



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

CITY COUNCIL WORK SESSION

Christmas Cards
6:00 Boards / Commissions
6:15 CAHA / Wilderness Update
6:45 Future Work Session Items

Roll Call.

2. **Pledge of Allegiance.**

3. **Approval of Agenda.**

- a. Approval of December 5, 2017 Council Agenda

4. **Approval of Council Minutes.**

- a. Work Session Minutes from the November 21, 2017 meeting
b. Regular Council Minutes from the November 21, 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. 17-94, Authorizing the Payment of Bills and Payroll
b. 2018 Business License Renewals
c. Resolution No. 17-97, Approving Exempt Permit to Conduct a Raffle Event at Queen of Peace Parish
d. Resolution No. 17-99, Approving Exempt Permit to Conduct a Raffle Event at FDL Tribal and Community College – Food for Thought
e. Temporary On-Sale Liquor License – Food for Thought
f. Resolution No. 17-85, Resolution Identifying Polling Sites for the 2018 Primary and General Elections
g. CAB Policy Update

6. **Public Hearings.**

- a. Adopting the 2018 Budget
- Resolution No. 17-95, A Resolution Adopting the 2018 Budget
 - Resolution No. 17-96, A Resolution Adopting Sums of Money to be Levied for Levy Year 2017, Payable in 2018



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

7. **Presentations.**

None.

8. **Council Business.**

- a. Dunlap Island / Broadway Street Change Order No. 2

9. **Public Comments.**

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

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

11. **Adjournment.**

**2017
Council Committees**

| | <u>Term Expiration</u> | <u>First Appointed</u> | <u>Appointed / Reappointed</u> |
|---|----------------------------|----------------------------|------------------------------------|
| <u>City Boards & Commissions</u> | | | |
| <u>Economic Development Authority</u> | | | |
| Adam Bailey | 12/31/17 | 01/03/17 | 01/03/17 |
| Dave Bjerkness | 12/31/21 | | 01/01/16 |
| <u>Library Board Liaison</u> | | | |
| Kerry Kolodge | N/A | 01/02/13 | 01/07/14 |
| <u>Parks Commission Liaison</u> | | | |
| Jeff Rock | N/A | 01/03/17 | 01/03/17 |
| <u>Planning Commission Liaison</u> | | | |
| None | | | |
| <u>Personnel/Negotiating Committee</u> | | | |
| Dave Bjerkness | N/A | | 01/07/14 |
| <u>Non-City Boards & Commissions</u> | | | |
| <u>Arrowhead Regional Development Commission (ARDC) - 1 required</u> | | | |
| Roger Maki | 12/31/19 | | reappointed 11/15/16 |
| <u>Cloquet Area Fire District - 3 required</u> | | | |
| Kerry Kolodge | 12/31/17 | 01/07/14 | 01/07/14 |
| Adam Bailey (Alternate) | | | |
| Jeff Rock | 12/31/17 | 01/20/15 | 01/20/15 |
| Steve Langley | 01/01/19 | 01/01/16 | 01/01/16 |
| <u>WLSSD</u> | | | |
| Loren Lilly | 07/01/20 | 04/18/17 | 04/18/17 |
| <u>Economic Development Partnership - 2 required</u> | | | |
| Dave Bjerkness | N/A | 01/03/17 | 01/03/17 |
| Adam Bailey | 12/31/17 | 01/03/17 | |
| <u>Chamber Committees</u> | | | |
| <u>Business Enhancement Committee</u> | | | |
| City Staff | | | |
| <u>Chamber Tourism Committee</u> | | | |
| <u>Manufacturing & Education Committee</u> | | | |
| City Staff | | | |



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: areeves@cloquetmn.gov
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: December 5, 2017

ITEM DESCRIPTION: CAHA/Wilderness Update

Proposed Action

No action is required at this time.

Background/Overview

After meeting with both parties I hope to have a tentative agreement in place soon between CAHA and the Wilderness for the 2018-19 season. This will provide the City and CAHA more time to discuss the long term operations of the arena which are needed before moving forward with a longer term agreement with the Wilderness. I will have a more complete update at the Work Session.



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator *AR*
Date: November 30, 2017

ITEM DESCRIPTION: Future Work Session Agenda Planning

Proposed Action

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

Background/Overview

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

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

Policy Objectives

Does the City Council agree with the agendas as proposed?

Financial/Budget/Grant Considerations

None

Advisory Committee/Commission Action

None

Supporting Documentation Attached

- Upcoming agenda item list

2017 / 2018
Tentative Upcoming Council
Work Session Agenda Items

DECEMBER 19

ADMCouncil Picture

PW.....Pavement Management Plan

JANUARY 2

ADMPersonnel Policy Discussion

ADMPLA Discussion

Cloquet City Council Work Session
Tuesday, November 21, 2017

 **DRAFT**

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

Absent: A. Bailey

Staff: N. Klassen, H. Hansen, A. Cottingham, C. Peterson, J. Anderson, J. Palmer

Other: J. Peterson, Pine Journal

Budget / CIP Review

- Mr. Reeves reviewed the changes that have been made since the adoption of the preliminary budget. The switch in health insurance providers is the most notable change saving \$130,600.
- Mr. Reeves next reviewed changes for future budgets such as developing a comprehensive infrastructure and facility replacement plan along with related financing plans; possibly consolidating a number of funds into the General Fund; and research franchise fee and utility fee options.
- Council will adopt the budget as presented at the December 5th Council meeting.

CAB Policy Review

- Mr. Reeves reviewed the updated CAB Policy stating revisions were made with input from the CAB. The most notable change is removing the hiring procedure from this policy and adding it to the Policy Department Manual. The updated CAB Policy focuses directly on their role in hiring and promotion, citizen complaints, and certain disciplinary actions by making recommendations to the Chief.
- Discussion on the 20 training hours required. Hours may be extended to allow for completion if timing is an issue. Attending 20 hours of Citizens Police Academy is encouraged as well.
- Council had a conversation on the number of terms a member can serve. 2 terms was agreed on. Mr. Reeves will update the wording in the policy pertaining to the number of terms and training hours.

CAHA / Wilderness

- Mr. Reeves updated the Council on his recent meetings with CAHA and the Wilderness. The Wilderness need a lease agreement in place for the 2018-2019 season to present to their league by the end of the year. Another meeting will take place next week with the Wilderness and CAHA. This will be a December 5th Work Session agenda item.

Cloquet Avenue Update

- Caleb Peterson and John Anderson reviewed the Cloquet Avenue conceptual plans to date. Mill and overlay of the avenue, east/west bike lanes, bulbouts and the addition of a curb median from 8th - 9th streets.

- Discussion of traffic signals along Cloquet Avenue. 10th Street does not meet the strict interpretations that warrant a signal. Options include pedestrian push buttons or the removal of the signal completely. Review of the tree survey, parking, streetscape, poles and lighting options.
- Mr. Peterson briefly discussed budget and funding options for the project.
- The tentative schedule was presented. Construction will take place over the 2018 summer.

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

Respectfully Submitted,

Aaron Reeves
City Administrator

Regular Meeting

 **DRAFT**

Roll Call

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

Councilors Absent: Bailey

Pledge of Allegiance

AGENDA

MOTION: Councilor Rock moved and Councilor Maki seconded the motion to approve the November 21, 2017 agenda. The motion carried unanimously (6-0).

MINUTES

MOTION: Councilor Langley moved and Councilor Maki seconded the motion to approve the minutes of the Regular Meeting of November 7, 2017. The motion carried unanimously (6-0).

CONSENT AGENDA

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to adopt the consent agenda of November 21, 2017, approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 17-92, Resolution Authorizing the Payment of Bills
- b. Engineering Tech II Appointment
- c. Optional 2 A.M. Liquor License - Northeastern Saloon & Grille

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

CERTIFICATION OF UTILITY BILLS AND MISCELLANEOUS PROPERTY CHARGES

MOTION: Councilor Bjerkness moved and Councilor Kolodge seconded the motion to adopt **RESOLUTION NO. 17-93, A RESOLUTION ADOPTING AND CONFIRMING SPECIAL ASSESSMENTS FOR DELINQUENT UTILITIES AND MISCELLANEOUS BILLS.** The motion carried unanimously (6-0).

WHEREAS, The amount to be specially assessed for delinquent utilities has been calculated in accordance with the provisions of City ordinances and Minnesota Statutes; and

WHEREAS, Notices have been duly mailed as required by law; and

WHEREAS, Said proposed assessments have at all times since their filing been open for public inspections, and an opportunity has been given to all interested parties to present objections, if any, to the proposed assessments; and

WHEREAS, There were no oral or written objections received.

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

1. The amounts so calculated and set forth in said notices are hereby levied against the respective parcels of land described therein; and
2. The proposed assessments are hereby adopted and confirmed as special assessments for each of said parcels of land and the assessments shall be a lien concurrent with general taxes upon said parcel.

BE IT FURTHER RESOLVED, That the City Administrator be authorized and directed to transmit to the County Auditor a certified duplicate of the assessment roll to be extended upon the property tax lists of the County and the County Auditor shall collect said special assessments with taxes levied in 2017, payable in 2018.

ZONING CASE 17-16, VACATING A PORTION OF GRANT AVENUE AND THE DRAINAGE AND UTILITY EASEMENT

MOTION: Councilor Rock moved and Councilor Bjerkness seconded the motion to adopt **RESOLUTION NO. 17-91, A RESOLUTION APPROVING THE VACATION OF A PORTION OF GRANT AVENUE AND THE DRAINAGE AND UTILITY EASEMENT LYING SOUTH OF 2005 GRANT AVENUE.** The motion carried unanimously (6-0).

WHEREAS, Nathan Radoush is proposing to vacate a portion of Grant Avenue and the drainage and utility easement lying south of 2005 Grant Avenue; 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 November 14, 2017 at which time Zoning Case / Development Review No. 17-16 was heard and discussed; and

WHEREAS, the property of the proposed Street and Drainage and Utility Easement Vacation is located south of 2005 Grant Avenue and is legally described as follows:

The west 21.34 feet of the east 31.34 feet of Grant Avenue adjacent to Lot 1, Block 4, Southside Addition to Cloquet, Carlton County, Minnesota and the south 20 feet of the Drainage and Utility Easement within that area. 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 17-16 for a vacation of a portion of Grant Avenue and of the drainage and utility easement lying south of 2005 Grant Avenue.

2018 WHEEL LOADER PURCHASE

MOTION: Councilor Rock moved and Councilor Bjerkness seconded the motion to authorize the purchase of a 2018 John Deere 624k wheel loader from Nortrax in the amount of \$134,924.00. The motion carried unanimously (6-0).

WATER TREATMENT PLANT REQUEST FOR PROPOSALS

MOTION: Councilor Bjerkness moved and Councilor Langley seconded the motion to approve the solicitation of proposals for professional services related to the design of a water treatment plant and associated improvements serving Well #8 and the Spring Lake Reservoir. The motion carried unanimously (7-0).

DOG PARK PETITION AND REQUEST

Cory Martinson, presented the Council with a petition containing 300+ signatures in favor of a dog park in Cloquet. Mr. Peterson, Director of Public Works, stated there is a placeholder in the 5 year CIP for a dog Park. Council agreed to move forward with a formal discussion at an upcoming future Work Session.

PUBLIC COMMENTS

Jana Peterson, Pine Journal, addressed the Council regarding the importance of maintaining Pine Valley and all the amenities it has to offer.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Mayor Hallback congratulated the Cloquet Lumberjacks Football team on a winning season and wished them luck in the Championship game. He also wished a happy and safe Thanksgiving to all.

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



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *nk*
Reviewed/Approved by: Aaron Reeves, City Administrator
Date: November 30, 2017

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 17-94, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL.**

Background/Overview

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

Policy Objectives

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

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

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

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

RESOLUTION NO. 17-94

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL

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

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

| | | | |
|-----|---------------------------------|-----------|---------------------|
| 101 | General Fund | \$ | 314,142.09 |
| 207 | Community Development Operating | | 10,851.33 |
| 208 | Small Cities Development | | 21,207.41 |
| 224 | Public Facilities Planning | | 568.00 |
| 225 | Permanent Improvement | | 552.50 |
| 226 | Park Fund | | 22,813.02 |
| 231 | Public Works Reserve | | 2,211.54 |
| 403 | Revolving Capital Projects | | 14,010.82 |
| 405 | City Sales Tax Projects | | 588,838.72 |
| 600 | Water - Lake Superior Waterline | | 69,189.07 |
| 601 | Water - In Town | | 53,669.92 |
| 602 | Sewer Fund | | 109,786.90 |
| 605 | Storm Water Fund | | 11,168.55 |
| 614 | CAT-7 | | 10,084.64 |
| 701 | Employee Severance Benefits | | 1,395.88 |
| | TOTAL: | \$ | 1,230,490.39 |

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

ATTEST:

Dave Hallback, Mayor

Aaron Reeves, City Administrator

DATE: 11/30/2017
TIME: 11:13:16
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/05/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|----------|--------------------------------|--------------------------|------------|
| 110600 | JAMES RATHE | 0.00 | 4,500.00 |
| 123022 | AXON ENTERPRISE, INC | 532.56 | 2,189.17 |
| 125700 | BEST OIL COMPANY | 123,803.35 | 15,807.00 |
| 127200 | CHARLES BOEDIGHEIMER | 903.35 | 356.50 |
| 128260 | BRENT'S HEATING & COOLING LLC | 0.00 | 749.59 |
| 134000 | CARLTON COUNTY HIGHWAY DEPT | 15,151.70 | 521.26 |
| 135000 | CARLTON COUNTY AUDITOR | 8,215.00 | 3,688.87 |
| 137310 | CENTURY LINK | 27,701.54 | 1,476.12 |
| 139025 | CINTAS | 2,361.87 | 130.66 |
| 139800 | CLOQUET AREA CHAMBER OF COMMER | 51,275.99 | 5,512.94 |
| 141100 | CLOQUET FORD-CHRYSLER CENTER | 33,243.45 | 391.00 |
| 142100 | CLOQUET MAIL STATION | 1,110.64 | 150.17 |
| 150100 | D A L C O | 6,211.81 | 278.62 |
| 160950 | ELECTRIC PUMP, INC. | 10,599.07 | 2,689.00 |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 1,174.15 |
| 165375 | FERGUSON WATERWORKS #2516 | 4,920.14 | 964.71 |
| 167750 | SAWTOOTH HOLDINGS | 3,639.00 | 3,605.00 |
| 175000 | GOODIN COMPANY | 705.35 | 1,079.32 |
| 175840 | GRANDE HARDWARE CO. | 1,014.63 | 162.50 |
| 179340 | HAGENS GLASS & PAINT | 17,714.97 | 24.00 |
| 179750 | HAMMERLUND CONSTRUCTION, INC. | 0.00 | 4,158.01 |
| 180500 | HAWKINS INC | 50,973.43 | 1,961.80 |
| 190700 | JAMAR COMPANY | 16,829.88 | 880.28 |
| 195045 | KEEPRS, INC. | 8,247.72 | 1,784.41 |
| 196975 | KOMPAN INC | 0.00 | 245,975.00 |
| 197325 | KRECH OJARD & ASSOCIATES INC | 0.00 | 2,160.00 |
| 198610 | LAKE COUNTRY MASONRY INC | 0.00 | 4,000.00 |
| 200750 | LANDMARK ENVIRONMENTAL, LLC | 4,451.44 | 552.50 |
| 204400 | LINCOLN NATIONAL LIFE | 46,619.25 | 2,633.13 |
| 208600 | KENNETH J MARTIN | 750.00 | 925.00 |
| 211400 | MENARDS | 4,823.34 | 670.13 |
| 212400 | MICHAUD DIST INC | 303.50 | 22.00 |
| 214000 | MIELKE ELECTRIC WORKS | 61,651.00 | 935.00 |
| 214800 | CITY OF MINNEAPOLIS RECIEVABLE | 1,106.10 | 86.40 |
| 219067 | MN DEPT OF ADMINISTRATION | 10,213.07 | 2,211.54 |
| 219080 | MINNESOTA DEPT OF AGRICULTURE | 0.00 | 25.00 |
| 220500 | MN DEPT OF HEALTH | 17,703.00 | 5,852.00 |
| 223725 | MN SHERIFFS' ASSOCIATION | 120.00 | 120.00 |
| 227100 | MORTON SALT | 7,151.58 | 2,015.59 |
| 238440 | NUSS EQUIPMENT GROUP LLC | 0.00 | 461.97 |
| 242850 | PARSONS ELECTRIC LLC | 19,977.62 | 5,365.65 |
| 243875 | TROY PERSAUD | 12,601.00 | 17,518.54 |
| 247400 | 396-PRAXAIR DISTRIBUTION, INC. | 7,523.31 | 207.16 |
| 248150 | PROCTOR CANVAS PRODUCTS, INC | 0.00 | 170.41 |

INVOICES DUE ON/BEFORE 12/05/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|-------------------------------------|--------------------------------|--------------------------|---------------------|
| 261800 | SEH | 431,499.28 | 21,626.49 |
| 263950 | SINNOTT BLACKTOP LLC | 27,715.00 | 8,930.00 |
| 267600 | STACK BROS. | 0.00 | 9,852.81 |
| 271325 | NANCY GETCHELL | 6,300.39 | 133.95 |
| 271975 | TEAMSTER LOCAL 346 HEALTH FUND | 303,429.54 | 29,524.00 |
| 278600 | TWIN PORT MAILING | 45,255.97 | 660.30 |
| 279100 | U S BANK EQUIPMENT FINANCE | 879.29 | 418.71 |
| 280400 | ULLAND BROTHERS, INC. | 1,443,007.51 | 314,547.23 |
| 283700 | USA BLUEBOOK | 2,286.55 | 197.73 |
| 284875 | VERIZON WIRELESS | 10,229.11 | 195.93 |
| 285500 | VIKING INDUSTRIAL NORTH | 2,116.56 | 12.87 |
| 286900 | W L S S D | 860,823.20 | 73,555.00 |
| 287800 | WAL-MART COMMUNITY | 1,777.19 | 196.00 |
| 287900 | WAL-MART COMMUNITY | 692.19 | 3.49 |
| 289015 | WELLS FARGO CREDIT CARD | 80,242.97 | 2,896.00 |
| R0001543 | SRF CONSULTING GROUP INC | 384.06 | 2,558.52 |
| R0001547 | LEVY TREE CARE | 400.00 | 2,300.00 |
| R0001550 | FREIBERG CLEANING SERVICES LLC | 0.00 | 150.00 |
| R0001551 | LRES CORPORATION | 0.00 | 25.00 |
| TOTAL ALL VENDORS: | | | 813,926.13 |
| Less: CAFD | | | (3,873.71) |
| Less: Library | | | (292.50) |
| Bills approved | | | 809,759.92 |
| Other: | | | |
| Investigations cash | | | 1,762.80 |
| MN Sheriff's Assoc | | | 120.00 |
| Payroll | | | 450,083.07 |
| Payroll - benefits | | | (31,235.40) |
| Total Bills and Payroll Approved | | | <u>1,230,490.39</u> |

DATE: 11/30/2017
TIME: 11:13:39
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/05/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| GENERAL FUND | | | |
| 00 | | | |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 474.15 |
| 204400 | LINCOLN NATIONAL LIFE | 46,619.25 | 2,579.25 |
| 271975 | TEAMSTER LOCAL 346 HEALTH FUND | 303,429.54 | 28,182.00 |
| | | | 31,235.40 |
| 34 | CHARGES FOR SERVICES | | |
| R0001551 | LRES CORPORATION | | 25.00 |
| | CHARGES FOR SERVICES | | 25.00 |
| 41 | GENERAL GOVERNMENT | | |
| 139025 | CINTAS | 2,361.87 | 46.15 |
| 150100 | D A L C O | 6,211.81 | 120.52 |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 61.00 |
| 175000 | GOODIN COMPANY | 705.35 | 1,079.32 |
| 212400 | MICHAUD DIST INC | 303.50 | 22.00 |
| 278600 | TWIN PORT MAILING | 45,255.97 | 256.79 |
| 279100 | U S BANK EQUIPMENT FINANCE | 879.29 | 157.02 |
| 289015 | WELLS FARGO CREDIT CARD | 80,242.97 | 1,261.14 |
| R0001550 | FREIBERG CLEANING SERVICES LLC | | 150.00 |
| | GENERAL GOVERNMENT | | 3,153.94 |
| 42 | PUBLIC SAFETY | | |
| 123022 | AXON ENTERPRISE, INC | 532.56 | 2,189.17 |
| 125700 | BEST OIL COMPANY | 123,803.35 | 3,942.54 |
| 137310 | CENTURY LINK | 27,701.54 | 629.64 |
| 139025 | CINTAS | 2,361.87 | 22.09 |
| 141100 | CLOQUET FORD-CHRYSLER CENTER | 33,243.45 | 391.00 |
| 142100 | CLOQUET MAIL STATION | 1,110.64 | 12.90 |
| 150100 | D A L C O | 6,211.81 | 158.10 |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 240.00 |
| 190700 | JAMAR COMPANY | 16,829.88 | 440.14 |
| 195045 | KEEPRS, INC. | 8,247.72 | 1,784.41 |
| 214800 | CITY OF MINNEAPOLIS RECIEVABLE | 1,106.10 | 86.40 |
| 223725 | MN SHERIFFS' ASSOCIATION | 120.00 | 120.00 |
| 271325 | NANCY GETCHELL | 6,300.39 | 133.95 |

INVOICES DUE ON/BEFORE 12/05/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------------------------|--------------------------------|--------------------------|------------|
| GENERAL FUND | | | |
| 42 | PUBLIC SAFETY | | |
| 278600 | TWIN PORT MAILING | 45,255.97 | 73.37 |
| 279100 | U S BANK EQUIPMENT FINANCE | 879.29 | 209.35 |
| 287900 | WAL-MART COMMUNITY | 692.19 | 3.49 |
| 289015 | WELLS FARGO CREDIT CARD | 80,242.97 | 267.24 |
| | PUBLIC SAFETY | | 10,703.79 |
| 43 | PUBLIC WORKS | | |
| 125700 | BEST OIL COMPANY | 123,803.35 | 4,341.30 |
| 134000 | CARLTON COUNTY HIGHWAY DEPT | 15,151.70 | 199.26 |
| 137310 | CENTURY LINK | 27,701.54 | 136.02 |
| 139025 | CINTAS | 2,361.87 | 15.61 |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 89.00 |
| 175840 | GRANDE HARDWARE CO. | 1,014.63 | 162.50 |
| 211400 | MENARDS | 4,823.34 | 545.23 |
| 219080 | MINNESOTA DEPT OF AGRICULTURE | | 25.00 |
| 227100 | MORTON SALT | 7,151.58 | 2,015.59 |
| 242850 | PARSONS ELECTRIC LLC | 19,977.62 | 759.10 |
| 247400 | 396-PRAXAIR DISTRIBUTION, INC. | 7,523.31 | 103.58 |
| 248150 | PROCTOR CANVAS PRODUCTS, INC | | 170.41 |
| 278600 | TWIN PORT MAILING | 45,255.97 | 73.37 |
| 284875 | VERIZON WIRELESS | 10,229.11 | 90.90 |
| 287800 | WAL-MART COMMUNITY | 1,777.19 | 177.19 |
| R0001543 | SRF CONSULTING GROUP INC | 384.06 | 1,279.26 |
| | PUBLIC WORKS | | 10,183.32 |
| 46 | COMMUNITY DEVELOPMENT | | |
| 139800 | CLOQUET AREA CHAMBER OF COMMER | 51,275.99 | 5,512.94 |
| | COMMUNITY DEVELOPMENT | | 5,512.94 |
| COMMUNITY DEV OPERATING (CITY) | | | |
| 46 | COMMUNITY DEVELOPMENT | | |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 11.00 |
| 278600 | TWIN PORT MAILING | 45,255.97 | 36.68 |
| 289015 | WELLS FARGO CREDIT CARD | 80,242.97 | 24.47 |
| R0001543 | SRF CONSULTING GROUP INC | 384.06 | 1,279.26 |
| | COMMUNITY DEVELOPMENT | | 1,351.41 |

INVOICES DUE ON/BEFORE 12/05/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|----------------------------|-------------------------------|--------------------------|------------|
| ----- | | | |
| SCDP (CITY) | | | |
| 46 | COMMUNITY DEVELOPMENT | | |
| 135000 | CARLTON COUNTY AUDITOR | 8,215.00 | 3,688.87 |
| 243875 | TROY PERSAUD | 12,601.00 | 17,518.54 |
| | COMMUNITY DEVELOPMENT | | 21,207.41 |
| LIBRARY FUND | | | |
| 45 | CULTURE AND RECREATION | | |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 60.00 |
| 242850 | PARSONS ELECTRIC LLC | 19,977.62 | 232.50 |
| | CULTURE AND RECREATION | | 292.50 |
| PUBLIC FACILITIES PLANNING | | | |
| 81 | SPECIAL PROJECTS | | |
| 127200 | CHARLES BOEDIGHEIMER | 903.35 | 356.50 |
| 242850 | PARSONS ELECTRIC LLC | 19,977.62 | 211.50 |
| | SPECIAL PROJECTS | | 568.00 |
| PERMANENT IMPROVEMENT | | | |
| 56 | CONSTRUCTION & MAINTENANCE | | |
| 200750 | LANDMARK ENVIRONMENTAL, LLC | 4,451.44 | 552.50 |
| | CONSTRUCTION & MAINTENANCE | | 552.50 |
| PARK FUND | | | |
| 45 | CULTURE AND RECREATION | | |
| 125700 | BEST OIL COMPANY | 123,803.35 | 1,042.29 |
| 128260 | BRENT'S HEATING & COOLING LLC | | 749.59 |
| 137310 | CENTURY LINK | 27,701.54 | 200.15 |
| 139025 | CINTAS | 2,361.87 | 15.61 |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 36.00 |
| 179340 | HAGENS GLASS & PAINT | 17,714.97 | 24.00 |
| 211400 | MENARDS | 4,823.34 | 124.90 |
| 242850 | PARSONS ELECTRIC LLC | 19,977.62 | 1,180.30 |
| 289015 | WELLS FARGO CREDIT CARD | 80,242.97 | 425.98 |

DATE: 11/30/2017
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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 12/05/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|------------------------------|-------------------------------|--------------------------|------------|
| ----- | | | |
| PARK FUND | | | |
| 45 | CULTURE AND RECREATION | | |
| R0001547 | LEVY TREE CARE | 400.00 | 2,300.00 |
| | CULTURE AND RECREATION | | 6,098.82 |
| PUBLIC WORKS RESERVE | | | |
| 42 | PUBLIC SAFETY | | |
| 219067 | MN DEPT OF ADMINISTRATION | 10,213.07 | 2,211.54 |
| | PUBLIC SAFETY | | 2,211.54 |
| CAPITAL PROJECTS - REVOLVING | | | |
| 00 | | | |
| 179750 | HAMMERLUND CONSTRUCTION, INC. | | -218.84 |
| 267600 | STACK BROS. | | 9,852.81 |
| | | | 9,633.97 |
| 81 | SPECIAL PROJECTS | | |
| 179750 | HAMMERLUND CONSTRUCTION, INC. | | 4,376.85 |
| | SPECIAL PROJECTS | | 4,376.85 |
| CITY SALES TAX CAPITAL | | | |
| 00 | | | |
| 280400 | ULLAND BROTHERS, INC. | 1,443,007.51 | -16,555.12 |
| | | | -16,555.12 |
| 81 | SPECIAL PROJECTS | | |
| 167750 | SAWTOOTH HOLDINGS | 3,639.00 | 3,605.00 |
| 196975 | KOMPAN INC | | 245,975.00 |
| 197325 | KRECH OJARD & ASSOCIATES INC | | 2,160.00 |
| 208600 | KENNETH J MARTIN | 750.00 | 925.00 |
| 261800 | SEH | 431,499.28 | 21,626.49 |

DATE: 11/30/2017
TIME: 11:13:39
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 12/05/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------------------------|--------------------------|--------------------------|------------|
| ----- | | | |
| CITY SALES TAX CAPITAL | | | |
| 81 | SPECIAL PROJECTS | | |
| 280400 | ULLAND BROTHERS, INC. | 1,443,007.51 | 331,102.35 |
| | SPECIAL PROJECTS | | 605,393.84 |
| | | | |
| WATER - LAKE SUPERIOR WATERLIN | | | |
| 51 | STATION 2 | | |
| 137310 | CENTURY LINK | 27,701.54 | 198.79 |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 40.00 |
| 214000 | MIELKE ELECTRIC WORKS | 61,651.00 | 935.00 |
| 285500 | VIKING INDUSTRIAL NORTH | 2,116.56 | 12.87 |
| | STATION 2 | | 1,186.66 |
| | | | |
| 52 | LAKE SUPERIOR WATERLINE | | |
| 110600 | JAMES RATHE | | 4,500.00 |
| 125700 | BEST OIL COMPANY | 123,803.35 | 923.61 |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 20.00 |
| 198610 | LAKE COUNTRY MASONRY INC | | 4,000.00 |
| 211400 | MENARDS | 4,823.34 | 54.56 |
| 238440 | NUSS EQUIPMENT GROUP LLC | | 461.97 |
| 263950 | SINNOTT BLACKTOP LLC | 27,715.00 | 8,930.00 |
| 284875 | VERIZON WIRELESS | 10,229.11 | 35.01 |
| | LAKE SUPERIOR WATERLINE | | 18,925.15 |
| | | | |
| 57 | ADMINISTRATION | | |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 3.30 |
| | ADMINISTRATION | | 3.30 |
| | | | |
| WATER - IN TOWN SYSTEM | | | |
| 49 | CLOQUET | | |
| 125700 | BEST OIL COMPANY | 123,803.35 | 1,303.95 |
| 137310 | CENTURY LINK | 27,701.54 | 113.55 |
| 139025 | CINTAS | 2,361.87 | 15.60 |
| 142100 | CLOQUET MAIL STATION | 1,110.64 | 137.27 |

INVOICES DUE ON/BEFORE 12/05/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|-------------------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| WATER - IN TOWN SYSTEM | | | |
| 49 | CLOQUET | | |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 32.00 |
| 165375 | FERGUSON WATERWORKS #2516 | 4,920.14 | 964.71 |
| 180500 | HAWKINS INC | 50,973.43 | 1,961.80 |
| 211400 | MENARDS | 4,823.34 | -54.56 |
| 220500 | MN DEPT OF HEALTH | 17,703.00 | 5,852.00 |
| 247400 | 396-PRAXAIR DISTRIBUTION, INC. | 7,523.31 | 62.15 |
| 283700 | USA BLUEBOOK | 2,286.55 | 197.73 |
| 284875 | VERIZON WIRELESS | 10,229.11 | 35.01 |
| 287800 | WAL-MART COMMUNITY | 1,777.19 | 18.81 |
| | CLOQUET | | 10,640.02 |
| | | | |
| 54 | BILLING & COLLECTION | | |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 12.50 |
| 278600 | TWIN PORT MAILING | 45,255.97 | 73.37 |
| 279100 | U S BANK EQUIPMENT FINANCE | 879.29 | 52.34 |
| | BILLING & COLLECTION | | 138.21 |
| | | | |
| 57 | ADMINISTRATION & GENERAL | | |
| 137310 | CENTURY LINK | 27,701.54 | 81.61 |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 6.70 |
| 278600 | TWIN PORT MAILING | 45,255.97 | 73.37 |
| 289015 | WELLS FARGO CREDIT CARD | 80,242.97 | 536.00 |
| | ADMINISTRATION & GENERAL | | 697.68 |
| | | | |
| ENTERPRISE FUND - SEWER | | | |
| 00 | | | |
| 286900 | W L S S D | 860,823.20 | -4,865.00 |
| | | | -4,865.00 |
| | | | |
| 55 | SANITARY SEWER | | |
| 125700 | BEST OIL COMPANY | 123,803.35 | 829.74 |
| 139025 | CINTAS | 2,361.87 | 15.60 |

DATE: 11/30/2017
TIME: 11:13:39
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 12/05/2017

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|-------------------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| ENTERPRISE FUND - SEWER | | | |
| 55 | SANITARY SEWER | | |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 20.00 |
| 247400 | 396-PRAXAIR DISTRIBUTION, INC. | 7,523.31 | 41.43 |
| 284875 | VERIZON WIRELESS | 10,229.11 | 35.01 |
| 286900 | W L S S D | 860,823.20 | 78,420.00 |
| | SANITARY SEWER | | 79,361.78 |
| | | | |
| 56 | LIFT STATIONS | | |
| 160950 | ELECTRIC PUMP, INC. | 10,599.07 | 2,689.00 |
| 242850 | PARSONS ELECTRIC LLC | 19,977.62 | 2,982.25 |
| | LIFT STATIONS | | 5,671.25 |
| | | | |
| 57 | ADMINISTRATION & GENERAL | | |
| 137310 | CENTURY LINK | 27,701.54 | 54.40 |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 30.50 |
| 278600 | TWIN PORT MAILING | 45,255.97 | 73.35 |
| 289015 | WELLS FARGO CREDIT CARD | 80,242.97 | 365.00 |
| | ADMINISTRATION & GENERAL | | 523.25 |
| | | | |
| STORM WATER UTILITY | | | |
| 57 | ADMINISTRATION & GENERAL | | |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 4.50 |
| 289015 | WELLS FARGO CREDIT CARD | 80,242.97 | 16.17 |
| | ADMINISTRATION & GENERAL | | 20.67 |
| | | | |
| 59 | OPERATIONS | | |
| 134000 | CARLTON COUNTY HIGHWAY DEPT | 15,151.70 | 322.00 |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 10.00 |
| | OPERATIONS | | 332.00 |

CABLE TELEVISION

DATE: 11/30/2017
TIME: 11:13:39
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 12/05/2017


| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|----------------------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| CABLE TELEVISION | | | |
| 45 | CULTURE AND RECREATION | | |
| 137310 | CENTURY LINK | 27,701.54 | 61.96 |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 13.50 |
| | CULTURE AND RECREATION | | 75.46 |
| EMPLOYEE SEVERANCE | | | |
| 45 | EMPLOYEE VACATION & SICK | | |
| 204400 | LINCOLN NATIONAL LIFE | 46,619.25 | 53.88 |
| 271975 | TEAMSTER LOCAL 346 HEALTH FUND | 303,429.54 | 1,342.00 |
| | EMPLOYEE VACATION & SICK | | 1,395.88 |
| CLOQUET AREA FIRE DISTRICT | | | |
| 42 | PUBLIC SAFETY | | |
| 125700 | BEST OIL COMPANY | 123,803.35 | 3,423.57 |
| 161675 | EMC NATIONAL LIFE | 16,797.90 | 10.00 |
| 190700 | JAMAR COMPANY | 16,829.88 | 440.14 |
| | PUBLIC SAFETY | | 3,873.71 |
| | TOTAL ALL DEPARTMENTS | | 813,926.13 |



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: Aaron Reeves, City Administrator 
Date: November 29, 2017

ITEM DESCRIPTION: Approval of 2018 Business License Renewals

Proposed Action

Staff recommends the City Council move to approve the renewal of the various business licenses identified on the attached 2018 license renewal list subject to submittal of all licensing requirements.

Background/Overview

Attached the City Council will find the list of the various business license renewals received for 2018. These renewals include Solid Waste and Recycling Collector, Pawnbroker and Therapeutic Massage.

Staff has solicited renewals from each of our current license holders. Most have completed the necessary paperwork and submitted the required information. Staff has found everything in order. Those licenses that are ready to be renewed by the Council are indicated on the attached list.

Policy Objectives

Approval of these various licenses is required under Chapter 6 of the Municipal Code. There is no limit on the number of licenses issued in any one year for any of these licenses.

Financial/Budget/Grant Considerations

The City's fee schedule varies for each of these licenses as set by the City Council. The applicants have all paid the required fees.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Business License Listing



ADMINISTRATIVE OFFICES

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email: admin@ci.cloquet.mn.us
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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator *AR*
Date: November 29, 2017

ITEM DESCRIPTION: Approval of Raffle Permit at Queen of Peace Parish

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 17-97, A RESOLUTION APPROVING EXEMPT PERMIT TO CONDUCT A RAFFLE EVENT AT QUEEN OF PEACE PARISH.**

Background/Overview

The City has received an application from Queen of Peace Parish, 102 - 4th Street, for a raffle event to be held on February 10, 2018, at Queen of Peace Parish, 102 - 4th Street.

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 17-97
- LG220 Application for Exempt Permit

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

RESOLUTION NO. 17-97

**A RESOLUTION APPROVING EXEMPT PERMIT
TO CONDUCT A RAFFLE EVENT AT QUEEN OF PEACE PARISH**

WHEREAS, The City of Cloquet received an application from Queen of Peace Parish, 102 - 4th Street, for an Exempt Permit to conduct a raffle event on February 10, 2018, at Queen of Peace Parish, 102 - 4th Street.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Queen of Peace Parish, 102 - 4th Street, for an Exempt Permit to conduct a bingo and raffle event on February 10, 2018 at Queen of Peace Parish, 102 - 4th Street, 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 DECEMBER 2017.**

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Queen of Peace Parish Previous Gambling Permit Number: X 0465717-

Minnesota Tax ID Number, if any: 2976131 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 102 4th St

City: Cloquet State: MN Zip: 55720 County: Carlton

Name of Chief Executive Officer (CEO): Jr Justin Fish

Daytime Phone: 218 879 6793 Email: _____
 (Permit will be emailed to this email address.)

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Queen of Peace Parish

Physical Address (do not use P.O. box): same

Check one:
 City: Cloquet Zip: 55720 County: Carlton
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Feb 10, 2018

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards
 Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ _____)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

| | |
|---|---|
| <p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div> | <p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> |
|---|---|

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Father Justin Fish* Date: 11-22-17
(Signature must be CEO's signature; designee may not sign)

Print Name: Father Justin Fish

| | |
|---------------------|---|
| REQUIREMENTS | MAIL APPLICATION AND ATTACHMENTS |
|---------------------|---|

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Mail application with:

_____ a copy of your proof of nonprofit status, and
 _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions?
 Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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 the application. 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. 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. 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.


This form will be made available in alternative format (i.e. large print, braille) upon request.



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: Aaron Reeves, City Administrator 
Date: December 1, 2017

ITEM DESCRIPTION: Approval of Raffle Permit

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 17-99, A RESOLUTION APPROVING EXEMPT PERMIT TO CONDUCT A RAFFLE EVENT AT FOND DU LAC TRIBAL AND COMMUNITY COLLEGE.**

Background/Overview

The City has received an application from FDLTCC Foundation for a raffle event to be held on January 18, 2018 at the Fond du Lac Tribal Community College, 2101 14th Street.

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 17-99
- LG220 Application for Exempt Permit

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

RESOLUTION NO. 17-99

**A RESOLUTION APPROVING EXEMPT PERMIT
TO CONDUCT A RAFFLE EVENT
AT FOND DU LAC TRIBAL AND COMMUNITY COLLEGE**

WHEREAS, The City of Cloquet received an application from the Fond du Lac Tribal and Community College Foundation, 2101 14th Street, for an Exempt Permit to conduct a raffle event on January 18, 2018 at Fond du Lac Tribal and Community College, 2101 14th Street.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Fond du Lac Tribal and Community College Foundation for an Exempt Permit to conduct a raffle event on January 18, 2018 at Fond du Lac Tribal and Community College, 2101 14th Street, 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 DECEMBER 2017.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: FDLTCC FOUNDATION
Previous Gambling Permit Number: -
Minnesota Tax ID Number, if any: -
Federal Employer ID Number (FEIN), if any: -
Mailing Address: 2101 14TH ST.
City: CLOQUET State: MN Zip: 55720 County: CARLTON
Name of Chief Executive Officer (CEO): BARBARA L. WYMAN - CHAIR
Daytime Phone: 218-879-5889 Email: b-wyman@msu.com
(Permit will be emailed to this email address.)

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[] Fraternal [] Religious [] Veterans [X] Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- [] A current calendar year Certificate of Good Standing
[X] IRS income tax exemption (501(c)) letter in your organization's name
[] IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): FDLTCC COMMONS AREA
Physical Address (do not use P.O. box): 2101 - 14TH ST. CLOQUET MN 55720
Check one: [X] City: CLOQUET MN Zip: 55720 County: CARLTON

Date(s) of activity (for raffles, indicate the date of the drawing): JANUARY 18, 2018

Check each type of gambling activity that your organization will conduct:

- [] Bingo [] Paddlewheels [] Pull-Tabs [] Tipboards
[X] Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ 1482.95/100)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under List of Licensees, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

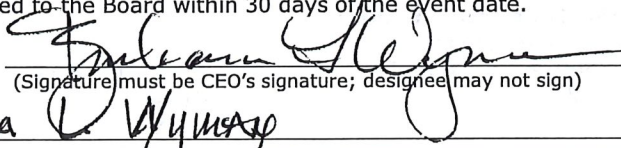
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 12-1-17

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

Print Name: BARBARA WYMAN

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status, and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?"
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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 the application. 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. 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. 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.

This form will be made available in alternative format (i.e. large print, braille) upon request.



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: Aaron Reeves, City Administrator *AR*
Date: December 1, 2017

ITEM DESCRIPTION: Temporary On-Sale Liquor License – Food For Thought

Proposed Action

Staff recommends the City Council move to approve the application from the Fond du Lac Tribal and Community College Foundation for the issuance of a Temporary On-Sale Liquor License for the Food for Thought event to be held at the Fond du Lac Tribal and Community College, 2101-14th Street, on January 18, 2018. In issuing the license, the Council must clarify the license fee and the need for security and security fees. The license is subject to final 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 Fond du Lac Tribal and Community College on behalf of the FDLTCC Foundation. The Foundation is seeking the license for a one day event to be held on Thursday, January 18, 2018, at the Fond du Lac Tribal and Community College. The Foundation will be holding its annual Food and Wine Tasting event from 4:30 p.m. to 7:00 p.m.

Under Minnesota Statute and City Code, in order to allow for the event proposed, the applicant is required to obtain a Temporary On-Sale Liquor License, which again under Minnesota Statute and City Code, can only be issued to a Club or licensed non-profit organization.

The applicant has stated in their request that the primary goal of this event is to keep expenses to a minimum to be able to provide more students with financial assistance. Therefore, they are requesting the \$50.00 application fee be waived.

Under City Code, the applicant is required to hire law enforcement for security purposes. This would require the applicant to hire two police officers at \$60.00/hr. each for the duration of the event. The applicant is requesting the use of Fond du Lac Law Enforcement students and staff to provide security during the event. The Council has deviated from the current Code requirements on a number of recent applications.

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 is allowed to obtain a permit for such purposes.

Financial/Budget/Grant Considerations

The City's fee schedule requires a \$50 fee for each license. The applicant is requesting this fee be waived.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Temporary on-sale liquor license application



December 1, 2017

Mayor Hallback
Councilors
City Administrator
Staff

The Fond du Lac Tribal and Community College was established in 1987 in Cloquet, Minnesota. The mission of Fond du Lac Tribal and Community College is to provide higher education opportunities for its communities in a welcoming, culturally diverse environment.

The Fond du Lac Tribal and Community College Foundation was created in 1995 by the college's Board of Directors to raise funds from corporations, individuals, and other private resources to support the diverse needs of the college. The Foundation exists to benefit and provide assistance to the college through the cultivation of outside resources to support the college as it strives to meet the needs of all students. Through its activities, the Foundation hopes to increase access to educational opportunities, improve the quality of life of students, and create an environment that will assist in building a stronger and richer community for the future.

In addition, the Foundation works toward increasing the public and private recognition of Fond du Lac Tribal and Community College and gaining support for the unique mission of the educational institution.

Our inaugural **Food for Thought** event was held in January of 2014. **Food for Thought** is a food and wine tasting fundraiser that benefits student scholarships. The after-work affair celebrates the flavors (and personalities) that make up the Northland—while providing our community with an opportunity to help deserving students further their education.

Please find enclosed the application for the Temporary On Sale Liquor License with the accompanying required certificates for our January 18, 2018 event. Also enclosed is the State of Minnesota application.

The primary goal of this event is to keep expenses to a minimum, thereby providing more students with financial assistance.

It is with this in mind that we request the waiving of the \$50.00 application fee. We also request the use of our Law Enforcement students and staff to provide the necessary police presence required by the application process.

Fond du Lac Tribal and Community College offers programs leading to Associate of Applied Science or Associate of Science degrees in Law Enforcement. The mission of the Law Enforcement Department at Fond du Lac Tribal and Community College is to provide a comprehensive approach to law enforcement focusing on current and past practices in enforcement, including problem solving, conflict resolution, and community involvement and partnerships. Our students can use hands on experience in a multitude of environments.

If you have any questions or need more information, please call. Thank you so much for your consideration in this matter.

Sincerely,


Barb Wyman
FDLTCC Foundation Board Chair



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 FDLTCC FOUNDATION | | Date organized Nov 1997 | Tax exempt number 41-1849304 |
| Address 2101 14TH ST. | | City CLOQUET | State Minnesota |
| Zip Code 55720 | | Name of person making application BARBARA L. WYMAN | |
| Business phone 218.879.6958 | | Home phone --- | |
| Date(s) of event THURSDAY JANUARY 18, 2018 | Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit | | |
| Organization officer's name BARBARA L. WYMAN | City CLOQUET | State Minnesota | Zip Code 55720 |
| Organization officer's name VAL WOJTYSLAK | City CLOQUET | State Minnesota | Zip Code 55720 |
| Organization officer's name FRED GOLD SCHMIDT | City CLOQUET | State Minnesota | Zip Code 55720 |
| Organization officer's name DAVE GUCKEN BERG | City CLOQUET | State Minnesota | Zip Code 55720 |

Location where permit will be used. If an outdoor area, describe.

FDLTCC COMMONS AREA

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

**COLD ONE LIQUOR
 904 HWY 33 S.
 CLOQUET MN 55720**

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

**RELIABLE AGENCY, LLC -
 \$1,000,000.00/100**

APPROVAL

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

| | |
|--------------------------------------|-------------------------------|
| City or County approving the license | Date Approved |
| Fee Amount | Permit Date |
| Date Fee Paid | City or County E-mail Address |
| | City or County Phone Number |

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



CITY ADMINISTRATOR'S OFFICE

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

CITY OF CLOQUET
TEMPORARY ON SALE LIQUOR LICENSE APPLICATION

Check all that apply: Indoor Entertainment Outdoor Entertainment No Entertainment

Organization Name: FDLTCC FOUNDATION

Organization Address: 2101 14TH ST.

City, State, Zip: CLOQUET MN 55720

Purpose of the Organization: RAISE FUNDS FOR STUDENT SCHOLARSHIPS/STUDENT NEEDS

Is this organization a:

- Charitable, religious, or non-profit organization? Yes No
If yes, attach a copy of the non-profit certificate of incorporation or IRS 501(c)(3) letter.
- Political committee registered under Minnesota Statute 10A.14? Yes No
- Organization which has been existence for three (3) years? Yes No

Contact Person Name: BARBARA L. WYMAN

Address: ... NELSON RD

City, State, Zip: CLOQUET, MN 55720

Home Phone: _____ Work Phone: 218-879-6258 Cell Phone: _____

E-Mail Address: msu.com

Event Dates and Times: THURSDAY JANUARY 18, 2018

Purpose of the Event: RAISE FUNDS FOR STUDENT SCHOLARSHIPS/NEEDS

Estimated Total Attendance at the Event: 300

Name of Location for Event: FDLTCC COMMONS AREA

Address for Event: 2101 14TH ST. CLOQUET, MN 55720

Is the event a Community Festival? Yes No (Must be designated by the Cloquet City Council.)

Will organization contract for intoxicating liquor? Yes No

If yes, please list:

Name of on sale license holder: CLOUD ONE LIQUOR

Address: 904 Hwy 33 S.
CLOQUET, MN 55720

Contact Person: GARY STOWEL Phone No. _____

Full Year On Sale Intoxicating Liquor License No. _____

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.

FOOD AND WINE TASTING EVENT BY AREA VENDORS

Days / Times of Entertainment: N/A

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): _____

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: [Signature] Date: Dec. 1, 2017
Print Name BARBARA OL WYMAN
First Middle Last


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



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator 
Date: December 5, 2017

ITEM DESCRIPTION: 2018 Polling Sites

Proposed Action

The City will be holding both a Primary and General Election in 2018. As part of both elections, the City utilizes a number of different private/public properties as polling locations within the City. These polling sites typically correspond in location to the different wards/precincts of the community.

The following are the City's polling sites:

- Ward 1 - Journey Christian Church, 1400 Washington Avenue
- Ward 2 - Garfield Building, 302 - 14th Street
- Ward 3 - Cloquet City Hall, 1307 Cloquet Avenue
- Ward 4 - Cloquet National Guard Armory, 801 Highway 33 South
- Ward 5 (1) - Our Redeemer Church, 515 Skyline Boulevard
- Ward 5 (2) - Fond du Lac Head Start, 1720 Big Lake Road

Policy Objectives

The governing body making the polling place designation must designate a polling place for every precinct under Minnesota Statutes. There are no proposed changes to the City's polling sites for 2018 so the City is not required to provide any individual notices of change this year.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution No. 17-85

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

RESOLUTION NO. 17-85

**IDENTIFYING POLLING SITES FOR THE
2018 PRIMARY AND GENERAL ELECTIONS**

WHEREAS, The City Council of the City of Cloquet, Carlton County, Minnesota, does hereby recognize the constitutional rights to individual voter privacy; and

WHEREAS, The City is required to notify Carlton County of its proposed polling sites for the August 14, 2018 Primary and November 6, 2018 General Elections.

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

That the City of Cloquet hereby approves the following polling sites:

- Ward 1 - Journey Christian Church, 1400 Washington Avenue
- Ward 2 - Garfield Building, 302 - 14th Street
- Ward 3 - Cloquet City Hall, 1307 Cloquet Avenue
- Ward 4 - Cloquet National Guard Armory, 801 Highway 33 South
- Ward 5 (1) - Our Redeemer Church, 515 Skyline Boulevard
- Ward 5 (2) - Fond du Lac Head Start, 1720 Big Lake Road

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

Dave Hallback, Mayor

ATTEST:


Aaron Reeves, City Administrator



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: areeves@cloquetmn.gov
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator 
Date: December 5, 2017

ITEM DESCRIPTION: CAB Policy Update

Proposed Action

Staff recommends that the City Council approve the attached CAB Policy update as presented.

Background/Overview

After discussion at the last Work Session I have updated the Policy to include the allowance for existing Board Members to apply for additional terms after their two term limit has been reached. With this I recommend that the current terms of members be followed meaning that Member Ketola will have met her term limits at the end of this year but can still apply for reappointment. Member Herbert's first term will be up at the end of 2018 and Member Korby's second term will be up at the end of 2019.

Supporting Documentation Attached

- Draft Citizen Advisory Board Policy

Citizen Advisory Board Policy

CLOQUET POLICE

The Cloquet Citizen Advisory Board has been appointed by the Cloquet City Council to assist the Cloquet Police Department with regard to disciplinary procedures, public complaints, and promotion/hiring procedures. The Citizen Advisory Board will assist the Police Chief by providing an objective community perspective in the handling of those matters.

Revised 12-5-2017

ADMINISTRATIVE RULES & PROCEDURES

Rule 1. **Definitions** - For the purpose of these rules and procedures, the following terms and phrases shall have the meaning prescribed to them as set forth below:

- (a) Appointing authority means the City Council of the City of Cloquet.
- (b) Candidate list refers to the list of the entry-level applicants who have successfully passed the competitive written/skills examination phase of the selection process.
- (c) Certification means the process by which the Citizen Advisory Board nominates the three highest scoring individuals on the eligible register to the Police Chief to be considered for appointment.
- (d) Classified employees (members) means all employees or members of the police department for which formal job descriptions have been developed and approved by the Police Chief/City Administrator.
- (e) Eligible register refers to the list of entry-level applicants who have successfully completed both the written and oral interview phases of the selection process and who may be considered for certification.
- (f) Citizen Advisory Board or Board refers to a three member board whose members are appointed by the Mayor (and approved by the City Council). Each term will be staggered from the others and will be a three (3) year term, not to exceed two (2) terms. Current members can apply for additional terms after their two (2) term limit has been reached.
- (g) Formal Public complaint refers to a formal, written complaint made on the prescribed form and delivered to the Police Chief for action.
- (h) Disciplinary Procedure means any disciplinary action taken by the Police Chief, in accordance with the City's Personnel Policy and relevant Police Department Policies that results in suspension or discharge of an officer.

Rule 2. **CLOQUET POLICE CITIZEN ADVISORY BOARD ORGANIZATION.**

Subd 1. Meeting. The Citizen Advisory Board shall meet in the first quarter of each year. The Citizen Advisory Board shall from time to time fix the times for its meetings and adopt, amend, and alter rules for its procedure. Two (2) members of the Citizen Advisory Board shall constitute a quorum and a minimum of two votes will be necessary to take formal action. Upon appointment to the board, the new member is required to complete the

following (items A-C) prior to active service:

- A. Data Privacy training, provided by the City of Cloquet
- B. Twenty (20) hours of riding with a member of the Cloquet Police Department who is on duty
- C. Submit to a criminal background check

Each new board member is encouraged to attend the next scheduled Citizens Police Academy conducted by the Police Department.

Subd 2. Citizen Advisory Board to Serve Without Pay. Each Board member shall serve without pay. The Council shall pay, from the municipal treasury, all expenses incurred by the Citizen Advisory Board in connection with the performance of its duties and shall furnish it with all supplies, stationery, and equipment it may require.

Rule 3. **CITIZEN ADVISORY BOARD RECORDS DEEMED PUBLIC RECORD.** Save any exception(s) noted in these rules, City Policy, or Statute, the minutes, correspondence and records of the Citizen Advisory Board are hereby declared to be public record subject to the privacy rights and protections afforded by law.

Rule 4. **AMENDMENTS TO RULES.** The City and Board may at any time cooperate to make, amend, alter and change or otherwise make additions to these rules and regulations. Copies of these rules shall be maintained at the police department and will be available for inspection upon reasonable request.

Reasonable notice of the effective date of the changes, amendments, alterations, or additions shall be given by posting copies of the changes in the police department and updated in the Police Policy Manual.

Rule 5. **HIRING AND PROMOTION.**

Subd 1. Conduct of Examinations. The Citizen Advisory Board shall ensure that all applicants be given an equal opportunity to demonstrate their qualifications and that all examinations are conducted openly and fairly. If an applicant is found to be using any extraneous, forbidden, or unfair source of information or advantage when taking the examination(s), the examination monitor is authorized to seize such material and shall make a written report to the Police Chief. The report will be submitted with the applicant's test materials and the improper source of information or advantage alleged.

The Police Chief may take such action as deemed appropriate in the case and may, in his/her discretion, disqualify the applicant.

Subd 2. Scoring of Examinations. The Citizen Advisory Board shall see that all entrance and promotional examinations are scored as fairly and promptly as possible and shall follow

all procedures as detailed in the Police Policy Manual for the hiring or promotion of Police Officers.

Rule 6. **PREPARATION AND ADOPTION OF ELIGIBLE REGISTERS.**

Subd. 1. Entrance Examinations. Upon completion of scoring, the Citizen Advisory Board shall prepare a written register showing the applicants' names ranked in order of their total oral interview score provided the applicant has a minimum score of 70 on each of the written and oral exam. The names will be ranked with the highest total on the oral exam appearing first. In the event that two or more applicants have identical oral interview scores, the applicant with the higher written score will be placed highest on the register, second to be listed next, and so forth.

Subd 2. Promotional Examinations. In the event that two or more applicants have identical total scores, they will be referred to the Police Chief for a final interview. The Police Chief will consider the scores and the performance in the final interview and will make a recommendation for hire to the City Council. If the applicant recommended is not hired or does not accept the promotion for any reason, the Police Chief will recommend one of the remaining candidates until the position is filled.

Rule 7. **ERRORS, CORRECTIONS AND REVISIONS.** If clerical or other errors are discovered in the scoring of any examinee's work, the Citizen Advisory Board shall make the necessary corrections in scores and in the eligible register rankings and shall notify promptly the eligible applicants affected. No person whose name has been certified from such register and who has been employed, shall be displaced because of such a correction and change.

Rule 8. **COORDINATION WITH RULES AND REGULATIONS OF THE POLICE DEPARTMENT.** The Citizen Advisory Board shall endeavor to promote respect for the Police Department and shall assist in the enforcement of Rules and Regulations of the Police Department as they relate to certain disciplinary procedures, the hiring process, and public complaints. The Citizen Advisory Board recognizes the Rules of Conduct, Disciplinary Procedures, City Personnel Policy, Department General Orders, Police Department Policy Manual, and any other relevant City Policies or Statutory requirements are made part of these rules, as bona fide standards for fitness, conduct, and efficiency governing the operation of all officers and employment in the Police Department. To the extent that any portion of these rules is determined to be unenforceable, it is the express intent to have the remaining rules and procedures apply to the extent permitted by law.

Rule 9. **FORMAL PUBLIC COMPLAINTS AGAINST POLICE OFFICERS.** Once a formal public complaint is received by the Police Chief, the following protocol will be followed:

1. The Police Chief will notify all members of the CAB via email or written correspondence that a formal public complaint was filed. This notification will occur as soon as practical after the complaint is received. Notification

will consist of:

- a. A copy of the complaint with the officer's named redacted.
 - b. Whether a formal investigation will be conducted or not.
2. If it is determined that the complaint merits investigation per department policy (Procedure 6.001 Disciplinary Procedures Allegations of Misconduct) an investigation will be conducted by appropriate staff/agency as determined by the Police Chief.
 3. Once the appropriate investigation is completed the following actions will be taken:
 - a. A copy of the investigation report will be provided to the CAB with the officer's name redacted.
 - b. The Police Chief will notify the CAB if any formal action will be taken or not.
 - c. If the formal action results in discipline that does not rise to the level of suspension or dismissal the CAB will be notified by the Police Chief as such.
 - d. If the investigation determines that discipline is warranted and rises to the level of a suspension or dismissal the process in Rule 10 will be followed.
 4. The CAB will make its recommendation, providing rationale for such recommendation.
 5. If the Police Chief does not agree with CAB recommendations, the CAB will be informed of that final decision and provided with the Chief's rationale.

Rule 10. **POLICE OFFICER DISCIPLINARY ACTIONS.** If disciplinary action resulting in the suspension or discharge of a Police Officer is taken by the Police Chief, the following protocol will be followed:

1. The Police Chief will notify all members of the CAB via email or written correspondence as soon as it is determined disciplinary action will be taken. Notification will consist of:
 - a. Reason for disciplinary action
 - b. Officer involved
 - c. Detail of disciplinary action: either suspension or dismissal
2. The Police Chief will meet with the CAB, provide the CAB the opportunity to review relevant material, and discuss the case prior to taking formal action.
3. The CAB will make its recommendation, providing rationale for such recommendation.

4. If the Police Chief does not agree with CAB recommendations, the CAB will be informed of that final decision and provided with the Chief's rationale.

Rule 11. **APPEAL.** All decisions made by the Police Chief related to this policy may be appealed by the CAB, in writing, after a formal vote, to the City Administrator within five working days after the decision is made. All decisions made by the City Administrator may be appealed by the CAB, in writing, after a formal vote, to the City Council within five working days after the decision is made.

Rule 12. **PRIVATE AND NON-PUBLIC DATA.** The CAB will have access to private and non-public data as part of its duties. CAB members will adhere to all City and Statutory Data Practices Policies and laws. Any violation of said policies or laws will result in the immediate removal of the CAB member from the CAB.



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: areeves@cloquetmn.gov
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: December 5, 2017

ITEM DESCRIPTION: 2018 Final Budget

Proposed Action

Staff recommends that the City Council adopt the proposed 2018 budget and levy as presented.

Background/Overview

The following changes have been made from the adopted preliminary budget:

- Switching health insurance providers saving \$130,600.
- Returning to the League of Minnesota Cities Insurance Trust for the City's general and workers compensation insurance coverage saving \$25,000.
- Reducing the amount of projected interest earnings by \$115,000. Interest rates will probably not rise as much as anticipated earlier this year.
- General changes both up and down based on this year's actuals to date.

The above changes result in a \$45,000 reduction from the adopted preliminary tax levy. This equates to a 2.26% increase from the 2017 levy. The City's Tax Capacity will increase by 4.1% in 2018. This means that if a property's Estimated Market Value remains the same the City's portion of property taxes would go down by roughly 2%.

Supporting Documentation Attached

- 2018 Proposed Final Budget Summary and approving resolutions.

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

RESOLUTION NO. 17-95

RESOLUTION ADOPTING THE 2018 BUDGET

WHEREAS, The City Administrator has prepared an annual budget and the City Council has reviewed the 2018 budget; and

WHEREAS, Chapter 275, Section 065 of Minnesota Statutes requires that the City adopt a 2018 levy and budget.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That there be and is hereby to be set aside for the year 2018 for the following departments and funds:

| <u>Fund</u> | <u>Revenues</u> | <u>Expenditures</u> |
|--|----------------------------|----------------------------|
| General | \$5,577,850 | \$5,577,925 |
| LDO Loan (EDA) | 61,200 | 2,200 |
| Federal CDGB Loan (EDA) | 10,000 | 3,500 |
| Economic Development Loan (City) | 4,350 | 1,350 |
| State SCDG/MIF (EDA) | 1,000 | 2,650 |
| Community Development Operating (City) | 144,900 | 170,300 |
| Small Cities Development (EDA) | 10,700 | - |
| Small Cities Development (City) | 10,700 | 10,700 |
| Library | 592,000 | 591,850 |
| Tax Increment – Woodward/Daqota | 30,000 | 30,000 |
| Tax Increment – 14 th Street Apartments | 30,000 | 30,000 |
| Tax Increment – Oakwood Estates | 55,000 | 55,000 |
| Park | 613,100 | 577,725 |
| Senior Center | 11,500 | 11,700 |
| Landfill Host Fee | 64,000 | - |
| Cable Television | 125,450 | 164,925 |
| Business Park Bonds | 10,900 | 243,600 |
| Swimming Pond Bonds | 105,000 | 1,193,300 |
| City Sales Tax Bonds | 659,350 | 659,350 |
| Permanent Improvement | 1,135,000 | 1,460,500 |
| Facilities Planning | - | 20,000 |
| Public Works Reserve | 275,000 | 381,500 |
| Revolving Capital Projects | 1,470,000 | 1,470,000 |
| City Sales Tax Projects | 815,000 | 3,809,350 |
| Employee Severance Benefits | 55,000 | 30,000 |
| Water – Lake Superior Waterline | 4,510,000 | 4,149,100 |
| Water – In-Town System | 6,772,500 | 7,366,200 |
| Sewer Utility | 1,549,000 | 1,913,450 |
| Stormwater Utility | 332,000 | 382,050 |
| TOTAL: | <u><u>\$25,030,500</u></u> | <u><u>\$30,308,225</u></u> |

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 5th DAY OF DECEMBER, 2017.

ATTEST:

Dave Hallback, Mayor

Aaron Reeves, City Administrator

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

RESOLUTION NO. 17-96

**RESOLUTION ADOPTING SUMS OF MONEY
TO BE LEVIED FOR LEVY YEAR 2017, PAYABLE IN 2018**

BE IT RESOLVED, By the City Council of the City of Cloquet, Minnesota, that the following sums of money be levied for the levy year 2017, payable in 2018, upon taxable property in the City of Cloquet, for the following purposes:

| <u>Fund</u> | <u>Levy</u> |
|-----------------------|-------------------------------|
| General | \$1,517,000 |
| Park | 400,000 |
| Public Works Reserve | 150,000 |
| Library | 390,000 |
| Permanent Improvement | 350,000 |
| GO Swimming Pond Debt | 105,000 |
| Community Development | <u>125,000</u> |
| TOTAL LEVY | <u><u>\$3,037,000</u></u> |

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

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

**City of Cloquet
Tax Levy Summary
2014 Actual Through 2021 Planning**

| | <u>2014</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>Proposed 2018</u> | <u>Planning 2019</u> | <u>Planning 2020</u> | <u>Planning 2021</u> |
|----------------------------------|---------------------|---------------------|---------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| General | \$ 1,400,000 | \$ 1,420,000 | \$ 1,425,000 | \$ 1,600,000 | \$ 1,487,000 | \$ 1,480,000 | \$ 1,725,000 | \$ 1,710,000 |
| District Wide Allocation - WLSSD | - | - | - | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| Community Development | 99,600 | 99,600 | 104,600 | 124,600 | 124,600 | 149,600 | 149,600 | 149,600 |
| CD - Tax Abatement Debt | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 |
| Library | 400,000 | 400,000 | 400,000 | 400,000 | 390,000 | 390,000 | 390,000 | 390,000 |
| Park | 250,000 | 300,000 | 300,000 | 350,000 | 400,000 | 400,000 | 400,000 | 400,000 |
| GO Business Park Debt | 125,000 | - | - | - | - | - | - | - |
| GO Swimming Pond Debt | 115,000 | 115,000 | 115,000 | 115,000 | 105,000 | 110,000 | 110,000 | 110,000 |
| GO Police Facility Debt | - | - | - | - | - | - | - | 340,000 |
| Permanent Improvement | 100,000 | 214,000 | 260,000 | 250,000 | 350,000 | 300,000 | 250,000 | 250,000 |
| Public Works Reserve | 130,000 | 150,000 | 175,000 | 100,000 | 150,000 | 335,000 | 255,000 | 175,000 |
| Sewer Utility* | 30,000 | 30,000 | 30,000 | - | - | - | - | - |
| Tax Levy | \$ 2,650,000 | \$ 2,729,000 | \$ 2,810,000 | \$ 2,970,000 | \$ 3,037,000 | \$ 3,195,000 | \$ 3,310,000 | \$ 3,555,000 |
| Levy Change (+/-) | 0.00% | 2.98% | 2.97% | 5.69% | 2.26% | 5.20% | 3.60% | 7.40% |
| | | | | Health Insurance & Library Reserves | | | | Police Facility |

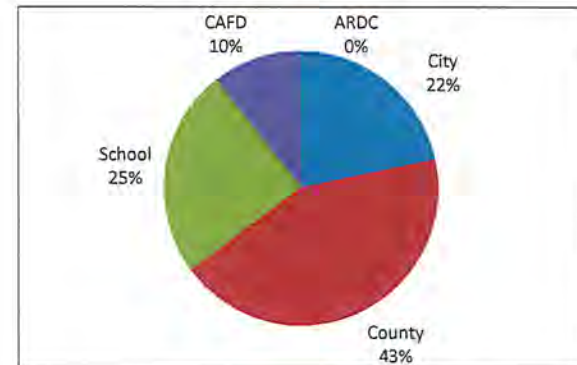
Note: The City had the same levy amount for 2011 through 2014.

* - District Wide Allocation is not a sewer charge. Moved to General Fund starting in 2017.

Property Tax Rates

| | <u>2014</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> |
|-------------------------------------|-----------------|-----------------|-----------------|-----------------|
| City of Cloquet | 38.056% | 38.743% | 40.313% | 41.678% |
| Carlton County | 81.422% | 82.793% | 82.853% | 83.043% |
| Cloquet School District | 34.150% | 35.039% | 51.580% | 47.458% |
| Cloquet Area Fire District | 18.052% | 18.193% | 20.113% | 20.131% |
| ARDC | 0.175% | 0.174% | 0.174% | 0.176% |
| Total Direct and Overlapping | 171.855% | 174.942% | 195.033% | 192.486% |

2017 Property Taxes



City of Cloquet
Summary Comparison of All Funds Expenditures & Financing Uses
2014 Actual Through 2021 Planning

| FUND | | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | ('18 to '17 BUDGFT) | |
|------------------------------------|-----|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------|
| Description | No | ACTUAL | ACTUAL | ACTUAL | BUDGET | PROPOSED | PLANNING | PLANNING | PLANNING | Dollars | % |
| General | | | | | | | | | | | |
| Total General Fund | 101 | 5,137,061 | 4,925,383 | 5,430,711 | 5,466,350 | 5,577,925 | 5,654,925 | 5,950,475 | 6,041,300 | 111,575 | 2.04% |
| Special Revenue Funds | | | | | | | | | | | |
| LDO Loan (EDA) | 201 | - | - | - | 202,200 | 2,200 | 2,200 | 2,200 | 2,200 | (200,000) | -98.91% |
| Federal CDBG Loan (EDA) | 202 | - | - | - | 158,500 | 3,500 | 3,500 | 3,500 | 3,500 | (155,000) | -97.79% |
| Economic Development Loan (City) | 203 | - | 1,763 | 14,468 | 1,350 | 1,350 | 1,350 | 1,350 | 1,350 | - | - |
| State SCDG/MIF (EDA) | 204 | - | - | - | 2,650 | 2,650 | 2,650 | 2,650 | 2,650 | - | - |
| CDIC Loan (City) | 205 | 94,158 | - | - | - | - | - | - | - | - | - |
| Revolving SCGP (EDA) | 206 | 16,803 | 5,000 | - | - | - | - | - | - | - | - |
| Community Dev Operating (City) | 207 | 179,332 | 146,064 | 168,107 | 161,200 | 170,300 | 169,000 | 172,700 | 175,650 | 9,100 | 5.65% |
| Small Cities Development | 208 | - | - | 62,709 | 817,000 | 10,700 | 10,700 | 10,700 | 10,700 | (806,300) | 100.00% |
| Library | 211 | 483,426 | 528,367 | 535,113 | 572,600 | 591,850 | 612,350 | 628,450 | 643,050 | 19,250 | 3.36% |
| Tax Increment - Daqota | 220 | 26,098 | 27,844 | 21,760 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | - | - |
| Tax Increment - 14th St Apartments | 221 | 1,083 | 11,343 | 21,467 | 25,000 | 30,000 | 30,000 | 30,000 | 30,000 | 5,000 | 20.00% |
| Tax Increment - Oakwood Estates | 222 | 44,521 | 51,065 | 47,739 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | - | - |
| Tax Increment - Patio Homes | 223 | - | - | - | - | - | 55,000 | 55,000 | 55,000 | - | - |
| Park | 226 | 397,151 | 481,822 | 560,288 | 599,570 | 577,725 | 586,125 | 581,275 | 612,025 | (21,845) | -3.64% |
| Senior Center | 228 | 10,427 | 12,223 | 15,532 | 11,400 | 11,700 | 11,700 | 11,700 | 11,700 | 300 | 2.63% |
| Landfill Host Fee | 260 | - | 4,711 | - | - | - | - | 5,000 | - | - | -100.00% |
| Cable Television | 614 | 106,955 | 131,500 | 144,410 | 165,950 | 164,925 | 170,425 | 180,025 | 193,225 | (1,025) | -0.62% |
| Fire Relief Pension | 861 | 1,235 | - | - | - | - | - | - | - | - | - |
| Total Special Revenue | | 1,361,189 | 1,401,702 | 1,591,593 | 2,802,420 | 1,651,900 | 1,740,000 | 1,769,550 | 1,826,050 | (1,150,520) | -41.05% |
| Debt Service Funds | | | | | | | | | | | |
| Business Park Bonds | 368 | 262,445 | 245,013 | 246,948 | 243,150 | 243,600 | 238,550 | 237,950 | 241,350 | 450 | 0.19% |
| Swimming Pond Bonds | 370 | 107,010 | 110,498 | 148,420 | 107,000 | 1,193,300 | 99,700 | 103,900 | 102,900 | 1,086,300 | 1015.23% |
| City Sales Tax Bonds | 372 | - | - | - | - | 659,350 | 544,750 | 544,850 | 539,750 | 659,350 | 100.00% |
| Police Facility Bonds | 374 | - | - | - | - | - | - | - | 325,500 | - | - |
| Total Debt Service | | 369,455 | 355,511 | 395,368 | 350,150 | 2,096,250 | 883,000 | 886,700 | 1,209,500 | 1,746,100 | 498.67% |
| Capital Project Funds | | | | | | | | | | | |
| Permanent Improvement | 225 | 743,027 | 743,132 | 406,671 | 735,500 | 1,460,500 | 737,500 | 1,065,500 | 1,150,500 | 725,000 | 98.57% |
| Public Facilities Planning | 224 | - | - | - | 145,000 | 20,000 | - | 20,000 | - | (125,000) | - |
| Public Works Reserve | 231 | 219,967 | 327,696 | 247,675 | 454,500 | 381,500 | 490,000 | 350,000 | 573,000 | (73,000) | -16.06% |
| Revolving Capital Projects | 403 | 1,156,610 | 571,224 | 3,478,483 | - | 1,470,000 | 400,000 | 6,850,000 | 885,000 | 1,470,000 | 100.00% |
| City Sales Tax Projects | 405 | 42,507 | 1,274,489 | 1,729,545 | 4,613,000 | 3,809,350 | 1,450,000 | 2,200,000 | 1,000,000 | (803,650) | -17.42% |
| Total Capital Project Funds | | 2,162,111 | 2,916,541 | 5,862,374 | 5,948,000 | 7,141,350 | 3,077,500 | 10,485,500 | 3,608,500 | 1,193,350 | 20.06% |
| Total Governmental Funds | | 9,029,816 | 9,599,137 | 13,280,046 | 14,566,920 | 16,467,425 | 11,355,425 | 19,092,225 | 12,685,350 | 1,900,505 | 13.05% |
| Internal Service | | | | | | | | | | | |
| Employee Severance Benefits | 701 | 48,203 | 60,070 | 61,064 | 50,000 | 30,000 | 30,000 | 30,000 | 30,000 | (20,000) | -40.00% |
| Total Internal Service | | 48,203 | 60,070 | 61,064 | 50,000 | 30,000 | 30,000 | 30,000 | 30,000 | (20,000) | -40.00% |
| Enterprise Funds | | | | | | | | | | | |
| Water - Lake Superior Waterline | 600 | 2,188,462 | 2,251,564 | 2,583,925 | 3,960,850 | 4,149,100 | 4,121,750 | 2,690,300 | 2,678,050 | 188,250 | 4.75% |
| Water - In Town System | 601 | 1,181,885 | 1,190,776 | 1,296,735 | 1,338,750 | 7,366,200 | 3,544,550 | 1,787,550 | 3,847,650 | 6,027,450 | 450.23% |
| Sewer Utility | 602 | 1,576,677 | 1,518,632 | 1,623,884 | 1,755,400 | 1,913,450 | 2,059,100 | 1,760,850 | 1,953,200 | 158,050 | 9.00% |
| Stormwater Utility | 605 | 175,511 | 205,536 | 225,953 | 226,850 | 382,050 | 265,450 | 401,650 | 466,000 | 155,200 | 68.42% |
| Total Enterprise Funds | | 5,122,535 | 5,166,508 | 5,730,497 | 7,281,850 | 13,810,800 | 9,990,850 | 6,640,350 | 8,944,900 | 6,528,950 | 89.66% |
| Total Proprietary Funds | | 5,170,738 | 5,226,578 | 5,791,561 | 7,331,850 | 13,840,800 | 10,020,850 | 6,670,350 | 8,974,900 | 6,508,950 | 88.78% |
| GRAND TOTAL ALL FUNDS | | 14,200,554 | 14,825,715 | 19,071,607 | 21,898,770 | 30,308,225 | 21,376,275 | 25,762,575 | 21,660,250 | 8,409,455 | 38.40% |

City of Cloquet
Summary Comparison of All Funds Revenues & Financing Sources
2014 Actual through 2021 Planning

| FUND | | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | ('18 to '17 BUDGET) | |
|------------------------------------|-----|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------|
| Description | No | ACTUAL | ACTUAL | ACTUAL | BUDGET | PROPOSED | PLANNING | PLANNING | PLANNING | Dollars | Percent |
| General | | | | | | | | | | | |
| Total General Fund | 101 | 5,139,636 | 4,975,421 | 5,041,571 | 5,380,750 | 5,577,850 | 5,654,000 | 5,964,000 | 6,046,500 | 197,100 | 3.66% |
| Special Revenue Funds | | | | | | | | | | | |
| LDO Loan (EDA) | 201 | 16,830 | 15,393 | 16,408 | 57,700 | 61,200 | 61,200 | 61,200 | 61,200 | 3,500 | 6.07% |
| Federal CDBG Loan (EDA) | 202 | 13,300 | 8,500 | 4,600 | 15,000 | 10,000 | 10,000 | 10,000 | 10,000 | (5,000) | -33.33% |
| Economic Development Loan (City) | 203 | 97,668 | 4,221 | 17,416 | 6,800 | 4,350 | 4,350 | 4,350 | 4,350 | (2,450) | -36.03% |
| State SCDG/MIF (EDA) | 204 | 2,100 | 1,400 | 700 | 3,000 | 1,000 | 1,000 | 1,000 | 1,000 | (2,000) | -66.67% |
| CDIC Loan (City) | 205 | - | - | - | - | - | - | - | - | - | - |
| Revolving SCGP (EDA) | 206 | 5,803 | - | 2,398 | 17,000 | 10,700 | 10,700 | 10,700 | 10,700 | (6,300) | - |
| Community Dev Operating (City) | 207 | 109,729 | 105,204 | 142,902 | 149,900 | 144,900 | 169,900 | 169,900 | 169,900 | (5,000) | -3.34% |
| Small Cities Development (City) | 208 | - | - | 62,709 | 817,000 | 10,700 | 10,700 | 10,700 | 10,700 | (806,300) | 100.00% |
| Library | 211 | 481,961 | 523,074 | 539,032 | 628,000 | 592,000 | 592,000 | 617,000 | 592,000 | (36,000) | -5.73% |
| Tax Increment - Daqota | 220 | 29,804 | 29,802 | 18,331 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | - | - |
| Tax Increment - 14th St Apartments | 221 | - | 24,852 | 22,631 | 25,000 | 30,000 | 30,000 | 30,000 | 30,000 | 5,000 | 20.00% |
| Tax Increment - Oakwood Estates | 222 | 52,945 | 52,932 | 52,933 | 55,000 | 55,000 | 55,000 | 55,000 | 55,000 | - | - |
| Tax Increment - Patio Homes | 223 | - | - | - | - | - | 55,000 | 55,000 | 55,000 | - | - |
| Park | 226 | 434,039 | 480,207 | 508,207 | 550,000 | 613,100 | 618,200 | 618,300 | 618,400 | 63,100 | 11.47% |
| Senior Center | 228 | 11,740 | 9,600 | 9,940 | 11,400 | 11,500 | 11,500 | 11,500 | 11,500 | 100 | 0.88% |
| Landfill Host Fee | 260 | 106,362 | 3,253 | 42,868 | 64,000 | 64,000 | 65,000 | 65,000 | 65,000 | - | - |
| Cable Television | 614 | 114,375 | 111,386 | 108,191 | 120,450 | 125,450 | 130,450 | 130,450 | 130,450 | 5,000 | 4.15% |
| Fire Relief Pension | 861 | - | - | - | - | - | - | - | - | - | - |
| Total Special Revenue | | 1,476,656 | 1,369,824 | 1,549,266 | 2,550,250 | 1,763,900 | 1,855,000 | 1,880,100 | 1,855,200 | (786,350) | -30.83% |
| Debt Service Funds | | | | | | | | | | | |
| Business Park Bonds | 368 | 408,328 | 29,637 | 15,929 | 7,000 | 10,900 | 10,900 | 10,900 | 10,900 | 3,900 | 55.71% |
| Swimming Pond Bonds | 370 | 115,173 | 115,878 | 1,210,156 | 115,000 | 105,000 | 110,000 | 110,000 | 110,000 | (10,000) | -8.70% |
| City Sales Tax Bonds | 372 | - | - | - | - | 659,350 | 544,750 | 544,850 | 539,750 | 659,350 | - |
| Police Facility Bonds | 374 | - | - | - | - | - | - | - | 340,000 | - | - |
| Total Debt Service | | 523,501 | 145,515 | 1,226,085 | 122,000 | 775,250 | 665,650 | 665,750 | 1,000,650 | 653,250 | 535.45% |
| Capital Project Funds | | | | | | | | | | | |
| Permanent Improvement | 225 | 318,389 | 356,237 | 385,923 | 390,000 | 1,135,000 | 1,752,000 | 385,000 | 1,890,000 | 745,000 | 191.03% |
| Public Facilities Planning | 224 | 357,500 | 359,800 | 504,000 | 4,000 | - | - | - | - | (4,000) | -100.00% |
| Public Works Reserve | 231 | 217,368 | 207,067 | 242,354 | 330,000 | 275,000 | 365,000 | 385,000 | 343,500 | (55,000) | -16.67% |
| Revolving Capital Projects | 403 | 1,156,610 | 571,224 | 3,478,483 | - | 1,470,000 | 400,000 | 6,850,000 | 885,000 | 1,470,000 | 100.00% |
| City Sales Tax Projects | 405 | 1,024,519 | 787,371 | 921,240 | 9,015,000 | 815,000 | 815,000 | 815,000 | 815,000 | (8,200,000) | -90.96% |
| Total Capital Project Funds | | 3,074,386 | 2,281,699 | 5,532,000 | 9,739,000 | 3,695,000 | 3,332,000 | 8,435,000 | 3,933,500 | (6,044,000) | -62.06% |
| Total Governmental Funds | | 10,214,179 | 8,772,459 | 13,348,922 | 17,792,000 | 11,812,000 | 11,506,650 | 16,944,850 | 12,835,850 | (5,980,000) | -33.61% |
| Internal Service Fund | | | | | | | | | | | |
| Employee Severance Benefits | 701 | 40,477 | 19,671 | 24,965 | 45,000 | 55,000 | 30,000 | 30,000 | 30,000 | 10,000 | 22.22% |
| Total Internal Service | | 40,477 | 19,671 | 24,965 | 45,000 | 55,000 | 30,000 | 30,000 | 30,000 | 10,000 | 22.22% |
| Enterprise Funds | | | | | | | | | | | |
| Water Lake Superior Waterline | 600 | 2,594,535 | 2,686,705 | 2,687,682 | 4,050,000 | 4,510,000 | 3,010,000 | 3,035,000 | 3,010,000 | 460,000 | 11.36% |
| Water In-Town | 601 | 1,352,171 | 1,483,466 | 1,157,458 | 1,192,500 | 6,772,500 | 2,877,500 | 1,207,500 | 3,187,500 | 5,580,000 | 467.92% |
| Sewer Utility | 602 | 1,506,044 | 1,588,256 | 1,617,386 | 1,574,000 | 1,549,000 | 1,549,000 | 1,549,000 | 1,549,000 | (25,000) | -1.59% |
| Stormwater Utility | 605 | 331,586 | 333,344 | 331,360 | 332,000 | 332,000 | 332,000 | 332,000 | 332,000 | - | - |
| Total Enterprise Funds | | 5,784,336 | 6,091,771 | 5,793,886 | 7,148,500 | 13,163,500 | 7,768,500 | 6,123,500 | 8,078,500 | 6,015,000 | 84.14% |
| Total Proprietary Funds | | 5,824,813 | 6,111,442 | 5,818,851 | 7,193,500 | 13,218,500 | 7,798,500 | 6,153,500 | 8,108,500 | 6,025,000 | 83.76% |
| GRAND TOTAL ALL FUNDS | | 16,038,992 | 14,883,901 | 19,167,773 | 24,985,500 | 25,030,500 | 19,305,150 | 23,098,350 | 20,944,350 | 45,000 | 0.18% |

City of Cloquet
All Funds Revenues & Expenditures/Expenses Summary
2018 Budget

Revenues by Source for 2018

| FUND | | Property Taxes | Other Taxes | Intergovt | Charges | All Others* | Transfers | Revenues |
|------------------------------------|-----|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Description | No | | | | | | | |
| Total General Fund | 101 | 1,517,000 | 55,000 | 2,935,900 | 318,350 | 501,600 | 250,000 | 5,577,850 |
| Special Revenue Funds | | | | | | | | |
| LDO Loan (EDA) | 201 | - | - | - | - | 61,200 | - | 61,200 |
| Federal CDBG Loan (EDA) | 202 | - | - | - | - | 10,000 | - | 10,000 |
| Economic Development Loan (City) | 203 | - | - | - | - | 4,350 | - | 4,350 |
| State SCDG/MIF (EDA) | 204 | - | - | - | - | 1,000 | - | 1,000 |
| CDIC Loan (City) | 205 | - | - | - | - | - | - | - |
| Revolving SCGP (EDA) | 206 | - | - | - | - | - | 10,700 | 10,700 |
| Community Dev Operating (City) | 207 | 125,000 | - | - | - | 19,900 | - | 144,900 |
| Small Cities Development (City) | 208 | - | - | - | - | 10,700 | - | 10,700 |
| Library | 211 | 390,000 | - | - | 20,500 | 6,500 | 175,000 | 592,000 |
| Tax Increment - Daqota | 220 | - | 30,000 | - | - | - | - | 30,000 |
| Tax Increment - 14th Street Apart. | 221 | - | 30,000 | - | - | - | - | 30,000 |
| Tax Increment - Oakwood Estates | 222 | - | 55,000 | - | - | - | - | 55,000 |
| Park | 226 | 400,000 | - | - | 114,500 | 98,600 | - | 613,100 |
| Senior Center | 228 | - | - | - | - | 11,500 | - | 11,500 |
| Landfill Host Fee | 260 | - | - | - | - | 64,000 | - | 64,000 |
| Cable Television | 614 | - | 125,000 | - | - | 450 | - | 125,450 |
| Fire Relief Pension | 861 | - | - | - | - | - | - | - |
| Total Special Revenue | | 915,000 | 240,000 | - | 135,000 | 288,200 | 185,700 | 1,763,900 |
| Debt Service Funds | | | | | | | | |
| Business Park Bonds | 368 | - | - | - | - | 10,900 | - | 10,900 |
| Swimming Pond Bonds | 370 | 105,000 | - | - | - | - | - | 105,000 |
| City Sales Tax Bonds | 372 | - | - | - | - | 659,350 | - | 659,350 |
| Police Facility Bonds | 374 | - | - | - | - | - | - | - |
| Total Debt Service | | 105,000 | - | - | - | 670,250 | - | 775,250 |
| Capital Project Funds | | | | | | | | |
| Permanent Improvement | 225 | 350,000 | - | 660,000 | - | 125,000 | - | 1,135,000 |
| Facilities Planning | 224 | - | - | - | - | - | - | - |
| Public Works Reserve | 231 | 150,000 | - | - | - | 30,000 | 95,000 | 275,000 |
| Revolving Capital Projects | 403 | - | - | 670,000 | - | - | 800,000 | 1,470,000 |
| City Sales Tax Projects | 405 | - | 815,000 | - | - | - | - | 815,000 |
| Total Capital Project Funds | | 500,000 | 815,000 | 1,330,000 | - | 155,000 | 895,000 | 3,695,000 |
| Total Governmental Funds | | 3,037,000 | 1,110,000 | 4,265,900 | 453,350 | 1,615,050 | 1,330,700 | 11,812,000 |
| Internal Service | | | | | | | | |
| Employee Severance Benefits | 701 | - | - | - | 20,000 | 10,000 | 25,000 | 55,000 |
| Enterprise Funds | | | | | | | | |
| Water - Lake Superior Waterline | 600 | - | - | - | 3,010,000 | 1,500,000 | - | 4,510,000 |
| Water - In Town System | 601 | - | - | - | 1,067,500 | 5,705,000 | - | 6,772,500 |
| Sewer Utility | 602 | - | - | - | 1,504,000 | 45,000 | - | 1,549,000 |
| Stormwater Utility | 605 | - | - | - | 330,000 | 2,000 | - | 332,000 |
| Total Enterprise Funds | | - | - | - | 5,911,500 | 7,252,000 | - | 13,163,500 |
| Total Proprietary Funds | | - | - | - | 5,931,500 | 7,262,000 | 25,000 | 13,218,500 |
| GRAND TOTAL ALL FUNDS | | 3,037,000 | 1,110,000 | 4,265,900 | 6,384,850 | 8,877,050 | 1,355,700 | 25,030,500 |

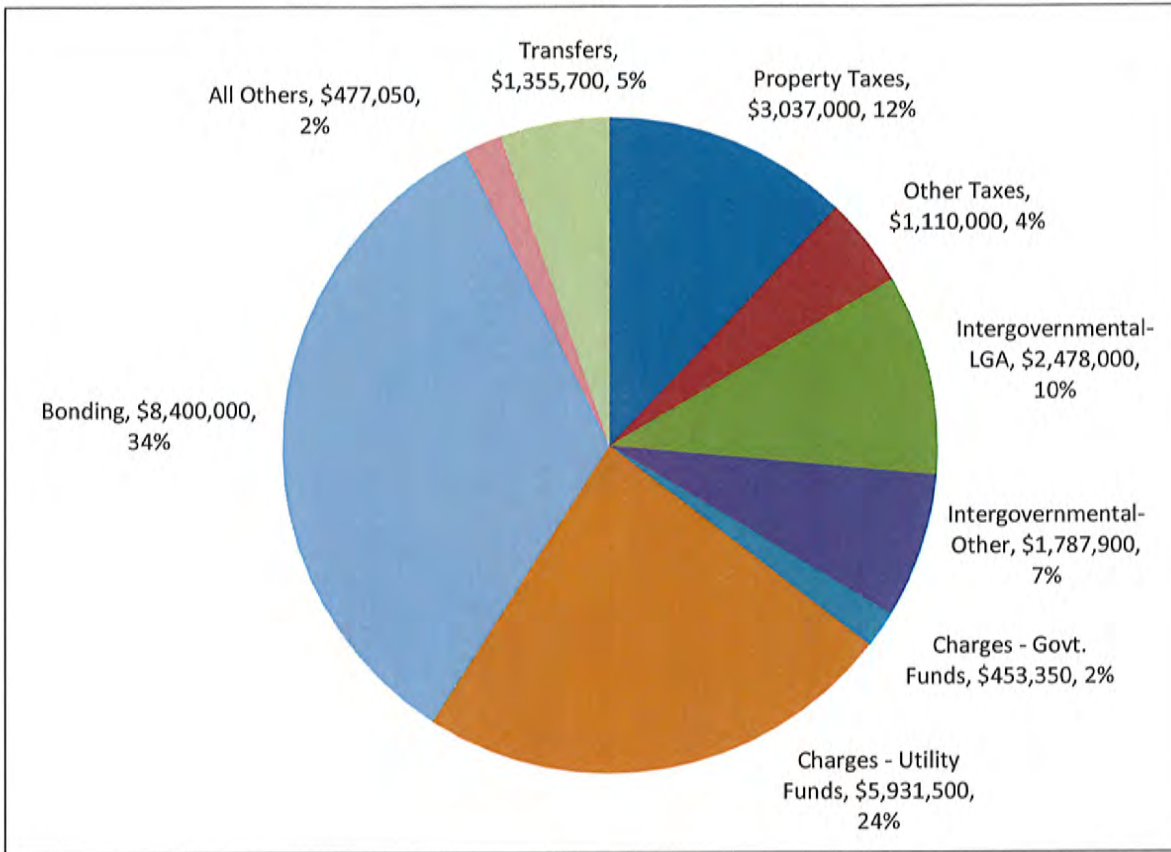
Expenditures/Expenses by Function for 2018

| Personal Services | Supplies | Other Services | Debt | Capital | Transfers | Expenditure/Expenses |
|-------------------|----------------|------------------|------------------|-------------------|------------------|----------------------|
| 3,857,575 | 351,000 | 1,153,350 | - | 16,000 | 200,000 | 5,577,925 |
| - | - | 2,200 | - | - | - | 2,200 |
| - | - | 3,500 | - | - | - | 3,500 |
| - | - | 1,350 | - | - | - | 1,350 |
| - | - | 2,650 | - | - | - | 2,650 |
| - | - | - | - | - | - | - |
| - | - | - | - | - | - | - |
| 137,500 | 500 | 32,300 | - | - | - | 170,300 |
| - | - | - | - | - | 10,700 | 10,700 |
| 462,300 | 54,600 | 74,950 | - | - | - | 591,850 |
| - | - | 30,000 | - | - | - | 30,000 |
| - | - | 30,000 | - | - | - | 30,000 |
| - | - | 55,000 | - | - | - | 55,000 |
| 269,075 | 28,100 | 255,550 | - | 20,000 | 5,000 | 577,725 |
| - | 400 | 11,300 | - | - | - | 11,700 |
| - | - | - | - | - | - | - |
| 146,675 | 2,500 | 10,750 | - | 5,000 | - | 164,925 |
| - | - | - | - | - | - | - |
| 1,015,550 | 86,100 | 509,550 | - | 25,000 | 15,700 | 1,651,900 |
| - | - | - | 243,600 | - | - | 243,600 |
| - | - | - | 1,193,300 | - | - | 1,193,300 |
| - | - | - | 659,350 | - | - | 659,350 |
| - | - | - | 2,096,250 | - | - | 2,096,250 |
| - | - | - | - | 660,500 | 800,000 | 1,460,500 |
| - | - | - | - | 20,000 | - | 20,000 |
| - | - | - | - | 381,500 | - | 381,500 |
| - | - | - | - | 1,470,000 | - | 1,470,000 |
| - | - | - | - | 3,150,000 | 659,350 | 3,809,350 |
| - | - | - | - | 5,682,000 | 1,459,350 | 7,141,350 |
| 4,873,125 | 437,100 | 1,662,900 | 2,096,250 | 5,723,000 | 1,675,050 | 16,467,425 |
| 30,000 | - | - | - | - | - | 30,000 |
| 706,200 | 39,550 | 1,593,650 | 110,000 | 1,649,700 | 50,000 | 4,149,100 |
| 579,800 | 83,700 | 328,150 | 134,550 | 6,100,000 | 140,000 | 7,366,200 |
| 396,200 | 29,050 | 1,053,200 | - | 325,000 | 110,000 | 1,913,450 |
| 140,000 | 28,500 | 43,550 | - | 130,000 | 40,000 | 382,050 |
| 1,822,200 | 180,800 | 3,018,550 | 244,550 | 8,204,700 | 340,000 | 13,810,800 |
| 1,852,200 | 180,800 | 3,018,550 | 244,550 | 8,204,700 | 340,000 | 13,840,800 |
| 6,725,325 | 617,900 | 4,681,450 | 2,340,800 | 13,927,700 | 2,015,050 | 30,308,225 |

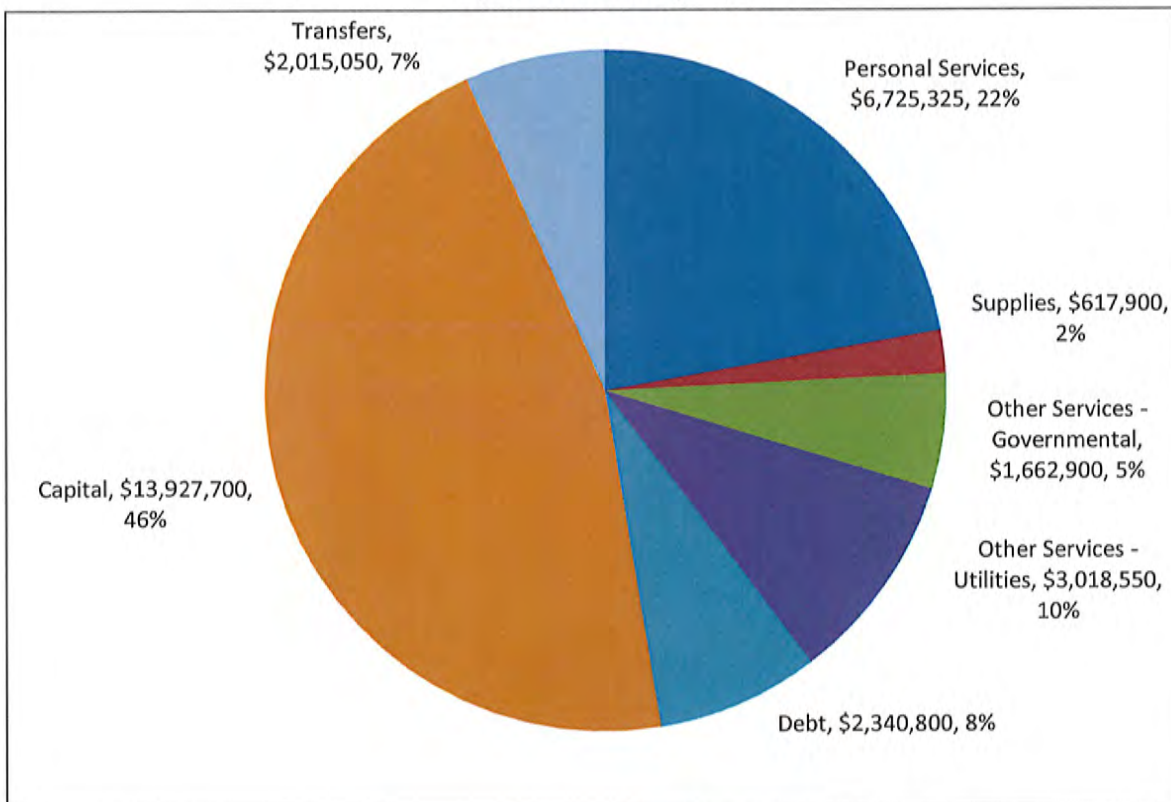
* - License and Permits, Fines & Forfeitures, Special Assessments, and Miscellaneous.

City of Cloquet 2018 Budget - All Funds

Revenues



Expenditures/Expenses



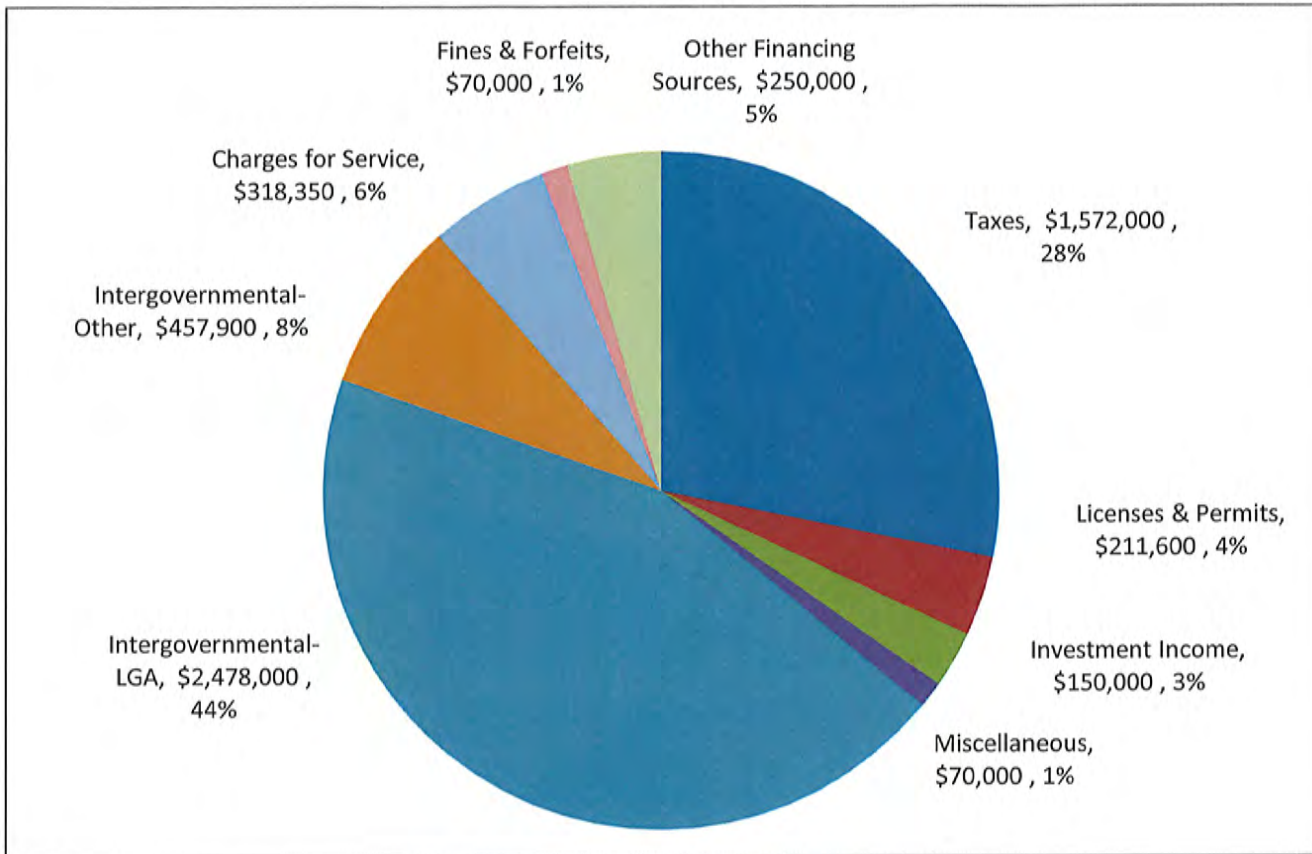
City of Cloquet
Summary Comparison of General Fund Expenditures & Financing Uses, Revenues & Financing Sources
2014 Actual through 2021 Planning

| Descriptions | 2014 ACTUAL | 2015 ACTUAL | 2016 ACTUAL | 2017 BUDGET | 2018 PROPOSED | 2019 PLANNING | 2020 PLANNING | 2021 PLANNING | CHANGE | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|
| | | | | | | | | | ('18 to '17 BUDGET) | |
| | | | | | | | | | Dollars | Percent |
| Expenditures & Financing Uses: | | | | | | | | | | |
| Council & Mayor | \$ 101,268 | \$ 119,072 | \$ 105,140 | \$ 98,550 | \$ 86,050 | \$ 112,550 | \$ 86,050 | \$ 102,550 | \$ (12,500) | -12.68% |
| Elections | 15,486 | 135 | 16,395 | - | 17,250 | - | 17,750 | - | 17,250 | 100.00% |
| Administration | 216,313 | 204,919 | 260,170 | 269,050 | 209,575 | 197,675 | 210,025 | 212,075 | (59,475) | -22.11% |
| Human Resources | - | - | - | 74,550 | 93,800 | 67,300 | 71,800 | 70,800 | 19,250 | - |
| Finance | 174,666 | 166,630 | 177,645 | 178,550 | 208,400 | 186,400 | 191,700 | 198,000 | 29,850 | 16.72% |
| Building & Planning Services | 226,486 | 208,535 | 198,109 | 217,200 | 294,550 | 306,200 | 392,750 | 333,250 | 77,350 | 35.61% |
| Prosecution | 102,815 | 118,376 | 120,243 | 110,000 | 110,000 | 115,000 | 115,000 | 115,000 | - | - |
| Managed Information Technology | - | - | - | 47,000 | 47,000 | 47,000 | 47,000 | 47,000 | - | 100.00% |
| General Government Bldgs | 126,027 | 117,117 | 120,040 | 113,050 | 111,550 | 115,500 | 118,950 | 122,150 | (1,500) | -1.33% |
| WLSSD District Wide Allocation | - | - | - | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | - | - |
| Public Safety Building | 31,740 | 35,678 | 31,640 | 34,500 | 30,500 | 24,500 | 24,500 | 24,500 | (4,000) | -11.59% |
| Police & Other Public Safety | 2,160,762 | 2,379,817 | 2,507,199 | 2,747,800 | 2,824,900 | 2,931,750 | 3,047,300 | 3,190,775 | 77,100 | 2.81% |
| Highways, Streets, & Roadways | 1,034,833 | 839,451 | 984,330 | 1,037,850 | 1,004,100 | 1,035,300 | 1,086,400 | 1,108,950 | (33,750) | -3.25% |
| Snow Removal | 40,174 | 60,826 | 76,638 | 62,500 | 72,000 | 72,000 | 72,000 | 72,000 | 9,500 | 15.20% |
| Street Lighting | 148,522 | 168,729 | 136,682 | 157,500 | 157,500 | 157,500 | 157,500 | 157,500 | - | - |
| Weed Control | 5,213 | 10,143 | 8,759 | 28,000 | 20,000 | 20,000 | 20,000 | 20,000 | (8,000) | -28.57% |
| Events Coordination | - | 7,946 | 7,317 | 8,000 | 8,500 | 9,000 | 9,500 | 9,500 | 500 | 6.25% |
| Lodging Tax Distribution | 52,756 | 63,009 | 48,303 | 52,250 | 52,250 | 52,250 | 52,250 | 52,250 | - | - |
| Other Financing Uses | 700,000 | 425,000 | 632,101 | 200,000 | 200,000 | 175,000 | 200,000 | 175,000 | - | - |
| Total | \$ 5,137,061 | \$ 4,925,383 | \$ 5,430,711 | \$ 5,466,350 | \$ 5,577,925 | \$ 5,654,925 | \$ 5,950,475 | \$ 6,041,300 | \$ 111,575 | 2.04% |
| Revenues & Financing Sources: | | | | | | | | | | |
| Taxes | \$ 1,456,120 | \$ 1,492,395 | \$ 1,487,229 | \$ 1,685,000 | \$ 1,572,000 | \$ 1,565,000 | \$ 1,810,000 | \$ 1,795,000 | \$ (113,000) | -6.71% |
| Licenses & Permits | 152,646 | 110,771 | 127,211 | 121,600 | 211,600 | 211,600 | 212,100 | 212,100 | 90,000 | 74.01% |
| Intergovernmental | 2,724,359 | 2,769,940 | 2,787,249 | 2,832,000 | 2,935,900 | 2,948,900 | 2,958,900 | 2,963,900 | 103,900 | 3.67% |
| Charges for Service | 257,220 | 210,509 | 226,162 | 307,150 | 318,350 | 343,500 | 353,000 | 355,500 | 11,200 | 3.65% |
| Fines & Forfeits | 63,255 | 65,927 | 57,323 | 60,000 | 70,000 | 70,000 | 70,000 | 70,000 | 10,000 | 16.67% |
| Investment Income | 84,352 | 45,274 | 32,172 | 70,000 | 150,000 | 175,000 | 200,000 | 250,000 | 80,000 | 114.29% |
| Miscellaneous | 86,257 | 70,605 | 94,225 | 65,000 | 70,000 | 70,000 | 70,000 | 70,000 | 5,000 | 7.69% |
| Other Financing Sources | 315,427 | 210,000 | 230,000 | 240,000 | 250,000 | 270,000 | 290,000 | 330,000 | 10,000 | 4.17% |
| Total | \$ 5,139,636 | \$ 4,975,421 | \$ 5,041,571 | \$ 5,380,750 | \$ 5,577,850 | \$ 5,654,000 | \$ 5,964,000 | \$ 6,046,500 | \$ 197,100 | 3.66% |
| NET CHANGE | \$ 2,575 | \$ 50,038 | \$ (389,140) | \$ (85,600) | \$ (75) | \$ (925) | \$ 13,525 | \$ 5,200 | \$ 85,525 | |

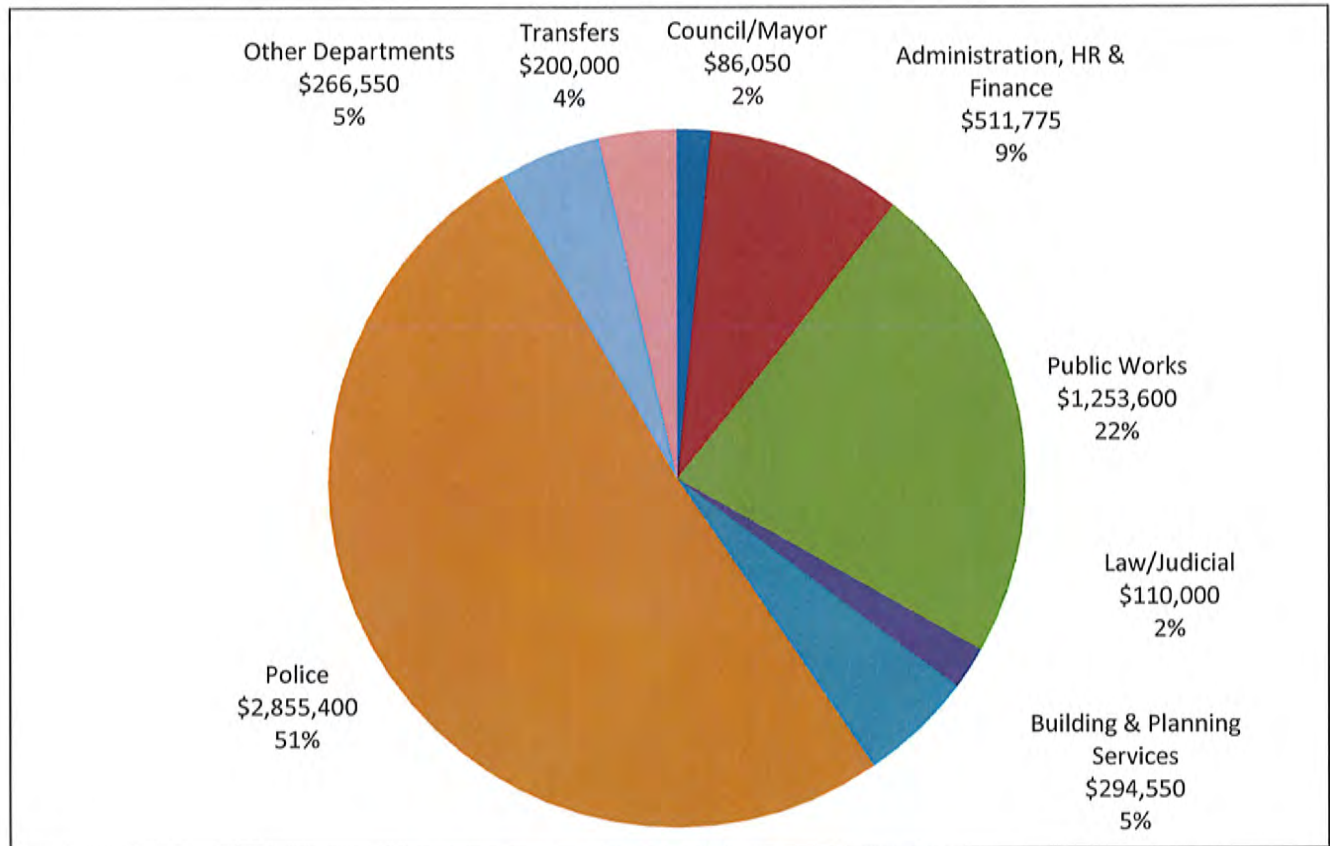
Building Trans Building Trans Building Trans Studies
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City of Cloquet 2018 General Fund Budget

Revenues



Expenditures





DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: City Council
From: John Anderson, Assistant City Engineer
Reviewed By: Aaron Reeves, City Administrator *AR*
Date: December 5, 2017

ITEM DESCRIPTION: Dunlap Island / Broadway Street Change Order No. 2

Proposed Action

Staff recommends that the City Council move to approve change order No. 2 to City Contract 1070.

Background

Work is currently underway to construct improvements at Dunlap Island and Broadway Street under City Contract 1070. Once authorized, the cost of work is typically determined using a unit price submitted by the lowest responsible bidder for each work item in a contract. Sometimes during the course of construction, unforeseen conditions arise which force us to alter the scope of work. When a unit price for the extra work is not included in the original contract, staff must negotiate a price with the contractor amending the original contract. The recommended changes are then brought to Council for authorization to amend the contract in the form of a change order.

Change Order No. 2 involves the following items:

1. Lift Station adjustments to comply with Department of Health requirements. Addition of \$33,145.00
2. Eliminate exposed aggregate sidewalk around warming house and replace with regular concrete sidewalk. Decrease of \$35,083.80
3. Minor adjustments to Warming House bid item. Addition \$4,666.26
4. Anchors for light poles on bridge. Addition of \$1,465.00

Change Order #2 – Net increase in cost: \$4,192.46

A complete listing of changes made to the contract and the need for these changes is included in the Change Order No. 2 document attached. SEH has reviewed this change order and found it to be necessary and reasonable.

The Contractor expects to turn over use of the building, skating ribbon and parking lot to the city the week of December 5th. The remaining work in the park and along Broadway Street is planned to be completed as soon as weather allows in the spring of 2018.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

The original contract price for this project was \$2,866,100.00 and the total of Change Orders 1 and 2 will decrease this amount by \$29,631.54.

| | |
|--------------------|-----------------|
| Original Contract | \$ 2,866,100.00 |
| Change Order No. 1 | -\$ 33,824.00 |
| Change Order No. 2 | +\$ 4,194.46 |
| Total | \$ 2,856,468.46 |

Work on all contracts completed on the Dunlap / Broadway project through November totals \$3,043,732.
The project is budgeted at \$4,128,000.

Advisory Committee/Commission Action

None.

Supporting Documents Attached

- Change Order #2

Attachment 1

Description:

1. Base Bid: Adjust item No. 41 - Lift Station: Increase lump sum unit price from \$14,100.00 by \$33,145.00 for a new unit price of \$47,245.00. Contract Change: \$33,145.00 addition.
2. Base Bid: Increase quantity of item No. 59 - 4" Concrete Walk from 37,793 Sq Ft by 4,806 Sq Ft for a new quantity of 42,599 Sq Ft. Contract change: 4,806 Sq Ft @ \$3.90 per Sq Ft = \$18,743.40 addition
3. Base Bid: Reduce quantity of Item No. 61 - 4" Concrete Walk – Exposed Aggregate from 5,601 Sq Ft by 4,806 Sq Ft for a new quantity of 795 Sq Ft. Contract change: 4,806 Sq Ft @ \$11.20 per Sq Ft = \$53,827.20 reduction.
4. Base Bid: Adjust item No. 129 - Warming House Building: Increase lump sum unit price from \$708,488.00 by \$4,666.26 for a new unit price of \$713,154.26. Contract Change: \$4,666.26 addition.
 - a. Reduce price for eliminating lettering at building - \$743.74 reduction;
 - b. Increase price for adding a new wall pack light for toilet enclosure area - \$1,755.00 addition;
 - c. Increase price for adding emergency shutoff for fire pit - \$705.00 addition;
 - d. Increase price for adding CT Cabinet at the building - \$1,575.00 addition;
 - e. Increase price for adding pressure reducing valve at the building - \$1,375.00 addition
5. Base Bid: Add item No. 136 - Anchoring Light Poles to Bridge at a Lump Sum unit price of \$1,465.00. Contract Change: \$1,465.00 addition.

Purpose of Change Order:

1. The Department of Labor and Industry interpreted the state plumbing code to require a duplex pumping station as opposed to the originally bid simplex pumping station. Due to this change, an additional pump was added to the station, the wet well was modified from a 24" diameter fiberglass structure to a 48" diameter concrete structure, and an additional 48" diameter concrete structure was added for a valve vault. These changes were required in order to acquire a state plumbing permit for the building.
2. Areas of planned exposed aggregate concrete were converted to standard concrete sidewalk. This was primarily in the area immediately adjacent to the warming house building. This was selected in part as a cost savings mechanism, as well as in relation to concerns with constructing exposed aggregate concrete in cold weather conditions.
3. See #2 above.
4. A series of items were changed in relation to the warming house building:
 - a. It was determined to eliminate the name of the building with lettering at the warming house, and instead only include the address on the outside of the building.
 - b. It was determined that an exterior light would be warranted near the toilet enclosure. This will reduce the risk of vandalism and provide a safer access during evening activities at the park.
 - c. An emergency shutoff for the gas fire system was added on the exterior of the building. This is to create additional safety mechanisms should there be a need by the park users to immediately shut off the gas to the fire pit. This is structured similarly to an emergency shutoff at a gas station.
 - d. Minnesota Power indicated that the voltage and amperage to the building would require a CT cabinet as opposed to a meter as indicated in the bidding documents.
 - e. As part of the installation of the water to the building, it was determined that the existing water pressure within the system was approximately 99 psi. Any water pressure over 85 psi requires a pressure reducing valve at the building.
5. In exposing the existing light pole anchoring system at the bridge along Broadway Avenue, it was found that they existing anchor bolts were not sufficient to support the proposed lighting units. In order to address this, an alternate bolting pattern was drilled and new anchor bolts were attached to the existing concrete columns along the bridge.