



**CITY OF CLOQUET
City Council Agenda
Tuesday, November 1, 2016
7:00 p.m.
City Hall Council Chambers**

CITY COUNCIL WORK SESSION

5:30 p.m. Joint meeting with Library Board – Building Strategies
6:45 p.m. Future Work Session Agenda Item

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
 - a. Approval of November 1, 2016 Council Agenda
4. **Approval of Council Minutes**
 - a. Work Session minutes from the October 18, 2016 meeting
 - b. Regular Council minutes from the October 18, 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. 16-82, Authorizing the Payment of Bills and Payroll
 - b. Appointment of Election Judges
 - c. Temporary On-Sale Liquor License – Food For Thought
 - d. Approval of Raffle Permit – Food For Thought
6. **Public Hearings**

None.
7. **Presentations**
 - a. Debra Shaff, Executive Director of the Cloquet/Carlton Housing Redevelopment Authority



**CITY OF CLOQUET
City Council Agenda
Tuesday, November 1, 2016
7:00 p.m.
City Hall Council Chambers**

8. Council Business

- a. Resolution No. 16-81, A Resolution Adopting 2016 Assessment Rates
- b. Police Officer Appointment
- c. Halverson Water Line Easement

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

City of Cloquet
City Council Work Session
Joint Meeting with the Library Board
Meeting Agenda

Tuesday, November 1, 2016
5:30 P.M. City Hall Council Chambers


1. Introductions
2. Quick Overview of Purpose of Meeting - Brian
3. Overview of McGriff Study - Mary
4. Overview of BKV Study and Facilities Priorities - Brian
5. Sketch Plan - Group discuss and agree on project scope & process moving forward
6. Fund Raising & Capital Campaign - Group Discussion
7. Path Forward & Other/Open Discussion - Impacts of Project on Staffing & Operational Costs
8. Adjourn



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: October 27, 2016

ITEM DESCRIPTION: Future Work Session Agenda Planning

Proposed Action

The City Council is asked to provide input for the upcoming City Council work session meeting agenda.

Background/Overview

The City Council typically meets in a work session format prior to each regular City Council meeting to discuss items not otherwise on the regular meeting. To ensure that the City Council is provided opportunity to give input regarding future work session agenda items, staff is suggesting the Council be given an opportunity at each meeting.

Approximately 5 minutes will be set aside at the start of each work session to discuss the next work session meeting. For this purpose, attached the Council will find the tentative agenda and proposed discussion items for the upcoming work session meeting.

Policy Objectives

Does the City Council agree with the agendas as proposed?

Financial/Budget/Grant Considerations

None

Advisory Committee/Commission Action

None

Supporting Documentation Attached

- Upcoming agenda item list

2016 / 2017
Tentative Upcoming Council
Work Session Agenda Items

November 15

CD..... Downtown Revitalization Overview

December 6

ADM.....Christmas Cards

ADM.....Joint Parks Commission/Community Education Contract/SEH 30% Design

December 20

ADM.....Strategic Plan Update

**Work Session
October 18, 2016**

Present: D. Bjerkness, K. Kolodge, S. Langley, R. Maki, L. Wilkinson, Mayor Hallback

Absent: J. Rock

Staff: J. Barclay, C. Peterson, N. Klassen, L. Peterson

Other: J. Lund, Pine Journal

Antenna Tower Request from Verizon

- Council agrees the Planning Commission needs to first discuss and conduct a more detailed analysis of antenna tower locations within the community. Mr. Fritsinger will talk with Mr. Cottingham to present to the Planning Commission for more discussion. He will convey back to Verizon that the Council isn't making a decision on their request at this time.

Snow Plowing Policy

- Mr. Fritsinger explained that the City has never had a formal written policy and would like to use this discussion to move towards a policy to help the public understand how and why the City proceeds the way we do when coming to snow plowing. Mr. Peterson explained this is a rough draft of a policy to use as a guide going forward with the Council's feedback. He also stressed that response priorities can change based on the weather circumstances.
- Les Peterson walked the Council through the current procedures when preparing for a winter storm, the time frame of plowing, routes, and staffing.
- Mr. Peterson reviewed the policy highlights asking for feedback from Council members.
- The Policy will be brought back to the Council for approval after edits are made.
- The Council supported the concept of the policy and had no immediate changes to suggest.

Local Assessment Policy Discussion

- Mr. Fritsinger and Ms. Klassen have been working on revising the current Assessment Policy. The current City Code does not address interest rate on assessments. Ms. Klassen and Mr. Fritsinger suggest 2% above the bond rate. A formal proposal on the interest rate will go to Council for approval in the near future so it is in place for the certification of 2016 assessments to Carlton County. The Council verbalized its support for this rate of interest.

Alcohol Ordinance Amendments

- Mr. Fritsinger has been working on updating the City Code related to liquor licensing for taprooms, brew houses, brew pubs, and microdistilleries. The current code does not address any such facilities. Brian is researching adding to the code being proactive. The Council expressed active support for these changes.

Other Discussion

- Council questioned when the Employee Policy will be discussed again. Mr. Fritsinger reminded them that it was tabled but will presented to the Council after edits are made from continued employee feedback.

- Conversation related to the new fencing around Fauley Park keeping ATVs out and why it doesn't reach all the way around the park. Mr. Peterson replied that MNDOT won't allow the fencing to go any further due to right-of-way issues.

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

Respectfully Submitted,

Brian Fritsinger
City Administrator

Regular Meeting

Roll Call

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

Councilors Absent: Rock

Pledge of Allegiance



AGENDA

MOTION: Councilor Wilkinson moved and Councilor Maki seconded the motion to approve the October 18, 2016 agenda. The motion carried unanimously (6-0).

MINUTES

MOTION: Councilor Bjerkness moved and Councilor Kolodge seconded the motion to approve the minutes of the Regular Meeting of October 4, 2016. The motion carried unanimously (6-0).

CONSENT AGENDA

MOTION: Councilor Langley moved and Councilor Bjerkness seconded the motion to adopt the consent agenda of October 18, 2016 approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 16-80, Authorizing the Payment of Bills
- b. Appointment of Election Judge

PUBLIC HEARING

There were none.

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.

FRIENDS OF ANIMALS CONDITIONAL USE PERMIT

MOTION: Councilor Kolodge moved and Councilor Wilkinson seconded the motion to adopted **RESOLUTION NO. 16-79, A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT FOR FRIENDS OF ANIMALS, HUMANE SOCIETY IN THE LIGHT INDUSTRY DISTRICT.** The motion carried unanimously (6-0).

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.

SAND AND GRAVEL EXCAVATION PERMIT RENEWALS

MOTION: Councilor Langley moved and Councilor Maki seconded the motion to adopt **RESOLUTION NO. 16-77, A RESOLUTION APPROVING SAND AND GRAVEL EXCAVATION PERMIT RENEWALS FOR 2017**. The motion carried unanimously (6-0).

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.

FOND DU LAC LAND ACCESS AGREEMENT

MOTION: Councilor Langley moved and Councilor Bjerkness seconded the motion to adopt **RESOLUTION NO. 16-78, A RESOLUTION ENTERING INTO A LAND ACCESS AGREEMENT WITH THE FOND DU LAC BAND OF LAKE SUPERIOR CHIPPEWA**. The motion carried unanimously (6-0).

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.

COMMUNITY MARKETING PLAN CONSULTANT PROPOSAL

MOTION: Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to approve the hiring of Ady Advantage in the amount of \$54,750 to conduct the Cloquet Business and Community Marketing Strategy (Marketing Study). The motion carried unanimously (6-0).

DOCUMENT MANAGEMENT SYSTEM - LASERFICHE

MOTION: Councilor Kolodge moved and Councilor Langley seconded the motion to enter into an agreement with OPG3, Inc. to implement the Document Management System, Laserfiche, in the amount of \$20,443.00. The motion carried unanimously (6-0).

REIMBURSE EXPENDITURES FROM CITY SALES TAX GO REVENUE BONDS

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

NATIONAL NIGHT OUT DONOR RECOGNITION

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

HOME FOR THE HOLIDAYS

MOTION: Councilor Kolodge moved and Councilor Maki seconded the motion to approve the closure of Avenue B from 14th Street to 6th Street on December 5, 2016 from 3:30 pm to 6:00 pm 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. The motion carried unanimously (6-0).

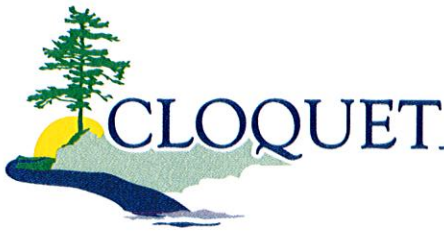
PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Mayor Hallback acknowledged the feedback received from MN Power recognizing Barb Wyman for the exceptional job working on 3rd Street. He further made the Council aware of a fund raiser for former City employee Stacia Heaton and encouraged participation.

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



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *(Signature)*
Reviewed/Approved by: Brian Fritsinger, City Administrator
Date: October 27, 2016

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 16-82, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL.**

Background/Overview

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

Policy Objectives

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

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

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

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

RESOLUTION NO. 16-82

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL

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

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

| | | | |
|-----|---------------------------------|-----------|----------------------------|
| 101 | General Fund | \$ | 309,338.49 |
| 207 | Community Development Operating | | 8,558.43 |
| 225 | Permanent Improvement | | 7,914.00 |
| 226 | Park Fund | | 16,315.47 |
| 235 | Public Works Reserve | | 1,863.30 |
| 403 | Revolving Capital Projects | | 144,282.59 |
| 405 | City Sales Tax Projects | | 260,295.45 |
| 600 | Water - Lake Superior Waterline | | 67,878.42 |
| 601 | Water - In Town | | 42,731.59 |
| 602 | Sewer Fund | | 119,124.01 |
| 605 | Storm Water Fund | | 10,662.13 |
| 614 | CAT-7 | | 16,147.60 |
| 701 | Employee Severance Benefits | | 2,468.42 |
| | TOTAL: | \$ | <u>1,007,579.90</u> |

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 1ST DAY OF NOVEMBER, 2016.**

ATTEST:

Dave Hallback, Mayor

Brian Fritsinger, City Administrator

INVOICES DUE ON/BEFORE 11/01/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|----------|--------------------------------|-----------------------|------------|
| 113650 | AMAZON.COM CREDIT | 7,846.13 | 730.24 |
| 116100 | AMERICAN PAYMENT CENTERS | 276.00 | 92.00 |
| 116550 | AMERICAN SOLUTIONS FOR | 0.00 | 448.23 |
| 116600 | AMERICAN WATER WORKS ASSOC | 0.00 | 191.00 |
| 118550 | APPLIED CONCEPTS, INC | 104.50 | 81.10 |
| 119700 | ARROWHEAD CONCRETE WORKS, INC. | 5,858.99 | 29.84 |
| 120100 | ARROWHEAD LIBRARY SYSTEM | 198.99 | 259.45 |
| 123150 | B W DISTRIBUTING | 1,376.92 | 189.99 |
| 123400 | BAKER & TAYLOR | 10,461.82 | 2,046.16 |
| 123500 | BAKER & TAYLOR ENTERTAINMENT | 183.85 | 44.55 |
| 131425 | CDW GOVERNMENT, INC | 2,432.61 | 510.77 |
| 133200 | CITY OF CARLTON | 315.15 | 134.02 |
| 134000 | CARLTON COUNTY HIGHWAY DEPT | 15,028.22 | 344.00 |
| 136850 | CENTER POINT LARGE PRINT | 367.26 | 41.34 |
| 137310 | CENTURY LINK | 24,152.61 | 2,234.09 |
| 137340 | CHAMBERLAIN OIL CO., INC. | 4,746.75 | 63.50 |
| 139800 | CLOQUET AREA CHAMBER OF COMMER | 41,078.95 | 9,237.81 |
| 142100 | CLOQUET MAIL STATION | 868.71 | 52.00 |
| 142800 | CLOQUET SANITARY SERVICE | 8,415.07 | 91.74 |
| 142950 | CLOQUET SHAW MEMORIAL | 428.31 | 4.60 |
| 144700 | COMMISSIONER OF TRANSPORTATION | 731.59 | 118.96 |
| 148350 | CRETEX CONCRETE PRODUCTS INC | 2,619.00 | 340.00 |
| 150100 | D A L C O | 5,431.19 | 135.08 |
| 154600 | DIVERSIFIED INSPECTIONS INC | 0.00 | 424.20 |
| 161850 | EMERGENCY AUTOMOTIVE TECH, INC | 923.65 | 1,224.30 |
| 165375 | FERGUSON WATERWORKS #2516 | 16,495.49 | 477.30 |
| 166750 | FIRST LAB | 854.90 | 47.95 |
| 170975 | FRIENDS OF THE CLOQUET LIBRARY | 710.41 | 55.47 |
| 171800 | GALE/CENGAGE LEARNING | 806.95 | 91.97 |
| 172300 | GARTNER REFRIGERATION COMPANY | 1,707.50 | 760.06 |
| 173575 | GEORGE BOUGALIS & SONS INC | 477,427.30 | 174,551.76 |
| 174300 | GLORY SHINE JANITORIAL CLEAN | 11,051.51 | 1,050.00 |
| 175000 | GOODIN COMPANY | 1,217.07 | 232.29 |
| 175700 | GRAINGER | 1,518.26 | 107.27 |
| 175840 | GRANDE HARDWARE CO. | 2,486.59 | 69.98 |
| 179340 | HAGENS GLASS & PAINT | 9,005.57 | 20.00 |
| 180500 | HAWKINS INC | 52,271.42 | 3,340.08 |
| 181500 | HERMANTOWN HYDRAULICS | 841.65 | 494.15 |
| 187500 | INGRAM LIBRARY SERVICES | 10,781.76 | 1,121.71 |
| 190700 | JAMAR COMPANY | 37,198.53 | 2,059.98 |
| 195045 | KEEPRS, INC. | 3,189.89 | 106.58 |
| 195850 | KIMINSKI PAVING | 254,547.57 | 62,115.61 |
| 197800 | L & M SUPPLY CO | 18,099.74 | 938.46 |
| 198250 | L & S ELECTRIC, INC. | 0.00 | 550.00 |

INVOICES DUE ON/BEFORE 11/01/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|----------|--------------------------------|-----------------------|------------|
| 202100 | LAWSON PRODUCTS INC | 3,567.24 | 267.88 |
| 203200 | LEXISNEXIS | 450.00 | 50.00 |
| 204400 | LINCOLN NATIONAL LIFE | 38,338.53 | 2,833.32 |
| 207400 | MANEY INTERNATIONAL INC | 6,553.65 | 306.61 |
| 209450 | MAYO CLINIC HEALTH LETTER | 0.00 | 31.52 |
| 210450 | MEDIACOM LLC. | 686.58 | 84.99 |
| 211400 | MENARDS | 7,545.82 | 307.86 |
| 211700 | METRO SALES, INC. | 1,951.29 | 186.63 |
| 212400 | MICHAUD DIST INC | 229.50 | 38.00 |
| 214050 | MICHAEL J. ORLOWSKI | 275.00 | 45.00 |
| 214800 | CITY OF MINNEAPOLIS RECIEVABLE | 1,169.10 | 92.70 |
| 233550 | COMPASS MINERALS AMERICA | 21,319.11 | 5,893.63 |
| 234600 | NORTHERN BUSINESS PRODUCTS | 13,052.94 | 35.99 |
| 236100 | NORTHLAND CONSTRUCTORS | 532,887.28 | 27,914.16 |
| 240725 | O'REILLY AUTO ENTERPRISES LLC | 1,557.71 | 59.57 |
| 242850 | PARSONS ELECTRIC LLC | 11,803.35 | 2,593.67 |
| 243300 | PAW COMMUNICATION, INC. | 702.00 | 639.00 |
| 243500 | PENWORTHY COMPANY | 405.45 | 163.22 |
| 244850 | 4277317 CANADA INC | 2,600.00 | 3,820.00 |
| 247250 | POWERPLAN | 646.35 | 66.13 |
| 247400 | 396-PRAXAIR DISTRIBUTION, INC. | 7,361.26 | 267.58 |
| 248600 | PROGRESSIVE CONSULTING | 33,659.00 | 726.00 |
| 258200 | RUDY GASSERT YETKA | 104,708.40 | 9,612.50 |
| 261750 | SEELYE PLASTICS, INC. | 987.20 | 66.41 |
| 261800 | SEH | 187,114.58 | 64,950.96 |
| 263400 | SIGN PRO | 5,291.20 | 40.00 |
| 264830 | SMITH LAWN CARE LLC | 494.00 | 50.00 |
| 265050 | SMITTY'S READY MIX OF BARNUM | 25,551.50 | 486.00 |
| 267600 | STACK BROS. | 74,967.19 | 109,671.30 |
| 268700 | CRAIG STEVENS | 3,180.00 | 16,500.00 |
| 270200 | SUPERIOR COMPUTER PRODUCTS INC | 58,552.38 | 240.00 |
| 271975 | TEAMSTER LOCAL 346 HEALTH FUND | 196,539.14 | 25,635.54 |
| 275075 | TITAN MACHINERY | 18,863.23 | 22.17 |
| 278550 | TWIN PORTS PAPER & SUPPLY, INC | 654.45 | 70.66 |
| 278600 | TWIN PORT MAILING | 35,407.26 | 2,772.09 |
| 280400 | ULLAND BROTHERS, INC. | 96,433.52 | 684.20 |
| 280925 | UNIQUE MANAGEMENT SERVICES | 481.95 | 94.50 |
| 281000 | UNITED ELECTRIC COMPANY | 2,367.05 | 211.80 |
| 283700 | USA BLUEBOOK | 5,831.45 | 184.01 |
| 284275 | VSA, INC | 1,973.50 | 6,125.00 |
| 284875 | VERIZON WIRELESS | 7,515.20 | 545.96 |
| 285400 | VIKING ELECTRIC SUPPLY | 4,682.68 | 111.82 |
| 286900 | W L S S D | 734,678.50 | 81,518.50 |
| 287800 | WAL-MART COMMUNITY | 1,916.86 | 107.03 |

DATE: 10/27/2016
TIME: 11:04:00
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 11/01/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|-------------------------------------|-------------------------|--------------------------|---------------------|
| 287900 | WAL-MART COMMUNITY | 291.13 | 150.70 |
| 289015 | WELLS FARGO CREDIT CARD | 62,856.92 | 198.00 |
| TOTAL ALL VENDORS: | | | 633,732.20 |
| Less: CAFD | | | (1,029.99) |
| Less: Library | | | (8,395.19) |
| Bills approved | | | 624,307.02 |
| Other: | | | |
| OPG3 - Laserfiche Softwa | | | 10,221.50 |
| Payroll | | | 399,051.82 |
| Payroll - benefits | | | (26,000.44) |
| Total Bills and Payroll Approved | | | <u>1,007,579.90</u> |

INVOICES DUE ON/BEFORE 11/01/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| GENERAL FUND | | | |
| 00 | | | |
| 204400 | LINCOLN NATIONAL LIFE | 38,338.53 | 2,806.38 |
| 271975 | TEAMSTER LOCAL 346 HEALTH FUND | 196,539.14 | 23,194.06 |
| | | | 26,000.44 |
| 41 | GENERAL GOVERNMENT | | |
| 116550 | AMERICAN SOLUTIONS FOR | | 448.23 |
| 137310 | CENTURY LINK | 24,152.61 | 109.03 |
| 150100 | D A L C O | 5,431.19 | 97.39 |
| 175000 | GOODIN COMPANY | 1,217.07 | 232.29 |
| 197800 | L & M SUPPLY CO | 18,099.74 | 9.97 |
| 212400 | MICHAUD DIST INC | 229.50 | 38.00 |
| 258200 | RUDY GASSERT YETKA | 104,708.40 | 9,612.50 |
| 281000 | UNITED ELECTRIC COMPANY | 2,367.05 | 211.80 |
| 284875 | VERIZON WIRELESS | 7,515.20 | 280.08 |
| | GENERAL GOVERNMENT | | 11,039.29 |
| 42 | PUBLIC SAFETY | | |
| 118550 | APPLIED CONCEPTS, INC | 104.50 | 81.10 |
| 137310 | CENTURY LINK | 24,152.61 | 607.88 |
| 150100 | D A L C O | 5,431.19 | 37.69 |
| 190700 | JAMAR COMPANY | 37,198.53 | 1,029.99 |
| 195045 | KEEPRS, INC. | 3,189.89 | 106.58 |
| 197800 | L & M SUPPLY CO | 18,099.74 | 57.92 |
| 214050 | MICHAEL J. ORLOWSKI | 275.00 | 45.00 |
| 214800 | CITY OF MINNEAPOLIS RECIEVABLE | 1,169.10 | 92.70 |
| 287900 | WAL-MART COMMUNITY | 291.13 | 150.70 |
| | PUBLIC SAFETY | | 2,209.56 |
| 43 | PUBLIC WORKS | | |
| 119700 | ARROWHEAD CONCRETE WORKS, INC. | 5,858.99 | 29.84 |
| 123150 | B W DISTRIBUTING | 1,376.92 | 95.00 |
| 134000 | CARLTON COUNTY HIGHWAY DEPT | 15,028.22 | 344.00 |
| 137310 | CENTURY LINK | 24,152.61 | 166.50 |
| 137340 | CHAMBERLAIN OIL CO., INC. | 4,746.75 | 63.50 |
| 154600 | DIVERSIFIED INSPECTIONS INC | | 424.20 |

INVOICES DUE ON/BEFORE 11/01/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------------------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| GENERAL FUND | | | |
| 43 | PUBLIC WORKS | | |
| 166750 | FIRST LAB | 854.90 | 47.95 |
| 181500 | HERMANTOWN HYDRAULICS | 841.65 | 494.15 |
| 197800 | L & M SUPPLY CO | 18,099.74 | 130.26 |
| 202100 | LAWSON PRODUCTS INC | 3,567.24 | 133.94 |
| 233550 | COMPASS MINERALS AMERICA | 21,319.11 | 5,893.63 |
| 236100 | NORTHLAND CONSTRUCTORS | 532,887.28 | 4,261.04 |
| 240725 | O'REILLY AUTO ENTERPRISES LLC | 1,557.71 | 59.57 |
| 247250 | POWERPLAN | 646.35 | 66.13 |
| 247400 | 396-PRAXAIR DISTRIBUTION, INC. | 7,361.26 | 133.79 |
| 264830 | SMITH LAWN CARE LLC | 494.00 | 50.00 |
| 268700 | CRAIG STEVENS | 3,180.00 | 16,500.00 |
| 280400 | ULLAND BROTHERS, INC. | 96,433.52 | 684.20 |
| 284875 | VERIZON WIRELESS | 7,515.20 | 55.70 |
| 287800 | WAL-MART COMMUNITY | 1,916.86 | 0.31 |
| | PUBLIC WORKS | | 29,633.71 |
| | | | |
| 46 | COMMUNITY DEVELOPMENT | | |
| 139800 | CLOQUET AREA CHAMBER OF COMMER | 41,078.95 | 9,237.81 |
| 278600 | TWIN PORT MAILING | 35,407.26 | 184.94 |
| | COMMUNITY DEVELOPMENT | | 9,422.75 |
| | | | |
| COMMUNITY DEV OPERATING (CITY) | | | |
| 46 | COMMUNITY DEVELOPMENT | | |
| 137310 | CENTURY LINK | 24,152.61 | 15.58 |
| 287800 | WAL-MART COMMUNITY | 1,916.86 | 20.70 |
| | COMMUNITY DEVELOPMENT | | 36.28 |
| | | | |
| LIBRARY FUND | | | |
| 00 | | | |
| 142950 | CLOQUET SHAW MEMORIAL | 428.31 | 4.60 |
| 170975 | FRIENDS OF THE CLOQUET LIBRARY | 710.41 | 55.47 |
| | | | 60.07 |

INVOICES DUE ON/BEFORE 11/01/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|-----------------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| LIBRARY FUND | | | |
| 45 | CULTURE AND RECREATION | | |
| 113650 | AMAZON.COM CREDIT | 7,846.13 | 730.24 |
| 120100 | ARROWHEAD LIBRARY SYSTEM | 198.99 | 259.45 |
| 123400 | BAKER & TAYLOR | 10,461.82 | 2,046.16 |
| 123500 | BAKER & TAYLOR ENTERTAINMENT | 183.85 | 44.55 |
| 131425 | CDW GOVERNMENT, INC | 2,432.61 | 510.77 |
| 133200 | CITY OF CARLTON | 315.15 | 134.02 |
| 136850 | CENTER POINT LARGE PRINT | 367.26 | 41.34 |
| 137310 | CENTURY LINK | 24,152.61 | 255.19 |
| 142800 | CLOQUET SANITARY SERVICE | 8,415.07 | 91.74 |
| 171800 | GALE/CENGAGE LEARNING | 806.95 | 91.97 |
| 172300 | GARTNER REFRIGERATION COMPANY | 1,707.50 | 760.06 |
| 174300 | GLORY SHINE JANITORIAL CLEAN | 11,051.51 | 1,050.00 |
| 187500 | INGRAM LIBRARY SERVICES | 10,781.76 | 1,121.71 |
| 197800 | L & M SUPPLY CO | 18,099.74 | 22.35 |
| 203200 | LEXISNEXIS | 450.00 | 50.00 |
| 209450 | MAYO CLINIC HEALTH LETTER | | 31.52 |
| 211700 | METRO SALES, INC. | 1,951.29 | 186.63 |
| 234600 | NORTHERN BUSINESS PRODUCTS | 13,052.94 | 35.99 |
| 243500 | PENWORTHY COMPANY | 405.45 | 163.22 |
| 270200 | SUPERIOR COMPUTER PRODUCTS INC | 58,552.38 | 240.00 |
| 278550 | TWIN PORTS PAPER & SUPPLY, INC | 654.45 | 70.66 |
| 280925 | UNIQUE MANAGEMENT SERVICES | 481.95 | 94.50 |
| 284875 | VERIZON WIRELESS | 7,515.20 | 105.05 |
| 289015 | WELLS FARGO CREDIT CARD | 62,856.92 | 198.00 |
| | CULTURE AND RECREATION | | 8,335.12 |
| PERMANENT IMPROVEMENT | | | |
| 56 | CONSTRUCTION & MAINTENANCE | | |
| 261800 | SEH | 187,114.58 | 7,914.00 |
| | CONSTRUCTION & MAINTENANCE | | 7,914.00 |
| PARK FUND | | | |
| 45 | PARKS/RECREATION | | |
| 137310 | CENTURY LINK | 24,152.61 | 308.58 |
| 179340 | HAGENS GLASS & PAINT | 9,005.57 | 20.00 |
| 197800 | L & M SUPPLY CO | 18,099.74 | 360.19 |
| 207400 | MANEY INTERNATIONAL INC | 6,553.65 | 306.61 |
| 211400 | MENARDS | 7,545.82 | 281.06 |

DATE: 10/27/2016
TIME: 11:04:26
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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 11/01/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|------------------------------|--------------------------------|--------------------------|------------|
| ----- | | | |
| PARK FUND | | | |
| 45 | PARKS/RECREATION | | |
| 263400 | SIGN PRO | 5,291.20 | 40.00 |
| 265050 | SMITTY'S READY MIX OF BARNUM | 25,551.50 | 486.00 |
| 287800 | WAL-MART COMMUNITY | 1,916.86 | 0.30 |
| | PARKS/RECREATION | | 1,802.74 |
| PUBLIC WORKS RESERVE | | | |
| 41 | GENERAL GOVERNMENT | | |
| 243300 | PAW COMMUNICATION, INC. | 702.00 | 639.00 |
| | GENERAL GOVERNMENT | | 639.00 |
| 42 | PUBLIC SAFETY | | |
| 161850 | EMERGENCY AUTOMOTIVE TECH, INC | 923.65 | 1,224.30 |
| | PUBLIC SAFETY | | 1,224.30 |
| CAPITAL PROJECTS - REVOLVING | | | |
| 00 | | | |
| 236100 | NORTHLAND CONSTRUCTORS | 532,887.28 | 11,219.06 |
| 267600 | STACK BROS. | 74,967.19 | -5,772.17 |
| | | | 5,446.89 |
| 81 | SPECIAL PROJECTS | | |
| 144700 | COMMISSIONER OF TRANSPORTATION | 731.59 | 118.96 |
| 236100 | NORTHLAND CONSTRUCTORS | 532,887.28 | 12,434.06 |
| 261800 | SEH | 187,114.58 | 10,839.21 |
| 267600 | STACK BROS. | 74,967.19 | 115,443.47 |
| | SPECIAL PROJECTS | | 138,835.70 |
| CITY SALES TAX CAPITAL | | | |
| 00 | | | |

INVOICES DUE ON/BEFORE 11/01/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|--------------------------------|----------------------------|--------------------------|------------|
| ----- | | | |
| CITY SALES TAX CAPITAL | | | |
| 00 | | | |
| 173575 | GEORGE BOUGALIS & SONS INC | 477,427.30 | -9,186.94 |
| 195850 | KIMINSKI PAVING | 254,547.57 | 46,434.56 |
| | | | 37,247.62 |
| 81 | SPECIAL PROJECTS | | |
| 173575 | GEORGE BOUGALIS & SONS INC | 477,427.30 | 183,738.70 |
| 195850 | KIMINSKI PAVING | 254,547.57 | 15,681.05 |
| 244850 | 4277317 CANADA INC | 2,600.00 | 3,820.00 |
| 261800 | SEH | 187,114.58 | 19,808.08 |
| | SPECIAL PROJECTS | | 223,047.83 |
| WATER - LAKE SUPERIOR WATERLIN | | | |
| 51 | STATION TWO | | |
| 137310 | CENTURY LINK | 24,152.61 | 361.69 |
| 175700 | GRAINGER | 1,518.26 | 107.27 |
| 197800 | L & M SUPPLY CO | 18,099.74 | 165.47 |
| 198250 | L & S ELECTRIC, INC. | | 550.00 |
| 211400 | MENARDS | 7,545.82 | 26.80 |
| 242850 | PARSONS ELECTRIC LLC | 11,803.35 | 2,593.67 |
| 261750 | SEELYE PLASTICS, INC. | 987.20 | 32.44 |
| 283700 | USA BLUEBOOK | 5,831.45 | 67.99 |
| | STATION TWO | | 3,905.33 |
| 52 | LAKE SUPERIOR WATERLINE | | |
| 261800 | SEH | 187,114.58 | 20,516.17 |
| 284875 | VERIZON WIRELESS | 7,515.20 | 35.11 |
| | LAKE SUPERIOR WATERLINE | | 20,551.28 |
| WATER - IN TOWN SYSTEM | | | |
| 49 | CLOQUET | | |
| 123150 | B W DISTRIBUTING | 1,376.92 | 57.00 |
| 137310 | CENTURY LINK | 24,152.61 | 182.12 |

INVOICES DUE ON/BEFORE 11/01/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|-------------------------|--------------------------------|-----------------------|------------|
| ----- | | | |
| WATER - IN TOWN SYSTEM | | | |
| 49 | CLOQUET | | |
| 165375 | FERGUSON WATERWORKS #2516 | 16,495.49 | 477.30 |
| 180500 | HAWKINS INC | 52,271.42 | 3,340.08 |
| 197800 | L & M SUPPLY CO | 18,099.74 | 91.18 |
| 202100 | LAWSON PRODUCTS INC | 3,567.24 | 80.36 |
| 247400 | 396-PRAXAIR DISTRIBUTION, INC. | 7,361.26 | 80.27 |
| 248600 | PROGRESSIVE CONSULTING | 33,659.00 | 726.00 |
| 261750 | SEELYE PLASTICS, INC. | 987.20 | 33.97 |
| 275075 | TITAN MACHINERY | 18,863.23 | 22.17 |
| 283700 | USA BLUEBOOK | 5,831.45 | 116.02 |
| 284875 | VERIZON WIRELESS | 7,515.20 | 35.01 |
| 285400 | VIKING ELECTRIC SUPPLY | 4,682.68 | 111.82 |
| 287800 | WAL-MART COMMUNITY | 1,916.86 | 85.72 |
| | CLOQUET | | 5,439.02 |
| | | | |
| 54 | BILLING & COLLECTION | | |
| 116100 | AMERICAN PAYMENT CENTERS | 276.00 | 92.00 |
| 142100 | CLOQUET MAIL STATION | 868.71 | 52.00 |
| 278600 | TWIN PORT MAILING | 35,407.26 | 2,587.15 |
| | BILLING & COLLECTION | | 2,731.15 |
| | | | |
| 57 | ADMINISTRATION & GENERAL | | |
| 116600 | AMERICAN WATER WORKS ASSOC | | 191.00 |
| 137310 | CENTURY LINK | 24,152.61 | 99.90 |
| 261800 | SEH | 187,114.58 | 2,936.75 |
| | ADMINISTRATION & GENERAL | | 3,227.65 |
| | | | |
| ENTERPRISE FUND - SEWER | | | |
| 00 | | | |
| 286900 | W L S S D | 734,678.50 | -8,335.00 |
| | | | -8,335.00 |
| | | | |
| 55 | SANITARY SEWER | | |

INVOICES DUE ON/BEFORE 11/01/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|-------------------------|--------------------------------|-----------------------|------------|
| ----- | | | |
| ENTERPRISE FUND - SEWER | | | |
| 55 | SANITARY SEWER | | |
| 123150 | B W DISTRIBUTING | 1,376.92 | 37.99 |
| 148350 | CRETEX CONCRETE PRODUCTS INC | 2,619.00 | 340.00 |
| 197800 | L & M SUPPLY CO | 18,099.74 | 101.12 |
| 202100 | LAWSON PRODUCTS INC | 3,567.24 | 53.58 |
| 247400 | 396-PRAXAIR DISTRIBUTION, INC. | 7,361.26 | 53.52 |
| 261800 | SEH | 187,114.58 | 2,936.75 |
| 284875 | VERIZON WIRELESS | 7,515.20 | 35.01 |
| 286900 | W L S S D | 734,678.50 | 75,880.00 |
| | SANITARY SEWER | | 79,437.97 |
| 56 | LIFT STATIONS | | |
| 175840 | GRANDE HARDWARE CO. | 2,486.59 | 69.98 |
| | LIFT STATIONS | | 69.98 |
| 57 | ADMINISTRATION & GENERAL | | |
| 137310 | CENTURY LINK | 24,152.61 | 66.59 |
| 286900 | W L S S D | 734,678.50 | 13,973.50 |
| | ADMINISTRATION & GENERAL | | 14,040.09 |
| CABLE TELEVISION | | | |
| 45 | PUBLIC TV | | |
| 137310 | CENTURY LINK | 24,152.61 | 61.03 |
| 210450 | MEDIACOM LLC. | 686.58 | 84.99 |
| 284275 | VSA, INC | 1,973.50 | 6,125.00 |
| | PUBLIC TV | | 6,271.02 |
| EMPLOYEE SEVERANCE | | | |
| 45 | EMPLOYEE VACATION & SICK | | |
| 204400 | LINCOLN NATIONAL LIFE | 38,338.53 | 26.94 |
| 271975 | TEAMSTER LOCAL 346 HEALTH FUND | 196,539.14 | 2,441.48 |
| | EMPLOYEE VACATION & SICK | | 2,468.42 |

DATE: 10/27/2016
TIME: 11:04:26
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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 11/01/2016

| VENDOR # | NAME | PAID THIS FISCAL YEAR | AMOUNT DUE |
|----------------------------------|-----------------------|--------------------------|------------|
| ----- | | | |
| CLOQUET AREA FIRE DISTRICT 42 | PUBLIC SAFETY | | |
| 190700 | JAMAR COMPANY | 37,198.53 | 1,029.99 |
| | PUBLIC SAFETY | | 1,029.99 |
| | TOTAL ALL DEPARTMENTS | | 633,732.20 |



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 26, 2016



ITEM DESCRIPTION: Appointment of Election Judges for General Election

Proposed Action

Staff recommends that the City Council move to appoint Terry Anderson, Bruce Walker, DeAnne Westermann, Gretchen Matuszak, Taryn Bedausky, Trayton Olson Brittney Bushman, Kobe Kadelbach, Evan Erickson, Dylan Doherty, Breanna Petite, Abbie Burley, Jasmin Budreau and Katherine Johnson as Election Judges for the 2016 General Election.

Background/Overview

The City of Cloquet will be holding a General Election on November 8, 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 individuals 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.

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



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 24, 2016

ITEM DESCRIPTION: Temporary On-Sale Liquor License – Food For Thought

Proposed Action

Staff recommends the City Council move to approve the application from the Fond du Lac Tribal and Community College Foundation for the issuance of a Temporary On-Sale Liquor License for the Food for Thought event to be held at the Fond du Lac Tribal and Community College, 2101-14th Street, on January 19, 2017. In issuing the license, the Council must clarify the license fee and the need for security and security fees. The license is subject to final approval by the Commissioner of Public Safety.

Background/Overview

Attached the City Council will find an application for a Temporary On-Sale Liquor License from the Fond du Lac Tribal and Community College on behalf of the FDLTCC Foundation. The Foundation is seeking the license for a one day event to be held on Thursday, January 19, 2017, at the Fond du Lac Tribal and Community College. The Foundation will be holding its annual Food and Wine Tasting event from 4:30 p.m. to 7:00 p.m.

Under Minnesota Statute and City Code, in order to allow for the event proposed, the applicant is required to obtain a Temporary On-Sale Liquor License, which again under Minnesota Statute and City Code, can only be issued to a Club or licensed non-profit organization.

The applicant has stated in their request that the primary goal of this event is to keep expenses to a minimum to be able to provide more students with financial assistance. Therefore, they are requesting the \$50.00 application fee be waived.

Under City Code, the applicant is required to hire law enforcement for security purposes. This would require the applicant to hire two police officers at \$50.00/hr. each for the duration of the event. The applicant is requesting the use of Fond du Lac Law Enforcement students and staff to provide security during the event. The Council has deviated from the current Code requirements on a number of recent applications.

Policy Objectives

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

Financial/Budget/Grant Considerations

The City's fee schedule requires a \$50 fee for each license. The applicant is requesting this fee be waived.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Temporary on-sale liquor license application



October 17, 2016

Mayor Hallback
Councilors
City Administrator
Staff

The Fond du Lac Tribal and Community College was established in 1987 in Cloquet, Minnesota. The mission of Fond du Lac Tribal and Community College is to provide higher education opportunities for its communities in a welcoming, culturally diverse environment.

The Fond du Lac Tribal and Community College Foundation was created in 1995 by the college's Board of Directors to raise funds from corporations, individuals, and other private resources to support the diverse needs of the college. The Foundation exists to benefit and provide assistance to the college through the cultivation of outside resources to support the college as it strives to meet the needs of all students. Through its activities, the Foundation hopes to increase access to educational opportunities, improve the quality of life of students, and create an environment that will assist in building a stronger and richer community for the future.

In addition, the Foundation works toward increasing the public and private recognition of Fond du Lac Tribal and Community College and gaining support for the unique mission of the educational institution.

Our inaugural **Food for Thought** event was held in January of 2014. **Food for Thought** is a food and wine tasting fundraiser that benefits student scholarships. The after-work affair celebrates the flavors (and personalities) that make up the Northland—while providing our community with an opportunity to help deserving students further their education. It was after the event we were notified we were not in compliance with the City of Cloquet Licensing requirements.

Please find enclosed is the application for the Temporary On Sale Liquor License with the accompanying required certificates for our January 19, 2017 event. Also enclosed is the State of Minnesota application.

The primary goal of this event is to keep expenses to a minimum, thereby providing more students with financial assistance.

It is with this in mind that we request the waiving of the \$50.00 application fee. We also request the use of our Law Enforcement students and staff to provide the necessary police presence required by the application process.

Fond du Lac Tribal and Community College offers programs leading to Associate of Applied Science or Associate of Science degrees in Law Enforcement. The mission of the Law Enforcement Department at Fond du Lac Tribal and Community College is to provide a comprehensive approach to law enforcement focusing on current and past practices in enforcement, including problem solving, conflict resolution, and community involvement and partnerships. Our students can use hands on experience in a multitude of environments.

If you have any questions or need more information, please call. Thank you so much for your consideration in this matter.

Sincerely,


Barb Wyman
FDLTCC Foundation Board Chair



CITY ADMINISTRATOR'S OFFICE

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

CITY OF CLOQUET
TEMPORARY ON SALE LIQUOR LICENSE APPLICATION

Check all that apply: Indoor Entertainment Outdoor Entertainment No Entertainment

Organization Name: FOND DU LAC TRIBAL AND COMMUNITY COLLEGE FOUNDATION

Organization Address: 2101 - 14th St.

City, State, Zip: Cloquet, MN 55720

Purpose of the Organization: RAISE FUNDS FOR STUDENT SCHOLARSHIPS/STUDENT NEEDS.

Is this organization a:

- Charitable, religious, or non-profit organization? Yes No
If yes, attach a copy of the non-profit certificate of incorporation or IRS 501(c)(3) letter.
- Political committee registered under Minnesota Statute 10A.14? Yes No
- Organization which has been existence for three (3) years? Yes No

Contact Person Name: BARBARA L. WYMAN

Address: _____

City, State, Zip: Cloquet, MN 55720

Home Phone: _____ Work Phone: 218-879-6758 Cell Phone: _____

E-Mail Address: _____

Event Dates and Times: THURSDAY JANUARY 19, 2017 4:30 - 7:00pm

Purpose of the Event: RAISE MONIES FOR STUDENT SCHOLARSHIPS

Estimated Total Attendance at the Event: 300

Name of Location for Event: FDLTCC COMMONS AREA

Address for Event: 2101. 14th St. Cloquet, MN 55720

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

Will organization contract for intoxicating liquor? Yes No

If yes, please list:

Name of on sale license holder: COLD ONE LIQUOR

Address: 904 Hwy 33 S.

CLOQUET MI 55720

Contact Person: GARY STOWELL Phone No. _____

Full Year On Sale Intoxicating Liquor License No. _____

Will event be outdoors? Yes No

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

(Area shall be enclosed by a fence or other enclosure)

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

FOOD AND WINE TASTING EVENT BY AREA VENDORS

Days / Times of Entertainment: _____

Will there be a band? Yes No

Will the entertainment be amplified? Yes No

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

If yes, list the Event and Date(s): JANUARY 19, 2017 THURSDAY

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

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

Signature of Applicant: [Signature] Date: OCTOBER 17, 2016

Print Name BARBARA L. WYMAN
First Middle Last

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

Authorization & Release

The undersigned, having filed an application with the City of Cloquet realizing that the City has need to investigate the background and history of the applicant in order to better evaluate his or her application, does hereby authorize and request every law enforcement official and every other person, firm, officer, corporation, association, organization or institution having control of any documents, records or other information pertaining to me to furnish the original or copies of any such documents, records and other information to the City or any of its representatives and to permit said City or any of its representatives to inspect and make copies of any such documents, records and other information. I further authorize any such persons to answer any inquiries, questions or interrogatories concerning the undersigned which may be submitted to them by the City or its authorized representative. I fully understand that the information so obtained by the City may be used by it in its evaluation of my application.

I hereby release and exonerate any person who shall comply with the authorization and request made herein from any and all liability of every nature and kind growing out of and in any way pertaining to the furnishing or inspection of such documents, records and other information.

Data Practices Advisory (*Tennessee Warning*)

Some or all of the information that you are asked to provide on the attached forms are classified by state law as either private or confidential. Private data is information which generally cannot be given to the public, but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is to perform background investigations of the applicant, manager and others appearing on the application. This information will be used to determine if it is appropriate for the applicant to be issued a license or permit from the City of Cloquet.

You are not legally required to provide this information. However, failure to furnish the requested information may result in your application being denied.

This information will be used by various City departments in the course of their investigations. In addition, various State and Federal law enforcement agencies may be furnished portions of the information you provide.

If you have any questions in this regard, please contact the City Administrator's Office at (218) 879-3347.

I read and understand the above information regarding my rights as a subject of government data.

**I HAVE READ AND UNDERSTAND THE ABOVE
AUTHORIZATION & RELEASE AND DATA PRACTICES ADVISORY.**



Signature of Applicant

18-17-16

Date



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: FDLTCC FOUNDATION Date organized: Nov. 1997 Tax exempt number: <1-1849304

Address: 2101 KTH ST. City: CLOQUET State: Minnesota Zip Code: 55720

Name of person making application: BARBARA L. WYMAN Business phone: _____ Home phone: _____

Date(s) of event: THURSDAY JANUARY 19, 2017 Type of organization:
 Club Charitable Religious Other non-profit

Organization officer's name: BARBARA L. WYMAN City: CLOQUET State: Minnesota Zip: 55720

Add New Officer

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

FDLTCC COMMONS AREA.

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

COLD ONE LIQUOR
904 Hwy 33 S
Cloquet, MN 55720

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

RELIABLE AGENCY, INC.
\$1,000,000.00

APPROVAL

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

| | |
|-----------------|----------------------------|
| _____ | _____ |
| City/County | Date Approved |
| _____ | _____ |
| City Fee Amount | Permit Date |
| _____ | _____ |
| Date Fee Paid | City/County E-mail Address |

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

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

FOND DU LAC TRIBAL AND COMMUNITY
COLLEGE FOUNDATION
~~PO BOX 169~~ 2101 14th St.
CLOQUET MN 55720-0169



010622

Employer Identification Number: 41-1849304
Person to Contact: MS. MITCHELL
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Oct. 19, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in NOVEMBER 1997.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

About Us:

The mission of the Foundation is to enhance the fiscal stability and visibility of Fond du Lac Tribal & Community College.

Through our activities, we hope to increase access to educational opportunities, improve the quality of life for students, and create an environment that will assist in building a stronger and richer community for the future.

Your attendance and participation in our Food For Thought event will help us to accomplish our mission this year.

Contact Us:

FDLTCC Foundation
Mary Soyring
2101 14th St.
Cloquet, MN 55720
(218) 879-0800
msoyring@fdltcc.edu

Fond du Lac Tribal & Community College
FOUNDATION

• 4th Annual •

Food for Thought



"A Tasting Event"
Fond du Lac Tribal and
Community College
Foundation

Previous Vendors Include:



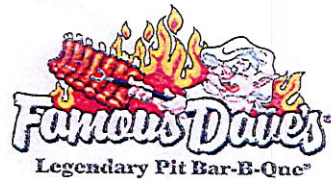
new
Scenic
café



Carmens



THE AVENUE
coffee house



Event Details:

Thursday, January 19, 2017
4:30 - 7:00 p.m.
FDLTCC Commons
\$25 per person (advanced)
\$30 per person (at the door)

What is Food For Thought?

Food for Thought is an annual after-work food and wine tasting event sponsored by Fond du Lac Tribal and Community College Foundation.

Our event brings some of the best local restaurants from the Twin Ports area to Fond du Lac Tribal and Community College campus where they are given the opportunity to showcase a "signature" dish.

Our guests enjoy socializing with community members, sampling a variety of tasty treats and supporting our fundraising efforts.

All proceeds from Food for Thought go directly toward student scholarships.

Scholarship Recipients:






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 27, 2016

ITEM DESCRIPTION: Approval of Raffle Permit

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 16-83, A RESOLUTION APPROVING EXEMPT PERMIT TO CONDUCT A RAFFLE EVENT AT FOND DU LAC TRIBAL AND COMMUNITY COLLEGE.**

Background/Overview

The City has received an application from FDLTCC Foundation for a raffle event to be held on January 19, 2017 at the Fond du Lac Tribal Community College, 2101 14th Street.

Policy Objectives

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

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution 16-83
- LG220 Application for Exempt Permit

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

RESOLUTION NO. 16-83

**A RESOLUTION APPROVING EXEMPT PERMIT
TO CONDUCT A RAFFLE EVENT
AT FOND DU LAC TRIBAL AND COMMUNITY COLLEGE**

WHEREAS, The City of Cloquet received an application from the Fond du Lac Tribal and Community College Foundation, 2101 14th Street, for an Exempt Permit to conduct a raffle event on January 19, 2017 at Fond du Lac Tribal and Community College, 2101 14th Street.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Fond du Lac Tribal and Community College Foundation for an Exempt Permit to conduct a raffle event on January 19, 2017 at Fond du Lac Tribal and Community College, 2101 14th Street, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

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

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 1st DAY OF NOVEMBER, 2016.**

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: FDTCC FOUNDATION Previous Gambling Permit Number: —

Minnesota Tax ID Number, if any: — Federal Employer ID Number (FEIN), if any: —

Mailing Address: 2101 14TH ST.

City: CLOQUET State: MN Zip: 55720 County: CARLTON

Name of Chief Executive Officer (CEO): BARBARA L WYMAN - CHAIR

Daytime Phone: — Email: b.wyman@msn.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): FDTCC COMMONS AREA.

Address (do not use P.O. box): 2101 - 14TH ST.

City or Township: CLOQUET Zip: MN County: CARLTON

Date(s) of activity (for raffles, indicate the date of the drawing): JANUARY 19, 2017

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards

Raffle (total value of raffle prizes awarded for the calendar year: \$ 1,000.00)

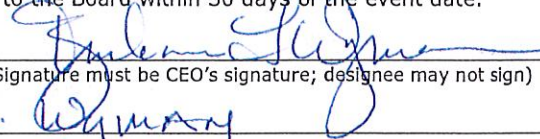
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

| | |
|---|---|
| <p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>___ The application is acknowledged with no waiting period.</p> <p>___ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p>___ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> | <p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>___ The application is acknowledged with no waiting period.</p> <p>___ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>___ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div> | |
| <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p> | |

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 10-17-16

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

Print Name: BARBARA L. WYMAN

| | |
|---------------------|---|
| REQUIREMENTS | MAIL APPLICATION AND ATTACHMENTS |
|---------------------|---|

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Mail application with:

___ a copy of your proof of nonprofit status, and

___ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

| | | |
|---|--|--|
| <p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p> | <p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p> | <p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p> |
|---|--|--|


This form will be made available in alternative format (i.e. large print, braille) upon request.



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/Approved by: Brian Fritsinger, City Administrator 
Date: October 19, 2016

ITEM DESCRIPTION: Set Interest Rate for Projects Assessed in 2016

Proposed Action

Staff recommends the Council adopt **RESOLUTION NO. 16-81, A RESOLUTION ADOPTING 2016 ASSESSMENT RATES**, and directing the Finance Department to send a letter to affected property owners notifying them of the adopted interest rate.

Background/Overview

The Council approved the 8th Street improvements and the West Taylor paving assessment roles on April 5th. The interest amount was to be determined based on a rewriting of the assessment policy. The policy has not been rewritten to date but the interest rate must be set so the yearly payment for the assessments can be calculated and reported to Carlton County to be collected with the 2017 property taxes.

The League of MN Cities sample policy recommends a rate that is 2% above the rate that the City could issue bonds in that particular year. The 2% additional rate is used by several other cities of which it also helps pay for the administration of the assessment process.

The bonds refinanced by the City in 2016 had an average interest rate of 1.9%. Therefore, the interest rate would be 4%, which is 2% more than the bond rate rounded to the nearest .5%.

Policy Objectives

Set assessment interest as required by State Statues.

Financial Impacts/Budget/Grant Considerations

Ability to certified yearly payment of assessments approved in 2016 for collection with the 2017 property taxes.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

- Resolution No. 16-81
- League of MN Cities – Interest rate section of the sample Special Assessment Policy

**CITY OF CLOQUET
COUNTY OF CARLTON
STATE OF MINNESOTA
RESOLUTION NO. 16-81**

RESOLUTION ADOPTING 2016 ASSESSMENT RATES

WHEREAS, In April of 2016, the City Council adopted assessments for the 2015 reconstruction of 8th Street from a point 450 feet north of Washington Avenue to Sahlman Avenue and also Sahlman Avenue from 7th Street to 9th Street, including the replacement of existing sanitary sewer and water mains; and

WHEREAS, In April of 2016, the City Council adopted assessments for the 2015 paving of West Taylor Avenue, from South Oak Street, west approximately 1,300 feet; and

WHEREAS, At its April 15, 2016 meeting, the Cloquet City Council adopted Resolution No.'s 16-31 and 16-32 approving the assessments and assessment role for the above projects at an interest rate to be determined at a future date as part of a review of the City Assessment Policy per annum from May 5, 2016; and

WHEREAS, City staff has had opportunity to review the Assessment Policy and the interest rates used by comparable cities as part of their assessment policies; and

WHEREAS, The City Council has met and considered the recommendations of City Staff.

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

1. The assessments for the improvements to the above aforementioned projects shall bear an interest rate as follows:

If bonds were sold to finance the improvement project, the interest rate shall be two percent (2%) more than the average interest rate of the bonds, rounded to the nearest half of a percent. If no bonds were sold, the interest rate shall be set at the same rate. Per the above method for 2016 the assessment rate shall be set at 4%.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 1st DAY OF NOVEMBER, 2016.**

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

LMC - Special Assmt. Sample Policy

include but are not limited to financial consultant's fees, bond rating agency fee, bond attorney's fees, and capitalized interest. The interest charged to the project shall be included as financing charges.

2. **City Cost.** The "city cost" of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by said improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by the City, the City, through the use of other funds, may pay such "city cost."
3. **Assessable Cost.** The "assessable cost" of an improvement is equal to the "project cost" minus the "city cost."
4. **Interest.** The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall be two percent (2%) more than the average interest rate of the bonds, rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set at the same rate. *half*
5. **Prepayment.** Property owners may pay their assessments in full interest free for a period of 30 days after the assessment hearing. After such period interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor, or in lieu of such certification, annually certify to the County Auditor by November 30 in each year, the total amount of installments of and interest on assessments on each parcel which are to become due in the following year. Prior to certification of principal and interest or the first installment thereof, to the County Auditor, a property owner may make a partial prepayment of the principal to the City. Such partial prepayment must be at least \$100.00. If the partial prepayment is made after the 30-day "interest free" period allowed by state law, interest will be charged on the amount of the partial prepayment from the date specified in the resolution and paid along with the partial prepayment. After the City has made the first certification of principal and interest to the County Auditor, prepayment will be accepted only for the total amount still owing including interest and must be made prior to November 15 of any year. If a parcel has two or more separate special assessments, prepayment of the remaining principal balance may be made on one or more assessment totals. Tax-exempt parcels such as churches and school properties may make only one partial prepayment to the first certification to the County Auditor. The remaining principal after the partial prepayment will be paid in equal installments over the remaining term of the special assessments.
6. **Extensions.** Where an improvement is designed for service of an area beyond that receiving the initial benefit, the City may pay for increased project costs due to such provisions for future service extensions. The City will levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement upon identification of such additional amount in the notice of hearing for the extensions or new improvements. As an alternative, the City may assess these costs to the area of future benefit immediately.
7. **Frontage Roads.** Because frontage roads along highways or other arterial streets are deemed to be of benefit to commercial or industrial properties, the entire costs of any improvement on such frontage roads shall be assessable to the benefited properties, even if only those properties on one side of such frontage roads are benefited.



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: October 24, 2016

ITEM DESCRIPTION: Appointment of Police Officer

Proposed Action

Staff recommends the City Council move to approve the probationary appointment of Ryan Lunda, effective November 7, 2016, to the position of Police Officer.

Background/Overview

The Cloquet Police Department currently has 22 sworn officers to provide police services to the cities of Cloquet and Scanlon. The current number of sworn officers in the department includes 18 assigned to patrol, 1 assigned to investigative functions (presently), and 3 assigned to administration.

In 2015, the City Council approved the addition of 2 Police Officers to increase the department's number of sworn staff to 23. This staffing increase was recommended in the 2014 Law Enforcement Analysis of the Cloquet Police Department. The analysis conducted by the Upper Midwest Community Policing Institute and Minnesota Chiefs of Police Association identified best practices and optimum staffing levels to adequately provide and manage police services. The staffing increase supports in part, improvements to our command structure by better enabling Police Sergeants who direct daily patrol activity and are tasked with first-line supervisory functions.

To hire a new officer is a rigorous and time-consuming process. The process includes: a written application, a written examination and a pre-employment questionnaire. After the initial test and screening of candidates, the City brought together an interview panel consisting of representatives of the Police Department, Carlton County Sheriff's Department, The Fond du Lac Band of Lake Superior Chippewa, Cloquet School District, FDLTCC, area clergy, and members of the Citizens Advisory Board to further narrow down a field of 6 candidates.

Per the Advisory Board rules for new hires, the candidates were then ranked to establish a current eligible register. Background checks of the top 6 candidates selected by the panel were completed. Final selections from the list of the top candidates were made after an interview with the City Administrator, Assistant City Administrator and Police Chief. The remaining candidate completed a medical and psychological assessment and has been recommended for employment. All new officers are required to complete three months of field training and have a year-long probationary period.

Policy Objectives

The Police Officer position is critical to the overall success of the Department in the delivery of professional and efficient policing services to the community. Police Officers are responsible for the preservation of law and order, the protection of life and property, the prevention and detection of crime, the provision of emergency services and the enforcement of laws and ordinances.

To the Mayor and City Council
Appointment of Police Officer
October 24, 2016
Page 2

Essential Functions of the Job

Responds to calls for police service, including domestic disputes, auto accidents, crimes in progress, and medical emergencies; investigates complaints involving violation of City codes and State and Federal laws; patrols streets and highways and residential and business areas, to prevent and protect against criminal activities; responds to complaints and resolves problems; participates in crime prevention, community policing and neighborhood watch activities; takes crime reports from citizens and files reports and logs; investigates traffic accidents, including preparing reports and gathering evidence. Officers may perform specialized assignments such as canine, range officer, field training officer, intoxilyzer operator, crime prevention training, evidence officer, etc. Officers also ensure proper maintenance and safe operation of all City vehicles and equipment, monitor incident reports, other logs, emails, bulletins and teletypes, and performs other duties as apparent or assigned, in accordance with the City's policies and applicable laws.

The City follows the hiring process identified within the Citizen Advisory Board rules and Police Department Procedural Manual Sections 3.50, 3.51 and 3.52.

Financial/Budget/Grant Considerations

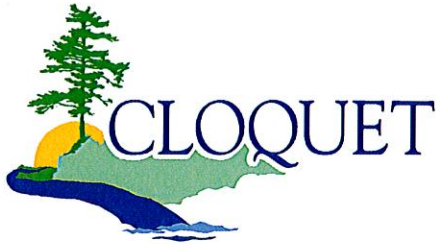
No additional financial implications to the City as the positions are currently included in the 2016 budget.

Advisory Committee/Commission Action

The Police Citizen Advisory Board assisted the administration with the creation of the current eligibility list.

Supporting Documentation Attached

- None



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, City Engineer
Reviewed by: Brian Fritsinger, City Administrator
Date: October 26, 2016



ITEM DESCRIPTION: Lake Superior Waterline – Driveway Easement Agreement

Proposed Action

Staff recommends the City Council move to approve the driveway Easement Agreement with Eugene and Cynthia Halverson.

Background/Overview

As part of the Lake Superior Waterline System, the City owns a track of land east of the Midway Road which serves as a driveway access to our 5 million gallon tank. In 2012, the City granted a driveway Easement Agreement to the neighboring property owner who has utilized our drive way for private access for a number of years. Recently the property owner subdivided their property into two separate parcels and is now requesting an identical access agreement be approved for the new adjoining parcel.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

N/A.

Supporting Documentation Attached

- Easement Agreement
- Map

DRIVEWAY EASEMENT AGREEMENT

AGREEMENT made this 18th day of October, 2016 by and between the CITY OF CLOQUET, municipal corporation, (hereinafter referred to as "Cloquet"), and EUGENE HALVORSON and CYNTHIA HALVORSON, husband and wife, (hereinafter referred to as "the Halvorsons"); in response to the following situation:

RECITALS

WHEREAS, the Halvorsons are the owners of a parcel of property located on the Midway Road, located in the County of St. Louis, State of Minnesota, with the legal descriptions as follows:

That part of the S1/2 of the SW1/4 of the SW1/4; except the south 100' in Section 17, T.49 N., R. 15 W, in Midway Township, St. Louis County, Minnesota; to be described as follows: Commencing at the SW corner of Section 17; thence N 0 degrees 15'47" W along the west line of Section 17 a distance of 100.00' to the point of beginning of property to be described; thence S89 degrees 47'48" E parallel to the south line of Section 17 a distance of 787.36'; thence N 0 degrees 15'47" W a distance of 553.65'; thence N 89 degrees 51' 09" W a distance of 787.35' to the west line of Section 17; thence S 0 degrees 15'47" E along the west line of said Section 17 a distance of 552.88' to the point of beginning. The above described tract contains 10.00 acres; which is located adjacent to property owned by the City of Cloquet ("Cloquet"), and,

WHEREAS, Cloquet is the owner in fee of the following described parcel of property located in the St. Louis County, State of Minnesota, to-wit:

The South One Hundred Feet (100') of the Southwest Quarter of the Southwest Quarter (SW ¼ of SW ¼) of Section Seventeen (17), Township Forty Nine (49), North of Range Fifteen (15), West of the Fourth Principal Meridian according to the United States Survey thereof;

and,

WHEREAS, City maintains an existing access road that runs over and across the property of Cloquet legally described above and recorded as Document #81202 on June 23, 1967 to and from water facilities it owns and maintains; and,

WHEREAS, the parties wish to insure that the Halvorsons have legal access to their property over and across the existing road located within the parcel legally described herein:

[The remainder of this page left intentionally blank]

- c. **Restrictions on Maintenance and Improvement.** All Maintenance must comply with all applicable governmental regulations and requirements and with any covenants or restrictions of record. The roadway located in the easement area may not be paved or blacktopped without the consent of Cloquet.
5. **Damage to Roadway or Easement Area.** If any Party damages the Roadway or Easement Area, then such party shall bear the entire expense of repairing such damage, which it shall undertake immediately.
6. **Indemnification.** Each Party shall indemnify, defend, and hold the other harmless from an against any and all liability, loss, damage, claim or act based upon or arising out of damage to persons (including, but not limited to, death) or property caused by or sustained in connection with the negligent or willful acts of such indemnifying Party, or the indemnifying Party's use of the Easement Roadway. The foregoing indemnity shall bind and benefit the owner of a parcel only with respect to events and claims occurring or accruing during said owner's tenure of ownership of the subject parcel.
7. **Binding Effect.** The terms and conditions of this Declaration shall constitute covenants and servitudes running with the parcel, burdening and benefitting, as appurtenances, the Cloquet parcel as stated herein. The benefits conferred by the Declaration of easement may not be assigned to the benefit of any other parcels of real estate other than as described herein. This Declaration shall be binding upon and for the benefit of the Parties hereto and their respective heirs, personal representatives, devisees, administrators, tenants, successors and assigns and any other persons who hereafter acquire and interest in any portion of the parcels by operation of law or other legal means. Upon any transfer of ownership of either of the parcels, liability of the transferor for breach of any covenants occurring thereafter shall automatically terminate, provided however, such transferor shall remain liable for any obligations arising prior to such transfer.

8. **Enforcement.** Each Party shall have the right to enforce this Declaration by proceedings at law or in equity, provided that a breach of this Declaration shall not entitle any owner to cancel, rescind or otherwise terminate the Declaration. Any action seeking one or more forms of relief shall not be a bar to an action at the same or subsequent time seeking other or alternative forms of relief, and no delay or forbearance by a non-defaulting Party shall be deemed a waiver of the subject default or any subsequent default of a similar nature. In the event either Party hires an attorney to enforce or defend its rights hereunder, the prevailing Party shall be entitled to recover its reasonable costs and attorney fees.

Without limitation of the foregoing, if a Party defaults under any of its obligations under this Declaration, and such default continues for ten days after receipt of written notice from the other Party, then the non-defaulting party may exercise one or more of the following remedies:

- a. Cure the default and charge the cost thereof to the defaulting Party, and all such costs shall be payable on demand and shall bear interest from the date of demand until paid in full at the rate of 8% per annum; or
 - b. Seek injunctive relief and/or specific performance.
9. **No Public Dedication.** Nothing herein contained shall be deemed to be a gift or dedication of all or any portion of the Roadway Easement to a municipality or for the benefit of the general public.
10. **Good Faith and Fair Reading.** It is the intention of the Parties that the rights and easements hereby created and granted are to be used and maintained in a manner consistent with the best interests of the owner of the parcels. To this end, whenever a matter arises that is not covered specifically by the terms of this Declaration, the Parties covenant that

they will deal fairly and attempt to resolve the matter in good faith, and in keeping with the spirit of the express agreements contained herein.

11. **Restrictions on Use of Roadway.** No Party shall obstruct or interfere in any manner with the rights and privileges of the other Party to use the Roadway.

12. **Severability.** Invalidation of any provision of this Declaration by judgment or court order shall in no way affect any other provision, which shall remain in full force and effect.

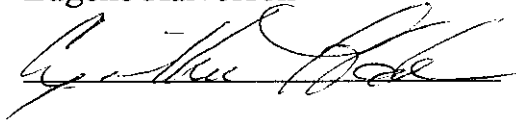
13. **Amendment.** This Declaration may be amended only by an instrument signed by the owners and mortgagees of the parcels. Each amendment must be recorded with the County Recorder and/or Registrar of Title, as appropriate.

IN TESTIMONY WHEREOF, the parties have executed this Agreement the day and year first written.

[The remainder of this page left intentionally blank.]



Eugene Halvorson



Cynthia Halvorson

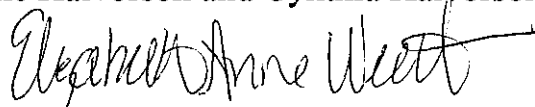
STATE OF MINNESOTA)

)ss.

COUNTY OF Carlton

The foregoing instrument was acknowledged before me this 18 day of October, 2016 by Eugene Halvorson and Cynthia Halyorson, husband and wife.

Notary Stamp or Seal





CITY OF CLOQUET

By: _____

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

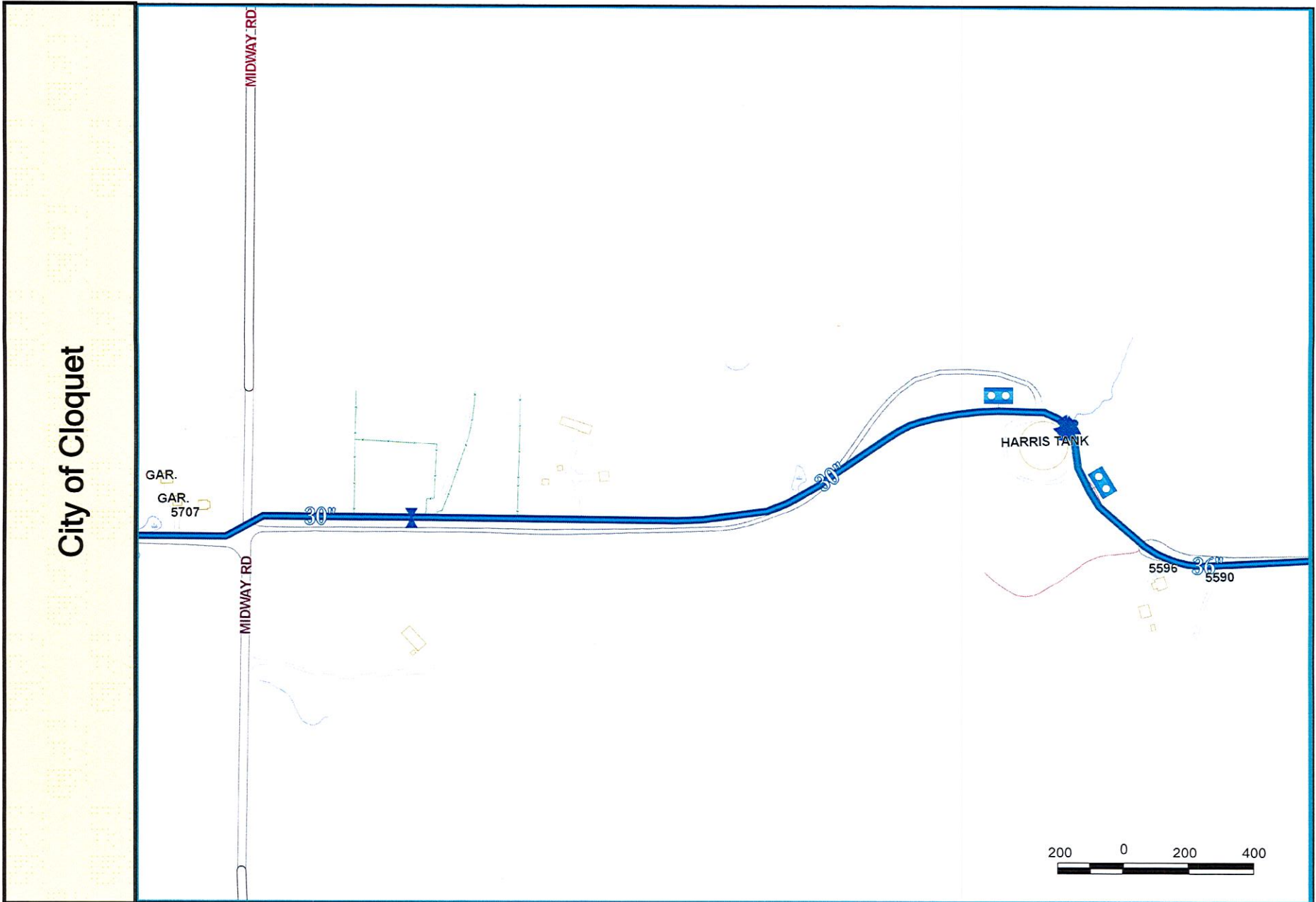
STATE OF MINNESOTA)

)ss.

COUNTY OF CARLTON)

The foregoing instrument was acknowledged before me this 18 day of October, 2016, by Dave Hallback and Brian Fritsinger, respectively the Mayor and City Administrator of the CITY OF CLOQUET, a political subdivision of the Stat of Minnesota.

Notary Stamp or Seal



City of Cloquet

This map was compiled using data believed to be accurate; however, a degree of error is inherent in all maps. This map was distributed "AS-IS" without warranties of any kind, either expressed or implied, including but not limited to warranties of suitability to a particular purpose or use. No attempt has been made in either the design or production of the maps to define the limits or jurisdiction of any federal, state, or local government. Detailed on-the-ground surveys and historical analyses of sites may differ from the maps.

