



CITY OF CLOQUET
City Council Agenda
Tuesday, June 2, 2015
7:00 p.m.
City Hall Council Chambers

CITY COUNCIL WORK SESSION

- 5:30 p.m. BLASD Sewer Connection Agreement/JPA Concept
6:15 p.m. 2016 Budget and Capital Improvement Plan Process Overview
6:50 p.m. Future Work Session Agenda Planning

**City Council may reconvene its Work Session meeting at the conclusion of its regular meeting.*

1. **Roll Call.**
2. **Approval of Agenda.**
 - a. Approval of June 2, 2015 Council Agenda.
3. **Approval of Council Minutes.**
 - a. Work Session minutes from the May 19, 2015 meeting.
 - b. Regular Council minutes from the May 19, 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. 15-46, Authorizing the Payment of Bills.
 - b. Outdoor Public Fireworks Display Permit - Pyrotechnics
5. **Public Hearings.**

None.
6. **Presentations.**

None.



CITY OF CLOQUET
City Council Agenda
Tuesday, June 2, 2015
7:00 p.m.
City Hall Council Chambers

7. **Council Business.**

- a. Western Lake Superior Sanitary District Board Appointment.
- b. Parks Commission Appointment.
- c. HRA Board Appointment.

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. **Council Comments, Announcements, and Updates.**

10. **Adjournment.**

City of Cloquet

Budget Process

The entire budget process covers several months from initial budget requests to preparation of the final budget document. Major steps in the process include:

May/June

- City Administrator and Finance Director have a budget planning meeting to discuss current economic changes for the Cloquet area, State of Minnesota and Nationally. Trends for wage and benefits, supply costs, revenue adjustments, property tax rates and other items pertinent to the budget are reviewed. A tentative budget calendar is established.
- Budget 101 review with the City Council.
- City Administrator sends request for five year capital improvement planning to departments.
- Council discusses capital equipment and project requests.
- Departments prepare budget requests and projections considering:
 - New regulations
 - Changing supply costs (fuel and electricity for example)
 - Reductions or enhancements to services
 - Changes in approach (where new technologies may improve efficiency)
 - Expected revenue changes (LGA, utility rates, or permit revenues for example)
 - Consideration of Comprehensive Plan and other plans that affect the budget
 - Council goals from Retreat and capital improvement plan
 - Opportunities for reorganization of duties or departments

July

- City Administrator and Department Heads meet to discuss budgets.
- City Administrator and Finance Director review budget requests, analyze impacts on levies and user fees, and development of preliminary four year budget.
- Council continues to discuss capital equipment and project requests.

August

- City Administrator reviews preliminary budget and tax levy with the Council.

September

- Council approves preliminary budget before September 30th.
- Finance Director certifies preliminary tax levy to County (by Sept. 30th per Minnesota law).

October/November

- Council and staff continue budget and CIP review. Changes are made based on information received from inside and outside sources.

November

- Carlton County mails estimated tax statements to residents and businesses.

December

- Council holds budget discussion and adopts budget, tax levy, and CIP.
- Finance Director certifies final levy to Carlton County and State of Minnesota.

January or February

- Final budget documents are prepared and distributed.

City of Cloquet

2015 Budget Fund Descriptions

Governmental Funds

General Fund – Main operating fund of the City. Accounts for operations of the council, administration, finance, buildings, planning and zoning, police, and streets.

Special Revenue Funds – Revenues restricted to specific purpose.

Community Development Loans – Funds 201 through 206. Federal, State, and local money designated for economic development loans or grants. Each fund has separate restrictions based on the origin of the money.

Community Development Operating – Ongoing operations of economic development.

Library – Operation of the Public Library.

Tax Increment Financing – Funds 220, 221 & 222 – Collects and remits the amounts due by the development agreements for Oak Street Apartments, 14th Street Apartments, and Daqota.

Park – Operation of the several parks located throughout the City.

Senior Center – Collects rents from the AEOA and citizens for private parties to pay for the cost of operating the building.

Landfill Host Fee – Tipping fee for the landfill. Seventy-five percent is held if environmental issues arise due to the landfill operations and twenty-five percent can be used for general City operations.

Cable Television – Public Access TV funded by franchise fees collected by Mediacom.

Debt Service Funds – Payment of government obligation bonds issued for the Business Park construction and Swimming Pond reconstruction.

Capital Project Funds – Acquisition or construction of vehicles, equipment, and infrastructure.

Permanent Improvement – Pay for the City's share of infrastructure repair or construction.

Public Facilities Planning - Pay for the City's repair/improvements of buildings from building study.

Public Works Reserve – Purchase of equipment, vehicles, software, etc.

Revolving Capital Projects – Mostly used for the construction of infrastructure.

City Sales Tax – Accumulates the proceeds of the City Sales Tax to be used for projects.

Proprietary Funds

Internal Service Fund – Provides services to the City.

Employee Benefit Accruals – Accumulates funding to pay for governmental funds vacations, sick leave severance, retiree health benefits and retiree lump sum payments.

Enterprise Funds – Provides services to the Public. Designed to operate similar to private business.

Water - Lake Superior Waterline - Water services to SAPPI for industrial production.

Water - In Town System - Water services to the businesses and households of the City.

Sewer – Sewer services to the businesses and households of the City. The waste is treated by the WLSSD. The large industries are monitored and billed directly by WLSSD.

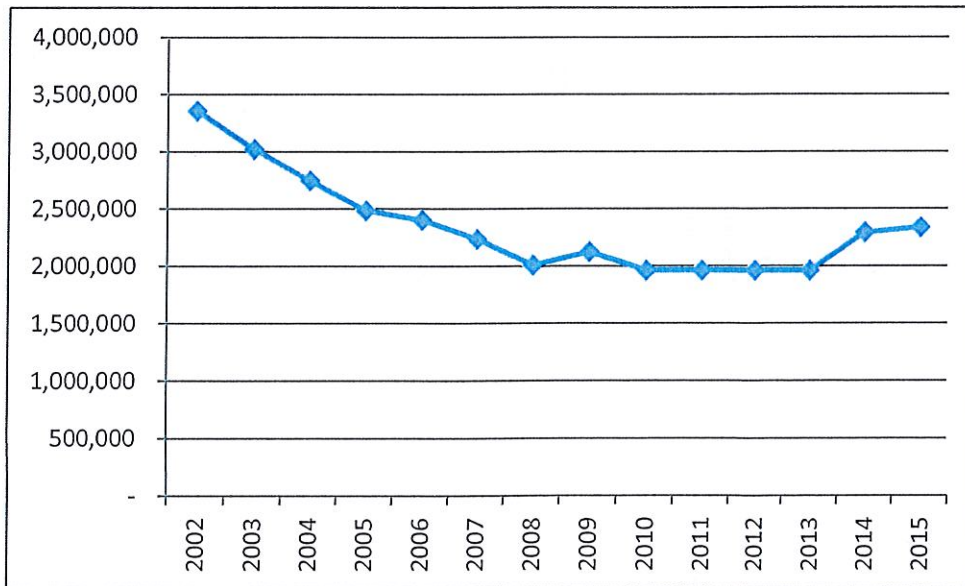
Stormwater – Permitting, education, monitoring, and treatment of ground water run-off.

City of Cloquet
LGA Summary
2002-2015

	Certified LGA	Actual LGA	Variance	MVHC Cut
2002	3,360,290	3,360,290	-	-
2003	3,537,033	3,025,765	(511,268)	-
2004	2,752,570	2,752,570	-	-
2005	2,491,350	2,491,350	-	-
2006	2,406,450	2,406,450	-	-
2007	2,241,784	2,241,784	-	-
2008	2,246,014	2,015,331	(230,683)	-
2009	2,324,921	2,130,266	(194,655)	-
2010	2,420,835	1,968,020	(452,815)	(170,435)
2011	2,448,204	1,968,020	(480,184)	(187,940)
2012	1,968,020	1,968,020	-	-
2013	1,968,020	1,968,020	-	-
2014	2,299,125	2,299,125	-	-
2015	2,343,138	2,343,138 *	-	-

* - Currently proposed. Not actually received yet.

ACTUAL LGA



**City of Cloquet
Tax Levy Summary
2011 Actual Through 2018 Proposed**

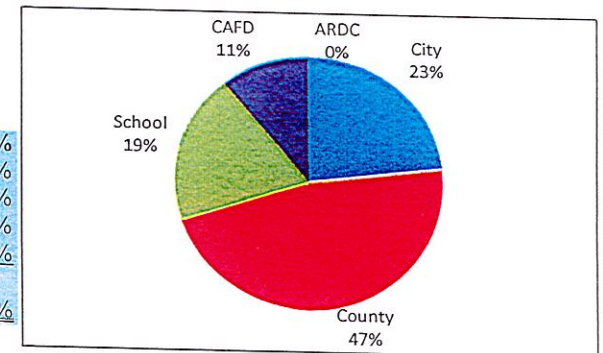
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>Proposed 2015</u>	<u>Proposed 2016</u>	<u>Proposed 2017</u>	<u>Proposed 2018</u>
General	\$ 1,125,000	\$ 1,350,000	\$ 1,350,000	\$ 1,400,000	\$ 1,420,000	\$ 1,425,000	\$ 1,435,000	\$ 1,450,000
Community Development	100,000	100,000	100,000	99,600	99,600	104,600	124,600	124,600
CD - Tax Abatement Debt	-	-	-	400	400	400	400	400
Library	440,000	400,000	405,000	400,000	400,000	400,000	400,000	400,000
Park	300,000	250,000	250,000	250,000	300,000	300,000	350,000	350,000
EDA Fire Truck Debt	85,000	30,000	-	-	-	-	-	-
GO Business Park Debt	75,000	175,000	125,000	125,000	-	-	-	-
GO Swimming Pond Debt	125,000	125,000	115,000	115,000	115,000	115,000	115,000	115,000
Permanent Improvement	170,000	100,000	100,000	100,000	214,000	250,000	250,000	310,000
Public Works Reserve	200,000	90,000	175,000	130,000	150,000	185,000	189,000	200,000
Sewer Utility	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Tax Levy	\$ 2,650,000	\$ 2,650,000	\$ 2,650,000	\$ 2,650,000	\$ 2,729,000	\$ 2,810,000	\$ 2,894,000	\$ 2,980,000
Levy Change (+/-)	3.92%	0.00%	0.00%	0.00%	2.98%	2.97%	2.99%	2.97%
MVHC - levy reduction	\$ 187,940							
Net Levy	\$ 2,462,060	\$ 2,650,000	\$ 2,650,000	\$ 2,650,000	\$ 2,729,000	\$ 2,810,000	\$ 2,894,000	\$ 2,980,000
	3.92%	7.63%	0.00%	0.00%	2.98%	2.97%	2.99%	2.97%

* - MVHC is built into the Tax Market Value Base. The City will receive the full levy starting in 2012.

Property Tax Rates

City of Cloquet	35.892%	37.969%	38.542%	38.056%	38.694%
Carlton County	71.340%	71.531%	76.583%	77.702%	78.970%
Cloquet School District	31.633%	32.390%	30.969%	31.393%	32.239%
Cloquet Area Fire District	17.659%	18.559%	18.646%	18.052%	18.141%
ARDC	<u>0.149%</u>	<u>0.153%</u>	<u>0.166%</u>	<u>0.175%</u>	<u>0.173%</u>
Total Direct and Overlapping	<u>156.673%</u>	<u>160.602%</u>	<u>164.906%</u>	<u>165.378%</u>	<u>168.217%</u>

2015 Property Taxes



City of Cloquet

Fund Balance Policy

Purpose

The purpose of this policy is to establish the specific guidelines for the level of fund balances available for current and future spending in the governmental funds. The fund balance policy addresses a minimum level of unrestricted fund balance to be maintained, how the unrestricted fund balance can be used or spent down and how that fund balance will be replenished if it falls below the minimum level. The policy also addresses when fund balances will be restricted to specific purposes.

Background

Government Accounting Standards Board (GASB) Statement No. 54 was enacted to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. In governmental funds, a City should identify fund balance separately between non-spendable, restricted, committed, assigned or unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

Proprietary funds' equity will be managed as a separate business-like enterprise as allowed by U.S. Generally Accepted Accounting Principles (GAAP). The funds will be monitored through operations and their rate structures. Examples of Proprietary funds include water, sewer, and storm water. Proprietary net position will be classified as either net investment in capital assets, restricted or unrestricted.

Governmental Fund Balance Classifications

In accordance with GAAP, the City will classify the fund balance in the following five categories:

1. Nonspendable Fund Balance

- a. Items not expected to be converted to cash such as prepaid items and inventory.
- b. Amounts that are legally or contractually required to be maintained intact such as endowments or permanent funds.
- c. Amounts are not available for future spending.
 - i. Examples may include:
 1. Prepaid items
 2. Inventory
 3. Long-term receivables (except if offset by deferred revenue)
 4. Land held for resale

2. Restricted Fund Balance

- a. Amounts subject to externally enforceable legal restrictions as established by creditors, grantors or contributors, or constraints imposed by state statutes.
- b. The constraint is for a specific purpose and legally enforceable.
- c. Examples may include:
 - i. Unspent bond or grant proceeds
 - ii. Tax increments
 - iii. Park dedication fees
 - iv. Franchise fees
 - v. Accumulated funds in debt service funds

City of Cloquet Fund Balance Policy

3. Committed Fund Balance

- a. Amounts constrained for a specific purpose by City Council resolution.
- b. Constraint is self-imposed (not externally constrained).
- c. Only the City Council can change the constraint by a majority vote.
- d. The decision to commit fund balance must be made prior to December 31st (the final amount can be determined after year-end once year-end entries have been made).
- e. Examples may include:
 - i. Contractual commitments that will be satisfied with existing fund balance.
 - ii. Amounts transferred to a Capital Project fund for a specific purpose.
 - iii. Internal "Savings" to fund the five year Capital Improvement Plan.
 - iv. Excess amounts in the Debt Service Funds until transferred or spent.
 - v. Cash Flows in Funds supported predominately by property tax levies or State Aids (50% of the next year's budgeted levy and LGA).

4. Assigned Fund Balance

- a. For all funds other than the General fund, any remaining positive balances not already classified as nonspendable, restricted or committed.
- b. Constraint is self-imposed (not externally constrained).
- c. Assigned fund balances demonstrate the City's intended use.
- d. Constraints may be imposed by the City Council, City Administrator or Finance Director. Constraints must have a specific purpose.
- e. No constraints will be assigned resulting in a residual deficit in the fund.
- f. Examples may include:
 - i. Appropriation of existing fund balance (amounts used to balance the subsequent year's budget).
 - ii. Budget carry-overs for specific items such as election funding, facility studies, capital improvement funding.

5. Unassigned Fund Balance

- a. For the General fund, amounts not classified in any other category.
- b. For all other governmental funds, amounts of a residual deficit in the funds.
- c. The General fund is the only fund that can report a positive unassigned fund balance.
- d. Amounts are available for any purpose.

Fund Balance Flow Assumptions

The City normally intends to spend resources from fund balances in the following order as resources are available:

- Restricted
- Committed
- Assigned
- Unassigned

A different order of spending for a specific resource can be determined by the Council, City Administrator, or Finance Director. If a different order is used, it will be documented in the audit workpapers.

City of Cloquet

Fund Balance Policy

Governmental Fund Definitions

GASB Statement 54 provides clarification of the governmental funds definitions. The definitions are added to the fund balance policy to clearly define their reporting requirements. It is also important to understand the fund classification when determining the classification of their fund balances.

1. *General Fund* – Used to account for all financial resources not accounted for in another fund.
2. *Special Revenue Funds* – Used to account for report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes (other than debt service or capital projects).
 - a. One or more specified restricted or committed revenues are foundation for the fund (comprise a substantial portion of fund's inflows).
 - b. Other inflows (i.e. interest and transfers) may be reported in fund, if restricted, committed or assigned to the specified purpose of the fund.
 - c. Restricted or committed proceeds of specific revenue sources should be expected to continue to comprise substantial portion of inflows of the fund.
 - d. Exception for specific revenue rules – General fund of Blended Component Unit (EDA).
3. *Debt Service Funds* – Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest payments.
4. *Capital Projects Funds* – Used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

Enterprise Fund Equity

Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises, where the City intends the cost of providing goods or services to the public be financed or recovered primarily through user charges. The City's enterprise funds include the Water, Sewer and Storm Water funds.

It is the City's intent to cover all operating, including depreciation, and non-operating expenses through user charges to eliminate the impact on taxpayers. User charges will be reviewed annually by the Finance Director to ensure adequate rates are charged for the services provided.

Enterprise funds' equity will be classified in one of the following categories:

- *Net Investment in Capital Assets.* The component of net position which is the difference between assets and liabilities of proprietary funds that consists of capital assets less both accumulated depreciation and the outstanding balance of debt that is directly attributable to the acquisition, construction or improvement of the capital assets.
- *Restricted.* The component of net position which is the difference in assets and liabilities of proprietary funds that consist of assets with constraints placed on their use by either external parties (i.e. creditors or grantors) or through constitutional provisions or enabling legislation.

City of Cloquet *Fund Balance Policy*

- *Unrestricted.* The difference between the assets and liabilities of proprietary funds that is not reported as Net Investment in Capital Assets or Restricted net assets.

Minimum Unrestricted Fund Balances

General Fund – To provide for emergencies or contingencies, such as revenue shortfalls, that the City may encounter as part of its operations the unrestricted fund balance should be at a minimum of 35% to 50% of fund operating revenues or no less than five months of operating expenditures according to the Office of the State Auditor (this includes the committed for cash flows). The City's goal will be to follow this recommendation.

Special Revenue Funds – The City has several special revenue funds that vary greatly in the type of activity. The unrestricted fund balances of special revenue funds funded with property tax levy should be at a minimum of 35% to 50% of fund operating revenues or no less than five months of operating expenditures according to the Office of the State Auditor (this includes the committed for cash flows). The City's goal will be to follow this recommendation if determined appropriate for the individual fund's type of activities.

Debt Service Funds – The balances at year end should be sufficient to meet the February 1st debt payments. Most of these funds will be restricted or committed for debt service and the assigned fund balance should be near zero.

Capital Projects Funds – The balances should be sufficient to fund the five year Capital Improvement Plan cash flow assumptions. Most of these funds will be committed for the capital improvement plan or committed for a specific project and the assigned fund balance should be near zero. Specific capital improvement funds may be negative because they are waiting on funding but should zero out at the end of the project.

Internal Service Fund – The balance should be sufficient to fund the liability. Accrued compensated absences and severances are recognized as a liability and net position should be near zero.

Enterprise Funds – It is expected that unrestricted net position will be large. These funds have large investments in infrastructure that need to be maintained. The City will complete a rate study for these funds every five to ten years or as otherwise determined by the City Administrator or Finance Director to ensure rates and unrestricted net position are sufficient to operate and maintain these activities long term.

City of Cloquet *Fund Balance Policy*

Fund Balance Plan

The City will use all *budgetary and financial accounting options* available to maintain the minimum level of fund balance available for appropriation in the all City Funds. Some options available include the following items:

1. A specific budgeted revenue increase (i.e. ad valorem property tax increase).
2. Increase fees for services.
3. Reduction of expenditures in the budget.
4. Transfers from other available funds.
5. Sale of capital assets.

It is the intent of the City to minimize significant fluctuations in ad valorem property tax rates. The City is strongly dependent upon Minnesota state aids to subsidize the City's expenditure budget. State legislature may approve appropriation changes that would cause the City to adjust the property tax level by a large amount to maintain an appropriate level of fund balance and to provide the services needed by the community. The Administrator and Finance Director will monitor state legislation to be aware of possible cuts or increases in State appropriations. The Administrator will report significant changes to the City Council once realized. Further, the Council may commit a portion of the budget for possible cuts to state aids.

The Finance Director will report shortfalls or surpluses in the projected fund balance levels to the City Council yearly with the Fund Balance Plan to meet fund balance policy, or as soon as found to be a significant impact, whichever is sooner. The City Council is responsible for reviewing and approving the Fund Balance Plan.

If a *fund deficit* occurs, the plan should address the how deficits will be eliminated. The Finance Director will report the plan's effectiveness to the Administrator and City Council on a yearly basis. The fund balance must be restored to the targeted level within a reasonable amount of time.

A *fund surplus* above all internal and external constraints may also occur. In this case, the Finance Director will notify the City Council yearly in the Fund Balance Plan to discuss the circumstances of the surplus and determine whether or not the established threshold is effective. Some appropriate plans for using fund surpluses include the following items (but are not limited to):

1. Move budgeted expenditure into a future year due to unforeseen circumstances.
2. Fund a one-time project or project planning that would not normally be budgeted in the on-going operations of the City.
3. Return unused dollars to donors.
4. Transfer excess funds to another City fund to finance a project or cover a shortfall.

Other Policy Considerations

The City's *credit rating* for debt financing and investing will also be considered in the level of required General fund balance. The City Council may further restrict the required fund balance level to meet a higher credit rating need if possible. The City's credit rating is reviewed by the Administrator, Finance Director, and bond counsel when necessary. The City Administrator or Finance Director shall be responsible for conducting rating reviews.

**City of Cloquet
Cash Balances
March
2015**

Fund #	Fund	Amount
101	General	4,240,933.94
201	LDO Loan (EDA)	211,545.02
202	Federal CDBG Loan (EDA)	823,950.24
203	Economic Development Loan (City)	157,066.37
204	State SCDG/MIF (EDA)	126,857.76
206	Revolving SCGP - Committed (EDA)	6,570.25
207	Community Development Operating (City)	(3,289.33)
207	CD Operating - Committed (City)	-
211	Library	47,430.56
220	TIF - Daqota/Woodward	396.57
221	TIF - 14th Street Apartments	(1,184.88)
222	TIF - Oak Street Apartments	26,774.39
224	Building Facilities Planning	815,800.00
225	Permanent Improvement	1,103,028.06
226	Park	188,701.17
226	Park - Restricted - In Lieu	37,924.41
226	Park - Skate Park	2,640.85
228	Senior Center	(1,243.09)
231	Public Works Reserve	599,606.89
260	Landfill Host Fee - 25%	81,375.49
260	Landfill Host Fee - 75%	193,974.87
368	Business Park Bonds	1,388,193.61
370	Swimming Pond Bonds	17,633.06
403	Capital Projects - Revolving	(1,921,001.17)
405	City Sales Tax Capital Projects	1,821,503.90
600	Water - Lake Superior Waterline	1,080,649.83
600	Water - Lake Superior Waterline Debt	247,850.90
600	Water - Lake Superior Waterline Construction	385,790.33
601	Water	3,128,482.37
602	Sewer	1,689,229.33
605	Storm Water	259,577.21
614	Cable TV	251,118.70
701	Employee severance	692,905.30
905	Cloquet Area Fire District	1,179,166.76
	Total	18,879,959.67

CLOQUET CITY COUNCIL WORK SESSION

Tuesday, May 19, 2015, 5:30 p.m.

Meeting Minutes

 **DRAFT**

Present: Bjerkness, Kolodge, Langley, Maki, Rock, Wilkinson and Mayor Hallback.
Absent: None.
Staff: Fritsinger, Stracek, Lukkarila, C. Peterson, Prusak and Klassen.
Other: None.

BIG LAKE AREA SANITARY SEWER DISTRICT EXTENSION PROJECT

Mr. Fritsinger began by providing some background on the history of the BLASD sanitary sewer main project. The Council had previously indicated its support for the project. However, with some of the changes on the Board, BLASD was looking to get some verbal support for the draft Joint Powers Agreement (JPA) and project before they pursue the USDA funding options.

Attorney Yetka provided additional background and reviewed the intent and purpose of the JPA. He described the design options that had been considered by BLASD over the years which led to the eventual pursuit of the connection to Cloquet.

Mr. Fritsinger explained the need for the City to respond to BLASD with feedback on the JPA, including the City's intentions for financial reimbursement. Staff has developed a recommendation that includes an upfront "buy-in" charge, a monthly fixed charge, and then a monthly commodities rate. These costs were identified using an assumption that the District was using approximately 30% of the capacity of the city's infrastructure in most areas of Hawthorne Street, but a small area near USG needed to be upgraded solely as a result of the BLASD project, so that cost was factored in at 100%.

The Council questioned why staff would not charge 100% of the project cost to BLASD. The Hawthorne Street reconstruction had not previously been identified in the City's 5 year Capital Improvement Plan (CIP) and it did not seem appropriate that those residents incur any costs as a result of BLASD's project. Staff responded that while the project was not in the CIP there are a number of improvements that do need to be made to address storm water and road age problems. The BLASD project allows these to be accelerated and costs shared with the City and residents per the City's Assessment Policy and City Code.

The Council expressed further concern about the City bearing any costs related to the improvements. It indicated that the BLASD project is not being done to benefit residents of Cloquet and the extension of the sanitary sewer outside the City does not help the City in any way. Staff noted that while it is not typical for a municipality to extend services outside its legal boundaries without some type of annexation agreement, there is some financial benefit to the City. The rates being proposed by the City are not figured to create a "cash cow" situation, but as rates that are fair based upon the actual utilization of the City's system. Even with that, the rates would result in approximately \$80,000 in additional revenue to the City each year.

The Council inquired about other sewer lines in the area and staff noted that the sanitary sewer line located along Big lake Road is actually owned by Fond du Lac. The Council asked about alternative routes that did not involve the City. Staff responded that it may be possible for the line to run along Reservation Road up to Lockling Lane and then east along the golf course ravine down to the manhole behind USG.

The Council directed staff to inform BLASD that it was still supportive of the JPA but that the upfront "buy-in" cost should cover 100% of the City's costs associated with the Hawthorne Street reconstruction.

OTHER/FUTURE AGENDAS

No discussion for future agenda items.

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

Respectfully Submitted:

Brian Fritsinger
City Administrator

Council Chambers, Cloquet, Minnesota
7:00 o'clock P.M. May 19, 2015

 **DRAFT**

Regular Meeting.

Roll Call.

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

Councilors Absent: None.

AGENDA

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to approve the May 19, 2015 agenda as amended. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Wilkinson moved and Councilor Langley seconded the motion to approve the minutes of the work session and regular meeting of May 5, 2015. The motion carried unanimously (7-0).

CONSENT AGENDA

MOTION: Councilor Kolodge moved and Councilor Maki seconded the motion to adopt the consent agenda of May 19, 2015 approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 15-41, Authorizing the Payment of Bills.
- b. Renewal of 2015-2016 Liquor and Related Business Licenses.
- c. Resolution No. 15-42, Adopting and Confirming Special Assessments for Delinquent Utilities

PUBLIC HEARINGS

There were none.

PRESENTATIONS

- a. Police Officers Oath of Office (Erica Johnson, Laci Silgjord, Nathan Cook and Kyle Voltzke)
- b. Introduction of Police Commanders Carey Ferrell and Derek Randall

VACATION LEAVE POLICY AMENDMENTS

MOTION: Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to approve the amended Vacation Leave Policy dated 05/19/15. The motion carried unanimously (7-0).

EMPLOYEE PERFORMANCE EVALUATION POLICY AMENDMENTS

MOTION: Councilor Bjerkness moved and Councilor Langley seconded the motion to approve the amended Employee Performance Evaluation Policy dated 05/19/15. The motion carried unanimously (7-0).

COMPREHENSIVE PLAN AMENDMENT (LAND USE PLAN) AND REZONING

MOTION: Councilor Rock moved and Councilor Kolodge seconded the motion to adopt **RESOLUTION NO. 15-43, A RESOLUTION APPROVING THE COMPREHENSIVE PLAN AMENDMENT (LAND USE PLAN) FROM "PUBLIC/SEMI-PUBLIC/INSTITUTIONAL" TO "MODERATE-DENSITY TO HIGH-DENSITY RESIDENTIAL"**. The motion carried unanimously (7-0).

WHEREAS, David Chmielewski is proposing a Comprehensive Plan Amendment (Land Use Plan) from "Public/Semi-Public/Institutional" to "Moderate-Density to High-Density Residential"; and

WHEREAS, As required by ordinance, notification was advertised in the Pine Journal. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on May 12, 2015 at which time Zoning Case / Development Review No. 15-05 was heard and discussed; and

WHEREAS, the property of the proposed Comprehensive Plan Amendment (Land Use Plan) is located at 2005 14th Street and is legally described as follows:

That portion of the Northeast Quarter of Northeast Quarter of Section Thirty – five (35) and Northwest Quarter of Northwest Quarter of Section Thirty – six (36), containing 4 acres, more or less, described as follows: Beginning at common corner of Section 25, 26 and 35 and 36, Township Forty – nine (49), Range Seventeen (17), thence West on Section line between Section 26 and 35, a distance of 300 feet; thence South on line parallel to Section line between Sections 35 and 36, a distance of 370 feet; thence East on line parallel to the North line of said Sections 35 and 36 to West line of State Aid Highway No. 4 (Old Carlton Road) as now located, constructed and traveled; thence Northeasterly along West line of Right-of-way of State Aid Highway No. 4, as now located, constructed and traveled to an intersection with the North line of Section 36, Township 49, Range 17, thence West on Section line between Section 25 and 36, Township 49, Range 17 to point of beginning, except parcels taken by the State of Minnesota for trunk highway purposes identified as Parcel 25A S.P. 0980 (390) 901 and Parcel 225A S.P. 0980 (35=390) 901.

AND EXCEPT that part of said NE ¼ of NE ¼ of Section Thirty-five (35), and NW ¼ of NW ¼, Section Thirty-six (36), Township Forty-nine (49), Range Seventeen (17), shown as Parcel 325A on the plat designed as Minnesota Department of Transportation Right-of-Way Plat Numbered 09-4 on file and of record in the office of the County Recorder in and for Carlton County, Minnesota.

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

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

COMPREHENSIVE PLAN AMENDMENT AND REZONING

MOTION: Councilor Rock moved and Councilor Langley seconded the motion to adopt **ORDINANCE NO. 443A, AN ORDINANCE TO AMEND CHAPTER 17 OF THE CITY CODE, BY AMENDING THE ZONING MAP OF THE CITY OF CLOQUET FROM “PI – PUBLIC/INSTITUTIONAL” TO “SR - SUBURBAN RESIDENTIAL”**
The motion carried unanimously (7-0).

The City Council of Cloquet does hereby ordain as follows:

Section 1. The Zoning Map of the City of Cloquet is hereby amended to change the zoning designation of the following described property from PI, Public/Institutional to SR, Suburban Residential:

That portion of the Northeast Quarter of Northeast Quarter of Section Thirty – five (35) and Northwest Quarter of Northwest Quarter of Section Thirty – six (36), containing 4 acres, more or less, described as follows: Beginning at common corner of Section 25, 26 and 35 and 36, Township Forty – nine (49), Range Seventeen (17), thence West on Section line between Section 26 and 35, a distance of 300 feet; thence South on line parallel to Section line between Sections 35 and 36, a distance of 370 feet; thence East on line

parallel to the North line of said Sections 35 and 36 to West line of State Aid Highway No. 4 (Old Carlton Road) as now located, constructed and traveled; thence Northeasterly along West line of Right-of-way of State Aid Highway No. 4, as now located, constructed and traveled to an intersection with the North line of Section 36, Township 49, Range 17, thence West on Section line between Section 25 and 36, Township 49, Range 17 to point of beginning, except parcels taken by the State of Minnesota for trunk highway purposes identified as Parcel 25A S.P. 0980 (390) 901 and Parcel 225A S.P. 0980 (35=390) 901.

AND EXCEPT that part of said NE ¼ of NE ¼ of Section Thirty-five (35), and NW ¼ of NW ¼, Section Thirty-six (36), Township Forty-nine (49), Range Seventeen (17), shown as Parcel 325A on the plat designed as Minnesota Department of Transportation Right-of-Way Plat Numbered 09-4 on file and of record in the office of the County Recorder in and for Carlton County, Minnesota.

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

HONGISTO IMPLEMENT (Ablewings, LLC.) LOAN PARTICIPATION

MOTION: Councilor Kolodge moved and Councilor Maki seconded the motion to approve the City buying a loan participation in the Entrepreneur Fund's loan to Hongisto Implement (Ablewings, LLC) in the amount of \$25,555 for a 15 year loan at a rate of 6.0%. The motion carried unanimously (7-0).

2015 SANITARY SEWER LINING PROJECT BID AUTHORIZATION

MOTION: Councilor Langley moved and Councilor Kolodge seconded the motion to approve the advertisement of bids to complete a sewer lining project during 2015 at an estimated amount of \$250,000. The motion carried unanimously (7-0).

2015 MISCELLANEOUS BITUMINOUS PAVING WORK BID AUTHORIZATION

MOTION: Councilor Langley moved and Councilor Rock seconded the motion to approve the advertisement of bids to complete bituminous paving work during 2015 at an estimated amount of \$650,000. The motion carried unanimously (7-0).

2015 PINEHURST AND SUNNYSIDE PARKS IMPROVEMENT BID AWARD

MOTION: Councilor Bjerkness moved and Councilor Kolodge seconded the motion to adopt **RESOLUTION NO. 15-44, A RESOLUTION AWARDED BID FOR 2015 PARK IMPROVEMENTS AT PINEHURST AND SUNNYSIDE PARKS.** The motion carried unanimously (7-0).

WHEREAS, The City has identified the completion of Pinehurst Park improvements as a priority following the recent swimming pond reconstruction; and

WHEREAS, The existing athletic courts in Pinehurst and Sunnyside Parks are in poor condition and warrant complete replacement; and

WHEREAS, A public input process was previously undertaken by the Park Commission in order to best determine the scope of said improvements; and

WHEREAS, On May 20, 2014, the City Council awarded a contract to SEH Inc. to complete design plans and specifications for identified improvements at Pinehurst Park and Sunnyside Parks; and

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

<u>Bidder</u>	<u>Bid Amount</u>
Ulland Brothers, Inc.	\$1,297,600.00
Kiminski Paving	\$1,175,172.78
Hibbing Excavating	\$1,342,934.65

AND WHEREAS, The apparent low bid from Kiminski Paving 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 Kiminski Paving in the amount of \$1,175,172.78 is hereby accepted.

VFW BEER SALES AT VETERANS PARK ON JULY 4, 2015

MOTION: Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to approve the VFW sale of beer through its existing on-sale liquor license within Veteran's Park on July 4, 2015 as part of the community event and celebration with the following conditions as identified by the Council:

- Sales of alcohol be limited to beer.
- Sales be limited to July 4, 2015 from 12:00 noon until the conclusion of the fireworks around 10:30 p.m.
- The licensee provide the City with a certificate of insurance providing proof of liability and dram shop insurance in the amount of \$500,000 per claim and \$1,000,000 in aggregate covering the facility/event. The City will be added as a named insured on such certificate.
- Consumption be allowed throughout the park with no formal fencing or security fencing required.
- The licensee provide sufficient security personnel at all times when alcohol is sold and two police officers be on site as required under City Code from 5:00 p.m. to 11:30 p.m. with the VFW being responsible for the cost of only one officer.

The motion carried unanimously (7-0).

VFW BINGO EVENT

MOTION: Councilor Rock moved and Councilor Maki seconded the motion to approve **RESOLUTION NO. 15-45, A RESOLUTION APPROVING EXEMPT PERMIT FOR THE VFW POST 3979 TO CONDUCT OFF-SITE BINGO AT VETERAN'S PARK.** The motion carried unanimously (7-0).

WHEREAS, The City of Cloquet received an application from the VFW Post 3979, 210 Arch Street, for an Exempt Permit to conduct a bingo event off-site on July 4, 2015 at Veteran's Park.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of the VFW Post 3979, 210 Arch Street, for an Exempt Permit to conduct a bingo event off-site on July 4, 2015 at Veteran's Park, 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.

VFW BLOCK PARTY REQUEST

MOTION: Councilor Rock moved and Councilor Wilkinson seconded the motion to allow for the sale of beer through the VFW's existing on-sale liquor license in its parking lot; the closure of Vine Street for pedestrian safety; and, to hold a

dance/live music on July 3, 2015 subject to the following conditions:

- Notification of event to neighbors.
- Fencing of the area that the event is to be held.
- Organizers meet with police department prior to the event to discuss, identify, and address any other issues of concern.
- The VFW provide security and as required under City Code, pay for two police officers to be present during the event.
- The hours of the event be limited to 2:00 p.m. to midnight.
- The provision of a certificate of insurance providing evidence of coverage within the parking lot and further identifying the City as an additional insured.

The motion carried unanimously (7-0).

PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS/UPDATES

Councilor Bjerkness reminded the Council of the upcoming LMC annual conference being held in Duluth and encouraged members of the City Council to attend. Mayor Hallback congratulated the Wilderness Junior Hockey team on their recent Roberts Cup Championship.

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
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

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



ITEM DESCRIPTION: Cloquet 4th of July Outdoor Public Fireworks Display Permit

Proposed Action

Staff recommends that the City Council move to approve the Outdoor Public Fireworks Display Permit for fireworks for the Cloquet 4th of July Celebration on July 4 at 10:00 p.m. subject to any final issues identified by the Chief of Police or Fire District Chief being addressed by the applicant.

Background/Overview

The City has received an application from Pyrotechnic Display to hold the annual 4th of July Fireworks display on July 4th at 10:00 p.m.

They are once again proposing to hold the fireworks along the St. Louis River with the fireworks being discharged from the north riverfront road/trail area. Access to this area is usually limited during the day of the display. City Staff has historically supported this location over Pinehurst Park for public safety reasons.

The company has provided the required liability insurance documentation and information attached. This year's fireworks are sponsored by the Cloquet 4th of July Celebration, an ad hoc committee, working to ensure that festivities continue in 2015. The City has entered into an agreement for fireworks with Pyrotechnic Display, Inc. for the fireworks. They have provided this service for a number of years and the City has had no issues of concern.

Policy Objectives

The permit is consistent with that provided by the State of Minnesota. The City does not have any specific permitting or other requirements included in our City Code.

Financial/Budget/Grant Considerations

There is no city fee associated with this permit. The City does incur additional law enforcement and fire safety presence on the night of the fireworks.

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

APPLICATION FOR OUTDOOR PUBLIC FIREWORKS DISPLAY

- 1. This application is for an outdoor public fireworks display only and is not valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.

Name of Applicant (Sponsoring Organization): City of Cloquet 4th of July Celebration

Address of Applicant: 1307 Cloquet Avenue, Cloquet, Minnesota 55720

Names of Applicant's Authorized Agent: Pyrotechnic Display, Inc.

Address of Agent: 9405 River Road SE, Clear Lake, MN 55319

Telephone Number of Agent: 320-743-6496 Ext. 1 Date of Display: July 4, 2015 Time of Display: about 10pm

Location of Display: on service road SE of Hospital, east of Hwy 33 and on edge of St. Louis River, Cloquet, MN

Manner and place of storage of fireworks prior to display:

No storage, delivery and set up on day of display.

Type and number of fireworks to be discharged:

1.3G product, up to 6" shells and Multi-shot Box items

MINNESOTA STATE LAW REQUIRES THAT THIS DISPLAY BE CONDUCTED UNDER THE DIRECT SUPERVISION OF A PYROTECHNIC OPERATOR CERTIFIED BY THE STATE FIRE MARSHAL.

Name of Supervising Operator: Patrick Liebl Certificate No. O 0814

Required attachments. The following attachments must be included with this application:

- 1. Proof of a bond or certificate of insurance in amount of at least \$1.5 million.
2. A diagram of the grounds at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display. Tanya Liebl, 40

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any:

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority, and will ensure that the fireworks are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of Applicant (or Agent): Becky Hanson Date: May 21, 2015

Signature of Fire Chief: Date:

Signature of Issuing Authority: Date:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/21/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: _____	
	PHONE (A/C, No., Ext): 216-658-7100 FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
INSURED Pyrotechnic Display Inc. 8450 W. St. Francis Road Frankfort IL 60423	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Axis Surplus Ins Company	
	INSURER B : MN WC Insurers Association	
	INSURER C : Everest Indemnity Insurance Co	
	INSURER D : Everest National Insurance Company	10120
	INSURER E : _____	
INSURER F : _____		

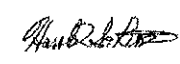
COVERAGES **CERTIFICATE NUMBER: 1134829183** **REVISION NUMBER:** _____

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			S18ML00006-141	9/30/2014	9/30/2015	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
								\$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			S18CA00006-141	9/30/2014	9/30/2015	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EAU733983	9/30/2014	9/30/2015	EACH OCCURRENCE	\$4,000,000
							AGGREGATE	\$4,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	MNAR0000019718 (MN)	9/30/2014	9/30/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DISPLAY DATE: July 4, 2015
 LOCATION: Cloquet, Minnesota, SE of Hospital, on service road near St. Louis River
 ADDITIONAL INSURED: City of Cloquet, Minnesota; Cloquet 4th of July Celebration

CERTIFICATE HOLDER Cloquet 4th of July Celebration Mr. Brian Fritsinger 1307 Cloquet Avenue Cloquet MN 55720	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



HOSPITAL

AUDIENCE

Cloquet, MN - Shoot Site

420' SAFETY RADIUS

Sunrise Dr

33

AUDIENCE

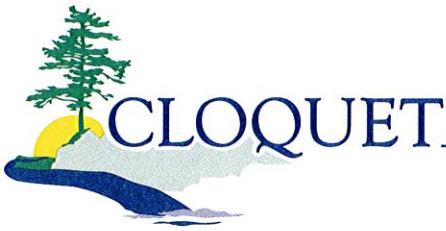
© 2012 Google

Google earth

Imagery Date: 8/29/2010 1991

46°43'44.71" N 92°27'33.70" W elev 1185 ft


Eye alt 3431 ft



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

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

ITEM DESCRIPTION: Consideration of WLSSD Reappointment

Proposed Action

Staff recommends that the City Council discuss and consider the reappointment of Archie Chelseth to the Western Lake Superior Sanitary District Board for a term expiring 07/01/18.

Background/Overview

The City has received correspondence from the Western Lake Superior Sanitary District informing the City that Mr. Chelseth's term will expire on July 1, 2015. Mr. Chelseth has expressed interest in serving in this capacity for an additional three year term.

The City has three residents appointed to seats on the Sanitary District Board. Mr. Chelseth has served on this Board since 2014. This position has historically been held by a representative of local industry and in this case, Sappi has verbalized its support for Mr. Chelseth's reappointment. The other two seats are held by David Manderfeld and Bruce Ahlgren.

Policy Objectives

To keep the various City boards, committees, and commissions at full membership as identified by the City Council or under Municipal Code. The membership of the WLSSD is defined under M.S. 458D.03, Subd. 2 of which Cloquet has three representatives.

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Letter from Marianne Bohren.



2626 Courtland Street
Duluth, MN 55806-1894
phone 218.722.3336
fax 218.727.7471
www.wlssd.com



Western Lake Superior Sanitary District

May 12, 2015

Mr. Brian Fritsinger
City Administrator
City of Cloquet
Administrative Office
1307 Cloquet Avenue
Cloquet, MN 55720

Subject: Archie Chelseth Reappointment to the WLSSD Board

Dear Mr. Fritsinger:

This letter is to advise you that Board member Chelseth's term will expire on July 1, 2015. Mr. Chelseth was appointed recently to complete the term vacated by Guy Unertl. Mr. Chelseth has been a valuable addition to the Board bringing his considerable experience in legislative affairs. Mr. Chelseth has expressed an interest in being reappointed to the WLSSD Board for a full three-year term. The WLSSD Board and staff recommend his reappointment.

Thank you for your prompt consideration.

Sincerely,

Marianne Bohren
Executive Director



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REQUEST FOR COUNCIL ACTION

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

ITEM DESCRIPTION: Consideration of Appointment to Parks Commission

Proposed Action

The City Council is asked to discuss the application of interest to serve on the Parks Commission and identify the preferred individual to serve on this Commission with a term expiring 12/31/15.

Background/Overview

The City recently received the resignation of Mark Roberts from the Parks Commission. Mr. Roberts has served on the Commission since 2013 and the term of the seat will expire on 12/31/15.

The Council has been advertising for interested residents to serve on this Commission through the Pine Journal Newspaper and City website. To date, Mr. Krick is the only individual to have submitted an application of interest. With Mr. Roberts' resignation, this appointment is to fill the remainder of this term. The Council should provide direction as to whether or not it wishes to delay an appointment to provide opportunity for other applicants or if it wishes to conduct an interview with Mr. Krick prior to making an appointment.

Policy Objectives

The Council can delegate certain functions to appointed administrative boards. Certain Commissions are established per Minnesota Statutes and others serve, such as the Parks Commission, at the direction of the City Council. Terms for these positions are three years.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Application.



ADMINISTRATIVE OFFICES

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Phone: 218-879-3347 Fax: 218-879-6555

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email: bfritsinger@ci.cloquet.mn.us

Application for Appointment to Advisory Boards and Commissions

Name: <i>Michael Krick</i>		Date: <i>5/13/2015</i>
Address: <i>1100 Carlton Avenue West</i>		
Email: <i>mkrick@uwsuper.edu</i>		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: <i>1 year 6 months</i>	Which Ward?
What Cloquet community activities have you been involved in?		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. <i>participated in meetings with City of Mora's Parks Board</i>		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: <i>Parks Commission</i>		
Would you consider an alternate appointment?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, which one? <i>Shaw Memorial Public Library Foundation</i>		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. <i>NONE</i>		
Why do you wish to be on a Board/Commission? <i>I am very interested in the quality of parks and the process that improves and expands recreation areas</i>		
Please describe any other relevant information you would like us to know. <i>I have experience leading river cleanups, assisting in the removal of invasive species, and event planning</i>		


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



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REQUEST FOR COUNCIL ACTION

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

ITEM DESCRIPTION: Consideration of HRA Board Appointment

Proposed Action

Staff recommends that the City Council discuss and consider the reappointment of Wanda Harris to the HRA for a term expiring 6/30/20.

Background/Review

The City has received correspondence from Wanda Harris seeking reappointment to the HRA. Ms. Harris has served on the HRA Board since 2010. Her current term will expire on 6/30/15.

Policy Objectives

To keep the various City boards, committees, and commissions at full membership as identified by the City Council or under Municipal Code.

Financial Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

None.