



**CITY OF CLOQUET  
City Council Agenda  
Tuesday, September 6, 2016  
7:00 p.m.  
City Hall Council Chambers**

**CITY COUNCIL WORK SESSION**

5:30 p.m. Draft Preliminary Budget / CIP

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
  - a. Approval of September 6, 2016 Council Agenda
4. **Approval of Council Minutes**
  - a. Special Meeting Minutes from the August 11, 2016 meeting
  - b. Work Session Minutes from the August 16, 2016 meeting
  - c. Regular Council Minutes from the August 16, 2016 meeting
  - d. Special Meeting Minutes from the August 24, 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. 16-66, Authorizing the Payment of Bills and Payroll
  - b. Optional 2 AM Liquor License Renewal – Lumberjack Lounge
  - c. Lumberjack Lounge Beer and On-Sale Liquor Sales at CARC
  - d. New Off Sale 3.2% Malt Liquor License – Kwik Trip, Inc.
  - e. New License to sell Tobacco and Tobacco Products – Kwik Trip, Inc.
6. **Public Hearings**

None.
7. **Presentations**

None.



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**8. Council Business**

- a. Donation of Surplus Equipment Policy
- b. 2016 Park Improvements Change Order Request

**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**




## ADMINISTRATIVE OFFICES

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### REQUEST FOR COUNCIL ACTION

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: August 25, 2016

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**ITEM DESCRIPTION:** Draft 2017 Preliminary Budget, Capital Improvement Plan, and Property Tax Levy

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#### Proposed Action

The City Council is asked to review and discuss the preliminary budget and levy as developed and provide any additional feedback to staff.

#### Background/Overview

Attached the City Council will find summary information related to the 2017 Operating Budget. If any member of the City Council wishes to obtain specific department budget line items please notify staff so we can provide you with either paper or electronic copies of the materials.

The City Council should recall that the City utilizes a four (4) year Operating Budget to help it monitor the long term impact of any service level decisions. Between the draft of this budget being available for the past three (3) years and discussions taking place regularly at Work Session meetings, the preliminary budget presented should not contain any surprises. It contains those items discussed during this time period.

The preliminary budget does also include the goals and strategies identified by the City Council as part of its 2015 City Council retreat. In general, the City is proposing total expenditures of \$21,267,720 and revenues of \$24,594,300. This is an increase of 18.21% in expenditures. The General Fund, which is responsible for the vast majority of City Services, is projected at expenditures of \$5,442,350 and revenues of \$5,355,750. This represents a 3.61% decrease in expenditures. The proposed property tax levy increase is 5.69%.

#### Key Changes from 2016 proposed for 2017

There are a number of key changes that will either impact the 2017 budget or are proposed to impact the budget. The City Council has discussed these items over its past two meetings, and the highlighted general budget impacts include:

- Healthcare – The City's renewal rate for 2017 is 27.4%. The preliminary budget did factor in the full amount of the increase, but with the employee's individual option to opt out of the City's plan, the budget has reflected as a whole only about 50% of the insurance increase in 2017. The City has pulled together its health insurance committee to look at other health plan options which may also further reduce the impact of the proposed premium increase.
- Local Government Aid – The City has previously directed staff to continue to wean the City of its reliance on LGA. This was due to the continual reduction or unallotment of LGA by the State each year. LGA in 2017 is only proposed to increase minimally.
- Levy Limits – There are no levy limits applicable for the 2017 year.

- Local Option Sales Tax – The City continues to receive its monthly allotment on the tax from the State. Revenues continue to be strong. The City has identified and incorporated a variety of projects financed through the use of sales tax proceeds.
- Wages and Benefits – Revised salaries per recent union contract settlements. This includes an increase by 1.5% for AFSCME and 2.0% for the Teamsters along with any step increases identified under the City’s pay plan. As previously noted, health insurance premiums will be increasing by 27.4%.
- Personnel – Per the goals identified by the City Council, there are several new positions proposed for 2017. They include the change from a part-time to full-time position at the library, one (1) additional summer seasonal employee in the Parks Department, and the addition of a School Liaison Officer position in the Police Department. The 2017 budget will continue funding an Events Coordinator at the cost of \$8,000. Summer Seasonal wages have also been increased as a result of recent challenges recruiting individuals to work at minimum wage.
- Capital Plan (Funds) – The 2016 CIP has been adjusted to fully incorporate those project identified for funding with Local Option Sales Tax monies. The levy for the Public Works Reserve Fund, used to finance equipment purchases, is proposed to be reduced by \$175,000 and reduced the Permanent Improvement Fund levy by \$10,000, which issued to finance public improvements.

Other major line item changes proposed in the 2017 preliminary budget include the following by department:

- Mayor/City Council (101) - These two departments have been combined into one department. The budget includes \$10,000 for the every other year strategic planning retreat. Community cleanup day has been eliminated from the budget.
- Elections (101) - There are no elections in 2017 so the \$18,500 cost has been removed from the budget.
- Administration (101) - The department has been split in two to separate out Administration from Human Resources. The joint community sign project (\$35,000) with the National Guard has not gained any traction in 2016 and has been pushed to the 2017 budget in the case that it is not completed this year. \$25,000 has been added to accommodate and upgrade to the City’s website in 2017. The vacant part-time clerk position previously included in the Finance department has been shifted to Administration.
- Human Resources (101) - No real critical changes other than to identify a variety of employee leadership, policy and safety training.
- Planning & Zoning (101) - Has been renamed Building and Planning Services. No other significant changes proposed for 2017.
- Government Buildings (101) - An increase in general building maintenance has been built into the budget with larger maintenance moved to the Facilities Fund. Staff is still analyzing the BKV report and reviewing with staff as to any other major maintenance that needs to be addressed.
- Prosecution/City Attorney (101) - Budgeted costs continue to creep each year with 2017 budgeted with an increase of \$15,000 to \$110,000 but the potential exists that the actual will still exceed this number. The Council has indicated its support of an RFP in 2017 to evaluate options related to this contracted service.
- Managed Information Technology (101) - This is a new department combining certain costs which were otherwise split amongst all of the other departments. Changes have been made to a remote monitoring system of our IT at a cost of \$35,000 per year. This is partially funded by cost reductions in those department specific funds.

- District Wide WLSSD Allocation (101) - This is another new department to cover that portion of the City's District-wide allocation that is not funded through the sewer fund, but instead through property taxes. This is not a change in how this allocation has been funded. It is simply clarifying it within the operating budget.
- Police (101) - The City has increased its 2017 rates to provide law enforcement services to the City of Scanlon in the amount of \$117,650. Staff is currently negotiating with the Cloquet School District the addition of a School Liaison Officer position for this next year. Historically funded on a 75/25 split and it is proposed as a new position rather than utilization of an existing position. The Council has also asked for increased National Night Out programming so a new line item has been created for that purpose at \$1,000.
- Animal Control (101) - The City continues to contract with Friends of Animals for animal control purposes. Following previous Council direction the budget has been amended to include a small inflationary increase but no other donation or contribution.
- Highways/Streets (101) - No significant changes. A new line item at \$2,500 for Christmas decorations has been added and the downtown flower/planter budget will continue.
- General Fund Revenues (101) - Local development continues to hold flat with little activity. As a result, building permit revenues have been decreased by approximately \$40,000 per year; plan check fees decreased by \$20,000; and other related permits and fees decreased as well.
- Economic Development (207) - Funding to implement the results of the Marketing plan has been budgeted at \$10,000.
- Library (211) - As noted above, a change in staffing has been included. The General Fund will also be transferring \$200,000 to the Library Fund to maintain our Maintenance of Effort levels and appropriate fund balances.
- Public Facilities Planning (224) - \$130,000 expenditure for roof replacement at City Hall; \$6,000 for door replacements and \$2,000 for chimney repairs at Public Works; and \$7,000 for a new air conditioner compressor at the library are planned.
- Permanent Improvement Fund (225) - In addition to the various capital improvements, a pavement management study has been programmed in at a cost of \$50,000.
- Parks (226) - The most significant change to the parks budget is a proposed increase in its share of property tax levy increasing from \$300,000 to \$350,000. This is necessary to help offset the addition of one more summer seasonal employee and certain capital improvements.
- Water (601) - A utility rate study of \$30,000 has been budgeted.

#### **Key Assumptions for the 2018-2020 Budget Years**

There are a number of key assumptions that were built into the 2018-2020 budget years. Again, the Council has reviewed many of these over the past two meetings and they include:

- Mayor/City Council (101) - \$10,000 added in 2019 and 2020 assuming the Cities of Cloquet and Scanlon revisit the merger concept in 2019 with further study and take the concept to a vote of the residents in 2020. City Council IPADS will need replacement in 2019. The Council retreat again being held in 2019.
- Administration (101) - \$25,000 has been added to accommodate and upgrade to the City's website again in 2020.
- Human Resources (101) - Completion of a city-wide compensation study in 2019 at \$20,000.
- Finance (101) - \$15,000 has been budgeted for 2018 to investigate and upgrade the City's financial software.
- Building & Planning Services (101) - The budget assumes the implementation of the rental housing licensing program in 2018. It reflects an increase in revenues of \$75,000 from the

license and then that being offset by a similar amount to fund a position to manage and conduct the licensing inspections.

- City Sales Tax Bonds (372) - This fund is being created in 2018 to address the issuance of bonds in 2017 and the debt payments beginning in 2018.
- Police Facility Bonds (374) - This fund is being created to address the upgrade and expansion of the police facility in 2020.

#### **Policy Objectives**

The City is required by Minnesota Statute to adopt its preliminary property tax levy and budget no later than September 30<sup>th</sup> of each year. The final budget and levy is required to be adopted and certified to the County Auditor no later than December 30<sup>th</sup> by the same Statute.

As a reminder, once the preliminary levy is adopted, the levy cannot be increased, it can only decrease. The budget can still adjust upwards or downwards and is not required to be balanced. However, the City has a historic practice of attempting to balance its budget with the exception of the use of reserve monies for one-time expenditures.

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

The City held its property tax levy at 0% from 2012-2014 and increased the levy 2.98% and 2.97% the past two years.

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

None.

#### **Supporting Documentation Attached**

- Tax Levy Summary
- Summary of 2017-2021 Capital Improvement Plan
- Summary Comparison of Various Funds (Revenues and Expenditures)

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

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>Proposed 2017</u>	<u>Proposed 2018</u>	<u>Proposed 2019</u>	<u>Proposed 2020</u>
General	\$ 1,350,000	\$ 1,400,000	\$ 1,420,000	\$ 1,425,000	\$ 1,600,000	\$ 1,675,000	\$ 1,775,000	\$ 1,875,000
District Wide Allocation - WLSSD	-	-	-	-	30,000	30,000	30,000	30,000
Community Development	100,000	99,600	99,600	104,600	124,600	124,600	149,600	149,600
CD - Tax Abatement Debt	-	400	400	400	400	400	400	400
Library	405,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Park	250,000	250,000	300,000	300,000	350,000	400,000	400,000	350,000
GO Business Park Debt	125,000	125,000	-	-	-	-	-	-
GO Swimming Pond Debt	115,000	115,000	115,000	115,000	115,000	105,000	110,000	110,000
GO Police Facility Debt	-	-	-	-	-	-	-	340,000
Permanent Improvement	100,000	100,000	214,000	260,000	250,000	250,000	240,000	150,000
Public Works Reserve	175,000	130,000	150,000	175,000	100,000	100,000	100,000	75,000
Sewer Utility*	30,000	30,000	30,000	30,000	-	-	-	-
<b>Tax Levy</b>	<b>\$ 2,650,000</b>	<b>\$ 2,650,000</b>	<b>\$ 2,729,000</b>	<b>\$ 2,810,000</b>	<b>\$ 2,970,000</b>	<b>\$ 3,085,000</b>	<b>\$ 3,205,000</b>	<b>\$ 3,480,000</b>
Levy Change (+/-)	0.00%	0.00%	2.98%	2.97%	5.69%	3.87%	3.89%	8.58%
					Health Insurance			Police Facility

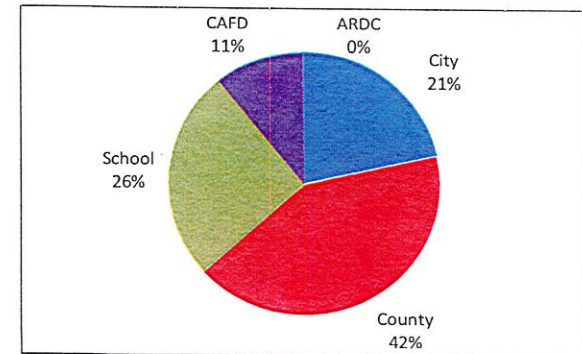
Note: The City had the same levy amount for 2011 through 2014.

\* - District Wide Allocation is not a sewer charge. Moved to General Fund starting in 2017.

**Property Tax Rates**

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

**2016 Property Taxes**



**City of Cloquet**  
**Summary Comparison of All Funds Expenditures & Financing Uses**  
**2013 Actual Through 2020 Proposed**

FUND		2013	2014	2015	2016	2017	2018	2019	2020	('16 to '15 BUDGFT)	
Description	No	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROPOSED	PROPOSED	PROPOSED	PROPOSED	Dollars	%
<b>General</b>											
Total General Fund	101	4,622,624	5,137,061	4,925,383	5,645,950	5,442,350	5,586,950	5,785,550	5,979,700	(203,600)	-3.61%
<b>Special Revenue Funds</b>											
LDO Loan (EDA)	201	-	-	-	2,200	202,200	2,200	2,200	2,200	200,000	9090.91%
Federal CDBG Loan (EDA)	202	122,288	-	-	3,500	158,500	3,500	3,500	3,500	155,000	4428.57%
Economic Development Loan (City)	203	-	-	1,763	1,350	1,350	1,350	1,350	1,350	-	-
State SCDG/MIF (EDA)	204	189,255	-	-	2,650	2,650	2,650	2,650	2,650	-	-
CDIC Loan (City)	205	-	94,158	-	-	-	-	-	-	-	-
Revolving SCGP (EDA)	206	26,782	16,803	5,000	-	-	-	-	-	-	-
Community Dev Operating (City)	207	165,958	179,332	146,064	208,350	158,200	160,150	169,250	176,850	(50,150)	-24.07%
Small Cities Development	208	-	-	-	535,000	367,500	17,000	17,000	17,000	(167,500)	100.00%
Library	211	471,022	483,426	528,367	541,600	572,600	594,150	615,100	631,300	31,000	5.72%
Tax Increment - Daqota	220	14,236	26,098	27,844	30,000	30,000	30,000	30,000	30,000	-	-
Tax Increment - 14th St Apartments	221	10,343	1,083	11,343	20,000	25,000	25,000	25,000	25,000	5,000	25.00%
Tax Increment - Oakwood Estates	222	48,264	44,521	51,065	55,000	55,000	55,000	55,000	55,000	-	-
Park	226	423,376	397,151	481,822	546,150	597,570	590,900	610,250	607,600	51,420	9.41%
Senior Center	228	10,402	10,427	12,223	11,400	11,400	11,400	11,400	11,400	-	-
Landfill Host Fee	260	-	-	4,711	-	-	-	-	5,000	-	-100.00%
Cable Television	614	103,601	106,955	131,500	169,225	165,950	167,500	174,200	181,500	(3,275)	-1.94%
Fire Relief Pension	861	31,251	1,235	-	-	-	-	-	-	-	-
<b>Total Special Revenue</b>		<b>1,616,778</b>	<b>1,361,189</b>	<b>1,401,702</b>	<b>2,126,425</b>	<b>2,347,920</b>	<b>1,660,800</b>	<b>1,716,900</b>	<b>1,750,350</b>	<b>221,495</b>	<b>10.42%</b>
<b>Debt Service Funds</b>											
Business Park Bonds	368	244,345	262,445	245,013	246,950	243,150	243,600	238,550	237,950	(3,800)	-1.54%
Swimming Pond Bonds	370	108,248	107,010	110,498	108,900	107,000	98,300	99,700	103,900	(1,900)	-1.74%
City Sales Tax Bonds	372	-	-	-	-	-	550,000	550,000	550,000	-	-
Police Facility Bonds	374	-	-	-	-	-	-	-	325,500	-	-
<b>Total Debt Service</b>		<b>352,593</b>	<b>369,455</b>	<b>355,511</b>	<b>355,850</b>	<b>350,150</b>	<b>341,900</b>	<b>338,250</b>	<b>341,850</b>	<b>(5,700)</b>	<b>-1.60%</b>
<b>Capital Project Funds</b>											
Permanent Improvement	225	877,471	743,027	743,132	448,500	735,500	1,345,500	722,500	1,065,500	287,000	63.99%
Public Facilities Planning	224	-	-	-	-	145,000	20,000	-	20,000	145,000	-
Public Works Reserve	231	209,431	219,967	327,696	105,000	408,000	310,000	440,000	231,000	303,000	288.57%
Revolving Capital Projects	403	775,902	1,156,610	571,224	1,546,000	-	1,255,000	6,800,000	850,000	(1,546,000)	-100.00%
City Sales Tax Projects	405	-	42,507	1,274,489	1,327,000	4,598,000	3,885,000	1,350,000	200,000	3,271,000	246.50%
<b>Total Capital Project Funds</b>		<b>1,862,804</b>	<b>2,162,111</b>	<b>2,916,541</b>	<b>3,426,500</b>	<b>5,886,500</b>	<b>6,815,500</b>	<b>9,312,500</b>	<b>2,366,500</b>	<b>2,460,000</b>	<b>71.79%</b>
<b>Total Governmental Funds</b>		<b>8,454,799</b>	<b>9,029,816</b>	<b>9,599,137</b>	<b>11,554,725</b>	<b>14,026,920</b>	<b>14,405,150</b>	<b>17,153,200</b>	<b>10,438,400</b>	<b>2,472,195</b>	<b>21.40%</b>
<b>Internal Service</b>											
Employee Severance Benefits	701	16,770	48,203	60,070	50,000	50,000	50,000	50,000	50,000	-	-
<b>Total Internal Service</b>		<b>16,770</b>	<b>48,203</b>	<b>60,070</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
<b>Enterprise Funds</b>											
Water - Lake Superior Waterline	600	2,210,215	2,188,462	2,251,564	2,415,550	3,960,850	2,547,800	4,082,800	2,661,550	1,545,300	63.97%
Water - In Town System	601	1,109,534	1,181,885	1,190,776	2,090,500	1,338,750	6,779,500	3,943,450	1,738,150	(751,750)	-35.96%
Sewer Utility	602	1,503,323	1,576,677	1,518,632	1,646,000	1,664,350	1,612,550	2,256,150	1,571,050	18,350	1.11%
Stormwater Utility	605	137,590	175,511	205,536	235,050	226,850	566,000	246,900	382,500	(8,200)	-3.49%
<b>Total Enterprise Funds</b>		<b>4,960,662</b>	<b>5,122,535</b>	<b>5,166,508</b>	<b>6,387,100</b>	<b>7,190,800</b>	<b>11,505,850</b>	<b>10,529,300</b>	<b>6,353,250</b>	<b>803,700</b>	<b>12.58%</b>
<b>Total Proprietary Funds</b>		<b>4,977,432</b>	<b>5,170,738</b>	<b>5,226,578</b>	<b>6,437,100</b>	<b>7,240,800</b>	<b>11,555,850</b>	<b>10,579,300</b>	<b>6,403,250</b>	<b>803,700</b>	<b>12.49%</b>
<b>GRAND TOTAL ALL FUNDS</b>		<b>13,432,231</b>	<b>14,200,554</b>	<b>14,825,715</b>	<b>17,991,825</b>	<b>21,267,720</b>	<b>25,961,000</b>	<b>27,732,500</b>	<b>16,841,650</b>	<b>3,275,895</b>	<b>18.21%</b>



**City of Cloquet**  
**Summary Comparison of All Funds Revenues & Financing Sources**  
**2013 Actual through 2020 Proposed**

FUND		2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2017 PROPOSED	2018 PROPOSED	2019 PROPOSED	2020 PROPOSED	('16 to '15 BUDGET)		
Description	No									Dollars	Percent	
<b>General</b>												
Total General Fund		101	4,663,498	5,139,636	4,975,421	5,119,300	5,355,750	5,589,100	5,793,100	5,987,600	236,450	4.62%
<b>Special Revenue Funds</b>												
LDO Loan (EDA)		201	705,160	66,830	15,393	65,000	57,700	47,500	47,500	47,500	(7,300)	-11.23%
Federal CDBG Loan (EDA)		202	(2,800)	13,300	8,500	14,000	15,000	20,000	20,000	20,000	1,000	7.14%
Economic Development Loan (City)		203	-	97,668	4,221	11,200	6,800	6,800	6,800	6,800	(4,400)	-39.29%
State SCDG/MIF (EDA)		204	(600)	2,100	1,400	3,000	3,000	3,000	3,000	3,000	-	-
CDIC Loan (City)		205	2,720	-	-	-	-	-	-	-	-	-
Revolving SCGP (EDA)		206	9	5,803	-	-	17,000	17,000	17,000	17,000	17,000	-
Community Dev Operating (City)		207	114,891	109,729	105,204	182,900	149,900	149,900	179,900	179,900	(33,000)	-18.04%
Small Cities Development (City)		208	-	-	-	535,000	367,500	17,000	17,000	17,000	(167,500)	100.00%
Library		211	432,896	481,961	523,074	478,000	628,000	628,000	603,000	603,000	150,000	31.38%
Tax Increment - Daqota		220	29,801	29,804	29,802	30,000	30,000	30,000	30,000	30,000	-	-
Tax Increment - 14th St Apartments		221	10,241	-	24,852	20,000	25,000	25,000	25,000	25,000	5,000	25.00%
Tax Increment - Oakwood Estates		222	52,955	52,945	52,932	55,000	55,000	55,000	55,000	55,000	-	-
Park		226	414,052	434,039	480,207	490,400	550,000	600,100	605,200	555,300	59,600	12.15%
Senior Center		228	10,185	11,740	9,600	11,300	11,400	11,500	11,500	11,500	100	0.88%
Landfill Host Fee		260	90,926	106,362	3,253	92,000	64,000	64,000	65,000	65,000	(28,000)	-30.43%
Cable Television		614	113,764	114,375	111,386	115,450	120,450	130,450	130,450	130,450	5,000	4.33%
Fire Relief Pension		861	-	-	-	-	-	-	-	-	-	-
<b>Total Special Revenue</b>			<b>1,974,200</b>	<b>1,526,656</b>	<b>1,369,824</b>	<b>2,103,250</b>	<b>2,100,750</b>	<b>1,800,250</b>	<b>1,841,350</b>	<b>1,766,450</b>	<b>(2,500)</b>	<b>-0.12%</b>
<b>Debt Service Funds</b>												
Business Park Bonds		368	534,924	408,328	29,637	36,000	27,000	27,000	22,000	22,000	(9,000)	-25.00%
Swimming Pond Bonds		370	114,169	115,173	115,878	115,000	115,000	105,000	110,000	110,000	-	-
City Sales Tax Bonds		372	-	-	-	-	-	550,000	550,000	550,000	-	-
Police Facility Bonds		374	-	-	-	-	-	-	-	340,000	-	-
<b>Total Debt Service</b>			<b>649,093</b>	<b>523,501</b>	<b>145,515</b>	<b>151,000</b>	<b>142,000</b>	<b>682,000</b>	<b>682,000</b>	<b>1,022,000</b>	<b>(9,000)</b>	<b>-5.96%</b>
<b>Capital Project Funds</b>												
Permanent Improvement		225	191,395	318,389	356,237	390,000	390,000	1,060,000	1,712,000	300,000	-	-
Public Facilities Planning		224	607,500	357,500	359,800	503,000	4,000	5,000	5,000	5,000	(499,000)	-99.20%
Public Works Reserve		231	217,785	217,369	207,067	207,000	330,000	235,000	145,000	120,000	123,000	59.42%
Revolving Capital Projects		403	775,902	1,156,610	571,224	1,546,000	-	1,255,000	6,800,000	850,000	(1,546,000)	-100.00%
City Sales Tax Projects		405	777,828	1,024,519	787,371	1,015,000	9,015,000	615,000	615,000	615,000	8,000,000	788.18%
<b>Total Capital Project Funds</b>			<b>2,570,410</b>	<b>3,074,387</b>	<b>2,281,699</b>	<b>3,661,000</b>	<b>9,739,000</b>	<b>3,170,000</b>	<b>9,277,000</b>	<b>1,890,000</b>	<b>6,078,000</b>	<b>166.02%</b>
<b>Total Governmental Funds</b>			<b>9,857,201</b>	<b>10,264,180</b>	<b>8,772,459</b>	<b>11,034,550</b>	<b>17,337,500</b>	<b>11,241,350</b>	<b>17,593,450</b>	<b>10,666,050</b>	<b>6,302,950</b>	<b>57.12%</b>
<b>Internal Service Fund</b>												
Employee Severance Benefits		701	41,850	40,477	19,671	40,000	45,000	50,000	50,000	50,000	5,000	12.50%
<b>Total Internal Service</b>			<b>41,850</b>	<b>40,477</b>	<b>19,671</b>	<b>40,000</b>	<b>45,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>5,000</b>	<b>12.50%</b>
<b>Enterprise Funds</b>												
Water Lake Superior Waterline		600	2,291,032	2,594,535	2,686,705	2,843,100	4,050,000	2,810,000	2,810,000	2,835,000	1,206,900	42.45%
Water In-Town		601	1,433,004	1,352,171	1,483,466	1,208,800	1,192,500	6,398,500	2,898,500	1,198,500	(16,300)	-1.35%
Sewer Utility		602	1,414,901	1,506,044	1,588,256	1,489,000	1,637,300	1,642,300	1,642,300	1,642,300	148,300	9.96%
Stormwater Utility		605	329,631	331,586	333,344	332,000	332,000	332,000	332,000	332,000	-	-
<b>Total Enterprise Funds</b>			<b>5,468,568</b>	<b>5,784,336</b>	<b>6,091,771</b>	<b>5,872,900</b>	<b>7,211,800</b>	<b>11,182,800</b>	<b>7,682,800</b>	<b>6,007,800</b>	<b>1,338,900</b>	<b>22.80%</b>
<b>Total Proprietary Funds</b>			<b>5,510,418</b>	<b>5,824,813</b>	<b>6,111,442</b>	<b>5,912,900</b>	<b>7,256,800</b>	<b>11,232,800</b>	<b>7,732,800</b>	<b>6,057,800</b>	<b>1,343,900</b>	<b>22.73%</b>
<b>GRAND TOTAL ALL FUNDS</b>			<b>15,367,619</b>	<b>16,088,993</b>	<b>14,883,901</b>	<b>16,947,450</b>	<b>24,594,300</b>	<b>22,474,150</b>	<b>25,326,250</b>	<b>16,723,850</b>	<b>7,646,850</b>	<b>45.12%</b>

**City of Cloquet**  
**All Funds Revenues & Expenditures/Expenses Summary**  
**2017 Budget**

**Revenues by Source for 2017**

FUND		Property Taxes	Other Taxes	Intergovt	Charges	All Others*	Transfers	Revenues
Description	No							
Total General Fund		1,600,000	55,000	2,807,000	307,150	346,600	240,000	5,355,750
<b>Special Revenue Funds</b>								
LDO Loan (EDA)	201	-	-	-	-	57,700	-	57,700
Federal CDBG Loan (EDA)	202	-	-	-	-	15,000	-	15,000
Economic Development Loan (City)	203	-	-	-	-	6,800	-	6,800
State SCDG/MIF (EDA)	204	-	-	-	-	3,000	-	3,000
CDIC Loan (City)	205	-	-	-	-	-	-	-
Revolving SCGP (EDA)	206	-	-	-	-	-	17,000	17,000
Community Dev Operating (City)	207	125,000	-	-	-	24,900	-	149,900
Small Cities Development (City)	208	-	-	350,500	-	17,000	-	367,500
Library	211	400,000	-	-	25,500	2,500	200,000	628,000
Tax Increment - Daqota	220	-	30,000	-	-	-	-	30,000
Tax Increment - 14th Street Apart.	221	-	25,000	-	-	-	-	25,000
Tax Increment - Oakwood Estates	222	-	55,000	-	-	-	-	55,000
Park	226	350,000	-	-	101,500	98,500	-	550,000
Senior Center	228	-	-	-	-	11,400	-	11,400
Landfill Host Fee	260	-	-	-	-	64,000	-	64,000
Cable Television	614	-	120,000	-	-	450	-	120,450
Fire Relief Pension	861	-	-	-	-	-	-	-
<b>Total Special Revenue</b>		<b>875,000</b>	<b>230,000</b>	<b>350,500</b>	<b>127,000</b>	<b>301,250</b>	<b>217,000</b>	<b>2,100,750</b>
<b>Debt Service Funds</b>								
Business Park Bonds	368	-	-	-	-	27,000	-	27,000
Swimming Pond Bonds	370	115,000	-	-	-	-	-	115,000
City Sales Tax Bonds	372	-	-	-	-	-	-	-
Police Facility Bonds	374	-	-	-	-	-	-	-
<b>Total Debt Service</b>		<b>115,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,000</b>	<b>-</b>	<b>142,000</b>
<b>Capital Project Funds</b>								
Permanent Improvement	225	250,000	-	-	-	140,000	-	390,000
Facilities Planning	224	-	-	-	-	4,000	-	4,000
Public Works Reserve	231	100,000	-	-	-	35,000	195,000	330,000
Revolving Capital Projects	403	-	-	-	-	-	-	-
City Sales Tax Projects	405	-	615,000	-	-	8,400,000	-	9,015,000
<b>Total Capital Project Funds</b>		<b>350,000</b>	<b>615,000</b>	<b>-</b>	<b>-</b>	<b>8,579,000</b>	<b>195,000</b>	<b>9,739,000</b>
<b>Total Governmental Funds</b>		<b>2,940,000</b>	<b>900,000</b>	<b>3,157,500</b>	<b>434,150</b>	<b>9,253,850</b>	<b>652,000</b>	<b>17,337,500</b>
<b>Internal Service</b>								
Employee Severance Benefits	701	-	-	-	20,000	25,000	-	45,000
<b>Enterprise Funds</b>								
Water - Lake Superior Waterline	600	-	-	-	2,550,000	1,500,000	-	4,050,000
Water - In Town System	601	-	-	-	1,067,500	125,000	-	1,192,500
Sewer Utility	602	-	-	-	1,567,300	70,000	-	1,637,300
Stormwater Utility	605	-	-	-	330,000	2,000	-	332,000
<b>Total Enterprise Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>5,514,800</b>	<b>1,697,000</b>	<b>-</b>	<b>7,211,800</b>
<b>Total Proprietary Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>5,534,800</b>	<b>1,722,000</b>	<b>-</b>	<b>7,256,800</b>
<b>GRAND TOTAL ALL FUNDS</b>		<b>2,940,000</b>	<b>900,000</b>	<b>3,157,500</b>	<b>5,968,950</b>	<b>10,975,850</b>	<b>652,000</b>	<b>24,594,300</b>

**Expenditures/Expenses by Function for 2017**

Personal Services	Supplies	Other Services	Debt	Capital	Transfers	Expenditure/Expenses
3,772,650	377,600	1,050,100	-	42,000	200,000	5,442,350
-	-	202,200	-	-	-	202,200
-	-	158,500	-	-	-	158,500
-	-	1,350	-	-	-	1,350
-	-	2,650	-	-	-	2,650
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
129,900	500	27,800	-	-	-	158,200
-	-	350,500	-	-	17,000	367,500
447,750	54,900	69,950	-	-	-	572,600
-	-	30,000	-	-	-	30,000
-	-	25,000	-	-	-	25,000
-	-	55,000	-	-	-	55,000
284,620	28,100	237,350	-	47,500	-	597,570
-	400	11,000	-	-	-	11,400
138,200	2,500	10,250	-	15,000	-	165,950
-	-	-	-	-	-	-
<b>1,000,470</b>	<b>86,400</b>	<b>1,181,550</b>	<b>-</b>	<b>62,500</b>	<b>17,000</b>	<b>2,347,920</b>
-	-	-	243,150	-	-	243,150
-	-	-	107,000	-	-	107,000
-	-	-	350,150	-	-	350,150
-	-	-	-	735,500	-	735,500
-	-	-	-	145,000	-	145,000
-	-	-	-	408,000	-	408,000
-	-	-	-	-	-	-
-	-	-	-	4,598,000	-	4,598,000
-	-	-	-	5,886,500	-	5,886,500
<b>4,773,120</b>	<b>464,000</b>	<b>2,231,650</b>	<b>350,150</b>	<b>5,991,000</b>	<b>217,000</b>	<b>14,026,920</b>
<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>
714,350	44,550	1,497,250	-	1,657,700	47,000	3,960,850
573,950	88,200	344,350	134,250	-	198,000	1,338,750
387,800	30,800	917,750	-	175,000	153,000	1,664,350
138,800	28,500	22,550	-	-	37,000	226,850
<b>1,814,900</b>	<b>192,050</b>	<b>2,781,900</b>	<b>134,250</b>	<b>1,832,700</b>	<b>435,000</b>	<b>7,190,800</b>
<b>1,864,900</b>	<b>192,050</b>	<b>2,781,900</b>	<b>134,250</b>	<b>1,832,700</b>	<b>435,000</b>	<b>7,240,800</b>
<b>6,638,020</b>	<b>656,050</b>	<b>5,013,550</b>	<b>484,400</b>	<b>7,823,700</b>	<b>652,000</b>	<b>21,267,720</b>

\* - License and Permits, Fines & Forfeitures, Special Assessments, and Miscellaneous.

**City of Cloquet**  
**Summary Comparison of General Fund Expenditures & Financing Uses, Revenues & Financing Sources**  
**2013 Actual through 2020 Proposed**

Descriptions	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2017 PROPOSED	2018 PROPOSED	2019 PROPOSED	2020 PROPOSED	CHANGE (*16 to *15 BUDGET)	
									Dollars	Percent
<b>Expenditures &amp; Financing Uses:</b>										
Council & Mayor	\$ 100,181	\$ 101,268	\$ 118,780	\$ 114,000	\$ 98,550	\$ 87,550	\$ 115,050	\$ 97,550	\$ (15,450)	-13.55%
Judicial	-	-	292	-	-	-	-	-	-	-
Elections	552	15,486	135	18,500	-	19,000	-	19,000	(18,500)	100.00%
Administration	187,541	216,313	204,919	346,900	246,550	185,750	213,250	246,250	(100,350)	-28.93%
Human Resources	-	-	-	-	74,050	72,050	91,700	76,500	74,050	-
Finance	170,747	174,666	166,630	202,300	178,550	196,400	189,400	192,750	(23,750)	-11.74%
Building & Planning Services	203,903	226,486	208,535	225,300	220,200	294,300	304,550	317,250	(5,100)	-2.26%
Prosecution	97,446	102,815	118,376	95,000	110,000	110,000	115,000	115,000	15,000	15.79%
Managed Information Technology	-	-	-	-	47,000	47,000	47,000	47,000	47,000	100.00%
General Government Bldgs	101,017	126,027	117,117	107,150	111,750	114,650	117,450	120,450	4,600	4.29%
WLSRD District Wide Allocation	-	-	-	-	30,000	30,000	30,000	30,000	30,000	-
Public Safety Building	26,829	31,740	35,678	32,300	34,500	32,500	26,500	26,500	2,200	6.81%
Police & Other Public Safety	2,215,168	2,160,762	2,379,817	2,592,650	2,751,800	2,837,550	2,952,800	3,070,550	159,150	6.14%
Highways, Streets, & Roadways	1,014,375	1,034,833	839,451	1,024,600	1,051,150	1,071,450	1,093,600	1,156,150	26,550	2.59%
Snow Removal	69,434	40,174	60,826	55,000	62,500	62,500	62,500	62,500	7,500	13.64%
Street Lighting	168,173	148,522	168,729	154,500	157,500	157,500	157,500	157,500	3,000	1.94%
Weed Control	12,173	5,213	10,143	8,000	8,000	8,000	8,000	8,000	-	-
Events Coordination	-	-	7,946	7,500	8,000	8,500	9,000	9,500	500	6.67%
Lodging Tax Distribution	55,085	52,756	63,009	52,250	52,250	52,250	52,250	52,250	-	-
Other Financing Uses	200,000	700,000	425,000	610,000	200,000	200,000	200,000	175,000	(410,000)	-67.21%
<b>Total</b>	<b>\$ 4,622,624</b>	<b>\$ 5,137,061</b>	<b>\$ 4,925,383</b>	<b>\$ 5,645,950</b>	<b>\$ 5,442,350</b>	<b>\$ 5,586,950</b>	<b>\$ 5,785,550</b>	<b>\$ 5,979,700</b>	<b>\$ (203,600)</b>	<b>-3.61%</b>
<b>Revenues &amp; Financing Sources:</b>										
Taxes	\$ 1,401,078	\$ 1,456,120	\$ 1,492,395	\$ 1,480,000	\$ 1,655,000	\$ 1,730,000	\$ 1,830,000	\$ 1,930,000	\$ 175,000	11.82%
Licenses & Permits	123,672	152,646	110,771	152,900	121,600	201,600	206,600	211,600	(31,300)	-20.47%
Intergovernmental	2,382,472	2,724,359	2,769,940	2,794,900	2,807,000	2,817,000	2,827,000	2,837,000	12,100	0.43%
Charges for Service	246,479	257,220	210,509	241,500	307,150	315,500	334,500	344,000	65,650	27.18%
Fines & Forfeits	87,060	63,255	65,927	60,000	60,000	60,000	60,000	60,000	-	-
Investment Income	(10,582)	84,352	45,274	95,000	100,000	150,000	200,000	250,000	5,000	5.26%
Miscellaneous	99,319	86,257	70,605	65,000	65,000	65,000	65,000	65,000	-	-
Other Financing Sources	334,000	315,427	210,000	230,000	240,000	250,000	270,000	290,000	10,000	4.35%
<b>Total</b>	<b>\$ 4,663,498</b>	<b>\$ 5,139,636</b>	<b>\$ 4,975,421</b>	<b>\$ 5,119,300</b>	<b>\$ 5,355,750</b>	<b>\$ 5,589,100</b>	<b>\$ 5,793,100</b>	<b>\$ 5,987,600</b>	<b>\$ 236,450</b>	<b>4.62%</b>
<b>NET CHANGE</b>	<b>\$ 40,874</b>	<b>\$ 2,575</b>	<b>\$ 50,038</b>	<b>\$ (526,650)</b>	<b>\$ (86,600)</b>	<b>\$ 2,150</b>	<b>\$ 7,550</b>	<b>\$ 7,900</b>	<b>\$ 440,050</b>	

Laserfishe      Building Trans      Studies  
Cmty Sign      Cmty Sign      Cmty Sign  
Lasherfishe

City of Cloquet, Minnesota

Capital Plan

2017 thru 2021

PROJECTS BY YEAR

Project Name	Department	Project #	Priority	Project Cost
<b>2017</b>				
Cable TV Equipment Replacement	Administration	A-004	3	15,000
City Building Energy & Renovation Projects	Administration	A-012	2	130,000
City Building Energy & Renovation Projects	Administration	A-015	n/a	15,000
Replacement of Parks Trailer #613	Parks	PE-613	4	15,000
Riverfront Improvements - North Shoreline	Parks	PP-002	4	150,000
Pine Valley Park Improvements	Parks	PP-010	5	120,000
Reroof Park Shelter Buildings	Parks	PP-014	2	10,000
General Park Development Design	Parks	PP-018	2	20,000
New Skate Park Construction	Parks	PP-025	3	350,000
Riverview Park/Hospital/Highway 33 Landscaping	Parks	PP-029	3	50,000
Dunlap/Spafford Parks/Highway 33 Landscaping	Parks	PP-030	3	228,000
Dunlap Island Redevelopment	Parks	PP-033	2	2,700,000
Sunnyside Hockey Boards	Parks	PP-038	3	30,000
Squad Car Replacement	Police	PD-002	2	86,000
Small Business Server and Backup Software	Police	PD-006	2	19,000
Early Warning Sirens	Police	PD-009	2	18,000
Replacement of 2005 Dump Truck #224	Street	SE-224	3	215,000
Miscellaneous Street Repair and Overlays	Street	STP-010	3	685,000
Broadway Street Overlay and Streetscape	Street	STP-038	2	1,000,000
Dunlap Island Lift Station Generator	Utilities	SE-002	2	25,000
Sanitary Sewer CIPP Lining	Utilities	SP-005	1	150,000
Replacement of 1996 Chevrolet Pickup #232	Utilities	WE-004	4	40,000
Station 1 Electrical System Upgrades	Utilities	WP-018	2	1,500,000
<b>Total for 2017</b>				<b>7,571,000</b>
<b>2018</b>				
Cable TV Equipment Replacement	Administration	A-004	3	5,000
City Hall Network Server Replacement	Administration	A-007	2	20,000
Replacement of 2003 Toro Workman Groomer	Parks	PE-611	3	20,000
Pine Valley Park Improvements	Parks	PP-010	5	550,000
General Park Development Design	Parks	PP-018	2	20,000
Pine Valley Facility Improvements	Parks	PP-019	2	600,000
Pinehurst Park Warming House	Parks	PP-037	3	100,000
Squad Car Replacement	Police	PD-002	2	90,000
Replacement of John Deere Loader #202	Street	SE-202	3	150,000
Miscellaneous Street Repair and Overlays	Street	STP-010	3	660,000
Public Works Garage Roof Replacement	Street	STP-021	2	20,000
Pine Tree Plaza Frontage Road	Street	STP-032	1	470,000
I-35/Highway 33 Frontage Road	Street	STP-039	2	635,000
Cloquet Avenue Streetscape	Street	STP-040	2	2,000,000
Replacement of Air Compressor #218	Street & Utilities	SE-218	4	30,000
West End Arch Street/Park Avenue Reconstruction	Street & Utilities	STUP-006	3	1,180,000
Filter Plant - Spring Lake	Utilities	WP-021	3	5,200,000

Project Name	Department	Project #	Priority	Project Cost
<b>Total for 2018</b>				11,750,000
<b>2019</b>				
Cable TV Equipment Replacement	Administration	A-004	3	2,500
City Building Energy & Renovation Projects	Administration	A-012	2	6,400,000
Pinehurst Park Equipment Improvements	Parks	PP-013	1	100,000
Regional Trail Development	Parks	PP-017	2	100,000
General Park Development Design	Parks	PP-018	2	20,000
Squad Car Replacement	Police	PD-002	2	90,000
Replacement of 2000 Grader # 203	Street	SE-203	3	350,000
Miscellaneous Street Repair and Overlays	Street	STP-010	3	622,000
Antus Addition/14th Street Utility Extension	Street & Utilities	STUP-008	n/a	1,250,000
Sanitary Sewer CIPP Lining	Utilities	SP-005	1	150,000
Painting of 2MG Station 2 Reservoir	Utilities	WP-019	2	570,000
Painting of 5MG Harris Reservoir	Utilities	WP-020	3	945,000
Filter Plant - Well 11	Utilities	WP-022	3	1,700,000
<b>Total for 2019</b>				12,299,500
<b>2020</b>				
Cable TV Equipment Replacement	Administration	A-004	3	2,500
Replacement of 2010 Single Axle Ford Dump Truck	Parks	PE-601	3	40,000
Replacement of 2011 John Deere Front Mower	Parks	PE-602	3	41,000
Braun Park Field Irrigation	Parks	PP-011	1	200,000
Squad Car Replacement	Police	PD-002	2	90,000
Replacement of 2004 Single Axle Dump Truck #211	Street	SE-211	3	60,000
Miscellaneous Street Repair and Overlays	Street	STP-010	3	665,000
Public Works Garage Roof Replacement	Street	STP-021	2	20,000
17th Stree Reconstruction	Street & Utilities	STUP-002	5	725,000
Replacement of 2005 One-Ton Pickup #301	Utilities	WSE-001	3	50,000
<b>Total for 2020</b>				1,893,500
<b>2021</b>				
Cable TV Equipment Replacement	Administration	A-004	3	8,000
City Hall Network Server Replacement	Administration	A-007	2	25,000
Replacement of 2013 Toro Groundmaster Mower	Parks	PE-614	3	55,000
Athletic Park Re-design and Development	Parks	PP-015	3	1,000,000
Miscellaneous Street Repair and Overlays	Street	STP-010	3	665,000
20th Street Reconstruction	Street & Utilities	STUP-005	2	945,000
Sanitary Sewer CIPP Lining	Utilities	SP-005	1	150,000
Water Tower	Utilities	WP-023	3	2,000,000
<b>Total for 2021</b>				4,848,000
<b>GRAND TOTAL</b>				38,362,000

City of Cloquet, Minnesota

Capital Plan

2017 thru 2021

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
<b>Bond Proceeds</b>								
City Building Energy & Renovation Projects	A-012	2			6,400,000			6,400,000
Filter Plant - Spring Lake	WP-021	3		5,200,000				5,200,000
Filter Plant - Well 11	WP-022	3			1,700,000			1,700,000
Water Tower	WP-023	3					2,000,000	2,000,000
<b>Bond Proceeds Total</b>				5,200,000	8,100,000		2,000,000	15,300,000
<b>Building Fund</b>								
City Building Energy & Renovation Projects	A-012	2	130,000					130,000
City Building Energy & Renovation Projects	A-015	n/a	15,000					15,000
Public Works Garage Roof Replacement	STP-021	2		20,000		20,000		40,000
<b>Building Fund Total</b>			145,000	20,000		20,000		185,000
<b>Cable TV Fund</b>								
Cable TV Equipment Replacement	A-004	3	15,000	5,000	2,500	2,500	8,000	33,000
<b>Cable TV Fund Total</b>			15,000	5,000	2,500	2,500	8,000	33,000
<b>MnDOT Transportation Funding</b>								
Pine Tree Plaza Frontage Road	STP-032	1		170,000				170,000
<b>MnDOT Transportation Funding Total</b>				170,000				170,000
<b>Park Fund</b>								
Replacement of Parks Trailer #613	PE-613	4	15,000					15,000
Reroof Park Shelter Buildings	PP-014	2	10,000					10,000
General Park Development Design	PP-018	2	20,000	20,000	20,000			60,000
Replacement of Air Compressor #218	SE-218	4		5,000				5,000
<b>Park Fund Total</b>			45,000	25,000	20,000			90,000
<b>Permanent Improvement</b>								
Pinehurst Park Equipment Improvements	PP-013	1			100,000			100,000
Miscellaneous Street Repair and Overlays	STP-010	3	685,000			665,000	665,000	2,015,000
17th Stree Reconstruction	STUP-002	5				400,000		400,000
20th Street Reconstruction	STUP-005	2					485,000	485,000
West End Arch Street/Park Avenue Reconstruction	STUP-006	3		685,000				685,000
<b>Permanent Improvement Total</b>			685,000	685,000	100,000	1,065,000	1,150,000	3,685,000

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
<b>Public Works Reserve</b>								
City Hall Network Server Replacement	A-007	2		20,000			25,000	45,000
Squad Car Replacement	PD-002	2	86,000	90,000	90,000	90,000		356,000
Small Business Server and Backup Software	PD-006	2	19,000					19,000
Early Warning Sirens	PD-009	2	18,000					18,000
Replacement of 2010 Single Axle Ford Dump Truck	PE-601	3				40,000		40,000
Replacement of 2011 John Deere Front Mower	PE-602	3				41,000		41,000
Replacement of 2003 Toro Workman Groomer	PE-611	3		20,000				20,000
Replacement of 2013 Toro Groundmaster Mower	PE-614	3					55,000	55,000
Sunnyside Hockey Boards	PP-038	3	30,000					30,000
Replacement of John Deere Loader #202	SE-202	3		75,000				75,000
Replacement of 2000 Grader # 203	SE-203	3			350,000			350,000
Replacement of 2004 Single Axle Dump Truck #211	SE-211	3				60,000		60,000
Replacement of Air Compressor #218	SE-218	4		10,000				10,000
Replacement of 2005 Dump Truck #224	SE-224	3	60,000					60,000
<b>Public Works Reserve Total</b>			<b>213,000</b>	<b>215,000</b>	<b>440,000</b>	<b>231,000</b>	<b>80,000</b>	<b>1,179,000</b>

<b>Sales Tax</b>								
Riverfront Improvements - North Shoreline	PP-002	4	150,000					150,000
Pine Valley Park Improvements	PP-010	5	120,000	550,000				670,000
Braun Park Field Irrigation	PP-011	1				200,000		200,000
Athletic Park Re-design and Development	PP-015	3					1,000,000	1,000,000
Regional Trail Development	PP-017	2			100,000			100,000
Pine Valley Facility Improvements	PP-019	2		600,000				600,000
New Skate Park Construction	PP-025	3	350,000					350,000
Riverview Park/Hospital/Highway 33 Landscaping	PP-029	3	50,000					50,000
Dunlap/Spafford Parks/Highway 33 Landscaping	PP-030	3	228,000					228,000
Dunlap Island Redevelopment	PP-033	2	2,700,000					2,700,000
Pinehurst Park Warming House	PP-037	3		100,000				100,000
Broadway Street Overlay and Streetscape	STP-038	2	1,000,000					1,000,000
I-35/Highway 33 Frontage Road	STP-039	2		635,000				635,000
Cloquet Avenue Streetscape	STP-040	2		2,000,000				2,000,000
Antus Addition/14th Street Utility Extension	STUP-008	n/a			550,000			550,000
<b>Sales Tax Total</b>			<b>4,598,000</b>	<b>3,885,000</b>	<b>650,000</b>	<b>200,000</b>	<b>1,000,000</b>	<b>10,333,000</b>

<b>Sewer Fund</b>								
Dunlap Island Lift Station Generator	SE-002	2	25,000					25,000
Replacement of John Deere Loader #202	SE-202	3		25,000				25,000
Replacement of Air Compressor #218	SE-218	4		5,000				5,000
Replacement of 2005 Dump Truck #224	SE-224	3	75,000					75,000
Sanitary Sewer CIPP Lining	SP-005	1	150,000		150,000		150,000	450,000
Pine Tree Plaza Frontage Road	STP-032	1		70,000				70,000
17th Stree Reconstruction	STUP-002	5				70,000		70,000
20th Street Reconstruction	STUP-005	2					125,000	125,000
West End Arch Street/Park Avenue Reconstruction	STUP-006	3		80,000				80,000
Antus Addition/14th Street Utility Extension	STUP-008	n/a			325,000			325,000
Replacement of 2005 One-Ton Pickup #301	WSE-001	3				25,000		25,000
<b>Sewer Fund Total</b>			<b>250,000</b>	<b>180,000</b>	<b>475,000</b>	<b>95,000</b>	<b>275,000</b>	<b>1,275,000</b>

**State Aid**

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Miscellaneous Street Repair and Overlays	STP-010	3		660,000	622,000			1,282,000
<b>State Aid Total</b>				660,000	622,000			1,282,000
<b>Storm Water Fund</b>								
Pine Tree Plaza Frontage Road	STP-032	1		80,000				80,000
17th Stree Reconstruction	STUP-002	5				125,000		125,000
20th Street Reconstruction	STUP-005	2					175,000	175,000
West End Arch Street/Park Avenue Reconstruction	STUP-006	3		250,000				250,000
<b>Storm Water Fund Total</b>				330,000		125,000	175,000	630,000
<b>Water Fund</b>								
Replacement of John Deere Loader #202	SE-202	3		50,000				50,000
Replacement of Air Compressor #218	SE-218	4		10,000				10,000
Replacement of 2005 Dump Truck #224	SE-224	3	80,000					80,000
Pine Tree Plaza Frontage Road	STP-032	1		150,000				150,000
17th Stree Reconstruction	STUP-002	5				130,000		130,000
20th Street Reconstruction	STUP-005	2					160,000	160,000
West End Arch Street/Park Avenue Reconstruction	STUP-006	3		165,000				165,000
Antus Addition/14th Street Utility Extension	STUP-008	n/a			375,000			375,000
Replacement of 1996 Chevrolet Pickup #232	WE-004	4	40,000					40,000
Station 1 Electrical System Upgrades	WP-018	2	1,500,000					1,500,000
Painting of 2MG Station 2 Reservoir	WP-019	2			570,000			570,000
Painting of 5MG Harris Reservoir	WP-020	3			945,000			945,000
Replacement of 2005 One-Ton Pickup #301	WSE-001	3				25,000		25,000
<b>Water Fund Total</b>			1,620,000	375,000	1,890,000	155,000	160,000	4,200,000
<b>GRAND TOTAL</b>			7,571,000	11,750,000	12,299,500	1,893,500	4,848,000	38,362,000



DRAFT

**SPECIAL MEETING**

Roll Call

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

Councilors Absent: Mayor Hallback, Langley

**AGENDA**

**MOTION:** Councilor Maki moved and Councilor Kolodge seconded the motion to approve the August 11, 2016 Special Council Meeting agenda. The motion carried unanimously (5-0).

**COUNCIL BUSINESS**

**MOTION:** Councilor Bjerkness moved and Councilor Rock seconded the motion to approve **RESOLUTION NO. 16-62, A RESOLUTION CERTIFYING 2016 MUNICIPAL PRIMARY ELECTION CANVASS.** The motion carried unanimously (5-0).

**WHEREAS,** The City of Cloquet held its Primary Election on August 9, 2016; and

**WHEREAS,** Minnesota Statute 205.065, Subd. 5, requires that the City canvass the results of the election on either the second or the third day after a primary election; and

**WHEREAS,** The Council met on August 11, 2016, as a canvassing board to review the results of the election.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA,** That the City Council declare the results of election as identified on the following canvassing list and authorize the City Administrator to notify Carlton County of the results of said canvass.

For Councilor Ward 5:	Steve Langley.....	82
	Mark Roberts .....	47
	Barbara Wyman .....	39

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 11TH DAY OF AUGUST, 2016.**

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

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

## CLOQUET CITY COUNCIL WORK SESSION

August 16, 2016

Present: Bjerckness, Kolodge, Langley, Maki, Wilkinson, Mayor Hallback

Absent: J. Rock

Staff Present: Fritsinger, Barclay, Klassen, C. Peterson

Other: Jamie Lund, Pine journal

### CAFD

Mr. Fritsinger and Council members discussed the correspondence received from the CAFD questioning the City's support of the Fire district. Council members agree a joint meeting to clarify the intent of the letter sent by the City would be beneficial. Mr. Fritsinger will contact Chief Schroeder to schedule a meeting after an upcoming Council meeting. The Council remains supportive of the CAFD.

### Budget / Sales Tax

Mr. Fritsinger summarized and clarified the identified sales tax projects and the changes that have been made.

- The Parks Commission met and requested that the Pine Valley bike trail project move from 2018 to 2017. This request fits the master plan projects but needs Council consideration.
- Discussion on the Pinehurst Park warming house. Council agreed to try the pool bath house as the warming house to see if it will work or if it's even needed. A skating rink attendant will be needed to put mats down.

Mr. Fritsinger moved on to other sales tax items that need discussion and clarity.

- The Riverfront north dollar amount of \$150,000 is only a component of the master plan. This reflects only a small portion of the larger proposed master plan project.
- Mr. Fritsinger noted the 2018 dollar amount slated for the Pine Valley facility is only one part of the needed improvements.
- Still needing discussion on Cloquet Avenue improvements.
- The Council discussed the City's responsibility, if any, for the school baseball field. Mr. Scarbrough has reached out to Mr. Fritsinger regarding the issues involved with relocation.
- The Council talked about the parks that need maintenance vs new park projects in 2017. Mr. Fritsinger noted that now is the time to talk about Athletic Park. This will require conversation with the school district. Mr. Fritsinger feels there is money available to accomplish improvements to Athletic. Conversation on what can be done to improve the appearance. Council questioned what were the arguments for relocating the baseball field to Braun? Mr. Peterson explained the only relocation cost of the ball field to the City is the irrigation on all fields.
- Mr. Fritsinger stressed the only items that need attention now are the 2017 projects. No other comments/concerns were voiced regarding sales tax projects.

### Other Budget Discussion

Discussion highlights are as follows:

- Health insurance costs for the City will be increasing substantially in 2017. The Insurance Committee will be meeting on August 22<sup>nd</sup> to discuss options, if any.
- As per previous agreement by the Council, a retreat every 2 years is budgeted.
- Clean up day has been deleted from the budget.
- More discussion is needed on National Night out and how to incorporate into the future.
- Administration and HR will be split to show the various components of HR.
- Website upgrade is needed and budgeted.
- The Planning and Zoning budget is cut by approximately \$50-60k because there isn't much activity.
- Rental license fees will begin in 2018.
- The Council agreed it's a good idea to bid City Attorney/Prosecution services in the future. This has never been done.
- Sanitary sewer fund will be its own line item in the budget.
- The PD is proposing a new liaison position with the school district for 2017. Also is looking to beef up the National Night Out. The Council would like to have Chief Stracek give updates on the activities of the PD more frequently.
- Highways/Streets don't have many changes. New line items added for Christmas decorations and for community events.
- The Library is looking at a part time position moving to full time in 2017.
- A small increase for the Parks budget anticipating changes. An additional summer seasonal staff person has been added.

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

Respectfully Submitted,

Brian Fritsinger  
City Administrator

Regular Meeting

 **DRAFT**

Roll Call

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

Councilors Absent: Rock

Pledge of Allegiance

### AGENDA

**MOTION:** Councilor Langley moved and Councilor Maki seconded the motion to approve the August 16, 2016 agenda. The motion carried unanimously (6-0).

### MINUTES

**MOTION:** Councilor Kolodge moved and Councilor Wilkinson seconded the motion to approve the minutes of the Work Session and Regular Meeting of August 2, 2016. The motion carried unanimously (6-0).

### CONSENT AGENDA

**MOTION:** Councilor Bjerkness moved and Councilor Langley seconded the motion to accept the Consent Agenda of August 16, 2016, approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 16-64, Authorizing the Payment of Bills
- b. Approval of Raffle Permit – Wood City Riders

### PUBLIC HEARINGS

There were none.

### PRESENTATIONS

There were none.

### ASSISTANT CITY ENGINEER APPOINTMENT

**MOTION:** Councilor Kolodge moved and Councilor Bjerkness seconded the motion to appoint John Anderson to the position of Assistant City Engineer effective August 31, 2016. The motion carried unanimously (6-0).

### EMPLOYEE ASSISTANCE PROGRAM AGREEMENT

**MOTION:** Councilor Kolodge moved and Councilor Bjerkness seconded the motion to approve the contract for an employee assistance program with The Sand Creek Group, Ltd. and authorizes the City Administrator to execute such agreement. The motion carried unanimously (6-0).

### POLICE DEPARTMENT VEHICLE LEASE

**MOTION:** Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to approve the lease of one 2017 Ford Interceptor Utility Vehicle at the state bid price of \$24,930.72. The motion carried unanimously (6-0).

### AWARDING SLATE STREET SIDEWALK IMPROVEMENT BID

**MOTION:** Councilor Kolodge moved and Councilor Maki seconded the motion to adopt **RESOLUTION NO. 16-65, A RESOLUTION AWARDING SLATE STREET SIDEWALK BID**. The motion carried unanimously (6-0).

**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.

#### UTILITY EXTENSION STUDY

**MOTION:** Councilor Langley moved and Councilor Wilkinson seconded the motion to award a contract to SEH, Inc., for completion of a utility extension study in the amount of \$58,735.00. The motion carried unanimously (6-0).

#### LAKE SUPERIOR WATERLINE MATERIALS PURCHASE

**MOTION:** Councilor Wilkinson moved and Councilor Lanlgey seconded the motion to approve the purchase of inventory materials for the Lake Superior Waterline System in the amount of \$55,832.00 from American DIP and Forterra. The motion carried unanimously (6-0).

#### CHARITABLE GAMBLING ORDINANCE AMENDMENTS

**MOTION:** Councilor Bjerkness moved and Councilor Langley seconded the motion 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.** The motion carried unanimously (6-0).

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 80% 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 80% 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 effective and after its passage and publication in accordance with law.

**COALITION OF GREATER MINNESOTA CITIES MEMBERSHIP**

**MOTION:** Councilor Maki moved and Councilor Wilkinson seconded the motion to approve the City's membership renewal with the Coalition of Greater Minnesota Cities for 2017. The motion failed (3-3) with Councilors Bjerkness, Langley and Kolodge opposed.

**PUBLIC COMMENTS**

There were none.

**COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES**

Councilor Bjerkness reminded of the Skate Park Design Workshop to be held on Thursday, August 18, 2016.

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

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Brian Fritsinger, City Administrator

**SPECIAL MEETING** **DRAFT**

## Roll Call

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

Councilors Absent: Maki

**AGENDA**

Internal Affairs Data Relating to Allegations of Law Enforcement Personnel Misconduct Pursuant to Minn. Stat. 13D.05, Subd.2(a)(2).

Mayor Hallback announced that this agenda item is Internal Affairs data relating allegations of law enforcement personnel misconduct. This portion of the meeting will be closed pursuant to Minnesota Statutes, Section 13D.05, Subd. 2(a)(2).

**MOTION:** Councilor Bjerkness moved and Councilor Rock seconded the motion to close the meeting. The motion carried unanimously (6-0).

Mayor Hallback noted the time is 5:34. The City Council will now go into a closed session.

Scott Beckman, Kevin Beck, Tom Hallfrisch and Billie Jo Beckman were present for a portion of the closed session.

The agenda item was discussed.

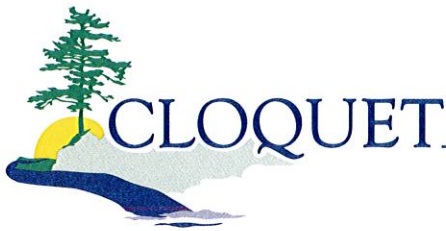
Mayor Hallback announced that following a closed meeting for internal affairs data relating to allegations of law enforcement personnel misconduct, the City Council meeting is now open. The time is 7:57 p.m.

**MOTION:** Mayor Hallback moved and Councilor Langley seconded the motion to not dismiss Officer Scott Beckman. The motion failed (3-3) with Councilors Wilkinson, Bjerkness and Kolodge opposed.

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

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Brian Fritsinger, City Administrator




**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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

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**ITEM DESCRIPTION:** Lumberjack Lounge LLC Optional 2 AM Liquor License Renewal

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**Proposed Action**

Staff recommends the City Council move to approve the renewal of the Optional 2 AM Liquor license for Lumberjack Lounge LLC, 1016 Cloquet Avenue.

**Background/Overview**

The City currently has four establishments licensed under the Optional 2AM liquor license. The license is actually issued by the State, but the City must approve the license. There have been no public safety issues at the Lumberjack Lounge associated with the 2 AM license that staff is aware.

**Policy Objectives**

M.S. 340A.504, Subd. 7 allows for the sale of intoxicating liquor between the hours of 1:00 a.m. and 2:00 a.m. Section 6.2.10, Subd. 4 of Municipal Code also addresses the sale between these hours.

**Financial/Budget/Grant Considerations**

Currently the City charges no local fees for this license. The fee is based strictly upon the statutory obligations.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Optional 2 AM Application





Renewal Application for Optional Liquor 2AM License

License Type: 2AM-100K-5001 Expires On: October 1, 2016

ID Number: 26236

DBA

Lumberjack Lounge LLC  
Lumberjack Lounge  
1016 Cloquet Ave  
Cloquet MN 55720

Business Phone: 2188795939

If any of the above licensee information is not correct, please make corrections as necessary.

Licensee must report previous 12 month on sale alcoholic beverage gross receipts by checking one of the boxes below. Next to the box you check is your 2 AM license fee. Make check payable to: Alcohol and Gambling Enforcement Division (AGED). Mail this application and check to: AGED, 445 Minnesota St., Suite 222, St. Paul, MN 55101-5133.

- \$300 2 AM license fee - Up to \$100,000 in on sale gross receipts for alcoholic beverages
- \$750 2 AM license fee - Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages
- \$1000 2 AM license fee - Over \$500,000 in on sale gross receipts for alcoholic beverages
- \$200 2 AM license fee - 3.2% On Sale Malt Liquor licensees or Set Up license holders
- \$200 2 AM license fee - Did not sell alcoholic beverages for a full 12 months prior to this application

Yes  No Does the city or county that issues your liquor license allow the sale of alcoholic beverages until 2 AM?

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_

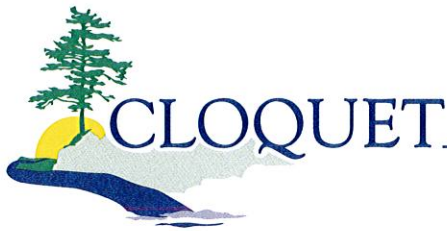
(I certify that the city or county of \_\_\_\_\_ approves the sale of alcoholic beverages until 2AM)

Licensee Signature *[Signature]* Date 8/26/16  
(I certify that I have answered the above questions truthfully and correctly)

Licensee Minnesota Tax ID Number (Required): 9615937

Licensee: Prior to submitting this application to the Alcohol & Gambling Enforcement Division you must have this form signed by your local city or county licensing official

Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division (AGED)  
445 Minnesota Street, Suite 222, St. Paul, MN 55101-5133  
Telephone 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
dps.mn.gov



## ADMINISTRATIVE OFFICES

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### REQUEST FOR COUNCIL ACTION

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



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**ITEM DESCRIPTION:** Lumberjack Lounge Beer and On-Sale Liquor Sales at CARC

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#### **Proposed Action**

Staff recommends that the City Council move to authorize Lumberjack Lounge, LLC to allow for the sale of beer and limited selection of hard alcohol products at the Cloquet Area Recreation Center (Northwoods Arena) for a period expiring June 30, 2017, with the following conditions:

- Sales be limited to the specific dates and times associated with the team's 2016-2017 home schedule as provided to the City.
- Sales be restricted to the interior of the Cloquet Area Recreation Center (Northwoods Arena) with no consumption allowed either outside the building or in locker room areas.
- No sales shall take place in the building when youth amateur events are held within that building.
- The licensee provide the City with a certificate of insurance covering the facility and including the City as an additional insured.
- The Club and/or licensee provide sufficient security personnel at all times when alcohol is sold to ensure the enforcement of all rules, regulations, and laws related to the sale and consumption of alcohol.

#### **Background/Overview**

During 2013, the Minnesota Wilderness Junior A hockey team which had played at a tier 2 level moved up to NAHL. The general management of the team changed and the team operated under a one year arrangement with CAHA.

The NAHL is a 24 team league and in its 41<sup>st</sup> season. It is one of the oldest and longest USA hockey sanctioned junior leagues. It is one of the only two leagues in the United States that implements the non pay-to-play model.

The team and CAHA have recently negotiated a long term lease at the arena that runs through 2018. The team has once again requested the opportunity to sell beer/intoxicating liquor during home games this season. The arena, through the extension of the Lumberjack Lounge license, was permitted to sell during its

To the Mayor and City Council  
Lumberjack Lounge Beer and On-Sale Liquor at CARC  
August 29, 2016  
Page 2

games the past three seasons. The Hockey Association has indicated that they would continue to support this endeavor subject to any City requirements.

The City has historically allowed beer and intoxicating liquor to be sold at CARC for a wide variety of special events. Typically, these have been allowed through the issuance of temporary licenses to local non-profit organizations.

Under Minnesota Statutes 340A.404, Subdivision 4, the governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor at any convention, banquet, conference, meeting or social affair conducted on the premises of a sports, convention, or cultural facility owned by the municipality. Both the City Attorney and State of Minnesota have confirmed that CARC qualifies for sales under this section of State law.

The Association and team have been working with the Lumberjack Lounge as the preferred provider of this service. The "Jack" has submitted its request to the City to obtain authorization allowing it to expand its license for the facility. The team has indicated that the term "limited" selection means both limit in types/quantity and limit in when it may be offered. This may vary by the game depending on circumstance. Team games are typically at night from 7:00-9:00 pm and sales would only be during game hours.

During last season's game schedule, the City received no complaints regarding the sale of alcohol at the facility. There were no major issues related to problems or involvement of law enforcement.

### **Key Issues**

The City has no specific requirements under City Code related to this request. As a result, it must refer to Minnesota Statute and certain aspects of its other licensing requirements to identify the key issues.

- **Authorization Term** - Authorization must be approved for a holder of an on-sale intoxicating liquor license issued by the municipality. The authorization term should run concurrently with the providers existing license. This would typically be for a full year. Currently, all liquor licenses are valid from July 1 - June 30.
- **Insurance** - The licensee should provide a certificate of insurance providing evidence of coverage at CARC and further identify the City as an additional insured.
- **Fee** - There is no established fee for such authorization. Staff is not proposing any fee but would suggest that the City consider establishing a small fee for future cases.
- **Security** - Again, the City has no current requirements for security. The City Code does require 2 officers at any event obtaining a temporary license. The Club has indicated it will provide up to 5-6 of its own security as it has done during the past few seasons.

- **Service Area** - The Club has indicated that sales will be restricted to the arena itself. No outdoor consumption can take place or in locker room areas. The City should identify this as part of the license.
- **Minors/Youth Hockey** - Under Statute, the licensee may not dispense intoxicating liquor to any person attending or participating in a youth amateur event (for persons 18 years of age or younger) held on the premises. Junior A level hockey is not considered an amateur event under this definition. The Club has identified other restrictions to manage this aspect.
- **Dates of Sales** - There is interest by the Club to see that the licensee be allowed to have exclusive rights to sell during all Wilderness home games. In other words, the license will be restricted to only those home games identified on the attached schedule. The applicant (Jack) could make additional requests to the City, that would require the approval of the City Council, for specific events as they are identified.
- **Storage** - The team has a keyed secure storage area, "Ice Hockey Factory", that it controls. Any excess alcohol would be stored in this area between games. The team has indicated storage will be limited depending on the frequency of games.

#### **Policy Objectives**

M.S. 340A.404, Subd. 4, specifically addresses this request. City Code, Section 6.2 also addresses the licensing of alcohol within City limits.

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

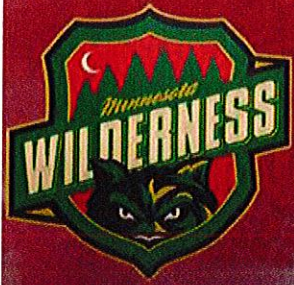
There are no direct financial impacts to the City related to this application. Only in the case that the Council agreed to provide security in the form of police officers and not charge a fee would there be any direct cost to the City.

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

None.

#### **Supporting Documentation Attached**

- Letter of Request from Adam Bailey and David Boitz
- 2016-2017 Wilderness Home Schedule



# MINNESOTA WILDERNESS

## JUNIOR HOCKEY TEAM

Dear Mayor Hallback and council,

The Minnesota Wilderness and The Lumberjack Lounge would like too formally request that we continue be allowed to sell Alcohol at the MN Wilderness home Hockey games for the 2016-17 season. For the past 3 seasons we have sold alcohol and have not had any problems or liquor claims. I have also attached our home schedule for the 2016-17 season. Thank you for your careful consideration of our request.

Sincerely

MN Wilderness General Manger

Lumberjack Lounge Owner



# Minnesota Wilderness 2016-2017 Regular Season Schedule

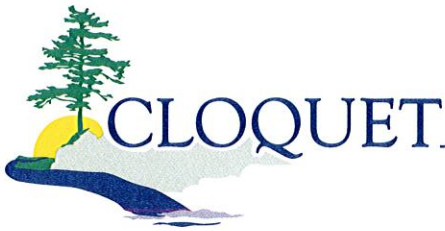


Date	Away	Home
Fri. Sept. 16 <sup>th</sup>	Minnesota Wilderness	Janesville Jets
Sat. Sept. 17 <sup>th</sup>	Minnesota Wilderness	Janesville Jets
Wed. Sept. 21 <sup>st</sup>	NAHL Blaine Showcase – vs New Jersey @ 4:15 PM	
Thurs. Sept. 22 <sup>nd</sup>	NAHL Blaine Showcase – vs Johnstown @ 2:15 PM	
Fri. Sept. 23 <sup>rd</sup>	NAHL Blaine Showcase – vs Toepka @ 10:15 AM	
Sat. Sept. 24 <sup>th</sup>	NAHL Blaine Showcase – vs Kenai River @ 6:30 PM	
Fri. Sept. 30 <sup>th</sup>	Minnesota Wilderness	Springfield Jr. Blues
Sat. Oct. 1 <sup>st</sup>	Minnesota Wilderness	Springfield Jr. Blues
Sat. Oct. 8 <sup>th</sup>	Minnesota Wilderness	Minnesota Magicians
Fri. Oct. 14 <sup>th</sup>	Aberdeen Wings	Minnesota Wilderness
Sat. Oct. 15 <sup>th</sup>	Aberdeen Wings	Minnesota Wilderness
Fri. Oct. 21 <sup>st</sup>	Springfield Jr. Blues	Minnesota Wilderness
Sat. Oct. 22 <sup>nd</sup>	Springfield Jr. Blues	Minnesota Wilderness
Fri. Oct. 28 <sup>th</sup>	Minnesota Wilderness	Brookings Blizzard
Sat. Oct. 29 <sup>th</sup>	Minnesota Wilderness	Brookings Blizzard
Fri. Nov. 4 <sup>th</sup>	Brookings Blizzard	Minnesota Wilderness
Sat. Nov. 5 <sup>th</sup>	Brookings Blizzard	Minnesota Wilderness
Wed. Nov. 9 <sup>th</sup>	Minnesota Wilderness	Minnesota Magicians
Fri. Nov. 11 <sup>th</sup>	Minnesota Wilderness	Minot Minotauros
Sat. Nov. 12 <sup>th</sup>	Minnesota Wilderness	Bismarck Bobcats
Thurs. Nov. 17 <sup>th</sup>	Minnesota Magicians	Minnesota Wilderness
Fri. Nov. 18 <sup>th</sup>	Minnesota Wilderness	Coulee Region
Sat. Nov. 19 <sup>th</sup>	Minnesota Wilderness	Coulee Region
Wed. Nov. 23 <sup>rd</sup>	Minnesota Magicians	Minnesota Wilderness
Fri. Nov. 25 <sup>th</sup>	Bismarck Bobcats	Minnesota Wilderness
Sat. Nov. 26 <sup>th</sup>	Bismarck Bobcats	Minnesota Wilderness
Fri. Dec. 2 <sup>nd</sup>	Minnesota Wilderness	Bismarck Bobcats
Sat. Dec. 3 <sup>rd</sup>	Minnesota Wilderness	Minot Minotauros
Fri. Dec. 16 <sup>th</sup>	Minot Minotauros	Minnesota Wilderness
Sat. Dec. 17 <sup>th</sup>	Minot Minotauros	Minnesota Wilderness

Home Games in Bold and Green

Date	Away	Home
Fri. Dec. 30 <sup>th</sup>	Austin Bruins	Minnesota Wilderness
Sat. Dec. 31 <sup>st</sup>	Minnesota Wilderness	Austin Bruins
Fri. Jan. 6 <sup>th</sup>	Minnesota Wilderness	Minot Minotauros
Sat. Jan. 7 <sup>th</sup>	Minnesota Wilderness	Bismarck Bobcats
Fri. Jan. 13 <sup>th</sup>	Minnesota Wilderness	Aberdeen Wings
Sat. Jan. 14 <sup>th</sup>	Minnesota Wilderness	Aberdeen Wings
Fri. Jan. 20 <sup>th</sup>	Minnesota Wilderness	Austin Bruins
Sat. Jan. 21 <sup>st</sup>	Austin Bruins	Minnesota Wilderness
Fri. Jan. 27 <sup>th</sup>	Coulee Region	Minnesota Wilderness
Sat. Jan. 28 <sup>th</sup>	Coulee Region	Minnesota Wilderness
Fri. Feb. 3 <sup>rd</sup>	Minot Minotauros	Minnesota Wilderness
Sat. Feb. 4 <sup>th</sup>	Minot Minotauros	Minnesota Wilderness
Fri. Feb. 10 <sup>th</sup>	Minnesota Wilderness	Bismarck Bobcats
Sat. Feb. 11 <sup>th</sup>	Minnesota Wilderness	Minot Minotauros
Fri. Feb 17 <sup>th</sup>	Minot Minotauros	Minnesota Wilderness
Sat. Feb. 18 <sup>th</sup>	Minot Minotauros	Minnesota Wilderness
Fri. Feb. 24 <sup>th</sup>	Minnesota Wilderness	Brookings Blizzard
Sat. Feb. 25 <sup>th</sup>	Minnesota Wilderness	Brookings Blizzard
Fri. Mar. 3 <sup>rd</sup>	Brookings Blizzard	Minnesota Wilderness
Sat. Mar. 4 <sup>th</sup>	Brookings Blizzard	Minnesota Wilderness
Fri. Mar. 10 <sup>th</sup>	Aberdeen Wings	Minnesota Wilderness
Sat. Mar. 11 <sup>th</sup>	Aberdeen Wings	Minnesota Wilderness
Fri. Mar. 17 <sup>th</sup>	Minnesota Wilderness	Aberdeen Wings
Sat. Mar. 18 <sup>th</sup>	Minnesota Wilderness	Aberdeen Wings
Fri. Mar. 24 <sup>th</sup>	Bismarck Bobcats	Minnesota Wilderness
Sat. Mar. 25 <sup>th</sup>	Bismarck Bobcats	Minnesota Wilderness
Fri. Mar. 31 <sup>st</sup>	Janesville Jets	Minnesota Wilderness
Sat. Apr. 1 <sup>st</sup>	Janesville Jets	Minnesota Wilderness
Fri. Apr. 7 <sup>th</sup>	Minnesota Wilderness	Minot Minotauros
Sat. Apr. 8 <sup>th</sup>	Minnesota Wilderness	Minot Minotauros

Road Games in Normal and White




**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: August 18, 2016

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**ITEM DESCRIPTION:** New Off Sale 3.2% Malt Liquor License - Kwik Trip Inc.

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**Proposed Action**

Staff recommends that the City Council move to approve the new off sale 3.2% malt liquor license for Kwik Trip, Inc., #144, 900 Washington Avenue, effective October 20, 2016 through June 30, 2017.

**Background/Overview**

The City has received an application from Kwik Trip, Inc. seeking to obtain a new off sale 3.2% malt liquor license for Kwik Trip #144 located at 900 Washington Avenue. The applicant has submitted a completed application with all of the necessary materials. A criminal background and financial check has been completed with no concerns identified.

**Policy Objectives**

Approval of an off sale 3.2% malt liquor license is required under Chapter 6 of the Municipal Code.

**Financial/Budget/Grant Considerations**

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

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Off Sale 3.2% Malt Liquor License Application



Minnesota Department of Public Safety  
**Alcohol and Gambling Enforcement Division (AGED)**  
 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133  
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

**Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License**

**Cities and Counties:** You are required by law to complete and sign this form to certify the issuance of the following liquor license types:  
 1) City issued on sale intoxicating and Sunday liquor licenses  
 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Cloquet License Period From: 10/20/16 To: 6/30/17

Circle One: New License License Transfer \_\_\_\_\_ Suspension Revocation Cancel \_\_\_\_\_  
 (former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ \_\_\_\_\_ Sunday License fee: \$ \_\_\_\_\_ 3.2% On Sale fee: \$ \_\_\_\_\_ 3.2% Off Sale fee: \$ 25.00

Licensee Name: Kwik Trip, Inc. DOB \_\_\_\_\_ Social Security # \_\_\_\_\_  
 (corporation, partnership, LLC, or Individual)

Business Trade Name Kwik Trip #144 Business Address 900 Washington Ave City Cloquet

Zip Code 55720 County Carlton Business Phone Not avail. yet Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City Onalaska, WI Licensee's MN Tax ID # 7356595

Licensee's Federal Tax ID # 39-1036365 (To Apply call 651-296-6181)  
 (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>Donald P. Zietlow</u>			<u>Onalaska, WI 54650</u>
(Partner/Officer Name (First Middle Last))	DOB	Social Security #	Home Address
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Zurich American Ins. Co Policy # WC393-00141-15

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (title)

**On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at [www.dps.state.mn.us](http://www.dps.state.mn.us).**





**CITY ADMINISTRATOR'S OFFICE**

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

**CITY OF CLOQUET, MN  
APPLICATION FOR OFF SALE 3.2% MALT LIQUOR LICENSE**

Application:  New  Renewal

**APPLICANT INFORMATION:**

Name: Donald Paul Zietlow  
First Full Middle Name Last

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

City, State, Zip: Onalaska, WI 54650

608/793-6262

Home Phone Work Phone Cell Phone

dhafner@kwiktrip.com  
E-Mail Address

Date of Birth: \_\_\_\_\_ Place of Birth: Chaseburg, WI

Licensee Name: Kwik Trip, Inc.  
*Business, Partnership, Corporation, LLC, Individual*

Social Security #: \_\_\_\_\_

Trade Name or DBA: Kwik Trip #144

Licensed Location Address: 900 Washington Ave., Cloquet, MN 55720

Business Phone: not available yet, will provide

**BUSINESS INFORMATION:**

Business Name: Kwik Trip #144

Address of Business: 900 Washington Ave., Cloquet, MN 55720

Mailing Address (if different from above): P.O. Box 2107  
La Crosse, WI 54602-2107

Phone No.: 608/793-6262 Alternate Number: 608/791-7385

Manager of Business: Heather Beckstrom

**BUSINESS OWNERSHIP INFORMATION:**

Type of Ownership:  Sole Proprietorship  Partnership  Limited Liability Corporation (LLC)  Corporation (Inc)

If the above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Donald Paul Zietlow  
Partner/Officer Name: First Middle Last  
Home Address: \_\_\_\_\_  
City, State, Zip: Onalaska, WI 54650  
\_\_\_\_\_  
Date of Birth Social Security No.

Steven Donald Zietlow  
Partner/Officer Name: First Middle Last  
Home Address: \_\_\_\_\_  
City, State, Zip: La Crosse, WI 54601  
\_\_\_\_\_  
Date of Birth Social Security No.

Are you the owner or one of the owners of the business stated in this application?  Yes  No

If yes, how long have you been in the business at this location? Store scheduled to open 10/20/16

If you are not the business owner, please list business owner information:

Name: \_\_\_\_\_  
(First) (Full Middle) (Last)  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Home Phone Work Phone Cell Phone

The property at which I am requesting a license for, I  Own  Rent  Lease  Other: \_\_\_\_\_

*(If you rent or lease the premises, you must attach a copy of your fully executed rental or lease agreement)*

If you are not the property owner, please list property owner information:

Name: \_\_\_\_\_  
(First) (Full Middle) (Last)

Address: \_\_\_\_\_  
\_\_\_\_\_

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

**Property/Business Information:**

Liquor licenses will only be issued to establishments which are properly zoned and/or meet those zoning requirements for such location as may be required by the City.

**For Zoning Verification, contact the Cloquet Zoning Department at (218) 879-2507 prior to submitting your application to obtain a "Certificate of Zoning Compliance."**

You must indicate the exact legal description of the premises to be licensed, with a plot plan of the area showing dimensions, locations of buildings, street access, parking facilities and the locations of and distances to the nearest church building and schools.

Property Zoning District: Commercial Preferred  
21-242-0020  
Property Parcel ID Number: 21-242-0040  
~~21-242-0060~~  
Property Complete Legal Description: Please see enclosed.

**Cloquet Municipal Code. Section 6.3.09, Subd. 2 Distance from Schools and Churches.** No license shall be granted for any place within 1,200 feet of any public school or within 600 feet of any church unless the entity pre-existed the location of the School or Church in question or unless such a use is permitted under City Zoning and is approved by the City Council. In applying this restriction, the distance shall be measured between the main front entrance of each structure, following the route of ordinary pedestrian travel.

Church:  Yes  No If yes, distance from location: \_\_\_\_\_  
School:  Yes  No If yes, distance from location: \_\_\_\_\_

How many off-street parking spaces are to be provided exclusively for your customers? 27, including 2 handicapped

Days of Operation: Sunday through Saturday

Hours of Operation: 24 hours per day

Real estate taxes on property to be licensed are:  Paid current  Delinquent

Are there any financial claims to the City of Cloquet owed by the applicant, business owner, or property owner?

None exist.  There are financial claims owed to the City of Cloquet.

If there are current financial claims owed to the City of Cloquet, please state the responsible party, state amount(s), and type of claim:

_____	_____	_____
Responsible Party	Amount	Type of claim (i.e., utilities, etc.)

**Please answer all questions truthfully and to the best of your knowledge. Providing false information may be cause for denial of your license. Please add additional information if necessary.**

1. Have you been convicted of any misdemeanor or felony violation of local ordinances related to the sale of alcoholic beverages?  Yes  No

If yes, please provide statement of all convictions (date of offense, location, charge and date of conviction.)

Please see enclosed list of retail store violations that have occurred at Minnesota stores.

2. Have you previously operated in this City or another City or State under a license or permit which had been denied, suspended or revoked?  Yes  No

If yes, please provide information and state reasons.

Please see enclosed list of retail store violations that have occurred at Minnesota stores.

3. Do you currently hold a license of the same in this City, any other City, State or Country?  Yes  No

If yes, please provide business information for that license.

Business Name: Kwik Trip #247  
Address: 235 North Rd.  
Cloquet, MN 55720  
Phone No. 218/879-2573

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

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

Signature of Applicant:  Date: 8-10-16

Print Name Donald Paul Zietlow  
First Middle Last



**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator  
Date: August 19, 2016



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**ITEM DESCRIPTION:** Approval of License to Sell Tobacco and Tobacco Products

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**Proposed Action**

Staff recommends the City Council move to approve the new License to Sell Tobacco and Tobacco Products for Kwik Trip #144, 900 Washington Avenue, effective October 20, 2016 through June 30, 2017.

**Background/Overview**

The City has received an application from Kwik Trip, Inc. seeking to obtain a new License to Sell Tobacco and Tobacco Products at Kwik Trip #144 located at 900 Washington Avenue. The applicant has submitted the required application and other information required by City Code. Everything appears to be in order and all fees have been paid.

**Policy Objectives**

Approval of a Tobacco and Tobacco Products License is required under Section 6.5 of the Municipal Code. There is no limit on the number of licenses issued in any one year.

**Financial/Budget/Grant Considerations**

The City's fee schedule requires a \$150 annual fee for this license. The license fee is calculated at a pro rata fee for October through June.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Application

**License Application to Make Retail Sales of Cigarette and Other Tobacco Products**

To be completed by applicant when applying for a license with a city or county.

Applicant's Minnesota tax ID number  
**7356595**

The Minnesota tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License number
Period covered
Date of issuance

**Cigarettes/tobacco products will be sold** (a separate license is required for each location or vending machine):

Over counter       Through vending machine       Both

Print or type

Licensee's legal name <b>Kwik Trip, Inc.</b>		Federal employer ID number (FEIN) <b>39-1036365</b>	
Business trade name (doing business as) <b>Kwik Trip #144</b>		Daytime phone	
Complete address of business location (permit location) <b>900 Washington Ave.</b>		County <b>Carlton</b>	Other phone number <b>608/793-6262</b>
City <b>Cloquet,</b>	State <b>MN</b>	Zip code <b>55720</b>	Fax number <b>608/793-6120</b>
Mailing address (if different than business address) <b>PO Box 2107</b>	City <b>La Crosse</b>	State <b>WI</b>	Zip code <b>54602-2107</b>
		Email address <b>dhafner@kwiktrip.com</b>	

Business information

**Type of legal organization** (check one):

Sole proprietor       Minnesota corporation: Enter date of incorporation \_\_\_\_\_

Partnership       Out-of-state corporation: State of incorporation Wisconsin

Other (describe) \_\_\_\_\_      Are you registered to do business in Minnesota?     Yes     No

**Corporate officers or partners** (attach a list if necessary)


Name <b>Donald P. Zietlow</b>	Title <b>President</b>		
Address	City <b>Onalaska</b>	State <b>WI</b>	Zip code <b>54650</b>
Name	Title		
Address	City	State	Zip code

Statement of understanding

**As a licensed tobacco products or cigarette retailer, I understand that:**

- I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
- I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
- I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
- I may not purchase from or exchange cigarettes or tobacco products with another retailer.
- I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
- I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
- I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Sign here

Licensee signature 	Title <b>President</b>	Print name <b>Donald P Zietlow</b>	Date <b>8-10-16</b>	Daytime phone <b>608/793-6262</b>
Licensing agent's signature	Title	Print name	Date	Daytime phone

**License applicant:** Submit this form to the licensing authority along with the license application.

**Licensing authority:** Mail or fax a copy of approved form to:  
Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.



**CITY ADMINISTRATOR'S OFFICE**

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

**CITY OF CLOQUET, MN  
APPLICATION TO SELL AT RETAIL  
TOBACCO, TOBACCO PRODUCTS AND TOBACCO RELATED DEVICES**

*This application, all required documentation and fees must be submitted by any person desiring to obtain a license to sell tobacco, tobacco products and tobacco related devices within the City of Cloquet, MN.*

**INDIVIDUAL SUBMITTING APPLICATION:**

Name: Donald Paul Zietlow  
First Full Middle Name Last

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

City, State, Zip: Onalaska, WI 54650

\_\_\_\_\_ 608/793-6262 \_\_\_\_\_

Home Phone Work Phone Cell Phone

dhafner@kwiktrip.com

\_\_\_\_\_ E-Mail Address

Date of Birth: \_\_\_\_\_ Place of Birth: Chaseburg, WI

**BUSINESS INFORMATION:**

Business Name: Kwik Trip, Inc. dba Kwik Trip #144

Address of Business: 900 Washington Ave. Cloquet, MN 55720

Mailing Address (if different from above): P.O. Box 2107

La Crosse, WI 54602-2107

Phone No.: not available yet, will provide Alternate Number: 608/793-6262

**MANAGER OR PERSON IN CHARGE OF BUSINESS:**

Name: Heather Marie Beckstrom  
First Full Middle Name Last

Address: \_\_\_\_\_

City, State, Zip: Esko, MN 55733

\_\_\_\_\_ Not available yet. \_\_\_\_\_  
Home Phone Work Phone Cell Phone

\_\_\_\_\_ E-Mail Address

**PREMISE / PROPERTY INFORMATION:**

21-242-0020  
21-242-0040

Property Zoning District: Commercial Preferred Property Parcel ID Number: 21-242-0060

Property Complete Legal Description: Please see enclosed

Real estate taxes on property to be licensed are:  Paid current  Delinquent

Are there any financial claims to the City of Cloquet owed by the applicant, business owner, or property owner?

None exist.  There are financial claims owed to the City of Cloquet.

If there are current financial claims owed to the City of Cloquet, please state the responsible party, state amount(s), and type of claim:

Responsible Party	Amount	Type of claim (i.e., utilities, etc.)
-------------------	--------	---------------------------------------

1.	Have you ever been convicted of any violation of a federal, state, or local law, Code or Ordinance provisions, or other regulation relating to tobacco or tobacco products, or tobacco related devices within the past five (5) years? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, give information as to the date, place, and offense for each conviction.</i> <u>Please see enclosed list of retail store violations that have occurred in Minnesota.</u>	
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2.	Have you ever been denied a license to sell tobacco or tobacco products or had such license suspended, revoked or canceled in any City/State, including Cloquet? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details; description, date and location</i> <u>Please see enclosed list of retail store violations that have occurred in Minnesota.</u>	
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3.	Are you prohibited by federal, state, or other local law, Code or Ordinance, or other regulation, from holding such a license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please provide details:</i> _____	
----	--	--

**I HEREBY UNDERSTAND AND AGREE THAT:**

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

<u></u>	<u>8-10-16</u>
Signature of Applicant	Date

Print Name	<u>Donald</u>	<u>Paul</u>	<u>Zietlow</u>
	First	Middle	Last

**SEND FUTURE APPLICATION RENEWALS TO:**

Applicant's Residence Address  
 Business Address

FOR CITY USE ONLY: (When applicable)			
City Administrator:			






## ADMINISTRATIVE OFFICES

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

### REQUEST FOR COUNCIL ACTION

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: August 22, 2016

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**ITEM DESCRIPTION:** Donation of Surplus Equipment Policy

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#### **Proposed Action**

Staff recommends the City Council move to approve the Donation of Surplus Equipment to Nonprofit Organization Policy dated September 6, 2016.

#### **Background/Overview**

In 2016, the Minnesota Legislature passed a new law authorizing a city to donate “surplus equipment” to a nonprofit organization.

Section 471.3459 of Statute defines “surplus equipment” as equipment used by a local government public works department, and cellular phones and emergency medical and firefighting equipment that is no longer needed by the local government because it does not meet industry standards for emergency medical services, police or fire departments, or has minimal or no resale value. A nonprofit organization is defined as “an organization formed under Section 501 (c)(3) of the Internal Revenue Code”.

Before surplus equipment can be donated, a city must adopt a policy on how it will determine what equipment is surplus eligible for donation and how it will determine which nonprofit organization may receive donations. In addition, the policy must address the obligations of the local government to disclose to the nonprofit that the surplus equipment may be defective and cannot be relied upon for safety purposes.

The City is not required to have such a policy if it doesn’t intend to donate surplus property. The adoption of the policy will simply allow the City to consider such requests, if any, in the future. Historically, the City has had few situations arise where such policy was needed.

With that said, the policy has been drafted to provide the City with the greatest amount of flexibility. The Council may wish to carefully consider local circumstances. In particular, the City may want to discuss and consider changes in the following areas:

1. To impose additional requirements or restrictions on the types of nonprofit organizations that are eligible for donations.
2. As to making the determination about who would receive the donation, whether or not some type of ranking system should be developed which best demonstrates the organization’s needs according to Common Community benefits.

To Mayor and Council  
Donation of Surplus Equipment Policy  
August 22, 2016  
Page 2

**Policy Objectives**

The purpose of the policy is to establish procedures for the donation of surplus equipment as required under M.S. 471.3459.

**Financial/Budget/Grant Considerations**

There is no specific financial impact related to the adoption of the policy. If the City should opt to donate rather than sell equipment in the future, it will potentially reduce revenues to the City.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Donation of Surplus Equipment Policy

**CITY OF CLOQUET**  
**POLICY OF DONATION OF SURPLUS EQUIPMENT**  
**TO A NONPROFIT ORGANIZATION**  
(09/06/2016)

**Purpose**

The purpose of this Policy is to establish procedures for the donation of Surplus Equipment by the City to a Nonprofit Organization as required by Minnesota Statute § 471.3459 (2016).

**Scope**

This policy applies to all City departments that generate Surplus Equipment and governs the actions of all City employees and officials.

**Definitions**

“City” means the City of Cloquet, Minnesota.

“City Council” means the governing body of the City.

“Donation” means to contribute, donate or give Surplus Equipment at no cost to a Nonprofit Organizations that serves a public purpose and benefits its community as a whole.

“Eligible Organization” means a Nonprofit Organization serving one or more of the following functions: athletic cultural, historical, educational, safety, social services, environmental or economic.

“Fair Market Value” means the price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all relevant facts.

“Nonprofit Organization” means an organization formed under Section 501(c)(3) of the Internal Revenue Code.

“Policy” means this Policy adopted by the City Council.

“Surplus Equipment” means equipment used by the City’s public works department, and cellular phones and emergency medical and firefighting equipment that is no longer needed by the City because it does not meet industry standards for emergency medical services, police, or fire departments or has minimal or no resale value.

“Surplus Equipment Form” means the form attached as Exhibit I to this Policy that must be filled out by a Nonprofit Organization requesting a Donation of Surplus Equipment.

**Procedure**

The City shall determine all Surplus Equipment and may offer it for Donation in conformance with the following guidelines.

1. Identify Surplus Equipment. Department supervisors are responsible for monitoring their equipment and shall identify and report all Surplus Equipment to the City of Cloquet on at least an annual basis.
2. Determine the Fair Market Value of Surplus Equipment. The City Administrator shall work with City staff to determine the Fair Market Value of the Surplus Equipment.

3. City Council Declaration. The City Administrator will forward a list of the Surplus Equipment with each item's Fair Market Value to the City Council who shall approve or deny the Surplus Equipment as eligible for Donation. The City has no obligation to make the Donation of Surplus Equipment. Surplus Equipment that is not donated may be sold, recycled or discarded in discretion of the City Administrator.
4. Donation. After the City Council has determined the Surplus Equipment is eligible for Donation, the City Administrator is responsible for coordinating the Donation of the Surplus Equipment in accordance with the terms of this Policy.
5. Transfer between Departments. All Surplus Equipment must first be considered for transfer between departments for the benefit of the City.
6. Advertisement. Surplus Equipment shall be posted as eligible for Donation on the City's website. The City may also use other reasonable means to notify Eligible Organizations about the availability of Surplus Equipment. The city shall wait at least 30 days after advertising Surplus Equipment before approving any Donations.
7. Surplus Equipment Form. Eligible Organizations interested in Surplus Equipment shall fill out a Surplus Equipment Form and submit the form to the City Administrator.
8. Approval of Donation. If the Surplus Equipment has a Fair Market Value less than \$5,000, the City Administrator shall approve the Donation to an Eligible Organization, subject to review by the City Council. If the Surplus Equipment has a Fair Market Value greater than \$5,000, the City Council must approve the donation by a majority vote of the City Council.
9. Prioritization of Donations. If more than one Eligible Organization requests a Donation for the same Surplus Equipment, the City shall consider factors it deems relevant including how the Surplus Equipment will be used, the benefit to the eligible Organization, the impact on the City, how the Donation will accomplish goals of the City Council, and any previous Donation to the Eligible Organization.
10. Conflict of Interest. All City employees and officials are prohibited from taking possession of any Surplus Equipment on behalf of an Eligible Organization.
11. As Is. A Donation of Surplus Equipment is made "as is" with no warranty, guarantee or representation of any kind, express or implied, as to the condition, utility, or usability of the Surplus Equipment offered. The Surplus Equipment may be defective and cannot be relied up for safety purposes.
12. Title. The City Administrator shall cause any title or other ownership documents to be transferred to the Eligible Organization at the time of transfer. Any fees required to transfer the Surplus Equipment are the responsibility of the Eligible Organization.
13. Transportation. In the Surplus Equipment Form, the Eligible Organization must provide a detailed plan for transporting the Surplus Equipment from the City to the Eligible Organization. The Eligible Organization must pay all expenses associated with the transportation of the Surplus Equipment.
14. Delegation. The City Administrator may delegate specific responsibilities for implementing this Policy.

15. Documentation. The City Administrator shall document the Donation of all Surplus Equipment and shall keep such records in accordance with the City's Records Retention Schedule.
16. Review of Policy. The City Administrator is responsible for maintaining and reviewing this Policy. Any changes to this Policy must be approved by the City Council.

**Exhibit I**  
Surplus Equipment Form

Organization Name: \_\_\_\_\_

Organization Address:

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

Organization Website: \_\_\_\_\_

(Attach proof of status as a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code).

Organization Purpose: \_\_\_\_\_

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

Point of Contact:

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

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

City Surplus Equipment of Interest: \_\_\_\_\_

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

How will the requested Surplus Equipment benefit your organization?

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

How do you plan to transport the surplus property from the City to your location?

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

DISCLAIMER OF WARRANTIES. The City makes no agreement, warranty or representation, either expressed or implied, as to the value, design, condition, merchantability or fitness for any particular purpose or use of the Surplus Equipment by the recipient or any other user.

The recipient acknowledges the Surplus Equipment may be defective and that is cannot be relied upon for safety purposes. The recipient has a duty to inspect the Surplus Equipment before it is used for any purpose.

The recipient acknowledges that the City is not a manufacturer of the Surplus Equipment or a dealer therein; that the Surplus Equipment is being provided "as-is" and "with all faults," it being agreed and understood that all of the aforementioned risks are to be borne by the recipient or user of the Surplus Equipment.

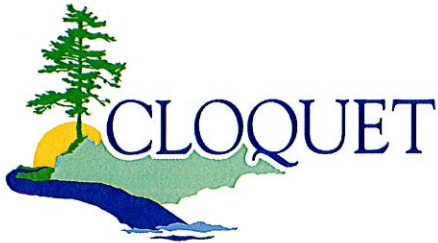
In no event shall the city be liable for any damages in connection with or arising out of the recipient's or any other person's or entity's use of the Surplus Equipment.

I acknowledge that the Donation of any Surplus Equipment to my organization is subject to the City's Policy for Donation of Surplus Equipment to a Nonprofit Organization.

I have authority to request a Donation from the City and to bind my organization to the terms of this form.

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

Date \_\_\_\_\_



## 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

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To: City Council  
From: Caleb Peterson, City Engineer  
Reviewed By: Brian Fritsinger, City Administrator  
Date: August 29, 2016

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**ITEM DESCRIPTION:** 2016 Park Improvements Change Order Request

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#### Proposed Action

Staff recommends that the City Council move to approve change orders #1, #2, and #3 to City contract 1063.

#### Background/Overview

Work is currently underway to construct improvements at Fauley Park and Veteran's Park under City Contract 1063. Each year staff brings the City's major construction projects to Council for award. Once authorized, the cost of work is determined using a unit price submitted by the lowest responsible bidder for each work item in a contract. Occasionally during the course of construction, unforeseen conditions arise which force us to alter the scope of work. When a unit price for the extra work is not included in the original contract, staff must negotiate a price with the contractor amending the original contract. The recommended changes are then brought to Council for authorization to amend the contract in the form of a change order.

A general summary of each change order and the associated cost is listed below. Change orders are also attached in their entirety.

*Change Order #1* – Added quantity of taconite tailings to be placed around Fauley Park train. This material will serve to provide a dust free surface which is freely draining. Unit price of existing item was negotiated to be lower due to added quantity placed. *Added cost: \$3,930.00*

*Change Order #2* – Removal of bedrock for storm pipe installation at Fauley Park. This was required to allow for connection to the existing storm system. *Added cost: \$4,226.00*

*Change Order #3* – Added drainage piping and structures at Fauley Park. This will add improved drainage within the park. *Added cost: \$2,306.00*

SEH has reviewed all three change orders and found them to be necessary and reasonable.

#### Policy Objectives

N/A.



**Financial/Budget/Grant Considerations**

The original contract price for this project was \$1,282,668.75 and the total of Change Orders #1, #2, & #3 will increase this amount by \$10,462.00.

The costs associated with this increase are attributed to the Fauley Park Sales Tax funding.

**Advisory Committee/Commission Action**

None.

**Supporting Documents Attached**

- Change Order #1
- Change Order #2
- Change Order #3



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# CHANGE ORDER

City of Cloquet

August 29, 2016

OWNER

DATE

1063

1

OWNER'S PROJECT NO.

CHANGE ORDER NO.

Veterans Park and Fauley Park Improvements – Cloquet, Minnesota

CLOQU 138107 71.50

PROJECT DESCRIPTION

SEH FILE NO.

The following changes shall be made to the contract documents:

**Description:**

The contract included a quantity of one (1) ton for limestone screenings and the City accepted the Contractor's proposal to substitute taconite tailings in place of limestone for the placed material. The actual quantity of material placed was sixteen (16) tons.

**Purpose of Change Order:**

Due to the adjustment in material and quantity, the unit price cost of the item was lowered from \$550.00 per ton to \$280.00 per ton. The estimate for payment includes payment of the bid quantity at the bid pricing and is deducted from the total of this change order.

16 Tons Taconite Tailings @ \$280.00 / Ton = \$4,480.00  
Minus (1 Ton Limestone Screenings @ \$550.00 / Ton = \$550.00)  
Net Increase in Contract Total: \$3,930.00

Basis of Cost:             Actual             Estimated

Attachments (list supporting documents)

Load ticket for taconite tailings

**Contract Status**

	Time	Cost
Original Contract	May 12, 2017 (SC)	\$1,282,668.75
Net Change Prior C.O.'s <u>Start</u> to <u>8/24/16</u>	0	
Change this C.O.	0	\$3,930.00
Revised Contract	May 12, 2017 (SC)	\$1,287,148.75

Recommended for Approval: **Short Elliott Hendrickson Inc.** by

Dan Hinzmann, PE

Agreed to by Contractor:

Approved for Owner:

BY George Bougalis & Sons Co.

BY City of Cloquet

TITLE

TITLE

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# CHANGE ORDER

City of Cloquet

August 18, 2016

OWNER

DATE

1063

2

OWNER'S PROJECT NO.

CHANGE ORDER NO.

Veterans Park and Fauley Park Improvements – Cloquet, Minnesota

CLOQU 138107 71.50

PROJECT DESCRIPTION

SEH FILE NO.

The following changes shall be made to the contract documents:

**Description:**

The contract did not include items for removal of bedrock due to no bedrock being observed in the soil borings at the site. The contractor encountered bedrock which required removal at Fauley Park.

**Purpose of Change Order:**

Due to encountering shallow bedrock, removal of this bedrock was required to install storm drainage piping within Fauley Park. Unit prices for labor and equipment we agreed to prior to work being completed and time was documented by SEH staff observing the work.

- Foreman: 7 hours @ \$83.00 per hour = \$581.00
- Laborer: 4 hours @ \$72.00 per hour = \$288.00
- 200 Class Excavator with Operator: 3 hours @ \$198.00 per hour = \$594.00
- 200 Class Excavator with Hammer: 4 hours @ \$260.00 per hour = \$1,040.00
- Skidsteer with Operator: 7 hours @ \$149.00 per hour = \$1,043.00
- Tractor Lowboy: 3.5 hours @ \$130.00 per hour = \$455.00
- Trucking & Disposal = \$225.00

Net Increase in Contract Total: \$4,226.00

Basis of Cost:             Actual             Estimated

**Contract Status**

	Time	Cost
Original Contract	May 12, 2017 (SC)	\$1,282,668.75
Net Change Prior C.O.'s <u>Start to 8/24/16</u>	0	\$3,930.00
Change this C.O.	0	\$4,226.00
Revised Contract	May 12, 2017 (SC)	\$1,290,824.75

Recommended for Approval: **Short Elliott Hendrickson Inc.** by

Dan Hinzmann, PE

Agreed to by Contractor:

Approved for Owner:

BY George Bougalis & Sons Co.

BY City of Cloquet

TITLE

TITLE

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# CHANGE ORDER

City of Cloquet

August 29, 2016

OWNER

DATE

1063

3

OWNER'S PROJECT NO.

CHANGE ORDER NO.

Veterans Park and Fauley Park Improvements – Cloquet, Minnesota

CLOQU 138107 71.50

PROJECT DESCRIPTION

SEH FILE NO.

The following changes shall be made to the contract documents:

**Description:**

The contract included drainage items for concrete piping and structures, but did not include drainage items for small area drains and PVC storm piping.

**Purpose of Change Order:**

Upon initial grading of Fauley Park, it was determined that drainage would be improved by adding additional drains prior to the installation of concrete at the site. These drainage improvements consisted of collecting two small low points so it was determined that 6" piping with small drainage structures would suffice to address these areas.

2 EA Area Drain Structures @ \$238.00 per EA = \$476.00  
61 LF 6" SDR-35 PVC Pipe @ \$20.00 per LF = \$1,220.00  
2 EA Core Drill @ \$305.00 per EA = \$610.00

Net Increase in Contract Total: \$2,306.00

Basis of Cost:  Actual  Estimated

**Contract Status**

Original Contract

Time	Cost
May 12, 2017 (SC)	\$1,282,668.75
0	\$8,156.00
0	\$2,306.00
May 12, 2017 (SC)	\$1,293,130.75

Net Change Prior C.O.'s Start to 8/24/16

Change this C.O.

Revised Contract

Recommended for Approval: **Short Elliott Hendrickson Inc.** by

Dan Hinzmann, PE

Agreed to by Contractor:

Approved for Owner:

BY George Bougalis & Sons Co.

BY City of Cloquet

TITLE

TITLE

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