



CITY OF CLOQUET

**City Council Agenda
Tuesday, October 4, 2022
6:00 p.m.
City Hall Council Chambers**

Regular Meeting

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
 - a. Approval of October 4, 2022 Council Agenda
4. **Approval of Council Minutes.**
 - a. Regular Council Minutes from the September 20, 2022 Meeting
5. **Public Comments**

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

Items on 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. 22-70, Authorizing the Payment of Bills and Payroll
 - b. Authorize Disposal of Surplus Equipment
 - c. Award 2022 Gravel Bid from Omar's Sand and Gravel



CITY OF CLOQUET

City Council Agenda Tuesday, October 4, 2022, 2022 City Hall Council Chambers

7. **Public Hearings**

None

8. **Presentations**

None

9. **Council Business**

- a. Approve Preliminary Five-Year Capital Improvement Plan for 2023-2027
- b. Set Date for Public Hearing and Adoption of the 2023 Budget and Property Tax Levy
- c. Resolution No. 22-72, Approving the Solicitation of Bids for 2022 Water Meter Replacement Advance Metering Infrastructure (AMI) System Improvements
- d. Pre-authorize the Purchase of One 1-Ton Pickup and Box Build
- e. Pre-authorize the Purchase of One 1-Ton Pickup, Dump Box, Sander and Plow
- f. Approve Pine Knot News as Santa's Home for the Holidays Coordinators

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

11. **Adjournment**

Cloquet Council Chambers
6:00 P.M. September 20, 2022

Regular Meeting

Roll Call

Councilors Present: Carlson, Lamb, Kolodge, Jaakola, Wilkinson, Mayor Maki

Councilors Absent: None

Pledge of Allegiance

AGENDA

MOTION: Councilor Lamb moved and Councilor Jaakola seconded the motion to approve the September 20, 2022 agenda. The motion carried unanimously (6-0).

MINUTES

MOTION: Councilor Carlson moved and Councilor Kolodge seconded the motion to approve the Regular Meeting minutes of September 6, 2022 as presented. The motion carried unanimously (6-0).

PUBLIC COMMENTS

There were none.

CONSENT AGENDA

MOTION: Councilor Lamb moved and Councilor Wilkinson seconded the motion to adopt the Consent Agenda of September 20, 2022 approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 22-69, Authorizing the Payment of Bills
- b. Budgeted Transfers for 2023
- c. Special Assessment Waiver
- d. Resolution No. 22-67, Approving Exempt Permit for the North Shore Wrestling Club to Conduct a Raffle Event

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

CLOQUET HOUSING AUTHORITY PILOT PROGRAM

Debra Shaff of the Cloquet Housing and Redevelopment Authority gave a brief Section 8 update and also requested that PILOT (Payments in Lieu of Taxes) be decreased from 10% - 5% in 2022, and thereafter reducing the housing authority's PILOT by at least \$11,182.31 annually. No action was taken by City Council.

FIRST AMENDMENT TO DEVELOPMENT AGREEMENT WITH TRAILS EDGE, LLC

MOTION: Councilor Jaakola moved and Councilor Kolodge seconded the motion to approve **RESOLUTION NO. 22-66, FIRST AMENDMENT TO DEVELOPMENT AGREEMENT BETWEEN THE CITY AND TRAILS EDGE, LLC**. The motion carried unanimously (6-0).

WHEREAS, on June 3, 2020, the Board of Commissioners (the "Board") of the City of Cloquet Economic Development Authority (the "EDA") adopted its Resolution Recommending the Establishment of Development District No. 5 and Adopting a Development Program Therefor and Establishing Tax Increment Financing District No. 5-1 Therein and Adopting a Tax Increment Financing Plan Therefor (the "Prior Resolution"); and

WHEREAS, in accordance with the Prior Resolution, the City of Cloquet, Minnesota (the "City") and Trail's Edge, LLC, a Minnesota limited liability company (the "Developer"), entered into a Development Agreement, dated as of June 17, 2020 (the "Development Agreement") in connection with the construction of five two-unit senior rental housing facilities by the Developer on certain real property located in the City and described in Exhibit A to the Development Agreement (the "Project"); and

WHEREAS, the City and the Developer wish to amend the Development Agreement as provided in the First Amendment to Development Agreement between the City and the Developer (the "Amendment"), a form of which has been submitted to the City Council as attached; and

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that it determines that the Amendment is in the public interest and recommends that the Amendment be executed by the City Council.

GRANT FUNDING FOR DWI ENFORCEMENT OFFICER POSITION

MOTION: Councilor Wilkinson moved and Councilor Lamb seconded the motion to accept grant funding from the Minnesota Department of Public Safety to fund a Driving While Impaired (DWI) Enforcement Officer position. The motion carried unanimously (6-0).

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Chief Randal shared that the police department applied for and was awarded a grant from the Helmsley Foundation in connection with the University of Minnesota, for 14 AEDs at no charge for all city patrol cars. Staff has participated AED training.

City Administrator Peterson informed Council that the approved public works and police department vehicle purchases for 2022 are no longer available. The police department is searching for squad cars elsewhere and public works is working with a different vendor for future purchases. Administrator Peterson wants councilors to be aware that future vehicle purchases will be more expensive than in previous years. New approval requests will be on one of the October agendas. Administrator Peterson noted that the fund balance remains in a good position to still fund the purchases.

ADJOURNMENT

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


Tim Peterson, City Administrator



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council 
From: Ann Michaud, Assistant Finance Director
Reviewed by: Tim Peterson, City Administrator
Date: October 4, 2022

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 22-70, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL.**

Background/Overview

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

Policy Objectives

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

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

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

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

RESOLUTION NO. 22-70

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL

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

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

101	General Fund	\$	476,764.91
202	Federal CDBG Loan (EDA)		7,761.23
206	Revolving SCDP (EDA)		18,975.00
231	Public Works Reserve		1,741.82
260	Landfill Host Fee		8,600.00
403	Capital Projects - Revolving		129,532.36
405	City Sales Tax Capital		349,867.89
600	Water - Lake Superior Waterline		51,392.01
601	Water - In Town		49,949.07
602	Sewer Fund		29,031.20
605	Stormwater Fund		7,825.00
614	Cable Television		17,595.95
701	Employee Severance		212.31
	TOTAL:	\$	1,149,248.75

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 4TH DAY OF OCTOBER, 2022.**

ATTEST:

Roger Maki, Mayor

Tim Peterson, City Administrator

DATE: 09/29/2022
TIME: 11:14:16
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
112400	A.G. O'BRIEN	3,412.53	81.00
113650	AMAZON.COM CREDIT	6,639.88	635.19
118950	ARAMARK UNIFORM & CAREER	8,276.91	396.12
119700	ARROWHEAD CONCRETE WORKS, INC.	1,662.00	792.50
120100	ARROWHEAD LIBRARY SYSTEM	523.00	30.00
121000	ARROWHEAD SPRINGS INC	1,178.00	15.00
122958	AUTO ZONE, INC.	757.92	155.89
123150	B W DISTRIBUTING	1,732.90	95.25
123400	BAKER & TAYLOR	13,214.17	1,171.20
123500	BAKER & TAYLOR ENTERTAINMENT	63.71	34.47
125500	LEAGUE OF MN CITIES INSURANCE	0.00	1,000.00
127200	CHARLES BOEDIGHEIMER	109.00	217.50
127425	BOOKPAGE	0.00	390.00
134900	CARLTON COUNTY TREASURER	4,493.26	3,847.00
135676	CARS TOWING INC	0.00	759.41
136850	CENTER POINT LARGE PRINT	1,088.16	139.62
137310	CENTURY LINK	5,635.49	251.09
139025	CINTAS	3,185.29	133.98
139030	CINTAS CORPORATION NO 2	7,955.01	620.93
139800	CLOQUET AREA CHAMBER OF COMMER	47,541.46	8,337.20
140100	CLOQUET AUTOMOTIVE	7,240.58	1,348.29
142800	CLOQUET SANITARY SERVICE	18,624.10	124.92
142950	CLOQUET SHAW MEMORIAL	71.08	3.11
144600	COMMERCIAL ROOFING INC	0.00	18,975.00
147600	EXELON CORPORATION	21,611.02	2,235.53
147725	CORE & MAIN LP	2,246.50	2,222.95
150100	D A L C O	6,141.65	210.01
152775	DELTA DENTAL OF MINNESOTA	30,900.68	3,422.23
153850	DILIGENT CORPORATION	0.00	5,000.00
158000	DULUTH/SUPERIOR COMMUNICATIONS	15,542.85	1,250.70
160950	ELECTRIC PUMP, INC.	1,723.15	446.86
161675	EMC NATIONAL LIFE	16,202.19	1,366.01
162640	ENVENTIS TELECOM INC	371.40	45.95
165375	FERGUSON WATERWORKS #2516	27,699.92	1,619.62
169000	FOND DU LAC POLICE DEPARTMENT	0.00	1,367.99
169650	FORUM COMMUNICATIONS COMPANY	3,410.90	128.00
170975	FRIENDS OF THE CLOQUET LIBRARY	138.34	4.50
171100	FRYBERGER, BUCHANAN, SMITH &	162,829.54	23,448.38
171800	GALE/CENGAGE LEARNING	1,092.33	61.58
172100	AUGUSTIN GANLEY	0.00	800.00
172300	GARTNER REFRIGERATION COMPANY	19,689.07	4,991.68
174300	GLORY SHINE JANITORIAL CLEAN	17,532.00	1,948.00
175700	GRAINGER	8,767.48	283.56
176200	GRAYBAR ELECTRIC COMPANY INC	543.20	1,887.90

INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
179300	HACH COMPANY	892.16	358.66
180500	HAWKINS INC	78,646.95	70.00
188000	INNOVATIVE OFFICE SOLUTIONS	3,550.14	111.87
195700	KGM CONTRACTORS INC	498,054.74	332,816.59
197775	KWIK TRIP INC	848.50	59.85
200460	LAKES GAS	543.00	90.50
202100	LAWSON PRODUCTS INC	3,852.44	522.25
206800	MACQUEEN EQUIPMENT INC	22,680.28	1,939.17
211400	MENARDS INC	6,099.13	104.52
211700	METRO SALES, INC.	6,383.96	360.72
212400	MICHAUD DIST INC	279.00	5.50
215500	MINNESOTA HOIST INSPECTION, INC	0.00	373.56
219067	MN DEPT OF ADMINISTRATION	15,676.38	1,741.82
235560	NORTHERN STATES SUPPLY, INC.	811.70	357.60
235800	NORTHLAND AUTO PARTS	266.36	42.63
236100	NORTHLAND CONSTRUCTORS	333,294.25	147,807.23
239300	OFFICE OF MNIT SERVICES	114.60	152.80
244975.	PINE KNOT LLC	69,674.00	17,870.00
246400	POLK CITY DIRECTORIES	0.00	435.00
260500	SCHINDLER ELEVATOR CORPORATION	7,360.52	932.45
261800	SEH	39,974.15	11,024.05
264820	THE SMITH COMPANY INC	10,534.80	3,486.60
265250	SNAP ON TOOLS	1,556.95	41.20
268800	STOCK TIRE COMPANY	5,336.80	72.00
271320	T MOBILE	12,011.34	1,239.96
271975	TEAMSTERS JOINT COUNCIL 32	420,539.00	45,922.00
272565	TENET CORP	534.13	127.56
278550	TWIN PORTS PAPER & SUPPLY, INC	1,195.90	128.19
278600	TWIN PORT MAILING	33,032.42	3,932.12
278850	USA TODAY	0.00	389.05
279100	U S BANK EQUIPMENT FINANCE	5,191.48	651.12
280400	ULLAND BROTHERS, INC.	46,743.50	370.84
280925	UNIQUE MANAGEMENT SERVICES	263.30	128.15
281350	UNITED SYSTEMS & SOFTWARE, INC	1,005.78	1,102.80
284580	VC3	16,140.85	544.84
284875	VERIZON WIRELESS	1,900.79	75.02
287800	WAL-MART COMMUNITY	991.37	41.52
289015	WELLS FARGO CREDIT CARD	91,812.89	248.46
291400	WOOD CITY MOTORS	3,453.24	143.24
292200	WSB & ASSOCIATES INC	9,823.75	687.50
R0001277	BURNS MCDONNELL	0.00	8,600.00
R0002237	MEG SARAZINE	0.00	16.75
R0002238	CODY & SAMANTHA PEDERSON	0.00	10.40
R0002239	ERIC THORPE	0.00	23.15

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CITY OF CLOQUET
VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
R0002240	DANIELLE MICKLE	0.00	33.00
TOTAL ALL VENDORS:			677,488.36

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 10/4/2022

Bills	677,488.36
Less: CAFD	0.00
Less: Library	<u>(6,679.41)</u>
Bills approved	670,808.95
Other:	
Payroll	518,550.73
Payroll - benefits	<u>(40,110.93)</u>
Total Bills and Payroll Approved	<u><u>1,149,248.75</u></u>

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
152775	DELTA DENTAL OF MINNESOTA	30,900.68	3,209.92
161675	EMC NATIONAL LIFE	16,202.19	1,366.01
271975	TEAMSTERS JOINT COUNCIL 32	420,539.00	35,535.00
			40,110.93
41	GENERAL GOVERNMENT		
139030	CINTAS CORPORATION NO 2	7,955.01	62.59
150100	D A L C O	6,141.65	105.01
153850	DILIGENT CORPORATION		5,000.00
171100	FRYBERGER, BUCHANAN, SMITH &	162,829.54	19,462.90
176200	GRAYBAR ELECTRIC COMPANY INC	543.20	63.69
188000	INNOVATIVE OFFICE SOLUTIONS	3,550.14	7.99
212400	MICHAUD DIST INC	279.00	5.50
244975	PINE KNOT LLC	69,674.00	128.00
279100	U S BANK EQUIPMENT FINANCE	5,191.48	207.12
	GENERAL GOVERNMENT		25,042.80
42	PUBLIC SAFETY		
125500	LEAGUE OF MN CITIES INSURANCE		1,000.00
135676	CARS TOWING INC		759.41
139030	CINTAS CORPORATION NO 2	7,955.01	28.01
140100	CLOQUET AUTOMOTIVE	7,240.58	1,348.29
150100	D A L C O	6,141.65	105.00
158000	DULUTH/SUPERIOR COMMUNICATIONS	15,542.85	1,250.70
169000	FOND DU LAC POLICE DEPARTMENT		1,367.99
176200	GRAYBAR ELECTRIC COMPANY INC	543.20	63.69
188000	INNOVATIVE OFFICE SOLUTIONS	3,550.14	103.88
197775	KWIK TRIP INC	848.50	59.85
239300	OFFICE OF MNIT SERVICES	114.60	152.80
268800	STOCK TIRE COMPANY	5,336.80	72.00
271320	T MOBILE	12,011.34	1,239.96
271975	TEAMSTERS JOINT COUNCIL 32	420,539.00	10,387.00
279100	U S BANK EQUIPMENT FINANCE	5,191.48	188.41
284580	VC3	16,140.85	544.84
291400	WOOD CITY MOTORS	3,453.24	62.95
	PUBLIC SAFETY		18,734.78

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
43	PUBLIC WORKS		
121000	ARROWHEAD SPRINGS INC	1,178.00	10.00
122958	AUTO ZONE, INC.	757.92	155.89
123150	B W DISTRIBUTING	1,732.90	95.25
139025	CINTAS	3,185.29	48.37
139030	CINTAS CORPORATION NO 2	7,955.01	243.26
176200	GRAYBAR ELECTRIC COMPANY INC	543.20	1,633.13
195700	KGM CONTRACTORS INC	498,054.74	559.00
200460	LAKES GAS	543.00	90.50
202100	LAWSON PRODUCTS INC	3,852.44	261.12
215500	MINNESOTA HOIST INSPECTION, INC		373.56
236100	NORTHLAND CONSTRUCTORS	333,294.25	566.54
264820	THE SMITH COMPANY INC	10,534.80	3,486.60
265250	SNAP ON TOOLS	1,556.95	41.20
272565	TENET CORP	534.13	127.56
279100	U S BANK EQUIPMENT FINANCE	5,191.48	47.57
	PUBLIC WORKS		7,739.55
45	CULTURE AND RECREATION		
118950	ARAMARK UNIFORM & CAREER	8,276.91	396.12
127200	CHARLES BOEDIGHEIMER	109.00	217.50
137310	CENTURY LINK	5,635.49	201.48
139030	CINTAS CORPORATION NO 2	7,955.01	75.46
147600	EXELON CORPORATION	21,611.02	2,235.53
172300	GARTNER REFRIGERATION COMPANY	19,689.07	4,991.68
175700	GRAINGER	8,767.48	158.40
211400	MENARDS INC	6,099.13	60.08
244975	PINE KNOT LLC	69,674.00	96.00
260500	SCHINDLER ELEVATOR CORPORATION	7,360.52	932.45
291400	WOOD CITY MOTORS	3,453.24	80.29
	CULTURE AND RECREATION		9,444.99
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER	47,541.46	8,337.20
169650	FORUM COMMUNICATIONS COMPANY	3,410.90	128.00
171100	FRYBERGER, BUCHANAN, SMITH &	162,829.54	71.25
172100	AUGUSTIN GANLEY		800.00
279100	U S BANK EQUIPMENT FINANCE	5,191.48	47.10
	COMMUNITY DEVELOPMENT		9,383.55

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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

FEDERAL CDBG LOAN (EDA)			
46	COMMUNITY DEVELOPMENT		
134900	CARLTON COUNTY TREASURER	4,493.26	3,847.00
171100	FRYBERGER, BUCHANAN, SMITH &	162,829.54	3,914.23
	COMMUNITY DEVELOPMENT		7,761.23
REVOLVING SCDP (EDA)			
36	MISCELLANEOUS REVENUE		
144600	COMMERCIAL ROOFING INC		8,975.00
	MISCELLANEOUS REVENUE		8,975.00
46	COMMUNITY DEVELOPMENT		
144600	COMMERCIAL ROOFING INC		10,000.00
	COMMUNITY DEVELOPMENT		10,000.00
LIBRARY FUND			
00			
142950	CLOQUET SHAW MEMORIAL	71.08	3.11
170975	FRIENDS OF THE CLOQUET LIBRARY	138.34	4.50
			7.61
45	CULTURE AND RECREATION		
112400	A.G. O'BRIEN	3,412.53	81.00
113650	AMAZON.COM CREDIT	6,639.88	635.19
120100	ARROWHEAD LIBRARY SYSTEM	523.00	30.00
123400	BAKER & TAYLOR	13,214.17	1,171.20
123500	BAKER & TAYLOR ENTERTAINMENT	63.71	34.47
127425	BOOKPAGE		390.00
136850	CENTER POINT LARGE PRINT	1,088.16	139.62
139025	CINTAS	3,185.29	37.24
139030	CINTAS CORPORATION NO 2	7,955.01	30.60
142800	CLOQUET SANITARY SERVICE	18,624.10	124.92
171800	GALE/CENGAGE LEARNING	1,092.33	61.58
174300	GLORY SHINE JANITORIAL CLEAN	17,532.00	1,948.00

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
LIBRARY FUND			
45	CULTURE AND RECREATION		
176200	GRAYBAR ELECTRIC COMPANY INC	543.20	127.39
211700	METRO SALES, INC.	6,383.96	360.72
244975	PINE KNOT LLC	69,674.00	96.00
246400	POLK CITY DIRECTORIES		435.00
278550	TWIN PORTS PAPER & SUPPLY, INC	1,195.90	128.19
278850	USA TODAY		389.05
280925	UNIQUE MANAGEMENT SERVICES	263.30	128.15
284875	VERIZON WIRELESS	1,900.79	75.02
289015	WELLS FARGO CREDIT CARD	91,812.89	248.46
	CULTURE AND RECREATION		6,671.80
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
219067	MN DEPT OF ADMINISTRATION	15,676.38	1,741.82
	PUBLIC SAFETY		1,741.82
LANDFILL HOST FEE			
43	PUBLIC WORKS		
R0001277	BURNS MCDONNELL		8,600.00
	PUBLIC WORKS		8,600.00
CAPITAL PROJECTS - REVOLVING			
00			
195700	KGM CONTRACTORS INC	498,054.74	-6,766.62
			-6,766.62
81	SPECIAL PROJECTS		
195700	KGM CONTRACTORS INC	498,054.74	135,332.43
261800	SEH	39,974.15	919.05
292200	WSB & ASSOCIATES INC	9,823.75	47.50
	SPECIAL PROJECTS		136,298.98

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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CITY SALES TAX CAPITAL 00			
195700	KGM CONTRACTORS INC	498,054.74	-10,654.52
236100	NORTHLAND CONSTRUCTORS	333,294.25	-7,605.89
			-18,260.41
81	SPECIAL PROJECTS		
195700	KGM CONTRACTORS INC	498,054.74	213,090.50
236100	NORTHLAND CONSTRUCTORS	333,294.25	152,117.80
261800	SEH	39,974.15	2,280.00
292200	WSB & ASSOCIATES INC	9,823.75	640.00
	SPECIAL PROJECTS		368,128.30
WATER - LAKE SUPERIOR WATERLIN 50	STATION 1		
235560	NORTHERN STATES SUPPLY, INC.	811.70	357.60
	STATION 1		357.60
51	STATION 2		
121000	ARROWHEAD SPRINGS INC	1,178.00	5.00
137310	CENTURY LINK	5,635.49	49.61
139030	CINTAS CORPORATION NO 2	7,955.01	39.60
179300	HACH COMPANY	892.16	358.66
180500	HAWKINS INC	78,646.95	20.00
	STATION 2		472.87
52	LAKE SUPERIOR WATERLINE		
119700	ARROWHEAD CONCRETE WORKS, INC.	1,662.00	792.50
139030	CINTAS CORPORATION NO 2	7,955.01	7.80
147725	CORE & MAIN LP	2,246.50	2,222.95
	LAKE SUPERIOR WATERLINE		3,023.25

DATE: 09/29/22
TIME: 11:16:23
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
00			
R0002237	MEG SARAZINE		16.75
R0002238	CODY & SAMANTHA PEDERSON		10.40
R0002239	ERIC THORPE		23.15
R0002240	DANIELLE MICKLE		33.00
			83.30
49	CLOQUET		
139025	CINTAS	3,185.29	29.02
139030	CINTAS CORPORATION NO 2	7,955.01	84.83
165375	FERGUSON WATERWORKS #2516	27,699.92	1,619.62
175700	GRAINGER	8,767.48	125.16
180500	HAWKINS INC	78,646.95	50.00
195700	KGM CONTRACTORS INC	498,054.74	1,255.80
202100	LAWSON PRODUCTS INC	3,852.44	156.68
211400	MENARDS INC	6,099.13	44.44
236100	NORTHLAND CONSTRUCTORS	333,294.25	2,728.78
280400	ULLAND BROTHERS, INC.	46,743.50	370.84
281350	UNITED SYSTEMS & SOFTWARE, INC	1,005.78	1,102.80
287800	WAL-MART COMMUNITY	991.37	41.52
	CLOQUET		7,609.49
54	BILLING & COLLECTION		
278600	TWIN PORT MAILING	33,032.42	3,932.12
279100	U S BANK EQUIPMENT FINANCE	5,191.48	65.78
	BILLING & COLLECTION		3,997.90
57	ADMINISTRATION & GENERAL		
279100	U S BANK EQUIPMENT FINANCE	5,191.48	47.57
	ADMINISTRATION & GENERAL		47.57
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		

DATE: 09/29/22
TIME: 11:16:23
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
139025	CINTAS	3,185.29	19.35
139030	CINTAS CORPORATION NO 2	7,955.01	48.78
202100	LAWSON PRODUCTS INC	3,852.44	104.45
206800	MACQUEEN EQUIPMENT INC	22,680.28	1,939.17
235800	NORTHLAND AUTO PARTS	266.36	42.63
	SANITARY SEWER		2,154.38
56	LIFT STATIONS		
160950	ELECTRIC PUMP, INC.	1,723.15	446.86
	LIFT STATIONS		446.86
57	ADMINISTRATION & GENERAL		
279100	U S BANK EQUIPMENT FINANCE	5,191.48	47.57
	ADMINISTRATION & GENERAL		47.57
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
261800	SEH	39,974.15	7,825.00
	ADMINISTRATION & GENERAL		7,825.00
CABLE TELEVISION			
45	CULTURE AND RECREATION		
162640	ENVENTIS TELECOM INC	371.40	45.95
244975	PINE KNOT LLC	69,674.00	17,550.00
	CULTURE AND RECREATION		17,595.95
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
152775	DELTA DENTAL OF MINNESOTA	30,900.68	212.31
	EMPLOYEE VACATION & SICK		212.31
	TOTAL ALL DEPARTMENTS		677,488.36



DEPARTMENT OF PUBLIC WORKS

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator *TP*
Date: October 4, 2022

ITEM DESCRIPTION: Disposal of Surplus Equipment

Proposed Action

Staff recommends the City Council move to authorize the sale of listed surplus equipment.

Background/Overview

Because of past equipment purchases and a general cleaning of our facilities, the city has some equipment and miscellaneous items which require disposal. It has been determined that these items are either no longer needed or are in such condition that it is not economically feasible to upgrade them to a usable standard. Most of these items do have some salvage value and to obtain a reasonable price, staff proposes to offer them for sale through the online auction service Lots 4 Bid.

Policy Objectives

To dispose of surplus equipment in accordance with State Statute.

Financial/Budget/Grant Considerations

It has been determined that it is no longer financially feasible to maintain these items in inventory or they are no longer needed by the city. This surplus equipment does have some salvage value and this money would be returned to the appropriate department fund accounts.

Advisory Committee/Commission Action

N/A

Supporting Documents Attached

- Surplus Equipment List

2022 Auction List

- 1969 John Deere 350 dozer w/ 6-way blade (5000hrs)
- 2 John Deere self-propelled tri-cycle mowers
- John Deere tri-cycle mower
- Homelite 3" diaphragm pump
- Wayne 220v air compressor
- Silver Beauty 300amp battery charger
- Briggs & Stratton 8.5hp engine
- Honda gx160 engine
- 1986 Homemade Trailer
- 2001 John Deere grader rear wheel
- 2001 John Deere front wheel w/ 17.5 r25 snow plus tire
- 6.00x16 tractor wheel and tire
- 19.5L-24 Case backhoe wheel and tire
- 12-16.5NHS Case front wheel and tire
- 16x6.50-8 John Deere wheel and tire
- 23x8.5-12 John Deere wheel and tire
- 12-16.5 Used Skid-Stir tire
- Hite Hockey Rink Tarp



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REQUEST FOR COUNCIL ACTION

To: City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator *TP*
Date: October 4, 2022

ITEM DESCRIPTION: Award 2022 Gravel Bid

Proposed Action

Staff recommends that the City Council move to authorize the purchase of 3,000 cubic yards of Class 5 gravel from Omar’s Sand and Gravel.

Background/Overview

Public Works includes funds in the operating budget each year for gravel. These stockpiles are used for a variety of purposes in daily operations including utility repairs and grading of our various gravel roads.

In the past, most of our gravel has been acquired by crushing to recycle salvaged bituminous pavement and concrete. Crushing was last completed in 2018 and current stockpiles are to the point where more material is needed before winter. Unfortunately, raw materials in the pit are not of sufficient supply to conduct crushing operations this year.

Quotes were solicited to deliver approximately 3,000 cubic yards of material as follows:

Bidder	Gravel (Delivered)	Total Bid (2,500 yds)
D&B Trucking	\$17.25/yd	\$51,750.00
Omar’s Sand & Gravel	\$16.50/yd	\$49,500.00

Policy Objectives

To solicit bids for required road and utility maintenance materials in accordance with the City’s purchasing policy and state statute.

Financial/Budget/Grant Considerations

The General Fund budget includes \$50,000 each year for gravel purchases and 75% of the use/cost is allocated to utility funds via transfers.

Advisory Committee/Commission Action

N/A

Supporting Documents Attached

None



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Katie Bloom, Finance Director
Reviewed/Approved by: Tim Peterson, City Administrator *TCP*
Date: September 27, 2022

ITEM DESCRIPTION: 2023 Capital Improvement Plan, Truth in Taxation Meeting Date

Proposed Action

Staff recommends the City Council make two (2) separate motions related to the 2023 budget and levy:

1. First, staff recommends approving the preliminary five (5) year Capital Improvement Plan for 2023-2027; and
2. Second, staff recommends setting the date for the public hearing and adoption of the 2023 budget and property tax levy for December 6, 2022 at 6:00 p.m.

Background/Overview

Attached is the preliminary five (5) year Capital Improvement Plan for 2023-2027. All 2023 budgeted items have been included in the 2023 budget. Budgeted items for 2024 and beyond are subject to change depending on various circumstances.

Supporting Documents Attached

- 2023-2027 Capital Improvement Plan Summary

City of Cloquet, Minnesota

Capital Plan

2023 thru 2027

PROJECTS BY YEAR

Project Name	Department	Project #	Priority	Project Cost
2023				
Engineering Server Replacement	Engineering	EE-006	3	15,000
2005 Chevrolet K1500	Engineering	EE-504	3	33,600
Athletic Park Playground	Parks	PP-046	3	63,000
Patrol Vehicle - 2018 Dodge Ram Pick Up	Police	PD-024	3	45,000
Admin - 2020 Dodge Durango	Police	PD-032	2	45,000
Sanitary Sewer CIPP Lining	Sewer	SWP-005	1	150,000
2013 Elgin NP Series Sweeper	Street	SE-214	1	236,000
Replacement of Caterpillar Backhoe	Street	SE-223	2	100,000
West End Streetscape	Street	STP-048	3	350,000
Meter Replacement	Water	WP-025	1	850,000
Spring Lake Reservoir Rehab	Water	WP-027	2	125,000
Total for 2023				2,012,600
2024				
2014 SkiDoo Skandic Grooming Snowmobile	Parks	PE-608	2	18,700
Patrol Vehicle - 2021 Ford Interceptor	Police	PD-020	2	45,000
Patrol Vehicle - 2021 Ford Interceptor	Police	PD-023	2	45,000
Investigations - 2017 Ford Interceptor	Police	PD-027	3	0
Admin - 2013 Dodge Ram Pick Up	Police	PD-028	3	0
Investigations - 2013 Chevy Malibu	Police	PD-029	4	0
SRO Vehicle - 2018 Dodge Charger	Police	PD-031	3	0
Investigations - 2012 Dodge Charger	Police	PD-034	3	0
Sewer Televising Camera w/Trailer	Sewer	SWE-406	2	60,000
2013 International Dump Truck	Street	SE-213	3	275,000
2014 Dodge 2500 Pick-up Truck	Street	SE-222	3	40,000
2012 Ford F-350 One-Ton Dump Truck	Street	SE-226	2	60,000
Armory Road Area	Street	STP-043	3	2,058,500
Tall Pine Lane Area	Street & Utilities	STUP-009	3	1,286,000
22nd Street Utility Infrastructure	Street & Utilities	STUP-023	3	820,000
Total for 2024				4,708,200
2025				
2015 GMC 2500 Pick Up Truck	Engineering	EE-506	3	32,000
2015 GMC Crew Cab Pickup	Parks	PE-605	3	45,000
Little Peoples Playground	Parks	PP-047	3	60,000
Ped Rive Bridge	Parks	PP-048	2	169,749
Admin - 2017 Ford Interceptor	Police	PD-022	2	0
Patrol Vehicle - 2022 Ford Interceptor	Police	PD-025	3	45,000
Patrol Vehicle - 2014 Dodge Charger	Police	PD-033	3	45,000
2015 GMC Pick-Up Truck	Sewer	SWE-407	3	42,000
2013 International Dump Truck	Street	SE-212	3	300,000
2015 GMC K2500 Pick-up	Street	SE-701	4	40,000
Miscellaneous Street Repair and Overlays	Street	STP-010	1	465,000

Project Name	Department	Project #	Priority	Project Cost
17th Street Reconstruct #2	Street & Utilities	STUP-016	3	741,750
2011 Hyundai Tracked Excavator	Water	WE-305	2	200,000
2015 GMC Pickup Truck	Water	WE-307	3	35,000
Total for 2025				2,220,499
2026				
2011 John Deere Front Mower	Parks	PE-602	2	48,000
Replace 2016 Dodge Ram 5500 Dump Truck	Parks	PE-603	3	58,500
Replacement of 2016 Jacobsen Turf Cat Mower	Parks	PE-606	3	45,000
Replacement of 2016 Jacobsen Turf Cat Mower	Parks	PE-607	3	45,000
Patrol Vehicle - 2018 Dodge Ram Pick Up	Police	PD-024	3	45,000
Admin - 2020 Dodge Durango	Police	PD-032	2	45,000
Replacement of 2015 Dump Truck	Street	SE-210	4	275,000
Replace 1996 Caterpillar Vibratory Roller	Street	SE-228	3	150,000
Prospect Avenue #2	Street & Utilities	STUP-020	3	1,933,725
Replacement of 2016 Hydraulic Breaker	Water	WE-309	2	15,000
Total for 2026				2,660,225
2027				
Replacement of Parks Trailer	Parks	PE-613	4	15,000
Patrol Vehicle - 2021 Police Interceptor	Police	PD-021	2	50,000
Patrol Vehicle - 2021 Ford Interceptor	Police	PD-023	2	45,000
Investigations - 2017 Ford Interceptor	Police	PD-026	3	0
Investigations - 2017 Ford Interceptor	Police	PD-027	3	0
2018 Dodge Pickup - (2020 Plow Blade)	Street	SE-232	4	40,000
Replace 2012 Engineering Transit Van	Street	SE-503	3	30,000
Carlton Avenue (22nd to Cloquet Ave)	Street	STP-044	3	500,250
Dodridge Ave Reconstruction	Street & Utilities	STUP-024	3	1,250,000
Total for 2027				1,930,250
GRAND TOTAL				13,531,774



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REQUEST FOR COUNCIL ACTION

To: City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator *TP*
Date: October 4, 2022

ITEM DESCRIPTION: Authorization to Bid Advance Metering Infrastructure (AMI) System

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 22-72, APPROVING THE SOLICITATION OF BIDS FOR 2022 WATER METER REPLACEMENT ADVANCE METERING INFRASTRUCTURE (AMI) SYSTEM IMPROVEMENTS.**

Background/Overview

The city’s network of water meters which monitor water and sewer use for roughly 3,000 customers is approaching 20 years old and has reached the end of its useful life. As the system ages more of our existing remote read heads will lose batter power requiring staff to manually read meters at each residence. Replacement of the existing meter system was budgeted beginning in 2022. Council later approved the issuance of revenue bonds to accelerate this process from a multi-year effort down to approximately 3-6 months.

With advances in technology over the past 20 years, most utilities are transitioning from current Automated Meter Reading (AMR) technology to Advance Metering Infrastructure (AMI). AMI is an integrated system of water meters and data management systems that enable two-way communication between meter endpoints and utilities. Unlike AMR, AMI does not require utility personnel to collect the data. Instead, the system automatically transmits the data directly to the utility at predetermined intervals. The city can then use this data to improve operational efficiencies and sustainability by recognizing irregularities. Daily readings can be used to flag accounts with abnormally high use so staff can attempt to notify customers of suspected internal plumbing issues before they receive an extremely high monthly bill. Over the life of the system, AMI technology should improve customer service and help reduce costs for both the city and our customers.

Bidding documents for implementation of a new AMI system have been prepared. Staff is proposing to appoint a selection committee which will evaluate qualifying proposals and make a recommendation of award to council based on best value. This varies from our typical low bid award contract as on-going annual costs for software, licensing, and customer service are important considerations. The selected system/company will continue to serve the city over the next 15-20 years.

Policy Objective

N/A

To Mayor and Council
AMI Bids
October 4, 2022
Page 2

Financial/Budget/Grant Considerations

The project estimate for this improvement is \$1,755,000 funded by the previously approved bond issue. Debt service is paid through collection of water fees over a 10-year period.

Advisory Committee/Commission Action

N/A

Supporting Documents Attached

- Resolution No. 22-72

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

RESOLUTION NO. 22-72

**APPROVING THE SOLICITATION OF BIDS FOR 2022 WATER METER
REPLACEMENT ADVANCE METERING INFRASTRUCTURE (AMI)
SYSTEM IMPROVEMENTS**

WHEREAS, The city's network of water meters which monitor water and sewer use for roughly 3,000 customers is approaching 20 years old and has reached the end of its useful life; and

WHEREAS, Replacement of the existing meter system was budgeted beginning in 2022; and

WHEREAS, Advances in technology over the past 20 years have resulted in Advance Metering Infrastructure (AMI) systems to improve operational efficiencies and sustainability; and

WHEREAS, AMI technology will improve customer service and reduce costs for both the city and our customers over the life of the system; and

WHEREAS, The City now wishes to proceed with these improvements.

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

The City Engineer is hereby authorized to advertise and solicit bids for such Improvements.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 4th DAY OF OCTOBER 2022.

ATTEST:

Roger Maki, Mayor

Tim Peterson, City Administrator



DEPARTMENT OF PUBLIC WORKS

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed by: Tim Peterson, City Administrator *TCP*
Date: October 4, 2022

ITEM DESCRIPTION: Preauthorize 1-Ton Truck Purchase

Proposed Action

Staff recommends the City Council move to pre-authorize the purchase of one-1-ton truck and box build from a dealership not to exceed \$65,000.

Background/Overview

As part of the approved 2022 Capital Improvement Program (CIP) and annual budget, one 1-ton pickup (Unit 601) with a dump box is scheduled for replacement. Existing Unit 601 will be traded in to offset the rising costs of equipment. This truck will be used daily by staff for parks maintenance operations, it is equipped with a dump box which is useful when hauling various material to and from the parks around town. *Note: the value listed below includes trade value for unit 601.*

The purpose for this request to pre-authorize is that with current market conditions the Cooperative Purchase Agreement with the State of Minnesota may be open for less than 5 days. This does not give staff adequate time to bring to council. The vehicle quote below is based on a Dodge purchase that unfortunately closed before council could approve it. Ford will be open in October therefore staff would like to move on this purchase if quotes are favorable.

Staff has asked for the council to preauthorize purchase not to exceed \$65,000 as we do not know the quotes currently for Ford.

Quotes received were as follows:

Dealer	Dodge 1-Ton with dump box
Hibbing Chrysler	\$52,761.00
Towmaster Box Build	\$28,212.00
Less Trade	-\$20,000
Total	\$60,973.00

Policy Objectives

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

To Mayor and Council
1-Ton Truck Purchase
October 4, 2022
Page 2

Financial/Budget/Grant Considerations

The 2022 budget includes \$55,000 for the purchase of unit 601 from the Public Works Reserve. The total purchase price based on quotes of both truck and box build including trade-in is \$60,973.00. Approximately \$6,000 over budget.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

None



DEPARTMENT OF PUBLIC WORKS

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed by: Tim Peterson, City Administrator TCP
Date: October 4, 2022

ITEM DESCRIPTION: Preauthorize 1-Ton Truck with Plow and Sander Purchase

Proposed Action

Staff recommends the City Council move to pre-authorize the purchase of one 1-ton box build with plow and sander from a dealership not to exceed \$80,000.

Background/Overview

As part of the approved 2022 Capital Improvement Program (CIP) and annual budget, one 1-ton pickup (Unit 604) with a dump box, sander and plow is scheduled for replacement. Existing Unit 604 will be traded in to offset the rising costs of equipment. This truck will be used daily by staff in the summer months for parks maintenance operations and in the winter for snow removal operations in alleys and parking lots. *Note: the value listed below includes trade value for unit 604.*

The purpose for this request to pre-authorize is that with current market conditions, the Cooperative Purchase Agreement with the State of Minnesota may be open for less than 5 days. This does not give staff adequate time to bring to council. The vehicle quote below is based on a Dodge purchase that unfortunately closed before council could approve it. Ford will be open in October; therefore, staff would like to move on this purchase if quotes are favorable.

Staff is requesting that council pre-authorize the purchase, not to exceed \$80,000, as we do not know the quotes currently for Ford.

Quotes received were as follows:

Dealer	Dodge 1-Ton with dump box
Hibbing Chrysler	\$52,761.00
Towmaster Box Build	\$28,212.00
Boss V-plow and sander quote	\$19,313.00
Less Trade	-\$25,000
Total	\$75,286

Policy Objectives

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



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator *TR*
Date: October 4, 2022

ITEM DESCRIPTION: Santa's Home for the Holidays

Proposed Action

Staff recommends that the City Council move to approve the Pine Knot News as coordinators of the Santa's Home for the Holidays.

Background/Overview

Each December Santa's Home for the Holidays is hosted in Cloquet. This event contains a parade, fireworks, and coordination of many events hosted by local businesses and groups. The coordinator of the event also advertises and markets these events to gather community support.

In previous years the event was coordinated by Alyson Leno of the Chamber of Commerce, and then the United Way took over in 2021. The City was notified that the United Way would no longer be able to coordinate the event.

The Pine Knot News has offered to coordinate the event for \$5,000 (plus the annual \$5,000 contribution for fireworks). Given the efforts that go into the event, this price seems reasonable to staff.

Policy Objectives

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

Financial/Budget/Grant Considerations

Some staff time is required for clean-up and barricading of streets which would be charged against the General Fund. The insurance costs will fall under the City's existing liability insurance coverage. The direct cost to the City would be \$5,000 for coordination and \$5,000 for fireworks.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

N/A

To Mayor and Council
1-Ton Plow Purchase
October 4, 2022
Page 2

Financial/Budget/Grant Considerations

The 2022 budget includes \$70,000 for the purchase of unit 604 from the Public Works Reserve. The total purchase price based on quotes of both truck and box build including trade-in is \$75,286. Approximately \$5,286 over budget.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

None