



**CITY OF CLOQUET**  
**City Council Agenda**  
**Tuesday, May 5, 2015**  
**7:00 p.m.**  
**City Hall Council Chambers**

CITY COUNCIL WORK SESSION

5:30 p.m. Waterfront Park Plan Overview  
6:50 p.m. Future Work Session Agenda Planning

1. **Roll Call.**
2. **Approval of Agenda.**
  - a. Approval of May 5, 2015 Council Agenda.
3. **Approval of Council Minutes.**
  - a. Work Session minutes from the April 21, 2015 meeting.
  - b. Regular Council minutes from the April 21, 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. 15-36, Authorizing the Payment of Bills and Payroll.
  - b. Optional Liquor 2AM License Renewal - Moose Lodge 1274.
  - c. Transient Merchant License for Carlton County Farmers Market.
  - d. Avenue C Street Closure - May 9.
  - e. Resolution No. 15-38, A Resolution Approving Exempt Permit to Conduct Raffle Events at Queen of Peace Parish.
5. **Public Hearings.**
  - a. Now is the time and place for the public hearing on the proposed improvement of West Taylor Avenue from South Oak Street, west approximately 1,300 feet and the connection of South Laurel Street to West Taylor Avenue.
    - Resolution No. 15-37.
6. **Presentations.**
  - a. Facilities Study Final Report - Bruce Schwartzman, BKV.



**CITY OF CLOQUET**  
**City Council Agenda**  
**Tuesday, May 5, 2015**  
**7:00 p.m.**  
**City Hall Council Chambers**

**7. Council Business.**

- a. Lead Pumphouse Operator Appointment.
- b. Summer Seasonal Public Works Employee Appointments.
- c. Patrol Commander and Investigative/Administrative Commander Appointments.
- d. Deputy City Clerk/Administrative Assistant Appointment.
- e. Truck Driver Appointment and Authorize Hiring Process for Street Maintenance Person.
- f. Authorize Hiring Process for Parks Maintenance Person.
- g. Group Medical Insurance Policy Amendments.
- h. Purchase of Two Pickup Trucks for the Public Works Department.
- i. Resolution No. 15-39, A Resolution Approving Change Orders #1-2 to City Contract 1038 - 22nd Street Reconstruction.
- j. Resolution No. 15-40, A Resolution Awarding 8th Street and Sahlman Avenue Reconstruction Bid.

**8. Public Comments.**

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

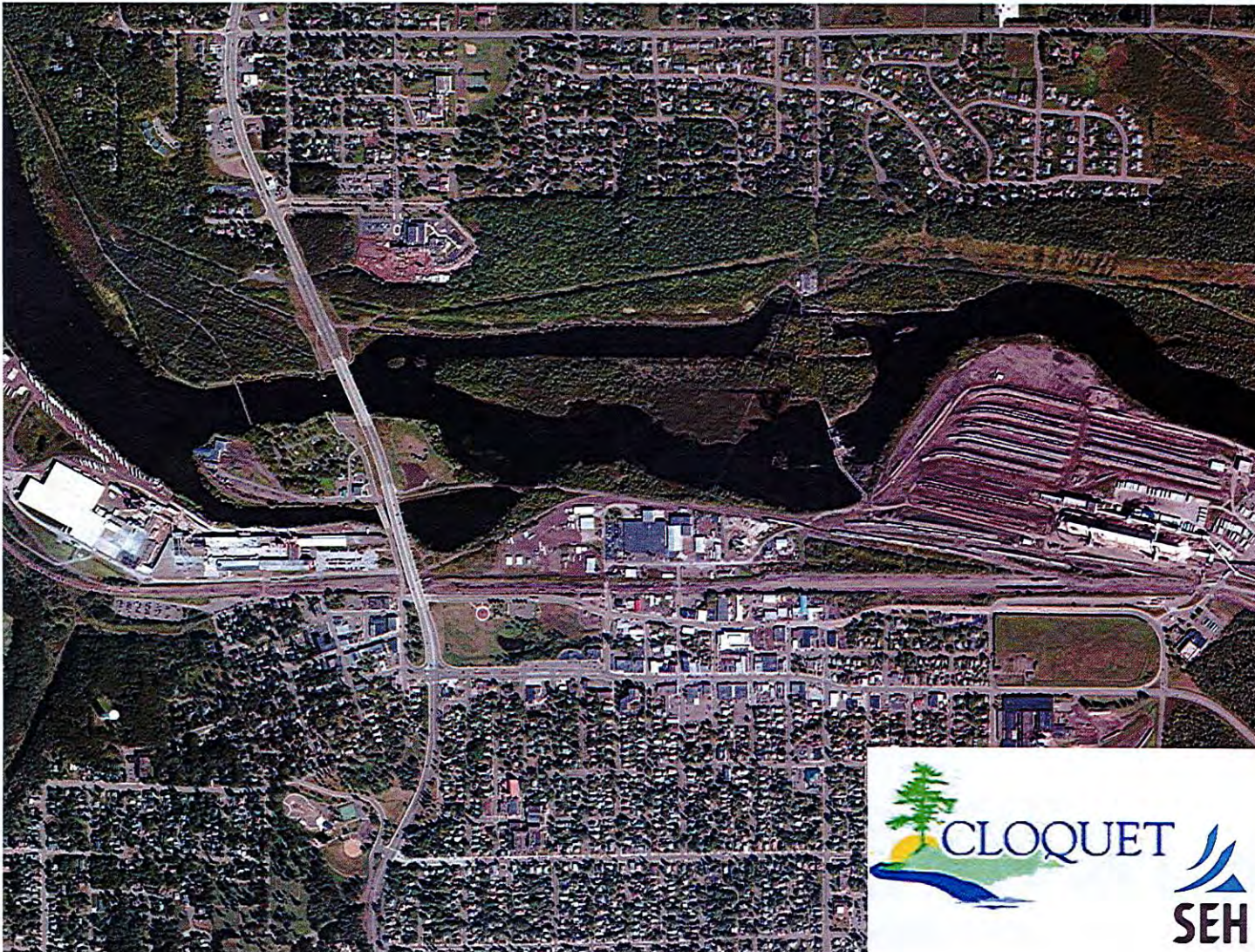
**9. Commission Liaison Reports, Council Comments, Announcements, and Updates.**

**10. Adjournment.**

# Cloquet Parks and Waterfront Improvements

## Prioritization Work Session: May 5, 2015

City Hall Council Chambers



On May 5, the City's waterfront planning team from SEH will facilitate a prioritization exercise with the Waterfront Committee and City Council to establish a prioritization strategy for elements of the waterfront plan that can be utilized by Parks and Recreation management and the City Council as part of the FY2016 budgeting and Five Year Capital Improvements Plan (CIP). This will occur in two separate meetings, with the results of the Waterfront Committee meeting being shared with the City Council to help inform their decision making. The following materials have been prepared to help all participants prepare for these meetings.

This packet includes the design plans developed during the March 23-25 charrette with elements grouped into project bundles that group together from a functional perspective. In addition, a series of ranking criteria and scoring approach have been developed to help prioritize specific projects within each park. The intent is for each participant to become familiar with the plans, project bundles and criteria and complete their individual ranking in advance of the May 5 meetings. This will result in a much more efficient and productive meeting and assist the SEH team in facilitating a consensus ranking for each element. A more detailed overview is provided on the following pages.





# Method for Using Project Criteria for Prioritization Projects

Each project shall be evaluated and scored based on the following criteria, using a 0-3 scoring system with 3 representing a project that fully meets the selected criteria and 0 representing a project that does not meet the selected criteria.

**Criteria 1 - Represents Infrastructure Investment/Protection.**  
How effectively does the project protect and preserve the City's Infrastructure?

**Criteria 2 - Improves Public Health and Safety**  
How effectively does the project eliminate or prevent an existing health, environmental or safety hazard?

**Criteria 3 - Provides Financial Benefits (Operational Enhancement, Revenue Generation, Economic Development, Attracts Outside Funding, Partnership Opportunity, etc.)**  
Does the project have a positive impact on the City's future operational finances and its ability to generate additional revenue, attract economic development and leverage outside funding and/or partnerships?

**Criteria 4 - Improves/Increases Level of Service (Recreational, Cultural Opportunities, Connectivity)**  
Does the project improve and/or increase the level of service provided by the City?

**Criteria 5 - Improves Quality of Life/Environment/Aesthetics/Sustainability**  
How effectively does the project improve the quality of life of Cloquet residents and the community?

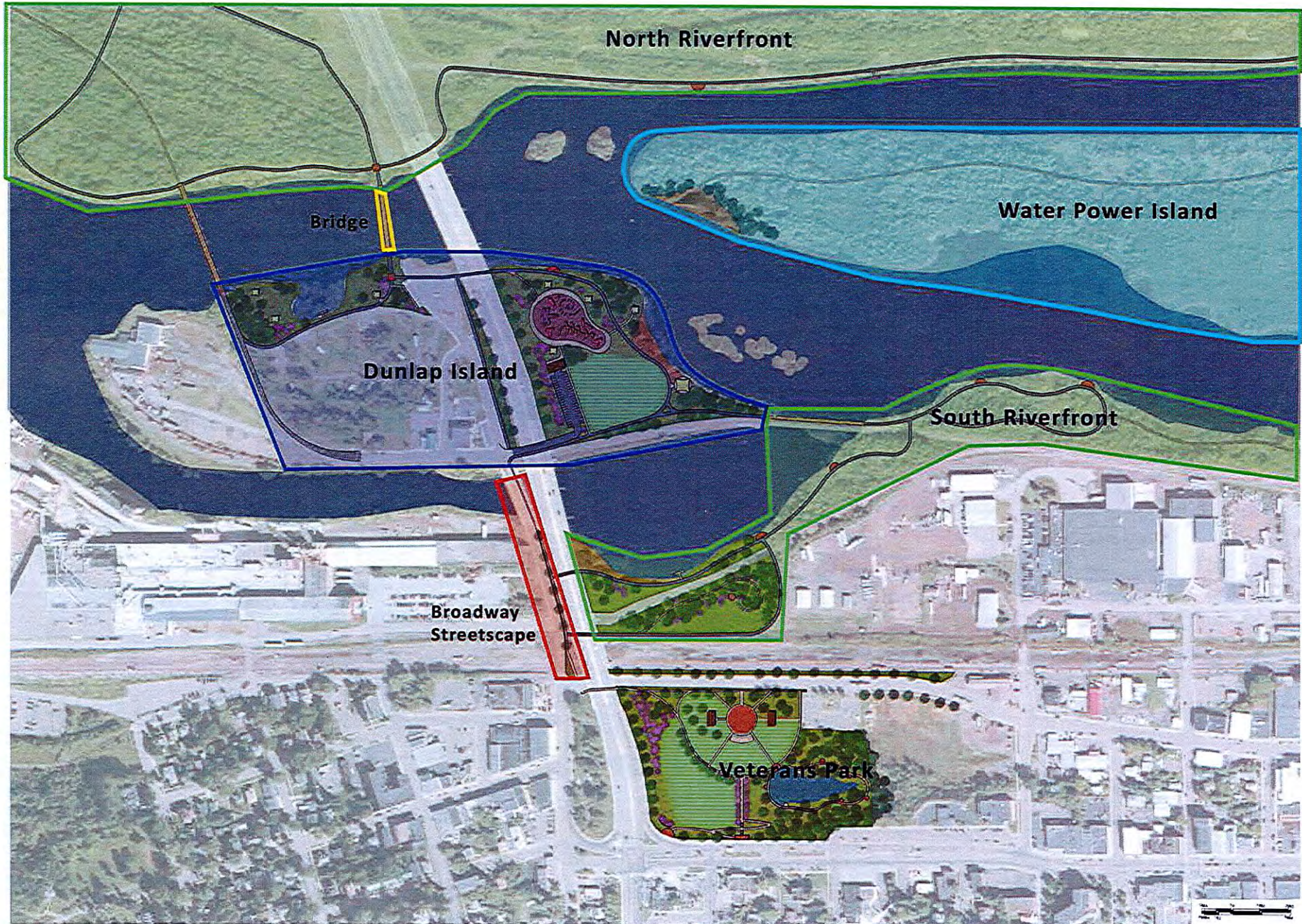
**Criteria 6 - Impact of Deferring the Project**  
How significantly will the community be affected by the delay or deferral of the project into the future?

## Objective

Establish a prioritization strategy for elements of the waterfront plan that can be utilized by Parks and Recreation management and the City Council as part of the FY2016 budgeting and Five Year Capital Improvements Plan (CIP). Waterfront projects will then be considered in the context of the overall Cloquet parks system in order to establish a logical implementation process as funding becomes available. Evaluation is based on a point system which requires the Committee to judge how well the project(s) in question satisfies each of several criteria.

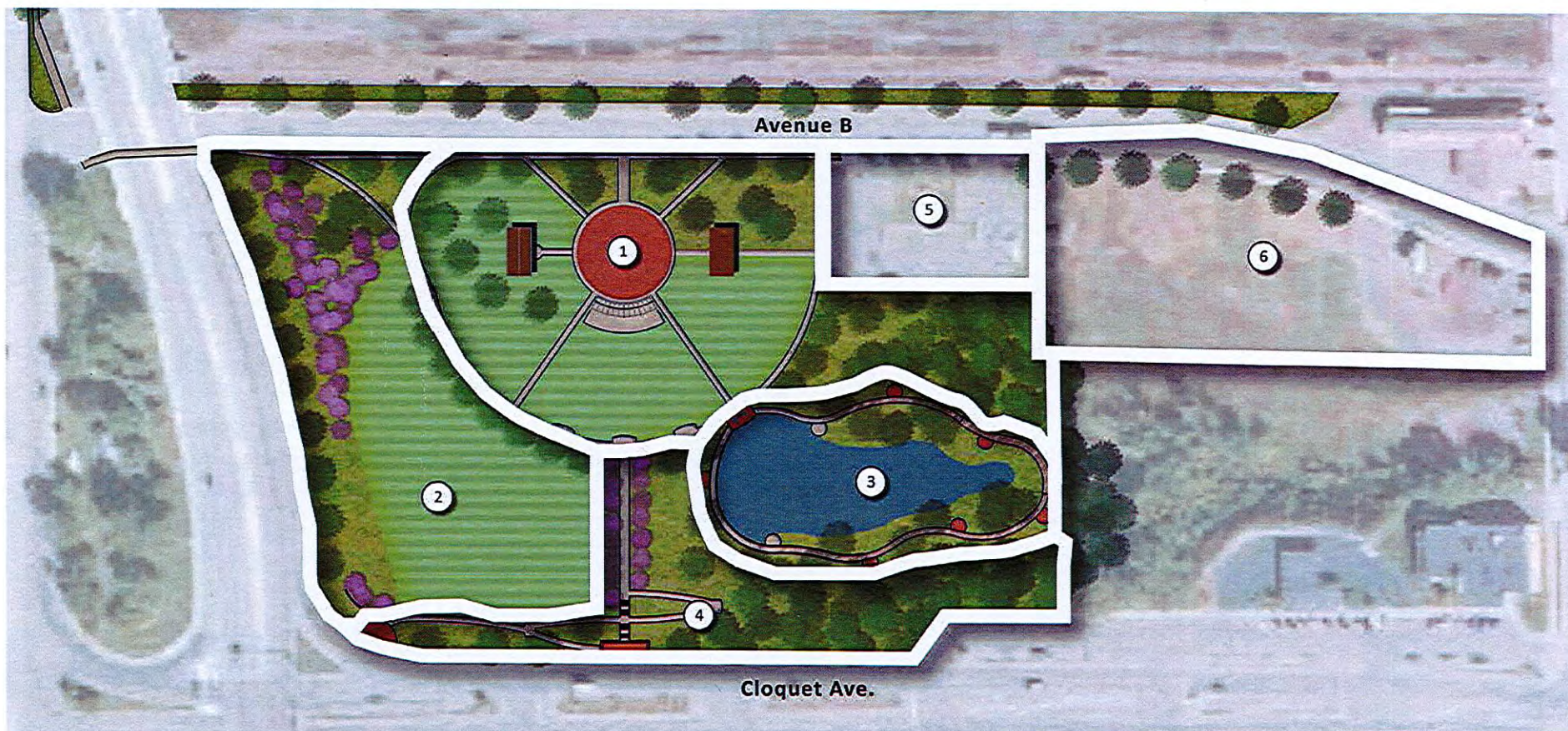
The process is designed to organize and present requests in such a manner that management and the Council have the information essential to effective decisionmaking. However, the system is not intended to provide an absolute ranking of projects based solely upon numerical scores. A difference of a few points between total scores of projects

is not significant in determining priority. For example, if a project were urgently required in order to replace an existing dilapidated facility, it would probably be scheduled for early funding regardless of its score on other criteria. In some cases a lower priority project may be scheduled for earlier implementation than a higher priority project because of projected funding or the existence of a non-competing alternative funding source.



Cloquet Riverfront Project Areas  
April 2, 2015

# VETERANS PARK



- 1 Memorial Circle**
- Upgraded Memorial Circle
  - Performance lawn with monument stage & memorial/water wall
  - Additional picnic shelter
  - Improved power & utilities
  - Pedestrian lighting
  - Specialty gardens

- 2 Flex Lawn**
- Flexible picnic & event lawn
  - Improved power & utilities
  - Improved Highway 33 Streetscape
  - Entry Monument

- 3 Pond**
- Pond edge enhancements
  - Trail & boardwalk loop
  - Interpretive signage
  - Seating/viewing nodes

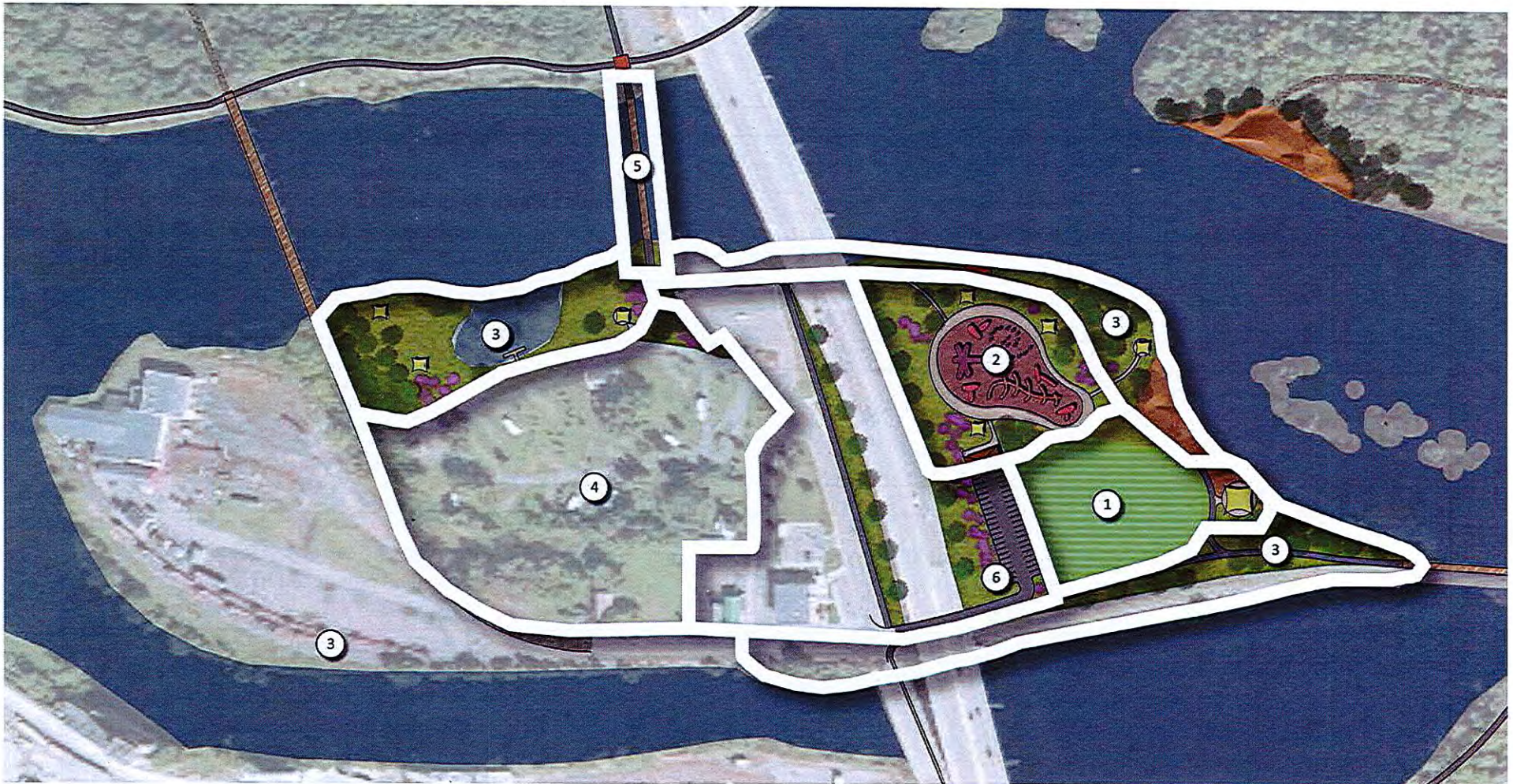
- 4 Cloquet Avenue Entry**
- Accessible entry procession from Cloquet Avenue
  - Improved Cloquet Avenue signage & visibility

- 5 East Core**
- Improve parking lot landscaping
  - Improved signage & setting for military equipment
  - Improved restroom facilities
  - Improved furnishings & lighting

- 6 East Park Expansion**
- Potential parking expansion
  - Potential military equipment expansion
  - Potential year-round indoor facilities
  - Potential flexible lawn & trails

	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Subtotal
<b>Veteran's Park</b>							
<b>Project 1 – Memorial Circle</b>							
<ul style="list-style-type: none"> <li>• Upgraded Memorial Circle</li> <li>• Performance lawn with monument stage and memorial/water wall</li> <li>• Additional picnic shelter</li> <li>• Improved power and utilities</li> <li>• Pedestrian lighting</li> <li>• Speciality gardens</li> </ul>							
<b>Project 2 – Flex Lawn</b>							
<ul style="list-style-type: none"> <li>• Flexible picnic and event lawn</li> <li>• Improved power and utilities</li> <li>• Improved Highway 33 Streetscape</li> <li>• Entry monument</li> </ul>							
<b>Project 3 – Pond</b>							
<ul style="list-style-type: none"> <li>• Pond edge enhancements</li> <li>• Trail and boardwalk loop</li> <li>• Interpretive signage</li> <li>• Seating/viewing nodes</li> </ul>							
<b>Project 4 – Cloquet Avenue Entry</b>							
<ul style="list-style-type: none"> <li>• Accessible entry procession from Cloquet Ave</li> <li>• Improved Cloquet Avenue Signage and Visibility</li> </ul>							
<b>Project 5 – East Core</b>							
<ul style="list-style-type: none"> <li>• Improve parking lot landscaping</li> <li>• Improved signage and setting for military equipment</li> <li>• Improved restroom facilities</li> <li>• Improved furnishings and lighting</li> </ul>							
<b>Project 6 – East Park Expansion</b>							
<ul style="list-style-type: none"> <li>• Potential parking expansion</li> <li>• Potential military equipment expansion</li> <li>• Potential year-round indoor facilities</li> <li>• Potential flexible lawn and trails</li> </ul>							

# DUNLAP ISLAND



- 1 Picnic/Event Lawn & Shelter**
- Picnic/Event lawn & large shelter
  - Smaller picnic shelters
  - Fort demolition
  - Voyageur statue relocation
  - Pedestrian lighting
  - Trailhead

- 2 Destination Play**
- Destination playground & shelters
  - Skating ribbon with warming facilities
  - Winter fire pit
  - Expanded holiday lights

- 3 Shoreline Enhancements**
- Shoreline restoration
  - Recreational access, including kayak beach
  - Fishing & viewing platforms
  - Water recreation basin
  - Connected riverwalk with signage & pedestrian lighting
  - Realigned ATV & multi-use trails

- 4 Camp Ground**
- Improved camp operations
  - Improved landscape & signage
  - Improved lighting & furnishings
  - Realigned ATV & multi-use trails

- 5 Pedestrian Bridge**
- New pedestrian bridge to chamber/trailhead on former alignment/piers
  - Riverwalk trailhead

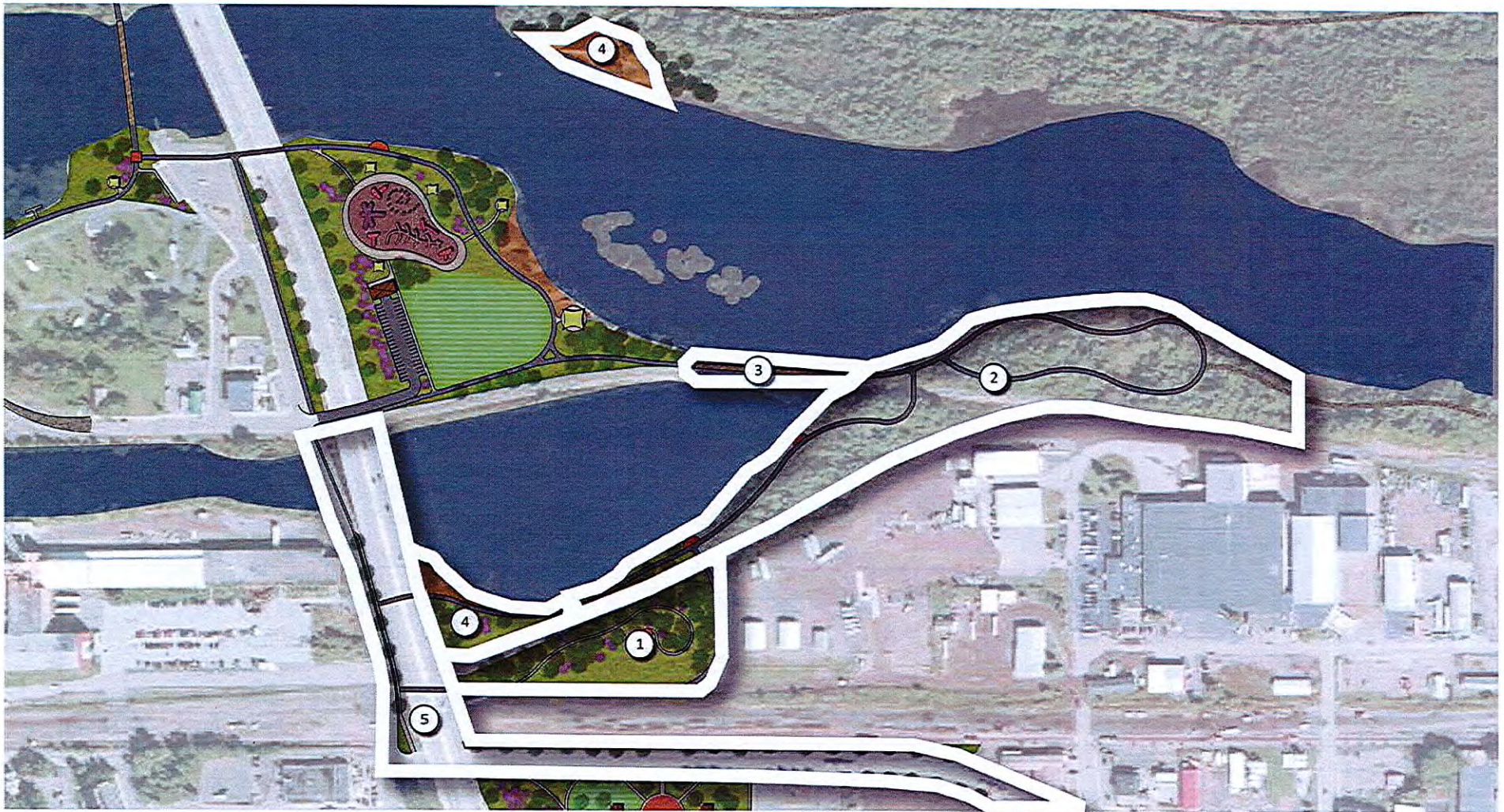
- 6 Streetscapes**
- Reconfigured parking
  - Improved railroad crossings
  - Improved vehicle & pedestrian lighting
  - Consistent signage & wayfinding
  - Interpretive information
  - Dedicated/signed ATV & snowmobile routes

Dunlap Island Prioritization  
April 21, 2015



	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Subtotal
<b>Dunlap Island</b>							
<b>Project 1 – Picnic/Event Lawn and Shelter</b>							
<ul style="list-style-type: none"> <li>• Picnic/event lawn and large shelter</li> <li>• Smaller picnic shelters</li> <li>• Fort demolition</li> <li>• Voyaguer statue relocation</li> <li>• Pedestrian lighting</li> <li>• Trailhead</li> </ul>							
<b>Project 2 – Destination Play</b>							
<ul style="list-style-type: none"> <li>• Destination playground and shelters</li> <li>• Skating ribbon with warming facilities</li> <li>• Winter fire pit</li> <li>• Expanded holiday lights</li> </ul>							
<b>Project 3 – Shoreline Enhancements</b>							
<ul style="list-style-type: none"> <li>• Shoreline restoration</li> <li>• Recreational access, including kayak beach</li> <li>• Fishing and viewing platforms</li> <li>• Water recreation basin</li> <li>• Connected riverwalk with signage and pedestrian lighting</li> <li>• Realigned ATV and multi-use trails</li> </ul>							
<b>Project 4 – Camp Ground</b>							
<ul style="list-style-type: none"> <li>• Improved camp operations</li> <li>• Improved landscape and signage</li> <li>• Improved lighting and furnishings</li> <li>• Realigned ATV and multi-use trails</li> </ul>							
<b>Project 5 – Pedestrian Bridge</b>							
<ul style="list-style-type: none"> <li>• New pedestrian bridge to chamber/trailhead on former alignment/piers</li> <li>• Riverwalk trailhead</li> </ul>							
<b>Project 6 – Streetscapes</b>							
<ul style="list-style-type: none"> <li>• Reconfigured parking</li> <li>• Improved railroad crossings</li> <li>• Improved vehicle and pedestrian lighting</li> <li>• Consistent signage and wayfinding</li> <li>• Interpretive information</li> <li>• Dedicated/signed ATV and snowmobile routes</li> </ul>							

# SOUTH RIVERFRONT



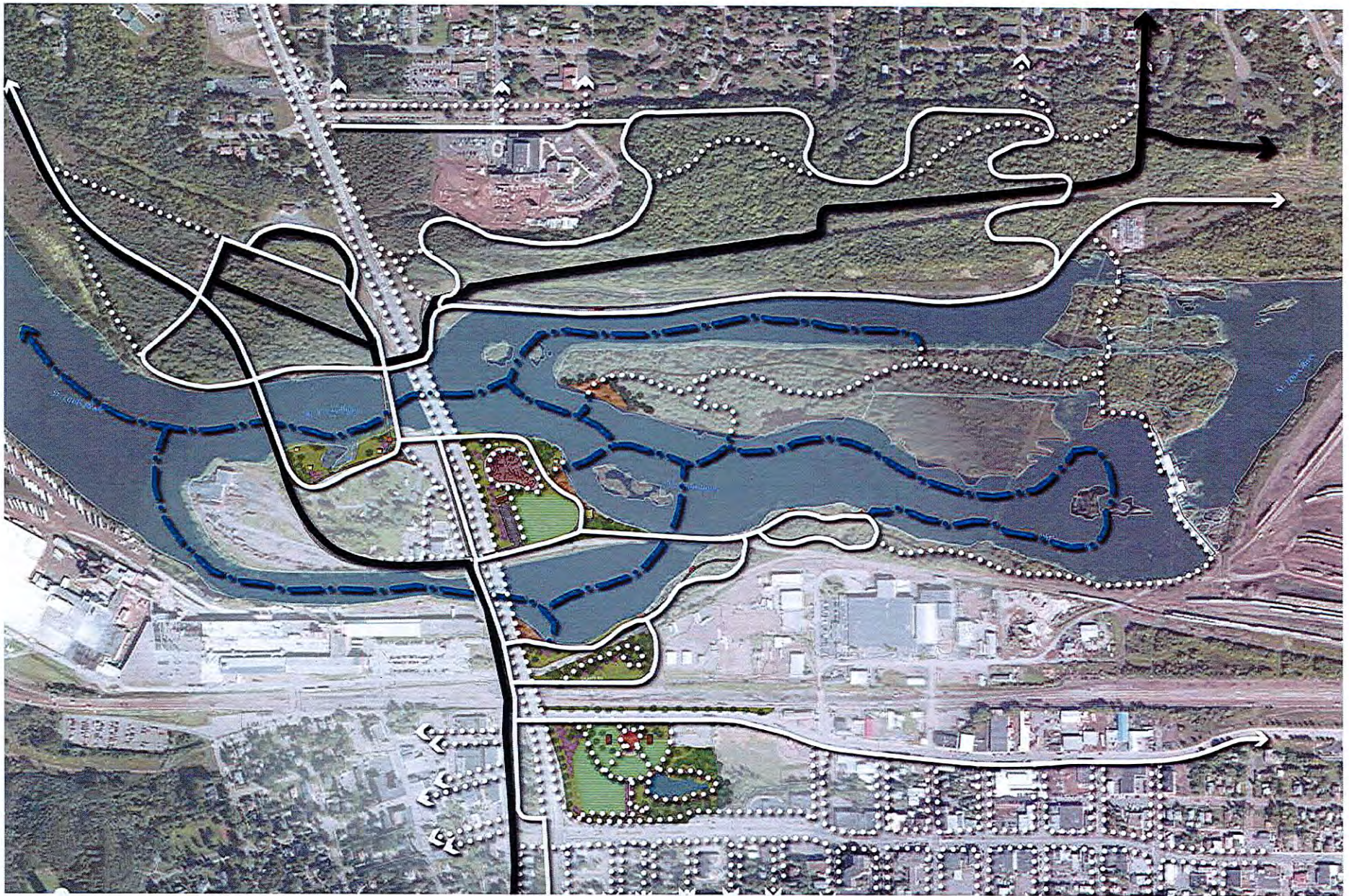
- 1** **Overlook Hill**
- Train viewing/overlook hill
  - Veteran's Park landscape backdrop
  - Riverwalk linkage
  - Pedestrian Trails
  - Improved truck management
  - Improved railroad crossings
  - Landscape buffer for adjacent business/service areas

- 2** **Shoreline**
- Shoreline restoration
  - Recreational access, including kayak beach
  - Fishing & viewing platforms
  - Multi-use trail loops
  - Riverwalk spur
  - Pedestrian nature trails
  - Historical interpretation (mill ruins)

- 3** **Trestle Bridge**
- New pedestrian bridge adjacent to railroad trestle
  - Riverwalk spur
  - Overlooks/fishing access
- 4** **Canoe/Kayak Landings**
- Canoe/Kayak access to Water Power Island
  - Seasonal pedestrian trails & camping on Water Power Island
  - Parking under Highway 33 Bridge

- 5** **Streetscapes**
- Improved Broadway Avenue Streetscape
  - Improved Avenue B Streetscape
  - Parking under Highway 33 Bridge
  - Improved truck management
  - Improved railroad crossings
  - Connected bike/pedestrian trails
  - Consistent signage, lighting & furnishings
  - Interpretive information (Fire)
  - Dedicated/signed ATV & snowmobile routes
  - Regional trail linkages

	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Subtotal
<b>South Riverfront</b>							
<b>Project 1 – Overlook Hill</b>							
<ul style="list-style-type: none"> <li>• Train viewing/overlook hill</li> <li>• Veteran’s Park landscape backdrop</li> <li>• Riverwalk linkage</li> <li>• Pedestrian trails</li> <li>• Improved truck management</li> <li>• Improved rail road crossings</li> <li>• Landscape buffer for adjacent business/service areas</li> </ul>							
<b>Project 2 – Shoreline</b>							
<ul style="list-style-type: none"> <li>• Shoreline restoration</li> <li>• Recreational access, including kayak beach</li> <li>• Fishing and viewing platforms</li> <li>• Multi-use trail loops</li> <li>• Riverwalk spur</li> <li>• Pedestrian nature trails</li> <li>• Historical interpretation (mill ruins)</li> </ul>							
<b>Project 3 – Trestle Bridge</b>							
<ul style="list-style-type: none"> <li>• New pedestrian bridge adjacent to rail road trestle</li> <li>• Riverwalk spur</li> <li>• Overlooks/fishing access</li> </ul>							
<b>Project 4 – Canoe/Kayak Landings</b>							
<ul style="list-style-type: none"> <li>• Canoe/kayak access to Water Power Island</li> <li>• Seasonal pedestrian trails and camping on Water Power Island</li> <li>• Parking under Hwy 33 bridge</li> </ul>							
<b>Project 5 – Streetscapes</b>							
<ul style="list-style-type: none"> <li>• Improved Broadway Avenue Streetscape</li> <li>• Improved Avenue B Streetscape</li> <li>• Parking under Hwy 33 bridge</li> <li>• Improved truck management</li> <li>• Improved rail road crossings</li> <li>• Connected bike/pedestrian trails</li> <li>• Consistent signage, lighting and furnishings</li> <li>• Interpretive information (Fire)</li> </ul>							



Pedestrian Paths
  Multi-Use/Paved (Bike/Pedestrian)
  Water Trails (Canoe/Kayak)
  ATV Trails

- ① Holistic trail hierarchy
- ② Connected riverwalk network
- ③ Coordinated signage/wayfinding system

- ④ Upgraded, consistent site furnishings
- ⑤ Comprehensive vegetative management & enhancement

**Cloquet Riverfront Project Areas Prioritization**  
 April 21, 2015



	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Subtotal
<b>Overall</b>							
Project 1 - Holistic Trail Hierarchy							
Project 2 - Connected Riverwalk Network							
Project 3 - Coordinated Signage/Wayfinding System							
Project 4 - Upgraded/Consistent Site Furnishings							
Project 5 - Comprehensive Vegetative Management and Enhancement							



## ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720  
Phone: 218-879-3347 • Fax: 218-879-6555  
email: [admin@ci.cloquet.mn.us](mailto:admin@ci.cloquet.mn.us)  
[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

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### REQUEST FOR COUNCIL ACTION

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

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**ITEM DESCRIPTION:** Future Work Session Agenda Planning

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#### **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 WORK SESSION**  
**AGENDA ITEMS**

**MAY 19**

Work Session:

ADM/FIN..... 2016 CIP/Budget Process

PW ..... BLASD Sewer Connection Agreement

**JUNE 2**

Work Session:

PD/PW ..... 18th Street Truck Route/Ordinance Review

ADM/FIN..... 2016 Draft CIP

**JUNE 16**

Work Session:

ADM/FIN..... 2016 CIP/Budget Process

CD..... Clean Up Day Recap

## CLOQUET CITY COUNCIL WORK SESSION

Tuesday, April 21, 2015, 5:30 p.m.

### Meeting Minutes

Present: Bjerkness, Langley, Maki, Rock, Wilkinson and Mayor Hallback.  
Absent: Kolodge.  
Staff: Fritsinger, Prusak, Klassen and C. Peterson.  
Other: Pine Journal.

#### **CHAPTER 12 - FINANCING AND ASSESSMENT POLICY**

Mr. Fritsinger began by providing a brief overview as to the reason for reviewing this section of the City Code. In 2014, the Council had inquired about possible changes as it related to petitioned projects due to the impact on staff workload, City budget and fairness of assessment. With the West Taylor petitioned project being considered at the next meeting, staff wanted to provide opportunity for the Council to discuss beforehand. Further, recent Council questions about the assessment policy identified reason for a full review of the policy.

City Engineer Prusak provided a bench handout which highlighted the key aspects of the City's policy. The policy was implemented in 1986 and, while tinkered with as part of codification, remains relatively unchanged. Discussion took place on the general purpose of assessments and the theory of benefit to property. The State of Minnesota and court system have upheld assessments as a viable approach to financing public improvement projects as these projects do provide benefit to abutting property owners.

Mr. Prusak then reviewed components of the policy beginning with the two different types of assessment districts present in Cloquet, the impact of State Aid monies, the formulas for assessments depending on the type of project and then unique adjustments that the policy makes for certain types of properties. The Council had a number of questions. Mr. Fritsinger also noted that a frequent question during assessments is interest rates. Staff reviewed the historic position of the City Council on the consistent use of an 8% rate of interest.

The Council had no direct suggestions for amendments to the policy. Staff noted that staff can conduct further research on how other cities handle any aspect of assessments if the City Council is interested in discussing any one area of the policy.

#### **OTHER/FUTURE AGENDAS**

Mr. Fritsinger provided the Council with a copy of the prioritization worksheet to be used for the prioritization of the waterfront project. The Committee will be meeting on May 5 to use this same document to develop its priorities that will be presented to the Council at its meeting later that same day. The Council is asked to review the document to help it prepare for that discussion. If the Council is willing, the consultant would like to get any thoughts or feedback from the Council prior to that date as well.

The Council had no further suggestions for future agenda items. There being no further business, the meeting adjourned at 6:55.

Respectfully Submitted:



Brian Fritsinger  
City Administrator



Council Chambers, Cloquet, Minnesota  
7:00 o'clock P.M. April 21, 2015

Regular Meeting.

Roll Call.

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

Councilors Absent: Kolodge.

### AGENDA

**MOTION:** Councilor Wilkinson moved and Councilor Langley seconded the motion to approve the April 21, 2015 agenda. The motion carried unanimously (6-0).

### MINUTES

**MOTION:** Councilor Bjerkness moved and Councilor Maki seconded the motion to approve the minutes of the work session and regular meeting of April 7, 2015. The motion carried unanimously (6-0).

### CONSENT AGENDA

**MOTION:** Councilor Bjerkness moved and Councilor Langley seconded the motion to adopt the consent agenda of April 21, 2015 approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 15-33, Authorizing the Payment of Bills.

### PUBLIC HEARINGS

#### Sunset Drive Proposed Improvement

Mayor Hallback announced that now is the time and place for the public hearing on the proposed extension of sanitary sewer and water service on Sunset Drive from the Cloquet North Road, north approximately 500 feet. City Engineer Prusak provided an overview of the project and issues identified as part of the feasibility study for the proposed project. The City Council had a number of questions regarding the project and the need to connect to sanitary sewer. Paul Drechsler and the father of Delores Lindstrom spoke in favor of the project. With no further comments from the public, the hearing was closed.

**MOTION:** Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to adopt amended **RESOLUTION NO. 15-35, RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR THE PROPOSED UTILITY EXTENSIONS ALONG SUNSET DRIVE.** The motion carried unanimously (6-0).

**WHEREAS,** The City has been asked to consider the extension of publicly owned water and sewer utilities north up Sunset Drive; and

**WHEREAS,** City Code requires connection to the sanitary sewer system for all newly developed properties and properties with failing septic systems within 400 feet of an existing sewer line; and

**WHEREAS,** Long private service lines result in problems for private landowners and the City over time; and

**WHEREAS,** A resolution of the Council adopted March 3, 2015, set a date for a Council hearing on the proposed improvement; and

**WHEREAS,** Ten days mailed notice and two weeks published notice of the hearing was given and the hearing was held thereon on the 21<sup>st</sup> day of April 2015, at which time all persons desiring to be heard were given an opportunity to be heard.

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

1. Such improvement is necessary, cost effective, and feasible.

2. The City Engineer is hereby designated as the engineer for this improvement and shall prepare plans and specifications for the making of such improvement.
3. Such improvement is hereby ordered and the City Engineer is hereby authorized to solicit bids for construction.

### **PRESENTATIONS**

There were none.

### **UTILITY MAINTENANCE PERSON APPOINTMENT**

**MOTION:** Councilor Langley moved and Councilor Rock seconded the motion to approve the one year probationary appointment of Mike Austin to the position of Utility Maintenance Person in the Public Works Department effective upon a start date yet to be determined. The motion carried unanimously (6-0).

### **ENGINEERING INTERN APPOINTMENTS**

**MOTION:** Councilor Maki moved and Councilor Langley seconded the motion to approve the appointments of Jeffrey Dyer and Aaron Gustafson as temporary summer engineering interns. The motion carried unanimously (6-0).

### **MEDIACOM FRANCHISE AGREEMENT EXTENSION**

**MOTION:** Councilor Maki moved and Councilor Bjerkness seconded the motion to adopt **RESOLUTION NO. 15-34, RESOLUTION FOR PURPOSE OF EXTENDING THE EXPIRATION DATE OF THE CABLE TELEVISION FRANCHISE AGREEMENT AUTHORIZING THE OPERATION OF A CABLE TELEVISION SYSTEM.** The motion carried unanimously (6-0).

**WHEREAS,** the City of Cloquet, Minnesota (“Grantor”) has an agreement with Mediacom Minnesota LLC (“Mediacom”), for the operation and construction of a cable television system within the City of Cloquet (the “Agreement”); and

**WHEREAS,** in accordance with the Cable Act, the Grantor responded to Mediacom’s request and commenced the process for renewal of the Agreement known as an informal process; and

**WHEREAS,** Grantor and Mediacom are involved in the informal franchise renewal process to renew the Agreement for another term; and

**WHEREAS,** it is understood by the Grantor and Mediacom that the franchise renewal process is not complete and it is in the interest of the Grantor and Mediacom to have a written acknowledgment of the extension of the term of the Agreement and to allow sufficient time to complete negotiations with the understanding that neither the Grantor nor Mediacom prejudice or waive any of their rights afforded them under the Cable Act to either an informal renewal process or formal renewal process should negotiations fail; and

**WHEREAS,** Mediacom and Grantor agree on execution of an extension of the expiration date of the Agreement to August 31, 2015:

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

1. That the Agreement between the Grantor and Mediacom remains in full force and effect notwithstanding the current expiration date.
2. That the term of the Agreement is hereby extended to expire August 31, 2015 unless Grantor and Mediacom execute and adopt a new cable television franchise agreement prior to that date, in which case the present Agreement shall expire and terminate upon the effective date of such new franchise agreement.

3. Except as modified by Paragraph 2, all other terms, conditions, provisions and requirements of the Agreement shall remain in force and effect. Neither party waives any right it may have pursuant to the Agreement or pursuant to state or federal law.
4. Mediacom shall acknowledge its acceptance by signing a copy of this Resolution once adopted where indicated below.
5. This Resolution shall be effective upon its passage and written approval by Mediacom in accordance with law.

#### **YEAR END TRANSFERS FOR 2014**

**MOTION:** Councilor Rock moved and Councilor Maki seconded the motion to authorize the transfers for 2014 as detailed in the April 3, 2015 staff report. The motion carried unanimously (6-0).


#### **PUBLIC COMMENTS**

There were none.

#### **COUNCIL COMMENTS/UPDATES**

City Administrator Fritsinger reminded the Council and public of the City Council Retreat scheduled for this coming Friday and Saturday.

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

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



## ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720  
Phone: 218-879-3347 • Fax: 218-879-6555  
email: [admin@ci.cloquet.mn.us](mailto:admin@ci.cloquet.mn.us)  
[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

### REQUEST FOR COUNCIL ACTION

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator (D)  
Date: April 27, 2015

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**ITEM DESCRIPTION:** Moose Lodge Optional Liquor 2AM License Renewal

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#### **Proposed Action**

Staff recommends that the City Council move to approve the renewal of the Optional 2AM liquor license for the LOOM Lodge 1274 (Moose Lodge), 702 Cloquet Avenue.

#### **Background/Overview**

The City currently has three establishments licensed under the Optional 2AM liquor license. The license is actually issued by the State, but the City must approve the license. Moose Lodge has held an Optional 2AM license since 2014.

There have been no public safety issues at the Moose Lodge associated with the 2AM license that staff is aware.

#### **Policy Objectives**

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

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

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

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

None.

#### **Supporting Documentation Attached**

- Optional 2AM Application



Renewal Application for Optional Liquor 2AM License

License Type: 2AM-100K

Expires On: June 5, 2015

ID Number: 41270

DBA

LOOM Lodge 1274  
Moose Lodge  
702 Cloquet Ave  
Cloquet MN 55720

Business Phone: 2188798423

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

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

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

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

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

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

Licensee Signature [Signature] Date 4-24-15  
(I certify that I have answered the above questions truthfully and correctly)

Licensee Minnesota Tax ID Number (Required): 8115023

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

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




## ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720  
Phone: 218-879-3347 • Fax: 218-879-6555  
email: [admin@ci.cloquet.mn.us](mailto:admin@ci.cloquet.mn.us)  
[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

### REQUEST FOR COUNCIL ACTION

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: April 28, 2015

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**ITEM DESCRIPTION:** Transient Merchant License for Carlton County Farmers Market

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#### **Proposed Action**

Staff recommends that the City Council move to approve the Peddlers, Solicitors & Transient Merchants license for the Carlton County Farmers Market to hold a farmers market on the private parking lot owned by G & R Development at 904 Highway 33 South from June 6 to October 17, 2015.

#### **Background/Overview**

The City has received an application from the Carlton County Farmers Market for a Peddlers, Solicitors & Transient Merchants license seeking approval to hold a farmers market on Saturdays beginning on June 6 through October 17, 2015. The market is proposing to relocate this year from downtown to the parking lot adjacent to Premiere Theateres.

The application meets all requirements of the City Code.

#### **Policy Objectives**

Section 6.6.02, Subd. 7, 6.6.04, Subd. 2(A) and 6.6.08, Subd. 2 apply to farmers markets and require an annual license for such purposes.

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

Section 6.6.04, Subd. 1, exempts a farmers market from the annual license fee. There is no direct cost to the City.

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

None.

#### **Supporting Documentation Attached**

- Application.



CITY ADMINISTRATOR'S OFFICE

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

Application for License Regulating Peddlers, Solicitors, & Transient Merchants

This application, all required documentation and fees must be submitted by any person desiring to obtain a Peddlers, Solicitors & Transient Merchant license within the City of Cloquet, MN.

INDIVIDUAL SUBMITTING APPLICATION: Market President:

Name: MICHAEL STEVEN LITTLE  
Applicant Current Address: 131 LARSON ROAD  
City, State, Zip: ESKO, MN 55733  
Home Phone: 218-879-8294 Work Phone: - Cell Phone: -  
E-Mail Address: fishpole@peoplepc.com

BUSINESS/ORGANIZATION INFORMATION:

Business or Organization Name: CARTON COUNTY FARMER MARKET  
Address: 904 Hwy. 33 S., Cloquet, MN 55720  
Mailing Address (if different from above): 131 LARSON ROAD, ESKO, MN 55733

Phone No.: 218-879-8294  
Alternate Number: 218-390-4129  
Market Mngr.: Roberta Follett  
Alternate # 218-591-6918  
Market VP: Elise Rieschl  
Home 218-878-0356

LOCATION WHERE PROPOSED SALES WILL BE MADE:

Business/Organization Name: G&R DEVELOPMENT  
Address: 904 Hwy 33 S., Cloquet, MN 55720  
Local Phone Number: 218-879-7985 ext.0 Permanent Phone Number: 218-879-7985 ext.0

THE LENGTH OF TIME FOR SALES OR SOLICITING AND HOURS DURING WHICH BUSINESS WILL BE CONDUCTED:

Beginning Date: June 6, 2015 Ending Date: October 17, 2015  
Hours during which business will be conducted: Set-Up 8-9am., SALES 9-11am., Clean-Up 11am-Noon

Brief description of the nature of the business or solicitation and the goods to be sold or given away:

Plants, Produce, Baked Goods, Canned Goods,  
Eggs, Frozen Chickens, & Craft Items.

Do you have **written consent** of the landowner upon whose premises this activity is to be conducted?  Yes  No (If yes, please attach written consent.)

Do you use a **Sales Contract**?  Yes  No (If yes, please attach a copy.)

**Name and Address of the Source of Supply** of the goods or property proposed to be sold, or orders taken for the sale thereof; location of such goods or products at the time of this application; and proposed method of delivery:

Vendors produce the items they sell.  
Plants are being sowed, Produce has not yet grown, other good-homes.  
Vendors transport their products to market.

List the names of the last three (3) cities where you have registered and conducted business for your activities:

City and Address	State
CLOQUET, Municipal Lot @ 11 <sup>th</sup> & Cloquet Ave.	MN
Carlton, 4 Season Event & Sport Center 1568 Hwy 210	MN
Scanlon, Gramma Polo's Bottle Shop 1314 Hwy 45	MN

Describe all vehicles that you will be using in your activities:

Make:	Year:
Model:	License #:
Color:	State:

Make:	Year:
Model:	License #:
Color:	State:

Make:	Year:
Model:	License #:
Color:	State:



1. Have you, or those working for you in Cloquet, been convicted within the last five (5) years, of any felony, gross misdemeanor, or misdemeanor for violation of any federal, state, or local ordinance other than traffic ordinances  
 Yes  No *If yes, give information as to the date, place, and offense for each conviction.*

\_\_\_\_\_

2. List all names, nicknames and aliases by which you have been known: \_\_\_\_\_

\_\_\_\_\_

3. List addresses at which you have lived during the preceding three years. (Begin with present or last address and work back. *Attach additional sheets if necessary.*)

Street Address: 131 Larson Rd.  
City, State, Zip: ESKO, MN. 55733  
Dates at Address: 1987 - present

Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Dates at Address: \_\_\_\_\_

Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Dates at Address: \_\_\_\_\_

**I HEREBY UNDERSTAND AND AGREE THAT:**

1. Information revealed herein for a Peddler, Solicitor and Transient Merchant License in the City of Cloquet will be handled by the City in accordance with federal and state laws regarding privacy of criminal records.
2. Failure to reveal a criminal conviction will be considered falsification of the application and may be used as grounds for denial of the license.

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

  
Signature of Applicant

4-12-15  
Date

Print Name Mike Steven Little  
First Middle Last

G&R Development

904 Highway 33 South

Cloquet MN 55720

March 31, 2015

G&R Development grants permission for the Carlton County Farmers' Market to use our parking lot for the 2015 season.

We understand that the season will begin the first Saturday after Memorial Day and continue through the third Saturday in October. On each Saturday, the market will begin setup at 8:00 AM and finish with takedown at approximately 12 Noon.

Please contact me with any questions.

A handwritten signature in black ink, appearing to read "Rick Stowell". The signature is written in a cursive style with a large initial "R".

Rick Stowell

General Manager

Office: 218-879-8045

Cell: 218-522-1262

**Set-Up and Operation at the G&R Development Location – North-West Parking Lot Area**

**aka Premiere Theater Location – North-West Parking Lot Area on Saturday Mornings  
904 Highway 33 S., Cloquet, MN 55720**

**Time:**

- **Set-up occurs between 8-9 a.m.**
- **Business hours occur between 9-11 a.m.**
- **Clean-up occurs between 11 a.m. -noon**

**Signs:**

- **Seasonal Sign hung on liquor store sign columns below the liquor store sign.**
- **Sandwich-board signs utilized on roadways adjacent to market and within the market, on market days.**
- **Lawn signs set-up before market days and removed after market days.**

**We will utilize the boulevard area as our West boundary, forming a wagon train type of enclosure or “U” extending East, North, and South from the area located between the North and center entrances to the parking lot.**

**Mr. Novak’s booth will adjoin our market set-up at times when a significant number of vendors participate.**

**Our market manager will leave a designated entrance into the market next to her booth. Other access will be gained to the vendor area between designated vendor tables, as instructed by the market manager. There should be one obvious entrance to the market per side (North, East, and South). Cones will be used at the access areas to signify vehicles should not enter into the selling area.**

**Mall customer parking should remain open and available to mall business customers, adjacent to the building. The farmers’ market customers will park around the outside of the market set-up.**

**Pedestrian cones will be utilized (as needed) to alert traffic to slow-down and be aware of pedestrians.**

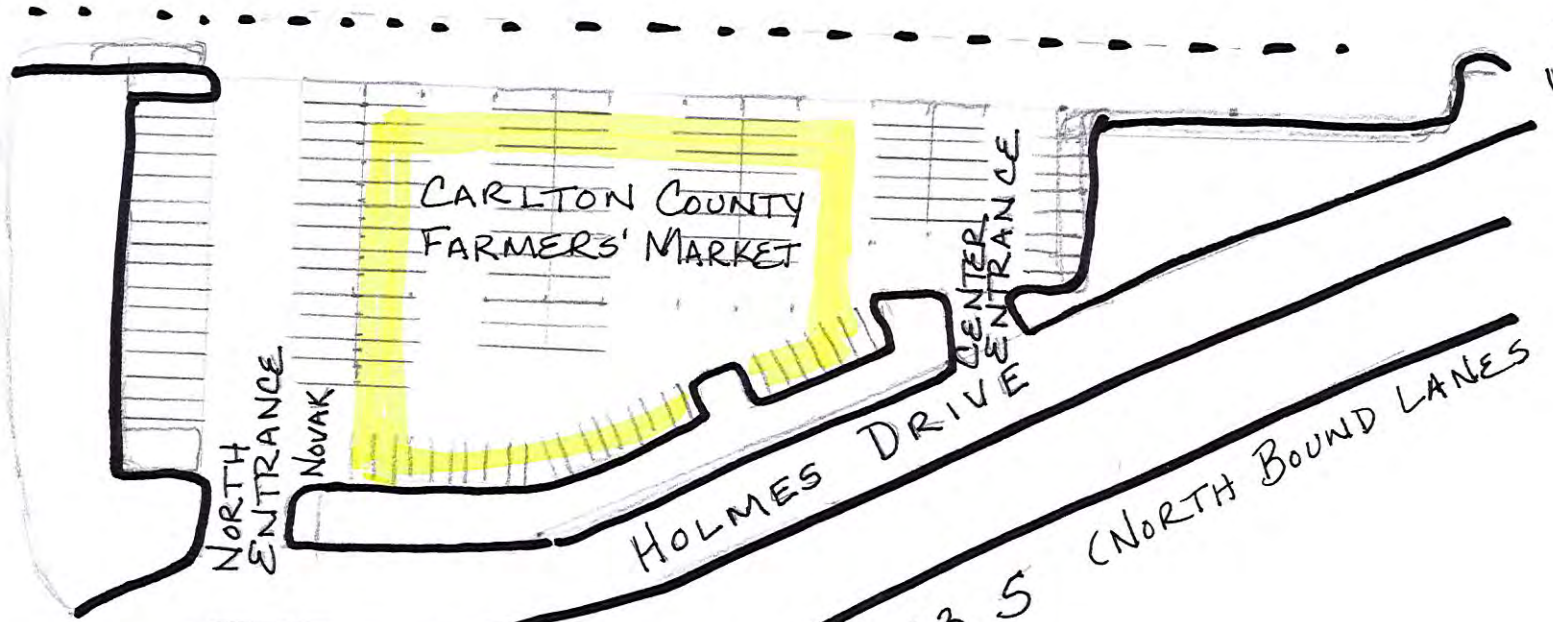
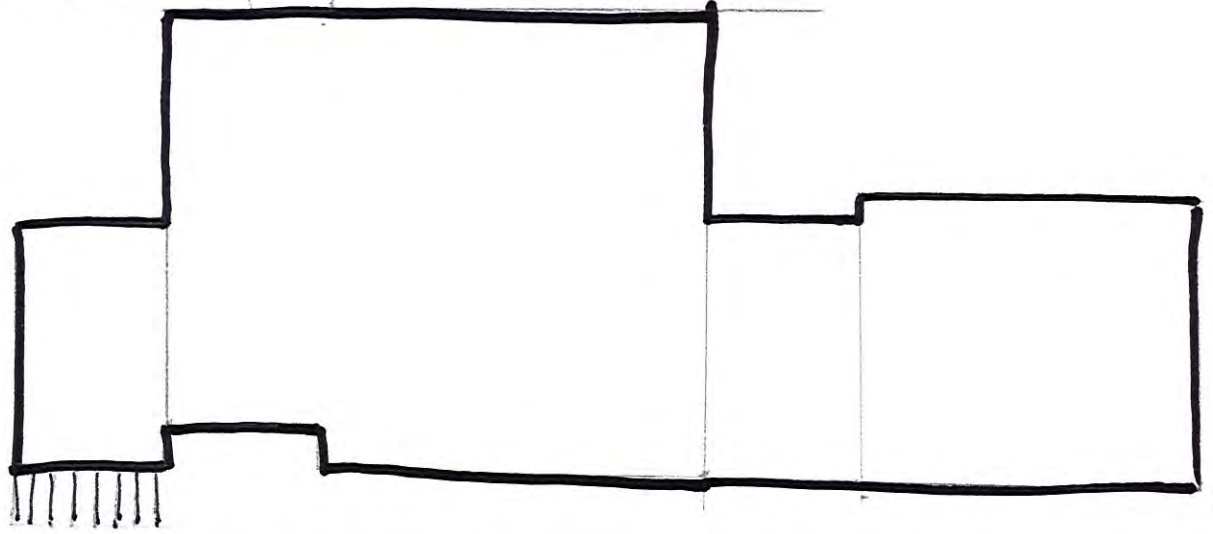
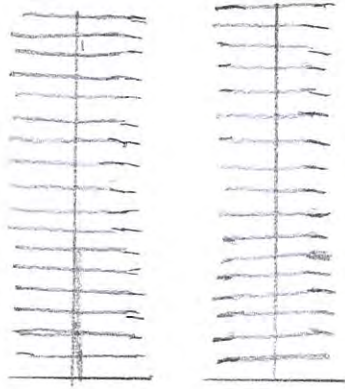
**On market days, a sandwich board sign will be set-up on the adjacent roadways and lawn signs placed at a few locations around town. A seasonal sign will be hung below the liquor store sign utilizing the column structure for support.**

**At 11 a.m. the market closes and clean-up will begin.**

7TH STREET

# G & R DEVELOPMENT

L&M  
SUPPLY



CARLTON COUNTY  
FARMERS' MARKET

NORTH  
ENTRANCE

NOVAK

CENTER  
ENTRANCE

HOLMES DRIVE

HIGHWAY 33 S (NORTH BOUND LANES)

FRANDSEN  
BANK &  
TRUST  
←

SOUTH PLAINS



## ADMINISTRATIVE OFFICES

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email: [admin@ci.cloquet.mn.us](mailto:admin@ci.cloquet.mn.us)  
[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

### REQUEST FOR COUNCIL ACTION

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

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**ITEM DESCRIPTION:** Avenue C Street Closure

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#### **Proposed Action**

Staff recommends that the City Council move to approve the request from Little Jacks Play Center to close Avenue C from Broadway to Vine on Saturday, May 9, 2015 from 8:00 am to 3:30 pm.

#### **Background/Overview**

Attached the City Council will find an application from Kayla Leveille, Little Jacks Play Center, seeking the closure of Avenue C from Broadway to Avenue C. The applicant is seeking approval to close the street on Saturday, May 9, 2015 from 8:00 am to 3:30 pm for a fund raising effort for the center.

Both Public Works and Police Departments have reviewed the application and have identified no specific concerns. The applicant will notify neighboring property owners of the closure. No other specific requirements have been identified.

#### **Policy Objectives**

City Code has no specific requirements related to a street closure. The closing of a public street can only be authorized by the City Council.

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

There is no fee or budgetary impact on the City for the closure.

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

None.

#### **Supporting Documentation Attached**

- Application.



# STREET CLOSURE APPLICATION

(Application must be submitted at least 30 days prior to the date of street closing)

### Applicant Information

Name:	Kayla Leveille		
Address:	2390 Waller Rd, Carlton MN 55718		
Phone:	218-348-6222		
email:	kayla.levaille@gmail.com		

### Street Closure / Event Details

Street Name:	Avenue C, Cloquet MN		
Between:	103	and	111

**Attach a detailed map or drawing of route if event includes multiple street or intersection closures**

Date of Event:	Saturday, May 9, 2015		
Start time of closure:	8:00 am	End time of closure:	3:30 pm
Event:	Little Jacks Family Fun Fair & Vendor Show		

Describe Event in Detail:

The event will have fun games for kids, including bounce house, treasure hunt, carnival games, and coloring contest. There will be vendors and crafters on both levels of the Old Chief Theatre, Rummage Sale, Bake Sale, and Silent Auction. Reason for event is to raise money to update Little Jacks PlayCenter which is a free place for kids to come all year round to play, and to also raise money for two local couples who are adopting.

Estimated Attendance: 500-1000

### Second Contact Person

Name:	Jackie Aultman		
Phone:	218-491-1351	email:	jackie@arise2life.com

### Other Information (if applicable)

Will alcohol be served?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (If yes, additional liquor license is required)
Will there be music?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (If yes, please explain)
There will be music from radio station Life 97.3 on the second floor of the building.		
Will there be food ?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (If yes, please explain)
Bake Sale, Big Daddy Chick Truck, & The Avenue Coffee House		
Who will clean up and remove trash?	Designated Volunteers	

Other Information:

Signature of Applicant:	Date: 4/27/15
-------------------------	---------------

Public Works	Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature:		Date:	

Copy Distribution:	Applicant	Police	CAFD
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Return to: City Administrator's Office, 1307 Cloquet Avenue, Cloquet MN 55720 (ph: 218-879-3347)



## ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720  
Phone: 218-879-3347 • Fax: 218-879-6555  
email: [admin@ci.cloquet.mn.us](mailto:admin@ci.cloquet.mn.us)  
[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

### REQUEST FOR COUNCIL ACTION

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator (P)  
Date: April 29, 2015

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**ITEM DESCRIPTION:** Approval of Raffle Permits

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#### **Proposed Action**

Staff recommends that the City Council move to adopt **RESOLUTION NO. 15-38, A RESOLUTION APPROVING EXEMPT PERMIT TO CONDUCT RAFFLE EVENTS AT QUEEN OF PEACE PARISH.**

#### **Background/Overview**

The City has received applications from Queen of Peace Parish for two raffle events to be held on August 15, 2015 and October 10 & 11, 2015 at Queen of Peace Parish, 102 - 4th Street.

#### **Policy Objectives**

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

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

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

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

None.

#### **Supporting Documentation Attached**

- a. Resolution 15-38.
- b. LG220 Applications for Exempt Permit.

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

**RESOLUTION NO. 15-38**

**A RESOLUTION APPROVING EXEMPT PERMIT  
TO CONDUCT RAFFLE EVENTS  
AT QUEEN OF PEACE PARISH**

**WHEREAS**, The City of Cloquet received applications from Queen of Peace Parish, 102 - 4th Street, for an Exempt Permit to conduct two raffle events on August 15, 2015 and October 10 & 11, 2015 at Queen of Peace Parish, 102 - 4th Street.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA**, That the City Council has reviewed the application of Queen of Peace Parish for an Exempt Permit to conduct raffle events on August 15, 2015 and October 10 & 11, 2015 at Queen of Peace Parish, 102 - 4th Street, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

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

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 5TH DAY OF MAY, 2015.**

---

Dave Hallback, Mayor

ATTEST:

---

Brian Fritsinger, City Administrator



# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
<b>\$100</b>	<b>\$50</b>

## ORGANIZATION INFORMATION

Check# \_\_\_\_\_ \$ \_\_\_\_\_

Organization name <b>Queen of Peace</b>	Previous gambling permit number <b>X-04657-15-017</b>
Minnesota tax ID number, if any	Federal employer ID number, if any

**Type of nonprofit organization.** Check one.

Fraternal  
  Religious  
  Veterans  
  Other nonprofit organization

Mailing address: **102 4<sup>th</sup> Street Cloquet MN 55720 Carlton**

Name of chief executive officer (CEO) \_\_\_\_\_ Daytime phone number \_\_\_\_\_ Email address \_\_\_\_\_

## Attach a copy of ONE of the following for proof of nonprofit status.

Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing .**  
 Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155  
 Phone: 651-296-2803

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

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

## GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.

**102 4<sup>th</sup> St Cloquet 55720 Carlton**

Address (do not use PO box) \_\_\_\_\_ City or township \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

**Cloquet MN 55720**

Date(s) of activity (for raffles, indicate the date of the drawing)  
**8-15-2015 - World Youth Day Raffle**

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

Bingo\*      Raffles **Yes**      Paddlewheels\*      Pull-Tabs\*      Tipboards\*

\* **Gambling equipment** for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on List of Licensed Distributors, or call 651-639-4000.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**If the gambling premises is within city limits,** a city official must check the action that the city is taking on this application and sign the application.

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print city name \_\_\_\_\_

*On behalf of the city, I acknowledge this application.*  
**Signature** of city personnel receiving application

Title \_\_\_\_\_ Date \_\_\_\_\_

**If the gambling premises is located in a township,** a county official must check the action that the county is taking on this application and sign the application. **A township official is not required to sign the application.**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name \_\_\_\_\_

*On behalf of the county, I acknowledge this application.*  
**Signature** of county personnel receiving application

Title \_\_\_\_\_ Date \_\_\_\_\_

**(Optional) TOWNSHIP:** *On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]*

Print township name \_\_\_\_\_

**Signature** of township official acknowledging application

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

Print form and have CEO sign

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

Chief executive officer's signature Mr. Justin Fish Date 4-24-15

**Complete a separate application for each gambling event:**

- one day of gambling activity
- two or more consecutive days of gambling activity
- each day a raffle drawing is held

**Send application with:**

- a copy of your proof of nonprofit status, and
  - application fee for each event
- Make check payable to "State of Minnesota."

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

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us). Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

**Data privacy notice:** The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

## ORGANIZATION INFORMATION

Check # \_\_\_\_\_ \$ \_\_\_\_\_

Organization name <b>Queen of Peace</b>	Previous gambling permit number <b>X-04657-15-018</b>
Minnesota tax ID number, if any	Federal employer ID number, if any

**Type of nonprofit organization.** Check one.

Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address  
**102 4<sup>th</sup> Street Cloquet MN 55720 Carlton**

Name of chief executive officer (CEO) Daytime phone number Email address

## Attach a copy of ONE of the following for proof of nonprofit status.

Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing .**  
 Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155  
 Phone: 651-296-2803

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

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

## GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
**102 4<sup>th</sup> St Cloquet 55720 Carlton**

Address (do not use PO box) City or township Zip Code County  
**Cloquet MN 55720**

Date(s) of activity (for raffles, indicate the date of the drawing)  
**Oct 10-11 2015 Fall Fest**

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

Bingo\* Raffles  Paddlewheels\* Pull-Tabs\* Tipboards\*

\* **Gambling equipment** for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on List of Licensed Distributors, or call 651-639-4000.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**If the gambling premises is within city limits,** a city official must check the action that the city is taking on this application and sign the application.

The application is acknowledged with no waiting period.

The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print city name \_\_\_\_\_

*On behalf of the city, I acknowledge this application.*  
**Signature** of city personnel receiving application \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**If the gambling premises is located in a township,** a county official must check the action that the county is taking on this application and sign the application. **A township official is not required to sign the application.**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print county name \_\_\_\_\_

*On behalf of the county, I acknowledge this application.*  
**Signature** of county personnel receiving application \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**(Optional) TOWNSHIP:** *On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]*

Print township name \_\_\_\_\_

**Signature** of township official acknowledging application \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE** Print form and have CEO sign

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

Chief executive officer's signature *Erin J. Smith* Date *4-20-15*  
*Erin J. Smith*

**Complete a separate application** for each gambling event:

- one day of gambling activity
- two or more consecutive days of gambling activity
- each day a raffle drawing is held

**Send** application with:

- a copy of your proof of nonprofit status, and
- application fee for each event

Make check payable to "State of Minnesota."

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

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us). Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

**Questions?**  
 Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

**Data privacy notice:** The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.





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**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: James R. Prusak, Director of Public Works  
Reviewed by: Brian Fritsinger, City Administrator (e)  
Date: April 28, 2015

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**ITEM DESCRIPTION:** Ordering Improvement and Preparation of Plans and Specifications on the Proposed Improvement of West Taylor Avenue.

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**Proposed Action**

Staff recommends the City Council hold the public hearing on this matter to consider any comments or objections to the proposed improvement, and following the hearing move to adopt **RESOLUTION 15-37, ORDERING THE IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR THE PAVING OF WEST TAYLOR AVENUE FROM SOUTH OAK STREET, WEST APPROXIMATELY 1,300 FEET AND THE CONNECTION OF SOUTH LAUREL STREET TO WEST TAYLOR AVENUE.**

**Background/Overview**

On April 1, 2013, the City Administrator's Office received a petition signed by 10 individuals requesting the paving of West Taylor Avenue, from South Oak Street, west approximately 1,300 feet. This existing roadway was original dedicated and graded as part of the Carson Michael Subdivision Plat back in 2005. It includes twelve residential lots, which average one acre in size. Currently there are ten homes, which have been constructed over the past nine years and two remaining vacant lots.

Lying to the west of this development is another similar portion of West Taylor Avenue that was dedicated back in 1997 as part of the Pinewood Addition Plat. This roadway extends east off of Pinewood Drive 1,200 feet and the two roadways dead end within 300 feet of each other. Also in the area is another dead-end street (South Laurel Street), which connects to Big Lake Road and then extends south 1,300 feet to within 300 feet of the West Taylor off of South Oak Street.

Also on West Taylor, South Laurel and South Oak Streets, there are two rather long dead-end City water mains. Such dead-end water mains result in poorer water quality, lower fire hydrant flows, the potential for wider area service interruptions and also a greater threat of frozen water pipes during the winter months. In the past, frozen waterlines and water mains have been a problem on all three of these streets.

Although work on preliminary plans for the requested paving of West Taylor Avenue have not been completed at this time, they are relative simple in nature. It is anticipated this roadway would be paved to rural residential standards approximately 24-foot wide and without curb and gutter. The real question, however, is whether the scope of the initial project will or should include the connection of the various dead-end streets and utilities in the immediate area? Because there is only one real roadway access to the western portion of Cloquet (Big Lake Road) it is anticipated the connection between the two West Taylor Avenue segments would likely result in a significant disruptive increase in traffic to the four residential areas affected by such a proposal. For this reason the Department does not recommend this connection at this time. It is the Department's opinion, however, that the connection of South Laurel Street to West Taylor would not result in a similar disruptive traffic increase. This connection would serve to eliminate two dead-end road segments that each are well over one-quarter mile long and would also easily accommodate the looping of the two dead-end water mains on these streets.

#### **The Case For Connection of Dead End Streets**

The City of Cloquet's Subdivision Regulation (Chapter 13, Section 13.1.10, Subdivision 12) does not allow the platting and construction of dead end streets longer than 500 feet. Such restrictions on the maximum length of dead end roads are very common in cities across the country and several cities and states have now or are considering the prohibition of dead end streets all together. Back in 2005, when the preliminary plat for the Carson Michael Subdivision was first proposed, this issue was brought to light by William Schlenvogt, then City Planner. Under normal circumstances, the initial plat, which involved a 1,300 foot long dead end road running west of South Oak Street, would not have been approved unless the plat made provisions for the ultimate connection of other nearby roads and neighborhoods. The final plat did include a short roadway dedication to the north of West Taylor that could one day connect to South Laurel street, however to accomplish this, an additional 200 feet of road right-of-way would have to be acquired by the City across other private property to complete this connection to the current dead end of South Laurel. For that reason the final plat approval was not conditioned on the physical connection of these roadways at that time. This was left to the City when it was determined the time was appropriate.

The reasoning behind having an interconnected road system between adjoining neighborhoods is generally related to public safety and traffic circulation. Such an interconnected system provides alternate accesses for the residents, emergency vehicles and other traffic in the area. At the same time, it also provides for more efficient and safer school bus routes, garbage collection, delivery vehicle access and snow plowing operations.

The existing streets and residential neighborhoods of South Oak and South Laurel Streets were originally developed many years ago when they were part of Knife Falls Township. Both streets are long dead ends in excess of 1,300 feet long. It was not until the 1975 consolidation with Knife Falls that they became part of the City of Cloquet. But even back then, dead end streets in excess of 500 long were not allowed in Cloquet. For this reason, the City of Cloquet's Comprehensive Land Use Plan has always depicted and advocated for the interconnection of such long dead end rural roads wherever possible.

The connection of such dead-end streets rarely meets with the approval of local residents as in most people's minds it would result in more disruptive vehicle traffic through the area. This could certainly be the case for those living on the extreme end of the street but for those living somewhere in between it could actually result in less traffic. With only one way in, there is only one way out and this requires buses, garbage trucks and delivery vehicles to turn around at some point and come out the same way.

Trucks, buses and delivery vehicles having to turn around at these dead ends brings up another issue. In accordance with Chapter 13 of the City Code, where the platting and construction of dead end streets are approved, they are required to include a permanently designed turn-around or cul-de-sac having a minimum diameter of 80 feet and a minimum right-of-way diameter of 100 feet. None of the existing dead-end streets in this area of town have adequately constructed turn-around areas or permanently dedicated cul-de-sac right-of-ways. For the most part, vehicles, trucks and buses have to turn around in people's private driveways, which can involve multiple backing maneuvers and safety concerns. As an example, Cloquet Transit does run a school bus down to the end of South Laurel Street each day and they have expressed such concerns to this department. In their words "kids don't get driven over, they get backed over." If any of these existing dead-ends are not going to be connected, at a minimum it is recommended larger cul-de-sacs be constructed to better accommodate vehicles turning around.

On August 7, 2014 the Engineering Department invited the residents from all three neighborhoods to attend an informal public information meeting. The purpose of this meeting was to discuss the tentative project, the various design proposals, to answer questions, receive comments and ultimately to report back to the City Council. Approximately 15 people attended the August 7<sup>th</sup> meeting. Although the general consensus of the group supported the paving of West Taylor, nobody spoke in support of connecting any of the dead end road segments and several people spoke in opposition. Three letters or emails have also been received by the City from residents voicing their opposition (*see attached*).

Preliminary plans for the project are currently being prepared and in accordance with MN Statutes Chapter 429 the City Council is required to hold a Public Hearing on the Proposed Improvement. During the 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 formal public comments will be taken in reference to the proposed improvement.

**Financial/Budget/Grant Considerations**

The approved 2015 CIP and budget include an estimated cost for this project of \$90,000, which has been allocated from the Permanent Improvement Fund. In accordance with City Code, a majority of the project costs would be assessed to individual properties along the project route. Chapter 12 establishes the present policy relating to the financing of certain street improvements in Cloquet. On this project all properties would pay for the cost of a twelve foot wide strip of blacktop, three inches thick.

**Advisory Committee/Commission Action**

N/A

**Supporting Documentation Attached**

- Resolution No. 15-37.
- Map of project area.
- Email from Curtis Nelson dated 03/19/14.
- Email from Tim Nelson dated 10/02/14.
- Letter from Jared and Pamela Wehr dated 10/11/14.



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

**RESOLUTION NO. 15-37**

**ORDERING THE IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR THE PAVING OF WEST TAYLOR AVENUE FROM SOUTH OAK STREET, WEST APPROXIMATELY 1,300 FEET AND THE CONNECTION OF SOUTH LAUREL STREET TO WEST TAYLOR AVENUE.**

**WHEREAS**, A petition has been received requesting the paving of West Taylor Avenue running from South Oak Street, west approximately 1,300 feet; and

**WHEREAS**, The City's Comprehensive Land Use Plan has depicted and advocated for the interconnection of existing dead-end roadways in the area, in particular the connection of South Laurel Street to West Taylor Avenue; and

**WHEREAS**, The City has completed an engineering study to complete this project; and

**WHEREAS**, A resolution of the Council adopted April 7, 2015, set a date for a public hearing on the proposed improvement; and

**WHEREAS**, Ten days mailed notice and two weeks published notice of the hearing was given and the hearing was held thereon on the 5<sup>th</sup> day of May 2015, at which time all persons desiring to be heard were given an opportunity to be heard.

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

Such improvement is necessary, cost effective, and feasible.

1. The City Engineer is hereby designated as the engineer for this improvement and shall prepare plans and specifications for the making of such improvement.
2. Such improvement is hereby ordered and the City Engineer is hereby authorized to solicit bids for construction.

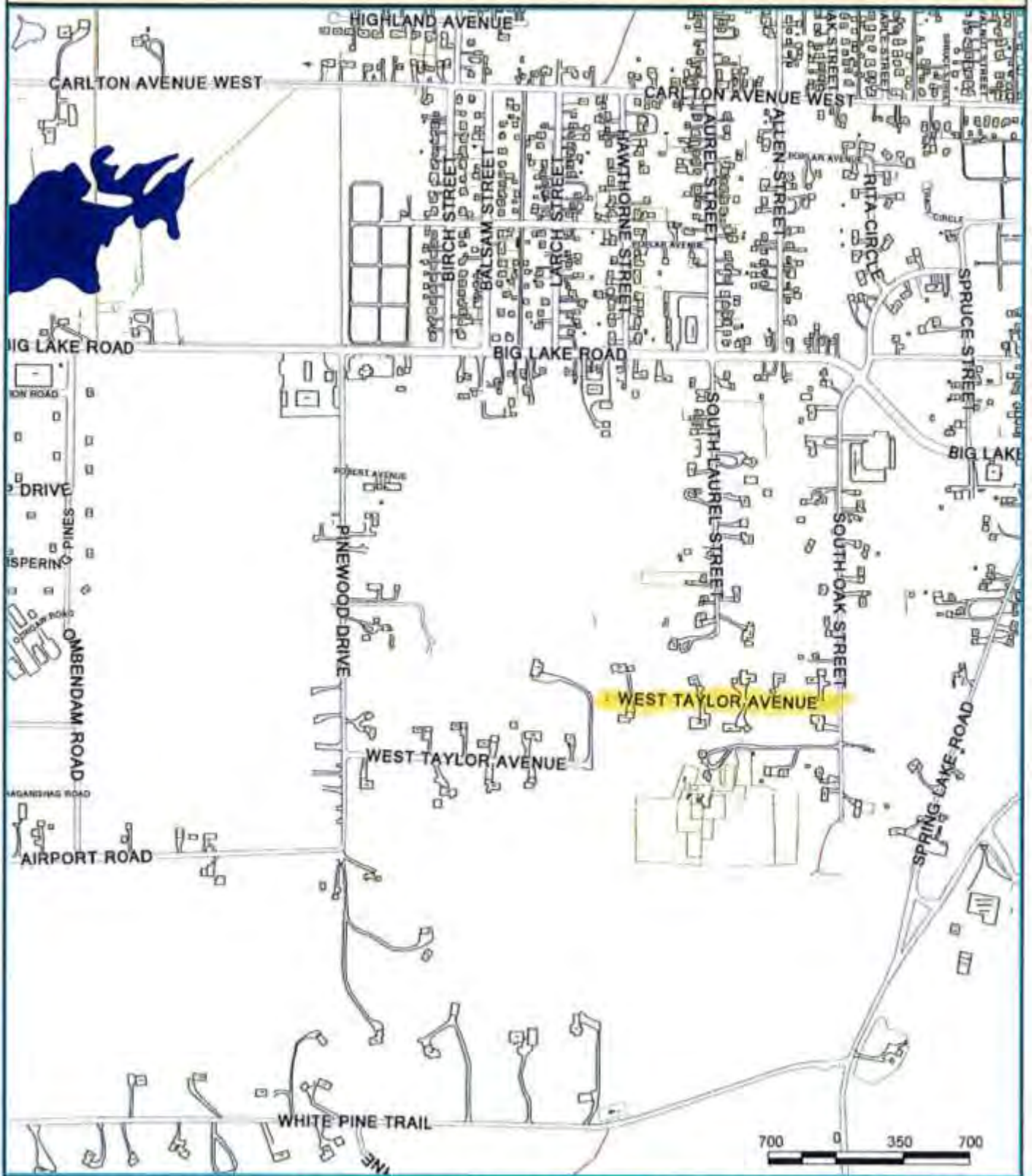
**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 5<sup>TH</sup> DAY OF MAY, 2015.**

\_\_\_\_\_  
Dave Hallback, Mayor

ATTEST:

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

# City of Cloquet



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

## Brian Fritsinger

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**From:** CURTIS NELSON <ckstnel@msn.com>  
**Sent:** Wednesday, March 19, 2014 4:36 PM  
**To:** Brian Fritsinger  
**Subject:** Fwd: West Taylor Petition  
**Attachments:** 20140317091808799.pdf, ATT00001.htm

Sent from my iPhone

Begin forwarded message:

**From:** CURTIS NELSON <ckstnel@msn.com>  
**Date:** March 17, 2014 at 10:51:25 AM CDT  
**To:** "bfritsinger@cloquet.mn.us" <bfritsinger@cloquet.mn.us>  
**Subject:** West Taylor Petition

Brian,

Attached is the letter Jesse Buhs has sent the neighbors of West Taylor Ave. Jesse has done a great job and all the leg work to try and get the street paved. As our phone call this morning I would like to keep West Taylor Avenue a dead end street. It was a big reason we bought the property. Or son Travis having downs I feel more safe for him riding his bike and just playing outside. As for whether to connect South Laurel street to West Taylor I would like that to stay closed also. Connecting the water main to help flow and to help prevent freezing of the main that would be fine. I am 100 percent in agreement of having West Taylor paved. When I bought the property I was told it would be paved in 3-5 years (after most of the homes were built) and we have now been there going on 7 years.

Please keep us posted on what the city is planning to do.

Thank you.

Curtis M. Nelson  
1009 West Taylor Ave.  
391-9432 Cell  
879-4401 Home

## Jim Prusak

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**From:** Tim Larsen <tlarsen89@msn.com>  
**Sent:** Saturday, August 02, 2014 9:51 PM  
**To:** Jim Prusak  
**Subject:** West Taylor Paving

Mr. Prusak,

Thought I'd write you my concerns regarding this issue and address the letter we received not knowing right now if I'd be able to attend Aug 7.

My wife and I live at 1102 W Taylor Ave, and it's location was a major selling point back in Aug 2008, to us as it had everything we were looking for. Feels like little bit country, and on a dead end road to raise two young boys.

Myself and many of our neighbors have been hoping that one day our road would get paved, but all of these proposals of joining roads, I have to say, I am not for it one bit at all. You've addressed all the concerns and nailed it as home owners as to why we wouldn't like it. My wife and I's question is;

1. Why do you have adjoin all these roads (at a min S Laurel and W Taylor) would it be that big of deal to run the water lines where you want without having to put in a new road? It sure seems like it would save the city thousands of dollars by NOT adjoining these roads.
2. I spoke with Curt Nelson, and he's on the same page as us, as it's property that would be affected most, take out the trees that you need, and join the water lines, with South Laurel to West Taylor, leave the road out of it.
3. Joining the two W Taylor's seems like a mistake, there too far apart from each other, (in my opinion) what would you have 2 -90 degree corners, or make it into a S shape curve, I don't think those home owners on the end would be to thrilled about that. I do agree with you, that cul-de-sacs (wider) need to be created.

Finally, unfortunately I understand your perspective. I'm a firefighter, I know about access to areas, so I see the concern with emergency vehicles and snowplows that's where it ends for me. If this goes through, it's not the end of the world, but since you are asking for our thoughts and opinions, I am against it. We bought this place for it's location and how it sat, a safe environment to raise a family.

So that's our thoughts and opinions, I'm no expert at this type of thing, but many of my neighbors have mentioned the same thing as to why you can't just put the water lines in how you'd like? Don't connect any roads, get W Taylor paved and fix the cul-de-sacs.... sure seems like that'd be the way to go and save the city money.

I'd like to hear your thoughts, as to why this would or would not work? I will try to make it Aug 7, but I just don't know right now.

Thank you for your time,  
Tim Larsen

August 11, 2014

Attn: Mayor Bruce Ahlgren  
and City Council Members: David Manderfeld, David Bjerkness, Roger Maki, Kerry Kolodge,  
Steve Langley and Lara Wilkinson

RE: Paving of W. Taylor and joining of S. Laurel and W. Taylor

We received a letter and attended a meeting at City Hall on Thursday, August 7<sup>th</sup>.

We do not believe Jim Prusak, City Engineer, gave sufficient reasons to join S. Laurel to W. Taylor.

We have the following reasons this does not need to be done:

It is an unnecessary cost to the tax payers when the home owners on the street do not want this change.

The water line on W Taylor can be repaired and the road paved without the additional expense of joining the two streets.

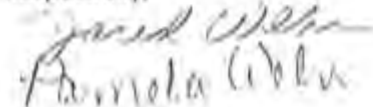
Our neighbors (Sobczak's, Wehr's and Whitebird's) have already made access available for garbage trucks, buses, plows, etc. to turn around at the end of S. Laurel. It was discussed that many vehicles turn around in driveways now and do not continue to the end of the road. They have also agreed to further discuss a cul-de-sac if necessary.

The additional traffic will create a danger to the children on S. Laurel.

Joining S. Laurel and W. Taylor will depreciate the value of the homes on S. Laurel by no longer being a quiet dead end road.

We request to be notified of any additional meetings discussing this topic.

Respectfully,



Jared & Pamela Wehr  
1017 S Laurel Street  
Cloquet, MN 55720  
218-348-2036




## ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720  
Phone: 218-879-3347 • Fax: 218-879-6555  
email: [admin@ci.cloquet.mn.us](mailto:admin@ci.cloquet.mn.us)  
[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

### REQUEST FOR COUNCIL ACTION

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To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: April 29, 2015

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**ITEM DESCRIPTION:** Public Facilities Study

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#### **Proposed Action**

Staff recommends that the City Council move to accept the Public Facilities Study as presented by BKV Group.

#### **Background/Overview**

In late 2013, the City initiated an analysis and review of all of the City's publicly owned buildings by issuing a request for proposal (RFP). The purpose of the study was to:

- Conduct a space needs analysis of all buildings for future needs.
- Evaluate duplication of services within City buildings and identify pros/cons and recommendations for combined uses (or reasons not to).
- Evaluate the physical location of all City facility sites with regard to their current and potential best use and recommend options for relocation, if necessary.
- Evaluate the physical condition of all facilities.
- Evaluate the building and mechanical systems of all buildings for potential energy efficiency improvements.
- Development of preliminary cost estimates.
- Identification of a priority list of project needs.

After conducting interviews, the City selected BKV Group to begin work on the study in 2014. The study is broken down in sections very similar to the bullets identified above.

At this meeting, the Council is only being asked to receive the study and be prepared to ask our consultants any questions it may have. Representatives of BKV will be in attendance at the meeting to present the study's findings. As this was one of the major goals of the City Council in 2014, the Council will next want to schedule time at a future meeting to explore the findings in more detail and identify strategies related to the implementation of any or all of the recommendations included.

To the Mayor and City Council  
Public Facilities Study  
April 29, 2015  
Page 2

**Policy Objectives**

The City is responsible for being a good steward of its public buildings and planning for the long term capital needs of the City. The study is intended to provide recommendations for how to continue to meet these objectives.

**Financial/Budget/Grant Considerations**

There are no direct costs to the City as a result of accepting the study. Future direct costs will need to be identified as part of considerations related to the implementation of its recommended actions.

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- City Facilities Master Plan and Space Needs Analysis.

## Executive Summary & Recommendations

The City of Cloquet is confronted a situation where some of the existing municipal buildings have exceeded their life cycle use and are in need of either major renovations or replacement.

The intent of this Study is to provide tools enabling Cloquet City leadership to may make informed decisions regarding the City's current facilities infrastructures. The goal is that this will lead to solutions to current facility issues, and result in master plan options that support the City in providing services that are responsive, efficient, safe, and provided in an economically responsible manner. The next steps are identified throughout the report and summarized at the end of the executive summary. On-going discussions will be necessary, regarding the Council's vision on implementing these options to support the City's operational needs as well at the services provided to the community.

The culmination of the report by BKV Group provides the City Council with the assessment of their current facilities and a thoughtful and collaborative projection for the personnel and facility space needs upcoming. Additionally, preliminary concepts for government center locations, building concepts and costs were provided to facilitate the Council to make educated decisions on the next steps of development.

The Executive Summary, following, briefly describes the methodology that produced this report and its components, as well as provides a snap-shot of each of the categories identified within each section of this report. The culmination of the Executive Summary includes the recommendations and next steps for the City of Cloquet.

The facilities studied in this report are:

- City Hall
- Public Safety (Police & Fire Station)
- Public Works
- Library
- Senior Center
- Pump Station No. 2

The study started with a discovery process where BKV Group obtained all available information from the City. This information included existing plans of the buildings / sites, utility information, previous reports, staffing data, population projections, maintenance records, community revitalization master plan, annual police reports, capital improvement plan etc. This information provided an initial understanding of the City of Cloquet's facilities, staffing, operations and overall objectives

The report is sequentially developed building on the information and analysis of each subsequent phase. The sections of the report are as follows:

**Section 2 - Facility Audit Reports (Functional Assessment & Building Conditions)**

Capital Maintenance Cost Estimates

Energy Assessment

**Section 3 - Space Program Analysis**

**Section 4 - Facility Comparisons**

**Section 5 - Master Plan Concept Options**

**Section 6 - Project Ranking & Preliminary Cost**

**Appendix**

- Appendix A: Space Programs with Space Standard Diagrams
- Appendix B: Questionnaires
- Appendix C: Acknowledgements



## Executive Summary & Recommendations

An initial team kick off meeting including the entire planning team and City officials was held on May 1, 2014. The objectives of the meeting was to review the parameters for the study, discovery information obtained and most importantly identify and discuss the primary goals and requirements for the study. Following the kick off meeting the BKV's team of architects and engineers toured the City's facilities starting the on-site facility assessments on May 1, 2014 and May 21, 2014.

## Facility Assessments

The assessment started with meeting the directors and lead staff for each facility, the individuals most familiar with the conditions, maintenance and operations. While the City has done a good job maintaining its facilities over the years, many are clearly starting to show the deterioration and wear that is normal for these types of facilities.

This section of the study focused on:

- Examine Condition of Existing Buildings
- Energy Efficiency
- Code Compliance
- Short/Long-term Maintenance Costs

## Summary of Audit of Existing Conditions/Buildings

As detailed in section 2 of this report, The Facility assessment was conducted over a few visits from in May 2014. The assessment included on-site observation of the existing facility and is intended to provide an indication of capital maintenance requirements, potential code required upgrades or other building maintenance requirement which should be considered in any building renovation / addition project. The facility assessment is not intended to be exhaustive but rather to assess and highlight the major building deficiencies in four major categories:

1) Functional accommodations, 2) Safety / security of staff and visitors, 3) code related deficiencies, 4) capital maintenance / building envelope. The following information is a summary of the primary functional, code and energy information identified within each of the buildings.

## Summary of Building Assessments

### A. City Hall: Built in 1990

1. Site Parking is limited
2. Existing restrooms and service counters are not ADA compliant
3. No elevator access is available to the basement storage area
4. Roofing will need to be replaced in the near future
5. Evidence of vapor / moisture intrusion at numerous window sill locations
6. Lacks require staff office areas
7. Lacks adequate meeting room space
8. Lacks building security

### B. Public Safety (Police & Fire): Built in 1960 and remodeled and addition in 1991

1. Building Condition:
  - a. Spawling of existing retaining wall
  - b. Roofing and coping in need of replacement
  - c. Bathrooms are not ADA compliant
  - d. General building condition is worn and in need of upgrades
2. Police Department
  - a. Lack proper evidence intake and processing for chain of evidence control.
  - b. Lack adequate indoor squad parking
  - c. Leaking in existing squad parking areas.
  - d. No available space for computer forensics
  - e. Lack of adequate officer and investigations offices
  - f. Lack of adequate records area and record storage
  - g. Lacks adequate interview areas (hard & soft)
  - h. Lack of training space

## **Executive Summary & Recommendations**

- i. Lacks appropriate gun cleaning and ammunition storage area
  - j. Power and data are not adequately distributed for law enforcement requirements
3. Fire Department
- a. Lack of training space
  - b. Classroom space is too small
  - c. Walking space between apparatus is dangerously tight and does not comply with current OSHA requirements. Limited space between trucks creates safety risk to the fire fighters.
  - d. Turnout gear in the apparatus bays is exposed to harm (NFPA 1851 Section 9.1.7).
  - e. No separation between dirty and clean spaces creates additional spread of dirt and contamination.
  - f. No dedicated decontamination area or eyewash.
  - g. Inadequate drainage in apparatus bays makes slip/fall accidents more likely.
- C. Public Works: Original building was built in the 60's with a major addition completed in 1973.
- 1. Lack of adequate heated and cold storage space.
  - 2. No adequate locker Lack of training
  - 3. Lack of adequate restrooms
  - 4. No internal wash bay
  - 5. Lacks adequate fleet storage space
  - 6. Lacks required cold storage area
  - 7. Public circulation through site creates operational risk
  - 8. No interior fleet maintenance area
  - 9. Inadequate office area
  - 10. Original cold storage and fleet buildings are past life expectancy and should be replaced or major renovation
- D. Library: Built in 1987
- 1. Site and building are in generally good condition
  - 2. Per the May 2014 Library Space needs assessment completed by Ron McGriff and as identified in this report the library is lacking current children's reading area, meeting space and in general current library planning areas which equates to a shortage of approximately 7,000 square feet.
- E. Senior Center: Built in 2002
- 1. Asphalt paving in rear trash area in poor condition
  - 2. Exterior shell and canopy in need of repair and refinishing
  - 3. Roofing repair is required
  - 4. Replace rusted kitchen hood
- F. Pump Station No. 2: Built in 1969
- 1. Exterior concrete and masonry repairs needed
  - 2. Re-grade hill slope on north side to control surface water against building
  - 3. Rusting of interior support brackets, these should be cleaned, repaired and refinished
- G. Energy Assessment
- The city of Cloquet has implemented a number of energy saving strategies. These include utility sponsored energy audits, and also participating in the State of Minnesota's B3 Benchmarking program. However, with the exception of City Hall, City Buildings do not meet or exceed national median benchmarks published by the Energy Star Program and the US Department of Energy.

## **Executive Summary & Recommendations**

### **H. Capital Maintenance Estimate**

As part of BKV's process we estimate major repair cost that should be factored into possible facility improvements. If no major changes are implemented at a minimum capital improvement planning should review and incorporate the work identified. The estimated cost are for construction only and are based on current cost. At the time the City initiates this work cost will need to be verified.

2A – Public Safety (Police & Fire):	\$290,244
2B – City Hall:	\$221,776
2C – Library:	\$37,660
2D – Public Works:	\$430,200
2E – Senior Center:	\$51,720
2F – Pump Station No. 2:	\$48,420

### **Summary:**

The City has done a good job in maintaining the city facilities. The ones that are in need of major renovation or replacement based on age and condition are the Police Station and Public Works.

## **Summary of Facilities Program Analysis**

### **Space Programming Methodology**

The goal of this programming analysis is to assist the city in determining the appropriate range of space needed for efficient, safe, and responsive city hall, public safety (police & fire), public works, senior center and library facilities. The following are the categories that this space need is primarily dependent upon, and a brief description of the methodology used in this study to determine the space need for each:

#### **Key Leadership and Staff Interviews and Questionnaires**

Key to establishing the interactive process, the programming effort began with the development of a series of questionnaires aimed at key City senior staff and members of the work group. These questionnaires were developed and analyzed by BKV Group and reviewed through a series of one-on-one interviews with leadership from the City Hall, Police, Public Works, Library and city staff. Space requirements, staff and space adjacencies, interdepartmental relationships, specialized functions, administrative and operational service demands and other issues were identified through these interactive meetings.

#### **Space Standards**

Public and secure interactions, training requirements, equipment demands, shared resources, code required space considerations, and work area standardization must all be met in the physical environment to assure an effective and efficient facility. We identified specific space requirements, as well as general standardized elements for all required spaces which will allow upcoming planning stages to include accurate spatial demands. The space standards are provided as to-scale thumb nail drawings of the plan layout of each individual room and needs, indicating the types and expectations for furniture, equipment and adjacent rooms.

#### **Space projections**

The one-on-one interview process identified departmental expectations for the expansion of additional personnel and spaces considering growth currently in process and the projection of spaces and personnel needs anticipated to serve the additional population growth beyond the immediate 5 year future. The interview process was guided by the expertise that BKV Group brings from knowledge working with a variety of municipalities with similar needs. The space projections identify increases in staffing need and spaces within 5 year increments and relative to the population growth.

**Executive Summary & Recommendations**

**Program Documentation**

The information gathered through the interactive “interview” process resulted in a program document which clearly identified the future facility space needs. This document includes a spreadsheet listing of spaces required, projected over 5, 10, and 15 year periods. The total building area required was identified based on this space program, backed by the detailed space needs exemplified in the space standard diagrams.

**Facility Comparisons**

As Cloquet moves towards making a significant financial decision on expanding or renovating their current facility(s) and/or master planning for a new future facility(s), gaining an understanding of the trends and spaces provided by other municipal facilities will help the City Hall and City leadership in accessing if the space projections are commensurate with other similar municipalities. BKV Group maintains a database of municipal facilities and updated and tailored this database to create an appropriate comparison to the proposed Cloquet facilities. Included within this report is a comparison of other municipal facility characteristics with similarities to the anticipated needs of Cloquet, so that City Leadership can be assured that the final space program developed is accurate and appropriate.

**Summary of the Program Requirements**

As detailed in section 3 of this report, the space needs for the Cloquet City Hall, Police, Public Works, Library, and Senior Center are documented in a space program which identifies the individual spaces required for each department.

The summary spread sheet below gives a snapshot of each of the current departments, the space they currently reside within and the projected space needed for future operations. The first column provides a list of the square footage of space that each department is currently occupying. The 2014 and 2030 PROJECTED SPACE REQUIREMENTS list the square footages of space that will be necessary to meet the projections at each point in time. This information is derived from the space needs program developed as a part of this report.

The PERCENTAGE OF CHANGE columns calculate the amount of growth necessary to meet the future needs of each individual department, in comparison to the current space allocation, at each point in time. The calculation clearly indicates that the greatest space needs are within the Police Department, Fire Department, and the Public Works Department.

**Summary of Existing Space Deficiency**

DEPARTMENT	2014 CURRENT SPACE	2030 RIGHT-SIZED NEED	SPACE DEFICIENCY	% OF CHANGE
CITY HALL	8,400 (1)	12,050	3,650	143%
FIRE*	12,115	28,610(2)	16,495	236%
POLICE	5,953 (3)	24,184	18,231	406%
PUBLIC WORKS	30,120(4)	47,500 (4)	17,380	158%
LIBRARY	12,000	19,000	7,000(5)	158%
SENIOR CENTER	3,000	3,000	0(6)	0%

**Total Area – Current / Near term Deficiency 46,261 GSF**  
**\*not including the Fire Department**

Notes to the information summary above ( ):

## Executive Summary & Recommendations

1. The area of the City Hall does not include the existing basements area. The basement is not accessible and its best current utilization is for storage and building systems.
2. The projected fire station area shows the area required to combine the Scanlon and Cloquet stations into a combined station.
3. Police Department area shown does not include the garage / storage shed next to the station or the storage building currently at the Public Works site.
4. The Public Works areas does not include salt storage areas, existing or new.
5. In the planning process it was clear that the Library is lacking a number of areas that we are planning in current libraries in Minnesota. The area projected is based on Library space needs analysis done for the City in May 2014.

## Summary of Facility Comparisons

In Section 4 of the report, we provide a comparative analysis between the characteristics of the Cloquet municipal departments and the characteristics to the same departments in other comparable outstate Minnesota municipalities. A comparative analysis of other municipalities, if used as a checks-and-balances comparison to the developed space program, can provide a quick snap-shot of the overall range of facilities that meet relatively similar requirements. The selection of comparable cities is primarily established based on population. Therefore it should be noted that variables in staffing, area of the city and age of existing facilities can create a range in the facilities. We do not utilize a facility comparison as the only means of projected space needs and a direct comparison is never truly possible, as no two cities are identical, the process can identify irregularities and areas to consider or reconsider or can confirm the projected program numbers, providing validity to the developed program.

Additionally, the comparative analysis includes other key comparison indicators, which prove informative in future planning such as number of staff, sworn officers vs. non-sworn officers, population, and call information and service area. Of critical note in comparing like facilities provided in the comparative analysis is to recognize if current planning for increased facilities is in process for other municipalities. The asterisks, noted at the bottom of each analysis, provide further information to qualify the information provided in the spreadsheet. Projected or in-process expansion is an indicator of current space deficiencies, particularly important in weighing the relevance of their current facilities sizes to those projected for Cloquet. The total of the comparative studies are averaged for ease of quick review, however each municipalities characteristics should be reviewed individually to best understand how their facility size (with projected expansion, if indicated) supports the population and then compared with the projected numbers for the Cloquet facilities.

## Analysis / Summary of Findings

### City Hall Findings:

City Hall comparison of existing: The comparative analysis for the city hall function indicates the Cloquet City hall is smaller in size compared to other city hall facilities within rural communities for the current service population. The main operational level for the Cloquet City Hall is 8,400 SF, compared to and average of 15,070 SF when compared to 8 other Minnesota municipalities. If the basement area is added to the total area it would be very comparable to the other cities. The programed space shown for Cloquet for 2030 is 12,114 SF, this does include engineering. The proposed master plan option recommends moving engineering off-site and remodeling City Hall to address the required current and long term use.

### Police Findings:

Police comparison of existing: The comparative analysis for the police facility indicates the Cloquet police facility is currently significantly undersized from any of the comparison municipalities by a range of 2 ½ to 5 times smaller.

## Executive Summary & Recommendations

**Police Projections:** The 2030 Cloquet projection corrects current deficiencies, which are significant, and provides additional space for necessary operations. The Cloquet program also identifies approximately 7,700 SF for a squad garage. With the investment in technology, weapons and security providing enclosed squad garages has become a recommendation for all police departments. Though the projection is larger than the average shown, some of the other comparable cities are planning for expansion. Police facilities across the country are seeing a surge in facility size, security measures and the development of new positions. One contributing factor, is the increased technology abilities for the processing and review of crime and crime cases suggesting advanced protocols in the process and procedures of the relay of persons, evidence, interview room characteristics (video, monitoring and separation from acoustic contamination of adjacent space), additional scrutiny of police reports and the increasing need for confidential staff muster areas for providing officer direction and emergency command, emergency response.

### **Public Works Findings:**

**Public Works comparison of existing:** The comparative analysis for the public works facility indicates that Cloquet's public work facilities are currently undersized from the majority of the comparison municipalities.

**Public Works Projections:** When comparing Cloquet projections for 2030 the majority of the space requirement is based on fleet storage. Public Works operations around the country invest a large amount of money in the large equipment that services the streets and utilities for these cities. The deterioration and rate of replacement and increased cost is associated with not properly storing and protecting this equipment. This is the reason that most current public works facilities are sized to house the majority of the equipment inside. In addition to fleet storage the program identified the need for added fleet maintenance.

### **Library Findings:**

**Library comparison of existing:** The comparative analysis for the library facility indicates that Cloquet is smaller than the average of the other 5 municipalities shown. Our study deferred to the data developed in the 2013 and 2014 reports. However based on our experience with library planning we concur with the need for certain types of current areas such as children reading / theater areas and meeting rooms which help to make the city library a vibrant and active amenity to the community.

There is a significant difference between the planning for libraries and the planning for other types of governmental services. Unlike city hall, public works, etc. which are based upon serving a designated population and a designated municipal service area bound by city limits, libraries draw upon a broader service area, extending far beyond the municipal bounds and into adjacent township populations. Library facilities are sized, in part, based upon the service area of the community in which they serve, which is greater than the municipal population of the city the library resides within.

## Summary of Master Planning

In Section 5 of this report, we include concept plans for addressing long term needs for operational space as derived from the programming analysis. Site options consider a variety of selection criteria such as: existing locations, expansion capabilities, community and staff access, parking, zoning, soil conditions, cost of property acquisition, etc. The potential options were reviewed with the City planning team to assure that all viable options are being considered.

## **Executive Summary & Recommendations**

The following briefly describes options considered for each facility in the study, and the recommendations for each.

- **City Hall** – Four options were studied, on the existing site of the current City Hall.  
**Recommendation:** To provide the required current and long term spatial requirements it will require either adding an addition to City Hall or moving engineering off-site. It is our recommendation that with the public works project office space be provided for engineering. This opens up the required space in city hall and improves operational efficiency related to engineering and public works.  
Option D was the preferred option based on the following:
  - Best utilization of all building area.
  - Provides handicap accessibility.
  - Creates a single counter for public access.
  - Provides increased meeting capabilities and flex space.
  - Provides increased operational efficiency and communication with all departments in one communal area.
- **Police Department** – Four options were studied, looking at the opportunity to expand at the current site, or moving to a new site.  
**Recommendation:** Option B being a new building allows for the most efficient building layout to support police operations. However with the fire department moving out option A does provide the overall areas required. The estimated project cost for option B is approximately 80% higher than option A.  
While there are advantages and disadvantages to each of the options it was determined that based on maximum utilization of existing buildings and estimated project cost option A was recommended.
- **Public Works** – Two options were studied on the current site for Public Works.  
**Recommendation:** Considering the age and condition of the existing main building operational and energy efficiency can be accomplished in a new facility. For long term operational savings and life cycle use option B is the recommended option. Some of the factors are:
  - Best utilization of the existing site, yard space
  - Allows for phased implementation
  - Minimizes disruption to existing operations
  - New building creates operational and energy efficient
  - Minimal Earthwork / Paving Required

The construction of option B could be phased to reduce initial upfront capital expenditure.

- **Library / Senior Center** – the existing Library site was determined to adequately serve the needs for both facilities by co-locating these functions.  
**Recommendation:** Considering the age and condition of the library and the available land on the site our study showed that additions can be constructed onto the existing building to provide the required space for the library and the senior center.

## **Project Ranking & Preliminary Cost Analysis**

In evaluating ranking or priority strategies for repairs, replacements or expansion we evaluate and make recommendations based on the following:

- Existing Conditions
- Energy Efficiency
- Required Operational Space
- Operational Staff Efficiency
- Community Access & Service
- Cost Impact

## Executive Summary & Recommendations

Based on the information stated in section 6 our recommendations are as follows:

- 1. Public Works:** Our initial recommendation was the police department however the fire districts schedule pushed that out so we would suggest that the City consider planning for construction of the public works project for construction to occur in spring of 2016 with an occupancy in 2017 based on option B. This would require starting design in the summer of 2015. With the phased option the current project cost is estimated at \$2,700,000. The bulk of this total is the \$2.3 million construction cost which would not occur until 2016.
- 2. Police Department:** In the spring of 2016 we would recommend that the City start planning processes to plan for implementing option C for remodeling for the police department with construction to start in early 2017 with completion of the project in fall 2017. The City may opt to proceed with the schematic design phase only at this time. This will help to establish a final design and more detailed cost for the City's further consideration. The current total estimated project cost is \$5,400,000.
- 3. City Hall:** Once the new office space is built at public works we would suggest that City Offices temporarily relocate to the new building for 3 to 4 months allowing for remodeling as shown in option D. The planning and design work could occur in late 2016 with construction to occur in 2017. The current total estimated project cost is \$775,000.
- 4. Library:** The library clearly has some space deficiencies that if added would provide a value and asset to the community. The building is in good condition but lacking the additional space. We would recommend that planning and design for this occur as soon as practical based on available funds, but at the outset no later than 2017 for construction to occur in 2018. The current total estimated project cost is \$2,677,660.

### Next Steps:

BKV Group recommends the following Next Steps after the conclusion of this phase of the study effort:

- Public Works – contract for A & E design services for the planning, design and construction as indicated for option B, the first phase.
- Police Station – contract for A & E design services for the schematic design phase only of option C to better define the final design and cost.





## ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720  
Phone: 218-879-3347 • Fax: 218-879-6555  
email: [admin@ci.cloquet.mn.us](mailto:admin@ci.cloquet.mn.us)  
[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

### REQUEST FOR COUNCIL ACTION

---

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

---

**ITEM DESCRIPTION:** Lead Pumphouse Operator Appointment

---

#### **Proposed Action**

Staff recommends that the City Council move to approve the one year probationary appointment of Gene Rilea to the position of Lead Pumphouse Operator in the Public Works-Utilities Department effective May 6, 2015.

#### **Background/Overview**

This vacancy is due to the retirement of the incumbent this past December.

In April, the City completed all of its due diligence required and posted the position vacancy as required under the AFSCME labor agreement. Several members of the AFSCME unit posted for the Relief Operator position. Under the agreement, the oldest in point of service in the department shall be given preference, ability and efficiency taken into consideration. Mr. Rilea is the senior employee within the department who posted for the position.

The appointment of Mr. Rilea to this position will not create any further vacancies in the department. The department is fully staffed and Mr. Rilea will just be taking on additional responsibility.

#### **Policy Objectives**

The Department currently is responsible for the oversight and maintenance of the Station 2 pumphouse. This is a critical component of the Lake Superior Waterline which provides water to Sappi. Keeping a fully staffed department is consistent with the service level directives of the City Council and expectation of Sappi.

The City Council is the hiring authority for the City as determined by City Code and State law. The City Council must act to appoint this individual to complete the hiring process.

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

This position is currently fully funded as part of the adopted 2015 operating budget.

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

- None.

#### **Supporting Documentation Attached**

- None.



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1307 Cloquet Avenue • Cloquet MN 55720  
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email: [admin@ci.cloquet.mn.us](mailto:admin@ci.cloquet.mn.us)  
[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

### REQUEST FOR COUNCIL ACTION

---

To: Mayor and City Council  
From: Brian Fritsinger, City Administrator <sup>(B)</sup>  
Date: April 27, 2015

---

**ITEM DESCRIPTION:** Summer Seasonal Appointments

---

#### **Proposed Action**

Staff recommends that the City Council move to approve the appointments of Avery Bieri, Andrew Chalberg, Jacob Hill, Anthony Klassen, Sean Kedrowski, and Trace Drechsler as temporary summer seasonal public works employees.

#### **Background/Overview**

Each year the City hires a variety of summer seasonal employees including laborers in the street, parks, and utilities departments. These employees assist with a wide variety of work as a result of the need to maintain and repair a wide variety of items.

The City has advertised for these positions through its website and Pine Journal ads. Several of these individuals are returning seasonal employees having previously worked for the City.

#### **Policy Objectives**

The City Council is the hiring authority for the City as determined by City Code and State law. The City Council must act to appoint these individuals to complete the hiring process.

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

All of the temporary summer seasonal public works positions were included in the 2015 budget. Hourly wage rates will vary by position and years of service with the City.

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

None.

#### **Supporting Documentation Attached**

- None.



# CLOQUET POLICE DEPARTMENT

508 CLOQUET AVENUE, CLOQUET, MINNESOTA 55720-1799

PHONE 218-879-1247

FAX 218-879-1190

## REQUEST FOR COUNCIL ACTION

---

To: Mayor and City Council  
From: Steve Stracek, Chief of Police  
Reviewed by: Brian Fritsinger, City Administrator (B)  
Date: April 24, 2015

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**ITEM DESCRIPTION:** Appointment of Police Commanders

---

### **Proposed Action**

Staff recommends the City Council move to approve the probationary appointments of Carey Ferrell and Derek Randall effective May 5, 2015 to the position of Patrol Commander and Investigative/Administrative Commander respectively.

### **Background/Overview**

The Cloquet Police Department currently has 21 sworn officers providing service to the cities of Cloquet and Scanlon. The current number of sworn officers in the department includes 17 assigned to patrol, 3 assigned to investigative functions, and 1 assigned to administration.

In 2014, two veteran command staff members retired from the department leaving full administrative and operational functions under the direction of the new Chief of Police. The previous command structure of the department included a Chief and Deputy Chief who directed operations and oversaw daily activities. While assessing the effectiveness of the organizational structure, the department determined that it would be better served by utilizing two staff members as the second tier of management rather than through a single Deputy Chief. With these needs in mind, the proposed change to our command structure identified two Commander positions; one to oversee patrol functions and one to oversee investigative and administrative functions. This conclusion was based partly on recommendations proposed in the 2014 Law Enforcement Analysis of the Cloquet Police Department related to staff accountability, adequate and consistent supervision and administrative time management. Additionally, the change in structure addresses the study's identified gap in succession planning for future leadership in the department.

The analysis conducted by the Upper Midwest Community Policing Institute and Minnesota Chiefs of Police Association identified best practices and optimum staffing levels to adequately provide and manage police services. This staffing change supports improvements to our organizational structure by establishing a clear chain of command and significantly improving individual accountability which will lead to timely and effective responses to policing needs within the community.

To the Mayor and City Council  
Appointment of Police Commander  
April 24, 2015  
Page 2

The City developed job descriptions for these new positions and conducted appropriate wage evaluations. The positions were posting internally for a period of 10 days. The application process included the submission of a resume, letter of interest and a leadership philosophy statement. Applicants then participated in an oral interview. The process required each applicant to identify the desired Commander position they were applying for. The City received 3 applications for the two positions with two applicants expressing an interest in the Administrative/Investigative position and one for the Patrol position. The Chief of Police, City Administrator, and the 3 members of the Citizen's Advisory Board conducted the interviews on April 23, 2015 and made the selections recommended in this report.

### **Policy Objectives**

The Police Commander position is critical to the overall success of the Department. Police Commanders are accountable for the daily supervision and development of first line supervisors and line staff. Police Commanders ensure the delivery of an exceptional police response and efficient policing services to the community. Police Commanders are responsible for the preservation of law and order, the protection of life and property, the prevention and detection of crime, the provision of emergency services and the enforcement of laws and ordinances.

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

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

No additional financial implications to the City as the positions are currently included in the 2015 budget.

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

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

### **Supporting Documentation Attached**

- None




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[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

## REQUEST FOR COUNCIL ACTION

---

To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: April 27, 2015

---

**ITEM DESCRIPTION:** Deputy City Clerk/Administrative Assistant Appointment

---

### **Proposed Action**

Staff recommends that the City Council move to approve the one year probationary appointment of Kristine St. Arnold to the position of Deputy City Clerk/Administrative Assistant effective May 18, 2015.

### **Background/Overview**

This past winter, the City Council authorized the hiring process of the Deputy City Clerk position due to the retirement of Debbie Johnson. As part of that process, the City has completed all of its due diligence required as part of the City's hiring process.

The City has advertised publicly, received applications, and conducted interviews with ten candidates. Background checks have been completed and Ms. St. Arnold accepted the City's preliminary offer of employment subject to the City Council's approval. Ms. St. Arnold currently works for the Northern Lights Special Ed Co-op/ISD 94.

### **Policy Objectives**

This position is the sole administrative support position in the Administration Department. The position is integral to assisting the City Administrator, performing a variety of clerk duties including licensing and elections, and working with the Finance Department as requested. Keeping a fully staffed department is consistent with the service level directives of the City Council.

The City Council is the hiring authority for the City as determined by City Code and State laws. The City Council must act to appoint this individual to complete the hiring process.

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

This position is currently fully funded as part of the adopted 2015 operating budget.

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

None.

### **Supporting Documentation Attached**

- None.



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[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

### REQUEST FOR COUNCIL ACTION

---

To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: April 29, 2015

---

**ITEM DESCRIPTION:** Truck Driver Appointment and Authorization of Street Maintenance Person Hiring Process

---

#### **Proposed Action**

Staff recommends that the City Council move to appoint an individual to be recommended at Tuesday's meeting to the position of Truck Driver and authorize the external hiring process for a Street Maintenance Person position.

#### **Background/Overview**

In late 2014, the City initiated the internal hiring process for a Qualified Pumphouse Operator due to the pending retirement of the incumbent. As a result, a series of internal promotions have been previously approved by the City Council and have continued.

The City recently posted Truck Driver and Street Maintenance Person positions. The posting for the Truck Driver position will end after the mailing of the agenda packet to the Council. As internal candidates are expected for this position staff will offer a recommendation at Tuesday's meeting.

Due to the internal interest in the Truck Driver position it will lead to a vacancy in the Street Department. No internal candidates have expressed interest in the Street Maintenance Person position and the City must now initiate an external hiring process to fill the position.

With summer quickly approaching it is critical to operations to have this position re-filled as soon as possible so as to not fall further behind on maintenance efforts. The impact of this position being held vacant in the past, on certain aspects of streets and park maintenance, has been visible and noticeable. This position has an annual salary rate of \$33,258 - \$43,795.

#### **Policy Objectives**

The hiring of this position is consistent with previous actions of the City Council. It will allow the Street Department to continue to provide maintenance services in both city streets and parks.

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

The position is currently funded through the City's General Fund and budgeted (including wages and benefits) at approximately \$63,000.

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

None. Though the City Council, as part of its 2012 strategic planning retreat, adopted a goal related to City staffing.

#### **Supporting Documentation Attached**

- None




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1307 Cloquet Avenue • Cloquet MN 55720  
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email: [admin@ci.cloquet.mn.us](mailto:admin@ci.cloquet.mn.us)  
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### REQUEST FOR COUNCIL ACTION

---

To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: April 29, 2015

---

**ITEM DESCRIPTION:** Parks Maintenance Person Position Hiring Process

---

#### **Proposed Action**

Staff recommends that the City Council move to authorize the hiring process for a Parks Maintenance Person position.

#### **Background/Overview**

Over the past year the City Council has identified a need to improve and enhance the maintenance of the City park system. An outcome of the Parks Master Plan was the identification of additional staff to provide this service.

Over the past several years, the City had been transitioning from parks maintenance person positions to public works/parks maintenance person positions. The thought had been to broaden the maintenance persons responsibilities to provide flexibility in the use of our staff. The delineation and separation between parks and public works was eliminated to create flexibility and develop a more uniform work force. Barriers between the two departments were eliminated.

This change has, for the most part, been very successful. Though at times, it has been criticized when perceptions are that the crew is spending too much time working in one area or the other. However, in light of the recent Parks Master Plan process, the Council indicated that there is a need to have dedicated Parks positions. Flexibility is now built into all job descriptions allowing for crossover, but there are certain aspects of parks maintenance that need to be assigned to these individuals. These include pool and playground equipment certifications.

This position is a new position and was included in the 2015 adopted operating budget. It is the City's intention to first attempt to fill the position through an internal posting/promotional process consistent with the current labor agreement. However, it is typical that this entry level position is filled from an external hiring process.

#### **Policy Objectives**

Filling the position allows the City to increase staffing levels in the street/parks department necessary to perform the duties to accomplish current service priorities. The City Council is the hiring authority for the City as determined by City Code and State law. The City must follow certain aspects of the AFSCME labor agreement as part of the promotional hiring process including Article X.

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

The budgeted amount for the full 2015 year for this position, including wages and benefits, is \$49,000. With a start date sometime mid-year, the actual cost will be less than budgeted.

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

None. Though the recent Parks Master Plan, as developed by the Parks Master Plan Task Force and as adopted by the Parks Commission, identifies the need to provide quality maintenance services within the park system.

#### **Supporting Documentation Attached**

- None.




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Phone: 218-879-3347 • Fax: 218-879-6555  
email: [admin@ci.cloquet.mn.us](mailto:admin@ci.cloquet.mn.us)  
[www.ci.cloquet.mn.us](http://www.ci.cloquet.mn.us)

### REQUEST FOR COUNCIL ACTION

---

To: Mayor and City Council  
From: Brian Fritsinger, City Administrator   
Date: April 24, 2015

---

**ITEM DESCRIPTION:** Group Medical Insurance Policy Amendments

---

#### **Proposed Action**

Staff recommends that the City Council move to approve the amended Group Medical Insurance Policy dated 05/05/15.

#### **Background/Overview**

The City of Cloquet offers a group health insurance plan to all of its full time employees. Until recently, this plan offering consisted of three separate and distinct plans as follows:

- Teamsters - Teamsters Health, Dental & Vision
- AFSCME - BCBS VEBA 100 & VEBA 80
- Non-union - BCBS VEBA 100 & VEBA 80

Recently, the City completed labor agreement negotiations with the AFSCME unit and agreed to certain changes in the area of health insurance. The City has historically attempted to keep the benefit programs similar for its employees with the AFSCME and non-union benefits mirroring each other.

As a result, the Council will find an amended Group Medical Insurance Policy that details the benefits to employees not otherwise covered by a labor agreement. The specific change proposed to this plan would be to amend Section 2 to read as follows:

**Section 2. Premium.** The City shall pay seventy (70%) percent of the monthly premium for single coverage and seventy (70%) 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.

The City currently contributes the first \$525 for family coverage and \$225 for single coverage and the remaining difference is split 50/50 between the City and employee. Under this formula, the cost split percentage varies from 63-67% for the City and 33-37% for the employee. Researching cities of comparable size, the change to the 70/30 split is not out of line with other cities benefit offerings.



To the Mayor and City Council  
Group Medical Insurance Policy Amendments  
April 24, 2015  
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**Policy Objectives**

The City strives to maintain an employee benefit package that is as consistent as possible across its various employee groups. This ensures that the City maintains compliance with the Minnesota Pay Equity Act. Further, consistency eliminates the challenges of managing different benefit systems.

**Financial/Budget/Grant Considerations**

The total cost to the City will vary dependent upon the number of employees that opt-out of coverage and the selection of family or single coverage. The 2015 budgeted amount of the City's share of health insurance premiums is \$163,200. Under this change, the worst case scenario cost for non-union employees is \$172,450. Thus a possible increase of approximately \$9,000.

**Advisory Committee/Commission Action**

None specific to this policy for the non-union staff. However, the City's negotiating committee had previously supported these changes for the AFSCME group.

**Supporting Documentation Attached**

- Amended Group Medical Insurance Policy.

**CITY OF CLOQUET  
GROUP MEDICAL INSURANCE POLICY**

Group Medical Insurance (Health) may be available for eligible City employees and their dependents. The eligibility requirements and benefits provided are specified in materials provided by the insurance carrier. The requirement of the carrier will govern eligibility.

Under some circumstances, eligible employees and their dependents may have the option of continuing coverage under certain City employee insurance plans for a limited time at the employee's own expense when coverage would otherwise end. This continuation right is provided in accordance with COBRA (Consolidated Omnibus Budget Reconstruction Act of 1985) and applicable state law.

**Section 1.**     **Health Insurance.** Effective 1/1/14, the City will make available high deductible VEBA 831 and VEBA 822 group health insurance plans. All plan provisions are governed by the Summary Plan Description (SPD).

~~**Section 2.**     **Premium.** With respect to qualifying employees who are eligible for these plans, the City shall contribute \$525 for family coverage and \$225 for single coverage to be used for the health insurance premium associated with the plan. Should the total premium exceed the contribution above, the remainder of the premium shall be paid fifty (50) percent by the employee and fifty (50) percent by the employer.~~

**Section 2.**     **Premium.** The City shall pay seventy (70%) percent of the monthly premium for single coverage and seventy (70%) 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.

**Section 3.**     **City Contributions to the Health Reimbursement Arrangement for Active Employees.** The City will make contributions to individual accounts under the Health Reimbursement Arrangement for active employees dependent upon the selected plan and in accordance with the following schedule:

- a)     VEBA 822 Single - Effective 1/1/14 for those employees that select single coverage, the City will make a monthly contribution of \$135 per month, or if greater, a monthly amount equal to 1/12th of fifty (50) percent of the annual deductible.
- b)     VEBA 822 Family - The City will make a monthly contribution of \$270 per month, or if greater, a monthly amount equal to 1/12th of fifty (50) percent of the annual deductible.
- c)     VEBA 831 Single - The City will make a monthly contribution of \$80 per month, or if greater, a monthly amount equal to 1/12th of fifty (50) percent of the annual deductible.

- d) VEBA 831 Family - The City will make a monthly contribution of \$160 per month, or if greater, a monthly amount equal to 1/12th of fifty (50) percent of the annual deductible.

All contributions on behalf of a VEBA plan participant shall cease on the date the participant is no longer covered under the high deductible health plans identified above or upon termination of employment with the City.

**Section 4. Payment of Fees.** The City will pay for annual enrollment fees for active employees enrolling in the VEBA and/or Section 125 Plans, and for administrative fees allocable to individual accounts of active employees. Investment fees allocable to individual accounts of active employees shall be paid from the account. Administrative and investment fees allocable to the individual accounts of former employees, including retirees, shall be paid from individual accounts. Administrative and investment fees shall be paid from individual accounts of all participants in the event the VEBA is terminated.


**Section 5. Plan Opt Out.** An employee may opt out of the City's health insurance plan upon provision of proof of other health insurance coverage during an annual open enrollment period beginning with the 2013 year. Employees electing to opt out shall receive a \$125 quarterly payment (\$500 total per year) paid with the last payroll of each quarter. An employee may only re-enroll in the health plan upon a qualifying event as determined by the IRS and/or health insurance carrier. Upon re-enrollment no further payments shall be made to the employee and no reimbursement of previous payments shall be required. The quarterly payment shall be made to the employee's existing VEBA account. In the case that the employee/employee's spouse is otherwise contributing to an HSA, the payment shall be made to the employee's deferred compensation account.



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**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: James R. Prusak, Director of Public Works  
Reviewed by: Brian Fritsinger, City Administrator   
Date: April 29, 2015

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**ITEM DESCRIPTION:** Purchase of two Pickup Trucks by the Public Works Department.

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**Proposed Action**

Staff recommends the City Council move to authorize the purchase of one GMC regular cab pickup truck for the Street Department from Kolar Chevrolet GMC in the amount of \$26,459 and one GMC double cab pickup truck for the Utilities Department from Kolar Chevrolet GMC in the amount of \$28,214.

**Background/Overview**

As part of Cloquet's adopted 2015 Capital Improvement Program (CIP) and annual budget, the Public Works Department is scheduled to purchase two new Pickup Trucks for use by the Street and Utility Departments.

Under a Cooperative Purchase Agreement with the State of Minnesota, local governments are allowed to purchase such equipment directly off a previously awarded state contract. This process can provide greatly discounted prices and at the same time it eliminates the need and cost of the City obtaining bids on our own. As a matter of policy, if a local truck dealer is able to provide the same equipment as offered on the State's contract, prices are also requested from the local dealer to see if they can match or come close to the State's price.

Public Works staff has prepared specifications for the units to be replaced. The following is a summary of the units to be purchased:

**Street Department Pickup**

This pickup is for daily use by the street department. The truck selected is a 2015 GMC Sierra 2500 4WD Regular Cab Pickup with 8-Foot Box. It is offered by Nelson Auto Center of Fergus Falls, MN at a State Contract Price of \$26,115.41 each. Kolar Chevrolet out of Hermantown has offered the same truck for \$26,459. A third proposal was obtained from Cloquet Ford Chrysler for a similar Dodge pickup with a price of \$27,200. Based on our experience, in particular with service and delivery, it is the Department's recommendation this truck be purchased from Kolar Chevrolet out of Hermantown rather than the low bidder out of Fergus Falls at an additional cost of approximately \$340.

**Water Department Pickup**

Similarly, this pickup is for daily use by the water department. The truck selected is a 2015 GMC Sierra 2500 4WD Double Cab Pickup with 8-Foot Box. It is offered by Ranger GMC of Hibbing, MN at a State Contract Price of \$27,983.75 each. Kolar Chevrolet out of Hermantown has offered the same truck for \$28,214. A third proposal was not obtained from Cloquet Ford Chrysler for a similar Dodge or Ford pickup. Again, based on the Department's experience with service and delivery, it is recommended this truck be purchased from Kolar Chevrolet out of Hermantown rather than the low bidder out of Hibbing at an additional cost of approximately \$230.

**Policy Objectives**

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

**Financial/Budget/Grant Considerations**

The following is a summary of the recommended truck purchases:

<b><u>Truck</u></b>	<b><u>Supplier</u></b>	<b><u>Bid Price</u></b>	<b><u>CIP Budget</u></b>
Street Pickup	Kolar Chev	\$ 26,459.00	\$ 38,000
Water Pickup	Kolar Chev	<u>28,214.00</u>	\$ 35,000
	<b>Total Purchase ----</b>	<b>\$ 54,673.00</b>	
	Budget Amount -----	\$ 73,000	

The two trucks being replaced will either be handed down to the maintenance fleet or sold on auction, depending on condition.

**Advisory Committee/Commission Action**

N/A

**Supporting Documentation Attached**

- None



**DEPARTMENT OF PUBLIC WORKS**

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

**REQUEST FOR COUNCIL ACTION**

To: City Council  
From: Caleb Peterson, Assistant Engineer  
Reviewed By: Brian Fritsinger, City Administrator (B)  
Date: April 29, 2015

**ITEM DESCRIPTION:** 22<sup>nd</sup> Street and Selmser Avenue Contract Change Orders.

**Proposed Action**

Staff recommends that the City Council move to adopt **RESOLUTION 15-39, A RESOLUTION APPROVING CHANGE ORDERS #1-2 TO CITY CONTRACT 1038 – 22ND STREET RECONSTRUCTION.**

**Background/Overview**

During the summer of 2014, 22<sup>nd</sup> Street from Carlton Avenue to Prospect Avenue and Selmser Avenue from 20<sup>th</sup> Street to 22<sup>nd</sup> Street were reconstructed under City Contract 1038. Each spring staff brings the City’s major construction projects to Council for award. Once authorized, the payments due to the contractor are determined using a unit price submitted by the lowest responsible bidder for each work item in a contract. Sometimes during the course of construction unforeseen conditions arise which force us to alter the scope of work. When a bid price for the extra work is not included in the original contract, staff must negotiate with the contractor. The recommended changes are then brought to Council for authorization to amend the contract in the form of a change order.

Attached for approval by the City Council are Change Orders #1-2 for City Contract 1038. With work now complete on the project, no additional changes are anticipated.

**Policy Objectives**

To advance proposed capital improvement projects in accordance with State contracting law.

**Financial/Budget/Grant Considerations**

Contract change orders 1&2 result in total additional cost of \$26,349.60. A breakdown of the extra work by funding source is as follows:

- Sanitary Sewer Fund ..... \$ 11,102.95
- Water Fund..... \$ 1,754.00
- Stormwater Fund..... \$ 10,198.65
- Permanent Improvement Fund ..... \$ 3,294.00

Including change orders, the total project cost is approximately \$1,220,000 which is \$200,000 under the original estimate.

**Advisory Committee/Commission Action**

N/A.

**Supporting Documentation Attached**

- Resolution No. 15-39.
- Change Orders 1&2.

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

**RESOLUTION NO. 15-39**

**RESOLUTION APPROVING CHANGE ORDERS #1-2 TO  
CITY CONTRACT 1038 – 22<sup>ND</sup> STREET RECONSTRUCTION**

**WHEREAS**, The City awarded a contract to Ulland Brothers, Inc. for the reconstruction of 22<sup>nd</sup> Street from Carlton Avenue to Prospect Avenue and Selmsler Avenue from 20<sup>th</sup> Street to 22<sup>nd</sup> Street on April 15, 2014 (City Contract 1038); and

**WHEREAS**, During the course of construction unforeseen conditions resulted in revisions to the original scope of work as covered by the Contract, Plans and Contract Special Provisions; and

**WHEREAS**, The Contractor has requested additional payment as a result of these changes; and

**WHEREAS**, The City Engineer concurs and has determined the Contractor is due additional payment for such work.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA**, That Change Orders #1-2 to City Contract 1038, as prepared by the City Engineer, are approved in the amount of \$26,349.60.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 5<sup>TH</sup> DAY OF MAY, 2015.**

\_\_\_\_\_  
Dave Hallback, Mayor

ATTEST:

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

**22<sup>nd</sup> Street Reconstruction  
City Contract No. 1038  
SAP 112-113-01**

Owner: City of Cloquet, MN  
Contractor: Ulland Brothers, Inc.

**Change Order No. 1**

WHEREAS, This Contract provides, among other things, for the excavation of existing roads and the installation of new storm and sanitary sewer systems, and

WHEREAS, relocation of the existing gas mains within the project route was not feasible prior to construction, and

WHEREAS, road excavation and sewer installation around the additional gas lines resulted in additional labor and equipment which would have not otherwise been necessary, and

WHEREAS, the Contractor has incurred additional costs as a result, which are not payable under the current construction Contract with the City, and

WHEREAS, section 1507 of the contract documents allows the contractor to recoup losses sustained as a result of private utility relocations which have not been completed prior to construction, and

WHEREAS, the Engineer concurs in this assessment and has determined that the Contractor is due additional payment for such work.

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT THE FOLLOWING ADDITIONAL PAYMENTS SHALL BE MADE UNDER THIS CONTRACT:

1. Additional labor and equipment costs associated with street excavation and installation of sanitary and storm sewers. Total additional payment of \$17,118.00.

The Contract Price due to this Change Order will increase by \$17,118.00

Recommended by: \_\_\_\_\_  
Project Engineer Date

Approved by: \_\_\_\_\_  
Owners Representative Date

Accepted by: \_\_\_\_\_  
Contractor Date



**22<sup>nd</sup> Street Reconstruction  
City Contract No. 1038  
SAP 112-113-01**

Owner: City of Cloquet, MN  
Contractor: Ulland Brothers, Inc.

**Change Order No. 2**

WHEREAS, This Contract provides, among other things, for the installation of granular bedding material around new underground pipelines, and

WHEREAS, preliminary soils borings along the project route indicated the presence of granular material in the existing road bed which could be salvaged and reused on site as pipe bedding, and

WHEREAS, actual geologic conditions in the field required the import of 2198 cubic yards of bedding material from an off-site source, and

WHEREAS, the Contractor has incurred additional trucking and material costs as a result, which are not payable under the current construction Contract with the City, and

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT THE FOLLOWING ADDITIONAL PAYMENTS SHALL BE MADE UNDER THIS CONTRACT:

1. Additional material and trucking costs associated with the import of granular bedding. Total additional payment of \$9,231.60.

The Contract Price due to this Change Order will increase by \$9,231.60

Recommended by: \_\_\_\_\_  
Project Engineer Date

Approved by: \_\_\_\_\_  
Owners Representative Date

Accepted by: \_\_\_\_\_  
Contractor Date



**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**

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To: Mayor and City Council  
From: Caleb Peterson, Assistant City Engineer  
Reviewed by: Brian Fritsinger, City Administrator (P)  
Date: April 30, 2015

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**ITEM DESCRIPTION:** Awarding Bid for the Proposed Improvements of 8<sup>th</sup> Street from a point 450 feet north of Washington Avenue to Sahlman Avenue and also Sahlman Avenue from 7<sup>th</sup> Street to 9<sup>th</sup> Street.

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**Proposed Action**

Staff recommends that the City Council move to adopt **RESOLUTION NO. 15-40, A RESOLUTION AWARDED 8<sup>TH</sup> STREET AND SAHLMAN AVENUE RECONSTRUCTION BID.**

**Background/Overview**

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

A public hearing on the proposed improvement was held before the City Council on April 7, 2015. At the conclusion of the hearing a resolution was passed ordering the improvement and directing the City Engineer to solicit bids for the project. Bids were advertised beginning March 9<sup>th</sup> and were received and opened on April 30<sup>th</sup>. Three bids were received as follows:

<b><u>Bidder</u></b>	<b><u>Bid Amount</u></b>
Ulland Brothers, Inc.	\$ 1,458,300.00
Utility Systems of America, Inc.	1,286,706.05
Hibbing Excavating	1,328,641.00
Engineer's Estimate	\$ 1,056,300.00

Unfortunately bids for this project exceed the engineer's estimate. Examining the individual unit prices, the majority of the difference (\$120,000) is attributed to the new sanitary sewer pipe. The proposed pipeline is deeper than a typical sewer installation in order to address the existing grade issues along 8<sup>th</sup> Street and it appears the price impacts of the excess depth were underestimated.

**Policy Objectives**

To advance proposed capital improvement projects in accordance with State law.

**Financial/Budget/Grant Considerations**

The approved 2015 CIP and budget include an estimated cost for this project of \$924,000 with the following funding breakdown:

- Water Fund-----\$ 135,000
- Sanitary Sewer Fund-----\$ 100,000
- Stormsewer Utility Fund -----\$ 30,000
- Permanent Improvement Fund -----\$ 432,000

In accordance with City Code, a portion of these costs would be assessed to individual properties along the project route. Total assessment estimate at this time is \$180,000 or approximately 17% of the total project cost.

**Advisory Committee/Commission Action**

N/A

**Supporting Documentation Attached**

Resolution 15-40.

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

**RESOLUTION NO. 15-40**

**A RESOLUTION AWARDDING  
8TH STREET AND SAHLMAN AVENUE RECONSTRUCTION BID**

**WHEREAS**, The City has completed an engineering study to reconstruct 8<sup>th</sup> Street from a point 450 feet north of Washington Avenue to Sahlman Avenue and also Sahlman Avenue from 7<sup>th</sup> Street to 9<sup>th</sup> Street; and

**WHEREAS**, A resolution of the Council adopted on March 3, 2015, set a public hearing on the proposed improvement; and

**WHEREAS**, A hearing was held on April 7, 2015 at which time all persons desiring to be heard were given an opportunity to be heard thereon and the City Council ordered the improvement; and

**WHEREAS**, The City of Cloquet advertised and received the following bids for the project:

<b><u>Bidder</u></b>	<b><u>Bid Amount</u></b>
Ulland Brothers, Inc.	\$ 1,458,300.00
Utility Systems of America, Inc.	1,286,706.05
Hibbing Excavating	1,328,041.00

**AND WHEREAS**, The apparent low bid from Utility Systems of America, Inc. was found to meet the minimum bid requirements.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA**, That the bid from Utility Systems of America, Inc. in the amount of \$1,286,706.05 is hereby accepted.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 5TH DAY OF MAY, 2015.**

\_\_\_\_\_  
Dave Hallback, Mayor

ATTEST:

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