



**CITY OF CLOQUET  
City Council Agenda  
Tuesday, January 17, 2017  
7:00 p.m.  
City Hall Council Chambers**

**CITY COUNCIL WORK SESSION**

**5:00 p.m.** Parks and Planning Commissions Interviews  
**\*Please note start time change**

1. **Roll Call.**
2. **Pledge of Allegiance.**
3. **Approval of Agenda.**
  - a. Approval of January 17, 2017 Council Agenda
4. **Approval of Council Minutes.**
  - a. Work Session minutes from the January 3, 2017 meeting
  - b. Regular Council minutes from the January 3, 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. 17-05, Authorizing the Payment of Bills
  - b. 2017 Business License Renewal
6. **Public Hearings.**

None
7. **Presentations.**

None



**CITY OF CLOQUET**  
**City Council Agenda**  
**Tuesday, January 17, 2017**  
**7:00 p.m.**  
**City Hall Council Chambers**

**8. Council Business.**

- a. Retail Tobacco License Suspension – Sunnyside Liquor
- b. Authorization to Lease Two Police Department Vehicles
- c. Resolution No. 17-04, Authorizing the City of Cloquet Public Works Department to Maintain a Municipal Identification Sign on Minnesota Department of Transportation Right-Of-Way Along Northbound Highway 33
- d. Resolution No. 17-06, Approving the Solicitation of Bids for the Planned 2017 Bituminous Overlay Project
- e. Resolution No. 17-07, Approving the Solicitation of Bids for the Pine Valley Single Track Mountain Bike Trail Project
- f. Resolution No. 17-08, Approving the Solicitation of Bids for the 2017 Sanitary Sewer Lining Project
- g. Parks and Planning Commissions Appointments
- h. WLSSD Board Appointment

**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**

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: January 17, 2017

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**ITEM DESCRIPTION:** Future Work Session Agenda Planning

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**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**

**February 7**

ADM/HR...Personnel Policy Manual

**February 21**

PD.....Police Department Update / Law Enforcement Study

**March 7**

PW.....Street Repair Funding Options

PW.....Pavement Management

PW.....Public Works Department Update

**March 21**

PW.....ATVs on City Streets



## Cloquet City Council Work Session

Tuesday, January 3, 2016

**DRAFT**

**Present:** A. Bailey, D. Bjerckness, K. Kolodge, R. Maki, J. Rock, Mayor Hallback

**Absent:** S. Langley

**Staff:** J. Barclay, N. Klassen

**Other:** M. Bohren, WLSSD; T. Proulx, D. Brenner, Carlton Co.; J. Lund, Pine Journal

### WLSSD Update

- Ms. Bohren, Executive Director of WLSSD, outlined what WLSSD does and who they serve.
- WLSSD develops and regulates the policies and regulations for waste disposal and waste management. The sanitary district dictates the governances and is made up of 9 board members from Duluth, Cloquet, St. Louis and Carlton Counties.
- Ms. Bohren reviewed the job description of the Board and subcommittees and gave examples of board responsibilities.
- Ms. Bohren gave an explanation of how the waste water side and solid waste side of WLSSD are funded differently. Board members deal with issues on both sides.
- Explanation of WLSSD's operating costs and their major customers.
- Ms. Bohren gave an overview of the 2017 goals with energy self-sufficiency being the major focus. She also gave a quick review of the 2017 budget vs. the 2016 budget.
- Bruce Alghren is resigning his term as the Cloquet representative as of January 31, 2017. A replacement is needed to fill the remainder of his term which expires June 30, 2017. Ms. Bohren has asked Council members to consider replacing Mr. Ahlgren.

### County Commissioner Update

- Mr. Brenner and Mr. Proulx were present to give an update on projects and issues taking place throughout Carlton County.
- The main focus currently is the county jail study which is looking at facility and treatment needs. The study has the potential for a 100-120 bed jail vs the current 40 bed jail. A site has not been selected.
- Mr. Proulx stressed the need for sober housing in the county. Currently, there is no place for addicts to go when they get out of treatment.
- Discussion of the space needs for county buildings. Looking into a remodel of the Barnum Garage due to its limited size for storing equipment. The community services building is currently at capacity and they are renting space at other buildings.
- Discussion on the FDL land swap.
- Mr. Brenner noted a utility lawsuit regarding overpayment by utility companies. The outcome could potentially be a big issue for the county.
- Broadband throughout the entire county is another current issue. A study has been completed and was recently presented to the County.
- The Councilors and Commissioners agreed there should be updates between the County/City more frequently.

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

Respectfully Submitted,

Brian Fritsinger  
City Administrator

Regular Meeting

 DRAFT**OATH OF OFFICE**

New Councilor Adam Bailey and incumbents Kerry Kolodge and Steve Langley took the Oath of Office for their new terms as City Councilors.

Roll Call

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

Councilors Absent: None.

Pledge of Allegiance

**AGENDA**

**MOTION:** Councilor Rock moved and Councilor Langley seconded the motion to approve the January 3, 2017 agenda. The motion carried unanimously (7-0).

**MINUTES**

**MOTION:** Councilor Bailey moved and Councilor Langley seconded the motion to approve the minutes of the Work Session and Regular Meeting of December 20, 2016. The motion carried unanimously (7-0).

**CONSENT AGENDA**

**MOTION:** Councilor Bailey moved and Councilor Maki seconded the motion to adopt the consent agenda of January 3, 2017 approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 17-02, Authorizing the Payment of Bills and Payroll
- b. Resolution No. 17-01, A Resolution Designating Official Depositories for 2017
- c. Standing Rules of the City Council
- d. Official Newspaper for 2017
- e. 2017 Budgeted Transfers
- f. 2017 Business License Renewal

**PUBLIC HEARING**

There were none.

**PRESENTATIONS**

There were none.

**CITY COUNCIL MEETING CALENDAR**

**MOTION:** Councilor Bjerkness moved and Councilor Maki seconded the motion to adopt the 2017 City Council meeting calendar and reschedule the July 4, 2017 Regular and Work Session meetings for July 5, 2017, and the August 1, 2017 Regular and Work Session meetings for August 2, 2017. The motion carried unanimously (7-0).

**2017 ACTING MAYOR**

**MOTION:** Councilor Bjerkness moved and Councilor Bailey seconded the motion to appoint Councilor Rock as Acting Mayor for the 2017 calendar year. The motion carried unanimously (7-0).

**2017 FEE SCHEDULE**

**MOTION:** Councilor Rock moved and Councilor Bjerkness seconded the motion to adopt **ORDINANCE NO. 462A, ESTABLISHING THE CITY FEES AND CHARGES FOR 2017**. The motion carried unanimously (7-0).

The City Council of the City of Cloquet hereby ordains as follows:

**Section 1.**

- A. Policy and Purpose. By enactment of this Ordinance, the City Council intends to establish fees and charges required by the City Code for the year 2017 and to comply with Minnesota Statutes, §462.353, Subd. 4.
- B. Fees and Charges. The fees and charges for the City for the year 2017 are as set forth on "Exhibit A" hereto.
- C. Application. Where a direct conflict exists between the amount of a fee or charge set by any provision of the City Code and a fee or charge set by this Ordinance, the fee or charge set by the Ordinance applies.

**Section 2.** Effective Date. This Ordinance shall be effective immediately upon its passage and publication according to law.

**PUBLICATION OF SUMMARY OF ORDINANCE NO. 462A**

**MOTION:** Councilor Bjerkness moved and Councilor Rock seconded the motion to adopt **RESOLUTION NO. 17-03, AUTHORIZING PUBLICATION OF A SUMMARY OF ORDINANCE NO. 462A, AN ORDINANCE ESTABLISHING CITY FEES AND CHARGES FOR 2017.** The motion carried unanimously (7-0).

**WHEREAS,** the City Council of the City of Cloquet has duly adopted **ORDINANCE NO. 462A, AN ORDINANCE ESTABLISHING THE CITY FEES AND CHARGES FOR 2017;** and

**WHEREAS,** Minnesota Statute 412.191 requires that ordinances shall be published at least once in the official newspaper; and

**WHEREAS,** the City council has determined that the cost of publishing and entire section of the Code as proposed to be adopted by the City Council would be extremely expensive given the number of pages to be published; and

**WHEREAS,** Minnesota Statutes 412.191, Subd. 4, authorizes a municipality to publish only the title and a summary of lengthy ordinances or ordinances which contain charts or maps if the City Council determines that such publications would clearly inform the public of the intent and effect of the ordinance; and

**WHEREAS,** it is the intent of the City Council to act in accordance with all local, state, and federal laws, to inform the public of change in municipal laws, and to remain responsible financially with public funds.

**NOW THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA,** hereby authorizes the publication of a summary of Ordinance No. 462A; and

**BE IT FURTHER RESOLVED,** that a copy of Ordinance No. 462A shall be available for public viewing online at [www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us), at City Hall and at the Cloquet Public Library for a period of not less than thirty (30) days from the date of publication; and

**BE IT FURTHER RESOLVED,** that the summary publicized in the official newspaper shall be in the following form:

**Summary Description**  
**NOTICE OF SUMMARY**  
**PUBLICATION OF ORDINANCES**

On January 3, 2017, at its Regular Meeting, the Cloquet City Council adopted Ordinance No. 462A, a one page ordinance that details all of the various changes to the City's various fees and charges related to licensing, miscellaneous, property, utility and services.

The specific title of the ordinance is "**AN ORDINANCE ESTABLISHING THE CITY FEES AND CHARGES FOR 2017**". The full ordinance and related exhibits are available to the public for inspection online at [www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us) or during regular office hours at the Cloquet Public Library or City Hall.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 3RD DAY OF JANUARY, 2017.**

CITY COUNCIL COMMISSION/BOARDS/COMMITTEE APPOINTMENTS

**MOTION:** Councilor Kolodge moved and Councilor Bjerkness seconded the motion to reappoint the various residents identified in the staff memorandum dated December 27, 2016 to the Committees, Commissions and Boards identified, and scheduled interviews with various applicants for the Parks Commission on January 17, 2016 and the Planning Commission on February 7, 2017; appointed Councilor Bailey to the Economic Development Authority for a term expiring 12/31/17; appointed Councilor Rock as a Parks Commission Liaison; and Councilor Bjerkness to the Economic Development Partnership. The motion carried unanimously (7-0)

**MOTION:** Councilor Rock moved and Councilor Langley seconded the motion to amend the appointments by requiring incumbents on the Parks and Planning Commissions to also participate in the interview process on January 17, 2017 and February 7, 2017. The motion carried (4-3) with Councilors Bjerkness, Maki, and Kolodge opposed.

COMMUNITY EDUCATION AGREEMENT

**MOTION:** Councilor Bjerkness moved and Councilor Maki seconded the motion to approve the 2017 agreement with Independent School District #94 and Cloquet Community Education. The motion carried (6-1) with Councilor Langley opposed.

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.

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Brian Fritsinger, City Administrator





**ADMINISTRATIVE OFFICES**

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**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Nancy Klassen, Finance Director *NK*  
Reviewed/Approved by: Brian Fritsinger, City Administrator  
Date: January 12, 2017

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**ITEM DESCRIPTION:** Payment of Bills

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**Proposed Action**

Staff recommends the Council move to adopt **RESOLUTION NO. 17-05, 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. 17-05**

**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	\$	64,206.77
207	Community Development Operating		245.03
208	Small Cities Development Program (City)		12,601.00
220	Tax Increment - Woodward/Daqota		8,249.16
221	Tax Increment - 14th Street Apartments		10,184.13
222	Tax Increment - Oakwood Estates		23,630.75
226	Park Fund		19,811.03
228	Senior Center		939.26
231	Public Works Reserve		12,377.50
368	Business Park Debt Service		220,348.90
370	Swim Pond Debt Sevice		84,161.25
403	Revolving Capital Projects		328.59
600	Water - Lake Superior Waterline		111,032.64
601	Water - In Town System		17,280.20
602	Sewer Fund		830.54
605	Stormwater Fund		1,100.00
614	CAT-7		12.54
701	Employee Severance Benefits		231.50
	TOTAL:	\$	<u>587,570.79</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 17TH DAY OF JANUARY, 2017.**

ATTEST:

\_\_\_\_\_  
Dave Hallback, Mayor

\_\_\_\_\_  
Brian Fritsinger, City Administrator

INVOICES DUE ON/BEFORE 01/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
110250	AEOA SENIOR SERVICES	0.00	88.46
110950	AARDVARK SEPTIC PUMPING	0.00	445.00
111350	LEXISNEXIS RISK DATA MNGMT INC	0.00	50.00
122000	A T & T MOBILITY	0.00	46.31
129800	BUREAU CRIMINAL APPREHENSION	0.00	390.00
134100	CARLTON COUNTY HISTORICAL SOC.	0.00	500.00
134800	CARLTON COUNTY TREASURER	0.00	22.52
137310	CENTURY LINK	1,659.18	231.73
140200	CITY OF CLOQUET - PETTY CASH	0.00	909.00
142800	CLOQUET SANITARY SERVICE	0.00	491.41
144700	COMMISSIONER OF TRANSPORTATION	0.00	328.59
150100	D A L C O	104.28	368.53
153350	DIAMOND INDUSTRIAL CLEANING	0.00	66.17
156400	CITY OF DULUTH COMFORTSYSTEMS	0.00	79.43
169955	14TH STREET APARTMENTS	0.00	10,184.13
171525	G&K SERVICES	0.00	247.55
175950	GRAPHIC TECHNOLOGIES	112.50	810.00
179340	HAGENS GLASS & PAINT	180.00	408.29
180500	HAWKINS INC	0.00	5,807.67
184150	JLA INDUSTRIAL EQUIPMENT INC	0.00	419.73
186500	INDEPENDENT SCHOOL DISTRICT 94	0.00	17,687.50
190150	J M ELECTRONICS	0.00	19.95
190700	JAMAR COMPANY	628.00	4,402.20
195040	KATHY'S CUSTOM FRAMING	0.00	14.45
197800	L & M SUPPLY CO	0.00	1,623.46
207400	MANEY INTERNATIONAL INC	0.00	2,682.47
210450	MEDIACOM LLC.	72.45	12.54
220900	MN DEPT PUBLIC SAFETY	0.00	600.00
229500	NAPA AUTO PARTS	0.00	477.57
233550	COMPASS MINERALS AMERICA	9,667.62	3,404.71
234100	NORTHEAST SERVICE COOPERATIVE	62,152.00	55,474.00
236275	NORTHLAND VEBA TRUST	0.00	4,293.00
238925	OAKWOOD ESTATES LLC	0.00	23,630.75
240575	OPG-3 INC	0.00	10,221.50
242850	PARSONS ELECTRIC LLC	0.00	2,631.74
243875	TROY PERSAUD	0.00	12,601.00
244950	PINE JOURNAL	0.00	41.60
265650	RSPT c/o SOUTH ST. LOUIS SWCD	0.00	1,100.00
266590	SPECSYS, INC	0.00	140.09
267100	ST. LOUIS COUNTY AUDITOR	0.00	393.00
268800	STOCK TIRE COMPANY	0.00	687.36
270200	SUPERIOR COMPUTER PRODUCTS INC	0.00	15,892.75
276000	TOSHIBA FINANCIAL SERVICES	0.00	1,155.32
276225	KANDI KOUNTRY EXPRESS LTD	0.00	380.14

INVOICES DUE ON/BEFORE 01/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
278600	TWIN PORT MAILING	0.00	3,398.46
286900	W L S S D	67,547.00	16,243.20
288150	WASTE MANAGEMENT NORTHERN MN	0.00	71.48
291350	JOHN & JULIE HAVERKAMP	0.00	433.38
291675	WOODWARD ENTERPRISES LLC	0.00	1,215.56
292400	XEROX CORPORATION	0.00	308.68
R0001198	EVIDENT INC	0.00	103.30
R0001284	OFFICE OF MN IT SERVICES	0.00	56.00
R0001295	GLORIA LARSON	0.00	46.44
R0001452	SIOUX VALLEY ENVIRONMENTAL	0.00	720.00
R0001453	RANDY LEEJOICE	0.00	10.55
TOTAL ALL VENDORS:			204,068.67
<b>Less:</b>			
Health/Dental/VEBA			(59,535.50)
Library			(3.84)
Cloquet Area Fire District			(218.94)
Total Bills Approved			<u>144,310.39</u>
<b>Plus:</b>			
Debt Service payments			311,543.75
Credit card/bill pay f			1,504.54
MN Sales Tax			936.23
MN Power auto pay			127,788.32
MN Energy auto pay			<u>1,487.56</u>
<b>Total Bills</b>			<b><u><u>587,570.79</u></u></b>

INVOICES DUE ON/BEFORE 01/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
00			
140200	CITY OF CLOQUET - PETTY CASH		542.34
171525	G&K SERVICES		43.60
234100	NORTHEAST SERVICE COOPERATIVE	62,152.00	55,242.50
236275	NORTHLAND VEBA TRUST		4,293.00
			60,121.44
32	LICENSES & PERMITS		
286900	W L S S D	67,547.00	16,243.20
	LICENSES & PERMITS		16,243.20
41	GENERAL GOVERNMENT		
134100	CARLTON COUNTY HISTORICAL SOC.		500.00
140200	CITY OF CLOQUET - PETTY CASH		150.00
142800	CLOQUET SANITARY SERVICE		37.95
150100	D A L C O	104.28	184.27
171525	G&K SERVICES		74.39
179340	HAGENS GLASS & PAINT	180.00	189.10
190700	JAMAR COMPANY	628.00	4,159.66
195040	KATHY'S CUSTOM FRAMING		14.45
197800	L & M SUPPLY CO		14.43
240575	OPG-3 INC		10,221.50
244950	PINE JOURNAL		41.60
270200	SUPERIOR COMPUTER PRODUCTS INC		3,279.00
276000	TOSHIBA FINANCIAL SERVICES		555.45
278600	TWIN PORT MAILING		237.73
292400	XEROX CORPORATION		115.76
	GENERAL GOVERNMENT		19,775.29
42	PUBLIC SAFETY		
111350	LEXISNEXIS RISK DATA MNGMT INC		50.00
129800	BUREAU CRIMINAL APPREHENSION		390.00
140200	CITY OF CLOQUET - PETTY CASH		198.35
142800	CLOQUET SANITARY SERVICE		54.27
150100	D A L C O	104.28	184.26
171525	G&K SERVICES		55.08



DATE: 01/12/2017  
TIME: 10:24:47  
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CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
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GENERAL FUND			
42	PUBLIC SAFETY		
190700	JAMAR COMPANY	628.00	121.27
267100	ST. LOUIS COUNTY AUDITOR		393.00
268800	STOCK TIRE COMPANY		687.36
270200	SUPERIOR COMPUTER PRODUCTS INC		236.25
276000	TOSHIBA FINANCIAL SERVICES		365.11
278600	TWIN PORT MAILING		95.09
R0001198	EVIDENT INC		103.30
R0001284	OFFICE OF MN IT SERVICES		56.00
	PUBLIC SAFETY		2,989.34
43	PUBLIC WORKS		
122000	A T & T MOBILITY		46.31
142800	CLOQUET SANITARY SERVICE		53.90
171525	G&K SERVICES		22.94
179340	HAGENS GLASS & PAINT	180.00	110.86
184150	JLA INDUSTRIAL EQUIPMENT INC		419.73
197800	L & M SUPPLY CO		847.24
207400	MANEY INTERNATIONAL INC		2,682.47
229500	NAPA AUTO PARTS		407.55
233550	COMPASS MINERALS AMERICA	9,667.62	3,404.71
276225	KANDI KOUNTRY EXPRESS LTD		380.14
278600	TWIN PORT MAILING		95.09
291350	JOHN & JULIE HAVERKAMP		433.38
292400	XEROX CORPORATION		51.46
	PUBLIC WORKS		8,955.78
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
140200	CITY OF CLOQUET - PETTY CASH		1.06
266590	SPECSYS, INC		140.09
278600	TWIN PORT MAILING		47.55
292400	XEROX CORPORATION		38.59
	COMMUNITY DEVELOPMENT		227.29
SCDP (CITY)			
46	COMMUNITY DEVELOPMENT		

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CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
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SCDP (CITY)			
46	COMMUNITY DEVELOPMENT		
243875	TROY PERSAUD		12,601.00
	COMMUNITY DEVELOPMENT		12,601.00
LIBRARY FUND			
45	CULTURE AND RECREATION		
171525	G&K SERVICES		3.84
	CULTURE AND RECREATION		3.84
TIF #3-1 - WOODWARD			
70	TAX INCREMENT DISTRICT		
291675	WOODWARD ENTERPRISES LLC		8,249.16
	TAX INCREMENT DISTRICT		8,249.16
TIF#2-2 14TH STREET APARTMENTS			
70	TAX INCREMENT DISTRICT		
169955	14TH STREET APARTMENTS		10,184.13
	TAX INCREMENT DISTRICT		10,184.13
TIF #2-1 - OAKWOOD ESTATES			
70	TAX INCREMENT DISTRICT		
238925	OAKWOOD ESTATES LLC		23,630.75
	TAX INCREMENT DISTRICT		23,630.75
PARK FUND			
45	PARKS/RECREATION		
110950	AARDVARK SEPTIC PUMPING		445.00
134800	CARLTON COUNTY TREASURER		22.52
142800	CLOQUET SANITARY SERVICE		269.48
179340	HAGENS GLASS & PAINT	180.00	108.33

DATE: 01/12/2017  
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CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
PARK FUND			
45	PARKS/RECREATION		
186500	INDEPENDENT SCHOOL DISTRICT 94		17,687.50
197800	L & M SUPPLY CO		89.32
220900	MN DEPT PUBLIC SAFETY		100.00
	PARKS/RECREATION		18,722.15
SENIOR CENTER FUND			
45	CULTURE AND RECREATION		
110250	AEOA SENIOR SERVICES		88.46
171525	G&K SERVICES		24.76
197800	L & M SUPPLY CO		158.48
	CULTURE AND RECREATION		271.70
PUBLIC WORKS RESERVE			
41	GENERAL GOVERNMENT		
270200	SUPERIOR COMPUTER PRODUCTS INC		12,377.50
	GENERAL GOVERNMENT		12,377.50
BUSINESS PARK BONDS			
36	MISCELLANEOUS REVENUE		
291675	WOODWARD ENTERPRISES LLC		-7,033.60
	MISCELLANEOUS REVENUE		-7,033.60
CAPITAL PROJECTS - REVOLVING			
81	SPECIAL PROJECTS		
144700	COMMISSIONER OF TRANSPORTATION		328.59
	SPECIAL PROJECTS		328.59
WATER - LAKE SUPERIOR WATERLIN			
50	STATION ONE		

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CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 01/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
WATER - LAKE SUPERIOR WATERLIN			
50	STATION ONE		
137310	CENTURY LINK	1,659.18	67.53
	STATION ONE		67.53
51	STATION TWO		
137310	CENTURY LINK	1,659.18	164.20
180500	HAWKINS INC		1,503.40
197800	L & M SUPPLY CO		156.19
220900	MN DEPT PUBLIC SAFETY		100.00
242850	PARSONS ELECTRIC LLC		2,631.74
288150	WASTE MANAGEMENT NORTHERN MN		71.48
R0001452	SIOUX VALLEY ENVIRONMENTAL		720.00
	STATION TWO		5,347.01
57	ADMINISTRATION		
156400	CITY OF DULUTH COMFORTSYSTEMS		79.43
	ADMINISTRATION		79.43
WATER - IN TOWN SYSTEM			
00			
R0001295	GLORIA LARSON		46.44
R0001453	RANDY LEEJOICE		10.55
			56.99
49	CLOQUET		
171525	G&K SERVICES		13.76
180500	HAWKINS INC		4,304.27
197800	L & M SUPPLY CO		227.86
220900	MN DEPT PUBLIC SAFETY		400.00
229500	NAPA AUTO PARTS		70.02
	CLOQUET		5,015.91

INVOICES DUE ON/BEFORE 01/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
WATER - IN TOWN SYSTEM			
54	BILLING & COLLECTION		
276000	TOSHIBA FINANCIAL SERVICES		234.76
278600	TWIN PORT MAILING		2,732.82
	BILLING & COLLECTION		2,967.58
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE		17.97
175950	GRAPHIC TECHNOLOGIES	112.50	810.00
278600	TWIN PORT MAILING		95.09
292400	XEROX CORPORATION		51.44
	ADMINISTRATION & GENERAL		974.50
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
153350	DIAMOND INDUSTRIAL CLEANING		66.17
171525	G&K SERVICES		9.18
190150	J M ELECTRONICS		19.95
197800	L & M SUPPLY CO		89.39
	SANITARY SEWER		184.69
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE		17.97
278600	TWIN PORT MAILING		95.09
292400	XEROX CORPORATION		51.43
	ADMINISTRATION & GENERAL		164.49
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
265650	RSPT c/o SOUTH ST. LOUIS SWCD		1,100.00
	ADMINISTRATION & GENERAL		1,100.00



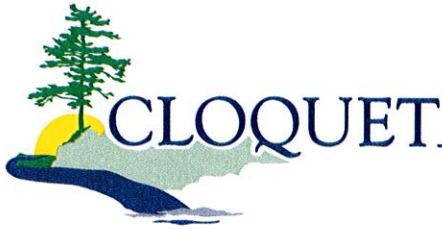
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TIME: 10:24:48  
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CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 01/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
CABLE TELEVISION			
45	PUBLIC TV		
210450	MEDIACOM LLC.	72.45	12.54
	PUBLIC TV		12.54
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
234100	NORTHEAST SERVICE COOPERATIVE	62,152.00	231.50
	EMPLOYEE VACATION & SICK		231.50
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
140200	CITY OF CLOQUET - PETTY CASH		17.25
142800	CLOQUET SANITARY SERVICE		39.87
190700	JAMAR COMPANY	628.00	121.27
197800	L & M SUPPLY CO		40.55
	PUBLIC SAFETY		218.94
	TOTAL ALL DEPARTMENTS		204,068.67




**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 (B)   
Date: January 11, 2017

---

**ITEM DESCRIPTION:** Approval of Therapeutic Massage and Therapeutic Massage Business License Renewal

---

**Proposed Action**

Staff recommends the City Council move to approve the renewal of the Therapeutic Massage Therapist license for Rebecca Morrow and her Therapeutic Massage Business license for Touch of Grace Massage, 1101 Avenue B.

**Background/Overview**

The City has received an application from Rebecca Morrow for renewal of her Therapeutic Massage license and her Therapeutic Massage Business license for Touch of Grace Massage. She is the only licensed massage therapist who operates at this location.

**Policy Objectives**

Approval of a Therapeutic Massage and Therapeutic Massage Business License is required under Section 6.9 of the Municipal Code. There is no limit on the number of licenses issued in any one year.

**Financial/Budget/Grant Considerations**

The City's fee schedule requires a \$50 fee for each license and the applicant has paid the both fees.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- None.



**ADMINISTRATIVE OFFICES**

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**REQUEST FOR COUNCIL ACTION**

---

To: Mayor and City Council  
From: Brian Fritsinger, City Administrator  
Date: January 9, 2017

---

**ITEM DESCRIPTION:** Retail Tobacco License Suspension - Sunnyside Liquor

---

**Proposed Action**

Staff recommends that the City Council move to suspend the retail tobacco license at Sunnyside Liquor, 607 Sunnyside Drive, for ten (10) days effective upon proper notice being provided to the business owner.

**Background/Overview**

In Cloquet, all licensed tobacco premises are open to inspection by the City. From time to time, but at least twice per year, the City conducts compliance checks by engaging minors to enter the licensed premises to attempt to purchase tobacco, tobacco products, or tobacco related devices.

On November 11, 2016, a citation was issued to Sunnyside Liquor for a violation of Section 6.5 of the Cloquet Municipal Code. This citation was issued as a result of a sale of tobacco products to a minor. This citation was the second offense by the business in the past twenty four months. The first citation was issued on December 23, 2015. The 2015 citation resulted in a license suspension of ten (10) days.

Under Municipal Code, Section 6.5.09, Subd. 1, a licensee with two offenses within twenty four months will receive a \$200 fine and a ten (10) day license suspension. The licensee was notified on November 18, 2016 that they had twenty (20) days to request in writing an administrative hearing to contest such citation. The business owner did not request a hearing. The business is again subject to a \$200 fine and ten (10) day tobacco license suspension.

The City notified the licensee of the suspension to be considered by the City Council at their meeting on January 17, 2017. The Council should proceed with the suspension process.

**Policy Objectives**

The City regulates the sale of tobacco under Section 6.5 of City Code. The purpose, among several reasons, is to regulate the distribution of tobacco products in a manner which will help to prevent young people from starting to smoke.

Further, M.S. 461.12, Municipal Tobacco Licensing and M.S. 609.685, Sale of Tobacco to Children, also regulate the various issues that apply in this situation.

**Financial/Budget/Grant Considerations**

There are no direct financial impacts on the City as a result of the license suspension. The licensee has not paid the \$200 administrative fee.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- None





# 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

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To: Mayor and City Council  
From: Steven K. Stracek, Chief of Police  
Reviewed by: Brian Fritsinger, City Administrator  
Date: January 10, 2017

---

**ITEM DESCRIPTION:** Authorization to lease two police department vehicles

---

### Proposed Action

Staff recommends the Council move to approve the lease of two 2017 Ford Interceptor Utility Vehicles through the Minnesota Department of Administration Fleet and Surplus Service at the state bid price of \$49,861.44, and to complete the purchase and installation of equipment in the vehicle through Emergency Automotive Technologies, Inc. up to the approved amount of \$36,138.56.

### Background/Overview

Historically, the department has purchased new vehicles to maintain the fleet. In 2012 and 2013, the department fleet numbered thirteen vehicles. At that time, the patrol division utilized eight vehicles including five sedans and three all-wheel drive vehicles. The department also utilized five unmarked vehicles for administrative and investigative purposes. Currently, the department fleet has been reduced to eleven vehicles and the department has utilized all available vehicles year round. When extra officers are working details and when vehicles have been down for maintenance or repair, we have found ourselves without an adequate number of vehicles for our staff to use.

Because police patrol vehicles are often utilized twenty-four hours a day, seven days per week, within three years, vehicles typically accumulate approximately 90,000 - 100,000 miles and need to be replaced. Police vehicles are used rigorously which results in increased maintenance costs for oil changes, brake, and transmission and suspension maintenance. We have learned that maintenance costs are significantly higher with an older fleet.

Our current fleet includes two Dodge Charger sedans. These vehicles have rear wheel drive and function reasonably in summer driving conditions. During winter months, the vehicles are not always suitable for significant snow events. Use of these vehicles in adverse snow conditions is sometimes challenging and can compromise the department's call response abilities. Additionally, maintenance needs increase when these vehicles are regularly used in these types of conditions. If we maintain the desired staffing of one-officer squads, the use of our all-wheel drive vehicles during the winter season is restricted to two to three officers and only occurs if all vehicles are in working conditions. Full staffing of four to five officers on each shift would force us to use sedans rather than all-wheel drive vehicles.

In the 2017 Capital Plan, the Council approved \$86,000.00 for a three year lease agreement to replace two patrol vehicles and to fund the set-up and equipment needed for the vehicles. This action will replace two marked patrol vehicles to maintain the fleet. The vehicles that are scheduled to be replaced are a 2013 Dodge Charger and a Ford Expedition that was removed from the fleet in 2015. Action early in the year is necessary as the time to acquire the vehicle can take up to ten weeks and another two to three weeks is needed to complete the outfitting of the vehicle.

Police vehicles are available for purchase and lease through the Minnesota Department of Administration Fleet and Surplus Service. The department has researched purchase versus lease options in an effort to determine the most financially feasible choice. The department has identified advantages to a three year lease rather purchasing the vehicle. Leasing vehicles allows the department to maintain a modern and mechanically reliable fleet.

The purchase price for a 2017 Ford Interceptor Utility Vehicle is \$27,690.95. The total lease cost for the thirty-six month term is \$24,930.72. The lease would cost the city \$2,760.23 less than a purchase. In the past, out of service police vehicles have been sold at auction. The last police SUV sold at auction in 2015 with a yield of \$3,553.00 to the City. The last police Ford Crown Victoria sedan sold at auction with a yield of \$2,154.00 to the City. The most recent average yield to the City for auctioned police vehicles is \$2,853.50.

Mileage accumulation on leased vehicles would be monitored by the department and restricted to the 90,000 mile limit in the thirty-six month term to avoid any overage fees. Installation of police equipment in leased vehicles is allowed and the vehicles would be delivered with some prewiring and equipment preparation already in place.

The department anticipates the biggest savings for the lease option in the area of vehicle maintenance costs. Currently the department pays for all maintenance and repairs of vehicles other than warranty work. All regular vehicle maintenance costs are included in the cost of the lease. This includes oil changes, brakes and all maintenance and repair work associated with regular use. Damages or repairs resulting from misuse or accidental damage would be the responsibility of the department. The only other maintenance cost to the department would be for the purchase of tires.

#### **Policy Objectives**

To maintain a safe and reliable fleet of department vehicles in order to deliver police service to the community.  
To lease police vehicles at the State bid price or lower.

#### **Financial/Budget/Grant Considerations**

The 2017 City of Cloquet Capital Plan recommends the replacement of police vehicles each year. This request includes the authorization to lease two vehicles and the costs associated with the installation and purchase of squad equipment. The Public Works Reserve Fund included \$86,000 to be expanded on the vehicles.

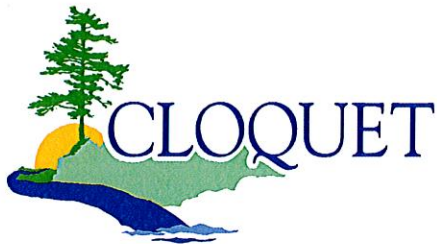
#### **Advisory Committee/Commission Action**

None.

#### **Supporting Documents 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, City Engineer  
Reviewed by: Brian Fritsinger, City Administrator  
Date: January 9, 2017

---

**ITEM DESCRIPTION:** Highway 33 & Cloquet Avenue Community Sign

---

#### Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 17-04, AUTHORIZING THE CITY OF CLOQUET PUBLIC WORKS DEPARTMENT TO MAINTAIN A MUNICIPAL IDENTIFICATION SIGN ON MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY ALONG NORTHBOUND HIGHWAY 33.**

#### Background/Overview

Approximately, 20 years ago the City constructed the existing stone "Cloquet" Sign at the intersection of Highway 33 and Cloquet Avenue adjacent to Veterans Park. As staff has worked to coordinate planned park improvements along highway 33 over the past two years, it was discovered the sign was placed within Minnesota Department of Transportation (MnDOT) right-of-way without a documented permit or agreement.

Minnesota Statute (173.025) provides that a local road authority may erect a municipal identification sign within the right-of-way of a trunk highway given written permission of the Commissioner of Transportation. In order to bring the current sign into compliance, the City Council must first adopt the attached resolution making formal request and authorizing the maintenance of the sign by Public Works. The existing sign does not comply with current MnDOT requirements regarding size however, MnDOT staff have indicated the State would be willing to "grandfather" the existing sign if City makes formal application. Failure to obtain the appropriate permissions may result in an order to remove the existing sign.

#### Policy Objectives

N/A.

#### Financial/Budget/Grant Considerations

The City is responsible for all costs associated with maintenance of the existing sign including any associated appurtenances and costs of removal of the sign should it become necessary.

#### Advisory Committee/Commission Action

N/A.

#### Supporting Documentation Attached

- Resolution No. 17-04

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

**RESOLUTION NO. 17-04**

**RESOLUTION AUTHORIZING THE CITY OF CLOQUET PUBLIC WORKS  
DEPARTMENT TO MAINTAIN A MUNICIPAL IDENTIFICATION SIGN ON  
MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY ALONG  
NORTHBOUND HIGHWAY 33**

**WHEREAS**, The City of Cloquet previously constructed a Municipal Identification Sign on Minnesota Department of Transportation Right-of-Way along northbound Highway 33 at the intersection with Cloquet Avenue; and

**WHEREAS**, The City requests to maintain the existing Municipal Identification Sign on Minnesota Department of Transportation Right-of-Way, as per this Resolution's adoption; and

**WHEREAS**, The City of Cloquet requests the existing Municipal Identification Sign be grandfathered from current Minnesota Department of Transportation requirements and specifications as it was installed 20 years previously; and

**WHEREAS**, Authorization of this Resolution will be forwarded to the proper parties of the State of Minnesota Department of Transportation for review and approval of the existing sign; and

**WHEREAS**, The City Engineer has reviewed and recommended authorizing the Public Works Department to maintain the existing Municipal Identification Sign.

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

That all previously written and unwritten documents are hereby superseded and that this resolution shall become effective on the day it is adopted.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 17<sup>TH</sup> DAY OF JANUARY, 2017.**

\_\_\_\_\_  
Dave Hallback, Mayor

ATTEST:

\_\_\_\_\_  
Brian Fritsinger, City Administrator



## 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: January 10, 2017

---

**ITEM DESCRIPTION:** Authorization to Bid 2017 Bituminous Overlay.

---

#### **Proposed Action**

Staff recommends that the City Council move to adopt **RESOLUTION NO. 17- 06, APPROVING THE SOLICITATION OF BIDS FOR PLANNED 2017 BITUMINOUS OVERLAY PROJECT.**

#### **Background/Overview**

One of the largest assets the City has is the existing street infrastructure. As with any asset a certain amount of maintenance is needed to maintain the function. Streets deteriorate over time and maintenance to prolong the pavement life can avoid costly reconstruction in the future. 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.

The streets included in this project are broken in to two main areas East and West. The base bid has streets in both the East and West area. Alternate A includes additional work in the West area and Alternate B includes additional work in the East area. The streets included in the base bid and Alternate A and Alternate B are shown in the attached location map (Exhibit A).

The streets in the project were originally constructed between 1985 and 1993 therefore they have been in service for 24 to 32 years. Completing a mill and overlay at this point will extend the service life at a much lower cost than reconstruction. The pavement condition has not deteriorated to the point where there is a need to reconstruct and the utilities under the pavement are in average condition and do not warrant replacement.

The work included in this project involves preparing the street for an overlay by repairing and replacing aged and failing concrete curb and sidewalk, updating pedestrian ramps to match current regulations, removal of 4 trees causing damage to curb and sidewalk, and repairing catch basins and manholes. Once this preparation is done, the pavement will be milled to a depth of 2 inches and a new bituminous wearing course paved. The manholes will be adjusted to finished grade with a concrete ring as was done on the previous project on Holmes Drive.

There is a neighborhood meeting planned for January 18<sup>th</sup>, 2017 to discuss the project with residents and take input on the scope of the improvements. As this is not an improvement covered by special assessment there are no formal public hearings planned.

The following is a listing of the streets included in the project as part of the base bid and alternates A and B:

<b>Base Bid</b>			
<b>Street</b>	<b>From</b>	<b>To</b>	<b>Area</b>
Chestnut Street	Avenue A	Park Avenue	West
Avenue B	Chestnut Street	Arch Street	West
Avenue C	Chestnut Street	Broadway Street	West
Avenue B	8th Street	13th Street	East
13th Street	Cloquet Avenue	Avenue B	East
14th Street	Cloquet Avenue	Avenue B	East
Avenue C	13th Street	14th Street	East

<b>Alternate A</b>			
<b>Street</b>	<b>From</b>	<b>To</b>	<b>Area</b>
Avenue B	Arch Street	Broadway Street	West
Arch Street	Avenue A	Avenue C	West
Vine Street	Avenue C	Avenue B	West

<b>Alternate B</b>			
<b>Street</b>	<b>From</b>	<b>To</b>	<b>Area</b>
Avenue C	12th Street	13th Street	East
12th Street	Cloquet Avenue	Avenue C	East

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

**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.

**Financial/Budget/Grant Considerations**

The CIP budget for this project is \$685,000. Staff has prepared plans and specifications that include a base project and two alternates. The estimated costs area as follows:

Base Bid	\$ 553,144
Alternate A	\$ 105,949
Alternate B	\$ 34,107
Total	\$ 693,200

Staff found with the bids the City received in 2016 on Holmes Drive and TH 33 South Frontage Road contractors to have very competitive pricing. The Engineers Estimate staff has prepared for 2017 is conservative. Should the City see the same level of competition in the bidding this year it is conceivable the total project including the two alternates could come in under the budget. Since the bid is set up with two alternates the City Council has the ability to choose what combination of base bid and alternates get awarded after the bids are open.

The current assessment policy does not include Mill and Overlay as an assessable cost and therefore there is no proposed special assessment related to this project. It is anticipated the project would be funded using funds from the Permanent Improvement Fund.

**Advisory Committee/Commission Action**

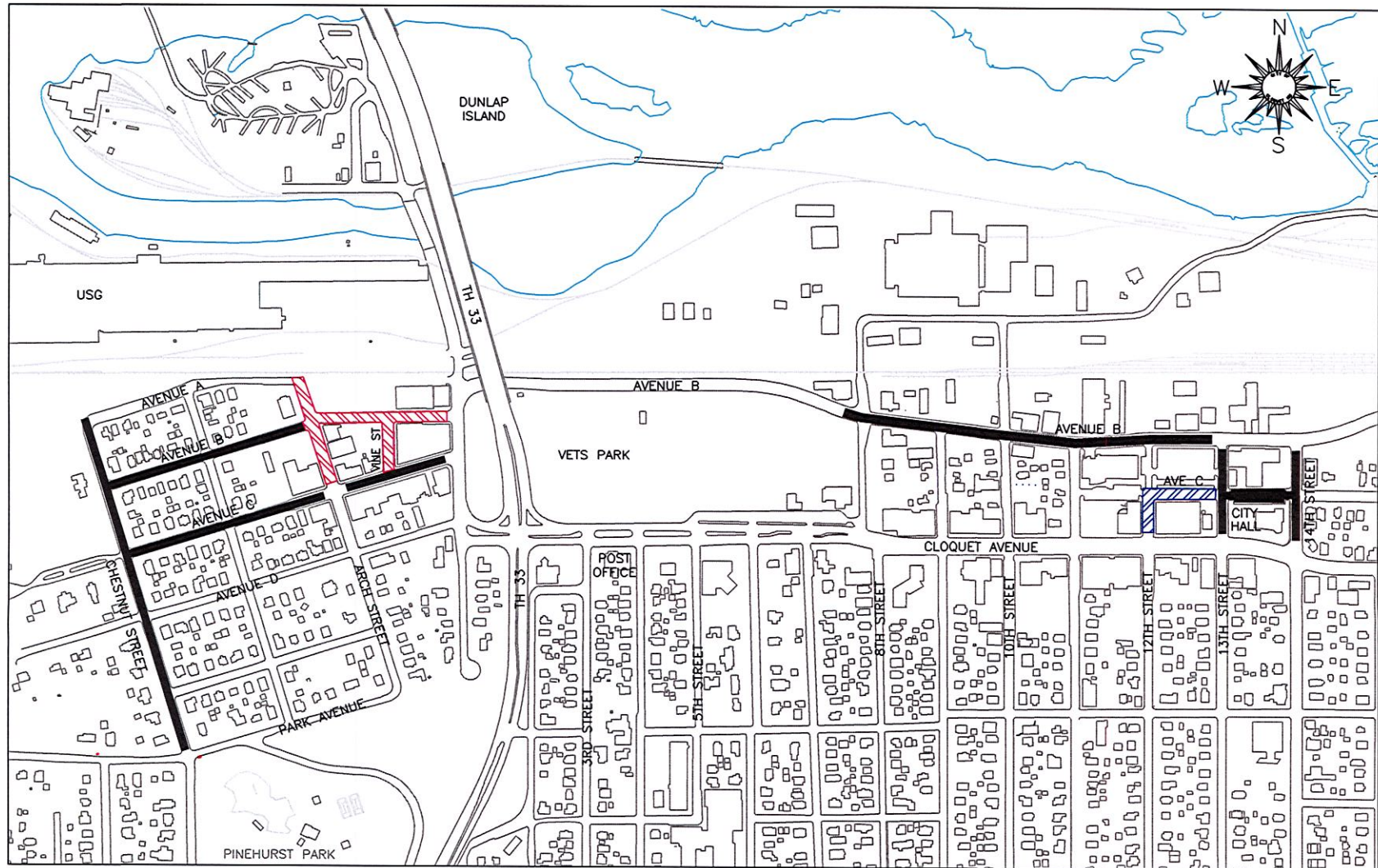
N/A.

**Supporting Documents Attached**

- Location Map (Exhibit A)
- Resolution No. 17-06



# EXHIBIT A - 2017 BITUMINOUS OVERLAY



-  BASE BID
-  ALTERNATE A
-  ALTERNATE B

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

**RESOLUTION NO. 17-06**

**RESOLUTION APPROVING THE SOLICITATION OF BIDS FOR THE  
2017 BITUMINOUS OVERLAY PROJECT**

**WHEREAS**, The City has identified maintaining its street infrastructure is a priority; and

**WHEREAS**, The Streets contained in the proposed 2017 Bituminous Overlay are in need of maintenance; and

**WHEREAS**, Mill and Overlay has been determined to be the best maintenance strategy to preserve the pavement and extend the service life of the pavement; and

**WHEREAS**, it is most cost effective to complete all other ancillary concrete repairs along with the pavement repair; and

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

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

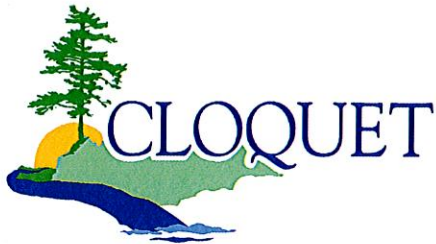
1. Such plans and specifications are hereby approved.
2. The City Engineer is hereby authorized to advertise and solicit bids for such improvements.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 17TH DAY OF JANUARY, 2017.**

ATTEST:

\_\_\_\_\_  
Dave Hallback, Mayor

\_\_\_\_\_  
Brian Fritsinger, City Administrator

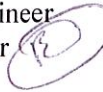


## DEPARTMENT OF PUBLIC WORKS

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### REQUEST FOR COUNCIL ACTION

---

To: City Council  
From: John Anderson, Assistant City Engineer  
Reviewed By: Brian Fritsinger, City Administrator   
Date: January 10, 2017

---

**ITEM DESCRIPTION:** Authorization to Bid Pine Valley Single Track Mountain Bike Trail

---

#### **Proposed Action**

Staff recommends that the City Council move to adopt **RESOLUTION NO. 17-07, APPROVING THE SOLICITATION OF BIDS FOR THE PINE VALLEY SINGLE TRACK MOUNTAIN BIKE TRAIL PROJECT.**

#### **Background/Overview**

The Park Commission has prioritized park improvements in the parks and recreation master plan and the City Council has planned for those improvements in the Capital Improvement Plan (CIP). The CIP includes item PP-010, Pine Valley Park Improvements, which budgets \$120,000 in 2017 for the addition of a mountain bike trail at Pine Valley.

The preliminary trail design was completed by a consultant, Dirt Dojo who walked the park and flagged the trail segments. A report was prepared with the trail layout as well as a written description of each trail segment and an estimated trail construction cost.

Staff has advanced the preliminary design to include the necessary contracting specification and bidding documents. We have collaborated with staff from the City of Duluth who has in recent years made a significant expansion to their mountain bike trail network, and as a result gained valuable experience in contracting for construction of mountain bike trails.

The preliminary design included a base or core set of trails as well as additional trails that build on that core and expand to more difficulty and challenge. Contract documents have been set up with a base bid and bid alternates to allow the City Council to determine to what extent the contract is awarded. The base bid includes those core trail segments identified by Dirt Dojo in the preliminary design. The Bid alternates expand on those core trails to include more challenging advanced trail laid out in the preliminary design. The layout of the trails is shown on the attached map, Exhibit A. A trail way finding system is not included in the work and will need to be developed once construction of the trail network has been completed.



The following is a listing of the trail segments included in the project as part of the base bid and alternates A and B:

No.	Name	Bid Schedule	Length (mi.)
1	Practice Loop	Base	0.17
2	Main Loop	Base	0.46
3	Ridge Connectors	Base	0.16
4	Two Way Connector	Base	0.13
5	Ridge Climb	Base	0.38
6	Ridge Scenic Loop	Base	1.08
		TOTAL	2.38

No.	Name	Bid Schedule	Length (mi.)
7	Ridge Flow Trail #1	Alternate A	1.02
8	Ridge Flow Trail #2	Alternate A	0.33
		TOTAL	1.35

No.	Name	Bid Schedule	Length (mi.)
9	Ski Hill Climb	Alternate B	0.26
10	Ski Hill Flow Trail #1	Alternate B	0.55
11	Ski Hill Flow Trail #2	Alternate B	0.51
		TOTAL	1.32

The project is scheduled as follows:

- January 17 – Authorization to bid
- January 19 - Bid advertisement
- February 14- Bid opening
- February 21 - Council award of project
- October 15 – Construction complete

### **Policy Objectives**

The City's 2014 Parks and Recreation System Master Plan included a variety of goals and policies. The following two policies best apply in this situation:

- Policy 1.3 - Improvements to parks shall follow a process that engages park users, stakeholders, and neighbors to ensure changes are aligned with community needs and interests.
- Policy 5.4 - Trail loops shall be created within parks where feasible.

**Financial/Budget/Grant Considerations**

The CIP budget for this project is \$120,000. Staff has prepared plans and specifications that include a base project and two alternates. The estimated costs are as follows:

Base Bid	\$ 115,610
Alternate A	\$ 55,687
Alternate B	\$ 51,982
Total	\$ 223,279

The preliminary design estimate prepared by Dirt Dojo is \$121,136. The engineers estimate based on pricing Duluth has seen on their contracts detailed above including both alternates totals \$223,279. With the wide variation on the estimates the alternate bids provide the City Council the opportunity to make a final determination on the scope of the project once bid numbers have been received. The contract language allows the City Council the ability to award the base bid and any combination of bid alternates.

The project is intended to be funded with sales tax fund monies that have been specially designated to go towards park improvements.

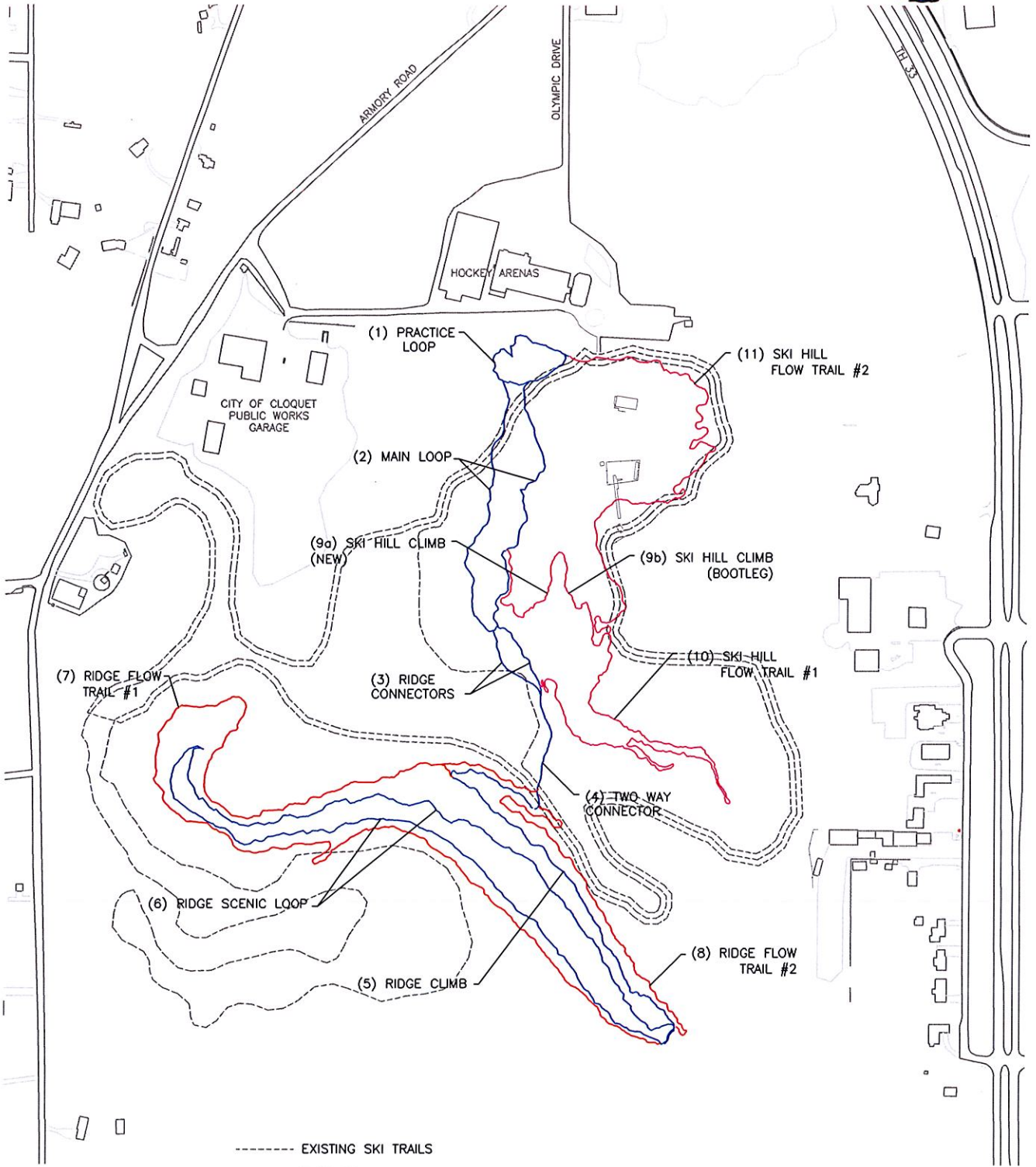
**Advisory Committee/Commission Action**

In 2016 the Park Commission recommended this improvement be given priority status and be moved forward to 2017 construction.

**Supporting Documents Attached**

- Location Map (Exhibit A)
- Resolution No. 17-07

# EXHIBIT A — Pine Valley Single Track Mountain Bike Trail



- EXISTING SKI TRAILS
- BASE BID
- ALTERNATE A
- ALTERNATE B



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

**RESOLUTION NO. 17-07**

**RESOLUTION APPROVING THE SOLICITATION OF BIDS FOR THE  
PINE VALLEY SINGLE TRACK MOUNTAIN BIKE TRAIL PROJECT**

**WHEREAS**, The City has identified a vision for park improvements in the Cloquet Parks and Recreation System Master Plan; and

**WHEREAS**, The Cloquet Parks and Recreation System Master Plan includes a mountain bike trail at Pine Valley Park ; and

**WHEREAS**, The Capital Improvement Plan has budgeted for the addition of a mountain bike trail at Pine Valley in 2017 ; and

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

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

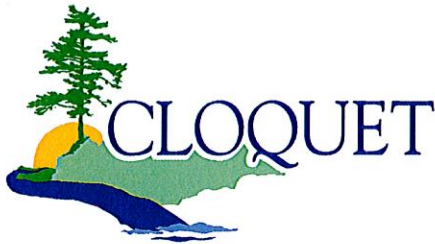
1. Such plans and specifications are hereby approved.
2. The City Engineer is hereby authorized to advertise and solicit bids for such Improvements.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 17TH DAY OF JANUARY, 2017.**

\_\_\_\_\_  
Dave Hallback, Mayor

ATTEST:

\_\_\_\_\_  
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

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To: City Council  
From: John Anderson, Assistant City Engineer  
Reviewed By: Brian Fritsinger, City Administrator  
Date: January 10, 2017

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**ITEM DESCRIPTION:** Authorization to Bid 2017 Sanitary Sewer Lining

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#### Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 17-08, APPROVING THE SOLICITATION OF BIDS FOR THE 2017 SANITARY SEWER LINING PROJECT.**

#### Background/Overview

The City of Cloquet has 46.9 miles of gravity sanitary sewer in service. A significant portion of that sewer was built with vitrified clay pipe (VCP) before polyvinylchloride (PVC) pipe was widely used in sewer construction. The VCP pipe joints tend to leak over time which causes two problems. The first being the fact that ground water can enter the pipe and create a much larger flow when the clear water enters the sewage stream. This added flow creates a larger volume of sewage that is treated by WLSSD. Ultimately, The City of Cloquet pays WLSSD to treat the ground water that infiltrates the sanitary sewer system. The second problem created by leaking joints is roots can enter the pipe and create blockages that need to be removed mechanically, which leads to higher maintenance costs and if not caught in time can cause expensive sewage backups in the system.

Trenchless technologies are available to install a liner inside the pipe to seal the pipe and prevent intrusion of roots and ground water. The City Council has acknowledged the need for this type of proactive maintenance in the Capital Improvement Plan (CIP). The CIP includes item SP-005 Sanitary Sewer CIPP Lining, which budgets \$150,000 in 2017 for this work.

To date the city has lined 17,700 feet of sanitary sewer, or approximately 7% of the system. There is 132,700 feet of sanitary sewer that is VCP that has not been lined. Not all VCP necessarily needs to be lined but that represents 53% of the sanitary sewer pipe in the system.

Staff has assembled a list of sewer lining candidates and grouped them in to a number of bid schedules to be bid with a base bid and bid alternates. This will provide the most flexibility for the City Council to decide what to include once we have bid numbers presented.

The base bid includes 4,594 LF of CIPP sewer lining. Alternate A includes 1,181 LF of CIPP sewer lining. Alternate B includes 809 LF of CIPP sewer lining. The areas included in the base bid and alternates A and B are shown in Exhibit A

The project is scheduled as follows:

- January 17 – Authorization to bid
- January 26 - Bid advertisement
- February 23- Bid opening
- March 7 - Council award of project
- November 1 – Construction complete

**Policy Objectives**

The City has no formal policy related to the procedures for maintaining its sanitary sewer system. However, maintenance protects and extends the life of the City’s sanitary sewer system. The City attempts to provide such maintenance in a safe and cost effective manor, keeping in mind safety, budget, personnel and environmental concerns. Further, the City is required by the Western Lake Superior Sanitary District (WLSSD) to formally address the problem of inflow and infiltration.

**Financial/Budget/Grant Considerations**

The CIP budget for this work is \$150,000. Staff has prepared plans and specifications that include a base project and two alternates. The estimated costs are as follows:

Base Bid	\$ 148,283
Alternate A	\$ 47,469
Alternate B	\$ 32,059

The project will be bid such that the base bid and any combination of alternates can be awarded. The project will be funded by the sanitary sewer fund.

**Advisory Committee/Commission Action**

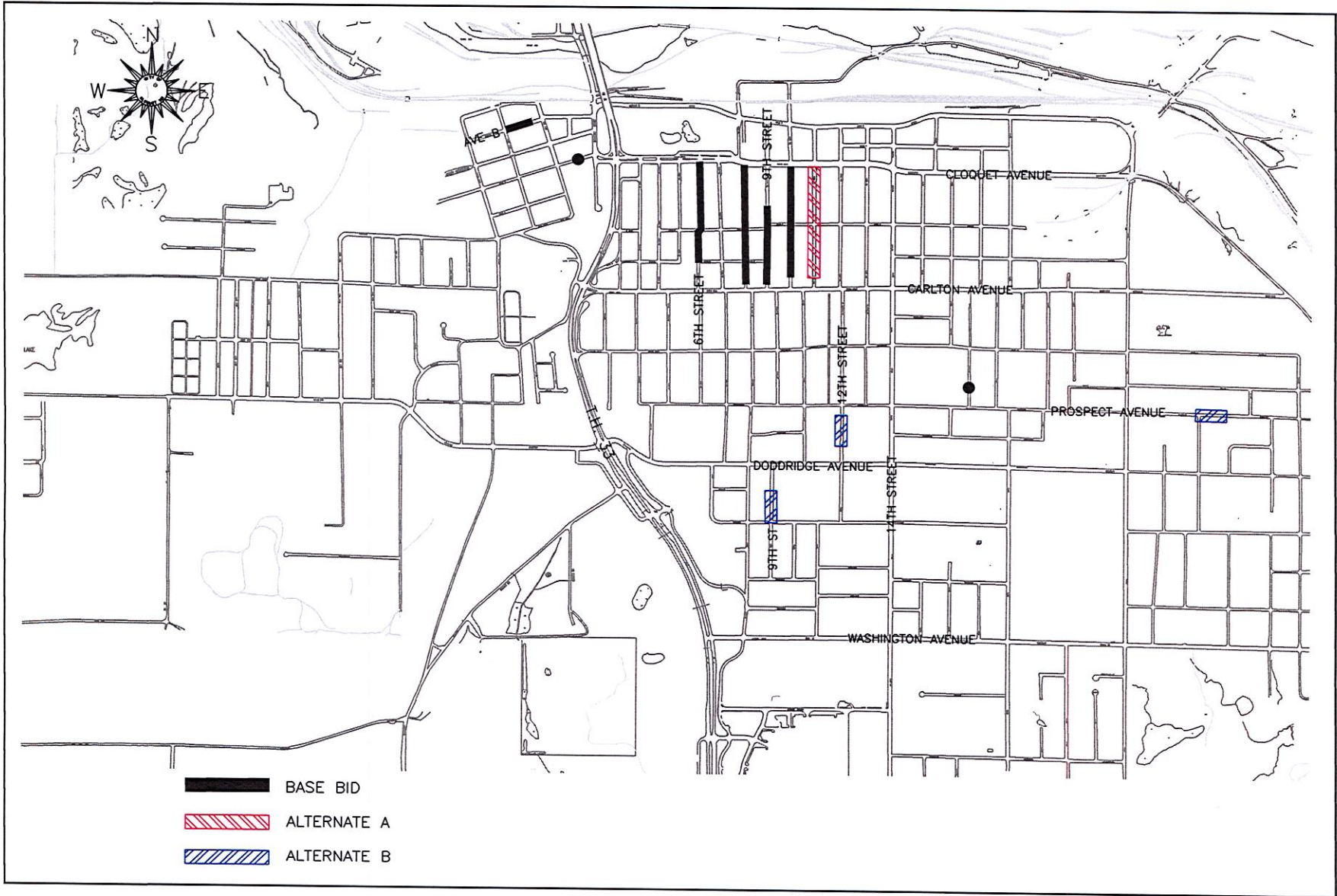
N/A

**Supporting Documents Attached**

- Location Map (Exhibit A)
- Resolution No. 17-08



# EXHIBIT A - 2017 SANITARY SEWER LINING



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

**RESOLUTION NO. 17-08**

**RESOLUTION APPROVING THE SOLICITATION OF BIDS FOR  
THE 2017 SANITARY SEWER LINING PROJECT**

**WHEREAS**, The City has identified a need to maintain its sanitary sewer infrastructure; and

**WHEREAS**, Proactively reducing inflow and infiltration into the sanitary sewer system will provide benefits to the City of Cloquet both financially and environmentally; and

**WHEREAS**, A trenchless approach to reducing infiltration provides the most economical approach to this work; and

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

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

1. Such plans and specifications are hereby approved.
2. The City Engineer is hereby authorized to advertise and solicit bids for such improvements.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 17TH DAY OF JANUARY, 2017.**

\_\_\_\_\_  
Dave Hallback, Mayor

ATTEST:

\_\_\_\_\_  
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

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: January 6, 2017

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**ITEM DESCRIPTION:** Consideration of Appointments to the Parks and Planning Commissions

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#### **Proposed Action**

The City Council is asked to discuss the applications of interest to serve on the Parks and Planning Commissions with terms expiring December 31, 2019.

#### **Background/Overview**

The City Council recently received the resignation of Rick Stowell from the Parks Commission and Charles Buscher from the Planning Commission. The terms of both Commissions expired on December 31, 2016. Two other seats (one on each board) also expired on December 31, 2016. As a result, the Council has two appointments to make on each Commission.

The City has been advertising for interested residents to serve on these Commissions through the Pine Journal Newspaper and its website. In addition to an incumbent from each Commission, the City received six applications for the vacancy on the Parks Commission and two applications for the Planning Commission. The City Council is expected to conduct interviews with each of the candidates at its Work Session meeting scheduled for January 17, 2017.

#### **Policy Objectives**

The Council can delegate certain functions to appointed administrative Boards and Commissions. Certain Commissions are established per Minnesota Statutes and others serve, such as the Parks Commission, at the direction of the City Council. The Planning Commission is established pursuant to Minnesota Statute 462.354 and Section 2.2.01 of City Code.

#### **Financial/Budget/Grant Considerations**

None.

#### **Advisory Committee/Commission Action**

None.

#### **Supporting Documentation Attached**

- Applications for appointments to Commissions



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Phone: 218-879-3347 Fax: 218-879-6555

www.ci.cloquet.mn.us

email: bfritsinger@ci.cloquet.mn.us

### Application for Appointment to Advisory Boards and Commissions

Name: Terri Lyytinen		Date: 12/15/2016	
Address: 804 12th Street			
Email:			
Home Phone:		Work Phone:	Cell Phone:
How long have you lived in Cloquet?		Years/Months: 20 years	Which Ward? 1
What Cloquet community activities have you been involved in? I have done lots of volunteering & been involved in countless activities in the community through the years including: Chamber of Commerce events & functions, Salvation Army volunteering food drives, adopt a family, Red Kettle, Friends of Animals Volunteering Beastie Bash & rummage sales. Queen of Peace school fundraising, & volunteering at The Cloquet Vineyard Church.			
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I have served on the Board of Directors for the Duluth Area Association of Realtors on 2 different occasions fulfilling 3 term lengths. I served 2 years on the Board of Directors for the Salvation Army in Cloquet. I am currently on the Board of Directors for The Friends of Animals.			
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: <u>Planning Commission</u>			
Would you consider an alternate appointment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, which one?			
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. I sell residential real estate which in the summer months can be extra long hours but typically I make my schedule and can fulfill obligations made prior. However, short notice meeting during that time might be an issue for my schedule.			
Why do you wish to be on a Board/Commission? I want to see my community grow and develop into a flourishing town would love the opportunity to be part of that process.			
Please describe any other relevant information you would like us to know. I have had my Real Estate brokers license and or sales person license since 1998.			

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



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### Application for Appointment to Advisory Boards and Commissions

Name: Nathaniel Wilkinson		Date: 12/15/2016
Address 1217 Slate Street, Cloquet, MN		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: 23/0	Which Ward? 5
What Cloquet community activities have you been involved in? Cloquet Chamber events.		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. Currently serving on Cable Commission.		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: Planning Commission		
Would you consider an alternate appointment?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one?		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like.		
Why do you wish to be on a Board/Commission? I would like to further my involvement with my city. My past and current experiences working at engineering and architectural firms makes me a good fit for this commission.		
Please describe any other relevant information you would like us to know. Thank you for the consideration.		

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



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

Name: Troy Taubman		Date: 11/22/16
Address: 316 Laine Rd, Cloquet, MN 55720		
Email:		
Home Phone: NA	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: 9 yrs, 4 months	Which Ward? 5-1
<b>What Cloquet community activities have you been involved in?</b> I've helped coach youth football and basketball. Volunteered at the Churchill school Fun Run		
<b>Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission.</b> Served on landowner committee for a snowmobile club before I moved to Cloquet, also helped sell advertising for the club		
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: Parks		
Would you consider an alternate appointment?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, which one? Planning Or Economic Development <i>Parks</i>		
<b>Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like.</b> I occasionally travel for work but it's only 2-3 times per yr. I should have no problem making a 4:30 meeting once per month.		
<b>Why do you wish to be on a Board/Commission?</b> I'd like to get more involved in the community and Parks are something I have an interest in. I'm a big fan of outdoor activities and with two teenage children I understand the struggles of getting them outdoors and having family friendly activities they like to do.		
<b>Please describe any other relevant information you would like us to know.</b> As I mentioned I enjoy the outdoors, I enjoy mtn biking and think the COGGS relationship with the city of Duluth is a fantastic way of promoting outdoors activities and building the infrastructure needed. As a family we snowmobile, hunt, camp together. I currently work for Altec in Duluth as a Plant Manager and have experience budgeting, forecasting, writing capital expenditure requests and justifications.		

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



### Application for Appointment to Advisory Boards and Commissions

Name: <u>Amy Lashela</u>		Date: <u>8/11/14</u>
Address: <u>334 8th St.</u>		
Email: _____		
Home Phone: <u>—</u>	Work Phone: <u>—</u>	Cell Phone: _____
How long have you lived in Cloquet?	Years/Months: <u>7/11</u>	Which Ward? <u>3</u>
What Cloquet community activities have you been involved in? <u>I'm on the Cloquet Camera club</u> <u>I am on the 4th of July Planning Committee</u>		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. <u>I used to be a volunteer coordinator for a large organization in Cambridge mn.</u>		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: <u>PARKS Commission</u>		
Would you consider an alternate appointment?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, which one? <u>—</u>		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. <u>— No conflicts I'm self employed</u>		
Why do you wish to be on a Board/Commission? <u>I have a passion for Cloquet Parks. I am a frequent visitor &amp; I care deeply about the use, improvement etc. of the parks</u>		
Please describe any other relevant information you would like us to know. <u>I am very organized and am an ideas kind of person. I am committed &amp; diligent.</u>		

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

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



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www.ci.cloquet.mn.us

email: bfritsinger@ci.cloquet.mn.us

### Application for Appointment to Advisory Boards and Commissions

Name: Cory Martinson		Date: 12/15/2016
Address 342 9th St		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: over 30 years	Which Ward? 3
What Cloquet community activities have you been involved in? Mostly activities through my church. This would be my first official service at the city level.		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. In my capacity as a security trainer for the military I sat in committee with advisors for battalion security. While I was operations manager for an electronics recycling business in Duluth I sat in with the WLSSD board on recycling and waste.		
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: The parks commission		
Would you consider an alternate appointment?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, which one?		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. My work schedule would allow me to attend all the meetings.		
Why do you wish to be on a Board/Commission? I've been interested in some of the initiatives like the idea of a dog park in Cloquet for some time now, and thought I should probably "put my money where my mouth is."		
Please describe any other relevant information you would like us to know. Thank you for your consideration.		

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



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 email: bfritsinger@ci.cloquet.mn.us

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

Name: Tom Lenarz		Date: 12-7-16
Address 1123 Summit Ave		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: 23 YEARS	Which Ward? Golf Course
<b>What Cloquet community activities have you been involved in?</b> I have been activities director at Cloquet High School for 14 years. I have been head football coach for 15 years. I have been the director for the Cloquet Youth Football Association since its inception 12 years ago. I have also been a part of the Labor Day parade and the Sawdust 5K for several years.		
<b>Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission.</b> I currently sit on several regional and conference committees related to Cloquet Athletics. I am on the Minnesota State High School league AD Advisory board and the 7AA Region Committee. I am a current member of the CYFA leadership.		
<b>Do you have a preferred Board/Commission that you are interested in serving on?</b>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>If yes, fill in the name of Board/Commission:</b> I am interested in the opening on the Parks Board.		
<b>Would you consider an alternate appointment?</b>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>If yes, which one?</b>		
<b>Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like.</b> I coach football in the fall so any meetings after school would make it impossible for me to attend. Other than that I have a flexible schedule and can attend meetings.		
<b>Why do you wish to be on a Board/Commission?</b> I am interested in the directions the city will be taking with our parks and open spaces. I see this an opportunity to give something back to the community as well.		
<b>Please describe any other relevant information you would like us to know.</b>		

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



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### Application for Appointment to Advisory Boards and Commissions

Name: Tom Brenner		Date: 11/10/2016
Address: 1310 21st Cloquet, MN 55720		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: 40	Which Ward?
What Cloquet community activities have you been involved in? I have been involved in all forms of athletic, theatre and fitness activities in Cloquet as a coach, parent, official and volunteer. Furthermore, through my job and charity work I have had the opportunity to volunteer to help with many community events and fundraisers.		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. Cloquet Basketball Association and Football Association - current board member Members Cooperative past board member Minnesota Association of Secondary Principals past board member Minnesota Association of Secondary Principals staff development board - current Several fundraising and church committees		
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: Parks Commission		
Would you consider an alternate appointment?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, which one?		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. None		
Why do you wish to be on a Board/Commission? As a youth in Cloquet the city parks, and the programming that took place in them, helped to shape me as a person. Now as an adult in the community I continue to enjoy the parks, and all they have to offer, with my family. It would be an honor to work on this commission to help maintain and improve Cloquet's parks systems for future generations.		
Please describe any other relevant information you would like us to know.		

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





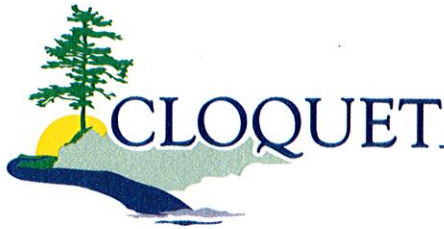
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Phone: 218-879-3347 Fax: 218-879-6555  
www.ci.cloquet.mn.us  
email: bfritsinger@ci.cloquet.mn.us

Application for Appointment to  
Advisory Boards and Commissions

Name: John S. Fryc		Date: 11/28/2016
Address 105 7th Street		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: 38 years 6 month	Which Ward? 3rd
What Cloquet community activities have you been involved in? Cloquet River Run Lead Biker Churchill/Washington Power Lunch Reading programs		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I am the Labor Organization representative on the Minnesota Fiber Resource council, appointed by Governor Mark Dayton. I also serve as a SEIU-NCFO Chapter 939 representative to the Wood Fiber Employees Joint Legislative Council		
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: Parks Commission		
Would you consider an alternate appointment?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, which one?		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. My work schedule is Monday-Thursday 6:30 AM to 5 PM. I will need to use volunteer time to leave work to attend meetings.		
Why do you wish to be on a Board/Commission? I am interested in serving the community I have lived my entire adult life in. I am a user of the parks and trail systems of our community and I would like to see our parks and trails maintained as well as continual improvement.		
Please describe any other relevant information you would like us to know.		

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



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**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator  
Date: January 11, 2017



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**ITEM DESCRIPTION:** Consideration of WLSSD Appointment

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**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.

**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 held by Cloquet residents. 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, 2017 meeting. It tabled action at that time to allow time for Councilors to review the materials presented by Ms. Bohren, Executive Director of WLSSD.

**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 Cloquet has three representatives.

**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	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	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
19	20	21	22	23	24	25
26	27	28	29	30	31	

## 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	24	25	26	27	28	29
30						

## 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	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					

## 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	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	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	25	26	27	28	29	30

 Board Meeting