



CITY OF CLOQUET
City Council Agenda
AMENDED
Tuesday, December 19, 2017
7:00 p.m.
City Hall Council Chambers

CITY COUNCIL WORK SESSION

6:15 Council Picture
6:30 Utility Rate Study

Roll Call.

2. **Pledge of Allegiance.**

3. **Approval of Agenda.**

- a. Approval of December 19, 2017 Council Agenda

4. **Approval of Council Minutes.**

- a. Work Session Minutes from the December 5, 2017 meeting
b. Regular Council Minutes from the December 5, 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. 17-101, Authorizing the Payment of Bills
b. 2018 Business License Renewals
c. 2018 Employee Pay Plan
d. Community Education Agreement
e. Resolution No. 17-102, A Resolution Entering into an Agreement with the Minnesota Department of Transportation (MNDOT) for MNDOT to Act as the City's Agent in Accepting Federal Aid

6. **Public Hearings.**

None.

7. **Presentations.**

None.



**CITY OF CLOQUET
City Council Agenda
AMENDED
Tuesday, December 19, 2017
7:00 p.m.
City Hall Council Chambers**

8. Council Business.

- a. Water Treatment Plant Engineering Services
- b. Cloquet MCPP 2018 Application
- c. Ordinance 469A, An Ordinance Amending and Replacing Cloquet City Code Chapter 5.6, Regulating the Operation of Special Vehicles

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.

Cloquet City Council Work Session
Tuesday, December 5, 2017

 **DRAFT**

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

Absent: None

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

Other: J. Peterson, Pine Journal

Council Boards/ Commission

- Mr. Reeves reviewed the following Council seats on Boards and Commissions that will be expiring December 31st:
CAFD Board - Councilor Rock is resigning from his position to be replaced by Councilor Bailey, Councilor Kolodge will continue to serve on the Board. An alternate is still needed and Council agreed to advertise to the public to fill that seat.
EDA – Councilor Bailey will continue serving. Councilor Bjerkness will remain on the Economic Development Partnership.
CAHA – The City has a seat as a member of the CAHA Board but no one has ever been appointed. Councilor Langley will represent the City with CAHA.

CAHA/Wilderness Update

- Mr. Reeves reviewed the agreement between the Wilderness and CAHA for the 2018-2019 season. Discussion followed regarding how the city could help if the Wilderness were to leave. Council agreed there needs to be future conversations on how to move forward with CAHA in regard to their lease payment, an annual audit of CAHA's financials, insurance, the obligations the city has to the facility to maintain, etc.

Future Work Session Items

Mr. Reeves requested input from Councilors on future Work Session agenda items. He is still having conversations and gathering information from the union, developers, the City of Duluth for the PLA discussion; the Personnel Policy will be ready for revisiting after negotiations are complete. Mr. Reeves suggested to limit the number of heavy discussion items per meeting. Suggested agenda items discussed include: a plan of action for blight throughout the city; capital project priorities; joint meetings to include the RBC; and a 2018 council retreat.

There being no further business, the meeting adjourned at 6:45 p.m.

Respectfully Submitted,

Aaron Reeves
City Administrator

DRAFT

Regular Meeting

Roll Call

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

Councilors Absent: None

Pledge of Allegiance

AGENDA**MOTION:** Councilor Bailey moved and Councilor Rock seconded the motion to approve the December 5, 2017 agenda. The motion carried unanimously (7-0).**MINUTES****MOTION:** Councilor Maki moved and Councilor Langley seconded the motion to approve the minutes of the Work Session and Regular Meeting of November 21, 2017. The motion carried unanimously (7-0).**CONSENT AGENDA****MOTION:** Councilor Bjerkness moved and Councilor Maki seconded the motion to adopt the consent agenda of December 5, 2017, moving item 5.g., *CAB Policy Update*, to Council Business item 8.b. The motion carried unanimously (7-0).

- a. Resolution No. 17-94, Resolution 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

PUBLIC HEARINGS

Adopting the 2018 Budget

MOTION: Councilor Bjerkness moved and Councilor Bailey seconded the motion to adopt **RESOLUTION NO. 17-95, A RESOLUTION ADOPTING THE 2018 BUDGET.** The motion carried unanimously (7-0).**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:	\$25,030,500	\$30,308,225

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to adopt **RESOLUTION NO. 17-96, A RESOLUTION SUMS OF MONEY TO BE LEVIED FOR LEVY YEAR 2017, PAYABLE IN 2018.** The motion carried unanimously (7-0).

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	125,000
TOTAL LEVY	\$3,037,000

DUNLAP ISLAND / BROADWAY STREET CHANGE ORDER

MOTION: Councilor Kolodge moved and Councilor Bailey seconded the motion to approve change order No. 2 to City Contract 1070. The motion carried unanimously (7-0).

CAB POLICY UPDATE

MOTION: Councilor Bjerkness moved and Councilor Bailey seconded the motion to approve the updated Citizen Advisory Board Policy with the deletion of term limits in Rule 1(f). The motion carried unanimously (7-0).

PRESENTATIONS

There were none.

PUBLIC COMMENTS

- Eric Senarighi, Carlton County Riders, addressed the Council by introducing the club and explaining their goals of building new ATV trails and maintaining the trails that currently exist. Mr. Senarighi explained they are an available resource for ATV riders.
- Dave Johnson, Chestnut Street, thanked the community for their support and participation in the Carlton County DAV Thanksgiving meal.
- Shannon Nelson, Fairview Avenue, addressed the Council to clarify the comments made by Mayor Hallback during the October 17, 2017 Work Session meeting regarding her reasons for resigning from the Cloquet Police Department.
- Barb Wyman, Nelson Road, thanked the Council for approving the raffle permit and temporary on sale liquor license on tonight's agenda for the FDLTCC Foundation's annual Food for Thought fundraiser in January.
- Joseph Mayasch, Linda Lane, requested clarification on what the "special tax district" is on the 2018 property tax statements. Mr. Reeves explained it is in regard to the Cloquet Area Fire

District and there will be a Public Hearing on December 14th for public comment. Mr. Mayasich also commented on the narrow intersection Jean Marie Street and Linda Lane. Mr. Peterson will contact him for further discussion.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Councilor Kolodge stated his disagreement with the interruption of Ms. Nelson during the public comments portion of the meeting.

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

Aaron Reeves, City Administrator



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director
Reviewed/Approved by: Aaron Reeves, City Administrator
Date: December 18, 2017

ITEM DESCRIPTION: Payment of Bills

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 17-101, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS.**

Background/Overview

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

Policy Objectives

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

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

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

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

RESOLUTION NO. 17-101

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

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

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

101	General Fund	\$	73,924.33
207	Community Development Operating		636.27
208	Small Cities Development		157,046.93
225	Permanent Improvement		260.00
226	Park Fund		10,505.91
228	Senior Center		820.46
235	Public Works Reserve		10,260.00
405	City Sales Tax Projects		197.44
600	Water - Lake Superior Waterline		136,475.54
601	Water - In Town System		25,732.47
602	Sewer Fund		2,541.31
605	Stormwater Fund		400.00
614	CAT-7		2,809.58
	TOTAL:	\$	<u>421,610.24</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 19TH DAY OF DECEMBER, 2017.**

ATTEST:

Dave Hallback, Mayor

Aaron Reeves, City Administrator

DATE: 12/18/2017
TIME: 14:47:39
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
110950	AARDVARK SEPTIC PUMPING	5,270.00	605.00
111350	LEXISNEXIS RISK DATA MNGMT INC	550.00	50.00
117200	AMSOIL INC.	0.00	324.00
121000	ARROWHEAD SPRINGS INC	1,409.00	102.00
122000	A T & T MOBILITY	5,290.56	47.82
123050	B & B MARKET	611.40	40.00
123150	B W DISTRIBUTING	1,381.86	517.94
126980	BLOTTI CONTRACTING	11,864.55	2,956.20
134300	CARLTON COUNTY RECORDER	97.00	92.00
134600	CARLTON COUNTY SHERIFF	6,010.76	2,422.23
134800	CARLTON COUNTY TREASURER	676.57	129.25
135000	CARLTON COUNTY AUDITOR	11,903.87	2,040.25
135675	VORK ENTERPRISES INC	1,835.00	370.00
137310	CENTURY LINK	29,177.66	236.02
137340	CHAMBERLAIN OIL CO., INC.	5,417.99	618.20
139025	CINTAS	2,557.03	77.82
139800	CLOQUET AREA CHAMBER OF COMMER	56,987.93	4,009.20
142100	CLOQUET MAIL STATION	1,260.81	27.45
142800	CLOQUET SANITARY SERVICE	9,003.65	648.75
145300	COMMUNITY PRINTING	10,942.55	504.70
145500	COMPENSATION CONSULTANTS, LTD	4,363.00	583.00
147050	CONSOLIDATED TELEPHONE COMPANY	3,790.44	609.97
147605	CONTROLS & METERS, INC	0.00	1,114.85
148800	CROW GOEBEL VETERINARY CLINIC	401.50	190.00
150100	D A L C O	6,490.43	162.43
152485	DEAD ON ARMS INC	0.00	10,260.00
152550	DECAIGNY EXCAVATING	0.00	30,899.50
153800	DIGGERS HOTLINE, INC.	88.70	14.40
156400	CITY OF DULUTH COMFORTSYSTEMS	864.73	78.53
156600	DULUTH LAWN & SPORTS, INC.	96.79	18.78
160950	ELECTRIC PUMP, INC.	13,288.07	1,493.00
162640	ENVENTIS TELECOM INC	520.35	47.24
167875	FLAHERTY & HOOD, P.A.	24,576.86	145.00
169650	FORUM COMMUNICATIONS COMPANY	2,457.75	150.00
171525	G&K SERVICES	4,109.30	295.73
173275	BURAND INC	11,937.88	13,475.00
175200	GOPHER STATE ONE CALL INC	1,933.30	139.05
179340	HAGENS GLASS & PAINT	30,847.44	35.00
180425	HARRIS COMPUTER SYSTEMS	18,106.85	241.35
180500	HAWKINS INC	52,935.23	989.60
189500	INTOXIMETERS, INC.	130.85	105.00
190700	JAMAR COMPANY	17,710.16	550.00
195045	KEEPRS, INC.	10,032.13	12,897.19
197300	KRAEMER CONSTRUCTION INC	5,184.50	75.00

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CITY OF CLOQUET
VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
197800	L & M SUPPLY CO	20,228.16	1,103.60
200750	LANDMARK ENVIRONMENTAL, LLC	5,003.94	260.00
202100	LAWSON PRODUCTS INC	4,754.97	448.12
203175	LEXIPOL LLC	15,246.00	8,933.00
207400	MANEY INTERNATIONAL INC	86,165.27	238.80
209900	MCDONALD RENTALS INC	831.47	80.25
210450	MEDIACOM LLC.	2,668.74	8.36
211300	MENARDS	604.57	81.90
211400	MENARDS	5,493.47	115.85
211700	METRO SALES, INC.	2,147.38	895.77
212400	MICHAUD DIST INC	325.50	22.00
215410	MINNESOTA ENERGY RESOURCES	41,146.14	107.59
215900	MINNESOTA SAFETY COUNCIL	0.00	545.00
218400	MN CHIEFS OF POLICE ASSOC	601.90	319.00
220500	MN DEPT OF HEALTH	23,555.00	32.00
222275	MN PEIP	0.00	46,346.66
222500	MN POLICE & PEACE OFFICERS	0.00	1,150.00
222600	MN POLLUTION CONTROL AGENCY	0.00	400.00
223300	MN POWER	5,364.30	90.13
223700	MN RURAL WATER ASSN	460.00	690.00
227100	MORTON SALT	9,167.17	2,225.39
229500	NAPA AUTO PARTS	6,703.51	771.93
234600	NORTHERN BUSINESS PRODUCTS	9,902.00	438.61
235565	NORTHERN TOOL & EQUIPMENT	187.98	147.97
240725	O'REILLY AUTO ENTERPRISES LLC	2,013.82	126.43
240800	OSI ENVIRONMENTAL, INC.	0.00	2,616.25
242850	PARSONS ELECTRIC LLC	25,343.27	6,363.06
243300	PAW COMMUNICATION, INC.	2,138.48	85.00
244500	PETE & SONS INC	28.90	192.74
248600	PROGRESSIVE CONSULTING	15,129.47	6,405.86
261750	SEELYE PLASTICS, INC.	467.85	96.57
263400	SIGN PRO	5,030.00	75.00
268800	STOCK TIRE COMPANY	9,961.69	745.80
268850	STO-COTE PRODUCTS, INC	284.67	197.44
269340	LOUIS W STROM	0.00	475.00
269600	SUPER ONE FOODS CLOQUET	729.07	152.74
270100	CITY OF SUPERIOR	16,620.80	16,327.39
270200	SUPERIOR COMPUTER PRODUCTS INC	131,982.94	4,611.50
271325	NANCY GETCHELL	6,434.34	343.58
277500	TURBO DIESEL & ELECTRIC	0.00	4,019.91
282900	UPPER LAKES FOODS INC	2,417.48	211.85
284275	VSA, INC	4,278.73	950.00
284500	VAN BERGEN & MARKSON INC	30,780.17	7,695.04
284875	VERIZON WIRELESS	10,530.07	245.07

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CITY OF CLOQUET
VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
285500	VIKING INDUSTRIAL NORTH	2,129.43	31.87
289010	WELLS FARGO	89.70	40.50
292400	XEROX CORPORATION	5,118.17	330.13
R0001133	UNDEFINED	5,118.17	84.60
R0001229	PROGRESSIVE MICROTECHNOLOGY	957.81	495.00
R0001436	E D A M	0.00	295.00
R0001540	VIRGINIA ERICKSON	88.40	175.48
R0001558	JESSE BERGLUND	0.00	13.50
R0001559	CHAISE JOKINEN	0.00	72.12
R0001560	NADCP	0.00	60.00
R0001561	SKUTEVIK FLORAL	0.00	50.00

TOTAL ALL VENDORS: 209,424.81

Less:

Health/Dental/VEBA (46,393.42)
Library (3.84)
Cloquet Area Fire
District (48.56)

Total Bills Approved 162,978.99

Plus:

Small Cities Projects 157,046.93
Credit card/bill pay f 1,773.98
MN Sales Tax 1,170.66
MN Power auto pay 98,089.18
MN Energy auto pay 550.50

Total Bills 421,610.24

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
171525	G&K SERVICES	4,109.30	46.76
222275	MN PEIP		46,346.66
			46,393.42
33	INTERGOVERNMENTAL REVENUE		
134600	CARLTON COUNTY SHERIFF	6,010.76	2,422.23
	INTERGOVERNMENTAL REVENUE		2,422.23
34	CHARGES FOR SERVICES		
142800	CLOQUET SANITARY SERVICE	9,003.65	145.00
	CHARGES FOR SERVICES		145.00
41	GENERAL GOVERNMENT		
134300	CARLTON COUNTY RECORDER	97.00	92.00
135000	CARLTON COUNTY AUDITOR	11,903.87	2,040.25
142800	CLOQUET SANITARY SERVICE	9,003.65	65.45
145300	COMMUNITY PRINTING	10,942.55	77.04
145500	COMPENSATION CONSULTANTS, LTD	4,363.00	583.00
147050	CONSOLIDATED TELEPHONE COMPANY	3,790.44	304.99
150100	D A L C O	6,490.43	53.86
167875	FLAHERTY & HOOD, P.A.	24,576.86	145.00
171525	G&K SERVICES	4,109.30	77.93
190700	JAMAR COMPANY	17,710.16	550.00
197800	L & M SUPPLY CO	20,228.16	117.27
211700	METRO SALES, INC.	2,147.38	574.35
212400	MICHAUD DIST INC	325.50	22.00
234600	NORTHERN BUSINESS PRODUCTS	9,902.00	29.12
263400	SIGN PRO	5,030.00	75.00
270200	SUPERIOR COMPUTER PRODUCTS INC	131,982.94	3,884.00
284875	VERIZON WIRELESS	10,530.07	245.07
292400	XEROX CORPORATION	5,118.17	123.80
R0001561	SKUTEVIK FLORAL		50.00
	GENERAL GOVERNMENT		9,110.13

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
111350	LEXISNEXIS RISK DATA MNGMT INC	550.00	50.00
123050	B & B MARKET	611.40	40.00
135675	VORK ENTERPRISES INC	1,835.00	370.00
142800	CLOQUET SANITARY SERVICE	9,003.65	42.90
145300	COMMUNITY PRINTING	10,942.55	289.00
148800	CROW GOEBEL VETERINARY CLINIC	401.50	190.00
150100	D A L C O	6,490.43	53.86
171525	G&K SERVICES	4,109.30	96.56
189500	INTOXIMETERS, INC.	130.85	105.00
195045	KEEPRS, INC.	10,032.13	12,897.19
197800	L & M SUPPLY CO	20,228.16	53.89
203175	LEXIPOL LLC	15,246.00	8,933.00
211700	METRO SALES, INC.	2,147.38	129.97
218400	MN CHIEFS OF POLICE ASSOC	601.90	319.00
222500	MN POLICE & PEACE OFFICERS		1,150.00
234600	NORTHERN BUSINESS PRODUCTS	9,902.00	265.01
243300	PAW COMMUNICATION, INC.	2,138.48	85.00
244500	PETE & SONS INC	28.90	192.74
269340	LOUIS W STROM		475.00
269600	SUPER ONE FOODS CLOQUET	729.07	152.74
270200	SUPERIOR COMPUTER PRODUCTS INC	131,982.94	727.50
271325	NANCY GETCHELL	6,434.34	343.58
282900	UPPER LAKES FOODS INC	2,417.48	211.85
289010	WELLS FARGO	89.70	40.50
R0001133	UNDEFINED	89.70	84.60
R0001229	PROGRESSIVE MICROTECHNOLOGY	957.81	495.00
R0001560	NADCP		60.00
	PUBLIC SAFETY		27,853.89
43	PUBLIC WORKS		
121000	ARROWHEAD SPRINGS INC	1,409.00	56.00
122000	A T & T MOBILITY	5,290.56	47.82
123150	B W DISTRIBUTING	1,381.86	258.97
126980	BLOTTI CONTRACTING	11,864.55	2,956.20
137340	CHAMBERLAIN OIL CO., INC.	5,417.99	618.20
142800	CLOQUET SANITARY SERVICE	9,003.65	52.03
145300	COMMUNITY PRINTING	10,942.55	30.81
147050	CONSOLIDATED TELEPHONE COMPANY	3,790.44	43.57
171525	G&K SERVICES	4,109.30	22.94
175200	GOPHER STATE ONE CALL INC	1,933.30	69.52
197800	L & M SUPPLY CO	20,228.16	452.18

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 12/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
43	PUBLIC WORKS		
202100	LAWSON PRODUCTS INC	4,754.97	224.06
207400	MANEY INTERNATIONAL INC	86,165.27	238.80
215900	MINNESOTA SAFETY COUNCIL		545.00
227100	MORTON SALT	9,167.17	2,225.39
229500	NAPA AUTO PARTS	6,703.51	750.36
234600	NORTHERN BUSINESS PRODUCTS	9,902.00	20.63
240725	O'REILLY AUTO ENTERPRISES LLC	2,013.82	126.43
240800	OSI ENVIRONMENTAL, INC.		2,616.25
277500	TURBO DIESEL & ELECTRIC		4,019.91
292400	XEROX CORPORATION	5,118.17	55.02
	PUBLIC WORKS		15,430.09
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER	56,987.93	4,009.20
	COMMUNITY DEVELOPMENT		4,009.20
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
145300	COMMUNITY PRINTING	10,942.55	15.41
147050	CONSOLIDATED TELEPHONE COMPANY	3,790.44	43.57
169650	FORUM COMMUNICATIONS COMPANY	2,457.75	150.00
234600	NORTHERN BUSINESS PRODUCTS	9,902.00	73.17
292400	XEROX CORPORATION	5,118.17	41.27
R0001436	E D A M		295.00
	COMMUNITY DEVELOPMENT		618.42
LIBRARY FUND			
45	CULTURE AND RECREATION		
171525	G&K SERVICES	4,109.30	3.84
	CULTURE AND RECREATION		3.84
PERMANENT IMPROVEMENT			
56	CONSTRUCTION & MAINTENANCE		

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CITY OF CLOQUET
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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

PERMANENT IMPROVEMENT			
56	CONSTRUCTION & MAINTENANCE		
200750	LANDMARK ENVIRONMENTAL, LLC	5,003.94	260.00
	CONSTRUCTION & MAINTENANCE		260.00
PARK FUND			
45	CULTURE AND RECREATION		
110950	AARDVARK SEPTIC PUMPING	5,270.00	605.00
134800	CARLTON COUNTY TREASURER	676.57	129.25
142800	CLOQUET SANITARY SERVICE	9,003.65	260.13
150100	D A L C O	6,490.43	54.71
156600	DULUTH LAWN & SPORTS, INC.	96.79	18.78
179340	HAGENS GLASS & PAINT	30,847.44	35.00
197300	KRAEMER CONSTRUCTION INC	5,184.50	75.00
197800	L & M SUPPLY CO	20,228.16	319.61
209900	MCDONALD RENTALS INC	831.47	80.25
211400	MENARDS	5,493.47	115.85
215410	MINNESOTA ENERGY RESOURCES	41,146.14	107.59
223300	MN POWER	5,364.30	90.13
229500	NAPA AUTO PARTS	6,703.51	21.57
235565	NORTHERN TOOL & EQUIPMENT	187.98	147.97
242850	PARSONS ELECTRIC LLC	25,343.27	6,261.42
	CULTURE AND RECREATION		8,322.26
SENIOR CENTER FUND			
45	CULTURE AND RECREATION		
171525	G&K SERVICES	4,109.30	24.76
197800	L & M SUPPLY CO	20,228.16	13.27
242850	PARSONS ELECTRIC LLC	25,343.27	101.64
	CULTURE AND RECREATION		139.67
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
152485	DEAD ON ARMS INC		10,260.00
	PUBLIC SAFETY		10,260.00

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CITY OF CLOQUET
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INVOICES DUE ON/BEFORE 12/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
268850	STO-COTE PRODUCTS, INC	284.67	197.44
	SPECIAL PROJECTS		197.44
WATER - LAKE SUPERIOR WATERLIN			
50	STATION 1		
117200	AMSOIL INC.		162.00
137310	CENTURY LINK	29,177.66	71.82
	STATION 1		233.82
51	STATION 2		
117200	AMSOIL INC.		162.00
121000	ARROWHEAD SPRINGS INC	1,409.00	16.00
137310	CENTURY LINK	29,177.66	164.20
139025	CINTAS	2,557.03	77.82
173275	BURAND INC	11,937.88	13,475.00
180500	HAWKINS INC	52,935.23	989.60
197800	L & M SUPPLY CO	20,228.16	26.84
284500	VAN BERGEN & MARKSON INC	30,780.17	7,695.04
285500	VIKING INDUSTRIAL NORTH	2,129.43	12.87
	STATION 2		22,619.37
52	LAKE SUPERIOR WATERLINE		
152550	DECAIGNY EXCAVATING		21,649.50
153800	DIGGERS HOTLINE, INC.	88.70	14.40
270100	CITY OF SUPERIOR	16,620.80	16,327.39
	LAKE SUPERIOR WATERLINE		37,991.29
57	ADMINISTRATION		
156400	CITY OF DULUTH COMFORTSYSTEMS	864.73	78.53
	ADMINISTRATION		78.53

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INVOICES DUE ON/BEFORE 12/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
00			
R0001540	VIRGINIA ERICKSON	88.40	175.48
R0001558	JESSE BERGLUND		13.50
R0001559	CHAISE JOKINEN		72.12
			261.10
49	CLOQUET		
123150	B W DISTRIBUTING	1,381.86	155.38
142100	CLOQUET MAIL STATION	1,260.81	27.45
147605	CONTROLS & METERS, INC		1,114.85
152550	DECAIGNY EXCAVATING		9,250.00
171525	G&K SERVICES	4,109.30	13.76
197800	L & M SUPPLY CO	20,228.16	61.76
202100	LAWSON PRODUCTS INC	4,754.97	134.44
261750	SEELYE PLASTICS, INC.	467.85	96.57
268800	STOCK TIRE COMPANY	9,961.69	745.80
285500	VIKING INDUSTRIAL NORTH	2,129.43	19.00
	CLOQUET		11,619.01
54	BILLING & COLLECTION		
145300	COMMUNITY PRINTING	10,942.55	30.81
180425	HARRIS COMPUTER SYSTEMS	18,106.85	241.35
211700	METRO SALES, INC.	2,147.38	191.45
234600	NORTHERN BUSINESS PRODUCTS	9,902.00	9.40
	BILLING & COLLECTION		473.01
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	9,003.65	17.34
145300	COMMUNITY PRINTING	10,942.55	30.81
147050	CONSOLIDATED TELEPHONE COMPANY	3,790.44	130.71
175200	GOPHER STATE ONE CALL INC	1,933.30	41.72
220500	MN DEPT OF HEALTH	23,555.00	32.00
223700	MN RURAL WATER ASSN	460.00	690.00
234600	NORTHERN BUSINESS PRODUCTS	9,902.00	20.64
248600	PROGRESSIVE CONSULTING	15,129.47	6,405.86
292400	XEROX CORPORATION	5,118.17	55.02
	ADMINISTRATION & GENERAL		7,424.10

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CITY OF CLOQUET
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INVOICES DUE ON/BEFORE 12/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
123150	B W DISTRIBUTING	1,381.86	103.59
171525	G&K SERVICES	4,109.30	9.18
197800	L & M SUPPLY CO	20,228.16	58.78
202100	LAWSON PRODUCTS INC	4,754.97	89.62
211300	MENARDS	604.57	81.90
	SANITARY SEWER		343.07
56	LIFT STATIONS		
160950	ELECTRIC PUMP, INC.	13,288.07	1,493.00
	LIFT STATIONS		1,493.00
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	9,003.65	17.34
145300	COMMUNITY PRINTING	10,942.55	30.82
147050	CONSOLIDATED TELEPHONE COMPANY	3,790.44	87.13
175200	GOPHER STATE ONE CALL INC	1,933.30	27.81
234600	NORTHERN BUSINESS PRODUCTS	9,902.00	20.64
292400	XEROX CORPORATION	5,118.17	55.02
	ADMINISTRATION & GENERAL		238.76
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
222600	MN POLLUTION CONTROL AGENCY		400.00
	ADMINISTRATION & GENERAL		400.00
CABLE TELEVISION			
45	CULTURE AND RECREATION		
121000	ARROWHEAD SPRINGS INC	1,409.00	30.00
162640	ENVENTIS TELECOM INC	520.35	47.24
210450	MEDIACOM LLC.	2,668.74	8.36
284275	VSA, INC	4,278.73	950.00
	CULTURE AND RECREATION		1,035.60

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INVOICES DUE ON/BEFORE 12/19/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CLOQUET AREA FIRE DISTRICT 42	PUBLIC SAFETY		
142800	CLOQUET SANITARY SERVICE	9,003.65	48.56
	PUBLIC SAFETY		48.56
TOTAL ALL DEPARTMENTS			209,424.81



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

To: Mayor and City Council
From: Aaron Reeves, City Administrator *AK*
Date: December 12, 2017

ITEM DESCRIPTION: 2018 Employee Pay Plan

Proposed Action

Staff recommends the City Council move to approve the 2018 Pay Plan effective 01/01/2018.

Background/Overview

Attached the City Council will find the proposed 2018 Pay Plan which is consistent with the tentative wage settlement of 3% included in the Teamsters and AFSCME bargaining agreements as well as the 2018 budget.

Actual wage adjustments for the non-union staff in 2017 will be addressed with the individual employees as part of their 2017 performance evaluations and consistent with the 2018 adopted budget. These evaluations are in the process of being completed prior to the end of the year.

Policy Objectives

The City must stay in compliance with the Minnesota Pay Equity Act. This Act requires that each local government analyze its pay structure for evidence of inequities. The City is required to report its wage and benefit results to the State of Minnesota every three years to assume that it is in compliance with this Act. With the labor contracts tentatively settled, it is appropriate that for pay equity purposes the non-union group also see its portion of the Pay Plan adjusted in a similar fashion.

Financial/Budget/Grant Considerations

None beyond those already identified in the 2018 budget.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- 2018 Pay Plan.

2018 AFSCME Pay Plan (01-01-18)

<u>Job Classification</u>	<u>Grade</u>	<u>Points</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
Park Maintenance Person	8	136	\$35,291.82	\$36,527.03	\$37,805.48	\$39,128.67	\$40,498.18	\$41,915.61	\$43,382.66	\$44,901.05	\$46,472.59
Maintenance Person	8	146	\$35,291.82	\$36,527.03	\$37,805.48	\$39,128.67	\$40,498.18	\$41,915.61	\$43,382.66	\$44,901.05	\$46,472.59
Utility Billing Clerk/Receptionist	8	155	\$35,291.82	\$36,527.03	\$37,805.48	\$39,128.67	\$40,498.18	\$41,915.61	\$43,382.66	\$44,901.05	\$46,472.59
Public Works Secretary	9	163	\$37,409.32	\$38,718.65	\$40,073.80	\$41,476.38	\$42,928.06	\$44,430.54	\$45,985.61	\$47,595.10	\$49,260.93
Chief Custodian	9	173	\$37,409.32	\$38,718.65	\$40,073.80	\$41,476.38	\$42,928.06	\$44,430.54	\$45,985.61	\$47,595.10	\$49,260.93
Administrative Police Secretary	9	176	\$37,409.32	\$38,718.65	\$40,073.80	\$41,476.38	\$42,928.06	\$44,430.54	\$45,985.61	\$47,595.10	\$49,260.93
Truck Driver	9	178	\$37,409.32	\$38,718.65	\$40,073.80	\$41,476.38	\$42,928.06	\$44,430.54	\$45,985.61	\$47,595.10	\$49,260.93
Utility Maintenance Person	10	185	\$39,653.88	\$41,041.77	\$42,478.23	\$43,964.97	\$45,503.74	\$47,096.37	\$48,744.74	\$50,450.81	\$52,216.59
Accountant I	10	193	\$39,653.88	\$41,041.77	\$42,478.23	\$43,964.97	\$45,503.74	\$47,096.37	\$48,744.74	\$50,450.81	\$52,216.59
Truck Driver/Utility Maintenance Person	10	203	\$39,653.88	\$41,041.77	\$42,478.23	\$43,964.97	\$45,503.74	\$47,096.37	\$48,744.74	\$50,450.81	\$52,216.59
Qualified Pumphouse Operator - Relief	11	213	\$42,033.12	\$43,504.28	\$45,026.93	\$46,602.87	\$48,233.97	\$49,922.16	\$51,669.44	\$53,477.87	\$55,349.59
Qualified Pumphouse Operator	11	213	\$42,033.12	\$43,504.28	\$45,026.93	\$46,602.87	\$48,233.97	\$49,922.16	\$51,669.44	\$53,477.87	\$55,349.59
Fleet Services Technician	11	213	\$42,033.12	\$43,504.28	\$45,026.93	\$46,602.87	\$48,233.97	\$49,922.16	\$51,669.44	\$53,477.87	\$55,349.59
Heavy Equipment Operator	11	215.5	\$42,033.12	\$43,504.28	\$45,026.93	\$46,602.87	\$48,233.97	\$49,922.16	\$51,669.44	\$53,477.87	\$55,349.59
Engineering Technician Grade III	12	248	\$44,555.10	\$46,114.53	\$47,728.54	\$49,399.04	\$51,128.00	\$52,917.48	\$54,769.59	\$56,686.53	\$58,670.56
Lead Pumphouse Operator	12	255.5	\$44,555.10	\$46,114.53	\$47,728.54	\$49,399.04	\$51,128.00	\$52,917.48	\$54,769.59	\$56,686.53	\$58,670.56
Fleet Services Supervisor	13	275.5	\$47,228.41	\$48,881.40	\$50,592.25	\$52,362.98	\$54,195.69	\$56,092.54	\$58,055.77	\$60,087.73	\$62,190.80
Cable Station Coordinator	13	288.5	\$47,228.41	\$48,881.40	\$50,592.25	\$52,362.98	\$54,195.69	\$56,092.54	\$58,055.77	\$60,087.73	\$62,190.80
Building Official - Code Enforcement Insp.	13	298	\$47,228.41	\$48,881.40	\$50,592.25	\$52,362.98	\$54,195.69	\$56,092.54	\$58,055.77	\$60,087.73	\$62,190.80
Engineering Technician Grade II	13	300.5	\$47,228.41	\$48,881.40	\$50,592.25	\$52,362.98	\$54,195.69	\$56,092.54	\$58,055.77	\$60,087.73	\$62,190.80

AFSCME Union Positions (Library)

<u>Job Classification</u>	<u>Grade</u>	<u>Points</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
Library Aide	6	98	\$31,409.59	\$32,508.93	\$33,646.74	\$34,824.37	\$36,043.23	\$37,304.74	\$38,610.41	\$39,961.77	\$41,360.43
Library Clerk	8	136	\$35,291.82	\$36,527.03	\$37,805.48	\$39,128.67	\$40,498.18	\$41,915.61	\$43,382.66	\$44,901.05	\$46,472.59
Children's Librarian	10	208.5	\$39,653.88	\$41,041.77	\$42,478.23	\$43,964.97	\$45,503.74	\$47,096.37	\$48,744.74	\$50,450.81	\$52,216.59

Non-Union Positions

<u>Job Classification</u>	<u>Grade</u>	<u>Points</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
City Administrator	24	765	\$89,653.62	\$92,791.50	\$96,039.20	\$99,400.57	\$102,879.59	\$106,480.38	\$110,207.19	\$114,064.44	\$118,056.70
City Engineer/Dir of Pub Works	22	655	\$79,791.39	\$82,584.09	\$85,474.53	\$88,466.14	\$91,562.46	\$94,767.14	\$98,083.99	\$101,516.93	\$105,070.02
Assistant City Administrator - HR Director	21	590	\$75,274.91	\$77,909.53	\$80,636.37	\$83,458.64	\$86,379.69	\$89,402.98	\$92,532.08	\$95,770.71	\$99,122.68
Police Chief	21	610	\$75,274.91	\$77,909.53	\$80,636.37	\$83,458.64	\$86,379.69	\$89,402.98	\$92,532.08	\$95,770.71	\$99,122.68
Finance Director	20	555	\$71,014.06	\$73,499.55	\$76,072.04	\$78,734.56	\$81,490.27	\$84,342.43	\$87,294.41	\$90,349.72	\$93,511.96
Comm. Development Director	20	550	\$71,014.06	\$73,499.55	\$76,072.04	\$78,734.56	\$81,490.27	\$84,342.43	\$87,294.41	\$90,349.72	\$93,511.96
Patrol Commander	18	485	\$63,202.27	\$65,414.35	\$67,703.85	\$70,073.49	\$72,526.06	\$75,064.47	\$77,691.73	\$80,410.94	\$83,225.32
Administrative/Investigative Commander	18	470	\$63,202.27	\$65,414.35	\$67,703.85	\$70,073.49	\$72,526.06	\$75,064.47	\$77,691.73	\$80,410.94	\$83,225.32
Assistant City Engineer	18	458	\$63,202.27	\$65,414.35	\$67,703.85	\$70,073.49	\$72,526.06	\$75,064.47	\$77,691.73	\$80,410.94	\$83,225.32
Library Director	17	455	\$59,624.78	\$61,711.65	\$63,871.55	\$66,107.06	\$68,420.81	\$70,815.53	\$73,294.08	\$75,859.37	\$78,514.45
City Planner/Zoning Adm	17	455	\$59,624.78	\$61,711.65	\$63,871.55	\$66,107.06	\$68,420.81	\$70,815.53	\$73,294.08	\$75,859.37	\$78,514.45
Utility Maintenance Sup	17	410.5	\$59,624.78	\$61,711.65	\$63,871.55	\$66,107.06	\$68,420.81	\$70,815.53	\$73,294.08	\$75,859.37	\$78,514.45
Street/Park Supervisor	15	375.5	\$53,065.84	\$54,923.14	\$56,845.45	\$58,835.05	\$60,894.27	\$63,025.57	\$65,231.47	\$67,514.57	\$69,877.58
Assistant Library Director & Children's Librarian	15	350	\$53,064.81	\$54,922.08	\$56,844.35	\$58,833.90	\$60,893.09	\$63,024.35	\$65,230.20	\$67,513.26	\$69,876.22
Assist. Utility Maint. Supv.	15	341	\$53,065.84	\$54,923.14	\$56,845.45	\$58,835.05	\$60,894.27	\$63,025.57	\$65,231.47	\$67,514.57	\$69,877.58
Adult Services Librarian	13	296	\$47,228.42	\$48,881.41	\$50,592.26	\$52,362.99	\$54,195.70	\$56,092.55	\$58,055.79	\$60,087.74	\$62,190.81
Deputy City Clerk-Administrative Asst.	10	203	\$39,653.88	\$41,041.77	\$42,478.23	\$43,964.97	\$45,503.74	\$47,096.37	\$48,744.74	\$50,450.81	\$52,216.59

2018 Teamsters Union Positions

<u>Job Classification</u>	<u>Grade</u>	<u>Points</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
Police Officer	13	305	\$ 46,874.27	\$ 48,514.87	\$ 50,212.89	\$ 51,970.34	\$ 53,789.30	\$ 55,671.93	\$ 57,620.45	\$ 59,637.16	\$ 61,724.46
Detective/Sergeant	15	350	\$ 52,667.94	\$ 54,511.32	\$ 56,419.21	\$ 58,393.89	\$ 60,437.67	\$ 62,552.99	\$ 64,742.35	\$ 67,008.33	\$ 69,353.62
Patrol Sergeant	15	353.5	\$ 52,667.94	\$ 54,511.32	\$ 56,419.21	\$ 58,393.89	\$ 60,437.67	\$ 62,552.99	\$ 64,742.35	\$ 67,008.33	\$ 69,353.62



DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
Street - Water - Sewer – Engineering - Park
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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, City Engineer
Reviewed by: Aaron Reeves, City Administrator *AR*
Date: December 19, 2017

ITEM DESCRIPTION: Community Education Agreement

Proposed Action

Staff recommends the City Council move to approve the 2018 agreement with Independent School District #94 and Cloquet Community Education.

Background

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

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

Policy Objectives

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

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

Financial/Budget/Grant Considerations

Community Education has requested a 2.0% (\$1,425) "cost of living" increase for 2018. This would result in a contract amount of \$72,125. Additionally, the City previously agreed to split the cost of insurance benefits due to the full time secretarial position. This amount was estimated at \$4,500.

\$72,500 was included in the 2018 budget for this Agreement.

Advisory Committee/Commission Action

At their December meeting, the Park Commission voted unanimously to recommend approval the Agreement.

Supporting Documents Attached

- 2018 Agreement

COMMUNITY EDUCATION AGREEMENT

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

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

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

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

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

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

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

TERM OF AGREEMENT

This Agreement will be in effect from January 1, 2018 through December 31, 2018. In enumeration for said services, the City hereby agrees to pay to the District the following yearly amount on a quarterly basis:

2018 – \$72,175

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

This Agreement will expire on December 31, 2018. Either party may terminate this Agreement by giving a 90 day written notice to the other party of its intent. Written notice shall be given by either party to the other party at the following addresses:

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

ISD #94
Community Education Director
509 Carlton Avenue
Cloquet, MN 55720

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

Dated this ___ day of December, 2017

CITY OF CLOQUET

INDEPENDENT SCHOOL DISTRICT #94

By: _____
Mayor

By: _____
Chairman

By: _____
City Administrator


By: _____
Superintendent



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, City Engineer
Reviewed by: Aaron Reeves, City Administrator 
Date: December 19, 2017

ITEM DESCRIPTION: MNDOT Delegated Contracting Process Agreement

Proposed Action

Staff recommends the City Council adopt **RESOLUTION 17-102, ENTERING INTO AN AGREEMENT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION (MNDOT) FOR MNDOT TO ACT AS THE CITY'S AGENT IN ACCEPTING FEDERAL AID.**

Background/Overview

Under Statute, if the City wishes to accept federal funds for transportation related projects we must first enter into an agreement with the Minnesota Department of Transportation (MNDOT) appointing the State as our fiscal agent. Most projects are local or state funded however, entering into the attached agreement allows for the use of federal funding as it becomes available. This standard agreement would apply to all federally funded transportation improvements, replacing the current agreement which was executed in 2003.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

Entering into the proposed agreement allows for the City's use of federal funding for transportation projects as available. The DCP contracting process is complex however no direct costs are associated with the agreement.

Advisory Committee/Commission Action

N/A.

Supporting Documentation Attached

- Resolution 17-102

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

RESOLUTION NO. 17-102

**A RESOLUTION ENTERING INTO AN AGREEMENT WITH THE MINNESOTA
DEPARTMENT OF TRANSPORTATION (MNDOT) FOR MNDOT TO ACT AS THE
CITY'S AGENT IN ACCEPTING FEDERAL AID**

WHEREAS, The City desires to make use of federal funding which may be made available for eligible transportation related project.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That pursuant to Minnesota Statute Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Cloquet to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, The Mayor and City Administrator are hereby authorized and directed for and on behalf of the City of Cloquet to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1029932", a copy of which was before the City Council and which is made a part hereof by reference.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 19TH DAY OF DECEMBER 2017.**

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Aaron Reeves, City Administrator *AR*
Date: December 19, 2017

ITEM DESCRIPTION: Water Treatment Plant Engineering Services

Proposed Action

Staff recommends that the City Council move to award a professional services contract to Short Elliot Hendrickson, Inc. for preliminary design, final design, and bidding services related to construction of a new water treatment plant and associated improvements.

Background

In May of 2017, the City applied for funding under the Drinking Water Revolving Fund (DWRF) for the first of two proposed water treatment plants. The DWRF is a low interest loan program offered by the State to assist with funding priority improvements to public water supplies. Use of this funding source would save the City money on interest and various bidding fees associated with typical project financing. The City was notified in October that our application was in the fundable range for construction in 2018. If the City wishes to proceed, we need to have construction plans approved by the Health Department no later than May of 2018.

In November, Council authorized the request for proposals (RFP) from qualified firms to provide preliminary design, final design and bidding services related to the proposed water treatment plant to serve Well #8 and Spring Lake Reservoir (SLR). The City received three (3) proposals in response to the RFP as follows:

Firm	Estimated Cost Proposal
AE ₂ S	\$495,000
Progressive Consulting Engineers (PCE)	\$265,323
Short Elliot Hendrickson (SEH)	\$272,335

Unlike construction projects which are required to be awarded to the lowest responsible bidder, contracts for professional service can be evaluated on other factors such as experience, qualifications, and project approach. The RFP solicited specifically called out qualifications as key factor in the evaluation and selection process.

The selection committee for this review included 4 members of public work staff along with the City Administrator. In review of the proposals, all three Firms were found to meet minimum qualification requirements however, the committee unanimously recommends selection of SEH. Their multidisciplinary qualifications in coordination with their competitive price is an advantage given the aggressive project schedule.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

The preliminary cost estimate for this improvement is \$5.6 million. The project was included in the 2018 CIP/budget and is part of the current utility rate study. It is anticipated the project would be financed using DWRP loan funds which would become available upon plan approval by the Department of Health and award of a construction contract.

Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

- Request for Proposals

REQUEST FOR PROPOSALS



CITY OF CLOQUET **WATER TREATMENT PLANT PRELIMINARY DESIGN, FINAL DESIGN AND BIDDING SERVICES**

Issued by:

City of Cloquet, MN

November 21, 2017

TIMELINE/SCHEDULE

Proposals due: December 11, 2017 by 4:00 PM

Professional Services Contract approval: December 19, 2017

Preliminary Design Report completion: February 23, 2018

Final Design (completion of bidding documents and MDH submittal): April 13, 2018

Construction Project Bid: May 17, 2018

INTRODUCTION

The City of Cloquet is requesting proposals from qualified firms to provide preliminary design, final design and bidding services for construction of a 1,500 gpm iron and manganese removal plant to treat water from the City of Cloquet's Well #8 and Spring Lake Reservoir (SLR). This Request for Proposals (RFP) solicits information from consultants regarding their technical and practical experience, knowledge, and skills including but not limited to preliminary and final design and cost estimating related to the construction and operation of a new water treatment plant.

The project is proposed to be completed in phases: preliminary and final design (plans and specifications), and bidding phase services. If the project is awarded for construction, it is anticipated the selected consultant will be asked to provide construction administration, inspection and operator training services under a second contract to be negotiated later.

PROJECT OVERVIEW

The selected consultant team will work under the assistance and direction of the City of Cloquet Public Works staff. Building upon the City's previous work including a 2009 water distribution system model and comprehensive study, a 2016 water treatment feasibility study and 2016 pilot study, the consultant will perform all required technical engineering work to complete preliminary and final design phases with associated cost estimates for construction of a new Water Treatment Plant. The product of the preliminary design phase will form the basis for the WTP final design and bidding phases. The preliminary and final design phases and production of the subsequent plans and specifications shall meet Minnesota Department of Health standards and all applicable Federal, State and local statutes, regulations, guidelines and standards.

The City of Cloquet obtains its water supply from groundwater sources. The City operates four (4) wells (Well Nos. 1, 6, 8 & 11) that provide water to the City's distribution system. In addition to the wells identified herein, the City also obtains drinking water from its Spring Lake Reservoir system. This facility consists of two (2) ground storage tanks and a high lift booster station. One of the ground storage tanks is a concrete, open-bottom reservoir that fills via artesian conditions and flows by gravity to the second ground storage tank. Water from Well No. 1 is blended with the artesian water in the reservoir before high lift pumps convey the water into the City's distribution system.

Under the proposed project, Well No. 8 would be rerouted to combine with the Spring Lake Reservoir for treatment prior to connection to the distribution system. Well No. 1 would be disconnected from SLR and pumped directly to distribution. It is anticipated that the existing well house for Well No. 1 would be reconstructed to accommodate these system revisions. The consultants scope of services for this project should include all necessary transmission lines, well house alterations, chemical feed systems, SCADA system alterations and pump and motor upgrades which result from the new process.

Currently, the City has no water filtration system. The City's water treatment consists of feeding chlorine gas, hydrofluosilicic acid and blended polyphosphate at each well site. The City also feeds sodium hypochlorite at Well No. 1 to prevent bacteria growth in the Spring Lake Reservoir system.

This RFP does not obligate the City of Cloquet to complete the project. The City reserves the right to cancel the solicitation if such action is considered to be in its best interest.

RELEVANT PREVIOUS STUDIES/PROJECT DOCUMENTATION

1. Comprehensive Water Quality Study and System Plan, dated 2009, by Progressive Consulting Engineers, Inc.
2. Feasibility Study Water Treatment Plant Well 8, SLR & Well 11, dated 2016, by Progressive Consulting Engineers, Inc.
3. Pilot Plant Study, dated 2016, by Progressive Consulting Engineers, Inc.

SCOPE OF SERVICES

The overall scope of services sought include professional engineering for preliminary design, final design and bidding services for a water treatment facility at the City's Spring Lake Reservoir site along with pipeline and well house improvements at Wells 1 and 8. The consultant's work shall be conducted in coordination with Public Works Department staff. The initial phase of these services is completion of a preliminary design phase that evaluates alternative treatment process systems, facility layouts and estimates of cost for the construction of the Water Treatment Plant in accordance with Minnesota Department of Health standards and rules.

Once the preliminary design phase is complete and approved by City staff, the consultant shall proceed with the final design phase, preparing plans and specifications for bidding and construction. Once the City has reviewed and approved the final bidding documents, the consultant shall proceed with the bidding phase of this project.

The scope of services for each phase shall include the following tasks:

Preliminary Design:

1. Review all previous, relevant work associated with the City's water system and the proposed water treatment facility.
2. Prepare an evaluation of water treatment process options that includes consideration of steel and concrete filtration units as well as pressure filtration as would be applicable.
 - Present a review of existing studies, proposed concepts and alternatives for City staff review. Determine the city's wishes as to the extent of the preliminary design phase and alternatives to be considered further.
3. Assist City staff in determining building construction materials, exterior image and roof configuration.
4. Prepare preliminary facility layouts for the various treatment options considered that includes construction cost and 50-year life cycle cost analysis.

5. Review the existing water system's computerized control system and recommendations as to the necessary additions, alterations or its complete replacement.
6. Verify existing water treatment conformance to current Minnesota Department of Health standards.
7. Bi-weekly meetings with staff are required during Preliminary Design.
8. Development of required documentation in accordance with Minnesota Department of Health standards and rules.
9. Provide discussion of permits needed to complete the project.
10. Coordination with all utility service providers within project limits and/or impacted by the project.
11. Assist the City with identification and procurement of geotechnical services for the purposes constructing the proposed water treatment plant. Provide structural load capacities associated with the proposed water treatment plant. The City will contract directly with a geotechnical services provider for all exploration, drilling, testing and reporting services.
12. Prepare a draft Preliminary Design Report for review and comment by City staff.
13. Prepare project schedule and cost estimates that reflect Minnesota DWRP funding requirements/provisions.
14. Present final selected alternative for staff review.
15. Prepare a final report and provide City with four (4) color copies and one (1) electronic copy of the report in a PDF format.

Final Design Phase

1. After approval of the preliminary design by the Staff and City Council, prepare engineering/architectural plans, outline of specifications, and cost estimates for City Staff review.
2. Coordinate design with the City Planner and Building Official.
3. Submit plans, specifications, and cost estimates for staff review at 60% and 90% level.
4. Present final design specifications and the estimated cost of construction to the Staff, Planning Commission, and City Council for final approval.
5. Bi-weekly meetings with Staff are required during the final design.
6. Final design includes MN Department of Health final approval/permit for construction.

Deliverables

1. Four copies of plans and specifications for review by the City at two points during final design.
2. An updated opinion of probable construction cost at three points during final design, including an opinion of probable construction cost five days prior to the bid date.
3. Two hard copies and one electronic copy of final bidding documents.

Bidding Phase

1. Prepare and coordinate publication of an advertisement for bids; provide bid documents in for posting on the City's electronic bidding service (Bid Express).

2. Coordinate and attend a pre-bid meeting and site tour.
3. Receive and respond to questions from potential bidders and issue addendum(s), as required.
4. Attend the construction bid opening, review bids received, and prepare a recommendation for award letter.

Deliverables

1. Draft Advertisement for Bid.
2. Pre-bid meeting and site tour summary as required.
3. Addendum(s), as required.
4. Recommendation for award of the construction contract.
5. Assist in drafting City Council construction contract bid award and attend City Council meeting.

TIMELINE/SCHEDULE

Proposals due: December 11, 2017 by 4:00 PM

Professional Services Contract approval: December 19, 2017

Preliminary Design Report completion: February 23, 2018

Final Design (completion of bidding documents and MDH submittal): April 13, 2018

Project Bid: May 17, 2018

QUALIFICATIONS/PROPOSAL CONTENTS

The engineering consultant is required to have current, successful and comparable water treatment/filtration plant design experience; preferable with similar ground water characteristics and in the State of Minnesota. Project examples and references (3 minimum) are required. Indicate personnel assigned to the design team and their experience. Indicate all work to be performed by sub-consultants. The project team must include Civil, Process, Structural, Mechanical, and Electrical (power and SCADA) engineering services as well as Architectural services. The lead project engineer must have a minimum of 10-years of design experience with water treatment plants.

All proposals should include the following information and must be submitted in the order listed:

1. **Title Page/Cover Letter** - Introduce the consultant submitting the proposal, including the name, address, telephone number and email address of the contact person(s) representing the same, and also names of other firms or individuals participating in the proposal. Indicate other office locations, if any, where project work may be completed.
2. **Project Overview** - Summarize RFP objectives and products to demonstrate the consultant's understanding of the project.
3. **Experience and Qualifications** - Identify the general background, structure and organization, and available resources in personnel/experience/information systems of

the participating firm or firms. List at least three client references (include address and phone number) with a brief statement of services rendered. Additional information should be included to demonstrate competence and performance ability in similar projects. The project manager and other members of the project team should be identified. The respondent should identify personnel, along with a description of which project tasks each will be responsible for, and relevant detail of their training, experience and availability for this project.

4. **Work Plan** – A detailed work plan that will identify the major tasks to be accomplished and will be used as a scheduling and managing tool, as well as the basis for invoicing. With the work plan identify key tasks, key milestones with approximate dates, and deliverables.
5. **Cost Proposal** – The cost proposal should be based on the detailed work plan required to complete the requested professional services that is inclusive of all reimbursable expenses.

FEES AND EXPENCE REIMBURSEMENT

The proposal should include a schedule of hourly billing rates for each category of clerical, technical, and professional employee. Include the rates of miscellaneous charges such as mileage, copies, delivery charges, etc. Also list approximate billing multiplier used.

The preliminary estimated construction cost is \$5.2 million. An estimated design cost based on a percent of estimated construction cost and a firm “not to exceed” design cost must be indicated. Indicate a separate cost for the preliminary design and final design phases.

Indicate an estimated cost for construction administration assistance based on a percent of the preliminary estimated construction cost of \$5.2 million. Estimate should include a brief description of the level of service assumed.

Reimbursable expenses that will be required above the base amount must be listed and described.

A contract will be negotiated and approved after selection of the engineering design consultant (includes designated key project personnel by name and the entire RFP document).

Invoice period intervals are a minimum of thirty (30) days with a payment date of thirty (30) days maximum from date of invoice. Council meetings are the first and third Tuesdays of the month, with invoice deadline the Friday two weeks prior.

The City reserves the right to change engineering consultant, if warranted.

EVALUATION

The consultant for this project will be selected by determining the best qualified consulting team. The qualifications of the project team will be evaluated at the discretion of the selection committee.

The City will offer a professional services contract to the respondent evaluated by the selection committee to be the best qualified to perform the work, with the consideration of compatibility and other performance factors. It is anticipated that the project will begin as soon as a consultant is selected and the contract is executed.

SUBMITTAL

All proposals must be sent to:

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

Proposals must be received not later than 4:00 PM December 11, 2017. Submit four (4) hardcopies and one (1) electronic copy (pdf format) of the proposal. Proposals are to be sealed in mailing envelopes or packages labeled "Request for Proposals – Professional Services for Water Treatment Plant" and the responder's name and address in the return address location.

QUESTIONS & SITE VISIT

Prospective responders who have any questions regarding this RFP must submit questions by email only to:

Caleb Peterson, cpeterson@cloquetmn.gov

The deadline to submit questions regarding this RFP will be 4:00 p.m., December 8, 2017.

Tours of the existing facilities will be available to the consultant teams on an as-scheduled basis. Tour requests shall be submitted to Caleb Peterson.



Community Development Department

1307 Cloquet Avenue • Cloquet MN 55720

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

www.ci.cloquet.mn.us

To: Mayor and Cloquet City Council
From: Holly Hansen, Community Development Director
Reviewed By: Aaron Reeves, City Administrator *AR*
Date: December 6, 2017

ITEM DESCRIPTION: Cloquet MCPP 2018 Application

Proposed Action

The Cloquet City Council is asked to renew the application for 2018 for the Minnesota City Participation Program (MCPP) which provides designated funding for first time homebuyer loans within the City. The provided funding by MHFA is on a per capita basis (population), with each applicant allocated a minimum of \$100,000. Last year Cloquet had \$192,730.67 in designated program bonding funds and used \$475,730 (*spilling over into the statewide pool of funding*), translating to 247% program use. If approved by the Council, staff will submit the application to the state between the required timeframe of January 2nd and 15th.

Background/Overview

Cloquet joined this program in 2017 with three local banks (Woodlands, NSBC, and US Bank) participating as approved lenders. For 2018, Woodlands National Bank will no longer participate in the program, however, Frandsen and Wells Fargo have joined making a total of four Cloquet banks for 2018.

Minnesota Housing manages the Minnesota City Participation Program (MCPP), which uses the Tax-Exempt Bond Housing Pool Allocation authorized by the Office of Minnesota Management and Budget (MMB), to enable cities to provide first-time homebuyer loans in their communities. Self-issuance of bonds may not be economically feasible for some communities, given economies of scale necessary for successful self-issuance. Under the MCPP Program, Minnesota Housing can sell bonds on behalf of local governments to assist them in meeting local housing goals pursuant to Minnesota Statutes 474A.061 Subd. 2a.

Minnesota's statute 474A.061, Manufacturing, Housing and Public Facilities Pools (aka the "Housing Pool"), allows Minnesota Housing to access additional bonding authority through an application process administered by Minnesota Housing from January 1 through January 15 annually. Historically, Minnesota Housing competed for the 31% of the available "Housing Pool" with other self-issuers such as the Dakota County CDA, the Southeast Multi-County HRA, Washington County, and the City of St. Cloud.

In accordance with that statute, cities apply to Minnesota Housing annually for such authority. Funding allocations are allocated to participating cities on a per capita basis (population), with each applicant allocated a minimum of \$100,000.

Participants will not be responsible for paying the application deposit or processing fee this year. This is subject to change; however, Minnesota Housing will provide notification in advance of future program years if there is a deposit or processing fee. There will be a minimum usage requirement of 50% of the allocation in order to participate the following year.

Policy Objectives

Housing is a key goal of the EDA. By participating in MCPP it can effectively and efficiently provide first-time homebuyer loans in Cloquet with minimal administrative burden (done by the state). By partnering with MHFA, eligible first-time home buyers in Cloquet will have access to affordable Start Up Loan Program and Down payment and Closing Cost Loans. The City will distribute program marketing materials as we did in 2017 to participating Cloquet banks.

Financial/Budget/Grant Considerations

For 2018, there will be four financial institutions to use these first-time homebuyer funds: North Shore, US Bank, Frandsen Bank, and Wells Fargo. Staff has communicated with each institution to confirm the value of the program. There are no other costs to the City, however MHFA does require at least 50% of the allocation be used to participate the following year (Cloquet's 2017 usage was 247%). There are no administrative fees to MHFA.

Advisory Committee

At their meeting on December 6th, the EDA recommended that the Cloquet City Council approve their participation in the Minnesota City Participation Program (MCPP) by renewing their application for 2018.

Supporting Documentation Attached

- MCPP Program Overview
- Cloquet's usage report January – November 30, 2017
- 2018 Cloquet MCPP Agreement

Agenda

1. Minnesota City Participation Program Overview
2. Participation Benefits
3. Home Mortgage Overview
4. MCPP Application Process
5. What to Expect in 2018
6. Program Tips

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Minnesota City Participation Program (MCPP) Information Session

October 25, 2017



Participation Overview

- Provide first-time homebuyer loans in your community
- State Statute 474A.061
- Apply as a:
 - City
 - County
 - Multi-County
 - Provide supporting document

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Our Mission



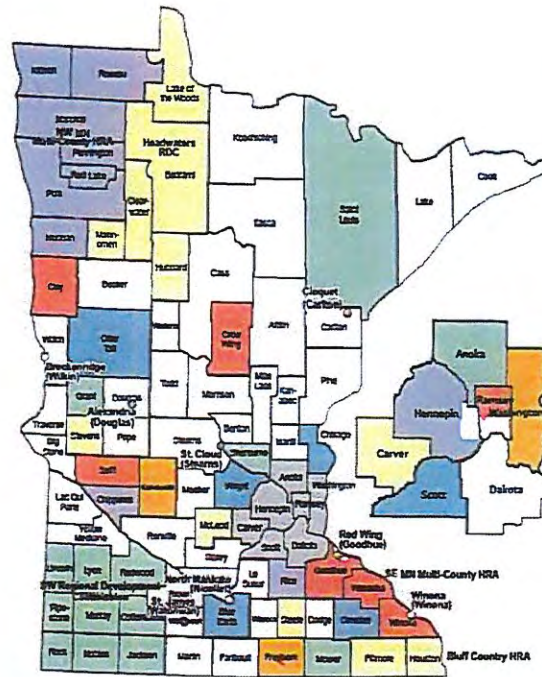
Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance affordable housing.

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Participation Benefits

- Promote first-time homeownership in your community
- Access to downpayment loans
- Minimal administrative burden
- Dedicated funding for your community
- Marketing and outreach support
- No deposit or fee in 2018
- Information on loan activity in your area

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MCPP Statewide

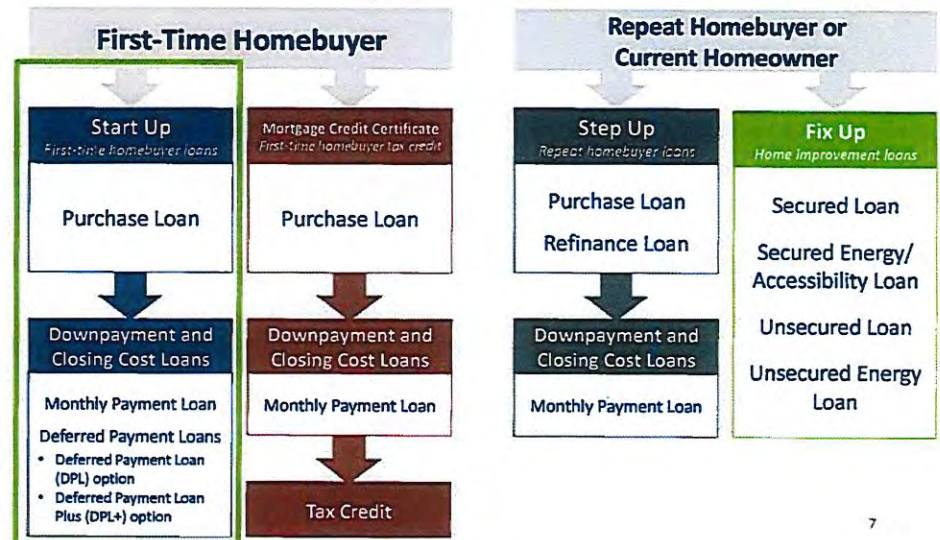
5

How it Works



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Loan Combinations



7

Layering Products

Minnesota Housing Downpayment/Closing Cost Loans (Monthly Payment Loan or Deferred Payment Loan)

Minnesota Housing First Mortgage Program (Start Up, MCC or Step Up)

Underlying Mortgage Product (Government or Conventional)

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Start Up Program Overview

- Buyers apply with a participating lender
- “Find a Lender” at mnhousing.gov

Find a Lender

Minnesota Housing works with a statewide network of lenders to provide homeownership and home improvement loans. Top Producing Loan Officers are experts in our mortgage loan programs.

See All Top Producers See All Lenders

Featured Lenders

Lender	Contact	Services
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Start Up Income Limits

Household Size	11-County Metro Area	Dodge & Olmsted Counties	All Other Counties
1-2	\$90,400	\$88,600	\$80,400
3+	\$103,900	\$101,800	\$92,400

Note: MCPP Loans need to be at or below 80% AMI

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Start Up Loan Eligibility

Minnesota Housing sets Eligibility Requirements:

- Borrower Income Limits – *on website*
- House Purchase Price Limits
 - \$306,000 in 11-County Metro
 - \$253,800 in Balance of State
- Credit and Policy Requirements
 - Credit score (640)
 - Debt-to-income
 - Downpayment and closing cost loan eligibility

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MCPD Eligibility

- Loans eligible for MCPD:
 - Start Up Program
 - Property located in applicant’s jurisdiction
 - Borrower’s income is 80% of the area median income (AMI)

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MCPD Income Limits

Household Size	11-County Metro Area	Dodge & Olmsted Counties	All Other Counties
1-4	72,300	70,800	64,300
5	78,700	77,300	70,700
6	85,100	83,700	77,100
7+	91,600	90,100	83,600

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MCPD Allocation Amount

- Total Allocation – provided by Minnesota Management and Budget (MMB)
- Minnesota Housing allocates
 - Based on population
 - Announced in February

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MCPD Application Process

- Application and Agreement Due between **January 2 and January 15**
- Provide authorized signature
- Email electronic copy to Tim Eiswirth
 - Tim.Eiswirth@state.mn.us
- Get Board approval **prior** to sending application

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Outreach Support

- Board Summary
- Brochures
- Press release/newsletter templates
- Social media templates
- Website language
- Visit/call yearly from our staff

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Program Usage Requirement

- Need to use at least 50% of allocation
 - Between Jan. 16 and Nov. 30
- Worried about usage?
 - Consider changing your participation level
 - Contact Nicola to discuss

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Usage Reports

Outreach Support

2017 MCPP Usage Report as of 10-2-17 (Applies to Start Up Program Loans Only)

Applicant Name	Allocation Amount	Committed Loans	Committed Amount	Funds Available	Percentage of Usage
Albert Lea/Frescob Co.	\$ 481,269.09	9	\$723,096.00	(\$241,826.91)	150%
Alexandria	\$ 209,520.58	4	\$540,335.00	(\$330,814.42)	258%
Arnoka	\$ 5,416,091.36	288	\$50,260,826.00	(\$44,844,734.64)	928%
Blue Earth	\$ 1,029,419.99	13	\$1,905,258.00	(\$865,838.01)	183%
Bluff Country HRA	\$ 622,185.04	6	\$742,537.00	(\$120,351.96)	119%
Breckswidge	\$ 100,000.00	2	\$281,342.00	(\$181,342.00)	281%
Carver	\$ 1,551,740.22	31	\$5,290,043.00	(\$3,738,302.78)	341%
Chippewa	\$ 190,311.91	0	\$0.00	\$190,311.91	0%
Chicago	\$ 853,348.75	31	\$5,582,489.00	(\$4,729,140.25)	654%
Clay	\$ 976,626.64	34	\$5,169,854.00	(\$4,193,227.36)	529%
Cloquet	\$ 192,730.67	3	\$327,025.00	(\$134,294.33)	170%
Crow Wing	\$ 997,044.69	4	\$503,374.00	\$493,670.69	50%
Grave	\$ 100,000.00	1	\$53,055.00	\$46,945.00	53%

[Short video for your website or social media](#)

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Program Tips

- Identify lenders that offer our program
 - “Find a Lender” at mnhousing.gov
 - Refer callers to these lenders
 - Contact lenders - Refer to program as “Start Up”
- Place our brochures in your lobby
- Use our Marketing Toolkit
- Partner with Homeownership Advisors
 - Hocmn.org

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Usage Reports

For Informational Purposes Only

Non-MOPP Eligible Start Up Loans		All MDC Loans		All Step Up Loans	
Committed Loans	Committed Amount	Committed Loans	Committed Amount	Committed Loans	Committed Amount
0	\$ -	0	\$ -	0	\$ -
1	206,060.00	0	\$ -	0	\$ -
60	11,968,615.00	8	1,768,311.00	40	8,326,137.00
4	495,978.00	0	\$ -	4	679,998.00
1	85,165.00	0	\$ -	1	47,500.00
0	\$ -	0	\$ -	0	\$ -
12	2,347,659.00	1	214,564.00	0	\$ -
0	\$ -	0	\$ -	0	\$ -
7	1,324,581.00	0	\$ -	2	346,704.00
8	1,256,634.00	0	\$ -	2	394,753.00

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For More Information

Contact:

Nicola Viana

Nicola.Viana@state.mn.us

651.297.9510

www.mnhousing.gov

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2017 MCPP Usage Report as of 11-6-17 (Applies to Start Up Program Loans Only)

For Informational Purposes Only

Applicant Name	Allocation Amount	Committed Loans	Committed Amount	Funds Available	Percentage of Usage	Non-MCPP Eligible Start Up Loans		All MCC Loans		All Step Up Loans	
						Committed Loans	Committed Amount	Committed Loans	Committed Amount	Committed Loans	Committed Amount
Albert Lea/Freeborn Co.	\$ 481,269.09	14	\$1,134,633.00	(\$653,363.91)	236%	0	\$ -	0	\$ -	0	\$ -
Alexandria	\$ 209,520.58	4	\$540,335.00	(\$330,814.42)	258%	1	\$ 206,060.00	0	\$ -	1	\$ 166,920.00
Anoka	\$ 5,416,091.36	324	\$56,797,781.00	(\$51,381,689.64)	1049%	66	\$ 13,272,204.00	9	\$ 2,015,749.00	48	\$ 9,876,547.00
Blue Earth	\$ 1,039,419.99	17	\$2,358,757.00	(\$1,319,337.01)	227%	4	\$ 495,978.00	0	\$ -	4	\$ 679,998.00
Bluff Country HRA	\$ 622,185.04	9	\$974,357.00	(\$352,171.96)	157%	0	\$ -	0	\$ -	2	\$ 232,275.00
Breckenridge	\$ 100,000.00	3	\$404,242.00	(\$304,242.00)	404%	0	\$ -	0	\$ -	0	\$ -
Carver	\$ 1,551,740.22	35	\$5,896,853.00	(\$4,345,112.78)	380%	14	\$ 2,555,699.00	2	\$ 364,390.00	1	\$ 203,250.00
Chippewa	\$ 190,311.91	0	\$0.00	\$190,311.91	0%	0	\$ -	0	\$ -	0	\$ -
Chisago	\$ 853,348.75	35	\$6,045,307.00	(\$5,191,958.25)	708%	8	\$ 1,540,497.00	0	\$ -	2	\$ 338,359.00
Clay	\$ 976,626.64	37	\$5,663,002.00	(\$4,686,375.36)	580%	10	\$ 1,545,676.00	0	\$ -	2	\$ 394,753.00
Cloquet	\$ 192,730.67	3	\$327,465.00	(\$134,734.33)	170%	1	\$ 221,906.00	0	\$ -	1	\$ 77,503.00
Crow Wing	\$ 997,044.69	6	\$728,721.00	\$268,323.69	73%	1	\$ 145,500.00	0	\$ -	0	\$ -
Grant	\$ 100,000.00	1	\$53,055.00	\$46,945.00	53%	1	\$ 72,020.00	0	\$ -	0	\$ -
Headwaters Regional Dev. Commission	\$ 1,330,864.06	16	\$2,135,525.00	(\$804,660.94)	160%	8	\$ 1,126,867.00	0	\$ -	2	\$ 301,034.00
Hennepin	\$ 12,709,229.57	429	\$75,998,582.00	(\$63,289,352.43)	598%	103	\$ 21,238,164.00	19	\$ 3,788,006.00	38	\$ 7,805,452.00
Kandiyohi	\$ 667,670.16	20	\$2,317,384.00	(\$1,649,713.84)	347%	6	\$ 958,009.00	0	\$ -	2	\$ 259,792.00
McLeod	\$ 564,323.43	14	\$1,854,405.00	(\$1,290,081.57)	329%	3	\$ 446,182.00	0	\$ -	2	\$ 351,515.00
Mower	\$ 615,384.26	56	\$4,958,771.00	(\$4,343,386.74)	806%	4	\$ 551,411.00	2	\$ 273,849.00	6	\$ 701,788.00
North Mankato	\$ 215,002.04	2	\$288,772.00	(\$73,769.96)	134%	1	\$ 157,003.00	0	\$ -	1	\$ 229,163.00
NW MN Multi-Co. HRA	\$ 1,351,517.70	10	\$1,100,948.00	\$250,569.70	81%	3	\$ 334,715.00	0	\$ -	2	\$ 212,970.00
Olmsted	\$ 2,377,728.79	73	\$10,791,028.00	(\$8,413,299.21)	454%	22	\$ 4,027,294.00	0	\$ -	11	\$ 1,745,943.00
Otter Tail	\$ 905,917.37	3	\$267,642.00	\$638,275.37	30%	0	\$ -	0	\$ -	0	\$ -
Owatonna/Steele County	\$ 576,542.85	4	\$410,071.00	\$166,471.85	71%	2	\$ 310,303.00	0	\$ -	0	\$ -
Ramsey	\$ 3,664,631.22	121	\$21,134,593.00	(\$17,469,961.78)	577%	29	\$ 5,998,589.00	7	\$ 1,282,339.00	23	\$ 4,502,269.00
Red Wing	\$ 259,686.16	5	\$711,441.00	(\$451,754.84)	274%	0	\$ -	1	\$ 91,859.00	0	\$ -
Rice	\$ 1,027,498.99	12	\$1,662,129.00	(\$634,630.01)	162%	0	\$ -	0	\$ -	1	\$ 186,725.00
Scott	\$ 2,212,970.85	69	\$12,874,605.00	(\$10,661,634.15)	582%	23	\$ 5,020,071.00	5	\$ 935,114.00	7	\$ 1,265,862.00
SE MN Multi-Co. HRA	\$ 1,176,063.85	11	\$1,818,750.00	(\$642,686.15)	138%	5	\$ 754,054.00	0	\$ -	3	\$ 618,962.00
Sherburne	\$ 1,335,057.62	52	\$9,406,202.00	(\$8,071,144.38)	705%	13	\$ 2,659,323.00	1	\$ 187,500.00	12	\$ 2,544,870.00
Saint Cloud	\$ 1,052,471.83	54	\$6,899,006.00	(\$5,846,534.17)	656%	7	\$ 859,343.00	0	\$ -	0	\$ -
Saint James	\$ 100,000.00	1	\$39,590.00	\$60,410.00	40%	0	\$ -	0	\$ -	0	\$ -
Saint Louis	\$ 3,147,222.18	46	\$4,775,079.00	(\$1,627,856.82)	152%	11	\$ 1,375,705.00	0	\$ -	12	\$ 1,399,520.00
Stevens	\$ 153,983.49	1	\$141,414.00	\$12,569.49	92%	0	\$ -	0	\$ -	0	\$ -
SW Regional Dev. Commission	\$ 1,849,608.13	9	\$710,614.00	\$1,138,994.13	38%	1	\$ 175,757.00	1	\$ 79,696.00	1	\$ 101,850.00
Swift	\$ 147,025.65	4	\$392,321.00	(\$245,295.35)	267%	0	\$ -	0	\$ -	0	\$ -
Washington	\$ 3,942,489.44	140	\$25,254,917.00	(\$21,312,427.56)	641%	35	\$ 7,183,147.00	3	\$ 614,524.00	21	\$ 4,498,578.00
Winona	\$ 433,349.51	5	\$562,521.00	(\$129,171.49)	130%	0	\$ -	0	\$ -	0	\$ -
Wright	\$ 2,063,180.91	62	\$10,458,994.00	(\$8,395,813.09)	507%	8	\$ 1,413,560.00	2	\$ 384,663.00	13	\$ 2,810,735.00
Totals	\$56,609,709.00	1,707	\$277,689,812.00		491%	390	\$ 74,645,037.00	52	\$ 10,017,689.00	218	\$ 41,506,633.00

**MINNESOTA HOUSING FINANCE AGENCY
MINNESOTA CITY PARTICIPATION PROGRAM**

**PROGRAM APPLICATION
COMMITMENT AGREEMENT**

THIS APPLICATION AND AGREEMENT (this "Agreement") is between City of Cloquet (the "City"), with its office at 1307 Cloquet Ave, Cloquet, MN 55720 and Minnesota Housing Finance Agency ("Minnesota Housing"), with its office at 400 Wabasha Street North, Suite 400, St. Paul, MN 55102.

RECITALS:

- A. Minnesota Housing, under the provisions of Minn. Stat. §474A.061, Subd. 2(a) is authorized to issue qualified mortgage bonds, as that term is used in the Internal Revenue Code of 1986, as amended (the "Code"), on behalf of the City, and it will issue bonds for that purpose (the "Bonds").
- B. The City applying to participate is a Minnesota city, county, city or county housing and redevelopment authority, economic development authority, port authority or a consortium of local government units, as defined by Minnesota Statutes §474A.061, Subd. 4(c).
- C. Minnesota Housing has implemented Minnesota Housing Finance Agency Minnesota City Participation Program (the "Program"), and will use the proceeds from the issuance of the Bonds to fund the Program.
- D. The City has requested and received a set-aside of funds from the Program.
- E. The City wishes to obtain a commitment by Minnesota Housing to direct Minnesota Housing's designated Master Servicer (the "Master Servicer") to purchase mortgage notes ("Mortgages") that will be originated by a lender or lenders that meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds (collectively, the "Lender").
- F. Mortgages that the Master Servicer purchases pursuant to the commitment requested by the City must only be for residences located within a geographic area to be established and designated by the City.
- G. Minnesota Housing is willing to issue a commitment agreeing to purchase Mortgage-Backed Securities backed by Mortgages that are (i) originated by the Lender; (ii) purchased by the Master Servicer; (iii) in accordance with the terms and conditions of this Agreement, the Program, and the Start Up Procedural Manual to be supplied by Minnesota Housing (the "Procedural Manual"), the provisions of which are hereby incorporated by reference into this Agreement as if set forth in full herein; and (iv) made to borrowers with adjusted incomes not exceeding the greater of 80 percent of statewide or area median income as calculated by Minnesota Housing.

NOW, THEREFORE, in consideration of the covenants contained in this Agreement, Minnesota Housing and the City agree as follows:

- 1. **City Requirements.** All Mortgages submitted to Minnesota Housing for purchase under the Program must comply with all of the requirements of the Program, the Start Up Procedural Manual and this Agreement.
- 2. **Commitment and Commitment Amount.** The City, which applied in January 2018 for a commitment, hereby requests that Minnesota Housing cause its Master Servicer to purchase Mortgages that have been originated by the Lender and meet the requirements of, and are made in accordance with the provisions of, this Agreement, the Program, and the Procedural Manual. Minnesota Housing, by accepting this Agreement, commits to the purchase of those Mortgages in the aggregate principal amount (the "Commitment Amount") to be determined and allocated

by Minnesota Housing in accordance with Minnesota Statutes §474A.061, Subd. 4(d), and provided to the City.

The Master Servicer will only purchase Mortgages pursuant to this Agreement securing property that, and borrowers who, satisfy the requirements and provisions of this Agreement, the Program, and the Procedural Manual. The City acknowledges that the commitment is effective upon the approval thereof by Minnesota Housing and the delivery of a copy of this Agreement by Minnesota Housing to the City.

3. **Lender Qualifications.** Lenders must meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds.

4. **Commitment Term.** The term of this Agreement and the City's participation in the Program (the "Commitment Term") will commence on January 16, 2018, and shall continue through November 30, 2018. This Agreement, and the City's participation in the Program, will automatically terminate, without the need for any action by either party hereto, at the end of the Commitment Term.

5. **Set-Aside Term.** The Commitment Amount will be set-aside and held by Minnesota Housing for the sole use by the City for a period of time to be established by Minnesota Housing, in its sole option and discretion, provided, however, that time period will not be less than six months (the "Set-Aside Term") commencing on a date to be selected and specified by Minnesota Housing. Minnesota Housing will notify the City in writing of the date on which the Set-Aside Term commences.

Any portion of the Commitment Amount not reserved for the purchase of qualifying Mortgages as of the end of the Set-Aside Term shall be canceled and returned to Minnesota Housing for redistribution under the Program. In addition, any portion of the Commitment Amount reserved for Mortgages that are not delivered to the Master Servicer for purchase within the time period delineated in the Procedural Manual for that purchase, will be canceled and Minnesota Housing will redistribute that amount under the Program. Minnesota Housing may make any funds available to the Program at the end of the Commitment Term for mortgage loans that are eligible to be financed with proceeds of the Bonds.

6. **Commitment Fees.** There is no commitment fee payable by the City for the commitment by Minnesota Housing to the purchase by the Master Servicer of qualifying Mortgages.

7. **Purchase Price.** The purchase price of each Mortgage to be purchased by the Master Servicer pursuant to this Agreement will be as set forth in the requirements of the Procedural Manual and posted on Minnesota Housing's website.

8. **Mortgage Terms.** The terms and conditions for all Mortgages, including but not limited to the interest rate, will be set from time to time by Minnesota Housing, at its sole option and discretion, and communicated to the Lender in accordance with the procedures set forth in the Procedural Manual.

9. **Area Limitation.** Minnesota Housing, pursuant to this Agreement, is required to purchase only those Mortgages that are for residences located within a geographic area to be established and designated by the City.

10. **Servicing.** The servicing of Mortgages shall be the sole responsibility of the Master Servicer or one or more other entities that Minnesota Housing may designate in its sole discretion.

11. **Remedies.** Time is of the essence hereof. In the event that the City defaults in the observance or performance of any covenant or condition in this Agreement, Minnesota Housing will be entitled to all remedies at law or in equity including, but not limited to; (i) the right to rescind acceptance of this Agreement, (ii) the right to seek equitable relief by way of injunction (mandatory or prohibitory) to prevent the breach or threatened breach of any of the provisions of this Agreement, or to enforce the performance thereof, (iii) the right to seek damages, including consequential damages, arising by virtue of Minnesota Housing's sale of its Bonds in reliance on

the City's observance and performance of the provisions of the this Agreement, and (iv) the right to terminate the this Agreement, and upon such termination the City shall have no further rights pursuant hereto, provided, however, that such termination will not diminish Minnesota Housing's rights specified in this Agreement. All remedies will be cumulative, and the exercise by Minnesota Housing of any one or more of them will not in any way alter or diminish Minnesota Housing's right to any other remedy provided herein or by law.

12. **Contract Documents.** The purchase by the Master Servicer of each Mortgage pursuant to Minnesota Housing's commitment is a contract consisting of this Agreement and the provisions and requirements contained in the Procedural Manual, with all amendments and supplements thereto in effect as of the date of Minnesota Housing's acceptance of this Agreement.

13. **Paragraph Captions and Program Headings.** The captions and headings of the paragraphs of this Agreement are for convenience only, and will not be used to interpret or define the provisions thereof.

14. **Applicable Law.** This Agreement is made and entered into in the State of Minnesota, and all questions relating to the validity, construction, performance and enforcement hereof will be governed by the laws of the State of Minnesota.

15. **Agreement Conditional Upon Minnesota Housing Approval.** This Agreement will be a binding obligation of Minnesota Housing upon its execution by Minnesota Housing and delivery of a copy of the same to the City; provided, however, Minnesota Housing may, in its sole option and discretion, any time on or after January 16, 2018 revoke such obligation and terminate this Agreement if the City has not fully executed and returned a fully executed original hereof to Minnesota Housing. That revocation and termination will be accomplished and evidenced by Minnesota Housing notifying the City thereof by way of a "Certified Letter - Return Receipt Requested" addressed and delivered to the City. Upon revocation and termination this Agreement will be null and void and of no force or effect.

16. **Issuance of Bonds.** The City hereby authorizes Minnesota Housing to issue, on behalf of the City, qualified mortgage bonds, as that term is used in the Code, in an amount equal to the Commitment Amount, and Minnesota Housing agrees to issue those bonds if and when federal law authorizes and Minnesota Housing deems it is economically feasible to do so.

(THE REMAINING PORTION OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF, the City has executed this Agreement this ____ day of _____, 2018.

CITY: City of Cloquet

By: _____
(Signature of Authorized Officer)

(Name of Authorized Officer)

Minnesota Housing APPROVAL

Minnesota Housing hereby accepts the above Program Application-Commitment Agreement and approves and grants participation in the program.

MINNESOTA HOUSING FINANCE AGENCY

By: _____
Kasey Kier

Its: Assistant Commissioner, Single-Family Division


Signed this ____ day of _____ 2018.



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: Jeff Palmer, Interim Chief of Police
Reviewed By: Aaron Reeves, City Administrator 
Date: December 14, 2017

ITEM DESCRIPTION: Ordinance 469A; An ordinance Amending and Replacing Cloquet City Code Chapter 5.6, Regulating the Operation of Special Vehicles

Proposed Action

Staff recommends Council approve **ORDINANCE 469A, AN ORDINANCE AMENDING AND REPLACING CLOQUET CITY CODE CHAPTER 5.6, REGULATING THE OPERATION OF SNOWMOBILES AND SPECIAL VEHICLES INCLUDING MOTORIZED GOLF CARTS, ALL-TERRAIN VEHICLES, UTILITY TASK VEHICLES AND MINI-TRUCKS WITHIN THE CITY OF CLOQUET.**

Background/Overview

In 2016 The State of Minnesota adopted Minnesota Statute 169.045 pertaining to the special vehicles use on roadways within a municipality. Presently, our City Code defers to the State statutes in that regard to clearly prohibit the use of such vehicles upon public roadways located within the City. Our Code goes on to indicate that use of certain vehicles is permitted where designated as permitted by the Mayor with the consent of the City Council.

On July 18, 2017, Council was asked to consider the use of special vehicles on City streets, specifically whether to allow their use. Council overwhelming agreed that the City's past practice of allowing the use was what they wish to continue into the future and directed staff to amend the ordinance and to develop a process by which this practice could continue.

Working with the City Attorney's office, it was determined that if we are going to permit the operation of such vehicles on public roadways, we will have to bring our Code into compliance with State statutes and setup a permitting process. By statute, a city can permit the operation of such vehicles on the public roads as long as they provide for a permit and insurance verification process consistent with the statute.

Policy Objectives

Continue the long-standing practice of allowing operation of special vehicles to include motorized golf carts, all-terrain vehicles, utility task vehicles and mini-trucks within the City of Cloquet.

To the Mayor and Council
Ord. No. 469A, Regulating the Operation
of Special Vehicles
December 14, 2017
Page 2

Financial/Budget/Grant Considerations

The City will receive \$10.00 per license which will off-set the cost of administering this program.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Ordinance No. 469A
- Resolution No. 17-70
- Minnesota Statute 169.045 Special Vehicle Use on Roadway

ORDINANCE 469A

AN ORDINANCE AMENDING AND REPLACING CLOQUET CITY CODE CHAPTER 5.6, REGULATING THE OPERATION OF SNOWMOBILES, OFF-HIGHWAY MOTORCYCLES AND SPECIAL VEHICLES INCLUDING ALL-TERRAIN VEHICLES, MOTORIZED GOLF CARTS, UTILITY TASK VEHICLES AND MINI-TRUCKS WITHIN THE CITY OF CLOQUET

The Mayor and City Council of the City of Cloquet does hereby ordain that Chapter 5.6 of the Cloquet City Code is hereby amended and replaced with the following:

Section 5.6: Regulation of Snowmobiles, Off-Highway Motorcycles and Special Vehicles Including All-Terrain Vehicles (ATV's), Motorized Golf Carts, Utility Task Vehicles and Mini-Trucks within City Limits

5.6.01 Intent. It is the intent of this Section to supplement Minnesota Statutes chapters 84 and 169, as they may be amended from time to time, with respect to the operation of snowmobiles, all-terrain vehicles (ATV's), off-highway motorcycles and special vehicles as defined in Minn. Stat. 169.045. This section is not intended to otherwise allow what Minnesota State Statutes prohibit, nor prohibit what Minnesota State Statutes allow.

5.6.02 Definitions.

Subd. 1 Snowmobiles. "Snowmobiles" as used in this Section shall have the meaning as defined in Minn. Stat. Section 84.81 as it may be amended from time to time and presently means any self-propelled vehicle or any vehicle propelled or drawn by a self-propelled vehicle designed to travel across ice or snow steered by skis or runners, but not operated exclusively upon railroad or trolley tracks.

Subd. 2 All-terrain Vehicles/ATV. "All-terrain vehicle or ATV" as used in this Section shall have the meaning as defined in Minn. Stat. Section 84.92 as it may be amended from time to time and presently means a motorized flotation-tired vehicle, of not less than three low pressure tires, but not more than six tires that is limited in engine displacement of less than 800 cubic centimeters and total dry weight of less than 900 pounds.

Subd. 3 Off-Highway Motorcycle. "Off-highway motorcycle" as used in this Section shall have the meaning as defined in Minn. Stat. Section 84.787 as it may be amended from time to time and presently means a motorized , off-highway vehicle traveling on two wheels and having a seat or saddle designed to be straddled by the operator and handlebars for steering control, including a vehicle that is registered under chapter 168 for highway use if it is also used for off-highway operation on trails or unimproved terrain.

Subd. 4 Motorcycle. "Motorcycle" as used in the Section shall mean every motor vehicle not otherwise defined above having a saddle for the use of the rider, and designated for travel on not more than 3 vehicles in contact with the ground, including motor scooters and bicycles with a motor attached, but excluding a tractor.

Subd. 5 Motorized Golf Cart. A vehicle commonly known as a golf cart, having at least three wheels and either an electric or gas powered motor.

Subd. 6 Mini-Truck. As defined in Minn. Stat. § 169.01, subd. 40(a), which presently is a motor vehicle that has four wheels; is propelled by an electric motor with a rated power of 7,500 watts or less or an internal combustion engine with a piston displacement capacity of 660 cubic centimeters or less; has a total dry weight of 900 to 2,200 pounds; contains an enclosed cabin and a seat for the vehicle operator; commonly resembles a pickup truck or van, including a cargo area or bed located at the rear of the vehicle; and was not originally manufactured to meet federal motor vehicle safety standards required of motor vehicles in the Code of Federal Regulations, title 49, sections 571.101 to 571.404, and successor requirements. A mini-truck does not include: a neighborhood electric vehicle or a medium-speed electric vehicle as defined by § 73.11; or a motor vehicle that meets or exceeds the regulations in the Code of Federal Regulations, title 49 section 571.500, as it may be amended from time to time.

Subd. 7 Utility Task Vehicle (UTV). A utility task vehicle means a side-by-side, four-wheel drive, off-road vehicle that has four wheels, is propelled by an internal combustion engine with a piston displacement capacity of 1,200 cubic centimeters or less, and has a total dry weight of 1,800 but less than 2,600 pounds.

Subd. 8 Motor Vehicle. “Motor Vehicle” as used in this Section shall mean every self-propelled device in, upon or by which any person or property is or may be transported or drawn within the City, regardless of whether the motor vehicle is required by law to be registered with the State of Minnesota and regardless of whether the driver, operator or person in physical control of the vehicle is required by law to have obtained a license, permit or endorsement to a license so as to lawfully operate the motor vehicle within the State of Minnesota. A Motor vehicle shall not include a vehicle moved solely by human power, but shall include without limitation the following:

- A. Snowmobile as defined in Subdivision 1;
- B. Recreational vehicles and ATV’s, including but not limited to the following:
 - (1) Motorized dirt bike having two or more wheels; and
 - (2) Motorized all-terrain vehicle having three or more wheels, such as a three-wheeler or four-wheeler; and,
- C. Off-highway motorcycle as defined in Subdivision 3;
- D. Motorcycle as defined in Subdivision 4.
- E. Any other motor vehicle as shall be defined in this Section regardless of the vehicle's number of wheels or mode of self-propulsion if other than solely by human power, including but not limited to the following types of commonly understood vehicles:
 - (1) Automobile;
 - (2) Truck; and
 - (3) Van
 - (4) Motorized Golf Cart as defined in Subdivision 5
 - (5) Mini-truck as defined in Subdivision 6
 - (6) Utility Task Vehicle as defined in Subdivision 7

5.6.03 Snowmobile and Off-Highway Motorcycle Operation. Unless otherwise specifically modified herein, the City hereby adopts (as they are amended from time to time) Minn. Stat. §84.81 to §84.915 relating to the operation of snowmobiles and §84.787 to §84.796 relating to the operation of off-highway motorcycles within the city limits. In addition, a snowmobile may be operated upon city roadways, road shoulders, and the inside bank or slope of those city streets, county roads, and state highways as are designated on a City Snowmobile Map which shall be maintained by the City provided that operation occurs on the farthest right hand side of the street, road or highway and whenever possible and legal the operation occurs within the ditch and always in the same direction as traffic.

Subd. 1. Snowmobile Restrictions. However, it shall be unlawful to operate a snowmobile within city limits as follows:

- a. On a public sidewalk used for pedestrian travel;
- b. On boulevards located within the public right-of-way;
- c. On private property except where permission has been obtained from its owner;
- d. On public property, playgrounds, parks and recreation areas except as designated on the City Snowmobile Map;
- e. On any school grounds, except as permission has been expressly obtained from school authorities;
- f. At a rate of speed in excess of 30 miles per hour but in no event at a rate of speed greater than reasonable and proper under existing conditions;
- g. To operate a snowmobile in a careless, reckless or negligent manner so as to endanger person or property; and,
- h. In a manner that disturbs, annoys or interferes with the peace and quiet of the public.

5.6.04 Authorized Use of ATV's (all-terrain vehicles), motorized golf carts, utility task vehicles and mini-trucks within city limits by permit only. Consistent with Minn. Stat. 169.045, ATV's, motorized golf carts, utility task vehicles and mini-trucks as defined in this Section, will only be allowed on designated streets or roadways within the City as designated by the City on a City ATV Route Map which shall be maintained by the City. However, operation of such vehicles upon the streets and roadways designated on the City ATV Route Map will be by permit only and will otherwise comply with the provisions of Minn. Stat. 169.045 as amended from time to time. However, from and after the adoption of this Code section no person shall drive, operate or be in physical control of any motor vehicle as shall be defined in this Section on the private property of another within the City without the express permission of the owner of the property, nor shall any person drive, operate or be in physical control of a motorized golf cart, all-terrain vehicle, utility task vehicle or mini-truck as shall be defined in this Section upon any lands owned, controlled or regulated by the City and used as a City Park, or otherwise owned by the City, except where specifically permitted by the City as shall be provided for below in this Section.

In that regard, the Mayor, subject to the consent of the Council, shall be instructed to determine what areas of the City owned, controlled or regulated lands, if any, will be allowed for this use, and in areas so designated it shall be lawful to drive, operate or be in physical control of a motorized golf cart, all-terrain vehicle, utility task vehicle or mini-truck. For purposes of designating permitted areas, the City shall post signs of the type normally used in highway traffic regulation by the City designating the areas in which such use will be permitted.

Unless otherwise specifically modified herein, the City hereby adopts the provisions of Minn. Stat. §84.92 to §84.929 relating to the operation of ATV's as they are amended from time to time and adopt them by reference.

Subd. 1. Restrictions on the permitted use of ATV's, motorized golf carts, utility task vehicles and mini-trucks. No person shall operate a motorized golf cart, all-terrain vehicle, utility task vehicle or mini-truck on streets, alleys, sidewalks or other public property without obtaining a permit as provided herein.

- A. Every application for a permit shall be made on a form supplied by the city and shall contain all of the following information:
 - (1) The name and address of the applicant.
 - (2) Model name, make and year and number of the motorized golf cart, all-terrain vehicle, utility task vehicle, or mini-truck.
 - (3) Current driver's license or reason for not having a current license.
 - (4) Other information as the city may require.
- B. The operator of an all-terrain vehicle or utility task vehicle shall either have a valid driver's license and/or a valid ATV safety certificate issued by the Commissioner of the Department of Natural Resources. Proof of the same must be in the possession of the operator at all times.
- C. The annual permit fee shall be as set forth in the annual fee schedule promulgated by the City Council, as may be amended from time to time.
- D. Permits shall be granted for a period of one year and may be renewed annually Jan. 1 to Dec. 31.
- E. No permit shall be granted or renewed unless the following conditions are met:
 - (1) The applicant must demonstrate that he or she currently holds or has held a valid Minnesota driver's license to operate a mini-truck.
 - (2) The applicant may be required to submit a certificate signed by a physician that the applicant is able to safely operate a motorized golf cart, all-terrain vehicle or utility task vehicle on designated roadways.
 - (3) The applicant must provide evidence of insurance in compliance with the provisions of Minnesota Statutes concerning insurance coverage for the golf cart, all-terrain vehicle, utility task vehicle or mini-truck.
 - (4) The applicant has not had his or her driver's license revoked as the result of criminal proceedings.
 - (5) The applicant for a permit to operate an all-terrain vehicle or utility task vehicle shall either have a valid driver's license and/or a valid ATV safety certificate issued by the Commissioner of the Department of Natural Resources.

Subd 2. Motorized golf carts, all-terrain vehicles, utility task vehicles, and mini-trucks are permitted to operate only on designated city streets, not state or federal highways, except to cross at designated intersections.

Subd 3. Motorized golf carts, all-terrain vehicles, utility task vehicles, and mini-trucks are prohibited from city sidewalks except for purposes of snow removal or unless otherwise exempt as provided herein.

Subd 4. Except for purposes of snow removal, motorized golf carts, all-terrain vehicles, and utility task vehicles and mini-trucks may only be operated on designated roadways from sunrise to sunset, unless equipped with original equipment headlights, tail lights, and rear-facing brake lights. Except for purposes of snow removal, they shall not be operated in inclement weather or when visibility is impaired by weather, smoke, fog or other conditions, or at any time when there is insufficient visibility to clearly see persons and vehicles on the roadway at a distance of 500 (Five Hundred) feet.

Subd 5. Motorized golf carts shall display the slow-moving vehicle emblem provided for in Minn. Stat. §169.045, as it may be amended from time to time, when operated on designated roadways.

Subd 6. Motorized golf carts, all-terrain vehicles, utility task vehicles, and mini-trucks shall be equipped with a rear-view mirror to provide the driver with adequate vision from behind as required by Minn. Stat. §169.70.

Subd 7. The operator of a motorized golf cart, all-terrain vehicle, utility task vehicle or mini-truck may cross any street or highway intersecting a designated roadway.

Subd 8. When operating a motorized golf cart, all-terrain vehicle, utility task vehicle or mini-truck, the operator must have a copy of the permit in his or her possession, provide proof of insurance and properly display permit in plain sight as designated by permit.

Subd 9. Every person operating a motorized golf cart, an all-terrain vehicle, a utility task vehicle or a mini-truck under permit on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minn. Stat., ch. 169, as it may be amended from time to time, except when these provisions cannot reasonably be applied to motorized golf carts or mini-trucks and except as otherwise specifically provided in Minn. Stat. §169.045(7), as it may be amended from time to time.

Subd 10. Additional Mini-truck equipment requirements:

A. A mini-truck may be operated under permit on designated roadways if it is equipped with all of the following:

- (1) At least two headlamps.
- (2) At least two tail lamps.
- (3) Front and rear turn-signal lamps.
- (4) An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror.
- (5) A windshield.
- (6) A seat belt for the driver and front passenger.

(7) A parking brake.

Subd 11. The Cloquet Police Department is authorized to suspend or revoke a permit granted hereunder upon a finding that the holder thereof has violated any of the provisions of this section or Minn. Stat., Chapter 169, as it may be amended from time to time, or if there is evidence that the permit holder cannot safely operate the motorized golf cart, all-terrain vehicle, utility task vehicle or mini-truck on the designated roadways.

Subd 12. The number of occupants on the golf cart, all-terrain vehicle, utility task vehicle or mini-truck may not exceed the design occupant load.

5.6.05 Exemptions, No permit required.

Subd. 1. Nothing in this subchapter shall prohibit a person from operating a motorized golf cart, all-terrain vehicle, utility task vehicle or mini-truck for the following purposes:

- A. Authorized city staff may operate city owned motorized golf carts, mini-trucks, all-terrain vehicles or utility task vehicles without obtaining a permit within the City on city streets, sidewalks, trails, rights-of-way, and public property when conducting city business;
- B. For law enforcement purposes;
- C. For public safety purposes including fire department and ambulance service;
- D. For emergencies and exigent circumstances as determined by the Chief of Police for the City of Cloquet.

5.6.06 Limitation of Liability. Nothing in this sub-chapter shall be construed as an assumption of liability by the City of any injuries to persons or damage to property which may result from the operation of a motorized golf cart, all-terrain vehicle, utility task vehicle or mini-truck by a permit holder, other authorized user, the grant of such permit, or the failure by the City to revoke such permit.

5.6.07 Violations and Penalties. Any person violating any provision of this code section shall be guilty of a misdemeanor and is subject to having any permit previously granted under this sub-chapter revoked.

EFFECTIVE DATE.

Subd. 1 This Ordinance shall be in full force and in effect from and after its passage, approval, recording and publication as provided by law.

Passed and adopted by the City Council of the City of Cloquet on the 19th day of December, 2017.

Dave Hallback, Mayor

Attest: _____
Aaron Reeves, City Administrator

STATE OF MINNESOTA
COUNTY OF CARLTON
CITY OF CLOQUET

RESOLUTION NO. 17-70

**A RESOLUTION AUTHORIZING PUBLICATION OF A SUMMARY OF ORDINANCE NO. 469A,
AN ORDINANCE AMENDING AND REPLACING CLOQUET CITY CODE CHAPTER 5.6, REGULATING
THE OPERATION OF SPECIAL VEHICLES INCLUDING
MOTORIZED GOLF CARTS, ALL-TERRAIN VEHICLES, UTILITY TASK VEHICLES
AND MINI-TRUCKS WITHIN THE CITY OF CLOQUET**

WHEREAS, The City Council of the City of Cloquet has duly adopted Ordinance No. 469A, An Ordinance revising Chapter 5.6 of the Municipal Code pertaining to regulating the operation of special vehicles; and

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

WHEREAS, The City Council has determined that the cost of publishing an entire chapter of the code as proposed by the City Council would be extremely expensive given the number of pages to be published; and,

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

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

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, Hereby authorizes the publication of a summary of Ordinance No. 469A; and

BE IT FURTHER RESOLVED, That a copy of Ordinance No. 469A shall be available for public viewing online at www.ci.cloquet.mn.us, at City Hall and at the Cloquet Public Library for a period of not less than thirty (30) days from the date of publication: and

BE IT FINALLY RESOLVED, That the summary published in the official newspaper shall be in the following form:

SUMMARY DESCRIPTION

NOTICE OF SUMMARY
PUBLICATION OF ORDINANCES

On December 19, 2017, at its Regular Meeting, the Cloquet City Council adopted Ordinance No. 469A, a 6-page ordinance which revises Chapter 5.6 of the City Code effective December 19, 2017. The purpose of this Chapter is to regulate the operation of special vehicles within the City of Cloquet.

The specific title of the ordinance is “**AN ORDINANCE AMENDING AND REPLACING CLOQUET CITY CODE CHAPTER 5.6, REGULATING THE OPERATION OF SPECIAL VEHICLES INCLUDING MOTORIZED GOLF CARTS, ALL-TERRAIN VEHICLES, UTILITY TASK VEHICLES AND MINI-TRUCKS WITHIN THE CITY OF CLOQUET**”. The full ordinance is available to the public for inspection online at www.ci.cloquet.mn.us, or during regular office hours at the Cloquet Public Library or at Cloquet City Hall.

PASSED BY THE CLOQUET CITY COUNCIL OF THE CITY OF CLOQUET THIS 19th DAY OF DECEMBER 2017.

Dave Hallback, Mayor

ATTEST:

Aaron Reeves, City Administrator

169.045 SPECIAL VEHICLE USE ON ROADWAY.

Subdivision 1. **Designation of roadway, permit.** The governing body of any county, home rule charter or statutory city, or town may by ordinance authorize the operation of motorized golf carts, all-terrain vehicles, utility task vehicles, or mini trucks, on designated roadways or portions thereof under its jurisdiction. Authorization to operate a motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck is by permit only. For purposes of this section:

- (1) an all-terrain vehicle has the meaning given in section 84.92;
- (2) a mini truck has the meaning given in section 169.011, subdivision 40a; and

(3) a utility task vehicle means a side-by-side, four-wheel drive, off-road vehicle that has four wheels, is propelled by an internal combustion engine with a piston displacement capacity of 1,200 cubic centimeters or less, and has a total dry weight of 1,800 but less than 2,600 pounds.

Subd. 2. **Ordinance.** The ordinance shall designate the roadways, prescribe the form of the application for the permit, require evidence of insurance complying with the provisions of section 65B.48, subdivision 5 and may prescribe conditions, not inconsistent with the provisions of this section, under which a permit may be granted. Permits may be granted for a period not to exceed three years, and may be renewed. A permit may be revoked at any time if there is evidence that the permittee cannot safely operate the motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck on the designated roadways. The ordinance may require, as a condition to obtaining a permit, that the applicant submit a certificate signed by a physician that the applicant is able to safely operate a motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck on the roadways designated.

Subd. 3. **Times of operation.** Motorized golf carts, all-terrain vehicles, and utility task vehicles may only be operated on designated roadways from sunrise to sunset, unless equipped with original equipment headlights, taillights, and rear-facing brake lights. They shall not be operated in inclement weather, except during emergency conditions as provided in the ordinance, or when visibility is impaired by weather, smoke, fog or other conditions, or at any time when there is insufficient visibility to clearly see persons and vehicles on the roadway at a distance of 500 feet.

Subd. 4. **Slow-moving vehicle emblem.** Motorized golf carts shall display the slow-moving vehicle emblem provided for in section 169.522, when operated on designated roadways.

Subd. 5. **Crossing intersecting highways.** The operator, under permit, of a motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck may cross any street or highway intersecting a designated roadway.

Subd. 6. **Application of traffic laws.** Every person operating a motorized golf cart, all-terrain vehicle, utility task vehicle, or mini truck under permit on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the provisions of this chapter, except when those provisions cannot reasonably be applied to motorized golf carts, all-terrain vehicles, utility task vehicles, or mini trucks and except as otherwise specifically provided in subdivision 7.

Subd. 7. **Nonapplication of certain laws.** The provisions of chapter 171 are applicable to persons operating mini trucks, but are not applicable to persons operating motorized golf carts, utility task vehicles, or all-terrain vehicles under permit on designated roadways pursuant to this section. Except for the requirements of section 169.70, the provisions of this chapter relating to equipment on vehicles are not applicable to motorized golf carts, utility task vehicles, or all-terrain vehicles operating, under permit, on designated roadways.

Subd. 7a. **Required equipment on mini trucks.** Notwithstanding sections 169.48 to 169.68, or any other law, a mini truck may be operated under permit on designated roadways if it is equipped with:

- (1) at least two headlamps;
- (2) at least two taillamps;
- (3) front and rear turn-signal lamps;
- (4) an exterior mirror mounted on the driver's side of the vehicle and either (i) an exterior mirror mounted on the passenger's side of the vehicle or (ii) an interior mirror;
- (5) a windshield;
- (6) a seat belt for the driver and front passenger; and
- (7) a parking brake.

Subd. 8. **Insurance.** In the event persons operating a motorized golf cart, utility task vehicle, all-terrain vehicle, or mini truck under this section cannot obtain liability insurance in the private market, that person may purchase automobile insurance, including no-fault coverage, from the Minnesota Automobile Insurance Plan under sections 65B.01 to 65B.12, at a rate to be determined by the commissioner of commerce.

History: 1982 c 549 s 2; 1986 c 452 s 19; 1Sp1986 c 3 art 2 s 12; 1987 c 337 s 121,122; 1997 c 159 art 2 s 18; 2009 c 158 s 3,10; 2011 c 107 s 89-95; 2012 c 287 art 3 s 56; 2014 c 255 s 20