CITY OF CLOQUET
City Council Agenda
Tuesday, June 21, 2016
7:00 p.m.
City Hall Council Chambers

CITY COUNCIL WORK SESSION

5:30 p.m. Preliminary Budget / CIP

1. **Roll Call**

2. **Pledge of Allegiance**

3. **Approval of Agenda**

   a. Approval of June 21, 2016 Council Agenda

4. **Approval of Council Minutes**

   a. Work Session minutes from the June 7, 2016 meeting
   b. Regular Council minutes from the June 7, 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. 16-52, Authorizing the Payment of Bills
   b. Resolution No. 16-51, Certification of Delinquent Utility Bills
   c. 2016-2017 Liquor and Related Business License Renewal

6. **Public Hearings**

   None.

7. **Presentations**

   None.

CITY OF CLOQUET
City Council Agenda
Tuesday, June 21, 2016
7:00 p.m.
City Hall Council Chambers

8. **Council Business**

   a. Fond du Lac Display of Outdoor Fireworks Permit
   b. WLSSD Board Appointment
   c. Library Board Appointment
   d. City Council Goals Update
   e. Resolution No. 15-53, A Resolution Entering into a Contract with Progressive Consulting Engineers for Completion of a Pilot Filter Plant Study at Wells Eight and Eleven
   f. Resolution No. 15-54, A Resolution Awarding Bid for 2016 Park Improvements at Veterans and Fauley Parks
   g. Athletic Park Skate Park Design Service Proposal

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

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

11. **Adjournment**

Cloquet City Council Work Session
Tuesday, June 7, 2016

DRAFT

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

Absent: None

Staff: B. Fritsinger, N. Klassen, H. Butcher, C. Peterson

Preliminary Budget / CIP

- Mr. Fritsinger began by reviewing the budget procedure used by the City with the process starting in May. Detail discussion on 2017 Sales Tax CIP projects will also take place. The City will maintain the 2016 formula if legislation doesn't have a special session. Mr. Fritsinger also stated there are few items in the tax bill that will have a direct impact on the City.
- The City continues to use a 4 year budget. The 2017 budget will focus on more of the City's goals and priorities. Mr. Fritsinger and Ms. Klassen will discuss budget items with Department Heads throughout the process. Mr. Barclay will work with C. Peterson and L. Peterson on equipment budget items.
- Mr. Fritsinger reviewed the budget steps over several months. The preliminary budget date is September 30th. Depending on the status of work done to this point, there may or may not be much discussion if all is realistic.
- In the event that the Scanlon/Cloquet merger proceeds, the budget process will change. In the concept plan, most of the combining will take place in 2018 but remain separate until then.
- Mr. Fritsinger reviewed projects by department over a 10 year time frame. Also reviewed were the various projects upcoming in the CIP that were identified by the Council in 2015 as sales tax priorities. The main focus of the 2017 improvements is the Dunlap Island and Broadway overlay and streetscape projects.

Other Discussion

Discussion on the merger and the amount of questions that remain especially with the Knife Falls concerns. Mayor Hallback commented on the amount of money spent on the study only for the possibility for it to be voted down and feels there are too many questions to move forward. Mr. Bjerkness stated the only phone calls councilors receive are negative and we haven't heard enough from the general population to know how they feel. Mr. Fritsinger reminded the Council that the purpose of tonight's Council action will be only if we move forward for a referendum, work towards one in 2-3 years, or to drop the issue.

There being no further business, the meeting adjourned at 6:50 p.m.

Respectfully Submitted,

Brian Fritsinger
City Administrator

Council Chambers, Cloquet, Minnesota
7:00 P.M. June 7, 2016

DRAFT

Regular Meeting

Roll Call

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

Councilors Absent: None.

Pledge of Allegiance

AGENDA

MOTION: Councilor Langley moved and Councilor Kolodge seconded the motion to approve the June 7, 2016 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Bjerkness moved and Councilor Maki seconded the motion to approve the minutes of the Work Session and Regular Meeting of May 17, 2016. The motion carried unanimously (7-0).

CONSENT AGENDA

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

a. Resolution No. 16-49, Authorizing the Payment of Bills and Payroll
b. Renewal of 2016-2017 Liquor and Related Business Licenses
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 Merchant License – Generous Jerry's Fireworks
f. Outdoor Public Fireworks Display Permit - Pyrotechnics

PUBLIC HEARINGS

There were none.

PRESENTATIONS

a. Police Officers Benjamin Waller and Andrew Wappes read the Oath of Office for their positions as Police Officers for the City of Cloquet.
b. Mayor Hallback read a proclamation proclaiming Saturday, June 11, 2016 as Family Fit N Fun Day, and June 11-17, 2016 as Cloquet Bike and Walk to Work Week.

PRELIMINARY SITE PLAN FOR SHERMAN ASSOCIATES DEVELOPMENT, LLC

MOTION: Councilor Langley moved and Councilor Bjerkness seconded the adoption of **RESOLUTION NO. 16-40, A RESOLUTION APPROVING THE PRELIMINARY (SKETCH) SITE PLAN FOR SHERMAN ASSOCIATES DEVELOPMENT, LLC, 509 CARLTON AVENUE.** The motion carried (6-1), Kolodge opposed.

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 5th Street lying between Avenue G and Carlton Avenue and the portion of Avenue G lying between 5th Street and 6th 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.

SUPPORT FOR THE HOUSING TAX CREDIT APPLICATION BY SHERMAN ASSOCIATES

Paul Keenan and Diana Dyste of Sherman Associates addressed the City Council regarding their application for approval of their preliminary site (sketch) plan and the tax credit application. Attorney Helwig reviewed the various legal aspects of the application. Discussion ensued regarding the application and details of the project.

MOTION: Councilor Bjerkness moved and Councilor Wilkinson seconded the motion 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.** The motion carried (6-1), Kolodge opposed.

SCANLON COOPERATIVE MERGER PROCESS

MOTION: Councilor Langley moved and Councilor Wilkinson seconded the motion to not proceed with the merger process at this time for 2016 referendum purposes, but to further refine the plan for consideration in 2020. The motion carried (6-1), Maki opposed.

COMMUNITY VISIONING REQUEST FOR PROPOSAL

MOTION: Councilor Rock moved and Councilor Kolodge seconded the motion to inform the Community Visioning respondents that the City will not move forward with the visioning process in 2016. The motion carried (6-1), Bjerkness opposed.

TOWARDS ZERO DEATHS GRANT

MOTION: Councilor Rock moved and Councilor Maki seconded the motion to adopt **RESOLUTION NO. 16-50, A RESOLUTION AUTHORIZING THE CLOQUET POLICE DEPARTMENT TO ENTER INTO A GRANT AGREMEENT, IN PARTNERSHIP WITH THE CARLTON COUNTY SHERIFF'S DEPARTMENT, TO ACT AS THE PREIMARY AGENCY IN THE ADMINISTRATION OF THE REGIONAL TOWARDS ZERO DEATHS GRANT.** The motion carried unanimously (7-0).

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.

AIRFIBER, INC. AGREEMENT

MOTION: Councilor Langley moved and Councilor Kolodge seconded the motion to approve the Lease Agreement between the City and AirFiber, Inc., subject to minor revisions authorized by the City Attorney. The motion carried unanimously (7-0).

SUMMER SEASONAL APPOINTMENTS

MOTION: Councilor Maki moved and Councilor Wilkinson seconded the motion to approve the appointments of Rand Beiri, Nicholas Englund, Austin Frosig and Grace Sinisalo as temporary Summer Seasonal Parks Maintenance employees. The motion carried unanimously (7-0).

CONSIDERATION OF HRA BOARD APPONTMENT

MOTION: Councilor Bjerkness moved and Councilor Langley seconded the motion to appoint Dianne Barkos to the Housing Redevelopment Authority Board for a term expiring June 30, 2021. The motion carried unanimously (7-0).

PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

There were none.

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

_____

Brian Fritsinger, City Administrator

CLOQUET

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

To:	Mayor and City Council
From:	Nancy Klassen, Finance Director
Reviewed by:	Brian Fritsinger, City Administrator
Date:	June 7, 2016

ITEM DESCRIPTION: Certification of Utility Bills

Proposed Action
Staff recommends the City Council move to adopt **RESOLUTION NO. 16-51, ADOPTING AND CONFIRMING SPECIAL ASSESSMENTS FOR DELINQUENT UTILITIES.**

Background/Overview
Minnesota Statute section 444.075, subd. 3 (e) allows municipal water utilities to certify unpaid water, sewer, storm water and other property charges to the county auditor for collection with property taxes. The certification can be done once a year or more often. The City is certifying semi-annually in 2016.

Policy Objectives
The use of this statutory collection method allows the City to enhance revenue collection. The ability to capture these monies has a direct correlation to the City's operating budget.

Financial/Budget/Grant Considerations
Collection of delinquent utility bills and miscellaneous property charges through the 2017 property tax statements. See attached listing for amount certified.

Advisory Committee/Commission Action
Not applicable.

Supporting Documentation Attached
- Resolution 16-51.
- Listing of delinquent bills to be certified to Carlton County.

CITY OF CLOQUET
COUNTY OF CARLTON
STATE OF MINNESOTA

RESOLUTION NO. 16-51

RESOLUTION ADOPTING AND CONFIRMING SPECIAL ASSESSMENTS FOR DELINQUENT UTILITIES

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

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

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

WHEREAS, There were no oral or written objections received.

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

1. The amounts so calculated and set forth in said notices are hereby levied against the respective parcels of land described therein; and

2. The proposed assessments are hereby adopted and confirmed as special assessments for each of said parcels of land and the assessments shall be a lien concurrent with general taxes upon said parcel.

BE IT FURTHER RESOLVED, That the City Administrator be authorized and directed to transmit to the County Auditor a certified duplicate of the assessment roll to be extended upon the property tax lists of the County and the County Auditor shall collect said special assessments with taxes levied in 2016, payable in 2017.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 21ST DAY OF JUNE, 2016.

_____
Dave Hallback, Mayor

ATTEST:

_____
Brian Fritsinger, City Administrator

STATE OF MINNESOTA)
COUNTY OF CARLTON)
CITY OF CLOQUET)

I, Brian Fritsinger, City Administrator of the City of Cloquet, Minnesota, pursuant to Chapter 364 of the Laws of Minnesota for 1909, and Amendments thereto, and pursuant to resolution of the City Council of the City of Cloquet, passed June 21, 2016,

HEREBY CERTIFY, That there is remaining in my office unpaid and for collection the following Utility Bills for the 2017 Real Estate Tax payments, against the following lots and tracts of land in the following amounts to-wit:

Parcel ID	Property Address	Account Number	Bill Amount	Collection Fee	Total Certified
06-090-0120	509 22nd St	0117002800-07	38.55	25.00	63.55
06-045-0580	43 3rd St	0121019100-03	11.55	25.00	36.55
06-045-2660	112 Chestnut St	0112007600-11	136.92	25.00	161.92
06-020-0160	1414 Doddridge Ave	0116010500-01	140.36	25.00	165.36
06-110-2820	203 17th St	0118011000-14	25.05	25.00	50.05
06-290-2660	114 11th St	0120017000-01	329.62	25.00	354.62
06-045-1120	19 4th St	0121017200-09	86.62	25.00	111.62
06-745-0020	1419 Carlton Ave W	0114006800-02	241.92	25.00	266.92
06-070-0700	1506 Selmser Ave	0117013700-00	120.13	25.00	145.13
06-165-1140	2234 Selmser Ave	0119020500-03	143.00	25.00	168.00
06-045-0720	19 3rd St	0121019700-17	187.37	25.00	212.37
06-040-0720	317 14th St	0122020000-07	25.05	25.00	50.05
06-145-0240	344 8th St	0124016800-06	253.28	25.00	278.28
06-110-1200	31 18th St	0118016200-18	62.53	25.00	87.53
06-210-0360	2104 Carlton Ave	0119015000-08	30.42	25.00	55.42
06-290-3740	21 14th St	0120011200-12	166.84	25.00	191.84
06-055-1040	425 12th St	0122007700-06	11.55	25.00	36.55
06-110-1200	31 18th St	0118016200-16	176.45	25.00	201.45
06-125-0760	1719 Fairview Ave	0116018500-06	149.97	25.00	174.97
06-125-0760	1719 Fairview Ave	0116018500-06	125.79	25.00	150.79
06-110-2760	213 17th St	0118010600-22	95.25	25.00	120.25
06-270-0020	2440 Selmser Ave	0119018600-07	31.80	25.00	56.80
06-045-0720	19 3rd St	0121019700-18	31.80	25.00	56.80
06-005-1300	203 3rd St	0122001600-13	341.44	25.00	366.44

Continued

06-280-0060	410 7th St	0124004100-16	114.32	25.00	139.32
06-275-2180	15 11th St N	0124020500-03	204.12	25.00	229.12
06-375-0100	708 Laurel St	0113020300-01	372.82	25.00	397.82
06-015-0100	720 Larch St	0114014600-01	196.94	25.00	221.94
06-320-0560	420 2nd St	0123007500-17	51.20	25.00	76.20
06-320-0680	444 2nd St	0123007000-05	195.07	25.00	220.07
06-617-0840	500 Commerce Way	0126040000-00	817.09	25.00	842.09
06-510-6110	1000 Tall Pine Ln	0126016570-00	160.05	25.00	185.05
06-510-7812	Glacier Paving Gravel Pit	0160006400-00	394.40	25.00	419.40
06-510-7790	Nels Nelson - Moorehead Rd Pit	0160102900-00	1,183.20	25.00	1,208.20
	Total		6,652.47	850.00	7,502.47

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator
Date: June 13, 2016

ITEM DESCRIPTION: Approval of Liquor and Related Business License Renewals

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 30th 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 21, 2016 MEETING

2016 - 2017 Licenses

Parcel Code	Licensee	Trade Name	Licensed Location Address	On Sale Intox. Liquor (13)	Sunday	2 A.M. Closing	Off Sale Intox. Liquor (12)	Wine	On Sale 3.2% Malt Liquor	Off Sale 3.2% Malt Liquor	Tobacco	Public Dance	Bowling Alley	Consumption & Display Permit.	Amusement
	ARK	Southgate Pizzeria	918 Hwy 33 S					4	5						16

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator
Date: June 9, 2016

ITEM DESCRIPTION: Fond du Lac Display of Outdoor Fireworks Permit

Proposed Action
Staff recommends that the City Council move to approve the Display of Outdoor Fireworks Permit for fireworks at the Fond du Lac Tribal Center, 1720 Big Lake Road, on June 25, 2016 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 Hollywood Pyrotechnics to hold the annual FDL Enrollee Days at the Tribal Center at 1720 Big Lake Road. FDL has held similar events in the past.

In 2016, FDL is once again proposing to hold the fireworks at the Tribal Center. The attached diagram shows the display site to the south of the Tribal Center. There are no other homes or buildings in this area other than those owned and operated by the FDL community.

The company has provided the required liability insurance documentation.

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. As this display is being conducted on tribal land by FDL, there is question regarding the City's review of the application due to Sovereignty. However, under State Law it within the City limits and arguably the City's jurisdiction for approval. FDL has obviously authorized the event. The applicant has requested City approval.

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

Minnesota Department of Public Safety

State Fire Marshal Division
Application for Permit
Display of Outdoor Fireworks

Instructions: Complete this application, attach the permit fee, proof of bond or insurance in the specified amount, a copy of the plan for the use of pyrotechnics, and submit to the address below at **least 15 days** prior to the date of the display. If approved, permits will be issued to the Sponsoring Organization named on the application.

Minnesota Department of Public Safety
State Fire Marshal Division
444 Cedar Street, Suite 145
St. Paul, MN 55101
Hours: 8:00 am to 4:30 PM, Monday – Friday (Excluding Holidays)

Name of Sponsoring Organization: Hollywood Pyrotechnics, Inc
Address of Sponsoring Organization: 1567 Antler Point, Eagan, MN 55122
Name of Authorized Agent: Mira LaCous, Hollywood Pyrotechnics, Inc.
Address of Agent: 1567 Antler Point, Eagan, MN 55122
Phone Number of Agent: 651-454-7976 e-mail: mira@hollywoodpyrotechnics.com
Location of Display: Field behind the Fond du Lac Tribal Center at 1720 Big Lake Road In the Fond Du Lac Reservation.
Date and Time of Displays: Saturday June 25th, 2016, with rain date alternate of June 26th, 2016

Manner and Place of Storage of Fireworks / Pyrotechnic Special Effects Prior to Display:
Firework effects will be transported from off site storage (HPI BATFE compliant Magazine) to the shoot site the morning of the display.
Type and Number of Fireworks / Pyrotechnic Special Effects to be Discharged:
All product is 1.3G, designed for outdoor aerial use. Sizes up to 8" will be used, requiring 560 feet safety distance per NFPS 1123 and MN Statues.

Minnesota Statute (MS 624.20) requires fireworks displays to be conducted under the direct supervision of a fireworks operator certified by the Minnesota State Fire Marshal.

Name of Supervising Operator: Richard Glover MN Certificate Number: B 0480
or: Robert Rowe MN Certificate Number: B 0599

Required Attachments:

1. Proof of bond or insurance in the amount of $1.5 million (minimum)
2. Plan for the location and safety distance of pyrotechnics. (Required by NFPA 1123).

If this application is approved and a permit issued, I understand and agree to ensure that the fireworks display for which this application has been filed will be conducted in full compliance with Minnesota Statute 624.20 - 25, the Minnesota State Fire Code, and National Fire Protection Association Standard 1123.

Signature of Authorized Agent: _____ Date: 5-1-16

Approvals:

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: _____

Signature of fire chief/county sheriff: _____ Date: _____

Signature of issuing authority: _____ Date: _____

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

STATE FIRE MARSHAL

Fireworks Operator License Search By Name Results

Your search for glover resulted in 1 hits

Name	Certificate Type	Certificate #	Issue Date	Expiration Date	Certification Status
Glover, Richard H	Outdoor Only	0480	6/26/2013	6/25/2017	Valid

Records 1 to 1 of 1

[NEW SEARCH]

Last Modified: September 11, 2015 .

*For additional information, contact **James G. Smith**, Minnesota State Fire Marshal Division, at james.g.smith@state.mn.us or (651)201-7200.*

Minnesota State Fire Marshal Division
444 Cedar St., Suite 145
St. Paul, MN 55101-5145

651-201-7200 - voice
651-215-0525 - fax
651-282-6555 - TDD

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

STATE FIRE MARSHAL

Fireworks Operator License Search By Name Results

Your search for rowe resulted in 1 hits

Name	Certificate Type	Certificate #	Issue Date	Expiration Date	Certification Status
Rowe, Robert B	Both (Indoor & Outdoor)	0599	8/3/2012	8/2/2016	Valid

Records 1 to 1 of 1

[NEW SEARCH]

Last Modified: January 06, 2014 .

*For additional information, contact **Robert Dahm**, Minnesota State Fire Marshal Division, at Robert.Dahm@state.mn.us or (651)201-7200.*

Minnesota State Fire Marshal Division
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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator
Date: June 6, 2016

ITEM DESCRIPTION: Consideration of WLSSD Reappointment

Proposed Action
Staff recommends that the City Council discuss and consider the reappointment of David Manderfeld to the Western Lake Superior Sanitary District Board for a term expiring 07/01/19.

Background/Overview
The City has received correspondence from the Western Lake Superior Sanitary District informing the City that Mr. Manderfeld's term will expire on July 1, 2016. Mr. Manderfeld has expressed interest in serving in this capacity for an additional three year term.

The City has three residents appointed to seats on the Sanitary District Board. Mr. Manderfeld has served on this Board since 2004. This position has historically been held by a representative of local industry and in this case, USG has verbalized its support for Mr. Manderfeld's reappointment. The other two seats are held by Archie Chelseth and Bruce Ahlgren.

Policy Objectives
To keep the various City boards, committees, and commissions at full membership as identified by the City Council or under Municipal Code. The membership of the WLSSD is defined under M.S. 458D.03, Subd. 2 of which Cloquet has three representatives.

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
- Letter from Marianne Bohren

2626 Courtland Street
Duluth, MN 55806-1894
phone 218.722.3336
fax 218.727.7471
www.wlssd.com

Western Lake Superior Sanitary District

June 2, 2016

Mr. Brian Fritsinger
City Administrator
City of Cloquet
Administrative Office
1307 Cloquet Avenue
Cloquet, MN 55720

Subject: David Manderfeld WLSSD Board Team

Dear Mr. Fritsinger:

This letter is to advise you that Board member Manderfeld's term will expire on July 1, 2016. Mr. Manderfeld has brought a wealth of experience to the WLSSD Board. His commitment to the environment and his knowledge of administration and operations has been an asset to his fellow Board members and to District staff. Mr. Manderfeld has expressed an interest in being reappointed to the WLSSD Board for an additional three-year term. The WLSSD Board and staff highly recommend his reappointment.

Thank you for your prompt consideration.

Sincerely,

Marianne Bohren
Executive Director

CLOQUET

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator
Date: June 13, 2016

ITEM DESCRIPTION: Consideration of Appointment to Library Board

Proposed Action
The City Council is asked to discuss the application of interest from Justin Kelly to serve on the Library Board with a term expiring 12/31/18.

Background/Overview
The City received the resignation of David Johansen from the Library Board in 2015. This created a vacancy on the Board that has not yet been filled.

The City Council should discuss whether it would like to appoint Mr. Kelly, conduct an interview or continue to seek additional applications of interest.

Policy Objectives
The Council can delegate certain functions to appointed administrative boards. Certain Commissions are established per Minnesota Statutes or City Code. The Library Board is established under City Code Section 2.2.03. Terms for this position is three years.

Financial/Budget/Grant Considerations
None.

Advisory Committee/Commission Action
None.

Supporting Documentation Attached
- Application

CLOQUET

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

Application for Appointment to Advisory Boards and Commissions

Name: Justin Kelley		Date: 6/6/2016
Address 27 12th Street Cloquet, MN 55720		
Email: justin@justinkelley.org		
Home Phone: 218-565-0600	Work Phone: 218-625-8842	Cell Phone: 218-565-0600
How long have you lived in Cloquet?	Years/Months: 12yr./6mo.	Which Ward? 3

What Cloquet community activities have you been involved in?

I have volunteered with the Duluth Salvation Army, the Boys and Girls Club of Duluth, the United Way of Duluth and UMD. This would be a great opportunity to serve the city in which I have been a resident for the past 13 years.

Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission.

I have no specific board experience, however I believe my twenty plus years of business experience along with my educational background position me to be an asset to the advisory board and the city of Cloquet.

Do you have a preferred Board/Commission that you are interested in serving on?	Yes [X]	No [ ]
If yes, fill in the name of Board/Commission: Library Board		
Would you consider an alternate appointment?	Yes [X]	No [ ]
If yes, which one? Shaw Memorial Library Foundation		

Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like.

No standing conflicts.

Why do you wish to be on a Board/Commission?

I have a longstanding passion for reading and books.
I worked in our school library throughout high school and I have a natural affinity for libraries and the educational opportunities they provide.

Please describe any other relevant information you would like us to know.

I am a co-worker with Cassandra Brissett, a current Advisory Board member, and I am applying for this appointment based on her recommendation.

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

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator
Date: June 10, 2016

ITEM DESCRIPTION: City Council Goals Update

Proposed Action
Staff recommends that the City Council review and discuss the status of the efforts to complete the various goals and strategies as established for 2016-2018 by the City Council.

Background/Overview
Attached the City Council will find the Implementation Steps resulting from the 2015 City Council/Department Head Retreat where goals and strategies were developed and adopted. While it has been some time, staff wanted to provide an update to the goals. The Council continues to review the implementation strategies per discussion at the retreat, whereby the goals will be added as an item to each City Council meeting simply for the purpose of keeping the goals and strategies in front of everyone. It will provide opportunity for discussion or clarification for all parties involved or simply acknowledgement of any accomplishments.

All priorities are up to date in terms of status and/or completion.

Policy Objectives
The City adoption of priorities and goals is important to the City as a tool to assist with the development of long range service plans. This in turn allows the City to allocate resources and plan for any financial implications related to the pursuit of such goals. Regular review of the goals and making those goals available for the public's information can assist the City with efforts related to transparency, engaging the public and to identify potential parties that may be able to assist with related efforts.

Financial/Budget/Grant Considerations
None.

Advisory Committee/Commission Action
None.

Supporting Documentation Attached
- Summary 2016-2018 Goals and Strategies Implementation Steps

Strategic Priority 1: Financial Stability	**Key Outcome Indicator: Bond Rating; Target: AA+**		
Initiative A: Debt Policy			
Actions	**Measure of Success**	**Who's Responsible**	**Target Date**
Research other Communities and Advisory information.	Copies of various debt policies and recommendations from GFOA and LMC.	Finance Director	COMPLETE
Create Rough Draft of Debt Policy.	Draft ready to be reviewed.	Finance Director	~~10-31-2015~~ COMPLETE
Review and Discuss Debt Policy Draft with City Administrator.	Meeting between Finance Director and City Administrator.	City Administrator & Finance Director	~~11-30-2015~~ COMPLETE
Revise Draft Debt Policy as Needed.	Debt Policy ready to be presented to Council.	Finance Director	~~12-31-2015~~ COMPLETE
Debt Policy Approved.	Request for council action prepared and item put on agenda.	Council Finance Director	~~1-30-2016 or sooner if debt issued~~ COMPLETE

Strategic Priority 2: Economic Development	**Key Outcome Indicator:**	Retention Rate Target: No Net Business Loss	
Initiative A: Develop a Comprehensive Business Retention/Outreach Program			
Actions	**Measure of Success**	**Who's Responsible**	**Target Date**
Conduct ongoing BRE Visits (city, chamber, county)	Visit 3 businesses quarterly (1/month).	Kelly Zink Holly	~~09-30-2015~~ ONGOING
Conduct business exit interviews to ID issues experienced	Develop exit interview. Monitor media/local beat to analyze who is or has gone out of business, then ID who will take the lead in contacting the business to inquire / schedule exit interview.	Holly Kelly Connie	09-30-2015
Survey major businesses to ID supply chain vendors who may be interested in starting a business in Cloquet.	Initiate / outreach to different companies identified that are currently not here but were identified as a supply vendor need.	Holly EDA	~~12-31-2015~~ ONGOING
Ensure that Cloquet land and building opportunities are online	Quarterly scan Northland Connection property listings to ensure their accuracy.	Holly EDA	ONGOING
Ensure that regional economic development partners are aware of opportunities in Cloquet (e.g. APEX, Northspan, Entrepreneur Fund etc.)	Ongoing quarterly communications with agency contacts.	Holly EDA	~~9-30-2015~~ ONGOING

Strategic Priority 3: Community Vision	**Key Outcome Indicator: Focused Community Vision Target: Community Approved Vision In Place by 8/2016**		
Initiative A: Develop a Comprehensive Community Vision Process			
Actions	**Measure of Success**	**Who's Responsible**	**Target Date**
Develop a community vision team or committee (Chamber of Commerce/City/Community/Business members/EDA)	Team in Place City Council appoint teams	City Council	~~11-30-2015~~ COMPLETE
Identify our current stakeholders and who may be missing from team	Stakeholders identified	Community Vision Team	~~12-31-2015~~ COMPLETE
Seek out unidentified, prospective stakeholders—look for buy-in	Verify stakeholders	Community Vision Team	~~1-30-2016~~ COMPLETE
Review current processes in effect to draw and build on the methods.	Analysis of current processes used by the City, if any	Community Vision Team	~~2-28-2016~~ COMPLETE
Compose a list of how we are currently connecting with the community	Analysis of current processes used by the City, if any	Community Vision Team	~~2-28-2016~~ COMPLETE
Seek out other cities with similar characteristics and review what processes they are currently using	List of other Cities and techniques they use to engage the public identified	Community Vision Team	~~2-28-2016~~ COMPLETE
Develop a strategy to engage community to gather input	City Council approve a strategy	City Council	~~3/30/2016~~ COMPLETE

Strategic Priority 3: Community Vision	**Key Outcome Indicator: Strategic Investments Align With Vision** **Target: 100% of Major Investments Aligned With Vision**		
Initiative B: Analyze Financial Investments and Correlate with Projects			
Actions	**Measure of Success**	**Who's Responsible**	**Target Date**
Analyze and compare our current spending to ensure it aligns with information/results from Community Vision Process	The City Council understands how the current budget correlates to the community vision	Community Vision Team/Finance/City Council	~~8-30-2016~~ INITIATIVE ELIMINATED
Increase and direct our spending efficacy by analyzing expenditures for new, upkeep/repairs and new/growth	The City Council has realigned its 2017-2018 budget to match up with current vision	Finance/City Council	~~8-30-2016~~ INITIATIVE ELIMINATED

Strategic Priority 4: Effective Governance	**Key Outcome Indicator: Decisions Meeting Deadlines; Target: 90% of Decisions Made by Identified Deadline**		
Initiative A: Develop a City Council Decision Review Process			
Actions	**Measure of Success**	**Who's Responsible**	**Target Date**
Review I-Pad/Electronic Communications Policy	The City Council reach consensus on the policy and the best way for electronic communications to be managed.	Brian/City Council	~~8-30-2015~~ COMPLETE
Review Standing Rules of City Council	The City Council reach consensus on the standing rules of the City Council.	Brian/City Council	~~9-30-2015~~ COMPLETE
Review Staff Reports as to Effectiveness of Contents	The City Council reach consensus on the both the use and contents of staff reports.	Brian/Department Heads/City Council	~~10-31-2015~~ COMPLETE
Discuss Options Related to Meetings (Schedule)	The City Council reach consensus on the frequency and type of Council meetings to be held each month beginning in 2016.	Brian/City Council	~~11-30-2015~~ COMPLETE

Strategic Priority 4: Effective Governance		**Key Outcome Indicator: The City Council Reaches Consensus, That a Majority of the Council are Complying With the Values Statement**	
Initiative B: Create a Process for Achieving 100% Participation of all Councilors			
Actions	**Measure of Success**	**Who's Responsible**	**Target Date**
The City Council will develop a values statement related to their personal accountability as a Council representative	A value statement has been adopted	City Council	~~12/31/2015~~ COMPLETE

Strategic Priority 5: Infrastructure & Facilities		**Key Outcome Indicator: Police Facility; Target: Ground Broken 12/31/18**	
Initiative B: Develop Police Facility Project Plan for a 3-5 Year Build			
Actions	**Measure of Success**	**Who's Responsible**	**Target Date**
City Council Review/Accept Final BKV Facilities Study	City Council acceptance of study	City Council Brian	~~8-04-2015~~ COMPLETE
Decision on Project Timing	City Council decision on project priority and timing	City Council	12-31-15
Funding Strategy	An acceptable funding strategy is presented to the City Council	Nancy Brian	9-2016
RFP Architect	City Council authorize and select architect	Brian City Council	3-2017
Building Design and Layout Committee Established	Committee established to work with architect on design	Committee	4-2017
Draft Plans Reviewed by City Council	Concept plan presented and accepted by the City Council	Committee/Brian City Council	6-2017
Final Plans Approved and Bid	City Council approves plan and authorizes bid	City Council Brian	12-2017
Bid Awarded and Ground Broken	Construction Started by 12-31-18	City Council Brian	12-2018
Project Completed	Project Completed by 12-31-19	City Council Brian	12-2019

Strategic Priority 5: Infrastructure & Facilities	**Key Outcome Indicator: Public Works Facility; Target: Phase 1 Completed 12/31/21**		
Initiative C: Develop a Public Works Facility Project Plan for a 3.5 Year Build			
Actions	**Measure of Success**	**Who's Responsible**	**Target Date**
City Council Review/Accept Final BKV Facilities Study	City Council acceptance of study	City Council Brian	~~8-04-2015~~ COMPLETE
Decision on Project Timing	City Council decision on project priority and timing	City Council	12-31-2015
Funding Strategy	An acceptable funding strategy is presented to the City Council	Nancy Brian	9-2016
RFP Architect	City Council authorize and select architect	Brian City Council	3-2020
Building Design and Layout Committee Established	Committee established to work with architect on design	Committee	4-2020
Draft Plans Reviewed by City Council	Concept plan presented and accepted by the City Council	Committee/Brian City Council	6-2020
Final Plans Approved and Bid	City Council approves plan and authorizes bid	City Council Brian	12-2020
Bid Awarded and Ground Broken	Construction started by 12-31-17	City Council Brian	12-2021
Projects Completed	Construction of Phase 1 Completed 12-31-18	City Council Brian	12-2022

Strategic Priority 6: Operational Effectiveness		**Key Outcome Indicator: Policy and Procedures Manual; Target: Policy and Procedure Manuals in All Departments Updated and Adopted**	
Initiative A: Create a Policy & Procedure Manual Process for Organization			
Actions	**Measure of Success**	**Who's Responsible**	**Target Date**
Research and Update Policies from other Cities, State Standards, etc.	Each department has conducted research of other similar departments to identify those policies/procedures that they use in those departments	Brian/ Department Heads/ Other Supervisors	10-31-2016
Identify Policies/Procedures Needed for all City Departments	The Department Heads have identified a list of mutually required policies/procedures	Brian/ Department Heads/ Other Supervisors	10-31-2016
Identify Policies/Procedures Unique to individual Departments	Each department has identified those policies and procedures that are unique to their department	Brian/ Department Heads/ Other Supervisors	10-31-2016
Identify a Schedule for Approval and Implementation	A realistic schedule for action is identified and agreed upon	Brian/ Department Heads/ Other Supervisors	12-31-2016

Strategic Priority 6: Operational Effectiveness	**Key Outcome Indicator: Internal Succession; Target: 70% of All Leadership Positions Filled Internally**		
Initiative D: Establish a Leadership Development Program			
Actions	**Measure of Success**	**Who's Responsible**	**Target Date**
Develop a Training Program for City Employees	A program that analyzes gaps, identifies talent pools, develops strategies, and implements strategies is identified and adopted	Human Resources/ Department Heads	3-31-2016
New Hires Should be Interviewed and Reviewed for Potential to Advance	The hiring process has been amended to strengthen focus on leadership and future advancement	Human Resources/ Department Heads	6-30-2016
Review Job Descriptions to Include Skill Sets Necessary for Promotion	All job descriptions are updated to include a section on leadership and future advancement	Human Resources/ Department Heads	6-30-2016

CLOQUET

DEPARTMENT OF PUBLIC WORKS

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REQUEST FOR COUNCIL ACTION

To:	Mayor and City Council
From:	Caleb Peterson, City Engineer
Reviewed By:	Brian Fritsinger, City Administrator
Date:	June 14, 2016

ITEM DESCRIPTION: Wells 8 and 11 Filter Plant Pilot Study

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 16-53, A RESOLUTION ENTERING INTO A CONTRACT WITH PROGRESSIVE CONSULTING ENGINEERS FOR COMPLETION OF A PILOT FILTER PLANT STUDY AT WELLS EIGHT AND ELEVEN.**

Staff further recommends that the City Council move to approve the distribution of the attached public information advisory to all City of Cloquet water customers.

Background

In 2009, Council authorized Public Works to proceed with completion of an evaluation of our potable water system to address the issue of water quality and to identify major capital improvements for consideration over the next 5 to 20 years. As part of the study it was identified that the water from Well #8 located in the Pine Valley and Well #11 located on the Prevost Road have high levels of Manganese. Manganese occurs naturally and can be found in rock, soil and drinking water across Minnesota.

The City's water supply meets all safe drinking water standards established by the Environmental Protection Agency and Minnesota Department of Health and is tested throughout the year to ensure it continues to do so. While the City's water meets all safe drinking water regulations, new information is emerging that raises concerns about the effects high levels of Manganese may have on humans, especially infants.

No federal or state regulation exists for concentrations of Manganese in drinking water. Manganese has been considered an aesthetic issue as high concentrations can cause staining or taste considerations. Over time, Manganese forms a coating on water pipes in the water system that may slough off as a black precipitate or grit in the water.

Manganese can be removed with a combination of oxidation and filtration. The 2009 study recommended before the City considers future treatment options, a detailed feasibility study should be completed to determine the best treatment option for each Well. In 2014, Council authorized the first phase of this study be conducted by Progressive Consulting Engineers. With the first phase of the feasibility study complete, it is now appropriate to consider the next step which would involve the rental of a portable treatment plant to conduct a pilot study at each well confirming the adequacy of the recommend treatment process.

The City's water is supplied through 5 sources. Testing of raw water conducted at Wells 1, 6 and the Spring Lake Reservoir show excellent water quality with no detectable Manganese concentrations. Conversely, Wells 8 and 11 have Manganese concentrations of 500 and 150 parts per billion (ppb) respectively. While more research is needed to define the effects of Manganese on the human body, the Department of Health has issued guidance values for Manganese in drinking water of 100ppb for formula-fed infants and infants that regularly drink tap water. The guidance value for adults, children and nursing mothers is 300ppb. In light of this information, Public Works has ceased all use of Well #8.

Well #8 accounts for approximately 30% of our total pumping capacity with Well #11 an additional 17%. It is unknown at this time how high summer demands for water will impact our ability to continue with normal hydrant flushing/system maintenance, however, it is clear additional capacity will be required over time. Simply discontinuing the use of Wells 8 and 11 is not a feasible alternative long term.

The City has been proactive in its efforts to reduce the amount Manganese in the water for a number of years. The use of Well 8 has been drastically reduced only operating during times of peak demand (generally June, July and August) from 2009 thru 2015. While all of Cloquet's water meets Federal and State safe drinking water standards, Staff recommends the attached Public Information Advisory be distributed to all City of Cloquet water customers. The purpose of the document is to educate our customers about emerging concerns over Manganese and what interim steps they may wish to take in their own homes.

Policy Objectives
N/A.

Financial/Budget/Grant Considerations
Preliminary estimates for construction of filter plants for wells 8 and 11 are $5.2 million and $1.7 million. Based on current demands, construction and operation of the two facilities would result in an additional cost of approximately $1.10/1,000 gallons or between $2 and $7 monthly per household. Further investigation of potential funding sources and rate impacts will be needed as the study moves forward.

As an alternative to treatment, staff will also continue to explore our options for development of new water supplies. Unfortunately, the City has a long history of Well exploration with very limited success. The last major exploration occurred in the mid 1980's which resulted in the construction of Wells 8 and 11. History tells us that the varied Geology in Cloquet make finding a source with both sufficient capacity and quality to develop a municipal Well very difficult. Regardless, the issue must be explored further as the cost savings between source development and treatment could be substantial.

The $30,000 cost of the proposed Pilot Study would be funded by the water utility.

Advisory Committee/Commission Action
N/A.

Supporting Documents Attached
- Resolution No. 16-53
- Progressive Consulting Engineers Proposal
- Public Information Advisory
- Minnesota Department of Health Article "Manganese and Drinking Water"

CITY OF CLOQUET
COUNTY OF CARLTON
STATE OF MINNESOTA

RESOLUTION NO. 16-53

A RESOLUTION ENTERING INTO A CONTRACT WITH PROGRESSIVE CONSULTING ENGINEERS FOR COMPLETION OF A PILOT FILTER PLANT STUDY AT WELLS EIGHT AND ELEVEN.

WHEREAS, The City completed a study of the potable water system in 2009 to address water quality and identify major capital improvement needs; and

WHEREAS, The 2009 Water Quality Study identified manganese concentrations in Well Numbers Eight and Eleven which are of concern for aesthetic reasons; and

WHEREAS, Emerging concerns have surfaced regarding the effects high levels of manganese may have on humans; and

WHEREAS, The City continues to explore ways to reduce manganese in drinking water including changing of operational practices and the feasibility of building water treatment facilites; and

WHEREAS, The City has received a proposal from Progressive Consulting Engineers to conduct a pilot filter plant study, thus concluding the feasibility study for potential treatment alternatives.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the proposal from Progressive Consulting Engineers for completion of the pilot study is hereby accepted; authorizing staff to enter into a not-to-exceed contract of $30,000 with Progressive Consulting Engineers.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 21ST DAY OF JUNE, 2016.

_____
Dave Hallback, Mayor

ATTEST:

_____
Brian Fritsinger, City Administrator

Progressive Consulting Engineers Inc.
6120 Earle Brown Drive, Suite 629, Minneapolis, MN 55430-2581 (763) 560-9133 FAX (763) 560-0333

June 1, 2016

Jim Prusak, P.E.
Director of Public Works
City of Cloquet
1307 Cloquet Avenue
Cloquet, MN

Re: Pilot Plant Study, Cloquet, MN

Dear Mr. Prusak,

We are pleased to submit this proposal for completing a pilot plant study at Wells 8 and 11 for the City of Cloquet.

Our work on this project will include setting up the pilot plant at each of the well sites and operating the plant with assistance from the City Operator. During the plant operation, we will take samples and test for iron and manganese. We will split samples and send them to an outside laboratory for testing for verification of results measured by our instruments.

At the end of the pilot study, we will write a report containing the design criteria for the new plants.

Based on the attached person hour estimate, our fee will not exceed $30,000 including the pilot plant rental of $11,635.

Please call if you have any questions.

Sincerely,

Naeem Qureshi

Naeem Qureshi, P.E.

Attachments: Person Hour and Fee Estimate

Pilot Plant Study - Iron, Manganese - Cloquet, MN
Person - Hours and Fee Estimate

	Project Mgr	Project Eng	Tech	Word Proc	TOTALS
Task Series 100 Data Collection					
101 Prepare Pilot Study Protocol	4				4
102 Set-up Pilot Plant	16	16			16
103 Run Pilot Plant (10 days)	8	40			48
104 Review Results	2	16	2	4	24
105 Reporting	2	24			26
Subtotal: Tasks 100 person-hours:	32	96	2	4	134
Average hourly rate:	$170	$120	$80	$60	
Subtotal: Labor Cost	$3,840	$11,520	$160.00	$240.00	$17,360
Pilot Plant Rental					$11,635
Mileage 900 miles @ .55					$495
Estimated Fee					$29,490

Introduction and Purpose

Introduction

The City of Cloquet, Minnesota currently pumps groundwater from wells 8 and 11 to its potable water distribution system. The water is chlorinated and fluoridated. The City intends to build two new plants which will treat the groundwater to primarilyremove manganese at well 8 and 11. In order to choose the most cost effective water treatment process, the City has decided to have a pilot scale evaluation conducted. The pilot study, conducted by Progressive Consulting Engineers, Inc. (PCE), will investigate several types of filter media specifically designed to remove manganese.

Pilot studies are extremely important to the proper design of water treatment plants because the data generated during the study influences the final plant design. In order to optimize the usefulness of the pilot study results, PCE has written this protocol, which summarizes the purpose, design, and personnel responsibilities of the pilot study.

The protocol will serve as the reference for all pilot study activities. A description of the pilot plant, the methods of operation and sampling, and types of analyses, and the process variables to be studied are included. Duties of the pilot plant operator are outlined in detail, including the testing of various chemical dosages and filter loading rates. Responsibilities of the PCE team and the City are presented, and sample data collection sheets are provided.

Purpose

This study will be conducted to evaluate three types of filter media for the City's new water treatment plants: (1) anthracite and manganese greensand plus, (2) anthrasand Hi D and Lo D, (3) anthrasand Hi D. The filters will be designed to remove iron and manganese with either chlorine or potassium permanganate. The data collected during this study will be used to select the type of filter media, the method of oxidation, and the design filter loading rate. This information will be used in the design of the full scale plants.

Study results will be judged on the basis of filter performance. In particular, variables to be used in establishing the most appropriate choice of filter media include filter run times, rate of filter headloss, filtered water turbidity percent removal of manganese and cost. Each type of filter media will be compared with others by operating the filters at identical filter loading rates.

Pilot Plant Description and Operation

Description

The pilot plant used during the study will be a mobile unit leased from Westech This unit consists of an aerator, a detention tank, three pressure filters and chemical feeders all mounted on a trailer. One filter will contain anthracite and manganese greensand, one filter will contain anthrasand Hi D and Lo D, and one filter will contain anthrasand Hi D. Water from one of the City's wells will be pumped to the pilot plant filter. A dilute solution of potassium permanganate will be added to the water, which will then be divided between the filters to assess their performance, depending on the required filter loading rate. The pilot plant will be moved among two wells to verify filter performance with water supply from each well.

The pilot plant will include an instrumentation skid to be used for recording some of the data generated during the study. The skid carries equipment which continuously monitors turbidity in the raw and filtered water, filter rate and backwash flow rate, and differential pressure between the filter influent and filter effluent. In addition, the unit is equipped with chart recorders which continuously record this data. The operator must independently verify the accuracy of the instrumentation through spot checks.

Installation
Westech recommends a minimum operating area 10 feet wide by 20 feet long with a ceiling height of 15 feet. All water connections are standard garden hose type, and the City will be responsible for supplying raw water to the pilot plant through standard garden hose connections. The operating area should be strong enough to hold the pilot plant's operating weight of approximately 3,900 pounds and the instrumentation skid's weight of 1,400 pounds.

The pilot plant requires an electrical source, a raw water supply, potable (or clean) water for backwashing the filters and chemical feed makeup, and a place to discharge the treated water. Electrical power requirements are minor: a 230 volts 30 amperes service. The raw water must be supplied to the pilot plant at a minimum pressure of 40 psig and must not be chlorinated. it is typically easiest to discharge the treated water to a sanitary sewer. The volume of this water will be very small compared to typical wastewater flows and most of it will be of very high quality; however the state regulatory agency should be notified before the pilot plant effluent is discharged to a sanitary sewer.

Responsibilities
The City will be responsible for identifying appropriate sites which meet the requirements detailed above, for supplying electrical service, and, if necessary, obtaining approval from any regulatory agencies concerning discharge of the pilot plant effluent. In addition, the City will be responsible for assisting in physically transferring the unit between test sites. PCE will be responsible for the installation and day-to-day operation of the pilot plant, including setting up and dismantling the unit at each testing site. Once PCE has completed the dismantling of the pilot plant and prepared it for shipping; the operator will notify the City and request that the unit be moved. Whenever possible, the pilot plant operator will give the City at least three days notice of the move so that the City can plan accordingly.

Operation
The pilot plant will be operated in accordance with the test matrix presented in the following section. PCE engineers will train the city operator to operate the plant 8 hours per day, 5 days per week for the duration of the study. Operator duties include: (1) adjusting chemical feed rates and plant flows according to the test matrix; (2) collecting and recording all data as required; (3) collecting and analyzing or shipping all water samples to the laboratory when required; (4) maintaining and troubleshooting pilot plant equipment to ensure reliability of the data; and (5) submitting weekly summary reports to PCE process engineer for review and quality control.

Test runs will begin at approximately 10:00 a.m. each morning and continue for 22 to 23 hours, although the plant will be staffed only 8 hours per day. The first 2 hours of each day will be spent finishing the run from the previous day, preparing chemical feed solutions, setting new flow rates, and adjusting other process variables.

The pilot plant will be operated by adding chlorine and then potassium permangnate will be added to the water after oxidation, then equally split amount the three filters.

Testing Program

This section is divided into following three parts: one describing chemical feed makeup and related pilot plant duties, one describing the test matrix, and one describing the methods of data collection and sample collection and analysis. The text matrix details the filter loading rates and chemical feed dosages which should be used during each test.

Pilot Plant Operator Duties
The operator is responsible for the day-to-day operation of the pilot plant along with certain procedures associated with plant startup. This section details the methods to be used to ensure efficient operation. The

operator will adjust filter loading rates and chemical dosages based on the test matrix detailed below; will monitor the functioning of all equipment and troubleshoot and repair items not working properly; and will adjust flows and mix chemical feed solutions as needed.

Startup

Setting up the pilot plant at each test site will require approximately 1 day. All pumps, valves and instrumentation should be checked for proper functioning, and each filter should be backwashed using the procedure outlined below to assure that the system is operating properly. In addition, whenever new media is placed in one of the filters or after a prolonged shutdown, the filter may have to be preconditioned, depending on the expected manganese concentration in the raw water. Based on an analysis of a limited amount of data, shown below, both wells produce water with manganese content in excess of the Secondary Maximum Contaminant Level (SMCL) of 0.05 mg/L.

Table 1Water Quality Data
Wells 8, 11

		Spring Lake					Well 8					Well 11				
	Units	9/30/98	2/19/03	8/18/08	6/13/12	5/4/16	9/30/98	2/19/03	8/18/08	6/13/12	5/4/16	9/30/98	2/19/03	8/18/08	6/13/12	5/4/16
						SLR										
Alkalinity	mg/L	107	116	124	NT	188	194	203	192	200	169	170	165	158	170	1.35
Chloride	mg/L	37	76	47	NT	80.1	126	144	164	230	2.67	5.3	5.4	8	7.39	9.7
Hardness(Total)	mg/L	89	89	154	NT	176	262	262	333	201	380	138	138	170	170	1.87
Iron	mg/L	0.046	0.036	0.01	NT	0.13	0.01	0.008	0.13	0.014	ND	0.015	0.03	0.1	0.0174	ND
Manganese	mg/L	0.007	0.003	0.001	NT	ND	0.498	0.499	0.5	0.574	0.24	0.156	0.154	0.16	0.171	0.169
Total Organic Carbon	mg/L			0.6	NT	ND	NT	NT	2.4	2.2	1.3		NT	1.8	2.3	2.4
Nitrogen	mg/L	1.34	1.4	0.02	NT	2.1	0.55	0.4	0.1	0.08	ND	0.03	NT	0.15	0.31	0.12
Sodium	mg/L	22	35	22	NT	36.5	34.7	41	50.7	66.8	83.9	6.76	7.2	7.6	6.84	7.4
Specific Conductance	umhos/cm	363	499	426	NT	349	822	862	941		3.57	348	349	360	354	5.26
Sulphate	mg/L	12	11	10.9	NT	10	35	30	25.4	23.7	32.1	10	9	11.3	8.95	10.6
pH	SU	7.4	7.3	7.2	NT	7.4	7.4	7.3	7.3	7.4	7.6	7.9	7.9	7.8	7.86	8.2
Total Dissolved Solids	mg/L	NT	NT	250	NT	280	NT	NT	660		6.2		NT	200		203
ND=None Detected																
NT=Not Tested																

The preconditioning procedure, which should be used if the raw water manganese concentration exceeds 0.05 mg/L, consists of the following steps:

- Fill the filter with a 100 mg/L solution of potassium permanganate and allow the solution to remain in the filter for 24 hours.
- After 24 hours, allow water to flow through the filter for approximately 30 minutes to remove excess potassium permanganate. Be sure to dispose of the filter effluent in an environmentally acceptable manner.
- Backwash the filter and begin filtering raw water while adding enough potassium permanganate to turn the raw water slightly pink.
-

Day-to-day Operation

The pilot plant operator will adjust flows to the filters based on the values given for each run. Filter loading rates for each filter are given in Tables 2 and 3. In addition, the operator will adjust and record any changes in chemical feed rates if needed to maintain proper filtered water quality. Equipment breakdown is nearly inevitable, so the operator must troubleshoot any equipment in order to minimize

downtime. This will require a daily review of the operation and condition of all equipment. A general review of how the equipment is functioning should be included in the Comments section on the data sheet, a copy of which is included at the end of this document.

Runs will last approximately 24 hours each. The operator will adjust chemical feed pump settings and pilot plant flow at the beginning of each day, and allow the plant to run throughout the day and overnight. In addition, the operator will monitor plant operation and collect water samples for analysis during normal business hours. All filters will be backwashed at the end of each run.

Only two chemical feed solutions will be used during this study: (1) a dilute sodium hypochlorite solution for a free chlorine source, and (2) a dilute potassium permanganate solution to accelerate manganese removal. The concentration of the sodium hypochlorite solution should be approximately 10 mg/mL; fresh solution must be made daily because the strength of the solution will degrade over time. This solution can be prepared by mixing 1,044 mL of household bleach per 1 gallon of potable water. IT is essential that a new batch be made mixed daily and kept from direct sunlight. The potassium permanganate solution, which should have a concentration of 15 mg/ml, can be made by mixing 56.8 g of $KMnO_4$ per 1 gallon of potable water. This solution should be made fresh weekly, preferably at the beginning of the week.

Weekly Summary Reports

The pilot plant operator prepares a summary report at the end of each week detailing the runs conducted and data collected during each week. These reports are to be submitted to PCE engineers and the City for review. Having these reports will enable project personnel to alter the testing program if study results dictate. All summary reports will be supplied as an appendix in the final report.

Test Matrix

The test matrix details the filter loading rates, chemical dosages, and the method of oxidation to be used during each run. Five runs will be conducted at each test site for a total of 10 runs. The initial tests will focus on establishing the appropriate chemical dosages to produce finished water satisfying the SMCL's for iron and manganese. Finally, under optimum conditions the performance of the three filters will be compared. Two test matrices, designed to answer these questions, are given in Tables 1 and 2. Raw water flow to the aerator will be 8 gpm for all runs.

Table 2. Test matrix for determination of appropriate chemical dosages.

Run No.	Chlorine dose (mg/L)	$KMnO_4$ dose (mg/L)	Aerator (on/off)	Filter Loading Rate (gpm/sf)
1 (first site) Well No. 8	1.0	1.0	Off	2
2	1.0	1.0	Off	2
3	1.0	1.0	Off	2
4	Optimum	Optimum	Off	3
5	0	Optimum	Off	3

Table 3. Test matrix for comparison of filter performance.

Run No.	Chemical Oxidation or Aeration	Filter Loading Rate (gpm/sf)
6 (second site) Well No. 11	Chemical	2
7	Chemical	2
8	Chemical	3
9	Chemical	3

(1) Filter 1 = conventional dual media, Filter 2= manganese greensand, Filter 3 = Seimens Anthrasand

Sampling

Iron and manganese concentrations in the raw and filtered water should be measured and recorded at 30 minutes and 1 hour after the beginning of all runs, and immediately before the conclusion of each run. In addition, iron and manganese concentrations of raw and filtered water should be taken twice each shift, so that the chemical dosages can be adjusted if necessary.

Turbidity, flow, and filter headloss will be recorded automatically and continuously using the equipment on the instrumentation skid. However, the operator should periodically verify the accuracy of all instrumentation by measuring all variables on separate instruments. Raw and filtered water turbidity, flow rates through the filters, and filter headloss should be measured and recorded every 2 hours while the pilot plant is staffed.

Analysis

Sample analyses must be carefully documented in order to assure the most accurate results. Therefore, this section dictates sample collection and measurement procedures. Sample scan be collected in either plastic or glass containers, which must be clean and dry. All analyses should be conducted within 1 hour of sample collection and preferably immediately. Table 4 summarizes the sampling methods to be sued for all routine sample analyses.

Table 4. Summary of analytical methods

Analysis	*Method*	*Equipment*
Turbidity	Std Method 2130	Hach 1720C on line turbidimeter Check performance of 1720C using a Hach 2100 bench top turbidimeter
Iron	Hach Ferro Ver AA (1) (Std Method 3500-Mn D)	Hach DR2000 Outside laboratory
Manganese	Hach PAN Method AA (1) (Std Method 3500-Mn D)	Hoch DR2000 Outside laboratory

(1) AA = atomic absorption, to be conducted on approximately 10 percent of the samples to verify the Hach analytical method.

Results from each run should be recorded on the pilot study data sheets. A copy of the data sheet is attached to this document. It is important that the pilot plant operator record not only the results of all analyses, but also any observations or comments. Often, the most valuable information is the observations made during pilot tests. The pilot study will generate data used to design a full-scale facility, but it may also identify potential operation deficiencies or advantages of the different processes. Thus, pertinent observations should be noted.

Cloquet, MN - Pilot Study
Data Sheet

Date: _____ **Run No.** _____

Well No: _____

Flow Rate

Raw Water Flow (gpm)

Chemical Feed Summary:

C12 Dose (mg/L) _____

KMn04 _____

Filter Loading Rates (gpm/sf)

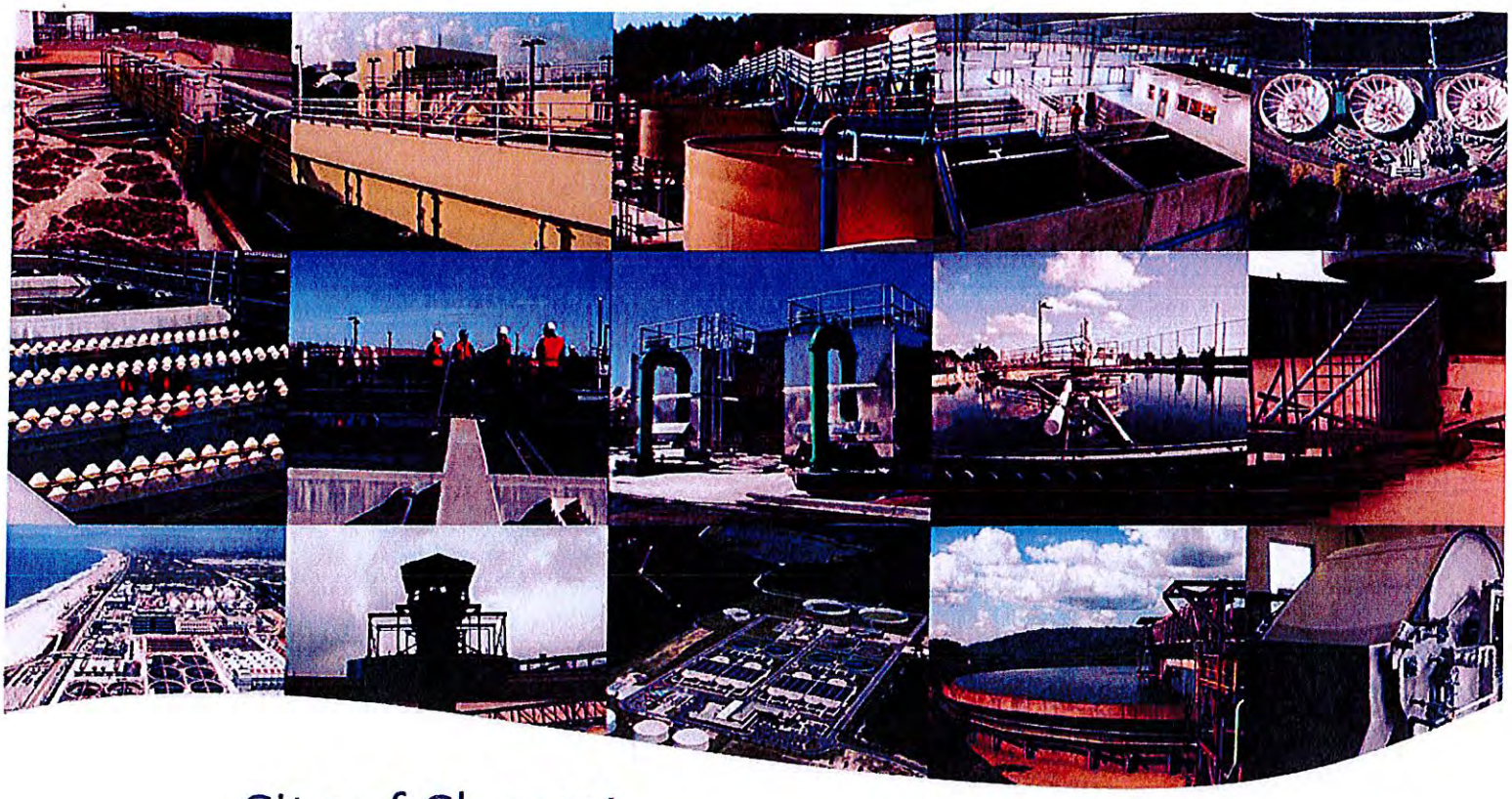
1 _____

2 _____

3 _____

Time	Filter Headloss (ft)			Filtered Turbidity NTU			Fe/Mn (mg/L				Comments
	1	2	3	1	2	3	Raw	1	2	3	

Notes:



City of Cloquet

Cloquet, Minnesota

Owner

CLOQUET

Represented by

VESSCO INC.

Engineer

pce

Portland, Oregon

Contact: Yoko Nomura

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VESSCO, Inc.

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bdewolf@vessco.com

Furnished by

Eric Lawrence

elawrence@westech-inc.com

Tom Dumbaugh

tdumbaugh@westech-inc.com

WesTech

WesTech Opportunity Number: 1630251

Thursday, May 26, 2016

SYSTEM CERTIFICATION ISO 9001 SGS

Introduction and Project Background

Project Name:

Critical Design Information:

Flow to System:	
Number of Units:	
Design Flow per Unit:	
Size of Unit:	
Type of Media:	
Depth of Media:	
Hydraulic Loading:	

Technical Description:

Key Features and Benefits:

The following Proposal includes:

Schedule A

- Pilot Unit Technical Information.
- Description of Equipment
- Process Connections
- Process Flow Diagram or P&ID
- Protocol Template

Schedule B

- Scope of Work
- Pilot Study Schedule
- Schedule of Charges

Schedule C

- Customer Information

Trial & Pilot Equipment Rental Agreement

**The Technical Sales Manager and Customer fill in all the gray areas and checkboxes in the proposal.*

Table of Contents

SCHEDULE A

PILOT TECHNICAL INFORMATION

PROCESS CONNECTIONS

PROCESS FLOW DIAGRAM/P&ID

PILOT PROTOCOL

Objective

This pilot plant can test the effectiveness of aeration, detention and filtration for iron, arsenic and manganese removal for a variety of plant layouts by predicting the performance of full-scale units. The following unit processes can be tested.

Capability

This pilot plant can test the effectiveness of filtration processes for similitude to full-scale units. This treatment process can test:

This pilot plant can test the effectiveness of aeration, detention and filtration processes for similitude to full-scale units. This treatment process can test:

- ☐ Pressure aeration effectiveness on a given water source
- ☐ Positive draft aeration to provide dissolved oxygen content, reduce carbon dioxide content, raise the pH of a well water, reduce hydrogen sulfide content
- ☐ Retention time, of adjustable duration after aeration
- ☒ Filtration effectiveness using different filtration rates, different filter media (e.g. sand, anthracite, Manganese ANTHRA/SAND, pyrolucite, etc.)
- ☐ Chemical feed requirements and the best point of application
- ☐ Other:

Design Basis

Pilot Treatment Process:

- ☐ Induced Draft Aeration
- ☐ Pressurized Aeration (Atomerator)
- ☐ Detention Time (Variable)
- ☐ Pressurized Filtration (up to 3 columns)

19C/R193 Technical Information

Pilot Trailer

Type of Treatment:	Aeration, Detention and Filtration
Plant Flow Rate (Per Column):	Variable 0.5 - 5 GPM
	0.6 GPM @ 3 GPM/SQFT loading rate
	0.8 GPM @ 4 GPM/SQFT loading rate
	1.0 GPM @ 5 GPM/SQFT loading rate

Pressure Aerator

Type:	GFC Atomerator
Flow Rate:	1-5 gpm
Size:	5 1/2" dia. x 8 1/2"
Compressor:	1 hp, 110 v, 1 ph, 60 hz
Control:	Manual
Accessories:	Air pressure regulator, needle valve and air flow rotometer, cap. 0.8 SCFH
Air Release System:	Manual Valve ¾"

Induced Draft Aerator

Type:	Induced Draft
Flow Rate:	1-5 gpm (flow control float valve)
Size:	4" diameter x 60" high (1 section)
Cross section area:	0.08 sq. ft.
Internals:	Loose Fill
Mounting:	Side of trailer
Size connections:	3/4" garden hose
Blower:	6" Fantech, plastic centrifugal in-line duct fan
Flow Rate Control:	Float valve on aerator influent balances inlet rate to detention tank with pumping rate.

Detention Tanks

Minimum Number of Tanks: 1

Maximum Number of Tanks: 3

Tank Dimensions (each Tank): 8" wide x 24" long x 30" deep (adjustable water level)

Detention Times (minutes):

	Loading Rate; gpm/sq.ft.									
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
(1) Filter Q gpm	0.20	0.40	0.59	0.79	0.99	1.19	1.39	1.58	1.78	1.98
(2) Filters Q gpm	0.40	0.79	1.19	1.58	1.98	2.38	2.77	3.17	3.56	3.96
(3) Filters Q gpm	0.59	1.19	1.78	2.38	2.97	3.56	4.16	4.75	5.35	5.94
Single DT Tank										
(1) Filter DT min	105	53	35	26	21	18	15	13	12	11
(2) Filters DT min	53	26	18	13	11	9	8	7	6	5
(3) Filters DT min	35	18	12	9	7	6	5	4	4	4
Two DT Tanks										
(1) Filter DT min	210	105	70	53	42	35	30	26	23	21
(2) Filters DT min	105	53	35	26	21	18	15	13	12	11
(3) Filters DT min	70	35	23	18	14	12	10	9	8	7
Three DT Tanks										
(1) Filter DT min	316	158	105	79	63	53	45	39	35	32
(2) Filters DT min	158	79	53	39	32	26	23	20	18	16
(3) Filters DT min	105	53	35	26	21	18	15	13	12	11

Filter Vessels

Number of Units:	Three
Type:	Vertical Pressure Filters
Diameter:	6 3/4" O.D
Shell Height:	60"
Bed Area:	0.20 sq.ft.
Pipe Size:	1/2"
Underdrain:	614 Media Retaining Nozzle
Filter Media:	
Filter 1:	(24") Depth – 18" Greensand Plus and 6" 0.6 – 0.8 mm Anthracite
Filter 2:	(24") Depth – 18" 0.35 – 0.45 mm HiD ANTHRASAND and 6" 0.6 – 0.8 mm LoD ANTHRASAND
Filter 3:	(24") Depth – 24" 0.45 – 0.55 mm HiD ANTHRASAND

Instrumentation

Filter Rate Control:	Manual diaphragm valve
Filter Loss of Head Gauge:	3 – Siemens Differential Pressure Transmitters
Feed and Backwash Flow:	3 – Siemens ½" Magnetic Flow Meters
Turbidity:	1 – Hach 1720E Turbidimeter
Process Control Laboratory:	Capability of performing portable Hach tests **(optional)**

Chemical Feeders

Number:	3 – Stenner peristaltic pump
	(Additional pumps **Optional**)
Chemicals which can be fed:	Caustic soda, soda ash, hypochlorite, alum, coagulant aid, potassium permanganate, dilute slurries if held in suspension with constant mixing
Capacity:	0 to 40 GPD each
Chemical Containers:	3 - 15 gal. plastic tanks with mixers
Mixer Motors:	3 – 1.1 amps, 1/15 hp, 120 VAC, 1 ph
Accessories:	Connecting tubing, solution tank, and calibration columns
Points of Application:	Aerator effluent, detention tank, filter connections

Controls

Manual valves

Switched pumps

Service & Backwash Pumps

Feed Pumps:	3 – G & L Model NPE Series 1x1.25x6
Power:	1/2 hp, 230 v, 1 ph, 60 hz
Capacity:	Approx. 5 gpm
Backwash Pump:	1 – Goulds ½ HP Stainless Sump Pump
Backwash Capacity:	Approx. 5 gpm

Pilot Site Requirements

Level Surface:	10' x 20' Minimum Level Area Required
Raw water connection:	¾" Garden Hose Connection @ ~ 20 psi supplied by customer.
Potable/tap water connection:	Garden hose connection supplied by customer
Drain/waste location:	Below grade for gravity flow

Power Requirements

230 volt; 30 amp; 1 ph; 60 Hz electric service
50 ft (approx.) of 4/10 AWG–SOOW power cable provided

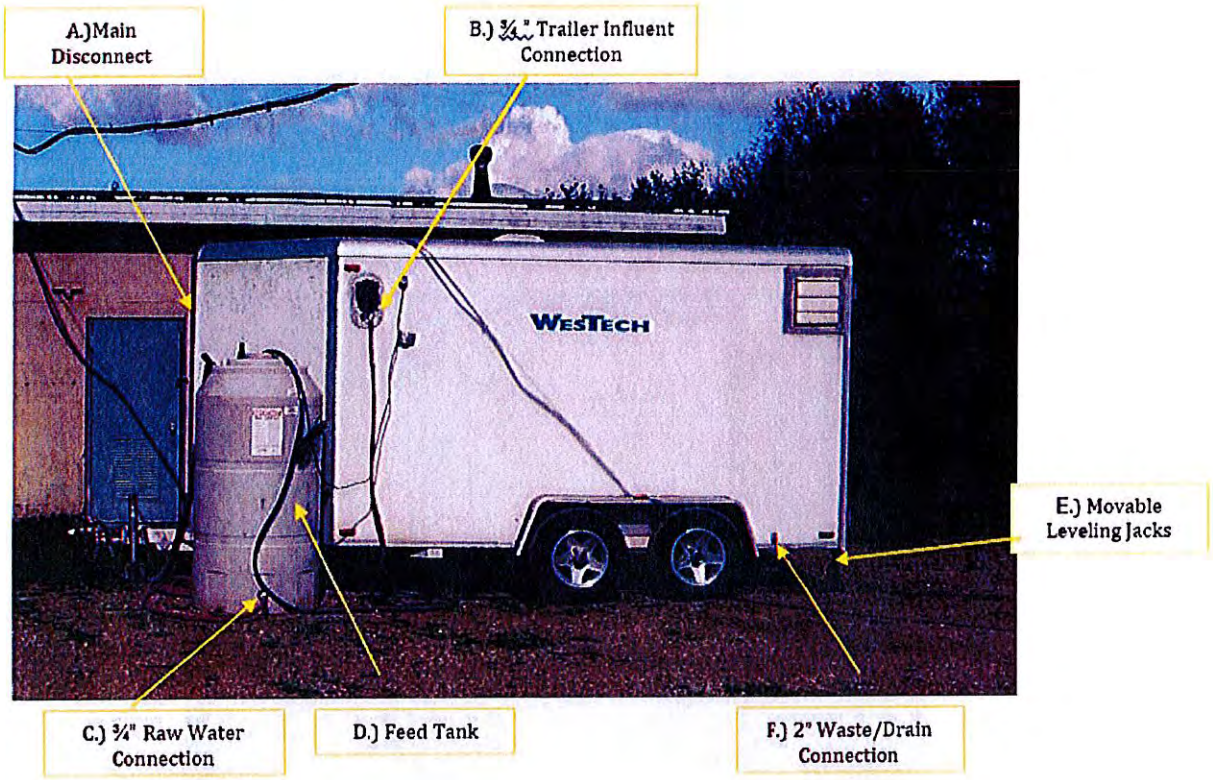
Dimensions & Shipping Weight

Pilot Plant No. 19C is pulled on a tandem axel 7'-0" x 18'-0" Tag-A-long (bumper hitch) (GVWR #1,800 & 2" ball) trailer that is 9'-1" overall height. The unit will require a level operating area of at least 10' wide x 20' long and a ceiling height of 19' with the positive draft aerator in place. Inlet connections are standard 3/4" garden hose size. The combined waste connection is a 1.5" male Camlock hose fitting.

Shipping Weight	2,750 pounds
Operating Weight	3,500 pounds

19C/R196 Process Connections

Direct Filtration or Atomerator Set-up – without Aerator

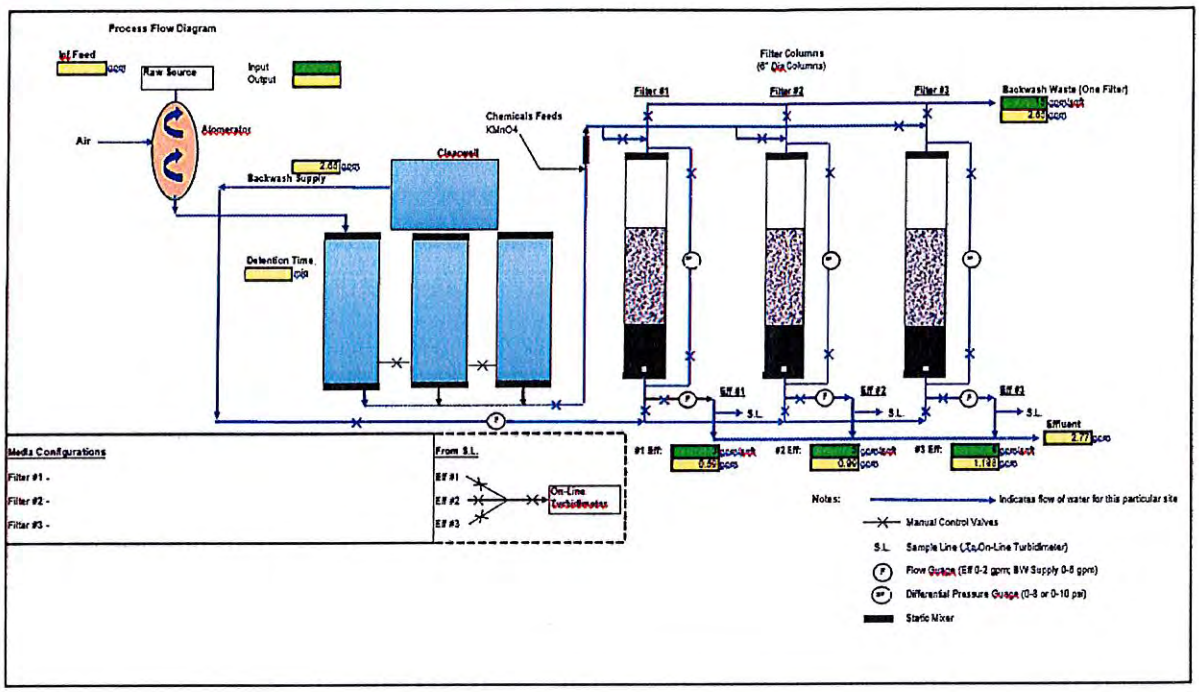


A.) Main Disconnect Box – The 240 1ph VAC power is hooked up here.
B.) Trailer Influent Connection – ¾" Garden Hose from transfer pump in Feed Tank
C.) Raw Water Connection – ¾" Garden Hose connection
D.) Feed Tank – 180 Gallon Tank with float switch
E.) Leveling Jacks
F.) Waste Line to below grade drain

Induced Draft Aeration Set-up

G.) Induced Draft Aerator – ¾ " Garden Hose Connection Inlet
H.) Main Disconnect Box – The 240 1ph VAC power is hooked up here.
I.) Waste Connection – 1.5" Waste line to below grade drain

19C/R196 Process Flow Diagram



19C/R196 Pilot Protocol

The purpose of this study protocol is to determine the suitability of the proposed treatment system to meet your needs. Therefore, to insure the pilot study provides the necessary information to evaluate the proposed treatment system, a test procedure or protocol needs to be developed. Development of a protocol requires defining parameters to be measured, equipment required, and laboratory analysis to be performed. A well-defined protocol provides the basis upon which the treatment system can be evaluated. The following protocol form should be completed, signed and returned to WesTech Engineering, Inc.

Final protocol and test plan by **CUSTOMER**.

General Information

WesTech Pilot Plant:	19C/R196
Process to be demonstrated:	Iron & Manganese Reduction
Location:	City of Cloquet, MN
Dates of Pilot Study:	June/July
Water Source:	Well

- Raw Water Characteristics
  - Complete Analysis: ☒ Available ☐ Unavailable
  - Existing Plant Operation Data: ☐ Available ☒ Unavailable
  - Typical Raw Water Characteristics:

Table 1-4 Water Quality Data
Wells 8, 11, SLR

		Spring Lake					Well 8					Well 11				
	Units	9/30/98	2/19/03	8/18/08	6/13/12	5/4/16	9/30/98	2/19/03	8/18/08	6/13/12	5/4/16	9/30/98	2/19/03	8/18/08	6/13/12	5/4/16
						SLR										
Alkalinity	mg/L	107	116	124	NT	188	194	203	192	200	169	170	165	158	170	1.35
Chloride	mg/L	37	76	47	NT	80.1	126	144	164	230	2.67	5.3	5.4	8	7.39	9.7
Hardness(Total)	mg/L	89	89	154	NT	176	262	262	333	201	380	138	138	170	170	1.87
Iron	mg/L	0.046	0.036	0.01	NT	0.13	0.01	0.008	0.13	0.014	ND	0.015	0.03	0.1	0.0174	ND
Manganese	mg/L	0.007	0.003	0.001	NT	ND	0.498	0.499	0.5	0.574	0.24	0.156	0.154	0.16	0.171	0.169
Total Organic Carbon	mg/L			0.6	NT	ND	NT	NT	2.4	2.2	1.3		NT	1.8	2.3	2.4
Nitrogen	mg/L	1.34	1.4	0.02	NT	2.1	0.55	0.4	0.1	0.08	ND	0.03	NT	0.15	0.31	0.12
Sodium	mg/L	22	35	22	NT	36.5	34.7	41	50.7	66.8	83.9	6.76	7.2	7.6	6.84	7.4
Specific Conductance	umhos/cm	363	499	426	NT	349	822	862	941		3.57	348	349	360	354	5.26
Sulphate	mg/L	12	11	10.9	NT	10	35	30	25.4	23.7	32.1	10	9	11.3	8.95	10.6
pH	SU	7.4	7.3	7.2	NT	7.4	7.4	7.3	7.3	7.4	7.6	7.9	7.9	7.8	7.86	8.2
Total Disolved Solids	mg/L	NT	NT	250	NT	280	NT	NT	660		6.2		NT	200		203
ND=None Detected																
NT=Not Tested																

Goals of Study

- Water Quality Parameters

Parameter	Desired Maximum Value	Unit
1. Effluent Turbidity		NTU
2. Effluent Iron		mg/L
3. Effluent Manganese		mg/L
4. Other		

- Provide the following pilot plant operation data (based on desired effluent goals indicated above).
    - Influent & Treated water qualities
    - Determine removal percentages of process
    - Determine/optimize chemical feeds to meet the pilot study objectives
    - Determine/optimize operational parameters to meet the pilot study objectives
    - Determine net process production

Pilot Plant Operational Parameters

- Filter Flow Rates:

Parameter	Desired	Standard	Unit
Filter Hydraulic Loading Rate		3 – 6	gpm/ft^2 (m/h)
Filter Backwash Rate		12 – 15	gpm/ft^2(m/h)

- Performance runs and operational duration may vary based on regulatory requirements and the objectives/goals of the pilot study. Runs are typically based on an overall time duration.

- Chemical Treatment:

☐ Option 1: Best treatment based on WesTech Engineering, Inc.'s experience & Jar Testing to meet desired effluent goals.

☐ Option 2: Please indicate below the number of performance runs and types of treatment chemicals expected to be evaluated during the study.

Treatment Options	Coagulant[a]	Polymer [b]	pH adjustment (If required)[c]	Oxidant (If required)[d]	Flow Rates (gpm/ft^2)	Performance Run Lengths
1.						
2.						
3.						
4.						

(a) Typical coagulants include alum, ferric chloride, polyaluminum chloride, organic cationic polymers
(b) Polymers are typically high molecular weight nonionic, cationic, or anionic organic polymers.
(c) pH adjustment chemicals include soda ash (sodium carbonate), caustic soda (sodium hydroxide), and lime (calcium hydroxide).
(d) Oxidants include potassium permanganate, sodium or calcium hypochlorite or ozone.

(b) Data Collection

(c) The pilot plant should be operated to investigate treatability performance during start-up, extended run time (24 to 48 hours), or an operation consistent with the expected full-scale scheme. Outside lab testing should be conducted, if possible, to provide timely treatment process information. Outside laboratory services should also be utilized as a backup and to conduct test not capable of performing on the Pilot unit. Recommended sample source, analysis methods, and frequency are indicated below for test parameters. Other test data may be collected as desired or required. Measurement method and frequency for each test parameters will be dependent upon customer's goals and regulatory compliance. All test parameters to be measured and frequency must be review and discussed with WesTech Engineering, Inc. prior to the arrival of the pilot plant equipment.

(d) Pilot Data/Laboratory Collection Capabilities & Recommended Analysis

Parameter	Source	Frequency	Method
Raw Flow Rate	Pilot Unit	Continuous	In-line Mag-meter
Differential Pressure	Pilot Unit	Continuous	Pressure Transmitter
Turbidity	Filter Eff.	Continuous	Hach 1720
Chemical Feeds*	Pilot Unit	Twice/day	Timed Draw Down
pH*	Raw Water Filter Eff.	Twice/day Twice/day	Hach Spec. Hach Spec.
Iron*	Raw Water Filter Eff.	Twice/day Twice/day	Hach FerroVer Hach FerroVer
Manganese*	Raw Water Filter Eff.	Twice/day Twice/day	Hach P.A.N. Hach P.A.N.
Color*	Raw Water Filter Eff.	Twice/day Twice/day	Hach Spec. Hach Spec.
Alkalinity*	Raw Water Filter Eff.	Twice/day Twice/day	Titration Titration
Other:			

Testing Conducted as needed based on pilot goals and requirements. Chemical dosing systems and portable laboratory are OPTIONAL items.

WesTech Engineering, Inc. recommends conducting independent laboratory analysis for contaminants being investigation. Customer is responsible for making laboratory arrangements & testing cost.

Report

☒ Option 1: Data analysis and report generation by CUSTOMER

WesTech Engineering, Inc. must be provided a copy of any outside laboratory analysis results prior to issuing the report. If a report is written by someone other than WesTech Engineering, Inc., WesTech Engineering, Inc. request that a copy be sent to WesTech Engineering, Inc. for review and comment. WesTech Engineering, Inc. also respectfully requests a final copy of the pilot report.

☐ Option 2: Pilot study conducted/operated by WesTech the data analysis and report generation will be by WesTech

The report will include, but not limited to, an introduction of the existing treatment & pilot study, description of operation, presentation and discussion of test results, conclusions and recommendations drawn from the study, and associated test data, tables, and graphs.

Typical report lead time is three (3) weeks after WesTech receives independent lab data.

SCHEDULE B

SCOPE OF WORK

SCHEDULE

SCHEDULE OF CHARGES

SCOPE OF WORK

WesTech:

WesTech will prepare pilot equipment, ancillary items and supply equipment as described in **Schedule A**. Additional equipment may be supplied on a case by case basis and must be itemized below.

Additional Equipment and Items Furnished by WesTech (add as necessary):

Pilot Operations and Staffing:

☐ FULLY STAFFED - WesTech to provide a Process Engineer for entire pilot study AND generate pilot study report.

☒ PARTIALLY STAFFED - WesTech to provide a Process Engineer to commission train and provide technical support only. Pilot study report NOT included. Per Schedule of Charges. Staffing includes travel time to and from site and eight (8) hour work days.

Customer:

- Safe and secure location.
- Access to pilot site.
- Housing and protection for pilot equipment.
- Offloading/loading of equipment, including forklift, crane/rigger, docking etc.
- Placement of equipment on hard level surface.
- Power to unit as described in Schedule A.
- Raw water pump and line to pilot equipment.
- Discharge line from pilot to waste location; sanitary, backwash waste pit, etc.
- All regulatory permitting (if required) for source water and discharge.
- Local Code compliant inspection of equipment and installation.
- Laboratory and sample analysis not defined in Schedule A.
- Chemical dosing systems not defined in Schedule A.
- Treatment chemicals.

Customer will supply qualified electrician and plumbing services for interconnecting piping and system hookup to power source, and water source and discharge.

SCHEDULE

Proposed Trial Dates:

Dates are subject to agreement by Customer and WesTech at time of order entry and availability of proposed pilot equipment and technical support personnel.

EQUIPMENT DELIVERY DATE: June/July 2016

Allow **THREE to FOUR** weeks after WesTech receives a SIGNED purchase order.

TRIAL START DATE: June/July 2016

WESTECH PROCESS ENGINEER ON-SITE: TBD

TRIAL END DATE: Four weeks from start date

The rental period may not be extended beyond the contractual period without prior consent of WesTech. Additional lease/service fees will apply.

Notes: The Lease period begins when pilot equipment arrives on the Customer's site. The Lease period includes the Process Engineer's travel time to and from Ames, Iowa. A "Week" is defined as a five consecutive day period.

SCHEDULE OF CHARGES

The total pilot study or equipment lease period is Four (4)weeks.

SCHEDULE OF CHARGES

The total pilot study or equipment lease period is:	4 Week(s).	
EQUIPMENT SHIPPING, FREIGHT AND HANDLING FEE: INCLUDES NEW FILTER MEDIA	$ 3,952.00	USD
EQUIPMENT LEASE AND SERVICES FEE: INCLUDES ONE (1) TRIP WITH TWO (2) DAYS ON-SITE COMMISSIONING AND TRAINING BY PROCESS ENGINEER	$7,683.00	USD
TOTAL:	$ 11,635.00	USD

At the end of the trial period the customer may extend the lease based on scheduled availability at a rate of $1000.00 per week. Additional On-Site technical service shall be charged at a rate of $960.00per day plus expenses.

SCHEDULE C

CUSTOMER INFORMATION

Customer Information

In order to comply with the requirements of the Sarbanes-Oxley Act, WesTech must maintain accurate data on all customers. Please fill out the requested information and return to WesTech. Information is for WesTech use only.

Company Name:	
Ship to Address:	
City:	
State, Zip Code	
Shipping Contact(s):	
Phone:	
Fax:	
Email:	
Directions/Map	* Please include maps or detailed directions.
Bill/Invoice to:	
Address:	
City:	
State, Zip Code	
Accounting Contact:	
Phone:	
Fax:	

Email (optional):		
Taxable:	Yes: ☐ No: ☐	
Tax ID (ein or ssn)		
Date:		By:

Please fax to:	Pilot Fleet Manager WESTECH ENGINEERING, INC. MICROFLOC & General Filter Products Phone #: 515-268-8400 Fax #: 515-268-8459

WESTECH USE ONLY		
Entered by:		Route To:
Customer #:		

WESTECH ENGINEERING, INC. TRIAL & PILOT EQUIPMENT RENTAL AGREEMENT

This Agreement is entered into this day of between WESTECH ENGINEERING, INC., with its office at 3665 S. West Temple, Salt Lake City, UT 84115 ("WesTech") and . ("Customer").

RECITAL:

WHEREAS, WesTech manufactures and sells, among other products, Conventional Water Treatment Systems; and

WHEREAS, in order in order to evaluate the potential purchase of an **Iron and Manganese Removal System** Customer desires to obtain the use of a **19C/R196 Pilot Trailer** and WesTech Services as more fully described in the Schedule A - Technical Information and Schedule B - Scope of Work of this **19C/R196 Pilot Trailer** (the "Unit"), and WesTech is willing to provide the Unit and Services to Customer on the terms and conditions hereinafter set forth.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES HEREIN CONTAINED, AND INTENDING TO BE LEGALLY BOUND HEREBY, WESTECH AND CUSTOMER AGREE AS FOLLOWS:

1. **Rental of Equipment:**

   a) Subject to the terms and conditions hereof, WesTech hereby agrees to lease to Customer and Customer hereby agrees to lease from WesTech the Equipment as selected on Schedule A and each agrees to the Scope of Work and Schedule as stated in the Agreement and noted in Schedule B. A WesTech Field Process Engineer will commission and operate the Equipment on the date(s) stated on Schedule B.

2. **Fees:**

   a) Customer shall pay a fee of **$11,635.00**for the four (4)week evaluation to include the 19C/R196 Pilot Trailer detailed in the Schedule of Charges. The rental fee includes the pilot unit and ancillary equipment included with the system as listed in Schedule A and a WesTech Field Process Engineer to assist in setup of the unit for one (1) trip from Ames, IA with two (2) days on-site support The Customer will be invoiced on the 15th day of each month during the Term.

   b) If the Agreement is extended after the trial end date on a month-to-month basis, Customer shall continue to pay a fee of $1000.00 per week for the Unit.

   c) If additional Start-Up days with WesTech personnel on site are required to properly install the Unit, start-up the trial and train Customer's personnel, Customer shall pay a fee of $960.00 per day per person for WesTech personnel plus travel expenses if more than one trip is required.

d) All charges will be invoiced by WesTech and shall be paid by Customer within 30 days of invoice. Should Customer fail to pay any part of the use fee as required herein within ten (10) days after the due date thereof, Customer shall pay WesTech interest on such delinquent payment from the expiration of said ten (10) days until paid at the rate of twelve percent (12%) per annum, or the maximum rate permitted by applicable law, whichever is less.

e) Independent laboratory sampling jars and analysis including TOC, DOC, HHA5FP, THMFP, etc. shall be arranged for at the owner's expense.

3. **Taxes:**

a) Customer shall be liable for any and all taxes imposed by any authority on rental or sale of the Equipment including but not limited to any sales or use tax.

4. **Term:**

a) The Term of this Agreement shall commence upon the trial start date and end, unless sooner terminated or extended, on the trial end date as stated in Schedule B. Any period of time less than one month shall be billed at the full period rate.

b) If the trial is not complete at the trial end date or for such other reason as determined by the Customer, the Agreement may continue on a week to week OR month-to-month basis upon receipt by WesTech of Customer's written notice of its intention to continue the Agreement on a month-to-month basis. The notice shall be in the form as set forth on Section 15 of this Agreement and shall be sent via facsimile.

5. **Delivery, Use and Care:**

a) The Equipment will be shipped to the Customer F.O.B. shipping point and returned to WesTech F.O.B. Delivered. The Equipment shall be kept and used at the Customer's test site and shall not be moved without the prior consent of WesTech. Customer agrees to use the Equipment only in operations consistent with the operating conditions and manual.

6. **Confidentiality:**

a) All results, information, data, procedures, formulas, compilations, methods, techniques and processes, whether in writing or otherwise, relating to the Unit or any use thereof by Customer ("Information") shall be received and maintained in confidence by Customer and shall not be disclosed, directly or indirectly, by Customer, except to those of its employees who (a) need to receive such Information to enable Customer to evaluate the performance of the Unit, and (b) acknowledge that they are bound by and will abide by the confidentiality provisions hereof. Customer shall not use or permit the use of any of such Information for any purpose other than to evaluate the performance of the Unit without written consent of WesTech Engineering, Inc.

7. **Ownership of Results.**

a) All Information, including results, data, discoveries, inventions and improvements, whether or not patentable or copyrightable, any and all expressions of computer programs, manuals, data bases and all forms of computer hardware, firmware and software, conceived, made, first reduced to practice, or developed by Customer or WesTech arising out of the Customer's use of the Unit shall be the sole and exclusive property of WesTech. Customer shall collect and record, in a format to be provided by WesTech, and deliver to WesTech such data concerning the performance of the Unit as WesTech may reasonably request.

8. **Title:**

a) Title to the Equipment shall remain with WesTech and Customer shall not permit any lien, or security interest to be placed on or against the Equipment.

9. **Maintenance and Repairs:**

a) Customer agrees to notify WesTech when the Equipment needs repair or maintenance or at the time of any accident affecting the Equipment. Notice may be made via the telephone but, if an accident, Customer shall set forth the relevant facts in writing and shall forward it to WesTech via facsimile. At the time of notification, WesTech will advise Customer of proper action to be taken.

b) Customer agrees to prohibit anyone other than persons approved by WesTech from making any repairs or adjustments to the Equipment. The repair and maintenance shall be done in accordance with good maintenance procedures and by following repair and maintenance standards as set forth in WesTech operating procedures or manuals available from WesTech. Such procedure includes the use of chemicals approved by WesTech. In addition, Customer shall not, without prior approval of WesTech, affix or install any accessory, attachment, or other device to any Equipment.

10. **Responsibility of Customer:**

a) Customer's responsibility for the Equipment shall commence upon delivery of the Equipment to the job site and continue until the Equipment is shipped to WesTech. The **Customer** is responsible for: off-loading and loading equipment, site preparation, water supply, power, proper discharge of flow/waste streams and obtaining all State or Local permits required to operate. In addition, the **Customer** is responsible for any outside laboratory testing and associated expenses, unless otherwise negotiated with WesTech. Costs associated with the electrical hookups are the responsibility of the **Customer.** We respectfully request that the test site location, source water, and power supply be available upon our arrival, thus avoiding delays.

11. **Termination:**

a) Either party may terminate this agreement by giving 15 days written notice to the other party. Customer shall return the Equipment to WesTech, within two weeks from the termination date at Customer's expense. The rights of the parties which have accrued prior to termination shall not be affected by termination.

12. **Return Condition of Equipment:**

a) When received by WesTech, Equipment shall be in the same operating condition and order and shall have the same general appearance as when received by Customer at the beginning of the trial (reasonable wear and tear excepted). Customer shall promptly reimburse WesTech for the cost of any repairs necessary to restore the Unit to such condition.

13. **Loss and Damage:**

a) Customer hereby assumes and shall bear the risk of loss and damage to the Unit. No loss or damage to the Unit or any part thereof shall impair any obligation of Customer under this Agreement, each of which shall continue in full force and effect. In the event of loss or damage of any kind to the Unit, Customer at the option of WesTech shall: (i) place the same in good repair, condition and working order; or (ii) replace the same with like Unit in good repair, condition and working order; or (iii) if same is determined by WesTech to be lost, stolen, destroyed or damaged beyond repair, pay WesTech the full value of the Unit. Upon such payment, the Agreement shall terminate and Customer thereupon shall become entitled to the Unit "AS IS, WHERE IS", without warranty, express or implied, of any kind.

14. **Insurance:**

a) Customer shall provide and pay for insurance protecting the Equipment against physical loss or damage in an amount equal to the full insurable value of the Equipment $150,000.00. Customer shall also maintain the Customer's customary liability insurance for protection against bodily injury and property damage caused or arising out of Customer's possession, use, and operation of the Equipment.

15. **Notice:**

a) Unless specified otherwise in this Agreement, notices shall be sent by certified mail or other reputable courier that will verify receipt and shall be sent to the addresses for each party as set forth below:

Customer: Reference "Billing Information" address on signature page hereto.

WesTech: WesTech Engineering, Inc.
3660 S. West Temple
Salt Lake City, Utah
84115
Phone – 801.265.1000
Fax – 801.265.1080

16. **Assignment:**

a) Customer shall not assign this Agreement without the prior written consent of WesTech.

17. **Default:**

a) Any one or more of the following shall constitute an event of default:

- Failure by Customer to pay an invoice payable to WesTech within sixty (60) days after the due date hereof; or
- Failure by Customer to perform any other provision of this Agreement, if such failure shall continue for a period of thirty (30) days after written notice thereof by WesTech to Customer; or
- The making or permitting by Customer of any unauthorized use, assignment or transfer of the Equipment.

b) If either party shall default in its obligations under this Agreement, and does not cure such default as provided for in this Section 16 or, if no such cure time is provided, within fifteen (15) days of written notice of such default, then the other party may terminate this Agreement by written notice of such termination. The remedies provided by this Agreement shall not be deemed exclusive, but shall be cumulative and shall be in addition to all other remedies available at law or in equity.

18. **Force Majeure:**

a) WesTech shall not be liable for any delays caused by: (a) accidents to machinery, differences with workmen, strikes, labor shortages, fires, floods, priorities required or requested by the federal or any state government or any subdivision or agency thereof or granted for the benefit, directly or indirectly, of any of them, delays in transportation or lack of transportation facilities, restrictions imposed by federal, state or local legislation, rules, regulations or other requirements, or (b) any other cause beyond the reasonable control of WesTech.

19. **Warranty:**

a) WesTech shall deliver the Equipment free of defect in workmanship and material at the time and place of delivery. WESTECH MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AND DISCLAIMS ALL OTHER EXPRESS WARRANTIES AND ALL IMPLIED WARRANTIES AS TO THE QUALITY OF ANY GOODS, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE. In no event shall WESTECH be responsible for special, incidental or consequential damages. If customer purchases the Equipment, WesTech shall supply customer with WesTech standard warranty as stated in WesTech standard terms and conditions.

20. **Indemnification:**

a) Customer shall indemnify, defend and hold harmless WesTech and its affiliates and their respective officers, directors, employees, agents and other representatives from all damages, costs, liabilities and other losses (including without limitation attorneys' fees) relating to or arising in connection with (i) Customer's use, possession, operation or maintenance of the Unit or (ii) any breach by Customer of its obligations under the Agreement.

21. **Limitation of Liability:**

a) NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, THE AGGREGATE LIABILITY OF WESTECH, INCLUDING WITHOUT LIMITATION WESTECH' AFFILIATES AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH THE AGREEMENT, THE UNIT OR ANY USE THEREOF BY CUSTOMER, SHALL NOT EXCEED AN AMOUNT EQUAL TO THE VALUE OF THE UNIT. THESE LIMITATIONS APPLY WHETHER THE LIABILITY IS BASED ON CONTRACT, STRICT LIABILITY, TORT OR ANY OTHER LEGAL THEORY.

b) NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, IN NO EVENT SHALL WESTECH BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE OR OTHER INDIRECT DAMAGES OF ANY KIND. THESE LIMITATIONS APPLY WHETHER THE LIABILITY IS BASED ON CONTRACT, STRICT LIABILITY, TORT OR ANY OTHER LEGAL THEORY.

22. **General Provisions:**

a) This Agreement, together with the "Proposal", represent the entire agreement between the parties with respect to the subject matter hereof, and supersede all prior negotiations, proposals, purchase orders, representations or agreements, whether written or oral. This Agreement may be amended, altered or modified only by a written instrument signed by both of the parties hereto.

b) No course of dealing or failure to strictly enforce any term herein shall be construed as a waiver thereof. Waiver of any term shall not constitute a waiver of any other term or a continuing waiver. The Agreement, including the Proposal, shall be binding on the parties' respective successors and assigns; provided that Customer may not assign, delegate or permit any other transfer thereof without WesTech' prior written consent. The Agreement and the Proposal shall be governed by and construed in accordance with the laws of the State of Iowa, without regard to its conflict of laws provisions.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute and deliver this Agreement as of the day and year first above written.

WesTech Engineering, Inc.
3665 S. West Temple
Salt Lake City, Utah
84115

By: _____

_____
Name

_____

CUSTOMER

Customer

By: _____

_____
Name

_____
Title

DEPARTMENT OF PUBLIC WORKS
Street – Water – Sewer - Engineering
1307 Cloquet Avenue, Cloquet, MN 55720
Phone: 218-879-6758 Fax: 218-879-5998
www.ci.cloquet.mn.us

PUBLIC INFORMATION ADVISORY

FOR IMMEDIATE RELEASE

Updated June 15, 2016

CITY OFFICIALS TAKE STEPS TO ADDRESS EMERGING CONCERNS REGARDING MANGANESE IN WATER

The City of Cloquet's water supply is tested throughout the year to ensure it meets all safe drinking water standards established by both the Environmental Protection Agency and State of Minnesota. While the city water meets the safe drinking water regulations, new information is emerging that raises concerns about the effects high levels of manganese may have on humans, especially infants. The city has taken steps to reduce the level of manganese in the water however, households with infants less than one year old where infants consume formula made from tap water or drink tap water should follow Minnesota Department of Health (MDH) recommendations to further reduce consumption of manganese.

There is no federal or state regulation for concentrations of manganese in drinking water for health reasons. Manganese has traditionally been considered an aesthetic issue, where high concentrations could cause staining or taste considerations. Over time, it will form coatings on water pipes in the system that may slough off as a black precipitate or grit in the water. Manganese occurs naturally and can be found in rock, soil, and drinking water across Minnesota. Humans require small amounts of manganese to maintain health. While more research is needed to define the effects of manganese on the human body, too much manganese may affect learning and behavior. Therefore, the Minnesota Department of Health issued guidance values for manganese in drinking water of 100 parts per billion (ppb) for formula-fed infants and infants that regularly drink tap water. The manganese guidance value for children over one year of age and adults (including nursing mothers) is 300 ppb.

Currently the City's water is supplied by 5 sources. Testing of raw water conducted at Wells 1, 6 and the Spring Lake Reservoir show excellent water quality with no detectable Manganese concentrations. Conversely, Wells 8 and 11 have manganese concentrations of 500 and 150 parts per billion (ppb) respectively. After learning of the MDH health advisory, the City took immediate steps to reduce the levels of manganese in the water. According to Caleb Peterson, City Engineer/Public Works Director, "In light of this information, Public Works has ceased all use of Well #8 until such time that adequate treatment is in place or the well is abandoned in favor of an alternate water source". Other ways to reduce manganese are being explored including changing other operational practices and the feasibility of building a water treatment plant. City staff will continue to monitor the water quality and work with the MDH and other experts as more information about manganese becomes available.

For households where infants less than one year old will be regularly drinking formula mixed with tap water or drinking plain tap water, the MDH health advisory recommends the following:

- Use a proper filter. Carbon filters (that may also contain and ion exchange resin) used in common pitcher or faucet filter systems (found at grocery and home stores) can remove approximately 50 percent of manganese from drinking water. To identify a filter that may remove manganese from water, visit http://www.health.state.mn.us/divs/eh/water/factsheet/com/pou.html
- Use of bottled water labeled as *distilled* or *purified* will be below the health-based guidance of 100ppb for infants.

* For nursing mothers, breast-ilk is considered best for infants and it contains healthy amounts of manganese.

If residents use well water for drinking, the water should be tested for levels of manganese at an accredited laboratory.

More information about manganese is available on the MDH website:

- Manganese in Drinking Water at http://www.health.state.mn.us/divs/eh/risk/guidance/gw/mninfosheet.pdf
- Home Water Treatment Units: Point-of-Use Devices at http://www.health.state.mn.us/divs/eh/water/factsheet/com/pou.html

MDH Minnesota Department of Health

HEALTH RISK ASSESSMENT UNIT

Manganese and Drinking Water

Manganese is found in drinking water throughout Minnesota. Research suggests that too much manganese from drinking water may not be good for our health. This information sheet discusses manganese in drinking water and its possible health effects.

Summary

Manganese is a naturally occurring element in Minnesota rocks and soil. Our bodies require a small amount of manganese but high amounts can be harmful to our health, especially in infants. Too much manganese in drinking water may affect learning and behavior in infants. In older children and adults, consuming high amounts of manganese in drinking water over time may cause neurological problems. Carbon filters, which can be purchased at grocery and home stores, can remove up to half of the manganese in your water. Short-term bottled water use may reduce exposure to manganese in drinking water, especially for infants.

Manganese

Manganese is an element found in water, food, air, and soil. It occurs naturally in drinking water across Minnesota. Our bodies require small amounts of manganese to maintain health. Adults and children get enough manganese from the foods we eat. Infants and children younger than one year old get enough manganese from breast-milk, food, or formula.

Manganese in Minnesota Waters

Manganese is found in groundwater throughout Minnesota because it is naturally present in Minnesota rocks and soil. Levels in groundwater do not change over time. Manganese in water may stain clothing and plumbing.

Public water supplies may test their water for manganese. If you get your drinking water from a public utility, you can call them to find out if they have tested for manganese and whether it has been found at levels above MDH guidance values.

People with private wells need to have a laboratory test their well water. The only way to know if manganese is present is to test your water. To test your water, choose a laboratory that can test for manganese at: Environmental Laboratory Accreditation Program (http://www.health.state.mn.us/labsearch).

MDH Guidance Value

The current guidance value for manganese in drinking water is 100 parts per billion (ppb) for formula-fed infants and infants that drink tap water. The manganese guidance value for children and adults (including nursing mothers) is 300 ppb.[1]

Potential Health Effects

Even though our bodies need some manganese, too much manganese from drinking water may be harmful. New research shows that too much manganese in drinking water may affect learning and behavior in infants. In older children and adults, consuming high amounts of manganese in drinking water may cause neurological problems over time. Health effects in children will not usually be obvious and have only been measured in large studies of school-aged children.

Infants are at greater risk from manganese in drinking water than children and adults because:

- their brains are developing rapidly,
- they absorb more manganese and are less able to remove manganese from their bodies, and
- they drink more water and eat more food based on body weight.

Formula-fed infants get enough manganese from formula to meet their dietary needs. However, they may get too much manganese (above the recommended amount for nutrition) in their bodies when formula is mixed with water that contains manganese.

Breast-milk is best for infants and it contains healthy amounts of manganese. According to the Institute of Medicine, breast-milk, food, and formula should be the only sources of manganese for newborns and infants younger than one year old.

Filtering Drinking Water

In some cases, you may want to filter your drinking water to reduce the amount of manganese. If infants will be regularly drinking tap water or formula mixed with tap water, use a filter if manganese is detected above 100 ppb. If only children and adults will be drinking tap water, use a filter if manganese is detected above 300 ppb.

Carbon filters (that may also contain an ion exchange resin) used in common pitcher or faucet filter systems may remove up to 50 percent of manganese from drinking water. These filters can be purchased at grocery and home stores. To identify a filter that may remove more manganese from water, visit: http://www.health.state.mn.us/divs/eh/water/factsheet/com/pou.html.

Short-Term Bottled Water Use

You may choose to reduce your exposure to manganese by using bottled water. For infants up to one year old who are regularly drinking water or formula mixed with water, you should use bottled water that is labeled as *distilled* or *purified* because manganese levels will be below the health-based guidance of 100 ppb for infants. Other bottled water is likely to have manganese levels less than 300 ppb and should be suitable for household members over one year of age.

Health Risk Assessment Unit

The MDH Health Risk Assessment Unit evaluates the health risks from contaminants in groundwater. MDH works in collaboration with the Minnesota Pollution Control Agency and the Minnesota Department of Agriculture to understand the occurrence and environmental effects of contaminants in water.

References

1. Minnesota Department of Health. Manganese: Tiered Health Based Guidance for Water. Updated May 2012. http://www.health.state.mn.us/divs/eh/risk/guidance/gw/manganese.html.

Minnesota Department of Health
Health Risk Assessment Unit
PO Box 64975, St. Paul MN 55164
651-201-4899
health.risk@state.mn.us

February 2016

To obtain this information in a different form, call: 651-201-4899

CLOQUET

DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To:	City Council
From:	Caleb Peterson, City Engineer
Reviewed By:	Brian Fritsinger, City Administrator
Date:	June 15, 2016

ITEM DESCRIPTION: Bid Award for Proposed 2016 Park Improvements

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 16-54, A RESOLUTION AWARDING BID FOR 2016 PARK IMPROVEMENTS AT VETERANS AND FAULEY PARKS.**

Background

In December of 2015, the City contracted with Short Elliot Hendrickson (SEH®) to complete construction documents for planned park improvements at Veterans and Fauley Parks. The improvements were identified as part of joint process with the Council and Park Commission to prioritize potential projects from the Park Master Plan and provide the Community with its first improvement from the Riverfront Master Plan. A brief outline of project scope is as follows:

Veterans Park (Base Bid)

- Construction of a granite Memorial Wall
- Additional plantings throughout the park
- Added sidewalk to expand the existing Veterans Park circle and create a new connection to Cloquet Avenue
- Drainage, water, and electrical infrastructure improvements design to better suit park events

Fauley Park (Base Bid)

- New sidewalk and lighting around the existing train
- Additional plantings throughout the park
- Drainage improvements for the usability of the park space and establishment of consistent vegetation
- Roadway markings and signage designed to limit ATV use through the park

Several add alternates were included within the bids:

Add Alternate 1: Bollard Lighting – This includes bollard lighting throughout Veterans Park along the walkway areas.

Add Alternate 2: Flag Pole Lighting – This includes additional lighting for the proposed flag poles in Veterans Park. The lighting improvements for the center U.S. flag is included in the Base Bid.

Add Alternate 3: Water Service Extension – This includes constructing a new water service within Veterans Park from Cloquet Avenue up to nearby Avenue B to serve vendor needs within the park.

Add Alternate 4: Ornamental Fencing – This includes new fencing within Fauley Park to restrict ATV access through the park.

Add Alternate 5: Upgrade Stairway Handrail – This includes replacing the existing stairway handrail in Veterans Park with a new handrail to be more consistent with the other park improvements.

Add Alternate 6: Avenue B LED Street Lamp – This includes replacing the fixtures of a series of existing lights along Avenue B to include LED lighting.

Add Alternate 7: Northeast Electric Improvements – This includes replacement of an existing electrical panel near the existing parking area of Veterans Park.

Authorization to solicit bids for the proposed improvements was granted by the Council on May 17, 2016. Bids were advertised beginning May 18th and were received and opened on June 14th. Two bids were received as follows:

	George Bougalis and Sons, Inc.	Ulland Brothers, Inc.	Engineer's Estimate
Base Bid	$1,067,787.80	$1,292,197.55	$849,141.15*
Alternative 1	$77,295.45	$81,509.70	$109,004.95
Alternative 2	$25,077.50	$25,346.25	$20,448.75
Alternative 3	$15,048.00	$6,776.00	$27,300.00
Alternative 4	$85,580.00	$91,770.00	$60,800.00
Alternative 5	$7,840.00	$8,080.00	$24,000.00
Alternative 6	$3,050.00	$3,042.50	$6,250.00
Alternative 7	$990.00	$1,020.00	$10,450.00
Total Bid	**$1,282,668.75**	**$1,509,742.00**	**$1,107,394.85***

** It should be noted that there were changes to the design of the Memorial Wall during the bidding process (after the engineer's estimate was provided). This included providing a thicker granite material. Due to this change, the Memorial Wall pricing was not consistent with the engineer's estimate. This will be further explored and pricing may be adjusted through a change order if it is determined that changes are warranted that reduce pricing without substantially affecting the quality of the product. Please also note that both bidders utilized Picture This On Granite (who has been involved with the project to-date in artwork design and wall design) as a subcontractor for the Memorial Wall.*

Based on the review of the bids received, it is recommended to award the base bid and all listed add alternatives to George Bougalis and Sons, Inc. as the lowest responsible bidder on the project.

Policy Objectives

Policy 1.3 – Improvements to parks shall follow a process that engages park users, stakeholders, and neighbors to ensure changes are aligned with community needs and interests.

Policy 2.5 – All park resources shall be maintained in a way that ensures they are safe and attractive.

Financial/Budget/Grant Considerations
$990,000 was included in the 2016 budget for completion of these improvements. Previous direction from the Council and Park Commission expressed a desire to expand the project scope in order to "finish" the park as much as possible. As noted above the primary difference between the engineers estimate and the low bid was the Memorial Wall. SEH will work with the contractor upon award in an attempt to identify any opportunities for further cost savings.
The project will be funded using sales tax revenues.

Advisory Committee/Commission Action
None.

Supporting Documents Attached
- Resolution No. 16-54

CITY OF CLOQUET
COUNTY OF CARLTON
STATE OF MINNESOTA

RESOLUTION NO. 16-54

A RESOLUTION AWARDING BID FOR 2016 PARK IMPROVEMENTS AT VETERANS AND FAULEY PARKS

WHEREAS, The City has identified the completion of Veterans and Fauley Park improvements as a priority of Park Master Plan and Waterfront Master Plan; and

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

WHEREAS, The City Council has awarded a contract to SEH to complete design plans and specifications for identified improvements at Veterans and Fauley Parks; and

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

Bidder	**Bid Amount**
George Bougalis and Sons, Inc.	$ 1,282,668.75
Ulland Brothers, Inc.	1,509,742.00

AND WHEREAS, The apparent low bid from George Bougalis and Sons, Inc. was found to meet the minimum bid requirements.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the bid from George Bougalis and Sons, Inc. in the amount of $1,282,668.75 is hereby accepted.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 21st DAY OF JUNE, 2016.

_____
Dave Hallback, Mayor

ATTEST:

_____
Brian Fritsinger, City Administrator

CLOQUET

DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To:	Mayor and City Council
From:	Caleb Peterson, City Engineer
Reviewed By:	Brian Fritsinger, City Administrator
Date:	June 13, 2016

ITEM DESCRIPTION: Stantec Skate Park Design Services Proposal

Proposed Action

Staff recommends the City Council move to approve entering a contract with Stantec for Tasks number 1 and 2, Conceptual/Schematic Design Services of a Skate Park.

Background/Overview

Staff has been working with the Council, Park Commission and various users for a number of years in order to develop/reestablish a skatepark in Cloquet. After a series of meetings and input from various stakeholders over the past months, a proposal for design services was submitted by the Action Sports Design Group from Stantec. Stantec is a nationwide engineering firm who has designed multiple concrete skate parks in Minnesota. Other municipalities who have worked with the Action Sports Team have provided very positive reviews of their process and final products.

The attached proposal covers comprehensive services from conceptual design to construction administration. At this time, staff is recommending the project be broken into phases. The first contract will approve only Tasks 1 and 2 of the Proposal dealing with community input and schematic design. Preparation of construction documents and construction administration would be covered under a second contract assuming a consensus design plan can be achieved at the conclusion of the first phase.

Schedule

Assuming everything continues to move forward, it is anticipated that the project would bid in February of 2017 with construction the following spring. The proposed schedule will help ensure better construction prices while allowing time for public engagement and possible grant applications.

Policy Objectives

Master Plan Policy 1.3: Improvements to parks shall follow a process that engages park users, stakeholders, and neighbors to ensure changes are aligned with community needs and interests.

Financial/Budget/Grant Considerations

$100,000 was designated as part of the 2016 budget for design and construction of a skate park in Cloquet. City Council has verbally committed to an additional $150,000 of funding to be allocated towards this project. Fees for phase I design are estimated at $11,600.

Advisory Committee/Commission Action

At their June meeting, the Park Commission voted unanimously to recommend approval of a contract with Stantec for Tasks One and Two of the design services proposal.

Supporting Documentation Attached

- Stantec Design Services Proposal

6

Fee Proposal

Fees for the skate park services within the proposed scope of work are outlined below. The fees are lump-sum not to exceed totals and include all associated expenses. Please see the following page for a full breakdown of our fee.

Please note that Construction Management is an optional Task and the $7,334.00 can be negotiated.

TASK	DESCRIPTION	FEE
1.0	Preliminary Concept Design	$5,676.00
2.0	Schematic Design	$5,968.00
3.0	Design Development	$6,005.00
4.0	Final Construction Documents	$7,835.00
5.0	Construction Management (Optional)	$7,334.00
	SUBTOTAL	$32,818.00
	Reimbursable Expenses	$1,200.00
	Total Including Reimbursables	**$34,018.00**

CLOQUET, MN SKATE PARK

DESIGN FEE MATRIX

CITY OF CLOQUET, MN SKATEPARK DESIGN

8,000 SQUARE FEET OF SKATEPARK

Wednesday, May 25, 2016

Stantec

DESIGN	PROJECT ROLE TITLE	HOURLY RATE	PRELIMINARY CONCEPT DESIGN		SCHEMATIC DESIGN		DESIGN DEVELOPMENT		CONSTRUCTION DOCUMENTS		CONSTRUCTION SUPPORT		FEE SUMMARY/ TOTALS	
		Amount	Hrs.	Amount	Hrs.	Amount	Hrs.	Amount	Hrs.	Amount	Hrs.	Amount	Hrs.	Amount
Stantec - Mike McIntyre	Principal RLA	$ 237.00	1	$ 237.00	1	$ 237.00	1	$ 237.00	1	$ 237.00	2	$ 474.00	6	$ 1,422.00
Stantec - Kanten Russell	Design Lead/P.M.	$ 150.00	12	$ 1,800.00	12	$ 1,800.00	8	$ 1,200.00	6	$ 900.00	18	$ 2,700.00	56	$ 8,400.00
Stantec - Colby Carter	Design/Production	$ 131.00	12	$ 1,572.00	12	$ 1,572.00	10	$ 1,310.00	10	$ 1,310.00		$ -	44	$ 5,764.00
Stantec - Mary Soria	Drafting/Production	$ 105.00	8	$ 840.00	8	$ 840.00	18	$ 1,890.00	22	$ 2,310.00	4	$ 420.00	56	$ 6,300.00
	DESIGN FEE:		33	**$ 4,449.00**	33	**$ 4,449.00**	37	**$ 4,637.00**	39	**$ 4,757.00**	20	**$ 3,594.00**	162	**$ 21,886.00**

3-D GRAPHICS	PROJECT ROLE TITLE	HOURLY RATE	PRELIMINARY CONCEPT DESIGN		SCHEMATIC DESIGN		DESIGN DEVELOPMENT		CONSTRUCTION DOCUMENTS		CONSTRUCTION SUPPORT		FEE SUMMARY/ TOTALS	
		Amount	Hrs.	Amount	Hrs.	Amount	Hrs.	Amount	Hrs.	Amount	Hrs.	Amount	Hrs.	Amount
Stantec	3-D Graphics	$ 146.00	2	$ 292.00	4	$ 584.00		$ -		$ -		$ -	6	$ 876.00
	3-D GRAPHICS FEE:		2	**$ 292.00**	4	**$ 584.00**		**$ -**	0	**$ -**	0	**$ -**	6	**$ 876.00**

ENGINEERING	PROJECT ROLE TITLE	HOURLY RATE	PRELIMINARY CONCEPT DESIGN		SCHEMATIC DESIGN		DESIGN DEVELOPMENT		CONSTRUCTION DOCUMENTS		CONSTRUCTION SUPPORT		FEE SUMMARY/ TOTALS	
		Amount	Hrs.	Amount	Hrs.	Amount	Hrs.	Amount	Hrs.	Amount	Hrs.	Amount	Hrs.	Amount
Stantec - Phil Caswell	Strucural Engineer	$ 171.00		$ -			2	$ 342.00	4	$ 684.00		$ -		$ 1,026.00
Stantec - Darren Amundse	Civil/Grading/Drainage	$ 171.00		$ -		$ -	6	$ 1,026.00	14	$ 2,394.00		$ -	20	$ 3,420.00
	ENGINEERING FEE:		0	**$ -**	0	**$ -**	8	**$ 1,368.00**	18	**$ 3,078.00**	0	**$ -**	20	**$ 4,446.00**

REIMBURSABLES	PROJECT ROLE TITLE	UNIT COST	PRELIMINARY CONCEPT DESIGN		SCHEMATIC DESIGN		DESIGN DEVELOPMENT		CONSTRUCTION DOCUMENTS		CONSTRUCTION SUPPORT		FEE SUMMARY/ TOTALS	
		Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
Flights	Round Trip	$ 650.00	1	$ 650.00	1	$ 650.00		$ -		$ -	4	$ 2,600.00	6	$ 3,900.00
Hotel	Hotel	$ 125.00	1	$ 125.00	1	$ 125.00		$ -		$ -	4	$ 500.00	6	$ 750.00
Car Rental/Mileage	Travel	$ 80.00	1	$ 80.00	1	$ 80.00		$ -		$ -	4	$ 320.00	6	$ 480.00
Meals	Meals	$ 40.00	2	$ 80.00	2	$ 80.00		$ -		$ -	8	$ 320.00	12	$ 480.00
	REIMBURSEMENT FEE:		5	**$ 935.00**	5	**$ 935.00**	0	**$ -**		**$ -**		**$ 3,740.00**	30	**$ 5,610.00**

	PRELIMINARY CONCEPT DESIGN	SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	CONST. SUPPORT TOTAL	TOTAL FEE NOT TO EXCEED
PROJECT FEE SUMMARY:	**$ 5,676.00**	**$ 5,968.00**	**$ 6,005.00**	**$ 7,835.00**	**$ 7,334.00**	**$ 32,818.00**

Stantec

SCHEDULE OF BILLING RATES – 2016

Billing Level	Hourly Rate	Description
1 2	$58 $66	**Entry Level Position** ❑ Works under the supervision of a senior professional ❑ Recent graduate from an appropriate post-secondary program or equivalent ❑ Generally, less than four years' experience
3 4 5	$73 $81 $90	**Junior Level Position** ❑ Independently carries out assignments of limited scope using standard procedures, methods and techniques ❑ Assists senior staff in carrying out more advanced procedures ❑ Completed work is reviewed for feasibility and soundness of judgment ❑ Graduate from an appropriate post-secondary program or equivalent ❑ Generally, one to three years' experience
6 7 8	$98 $105 $113	**Fully Qualified Professional Position** ❑ Carries out assignments requiring general familiarity within a broad field of the respective profession ❑ Makes decisions by using a combination of standard methods and techniques ❑ Actively participates in planning to ensure the achievement of objectives ❑ Works independently to interpret information and resolve difficulties ❑ Graduate from an appropriate post-secondary program, with credentials or equivalent ❑ Generally, three to six years' experience
9 10 11	$121 $131 $140	**First Level Supervisor or First Complete Level of Specialization** ❑ Provides applied professional knowledge and initiative in planning and coordinating work programs ❑ Adapts established guidelines as necessary to address unusual issues ❑ Decisions accepted as technically accurate, however may on occasion be reviewed for soundness of judgment ❑ Graduate from an appropriate post-secondary program, with credentials or equivalent ❑ Generally, five to nine years' experience
12 13 14	$150 $161 $171	**Highly Specialized Technical Professional or Supervisor of Groups of Professionals** ❑ Provides multi-discipline knowledge to deliver innovative solutions in related field of expertise ❑ Participates in short and long range planning to ensure the achievement of objectives ❑ Makes responsible decisions on all matters, including policy recommendations, work methods, and financial controls associated with large expenditures ❑ Reviews and evaluates technical work ❑ Graduate from an appropriate post-secondary program, with credentials or equivalent ❑ Generally, ten to fifteen years' experience with extensive, broad experience
15 16 17	$179 $207 $237	**Senior Level Consultant or Management** ❑ Recognized as an authority in a specific field with qualifications of significant value ❑ Provides multi-discipline knowledge to deliver innovative solutions in related field of expertise ❑ Independently conceives programs and problems for investigation ❑ Participates in discussions to ensure the achievement of program and/or project objectives ❑ Makes responsible decisions on expenditures, including large sums or implementation of major programs and/or projects ❑ Graduate from an appropriate post-secondary program, with credentials or equivalent ❑ Generally, more than twelve years' experience with extensive experience
18 19 20 21	$278 $314 $349 $385	**Senior Level Management Under Review by Vice President or Higher** ❑ Recognized as an authority in a specific field with qualifications of significant value ❑ Responsible for long range planning within a specific area of practice or region ❑ Makes decisions which are far reaching and limited only by objectives and policies of the organization ❑ Plans/approves projects requiring significant human resources or capital investment ❑ Graduate from an appropriate post-secondary program, with credentials or equivalent ❑ Generally, fifteen years' experience with extensive professional and management experience

Survey Crews	Crew Size	Regular Rate	Overtime Rate
	1-Person	$180	$205
	2-Person	$250	$350
	3-Person	$315	$445