



CITY OF CLOQUET
City Council Agenda
Tuesday, January 3, 2017
7:00 p.m.
City Hall Council Chambers

CITY COUNCIL WORK SESSION

5:30 p.m. Future Work Session Agenda Planning
5:35 p.m. WLSSD Update (Marianne Bohren)
6:30 p.m. County Commissioner Update (Dick Brenner, Tom Proulx)

1. **Oath of Office for Newly Elected City Councilors – Adam Bailey, Kerry Kolodge, Steve Langley**
2. **Roll Call.**
3. **Pledge of Allegiance.**
4. **Approval of Agenda.**
 - a. Approval of January 3, 2017 Council Agenda
5. **Approval of Council Minutes.**
 - a. Work Session Minutes from the December 20, 2016 meeting
 - b. Regular Council Minutes from the December 20, 2016 meeting
6. **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. 17-02, 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
7. **Public Hearings.**

None.



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8. Presentations.

None.

9. Council Business.

- a. Adoption of 2017 City Council Meeting Calendar
- b. Appointment of Acting Mayor for 2017
- c. Ordinance Establishing and Amending Annual Fees and Charges
 - Ordinance No. 462A, An Ordinance Establishing the City Fees and Charges for 2017
 - Resolution No. 17-03, A Resolution Authorizing Publication of a Summary of Ordinance No. 462A, An Ordinance Establishing The City Fees and Charges for 2017
- d. Commission/Board/Committee Appointments
- e. ISD #94 Community Education Contract Renewal

10. 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.

11. Commission Liaison Reports, Council Comments, Announcements, and Updates.


12. Adjournment.



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: December 28, 2016

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

January 17

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

February 7

ADM/HR...Personnel Policy Manual

February 21

PD.....Police Department Update

PD.....ATVs on City Streets

March 7

PW.....Street Repair Funding Options

PW.....Pavement Management

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

Absent: None

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

Other: Community Education Director Ruth Reeves; Parks Commission Members J. Badger, T. Krohn, A. Louhela, T. Urbanski, B. Wyman; SEH Representatives M. Kraemer, D. Hinzman, E. Freer; and Jamie Lund, Pine Journal

Community Education Update/Contract

- Community Education Director, Ruth Reeves, gave an overview of the programs offered to children, youth and adults. Youth is their core programming offering indoor and outdoor activities both on and offsite. Community Education's primary goals are partnerships which allow for more resources to be utilized.
- Mr. Fritsinger gave a quick history of the 30+ year relationship between the City and Cloquet ISD #94/Community Education. A major part of the agreement the Pinehurst Park Pool.
- The agreement is yearly with an increase of 1.5% in 2017 to meet inflationary needs. They also would like the City to share the cost of insurance for one Community Education full time employee.
- The Council had no questions or comments regarding the 2017 Agreement.

Joint Parks Commission / Dunlap Island Plan Development

- SEH has reached the 30% mark on plans for the project and would like feedback before they go further. They would like the Council to use this as an opportunity to ask questions or discuss concerns.
- Mr. Kraemer recapped the past few years of progress with a review of the master plan timeline. They are expecting the overall improvements to stay on schedule with bids in March, starting the work spring of 2017.
- This phase of the project focuses on Broadway Avenue and Dunlap Island with the main focus on the river. Discussion of the opportunities and constraints with this project and how to make it a destination area beyond festivals and events.
- SEH is working with MNDOT, the railroad, DNR and Army Corps of engineers on the different challenges. They are currently working with the railroad on pedestrian crossings.
- Overview of Dunlap Island Plan which includes a warming house/pavilion that could be used year round. Structure options discussed as well as heat sources. 3 playground options were also shared followed by discussion.
- The Council had no further direction for SEH and was asked to contact Caleb Peterson for any additional comments, suggestions or questions regarding the Broadway and Dunlap Island plans.

There being no further business, the meeting adjourned at 6:59 p.m.

Respectfully Submitted,

Brian Fritsinger
City Administrator

Regular Meeting

 **DRAFT**

Roll Call

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

Councilors Absent: None.

Pledge of Allegiance

AGENDA

MOTION: Councilor Rock moved and Councilor Steve seconded the motion to approve the December 20, 2016 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Langley moved and Councilor Rock seconded the motion to approve the minutes of the Work Session and Regular Meeting of December 6, 2016. The motion carried unanimously (7-0).

CONSENT AGENDA

MOTION: Councilor Bjerkness moved and Councilor Maki seconded the motion to adopt the consent agenda of December 20, 2016 approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 16-97, Authorizing the Payment of Bills
- b. 2017 Business License Renewals
- c. New Therapeutic Massage License – Hope Weber
- d. Approval of Raffle Permit – Queen of Peace Church

PUBLIC HEARING

There were none.

PRESENTATIONS

There were none.

HONORING LARA WILKINSON

MOTION: Councilor Rock moved and Councilor Bjerkness seconded the motion to adopt **RESOLUTION NO. 16-91, A RESOLUTION HONORING LARA WILKINSON FOR HER SERVICE AS CITY COUNCILOR.** The motion carried unanimously (7-0).

WHEREAS, Lara Wilkinson was first elected to serve as an At-Large City Councilor in 2013; and

WHEREAS, Ms. Wilkinson also served on a variety of other community committees, commissions, and task forces during her tenure on the Council; and

WHEREAS, During her tenure as a representative of the City of Cloquet, Ms. Wilkinson dedicated herself in serving and representing not only the citizens of Cloquet and its business community but also the employees of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLOQUET, The City Council, City employees, and citizens of Cloquet wish to thank Ms. Wilkinson for her years of loyal service to the City of Cloquet and its people. It is service of public spirited citizens such as Ms. Wilkinson which cause a City to progress and to provide quality public services to the community.

MAINTENANCE AGREEMENT WITH CARLTON COUNTY

MOTION: Councilor Kolodge moved and Councilor Wilkinson seconded the motion to approve the Maintenance Agreement between the City of Cloquet and Carlton County. The motion carried unanimously (7-0).

CLOQUET MCPP 2017 APPLICATION

MOTION: Councilor Wilkinson moved and Councilor Rock seconded the motion to approve the submission of the 2017 application for Cloquet for the Minnesota City Participation Program (MCPP) funding for first time homebuyer loans within the City. The motion carried unanimously (7-0).

VACATION OF UTILITY EASEMENT – ZONING CASE 16-21

MOTION: Councilor Langley moved and Councilor Kolodge seconded the motion to adopt **RESOLUTION NO. 16-95, A RESOLUTION APPROVING THE VACATION OF THE UTILITY EASEMENT LYING EAST OF ARTHUR STREET AND SOUTH OF SLATE STREET.** The motion carried unanimously (7-0).

WHEREAS, ISD #94 is proposing to vacate the utility easement lying east of Arthur Street and south of Slate Street; and

WHEREAS, As required by ordinance, notification was advertised in the Pine Journal and effected property owners have been notified. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on December 13, 2016 at which time Zoning Case / Development Review No. 16-21 was heard and discussed; and

WHEREAS, the property of the proposed Vacation is located east of Arthur Street and south of Slate Street and is legally described as follows:

A twenty (20) foot wide strip of land running on and across Block 111 of the Original Plat of the City of Cloquet, said strip lying ten (10) feet on each side of the following described line: Commencing at the northeast corner of Block 111 of the Original Plat of the City of Cloquet; thence west on the north line of said block a distance of forty (40) feet for the point of beginning; thence southwesterly to a point which lies one hundred thirty-five (135) feet west and one hundred (100) feet south of the northeast corner of Block 111; thence again southwesterly to a point which lies thirty (30) feet south of the southwest corner of Block 111. And recorded with Carlton County as Document No. 232013. And,

WHEREAS, the Planning Commission reviewed the staff report and recommends approval of the Vacation.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that it approves of Zoning Case 16-21 for a vacation of the utility easement lying east of Arthur Street and south of Slate Street subject to the following condition.

1. A new Utility Easement is filed with Carlton County.

LAKE SUPERIOR WATERLINE MOTOR REBUILD

MOTION: Councilor Rock moved and Councilor Langley seconded the motion to accept the quotation from Mielke Electric Works to overhaul pump motor #1 on the Lake Superior Waterline system in the amount of \$20,425.00. The motion carried unanimously (7-0).

LAKE SUPERIOR WATERLINE ELECTRICAL UPGRADES

MOTION: Councilor Bjerkness moved and Councilor Langley seconded the motion to table the contract with SEH, Inc. for the design of electrical system upgrades at pump stations #1 and #2 on the Lake Superior Waterline. The motion carried unanimously (7-0).

BRAUN PARK LEASE AGREEMENT

MOTION: Councilor Kolodge moved and Councilor Wilkinson seconded the motion to approve the renewal of the Lease Agreement between the City of Cloquet and Cloquet Youth Baseball/Softball Association. The motion carried unanimously (7-0).

DISPOSAL OF 2012 POLICE VEHICLE

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to authorize the sale through auction of a 2012 Dodge Charger squad car, VIN #2C3DAXT0CH304616. The motion carried unanimously (7-0).

PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Councilor Wilkinson thanked everyone for her opportunity to serve the residents of Cloquet as a City Councilor.

CLOSED MEETING

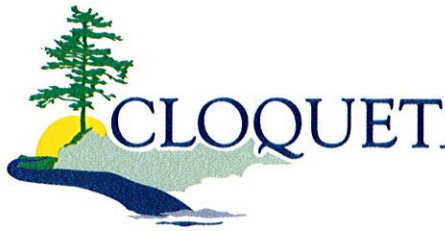
Mayor Hallback announced that the City Council would now adjourn into a Closed Meeting as permitted under M.S. 13d.05, Subd. 3(b) for the purpose of discussing the pending litigation with the Teamsters Local No. 346 related to a labor contract grievance.

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to close the meeting. The motion carried unanimously (7-0).

Mayor Hallback announced the time is _____ and the Council will now go into Closed Session in the Council Chambers.

Mayor Hallback reopened the Regular Meeting at 9:54 p.m. and on a motion duly carried by a unanimous yeas vote of all members present on roll call, the Council adjourned.

Brian Fritsinger, City Administrator



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director
Reviewed by: Brian Fritsinger, City Administrator
Date: December 20, 2016

ITEM DESCRIPTION: 2017 Designation of Depositories

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 17-01, A RESOLUTION AUTHORIZING THE DESIGNATION OF DEPOSITORIES FOR 2017.**

Background/Overview

The City is required to designate depositories within 30 days of the start of the City's fiscal year. It is recommended that the first meeting of the year is the best time to meet this requirement.

Policy Objectives

Adopting depositories is required under MN State Statutes Section 472.01 and 118A.02, subd. 1.

Financial/Budget/Grant Considerations

Various fees charged by each authorized depository.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

Resolution 17-01.

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

RESOLUTION NO. 17-01

A RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES

WHEREAS, Minnesota Statutes require that the City of Cloquet must invest its monies in depositories which protect its investment.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the Wells Fargo Bank, Wells Fargo Brokerage Services, US Bancorp, Morgan Stanley, and UBS Financial Services, Inc., Financial Institutions located within City limits for certificates of deposit, limited to federal insurance coverage, such as: Frandsen Bank, US Bank, Cornerstone State Bank, Woodlands National Bank, North Shore Bank, Members Cooperative Credit Union, Northwoods Credit Union be and the same are hereby designated as official depositories of City monies to be deposited by the City of Cloquet for the year 2017; and

BE IT FURTHER RESOLVED, That the City accept securities presented as collateral for the repayment of the City funds on deposit in the Wells Fargo Bank, said collateral to be supplied as required by Minnesota Statutes; and

BE IT FURTHER RESOLVED, That checks of the City of Cloquet drawn on any of the official depositories shall be signed by both the Mayor and City Administrator; and

BE IT FURTHER RESOLVED, That the City Administrator is authorized to use facsimile signature as necessary for the Mayor and City Administrator; and

BE IT FURTHER RESOLVED, That the City Administrator and/or Finance Director shall have authority to wire transfer funds from one official depository to another for the purpose of investing City funds; and

BE IT FURTHER RESOLVED, That the City Administrator and/or Finance Director are hereby designated as the approval authority for the acceptance and release of all collateral to be held by the City in conjunction with City funds on deposit with authorized institutions; and

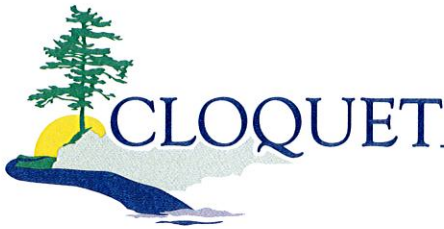
BE IT FURTHER RESOLVED, That the City Administrator and/or Finance Director are authorized to invest in other financial institutions, which from time to time offer to pay the City interest rates on deposits which are greater than obtained by other investments as consistent with the City's investment policy.

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

Dave Hallback, Mayor

ATTEST:


Brian Fritsinger, City Administrator



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: December 20, 2016

ITEM DESCRIPTION: Standing Rules of the Council

Proposed Action

Staff recommends that the City Council move to approve the Standing Rules of the City Council as last amended on 11/03/15.

Background/Overview

Each year there are a number of housekeeping items that are typically considered by the City Council at its first meeting of each year. The Council is asked to consider the approval of the Standing Rules of the Council.

The Standing Rules details the process and procedures used by the City Council to govern its Council meetings. The current Rules were last revised in November 2015. Staff has no recommended changes at this time.

Policy Objectives

The City is not required to have on file detailed Standing Rules. Typically these rules are part of City Code, Minnesota Statute or Roberts Rules of Order. Under Rule 10, if the City Council was to consider changes to the Rules, such changes could not be adopted until the next meeting of the City Council.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation

- Standing Rules of the City Council

CITY OF CLOQUET STANDING RULES FOR CONDUCTING CITY COUNCIL MEETINGS

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that public decisions are best served when the public has every opportunity to present views, the following rules are established to govern Regular and Special Council meetings as well as formal public hearings. There are several goals behind these rules.

- In general, free and open discussion by all interested parties should be an essential part of the decision making process.
- The Council process should have as little procedural overhead as possible.
- Time is better spent on substantial matters rather than Performa matters.

RULE 1. MEMBERSHIP

The formal Council membership consists of six Council members and the Mayor. All seven have one vote each and all seven can introduce motions.

RULE 2. PRESIDING OFFICER

The Mayor shall preside at all meetings of the Council, and in case of the non-attendance of the Mayor at any meeting, the Acting Mayor of the Council shall preside and be considered the Chairperson at the meeting. In the case that both the Mayor and Acting Mayor of the Council should be absent, the Council shall appoint a Chairperson from the members present.

The presiding officer is entitled to participate in the discussion and debate, and is entitled to vote on all business before the Council. Because the presiding officer conducts the meeting, it is common courtesy for the Chairperson to take a less active role than other members of the Council in debates and discussions. This practice in no way precludes the presiding officer from participating in the meeting fully and freely.

RULE 3. QUORUM

At all meetings of the Council a quorum is required to do official business. A quorum of the Council shall consist of four (4) members.

RULE 4. REGULAR MEETING

The Regular City Council meeting shall be held at 7:00 p.m. on the first and third Tuesday of each month, unless that day is a legal holiday, in which case no meeting shall be held.

- **Roll Call and Order of Business**

At the hour appointed for the meeting, the members shall be called to order by the Mayor, or in his/her absence by the Acting Mayor, or in the absence of the Mayor and Acting Mayor of the Council, by the City Administrator/Clerk, who shall proceed to call the roll, note the absentees and announce whether a quorum be present. Upon the appearance of a quorum, the Council shall then proceed to the business before them, which shall be conducted in the order following:

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
5. Consent Calendar

6. Public Hearings
7. Presentations
8. Council Business
9. Public Comments
10. Council Comments, Announcements and Updates
11. Adjournment

Communication from the Mayor may be presented at any time, except when other business is under consideration.

The Mayor may at any time permit a member to introduce an Ordinance, Motion or Resolution, out of the regular order for the same, provided two-thirds of the members present shall concur.

- **Agenda**

To be considered, an item must be on the agenda and the agenda must be distributed to all the Council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified or amended with addendum by a majority vote but this should be used only for minor items or items with extreme time constraints.

An item can be moved from the consent agenda to the action agenda at the request of the Mayor or Council member.

With there being a cable TV and in-person audience who are not as familiar with each item, the Mayor and/or City Staff will give a brief explanation of each item as it is addressed.

The order of items on the agenda need not be followed absolutely. The Mayor may adjust the order in the interest of:

- Fill in time before a scheduled item, i.e. a public hearing
- Grouping several items to best make use of consultant time
- Accommodating individuals who have attended the meeting specifically to provide input on an item

- **Process for Regular and Special Council Meetings**

For these proceedings the Council will use the "open discussion" procedure. That is, discussion is open to any member before or after a motion is made. The privilege is also extended to the City Administrator, Department Heads and any of the consultants who may have an interest in or can contribute to the item at hand.

The standard motion procedure is that each motion requires a second. This also applies to amendments. Any motion, by any member, shall be reduced to writing upon request of any member. No motion shall be put to a vote until it has been stated by the recorder at the request of any member of the Council.

To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.

The general mode of voting will be by acclamation but with enough clarity that individual votes can be recorded in the minutes. If in doubt, the recording secretary can request clarification. Each individual's vote will be entered in the minutes.

Any member may abstain from voting or disqualify himself/herself. The reason for disqualification or abstention must be stated by the member and entered into the minutes. If a member disqualifies himself/herself, he/she may leave the room while the issue is being considered.

Roberts Rules of Order (revised) shall govern the City Council procedures not covered by the Standing Rules of the City Council.

The meeting will be videotaped and the tape will be retained for three (3) months following approval of the minutes of the meeting. The standard retention can be extended if in the judgment of the Mayor, City Administrator/Clerk or any other Council member, such action is warranted.

If the Council action is the result of a resident request and that request is denied in whole or in part, reasons of the fact supporting the denial will be made part of the public record.

Proper notices in writing of special sessions of the Council, called by the Mayor or any two members of the Council, shall be served upon the members of the Council. A copy of the notice thus served shall be entered upon the journal of the Council, said notice shall state the objects for which such meeting is called, and the action of such be confined to the objects stated.

- **Process Public Hearing**

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the Mayor will introduce the hearing with an explanation of the issues. The Mayor, or a person designated by the Mayor, will give this explanation. The use of explanatory visual aids is encouraged.

Following the explanation, the Mayor will open discussion for clarifying questions from the Council and then proceed to open discussion to receive input from the public. Prior to accepting public input, the Mayor will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.

All individuals wishing to speak must provide their name and address and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. If the Council decides not to act on the issue at the public hearing meeting, it may, by majority, vote to extend the time where written input will be taken to a day not later than one week before the next meeting where a deciding vote is planned.

All speakers are expected to be business like, to the point and courteous. Anyone not abiding by these rules will be considered to be out of order.

The Council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up.

Once the public testimony phase is complete, the Mayor will announce the public hearing to be closed and the Council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the Council.

It shall be the intent of the Council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, the procedure will be clearly explained to the audience.

If the motion contains conditions, as may occur in certain planning cases such as a permit request, those conditions will be conveyed in writing to the requestor.

If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

- **Work Session Meetings**

The Council may call and hold Work Sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the City Council. Council Work Sessions will be called from time to time, as the Mayor and Council deem necessary. The following rules shall prevail for the call and conduct of Work Session meetings:

- **Presiding Officer** - The Mayor, or Acting Mayor in his/her absence, acts as the presiding officer of all Work Session meetings. However, the process is to be considered much less formal than a Regular Meeting.
- **Agenda** - Only a limited number of matters shall be considered by the Council during a Work Session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all Work Session agendas.
- **Documents and Exhibits to be Presented** - When possible, staff shall make available to the Council all documents, exhibits, maps, specifications or other similar documents prior to the meeting. However, due to the nature of many items it is understood that materials will frequently be presented at the meeting itself.
- **Technical Questions/Discussion** - All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a Work Session. The appropriate Staff with the expertise to answer such questions shall be present at the meeting to assist the Council with any questions it may have. In addition to questions, the Council is asked to participate in the discussions such that an item can be fully vetted and to provide staff with enough clarity as to issues that may need further research and investigation prior to the item coming before the Council at a Regular Meeting.
- **Prohibitions Against Formal Actions** - No formal actions may be taken at a Work Session. Council may provide Staff direction on the matter being considered and ask that the item be placed on a future Regular or Special Meeting agenda for formal action.
- **Audience Comments or Questions** - Audience comments or questions will not be considered at a Work Session.

RULE 5. PARLIMENTARY PROCEDURE

- **Priority of Business**

All questions relating to the priority of business shall be decided without debate.

- **Duties and Privileges of the Mayor**

The Mayor shall preserve order and decorum and shall decide questions of order, subject however, to an appeal to the Council.

- **Rule of Order**
While the Mayor is putting the question, no member shall walk across or out of the Council Room.
- **Members Must Address the Presiding Officer**
Every member, previous to speaking, shall address the Mayor and say "Mayor _____", but shall not proceed with remarks until recognized and named by the Chair.
- **Duties and Privileges of Members**
No member shall speak except from his or her own desk, nor more than twice on the same general question, nor longer than five minutes at one time without leave of two-thirds of the members of the Council, and no member shall be allowed to speak more than once in any case until every member choosing to speak shall have spoken, and no member shall be permitted to leave the room while the Council is in session, except by permission of the Presiding Officer, and any member who shall leave the room while the Council is in session, without permission being granted, and any member leaving without first obtaining said permission, shall be deemed guilty of contempt, and may be dealt with for such contempt as provided for in Rule 16.
- **Private Discussion Restricted, When**
While a member is speaking, no member shall entertain private discourse.
- **Member to Be Called To Order When**
A member called to order shall immediately suspend remarks unless permitted to explain. If there is no appeal, the decision of the Chair shall be deemed conclusive; but if the member appeals to the Council from the decision of the Chair, the Council shall decide without debate.
- **Motions Reduced to Writing**
Motions upon subject under consideration shall have precedence in the following order:
 1. To lie on the table
 2. To postpone
 3. To commit
 4. To amend
- **Reconsideration**
Any member who voted with the prevailing side may move a reconsideration of any action of the Council provided that the motion be made not later than the next Regular Meeting after such action was taken. A motion to reconsider shall be in order at any time except when motion on some other question is pending. A motion to reconsider being laid upon the table may be taken up and acted upon at any time when the Council is engaged in transacting miscellaneous business. No motion to reconsider shall be made more than once on any matter or subject and the same number of votes shall be required to reconsider any action of the Council as is required to pass or adopt the same.
- **Motions Reduced to Writing**
All Motions or Resolutions shall be reduced to writing, if required by the Mayor or a member, and when seconded and stated by the Mayor shall be open for consideration, and no motion or resolution can be withdrawn after it shall have been amended or so decided.
- **Adjournment**
A motion to adjourn shall be in order at any time, shall have precedence over all other motions and shall be decided without debate excepting only that any member of the

Council shall before such motion is put be entitled to state what business he or she or any committee of which he or she is a member desires to have considered.

- **Voting Ayes and Nays, Members Excused, When**
Every member present shall vote on any question on the calling of the Ayes and Nays unless excused by the unanimous consent of the Council; and any member not being excused who refuses to vote upon any question when the Ayes and Nays are being taken, shall be deemed guilty of contempt of the Council and may for such contempt be censured by a majority vote of the Council or may be expelled by a vote of two-thirds of all the members. If a member of the Council has a conflict of interest with the questions, such member may abstain from voting providing the reason for the conflict of interest is stated.
- **Division of Question**
If the question in debate contains several distinct propositions, any member may have the same divided.
- **When Amendment And Debate Not in Order**
A motion for a previous question, to lay the previous question on the table, or to commit until it is decided, shall preclude all amendment and debate on the main questions, and a motion to postpone a question indefinitely, or to adjourn it to a certain day, shall until it is decided, preclude all amendments to the first question.
- **Previous Question**
The previous question shall be as follows: "Shall the main question now be put."

RULE 6. SPECIAL COMMITTEES

All committees shall be appointed by the Council. Special committees shall in all cases report in writing and shall address such reports to the City Council of the City of Cloquet.

RULE 7. APPROPRIATION OF CITY FUNDS

The appropriation of City Funds for regular operations, planned budgeted expenditures, or those items authorized by a majority vote of the City Council shall be approved at each meeting as recommended by City Staff.

RULE 8. JOURNAL/MINUTES

The Council shall keep a journal/minutes of its proceedings, which shall be open at all times for inspection, shall make and enforce rules of proceedings, and compel attendance, when necessary, of absent members.

RULE 9. CITY PROPERTY AND BUILDINGS

All matters pertaining to the sale of any general real estate owned by the City shall be referred to the Planning Commission for its recommendation before final action thereon by the City Council. All matters pertaining to the sale of real estate for the purpose of economic development shall be referred to the Economic Development Authority for its recommendation before final action thereon by the City Council.

RULE 10. RULES, HOW AMENDED

These rules may be amended or new rules adopted by the vote of a majority of all the members elected, but no Resolution providing for such amendment or for new rules shall be passed on the day of its introduction.

RULE 11. RULES, HOW SUSPENDED

These rules may be suspended by a two-thirds vote of the City Council. If suspended, the rules are automatically reinstated at the next meeting.

RULE 12. ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in January.

RULE 13. INTERPRETATION

The Mayor will interpret the rules. However, the Mayor's interpretation can be appealed by any Council member and can be overruled by a majority vote.



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator
Date: December 27, 2016

ITEM DESCRIPTION: Official Newspaper

Proposed Action

Staff recommends that the City Council move to appoint the Cloquet Pine Journal as the City's official newspaper for the 2017 year.

Background/Overview

In December of each year, the City solicits proposals from the community to be considered as the City's official newspaper. The City has received one proposal, from the Cloquet Pine Journal, to serve as the City's official newspaper in 2017.

Policy Objectives

Minnesota Statutes require that annually, at its first meeting of the year, a City designate a legal newspaper of general circulation in the City as its official newspaper. The City must publish the following items in its official newspaper:

- Ordinances (summary)
- Annual Financial Reports
- Council Proceedings
- Notices of Election
- Budget Summary

Financial/Budget/Grant Considerations

In 2016, the rate was \$10.00 per column inch. The proposed rate is \$11.00 per column inch. The adopted 2017 budget includes a line item to cover costs associated with the publication of the items listed above.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Cloquet Pine Journal Bid Proposal

PINE JOURNAL

Carlton County's Newspaper

122 Avenue C
Cloquet, MN 55720

Web site: www.pinejournal.com
E-mail: news@pinejournal.com

Phone 218-879-1950
Fax 218-879-2078

December 2, 2016

City of Cloquet
Brian Fritsinger
City Administrator
1307 Cloquet Ave.
Cloquet, MN 55720

The Pine Journal, a local newspaper published once a week on Thursdays in Cloquet, Carlton County, Minnesota, hereby respectfully submits bids for printing all 2017 official city business for the City of Cloquet. The Pine Journal meets the State of Minnesota's requirements of a legal newspaper as defined in Minnesota Statute Section 331A.01 Subd. 8. Currently, our open legal rate for 2016-2017 is \$16.32 per column inch, but our bid for all City of Cloquet legal business is \$11 per column inch. The Minnesota Newspaper Index for the proposed rate is .7432. Our Statement of Ownership from October 2016 shows the paper had, on average, 2883 subscribers and newsstand sales, and 442 not distributed (office copies, newsstand returns) per week at the time, for a total distribution of 3325. We look forward to being able to serve the City of Cloquet.

Minnesota Newspaper Association (MNA) Index Formula

$$\frac{9.25}{\text{Line Length (Picas)}} \times \frac{12}{12 \text{ (Points/Pica)}} = \frac{111}{\text{Line Length in Points}}$$

$$\frac{12}{\text{Lines per inch}} \times \frac{111}{\text{Line Length in Points}} = \frac{1332}{\text{Points per inch}}$$

$$\frac{1332}{\text{Points per inch}} + \frac{90}{\text{Length of lower case Alphabet in Points}} = \frac{14.8}{\text{No. of Pica's per inch}}$$

$$\frac{11}{\text{Cost per inch}} + \frac{14.8}{\text{No. of Pica's per inch}} = \frac{.7432}{\text{Cost per Pica (Index No.)}}$$

Sincerely,

Eric Olson
Advertising Operations Manager
218-720-4101
eolson@duluthnews.com

**STATEMENT OF OWNERSHIP, MANAGEMENT
AND CIRCULATION**

UNITED STATES POSTAL SERVICE

Required by 39 U.S.C. 3685 21875, 9-1-94, Page 17

Publication Title: Cloquet Pine Journal
Publication No.: 0690-5703
Filing Date: October 6, 2016
Frequency of Issue: Weekly No. of Issues Per Year: 52
Subscription Price: \$41.60

Complete Mailing Address of Office of Publication:
122 Ave C, Cloquet, MN 55720

Mailing Address of Headquarters of General Business Offices of the Publisher:
Duluth Superior Newspapers, 424 West First Street, Duluth MN 55802-1616

Full Name and Complete Mailing Address of the Publisher:
Neal Ronquist, Duluth Superior Newspapers, 424 West First Street,
Duluth MN 55802

Full Name and Complete Mailing Address of the Editor:
Jana Peterson, 122 Ave C, Cloquet, MN 55720

Owner: Forum Communications Company
Owner Mailing Address: 101 5th Street North, Fargo ND 58102-4826

Known Bondholders, Mortgagees, and other Security Holders Owning or Holding
1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities:
Forum Communications Company, 101 Fifth Street North
Fargo ND 58102-4826

Publication Title: Cloquet Pine Journal
Issue Date for Circulation Data Below: 08-25-2016

Extent and Nature of Circulation

	12-Month Average	Most Recent Issue
Total Copies	3,325	3,224
Paid Mail Subscriptions	325	320
Paid in-County Subscriptions	677	570
Sales through dealers and carriers, Street Vendors, Counter Sales and other non-USPS Paid Distribution	1,955	1,892
Total Paid Distribution	2,857	2,782
Total Free Distribution	26	26
Total Distribution	2,883	2,808
Office & File Copies	442	416
Total	3,325	3,224
Percent Paid and/or Requested Circulation	99.10%	99.07%

Publication of Statement of Ownership. Publication required. Will be printed in
the October 1, 2016 issue of this publication.

Signature and Title of Editor, Publisher, Business Manager or Owner.

Neal Ronquist, Publisher Date: 9-18-2016

I certify that all information furnished on this form is true and complete.
I understand that anyone who furnishes false or misleading information on this
form may be subject to criminal sanctions (including multiple fines and imprisonment)
and/or civil sanctions (including multiple damages and civil penalties.)

Published in the Pine Journal on October 6, 2016



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *(initials)*
Reviewed by: Brian Fritsinger, City Administrator *(initials)*
Date: December 21, 2016

ITEM DESCRIPTION: 2017 Budgeted Transfers

Proposed Action

Staff recommends the Council to authorize the 2017 budgeted transfers noted below.

Background/Overview

The council adopted financial transfers in the 2017 Budget. Some transfers are based on project costs and will be requested to be transferred after year end. The following noted transfers are based on estimated costs.

Policy Objectives

Meet the Fund Balance Policy and 2017 Budget.

Financial/Budget/Grant Considerations

The Water In-Town Fund \$78,000, Water Lake Superior Waterline Fund \$47,000, Sewer Fund \$78,000, and Storm Water Fund \$37,000 transfer to the General Fund to reimburse City Hall and garage for indirect costs.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached


None



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: December 27, 2016

ITEM DESCRIPTION: Approval of Therapeutic Massage Business License Renewal

Proposed Action

Staff recommends the City Council move to approve the renewal of the Therapeutic Massage Business license for Leno Chiropractic, 123 Avenue C.

Background/Overview

The City has received an application from Leno Chiropractic, 123 Ave. C, for renewal of their Therapeutic Massage Business license. There is one licensed massage therapist who operates at this location.

Policy Objectives

Approval of a 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 this license and the applicant has paid the fee.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached


- None.



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: December 19, 2016

ITEM DESCRIPTION: 2017 City Council Meeting Calendar

Proposed Action

Staff recommends the City Council move to adopt the 2017 City Council meeting calendar.

Background/Overview

Each year there are a number of housekeeping items that are typically considered by the City Council at its first meeting of each year. The Council is asked to review its 2016 meeting schedule and consider any changes or adjustments.

Currently, there is one meeting conflict that staff is aware of. The July 4th holiday falls on the regular meeting night. The other potential conflict is August 1st. Earlier this year, the Council indicated that it would like to participate in the National Night Out festivities. National Night Out is scheduled for August 1st. The Council should discuss its intentions with these conflicts.

Policy Objectives

Section 3.1.01, Subd. 1 of the City Code states that the Council shall meet on the 1st and 3rd Tuesday of each month unless that day is a legal holiday in which case no meetings shall be held. The Standing Rules of the Council also address the Regular Meeting schedule. Minnesota Statutes also prohibits meetings between 6:00 p.m. and 8:00 p.m. on the day of State Precinct Caucus.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation

- 2017 meeting calendar

2017

JANUARY						
S	M	T	W	T	F	S
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						
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26	27	28				

MARCH						
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APRIL						
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30						

MAY						
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28	29	30	31			

JUNE						
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25	26	27	28	29	30	

JULY						
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30	31					

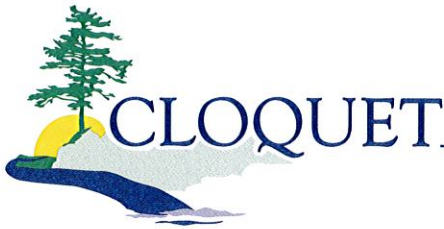
AUGUST						
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SEPTEMBER						
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OCTOBER						
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29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
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DECEMBER						
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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						



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: December 19, 2016

ITEM DESCRIPTION: Acting Mayor Appointment

Proposed Action

The Council is asked to discuss the position of Acting Mayor and move to appoint one member of the Council for this position for 2017.

Background/Overview

Each year there are a number of housekeeping items that are typically considered by the City Council at its first meeting of each year. The Council is asked to consider the appointment of an Acting Mayor for 2017.

The Acting Mayor shall perform the duties of the Mayor during the disability or absence of the Mayor from the City or, if there is a vacancy, until a successor has been appointed.

Three current City Councilors have held the position. Recent Acting Mayors have included:

- Dave Bjerkness2005, 2009, 2011
- Roger Maki2013
- Kerry Kolodge2014
- Steve Langley.....2015
- Lara Wilkinson.....2016

Policy Objectives

The appointment of an Acting Mayor is required under M.S. 412.121.

Financial/Budget/Grant Considerations

None

Advisory Committee/Commission Action

None

Supporting Documentation Attached

- None



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director
Reviewed by: Brian Fritsinger, City Administrator
Date: December 22, 2016

ITEM DESCRIPTION: 2017 Fee Schedule

Proposed Action

Staff recommends the City Council move to adopt **ORDINANCE NO. 462A, ESTABLISHING THE CITY FEES AND CHARGES FOR 2017** and further move to adopt **RESOLUTION NO. 17-03, AUTHORIZING PUBLICATION OF A SUMMARY OF ORDINANCE NO. 462A, AN ORDINANCE ESTABLISHING CITY FEES AND CHARGES FOR 2017.**

Background/Overview

The City reviews and recommends a fee schedule yearly.

Policy Objectives

Properly approved fees charged to customers and citizens.

Financial/Budget/Grant Considerations

Increase in various fees. The changes are highlighted in yellow on the fee schedule, some of the changes are just additions to what is already charged but missing on the schedule.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

- Ordinance No. 462A
- Resolution No. 17-03
- 2017 Fee Schedule

CITY OF CLOQUET
COUNTY OF CARLTON
STATE OF MINNESOTA

RESOLUTION NO. 17-03

A RESOLUTION AUTHORIZING PUBLICATION OF A SUMMARY
OF ORDINANCE NO. 462A, AN ORDINANCE ESTABLISHING THE CITY
FEES AND CHARGES FOR 2017

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, 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 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.

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

ORDINANCE NO. 462A

**AN ORDINANCE OF THE CITY OF CLOQUET
ESTABLISHING THE CITY FEES AND CHARGES FOR 2017**

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.

Passed this 3rd day of January, 2017.

CITY OF CLOQUET

By _____
Its Mayor

ATTEST:

Its City Administrator

Published this _____ day of _____, 2017.

CITY OF CLOQUET
2017 FEE SCHEDULE
(Exhibit "A" - Ord. #452A)
Adopted 01/03/17

ADMINISTRATIVE (proposed 01/03/17)		
Animals		
Dog/Cat License - Spayed/Neutered	Two Years	\$7.00
Dog/Cat License - Un-spayed/Un-neutered	Two Years	\$12.00
Kennel License - Private Dog/Cat	One time nonrenewable Not to exceed three years	\$75.00
Impound Fees - Cats	Per Night	\$10.00
Impound Fees - Dogs	Per Night	\$15.00
Aerial Photo		\$5.00
Annual, CAFR, CIP Reports		\$15.00
Assessment Administrative Fee		\$10.00
Assessment Search		\$25.00
Blueprint Copy		\$5.00
Budget Book		\$35.00
Certification Fee - Unpaid Bills		\$25.00
City Code Book		\$50.00
Cobra Insurance Fees		2.00%
Comprehensive Plan		\$15.00
Copies - Black & White	Per Page	\$0.25
Copies - Color	Per Page	\$1.00
Election Candidate Filing		\$5.00
Late Payment Fee on Invoices		1.50%
Map - City of Cloquet - Color		\$10.00
Map - City of Cloquet - Black & White		\$3.00
Map - Topographical	Per Acre	\$5.00
Notary	Per Document	\$1.00
Returned Check		\$20.00

BUSINESS LICENSES (Adopted 01/03/17)

Bowling Alley Business License	Annual Fee	\$75.00
Dance License - Public	Single Dance	\$10.00
Dance License - Public	Yearly Dance	\$50.00
Game Rooms/Arcades/Poolhalls	Annual Fee	\$15.00
Amusement Devices	Annual Fee per Machine	\$15.00
Location/Operator License	Annual Fee	\$15.00
Pawnbroker License	Annual Fee	\$300.00
Pawnbroker Investigation Fee (New License or license that is more than 6 months past due)		In State - \$500.00 Out of State - actual costs not to exceed \$2,500.00
Pawnbroker - Investigation Fee (New or change in Manager)		In State - \$100.00 Out of State - actual costs not to exceed \$2,500.00
Pawnbroker Transaction Fee	Per Transaction	\$0.90
Sexually Oriented Business License	Annual Fee	\$500.00
Sexually Oriented Business Investigation Fee		\$500.00
Solid Waste and Recycling Collector's License	Annual Fee - Per Vehicle	\$100.00
Taxicab Business License	Annual Fee	\$25.00
Taxicab License	Annual Fee - Per Vehicle	\$10.00
Taxicab Vehicle Transfer Fee	Per Vehicle	\$10.00
Therapeutic Massage Business License	Annual Fee	\$50.00
Therapeutic Massage Therapist License	Annual Fee	\$50.00
Therapeutic Massage Investigation Fee		\$100.00
Therapeutic Massage License Location Transfer Fee (Business and Therapist)		\$10.00
Tobacco/Cigarette License	Annual Fee - Pro rata	\$150.00
Transient Merchant/Peddler License	1-3 Day Operator Fee Daily Fee	\$50.00 plus \$5.00 per employee over 2
Transient Merchant/Peddler License	4-30 Day Operator Fee Max. 30 days	\$200.00 plus \$5.00 per employee over 2
Transient Merchant/Peddler License	Annual Fee	\$200.00
Transient Merchant-Farmers Market License	Annual Fee	Exempt
Transient Merchant/Peddler Investigation Fee		\$50.00
Transient Merchant-Farmers Market Investigation Fee		Exempt

COMMUNITY DEVELOPMENT (Adopted 01/03/17)

Administrative Adjustment (Lot Split)		\$100.00
Appeal		\$300.00
Awning Permit		\$25.00
Building Inspection (After Hours)		\$100.00
Capacity Availability Fee	Per Residential Unit	\$940.00
Comp Plan Amendment		\$300.00
Conditional Use Permit		\$400.00
Demolition Permit - Accessory Structure		\$25.00*
Demolition Permit- Residential Building		\$50.00*
Demolition Permit - Commercial Building		\$100.00*
Fence Permit		\$25.00
Grading Permit	Per Excavation	\$ 25.00 plus \$1.00 per 1000 sq. ft. of lot area of graded area
Gravel Mining Renewal/Borrow Pit		\$300.00
House Moving Permit		\$300.00
Planned Unit Development		\$400.00
Plumbing Permit Fees	Basic Fee	\$25.00
	Plus per Fixture Fee and/or	\$10.00
	Water Heater Fee	\$10.00
Property Rezoning		\$400.00
Residential Reroof		\$100.00*
Residential Reside		\$100.00*
Sign Permit	Per Sq. Ft.	\$1.00 \$10.00 minimum
Site Locate Permit		\$25.00
Site Plan Review (Design Standards)		\$300.00
Preliminary Plat		\$400.00
Final Plat		\$300.00
New Subdivision Review Deposit		\$1,500 plus actual cost for engineer, attorney, and misc.
Street or Utility Easement Vacation		\$350.00
Variance		\$350.00
Wetland Certificate of Compliance		\$100.00
Wetland Certificate of Exemption		\$100.00
Wetland Certificate of No Loss		\$100.00
Wetland Mitigation Permit		\$ 350.00 plus \$5.00 per acre
Zoning Amendment, Text		\$300.00
Zoning Ordinance Copy		\$ 40.00 plus postage

*plus State Surcharge

LIQUOR LICENSES (Adopted 01/03/17)

On Sale Intoxicating Liquor	Annual Fee - Pro Rata	\$2,500.00
On Sale Intoxicating Liquor - Club	Annual Fee - Pro Rata	\$200.00
On Sale Sunday Liquor	Annual Fee	\$200.00
On Sale Wine	Annual Fee - Pro Rata	\$150.00
On Sale 3.2% Malt Liquor	Annual Fee - Pro Rata	\$125.00
Off Sale 3.2% Malt Liquor	Annual Fee - Pro Rata	\$25.00
Off Sale Intoxicating Liquor	Annual Fee - Pro Rata	\$560.00
MN Stat. 340A.408 Subd. 3(c): Off Sale Intoxicating Liquor license fee shall be reduced by \$100 if specific conditions are met		
Micro-Distillery	Annual Fee - Pro Rata	\$300.00
Caterer's Permit	Annual Fee - Pro Rata	\$100.00
Brew Pub	Annual Fee - Pro Rata	\$300.00
Brewer Taproom	Annual Fee - Pro Rata	\$300.00
Temporary On Sale Liquor	Per Day	\$50.00
Temporary On Sale 3.2% Malt Liquor	Per Day	\$50.00
Liquor License Background Investigation		\$100.00
Police Officer Fee for Special Events	Per Hour / Per Officer Minimum 2 police officers on location of event. Minimum 1 hr. extra to secure event closing.	\$60.00

OFFICE USE ONLY:

MN Stat. 340A.408 Subd. 3a - No City shall increase the fee for a liquor license except after notice and hearing on the proposed increase. Notice of the proposed increase must be mailed to all affected licensees at least 30 days before the date set for the hearing.

PLANNING AND ZONING - Building Permit Fees (Adopted 01/03/17)

<u>Total Valuation</u>	<u>City Fee</u>
\$1.00 to \$500.00	\$23.00
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$893.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof.

State Surcharge: .05% x Total Valuation for values \$1,000,000 and less. For total values over \$1,000,000 the surcharge shall be in accordance with MN Statute 16B.70, Subdivision 1, Subparts (2) through (6).

Plan Checking Fees, if required, shall be assessed at 65% of the City Building Permi
New Homes
Commercial

Plan Check Fees for Garages and Dec \$40.00

**City of Cloquet
Building Permit Fees
(Adopted 01/03/17)**

<u>Value of Work</u>	<u>City Charge</u>	<u>State Surcharge</u> 0.5% of exact value	<u>Total Fee</u>
1 - 500	23.00	0.25 (500)	\$ 23.25
501 - 600	26.55	0.30 (600)	\$ 26.85
601 - 700	29.60	0.35 (700)	\$ 29.95
701 - 800	32.65	0.40 (800)	\$ 33.05
801 - 900	35.70	0.45 (900)	\$ 36.15
901 - 1,000	38.75	0.50 (1,000)	\$ 39.25
1,001 - 1,100	41.80	0.55 (1,100)	\$ 42.35
1,101 - 1,200	44.85	0.60 (1,200)	\$ 45.45
1,201 - 1,300	47.90	0.65 (1,300)	\$ 48.55
1,301 - 1,400	50.95	0.70 (1,400)	\$ 51.65
1,401 - 1,500	54.00	0.75 (1,500)	\$ 54.75
1,501 - 1,600	57.05	0.80 (1,600)	\$ 57.85
1,601 - 1,700	60.10	0.85 (1,700)	\$ 60.95
1,701 - 1,800	63.15	0.90 (1,800)	\$ 64.05
1,801 - 1,900	66.20	0.95 (1,900)	\$ 67.15
1,901 - 2,000	69.25	1.00 (2,000)	\$ 70.25
2,001 - 3,000	83.25	1.50 (3,000)	\$ 84.75
3,001 - 4,000	97.25	2.00 (4,000)	\$ 99.25
4,001 - 5,000	111.25	2.50 (5,000)	\$ 113.75
5,001 - 6,000	125.25	3.00 (6,000)	\$ 128.25
6,001 - 7,000	139.25	3.50 (7,000)	\$ 142.75
7,001 - 8,000	153.25	4.00 (8,000)	\$ 157.25
8,001 - 9,000	167.25	4.50 (9,000)	\$ 171.75
9,001 - 10,000	181.25	5.00 (10,000)	\$ 186.25
10,001 - 11,000	195.25	5.50 (11,000)	\$ 200.75
11,001 - 12,000	209.25	6.00 (12,000)	\$ 215.25
12,001 - 13,000	223.25	6.50 (13,000)	\$ 229.75
13,001 - 14,000	237.25	7.00 (14,000)	\$ 244.25
14,001 - 15,000	251.25	7.50 (15,000)	\$ 258.75
15,001 - 16,000	265.25	8.00 (16,000)	\$ 273.25
16,001 - 17,000	279.25	8.50 (17,000)	\$ 287.75
17,001 - 18,000	293.25	9.00 (18,000)	\$ 302.25
18,001 - 19,000	307.25	9.50 (19,000)	\$ 316.75
19,001 - 20,000	321.25	10.00 (20,000)	\$ 331.25
20,001 - 21,000	335.25	10.50 (21,000)	\$ 345.75
21,001 - 22,000	349.25	11.00 (22,000)	\$ 360.25
22,001 - 23,000	363.25	11.50 (23,000)	\$ 374.75
23,001 - 24,000	377.25	12.00 (24,000)	\$ 389.25
24,001 - 25,000	391.25	12.50 (25,000)	\$ 403.75
25,001 - and over:	See complete fee schedule		

PLANNING AND ZONING - Mechanical Permit Fees (Adopted 01/03/17)

NOTE: This is a Fixed Fee based permit schedule. Applies to new and/or replacement appliances/systems.

Basic Permit Fee \$25.00

Unit Fee Schedule
(Applies to new and/or replacement appliances/systems)

Per Furnace, Boiler, Compressor and/or Absorption Unit up to and including 100,000 Btu/h (29.3W) or 3 horsepower (10.6kW), including associated ducts and vents attached thereto. \$15.00

Per Furnace, Boiler, Compressor and/or Absorption Unit over 100,000 Btu/h (29.3W) or 3 horsepower (10.6kW), including associated ducts and vents attached thereto. \$25.00

Per Air Handler and/or Heat Exchanger up to and including 10,000 cubic feet per minute (cfm) (4719Us), including ducts attached thereto. \$15.00

Per Air Handler and/or Heat Exchanger over 10,000 cubic feet per minute (cfm) (4719Us), including ducts attached thereto. \$25.00

Per Evaporative Cooler/Central Air Conditioner, including attached ducts and vents. \$15.00

Per Incinerator, domestic-type or commercial/industrial, including attached ducts and vents. \$20.00

Miscellaneous. For each appliance or piece of equipment regulated by the Mechanical Code but not classified in other appliance categories, or for which no other fee is listed in the table. (i.e. water heaters) \$15.00

The total fee for a Mechanical Permit shall include the sum of the Basic Permit Fee plus the Unit Fee or Fees.

PUBLIC WORKS-EQUIPMENT RENTAL (Adopted 01/03/17)

<u>Equipment</u>	<u>Hourly Equipment Rate</u>	<u>Hourly Labor Rates Per Person</u>		
		<u>Regular Time</u>	<u>Overtime @ 1-1/2</u>	<u>Overtime @ Double Time</u>
Grader	\$ 100.00	\$ 35.00	\$ 48.00	\$ 90.00
Loader	\$ 100.00	\$ 35.00	\$ 48.00	\$ 90.00
Dozer	\$ 80.00	\$ 35.00	\$ 48.00	\$ 90.00
Backhoe	\$ 80.00	\$ 35.00	\$ 48.00	\$ 90.00
Backhoe w/Breaker	\$ 130.00	\$ 35.00	\$ 48.00	\$ 90.00
Skidsteer Loader	\$ 70.00	\$ 33.00	\$ 46.00	\$ 85.00
SnoGo	\$ 120.00	\$ 35.00	\$ 48.00	\$ 90.00
Sweeper	\$ 100.00	\$ 35.00	\$ 48.00	\$ 90.00
Vibratory Roller	\$ 70.00	\$ 33.00	\$ 46.00	\$ 85.00
Trac Excavator	\$ 150.00	\$ 35.00	\$ 48.00	\$ 90.00
Equip Trailer Mobilization	\$ 100.00			
Dump Truck	\$ 75.00	\$ 33.00	\$ 46.00	\$ 85.00
Sander	\$ 80.00	\$ 33.00	\$ 46.00	\$ 85.00
Bucket Truck	\$ 80.00	\$ 33.00	\$ 46.00	\$ 85.00
Pickup/Utility Truck	\$ 50.00	\$ 33.00	\$ 46.00	\$ 85.00
Sewer Vactor Jet Rodder	\$ 150.00	\$ 33.00	\$ 46.00	\$ 85.00
Sewer Rodder	\$ 70.00	\$ 33.00	\$ 46.00	\$ 85.00
Steamer w/Truck	\$ 90.00	\$ 33.00	\$ 46.00	\$ 85.00
Air Compressor	\$ 50.00	\$ 33.00	\$ 46.00	\$ 85.00
Cement Mixer	\$ 30.00	\$ 33.00	\$ 46.00	\$ 85.00
Chain Saw	\$ 20.00	\$ 33.00	\$ 46.00	\$ 85.00
Cutoff Saw	\$ 30.00 plus blades	\$ 33.00	\$ 46.00	\$ 85.00
Generator	\$ 50.00	\$ 33.00	\$ 46.00	\$ 85.00
Jack Hammer	\$ 30.00	\$ 33.00	\$ 46.00	\$ 85.00
Tamper	\$ 30.00	\$ 33.00	\$ 46.00	\$ 85.00
Water Pump	\$ 30.00	\$ 33.00	\$ 46.00	\$ 85.00
Water Tapping Machine	\$ 50.00	\$ 33.00	\$ 46.00	\$ 85.00

Labor charges will include any necessary preparation and transportation time.

Time charged for equipment will include transportation time to and from job site.

Time charged for other equipment will be actual time that equipment is checked out.

Damaged or broken equipment other than normal wear will be charged to the renter.

Special services and supervisor costs may be charged at actual wage and benefit amounts.

Miscellaneous parts and supplies will be billed at cost plus 20% mark-up.

PUBLIC WORKS-UTILITIES (Adopted 01/03/17)

Water Rates		
Residential & Commercial - Inside Rate	Per 1,000 gallons/plus fixed rate	\$2.00
	Irrigation	\$2.50
Residential single metered - conservation	Over 6,000 gallons	\$2.50
Residential & Commercial - Outside Rate	Per 1,000 gallons/plus fixed rate	\$3.00
	Irrigation	\$3.50
Residential single metered - conservation	Over 6,000 gallons	\$3.50
Automatic meter reading device required (failure to comply)	Monthly charge first 6 months Thereafter	\$25.00 \$50.00
Sewer Rates		
Residential & Commercial	Per 1,000 gallons/plus fixed rate	\$4.75
Storm Water Rates	Per REF	\$4.00
Utility Billing - late penalties		5%
Water Meter - New		Schedule on file in Public Works Dept.
Water Service Tap		Schedule on file in Public Works Dept.
Turn Water On		\$25.00
Turn Water Off		\$25.00
Turn Water On or Off - After Hours		\$150.00
Delinquent Accounts - Water Restoration		payment of delinquent bills and on/off fee of \$50.00
Sewer Connection Charge (if not assessed)		
Single Family Residential		\$2,000.00
Commercial or Multiple Family		\$4,000.00
Sewer Tapping Saddle		\$105.00
Water Connection Charge (if not assessed)		
Single Family Residential		\$1,500.00
Commercial or Multiple Family	1 to 1 1/2 inch	\$3,000.00
Commercial or Multiple Family	2 inch	\$4,000.00
Commercial or Multiple Family	3 & 4 inch	TBD Upon Request
Fire Supply Line Connection Fee	4" - 8"	\$2,000.00
Contractor Water Usage Fee	Base Charge plus Usage per 1,000 gallons	\$10.00 \$2.50
Hydrant Use Permit	Each	\$25.00
3/4" Meter Rental	Per Day	\$5.00
3/4" Meter Rental	Per Month	\$45.00
Meter Damage Deposit		\$150.00
3" Meter Rental	Per Day	\$10.00
3" Meter Rental	Per Month	\$150.00
Meter Damage Deposit		\$1,000.00
Late Meter Return Fee		\$50.00
Water Use	Per 1,000 gallons/\$10minimum	\$2.50
Sewer Dump Station Permits		
Septic Tank Dump Fee	Per 1,000 gallons	\$43.00
Late Report Fee		\$10.00
Holding Tank or Contaminated Groundwater	Per 1,000 gallons	\$13.00
Grease Trap Dump Fee	Per 1,000 gallons	\$79.00
Right-of-Way Excavation Permit	Each	\$25.00
Right-of-Way Utility Franchise Permit	Annual Fee	\$200.00
Right-of-Way Occupation Permit	One Time	\$75.00

POLICE SERVICES (Adopted 01/03/17))

Police Accident Report		\$10.00
Police Case File (Attorney)	Per Page	\$1.00
False Alarms		
1-3 False Alarms		\$0.00
4-6 False Alarms		\$50.00
7 or more False Alarms		\$150.00
Block Parties		\$0.00

PARK SERVICES (Adopted 01/03/17)

Park Facilities		
Resident (Private)		\$25.00
Non-Resident (Private)		\$50.00
Cloquet Businesses or weddings		
Up to 100 people	Per Day	\$50.00
101 to 200 people	Per Day	\$75.00
Over 200 (300 max.)	Per Day	\$100.00
Non-Cloquet Businesses or weddings		
Up to 100 people	Per Day	\$100.00
101 to 200 people	Per Day	\$150.00
Over 201 to 300	Per Day	\$200.00
Major Use with over 300 people	Per Day	\$400.00
Athletic Complex		
For Hilltop, Athletic and Pinehurst Parks	Per Day	\$100.00
Plus Gate Fees or Team Fees	Payable after event \$0 - \$3,500	10%
Braun Park has a City agreement covering tournaments		
*Park fees include available power, use of facilities on site, and garbage collection. Major use includes up to two additional portable toilets, one additional dumpster, barricades and street use with approval from the City. Additional toilets or dumpsters may increase your rental charge. City police will be notified of the event but will not provide security.		
Pond Fees		
Single Season Pass		\$44.00
Family Season Pass		\$89.00
Daycare Season Pass		\$134.00
Single Admission	Per Day	\$3.50
Group Rate (10 or more)	Per Day	\$3.00
Season passes (purchased before May 20th)		\$10.00 off regular price
Private Rentals	Per Hour	\$165.00
Birthday Parties		\$25.00
Punch Card (10 swim)		\$30.00
Campground Fees		
Monthly		\$500.00
Monthly (Sites with sewer hookup)		\$550.00
Per Night		\$25.00
Tents - Per Night		\$15.00
Dump Station (non-registered)		\$5.00
Firewood (campground use only)	Per bundle	\$4.00
Shower (non-registered)	Per person / per use	\$2.00
Tubing Hill	Per person / per day	\$6.00
Park Dedication Fee		10% of land or cash in lieu of

CAT-7 (Adopted 01/03/17)


Duplicaton of Video's and other materials	\$10.00
Conversion of material from VHS to disk	\$15.00 flat fee plus \$10.00/hr.



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: December 27, 2016

ITEM DESCRIPTION: Annual Appointments to the City’s Boards, Commissions, and Committees

Proposed Action

The City Council is asked to consider the reappointment of the individuals identified and to work with the Mayor to identify other interested parties for any existing vacancies. The Council is also asked to consider Council liaison appointments to its various Boards and Commissions.

Background/Overview

The City has a variety of Boards, Commissions, and Committees on which representatives of the Community and City Council serve. Terms for these positions typically expire on December 31 of each year.

Currently, vacancies exist on the Parks Commission and Planning Commission. All other members whose terms are expiring have indicated a desire to be reappointed. In terms of the Council appointments, the Council may wish to discuss the various Boards on which they serve and whether any changes are appropriate. Under Minnesota Statute, a minimum of two City Counselors must be appointed to serve on the EDA. With former Councilor Wilkinson’s change in status, a member of the Council must be appointed to fill the remainder of her term, which expires on 12/31/17.

Bruce Ahlgren has also informed the City of his resignation from the WLSSD Board effective January 31, 2017. This seat has historically been filled by a member of the City Council. The Council should formally appoint a Councilor/Mayor to serve the remainder of the term which expires July 1, 2017.

The City has also received multiple applications for the Parks and Planning Commissions vacancies. The Council should discuss whether or not it would like to schedule and conduct interviews of these applicants.

Policy Objectives

The Council can delegate certain functions to appointed administrative boards. Certain Commissions are established per Minnesota Statutes and others serve at the direction of the City Council. Further, the City Council itself typically serves as liaisons on a variety of local, regional and state Commissions.

Financial/Budget/Grant Considerations

None.

To Mayor and Council
Annual Appointments
December 27, 2016
Page 2

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- List of appointments and committees
- Applications for appointments to commissions

		<u>2017</u>			<u>First</u>	<u>Term</u>	<u>Appointed /</u>
		<u>Board/Commission</u>	<u>Address</u>		<u>Appointed</u>	<u>Expiration</u>	<u>Reappointed</u>
<u>Cable TV Commission (6 members - 3 year term)</u>							
		Kathy Hanson	W5-P1 410 Barbara Cir	879-8940	07/19/94	12/31/18	01/01/16
		Frank Yetka	W5-P1 306 Jackson Ave	879-1787		12/31/18	01/01/16
Reappoint		Pete Radosevich	W4-P6 313 Avenue C	879-0008	03/18/14	12/31/16	03/18/14
Resigned		Adam Kempstar	4 Canosia Rd, Esko	218-340-4405	07/01/14	12/31/16	07/01/14
Reappoint		Nathaniel Wilkinson	W3 1217 Slate St., Cloquet	218-310-6157	07/15/14	12/31/16	07/15/14
		Jim Pratt - City of Scanlon			05/11/15	05/11/18	05/11/16
		City of Carlton - City Clerk	PO Box 336, Carlton				
		City of Scanlon - City Clerk	609 27th St	218-213-3287			
		Thomson Township - Rhonda Peleski, Clerk	PO Box 92, Esko				
<u>Citizens Advisory Board (3 members - 3 year term)</u>							
		Laurie Ketola	W1 1525 White Pine Trl	878-0439	02/07/06	12/31/17	01/01/16
		Lauren Herbert	W4 647 Rita Circle	330-495-2065	01/01/16	12/31/18	01/01/16
Reappoint		Andrew Korby	W5-P1 309 Monroe Ave	218-213-6811	05/06/14	12/31/16	05/06/14
<u>Economic Development Authority (7 members [5 at large-2 Councilors] - 6 year term)</u>							
		David Bjerkness	W2 2134 Carlton Ave	879-9384		12/31/21	
Reappoint		Russ Smith	W5-P1 1508 Slate St	879-6087	01/18/05	12/31/16	01/04/11
Discussion		Lara Wilkinson	1217 Slate St		01/06/15	12/31/17	01/06/18
		Steve Micke	W5-P1 400 Ridgewood Dr	390-1161	12/18/12	12/31/18	12/18/12
		Shelly Peterson	1001 Tall Pine Ln	879-1293	12/04/07	12/31/19	01/07/14
		Mike Schultz	44 Molly Ln, Esko	879-6308	01/05/10	12/31/19	01/07/14
		Ross Peterson	W5-P1 502 Heather Ave	348-8454	04/06/10	12/31/20	01/06/15
<u>Housing & Redevelopment Authority (5 members - 5 year term)</u>							
		Chad Dunaiski	W1 1212 Dewey Ave	878-1642	10/03/00	06/30/17	07/17/12
		Cynthia Slater	W1 1508 - 15th Street	590-4653	05/17/11	06/30/18	08/06/13
		Wanda Harris	W2 950 14th St Apt 211	879-1881	07/06/10	06/30/20	06/02/15
		Stephanie Fredrickson	W5-1 304 Dalewood Ave.	879-6986	03/02/16	06/30/19	03/02/16
		Dianne Barkos	105 Cedar Ridge	879-9999	06/07/16	06/30/21	06/07/16
<u>Library Board (7 members - 3 year term)</u>							
Reappoint		Rex Laaksonen	W4 1425 Summit Ave	879-6436	10/07/08	12/31/16	01/07/14
Reappoint		Cathy Rikkola	W1 1308 Valley View Dr	879-5662	06/01/10	12/31/16	01/07/14
Reappoint		Marla Ahlgren	W5 245 Freeman Rd	879-6571	02/04/14	12/31/16	02/04/14
		Gerard Sordelet	W3 126 12th St	878-1168	05/20/14	12/31/17	01/06/15
		Alice Holm	W5 503 Monroe Ave	879-6553	01/03/12	12/31/17	01/06/15
		Cassandra Brissett	W2 20 12th Street	879-0320	03/02/16	12/31/18	03/02/16
		Justin Kelley	W3 27 12th Street	565-0600	06/21/15	12/31/18	06/21/15
<u>Parks Commission (7 members - 3 year term)</u>							
		Tim Krohn	W4 306 Avenue D	218-341-1514	05/06/14	12/31/18	01/01/16
		Barb Wyman	W5 347 Nelson Rd	879-5889	01/02/13	12/31/18	01/01/16
		Michael Krick	1100 Carlton Ave W	651-354-5603	06/02/15	12/31/18	06/02/15
Resigned		Rick Stowell	904 Hwy 33 S	879-8045	03/05/13	12/31/16	01/07/14
Reappoint		Amy Louhela	W3 334 - 8th St	348-8604	09/16/14	12/31/16	09/16/14
		John Badger	W1 1341 Valley View Dr	879-0397	02/03/09	12/31/17	01/06/15
		Tom Urbanski	W1 1320 Harner Ln	879-6896	01/18/05	12/31/17	01/06/15

2017
Board/Commission

Address

First **Term** **Appointed /**
Appointed **Expiration** **Reappointed**

Planning Commission (7 members - 3 year term)

	Kelly Johnson	W5-P1	406 Ridgewood Dr	879-3210	05/20/03	12/31/18	01/01/16
	Bryan Bosto	W1	1204 Spring Lake Rd	260-5593	01/07/14	12/31/18	01/07/16
	John Sanders	W5-P1	201 Boulder Dr	879-6630	12/16/08	12/31/18	01/01/16
Resigned	Charles Buscher	W1	1369 Roland Rd	879-9156	07/06/10	12/31/16	01/07/14
Reappoint	Michael Haubner	W4	702 Rita Circle	879-7427	10/04/11	12/31/16	01/07/14
	Jesse Berglund	W2	118 17th St	612-220-9044	12/06/11	12/31/17	12/06/11
	Uriah Wilkinson	W3	421 10th Street	393-4931	01/17/12	12/31/17	01/17/12

Shaw Memorial Public Library Foundation (7 members - 3 year term)

(Council appoints 4 members. 3 members are chosen from Library Board)

	Carol Longseth	W4	518 Ave D	878-1141	04/01/08	12/31/17	01/06/15
	Larry Anderson	W2	29 15th St	879-2441	02/17/09	12/31/18	01/01/16
Reappoint	Terry M. Anderson	W4	406 Ave D	879-4970	01/07/14	12/31/16	01/07/14
	Anja Bottila	W2	520 Prospect Ave	380-0811	07/05/16	12/31/17	07/05/16
	*Marla Ahlgren						
	*Alice Holm						
	*Library Board Member						

WLSSD

	Archie Chelseth	W4	509 Chestnut St	879-2684	07/01/14	07/01/18	06/02/15
	Dave Manderfeld	W1	1309 Badger Dr	879-9210	08/10/04	07/01/19	06/21/16
Resigned	Bruce Ahlgren	W5-P1	245 Freeman Rd	879-6571	07/05/11	07/01/17	06/17/14

**2017
Council Committees**

	<u>Term Expiration</u>	<u>First Appointed</u>	<u>Appointed / Reappointed</u>
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City Boards & Commissions

Economic Development Authority

Lara Wilkinson	12/31/17	01/06/15	01/06/15
Dave Bjerkness	12/31/21		01/01/16

Library Board Liaison

Kerry Kolodge	N/A	01/02/13	01/07/14
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Parks Commission Liaison

Lara Wilkinson	N/A	01/07/14	01/07/14
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Planning Commission Liaison

None

Personnel/Negotiating Committee

Dave Bjerkness	N/A		01/07/14
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Non-City Boards & Commissions

Arrowhead Regional Development Commission (ARDC) - 1 required

Roger Maki	12/31/19		reappointed 11/15/16
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Cloquet Area Fire District - 3 required

Kerry Kolodge	12/31/17	01/07/14	01/07/14
Resigned Roger Maki (alternate)			
Jeff Rock	12/31/17	01/20/15	01/20/15
Steve Langley	01/01/19	01/01/16	01/01/16

WLSSD

Bruce Ahlgren	07/01/17	07/05/11	06/07/14
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Economic Development Partnership - 2 required

Lara Wilkinson	N/A	01/06/15	01/06/15
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Chamber Committees

Business Enhancement Committee

City Staff

Chamber Tourism Committee

Manufacturing & Education Committee

City Staff

Other Appointees

City Attorney

Rudy, Gassert, Yetka, Pritchett, Helwig Law Firm

City Prosecuting Attorney

Rudy, Gassert, Yetka, Pritchett, Helwig Law Firm

City Consulting Engineer

Short, Elliot, Hendrickson (SEH)

City Labor Attorney

Flaherty & Hood

City Development Attorney

Briggs & Morgan, PA

Brian Fritsinger

From: bruce Ahlgren <bgahlgren@gmail.com>
Sent: Thursday, November 17, 2016 9:52 AM
To: Marianne Bohren; Brian Fritsinger
Subject: WLSSD

Please be advised with this letter that effective January 31, 2017 am stepping down from the board of directors at the WLSSD.

I have enjoyed serving on the board and I leave with confidence that the organization is in great shape and will continue well into the future to be one of the best run organizations I have been involved with.

I will miss the leadership, the staff and other board members.

I leave with knowledge, as stated earlier, one of the best run organizations I have been honored to serve. I have full confidence that it will be very well run in the future with hard working men and women who care about the environment and safety of the plant.

Thank you for allowing me to serve.

Bruce Ahlgren



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue, Cloquet MN 55720
 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: jsfryc@aol.com			
Home Phone:		Work Phone: 218-879-2352	Cell Phone: 218-879-5034
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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**Application for Appointment to
 Advisory Boards and Commissions**

Name: Tom Lenarz		Date: 12-7-16	
Address 1123 Summit Ave			
Email: tlenarz@isd94.org			
Home Phone: 218-391-4434	Work Phone: 218-879-3328	Cell Phone: 218-391-4434	
How long have you lived in Cloquet?	Years/Months: 23 YEARS	Which Ward? Golf Course	
What Cloquet community activities have you been involved in? 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.			
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. 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.			
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: I am interested in the opening on the Parks Board.			
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. 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.			
Why do you wish to be on a Board/Commission? 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.			
Please describe any other relevant information you would like us to know.			

*** 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: tbrenner@isd94.org		
Home Phone:	Work Phone: 218-879-3328	Cell Phone: 218-390-8369
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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 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: cmart55807@yahoo.com			
Home Phone: 218-590-8987	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 though 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 ***

Kris St. Arnold

From: Brian Fritsinger
Sent: Tuesday, November 22, 2016 11:47 AM
To: Kris St. Arnold
Subject: FW: Commissions opening
Attachments: Parks Commission Application.pdf

For inclusion with the Council Committee staff report.

From: troy.taubman@altechiline.com [mailto:troy.taubman@altechiline.com]
Sent: Tuesday, November 22, 2016 9:46 AM
To: Brian Fritsinger
Subject: Commissions opening

Brian,

I saw there is an opening for the Parks Commission and have attached my application for your consideration. I have lived in Cloquet for 9 1/2 yrs now, I have two children that attend Cloquet High School and my wife works at Churchill Elementary School. I feel that parks are a great but under utilized asset and we need to work and understand how to attract more people to use them. I also feel that the river front is a huge opportunity for Cloquet to develop.

Thank you,

Troy Taubman
Altec, Inc.
1255 Port Terminal Drive
Duluth, MN 55802
tel: 218-733-1212
cell: 218-206-4700
troy.taubman@altec.com

For updates:
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ADMINISTRATIVE OFFICES

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 email: bfritsinger@ci.cloquet.mn.us

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

Name: Troy Taubman		Date: 11/22/16
Address 316 Laine Rd, Cloquet, MN 55720		
Email: troytaubman0604@gmail.com		
Home Phone: NA	Work Phone: 218-733-1212	Cell Phone: 218-206-4700
How long have you lived in Cloquet?	Years/Months: 9 yrs, 4 months	Which Ward? 5-1
What Cloquet community activities have you been involved in? I've helped coach youth football and basketball. Volunteered at the Churchill school Fun Run		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. 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		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. 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.		
Why do you wish to be on a Board/Commission? 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.		
Please describe any other relevant information you would like us to know. 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 ***



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 email: bfritsinger@ci.cloquet.mn.us

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

Name: Nathaniel Wilkinson		Date: 12/15/2016	
Address 1217 Slate Street, Cloquet, MN			
Email: nathaniel@wilkweb.com			
Home Phone: 218-384-1319	Work Phone: 218-625-5769	Cell Phone: 218-310-6157	
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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 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: Terrilyy@msn.com			
Home Phone: 218-940-3726	Work Phone: 218-879-6754	Cell Phone: 218-940-3726	
How long have you lived in Cloquet?	Years/Months: 20 years	Which Ward? 1	
<p>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.</p>			
<p>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.</p>			
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p>If yes, fill in the name of Board/Commission: Planning Commission</p>			
Would you consider an alternate appointment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If yes, which one?</p>			
<p>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.</p>			
<p>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.</p>			
<p>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.</p>			

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

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.

WESTERN LAKE SUPERIOR SANITARY DISTRICT

2626 Courtland Street
Duluth, Minnesota 55806-1894
Phone:(218) 722-3336
FAX: (218) 727-7471
<http://www.wlssd.duluth.mn.us>



Clear Answers for Clean Water

MEMORANDUM

To: WLSSD Governance Committee
From: Marianne Bohren
Date: July 20, 2016
Subject: Committee Assignments 2016 – 2017

Finance Committee

Cathy Remington – Staff Contact
Marcia Podratz - Chair
Paul Thomsen
Bruce Ahlgren
Dave Manderfeld
Yvonne Solon
Archie Chelseth

Legislative Committee

Karen Anderson – Staff Contact
Bruce Ahlgren – Chair
Ruth Janke
Yvonne Solon
Jim Aird
Archie Chelseth

Operations Committee

Al Parrella – Staff Contact
Dave Manderfeld – Chair
Ruth Janke
Paul Thomsen
Bruce Ahlgren
Archie Chelseth
Julene Boe

Governance Committee

Marianne Bohren – Staff Contact
Ruth Janke - Chair
Paul Thomsen
Dave Manderfeld
Julene Boe
Marcia Podratz

Planning/ Solid Waste Committee

Jack Ezell– Staff Contact
Paul Thomsen – Chair
Jim Aird
Julene Boe
Yvonne Solon

Personnel Committee

Melissa Dallum – Staff Contact
Dave Manderfeld – Chair
Ruth Janke
Bruce Ahlgren
Marcia Podratz
Archie Chelseth

North East Waste Advisory Committee

Jim Aird
Paul Thomsen - Alternate

Board Officers

Ruth Janke – Chair
Paul Thomsen – Vice Chair
Marcia Podratz – Treasurer
Bruce Ahlgren - Secretary

2017

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 <small>NEW YEAR'S 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	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 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	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	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 31	25	26	27	28	29	30




Board Meeting



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: December 28, 2016

ITEM DESCRIPTION: Community Education Agreement

Proposed Action

Staff recommends the City Council move to approve the 2017 agreement with Independent School District #94 and Cloquet Community Education.

Background

For a number of years, the City has contracted with the Cloquet School District and Community Education in order to staff and manage Cloquet's community recreation program. This cooperative agreement has allowed for increased efficiency as well as the collaboration of resources while meeting a common goal of promoting recreational activities which increase quality of life in Cloquet.

Under the terms of the agreement, nine services are to be provided by Community Education in return for the City's annual contribution. Examples of services include implementation of a community recreation program and the staffing and management of the Pinehurst Pond, Pine Valley Tubing Hill and the Red Cross swim program. Either party may terminate the agreement given 90 days written notice.

Policy Objectives

Park Master Plan Policy 7.1: Partnerships shall be sought to make unique opportunities available to the community and allow for facilities and programs that would otherwise be difficult to achieve by the City alone.

Park Master Plan Policy 7.4: The City shall require formal agreements with those partners providing resources, programs or activities benefiting the community.

Financial/Budget/Grant Considerations

Community Education has requested a 2.0% (\$1,400) "cost of living" increase for 2017 plus an additional \$4,500 (1/2 the cost) for insurance benefits due to the full time secretarial position. This position did not receive insurance prior to the 2016 Agreement.

\$69,700 was included in the 2017 budget for this Agreement. Staff is recommending the "cost of living adjustment" be set at 1.5% (\$1,050) which is equal to amount negotiated with the City's labor force. The benefit reimbursement of approximately \$4,500 would be made based on invoiced actual costs separate from the regular quarterly payments. Total expenses for 2017 are estimated at \$75,250.

Advisory Committee/Commission Action

The Park Commission previously reviewed and provided feedback on the Agreement however, no formal action was taken.

Supporting Documents Attached

- 2017 Agreement

COMMUNITY EDUCATION AGREEMENT

The City of Cloquet, by and through its Parks Commission, hereinafter called "City," and Independent School District #94 operating the Community Education Program in the City of Cloquet, hereinafter called "District," have entered into an agreement pursuant to statutes as follows:

WHEREAS, the City has and is desirous of utilizing the Community Education Program for supervision, development, implementation, management, control and scheduling activities of the recreation program, Cloquet sport associations and programs consisting of general health; and

WHEREAS, the City has the authority pursuant to Minnesota Statutes 471.15 and 471.16 and, also, general authority under Minnesota Statutes for the operation of and maintenance of the general health and welfare of the residents of the City, and

WHEREAS, the District currently operates and manages a Community Education Program for the citizens of Cloquet.

NOW, THEREFORE, BE IT RESOLVED, that the City hereby contracts with the District to provide the following services:

1. Administer a year-round program of recreation and leisure time services through the offices of the Community Education Director providing all office, telephone, and material costs necessary for said program.
2. Administer adult recreation leagues and promote group recreational opportunities for adults of all ages.
3. Operation of a variety of youth and adult education programs that are considered recreation. Examples of these type of programs include, but are not limited to arts and crafts, sports classes (such as skiing, tennis, swimming), or fitness programs.
4. Pay for the wages and materials for a variety of adult and youth recreation programs developed and directed by Community Education, including but not limited to school year swim programs, park programs, summer programs, recreation leagues and special events. Sport Associations who develop and direct their sports programs will pay for wages and materials as directed by their bylaws and written agreements with the city.
5. Provide the necessary staff and support personnel for the operation and management of Pinehurst Pool during the summer months, Pine Valley Ski/Tubing hill during the winter months and the administration of the Red Cross Swim Program for adults and students. The staff is provided by Community Education and the city will reimburse Community Education as otherwise agreed for wages of such employees.

6. Provide staff for scheduling facilities and the scheduling system for the following city parks/facilities: Athletic, Dunlap Island, Hilltop, Pinehurst, Pine Valley, Sunnyside, Veterans and Senior Center (after 4p.m.) following the City of Cloquet Parks & Recreation Facility Policy with the goal in mind to maximize the use of the public facilities. Keys for the Pine Valley Chalet and Senior Center will be distributed through the Community Education office.
7. Coordinate and encourage the efforts of the Cloquet Sports Associations in the scheduling of fields and courts. Community Education will set a semi-annual meeting for the associations to discuss scheduling and other matters that they may deem necessary.
8. Operate and pay wages of the staff and purchase materials needed for the operation of the Cloquet Youth Center recreation program housed in the Cloquet Middle School and/or other after school programming at Washington School, Churchill School and the Cloquet Middle School as agreed upon by both parties.
9. Handle marketing for the recreation programs in the same manner as all other Cloquet Community Education programs. This will also include the Pine Valley Winter Recreation Area, the Senior Center or other park areas as appropriate.

TERM OF AGREEMENT

This Agreement will be in effect from January 1, 2017 through December 31, 2017. In enumeration for said services, the City hereby agrees to pay to the District the following yearly amount on a quarterly basis:

2017 – \$70,750

The City further agrees to pay one-half the cost of insurance benefits for a Community Education Secretarial position in the approximate amount of \$4,500. The exact amount of said benefits shall be determined annually and reimbursed to Cloquet Community Education via invoice independent from regular quarterly agreement payments. In doing so, it is agreed that a minimum of one-half of the positions time will dedicated to fulfilling duties of this contract.

This Agreement will expire on December 31, 2017. Either party may terminate this Agreement by giving a 90 day written notice to the other party of its intent. Written notice shall be given by either party to the other party at the following addresses:

City of Cloquet
City Administrator
1307 Cloquet Avenue
Cloquet, MN 55720

Independent School District #94
Community Education Director
509 Carlton Avenue
Cloquet, MN 55720

It is the understanding of both the District and the City that the primary responsibility of the District is to develop, organize, publicize and manage activities as outlined above through the mutual agreement between the City's representative, the Parks Commission, and District's representative, and the Community Education Director. Activities are held in or on facilities controlled by the City and by the School District. Should a lawsuit result from the operation of one of these activities, defense and liability, if any, must be determined on a case by case basis.

Dated this ___ day of January, 2017

CITY OF CLOQUET

INDEPENDENT SCHOOL DISTRICT #94

By: _____
Mayor

By: _____
Chairman

By: _____
City Administrator

By: _____
Superintendent