAL SUBMITTING APPLICATION:

Name: Gerald Francis Breyer
First Last

Applicant Current Address:  55720
 City, State, Zip:

Home Phone: _____ Work Phone: _____ Cell Phone: _____
 E-Mail Address: _____

Date of Birth: 10-12 Place of Birth: Wales, ND
 Social Security #: _____ Drivers License #: _____
 Eye Color: Bl-green Hair Color: gray Height: 5'10 Weight: 250

BUSINESS/ORGANIZATION INFORMATION:

Business or Organization Name: _____
 Address: GENEROUS JERRY'S FIREWORKS INC.
519 22ND AVE. SO.
GRAND FORKS, ND 58201
 Mailing Address (if different from above): _____
701-775-1106
 Phone No.: 701-775-1106 Alternate Number: _____

LOCATION WHERE PROPOSED SALES WILL BE MADE:

Business/Organization Name: Cloquet Superone Parking Lot
 Address: 707 Hwy 33 South, Cloquet, MN
 Local Phone Number: 218-893-9101 Permanent Phone Number: 701-775-1106

THE LENGTH OF TIME FOR SALES OR SOLICITING AND HOURS DURING WHICH BUSINESS WILL BE CONDUCTED:

Beginning Date: June 24, 2018 Ending Date: July 5, 2018
 Hours during which business will be conducted: 9AM - 10PM

Brief description of the nature of the business or solicitation and the goods to be sold or given away:

Retail sales of Class C fireworks

Do you have **written consent** of the landowner upon whose premises this activity is to be conducted? Yes No (If yes, please attach written consent.)

Do you use a **Sales Contract**? Yes No (If yes, please attach a copy.)

Name and Address of the Source of Supply of the goods or property proposed to be sold, or orders taken for the sale thereof; location of such goods or products at the time of this application; and proposed method of delivery: _____

_____ **GENEROUS JERRY'S FIREWORKS INC.**
519 22ND AVE. SO.
_____ **GRAND FORKS, ND 58201**
_____ **701-775-1106**

*delivered by Common
Carrier - SAS Transport
GFND*

Describe ALL vehicles that you will be using in your activities:

MAKE:	YEAR:
MODEL:	LICENSE #:
COLOR:	STATE:
MAKE:	YEAR:
MODEL:	LICENSE #:
COLOR:	STATE:
MAKE:	YEAR:
MODEL:	LICENSE #:
COLOR:	STATE:
MAKE:	YEAR:
MODEL:	LICENSE #:
COLOR:	STATE:

MINER'S INC.

May 31, 2018


*Via Email – generousone@midconetwork.com
And U.S. Mail*

Mr. Gerald Breyer, President
Generous Jerry's Fireworks, Inc.
519 22nd Avenue South
Grand Forks, ND 58201


RE: *Short Term License Agreement / 2018 Minnesota Fireworks Season*

Dear Jerry:

Enclosed please find the original Short-Term License Agreement between Miner's Incorporated and Generous Jerry's Fireworks, Inc. signed on behalf of Miner's Incorporated by me as General Counsel for the rental space for fireworks stands for the 2018 Minnesota fireworks season for two (2) Super One Foods locations in Minnesota.

Please sign and return the fully executed original to our office along with the  check payable to Miner's Incorporated. We hope you have a great season.

Sincerely,



Sara L. Kirsch
Paralegal

SLK
encl.



SuperOne
FOODS

0118off.L13 Generous Jerry's Fireworks



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator *AR*
Date: June 12, 2018

ITEM DESCRIPTION: VFW Post 3979 Bingo at Veteran's Park

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 18-46, A RESOLUTION APPROVING EXEMPT PERMIT FOR THE VFW POST 3979 TO CONDUCT OFF-SITE BINGO AT VETERAN'S PARK.**

Background/Overview

The City has received an application from the VFW Post 3979, 210 Arch Street, for a bingo event to be held on July 4, 2018, at Veteran's Park as part of the community's 4th of July Celebration.

Normally the City is only required to approve an exempt permit to conduct a bingo event. Due to the event being held off-site, the City must instead approve an application to conduct off-site gambling. There are no legal issues related to off-site bingo that staff is aware.

Policy Objectives

Approval of application by local community is required under MN Statutes. Since they are a licensed organization they are required to complete the LG230 form as submitted.

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution No. 18-46
- LG230 Application to Conduct Off-Site Gambling

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

RESOLUTION NO. 18-46

**A RESOLUTION APPROVING EXEMPT PERMIT FOR THE VFW POST 3979
TO CONDUCT OFF-SITE BINGO AT VETERAN'S PARK**

WHEREAS, The City of Cloquet has received an application from the VFW Post 3979, 210 Arch Street, for an Exempt Permit to conduct a bingo event off-site on July 4, 2018 at Veteran's Park.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of the VFW Post 3979, 210 Arch Street, for an Exempt Permit to conduct a bingo event off-site on July 4, 2018 at Veteran's Park, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 15th DAY OF JUNE 2018.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

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

RESOLUTION NO. 18-46

**A RESOLUTION APPROVING EXEMPT PERMIT FOR THE VFW POST 3979
TO CONDUCT OFF-SITE BINGO AT VETERAN'S PARK**

WHEREAS, The City of Cloquet has received an application from the VFW Post 3979, 210 Arch Street, for an Exempt Permit to conduct a bingo event off-site on July 4, 2018 at Veteran's Park.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of the VFW Post 3979, 210 Arch Street, for an Exempt Permit to conduct a bingo event off-site on July 4, 2018 at Veteran's Park, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 15th DAY OF JUNE 2018.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

I, Aaron Reeves, City Administrator of the City of Cloquet, MN, hereby certify that the above is a true and exact copy of the resolution dated May 19, 2015, original of which is on file and of record in my office.

Witness my hand and the official seal of the said City this 15th day of June.

Aaron Reeves, City Administrator

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: VFW Post 3979 License Number: 00422

Address: 210 Arch Street City: Cloquet, MN Zip: 55720

Gambling Manager Name: Richard Chasse Sr Daytime Phone: 218-428-4503

Chief Executive Officer (CEO) Name: Aaron Johnson Daytime Phone: 218-205-7907

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 7 / 4 / 18 to 7 / 4 / 18

Check the type of games that will be conducted:

- Raffle
 Pull-Tabs
 Bingo
 Tipboards
 Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: Veterans Park

Street address and
City (or township): Intersection of Hwy 33 and Hwy 45, Cloquet Zip: 55720 County: Carlton

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

- Yes** If yes, a lease is not required.
- No** If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ 0.00 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

N/A

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

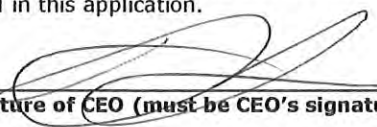
Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____ _____ _____	Signature of County Personnel: _____ _____ _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<p>Local unit of government must sign.</p>	<p>TOWNSHIP NAME: _____</p> <p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.



Signature of CEO (must be CEO's signature; designee may not sign)

07 JUNE 2018

Date

<p>Mail or fax to:</p> <p>Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032</p>	<p>No attachments required.</p> <p>Questions? Contact a Licensing Specialist at 651-539-1900.</p>
--	--

This publication will be made available in alternative format (i.e. large print, braille) upon request.


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



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator 
Date: June 14, 2018

ITEM DESCRIPTION: Labor Day Celebration

Proposed Action

Staff recommends that the City Council move to approve the closure of Cloquet Avenue for the parade, the closure of Avenue C and adjacent portions of 13th Street and 14th Street for the car show, and the use of Veterans Park including the waiver of the park rental fee for carnival activities for youth, all consistent with previous Labor Day celebrations sponsored by the Central Labor Body.

Background/Overview

Each year the Carlton County Central Labor Body works with local groups on a celebration held each Labor Day. Enclosed, the City Council will find a request from the Carlton County Labor Day Celebration Committee seeking approval to hold such an event this year.

The requests are consistent with previous years' Labor Day celebrations. The Committee is seeking the closing of Avenue C for the Car Show as it has in the past. It is also seeking closure of 13th and 14th Streets for brief periods of time, which the City has also agreed to in past years. There have been no complaints received about the closure of these streets that staff can recall.

The parade will require the closure of Cloquet Avenue from 18th Street to 8th Street from approximately 10:30 a.m. to 1:30 p.m.

Policy Objectives

The City adopted a policy in 2009 that requires a fee for the use of community parks and facilities. In this case, the use of Veterans Park is not being done as a profit source for the Labor Body but is considered a community event. In past years, the Council has agreed to waive the fee.

Financial/Budget/Grant Considerations

By agreeing to the waiver in rental fee, the City would lose \$400.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- June 11, 2018 Letter of Request

Carlton County Labor Day Celebration

1403 Avenue C, Cloquet, MN 55720

2018 Committee: Michael Parrott, Dianne Barkos, Tamara Jones, Katie Humphrey

June 11, 2018

To: Aaron Reeves, Cloquet City Administrator; Dave Hallback, Mayor of Cloquet; and the Cloquet City Council.

Dear Council Members,

The 2018 Carlton County Labor Day Celebration committee is looking forward to holding its 99th annual Labor Day Celebration on Monday, September 3, 2018. As in past years, the celebration will include a parade, car show, carnival and a picnic. This event continues to be offered to the community free of charge due to generous donations from local labor unions and other local employers and groups. The committee requests Council approval and permission for the following:

1. Permission to hold the Labor Day parade and to have Cloquet Avenue closed in the morning (approximately 10:30am- 1:30pm. The set up and staging for the parade will again take place on Avenue C starting about 9:00am.
2. Permission to have Avenue C and adjacent portions of 13th street and 14th street closed to traffic from 9:00am – 2:00 pm in order to hold the car show in that area.
3. Permission to use Veterans Park for the carnival on September 3 from noon – 5:00pm. The carnival activities include a petting zoo, face painting, inflatable amusements, climbing wall, etc. We will again be powering the amusements with generators.
4. Permission to have the park fee waived as the Labor Day Celebration is free to the public.

Thank you for your time and consideration. We look forward to another successful Labor Day Celebration.


Michael Parrott,
President, Carlton County Labor Day Celebration
218 343-4663 mwparrott@local49.org



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator 
Date: June 13, 2018

ITEM DESCRIPTION: New On-Sale, On-Sale Sunday and Off-Sale Liquor Licenses
Cloquet Bar and Lounge

Proposed Action

Staff recommends the City Council move to approve the On-Sale, On-Sale Sunday and Off-Sale Liquor Licenses for the Cloquet Bar and Lounge, 914 Cloquet Avenue, effective July 1, 2018 subject to final approval by the State of Minnesota.

Background/Overview

The City has received an application from Vanessa Autio seeking to obtain new On-Sale, On-Sale Sunday and Off-Sale Liquor Licenses for 914 Cloquet Avenue. Ms. Autio is in the process of purchasing the Cloquet Bar and Lounge from Michael Gillmor and is looking to begin her operation July 1, 2018.

The applicant has submitted the necessary Liquor Liability and Worker's Compensation Insurance certificates. The Police Department has conducted its criminal background check on the applicant and found no issues of concern. If approved, the licenses being sought will expire on June 30, 2019.

Policy Objectives

Approval of all On-Sale, On-Sale Sunday and Off-Sale licenses are required under Chapter 6 of the City Code and M.S. 340A.404 of State law. All other aspects of the applications are in accordance with City Code.

Financial Impacts

The City's fee schedule requires each license holder to pay set fees for each license. 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. The applicant has paid all fees which are required by the City.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Liquor License Application



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
 1) City issued on sale intoxicating and Sunday liquor licenses
 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Cloquet License Period From: July 01, 2018 To: June 30, 2019

Circle One: New License License Transfer Suspension Revocation Cancel _____
 (former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale
 Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: Cloquet Bar & Lounge (corporation, partnership, LLC, or individual) DOB 06-01 Social Security # _____

Business Trade Name Cloquet Bar & Lounge Business Address 914 Cloquet City Cloquet

Zip Code 55720 County Carlton Business Phone 218-879-5696 Home Phone _____

Home Address _____ City Cloquet MN Licensee's MN Tax ID # 5652119
 (To Apply call 651-296-6181)

Licensee's Federal Tax ID # 83-0744448
 (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:
Vanessa Ann Curtis Cloquet MN 55720

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:
 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:
 Workers Compensation Insurance Company Name: SFM Risk Solutions Policy # 030342-212

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.
 City Clerk or County Auditor Signature _____ Date _____
 (title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.



CITY ADMINISTRATOR'S OFFICE
 1307 Cloquet Avenue, Cloquet MN 55720
 Phone: 218-879-3347 Fax: 218-879-6555
 www.ci.cloquet.mn.us
 email: admin@ci.cloquet.mn.us

CITY OF CLOQUET, MN
APPLICATION FOR ON SALE INTOXICATING LIQUOR LICENSE

Application: New Renewal

On Sale Intoxicating Liquor License Category: Cloquet Bar & Lounge

Restaurant Club, or congressionally chartered veterans organization Exclusive Liquor Store Hotel

APPLICANT INFORMATION:

Name: Vanessa Ann Artis
First Full Middle Name Last

Applicant Current Address: _____

City, State, Zip: Cloquet MN 55720

Home Phone: _____ Work Phone: 218-879-5696 Cell Phone: _____

E-Mail Address: _____

Date of Birth: _____ Place of Birth: Duluth MN

Licensee Name: Cloquet Bar & Lounge
Business, Partnership, Corporation, (LC, Individual)

Social Security #: _____

Trade Name or DBA: 914 Cloquet Cloquet Bar & Lounge

Licensed Location Address: 914 Cloquet MN 55720

Business Phone: 218-879-5696

BUSINESS INFORMATION:

Business Name: Cloquet Bar & Lounge

Address of Business: 914 Cloquet MN 55720

Mailing Address (if different from above): 914 Cloquet MN 55720

Phone No.: 218-879-5696 Alternate Number: _____

Manager of Business: Jesse Dugger

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:

Responsible Party	Amount	Type of claim (i.e., utilities, etc.)
-------------------	--------	---------------------------------------

Please answer all questions truthfully and to the best of your knowledge. Providing false information may be cause for denial of your license. Please add additional information if necessary.

1. Have you been convicted of any misdemeanor or felony violation of local ordinances related to the sale of alcoholic beverages? Yes No

If yes, please provide statement of all convictions (date of offense, location, charge and date of conviction.)

2. Have you previously operated in this City or another City or State under a license or permit which had been denied, suspended or revoked? Yes No

If yes, please provide information and state reasons. (if necessary, attach list to application)

3. Do you currently hold a license of the same in this City, any other City, State or Country? Yes No

If yes, please provide business information for that license.

Business Name: _____

Address: _____

Phone No. _____

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

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

Signature of Applicant: Vanessa A. Autio Date: June 05, 2018

Print Name Vanessa A. Autio
First Middle Last

Will licensed area include any outdoor attachment such as a patio or deck? Yes No
If yes, is area fenced in? Yes No

(Please describe in detail and attach drawing) _____

How many off-street parking spaces are to be provided exclusively for your customers? 0

Days of Operation: M - Sunday

Hours of Operation: 9am - 01:00am

Give a complete description of business activities to be conducted on the premises: on Sale liquor
Sunday liquor license and off sale

Will live entertainment and/or dancing be provided? Yes No

2 A.M. LIQUOR LICENSE Will applicant be applying for 2 A.M. Sales? Yes No

SUNDAY SALES Will applicant be applying for Sunday Liquor? Yes No

To be completed if applying for Sunday Sales:

Minnesota Statute 340A.504, Subd. 3. Intoxicating liquor; Sunday sales; on-sale.
A restaurant, club, bowling center, or hotel with a seating capacity for at least 30 persons and which holds an on-sale intoxicating liquor license may sell intoxicating liquor for consumption on the premises in conjunction with the sale of food between the hours of 10:00 a.m. on Sundays and 2:00 a.m. on Mondays.

For restaurant or hotel, what is the seating capacity for guests at one time? 125

(Must meet provisions of the Uniform Fire Code for a formal occupancy rating or other similar documentation and square footage to arrive at the proper seating capacity. Please contact our Building Official at 879-2507 with any questions.)

(For a hotel, seating must be 30 guests at one time and must meet provisions of the Uniform Fire Code for a formal occupancy rating or other similar documentation and square footage to arrive at the proper seating capacity. Please contact our Building Official at 879-2507 with any questions.)

Are meals regularly prepared on the premises and served at tables to the general public? Yes No

Square footage of total dining area: _____

Principal part of the business will be food: Yes No

Estimated percentage of gross sales for: Food None Liquor 5%

If a Restaurant, please provide copy of Restaurant License from the Minnesota Department of Health.
License Type: Small Establishment Medium Establishment Large Establishment

Submit a floor plan of the dining room(s), showing dimensions and indicating the number of persons intended to be served in each of such rooms.

The property at which I am requesting a license for, I Own Rent Lease Other: Contract for Deed
(If you rent or lease the premises, you must attach a copy of your fully executed rental or lease agreement)

If you are not the property owner, please list property owner information:

Name: Michael M Gillmor
(First) (Full Middle) (Last)

Address: _____

Home Phone _____ Work Phone 218-879-5696 Cell Phone SAME

Property/Business Information:

Intoxicating liquor licenses will only be issued to establishments which are properly zoned and/or meet those zoning requirements for such location as may be required by the City.

For Zoning Verification, contact the Cloquet Zoning Department at (218) 879-2507 prior to submitting your application to obtain a "Certificate of Zoning Compliance."

You must indicate the exact legal description of the premises to be licensed, with a plot plan of the area showing dimensions, locations of buildings, street access, parking facilities and the locations of and distances to the nearest church building and schools.

The license application must include a complete description of the compact and contiguous area in which the licensee will conduct business, including a description of physically connected attachments to the main structure such as patios, decks, or pavilions.

If the description covers a building with more than one story or room which are used for business purposes other than those permitted to be in combination with the license, then the description must specify the floor and the space to which the license will apply.

Property Zoning District: Cloquet / Carlton County
Property Parcel ID Number: 06-290-0480
Property Complete Legal Description: Block 218
ERLY 91.5 FT

Is there more than one story to building? Yes No

If yes, please describe: Apartments on top of Bar

Does business have inside access to another business establishment? Yes No

If yes, please describe: _____

BUSINESS OWNERSHIP INFORMATION:

Type of Ownership: Sole Proprietorship Partnership Limited Liability Corporation (LLC) Corporation (Inc)

If the above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name: Vanessa Ann Atio
First Middle Last

Home Address: _____

City, State, Zip: Cloquet MN 55720

Date of Birth Social Security No.

Partner/Officer Name: _____
First Middle Last

Home Address: _____

City, State, Zip: _____

Date of Birth Social Security No.

Are you the owner or one of the owners of the business stated in this application? Yes No

If yes, how long have you been in the business at this location? _____

If you are not the business owner, please list business owner information:

Name: _____
(First) (Full Middle) (Last)

Address: _____

Home Phone Work Phone Cell Phone

Does business have inside access to another business establishment?

Yes

No

If yes, please describe:

Partner/Officer Name: First Middle Last

Home Address:

City, State, Zip:

Date of Birth

Social Security No.

Partner/Officer Name: First Middle Last

Home Address:

City, State, Zip:

Date of Birth

Social Security No.

Are you the owner or one of the owners of the business stated in this application?

Yes

No

If yes, how long have you been in the business at this location?

If you are not the business owner, please list business owner information:

Name: (First) (Full Middle) (Last)

Address:

Home Phone

Work Phone

Cell Phone



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 OFFICE (651) 201-7507 FAX (651) 297-5259 TTY (651) 282-6555
 DPS.MN.GOV



APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE

No license will be approved or released until the \$20 Retailer ID Card fee is received.

**PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY.
 INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT ACTION.**

Licensee's MN Sales and Use Tax ID # 5652119 To apply for a MN sales and use tax ID #, call (651) 296-6181
 Licensee's Federal Tax ID # 83-0744448 Licensees must register with the Federal Tax and Trade Bureau (ITB),
 for information call (513) 684-2979 or 1-800-937-8864

Applicant:

Licensee Name (Applicant) <u>Vanessa a aultio</u>		Business Name (DBA) <u>Cloquet Bar + lounge</u>		Social Security #
Licensee Location (Physical Address) <u>914 Cloquet Ave</u>		License Period From <u>7.01.18</u> to <u>7.01.19</u>		DOB (Individual Applicant)
City <u>Cloquet</u>	County <u>Carlton</u>	State <u>MN</u>	Zip Code <u>55720</u>	
E-mail Address		Business Phone Number <u>218-879-5696</u>		Applicant's Home Phone #

If a Corporation, LLC, or Partnership - state name, date of birth, Social Security # address, title, and Percent Owned by each officer.

Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Address, City, State, Zip Code
				0.0%	
				0.0%	
				0.0%	
				0.0%	

- If a corporation, date of incorporation 07.01.18, state incorporated in MN If a subsidiary of any other corporation, so state Yes.
 If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota?
 Yes No
- Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state. 1st floor
- Is establishment located near any state university, state hospital, training school, reformatory or prison?
 Yes No If yes, state approximate distance.
- Name and address of building owner Michael Gillmore 914 Cloquet Ave
 Has owner of building any connection, directly or indirectly, with applicant? Yes No Cloquet MN 55720

5. Is/are applicant(s), a member of the governing body of the municipality in which this license is to be issued?
Yes No If Yes, in what capacity? _____
6. Have applicants any interest whatsoever, directly or indirectly, in any other liquor establishment in the state of Minnesota? Yes No If yes, give name and address of establishment. _____
7. Are the premises now occupied or to be occupied by the applicant entirely separate and exclusive from any other business establishment? Yes No
8. State whether applicant has or will be granted, an On Sale Liquor License in conjunction with this Off Sale Liquor License and for the same premises. Yes No Will be granted
9. State whether applicant has or will be granted a Sunday On Sale Liquor License in conjunction with the regular On Sale Liquor License. Yes No Will be granted
10. If this application is for a County Board Off Sale License, state the distance in miles to the nearest municipality.
_____ yes Carlton
11. If this license is being issued by a County Board, has a public hearing been held as per MN Statute 340A.405 sub2(d)? yes Carlton
12. If this license is being issued by a County Board, is it located in an organized township?
If so, attach township approval. NO

Violations

1. Has applicant(s) had a liquor license revoked in the last 5 years; Yes No If so, give dates and details.

2. Has applicant, partners, officers, or employees ever had any liquor law violations or felony convictions in Minnesota or elsewhere? Yes No
If yes, give dates, charges and final outcome _____

3. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802. Yes No If yes, attach a copy of the summons.

REPORT BY POLICE/SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates named herein have not been convicted within the past five years for any felonies or municipal ordinances relating to intoxicating liquor except as follows:

Police/Sheriff's Department

Title

Signature

County Attorney's Signature

Insurance (ATTACH CERTIFICATE OF INSURANCE TO THIS FORM)

Licensee must obtain one of the following PER Minnesota Statute 340A.409:

Check one:

- A. Liquor Liability Insurance (Dram Shop) - \$50,000 per person, \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support.

Please review Insurance Certificate before submitting:

- Must be Certificate of Insurance (Declarations or Binders not accepted)
- Licensee name on this application and the Insurance Certificate must match EXACTLY.
- Must provide physical address of licensed location (No PO Boxes accepted)
- Dates of coverage must cover the entire license period.

or

- B. A surety bond from a surety company with minimum coverage as specified in A.

or

- C. A certificate from the State Treasurer that the licensee has deposited with the state, trust funds having market value of \$100,000 or \$100,000 in cash or securities.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry. A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

Workers compensation insurance company: Name _____
Policy # _____ Number of employees: _____

*3 sending
a
copy*

I certify that I have read the above questions and that the answers are true and correct of my own knowledge.

Print name of applicant & title

Vanessa A. Autio

Signature of Applicant

Vanessa A. Autio

Date

06.06.18

MAYOR'S PROCLAMATION
City of Cloquet

Whereas: Minnesota Veterans have been sacrificing their time, their skills, their service and their lives to defend liberty and country since the Civil War; and

Whereas: The American Legion, Department of Minnesota, the State's largest veterans' organization, is nearing a century of service to our veterans, our youth and communities; and

Whereas: Over those 100 years, the Legion has developed such programs as Boys State, Girls State, Legion Baseball, Legionville Safety Patrol Camp, three ongoing research chairs at the University of Minnesota; and

Whereas: The first national convention of The American Legion was held in Minneapolis in November, 1919; and

Whereas: The 100th national convention of The American Legion will be held in Minneapolis in August 2018; and

Whereas: The American Legion, Department of Minnesota, and its members have put millions of volunteer hours plus their talent and treasure into projects that have made this state, county and city a better place to live.

NOW, THEREFORE BE IT RESOLVED, I, David Hallback, Mayor of the City of Cloquet, Minnesota, hereby proclaim August 24, 2018, as American Legion Day.

FURTHER, that the Cloquet City Council congratulates The American Legion of Minnesota, on its proud record of service, and its commitment to another 100 years of helping veterans, guiding our youth, and lifting up our communities.



Dave Hallback, Mayor



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *NJK*
Reviewed by: Aaron Reeves, City Administrator *AR*
Date: June 12, 2018

ITEM DESCRIPTION: Certification of Utility Bills and Miscellaneous Bills

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 18-45, ADOPTING AND CONFIRMING SPECIAL ASSESSMENTS FOR DELINQUENT UTILITIES AND MISCELLANEOUS BILLS.**

Background/Overview

Minnesota Statute section 444.075, subd. 3 (e) allows municipal water utilities to certify unpaid water, sewer, storm water and other property charges to the county auditor for collection with property taxes. The certification can be done once a year or more often. The City is certifying semi-annually in 2018.

Policy Objectives

The use of this statutory collection method allows the City to enhance revenue collection. The ability to capture these monies has a direct correlation to the City's operating budget.

Financial/Budget/Grant Considerations

Collection of delinquent utility bills and miscellaneous property charges through the 2019 property tax statements. See attached listing for amount certified.

Advisory Committee/Commission Action

Not applicable.

Supporting Documentation Attached

- Resolution 18-45.
- Listing of delinquent bills to be certified to Carlton County.

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

RESOLUTION NO. 18-45

**RESOLUTION ADOPTING AND CONFIRMING SPECIAL ASSESSMENTS
FOR DELINQUENT UTILITIES**

WHEREAS, The amount to be specially assessed for delinquent utilities has been calculated in accordance with the provisions of City ordinances and Minnesota Statutes; and

WHEREAS, Notices have been duly mailed as required by law; and

WHEREAS, Said proposed assessments have at all times since their filing been open for public inspections, and an opportunity has been given to all interested parties to present objections, if any, to the proposed assessments; and

WHEREAS, There were no oral or written objections received.

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

1. The amounts so calculated and set forth in said notices are hereby levied against the respective parcels of land described therein; and
2. The proposed assessments are hereby adopted and confirmed as special assessments for each of said parcels of land and the assessments shall be a lien concurrent with general taxes upon said parcel.

BE IT FURTHER RESOLVED, That the City Administrator be authorized and directed to transmit to the County Auditor a certified duplicate of the assessment roll to be extended upon the property tax lists of the County and the County Auditor shall collect said special assessments with taxes levied in 2018, payable in 2019.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 19TH DAY OF JUNE, 2018.**

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

STATE OF MINNESOTA)
COUNTY OF CARLTON)
CITY OF CLOQUET)

I, Aaron Reeves, City Administrator of the City of Cloquet, Minnesota, pursuant to Chapter 364 of the Laws of Minnesota for 1909, and Amendments thereto, and pursuant to resolution of the City Council of the City of Cloquet, passed June 19, 2018,

HEREBY CERTIFY, That there is remaining in my office unpaid and for collection the following Utility Bills and Miscellaneous Bills for the 2019 Real Estate Tax payments, against the following lots and tracts of land in the following amounts to-wit:

<u>Parcel ID</u>	<u>Property Address</u>	<u>Account Number</u>	<u>Bill Amount</u>	<u>Collection Fee</u>	<u>Total Certified</u>
06-706-0140	1311 22nd Street	0116001311-06	23.67	35.00	58.67
06-033-0700	911 Prospect Ave	0122010900-26	216.31	35.00	251.31
06-105-0080	520 7th Street	0123012400-02	18.30	35.00	53.30
06-045-2720	216 Ave A	0112007230-02	11.55	35.00	46.55
06-753-0060	1511 Trail Dr	0116004630-06	7.55	35.00	42.55
06-205-0060	311 19th Street	0119008700-07	36.74	35.00	71.74
06-125-0540	1610 Prospect Ave	11571	75.00	35.00	110.00
06-210-0080	316 20th Street	11573	75.00	35.00	110.00
06-510-5692	1706 Maplewood Ave	11631	85.00	35.00	120.00
06-033-0700	911 1/2 Prospect Ave	0122011000-30	75.72	35.00	110.72
06-165-0140	322 22nd Street	0119000300-13	99.63	35.00	134.63
06-230-2620	608 8th Street	0123016400-05	11.55	35.00	46.55
06-045-7980	505 Jasper Street	0111002200-03	392.96	35.00	427.96
06-110-2760	213 17th Street (Up)	0118010600-24	18.15	35.00	53.15
06-110-1720	103 17th Street Apt 1	0118011500-19	86.12	35.00	121.12
06-290-4160	121 14th Street	0120011600-15	117.10	35.00	152.10
06-290-0160	23 11th Street Upstairs	0120019800-32	105.21	35.00	140.21
06-005-1480	210 2nd Street	0122000500-05	196.73	35.00	231.73
06-290-2005	1115 Ave F	0120008500-17	71.77	35.00	106.77
06-015-0480	745 Larch Street	0114013400-12	514.71	35.00	549.71
06-744-0040	1304 Hwy 33 S	0126017430-00	3,412.39	35.00	3,447.39
06-085-1380	1403 Highland Ave	0114004800-00	241.53	35.00	276.53
06-165-0600	2303 Selmsner Ave	0119016900-00	174.59	35.00	209.59
			<u>6,067.28</u>	<u>805.00</u>	<u>6,872.28</u>
	Total				




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: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Aaron Reeves, City Administrator
Date: March 20, 2018



ITEM DESCRIPTION: Lake Superior Waterline Pipeline Assessment

Proposed Action

Staff recommends that the City Council move to award a professional services contract to Short Elliot Hendrickson (SEH) for leak detection and pipeline condition assessment on the Lake Superior Waterline in the amount not to exceed \$113,000.

Background

Over the past 9 months staff has been working to address a series of leaks on the Lake Superior Waterline along Westgate Blvd in Proctor. To date, two leaks have been repaired with at least one more suspected. Due to the pipe material (concrete cylinder pipe), traditional means and methods for repairs and leak detection are not applicable on this facility.

The attached proposal involves working with SEH to perform leak detection and condition assessment on three critical areas of the pipeline. The equipment required to complete this work is specialized and must be mobilized from Toronto, Canada. Fortunately, SEH has staff with unique expertise with this process and pipe material. They have performed identical projects on similar facilities in the Twin Cities.

The testing is costly however, the work should result in savings over the coming years. The areas identified for testing were chosen due to their history of issues combined with a probability of high repair costs. Even a simple leak repair on this facility can cost \$40,000 with more challenging repairs coming in well over \$100,000. Utilization of this process will allow us to plan for trenchless repair methods and future pipeline replacement/rehab, minimizing long term costs.

Staff has been working on pipeline assessment and planning for this facility for a number of months. Leak detection was always part of the long-term strategy however the identification of a new leak directly adjacent to a business on Westgate Blvd had forced us to move up the timeframe. If left untouched, the pipe in this area will continue to degrade and the leak will get worse. This represents a significant liability for the City as concrete water pipe is prone to catastrophic failures which could result in substantial property damage given the operating pressures and the volume of water in this pipe.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

All costs associated with the study would be charged to the Lake Superior Waterline Utility Fund. Rates for this fund are negotiated annually based actual expenses and projected needs.

Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

- SEH Proposal



Building a Better World
for All of Us®

Exhibit 2

June 12, 2018

RE: City of Cloquet
36" Diameter PCCP Raw Water Line Leak
Locating Project
SEH No. 146289 14.00

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

Dear Caleb:

Thank you for considering having us assist the City with the referenced potential project to perform leak locating and pipe condition assessment on approximately 5.2 miles of 36" PCCP Raw Water Main Pipe. SEH has teamed with Echologics, a division of Mueller Company, to use their Echo Shore-M tool (tool) to complete the City's assessment.

PROJECT UNDERSTANDING

We understand that the City suspects there is a potential leak or leaks in the 36-inch diameter prestressed concrete cylinder pipe raw water line (PCCP). As shown on Exhibit 1, there are three (3) total segments of pipe that will be tested using the tool.

SEH, along with Echologics technicians, have reviewed the As-Built drawing and atlas pages for the segments of raw water pipe in question and have developed the potential list of sensor locations that would be available to complete the 24 hour acoustic leak detection. Because the tool has a limitation of 2,500 lf between sensors, it appears that there are up to 4-5 locations that exceed that length requiring the City to install new wet taps and blow off valves for access to the water column. Because of that additional work, the leak testing has been broken down into two phases:

- Phase 1 – to complete the leak detection using all available existing blow off valves
- Phase 2 – to utilize the new wet taps to complete any remaining segments

It will be the City's responsibility to ensure the valves and access manholes or vaults are ready and available for the sensors to be connected to, along with any other physical site work such as cleaning, pumping water, traffic control, excavation and restoration for additional wet taps.

Please refer to the attached subconsultant proposal from Echologics to further outline City and/or SEH responsibilities ahead of time.

WORK PLAN

Our work plan to complete our scope of work is described in detail by our Task Hour Budget. That budget is enclosed as Exhibit 3 to the Supplemental Letter Agreement.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10901 Red Circle Drive, Suite 300, Minnetonka, MN 55343-9302
SEH is 100% employee-owned | sehinc.com | 952.912.2600 | 800.734.6757 | 888.908.8166 fax

In the budget, please notice the work that City forces must complete during our Task 1.0 Data Collection and Task 2.0 Preplanning Activities. Besides helping gather paper design documents for the PCCP, and other paper documents likely in the City of Cloquet's possession, we will need the City to install the 1 ½ inch taps to the existing valve assemblies for Echologics to connect their sensors. There are also several new wet taps needed to be able to stay with the 2,500 lf maximum distance between sensors, however, these can be done prior to the second trip.

The tool will provide instantaneous information on potential leaks and those locations will be marked in the field during the testing. The final product will be a technical report along with a GIS database, which will be delivered no later than 30 days after the field testing is completed.

SCHEDULE

Table 1 outlines our production schedule for this project.

Table 1 – Production Schedule

Task from Task Hour Budget – Exhibit 3		
Number	Description	
1.0	Data Collection	Week of June 4
2.0	Preplanning/Advanced Preparation work – Phase 1	Week of June 11
2.0	Preplanning/Advanced Preparation work – Phase 2	June 18-July 14
3.0	Field Testing – Phase 1	June 18-22
3.0	Field Testing – Phase 2	July 23-27
4.0	Final Report/Results/GIS data	No later than Aug 31

FEE

Our fee is \$113,000 as shown on Exhibit 3 and includes reimbursable expenses of \$89,070 for our subconsultant, Echologics. We will invoice the City for our services on an hourly not-to-exceed basis plus prorated monthly expenses.

Please contact me with questions and comments at 612-255-8747 or dhutton@sehinc.com.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



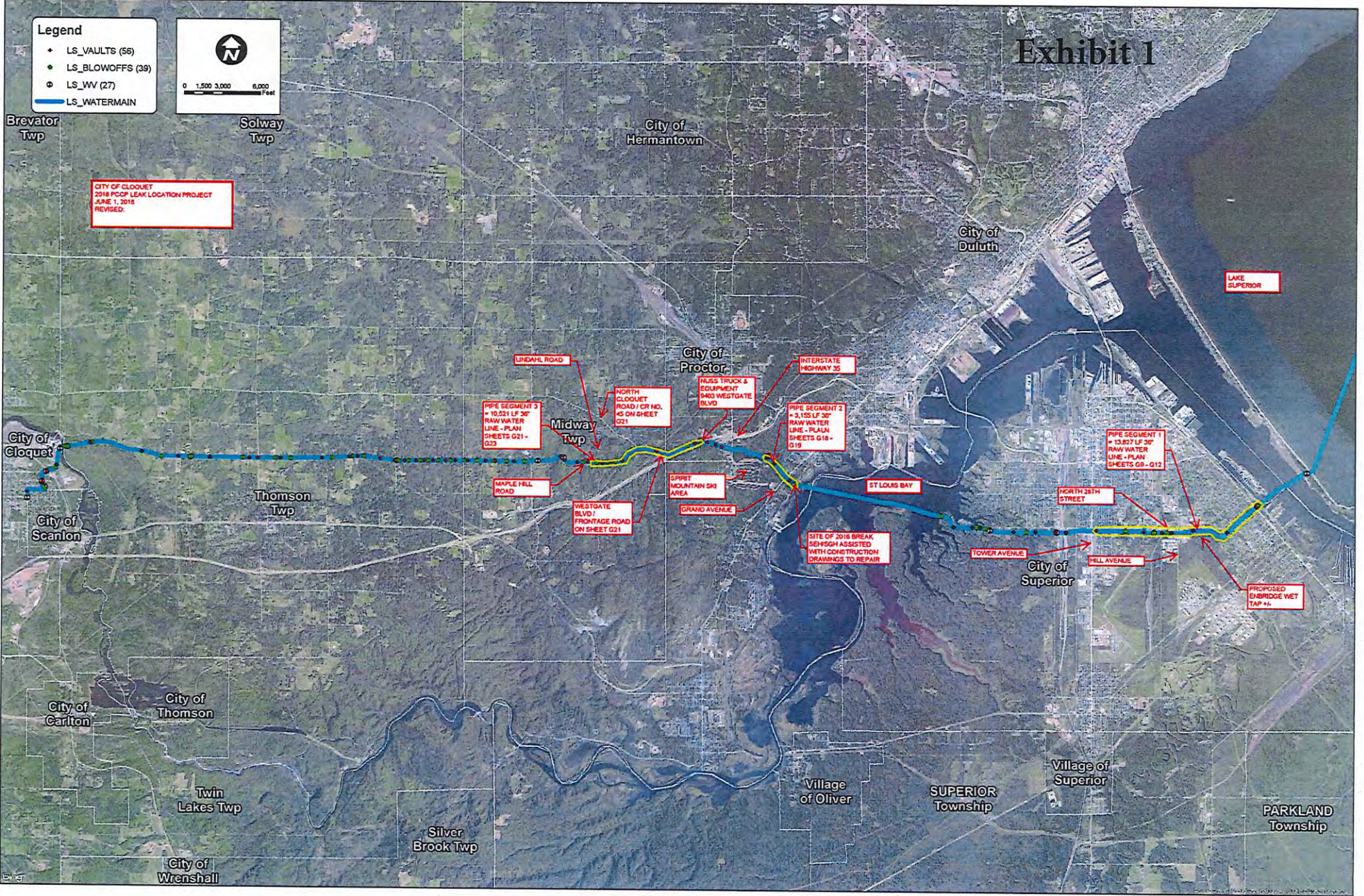
David Hutton, PE
Project Manager

dh/mh
Enclosures

c: Dan Hinzmann, SEH
Paul Pasko, SEH
Michael Livermore, Echologics

Exhibit 1

- Legend**
- LS_VAULTS (56)
 - LS_BLOWOFFS (39)
 - LS_WV (27)
 - LS_WATERMAIN






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, City Engineer
Reviewed By: Aaron Reeves, City Administrator 
Date: June 19, 2018

ITEM DESCRIPTION: Authorization to Purchase Lift Station Parts for Water Treatment Plant

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION 18-47, APPROVING THE PURCHASE OF LIFT STATION PARTS FOR WATER TREATMENT PLANT NO. 1**

Background/Overview

The City Council previously awarded bids for construction of Water Treatment Plant No 1. As part of that project, the sanitary sewer lift station serving the public works garage needs to be upgraded to increase pumping capacity. The work to upgrade the pump station is part of the water plant contract however some of the materials needed require long lead times and coordination with our current pump/controls supplier. To ensure that materials are available in time for construction, it is necessary to place orders with vendors now. Additionally, the City should see some cost savings by providing these materials directly and not having a general contractor mark up or sales tax associated with these items.

Our consultant has obtained quotes for lift station parts and equipment. Delivery of this equipment is expected to take 10 to 13 weeks from the time the order is placed. Installation of these items will be part of the larger contract. The balance of the materials required is included in the water plant contract.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

This purchase is proposed to be funded via the sanitary sewer utility. The purchase price is included in the total project cost estimate.

Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

- Resolution No. 18-47
- Electric Pump Quote

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

RESOLUTION NO. 18-47

**RESOLUTION APPROVING THE PURCHASE OF LIFT STATION PARTS FOR WATER
TREATMENT PLANT NO. 1**

WHEREAS, The City Council previously awarded a contract for construction of Water Treatment Plant No. 1 to remove iron and manganese from Well No. 8; and

WHEREAS, Upgrades to the existing sanitary sewer lift station at the public works garage are required to serve Water Treatment Plant No. 1; and

WHEREAS, Some items require long lead times to insure delivery; and

WHEREAS, The City's consultant has obtained quotes for those items requiring long lead times; and

WHEREAS, The City now wishes to proceed with obtaining this equipment.

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

1. The quote by Electric Pump in the amount of \$48,690.00 is hereby approved.
2. The City Engineer is hereby authorized to order the equipment detailed in this quote.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 19TH
DAY OF JUNE 2018.**

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator



4280 E. 14th St.
Des Moines, IA 50313
Office: 515-265-2222
Toll Free: 800-383-7867
Fax: 515-265-8079

201 4th Ave SW
New Prague, MN 56071
Office: 952-758-6600
Toll Free: 800-536-5394
Fax: 952-758-7778

TO: City of Cloquet, MN
REF: Water Treatment Plant No. 1
Cloquet, MN
DATE: May 24, 2018
ENG: SEH

Submersible Lift Station Pumps & Accessories

- Two (2) Flygt NP3153-462HT submersible pump. Pump to be furnished with the following:
- 20hp, 460V, 3phase, 60Hz, explosion proof motor
 - Hard Iron Impeller
 - Discharge Elbow 4"
 - 50' Power cable
 - Upper and Intermediate guide brackets 2" (*guiderail by others*)
 - SS cable holder
 - SS lifting chain with bow shackle
 - Flygt Mini-Cas for pump monitoring (*mounted in control panel*)
- One (1) Pump Basic Repair Kit (*bearings, mechanical seals & O-Ring Kit*)
- One (1) Access Hatch 30" x 42" clear opening HS-20 rated w/ safety grate
- One (1) Lot of freight and startup services

Total Selling Price: \$48,690.00 plus tax

Note the following:

- The specified and proposed hatch size is too small for to be double leaf construction – the quoted hatch is single leaf construction.
- Controls, Valve Vault Hatch, Guide Rail, Anchor bolts, Junction Box, Reducers, Valves, Piping, Conduit, Installation of equipment and anything that's not specifically mentioned in this proposal is the responsibility of others

Thank you for your consideration,

Jeff Janiksela (612) 867-6219
cc: Steven Forsythe (612) 840-9499
cc: Taylor Musselman

Purchase Agreement:

**Ship to Address: (*Pumps*)

ATTN: _____

Tagging Instructions: _____

**Ship to Address: (*Hatch*)

ATTN: _____

Tagging Instructions: _____

Note the following:

- Return this purchase agreement to Taylor Musselman at taylor@m@electricpump.com or via fax (515) 265-8079

Submittals: 2 – 4 weeks

Delivery: Pumps: 10 – 13 Weeks after approval of submittals

Hatches: 3 – 5 Weeks after approval of submittals

Payment: Net 30 Days – Retainage upon completion

We are pleased to make the following offer to sell the listed Merchandise which is firm for (30) thirty days from the above date, and is automatically withdrawn thereafter without any further notice.

1. Signing and returning this document to Electric Pump's office in Des Moines, IA may accept this offer.
2. This offer and acceptance constitutes the entire Agreement between the parties and may be modified only by a writing signed by both parties.
3. The prices quoted for equipment are valid for (30) thirty days. If the quote includes start up services and it is scheduled by the request of the buyer for a time other than Monday through Friday 8:00 to 5:00 additional charges will be due.
4. Payment terms are NET 30 (thirty days) after the mailing of seller's invoice.
5. Delivery terms are F.O.B. Place of Shipment. Seller agrees to put the merchandise in the possession of the carrier, to make a reasonable contract of carriage for their transportation, to obtain and deliver or tender such documents as may be necessary to enable Buyer to obtain possession, and to promptly notify the Buyer of shipment. After seller has delivered the merchandise to the carrier, the risk of loss of the merchandise will be borne by the Buyer. The prices quoted herein include transportation charges based on existing truckload rates, any change in delivery rates existing at the time of delivery will be billed to your account. Dates of delivery are determined from the date of Seller's acceptance of any order or orders by Buyer and are estimates of approximate dates of delivery, not a guaranty of a particular day of delivery.
6. Sales and use tax are not included.
7. Buyer shall notify seller in writing at Seller's place of business as shown on the reverse side of this page, within twenty (20) days of receipt of merchandise, or any complaint whatsoever buyer may have concerning such merchandise. Failure to give such notice shall constitute a waiver by Buyer of all claims in respect to such goods.
8. If notice of complaints is provided within twenty (20) days of Buyer's receipt of the merchandise, Seller agrees to inspect the merchandise at Seller's place of business during Seller's normal business hours and days. Upon inspection, if the merchandise is determined to be defective in material or workmanship, Seller, at Seller's option, shall repair or replace said merchandise at no cost to Buyer, or Seller may refund the purchase price. If the examined merchandise is found not to be defective or is not for some other reason within the warranty coverage, Seller's service time expended on and off-location will be charged to Buyer.

9. Seller will have no further warranty obligation under this Agreement if the Equipment is subjected to abuse, misuse, negligence or accident or if buyer fails to perform any of its duties set forth in Paragraphs 8 and 9.
10. THE WARRANTY PRINTED ABOVE IS THE ONLY WARRANTY MADE BY THE SELLER REGARDING THIS PURCHASE. SELLER DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NOTHING HEREIN CONTAINED SHALL LIMIT BUYER'S RIGHTS AGAINST THE MANUFACTURER, WITH RESPECT TO MANUFACTURER'S WARRANTIES, IF ANY.
11. WARRANTY REPAIRS (which fall under the manufacturer's warranty, if any) ARE F.O.B. ELECTRIC PUMP, INC. SERVICE LOCATION. ELECTRIC PUMP, INC. WILL NOT ASSUME ANY EXTENDED WARRANTIES UNLESS APPROVED BY PRIOR WRITTEN CONSENT. THIS INCLUDES SERVICE CALLS TO JOB SITES ON PRODUCT COVERED DURING THE WARRANTY PERIOD. PLEASE REFER TO THE ATTACHED PRODUCT WARRANTY STATEMENT FOR CLARIFICATION.
12. IT IS UNDERSTOOD AND AGREED THAT SELLER'S LIABILITY WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY, IN NEGLIGENCE OR OTHERWISE SHALL NOT EXCEED THE RETURN OF THE AMOUNT OF THE PURCHASE PRICE PAID BY BUYER AND UNDER NO CIRCUMSTANCES SHALL SELLER BE LIABLE FOR SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES. THE PRICE STATED FOR THE MERCHANDISE IS A CONSIDERATION IN LIMITING SELLER'S LIABILITY. NO ACTION, REGARDLESS OF FORM, ARISING OUT OF THE TRANSACTION UNDER THIS AGREEMENT MAY BE BROUGHT BY BUYER MORE THAN ONE-YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.
13. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Iowa. Any dispute or disputes arising between the parties hereunder, insofar as the same cannot be settled by friendly agreement, shall be litigated only in The Iowa District Court for Polk County, in Des Moines, Iowa. Seller also has the right to commence an action against the Buyer in the County of the Buyer's principal place of business.

We need a hard copy of this agreement and/or a Purchase Order to start the submittal process.**

Business Name _____

Street Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Purchase Order Number _____

Purchase Order Amount _____

SIGNATURE _____

DATE _____

**A signed copy of this must be returned with your P.O.

Is Project Taxable? Y or N, if No a tax exempt form must be supplied for our records



DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-6758 • Fax: 218-879-6555
Street - Water - Sewer - Engineering

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Director of Public Works
Reviewed by: Aaron Reeves, City Administrator *AR*
Date: June 19, 2018

ITEM DESCRIPTION: Water Supply Plan Update

Proposed Action

Staff recommends the City Council move to adopt the 2018 Cloquet Water Supply Plan as approved by the Minnesota Department of Natural Resources.

Background/Overview/Feasibility

Public water suppliers serving more than 1,000 people, large private water suppliers in designated Groundwater Management Areas, and all water suppliers in the Twin Cities metropolitan area are required to prepare and submit a Water Supply Plan (WSP) to the Minnesota DNR every 10 years. The goal of the WSP is to help water suppliers:

- Implement long term water sustainability and conservation measures; and
- Develop critical emergency preparedness measures. Many emergencies can be avoided or mitigated if long term sustainability measures are implemented.

The WSP is completed using a template which fulfills the City's statutory obligations under M.S.103G.291 to complete a water supply plan. Additional benefits of completing WSP template include:

- Help water suppliers prepare for droughts and water emergencies;
- **Create eligibility for funding requests to the Minnesota Department of Health (MDH) for the Drinking Water Revolving Fund;**
- Allow water suppliers to submit requests for new wells or expanded capacity of existing wells;
- Fulfill the contingency plan provisions required in the MDH wellhead protection plan;
- Upon implementation, contribute to maintaining aquifer levels, reducing potential well interference and water use conflicts, and reducing the need to drill new wells or expand system capacity.

Staff has been working to complete this plan over the past year as required by Statute. As part of the funding application for the new Water Treatment Plant, the funds will not be awarded until the plan has been approved by the DNR and certified by the City Council. Unfortunately, the draft plan was submitted 8 months ago and we have only been able to make final revisions over the past few days. In order to move the treatment plant project forward, staff is requesting Council adoption of the attached plan. Staff can review the plan in greater detail at a future meeting as requested. Please note the proposed plan outlines current policies and operations. Any future capital improvements or City Code revisions are at the sole discretion of the Council.

To Mayor and Council
Water Supply Plan Update
June 19, 2018
Page 2

Policy Objectives

To operate and manage the City of Cloquet's public water supply in accordance with state law.

Financial/Budget/Grant Considerations

Approval of the Water Supply Plan is not anticipated to have any budgetary impact. Conservation and emergency planning measures included are all part of previous capital and operations planning efforts.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- Water Supply Plan

City of Cloquet, MN Water Supply Plan Third Generation for 2016-2018

Formerly called Water Emergency & Water Conservation Plan



Cloquet Water Supply Plan –July 8, 2016

Cover photo by Molly Shodeen



For more information on this Water Supply Plan Template, please contact the DNR Division of Ecological and Water Resources at (651) 259-5034 or (651) 259-5100.

Copyright 2015 State of Minnesota, Department of Natural Resources

This information is available in an alternative format upon request.

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DEPARTMENT OF NATURAL RESOURCES – DIVISION OF ECOLOGICAL AND
WATER RESOURCES AND METROPOLITAN COUNCIL

INTRODUCTION TO WATER SUPPLY PLANS (WSP)

Who needs to complete a Water Supply Plan

Public water suppliers serving more than 1,000 people, large private water suppliers in designated Groundwater Management Areas, and all water suppliers in the Twin Cities metropolitan area are required to prepare and submit a water supply plan.

The goal of the WSP is to help water suppliers: 1) implement long term water sustainability and conservation measures; and 2) develop critical emergency preparedness measures. Your community needs to know what measures will be implemented in case of a water crisis. A lot of emergencies can be avoided or mitigated if long term sustainability measures are implemented.

Groundwater Management Areas (GWMA)

The DNR has designated three areas of the state as Groundwater Management Areas (GWMAs) to focus groundwater management efforts in specific geographies where there is an added risk of overuse or water quality degradation. A plan directing the DNRs actions within each GWMA has been prepared. Although there are no specific additional requirements with respect to the water supply planning for communities within designated GWMAs, communities should be aware of the issues and actions planned if they are within the boundary of one of the GWMAs. The three GWMAs are the North and East Metro GWMA (Twin Cities Metro), the Bonanza Valley GWMA and the Straight River GWMA (near Park Rapids). Additional information and maps are included in the DNR webpage at <http://www.dnr.state.mn.us/gwmp/areas.html>

Benefits of completing a WSP

Completing a WSP using this template, fulfills a water supplier's statutory obligations under M.S. [M.S.103G.291](#) to complete a water supply plan. For water suppliers in the metropolitan area, the WSP will help local governmental units to fulfill their requirements under M.S. 473.859 to complete a local comprehensive plan. Additional benefits of completing WSP template:

- The standardized format allows for quicker and easier review and approval.
- Help water suppliers prepare for droughts and water emergencies.
- Create eligibility for funding requests to the Minnesota Department of Health (MDH) for the Drinking Water Revolving Fund.
- Allow water suppliers to submit requests for new wells or expanded capacity of existing wells.
- Simplify the development of county comprehensive water plans and watershed plans.
- Fulfill the contingency plan provisions required in the MDH wellhead protection and surface water protection plans.
- Fulfill the demand reduction requirements of Minnesota Statutes, section 103G.291 subd 3 and 4.

- Upon implementation, contribute to maintaining aquifer levels, reducing potential well interference and water use conflicts, and reducing the need to drill new wells or expand system capacity.
- Enable DNR to compile and analyze water use and conservation data to help guide decisions.
- Conserve Minnesota’s water resources

If your community needs assistance completing the Water Supply Plan, assistance is available from your area hydrologist or groundwater specialist, the MN Rural Waters Association circuit rider program, or in the metropolitan area from Metropolitan Council staff. Many private consultants are also available.

WSP Approval Process

10 Basic Steps for completing a 10-Year Water Supply Plan

1. Download the DNR/Metropolitan Council Water Supply Plan Template www.mndnr.gov/watersupplyplans
2. Save the document with a file name with this naming convention:
WSP_cityname_permitnumber_date.doc.
3. The template is a form that should be completed electronically.
4. Compile the required water use data (Part 1) and emergency procedures information (Part 2)
5. The Water Conservation section (Part 3) may need discussion with the water department, council, or planning commission, if your community does not already have an active water conservation program.
6. Communities in the seven-county Twin Cities metropolitan area should complete all the information discussed in Part 4. The Metropolitan Council has additional guidance information on their webpage <http://www.metrocouncil.org/Handbook/Plan-Elements/Water-Resources/Water-Supply.aspx>. All out-state water suppliers do *not* need to complete the content addressed in Part 4.
7. Use the Plan instructions and Checklist document to insure all data is complete and attachments are included. This will allow for a quicker approval process. www.mndnr.gov/watersupplyplans
8. Plans should be submitted electronically – no paper documents are required. <https://webapps11.dnr.state.mn.us/mpars/public/authentication/login>
9. DNR hydrologist will review plans (in cooperation with Metropolitan Council in Metro area) and approve the plan or make recommendations.
10. Once approved, communities should complete a Certification of Adoption form, and send a copy to the DNR.

Cloquet Water Supply Plan –July 8, 2016

Complete Table 1 with information about the public water supply system covered by this WSP.

Table 1. General information regarding this WSP

Requested Information	Description
DNR Water Appropriation Permit Number(s)	1974-2138
Ownership	<input checked="" type="checkbox"/> Public or <input type="checkbox"/> Private
Metropolitan Council Area	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No (and county name)
Street Address	1307 Cloquet Avenue
City, State, Zip	Cloquet, MN 55720
Contact Person Name	Caleb Peterson
Title	Director of Public Works
Phone Number	218.879.6758
MDH Supplier Classification	Municipal

PART 1. WATER SUPPLY SYSTEM DESCRIPTION AND EVALUATION

The first step in any water supply analysis is to assess the current status of demand and availability. Information summarized in Part 1 can be used to develop Emergency Preparedness Procedures (Part 2) and the Water Conservation Plan (Part 3). This data is also needed to track progress for water efficiency measures.

A. Analysis of Water Demand

Complete Table 2 showing the past 10 years of water demand data.

- Some of this information may be in your Wellhead Protection Plan.
- If you do not have this information, do your best, call your engineer for assistance or if necessary leave blank.

If your customer categories are different than the ones listed in Table 2, please describe the differences below:

N/A

Cloquet Water Supply Plan – July 8, 2016

Table 2. Historic water demand (see definitions in the glossary after Part 4 of this template)

Year	Pop. Served	Total Connections	Residential Water Delivered (MG)	C/I/I Water Delivered (MG)	Water used for Non-essential	Wholesale Deliveries (MG)	Total Water Delivered (MG)	Total Water Pumped (MG)	Water Supplier Services	Percent Unmetered/Unaccounted	Average Daily Demand (MGD)	Max. Daily Demand (MGD)	Date of Max. Demand	Residential Per Capita Demand (GPCD)	Total per capita Demand (GPCD)
2005	10,469	3527	171.2	207.8	6.2	27.5	412.6	486.6	9.017	13.4%	1.33	2.29	7/21/05	44.8	127.3
2006	10,571	3585	167.3	193.4	5.7	25.6	392.0	461.7	10.6	12.8%	1.26	2.35	7/25/06	43.4	119.7
2007	10,605	3340	167.9	218.3	4.0	24.7	415.0	447.5	27.3	1.2%	1.23	1.79	3/31/07	43.4	115.6
2008	10,641	3456	159.8	196.7	7.8	23.7	388.0	421.7	8.7	5.9%	1.16	2.35	10/30/08	41.1	108.6
2009	10,704	3628	165.6	194.6	8.5	24.0	392.7	432.3	16.3	5.4%	1.18	2.3	7/7/09	42.4	110.7
2010	11,054	3650	154.7	203.3	6.0	25.0	389.0	441.1	22.6	6.7%	1.21	2.02	8/9/10	38.3	109.3
2011	11,192	3638	151.2	202.0	4.8	23.5	381.5	423.4	21.2	4.9%	1.16	1.99	7/25/11	37.0	103.6
2012	11,198	3649	151.9	184.6	6.5	28.2	371.2	436.4	30.4	8.0%	1.19	1.8	7/16/12	37.2	106.8
2013	11,217	3662	153.8	172.7	3.9	21.8	352.2	462.5	32	16.9%	1.27	2.62	7/2/13	37.6	112.7
2014	11,284	3657	148.6	180.0	3.9	35.9	368.5	443.9	13.5	14.0%	1.22	2.3	5/28/14	36.1	107.8
2015	11,295	3668	145.8	186.8	6.2	24.4	363.3	417.7	0	13.0%	1.14	1.88	8/2/15	35.4	101.3
Avg. 2010-2015	11206.6	3654.0	151.0	188.2	5.2	26.5	370.9	437.5	20.0	10.6%	1.2	2.1	NA	36.9	106.9

MG – Million Gallons MGD – Million Gallons per Day GPCD – Gallons per Capita per Day

See Glossary for definitions

Cloquet Water Supply Plan –July 8, 2016

Complete Table 3 by listing the top 10 water users by volume, from largest to smallest. For each user, include information about the category of use (residential, commercial, industrial, institutional, or wholesale), the amount of water used in gallons per year, the percent of total water delivered, and the status of water conservation measures.

Table 3. Large volume users

Customer	Use Category (Residential, Industrial, Commercial, Institutional, Wholesale)	Amount Used (Gallons per Year)	Percent of Total Annual Water Delivered	Implementing Water Conservation Measures? (Yes/No/Unknown)
1 SAPP	INDUSTRIAL	85,305,000	23.5%	YES
2 USG	INDUSTRIAL	30,297,000	8.3%	UNKNOWN
3 BLACK BEAR CASINO	COMMERCIAL	22,973,000	6.3%	UNKNOWN
4 SCANLON	WHOLESALE	21,958,000	6.0%	UNKNOWN
5 CLOQUET HOSPITAL	INSTITUTIONAL	5,011,000	1.4%	UNKNOWN
6 SUNNYSIDE MOBILE HOMES	COMMERCIAL	4,280,000	1.2%	UNKNOWN
7 JARDEN	INDUSTRIAL	2,964,000	0.8%	UNKNOWN
8 AUTOSPA CAR WASH	COMMERCIAL	2,822,000	0.8%	UNKNOWN
9 PJ'S CAR WASH	COMMERCIAL	1,931,000	0.5%	UNKNOWN
10 WASHINGTON AVE LAUNDRY	COMMERCIAL	1,931,000	0.5%	UNKNOWN

B. Treatment and Storage Capacity

Complete Table 4 with a description of where water is treated, the year treatment facilities were constructed, water treatment capacity, the treatment methods (i.e. chemical addition, reverse osmosis, coagulation, sedimentation, etc.) and treatment types used (i.e. fluoridation, softening, chlorination, Fe/MN removal, coagulation, etc.). Also describe the annual amount and method of disposal of treatment residuals. Add rows to the table as needed.

Table 4. Water treatment capacity and treatment processes

Treatment Site ID (Plant Name or Well ID)	Year Constructed	Treatment Capacity (GPD)	Treatment Method	Treatment Type	Annual Amount of Residuals	Disposal Process for Residuals	Do You Reclaim Filter Backwash Water?
Well #229067	1958	676,000	Chemical Addition	Chlorination, Fluoridation, and Sequestration	None	NA	NA
Well #400334	1982	950,000	Chemical Addition	Chlorination, Fluoridation, and Sequestration	None	NA	NA

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Treatment Site ID (Plant Name or Well ID)	Year Constructed	Treatment Capacity (GPD)	Treatment Method	Treatment Type	Annual Amount of Residuals	Disposal Process for Residuals	Do You Reclaim Filter Backwash Water?
Well #400332	1985	547,000	Chemical Addition	Chlorination, Fluoridation, and Sequestration	None	NA	NA
Spring Lake Reservoir	1931	1,137,000	Chemical Addition	Chlorination, Fluoridation, and Sequestration	None	NA	NA
Well #229069	1942	748,000	Chemical Addition	Chlorination, Fluoridation, and Sequestration	None	NA	NA
Total	NA	3,310,000	NA	NA	NA	NA	NA

Complete Table 5 with information about storage structures. Describe the type (i.e. elevated, ground, etc.), the storage capacity of each type of structure, the year each structure was constructed, and the primary material for each structure. Add rows to the table as needed.

Table 5. Storage capacity, as of the end of the last calendar year

Structure Name	Type of Storage Structure	Year Constructed	Primary Material	Storage Capacity (Gallons)
1 Elevated Tank	Elevated storage	2003	Steel	1,000,000
2 Spring Lake Reservoirs	Ground storage	1931	Concrete	595,000
Total	NA	NA	NA	1,595,000

Treatment and storage capacity versus demand

It is recommended that total storage equal or exceed the average daily demand.

Discuss the difference between current storage and treatment capacity versus the water supplier’s projected average water demand over the next 10 years (see Table 7 for projected water demand):

Total well capacity is 3,310,000 GPD and the total storage capacity is 1.595 MG. Based on the projected population and the decreasing trend of per capita water demand, the Average Daily Demand is projected to be 1.19 MGD in 2025. The well capacity is 2.12 MG more than the Average Daily Demand. With having the storage capacity addition to the well capacity, the City can comfortably supply the fire flow or the peak demands for the next ten years.

C. Water Sources

Complete Table 6 by listing all types of water sources that supply water to the system, including groundwater, surface water, interconnections with other water suppliers, or others. Provide the name of each source (aquifer name, river or lake name, name of interconnecting water supplier) and the Minnesota unique well number or intake ID, as appropriate. Report the year the source was installed or established and the current capacity. Provide information about the depth of all wells. Describe the status of the source (active, inactive, emergency only, retail/wholesale interconnection) and if the source facilities have a dedicated emergency power source. Add rows to the table as needed for each installation.

Include copies of well records and maintenance summary for each well that has occurred since your last approved plan in **Appendix 1**.

Table 6. Water sources and status

Resource Type (Groundwater, Surface water, Interconnection)	Resource Name	MN Unique Well # or Intake ID	Year Installed	Capacity (Gallons per Minute)	Well Depth (Feet)	Status of Normal and Emergency Operations (active, inactive, emergency only, retail/wholesale interconnection))	Does this Source have a Dedicated Emergency Power Source? (Yes or No)
Groundwater	Well #1	229069	1942	520	110'-5"	Active	No
Groundwater	Well #6	229067	1958	470	73'	Active	No
Groundwater	Well #8	400334	1982	660	102'	Emergency Only	No
Groundwater	Well #11	400332	1985	380	120'	Active	No
Groundwater under influence of surfacewater	Spring Lake Reservoir	269223	1931	790	NA	Active	No

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Resource Type (Groundwater, Surface water, Interconnection)	Resource Name	MN Unique Well # or Intake ID	Year Installed	Capacity (Gallons per Minute)	Well Depth (Feet)	Status of Normal and Emergency Operations (active, inactive, emergency only, retail/wholesale interconnection))	Does this Source have a Dedicated Emergency Power Source? (Yes or No)
Unfiltered Surfacewater	Lake Superior Waterline System	NA	1967	13,889	NA	Normal supply only to the Sappi Papermill & Emergency	No

Limits on Emergency Interconnections

Discuss any limitations on the use of the water sources (e.g. not to be operated simultaneously, limitations due to blending, aquifer recovery issues etc.) and the use of interconnections, including capacity limits or timing constraints (i.e. only 200 gallons per minute are available from the City of Prior Lake, and it is estimated to take 6 hours to establish the emergency connection). If there are no limitations, list none.

There is no limitations on the use of the water source.

The City has the Lake Superior Water Line, which draws water from Lake Superior. This line supplies up to 15 MGD to the Sappi Papermill and has a connection to the city water system. In an emergency, the valve interconnecting the Lake Superior Water Line and the city water system can be opened to supply water to the city. However, the water in the Lake Superior Water Line is untreated surface water, which is not considered potable. The city water system will have to purged of all the Lake Superior Water after the end of emergency.

D. Future Demand Projections – Key Metropolitan Council Benchmark

Water Use Trends

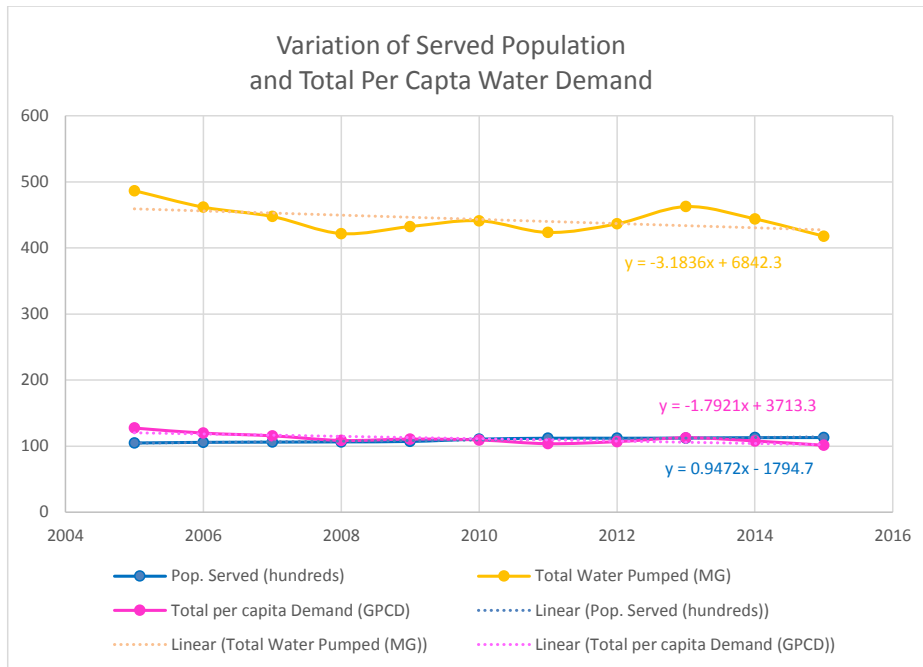
Use the data in Table 2 to describe trends in 1) population served; 2) total per capita water demand; 3) average daily demand; 4) maximum daily demand. Then explain the causes for upward or downward trends. For example, over the ten years has the average daily demand trended up or down? Why is this occurring?

1) Population Served

Based on the historical population data for years 2005-2015, the population has been growing at 0.8 % a year on average. During the last five years, the population growth is 0.4% on average.

2) Total per Capita Water Demand

Total per capita water demand has decreased at 2% on average for the last ten years while the population increased constantly. Industrial use has been 17-27% of the total during the last ten years. The main reason for this could be that many industries improved the efficiency of water use by recycling some water and also replacing with more efficient fixtures.

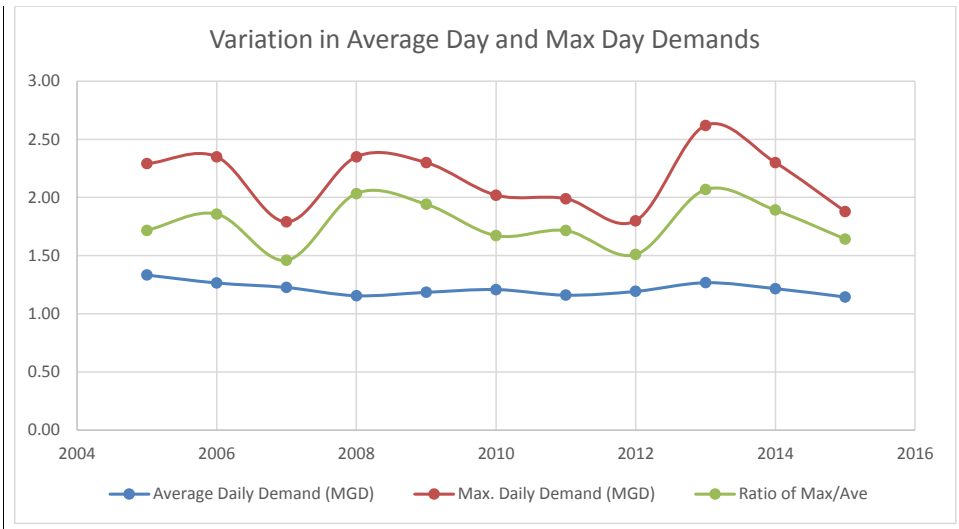


3) Average Daily Demand

Average daily demand has been decreasing at a rate of 1.4% per year over the last ten years. This is because the total per capita water demand has decreased significantly.

4) Maximum daily demand

Maximum daily demand changes dramatically year to year due to weather changes in the summer and it looks as if there isn't a trend. The maximum daily demand to average daily demand ratio also does not show a clear trend. One thing to note is that even during the driest years the ratio is about 2 and the average over last five years is 1.75, which is comparable to other cities.



Use the water use trend information discussed above to complete Table 7 with projected annual demand for the next ten years. Communities in the seven-county Twin Cities metropolitan area must also include projections for 2030 and 2040 as part of their local comprehensive planning.

Projected demand should be consistent with trends evident in the historical data in Table 2, as discussed above. Projected demand should also reflect state demographer population projections and/or other planning projections.

Table 7. Projected annual water demand

Year	Projected Total Population	Projected Population Served	Projected Total Per Capita Water Demand (GPCD)	Projected Average Daily Demand (MGD)	Projected Maximum Daily Demand (MGD)
2016	12,568	11,498	100.8	1.16	2.40
2017	12,663	11,593	100.3	1.16	2.40
2018	12,758	11,688	99.8	1.17	2.41
2019	12,853	11,782	99.3	1.17	2.42
2020	12,947	11,877	98.8	1.17	2.43
2021	13,042	11,972	98.3	1.18	2.43
2022	13,137	12,067	97.8	1.18	2.44
2023	13,231	12,161	97.3	1.18	2.45
2024	13,326	12,256	96.9	1.19	2.45
2025	13,421	12,351	96.4	1.19	2.46
2030	13,894	12,824	94.0	1.21	2.49
2040	14,842	13,772	89.4	1.23	2.55

GPCD – Gallons per Capita per Day

MGD – Million Gallons per Day

Projection Method

Describe the method used to project water demand, including assumptions for population and business growth and how water conservation and efficiency programs affect projected water demand:

Served Population Projection:
 For years 2016-2040, the population is estimated based on the population increase trend between 2005-2015. The linear regression was used.

Total Population Projection:
 In 2010, 1,070 were not connected to the City water system. We assumed that this number would stay the same for the future and projected the future total population.

Total per Capita Water Demand & Average Daily Demand Projection:
 The total per capita demand was projected to decline 0.5% annually from the 2015 total per capita demand, based on the national trend. This trend is due to installation of more efficient fixtures. The projected population and total per capita demand per day were multiplied to project the future average daily demand.

The Maximum Daily Demand Projection:
 The highest maximum daily demand to the average daily demand ratio was 2.07 for years 2010-2015. It was assumed that the ratio would stay the same until 2040 for the worst-case scenario.

E. Resource Sustainability

Monitoring – Key DNR Benchmark

Complete Table 8 by inserting information about source water quality and quantity monitoring efforts. List should include all production wells, observation wells, and source water intakes or reservoirs. Add rows to the table as needed. Find information on groundwater level monitoring program at: http://www.dnr.state.mn.us/waters/groundwater_section/obwell/index.html

Table 8. Information about source water quality and quantity monitoring

MN Unique Well # or Surface Water ID	Type of monitoring point	Monitoring program	Frequency of monitoring	Monitoring Method
229069 (Well #1)	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input checked="" type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
229067 (Well #6)	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input checked="" type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge

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MN Unique Well # or Surface Water ID	Type of monitoring point	Monitoring program	Frequency of monitoring	Monitoring Method
			<input checked="" type="checkbox"/> annually	
400334 (Well #8)	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input checked="" type="checkbox"/> annually	<input type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input checked="" type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
400332 (Well #11)	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input checked="" type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
269223 (Spring Lake Reservoir)	<input type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input checked="" type="checkbox"/> source water reservoir	<input type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input checked="" type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input type="checkbox"/> steel tape <input type="checkbox"/> stream gauge

Water Level Data

A water level monitoring plan that includes monitoring locations and a schedule for water level readings must be submitted as **Appendix 2**. If one does not already exist, it needs to be prepared and submitted with the WSP. Ideally, all production and observation wells are monitored at least monthly.

Complete Table 9 to summarize water level data for each well being monitored. Provide the name of the aquifer and a brief description of how much water levels vary over the season (the difference between the highest and lowest water levels measured during the year) and the long-term trends for each well. If water levels are not measured and recorded on a routine basis, then provide the static water level when each well was constructed and the most recent water level measured during the same season the well was constructed. Also include all water level data taken during any well and pump maintenance. Add rows to the table as needed.

Provide water level data graphs for each well in **Appendix 3** for the life of the well, or for as many years as water levels have been measured. See DNR website for Date Time Water Level

<http://www.dnr.state.mn.us/groundwater/hydrographs.html>

Table 9. Water level data

Unique Well Number or Well ID	Aquifer Name	Seasonal Variation (Feet)	Long-term Trend in water level data	Water level measured during well/pumping maintenance
Well #1 229069	Quat. buried artes. aquifer	2009 4.6 ft 2010 4.5 ft 2011 4.9 ft	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	NA

Unique Well Number or Well ID	Aquifer Name	Seasonal Variation (Feet)	Long-term Trend in water level data	Water level measured during well/pumping maintenance
		2012 6.1 ft 2013 5.6 ft 2014 6.4 ft 2015 4.7 ft 2016 2.5 ft		
Well #6 229067	Quat. Water Table Aquifer	2010 0.7 ft 2011 0.7 ft 2012 2.0 ft 2013 0.7 ft	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	NA
Well #8 400334	Quat. Water Table Aquifer	Not in use	<input type="checkbox"/> Falling <input type="checkbox"/> Stable <input type="checkbox"/> Rising	NA
Well #11 400332	Quat. Water Table Aquifer	2009 2.5 ft 2010 10.8 ft 2011 1.6 ft 2012 1.6 ft 2013 3.4 ft 2014 1.6 ft 2015 2.1 ft 2016 5.4 ft	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	NA

Potential Water Supply Issues & Natural Resource Impacts – Key DNR & Metropolitan Council Benchmark

Complete Table 10 by listing the types of natural resources that are or could be impacted by permitted water withdrawals. If known, provide the name of specific resources that may be impacted. Identify what the greatest risks to the resource are and how the risks are being assessed. Identify any resource protection thresholds – formal or informal – that have been established to identify when actions should be taken to mitigate impacts. Provide information about the potential mitigation actions that may be taken, if a resource protection threshold is crossed. Add additional rows to the table as needed. See glossary at the end of the template for definitions.

Some of this baseline data should have been in your earlier water supply plans or county comprehensive water plans. When filling out this table, think of what are the water supply risks, identify the resources, determine the threshold and then determine what your community will do to mitigate the impacts.

Your DNR area hydrologist is available to assist with this table.

For communities in the seven-county Twin Cities metropolitan area, the *Master Water Supply Plan Appendix 1 (Water Supply Profiles)*, provides information about potential water supply issues and natural resource impacts for your community.

Table 10. Natural resource impacts

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Resource Type	Resource Name	Risk	Risk Assessed Through	Describe Resource Protection Threshold*	Mitigation Measure or Management Plan	Describe How Changes to Thresholds are Monitored
<input type="checkbox"/> River or stream		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: _____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	
<input type="checkbox"/> Calcareous fen		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: _____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	
<input type="checkbox"/> Lake		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: _____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	

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Resource Type	Resource Name	Risk	Risk Assessed Through	Describe Resource Protection Threshold*	Mitigation Measure or Management Plan	Describe How Changes to Thresholds are Monitored
		special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____				
<input type="checkbox"/> Wetland		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: _____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	
<input type="checkbox"/> Trout stream		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: _____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	
<input checked="" type="checkbox"/> Aquifer		<input checked="" type="checkbox"/> Flow/water level decline	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling	A lower limit on acceptable	<input type="checkbox"/> Revise permit	Create a protocol to

Resource Type	Resource Name	Risk	Risk Assessed Through	Describe Resource Protection Threshold*	Mitigation Measure or Management Plan	Describe How Changes to Thresholds are Monitored
		<input checked="" type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input checked="" type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____	<input type="checkbox"/> Mapping <input checked="" type="checkbox"/> Monitoring <input checked="" type="checkbox"/> Aquifer testing <input checked="" type="checkbox"/> Other: <u>Communication with MPCA</u>	aquifer level decline at one or more production wells	<input checked="" type="checkbox"/> Change groundwater pumping <input checked="" type="checkbox"/> Increase conservation <input type="checkbox"/> Other	lower pumping level when the water level is closer to a new thresholds
<input type="checkbox"/> Endangered, threatened, or special concern species habitat, other natural resource impacts		<input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends and/or MCLs exceeded <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts <input type="checkbox"/> Other: _____	<input type="checkbox"/> GIS analysis <input type="checkbox"/> Modeling <input type="checkbox"/> Mapping <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> Other: _____		<input type="checkbox"/> Revise permit <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other	

* Examples of thresholds: a lower limit on acceptable flow in a river or stream; water quality outside of an accepted range; a lower limit on acceptable aquifer level decline at one or more monitoring wells; withdrawals that exceed some percent of the total amount available from a source; or a lower limit on acceptable changes to a protected habitat.

Wellhead Protection (WHP) and Surface Water Protection (SWP) Plans

Complete Table 11 to provide status information about WHP and SWP plans.

The emergency procedures in this plan are intended to comply with the contingency plan provisions required in the Minnesota Department of Health’s (MDH) Wellhead Protection (WHP) Plan and Surface Water Protection (SWP) Plan.

Table 11. Status of Wellhead Protection and Surface Water Protection Plans

Plan Type	Status	Date Adopted	Date for Update
Wellhead Protection Plan	<input type="checkbox"/> In Process <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not Applicable	2003, 2015	2025
Surface Water Protection Plan	<input type="checkbox"/> In Process <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Not Applicable		

F. Capital Improvement Plan (CIP)

Please note that any wells that received approval under a ten-year permit, but that were not built, are now expired and must submit a water appropriations permit.

Adequacy of Water Supply System

Complete Table 12 with information about the adequacy of wells and/or intakes, storage facilities, treatment facilities, and distribution systems to sustain current and projected demands. List planned capital improvements for any system components, in chronological order. Communities in the seven-county Twin Cities metropolitan area should also include information about plans through 2040.

The assessment can be the general status by category; it is not necessary to identify every single well, storage facility, treatment facility, lift station, and mile of pipe.

Please attach your latest Capital Improvement Plan as **Appendix 4**.

Table 12. Adequacy of Water Supply System

System Component	Planned action	Anticipated Construction Year	Notes
Wells/Intakes	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition	NA	
Water Storage Facilities	<input type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input checked="" type="checkbox"/> Expansion/addition	New Water tower scheduled for 2021	
Water Treatment Facilities	<input type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input checked="" type="checkbox"/> Expansion/addition	New plant to treat Well No. 8 and Spring Lake Reservoir: 2018 New plant to treat Well No. 11: 2019	
Distribution Systems (pipes, valves, etc.)	<input type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input checked="" type="checkbox"/> Expansion/addition	Utility Extension study is underway. After review recommendations will be added to the CIP.	

System Component	Planned action	Anticipated Construction Year	Notes
Pressure Zones	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		
Other:	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		

Proposed Future Water Sources

Complete Table 13 to identify new water source installation planned over the next ten years. Add rows to the table as needed.

Table 13. Proposed future installations/sources

Source	Installation Location (approximate)	Resource Name	Proposed Pumping Capacity (gpm)	Planned Installation Year	Planned Partnerships
Groundwater	N/A				
Surface Water	N/A				
Interconnection to another supplier	N/A				

Water Source Alternatives - Key Metropolitan Council Benchmark

Do you anticipate the need for alternative water sources in the next 10 years? Yes No

For metro communities, will you need alternative water sources by the year 2040? Yes No

If you answered yes for either question, then complete table 14. If no, insert NA.

Complete Table 14 by checking the box next to alternative approaches that your community is considering, including approximate locations (if known), the estimated amount of future demand that could be met through the approach, the estimated timeframe to implement the approach, potential partnerships, and the major benefits and challenges of the approach. Add rows to the table as needed.

For communities in the seven-county Twin Cities metropolitan area, these alternatives should include approaches the community is considering to meet projected 2040 water demand.

Table 14. Alternative water sources

Alternative Source Considered	Source and/or Installation Location (approximate)	Estimated Amount of Future Demand (%)	Timeframe to Implement (YYYY)	Potential Partners	Benefits	Challenges
<input type="checkbox"/> Groundwater	NA					
<input type="checkbox"/> Surface Water	NA					
<input type="checkbox"/> Reclaimed stormwater	NA					
<input type="checkbox"/> Reclaimed wastewater	NA					
<input type="checkbox"/> Interconnection to another supplier	NA					

Part 2. Emergency Preparedness Procedures

The emergency preparedness procedures outlined in this plan are intended to comply with the contingency plan provisions required by MDH in the WHP and SWP. Water emergencies can occur as a result of vandalism, sabotage, accidental contamination, mechanical problems, power failings, drought, flooding, and other natural disasters. The purpose of emergency planning is to develop emergency response procedures and to identify actions needed to improve emergency preparedness. In the case of a municipality, these procedures should be in support of, and part of, an all-hazard emergency operations plan. Municipalities that already have written procedures dealing with water emergencies should review the following information and update existing procedures to address these water supply protection measures.

A. Federal Emergency Response Plan

Section 1433(b) of the Safe Drinking Water Act, (Public Law 107-188, Title IV- Drinking Water Security and Safety) requires community water suppliers serving over 3,300 people to prepare an Emergency Response Plan.

Do you have a federal emergency response plan? Yes No

If yes, what was the date it was certified? _____ May 27, 2005 _____

Complete Table 15 by inserting the noted information regarding your completed Federal Emergency Response Plan. Table 15. Emergency Preparedness Plan contact information

Emergency Response Plan Role	Contact Person	Contact Number	Phone	Contact Email
Emergency Response Lead	CALEB PETERSON	218-879-6758		CPETERSON@CLOQUETMN.GOV
Alternate Emergency Response Lead	JOHN ANDERSON	218-879-6758		JANDERSON@CLOQUETMN.GOV

B. Operational Contingency Plan

All utilities should have a written operational contingency plan that describes measures to be taken for water supply mainline breaks and other common system failures as well as routine maintenance.

Do you have a written operational contingency plan? Yes No

At a minimum, a water supplier should prepare and maintain an emergency contact list of contractors and suppliers.

C. Emergency Response Procedures

Water suppliers must meet the requirements of MN Rules 4720.5280 . Accordingly, the Minnesota Department of Natural Resources (DNR) requires public water suppliers serving more than 1,000 people to submit Emergency and Conservation Plans. Water emergency and conservation plans that have been approved by the DNR, under provisions of Minnesota Statute 186 and Minnesota Rules, part 6115.0770, will be considered equivalent to an approved WHP contingency plan.

Emergency Telephone List

Prepare and attach a list of emergency contacts, including the MN Duty Officer (1-800-422-0798), as **Appendix 5**. A template is available at www.mndnr.gov/watersupplyplans

The list should include key utility and community personnel, contacts in adjacent water suppliers, and appropriate local, state and federal emergency contacts. Please be sure to verify and update the contacts on the emergency telephone list and date it. Thereafter, update on a regular basis (once a year is recommended). In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the Emergency Manager for that community. Responsibilities and services for each contact should be defined.

Current Water Sources and Service Area

Quick access to concise and detailed information on water sources, water treatment, and the distribution system may be needed in an emergency. System operation and maintenance records should be maintained in secured central and back-up locations so that the records are accessible for emergency purposes. A detailed map of the system showing the treatment plants, water sources, storage facilities, supply lines, interconnections, and other information that would be useful in an emergency should also be readily available. It is critical that public water supplier representatives and emergency response personnel communicate about the response procedures and be able to easily obtain this kind of information both in electronic and hard copy formats (in case of a power outage).

Do records and maps exist? Yes No

Can staff access records and maps from a central secured location in the event of an emergency?

Yes No - *We have paper maps along with the ability to access the city server remotely to access the mapping system.*

Does the appropriate staff know where the materials are located?

Yes No

Procedure for Augmenting Water Supplies

Complete Tables 16 – 17 by listing all available sources of water that can be used to augment or replace existing sources in an emergency. Add rows to the tables as needed.

In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the warning point for that community. Municipalities are encouraged to execute cooperative agreements for potential emergency water services and copies should be included in **Appendix 6**. Outstate Communities may consider using nearby high capacity wells (industry, golf course) as emergency water sources.

WSP should include information on any physical or chemical problems that may limit interconnections to other sources of water. Approvals from the MDH are required for interconnections or the reuse of water.

Table 16. Interconnections with other water supply systems to supply water in an emergency

Other Water Supply System Owner	Capacity (GPM & MGD)	Note Any Limitations On Use	List of services, equipment, supplies available to respond
NONE			

GPM – Gallons per minute MGD – million gallons per day

Table 17. Utilizing surface water as an alternative source

Surface Water Source Name	Capacity (GPM)	Capacity (MGD)	Treatment Needs	Note Any Limitations On Use
LAKE SUPERIOR WATER LINE	13,889	11	NONE	FIRE FLOW ONLY

If not covered above, describe additional emergency measures for providing water (obtaining bottled water, or steps to obtain National Guard services, etc.)

For emergency services we will contact the National Guard. 651-649-5451

Allocation and Demand Reduction Procedures

Complete Table 18 by adding information about how decisions will be made to allocate water and reduce demand during an emergency. Provide information for each customer category, including its priority ranking, average day demand, and demand reduction potential for each customer category. Modify the customer categories as needed, and add additional lines if necessary.

Water use categories should be prioritized in a way that is consistent with Minnesota Statutes 103G.261 (#1 is highest priority) as follows:

1. Water use for human needs such as cooking, cleaning, drinking, washing and waste disposal; use for on-farm livestock watering; and use for power production that meets contingency requirements.
2. Water use involving consumption of less than 10,000 gallons per day (usually from private wells or surface water intakes)
3. Water use for agricultural irrigation and processing of agricultural products involving consumption of more than 10,000 gallons per day (usually from private high-capacity wells or surface water intakes)
4. Water use for power production above the use provided for in the contingency plan.

5. All other water use involving consumption of more than 10,000 gallons per day.
6. Nonessential uses – car washes, golf courses, etc.

Water used for human needs at hospitals, nursing homes and similar types of facilities should be designated as a high priority to be maintained in an emergency. Lower priority uses will need to address water used for human needs at other types of facilities such as hotels, office buildings, and manufacturing plants. The volume of water and other types of water uses at these facilities must be carefully considered. After reviewing the data, common sense should dictate local allocation priorities to protect domestic requirements over certain types of economic needs. Water use for lawn sprinkling, vehicle washing, golf courses, and recreation are legislatively considered non-essential.

Table 18. Water use priorities (Note: Average between 2015-2010*)

Customer Category	Allocation Priority	*Average Daily Demand (GPD)	Short-Term Emergency Demand Reduction Potential (GPD)
Residential	1	411,630	113,861
Institutional	1	56,344	** (8,309)
Commercial	2	180,689	101,554
Industrial	3	270,437	103,407
Irrigation	4	13,899	30,322
Wholesale	1	73,364	** (29,071)
Non-Essential	5	NA	NA
TOTAL	NA	NA	NA

Commented [MM1]: With changes made in table 3 switching hospital to institutional check to make sure average daily demand numbers still match up.

GPD – Gallons per Day

*2010 Data was not used since the data was summarized differently from other years.

**For Institutional and Wholesale (City of Scanlon), the water use in the first quarter was more than the summer months of June, July, and August for most years. For these two categories, only the data for years when winter usages surpassed the summer use was used. The reason for this for institutional is because many of them are closed during the summer. The reason for the higher demand in winter in Scanlon was that there were two water leaks that went unfound for a number of weeks. In the summer months there is not a lot of lawn watering that occurs in Scanlon.

Tip: Calculating Emergency Demand Reduction Potential

The emergency demand reduction potential for all uses will typically equal the difference between maximum use (summer demand) and base use (winter demand). In extreme emergency situations, lower priority water uses must be restricted or eliminated to protect priority domestic water requirements. Emergency demand reduction potential should be based on average day demands for customer categories within each priority class. Use the tables in Part 3 on water conservation to help you determine strategies.

Complete Table 19 by selecting the triggers and actions during water supply disruption conditions.

Table 19. Emergency demand reduction conditions, triggers and actions (Select all that may apply and describe)

Emergency Triggers	Short-term Actions	Long-term Actions
<input checked="" type="checkbox"/> Contamination <input checked="" type="checkbox"/> Loss of production <input checked="" type="checkbox"/> Infrastructure failure <input checked="" type="checkbox"/> Executive order by Governor <input type="checkbox"/> Other: _____	<input type="checkbox"/> Supply augmentation through _____ <input checked="" type="checkbox"/> Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Water allocation through _____ <input checked="" type="checkbox"/> Meet with large water users to discuss their contingency plan.	<input checked="" type="checkbox"/> Supply augmentation through <u>new sources</u> <input type="checkbox"/> Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Water allocation through _____ <input type="checkbox"/> Meet with large water users to discuss their contingency plan.

Notification Procedures

Complete Table 20 by selecting trigger for informing customers regarding conservation requests, water use restrictions, and suspensions; notification frequencies; and partners that may assist in the notification process. Add rows to the table as needed.

Table 20. Plan to inform customers regarding conservation requests, water use restrictions, and suspensions

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
<input checked="" type="checkbox"/> Short-term demand reduction declared (< 1 year)	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input type="checkbox"/> Social media (e.g. Twitter, Facebook) <input checked="" type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	Cloquet does not have a Facebook or Twitter account.
<input checked="" type="checkbox"/> Long-term Ongoing demand reduction declared	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook) <input checked="" type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	
<input checked="" type="checkbox"/> Governor’s critical water deficiency declared	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook)	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
	<input type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____		

Enforcement

Prior to a water emergency, municipal water suppliers must adopt regulations that restrict water use and outline the enforcement response plan. The enforcement response plan must outline how conditions will be monitored to know when enforcement actions are triggered, what enforcement tools will be used, who will be responsible for enforcement, and what timelines for corrective actions will be expected.

Affected operations, communications, and enforcement staff must then be trained to rapidly implement those provisions during emergency conditions.

Important Note:

Disregard of critical water deficiency orders, even though total appropriation remains less than permitted, is adequate grounds for immediate modification of a public water supply authority’s water use permit (2013 MN Statutes 103G.291)

Does the city have a critical water deficiency restriction/official control in place that includes provisions to restrict water use and enforce the restrictions? (This restriction may be an ordinance, rule, regulation, policy under a council directive, or other official control) Yes No

If yes, attach the official control document to this WSP as **Appendix 7**.

If no, the municipality must adopt such an official control within 6 months of submitting this WSP and submit it to the DNR as an amendment to this WSP.

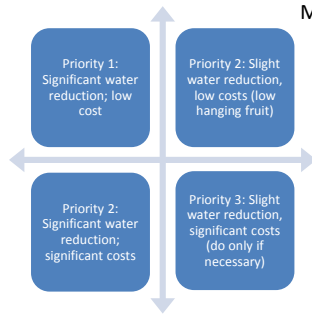
Irrespective of whether a critical water deficiency control is in place, does the public water supply utility, city manager, mayor, or emergency manager have standing authority to implement water restrictions? Yes No

If yes, cite the regulatory authority reference: City code Chapter 11 Section 11.3.01 Subdivision 7

If no, who has authority to implement water use restrictions in an emergency?

NA

PART 3. WATER CONSERVATION PLAN



Minnesotans have historically benefited from the state’s abundant water supplies, reducing the need for conservation. There are however, limits to the available supplies of water and increasing threats to the quality of our drinking water. Causes of water supply limitation may include: population increases, economic trends, uneven statewide availability of groundwater, climatic changes, and degraded water quality. Examples of threats to drinking water quality include: the presence of contaminant plumes from past land use activities, exceedances of water quality standards from natural and human sources, contaminants of emerging concern, and increasing pollutant trends from nonpoint sources.

There are many incentives for conserving water; conservation:

- reduces the potential for pumping-induced transfer of contaminants into the deeper aquifers, which can add treatment costs
- reduces the need for capital projects to expand system capacity
- reduces the likelihood of water use conflicts, like well interference, aquatic habitat loss, and declining lake levels
- conserves energy, because less energy is needed to extract, treat and distribute water (and less energy production also conserves water since water is used to produce energy)
- maintains water supplies that can then be available during times of drought

It is therefore imperative that water suppliers implement water conservation plans. The first step in water conservation is identifying opportunities for behavioral or engineering changes that could be made to reduce water use by conducting a thorough analysis of:

- Water use by customer
- Extraction, treatment, distribution and irrigation system efficiencies
- Industrial processing system efficiencies
- Regulatory and barriers to conservation
- Cultural barriers to conservation
- Water reuse opportunities

Once accurate data is compiled, water suppliers can set achievable goals for reducing water use. A successful water conservation plan follows a logical sequence of events. The plan should address both conservation on the supply side (leak detection and repairs, metering), as well as on the demand side (reductions in usage). Implementation should be conducted in phases, starting with the most obvious and lowest-cost options. In some cases one of the early steps will be reviewing regulatory constraints to water conservation, such as lawn irrigation requirements. Outside funding and grants may be available for implementation of projects. Engage water system operators and maintenance staff and customers in brainstorming opportunities to reduce water use. Ask the question: “How can I help save water?”

Progress since 2006

Is this your community’s first Water Supply Plan? Yes No

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If yes, describe conservation practices that you are already implementing, such as: pricing, system improvements, education, regulation, appliance retrofitting, enforcement, etc.

NA

If no, complete Table 21 to summarize conservation actions taken since the adoption of the 2006 water supply plan.

Table 21. Implementation of previous ten-year Conservation Plan

2006 Plan Commitments	Action Taken?
Change water rates structure to provide conservation pricing	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Water supply system improvements (e.g. leak repairs, valve replacements, etc.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Educational efforts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
New water conservation ordinances	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rebate or retrofitting Program (e.g. for toilet, faucets, appliances, showerheads, dish washers, washing machines, irrigation systems, rain barrels, water softeners, etc.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Enforcement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Describe other	<input type="checkbox"/> Yes <input type="checkbox"/> No

What are the results you have seen from the actions in Table 21 and how were results measured?

We have seen our annual pumping number stay around the same levels.

A. Triggers for Allocation and Demand Reduction Actions

Complete table 22 by checking each trigger below, as appropriate, and the actions to be taken at various levels or stages of severity. Add in additional rows to the table as needed.

Table 22. Short and long-term demand reduction conditions, triggers and actions

Objective	Triggers	Actions
Protect surface water flows	<input type="checkbox"/> Low stream flow conditions <input type="checkbox"/> Reports of declining wetland and lake levels <input type="checkbox"/> Other: _____	<input type="checkbox"/> Increase promotion of conservation measures <input type="checkbox"/> Other: _____

Objective	Triggers	Actions
Short-term demand reduction (less than 1 year)	<input type="checkbox"/> Extremely high seasonal water demand (more than double winter demand) <input type="checkbox"/> Loss of treatment capacity <input checked="" type="checkbox"/> Lack of water in storage <input type="checkbox"/> State drought plan <input type="checkbox"/> Well interference <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Adopt (if not already) and enforce the critical water deficiency ordinance to restrict or prohibit lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Supply augmentation through _____ <input type="checkbox"/> Water allocation through _____ <input checked="" type="checkbox"/> Meet with large water users to discuss user's contingency plan.
Long-term demand reduction (>1 year)	<input type="checkbox"/> Per capita demand increasing <input type="checkbox"/> Total demand increase (higher population or more industry)Water level in well(s) below elevation of _____ <input checked="" type="checkbox"/> Other: _When water level in wells started to show downward trends. _____	<input checked="" type="checkbox"/> Develop a critical water deficiency ordinance that is or can be quickly adopted to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input checked="" type="checkbox"/> Enact a water waste ordinance that targets overwatering (causing water to flow off the landscape into streets, parking lots, or similar), watering impervious surfaces (streets, driveways or other hardscape areas), and negligence of known leaks, breaks, or malfunctions. <input checked="" type="checkbox"/> Meet with large water users to discuss user's contingency plan. <input checked="" type="checkbox"/> Enhanced monitoring and reporting: audits, meters, billing, etc.
Governor's "Critical Water Deficiency Order" declared	<input type="checkbox"/> Describe	<input checked="" type="checkbox"/> Describe The same as the actions for long-term demand reduction.

B. Conservation Objectives and Strategies – Key benchmark for DNR

This section establishes water conservation objectives and strategies for eight major areas of water use.

Objective 1: Reduce Unaccounted (Non-Revenue) Water loss to Less than 10%

The Minnesota Rural Waters Association, the Metropolitan Council and the Department of Natural Resources recommend that all water uses be metered. Metering can help identify high use locations and times, along with leaks within buildings that have multiple meters.

It is difficult to quantify specific unmetered water use such as that associated with firefighting and system flushing or system leaks. Typically, water suppliers subtract metered water use from total water pumped to calculate unaccounted or non-revenue water loss.

Is your ten-year average (2005-2014) unaccounted Water Use in Table 2 higher than 10%?

Yes No We are at 10.6%

What is your leak detection monitoring schedule? (e.g. monitor 1/3rd of the city lines per year)

We do not actively partake in a leak detection program. Leak detection is initiated only when we believe there may be a leak present.

Water Audits - are intended to identify, quantify and verify water and revenue losses. The volume of unaccounted-for water should be evaluated each billing cycle. The American Water Works Association (AWWA) recommends that ten percent or less of pumped water is unaccounted-for water. Water audit procedures are available from the AWWA and MN Rural Water Association www.mrwa.com . Drinking Water Revolving Loan Funds are available for purchase of new meters when new plants are built.

What is the date of your most recent water audit? 2016 **The extent of our water audit would be our yearly unaccounted water report.**

Frequency of water audits: **yearly** **other (specify frequency)** _____

Leak detection and survey: **every year** **every other year** **periodic as needed**

Year last leak detection survey completed: NA

If Table 2 shows annual water losses over 10% or an increasing trend over time, describe what actions will be taken to reach the <10% loss objective and within what timeframe

The City is trying to reduce the number of main break incidents by replacing the old pipes with new ones during road construction.

Metering -AWWA recommends that every water supplier install meters to account for all water taken into its system, along with all water distributed from its system at each customer’s point of service. An effective metering program relies upon periodic performance testing, repair, maintenance or replacement of all meters. AWWA also recommends that water suppliers conduct regular water audits to ensure accountability. Some cities install separate meters for interior and exterior water use, but some research suggests that this may not result in water conservation.

Complete Table 23 by adding the requested information regarding the number, types, testing and maintenance of customer meters.

Table 23. Information about customer meters.

Customer Category	Number of Customers	Number of Metered Connections	Number of Automated Meter Readers	Meter testing intervals (years)	Average age/meter replacement schedule (years)
Residential	3241	3241	3239	Only if an issue arises	10 /20
Irrigation meters	18	18		Only if an issue arises	10 /20
Institutional	66	66	66	3	10 /20
Commercial	329	329	329	Bigger consumers every 3 years	10 /20

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Customer Category	Number of Customers	Number of Metered Connections	Number of Automated Meter Readers	Meter testing intervals (years)	Average age/meter replacement schedule (years)
Industrial	11	11	11	3	10 /20
Public facilities	1	18	18	3	10 /20
Other (Scanlon)	1	4	4	2	10 /20
TOTALS	3667	3687	3667	NA	NA

For unmetered systems, describe any plans to install meters or replace current meters with advanced technology meters. Provide an estimate of the cost to implement the plan and the projected water savings from implementing the plan.

NA

Table 24. Water source meters

	Number of Meters	Meter testing schedule (years)	Number of Automated Meter Readers	Average age/meter replacement schedule (years)
Water source (wells/intakes)	5	3	5	15/ only if there is a problem with meter.
Treatment plant	NA	NA	NA	NA /

Objective 2: Achieve Less than 75 Residential Gallons per Capita Demand (GPCD)

The 2002 average residential per capita demand in the Twin Cities Metropolitan area was 75 gallons per capita per day.

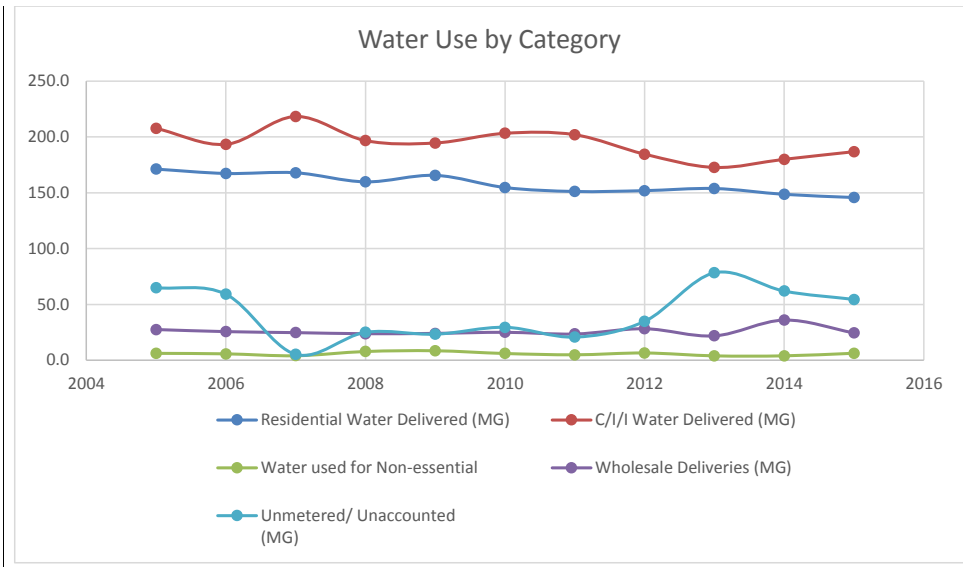
Is your average 2010-2015 residential per capita water demand in Table 2 more than 75? Yes No

What was your 2010 – 2015 five-year average residential per capita water demand?

36.9 g/person/day

Describe the water use trend over that timeframe:

Water use in Cloquet has decreased substantially over the last five years regardless of the increase in number of service connections. During the year of 2010 to 2005, least squares linear regression indicates that the best fit values increased 1.9% for serviced population and decreased 1.0% for total pumpage. Least squares linear regression for 2010-2015 also shows that most water use are declining for residential, C/I/I, and Non-essential water use at 5-12%. The exception is unmetered/unaccounted water. It significantly increased in 2013 and has been more than 50 million gallons. This is due to watermain break and the City is trying to reduce the number of main break incidents by replacing the old pipes with new ones during road construction.



Complete Table 25 by checking which strategies you will use to continue reducing residential per capita demand and project a likely timeframe for completing each checked strategy (Select all that apply and add rows for additional strategies):

Table 25. Strategies and timeframe to reduce residential per capita demand

Strategy to reduce residential per capita demand	Timeframe for completing work
<input type="checkbox"/> Revise city ordinances/codes to encourage or require water efficient landscaping.	
<input type="checkbox"/> Revise city ordinance/codes to permit water reuse options, especially for non-potable purposes like irrigation, groundwater recharge, and industrial use. Check with plumbing authority to see if internal buildings reuse is permitted	
<input type="checkbox"/> Revise ordinances to limit irrigation. Describe the restricted irrigation plan:	
<input checked="" type="checkbox"/> Revise outdoor irrigation installations codes to require high efficiency systems (e.g. those with soil moisture sensors or programmable watering areas) in new installations or system replacements.	Staff to explore code requirements for high efficiency irrigation systems and make a recommendation to City Council. (December 2023)
<input type="checkbox"/> Make water system infrastructure improvements	
<input type="checkbox"/> Offer free or reduced cost water use audits) for residential customers.	
<input type="checkbox"/> Implement a notification system to inform customers when water availability conditions change.	

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Strategy to reduce residential per capita demand	Timeframe for completing work
<input type="checkbox"/> Provide rebates or incentives for installing water efficient appliances and/or fixtures indoors (e.g., low flow toilets, high efficiency dish washers and washing machines, showerhead and faucet aerators, water softeners, etc.)	
<input checked="" type="checkbox"/> Provide rebates or incentives to reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	Irrigation meters are offered in lieu of sewer charges for outdoor water use however water rates are set higher to discourage high use. (Ongoing)
<input type="checkbox"/> Identify supplemental Water Resources	
<input checked="" type="checkbox"/> Conduct audience-appropriate water conservation education and outreach.	The City currently distributes water conservation materials on our website and as part of the annual consumer confidence reports. (Ongoing, Annually)
<input checked="" type="checkbox"/> Describe other plans	City has adopted and enforces plumbing code which requires conservation fixtures as work is done. (Ongoing)

Objective 3: Achieve at least a 1.5% per year water reduction for Institutional, Industrial, Commercial, and Agricultural GPCD over the next 10 years or a 15% reduction in ten years.

Complete Table 26 by checking which strategies you will use to continue reducing non-residential customer use demand and project a likely timeframe for completing each checked strategy (add rows for additional strategies).

Where possible, substitute recycled water used in one process for reuse in another. (For example, spent rinse water can often be reused in a cooling tower.) Keep in mind the true cost of water is the amount on the water bill PLUS the expenses to heat, cool, treat, pump, and dispose of/discharge the water. Don't just calculate the initial investment. Many conservation retrofits that appear to be prohibitively expensive are actually very cost-effective when amortized over the life of the equipment. Often reducing water use also saves electrical and other utility costs. Note: as of 2015, water reuse, and is not allowed by the state plumbing code, M.R. 4715 (a variance is needed). However several state agencies are addressing this issue.

Table 26. Strategies and timeframe to reduce institutional, commercial industrial, and agricultural and non-revenue use demand

Strategy to reduce total business, industry, agricultural demand	Timeframe for completing work
<input type="checkbox"/> Conduct a facility water use audit for both indoor and outdoor use, including system components	
<input checked="" type="checkbox"/> Install enhanced meters capable of automated readings to detect spikes in consumption	Replacement of future meter heads due to failure will have this feature. (Ongoing)
<input type="checkbox"/> Compare facility water use to related industry benchmarks, if available (e.g., meat processing, dairy, fruit and vegetable, beverage, textiles, paper/pulp, metals, technology, petroleum refining etc.)	
<input checked="" type="checkbox"/> Install water conservation fixtures and appliances or change processes to conserve water	City has adopted and enforces plumbing code which requires conservation fixtures as work is done. (Ongoing)
<input checked="" type="checkbox"/> Repair leaking system components (e.g., pipes, valves)	Ongoing as discovered.
<input type="checkbox"/> Investigate the reuse of reclaimed water (e.g., stormwater, wastewater effluent, process wastewater, etc.)	

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Strategy to reduce total business, industry, agricultural demand	Timeframe for completing work
<input checked="" type="checkbox"/> Reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	City has adopted a stormwater utility which provides credits for raingardens, re-use in irrigation etc. Code also requires stormwater BMP's for development and redevelopment sites over 1 acre disturbed. (Ongoing)
<input type="checkbox"/> Train employees how to conserve water	
<input type="checkbox"/> Implement a notification system to inform non-residential customers when water availability conditions change.	
<input type="checkbox"/> Rainwater catchment systems intended to supply uses such as water closets, urinals, trap primers for floor drains and floor sinks, industrial processes, water features, vehicle washing facilities, cooling tower makeup, and similar uses shall be approved by the commissioner. Proposed plumbing code 4714.1702.1 http://www.dli.mn.gov/PDF/docket/4714rule.pdf	
<input checked="" type="checkbox"/> Describe other plans:	Code currently requires irrigation as part of new commercial/industrial development. City staff will explore options to allow for native/water efficient landscaping in lieu of irrigaton and make a recommendation to City Council. (December 2023)

Objective 4: Achieve a Decreasing Trend in Total Per Capita Demand

Include as **Appendix 8** one graph showing total per capita water demand for each customer category (i.e., residential, institutional, commercial, industrial) from 2005-2014 and add the calculated/estimated linear trend for the next 10 years.

Describe the trend for each customer category; explain the reason(s) for the trends, and where trends are increasing.

Notes: The 2008 customer number information is missing, therefore, the trendline from 2009-2016 was used for all customers unless noted below.

Residential:

The residential per capita demand has decreasing trend, probably due to increased number of efficient fixture installed.

Commercial:

The water use per commercial decreased significantly between 2010 and 2011 and has stayed relatively low since then. It seems that more commercial customers invested in more efficient water systems. If we use the linear trend of the past data, it will be negative water use in 2025. To avoid the negative number, we used the trend line between 2011 and 2016. The slight increase of 1% per year in the water use is predicted. This could be due to improving economy and increased sales, which can be related to more water use.

Industrial:

The trendline shows that the water use per industry is increasing at 3.6% annually in the last six years. This could be tied to the growth of a paper mill in Cloquet, which shifted its market from paper to clothing since 2011. If the industry continues to grow, this trend might continue.

Institutional:

The numbers of institutional customers has slightly increased from 48 in 2009 to 66 in 2015. However, the total amount of water used by institutions has not been significantly affected by the total number of institutions, but more by weather. The trendline shows that the water use per institution has been declining at 6% annually. More efficient water fixtures probably have contributed to the decline.

Scanlon (Wholesale):

Between 2005 and 2011, the water sale to Scanlon has a declining trend. There are two increases in water use in 2012 and 2014. The high increase in 2012 might be related to hot weather; however, the high water use in 2014 might be due to main breaks since the irrigation use was low. Overall the trendline, which is affected by the two high water use years, shows 0.8% annual increase in water sale to Scanlon. The population is not increasing significantly in Scanlon and this trend may not be valid.

Irrigation:

Irrigation is highly affected by weather and it is hard to make a reasonable prediction using a trendline.

The data from last nine years show a decreasing trend and a prediction using the trendline show a sharp decline of the irrigation use, which is probably not valid. If we averaged the data from the last five years, the irrigation demand per customer account is 906 gallons per day. This is probably more reasonable number to predict the future irrigational demand. More efficient irrigation system is probably the reason for this overall decline in the past years.

Objective 5: Reduce Peak Day Demand so that the Ratio of Average Maximum day to the Average Day is less than 2.6

Is the ratio of average 2005-2014 maximum day demand to average 2005-2014 average day demand reported in Table 2 more than 2.6? Yes No

Calculate a ten year average (2005 – 2014) of the ratio of maximum day demand to average day demand: 1.77

The position of the DNR has been that a peak day/average day ratio that is above 2.6 for in summer indicates that the water being used for irrigation by the residents in a community is too large and that efforts should be made to reduce the peak day use by the community.

It should be noted that by reducing the peak day use, communities can also reduce the amount of infrastructure that is required to meet the peak day use. This infrastructure includes new wells, new water towers which can be costly items.

Objective 6: Implement a Conservation Water Rate Structure and/or a Uniform Rate Structure with a Water Conservation Program

Water Conservation Program

Municipal water suppliers serving over 1,000 people are required to adopt demand reduction measures that include a conservation rate structure, or a uniform rate structure with a conservation program that achieves demand reduction. These measures must achieve demand reduction in ways that reduce water demand, water losses, peak water demands, and nonessential water uses. These measures must be approved before a community may request well construction approval from the Department of Health or before requesting an increase in water appropriations permit volume (*Minnesota Statutes*, section 103G.291, subd. 3 and 4). Rates should be adjusted on a regular basis to ensure that revenue of the system is adequate under reduced demand scenarios. If a municipal water supplier intends to use a Uniform Rate Structure, a community-wide Water Conservation Program that will achieve demand reduction must be provided.

Current Water Rates

Include a copy of the actual rate structure in **Appendix 9** or list current water rates including base/service fees and volume charges below.

Volume included in base rate or service charge: 1,000 gallons or ___ cubic feet ___ other

Frequency of billing: Monthly Bimonthly Quarterly Other: _____

Water Rate Evaluation Frequency: every year every 10 years no schedule

Date of last rate change: February 2010

Table 27. Rate structures for each customer category (Select all that apply and add additional rows as needed)

Customer Category	Conservation Billing Strategies in Use *	Conservation Neutral Billing Strategies in Use **	Non-Conserving Billing Strategies in Use ***
Residential	<input checked="" type="checkbox"/> Monthly billing <input checked="" type="checkbox"/> Increasing block rates (volume tiered rates) <input type="checkbox"/> Seasonal rates <input type="checkbox"/> Time of use rates <input type="checkbox"/> Water bills reported in gallons <input type="checkbox"/> Individualized goal rates <input type="checkbox"/> Excess use rates <input type="checkbox"/> Drought surcharge <input type="checkbox"/> Use water bill to provide comparisons <input checked="" type="checkbox"/> Service charge not based on water volume <input type="checkbox"/> Other (describe)	<input type="checkbox"/> Uniform <input type="checkbox"/> Odd/even day watering	<input type="checkbox"/> Service charge based on water volume <input type="checkbox"/> Declining block <input type="checkbox"/> Flat <input type="checkbox"/> Other (describe)
Commercial/Industrial/Institutional	<input checked="" type="checkbox"/> Monthly billing <input checked="" type="checkbox"/> Increasing block rates (volume tiered rates) <input type="checkbox"/> Seasonal rates <input type="checkbox"/> Time of use rates	<input type="checkbox"/> Uniform	<input type="checkbox"/> Service charge based on water volume <input type="checkbox"/> Declining block <input type="checkbox"/> Flat <input type="checkbox"/> Other (describe)

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Customer Category	Conservation Billing Strategies in Use *	Conservation Neutral Billing Strategies in Use **	Non-Conserving Billing Strategies in Use ***
	<input type="checkbox"/> Water bills reported in gallons <input type="checkbox"/> Individualized goal rates <input type="checkbox"/> Excess use rates <input type="checkbox"/> Drought surcharge <input type="checkbox"/> Use water bill to provide comparisons <input checked="" type="checkbox"/> Service charge not based on water volume <input type="checkbox"/> Other (describe)		
<input checked="" type="checkbox"/> Other 1. All City of Cloquet Customer 2. Irrigation 3. City of Scanlon (Wholesale)	<input checked="" type="checkbox"/> Monthly billing <input type="checkbox"/> Increasing block rates (volume tiered rates) <input type="checkbox"/> Seasonal rates <input type="checkbox"/> Time of use rates <input type="checkbox"/> Water bills reported in gallons <input type="checkbox"/> Individualized goal rates <input type="checkbox"/> Excess use rates <input type="checkbox"/> Drought surcharge <input type="checkbox"/> Use water bill to provide comparisons <input checked="" type="checkbox"/> Service charge not based on water volume <input type="checkbox"/> Other (describe)		

* Rate Structures components that may promote water conservation:

- **Monthly billing:** is encouraged to help people see their water usage so they can consider changing behavior.
- **Increasing block rates (also known as a tiered residential rate structure):** Typically, these have at least three tiers: should have at least three tiers.
 - The first tier is for the winter average water use.
 - The second tier is the year-round average use, which is lower than typical summer use. This rate should be set to cover the full cost of service.
 - The third tier should be above the average annual use and should be priced high enough to encourage conservation, as should any higher tiers. For this to be effective, the difference in block rates should be significant.
- **Seasonal rate:** higher rates in summer to reduce peak demands
- **Time of Use rates:** lower rates for off peak water use
- **Bill water use in gallons:** this allows customers to compare their use to average rates
- **Individualized goal rates:** typically used for industry, business or other large water users to promote water conservation if they keep within agreed upon goals. **Excess Use rates:** if water use goes above an agreed upon amount this higher rate is charged
- **Drought surcharge:** an extra fee is charged for guaranteed water use during drought
- **Use water bill to provide comparisons:** simple graphics comparing individual use over time or compare individual use to others.

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- **Service charge or base fee that does not include a water volume** – a base charge or fee to cover universal city expenses that are not customer dependent and/or to provide minimal water at a lower rate (e.g., an amount less than the average residential per capita demand for the water supplier for the last 5 years)
- **Emergency rates** -A community may have a separate conservation rate that only goes into effect when the community or governor declares a drought emergency. These higher rates can help to protect the city budgets during times of significantly less water usage.

****Conservation Neutral****

- **Uniform rate:** rate per unit used is the same regardless of the volume used
- **Odd/even day watering** –This approach reduces peak demand on a daily basis for system operation, but it does not reduce overall water use.

***** Non-Conserving *****

- **Service charge or base fee with water volume:** an amount of water larger than the average residential per capita demand for the water supplier for the last 5 years
- **Declining block rate:** the rate per unit used decreases as water use increases.
- **Flat rate:** one fee regardless of how much water is used (usually unmetered).

Provide justification for any conservation neutral or non-conserving rate structures. If intending to adopt a conservation rate structure, include the timeframe to do so:

NA

Objective 7: Additional strategies to Reduce Water Use and Support Wellhead Protection Planning

Development and redevelopment projects can provide additional water conservation opportunities, such as the actions listed below. If a Uniform Rate Structure is in place, the water supplier must provide a Water Conservation Program that includes at least two of the actions listed below. Check those actions that you intent to implement within the next 10 years.

Table 28. Additional strategies to Reduce Water Use & Support Wellhead Protection

<input type="checkbox"/>	Participate in the GreenStep Cities Program, including implementation of at least one of the 20 “Best Practices” for water
<input type="checkbox"/>	Prepare a master plan for smart growth (compact urban growth that avoids sprawl)
<input type="checkbox"/>	Prepare a comprehensive open space plan (areas for parks, green spaces, natural areas)
<input type="checkbox"/>	Adopt a water use restriction ordinance (lawn irrigation, car washing, pools, etc.)
<input checked="" type="checkbox"/>	Adopt an outdoor lawn irrigation ordinance
<input type="checkbox"/>	Adopt a private well ordinance (private wells in a city must comply with water restrictions)
<input checked="" type="checkbox"/>	Implement a stormwater management program
<input type="checkbox"/>	Adopt non-zoning wetlands ordinance (can further protect wetlands beyond state/federal laws-for vernal pools, buffer areas, restrictions on filling or alterations)
<input type="checkbox"/>	Adopt a water offset program (primarily for new development or expansion)
<input type="checkbox"/>	Implement a water conservation outreach program
<input type="checkbox"/>	Hire a water conservation coordinator (part-time)
<input type="checkbox"/>	Implement a rebate program for water efficient appliances, fixtures, or outdoor water management
<input type="checkbox"/>	Other

Objective 8: Tracking Success: How will you track or measure success through the next ten years?

We need to discuss with the city engineer how we will proceed following the completion of our WSP. We may contact the DNR Hydrologist for assistance on how they track and measure success or other ways to better inform the public on water conservation methods.

- Tip: The process to monitor demand reduction and/or a rate structure includes:**
- a) The DNR Hydrologist will call or visit the community the first 1-3 years after the water supply plan is completed.
 - b) They will discuss what activities the community is doing to conserve water and if they feel their actions are successful. The Water Supply Plan, Part 3 tables and responses will guide the discussion. For example, they will discuss efforts to reduce unaccounted for water loss if that is a problem, or go through Tables 33, 34 and 35 to discuss new initiatives.
 - c) The city representative and the hydrologist will discuss total per capita water use, residential per capita water use, and business/industry use. They will note trends.
 - d) They will also discuss options for improvement and/or collect case studies of success stories to share with other communities. One option may be to change the rate structure, but there are many other paths to successful water conservation.
 - e) If appropriate, they will cooperatively develop a simple work plan for the next few years, targeting a couple areas where the city might focus efforts.

A. Regulation

Complete Table 29 by selecting which regulations are used to reduce demand and improve water efficiencies. Add additional rows as needed.

Copies of adopted regulations or proposed restrictions or should be included in **Appendix 10** (a list with hyperlinks is acceptable).

Table 29. Regulations for short-term reductions in demand and long-term improvements in water efficiencies. None

Regulations Utilized	When is it applied (in effect)?
<input type="checkbox"/> Rainfall sensors required on landscape irrigation systems	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input checked="" type="checkbox"/> Water efficient plumbing fixtures required	<input checked="" type="checkbox"/> New development <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Rebate Programs
<input checked="" type="checkbox"/> Critical/Emergency Water Deficiency ordinance	<input checked="" type="checkbox"/> Only during declared Emergencies
<input checked="" type="checkbox"/> Watering restriction requirements (time of day, allowable days, etc.)	<input type="checkbox"/> Odd/even <input type="checkbox"/> 2 days/week <input checked="" type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Water waste prohibited (for example, having a fine for irrigators spraying on the street)	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies

Regulations Utilized	When is it applied (in effect)?
<input type="checkbox"/> Limitations on turf areas (requiring lots to have 10% - 25% of the space in natural areas)	<input type="checkbox"/> New development <input type="checkbox"/> Shoreland/zoning <input type="checkbox"/> Other
<input type="checkbox"/> Soil preparation requirements (after construction, requiring topsoil to be applied to promote good root growth)	<input type="checkbox"/> New Development <input type="checkbox"/> Construction Projects <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Tree ratios (requiring a certain number of trees per square foot of lawn)	<input checked="" type="checkbox"/> New development <input type="checkbox"/> Shoreland/zoning <input type="checkbox"/> Other
<input type="checkbox"/> Permit to fill swimming pool and/or requiring pools to be covered (to prevent evaporation)	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Ordinances that permit stormwater irrigation, reuse of water, or other alternative water use (Note: be sure to check current plumbing codes for updates)	<input type="checkbox"/> Describe

B. Retrofitting Programs

Education and incentive programs aimed at replacing inefficient plumbing fixtures and appliances can help reduce per capita water use, as well as energy costs. It is recommended that municipal water suppliers develop a long-term plan to retrofit public buildings with water efficient plumbing fixtures and appliances. Some water suppliers have developed partnerships with organizations having similar conservation goals, such as electric or gas suppliers, to develop cooperative rebate and retrofit programs.

A study by the AWWA Research Foundation (Residential End Uses of Water, 1999) found that the average indoor water use for a non-conserving home is 69.3 gallons per capita per day (gpcd). The average indoor water use in a conserving home is 45.2 gpcd and most of the decrease in water use is related to water efficient plumbing fixtures and appliances that can reduce water, sewer and energy costs. In Minnesota, certain electric and gas providers are required (Minnesota Statute 216B.241) to fund programs that will conserve energy resources and some utilities have distributed water efficient showerheads to customers to help reduce energy demands required to supply hot water.

Retrofitting Programs

Complete Table 30 by checking which water uses are targeted, the outreach methods used, the measures used to identify success, and any participating partners.

Table 30. Retrofitting programs (Select all that apply)

Water Use Targets	Outreach Methods	Partners
<input checked="" type="checkbox"/> Low flush toilets, <input type="checkbox"/> Toilet leak tablets, <input type="checkbox"/> Low flow showerheads, <input type="checkbox"/> Faucet aerators;	<input checked="" type="checkbox"/> Education about <input type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization

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Water Use Targets	Outreach Methods	Partners
<input checked="" type="checkbox"/> Water conserving washing machines, <input type="checkbox"/> Dish washers, <input type="checkbox"/> Water softeners;	<input checked="" type="checkbox"/> Education about <input type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization
<input checked="" type="checkbox"/> Rain gardens, <input checked="" type="checkbox"/> Rain barrels, <input checked="" type="checkbox"/> Native/drought tolerant landscaping, etc.	<input checked="" type="checkbox"/> Education about <input type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input checked="" type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input checked="" type="checkbox"/> Watershed organization

Briefly discuss measures of success from the above table (e.g. number of items distributed, dollar value of rebates, gallons of water conserved, etc.):

The City of Cloquet is a member of the Regional Stormwater Protection Team (RSPT), a 25-member organization whose mission is to protect and enhance the region's shared water resources through stormwater pollution prevention by providing coordinated educational programs and technical assistance. RSPT has conducted a variety of educational programs regarding water conservation BMP's and stormwater reuse including, workshops, television ads, and rain barrel sales among others. RSPT conducts a scientific phone survey of our various educational programs every 5 years in order to determine if baseline public knowledge on the subject is improving.

The City also distributes educational materials regarding water conservation on our website and as part of our annual Consumer Confidence Report each year.

C. Education and Information Programs

Customer education should take place in three different circumstances. First, customers should be provided information on how to conserve water and improve water use efficiencies. Second, information should be provided at appropriate times to address peak demands. Third, emergency notices and educational materials about how to reduce water use should be available for quick distribution during an emergency.

Proposed Education Programs

Complete Table 31 by selecting which methods are used to provide water conservation and information, including the frequency of program components. Select all that apply and add additional lines as needed.

Table 31. Current and Proposed Education Programs

Education Methods	General summary of topics	#/Year	Frequency
Billing inserts or tips printed on the actual bill	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Consumer Confidence Reports	Leak detection, Low flush toilets, water conserving washing machines.		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Press releases to traditional local news outlets (e.g., newspapers, radio and TV)	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Social media distribution (e.g., emails, Facebook, Twitter)	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Paid advertisements (e.g., billboards, print media, TV, radio, web sites, etc.)	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Presentations to community groups	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Staff training	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Facility tours	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Displays and exhibits	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Marketing rebate programs (e.g., indoor fixtures & appliances and outdoor practices)	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community news letters	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Direct mailings (water audit/retrofit kits, showerheads, brochures)	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal

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Education Methods	General summary of topics	#/Year	Frequency
			<input type="checkbox"/> Only during declared emergencies
Information kiosk at utility and public buildings	Rain Gardens, Rain Barrels		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Public service announcements	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Cable TV Programs	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Demonstration projects (landscaping or plumbing)	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
K-12 education programs (Project Wet, Drinking Water Institute, presentations)	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community events (children’s water festivals, environmental fairs)	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community education classes	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Water week promotions	NA		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Websites: www.cloquetmn.gov www.lakesuperiorstreams.org	Leak detection, Low flush toilets, water conserving washing machines, rain gardens, rain barrels.		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Targeted efforts (large volume users, users with large increases)	Customers with spikes in usage are contacted monthly.		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Notices of ordinances	Emergency use restrictions.		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies
Emergency conservation notices	Emergency use restrictions.		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal

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Education Methods	General summary of topics	#/Year	Frequency
			<input checked="" type="checkbox"/> Only during declared emergencies
Other:			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

Briefly discuss what future education and information activities your community is considering in the future:

The City would like to better utilize our local access cable channel for distribution of educational materials and PSAs.

Part 4. ITEMS FOR METROPOLITAN AREA COMMUNITIES

Minnesota Statute 473.859 requires WSPs to be completed for all local units of government in the seven-county Metropolitan Area as part of the local comprehensive planning process.



Much of the information in Parts 1-3 addresses water demand for the next 10 years. However, additional information is needed to address water demand through 2040, which will make the WSP consistent with the Metropolitan Land Use Planning Act, upon which the local comprehensive plans are based.

This Part 4 provides guidance to complete the WSP in a way that addresses plans for water supply through 2040.

A. Water Demand Projections through 2040

Complete Table 7 in Part 1D by filling in information about long-term water demand projections through 2040. Total Community Population projections should be consistent with the community's system statement, which can be found on the Metropolitan Council's website and which was sent to the community in September 2015.

Projected Average Day, Maximum Day, and Annual Water Demands may either be calculated using the method outlined in *Appendix 2* of the *2015 Master Water Supply Plan* or by a method developed by the individual water supplier.

B. Potential Water Supply Issues

Complete Table 10 in Part 1E by providing information about the potential water supply issues in your community, including those that might occur due to 2040 projected water use.

The *Master Water Supply Plan* provides information about potential issues for your community in *Appendix 1 (Water Supply Profiles)*. This resource may be useful in completing Table 10.

You may document results of local work done to evaluate impact of planned uses by attaching a feasibility assessment or providing a citation and link to where the plan is available electronically.

C. Proposed Alternative Approaches to Meet Extended Water Demand Projections

Complete Table 12 in Part 1F with information about potential water supply infrastructure impacts (such as replacements, expansions or additions to wells/intakes, water storage and treatment capacity, distribution systems, and emergency interconnections) of extended plans for development and redevelopment, in 10-year increments through 2040. It may be useful to refer to information in the community's local Land Use Plan, if available.

Complete Table 14 in Part 1F by checking each approach your community is considering to meet future demand. For each approach your community is considering, provide information about the amount of

future water demand to be met using that approach, the timeframe to implement the approach, potential partners, and current understanding of the key benefits and challenges of the approach.

As challenges are being discussed, consider the need for: evaluation of geologic conditions (mapping, aquifer tests, modeling), identification of areas where domestic wells could be impacted, measurement and analysis of water levels & pumping rates, triggers & associated actions to protect water levels, etc.

D. Value-Added Water Supply Planning Efforts (Optional)

The following information is not required to be completed as part of the local water supply plan, but completing this can help strengthen source water protection throughout the region and help Metropolitan Council and partners in the region to better support local efforts.

Source Water Protection Strategies

Does a Drinking Water Supply Management Area for a neighboring public water supplier overlap your community? Yes No

If you answered no, skip this section. If you answered yes, please complete Table 32 with information about new water demand or land use planning-related local controls that are being considered to provide additional protection in this area.

Table 32. Local controls and schedule to protect Drinking Water Supply Management Areas

Local Control	Schedule to Implement	Potential Partners
<input type="checkbox"/> None at this time		
<input type="checkbox"/> Comprehensive planning that guides development in vulnerable drinking water supply management areas		
<input type="checkbox"/> Zoning overlay		
<input type="checkbox"/> Other:		

Technical assistance

From your community’s perspective, what are the most important topics for the Metropolitan Council to address, guided by the region’s Metropolitan Area Water Supply Advisory Committee and Technical Advisory Committee, as part of its ongoing water supply planning role?

- Coordination of state, regional and local water supply planning roles
- Regional water use goals
- Water use reporting standards
- Regional and sub-regional partnership opportunities
- Identifying and prioritizing data gaps and input for regional and sub-regional analyses
- Others: _____

GLOSSARY

Agricultural/Irrigation Water Use - Water used for crop and non-crop irrigation, livestock watering, chemigation, golf course irrigation, landscape and athletic field irrigation.

Average Daily Demand - The total water pumped during the year divided by 365 days.

Calcareous Fen - Calcareous fens are rare and distinctive wetlands dependent on a constant supply of cold groundwater. Because they are dependent on groundwater and are one of the rarest natural communities in the United States, they are a protected resource in MN. Approximately 200 have been located in Minnesota. They may not be filled, drained or otherwise degraded.

Commercial/Institutional Water Use - Water used by motels, hotels, restaurants, office buildings, commercial facilities and institutions (both civilian and military). Consider maintaining separate institutional water use records for emergency planning and allocation purposes. Water used by multi-family dwellings, apartment buildings, senior housing complexes, and mobile home parks should be reported as Residential Water Use.

Commercial/Institutional/Industrial (C/I/I) Water Sold - The sum of water delivered for commercial/institutional or industrial purposes.

Conservation Rate Structure - A rate structure that encourages conservation and may include increasing block rates, seasonal rates, time of use rates, individualized goal rates, or excess use rates. If a conservation rate is applied to multifamily dwellings, the rate structure must consider each residential unit as an individual user. A community may have a separate conservation rate that only goes into effect when the community or governor declares a drought emergency. These higher rates can help to protect the city budgets during times of significantly less water usage.

Date of Maximum Daily Demand - The date of the maximum (highest) water demand. Typically this is a day in July or August.

Declining Rate Structure - Under a declining block rate structure, a consumer pays less per additional unit of water as usage increases. This rate structure does not promote water conservation.

Distribution System - Water distribution systems consist of an interconnected series of pipes, valves, storage facilities (water tanks, water towers, reservoirs), water purification facilities, pumping stations, flushing hydrants, and components that convey drinking water and meeting fire protection needs for cities, homes, schools, hospitals, businesses, industries and other facilities.

Flat Rate Structure - Flat fee rates do not vary by customer characteristics or water usage. This rate structure does not promote water conservation.

Industrial Water Use - Water used for thermonuclear power (electric utility generation) and other industrial use such as steel, chemical and allied products, paper and allied products, mining, and petroleum refining.

Low Flow Fixtures/Appliances - Plumbing fixtures and appliances that significantly reduce the amount of water released per use are labeled “low flow”. These fixtures and appliances use just enough water to be effective, saving excess, clean drinking water that usually goes down the drain.

Maximum Daily Demand - The maximum (highest) amount of water used in one day.

Metered Residential Connections - The number of residential connections to the water system that have meters. For multifamily dwellings, report each residential unit as an individual user.

Percent Unmetered/Unaccounted For - Unaccounted for water use is the volume of water withdrawn from all sources minus the volume of water delivered. This value represents water “lost” by miscalculated water use due to inaccurate meters, water lost through leaks, or water that is used but unmetered or otherwise undocumented. Water used for public services such as hydrant flushing, ice skating rinks, and public swimming pools should be reported under the category “Water Supplier Services”.

Population Served - The number of people who are served by the community’s public water supply system. This includes the number of people in the community who are connected to the public water supply system, as well as people in neighboring communities who use water supplied by the community’s public water supply system. It should not include residents in the community who have private wells or get their water from neighboring water supply.

Residential Connections - The total number of residential connections to the water system. For multifamily dwellings, report each residential unit as an individual user.

Residential Per Capita Demand - The total residential water delivered during the year divided by the population served divided by 365 days.

Residential Water Use - Water used for normal household purposes such as drinking, food preparation, bathing, washing clothes and dishes, flushing toilets, and watering lawns and gardens. Should include all water delivered to single family private residences, multi-family dwellings, apartment buildings, senior housing complexes, mobile home parks, etc.

Smart Meter - Smart meters can be used by municipalities or by individual homeowners. Smart metering generally indicates the presence of one or more of the following:

- Smart irrigation water meters are controllers that look at factors such as weather, soil, slope, etc. and adjust watering time up or down based on data. Smart controllers in a typical summer will reduce water use by 30%-50%. Just changing the spray nozzle to new efficient models can reduce water use by 40%.
- Smart Meters on customer premises that measure consumption during specific time periods and communicate it to the utility, often on a daily basis.
- A communication channel that permits the utility, at a minimum, to obtain meter reads on demand, to ascertain whether water has recently been flowing through the meter and onto the

premises, and to issue commands to the meter to perform specific tasks such as disconnecting or restricting water flow.

Total Connections - The number of connections to the public water supply system.

Total Per Capita Demand - The total amount of water withdrawn from all water supply sources during the year divided by the population served divided by 365 days.

Total Water Pumped - The cumulative amount of water withdrawn from all water supply sources during the year.

Total Water Delivered - The sum of residential, commercial, industrial, institutional, water supplier services, wholesale and other water delivered.

Ultimate (Full Build-Out) - Time period representing the community's estimated total amount and location of potential development, or when the community is fully built out at the final planned density.

Unaccounted (Non-revenue) Loss - See definitions for "percent unmetered/unaccounted for loss".

Uniform Rate Structure - A uniform rate structure charges the same price-per-unit for water usage beyond the fixed customer charge, which covers some fixed costs. The rate sends a price signal to the customer because the water bill will vary by usage. Uniform rates by class charge the same price-per-unit for all customers within a customer class (e.g. residential or non-residential). This price structure is generally considered less effective in encouraging water conservation.

Water Supplier Services - Water used for public services such as hydrant flushing, ice skating rinks, public swimming pools, city park irrigation, back-flushing at water treatment facilities, and/or other uses.

Water Used for Nonessential Purposes - Water used for lawn irrigation, golf course and park irrigation, car washes, ornamental fountains, and other non-essential uses.

Wholesale Deliveries - The amount of water delivered in bulk to other public water suppliers.

Acronyms and Initialisms

AWWA – American Water Works Association

C/I/I – Commercial/Institutional/Industrial

CIP – Capital Improvement Plan

GIS – Geographic Information System

GPCD – Gallons per capita per day

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GWMA – Groundwater Management Area – North and East Metro, Straight River, Bonanza,

MDH – Minnesota Department of Health

MGD – Million gallons per day

MG – Million gallons

MGL – Maximum Contaminant Level

MnTAP – Minnesota Technical Assistance Program (University of Minnesota)

MPARS – MN/DNR Permitting and Reporting System (new electronic permitting system)

MRWA – Minnesota Rural Waters Association

SWP – Source Water Protection

WHP – Wellhead Protection

APPENDICES TO BE SUBMITTED BY THE WATER SUPPLIER

Appendix 1: Well records and maintenance summaries – see Part 1C

Appendix 2: Water level monitoring plan – see Part 1E

Appendix 3: Water level graphs for each water supply well - see Part 1E

Appendix 4: Capital Improvement Plan - see Part 1E

Appendix 5: Emergency Telephone List – see Part 2C

Appendix 6: Cooperative Agreements for Emergency Services – see Part 2C

Appendix 7: Municipal Critical Water Deficiency Ordinance – see Part 2C

Appendix 8: Graph showing annual per capita water demand for each customer category during the last ten-years – see Part 3 Objective 4

Appendix 9: Water Rate Structure – see Part 3 Objective 6

Appendix 10: Adopted or proposed regulations to reduce demand or improve water efficiency – see Part 3 Objective 7

Appendix 11: Implementation Checklist – summary of all the actions that a community is doing, or proposes to do, including estimated implementation dates – see www.mndnr.gov/watersupplyplans