



**CITY OF CLOQUET
City Council Agenda
Tuesday, August 16, 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 August 16, 2016 Council Agenda
4. **Approval of Council Minutes**
 - a. Work Session minutes from the August 2, 2016 meeting
 - b. Regular Council minutes from the August 2, 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. 16-64, Authorizing the Payment of Bills and Payroll
 - b. Approval of Raffle Permit – Wood City Riders
6. **Public Hearings**

None.
7. **Presentations**

None.



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City Council Agenda
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City Hall Council Chambers**

8. Council Business

- a. Assistant City Engineer Appointment
- b. Employee Assistance Program Agreement
- c. Squad Car Lease vs. Purchase
- d. Resolution No. 16-65, A Resolution Awarding Slate Street Sidewalk Bid
- e. Utility Extension Study
- f. Lake Superior Waterline Materials Purchase
- g. Ordinance 458A, An Ordinance Amending Section 6.7 of the Municipal Code as it Relates to the Regulation and Licensing of Gambling
- h. Coalition of Greater Minnesota Cities Membership

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

Work Session
August 2, 2016

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

Absent: None

Staff: Fritsinger, Barclay, Klassen, Butcher, Peterson

Other: Jamie Lund, Pine Journal; Bradley Peterson, Flaherty & Hood

Coalition of Greater Minnesota Presentation

- Mr. Peterson was present to review activities the Coalition is undertaking across the State.
- Review of legislative session Items. The Coalition priorities are a continuation of what was done last year during Session adding the bonding bill and ongoing conversation regarding transportation needs. There is a \$900 million surplus leftover from the 2015 session due to no tax bill.
- Highest priority for the coalition will be to increase LGA back to 2002 levels. A \$20 million increase in LGA was vetoed due to a drafting error related to charitable gambling. This caused a second year in a row without a tax bill. The bill could be revived and fixed in a special session, but that is also tied to several other demands that remain unmet.
- Another high priority for the Coalition is property tax relief for businesses. They also worked on broadband and workforce housing.
- Mr. Fritsinger encouraged Council Members to participate in any CGMC conferences.

Budget Discussion

- Mr. Fritsinger continued discussion and follow up on the budget from the July 19th Work Session. A review of 3 different project scenarios using different dollar amounts.
- The Council agreed that Dunlap Island needs to tie into the River Front for 2017. Bonding capabilities making it possible to add Dunlap Island back were discussed. By not including the pedestrian bridge makes this project feasible. Mr. Fritsinger discussed other funding options that are available.
- Pine Valley Park in 2018 has been identified as a priority as well as Cloquet Avenue. The bond will be fully expended with those 2 projects.
- Mr. Fritsinger expects the state will pick up a higher percentage of the I-35/Frontage Road project will result in additional dollars being available for other projects.

There being no further business, the meeting was adjourned at 6:55 p.m. The Council reconvened at 7:20 p.m. at the conclusion of its Regular Meeting.

Budget Discussion Continued

- Other changes to the project schedule included the Wentworth Park project being deleted out of the 5 year sales tax projects and the 14th Street utility project built into 2019. Mr. Fritsinger said to keep in mind the debt service repayment in 2018-2019 in addition to the projects.

- A discussion with the school district regarding the Athletic Park baseball field relocating to Braun Park and who is responsible for the cost and maintenance is needed. The Athletic Park project is moved out to 2020.
- Council members feel it is necessary to be conservative when spending tax dollars for projects. Also a concern that priorities may change with the possibility of new Council members being voted in.
- Ms. Wilkinson stated the community has expectations that the money will be spent on projects passed on the referendum. Projects need to be a reflection of what was voted on.
- Mr. Fritsinger stated he's comfortable with the schedule and changes that he presented at the July 19th meeting. It's Council's responsibility to base priorities on representation of the community and the expectations.
- Conversation on how these projects will affect the City's maintenance levels and how to maintain facilities. Landscaping will need to be a discussion and whether an additional seasonal employee will be needed or another full time employee.
- Mr. Fritsinger next discussed the issuance of bonds and project schedule.
- Construction on a second water tower needs to be discussed as maintenance issues come up on the existing tower.
- There are 3 critical road reconstruction projects in the near future, Arch Street, 17th and 20th streets. Brian will continue to work with department heads on their departmental budgets.
- Conversation on staffing needs. The library would like to make a part time position a full time position. Also discussed was the hiring of a liaison school officer for the school district and how that would be funded. More conversation with the school district needs to be had.

There being no further business, the meeting was adjourned at 9:15 p.m.

Respectfully Submitted,

Brian Fritsinger
City Administrator

Regular Meeting

Roll Call

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

Councilors Absent: None.

Pledge of Allegiance



AGENDA

MOTION: Councilor Rock moved and Councilor Langley seconded the motion to approve the August 2, 2016 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Langley moved and Councilor Rock seconded the motion to approve the minutes of the May 31, 2016 Special Work Session, and the Work Session and Regular Meeting of July 19, 2016. The motion carried unanimously (7-0).

CONSENT AGENDA

MOTION: Councilor Bjerkness moved and Councilor Kolodge seconded the motion to adopt the consent agenda of August 2, 2016 approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 16-61, Authorizing the Payment of Bills and Payroll

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

THOMSON TOWNSHIP WATER AGREEMENT RENEWAL

MOTION: Councilor Langley moved and Councilor Wilkinson seconded the motion to approve the renewal of the Water Agreement between the City of Cloquet and Thomson Township subject to minor revisions as approved by the City Attorney. The motion carried unanimously (7-0).

OFFICIAL CITY DEVELOPMENT ATTORNEY APPOINTMENT

MOTION: Councilor Bjerkness moved and Councilor Langley seconded the motion to appoint Briggs and Morgan as the City's Bond Counsel and Development Attorney for the remainder of 2016. The motion carried unanimously (7-0).

MARKETING PLAN REQUEST FOR PROPOSALS

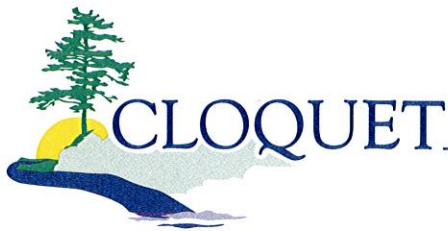
MOTION: Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to approve the release of a Request for Proposals (RFP) for Cloquet Business and Community Marketing Strategy. The motion carried unanimously (7-0).

PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES


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



ADMINISTRATIVE OFFICES

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email: admin@ci.cloquet.mn.us
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director 
Reviewed/Approved by: Brian Fritsinger, City Administrator
Date: August 11, 2016

ITEM DESCRIPTION: Payment of Bills

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 16-64, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS.**

Background/Overview

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

Policy Objectives

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

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

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

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

RESOLUTION NO. 16-64

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

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

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

101	General Fund	\$	51,331.98
207	Community Development Operating		437.45
225	Permanent Improvement		80.00
226	Park		5,648.52
228	Senior Center		970.51
403	Capital Projects Revolving		2,938.50
600	Water - Lake Superior Waterline		109,809.99
601	Water - In Town System		12,242.47
602	Sewer		5,202.49
614	CAT-7		102.96
	TOTAL:	\$	<u>188,764.87</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 16TH DAY OF AUGUST, 2016.**

ATTEST:

Dave Hallback, Mayor

Brian Fritsinger, City Administrator

DATE: 08/11/2016
TIME: 13:04:55
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/16/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
111350	LEXISNEXIS RISK DATA MNGMT INC	554.00	75.00
112645	AJ'S AGGREGATE & TRUCKING LLC	0.00	525.00
117410	ALICE ANDERSON	0.00	209.16
122000	A T & T MOBILITY	10,741.29	495.58
125700	BEST OIL COMPANY	62,262.97	7,803.90
127200	CHARLES BOEDIGHEIMER	0.00	67.50
128050	BRADLEY & DEIKE, P.A.	2,654.00	36.00
128900	BROCK WHITE	1,680.79	296.38
134000	CARLTON COUNTY HIGHWAY DEPT	11,198.33	3,829.89
137310	CENTURY LINK	17,883.84	67.65
142800	CLOQUET SANITARY SERVICE	5,107.13	1,266.92
145300	COMMUNITY PRINTING	1,702.10	33.60
145500	COMPENSATION CONSULTANTS, LTD	3,077.50	333.00
150100	D A L C O	4,056.62	418.35
150350	3 D SPECIALTIES, INC.	0.00	763.93
151750	DAUGHERTY APPLIANCE	101.29	349.00
156400	CITY OF DULUTH COMFORTSYSTEMS	765.85	109.43
159275	E P C ENGINEERING & TESTING	7,170.75	1,001.00
160600	EHLERS & ASSOCIATES, INC.	11,700.00	750.00
162640	ENVENTIS TELECOM INC	332.10	47.24
162725	ENVIRONMENTAL PRODUCTS	585.69	59.17
165375	FERGUSON WATERWORKS #2516	5,670.30	981.05
167875	FLAHERTY & HOOD, P.A.	6,681.26	1,923.75
171525	G&K SERVICES	2,188.04	239.56
175700	GRAINGER	1,192.57	72.41
175840	GRANDE HARDWARE CO.	2,222.99	167.76
179300	HACH COMPANY	1,848.26	370.58
179340	HAGENS GLASS & PAINT	7,646.70	288.92
180425	HARRIS COMPUTER SYSTEMS	2,852.91	151.12
180500	HAWKINS INC	32,551.93	322.50
190700	JAMAR COMPANY	15,101.89	6,873.39
202100	LAWSON PRODUCTS INC	2,871.92	264.78
206800	MACQUEEN EQUIPMENT INC	7,597.68	3,328.49
209900	MCDONALD RENTALS INC	2,626.63	253.55
210450	MEDIACOM LLC.	525.40	6.24
211400	MENARDS	5,575.00	434.48
215800	MINNESOTA PIPE & EQUIP.	61,396.27	736.28
222600	MN POLLUTION CONTROL AGENCY	100.00	355.00
222601	MN POLLUTION CONTROL AGENCY	187.50	1,937.50
227750	MTI DISTRIBUTING, INC.	6,580.86	197.59
229500	NAPA AUTO PARTS	4,147.71	665.28
242850	PARSONS ELECTRIC LLC	9,527.58	370.94
243530	PER MAR SECURITY SERVICES	0.00	539.76
247400	396-PRAXAIR DISTRIBUTION, INC.	5,288.81	192.85

INVOICES DUE ON/BEFORE 08/16/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
260600	WILLIAM SCHLENOGHT	206.48	249.38
263400	SIGN PRO	192.00	300.00
264830	SMITH LAWN CARE LLC	235.00	125.00
265050	SMITTY'S READY MIX OF BARNUM	16,077.50	3,099.00
270200	SUPERIOR COMPUTER PRODUCTS INC	43,421.88	3,579.00
275075	TITAN MACHINERY	18,163.85	235.97
276000	TOSHIBA FINANCIAL SERVICES	9,185.69	1,132.75
278600	TWIN PORT MAILING	27,128.35	775.84
292400	XEROX CORPORATION	3,690.60	369.78
R0000062	JUDY VUKELICH	0.00	177.56
R0000081	ARNELDA SOUTHWORTH	0.00	91.62
R0000089	BONNIE KLOSKOWSKI	0.00	177.56
R0000299	DENISE HAMMOND	0.00	242.90
R0000302	CARLA HOULE	0.00	247.68
R0000325	CHRISTINA DeBLASS	0.00	177.56
R0000326	RONALD ANDERSON	0.00	224.15
R0000514	NANCY KEVERI	0.00	170.00
R0000515	JOSEPH PETERSON	0.00	165.00
R0000516	JANET JOHNSON	0.00	129.70
R0000538	JOHN CAVANAUGH	0.00	225.46
R0000669	KATHLEEN ERICKSON	0.00	173.78
R0000672	KAREN DORMANEN	0.00	94.18
R0000673	ELISE M. RIESCHL	0.00	238.81
R0000695	KELLEY LULA	0.00	242.90
R0000866	PATRICK BEGAN	0.00	175.40
R0000867	JAMES CITROWSKI	0.00	231.48
R0000868	IRENE RUDNICKI	0.00	186.60
R0000870	CYNTHIA KILMAN	0.00	182.56
R0000896	JANELLE BRYANT	0.00	156.08
R0000900	RUSSELL SCHMIDT	0.00	20.00
R0001095	ELMER SPLETT	0.00	178.64
R0001098	CAROL WESTBERG	0.00	107.56
R0001137	ANN STANGLAND	0.00	177.56
R0001227	LAKES GAS	146.00	73.00
R0001266	WICK & ASSOCIATES INC	600.00	600.00
R0001367	PRESERVATION ALLIANCE OF MN	0.00	291.78
R0001368	LISA TILNEY	0.00	107.02
R0001369	BONNIE WALKER	0.00	92.02
R0001370	MARY KROHN	0.00	91.48
R0001371	CRYSTA REEVES	0.00	169.32
R0001372	DAN ANDERSON	0.00	180.66
R0001373	YVONNE BASTIEN	0.00	168.78
R0001374	SHANE CAMOZZI	0.00	228.24
R0001375	VICKI OBERSTAR	0.00	182.96

INVOICES DUE ON/BEFORE 08/16/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
R0001376	KAREN SMITH	0.00	178.64
R0001377	EILEEN CHRISTOPHERSON	0.00	186.46
R0001378	JESSICA LOONS	0.00	171.34
R0001379	PEGGY MAKI	0.00	139.72
R0001380	BRENDA ALANEN	0.00	115.20
R0001381	DEANNE SZUMOWSKI	0.00	180.80
R0001382	CHRIS CONNER	0.00	177.56
TOTAL ALL VENDORS:			56,607.92
Less:			
Health/Dental/VEBA			-
Library			(3.84)
Cloquet Area Fire District			<u>(5,897.58)</u>
Total Bills Approved			50,706.50
Plus:			
Credit card/bill pay fe			1,838.00
Unemployment compensat:			2,865.00
Building permit surcha:			1,713.28
MN Sales Tax			1,652.57
MN Power auto pay			129,503.25
MN Energy auto pay			<u>486.27</u>
Total Bills			<u><u>188,764.87</u></u>

INVOICES DUE ON/BEFORE 08/16/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
171525	G&K SERVICES	2,188.04	43.60
			43.60
34	CHARGES FOR SERVICES		
142800	CLOQUET SANITARY SERVICE	5,107.13	145.00
	CHARGES FOR SERVICES		145.00
41	GENERAL GOVERNMENT		
117410	ALICE ANDERSON		209.16
122000	A T & T MOBILITY	10,741.29	97.39
142800	CLOQUET SANITARY SERVICE	5,107.13	37.80
145300	COMMUNITY PRINTING	1,702.10	33.60
145500	COMPENSATION CONSULTANTS, LTD	3,077.50	333.00
150100	D A L C O	4,056.62	46.57
160600	EHLERS & ASSOCIATES, INC.	11,700.00	750.00
171525	G&K SERVICES	2,188.04	72.92
179340	HAGENS GLASS & PAINT	7,646.70	288.92
229500	NAPA AUTO PARTS	4,147.71	8.06
243530	PER MAR SECURITY SERVICES		539.76
260600	WILLIAM SCHLENOGT	206.48	249.38
270200	SUPERIOR COMPUTER PRODUCTS INC	43,421.88	3,499.00
276000	TOSHIBA FINANCIAL SERVICES	9,185.69	499.70
278600	TWIN PORT MAILING	27,128.35	242.45
R0000062	JUDY VUKELICH		177.56
R0000081	ARNELDA SOUTHWORTH		91.62
R0000089	BONNIE KLOSKOWSKI		177.56
R0000299	DENISE HAMMOND		242.90
R0000302	CARLA HOULE		247.68
R0000325	CHRISTINA DeBLASS		177.56
R0000326	RONALD ANDERSON		224.15
R0000514	NANCY KEVERI		170.00
R0000515	JOSEPH PETERSON		165.00
R0000516	JANET JOHNSON		129.70
R0000538	JOHN CAVANAUGH		225.46
R0000669	KATHLEEN ERICKSON		173.78
R0000672	KAREN DORMANEN		94.18
R0000673	ELISE M. RIESCHL		238.81
R0000695	KELLEY LULA		242.90

INVOICES DUE ON/BEFORE 08/16/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
41	GENERAL GOVERNMENT		
R0000866	PATRICK BEGAN		175.40
R0000867	JAMES CITROWSKI		231.48
R0000868	IRENE RUDNICKI		186.60
R0000870	CYNTHIA KILMAN		182.56
R0000896	JANELLE BRYANT		156.08
R0000900	RUSSELL SCHMIDT		20.00
R0001095	ELMER SPLETT		178.64
R0001098	CAROL WESTBERG		107.56
R0001137	ANN STANGLAND		177.56
R0001368	LISA TILNEY		107.02
R0001369	BONNIE WALKER		92.02
R0001370	MARY KROHN		91.48
R0001371	CRYSTA REEVES		169.32
R0001372	DAN ANDERSON		180.66
R0001373	YVONNE BASTIEN		168.78
R0001374	SHANE CAMOZZI		228.24
R0001375	VICKI OBERSTAR		182.96
R0001376	KAREN SMITH		178.64
R0001377	EILEEN CHRISTOPHERSON		186.46
R0001378	JESSICA LOONS		171.34
R0001379	PEGGY MAKI		139.72
R0001380	BRENDA ALANEN		115.20
R0001381	DEANNE SZUMOWSKI		180.80
R0001382	CHRIS CONNER		177.56
	GENERAL GOVERNMENT		13,472.65
42	PUBLIC SAFETY		
111350	LEXISNEXIS RISK DATA MNGMT INC	554.00	75.00
125700	BEST OIL COMPANY	62,262.97	3,433.70
127200	CHARLES BOEDIGHEIMER		67.50
142800	CLOQUET SANITARY SERVICE	5,107.13	50.18
150100	D A L C O	4,056.62	46.56
167875	FLAHERTY & HOOD, P.A.	6,681.26	1,923.75
171525	G&K SERVICES	2,188.04	48.68
175700	GRAINGER	1,192.57	72.41
190700	JAMAR COMPANY	15,101.89	3,436.70
242850	PARSONS ELECTRIC LLC	9,527.58	82.43
276000	TOSHIBA FINANCIAL SERVICES	9,185.69	383.20
278600	TWIN PORT MAILING	27,128.35	96.98
	PUBLIC SAFETY		9,717.09

INVOICES DUE ON/BEFORE 08/16/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
43	PUBLIC WORKS		
112645	AJ'S AGGREGATE & TRUCKING LLC		87.50
122000	A T & T MOBILITY	10,741.29	39.49
125700	BEST OIL COMPANY	62,262.97	780.39
128900	BROCK WHITE	1,680.79	296.38
134000	CARLTON COUNTY HIGHWAY DEPT	11,198.33	3,829.89
142800	CLOQUET SANITARY SERVICE	5,107.13	57.49
150350	3 D SPECIALTIES, INC.		763.93
171525	G&K SERVICES	2,188.04	22.88
202100	LAWSON PRODUCTS INC	2,871.92	132.39
211400	MENARDS	5,575.00	239.25
229500	NAPA AUTO PARTS	4,147.71	318.11
247400	396-PRAXAIR DISTRIBUTION, INC.	5,288.81	96.42
263400	SIGN PRO	192.00	300.00
264830	SMITH LAWN CARE LLC	235.00	125.00
265050	SMITTY'S READY MIX OF BARNUM	16,077.50	3,099.00
275075	TITAN MACHINERY	18,163.85	235.97
278600	TWIN PORT MAILING	27,128.35	96.98
292400	XEROX CORPORATION	3,690.60	200.31
R0001227	LAKES GAS	146.00	73.00
R0001266	WICK & ASSOCIATES INC	600.00	300.00
	PUBLIC WORKS		11,094.38
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
128050	BRADLEY & DEIKE, P.A.	2,654.00	36.00
278600	TWIN PORT MAILING	27,128.35	48.49
292400	XEROX CORPORATION	3,690.60	46.22
R0001367	PRESERVATION ALLIANCE OF MN		291.78
	COMMUNITY DEVELOPMENT		422.49
LIBRARY FUND			
45	CULTURE AND RECREATION		
171525	G&K SERVICES	2,188.04	3.84
	CULTURE AND RECREATION		3.84
PERMANENT IMPROVEMENT			

INVOICES DUE ON/BEFORE 08/16/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
PERMANENT IMPROVEMENT			
56	CONSTRUCTION & MAINTENANCE		
270200	SUPERIOR COMPUTER PRODUCTS INC	43,421.88	80.00
	CONSTRUCTION & MAINTENANCE		80.00
PARK FUND			
45	PARKS/RECREATION		
122000	A T & T MOBILITY	10,741.29	67.08
125700	BEST OIL COMPANY	62,262.97	390.20
142800	CLOQUET SANITARY SERVICE	5,107.13	896.45
150100	D A L C O	4,056.62	325.22
175840	GRANDE HARDWARE CO.	2,222.99	167.76
180500	HAWKINS INC	32,551.93	322.50
227750	MTI DISTRIBUTING, INC.	6,580.86	197.59
229500	NAPA AUTO PARTS	4,147.71	354.11
242850	PARSONS ELECTRIC LLC	9,527.58	288.51
	PARKS/RECREATION		3,009.42
SENIOR CENTER FUND			
45	CULTURE AND RECREATION		
151750	DAUGHERTY APPLIANCE	101.29	349.00
171525	G&K SERVICES	2,188.04	24.76
	CULTURE AND RECREATION		373.76
CAPITAL PROJECTS - REVOLVING			
81	SPECIAL PROJECTS		
159275	E P C ENGINEERING & TESTING	7,170.75	1,001.00
222601	MN POLLUTION CONTROL AGENCY	187.50	1,937.50
	SPECIAL PROJECTS		2,938.50
WATER - LAKE SUPERIOR WATERLIN			
50	STATION ONE		
137310	CENTURY LINK	17,883.84	67.65
	STATION ONE		67.65

INVOICES DUE ON/BEFORE 08/16/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - LAKE SUPERIOR WATERLIN			
51	STATION TWO		
165375	FERGUSON WATERWORKS #2516	5,670.30	473.94
	STATION TWO		473.94
52	LAKE SUPERIOR WATERLINE		
125700	BEST OIL COMPANY	62,262.97	234.12
	LAKE SUPERIOR WATERLINE		234.12
WATER - IN TOWN SYSTEM			
49	CLOQUET		
112645	AJ'S AGGREGATE & TRUCKING LLC		437.50
122000	A T & T MOBILITY	10,741.29	168.55
125700	BEST OIL COMPANY	62,262.97	390.20
165375	FERGUSON WATERWORKS #2516	5,670.30	80.34
171525	G&K SERVICES	2,188.04	13.73
179300	HACH COMPANY	1,848.26	370.58
202100	LAWSON PRODUCTS INC	2,871.92	79.43
209900	MCDONALD RENTALS INC	2,626.63	253.55
211400	MENARDS	5,575.00	195.23
215800	MINNESOTA PIPE & EQUIP.	61,396.27	736.28
229500	NAPA AUTO PARTS	4,147.71	-15.00
247400	396-PRAXAIR DISTRIBUTION, INC.	5,288.81	57.86
R0001266	WICK & ASSOCIATES INC	600.00	300.00
	CLOQUET		3,068.25
54	BILLING & COLLECTION		
180425	HARRIS COMPUTER SYSTEMS	2,852.91	151.12
276000	TOSHIBA FINANCIAL SERVICES	9,185.69	249.85
278600	TWIN PORT MAILING	27,128.35	96.98
	BILLING & COLLECTION		497.95
57	ADMINISTRATION & GENERAL		
122000	A T & T MOBILITY	10,741.29	39.48

INVOICES DUE ON/BEFORE 08/16/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
WATER - IN TOWN SYSTEM			
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	5,107.13	19.16
156400	CITY OF DULUTH COMFORTSYSTEMS	765.85	109.43
278600	TWIN PORT MAILING	27,128.35	96.98
292400	XEROX CORPORATION	3,690.60	61.62
	ADMINISTRATION & GENERAL		326.67
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
125700	BEST OIL COMPANY	62,262.97	156.08
162725	ENVIRONMENTAL PRODUCTS	585.69	59.17
165375	FERGUSON WATERWORKS #2516	5,670.30	426.77
171525	G&K SERVICES	2,188.04	9.15
202100	LAWSON PRODUCTS INC	2,871.92	52.96
206800	MACQUEEN EQUIPMENT INC	7,597.68	3,328.49
247400	396-PRAXAIR DISTRIBUTION, INC.	5,288.81	38.57
	SANITARY SEWER		4,071.19
57	ADMINISTRATION & GENERAL		
122000	A T & T MOBILITY	10,741.29	34.11
142800	CLOQUET SANITARY SERVICE	5,107.13	19.16
222600	MN POLLUTION CONTROL AGENCY	100.00	355.00
278600	TWIN PORT MAILING	27,128.35	96.98
292400	XEROX CORPORATION	3,690.60	61.63
	ADMINISTRATION & GENERAL		566.88
CABLE TELEVISION			
45	PUBLIC TV		
122000	A T & T MOBILITY	10,741.29	49.48
162640	ENVENTIS TELECOM INC	332.10	47.24
210450	MEDIACOM LLC.	525.40	6.24
	PUBLIC TV		102.96
CLOQUET AREA FIRE DISTRICT			

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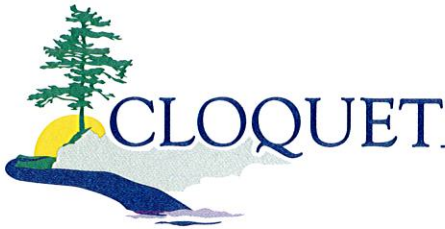
CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 08/16/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE


CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
125700	BEST OIL COMPANY	62,262.97	2,419.21
142800	CLOQUET SANITARY SERVICE	5,107.13	41.68
190700	JAMAR COMPANY	15,101.89	3,436.69
	PUBLIC SAFETY		5,897.58
	TOTAL ALL DEPARTMENTS		56,607.92



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: August 8, 2016

ITEM DESCRIPTION: Approval of Off-Site Gambling for Wood City Riders Snowmobile Club to Conduct a Raffle at the Lumberjack Lounge

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 16-63, A RESOLUTION APPROVING OFF-SITE GAMBLING FOR THE WOOD CITY RIDERS SNOWMOBILE CLUB TO CONDUCT A RAFFLE AT THE LUMBERJACK LOUNGE.**

Background/Overview

The City has received an application from the Wood City Riders Snowmobile Club, PO Box 657, Cloquet, MN for off-site gambling for a raffle to be held on December 2, 2016, at the Lumberjack Lounge, 1016 Cloquet Avenue.

Normally the City is required to approve an exempt permit for a raffle but because the Wood City Riders Snowmobile Club holds a premise permit for lawful gambling, the City must approve an application to conduct off-site gambling. There are no legal issues related to off-site raffles that staff is aware.

Policy Objectives

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

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution No. 16-63
- LG230 Application to Conduct Off-Site Gambling

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

RESOLUTION NO. 16-63

**A RESOLUTION APPROVING OFF-SITE GAMBLING FOR THE
WOOD CITY RIDERS SNOWMOBILE CLUB TO CONDUCT
A RAFFLE AT THE LUMBERJACK LOUNGE**

WHEREAS, The City of Cloquet received an application from Wood City Riders Snowmobile Club, PO Box 657, Cloquet, to conduct off-site gambling for a raffle event on December 2, 2016, at the Lumberjack Lounge, 1016 Cloquet Avenue.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Wood City Riders Snowmobile Club, PO Box 657, Cloquet, to conduct off-site gambling for a raffle event on December 2, 2016, at the Lumberjack Lounge, 1016 Cloquet Avenue, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

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

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 16TH DAY OF AUGUST, 2016.**

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: WOOD CITY RIDERS SNOWMOBILE CLUB License Number: 05353

Address: PO BOX 657 City: CLOQUET, MN Zip: 55720

Gambling Manager Name: SANDRA M OLEAN Daytime Phone: 218-590-4515

Chief Executive Officer (CEO) Name: CHRIS ROKKE Daytime Phone: 218-591-2602

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 12 / 2 / 16 to 12 / 2 / 16

Check the type of games that will be conducted:

- Raffle
 Pull-Tabs
 Bingo
 Tipboards
 Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: LUMBERJACK LOUNGE

Street address and City (or township): 1016 CLOQUET AVE, CLOQUET MN. Zip: 55720 County: CARLTON

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

- Yes** If yes, a lease is not required.

 No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<p>Local unit of government must sign.</p>	<p>TOWNSHIP NAME: _____</p> <p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.


8/3/2016

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

<p>Mail or fax to:</p> <p>Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032</p>	<p>No attachments required.</p> <p>Questions? Contact a Licensing Specialist at 651-539-1900.</p>
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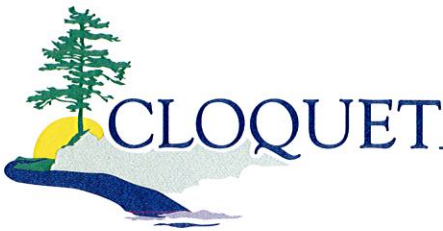
This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.


Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

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

ITEM DESCRIPTION: Assistant City Engineer Appointment

Requested Action

Staff recommends the City Council move to appoint John Anderson to the position of Assistant City Engineer effective 31 August, 2016.

Background/Overview

In April 2016, the City Council authorized the hiring process of a City Engineer / Director of Public Works. This position serves as a department head overseeing both the functions of Public Works and Engineering. With the promotion of Caleb Peterson into the City Engineer position the Council on May 17, 2016 then authorized the hiring process for the Assistant City Engineer position.

Over the past two months, the City completed all of its due diligence and posted the position vacancy with a number of local, regional, and statewide organizations. The City received several applications and conducted interviews with 3 candidates.

Through the interview process, the City identified John Anderson as its top candidate who has accepted the City's preliminary offer of employment, subject to City Council approval. This candidate is currently the Assistant City Engineer in Arden Hills, Minnesota and has also worked in similar capacities for 28 years. The interview panel unanimously agreed to recommend Mr. Anderson for the position.

Should the City Council support this appointment, Mr. Anderson would be expected to start his duties on August 31st.

Policy Objectives

The City Council is the hiring authority of the City as determined by City Code and State law. The City Council must act to appoint this individual to complete the hiring process.

Financial/Budget/Grant Considerations

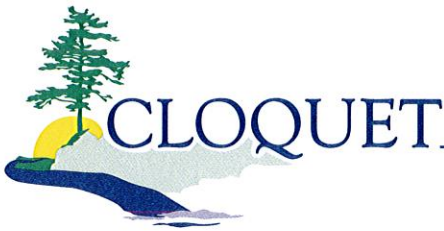
The position was included and fully funded in the adopted 2016 budget.

Advisory Committee/Commission Action

An interview panel has recommended Mr. Anderson for the position.

Supporting Documentation Attached

- None



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James Barclay, Assistant City Administrator & HR Director
Reviewed by: Brian Fritsinger, City Administrator
Date: August 10, 2016

ITEM DESCRIPTION: Employee Assistance Program Agreement

Proposed Action

Staff recommends the Council move to approve the contract for an employee assistance program with The Sand Creek Group, Ltd. and authorizes the City Administrator to execute such agreement.

Background/Overview

Previously, the City Council agreed to provide an employee assistance program for all of its employees. As a result, the City has historically contracted with NuVantage Employee Resource for a number of years to provide this service. We have researched other EAP services and have determined Sand Creek services to be more comprehensive. With a change to Sand Creek the City will gain Substance Abuse Professional (SAP) services, which we are required to have under the DOT Drug and Alcohol provisions, service to our part-time employee population, access to local Sand Creek professional services, and access to Sand Creeks Employee Wellness website that provides wellness coaching, online programs, health assessments, articles, multimedia and wellness tools.

As with other EAP providers Sand Creek provides a variety of confidential emergency services including mental health counseling, legal assessments, and financial referral services. These are available to all employees, household members, and dependent children.

The contract with Sand Creek is a one-year contract which expires on August 31st. Staff has not had any concerns regarding the service quality or the cost of the service. The employee count covered under the contract is 78.

Policy Objectives

The purpose of the program is to provide a wide variety of confidential services to the employees of the City. As a policy, this program serves many different roles focusing on employee wellness.

Financial/Budget/Grant Considerations

The proposed change in the cost for this service for 2016-2017 is a reduction from \$1,550 to \$1,326. It is based upon and increase from 62 employees to 78 employees at a fee of \$17 per employee.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- The Sand Creek Group, Ltd. Employee Assistance Agreement.

Employee Assistance Agreement
between
The Sand Creek Group, Ltd.
and
City of Cloquet

For contract year: September 1, 2016 to August 31, 2017

I. Services Provided

This Employee Assistance Agreement includes the following services:

1. Employee and Supervisory orientation to familiarize your employees with the services available to them. Delivery method will be discussed at time of contract implementation. Delivery methods include: In-person, webinar and website access to on-line video.
2. Electronic and printed promotional materials that include: brochures, wallet cards, posters and a quarterly newsletter to keep your Employee Assistance Program "EAP" visible to your employees and their families. Promotional materials are available in both English and Spanish.
3. Worksite visits from an EAP representative to continually evaluate the status of the program and your satisfaction.
4. Employee assistance personnel policy development and consultation.
5. Full service coverage for employees and their family members.
 - a. Employees are defined as the following:
 - i. Full-time employees.
 - ii. Part-time employees.
 - b. Family members are defined as the following:
 - i. Spouse or domestic partner.
 - ii. Dependents living inside of the household.
 - iii. Dependents living outside of the household.
6. Confidential assessment, referral and brief counseling to be provided to all employees and their family members by certified counselors.
 - a. Up to Three (3) sessions of counseling based on the clinical recommendation of EAP counselor. Each session being comprised of one clinical hour.
 - b. All of the employees of City of Cloquet and their family members may contact The Sand Creek Group for assessment, brief counsel and when necessary, referral.
 - c. No limit is placed on the number of assessments and referrals made annually. All contact is strictly confidential.
7. 24-hour telephone crisis intervention.
8. Chemical dependency case management and relapse prevention.

9. Financial counseling.
10. Legal consultation and referral.
11. SAP services are included.
12. Web based worklife wellness product included.

II. Coordination of Services

City of Cloquet agrees to work with the EAP representative in informing its employees of this Agreement and the services which are available to them.

III. Use of Name

City of Cloquet agrees to allow The Sand Creek Group, Ltd. to list City of Cloquet as a customer on promotional materials.

IV. Eligibility

EAP is a service intended to provide short term assessment and brief counseling services to a wide variety of personal and work-related stressors. The service is intended to evaluate relevant information regarding the history of the concerns brought to the EAP by the client, the current status of the concerns and the impact they are having on the client. The EAP's goal is the construction of an action plan to help the client(s) deal with their concerns in a successful fashion. Sometimes the action plan can be successfully implemented exclusively within the EAP. In other cases, the action plan may entail referring the client to a variety of community resources that can provide longer term or specialized services that are beyond or outside the scope of the EAP.

The EAP benefit is focused on the individual client whenever an employee or covered family member runs up against individual events, conditions or circumstances that don't envelop other members of the family system. In that case, the individual client is eligible to use up to a certain number of counseling sessions clearly defined in the EAP contract. When an event (i.e. – marital/relationship struggles; divorce; death of a family member; etc.) impacts part or all of an entire family unit, the EAP benefit is available for all family members to use collectively in the initial stages of addressing the impact of that family event. The EAP sessions are intended to define a broader plan of action that includes all involved family members. In many situations that involve multiple family members, the variety of counseling and emotional support needs that exist oftentimes goes beyond the EAP benefit. When that is the case, our goal is to help all impacted family members utilize the EAP benefit in a collective fashion to help guide them towards additional support and counseling services, either individually or as a family.

V. Employee Participation

A policy of the EAP is that an employee's participation in the EAP will affect neither future employment nor advancement nor protect such employee from disciplinary action for continued substandard performance.

VI. Reporting

The Sand Creek Group, Ltd. will provide quarterly reports on program utilization.

No information on individual employees will be released outside of The Sand Creek Group without the written consent of the employee.

VII. Retainer Cost

The annual retainer charged by The Sand Creek Group, Ltd. for the employee services is as follows:

Number of employees:	78
Cost per employee:	\$17.00
Retainer Fee (if applicable): <75 employees	\$NA
Annual EAP Contract Cost:	\$1,326.00
Term of Contract: Start Date to End Date	September 1, 2016 to August 31, 2017

The Sand Creek Group, Ltd. will bill annually at the beginning of the contract year. We will request employee counts one month prior to billing.

VIII. Optional Services Pricing

See Appendix I for optional services pricing.

IV. Fee for Ongoing Counseling

Payment for any ongoing counseling services beyond the initial assessment screening will be the responsibility of the employee/family member.

X. Modification or Termination of Contract

This contract may be modified in writing at any time by the mutual consent of the parties.

Either City of Cloquet or The Sand Creek Group, Ltd. may cancel this agreement at any time upon 90 day notice, in writing, to the other party. City of Cloquet will be responsible for all fees of The Sand Creek Group, Ltd. and costs incurred by The Sand Creek Group, Ltd. Pursuant to this Agreement, through the date of termination.

XI. HIPAA Compliance

The Sand Creek Group, Ltd. has implemented and is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA, public law #104-191) and its amendments.

XII. Insurance

The Sand Creek Group, Ltd. shall maintain, throughout the term of this contract, professional liability and such other insurance as shall be sufficient to insure its obligations under this contract, and shall provide evidence of that insurance to City of Cloquet upon its request.

XIII. Indemnification

Each party shall indemnify and hold the other party harmless from and against any and all losses, claims, liability, damages, expenses or other obligations (including, without limitation, reasonable attorney’s fees) incurred by the other party and their respective officers, directors, employees, and other agents arising out of (a) the party’s negligence or intentional misconduct or omissions; or (b) party’s breach of this Agreement.

XIV. General

Neither party may assign this Agreement without the other party’s prior written consent. This Agreement is governed by the laws of the State of Minnesota. If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in full force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable. This Agreement contains the entire agreement and understanding of the parties concerning the subject matter of this Agreement.

City of Cloquet
James Barclay, Assistant City
Administrator

The Sand Creek Group, Ltd.
Gretchen M. Stein
President and CEO

Signature Date

Signature Date



Appendix I *Optional Service Pricing*

Service	Hourly Rate
Crisis Management	\$250.00
CISM Services	\$250.00 per counselor
Customized Training	Base price-Invoiced per line item
Direct Service (On-site)	\$250.00
Consultation and Development	\$100.00
Executive Coaching	\$250.00
Facilitated Group	\$250.00
Grief Group	\$250.00
Organizational Development Project	Base price-Invoiced per line item
Planning and preparation	\$100.00
Direct Service (On-site)	\$250.00
Materials	Invoiced at cost
Substance Abuse Professional (SAP) Assessment	Included
Follow Up	Included
Standard Training	\$250.00
Travel	\$75.00*

*Travel is billed for each bolded service and billed per diem for over-night stays, if appropriate.

Definition of Services

Crisis Management – Coordinating and consulting regarding a response to a traumatic event and necessary steps/procedures to ensure the appropriate response. This could happen via phone or on-site.

Critical Incident Stress Management (CISM) Services – Providing on-site critical incident response or coordinating an on-site response. This occurs when an incident is urgent and a timely response to the incident is critical. A minimum of two hours on-site is recommended.

Executive Coaching – Individual professional development services for an employee in collaboration with the individual’s manager.

Facilitated Group – Involves an intervention that is focused on dialogue and discussion among attendees. There may be some content, but the primary goal is group discussion revolving around the desired subject matter.

Grief Group – On-site response to a death in the workplace or related to the workplace. It would include coordinating an on-site clinician or offering grief related materials.

Organizational Development Project – An on-site intervention that may have a variety of components. It would involve approval from a decision maker in the company and up-front estimates of cost and process. It is often longer term in nature.

Training – This could be any content oriented presentation of any length. There may be discussion within the training, but the focus is based on communicating content.



CLOQUET POLICE DEPARTMENT

STEVEN K. STRACEK
Chief of Police

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

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Steven K. Stracek, Chief of Police
Reviewed by: Brian Fritsinger, City Administrator
Date: August 10, 2016

ITEM DESCRIPTION: Authorization to Lease Police Department Vehicles

Proposed Action

Staff recommends the City Council move to authorize the lease of one 2017 Ford Interceptor Utility Vehicle at the state bid price of \$24,930.72.

Background/Overview

Historically, the Police Department has purchased new vehicles to maintain the fleet. In 2012 and 2013, the department fleet numbered 13 vehicles. At that time the patrol division utilized 8 vehicles including 5 sedans and 3 all-wheel drive vehicles. The department also utilized 5 unmarked vehicles for administrative and investigative purposes. Currently, the department fleet has been reduced to 11 vehicles and the department has utilized all available vehicles year round.

As police patrol vehicles are often utilized 24 hours a day, 7 days per week, within 3 years, vehicles typically accumulate approximately 90,000 - 100,000 miles and need to be replaced. Police vehicles are used rigorously which results in increased maintenance costs for oil changes, brake, and transmission and suspension maintenance. We have learned that maintenance costs are significantly higher with an older fleet.

Our current fleet includes three Dodge Charger sedans. These vehicles have rear wheel drive and function reasonably in summer driving conditions but during winter months, the vehicles are not always suitable for significant snow events. Use of these vehicles in adverse snow conditions is sometimes challenging and can compromise the department's call response abilities. Additionally, maintenance needs increase when these vehicles are regularly used in these types of conditions. If we maintain the desired staffing of one-officer squads, the use of our all-wheel drive vehicles during the winter season is restricted to two to three officers and only occurs if all vehicles are in working conditions. Full staffing of 4-5 officers on each shift would force us to use sedans rather than all-wheel drive vehicles.

The department has researched options for maintaining a reliable and safe fleet of patrol vehicles. Recent trends in our region tend towards the use of all-wheel drive vehicles. Snowy weather, rough road conditions, and the potential for use in wooded/gravel terrains occur frequently. All wheel drive vehicles are manufactured to better hold up to these driving conditions as opposed to two wheel drive sedans. The department has identified the Ford Interceptor Utility Vehicle as the recommended vehicle to utilize as a patrol vehicle. Past concerns of SUV gas mileage have been mitigated through vehicle design. The 2013

To the Mayor and Council
Police Department Vehicle Lease
August 10, 2016
Page 2

Dodge Charger currently in use in the department has an EPA rating of 15 City and 23 Highway MPG. The Ford Interceptor Utility Vehicle has an EPA rating of 16 City and 21 Highway MPG.

Police vehicles are available for purchase and lease through the Minnesota Department of Administration Fleet and Surplus Service. The department has researched purchase versus lease options in an effort to determine the most financially feasible choice. The department has identified advantages to a 3 year lease rather purchasing the vehicle. Leasing vehicles allows the department to maintain a modern and mechanically reliable fleet.

The purchase price for a 2017 Ford Interceptor Utility Vehicle is \$27,690.95. The total lease cost for the 36 month term is \$24,930.72. The lease would cost the city \$2,760.23 less than a purchase. In the past, police vehicles no longer in service have been sold at auction. The last police SUV sold at auction in 2015 with a yield of \$3,553.00 to the city. The last police Ford Crown Victoria sedan sold at auction with a yield of \$2,154.00 to the city. The most recent average yield to the city for auctioned police vehicles is \$2,853.50.

Mileage accumulation on leased vehicles would be monitored by the department and restricted to the 90,000 mile limit in the 36 month term to avoid any overage fees. Installation of police equipment in leased vehicles is allowed and the vehicles would be delivered with some prewiring and equipment preparation already in place.

The department anticipates the biggest savings for the lease option in the area of vehicle maintenance costs. Currently the department pays for all maintenance and repairs of vehicles other than warranty work. All regular vehicle maintenance costs are included in the cost of the lease. This includes oil changes, brakes and all maintenance and repair work associated with regular use. Damages or repairs resulting from misuse or accidental damage would be the responsibility of the department. The only other maintenance cost to the department would be for the purchase of tires.

Policy Objectives

To maintain a safe and reliable fleet of department vehicles in order to deliver police service to the community.
To lease police vehicles at the State bid price or lower.

Financial Impacts

The current City of Cloquet Capital Plan recommends the replacement of police vehicles each year. This request includes the authorization to lease one vehicle and the costs associated with the installation and purchase of equipment in the squad in the amount of approximately \$10,000. This amount and the three year lease charge of \$24,930.72 would be applied to the 2016 Capital Plan Allowance of \$45,000.00.

Advisory Committee/Commission Action

None

Supporting Documents Attached

- 2016 Custom Rate Quote

Custom Rate Quote

Cloquet Police Department

Attn: Sgt. Carey Ferrell

2017 Ford Interceptor-Utility, FFV, 16/21 MPG

Base Price: \$25,962.95

Auxiliary Air Conditioning	17A	\$569.00
Dark Car Feature	43D	\$19.00
Dealer Silence Chime Tone for Key in Ignition	NO CHIME	\$130.00
DELETE CARPET Full Rubber Floor in Lieu of Carpeting		\$117.00
Delete: Left Side Mounted Spotlamp with Halogen Bulb	51Y	-\$200.00
Dome Lamp - 1st row (red/white)	STD/INC	
Engine Block Heater	STD/INC	
Global Lock/Unlock Feature	18D	\$0.00
Heated Mirrors, Non-BLIS	549	STD/INC
Hidden Rear Lock Plungers / Locks Inoperable	52P	\$150.00
Left Side Mounted Spotlamp with Whelen 8-Degree LED Bulb	51T	\$392.00
License Plate Bracket - Front	153	STD/INC
Rear Console Plate	85R	\$32.00
Rear Door Handles Inoperable / Locks Inoperable	68G	STD
Rearview Camera Display in Rear View Mirror	87R	\$0.00
Remote Keyless Entry Key Fob w/o Key Pad	595	\$243.00
SYNC Basic - Voice Activated Communication System	53M	\$276.00

Exterior Color: Shawdow Black

Total with Selected Options:

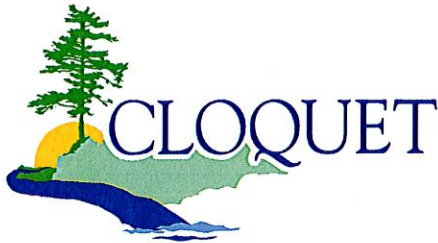
\$27,690.95 (Purchase Price from Nelson Auto)

Term	3 Year Lease	Daily
Total Miles	Monthly Rate	Rate
90,000	\$692.52	\$22.77

Note: Rates do not include fuel or insurance but includes maintenance less tires.



Police Interceptor image and graphics are only for reference only.



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 (B)
Date: August 10, 2016

ITEM DESCRIPTION: Awarding Bid for the Proposed Slate Street Sidewalk Improvement

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 16-65, A RESOLUTION AWARDED SLATE STREET SIDEWALK BID.**

Background/Overview

In 2014, the City applied for federal funding and was awarded 80 percent matching funds towards the extension of a new sidewalk from Sunnyside Park east along the north side of Slate Street to Jackson Avenue.

A public hearing on the proposed improvement was held before the City Council on February 2, 2016. At the conclusion of the hearing a resolution was passed ordering the improvement and directing the City Engineer to solicit bids for the project. Bids were authorized by MnDOT beginning June 30th and were received and opened on July 21st. Two bids were received as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Stack Brothers, Inc.	\$ 187,486.58
KTM Paving, Inc.	215,755.74
Engineer's Estimate	\$ 143,050.00

The proposed improvements were included as part of the City's 5-Year Capital Improvement Program (CIP) and approved budget for 2016 however the initial grant award was only for \$113,000 or 80% of the initial project estimate. MnDOT has now agreed to match 80% of low bid amount (\$149,989).

Policy Objectives

To advance proposed capital improvement projects in accordance with State law.

To Mayor and Council
Slate Street Sidewalk Bid Award
August 10, 2016
Page 2

Financial/Budget/Grant Considerations

The approved 2016 CIP and budget include a local cost share for this project of \$40,000 from the general tax levy. With MnDOT's agreement to increase the grant award to \$149,989, the project is within budget.

Advisory Committee/Commission Action

N/A.

Supporting Documentation Attached

- Resolution No. 16-65
- Bid Tabulation

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

RESOLUTION NO. 16-65

**A RESOLUTION AWARDED
SLATE STREET SIDEWALK BID**

WHEREAS, The City of Cloquet, as the local road authority, applied for and received federal funding through the Safe Routes to School Program to construct a new sidewalk from Churchill School through Sunnyside Park and east along Slate Street to Jackson Avenue; and

WHEREAS, A public hearing was held on February 2, 2016 at which time all persons desiring to be heard were given an opportunity to be heard thereon and the City Council ordered the improvement; and

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

<u>Bidder</u>	<u>Bid Amount</u>
Stack Brothers, Inc.	\$187,486.58
KTM Paving, Inc.	\$215,755.74

AND WHEREAS, The apparent low bid from Stack Brothers, 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 Stack Brothers, Inc. in the amount of \$187,486.58 is hereby accepted.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 16th DAY OF AUGUST, 2016.**

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

Slate Street Sidewalk

**Cloquet City Project No. 1041
S.P. 112-591-001**

Bid Tabulation

BID LETTING DATE: Thursday, July 21 2016

RECOMMEND AWARD TO: Stack Bros., Inc.
3119 Hill Avenue
Superior, WI 54880

BID TABULATION SUMMARY

City of Cloquet, Minnesota

Bidder

Stack Bros., Inc.
KTM Paving, Inc.

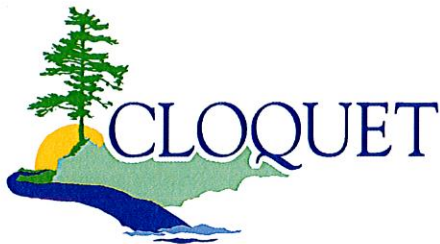
Total Bids

\$ 187,486.58
215,755.74

Engineer's Estimate

\$ 143,049.50

<u>CONTRACT ITEM</u>	<u>UNIT</u>	<u>QUANT.</u>	<u>ENGINEERS ESTIMATE</u>		<u>Stack Bros., Inc.</u>		<u>KTM Paving, Inc.</u>		
			<u>UNIT</u>	<u>BID</u>	<u>AMOUNT</u>	<u>UNIT</u>	<u>BID</u>	<u>AMOUNT</u>	<u>UNIT</u>
MOBILIZATION	LUMP SUM	1	\$	5,000.00	5,000.00	17,000.00	17,000.00	7,787.37	7,787.37
CLEARING	TREE	3	\$	250.00	750.00	810.00	2,430.00	359.01	1,077.03
GRUBBING	TREE	3	\$	200.00	600.00	700.00	2,100.00	455.54	1,366.62
REMOVE CURB & GUTTER	LIN. FT.	493	\$	3.00	1,479.00	1.50	739.50	4.67	2,302.31
REMOVE BITUMINOUS PAVEMENT	SQ. YD.	314	\$	3.00	942.00	7.42	2,329.88	18.07	5,673.98
REMOVE CONCRETE PAVEMENT	SQ. YD.	215	\$	12.50	2,687.50	7.42	1,595.30	12.37	2,659.55
REMOVE SIDEWALK	SQ. FT.	192	\$	2.00	384.00	1.00	192.00	5.65	1,084.80
SAWING CONCRETE PAVEMENT	LIN. FT.	92	\$	5.00	460.00	3.60	331.20	4.57	420.44
SAWING BITUMINOUS PAVEMENT	LIN. FT.	336	\$	2.00	672.00	3.60	1,209.60	2.01	675.36
BITUMINOUS MATERIAL FOR TACK COAT	GALLON	14	\$	3.00	42.00	85.00	1,190.00	18.12	253.68
TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	38	\$	120.00	4,560.00	176.00	6,688.00	202.74	7,704.12
4" TP PIPE DRAIN	LIN. FT.	20	\$	10.00	200.00	14.00	280.00	18.97	379.40
4" CONCRETE WALK	SQ. FT.	16741	\$	5.00	83,705.00	4.75	79,519.75	6.40	107,142.40
6" CONCRETE WALK	SQ. FT.	416	\$	7.00	2,912.00	6.60	2,745.60	9.35	3,889.60
CONCRETE CURB & GUTTER DESIGN S524	LIN. FT.	337	\$	15.00	5,055.00	45.00	15,165.00	48.67	16,401.79
CONCRETE CURB & GUTTER DESIGN B624	LIN. FT.	151	\$	15.00	2,265.00	48.00	7,248.00	59.14	8,930.14
6" CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	285	\$	45.00	12,825.00	60.00	17,100.00	82.28	23,449.80
TRUNCATED DOMES	SQ. FT.	96	\$	30.00	2,880.00	40.00	3,840.00	42.62	4,091.52
RELOCATE MAIL BOX SUPPORT	EACH	15	\$	25.00	375.00	100.00	1,500.00	98.27	1,474.05
RELOCATE MAIL BOX	EACH	15	\$	10.00	150.00	100.00	1,500.00	67.82	1,017.30
TRAFFIC CONTROL	LUMP SUM	1	\$	1,000.00	1,000.00	1,650.00	1,650.00	1,255.84	1,255.84
STORM DRAIN INLET PROTECTION	EACH	7	\$	125.00	875.00	175.00	1,225.00	173.98	1,217.86
FERTILIZER TYPE 3	POUND	21	\$	2.00	42.00	4.75	99.75	2.30	48.30
COMMON TOPSOIL BORROW (LV)	CU. YD.	201	\$	25.00	5,025.00	35.00	7,035.00	21.34	4,289.34
SEEDING	ACRE	0.06	\$	2,000.00	120.00	8,000.00	480.00	2,301.00	138.06
SEED MIXTURE 25-151	POUND	8	\$	5.00	40.00	37.50	300.00	11.51	92.08
SODDING TYPE LAWN	SQ. YD.	1040	\$	3.00	3,120.00	8.00	8,320.00	5.91	6,146.40
EROSION CONTROL BLANKETS CATEGORY 3	SQ. YD.	278	\$	3.00	834.00	3.50	973.00	2.30	639.40
CROSSWALK EPOXY	SQ. FT.	270	\$	15.00	4,050.00	10.00	2,700.00	15.36	4,147.20
					\$ 143,049.50		\$ 187,486.58		\$ 215,755.74
					ENGINEERS ESTIMATE		Stack Bros., Inc.		KTM Paving, Inc.



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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: August 9, 2016

A handwritten signature in blue ink, appearing to be "BF", is written over the name "Brian Fritsinger, City Administrator".

ITEM DESCRIPTION: Utility Extension Study

Proposed Action

Staff recommends the City Council move to award a contract to SEH Inc. for completion of a utility extension study in the amount of \$58,735.

Background/Overview

The Comprehensive Plan, identifies a number of sanitary sewer and water utility extensions beyond the current utility service boundary into existing rural residential areas. The potential improvements would serve existing homes as well as promote future development.

Previous discussions with the City Council have indicated support for further consideration of these potential improvements. With new funding sources now available such as sales tax revenues and landfill host fees, the City may have window of increased opportunity to feasibly fund such projects if they are deemed a priority. The effort is further supported by the existing Park Master Plan and Capital Improvement Plan which call for the extension of watermain south to Braun Park. In order to accurately predict potential return on investment, the feasibility and need for each major utility extension must first be studied.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

The approved 2016 budget includes \$30,000 from the Water and Sanitary Sewer Utilities for completion of this study.

Advisory Committee/Commission Action

N/A.

Supporting Documentation Attached

- SEH Inc. Proposal



Building a Better World
for All of Us®

August 2, 2016

RE: Cloquet Utility Extension Study
Cloquet, Minnesota
SEH No. CLOQU P-134302

Mr. Caleb Peterson
City Engineer
City of Cloquet
1307 Cloquet Avenue
Cloquet, MN 55720

Dear Mr. Peterson:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal for the Cloquet Utility Extension Study. This proposal is based on conversations with City staff, review of documents provided by the City, and our knowledge of the area from previous work.

Project Overview

We understand the City would like to examine a number of areas within the City limits that are currently not served by the municipal sewer and/or water utility systems. In order to achieve this, the City is seeking assistance to complete a study on the feasibility of extending municipal sewer and water service to the selected portions of the City as shown in the attached map. The following Work Plan and Fee Estimate is based on this understanding.

Work Plan

Task 1 Review Land Use & Determine Existing and Proposed Flows

A. Work Task

1. Assemble information applicable to proposed Study Areas.
2. Review the City's Comprehensive Plan's existing land use and zoning maps applicable to the proposed study area.
3. Work with City staff to identify and incorporate any study area updates (existing or proposed) to the City's 2007 land use and zoning maps.
4. Develop projections on potential land use and ultimate build-out densities in study area.
5. Based on land use, zoning, platting, and geographical constraints estimate potential in-fill and build-out locations and densities.
6. Estimate potential study area platting and street configurations, and utility routings.
7. Based on land use, zoning and estimates of build-out density, estimate water consumption rates and sanitary sewer flow generation from study areas.

B. City's Responsibility

1. Assemble and provide access to information applicable to the Study Areas. This may include but is not limited to the following:
 - i. Mapping
 - a. Base maps
 - b. Zoning
 - c. Land use
 - d. Ordinances for land use
 - e. Street right-of-way layouts

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, Duluth, MN 55802-1512

SEH is an equal opportunity employer | www.sehinc.com | 218.279.3000 | 888.722.0547 | 888.908.8166 fax

- f. Lot and parcel layouts
 - g. 2-foot contour mapping
 - h. Utilities (sanitary sewer, storm sewer, watermain, lift stations)
 - i. Locations and ages of well and septic tank use in the study areas.
 - j. Locations of previous residential requests for public utilities.
 - k. Locations of failing wells and septic systems.
 - i. Comparisons of property values of properties on public versus private utilities.
 - ii. Comprehensive Plan.
 - iii. Proposed plats or redevelopment site plans (as available).
 - iv. Proposed roadway or infrastructure improvements (as available).
 - v. Public or private well records (as available) to determine geologic formations of bed rock and other construction impacts.
 - vi. Previous geotechnical reports from study area construction (as available or known).
 - vii. Current utility (water & sanitary sewer) models, hydraulics, as-built drawings, and system capacity studies.
 - viii. Information on lift station capacities serving the study areas.
 - 2. Attend work session with consultant to review accuracy of existing mapping and any proposed or pending changes.
- C. Deliverables**
- 1. Technical memo outlining build-out density and utility routing options.

Task 2 Review Existing Infrastructure Capacity

A. Work Tasks

- 1. Review the existing sanitary and water main infrastructure connection points and ability to serve the study areas defined in Task 1 of the project.
- 2. Using available sanitary and watermain utility data (provided by the City) on pipe sizes, locations and service areas, evaluate existing utilities trunk line capacity to serve the study area connection points. This might also include an evaluation of the existing City-owned sanitary sewer lift stations and storage facilities. The evaluation of the lift stations and potable water storage facilities will be for name plate capacity and compliance with 10 States Standards only and unless authorized as an additional service, this evaluation will not include an in depth study of current lift station or reservoir condition and service life.
- 3. Review of the 2009 Water System study report and water model. NOTE: This scope includes a review of the model results only. Updates to the modeling (if needed) may be processed as an amendment to the scope and fee if required. This model may require edits based on possible updates to land use assumptions as refined in Task 1 or possibly other factors such as the City re-consideration of alternative options to their pumping and/or reservoir. Review City's Fire Service map for flow and pressure deficiencies if not identified in 2009 Water System study.

B. Deliverables

- 1. Develop potential service area map identifying locations of connections, boundary of service areas, utility corridors, flows and demand.
- 2. Identify service deficiencies and upgrade needs.

Task 3 Develop Recommendations for Infrastructure Improvements

A. Work Tasks

- 1. Review proposed utility routings identified in Task 2 and compare to City's existing Capital Improvement Plan (CIP).
 - i. Sanitary sewer system analysis will take into account service area boundaries, utility routing alternatives, potential for a gravity flow system, potential needs and locations of future lift stations,

construction constraints such as rock, wetlands, and topography, sequencing, phasing, and estimated construction costs. Alternatives to a gravity system such as Septic Tank Effluent Discharge (STEP) and/or Grinder Pump systems will be evaluated as needed which may allow for residents to maintain portions of the existing onsite systems.

- ii. Evaluation of extensions for the water system will generally consider the service areas, trunk line routings, and storage and treatment needs identified in Task 2 with regard to review of the 2009 Water System plan.

B. Deliverables

1. Map from Task 3 identifying service areas, service alternatives and potential phasing.

Task 4 Determine Costs & Cost Recovery Options

A. Work Tasks

1. Evaluate the overall costs of the proposed improvements by service area and determine the phasing plan for implementation of these improvements. (i.e. for the area south of Interstate 35, it is anticipated that there will be three phases of cost estimates completed to evaluate the return on investment (ROI) for each phase. For other areas, it is anticipated one estimate will be completed for each area.
2. Evaluate the number of additional buildable lots which may be created and served in each of the service areas.
3. Identify the type and value of the private development which may be created with the addition of public utilities and infrastructure, and the increased development and density allowed for because of the addition of public utilities.
4. Identify the potential value of the tax base which may be generated with the expansion of the public utility service areas. This may include estimates of increased market values of properties on public utilities.
5. Work session with City staff to review acceptable cost recovery alternatives for consideration
6. Identify the cost recovery options (i.e. assessments, property taxes, service charges) which may be used to offset the costs of service extension to existing and new parcels within the utility extensions service areas.
7. Identify a process that would consider approaches for recognizing lots with existing onsite systems of wells and/or septic tanks. (i.e. buy-in or connection amnesty period, reduced or eliminated connection fees for compliance with an accelerated connection period)
8. Create an economic model comparison by service area that would allow the City to make a Go/No Go decision based on the comparison of project costs versus return-on-investment.
9. Provide a summary of any available funding that the City may tap into to offset the project costs.

B. Deliverables

1. Summary Table by service area identifying assumptions, service options and routings, phasing, cost, cost recovery options, ROI and suggestions on potential funding assistance sources to offset cost.

Task 5 Final Report

A. Work Tasks

1. The final report will summarize the findings of the study including a narrative describing the study assumptions, objectives and approaches, the findings of fact and observations, and the accompanying supporting data needed to describe the justification for the City Council's decision.

B. Deliverables

1. Final Report in Word format.

- i. This study will be prepared in a manner suitable for presentation to others such as the City Council.

Task 6 Work Session with Council

- A. Participate in a work session with Council to review the report findings.

Additional Services (if requested by City as additional scope of work)

We have identified tasks below that, although beyond those identified in the work plan above, may be determined by the City to be helpful for implementation and/or funding considerations. These tasks are not currently within the scope due to the uncertain nature of the study's ultimate findings but may be added and/or modified as needed based on the study results. It is our assumption that if such tasks were desired, SEH and the City would reach agreement on scope and budget before the work would begin.

1. Update the water model to reflect the needs and findings of the study. It is not known if there are any changes needed within the current model that will be require consideration by the study. If any updates, clarifications or corrections are needed after the study SEH will work with City staff to determine the best approach for these updates. (Scope and fee would be agreed to in advance.)
2. Prepare and conduct property owner's questionnaire soliciting level of interest in public services and/or rate tolerance. (Fee of \$2,500.) It is assumed the City would issue the mailings.
3. Meetings with study area property owners to discuss the levels of rate structure tolerance held by the study area property owners. (Scope and fee would be agreed to in advance.)
4. Conduct public open house to present report details and solicit public input. (Fee of \$1500.)
5. Prepare an appendix to the City's Comprehensive Plan to include the Final Report recommendations on the scope and phasing of proposed improvements. (Scope and fee would be agreed to in advance.)
6. Incorporate study findings into the City's CIP. (Scope and fee would be agreed to in advance.)
7. Assistance in determining specific lot split options for specific properties with questions. (Scope and fee would be agreed to in advance.)
8. Detailed assistance in looking into Regional, State, and Federal funding assistance programs (i.e. applications, final report modifications to meet agency formatting, etc.) (Scope and fee would be agreed to in advance.)
9. Field surveys to refine topographic maps and information provided by City, and refine property and right-of-way boundaries. (Scope and fee would be agreed to in advance.)
10. Printing of reports and supporting documents to support requests by property owners and other stakeholders. (\$150 per cop.)

Schedule

We will begin work upon execution of a contract. We have outlined below some critical milestones and tentative dates. These dates can be adjusted to meet the scheduled needs of the City.

Execution of contract	August 2016
Memorandum and mapping regarding land use	September 2016
Evaluation of existing infrastructure deliverable	October 2016
Recommendations for proposed infrastructure & alternatives	November 2016
Cost estimates tabulated	December 2016
Final report	Spring 2017
Present findings to City Council during work session	Spring 2017

Fee Estimate

We propose a total fee of \$58,735.00 to complete our services which would be billed on a LUMP SUM basis. Additional requested services authorized by the City would amend this total.

Team Assignments

Role	Name	Experience	Estimated hours
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Project Principal	Michael Kraemer	42 years	18 Hours
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Mike will be responsible for coordination with the City on project contracting & delivery, study area service considerations, financing, rate, and connection fee option considerations and Final Report QA/QC. Mike has served the City in various roles ranging from Project Manager, Designer, and Project Principal on a variety of projects beginning with the Cloquet Avenue Project in 1996.

Project Manager	Dan Hinzmann, PE	8 years	126 Hours
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Dan will serve as Project Manager, responsible for technical coordination with the City on project specific tasks, information assembly, coordinating study team efforts, managing schedules and budgets, managing the utility extension routing and sizing, and Final Report development. Dan has been serving the City of Cloquet for several years on a number of projects including the recent park reconstruction projects and assistance with the ongoing 3rd Street reconstruction project.

Sanitary Sewer Evaluation	Mike Ostendorf, PE	8 years	92 Hours
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Mike is a Project Engineer with SEH specializing in hydraulic conveyance projects for large sanitary sewer and storm sewer systems. Mike will be responsible for leading the efforts related to evaluating and modeling the existing gravity sanitary sewer system identifying potential sewer service flow generation, sewer trunk line routing options and construction cost estimates.

Water System Evaluation	Chad Katzenberger, PE	12 years	55 Hours
--------------------------------	------------------------------	-----------------	-----------------

Chad is a Project Engineer SEH working in the Water Services Group. Chad has garnered extensive waterworks experience while completing a variety of municipal projects. Chad will be responsible for leading efforts related to evaluating the existing water system and model, potential domestic water and fire flow demands, system capabilities and restrictions, water service line routing options and construction cost estimates.

GIS Analyst / Designer	Rose Henkel, EIT	3 years	184 Hours
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Rose will be responsible for mapping, report graphics, and figures.

Project Experience

Project Title	Client
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East Side Utilities Study	City of Rosemount
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Pending development in the eastern half of the City of Rosemount provided a unique opportunity to "open up" over 9,000 acres of previously undeveloped area to development by extending sanitary sewer, municipal water, and storm sewer utilities into the area. Previous studies had provided a basic conceptual framework for trunk utilities into eastern Rosemount. SEH worked with City planning and engineering staff to prepare a plan for orderly extension of municipal utilities to support ultimate development of the east side, while providing cost effective solutions for immediate development needs. The sanitary sewer system was designed to minimize lift stations, while at the same time providing a trunk sewer system that minimized excessive sewer depth, and provide a limited number of connections to the MCES Interceptor System. The municipal water system design created a new pressure zone to provide acceptable pressures throughout the service area, and optimizing supply, treatment and storage facilities.

Water and Sewer Comprehensive Plan Development	City of Northfield
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SEH was retained by the City of Northfield to develop a comprehensive plan for water and sanitary sewer extension for a five and twenty year capital improvement plan. The plan addressed and identified concerns in their existing utilities and developed a plan for future growth. Individual system-wide water and sanitary sewer hydraulic models were used to determine existing and future wastewater flow

estimates based on current and future land use and the evaluation of the hydraulic capacity of the collection system.

Comprehensive Sanitary Sewer System Plan

City of Coon Rapids

SEH delivered a five (5) part study of the City of Coon Rapids' Sanitary Sewer System which included a prioritized five year capital improvement plan to address identified system needs. The key components of the study included a community planning overview, system inventory and capacity analysis, comprehensive evaluation of system needs, development of an operation and maintenance plan and capital improvement plan.

Water System Comprehensive Plan

City of Anoka

This work included creation of a water system master plan for the City of Anoka. This included recommendations for the renovation of Wells 1 and 2 and Water Treatment Plants 1 and 2, and also recommendations for water system operation to maintain compliance with MDH radium standards

Central Business District Utility Study

City of Superior

This project included study of an existing storm and sanitary system within a 765-acre area to determine the most cost-effective implementation of a storm sewer system to reduce the loading upon the existing combined sanitary and storm system. This project has been highly effective in leveraging funds from the Department of Transportation in order to better serve the overall area with an established improvement plan for the existing and proposed utilities in the area.

We would be happy to discuss this proposal with you in detail. Our entire team looks forward serving the City in the preparation of this intriguing study of the feasibility of extending public services to potential development areas of the City.

If this proposal meets your approval, we will forward a contract. If you have any questions, please contact Dan Hinzmann at 218.279.3034 / dhinzmann@sehinc.com or Michael Kraemer at 651.490.2101 / mkraemer@sehinc.com.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Dan Hinzmann, PE
Project Manager

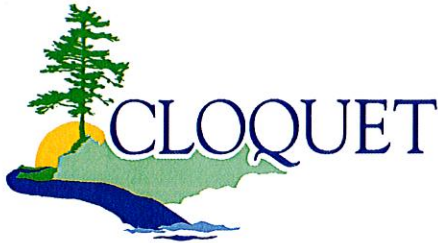


Michael Kraemer, PE
Project Principal

sa

Attachment


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DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue; Cloquet, MN 55720
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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: August 9, 2016

ITEM DESCRIPTION: Lake Superior Waterline – Materials Purchase

Proposed Action

Staff recommends the City Council move to approve the purchase of inventory materials for the Lake Superior Waterline System in the amount of \$55,832 from American DIP and Forterra.

Background/Overview

Every few years Public Works must place an order for 36" Ductile Iron Pipe and associated fittings for use in leak repairs on the Lake Superior Waterline. Since materials of this size are not readily available, it necessary for us to maintain an inventory of critical repair materials for this system.

Staff solicited quotes for the required materials and received the following:

36" DIP (160 Lineal Feet)

American DIP	\$22,752.00
MN Pipe & Equip	\$23,059.20

36" Concrete to DIP Adaptors (8 Total)

Forterra	\$33,080.00
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Currently, Forterra is only manufacturer staff has been able to locate of the adaptors required to transition from the existing Concrete to Ductile Iron Pipe.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

All materials stock for this system is charged to the Lake Superior Waterline Utility Fund.

Advisory Committee/Commission Action

N/A.

Supporting Documentation Attached

- Material Quotations



Joe Zauner
Minneapolis District Sales Office
 21695 Highview Avenue
 Lakeville, MN 55044

Phone: 952-469-1100
 Fax: 205-307-3950
 Email: jzauner@american-usa.com

PROJECT NO:
PROJECT: 36" DIP for City of Cloquet
LOCATION: Cloquet, MN
BID DATE: 8/2/2016

QUOTATION

<u>QTY</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>SPEC</u>	<u>TOT. WT.</u>	<u>Unit \$</u>	<u>Total \$</u>
NOTES: PIPE: A: CLASS 250 B: CEMENT LINED C: ASPHALTIC COATED D: SBR GASKETS						
36" CLASS 250 DIP						
160	FT	36" FST x FSTPE PIPE CL-250 20'0-1/2"	DCL-ASP	28,816	\$142.20	\$22,752.00
36" CLASS 250 DIP Summary				28,816 LBS		\$22,752.00
			160 LF @		\$142.20 PER FT	
Total Quote Summary				28,816 LBS.		\$22,752.00

Due to continuing volatility in the price of raw materials, energy, and transportation costs, ductile iron pipe prices cannot be held firm for a period of more than 60 days from the date of quotation. Orders, releases, and/or shipments placed or made after the 60 day period will be subject to a 5% price increase. Open orders remaining after 90 days will either be cancelled or re-quoted using the prices in effect at the time of release for shipment.

All ACIPCO
 Terms and Conditions Apply
 Drawing Charge \$800 / Sheet
 Unless Otherwise Stated

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O

CLOQUET, CITY OF
1307 CLOQUET AVE
CLOQUET, MN

55720

F
R
O
M

MINNESOTA PIPE & EQUIP
P.O. BOX 249
PH (651) 463-6090
FAX (651) 463-4554
FARMINGTON, MN
55024-0249

Telephone: 800-325-5636

FAX COPY

QUOTATION

7/28/16

Bid ID: 5054321 36" DUCTILE PIPE

Page 1

Line No.	Qty Ordered	Sell Per	Description	Price Per	Net Price	Extended Price
	144	LF	36" PC 250 SJ DIP W/GKT LEAD TIME = 2-3 WEEKS		144.12	20,753.28
			ALTERNATE			
	18	FT	36" CLASS 52 SJ DIP W/ GKT LEAD TIME = 3-5 DAYS		158.26	2,848.68
	1	C	ALL PRICES QUOTED ARE VALID ONLY IF ORDERED WITHIN 15 DAYS OF QUOTATION DATE. *****			
	1	C	THE ABOVE QUOTE WAS COMPLETED WITHOUT THE ENGINEER'S PLANS AND SPECIFICATIONS. FINAL MATERIAL TYPES AND QUANTITIES WILL BE DETERMINED BY THE CONTRACTOR PRIOR TO SHIPPING. MINNESOTA PIPE WILL NOT BE RESPONSIBLE FOR ANY DEVIATION BETWEEN ENGINEER SPECIFICATION AND MATERIALS QUOTED.			
Subtotal:						23,601.96
Tax:						.00
Bid Total:						23,601.96

Material Quotation

Quote Number: PS16-709

Date: 08/03/16

I. FORTERRA FURNISHED MATERIALS AND/OR SERVICES

We propose to furnish the following Pressure Pipe materials and/or services in accordance with applicable AWWA Standard, at the prices and conditions listed below:

Item No.	Description	Qty	Unit Price	Extended Price
1	36" L301 Spigot x MJ Spigot Adapter	1	\$ 4,135.00	\$ 4,135.00
2	36" L301 Bell x MJ Spigot Adapter	1	\$ 4,135.00	\$ 4,135.00
3	Shipping and Handling	1	\$ 810.00	\$ 810.00
	Field Service Assistance - rate sheet attached			\$ -
Subtotal				\$9,080.00

Material Delivery Terms:

- 1) DIP mechanical accessories are not included with this quote
- 2) Pricing includes one Laying Gasket and one Grout Diaper per Forterra joint
- 3) **Freight: FOB Forterra Facility**
- 4) **Delivery:** Based on the current production schedule the estimated delivery would be 7-9 weeks from receipt of PO, Job Information sheet and approved drawings.
Adjustments to the estimated delivery may need to be made due to the production schedule at the time of placing an order

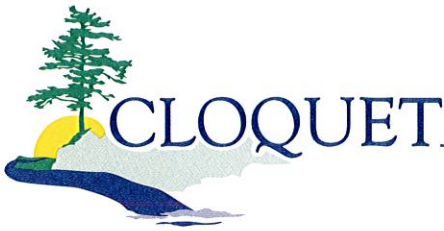
II. SPECIAL NOTES PERTAINING TO PRICES QUOTED

The following notes are a condition of the pricing quoted herein:

- 1 Prices are firm for 30 days from the date of this quote
- 2 A cancellation charge applies if the order is cancelled. Materials are not eligible for return and credit unless specifically authorized by Forterra.
- 3 Notify Forterra ASAP if Pipeline Service assistance is required on site.

III. FORTERRA ATTACHMENTS PROVIDED WITH THIS QUOTATION


Form or Attach. #	Document	Required & Return*
	- Job Information Sheet	*
	- Submittal Drawing	*



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: August 10, 2016

ITEM DESCRIPTION: Charitable Gambling Ordinance Amendments

Proposed Action

Staff recommends that the City Council move to adopt **ORDINANCE NO. 458A, AN ORDINANCE AMENDING SECTION 6.7 OF THE MUNICIPAL CODE AS IT RELATES TO THE REGULATION AND LICENSING OF GAMBLING.**

Background/Overview

Under Minnesota Statute the City is provided authority to regulate lawful gambling. The City currently does so as defined under Section 6.7 of City Code.

During the most recent legislative session, under the laws of Minnesota, Chapter 139, the legislative made several changes to lawful gambling. One of the specific changes that impacts Cloquet is M.S. Section 349.213, subd.1. Under this section, if the City requires gambling organizations to contribute 10 percent of their profits to the City for charitable purposes, then the City must acknowledge the financial contributions of organizations conducting lawful gambling to the community and to the recipient of the funds. Thus, the proposed addition of language as shown in the attached ordinance.

In addition, in reviewing the Code, staff has noted that our language does not meet statutory requirements under our trade area definition. The City currently requires licensed organizations to expend 70% of its quarterly expenditures with our trade area defined as the Cities of Cloquet and Scanlon. Under M.S. 349.213 Subd. 1(g), the trade area must include any cities and townships contiguous to our boundaries. As a result, the townships of Brevator, Thomson, Twin Lakes and Perch Lake must be added.

Finally, the City has the legal discretion to identify the total amount of its quarterly expenditures that must be spent within the trade area. Currently, City Code requires 70% of expenditures to be made within the trade area. With the broadening of the trade area definition, the Council may wish to discuss an increase to this percentage to insure that proceeds are being spent within the community.

Policy Objectives

As noted, lawful gambling and charitable gambling specifically are controlled by Minnesota Law Chapter 349 and City Code Section 6.7.

Financial/Budget/Grant Considerations

The impact of the trade area definition change may result in a dilution or reduction of monies contributed to eligible Cloquet organizations. Should the City Council amend the contribution percentage, the City itself will see no direct financial change.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Ordinance No. 458A

ORDINANCE NO. 458A

AN ORDINANCE AMENDING SECTION 6.7
OF THE CITY CODE AS IT RELATES TO THE
REGULATION AND LICENSING OF GAMBLING

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

Section 1. That Section 6.7.03 Subdivision 1, and Sub-Sections A and B be amended to read as follows:

6.7.03 General Requirements, Expenditures.

Subd. 1 Required Expenditures. A licensed organization conducting lawful gambling within the City limits shall expend 70% of its quarterly expenditures for lawful purposes on lawful purposes conducted or located within the City's trade area.

A. Trade Area Defined. For purposes of this section, the City's trade area shall be defined as set forth in Minnesota Statutes § 349.213 Subd. 1(g) which will include the city limits of the City of Cloquet, the City of Scanlon, and the Townships of Brevator, Thomson, Twin Lakes, and Perch Lake.

B. Required Donation. Ten percent (10%) of the net profits from the operation of gambling equipment in the City by charitable organizations shall be donated to the City. The intent of the City shall be to utilize the monies donated under this Section to fund any permissible public health, safety or welfare purpose deemed proper by the Council. The donation from monthly profits from the licensee shall be made in a check payable to the City of Cloquet and delivered to the City Administrator on or before the last day of the following month. This donation shall be included in the computation of the 70% required expenditures. All donations required to be paid to the City will be acknowledged by the City and any entities receiving funds paid to the City will be advised of the source of the funds comprising the donation.

Section 2. Effective Date. This ordinance shall take effect and be in force from and after its passage and publication in accordance with law.

Passed this 16th day of August, 2016.

CITY OF CLOQUET

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator


Published this _____ day of _____, 2016.



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: August 11, 2016

ITEM DESCRIPTION: Coalition of Greater Minnesota Cities Membership

Proposed Action

Staff recommends the City Council move to approve the City's membership renewal with the Coalition of Greater Minnesota Cities for 2017.

Background/Overview

The City of Cloquet renewed its membership with the CGMC in 2008 and has remained a member since that time. The CGMC is a non-profit, non-partisan advocacy organization representing 85 cities outside of the Twin Cities metropolitan area. The Coalition also educates legislators about issues important to Greater Minnesota. Attached the Council will find correspondence related to the accomplishments of the Coalition.

As its last meeting, the City Council met with a representative of the Coalition, Bradley Peterson. Mr. Peterson presented an overview of the accomplishments mentioned above. At the conclusion of that discussion, while discussing the 2017 budget, several comments regarding the City's continued involvement and benefit were made. As a result, prior to reviewing, staff is looking to the Council for its support of the renewal.

The City's direct involvement in the Coalition has varied over the years, subject to interest of our elected officials. The work of the CGMC is similar in many ways to certain services received from the League of Minnesota Cities. However, critical differences do exist related to the type of representation (urban vs. rural), focus on lobbying and LGA advocacy versus broader city issue specific advice.

Policy Objectives

The City's membership in the CGMC provides the City with indirect lobbying expertise during the legislative session. The Coalition also advocates on behalf of issues of specific interest of the City of Cloquet including labor law and wage/benefit matters.

Financial/Budget/Grant Considerations

Membership fees for 2017 are proposed at \$18,805. This is a slight increase from 2016's membership of \$17,095. The City has not historically contributed the suggested voluntary assessments. This compares to the City's membership fees in the League of Minnesota Cities of \$10,951 for this past year. Both of these memberships were included in the 2016 Operating Budget.

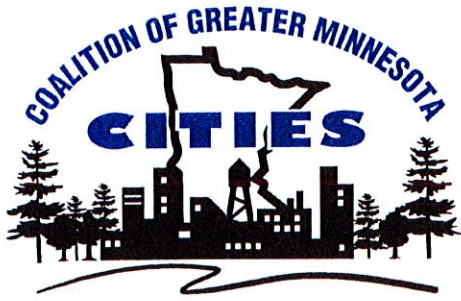
To Mayor and Council
Coalition of Greater Minnesota Membership
August 11, 2016
Page 2

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- August 5, 2016 letter and dues statement



Dedicated to a Strong Greater Minnesota

August 5, 2016

Mayor Dave Hallback
City of Cloquet
1307 Cloquet Ave.
Cloquet, MN 55720-1656

Dear Mayor Hallback,

I am honored to have been elected president of the Coalition of Greater Minnesota Cities (CGMC) for the upcoming year. As I look forward to leading the CGMC, I want to extend a word of thanks and appreciation to our outgoing president, Le Sueur Mayor Robert Broeder, for his strong leadership over the past year.

This year's quick, 10-week legislative session proved to be a rollercoaster ride with a disappointing ending. However, despite our state's failure to pass bills on taxes, bonding and transportation, the CGMC had several accomplishments that leave us well-positioned for success in a special session (if there is one) or in the next regular session:

- We fought hard against opposition in the House to garner support for an increase in funding for Local Government Aid. Due to the efforts of CGMC members and staff, the final tax bill included a \$20 million LGA increase.
- Our advocacy work in regards to new water quality regulations that are being imposed on cities led to the inclusion of \$133.5 million for clean water infrastructure grant and loan programs in the bonding bill.
- We continued to advocate for funding for the successful Greater Minnesota Business Development Public Infrastructure (BDPI) Grant Program, which was funded at \$12 million in the bonding bill.
- We insisted that funding for Greater Minnesota highways and city streets are crucial components of any transportation package. Although there was not a comprehensive transportation bill, the final bonding bill included \$199.5 million for Corridors of Commerce and \$100.5 million in transportation funding dedicated in part for city streets.

While frustrated with the outcome of the legislative session, I am proud of the work the CGMC did over the past year to advance Greater Minnesota priorities. By meeting with legislators in our communities and at the Capitol, attending CGMC "lobby day" events and conferences, engaging the local media, responding to "action alerts" and other advocacy work, we succeeded in getting the Governor and legislators to pay attention to Greater Minnesota issues and address them in key legislation. The work we did this year will pay off for years to come.

Looking to the future

Although we are poised for success, now is not the time to back off when it comes to fighting for Greater Minnesota's needs. The next 12 months are critical – the entire Minnesota House and Senate are up for election, the Legislature is supposed to pass a new budget, and of course there is plenty of unfinished business from 2016. That means it is more important than ever that Greater Minnesota cities continue to work together to achieve our common goals.

As we look to next year, I want to explain the two separate invoices that are included with this letter:

Invoice for General Dues – This invoice indicates the cost of your city's CGMC membership for 2016-2017. At the CGMC Summer Conference in July, the membership voted to include a 4.75% surcharge on dues to build an Environmental Action Fund to pay for an enhanced environmental program to help cities deal with the onslaught of new and proposed environmental regulations.

Invoice for Voluntary Assessment – Last year, the CGMC membership adopted a voluntary assessment to help pay for litigation to fight unscientific and unreasonable water quality regulations adopted by the MPCA. Nearly half of our members contributed to this voluntary assessment. We are again asking cities to pay a voluntary assessment to continue the legal action that we believe is necessary to bring accountability to the MPCA and have regulations that are reasonable, scientifically based and do not place an undue financial burden on cities. This invoice reflects the amount your city should pay if it chooses to contribute the recommended 35 cents per capita to the voluntary assessment, but cities are welcome to contribute more or less if they so choose.

As stated on the invoices, payment is requested by Feb. 1, 2017. However, cities are encouraged to pay early if able to do so. If you have any questions about the invoices or the new Environmental Action Fund, please contact CGMC staff member Bradley Peterson at bmpeterson@flaherty-hood.com or 651-259-1911.

We are stronger together — renew your CGMC membership today!

As rural Minnesota looks toward the future, it is important that you continue to be a part of shaping it. As leaders of Greater Minnesota communities, it is important to remember that our cities are all stronger when we work together.

Thank you for your ongoing commitment to a strong Coalition.

Sincerely,



Sara Carlson, Mayor of Alexandria
President, Coalition of Greater Minnesota Cities

Enclosure

cc: City Administrator, Brian Fritsinger



Dedicated to a Strong Greater Minnesota

2017 CGMC Dues Invoice

To: Brian Fritsinger, City Administrator
City of Cloquet

From: Scott Hutchins, CGMC Treasurer

Date: August 5, 2016

Re: 2017 CGMC General Dues Assessment

Your 2017 general dues assessment is based on the assessment policy approved by the CGMC membership at its annual meeting in July 2016.

2017 general assessment for the City of Cloquet

\$18,805

For research and advocacy and general services related to property taxes, LGA, annexation, environmental regulation and funding, economic development and transportation. This also includes services for labor and employee relations that will be provided to all CGMC cities.

Payment may be made out of your 2016 or 2017 budgets, but payment should be made by February 1, 2017. About 9.5% of your general assessment is used for annexation and environment programs, which some cities pay out of their utility funds because of the direct impact of these issues on their sewer and water service.

Please make check payable to CGMC and send by February 1, 2017 to:

Scott Hutchins, CGMC Treasurer
City of Moorhead
500 Center Avenue, Box 779
Moorhead, MN 56560

If you have a question about your 2016 CGMC assessment, please call Bradley Peterson at (651) 225-8840 or email Bradley at bmpeterson@flaherty-hood.com.

cc: Mayor Dave Hallback



Dedicated to a Strong Greater Minnesota

2017 Voluntary Assessment for Environmental Action Fund

To: Brian Fritsinger, City Administrator
City of Cloquet

From: Scott Hutchins, CGMC Treasurer

Date: August 5, 2016

Re: 2017 CGMC Voluntary Assessment

At its July 2016 membership meeting, the CGMC voted to establish a voluntary assessment to provide funding for a more proactive environmental program. The amount shown is the recommended amount for your city.

2017 voluntary assessment recommended amount for the City of Cloquet **\$4,255**

The voluntary assessment will be allocated to a separate Environmental Action Fund to be used to participate in rulemaking and legal challenges to unscientific and unnecessary regulations. The recommended voluntary contribution is 35¢ per capita.

Payment may be made out of your 2016 or 2017 budgets, but payment should be made by February 1, 2017. Some cities may wish to pay this amount out of their utility funds because of the direct impact of these issues on their sewer and water service.

Please make check payable to CGMC and send by February 1, 2017 to:

Scott Hutchins, CGMC Treasurer
City of Moorhead
500 Center Avenue, Box 779
Moorhead, MN 56560

If you have a question about your 2016 CGMC voluntary assessment, please call Tim Flaherty at (651) 225-8840 or email Tim at tpflaherty@flaherty-hood.com.

cc: Mayor Dave Hallback