



**CITY OF CLOQUET
City Council Agenda
Tuesday, February 21, 2017
7:00 p.m.
City Hall Council Chambers**

CITY COUNCIL WORK SESSION

5:30 p.m. Police Department / Law Enforcement Study Update

1. **Roll Call.**
2. **Pledge of Allegiance.**
3. **Approval of Agenda.**
 - a. Approval of February 21, 2017 Council Agenda
4. **Approval of Council Minutes.**
 - a. Work Session minutes from February 7, 2017
 - b. Regular Council minutes from the February 7, 2017 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. 17-15, Authorizing the Payment of Bills
 - b. Disposal of Surplus Equipment
6. **Public Hearings.**

None
7. **Presentations.**

None



CITY OF CLOQUET
City Council Agenda
Tuesday, February 21, 2017
7:00 p.m.
City Hall Council Chambers

8. **Council Business.**

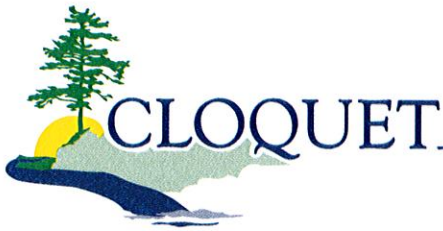
- a. Community Sign Request for Proposal Authorization
- b. WLSSD Board Appointment
- c. Otter Creek Properties, LLC Subdivision Variance
 - Resolution No. 17-14, A Resolution Approving a Variance to the Subdivision Code Requiring Two Access Points for a Subdivision in the SR-Suburban Residential District for Otter Creek Properties, LLC
- d. School Resource Officer Agreement with ISD #94
- e. City Administrator Hiring Process
- f. Authorization to Begin the Police Officer Hiring Process
- g. Schedule 3rd Street Assessment Hearing
 - Resolution No. 17-17, A Resolution to Set the Hearing Date on Proposed Final Assessments for the Improvements of 3rd Street from Cloquet Avenue to Carlton Avenue
- h. Lift Station Generator Purchase
- i. Station 1 Motor Repair Change Order
- j. 2017 Bituminous Overlay Project Bid Award
 - Resolution No. 17-16, A Resolution Awarding 2017 Bituminous Overlay Bid

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.**



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: Brian Fritsinger, City Administrator
Date: February 16, 2017

ITEM DESCRIPTION: Future Work Session Agenda Planning

Proposed Action

The City Council is asked to provide input for the upcoming City Council work session meeting agenda.

Background/Overview

The City Council typically meets in a work session format prior to each regular City Council meeting to discuss items not otherwise on the regular meeting. To ensure that the City Council is provided opportunity to give input regarding future work session agenda items, staff is suggesting the Council be given an opportunity at each meeting.

Approximately 5 minutes will be set aside as part of each work session to discuss the next work session meeting. For this purpose, attached the Council will find the tentative agenda and proposed discussion items for the upcoming work session meeting.

Policy Objectives

Does the City Council agree with the agendas as proposed?

Financial/Budget/Grant Considerations

None

Advisory Committee/Commission Action

None

Supporting Documentation Attached

- Upcoming agenda item list

2017
Tentative Upcoming Council
Work Session Agenda Items

March 7

PW.....Public Works Department Update

March 21

CD.....Joint Meeting with EDA

Cloquet City Council Work Session

Tuesday, February 7, 2017

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

Absent: R. Maki

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

Other: J. Peterson, Pine Journal

Personnel Policy Handbook Discussion

Mr. Barclay reviewed the revisions made to the handbook that are based on employee feedback and through meetings with union representatives. The handbook was sent to the Council prior to tonight for review. Mr. Barclay asked for discussion to make final edits. Highlights of discussion are as follows:

- Mayor Hallback questioned page 4 and why the termination section under 1.1 was removed. Mr. Fritsinger responded that it is also addressed in section 6.9 however, after discussion, Council agreed to relocate that statement to the end of chapter 2 as a new section, 2.4.8.
- Mr. Langley asked for an explanation of “shortly thereafter” on page 48 under section C. Mr. Barclay explained that narrowing down an exact time may be difficult to do and needs to be within our ability to gather information. Mr. Bailey commented that he would like it to be a more specific time frame. Mr. Stracek added that there may also be a difference between suspension and administrative leave due to the circumstances, i.e. the internal/external investigation.
- Mr. Langley questioned if the section on Use of City Property on page 58 also relates to contractors using City property. Mr. Fritsinger responded only if they are doing work on behalf of the City, but it will be operated by a City employee. This was an item clarified with the union several years ago.
- Mayor Hallback questioned the section on use of city vehicles on page 57. He would like to add it needs to be approved by City Council as he doesn’t feel there’s a benefit to taking a vehicle when the employee may live outside of the 12 mile limit. Mr. Rock added he can understand how it may be a liability to the City. Staff indicated it would amend this section of the policy.
- Council questioned how many times officers actually respond from home. Mr. Stracek replied that they are called in on every major incident. There is also other usage outside of regular hours such as meetings or the possibility of encountering calls for assistance while on their way somewhere. They are also monitoring activities via their computers in their cars as soon as they turn the key. Mr. Stracek pointed out that cars parked at the PD during inclement weather can cause a delay to the crime scene or incident because the vehicles need to warm up or be dug out. Mr. Bailey asked if there is a way to offset the cost such as a taxable fringe benefit? Possibly build another garage at the PD was suggested.
- Mr. Kolodge voiced his concern regarding the picking up and dropping off practice, stating that this is a large source of lost time incurred as well as what the cost is to taxpayers. Mr. Bailey stated taking home a vehicle may lead to personal benefit as well.
- It was noted that the take home vehicle could be considered part of the employee’s salary package and how taking it away would affect the total package.
- Mr. Kolodge stated that it is common practice country wide for officers to take vehicles home. Mayor Hallback stated there is information sharing between the officers during the pick- up/drop off time and is beneficial to the officers.
- Mr. Peterson voiced his opinion on his Public Works take home vehicle, saying it is more realistic that he will check on his crew in the event they are working after hours or on the weekend if he has his work vehicle instead of using his personal vehicle.
- Council members requested information on the number of calls the officers have responded to from home over the last 2 years. Mr. Rock also requested the numbers for all the City take home vehicles using comparisons with cities of similar size.
- Conversation took place in regards to non-City employees as passengers in a company vehicle. It was noted that passengers are allowed in the example of going to conferences, etc.
- No further discussion on the talking papers provided to Council. No other areas of the manual were discussed. Mr. Barclay will make changes as noted above that not related to the use of City vehicles.

Community Sign Discussion

- Review of previous discussion with the National Guard and CAHA on how to make the people more aware of Pine Valley. The National Guard had stated it would help with operation and maintenance of a digital sign. Mr. Barclay has been researching options for a sign and indicated that a sign of reasonable size will be approximately \$35-\$40k. He asked for feedback from the Council on whether to pursue the project.
- Mr. Bailey stated he feels that with today's technology, people can get information without a sign.
- Mr. Fritsinger noted that one clear benefit of a digital sign will be the elimination of non-profit organizations hanging signs on the City owned fences.
- Mr. Barclay stated the life a digital sign is approximately 15 years with limited maintenance.
- Mr. Bjerkness noted this comes from an image enhancement exercise to change the impression of Cloquet as people drive through town. The consensus as that time was that it would help with marketing and a central place to communicate to the community. This is also a good way to partner with the National Guard.
- Overall consensus is to pursue the project.

Other Discussion

Mr. Fritsinger asked if the Council is willing to have SKB come to a Work Session for more discussion on the information being presented to allow time for questions. Council agreed to not address it further in a Work Session but go directly to the Regular Meeting for a vote on the variance request.

There being no further business, the meeting adjourned at 6:55 p.m.

Respectfully Submitted,

Brian Fritsinger
City Administrator



Regular Meeting

Roll Call

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

Councilors Absent: Maki

Pledge of Allegiance

AGENDA

MOTION: Councilor Rock moved and Councilor Bailey seconded the motion to approve the February 7, 2017 agenda. The motion carried unanimously (6-0).

MINUTES

MOTION: Councilor Kolodge moved and Councilor Langley seconded the motion to approve the minutes of the Regular Meeting of January 17, 2017. The motion carried unanimously (6-0).

CONSENT AGENDA

MOTION: Councilor Bjerkness moved and Councilor Bailey seconded the motion to adopt the consent agenda of February 7, 2017 approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 17-11, Authorizing the Payment of Bills and Payroll
- b. Approval of Raffle Permit – Kingdom Builders Ministries
- c. Temporary On Sale Liquor License – Queen of Peace School/Church

PUBLIC HEARING

There were none.

PRESENTATIONS

There were none.

PARKS AND PLANNING COMMISSIONS APPOINTMENTS

MOTION: Councilor Bailey moved and Councilor Langley seconded the motion to appoint Cory Martinson and John Fryc to the Parks Commission, and Terry Lyytinen and Nathaniel Wilkinson to the Planning Commission all with terms expiring December 31, 2019. The motion carried unanimously (6-0).

WESTERN LAKE SUPERIOR SANITARY DISTRICT BOARD APPOINTMENT

MOTION: Councilor Bjerkness moved and Councilor Langley seconded the motion to accept Bruce Ahlgren's offer to rescind his resignation from the Western Lake Superior Sanitary District Board of Directors and serve in this capacity until the City can identify an individual to serve on the Board. The motion carried unanimously (6-0).

CLOQUET AREA FIRE DISTRICT ALTERNATE APPOINTMENT

MOTION: Councilor Rock moved and Councilor Kolodge seconded the motion to appoint Adam Bailey as alternate on the Cloquet Area Fire District Board. The motion carried unanimously (6-0).

PURCHASE OF POLICE DEPARTMENT SERVER

MOTION: Councilor Rock moved and Councilor Bailey seconded the motion to authorize the purchase of a Lenovo Tower Server: Intel Xeon 2.4 GHz 10 Core Processor, 16 GP RAM, RAID 0,1,5,10,50,60, with 750-watt power supply. The purchase will include all software, supplies, and labor for setup and installation in the amount of \$18,626.00. The motion carried unanimously (6-0).

REHABILITATION OF 1013 CLOQUET AVENUE

MOTION: Councilor Bailey moved and Councilor Bjerkness seconded the motion to approve the following two legal agreements:

1. The City of Cloquet and Cornerstone Bank for the City to hire E&H Custom Builders to rehabilitate the exterior east wall face of 1013 Cloquet Avenue per the specified attached scope of work; and
2. The City of Cloquet and E&H Custom Builders hiring the rehabilitation of the exterior east wall face of 1013 Cloquet Avenue per the specified attached scope of work.

The motion carried unanimously (6-0).

SUPPORTING CAFD ENABLING LEGISLATIVE AMENDMENTS

MOTION: Councilor Kolodge moved and Councilor Rock seconded the motion to adopt **RESOLUTION NO. 17-13, A RESOLUTION IN SUPPORT OF AMENDMENTS TO THE CLOQUET AREA FIRE DISTRICT ENABLING LEGISLATION AS IT RELATES TO FUNDING.** The motion carried unanimously (6-0).

WHEREAS, During the 2009 Legislative Session, the State of Minnesota passed enabling legislation which established the Cloquet Area Fire and Ambulance Taxing District pursuant to (Laws 2009) Chapter 88, Article 2, Section 46; and

WHEREAS, The District continues to develop its collaborative efforts with both its membership and other regional communities and is looking to better develop the regional approach to the ambulance service system involving licensed and qualified first responders to the licensed paramedics. Such system would require the use of the District's levy authority for ambulance service as detailed within its enabling resolution; and

WHEREAS, Such system would improve patient care by using a systematic approach, that is coordinated by the Licensed Ambulance as assigned within the PSA and provide for those residents that receive the state mandated service to pay their fair share for that service.

WHEREAS, The City of Cloquet (City) is a member Community of the Cloquet Area Fire District; and

WHEREAS, The District has been investigating amendments for its enabling legislation which would clarify its bonding authority and ability to further spread the actual cost of ambulance services to those communities that receive benefit from the services; and

WHEREAS, The City does not believe that the current legislation and state law which mandates that residents and businesses of Cloquet pay for the costs associated with services rendered outside the City limits of Cloquet to be either fair or appropriate.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City hereby fully supports efforts to pursue legislation that clarifies the authorities detailed in the enabling legislation of the Cloquet Area Fire and Ambulance Taxing District and encourages our legislative representatives to assist the District with such efforts.

PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

There were none.

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

Brian Fritsinger, City Administrator



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 *NK*
Reviewed/Approved by: Brian Fritsinger, City Administrator
Date: February 16, 2017

ITEM DESCRIPTION: Payment of Bills

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 17-15, 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. 17-15

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	\$	58,748.33
207	Community Development Operating		120.44
208	Small Cities Development Program (City)		42,673.00
226	Park Fund		9,722.38
228	Senior Center		1,528.29
231	Public Works Reserve		733.37
600	Water - Lake Superior Waterline		119,610.05
601	Water - In Town System		17,572.52
602	Sewer Fund		1,438.68
614	CAT-7		60.49
701	Employee Severance Benefits		1,527.50
	TOTAL:	\$	<u>253,735.05</u>

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET

ATTEST:

Dave Hallback, Mayor

Brian Fritsinger, City Administrator

DATE: 02/16/2017
TIME: 12:53:44
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
110905	A M B O	0.00	200.00
111350	LEXISNEXIS RISK DATA MNGMT INC	50.00	50.00
112020	JASON WELLER	0.00	4,915.00
116200	AMERICAN PLANNING ASSOCIATION	0.00	440.00
122000	A T & T MOBILITY	592.31	48.26
123150	B W DISTRIBUTING	0.00	153.99
134000	CARLTON COUNTY HIGHWAY DEPT	3,313.18	2,997.73
134800	CARLTON COUNTY TREASURER	22.52	12.78
135000	CARLTON COUNTY AUDITOR	0.00	7,558.00
135675	VORK ENTERPRISES INC	185.00	185.00
137310	CENTURY LINK	4,507.47	231.58
137340	CHAMBERLAIN OIL CO., INC.	199.12	692.15
142800	CLOQUET SANITARY SERVICE	583.15	658.62
145300	COMMUNITY PRINTING	1,547.90	7.50
147050	CONSOLIDATED TELEPHONE COMPANY	217.00	217.00
150100	D A L C O	982.90	114.76
156400	CITY OF DULUTH COMFORTSYSTEMS	79.43	78.53
158000	DULUTH/SUPERIOR COMMUNICATIONS	644.00	380.00
159350	E.S.R.I. INC.	0.00	931.51
160950	ELECTRIC PUMP, INC.	0.00	268.26
162640	ENVENTIS TELECOM INC	47.24	47.95
163575	EVERBRIDGE INC	0.00	2,121.80
166750	FIRST LAB	0.00	402.85
167875	FLAHERTY & HOOD, P.A.	2,182.73	2,230.53
171525	G&K SERVICES	350.71	311.20
175840	GRANDE HARDWARE CO.	0.00	44.99
175950	GRAPHIC TECHNOLOGIES	1,350.50	80.00
176525	GREENE ESPEL PLLP	0.00	14.45
179300	HACH COMPANY	0.00	70.17
179340	HAGENS GLASS & PAINT	1,476.29	18.00
180425	HARRIS COMPUTER SYSTEMS	487.28	450.00
180500	HAWKINS INC	5,807.67	3,782.14
192225	JOBSHQ	0.00	481.70
195045	KEEPRS, INC.	539.66	304.94
202100	LAWSON PRODUCTS INC	129.58	336.47
204500	LITTLE FALLS MACHINE INC	0.00	2,514.29
207400	MANEY INTERNATIONAL INC	4,010.25	31.72
210450	MEDIACOM LLC.	468.02	12.54
211300	MENARDS	0.00	22.94
211400	MENARDS	295.36	69.99
216400	MN STATE PATROL, CMV SECTION	0.00	60.50
220500	MN DEPT OF HEALTH	0.00	32.00
229500	NAPA AUTO PARTS	628.84	390.87
233550	COMPASS MINERALS AMERICA	22,730.05	3,088.09

INVOICES DUE ON/BEFORE 02/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
234100	NORTHEAST SERVICE COOPERATIVE	117,626.00	57,753.00
236125	NORTHLAND FIRE & SAFETY, INC	0.00	550.00
242850	PARSONS ELECTRIC LLC	2,785.39	628.95
243300	PAW COMMUNICATION, INC.	0.00	461.50
245000	PINE RIVER SALES, INC.	10,178.71	733.37
247250	POWERPLAN	0.00	516.55
247400	396-PRAXAIR DISTRIBUTION, INC.	748.38	207.16
251800	RANDALL'S HEATING & COOLING	0.00	719.75
258200	RUDY GASSERT YETKA	28,500.00	9,687.50
262875	SHAMROCK LANDFILL INC	0.00	29.54
263400	SIGN PRO	0.00	25.00
268800	STOCK TIRE COMPANY	687.36	1,139.31
270200	SUPERIOR COMPUTER PRODUCTS INC	15,892.75	4,708.00
276000	TOSHIBA FINANCIAL SERVICES	1,441.33	1,052.29
278600	TWIN PORT MAILING	6,936.63	3,537.43
280390	ULINE	0.00	77.98
281000	UNITED ELECTRIC COMPANY	595.23	241.80
281500	UNITED TRUCK BODY CO INC	0.00	844.82
283700	USA BLUEBOOK	407.58	163.66
285500	VIKING INDUSTRIAL NORTH	0.00	55.77
290300	WIDDES FEED & FARM SUPPLY	0.00	86.00
290875	WIPFLI CPAs AND CONSULTANTS	0.00	2,500.00
291100	WKLK/WMOZ	0.00	1,050.00
291350	JOHN & JULIE HAVERKAMP	433.38	19.98
292400	XEROX CORPORATION	334.60	356.07
R0001190	THE ESTATE OF MARK LAINE	6,397.13	93.54
R0001284	OFFICE OF MN IT SERVICES	168.00	56.00
R0001310	ADVANTAGE EMBLEM &	171.64	385.64
R0001475	NATW	0.00	35.00
R0001476	UMCPI	0.00	475.00
TOTAL ALL VENDORS:			125,251.41
Less:			
	Health/Dental/VEBA		(56,373.54)
	Library		(896.18)
	Cloquet Area Fire District		(41.45)
	Total Bills Approved		<u>67,940.24</u>
Plus:			
	High Mark Constr. SCDP		29,760.00
	MN Dept unemployment -		240.10
	Credit card/bill pay f		1,623.17
	MN Sales Tax & Bldg Su		7,062.68
	MN Power auto pay		144,147.01
	MN Energy auto pay		2,961.85
	Total Bills		<u><u>253,735.05</u></u>

INVOICES DUE ON/BEFORE 02/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
171525	G&K SERVICES	350.71	54.50
234100	NORTHEAST SERVICE COOPERATIVE	117,626.00	56,225.50
R0001190	THE ESTATE OF MARK LAINE	6,397.13	93.54
			56,373.54
34	CHARGES FOR SERVICES		
142800	CLOQUET SANITARY SERVICE	583.15	145.00
	CHARGES FOR SERVICES		145.00
41	GENERAL GOVERNMENT		
110905	A M B O		200.00
142800	CLOQUET SANITARY SERVICE	583.15	35.35
145300	COMMUNITY PRINTING	1,547.90	7.50
147050	CONSOLIDATED TELEPHONE COMPANY	217.00	108.50
150100	D A L C O	982.90	114.76
159350	E.S.R.I. INC.		800.00
166750	FIRST LAB		250.00
167875	FLAHERTY & HOOD, P.A.	2,182.73	202.50
171525	G&K SERVICES	350.71	93.11
175840	GRANDE HARDWARE CO.		44.99
176525	GREENE ESPEL PLLP		14.45
180425	HARRIS COMPUTER SYSTEMS	487.28	450.00
211300	MENARDS		22.94
243300	PAW COMMUNICATION, INC.		461.50
258200	RUDY GASSERT YETKA	28,500.00	9,687.50
263400	SIGN PRO		25.00
270200	SUPERIOR COMPUTER PRODUCTS INC	15,892.75	3,534.00
276000	TOSHIBA FINANCIAL SERVICES	1,441.33	484.92
278600	TWIN PORT MAILING	6,936.63	291.73
281000	UNITED ELECTRIC COMPANY	595.23	213.60
290875	WIPFLI CPAs AND CONSULTANTS		2,500.00
292400	XEROX CORPORATION	334.60	133.52
	GENERAL GOVERNMENT		19,675.87
42	PUBLIC SAFETY		

INVOICES DUE ON/BEFORE 02/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
111350	LEXISNEXIS RISK DATA MNGMT INC	50.00	50.00
135675	VORK ENTERPRISES INC	185.00	185.00
142800	CLOQUET SANITARY SERVICE	583.15	55.70
158000	DULUTH/SUPERIOR COMMUNICATIONS	644.00	380.00
163575	EVERBRIDGE INC		2,121.80
166750	FIRST LAB		50.95
167875	FLAHERTY & HOOD, P.A.	2,182.73	2,028.03
171525	G&K SERVICES	350.71	68.85
195045	KEEPERS, INC.	539.66	304.94
268800	STOCK TIRE COMPANY	687.36	1,139.31
270200	SUPERIOR COMPUTER PRODUCTS INC	15,892.75	769.00
276000	TOSHIBA FINANCIAL SERVICES	1,441.33	405.73
278600	TWIN PORT MAILING	6,936.63	83.35
291100	WKLK/WMOZ		1,050.00
R0001284	OFFICE OF MN IT SERVICES	168.00	56.00
R0001310	ADVANTAGE EMBLEM &	171.64	385.64
R0001475	NATW		35.00
R0001476	UMCPI		475.00
	PUBLIC SAFETY		9,644.30
43	PUBLIC WORKS		
122000	A T & T MOBILITY	592.31	48.26
123150	B W DISTRIBUTING		77.00
134000	CARLTON COUNTY HIGHWAY DEPT	3,313.18	2,997.73
137340	CHAMBERLAIN OIL CO., INC.	199.12	692.15
142800	CLOQUET SANITARY SERVICE	583.15	57.17
147050	CONSOLIDATED TELEPHONE COMPANY	217.00	15.50
159350	E.S.R.I. INC.		131.51
166750	FIRST LAB		101.90
171525	G&K SERVICES	350.71	28.97
202100	LAWSON PRODUCTS INC	129.58	168.24
204500	LITTLE FALLS MACHINE INC		2,514.29
207400	MANEY INTERNATIONAL INC	4,010.25	31.72
216400	MN STATE PATROL, CMV SECTION		60.50
229500	NAPA AUTO PARTS	628.84	350.73
233550	COMPASS MINERALS AMERICA	22,730.05	3,088.09
247250	POWERPLAN		516.55
247400	396-PRAXAIR DISTRIBUTION, INC.	748.38	103.58
270200	SUPERIOR COMPUTER PRODUCTS INC	15,892.75	405.00
278600	TWIN PORT MAILING	6,936.63	83.35
280390	ULINE		77.98

DATE: 02/16/2017
TIME: 12:54:05
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 02/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
43	PUBLIC WORKS		
292400	XEROX CORPORATION	334.60	59.36
	PUBLIC WORKS		11,609.58
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
147050	CONSOLIDATED TELEPHONE COMPANY	217.00	15.50
278600	TWIN PORT MAILING	6,936.63	41.68
292400	XEROX CORPORATION	334.60	44.51
	COMMUNITY DEVELOPMENT		101.69
SCDP (CITY)			
46	COMMUNITY DEVELOPMENT		
112020	JASON WELLER		4,915.00
116200	AMERICAN PLANNING ASSOCIATION		440.00
135000	CARLTON COUNTY AUDITOR		7,558.00
	COMMUNITY DEVELOPMENT		12,913.00
LIBRARY FUND			
45	CULTURE AND RECREATION		
171525	G&K SERVICES	350.71	3.84
192225	JOBSEQ		342.34
236125	NORTHLAND FIRE & SAFETY, INC		550.00
	CULTURE AND RECREATION		896.18
PARK FUND			
45	PARKS/RECREATION		
134800	CARLTON COUNTY TREASURER	22.52	12.78
142800	CLOQUET SANITARY SERVICE	583.15	285.83
171525	G&K SERVICES	350.71	2.00
175950	GRAPHIC TECHNOLOGIES	1,350.50	80.00
192225	JOBSEQ		139.36
229500	NAPA AUTO PARTS	628.84	40.14

DATE: 02/16/2017
TIME: 12:54:05
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 02/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

PARK FUND			
45	PARKS/RECREATION		
251800	RANDALL'S HEATING & COOLING		719.75
281500	UNITED TRUCK BODY CO INC		491.12
291350	JOHN & JULIE HAVERKAMP	433.38	19.98
	PARKS/RECREATION		1,790.96
SENIOR CENTER FUND			
45	CULTURE AND RECREATION		
171525	G&K SERVICES	350.71	30.95
242850	PARSONS ELECTRIC LLC	2,785.39	628.95
	CULTURE AND RECREATION		659.90
PUBLIC WORKS RESERVE			
45	CULTURE & RECREATION		
245000	PINE RIVER SALES, INC.	10,178.71	733.37
	CULTURE & RECREATION		733.37
WATER - LAKE SUPERIOR WATERLIN			
50	STATION ONE		
137310	CENTURY LINK	4,507.47	67.38
	STATION ONE		67.38
51	STATION TWO		
137310	CENTURY LINK	4,507.47	164.20
179300	HACH COMPANY		70.17
180500	HAWKINS INC	5,807.67	1,008.60
	STATION TWO		1,242.97
57	ADMINISTRATION		
156400	CITY OF DULUTH COMFORTSYSTEMS	79.43	78.53
	ADMINISTRATION		78.53

INVOICES DUE ON/BEFORE 02/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
49	CLOQUET		
123150	B W DISTRIBUTING		46.20
171525	G&K SERVICES	350.71	17.39
179340	HAGENS GLASS & PAINT	1,476.29	18.00
180500	HAWKINS INC	5,807.67	2,773.54
202100	LAWSON PRODUCTS INC	129.58	100.94
211400	MENARDS	295.36	69.99
247400	396-PRAXAIR DISTRIBUTION, INC.	748.38	62.15
281000	UNITED ELECTRIC COMPANY	595.23	28.20
281500	UNITED TRUCK BODY CO INC		353.70
285500	VIKING INDUSTRIAL NORTH		42.00
	CLOQUET		3,512.11
54	BILLING & COLLECTION		
276000	TOSHIBA FINANCIAL SERVICES	1,441.33	161.64
278600	TWIN PORT MAILING	6,936.63	2,870.62
	BILLING & COLLECTION		3,032.26
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	583.15	19.06
147050	CONSOLIDATED TELEPHONE COMPANY	217.00	46.50
220500	MN DEPT OF HEALTH		32.00
262875	SHAMROCK LANDFILL INC		29.54
278600	TWIN PORT MAILING	6,936.63	83.35
292400	XEROX CORPORATION	334.60	59.34
	ADMINISTRATION & GENERAL		269.79
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
123150	B W DISTRIBUTING		30.79
171525	G&K SERVICES	350.71	11.59
202100	LAWSON PRODUCTS INC	129.58	67.29
247400	396-PRAXAIR DISTRIBUTION, INC.	748.38	41.43
283700	USA BLUEBOOK	407.58	163.66
285500	VIKING INDUSTRIAL NORTH		13.77
290300	WIDDES FEED & FARM SUPPLY		86.00
	SANITARY SEWER		414.53

DATE: 02/16/2017
TIME: 12:54:05
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 02/21/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
56	LIFT STATIONS		
160950	ELECTRIC PUMP, INC.		268.26
	LIFT STATIONS		268.26
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	583.15	19.06
147050	CONSOLIDATED TELEPHONE COMPANY	217.00	31.00
278600	TWIN PORT MAILING	6,936.63	83.35
292400	XEROX CORPORATION	334.60	59.34
	ADMINISTRATION & GENERAL		192.75
CABLE TELEVISION			
45	PUBLIC TV		
162640	ENVENTIS TELECOM INC	47.24	47.95
210450	MEDIACOM LLC.	468.02	12.54
	PUBLIC TV		60.49
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
234100	NORTHEAST SERVICE COOPERATIVE	117,626.00	1,527.50
	EMPLOYEE VACATION & SICK		1,527.50
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
142800	CLOQUET SANITARY SERVICE	583.15	41.45
	PUBLIC SAFETY		41.45
	TOTAL ALL DEPARTMENTS		125,251.41



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: Caleb Peterson, Director of Public Works
Reviewed by: Brian Fritsinger, City Administrator
Date: February 14, 2017

ITEM DESCRIPTION: Disposal of Surplus Equipment

Proposed Action

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

Background/Overview

As a result of recent 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 in order to obtain a reasonable price, staff proposes to offer them for sale through the online auction service Lots 4 Bid.

Surplus Equipment List

1. 2004 H&H Light Duty Trailer Vin# 4T6UF222748063391
2. 4 Front End Loader Tires 20.5R x 25

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

Attachments

None.



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James Barclay, Assistant City Administrator/HR Director
Reviewed By: Brian Fritsinger, City Administrator
Date: February 14, 2017

(B)

ITEM DESCRIPTION: Authorization to Develop RFP for Community Sign

Proposed Action

Staff recommends that the City Council move to authorize staff to proceed with the development of a Request for Proposal (RFP) for a community sign.

Background/Overview

As the Council is aware, Staff has been conducting research into the development of a City community sign. The City has for the past two years included monies (\$35,000) in the operating budget for the construction of an electronic community sign. During a recent Work Session meeting with Council, Council positively responded to the concept of a community sign with a possible location on the corner of Doddridge Avenue and Highway 33.

Development of an RFP focused on this location and development of a detailed scope of work will expand overall understanding of this project and allow the City to (1) Approve a conceptual design and (2) Request bids for the project from local and national contractors.

Financial/Budget/Grant Considerations

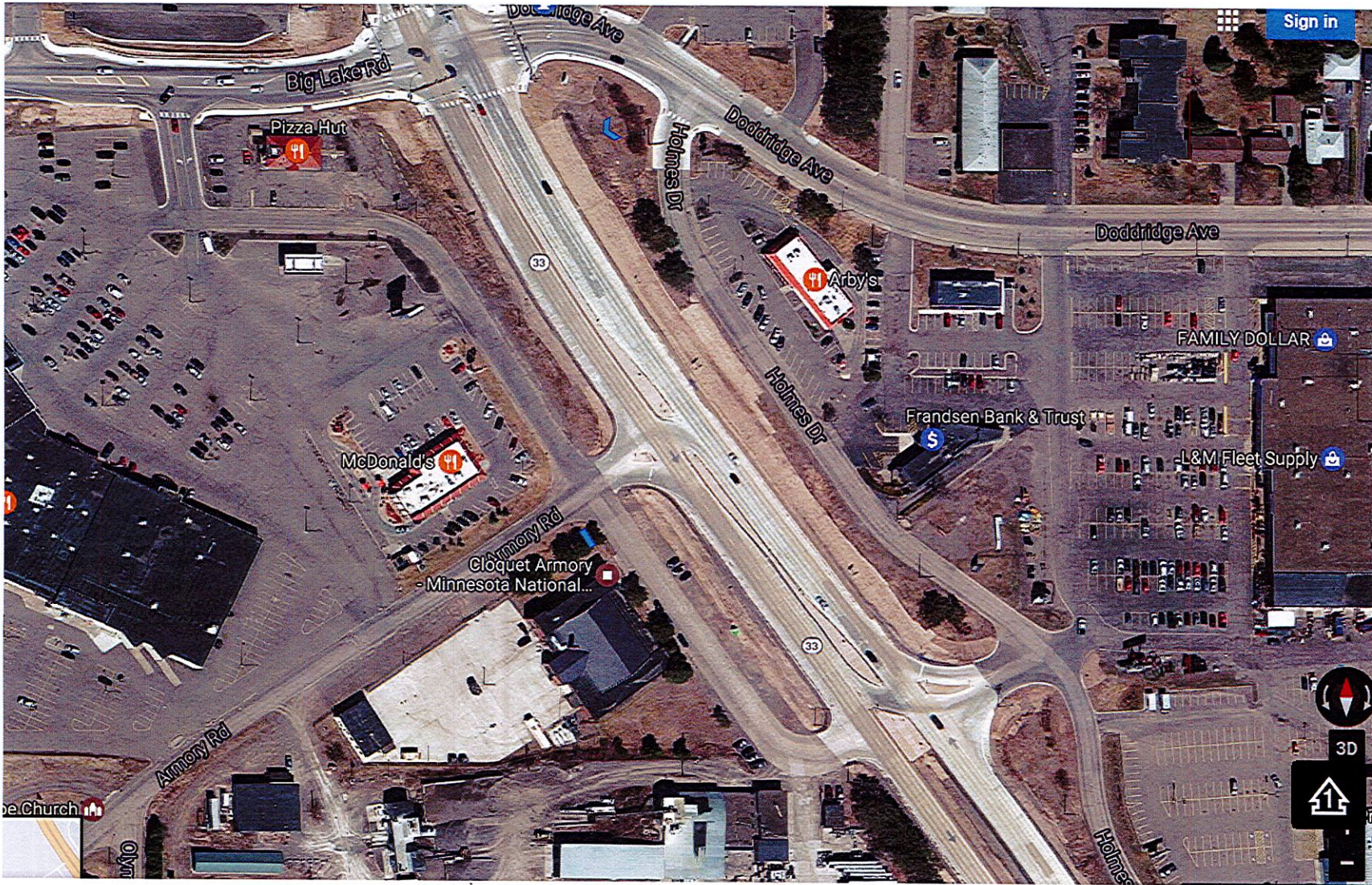
Financial impact to the City is budgeted at \$35,000 however, the design and size of the sign will determine final costs.

Advisory Committee/Commission Action

None.

Supporting Documents Attached

- Location Map (Exhibit A)



Possible
Sign
Locations

Indicated
by these
symbols:






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Phone: 218-879-3347 • Fax: 218-879-6555
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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: February 15, 2017

ITEM DESCRIPTION: Consideration of WLSSD Appointment

Proposed Action

The City Council is asked to discuss and consider the appointment of a City Councilor to the Western Lake Superior Sanitary District Board for a term expiring 07/01/17 or to direct staff to advertise the vacancy.

Background/Overview

The City has received correspondence from Bruce Ahlgren informing the City of his resignation from the WLSSD Board. This is one of three seats on the board held by Cloquet residents. Mr. Ahlgren recently rescinded his resignation until the Council can identify a replacement. This seat is typically held by a member of the City Council. The individual appointed will serve the remainder of Mr. Ahlgren's term. The terms are normally three years. The City Council discussed this seat at its January 3 and 17, 2017 meetings. It tabled action at the conclusion of both meetings to allow time for Councilors to review the materials presented by Ms. Bohren, Executive Director of WLSSD.

Staff has subsequently conducted additional research into the state law dictating our representation on this board. While historically the position has been a member of the Council, it is not a requirement. The position could be a Councilor, City Staff, resident of the City, or a non-resident residing within the district boundaries.

To date, the City has not advertised this opening to the general public or spoke with any individuals from the community to ascertain interest. Should no member of the Council be interested in the vacancy, the Council should consider several options: First, it could appoint a member of City staff. Second, it could publicly advertise the vacancy and accept applications of interest. Third, it could directly approach a resident of the community. Former City Engineer, Jim Prusak, has indicated his interest in being considered for this position.

Policy Objectives

To keep the various City boards, committees, and commissions at full membership as identified by the City Council or under Municipal Code. The membership of the WLSSD is defined under M.S. 458D.03, Subd. 2 of which the City of Cloquet shall select three members. Under Subd. 7 of this statute, each board member shall be a resident of the district and may, but need not be, an elected official.

Financial/Budget/Grant Considerations

There is no direct cost to the City regarding the appointment of this position.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Job description/Committees/Calendar



Western Lake Superior Sanitary District Board of Directors Board Member Job Description

SUMMARY:

The Western Lake Superior Sanitary District is a special purpose unit of government created by the State Legislature in 1971 to address environmental pollution problems in the lower St. Louis River basin. WLSSD provides solid waste management and wastewater services for a 500 square mile region around Duluth. It is governed by a nine-member citizen Board of Directors. This governance is defined and outlined by the enabling legislation. The Duluth City Council appoints four members, the Cloquet City council appoints three members and Carlton County and St. Louis County each appoint one member. Board members are appointed for a three-year term.

As a part of the governing body of WLSSD, a Board member provides direction and oversight to the mission and direction of the District. Members also serve on the committee(s) of their choice. Current committees are: Governance, Operations, Finance, Solid Waste, Legislative, Planning and Personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- regularly attends all Board and committee meetings and functions for which the Board member is scheduled.
- stays informed about the District's mission, services, programs and plans.
- reviews agenda and supporting materials prior to Board and committee meetings.
- serves on committees or task forces and offers to take on special assignments.
- keeps up-to-date on industry developments.
- follows conflict and confidentiality policies and requirements.
- assists the Board in carrying out its legislative and fiduciary responsibilities.
- is an active participant in the Board's evaluation and planning process.
- promotes and supports District's mission in the community.
- maintains a collegial working relationship with Board members and staff.
- serve as a mentor to new Board Members when possible, upon request.

QUALIFICATION REQUIREMENTS:

- must have an interest in clean water production and environmental protection.
- must be able to commit the time needed to attend Board and committee meetings and to review and analyze Board materials. (up to 10 hours per month)
- must be able to foster and sustain healthy discourse in a collaborative manner.
- must commit to representing the interests of the District as a whole in a balanced manner.

Committee Purpose Statements
(Revised June, 2008)

Committee of the Whole – To allow for detailed discussion of District issues and strategies where the issue or impact is multi-dimensional and its discussion and resolution requires the input of the entire Board.

All members encouraged to attend these meetings.

Agenda items would include topics from all Committees that deserve consideration by the Board as a whole, but not for formal action. Other agenda items would include reporting like the financial statements, selected communications, permit performance, and other topics of general interest.

Other Board Committees – Other committees are structured to be less formal (but still public meetings) and more geared toward discussion, planning, and oversight. Fewer staff members attend and minutes would be only an overview of the activities discussed. When actions rise to the need to be discussed with the entire Board, they would generally come to the Committee of the Whole for review and action. Other Board members are welcome, but typically would not be expected to attend.

Board Governance Committee – To focus on evaluating and continuously improving Board effectiveness and assisting Board members in properly and effectively performing their tasks as Board members.

Community Relations – To provide guidance and oversight of those issues and activities related to the Districts communication and interaction with its customers and the public such that community compliance with regulations, utilization of District programs and community support remain strong.

Finance – To provide guidance and oversight of the budgeting, financing and accounting of the Districts assets such that reasonable rates for District waste water and solid waste services are maintained, there is long-term sustainability of District programs and facilities and continued compliance with state and federal finance/accounting regulations.

Sub-Committee – Capital Oversight Committee. To provide guidance and assistance in developing and monitoring a plan of continuous capital improvements that will enable the District to meet its mission cost effectively.

Personnel – To provide guidance and oversight of District policies and practices regarding staffing, training, compensation, labor relations and succession planning such that District is able to attract and retain a high quality work force capable of meeting the Districts goals and objectives.

2017

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 <small>MEMORIAL DAY</small>	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 <small>PRESIDENTS DAY</small>	21	22	23	24	25
26	27	28				

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

MAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 <small>MEMORIAL DAY</small>	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 <small>LABOR DAY</small>	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

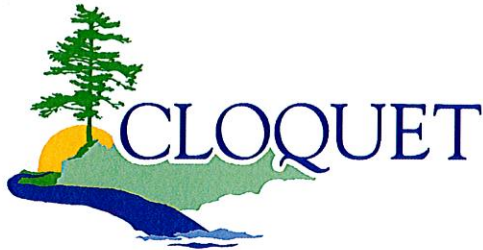
NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 <small>THANKSGIVING</small>	24	25
26	27	28	29	30		

DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

 Board Meeting




COMMUNITY DEVELOPMENT DEPARTMENT

1307 Cloquet Avenue • Cloquet MN 55720

Phone: 218-879-2507 • Fax: 218-879-6555

www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Al Cottingham, City Planner/Zoning Administrator
Reviewed By: Brian Fritsinger, City Administrator 
Date: February 15, 2017

ITEM DESCRIPTION: Zoning Case 17-01: Variance – Otter Creek Properties, LLC, Second Public Road Access

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 17-14, A RESOLUTION APPROVING THE VARIANCE TO THE SUBDIVISION CODE REQUIRING TWO ACCESS POINTS FOR A SUBDIVISION IN THE SR – SUBURBAN RESIDENTIAL DISTRICT FOR OTTER CREEK PROPERTIES, LLC.**

Background/Overview

Otter Creek Properties, LLC, Don Proulx and Steve Johnson are proposing a variance to the subdivision code requiring two access points for a subdivision due to unique circumstances. The property is located north of Moorhead Road and Otter Creek Drive. The Preliminary Plat was approved on March 2, 2004 and the Final Plat was approved on May 18, 2004.

Resolution No. 04-17 approved the preliminary plat subject to six conditions. One of the conditions of approval of the preliminary plat was “all roads will remain private until such time as the second access road is developed.” The preliminary plat for the entire development showed a second access to Moorhead Road approximately 1,500 feet east of the current access. This second access would be through a fairly large wetland area as estimated on the preliminary plat drawing (attached).

Resolution No. 04-37 approved the final plat subject to four conditions. None of these conditions referenced the road issue. There are “Covenants and Restrictions” for the development that were filed by the developer. One of the covenants reads as follows; “The maintenance of and snow removal on all roadways in the subdivision will be the responsibility of Otter Creek Properties; until at least 5 residents have been established within the Otter Creek Plat, or the roads are turned over to the City of Cloquet. At the time 5 residents have been established in Otter Creek, the cost of road maintenance, such as snowplowing and grading will be shared equally among the residence of Otter Creek.”

A public hearing was held on Tuesday, February 14, 2017 to consider a variance from the subdivision code requiring two access points for a subdivision, which is allowed if there are unique circumstances. A legal notice was published in the Pine Journal on February 2, 2017 and property owners within the subdivision and within 350 feet were sent notices of the public hearing.

Policy Objectives

The Subdivision Code states the City Council may grant a variance from these regulations following a finding that **all** of the following conditions exist:

1. There are special circumstances or conditions affecting said property which were not created by the landowner;
2. The variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner; and
3. The granting of the variance will not be detrimental to the public welfare or injurious to other property in the territory in which said property is situated.

In making this finding the City Council shall consider the nature of the proposed use of land and the existing use of land in the vicinity, number of persons to reside or work in the proposed subdivision and the probable effect of the proposed subdivision upon traffic conditions in the vicinity. In granting a variance as herein provided the City Council shall prescribe only conditions that it deems desirable or necessary to the public interest.

The applicant has addressed the criteria in the attached narrative. They also reference other subdivisions that exist without a second access. Many of their examples are of developments that were part of Knife Falls Township and not approved by the City. Two of the examples were approved by the City, one being the Carson Michael Addition, West Taylor Avenue extending west from South Oak Street. This particular development does have the road right of way extending through the plat allowing a road to be constructed to the other West Taylor Avenue extending east from Pinewood Drive however the City did not require the link to be constructed. The second one is Valley View Estates 2nd Addition. In appearance this looks very similar to the Otter Creek Plat with a long road coming in to a loop road. When the land was platted Gregg Road existed from the Knife Falls Township days and Valley View 2nd Addition has two access points out to Gregg Road therefore meeting the city requirements of two access points.

The City Attorney has reviewed this matter and it is his opinion that even though the condition for the second access was addressed with the Preliminary Plat it was not carried forward with the Final Plat, which was approved without that condition, thence the roads and their maintenance is an obligation which should be taken over by the City without a second access being constructed.

Financial/Budget/Grant Considerations

The Variance fee is \$350. The applicant has paid this fee to cover the cost associated with the application process.

Advisory Committee/Commission Action

The Planning Commission discussed the access issue and the opinion from the City Attorney regarding the two accesses. The Planning Commission has recommended approval of the Variance subject to the conditions in the attached resolution on a 6 – 0 vote.

Supporting Documentation Attached

- Resolution No. 17-14
- Location Map
- Petitioners Narrative
- Resolution No. 04-17 Approving Preliminary Plat
- Resolution No. 04-37 Approving Final Plat
- Preliminary Plat Drawing
- Carson Michael Plat
- Valley View 2nd Addition Plat

RESOLUTION NO. 17-14

A RESOLUTION APPROVING A VARIANCE TO THE SUBDIVISION CODE REQUIRING TWO ACCESS POINTS FOR A SUBDIVISION IN THE SR – SUBURBAN RESIDENTIAL DISTRICT FOR OTTER CREEK PROPERTIES LLC

WHEREAS, Otter Creek Properties LLC is proposing a Variance to the Subdivision Code requiring two access points for a subdivision in the SR – Suburban Residential District; and

WHEREAS, As required by ordinance, notification was advertised in the Pine Journal and property owners within the Otter Creek subdivision and within 350 feet have been notified. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on February 14, 2017 at which time Zoning Case / Development Review No. 17-01 was heard and discussed; and

WHEREAS, the property of the proposed Variance is located north of Moorhead Road and Otter Creek Drive and is legally described as follows:

All of Otter Creek Subdivision, Carlton County, Minnesota. And,

WHEREAS, the Planning Commission reviewed the staff report and recommends approval of the Variance to allow the subdivision to have only one access to a public road versus the Ordinance required two.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that it approves Zoning Case 17-01 for a Variance to the Subdivision Code requiring two access points subject to the following conditions:

1. An easement should be deeded to the City in order to create the entire 66 feet of right of way adjacent to Otter Creek Drive and Cedar Valley Drive in the northerly portion of the plat.
2. The roads will not be taken over by the city until the road right of way has been cleared by the applicant to the Public Works Directors satisfaction which would happen after the snow melt in the spring.
3. The streets will not be taken over by the City until the requirements of Chapter 13.1.13, Street Grades, Curves and Sight Distances meet the City Engineers satisfaction.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 21ST DAY OF FEBRUARY 2017.

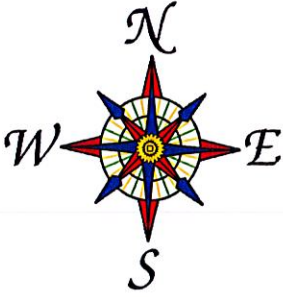
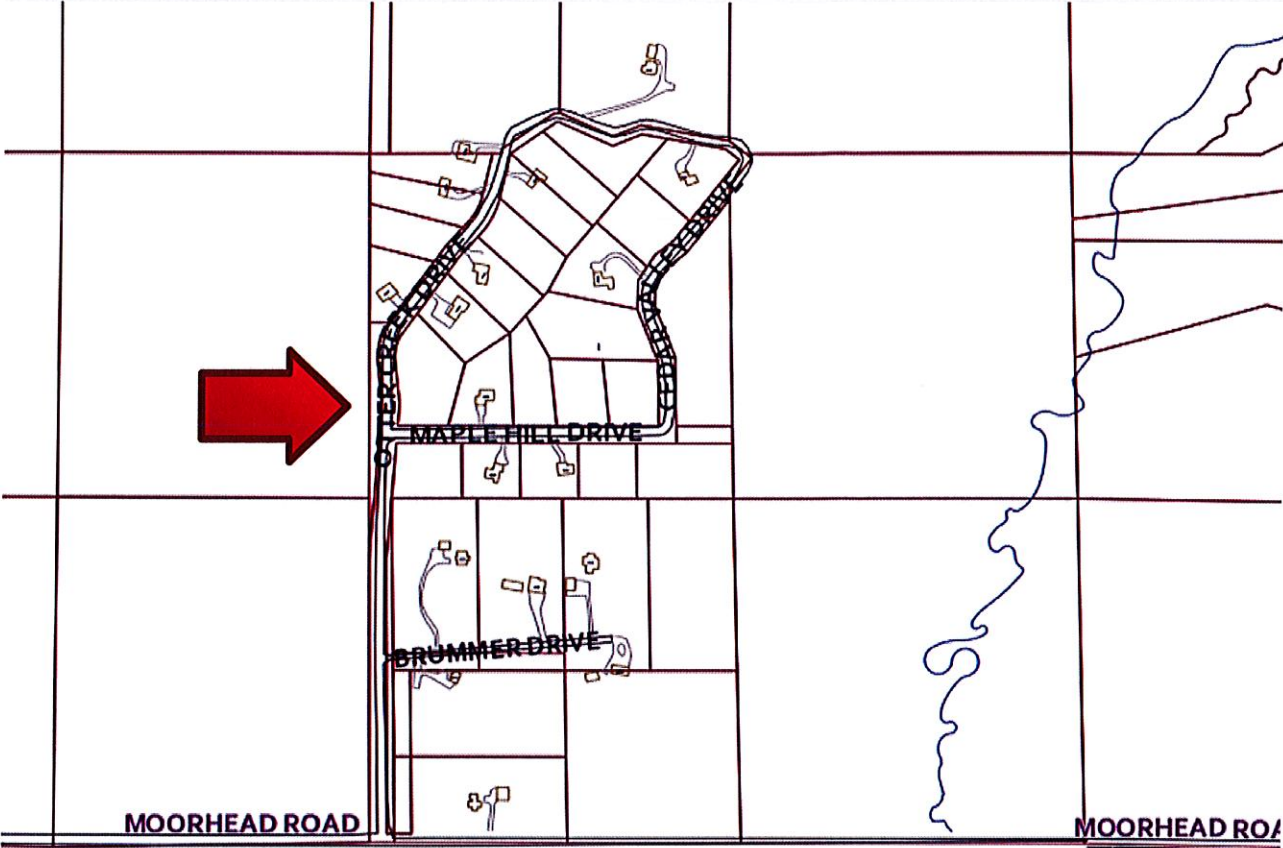
Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

Location Map

Otter Creek



No Scale

City of Cloquet
Community Development Dept.
Subdivision Code Variance Application
Otter Creek Properties Inc

The following letter is part of the variance application dated _____ outlining the conditions that exist on the Otter Creek Plat, (phase one) resulting in an extraordinary hardship and practical difficulties to Otter Creek Properties, Inc.

There is no requirement for a second entrance in the Otter Creek Final Plat, which was approved, signed and recorded. The preliminary plat called for a second entrance/exit from the development prior to the City accepting the roads as intended. Otter Creek Properties, Inc. is requesting a legal determination and/or variance amending the preliminary plat to allow the roads in the first addition (phase one) to be accepted by the City of Cloquet without a second entrance/exit being constructed.

In order to approve a variance, the Commission must consider and find evidence that:

- 1) **The variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.**

This variance is necessary to allow the petitioner and all residents of Otter Creek to enjoy their rights as property owners. The use of land in the Otter Creek Plat will be completely consistent with its current and intended use. The assumption of road maintenance by the City would enhance its usability, have a positive impact on public safety, relieve the financial burden of its residents and finalize this project by accepting the roads that were constructed to City specifications as planned.

- 2) **There are special circumstances or conditions affecting said property which were not created by the landowner.**

Unique to this property is the extensive wetland that exists, between the plat and Moorhead road that was not created by the landowner. These wetlands are located where the only viable route for a second entrance/exit could go. The impact of wetlands would likely not be allowed by the Army Corp of Engineers and the extremely high costs associated with building this extra road, cause an extraordinary hardship.

- 3) **The granting of the variance will not be detrimental to the public welfare or injurious to other property in the territory in which said property is situated.**

The granting of this variance will enhance public safety and likely prevent injury by ensuring that roads be maintained by professional city workers, using professional grade equipment.

The requirement for a second entrance/exit in the preliminary plat of Otter Creek Phase One was, in the applicants' opinion, included without the City Planners, Planning Commission, City Council or the applicants anticipating the extensive wetland impact and enormous cost that would result from its construction. It is important to also note that, before and after the Otter Creek Plat was approved, other developments in the City have been approved and built that do not meet the requirement of a second entrance/exit. Multiple examples of these platted developments in the city establish a strong precedent for this variance to be approved.

CITY OF CLOQUET
COUNTY OF CARLTON
STATE OF MINNESOTA

RESOLUTION NO. 04-17

APPROVING PRELIMINARY PLAT

WHEREAS, An application has been submitted by Stephen C. Johnson, 701 Park Avenue, Cloquet, and Donald Proulx, 8226 Highway 8, Culver, for rezoning and Preliminary Subdivision Plat approval for approximately 200 acres of land currently zoned F-R, Farm Residential; and

WHEREAS, The application, if approved, will rezone said land to R-1, Single Family Residential, and authorize Phase I of a Preliminary Plat of approximately 40 acres subdividing said land into 26 lots for single family residential development; and

WHEREAS, The property in question is described as the E ½ of the SE ¼, the NW ¼ of the SE ¼, and the S ½ of the NE ¼, all in Section 34, T49N, R17W, City of Cloquet, and is located to the north of Moorhead Road and to the west of Otter Creek; and

WHEREAS, A public hearing was held to consider the request at a regular meeting of the Cloquet Planning Commission on February 24, 2004 at which time the City Planner presented an Addendum to Development Review No. 03-23, and other information was received as recorded in the minutes of said meeting; and

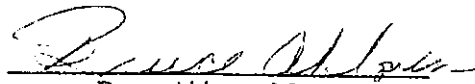
WHEREAS, The Planning Commission found that the proposed rezoning and subdivision plat will conform to the goals and policies of the Comprehensive Land Use Plan, that the proposal will help meet the continuing housing needs of the community, and that the proposal will have little or no impact to neighboring property owners; and

WHEREAS, The Commission has recommended approval of the rezoning and Preliminary Subdivision Plat subject to conditions.


NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, That it approves the Preliminary Plat for Phase I, described as the NW 1/4 of the SE1/4, Section 34, T49N, R17W, subject to the following conditions:

- a) all roads will remain private until such time as the second access road is developed;
- b) all roads will be constructed in accordance with City Engineer's specifications;
- c) comments regarding technical deficiencies as noted in the development review will be incorporated into the Final Plat;
- d) all lots will be designed to support two on-site sewer systems in accordance with State law;
- e) recreational land dedication in accordance with Section 5.10 of the Subdivision Regulations shall be negotiated with the City prior to Final Plat approval; and
- f) a complete drainage plan in accordance with MPCA and NPDES requirements shall be incorporated into the plat.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 2ND DAY OF MARCH, 2004.**


Bruce Ahlgren, Mayor

ATTEST:


Brian Fritsinger, City Administrator

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

RESOLUTION NO. 04-37

**RESOLUTION APPROVING
OTTER CREEK SUBDIVISION (PHASE I) FINAL PLAT**

WHEREAS, The Final Plat of Otter Creek Subdivision (Phase I) has been submitted by Don Proulx and Stephen Johnson; and

WHEREAS, The Preliminary Plat for this subdivision was approved on March 2, 2004 (Case No. 03-23); and

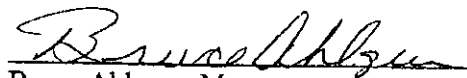
WHEREAS, The plat was reviewed by the Planning Commission at its regular meeting on May 11, 2004, at which time discussion was held and questions were answered as recorded in the minutes of said meeting; and

WHEREAS, The Planning Commission found that the Final Plat is consistent with the Preliminary Plat, provided certain issues are fully resolved prior to recording the plat;


WHEREAS, The Planning Commission recommended approval of the Final Plat of Otter Creek Subdivision (Phase I), subject to conditions:

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That it approves the Final Plat of Otter Creek Subdivision (Phase I), subject to the following conditions: 1) final covenants for the plat shall be provided by the applicants and reviewed and accepted by the City as being consistent and not in conflict with City regulations; 2) Lot 5, Block 1, Lot 1, Block 2 and Lot 12, Block 3 shall be identified either on the plat or in the covenants or both as requiring design for an "other" on-site sewer system in accordance with State rules before a Building Permit can be issued; 3) recreational land dedication shall consist of Outlot B plus cash-in-lieu to total 10% of the acreage of the plat, with payment terms to be negotiated with the City Council; and 4) any comments by the City Engineer regarding road specifications and utility easements shall be incorporated into the Final Plat before recording.

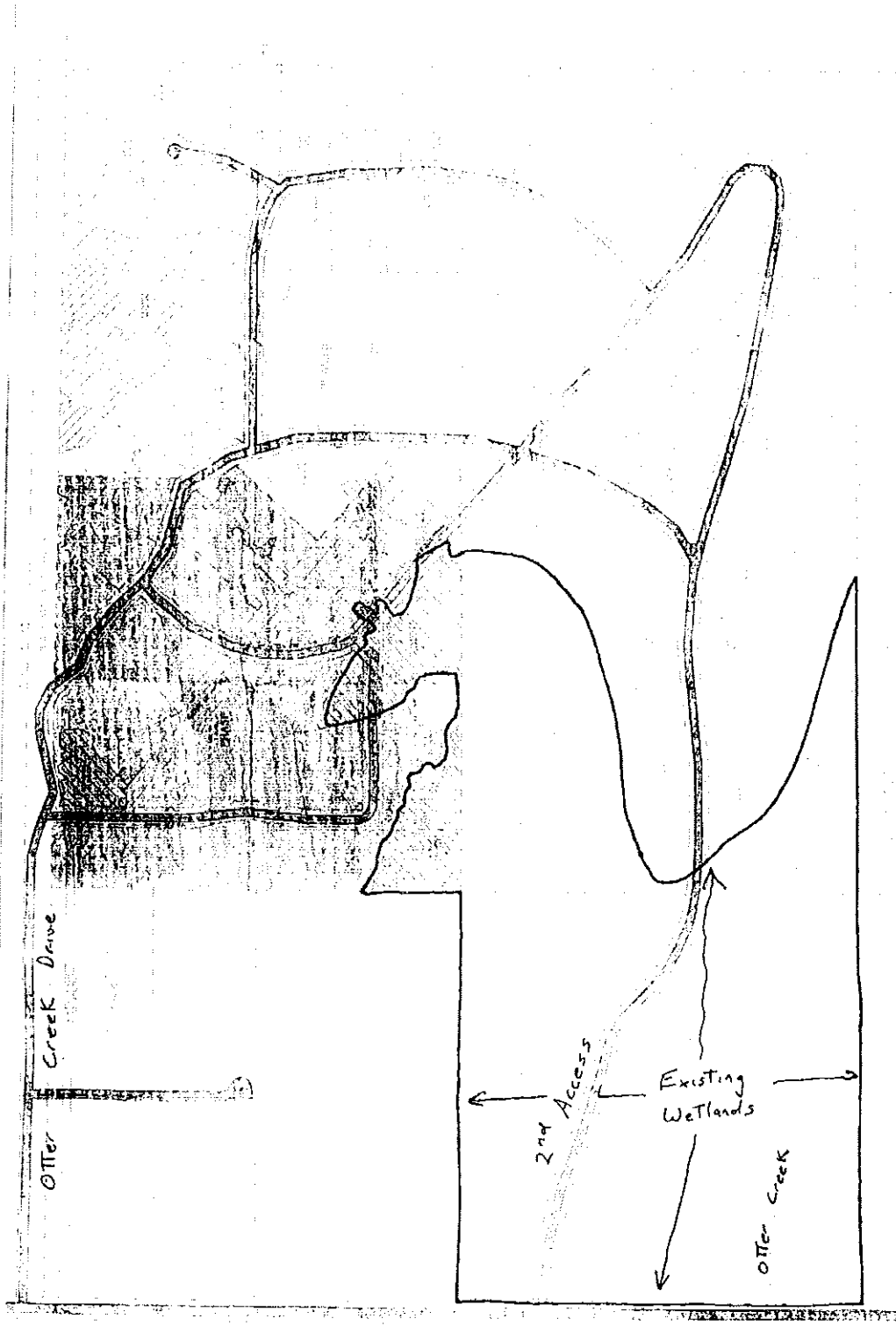
**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 18TH DAY OF MAY, 2004.**


Bruce Ahlgren, Mayor

ATTEST:



Brian Fritsinger, City Administrator

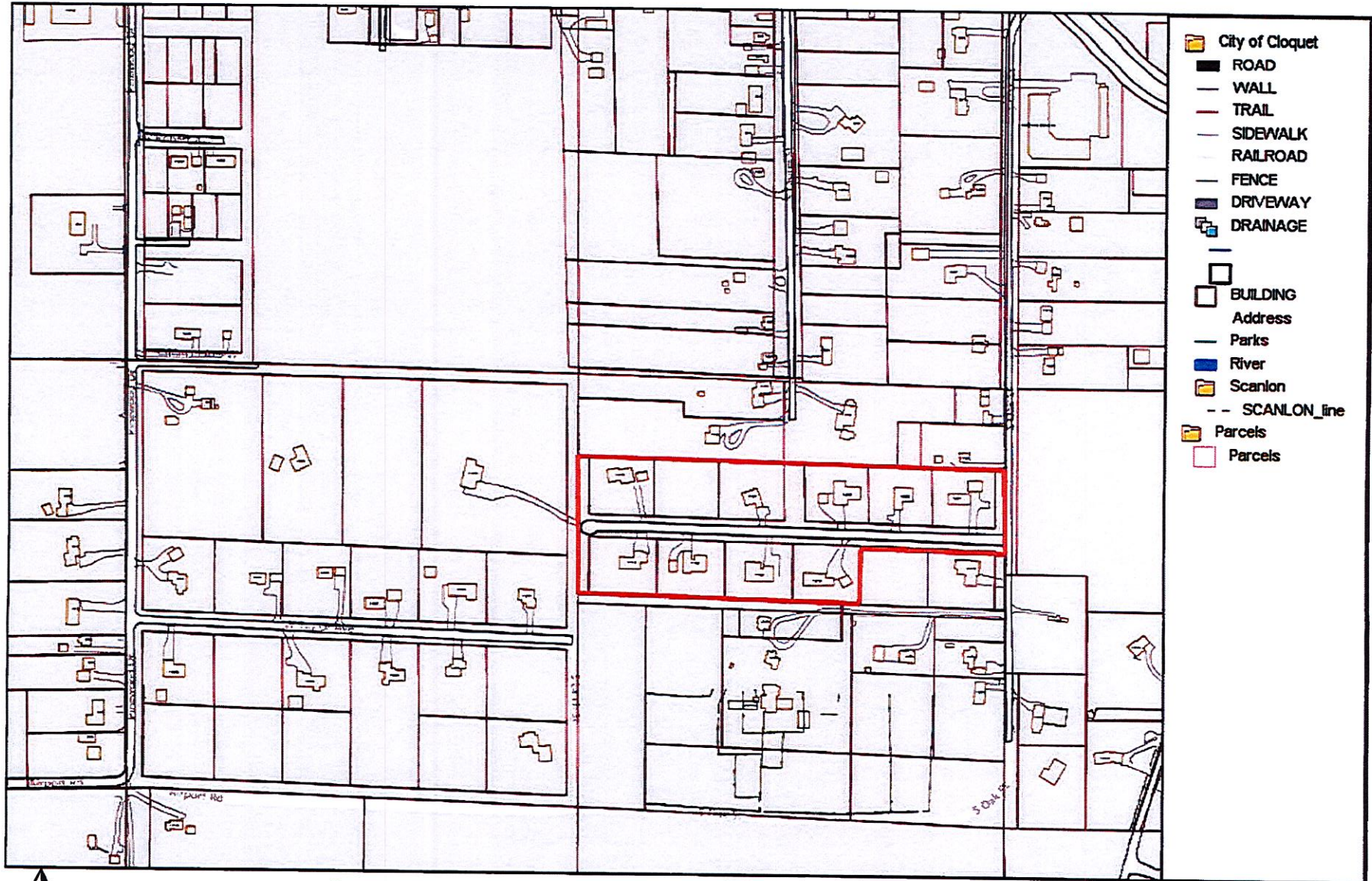


Moorhead Road

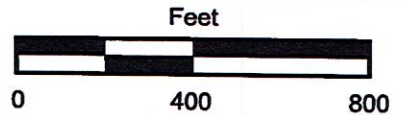
Preliminary Plat Otter Creek

N
No Scale

Carson Michael Addition

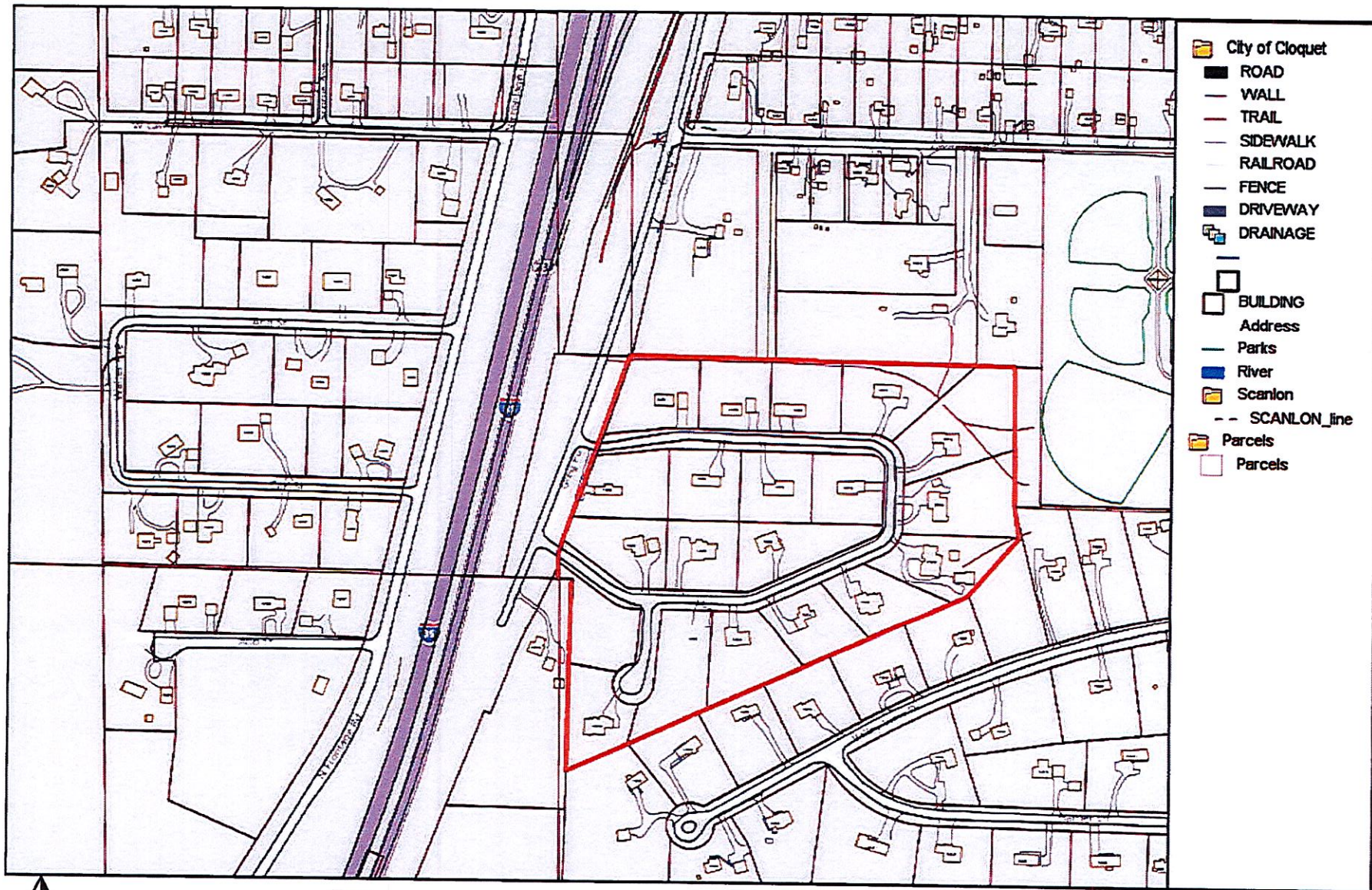


- City of Cloquet
- ROAD
- WALL
- TRAIL
- SIDEWALK
- RAILROAD
- FENCE
- DRIVEWAY
- DRAINAGE
- BUILDING
- Address
- Parks
- River
- Scanlon
- SCANLON_line
- Parcels
- Parcels

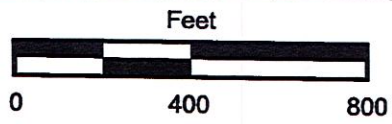


This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Valley View 2nd Addition



- City of Cloquet
- ROAD
- WALL
- TRAIL
- SIDEWALK
- RAILROAD
- FENCE
- DRIVEWAY
- DRAINAGE
- BUILDING
- Address
- Parks
- River
- Scanlon
- SCANLON_line
- Parcels
- Parcels



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CLOQUET POLICE DEPARTMENT

STEVEN K. STRACEK
Chief of Police

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

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Steve Stracek, Chief of Police
Reviewed by: Brian Fritsinger, City Administrator
Date: February 15, 2017

ITEM DESCRIPTION: Recommendation to Approve School Resource Officer Contract
With ISD #94

Proposed Action

Staff recommends that the City Council move to approve a contract with I.S.D. #94 to fund and support a School Resource Officer (SRO) in Cloquet Public Schools. This action also includes a request to hire an additional officer to maintain the department's authorized strength of sworn staff supporting current operations.

Background/Overview

Based on departmental needs, in 2009, the Cloquet Police Department removed staff from a permanent SRO assignment in the schools. Regarding the school district and from an investigative and support role, the department transitioned to a consultancy based service. The physical absence of a police officer developed a more "as needed" application of police services and reduced our opportunities for timely problem solving, prevention and intervention. The value of the previous SRO program became apparent as students began to experience fewer positive contacts with law enforcement (in the way of regular non-enforcement interactions) and less collaboration with staff in the schools. Based on time and resource constraints, the staffing change also affected our efforts to introduce programming to address drug threats and violence at critical stages.

In 2016, officers from the police department responded to 216 calls for service at schools in the district. The calls were primarily handled at the patrol level, drawing on resources during day shifts when our staff was often committed to other law enforcement duties. In addition to the school day call responses, each morning and afternoon, our officers were assigned to stationary posts within the schools in an effort to become a familiar and regular presence during times of high activity. During lunch, and at the end of school hours, our staff handled calls for service related to student activity, vehicular traffic, and extra-curricular events.

In 2016, department staff and leadership from I.S.D. #94 were involved in on-going discussion and research related to the feasibility of embedding a police officer in the Cloquet Public Schools. Staff entered into these discussions recognizing the importance of collaborating with the school district to work out agreed upon expectations and goals. During these discussions, specific details related to payment for services, duties, work hours, and other day to day operational standards were included in the contract.

Policy Objectives

One of the central components of community policing is to build partnerships and relationships for the purpose of creating safe school environments. Individually, the SRO can improve the relationship between youth and police one child at a time. On a larger scale, the SRO facilitates a partnership between the police department and the school system. In a crisis, the SRO can communicate with school administrators and police officials and understands the needs of both entities. It is not uncommon for parents to approach an SRO concerning non-school related issues, homeowners near the school may report suspicious activity, and business owners can request assistance from the SRO concerning student conduct in their stores.

The SRO will be assigned to the schools while classes are in session. During the remaining three months of the year (summer), the SRO will work in partnership with the detective division, primarily assigned to handle juvenile cases. The SRO will also attend summertime youth events, patrol city parks, and participate in youth safety programs.

Per police department policy, this position will be filled at the Police Officer rank as a Specialized Assignment and will be posted as a temporary position.

Financial/Budget/Grant Considerations

The SRO position will be selected from the ranks of our current staff. When selected and assigned as the SRO, the officer's absence will impact current staffing levels necessary to provide adequate police services. By hiring a replacement officer, the Police Department will be able to continue to provide a full level of service to our community by maintaining adequate staffing levels.

The salary and related expenses for the SRO replacement officer were included in the approved 2017 budget. As stated in the contract, the school district will cover 70% of the SRO's salary, and portions of the officer's overtime and training expenses.

Advisory Committee/Commission Action

The Citizens Advisory Board will be participating in this selection and hiring process.

Supporting Documentation Attached

N/A

**SCHOOL RESOURCE OFFICER AGREEMENT
CITY OF CLOQUET AND CLOQUET ISD #94**

This Agreement is made, this 9th day of January, 2017, by and between the Cloquet Independent School District #94 (hereinafter referred to as the School District) and the City of Cloquet/ Cloquet Police Department (hereinafter referred to as the City).

WHEREAS, the City agrees to provide the School District a School Resource Officer (SRO) Program in the School District; and

WHEREAS, the School District and the Police Department desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the SRO in the School District.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

I. Cost of the SRO Program

A. For the first year of this agreement, the School District shall pay to the City \$64,156 for the SRO to provide service during the normal school year. Such payments shall cover all hours/days worked from the start to the end of the normal school year and normal school day with the exception of overtime which shall be billed and paid at \$45 per hour for time worked at any extra-curricular activities of the School District of which the SRO is requested to attend outside of the SRO's regular scheduled shift. The City shall invoice the School District monthly for such services. Subsequent years cost shall be determined based upon a formula consisting of the total wages/benefits being divided by the number of work days in that period times the number of scheduled school work days for that school year.

B. The School District and the City shall equally share all costs of training provided to the SRO. The shared costs shall apply to training pertinent to the SRO position, mutually agreed and approved by the Police Department and the School District. Training costs not specific to the SRO position will be the responsibility of either the City or the School District, dependent upon which agency requires or requests the training.

II. Term of the Agreement

A. The initial term of this Agreement is three years commencing on the 9th day of January, 2017, and ending on the 9th day of January, 2019, however, should either party encounter budgetary constraints that make the continuation of this agreement impractical, then either party may cancel this agreement upon sixty (60) days' notice to the other. Following the initial three-year term, this agreement shall be automatically renewed for successive one year periods unless either party requests termination or modification of this agreement. This request will be made in writing.

III. Employment of School Resource Officer

- A. The SRO shall be the employee of the City and shall be subject to the administration, supervision and control of the City.
- B. The SRO shall be subject to all personnel policies and practices of the Police Department and the City of Cloquet except as such policies or practices may be modified by the terms and conditions of this Agreement.
- C. The City will post for the SRO according to its internal policies and procedures. The School District may participate in the selection process consistent with internal policies and procedures and any applicable CBA language.
- D. The authority to hire, discipline and discharge the SRO rests solely with the City. The School District will appoint an administrator to be the SRO Coordinator. The SRO Coordinator will help coordinate the scheduling of the SRO, communicate schedule changes or emergencies involving the SRO with the School District staff and the Police Department, and facilitate communications among the SRO, Police Department, and School District staff.
- E. If the School District is dissatisfied with an SRO who has been assigned to the SRO position, the School District shall contact the Police Department and express its concerns. Steps will be taken to resolve those concerns and may include, but limited to such actions as listed below:
 - 1. Police Department and School District officials discussing issues with the SRO.
 - 2. Police Department taking corrective actions according to its policy/procedures.
 - 3. Mediation coordinated by the Police Department and School District.

IV. Duty Hours

- A. On most days, it is the intent of the parties that the SRO's duty hours shall conform to the school day. The normal workday is eight hours and covers the hours from 7:30 am until 3:30 pm, inclusive of a lunch period.
- B. It is understood and agreed that time spent by an SRO attending court and/or other such commitments related to criminal cases arising from and/or out of their employment as an SRO shall be considered as hours worked under this Agreement.
- C. In the event of an emergency, if the SRO is ordered by the Police Department to leave their school during normal duty hours as described above and to perform other services for the Police Department, the time spent engaged in these other duties shall not be considered hours worked under this Agreement. In such an event, the compensation paid by the School District to the City shall be reduced by the number of hours of SRO service not provided to the School District or the hours shall be made up in a manner determined by mutual agreement of the parties.
- D. In the event an SRO is absent from work, the SRO shall notify his or her supervisor in the Police Department and the School District's SRO Coordinator of the school to which the SRO is assigned. When the SRO is absent from work, the Police Department will not have to assign a

substitute SRO, but the Police Department will have officers available to respond to school emergencies. The SRO may use paid leave during the school year. If the SRO is to be absent for more than one week, the Police Department will assign a qualified substitute SRO if available. When paid leave is used by the SRO, the Police Department will review the leave request and communicate with the School's SRO Coordinator to ensure the absence does not impact operations. Use of paid leave, whenever possible will be scheduled on days when school is not in session.

V. Duties of School Resource Officer

The SRO's duties will include, but will not be limited to the following:

- A. To be an extension of the principals' offices for assignments consistent with this Agreement.
- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus. As to school code violations, the SRO will take the student to the principal's office for discipline to be meted out by school officials.
- C. To act as the designee of the campus administrator in maintaining the physical plant of the assigned campus to provide a safe environment as to law enforcement matters and school code violations. This includes building(s), grounds, parking lot(s), lockers and other public school property. As to school code violations, the SRO will take the student to the principal's office for discipline to be meted out by school officials.
- D. To provide a classroom resource for law education using approved materials.
- E. To be a resource for students, enabling students to be associated with a law enforcement figure and role model in the students' environment.
- F. To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.
- G. To participate, as available to do so, in operations such as Restorative Justice. The SRO's role in such cases will be to support the process and to provide an "outside perspective" from law enforcement.
- H. To document SRO activities on and off campus and compile a monthly report to be provided to the Police Department and to the School District's SRO Coordinator.
- I. To make appearances before councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
- J. The SRO will be involved in school discipline, when it pertains to preventing a disruption that would, if ignored, place students, faculty and staff at risk of harm, the SRO will resolve the problem to preserve the school climate. As to school code violations, the SRO will take the student to the principal's office for discipline to be meted out by school officials.

- K. In all other cases, disciplining students is a School District responsibility, and the SRO will take students who violate the code of conduct to the principal's office for resolution of those incidents.
- L. It will be the responsibility of the SRO to investigate all crimes originating on campus. Information on cases that are worked off-campus by the Police Department or other agencies involving students on a campus served by an SRO will be provided to the SRO, but the SRO will not normally be actively involved in off-campus investigation(s) unless the incident occurred on campus or could impact campus activities.
- M. The SRO will share information with the administrator about persons and conditions that pertain to campus safety concerns.
- N. The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency and delinquency-prone youths and their families. Referrals will be made when necessary.
- O. The SRO will be a resource for school officials planning emergency response procedures.
- P. The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- Q. The SRO will coordinate all of his/her activities with the principal and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.
- R. The SRO may be asked to provide community wide crime prevention presentations that include, but are not limited to:
 - 1. Drugs and the law – Adult and juvenile;
 - 2. Alcohol and the law – Adult and juvenile;
 - 3. Sexual assault prevention;
 - 4. Safety programs – Adult and juvenile;
 - 5. Assistance in other crime prevention programs as assigned.

VI. Time and Place of Performance

- A. The SRO's work schedule and assignment location will be planned at least one month in advance by the Police Department, SRO Coordinator and SRO.
- B. The School District will provide the SRO an office and such equipment as is necessary to have confidential meetings, keep confidential records, and have access to appropriate technological resources.

VII. Transporting Students

- A. SRO's shall not transport students in Police Department vehicles except:
 - 1. When consistent with Police Department policy.
 - 2. When the students are victims of a crime, under arrest, or some other emergency circumstances exist; and
 - 3. When students are suspended and/or sent home from school pursuant to school policy, if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.
- B. Students shall not be transported to any location unless it is determined that the student's parent, guardian, or custodian is at the destination to which the student is being transported. SROs shall not transport students in their personal vehicles.
- C. SROs shall notify school personnel upon removing a student from campus.

VIII. Access to Education Records

- A. School officials shall allow the SRO to inspect and copy any public records maintained by the school to the extent allowed by law.
- B. If some information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, school officials shall disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.
- C. If confidential student record information is needed by an SRO, but no emergency situation exists, the information may be released only as allowed by law.

In Witness Whereof, the parties have hereunto set their hands and seals the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 94

By: *Don Bynthe* Title: *Board Chair* Date: *1/9/17*

By: *Ken Salsaf* Title: *Supt.* Date: *1-9-17*

CITY OF CLOQUET

By: *[Signature]* Title: _____ Date: _____


By: _____ Title: _____ Date: _____



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: Brian Fritsinger, City Administrator 
Date: February 15, 2017

ITEM DESCRIPTION: City Administrator Hiring Process

Proposed Action

Staff recommends the City Council authorize the preparation of a Request for Proposals (RFP) for an executive search firm to conduct the hiring process for the City Administrator position.

Background/Overview

With my resignation effective March 17, 2017, the City will need to begin the process of finding a replacement. The last time the City initiated a search for a new City Administrator, the City utilized an executive recruiting firm.

I would once again suggest the City Council consider hiring a consultant, Labor Relations Associates, to assist the City with the search and keep the hiring process on schedule. Another benefit of hiring a consultant is that the firm could help the City Council identify what traits and skill sets they would like to see in a candidate prior to initiating the search.

The City last used a recruiting firm with its search for a Police Chief. The cost for that search was between \$15,000 to \$20,000. The process would most likely take two to four (2-4) months to recruit candidates and then approximately one (1) additional month before a candidate could start.

Another option would be to handle the process in-house, being led by the City's Human Resource Director. This process would include the preparation of a position profile, advertising, scoring applicant resumes, conducting background checks and interviews. While this process would most likely be completed in a similar amount of time, most cities utilize a consulting firm to alleviate staff workload and to provide a neutral, unbiased party to assess the City's needs and provide expertise to assist the City Council with this position.

In Minnesota, there are three (3) primary firms which assist Cities with executive recruitment. They include: Springsted/Waters & Company, Huelife Human Understanding and Engagement, and David Drown Associates, Inc.

With my departure and timeframes involved, the Council should also discuss the appointment of an interim City Administrator. This could be an individual from outside or inside the organization. However, I believe the City is fortunate to have an experienced complement of Department Heads and staff of whom are capable of carrying out the day to day operations of the City. Assuming the hiring process begins without delay, it would be my recommendation that the Council consider appointing James Barclay as the interim administrator. In that case, the Council should meet with Mr. Barclay to ascertain his interest in serving in this capacity and any wage/benefit expectations that he might have.

To Mayor and Council
City Administrator Hiring Process
February 15, 2017
Page 2

Policy Objectives

To identify an individual who meets Section 2.1.04 of City Code.

Financial/Budget/Grant Considerations

To be determined through the RFP process. However, an estimate of \$20,000 to \$25,000 depending on the final scope of services sought by the City.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

N/A




CLOQUET POLICE DEPARTMENT

STEVEN K. STRACEK
Chief of Police

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

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Steve Stracek, Chief of Police
Reviewed by: Brian Fritsinger, City Administrator 
Date: February 15, 2017

ITEM DESCRIPTION: Authorization for Police Officer Hiring Process

Proposed Action

Staff recommends that Council moves to authorize the hiring process for a Police Officer position.

Background/Overview

The 2017 budget includes approved funding for a total of 23 Police Officers. In January of 2017, one of our officers, Charlie Martin, accepted a position with the University of Minnesota-Duluth Police Department. Officer Martin's departure has resulted in a reduction in our authorized number of sworn staff.

Hiring a police officer is a dynamic and time-consuming process. The process includes a written test, a panel and final interview, background verification, and medical and psychological assessments. With our primary goal to recruit and hire top tier candidates, the process can take up to a few months. By authorizing a new hiring process, it is our belief that we will have an opportunity to assess new candidates for this position and allow us to establish a new hiring eligibility list. Based on selection criteria applied during the last hiring process, it is the opinion of the Police Department and City Administration that no other candidates are selected from our 2016 list.

Policy Objectives

Hiring for this position is consistent with previous actions of the City Council. It will allow the Police Department to continue to provide a full level of service to our community by maintaining adequate staffing levels.

Financial/Budget/Grant Considerations

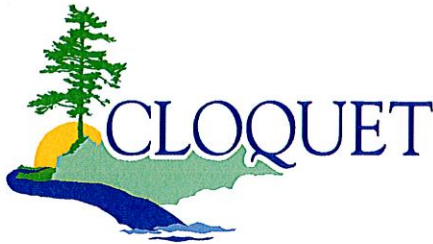
Current costs will be minimal and include the purchase of a written test, staff time, and advertising. The open position is currently funded in the 2017 department budget, and the only additional costs to the city will be specific to training and uniform purchase expenses. Funding for an entry-level officer to replace Officer Martin will be a savings in the current budget-related to salary costs.

Advisory Committee/Commission Action

The Citizens Advisory Board will be engaged in this hiring process.

Supporting Documentation Attached

None.



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed by: Brian Fritsinger, City Administrator
Date: February 14, 2017



ITEM DESCRIPTION: Resolution to set Public Hearing date on Proposed Final Assessments for the 2016 Improvement of 3rd Street

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 17-17, A RESOLUTION TO SET HEARING DATE ON PROPOSED FINAL ASSESSMENTS FOR THE IMPROVEMENT OF 3RD STREET FROM CLOQUET AVENUE TO CARLTON AVENUE.**

Background/Overview

As part of the City's 5-Year Capital Improvement Program (CIP) and approved budget, 3rd Street from Cloquet Avenue to Carlton Avenue was reconstructed during 2016.

A Public Hearing on the proposed project was held on March 1, 2016 and following the hearing, the City Council ordered the improvement. Bids for the project were awarded on May 3, 2016 and construction was completed during the summer of 2016.

A proposed final assessment role for the improvement is in the process of being prepared and in accordance with MN Statutes Chapter 429, the City Council is required to schedule and give notice of a Public Hearing on the Proposed Assessment, at which time property owners affected by the improvement will be given an opportunity to express concerns with reference to the final assessment. In keeping with past Council direction, the hearing is proposed to be held on March 21, 2017 in order to provide a minimum of 3 weeks' notice to those property owners who may wish to attend.

Policy Objectives

To adopt a final assessment role for the completed improvement in accordance with current City code but prior to approval, affected property owners shall be provided an opportunity to make comments in reference to the proposed assessment in accordance with State Statutes.

Financial/Budget/Grant Considerations

The total cost of the improvement was approximately \$936,000, approximately 20% below the engineers estimate used to prepare the preliminary assessment estimates. The proposed assessment role will be finalized prior to the hearing. Assessments levied are used to reimburse the funds from which the project expense was incurred over a period of years as set by the Council following the Hearing.

Advisory Committee/Commission Action

N/A

Supporting Documents Attached

- Resolution No. 17-17

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

RESOLUTION NO. 17-17

**RESOLUTION TO SET HEARING DATE ON PROPOSED FINAL ASSESSMENTS FOR THE
IMPROVEMENT OF 3RD STREET FROM CLOQUET AVENUE TO CARLTON AVENUE**

WHEREAS, The City made plans to reconstruct 3rd Street as part of the City's 5-Year Capital Improvement Program (CIP) and approved budget for 2016; and

WHEREAS, The Cloquet City Council on March 1, 2016, held a Public Hearing to consider the improvement; and

WHEREAS, Said improvement was subsequently ordered and completed and the City has prepared a proposed assessment roll which is available in the office of the City Administrator for public inspection.

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

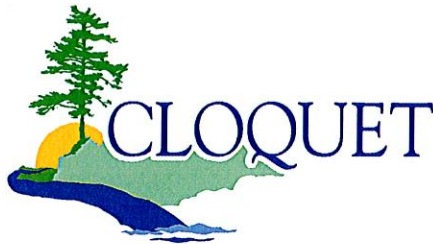
1. A hearing shall be held on March 21, 2017 in the City Council Chambers at 7:00 p.m. to pass upon such proposed assessments and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper as required by Minnesota Statutes and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll as required by Minnesota Statutes.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 21st
DAY OF FEBRUARY, 2017.**

ATTEST:

Dave Hallback, Mayor

Brian Fritsinger, City Administrator



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: Brian Fritsinger, City Administrator
Date: February 14, 2017

ITEM DESCRIPTION: Lift Station Generator Purchase

Proposed Action

Staff recommends the City Council move to authorize the purchase of an electrical generator from Total Energy Systems in the amount of \$19,638.00.

Background/Overview/Feasibility

As part of Cloquet’s adopted 2017 Capital Improvement Program (CIP) and annual budget, Public Works is scheduled to purchase an Electrical Generator under CIP Project No. SE-002 at a budgeted cost of \$25,000.

Currently Public Works has nine sewer lift stations located throughout the sanitary sewer collection system. While each station is unique in its design, all of our stations are equipped with electric pumps and motors as is the standard across our industry. In the event of an electrical power failure, a portable generator must be deployed in order to prevent wastewater from either backing up into basements or overflowing to the environment. Currently, Public Works has only one portable generator capable of powering our various lift stations. While our lower capacity stations can sit idle for a day or more without fear of sewer back-ups or overflows, higher capacity stations such as the one located on Dunlap Island run regularly and would require a dedicated power source in the event of an extended power outage.

Staff has done an evaluation of the Dunlap Island Lift Station located next to Spafford Park. With the high flows experienced in this station, it is very difficult for an employee to respond to the Public Works Garage and mobilize our portable generator to the Island prior to a discharge into the St. Louis River. Due to the critical nature of this station and its proximity to the River, staff is recommending a permanent natural gas fired generator be placed on site. In the event of a power failure, the new generator would ensure continuous operation without the need to dispatch staff to this location.

Staff has investigated various generator units, prepared specifications and obtained written proposals from various suppliers as follows:

Generator Model	Supplier	Bid Price
Kohler 50REZGB	Total Energy Systems	\$ 19,638
Generac	Titan Energy Systems	\$ 21,307
Caterpillar DG50	Zeigler Power Systems	\$ 26,920

To Mayor and Council
Lift Station Generator Purchase
February 14, 2017
Page 2

Policy Objectives

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

Financial/Budget/Grant Considerations

The current 2017 CIP and approved Budget includes \$25,000 for the purchase of this piece of equipment.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- Proposal from Total Energy Systems



"Proven Provider of Critical Power Solutions"

For: Village of Cloquet

From:

Dan Slagle
Industrial Generator Sales
Total Energy Systems
14950 Martin Drive
Eden Prairie, MN 55344
P: (866) 583-3183 Cell: (612) 248-4709
dslagle@totalenergysystems.com

GENERATOR SET

Kohler Model: 50REZGB

This Natural Gas generator set equipped with a 4P10X alternator operating at 120/240 volts is rated for 53 kW/66 kVA.
Output amperage: 159

Configuration

- | Qty | Generator |
|-----|---|
| 1 | 50REZGB Generator Set, 60Hz, 120/240V, 3Ph, 4W, 0.8PF |
| 1 | 50REZGB, 12V, 60Hz, Natural Gas Single Fuel |
| 1 | Nameplate Rating, Standby 130C |
| 1 | UL2200 Listing (Natural Gas) |
| 1 | Alternator, 4P10X with PMG |
| 1 | Standard duty air intake w/ Air Cleaner Restriction Indicator |
| 1 | Cooling, Unit Mounted Radiator |
| | Controller |
| 1 | Controller, DEC3000 |
| 1 | Run Relay, 12V |
| 1 | Pre-alarm Sender package, NFPA110 |
| 1 | DEC3000 2Input/5Output Module |
| 1 | Manual Speed Adjust |
| | Breaker |
| 1 | LCB, 100AMP, HDP, Thermal Magnetic, 80% (Right) |
| | Enclosure |
| 1 | Weather Enclosure, Steel, 76dBA @ 23Ft |
| | Miscellaneous |
| 1 | Block Heater, 1500W, 120V, 1Ph |
| 1 | Battery Charger, Float 12V-6AMP |
| 1 | Flexible Fuel Lines |
| 1 | Rodent Guards |
| 1 | Additional Gas Solenoid Valve (UL2200) |
| 1 | Lit Kit, Production |
| 1 | Warranty, 2 Year |



AUTOMATIC TRANSFER SWITCH



Kohler Model: KEP-DFTC-0100S-MK

3 Pole, 4 Wire, Solid Neutral, 100Amp , Kohler Service Entrance rated Programmed automatic transfer switch, Model KEP-DFTC-0100S-MK , rated 240V, 60 Hz complete with all standard equipment and housed in a NEMA Type 3R enclosure.

Configuration

Qty	Automatic Transfer Switch
1	KEP-DFTC-0100S-MK
1	Lit Kit, ATS Production, KSS
1	Warranty, 2 Year Standard

DISTRIBUTOR START-UP

1. Start-up, must be scheduled a minimum of 10 - 14 days prior to requested start-up date. Contact the Service Department at 1.888.548.1400 ex 3301 or service@totalenergysystems.com for date and time.

SERVICE ITEMS INCLUDED WITH THIS QUOTE:

Lubricating Oil

Antifreeze - 50/50 Mix

Battery

Start Up Service

One (1) day reserved, during normal business hours, for inspection, engine prep work and initial engine start up

Training session will be provided at the conclusion of the system start up.

2. Contractor shall coordinate and schedule start-up and shall be responsible for **ADDITIONAL field service costs** if start-up cannot be completed in time allowed as a result of incomplete installation.

* Normal business hours are M-F 8:00AM to 4:30PM.

After hours Start ups are available for an additional charge. Standard published rates apply.

CLARIFICATIONS

1. Total Energy System's proposal is based on meeting the functional intent and system requirements of the job description.
2. No specifications or drawings were provided for the project prior to providing the above equipment.
3. Unless specifically listed in our Bill of Material, equipment not indicated is assumed to be supplied by others. We reserve the right to correct any errors or omissions.
4. Included Start-Up is based on unit being in a readily accessible location. Site information is unknown. Additional charges may apply if additional time is required due to restricted access to unit.
5. 110% overload not applicable in standby application.
6. System coordination studies and/or relay setting studies are by others. Protective relay calibration and settings, NETA



testing by others.

- 7. The natural gas generator requires 11 inches of water column (WC) pressure and 584 cubic feet of gas per hour (CFH) of gas volume to operate correctly at 100% rated capacity.
- 8. Primary Line Regulator Not Supplied.

OPTIONS

- Adder: Remote Annunciator (NFPA110) is: \$550.00 _____ (Please initial if wanted)
- Adder: Remote E-Stop (NFPA110) is: \$285.00 _____ (Please initial if wanted)
- Adder: Upgrade to Sound Shield Enclosure (66dBA @ 23 Ft) is: \$1,259.00 _____ (Please initial if wanted)
- Adder: Primary Fuel Line Regulator is: \$150.00 _____ (Please initial if wanted)
- Adder: Five Year Comprehensive Warranty is: \$1,322.00 _____ (Please initial if wanted)

BASE PRICE WITHOUT OPTIONS: \$19,638.00

Quotation is firm for 60 days.
Lead Time: 9 to 11 weeks after approved submittals.
FOB Job Site (Customer Unload)
Price does not include any applicable taxes or installation.

OFFER ACCEPTANCE

I hereby authorize Total Energy Systems LLC to use this form as a bona fide purchase order of the equipment shown on Offer Number: 0117DS06.01, which clearly establishes definite price and specifications of material ordered. The person signing is doing so according to the terms and conditions.

Proposed by:
Company: Total Energy Systems
Print Name: Dan Slagle
Title: Industrial Generator Sales

Accepted by:
Company: _____
Print Name: _____
Title: _____
Signature: _____
Date: _____
PO Number: _____



PLEASE NOTE:

- A. Quotation is firm for 60 days
- B. Off-loading, installation, insulation, etc. of all associated equipment is not included, unless otherwise stated.**
- C. NETA Testing, if required, is not included and will be completed by others.
- D. Fuel, fuel piping plans, installation and permitting of tanks or piping, if required, is not included.
- E. Quotation meets functional intent of specifications, either verbal or written, unless otherwise noted.
- F. State and/or local permits, where applicable, are not included and must be purchased by owner or installing contractor.
- G. Videotaping of training is not provided due to liability reasons. An approved operational DVD is available upon request and at an additional cost.

TERMS AND CONDITIONS:

TERMS: Payment is: 30% at submittal drawing approval, 60% when equipment is delivered/received to site and 10% at start-up acceptance of system. **Unless alternative terms are agreed upon prior to acceptance.**

CREDIT CARD PAYMENTS: Credit card payments are subject to a processing fee of up to 3%.

GENERAL: Stenographical and clerical errors are subject to correction. Orders resulting from quotations become contracts. Any agreement or other understanding, supplementing or modifying the conditions of the contract resulting from our acceptance of an order will not be mutually binding unless made in writing.

LIABILITY: We accept orders under the condition that we are not to be liable for losses or delays caused by strikes, accidents, fires or any other cause beyond our control. Damage resulting from improper storage or handling prior to placing products in service will not be considered our liability. We will not assume any responsibility, expense or liability for repairs made without our written consent. We assume no contingent liability for losses sustained by any purchases through the use of any of the products described.

RETURNED MATERIAL: No material may be returned without first obtaining written approval, and no claim will be allowed nor credit given for material returned without such written approval. It is your duty to inspect goods within ten days after receipt.

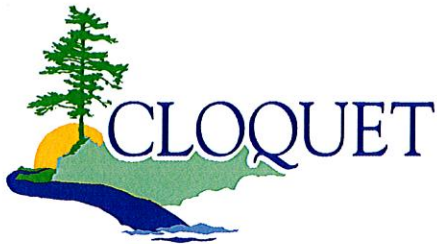
SHIPMENT: Our responsibility ceases with the delivery of merchandise in good order to transportation companies. Claims for shortage or damage in transit must be made by the customer against the carrier. In the absence of definite shipping instructions, we reserve the right to ship all material, upon completion, by any public carrier, which in our opinion is satisfactory.

TAXES: State and local sales and use taxes and excise taxes, where applicable, are in addition to quoted prices and will be billed unless the purchaser promptly certifies that the goods are for resale or are otherwise exempt.

GUARANTEE: As outlined by appropriate manufacturer.

STORAGE: Storage can be provided after production completion at \$200 per month; terms still apply.


CANCELLATION: All orders cancelled after submittal approval are subject to cancellation charges of 50% submitted by factory to Total Energy Systems.



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: Brian Fritsinger, City Administrator 
Date: February 14, 2017

ITEM DESCRIPTION: Lake Superior Waterline – Motor Rebuild

Proposed Action

Staff recommends the City Council move to authorize a change order for Mielke Electric Works to rebuild the stator and rotor of pump motor #1 on the Lake Superior Waterline System in the amount of \$39,100.

Background/Overview

In December, Council authorized staff to work with Mielke Electric Works of Duluth in to remove, disassemble, rewind, clean, inspect and generally refurbish Electric Motor #1 as part of the Lake Superior Waterline System. At that time, the motor had been out of service for several weeks due to an electrical/mechanical failure. Unfortunately, the only way to fully diagnose the extent of the issue is to have the motor removed and shipped to a repair facility.

Upon further investigation, it was found that Motor #1 has essentially failed and requires a complete rebuild if it were to be placed back in service. These 800hp motors are original equipment to the system and have been in service for approximately 50 years. While it has been a number of years since the need arose to perform a complete rebuild of one the motors on this system, it is method which has been utilized in the past with great success.

In addition to obtaining pricing for rebuild of the existing stator and rotor, staff has also coordinated with SAPPI electrical engineering staff to further explore the option of complete replacement. Motors of this size and design are not readily available and the process involved extensive coordination with the suppliers engineering staff. Preliminary estimates for replacement were approximately \$150,000 for the motor alone. It is also likely that further dollars would be required in order to upgrade the existing electrical service, starter, and retrofit the new motor to the existing pump. With this in mind, SAPPI has recommend the City proceed with authorization for Mielke to rebuild the existing motor.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

Mielke's original bid included \$20,425.00 to clean, replace bearings, balance and inspect the existing motor. Additional costs associated with the rebuild of the motor are estimated at \$39,100 (see attached) for a total cost of \$59,500. \$70,000 is allocated each year for pump and motor maintenance at the two pump stations.

Advisory Committee/Commission Action

N/A.

Supporting Documentation Attached

- Quotations
- Change Order #1



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Plant & Corporate Offices
2606 West Michigan Street
Duluth, Minnesota 55806
www.mielkeelectric.com
Office: 218.727.7411
Toll Free: 866.333.7411
Fax: 218.727.7155

Vibration Correction Services

5722 Miller Trunk Hwy. P.O. Box 25316
Duluth, MN 55811 St. Paul, MN 55125
Phone: 218.729.5000 Phone: 651.501.0803
Fax: 218.729.5075



INDUSTRIAL ELECTRICAL EQUIPMENT SALES · SERVICE · SOLUTIONS Established 1912

QUOTATION # 120716TG4
YOUR INQUIRY

DATE 12/7/2016
DELIVERY 6 TO 8 WEEKS

CITY OF CLOQUET
PARK POINT PUMPING STATION

SHIP VIA OUR TRUCK
FOB Shipping Point

FREIGHT INCLUDED

Attn: TIM JOHNSON

TERMS Net 30 Days

THIS PRICE GOOD FOR 30 DAYS

ITEM	QUAN	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	GENERAL ELECTRIC , MODEL # 5K6339XF3A , RPM 1175 , TYKE K , RPM 1175 , VOLTS 2300 ,FRAME 6339P36 , SERIAL # GDJ731001 . <ul style="list-style-type: none"> • Pick -up unit and transport to Mielke Electric. • Disassemble, clean and inspect all parts. • Check all fits for proper clearance, including bearing journals, seal surfaces, endbell bearing housings, coupling and keyways. • Record all dimensions. • Check rotor cage and shaft run-out • Perform stator core iron test. • Rewind stator using formed coils and class " F " vacuum pressure Impregnation insulation system. • Install (6) stator RTD`S (provided by customer) • Flush , inspect and pressure test motor radiator. (Any required radiator repair work will be quoted separately) . • Dynamically balance rotor , fans and bearing hub to precision tolerance. • Install new bearings . (furnished by customer) . • Monitor and record vibration levels. • Perform and record final electrical tests . – Surge Comparison , Hypot , Megger , Polarity Index , MCE , No load current and Voltage. • Paint , prepare for shipping and deliver to Station # 1 Park Point. • Be on jobsite at time of motor / pump start-up to record Vibration levels. 		
		Labor	\$ 11,200.00	
		Materials	\$ 9,225.00	
		Total		\$ 20,425.00

SIGNED _____ TOM GEIER _____

To receive pricing per the above quote, all Purchase Orders must reference the Quotation Number.



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Toll Free: 866.333.7411
Fax: 218.727.7155

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Duluth, MN 55811 St. Paul, MN 55125
Phone: 218.729.5000 Phone: 651.501.0803
Fax: 218.729.5075



INDUSTRIAL ELECTRICAL EQUIPMENT SALES · SERVICE · SOLUTIONS Established 1912

QUOTATION # 122016TG1 Adder
YOUR INQUIRY

DATE 12/20/2016
DELIVERY 6 TO 8 WEEKS

CITY OF CLOQUET
PARK POINT PUMPING STATION

SHIP VIA OUR TRUCK

FOB Shipping Point

FREIGHT INCLUDED

Attn: TIM JOHNSON

TERMS Net 30 Days

THIS PRICE GOOD FOR 30 DAYS

ITEM	QUAN	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	GENERAL ELECTRIC , MODEL # 5K6339XF3A , RPM 1175 , TYKE K , RPM 1175 , VOLTS 2300 ,FRAME 6339P36 , SERIAL # GDJ731001 . ADDER TO ORIGINAL QUOTE TO REPAIR ROTOR <ul style="list-style-type: none"> • Measure and document original rotor dimensions. • Dismantle rotor and clean all parts. • Furnish and stack all new laminations and vent plates • Manufacture and machine new bars and end-rings. • Install bars and end-rings. • Weld all bars to end-rings and test. • Dynamically balance rotor to precision tolerance. 		
Total				\$ 23,307.00

SIGNED _____ TOM GEIER _____

To receive pricing per the above quote, all Purchase Orders must reference the Quotation Number.

Lake Superior Waterline – Motor #1 Maintenance

Owner: City of Cloquet, MN
Contractor: Mielke Electric Works.

Change Order No. 1

WHEREAS, The Contractor was to provide, among other things, for the inspection and testing of Motor #1 located at the Park Point Pumping Station as part of the Lake Superior Waterline, and

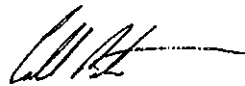
WHEREAS, it has been determined that the rotor and stator of the existing motor must be rebuilt prior to service reinstatement, and

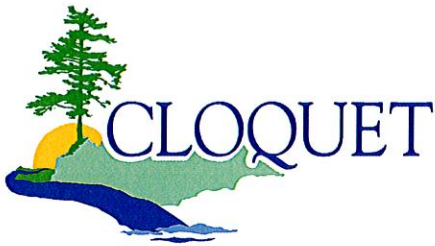
WHEREAS, staff has researched options for replacement of the existing motor and found this option to be infeasible from a financial standpoint.

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT THE FOLLOWING ADDITIONAL PAYMENTS SHALL BE MADE UNDER THIS CONTRACT:

1. Refurbishment of existing motor stator. Total additional payment of \$15,764.00.
2. Refurbishment of existing motor rotor. Total additional payment of \$23,307.00.

The Contract Price due to this Change Order will increase by \$39,071.00.

Recommended by:	 _____	<u>2/14/17</u> _____
	City Engineer	Date
Approved by:	_____	_____
	Mayor	Date
Accepted by:	_____	_____
	Contractor	Date



DEPARTMENT OF PUBLIC WORKS

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REQUEST FOR COUNCIL ACTION

To: City Council
 From: John Anderson, Assistant City Engineer
 Reviewed By: Brian Fritsinger, City Administrator
 Date: February 21, 2017

ITEM DESCRIPTION: Awarding Bid for the 2017 Bituminous Overlay Project

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 17-16, A RESOLUTION AWARDING 2017 BITUMINOUS OVERLAY BID.**

Background/Overview

On January 10, 2017, the City Council authorized staff to solicit bids for the 2017 Bituminous Overlay project. The City Council has planned for pavement rehabilitation in the Capital Improvement Plan (CIP). The CIP includes item STP-010 Miscellaneous Street Repair and overlay which budgets \$685,000 in 2017 for this work.

A neighborhood meeting has held January 18, 2017 to discuss the project with residents and take input on the scope of the improvements. Four people attended the meeting. As this is not an improvement covered by special assessment, there are no formal public hearings planned.

The project was bid with a base and two alternates to provide some flexibility in awarding the contract. The bidding was set up this way to give the City Council the option of awarding the base bid and any combination of the alternates to remain within budget.

The project was advertised and bids were opened on Tuesday February 14, 2017. Four bids were received with Northland Constructors of Duluth, LLC being the low bid at \$608,241.55. The bids received were as follows:

Bidder	Base	Alternate A	Alternate B	Total Bid
Northland Constructors of Duluth, LLC	\$ 471,640.40	\$ 99,006.75	\$ 37,594.40	\$ 608,241.55
KGM Contractors, Inc.	\$ 524,075.90	\$ 95,269.20	\$ 34,451.70	\$ 653,796.80
Ulland Brothers, Inc.	\$ 593,086.50	\$ 106,801.80	\$ 41,777.24	\$ 741,665.54
Sinnott Contracting, LLC	\$ 617,975.35	\$ 112,662.25	\$ 36,383.90	\$ 767,021.50

Policy Objectives

The project's objectives are to extend the useful life of streets by maintaining the condition of the road surface and complete other related concrete repairs while working in the area.

The project is scheduled as follows:

- January 17 - Authorization to bid
- January 18 - Neighborhood meeting
- January 19 - Bid Advertisement
- February 14 - Bid Opening
- February 21 - Council Award of Project
- August 1 - Construction complete

Financial/Budget/Grant Considerations

The CIP budget for this project is \$685,000. The low bid from Northland Constructors of Duluth, LLC including the base bid and alternates A and B, total \$608,241.55. The streets covered in this project are shown on the location map attached

Given the favorable pricing we received on this bid, staff recommends award of the base bid and two bid alternates to the low bidder, Northland Constructors of Duluth, LLC.

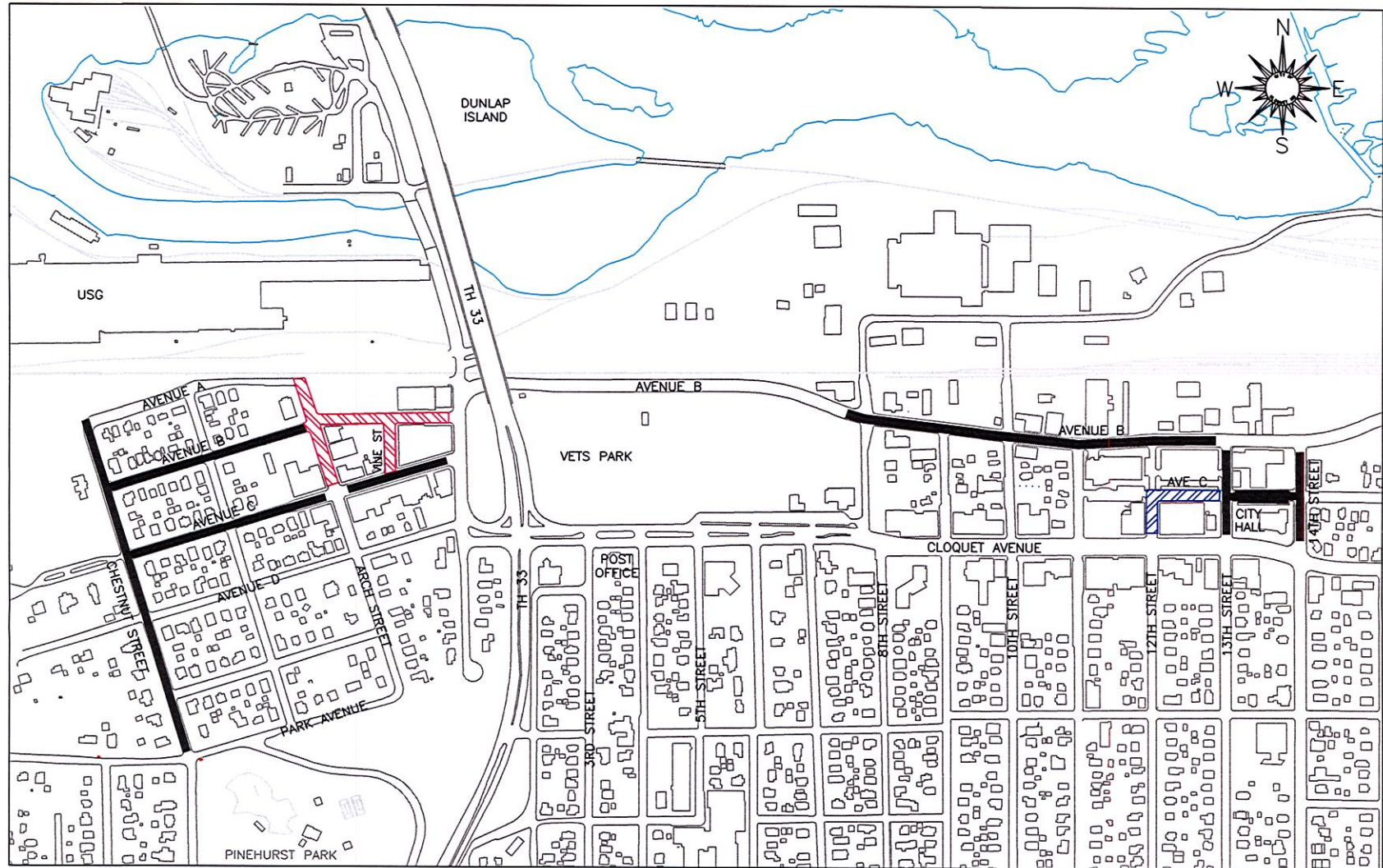
Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

- Location Map (Exhibit A)
- Resolution No. 17-16

EXHIBIT A – 2017 BITUMINOUS OVERLAY



-  BASE BID
-  ALTERNATE A
-  ALTERNATE B

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

RESOLUTION NO. 17-16

**A RESOLUTION AWARDED
2017 BITUMINOUS OVERLAY BID**

WHEREAS, The City has completed plans and specifications for the rehabilitation of those streets within the 2017 Bituminous Overlay project; and

WHEREAS, A resolution of the Council adopted on January 10, 2017 authorized Staff to solicit bids; and

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, LLC	\$ 471,640.40	\$ 99,006.75	\$ 37,594.40	\$ 608,241.55
KGM Contractors, Inc.	\$ 524,075.90	\$ 95,269.20	\$ 34,451.70	\$ 653,796.80
Ulland Brothers, Inc.	\$ 593,086.50	\$ 106,801.80	\$ 41,777.24	\$ 741,665.54
Sinnott Contracting, LLC	\$ 617,975.35	\$ 112,662.25	\$ 36,383.90	\$ 767,021.50

AND WHEREAS, The apparent low bid from Northland Constructors LLC, 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, LLC in the amount of \$608,241.55 is hereby accepted.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 21st DAY OF FEBRUARY, 2017.

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator