



**CITY OF CLOQUET  
City Council Agenda  
AMENDED  
Tuesday, June 7, 2016  
7:00 p.m.  
City Hall Council Chambers**

**CITY COUNCIL WORK SESSION**

5:30 p.m. 2017 Budget and Capital Improvement Plan Process Overview

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
  - a. Approval of June 7, 2016 Council Agenda
4. **Approval of Council Minutes**
  - a. Work Session minutes from the May 17, 2016 meeting
  - b. Regular Council minutes from the May 17, 2016 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. 16-49, Authorizing the Payment of Bills and Payroll
  - b. 2016-2017 Liquor and Related Business License Renewals
  - c. Resolution No. 16-48, Queen of Peace Raffle and Bingo Permit
  - d. Peddlers, Solicitors, & Transient Merchant License - Carlton County Farmers Market
  - e. Peddlers, Solicitors, & Transient Merchants License - Generous Jerry's Fireworks
  - f. Outdoor Public Fireworks Display Permit – Pyrotechnics
6. **Public Hearings**

None.
7. **Presentations**
  - a. Mayor's Proclamation, Saturday, June 11, 2016 as Family Fit N Fun Day, and June 11-17, 2016 as Cloquet Bike and Walk to Work Week
  - b. Police Officers Oath of Office (Andrew Wappes, Benjamin Waller)



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**8. Council Business**

- a. Resolution No. 16-40, A Resolution Approving the Preliminary (Sketch) Site Plan for Sherman Associates Development LLC, 509 Carlton Avenue
- b. Resolution No. 16-43, A Resolution of City of Cloquet Support for the Housing Tax Credit Application by Sherman Associates to the State of Minnesota for the Adaptive Reuse of the Cloquet Middle School Building at 509 Carlton Avenue into Workforce Housing
- c. Scanlon Cooperative Merger Process
- d. Community Visioning Request for Proposal
- e. Resolution No. 16-50, A Resolution Authorizing the Cloquet Police Department to Enter into a Grant Agreement, in Partnership with the Carlton County Sheriff's Department, to Act as the Primary Agency in the Administration of the Regional Towards Zero Deaths Grant
- f. AirFiber Antenna Lease Agreement
- g. Summer Seasonal Appointments
- h. HRA Board Appointment

**9. Public Comments**

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

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

**11. Adjournment**

# City of Cloquet

## Budget Process

The entire budget process covers several months from initial budget requests to preparation of the final budget document. Major steps in the process include:

### May/June

- City Administrator and Finance Director have a budget planning meeting to discuss current economic changes for the Cloquet area, State of Minnesota and Nationally. Trends for wage and benefits, supply costs, revenue adjustments, property tax rates and other items pertinent to the budget are reviewed. A tentative budget calendar is established.
- Budget 101 review with the City Council.
- City Administrator sends request for five year capital improvement planning to departments.
- Council discusses capital equipment and project requests.
- Departments prepare budget requests and projections considering:
  - New regulations
  - Changing supply costs (fuel and electricity for example)
  - Reductions or enhancements to services
  - Changes in approach (where new technologies may improve efficiency)
  - Expected revenue changes (LGA, utility rates, or permit revenues for example)
  - Consideration of Comprehensive Plan and other plans that affect the budget
  - Council goals from Retreat and capital improvement plan
  - Opportunities for reorganization of duties or departments

### July

- City Administrator and Department Heads meet to discuss budgets.
- City Administrator and Finance Director review budget requests, analyze impacts on levies and user fees, and development of preliminary four year budget.
- Council continues to discuss capital equipment and project requests.

### August

- City Administrator reviews preliminary budget and tax levy with the Council.

### September

- Council approves preliminary budget before September 30<sup>th</sup>.
- Finance Director certifies preliminary tax levy to County (by Sept. 30<sup>th</sup> per Minnesota law).

### October/November

- Council and staff continue budget and CIP review. Changes are made based on information received from inside and outside sources.

### November

- Carlton County mails estimated tax statements to residents and businesses.

### December

- Council holds budget discussion and adopts budget, tax levy, and CIP.
- Finance Director certifies final levy to Carlton County and State of Minnesota.

### January or February

- Final budget documents are prepared and distributed.

# *City of Cloquet*

## *Fund Balance Policy*

### **Purpose**

The purpose of this policy is to establish the specific guidelines for the level of fund balances available for current and future spending in the governmental funds. The fund balance policy addresses a minimum level of unrestricted fund balance to be maintained, how the unrestricted fund balance can be used or spent down and how that fund balance will be replenished if it falls below the minimum level. The policy also addresses when fund balances will be restricted to specific purposes.

### **Background**

Government Accounting Standards Board (GASB) Statement No. 54 was enacted to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. In governmental funds, a City should identify fund balance separately between non-spendable, restricted, committed, assigned or unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

Proprietary funds' equity will be managed as a separate business-like enterprise as allowed by U.S. Generally Accepted Accounting Principals (GAAP). The funds will be monitored through operations and their rate structures. Examples of Proprietary funds include water, sewer, and storm water. Proprietary net position will be classified as either net investment in capital assets, restricted or unrestricted.

### **Governmental Fund Balance Classifications**

In accordance with GAAP, the City will classify the fund balance in the following five categories:

#### *1. Nonspendable Fund Balance*

- a. Items not expected to be converted to cash such as prepaid items and inventory.
- b. Amounts that are legally or contractually required to be maintained intact such as endowments or permanent funds.
- c. Amounts are not available for future spending.
  - i. Examples may include:
    1. Prepaid items
    2. Inventory
    3. Long-term receivables (except if offset by deferred revenue)
    4. Land held for resale

#### *2. Restricted Fund Balance*

- a. Amounts subject to externally enforceable legal restrictions as established by creditors, grantors or contributors, or constraints imposed by state statutes.
- b. The constraint is for a specific purpose and legally enforceable.
- c. Examples may include:
  - i. Unspent bond or grant proceeds
  - ii. Tax increments
  - iii. Park dedication fees
  - iv. Franchise fees
  - v. Accumulated funds in debt service funds

## *City of Cloquet* *Fund Balance Policy*

### 3. *Committed Fund Balance*

- a. Amounts constrained for a specific purpose by City Council resolution.
- b. Constraint is self-imposed (not externally constrained).
- c. Only the City Council can change the constraint by a majority vote.
- d. The decision to commit fund balance must be made prior to December 31<sup>st</sup> (the final amount can be determined after year-end once year-end entries have been made).
- e. Examples may include:
  - i. Contractual commitments that will be satisfied with existing fund balance.
  - ii. Amounts transferred to a Capital Project fund for a specific purpose.
  - iii. Internal "Savings" to fund the five year Capital Improvement Plan.
  - iv. Excess amounts in the Debt Service Funds until transferred or spent.
  - v. Cash Flows in Funds supported predominately by property tax levies or State Aids (50% of the next year's budgeted levy and LGA).

### 4. *Assigned Fund Balance*

- a. For all funds other than the General fund, any remaining positive balances not already classified as nonspendable, restricted or committed.
- b. Constraint is self-imposed (not externally constrained).
- c. Assigned fund balances demonstrate the City's intended use.
- d. Constraints may be imposed by the City Council, City Administrator or Finance Director. Constraints must have a specific purpose.
- e. No constraints will be assigned resulting in a residual deficit in the fund.
- f. Examples may include:
  - i. Appropriation of existing fund balance (amounts used to balance the subsequent year's budget).
  - ii. Budget carry-overs for specific items such as election funding, facility studies, capital improvement funding.

### 5. *Unassigned Fund Balance*

- a. For the General fund, amounts not classified in any other category.
- b. For all other governmental funds, amounts of a residual deficit in the funds.
- c. The General fund is the only fund that can report a positive unassigned fund balance.
- d. Amounts are available for any purpose.

### **Fund Balance Flow Assumptions**

The City normally intends to spend resources from fund balances in the following order as resources are available:

- Restricted
- Committed
- Assigned
- Unassigned

A different order of spending for a specific resource can be determined by the Council, City Administrator, or Finance Director. If a different order is used, it will be documented in the audit workpapers.

# *City of Cloquet*

## *Fund Balance Policy*

### **Governmental Fund Definitions**

GASB Statement 54 provides clarification of the governmental funds definitions. The definitions are added to the fund balance policy to clearly define their reporting requirements. It is also important to understand the fund classification when determining the classification of their fund balances.

1. General Fund – Used to account for all financial resources not accounted for in another fund.
2. Special Revenue Funds – Used to account for report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes (other than debt service or capital projects).
  - a. One or more specified restricted or committed revenues are foundation for the fund (comprise a substantial portion of fund's inflows).
  - b. Other inflows (i.e. interest and transfers) may be reported in fund, if restricted, committed or assigned to the specified purpose of the fund.
  - c. Restricted or committed proceeds of specific revenue sources should be expected to continue to comprise substantial portion of inflows of the fund.
  - d. Exception for specific revenue rules – General fund of Blended Component Unit (EDA).
3. Debt Service Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest payments.
4. Capital Projects Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

### **Enterprise Fund Equity**

Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises, where the City intends the cost of providing goods or services to the public be financed or recovered primarily through user charges. The City's enterprise funds include the Water, Sewer and Storm Water funds.

It is the City's intent to cover all operating, including depreciation, and non-operating expenses through user charges to eliminate the impact on taxpayers. User charges will be reviewed annually by the Finance Director to ensure adequate rates are charged for the services provided.

Enterprise funds' equity will be classified in one of the following categories:

- *Net Investment in Capital Assets.* The component of net position which is the difference between assets and liabilities of proprietary funds that consists of capital assets less both accumulated depreciation and the outstanding balance of debt that is directly attributable to the acquisition, construction or improvement of the capital assets.
- *Restricted.* The component of net position which is the difference in assets and liabilities of proprietary funds that consist of assets with constraints placed on their use by either external parties (i.e. creditors or grantors) or through constitutional provisions or enabling legislation.

## *City of Cloquet* *Fund Balance Policy*

- *Unrestricted.* The difference between the assets and liabilities of proprietary funds that is not reported as Net Investment in Capital Assets or Restricted net assets.

### **Minimum Unrestricted Fund Balances**

*General Fund* – To provide for emergencies or contingencies, such as revenue shortfalls, that the City may encounter as part of its operations the unrestricted fund balance should be at a minimum of 35% to 50% of fund operating revenues or no less than five months of operating expenditures according to the Office of the State Auditor (this includes the committed for cash flows). The City's goal will be to follow this recommendation.

*Special Revenue Funds* – The City has several special revenue funds that vary greatly in the type of activity. The unrestricted fund balances of special revenue funds funded with property tax levy should be at a minimum of 35% to 50% of fund operating revenues or no less than five months of operating expenditures according to the Office of the State Auditor (this includes the committed for cash flows). The City's goal will be to follow this recommendation if determined appropriate for the individual fund's type of activities.

*Debt Service Funds* – The balances at year end should be sufficient to meet the February 1<sup>st</sup> debt payments. Most of these funds will be restricted or committed for debt service and the assigned fund balance should be near zero.

*Capital Projects Funds* – The balances should be sufficient to fund the five year Capital Improvement Plan cash flow assumptions. Most of these funds will be committed for the capital improvement plan or committed for a specific project and the assigned fund balance should be near zero. Specific capital improvement funds may be negative because they are waiting on funding but should zero out at the end of the project.

*Internal Service Fund* – The balance should be sufficient to fund the liability. Accrued compensated absences and severances are recognized as a liability and net position should be near zero.

*Enterprise Funds* – It is expected that unrestricted net position will be large. These funds have large investments in infrastructure that need to be maintained. The City will complete a rate study for these funds every five to ten years or as otherwise determined by the City Administrator or Finance Director to ensure rates and unrestricted net position are sufficient to operate and maintain these activities long term.

# *City of Cloquet*

## *Fund Balance Policy*

### **Fund Balance Plan**

The City will use all *budgetary and financial accounting options* available to maintain the minimum level of fund balance available for appropriation in the all City Funds. Some options available include the following items:

1. A specific budgeted revenue increase (i.e. ad valorem property tax increase).
2. Increase fees for services.
3. Reduction of expenditures in the budget.
4. Transfers from other available funds.
5. Sale of capital assets.

It is the intent of the City to minimize significant fluctuations in ad valorem property tax rates. The City is strongly dependent upon Minnesota state aids to subsidize the City's expenditure budget. State legislature may approve appropriation changes that would cause the City to adjust the property tax level by a large amount to maintain an appropriate level of fund balance and to provide the services needed by the community. The Administrator and Finance Director will monitor state legislation to be aware of possible cuts or increases in State appropriations. The Administrator will report significant changes to the City Council once realized. Further, the Council may commit a portion of the budget for possible cuts to state aids.

The Finance Director will report shortfalls or surpluses in the projected fund balance levels to the City Council yearly with the Fund Balance Plan to meet fund balance policy, or as soon as found to be a significant impact, whichever is sooner. The City Council is responsible for reviewing and approving the Fund Balance Plan.

If a *fund deficit* occurs, the plan should address the how deficits will be eliminated. The Finance Director will report the plan's effectiveness to the Administrator and City Council on a yearly basis. The fund balance must be restored to the targeted level within a reasonable amount of time.

A *fund surplus* above all internal and external constraints may also occur. In this case, the Finance Director will notify the City Council yearly in the Fund Balance Plan to discuss the circumstances of the surplus and determine whether or not the established threshold is effective. Some appropriate plans for using fund surpluses include the following items (but are not limited to):

1. Move budgeted expenditure into a future year due to unforeseen circumstances.
2. Fund a one-time project or project planning that would not normally be budgeted in the on-going operations of the City.
3. Return unused dollars to donors.
4. Transfer excess funds to another City fund to finance a project or cover a shortfall.

### **Other Policy Considerations**

The City's *credit rating* for debt financing and investing will also be considered in the level of required General fund balance. The City Council may further restrict the required fund balance level to meet a higher credit rating need if possible. The City's credit rating is reviewed by the Administrator, Finance Director, and bond counsel when necessary. The City Administrator or Finance Director shall be responsible for conducting rating reviews.



City of Cloquet, MN

Capital Plan

2016 thru 2025

PROJECTS BY DEPARTMENT

| Department                                      | #      | Priority | 2016           | 2017          | 2018             | 2019             | 2020          | 2021             | 2022   | 2023   | 2024             | 2025   | Total             |
|---|--------|----------|----------------|---------------|------------------|------------------|---------------|------------------|--------|--------|------------------|--------|-------------------|
| <b>Administration</b>                           |        |          |                |               |                  |                  |               |                  |        |        |                  |        |                   |
| Cable TV Equipment Replacement                  | A-004  | 3        | 10,000         | 15,000        | 5,000            | 2,500            | 2,500         |                  |        |        |                  |        | 35,000            |
| City Hall Network Server Replacement            | A-007  | 2        |                |               |                  |                  | 25,000        |                  |        |        | 20,000           |        | 45,000            |
| City Building Energy & Renovation Projects      | A-012  | 2        | 23,000         |               | 5,400,000        |                  |               | 9,500,000        |        |        | 2,775,000        |        | 17,698,000        |
| City Hall Technology and Laserfishe Project     | A-014  | 3        | 100,000        |               |                  |                  |               |                  |        |        |                  |        | 100,000           |
| <b>Administration Total</b>                     |        |          | <b>133,000</b> | <b>15,000</b> | <b>5,405,000</b> | <b>2,500</b>     | <b>27,500</b> | <b>9,500,000</b> |        |        | <b>2,795,000</b> |        | <b>17,878,000</b> |
| <b>Community Development</b>                    |        |          |                |               |                  |                  |               |                  |        |        |                  |        |                   |
| Highway 33 - I35 Development Project            | CD-003 | 2        |                |               |                  | 1,460,000        |               | 5,000,000        |        |        |                  |        | 6,460,000         |
| <b>Community Development Total</b>              |        |          |                |               |                  | <b>1,460,000</b> |               | <b>5,000,000</b> |        |        |                  |        | <b>6,460,000</b>  |
| <b>Parks</b>                                    |        |          |                |               |                  |                  |               |                  |        |        |                  |        |                   |
| Replacement of 2010 Single Axle Ford Dump Truck | PE-601 | 3        |                |               |                  |                  | 40,000        |                  |        |        |                  |        | 40,000            |
| Replacement of 2011 John Deere Front Mower      | PE-602 | 3        |                |               |                  |                  | 41,000        |                  |        |        |                  |        | 41,000            |
| Replacement of 1999 Chevrolet 3500 One Ton Dump | PE-603 | 3        |                |               |                  |                  |               |                  |        |        |                  | 58,500 | 58,500            |
| Replacement of 2012 Ford Dump Truck             | PE-604 | 3        |                |               |                  |                  |               |                  | 54,000 |        |                  |        | 54,000            |
| Replacement of 2014 Ford Crew Cab Pickup #605   | PE-605 | 3        |                |               |                  |                  |               |                  |        | 50,000 |                  |        | 50,000            |
| Replacement of John Deere 1145 Tractor/Mower    | PE-606 | 3        | 40,000         |               |                  |                  |               |                  |        |        |                  |        | 40,000            |
| Replace 2014 SkiDoo Skandic Grooming Snowmobile | PE-608 | 2        |                |               |                  |                  |               |                  |        |        | 17,000           |        | 17,000            |
| Replacement of 2003 Toro Workman Groomer        | PE-611 | 3        |                |               | 20,000           |                  |               |                  |        |        |                  |        | 20,000            |
| Replacement of Parks Trailer #613               | PE-613 | 4        |                | 15,000        |                  |                  |               |                  |        |        |                  |        | 15,000            |
| Replacement of 2013 Toro Groundmaster Mower     | PE-614 | 3        |                |               |                  |                  |               | 55,000           |        |        |                  |        | 55,000            |

| Department                                     | #      | Priority | 2016             | 2017             | 2018             | 2019             | 2020           | 2021             | 2022           | 2023          | 2024          | 2025          | Total            |
|--|--------|----------|------------------|------------------|------------------|------------------|----------------|------------------|----------------|---------------|---------------|---------------|------------------|
| Riverfront Improvements - North Shoreline      | PP-002 | 4        |                  | 150,000          |                  |                  |                |                  |                |               |               |               | 150,000          |
| Hilltop Park Improvements                      | PP-004 | 5        | 35,000           |                  |                  |                  |                |                  |                |               |               |               | 35,000           |
| Fauley Park Improvements                       | PP-008 | 2        | 180,000          |                  |                  |                  |                |                  |                |               |               |               | 180,000          |
| Pine Valley Park Improvements                  | PP-010 | 5        |                  |                  | 600,000          |                  |                |                  |                |               |               |               | 600,000          |
| Braun Park Field Irrigation                    | PP-011 | 1        |                  |                  |                  |                  | 200,000        |                  |                |               |               |               | 200,000          |
| Pinehurst Park Equipment Improvements          | PP-013 | 1        |                  |                  |                  | 100,000          |                |                  |                |               |               |               | 100,000          |
| Reroof Park Shelter Buildings                  | PP-014 | 2        |                  | 10,000           |                  |                  |                |                  |                |               |               |               | 10,000           |
| Athletic Park Re-design and Development        | PP-015 | 3        |                  |                  |                  |                  |                | 1,000,000        |                |               |               |               | 1,000,000        |
| Regional Trail Development                     | PP-017 | 2        |                  |                  | 100,000          |                  |                |                  |                |               |               |               | 100,000          |
| General Park Development Design                | PP-018 | 2        | 20,000           | 20,000           | 20,000           | 20,000           |                |                  |                |               |               |               | 80,000           |
| Pine Valley Facility Improvements              | PP-019 | 2        |                  |                  | 600,000          |                  |                |                  |                |               |               |               | 600,000          |
| New Community Sign                             | PP-021 | 3        | 35,000           |                  |                  |                  |                |                  |                |               |               |               | 35,000           |
| Skyline Blvd Landscaping                       | PP-023 | 1        | 100,000          |                  |                  |                  |                |                  |                |               |               |               | 100,000          |
| Veterans Park Improvements                     | PP-024 | 2        | 675,000          |                  |                  |                  |                |                  | 250,000        |               |               |               | 925,000          |
| New Skate Park Construction                    | PP-025 | 3        | 100,000          |                  |                  |                  |                |                  |                |               |               |               | 100,000          |
| Wentworth Park Redevelopment                   | PP-026 | 3        |                  | 180,000          |                  |                  |                |                  |                |               |               |               | 180,000          |
| Veterans Park/Highway 33 Landscaping           | PP-027 | 3        | 57,000           |                  |                  |                  |                |                  |                |               |               |               | 57,000           |
| Fauley Park/Highway 33 Landscaping             | PP-028 | 3        | 40,000           |                  |                  |                  |                |                  |                |               |               |               | 40,000           |
| Riverview Park/Hospital/Highway 33 Landscaping | PP-029 | 3        |                  | 50,000           |                  |                  |                |                  |                |               |               |               | 50,000           |
| Dunlap/Spafford Parks/Highway 33 Landscaping   | PP-030 | 3        |                  | 228,000          |                  |                  |                |                  |                |               |               |               | 228,000          |
| Walmart Intersection/Highway 33 Landscaping    | PP-031 | 3        |                  |                  | 550,000          |                  |                |                  |                |               |               |               | 550,000          |
| Applebees Intersection/Highway 33 Landscaping  | PP-032 | 3        |                  |                  |                  | 1,000,000        |                |                  |                |               |               |               | 1,000,000        |
| Dunlap Island Redevelopment                    | PP-033 | 2        |                  | 2,700,000        |                  |                  |                |                  |                |               |               |               | 2,700,000        |
| Parking Fencing Replacement                    | PP-034 | 2        | 140,000          |                  |                  |                  |                |                  |                |               |               |               | 140,000          |
| <b>Parks Total</b>                             |        |          | <b>1,422,000</b> | <b>3,353,000</b> | <b>1,890,000</b> | <b>1,120,000</b> | <b>281,000</b> | <b>1,055,000</b> | <b>304,000</b> | <b>50,000</b> | <b>17,000</b> | <b>58,500</b> | <b>9,550,500</b> |
| <b>Police</b>                                  |        |          |                  |                  |                  |                  |                |                  |                |               |               |               |                  |
| Squad Car Replacement                          | PD-002 | 2        | 53,000           | 90,000           | 90,000           | 90,000           | 90,000         |                  |                |               |               |               | 413,000          |
| Small Business Server and Backup Software      | PD-006 | 2        |                  | 15,000           |                  |                  |                |                  |                |               |               |               | 15,000           |
| Early Warning Sirens                           | PD-009 | 2        |                  | 18,000           |                  |                  |                |                  |                |               |               |               | 18,000           |
| Development of Crime Lab                       | PD-010 | 2        | 12,000           |                  |                  |                  |                |                  |                |               |               |               | 12,000           |
| <b>Police Total</b>                            |        |          | <b>65,000</b>    | <b>123,000</b>   | <b>90,000</b>    | <b>90,000</b>    | <b>90,000</b>  |                  |                |               |               |               | <b>458,000</b>   |
| <b>Street</b>                                  |        |          |                  |                  |                  |                  |                |                  |                |               |               |               |                  |
| Replacement of John Deere Loader #202          | SE-202 | 3        |                  |                  | 150,000          |                  |                |                  |                |               |               |               | 150,000          |

| Department                                      | #       | Priority | 2016           | 2017             | 2018             | 2019           | 2020           | 2021 | 2022           | 2023           | 2024 | 2025           | Total            |
|---|---------|----------|----------------|------------------|------------------|----------------|----------------|------|----------------|----------------|------|----------------|------------------|
| Replacement of 2000 Grader # 203                | SE-203  | 3        |                |                  |                  | 350,000        |                |      |                |                |      |                | 350,000          |
| Replacement of 2004 Single Axle Dump Truck #211 | SE-211  | 3        |                |                  |                  |                | 60,000         |      |                |                |      |                | 60,000           |
| Replacement of Dump Truck #212                  | SE-212  | 3        |                |                  |                  |                |                |      |                |                |      | 270,000        | 270,000          |
| Replacement of Backhoe #223                     | SE-223  | 2        |                |                  |                  |                |                |      |                | 320,000        |      |                | 320,000          |
| Replacement of 2005 Dump Truck #224             | SE-224  | 3        |                | 215,000          |                  |                |                |      |                |                |      |                | 215,000          |
| Replacement of 2012 One-Ton Dump Truck #226     | SE-226  | 3        |                |                  |                  |                |                |      | 65,000         |                |      |                | 65,000           |
| Replace 2012 Engineering Transit Van #503       | SE-503  | 3        |                |                  |                  |                |                |      | 35,000         |                |      |                | 35,000           |
| Miscellaneous Street Repair and Overlays        | STP-010 | 3        | 0              | 685,000          | 660,000          | 622,000        | 665,000        |      |                |                |      |                | 2,632,000        |
| Pine Tree Plaza Frontage Road                   | STP-032 | 1        |                |                  | 470,000          |                |                |      |                |                |      |                | 470,000          |
| Safe Routes to School Pedestrian Improvements   | STP-034 | 2        | 152,000        |                  |                  |                |                |      |                |                |      |                | 152,000          |
| Repaving of West I-35 Frontage Road             | STP-035 | 3        | 385,000        |                  |                  |                |                |      |                |                |      |                | 385,000          |
| Highway 33 Frontage Road (L&M to Walmart)       | STP-037 | n/a      | 361,000        |                  |                  |                |                |      |                |                |      |                | 361,000          |
| Broadway Street Overlay and Streetscape         | STP-038 | n/a      |                | 1,000,000        |                  |                |                |      |                |                |      |                | 1,000,000        |
| <b>Street Total</b>                             |         |          | <b>898,000</b> | <b>1,900,000</b> | <b>1,280,000</b> | <b>972,000</b> | <b>725,000</b> |      | <b>100,000</b> | <b>320,000</b> |      | <b>270,000</b> | <b>6,465,000</b> |

### Street & Utilities

|   |          |     |                |  |               |                  |  |                  |  |  |  |  |                  |
|---|----------|-----|----------------|--|---------------|------------------|--|------------------|--|--|--|--|------------------|
| Replacement of Air Compressor #218                  | SE-218   | 4   |                |  | 30,000        |                  |  |                  |  |  |  |  | 30,000           |
| West Selmsler Avenue and Side Street Reconstruction | STUP-002 | 5   |                |  |               |                  |  | 750,000          |  |  |  |  | 750,000          |
| 3rd Street Reconstruction - Cloquet to Carlton Ave  | STUP-004 | 3   | 930,000        |  |               |                  |  |                  |  |  |  |  | 930,000          |
| Jasper Street Reconstruction (Phase 1)              | STUP-005 | 2   |                |  |               |                  |  | 901,000          |  |  |  |  | 901,000          |
| West End Arch Street/Park Avenue Reconstruction     | STUP-006 | 3   |                |  |               |                  |  | 697,000          |  |  |  |  | 697,000          |
| Antus Addition/14th Street Utility Extension        | STUP-008 | n/a |                |  |               | 1,250,000        |  |                  |  |  |  |  | 1,250,000        |
| <b>Street &amp; Utilities Total</b>                 |          |     | <b>930,000</b> |  | <b>30,000</b> | <b>1,250,000</b> |  | <b>2,348,000</b> |  |  |  |  | <b>4,558,000</b> |

### Utilities

|  |        |     |        |         |  |  |        |  |        |  |  |  |         |
|--|--------|-----|--------|---------|--|--|--------|--|--------|--|--|--|---------|
| Dunlap Island Lift Station Generator         | SE-002 | n/a |        | 25,000  |  |  |        |  |        |  |  |  | 25,000  |
| Portable Lift Station Generator              | SE-003 | 3   | 35,000 |         |  |  |        |  |        |  |  |  | 35,000  |
| Sanitary Sewer CIPP Lining                   | SP-005 | 1   |        | 150,000 |  |  |        |  |        |  |  |  | 150,000 |
| Replacement of 1996 Chevrolet Pickup #232    | WE-004 | 4   |        |         |  |  | 40,000 |  |        |  |  |  | 40,000  |
| Replacement of John Deere 1445 Tractor/Mower | WE-306 | 3   | 42,000 |         |  |  |        |  |        |  |  |  | 42,000  |
| Replacement of 2007 Pickup Truck #307        | WE-307 | 3   |        |         |  |  |        |  | 35,000 |  |  |  | 35,000  |

| Department                                      | #       | Priority | 2016             | 2017             | 2018             | 2019             | 2020             | 2021              | 2022           | 2023           | 2024             | 2025           | Total             |
|---|---------|----------|------------------|------------------|------------------|------------------|------------------|-------------------|----------------|----------------|------------------|----------------|-------------------|
| Construction of New Well                        | WP-003  | 3        | 170,000          |                  |                  |                  |                  |                   |                |                |                  |                | 170,000           |
| Rehabilitation of Spring Lake Reservoir         | WP-012  | 4        | 300,000          |                  |                  |                  |                  |                   |                |                |                  |                | 300,000           |
| West Side Water Extension Project               | WP-013  | 4        |                  |                  |                  |                  |                  | 1                 |                |                |                  |                | 1                 |
| Water Extension Study                           | WP-017  | 3        | 30,000           |                  |                  |                  |                  |                   |                |                |                  |                | 30,000            |
| Station 1 Electrical System Upgrades            | WP-018  | 2        |                  | 1,070,000        |                  |                  |                  |                   |                |                |                  |                | 1,070,000         |
| Painting of 2MG Station 2 Reservoir             | WP-019  | 2        |                  |                  |                  | 570,000          |                  |                   |                |                |                  |                | 570,000           |
| Painting of 5MG Harris Reservoir                | WP-020  | 3        |                  |                  |                  | 945,000          |                  |                   |                |                |                  |                | 945,000           |
| Replacement of 2005 One-Ton Pickup #301         | WSE-001 | 3        |                  |                  |                  |                  | 50,000           |                   |                |                |                  |                | 50,000            |
| Replacement of Mainline Sewer Televising Camera | WW-406  | 2        |                  |                  |                  |                  |                  |                   |                |                | 120,000          |                | 120,000           |
| <b>Utilities Total</b>                          |         |          | <b>577,000</b>   | <b>1,245,000</b> |                  | <b>1,515,000</b> | <b>90,000</b>    | <b>1</b>          | <b>35,000</b>  |                | <b>120,000</b>   |                | <b>3,582,001</b>  |
| <b>GRAND TOTAL</b>                              |         |          | <b>4,025,000</b> | <b>6,636,000</b> | <b>8,695,000</b> | <b>6,409,500</b> | <b>1,213,500</b> | <b>17,903,001</b> | <b>439,000</b> | <b>370,000</b> | <b>2,932,000</b> | <b>328,500</b> | <b>48,951,501</b> |

**Report criteria:**

Active Projects

All Categories

All Departments

All Priority Levels

All Projects

All Source Types

All What Else Do We Need data

Type: E or I or V or Z

City of Cloquet, MN

Capital Plan

2026 thru 2035

PROJECTS BY DEPARTMENT

| Department  | #      | Priority | 2026           | 2027 | 2028           | 2029           | 2030          | 2031           | 2032 | 2033 | 2034           | 2035 | Total            |
|---|--------|----------|----------------|------|----------------|----------------|---------------|----------------|------|------|----------------|------|------------------|
| <b>Parks</b>                                      |        |          |                |      |                |                |               |                |      |      |                |      |                  |
| Replacement of 2010 Single Axle Ford Dump Truck - | PE-601 | 3        |                |      |                |                | 52,000        |                |      |      |                |      | 52,000           |
| <b>Parks Total</b>                                |        |          |                |      |                |                | <b>52,000</b> |                |      |      |                |      | <b>52,000</b>    |
| <b>Street</b>                                     |        |          |                |      |                |                |               |                |      |      |                |      |                  |
| Replacement of John Deere Loader #202             | SE-202 | 3        |                |      |                |                |               | 225,000        |      |      |                |      | 225,000          |
| Replace Sno-Go Blower #205                        | SE-205 | 3        |                |      |                |                |               |                |      |      | 150,000        |      | 150,000          |
| Replacement of 2013 Skidsteer #206                | SE-206 | 3        |                |      | 58,000         |                |               |                |      |      |                |      | 58,000           |
| Replacement of 2003 Dump Truck #210               | SE-210 | 4        |                |      | 250,000        |                |               |                |      |      |                |      | 250,000          |
| Replace 2013 Dump Truck #213                      | SE-213 | 3        | 275,000        |      |                |                |               |                |      |      |                |      | 275,000          |
| Repair of 2013 Elgin NP Series Sweeper #214       | SE-214 | 1        |                |      |                |                |               | 225,000        |      |      |                |      | 225,000          |
| <b>Street Total</b>                               |        |          | <b>275,000</b> |      | <b>308,000</b> |                |               | <b>450,000</b> |      |      | <b>150,000</b> |      | <b>1,183,000</b> |
| <b>Utilities</b>                                  |        |          |                |      |                |                |               |                |      |      |                |      |                  |
| Replacement of 2014 Ford Pickup #401              | WW-401 | 5        | 40,000         |      |                |                |               |                |      |      |                |      | 40,000           |
| Replacement of Sewer Cleaning Truck (Vactor #402) | WW-402 | 3        |                |      |                | 500,000        |               |                |      |      |                |      | 500,000          |
| Replacement of 2014 Steamer Unit                  | WW-404 | 3        |                |      |                |                |               |                |      |      | 50,000         |      | 50,000           |
| <b>Utilities Total</b>                            |        |          | <b>40,000</b>  |      |                | <b>500,000</b> |               |                |      |      | <b>50,000</b>  |      | <b>590,000</b>   |
| <b>GRAND TOTAL</b>                                |        |          | <b>315,000</b> |      | <b>308,000</b> | <b>500,000</b> | <b>52,000</b> | <b>450,000</b> |      |      | <b>200,000</b> |      | <b>1,825,000</b> |

# City of Cloquet

## 2017 Budget Fund Descriptions

### Governmental Funds

**General Fund** – Main operating fund of the City. Accounts for operations of the council, administration, finance, buildings, planning and zoning, police, and streets.

**Special Revenue Funds** – Revenues restricted to specific purpose.

**Community Development Loans** – Funds 201 through 206 & 208. Federal, State, and local money designated for economic development loans or grants. Each fund has separate restrictions based on the origin of the money.

**Community Development Operating** – Ongoing operations of community and economic development.

**Library** – Operation of the Public Library.

**Tax Increment Financing** – Funds 220, 221 & 222 – Collects and remits the amounts due by the development agreements for Oak Street Apartments, 14<sup>th</sup> Street Apartments, and Daqota.

**Park** – Operation of the several parks located throughout the City.

**Senior Center** – Collects rents from the AEOA and citizens for private parties to pay for the cost of operating the building.

**Landfill Host Fee** – Host fee for the landfill. Seventy-five percent is held if environmental issues arise due to the landfill operations and twenty-five percent can be used for general City operations.

**Cable Television** – Public Access TV funded by franchise fees collected by Mediacom.

**Debt Service Funds** – Payment of government obligation bonds issued for the Business Park construction and Swimming Pond reconstruction.

**Capital Project Funds** – Acquisition or construction of vehicles, equipment, and infrastructure.

**Permanent Improvement** – Pay for the City's share of infrastructure repair or construction.

**Public Facilities Planning** - Pay for the City's repair/improvements of buildings from building study.

**Public Works Reserve** – Purchase of equipment, vehicles, software, etc.

**Revolving Capital Projects** – Mostly used for the construction of infrastructure.

**City Sales Tax** – Accumulates the proceeds of the City Sales Tax to be used for approved projects.

### Proprietary Funds

**Internal Service Fund** – Provides services to the City.

**Employee Benefit Accruals** – Accumulates funding to pay for governmental funds vacations, sick leave severance, retiree health benefits and retiree lump sum payments.

**Enterprise Funds** – Provides services to the Public. Designed to operate similar to private business.

**Water - Lake Superior Waterline** - Water services to SAPPI for industrial production.

**Water – In Town System** - Water services to the businesses and households of the City.

**Sewer** – Sewer services to the businesses and households of the City. The waste is treated by the WLSSD. The large industries are monitored and billed directly by WLSSD.

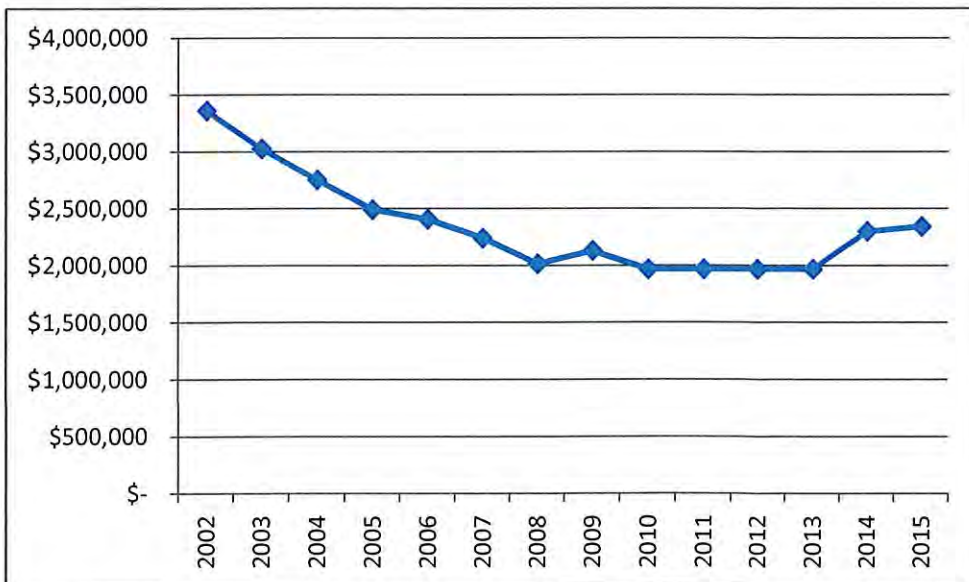
**Stormwater** – Permitting, education, monitoring, and treatment of ground water run-off.

**City of Cloquet  
LGA Summary  
2002-2016**

|      | <u>Certified<br/>LGA</u> | <u>Actual<br/>LGA</u> | <u>Variance</u> | <u>MVHC<br/>Cut</u> |
|------|--------------------------|-----------------------|-----------------|---------------------|
| 2002 | \$ 3,360,290             | \$ 3,360,290          | \$ -            | \$ -                |
| 2003 | 3,537,033                | 3,025,765             | (511,268)       | -                   |
| 2004 | 2,752,570                | 2,752,570             | -               | -                   |
| 2005 | 2,491,350                | 2,491,350             | -               | -                   |
| 2006 | 2,406,450                | 2,406,450             | -               | -                   |
| 2007 | 2,241,784                | 2,241,784             | -               | -                   |
| 2008 | 2,246,014                | 2,015,331             | (230,683)       | -                   |
| 2009 | 2,324,921                | 2,130,266             | (194,655)       | -                   |
| 2010 | 2,420,835                | 1,968,020             | (452,815)       | (170,435)           |
| 2011 | 2,448,204                | 1,968,020             | (480,184)       | (187,940)           |
| 2012 | 1,968,020                | 1,968,020             | -               | -                   |
| 2013 | 1,968,020                | 1,968,020             | -               | -                   |
| 2014 | 2,299,125                | 2,299,125             | -               | -                   |
| 2015 | 2,343,138                | 2,343,138             | -               | -                   |
| 2016 | 2,356,480                | 2,356,480 *           | -               | -                   |

\* - Currently proposed. Not actually received yet. Does not include potential \$97,000 one time increase.

**ACTUAL LGA**



**City of Cloquet  
Tax Levy Summary  
2013 Actual Through 2020 Proposed**

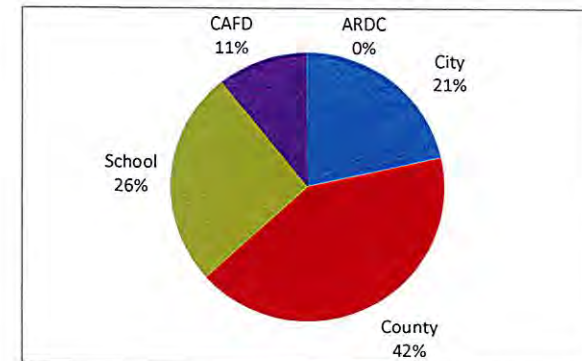
|                         | <u>2013</u>         | <u>2014</u>         | <u>2015</u>         | <u>2016</u>         | <u>Proposed<br/>2017</u> | <u>Proposed<br/>2018</u> | <u>Proposed<br/>2019</u> | Same as 2019<br><u>Proposed<br/>2020</u> |
|-------------------------|---------------------|---------------------|---------------------|---------------------|--------------------------|--------------------------|--------------------------|--|
| General                 | \$ 1,350,000        | \$ 1,400,000        | \$ 1,420,000        | \$ 1,425,000        | \$ 1,435,000             | \$ 1,450,000             | \$ 1,525,000             | \$ 1,525,000                             |
| Community Development   | 100,000             | 99,600              | 99,600              | 104,600             | 124,600                  | 124,600                  | 124,600                  | 124,600                                  |
| CD - Tax Abatement Debt | -                   | 400                 | 400                 | 400                 | 400                      | 400                      | 400                      | 400                                      |
| Library                 | 405,000             | 400,000             | 400,000             | 400,000             | 400,000                  | 400,000                  | 400,000                  | 400,000                                  |
| Park                    | 250,000             | 250,000             | 300,000             | 300,000             | 350,000                  | 350,000                  | 350,000                  | 350,000                                  |
| GO Business Park Debt   | 125,000             | 125,000             | -                   | -                   | -                        | -                        | -                        | -  |
| GO Swimming Pond Debt   | 115,000             | 115,000             | 115,000             | 115,000             | 115,000                  | 115,000                  | 115,000                  | 115,000                                  |
| Public Facilities       | -                   | -                   | -                   | -                   | -                        | 225,000                  | 225,000                  | 225,000                                  |
| Permanent Improvement   | 100,000             | 100,000             | 214,000             | 260,000             | 285,000                  | 200,000                  | 210,000                  | 210,000                                  |
| Public Works Reserve    | 175,000             | 130,000             | 150,000             | 175,000             | 150,000                  | 150,000                  | 150,000                  | 150,000                                  |
| Sewer Utility           | 30,000              | 30,000              | 30,000              | 30,000              | 30,000                   | 30,000                   | 30,000                   | 30,000                                   |
| <b>Tax Levy</b>         | <b>\$ 2,650,000</b> | <b>\$ 2,650,000</b> | <b>\$ 2,729,000</b> | <b>\$ 2,810,000</b> | <b>\$ 2,890,000</b>      | <b>\$ 3,045,000</b>      | <b>\$ 3,130,000</b>      | <b>\$ 3,130,000</b>                      |
| Levy Change (+/-)       | 0.00%               | 0.00%               | 2.98%               | 2.97%               | 2.85%                    | 5.36%                    | 2.79%                    | 0.00%                                    |

Police Bldg

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

| <u>Property Tax Rates</u>           | <u>2013</u>            | <u>2014</u>            | <u>2015</u>            | <u>2016</u>            |
|-------------------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>City of Cloquet</b>              | <b>38.589%</b>         | <b>38.056%</b>         | <b>38.743%</b>         | <b>40.313%</b>         |
| Carlton County                      | 74.087%                | 77.702%                | 79.142%                | 78.416%                |
| Cloquet School District             | 31.055%                | 31.393%                | 32.281%                | 48.792%                |
| Cloquet Area Fire District          | 18.667%                | 18.052%                | 18.193%                | 20.113%                |
| ARDC                                | 0.166%                 | 0.175%                 | 0.174%                 | 0.174%                 |
| <b>Total Direct and Overlapping</b> | <b><u>162.564%</u></b> | <b><u>165.378%</u></b> | <b><u>168.533%</u></b> | <b><u>187.808%</u></b> |

**2016 Property Taxes**





**CLOQUET CITY COUNCIL WORK SESSION**

Tuesday, May 17, 2016

**Present:** Bjerkness, Kolodge, Maki, Rock, Wilkinson, Mayor Hallback

**Absent:** Langley

**Staff:** Fritsinger, Barclay, Butcher, Cottingham, Klassen

**Others:** Scott Boedigheimer, Lori Stigers, Jamie Lund, Pine Journal

**Residential Rental Housing Licensing**

- Mr. Cottingham gave a brief review on the history of the Rental Housing Licensing discussions.
- A Rental Housing Task Force was developed in 2013 and the rental housing registration process was developed in 2014 and adopted by the Council on March 1, 2015. The plan was to look at implementing a residential rental housing licensing policy in possibly 2017.
- Mr. Cottingham stated if the Council wishes move forward with a rental housing licensing process, it will require an additional staff position. As we start the 2017 budget season, it needs to be included. Mr. Cottingham estimates the licensing fees would come close to covering that position's salary/benefits.
- Licensing fees would include a \$25/annual fee and a \$100 inspection fee every 4 years. There is no current fee for registering rental properties.
- Ms. Wilkinson stated the greatest number of complaints to Council members are regarding rental properties.
- Mr. Kolodge explained how Duluth has a crime free/drug free ordinance that includes administrative fees and "3 strikes" before revoking a rental license.
- The rental housing position would not have to be a City employee as there are a number of contractors available. Mr. Bjerkness suggested to have an analysis done on which would be more beneficial.
- Council agrees to continue moving incrementally towards the licensing process as entering the 2017 budget season.

**Scanlon Cloquet Consolidation Study Discussion**

- Mr. Fritsinger explained the intent of tonight's discussion is to see what has been done to this point and discuss how to move forward. Council had requested more detail from Ehler's after the last presentation. The biggest challenge has been Mark Ruff leaving Ehlers and those taking over the project understanding why and what has been done to this point.
- Not many significant changes with this most recent draft and no change in the context of the recommendation. Mr. Ruff was very adamant in his recommendation to consolidate and both Liz and Todd from Ehlers agree to proceed.
- Knife Falls is addressed as a 6 year phase-in, but also addresses there are no legal reasons it has to be over 6 years.
- Mr. Kolodge questioned the increase in Cloquet's water bill shown in one of the graphs. Mr. Fritsinger answered the increase shown has to do with inflation and future infrastructure improvements.
- The Council agreed to hold a joint special meeting and have Ehlers present the updated study.

**Miscellaneous**

- Sherman Associates has gone back to revisit the parking issue. They will present their new plan at the May 24<sup>th</sup> Planning Commission meeting. It will then go to Council on June 7<sup>th</sup> if approved by the commission.
- Discussion on miscellaneous items that need completion at Pinehurst Park.

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

Respectfully Submitted,

Brian Fritsinger  
City Administrator

Regular Meeting

**DRAFT**

Roll Call

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

Councilors Absent: Langley

Pledge of Allegiance

### **AGENDA**

**MOTION:** Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to approve the May 17, 2016 agenda. The motion carried unanimously (6-0).

### **MINUTES**

**MOTION:** Councilor Rock moved and Councilor Bjerkness seconded the motion to approve the minutes of the Work Session and Regular Meeting of May 3, 2016. The motion carried unanimously (6-0).

### **CONSENT AGENDA**

**MOTION:** Councilor Kolodge moved and Councilor Maki seconded the motion to adopt the consent agenda of May 17, 2016 approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 16-44, Authorizing the Payment of Bills
- b. Renewal of 2016-2017 Liquor and Related Business Licenses
- c. Resolution No. 16-47, VFW Post 3979 Bingo at Veterans Park

### **PUBLIC HEARINGS**

There were none.

### **PRESENTATIONS**

There were none.

### **VFW TEMPORARY ON-SALE LIQUOR LICENSE/STREET DANCE/LIVE MUSIC**

**MOTION:** Councilor Bjerkness moved and Councilor Kolodge seconded the approval for the VFW Post 3979 for the issuance of a Temporary On-Sale Liquor License for a fund raising event to be held at the VFW June 17-18, 2016 with the City waiving the fee for security for one day of the event. The motion carried unanimously (6-0).

### **CITY ENGINEER / DIRECTOR OF PUBLIC WORKS APPOINTMENT**

**MOTION:** Councilor Wilkinson moved and Councilor Kolodge seconded the motion to approve the one year probationary appointment of Caleb Peterson to the position of City Engineer/Director of Public Works effective June 6, 2016 and to authorize the City Administrator to initiate an external hiring process for the Assistant City Engineer position. The motion carried unanimously (6-0).

### **SUMMER SEASONAL APPOINTMENTS**

**MOTION:** Councilor Bjerkness moved and Councilor Rock seconded the motion to approve the appointments of Sean Kedrowski, Trace Dreschler, Joshua Keith and Austin Parenteau as temporary summer seasonal Public Works employees and Anthony Klassen and Patrick Kempter as temporary summer Engineering Interns. The motion carried unanimously (6-0).

### **FDL SKI TRAIL AGREEMENT**

**MOTION:** Councilor Rock moved and Councilor Maki seconded the motion to approve the Agreement with FDL for operation and maintenance of the Pine Valley west ski trail. The motion carried unanimously (6-0).

### **CITY HALL SECURITY IMPROVEMENT**

**MOTION:** Councilor Rock moved and Councilor Maki seconded the motion to accept the proposal from Per Mar Security in the amount of \$24,925 to upgrade the security system at City Hall. The motion carried unanimously (6-0).

**HOLMES DRIVE MILL AND OVERLAY PROJECT BID AWARD**

**MOTION:** Councilor Kolodge moved and Councilor Rock seconded the motion to adopt **RESOLUTION NO. 16-45, A RESOLUTION AWARDDING HOLMES DRIVE MILL AND OVERLAY PROJECT.** The motion carried unanimously (6-0).

**WHEREAS,** The City has completed an engineering study to mill and overlay Holmes Drive from Doddridge Avenue to Trunk Highway 33; and

**WHEREAS,** Public information meetings were held on April 14, 2016 at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

**WHEREAS,** A resolution of the Council adopted on April 19th, 2016, ordered the improvement and directed the City Engineer to solicit bids for the project; and

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

| <u>Bidder</u>               | <u>Bid Amount</u> |
|-----------------------------|-------------------|
| Northland Constructors, LLC | \$ 274,269.60     |
| Ulland Brothers, Inc.       | \$ 276,645.55     |
| Hardrives, Inc.             | \$ 289,209.16     |
| Sinnott Contracting, LLC    | \$ 334,759.82     |

**AND WHEREAS,** The apparent low bid from Northland Constructors, LLC. was found to meet the minimum bid requirements.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA,** That the bid from Northland Constructors, LLC. in the amount of \$274,269.60 is hereby accepted.

**CARL STREET AND SOUTH HIGHWAY 33 FRONTAGE ROAD IMPROVEMENT PROJECT BID AWARD**

**MOTION:** Councilor Rock moved and Councilor Bjerkness seconded the motion to adopt **RESOLUTION NO. 16-46, A RESOLUTION AWARDDING THE CARL STREET AND SOUTH HIGHWAY 33 FRONTAGE ROAD IMPROVEMENT BID.** The motion carried unanimously (6-0).

**WHEREAS,** The City has completed an engineering study to reclaim Carl Street from the South Highway 33 Frontage Road to Walter Avenue and the South Highway 33 Frontage Road from Moorhead Road to Highway 33; and

**WHEREAS,** A resolution of the Council adopted on February 2, 2016, set a public hearing on Carl Street and a resolution of the Council adopted on July 21, 2015, set a public hearing on the South Highway 33 Frontage Road improvements; and

**WHEREAS,** Public hearings were held on both projects at which time all persons desiring to be heard were given an opportunity to be heard thereon and the City Council ordered the improvements; and

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

| <u>Bidder</u>                | <u>Bid Amount</u> |
|------------------------------|-------------------|
| Northland Constructors, LLC. | \$ 231,271.59     |
| Ulland Brothers, Inc.        | \$ 240,659.20     |
| Hardrives, Inc.              | \$ 274,189.38     |

**AND WHEREAS,** The apparent low bid from Northland Constructors, LLC was found to meet the minimum bid requirements.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA,** That the bid from Northland Constructors, LLC in the amount of \$231,271.59 is hereby accepted.

**AUTHORIZATION TO BID 2016 VETERANS AND FAULEY PARKS IMPROVEMENT**

**MOTION:** Councilor Wilkinson moved and Councilor Maki seconded the motion to authorize the solicitation of bids for planned park improvements at Veterans and Fauley Parks. The motion carried unanimously (6-0).

**ORDINANCE NO. 456A, AN ORDINANCE TO AMEND CHAPTER 17 OF THE MUNICIPAL CODE PERTAINING TO OM-OFFICE/MANUFACTURING DISTRICT**

**MOTION:** Councilor Bjerkness moved and Councilor Rock seconded the motion to adopt **ORDINANCE NO. 456A, AN ORDINANCE TO AMEND CHAPTERS 8 AND 17 OF THE MUNICIPAL CODE PERTAINING TO COMMERCIAL KENNELS AND THE OM-OFFICE / MANUFACTURING DISTRICT.** The motion carried unanimously (6-0).

The City Council of the City of Cloquet does hereby ordain as follows:

**Section 1. Section 17.6.16 Subd. 3, Conditional Uses** is amended to add:

C. Humane Societies and commercial kennels. A humane society or commercial kennel shall be constructed of impervious materials and all structures, areas and appurtenances shall be so designed as to facilitate thorough and convenient cleaning. Commercial kennels shall be adequately ventilated, and all doors, windows and other openings shall be screened. Commercial kennels shall be provided with adequate water supplies and sanitary facilities for disposal of wastes.

**Section 2. Section 8.1.01, Subd 5, Commercial Kennels** is amended to read:

“Commercial Kennel” shall mean any place located within the FR, RC or OM Zoning Districts as shall be defined in the City Zoning Code or Ordinance and where the business of keeping, raising, selling, boarding, breeding, or showing, of dogs or cats is conducted, in full conformance with applicable Zoning District regulations including, but not specifically limited to, per shops, animal hospitals and grooming facilities. Commercial kennels are allowed as a conditional use within the City. (Refer to Chapter 17, Zoning Ordinance, for the conditional use requirements.)

**Section 3. Effective Date.** This ordinance shall take effect and be in force from and after its passage and publication in accordance with law.

**MOTION:** Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to deny the request for fees to be waived. Motion carried (5-1), Councilor Maki opposed.

**CONDITIONAL USE PERMIT – FRIENDS OF ANIMALS**

**MOTION:** Councilor Kolodge moved and Councilor Maki seconded the motion to adopt **RESOLUTION NO. 16-39, A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT FOR FRIENDS OF ANIMALS, HUMANE SOCIETY IN THE OM-OFFICE / MANUFACTURING DISTRICT.** The motion carried unanimously (6-0).

**WHEREAS,** Friends of Animals is proposing a Conditional Use Permit for a humane society in the Office/Manufacturing District; and

**WHEREAS,** As required by ordinance, notification was advertised in the Pine Journal and property owners within 350 feet were sent notice. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on May 10, 2016 at which time Zoning Case / Development Review No. 16-06 was heard and discussed; and

**WHEREAS,** the property of the proposed Conditional Use Permit is located at 500 Commerce Way and is legally described as follows:

Lots 2 and 3, Block 4, Cloquet Business Park, Carlton County, Minnesota. and

**WHEREAS,** the Planning Commission reviewed the staff report and recommends approval of the Conditional Use Permit.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA,** that it approves Zoning

Case 16-06 to the Cloquet City Council to allow a humane society in the Office/Manufacturing District subject to the following conditions:

1. The two lots must be consolidated into one tax parcel.
2. A Building Permit must be issued prior to beginning any work.
3. Animals shall not be left outside unattended.
4. The outside kennels proposed to be constructed on the site must be screened.

**PRELIMINARY SITE PLAN FOR COMMONWEALTH DEVELOPMENT CORPORATION ON BEHALF OF CLOQUET HOUSING AND REDEVELOPMENT AUTHORITY**

**MOTION:** Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to adopt **RESOLUTION NO. 16-41, A RESOLUTION APPROVING A PRELIMINARY (SKETCH) SITE PLAN FOR COMMONWEALTH DEVELOPMENT CORPORATION ON BEHALF OF CLOQUET HOUSING AND REDEVELOPMENT AUTHORITY, 950 14<sup>TH</sup> STREET.** The motion carried unanimously (6-0).

**WHEREAS,** Commonwealth Development Corporation for Cloquet Housing and Redevelopment Authority is proposing a Preliminary (Sketch) Site Plan in the R3 – Multiple Family Residence District for a 35 unit apartment building; and

**WHEREAS,** the property of the proposed Preliminary (Sketch) Site Plan is located at 950 14<sup>th</sup> Street (PIN's 06-390-0020, 06-390-0040, 06-390-0060, 06-390-0080, 06-390-1100, 06-390-1120, 06-390-1140, 06-390-1160, 06-390-1180, 06-390-1200, 06-390-1220, 06-390-1240, 06-390-1260, 06-390-1280 and 06-390-1300) and is legally described as follows:

Lot 1, Block 1 except the north 21 feet; Lot 2, Block 1 except the north 21 feet of the west 47.96 feet; Lot 3, Block 1; Lot 4, Block 1 except the east 50 feet; that portion of vacated Dewey Avenue located between Block 1 and Block 4; and, all of Block 4, City of City of Cloquet A. J. White's Addition, Carlton County, Minnesota. And,

**WHEREAS,** the Planning Commission reviewed the staff report and recommends approval of the Preliminary (Sketch) Site Plan.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA,** that the City Council approves Zoning Case 16-07 for a Preliminary (Sketch) Site Plan for Commonwealth Development Corporation for Cloquet Housing and Redevelopment Authority for a 35 unit building.

**CLOQUET HRA HOUSING TAX CREDIT APPLICATION**

**MOTION:** Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to adopt **RESOLUTION NO. 16-42, A RESOLUTION BY THE CITY OF CLOQUET SUPPORTING THE HOUSING TAX CREDIT APPLICATION BY THE CLOQUET HOUSING AND REDEVELOPMENT AUTHORITY TO THE STATE OF MINNESOTA FOR A WORKFORCE HOUSING PROJECT.** The motion carried unanimously (6-0).

**WHEREAS,** the Cloquet Housing and Redevelopment Authority owns a previously undeveloped site located at 930 14<sup>th</sup> Street, Cloquet, MN that has easy access to shopping, dining, parks, professional services, banking and educational amenities; and

**WHEREAS,** Commonwealth Development Corporation has been selected by the Housing and Redevelopment Authority to perform Development Services related to said site; and

**WHEREAS,** the Cloquet Housing and Redevelopment Authority (HRA) proposes to construct a 35-unit affordable rental project to be owned by the HRA, to meet a locally-identified housing need of low to moderate income housing and further describe in the Cloquet/Scanlon Housing Study (2014, Stantec Consulting); and

**WHEREAS,** the City of Cloquet supports the application of the Cloquet Housing and Redevelopment Authority for Low Income Housing Tax Credits through Minnesota Housing; and

**WHEREAS,** the 2014 Cloquet/Scanlon Housing Task Force, which was composed of members from the City of Cloquet, City of Scanlon, Cloquet HRA, Carlton County, elected officials, area housing developers, area housing managers, Fond du Lac Reservation, and Arrowhead Regional Development Commission, identified additional housing in this location per Goal #6 and Goal #5 in its recommendations; and

**WHEREAS**, the Housing and Redevelopment Authority project will utilize existing infrastructure including water and sewer lines etc.; and

**WHEREAS**, the proposed project is in accordance with the Workforce Housing Cooperatively Developed Plan and Planned Community Development Plan as endorsed by the Cloquet Housing Institute in May, 2016; and

**WHEREAS**, the Cloquet HRA is required to make Payment in Lieu of Taxes per Minnesota State Statute 469.040; and

**NOW, THEREFORE, BE IT RESOLVED**, that City Council of the City of Cloquet adopts this resolution of support related to the proposal by the Cloquet Housing and Redevelopment Authority and Commonwealth Development Corporation to Minnesota Housing Finance Agency for housing tax credit funding for affordable workforce housing and as evidence of its commitment to provide ongoing assistance to bring the project to completion as deemed to be appropriate in the sole discretion of the City Council and the Economic Development Authority.

**MOTION:** Councilor Bjerkness moved and Councilor Rock seconded the motion to approve a payment in lieu of taxes (PILOT) in the amount of five (5) percent. The motion carried unanimously (6-0).

#### **LABOR DAY CELEBRATION**

**MOTION:** Councilor Rock moved and Councilor Kolodge seconded the motion to approve the closure of Cloquet Avenue for the parade, the closure of Avenue C and 13<sup>th</sup> Street for the car show, the closure of 14<sup>th</sup> Street, the use of Pinehurst Park, and the closure of Pinehurst Park Drive, including the waiver of the rental fee, for amusement purposes for area youth consistent with previous Labor Day celebrations sponsored by the Central Labor Body. The motion carried unanimously (6-0).

#### **4<sup>TH</sup> OF JULY PARADE AND RELATED CELEBRATION**

**MOTION:** Councilor Rock moved and Councilor Wilkinson seconded the motion to approve the following items: recognize the Event Committee as a City Committee coordinating the event; closure of Cloquet Avenue from 8th to 22nd Street from 9:30 a.m. to 1:00 p.m. on Monday, July 4, 2016 for the parade; a contract with Pyrotechnical Display for fireworks; and, a contract with Stipes Carnival for the carnival on Dunlap Island. The motion carried unanimously (6-0).

#### **AVENUE C RESTAURANT (RIVDOGG LLC) ECONOMIC DEVELOPMENT LOAN**

**MOTION:** Councilor Rock moved and Councilor Bjerkness seconded the motion to approve a loan in the amount of \$75,000 from Fund 203, in the form of a 10-year term SBA 7A loan participation with NBC Bank (Duluth) to Rivdogg LLC for the Avenue C Restaurant project at an interest rate of 6.25%. The motion carried unanimously (6-0).

#### **PUBLIC COMMENTS**

There were none.

#### **COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES**

Councilor Kolodge requested to revisit item 8.a. to determine which day the City will absorb the cost for security at the VFW's fund raising event on June 17-18, 2016.

**MOTION:** Councilor Bjerkness moved and Councilor Kolodge seconded the motion for the City to pay for cost of security on Saturday, June 18, 2016 from 3:00 pm to 11:00 pm. The motion carried unanimously (6-0).

Councilor Rock thanked the design committee for the memorial wall at Veterans Park. He finds the design amazing.

City Administrator Fritsinger informed the Council he will be at the State Capitol on May 19<sup>th</sup> to discuss fire district issues with our legislators.

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



**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Nancy Klassen, Finance Director  
Reviewed/Approved by: Brian Fritsinger, City Administrator  
Date: June 2, 2016

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**ITEM DESCRIPTION:** Payment of Bills and Payroll

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**Proposed Action**

Staff recommends the Council move to adopt **RESOLUTION NO. 16-49, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL.**

**Background/Overview**

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

**Policy Objectives**

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

**Financial/Budget/Grant Considerations**

See resolution for amounts charged to each individual fund.

**Advisory Committee/Commission Action**

Not applicable.

**Supporting Documents Attached**

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

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

**RESOLUTION NO. 16-49**

**A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL**

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

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

|     |   |           |                          |
|-----|---|-----------|--------------------------|
| 101 | General Fund                            | \$        | 299,538.96               |
| 207 | Community Development Operating         |           | 10,228.42                |
| 208 | Small Cities Development Program - 2015 |           | 28,360.00                |
| 226 | Park Fund                               |           | 41,398.26                |
| 228 | Senior Center Fund                      |           | 3.97                     |
| 405 | City Sales Tax Projects                 |           | 112,595.70               |
| 600 | Water - Lake Superior Waterline         |           | 72,033.29                |
| 601 | Water - In Town                         |           | 62,072.55                |
| 602 | Sewer Fund                              |           | 111,381.03               |
| 605 | Storm Water Fund                        |           | 9,821.53                 |
| 614 | CAT-7                                   |           | 10,319.27                |
| 701 | Employee Severance Benefits             |           | 26.94                    |
|     | <b>TOTAL:</b>                           | <b>\$</b> | <b><u>757,779.92</u></b> |

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 7TH DAY OF JUNE, 2016.**

**ATTEST:**

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

\_\_\_\_\_



INVOICES DUE ON/BEFORE 06/07/2016

| VENDOR # | NAME                           | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|----------|--------------------------------|--------------------------|------------|
| 110950   | AARDVARK SEPTIC PUMPING        | 1,280.00                 | 320.00     |
| 113035   | ALL FLAGS LLC                  | 0.00                     | 78.20      |
| 119700   | ARROWHEAD CONCRETE WORKS, INC. | 598.00                   | 257.00     |
| 121000   | ARROWHEAD SPRINGS INC          | 549.25                   | 131.50     |
| 122000   | A T & T MOBILITY               | 7,658.81                 | 180.17     |
| 122958   | AUTO ZONE, INC.                | 29.99                    | 18.00      |
| 123150   | B W DISTRIBUTING               | 700.98                   | 226.98     |
| 124525   | BEN MEADOWS                    | 125.26                   | 434.00     |
| 125700   | BEST OIL COMPANY               | 38,032.19                | 12,854.62  |
| 128900   | BROCK WHITE                    | 533.82                   | 165.78     |
| 136150   | CELLEBRITE USA, CORP           | 0.00                     | 2,692.36   |
| 137310   | CENTURY LINK                   | 10,877.39                | 914.27     |
| 137340   | CHAMBERLAIN OIL CO., INC.      | 2,173.90                 | 127.05     |
| 139800   | CLOQUET AREA CHAMBER OF COMMER | 12,906.70                | 3,914.95   |
| 140200   | CITY OF CLOQUET - PETTY CASH   | 699.54                   | 538.91     |
| 145300   | COMMUNITY PRINTING             | 635.15                   | 593.10     |
| 150100   | D A L C O                      | 2,425.18                 | 311.39     |
| 157000   | DULUTH PLUMBING SUPPLIES       | 493.30                   | 177.60     |
| 158500   | DULUTH TYPE & BUSINESS FURN.   | 2,753.00                 | 1,584.00   |
| 163425   | EROSION CONTROL SPECIALIST, IN | 0.00                     | 3,812.50   |
| 166750   | FIRST LAB                      | 484.55                   | 231.70     |
| 167750   | SAWTOOTH HOLDINGS              | 0.00                     | 3,699.00   |
| 167875   | FLAHERTY & HOOD, P.A.          | 4,273.05                 | 438.75     |
| 168900   | JOSEPH FOLZ                    | 13,597.26                | 5,450.83   |
| 175000   | GOODIN COMPANY                 | 215.20                   | 261.69     |
| 175840   | GRANDE HARDWARE CO.            | 1,766.60                 | 83.88      |
| 175950   | GRAPHIC TECHNOLOGIES           | 720.00                   | 180.00     |
| 176450   | THE GREEN HOUSE                | 0.00                     | 868.00     |
| 180425   | HARRIS COMPUTER SYSTEMS        | 1,398.53                 | 221.20     |
| 180500   | HAWKINS INC                    | 14,771.31                | 487.50     |
| 180650   | HD SUPPLY WATERWORKS, LTD      | 1,579.10                 | 2,551.27   |
| 190700   | JAMAR COMPANY                  | 5,046.96                 | 5,061.52   |
| 195045   | KEEPRS, INC.                   | 172.50                   | 924.34     |
| 195850   | KIMINSKI PAVING                | 85,100.25                | 77,434.69  |
| 197300   | KRAEMER CONSTRUCTION INC       | 80.00                    | 70.00      |
| 197800   | L & M SUPPLY CO                | 7,838.71                 | 1,024.14   |
| 200450   | LAKES & PINES COMMUNITY ACTION | 0.00                     | 28,360.00  |
| 200725   | LAND LOGIC INC                 | 0.00                     | 3,649.25   |
| 202100   | LAWSON PRODUCTS INC            | 1,777.51                 | 230.38     |
| 204400   | LINCOLN NATIONAL LIFE          | 17,586.40                | 2,793.53   |
| 206800   | MACQUEEN EQUIPMENT INC         | 4,163.03                 | 2,381.06   |
| 210450   | MEDIACOM LLC.                  | 279.80                   | 83.34      |
| 211400   | MENARDS                        | 3,662.89                 | 947.39     |
| 212400   | MICHAUD DIST INC               | 87.50                    | 43.50      |

INVOICES DUE ON/BEFORE 06/07/2016

| VENDOR # | NAME                           | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|----------|--------------------------------|--------------------------|------------|
| 213640   | MIDWEST PLAYGROUND CONTRACTORS | 0.00                     | 500.00     |
| 213650   | MIDWEST PLAYSAPES INC          | 5,486.00                 | 14,747.10  |
| 214800   | CITY OF MINNEAPOLIS RECIEVABLE | 517.50                   | 135.00     |
| 215800   | MINNESOTA PIPE & EQUIP.        | 4,414.48                 | 22,242.41  |
| 220500   | MN DEPT OF HEALTH              | 5,907.00                 | 5,852.00   |
| 220900   | MN DEPT PUBLIC SAFETY          | 0.00                     | 700.00     |
| 226600   | MOOSE LAKE IMPLEMENT CO. INC.  | 91.80                    | 656.77     |
| 227750   | MTI DISTRIBUTING, INC.         | 4,498.90                 | 643.14     |
| 230050   | NATIONAL DEVELOPMENT COUNCIL   | 1,125.00                 | 1,125.00   |
| 234600   | NORTHERN BUSINESS PRODUCTS     | 3,956.68                 | 497.30     |
| 236275   | NORTHLAND VEBA TRUST           | 27,646.00                | 5,829.00   |
| 238455   | NUVANTAGE EMPLOYEE RESOURCE    | 837.50                   | 387.50     |
| 240530   | ONSITE MEDICAL SERVICE INC     | 0.00                     | 355.00     |
| 244850   | 4277317 CANADA INC             | 0.00                     | 2,600.00   |
| 247250   | POWERPLAN                      | 636.36                   | 9.99       |
| 247400   | 396-PRAXAIR DISTRIBUTION, INC. | 3,694.81                 | 192.85     |
| 251475   | RAILROAD MANAGEMENT CO.        | 353.72                   | 176.86     |
| 251500   | RAITER CLINIC                  | 508.50                   | 1,721.00   |
| 253400   | RELIABLE AGENCY INC.           | 204,684.00               | 2,661.00   |
| 258200   | RUDY GASSERT YETKA             | 47,071.25                | 11,249.50  |
| 261750   | SEELYE PLASTICS, INC.          | 446.67                   | 27.00      |
| 261800   | SEH                            | 79,834.56                | 28,390.92  |
| 265050   | SMITTY'S READY MIX OF BARNUM   | 5,091.00                 | 462.00     |
| 269150   | STRATEGIC INSIGHTS INC         | 0.00                     | 675.00     |
| 271325   | NANCY GETCHELL                 | 2,231.55                 | 354.60     |
| 271975   | TEAMSTER LOCAL 346 HEALTH FUND | 83,010.32                | 20,752.58  |
| 272300   | TELEPHONE ASSOCIATES           | 3,373.79                 | 772.45     |
| 272600   | TERMINAL SUPPLY INC            | 0.00                     | 152.59     |
| 278600   | TWIN PORT MAILING              | 14,412.13                | 3,243.13   |
| 280400   | ULLAND BROTHERS, INC.          | 87,216.02                | 3,177.00   |
| 280950   | UNIQUE PAVING MATERIALS        | 7,939.05                 | 1,051.05   |
| 283700   | USA BLUEBOOK                   | 4,585.89                 | 206.53     |
| 284875   | VERIZON WIRELESS               | 3,163.85                 | 790.99     |
| 285500   | VIKING INDUSTRIAL NORTH        | 576.72                   | 73.64      |
| 286900   | W L S S D                      | 271,082.40               | 81,518.50  |
| 287800   | WAL-MART COMMUNITY             | 1,442.00                 | 137.20     |
| 289015   | WELLS FARGO CREDIT CARD        | 30,523.21                | 5,775.36   |
| 292400   | XEROX CORPORATION              | 2,571.48                 | 528.30     |
| 293700   | ZIEGLER INC                    | 0.00                     | 424.50     |
| R0001012 | JOHN BADGER                    | 0.00                     | 135.64     |
| R0001346 | ANDREW KORTUEM                 | 0.00                     | 63.60      |

TOTAL ALL VENDORS: 387,803.34

|               |            |
|---------------|------------|
| Bills         | 387,803.34 |
| Less: CAFD    | (5,237.03) |
| Less: Library | 0.00       |

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|                |            |
|----------------|------------|
| Bills approved | 382,566.31 |
|----------------|------------|

|                         |             |
|-------------------------|-------------|
| Other:                  |             |
| Life insurance - change | 590.00      |
| Payroll                 | 403,971.78  |
| Payroll - benefits      | (29,348.17) |

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|                                     |                   |
|-------------------------------------|-------------------|
| Total Bills and<br>Payroll Approved | <u>757,779.92</u> |
|-------------------------------------|-------------------|

INVOICES DUE ON/BEFORE 06/07/2016

| VENDOR #     | NAME                           | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|--------------|--------------------------------|--------------------------|------------|
| -----        |                                |                          |            |
| GENERAL FUND |                                |                          |            |
| 00           |                                |                          |            |
| 140200       | CITY OF CLOQUET - PETTY CASH   | 699.54                   | 25.00      |
| 204400       | LINCOLN NATIONAL LIFE          | 17,586.40                | 2,766.59   |
| 236275       | NORTHLAND VEBA TRUST           | 27,646.00                | 5,829.00   |
| 271975       | TEAMSTER LOCAL 346 HEALTH FUND | 83,010.32                | 20,752.58  |
|              |                                |                          | 29,373.17  |
|              |                                |                          |            |
| 41           | GENERAL GOVERNMENT             |                          |            |
| 137310       | CENTURY LINK                   | 10,877.39                | 93.93      |
| 140200       | CITY OF CLOQUET - PETTY CASH   | 699.54                   | 287.34     |
| 145300       | COMMUNITY PRINTING             | 635.15                   | 157.07     |
| 150100       | D A L C O                      | 2,425.18                 | 126.20     |
| 158500       | DULUTH TYPE & BUSINESS FURN.   | 2,753.00                 | 1,584.00   |
| 167875       | FLAHERTY & HOOD, P.A.          | 4,273.05                 | 67.50      |
| 190700       | JAMAR COMPANY                  | 5,046.96                 | 425.39     |
| 197800       | L & M SUPPLY CO                | 7,838.71                 | 44.79      |
| 212400       | MICHAUD DIST INC               | 87.50                    | 43.50      |
| 234600       | NORTHERN BUSINESS PRODUCTS     | 3,956.68                 | 99.71      |
| 238455       | NUVANTAGE EMPLOYEE RESOURCE    | 837.50                   | 387.50     |
| 253400       | RELIABLE AGENCY INC.           | 204,684.00               | 2,661.00   |
| 258200       | RUDY GASSERT YETKA             | 47,071.25                | 10,726.25  |
| 269150       | STRATEGIC INSIGHTS INC         |                          | 225.00     |
| 272300       | TELEPHONE ASSOCIATES           | 3,373.79                 | 356.52     |
| 278600       | TWIN PORT MAILING              | 14,412.13                | 91.35      |
| 284875       | VERIZON WIRELESS               | 3,163.85                 | 280.08     |
| 287800       | WAL-MART COMMUNITY             | 1,442.00                 | 0.62       |
| 289015       | WELLS FARGO CREDIT CARD        | 30,523.21                | 1,204.21   |
| 292400       | XEROX CORPORATION              | 2,571.48                 | 198.11     |
|              | GENERAL GOVERNMENT             |                          | 19,060.07  |
|              |                                |                          |            |
| 42           | PUBLIC SAFETY                  |                          |            |
| 122000       | A T & T MOBILITY               | 7,658.81                 | 180.17     |
| 125700       | BEST OIL COMPANY               | 38,032.19                | 3,051.19   |
| 136150       | CELLEBRITE USA, CORP           |                          | 2,692.36   |
| 140200       | CITY OF CLOQUET - PETTY CASH   | 699.54                   | 48.00      |
| 150100       | D A L C O                      | 2,425.18                 | 126.19     |
| 166750       | FIRST LAB                      | 484.55                   | 141.00     |
| 167875       | FLAHERTY & HOOD, P.A.          | 4,273.05                 | 371.25     |
| 190700       | JAMAR COMPANY                  | 5,046.96                 | 2,152.07   |

INVOICES DUE ON/BEFORE 06/07/2016

| VENDOR #     | NAME                           | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|--------------|--------------------------------|--------------------------|------------|
| -----        |                                |                          |            |
| GENERAL FUND |                                |                          |            |
| 42           | PUBLIC SAFETY                  |                          |            |
| 195045       | KEEPRS, INC.                   | 172.50                   | 924.34     |
| 214800       | CITY OF MINNEAPOLIS RECIEVABLE | 517.50                   | 135.00     |
| 251500       | RAITER CLINIC                  | 508.50                   | 1,613.00   |
| 271325       | NANCY GETCHELL                 | 2,231.55                 | 354.60     |
| 278600       | TWIN PORT MAILING              | 14,412.13                | 36.54      |
| 284875       | VERIZON WIRELESS               | 3,163.85                 | 350.10     |
| 289015       | WELLS FARGO CREDIT CARD        | 30,523.21                | 4,042.60   |
|              | PUBLIC SAFETY                  |                          | 16,218.41  |
| 43           | PUBLIC WORKS                   |                          |            |
| 121000       | ARROWHEAD SPRINGS INC          | 549.25                   | 69.50      |
| 122958       | AUTO ZONE, INC.                | 29.99                    | 18.00      |
| 123150       | B W DISTRIBUTING               | 700.98                   | 113.49     |
| 124525       | BEN MEADOWS                    | 125.26                   | 434.00     |
| 125700       | BEST OIL COMPANY               | 38,032.19                | 3,712.69   |
| 128900       | BROCK WHITE                    | 533.82                   | 165.78     |
| 137310       | CENTURY LINK                   | 10,877.39                | 151.39     |
| 137340       | CHAMBERLAIN OIL CO., INC.      | 2,173.90                 | 127.05     |
| 145300       | COMMUNITY PRINTING             | 635.15                   | 39.78      |
| 197300       | KRAEMER CONSTRUCTION INC       | 80.00                    | 70.00      |
| 197800       | L & M SUPPLY CO                | 7,838.71                 | 408.25     |
| 202100       | LAWSON PRODUCTS INC            | 1,777.51                 | 115.19     |
| 206800       | MACQUEEN EQUIPMENT INC         | 4,163.03                 | 2,381.06   |
| 211400       | MENARDS                        | 3,662.89                 | 937.05     |
| 234600       | NORTHERN BUSINESS PRODUCTS     | 3,956.68                 | 103.76     |
| 240530       | ONSITE MEDICAL SERVICE INC     |                          | 355.00     |
| 247250       | POWERPLAN                      | 636.36                   | 9.99       |
| 247400       | 396-PRAXAIR DISTRIBUTION, INC. | 3,694.81                 | 96.42      |
| 251500       | RAITER CLINIC                  | 508.50                   | 35.00      |
| 272300       | TELEPHONE ASSOCIATES           | 3,373.79                 | 59.42      |
| 272600       | TERMINAL SUPPLY INC            |                          | 152.59     |
| 278600       | TWIN PORT MAILING              | 14,412.13                | 36.55      |
| 280950       | UNIQUE PAVING MATERIALS        | 7,939.05                 | 1,051.05   |
| 283700       | USA BLUEBOOK                   | 4,585.89                 | 103.26     |
| 284875       | VERIZON WIRELESS               | 3,163.85                 | 55.74      |
| 285500       | VIKING INDUSTRIAL NORTH        | 576.72                   | 73.64      |
| 287800       | WAL-MART COMMUNITY             | 1,442.00                 | 107.88     |
| 289015       | WELLS FARGO CREDIT CARD        | 30,523.21                | 160.25     |
| 292400       | XEROX CORPORATION              | 2,571.48                 | 88.07      |
| 293700       | ZIEGLER INC                    |                          | 75.00      |
|              | PUBLIC WORKS                   |                          | 11,306.85  |

INVOICES DUE ON/BEFORE 06/07/2016

| VENDOR #                       | NAME                           | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------------------------|--------------------------------|-----------------------|------------|
| GENERAL FUND                   |                                |                       |            |
| 46                             | COMMUNITY DEVELOPMENT          |                       |            |
| 139800                         | CLOQUET AREA CHAMBER OF COMMER | 12,906.70             | 3,914.95   |
|                                | COMMUNITY DEVELOPMENT          |                       | 3,914.95   |
| COMMUNITY DEV OPERATING (CITY) |                                |                       |            |
| 46                             | COMMUNITY DEVELOPMENT          |                       |            |
| 137310                         | CENTURY LINK                   | 10,877.39             | 15.65      |
| 140200                         | CITY OF CLOQUET - PETTY CASH   | 699.54                | 43.18      |
| 145300                         | COMMUNITY PRINTING             | 635.15                | 15.46      |
| 230050                         | NATIONAL DEVELOPMENT COUNCIL   | 1,125.00              | 1,125.00   |
| 234600                         | NORTHERN BUSINESS PRODUCTS     | 3,956.68              | 51.88      |
| 258200                         | RUDY GASSERT YETKA             | 47,071.25             | 308.75     |
| 272300                         | TELEPHONE ASSOCIATES           | 3,373.79              | 59.42      |
| 278600                         | TWIN PORT MAILING              | 14,412.13             | 18.27      |
| 289015                         | WELLS FARGO CREDIT CARD        | 30,523.21             | 21.66      |
| 292400                         | XEROX CORPORATION              | 2,571.48              | 66.04      |
|                                | COMMUNITY DEVELOPMENT          |                       | 1,725.31   |
| SCDP (CITY)                    |                                |                       |            |
| 46                             | COMMUNITY DEVELOPMENT          |                       |            |
| 200450                         | LAKES & PINES COMMUNITY ACTION |                       | 28,360.00  |
|                                | COMMUNITY DEVELOPMENT          |                       | 28,360.00  |
| PARK FUND                      |                                |                       |            |
| 34                             | CHARGES FOR SERVICES           |                       |            |
| 140200                         | CITY OF CLOQUET - PETTY CASH   | 699.54                | 30.00      |
|                                | CHARGES FOR SERVICES           |                       | 30.00      |
| 45                             | PARKS/RECREATION               |                       |            |
| 110950                         | AARDVARK SEPTIC PUMPING        | 1,280.00              | 320.00     |
| 113035                         | ALL FLAGS LLC                  |                       | 78.20      |
| 125700                         | BEST OIL COMPANY               | 38,032.19             | 583.53     |
| 137310                         | CENTURY LINK                   | 10,877.39             | 124.80     |

INVOICES DUE ON/BEFORE 06/07/2016

| VENDOR #               | NAME                           | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|------------------------|--------------------------------|--------------------------|------------|
| -----                  |                                |                          |            |
| PARK FUND              |                                |                          |            |
| 45                     | PARKS/RECREATION               |                          |            |
| 140200                 | CITY OF CLOQUET - PETTY CASH   | 699.54                   | 58.14      |
| 145300                 | COMMUNITY PRINTING             | 635.15                   | 288.00     |
| 150100                 | D A L C O                      | 2,425.18                 | 59.00      |
| 167750                 | SAWTOOTH HOLDINGS              |                          | 3,699.00   |
| 175000                 | GOODIN COMPANY                 | 215.20                   | 261.69     |
| 175840                 | GRANDE HARDWARE CO.            | 1,766.60                 | 83.88      |
| 175950                 | GRAPHIC TECHNOLOGIES           | 720.00                   | 180.00     |
| 176450                 | THE GREEN HOUSE                |                          | 868.00     |
| 180500                 | HAWKINS INC                    | 14,771.31                | 487.50     |
| 180650                 | HD SUPPLY WATERWORKS, LTD      | 1,579.10                 | 2,551.27   |
| 197800                 | L & M SUPPLY CO                | 7,838.71                 | 307.59     |
| 213640                 | MIDWEST PLAYGROUND CONTRACTORS |                          | 500.00     |
| 213650                 | MIDWEST PLAYSCAPES INC         | 5,486.00                 | 14,747.10  |
| 220900                 | MN DEPT PUBLIC SAFETY          |                          | 300.00     |
| 226600                 | MOOSE LAKE IMPLEMENT CO. INC.  | 91.80                    | 656.77     |
| 227750                 | MTI DISTRIBUTING, INC.         | 4,498.90                 | 149.30     |
| 289015                 | WELLS FARGO CREDIT CARD        | 30,523.21                | 346.64     |
| 293700                 | ZIEGLER INC                    |                          | 349.50     |
| R0001012               | JOHN BADGER                    |                          | 135.64     |
|                        | PARKS/RECREATION               |                          | 27,135.55  |
| SENIOR CENTER FUND     |                                |                          |            |
| 45                     | CULTURE AND RECREATION         |                          |            |
| 287800                 | WAL-MART COMMUNITY             | 1,442.00                 | 3.97       |
|                        | CULTURE AND RECREATION         |                          | 3.97       |
| CITY SALES TAX CAPITAL |                                |                          |            |
| 00                     |                                |                          |            |
| 195850                 | KIMINSKI PAVING                | 85,100.25                | -4,075.51  |
| 200725                 | LAND LOGIC INC                 |                          | 3,649.25   |
|                        |                                |                          | -426.26    |
| 81                     | SPECIAL PROJECTS               |                          |            |
| 195850                 | KIMINSKI PAVING                | 85,100.25                | 81,510.20  |
| 227750                 | MTI DISTRIBUTING, INC.         | 4,498.90                 | 493.84     |

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CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/07/2016

| VENDOR #                       | NAME                           | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|--------------------------------|--------------------------------|--------------------------|------------|
| -----                          |                                |                          |            |
| CITY SALES TAX CAPITAL         |                                |                          |            |
| 81                             | SPECIAL PROJECTS               |                          |            |
| 244850                         | 4277317 CANADA INC             |                          | 2,600.00   |
| 261750                         | SEELYE PLASTICS, INC.          | 446.67                   | 27.00      |
| 261800                         | SEH                            | 79,834.56                | 28,390.92  |
|                                | SPECIAL PROJECTS               |                          | 113,021.96 |
|                                |                                |                          |            |
| WATER - LAKE SUPERIOR WATERLIN |                                |                          |            |
| 51                             | STATION TWO                    |                          |            |
| 121000                         | ARROWHEAD SPRINGS INC          | 549.25                   | 32.00      |
| 137310                         | CENTURY LINK                   | 10,877.39                | 165.37     |
| 168900                         | JOSEPH FOLZ                    | 13,597.26                | 5,450.83   |
| 190700                         | JAMAR COMPANY                  | 5,046.96                 | 332.00     |
| 215800                         | MINNESOTA PIPE & EQUIP.        | 4,414.48                 | 10,894.10  |
|                                | STATION TWO                    |                          | 16,874.30  |
|                                |                                |                          |            |
| 52                             | LAKE SUPERIOR WATERLINE        |                          |            |
| 125700                         | BEST OIL COMPANY               | 38,032.19                | 740.85     |
| 163425                         | EROSION CONTROL SPECIALIST, IN |                          | 3,812.50   |
| 251475                         | RAILROAD MANAGEMENT CO.        | 353.72                   | 176.86     |
| 280400                         | ULLAND BROTHERS, INC.          | 87,216.02                | 3,177.00   |
| 284875                         | VERIZON WIRELESS               | 3,163.85                 | 35.03      |
|                                | LAKE SUPERIOR WATERLINE        |                          | 7,942.24   |
|                                |                                |                          |            |
| WATER - IN TOWN SYSTEM         |                                |                          |            |
| 00                             |                                |                          |            |
| R0001346                       | ANDREW KORTUEM                 |                          | 63.60      |
|                                |                                |                          | 63.60      |
|                                |                                |                          |            |
| 49                             | CLOQUET                        |                          |            |
| 123150                         | B W DISTRIBUTING               | 700.98                   | 68.09      |
| 125700                         | BEST OIL COMPANY               | 38,032.19                | 1,057.14   |
| 137310                         | CENTURY LINK                   | 10,877.39                | 166.53     |
| 157000                         | DULUTH PLUMBING SUPPLIES       | 493.30                   | 177.60     |



INVOICES DUE ON/BEFORE 06/07/2016

| VENDOR #                | NAME                           | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|-------------------------|--------------------------------|--------------------------|------------|
| -----                   |                                |                          |            |
| WATER - IN TOWN SYSTEM  |                                |                          |            |
| 49                      | CLOQUET                        |                          |            |
| 197800                  | L & M SUPPLY CO                | 7,838.71                 | 112.21     |
| 202100                  | LAWSON PRODUCTS INC            | 1,777.51                 | 69.11      |
| 215800                  | MINNESOTA PIPE & EQUIP.        | 4,414.48                 | 11,348.31  |
| 220500                  | MN DEPT OF HEALTH              | 5,907.00                 | 5,852.00   |
| 220900                  | MN DEPT PUBLIC SAFETY          |                          | 400.00     |
| 234600                  | NORTHERN BUSINESS PRODUCTS     | 3,956.68                 | 10.50      |
| 247400                  | 396-PRAXAIR DISTRIBUTION, INC. | 3,694.81                 | 57.86      |
| 265050                  | SMITTY'S READY MIX OF BARNUM   | 5,091.00                 | 462.00     |
| 283700                  | USA BLUEBOOK                   | 4,585.89                 | 103.27     |
| 284875                  | VERIZON WIRELESS               | 3,163.85                 | 35.01      |
|                         | CLOQUET                        |                          | 19,919.63  |
| 54                      | BILLING & COLLECTION           |                          |            |
| 145300                  | COMMUNITY PRINTING             | 635.15                   | 30.93      |
| 180425                  | HARRIS COMPUTER SYSTEMS        | 1,398.53                 | 221.20     |
| 234600                  | NORTHERN BUSINESS PRODUCTS     | 3,956.68                 | 23.91      |
| 278600                  | TWIN PORT MAILING              | 14,412.13                | 2,987.32   |
|                         | BILLING & COLLECTION           |                          | 3,263.36   |
| 57                      | ADMINISTRATION & GENERAL       |                          |            |
| 137310                  | CENTURY LINK                   | 10,877.39                | 90.83      |
| 145300                  | COMMUNITY PRINTING             | 635.15                   | 30.93      |
| 197800                  | L & M SUPPLY CO                | 7,838.71                 | 67.47      |
| 234600                  | NORTHERN BUSINESS PRODUCTS     | 3,956.68                 | 103.77     |
| 269150                  | STRATEGIC INSIGHTS INC         |                          | 225.00     |
| 272300                  | TELEPHONE ASSOCIATES           | 3,373.79                 | 178.25     |
| 278600                  | TWIN PORT MAILING              | 14,412.13                | 36.55      |
| 292400                  | XEROX CORPORATION              | 2,571.48                 | 88.04      |
|                         | ADMINISTRATION & GENERAL       |                          | 820.84     |
| ENTERPRISE FUND - SEWER |                                |                          |            |
| 00                      |                                |                          |            |
| 286900                  | W L S S D                      | 271,082.40               | -8,335.00  |
|                         |                                |                          | -8,335.00  |

INVOICES DUE ON/BEFORE 06/07/2016

| VENDOR #                | NAME                           | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|-------------------------|--------------------------------|--------------------------|------------|
| -----                   |                                |                          |            |
| ENTERPRISE FUND - SEWER |                                |                          |            |
| 55                      | SANITARY SEWER                 |                          |            |
| 119700                  | ARROWHEAD CONCRETE WORKS, INC. | 598.00                   | 257.00     |
| 123150                  | B W DISTRIBUTING               | 700.98                   | 45.40      |
| 125700                  | BEST OIL COMPANY               | 38,032.19                | 671.50     |
| 166750                  | FIRST LAB                      | 484.55                   | 90.70      |
| 197800                  | L & M SUPPLY CO                | 7,838.71                 | 83.83      |
| 202100                  | LAWSON PRODUCTS INC            | 1,777.51                 | 46.08      |
| 211400                  | MENARDS                        | 3,662.89                 | 10.34      |
| 247400                  | 396-PRAXAIR DISTRIBUTION, INC. | 3,694.81                 | 38.57      |
| 251500                  | RAITER CLINIC                  | 508.50                   | 73.00      |
| 284875                  | VERIZON WIRELESS               | 3,163.85                 | 35.03      |
| 286900                  | W L S S D                      | 271,082.40               | 75,880.00  |
| 287800                  | WAL-MART COMMUNITY             | 1,442.00                 | 24.73      |
|                         | SANITARY SEWER                 |                          | 77,256.18  |
|                         |                                |                          |            |
| 57                      | ADMINISTRATION & GENERAL       |                          |            |
| 137310                  | CENTURY LINK                   | 10,877.39                | 60.56      |
| 145300                  | COMMUNITY PRINTING             | 635.15                   | 30.93      |
| 234600                  | NORTHERN BUSINESS PRODUCTS     | 3,956.68                 | 103.77     |
| 269150                  | STRATEGIC INSIGHTS INC         |                          | 225.00     |
| 272300                  | TELEPHONE ASSOCIATES           | 3,373.79                 | 118.84     |
| 278600                  | TWIN PORT MAILING              | 14,412.13                | 36.55      |
| 286900                  | W L S S D                      | 271,082.40               | 13,973.50  |
| 292400                  | XEROX CORPORATION              | 2,571.48                 | 88.04      |
|                         | ADMINISTRATION & GENERAL       |                          | 14,637.19  |
|                         |                                |                          |            |
| CABLE TELEVISION        |                                |                          |            |
| 45                      | PUBLIC TV                      |                          |            |
| 121000                  | ARROWHEAD SPRINGS INC          | 549.25                   | 30.00      |
| 137310                  | CENTURY LINK                   | 10,877.39                | 45.21      |
| 210450                  | MEDIACOM LLC.                  | 279.80                   | 83.34      |
| 258200                  | RUDY GASSERT YETKA             | 47,071.25                | 214.50     |
|                         | PUBLIC TV                      |                          | 373.05     |
|                         |                                |                          |            |
| EMPLOYEE SEVERANCE      |                                |                          |            |
| 45                      | EMPLOYEE VACATION & SICK       |                          |            |

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CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/07/2016

| VENDOR #                   | NAME                         | PAID THIS<br>FISCAL YEAR | AMOUNT DUE |
|----------------------------|------------------------------|--------------------------|------------|
| -----                      |                              |                          |            |
| EMPLOYEE SEVERANCE         |                              |                          |            |
| 45                         | EMPLOYEE VACATION & SICK     |                          |            |
| 204400                     | LINCOLN NATIONAL LIFE        | 17,586.40                | 26.94      |
|                            | EMPLOYEE VACATION & SICK     |                          | 26.94      |
| CLOQUET AREA FIRE DISTRICT |                              |                          |            |
| 42                         | PUBLIC SAFETY                |                          |            |
| 125700                     | BEST OIL COMPANY             | 38,032.19                | 3,037.72   |
| 140200                     | CITY OF CLOQUET - PETTY CASH | 699.54                   | 47.25      |
| 190700                     | JAMAR COMPANY                | 5,046.96                 | 2,152.06   |
|                            | PUBLIC SAFETY                |                          | 5,237.03   |
|                            | TOTAL ALL DEPARTMENTS        |                          | 387,803.34 |




**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: May 23, 2016

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**ITEM DESCRIPTION:** Approval of Liquor and Related Business License Renewals

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**Proposed Action**

Staff recommends the City Council move to renew the various liquor and business licenses identified on the attached 2016-2017 license renewal list subject to submittal of all licensing requirements.

**Background/Overview**

The State of Minnesota requires that businesses licensed to sell liquor renew their various licenses each year. In Cloquet, such licenses expire on June 30<sup>th</sup> of each year. These renewals are required to be submitted to the State 30 days prior to their expiration for review and final approval.

**Are there any significant license change requests?**

There are no significant license changes requested with any of our renewals this year.

**Policy Objectives**

Approval of license renewals are required in Chapter 6 of Municipal Code and State law.

**Financial Impacts**

The City's fee schedule requires each license holder to pay set fees for each renewal. The total fees received by the City for alcohol licenses are required to be consistent with the level of service to administer and enforce local liquor laws.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- 2016-2017 License Renewal List

**RENEWALS - JUNE 7, 2016 MEETING**

**2016 - 2017 Licenses**

| <u>Parcel Code</u> | <u>Licensee</u> | <u>Trade Name</u> | <u>Licensed Location Address</u> | <u>On Sale Intox. Liquor (13)</u> | <u>Sunday</u> | <u>2 A.M. Closing</u> | <u>Off Sale Intox. Liquor (12)</u> | <u>Wine</u> | <u>On Sale 3.2% Malt Liquor</u> | <u>Off Sale 3.2% Malt Liquor</u> | <u>Tobacco</u> | <u>Public Dance</u> | <u>Bowling Alley</u> | <u>Consumption &amp; Display Permit</u> | <u>Amusement</u> |
|--------------------|-----------------|-------------------|----------------------------------|-----------------------------------|---------------|-----------------------|------------------------------------|-------------|---------------------------------|----------------------------------|----------------|---------------------|----------------------|---|------------------|
|                    | Miner's Inc.    | Cloquet Super One | 707 Hwy 33 South                 |                                   |               |                       | 3                                  |             |                                 |                                  | 18             |                     |                      |   |                  |




**ADMINISTRATIVE OFFICES**

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**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: May 24, 2016

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**ITEM DESCRIPTION:** Approval of Bingo and Raffle Permit at Queen of Peace Parish

---

**Proposed Action**

Staff recommends the City Council move to adopt **RESOLUTION NO. 16-48, A RESOLUTION APPROVING EXEMPT PERMIT TO CONDUCT A BINGO AND RAFFLE EVENT AT QUEEN OF PEACE PARISH.**

**Background/Overview**

The City has received an application from Queen of Peace Parish, 102 - 4th Street, for a bingo and raffle event to be held on October 1 and 2, 2016, at Queen of Peace Parish, 102 - 4th Street.

**Policy Objectives**

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

**Financial/Budget/Grant Considerations**

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

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Resolution No. 16-48
- LG220 Application for Exempt Permit

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

**RESOLUTION NO. 16-48**

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

**WHEREAS,** The City of Cloquet received an application from Queen of Peace Parish, 102 - 4th Street, for an Exempt Permit to conduct a bingo and raffle event on October 1 and 2, 2016 at Queen of Peace Parish, 102 - 4th Street.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA,** That the City Council has reviewed the application of Queen of Peace Parish, 102 - 4th Street, for an Exempt Permit to conduct a bingo and raffle event on October 1 and 2, 2016 at Queen of Peace Parish, 102 - 4th Street, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

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

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 7TH DAY OF JUNE, 2016.**

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

ATTEST:

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

MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

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

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

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

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

**ORGANIZATION INFORMATION**

Organization Name: Queen of Peace Parish Previous Gambling Permit Number: X-04657-16-021  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 41-0721655  
 Mailing Address: 102 4<sup>th</sup> St  
 City: Cloquet State: MN Zip: 55720 County: CARLTON  
 Name of Chief Executive Officer (CEO): FR Justin Fish  
 Daytime Phone: 218 879 6793 Email: \_\_\_\_\_

**NONPROFIT STATUS**

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

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

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

- A current calendar year Certificate of Good Standing**  
 Don't have a copy? Obtain this certificate from:  
 MN Secretary of State, Business Services Division      Secretary of State website, phone numbers:  
 60 Empire Drive, Suite 100      [www.sos.state.mn.us](http://www.sos.state.mn.us)  
 St. Paul, MN 55103      651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Queen of Peace Parish  
 Address (do not use P.O. box): 102 4<sup>th</sup> St  
 City or Township: Cloquet Zip: 55720 County: CARLTON  
 Date(s) of activity (for raffles, indicate the date of the drawing): 10-14-2016 Fall Fest

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

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



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

|  |  |
|--|--|
| <p style="text-align: center;"><b>CITY APPROVAL</b><br/>for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> | <p style="text-align: center;"><b>COUNTY APPROVAL</b><br/>for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> |
| <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: 80%;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>  | <p><b>TOWNSHIP (if required by the county)</b><br/>On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>   |

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature: *[Signature]* Date: 5-13-16  
(Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

|  |  |
|--|--|
| <p><b>REQUIREMENTS</b></p> <p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days, or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b><br/>A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p> | <p><b>MAIL APPLICATION AND ATTACHMENTS</b></p> <p><b>Mail application with:</b></p> <p><input type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input type="checkbox"/> application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board<br/>1711 West County Road B, Suite 300 South<br/>Roseville, MN 55113</p> <p><b>Questions?</b><br/>Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p> |
|--|--|

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

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




**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: May 24, 2016

---

**ITEM DESCRIPTION:** Transient Merchant License for Carlton County Farmers Market

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**Proposed Action**

Staff recommends that the City Council move to approve the Peddlers, Solicitors & Transient Merchants license for the Carlton County Farmers Market to hold a farmers market on the private parking lot owned by G & R Development at 904 Highway 33 South from June 4 to October 15, 2016.

**Background/Overview**

The City has received an application from the Carlton County Farmers Market for a Peddlers, Solicitors & Transient Merchants license seeking approval to hold a farmers market on Saturdays beginning on June 4 through October 15, 2016. The market is located in the parking lot adjacent to Premiere Theaters.

The application meets all requirements of the City Code.

**Policy Objectives**

Section 6.6.02, Subd. 7, 6.6.04, Subd. 2(A) and 6.6.08, Subd. 2 apply to farmers markets and require an annual license for such purposes.

**Financial/Budget/Grant Considerations**

Section 6.6.04, Subd. 1, exempts a farmers market from the annual license fee. There is no direct cost to the City.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Application



CITY ADMINISTRATOR'S OFFICE

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

Application for License Regulating Peddlers, Solicitors, & Transient Merchants

This application, all required documentation and fees must be submitted by any person desiring to obtain a Peddlers, Solicitors & Transient Merchant license within the City of Cloquet, MN.

INDIVIDUAL SUBMITTING APPLICATION:

Name: Michael Steven Little  
First Full Middle Name Last

Applicant Current Address: 131 Larson Rd.  
 City, State, Zip: ESKO MN 55733

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: fishpole@peoplepc.com

Date of Birth: \_\_\_\_\_ Place of Birth: Minneapolis MN

Social Security #: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Eye Color: Blue Hair Color: Bronde Height: 5'7" Weight: 165

BUSINESS/ORGANIZATION INFORMATION:

Business or Organization Name: Carlton Co. Farmers Market

Address: 904 Hwy. 33 S. Cloquet MN 55720

Mailing Address (if different from above): 131 Larson Rd. ESKO MN 55733

Phone No.: \_\_\_\_\_ Alternate Number: Market Mgr. Roberta Follett

LOCATION WHERE PROPOSED SALES WILL BE MADE:

Business/Organization Name: G & R Development

Address: 904 Hwy. 33 S. Cloquet MN 55720

Local Phone Number: 218-879-7985 ext. 0 Permanent Phone Number: SAME

THE LENGTH OF TIME FOR SALES OR SOLICITING AND HOURS DURING WHICH BUSINESS WILL BE CONDUCTED:

Beginning Date: June 4, 2016 Ending Date: Oct. 15, 2016

Hours during which business will be conducted: Setup 8:00 sales till 11:00

Brief description of the nature of the business or solicitation and the goods to be sold or given away:

Plants, produce, baked goods & cottage foods. Eggs and frozen meats, craft items

Do you have written consent of the landowner upon whose premises this activity is to be conducted?  Yes  No (If yes, please attach written consent.)

Do you use a Sales Contract?  Yes  No (If yes, please attach a copy.)

Name and Address of the Source of Supply of the goods or property proposed to be sold, or orders taken for the sale thereof; location of such goods or products at the time of this application; and proposed method of delivery:

Vendors produce all items they sell and transport them to the market

List the names of the last three (3) cities where you have registered and conducted business for your activities:

| City and Address   | State |
|--|-------|
| Cloquet Municipal Lot @ 11 <sup>th</sup> St & Cloquet Ave. | MN    |
| Carlton, 4 Seasons Event Center, 1568 Hwy 210              | MN    |
| Scanton, Gramma Polos Bottle Shop 1314 Hwy 45              | MN    |

Describe all vehicles that you will be using in your activities:

|        |            |
|--------|------------|
| Make:  | Year:      |
| Model: | License #: |
| Color: | State:     |

|        |            |
|--------|------------|
| Make:  | Year:      |
| Model: | License #: |
| Color: | State:     |

|        |            |
|--------|------------|
| Make:  | Year:      |
| Model: | License #: |
| Color: | State:     |

|        |            |
|--------|------------|
| Make:  | Year:      |
| Model: | License #: |
| Color: | State:     |

1. Have you, or those working for you in Cloquet, been convicted within the last five (5) years, of any felony, gross misdemeanor, or misdemeanor for violation of any federal, state, or local ordinance other than traffic ordinances  
 Yes  No *If yes, give information as to the date, place, and offense for each conviction.*

2. List all names, nicknames and aliases by which you have been known: none

3. List addresses at which you have lived during the preceding three years. (Begin with present or last address and work back. *Attach additional sheets if necessary.*)

Street Address: \_\_\_\_\_  
City, State, Zip: Esko MN 55733  
Dates at Address: 1987- present

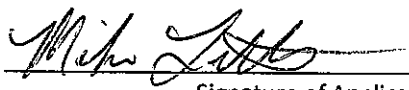
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Dates at Address: \_\_\_\_\_

Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Dates at Address: \_\_\_\_\_

**I HEREBY UNDERSTAND AND AGREE THAT:**

1. Information revealed herein for a Peddler, Solicitor and Transient Merchant License in the City of Cloquet will be handled by the City in accordance with federal and state laws regarding privacy of criminal records.
2. Failure to reveal a criminal conviction will be considered falsification of the application and may be used as grounds for denial of the license.

(I) do hereby swear that I have submitted all of the required documentation as listed above and that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Cloquet, its agents, and employees, to obtain any necessary information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this license. I do understand that providing false information shall be grounds for denial of my license.

 \_\_\_\_\_ 5-24-16 \_\_\_\_\_  
Signature of Applicant Date

Print Name Mike Steven Little  
First Middle Last

## Authorization & Release

The undersigned, having filed an application with the City of Cloquet realizing that the City has need to investigate the background and history of the applicant in order to better evaluate his or her application, does hereby authorize and request every law enforcement official and every other person, firm, officer, corporation, association, organization or institution having control of any documents, records or other information pertaining to me to furnish the original or copies of any such documents, records and other information to the City or any of its representatives and to permit said City or any of its representatives to inspect and make copies of any such documents, records and other information. I further authorize any such persons to answer any inquiries, questions or interrogatories concerning the undersigned which may be submitted to them by the City or its authorized representative. I fully understand that the information so obtained by the City may be used by it in its evaluation of my application.

I hereby release and exonerate any person who shall comply with the authorization and request made herein from any and all liability of every nature and kind growing out of and in any way pertaining to the furnishing or inspection of such documents, records and other information.

### **Data Practices Advisory (*Tennessee Warning*)**

Some or all of the information that you are asked to provide on the attached forms are classified by state law as either private or confidential. Private data is information which generally cannot be given to the public, but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is to perform background investigations of the applicant, manager and others appearing on the application. This information will be used to determine if it is appropriate for the applicant to be issued a license or permit from the City of Cloquet.

You are not legally required to provide this information. However, failure to furnish the requested information may result in your application being denied.

This information will be used by various City departments in the course of their investigations. In addition, various State and Federal law enforcement agencies may be furnished portions of the information you provide.

If you have any questions in this regard, please contact the City Administrator's Office at (218) 879-3347.

I read and understand the above information regarding my rights as a subject of government data.

**I HAVE READ AND UNDERSTAND THE ABOVE  
AUTHORIZATION & RELEASE AND DATA PRACTICES ADVISORY.**

  
\_\_\_\_\_  
Signature of Applicant

5-24-16  
\_\_\_\_\_  
Date




## ADMINISTRATIVE OFFICES

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www.ci.cloquet.mn.us

### REQUEST FOR COUNCIL ACTION

---

To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: May 24, 2016

---

**ITEM DESCRIPTION:** Transient Merchant License for Fireworks Sales

---

#### **Proposed Action**

Staff recommends that the City Council move to approve the Peddlers, Solicitors, & Transient Merchants License for Gerald Breyer, dba Generous Jerry's Fireworks Inc., to sell fireworks at Super One Foods, 707 Highway 33 South, from June 24 - July 5, 2016 and identify the hours of sale subject to submittal of all licensing requirements and completion of background check.

#### **Background/Overview**

The City has received an application from Gerald Breyer, dba Generous Jerry's Fireworks Inc. for a Peddlers, Solicitors, & Transient Merchants license seeking approval to sell fireworks from June 24 - July 5, 2016 at Super One Foods, 707 Hwy 33 South.

Generous Jerry's has been licensed to sell fireworks in Cloquet since State law was amended to allow for such sales in 2006. The City has received no complaints regarding the operation during this timeframe.

Section 6.6.08, Subd. 1(B) of City Code restricts sales to 8:00 am to 8:00 pm. The City Council has previously authorized the applicant in past years to sell until 10:00 pm. Staff would suggest that the Council either follow Code or in the case of fireworks sales limit it to the previously established precedent of 10:00 pm.

#### **Policy Objectives**

Section 6.6 of the Municipal Code requires the regulation of peddlers, solicitors, and transient merchants. The purpose of such licensing is to regulate the potential nuisance and public safety issues which sometimes relate to such operations. The City does not have a separate licensing requirement for retail fireworks sales, though it may wish to do so in the future.

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

The applicant has submitted the appropriate license fee associated with this license. There is no other direct cost to the City.

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

None.

#### **Supporting Documentation Attached**

- Application.



**CITY ADMINISTRATOR'S OFFICE**  
 1307 Cloquet Avenue  
 Cloquet MN 55720  
 Phone: 218-879-3347  
 Fax: 218-879-6555  
 email: [djohnson@ci.cloquet.mn.us](mailto:djohnson@ci.cloquet.mn.us)

**Application for License  
 Regulating Peddlers, Solicitors, & Transient Merchants**

*This application, all required documentation and fees must be submitted by any person desiring to obtain a Peddlers, Solicitors & Transient Merchant license within the City of Cloquet, MN.*

**INDIVIDUAL SUBMITTING APPLICATION:**

Name: Gerald FRANCIS Breyer  
First Full Middle Name Last

Applicant Current Address: \_\_\_\_\_

City, State, Zip: Grand Forks, ND 58201

701-775-1106

Home Phone Work Phone Cell Phone

generousone@midconetwork.com  
E-Mail Address

Date of Birth: \_\_\_\_\_ Place of Birth: Wales, ND

Social Security #: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Eye Color: Blue green Hair Color: White Height: 5'10 Weight: 250

**BUSINESS/ORGANIZATION INFORMATION:**

Business or Organization Name: Generous Jerry's FW INC

Address: 519-22nd AV So, Grand Forks, ND 58201

Mailing Address (if different from above): \_\_\_\_\_

Phone No.: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

**LOCATION WHERE PROPOSED SALES WILL BE MADE:**

Business/Organization Name: Cloquet Superone Parking Lot

Address: 707- Hwy 33 South, Cloquet, MN

Local Phone Number: \_\_\_\_\_ Permanent Phone Number: 701-775-1106

**THE LENGTH OF TIME FOR SALES OR SOLICITING AND HOURS DURING WHICH BUSINESS WILL BE CONDUCTED:**

Beginning Date: June 24, 2016 Ending Date: July 5, 2016

Hours during which business will be conducted: 9 AM - 10 PM



Brief description of the nature of the business or solicitation and the goods to be sold or given away:

Retail fireworks - Class C (1.4g)

Do you have written consent of the landowner upon whose premises this activity is to be conducted?  Yes  No (If yes, please attach written consent.)

Do you use a Sales Contract?  Yes  No (If yes, please attach a copy.)

Name and Address of the Source of Supply of the goods or property proposed to be sold, or orders taken for the sale thereof; location of such goods or products at the time of this application; and proposed method of delivery:

|                         |                 |
|-------------------------|-----------------|
| Generous Jerry's Fw Inc | Common Carrier  |
| 519 - 22nd AV So        | S&S Transport   |
| Grand Forks, ND 58201   | Grand Forks, ND |

Describe ALL vehicles that you will be using in your activities:

|                      |            |
|----------------------|------------|
| MAKE: Jayco          | YEAR: 2016 |
| MODEL: 28' Motorhome | LICENSE #: |
| COLOR: Off white     | STATE: MN. |

|        |            |
|--------|------------|
| MAKE:  | YEAR:      |
| MODEL: | LICENSE #: |
| COLOR: | STATE:     |

|        |            |
|--------|------------|
| MAKE:  | YEAR:      |
| MODEL: | LICENSE #: |
| COLOR: | STATE:     |

|        |            |
|--------|------------|
| MAKE:  | YEAR:      |
| MODEL: | LICENSE #: |
| COLOR: | STATE:     |

Have you, or those working for you in Cloquet, been convicted within the last five (5) years, of any felony, gross misdemeanor, or misdemeanor for violation of any federal, state, or local ordinance other than traffic ordinances  
 Yes  No *If yes, give information as to the date, place, and offense for each conviction.*

\_\_\_\_\_  
\_\_\_\_\_

List all names, nicknames and aliases by which you have been known: Jerry

\_\_\_\_\_  
\_\_\_\_\_

List addresses at which you have lived during the preceding three years. (Begin with present or last address and work back.)

Attach additional sheets if necessary.

Street Address: \_\_\_\_\_  
City, State, Zip: Grand Forks, ND 58201  
Dates at Address: Lived at this address since 02-1960

Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Dates at Address: \_\_\_\_\_

Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Dates at Address: \_\_\_\_\_

List the names of the last three (3) cities where you have registered and conducted business for your activities:

| CITY & ADDRESS                         | STATE     |
|--|-----------|
| <u>Virginia, MN Superone Foods</u>     | <u>MN</u> |
| <u>Bemidji, MN Marketplace Foods</u>   | <u>MN</u> |
| <u>Hartsburg, WI Marketplace Foods</u> | <u>WI</u> |

CITY OF CLOQUET

Authorization & Release

The undersigned, having filed an application with the City of Cloquet realizing that the City has need to investigate the background and history of the applicant in order to better evaluate his or her application, does hereby authorize and request every law enforcement official and every other person, firm, officer, corporation, association, organization or institution having control of any documents, records or other information pertaining to me to furnish the original or copies of any such documents, records and other information to the City or any of its representatives and to permit said City or any of its representatives to inspect and make copies of any such documents, records and other information.

I further authorize any such persons to answer any inquiries, questions or interrogatories concerning the undersigned which may be submitted to them by the City or its authorized representative. I fully understand that the information so obtained by the City may be used by it in its evaluation of my application.

I hereby release and exonerate any person who shall comply with the authorization and request made herein from any and all liability of every nature and kind growing out of and in any way pertaining to the furnishing or inspection of such documents, records and other information.

Dated this 16th day of May, 2016.

Gerald F. Breyer
Signature of Applicant

PLEASE PRINT:

Gerald Francis Breyer
First Full Middle Last Name

Previous Last Names

Address

Grand Forks, ND 58201
City, State, Zip

Previous Address

lived at this address since 02/69
City, State, Zip

10-12-38

Date of Birth




**ADMINISTRATIVE OFFICES**

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**REQUEST FOR COUNCIL ACTION**

---

To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: May 24, 2016

---

**ITEM DESCRIPTION:** Cloquet 4<sup>th</sup> of July Outdoor Public Fireworks Display Permit

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**Proposed Action**

Staff recommends that the City Council move to approve the Outdoor Public Fireworks Display Permit for fireworks for the Cloquet 4th of July Celebration on July 4 at 10:00 p.m. subject to any final issues identified by the Chief of Police or Fire District Chief being addressed by the applicant.

**Background/Overview**

The City has received an application from Pyrotechnic Display to hold the annual 4<sup>th</sup> of July Fireworks display on July 4th at 10:00 p.m.

They are once again proposing to hold the fireworks along the St. Louis River with the fireworks being discharged from the north riverfront road/trail area. Access to this area is usually limited during the day of the display. City Staff has historically supported this location over Pinehurst Park for public safety reasons.

The company has provided the required liability insurance documentation and information attached. This year's fireworks are sponsored by the Cloquet 4th of July Celebration, an ad hoc committee, working to ensure that festivities continue in 2016. The City has entered into an agreement for fireworks with Pyrotechnic Display, Inc. for the fireworks. They have provided this service for a number of years and the City has had no issues of concern.

**Policy Objectives**

The permit is consistent with that provided by the State of Minnesota. The City does not have any specific permitting or other requirements included in our City Code.

**Financial/Budget/Grant Considerations**

There is no city fee associated with this permit. The City does incur additional law enforcement and fire safety presence on the night of the fireworks.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Application



CITY ADMINISTRATOR'S OFFICE

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

APPLICATION FOR OUTDOOR PUBLIC FIREWORKS DISPLAY

- 1. This application is for an outdoor public fireworks display only and is not valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.

Name of Applicant (Sponsoring Organization): City of Cloquet 4th of July Celebration

Address of Applicant: 1307 Cloquet Avenue, Cloquet, Minnesota 55720

Names of Applicant's Authorized Agent: Pyrotechnic Display, Inc.

Address of Agent: 9405 River Road SE, Clear Lake, MN 55319

Telephone Number of Agent: 320-743-6496 Ext. 1 Date of Display: July 4, 2016 Time of Display: about 10pm

Location of Display: on service road SE of Hospital, east of Hwy 33 and on edge of St. Louis River, Cloquet, MN

Manner and place of storage of fireworks prior to display:
No storage, delivery and set up on day of display.

Type and number of fireworks to be discharged:
1.3G product, up to 6" shells and Multi-shot Box items

MINNESOTA STATE LAW REQUIRES THAT THIS DISPLAY BE CONDUCTED UNDER THE DIRECT SUPERVISION OF A PYROTECHNIC OPERATOR CERTIFIED BY THE STATE FIRE MARSHAL.

Name of Supervising Operator: Patrick Liebl Certificate No. O 0814

Required attachments. The following attachments must be included with this application:

- 1. Proof of a bond or certificate of insurance in amount of at least \$1.5 million.
2. A diagram of the grounds at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display. Tanya Liebl, 40, Patrick Liebl Jr. 19

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any:

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority, and will ensure that the fireworks are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of Applicant (or Agent): Becky Hanson Date: May 13, 2016

Signature of Fire Chief: Date:

Signature of Issuing Authority: Date:

# Mayor's Proclamation

## City of Cloquet

WHEREAS, Cloquet Community Education and Recreation promotes, provides, and facilitates learning opportunities and social activities to serve all individuals and families, while bridging generations, inspiring collaboration and building community, and the Cloquet Active Transportation Coalition has the vision to create an environment that promotes a citywide transportation system connecting resources through walking, bicycling, and transit use to improve the wellness and safety of residents and visitors; and

WHEREAS, Community Ed, Cloquet Area Fire District, Community Memorial Hospital and Cloquet Active Transportation Coalition (supported by the Statewide Health Improvement Program—SHIP/Healthy Northland) are sponsoring a free family fit n fun day; and

WHEREAS, On Saturday, June 11, 2016 Community Ed and other organizations have committed to a Family Fit N Fun Day promoting family, health, safety, and fitness; and

WHEREAS, Such an event helps develop strong, healthy, safe, and fit families while enjoying fun outdoor activities; and

WHEREAS, Family Fit N Fun Day on June 11th will kick off Cloquet Bike and Walk Week 2016 that includes daily walk/bike activities for residents to encourage participation in active living and active transportation involvement; and

NOW, THEREFORE, I, Dave Hallback, Mayor of the City of Cloquet, do hereby proclaim

**Saturday, June 11, 2016 as Family Fit N Fun Day, and Saturday, June 11 through Friday, June 17, 2016 as  
Cloquet Bike and Walk Week in Cloquet, Minnesota.**



---

Dave Hallback, Mayor  
City of Cloquet



**COMMUNITY DEVELOPMENT DEPARTMENT**

1307 Cloquet Avenue • Cloquet MN 55720

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

[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

**REQUEST FOR COUNCIL ACTION**

---

To: Mayor and City Council  
From: Al Cottingham, City Planner/Zoning Administrator  
Reviewed By: Brian Fritsinger, City Administrator  
Date: June 1, 2016

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**ITEM DESCRIPTION:** ZONING CASE 16-8: PRELIMINARY (SKETCH) SITE PLAN FOR SHERMAN ASSOCIATES DEVELOPMENT LLC 509 CARLTON AVENUE

---

**Proposed Action**

Staff recommends the City Council move to adopt **RESOLUTION NO. 16-40, A RESOLUTION APPROVING THE PRELIMINARY (SKETCH) SITE PLAN FOR SHERMAN ASSOCIATES DEVELOPMENT LLC, 509 CARLTON AVENUE.**

**Background/Overview**

Sherman Associates Development LLC has submitted a Preliminary (Sketch) Site Plan application for 50 apartment units in the current Cloquet Middle School. This is a reduction of 20 units since this first went to the Planning Commission following concerns of the project being too dense, lack of parking and green space. The site is located at 509 Carlton Avenue and is the current Cloquet Middle School. This is only a Preliminary (Sketch) Site Plan at this time so they can make application for funding assistance through the Minnesota Housing Finance Agency. If funding is awarded then a formal site plan and other applications will be submitted at a later date.

Section 17,2,10, Subd. 2, Site Plan review Process for Sketch Plan, identifies this type of review for discussion, review and informal comment of these types of plans. Any opinions or comments provided to the applicant shall be considered advisory only and shall not constitute a binding decision on the request.

**Preliminary Site Plan**

Attached the City Council will find the following plan for this development:

- Preliminary (Sketch) Site Development Plan

The plan shows the existing Middle School being converted into a 50 unit apartment building, 3-1 bedroom, 17-2 bedroom, and 30-3 bedroom. It also shows the removal of the pool and gym located at the north end of the east wing in order to create additional parking for the units.

The site is approximately 2.46 acres in size with a new proposed density of 20.33 units per acre down from 28.46 units per acre. There is currently 48 parking stalls on site and with the removal of the pool and gym, the applicant is showing an additional 54 new stalls being constructed in this area giving the total site approximately 102 stalls which meets the minimum Ordinance requirements for parking. They are proposing to convert the area between the two wings from an existing parking lot to green space including a play area for children.

To the Mayor and City Council  
Site Plan Review Sherman  
June 1, 2016  
Page 2

Site specific details, including the zoning of the property, will be reviewed at a later date should funding for the project be finalized. Under the sketch plan shown, staff is not able to verify that all of the parking spaces shown comply with the Ordinance requirements for setbacks and dimensions. However, this and other zoning requirements will be reviewed in detail with the full site plan.

The developer has put together a Power Point presentation that they will go through at the meeting to give the Mayor and City Council a better understanding of who they are and the overall project.

#### **Policy Objectives**

The purpose of this Preliminary (Sketch) Site Plan Review application is to provide a preliminary project approval subject to future detailed submissions.

#### **Financial Impacts**

The Site Plan fees were paid.

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

After much public discussion in opposition to the project with concerns of parking, density, green space and traffic, the Planning Commission discussed these same concerns. The Commission discussed the fact that this was only a Preliminary (Sketch) Site Plan and the fact that it was providing comments to the developer for things that should be addressed if/when a formal application was made. The Commission initially felt the density of approximately 28 units per acre was too high compared to the surrounding area and were concerned with the lack of green space and area where kids from the units could play.

The developer then revised their proposal and came back to the Planning Commission with a proposal of 50 units, adequate parking and green space. The Planning Commission discussed the revisions and felt they had addressed the concerns of the neighborhood and the Planning Commission.

The Planning Commission has recommended approval of the Preliminary (Sketch) Site Plan on a 5-0 vote.

#### **Supporting Documents Attachments**

- Resolution No. 16-40
- Location Map
- Project Narrative
- Preliminary (Sketch) Site Plan



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

**RESOLUTION NO. 16-40**

**A RESOLUTION APPROVING A PRELIMINARY SITE PLAN FOR SHERMAN ASSOCIATES DEVELOPMENT LLC 509 CARLTON AVENUE**

**WHEREAS**, Sherman Associates Development LLC is proposing a Preliminary Site Plan in the PI – Public/Institutional District for a 50 unit apartment building; and

**WHEREAS**, the property of the proposed Preliminary (Sketch) Site Plan is located at 509 Carlton Avenue (PIN's 06-005-0370, 06-005-1740, 06-005-1820 AND 06-005-1860) and is legally described as follows:

Lots 5 through 8, Block 66; Lots 1 through 4, and Lot 5 except the West 12 feet of the South 38 feet thereof, Block 96; Lot 9, Block 96; Lots 1 through 10, Block 97; together with, the portion of 5<sup>th</sup> Street lying between Avenue G and Carlton Avenue and the portion of Avenue G lying between 5<sup>th</sup> Street and 6<sup>th</sup> Street, Allen's Subdivision of Blocks 63 – 74 and 89 – 98 Inclusive, City of Cloquet, Carlton County, Minnesota. And,

**WHEREAS**, the Planning Commission reviewed the staff report and recommends approval of the Preliminary (Sketch) Site Plan.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA**, that the City Council approves Zoning Case 16-08 for a Preliminary (Sketch) Site Plan for Sherman Associates Development LLC for a 50 unit building subject to rezoning approval.

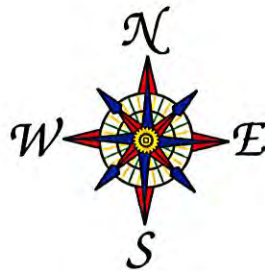
**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 7TH DAY OF JUNE 2016.**

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

ATTEST:

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

Location Map  
Sherman & Associates  
509 Carlton Avenue



No Scale



May 24, 2016

RE: Cloquet Middle School redevelopment

Sherman Associates proposes the adaptive reuse of the historic Cloquet Middle School into Cloquet Middle School Apartments, a mixed-income housing community complemented by community space. In the fall of 2015, the Cloquet School Board released an RFP for the redevelopment of the current middle school which operations will be relocated to the to-be-constructed middle school in the fall of 2017. The reuse of the historic middle school is important to many stakeholders throughout the Cloquet community, including local community leaders and members, affordable housing and economic development advocates, and historic preservationists alike.

The proposed redevelopment incorporates 50 mixed-income residential units complemented by a residential amenity package, various multi-use community rooms, retention of the historic auditorium, and the potential to provide affordable commercial space(s) for community partners or nonprofits. The Developer has begun conversations with various community groups regarding the potential use, operations, and management of the lunchroom and cafeteria, and any other non-housing space deemed appropriate for commercial use.

Cloquet Middle School was constructed in 1921 in the Renaissance Revival style and is located in a residential neighborhood, centrally located in Cloquet. The building is three stories above ground with a subterranean ground level and consists of three main sections:

- The original East Wing (constructed in 1921) which will be converted into housing units and incorporates the historic Auditorium into the residential amenity package;
- The West Wing (constructed in 1938) which will be converted into housing units;
- The Link Addition (constructed in 1938) which provides the connection between the East and West Wings and will be retained for circulation space; and
- Onsite parking.

The proposed housing development includes 50 mixed-income residential units consisting of 27 units at 50% AMI, 13 units at 60% AMI, and 10 market rate units. The building incorporates 3- 1BR, 17 - 2BR, and 30 - 3BR units. The Cloquet/Carlton County HRA has committed 7 Project Based Vouchers to the development and the Developer has begun conversation with Hearth Connection to provide supportive services to residents. The historic building is ADA accessible with elevator access to each floor.

Diana Dyste

Development Assistant

[ddyste@sherman-associates.com](mailto:ddyste@sherman-associates.com)

612.604.0857

**CLOQUET SCHOOL HOUSING**

CLOQUET, MN

project # 16031  
file name 16031-A0 SITE PLAN

drawn by -  
checked by -

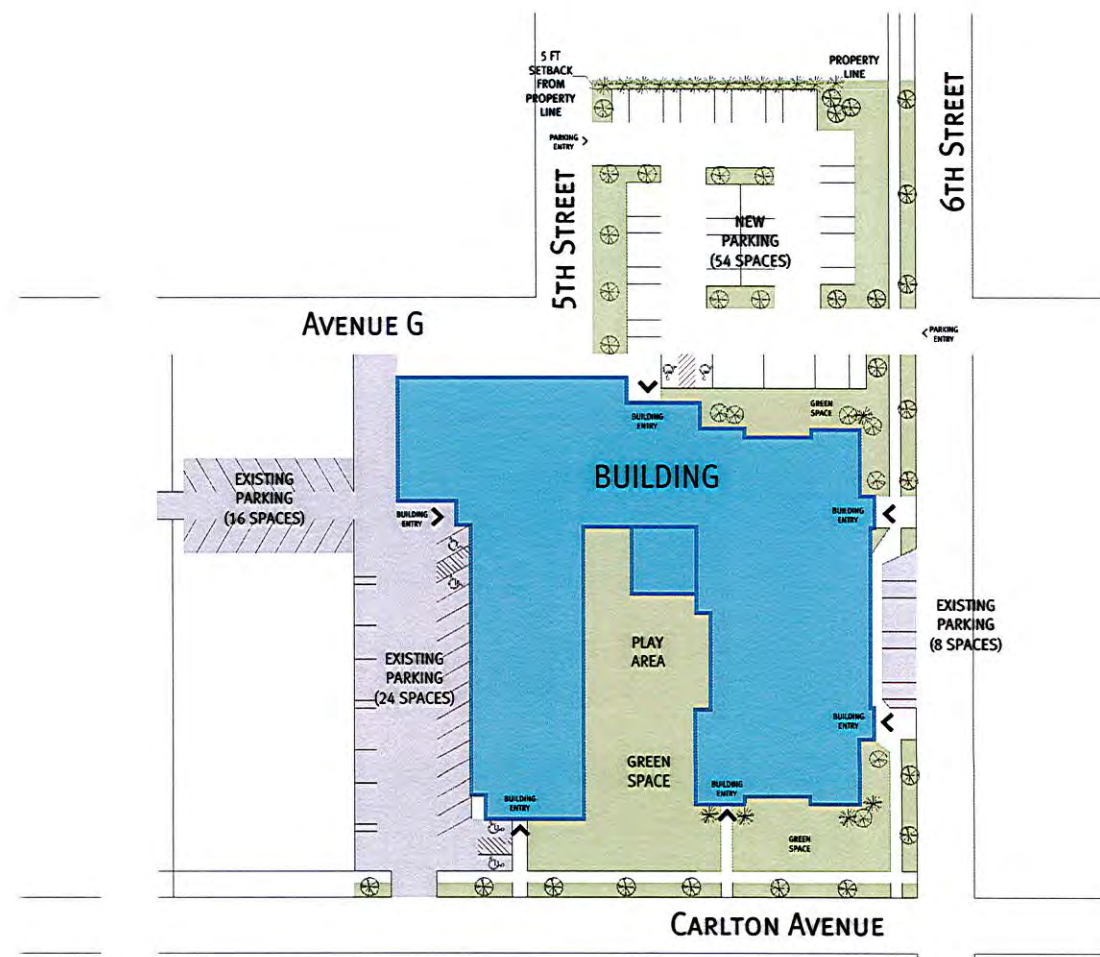
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

signature \_\_\_\_\_  
registered name \_\_\_\_\_  
exp. d. \_\_\_\_\_  
sign date May 17, 2016

**PRELIMINARY NOT FOR CONSTRUCTION 5-17-16**

sheet revision/number \_\_\_\_\_ date \_\_\_\_\_

**SITE PLAN**  
**A0**



**APARTMENT UNITS**

|              |                 |
|--------------|-----------------|
| * 1-BEDROOM  | 3               |
| * 2-BEDROOM  | 17              |
| * 3-BEDROOM  | 30              |
| <b>TOTAL</b> | <b>50 UNITS</b> |

**PARKING**

|              |                   |
|--------------|-------------------|
| * EXISTING   | 48                |
| * NEW        | 54                |
| <b>TOTAL</b> | <b>102 SPACES</b> |

PLAN NORTH  
**SITE PLAN** SCALE 1"=30'-0"

DATE: 5/17/2016 11:29 AM PROJECT: CLOQUET SCHOOL HOUSING DRAWING: 16031-A0 SITE PLAN



Community Development Department  
1307 Cloquet Avenue • Cloquet MN 55720  
Phone: 218-879-2507 • Fax: 218-879-6555

## REQUEST FOR COUNCIL ACTION

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To: Mayor and Cloquet City Council  
From: Holly Butcher, Community Development Director  
Reviewed By: Brian Fritsinger, City Administrator  
Date: May 27, 2016

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**ITEM DESCRIPTION: SUPPORT FOR THE HOUSING TAX CREDIT APPLICATION  
BY SHERMAN ASSOCIATES**

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### **Proposed Action**

Staff recommends the Council move to adopt **RESOLUTION NO. 16-43, A RESOLUTION OF CITY OF CLOQUET SUPPORT FOR THE HOUSING TAX CREDIT APPLICATION BY SHERMAN ASSOCIATES TO THE STATE OF MINNESOTA FOR THE ADAPTIVE REUSE OF THE CLOQUET MIDDLE SCHOOL BUILDING AT 509 CARLTON AVENUE INTO WORKFORCE HOUSING.**

### **Background/Overview**

In February 2015 the Cloquet School District (ISD 94) successfully passed a referendum to construct a new middle school building which once constructed would vacate the existing 1921 Cloquet Middle School (CMS) building located at 509 Carlton Avenue. The School District budgeted \$500,000 to address demolition of this building in the event that there are no available alternative uses for the building.

In the spring of 2015 the School District convened a local committee, which included city staff, to discuss what viable options may exist for their building. On August 5, 2015 the School District, School Board, and Committee held a community meeting in the CMS building providing tours, a presentation of reuse and redevelopment other school districts in the state have done with their building sites, and held a brainstorming discussion session. After this meeting, the committee prepared a Request for Proposals (RFP) targeting the **adaptive building reuse, partial reuse or redevelopment of the Cloquet Middle School building site at 509 Carlton Avenue in Cloquet into housing or mixed use development opportunities.** The RFP issued was for:

1. **Quality housing opportunities for residents and workforce needs in Cloquet. The development initiative will meet further goals of increasing the supply of decent, safe, and housing for persons of all income levels. The successful development proposal may include rental housing, owner-occupied housing, co-operative ownership or any combination of such housing types. Developers are encouraged to consider existing facility space to vet if partnership opportunities exist; or**



2. **Quality mixed use development (e.g. retail, commercial, residential, institutional or industrial uses). Mixed use development blends combinations of residential, commercial, cultural, institutional, or industrial uses, where those functions are physically and functionally integrated, and provides pedestrian connections.**

The RFP further stated that the development team should examine if any of these portions can be preserved and integrated into the building with development or if they should be removed to increase site functionality. The RFP encouraged developers to leverage strategic partnerships with entities to further utilize elements of the building (e.g. nonprofit offices, business incubators, office, community centers, theater groups etc.). The zoning of the existing site is public institutional and as part of this process, the Cloquet Public Schools or Developer will need to rezone the property to be adaptively reused, partially reused or redeveloped into a new land use and amend the Comprehensive Plan accordingly.

#### CLOQUET SCHOOL DISTRICT RFP RESPONSE

In December 2015, one response was received from Sherman Associates for an adaptive reuse rental housing project. During February 2016 presentations were made by Sherman to the School Board and Cloquet EDA and then a public meeting was held on March 21<sup>st</sup> in the CMS building on the project with presentation by the development team.

| SHERMAN PROPOSED UNITS & INCOMES |                             |
|----------------------------------|-----------------------------|
| Unit Mix                         | Target Income Brackets      |
| 3 one BR                         | 27 units at 50% Area Median |
| 17 two BR                        | 13 units at 60% Area Median |
| 30 three BR                      | 10 units at market rate     |
| <b>50 units TOTAL</b>            | <b>50 units TOTAL</b>       |

The City’s consultant who prepared the 2014 Cloquet/Scanlon Housing Study attended the School Board and March public meeting to provide details on the need for affordable housing in Cloquet. Neighbors’ focused project questions on proposed units, parking, and management/tenant screening questions. After this meeting, the School Board voted 5-1 to approve a preliminary purchase agreement, as housing has been an ongoing issue of concern students and families attending the School District. (This approval as proposed will provide the School District \$99,900 for the building. The \$500,000 public tax dollars line item for demolition by the School District will be shifted elsewhere per ISD 94 Direction. School District staff had also obtained a general bid without detailed asbestos review of \$1.5 million.)

#### SHERMAN ASSOCIATES PROPOSED PROJECT

The preliminary site plan in the City Planner’s Report shows the removal the gym and pool to provide onsite parking. The attached site plan is not final at this point because at this juncture the project is seeking conceptual support from the City to apply to the state for viable financing. The City is aware that



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Sherman Associates is currently in discussions with corporate Salvation Army in the Twin Cities related to the concept of potentially relocating the Salvation Army facilities into the building and then utilizing the Salvation Army parcel across from CMS for additional parking.

With the requested unit reduction by the City Planning Commission in May, Sherman has reduced the project scale from the original 70 units at \$15 million to a 50 unit complex at \$13.8 million investment with the new unit mix at 3 one bedroom, 17 two bedroom, and 30 three bedroom units. Sherman has also secured commitment from the Cloquet HRA for seven project based vouchers (PBVs) for the building. PBVs will be applied to the 50% of Area Median Income (AMI) units per payments standards provided by the Cloquet/Scanlon HRA. These are the maximum rents allowed for PBV units where PBV residents pay 30% of their income and the HRA fills the gap up to the maximum Payment Standard fulfilling the 50% AMI unit. Utility Allowance information is applied to both the PBV and tax credit required rents. Gross rents must be reduced by the utility allowance to ensure they are within the maximum payment standards and maximum tax credit rents

If financing is received, at a future date the site plan, property rezone, Comprehensive Plan amendment and other aspects of this project will be brought forward to the City for approval.

| <b>PROPOSED UNITS &amp; RENTS: CLOQUET MIDDLE SCHOOL APARTMENTS</b> |                |                     |                          |                           |                      |
|---|----------------|---------------------|--------------------------|---------------------------|----------------------|
| <b>Unit Type</b>  | <b># units</b> | <b>Monthly Rent</b> | <b>Utility Allowance</b> | <b>Monthly Gross Rent</b> | <b>Affordability</b> |
| 1BR   | 3              | \$476               | \$69                     | \$545                     | <b>50% AMI/PBV</b>   |
| 2BR   | 3              | \$569               | \$86                     | \$655                     |                      |
| 3BR   | 1              | \$635               | \$124                    | \$759                     |                      |
| 2BR   | 8              | \$569               | \$86                     | \$655                     | <b>50% AMI</b>       |
| 3BR   | 12             | \$635               | \$124                    | \$759                     |                      |
| 2BR   | 4              | \$698               | \$86                     | \$784                     | <b>60% AMI</b>       |
| 3BR   | 9              | \$784               | \$124                    | \$908                     |                      |
| 2BR   | 2              | \$855               | n/a                      | \$855                     | <b>Market Rate</b>   |
| 3BR   | 8              | \$1,072             | n/a                      | \$1,072                   |                      |



## **Project Financing Sources**

This project is being proposed to be primarily financed through the use of tax credit programs through the State of Minnesota. Below is a description of how tax credits work and some of the relevant information to this project:

- Housing Tax Credits  
There are two categories of the low income housing tax credit (LIHTC) programs 1) the 9% Competitive Application Pool which is non-federally subsidized and 2) the 4% Non-Competitive Credit Pool that is federally subsidized Competitive Application Pool.
- How do tax credits work?  
Individual states largely control what housing gets built using these credits. The states control the type and location of the housing built and other relevant characteristics to best serve affordable/workforce housing income targets. The state requires the housing to remain affordable for at least 30 years.

Developers apply for competitive tax credits. State agencies write regulations (called “qualified allocation plans” or “QAPs”) describing how developers will be selected and open the competition for credits. The agencies review and rate the developers’ applications and award the tax credit allocations to the most qualified developer(s).

Developers get awarded funds toward construction. Enterprise and other companies (called “fund managers” or “syndicators”) create funds to pool investor capital who then purchase a 15-year tax credit dollar for dollar (unlike New Market Tax Credits such as the Norshor Theater project which offer 39% tax credit). Syndicators then use these funds to purchase the tax credits from the developer in exchange for an equity stake in the housing development investors receive provides competitive yields.

Most importantly for investors, they receive a tax credit that reduces their taxable liability for investing in these types of projects. After the credit term is done, investors can remain owners or they can leave the ownership. With capital from investors, developers can limit the amount of money they borrow to fund construction, which reduces the developers’ debt and keeps rent affordable. Housing is rented affordably in the community. These housing tax credit properties can only be rented to families whose income is at or less than 60 percent of the area median income.

Staff has spoken with MHFA Tax Credit management staff to understand the process of a small city in the “Greater Minnesota” submitting more than one tax credit application to MHFA, which is unusual. After discussions staff is clear on those expectations and while there is no accepted formal documentation from the City allowing them to prioritize may contact the City in the future as needed.





**Proposed Project Financing**

Below in the table is the proposed 9% tax credit project financial sources and uses. Sherman Associates is seeking conceptual support from the City to proceed to applying to the state (Minnesota Housing Finance Agency or MHFA) for primary financing opportunities distributed via the state as described above.

| <b>Cloquet Middle School</b>       |                      |
|------------------------------------|----------------------|
| <b>Sources &amp; Uses of Funds</b> |                      |
| <b>Development Budget</b>          |                      |
|                                    | <b>BUDGET</b>        |
| <b>Uses:</b>                       |                      |
| Acquisition                        | \$ 99,900            |
| Construction & Site Work           | \$ 10,230,000        |
| Interim Costs                      | \$ 646,961           |
| Soft Costs                         | \$ 611,195           |
| Development Fee                    | \$ 1,700,000         |
| Financing Costs                    | \$ 62,500            |
| Project Reserves                   | \$ 509,619           |
| <b>Total Uses:</b>                 | <b>\$ 13,860,175</b> |
| <b>Sources:</b>                    |                      |
| First Mortgage                     | \$ -                 |
| Deferred Loan                      | \$ 500,000           |
| LIHTC Equity                       | \$ 8,860,685         |
| Federal Historic Equity            | \$ 2,222,733         |
| State Historic                     | \$ 2,129,357         |
| TIF/Tax Abatement                  | \$ -                 |
| DDF                                | \$ 147,400           |
| 0                                  | \$ -                 |
| <b>Total Sources:</b>              | <b>\$ 13,860,175</b> |

While the original sources and uses provided to the School District and City identified a project financing gap and preliminary identification that TIF would be sought for the project, at this time, this project is making no formal application to the City of Cloquet for public financing tools as it is far too early to do so and Sherman is seeking general support from the City to apply to the state for primary financing



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opportunities distributed via the state (Minnesota Housing Finance Agency or MHFA). The funding application for this project is due to the state by June 16, 2016. The state will then select projects for financing and notify awardees by November.

Depending on the type and amount of funding secured through the state, the project may or may not need gap financing from the City that will be determined at a later date. The project will be owned and managed by Sherman Associates, a private development entity and as such is statutorily and per City EDA policies eligible to make a public financing request to be evaluated by the City. In the event Sherman is to request gap financing such as TIF in the future, the County Assessor must establish a base value for the building which has been initially gauged at \$426,500 (\$77,000 land and \$349,500 building value) based on an excellent building rating. If the building rating is not found to be excellent, that base value could drop. Regardless, there will be a tax impact from this project based on the established base value even if TIF is authorized at a future date by the City.

#### What Actions are Being Considered by Council?

1. Support. The City Council is being asked to provide written support for the project via an authorized Resolution of Support. The state (MHFA) requires applicants pursuing applications for its tax credit programs to obtain letters or resolutions of support from the local governing jurisdiction. This is a non-binding support in the context of the City's role in reviewing the project from a planning and zoning perspective. However, it does show support by the community for the pursuit of the funding sources in question.

#### Policy Objectives

The proposed project, developing quality, affordable, workforce housing is supported by:

1. The findings of the Cloquet EDA commissioned and paid for 2014 Cloquet/Scanlon Housing Study that highlight significant local pressure in the Cloquet market related to any properties associated with a shallow rent subsidy. This proposed tax credit project, the same funding source which was used to locally construct Settlers Ridge, is technically a shallow subsidy product. Deep subsidies are considered those offered at 50% or below median income most commonly 30% AMI, public housing which provides tenants to pay 30% of their received incomes etc.
2. Secondly, this specific CMS adaptive reuse project was identified by the Cloquet/Scanlon Housing Task Force in 2014 that could be moving forward in the area to address this needed market gap.
3. Third, the proposed project is identified within the City's Target Area for residential and rental rehabilitation and reinvestment projects to occur to support community stabilization as part of the



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City of Cloquet's application to the Department of Employment and Economic Development (DEED).

4. Chapter 7 of the Cloquet Comprehensive Plan pages 7-7 to 7-12 highlight a number of city objectives and policies 7.2 and policies a, d, e.; housing infill projects, and the use of (starting on page 7-11) MHFA housing funding, LIHTC, Historic Tax Credits, Deferred Loan programs, and TIF to support these projects noting the strong link between housing and economic development.

**Financial/Budget/Grant Considerations**

None at this time.

**Advisory Committee Action**

The Cloquet EDA met on May 11, 2016 and recommended support for this project to the City Council.

**Supporting Documentation Attached**

- Resolution No. 16-43
- Chamber and Sappi Letters of Support
- 2014 Cloquet/Scanlon Housing Study Recommendations
- 2014 Cloquet/Scanlon Housing Task Force Recommendations
- Chapter 7, Cloquet Comprehensive Plan pages 7-7 to 7-12

**RESOLUTION NO. 16-43**  
**CITY OF CLOQUET SUPPORT FOR THE HOUSING TAX CREDIT APPLICATION**  
**BY SHERMAN ASSOCIATES TO THE STATE OF MINNESOTA FOR THE ADAPTIVE**  
**REUSE OF THE CLOQUET MIDDLE SCHOOL BUILDING AT 509 CARLTON**  
**AVENUE INTO WORKFORCE HOUSING**

**WHEREAS**, in October 2015 the Cloquet School District released a request for housing/mixed use proposals for the adaptive reuse, partial reuse or redevelopment of their 180,000 square foot historic 1921 Middle School building located at 509 Carlton Avenue; and

**WHEREAS**, in March 2016 after public engagement, the Sherman Associates proposal for adaptive reuse into affordable workforce housing was approved by ISD 94; and

**WHEREAS**, the Sherman Associates proposal for the Cloquet Middle School site proposes 50-units of affordable workforce rental housing to be owned and managed by Sherman Associates, or an affiliate, will meet the locally-identified housing need for quality affordable workforce housing which is in short supply in the local housing market, as evidenced and further described in the Cloquet/Scanlon Housing Study (2014, Stantec Consulting); and

**WHEREAS**, Cloquet Middle School Apartments contributes to efforts outlined in the City of Cloquet's Cooperatively Developed Plan (CDP) and Planned Community Development Plan to address locally identified needs and priorities in which local stakeholders are actively engaged. Specifically, the adaptive reuse of Cloquet Middle School contributes to the objectives outlined in the community-supported 2014 Cloquet/Scanlon Housing Study adopted by the City Council on February 4, 2014. Additionally, in an effort to implement the Cloquet/Scanlon Housing Study, the 2014 Cloquet/Scanlon Housing Task Force, composed of members from the City of Cloquet, City of Scanlon, Cloquet HRA, Carlton County, elected officials, area housing developers, area housing managers, Fond du Lac Reservation, and Arrowhead Regional Development Commission, adopted recommendations on August 5, 2014 which identified the Cloquet Middle School in Goal #9 and Goal #5 as a development opportunity to meet the affordable workforce housing niche; and

**WHEREAS**, the City of Cloquet supports the application of Sherman Associates for Low Income Housing Tax Credits through Minnesota Housing and related Historic Tax Credits in support of this adaptive reuse project, and

**WHEREAS**, this project will utilize existing infrastructure including water, sewer, gas, electric etc.; and

**NOW, THEREFORE, BE IT RESOLVED**, that City Council of the City of Cloquet adopts this resolution of support related to Sherman Associates' Minnesota Housing Finance Agency tax credit application for affordable workforce housing and as evidence of its commitment to provide ongoing assistance to bring the project to completion as deemed to be appropriate in the sole discretion of the City Council and the Economic Development Authority.

**PASSED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 7TH DAY OF JUNE 2016.**

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

ATTEST:

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



North America

Cloquet Operations

**Sappi Cloquet LLC**  
2201 Avenue B  
PO Box 511  
Cloquet MN 55720  
Tel +1 218 879 2300

March 04, 2016

To: Members, Cloquet School Board  
Duane Buytaert, Chair  
Dan Danielson  
Ted Lammi  
Dave Battaglia  
Jim Crowley  
Gary Huard  
Superintendent Ken Scarbrough

**Michael Schultz**  
Managing Director

From: Mike Schultz, Managing Director

RE: Future Use of Cloquet Middle School

As a representative of one of Cloquet's largest employers and as a Cloquet EDA commissioner, I am hoping you would allow me to weigh in on a topic that you have before you, that being what to do with the current Middle School once the new one is built.

I sincerely appreciate that you have a full plate and this may fall towards the bottom of your current priorities, but I fear if that happens, an opportunity may inadvertently be missed. I am aware that before you is a proposal by Sherman Associates for the adaptive reuse of the Middle School into workforce housing. From my experience, this type of housing is in great need in Cloquet. The single biggest complaint I have of my new hires into Cloquet is the struggles they have in finding decent affordable housing. From my role on the EDA, this is further evidenced by a recently completed housing study.

I'm not personally aware of what other uses you may be considering. I can only speak to the real need of housing in Cloquet and the current struggles to meet that need. I see this as a potential win for the School District and the City of Cloquet as a whole.

Thank you for your consideration.

Sincerely,

Mike Schultz

# Cloquet Area Chamber of Commerce



Ken Scarbrough  
Cloquet Public School District  
302-14<sup>th</sup> Street  
Cloquet, MN 55720

March 28, 2016

Dear Mr. Scarbrough;

The Cloquet Area Chamber of Commerce is writing in support of the Cloquet Public School Board voting in favor of the Sherman Associates Adaptive Reuse Proposal for the Cloquet Middle School. The Cloquet Area Chamber is in support of advancing the proposal forward through the appropriate processes.

The Cloquet School District request for proposals for adaptive reuse or redevelopment of the Cloquet Middle School site was a direct result of the Cloquet citizen's support of a new middle school leaving the current building vacant and unused as of 2017. Sherman Associates responded to the request and they are a reputable developer with extensive experience in redevelopment and reuse of former schools and other historic properties. Sherman Associates is proposing a mixed use affordable multi-family redevelopment project. The City of Cloquet has completed a full housing study (available on City web-site) which clearly indicates a need for additional housing within the City.

The Cloquet School District has a fiscal responsibility to the Cloquet Community to proceed forward with the Middle School Adaptive Reuse or Redevelopment Proposal received from Sherman Associates.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Zink". The signature is written in a cursive style and is positioned above the printed name.

Kelly Zink  
President

cc: Matt Langdon, Cloquet Area Chamber of Commerce Board Chair  
Brian Fritsinger, Cloquet City Administrator

# CLOQUET/SCANLON HOUSING STUDY

Multifamily Rental Market Analysis  
January 15, 2014

The following subsections present key findings from our review of Cloquet/Scanlon's rental housing market.

## 6.1 GENERAL OCCUPANCY MULTIFAMILY RENTAL MARKET CHARACTERISTICS

General-occupancy multifamily units make up the largest portion of Cloquet's rental housing supply. We surveyed 627 general-occupancy multifamily units, split between 21 different properties. Of the 627 units, 229 (37%) were market-rate units and 398 (63%) were income-restricted units. Table 15 presents data on each of the properties profiled.

**Table 15: Cloquet/Scanlon General-Occupancy Multifamily Properties**

| Project Name   | Address                | City    | Year Built | Total Units | Units by Type |           |            |            | Vacant Units |             |             |                         | Monthly Rent            |              |              |              |                |
|--|------------------------|---------|------------|-------------|---------------|-----------|------------|------------|--------------|-------------|-------------|-------------------------|-------------------------|--------------|--------------|--------------|----------------|
|  |                        |         |            |             | Stu           | 1BR       | 2BR        | 3BR        | Stu          | 1BR         | 2BR         | 3BR                     | Studio                  | 1BR          | 2BR          | 3BR          |                |
| <b>Income-Restricted (Deep Subsidy)<sup>1</sup></b>    |                        |         |            |             |               |           |            |            |              |             |             |                         |                         |              |              |              |                |
| Maplewood Court II*                                    | 1318 & 1322 18th St    | Cloquet | 1993       | 11          | 2             | 9         |            |            | 0            | 0           |             |                         | 30% of household income |              |              |              |                |
| Woodland Pines   | 201 Spruce St          | Cloquet | 1988       | 19          | 19            |           |            | 0          | 0            |             |             | 30% of household income |                         |              |              |              |                |
| Maplewood Apts   | 1326 18th St           | Cloquet | 1988       | 24          | 8             | 16        |            |            | 0            | 0           |             | 30% of household income |                         |              |              |              |                |
| Tall Pines Apts  | 1514 & 1516 16th St    | Cloquet | 1983       | 8           | 4             | 4         |            |            | 0            | 0           |             | 30% of household income |                         |              |              |              |                |
| Sahlman East THs                                       | 1701 Sahlman Ave       | Cloquet | 1980       | 36          |               | 28        | 8          |            | 0            | 0           | 0           | 30% of household income |                         |              |              |              |                |
| 1503 Tall Pine Fourplexes                              | 1503 Tall Pine Ln      | Cloquet | 1980       | 12          |               | 12        |            |            | 0            |             |             | 30% of household income |                         |              |              |              |                |
| Fond du Lac Housing                                    | Various                | Cloquet | Various    | 180         |               | 40        | 140        |            | 0            | 0           |             | 30% of household income |                         |              |              |              |                |
| <i>Totals/Averages/vacancy rate</i>                    |                        |         |            | <i>1985</i> | <i>290</i>    | <i>33</i> | <i>109</i> | <i>148</i> | <i>0</i>     | <i>0</i>    | <i>0</i>    | <i>0.0%</i>             | <i>0.0%</i>             | <i>0.0%</i>  |              |              |                |
| <b>Income-Restricted (Shallow Subsidy)<sup>2</sup></b> |                        |         |            |             |               |           |            |            |              |             |             |                         |                         |              |              |              |                |
| Settler's Ridge  | 92 Riva Ridge Dr       | Cloquet | 2000       | 22          |               | 11        | 11         |            | 0            | 0           |             |                         | \$590                   | \$645        |              |              |                |
| Whispering Pines Apts                                  | 810 & 812 Tall Pine Ln | Cloquet | 1995       | 36          | 6             | 21        | 9          |            | 0            | 0           | 0           | \$685                   | \$775                   | \$845        |              |              |                |
| Sahlman West THs                                       | 1501 Sahlman Ave       | Cloquet | 1977       | 50          | 12            | 12        | 26         |            | 0            | 0           | 0           | \$610                   | \$710                   | \$895        |              |              |                |
| <i>Totals/Averages/vacancy rate</i>                    |                        |         |            | <i>1988</i> | <i>108</i>    | <i>18</i> | <i>44</i>  | <i>46</i>  | <i>0</i>     | <i>0</i>    | <i>0</i>    | <i>0.0%</i>             | <i>0.0%</i>             | <i>0.0%</i>  | <i>\$635</i> | <i>\$711</i> | <i>\$825</i>   |
| <b>Market Rate</b>                                     |                        |         |            |             |               |           |            |            |              |             |             |                         |                         |              |              |              |                |
| 14th Street Apts II                                    | 2020 14th St           | Cloquet | 2013       | 22          | 5             | 12        | 5          | n/a        | n/a          | n/a         |             | \$495                   | \$665                   | \$865        |              |              |                |
| 14th Street Apts I                                     | 2010 14th St           | Cloquet | 2009       | 18          | 6             | 6         | 6          |            | 0            | 0           | 0           | \$665                   | \$865                   | \$915        |              |              |                |
| Oakwood Estates Apts                                   | 910 Oak St S           | Cloquet | 2005       | 30          | 16            | 10        | 4          | 1          | 1            | 0           |             | \$730                   | \$880                   | \$1,120      |              |              |                |
| Lincoln Place Apts                                     | 2300 Lincoln Ave       | Scanlon | 1995       | 8           | 1             | 5         | 2          |            | 0            | 0           | 0           | \$750                   | \$950                   | \$1,100      |              |              |                |
| Chateau Apts (I-IV)                                    | 820-850 Spring Lake Rd | Cloquet | 1973-77    | 20          | 6             | 14        |            |            | 0            | 0           |             | \$525                   | \$625                   |              |              |              |                |
| Park Avenue Manor                                      | 701 Park Ave           | Cloquet | 1970s-r    | 12          | 5             | 7         |            |            | 0            | 1           |             | \$400                   | \$500                   |              |              |              |                |
| Westgate Manor   | 777 Laurel St          | Cloquet | 1974       | 24          | 12            | 12        |            | 1          | 1            |             |             | \$555                   | \$630                   |              |              |              |                |
| North Road Apts  | 603 North Rd           | Cloquet | 1974       | 12          |               | 12        |            |            | 0            |             |             |                         | \$630                   |              |              |              |                |
| Woodgate Square  | 403 Doodridge          | Cloquet | 1973       | 24          | 3             | 21        |            |            | 0            | 3           |             | \$760                   | \$820                   |              |              |              |                |
| Viking Manor II Apts                                   | 518 4th St             | Cloquet | 1966       | 12          | 8             | 4         |            | 1          | 0            |             |             | \$610                   | \$695                   |              |              |              |                |
| Viking Manor I Apts                                    | 510 4th St             | Cloquet | 1963       | 36          | 24            | 12        |            | 3          | 1            |             |             | \$665                   | \$740                   |              |              |              |                |
| West End Apts  | 224 Ave A              | Cloquet | 1920       | 11          | 4             | 7         |            | 0          | 0            |             |             | \$320                   | \$450                   |              |              |              |                |
| <i>Totals/Averages/vacancy rate</i>                    |                        |         |            | <i>1975</i> | <i>229</i>    | <i>9</i>  | <i>100</i> | <i>108</i> | <i>12</i>    | <i>0</i>    | <i>6</i>    | <i>7</i>                | <i>0</i>                | <i>\$417</i> | <i>\$587</i> | <i>\$743</i> | <i>\$1,014</i> |
|  |                        |         |            |             |               |           |            |            | <i>0.0%</i>  | <i>6.8%</i> | <i>6.8%</i> | <i>0.0%</i>             |                         |              |              |              |                |

n/a = not available

<sup>1</sup> Income restrictions are typically set at 60% of area median income (AMI) or less; households then pay 30% of income toward rent.

<sup>2</sup> Income restrictions are typically set anywhere between 50% and 80% of AMI; households pay a set rent, regardless of income, which is often held below market rates.

\* Property also contains 11 age-restricted units

Source: Stantec

Income-restricted units receive some sort of subsidy from government or philanthropic entities to lessen the burden for moderate- or low-income households. At most of the income-restricted developments in Cloquet, tenants pay 30% of their adjusted gross household income for rent. Typically, a government subsidy program contributes the remaining gap between actual tenant payment and a fair market rent (FMR) that is established by HUD or another governing organization. The 2013 FMR for the Duluth-Superior metro area as established by HUD are as follows:

## CLOQUET/SCANLON HOUSING STUDY

Multifamily Rental Market Analysis  
January 15, 2014

### 2013 HUD Established Fair Market Rents (FMR) for the Duluth-Superior Metro Area by Unit Type

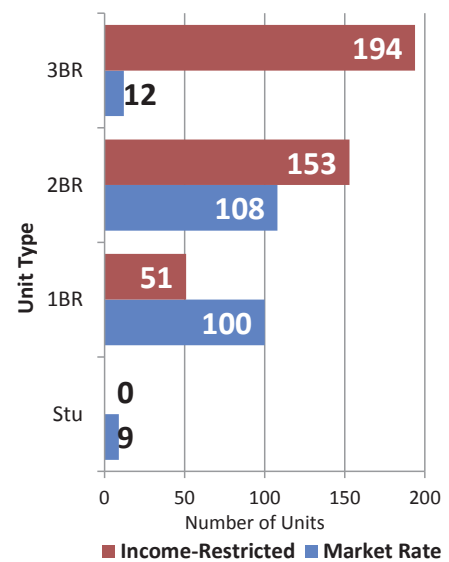
| Efficiency/Studio | One-bedroom | Two-bedroom | Three-bedroom | Four-bedroom |
|-------------------|-------------|-------------|---------------|--------------|
| \$459             | \$552       | \$725       | \$945         | \$1,052      |

Commonly recognized subsidy programs include Section 8 (project-based), public housing, Section 236, and Section 515. Properties supported through the Section 42 program (aka Low Income Housing Tax Credit program) also restrict tenancy based on income. However, tenants at Section 42 properties are obligated to pay the entire set rent, which is held below a fair market standard set by the Minnesota Housing Finance Agency.

The following bullet points and graphics summarize key findings from the general-occupancy multifamily rental review.

- ≠ Figure 17 shows the distribution of 627 general-occupancy rental units, by unit type and income restrictions. Among the market rate properties, one-bedroom and two-bedroom units comprise 93% of the total unit count, with only a small number of studio and three-bedroom units available. Among income-restricted properties, there is a much higher proportion of three-bedroom units and a much lower proportion of one-bedroom units.
- ≠ Of the 229 market-rate units surveyed, 13 were reported as vacant. This translates to an occupancy rate of 94%, indicating a balanced rental market. A rental market at 95% occupancy is considered a healthy market, as it provides for sufficient consumer choice and adequate unit turnover.
- ≠ Of the roughly 400 income-restricted properties, none were reported as vacant. Furthermore, many property managers surveyed indicated waiting lists were kept with names of interested households should the apartments become available. This indicates a very strong pent-up demand for affordable rental housing.
- ≠ Overall, the average age of a general-occupancy rental unit is about 30 years old. However, market rate units tend to be about 10 years older, on average, than income-restricted units.
- ≠ According to the survey, the average market rate rent for one-bedroom units is \$587 per month; for two-bedroom units it is \$749 per month; and for three-bedroom units it is \$1,014 per month. These average rents are slightly above the FMR set for the metro area by HUD.

Figure 17: Distribution of Rental Units by Type





## CLOQUET/SCANLON HOUSING STUDY

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- ≠ Roughly three-quarters of the income-restricted units have deep subsidies that restrict tenancy to households with very low incomes. Therefore, rents are based on a sliding fee scale in which the household only pays 30% of their income toward rent. However, Cloquet/Scanlon also has several income-restricted properties in which the subsidy is much shallower and the income restrictions are more liberal. However, tenants are required to pay a set rent even though the rent may be held to levels slightly below "market." In Cloquet, however, many "market" rate properties have rents consistent with such properties because they are older and lack a number amenities that newer properties have.

It should be noted that the survey of market rate rental properties did not include single-family homes, duplexes, or other buildings with fewer than four units. This was because the time and expense associated with such a broad survey would have been cost prohibitive.

Furthermore, according to the U.S. Census's 2011 American Community Survey, about 40% of the rented units in Cloquet/Scanlon are single-family homes. Although this is a substantial proportion, we believe that by surveying over 60% of Cloquet/Scanlon's rental units, we can gain an accurate picture of the rental market without incurring the cost of identifying and surveying all rental properties.

Nonetheless, Stantec did collect anecdotal data from the interviews conducted as part of this study as well as a brief review of on-line rental sources. Based on this supplemental data, the typical rental rate for an older house starts at about \$900 per month, whereas newer homes start at about \$1,400 per month.

### 6.1.1 Renter-Occupied Housing and Affordability

The term "housing affordability" has more than one definition. The U.S. Department of Housing and Urban Development (HUD) define a housing unit as affordable if low and moderate income households pay 30% or less of their income toward housing costs.

Rental development and assistance programs are chiefly meant to assist households at or below 50% of median income; therefore, Minnesota Housing assumes affordable units are affordable to households earning \$31,150 in 2013. The 50% of median designation is consistent with the federal Low-Income Housing Tax Credit program's rent limits. Housing costs for rental units include both monthly rents and utilities.

Table 16 highlights the percentage of rental units in Cloquet that fall under Minnesota Housing's definition of affordability and a more stringent definition set at 30% of area median income. It should be noted that a significant proportion of the two and three bedroom units affordable to those with incomes under 30% of AMI are owned and managed by the Fond du Lac Band. If these units were not included in the analysis, the percentage of two and three bedroom under the affordable limit would drop substantially.

## CLOQUET/SCANLON HOUSING STUDY

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**Table 16: Cloquet/Scanlon Rental Units by Affordability**

| Affordable Rental Housing Measures                                     | 60% of<br>AMI | 50% of<br>AMI | 30% of<br>AMI |
|--|---------------|---------------|---------------|
| Area Median Family Income (AMI) = \$62,300                             | \$37,380      | \$31,150      | \$18,690      |
| <i>Maximum affordable housing costs (rent &amp; util.):</i>            |               |               |               |
| Efficiency/studio unit   | \$655         | \$546         | \$327         |
| One-bedroom unit   | \$702         | \$585         | \$351         |
| Two-bedroom unit   | \$841         | \$701         | \$420         |
| Three-bedroom unit or larger   | \$972         | \$810         | \$486         |
| <i>Percentage of Cloquete units surveyed under "affordable" limit:</i> |               |               |               |
| Efficiency/studio unit   | 100%          | 100%          | 80%           |
| One-bedroom unit   | 87%           | 50%           | 22%           |
| Two-bedroom unit   | 88%           | 63%           | 41%           |
| Three-bedroom unit or larger   | 97%           | 77%           | 72%           |

### 6.2 SENIOR RENTAL MARKET CHARACTERISTICS

Senior (age-restricted) units make up the remaining portion of Cloquet's rental housing supply. Development efforts in the senior housing industry over the past 10-15 years have altered the perception of traditional rental housing for seniors. Through the creation of different types of housing and varying levels of accompanying services, the industry has tapped interest from both the senior population and the adult children of seniors in need of alternative housing.

Cloquet/Scanlon's senior rental offerings generally cover the range of senior housing options available in many communities, which are as follows:

1. **Active Adult (or independent living where few, if any, support services are provided):** rents tend to be modest, often because units are restricted to low- or moderate income households, or the units are owned in the form of a condominium or cooperative;
2. **Independent Living (or congregate housing):** support services, such as meals and light housekeeping, are available for an additional fee or included in the rent;
3. **Assisted Living:** two or three daily meals as well as basic support services such as transportation, housekeeping and/or linen changes are included in the rent. More importantly, personal care, such as assistance with bathing, grooming and dressing, is available either for an additional fee or included in the rent;
4. **Memory Care:** more rigorous and service-intensive personal care is required for people with dementia and Alzheimer's disease. Typically, support services and meal plans are similar to those found at Assisted Living facilities, but the increased levels of personal care require more staffing and higher rental fees;
5. **Skilled Nursing Care Facilities:** intensive service for frail seniors, heavily regulated by the State government.

**CLOQUET / SCANLON HOUSING TASK FORCE RECOMMENDATIONS TO IMPLEMENT CLOQUET / SCANLON HOUSING STUDY**



**SUMMARY OF CLOQUET / SCANLON HOUSING STUDY RECOMMENDATIONS (August 2014)**

1. Work with property owners to combine small vacant lots with adjacent properties (less than 7,500 square feet).
2. Strategically extend municipal services into areas with numerous vacant lots (e.g. Antus Addition) thus creating 10,000-20,000 square foot lots for move-up housing.
3. Improve aging infrastructure targeting older neighborhoods (streets, sidewalks, lighting).
4. Encourage homeownership.
5. Encourage a diverse mix of housing styles. Cloquet/Scanlon market heavy in executive and base housing markets, create entry / affordable and middle market opportunities.
6. Focus on developing owner housing that young families can obtain at 80% of median income.
7. Consistently reinvest in Cloquet/Scanlon existing housing stock to maintain community stability.

**IMPLEMENTATION ACTION PLAN (AUGUST 2014)**

| GOAL   | ACTION STEPS   | RESPONSIBLE AGENCY   | MEASURED BY   | DATE    |
|--|--|--|---|---------|
| <b>1) EDUCATE COMMUNITY ABOUT HOUSING PROGRAMS</b>   | Hold Housing Summit to Inform <b>Home Owners</b> and <b>Rental Owners</b> of Rehabilitation Programs offered by Regional CAP and CHDO agencies (Lakes & Pines, One Roof, and CMHP). Inform <b>Developers</b> about Housing Programs available via city - county tools, programs offered by MHFA, GMF, and USDA. Increase <b>marketing</b> outreach from CMHP and One Roof for Homeownership classes within the community.            | <b>Participating Agencies</b><br><b>City of Cloquet</b><br>non-utility bill based mailing that is direct to non-homesteaded props; newspaper, social media rental registry etc.<br><b>City of Scanlon</b><br><b>Cloquet HRA</b><br>use mailing & newsletter to reach rental owners | <b>Summit Meeting held</b><br>(one day summit with different topics throughout the day for different groups)                    | Q2 2015 |
| <b>2) IMPROVE THE AVAILABILITY, DIVERSITY, AND EFFECTIVENESS OF HOUSING SERVICE DELIVERY WITHIN CARLTON COUNTY</b>             | Discuss and act to change <b>multiple agency coverage for Carlton County</b> as it relates to administration of housing programs by CAP and CHDO agencies, to align with transportation, planning, and economic boundaries. In 2005 the US Census added Carlton Co. into the Duluth-Superior Metropolitan Statistical Area. Consider collaboration of partners in the conversation Legislators, Aitkin County, MHFA, DHS, MnCAP etc. | <b>Carlton County/Cloquet</b><br><b>Lakes &amp; Pine, CMHP</b><br><b>MnCAP, DHS</b>  | Change or improve service delivery of program opportunities (gaps also exist related to homelessness and the lack of a shelter) | ongoing |
| <b>3) INFORM REGIONAL STATE AND LOCAL DEVELOPERS ABOUT HOUSING NEEDS FROM STUDY</b>  | Develop a succinct <b>marketing document</b> that clearly states Cloquet and Scanlon's housing message.  | <b>City of Cloquet</b><br><b>City of Scanlon</b>   | Send materials, schedule conference calls etc.  | Q1 2015 |
| <b>4) INFORM POLITICIANS ABOUT HOUSING NEEDS FROM STUDY</b>  | Inform <b>Legislators</b> about local housing needs. Cities meet with County Commissioners to review needs from study and task force recommendations.  | <b>City of Cloquet</b><br><b>City of Scanlon</b>   | Send materials, schedule conference calls etc.  | Q4 2014 |
| <b>5) SUPPORT AFFORDABLE HOUSING DEVELOPMENT PROJECTS OF 60-80% OR LESS OF MEDIAN INCOME</b>                                   | Work with EDA, Developers, & One Roof Community Housing on community / neighborhood stabilization revitalization projects in central core of each city such as land trust home development & other affordable housing projects (Oak St to 22nd St; Prospect north to the River; original street grid of Sunnyside; original core Scanlon).   | <b>City of Cloquet</b><br><b>City of Scanlon</b><br><b>Cloquet HRA</b>   | Project concepts moving forward to EDA, Planning Commission and Council and Cloquet HRA   | ongoing |
| <b>6) BUILD AFFORDABLE HOUSING AT 20-60% OF MEDIAN INCOME THAT IS AVAILABLE FOR HRA HOUSING VOUCHERS AND/OR SENIOR HOUSING</b> | Cloquet HRA expand onsite Section 8 Housing Development or partner with agencies such as One Roof to construct additional affordable housing - need for both seniors and younger separated buildings. Work with Developers or Agencies to construct new senior housing downtown which is income and rent restricted (Larson Commons has 2 year waiting list).  | <b>Cloquet HRA</b><br><b>One Roof</b><br><b>Habitat for Humanity</b><br><b>Cloquet EDA</b><br><b>Scanlon</b><br><b>County EDA</b>  | Project concepts moving forward.  | ongoing |
| <b>7) INVESTIGATE AND UNDERSTAND THE CLOQUET HRA CHARTER OUTLINING POWERS AND ACTIVITIES</b>                                   | Possibly broaden HRA activities in the community related to affordable housing, bonding for projects etc.  | <b>City of Cloquet</b><br><b>Cloquet HRA</b><br><b>Cloquet EDA</b>   | Project concepts moving forward   | Q1 2015 |
| <b>8) INCREASE THE DIVERSITY OF HOUSING OPTIONS</b>  | Examine new <b>diverse housing mix options</b> such as cooperative housing for seniors improve housing retention through diversity in options, identify examples of successful developments of this type to use in discussions with developers.  | <b>Developers</b><br><b>ARDC</b><br><b>City of Cloquet</b><br><b>City of Scanlon</b>   | Discuss and consider a wide range of housing types for all incomes  | ongoing |

| GOAL   | ACTION STEPS  | RESPONSIBLE AGENCY   | MEASURED BY  | DATE                                     |
|--|---|--|--|--|
| 9) SUPPORT HOUSING STABILIZATION AND REINVESTMENT PROJECTS IN EXISTING NEIGHBORHOODS ALONG WITH REDEVELOPMENT PROJECTS TO REMOVE BLIGHT AND DETERIORATED HOMES | <b>Target areas for housing stabilization and reinvestment in existing housing stock in the original core of Cloquet and Scanlon.</b> In Cloquet specifically that means: Oak St to 22nd St; and Prospect Ave north to the river and the original streetgrid of Sunnyside. Areas for potential housing redevelopment include: the Cloquet Middle School Site. Each city will create a map of blighted blocks needing redevelopment. Each city should apply for SCDP for owner occupied, commercial, and multifamily improvements. Each city should examine enhancements to city code with tools such as vacant building registry for both residential and commercial properties; property maintenance code or blight ordinance. | City of Cloquet<br>City of Scanlon<br>Legislators<br>Cloquet HRA<br>County EDA | Diverse projects moving forward in cities for stabilization activities.<br>Map distressed areas to address. Apply for SCDP.  | Q2 2015<br>ongoing                       |
| 10) SUPPORT NEW SINGLE FAMILY SUBDIVISION PROJECTS ESPECIALLY THOSE THAT WILL CONNECT WITH PUBLIC UTILITIES  | Antus Addition Area, north of North Rd; Along Freeman Rd; Along N Hwy 33; South Oak St; Otter Creek Subdivision Expansion; Eastern Edge of Erickson Acres; Scanlon Expansion areas: 22nd St. south and then east along Tall Pine Lane- "move-up housing needed."  | City of Cloquet<br>City of Scanlon   | New subdivision plans proposed.<br>Connection between this goal and study to be included in 2015 CIP by engineering need to be explored by Cloquet.                                | ongoing                                  |
| 11) TARGET OLDER NEIGHBORHOODS FOR PUBLIC INFRASTRUCTURE INVESTMENT TO IMPROVE STREET, SIDEWALK, AND LIGHTING CONDITIONS                                       | Work with the City Engineer to incorporate into CIP targeting Central City Core and West End areas.   | City of Cloquet<br>City of Scanlon   | Annually CIP engineering projects continuously list original city neighborhood projects for street improvements.   | ongoing                                  |
| 12) SUPPORT PROJECTS THAT IMPROVE AND EXPAND DOWNTOWN LOFT APARTMENTS ABOVE COMMERCIAL PROPERTIES  | Ensure zoning continues to allow for <b>Mixed Use High Density Downtown.</b>  | City of Cloquet<br>City of Scanlon   | Improvement projects and plans being proposed.<br>Cat-7 program feature.   | ongoing                                  |
| 13) EXTEND INFRASTRUCTURE TO SUPPORT HOUSING   | <b>Cloquet Expansion areas:</b> Utilize Landfill Host Fee to Extend utilities into the Antus Addition Area to ensure adequate land supply available for housing development; Find other funds to extend north of North Rd; Along Freeman Rd; Along N Hwy 33; South Oak St; Eastern Edge of Erickson Acres Scanlon Expansion areas: 22nd St south and then east along Tall Pine Lane.  | City of Cloquet<br>City of Scanlon   | Proactive plans in CIP to extend utilities for housing growth.<br>Connection between this goal and study to be included in 2015 CIP by engineering need to be explored by Cloquet. | ongoing                                  |
| 14) WORK WITH THE CHAMBER TO HOST A LUNCHEON WITH BUSINESS OWNERS TO INFORM THEM ON HOUSING ISSUES AND INITIATIVES   | Work with Chamber to see if topic could fit luncheon session.   | City of Cloquet<br>City of Scanlon   | Luncheon held  | ongoing                                  |
| 15) LOT COMBINATIONS IN THE CENTRAL CORE OF THE CITY   | Identify parcels that are smaller than 7,500 sf and work with adjacent property owners on lot combinations to create more marketable lots allowing expansion space on existing properties.  | City of Cloquet<br>City of Scanlon   | Use the parcel map created by Stantec, City Planner will craft a letter to be mailed to adjacent parcels.  | ongoing                                  |
| 16) DEVELOP A HOUSING INVENTORY MAP OF CLOQUET AND SCANLON   | Identify and map undeveloped land available for housing and determine the appropriate housing type. Identify blighted properties needing redevelopment. Identify and map potential lot combinations. Map existing and potential mixed use commercial and housing properties.  | City of Cloquet<br>City of Scanlon<br>ARDC                                     | Map created  | Q1 2015                                  |
| 17) IMPROVE QUALITY OF RENTAL HOUSING STOCK  | Pass rental registry.<br>Pass a Rental Housing Ordinance with licensing and inspections.<br>Apply for SCDP to enhance rental properties.<br>Hold housing summit on rental improvement programs.   | City of Cloquet<br>City of Scanlon   | Approval by Council<br>Approval by Council<br>Completed application<br>Hold Housing Summit   | Q4 2014<br>Q4 2017<br>Q1 2015<br>Q2 2015 |
| 18) SUPPORT NEW MULTI-FAMILY DEVELOPMENT PROJECTS  | Areas for potential multifamily development include Hwy 33 N area, 14th Street Apartment expansion, other infill sites central core of the City.  | City of Cloquet<br>City of Scanlon   | Improvement projects and plans proposed  | ongoing                                  |

### Move Up Buyers

Move up buyers are typically in their 30s and 40s. They move up from the smaller, less expensive house that they had purchased earlier. From an economic growth perspective, this is an important group of people. Typically, move up buyers have children in school and they have established jobs, so they are less apt to move to another community and start over. Also, professionals who are moving to a community to advance their career are generally looking to move up to a more expensive house than what they had in their previous community. Cloquet must ensure that it has adequate choices for those who are looking for move up housing that will satisfy their needs until they are in their late 50s and beyond.

### Empty Nesters and Young Seniors

Empty nesters and young seniors are generally in their 50s and 60s. Often, their children have moved out of their house and left them with a larger house than needed or desired. Empty nesters and young seniors frequently want to live in a smaller house, such as a townhouse, that has less maintenance. As the baby boom generation moves into this age group, this population will increase in Cloquet. In recent years, Cloquet has seen an increase in townhouses and condominiums that empty nesters and young seniors typically seek. Cloquet will need to work to increase housing choices for empty nesters and young seniors. If there are not adequate housing choices for this age group, young seniors may be apt to leave the City after they retire.

### Older Seniors

Those in their 80s and older are often looking for low maintenance or assisted living housing. As the population ages, Cloquet must continually ensure that it has adequate housing to meet the needs of seniors. In recent years, Cloquet has made great progress in providing additional senior housing. Cloquet should continue to be a senior-friendly community that values the contributions of seniors to the community.



*Assisted Living*

## GOALS, OBJECTIVES, AND POLICIES

### Goal: Cloquet provides diverse and attractive housing to meet the needs of residents.

Objective 7.1: Encourage the preservation and enhancement of the existing housing stock to provide for the needs of current residents and to accommodate anticipated future population growth.

Policy 7.1.a: Continue to work with the Minnesota Housing Finance Agency and others to help provide financial assistance to rehabilitate housing.

Policy 7.1.b: Explore opportunities to amend the Zoning Ordinance to reflect identified housing needs. For example, consider amending the Zoning Ordinance to allow accessory living units in single-family residential districts to help address the housing needs of seniors and those with special needs.

Policy 7.1.c: Explore opportunities to develop and make available a handbook to guide homeowners in rehabilitation of their property.

Policy 7.1.d: Where appropriate, encourage green building/sustainable design concepts for new housing and housing renovations.

Policy 7.1.e: Strive to identify blighted properties that are vacant or for sale in the city center and other appropriate areas of the city. Consider acquiring the properties and improving them, or explore redevelopment opportunities. Seek private rehabilitation support where desirable.

Policy 7.1.f: Promote neighborhood cleanup programs. Hold cleanup days for appliances, furniture, and general neighborhood cleanup.

Policy 7.1.g: Where appropriate, consider providing loans and/or other assistance to enhance property maintenance.

Objective 7.2: Encourage the development or redevelopment of housing for all income levels, special needs, and stages of life.

Policy 7.2.a: Explore creating regulations and incentives that encourage development of low and moderate-income housing, as well as housing for those with special needs.

Policy 7.2.b: Where appropriate, encourage infill housing in areas currently served by public utilities.

Policy 7.2.c: Encourage the creation of mixed-use development in the city center that includes housing, employment, shopping, and recreation opportunities in a compact, pedestrian setting. Where appropriate, encourage housing above businesses in the city center. Periodically update the City's master plan for the downtown (city center) area.

Policy 7.2.d: Use and promote government programs to assist with the development of multi-family rental housing, first time homebuyers, and similar housing needs.

Policy 7.2.e: Explore opportunities to develop and implement housing programs or tools to help develop affordable housing, transitional housing, and other housing needed in the community. Possible tools may include density bonuses, reduced building setbacks, and reduced parking requirements.

Policy 7.2.f: Where appropriate, support programs, such as Habitat for Humanity, that help address Cloquet's housing needs.

Policy 7.2.g: Explore opportunities to develop "traditional neighborhood design" ordinances and subdivision regulations. Where appropriate, encourage traditional neighborhood design developments as a means to provide attractive housing for young families.

## HOUSING PLAN

This section expands on the key concepts and actions described in the inventory and analysis section and the goals, objectives, and policies section of this chapter. In general, the City will help guide housing in Cloquet by regulating existing and proposed housing and by promoting and offering programs that help people acquire and maintain housing. General steps that the City will strive to accomplish include the following:

- Promote housing infill, redevelopment, and maintenance;
- Promote an appropriate housing mix;

- Guide and zone property to address housing expansion needs;
- Address issues relating to rural residential development within the city and near the city;
- Promote housing assistance programs; and
- Promote housing that respects economic, social, and natural resources.

A more detailed description of the Housing Plan follows.

## HOUSING INFILL, REDEVELOPMENT, AND MAINTENANCE

The Housing Plan promotes housing infill and redevelopment, particularly in those areas of the city that are currently served by public sewer and water. Housing infill and redevelopment is generally cost effective because it allows the City and developers to use existing infrastructure and community facilities. It also helps grow and support the surrounding neighborhood. However, to help promote housing infill and redevelopment, developers and landowners should have some assurance that the surrounding neighborhood will be well maintained. It is difficult to promote infill development in a declining neighborhood.



*Opportunity for Housing Infill on 14<sup>th</sup> Street*

Roughly 58.6% of the housing in Cloquet was built before 1960. Maintenance, energy efficiency, and safety concerns will become more prevalent in Cloquet as the housing stock ages. Consequently, in key areas of the City and at opportune times, the City will strive to evaluate the existing condition of older housing stock and recommend strategies to address priority needs, rehabilitate or remove existing problem housing, fund maintenance efforts, and improve housing maintenance.

The City will also work with others to promote programs that help housing become more energy efficient. Reduced energy consumption can help make housing more affordable and it can help protect the natural environment. Where appropriate, the City will also encourage well-planned rehabilitation projects that enhance or restore the historic character of existing housing.

## HOUSING MIX

The Housing Plan promotes an appropriate mix of housing types intended to serve the diverse needs of the community. It promotes life-cycle housing that allows a young resident to start out in Cloquet by renting an apartment, then move to a starter house, then to a move-up house, and finally to senior housing or assisted living. The goal is to provide adequate housing at all stages of a person's life.

The Plan also recognizes that Cloquet's demographic characteristics are changing. More people are choosing to remain single, people are living longer, and there are more single parent families. Although these demographic changes may occur gradually, the City must be sensitive to the fact that housing needs are changing and that Cloquet should have an appropriate mix of housing to meet those needs.

Although there is a need to provide a full range of housing types, the Plan recognizes a special need to provide additional housing choices for young families. The City must attract young families if it is to grow and sustain its population. The Plan also recognizes a need to provide additional housing for its growing population of young seniors, empty nesters, and older seniors.

## KEY HOUSING EXPANSION OPPORTUNITIES

In addition to infill development opportunities, the Comprehensive Plan guides the following key areas in the city for future housing expansion.

### Housing in the City Center

The Comprehensive Plan promotes a strong and vibrant city center (downtown). A mixture of additional housing in the city center would help bring a critical mass of people to the city center, thereby strengthening existing businesses and promoting new businesses. New housing can be developed above existing businesses, but opportunities also exist to develop or redevelop standalone housing in the area. Housing in the city center would especially appeal to young seniors, empty nesters, older seniors, and singles and couples without children.

### Housing North and East of the River

The area north and east of the St. Louis River on both sides of State Highway 33 provides an excellent opportunity to provide a significant amount and mixture of new housing in Cloquet (refer to Chapter 3: Land Use). The City can reasonably and logically serve this area with public sewer and water. The Comprehensive Plan guides this area for a mixture of residential uses including single-family detached housing, single-family attached housing, and multi-family housing. The Plan also promotes diverse housing that accommodates people of all income ranges.

## EXISTING AND FUTURE RURAL RESIDENTIAL

As discussed in Chapter 5: Utilities and Community Facilities, there are several rural residential developments in Cloquet that are not served by public sewer and water. Some of these developments existed before the 1975 merger of Knife Falls Township and the City of Cloquet. Pursuant to the merger agreement between the City and Township, developments in the former Township have a reduced tax rate until such time that the City provides these developments with public sewer and water. While rural residential developments contribute positively to Cloquet's housing mix, their reduced tax rate strains the City's ability to recoup its costs for providing these developments with City services, including police and fire protection and road maintenance.

As discussed in Chapter 3: Land Use, the City can reasonably and logically over time extend public sewer and water to many of these rural residences. As the City plans for logical expansion of public sewer and water into rural residential areas, it will need to consider the cost and benefits of doing so for the City as well as individual property owners. Public sewer and water that replaces failing septic systems and wells benefits the general public and individual property owners. In addition, some property owners may benefit by being able to subdivide their property once they have public sewer and water. However, others may not be able to subdivide (or may not wish to subdivide). For them, the costs of City sewer and water may be difficult to absorb without careful planning. Consequently, the City and rural residential property owners must work together to address this situation in a positive and fair manner.

The City must also carefully consider the costs and benefits associated with future rural residential development in the city. In recent years, the City approved two significant rural subdivisions: Jolicouer



*Rural Residential Development*



Trails, which has 27 lots on 60 acres, and Otter Creek, which has 25 lots on 40 acres with potential future subdivisions on an adjacent 120 acres. All of these lots are served by septic systems and private wells, and all of these lots have an area of at least one acre, with most lots having an area of 1.5 to 2.5 acres. Again, these developments contribute positively to Cloquet's housing mix, but the City must analyze the costs and benefits of allowing additional significant rural subdivisions in the city.

The Plan recognizes that all property owners, even those without access to public sewer and water, have the right to develop their property in a manner consistent with the City's Comprehensive Plan and Zoning Ordinance. However, where appropriate, the City will promote conservation subdivisions, clustering, and other techniques that will allow rural residential development, while encouraging the preservation of significant natural areas.

### **Housing Development in the Adjacent Towns and on Fond du Lac Reservation in Cloquet**

The towns adjacent to Cloquet are growing at a faster rate than the City of Cloquet (see Chapter 2: Community Background). Pressure to extend City utilities into the township will likely grow as the City extends public sewer and water into the rural areas of the city and closer to adjacent townships. In turn, that raises the need to discuss the possibilities of annexation. Therefore, the City and townships must cooperate on future housing developments in and near the townships. Likewise, the Fond du Lac Reservation has a need for additional housing as its population continues to grow. The Fond du Lac Band will provide additional housing on Reservation land in Cloquet, but the City and Fond du Lac Reservation must coordinate housing efforts, in part, to ensure that all residents have adequate access to community facilities and services, such as parks.

## **THE CLOQUET HOUSING AND REDEVELOPMENT AUTHORITY AND HOUSING ASSISTANCE PROGRAMS**

The Cloquet Housing and Redevelopment Authority (HRA) promotes safe, decent, and affordable housing in Cloquet. In particular, the HRA assists households through the Section 8 Program. The HRA and the City of Cloquet will continue to work with various housing agencies and programs to promote housing in the city. Key agencies and programs include the following:

- Minnesota Housing Finance Agency
- Housing Trust Fund
- Economic Development and Challenge Program
- Minnesota Families Affordable Rental Investment Program
- Innovative Housing Loan Program
- Low Income Housing Tax Credits
- Historic Tax Credits
- Community Activity Set-Aside Program
- HOME Program Rental Rehabilitation Grant Program
- Deferred Loan Program
- Great Minnesota Fix-Up Fund
- Greater Minnesota Housing Fund for Multi-Family and Single-Family Assistance
- The Community Development Block Grant – Small Cities Development Program

- USDA Rural Development: Rural Housing Home Loan, 504 Program, Rural Rental Housing Loans, and Public Facilities Program
- Central Minnesota Housing Partnership: Home Rental Rehabilitation, Rental Rehabilitation Loan Program, Affordable Mortgage Products, Gap Financing, and Project Packaging and Technical Assistance
- Predevelopment Loan Program
- Essential Function Bonds, and
- Tax Increment Financing

## **CONCLUSIONS**

A strong link exists between housing and economic development. The Housing Plan promotes housing choices that reflect existing and planned economic conditions. For example, it promotes housing in the city center where residents can live, work, and play within a compact, pedestrian-oriented setting. The Plan also promotes sustainable development techniques that may include (where appropriate) green architecture, reduced street widths, reduced lot size, and clustering techniques. Implementing sustainable techniques can help reduce development costs and make housing more affordable.

The Plan promotes a sensitive mixture of housing that allows people of all ages and incomes to interact. For example, seniors can help care for youth while a single parent is working, and youth can help seniors with maintenance issues. The Plan also promotes the integration of trails, parks, limited commercial nodes, and traditional neighborhood design principles that strengthen the social fabric of the neighborhood.

The Plan respects Cloquet's natural features. It promotes housing development and redevelopment in areas already served by public sewer and water, thereby preserving existing open space. It allows rural residential development, but it encourages development to respect natural features.

Refer to Figure 7-1: General Housing Plan for a graphical representation of the key concepts of the Housing Plan.




CLOQUET

**ADMINISTRATIVE OFFICES**

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**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: June 2, 2016

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**ITEM DESCRIPTION:** Visioning Request for Proposals

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**Proposed Action**

The City Council is asked to review the various proposals submitted for the Community Visioning project.

**Background/Overview**

Beginning in 2015, the City Council began discussions on its strategic priority of identifying a Community Vision. These discussions resulted in the issuance of a Request for Proposal (RFP) this past February.

Specifically, the Council indicated that through the issuance of the RFP, it could better identify the various approaches proposed for the visioning process as well as the costs associated with these processes. The City Council last reviewed the proposals at its March 29, 2016 Work Session and delayed further action pending the outcome of the Scanlon merger plan discussions. The City Council is expected to provide clarity to the Scanlon merger plan earlier in this same meeting. As a result, the Council should be in a position to re-engage in the visioning proposal discussion. The 90 day time frame that the proposals would be honored is rapidly approaching and the City Council must determine how it wishes to proceed. The responding consulting firms were informed at the conclusion of the March 29<sup>th</sup> meeting that the Council will revisit the topic no later than June 7<sup>th</sup>.

Keeping this in mind the decision on the Scanlon plan, the City Council must decide if it would like to establish an interview and selection committee, direct staff to review and recommend, or further delay or eliminate this undertaking from the City Council's strategic priorities.

**Policy Objectives**

The completion of this initiative was identified as a priority as part of the City Council's 2015 Strategic Planning Retreat. The Council identified March of 2016 as the goal for the development of a strategy to engage the community.

**Financial/Budget/Grant Considerations**

The City did not budget any monies in 2016 to conduct a formal visioning process. Such monies would come from the General Fund Reserves if the project was pursued in 2016.

**Advisory Committee/Commission Action**

None.

To Mayor and Council  
Visioning Request for Proposals  
June 2, 2016  
Page 2

**Supporting Documentation Attached**

- Request for Proposal (RFP) final
- Proposals
- March 29, 2016 City Council Work Session minutes

## **Cloquet City Council Special Work Session**

Tuesday, March 29, 2016

5:30 p.m.

**Present:** Bjerkness, Kolodge, Maki, Rock, Wilkinson, Mayor Hallback

**Absent:** Langley

**Staff:** Fritsinger, Barclay, Klassen, Butcher

Introductions were made of those in attendance. Mr. Barclay gave a brief overview of his career background.

Mr. Fritsinger stated the reason for this special work session is to have good conversation on 3 major topics the City is dealing with at this time. They include the Scanlon/Cloquet merger study, Middle School adaptive reuse, and the Community Visioning process.

### **Scanlon/Cloquet Merger Study**

Mr. Fritsinger gave a brief review of the Ehler's presentation made recently by Mark Ruff. The main questions are in regard to legal components and finances with a potential merger. Attorneys are red-lining the draft study now and a final study will be complete in the near future. Scanlon did vote to move forward and continue discussions. This meeting is for feedback only, no decisions are being made tonight.

### **Council thoughts/concerns:**

- Council agreed what was presented by Mr. Ruff at the joint meeting with Scanlon was not enough information to make an opinion. There were many unanswered questions in regard to taxes and utility rates. These questions are in the attorney's hands now.
- Concern about capital projects on facilities. Mr. Rock feels a merger wouldn't be beneficial to Cloquet. Mr. Bjerkness stated Scanlon would have to become part of a larger facility plan.
- Discussion of Cloquet's tax rate and Scanlon's utility rate. Merging would bring both down.
- Mr. Fritsinger commented the broader governance doesn't make sense beyond the financial piece. Many components need to be explored further. The timeline of a merger is aggressive and a merger does not need to take place this year. There is currently not enough information for this strict timeline.
- Council is in agreement on questioning what the effects a merger would make on the Knife Falls Township. The attorneys are working on how that piece will phase in.
- Consensus from Council is not to move forward until the study results are reviewed and questions answered.

### **Cloquet Middle School Adaptive Housing Proposal**

- The school district has accepted a proposal by Sherman and Associates for the adaptive reuse of the current middle school. Mr. Fritsinger gave a brief overview of what the City's role will be which includes taxes, zoning and permits, code inspection, internal challenges with property management, law enforcement, etc. The City has no role with Sherman seeking a financial partner.
- Ms. Butcher gave a summary of what the site proposes for apartments and ideas for the lack of parking, which is a major issue. The tentative timeline has the apartment ready for renters in early 2019.

- Discussion of demographics for the proposed 36 units.
- Holly contacted the Duluth Police Department regarding the types of calls they receive for the Sherman developments in Duluth. Most of their calls are self-initiated, not generated by calls. No different than any other calls we already have in our community. Sherman has an excellent reputation for property management.
- Mr. Kolodge commented he has concern over "walk throughs" made by the P.D. This raises a red flag, means they are anticipating activity. Mr. Bjerkness thinks police presence would be a deterrent for unwanted activity.
- Mr. Fritsinger stated the City's role in housing and economic development is to foster the needs and this project meets a number of the criteria. As the developer works on design concepts, any concerns will be taken seriously and changes made right from the beginning. Parking remains a prominent concern.

### **Community Visioning Proposals**

- As directed by the Council, Mr. Fritsinger put together an RFP for a Community Vision Process. Five RFPs were received, ranging from \$35,000 to \$89,000. Now that we have responses, what does the Council see as the next step.
- Mr. Bjerkness questioned why this became a Council priority? Wilkinson responded that her recollection is it was to help align the public and Council. There is much concern of the negative direction the public has taken recently on a number of topics/projects the City is facing. It is understood that the public has a right and a need to be heard, but it hasn't been constructive. There needs to be a better way to form dialog.
- With the volume of projects currently going on, is this a bad time to develop a visioning process? Much to consider if it does move forward. It is not in the budget for this year, and if the Scanlon/Cloquet merger does move forward, that change many things.
- A community vision may be a bridge builder with large developers who want to invest in the community. How do we compel people to engage positively with all of the negativity currently being voiced.
- Mr. Maki agrees with being proactive. This is something to move towards and if left to just us to come up with the visioning process, it may not get done. We need to have someone who knows what they're doing. There is value in engaging the community.
- Mr. Kolodge feels it is important to get public feedback. There's a lot of money to spend and the timing now is hard. Uncertain if this is the right way to go.
- Mr. Bjerkness inquired about using the Comprehensive Plan as the guide. Our plan is now 10 years old, maybe we just update it?
- Mr. Kolodge questioned if we really need to do this. Mr. Fritsinger replied the staff needs to take into account expectations of the community. There is a gap in all areas of participation. We need people to help push, see things we're missing.
- Budget discussions begin in 6 weeks. This presents an opportunity. There still is time to think about it. Most of the companies will honor their proposal for 90 days.
- All in agreement to use an outside source to facilitate this process. Timing of project is to be determined.

Respectfully Submitted,

Brian Fritsinger  
City Administrator

# City of Cloquet

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

## Citizen Driven Community Vision Plan

### Request For Proposals

All proposals shall be submitted to:  
Brian Fritsinger, City Administrator  
1307 Cloquet Avenue  
Cloquet, MN 55720

February 12, 2016

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## Introduction

The City of Cloquet (City) invites consultant proposals to conduct a City-wide visioning process. Consultants will work with the City's diverse demographics, business leaders, community members, Chamber of Commerce, local school district, businesses and other community organizations to prepare a complete Citizen Driven Community Vision Plan.

The City of Cloquet has regularly met to develop a City Council Driven *Vision and Strategic Plan* and now wishes to develop a Citizen Driven Community Vision Plan to compliment these efforts and help guide future City resources. The City wishes for this visioning process to result in the collaboration amongst many of the organizations within the community, spreading the responsibility for implementation among a variety of organizations and groups. This visioning process would also include a method for updating, maintaining and evaluating the vision and vision action plan.

## Project Description

The City of Cloquet intends to complete a City-wide visioning process with an anticipated timeline of less than 12 months. The process must include extensive, diverse and effective engagement of the public and other key stakeholders within the community. The intended outcomes include identifying and analyzing emerging trends and community issues, articulating core community values, developing a vision statement from input gathered, developing general community vision based on the community's core values, establishing a vision action plan to implement the vision and defining a method to revisit and update the vision and vision action plan.

The community is looking for a consultant team with sufficient experience to work effectively in a collaborative framework with other team members, the public, citizen committees, business and industry representatives, service clubs, non-profit organization and school and City elected officials and staff. The visioning process must include extensive and sustained public involvement activities, including innovative outreach efforts through various approaches toward the goal of engaging a broad and deep cross section of the community. The City is looking for a blend of involvement and collaborative approaches that will engage those community members that typically are not engaged in civic or community dialogue. Such approaches could include, for example, workshops, citizen polling, consensus building, participatory decision-making, focus groups, small "coffee shop" gatherings in citizen's homes, personal interviews, engagement at community events, youth, church group or other target group outreach activities, opinion surveys, mailings, media coverage, City-wide newsletter, interactive use of a project web site, town hall meetings, vision fairs and other techniques.

A steering committee will be organized to oversee the project and provide input to the consultants regarding the project. The steering committee will serve to overview the project and process and will not be a working group representing every interest in the community. The steering committee will be established by the City Council with input from major stakeholders.

Consultants are encouraged to submit a core proposal that addresses the Scope of Work defined with this Request for Proposals. Consultants may also propose additive alternatives to the Scope of Work that they believe would significantly improve the project's outcomes. In addition, the City is looking for cost saving measures throughout the process. Consultants are encouraged to submit suggestions for cost savings and other ways of promoting cost-efficiency,

and to highlight any tradeoffs inherent in the suggested alternatives. Both the core proposal and any additive alternatives should include a clear description of the work, reasoning for consideration and a fee proposal.

Partnership Opportunities – Lead Consultant: The City recognizes that our needs in this project may require the services of experts with specific skills or from various disciplines. To that end we anticipate possible partnerships among consultants. It is important that a lead consultant be identified and all participating consultants and team members be identified in the consultant proposal.

## Scope of Work

In addition to the items listed below, it is important that the consultant team selected work to remain cognizant of the need for the project to establish and sustain credibility with citizens and decision-makers. It is also essential that the selected team have the ability to:

- Develop customized strategies that will be effective within the political and social environment of the community;
- Link the process and outcomes with current and upcoming planning efforts and decision making processes among a variety of organizations within the community;
- Effectively carry out a variety of public outreach methods and activities;
- Use a variety of media, activities and methods to capture, focus and engage citizens, decision makers and other key players; and
- Develop and manage the process to achieve outcomes perceived as balanced and authentic by as many community stakeholders as possible.

At this time, the City does not have a specific outline of tasks or project management structure for this project. However, it is expected that the work will be approached as a collaborative partnership between community members, service clubs, non-profit organizations, business representatives and school and City elected officials and staff with the consultant taking the lead on project management, facilitation of collaborative discussions, task implementation and follow-through. The firm selected to work in partnership with the community on this project will be expected to produce the following products and outcomes and provide the following services:

- **Effective Collaboration and Project Management.** Produce the final products and accomplish the project objectives and outcomes with close interaction with City staff and the steering committee. Attend steering committee meetings, develop materials, make presentations and produce reports and other documents of key activities and findings. Develop and make presentations to appointed and elected officials and a wide variety of community groups. Design, manage and implement public involvement and outreach strategies and revise these if necessary to meet project objectives and achieve outcomes. Attend a variety of community events. Work with City staff, steering committee and other stakeholders to develop key messages, implement media-related strategies and refine or reframe those if necessary. Advise City staff, decision-makers and other key players regarding media relations and other key activities. Provide other consulting services relating to the Scope of Work as meeting facilitation and management, technical analysis, synthesizing information and project management.

- **Develop a Communications Plan.** The Communication Plan should link with the public outreach and project outcomes and involve key players through the entire process. This would include marketing and other methods of publicity, media relations and creating key messages to increase recognition, build credibility and deepen understanding of the process, its objectives and outcomes within the community. Such approaches would include use of media to deliver information to a diverse community in a variety of ways.
- **Develop an Outreach Plan.** Develop a plan to engage, involve and collaborate directly with the public, including youth and other community stakeholders throughout the entire process. This would include innovative or other effective ways to engage community members that do not normally participate.
- **Analysis and Findings.** Compile and analyze relevant data, identify and evaluate issues, values and concerns held by the community. Identify current, emerging and projected trends and evaluate potential impacts, constraints and opportunities.
- **Prepare the Core Values Statement.** A “core values” statement would be one of the intended outcomes of the Communication and Outreach Plans. This piece should include an accompanying narrative explaining its development and other relevant information that can serve to deepen understanding and create lasting value.
- **Develop the Community Vision Statement.** Based upon the Core Values Statement, and extensive public input a Community Vision Statement would be developed
- **Develop a Vision Action Plan.** The Vision Action Plan would contain strategies that would set a direction and general guidance for implementing one or more of the elements of the Vision Statement. Each strategy would have at least one action that supports the implementation of the strategy. The action plan should be logically structured to include a description of the action, lead partner to champion the implementation effort, potential partners for implementation, timeframe and priorities for implementation.
- **Maintenance of Vision Statement and Vision Action Plans.** Recommend mechanisms and timeframes for community partners to gather and maintain focus on the Vision and Vision Action Plan through annual vision fair or other technique. Recommendations should also be made regarding the process to keep the Vision and Vision Action Plan current. The Vision and Vision Action Plan should be considered a living document that will need regular updates adjustments to reflect accomplishments and changes in the community.

In addition to the items listed above, all data, analysis, multi-media materials, master copies (hard and digital) of final products and all other relevant documentation shall be provided to the City for project files.

## Schedule

The schedule for the selection of a project consultant team is as follows:

RFP Advertised: February 12, 2016  
 RFP Response Deadline: March 11, 2016 (4:30 PM)  
 Interviews (if necessary): April, 2016  
 Consultant Selection: May, 2016

## Format Requirements

To be considered, a completed proposal must be submitted on time, and must respond to each of the following items listed in this section. The proposal shall be limited to 25 pages (excluding covers and blank dividers and appendices) and a text font of 10-point or larger. Proposals should be succinct and well-organized. Maps, resumes, and professional references accompanying proposals as attached appendices will not be counted as part of the maximum 25-page limit.

At minimum, the proposal should have the following sections and information:

1. Cover Letter: Provide federal tax identification number, statement of ability to complete the project given current workload, cite any conflicts of interest, and a 90-day guarantee on proposal terms.
2. Consultant Qualifications: Provide an overview of qualifications for all members of the consultant team including but not limited to type of firm, relevant project experience.
3. Project Team: Provide a list of key individuals and staff assigned to this project describing their role and brief description of relevant experience. Include an organizational chart illustrating key personnel, their project assignments and management flow.
4. Approach: Describe how the consultant team will complete the scope of work including a detailed schedule. The visioning process must include a variety of interactive public involvement activities. Those submitting proposals are encouraged to suggest revisions to the Scope of Work of this RFP if it is felt the final project could be improved. All suggested changes should be supported with a brief written explanation.
5. Budget: Provide a not-to-exceed cost proposal for all work described under the Scope of Work broken down by project component. This should include a detailed breakdown of consultant hours per task, hourly rates for all team members (including clerical), budget allocations for each firm, and direct expenses. Consultants are encouraged to submit suggestions for cost savings and other ways of promoting cost-efficiency and to highlight any tradeoffs inherent in the suggested alternatives.
6. Appendices (not part of 25-page limit): Resumes of key consultant staff members and firm references from at least three similar projects including community visioning and/or strategic planning. The reference list should include the name, address, telephone number, title of project, and description of the work performed. For each sub-consultant, provide references from at least three similar projects that can substantiate their relevant experience.

Completed proposals should be addressed to Brian Fritsinger, City Administrator, 1307 Cloquet Avenue, Cloquet, MN 55720. Proposals must arrive at this address no later than 4:30 PM, March 11, 2016.

Interested firms shall submit ten (10) copies of their proposal. Combination of digital and hard copies is preferred. The City of Cloquet reserves the right to request additional information following a review of the initial submission. The City of Cloquet may retain other consultants to assist in the review of any aspects of the proposals.

Questions regarding the RFP should be directed to Brian Fritsinger, City Administrator, (218) 879-3347, [bfritsinger@ci.cloquet.mn.us](mailto:bfritsinger@ci.cloquet.mn.us). Any changes to the RFP, clarifications of substance, etc., will be conveyed in writing to all consultants who received the RFP.

## Evaluation Criteria

The following criteria will be used by the selection committee to evaluate each proposal. Incomplete proposals not meeting the above requirements will be considered non-responsive.

- 1. Project Understanding** **Maximum Score: 10 points**  
 A clear understanding of the nature and objectives of the Visioning project, and the types of services needed to prepare the Vision Action Plan.
- 2. Consultant Team Qualifications** **Maximum Score: 30 points**  
 The consultant team has the experience, professional skills and resources needed to provide the services to undertake the project successfully and on schedule. Professional references may also provide strong indication of consultant team capabilities.
- 3. Approach** **Maximum Score: 30 points**  
 The consultant team demonstrates an approach which has an effective and clear decision-making process, links all aspects of the scope of work, successfully integrates technical and public involvement activities, completes the project on schedule, offers creative and unique public involvement approaches or tools, and offers cost-efficiencies.
- 4. Budget** **Maximum Score: 20 points**  
 The total maximum "not to exceed" budget is to be representative of the scope of worked defined within this RFP and proposed by consulting firm. Any additional tasks listed outside of the maximum limit will be considered in cost and hours.
- 5. Proposal Clarity** **Maximum Score: 10 points**  
 The proposal is clear and presented in a professional and understandable form. The proposal responds to the format requirements and evaluation criteria.

The selection committee will review all proposal materials and may confer with professional references identified by proposing consultant teams.

## Other Requirements

All facts and opinions stated within this RFP, and all supporting documents and data are based on information available from a variety of sources. No representation or warranty is made with respect thereto.

The City reserves the right to modify the selection process or other aspects of this RFP at its sole discretion. All firms that have requested the RFP will be notified of modifications, as applicable.

The City reserves the right to accept a proposal even if it does not contain all the information in response to this Request for Proposal. The City also reserves the right to reject without cause all proposals in response to this RFP. The City reserves the right to reject, or request replacement of, individual team members or firms comprising a consultant team. Upon selection of a consultant team for the project, negotiations will be undertaken regarding final project scope

of work and fees. The City reserves the right to terminate such negotiations and begin negotiations with the next ranked consultant team.

The City of Cloquet will not be liable in any way for any costs incurred by respondents in replying to this Request for Qualifications.

## **City Information**

### **Geographic Setting**

Cloquet is located along the St. Louis River, amid the forests of Carlton County and northern Minnesota. It is approximately 20 miles southwest of Duluth and 135 miles north of Minneapolis and St. Paul (see Figure 2-1: Geographic Location). The City encompasses an area of roughly 36 square miles and includes part of the Fond du Lac Reservation. Interstate 35 runs through the southeast corner of Cloquet and provides good connections to Duluth, Minneapolis, and St. Paul. State Highway 33 runs north and south through the City and provides good connections to the iron ore range and the cities of Virginia, Hibbing, Chisholm, and Ely to the north of Cloquet.

### **Local Economy**

SAPPI, the largest industrial business in the City of Cloquet, recently finished a \$170 million dollar investment into their plant. They converted wood pulp into material that is used to make clothing. The market for paper is dropping but the pulp clothing market is expanding. It is expected that this will secure marketability of SAPPI products for the next 20 years.

### **Organizational Culture**

The state budget crisis in the early 2000's and recession in the last part of that decade forced the City to change the way it viewed municipal operations and services. The City realigned its priorities with the economic realities of the time and a series of short-term strategic plans developed by the City Council.

As generational shifts have taken place both within the community and organization, certain expectations have started to change. The expectations of the type and level of services by residents has started to impact the very conservative and bare bones method of service delivery. The efforts of City Staff to use new technology and service delivery models are also challenged by the historic method of service delivery. These changes have challenged long held cultural approaches to providing services to our citizens by organization.

The overall City tax rate is a concern of the community and does not necessarily align with what has been a fairly conservative approach to service delivery. With younger generations of residents expecting increased levels of service in areas of operations not typically provided by Cloquet, the City is challenged both culturally and economically as to how to provide those services.



# CLOQUET POLICE DEPARTMENT

STEVEN K. STRACEK  
Chief of Police


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

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

## REQUEST FOR COUNCIL ACTION

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To: Mayor and City Council  
From: Steve Stracek, Chief of Police  
Reviewed by: Brian Fritsinger, City Administrator  
Date: June 1, 2016



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

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### Proposed Action

Staff recommends that Council move to adopt **RESOLUTION NO. 16-50, A RESOLUTION AUTHORIZING THE CLOQUET POLICE DEPARTMENT TO ENTER INTO A GRANT AGREEMENT, IN PARTNERSHIP WITH THE CARLTON COUNTY SHERIFF'S DEPARTMENT, TO ACT AS THE PRIMARY AGENCY IN THE ADMINISTRATION OF THE REGIONAL TOWARDS ZERO DEATHS GRANT.**

### Background/Overview

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

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

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

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

### Policy Objectives

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

To Mayor and Council  
TZD Grant  
June 1, 2016  
Page 2

**Financial/Budget/Grant Considerations**

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

**Advisory Committee/Commission Action**

N/A

**Supporting Documentation Attached**

- Resolution No. 16-50



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

**RESOLUTION NO. 16-50**

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA**, That the Cloquet Police Department be authorized to enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2016 through September 30, 2017.

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

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 7<sup>th</sup> DAY OF JUNE, 2016.**

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

ATTEST:

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




## ADMINISTRATIVE OFFICES

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

### REQUEST FOR COUNCIL ACTION

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

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**ITEM DESCRIPTION:** Agreement with AirFiber, Inc. on City Water Tower

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#### **Proposed Action**

Staff recommends that the City Council move to approve the Lease Agreement between the City and AirFiber, Inc. subject to minor revisions authorized by the City Attorney.

#### **Background/Overview**

Over the past several months, City staff has been in discussion with AirFiber, Inc., a high speed internet provider, which desires to lease space on the City water tower. The City's water tower is located at 709 Park Avenue behind the former Leach School.

AirFiber, Inc. has submitted a request to co-locate equipment/antenna on the water tower. The additional antenna can be added to the tower without any modifications to the tower, impact on other lease holders, or expansion of equipment yard.

AirFiber, Inc. is a subsidiary business of Telephone Associates that was made "stand alone" in 2012. The company provides high speed internet to businesses, government offices and residential customers. Their service is provided through wireless technology.

The lease is fairly straight forward. Critical terms include:

|                     |  |
|---------------------|--|
| <b>Term:</b>        | Five (5) years with an option to renew for 5 additional years                              |
| <b>Rent:</b>        | \$500 per month, with automatic increase of 3% per annum                                   |
| <b>Termination:</b> | Thirty (30) days   |
| <b>Insurance:</b>   | Company responsible for maintaining insurance and holding the City harmless from incidents |

The Engineering Department has also reviewed this request and has not identified any negative impact or concerns regarding placement on the water tower.

#### **Policy Objectives**

The Lease Agreement provides non-property tax revenue to support City operations. No formal planning or zoning regulations apply in this case.

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

The lease includes monthly rent of \$500 with an annual increase of 3%. These monies are considered unrestricted revenues and are placed into the general fund to offset the expenditures of general operations.

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

None.

#### **Supporting Documentation Attached**

- Lease Agreement

5-3-16  
Draft

## WATER TOWER ANTENNA SITE LEASE AGREEMENT

**Effective Date:**

**Term:** 5 Years (from Effective Date)      **Optional Renewal:** 1 additional term of 5 years.

**Licensor:** City of Cloquet

**Licensor's Address for Notice:** 1307 Cloquet Avenue, Cloquet, MN 55720

**Licensor's Representative:** Brian Fritsinger, City Administrator

**Site Name:** City of Cloquet Water Tower

**Site Address:** 709 Park Avenue, Cloquet, MN 55720

**Licensee:** AirFiber, Inc.

**Licensee's Address for Notice:** 521 Tower Avenue, Superior, WI 55880

**Licensee's Representative:** Mr. Shawn Hanson

### Terms and Conditions

This non-exclusive antenna site license agreement (this "Agreement") is entered into as of the effective date (the "Effective Date") set forth above by and between the Licensor ("Licensor") and the Licensee ("Licensee") described above for adequate consideration received. Licensee intends to install and operate telecommunications equipment at the Site address set forth above (the "Site"). Licensee may install and operate such equipment under the conditions described herein.

1. **Grant of License.** Licensor grants Licensee the license to use certain interior space (the "Interior Space") and mounting space on the top of the City water tower in accordance with Licensor's guidelines for placement and mounting. Licensor grants Licensee the non-exclusive right to use the pathways, shafts, risers, raceways, conduits, available telephone closets, interior telecommunications wiring and cabling, service areas and utility connections and entries into and through the Site owned and or under the control of Licensor (the "Pathways"), which Pathways shall be used by Licensee for the purposes of (a) connecting Licensee's antennas to its interior equipment, if any, and (b) providing telecommunications services to the businesses and residents of the City of Cloquet and other occupants of the Site (collectively, the "Occupants"). Licensee may install interior equipment in close proximity to the Site's inside wiring and cabling (i.e. Main Distribution Frame) for the purpose of connecting Licensee's Equipment to the Main Distribution Frame. Licensee may install, operate, maintain, repair, relocate, upgrade and replace its Site antennas and telecommunications cabling and wiring and associated equipment (collectively, the "Equipment") as described more particularly in Exhibit "A" attached hereto and in compliance with Sections 6 and 8 below. However, it is understood and agreed that any installation conducted pursuant to this agreement will not be commenced or completed without the prior approval of the Licensee's City Engineer.

2. **Term.** The term of the Agreement shall be for five (5) years, commencing upon the execution date of this Lease Agreement, unless otherwise terminated by either party consistent with the provisions of this agreement prior to the expiration of the term, and shall continue until the fifth anniversary of the term commencement date.

Tenant shall have the right to extend the term for up to one (1) additional five (5) year period on the same terms and conditions as set forth herein. Renewal Term shall be automatically exercised without notice, unless Licensee or Licensor provides the other with notice of its intention not to renew at least three (3) months prior to the end of the Term. Each Renewal Term shall be on the same terms and conditions set forth in this Agreement.

Upon the termination of this Agreement at the end of the Term or the renewal term set forth above, Licensee shall remove its antenna(s) and Equipment at its sole cost (but may leave its cable and wiring in place) and shall repair any damage caused thereby, except for normal wear and tear.

3. **License Fee (rent).** Within fifteen (15) business days following the term commencement Date and on the first day of each month thereafter Licensee shall pay to the landlord as rent five hundred dollars (\$500.00). Should the completion of the installation of the Equipment occur on a day other than the first day of the month, the license fee shall be prorated for such month.

On each annual anniversary of the term commencement date of this lease, rent shall increase automatically by three (3) percent of the rent paid in the preceding year.

Rent shall be payable to Licensor at 1307 Cloquet Avenue, Cloquet, MN 55720.

Licensor and Licensee agree that if Licensee adds any additional antennas Licensee shall pay Licensor the current per antenna monthly fee. Current per antenna monthly fees shall be calculated by dividing the number of antennas located on the tower at the time Licensee gives notice to install additional antennas by Licensee's present monthly fee. Such additional antennas shall be subject to the annual increase in rent according to the current fee schedule and constitute a revision of the current fee schedule in the form of an Amendment to this lease.

In addition, upon request of the City, Superior Broadband shall install and provide free monthly broadband service to Cloquet City Hall, 1307 Cloquet Avenue, Cloquet Public Works, 410 Armory Road and Cloquet Public Library, 320 14th Street. The City of Cloquet shall pay for all costs of installation at these facilities.

4. **Access.** Licensor shall have the right to enter and inspect the Water tower at all times. Beginning on the Effective Date, Licensee shall be granted regular access to the tower structure between 8:00 am and 4:30 pm on any normal Monday through Friday working day. All other times between 4:30 pm and 8:00 am on normal working days and during entire weekends and holidays requested access by Licensee shall be considered by the Licensor as an emergency call out. Emergency call out costs for personnel of Licensor shall be billed to Licensee at \$65.00 per hour for all times other than normal 8:00 am to 4:30 pm working days. Licensee shall give 24 hours prior notice regarding required routine maintenance and installation work. Access to the tower structure by Licensee shall not be permitted unless Licensee's designated service personnel are accompanied by Licensor or Licensor's representative.

In areas owned, controlled or managed by Licensor within the immediate area of the Site, Licensor shall assure Licensee access necessary for the operations and maintenance of the Equipment and associated utilities. In the event that the existing Pathways become unsuitable for Licensee's use or are fully utilized during the Term or any Renewal Term, Licensee may, at Licensee's expense, construct additional Pathways with Licensor's approval.

5. **Use.** Licensee may use the premises for any lawful activity in connection with the provisions of internet wireless communications services, including without limitation, the transmission and the reception of such signals and the construction, maintenance and operation of related communication facilities. Licensor agrees, at no expense to the Licensor, to cooperate with the Licensee, in Licensee's making application for and obtaining all licenses, permits, and any and all other necessary approvals that may be required for Licensee's intended use of the premises. Licensee shall keep the Equipment Space in good condition.

Licensee shall, at Licensee's expense mount Licensee's communication equipment in the facility as described in and attached hereto as Exhibit A.

Licensee shall, at Licensee's expense, mount Licensee's antennas only in such locations on the water tower as described in and attached hereto as Exhibit B

Licensee may not add additional antennas or communication equipment from that described in Exhibits A and B without prior approval of Licensor, which must be granted in the form of a written amendment hereto. Licensor agrees to pay Licensor in accordance with Section 3 above in order to add additional antennas or communication equipment.

6. **Installation.** Prior to any installation work, Licensee shall deliver to Licensor the plans and specifications (the "Plans") thereof to obtain Licensor's approval. Licensor shall approve or reject the Plans, in writing, within thirty (30) days after receipt thereof. If Licensor fails to approve or reject the Plans, in writing, within the thirty (30) day period, then the Plans will be deemed approved by Licensor. Licensee shall perform its work in a safe manner consisting with generally accepted construction standards. Licensee shall be solely responsible for such work and for the satisfaction or bonding of any lien filed by any provider of materials or services to Licensee and failure to immediately satisfy any such lien on the part of the Licensee will be cause for immediate termination of this agreement. Licensee may connect into the Site's electrical utility system with prior approval of the City Engineer. At the time of installation or maintenance, all equipment placed on the water tower shall be painted to match the existing tower colors and be installed in such a way as to do no physical harm to the Water Tower and shall of adequate strength to give reasonable and normal support.
7. **Interference.** The highest priority of the use of the water tower is use by the Licensor regarding its operations. Should the Licensor object to the interference or placement of Licensee's equipment, the Licensee shall move or remove its equipment at its sole cost to the satisfaction of the Licensor within three (3) working days after giving such notice to the Licensee. The Licensor has a standing contract with another wireless internet service provider and Carlton County law enforcement on said water tower and if that wireless internet service provider or County objects to the interference or placement of Licensee's equipment, the Licensee shall move or remove its equipment at its sole cost to the other party's satisfaction within three working days after giving such notice to the Licensee.

Licensee's equipment shall not cause any electromagnetic, radio frequency or other interference with (a) the equipment, machinery, or systems of Licensor or other licensees or tenants within the Site, or (b) any communications equipment installed on the roof of the Site prior to the Effective Date. Licensee shall work in good faith to eliminate any interference with communications equipment of the other tenants or licensees installed at the Site after the Effective Date, provided that (i) such equipment is installed and operated within the technical parameters specified by its manufacturer or FCC license and (ii) Licensee shall not be required to incur any costs in connection with other licensees efforts to eliminate interference, and such efforts shall not adversely affect the Licensee's ability to provide telecommunications services to the Occupants. Licensor shall contain non-interference language similar to that contained in this Section 7 in any future lease or license agreement covering the roof of the Site and shall enforce such provisions in good faith. Licensor shall reserve the right to deny access and service upon three (3) months written notification in the event that Licensee's equipment causes interference to other licensees if Licensee cannot rectify said interference problems.

8. **Equipment.** The Equipment and any other personal property of Licensee in the Site shall belong solely to Licensee and may be removed by Licensee at any time at its sole risk. Licensor shall not relocate any of Licensee's Equipment without Licensee's prior written approval.

Any future changes to Licensee's antenna, cabling or related equipment, as well as any changes of wattage, frequency or functionality of Licensee's communication equipment, whether or not said alterations affect the Fees payable under this lease or require one-time payments by Licensee for engineering studies, plan review, modifications to the facility or any other reason, shall be included herein by amendment hereto.

All wiring, including coaxial cables, shall conform to the existing wiring method used at the water tower and shall conform to the National Electrical Code. Licensee shall obtain, or require its contractors to obtain, any necessary permits from applicable units of local government.

9. **Termination.** Upon thirty (30) days prior written notice to Licensee, Licensor may terminate this Agreement for any of the following reasons: (a) if Licensee breaches any of its obligations hereunder and such breach continues for thirty (30) days after written notice from Licensor describing same, provided, however, that if such default cannot reasonably be cured within the thirty (30) day period, the Licensee shall have such additional time as may reasonable necessary to cure such defaults; (b) The City Council of Licensor determines that it is necessary to terminate the agreement for legitimate reasons related to public health, safety or welfare, or potential legal liability. Licensee may terminate this Agreement upon thirty (30) days' written notice for the following reasons: (a) Licensee determines that the Equipment Space is not appropriate for its telecommunications operations for economic or technological reasons; (b) through the fault of Licensee, Licensee's telecommunications operations interfere with (including, without limitation, the obstruction of line of sight to or from any of Licensee's antennas); (c) Licensor breaches any obligation hereunder and such breach is not remedied for thirty (30) days after written notice thereof from Licensee; (d) hazardous or toxic materials (including asbestos) are discovered in the Equipment Space; or (e) through no fault of Licensee, any license, permit, zoning variance required by Licensee (i) is not obtained (ii) expires or (iii) is withdrawn.

10. **Insurance and Indemnity.** Licensee shall obtain and maintain commercial general liability insurance covering its presence and operation on the Licensor's site with a minimum amount of at least two million (\$2,000,000) dollars per occurrence and two million (\$2,000,000) annual aggregate and will list the Licensor as an additional insured on such policy. Licensor shall also maintain commercially reasonable insurance to cover the Site and its activities therein. Each party will provide the other party with copies of its certificate of insurance verifying coverage upon request.

Licensee shall indemnify and hold Licensor harmless against and from any and all loss, costs, damages, and claims to the extent of such damage arises from Licensee's negligence or wrongful acts or from any activity, work, or thing done, or permitted by the Licensee in/on the water tower, and shall further indemnify and hold harmless Licensor against and from any and all loss, costs, damages and claims to the extent such damages arises from Licensee's negligence or wrongful acts arising from any breach or default in the performance of any obligation on Licensee, or of its agents, contractors servants, invitees, or employees, and from and against all costs, attorney fees, expenses and liabilities incurred or paid in connection with any such claim or any action or proceeding brought against the Licensor by reason of Licensee's use of the water tower.

Neither Licensor nor its agents shall be liable for any incidental or consequential damages or for any damage to property entrusted to employees of the water tower, nor for loss of or damage to any property by theft or otherwise, nor for any injury or damage to persons or property resulting from fire, explosion, falling pipes, appliances, electrical or plumbing work therein, nor from the roof, street, or subsurface, nor from any other place or resulting from dampness, nor from any other cause whatsoever, unless caused by or due to the gross negligence of the Licensor, its agents, servants or employees. Licensee shall give prompt notice to Licensor in case of fire or accidents in the water tower or defect therein or in the fixtures or equipment.

Licensee shall not cause any mechanic or materialmen's liens to be placed on the water tower as a result of Licensee's occupancy.

11. **Assignment.** Licensee may not assign or transfer this Agreement without the prior written consent of Licensor. Notwithstanding the foregoing, Licensee may, without obtaining Licensor's approval, assign or transfer this Agreement to any entity (a) which Licensee controls, is controlled by or is under the common control with; (b) which succeeds to all or substantially all of Licensee's stock or assets whether by merger, sale, or otherwise; or (c) providing financing to Licensee.
12. **Damage, Destruction or Condemnation.** If the water tower or Licensor facilities are damaged, destroyed, condemned or transferred in lieu of condemnation, Licensee may elect to terminate the Agreement as of the date of the damage, destruction, condemnation or transfer in lieu of condemnation by giving notice to the Licensor no more than forty-five (45) days following the date of such damage, destruction, condemnation or transfer in lieu of condemnation. There shall not be an abatement of rent by reason of any portion of the water tower being unusable for a period of thirty (30) days or less.
13. **Defaults.** The occurrence of any of the following shall constitute an event of default:
- a) A failure by Licensee to make any payment required to be made by Licensee hereunder, where such failure continues for ten (10) days after notice that such payment was due. Provided however no written notice of the failure to pay rent is required by the Licensor.

b) A failure by Licensee to observe and perform and other provision of this lease to be observed or performed by Licensee, where such failure continues for twenty (20) days after written notice thereof by Licensor.

14. **Environmental.** Licensor represents that, to the best of its knowledge, the Site is free of any hazardous or toxic substances (including asbestos) and is in compliance with all applicable laws. If any hazardous or toxic substances exist in the Equipment Space, Licensee shall have no obligation to remediate, abate, or remove such hazardous or toxic substances, provided that Licensee is not responsible for the presence of such hazardous or toxic substances.

Licensee hereby represents and warrants that it shall not use, generate, handle, store or dispose of any hazardous material in, on, under, upon or affecting the property in violation of any applicable law or regulation.

15. **Maintenance.** In such cases that the Licensor is required to perform maintenance or repairs on the water tower, it shall be the Licensee's sole responsibility and expense to move its equipment and property to allow for such work to be completed.
16. **Utilities.** Licensee shall install a separate tower meter at the site and be responsible for its own electricity and telephone/fiber services for its use. Licensor hereby grants to Licensee easement rights to connect to such services as are available from third party vendors. Licensor shall approve all electrical and telephone wiring routes prior to installation by Licensee or Licensee's contractors, which approval shall not be unreasonably withheld. Licensee shall have no liability to Licensee for interruptions of electricity or telephone service by third party vendors or any other interruptions beyond Licensor's direct control.
17. **Waiver and Approvals.** Licensor hereby waives any and all lien rights, statutory or otherwise, in and to the Equipment. Licensor and Licensee hereby agree to arbitration consistent with the American Arbitration Association rules in the event a dispute arises.
18. **Notice.** Notice shall be deemed to be duly given three (3) business days after having been mailed by certified or registered mail, return receipt requested, to the party's address set forth in the introductory paragraph of this Agreement, or upon receipt if delivered by hand or recognized overnight delivery service. Either party may change its address for the purpose of notice hereunder by providing the other with notice of the new address. Until such time, all notices will be addressed to the following:

If to the Licensee:                      Mr. Shawn Hanson  
AirFiber Inc.  
521 Tower Avenue  
Superior, WI 55880  
Tel: 715-395-6150

If to Licensor:                              Mr. Brian Fritsinger  
City Administrator  
City of Cloquet  
1307 Cloquet Avenue  
Cloquet, MN 55720  
Tel: 218-879-3347



19. **Governing Law and Successors.** This Agreement shall be governed and construed under the laws of the State of Minnesota, the state in which the Site is located, and shall be binding upon and inure to the benefit of the parties and their respective successors, transferees and assigns.
20. **Authority.** Each party represents and warrants that it has the full power and authority to execute, deliver and perform under this Agreement. Licensor covenants that Licensee's use and enjoyment of the Equipment Space and Pathways shall not be disturbed for the Term or any Renewal Term so long as Licensee is not in default hereunder. Licensor represents that it is either the owner of the Site or is duly authorized to execute this Agreement on behalf of such owner.

**LICENSOR:**

**LICENSEE:**

**City of Cloquet**

**AirFiber Inc.**

\_\_\_\_\_  
Its Mayor

\_\_\_\_\_  
Authorized Signature

Printed : \_\_\_\_\_  
Name

Printed: \_\_\_\_\_  
Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Exhibit "A"**

### **(Description of Licensee's Equipment)**

#### **Outdoor/Roof**

The specification sheet attached describes the antenna to be mounted on the Water Tower. The antennas would be mounted using floating mounts, and don't need anything welded or permanently attached. The 6 SH-TP 5-60 antennas are 8" around 3" deep and will be mounted on a small rail fixed 2' pole with 3 on each pole to give a full 360 degrees of coverage.

# Symmetrical Horn Antenna

## SH-TP 5-60

### SYMMETRICAL HORN ANTENNA WITH TWISTPORT CONNECTOR AND CARRIER CLASS PERFORMANCE

The SH-TP Series Sectors offer unique RF performance in a very compact package. Scalar horn antennas have symmetrical beams with identical patterns in the Vertical and Horizontal plain. Extremely small Side lobes are inherent to this type of antenna so interference is greatly decreased. SH-TP Antennas are ideal for covering areas with close in clients where null zone issues occur. High density AP clusters and radio Co-location is now practical due to our very unique RF radiation patterns.

All SH-TP Antennas are equipped with a unique TwistPort™, our patent pending wave guide connector. TwistPort™ connectors are virtually loss-less and a revolutionary leap forward in wireless system scalability and convenience of deployment. SH-TP Antennas are compatible with any TwistPort™ equipped radios. Our antennas support a wide range of third party radios from mainstream vendors with our TwistPort™ Adapters along with our RF elements® Simper™ Radios.



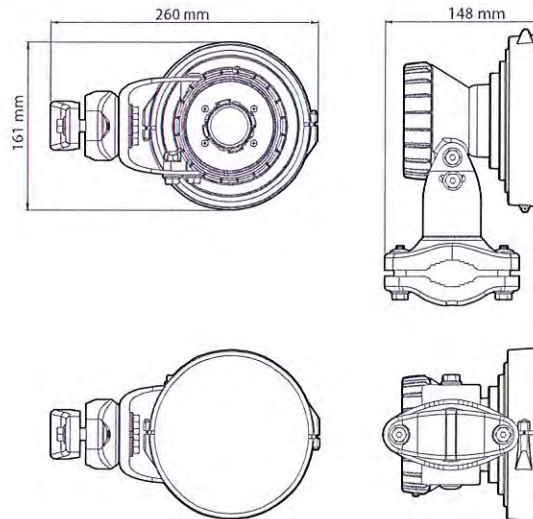
#### TECHNICAL DATA

|                        |  |
|------------------------|--|
| Antenna Connection     | TwistPort™ - Quick Locking Waveguide Port  |
| Antenna Type           | Horn   |
| Materials              | UV Resistant ABS Plastic, Polycarbonate, Polypropylene, Aluminium, Stainless Steel                                       |
| Environmental          | IP55   |
| Pole Mounting Diameter | 15-86 mm   |
| Temperature            | -30°C to +55°C (-22°F to +131°F)   |
| Wind Survival          | 160 km/hour  |
| Mechanical Tilt        | ± 25°  |
| Weight                 | 1.5 Kg / 3.3 lbs – single unit<br>1.9 Kg / 4.2 lbs – single unit incl. package<br>20.7 Kg / 45.6 lbs – carton (10 units) |
| Single Unit            | Retail Box: 16.5 × 19 × 31.5 cm  |
| 10 Units               | Carton Box: 35 × 40 × 86 cm  |

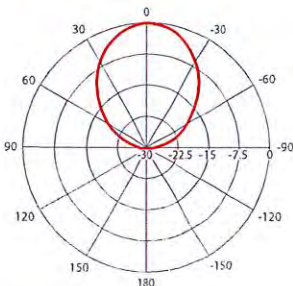
#### PERFORMANCE

|                            |               |
|----------------------------|---------------|
| Gain Max                   | 13.2 dBi      |
| Gain Typical               | 13 dBi        |
| Azimuth Beam Width -3 dB   | H 41° / V 41° |
| Elevation Beam Width -3 dB | H 41° / V 41° |
| Azimuth Beam Width -6 dB   | H 60° / V 60° |
| Elevation Beam Width -6 dB | H 60° / V 60° |
| Front-to-Back Ratio        | 36 dB         |

#### PRODUCT DIMENSIONS

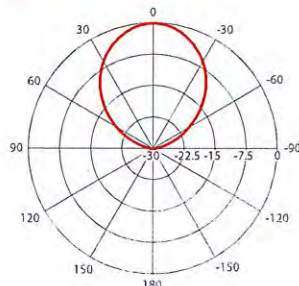


#### AZIMUTH PATTERN



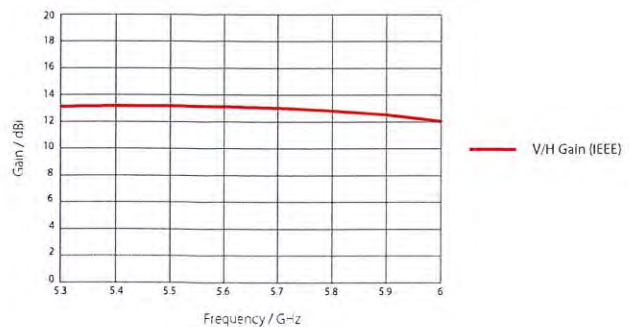
W/H - Port Pattern Azimuth 5.6 GHz

#### ELEVATION PATTERN



W/H - Port Pattern Elevation 5.6 GHz

#### GAIN



## **Exhibit “B”**

### **(Location of Licensee’s Equipment)**

The equipment will be mounted as described in Exhibit A, as generally shown on the attached aerial photograph and to be further identified in a more detailed illustration to be attached at a later date.




**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: May 24, 2016

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**ITEM DESCRIPTION:** Summer Seasonal Appointments

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**Proposed Action**

Staff recommends that the City Council move to approve the appointments of Rand Beiri, Nicholas Englund, Austin Frosig and Grace Sinisalo as temporary Summer Seasonal Parks Maintenance employees.

**Background/Overview**

Each year the City hires a variety of summer seasonal employees including laborers in the Street, Parks, and Utilities Departments as well as engineering interns working with Civil Engineering. These employees assist with a wide variety of work as a result of the need to maintain and repair a wide variety of items.

The City has advertised for these positions through its website, Pine Journal ads and local colleagues.

**Policy Objectives**

The City Council is the hiring authority for the City as determined by City Code and State law. The City Council must act to appoint these individuals to complete the hiring process.

**Financial/Budget/Grant Considerations**

All of the temporary summer seasonal Parks Maintenance positions were included in the 2016 budget. Hourly wage rates will vary by position and years of service with the City.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- None.




**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: May 31, 2016

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**ITEM DESCRIPTION:** Consideration of HRA Board Appointment

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**Proposed Action**

Staff recommends that the City Council discuss and consider the appointment of an individual to the Cloquet Housing & Redevelopment Authority for a term expiring 06/30/2021.

**Background/Overview**

Attached the City has received an application of interest for the pending vacancy on the HRA Board from Ms. Dianne Barkos. The City has been advertising and seeking a candidate for this vacancy as a result of the upcoming resignation by Karen Tribby. Ms. Tribby's term will expire on June 30, 2016.

The HRA has a five member Board of Directors to oversee the operations. The terms of the Board are staggered five year terms. Mayor Hallback may have additional information regarding the candidates.

**Policy Objectives**

To keep the various City boards, committees, and commissions at full membership as identified by the City Council or under Municipal Code. Section 2.2.05 of the City Code addresses the membership and terms of the HRA. The HRA is further governed by Chapter 469 of Minnesota Statute.

Under City Code, appointments to the various Boards and Commissions are made by the Mayor and confirmed by the City Council.

**Financial/Budget/Grant Considerations**

There is no direct cost to the City regarding the appointment of this position.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Application.



**ADMINISTRATIVE OFFICES**

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

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

|   |   |  |
|---|---|--|
| Name: <u>Dianne Barkos</u>  |   | Date: <u>10 May 2016</u>                                 |
| Address: <u>Cloquet MN 55720</u>  |   |  |
| Email: <u>dianne.barkos@co.carlton.mn.us</u>  |   |  |
| Home Phone:   | Work Phone:                             | Cell Phone:  |
| How long have you lived in Cloquet?<br><u>14 years</u>  | Years/Months:                           | Which Ward?  |
| What Cloquet community activities have you been involved in? <u>I have worked at the middle school, the high school in Cloquet, have participated in community education programs, have been a master gardener through the Minnesota Extension office for 15 years, attended church locally and have had children involved in community sports and recreation activities.</u> |   |  |
| Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission.<br><u>Currently serving on the United Way Board</u>  |   |  |
| Do you have a preferred Board/Commission that you are interested in serving on?   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>                              |
| If yes, fill in the name of Board/Commission:<br><u>Housing &amp; Redevelopment Authority</u>   |   |  |
| Would you consider an alternate appointment?  | <u>perhaps</u>                          | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, which one?<br><u>the Parks Commission or the Library Board</u>  |   |  |
| Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. <u>My work schedule varies and I often work evening hours but can schedule around this if I know in advance.</u>   |   |  |
| Why do you wish to be on a Board/Commission? <u>I was asked to consider being on the housing board by a friend/co-worker and I am very interested in the housing needs in our community. I work with people who are often in need of securing affordable housing for their family in a safe community as Cloquet.</u>   |   |  |
| Please describe any other relevant information you would like us to know.   |   |  |

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

## Brian Fritsinger

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**From:** Cloquet/Carlton Housing Authority - Shaff <cloquethra2@qwestoffice.net>  
**Sent:** Friday, May 13, 2016 4:39 PM  
**To:** Brian Fritsinger  
**Subject:** Board Position Vacancy  
**Attachments:** Debra A Shaff.vcf

Brian:

I received a resignation letter today from Karen Tribby effective June 14<sup>th</sup>. Karen has expressed her intent to resign for sometime as she is retiring from Carlton County PH & HS on June 30.

Her term here at the HA expires on June 30. It is our hope that someone from Carlton County HS will be recruited to replace her. Karen as well as Rebecca Ahlstrand before her have provided the HA with an excellent resource and asset.

Please let me know if you have any thoughts.

Thank you,

Debra

**Debra A. Shaff**

Cloquet/Carlton Housing & Redevelopment Authority  
Executive Director

(218) 879-3353 Work:  
cloquethra2@qwestoffice.net

950 14th Street  
Cloquet, MN 55720