



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

CITY COUNCIL WORK SESSION

5:30 p.m. Police Department Update/Study Update
6:45 p.m. Strategic Plan Update
6:50 p.m. Future Work Session Agenda Items

1. **Roll Call**
2. **Approval of Agenda**
 - a. Approval of November 3, 2015 Council Agenda
3. **Approval of Council Minutes**
 - a. Work Session Minutes from the October 20, 2015 meeting
 - c. Regular Council Minutes from the October 20, 2015 meeting
4. **Consent Agenda**

Items in the Consent Agenda are considered routine and will be approved with one motion without discussion/debate. The Mayor will ask if any Council members wish to remove an item. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.

 - a. Resolution No. 15-83, Authorizing the Payment of Bills and Payroll
5. **Public Hearings**

None.
6. **Presentations**

None.



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7. **Council Business**

- a. Authorization to Proceed with Police Officer Hiring
- b. Standing Rules of City Council Review
- c. Resolution No. 15-84, A Resolution Approving Change Order #1 to The Harris Tank Dechlorination Building Construction Contract

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. **Closed Meeting**

The City Council may adjourn into a closed meeting as permitted under M.S. 13D.03, Subd 1 (b) for the purpose of discussing the pending labor negotiations with the Teamsters.

- a. Teamsters Labor Contract Agreement


11. **Adjournment**



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: October 22, 2015

ITEM DESCRIPTION: City Council Goals Update

Proposed Action

Staff recommends that the City Council review and discuss the status of the efforts to complete the various goals and strategies as established for 2016-2018 by the City Council.

Background/Overview

Attached the City Council will find the Implementation Steps resulting from the 2015 City Council/Department Head Retreat where goals and strategies were developed and adopted. The Council continues to review the implementation strategies per discussion at the retreat, whereby the goals will be added as an item to each City Council meeting simply for the purpose of keeping the goals and strategies in front of everyone. It will provide opportunity for discussion or clarification for all parties involved or simply acknowledgement of any accomplishments.

All priorities are up to date in terms of status and/or completion.

Policy Objectives

The City adoption of priorities and goals is important to the City as a tool to assist with the development of long range service plans. This in turn allows the City to allocate resources and plan for any financial implications related to the pursuit of such goals. Regular review of the goals and making those goals available for the public's information can assist the City with efforts related to transparency, engaging the public and to identify potential parties that may be able to assist with related efforts.

Financial/Budget/Grant Considerations

None

Advisory Committee/Commission Action

None

Supporting Documentation Attached

- Summary 2016-2018 Goals and Strategies Implementation Steps

Strategic Priority 1: Financial Stability

Key Outcome Indicator: Bond Rating; Target: AA+

Initiative A: Debt Policy

Actions	Measure of Success	Who's Responsible	Target Date
Research other Communities and Advisory information.	Copies of various debt policies and recommendations from GFOA and LMC.	Finance Director	COMPLETE
Create Rough Draft of Debt Policy.	Draft ready to be reviewed.	Finance Director	10-31-2015
Review and Discuss Debt Policy Draft with City Administrator.	Meeting between Finance Director and City Administrator.	City Administrator & Finance Director	11-30-2015
Revise Draft Debt Policy as Needed.	Debt Policy ready to be presented to Council.	Finance Director	12-31-2015
Debt Policy Approved.	Request for council action prepared and item put on agenda.	Council Finance Director	1-30-2016 or sooner if debt issued

Strategic Priority 1: Financial Stability**Key Outcome Indicator: LGA Usage; Target 50% by 12/2020****Initiative B: Develop LGA Operational Reduction Strategy**

Actions	Measure of Success	Who's Responsible	Target Date
History of LGA changes.	Worksheet showing City's LGA certified and actually received.	Finance Director	COMPLETE
Determine current % of operating budget covered by LGA.	Calculation of current %.	Finance Director	5-30-2016
Forecast LGA and other operational items.	Worksheet/graph with forecast.	Finance Director	5-30-2016
Develop options to shift LGA revenue away from operating budget.	Worksheet showing options.	Finance Director	5-30-2016
Monitor and adjust yearly or sooner if necessary.	Options incorporated into budget schedules.	Finance Director	Yearly during budget process

Strategic Priority 1: Financial Stability**Key Outcome Indicator: Forecasted Budget; Target Operating Budget Within 10% of Adopted Budget****Initiative C: Create/Establish a Budget Monitoring Plan**

Actions	Measure of Success	Who's Responsible	Target Date
Establish draft procedures for monitoring and reporting budget to actual results.	Draft document outlining the procedures for reporting budget variances.	Finance Director	11-30-2016
Review draft with City Administrator and Department Heads.	Draft presented at department head meeting.	City Administrator Finance Director Other Department Heads	1-30-2017
Budget entered into system more accurately by month.	Budget in system timed to actual month closer.	Finance Director	1-30-2017
Department Heads responsible for monitoring their budgets and explaining variance to the Finance Department.	Department Heads are reporting variances to Finance for inclusion in the monthly financial report to the City Administrator.	Department Heads	1-30-2017
Quarterly departments report to Council for over/under budget items for their departments if determined to be significant variances.	Quarterly reports to Council by Department Heads for significant variances.	Department Heads	End of Quarter 1, 2017 (May 2017) and quarterly thereafter.

Strategic Priority 2: Economic Development		Key Outcome Indicator:	Retention Rate Target: No Net Business Loss
Initiative A: Develop a Comprehensive Business Retention/Outreach Program			
Actions	Measure of Success	Who's Responsible	Target Date
Conduct ongoing BRE Visits (city, chamber, county)	Visit 3 businesses quarterly (1/month).	Kelly Zink Holly	09-30-2015
Conduct business exit interviews to ID issues experienced	Develop exit interview. Monitor media/local beat to analyze who is or has gone out of business, then ID who will take the lead in contacting the business to inquire / schedule exit interview.	Holly Kelly Connie	09-30-2015
Survey major businesses to ID supply chain vendors who may be interested in starting a business in Cloquet.	Initiate / outreach to different companies identified that are currently not here but were identified as a supply vendor need.	Holly EDA	12-31-2015
Ensure that Cloquet land and building opportunities are online	Quarterly scan Northland Connection property listings to ensure their accuracy.	Holly EDA	Ongoing
Ensure that regional economic development partners are aware of opportunities in Cloquet (e.g. APEX, Northspan, Entrepreneur Fund etc.)	Ongoing quarterly communications with agency contacts.	Holly EDA	9-30-2015

Strategic Priority 2: Economic Development

Key Outcome Indicator: New Businesses Target: 1 New Commercial/Retail Center – Hwy 33 Open; 5 Acres Business Park Sold; 15,000 Sq. Ft. New Office Manufacturing in Cloquet Business Park

Initiative B: Develop a Strategy for Hwy 33 Corridor. Specific Areas; 1) North Hwy 33 Business Park; 2) South Highway 33 and I-35

Actions	Measure of Success	Who's Responsible	Target Date
ID Strategies and Alternatives for the South Hwy 33 Development Site (City Project Area: DNR/Nelsons)	The EDA has reviewed the alternatives for the development objectives and identified a preferred development concept.	Holly EDA	09-30-2015
ID Strategies and Alternatives for North Hwy 33 Development Site (City Project Area: Cloquet Business Park)	The EDA and City Council have developed an overall City marketing plan that identifies strategies for Business Park marketing.	Holly EDA City Council	12-31-2015

Strategic Priority 2: Economic Development

Key Outcome Indicator:

Downtown Reinvestment Target: 10%

Reduction Storefront Vacancies; 15 Storefront Renovations

Initiative C: Conduct Outreach to Downtown Property Owners

Actions	Measure of Success	Who's Responsible	Target Date
Hold property owner input sessions for Cloquet Avenue properties	ID major barriers needs and opportunities for Cloquet Avenue District and educate property owners on existing City programs and other tools or possibilities to accomplish goals (e.g. SSDs)	Holly EDA	9-30-2015
Hold property owner input sessions for West End Business properties	ID major barriers needs and opportunities for the West End Business District. Educate property owners on existing City programs and other tools or possibilities to accomplish goals (e.g. SSDs)	Holly EDA	9-30-2015
Review all Downtown barriers and needs identified in the input sessions with the EDA and Council.	Plan developed to encourage future revitalization and reinvestment in the downtown commercial areas by private interests.	Holly EDA City Council	6-30-2016

Strategic Priority 3: Community Vision**Key Outcome Indicator: Focused Community Vision Target:
Community Approved Vision In Place by 8/2016****Initiative A: Develop a Comprehensive Community Vision Process**

Actions	Measure of Success	Who's Responsible	Target Date
Develop a community vision team or committee (Chamber of Commerce/City/Community/Business members/EDA)	Team in Place City Council appoint teams	City Council	11-30-2015
Identify our current stakeholders and who may be missing from team	Stakeholders identified	Community Vision Team	12-31-2015
Seek out unidentified, prospective stakeholders—look for buy-in	Verify stakeholders	Community Vision Team	1-30-2016
Review current processes in effect to draw and build on the methods.	Analysis of current processes used by the City, if any	Community Vision Team	2-28-2016
Compose a list of how we are currently connecting with the community	Analysis of current processes used by the City, if any	Community Vision Team	2-28-2016
Seek out other cities with similar characteristics and review what processes they are currently using	List of other Cities and techniques they use to engage the public identified	Community Vision Team	2-28-2016
Develop a strategy to engage community to gather input	City Council approve a strategy	City Council	3/30/2016

Strategic Priority 3: Community Vision

**Key Outcome Indicator: Strategic Investments Align With Vision
Target: 100% of Major Investments Aligned With Vision**

Initiative B: Analyze Financial Investments and Correlate with Projects

Actions	Measure of Success	Who's Responsible	Target Date
Analyze and compare our current spending to ensure it aligns with information/results from Community Vision Process	The City Council understands how the current budget correlates to the community vision	Community Vision Team/Finance/City Council	8-30-2016
Increase and direct our spending efficacy by analyzing expenditures for new, upkeep/repairs and new/growth	The City Council has realigned its 2017-2018 budget to match up with current vision	Finance/City Council	8-30-2016

Strategic Priority 4: Effective Governance

Key Outcome Indicator: Decisions Meeting Deadlines; Target: 90% of Decisions Made by Identified Deadline

Initiative A: Develop a City Council Decision Review Process

Actions	Measure of Success	Who's Responsible	Target Date
Review I-Pad/Electronic Communications Policy	The City Council reach consensus on the policy and the best way for electronic communications to be managed.	Brian/City Council	8-30-2015 COMPLETED
Review Standing Rules of City Council	The City Council reach consensus on the standing rules of the City Council.	Brian/City Council	9-30-2015 COMPETED
Review Staff Reports as to Effectiveness of Contents	The City Council reach consensus on the both the use and contents of staff reports.	Brian/Department Heads/City Council	10-31-2015 COMPLETED
Discuss Options Related to Meetings (Schedule)	The City Council reach consensus on the frequency and type of Council meetings to be held each month beginning in 2016.	Brian/City Council	11-30-2015

Strategic Priority 4: Effective Governance

Key Outcome Indicator: Local Option Sales Tax Usage; Target: Priorities Completed by September 1, 2015

Initiative C: Prioritize Use of Local Option Sales Tax Funds

Actions	Measure of Success	Who's Responsible	Target Date
Review Enabling Legislation with the City Council	The City Council establishes a baseline understanding of the legislation.	Brian/City Council	9-30-15 COMPLETE
Review Qualifying Projects	The City Council establishes a baseline understanding of the projects that qualify for the receipt of sales tax monies.	Brian/City Council	9-30-15 COMPLETE
Identify Priority Projects	All critical 2016 projects to receive sales tax monies are identified and other future major priority projects identified for planning purposes.	Brian/City Council Jim P/ Caleb P Holly/Nancy	12-30-15 COMPLETE

Strategic Priority 4: Effective Governance

Key Outcome Indicator: Collaboration With Neighboring Communities and Local Governments; Target: Major Analysis with Scanlon completed by July 15, 2015 and BLASD JPA Resolves July 1, 2015

Initiative D: Develop Collaborative Approaches with Neighboring Communities/Local Governments

Actions	Measure of Success	Who's Responsible	Target Date
The City Council Create an Internal Ad Hoc Merger Committee	The committee membership is identified by the Council.	City Council	5-01-2015 COMPLETE
Obtain Proposal for Preliminary Merger Consultation Services	The City has obtained at least one proposal for this service from a qualified firm.	Brian	6-05-2015 COMPLETE
Present Merger Consultation Proposal to the Scanlon City Council	The Scanlon Council has received and taken action on the proposal.	Scanlon Mayor Johnson	7-01-2015
Present Merger Consultation Proposal to the Cloquet City Council	The Cloquet Council has received and taken action on the proposal.	Brian/City Council	7-01-2015
Complete the Preliminary Merger Analysis	The consultant has completed an analysis of the critical issues related to the merger and presented such findings to the City Council	Consultant/Brian/City Council/AI C Department Heads	9-01-2015
Meet with BLASD to Identify the Final Proposed Project	The City Council has met with BLASD and agreed to a final project concept.	Brian/Jim P/City Council	6-15-2015 COMPLETE
Approval of a Joint Powers Agreement Between BLASD and City of Cloquet	A JPA has been approved and executed by both organizations.	Brian/Jim P/City Attorney/City Council	12-31-2015

Strategic Priority 5: Infrastructure & Facilities

Key Outcome Indicator: CIP (Streets/ Utilities/ Buildings / Parks; Target: Expanded CIP - To Include Buildings and Parks - Plus Funding Strategies Adopted by 8/30/2015

Initiative A: Develop A Comprehensive CIP and Funding Strategy

Actions	Measure of Success	Who's Responsible	Target Date
Prioritize Infrastructure	City staff identifies its priority projects.	Parks Commission, Jim P/Caleb P Brian	7-10-2015 COMPLETE
Draft to City Council	The City Council provide response to staff regarding priorities.	Jim P/Caleb P Brian City Council	7-21-2015 COMPLETE
Funding Final	The priority projects are analyzed for funding opportunities and impact on levy and final proposed CIP developed.	Nancy Brian	8-07-2015 COMPLETE
Final to City Council	The City Council approve the final 5 year CIP.	Brian/Nancy City Council	9-30-2015 COMPLETE

Strategic Priority 5: Infrastructure & Facilities**Key Outcome Indicator: Police Facility; Target: Ground Broken 12/31/18****Initiative B: Develop Police Facility Project Plan for a 3-5 Year Build**

Actions	Measure of Success	Who's Responsible	Target Date
City Council Review/Accept Final BKV Facilities Study	City Council acceptance of study	City Council Brian	8-04-2015 COMPLETE
Decision on Project Timing	City Council decision on project priority and timing	City Council	12-31-15
Funding Strategy	An acceptable funding strategy is presented to the City Council	Nancy Brian	9-2016
RFP Architect	City Council authorize and select architect	Brian City Council	3-2017
Building Design and Layout Committee Established	Committee established to work with architect on design	Committee	4-2017
Draft Plans Reviewed by City Council	Concept plan presented and accepted by the City Council	Committee/Brian City Council	6-2017
Final Plans Approved and Bid	City Council approves plan and authorizes bid	City Council Brian	12-2017
Bid Awarded and Ground Broken	Construction Started by 12-31-18	City Council Brian	12-2018
Project Completed	Project Completed by 12-31-19	City Council Brian	12-2019

Strategic Priority 5: Infrastructure & Facilities**Key Outcome Indicator: Public Works Facility; Target: Phase 1 Completed 12/31/21****Initiative C: Develop a Public Works Facility Project Plan for a 3.5 Year Build**

Actions	Measure of Success	Who's Responsible	Target Date
City Council Review/Accept Final BKV Facilities Study	City Council acceptance of study	City Council Brian	8-04-2015 COMPLETE
Decision on Project Timing	City Council decision on project priority and timing	City Council	12-31-2015
Funding Strategy	An acceptable funding strategy is presented to the City Council	Nancy Brian	9-2016
RFP Architect	City Council authorize and select architect	Brian City Council	3-2020
Building Design and Layout Committee Established	Committee established to work with architect on design	Committee	4-2020
Draft Plans Reviewed by City Council	Concept plan presented and accepted by the City Council	Committee/Brian City Council	6-2020
Final Plans Approved and Bid	City Council approves plan and authorizes bid	City Council Brian	12-2020
Bid Awarded and Ground Broken	Construction started by 12-31-17	City Council Brian	12-2021
Projects Completed	Construction of Phase 1 Completed 12-31-18	City Council Brian	12-2022

Strategic Priority 6: Operational Effectiveness

**Key Outcome Indicator: Policy and Procedures Manual;
Target: Policy and Procedure Manuals in All Departments
Updated and Adopted**

Initiative A: Create a Policy & Procedure Manual Process for Organization

Actions	Measure of Success	Who's Responsible	Target Date
Research and Update Policies from other Cities, State Standards, etc.	Each department has conducted research of other similar departments to identify those policies/procedures that they use in those departments	Brian/ Department Heads/ Other Supervisors	10-31-2016
Identify Policies/Procedures Needed for all City Departments	The Department Heads have identified a list of mutually required policies/procedures	Brian/ Department Heads/ Other Supervisors	10-31-2016
Identify Policies/Procedures Unique to individual Departments	Each department has identified those policies and procedures that are unique to their department	Brian/ Department Heads/ Other Supervisors	10-31-2016
Identify a Schedule for Approval and Implementation	A realistic schedule for action is identified and agreed upon	Brian/ Department Heads/ Other Supervisors	12-31-2016

Strategic Priority 6: Operational Effectiveness

Key Outcome Indicator: Internal Succession; Target: 70% of All Leadership Positions Filled Internally

Initiative D: Establish a Leadership Development Program

Actions	Measure of Success	Who's Responsible	Target Date
Develop a Training Program for City Employees	A program that analyzes gaps, identifies talent pools, develops strategies, and implements strategies is identified and adopted	Human Resources/ Department Heads	3-31-2016
New Hires Should be Interviewed and Reviewed for Potential to Advance	The hiring process has been amended to strengthen focus on leadership and future advancement	Human Resources/ Department Heads	6-30-2016
Review Job Descriptions to Include Skill Sets Necessary for Promotion	All job descriptions are updated to include a section on leadership and future advancement	Human Resources/ Department Heads	6-30-2016

CLOQUET CITY COUNCIL WORK SESSION

Tuesday, October 20, 2015, 5:30 p.m.

Meeting Minutes

Present: Bjerkness, Kolodge, Langley, Rock, Wilkinson, Mayor Hallback

Absent: Maki

Staff: Fritsinger, Klassen, C. Peterson, J. Prusak, H. Butcher, A. Cottingham

Other: Jamie Lund, Pine Journal, Jon Penheiter, Shamrock Landfill

Highway 33 Landscape Review

Review and discussion of the Hwy 33 Landscape project based on the presentation by SEH at the last Council meeting.

- Mr. Prusak began by stating there is a lot of material to go through in the study, it can be difficult and confusing when looking at everything presented in the plan. He suggests reviewing the Summary Segment overview section, which gives an overall feel for the entire corridor. Items in the plan that will affect the outcome of the cost are the trails and lighting. Does the Council feel this plan fits with what their ideas for long range plans for landscaping along the highway? Some areas along the corridor have the potential to have initial work without having to wait for the future design elements associated with other with Hwy 33/Frontage Road improvements.
- Priority projects already targeted for next year include, Veteran's Park, Fauley Park and Skyline Blvd. Mr. Prusak sees those sections of the plan as being part of the park improvements project and doesn't feel more discussion is needed at this time on those.
- Mr. Bjerkness stated his feeling of being underwhelmed by the plan, and was surprised to see the main feature of the plan be trails, seeming to draw to the community with recreational trails and featuring the highway, questioned if that's the directions we want? Mr. Fritsinger responded that this developed more as the discussion went on, and that we needed to incorporate the aspects of the other recent studies completed by the City. As a result, landscaping broadened into trails, image, and landscaping.
- Discussion of ATV and snowmobile trails, making them safer and more defined, but very expensive. MNDOT has a voice in this because it's a highway. Mr. Langley brought up signage leading ATVs to the trail system instead of going through the city.
- Ms. Wilkinson noted that the section north of Doddridge is tied into the parks projects and dollars. There is more money to access when incorporating trails. How we move forward is going to depend on what is used to pay for it.
- Mr. Fritsinger reminded that the Council needs to look at the entire corridor project, not just the bushes and flowers. This plan gives the reality check if this is what the Council has been asking for and is this what it wants to do?
- Mr. Bjerkness asked if there are other ways to phase this other than what SEH has laid out? Mr. Prusak answered yes, it is. The plan shows good beginning and end points, but doesn't mean it can't be divided further. There are segments from Doddridge to Brenny Dahl Block that are for the most part complete. The west side of the highway between Pizza Hut and the Armory and the Frontage Road hold big question marks and

recommends not doing anything there until resolution are made on what to do. With or without the trails, improvements could still be scheduled without committing to trails. The existing trail is dirt and unattractive, do we plan to accommodate snowmobiles and ATVs? The Chamber wants trails to lead to hotels for snowmobiles. Is it enough justification in spending that money on trail development? If seeking federal dollars for that trail development there will be design issues between pedestrian, ATVs, and snowmobile trails. The different uses somehow need to be separated and this will be a challenge.

- Mr. Rock inquired if the trails can be separated by east side and west side? Mr. Prusak answered yes, it was something that was looked at. There are some design options but they come down to a space problem to accommodate everyone and traffic.
- Mr. Prusak stated there is plenty of opportunity for plantings along the corridor to be accomplished. Doing a phased approach using select plantings to see how it goes and how much detail is really needed. He recommends not focusing on the south side past Walmart as there's a long road ahead before those projects come together. He also doesn't see much changing between Wells Fargo and Doddridge Avenue. With some of the median proposals not much can be done. However, with or without any landscape improvements, the City needs to consider going back to mowing and maintaining MNDOT property along the highway, which would call for a new piece of equipment, or contract mowing.
- Mr. Fritsinger stated we don't want to fully invest until we see what MNDOT's project plan will be. The CIP includes the area around Wal Mart and Pinehurst. The numbers at that time were based on rough numbers and predated SEH's final. This is a long term project and haven't gone back to the final budget and CIP to verify how close we were to estimates.
- Mr. Fritsinger reminded that the 2016 CIP identifies Veterans and Fauley Parks. Dunlap Island is proposed in 2017, so that particular portion of the highway corridor is part of those projects. Skyline Blvd is also included in the budget for next year. The rest of the projects are future years.
- Mr. Prusak stated the Pinehurst pedestrian corridor needs to be discussed. We still want a sidewalk from Doddridge Ave intersection going through Pinehurst and then to Broadway. It's a dirt trail now, pave it and make it a formalized trail.
- Council discussion of whether it is a trail or sidewalk? How do we redirect ATV and snowmobiles from it? Consider it a pedestrian trail and not mark as a motorized trail. Put up signs rerouting ATVs and snowmobiles, possibly through Pine Valley.
- Mr. Prusak advised that MNDOT is currently soliciting applications for trail funding, focusing on pedestrian trails. Mr. Prusak would like to make a pre-application now showing the idea and trail concept. If the City isn't approved the first round, it'll keep coming back to where we ultimately get funding. MNDOT is placing more focus on pedestrian trails along the highway corridors. By applying, it gives a good chance to push that project forward, but doesn't commit us to anything; just it puts the project out there and at the same time, initiates discussion with MNDOT on accommodating pedestrians/ATVs on that section. The deadline for the application is 10/31/15. The Council supported the pre-application.
- Mr. Prusak would like the Council to discuss internally a few ideas on where to go. He would like to direct SEH, to put together planting plans from the section from Wells Fargo to Doddridge, don't spend a lot of money, and try to accommodate the snowmobile trail to Pine Valley. The Council did not authorize moving forward with design on this stretch of roadway.

- Discussion on signage. There's interest in having the Welcome to Cloquet sign on the corner of Taco Johns/Cloquet Ford redone.
- Mr. Prusak suggests pages to review in the plan, pages 36-37, 42-53 and 56-59.
- Mr. Fritsinger stated to keep in mind the magnitude of this project and be mindful on how to implement. There are sections that deserve more investment than others. There is a maintenance side to also be mindful of and discuss what the impact on each segment will be.
- The City Council indicated it is generally supportive of the concepts tied in the plan, but the City will need to carefully evaluate the timing and funding as a result of the probable cost.

Granite Street Safe Routes to School neighborhood meeting

- Mr. Prusak provided an update in regards to this neighborhood meeting. 10 people from the neighborhood attended. Overall feedback is the residents are not in favor even though they understand the talking points, but question if this is a solution to a problem that doesn't exist. Residents aren't opposed to visual cues being painted. The dilemma now is that there is 2-3 months of paperwork to get to the point of funding and would hate to get to bidding and then decide not to do the project. Federal money is committed. The next step is coming back to Council, where to go from here? Ms. Wilkinson suggested to revisit the Safe Routes to School concept and why has it been identified? Mr. Fritsinger will invite ARDC to and update Council. The money is slated for next year so we need to keep on track.

Shamrock Landfill Update

- Mr. Penheiter provided the Council with a quick update on changes at the landfill. A recent majority stock buy-out, the name is the same, key players the same, stock has changed hands. The city won't see a lot change.
- Recent host fee audit shows they've met the obligations and maintained the facility.

Upcoming Works Sessions

- Chief Stracek will be discussing the Police Officer hiring process.
- November 17th, further discussion of Landscape Study.
- Community visioning and goals – what does it mean and how do we accomplish?
- Slate Street sidewalk project.

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

Respectfully Submitted:

Brian Fritsinger
City Administrator

Council Chambers, Cloquet, Minnesota
7:00 P.M. October 20, 2015

Regular Meeting

DRAFT

Roll Call

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

Councilors Absent: None

AGENDA

MOTION: Councilor Kolodge moved and Councilor Maki seconded the motion to approve the October 20, 2015 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Langley moved and Councilor Wilkinson seconded the motion to approve the minutes of the Work Session and Regular Meeting of October 6, 2015. The motion carried unanimously (7-0).

CONSENT AGENDA

MOTION: Councilor Bjerkness moved and Councilor Langley seconded the motion to adopt the consent agenda of October 20, 2015 approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 15-81, Authorizing the Payment of Bills.

PUBLIC HEARINGS

There were none.

PRESENTATIONS

Mayor Hallback read a proclamation proclaiming October to be observed as Manufacturing Month in the City of Cloquet.

CITY COUNCIL GOALS UPDATE

The City Administrator briefly reviewed the status of the Goals and Initiatives. No specific changes were identified.

STAFF REPORT EFFECTIVENESS REVIEW

The City Administrator briefly reviewed the Staff report process used by the City. The Council supported the use of the reports but reminded Staff to be sure to include relevant information from all departments when preparing the reports.

STANDING RULES OF THE COUNCIL

The City Administrator briefly reviewed the Standing Rules of Council. The Council was supportive of utilizing the draft rules as they better capture the intent of the Council. Staff was directed to add the Pledge of Allegiance to the agenda and to move Public Comments down under Section 4.1. The Rules will be considered for action on November 3rd.

2016 GRAVEL EXCAVATION PERMIT RENEWALS

MOTION: Councilor Langley moved and Councilor Rock seconded the motion to adopt **RESOLUTION No. 15-79, A RESOLUTION APPROVING SAND AND GRAVEL EXCAVATION PERMIT RENEWALS FOR 2016**. The motion carried unanimously (7-0).

CONDITIONAL USE PERMIT, JERI PAHOS

MOTION: Councilor Kolodge moved and Councilor Langley seconded the motion to approve **RESOLUTION NO. 15-80, A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT FOR JERI PAHOS FOR AN APARTMENT IN THE CITY CENTER DISTRICT.** The motion carried unanimously (7-0).

WHEREAS, Jeri Pahos is proposing a Conditional Use Permit for an apartment in the City Center District; and

WHEREAS, As required by ordinance, notification was advertised in the Pine Journal and property owners within 350 feet were sent notice. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on October 13, 2015 at which time Zoning Case / Development Review No. 15-16 was heard and discussed; and

WHEREAS, the property of the proposed Conditional Use Permit is located 1606 Cloquet Avenue and is legally described as follows:

Lot 3 except the east 40.23 feet of the south 87 feet thereof and all of Lot 4, Block 3, City of Cloquet Dixons Addition, Carlton County, Minnesota. and

WHEREAS, the Planning Commission reviewed the staff report and recommends approval of the Conditional Use Permit.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that it approves Zoning Case 15-16 to allow an apartment for Jeri Pahos in the City Center District subject to the following condition:

1. A Building Permit is issued prior to starting work on the building.

ZONING CASE 15-12: REVISED SITE PLAN REVIEW, LEC ORTHODONTICS

MOTION: Councilor Rock moved and Councilor Bjerkness seconded the motion to approve **RESOLUTION NO. 15-82, A RESOLUTION APPROVING THE REVISED SITE PLAN IN THE RC-REGIONAL (HIGHWAY) COMMERCIAL DISTRICT FOR LEC ORTHODONTICS.** The motion carried unanimously (7-0).

WHEREAS, LEC orthodontics is proposing a Revised Site Plan in the RC – Regional (Highway) Commercial District; and

WHEREAS, the property of the proposed Revised Site Plan is located at 708 Stanley Avenue and is legally described as follows:

Lot 3 and 4, Block 2, Demenge Acres

WHEREAS, the Planning Commission reviewed the staff report and recommends approval of the Revised Site Plan.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that it approves of Zoning Case 15-12 for a revised site plan for LEC Orthodontics.

PINEHURST PARK WARMING HOUSE

The City Council discussed the options for a warming house at Pinehurst Park. The Council directed Staff to work on the development of a more permanent long term solution.

PURCHASE OF ONE WORK TRUCK CHASSIS BY THE PARK DEPARTMENT

MOTION: Councilor Bjerkness moved and Councilor Wilkinson seconded the motion to authorize the purchase of one Dodge 5500 work truck chassis for the Park Department from Nelson Auto Center in the amount of \$32,900. The motion carried unanimously (7-0).

PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS/UPDATES

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 (B)
Date: September 21, 2015

ITEM DESCRIPTION: Authorization of Police Officer Hiring Process

Proposed Action

Staff recommends that the City Council move to authorize the hiring process for the Police Officer positions.

Background/Overview

As the City Council is aware, the 2016 preliminary budget includes the creation of two new police officer positions. Currently the Cloquet Police Department has 21 sworn officers to patrol the City of Cloquet and City of Scanlon.

With the hiring of additional officers in 2015, the City's current eligibility list is not sufficient. As such, it will be important for the city to work with its Citizen Advisory Board (CAB) to begin the internal process to establish an eligibility list. To hire a new officer is a vigorous and time consuming process. The process includes a written examination from the International Public Management Association for Human Resources (IPMA-HR) that consists of both cognitive and non-cognitive components, pre-employment questionnaire, multiple interviews, background checks, and physical/mental examinations.

Even though the final budget for 2016 has not been adopted, the nature of the hiring process is such that staff would like to initiate the process now to ensure the opportunity to hire early in 2016. In the event the final budget is amended to exclude new hiring, the process will not have advanced beyond a point whereby the process could be stopped at minimal cost to the City. Further initiating the process does not mandate a hiring as the City Council is the responsible party for hiring and it could opt to delay or stop the hiring at any time.

Policy Objectives

The hiring of these positions are consistent with previous actions of the City Council. It will allow the Police Department to continue to provide a full level of service to the residents.

Financial/Budget/Grant Considerations

There is no direct cost to the City at this point to begin the hiring process. Only at the time of appointments made by the Council would the City incur significant cost. The current impact will be staff time, test purchase, and some advertising.

Advisory Committee/Commission Action

None. Though the City Council, as part of its 2012 and 2014 strategic planning efforts, adopted goals related to City staffing and the law enforcement study reinforced the maintenance of existing staff levels, much less the addition of officers that are contemplated in the 2016 preliminary budget.

Supporting Documentation Attached


- None.



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: October 21, 2015

ITEM DESCRIPTION: Standing Rules of the Council

Proposed Action

Staff recommends that the City Council move to adopt the amended Standing Rules of the City Council dated November 3, 2015.

Background/Overview

Each year there are a number of housekeeping items that are considered by the City Council at its first meeting of each year. The Standing Rules detail the process and procedures used by the City Council to govern its Council meetings. The current Rules were last revised in 2010.

At its 2015 Retreat, the City Council identified a strategic priority related to Effective Governance. As part of this priority, it wanted to develop a City Council decision review process which included a review of the Standing Rules of City Council and to reach consensus on those rules by September 30, 2015.

Based upon aspects of the discussion at that retreat and in subsequent meetings, Staff has amended a variety of the rules. The City Council reviewed these changes at its October 20, 2015 meeting and directed Staff to incorporate a couple of other minor items. The consensus was that the amended version better defines our governance model and would assist with the decision review process.

Policy Objectives

The City is not required to have detailed Standing Rules on file. Typically, these rules are part of City Code, Minnesota Statute or Roberts Rules of Order. Rules 1 through 13 are consistent with these other legal proceedings.

Under proposed Rule 10, the changes considered could not be adopted at the last meeting and required a delay until this meeting.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Standing Rules of the City Council (as amended)

**CITY OF CLOQUET
STANDING RULES FOR CONDUCTING
CITY COUNCIL MEETINGS**

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that public decisions are best served when the public has every opportunity to present views, the following rules are established to govern Regular and Special Council meetings as well as formal public hearings. There are several goals behind these rules.

- In general, free and open discussion by all interested parties should be an essential part of the decision making process.
- The Council process should have as little procedural overhead as possible.
- Time is better spent on substantial matters rather than Performa matters.

RULE 1. MEMBERSHIP

The formal Council membership consists of six Council members and the Mayor. All seven have one vote each and all seven can introduce motions.

RULE 2. PRESIDING OFFICER

The Mayor shall preside at all meetings of the Council, and in case of the non-attendance of the Mayor at any meeting, the Acting Mayor of the Council shall preside and be considered the Chairperson at the meeting. In the case that both the Mayor and Acting Mayor of the Council should be absent, the Council shall appoint a Chairperson from the members present.

The presiding officer is entitled to participate in the discussion and debate, and is entitled to vote on all business before the Council. Because the presiding officer conducts the meeting, it is common courtesy for the Chairperson to take a less active role than other members of the Council in debates and discussions. This practice in no way precludes the presiding officer from participating in the meeting fully and freely.

RULE 3. QUORUM

At all meetings of the Council a quorum is required to do official business. A quorum of the Council shall consist of four (4) members.

RULE 4. REGULAR MEETING

The Regular City Council meeting shall be held at 7:00 p.m. on the first and third Tuesday of each month, unless that day is a legal holiday, in which case no meeting shall be held.

- **Roll Call and Order of Business**

At the hour appointed for the meeting, the members shall be called to order by the Mayor, or in his/her absence by the Acting Mayor, or in the absence of the Mayor and Acting Mayor of the Council, by the City Administrator/Clerk, who shall proceed to call the roll, note the absentees and announce whether a quorum be present. Upon the appearance of a quorum, the Council shall then proceed to the business before them, which shall be conducted in the order following:

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
5. Consent Calendar

6. Public Hearings
7. Presentations
8. Council Business
9. Public Comments
10. Council Comments, Announcements and Updates
11. Adjournment

Communication from the Mayor may be presented at any time, except when other business is under consideration.

The Mayor may at any time permit a member to introduce an Ordinance, Motion or Resolution, out of the regular order for the same, provided two-thirds of the members present shall concur.

- **Agenda**

To be considered, an item must be on the agenda and the agenda must be distributed to all the Council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified or amended with addendum by a majority vote but this should be used only for minor items or items with extreme time constraints.

An item can be moved from the consent agenda to the action agenda at the request of the Mayor or Council member.

With there being a cable TV and in-person audience who are not as familiar with each item, the Mayor and/or City Staff will give a brief explanation of each item as it is addressed.

The order of items on the agenda need not be followed absolutely. The Mayor may adjust the order in the interest of:

- Fill in time before a scheduled item, i.e. a public hearing
- Grouping several items to best make use of consultant time
- Accommodating individuals who have attended the meeting specifically to provide input on an item

- **Process for Regular and Special Council Meetings**

For these proceedings the Council will use the "open discussion" procedure. That is, discussion is open to any member before or after a motion is made. The privilege is also extended to the City Administrator, Department Heads and any of the consultants who may have an interest in or can contribute to the item at hand.

The standard motion procedure is that each motion requires a second. This also applies to amendments. Any motion, by any member, shall be reduced to writing upon request of any member. No motion shall be put to a vote until it has been stated by the recorder at the request of any member of the Council.

To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.

The general mode of voting will be by acclamation but with enough clarity that individual votes can be recorded in the minutes. If in doubt, the recording secretary can request clarification. Each individual's vote will be entered in the minutes.

Any member may abstain from voting or disqualify himself/herself. The reason for disqualification or abstention must be stated by the member and entered into the minutes. If a member disqualifies himself/herself, he/she may leave the room while the issue is being considered.

Roberts Rules of Order (revised) shall govern the City Council procedures not covered by the Standing Rules of the City Council.

The meeting will be videotaped and the tape will be retained for three (3) months following approval of the minutes of the meeting. The standard retention can be extended if in the judgment of the Mayor, City Administrator/Clerk or any other Council member, such action is warranted.

If the Council action is the result of a resident request and that request is denied in whole or in part, reasons of the fact supporting the denial will be made part of the public record.

Proper notices in writing of special sessions of the Council, called by the Mayor or any two members of the Council, shall be served upon the members of the Council. A copy of the notice thus served shall be entered upon the journal of the Council, said notice shall state the objects for which such meeting is called, and the action of such be confined to the objects stated.

- **Process Public Hearing**

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the Mayor will introduce the hearing with an explanation of the issues. The Mayor, or a person designated by the Mayor, will give this explanation. The use of explanatory visual aids is encouraged.

Following the explanation, the Mayor will open discussion for clarifying questions from the Council and then proceed to open discussion to receive input from the public. Prior to accepting public input, the Mayor will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.

All individuals wishing to speak must provide their name and address and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. If the Council decides not to act on the issue at the public hearing meeting, it may, by majority, vote to extend the time where written input will be taken to a day not later than one week before the next meeting where a deciding vote is planned.

All speakers are expected to be business like, to the point and courteous. Anyone not abiding by these rules will be considered to be out of order.

The Council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up.

Once the public testimony phase is complete, the Mayor will announce the public hearing to be closed and the Council will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the Council.

It shall be the intent of the Council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, the procedure will be clearly explained to the audience.

If the motion contains conditions, as may occur in certain planning cases such as a permit request, those conditions will be conveyed in writing to the requestor.

If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

- **Work Session Meetings**

The Council may call and hold Work Sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the City Council. Council Work Sessions will be called from time to time, as the Mayor and Council deem necessary. The following rules shall prevail for the call and conduct of Work Session meetings:

- **Presiding Officer** - The Mayor, or Acting Mayor in his/her absence, acts as the presiding officer of all Work Session meetings. However, the process is to be considered much less formal than a Regular Meeting.
- **Agenda** - Only a limited number of matters shall be considered by the Council during a Work Session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all Work Session agendas.
- **Documents and Exhibits to be Presented** - When possible, staff shall make available to the Council all documents, exhibits, maps, specifications or other similar documents prior to the meeting. However, due to the nature of many items it is understood that materials will frequently be presented at the meeting itself.
- **Technical Questions/Discussion** - All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a Work Session. The appropriate Staff with the expertise to answer such questions shall be present at the meeting to assist the Council with any questions it may have. In addition to questions, the Council is asked to participate in the discussions such that an item can be fully vetted and to provide staff with enough clarity as to issues that may need further research and investigation prior to the item coming before the Council at a Regular Meeting.
- **Prohibitions Against Formal Actions** - No formal actions may be taken at a Work Session. Council may provide Staff direction on the matter being considered and ask that the item be placed on a future Regular or Special Meeting agenda for formal action.
- **Audience Comments or Questions** - Audience comments or questions will not be considered at a Work Session.

RULE 5. PARLIMENTARY PROCEDURE

- **Priority of Business**
All questions relating to the priority of business shall be decided without debate.
- **Duties and Privileges of the Mayor**
The Mayor shall preserve order and decorum and shall decide questions of order, subject however, to an appeal to the Council.

- **Rule of Order**
While the Mayor is putting the question, no member shall walk across or out of the Council Room.
- **Members Must Address the Presiding Officer**
Every member, previous to speaking, shall address the Mayor and say "Mayor _____", but shall not proceed with remarks until recognized and named by the Chair.
- **Duties and Privileges of Members**
No member shall speak except from his or her own desk, nor more than twice on the same general question, nor longer than five minutes at one time without leave of two-thirds of the members of the Council, and no member shall be allowed to speak more than once in any case until every member choosing to speak shall have spoken, and no member shall be permitted to leave the room while the Council is in session, except by permission of the Presiding Officer, and any member who shall leave the room while the Council is in session, without permission being granted, and any member leaving without first obtaining said permission, shall be deemed guilty of contempt, and may be dealt with for such contempt as provided for in Rule 16.
- **Private Discussion Restricted, When**
While a member is speaking, no member shall entertain private discourse.
- **Member to Be Called To Order When**
A member called to order shall immediately suspend remarks unless permitted to explain. If there is no appeal, the decision of the Chair shall be deemed conclusive; but if the member appeals to the Council from the decision of the Chair, the Council shall decide without debate.
- **Motions Reduced to Writing**
Motions upon subject under consideration shall have precedence in the following order:
 1. To lie on the table
 2. To postpone
 3. To commit
 4. To amend
- **Reconsideration**
Any member who voted with the prevailing side may move a reconsideration of any action of the Council provided that the motion be made not later than the next Regular Meeting after such action was taken. A motion to reconsider shall be in order at any time except when motion on some other question is pending. A motion to reconsider being laid upon the table may be taken up and acted upon at any time when the Council is engaged in transacting miscellaneous business. No motion to reconsider shall be made more than once on any matter or subject and the same number of votes shall be required to reconsider any action of the Council as is required to pass or adopt the same.
- **Motions Reduced to Writing**
All Motions or Resolutions shall be reduced to writing, if required by the Mayor or a member, and when seconded and stated by the Mayor shall be open for consideration, and no motion or resolution can be withdrawn after it shall have been amended or so decided.
- **Adjournment**
A motion to adjourn shall be in order at any time, shall have precedence over all other motions and shall be decided without debate excepting only that any member of the

Council shall before such motion is put be entitled to state what business he or she or any committee of which he or she is a member desires to have considered.

- **Voting Ayes and Nays, Members Excused, When**
Every member present shall vote on any question on the calling of the Ayes and Nays unless excused by the unanimous consent of the Council; and any member not being excused who refuses to vote upon any question when the Ayes and Nays are being taken, shall be deemed guilty of contempt of the Council and may for such contempt be censured by a majority vote of the Council or may be expelled by a vote of two-thirds of all the members. If a member of the Council has a conflict of interest with the questions, such member may abstain from voting providing the reason for the conflict of interest is stated.
- **Division of Question**
If the question in debate contains several distinct propositions, any member may have the same divided.
- **When Amendment And Debate Not in Order**
A motion for a previous question, to lay the previous question on the table, or to commit until it is decided, shall preclude all amendment and debate on the main questions, and a motion to postpone a question indefinitely, or to adjourn it to a certain day, shall until it is decided, preclude all amendments to the first question.
- **Previous Question**
The previous question shall be as follows: "Shall the main question now be put."

RULE 6. SPECIAL COMMITTEES

All committees shall be appointed by the Council. Special committees shall in all cases report in writing and shall address such reports to the City Council of the City of Cloquet.

RULE 7. APPROPRIATION OF CITY FUNDS

The appropriation of City Funds for regular operations, planned budgeted expenditures, or those items authorized by a majority vote of the City Council shall be approved at each meeting as recommended by City Staff.

RULE 8. JOURNAL/MINUTES

The Council shall keep a journal/minutes of its proceedings, which shall be open at all times for inspection, shall make and enforce rules of proceedings, and compel attendance, when necessary, of absent members.

RULE 9. CITY PROPERTY AND BUILDINGS

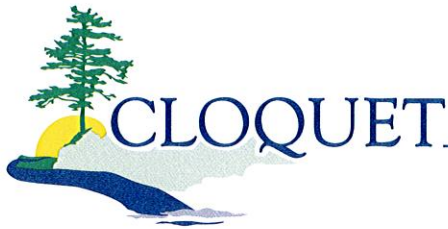
All matters pertaining to the sale of any general real estate owned by the City shall be referred to the Planning Commission for its recommendation before final action thereon by the City Council. All matters pertaining to the sale of real estate for the purpose of economic development shall be referred to the Economic Development Authority for its recommendation before final action thereon by the City Council.

RULE 10. RULES, HOW AMENDED

These rules may be amended or new rules adopted by the vote of a majority of all the members elected, but no Resolution providing for such amendment or for new rules shall be passed on the day of its introduction.

RULE 11. RULES, HOW SUSPENDED

These rules may be suspended by a two-thirds vote of the City Council. If suspended, the rules are automatically reinstated at the next meeting.



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James R. Prusak, Director of Public Works
Reviewed by: Brian Fritsinger, City Administrator
Date: November 2, 2015

ITEM DESCRIPTION: Change Order #1 for the Harris Tank Dechlorination Building on the Lake Superior Waterline.

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 15-84, A RESOLUTION APPROVING CHANGE ORDER #1 FOR THE HARRIS TANK DECHLORINATION BUILDING CONSTRUCTION CONTRACT.**

Background/Overview

Back on September 15, 2015, the City Council accepted the bid from Rice Lake Construction to build a dechlorination building at Cloquet's Harris Reservoir site located on the Midway Road between Duluth and Cloquet. During construction, it was determined the existing electrical power service line to the site is too small for the proposed equipment and controls to be housed in the new building. As a result, Change Order #1 has been prepared to upsize the electrical service and related equipment.

Policy Objectives

To complete approved improvements in accordance with State Statutes and City Policy.

Financial/Budget/Grant Considerations

The work to be completed by Change Order #1 will result in a \$12,716 increase to the original contract amount of \$174,300. This additional construction cost will be built into the monthly water rates charged by Cloquet to Sappi until the entire project construction costs are recaptured by Cloquet from Sappi.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- Resolution No. 15-84
- Change Order #1

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

RESOLUTION NO. 15-84

**A RESOLUTION APPROVING CHANGE ORDER #1 TO THE
HARRIS TANK DECHLORINATION BUILDING CONSTRUCTION CONTRACT**

WHEREAS, on September 15, 2015 the City Council accepted the bid from Rice Lake Construction to build a dechlorination building on the Lake Superior Waterline; and

WHEREAS, It has been determined the existing electrical power service is too small for the additional equipment to be housed in the new building; and

WHEREAS, The Engineer and the Contractor have agreed on an additional scope of work and cost to upgrade the power service for the project under Change Order #1 to the original contract in the amount of \$12,716.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That Change Order #1 in the amount of \$12,716 is hereby approved.

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

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

Technical Memo



Responsive partner.
Exceptional outcomes.

To: Jim Prusak, City of Cloquet
From: Peter Daniels, P.E.
Date: October 30, 2015
Subject: Change Order No. 1 – Harris Tank Dechlorination Building
cc: John Strain, Rice Lake Construction Group

Attached to this memo is Change Order No. 1 for the Dechlorination Building Construction project. A summary of the scope of work for this change order is included in the attachment. The total cost change to the construction contract is +\$12,716. There is no change to the project schedule resulting from this change order.

The existing electrical service to the Harris Tank was confirmed by Wenck to be too small for the proposed equipment and controls at the dechlorination building. These additional costs are necessary to upsize the electrical service between the existing load center adjacent to the tank and the existing utility meter, located on the service road where Maple Hill Road dead ends. There is no change in scope from the existing load center into the new dechlorination building.

We recommend that the change order be approved and processed by the City.

Please contact me at 763-252-6878 if there are any questions.

Attachments:
Change Order No. 1

Date of Issuance: Oct. 26, 2015 Effective Date: Oct. 26, 2015

Project: Harris Tank Dechlorination Building	Owner: City of Cloquet	Owner's Contract No.: 1059
Contract: Harris Tank Dechlorination Building Construction		Date of Contract: Sep. 15, 2015
Contractor: Rice Lake Construction Group		Engineer's Project No.: 3577-0001

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Upsizing of the electrical service between the existing load center and existing utility meter - see attached memorandum.

Attachments (list documents supporting change):

Change Order No. 1 memo

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ 174,300

Original Contract Times: Working days Calendar days

Substantial completion (days or date): Nov. 20, 2015

Ready for final payment (days or date): June 1, 2016

(Increase) [Decrease] from previously approved Change Orders No. NA to No. NA :

\$ 12,716

[Increase] [Decrease] from previously approved Change Orders No. NA to No. NA :

Substantial completion (days): Nov. 20, 2015

Ready for final payment (days): June 1, 2016

Contract Price prior to this Change Order:

\$ 174,300

Contract Times prior to this Change Order:

Substantial completion (days or date): Nov. 20, 2015

Ready for final payment (days or date): June 1, 2016

(Increase) [Decrease] of this Change Order:

\$ 12,716

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): Nov. 20, 2015

Ready for final payment (days or date): June 1, 2016

Contract Price incorporating this Change Order:

\$ 187,016

Contract Times with all approved Change Orders:

Substantial completion (days or date): Nov. 20, 2015

Ready for final payment (days or date): June 1, 2016

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: Oct. 30, 2015

Approved by Funding Agency (if applicable):

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCERTED:

By: [Signature]
Contractor (Authorized Signature)

Date: 10/30/2015

Date: _____



October 26, 2015

Mr. Peter Daniels
Wenck Associates, Inc.
1800 Pioneer Creek Center
Maple Plain, MN 55359

RE: CO 1 - #1533 Harris Tank Building – Overhead Power Upgrades

Dear Peter:

Rice Lake Contractors proposes to furnish labor, material and equipment to install a new load center and overhead power conductors at the proposed Harris Tank De-Chlorination Building.

Work Scope includes the following:

- Install a Square D QO MB 240V, 125A, 1PH 24SP Load Center at the existing transformer
- Install a Square D Miniature 120/240V 100a Circuit Breaker at the existing transformer
- Install a 100 amp disconnect, NF, NEMA 3R
- Remove existing conductor wire from utility service to existing site transformer
- Install 336.4 AL Overhead Quad conductors (see attached spec sheet) from utility service to existing site transformer

Lump Sum Cost of Change Order: \$ 12,716

Sincerely,

John Strain Project Manager
RICE LAKE CONSTRUCTION GROUP

Project Manager

cc: File, Supt

RULE 12. ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in January.

RULE 13. INTERPRETATION

The Mayor will interpret the rules. However, the Mayor's interpretation can be appealed by any Council member and can be overruled by a majority vote.