



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

CITY COUNCIL WORK SESSION

5:30 p.m. Draft Final Public Facilities Study
6:50 p.m. Future Work Session Agenda Planning

1. **Roll Call.**

2. **Approval of Agenda.**

- a. Approval of March 3, 2015 Council Agenda.

3. **Approval of Council Minutes.**

- a. Work Session minutes from the February 17, 2015 meeting.
b. Regular Council minutes from the February 17, 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. 15-16, Authorizing the Payment of Bills and Payroll.

5. **Public Hearings.**

Now is the time and place for the public hearing on the proposed assessments for 2014 utility and street reconstruction project for 22nd Street from Prospect Avenue to Carlton Avenue, and also Selmser Avenue from 20th Street to 22nd Street.

- Resolution No. 15-18.

Now is the time and place for the public hearing on the proposed assessments for 2014 bituminous pavement construction project for White Pine Trail from Spring Lake Road to Trettel Lane, and Trettel Lane from White Pine Trail to Airport Road.

- Resolution No. 15-19.



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6. **Presentations.**

None.

7. **Council Business.**

- a. Resolution No. 15-17, A Resolution Supporting Dedicated State Funding for City Streets.
- b. Resolution No. 15-20, Set Public Hearing Date for Proposed 2015 Improvement of 8th Street.
- c. Event Coordinator Position Discussion.
- d. Assistant City Administrator Position Discussion.

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. **Closed Meeting.**

The City Council may adjourn into a closed meeting to consider labor negotiations under Minnesota Statute 13.D.03 regarding the AFSCME labor contract and Teamster labor contract negotiations.

11. **Council Business.**

- a. AFSCME Labor Agreement.


12. **Adjournment.**



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: February 25, 2015

ITEM DESCRIPTION: Draft Public Facilities Study

Requested Action

The City Council is asked to discuss the draft final Public Facilities Study.

Background/Overview

The City's consultant, BKV Group, is nearing completion on the final Public Facilities Study. This draft study will be presented to the City Council at the Work Session next week.

The consultant is looking for additional feedback, thoughts, and comments as he works with the City to finalize the draft. One critical issue for Council consideration should be reaching consensus on the identification of the report's final results to the community. The Council could do this as part of a formal presentation at a regular meeting when it is asked to accept the study or as some type of special meeting.

The consultant is hoping to provide staff with an electronic version of the report over the weekend or Monday at the latest. I will send each Councilor an electronic copy as soon as it is available. It is a very lengthy document and I would not expect the Council to print off copies of the study. Printed copies will be provided at such time the Council is asked to formally accept the study.

Policy Objectives

n/a

Financial/Budget/Grant Considerations

n/a

Advisory Committee/Commission Action

n/a

Supporting Documentation Attached

n/a



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator (B)
Date: February 24, 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

MARCH 17

Work Session:

CD Annual Joint City Council – EDA Meeting

CD Annual Economic Development Work Update

APRIL 7

Work Session:

PD/PW 18th Street Truck Route/Ordinance Review

ADM Local Option Sales Tax Update

APRIL 21

Work Session:

?

CLOQUET CITY COUNCIL WORK SESSION
Tuesday, February 17, 2015, 4:30 p.m.
Meeting Minutes

Present: Bjerckness, Kolodge, Langley, Maki, Rock, and Mayor Hallback.
Absent: Wilkinson.
Staff: Fritsinger, Klassen, C. Peterson, L. Peterson and Stracek.
Other: Tim Krohn, Barb Wyman, Mark Roberts, Rick Stowell, Amy Louhela, John Badger, Tom Urbanski, Al Raushel, Dan Lundquist, Mike McKinney, Karen Smith, Troy Smith, Bert Whittington, Gregg Calpino, Dan Hinzman, Paul Charon, and Dani Lundeen-Pine Journal.

JOINT MEETING WITH PARKS COMMISSION AND WATERFRONT COMMITTEE

The meeting began with introductions of everyone in attendance and then SEH staff took over from there and began with an update on the Pinehurst Park design efforts. They are still working on the lighting design, signage and landscaping. Soil borings in the area of the tennis court were completed earlier in the day. The concept right now is to have all bid documents ready this spring, receive bids and then take on the construction in the fall after the pool is closed. Caleb noted that the next big step is to review the plans with the Parks Commission. Councilor Bjerckness inquired as to whether or not any of the work can be accelerated to get the project underway? SEH responded that they have concerns about starting early and the impact to the park users. The City Council asked that a “coming soon to a park near you” sign be developed and placed at the Park this spring so people are aware of the use of sales tax monies and the project itself. Staff will work to develop a sign that can be used.

SEH then provided an update on the Highway 33 landscape improvement designs. The next step is to complete the final design for the Skyline Boulevard work. Once that is done, the next step is to prioritize the remainder of the corridor and then finish up plans for 2-3 of these sites for construction yet this summer. The Council was supportive of this approach.

SEH then reviewed the process to be followed with the Waterfront Committee and the development of the Riverfront Park plans. The Riverfront plans include everything from Veteran’s Park, Dunlap Island, Spafford Campground and the Riverfront Park areas on the north side of the river below the Chamber and Hospital.

Commissioner Louhela suggested that the idea of trains should be a prominent component of the park area and considered in the designs. Councilor Bjerckness suggested that the waterfront can be an economic influence so if we increase activity it would be beneficial to the community.

It was suggested that the deeds for all of this property be reviewed carefully to determine what, if any, deed restrictions are in place that might impact the various ideas that will be considered. SEH also noted that the wetland information in each area will also need to be studied carefully. Commissioner Louhela suggested a look at Branson, Missouri and how they have used holistic and tourism based activities such as zip lines. The Council asked how the process will engage the veterans to better explore the opportunities at Veteran’s Park. Staff noted that the City had met with representatives of the various local veterans groups earlier in the day to begin engagement. 2-3 representatives are also being considered for appointment to the Waterfront Committee.

A question was asked about the development of trails and the use of different types of trails. SEH responded that all connectivity is being studied as well as the different types of connectivity. It was suggested that winter maintenance of trails also needs to be considered by the City. SEH then reviewed the role of the Waterfront Committee.

The Council asked how the recommendations of the Committee interface with the commercial/industrial property owners along the riverfront? Someone asked if there is any need to investigate the quality of the water in the river in this area of the river in the case that plans identify any actual uses of the river? It was suggested that more concentrated cleanup of the river in this area should take place especially with some of the rebar and other construction materials that are present.

Caleb Peterson then shifted discussion to the proposed skateboard park. He handed out a copy of the survey matrix results which were used to try and help the Council and Commission with site identification. He also gave a quick history lesson of the skate park in Cloquet and efforts of the current skate club to try and get a new park developed. The key hurdle to this effort has been site identification.

Commissioner Badger talked about the fundraising efforts of the club and those interested in a new park. He referred to Bemidji as a comparable community with a successful concrete park. The kids prefer Athletic Park as a location but they had not really talked about the Cloquet Avenue option. The group discussed the idea of using the Cloquet Avenue site as a temporary location until the club can prove that it can be responsible for the park with minimal problems. The Council asked if we were setting them up for failure if a short term idea was used. A variety of ideas were debated regarding managing the problems that are typical at these parks, not only here, but across the state. Staff noted that those communities that have been successful have the parks in very visible locations and use staff to manage or monitor the activities. It was suggested that some type of livecam be used to also help monitor. The Council would like more information regarding the idea of staffing and the cost of that concept. It was also suggested that if the School District needs to design a new play area adjacent to the new proposed middle school that they be approached to see if they would consider including the skate park in that concept.


The group concluded thanking each other for attendance.

FUTURE AGENDAS

There was no discussion on future agenda items.

There being no further business, the meeting adjourned at 6:45.

Respectfully Submitted:



Brian Fritsinger
City Administrator

Council Chambers, Cloquet, Minnesota
7:00 o'clock P.M. February 17, 2015

Regular Meeting.

Roll Call.

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

Councilors Absent: None.

AGENDA

MOTION: Councilor Langley moved and Councilor Wilkinson seconded the motion to approve the February 17, 2015 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Langley moved and Councilor Maki seconded the motion to approve the minutes of the work session and regular meeting of February 3, 2015. The motion carried unanimously (7-0).

CONSENT AGENDA

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to adopt the consent agenda of February 17, 2015 approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 15-09, Authorizing the Payment of Bills.
- b. New Therapeutic Massage Business License - Cloquet Natural Foods.
- c. New Therapeutic Massage Therapist License - Robert Gabres.
- d. Consumption & Display Permit Renewal - The Tap on 33 Inc.
- e. Resolution No. 15-11, Adopting and Confirming Special Assessments for Delinquent Utilities.

PUBLIC HEARINGS

Mayor Hallback announced that now is the time and place for the public hearing to consider the City's application to the Minnesota Department of Employment and Economic Development for Small Cities Development Program funding. Community Development Director Butcher provided a quick overview of the City's application to the State. With no comments from the public, the hearing was closed.

MOTION: Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to adopt **RESOLUTION NO. 15-12, RESOLUTION OF SUPPORT FOR CLOQUET SMALL CITIES DEVELOPMENT PROGRAM APPLICATION.** The motion carried unanimously (7-0).

WHEREAS, the City of Cloquet is pursuing a final application for Small Cities Development Program (SCDP) funding being submitted to the State of Minnesota Department of Employment and Economic Development (DEED) for monies to improve owner-occupied, rental housing, and commercial properties located within the attached Cloquet Target Zone; and

BE IT RESOLVED, the City of Cloquet, MN act as the legal sponsor for the SCDP Cloquet Project as contained in the application to be submitted to DEED by February 26, 2015 and that the City Administrator and Community Development Director are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Cloquet; and

BE IT FURTHER RESOLVED, that the City of Cloquet has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life; and

BE IT FURTHER RESOLVED, that the City of Cloquet has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice; and

BE IT FURTHER RESOLVED, that upon approval of its application by the State, the City of Cloquet may enter into an agreement with the State of Minnesota for the approved project, and that the City of Cloquet certifies that it will comply with all applicable laws and regulations as stated in all contract agreements; and

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that the City Administrator and Community Development Director, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the City of Cloquet.

MOTION: Councilor Bjerkness moved and Councilor Kolodge seconded the motion to adopt **RESOLUTION NO. 15-13, A RESOLUTION DESIGNATING THE CLOQUET SMALL CITIES DEVELOPMENT PROGRAM COMMERCIAL TARGET AREA AS A BLIGHTED AREA**. The motion carried unanimously (7-0).

WHEREAS, the City of Cloquet is undertaking a program of downtown revitalization and redevelopment; and

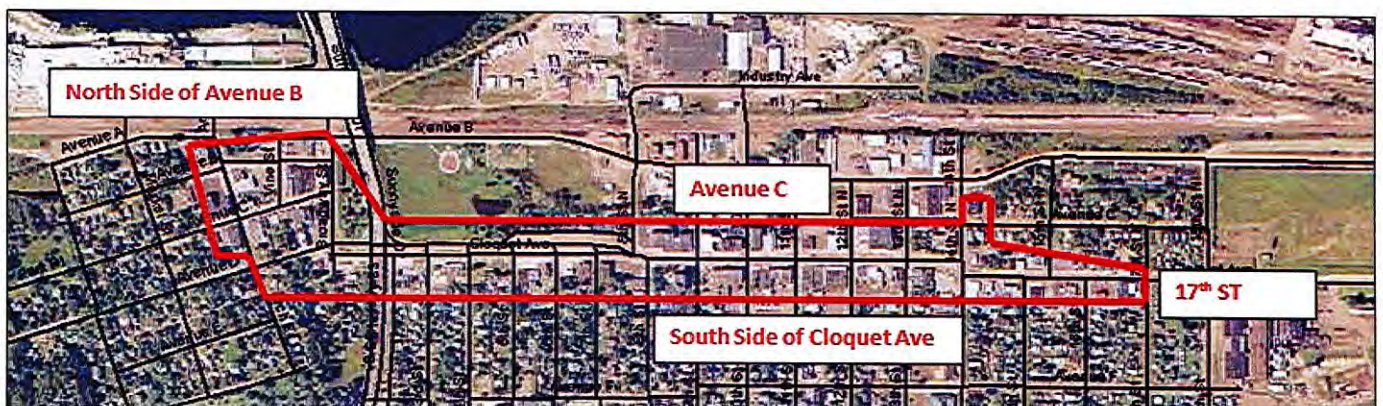
WHEREAS, the City of Cloquet has identified a specific area hereafter referred to as a “blighted area” in which revitalization activities will occur; and

WHEREAS, the Cloquet City Council has assessed the condition of the buildings and the other characteristics of the blighted area and has determined that the area can be characterized as blighted by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light, and sanitary facilities, excessive land coverage, deleterious land use, or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community, in accordance with Mn. Stat. 469.002 Subd. 11; and

WHEREAS, the Cloquet City Council has identified deteriorating conditions which are contributed to by the existence of substandard residential units, the inability of commercial structures to meet codes, the general condition of deteriorating storefronts on the commercial buildings in the area as contributing to the slum and blight conditions of the blighted area.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, That the area identified on the Commercial Target Area is characterized by conditions meeting the definition of slum and blight and is designated as a “blighted area.”

COMMERCIAL Cloquet Target Area



PRESENTATIONS

There were none.

WATERFRONT COMMITTEE APPOINTMENTS

MOTION: Councilor Bjerkness moved and Councilor Kolodge seconded the motion to appoint Rick Breuer, Gary Dahl, Fred Little, Dan Lundquist, Marty O’Leary, Jana Peterson, David Pritchett, Allen Raushel, Ruth Reeves, Karen Smith, Troy Smith, Linda Vuicich, Bert Whittington, and Kelly Zink to the Waterfront Committee. The motion carried unanimously (7-0).

NEW CINGULAR WIRELESS PCS LEASE AGREEMENT

MOTION: Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to require the company to reapply for a conditional use permit due to the expiration of the previous permit. The motion carried (6-1) with Councilor Langley opposed.

COMPREHENSIVE PLAN AMENDMENT AND REZONING

MOTION: Councilor Langley moved and Councilor Maki seconded the motion to adopt **RESOLUTION NO. 15-10, APPROVING THE COMPREHENSIVE PLAN AMENDMENT (LAND USE PLAN) FROM “MODERATE TO HIGH DENSITY RESIDENTIAL” TO “LOW DENSITY RESIDENTIAL.”** The motion carried unanimously (7-0).

WHEREAS, The City of Cloquet is proposing a Comprehensive Plan Amendment (Land Use Plan) from “Moderate to High Density Residential” to “Low Density Residential”; and

WHEREAS, As required by ordinance, notification was advertised in the Pine Journal. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on February 10, 2015 at which time Zoning Case / Development Review No. 15-01 was heard and discussed; and

WHEREAS, the property of the proposed Comprehensive Plan Amendment (Land Use Plan) is located southwest of Spruce Street and Prospect Avenue West and is legally described as follows:

All of Spruce Street Hollow.

And

That part of “Block A” County Auditor’s Subdivision Number 31 described as follows: Commencing at the northeast corner of “Block A” thence south on the east line 220 feet, thence west 10.4 feet to the west line of Spruce Street (point of beginning), thence continue west 245 feet, thence south 135 feet to the north right-of-way of CSAH # 7, thence east along the right-of-way 270 feet to the west line of said street, thence north 225 feet to the point of beginning. Carlton County, Minnesota.

WHEREAS, the Planning Commission reviewed the staff report and recommended approval of the Comprehensive Plan Amendment (Land Use Plan) from “Moderate to High Density Residential” to “Low Density Residential”.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that it approves the Comprehensive Plan Amendment (Land Use Plan) from “Moderate to High Density Residential” to “Low Density Residential.”

MOTION: Councilor Kolodge moved and Councilor Langley seconded the motion to adopt **ORDINANCE NO. 440A, AN ORDINANCE TO AMEND ORDINANCE 6A, BY AMENDING THE ZONING MAP OF THE CITY OF CLOQUET FROM “R3 – MULTIPLE FAMILY RESIDENTIAL” TO “R2 – ONE AND TWO FAMILY RESIDENTIAL.”** The motion carried unanimously (7-0).

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

Section 1. The Zoning Map of the City of Cloquet is hereby amended to change the zoning designation of the following described property from R3, Multiple Family Residential to R2, One and Two Family Residential:

All of Spruce Street Hollow.

And

That part of “Block A” County Auditor’s Subdivision Number 31 described as follows: Commencing at the northeast corner of “Block A” thence south on the east line 220 feet, thence west 10.4 feet to the west line of Spruce Street (point of beginning), thence continue west 245 feet, thence south 135 feet to the north right-of-way of CSAH # 7, thence east along the right-of-way 270 feet to the west line of said street, thence north 225 feet to the point of beginning. Carlton County, Minnesota.

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

PURCHASE DUMP TRUCK FOR PUBLIC WORKS DEPARTMENT

MOTION: Councilor Maki moved and Councilor Wilkinson seconded the motion to authorize the purchase of a tandem axle dump truck chassis for the Public Works Department from Boyer Trucks in the amount of \$71,012.86, including trade, and the purchase of a dump box, plows, a sander and the installation of all related equipment on the truck chassis from Towmaster, Inc. in the amount of \$118,127.50. The motion carried unanimously (7-0).

VACATING SECOND STREET SOUTH OF SELMSER AVENUE

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to adopt **RESOLUTION NO. 15-14, A RESOLUTION VACATING A PORTION OF SECOND STREET, SOUTH OF SELMSER AVENUE, AND AMENDING COUNCIL RESOLUTION NO. 14-38.** The motion carried unanimously (7-0).

WHEREAS, on the 20th day of May, 2014, the City Council previously passed Resolution No.14-38 approving Zoning Case 14-05 for a vacation of a portion of 2nd Street for the City of Cloquet legally described as follows:

A tract of land in the Northeast Quarter of the Northeast Quarter of the Southwest Quarter (NE1/4-NE1/4-SW1/4) of Section Twenty-three (23), Township Forty-nine North (49N), Range Seventeen West (17W) of the Fourth Principal Meridian, Carlton County, Minnesota, described as follows:

Commencing at the center of said Section 23; thence on a bearing of South 89 degrees 51 minutes 02 seconds West going along the East and West quarter section line a distance of 515.00 feet to the West right-of-way line of Second Street; thence bearing South 05 degrees 35 minutes 58 seconds East a distance of 115.53 feet; thence bearing South 89 degrees 51 minutes 02 seconds West a distance of 67.17 feet to the easterly right-of-way line of Minnesota Trunk Highway 33; thence southeasterly along the easterly right-of-way line of Minnesota Trunk Highway 33 a distance of 41.65 feet; thence bearing North 89 degrees 50 minutes 56 seconds East a distance of 56.81 feet to the

point of beginning of the tract of land to be described; thence continued Easterly on the last described bearing a distance of 100 feet; thence bearing North 05 degrees 35 minutes 58 seconds West a distance of 25 feet; thence bearing South 89 degrees 50 minutes 56 seconds West a distance of 99.71 feet; thence bearing South 05 degrees 36 minutes 19 seconds East a distance of 25.00 feet more or less to the point of beginning EXCEPT the easterly 15 feet thereof.

And,

WHEREAS, the portion of 2nd street intended to be vacated by Resolution No. 14-38 was incorrectly described for which the Planning Commission and the City Council intended such vacation; and

WHEREAS, the correct legal description of the portion of 2nd Street intended to be vacated by Resolution No. 14-38 is described as two parcels as follows:

See attached Exhibit A and Exhibit B, said property being depicted as Parcels A and C on the attached Exhibit C.

And,

WHEREAS, the City Council intends this resolution to vacate all property which was intended to be vacated by Resolution No. 14-38.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CLOQUET, COUNTY OF CARLTON, MINNESOTA, that such vacation is hereby granted and the portion of Second Street described as follows is hereby vacated:

See attached Exhibit A and Exhibit B, said property being depicted as Parcels A and C on the attached Exhibit C.

BE IT FURTHER RESOLVED, that this resolution and the vacation hereby granted shall rescind and supersede Resolution No. 14-38 in its entirety.

BE IT FURTHER RESOLVED, that the Mayor and City Administrator are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Parcel A

A tract of land in the Northeast Quarter of the Northeast Quarter of the Southwest Quarter (NE1/4-NE1/4-SW1/4) of Section Twenty-three (23), Township, Forty-nine North (49N), Range Seventeen West (17W) of the Fourth Principal Meridian, Carlton County, Minnesota, described as follows:

Commencing at the Center Quarter corner of said Section 23; thence on an assumed bearing of North 89 degrees 57 minutes 46 seconds West, along the East and West Quarter section line of said Section 23 for a distance of 515.00 feet to the point of intersection with the Southerly extension of the West right-of-way line of Second Street; thence South 05 degrees 24 minutes 46 seconds East for a distance of 154.89 feet to the point of intersection with a line parallel with and distant 154.19 feet South of the North line of the Southwest Quarter of said Section 23, said point being the Point of Beginning of the tract of land herein described; thence South 89 degrees 57 minutes 46 seconds East, along said line parallel with and distant 154.19 feet south of the North line of the Southwest Quarter for a distance of 100.00 feet; thence North 05 degrees 24 minutes 46 seconds West for a distance of 25.00 feet; thence North 89 degrees 57 minutes 46 seconds West, along a line parallel with the North line of the Southwest Quarter of said Section 23 for a distance of 100.00 feet; thence South 05 degrees 24 minutes 46 seconds East for a distance of 25.00 feet to the Point of Beginning.

EXCEPT
The easterly 15.00 feet thereof.

Said parcel contains 2,114 square feet, more or less.

I hereby certify that the plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed/Land Surveyor under the laws of the State of Minnesota.

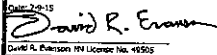
Date: 7-2-15

 David R. Erwin MN License No. 41505

EXHIBIT A

ALTA

LAND SURVEY COMPANY

• LAND SURVEYING PHONE: 218-721-5111
 • LAND DEVELOPMENT FAX: 218-721-5194
 • PLATTING LICENSED IN MN & WI
 • LEGAL DESCRIPTIONS CERTIFIED FEDERAL SURVEYOR
 • CONSTRUCTION STAKES WWW.ALTA-SURVEYING.COM

Parcel C

A tract of land in the Northeast Quarter of the Northeast Quarter of the Southwest Quarter (NE1/4-NE1/4-SW1/4) of Section Twenty-three (23), Township Forty-nine North (49N), Range Seventeen West (17W) of the Fourth Principal Meridian, Carlton County, Minnesota, described as follows:

Commencing at the Center Quarter corner of said Section 23; thence on an assumed bearing of North 89 degrees 57 minutes 46 seconds West, along the East and West quarter section line of said Section 23 for a distance of 515.00 feet to the point of intersection with the Southerly extension of the West right-of-way line of Second Street; thence South 05 degrees 24 minutes 46 seconds East for a distance of 154.89 feet to the point of Intersection with a line parallel with and distant 154.19 feet South of the North line of the Southwest Quarter of said Section 23, said point being the Point of Beginning of the tract of land herein described; thence North 89 degrees 57 minutes 46 seconds West, parallel with said North line of the Southwest Quarter for a distance of 56.81 feet to the easterly right-of-way line of Minnesota Trunk Highway 33; thence North 19 degrees 44 minutes 54 seconds West, along said easterly right-of-way line of Minnesota Trunk Highway 33 for a distance of 41.65 feet to the point of intersection with a line parallel with and distant 115.00 feet south of the North line of the Southwest Quarter of said Section 23; thence South 89 degrees 57 minutes 46 seconds East, along said line parallel with and distant 115.00 feet south of the North line of the Southwest Quarter for a distance of 36.20 feet; thence South 00 degrees 02 minutes 14 seconds West for a distance of 14.30 feet; thence South 89 degrees 57 minutes 46 seconds East, along a line parallel with said North line of the Southwest Quarter for a distance of 32.34 feet; thence South 05 degrees 24 minutes 46 seconds East for a distance of 25.00 feet to the Point of Beginning.

Said parcel contains 1,977 square feet, more or less.

I hereby certify that this plan, specification, or report was prepared by me, or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

DATE: 2-28-15

David R. Evans

David R. Evans License No. 49505

EXHIBIT B

ALTA

LAND SURVEY COMPANY

• LAND SURVEYING PHONE: 218-722-5211
 • LAND DEVELOPMENT FAX: 218-722-5758
 • PLATTING LICENSED IN MN & WI
 • LEGAL DESCRIPTIONS CERTIFIED FEDERAL SURVEYOR
 • CONSTRUCTION STAKING WWW.ALTA-SURVEYORS.COM

I hereby certify that this plan, specification, or report was prepared by me, or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

DATE: 2-28-15

David R. Evans

David R. Evans License No. 49505

EXHIBIT C

ALTA

LAND SURVEY COMPANY

• LAND SURVEYING PHONE: 218-722-5211
 • LAND DEVELOPMENT FAX: 218-722-5758
 • PLATTING LICENSED IN MN & WI
 • LEGAL DESCRIPTIONS CERTIFIED FEDERAL SURVEYOR
 • CONSTRUCTION STAKING WWW.ALTA-SURVEYORS.COM

DONATION OF CEILING TILES FROM USG INTERIORS, LLC

MOTION: Councilor Langley moved and Councilor Rock seconded the motion to adopt **RESOLUTION NO. 15-15, RESOLUTION ACCEPTING THE DONATION OF CEILING TILES FROM USG INTERIORS, LLC.** The motion carried unanimously (7-0).

WHEREAS, The City of Cloquet is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes, Section 465.03, for the benefit of its citizens; and

WHEREAS, The City has received an offer from USG Interiors, LLC to donate ceiling tiles to the Public Safety building; and

WHEREAS, Such donation is being contributed to assist the City in its provision of City services as allowed by law; and

WHEREAS, The City Council finds it is appropriate to accept the donation offered.

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

1. The donation described above is accepted and shall be used for the provision of City services, as allowed by law.
2. The City Administrator is hereby directed to issue "receipt to the donor" acknowledging the City's receipt of USG Interiors donation and to acknowledge its gratitude for the donation.

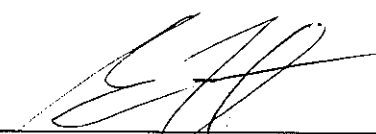
PUBLIC COMMENTS

There were none.

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



REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James R. Prusak, Director of Public Works
Reviewed by: Brian Fritsinger, City Administrator 
Date: February 24, 2015

ITEM DESCRIPTION: Approving final special 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 hold the public hearing on this matter to consider any objections to the final assessment and following the hearing move to adopt **RESOLUTION NO. 15-18, ADOPTING ASSESSMENTS FOR THE IMPROVEMENT OF 22ND STREET FROM PROSPECT AVENUE TO CARLTON AVENUE AND ALSO THE IMPROVEMENT OF SELMSERS AVENUE FROM 20TH STREET TO 22ND STREET.**

Background/Overview

A Public Hearing on the proposed improvement of 22nd Street from Prospect Avenue to Carlton Avenue and also the improvement of Selmsers Avenue from 20th Street to 22nd Street 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. This project included the replacement of existing sanitary sewer and water utilities as well as the reconstruction of the two streets to include a new storm sewer system, 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 final assessment roll for the improvement has been prepared and in accordance with MN Statutes Chapter 429 the City Council gave notice of a Public Hearing to be held on March 3, 2015 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.

The final assessment roll includes 58 individual property parcels and the total proposed assessment is approximately \$250,955.

Special assessments are a charge imposed on properties for a particular improvement that benefits the owners of those selected properties. The authority to use special assessments to finance public infrastructure improvements originates in the State constitution and has been upheld by the Courts as a reasonable method to finance public improvements.

To the Mayor and City Council
Final Assessments - 22nd St. and Selmser Ave.
February 24, 2015
Page 2

The City has received a number of calls regarding the proposed assessments. To date, the City has received no formal letters of objections to the proposed assessments.

Policy Objectives

To adopt a final assessment roll for the completed improvement in accordance with current City Code Chapter 12 and in accordance with State Statutes Chapter 429.

Financial/Budget/Grant Considerations

The total cost of the final improvement was \$1,192,000. The proposed assessment roll totals \$250,955 (21% of the total project cost) 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. The assessments are based upon \$3,080 per connection for water and sewer utilities and \$23.10 per front foot of property owned for street/curb improvements. This compares to last year's projects whereby on 18th Street property owners were assessed \$23.50 for street and \$2,380 for utility connections. Skyline Boulevard was assessed at \$22.62. The proposed assessments are for ten years with an interest rate of 8%.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- Resolution No. 15-18.
- Final Project Assessment Roll.

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

RESOLUTION NO. 15-18

**RESOLUTION ADOPTING ASSESSMENTS FOR THE IMPROVEMENT OF 22ND
STREET FROM PROSPECT AVENUE TO CARLTON AVENUE AND ALSO THE
IMPROVEMENT OF 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 Selmsers Avenue from 20th Street to 22nd Street, including the replacement of existing sanitary sewer and water mains; and

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

WHEREAS, Due notice was given that said special assessments would be considered by the City Council at its meeting to be held on March 3, 2015, and at said meeting and time all parties interested would be given an opportunity to be heard; and

WHEREAS, The City Council has met and heard and passed upon all objections to the proposed assessment.

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

1. Such assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefitted by the improvement in the amount of the assessment levied against it.
2. Said assessments shall be payable in equal annual installments extending over a period of ten (10) years and shall bear interest at a rate of eight percent (8%) per annum from April 3, 2015. Property owners may prepay the entire assessment, or any portion of it, to the City of Cloquet without interest prior to April 3, 2015. Any principal not paid by November 30th of each year, will be certified along with accrued interest to the Carlton County Auditor for collection with the Real Estate Taxes payable over the period stated above.

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

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

2014 22nd Street - Prospect Avenue to Carlton Ave Selmser Ave - 20th St to 22nd St

Bituminous Pavement and Utility Reconstruction
City Contract No. 1038

Final Project Assessment Roll

<u>Property Owner</u>	<u>Description</u>	<u>Parcel No.</u>	<u>Final Assessment</u>				
			<u>Street</u>	<u>Street</u>	<u>Utilities</u>	<u>Total Assessment</u>	
<u>Carlson's Addition (Plat 025)</u>							
Jeffrey Schanz 345 20th St Cloquet, MN 55720	Lot 4, Block 1	06-025-0080 20th St. Side Selmser Side		\$0.00 \$0.00	None	None	The majoring of this lot is beyond the anticipated construction limits and will not be assessed.
Patricia M Oist 346 20th St Cloquet, MN 55720	Lot 4, Block 2	06-025-0160 20th St. Side Selmser Side	49.30 110.03	\$847.23	None	\$847.23	Water and sewer off of 20th Street. 1/3rd Long side only.
Darren L Colemer 345 21st St. Cloquet, MN 55720	Lot 8, Block 2	06-025-0240 21st St. Side Selmser Side	54.80 110.03	\$847.23	None	\$847.23	Water and sewer off of 20th Street. 1/3rd Long side only.
Mark Larson 346 21st St. Cloquet, MN 55720	Lot 4, Block 3	06-025-0320 21st St. Side Selmser Side	56.20 102.20	\$786.94	None	\$786.94	Water and sewer off of 20th Street. 1/3rd Long side only.
<u>County Auditors Subdivision #6 (Plat 075)</u>							
Patsy Zollar 2140 Carlton Ave. Cloquet, MN 55720	Part of Lot 1	06-075-0040 22nd St Side	63.00	\$1,455.30	\$1,110.00 Sewer Only.	\$2,565.30	Property was assessed for water with 2005 Carlton Project.
David J. Bjerkness 2134 Carlton Ave. Cloquet, MN 55720	Part of Lot 1	06-075-0060	no frontage		\$1,110.00 Sewer Only.	\$1,110.00	Property was assessed for water with 2005 Carlton Project.
Kelly Bonk 303 22nd St Cloquet MN 55720	Part of Lot 1 Part of Lot 2 Part of Lot 2	06-075-0080 06-075-0100 06-075-0120	14.00 49.00 14.00	\$323.40 \$1,131.90 \$323.40	\$3,080.00	\$4,858.70	
Regina Krueger 305 22nd St. Cloquet, MN 55720	Lot 6	06-075-0200	82.00	\$1,894.20	\$3,080.00	\$4,974.20	
Robert M. Francisco 1109 S. Oak St. Cloquet, MN 55720	S 6 FT OF LOT 1	06-075-0201					No assessment.

**2014 22nd Street - Prospect Avenue to Carlton Ave
Selmser Ave - 20th St to 22nd St**

Bituminous Pavement and Utility Reconstruction
City Contract No. 1038

Final Project Assessment Roll

Property Owner	Description	Parcel No.	Final Assessment				
			Street	Street	Utilities	Total Assessment	
County Auditors Subdivision #6 (Plat 075) Continued							
Michael & Tammy Martin 307 22nd St. Cloquet, MN 55720	Lot 7	06-075-0220	50.00	\$1,155.00	\$3,080.00	\$4,235.00	
Douglas C. Merrill Jr. 334 7th St. Cloquet, MN 55720 (309 22nd St.)	Lot 8	06-075-0240	66.00	\$1,524.60	\$3,080.00	\$4,604.60	
Rodney & Cheryl Hicks 2700 Saint Charles Dr. Mansfield, TX 76063 (311 22nd St.)	Lot 9	06-075-0260	66.00	\$1,524.60	\$3,080.00	\$4,604.60	
Melissa Lachappelle 21 1/2 - 15th St Cloquet, MN 55720 (313 22nd St)	Lot 10	06-075-0280	66.00	\$1,524.60	\$3,080.00	\$4,604.60	USDA Rural Dev.
Darlene Perry 2111-1/2 Selmser Ave. Cloquet, MN 55720 cc: Darlene Battoe 1277 St. Andrew Dr Dunedin, FL 34698	W 1/2 Lot 11	06-075-0300	no frontage	\$0.00	\$3,080.00	\$3,080.00	Sewer and water off Selmser.
Briana Cowell 315 22nd St. Cloquet, MN 55720	E 1/2 Lot 11	06-075-0320	66.00	\$1,524.60	\$3,080.00	\$4,604.60	
Corey B. & Christina Lebrasseur 321 22nd St. Cloquet, MN 55720	Lot 12 Ex W 50 ft.	06-075-0340	100.30 22nd St Side 115.00 Selmser Side	\$2,316.93 \$1,869.50	\$3,080.00	\$7,266.43	Corner lot. Added 12.3 Ton Driveway Bituminous.
Stuart E. Erickson 2117 Selmser Ave. Cloquet, MN 55720	Lot 12 W 50 ft.	06-075-0360	50.00	\$1,155.00	\$3,080.00	\$4,235.00	
Spencer Thorman 2115 Selmser Ave Cloquet MN 55720	E 50 Ft. Lot 13	06-075-0380	50.00	\$1,155.00	\$3,080.00	\$4,235.00	

**2014 22nd Street - Prospect Avenue to Carlton Ave
Selmser Ave - 20th St to 22nd St**

Bituminous Pavement and Utility Reconstruction
City Contract No. 1038

Final Project Assessment Roll

<u>Property Owner</u>	<u>Description</u>	<u>Parcel No.</u>	<u>Street</u> Frontage	<u>Final Assessment</u>			
				<u>Street</u>	<u>Utilities</u>	<u>Total Assessment</u>	
<u>County Auditors Subdivision #6 (Plat 075) Continued</u>							
James & Julie Lundberg 2113 Selmser Ave. Cloquet, MN 55720	W 115 Lot 13	06-075-0400	115.00	\$2,656.50	\$3,080.00	\$5,736.50	
Sandra K. & Daniel R. Green 2111 Selmser Ave. Cloquet, MN 55720	S 1/2 Lot 14	06-075-0440	66.00	\$1,524.60	\$3,080.00	\$4,604.60	
Cody & Terrie Ramsey 2109 Selmser Ave. Cloquet, MN 55720	Lot 21	06-075-0600	66.00	\$1,524.60	\$3,080.00	\$4,604.60	
<u>County Auditors Subdivision #26 (Plat 090)</u>							
Eric J. Miller 501 22nd St. Cloquet, MN 55720	E 180 Ft Lot 1	06-090-0025				No assessment.	
<u>Huseby's Addition (Plat 160)</u>							
Prosen Properties, LLC 82 Church Rd. Esko, MN 55733 (1914 Selmser Ave.)	E 61 Ft of Lots 1,2,3 Block 4	06-160-0580	61.00	\$1,409.10	\$3,080.00	\$4,489.10	
Andrew M. Patenaude 2114 Selmser Ave. Cloquet, MN 55720	E 50 Ft of W1/2 of Lots 1 & 2 Block 5 W 50 Ft of Lots 1 & 2, Block 5	06-160-1080 06-160-1120	50.00 50.00	\$1,155.00 \$1,155.00	\$3,080.00	\$5,390.00	
Johnson Marketplace Properties, LLC 7 Andrea Ave. Esko, MN 55733	E 1/2 Lot 1, Block 5 Vacant Lot - SW Corner 22nd & Selmser	06-160-1100 Selmser Side 22nd St Side	100.00 50.00	\$770.00 \$1,155.00	\$3,080.00	\$5,005.00	Corner Lot. Stubbed in Water & Sewer Service at Owner's request.
Barbara J. Powell 405 22nd St. Cloquet, MN 55720	E 100 Ft of Lot 2, Block 5	06-160-1140	50.00	\$1,155.00	\$3,080.00	\$4,235.00	
Melanie Stoddard 409 22nd St. Cloquet, MN 55720	Lot 3, Block 5	06-160-1160	50.00	\$1,155.00	\$3,080.00	\$4,235.00	

**2014 22nd Street - Prospect Avenue to Carlton Ave
Selmser Ave - 20th St to 22nd St**

Bituminous Pavement and Utility Reconstruction
City Contract No. 1038

Final Project Assessment Roll

Property Owner	Description	Parcel No.	Street Frontage	Final Assessment			
				Street	Utilities	Total Assessment	
<u>Huseby's Addition (Plat 160) Continued</u>							
Jeremiah Opland 413 22nd St. Cloquet, MN 55720	Lot 4, Block 5 Lot 5, Block 5	06-160-1180 06-160-1200	50.00 50.00	\$1,155.00 \$1,155.00	\$3,080.00	\$5,390.00	
Earl W. & Brandi M. Nordin 421 22nd St. Cloquet, MN 55720	Lot 6, Block 5	06-160-1220	51.80	\$1,196.58	\$3,080.00	\$4,276.58	
John F. Jr. & Debra J. Keith 2112 Selmser Ave. Cloquet, MN 55720	E 1/2 Lot 7, Block 5	06-160-1240	50.00	\$1,155.00	\$3,080.00	\$4,235.00	
Paul & Kirsten Vance 2110 Selmser Ave. Cloquet, MN 55720	W 1/2 Lot 7 & E 25 Ft Lot 8, Block 5	06-160-1260	75.00	\$1,732.50	\$3,080.00	\$4,812.50	
Richard E. & Michelle L. Barney 2106 Selmser Ave. Cloquet, MN 55720	E 68 Ft of W 75 Ft Lot 8, Block 5	06-160-1285	68.00	\$1,570.80	\$3,080.00	\$4,650.80	
Joanne Marie Wappes 2104 Selmser Ave. Cloquet, MN 55720	W 7 Ft Lot 8 & E 61 Ft of Lot 9, Block 5	06-160-1320	68.00	\$1,570.80	\$3,080.00	\$4,650.80	
Maria E. Marzolf 2102 Selmser Ave. Cloquet, MN 55720	N 100 Ft of W 39 Ft Lot 9 & E 15 Ft Lot 10, Block 5	06-160-1380	54.00	\$1,247.40	\$3,080.00	\$4,327.40	
Joshua Hudspith 412 21st St. Cloquet, MN 55720	S 100 Ft of W 39 Ft Lot 9 & E 15 Ft Lot 10, Block 5	06-160-1400	no frontage	\$0.00	\$1,970.00 Water Only.	\$1,970.00	
Louis H. Foss 2010 Selmser Ave. Cloquet, MN 55720	W 54 Ft of Lot 10, Block 5	06-160-1460	54.00	\$1,247.40	None	\$1,247.40	Water & Sewer off 21st.
David and Ashley Wallin 2002 Selmser Ave. Cloquet, MN 55720	W 65 Ft of Lots 11 12 & 13, Block 5	06-160-1500	65.00	\$1,501.50	\$3,080.00	\$4,581.50	

2014 22nd Street - Prospect Avenue to Carlton Ave Selmser Ave - 20th St to 22nd St

Bituminous Pavement and Utility Reconstruction
City Contract No. 1038

Final Project Assessment Roll

Property Owner	Description	Parcel No.	Street Frontage	Final Assessment		
				Street	Utilities	Total Assessment
<u>Huseby's Addition (Plat 160) Continued</u>						
Jay & Joanne Gamache 2006 Selmser Ave. Cloquet, MN 55720	E 66.2 Ft of E 131.2 Ft of Lots 11 12 13, Block 5	06-160-1520	66.20	\$1,529.22	\$3,080.00	\$4,609.22
Steven B. Jacksie 3117 Magney Dr. Cloquet, MN 55720 (2004 Selmser Ave.)	W 65 Ft of E 131.2 Ft of Lots 11 12 13, Block 5	06-160-1540	65.00	\$1,501.50	\$3,080.00	\$4,581.50
<u>Industrial Addition (Plat 165)</u>						
Milton N. & Marilyn K. Hagen 328 22nd St. Cloquet, MN 55720	W 130 Ft of S 67 Ft Lot 1, Block 1	06-165-0020 22nd St Side	67.00	\$1,547.70	\$1,970.00 Water Only.	\$3,517.70
Kathryn T. Plewa 324 22nd St. Cloquet, MN 55720	W 130 Ft of N 60 Ft Lot 1, Block 1	06-165-0080	60.00	\$1,386.00	\$3,080.00	\$4,466.00
Debra J. Cooley 1329 N 57th Ave W Duluth MN 55807 (322 22nd St)	S 1/2 Lot 2, Block 1	06-165-0140	66.00	\$1,524.60	\$3,080.00	\$4,604.60
Harry W. & Linda J. Crumpton 318 22nd St. Cloquet, MN 55720	N 182 Lot 2, Block 1	06-165-0160	66.00	\$1,524.60	\$3,080.00	\$4,604.60
Jill M. Bartle 316 22nd St. Cloquet, MN 55720	Ex N 55 Ft Lot 3, Block 1	06-165-0180	77.00	\$1,778.70	\$3,080.00	\$4,858.70
Joseph Miller 312 22nd St. Cloquet, MN 55720	N 55 Ft Lot 3, Block 1	06-165-0200	55.00	\$1,270.50	\$3,080.00	\$4,350.50
James A. & Wilma A. Jaakola 310 22nd St. Cloquet, MN 55720	S 12 Ft Lot 4, Block 1	06-165-0220	12.00	\$277.20	\$1,970.00 Water Only.	\$2,247.20
Marcella Kalenda 308 22nd St. Cloquet, MN 55720	S 60 Ft of N 120 Ft Lot 4, Block 1	06-165-0260	60.00	\$1,386.00	\$3,080.00	\$4,466.00

**2014 22nd Street - Prospect Avenue to Carlton Ave
Selmser Ave - 20th St to 22nd St**

Bituminous Pavement and Utility Reconstruction
City Contract No. 1038

Final Project Assessment Roll

Property Owner	Description	Parcel No.	Street Frontage	Final Assessment			
				Street	Utilities	Total Assessment	
<u>Industrial Addition (Plat 165) Continued</u>							
Jamie Barnick Attn: Jamie Hegg 306 22nd St. Cloquet, MN 55720	N 60 Ft of N 120 Ft Lot 4, Block 1	06-165-0280	60.00	\$1,386.00	\$3,080.00	\$4,466.00	
Marlen & Arnela Salo 2202 Carlton Ave. Cloquet, MN 55720	W 90 Ft. Lot 5, Block 1	06-165-0300	86.50	\$1,998.15	\$3,080.00	\$5,078.15	
<u>Industrial Addition (Plat 165) Continued</u>							
Dustin Battalion 414 22nd St Cloquet MN 55720	Ex S 50 Ft of Lot 3 for Rdwy Purposes, Block 2	06-165-0820	82.00	\$1,894.20	\$3,080.00	\$4,974.20	
Gladys B. Skaarnes 412 22nd St. Cloquet, MN 55720	Ex N 60 Ft of W 150 Ft Lot 4, Block 2	06-165-0900	72.00	\$1,663.20	\$3,080.00	\$4,743.20	
Christopher J. & Shana Anderson 408 22nd St. Cloquet, MN 55720	N 60 Ft of W 255 Ft Lot 4, Block 2	06-165-0920	60.00	\$1,386.00	\$3,080.00	\$4,466.00	
Johnson Marketplace Properties LLC 7 Andrea Ave Esko MN 55733 (402 22nd St)	N 13.5 Ft of S 63.5 Ft Lot 5 N 63.5 Ft of W 130 Ft Lot 5 Block 2	06-165-0980 06-165-1000	13.50 63.50	\$311.85 \$1,466.85	\$3,080.00	\$4,858.70	
Brian Nickerson 404 22nd St. Cloquet, MN 55720	S 50 Ft of W 130 Ft Lot 5, Block 2	06-165-0985	50.00	\$1,499.00	\$3,080.00	\$4,579.00	Added 4.3 Ton Driveway Bituminous.
<u>Unplatted Section 24 (Plat 230)</u>							
Judy A. Esala PO Box 8117 Madeira Beach, FL 33738 (425 - 22nd Street)	Com NE cor of N 2 ac of S1/2 SE1/4 of SE1/4	06-230-3100	50.00	\$1,155.00	\$3,080.00	\$4,235.00	

**2014 22nd Street - Prospect Avenue to Carlton Ave
Selmser Ave - 20th St to 22nd St**

Bituminous Pavement and Utility Reconstruction
City Contract No. 1038

Final Project Assessment Roll

Property Owner	Description	Parcel No.	Street Frontage	Final Assessment			
				Street	Utilities	Total Assessment	
<u>Subd. Of Outlot and Lots 1&2 (Plat 170)</u>							
Leonard A. Beck 260 Hwy 61 E Esko, MN 55733 (430 22nd St.)	Lot 1	06-170-0020	132.00	\$3,049.20	\$3,080.00	\$6,129.20	
Kathy M. Christopherson 426 22nd St. Cloquet, MN 55720	N 1/2 Lot 2 & S 14 Ft of Lot 3	06-170-0040	80.00	\$1,848.00	\$3,080.00	\$4,928.00	
Patricia L. Carl 428 22nd St. Cloquet, MN 55720	S 1/2 Lot 2	06-170-0045	66.00	\$1,964.60	\$3,080.00	\$5,044.60	Added 5.5 Ton Driveway Bituminous.
Carol G. Reitz 724 Hantz Rd Cloquet, MN 55720 (420 22nd St.)	Ex S 14 Ft of Lot 3	06-170-0060	66.00	\$1,524.60	\$3,080.00	\$4,604.60	
<u>Mullen's Addition (Plat 265)</u>							
Delores J. Calverly 429 22nd St. Cloquet, MN 55720	Lot 13	06-265-0260	60.80	\$1,404.48	\$3,080.00	\$4,484.48	
Faith E. Sloan 433 22nd St. Cloquet, MN 55720	Lot 14	06-265-0280	66.00	\$1,524.60	\$3,080.00	\$4,604.60	

**2014 22nd Street - Prospect Avenue to Carlton Ave
Selmser Ave - 20th St to 22nd St**

Bituminous Pavement and Utility Reconstruction
City Contract No. 1038

Final Project Assessment Roll

<u>Property Owner</u>	<u>Description</u>	<u>Parcel No.</u>	<u>Street</u> Frontage	<u>Final Assessment</u>		
				<u>Street</u>	<u>Utilities</u>	<u>Total Assessment</u>
<u>Oswald's Addition (Plat 310)</u>						
Leroy H. & Carol A. Bergstrom 437 22nd St. Cloquet, MN 55720	Lot 1	06-310-0020	107.00	\$2,471.70	\$3,080.00	\$5,551.70

Total Assessed Frontage ----- 4287.16

Final Project Assessment Roll

	<u>Street</u>	<u>Utilities</u>	<u>Total Assessment</u>
Total Assessed Amount -----	\$88,824.66	\$162,130.00	\$250,954.66

Assessment Payment Breakdown:	Curb	\$ 6.44	Per FF
	Bituminous	16.66	
Based on Ulland Bid Prices plus 12% Engineering		\$ 23.10	Per FF
Water & Sewer Utility Reconstruction		\$ 3,080	Per Connection
		(Based on 66' @ \$46.63/Ft)	

The above numbers are based on Ulland Brothers bid. 07/01/04

\$3,077.58

Approved By Council

Street
Water

**2014 22nd Street - Prospect Avenue to Carlton Ave
Selmser Ave - 20th St to 22nd St**

Bituminous Pavement and Utility Reconstruction
City Contract No. 1038

Copies of the March 3rd letter to 22nd Street and Selmser Avenue Property Owners were also mailed to the following tenants or renters to advise them of the upcoming project.

TENANTS

<u>Name</u>	<u>Address</u>	<u>City State Zip</u>
Jaimie Rostollan	345 - 20th St.	Cloquet, MN 55720
Jeannette Merrill	309 - 22nd St.	Cloquet, MN 55720
Bruce & Joan Nordin	311 - 22nd St.	Cloquet, MN 55720
Jon Murphy	2115 Selmser /	Cloquet, MN 55720
Bonny Gorder	1914 Selmser /	Cloquet, MN 55720
Gerald Borske	2004 Selmser /	Cloquet, MN 55720

Please also mail copies of all future correspondence to:


Darlene Battoe
1277 St. Andrew Dr
Dunedin, FL 34698
(Here mother lives at 2111-1/2 Selmser)
1-727-738-2815



DEPARTMENT OF PUBLIC WORKS

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-6758 • Fax: 218-879-6555
Street - Water - Sewer - Engineering
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James R. Prusak, Director of Public Works
Reviewed by: Brian Fritsinger, City Administrator 
Date: February 24, 2015

ITEM DESCRIPTION: Approving final special assessments for the Paving Improvement to White Pine Trail from Spring Lake Road to Trettel Lane and also Trettel Lane from White Pine Trail to Airport Road.

Proposed Action

Staff recommends the City Council hold the public hearing on this matter to consider any objections to the final assessment and following the hearing move to remove the proposed assessment for the parcel objected by Annette and Richard Keihn for additional investigation and review at the March 17, 2015 Council meeting and to adopt **RESOLUTION NO. 15-19, ADOPTING ASSESSMENTS FOR THE IMPROVEMENT OF WHITE PINE TRAIL FROM SPRING LAKE ROAD TO TRETTEL LANE AND ALSO TRETTEL LANE FROM WHITE PINE TRAIL TO AIRPORT ROAD.**

Background/Overview

A Public Hearing on the proposed paving improvement to White Pine Trail from Spring Lake Road to Trettel Lane and also Trettel Lane from White Pine Trail to Airport Road 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. This project included the improvement of these two roadways with a 24 foot wide bituminous pavement and 2 to 4 foot wide gravel shoulders. 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 final assessment roll for the improvement has been prepared and in accordance with MN Statutes Chapter 429 the City Council gave notice of a Public Hearing to be held on March 3, 2015 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.

The final assessment roll includes 16 individual property parcels and the total proposed assessment is approximately \$83,032.

Special assessments are a charge imposed on properties for a particular improvement that benefits the owners of those selected properties. The authority to use special assessments to finance public infrastructure improvements originates in the State constitution and has been upheld by the Courts as a reasonable method to finance public improvements.

To the Mayor and City Council
Final Assessments - White Pine Trail and Trettel Lane
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Page 2

The City has received one formal letter from Annette and Richard Kiehn, 1014 Pinewood Drive, objecting to the assessment. The City is required to hear and consider all objections of the proposed assessment, whether presented orally or in writing. No one can formally object to, or appeal, the amount of an assessment unless the owner signs a written objection and files it with the City prior to the assessment hearing or presents it to the presiding officer at the hearing.

Property owners subject to the proposed special assessment must be informed of this requirement in the mailed notice. They should also be reminded of the requirement at the hearing itself.

Any objections to the assessments not received at the public assessment hearings in the manner described above are waived, unless the failure to object at the hearing is due to “reasonable cause.”

In the case of the Kiehn objection, staff would recommend that the City Council remove this assessment from the proposed assessment roll for consideration at the next Council meeting. This would allow for additional investigation into the objection.

Policy Objectives

To adopt a final assessment roll for the completed improvement in accordance with current City policy and in accordance with State Statutes.

Financial/Budget/Grant Considerations

The total cost of the final improvement was \$350,400. The proposed assessment roll totals \$83,032 (23.7% of the total project cost) 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. The assessments are based upon \$16.70 per front foot of property owned for only street improvements. This compares to last year’s projects whereby on 18th Street property owners were assessed \$23.50 for street/curb improvements and Skyline Boulevard was assessed at \$22.62. The proposed assessments are for ten years with an interest rate of 8%.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- Resolution No. 15-19.
- Final Project Assessment Roll.
- Letter from Annette & Richard Keihn.

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

RESOLUTION NO. 15-19

RESOLUTION ADOPTING ASSESSMENTS FOR THE IMPROVEMENT OF WHITE PINE TRAIL FROM SPRING LAKE ROAD TO TRETTEL LANE AND ALSO TRETTEL LANE FROM WHITE PINE TRAIL TO AIRPORT ROAD

WHEREAS, In 2014, the City Council received an engineering study to improve and install bituminous pavement on White Pine Trail from Spring Lake Road to Trettel Lane and also Trettel Lane from White Pine Trail to Airport Road; and

WHEREAS, The Cloquet City Council on April 15, 2014, held a hearing to consider the improvement of these sections of White Pine Trail and Trettel Lane; 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; and

WHEREAS, Due notice was given that said special assessments would be considered by the City Council at its meeting to be held on March 3, 2015, and at said meeting and time all parties interested would be given an opportunity to be heard; and

WHEREAS, The City Council has met and heard and passed upon all objections to the proposed assessment.

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

1. Such assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefitted by the improvement in the amount of the assessment levied against it.
2. Said assessments shall be payable in equal annual installments extending over a period of ten (10) years and shall bear interest at a rate of eight percent (8%) per annum from April 3, 2015. Property owners may prepay the entire assessment, or any portion of it, to the City of Cloquet without interest prior to April 3, 2015. Any principal not paid by November 30th of each year, will be certified along with accrued interest to the Carlton County Auditor for collection with the Real Estate Taxes payable over the period stated above.

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

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

**2014 White Pine Trail Paving
City Contract No. 1043**

Property Owners

Unplatted Sections 27 and 28 (Plat 06-510-)

<u>Property Owner</u>	<u>Description</u>	<u>Parcel No.</u>	<u>Frontage</u>	<u>Final Assessment</u>
City of Cloquet		06-510-6170 06-510-6190	2640 1320	No Assessment
Scott & Betty Lingren 1539 White Pine Trail Cloquet, Mn. 55720	SW1/4 of NW1/4 of NE1/4 ex W'ly 281.50 ft Sec. 27-49-17	06-510-6184	330	\$ 5,511.00
Marty Ketola 1525 White Pine Trail Cloquet, MN 55720	E1/2 of SE1/4 Sec 27-49-17	06-510-6185	330	\$ 5,511.00
Richard & Annette Kiehn 1014 Pinewood Dr Cloquet, MN 55720	S1/2 of N1/2 of Govt Lt 2 & W'ly 281.50' Sec 27-49-17	06-510-6186	330	\$ 5,511.00 May have argument that paving does not improve value of property.
Keith & Colleen Bassett PO Box 223 Cloquet, MN 55720 (1531 White Pine Trail)	W1/2 SE1/4 NW1/4 NE1/4 Sec 27-49-17	06-510-6187	330	\$ 5,511.00
Fond du Lac Band of Chippewa Indian 1720 Big Lake Road Cloquet, MN 55720	Govt Lot 7 or NE1/4 NW1/4 ex NE1/4 of NE1/4 Sec 27-19-17	06-510-6240	1220	\$ 20,374.00
Paul Gassert, County Auditor 301 Walnut Avenue Carlton, MN 55718		06-510-6260 06-510-6270 06-510-6478	2640 660	No Assessment

**2014 White Pine Trail Paving
City Contract No. 1043**

Property Owners

Jolicouer Trails (Plat 06-675-)

<u>Property Owner</u>	<u>Description</u>	<u>Parcel No.</u>	<u>Frontage</u>	
Mark H. & Janet Anderson 1598 White Pine Trail Cloquet, MN 55720	Lot 1, Block 1	06-675-0020	222.57	\$ 3,716.92
Jolicouer Trails Inc 5351 Lester River Rd. Duluth, MN 55804	Lot 2, Block 1	06-675-0040	225.57	\$ 3,767.02
William C. & Colleen Mason 1580 White Pine Trail Cloquet, MN 55720	Lot 1, Block 2	06-675-0060	225.57	\$ 3,767.02
AFC Properties LLC PO Box 351 Poplar, WI 54864	(1576 White Pine Trail) Lot 2, Block 2	06-675-0080	225.57	\$ 3,767.02
Daniel & Katie Danielson 1572 White Pine Trail PO Box 332 Cloquet, MN 55720	Lot 3, Block 3	06-675-0100	225.57	\$ 3,767.02
Thomas J. & Karin Sabyan 1568 White Pine Trail Cloquet, MN 55720	Lot 4, Block 3	06-675-0120	225.57	\$ 3,767.02
Mark & Betty Zacher 1564 White Pine Trail Cloquet, MN 55720	Lot 5, Block 3	06-675-0140	225.57	\$ 3,767.02

**2014 White Pine Trail Paving
City Contract No. 1043**

Property Owners

Jolicouer Trails (Plat 06-675-)

<u>Property Owner</u>	<u>Description</u>	<u>Parcel No.</u>	<u>Frontage</u>		
Francis Morris 1560 White Pine Trail Cloquet, MN 55720	Lot 6, Block 2	06-675-0160	225.57	\$	3,767.02
Jeffrey H. & Rachel Johnson 1556 White Pine Trail Cloquet, MN 55720	Lot 7, Block 2	06-675-0180	225.57	\$	3,767.02
Steven P. Dahnke 1552 White Pine Trail Cloquet, MN 55720	Lot 8, Block 2	06-675-0200	208.45	\$	3,481.12

Green Acres Addition (Plat 06-665-)

<u>Property Owner</u>	<u>Description</u>	<u>Parcel No.</u>	<u>Frontage</u>			
Mark & Karen Rosen 1604 Airport Road Cloquet, MN	Lot 1, Block 1	06-665-0020	589.30	\$	3,280.44	(1/3rd frontage)

Total Assessment ----- \$ 83,032.62

Final Assessment based on \$16.70/FF.

Others To Notify

Jason Hollinday
FDL Planning Department
1720 Big Lake Road
Cloquet, MN 55720

2/17/15

City of Cloquet
1307 Cloquet Ave.
Cloquet, MN 55720

Dear Mr. Fritsinger

I am writing to you and the City of Cloquet to object on behalf of being assessed for the new road improvements on White Pine Trail.

Reasons:

1 – We access our property from the top of our five acres on Pinewood Dr. and had to pay our neighbor Gail Clark a \$1,000 to use the top part of her drive way when we first bought the property.

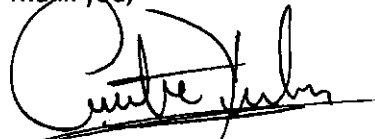
2- We built on the top part of our property because there is such a steep grade therefore it would not have been feasible to add that long of a driveway. In addition we had concerns in the winter getting up that steep of a drive way.

3- There is certainly not a benefit to us since we have no way of using that road to access our house and/or garages.

4- To us it is more of a burden, now the speed of the traffic is twice as fast and being used by more people. The amount of garbage being tossed down there is obscene; every year the neighbors on that road have a cleaning day because of all the garbage that is tossed out and now it's even worse.

I am requesting that you please take these reasons into consideration and not assess someone \$5,511 who will never use or benefit from the upgrade of White Pine trail.

Thank you,

A handwritten signature in black ink, appearing to read "Annette & Richard Kiehn". The signature is written in a cursive style with a large initial "A" and "R".

Annette & Richard Kiehn



ADMINISTRATIVE OFFICES

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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 (B)
Date: February 20, 2015

ITEM DESCRIPTION: Supporting Dedicated State Funding for City Streets

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 15-17, A RESOLUTION SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS.**

Background/Overview

The League of Minnesota Cities (LMC) Board of Directors adopted a resolution on February 19 demonstrating support for new dedicated state funding for City streets. The resolution which is aimed at formalizing a directive enacted by the Board in January supports “an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA (municipal state aid) city street maintenance, construction and reconstruction.”

The LMC is asking its member cities to consider the adoption of a similar resolution to encourage the Legislature to dedicate a sustainable funding stream outside of the constitutional formula for city streets. Even with lobbying, support in recent years has not resulted in more discretionary transportation funds being made available for cities. Counties have secured additional funding through the wheelage tax and local option sales tax programs. Carlton County recently implemented such a program.

Currently, 84 percent of city streets on average in Minnesota are funded with property taxes and special assessments. Further, when state and county highway investments occur, cities have the added burden of cost participation, which diverts dollars from city streets.

The City Council is under no obligation to pass the attached resolution. The LMC has asked for our support with the bill and with our area legislators.

Policy Objectives

The City has identified the financial difficulties in financing improvements to its various infrastructure as one its greatest challenges looking to the future. The support of legislation that would provide additional funding to Cities would provide benefit to the residents of the community if such additional funding became available.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution No. 15-17.

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

RESOLUTION NO. 15-17

**A RESOLUTION SUPPORTING DEDICATED
STATE FUNDING FOR CITY STREETS**

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 19,000 miles—or 13 percent—are owned and maintained by Minnesota’s 852 cities; and

WHEREAS, over 80 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city—large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority—and therefore taxpayers—save seven dollars in repairs; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies in order to meet growing demands for street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, that the City of Cloquet supports an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA city street maintenance, construction and reconstruction.

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

ATTEST:

Dave Hallback, Mayor

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: February 25, 2015

ITEM DESCRIPTION: Set Public Hearing date on Proposed 2015 Improvement 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.

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION 15-20, SETTING PUBLIC HEARING DATE ON THE PROPOSED 2015 IMPROVEMENT 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.**

Background/Overview

As part of the City's 5-Year Capital Improvement Program (CIP) and approved budget, plans are proposed to reconstruct 8th Street from a point 450 feet north of Washington Avenue to Sahlman Avenue and also Sahlman Avenue from 7th Street to 9th Street during 2015.

As a result of the heavy rains of June 2012, a number of homeowners in the residential area along 8th Street from Sahlman Avenue to Washington Avenue experienced sewer backups in their basements. These backups were caused when the capacity of the sanitary sewer main running along 8th Street was exceeded due to higher than normal flows. Shortly after the 2012 flood, the Engineering Department began an investigation of the sewer system in this area and it was determined that much of the grade of this trunk sewer is minimal at best. A review of past sewer maintenance records also show this sewer has been a habitual maintenance problem, which requires more than just routine cleaning. The ultimate results of the study recommend complete replacement of this entire trunk sewer, which currently runs north to Doddridge Avenue. As a first phase to accomplishing this, during 2014 the main outfall sewer running along Highway 33 was replaced and deepened in conjunction with the Highway reconstruction project. This will allow other connecting sewers from the area to likewise be deepened and laid at steeper grades.

Rather than replace the existing trunk sewer, which currently runs north all the way to Doddridge Avenue, the new proposed sewer would run directly west out to Highway 33 from the intersection of Sahlman Avenue and 7th Street, between the parking lots of L&M Supply and Premiere Theatres. The City currently holds a utility easement across this property and this new alignment would eliminate the need to reconstruct Doddridge Avenue from the Highway east to 7th Street. This new sanitary sewer outfall will then service the entire residential area that is bound by Doddridge Avenue on the north, Washington Avenue on the south and lying between Highway 33 and 12th Street.

As a result of the extensive utility reconstruction it is also anticipated this project will involve the total reconstruction of Sahlman Avenue from 7th Street to 9th Street and also 8th Street from Sahlman Avenue south to include all existing utilities, curbs and pavement. As part of this project it is also proposed to install a new stormsewer in the area and a sidewalk along Sahlman Avenue and 8th Street, which will extend to the Washington Elementary School.

Preliminary plans for the project have been 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 improvement. During this meeting, the Council will take formal public input to assist them in their decision as to how the City should proceed.

Policy Objectives

To advance proposed capital improvement projects but prior to approval affected property owners shall be provided an opportunity to make comments in reference to the proposed improvement in accordance with State Statutes.

Financial/Budget/Grant Considerations

The approved 2015 CIP and budget includes an estimated cost for this project of \$924,000. The breakdown on the overall funding sources for the project are as follows:

- Sanitary Sewer Fund -----\$ 241,000
- Water Fund -----\$ 210,000
- Permanent Improvement Fund-----\$ 353,000
- Storm Sewer Fund ----- \$ 120,000

Engineering is currently working on the completion of final construction plans and an updated cost estimate for the project. In accordance with current City policy, a portion of the construction costs would be assessed to individual properties within the project area and at this time, the scope of assessable costs is still being evaluated.

Advisory Committee/Commission Action

N/A

Supplemental Documentation Attached

- Resolution No. 15-20.
- Map of Proposed Project Area and Street Designs.

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

RESOLUTION NO. 15-20

**RESOLUTION SETTING PUBLIC HEARING DATE ON
THE PROPOSED 2015 IMPROVEMENT 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**

WHEREAS, In accordance with the City of Cloquet's Capital Improvement Program and approved budget, preliminary plans and an engineering study are being prepared for the improvement 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; and

WHEREAS, As part of this project the City proposes to reconstruct the existing roadways, sanitary sewer and water mains and install a new storm sewer system and sidewalks; and

WHEREAS, A detailed report is being prepared by the Assistant City Engineer with reference to this proposed improvement; and

WHEREAS, It is anticipated that benefitted properties will be assessed for a portion of the project costs, pursuant to Minnesota Statutes, Chapter 429.

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

1. That the Council will consider the 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 and the assessment of abutting properties for a portion of the cost, pursuant to Minnesota Statutes, Chapter 429. The total improvement is estimated to cost \$924,000.
2. A hearing shall be held on March 17, 2015, in the City Council Chambers at 7:00 p.m.
3. The City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

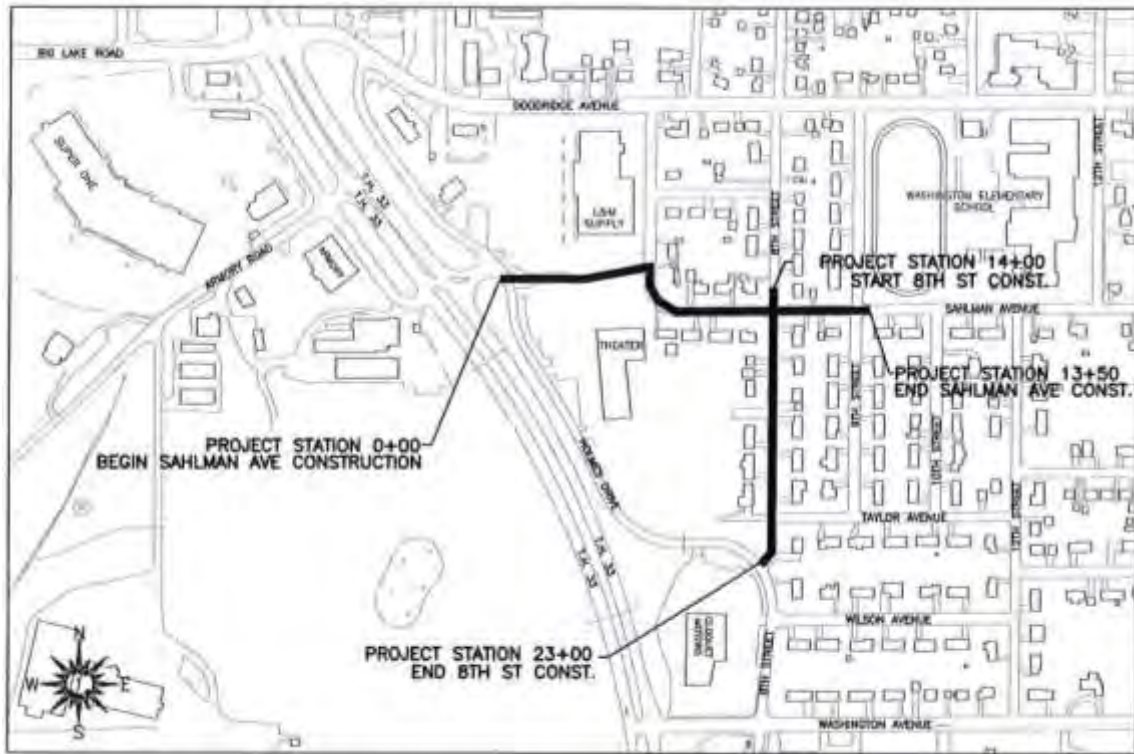
**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 3RD DAY OF MARCH, 2015.**

Dave Hallback, Mayor

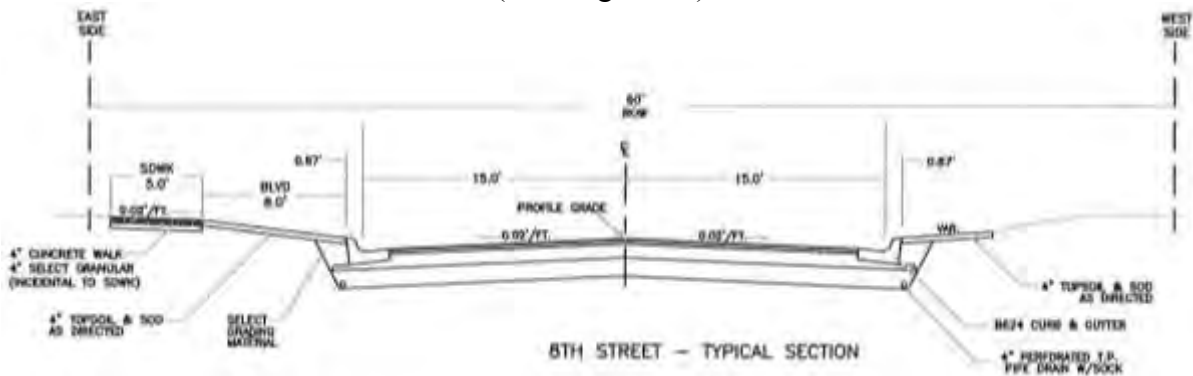
ATTEST:

Brian Fritsinger, City Administrator

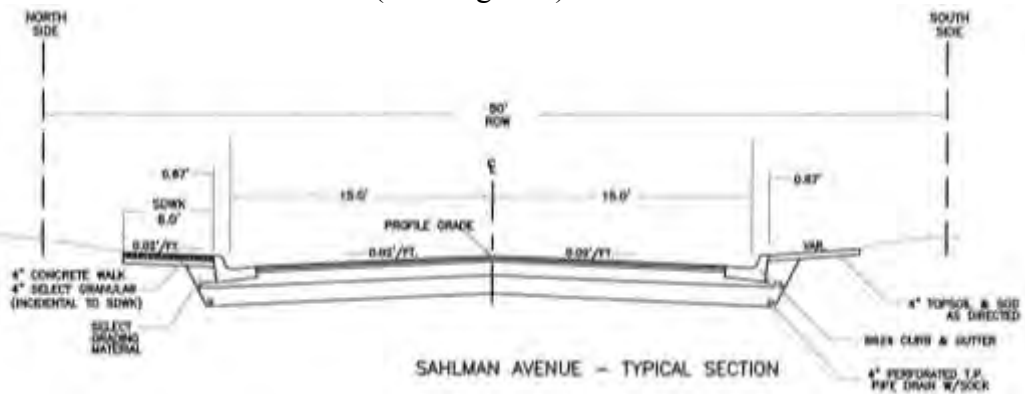
8th Street/Sahlman Avenue Project Area



Proposed 8th Street Design Width (Looking South)



Proposed Sahlman Avenue Design Width (Looking East)





ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator (P)
Date: February 24, 2015

ITEM DESCRIPTION: Event Coordinator

Proposed Action

Staff is seeking direction from the City Council in regards to Event Coordinator services.

Background/Overview

During the development of the 2015 budget, the City Council identified and included in the budget, funds to cover costs associated with an Event Coordinator. The City Council had previously identified the strategic goal of enhancing and growing community events in the City of Cloquet.

Historically, community events are produced by volunteers or the private sector, not the City. However, since all of these major events use City property or resources, coordination with the City is critical. Further, as volunteerism has declined, the Council identified the Event Coordinator position as a person that could lead and spearhead work with volunteers.

As described by the Council, the Event Coordinator is responsible for planning, implementation and oversight of designated community events. The position would work closely with volunteers, committee members, City staff and Chamber staff to ensure that all events are delivered on time, within budget and at the desired level of quality. (see attached sample of job duties and responsibilities.)

With summer quickly approaching, if the City is to establish such a position, it should do so in the near future. The Fourth of July celebration is the City's major event and planning work is expected to begin any day.

Prior to proceeding with more in depth discussions with our partners on the position, staff wants to verify the City Council's support for this endeavor. Assuming the Council is supportive, the City has three options to evaluate related to the activity. It can create a City position, develop a cooperative relationship with another community organization such as the Chamber of Commerce, or pursue a contract for services. At the time the budget was adopted, the Council had indicated a preference for developing a cooperative relationship with the Chamber.

To the Mayor and City Council
Event Coordinator
February 24, 2015
Page 2

Policy Objectives

The Council has previously identified the growth of community events as a priority goal.

Financial/Budget/Grant Considerations

The City has identified \$7,500 in the 2015 budget for this activity.

Advisory Committee/Commission Action

none.

Supporting Documentation Attached

- Sample job duties and responsibilities.

EVENT COORDINATOR

SAMPLE DUTIES AND RESPONSIBILITIES

Event Planning and Promotion

- Administers events and activities in accordance with the policies, strategies, and mission of the City and Chamber of Commerce.
- Plans and coordinates event-related services, including but not limited to:
 - Facilities/amenities
 - Reservations
 - Catering
 - Transportation
 - Signage
 - Displays
 - Special needs requests and requirements
 - Event security
 - Invitation/RSVP tracking
 - Marketing and publicity
 - Event-related materials (e.g., handouts, giveaways)
- Develops and manages event organization structure and procedures, motivation of volunteers, income and expenditures, community relations, service and promotion.
- Coordinates contract negotiations with groups and venues, negotiating contracts with service providers and supplies such as caterers, hotels, attractions, venues, agencies, etc.; final approval authority of all contracts is provided by _____.
- Uses a variety of existing member venues in and around Cloquet, maximizing local history, culture, reputations, and infrastructure.
- Creates, designs, and supports any new events requested by the City and Chamber of Commerce.

Event Execution

- Recruits committee Chairs and coordinates volunteers for designated events and programs.
- Maintains direct, regular contact with personnel from the various outside organizations associated with the scheduled events.
- Prepares and sends timely communications, such as save-the-date notices and invitations.
- Maintains continuity and consistency with City and Chamber branding and reputation by standardizing event operational procedures.
- Attends all events and acts as the key contact to ensure success.
- Develops and maintains positive working relationships with other agencies, community organizations, economic development, tourism, and county officials to further promote the community.

Event Follow-up

- Prepares timely thank you notes to speakers, sponsors, and key volunteers after events.
- Conducts post event evaluations and debriefs to determine how future events can be improved.
- Maintains all necessary records associated with each event, communicating with the Finance Coordinator to ensure all revenues are being billed and collected in a timely fashion.
- Updates checklists, templates, project plans, and other tools to streamline and simplify execution the next time a similar event is conducted.

Finances and Revenue Generation

- Solicits, secures, and grows sponsorship relationships for each event.
- Monitors expenses with respect to budget and recommend areas for cost savings.
- Reviews actual expenses versus budget.



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator (B)
Date: February 25, 2015

ITEM DESCRIPTION: Assistant City Administrator Position

Proposed Action

The City Council is asked to discuss the proposed job description for the Assistant City Administrator position.

Background/Overview

On February 3, the City Council was asked to authorize the hiring process for the proposed Assistant City Administrator position. The Council tabled action on this request subject to the provision of a sample job description and more background.

Attached the City Council will find a copy of the pros/cons materials provided to the Council this past December as part of the 2015 budget development. This document identifies many of the issues that were being discussed at that time.

Also attached, per the Council directive, is a draft job description. This position has not yet been graded or pointed so no new information related to wages is available.

Policy Objectives

The City is required to have a job description in order to conduct a proper grading and pointing of a position. The duties described in this draft job description have been identified to fill gaps within the organization as identified by the City Council and Department Heads.

Financial/Budget/Grant Considerations

None associated with the review of the job description.

Advisory Committee/Commission Action

none.

Supporting Documentation Attached

- Sample job description.
- December 12, 2014 pros/cons memo.



City of Cloquet Job Description

POSITION: Assistant City Administrator - Human Resources Director
DEPARTMENT: Administration
REPORTS TO: City Administrator

SUMMARY

Under the direction of the City Administrator, this full-time, exempt position is responsible for assisting in the planning, management, and administration related to the operations of the City government. The position will cover a wide variety of duties including the primary responsibility of serving as the City's Human Resources Director.

ESSENTIAL FUNCTIONS OF THE JOB

Serves as the City's Human Resource Director managing all aspects including: new hiring processes, maintenance of job descriptions, employee orientations, maintaining personnel files, administering employee benefit programs, monitoring and training related to the City personnel policies, labor negotiations, labor contract implementation, safety & wellness programs, and other related human resource issues.

In the absence of the City Administrator, oversees and directs the operation of all Departments, Divisions, and Offices of the City, including the supervision of all Department Heads and administrative staff, municipal functions, and services.

Provides administrative support for the City Administrator including: researching policy alternatives, special project support, external and internal study and analysis, grant writing, building collaborative relationships with regional governing jurisdictions and other related areas.

Oversees the administration and maintenance of the City's communication systems including CAT-7 cable television (Cable Commission), newsletter, website, Facebook, etc.

Assists the City Administrator in developing public information, technology, and service improvement initiatives for the city organization.

Assists Deputy City Clerk with the administration and management of Election activities.

Assists in all aspects of the preparation of the City budget with primary focus on the City's five year capital improvement plan.

Coordinates the overall building maintenance of public facilities in accordance with the recommendations of the public facilities study and normal maintenance needs.

Enforces all laws, City Code, ordinances, and resolutions of the City and makes recommendations for revisions or additions as necessary.

Serves as liaison with State, County, and local officials to exchange information and coordinate activities associated with the position. Represents the City at meetings and official functions as appropriate.

Prepares staff reports, provides information and other recommendations to the City Council.

Attends and participates in meetings of the City Council, City Boards and Commissions as required.

Performs other duties as apparent or assigned.

SUPERVISORY RESPONSIBILITIES

Reports to and receives direction from the City Administrator, exercises supervision as directed, and serves as the Chief Administrative Officer in the absence of the City Administrator

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in human resources, public administration, business administration or related field from an accredited college or university; three to five years in a progressive leadership role with administrative experience in the local government with moderate experience working in human resources or equivalent combination of experience and education. A Masters degree in Public Administration is preferred.

Specialized training in employment law, compensation, organizational planning, organizational development, employee relations, safety training and preventive labor relations preferred. Active affiliation with appropriate human resource networks and organizations and ongoing community involvement also preferred.

Valid Driver's License in the State of Minnesota required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from the general public, regulatory agencies, employees, City Council, and members of the business community.

Ability to communicate effectively, both orally and in writing, regarding complex and highly visible issues. Ability to prepare clear and concise, analytical/financial/technical/special reports and presentations of such to staff, City Council, Boards/Commissions, community groups, and the public. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to analyze and process information quickly and accurately. Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, anticipate needs and evaluate alternatives. Conduct research of complex issues; analyze the information, and present logical conclusions and/or recommendations. Possess analytical skills necessary to perform cost analyses, policy/procedure development, and identification of problems/issues with recommended alternative courses of action.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Maintain a working knowledge of the organization and functioning of municipal government with an ability to interpret and apply regulations, policies, procedures, and local and State laws relating to the overall administration of municipalities.

Knowledge of employment laws and practices.

Maintain a working knowledge in and the ability to apply the project management principles of: planning, initiating, prioritizing, scheduling, directing, training, supervising, communicating and evaluating results.

Ability to develop and initiate new programs and/or approaches towards the resolution of existing issues and future challenges within a diverse and growing community.

Possess interpersonal and coaching skills.

Ability to work independently and exercise sound judgment while effectively communicating progress and recommendations to the City Administrator.

Demonstrate excellent organizational skills in managing competing priorities, multiple projects and critical deadlines.

Ability to exercise sound judgment within established guidelines while representing the City effectively in meeting with governmental agencies, community groups, boards and commissions, and the public.

Demonstrate the ability to maintain confidential and/or sensitive information, accurate records, and files related to personnel and business needs.

Establish and maintain effective working relationships with City personnel at all levels, the Mayor and City Council members, business and professional organizations, and members of the general public.

Contemporary to advanced computer skills to include: word processing, database, spreadsheet, network, and internet applications.

Possess a positive, professional attitude with demonstrated flexibility, personal initiatives, and the ability to balance additional or alternative job assignments while creating good will in the organization and the community.

Knowledge of the principles of public administration, municipal organization and procedures, municipal finances, and knowledge of the laws, rules, and regulations governing the operation of municipal government.

Ability to formulate, initiate, and administer policies and procedures.

Ability to work as a team member.

Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement; excludes personal biases from work performance; the ability to accept criticism and/or discipline.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

City of Cloquet
Assistant City Administrator-Human Resources Administrator Organizational Change
2015 - Pros/Cons and Job Description Highlights

Proposed Changes

Hire an Assistant City Administrator-Human Resources Administrator instead of the proposed Assistant Public Works Director.

For several reasons, I have re-evaluated my original proposal to hire an Assistant Public Works Director. Upon its initial presentation, there appeared to be some skepticism by the Council regarding the impact of such a position in meeting the goals of the Council. Specifically the Council appeared the most concerned about the position's relationship with the implementation of the focus on parks. Discussion with the Public Works department also led to similar questions on how such a position would actually function and resolve some of the challenges identified. Further, the facilities study also provided some additional opportunity to organizationally explore how the City operates today and how it may operate in the future.

With a realignment of operations in City Hall and possible move of public works/engineering from City Hall to Public Works it furthered the point that additional reconsideration of the initial concept was prudent. As a result it led to further analysis of the strengths and weaknesses of our organization and which approach provides the City with the most potential improvement in service provision. While there is an identified goal to have a stronger role in parks, it is evident that because of the work performed by our athletic associations, volunteers and community education that the community is not looking for the City to jump fully into the world of active parks management. In other words, the City does not need a full-time Parks Director. That day may come yet, but the City is not there yet.

At the same time the internal challenges of sustaining a workplace with some emphasis on employee development continue to surface. In other words, upon reflection of the issues it would appear that with the limited budget available that the City would get its biggest bang for its buck through more focus on human resources and special projects.

Pros

- HR Specialist to address deficiencies identified by Department Heads/City Council.
- Responsible person (official back up) when City Administrator unavailable/absent.
- City Administrator takes on Park duties, freeing up Public Works/Engineering time.
- City Administrator served as Parks Director for several years prior to the hire of the Assistant City engineer.
- Frees up Street Supt. from monitoring building maintenance issues which will need attention as a result of the facilities study.
- Should be cost neutral in 2015 as it relates to the Assistant Public Works Director concept.
- Elevates communication and engagement with employees and citizens.

Cons

- Does it provide enough relief to the Public Works/Engineering Department?
- Is Parks the right fit for the City Administrator?

Job Description

Job Summary

This full-time, exempt position is responsible, under the guidance of the City Administrator, assisting the City Administrator in the planning, management, and administration related to the operations of the City government. The position will cover a wide variety of duties including the primary responsibility of serving as the City's Human Resources Director.

Essential Functions of the Job

- Serves as the City's Human Resource Director managing all aspects including: new hiring processes, maintenance of job descriptions, employee orientations, maintaining personnel files, administering employee benefit programs, monitoring and training related to the City personnel policies, labor negotiations, labor contract implementation, safety & wellness programs, and other related human resource issues.
- Provide administrative support for the City Administrator including: researching policy alternatives, special project support, external and internal study and analysis, grant writing, building collaborative relationships with regional governing jurisdictions and other related areas.
- Oversee the administration and maintenance of the City's communication systems including CAT-7 cable television, newsletter, website, facebook, etc.
- Assists the City Administrator in developing public information, technology, and service improvement initiatives for the city organization.
- Assist Deputy Clerk with the administration and management of City election activities.
- Manages the City's IT program and work with related consultants.
- Assist in all aspects of the preparation of the City budget with primary focus on the City's five year capital improvement plan.
- Coordinate the overall building maintenance of public facilities in accordance with the recommendations of the public facilities study and normal maintenance needs.

Budget/Salary


Staff has not yet graded or pointed this position and will only do so upon its inclusion as part of the 2015 budget. The 2015 budget assumed the position at a grade 18 step 3 wage rate. With benefits the total cost impact of \$92,740 was split between all of the various public works funds including streets (general), water, sanitary sewer, storm sewer and parks (general). Staff would anticipate after investigating similar positions in other organizations that after evaluation the position will most likely be found to be a grade 19 or 20 which would result in an additional \$4-7,000 in wages each year. The final allocation between funds, which would potentially impact the property tax levy, would need to be studied a bit more as the allocation of time associated with the Assistant City Engineer and City Administrator would also be impacted as a result of the duty changes. Specifically in regards to the final 2015 budget and levy staff is not proposing any changes as a result of this position recommendation.



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: February 25, 2015

ITEM DESCRIPTION: AFSCME Labor Agreement - Tentative Settlement

Proposed Action

Staff recommends that the City Council move to approve the three year labor agreement between AFSCME and the City.

Background/Overview

The City labor agreement with AFSCME expired on 12/31/14. This was a two year agreement negotiated in 2013. Since late 2014, the City has been negotiating with this unit on a variety of items and conditions of employment.

The union and City have reached a tentative settlement after several months of meetings. This past week, the union voted to endorse and accept the proposed settlement. All of the terms of the settlement are attached for Council consideration.

Generally, the proposed settlement is fairly straightforward. Wages (COLA) are proposed at 0% for 2015, 1.5% for 2016, and 1.5% for 2017. The pay plan has been expanded by two additional steps. These two steps were recommended by Springsted to address the markability of certain positions within the organization. The health insurance premium cost share has been amended with 70% being paid by the City and 30% by the employee. Under the current agreement, this split varies depending on the plan selected from 63-67% employer to 33-37% employee.

There are a number of other language changes that are primarily related to practices and policies. The most significant being in changes to the City's employee performance evaluation process. The only change of financial nature is the addition of a tool allowance of \$40 per month for mechanics that provide their own tools.

Policy Objectives

There are two critical statutory laws that the City must follow that relate to collective bargaining and pay. The Minnesota Public Employment Labor Relations Act (MnPELRA), MN Statutes 179A, is the primary law governing public sector collective bargaining. This law defines rights and obligations of employers and employees during union activities.

The second law which is critical is the Minnesota Pay Equity Act. The City of Cloquet is required to report its wage and benefit results to the State of Minnesota every three years to assure that it is in compliance with this Act.

The City, in 2008, hired Springsted to analyze the City's pay structure and plan. This study represented a thorough and comprehensive review of all aspects of the City's classification compensation system. The recommendations offered in this study provided increased internal equity among positions and assured compliance with the Act. The City submitted its 2014 report to the State and preliminarily appears to be in compliance.

The proposed contractual changes are consistent with the philosophy of the plan as originally adopted by the City. However, the City has not yet settled with the Teamsters so this issue will need to be monitored closely.

Financial/Budget/Grant Considerations

The City had budgeted wage increases of 20% as part of the adopted 2015 budget as well as an increase of 15% in the monthly health insurance premium. It is expected that the settlement will result in an actual impact slightly above budget.

Advisory Committee/Commission Action

The City negotiating committee has recommended its support for approval of the proposed settlement.

Supporting Documentation Attached

- Tentative settlement terms.

**2015 AFSCME Contract
Terms of Tentative Agreement
2-2-15**

The City and AFSCME reached a tentative agreement on the framework of a new labor agreement for the 2015, 2016 and 2017 calendar years. That agreement included the following items:

Non-Library Labor Contract Items

Item 1 – Article VII Qualifications.

This article shall be deleted and then all other articles will be renumbered as appropriate.

Item 2 - Article X Probationary Period (Section 3).

Section 3 will be revised to read as follows:

Section 3.

At any time during the probationary period, a promoted or reassigned Employee may be demoted or reassigned to the Employee's previous position at the sole discretion of the Employer. **If the promoted or reassigned Employee desires to return for justifiable reasons to his/her previous position, he/she must indicate the reason(s) in writing within ninety (90) working days after being promoted/transferred.**

Item 3 - Article X - Probationary Period (Section 5).

Section 5 will be revised to read as follows:

Section 5. **Regular** ~~Permanent~~ Part-Time Employees.

All employees hired into a **regular** ~~permanent~~ part-time position who are original hires, or rehires following separation, shall serve a probationary period of 1040 hours of active work (which does not include time spent on a leave of absence except as may be required by law and does not include overtime or unscheduled work). The employer may extend this probation for a period of time upon notice to the Employee and Union.

Item 4 - Article XI – Promotions (Sections 1, 2 & 5).

Sections 1, 2 and 5 will be revised to read as follows:

Section 1.

All vacancies for permanent job openings will be posted for a period of **five (5)** ~~ten (10)~~ working days.

Section 2.

Employees interested in making application for such posted vacancies shall do so within the **five (5)** ~~ten (10)~~ day posted period. All Employees making an application shall be considered for the Vacancy.

Section 5.

The Assistant Wastewater Maintenance Supervisor position under the utilities department shall be deleted from this Section. Reference to this position shall also be deleted as part of Appendix A and the pay plan.

Item 5 - Article XV Work Schedule (Section 1).

The Section shall be revised to read as follows

Section 1. The normal work week shall be five (5) eight (8) hour days per week, Monday through Friday. The normal work day at Public Works shall be 7:30 am to 4:00 pm.

All other departmental work days and/or work weeks shall be determined upon mutual agreement between the employer and employee and/or departmental work group. The employer and employee and/or departmental work group may mutually agree to alter the normal work week in order to provide flexibility in scheduling work. The workday and the workweek may be changed by mutual agreement between the employer and employee and/or departmental work group to exceed eight (8) hours in a normal day. In that event overtime shall be paid for all hours in excess of forty (40) hours in the workweek or in excess of the mutually agreed upon amount of hours per day.

Individual employees alternative work schedules are not guaranteed and in all cases approval of individual employee alternative work schedules would be at the sole discretion of the employer and would only be subject to the grievance procedures of this contract up to and including Step 3, but no further.

Item 6 - Article XVIII Vacations (Section 2).

This Section shall be amended to adjust the year end carryover as follows:

Years of Service	Maximum Year-End Carryover into the next year	
0-5	80	<u>91</u>
6-12	120	<u>130</u>
13-17	169	<u>169</u>
18-24	200	<u>208</u>
25 +	240	<u>247</u>

Item 7 - Article XIX Holidays

Spelling correction to Martin Luther King Day.

Section 4 shall be revised to amended to read as follows:

Section 4.

Employee must be working or on paid leave the last regular working day before holiday and first regular working day after holiday or holiday pay is forfeited.

Item 8 - Article XX Sick Leave

This Article shall be revised in several sections to read as follows:

Section 1.

Regular full time employees shall accumulate four (4) hours of sick leave per pay period to a maximum accumulation of nine hundred sixty (960) hours. Sick Leave accumulation beyond the nine hundred sixty (960) hours shall be placed in a sick leave bank to be used for catastrophic illness **banked in a separate individual catastrophic sick leave account to be used only when that employee's regular sick leave is completely exhausted in the case of a major illness or medical problem of the employee or employees family member as defined under Section 3 which results in the employee being unable to work for a period of 31 days or more.**

Section 3 - This Section shall be deleted as a result of State law change, and add the following language to Section 2 (renumbering the remainder of the sections):

Further, an employee shall also be allowed to use up to 160 hours of sick leave in any 12 month period for absences due to illness or injury of the Employee's spouse (husband, wife), siblings, parents (biological, adoptive, and/or foster mothers, fathers, and step parents), mother-in law, father-in-law, grandchild, grandparents, or children (sons and daughters including biological, adopted, or foster children, stepchildren, and legal wards under age 18) for such reasonable periods as the Employee's attendance may be necessary.

Section 5 - This Section shall be revised to read as follows:

Section 5. Worker's Compensation.

Employees injured during the performance of their duties for the Employer and thereby rendered unable to work for the Employer will be paid the difference between the Employee's regular pay and Workers' Compensation insurance payments as long as the Employee is eligible for Workers' Compensation insurance payments. The difference in pay shall be charged to the Employee's sick leave, vacation, or other accumulated paid benefits, after a three (3) working day initial waiting period per injury. The three (3) working day initial waiting period shall be charged to the Employee's sick leave account less Workers' Compensation insurance payments **unless the Employee elects not to use accrued sick leave and opts to not be paid for this time.**

Item 9 - Article XXII Insurance

The Section on health insurance premium shall be revised to read as follows:

Section 2a. Premium. **The City shall pay seventy (70%) percent of the monthly premium for single coverage and seventy (70%) percent of the monthly premium for family coverage as offered by the City. The City shall deduct from each eligible and enrolled Employee's salary or wages the remaining thirty (30%) percent of such premiums.**

Item 10 - Article XXII Insurance (Section 8)

The following Section will be added: (*This section still needs work - pending Joe feedback*)

Section 8. Final regulation have not been issued under many provisions of the Patient Protection and Affordable Care Act (ACA). This creates considerable uncertainty regarding the Employer's financial obligations as well as maintaining the aggregate level of benefits as provided for in this CBA. This agreement may be reopened and all material terms of compensation, hours and fringe benefits (includes health benefits) shall be subject to negotiations if in fact changes are necessary to comply with the ACA. Either party to the Agreement that requests a reopener under this provision shall be obligated to provide specific documentation as to the provision of the ACA that is cause for the requested reopener at the time such a request is made.

Item 11 - Article XXIII – Part-time Employees

Change all references of the word “permanent” to “regular” in Sections 1-7.

Item 12 - Article XXVII - Duration

3 year contract for 2015, 2016 and 2017.

Item 13 - Other items Appendix A (Mechanic Pay)

Appendix A will be revised by adding the following language:

Tool Allowance - Mechanics that are required to provide their own tools shall be compensated with a \$40 per month tool allowance. In order to receive this benefit an Employee must purchase and use tools that have a lifetime free replacement warranty and use the warranty to replace tools.

Item 14 - Other items Appendix A (Parks Drivers License)

Appendix A will be revised by deleting the Parks Maintenance position from the list of positions required to hold a Class A license.

Item 15 - Other Items Appendix A (Steps)

The second to last paragraph as part of Appendix A shall be amended to read as follows:

Employees newly hired by the City shall receive a pay rate that is based upon Step 1 of the above plan, unless otherwise negotiated and agreed upon between the Employer and Employee that an Employee start at a higher step. **On January 1 of each year, On the anniversary date of the Employee's hiring date** based upon the satisfactory completion of the Employee's annual performance evaluation, an employee shall **be eligible to** move to the next step in the plan. New employees shall not be permitted to start at a higher step in the same classification than a current employee with comparable experience. **Employees that are promoted to a new classification will move to the closest step in the new wage range that meets or exceeds three percent (3%) above the employee's existing wage (exclusive of overtime).**

Item 16 - Other Items Appendix B (2015-2017 Pay Plans and Proposed Wages)

This appendix shall be deleted and replaced with the following wage settlement and pay plan spreadsheets as attached.

The addition of two new steps to the pay plan on upper end moving to a nine step plan. 3.5% between each step. No COLA in 2015 with step opportunity at the time of anniversary of position/hire; 1.50% COLA in 2016 and 1.50 % in 2017. Fryc and Lipponen be moved from the 5% step plan to step 6 and step 2 of the Springsted step plan respectively effective 1/1/15. All employees that received no step increase in the 2014 calendar year shall receive a step increase retroactive to 1/1/15, but will receive no further step increases or wage adjustments during 2015. All other employees, not receiving a change in Step on 1/1/15, shall be eligible for a step increase on their anniversary dates as detailed under current policy.

The City will amend its performance evaluation policy to implement change such that all employee performance evaluations shall be due to be completed in November/December of each year rather than anniversary dates. Pending successful evaluations employees will be eligible for Step increases on 1/1/16 and again on 1/1/17.

Item 17 - Other items Appendix C (MOU's)

This appendix shall be deleted and replaced with the following MOU's as attached:

- Temporary Relief Operator
- Deputy City Clerk - Administrative Assistant and Accountant Positions

Library Labor Contract Items

Item 1 – Article VII Qualifications.

This article shall be deleted and then all other articles will be renumbered as appropriate.

Item 2 - Article IX Probationary Period (Section 4).

Section 4 will be revised to read as follows:

Section 4.

At any time during the probationary period, a promoted or reassigned Employee may be demoted or reassigned to the Employee's previous position at the sole discretion of the Employer. **If the promoted or reassigned Employee desires to return for justifiable reasons to his/her previous position, he/she must indicate the reason(s) in writing within ninety (90) working days after being promoted/transferred.**

Item 3 - Article IX - Probationary Period (Section 6).

Sections 6 will be revised to read as follows:

Section 6. **Regular** ~~Permanent~~ Part-Time Employees.

All employees hired into a **regular** ~~permanent~~ part-time position who are original hires, or rehires following separation, shall serve a probationary period of 1040 hours of active work (which does not include time spent on a leave of absence except as may be required by law and does not include overtime or unscheduled work). The employer may extend this probation for a period of time upon notice to the Employee and Union.

Item 4 - Article X – Job Openings (Sections 1 & 2).

Sections 1, 2 and 5 will be revised to read as follows:

Section 1.

All vacancies for permanent job openings will be posted for a period of **five (5)** ~~ten (10)~~ working days.

Section 2.

Employees interested in making application for such posted vacancies shall do so within the **five (5)** ~~ten (10)~~ day posted period. All Employees making an application shall be considered for the vacancy.

Item 5 - Article XV Vacations (Section 2).

This Section shall be amended to adjust the year end carryover as follows:

Years of Service	Maximum Year-End Carryover into the next year	
0-5	80	<u>91</u>
6-12	120	<u>130</u>
13-17	169	<u>169</u>
18-24	200	<u>208</u>
25 +	240	<u>247</u>

Item 6 - Article XIX Holidays

Section 3 shall be revised to amended to read as follows:

Section 3.

Employee must be working or on paid leave the last regular working day before holiday and first regular working day after holiday or holiday pay is forfeited.

Item 7 - Article XVII Sick Leave

This Article shall be revised in several sections to read as follows:

Section 1.

Regular full time employees shall accumulate four (4) hours of sick leave per pay period to a maximum accumulation of nine hundred sixty (960) hours. Sick Leave accumulation beyond the nine hundred sixty (960) hours ~~shall be placed in a sick leave bank to be used for catastrophic illness~~ **banked in a separate individual catastrophic sick leave account to be used only when that employee's regular sick leave is completely exhausted in the case of a major illness or medical problem of the employee or employees family member as defined under Section 3 which results in the employee being unable to work for a period of 31 days or more.**

Section 3 - This Section shall be deleted as a result of State law change, and add the following language to Section 2 (renumbering the remainder of the sections):

Further, an employee shall also be allowed to use up to 160 hours of sick leave in any 12 month period for absences due to illness or injury of the Employee's spouse (husband, wife), siblings, parents (biological, adoptive, and/or foster mothers, fathers, and step parents), mother-in law, father-in-law, grandchild, grandparents, or children (sons and daughters including biological, adopted, or foster children, stepchildren, and legal wards under age 18) for such reasonable periods as the Employee's attendance may be necessary.

Section 5 - This Section shall be revised to read as follows:

Section 5. Worker's Compensation.

Employees injured during the performance of their duties for the Employer and thereby rendered unable to work for the Employer will be paid the difference between the Employee's regular pay and Workers' Compensation insurance payments as long as the Employee is eligible for Workers' Compensation insurance payments. The difference in pay shall be charged to the Employee's sick leave, vacation, or other accumulated paid benefits, after a three (3) working day initial waiting period per injury. The three (3) working day initial waiting period shall be charged to the Employee's sick leave account less Workers' Compensation insurance payments **unless the Employee elects not to use accrued sick leave and opts to not be paid for this time.**

Item 8 - Article XIX Insurance (Section 2a)

The Section on health insurance premium shall be revised to read as follows:

Section 2a. Premium. **The City shall pay seventy (70%) percent of the monthly premium for single coverage and seventy (70%) percent of the monthly premium for family coverage as offered by the City. The City shall deduct from each eligible and enrolled Employee's salary or wages the remaining thirty (30%) percent of such premiums.**

Item 9 - Article XXII Insurance (Section 8)

The following Section will be added: (This section still needs work - pending Joe feedback)

Section 8. Final regulation have not been issued under many provisions of the Patient Protection and Affordable Care Act (ACA). This creates considerable uncertainty regarding the Employer's financial obligations as well as maintaining the aggregate level of benefits as provided for in this CBA. This agreement may be reopened and all material terms of compensation, hours and fringe benefits (includes health benefits) shall be subject to negotiations if in fact changes are necessary to comply with the ACA. Either party to the Agreement that requests a reopener under this provision shall be obligated to provide specific documentation as to the provision of the ACA that is cause for the requested reopener at the time such a request is made.

Item 10 - Article XX – Part-time Employees

Change all references of the word "permanent" to "regular" in Sections 1-7.

Item 11 - Article XXIV - Duration

3 year contract for 2015, 2016 and 2017.

Item 12 - Other Items Appendix A (Steps)

Appendix A shall be amended to read as follows:

Employees newly hired by the City shall receive a pay rate that is based upon Step 1 of the above plan, unless otherwise negotiated and agreed upon between the Employer and Employee that an Employee start at a higher step. **On January 1 of each year, On the anniversary date of the Employee's hiring date** based upon the satisfactory completion of the Employee's annual performance evaluation, an employee shall **be eligible to** move to the next step in the plan. New employees shall not be permitted to start at a higher step in the same classification than a current employee with comparable experience. **Employees that are promoted to a new classification will move to the closest step in the new wage range that meets or exceeds three percent (3%) above the employee's existing wage (exclusive of overtime).**

Item 13 - Other Items Appendix B (2015-2017 Pay Plans and Proposed Wages)

This appendix shall be deleted and replaced with the following wage settlement and pay plan spreadsheets as attached.

The addition of two new steps to the pay plan on upper end moving to a nine step plan. 3.5% between each step. No COLA in 2015 with step opportunity at the time of anniversary of position/hire; 1.50% COLA in 2016 and 1.50 % in 2017. Fryc and Lipponen be moved from the 5% step plan to step 6 and step 2 of the Springsted step plan respectively effective 1/1/15. All employees that received no step increase in the 2014 calendar year shall receive a step increase retroactive to 1/1/15, but will receive no further step increases or wage adjustments during 2015. All other employees, not receiving a change in Step on 1/1/15, shall be eligible for a step increase on their anniversary dates as detailed under current policy.

The City will amend its performance evaluation policy to implement change such that all employee performance evaluations shall be due to be completed in November/December of each year rather than anniversary dates. Pending successful evaluations employees will be eligible for Step increases on 1/1/16 and again on 1/1/17.