



**CITY OF CLOQUET
City Council Agenda
Tuesday, July 5, 2016
7:00 p.m.
City Hall Council Chambers**

CITY COUNCIL WORK SESSION

5:30 p.m. 2015 Financial Audit Presentation - Deborah Medlin, Wipfli
6:00 p.m. Preliminary Budget / CIP

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
 - a. Approval of July 5, 2016 Council Agenda
4. **Approval of Council Minutes**
 - a. Work Session minutes from the June 21, 2016 meeting
 - b. Regular Council minutes from the June 21, 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. 16-56, Authorizing the Payment of Bills
 - b. 2016 Election Judge Appointments
6. **Public Hearings**

None.
7. **Presentations**

None.



**CITY OF CLOQUET
City Council Agenda
Tuesday, July 5, 2016
7:00 p.m.
City Hall Council Chambers**

8. Council Business

- a. Temporary On-Sale Liquor License for Cloquet Community Memorial Hospital Foundation
- b. Shaw Memorial Library Foundation Board Appointment
- c. 2015 Financial Audit Acceptance
- d. 2015 Fund Balance Policy Plan
- e. Telephone Policy Amendment
- f. National Night Out Solicitation

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

Regular Meeting

Roll Call

 **DRAFT**

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 21, 2016 agenda. The motion carried unanimously (7-0).**MINUTES****MOTION:** Councilor Rock moved and Councilor Wilkinson seconded the motion to approve the minutes of the Work Session and Regular Meeting of June 7, 2016. The motion carried unanimously (7-0).**CONSENT AGENDA****MOTION:** Councilor Bjerkness moved and Councilor Maki seconded the motion to adopt the consent agenda of June 21, 2016 approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 16-52, Authorizing the Payment of Bills
- b. Resolution No. 16-51, Certification of Utility Bills
- c. Renewal of 2016-2017 Liquor and Related Business Licenses

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

FOND DU LAC DISPLAY OF OUTDOOR FIREWORKS PERMIT**MOTION:** Councilor Langley moved and Councilor Rock seconded the motion to approve the Display of Outdoor Fireworks Permit for fireworks at the Fond du Lac Tribal Center, 1720 Big Lake Road, on June 25th subject to any final issues identified by the Chief of Police or Fire District Chief being addressed by the applicant. The motion carried unanimously (7-0).**WLSSD BOARD APPOINTMENT****MOTION:** Councilor Kolodge moved and Councilor Langley seconded the motion to approve the reappointment of David Manderfeld to the Western Lake Superior Sanitary District Board for a term expiring 07/01/2019. The motion carried unanimously (7-0).**LIBRARY BOARD APPOINTMENT****MOTION:** Councilor Langley moved and Councilor Kolodge seconded the motion to approve the appointment of Justin Kelly to the Library Board for a term expiring 12/31/2018. The motion carried unanimously (7-0).**CITY COUNCIL GOALS UPDATE****MOTION:** The City Administrator briefly updated the Council on the status of the Goals and Initiatives. No changes were identified. Mr. Fritsinger noted he would be looking at the idea of another retreat in early 2017, after the election and giving any new City Councilors time to become acquainted with their roles on the Council.

WELLS #8 AND #11 FILTER PLANT PILOT STUDY

MOTION: Councilor Bjerkness moved and Councilor Maki seconded the motion 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.** The motion carried unanimously (7-0).

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 facilities; 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.

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to approve the distribution of the Public Information Advisory to all City of Cloquet water customers. The motion carried unanimously (7-0).

BID AWARD FOR 2016 PARK IMPROVEMENTS

MOTION: Councilor Wilkinson moved and Councilor Rock seconded the motion to adopt **RESOLUTION NO. 16-54, A RESOLUTION AWARDED BID FOR 2016 PARK IMPROVEMENTS AT VETERANS AND FAULEY PARKS,** including the alternates. The motion carried unanimously (7-0).

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:

<u>Bidder</u>	<u>Bid Amount</u>
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.

ATHLETIC PARK SKATE PARK DESIGN SERVICE PROPOSAL

MOTION: Councilor Wilkinson moved and Councilor Kolodge seconded the motion to approve entering a contract with Stantec for Tasks number 1 and 2, Conceptual/Schematic Design Services of a Skate Park. 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 City Council Work Session

Tuesday, June 21, 2016

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

Absent: None

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

Other: Jamie Lund, Pine Journal

Preliminary Budget / CIP

Mr. Fritsinger explained tonight's discussion will focus on what has changed in the facilities priorities since the retreat last year and where to go from here. Also will discuss how to balance and adequately fund the bonds, and a review of last year's identified needs and time frame.

Public Facilities Buildings

- Roofing estimate recently received for the Public Safety building. This was not addressed as part of the BKV study.
- Increased issues on the fire department side of building as well.
- City Hall is continuing to have issues with the roof. Steve Anderson will get a specific estimate on the roof.
- The discussion was left last year as the Public Safety project to take place in 2018, financed through self-funding. The Public Works facility has been identified in 2021 and would be financed through the issuance a bond.
- No time lines were set for maintenance issues on current facilities.
- Mr. Fritsinger reviewed phase 1 and phase 2 of the facilities projects.

CAFD

- Council discussed the delay in CAFD making a decision on their facility. The Public Safety facility project is delayed until 2020 while waiting for the CAFD.
- The Council agrees a letter needs to be sent to the CAFD Board Chairman after the report comes back in July, giving 6 months to decide or the City will take control, and offering a joint meeting to discuss further.

Library

- The Council had agreed, at the Joint meeting with the Library Board, to take a look the expansion in context with the rest of the projects. Discussion on how advancing the library project will be received by the public.
- The library will raise their own funds leading to a time frame that may dictate the priority of this project. It was stressed that when fundraising, they need to make it clear their funding is different than other public facilities.
- Discussion of the Sr. Center being part of the library design. If included, there will be more support community wide. This will also require more property, but can solve 2 problems at one time. The Middle School site may also be an option as well as the Scanlon Community Center.
- The Council agrees to let the library move forward with a sketch plan, but not a detailed design. No guarantee to outside funding outside of their fundraising. Inquire as to how they would like the City to be part of the process.

Other

- Ms. Klassen and Mr. Fritsinger will look at the maintenance list and financing for maintenance purposes as it wasn't figured into the budget.
- Discussion on the tennis court nets at Churchill. The contractor has lost them during the process. Mr. Peterson has been in contact with them.
- Mr. Peterson will research the issue at Pinehurst Park of wood chips washing into the parking lot with the heavy rains. Discussion of the picnic shelter becoming the warming house. Council will revisit this at a future meeting.
- Mr. Rock suggested a schedule for mowing at Pine Valley and washed out culverts.

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

Respectfully submitted,


Brian Fritsinger
City Administrator



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

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

ITEM DESCRIPTION: Appointment of Election Judges for Primary and General Election

Proposed Action

Staff recommends that the City Council move to approve **RESOLUTION NO. 16-55, A RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2016 PRIMARY AND GENERAL ELECTIONS.**

Background/Overview

The City of Cloquet will be holding both a Primary and General Election in 2016. As a result, the City is required to hire and appoint individuals to serve in the capacity of election judges.

City staff, with the assistance of the Carlton County Auditor, has sought and identified a number of individuals to serve in this capacity for the elections. This appointment would be for both the Primary and General Elections. Any subsequent additions or changes for the General Election will be addressed prior to the General Election.

Policy Objectives

MS 204B.19 states that no more than half the number of judges in any precinct may be members of the same political party. MS 204B.22 requires each precinct to have a minimum of three election judges. Finally, MS 204B.21 requires that the Council make election judge appointments at least 25 days before the election at which the election judges will serve.

Financial/Budget/Grant Considerations

The cost for the wages of election judges is incorporated into the 2016 operating budget. At this time, there are no unexpected costs to the City for the hiring of the judges.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution No. 16-55
- List of election judges

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

RESOLUTION NO. 16-55

**RESOLUTION APPOINTING ELECTION JUDGES FOR THE
2016 PRIMARY AND GENERAL ELECTIONS**

WHEREAS, pursuant to Section 204B.21 of the Minnesota Election Laws, election judges shall be appointed by the governing body of the municipality; and

WHEREAS, the appointment shall be made at least 25 days before the election at which the election judges will serve; and

WHEREAS, election judges shall receive at least the prevailing Minnesota minimum wage for each hour spent carrying out their duties.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Cloquet, that the individuals listed on the attached Exhibit A are appointed to serve as election judges for the August 9, 2016 State Primary Election and/or the November 8, 2016 General at the hourly rate of \$10.00 for Election Judges and \$12.00 for Head Judges.

BE IT FURTHER RESOLVED that the City Clerk is authorized to appoint additional judges as needed for the conduct of these elections.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 5th DAY OF JULY, 2016.**

ATTEST:

Dave Hallback, Mayor

Brian Fritsinger, City Administrator

2016 Primary and General Election Judges

1. Alanen, Brenda
2. Anderson, Alice
3. Anderson, Dan
4. Anderson, Ronald
5. Began, Patrick
6. Bryant, Janelle
7. Cavanaugh, John
8. DeBlass, Christina
9. Demars, Goldie
10. Dormanen, Karen
11. Erickson, Kathleen
12. Erickson, Suzanne
13. Fritsinger, Joyce
14. Grabish, Damian
15. Grabish, Marilyn
16. Hammond, Denise
17. Houle, Carla
18. Johnson, Janet
19. Keveri, Nancy
20. Kloskowski, Bonita
21. Lula, Kelley
22. Maki, Peggy
23. Peterson, Joseph Lee
24. Rieschel, Elise
25. Rudnicki, Irene
26. Schlenvogt, William
27. Schmidt, Diane
28. Schmidt, Russell
29. Southworth, Arnelda
30. Splett, Elmer
31. Stagland, Ann
32. Szumowski, Deanne
33. Vukelich, Judy
34. Westberg, Carol



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director
Reviewed/Approved by: Brian Fritsinger, City Administrator
Date: June 30, 2016

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 16-56, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL.**

Background/Overview

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

Policy Objectives

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

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

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

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

RESOLUTION NO. 16-56

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL

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

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

101	General Fund	\$	290,714.18
207	Community Development Operating		9,194.78
226	Park Fund		24,293.17
231	Public Works Reserve		2,186.15
403	Revolving Capital Projects		539,122.43
405	City Sales Tax Projects		59,695.50
600	Water - Lake Superior Waterline		58,359.47
601	Water - In Town		50,500.00
602	Sewer Fund		100,783.49
605	Storm Water Fund		9,718.58
614	CAT-7		9,879.37
	TOTAL:	\$	<u>1,154,447.12</u>

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET

ATTEST:

Dave Hallback, Mayor

Brian Fritsinger, City Administrator

INVOICES DUE ON/BEFORE 07/05/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
122000	A T & T MOBILITY	8,362.46	180.71
122958	AUTO ZONE, INC.	65.99	35.10
123150	B W DISTRIBUTING	927.96	136.99
128900	BROCK WHITE	899.19	196.83
134600	CARLTON COUNTY SHERIFF	0.00	4,000.00
134900	CARLTON COUNTY TREASURER	5,025.53	2,186.15
137310	CENTURY LINK	13,152.02	1,837.75
137340	CHAMBERLAIN OIL CO., INC.	2,300.95	818.80
139800	CLOQUET AREA CHAMBER OF COMMER	16,821.65	3,565.35
145300	COMMUNITY PRINTING	1,409.85	132.75
150100	D A L C O	3,264.45	364.80
153800	DIGGERS HOTLINE, INC.	67.20	57.60
157000	DULUTH PLUMBING SUPPLIES	915.66	448.27
161675	EMC NATIONAL LIFE	1,154.00	1,172.75
175000	GOODIN COMPANY	476.89	418.00
175200	GOPHER STATE ONE CALL INC	247.90	581.95
175700	GRAINGER	1,076.97	52.92
175840	GRANDE HARDWARE CO.	1,850.48	83.88
179340	HAGENS GLASS & PAINT	5,822.54	337.36
179750	HAMMARLUND CONSTRUCTION, INC.	0.00	94,202.57
180500	HAWKINS INC	22,363.51	292.50
182860	HOFFMAN & MCNAMARA COMPANY	0.00	59,695.50
190700	JAMAR COMPANY	11,828.25	461.25
195045	KEEPRS, INC.	1,543.51	524.07
195900	KINGSCOTE CHEMICALS, INC.	0.00	49.13
197300	KRAEMER CONSTRUCTION INC	150.00	170.00
202100	LAWSON PRODUCTS INC	2,007.89	810.14
206800	MACQUEEN EQUIPMENT INC	6,544.09	569.87
209900	MCDONALD RENTALS INC	1,023.72	293.78
211400	MENARDS	4,947.92	283.87
212400	MICHAUD DIST INC	131.00	27.50
215800	MINNESOTA PIPE & EQUIP.	48,608.77	9,687.50
217300	MIRACLE RECREATION EQUIP CO	3,005.06	1,022.27
227000	MORNING STAR WOODWORKS, INC.	0.00	25.55
231400	NEENAH FOUNDRY COMPANY	3,741.11	1,741.88
236100	NORTHLAND CONSTRUCTORS	4,908.82	447,938.26
236125	NORTHLAND FIRE & SAFETY, INC	1,835.20	539.00
241950	PACE ANALYTICAL SERVICES INC	2,031.00	30.00
242850	PARSONS ELECTRIC LLC	8,392.68	728.31
243300	PAW COMMUNICATION, INC.	276.25	85.00
244300	BRENT BELICH	1,469.60	340.50
251500	RAITER CLINIC	2,727.50	65.00
265050	SMITTY'S READY MIX OF BARNUM	7,232.00	1,386.00
271325	NANCY GETCHELL	4,106.17	47.95

DATE: 06/30/2016
TIME: 10:17:38
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CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 07/05/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
271345	PUBLIC SAFETY EQUIPMENT LLC	0.00	141.00
271975	TEAMSTER LOCAL 346 HEALTH FUND	103,762.90	20,752.58
272300	TELEPHONE ASSOCIATES	4,146.24	747.84
277550	TURFWERKS	82,237.50	832.56
284875	VERIZON WIRELESS	4,234.92	510.91
285500	VIKING INDUSTRIAL NORTH	714.63	317.99
286900	W L S S D	462,693.70	67,545.00
289015	WELLS FARGO CREDIT CARD	36,763.46	2,373.60
290300	WIDDES FEED & FARM SUPPLY	50.00	193.50
R0001271	SHRED-N-GO INC	0.00	203.00
R0001350	ROBERT BONG	0.00	1,703.00
R0001351	DNR FORESTRY	0.00	73.74
TOTAL ALL VENDORS:			733,020.08
Less: CAFD			(230.63)
Less: Library			(50.00)
Bills approved			732,739.45
Other:			
Payroll			442,933.00
Payroll - benefits			(21,225.33)
Total Bills and Payroll Approved			<u>1,154,447.12</u>

INVOICES DUE ON/BEFORE 07/05/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
161675	EMC NATIONAL LIFE	1,154.00	472.75
271975	TEAMSTER LOCAL 346 HEALTH FUND	103,762.90	20,752.58
R0001350	ROBERT BONG		1,703.00
			22,928.33
41	GENERAL GOVERNMENT		
137310	CENTURY LINK	13,152.02	100.38
150100	D A L C O	3,264.45	30.40
161675	EMC NATIONAL LIFE	1,154.00	61.00
175000	GOODIN COMPANY	476.89	418.00
212400	MICHAUD DIST INC	131.00	27.50
236125	NORTHLAND FIRE & SAFETY, INC	1,835.20	539.00
272300	TELEPHONE ASSOCIATES	4,146.24	345.15
289015	WELLS FARGO CREDIT CARD	36,763.46	267.95
R0001271	SHRED-N-GO INC		203.00
	GENERAL GOVERNMENT		1,992.38
42	PUBLIC SAFETY		
122000	A T & T MOBILITY	8,362.46	180.71
134600	CARLTON COUNTY SHERIFF		4,000.00
137310	CENTURY LINK	13,152.02	615.07
150100	D A L C O	3,264.45	30.40
161675	EMC NATIONAL LIFE	1,154.00	260.00
190700	JAMAR COMPANY	11,828.25	230.62
195045	KEEPRS, INC.	1,543.51	524.07
243300	PAW COMMUNICATION, INC.	276.25	85.00
244300	BRENT BELICH	1,469.60	340.50
271325	NANCY GETCHELL	4,106.17	47.95
271345	PUBLIC SAFETY EQUIPMENT LLC		141.00
284875	VERIZON WIRELESS	4,234.92	350.10
289015	WELLS FARGO CREDIT CARD	36,763.46	1,586.81
	PUBLIC SAFETY		8,392.23
43	PUBLIC WORKS		
122958	AUTO ZONE, INC.	65.99	35.10

INVOICES DUE ON/BEFORE 07/05/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
43	PUBLIC WORKS		
123150	B W DISTRIBUTING	927.96	68.50
128900	BROCK WHITE	899.19	196.83
137310	CENTURY LINK	13,152.02	168.63
137340	CHAMBERLAIN OIL CO., INC.	2,300.95	818.80
161675	EMC NATIONAL LIFE	1,154.00	89.00
175200	GOPHER STATE ONE CALL INC	247.90	290.95
202100	LAWSON PRODUCTS INC	2,007.89	405.07
211400	MENARDS	4,947.92	259.74
242850	PARSONS ELECTRIC LLC	8,392.68	648.11
251500	RAITER CLINIC	2,727.50	65.00
272300	TELEPHONE ASSOCIATES	4,146.24	57.53
284875	VERIZON WIRELESS	4,234.92	55.74
285500	VIKING INDUSTRIAL NORTH	714.63	317.99
	PUBLIC WORKS		3,476.99
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER	16,821.65	3,565.35
	COMMUNITY DEVELOPMENT		3,565.35
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
137310	CENTURY LINK	13,152.02	16.73
161675	EMC NATIONAL LIFE	1,154.00	11.00
272300	TELEPHONE ASSOCIATES	4,146.24	57.53
289015	WELLS FARGO CREDIT CARD	36,763.46	378.63
	COMMUNITY DEVELOPMENT		463.89
LIBRARY FUND			
45	CULTURE AND RECREATION		
161675	EMC NATIONAL LIFE	1,154.00	50.00
	CULTURE AND RECREATION		50.00
PARK FUND			

INVOICES DUE ON/BEFORE 07/05/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

PARK FUND			
45	PARKS/RECREATION		
137310	CENTURY LINK	13,152.02	520.54
150100	D A L C O	3,264.45	304.00
161675	EMC NATIONAL LIFE	1,154.00	36.00
175840	GRANDE HARDWARE CO.	1,850.48	83.88
179340	HAGENS GLASS & PAINT	5,822.54	337.36
180500	HAWKINS INC	22,363.51	292.50
197300	KRAEMER CONSTRUCTION INC	150.00	170.00
217300	MIRACLE RECREATION EQUIP CO	3,005.06	1,022.27
277550	TURFWERKS	82,237.50	832.56
290300	WIDDES FEED & FARM SUPPLY	50.00	193.50
	PARKS/RECREATION		3,792.61
PUBLIC WORKS RESERVE			
45	CULTURE & RECREATION		
134900	CARLTON COUNTY TREASURER	5,025.53	2,186.15
	CULTURE & RECREATION		2,186.15
CAPITAL PROJECTS - REVOLVING			
00			
179750	HAMMARLUND CONSTRUCTION, INC.		-4,958.03
236100	NORTHLAND CONSTRUCTORS	4,908.82	-23,416.83
			-28,374.86
81	SPECIAL PROJECTS		
179750	HAMMARLUND CONSTRUCTION, INC.		99,160.60
236100	NORTHLAND CONSTRUCTORS	4,908.82	468,336.69
	SPECIAL PROJECTS		567,497.29
CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
182860	HOFFMAN & MCNAMARA COMPANY		59,695.50
	SPECIAL PROJECTS		59,695.50

DATE: 06/30/2016
TIME: 10:19:32
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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 07/05/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - LAKE SUPERIOR WATERLIN			
51	STATION TWO		
157000	DULUTH PLUMBING SUPPLIES	915.66	448.27
161675	EMC NATIONAL LIFE	1,154.00	40.00
211400	MENARDS	4,947.92	24.13
	STATION TWO		512.40
52	LAKE SUPERIOR WATERLINE		
153800	DIGGERS HOTLINE, INC.	67.20	57.60
161675	EMC NATIONAL LIFE	1,154.00	20.00
215800	MINNESOTA PIPE & EQUIP.	48,608.77	9,687.50
284875	VERIZON WIRELESS	4,234.92	35.05
	LAKE SUPERIOR WATERLINE		9,800.15
57	ADMINISTRATION		
161675	EMC NATIONAL LIFE	1,154.00	6.60
	ADMINISTRATION		6.60
WATER - IN TOWN SYSTEM			
00			
R0001351	DNR FORESTRY		73.74
			73.74
49	CLOQUET		
123150	B W DISTRIBUTING	927.96	41.10
137310	CENTURY LINK	13,152.02	187.36
161675	EMC NATIONAL LIFE	1,154.00	32.00
175700	GRAINGER	1,076.97	52.92
202100	LAWSON PRODUCTS INC	2,007.89	243.04
209900	MCDONALD RENTALS INC	1,023.72	293.78
227000	MORNING STAR WOODWORKS, INC.		25.55
236100	NORTHLAND CONSTRUCTORS	4,908.82	3,018.40
241950	PACE ANALYTICAL SERVICES INC	2,031.00	30.00
265050	SMITTY'S READY MIX OF BARNUM	7,232.00	1,386.00

INVOICES DUE ON/BEFORE 07/05/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
49	CLOQUET		
284875	VERIZON WIRELESS	4,234.92	35.01
	CLOQUET		5,345.16
54	BILLING & COLLECTION		
145300	COMMUNITY PRINTING	1,409.85	53.00
161675	EMC NATIONAL LIFE	1,154.00	12.50
195900	KINGSCOTE CHEMICALS, INC.		49.13
	BILLING & COLLECTION		114.63
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK	13,152.02	101.18
161675	EMC NATIONAL LIFE	1,154.00	13.40
175200	GOPHER STATE ONE CALL INC	247.90	174.59
272300	TELEPHONE ASSOCIATES	4,146.24	172.58
	ADMINISTRATION & GENERAL		461.75
ENTERPRISE FUND - SEWER			
00			
286900	W L S S D	462,693.70	-8,335.00
			-8,335.00
55	SANITARY SEWER		
123150	B W DISTRIBUTING	927.96	27.39
161675	EMC NATIONAL LIFE	1,154.00	20.00
202100	LAWSON PRODUCTS INC	2,007.89	162.03
206800	MACQUEEN EQUIPMENT INC	6,544.09	569.87
231400	NEENAH FOUNDRY COMPANY	3,741.11	1,741.88
284875	VERIZON WIRELESS	4,234.92	35.01
286900	W L S S D	462,693.70	75,880.00
	SANITARY SEWER		78,436.18

DATE: 06/30/2016
TIME: 10:19:32
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 07/05/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
56	LIFT STATIONS		
242850	PARSONS ELECTRIC LLC	8,392.68	80.20
	LIFT STATIONS		80.20
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK	13,152.02	67.44
145300	COMMUNITY PRINTING	1,409.85	67.79
161675	EMC NATIONAL LIFE	1,154.00	22.00
175200	GOPHER STATE ONE CALL INC	247.90	116.41
272300	TELEPHONE ASSOCIATES	4,146.24	115.05
	ADMINISTRATION & GENERAL		388.69
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
145300	COMMUNITY PRINTING	1,409.85	11.96
161675	EMC NATIONAL LIFE	1,154.00	3.00
289015	WELLS FARGO CREDIT CARD	36,763.46	140.21
	ADMINISTRATION & GENERAL		155.17
59	OPERATIONS		
161675	EMC NATIONAL LIFE	1,154.00	10.00
	OPERATIONS		10.00
CABLE TELEVISION			
45	PUBLIC TV		
137310	CENTURY LINK	13,152.02	60.42
161675	EMC NATIONAL LIFE	1,154.00	13.50
	PUBLIC TV		73.92
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		

DATE: 06/30/2016
TIME: 10:19:32
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 07/05/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE


CLOQUET AREA FIRE DISTRICT 42	PUBLIC SAFETY		
190700	JAMAR COMPANY	11,828.25	230.63
	PUBLIC SAFETY		230.63
	TOTAL ALL DEPARTMENTS		733,020.08



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: June 29, 2016

ITEM DESCRIPTION: Hospital Foundation Temporary On-Sale Liquor License

Proposed Action

The City Council is asked to consider the application from the Cloquet Community Memorial Hospital Foundation for the approval of the issuance of a temporary on-sale liquor license for the 22nd Annual Hospital Gala to be held at Cloquet Community Memorial Hospital on October 7, 2016. In issuing the license, the Council must clarify the need for security, security fees and approval by the Commissioner of Public Safety.

Background/Overview

Attached the City Council will find an application for a temporary on-sale liquor license from the Northeastern Saloon on behalf of the Cloquet Community Memorial Hospital Foundation. The Foundation is seeking the license for a one day event to be held on Friday, October 7, 2016 at the Cloquet Community Memorial Hospital. The Foundation will be holding its annual gala beginning at 8:00 pm.

Under Minnesota Statute and City Code, in order to allow for the event proposed, the business is required to obtain a temporary liquor license, which again under Minnesota Statute and City Code, can only be issued to a Club or licensed non-profit organization. The City issued a similar license for this same event at the Hospital in 2013.

Under the Code, the operator is required to hire law enforcement for enforcement purposes. Under current City Code, this would require the applicant to hire two police officers at \$50.00/hr. each for the duration of the event. The applicant is asking that this requirement be waived. The Council has consistently deviated from these current Code requirements for community events or fund raising type activities. In 2013, when the event was last held at the Hospital, the Council also waived the need for security.

Policy Objectives

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

Financial/Budget/Grant Considerations

The City's fee schedule requires a \$50 fee for each license which has been paid. The cost of security would be \$400.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Temporary on-sale liquor license application.

29 June 2016

TO: Cloquet City Council

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

Dear Council Members

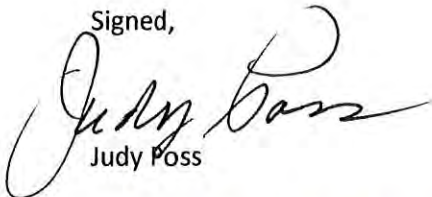
We hereby apply to be granted a AGED 1 to 4 Day Temporary On-Sale Liquor License for the 25th Annual Hospital Gala located at the Cloquet Memorial Community Hospital on Friday 7 October, 2016.

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

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

This is the second Gala to be held at this location and the first had no security issues. This Gala is a controlled indoor event with a select audience, Silent Auction, Dessert Auction, Live Auction, Speakers Entertainment and Raffles. As such, a fundraiser such as thus should present no problems. The Northeastern has been in business for 16 years, with a proven record of serving no minors and minimal police calls. They will have a staff of five at this event.

We sincerely appreciate your consideration in this matter

Signed,

Judy Poss


Bert Whittington



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

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

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

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

Date(s) of event: 10/7/16 Type of organization: Club Charitable Religious Other non-profit

Organization officer's name: *Judith A. Poss* City: Cloquet State: Minnesota Zip Code: 55720

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

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

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

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

INDOOR COMMUNITY MEMORIAL HOSPITAL

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

NORTHEASTERN SALOON + GRILLE
115 ST LOUIS AVE
CLOQUET MN 55720

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

RELIABLE AGENCY
WILSON MUTUAL INSURANCE COMPANY \$1,000,000

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

 City or County approving the license

 Date Approved

 Fee Amount

 Permit Date

 Date Fee Paid

 City or County E-mail Address

 City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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



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

**CITY OF CLOQUET
 TEMPORARY ON SALE LIQUOR LICENSE APPLICATION**

Check all that apply: Indoor Entertainment Outdoor Entertainment No Entertainment

Organization Name: CLOQUET COMMUNITY HOSPITAL FOUNDATION
 Organization Address: 512 SKYLINE BLVD.
 City, State, Zip: CLOQUET, MN. 55720
 Purpose of the Organization: HOSPITAL FUNDRAISING

Is this organization a:
 Charitable, religious, or non-profit organization?
 If yes, attach a copy of the non-profit certificate of incorporation or IRS 501(c)(3) letter.
 Political committee registered under Minnesota Statute 10A.14?
 Organization which has been in existence for three (3) years?

Contact Person Name: JUDITH A. PASS
 Address: 512 Skyline Blvd
 City, State, Zip: Cloquet MN 55720
 Home Phone: 218 878 7652 Work Phone: _____ Cell Phone: _____

E-Mail Address: JP
 Event Dates and Times: 7 OCTOBER 2016
 Purpose of the Event: 25TH HOSPITAL FOUNDATION GALA
 Estimated Total Attendance at the Event: 200
 Name of Location for Event: CLOQUET COMMUNITY HOSPITAL
 Address for Event: 512 SKYLINE BLVD.

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

Will organization contract for intoxicating liquor? Yes No

If yes, please list:

Name of on sale licensee holder: NORTHEASTERN SALOON & GRILLE INC.

Address: 115 ST. LOUIS AVE

CLOQUET MN. 55720

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

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

Will event be outdoors? Yes No

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

(Area shall be enclosed by fence or other enclosure)

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

LIVE & SILENT AUCTION, SPEAKERS, BAND

Days / Times of Entertainment: 7 OCTOBER 2016 8-MIDNIGHT

Will there be a band? Yes No

Will the entertainment be amplified? Yes No

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

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

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

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

Signature of Applicant: [Handwritten Signature]

Date: 6/29/16

Print Name Judith A. Poss First Middle Last

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/29/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Reliable Agency, Inc PO Box 620 Cloquet MN 55720		CONTACT NAME: Becky Haley PHONE (A/C No. Ext): (218) 879-4663 E-MAIL ADDRESS: bhaley@reliablemn.com		FAX (A/C No): (218) 879-6619	
INSURED NorthEastern Saloon & Grille Inc DBA Northeastern Saloon & Grille 115 St. Louis Ave. Cloquet MN 55720		INSURER(S) AFFORDING COVERAGE			NAIC #
		INSURER A: Wilson Mutual Insurance Company			19950
		INSURER B: SFM			0005
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES CERTIFICATE NUMBER: 2016/17 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		BR245401	7/1/2016	7/1/2017	MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED						\$
	RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)						E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability	X		BR245401	7/1/2016	7/1/2017	Agg \$1,000,000 Per Occ \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Proof of coverage for the Cloquet Community Memorial Hospital Gala on 10/7/16. The City of Cloquet is listed as an Additional Insured.

CERTIFICATE HOLDER

City of Cloquet
1307 Cloquet Ave.
Cloquet, MN 55720

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE


Steve Micke/HALEY



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: June 28, 2016

ITEM DESCRIPTION: Consideration of Appointment to Library Foundation Board

Proposed Action

The City Council is asked to discuss the application of interest from Anja Bottila to serve on the Shaw Memorial Library Foundation Board with a term expiring 12/31/17.

Background/Overview

The City has had a vacancy on the Shaw Memorial Library Foundation Board for an extended period of time. The Foundation consists of a seven member board of which includes 4 public appointments as well as three members of the Library Board.

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

Policy Objectives

The Council can delegate certain functions to appointed administrative boards. Typically certain Commissions are established per Minnesota Statutes or City Code but others are created to address certain special projects or objectives. The Foundation was established through the Library Board many years ago with the primary focus of fund raising for a variety of capital needs of the library. The Foundation is not addressed in either Statute or City Code. Terms for this position is three years.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Application



ADMINISTRATIVE OFFICES

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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: ANJA BOTTILA		Date: 6-14-16
Address		
Email: onion864@yahoo.com		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet? 30 yrs, plus at recent: 1 yr	Years/Months: recently moved back lived in Moose Lake for 21 years	which Ward? 3
What Cloquet community activities have you been involved in? <i>I'm a Cloquet native and moved back last year so my involvement has been as a participant of local offerings - parades, community ed classes, school plays, etc.</i>		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission.		
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: LIBRARY BOARD		
Would you consider an alternate appointment?		Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
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. <i>No conflicts anticipated.</i>		
Why do you wish to be on a Board/Commission? <i>I would like to become more involved with the community now that I have moved back "home". I am very familiar with library operations as I have previously been employed at the Cloquet P.L., Duluth P.L., Moose Lake School, and Cloquet Schools.</i>		
Please describe any other relevant information you would like us to know. <i>In addition, I have a Master's of Education in Educational Media and a Master's of Library and Information Science. I strongly feel libraries play a vital role in communities and schools.</i>		

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



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *NJK*
Reviewed by: Brian Fritsinger, City Administrator *B*
Date: June 24, 2016

ITEM DESCRIPTION: Acceptance of 2015 Audit Results

Proposed Action

Staff recommends the Council move to accept the 2015 audit results as prepared by Wipfli LLP.

Background/Overview

Minnesota Statute section 471.697 requires the City to be audited by June 30th and the audit presented to the council by July 31st each year. The 2015 CAFR is also required to be submitted to the State Auditor and certain sections to be published in the City's official newspaper.

This will be the tenth year the City's CAFR will be submitted for the GFOA Certificate of Achievement for Excellence in Financial Reporting.

Policy Objectives

Compliance with state statute.

Financial/Budget/Grant Considerations

Several negative impacts if the requirements were not met such as: withholding of State Aids, not qualifying for certain grants, increased bond cost or not able to issue certain types of bonds, etc.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

None – presentation and distribution of certain reports in the 2015 CAFR at the work session. The full 2015 CAFR will be available on the City website after council accepts the results.



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *NJK*
Reviewed by: Brian Fritsinger, City Administrator *(12)*
Date: June 24, 2016

ITEM DESCRIPTION: Approval of the 2015 Fund Balance Policy Plan

Proposed Action

Staff recommends the Council to approve the 2015 Fund Balance Policy Plan.

Background/Overview

The council approved a Fund Balance Policy on November 20, 2007. The Policy has been revised a few times to comply with new GASB rules. The purpose of the policy is to establish guidelines for the City of Cloquet's components of fund balances and net positions.

The policy requires the City Administrator and Finance Director to review the City's fund balances and net positions and prepare a plan for any shortages or overages annually. The plan is to be approved by the council.

Policy Objectives

Address the 2015 requirements of the Fund Balance Policy.

Financial Impacts/Budget/Grant Considerations

Maintenance of sufficient fund balances and net positions for each of the City's funds as determined in the Fund Balance Policy.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

- a. Fund Balance Policy
- b. Fund balance policy plan
- c. Fund balance worksheet



FUND BALANCE POLICY

FOR

CITY OF CLOQUET

1307 Cloquet Ave., Phone (218)879-3347, Fax (218)879-6555

Purpose

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

Background

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

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

Governmental Fund Balance Classifications

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

1. Nonspendable Fund Balance

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

2. Restricted Fund Balance

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

3. *Committed Fund Balance*

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

4. *Assigned Fund Balance*

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

5. *Unassigned Fund Balance*

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

Fund Balance Flow Assumptions

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

- Restricted
- Committed
- Assigned
- Unassigned

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

Governmental Fund Definitions

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

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

Enterprise Fund Equity

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

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

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

- *Net Investment in Capital Assets.* The component of net position which is the difference between assets and liabilities of proprietary funds that consists of capital assets less both accumulated depreciation and the outstanding balance of debt that is directly attributable to the acquisition, construction or improvement of the capital assets.
- *Restricted.* The component of net position which is the difference in assets and liabilities of proprietary funds that consist of assets with constraints placed on their use by either external parties (i.e. creditors or grantors) or through constitutional provisions or enabling legislation.
- *Unrestricted.* The difference between the assets and liabilities of proprietary funds that is not reported as Net Investment in Capital Assets or Restricted net assets.

Minimum Unrestricted Fund Balances

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

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

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

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

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

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

Fund Balance Plan

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

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

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

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

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

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

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

Other Policy Considerations

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

City of Cloquet
Fund Balance Policy Plan
Based on 2015 Audited Balances

In accordance with the Fund Balance Policy adopted in 2007 and revised in 2011 and 2012 (due to GASB changes) any shortages or overages in fund balances are to be addressed by the Finance Director and City Administrator, and approved by the City Council. The following notes the funds with shortages or overages and the recommended plans:

Shortages

Library Special Revenue Fund – The fund balance doesn't meet the required five months of expenditures. It is short by approximately \$21,000. The City will either budget a larger transfer from the General Fund or increase the Library levy for the 2017 budget. If funds are available, the General Fund will transfer more than budgeted in 2016, if needed, to meet the Fund Balance Policy.

Senior Center Special Revenue Fund – The fund balance is at negative \$5,154 due to building and equipment repairs. The plan is to watch the fund and make a transfer from Parks Fund in the future if determined necessary.

Overages

Business Park Bonds Debt Service Fund – The \$1.64 million is a planned increase of fund balance since the bonds are interest only until 2013 and it is unknown when land sales and assessments will be available to support bond payments. It is recommended the amount be retained in the fund and the City has estimated that the transfer in 2014 along with future special assessment and interest revenues will be enough to pay the interest and principal of the bonds as they become due.

In Town Water Enterprise Fund – The unrestricted fund balance is \$3.5 million and almost 300% of expenses. This fund has a large amount of capital infrastructure to maintain services. The balance is deemed not to be excessive. The reserve gives the City more flexibility in determining future rate increases to be charged to customers. The City reviews rates each year and had a rate study conducted by Progressive Consulting Engineers in 2009. Another rate study is being discussed for the near future. The In Town Water Fund has tentative filter plants and a Sunnyside water tower to analyze for the future.

City of Cloquet
Fund Balance Plan
2015

Fund#	Fund	Fund Balance	2015 Revenues		2015 Expend/Expenses		2015 Levy
Government Services							
Provide governmental services to public							
101	General	4,353,362	4,975,420	87%	4,925,383	88%	1,420,000
207	Community Development Operating (City)	170,508	105,204	162%	146,064	117%	100,000
211	Library	199,125	523,074	38%	528,368	38%	400,000
226	Park	379,802	480,208	79%	481,822	79%	300,000
228	Senior Center	(5,154)	9,600	-54%	12,223	-42%	-
614	Cable TV	262,748	111,386	236%	131,500	200%	-
Loans							
Economic development loans							
201	LDO Loan (EDA)	810,016	15,393	5262%	-	-	-
202	Federal CDBG Loan (EDA)	831,550	8,500	9783%	-	-	-
203	Economic Development Loan (City)	250,127	4,221	-	1,763	14188%	-
204	State SCDG/MIF (EDA)	128,058	1,400	9147%	-	-	-
206	Revolving SCGP - 2005 (EDA)	-	-	-	5,000	-	-
Debt							
Make required debt payments							
220	TIF - Daqota/Woodward	16,628	29,802	56%	27,844	60%	-
221	TIF - 14th Street Apartment	12,324	24,852	-	11,343	109%	-
222	TIF - Oak Street Apartments	55,539	52,932	105%	51,065	109%	-
368	Business Park Bonds	1,639,632	29,637	5532%	245,012	669%	-
370	Swimming Pond Bonds	108,900	115,878	94%	110,497	99%	115,000
Capital Project							
Support the CIP & other capital acquisitions and projects							
224	Building Facilities Planning	1,524,800	359,800	424%	-	-	-
225	Permanent Improvement	24,954	356,237	7%	743,132	3%	214,000
231	Public Works Reserve	546,176	207,068	264%	327,696	167%	150,000
403	Capital Projects - Revolving	-	571,224	-	571,224	-	-
405	City Sales Taxes	1,272,722	787,371	100%	1,274,489	100%	-
Enterprise							
Provide utilities and storm water management							
600	Water - LSW - Unrestricted	367,140	2,686,705	14%	2,251,564	16% *	-
601	Water - In Town - Unrestricted	3,553,234	1,483,466	240%	1,190,776	298% *	-
602	Sewer - Unrestricted	956,000	1,588,256	60%	1,518,633	63% *	30,000
605	Storm Water - Unrestricted	593,847	333,344	178%	205,536	289% *	-
Other Funds							
260	Landfill Host Fee	260,520	3,253	8009%	4,711	5530%	-
701	Employee severance	33,692	19,671	171%	60,070	56%	-

- Fund Balance Policy shortages to be addressed.
 - Fund Balance Policy overages to be addressed.

* - Includes transfer to General Fund.



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James Barclay, Assistant City Administrator-Human Resources Director
Reviewed by: Brian Fritsinger, City Administrator
Date: June 22, 2016

ITEM DESCRIPTION: City of Cloquet Telephone Policy Amended 06/28/2016

Proposed Action

Staff recommends the City Council move to approve the attached amended Telephone Policy dated 06/28/2016.

Background/Overview

In 2011 the FCC changed the radio frequencies available to City government making the existing City radio systems obsolete. In response to this system wide change the State of Minnesota made available the ARMOUR radio system which is the current standard in use throughout the State. In order to utilize this new system, the City would have been required to replace all radios in existing equipment at a minimum cost of \$2,000 per vehicle or approximately \$78,000. At that time the decision was made to utilize cell phones to communicate with employees across the city. This policy change has resulted in more fluid and effective communication with staff as they are able to be contacted when performing work outside of a vehicle. After some discussion with City supervisors we still believe use of cell phones is more appropriate than radios as it increases our communications capability with all staff members throughout the workday while eliminating the need to maintain/replace radios in City vehicles.

The City of Cloquet ("City") has a vital interest in maintaining safe, healthful, and **efficient** working conditions for employees, and recognizes that individuals in the employ of the City currently use personal cell phones to conduct City business daily. The City of Cloquet does not intend to intrude into the private lives of its employees, but needs to put in place safeguards to ensure access to employee-owned devices for legitimate business purposes including, but not limited to fulfilling record retention obligations, conducting investigations, or responding to litigation-related requests arising out of administrative, civil, or criminal proceedings.

The City of Cloquet adopted its current Telephone Policy in 2011 and there was one amendment in 2013 updating existing laws and regulations at that time. This proposed amendment incorporates changes in use of personal cell phones for legitimate business need to include a method of compensation for that use.

Policy Objectives

The amended policy updates the existing Telephone Policy in recognition of the business use of personal cell phones that is currently happening on a day to day bases.

Financial/Budget/Grant Considerations

Adopting this plan will result in a direct savings to the City while increasing communication capability among staff. The current cell phone monthly billing is \$720.00 for 13 phones. Changing over to a cell phone allowance the city would assign 27 new allowances for a monthly cost estimated at \$550.00. This change would compensate employees for use of personal cell phones while decreasing both the billing costs and expenses related to the purchase/upgrade of cell phones/chargers and necessary repair.

Advisory Committee/Commission Action

None

Supporting Documentation Attached

- Amended Telephone Policy and Cellular Telephone Allowance Request & Authorization form

**CITY OF CLOQUET
TELEPHONE POLICY**

Adopted 05/01/07

Amended 02/01/11, 02/19/13, 06/28/16

GENERAL STATEMENT OF POLICY

In general, City telephones are in place to conduct official City business. It is critical that employees be courteous, tactful, professional, and efficient on the telephone. Employees are expected to answer and return calls promptly.

Because of the visibility and financial responsibility associated with the use of both landline and cellular phones, the City has developed the following telephone use guidelines. These guidelines will be observed by all City employees when dealing with the acquisition, use, and control of phones.

Personal calls made or received must not interfere with the employee's work duties. Local personal telephone calls should be made only when absolutely necessary, preferably during scheduled rest breaks or lunch periods. Keep incoming personal calls brief. An employee who spends an excessive amount of time on personal calls may be subject to discipline up to and including termination.

All personal long distance phone calls must be recorded by the caller. Employees are required to reimburse the City promptly for all charges related to personal long distance phone use that directly impose charges on the City above the prevailing plan.

For City-provided devices, the employer retains full ownership and rights of access to all electronic communications, including the ability to access and audit device content on a business necessity basis. Reviewable content includes e-mail, text messages, photos and videos sent, received or stored on the device—whether business-related or personal. For employees that receive reimbursement or an allowance for some or all business-related use of an employee's personally purchased electronic device, this policy establishes the City's right to similarly access any business-related content. Please note employees should have no expectation of privacy regarding any transmitted content, whether the employee uses a City provided device or if the employee accepts reimbursements for business-related use of an electronic device as otherwise required under the Government Data Practices Act, Minnesota Statutes, chapter 13.

Safety First

An overarching concern of the City is the personal safety of employees and the public at large. Therefore, employees should use proper safety procedures at all times when using a cellular phone, but especially while operating equipment, driving while on City business, or performing similar duties. An employee shall not, under any circumstance, either read or send text messages or e-mails while operating (driving) City owned vehicles or equipment. Furthermore, City employees are highly discouraged from using a mobile device to make a phone call while

operating a motor vehicle in the conduct of City business, except for the purpose of making a phone call to obtain or render emergency assistance.

In some jurisdictions where an employee may travel, law prohibits the use of cellular phones while operating a motor vehicle. It is the City's intent and expectation that all employees shall abide by the law.

Mobile Phone Policy

Applicability

In some instances, the City may authorize employees to use cell phones in the performance of their day-to-day work. This policy affects all staff who are authorized to use a cell phone and/or associated wireless services for City of Cloquet (City) business and who receive compensation from the City to offset the cost of the cell phone for business-related calls or who receive a City provided cell phone.

Policy

Employees should not use employee-owned devices to conduct City business, without authorization. Employees who are authorized to use employee-owned devices for City business, as outlined in the subsequent section of this policy, will use a personal cell phone service for business use and will be eligible to receive a monthly allowance for that service.

Cell Phone Allowance

A. Eligibility

- a. Any approved employee. To be approved, an employee must have an official business need for the device and must have the approval of his/her department head and the City Administration.
- b. The City may provide a cell phone allowance to an employee if at least one of the following criteria is met:
 - i. The job requires considerable time outside the office (travel, meetings, conferences, etc.) and use of an electronic device facilitates the effective maintenance of business operations while away.
 - ii. The job requires the employee to be immediately accessible to receive and/or make frequent business calls outside of working hours.
 - iii. Job duties away from the office may expose the employee or others to immediate harm or danger.

B. Employee Responsibilities

- a. Employees are required to provide and maintain current contact information. This contact information may be disclosed to customers, vendors and others as applicable for valid business purposes.
- b. Sign the Cell Phone Allowance Request form thereby certifying that he/she will provide the phone number within 5 days of activation and will be available for

calls (in possession of the phone and have it turned on) during those times specified by leadership.

- c. Select any cell phone carrier whose service meets the requirements of the job responsibilities as determined by his/her supervisor.
- d. Inform the City to discontinue the allowance when the eligibility criteria are no longer met or when the cell service is cancelled. If such notification is not submitted within 30 days of no longer meeting criteria or service cancellation, the employee must repay any allowance received.
- e. If required by position, employee must maintain cellular phone service and if applicable internet services with access to the City systems. Pay all charges on his/her personal cell phone plan. If the employee leaves the position, he/she continues to be responsible for the contractual obligations of his/her cell phone plan. Early termination fees will be paid by the City if unable to adjust plan without penalty provided the employee involuntarily leaves City employment and the plan is over and above what his/her normal personal plan requires. Documentation from the cell phone provider of early contract cancellation and applicable fees must be provided within 2 months of termination of employment to Human Resources for this reimbursement.
- f. Comply with state and municipal laws regarding the use of cell phones while driving and prevent cell phone use that jeopardizes employee safety.
- g. Acknowledge that cell phone transmissions are not secure and employees should use discretion in relaying confidential information over cell devices.
- h. The City of Cloquet may need to access the employee-owned device for legitimate business purposes including, but not limited to implementing security controls, fulfilling record retention obligations, conducting investigations, or responding to litigation-related request arising out of administrative, civil, or criminal proceedings. Employees are expected to provide access to their device upon demand for necessary business purposes.

C. Cell Phone Allowance Amount

- a. The monthly cell phone allowances are shown in Table A of this policy. The allowance is intended to reimburse the employee for the average business use of the cell phone, not to pay the entire phone bill. The amount of the allowance should be commensurate with the requirement for business use and should be reviewed periodically by management for change in amount or cancellation. The allowance may be used for device purchase or for services, or for both.
- b. The City will not pay purchase cost or activation fees for cell phones/devices.
- c. Eligibility for the allowance or the level of the allowance provided is subject to change or cancellation without notice at any time.
- d. The monthly allowances are not considered part of base pay used for calculating percentage salary increases.
- e. Supervisors/HR may periodically request that the employee provide a copy of the first page of the phone bill in order to verify that he/she has an active cell phone plan. Supervisors/HR may also periodically request documentation of business use to determine the appropriateness of eligibility and level of the allowance amount.

City-Provided Cell Phones

With the approval of the City Administrator, the City may purchase cell phones and pay for service in certain limited circumstances, e.g., phones required for business purposes. Personal calls should be kept to a bare minimum level that is material by nature in value. The City can stipulate, based on business needs, who has a City provided cell phone versus who may have the allowance. The City provided cell phones and service will be purchased by Accounting. All equipment purchases remain the property of the City.

City provided Cell Phone Request forms must be approved by department head and the City Administrator.

Human Resources will maintain approved Cell Phone Request forms on file in personnel records for internal/external audit purposes. Accounting will maintain cell phone invoices with the monthly cell phone bills when applicable.

Wage and Hour Issues

Nonexempt employees using a mobile device to conduct work-related business outside of work hours must track and record such work time and be appropriately compensated for it.

Cell Phone Support – By Type

Users who are authorized to obtain a regular cell phone must obtain technical support from the vendor providing the phone.

Users who are authorized for airtime and corporate messaging must use a service and device that accesses City email services. Support for the cell phone portion of these types of devices must be obtained from the vendor providing the phone.

Cell Phone Allowances

Table A	
Monthly Allowance	Basic Plan
Voice	\$15.00
Voice and Email	\$30.00



Cellular Telephone Allowance Request & Authorization

Employee Name:

Department Name to be Charged:

REQUEST FOR ALLOWANCE

* Is a cellular telephone an integral part of the individual's job and or/daily activities?

YES NO If, yes, please explain:

*Does the employee's regular job activities frequently leave them without access to a land line potentially at times when others have an urgent or immediate need to communicate with them? YES NO

*If the employee did not have a cellular telephone, would their job performance or related employee's job performance be diminished or interrupted? YES NO

If, yes, please explain:

*Does the employee's job have the expectation of being available outside of regular business hours (on call) and is the need critical enough that the uncertainty of being available via a land line could significantly disrupt regular business activities? YES NO

*Will a cellular telephone provide enhanced performance? YES NO

If so, does the cost justify the improved performance? YES NO

If yes to both, please explain:

ALLOWANCE AMOUNT

Standard Voice Standard Voice + Email Other

The standard allowance is \$15 per month. Voice + Email allowance (\$30 per month) must be accompanied with supporting justification. Please Explain:

By signing this document, the employee acknowledges they have read the City Mobile Phone Policy, they understand the allowance is being provided because of a City business need, and they agree to provide their department head, HR and other business contacts with all pertinent contact information and be accessible through this communication equipment. The employee further understands the necessity for an allowance will be evaluated on an as needed basis. Continuance or termination of an allowance is contingent upon continued business needs.

If, at any point there is no longer a business need for an allowance, it is the responsibility of the supervisor or department head to notify the HR office immediately.

*Signature of Employee: _____ Date: _____

*Signature of Dept Head: _____ Date: _____

*Signature of City Administrator: _____ Date: _____

HR USE: Payroll Office _____ Date: _____ Initials: _____

Guidelines for Determining Individual Business Need

The initial evaluation as to whether or not an employee has demonstrated that a cellular telephone is an integral part of their job, and that they could not perform their job effectively without it, is vested with the departmental supervisor. In making this determination, consideration should be given to the following factors:

- Is a cellular telephone an integral part of the individual's job and/or daily activities? How so?
- If the employee did not have a cellular telephone, how would their job performance be diminished or interrupted?
- Does the employee's regular job activities **frequently** leave them without access to a land line potentially at times when others have an urgent or immediate need to communicate with them?
- Does the employee's job have the expectation of being available outside of regular business hours (on call and is the need critical enough that the uncertainty of being available via a land line could significantly disrupt regular business activities?
- Does the employee have a demonstrated need for something other than a basic plan with basic equipment? If so, why?
- Will the employee have the need to use a cellular telephone while operating a motor vehicle?
- Has the viability of alternative communication devices (pages, radios, etc.) been considered?
- Is it possible to have a shared or common department cellular telephone(s)?
- Will a cellular telephone provide enhanced performance of either the employee, fellow employees or the departmental operations in general? Often times having a cellular telephone adds a dimension of convenience that, in some circumstances, could justify the expense to the department. The question then is does the cost justify the improved performance?
- Is a cellular telephone simply the most inexpensive option for the employee in question?
- If the employee has utilized a cellular telephone in the past, do the circumstances of its use cause one to conclude that such use is integral to that employee's position? Has the employee's position or individual job requirements changed since the most recent determination was made?

The department head should also consider equity. In our current society an individual having a cellular telephone is much like an individual having transportation...it's normal, it's regular and it can be expected. There are quite a number of individuals that conduct City business using their personal cellular telephones and never feel compelled to "charge" the City for that use. This policy will attempt to eliminate much of the inequity between individuals by ensuring that only those who have demonstrated a legitimate and regular business need for a cellular telephone will be compensated.



CLOQUET POLICE DEPARTMENT

508 CLOQUET AVENUE
CLOQUET, MINNESOTA 55720

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Steve Stracek, Chief of Police
Reviewed by: Brian Fritsinger, City Administrator
Date: June 29, 2016



ITEM DESCRIPTION: Authorization to request donations for National Night Out

Proposed Action

Staff recommends the City Council move to authorize the Police Department to contact area businesses and organizations to request and receive monetary and material donations to cover food, memorabilia, and equipment rental expenses for the National Night Out event scheduled for August 2nd, 2016.

Background/Overview

National Night Out is an annual event that promotes police-community partnerships and makes our communities safer places to live. National Night Out enhances relationships between communities and law enforcement and builds collaboration and familiarity by bringing police and those they serve together under positive circumstances.

The Cloquet Police Department hosted our first ever local event in Veteran's Park on August 4, 2015. The event was a huge success with an estimated 400 people in attendance. Two squad cars were on display, K-9 handler Detective Holman and his K-9, Raja were in attendance. Cloquet Police Officer Laci Silgjord, a member of The Carlton County Mounted Posse displayed her horse with other members of the Posse.

Crime prevention and educational brochures were distributed along with memorabilia and items for children. Yard games, a bouncy house, and activities including a bike rodeo sponsored by three of our bike officers were also offered to attendees utilizing bikes provided by the Carlton County Bike Fleet. Cloquet Police Department officers and their families grilled hamburgers and hot dogs and handed out refreshments during the entire event.

WKLK Radio was present for the event and broadcasted live feeds to the community. The Cloquet Area Fire District had fire and ambulance rigs and personnel at the event, along with informational pamphlets and gifts for the kids. In 2015, area businesses offered donations of funds and materials for the event. Funds are necessary to purchase supplies to facilitate and promote the event.

To the Mayor and City Council
National Night Out Donation Authorization
June 29, 2016
Page 2

This year the Police Department would like to build off the success of last year's event and work towards establishing an annual event that will spread city-wide. This year, a total of three locations will host the event with the main event in Veteran's Park.

Policy Objectives

Police/Community relationship building is essential in order to succeed in public safety efforts. The National Night Out Event serves as an annual opportunity to build these positive relationships and to achieve outcomes that are beneficial to both the police department and the community.

Financial/Budget/Grant Considerations

Financial and material donations will supplement expenses for this event.

Advisory Committee/Commission Action

- None

Supporting Documentation Attached

- None