



CITY OF CLOQUET
City Council Agenda
Tuesday, October 18, 2016
7:00 p.m.
City Hall Council Chambers

CITY COUNCIL WORK SESSION

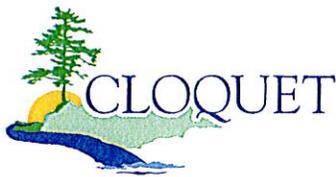
5:30 p.m. Antenna Tower Request from Verizon
5:45 p.m. Snow Plowing Policy
6:00 p.m. Local Assessment Policy Discussion
6:30 p.m. Alcohol Ordinance Amendments

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
 - a. Approval of October 18, 2016 Council Agenda
4. **Approval of Council Minutes**
 - a. Regular Council Minutes from the October 4, 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. 16-80, Authorizing the Payment of Bills
 - b. Appointment of Election Judges
6. **Public Hearings**

None.
7. **Presentations**
 - a. Mayor's Proclamation, the week of October 24th as Manufacturing Week in the City of Cloquet.
 - b. Mayor's Proclamation, October as General Aviation Appreciation Month



CITY OF CLOQUET
City Council Agenda
Tuesday, October 18, 2016
7:00 p.m.
City Hall Council Chambers

8. Council Business

- a. Resolution No. 16-79, A Resolution Approving the Conditional Use Permit for Friends of Animals, Humane Society in the LI-Light Industry District
- b. Resolution No. 16-77, A Resolution Approving Sand and Gravel Excavation Permit Renewals for 2017
- c. Resolution No. 16-78, A Resolution Entering into Land Access Agreement with the Fond du Lac Band of Lake Superior Chippewa
- d. Business Park Marketing Plan Consultant Approval
- e. Laserfische Document Management System Proposal
- f. Resolution No. 16-76, A Resolution Declaring the Official Intent of Cloquet to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City
- g. National Night Out Donor Recognition
- h. Home for the Holidays Celebration

9. Public Comments

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

10. Council Comments, Announcements, and Updates

11. Adjournment

Regular Meeting

Roll Call

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

Councilors Absent: None.

Pledge of Allegiance

DRAFT

AGENDA

MOTION: Councilor Wilkinson moved and Councilor Maki seconded the motion to approve the October 4, 2016 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Rock moved and Councilor Kolodge seconded the motion to approve the minutes of the Work Session and Regular Meeting of September 20, 2016. The motion carried unanimously (7-0).

CONSENT AGENDA

MOTION: Councilor Bjerkness moved and Councilor Maki seconded the motion to adopt the consent agenda of October 4, 2016 approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 16-73, Authorizing the Payment of Bills and Payroll
- b. Appointment of Election Judges
- c. Approval of Raffle Permit – Cloquet Area Youth Wrestling Association

PUBLIC HEARING

There were none.

PRESENTATIONS

There were none.

PERSONNEL POLICY MANUAL

MOTION: Councilor Langley moved and Councilor Rock seconded the motion to table this item for discussion at a future meeting. The motion carried (4-3) with Councilors Wilkinson, Kolodge and Maki opposed.

WELLHEAD PROTECTION MANAGER APPOINTMENT

MOTION: Councilor Kolodge moved and Councilor Rock seconded the motion to appoint Director of Public Works, Caleb Peterson, as the City of Cloquet Wellhead Protection Plan Manager. The motion carried unanimously (7-0).

NORTH ROAD VEHICLE NOISE SIGN

MOTION: Councilor Langley moved and Councilor Maki seconded the motion to adopt **RESOLUTION NO. 16-70, A RESOLUTION SUPPORTING THE PLACEMENT OF VEHICLE NOISE SIGNAGE ALONG NORTH ROAD (CSAH 2) AND THE ENFORCEMENT OF MINNESOTA STATUTE 169.693 (MOTOR VEHICLE NOISE LIMITS)**. The motion carried unanimously (7-0).

WHEREAS, The City of Cloquet desires to place vehicle noise signage along North Road (CSAH 2) in order to deter engine breaking by heavy truck traffic using the corridor; and

WHEREAS, Carlton County is the road authority on North Road; and

WHEREAS, The City must apply for a permit to place signage in Carlton County right-of-way; and

WHEREAS, Local law enforcement must agree to enforce Minnesota Statute as part of the approval process.

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

1. That the Public Works Director or his designee is hereby authorized to apply for a permit to place Vehicle Noise Signage along North Road.
2. That the City of Cloquet Police Department hereby agrees to enforce said signage under Minnesota Statute 169.693 (Motor Vehicle Noise Limits).

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 4th DAY OF OCTOBER, 2016.

2017 PARK IMPROVEMENTS

MOTION: Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to adopt the proposal from SEH, Inc., to complete bidding documents for planned improvements to Dunlap Island, Broadway Avenue, and the north riverfront. The motion carried unanimously (7-0).

DUMP TRUCK / SNOW PLOW PURCHASE

MOTION: Councilor Kolodge moved and Councilor Rock seconded the motion to authorize the purchase of a tandem axle dump truck chassis from Maney International of Duluth in the amount of \$77,292.00, including trade, and the purchase of a dump box, plows, a sander and the installation of all related equipment on the truck chassis from Towmaster, Inc., in the amount of \$117,778.00. The motion carried unanimously (7-0).

PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Councilor Rock encouraged drivers to pay attention to the new 4-way stop by the Kwik Trip on Washington Avenue.

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

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

To: Mayor and City Council
From: Nancy Klassen, Finance Director *NK*
Reviewed/Approved by: Brian Fritsinger, City Administrator
Date: October 13, 2016

ITEM DESCRIPTION: Payment of Bills

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 16-80, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS.**

Background/Overview

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

Policy Objectives

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

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

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

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

RESOLUTION NO. 16-80

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

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

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

101	General Fund	\$	44,927.78
203	Economic Development Loans		75,000.00
207	Community Development Operating		132.44
208	Small Cities Development Program		10,721.00
225	Permanent Improvement		123.65
226	Park		7,609.51
228	Senior Center		819.90
403	Capital Projects Revolving		3,947.50
405	City Sales Tax Projects		34,604.68
600	Water - Lake Superior Waterline		116,653.22
601	Water - In Town System		15,783.42
602	Sewer		1,600.71
605	Storm Water		4,859.50
614	CAT-7		90.74
701	Employee Severance		2,693.00
	TOTAL:	\$	319,567.05

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 18TH DAY OF OCTOBER, 2016.**

ATTEST:

Dave Hallback, Mayor

Brian Fritsinger, City Administrator

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
111350	LEXISNEXIS RISK DATA MNGMT INC	705.50	76.00
112645	AJ'S AGGREGATE & TRUCKING LLC	1,125.00	250.00
112650	AJ'S LAWN CARE, INC	0.00	2,932.50
119700	ARROWHEAD CONCRETE WORKS, INC.	5,701.89	157.10
121000	ARROWHEAD SPRINGS INC	1,204.83	120.75
122000	A T & T MOBILITY	12,707.87	177.35
125700	BEST OIL COMPANY	82,668.08	8,454.28
126850	BLAINE BROTHERS, INC	619.25	117.00
129800	BUREAU CRIMINAL APPREHENSION	780.00	390.00
134700	CARLTON COUNTY TREASURER	198.95	130.20
134800	CARLTON COUNTY TREASURER	136.64	48.53
136150	CELLEBRITE USA, CORP	2,692.36	3,272.99
137310	CENTURY LINK	23,483.98	67.63
137340	CHAMBERLAIN OIL CO., INC.	4,715.25	31.50
142800	CLOQUET SANITARY SERVICE	7,425.21	989.86
145300	COMMUNITY PRINTING	2,275.40	170.90
145500	COMPENSATION CONSULTANTS, LTD	3,893.50	333.00
150100	D A L C O	4,803.99	214.73
156400	CITY OF DULUTH COMFORTSYSTEMS	984.71	109.43
159275	E P C ENGINEERING & TESTING	10,572.19	3,947.50
161675	EMC NATIONAL LIFE	5,655.50	1,183.50
162640	ENVENTIS TELECOM INC	426.58	47.24
165375	FERGUSON WATERWORKS #2516	15,107.90	1,387.59
167875	FLAHERTY & HOOD, P.A.	14,212.60	925.38
168100	FLEXIBLE PIPE TOOL COMPANY	0.00	665.00
170950	FRIENDS OF ANIMALS	23,550.00	150.00
171525	G&K SERVICES	2,777.42	266.33
175000	GOODIN COMPANY	1,086.54	130.53
175200	GOPHER STATE ONE CALL INC	1,749.20	307.80
175700	GRAINGER	1,374.98	143.28
180500	HAWKINS INC	46,754.12	5,517.30
185150	INTER CITY OIL	0.00	1,444.32
185900	IDEXX DISTRIBUTION CORP.	1,041.73	624.71
190700	JAMAR COMPANY	26,273.29	10,925.24
195850	KIMINSKI PAVING	244,857.57	9,690.00
197300	KRAEMER CONSTRUCTION INC	2,306.00	900.00
207045	MAGNET FORENSICS USA INC	0.00	925.00
207055	MAINSTREET DESIGNS, INC.	2,475.85	677.02
207400	MANEY INTERNATIONAL INC	5,933.97	389.55
211400	MENARDS	7,523.85	21.97
211645	METERING & TECHNOLOGY SOLUTION	12,564.79	2,557.23
214000	MIELKE ELECTRIC WORKS	1,630.00	750.00
219200	MN DEPT LABOR & INDUSTRY	0.00	120.00
220101	MN DEPT OF HEALTH	0.00	800.00

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
224750	MN STATE TREASURER'S OFFICE	99.49	65.10
227750	MTI DISTRIBUTING, INC.	6,778.45	43.46
229500	NAPA AUTO PARTS	6,256.94	480.79
234100	NORTHEAST SERVICE COOPERATIVE	421,465.00	49,241.00
234600	NORTHERN BUSINESS PRODUCTS	12,032.51	328.09
236100	NORTHLAND CONSTRUCTORS	530,432.87	2,454.41
240725	O'REILLY AUTO ENTERPRISES LLC	1,126.10	431.61
242850	PARSONS ELECTRIC LLC	11,679.70	123.65
247400	396-PRAXAIR DISTRIBUTION, INC.	6,538.72	198.48
251500	RAITER CLINIC	3,449.00	35.00
261750	SEELYE PLASTICS, INC.	536.05	451.15
261800	SEH	162,543.97	24,570.61
262850	SEWING UNLIMITED	459.00	42.00
265050	SMITTY'S READY MIX OF BARNUM	24,603.50	948.00
267950	STANTEC CONSULTING SERVICES	0.00	10,034.07
269300	STREICHER'S	0.00	736.99
270200	SUPERIOR COMPUTER PRODUCTS INC	55,120.88	3,431.50
271325	NANCY GETCHELL	7,486.20	689.11
272300	TELEPHONE ASSOCIATES	7,695.56	160.00
275075	TITAN MACHINERY	18,838.88	24.35
276000	TOSHIBA FINANCIAL SERVICES	11,897.79	954.45
278600	TWIN PORT MAILING	34,455.78	951.48
281225	UNITED PIPING INCORPORATED	0.00	2,527.64
283700	USA BLUEBOOK	5,648.98	182.47
284875	VERIZON WIRELESS	7,165.10	350.10
285500	VIKING INDUSTRIAL NORTH	3,183.70	25.74
288100	WARNING LITES OF MN, INC.	637.50	62.50
292400	XEROX CORPORATION	4,494.43	390.85
R0001284	OFFICE OF MN IT SERVICES	472.00	56.00
R0001289	WALMART	0.00	300.00
R0001388	NORTHSTAR DESIGN & BUILD INC	13,067.25	10,721.00
R0001408	JAMES & JULIE JOHANSON	0.00	50.00

TOTAL ALL VENDORS: 173,601.84

Less:

Health/Dental/VEBA (47,041.50)
 Library (63.84)
 Cloquet Area Fire District (2,748.24)

Total Bills Approved 123,748.26

Plus:

Ave C Restaurant Loan 75,000.00
 Credit card/bill pay f 1,986.20
 MN Sales Tax 1,919.41
 MN Power auto pay 116,420.93
 MN Energy auto pay 492.25

Total Bills 319,567.05

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
134700	CARLTON COUNTY TREASURER	198.95	130.20
136150	CELLEBRITE USA, CORP	2,692.36	1,636.49
161675	EMC NATIONAL LIFE	5,655.50	493.50
171525	G&K SERVICES	2,777.42	70.60
207045	MAGNET FORENSICS USA INC		462.50
224750	MN STATE TREASURER'S OFFICE	99.49	65.10
234100	NORTHEAST SERVICE COOPERATIVE	421,465.00	46,548.00
R0001289	WALMART		300.00
			49,706.39
34	CHARGES FOR SERVICES		
142800	CLOQUET SANITARY SERVICE	7,425.21	145.00
	CHARGES FOR SERVICES		145.00
41	GENERAL GOVERNMENT		
142800	CLOQUET SANITARY SERVICE	7,425.21	28.45
145500	COMPENSATION CONSULTANTS, LTD	3,893.50	333.00
150100	D A L C O	4,803.99	214.73
161675	EMC NATIONAL LIFE	5,655.50	61.00
167875	FLAHERTY & HOOD, P.A.	14,212.60	115.00
171525	G&K SERVICES	2,777.42	72.57
175000	GOODIN COMPANY	1,086.54	10.49
219200	MN DEPT LABOR & INDUSTRY		20.00
234600	NORTHERN BUSINESS PRODUCTS	12,032.51	5.93
270200	SUPERIOR COMPUTER PRODUCTS INC	55,120.88	3,229.00
272300	TELEPHONE ASSOCIATES	7,695.56	160.00
276000	TOSHIBA FINANCIAL SERVICES	11,897.79	393.84
278600	TWIN PORT MAILING	34,455.78	255.55
292400	XEROX CORPORATION	4,494.43	146.56
	GENERAL GOVERNMENT		5,046.12
42	PUBLIC SAFETY		
111350	LEXISNEXIS RISK DATA MNGMT INC	705.50	76.00
125700	BEST OIL COMPANY	82,668.08	3,666.89
129800	BUREAU CRIMINAL APPREHENSION	780.00	390.00

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
136150	CELLEBRITE USA, CORP	2,692.36	1,636.50
142800	CLOQUET SANITARY SERVICE	7,425.21	57.33
145300	COMMUNITY PRINTING	2,275.40	170.90
161675	EMC NATIONAL LIFE	5,655.50	240.00
167875	FLAHERTY & HOOD, P.A.	14,212.60	810.38
170950	FRIENDS OF ANIMALS	23,550.00	150.00
171525	G&K SERVICES	2,777.42	48.68
207045	MAGNET FORENSICS USA INC		462.50
219200	MN DEPT LABOR & INDUSTRY		40.00
234600	NORTHERN BUSINESS PRODUCTS	12,032.51	280.64
262850	SEWING UNLIMITED	459.00	42.00
269300	STREICHER'S		736.99
270200	SUPERIOR COMPUTER PRODUCTS INC	55,120.88	202.50
271325	NANCY GETCHELL	7,486.20	689.11
276000	TOSHIBA FINANCIAL SERVICES	11,897.79	363.69
278600	TWIN PORT MAILING	34,455.78	102.22
284875	VERIZON WIRELESS	7,165.10	350.10
R0001284	OFFICE OF MN IT SERVICES	472.00	56.00
	PUBLIC SAFETY		10,572.43
43	PUBLIC WORKS		
121000	ARROWHEAD SPRINGS INC	1,204.83	50.75
122000	A T & T MOBILITY	12,707.87	119.65
125700	BEST OIL COMPANY	82,668.08	833.38
126850	BLAINE BROTHERS, INC	619.25	117.00
137340	CHAMBERLAIN OIL CO., INC.	4,715.25	31.50
142800	CLOQUET SANITARY SERVICE	7,425.21	54.57
161675	EMC NATIONAL LIFE	5,655.50	89.00
171525	G&K SERVICES	2,777.42	22.94
175200	GOPHER STATE ONE CALL INC	1,749.20	153.90
195850	KIMINSKI PAVING	244,857.57	4,845.00
207055	MAINSTREET DESIGNS, INC.	2,475.85	677.02
207400	MANEY INTERNATIONAL INC	5,933.97	389.55
219200	MN DEPT LABOR & INDUSTRY		20.00
229500	NAPA AUTO PARTS	6,256.94	477.00
234600	NORTHERN BUSINESS PRODUCTS	12,032.51	11.86
236100	NORTHLAND CONSTRUCTORS	530,432.87	2,454.41
240725	O'REILLY AUTO ENTERPRISES LLC	1,126.10	431.61
247400	396-PRAXAIR DISTRIBUTION, INC.	6,538.72	99.24
251500	RAITER CLINIC	3,449.00	35.00
265050	SMITTY'S READY MIX OF BARNUM	24,603.50	948.00

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
43	PUBLIC WORKS		
278600	TWIN PORT MAILING	34,455.78	102.22
288100	WARNING LITES OF MN, INC.	637.50	62.50
292400	XEROX CORPORATION	4,494.43	65.16
	PUBLIC WORKS		12,091.26
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
161675	EMC NATIONAL LIFE	5,655.50	11.00
234600	NORTHERN BUSINESS PRODUCTS	12,032.51	5.93
278600	TWIN PORT MAILING	34,455.78	51.11
292400	XEROX CORPORATION	4,494.43	48.86
	COMMUNITY DEVELOPMENT		116.90
SCDP (CITY)			
46	COMMUNITY DEVELOPMENT		
R0001388	NORTHSTAR DESIGN & BUILD INC	13,067.25	10,721.00
	COMMUNITY DEVELOPMENT		10,721.00
LIBRARY FUND			
45	CULTURE AND RECREATION		
161675	EMC NATIONAL LIFE	5,655.50	50.00
171525	G&K SERVICES	2,777.42	3.84
219200	MN DEPT LABOR & INDUSTRY		10.00
	CULTURE AND RECREATION		63.84
PERMANENT IMPROVEMENT			
56	CONSTRUCTION & MAINTENANCE		
242850	PARSONS ELECTRIC LLC	11,679.70	123.65
	CONSTRUCTION & MAINTENANCE		123.65

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

PARK FUND			
45	PARKS/RECREATION		
119700	ARROWHEAD CONCRETE WORKS, INC.	5,701.89	157.10
122000	A T & T MOBILITY	12,707.87	230.98
125700	BEST OIL COMPANY	82,668.08	537.15
134800	CARLTON COUNTY TREASURER	136.64	48.53
142800	CLOQUET SANITARY SERVICE	7,425.21	627.20
161675	EMC NATIONAL LIFE	5,655.50	36.00
227750	MTI DISTRIBUTING, INC.	6,778.45	43.46
	PARKS/RECREATION		1,680.42
SENIOR CENTER FUND			
45	CULTURE AND RECREATION		
171525	G&K SERVICES	2,777.42	24.76
219200	MN DEPT LABOR & INDUSTRY		10.00
	CULTURE AND RECREATION		34.76
CAPITAL PROJECTS - REVOLVING			
81	SPECIAL PROJECTS		
159275	E P C ENGINEERING & TESTING	10,572.19	3,947.50
	SPECIAL PROJECTS		3,947.50
CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
261800	SEH	162,543.97	24,570.61
267950	STANTEC CONSULTING SERVICES		10,034.07
	SPECIAL PROJECTS		34,604.68
WATER - LAKE SUPERIOR WATERLIN			
50	STATION ONE		
137310	CENTURY LINK	23,483.98	67.63
214000	MIELKE ELECTRIC WORKS	1,630.00	300.00
219200	MN DEPT LABOR & INDUSTRY		10.00
	STATION ONE		377.63

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - LAKE SUPERIOR WATERLIN			
51	STATION TWO		
121000	ARROWHEAD SPRINGS INC	1,204.83	40.00
161675	EMC NATIONAL LIFE	5,655.50	40.00
165375	FERGUSON WATERWORKS #2516	15,107.90	100.07
180500	HAWKINS INC	46,754.12	5,517.30
185900	IDEXX DISTRIBUTION CORP.	1,041.73	624.71
197300	KRAEMER CONSTRUCTION INC	2,306.00	900.00
211400	MENARDS	7,523.85	21.97
214000	MIELKE ELECTRIC WORKS	1,630.00	300.00
219200	MN DEPT LABOR & INDUSTRY		10.00
261750	SEELYE PLASTICS, INC.	536.05	451.15
281225	UNITED PIPING INCORPORATED		2,527.64
	STATION TWO		10,532.84
52	LAKE SUPERIOR WATERLINE		
112650	AJ'S LAWNCARE, INC		2,932.50
125700	BEST OIL COMPANY	82,668.08	250.01
161675	EMC NATIONAL LIFE	5,655.50	20.00
185150	INTER CITY OIL		1,444.32
190700	JAMAR COMPANY	26,273.29	10,925.24
	LAKE SUPERIOR WATERLINE		15,572.07
57	ADMINISTRATION		
156400	CITY OF DULUTH COMFORTSYSTEMS	984.71	109.43
161675	EMC NATIONAL LIFE	5,655.50	6.60
	ADMINISTRATION		116.03
WATER - IN TOWN SYSTEM			
00			
R0001408	JAMES & JULIE JOHANSON		50.00
			50.00
49	CLOQUET		

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN	TOWN SYSTEM		
49	CLOQUET		
112645	AJ'S AGGREGATE & TRUCKING LLC	1,125.00	250.00
122000	A T & T MOBILITY	12,707.87	-173.28
125700	BEST OIL COMPANY	82,668.08	416.69
161675	EMC NATIONAL LIFE	5,655.50	32.00
165375	FERGUSON WATERWORKS #2516	15,107.90	1,287.52
171525	G&K SERVICES	2,777.42	13.76
175700	GRAINGER	1,374.98	143.28
211645	METERING & TECHNOLOGY SOLUTION	12,564.79	2,557.23
214000	MIELKE ELECTRIC WORKS	1,630.00	150.00
220101	MN DEPT OF HEALTH		800.00
247400	396-PRAXAIR DISTRIBUTION, INC.	6,538.72	59.54
275075	TITAN MACHINERY	18,838.88	24.35
283700	USA BLUEBOOK	5,648.98	182.47
285500	VIKING INDUSTRIAL NORTH	3,183.70	25.74
	CLOQUET		5,769.30
54	BILLING & COLLECTION		
161675	EMC NATIONAL LIFE	5,655.50	12.50
276000	TOSHIBA FINANCIAL SERVICES	11,897.79	196.92
278600	TWIN PORT MAILING	34,455.78	235.94
	BILLING & COLLECTION		445.36
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	7,425.21	18.19
161675	EMC NATIONAL LIFE	5,655.50	13.40
175200	GOPHER STATE ONE CALL INC	1,749.20	92.34
234600	NORTHERN BUSINESS PRODUCTS	12,032.51	11.86
278600	TWIN PORT MAILING	34,455.78	102.22
292400	XEROX CORPORATION	4,494.43	65.14
	ADMINISTRATION & GENERAL		303.15
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
125700	BEST OIL COMPANY	82,668.08	166.68
161675	EMC NATIONAL LIFE	5,655.50	20.00

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
168100	FLEXIBLE PIPE TOOL COMPANY		665.00
171525	G&K SERVICES	2,777.42	9.18
247400	396-PRAXAIR DISTRIBUTION, INC.	6,538.72	39.70
	SANITARY SEWER		900.56
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	7,425.21	18.19
161675	EMC NATIONAL LIFE	5,655.50	30.50
175200	GOPHER STATE ONE CALL INC	1,749.20	61.56
234600	NORTHERN BUSINESS PRODUCTS	12,032.51	11.87
278600	TWIN PORT MAILING	34,455.78	102.22
292400	XEROX CORPORATION	4,494.43	65.13
	ADMINISTRATION & GENERAL		289.47
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
161675	EMC NATIONAL LIFE	5,655.50	4.50
	ADMINISTRATION & GENERAL		4.50
59	OPERATIONS		
161675	EMC NATIONAL LIFE	5,655.50	10.00
195850	KIMINSKI PAVING	244,857.57	4,845.00
	OPERATIONS		4,855.00
CABLE TELEVISION			
45	PUBLIC TV		
121000	ARROWHEAD SPRINGS INC	1,204.83	30.00
161675	EMC NATIONAL LIFE	5,655.50	13.50
162640	ENVENTIS TELECOM INC	426.58	47.24
	PUBLIC TV		90.74

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TIME: 11:26:21
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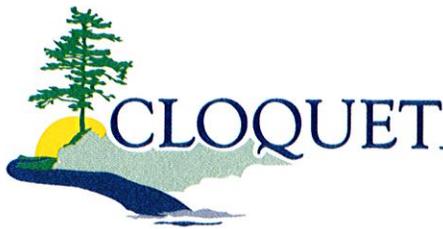
CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 10/18/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
234100	NORTHEAST SERVICE COOPERATIVE	421,465.00	2,693.00
	EMPLOYEE VACATION & SICK		2,693.00
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
125700	BEST OIL COMPANY	82,668.08	2,583.48
142800	CLOQUET SANITARY SERVICE	7,425.21	40.93
175000	GOODIN COMPANY	1,086.54	120.04
229500	NAPA AUTO PARTS	6,256.94	3.79
	PUBLIC SAFETY		2,748.24
	TOTAL ALL DEPARTMENTS		173,601.84



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

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

ITEM DESCRIPTION: Appointment of Election Judges for General Election

Proposed Action

Staff recommends that the City Council move to appoint Bruce Walker as election judge for the 2016 General Election.

Background/Overview

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

City staff, with the assistance of the Carlton County Auditor, has sought and identified a number of individuals to serve in this capacity for the Elections. The Council has previously appointed a number of individuals for both the Primary and General Elections. With the General Election expected to be busy, the City has certified additional judges to be appointed. The individual identified should be appointed by the Council at this time.

Policy Objectives

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

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- None

MAYOR'S PROCLAMATION

City of Cloquet

WHEREAS, Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and

WHEREAS, The manufacturing industry contributed \$48.2 billion to Minnesota's economy in 2015, and at 16 percent, is the second largest industry contributing to the state's private gross domestic product; and

WHEREAS, In 2015, workers took home \$20 billion in wages from Minnesota manufacturing jobs, the second highest amount among the state's business sectors; and

WHEREAS, Manufacturing exports brought \$18.9 billion into Minnesota in 2015; and

WHEREAS, Manufacturing provides over 317,000 highly skilled, high-paying jobs, which significantly contribute to Minnesota's economic vitality and high quality of life; and

WHEREAS, October 2 through October 8, 2016 was officially observed by Governor Mark Dayton as Minnesota Manufacturing Week; and

WHEREAS, Cloquet is proudly home to the manufacturing businesses of Sappi Fine Paper North America Division, United States Gypsum, Jarden Home Brands, Savanna Pallets, Bergquist Imports, Brenny-Dahl Block, K-1 Sportswear, Morning Star Woodworks and Wear-A-Knit Custom Knitwear; and

NOW, THEREFORE, I, David Hallback, Mayor of the City of Cloquet, Minnesota, along with the Northeast Region of Minnesota, proclaim the week of October 24th as **Manufacturing Week in the City of Cloquet** on this 18th day of October, 2016.

MANUFACTURING WEEK



David Hallback, Mayor
City of Cloquet

MAYOR'S PROCLAMATION

City of Cloquet

WHEREAS, The City of Cloquet in the State of Minnesota has a significant interest in the continued vitality of general aviation, aircraft manufacturing, aviation educational institutions, aviation organizations and community airports; and

WHEREAS, General aviation and the Cloquet/Carlton County Airport has an immense economic impact on the City of Cloquet; and

WHEREAS, Minnesota is home to 135 public-use airports, serving 12,478 pilots and 5,679 active general aviation aircraft; and

WHEREAS, Minnesota is home to 109 fixed-based operators, 51 repair stations, 522 heliports, 12 FAA-approved pilot schools, 1,933 flight students and 2,500 flight instructors; and

WHEREAS, General aviation in Minnesota contributes over \$5.3 billion to that state's economy annually; and

WHEREAS, General aviation not only supports Minnesota's economy, it improves overall quality of life by supporting emergency medical and healthcare services, law-enforcement, firefighting, disaster relief, and by transporting business travelers to their destinations quickly and safely; and

WHEREAS, The nation's aviation infrastructure represents an important public benefit, and Congressional oversight should be in place to ensure stable funding of this system; and

NOW, THEREFORE, I, Dave Hallback, Mayor of the City of Cloquet, Minnesota, do hereby proclaim general aviation a vital strategic resource to the City of Cloquet and declare **October 2016** to be observed as:

GENERAL AVIATION APPRECIATION MONTH

Dave Hallback, Mayor
City of Cloquet





COMMUNITY DEVELOPMENT DEPARTMENT

1307 Cloquet Avenue • Cloquet MN 55720

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

www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Al Cottingham, City Planner/Zoning Administrator
Reviewed By: Brian Fritsinger, City Administrator 
Date: October 12, 2016

ITEM DESCRIPTION: Zoning Case 16-18: Conditional Use Permit – Friends of Animals, Humane Society in the LI – Light Industry District

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 16-79, A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT FOR FRIENDS OF ANIMALS, HUMANE SOCIETY IN THE LI – LIGHT INDUSTRY DISTRICT.**

Background/Overview

Friends of Animals is proposing a Conditional Use permit to allow a Humane Society in the LI – Light Industry District. The property involved is located at 1001 Avenue B. Friends of Animals would like to remodel the former Carlton County building for their facility.

A public hearing was held on Tuesday, October 11, 2016 to consider a Conditional Use Permit for a Humane Society in the Light Industry District. A legal notice was published in the Pine Journal on September 29, 2016 and property owners within 350 feet were sent notices of the public hearing.

Staff has made an administrative decision and the Planning Commission has concurred that as allowed in the Zoning Ordinance “Other uses not specifically listed in this Chapter, but for which the City Planner/Zoning Administrator or Planning Commission of the City has determined that the use is consistent with the intent for conditional uses in this district.” This decision was made based on the Ordinance amendment that was done to allow this use in the Office/Manufacturing District.

Policy Objectives

The Zoning Ordinance states Conditional Use Permits may be granted when they comply with the following approval criteria: *(Staff comments in italic)*

- 1. Consistency with the Comprehensive Plan. The relationship of the proposed use to the goals, objectives, and policies of the City of Cloquet Comprehensive Plan. *The proposed site is guided as Light Industry. For the purposes of the Comprehensive Plan, acceptable land uses include industrial development.***

2. Compatibility. The compatibility of the proposed use with existing development within three hundred (300) feet of the proposed use and within five hundred (500) feet along the same street and development anticipated in the foreseeable future within the neighborhood and conditions that would make the use more compatible. *The property surrounding this site is retail, office, warehouse and distribution.*

3. Importance of services to the community. The importance of the services provided by the proposed facility to the community, if any, and the requirements of the facility for certain locations, if any, and without undue inconvenience to the developer, and the availability of alternative locations equally suitable. *There is a need for a humane society in the community. They are currently located at 1418 Hwy 33 South and are proposing to relocate to this site.*

4. Neighborhood protections. The sufficiency of terms and conditions proposed to protect and maintain the uses in the surrounding neighborhood. *The site is the former home of Carlton county offices. The conversion of the site to the Friends of Animals Humane Society will involve remodeling of the interior of the building to meet their needs. They are proposing to construct an outdoor kennel space to accommodate 12 – 15 dogs. They will be outside an average 4 – 5 times per day for approximately 20 – 30 minutes. This affords them a little fresh air and gives staff the opportunity to clean their indoor space.*

5. Conformance with other requirements of this Chapter. The conformance of the proposed development with all provisions of this Chapter. *The proposed location meets all of the requirements of the Zoning Ordinance. There is adequate off street parking for employees and customers.*

6. Other factor. Other factors pertinent to the proposed use, site conditions, or surrounding area considerations that the Planning Commission or the City Council feels are necessary for review in order to make an informed and just decision.

Financial/Budget/Grant Considerations

The Conditional Use Permit fee is \$400. The applicant has paid this fee to cover the cost associated with the application process.

Advisory Committee/Commission Action

The Planning Commission discussed the noise impacts on the animals due to the proximity to the railroad. They learned that the noise inside the kennel with the dogs barking was louder than the noise inside the building with the passing of a train. The Planning Commission has recommended approval of the Conditional Use Permit subject to the conditions in the attached resolution on a 6 – 0 vote.

Supporting Documentation Attached

- Resolution No. 16-79
- Location Map
- Narrative
- Aerial Photo

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

RESOLUTION NO. 16-79

**A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT
FOR FRIENDS OF ANIMALS FOR A HUMANE SOCIETY IN THE
LI – LIGHT INDUSTRY DISTRICT**

WHEREAS, Friends of Animals is proposing a Conditional Use Permit for a humane society in the Light Industry District; and

WHEREAS, As required by ordinance, notification was advertised in the Pine Journal and property owners within 350 feet were sent notice. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on October 11, 2016 at which time Zoning Case / Development Review No. 16-18 was heard and discussed; and

WHEREAS, the property of the proposed Conditional Use Permit is located at 1001 Avenue B and is legally described as follows:

Lot 4, Block 6, except the north 15 feet and except the south 30 feet, Docket 249613, together with adjoining vacated easterly 8.38 feet of 10th Street in Book 25, page 420, Docket 270445,
And,

The south 30 feet of Lot 4, Block 6, Docket 249613, except minimum interest on Docket 249565. Together with adjoining vacated easterly 8.38 feet of 10th Street in Book 25, page 420, Docket 270445,
And,

Lot 5 and part of Lot 6, Block 6, lying north of the following line; commencing at the northwest corner of Lot 6, thence south 22 feet to the point of beginning, thence southeast to a point on the east line of Lot 6, 36.2 feet south from the northeast corner, together with adjoining vacated easterly 8.38 feet of 10th Street in Book 25, page 420, Docket 270445 and together with vacated north 1 foot 3 inches of right of way of Avenue B abutting Lot 6, Docket 271340, All in Nelsons Subdivision of Outlots 35, 36 and 40, Carlton County, Minnesota. and

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

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that it approves Zoning Case 16-06 to the Cloquet City Council to allow a humane society in the Office/Manufacturing District subject to the following conditions:

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 18TH DAY OF OCTOBER, 2016.

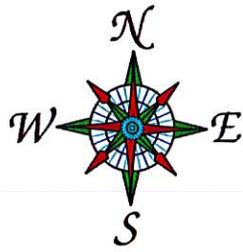
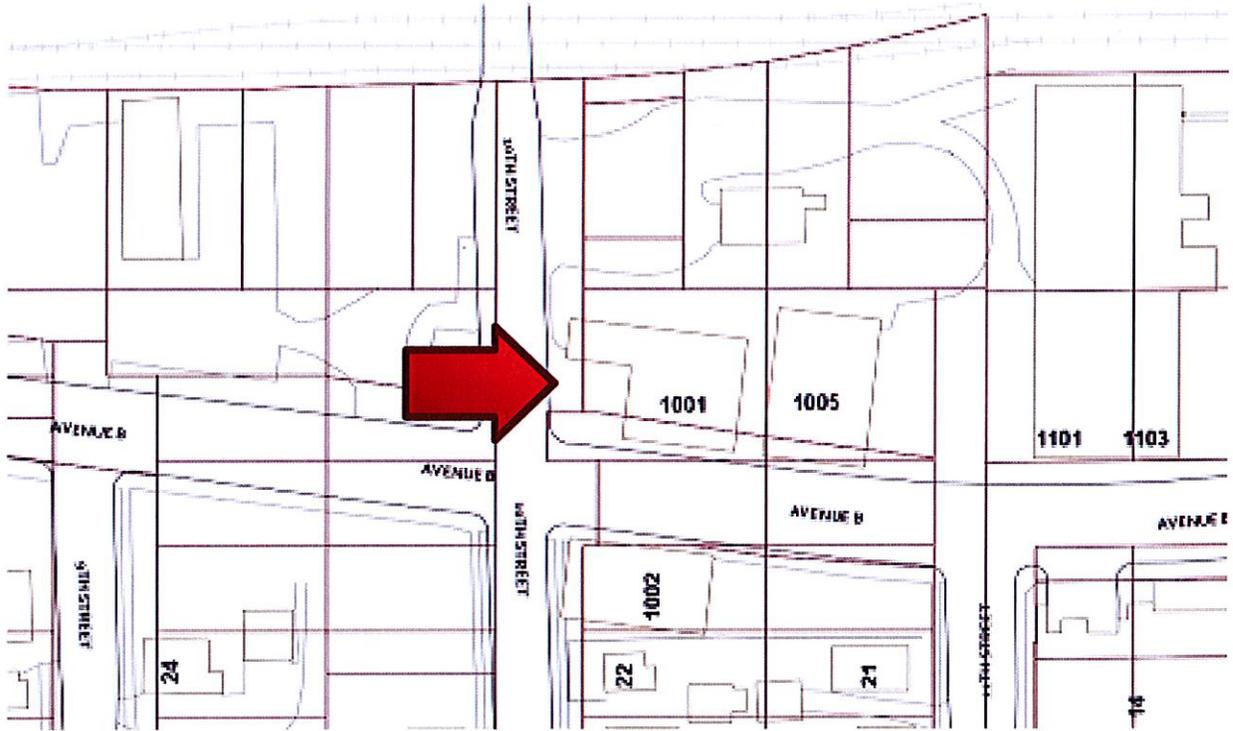
Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

Location Map

Friends of Animals



No Scale

Al Cottingham

From: Cynthia Haglin <foacindy@yahoo.com>
Sent: Monday, September 26, 2016 4:53 PM
To: Al Cottingham
Subject: FOA permit

Hello. Here is a brief summary of our outdoor kennel space plans.

Friends of Animals intention is to construct an outdoor kennel space to accomodate 12-15 dogs. They will be outside an average of 4-5 times per day for approximately 20-30 minutes. This affords them a little fresh air and gives staff the opportunity to clean their indoor space.

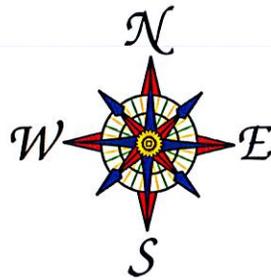
Let me know if you have further questions.

Cindy

Sent from my iPhone

AERIAL PHOTO

1001 AVENUE B



NO SCALE



**COMMUNITY DEVELOPMENT
DEPARTMENT**

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Al Cottingham, City Planner/Zoning Administrator
Reviewed/Approved By: Brian Fritsinger, City Administrator 
Date: October 12, 2016

ITEM DESCRIPTION: Zoning Case 16-15: Gravel Mining Excavation Permit Renewals for 2017

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 16-77, A RESOLUTION APPROVING SAND AND GRAVEL EXCAVATION PERMIT RENEWALS FOR 2017.**

Background/Overview

All sand and gravel mining and processing operations require an annual excavation permit. The excavation permit is an annual permit issued at the discretion of the City and does not confer or grant a property right. Staff has visited each pit to examine the conditions to ensure that zoning ordinance requirements are being met. The excavation permits were considered at the regular Planning Commission meeting on October 11, 2016.

Inspections of active gravel mining operations were conducted in September in accordance with Chapter 17 Section 6.20 Subdivision 8 of the Cloquet Zoning Ordinance. Enclosed Councilmembers will find reports on the annual gravel mine inspections for the four operating within the City.

Upon inspection of the Zack Sand and Gravel Pit it is noted that the approved haul/access road from the pit to the intersection of Stark and Freeman Roads is working very well. Staff has not received any complaints regarding this pit.

The Ulland pit had both an asphalt plant and crushing operation located in the pit at various times this summer. Staff did not receive any complaints about this operation.

The KGM pit is used primarily for KGM and the wood chip operation for Sappi. They had a large amount of activity from this pit this year and more than I have seen in the past three summers. The City received no complaints on the KGM pit.

The Carlton County pit is used primarily for stockpiling of material and not much mining anymore. The millings from different projects have been stored there. The City received no complaints on the County pit.

Policy Objectives

The purpose of the annual excavation permit renewal is to ensure that operations at the gravel mining operations are in compliance with Ordinance requirements.

Financial/Budget/Grant Considerations

The Annual Excavation Permit renewal fee is \$300. An updated bond is required of all applicants, along with a questionnaire, and on-site inspection with City staff.

To Mayor and Council
2017 Gravel Mining Excavation Permit Renewals
October 12, 2016
Page 2

Advisory Committee/Commission Action

The Planning Commission has recommended approval of the annual excavation permits for the four sites listed below for 2017 subject to the conditions established with the original permits and the filing of the appropriate bonds as stipulated in the Cloquet Zoning Ordinance on a 6-0 vote.

- Abramson Construction, Inc. / KGM (Permits #76-18, 95-2)
- Carlton County Highway Department (Permit #75-3)
- Ulland Brothers, Inc. (Permits #75-1, 75-5, and 79-7)
- Zack Sand and Gravel (Permit #08-01)

Supporting Documentation Attached

- Resolution No. 16-77
- Annual Inspection Checklist

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

RESOLUTION NO. 16-77

**A RESOLUTION APPROVING SAND AND GRAVEL EXCAVATION
PERMIT RENEWALS FOR 2017**

WHEREAS, The following sand and gravel mine operators have submitted requests for renewal of their Excavation and Operating Permits for the year 2017:

- Abramson Construction, Inc. / KGM (Permits #76-18, 95-2)
- Carlton County Highway Department (Permit #75-3)
- Ulland Brothers, Inc. (Permits #75-1, 75-5, and 79-7)
- Zack Sand and Gravel (Permit #08-01); and

WHEREAS, Said renewals were considered at the regular meeting of the Cloquet Planning Commission on October 11, 2016 and Cloquet City Council on October 18, 2016, at which time information was reviewed relative to said renewals, and questions were asked and answered by those gravel mine operator representatives in attendance; and

WHEREAS, No changes were proposed by any of the operators for their operations; and

WHEREAS, The Planning Commission recommended approval to the City Council of these sand and gravel excavation permits finding that renewal is in order for all operations listed above.

NOW, THEREFORE, BE IT RESOLVED, BY THE CLOQUET CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That it approves the renewal of these four sand and gravel mining Excavation Permits, subject to the conditions established with the original permits and the filing of appropriate bonds as stipulated in the Cloquet Zoning Ordinance.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 18TH DAY OF OCTOBER, 2016.

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

GRAVEL MINE ANNUAL INSPECTION CHECKLIST

SITE IDENTIFICATION: **KGM**

DATE OF INSPECTION: **September 21, 2016** TIME OF DAY: **10:00 am**

WEATHER CONDITIONS: **Clear, 55 degrees, early Fall**

PRESENT: **Al Cottingham and Caleb Peterson**

	OK	Not OK	
1.	X	<input type="checkbox"/>	Steep slopes (1:1 or greater) protected.
2.	X	<input type="checkbox"/>	Security gate installed and used.
3.	X	<input type="checkbox"/>	Operating hours honored.
4.	X	<input type="checkbox"/>	Inactive slopes maintained.
5.	X	<input type="checkbox"/>	Setbacks satisfactory (old @ 200' res.; 50' non-res.).
6.	X	<input type="checkbox"/>	Stockpiles @ 500' (100' non-res.); height @ 40'.
7.	X	<input type="checkbox"/>	Excavation @ 500' (100' non-res.).
8.	<input type="checkbox"/>	<input type="checkbox"/> NA	Asphalt plant @ 2,600' (1,000' non-res.; 500' old).
9.	<input type="checkbox"/>	<input type="checkbox"/> NA	Crushing plant on pit floor.
10.	X	<input type="checkbox"/>	Erosion/drainage controlled; no standing water.
11.	X	<input type="checkbox"/>	Dust control.
12.	X	<input type="checkbox"/>	Level bottom in non-active areas.
13.	X	<input type="checkbox"/>	Noise levels not exceeded.
14.	X	<input type="checkbox"/>	Reclamation of mined-out sections.
15.	X	<input type="checkbox"/>	Recyclable materials present over 2 years.

COMMENTS

The KGM pit is owned and operated from the main office in Angora, MN. The property is zoned Heavy Industrial.

Carlson Timber remains active in the pit chipping wood and loading semi trucks to haul the wood chips to Sappi. Very active with chips being brought in and being hauled out.

KGM had a fair amount of activity this year from their pit. The major pit faces have been worked this year with over 25,000 cubic yards removed by the end of July with lots of material still being hauled out.

GRAVEL MINE ANNUAL INSPECTION CHECKLIST

SITE IDENTIFICATION: Carlton County – Airport Road

DATE OF INSPECTION: September 21, 2016 TIME OF DAY: 9:30 am

WEATHER CONDITIONS: Clear, 55 degrees, early fall

PRESENT: Al Cottingham and Caleb Peterson

	OK	Not OK	
1.	X	<input type="checkbox"/>	Steep slopes (1:1 or greater) protected.
2.	X	<input type="checkbox"/>	Security gate installed and used.
3.	X	<input type="checkbox"/>	Operating hours honored.
4.	X	<input type="checkbox"/>	Inactive slopes maintained.
5.	X	<input type="checkbox"/>	Setbacks satisfactory (old @ 200' res.; 50' non-res.).
6.	X	<input type="checkbox"/>	Stockpiles @ 500' (100' non-res.); height @ 40'.
7.	X	<input type="checkbox"/>	Excavation @ 500' (100' non-res.).
8.	<input type="checkbox"/>	<input type="checkbox"/> NA	Asphalt plant @ 2,600' (1,000' non-res.; 500' old).
9.	<input type="checkbox"/>	<input type="checkbox"/> NA	Crushing plant on pit floor.
10.	X	<input type="checkbox"/>	Erosion/drainage controlled; no standing water.
11.	X	<input type="checkbox"/>	Dust control.
12.	X	<input type="checkbox"/>	Level bottom in non-active areas.
13.	X	<input type="checkbox"/>	Noise levels not exceeded.
14.	X	<input type="checkbox"/>	Reclamation of mined-out sections.
15.	X	<input type="checkbox"/>	Recyclable materials present over 2 years.

COMMENTS

There was some activity in the County pit this year with approximately 3,000 cubic yards of material being removed. There is a security gate at Airport Road that is used as required, the FDL Reservation Pit is adjacent and to the direct east of this pit. They use this pit for County Road projects in the area and will stockpile blacktop from some of the road projects for use in the future.

GRAVEL MINE ANNUAL INSPECTION CHECKLIST

SITE IDENTIFICATION: Ulland Sand and Gravel Pit

DATE OF INSPECTION: September 21, 2016 TIME OF DAY: 10:30 am

WEATHER CONDITIONS: Clear, 55 degrees, early Fall

PRESENT: Al Cottingham and Caleb Peterson

	OK	Not OK	
1.	X	<input type="checkbox"/>	Steep slopes (1:1 or greater) protected.
2.	X	<input type="checkbox"/>	Security gate installed and used.
3.	X	<input type="checkbox"/>	Operating hours honored.
4.	X	<input type="checkbox"/>	Inactive slopes maintained.
5.	X	<input type="checkbox"/>	Setbacks satisfactory (old @ 200' res.; 50' non-res.).
6.	X	<input type="checkbox"/>	Stockpiles @ 500' (100' non-res.); height @ 40'.
7.	X	<input type="checkbox"/>	Excavation @ 500' (100' non-res.).
8.	X	<input type="checkbox"/>	Asphalt plant @ 2,600' (1,000' non-res.; 500' old).
9.	X	<input type="checkbox"/>	Crushing plant on pit floor.
10.	X	<input type="checkbox"/>	Erosion/drainage controlled; no standing water.
11.	X	<input type="checkbox"/>	Dust control.
12.	X	<input type="checkbox"/>	Level bottom in non-active areas.
13.	X	<input type="checkbox"/>	Noise levels not exceeded.
14.	X	<input type="checkbox"/>	Reclamation of mined-out sections.
15.	X	<input type="checkbox"/>	Recyclable materials present over 2 years.

COMMENTS

The Ulland Pit is located south of I-35 and west of Hwy 45. The property is zoned Heavy Industrial.

They have had an asphalt plant set up for about one month this summer in the pit. They were also doing crushing on the site on the pit floor. They had removed approximately 17,000 cubic yards of material from the site through mid-August. They noted it is difficult to identify the amount of material that will leave the pit next year since they do not have any contracts yet.

GRAVEL MINE ANNUAL INSPECTION CHECKLIST

SITE IDENTIFICATION: Zack Sand and Gravel – Stark Road

DATE OF INSPECTION: September 21, 2016 TIME OF DAY: 9am

WEATHER CONDITIONS: Sunny, 55 degrees, early Fall

PRESENT: Al Cottingham and Caleb Peterson

	OK	Not OK	
1.	X	<input type="checkbox"/>	Steep slopes (1:1 or greater) protected.
2.	X	<input type="checkbox"/>	Security gate installed and used.
3.	X	<input type="checkbox"/>	Operating hours honored.
4.	X	<input type="checkbox"/>	Inactive slopes maintained.
5.	X	<input type="checkbox"/>	Setbacks satisfactory (old @ 200' res.; 50' non-res.).
6.	X	<input type="checkbox"/>	Stockpiles @ 500' (100' non-res.); height @ 40'.
7.	X	<input type="checkbox"/>	Excavation @ 500' (100' non-res.).
8.	<input type="checkbox"/>	<input type="checkbox"/> NA	Asphalt plant @ 2,600' (1,000' non-res.; 500' old).
9.	<input type="checkbox"/>	<input type="checkbox"/> NA	Crushing plant on pit floor.
10.	X	<input type="checkbox"/>	Erosion/drainage controlled; no standing water.
11.	X	<input type="checkbox"/>	Dust control.
12.	X	<input type="checkbox"/>	Level bottom in non-active areas.
13.	X	<input type="checkbox"/>	Noise levels not exceeded.
14.	X	<input type="checkbox"/>	Reclamation of mined-out sections.
15.	X	<input type="checkbox"/>	Recyclable materials present over 2 years.

COMMENTS

The Zack Sand and Gravel pit is located behind the Cloquet Business Park off of Stark Road. This property is zoned Farm Residential.

Mr. Zack reports this has been a pretty good year. They have removed approximately 10,000 cubic yards of material so far this. The access road is in great shape with a little slope work needing to be done. We have received no complaints on the operations.



COMMUNITY DEVELOPMENT DEPARTMENT

1307 Cloquet Avenue • Cloquet MN 55720

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

www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Al Cottingham, City Planner/Zoning Administrator
Reviewed/Approved By: Brian Fritsinger, City Administrator 
Date: October 12, 2016

ITEM DESCRIPTION: Land Access Agreement – Jolicouer Creek Restoration

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 16-78, A RESOLUTION ENTERING INTO A LAND ACCESS AGREEMENT WITH THE FOND DU LAC BAND OF LAKE SUPERIOR CHIPPEWA.**

Background/Overview

The Fond Du Lac Band of the Lake Superior Chippewa is proposing a restoration project to Jolicouer Creek. Jolicouer Creek is a cold water tributary to Otter Creek, a designated trout stream. Jolicouer Creek flows through a parcel that is owned by the City of Cloquet that they are proposing to do some restoration within. The access agreement is for Jolicouer Creek and the surrounding land for restoration and management purposes, it does not run with the land, but is specific to the Fond du Lac Band for the restoration and management of Jolicouer Creek.

Policy Objectives

In order to qualify for NRCS (Natural Resources Conservation Services) EQIP (Environmental Quality Incentives Program) funding for carrying out the restoration of Jolicouer Creek they must have an access agreement with the City of Cloquet in order to do the work.

Financial/Budget/Grant Considerations

None.

Supporting Documentation Attached

- Resolution No. 16-78
- Location Map
- Project Narrative
- Land Access Agreement

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

RESOLUTION NO. 16-78

**A RESOLUTION ENTERING INTO A LAND ACCESS AGREEMENT WITH THE FOND DU
LAC BAND OF LAKE SUPERIOR CHIPPEWA**

WHEREAS, Fond du Lac Band of Lake Superior Chippewa is proposing a restoration project to Jolicouer Creek; and

WHEREAS, A portion of the restoration project is located on property owned by the City of Cloquet; and

WHEREAS, The city of Cloquet and the Fond du Lac Band of Lake Superior Chippewa need to execute a "Land Access Agreement" in order to allow the work to proceed; and

WHEREAS, the property of the proposed "Land Access Agreement" is located west of Trettel Lane on Wheaton Road and is legally described as follows:

That part of the SW ¼ of NE ¼ of Section 28, Township 49 North, Range 17 West, Carlton County, Minnesota, described as follows: Beginning at the SE corner of said SW ¼ of NE ¼ of said Section 28; running thence due West 200 feet along the South line of said SW ¼ of NE ¼; thence Northwesterly at an included angle of 100 degrees and 30 minutes, 1006 feet; thence Easterly at an included angle of 78 degrees and 30 minutes, 250 feet; thence Southeasterly to the point of Beginning. And,

WHEREAS, the Planning Commission reviewed the staff report and recommends approval of the Vacation.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that it approves the "Land Access Agreement" and authorizes the appropriate city officials to execute the agreement.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 18TH DAY OF OCTOBER, 2016.

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

Location Map
FDL "Land Access Agreement"



No Scale

Jolicouer Creek Restoration Project

Two old logging roads, both with collapsed culverts, have created two impoundments on Jolicouer Creek on the Fond du Lac Reservation. Jolicouer Creek is a cold water tributary to Otter Creek, a Minnesota designated trout stream. Otter Creek drains into the St. Louis River, which is the largest US tributary to Lake Superior. The impoundments have degraded fish habitat on Jolicouer Creek by killing the riparian vegetation in these areas and by creating warm water conditions and occasional algae blooms. The Fond du Lac (FDL) Office of Water Protection has created a habitat disturbance index for its streams, and Jolicouer Creek has the worst score of any stream on the Reservation. The goal of our proposed project is to remove these obstructions and plant trees and native grasses along the repaired riparian corridor. The expected outcomes of the project include: 1) improving brook trout habitat within Jolicouer Creek by eliminating the impoundments that create warm water conditions and adding riparian vegetation to shade the repaired stream course; 2) improving connectivity between Jolicouer Creek and Otter Creek; and 3) gathering pre- and post-restoration monitoring data to measure the success of the project, and to use the information to create opportunities for education and outreach with FDL interns and Ojibwe School students.

The FDL Office of Water Protection worked with the Natural Resources Conservation Services (NRCS) Environmental Quality Incentives Program (EQIP) to create design plans to restore Jolicouer Creek. This project is a high priority for FDL because of the extent of degradation on Jolicouer Creek and because restoration work will create cold water refugia for brook trout, which is a priority under FDL's Climate Change Adaptation Strategy. Brook trout are an important cultural and food resource for Fond du Lac Band members, and restoring Jolicouer Creek will make trout harvest opportunities more sustainable for Band members. FDL's yearly fish population assessments on Otter Creek show that Otter Creek is maintaining a healthy brook trout population.

Grant funds will be spent to update the EQIP design plans and to collaborate with Jolicouer Creek stakeholders and landowners during the planning process. The planning process will also include procuring necessary permits. Funds will mainly be spent to remove the two collapsed culverts and unused roadways to allow drawdown of the two impoundments on Jolicouer Creek. The riparian areas will be stabilized by planting trees and native grasses following NRCS guidelines, which includes preventing the spread of invasive species. Both before and after restoration activities, FDL Office of Water Protection will monitor water quality, habitat quality and fish populations, and use this information in education and outreach activities with FDL interns and Ojibwe School students.

LAND ACCESS AGREEMENT

THIS AGREEMENT is made this ____ day of _____, 2016, by and between the CITY OF CLOQUET, a municipal corporation and political subdivision of the State of Minnesota (the “City”); and THE FOND DU LAC BAND OF LAKE SUPERIOR CHIPPEWA, a federally recognized Indian tribe (the “Band”), for the purposes set forth below:

RECITALS

A. City is the owner of certain real property located in Carlton County, Minnesota, legally described as follows:

That part of the SW1/4 of NE1/4 of Section 28, Township 49 North, Range 17 West, Carlton County, Minnesota, described as follows: Beginning at the SE corner of said SW1/4 of NE1/4 of said Section 28; running thence due West 200 feet along the South line of said SW1/4 of NE1/4; thence Northwesterly at an included angle of 100 degrees and 30 minutes, 1006 feet; thence Easterly at an included angle of 78 degrees and 30 minutes, 250 feet; thence Southeasterly to the point of Beginning. (See attached parcel map).

Parcel ID No. 06-510-6501 (“City Property”).

B. Jolicouer Creek is a cold water tributary which feeds into Otter Creek, a Minnesota designated trout stream, which creek is entirely contained within the East ½ of Section 28, City of Cloquet, Carlton County, Minnesota, and within the bounds of the Fond du Lac Reservation, and which stream bed runs over and across a portion of the City Property.

C. Two old logging roads, both with collapsed culverts, have created two impoundments on Jolicouer Creek which have degraded fish habitat by killing the riparian vegetation in these areas and by creating warm water conditions and occasional algae blooms.

D. The FDL Office of Water Protection has worked with the Natural Resources Conservation Services (NRCS) Environmental Quality Incentives Program (EQIP) to create a plan to restore Jolicouer Creek, to include, 1) removal of the two collapsed culverts and unused roadways eliminating the impoundments that create warm water conditions, and adding riparian vegetation to shade the repaired stream course, improving brook trout habitat within Jolicouer Creek; 2) improving connectivity between Jolicouer Creek and Otter Creek; and 3) gathering pre- and post-restoration monitoring data to measure the success of the project, and to use the information to create opportunities for education and outreach with FDL interns and Ojibwe School students (the “Plan”).

E. City supports the restoration of Jolicouer Creek and understands that the Band is required to have an access agreement in place by which they can access Jolicouer Creek and the surrounding land for restoration and management purposes in order to qualify for NRCS EQIP

funding for carrying out the restoration of Jolicouer Creek and for further management thereof under the Plan. Accordingly, the City wishes to grant access to the above described City Property under the terms of this Agreement.

AGREEMENT

NOW THEREFORE, in consideration of the above recitals and the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and Band agree as follows:

1. Recitals. The foregoing Recitals set forth above constitute an integral part of this Agreement and are incorporated herein by reference.
2. City Grant. City hereby grants to the Band permission for access over and across that portion of the City Property lying Southerly of Wheaton Road (the “accessible area”), for restoration and management purposes consistent with the Plan, for a term of 5 years, with the option to renew for a second term.
3. Private Access. The intent herein is to create private access for the Band’s restoration efforts, and in no way is intended to create an easement or a right of public use.
4. Maintenance. The Band agrees that they are responsible for the expense of repairing and maintaining any portion of the City Property which is damaged by their access under the terms of this Agreement, but otherwise shall have no obligation to repair or maintain any portion of the City Property beyond the requirements of the Plan.
5. Indemnity. The Band covenants and agrees that the City shall not be liable to the Band for any injury to or death of a person, damage to property, or failure to comply with any law, statute, ordinance or rule, arising out of, caused by or attributable to, in whole or in part, any act, omission or neglect of the Band in connection with or related to the access to, and restoration and management of Jolicouer Creek under this Agreement or the Plan, in any manner by the Band, or other parties using the accessible area with the permission or acquiescence of the Band, and agree to indemnify and hold the City harmless from all liability and claims for any such damages.
6. Improvements. No improvements, including the construction of any temporary roadway, shall be made within the accessible area without obtaining prior consent from the City. No gate or barrier shall be placed at any point on any temporary roadway constructed within the accessible area without the prior consent of the City, which consent may be granted or withdrawn at the City’s discretion.
7. No Surrender of Rights. The City does not surrender any of its rights of access and use of the accessible area, but agrees to make every reasonable effort to cooperate with the Band in the restoration and management of Jolicouer Creek.

8. Does Not Run With the Land. The access provided under this Agreement does not run with the land, but is specific to the Fond du Lac Band for the restoration and management of Jolicouer Creek, consistent with the Plan.

9. Miscellaneous.

a. *Severability.* In the event any provision contained in this Agreement shall be held to be invalid, unenforceable, or in conflict with the law of the applicable jurisdiction, the remaining provisions of this Agreement shall continue to be valid, enforceable, and not be affected by such holding.

b. *Governing Law.* This Agreement shall be construed in accordance with and governed by the laws of the State of Minnesota.

c. *Headings.* All headings used in this Agreement are for purposes of convenience and reference only and shall not be construed as modifying or affecting the terms hereof.

d. *Entire Agreement.* This Agreement contains the entire agreement between the parties relating to the subject matter hereof. There are no promises, agreements, conditions, undertakings, warranties or representations, oral or written, expressed or implied, between the parties with respect thereto except as herein set forth.

e. *Counterparts/Facsimile.* This Agreement may be executed in any number of counterparts and by facsimile copy or "PDF" copy delivered by electronic mail, each of which shall be deemed to be an original instrument and all of which taken together shall constitute a single instrument.

IN TESTIMONY WHEREOF, the parties have executed this Agreement the date first written above.

[Signature Page Follows.]

CITY OF CLOQUET

By: _____
Dave Hallback, Mayor

By: _____
Brian Fritsinger, City Administrator

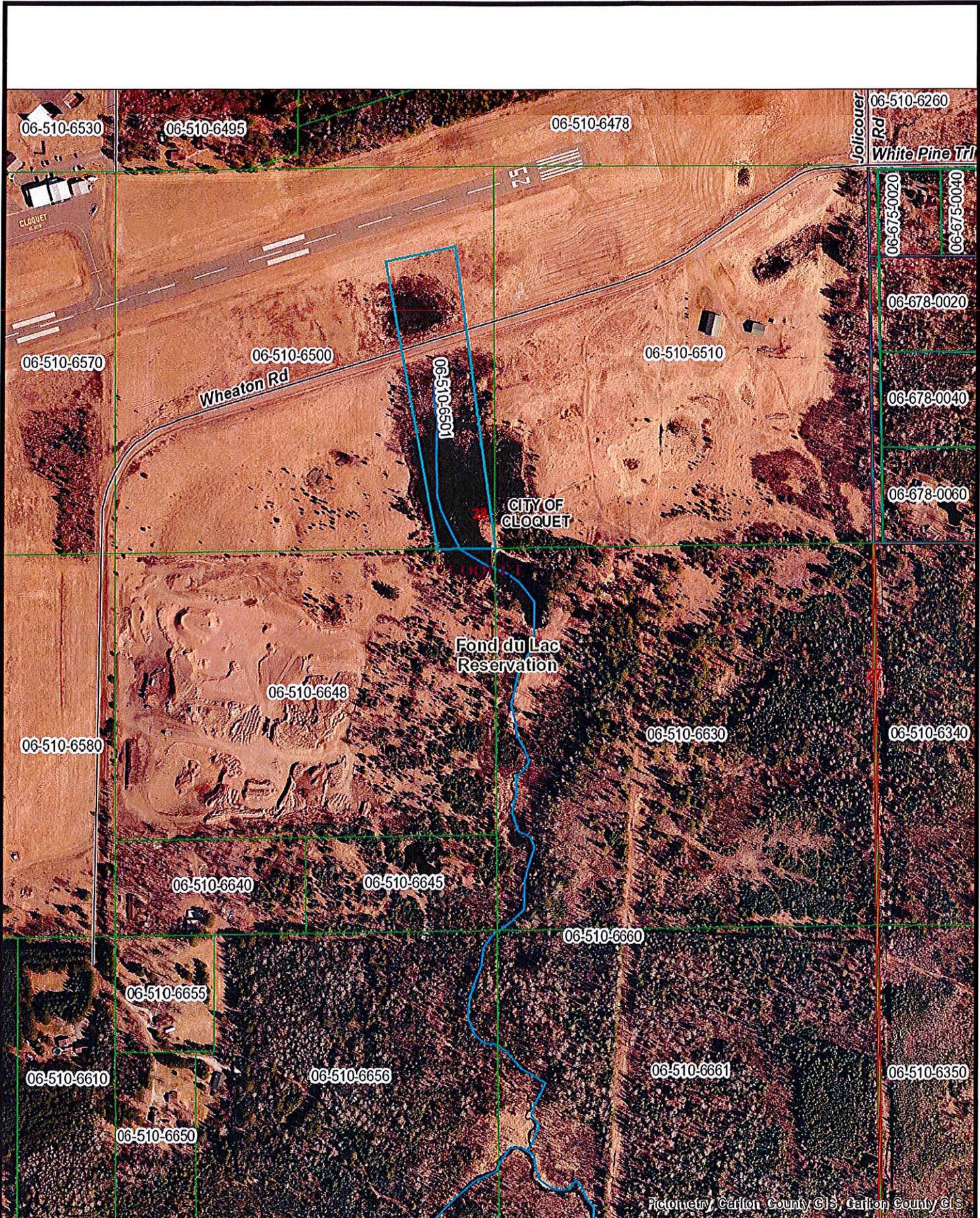
**FOND DU LAC BAND OF LAKE SUPERIOR
CHIPPEWA, a federally recognized Indian tribe**

By: _____
Kevin R. Dupuis, Sr., Chairman

By: _____
Ferdinand Martineau, Jr., Secretary/Treasurer

This Instrument was Drafted By:

*RUDY, GASSERT, YETKA, PRITCHETT
& HELWIG, P.A.
813 Cloquet Avenue
Cloquet, MN 55720
(218) 879-3363* WTH/kaj

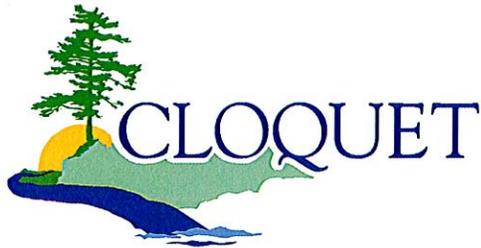


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Carlton County, MN

Date: 8/26/2016



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

REQUEST FOR COUNCIL ACTION

To: Mayor and Cloquet City Council
 From: Holly Butcher, Community Development Director
 Reviewed By: Brian Fritsinger, City Administrator
 Date: October 12, 2016

ITEM DESCRIPTION: Award Consulting Firm for Cloquet Business and Community Marketing Strategy (Marketing Study)

Requested Action

Staff recommends the Council move to approve the hiring of Ady Advantage in the amount of \$54,750 to conduct the Cloquet Business and Community Marketing Strategy (Marketing Study).

Background/Overview

The Economic Development Authority for the past 5 years has held a placeholder study to conduct a marketing study for Cloquet and in August a Request for Proposals was advertised on the League of Minnesota Cities website during which 10 proposals were received. On September 12th a review team of Staff and Economic Development Authority representatives narrowed the proposals to four to interview and on Tuesday October 11th interviewed the firms:

FIRM	LOCATION	
Ady Advantage	Madison, WI	\$54,750
Flint Group	Duluth, MN	\$45,000
AE2S	Grand Forks, ND	PH 1 \$21,847 PH 2 \$27,829 PH 3 (not in RFP) \$23,410 \$73,086
Northstar	Nashville, TN	\$40,800 Strategy Dev. \$27,200 Action Implement. \$68,000

During those interviews, the top two firms clearly distinguished themselves which were Ady Advantage and North Star Ideas. The issue that evolved, however, was that the approaches of these two firms were drastically different in context and results. In assessing these firms by the Review Team, it was an apples and oranges comparison specifically one approach was economic development marketing with some broader community messaging vs. a city-wide branding exercise, both have merits with different outcomes.

The EDA concluded that the marketing message is most important first and that in the future perhaps there are strong merits to conducting a separate branding exercise in light of new road, park, school and housing investments in the community. Therefore the EDA recommended hiring Ady Advantage.

Policy Objectives

A Marketing / Branding Study was originally identified in the 2011 EDA Strategic Plan and has remained a priority goal of the EDA since that time.

Financial/Budget/Grant Considerations

The General Fund budgeted \$60,000 for the marketing effort of which the final cost will be transferred into the Economic Development Fund at the conclusion of the project.

Advisory Committee Recommendation

The EDA met on October 12th to consider the conclusions of the review team and recommended hiring Ady Advantage to conduct the marketing effort in the amount of \$54,750.

Supporting Documentation

- Ady Advantage Proposal

City of Cloquet, Minnesota

Business and Community Marketing Strategy

Thursday, September 1, 2016



STRATEGY MATTERS

Provided to:

Holly Butcher

Community Development Director

City of Cloquet

1307 Cloquet Avenue

Cloquet, MN 55720

218.879.2507 ext. 4

hbutcher@ci.cloquet.mn.us

Provided by:

Janet Ady

President and CEO

Ady Advantage

613 Williamson Street, Suite 201

Madison, WI 53703

608.663.9218 o/608.345.2510 m

jady@adyadvantage.com

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Introduction

LETTER FROM THE PRESIDENT

Holly Butcher

Community Development Director
City of Cloquet
218.879.2507 ext. 4
hbutcher@ci.cloquet.mn.us

Dear Holly:

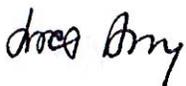
It is our honor to provide you with this customized proposal to help grow the City of Cloquet. As you may or may not know, we have helped numerous communities facing similar circumstances achieve positive results; several references are included in the appendices of this proposal. The project scope in the pages that follow was designed by my team and I specifically for Cloquet, and we feel it will address all of the requirements laid out in your RFP. We also took the liberty of adding a few “bonus” elements which will enhance the value of this project for the City of Cloquet.

From an outsider’s point-of-view, it is clear that the City of Cloquet has a rich heritage and an abundance of economic development assets from which it will be able to build from and develop a compelling message for site selectors and other target audiences. As a second generation site selector, I am able to bring the site selector’s point-of-view to each project I am apart of, and I would be willing to help guide you as you begin to market to site selectors and other potential leads after this project comes to a close. Additionally, as you will see in the proposal, we have included two “bonus” presentations while we are on-site in Cloquet. The purpose of these would be to educate you and your stakeholders on the site selection process and best practices for marketing to site selectors. These presentations will be critically important as they will help ensure that all stakeholders involved in Cloquet’s economic development efforts are aligned when it comes to communicating the benefits of Cloquet to the outside world.

As I mentioned, this proposal outlines an approach that will address all of the requirements outlined in your RFP. However, it is more important to note that the deliverables (strategies, plans, etc.) that we would be tasked with putting together for Cloquet would be very actionable. This is something we make a point of doing for our clients to help them keep the momentum going. The last thing anybody wants is a report that sits on a shelf!

We look forward to the opportunity to discuss our proposal with you and to answer any questions that you may have.

Best regards,



Janet Ady
President and CEO

Our Project Understanding

BACKGROUND

The City of Cloquet, Minnesota has a population of about 12,000 people and is located in the northeastern portion of the state. It is a 10 minute drive west of the City of Duluth and sits at the junction of Interstate 35 and Minnesota State Highway 33. Minnesota State Highway 210 is also located just south of the city as well.

Cloquet's business community is a diverse one, which is no surprise as the region has numerous assets that appeal to a wide range of industries. Their largest employers include Sappi Fine Paper, USG Corporation, Upper Lakes Foods, and Jarden. The City of Cloquet also has plenty of properties and land available for development, most notably the Cloquet Business Park, which is 120 acres and has 38 industrial lots and 14 commercial lots.

It is clear that city leaders have a lot to brag about; however, even after joining the Duluth-Superior MSA over 10 years ago, Cloquet continues to play third wheel. As a result, those involved with economic development initiatives would like to develop an economic development plan to further analyze the city's economic profile, location, workforce, resources, and demographic information. More specifically, they would like the project to provide them with the following:

- A competitive analysis of Cloquet's strengths, weaknesses, opportunities, and threats
- Recommendations on how to better position Cloquet as an attractive location for business investment
- Recommendations on how to improve Cloquet's environment for growing and retaining existing business
- Recommendations on how best to market to the recommended business sectors

OBJECTIVES

The objectives of this project are to:

- Create an economic development growth and diversification plan for Cloquet, including a vision for the future of the city and a detailed action plan. As part of this initiative, Ady Advantage shall also provide:
 - A target industry/cluster analysis
 - The positioning of Cloquet overall
 - The positioning of Cloquet for each target industry/cluster
- Prepare marketing materials for Cloquet that will support the implementation of the action plan noted above:
 - Regional profile
 - Target industry profile sheets (up to four)

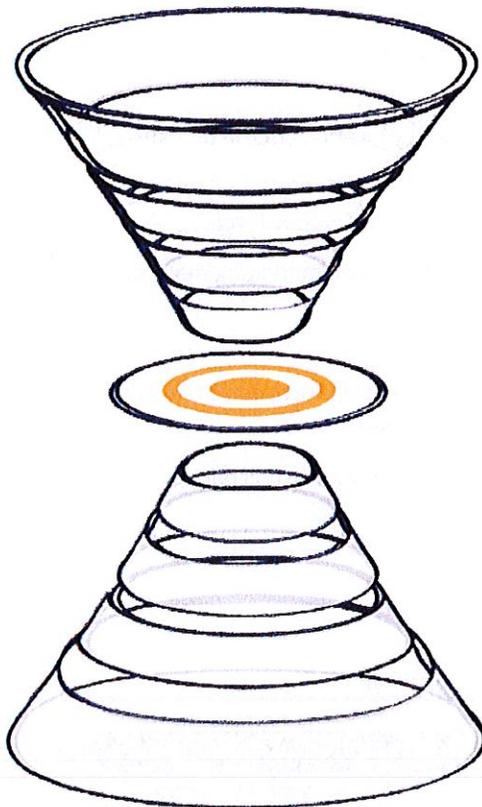
Ady Advantage is an expert at identifying multiple, viable strategies for economic growth, based on ***those industries and companies who would place the greatest value on the unique mix of economic development assets in Cloquet.*** There is no one-size-fits-all solution, and we'll tailor the plan specifically for the city.

The logo for Advantage: Ady, featuring the word "Advantage:" in white on a red background, followed by "Ady" in white on a black background.

Our Approach

ADY ADVANTAGE APPROACH

Our approach is practical and leverages our knowledge of how businesses make decisions. Our experience working with both EDOs and private companies gives us insight into how Cloquet can inventory its economic assets and recruit additional businesses.



PHASE 1: DISCOVER

- Project initiation teleconference
- Preliminary desk research
- On-Site Visit
- Target Industry Identification Analysis
- Initial report

PHASE 2: DISTILL

- Positioning for region
- Positioning for each target industry
- Visioning and goals work session

PHASE 3: DO

- Regional economic development strategy and business recruitment plan
- Final presentation



PHASE ONE: DISCOVER

Step 1: Project Initiation Teleconference

Create a solid project management framework so that the project runs smoothly.

- Determine project communication protocols.
- Identify the main point of contact for both groups.
- Share any additional background information or resources.
- Establish logistics for the on-site visit in Step 3.

Step 2: Preliminary Desk Research

Gain a baseline understanding of the Cloquet region prior to our visit, to identify preliminary hypotheses and issues to explore further in later steps.

- Compare the Cloquet region to competing regions and states on the key location criteria that site selectors use when evaluating locations.
- Conduct a preliminary economic base analysis at the two- or three-digit NAICS code level.
- Review and evaluate existing research, business attraction tools/methods and marketing materials.

Step 3: On-Site Visit

Take a tour of the best properties in the Cloquet area, as well as interview local employers and stakeholders. This will help us better identify the assets of the region from an on-the-ground perspective.

Two consultants (Janet Ady and Ashley Scray) on site for three man-days (a day and a half each).

- Kick-off meeting on Day 1 with Ady Advantage and the Cloquet team.
- Windshield tour to familiarize Ady Advantage with the City.
- Review and tour of each of the best properties in Cloquet.
- Interviews with key employers and other stakeholders in Cloquet (up to eight).

SAMPLE ITINERARY: DAY ONE ON-SITE		
	Janet Ady	Ashley Scray
8 a.m. – 9 a.m.	Kick-Off Meeting with Internal Team	
9 a.m. – 10 a.m.	Windshield Tour	Stakeholder Interview
10 a.m. – 11 a.m.		Employer Interview
11 a.m. – 12 p.m.		Employer interview
12 p.m. – 1 p.m.	Lunch	
1 p.m. – 2 p.m.	Stakeholder Interview	Stakeholder Interview
2 p.m. – 3 p.m.	Tour Best Sites and Buildings	Stakeholder Interview
3 p.m. – 4 p.m.		Employer Interview
4 p.m. – 5 p.m.		Employer Interview



PHASE ONE: DISCOVER (CONTINUED)

Step 4: Target Industry Identification Analysis

Identify industries that are growing and show the strongest potential for the region, using the assets identified in Steps 2 and 3.

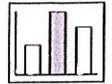
- Review and evaluate existing data on industry targeting.
- Conduct a target industry analysis at the 4-6 digit NAICS code level for Cloquet.
- Use various screening criteria, such as stakeholder input, market growth, supply chain opportunities, etc. to narrow target industries.
- This will include looking at industries that may not have a strong presence in the region, but are growing and would find value in the unique assets of the region.



Step 5: Initial Report

Present findings to date and discuss with the Cloquet team.

- Telephone/WebEx presentation to review findings to date and present the recommended target industries.
- Confirm target industries with the Cloquet team.
- Evaluate the city's current marketing and outreach methods.
- Plan for next steps.



PHASE TWO: DISTILL

Step 6: Overall Positioning for Region

Determine the unique mix of assets in Cloquet.

- Develop asset maps for costs and conditions.
- Create a positioning statement for Cloquet.

Step 7: Positioning for Each Target Industry

Determine the most important costs/conditions for specific target industries.

- Develop target industry-specific asset maps.
- Create a positioning statement for each target industry identified. This statement will become the baseline for communicating the benefits of Cloquet when attracting companies.

Step 8: Visioning and Goals Work Session

Lead stakeholders and/or project team members through a workshop where we share the asset maps, and then work with them to create several viable futures. We select the elements of each that we want to pursue, and articulate the associated goals.

- Work session, led by Janet Ady, revolving around visioning and goals for the region, related to the target industries, and various recruitment and business retention and expansion strategies.
- This will be a three-hour on-site session.
- We will use this session to also identify those who are willing to participate in a social media digital ambassador program for Cloquet, a tactic that would be included in the action plan in Step 9. This will help support Cloquet's goal of identifying local community partners and stakeholders who are willing and able to share and promote a unified message.

The stakeholder group session will also include a presentation by Janet Ady on a site selection topic, such as trends in site selection or an overview of the site selection process.

Advantage: Ady



Example of a recent stakeholder/visioning session conducted by Ady Advantage.

Detailed Methodology (continued)



PHASE THREE: DO

Step 9: Economic Development Growth and Diversification Plan

Develop a strategic action plan rooted in the research completed in earlier steps.

The action plan will focus on differentiation, and will include a marketing campaign with tactics designed to utilize and capitalize on Cloquet's positioning and vision in order to:

- Attract new residents
- Recruit and attract new businesses by targeting and engaging site selectors and other target audiences
- Grow and retain existing businesses
- Effectively engage local community partners and stakeholders and empower them to share and promote Cloquet's message to the outside world

Each tactic making up the campaign will be explicitly actionable, and will have a responsible party, timing, priority and general cost (as applicable). The plan will include metrics of success that can be measured one year after implementation and two years after implementation.

To help support the smooth implementation of the strategic action plan and marketing campaign, Ady Advantage will prepare the following marketing templates as part of this project. You can review samples of these types of profiles by [clicking here](#). We assume that we will use the current City of Cloquet logo for the templates:

- o Regional Profile - \$2,750
- o Target Industry Profiles - \$6,600 (based on four, with each being valued at \$1,650)
- o Letterhead and envelopes - \$400

Sample of economic development growth and diversification plan:



PHASE THREE: DO

Step 10: On-Site Final Presentation

Wrap up all research findings and present our recommendations to the Cloquet team.

- In-person final presentation of the action plan.
- Discussion of next steps.

The final on-site presentation will also include a bonus presentation by Janet Ady on how to market to site selectors. As second generation site selector, Janet has been around the industry all her life, and she understands what it takes for economic development groups to engage the members of this field.



Timeline and Investment

PROJECT TIMELINE

Ady Advantage will be on site for four and a half man-days during the project. The first on-site visit will include three man-days in the region. The remaining man days are from the on-site visioning session (Step 8) and final presentation (Step 10). Additional site visits may be added to the approach to meet the needs of Cloquet for an additional fee.

Our approach is illustrated by the following diagram. The project will take up to 16 weeks to complete. This timeline can be accelerated within reason to meet the City of Cloquet’s needs.

STEPS	WEEKS															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Step 1: Project Initiation	●															
Step 2: Initial Desk Research																
Step 3: On-Site Visit				◆												
Step 4: Target Industry Analysis																
Step 5: Initial Report									●							
Step 6: Regional Positioning																
Step 7: Target Industry Positioning																
Step 8: Visioning Work Session																
Step 9: Strategy Action Plan																
Step 10: On-Site Final Presentation																◆

◆ On-site visit ● Meeting via Teleconference

Timeline and Investment (continued)

PROJECT INVESTMENT

The total project cost is \$54,750. This includes the professional service fees for the target industry study, economic development growth and diversification plan, a regional profile, four target industry profiles, letterhead and envelopes, and all out-of-pocket costs related to travel. There will be an additional cost of \$3,500 for purchasing data. If Cloquet has access to EMSI or JobsEQ data through a partner organization, such as a regional group, utility, etc., you may be able to forgo this cost. A pricing breakdown is as follows:

- Target Market Study and Economic Development Growth and Diversification Plan: \$45,000
- Marketing Materials
 - Regional Profile - \$2,750
 - Target Industry Profiles - \$6,600 (based on four, with each being valued at \$1,650)
 - Letterhead and envelopes - \$400
 - As noted earlier in the proposal, samples of the aforementioned profiles can be accessed by [clicking here](#).

As an added bonus, if Ady Advantage is retained to develop and deliver the various tactics outlined in the strategic action plan which results from this project, the City of Cloquet will be eligible for a 10% discount.



Payment Terms. Upon project initiation, ½ of the total project cost will be due to Ady Advantage, with the final 1/2 being due upon project completion.

Ady Advantage reserves the right to prepare a revised proposal if the scope changes significantly from what is described in the Detailed Methodology section of this proposal. Ady Advantage shall provide a written proposal and will get approval from Holly Butcher, or other authorized staff involved in economic development efforts, before beginning any additional work.

Should the project be cancelled or progress postponed for more than 45 days, the client shall pay one-half of the estimated cost or actual costs for the work performed to date, whichever is higher.

Other Terms and Conditions. This proposal is subject to our standard General Terms and Conditions, a copy of which is available upon request. This estimate is valid for 30 days.

Confidentiality. This proposal is the confidential and proprietary information of Ady Advantage. Please disclose it only to individuals in your organization who need to know and inform them of its confidentiality. Do not disclose it to individuals outside of your organization without the prior permission of Ady Advantage.

Our Value Proposition

KEY SKILLS FOR THIS ENGAGEMENT

Ady Advantage offers the following distinctive qualifications for this project:

- **Experience having done similar projects successfully for other county and regional economic development groups.**
 - We have done similar projects for the Economic Development Corporation of Wayne County (IN), Joint Economic Development Initiative of Southern Ohio, Washington County (VA) and Indian River County, among many others (see references).
 - We will use our experience to propose the best solutions for the City of Cloquet, based on the unique distinguishing assets of the city and region.
- **Practical, on-target, real-time advice for EDOs.**
 - Truthfully, this is the hardest deliverable, because it's the culmination of 25+ years of doing this kind of work that you can't just teach to somebody overnight. Being able to diagnose a community in real time and give practical advice on the spot takes a lot of practice.
 - Please ask the references included in the appendices for feedback on our team's abilities to develop plans that move into implementation.

EXPERT OPINION

I learned more about economic development while shadowing Janet Ady for two and a half days than I had in my previous 17 years working in the industry.

Chris Whitaker, Local Assistance Director, Region XII Council of Governments



- **Extensive experience helping manufacturers identify and implement growth strategies.**
 - Ady Advantage earned about 40% of its 2015 revenue by working directly with companies – mostly small and medium manufacturers, but also a major healthcare client – in developing and implementing growth strategies.
 - Recent and current clients included: aerospace suppliers (two); hydraulic cylinder manufacturer; food processing equipment manufacturer; basic metals; specialized HVAC equipment; metal fabricating; and value-added agribusiness processors.
- **Knowledge of site selections as well as economic development process, trends, and related topics.**
 - Janet speaks at over two dozen events annually, and also writes books and blogs. [Click here for a list of topics](#) that Janet is an expert on.
 - In 2014, she wrote a book called *The Rural Economic Development Toolbox* and has presented at the National Rural Economic Development Association. In 2015, she wrote a companion book called *The Talent Toolbox for Economic Developers*.
- **Engaging communicator and presenter.**
 - The satisfaction scores for her presentations are above 85%.
 - [Click here for a list of typical comments](#)
- **Contracting requirements and certifications.**
 - Ady Advantage shall only utilize personnel authorized to work in the United States in accordance with applicable state and federal laws.
 - Ady Advantage is a certified DBE, and is 100% woman-owned. 

The Ady Advantage Team

PROJECT MANAGEMENT

Ady Advantage has put together a team of professionals with diverse backgrounds in order to bring in-depth, specialized knowledge to our economic development clients. Our clients' market strategies and identities are built on an understanding of how businesses make location decisions, and are put together with an eye towards implementing your vision. We have extensive experience in economic development, site selection, data analysis, positioning, branding, and marketing implementation. All team members listed below will be actively engaged with the City of Cloquet project.



Janet Ady, president and CEO of Ady Advantage, will serve as your main point of contact. Janet is a marketing strategist and subject matter expert on effective economic development marketing. She has led major initiatives for numerous regional programs across the United States and is a sought-after strategist, economic development marketer, and speaker.



Bennett Syverson, vice president and creative director for Ady Advantage, will oversee the marketing portion of the strategic action plan and will prepare the regional and target industry profiles. Benny is a branding and marketing communications expert who brings over 20 years of experience to Ady Advantage's clients.



Ashley Scray, research analyst, will conduct and analyze secondary and primary research. She will participate in the on-site research and also lead the desk research and analyses phases of this project. Ashley is experienced in qualitative and quantitative research, and her areas of expertise include workforce/occupational analysis, economic base analysis, target industry identification, and related areas.



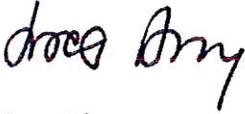
Evan O'Brien, executive administrative assistant at Ady Advantage, will assist in the scheduling of the on-site visits, as well as reporting throughout the project. Evan will also be in charge of coordinating schedules for meetings and check-in calls.

Conclusion & Authorization

CONCLUSION

Thank you for the opportunity to work with the City of Cloquet team. We are ready to begin immediately upon authorization.

Sincerely,



Janet Ady
President and CEO
Ady Advantage

PROJECT AUTHORIZATION

Signature: _____ **Title:** _____

Name: _____ **Date:** _____

CLIENT IMPACT SURVEYS AUTHORIZATION

After we complete a project, we have a third party surveyor follow-up with the client at two key milestones to not only gather immediate feedback while it is fresh, but to track how the results of the project transcend over time. The two milestones are as follows:

- First follow-up survey to be conducted upon project completion
- Second follow-up survey to be conducted 12 months after project completion

You or another representative from your organization will be asked to respond to the Ady Advantage Client Impact Surveys after the completion of Ady Advantage contracted services. The surveys will be conducted online through Survey Monkey. Each typically takes no longer than 5-10 minutes to complete.

If you agree, you will be eligible for a discount equal to 1% of the total project cost, or \$547.50. This discount would bring the total project cost to \$54,202.50.

_____ I have reviewed and agree... ..to accept the discount equal to 1% of the total project cost in exchange for reporting project impacts such as sales, jobs, investments, costs, etc.

_____ I do not agree...

Appendix A: References



JOINT ECONOMIC DEVELOPMENT INITIATIVE OF SOUTHERN OHIO

The Southern Ohio region consists of four geographically small but highly populated counties just south of Columbus, Ohio. Its historic claim to fame is a Department of Energy facility that for decades was the economic driver of the region but which is now being decommissioned. This regional group emerged to strategically build new bases of economic growth and vitality. Ady Advantage has worked with them from their initial target industry analyses, branding and website to ongoing recruitment programs.

PROJECT EXAMPLE: Target Industry Analysis and Marketing Strategies

- Five days in the region: one each per county plus one day providing a wrap-up presentation to multiple stakeholders.
- Evaluation of existing industries, as well as potential emerging and/or growth industries.
- Determine which industries would place the greatest value on the unique mix of assets in the region.
- Develop marketing materials to attract businesses in each target industry. This included regional profiles, target industry profiles and a website.

RESULTS:

- In 2013, 103 jobs were created, as well as \$18,264,000 total investment.
- In 2014, 462 jobs were created and 1,326 jobs retained, as well as \$53,565,200 total investment.
- In 2015, 142 jobs were created and 195 jobs retained, as well as \$27,480,127 total investment.
- Jobs Ohio's economic scorecard shows investment of over \$175 million since 2013.

SPECIFIC EXAMPLES OF RELOCATIONS AND EXPANSIONS

- Southland International Truck Center created 50 jobs, retained 14 jobs, invested \$12 million, and built a new 100,000 sf facility.
- Rural King created 160 jobs with the opening of a 930,000 sf warehouse and distribution center.
- Mako Finished Products is adding value to local company OSCO Industries, a gray iron foundry. Mako is the first new manufacturing company to open in Scioto County in ten years.
- Haverhill Chemicals was acquired by Altivia Petrochemical. With the renewed operation of the plant, Altivia will restore over 100 jobs in Southern Ohio.

Reference:

Chris Manegold, CECD
Economic Development Alliance of Southern Ohio
Chief Executive Officer
740.772.5100 o/740.804.6092 m
cmanegold@edaso.org
www.choosesouthernohio.com

Appendix A: References (continued)



EDC OF WAYNE COUNTY, INDIANA

Wayne County, Indiana, suffering from years of losses of Tier 1 and Tier 2 automotive industry suppliers, needed a new plan that would build consensus and drive economic change. EDCWC retained Ady Advantage to assist with this process. As a result of the plan's implementation, a number of businesses have chosen to invest in Wayne County, including Primex Plastics Corp, Wolverine Worldwide and Jason Finishing Group.

PROJECT EXAMPLE: Community Input

- One-on-one interviews with over 200 stakeholders.
- Input from hundreds more stakeholders via surveys.

PROJECT EXAMPLE: Strategic Plan

- Worked closely with staff to develop a five-year economic development strategic plan.
- Included a target industry assessment, a review and evaluation of industrial sites and buildings, and a marketing plan.

RESULTS:

As a result of the plan's implementation, a number of businesses have chosen to invest in Wayne County:

- In 2015, the EDC completed 12 major projects, totaling \$27.59 million. The projects accounted for the creation of 232 new jobs and the retention of nearly 100 others.
- Primex Plastics Corporation has engaged on a three-phase expansion including adding new equipment, installation of a new ERP system, and the creation of company-wide training program.
- Wolverine Worldwide has located an expanded customer, consumer and shared services operations in Wayne County.
- Jason Finishing Group relocated its Osborn-North American headquarters to Richmond, Indiana, through an investment of \$1.87 million and the creation of 37 jobs.
- Janesville Acoustics, a unit of Milwaukee-headquartered Jason Industries, Inc. has announced plans to establish a manufacturing plant in Richmond creating up to 87 new jobs by the end of 2016. The company plans to invest \$10.62 million to lease, renovate and equip a portion of the current Osborn International building.

In 2015, the EDC Board unanimously approved a 33% increase in staffing so that the organization could deliver on the plan developed by Ady Advantage.

Reference:

Valerie Shaffer
Economic Development Corporation of Wayne County, Indiana
President and CEO
765.983.4769
valerie@edcwc.com
<http://edcwc.com/>

Appendix: References (continued)



WESTERN IOWA ADVANTAGE

Western Iowa Advantage is an eight-county region located roughly between Sioux City, Omaha, and Des Moines. It is primarily rural with one EDO per county. The regional group is largely voluntary, and is fiscally overseen by the local Council of Governments. The region has had difficulties attracting businesses. Our work helped diagnose and fix the issues in product, messaging and marketing execution, and was then followed with a full target industry analysis and marketing communications.

PROJECT EXAMPLE: Rapid Product Diagnosis and Target Industry Analysis

- Tour its best site or building; meet with local EDO and stakeholders; provide diagnosis of product and marketing efforts; make on-the-spot recommendations.
- Conduct target industry analysis.
- Create key marketing materials used for recruitment, including regional profile and target industry sheets.

References:

Jim Gossett, CEcD
Raccoon Valley Electric Cooperatives
Director of Key Accounts and Economic Development
Regional Partner/Board Member of Western Iowa Advantage
712.830.0817 m
jjimg@rvec.coop

Appendix B: Biographies



Janet Ady

President and CEO

608.663.9218 ext. 201

jady@adyadvantage.com

PROFESSIONAL EXPERIENCE

Ady Advantage, President

With Ady Advantage since: 2003

Years in career prior to Ady Advantage:
17 years

MEMBERSHIPS/AFFILIATIONS

Faculty Member, Heartland Economic
Development Institute, OU EDI

Author, *The Rural Economic Development
Toolbox* (2014) and *The Economic
Development Talent Toolbox* (2015)

Regularly speaks and teaches on
Economic Development business and
marketing strategy

Board Member, The Howard Company,
a Wisconsin Manufacturer

Northeastern Economic Developers
Association, Mid-America Economic
Development Council, Indiana Economic
Development Association, Professional
Developers of Iowa, and Wisconsin
Economic Development Association,
Member

EDUCATION

J.L. Kellogg Graduate School of
Management at Northwestern
University, Evanston, IL; Masters in
Management (M.B.A.)

University of Illinois at Champaign-
Urbana,
B.S. in Business Administration

An experienced marketing strategist who knows how to reach expanding and relocating companies, talent, and stakeholders with compelling messages that promote business investment and growth.

Janet Ady's passion is business-to-business marketing and economic development. As president of Ady Advantage, she has led marketing initiatives for a wide range of organizations. Ultimately, her work helps to strengthen existing businesses, enhance the quality of life, attract new and expanding businesses, and retain and attract talent.

Janet's background is in market research and strategy development. In that capacity, she has conducted over 2,500 in-depth qualitative interviews with business and technical decision-makers across a broad range of industries. Her knowledge of multiple industries allows her to provide value to individual businesses as well as communities and regions targeting specific sectors.

She also brings an in-depth knowledge of the site selection process, especially in terms of understanding what factors are evaluated during each step along the decision-making process and how to optimally position places and develop compelling, differentiating messages. In this way, Ady Advantage brings both the science and the art to economic development marketing.

Janet consults on many aspects of economic development marketing, including agribusiness strategies, rural economic development strategies, marketing planning, economic development branding, and websites.

Appendix B: Biographies (continued)



Bennett Syverson

Vice President & Creative Director

608.663.9218 ext. 202

bsyverson@adyadvantage.com

PROFESSIONAL EXPERIENCE

Ady Advantage, Vice President & Creative Director

With Ady Advantage since: 2009

Years in career prior to Ady Advantage: 20

AWARDS

Print Regional Annual Award Winner

Addy: District and Local

How Publications

National Agrimarketing Best of Show

EDUCATION

B.A. in Art, Central Lakes College

REPRESENTATIVE PROJECTS

Regional branding projects

Development and Implementation of Marketing Plans

Crafting regional profiles and target industry sheets for numerous organizations

Creating award-winning website user interfaces

An intuitive designer who masterfully incorporates the heart and attitude of each company into their brand and marketing materials.

Bennett Syverson brings more than 20 years of experience to Ady Advantage. He is well-versed in all aspects of graphic design, including logo/identity development, graphic communications standards, and color palettes, as well as leading the development of various advertising and direct mail campaigns and promotions. From the very beginning of the branding process to the very end, he consistently delivers results that go above and beyond client expectations. Benny develops user interfaces for websites, and oversees a team of copywriters, illustrators, and production artists.

Benny has worked for major consumer packaged goods companies on national campaigns, as well as for business-to-business agencies and clients. He provides creative yet practical input, always anchored in addressing clients' root business goals. His experience ensures that he will develop branding and marketing materials that are consistent with the company's character, and innovative enough to stand out among the crowd while maintaining the longevity and timelessness that will foster brand successful brand recognition for years to come.

Marketing a place is different than typical products or services, and Benny brings an approach which builds off of research and positioning to create compelling brand stories, logos, brand standards, and marketing materials using the brand.

Appendix B: Biographies (continued)



Ashley Scray

Research Analyst

608.663.9218 ext. 208

ascray@adyadvantage.com

PROFESSIONAL EXPERIENCE

Ady Advantage, Research Analyst

With Ady Advantage since: 2015

Northwestern Mutual, Administrative Assistant (2013-2015)

Pioneer Metal Finishing, Accounting Intern (2009-2014)

EDUCATION

B.S. in Management with minors in Accounting and Spanish

University of Wisconsin – La Crosse

FOCUS

Primary market research

Secondary market research

Data analysis and reporting

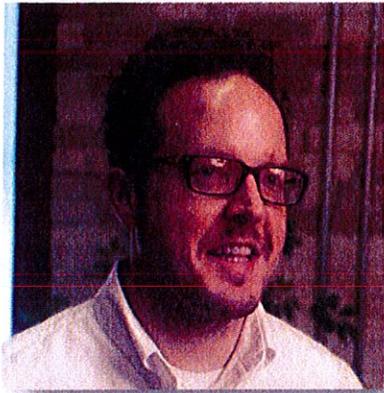
A tenacious researcher who knows how to analyze and mine qualitative and quantitative data in ways that support clients' marketing discovery, planning, and implementation.

Ashley Scray has a passion for research and data. Her management education provides the knowledge and experience to analyze qualitative data, while her training in accounting helps her understand the quantitative aspect of research as well. Clients benefit from her organized, logical, research-based approach, as well as her ability to clearly communicate and lead teams toward their goals.

Ashley believes that all good marketing strategies include some sort of research, whether it be qualitative or quantitative, or both. As the lead researcher at Ady Advantage, she cultivates both popular and more obscure sources of data to support clients in marketing discovery, planning and implementation.

Some of her recent projects include target industry analyses, focus groups, end-user market research, content development for economic development websites, and research to help in the development of marketing materials, such as regional profiles and target industry sheets.

Appendix B: Biographies (continued)



Evan O'Brien

Executive Administrative Assistant

608.663.9218 ext. 207

eobrien@adyadvantage.com

PROFESSIONAL EXPERIENCE

Ady Advantage, Executive Administrative Assistant

With Ady Advantage since: June 2015

YMCA of Metropolitan Milwaukee, Executive Assistant (2013-2015)

Hope House of Milwaukee, Data Manager (2011-2013)

Junior League of Milwaukee, Office Manager (2010-2015)

University of Wisconsin – Milwaukee, Help Desk Supervisor (2008-2010)

EDUCATION

BBA in Marketing

University of Wisconsin – Milwaukee

FOCUS

Business Operations

Marketing and Sales Operations

Executive Support

Administration

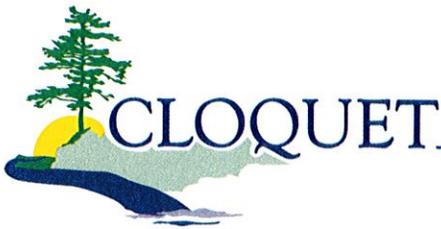
A passionate, trustworthy, and dedicated administrative professional who manages all types of large and small tasks and projects within the Ady Advantage office.

Evan O'Brien has a passion for marketing and operations. His education and professional experience provides him with the ability to juggle many tasks and wear many different hats. Ady Advantage clients benefit from: his endless pursuit of the quickest possible turnaround; his ability to organize information and data in a high quality, meaningful way; and, his ability to clearly communicate.

Evan believes in two things:

1. Any effort that does not support a client's needs or is not absolutely necessary for learning what clients want should be eliminated.
2. A business cannot grow, and therefore thrive, without smart, considerate operations.

Some of Evan's more notable accomplishments during his time at Ady Advantage include: the implementation of Customer Relationship Management software; the creation and development of various departmental operations manuals; the implementation and development of Ady Advantage focused marketing initiatives; the Capacity Readiness Scorecard; participation in various site selection project(s); proposal development and design; and more.



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: October 7, 2016

ITEM DESCRIPTION: Document Management System - Laserfiche

Proposed Action

Staff recommends the City Council move to enter into an agreement with OPG3, Inc. to implement the Document Management System – Laserfiche in the amount of \$20,443.00.

Background/Overview

By State Statute, the City must retain many documents for various periods of time and with many of them, such as meeting minutes, to be kept in perpetuity. The City literally has hundreds of thousands of documents to manage and is in need of a long term solution to store and access documents in a timely manner.

Many of the paper documents are located under fire sprinkler systems where they could be damaged, and others are impossible to find due to the sheer number of them. Beyond storing documents, the City is in need of a disaster recovery system whereby important records such as the City's minutes and records can be accessed from remote locations in the event of a disaster. Currently, the City could be greatly hindered if a fire, flood or other event would affect City Hall and other City operations.

An electronic document managing system provides every access by employees, and eventually the general public, to essential documents. Employees can be given full document access or their authority cable limited to read-only access. For example, a department head can search for an invoice from the past from their computer to determine future actions. Once documents are in the system, an employee would search City records much like you would search the web. In many instances, those records are at an employee's fingertips. Purge dates can be incorporated into the scanning process creating a notice when documents can be purged pursuant to the State Historical Society's record retention schedule. Only authorized employees can purge documents pursuant to the records retention schedule.

While not part of this initial phase in and as part of a program expansion, the City Council and general public can be given access to certain City records, such as minutes and agendas, and they too can search these documents for key words.

Beyond storage and access, work processes can be developed to electronically route documents through a sequence of approvals in a seamless way. They can go simultaneously or in sequence depending on how the work flow is set up.

Staff proposes to begin this process on a limited basis starting with Administration, Finance, and Human Resources. Thus, only six licenses will be acquired immediately. Staff will begin by scanning all current documents and as time allows, begin the task to scan all historical documents. It is possible that a

temporary or part time position may be hired to assist. Approximately 120 cities in Minnesota currently use this technology, and using it for years, to help create efficiencies and improve security and disaster recovery.

Policy Objectives

Documents are saved in their native format and are a recognized way to store records pursuant to the State Historical Society Records Retention law. As the system is developed and implemented, it will also increase transparency and accessibility to the public.

Financial /Budget/Grant Considerations

The City budgeted \$100,000 for implementation of this program in 2016. The cost has both one time up-front costs and then annual subscription charges which will need to be built into future budget operations. To add the public portal section in the future will be an additional \$15,000-\$20,000 which staff will propose to build into the CIP for 2017.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- Proposal from OPG3



OPG-3

Enterprise Content

2020 Silver Bell Road #20
Eagan, MN 55122-1050
651-233-5075 www.opg-3.com

Laserfiche[®]
Run Smarter[®]

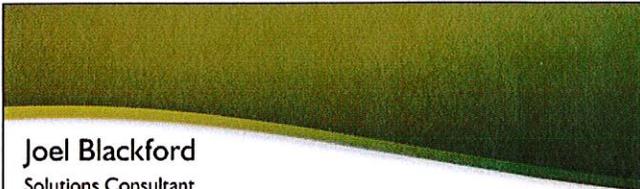
Document Management – Business Process Management – Enterprise Content

Contact:

Brian Fritsinger,
City Administrator
City of Cloquet
1307 Cloquet Avenue
Cloquet, MN 55720
October 7, 2016

Solutions

Consultant:



Joel Blackford
Solutions Consultant
2020 Silver Bell Rd #20
Eagan, MN 55122
651-233-5064
jblackford@opg-3.com
www.opg-3.com

Laserfiche[®]
Run Smarter[®]

OPG-3
Enterprise Content



The following account team will bring the right fit of process knowledge, technical expertise, and service delivery experience.

Joel Blackford, Senior Account Manager, is the overall account director for Client. He is responsible for day-to-day account management.

Ivan Franklin VP Sales & Chief Corporate Strategist, is the senior relationship executive for Client. He will be responsible for the executive relationships between Laserfiche and Client, as well as quality of overall services.

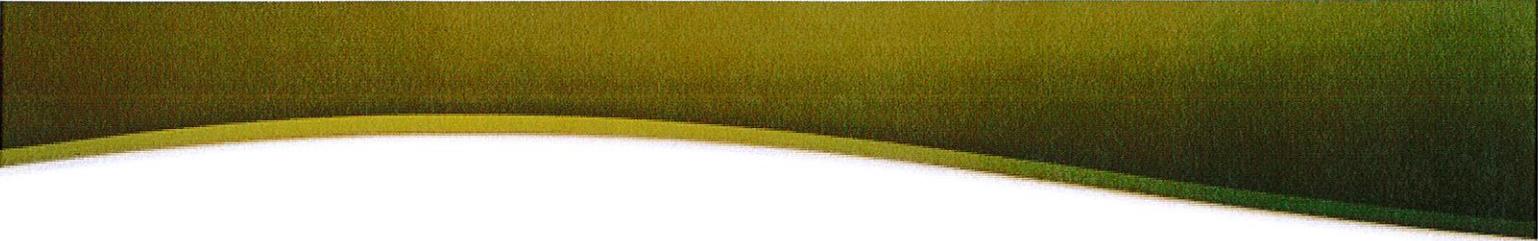
Brandon Hughes, Senior Solutions Engineer, is the account manager for Client. He is responsible for assisting with day-to-day account management.

Clay Baer, Director of Technology, Director of Professional Services, is responsible for aligning Client's goals with solution delivery.

Chris Ayre Project Lead, is responsible for project management, including needs analysis, requirements gathering, and workflow implementation.

Doug Ahlman Support Engineer, is responsible for design input and day forward support.





Origin of the Company and OPG-3 in the ECM Market Place.

Thank you for considering OPG-3, Inc. as your solution provider and document imaging/management partner.

OPG-3, Inc., formerly Crabtree Companies Inc., has been in business for over thirty-seven years providing hardware and software business solutions. Beginning in 1979, the Crabtree family began as an office equipment dealer exclusively in the copier field. As technology evolved, Crabtree had the foresight to add scanning, Laserfiche Software and related applications to their suite of services.

In 2001, OPG-3/Crabtree formed an alliance with Laserfiche, a Division of Compulink Inc., of Long Beach, California. Since 1987, Laserfiche has been a worldwide developer of Imaging Software, leading the industry in offering easy to use, flexible, and easily-integrated document management solutions for a broad range of business and government needs. Laserfiche, the world's largest privately-held document management company, cites over 35,000 clients, beginning with the local government market.

In 2016, Laserfiche acknowledged OPG-3 as their eighth largest sales and service provider in the world, and renewed their strong shared relationship of serving clients across the Midwest. OPG-3 clients have directly benefited from access to Laserfiche Technical Product Staff via OPG-3 Engineers, keeping clients on the cutting-edge software development, and integrations.

The combination of our two companies and the dedication of our knowledgeable teams places us in the foreground of today's dynamic business and government enterprises to provide a complete Enterprise Content Solution.

The goal of OPG-3 is to move beyond simple tasks of capturing, storing, retrieving electronic content into shared data solutions that solve complex, high-volume document management issues faced by organizations. We deliver agile complete solutions that are engineered for rapid deployment, superior technical performance, advanced security and enterprise scalability.

The OPG-3/Laserfiche solution has many benefits such as: Ease of use, scalability from one to thousands of users, open architecture and the ability to integrate with your current enterprise systems.

Our sixteen years of ECM experience, and two hundred fifty implementations of Laserfiche ECM and one hundred twenty government clients prove Midwest market leadership. By choosing OPG-3, Inc. as your ECM provider, we will provide you with the best products and support to implement your ECM solution.



The Laserfiche Rio / Avante Platform:

Laserfiche Rio/ Avante, the enterprise suite, bundles content management and business process management tools.

Comprehensive Capabilities

- ECM and BPM functionality
- Security and auditing tools
- Central control, local flexibility

Simple Deployment

- Integrate with existing IT portfolio
- Unlimited content servers and repositories



OPG-3 Solution Experience

- Department buy-in is crucial
 - User input – positive change management
- Emulate current system/procedures
 - Learning curve minimized
 - Adoption simplified
- Understanding system toolset
 - Where and when to use
 - Affects big picture



Minnesota Chooses OPG-3 \ Laserfiche

Anoka County Community Action Program
 Anoka County Joint Law Enforcement Council
 Arrowhead Economic Opportunity Agency, Inc.
 Blue Earth County
 Brown County of Minnesota
 Community Action of Minneapolis
 East Metro Integration District 6067
 Eastern Carver County Schools
 Goodhue County
 ISD #272 Eden Prairie Schools
 Jackson County
 Lac qui Parle County Lincoln County
 MAC Police Dept
 Marshall Prairie Net WAN
 Martin County
 Metropolitan Airport Commission
 Metropolitan Airport Commission, Info Service

Mille Lacs Band of Ojibwa Tribal
 Police Department
 Minnetonka School District 276
 Murray County
 Museum of Minneapolis Police
 NE Metro Intermediate Schools
 Nicollet County
 Pope County Administration
 Rock County
 School District 622
 Shakopee School District 720
 SouthWest Metro Transit
 St. Paul Public Housing Agency
 Three River Community Action,
 Watonwan County
 White Earth Tribal Council
 Willmar Public Schools

City of Anoka
 City of Apple Valley
 City of Austin
 City of Blooming Prairie
 City of Brookings
 City of Brooklyn Center
 City of Buffalo
 City of Cambridge
 City of Cannon Falls
 City of Chanhassen
 City of Cohasset
 City of Columbia Heights
 City of Coon Rapids
 City of Corcoran
 City of Cottage Grove
 City of Elk River
 City of Excelsior
 City of Fairfax
 City of Farmington
 City of Fridley
 City of Golden Valley
 City of Grand Rapids
 City of Hanover
 City of Hastings
 City of Hopkins
 City of Hutchinson
 City of Ia Crosse
 City of Lakeville
 City of Luverne
 City of Maple Lake
 City of Maple Plain
 City of Maplewood

City of Mendota Heights
 City of Minnetrista
 City of Mitchell
 City of Monticello
 City of Montrose
 City of New Brighton
 City of New Ulm
 City of Northfield
 City of Orono
 City of Otsego
 City of Plymouth
 City of Prior Lake
 City of Red Wing
 City of Richfield
 City of Robbinsdale
 City of Rosemount
 City of Sauk Rapids
 City of Savage
 City of Shakopee
 City of Spring Lake Park
 City of St. Cloud
 City of St. James
 City of St. Joseph
 City of St. Michael
 City of St. Paul
 City of Stewartville
 City of Two Harbors
 City of Waconia
 City of Wayzata
 City of West St. Paul
 City of Winona
 City of Wyoming



Laserfiche Workflow

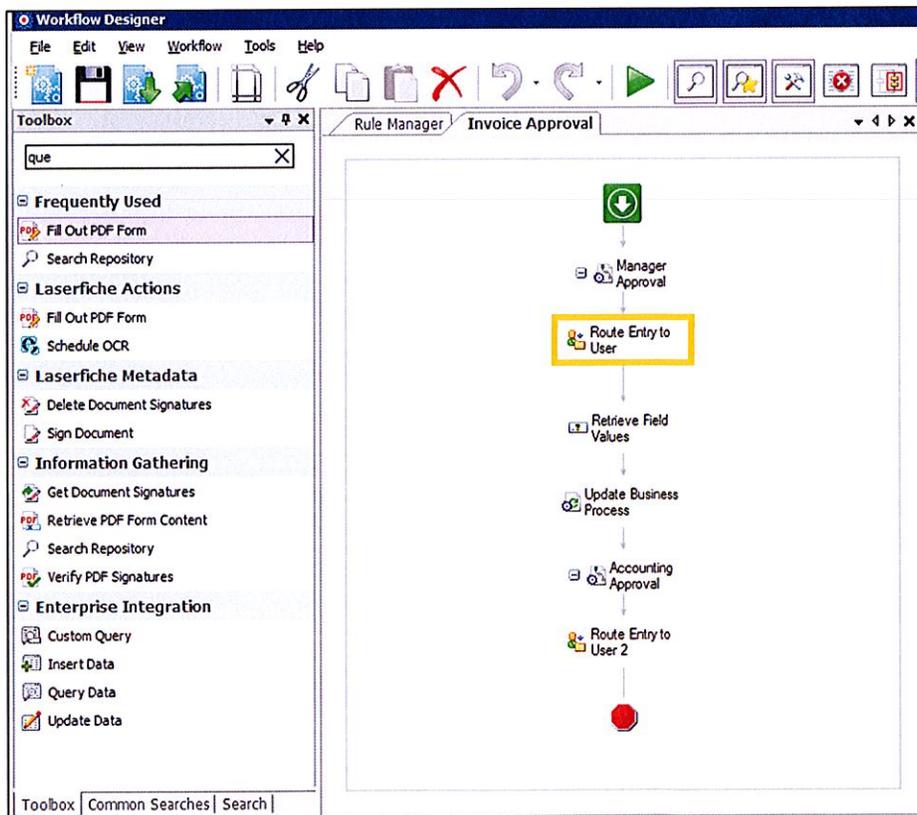
Laserfiche Workflow automates repeatable processes consistently across an organization by allowing users to configure rules for routing, filing, and handling documents in the Laserfiche repository.

Automated Business Processes

- Automate business processes using rule-based and data-driven routing decisions.
- Create workflows using a graphical user interface and a toolbox of built-in activities.

Workflow Management

- Utilize detailed reporting functionality to review performance of workflows.
- Prompt user participation in processes via email.





Laserfiche Forms

Laserfiche Forms is a Web-based forms solution that simplifies the capture and archival of documents and information, while also accelerating and automating business processes.

Automated Data Collection and Processing

- Control data collection with required fields and auto-population features.
- Populate repository metadata with form-field values.
- Automate routing in workflows using preset rules.

Notifications and Process Management

- Send individual users email notices of next steps.
- Access task lists, track processes, view reports, or manage processes from personal inboxes.

SBA Document Submission

Submission Date

Submit To:

Submit To E-mail:

Submitted By:

Submitted by E-mail:

Notes Please tell us anything you feel is pertinent to this submission

File Upload Browse to the files you wish to submit.

Or drag files here

Submit



Audit

Laserfiche Security - Audit Trail

Customize individual employee access

Control repository design and limit employees to only the functions they need.

Everything that occurs within an organization's Laserfiche repository can be tracked and used to run reports through Laserfiche Audit Trail.

Laserfiche Web Administration Console

Laserfiche Servers | Quick Fields Agents | Distributed Computing Clusters

laservm > LaserRepository > Laserfiche Users/Groups > Manager

Register | Back to Laserfiche Users List | Clone | Delete

General | Groups | Rights | Tags | Auditing | Attributes

Assign Rights | Effective Rights

Save | Cancel

Feature Rights:

Assigned	Name	Description
<input checked="" type="checkbox"/>	Scan	Enables scan function
<input checked="" type="checkbox"/>	Import	Enables import function
<input checked="" type="checkbox"/>	Search	Enables search function
<input checked="" type="checkbox"/>	Print	Enables print function
<input checked="" type="checkbox"/>	Export	Enables export function
<input checked="" type="checkbox"/>	Edit Text	Enables modifying the text associated with a document
<input checked="" type="checkbox"/>	Move Entry	Enables moving folders, objects between folders, and objects within folders
<input checked="" type="checkbox"/>	Process	Enables OCR, Snapshot, index and retrieval of text
<input checked="" type="checkbox"/>	Extended Properties	Enables viewing extended property information
<input checked="" type="checkbox"/>	Delete	Enables delete function
<input checked="" type="checkbox"/>	Migrate Documents	Enables migrating documents between volumes

Privileges:

Assigned	Name	Description
<input type="checkbox"/>	Manage Trustees	Administer users and groups
<input type="checkbox"/>	Manage Volumes	Administer volumes
<input type="checkbox"/>	Manage Entry Access	Assign entry access rights/See any entry in the repository
<input type="checkbox"/>	Manage Templates and Fields	Create and modify all templates and fields
<input type="checkbox"/>	Create Templates and Fields	Create templates and fields

Laserfiche Software

Item #	Description	Quantity	Price	Extended
1	LF Avante Server for SQL Express with Workflow Software	1	\$1,500	\$1,500
2	LF Full User Client with Workflow, Web Access, Advance Audit Trail	6	\$700	\$4,200
3	LF Connector	6	\$25	\$150
4	LF Laserfiche Forms Basic	6	\$50	\$300
5	LF Scan Connect	1	\$165	\$165
6	LF Avante Quick Fields Basic	1	\$595	\$595
7	LF Avante Barcode & Validation	1	\$1,695	\$1,695
8	LF Avante Real Time Lookup & Validation	1	\$595	\$595
	<i>(sales tax is not included)</i>			
	Software Subtotal			\$9,200

Laserfiche LSAP

Item #	Description	Quantity	Price	Extended
1	LF Avante Server for SQL Express with Workflow Software, billed annually	1	\$300	\$300
2	LF Full User, Workflow, Web Access, Advance Audit Trail LSAP billed annually	6	\$140	\$840
3	LF Connector LSAP, billed annually	6	\$5	\$30
4	LF Laserfiche Forms Basic LSAP, billed annually	6	\$10	\$60
5	LF Scan Connect LSAP, billed annually	1	\$33	\$33
6	LF Avante Quick Fields Basic LSAP, billed annually	1	\$120	\$120
7	LF Avante Barcode & Validation LSAP, billed annually	1	\$340	\$340
8	LF Avante Real Time Lookup & Validation LSAP, billed annually	1	\$120	\$120
	Laserfiche Software Maintenance Subtotal			\$1,843

Purchase Total

Item	Description	Quantity	Price	Extended
1	Software Total	1	\$9,200	\$9,200
2	Annual Support and Training Total	1	\$1,843	\$1,843
3	Consulting, End User and Administrator Training *	1	\$1,800	\$1,800
	(Sales tax is not included – Quotes valid for 30 days)			
4	Extra hours to build Admin/HR/Finance Workflows	20	\$185/hr.	\$3,700
5	Canon DR-G1100 Heavy Duty Scanner = \$3900 after trade in.			\$3,900
OPTIONAL	Canon DR-6030C Medium Duty Scanner = \$3,042			
	Project Total			\$20,443

The above cost proposal does not include sales tax or “Optional products”.

* Remote installation of the software, testing of the software is included.

** On site labor is limited to professional services hours. More time can be purchased if necessary.

*** Any remote training done by OPG-3 staff is included as part of your LSAP maintenance
(no additional charge for this training)

Server Hardware Not Included: With Laserfiche SQL Express Version, The SQL Express database is included at no extra charge. However, in more advanced or larger installations the full version of Microsoft SQL database may be required, but is not included in our proposal.



Payment

Payment: A deposit of 50% of the total quote and a signed sales order is due when authorization and acceptance of the project is signed. The balance of the payment is due 30 days from original invoice date, plus sales tax if applicable. If tax exempt, please provide OPG3 with your Tax Exempt Certificate.

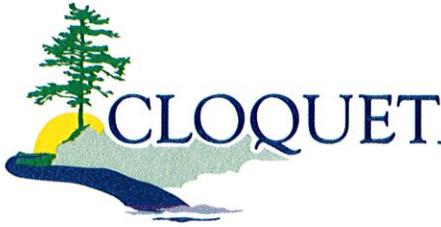
Acceptance

Name: _____

Date: _____

Thank you for choosing OPG-3, Inc.





ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director
Reviewed by: Brian Fritsinger, City Administrator 
Date: October 6, 2016

ITEM DESCRIPTION: Reimburse Expenditures from City Sales Tax GO Revenue Bonds

Proposed Action

Staff recommends the Council move to approve **RESOLUTION NO. 16-76, A RESOLUTION DECLARING THE OFFICIAL INTENT OF CLOQUET TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY.**

Background/Overview

The City's 2017 Budget assumes issuing \$8,400,000 City Sales Tax General Obligation Revenue Bonds to fund City Sales Tax Projects. The design work has been authorized to start in 2016.

Under federal law, a municipality is allowed to use its own money to pay for certain project costs before tax-exempt bonds are issued. However, in order for the City to preserve the right to reimburse itself for those costs at some future date, it is necessary for the Council to adopt the attached Reimbursement Resolution no later than 60 days after the first expenditures are incurred. The attached resolution provides for the City to make a declaration of intent to reimburse itself for prior expenditures out of the proceeds of subsequently issued bonds within the time specified in the resolution.

This resolution does not bind the City to the improvements or the bonding. It protects the City's funding of costs associated with the project prior to the bonding. The maximum bonding set in the declaration of official intent is \$8,400,000. The City could bond for less.

Policy Objectives

Compliance with IRS Treasury Regulation section 1.150-2.

Financial/Budget/Grant Considerations

The ability to charge costs incurred before issuance of bonds from bond proceeds.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

- Resolution No. 16-76

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

RESOLUTION NO. 16-76

**A RESOLUTION DECLARING THE OFFICIAL INTENT OF CLOQUET
TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS
OF BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

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

1. The City proposes to undertake the construction of municipal city sales tax project improvements in the City in 2017 (the “Project”).
2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$8,400,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.
3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.
4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City’s budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City’s budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 18TH DAY OF OCTOBER, 2016.

CLOQUET, MINNESOTA

Dave Hallback, Mayor

Attest:

Brian Fritsinger, City Administrator



CLOQUET POLICE DEPARTMENT

STEVEN K. STRACEK
Chief of Police

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

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Steve Stracek, Chief of Police
Reviewed by: Brian Fritsinger, City Administrator
Date: September 22, 2016



ITEM DESCRIPTION: National Night Out Donor Recognition

Proposed Action

Staff recommends the City Council move to recognize various community businesses and organizations for donations and support that contributed to the success of the Cloquet Police Department's National Night Out event held on August 2, 2016.

Background/Overview

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

The Cloquet Police Department hosted our local event in Veteran's Park on August 4, 2015. The event was a huge success and was well attended by the community. Squad cars were on display, K-9 handler Detective Holman and his K-9, Raja were in attendance as were members of the Carlton County Mounted Posse.

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

WKLK Radio was present for the event and broadcasted live. The Cloquet Area Fire District had fire and ambulance rigs and personnel at the event, along with informational pamphlets and gifts for the kids. Area businesses and organizations offered donations of funds and materials for the event.

Policy Objectives

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

To Mayor and Council
National Night Out Donations
September 22, 2016
Page 2

Financial/Budget/Grant Considerations

Financial and material donations covered all expenses for this event.

Advisory Committee/Commission Action

- None

Supporting Documentation Attached

- Donation Recognition List

National Night Out Donations

Aardvark Septic	L&M Supply
ABRA Auto Body	Loyal Order of Moose
Adolphson Real Estate	McDonald Rental
Bergquist Imports	Moose Lodge 1247
Bernick's Pepsi	Noon Kiwanis
Bluestone Oral & Maxillofacial Surgeons	Northwoods Credit Union
Carlton County Historical Society	Park Avenue Therapies
Carlton County Human Services – Bike Rodeo	Regional Realty
Carlton County Mounted Posse	Reliable Insurance Agency
Community Memorial Hospital	Rendezvous Bar & Grill
Cornerstone State Bank	Sammy's Pizza
Crow Goebel Vet Clinic	Sappi
Culligan Water	Skutevik's Greenhouse
Daugherty Appliance	Super One
Edward Jones	The Jack
Friends of Animals	Tomhave Dental Associates
Knights of Columbus	Upper Lakes Foods
Kolb Construction	USG Interiors
Kwik Trip	WalMart



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REQUEST FOR COUNCIL ACTION

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

ITEM DESCRIPTION: Home for the Holidays Celebration

Proposed Action

Staff recommends that the City Council move to approve the closure of Industrial Avenue from 14th Street to 15th Street, and Cloquet Avenue from 18th Street to 6th Street on December 5, 2016 from 3:30 p.m. to 6:00 p.m. for the Holiday Hustle and Home for the Holidays parade; discuss the recognition of this event as a community event for liability insurance purposes; authorize the execution of contract for fireworks display; and the use of the City's parking lot at 1111 Cloquet Avenue.

Background/Overview

Enclosed the City Council will find a request from Alyson Leno, representing the Home for the Holidays Celebration, seeking approval to hold the event and related activities again this year. New this year, the event will kick off with a 1 mile Holiday Hustle before the start of the parade. Fireworks are also being considered but will be permitted separately. However, the Council is asked to allow the City to enter into a contract with Pyrotechnic display, Inc. for the fireworks display. The City also is the contracting party for the 4th of July fireworks.

The remainder of items described will be held at Voyagers and Spafford Parks as they have in the past.

In addition to the parade, there are two items that require City Council discussion. First, the celebration committee is asking that the City recognize the event as a City sponsored event. Thus, the event and volunteers working on the event would fall under the City's Event Liability coverage. This celebration has historically been sponsored and coordinated by the business community. The City is currently assisting in the preparation for the event by funding the Events Coordinator position. There is no additional cost to the City in regards to its Event Liability insurance if the Council were to designate this as a community event.

Second, the event organizers are asking to utilize the City's parking lot on the corner of 11th Street and Cloquet Avenue as a gathering place and with fire barrels placed on the property. The City has previously allowed such activity on this lot prior to it being reconstructed and paved. If allowed, the fire barrels will be arranged in a way that no damage can occur to the lot.

Policy Objectives

The support of this type of community event is not directly addressed in any City policy or ordinance. The objective of this event is to promote community pride and encourage both local residents and non-local shoppers to participate. Support would be consistent with the City's decision to ask its Event Coordinator to assist with the event.

Financial/Budget/Grant Considerations

Some staff is required for clean-up and barricading of streets. The insurance costs will fall under the City's existing liability coverage. There will be some direct cost to the City as it relates to garbage removal. Finally, the lighting on Dunlap Island will result in some direct costs to the City.

Advisory Committee/Commission Action

The Parks Commission will be asked to authorize the use of the parks at a future meeting.

Supporting Documentation Attached

- Request from Alyson Leno
- Pyrotechnic Display, Inc. Display Contract

October 11, 2016

Cloquet City Council
1307 Cloquet Avenue
Cloquet, MN 55720

City Council:

Santa's Home for the Holiday's Celebration is right around the corner and our committee is in the process of putting together an eventful weekend with FREE holiday activities for families and residents from Cloquet and the surrounding communities. Below, you will find a list regarding approvals needed for the Santa's Home for the Holiday's Celebration.

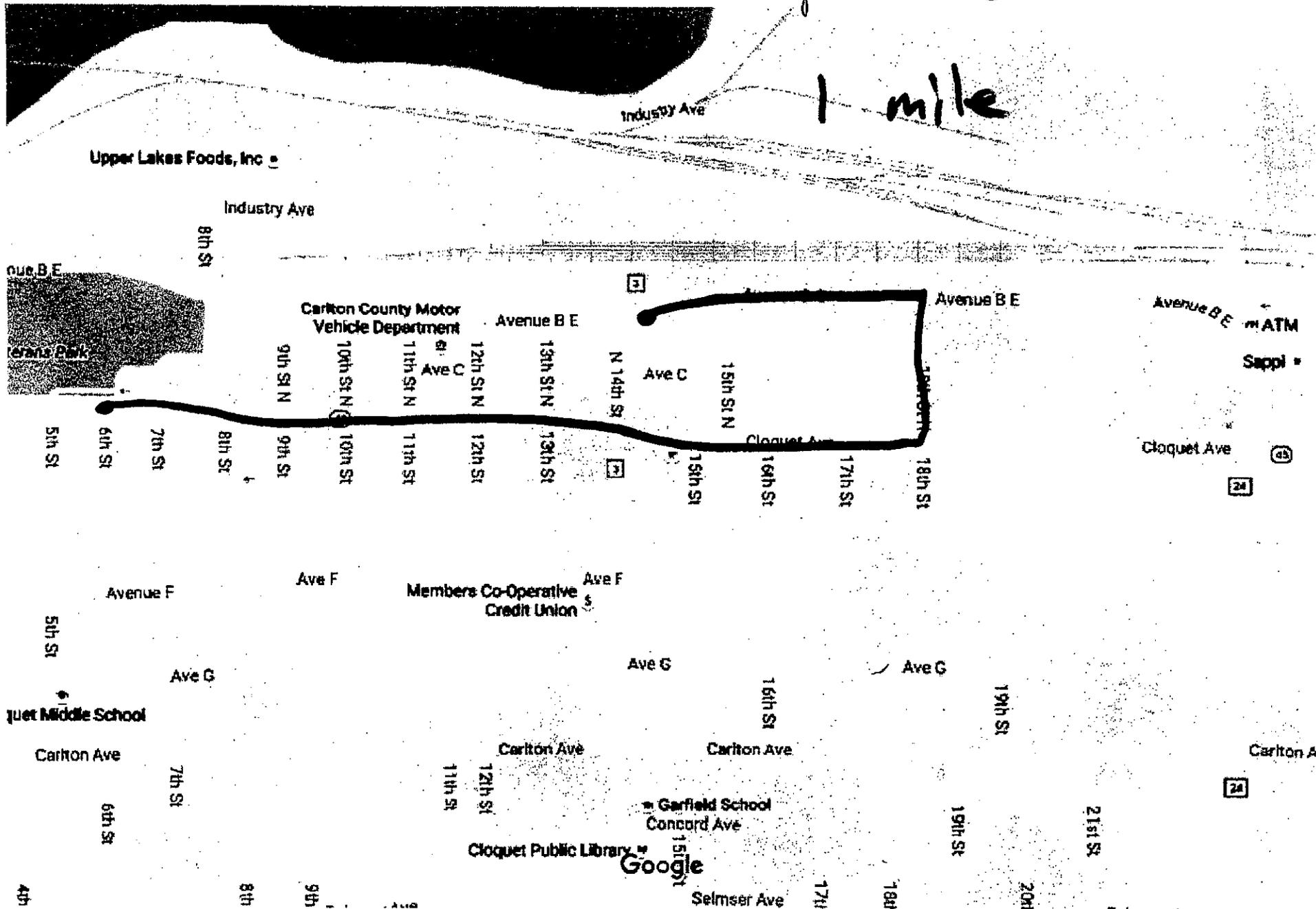
1. Street Closures
 - a. December 5th: Industrial Avenue, 3:30-6:00pm (parade line-up and Holiday Hustle 1-mile race)
 - b. December 5th: Cloquet Avenue, 5:00-6:00pm (parade)
2. Street Usage
 - a. December 5th: We will be offering trailer rides between Daugherty Appliance, MCCU and Cloquet Ford as these three sites will be hosting events.
3. Use of Parks
 - a. October 17 - December 2: Voyagers Park, all day (Bentley light display set-up. He recommends we get these set up earlier than later due to weather). The light display is planned to be set up along the walking trail in the park.
 - b. December 3rd – December 31st:
 - i. Every evening, like Spafford Park, we would request that these lights be turned on for the month of December.
 - ii. We'd like to request the walking trail along the river be plowed throughout the winter for community members to walk and see the displays.
 - iii. Would the City pay for the park and electricity for the month?
4. Use of Parking Lot
 - a. City parking lot on Cloquet Avenue, in front of the Carlton County building
 - i. We'd like to have fire barrels to keep people warm before/during/after the parade.
5. Insurance
 - a. Like the July 4th Celebration, we would like to request Santa's Home for the Holiday's Celebration be covered under the City of Cloquet's insurance policy.

Thank you for your consideration regarding the Santa's Home for the Holiday's Celebration approvals.

Alyson Leno
aleno@ci.cloquet.mn.us

Cloquet Holiday Hustle

1 mile



PYROTECHNIC DISPLAY, INC.

Display Contract

For office use only

Invoice number _____

This contract entered into this 11th Day of October AD 2016 by and between PYROTECHNIC DISPLAY, INC. of Clear Lake, MN and City of Cloquet (Customer) of City Cloquet State Minnesota.

WITNESSETH: PYROTECHNIC DISPLAY, INC. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER one Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of the Customer, said display to be given on the evening of December 3, 2016 Customer Initial , weather permitting, it being understood that should inclement weather prevent the giving of this display on the date mentioned herein the parties shall agree to a mutually convenient alternate date, within twelve (12) months of the original display date. Customer shall remit to the first party an additional 18% of the total contract price for additional expenses in presenting the display on an alternate date. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of PYROTECHNIC DISPLAY, INC. In the event the customer does not choose to reschedule another date or cannot agree to a mutually convenient date, PYROTECHNIC DISPLAY, INC. shall be entitled to 25% of the contract price for costs, damages and expenses. If the fireworks exhibition is canceled by CUSTOMER prior to the display, CUSTOMER shall be responsible for and shall pay to PYROTECHNIC DISPLAY, INC. 18% of the contract price.

PYROTECHNIC DISPLAY, INC. agrees to furnish all necessary fireworks display materials and personnel for a fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. PYROTECHNIC DISPLAY, INC. enters this agreement contingent upon its ability to secure delivery of product for the display.

It is further agreed and understood that the CUSTOMER is to pay PYROTECHNIC DISPLAY, INC. the sum of \$ 4,000.00 (Four thousand and 00/100 dollars) includes all taxes. A service fee of 1 1/2 % per month shall be added, if account is not paid within 30 days of the show date.

PYROTECHNIC DISPLAY, INC. will obtain Public Liability and Property Damage and Workers Compensation Insurance.

Those entities/individuals listed on the certificate of insurance shall be deemed an additional insured per this contract.

Customer will provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back of 350 feet at all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this contract shall be constructed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations and neither party shall be responsible for any agreements not stipulated in this contract. Customer agrees to pay any and all collection costs, including reasonable attorneys fees and court costs incurred by PYROTECHNIC DISPLAY, INC. in the collection or attempted collections of any amount due under this agreement and invoice.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

PYROTECHNIC DISPLAY, INC.

By Mark C. Hanson BH

Date Signed: October 11, 2016

Name Mark C. Hanson

9405 River Road SE
Clear Lake, MN 55319
(800) 507-9074 Ex. 1

CUSTOMER

By _____
Its duly authorized agent, who represents he/she has full authority to bind the customer.

Date Signed _____

Name _____

(PLEASE TYPE OR PRINT)

Address _____

Phone _____

Email _____