



CITY OF CLOQUET
City Council Agenda
Tuesday, February 3, 2015
7:00 p.m.
City Hall Council Chambers

NOTE: LOCATION AND TIME CHANGE

CITY COUNCIL WORK SESSION

Cloquet Public Library

5:00 p.m. HRA Board Applicant Interviews
5:30 p.m. Annual Joint City Council - Library Board Meeting/Update
6:50 p.m. Future Work Session Agenda Planning

1. **Roll Call.**
2. **Approval of Agenda.**
 - a. Approval of February 3, 2015 Council Agenda.
3. **Approval of Council Minutes.**
 - a. Work Session minutes from the January 20, 2015 meeting.
 - b. Regular Council minutes from the January 20, 2015 meeting.
4. **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. 15-06, Authorizing the Payment of Bills and Payroll.
 - b. Therapeutic Massage Therapist License Renewal - Terry Kirchhoff.
5. **Public Hearings.**

None.



CITY OF CLOQUET
City Council Agenda
Tuesday, February 3, 2015
7:00 p.m.
City Hall Council Chambers

6. **Presentations.**

None.

7. **Council Business.**

- a. Purchase of a Bituminous Trailer by the Public Works Department.
- b. Reschedule February 17 Council Work Session Start Time.
- c. HRA Board Appointment.
- d. Authorization of Hiring Process for Deputy City Clerk and Assistant City Administrator Positions.
- e. City Administrator's Performance Evaluation and Employment Agreement Amendments.
- f. Resolution No. 15-07 - Set Public Hearing Date on Proposed Final Assessments for the 22nd Street and Selmsler Avenue Reconstruction Project.
- g. Resolution No. 15-08 - Set Public Hearing Date on Proposed Final Assessments for the White Pine Trail and Trettel Lane Paving Project.

8. **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.

9. **Commission Liaison Reports, Council Comments, Announcements, and Updates.**

10. **Adjournment.**



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator (B)
Date: January 28, 2015

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.

2015
TENTATIVE UPCOMING COUNCIL AGENDA ITEMS

FEBRUARY 17

Work Session:

PK Annual Joint Meeting City Council - Parks Commission

PK Park Design Review

PK Landscape Plan review

MARCH 3

Work Session:

PD/PW 18th Street Truck Route/Ordinance Review

ADM Local Option Sales Tax Update

ADM City Facilities Master Plan Review

MARCH 17

Work Session:

CD Annual Joint City Council – EDA Meeting

CD Annual Economic Development Work Update

CLOQUET CITY COUNCIL WORK SESSION
Tuesday, January 20, 2015, 5:30 p.m.
Meeting Minutes

Present: Bjerckness, Kolodge, Maki, Rock, Wilkinson, and Mayor Hallback.
Absent: Langley.
Staff: Fritsinger, Klassen, Butcher, and Cottingham.
Other: Dani Lundeen - Pine Journal.

JOINT MEETING WITH PLANNING COMMISSION

City Administrator Fritsinger introduced everyone. He noted that the Council and Commission have been attempting to meet annually to discuss issues of mutual interest.

City Planner Cottingham began by explaining that the Commission is working on updating the Zoning Ordinance. Even though the ordinance was recently updated, there are several areas that have been identified that need attention. Areas such as greenhouses, outdoor sales, and marijuana dispensaries are being evaluated.

There was brief discussion regarding the new Waterfront Committee and possible representation from members of the Commission. The City of Scanlon has reached out seeking an exploratory meeting to discuss the concept of merger/consolidation. If this gains traction, the Commission will most likely play a key role.

Discussion about the impact of the School District referendum and, if successful, the future of the current Middle School took place. Ideas related to multi-family and single family housing development were debated.

A member of the Council questioned the status of the Comprehensive Plan. The Commission responded that it recently completed several updates in 2014. It is possible that additional updates will be made in 2015 especially in the area of utilities.

The Commission expressed interest in the continued availability of land use training. The Commission asked that the Citizens Planner handbook be provided to all members of the Commission. The Council echoed its support for related training.

Other items discussed were the Council liaison position, anticipating the unknowns and other items. The Commission was thanked for their continued efforts and attendance at this meeting.

FUTURE AGENDAS

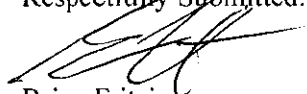
The Council asked that interviews with perspective members of the HRA Board be set for the next meeting at the library and to start the meeting at 5:00 p.m. The Council also asked that as the City nears summer a general review of the sales tax be added to an agenda.

OTHER

The Council asked that all future Fire District Board meetings be posted in the case a quorum of the Council is in attendance. The Council discussed dates for the retreat and identified April 24-25 as the preference with May 1-2 as fallback. They prefer no touchy feely and would like to see if it can be structured for one day.

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

Respectfully Submitted:


Brian Fritsinger
City Administrator

Council Chambers, Cloquet, Minnesota
7:00 o'clock P.M. January 20, 2015

Regular Meeting.

Roll Call.

Councilors Present: Bjerkness, Kolodge, Maki, Rock, Wilkinson, and Mayor Hallback.

Councilors Absent: Langley.

AGENDA

MOTION: Councilor Kolodge moved and Councilor Rock seconded the motion to approve the January 20, 2015 agenda. The motion carried unanimously (6-0).

MINUTES

MOTION: Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to approve the minutes of the work session and regular meeting of January 6, 2015. The motion carried unanimously (6-0).

CONSENT AGENDA

MOTION: Councilor Maki moved and Councilor Rock seconded the motion to adopt the consent agenda of January 20, 2015 approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 15-03, Authorizing the Payment of Bills.
- b. Resolution No. 15-05, A Resolution Approving New Lawful Gambling Premise Permit Application for Cloquet Eagles 1163.

PUBLIC HEARINGS

There were none.

PRESENTATIONS

Ken Scarbrough, Superintendent, Cloquet Public Schools, presented to the City Council a PowerPoint presentation related to the upcoming bond referendum for the construction of a new middle school.

CORRECTION TO SECTION 17.6.15 OF ZONING ORDINANCE

City Planner Cottingham reviewed a corrective revision being made to the Zoning Ordinance due to a mistake in its update. This item is for information only and no formal action is required by the Council.

GRAMMATICAL CHANGES TO ORDINANCE 437A - RENTAL HOUSING REGULATIONS

MOTION: Councilor Kolodge moved and Councilor Wilkinson seconded the motion to adopt **RESOLUTION NO. 15-04, A RESOLUTION ACCEPTING GRAMMATICAL CHANGES TO ORDINANCE NO. 437A – AN ORDINANCE TO CREATE SECTION 10.7 OF THE MUNICIPAL CODE REGARDING RENTAL HOUSING REGULATIONS.** The motion carried unanimously (6-0).

WHEREAS, The City Council of the City of Cloquet has duly adopted Ordinance No. 437A, An Ordinance to Create Section 10.7 of the Municipal Code Regarding Rental Housing Regulations with an effective date of March 1, 2015; and

WHEREAS, the City Attorney has made grammatical changes to Ordinance No. 437A which do not change the substance of the Ordinance; and

WHEREAS, The City Council has determined that grammatical changes proposed by the City Attorney do not change the intent of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That it hereby authorizes the grammatical changes to Ordinance No. 437A.

2014 DOER PAY EQUITY IMPLEMENTATION REPORT

MOTION: Councilor Bjerckness moved and Councilor Rock seconded the motion to approve the 2014 Pay Equity Implementation Report and authorize staff to submit this report to the State. The motion carried unanimously (6-0).

HRA BOARD APPOINTMENT

MOTION: Councilor Rock moved and Councilor Maki seconded the motion to ask the two applicants to participate in an interview on February 3 at the Cloquet Library beginning at 5:00 p.m. The motion carried unanimously (6-0).

CREATION OF SCANLON MERGER/CONSOLIDATION COMMITTEE

MOTION: Councilor Bjerckness moved and Councilor Wilkinson seconded the motion to participate in a committee for the purpose of jointly exploring the concept and critical issues related to a merger/consolidation with the City of Scanlon and that the City Administrator and City Planner represent the City. The motion carried unanimously (6-0).

CAFD BOARD REPRESENTATION

MOTION: Councilor Bjerckness moved and Councilor Kolodge seconded the motion to appoint Councilor Rock to the CAFD Board. The motion carried unanimously (6-0).

MOTION: Councilor Wilkinson moved and Councilor Rock seconded the motion to appoint Councilor Bjerckness as an alternate on the CAFD Board. The motion carried unanimously (6-0).

CREATION OF A WATERFRONT COMMITTEE

MOTION: Councilor Kolodge moved and Councilor Maki seconded the motion to establish a Waterfront Committee with the purpose of developing plan design for the various riverfront parks. The motion carried unanimously (6-0).

PUBLIC COMMENTS

Ken Scarbrough had a final comment regarding the future use of the middle school if the referendum passes.

COUNCIL COMMENTS/UPDATES

There were none.

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



 Brian Fritsinger, City Administrator



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator (B)
Date: January 26, 2015

ITEM DESCRIPTION: Approval of Therapeutic Massage Therapist License Renewal

Proposed Action

Staff recommends the City Council move to approve the renewal of the Therapeutic Massage Therapist license for Terry Kirchhoff to operate at Touch of Grace Massage, 1101 Avenue B.

Background/Overview

The City has received an application from Terry Kirchhoff, 2553 5th Avenue North, Sartell, MN, for renewal of her Therapeutic Massage Therapist license. Ms. Kirchhoff will be operating at Touch of Grace Massage, 1101 Avenue B.

Policy Objectives

Approval of a Therapeutic Massage Therapist License is required under Section 6.9 of the Municipal Code. There is no limit on the number of licenses issued in any one year.

Financial/Budget/Grant Considerations

The City's fee schedule requires a \$50 fee for this license and the applicant has paid the fee.

Advisory Committee/Commission Action


None.

Supporting Documentation Attached

- None.



REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James R. Prusak, Director of Public Works
Reviewed by: Brian Fritsinger, City Administrator 
Date: January 23, 2015

ITEM DESCRIPTION: Purchase of a Bituminous Trailer by the Public Works Department.

Proposed Action

Staff recommends the City Council move to authorize the purchase of a Model SPH-2.0 Asphalt Hot Box from Stepp Manufacturing in the amount of \$19,288.

Background/Overview

As part of Cloquet's adopted 2015 Capital Improvement Program (CIP) and annual budget, a new Hot Mix Bituminous Trailer is scheduled to be purchased by the Public Works Department. Over the past several years, the Street Department has been using a special Cold Mix bituminous patching material to patch potholes. This material remains pliable during the colder months of the year, however, the Department has found it to be strictly a temporary patch, which does not perform well, particularly in wet conditions. A more durable patching material is Hot Mix bituminous asphalt, however, once this material cools it becomes hard. The purpose of a Hot Mix Trailer is to keep the Hot Mix material warm and pliable until it is used up by the patching crew. Cold Mix material currently sells for just under \$100 per ton and Hot Mix costs more like \$50 per ton so there is a savings in material costs and a more durable patch in the long run. Currently the Department does not have this piece of equipment.

Under a Cooperative Purchase Agreement with the State of Minnesota, local governments are allowed to purchase such equipment directly off a previously awarded state contract. With the purchase of large pieces of equipment this process can provide greatly discounted prices and at the same time it eliminates the need and cost of the City obtaining bids on our own.

Policy Objectives

To purchase or replace necessary equipment in accordance with the approved Capital Improvement Plan.

Financial/Budget/Grant Considerations

The 2015 Capital Plan and Budget included \$20,000 for the purchase of a new Hot Mix Trailer. The Public Works Department has researched the current State contracts and available models and recommends the City purchase a new two-cubic yard capacity Stepp Asphalt Hot Box. This unit is manufactured and supplied by Stepp Manufacturing Company located in North Branch, Minnesota. Attached for review and approval is an itemized listing that includes the basic unit plus those options recommended by staff for a total price of \$19,288.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached


- Quote SPH 14-74 per MnDot State Contract 82584 dated 12/29/2014.



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: January 26, 2015

ITEM DESCRIPTION: February 17 Council Work Session Start Time

Proposed Action

Staff recommends the City Council move to start the February 17, 2015 City Council Work Session meeting at 4:30 p.m. for the purpose of holding a joint meeting with the Parks Commission.

Background/Overview

The City Council meets on the first and third Tuesday of each month beginning at 5:30 p.m. in a work session format. On February 17, the City has set aside the work session to meet with its Parks Commission.

In addition to reviewing activity of the past year, the Commission would like to discuss several projects which are currently being developed for 2015. These projects include the Pinehurst Park improvements, Sunnyside Park improvements, Highway 33 landscaping, and the Waterfront Park Design (including Veterans Park and Dunlap Island.) In order to provide adequate time for discussion of these items, it is appropriate to reschedule the start of the work session meeting.

Policy Objectives

Section 3.1 of the City Code states that all meetings shall be held in accordance with the Open Meeting Law as it is amended from time to time. Minnesota Statute 13D.01 addresses open meetings. Providing notice to the public of meeting start times is required as a result.

Financial/Budget/Grant Considerations

n/a.

Advisory Committee/Commission Action

n/a.

Supporting Documentation Attached

- None.



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator (P)
Date: January 26, 2015

ITEM DESCRIPTION: Consideration of HRA Board Appointment

Proposed Action

Staff recommends that the City Council discuss and consider the appointment of an individual to the Cloquet Housing & Redevelopment Authority for a term expiring 06/30/2016.

Background/Overview

Attached the City has received applications of interest in the current vacancy on the HRA Board from Ms. Anna Carlson and Ms. Karen Tribby. The City has been advertising and seeking a candidate for this vacancy as a result of the recent resignation by Rebecca Ahlstrand. Ms. Ahlstrand had two years remaining on her term at the time of her resignation.

The HRA has a five member Board of Directors to oversee the operations. The terms of the Board are staggered five year terms. Mayor Hallback may have additional information regarding the candidate(s).

The City Council has recently made an effort to schedule interviews with candidates prior to making an appointment if more than one has applied. The Council was to conduct interviews on February 3 with both candidates.

Policy Objectives

To keep the various City boards, committees, and commissions at full membership as identified by the City Council or under Municipal Code. Section 2.2.05 of the City Code addresses the membership and terms of the HRA. The HRA is further governed by Chapter 469 of Minnesota Statute.

Under City Code, appointments to the various Boards and Commissions are made by the Mayor and confirmed by the City Council.

Financial/Budget/Grant Considerations

There is no direct cost to the City regarding the appointment of this position.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Application.



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Application for Appointment to Advisory Boards and Commissions

Name: Karen Tribby Date: 1-5-15
Address:
Email:
Home Phone: 0 Work Phone: Cell Ph.: 5
How long have you lived in Cloquet? 30 yrs. Years/Months: 30 yrs. Which Ward? 3
What Cloquet community activities have you been involved in? Cub Scouts when son was younger, REACH, Salvation Army Advisory Board.
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I was on Bd of Directors for MN Family-Based Services Assoc. for 13 years + was president for 1 yr.
Do you have a preferred Board/Commission that you are interested in serving on? Yes [X] No []
If yes, fill in the name of Board/Commission: Housing & Redevelopment Authority
Would you consider an alternate appointment? Yes [] No []
If yes, which one?
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. I work @ Carlton Co and have schedule that can flex, but mostly work 8-4 Mon-Fri. I have limited travel now in Carlton Co. area for my position.
Why do you wish to be on a Board/Commission? I have worked @ Carlton Co. for 30 years + have knowledge of and concerns about appropriate affordable housing for community members.
Please describe any other relevant information you would like us to know. I would be willing to serve to complete Rebecca Chabrand's term to June 2016. I may be willing to consider reapplying for a full term appointment @ that time.

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

THIS INFORMATION WILL BE DISTRIBUTED TO COUNCIL AND IS CLASSIFIED AS PUBLIC DATA



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**Application for Appointment to
 Advisory Boards and Commissions**

Name: Anna M. Carlson		Date: 1/5/15
Address		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: 18 years	Which Ward? 2
What Cloquet community activities have you been involved in? I am a member of the Cloquet Chamber and also a member of the Cloquet Kiwanis Club. I am a former REACH Board & United Way Board member. I have been involved in numerous community activities: Kiwanis teen Halloween party, bell ringing for Salvation Army, helping to raise funds for Cloquet Fourth of July, United Way Taste- Fest.		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I have served on the following boards: REACH, Kiwanis, United Way.		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: Housing & Redevelopment Authority		
Would you consider an alternate appointment?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one?		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like.		
Why do you wish to be on a Board/Commission? Living and working in Cloquet, I believe it's essential to understand and to be a part of what is taking place in Cloquet and the growth of Cloquet. I work in the mortgage business and understanding and keeping up to date on the housing situation in Cloquet is important.		
Please describe any other relevant information you would like us to know. I have lived in Cloquet 18 years and worked here over 25 years and feel I have insight that may be helpful to a Cloquet Board.		

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



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator (B)
Date: January 26, 2015

ITEM DESCRIPTION: Authorization of Deputy City Clerk and Assistant City Administrator Position

Proposed Action

Staff recommends that the City Council move to authorize the hiring process for the Deputy City Clerk and Assistant City Administrator positions.

Background/Overview

The City has been made aware of the pending retirement of its Deputy City Clerk. This position serves as the administrative assistant to the City Administrator. This person is tentatively scheduled to retire on April 30, 2015.

As part of the City's 2015 budget discussions, the Council included the creation of a new Assistant City Administrator position. This position would primarily be responsible for the area of Human Resources and assist with a number of other areas as previously identified by the City Administrator.

Neither of these positions will be union positions and as such will be filled as part of an external hiring process. Existing staff are eligible to apply for the positions as part of this process. There is a great deal of work involved and yet to take place regarding the positions and advertising process. Authorization by Council simply allows staff to proceed as time is available.

Policy Objectives

The hiring of these positions is consistent with previous actions of the City Council. It further supports a variety of priorities and strategies as previously adopted by the City Council. Upon hire, it would allow the City to elevate service provision in several areas.

Financial/Budget/Grant Considerations

Both positions are funded and included in the 2015 adopted budget, primarily through the General Fund. Wages and benefits for the Deputy Clerk position are estimated at \$62,000 and the Assistant City Administrator at \$97,500.

Advisory Committee/Commission Action

n/a.

Supporting Documentation Attached

- None.



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator (B)
Date: January 26, 2015

ITEM DESCRIPTION: City Administrator's Performance Evaluation and Employment Agreement Amendments

Proposed Action

The City Council is asked to move to approve a motion that, based upon the satisfactory performance of the City Administrator, his employment contract be amended to include the wage and benefit adjustments detailed in this report and on file in the office of the City Administrator effective upon adoption of the 2015 pay plan.

Background/Overview

The City Council conducted and completed the performance of the City Administrator under the City's performance evaluation policy this past December. Mr. Fritsinger was asked to identify his goals with Mayor Ahlgren and present those at a future meeting of the Council.

Based upon his satisfactory performance over the past year, adjustments to his employment agreement are appropriate. Those adjustments include movement to the next step on the City's 2015 pay plan and one addition of Item 15 to the employment agreement clarifying that the City shall provide at no cost a cell phone with a data plan or, at the choosing of the City Administrator, a stipened to cover the full cost of a phone if provided by the City Administrator.

Policy Objectives

Under the City's performance evaluation policy and City Administrator's employment agreement, the City is to annually revisit his performance. The employment agreement specifically indicates that the wages and benefits shall be reviewed and in compliance with the City's comparable worth plan.

Financial/Budget/Grant Considerations

The wage adjustments will be consistent with the 2015 pay plan. Such pay plan will be presented at a future meeting of the City Council. Under the City's pay plan, a step movement of one would result in a 3.5% adjustment in wages.

The City currently provides at no cost to the City Administrator a cell phone. The addition to the contract simply memorializes this benefit and provides options for its provision. There should be no net cost impact on the City.

Advisory Committee/Commission Action

None. Though former Mayor Ahlgren met with City Administrator and had indicated his support for this proposed change.

Supporting Documentation Attached

- 2015 Goals.


GOALS

The goals identified by the City Council and Mayor for 2015 include the following in no specific order of priority.

- Development of and contracting for Events Coordinator position.
- Development of a hiring of Assistant City Administrator position.
- Try to use all 2015 vacation accrual.
- Work with Chief of Police to continue to implement appropriate changes resulting from and identified in the Law Enforcement Study.
- Continue to develop strategies and implement plans as a result of City Council Retreat.
- Complete the City Facilities Study, present such study to Council, and work with the City Council to identify a specific strategy for moving forward.
- Develop a clear action plan for leadership succession in Public Works.
- Become more assertive with the Council in regards to stronger recommendations, actions, and direction.
- Actively pursue professional development including ICMA Managerial accreditation, leadership training, LMC/IMCA Conferences or similar related training in 2015.



REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James R. Prusak, Director of Public Works
Reviewed by: Brian Fritsinger, City Administrator 
Date: January 27, 2015

ITEM DESCRIPTION: Set Public Hearing date on Proposed Final Assessments for the Reconstruction of 22nd Street from Prospect Avenue to Carlton Avenue and also Selmsers Avenue from 20th Street to 22nd Street.

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION 15-07, A RESOLUTION TO SET HEARING DATE ON PROPOSED FINAL ASSESSMENTS FOR THE 22ND STREET AND SELMSER AVENUE RECONSTRUCTION PROJECT TO INCLUDE 22ND STREET FROM PROSPECT AVENUE TO CARLTON AVENUE AND ALSO SELMSER AVENUE FROM 20TH STREET TO 22ND STREET.**

Background/Overview

In 2014, 22nd Street from Prospect Avenue to Carlton Avenue and also Selmsers Avenue from 20th Street to 22nd Street were reconstructed. This project included the replacement of existing sanitary sewer, water and storm sewer utilities, as well as the reconstruction of the street to include new curbs, pavement and sidewalks. In accordance with Chapter 12 of the City Code, a portion of the costs of these improvements are to be assessed or billed to properties along the project route.

A Public Hearing on the proposed project was held on March 18, 2014 and following the hearing, the City Council ordered the improvement. Bids for the project were awarded on April 15, 2014 and construction was completed during the summer of 2014.

A proposed final assessment role for the improvement is in the process of being prepared and in accordance with MN Statutes Chapter 429 the City Council is required to schedule and give notice of a Public Hearing on the Proposed Assessment, at which time property owners affected by the improvement will be given an opportunity to express concerns with reference to the final assessment.

It is proposed to hold the assessment hearing on March 3, 2015.

Policy Objectives

Under Chapter 12.2.01 of City Code, it is the policy of the City to finance certain street and utility improvements by the methods described under Chapter 12. The apportionment of the cost between benefited property and the City at large and the method of levying assessments prescribed in those sections shall be followed in each case.

To the Mayor and City Council
Set Public Hearing Date - 22nd St. & Selmsler Ave. Proposed Final Assessments
January 27, 2015
Page 2

To adopt a final assessment role for the completed improvement in accordance with current City policy but prior to approval affected property owners shall be provided an opportunity to make comments in reference to the proposed assessment in accordance with State Statutes.

Financial/Budget/Grant Considerations

The total cost of the final improvement was approximately \$1,170,000. The proposed assessment role is \$251,000 and as assessment payments are made by individual property owners, these dollars will revert back to the City's General and Utility Funds where the expenses occurred.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- Resolution No. 15-07.

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

RESOLUTION NO. 15-07

A RESOLUTION TO SET HEARING DATE ON PROPOSED FINAL ASSESSMENTS FOR THE 22ND STREET AND SELMSER AVENUE RECONSTRUCTION PROJECT TO INCLUDE 22ND STREET FROM PROSPECT AVENUE TO CARLTON AVENUE AND ALSO SELMSER AVENUE FROM 20TH STREET TO 22ND STREET

WHEREAS, In 2014, the City Council received an engineering study to reconstruct 22nd Street from Prospect Avenue to Carlton Avenue and also Selmser Avenue from 20th Street to 22nd Street; and

WHEREAS, The Cloquet City Council on March 18, 2014, held a hearing to consider the improvement of these sections of 22nd Street and Selmser Avenue; and

WHEREAS, Said improvement was subsequently ordered and completed and the City has prepared a proposed assessment roll which is available in the office of the City Administrator for public inspection.

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

1. A hearing shall be held on March 3, 2015 in the City Council Chambers at 7:00 p.m. to pass upon such proposed assessments and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper as required by Minnesota Statutes and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll as required by Minnesota Statutes.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 3RD DAY OF FEBRUARY, 2015.**


Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator



REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James R. Prusak, Director of Public Works
Reviewed by: Brian Fritsinger, City Administrator 
Date: January 27, 2015

ITEM DESCRIPTION: Set Public Hearing Date on Proposed Final Assessments for the White Pine Trail and Trettel Lane Paving Project.

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION 15-08, A RESOLUTION TO SET HEARING DATE ON PROPOSED FINAL ASSESSMENTS FOR THE WHITE PINE TRAIL AND TRETTEL LANE PAVING PROJECT TO INCLUDE WHITE PINE TRAIL AND TRETTEL LANE FROM SPRING LAKE ROAD TO AIRPORT ROAD.**

Background/Overview

In 2014, White Pine Trail and Trettel Lane were paved from Spring Lake Road to Airport Road. This project included the construction of a 24 foot-wide bituminous pavement as well as miscellaneous grading and drainage improvements. In accordance with Chapter 12 of the City Code, a portion of the costs of these improvements are to be assessed or billed to properties along the project route.

A Public Hearing on the proposed project was held on April 15, 2014 and following the hearing, the City Council ordered the improvement. Bids for the project were awarded on September 2, 2014 and construction was completed during the fall of 2014.

A proposed final assessment role for the improvement is in the process of being prepared and in accordance with MN Statutes Chapter 429 the City Council is required to schedule and give notice of a Public Hearing on the Proposed Assessment, at which time property owners affected by the improvement will be given an opportunity to express concerns with reference to the final assessment.

It is proposed to hold the assessment hearing on March 3, 2015.

Policy Objectives

Under Chapter 12.2.01 of City Code, it is the policy of the City to finance certain street and utility improvements by the methods described under Chapter 12. The apportionment of the cost between benefited property and the City at large and the method of levying assessments prescribed in those sections shall be followed in each case.

To the Mayor and City Council
Set Public Hearing Date - White Pine Trail and Trettel Lane Proposed Final Assessments
January 27, 2015
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To adopt a final assessment role for the completed improvement in accordance with current City policy but prior to approval affected property owners shall be provided an opportunity to make comments in reference to the proposed assessment in accordance with State Statutes.

Financial/Budget/Grant Considerations

The total cost of the final improvement was approximately \$350,400. The proposed assessment role is \$83,000 and as assessment payments are made by individual property owners, these dollars will revert back to the City's General and Utility Funds where the expenses occurred.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- Resolution No. 15-08.

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

RESOLUTION NO. 15-08

A RESOLUTION TO SET HEARING DATE ON PROPOSED FINAL ASSESSMENTS FOR THE WHITE PINE TRAIL AND TRETTEL LANE PAVING PROJECT TO INCLUDE WHITE PINE TRAIL AND TRETTEL LANE FROM SPRING LAKE ROAD TO AIRPORT ROAD

WHEREAS, In 2014, the City Council received an engineering study to pave White Pine Trail and Trettel Lane from Spring Lake Road to Airport Road; and

WHEREAS, The Cloquet City Council on April 15, 2014, held a hearing to consider the improvement of these two roadways; and

WHEREAS, Said improvement was subsequently ordered and completed and the City has prepared a proposed assessment roll which is available in the office of the City Administrator for public inspection.

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

1. A hearing shall be held on March 3, 2015 in the City Council Chambers at 7:00 p.m. to pass upon such proposed assessments and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper as required by Minnesota Statutes and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll as required by Minnesota Statutes.

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Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator