



CITY OF CLOQUET
City Council Agenda
Tuesday, September 5, 2017
7:00 p.m.
City Hall Council Chambers

CITY COUNCIL WORK SESSION

- 5:30 Planning Commission Interviews - Elizabeth Polling, Troy
Persuad
6:00 Budget/CIP Discussion

Roll Call

2. **Pledge of Allegiance**

3. **Approval of Agenda**

- a. Approval of September 5, 2017 Council Agenda

4. **Approval of Council Minutes**

- a. Work Session Minutes from the August 15, 2017 meeting
b. Regular Council Minutes from the August 15, 2017 meeting

5. **Consent Agenda**

Items in the Consent Agenda are considered routine and will be approved with one motion without discussion/debate. The Mayor will ask if any Council members wish to remove an item. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.

- a. Resolution No. 17-77, Authorizing the Payment of Bills and Payroll
b. Temporary On-Sale Liquor License – Cloquet Community Hospital Foundation
c. Cloquet Country Club Beer and On-Sale Liquor Sales at CARC
d. Approval of Raffle Permit – Wood City Riders Snowmobile Club

6. **Public Hearings**

None.

7. **Presentations**

None.



**CITY OF CLOQUET
City Council Agenda
Tuesday, September 5, 2017
7:00 p.m.
City Hall Council Chambers**

8. Council Business

- a. Resolution No. 17-75, A Resolution Authorizing the Cloquet Police Department to Enter into a Grant Agreement, In Partnership with the Carlton County Sheriff's Department and Fond du Lac Police Department, to Act as the Primary Agency in the Administration of the Regional Towards Zero Deaths Grant
- b. Award Contract for Utility Rate Study

9. Public Comments

Please give your name, address, and your concern or comments. Visitors may share their concerns with the City Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant, repetitive, irrelevant, or overly argumentative. All comments will be taken under advisement by the Council. No action will be taken at this time.

10. Closed Meeting

- a. The City Council may adjourn into a closed meeting as permitted under Minnesota Statutes section 13D.05, subdivision 3(b), the attorney-client privilege exception, to discuss threatened litigation by SKB Environmental Cloquet Landfill, Inc. regarding the City's recent ordinance addition of the definition of "Special Event" to the City Zoning Ordinance.

11. Council Comments, Announcements, and Updates

12. Adjournment

Cloquet City Council Work Session
Wednesday, August 15, 2017

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

Absent: None

Staff: J. Barclay, A. Cottingham, H. Hansen

Other: K. Backstrom, J. Domke, SKB/Shamrock; J. Peterson, Pine Journal

Shamrock Landfill Site Tour

Kyle Backstrom of SKB/Shamrock extended an invitation to the Council and public during the August 2nd Work Session meeting to tour the Shamrock Landfill site as part of the August 15th Work Session. Council accepted the invitation and scheduled the August 15th Work Session at the landfill for a tour of the facility giving the Council an opportunity to gather onsite information and for Shamrock to answer any further questions. Shamrock staff scheduled several trucks to enter the site and drop their loads while Council was touring to see firsthand how the operation works, experience the noise of the trucks and any odor. Highlights of the tour are as follows:

- Council witnessed several trucks hauling and depositing various waste products. Mr. Backstrom explained the testing procedure of the waste being dumped and stressed no hazardous waste is accepted.
- The average is 50 loads per day during the summer months but with the current Ashland project, it is now 130-150 loads per day.
- It was noted there was a strong mothball type odor that was present. Mr. Backstrom explained the odor was naphthalene and is not harmful.
- Council was next brought to Hilltop Park and residential area for a different view of the landfill's activity and witness any noise or odor from that vantage point.
- Questions were asked regarding any future landfill expansion, the types of materials accepted at the landfill and possible methane gas. Mr. Backstrom responded by saying there are no plans for expansion in the future, assured no hazardous materials are excepted, and welcomed anyone to review studies that have been conducted by SKB/Shamrock related to noise and gas.

The tour adjourned at 6:45 p.m. and Council returned to City Hall for the Regular Council Meeting.

Respectfully submitted,

James Barclay
Interim City Administrator

DRAFT

Regular Meeting

Roll Call

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

Councilors Absent: None

Pledge of Allegiance

AGENDA**MOTION:** Councilor Bailey moved and Councilor Maki seconded the motion to approve the August 15, 2017 agenda. The motion carried unanimously (7-0).**MINUTES****MOTION:** Councilor Langley moved and Councilor Bjerkness seconded the motion to approve the minutes of the Work Session and Regular Meeting of August 2, 2017 and the Special Meeting of August 9, 2017. The motion carried unanimously (7-0).**CONSENT AGENDA****MOTION:** Councilor Rock moved and Councilor Langley seconded the motion to adopt the consent agenda of August 15, 2017 approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 17-71, Authorizing the Payment of Bills
- b. Temporary On-Sale Liquor License – Cloquet Educational Foundation

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

AWARDING 2017 CITY HALL ROOF REPLACEMENT BID**MOTION:** Councilor Bjerkness moved and Councilor Kolodge seconded the motion to adopt **RESOLUTION NO. 17-72, A RESOLUTION AWARDING 2017 CITY HALL ROOF REPLACEMENT BID**. The motion carried unanimously (7-0).**WHEREAS**, The City has requested proposals for replacement of three flat roof systems on the City Hall Building; and**WHEREAS**, The City of Cloquet advertised and received the following bids for the project:

Bidder	Base
Commercial Roofing, Inc.	\$ 117,862.00
Antonsen Construction, Inc.	\$ 123,500.00

AND WHEREAS, The apparent low bid from Commercial Roofing, Inc. was found to meet the minimum bid requirements.**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA**, That the bid from Commercial Roofing, Inc. in the amount of \$117,862.00 is hereby accepted.

REJECTING BID FOR SKATE PARK IMPROVEMENTS

MOTION: Councilor Langley moved and Councilor Rock seconded the motion to adopt **RESOLUTION NO. 17-73, A MOTION REJECTING BID FOR SKATE PARK IMPROVEMENTS.** The motion carried unanimously (7-0).

WHEREAS, The City has included funding for construction of a skate park at Athletic Park as part of the 2017 Budget and CIP; and

WHEREAS, A public input process was undertaken to best determine the scope of said improvements; and

WHEREAS, The City Council has awarded a contract to Stantec to complete design plans and specifications for proposed improvements; and

WHEREAS, The City of Cloquet advertised and received the following bids for the project:

<u>Bidder</u>	<u>Bid Amount</u>
Boldt Company	\$ 415,000.00

AND WHEREAS, The apparent low bid from Boldt Company was substantially higher than the engineer's estimate and designated budget for the project.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the bid from Boldt Company in the amount of \$415,000.00 is hereby rejected.

CLOQUET AVENUE TRAFFIC SIGNAL DESIGN

MOTION: Councilor Bailey moved and Councilor Bjerkness seconded the motion to approve the letter proposal in the amount of \$17,800 from Short Elliot Hendrickson Inc., to complete traffic signal design services for the Cloquet Avenue signals at 10th and 14th Streets. The motion carried unanimously (7-0).

PUBLIC COMMENTS

- Sheila Lamb, 1912 Selmsner Avenue, addressed the Council in regards to their decision to deny her July 18, 2017 request to present information about the Enbridge Line 3 project and it's environmental dangers at a future Work Session.
- Following Ms. Lamb, eleven more people, both Cloquet and non-Cloquet residents, voiced their concerns over Enbridge's Line 3 project and the existing line being left in the ground. Points of concern included potential future water pollution, wild rice beds destroyed, and their disappointment with the City Council and lack of support for their cause.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

There were none.

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

James Barclay, Interim City Administrator



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James Barclay, Interim City Administrator *JB*
Date: August 29, 2017

ITEM DESCRIPTION: Hospital Foundation Temporary On-Sale Liquor License

Proposed Action

The City Council is asked to consider the application from the Cloquet Community Memorial Hospital Foundation for the approval of the issuance of a Temporary On-Sale Liquor License for the 26th Annual Hospital Gala to be held at Cloquet Community Memorial Hospital on October 6, 2017. In issuing the license, the Council must clarify the need for security, security fees and approval by the Commissioner of Public Safety.

Background/Overview

Attached the City Council will find an application for a Temporary On-Sale Liquor License from the Northeastern Saloon on behalf of the Cloquet Community Memorial Hospital Foundation. The Foundation is seeking the license for a one day event to be held on Friday, October 6, 2017 at the Cloquet Community Memorial Hospital. The Foundation will be holding its annual gala beginning at 5:00 pm.

Under Minnesota Statute and City Code, to allow for the event proposed, the business is required to obtain a Temporary Liquor License, which again, under Minnesota Statute and City Code, can only be issued to a Club or licensed non-profit organization. The City issued a similar license for this same event at the Community Memorial Hospital in 2016.

Under the Code, the operator is required to hire law enforcement for security purposes. Under current City Code, this would require the applicant to hire two police officers at \$60.00/hr. each for the duration of the event. The applicant is asking that this requirement be waived. The Council has consistently deviated from these current Code requirements for community events or fund raising type activities. In 2016, when the event was last held at the hospital, City Council waived the need for security.

Policy Objectives

Approval of a Temporary License is required under Section 6.3 of the Municipal Code and Minnesota Statutes 340A.404. Under these rules, only a non-profit organization can obtain a permit for such purposes.

Financial/Budget/Grant Considerations

The City's fee schedule requires a \$50 fee for each license which has been paid. The cost of security would be approximately \$840.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Temporary On-Sale Liquor License application

21 August, 2017

TO: Cloquet City Council

From: Judy Poss, Director, Cloquet Community Hospital Foundation
Bert Whittington, Owner, Northeastern Hotel, Saloon & Grille

Dear Council Members

We hereby apply to be granted an AGED 1 to 4 Day Temporary On-Sale Liquor License for the 26th Annual Hospital Gala located at the Cloquet Memorial Hospital on Friday 6 October, 2017.

The Northeastern currently holds On-Sale Liquor License #1 with the City of Cloquet and has retained a Certificate of Liquor Liability Insurance for the event.

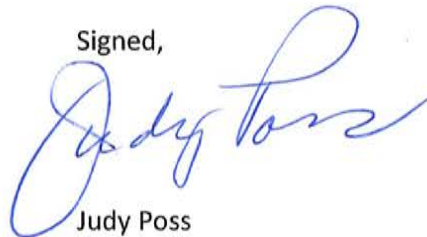
We also request that the requirement for 2 Security Police Officers be waived for this event.

This is the third Gala to be held at this location and the others had no security issues. This Gala is a controlled indoor event with a select audience, Silent Auction, Dessert Auction, Live Auction, Speakers, Entertainment and Raffles. As such, a fundraiser such as this should present no problems.

The Northeastern has been in business with the present owner for 17 years with minimal problems or Police calls. They will have a staff of four at this event.

We sincerely appreciate your consideration in this matter.

Signed,

A handwritten signature in blue ink, appearing to read "Judy Poss".

Judy Poss

A handwritten signature in blue ink, appearing to read "Bert Whittington".

Bert Whittington

Autumn Elegance FALL GALA

FRIDAY, OCT 6, 2017

Community Memorial Hospital, Cloquet, Minnesota



The Cloquet Community Memorial Hospital Foundation
requests the pleasure of your company at our annual Fall Gala.

EVENT SCHEDULE

- 5:00 pm — Gala Reception and Silent Auction tables open
- 6:00 pm — John Riihiluoma, Foundation President
- 6:15 pm — Dessert Auction
- 6:45 pm — Invocation, Chaplain Mary Beck
- 6:50 pm — Dinner
- 7:15 pm — Silent Auction tables close
- 7:30 pm — Judy Poss, Foundation Director
- 7:45 pm — Live Auction
- 8:15 pm — C. Willi Myles

TICKETS \$75 PER PERSON / RSVP BY FRIDAY, SEPTEMBER 22, 2017

\$85 after Friday, September 22, 2017

Be sure to RSVP right away—seating is limited.

For more information contact Judy Poss at 218-878-7652 or jposs@cloquethospital.com

Proceeds will go to the CCMH Foundation to fund healthcare priorities
at the hospital and Sunnyside Health Care Center.

THIS IS A SMOKE-FREE, SUIT TO FORMAL EVENT



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: CLOQUET COMMUNITY HOSPITAL FOUNDATION Date organized: 1987 Tax exempt number: ES 36023

Address: 512 SKYLINE BLVD. City: CLOQUET State: Minnesota Zip Code: 55720

Name of person making application: JUDITH A. PASS Business phone: 218-878-7652 Home phone: _____

Date(s) of event: 6 OCTOBER 2017 Type of organization: Club Charitable Religious Other non-profit

Organization officer's name: Judith A. Pass City: CLOQUET State: Minnesota Zip Code: 55720

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Location where permit will be used. If an outdoor area, describe.
INDOOR COMMUNITY MEMORIAL HOSPITAL

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
NORTHEASTERN SALOON + GRILLE INC,
115 ST LOUIS AVE
CLOQUET MN 55720

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
RELIABLE AGENCY
WILSON MUTUAL INSURANCE COMPANY # 1,000,000.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Cloquet City or County approving the license Date Approved: 9/5/17

\$ 50.00 Fee Amount Permit Date: 10/6/17

8/22/17 Date Fee Paid City or County e-mail Address: Kstarnold@Cloquetmn.gov

City or County Phone Number: 218-879-3347

Signature City Clerk or County Official Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

Will organization contract for intoxicating liquor? Yes No

If yes, please list:

Name of on sale license holder: NORTHEASTERN SALOON + GRILLE INC.

Address: 115 ST LOUIS AVE
CLOQUET MN 55720

Contact Person: BERT WHITTINGTON Phone No. 218-393-0657

Full Year On Sale Intoxicating Liquor License No. 1 (COPY ATTACHED)

Will event be outdoors? Yes No

What type of enclosure will be used for the outdoor area? N/A

(Area shall be enclosed by a fence or other enclosure)

Describe all types of entertainment to be provided at the event. If entertainment is not planned, describe what will occur.

LIVE + SILENT AUCTION, SPEAKERS, COMEDIAN

Days / Times of Entertainment: FRIDAY 6 OCTOBER 2017 (SEE ATTACHED AGENDA)

Will there be a band? Yes No

Will the entertainment be amplified? Yes No

Has this organization had any temporary liquor or wine licenses in the City of Cloquet in the past 12 months? Yes No

If yes, list the Event and Date(s): N/A

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

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

Signature of Applicant: Judith A. Poss Date: 8/22/17

Print Name JUDITH A. POSS
First Middle Last

FOR CITY USE ONLY: (When applicable)				
	Signature:	Approved:	Denied:	Date:
Police Chief:				
City Administrator:				



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James Barclay, Interim City Administrator
Date: August 28, 2017

ITEM DESCRIPTION: Approval of Off-Site Gambling for Wood City Riders Snowmobile Club to Conduct a Raffle at the Lumberjack Lounge

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 17-76, A RESOLUTION APPROVING OFF-SITE GAMBLING FOR THE WOOD CITY RIDERS SNOWMOBILE CLUB TO CONDUCT A RAFFLE AT THE LUMBERJACK LOUNGE.**

Background/Overview

The City has received an application from the Wood City Riders Snowmobile Club for a raffle event to be held on December 1, 2017 at the Lumberjack Lounge, 1016 Cloquet Avenue.

Policy Objectives

Approval of application by local community is required under MN Statutes.

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution No. 17-76
- LG230 Application to Conduct Off-Site Gambling

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

RESOLUTION NO. 17-76

**A RESOLUTION APPROVING OFF-SITE GAMBLING FOR THE
WOOD CITY RIDERS SNOWMOBILE CLUB TO CONDUCT
A RAFFLE AT THE LUMBERJACK LOUNGE**

WHEREAS, The City of Cloquet received an application from Wood City Riders Snowmobile Club, PO Box 657, Cloquet, to conduct off-site gambling for a raffle event on December 1, 2017, at the Lumberjack Lounge, 1016 Cloquet Avenue.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Wood City Riders Snowmobile Club, PO Box 657, Cloquet, to conduct off-site gambling for a raffle event on December 1, 2017, at the Lumberjack Lounge, 1016 Cloquet Avenue, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 5TH DAY OF SEPTEMBER, 2017.

Dave Hallback, Mayor

ATTEST:

James Barclay, Interim City Administrator

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: WOOD CITY RIDERS SNOWMOBILE CLUB License Number: 05353

Address: P O BOX 657 City: CLOQUET, MN Zip: 55720

Chief Executive Officer (CEO) Name: CHRIS ROKKE Daytime Phone: 218-591-2602

Gambling Manager Name: SANDRA M OLEAN Daytime Phone: 218-590-4515

GAMBLING ACTIVITY

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

From 12 / 1 / 2017 to 12 / 1 / 2017

Check the type of games that will be conducted:

- Raffle
- Pull-Tabs
- Bingo
- Tipboards
- Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: LUMBERJACK LOUNGE

Street address and City (or township): 1016 CLOQUET AVE, CLOQUET MN Zip: 55720 County: CARLTON

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

Does your organization own the gambling premises?

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

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

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

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

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

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: <u>CLOQUET</u>	County Name: _____
Date Approved by City Council: <u>Sept. 5, 2017</u>	Date Approved by County Board: _____
Resolution Number: <u>17-76</u> (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: <u>Interim City Administrator</u> Date Signed: <u>9-5-17</u>	Title: _____ Date Signed: _____
<p>Local unit of government must sign.</p>	<p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p>
	TOWNSHIP NAME: _____
	Print Township Name: _____
	Signature of Township Officer: _____
	Title: _____ Date Signed: _____

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

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

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

_____ Date _____

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

<p>Mail or fax to:</p> <p>Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032</p>	<p>No attachments required.</p> <p>Questions? Contact a Licensing Specialist at 651-539-1900.</p>
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This publication will be made available in alternative format (i.e. large print, braille) upon request.

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

To: Mayor and City Council
From: James Barclay, Interim City Administrator *JP*
Date: August 24, 2017

ITEM DESCRIPTION: Cloquet Country Club Beer and On-Sale Liquor Sales at CARC

Proposed Action

Staff recommends that the City Council move to authorize the extension of the Cloquet Country Club's On-Sale Intoxicating Liquor License to allow for the sale of beer and limited selection of hard alcohol products at the Cloquet Area Recreation Center (Northwoods Arena) during the home games of the MN Wilderness' 2017-2018 season with the following conditions:

- Sales be limited to the specific dates and times associated with the team's 2017-2018 home schedule as provided to the City.
- Sales be restricted to the interior of the Cloquet Area Recreation Center (Northwoods Arena) with no consumption allowed either outside the building or in locker room areas.
- No sales shall take place in the building when youth amateur events are held within that building.
- The licensee provide the City with a certificate of insurance covering the facility and including the City as an additional insured.
- The Club and/or licensee provide sufficient security personnel at all times when alcohol is sold to ensure the enforcement of all rules, regulations, and laws related to the sale and consumption of alcohol.

Background/Overview

The MN Wilderness are part of the North American Hockey League (NAHL) that has been based in Cloquet since 2012. The NAHL is a 24-team league and is in its 42nd season, making it one of the oldest and longest USA hockey sanctioned junior leagues.

The team and the Cloquet Area Hockey Association (CAHA) negotiated a long-term lease at Northwoods Arena that runs through 2018. The team has once again requested the opportunity to sell beer/intoxicating liquor during home games this season through the Cloquet Country Club's On-Sale Intoxicating Liquor License. The arena has been permitted to sell during its home games the past three seasons through the extension of the Lumberjack Lounge's On-Sale Intoxicating Liquor license. CAHA has indicated that they will continue to support this endeavor subject to any City requirements.

The City has historically allowed beer and intoxicating liquor to be sold at CARC for a wide variety of special events. Typically, these have been allowed through the issuance of temporary licenses to local non-profit organizations.

Under Minnesota Statutes 340A.404, Subdivision 4, the governing body of a municipality may authorize a holder of a retail On-Sale Intoxicating Liquor License issued by the municipality to dispense

liquor at any convention, banquet, conference, meeting or social affair conducted on the premises of a sports, convention, or cultural facility owned by the municipality. Both the City Attorney and State of Minnesota have confirmed that CARC qualifies for sales under this section of State law.

CAHA and the team have been working with the Cloquet Country Club to be the preferred provider of this service for the 2017-2018 season. The Cloquet Country Club has submitted their request to the City to obtain authorization allowing the expansion of their license for the facility. The team has indicated that the term "limited" selection means both limit in types/quantity as well as when it may be offered. This may vary by the game depending on circumstance. Team games are typically at night from 7:00-9:00 pm and sales will take place only during game hours.

During last season's game schedule, the City received no complaints regarding the sale of alcohol at the facility. There were no major issues related to problems or involvement of law enforcement.

Key Issues

The City has no specific requirements under City Code related to this request. As a result, it must refer to Minnesota Statute and certain aspects of its other licensing requirements to identify the key issues.

- **Authorization Term** - Authorization must be approved for a holder of an On-Sale Intoxicating Liquor license issued by the municipality. The authorization term should run concurrently with the provider's existing license. Currently, all Cloquet liquor licenses are valid from July 1st - June 30th.
- **Insurance** - The licensee should provide a certificate of insurance providing evidence of coverage at CARC and further identify the City as an additional insured.
- **Fee** - There is no established fee for such authorization. Staff is not proposing any fee but would suggest that the City consider establishing a small fee for future cases.
- **Security** - Again, the City has no current requirements for security. The City Code does require 2 police officers at any event obtaining a temporary license. The Club has indicated it will provide up to 5-6 of its own security as it has done during past seasons.
- **Service Area** - The Club has indicated that sales will be restricted to the arena. No consumption can take place outside the arena or in locker room areas. The City should identify this as part of the license.
- **Minors/Youth Hockey** - Under Statute, the licensee may not dispense intoxicating liquor to any person attending or participating in a youth amateur event (for persons 18 years of age or younger) held on the premises. Junior A level hockey is not considered an amateur event under this definition. The Club has identified other restrictions to manage this aspect.
- **Dates of Sales** - There is interest by the Club to see that the licensee be allowed to have exclusive rights to sell during all Wilderness home games. In other words, the license will be restricted to only those home games identified on the attached schedule. The applicant (Cloquet Country Club) could make additional requests to the City, requiring the approval of the City Council, for specific events as they are identified.

To the Mayor and Council
Cloquet Country Club Beer & On-Sale
Liquor Sales at CARC
August 24, 2017
Page 3

- **Storage** - The team has a keyed secure storage area, "Ice Hockey Factory", that it controls. Any excess alcohol will be stored in this area between games. The team has indicated storage will be limited depending on the frequency of games.

Policy Objectives

M.S. 340A.404, Subd. 4, specifically addresses this request. City Code, Section 6.2 also addresses the licensing of alcohol within City limits.

Financial/Budget/Grant Considerations

There are no direct financial impacts to the City related to this application. Only in the case that the Council agreed to provide security in the form of police officers and not charge a fee, would there be any direct cost to the City.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Letter of Request from Cloquet Country Club and David Boitz
- 2017-2018 Wilderness Home Schedule



MINNESOTA WILDERNESS

JUNIOR HOCKEY TEAM

Dear Cloquet City Council and Honorable Mayor Hallback,

The Minnesota Wilderness and The Cloquet Country Club would like too formally request that you grant us permission to sell Alcohol by utilizing the Cloquet Country Clubs Liquor License at the MN Wilderness home Hockey games for the 2017-18 season. For the past 4 seasons we have sold alcohol and have not had any problems or liquor claims. I have also attached our home schedule for the 2017-18 season. Thank you for your careful consideration of our request.

Sincerely

MN Wilderness General Manger

Cloquet Country Club

From: David Boitz [mailto:dboitz@wildernesshockey.com]

Sent: Wednesday, August 23, 2017 2:40 PM

To: Kristine St.Arnold <KStArnold@cloquetmn.gov>

Subject: RE: Alcohol Sales

Hi Kris,

Attached is the letter for the council requesting permission that we are able to continue to sell Alcohol at our games. Below is a list of our home games this season.

September 7,8

October 6,7,13,14,18

November 3,4,17,22

December 8,9,16,30,31

January 12,13,26,27

February 9,10,16,17

March 2,3,30,31

April 5,6

Playoffs TBD

Thank you

Dave Boitz

General Manager

Minnesota Wilderness

612-360-8405




CLOQUET POLICE DEPARTMENT

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

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Jeff Palmer, Interim Chief of Police
Reviewed by: James Barclay, Interim City Administrator 
Date: August 21, 2017

ITEM DESCRIPTION: Participation in Towards Zero Deaths (TZD) Grant

Proposed Action

Staff recommends that Council move to adopt **RESOLUTION NO. 17-75, A RESOLUTION AUTHORIZING THE CLOQUET POLICE DEPARTMENT TO ENTER INTO A GRANT AGREEMENT, IN PARTNERSHIP WITH THE CARLTON COUNTY SHERIFF'S DEPARTMENT AND FOND DU LAC POLICE DEPARTMENT, TO ACT AS THE PRIMARY AGENCY IN THE ADMINISTRATION OF THE REGIONAL TOWARDS ZERO DEATHS GRANT.**

Background/Overview

Minnesota TZD is the state's cornerstone traffic safety program, employing an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads. While individual disciplines have a long history of successful traffic safety programs, TZD aims to tie these together with a common vision and mission for even greater success. The TZD program uses data to target areas for improvement and employ proven countermeasures.

The TZD program is administered at the state level by the Office of Traffic Safety (OTS) within the Minnesota Department of Public Safety, and the Office of Traffic, Safety, and Technology within the Minnesota Department of Transportation.

The TZD program team works partners with local agencies and communities to improve the traffic safety of a designated area. Toward Zero Deaths provides technical assistance, materials, and guidance to local groups that are committed to reducing crashes and the fatalities and severe injuries that result from them. Periodic enforcement efforts typically focus on traffic safety issues including but not limited to speed, DWI, seat belt use and distracted driving.

The Cloquet Police Department has been a participating member in the TZD program for over a decade. Recently, the primary agency has opted out of program participation (Fond du Lac Police Department). Allowing the Cloquet Police Department to administer the program will sustain the grant funding in the region.

Policy Objectives

Participation in this program allows the police department to enhance community education related to traffic safety and increase enforcement efforts to reduce crashes. It will allow the Police Department to continue to provide a full level of service to our community.

To Mayor and Council
TZD Grant
August 21, 2017
Page 2

Financial/Budget/Grant Considerations

Participation in this grant program allows for the Cloquet Police Department to be reimbursed for overtime expenses incurred during enforcement details.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- Resolution No. 17-75

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

RESOLUTION NO. 17-75

**A RESOLUTION AUTHORIZING THE CLOQUET POLICE DEPARTMENT TO
ENTER INTO A GRANT AGREEMENT, IN PARTNERSHIP WITH THE CARLTON
COUNTY SHERIFF'S DEPARTMENT AND FOND DU LAC POLICE DEPARTMENT,
TO ACT AS THE PRIMARY AGENCY IN THE ADMINISTRATION OF THE
REGIONAL TOWARDS ZERO DEATHS GRANT**

WHEREAS, The Towards Zero Deaths (TZD) Program provides technical assistance, materials, and guidance to local groups that are committed to reducing crashes and fatalities; and

WHEREAS, The Cloquet Police Department has been a participating member in the TZD Program for over a decade; and

WHEREAS, In order to be awarded the TZD Grant, the Department of Public Safety requires a Resolution authorizing participation in the project; and

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the Cloquet Police Department be authorized to enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that the Cloquet Police Department through its Interim Chief of Police, Jeff Palmer, or its Commander, Carey Ferrell, are hereby authorized to execute such agreements and amendments as necessary to implement the project on behalf of the Cloquet Police Department and to be the fiscal agent and administer the grant.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 5TH DAY OF SEPTEMBER, 2017.**

Dave Hallback, Mayor

ATTEST:

James Barclay, Interim City Administrator



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Nancy Klassen, Finance Director
Reviewed by: James Barclay, Interim City Administrator
Date: September 5, 2017

ITEM DESCRIPTION: Utility Rate Study

Proposed Action

Staff recommends the City Council move to award a contract to Progressive Consulting Engineers for completion of a Utility Rate Study in the amount of \$26,550.

Background/Overview

Every few years the City must conduct a rate study of its sanitary sewer and water utilities. The purpose of the study is to evaluate the status of the utility fund balances along with current and projected costs and capacity demands. Such studies are needed to maintain a sustainable rate structure and minimize the potential for large one-time rate adjustments.

The last rate study was completed in 2009. With several major improvements proposed in the CIP, (filter plant construction, water tower construction and the rehabilitation of multiple poor condition and problem mains) an evaluation of the potential rate impact to our customers is appropriate at this time.

Progressive Consulting Engineers (PCE) has submitted a proposal to complete this study. PCE has done previous rate studies for the City and due to their recent work on our water system, they have the background information required to complete the study with a cost savings to the City.

Staff does not feel a study of our storm water utility is required now, as the fund is in good financial health and projected expenditures over the next 5 years are in line with previous projections.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

The 2017 budget includes \$30,000 from the Water and Sanitary Sewer Utilities for completion of this study.

Advisory Committee/Commission Action

N/A.

Supporting Documentation Attached

- PCE Proposal

Proposed Fee

Based on the level of effort contained in the person/hour estimate, our fees for Task Series 100-500 will be:

Sewer Rate Study = \$6,870, Direct Exp. 0 (inc. in water)

Total: \$ 6,780

	QA/QC	Project Manager	Project Engineer	Admin	
Hourly Rate	160.00	170.00	110.00	65.00	
Task Series 100: Project initiation / Project management					
101		1			1
102			1		1
103			1		1
		1	2		3
		\$170.00	\$220.00		\$390.00
Task Series 200: Data Collection & Review					
201			2		2
			2		2
			\$220.00		\$220.00
Task Series 300: Revenue Requirements					
301		2	4		6
302			2		2
303			2		2
304			2		2
305			2		2
306			2		2
307		2			2
		4	14		18
		\$680.00	\$1,540.00		\$2,220.00
Task Series 400: Cost Apportionment					
401			2		2
402			2		2
403			2		2
404		2	4		6
405		2			2
		4	10		14
		\$680.00	\$1,100.00		\$1,780.00
Task Series 500: Reporting					
501		2	2	4	2
502			2		2
503					2
504				2	2
		2	6	4	6
		2	6	4	6
		\$320.00	\$1,020.00	\$440.00	\$390.00
		\$2,170.00			
		2	15	32	6
		55			
		\$320	\$2,550	\$3,520	\$390
		\$6,780			

Dated 8/23/17



Progressive Consulting Engineers, Inc.

6120 Earle Brown Drive, Suite 629 • Minneapolis, MN 55430 • 763-560-9133

August 7, 2017

Caleb Peterson, PE
Department of Public Works
City of Cloquet
1307 Cloquet Avenue
Cloquet, MN 55720

RE: Water Rate Study

The City of Cloquet is clearly committed to maintaining the water utility that provides a high level of service for customers at the lowest possible rates. You are planning to develop a financial plan including rates to fund the Capital Improvement Plan and bond payments for water treatment plants. As a trusted advisor to many similar systems in the State, Progressive Consulting Engineers, Inc. is best qualified to assist you in completing the project by:

Understanding Your Unique Needs and Providing the Rate Team

Based on meetings with City Staff, we have gained a good understanding of your expectations. We have successfully completed 30 rate studies including Minneapolis, Wyoming, St. Paul, Duluth, Rochester, and St. Cloud.

The proposed team has worked extremely well together on several projects. We are committed to providing the same high quality product to Cloquet, as we have to several other cities.

Implementing a Collaborative Approach

No one knows your utility better than you. We will use a project approach that is well tested and based on collaboration, teamwork, and effective communication protocols from project initiation to completion. Clear communication will be an essential component in delivering a successful project that is tailored to meet your operational and financial goals. Weekly status reports will keep you abreast of the project at all times.

Providing a Defendable Approach

With the necessary approval of the new rate structure by the City council, one must be able to justify any rate change as fair and equitable to all parties involved. PCE's model uses standard American Water Works Association (AWWA) tailored to the unique needs and challenges of the utility. As a deliverable for this project, we will provide this tool for your use in future financial analysis.

We have developed a plan for excellence which will provide a fresh look at establishing equitable rates. We listen and customer service is important to us. We are committed to your success. We are excited at the possibility of working with you on this project.

Sincerely,

A handwritten signature in black ink that reads 'Naeem Qureshi'.

Naeem Qureshi
President
763-560-9133
naemqureshi@pce.com

The PCE team will follow a work plan to complete this project. The City has a well system which supplies the City customer and a non-potable Lake Superior waterline which supplies the paper mill. This study is for the City well System. The work plan is divided into a series of well-defined tasks and sub-tasks that will be completed by the team identified in this proposal. The work tasks are described below along with the deliverables associated with each task.

Task 100 – Project Initiation/Project Management

We place a high importance upon client input, therefore, we include an initial brainstorming session and a project planning meeting in each of our projects. This meeting provides an opportunity to obtain the City staff's input regarding the conduct of the study.

At this meeting we will discuss with City staff the different approaches to the study. We will identify the key project personnel, establish the lines of communication, outline the responsibilities of the parties to the study, identify the task group members, and present the schedule for completing the project.

Deliverables: Minutes of the Kickoff Meeting and Project Management Plan



Task 200 – Data Collection

This task involves working with the City staff to collect, assemble, and review available information concerning the water system, including review of population and connections and analysis of water demands. This information includes: depreciation schedules; Capital Improvement Plan; O&M costs from the past 5 years; billing data for residential and commercial customers; financial statements for bond retirements; metering; billing & collection costs; administrative costs; projected increases in residential & commercial customers; total revenue collected by existing rates; interest income on invested funds; water sold; and, all historic financial data. We will also review unaccounted water.

Deliverables: List of data needs to be provided to the City. When all data is received, PCE will organize and present the information in a database format.

Task 300 – Revenue Requirements

Revenue requirements are the amount of money to be collected by the rates. This task involves preparing a listing of utility-depreciated assets for the test year 2016 and updating the depreciation schedule. The revenue requirements include: bond payment; operation and maintenance (O&M) costs; billing collection and administration costs; health care insurance; and, general costs and minor Capital Improvement Projects funded by rates. Costs will be projected based on historical costs for the last five (5) years and on cost projections made by the staff.

We will project additional revenue requirements such as the Capital Improvement Plan. Offsets to the revenue requirements, such as interest income and miscellaneous fees, will be deducted from the revenue requirements to arrive at the net revenue requirements to be generated by rates. Once the revenue requirements are developed, preliminary tables will be provided to the City staff for their review. To ensure clear communication, a status meeting will be scheduled during this task.


Deliverables: Revenue Requirement Tables

Task 400 - Cost Apportionment, Rates and Cash Balance

Spreadsheets will be developed for water. These spreadsheets will include revenue generated by the rates and charges. Expenditures for O&M, bonds, Capital Improvement Plan and other charges will be shown. A cash flow analysis will be developed to analyze the cash balance each year for the next 5 years based on existing rates. Various rate increases will be analyzed to balance the cash flow needs, bonding and year end cash balance. Rate increases, if any, will be recommended based on this analysis of the water data.

The rate structure developed will be sufficient to meet short and long term revenue requirements of water utility fund. The cash balance at the end of each year will be projected for the next five years based on the new rates developed by the study and bonding needs, if any. Status meetings will be scheduled during this task.

Deliverables: Preliminary Tables Containing Rate Structures for Staff Review

PROJECT STATUS REPORT				
		Progressive Consulting Engineers, Inc. 6120 Earle Brown Drive, Suite 629 Minneapolis, MN 55430-2123		VOICE: (763) 566-9133 FAX: (763) 566-0333 WEB: www.pce.com
TO:	Mike Goebel Jessica Green			
COMPANYSITY:	City of Big Lake			
PROJECT:	2014 Water and Sewer Cost of Service Study			
PROJ. NO.:	14013			
FROM:	Yoko Nomura			
DATE:	08/26/2014			
SUBJECT:	Weekly Status Update			
WORK COMPLETED LAST WEEK:				
Reviewed the data Mike sent last week and incorporated them into tables.				
PENDING ACTION ITEMS:				
Item	Responsibility	Due Date	Completed Yes/No	Remarks
Municipal Water Usage in 2013	Mike Goebel	Week of 8/11/14	YES	
Sizes and Numbers of Meter Used for Schools	Mike Goebel	Week of 8/11/14	YES	
Sizes of 8 Meters Used for Municipal Buildings	Mike Goebel	Week of 8/11/14	YES	
Data for Table W4, W5, & W6	Jessica Green		NO	
Data for Table S2, S3, & S4	Jessica Green		NO	
WORK SCHEDULED FOR WEEK OF 8/25/14: As soon as the rest of data are provided, the Water & Sewer Tables will be updated and PCE will start the analysis.				
PCE Report No. 14013 Water & Sewer Rate Study		1 of 1		Weekly Status Update

Sample Weekly Status Report

Task 500 - Reporting

At key points in the study, meetings/conference calls will be held with the City staff to review work in progress and to obtain staff input to the study.

A bi-weekly status report will be e-mailed every other Friday to concerned parties to keep the project on track. The status report will contain the work completed to date, action items, responsibility, due dates, completed items, and planned work for the next week. (See example report).

A draft report will be prepared at the conclusion of the study. The draft report will be reviewed with the City staff and revised as necessary. A final report will then be prepared and presented to the City staff and Council, if required.

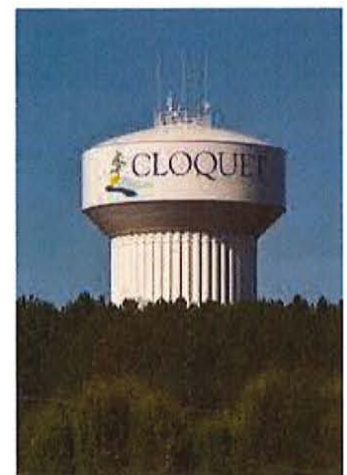
Utility Staff Participation

We anticipate that the City will supply all available data in an electronic format if available. The staff time required will include the initial planning meeting plus periodic progress conference call meetings during the project.

A meeting will be scheduled as the revenue requirements are assembled and once again during the cost allocation task. Several telephone conference calls will be held during the reporting task.

The City staff will need to review the draft and final reports at the conclusion of the study. The amount of staff time will be subject to the City's discretion and the progress of the work.

Deliverables: Staff Review Comments



Proposed Fee

Based on the level of effort contained in the person/hour estimate, our fees for Task Series 100-500 will be:

Rate Study = \$19,770 + Direct Expenses \$200.00

Total: \$ 19,970

		QA/QC	Project Manager	Project Engineer	Admin.	TOTALS
Hourly Rate →		\$160	\$170	\$110	\$65	
Task Series 100: Project initiation / Project management						
101	Initial planning meeting/management plan rev.		4			4
102	Meeting notes/documentation			1		1
103	Weekly review meetings/telephone conferences/status reports		8	8		12
Subtotal Series 100 Hours:		0	4	9	0	13
Subtotal Series 100:		\$ -	\$ 680	\$ 990	\$ -	\$ 1,670.00
Task Series 200: Data Collection & Review						
201	Data Collection			16	4	20
Subtotal Series 200 Hours:		0	0	16	4	18
Subtotal Series 200:		\$ -	\$ -	\$ 1,760	\$ 260	\$ 2,020.00
Task Series 300: Revenue Requirements						
301	Develop 5-year projections of O & M costs for customer base		2	16		18
302	Prepare estimates of principal & interest payment on bonds, & interest income on invested funds for 5 years			2		2
303	Estimate meter reading, billing, collection, administrative & general admin. Costs for 5 years		2	8		10
304	Estimate other revenue requirements such as system replacements and capital needs financed from operating revenue		2	8		10
305	Update depreciation schedules for current assets			2		2
306	Determine offsets to revenue requirements such as interest income and misc. fees			2		2
307	Progress meeting (x2)		6			6
Subtotal Series 300 Hours:		0	12	38	0	52
Subtotal Series 300:		\$ -	\$ 2,010	\$ 4,180	\$ -	\$ 6,220.00
Task Series 400: Cost Apportionment						
401	Develop fixed costs .			2		2
402	Develop cost allocation factors			2		2
403	Develop unit cost of service			2		2
404	Develop equitable rate structure			2		2
405	Analyze Cash Flow with different rates increases to fund CIP for water and sanitary sewer.		2	16		18
406	Progress meeting		6			4
Subtotal Series 400 Hours:		0	8	24	0	30
Subtotal Series 400:		\$ -	\$ 1,360	\$ 2,640	\$ -	\$ 4,000.00
Task Series 500: Reporting						
501	Prepare draft of the Water Rate Study	2	4	24	6	42
502	Review draft report with City and utility staff; revise as necessary		2	4		6
503	Prepare 3 copies of final report		2			2
504	Present final report to City Council/Commission		6		4	10
Subtotal Series 500 Hours:		2	14	28	10	60
Subtotal Series 500:		\$ 320	\$ 1,960	\$ 3,080	\$ 500	\$ 5,800.00
Total Hours Series 100-500		2	38	125	12	177
Total Fee Series 100-500		\$ 320	\$ 5,320	\$ 13,750	\$ 600	\$ 19,770.00

	August				September			October			
	15	20	30	1	10	20	30	7	14	21	28
Project Initiation											
Project Authorization	★	8/15									
Initial Planning meeting with City staff	●	8/17									
Data Collection											
Provide list of data needs to City staff	●	8/17									
Assemble & review existing/historical data			■	8/17-8/31							
Revenue Requirements											
Create preliminary revenue requirement tables					■	9/1-9/8					
Meeting/Conference call to review progress						●	9/11				
Cost Apportionment & Rates											
Create preliminary rate tables						■	9/14-9/18				
Meeting/Conference call to review progress							●	9/20			
Reporting											
Prepare Draft Report								■	9/21-9/27		
Draft Report Submission								●	9/28		
Progress meeting to review draft report								●	10/2		
Prepare Final Report								■	10/2-10/4		
Final Report Submission								★	10/6		
City Council Presentation									●	10/17	