



CITY OF CLOQUET
City Council Agenda
Tuesday, November 17, 2015
7:00 p.m.
City Hall Council Chambers

CITY COUNCIL WORK SESSION

- 5:30 p.m. Highway 33 Corridor Study Presentation (Bob Rogers, SEH)
6:50 p.m. Strategic Plan Update
6:55 p.m. Future Work Session Meeting Agenda Items

1. **Roll Call.**
2. **Pledge of Allegiance.**
3. **Approval of Agenda.**
 - a. Approval of November 17, 2015 Council Agenda.
4. **Approval of Council Minutes.**
 - a. Work Session Minutes from the November 3, 2015 meeting
 - b. Regular Council Minutes from the November 3, 2015 meeting
5. **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. 15-86, Authorizing the Payment of Bills
 - b. Resolution No. 15-87, Resolution Adopting and Confirming Special Assessments for Delinquent Utilities and Miscellaneous Property Charges
 - c. Resolution No. 15-88, A Resolution Approving Exempt Permit to Conduct a Raffle Event at Knights of Columbus.
 - c. Resolution No. 15-85, A Resolution Approving Exempt Permit to Conduct a Raffle Event at Queen of Peace Parish.
 - d. Resolution No. 15-90, A Resolution Approving Exempt Permit to Conduct a Raffle Event at FDLTCC
6. **Public Hearings.**

None.



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7:00 p.m.
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7. **Presentations.**

Mayor's Proclamation, Small Business Saturday

8. **Council Business.**

- a. Temporary On-Sale Liquor License, FDLTCC Food for Thought
- b. Scanlon – Cloquet Consolidation Study Authorization
- c. Hilltop Park Playground Equipment Purchase
- d. Resolution No. 15-89, A Resolution Approving the Revised Final Plat for James Kuklis for Trails Edge
- e. Cloquet Community Education Agreement
- f. City Council Values Statement Discussion

9. **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.

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

11. **Adjournment.**

CLOQUET CITY COUNCIL WORK SESSION

Tuesday November 3, 2015, 5:30 p.m.

Meeting Minutes

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

Absent: None

Staff: S. Stracek, N. Klassen

Other: Jamie Lund, Pine Journal

Police Department Update/Study Update

Review and discussion of Steve Stracek's first year as Police Chief. Brian used this time to provide an update on where the Police Department is at this point. A variety of areas were addressed in the Law Enforcement Analysis that was completed prior to Steve taking the Chief position. Steve reviewed the areas of the final report and highlighted the department's status on several of the recommendations made in the report.

Vision/Mission Statement

- Work in progress and are continuing to identify items to strive for and identify goals. Shifts in leadership have introduced significant changes to the department. There is discussion of the development of a new vision and mission with plans to introduce during 2016.

Organizational Structure

- Reorganizational of the command structure has established a clear chain of command and rank structure within the department. Steve stated the Sergeants have stepped up to this new structure allowing him to step away from the everyday roles and focus on more management issues.
- Also introduced in 2015 was the rotation of a police officer into the investigative unit working with a Detective allowing for career development and professional growth.
- Non-sworn staff have been trained as evidence technicians and crime analysis.
- The Council requested an explanation of the Power Shift Officer. That position focuses on the time frames of high call volume or areas where more resources are needed, used as supplemental help, filling the gaps as needed. This position will help to provide some services that aren't able to be provided now. Discussion on which officer fills that position. The process is written into the contract with criteria outlined. Steve feels this is a good experience for any officer.
- The K9 handler is now back with the Patrol Division as recommended in the study

Work Schedule and Accounting for Discretionary Time

- The study recommends 9.5 hour schedule which Steve is not in agreement with, but the department has changed back to a “Dupont” schedule which allows the scheduling of work hours and benefit time with sole approval and review of Patrol Commander. The software used allows the monitoring of daily scheduling and efficiently produces payroll, work hours and benefit use reports. This system allows for a 11.5 hour/day rotation with 14 days worked/mo. Mayor Hallback stated he has received negative feedback from officers on this system. Steve responded that the staff has been told he is open to other ideas but has never had any feedback. With no feedback or ideas, he feels this is the best solution.
- The study recommends that the Sergeants work out of the role of officer responsibilities and focus more on supervisory tasks so resources are in place to address problems in the community.
- K. Kolodge stated the abuse of sick leave is a concern. Overtime costs the City and the City has responsibility to run efficiently. Trying to plan for absences is impossible.
- Tools such as ATACRAIDS online allow the department to assess emerging crime trends and assign patrol staff to hotspot areas.
- A new records management system is in place which assigns every call to a number. This allows for better tracking on case progress.

Evidence Handling

- There is now limited access to the property room allowing minimal entrance.
- Evidence intake locker put into place which allows for seamless submittal of evidence and maintains the chain of custody.
- A full assessment and reorganization of the evidence room has taken place. Software is now used to track evidence.
- D. Bjerkness questioned who is responsible for auditing this? The Police Chief is the responsible party. It is the expectation of best practice and policy to ensure things are done properly. They are also taking more pictures of evidence instead of confiscating and retaining evidence. Locks have also been changed with minimal access.

Accountability and Training

- The department has undergone timekeeping and training accountability and now has a way to track training time and account for FLSA standards. Nicole tracks all training hours and provides monthly training reports to the Sergeants to ensure all are up to date.
- There are now electronic daily bulletins and briefings to pass along information to all staff.
- Officers will be assigned geographic patrol areas in 2016 to build long term accountability/relationships with neighborhoods and issues.
- Staff collaboration with other agencies is ongoing and is already in place.

Council comments:

- D. Bjerkness – Under the new leadership there has been noted a decreased number of press releases. Steve’s response is that he doesn’t do as many press releases as were done in the past because his philosophy is to comment on “big” events, but is hesitant to release much until there is more specific/detailed information. When he is asked, he tells the press what they need to know.

- D. Bjerkness – With filling a vacancy on the CAB, and soon going through the hiring process of new police officers, is there work the Council needs to pay attention to before going through another hiring process? Brian responded that there are components that need to be addressed before the hiring process. Time needs to be spent getting the new CAB person up to speed, basic things to get into place as well as the process of hiring. There are 3 guiding documents with the CAB with a lot of differences between them. We need to find common ground with contract.
- S. Langley – Is there an issue of location of a police officer's residence? Steve responded that the policy redraft eliminated that issue. Discussion of officers taking home the police vehicles. To date, nothing has been changed. Brian responded this is an item that has not yet been addressed. Currently the commanders, detectives and chief take cars. There are multiple things to be looked at with this issue and has evolved over time. The question is if it reasonable to allow taking them home. The State Auditor only address whether they are taken home or not, not where the residence is or how far out.

Other Discussion:

- S. Langley was contacted by a resident regarding the ER being closed due to lack of doctors. The fire district was advised to reroute runs to Duluth this same occasion. This issue has no linkage to the City, however there may need to be a conversation in the future with the hospital on how to help recruit.

Council Chambers, Cloquet, Minnesota
7:00 P.M. November 3, 2015

Regular Meeting

DRAFT

Roll Call

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

Councilors Absent: None

AGENDA

MOTION: Councilor Maki moved and Councilor Langley seconded the motion to approve the November 3, 2015 agenda as amended. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Bjerkness moved and Councilor Rock seconded the motion to approve the minutes of the Work Session and Regular Meeting of November 3, 2015. The motion carried unanimously (7-0).

CONSENT AGENDA

MOTION: Councilor Kolodge moved and Councilor Langley seconded the motion to adopt the consent agenda of November 3, 2015 approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 15-83, Authorizing the Payment of Bills and Payroll.

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

POLICE OFFICER HIRING

MOTION: Councilor Rock moved and Councilor Bjerkness seconded the motion to authorize the hiring process for the Police Officer positions. The motion carried unanimously (7-0).

STANDING RULES OF THE COUNCIL

MOTION: Councilor Bjerkness moved and Councilor Maki seconded the motion to adopt the amended Standing Rules of the City Council. The motion carried unanimously (7-0).

HARRIS TANK DECHLORINATION BUILDING

MOTION: Councilor Rock moved and Councilor Wilkinson seconded the motion to approve **RESOLUTION NO. 15-84, A RESOLUTION APPROVING CHANGE ORDER #1 TO THE HARRIS DECHLORINATION BUILDING CONSTRUCTION CONTRACT**. The motion carried unanimously (7-0).

PUBLIC COMMENTS

There were none.

COUNCIL COMMENTS/UPDATES

There were none.

CLOSED MEETING

The City Council closed the Regular Meeting for the purpose of discussing the pending labor negotiations and tentative Labor Agreement settlement with the Teamsters.

The regular meeting was reopened.

TEAMSTERS LABOR AGREEMENT

MOTION: Councilor Bjerkness moved and Councilor Kolodge seconded the motion to approve the three-year Labor Agreement between the Teamsters and the City of Cloquet. The motion carried unanimously (7-0).

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

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director
Reviewed by: Brian Fritsinger, City Administrator 
Date: November 10, 2015

ITEM DESCRIPTION: Certification of Utility Bills and Miscellaneous Property Charges

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 15-87, ADOPTING AND CONFIRMING SPECIAL ASSESSMENTS FOR DELINQUENT UTILITIES AND MISCELLANEOUS PROPERTY CHARGES.**

Background/Overview

Minnesota Statute section 444.075, subd. 3 (e) allows municipal water utilities to certify unpaid water, sewer, and other property charges to the county auditor for collection with property taxes. The certification can be done once a year or more often. The City certifies quarterly.

Policy Objectives

The use of this statutory collection method allows the City to enhance revenue collection. The ability to capture these monies has a direct correlation to the City's operating budget.

Financial/Budget/Grant Considerations

Collection of delinquent utility bills and miscellaneous property charges through the 2016 property tax statements. See attached listing for amount certified.

Advisory Committee/Commission Action

Not applicable.

Supporting Documentation Attached

- Resolution 15-87.
- Listing of delinquent bills to be certified to Carlton County.

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

RESOLUTION NO. 15-87

**RESOLUTION ADOPTING AND CONFIRMING SPECIAL ASSESSMENTS
FOR DELINQUENT UTILITIES AND MISCELLANEOUS PROPERTY CHARGES**

WHEREAS, The amount to be specially assessed for delinquent utilities and miscellaneous property charges has been calculated in accordance with the provisions of City ordinances and Minnesota Statutes; and

WHEREAS, Notices have been duly mailed as required by law; and

WHEREAS, Said proposed assessments have at all times since their filing been open for public inspections, and an opportunity has been given to all interested parties to present objections, if any, to the proposed assessments; and

WHEREAS, There were no oral or written objections received.

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

1. The amounts so calculated and set forth in said notices are hereby levied against the respective parcels of land described therein; and
2. The proposed assessments are hereby adopted and confirmed as special assessments for each of said parcels of land and the assessments shall be a lien concurrent with general taxes upon said parcel.

BE IT FURTHER RESOLVED, That the City Administrator be authorized and directed to transmit to the County Auditor a certified duplicate of the assessment roll to be extended upon the property tax lists of the County and the County Auditor shall collect said special assessments with taxes levied in 2015, payable in 2016.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 17TH DAY OF NOVEMBER, 2015.**

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

STATE OF MINNESOTA)
COUNTY OF CARLTON)
CITY OF CLOQUET)

Amounts need to be updated.

(ink)

I, Brian Fritsinger, City Administrator of the City of Cloquet, Minnesota, pursuant to Chapter 364 of the Laws of Minnesota for 1909, and Amendments thereto, and pursuant to resolution of the City Council of the City of Cloquet, passed November 17, 2015,

HEREBY CERTIFY, That there is remaining in my office unpaid and for collection the following Utility & Misc. Bills for the 2016 Real Estate Tax payments, against the following lots and tracts of land in the following amounts to-wit:

<u>Parcel ID</u>	<u>Property Address</u>	<u>Invoice/Account Number</u>	<u>Bill Amount</u>	<u>Collection Fee</u>	<u>Total Certified</u>
06-110-2620	204 16th St	10297	\$ 75.00	\$ 25.00	\$ 100.00
06-065-0220	611 Adams St	10299	150.00	25.00	175.00
06-300-1180	521 Carlton Ave W	10300	37.50	25.00	62.50
06-345-0960	323 10th St	10301	75.00	25.00	100.00
06-100-0060	833 Spring Lake Rd	10302	75.00	25.00	100.00
06-045-2520	314 Ave A	10305	75.00	25.00	100.00
06-045-4560	216 Ave C	10306	37.50	25.00	62.50
06-045-2520	314 Ave A	10386	150.00	25.00	175.00
06-100-0060	833 Spring Lake Rd	10387	75.00	25.00	100.00
06-200-0140	310 2nd St	10388	150.00	25.00	175.00
06-510-8140	1534 Moorhead Road	10398	75.00	25.00	100.00
06-510-2380	234 English Rd	10399	75.00	25.00	100.00
06-710-0202	1295 W Lawrence Rd	10401	75.00	25.00	100.00
06-205-0320	301 20th St	10402	150.00	25.00	175.00
06-045-6780	302 North Road	10454	75.00	25.00	100.00
06-210-0220	323 21st Street	10455	37.50	25.00	62.50
06-045-2540	315 Ave B	0112007800-08	32.36	25.00	57.36
06-135-0400	803 Geihan Way	0115013900-11	36.36	25.00	61.36
06-110-1200	31 18th St	0118016200-17	25.05	25.00	50.05
06-185-0600	1702 Ave C	0118018100-01	40.47	25.00	65.47
06-045-1340	42 4th St	0121011200-06	51.34	25.00	76.34
06-255-0060	407 1/2 8th St	0124002400-14	133.40	25.00	158.40
06-110-1720	103 17th St/Apt 1 - Downstairs	0118011500-14	35.12	25.00	60.12
06-290-4160	121 14th St	0120011600-11	65.18	25.00	90.18
06-033-0700	911 Prospect Ave	0122010900-25	230.64	25.00	255.64
06-145-0380	310 7th St	0124015200-03	151.54	25.00	176.54

06-710-0202	1295 Lawrence Rd	0260016600-00	24.00	25.00	49.00
06-415-0382	506 4th St	0123011300-01	212.05	25.00	237.05
06-375-0440	805 Allen St	0113017800-04	18.30	25.00	43.30
06-045-2520	314 Ave A	0112007380-01	99.06	25.00	124.06
06-650-0560	315 William St	0111011200-00	63.45	25.00	88.45
06-345-0960	323 10th St	0122013800-04	150.24	10.00	160.24
06-745-0020	1419 Carlton Ave W	0114006800-01	136.78	25.00	161.78
06-015-0480	745 Larch St	0114013400-07	211.72	25.00	236.72
06-320-0600	426 2nd St	0123007300-06	23.67	25.00	48.67
06-045-2680	324 Ave A	0112007450-01	115.42	25.00	140.42
06-100-0060	833 Spring Lake Rd	0115016900-01	2,133.99	25.00	2,158.99
06-350-0940	1302 20th St	0116002300-00	207.47	25.00	232.47
06-110-2760	213 17th St (Up)	0118010600-22	160.79	25.00	185.79
06-185-0600	1702 Ave C	0118018100-02	38.07	25.00	63.07
06-110-1720	103 17th St/Apt 2 - Upstairs	0118011550-00	270.49	25.00	295.49
06-180-0220	1432 Ave C	0118020000-01	173.54	25.00	198.54
06-290-2440	1115 Carlton Ave	0120016000-03	768.86	10.00	778.86
06-170-0660	2309 Prospect Ave	0120006400-00	232.11	25.00	257.11
06-055-0020	1314 Selmsier Ave	0122003400-02	701.05	25.00	726.05
06-420-0440	311 6th St	0124011000-03	18.30	25.00	43.30
06-145-0060	802 Carlton Ave	0124017700-02	468.80	25.00	493.80
06-045-4980	124 Ave C	0126000900-00	338.50	25.00	363.50
06-275-1460	915 Cloquet Ave	0126007400-07	636.47	25.00	661.47
06-110-0080	1404 Cloquet Ave	0126008040-08	157.07	25.00	182.07
06-510-5572	1802 Washington Ave	0126016200-01	2,104.29	25.00	2,129.29
06-510-6110	1000 Tall Pine Lane	0126016570-00	374.32	25.00	399.32
06-744-0040	1304 Hwy 33 S	0126017430-00	4,506.89	25.00	4,531.89
06-530-8560	1422 LAWRENCE RD	0260033500-00	109.98	25.00	134.98
06-510-4307	24 WUOLLET RD	0260057300-00	107.53	25.00	132.53
06-679-0060	1372 LAWRENCE ROAD	0260024500-00	97.20	25.00	122.20
06-510-8370	1421 LAWRENCE RD	0260033100-00	97.20	25.00	122.20
06-510-0664	305 FREEMAN RD	0260066100-00	97.20	25.00	122.20
06-510-6095	724 HANTZ RD	0260076600-01	97.20	25.00	122.20
06-510-0295	380 FREEMAN RD	0260103900-00	97.20	25.00	122.20

06-510-2375	236 ENGLISH RD	0260103800-01	90.00	25.00	115.00
06-580-0345	1394 DAVID RD	0260005500-01	86.40	25.00	111.40
06-510-0050	373 CROSBY RD	0260071200-01	73.80	25.00	98.80
06-590-0120	1412 JOHN RD	0260031100-00	59.52	25.00	84.52
06-510-8095	1515 MOORHEAD RD	0260038200-00	59.52	25.00	84.52
06-510-2390	238 ENGLISH RD	0260001500-00	57.60	25.00	82.60
06-510-1970	280 HIGHWAY 33 N	0260005300-00	57.60	25.00	82.60
06-510-3960	11 WUOLLET RD	0260011100-00	57.60	25.00	82.60
06-510-3340	111 RESERVATION RD	0260011500-00	57.60	25.00	82.60
06-510-4622	116 UNIVERSITY RD	0260012100-00	57.60	25.00	82.60
06-510-2715	1165 NORTH RD	0260012300-00	57.60	25.00	82.60
06-710-0380	1191 W LAWRENCE RD	0260012700-00	57.60	25.00	82.60
06-710-0420	1193 W LAWRENCE RD	0260012800-00	57.60	25.00	82.60
06-510-3261	122 BREVATOR RD	0260014500-00	57.60	25.00	82.60
06-510-3105	122 RESERVATION RD	0260014600-00	57.60	25.00	82.60
06-710-0960	1297 ROBERT ST	0260017000-01	57.60	25.00	82.60
06-510-7810	1298 ALJO RD	0260017100-00	57.60	25.00	82.60
06-743-0620	1349 VALLEY VIEW DR	0260021500-00	57.60	25.00	82.60
06-510-7940	1356 LAWRENCE RD	0260021700-00	57.60	25.00	82.60
06-510-7980	1362 LAWRENCE RD	0260022500-00	57.60	25.00	82.60
06-560-0360	1363 LAWRENCE RD	0260022700-00	57.60	25.00	82.60
06-560-0320	1367 LAWRENCE RD	0260023300-01	57.60	25.00	82.60
06-570-0320	1368 ROLAND RD	0260023600-01	57.60	25.00	82.60
06-570-0280	1370 ROLAND RD	0260024100-00	57.60	25.00	82.60
06-570-0640	1379 ROLAND RD	0260025800-00	57.60	25.00	82.60
06-560-0200	1381 LAWRENCE RD	0260026100-00	57.60	25.00	82.60
06-570-0160	1384 ROLAND RD	0260026700-00	57.60	25.00	82.60
06-580-0080	1386 DAVID RD	0260027000-00	57.60	25.00	82.60
06-570-0060	1392 ROLAND RD	0260028100-01	57.60	25.00	82.60
06-510-8312	1409 LAWRENCE RD	0260030500-00	57.60	25.00	82.60
06-510-8400	1417 LAWRENCE RD	0260032300-00	57.60	25.00	82.60
06-510-8380	1420 ROLAND RD	0260032900-01	57.60	25.00	82.60
06-520-8437	1426 LAWRENCE RD	0260033900-00	57.60	25.00	82.60
06-750-0125	1461 CARL STREET	0260034900-00	57.60	25.00	82.60

06-750-0020	1462 CARL ST	0260035200-02	57.60	25.00	82.60
06-510-6375	1471 SPRING LAKE RD	0260036100-00	57.60	25.00	82.60
06-510-7813	1474 ALJO RD	0260036400-00	57.60	25.00	82.60
06-586-0020	1522 SPRING LAKE RD	0260039000-00	57.60	25.00	82.60
06-510-5140	1523 AIRPORT RD	0260039100-01	57.60	25.00	82.60
06-510-8140	1534 MOORHEAD RD	0260039600-00	57.60	25.00	82.60
06-675-0180	1556 WHITE PINE TRL	0260041300-00	57.60	25.00	82.60
06-510-7654	1575 BRUMMER DR	0260042400-00	57.60	25.00	82.60
06-510-7650	1578 BRUMMER DR	0260042500-00	57.60	25.00	82.60
06-510-7649	1579 BRUMMER DR	0260042700-00	57.60	25.00	82.60
06-743-0385	1611 MOORHEAD ROAD	0260043700-00	57.60	25.00	82.60
06-510-4712	1633 AIRPORT RD	0260044400-01	57.60	25.00	82.60
06-510-4556	1661 BIG LAKE RD	0260045500-00	57.60	25.00	82.60
06-510-4070	1721 BIG LAKE RD	0260046800-00	57.60	25.00	82.60
06-510-4211	1755 BIG LAKE RD	0260047500-00	57.60	25.00	82.60
06-510-4270	1768 BIG LAKE RD	0260048700-00	57.60	25.00	82.60
06-510-4215	1775 BIG LAKE RD	0260049300-00	57.60	25.00	82.60
06-510-4305	1796 BIG LAKE RD	0260049900-00	57.60	25.00	82.60
06-510-2975	180 RESERVATION RD	0260050000-02	57.60	25.00	82.60
06-510-3790	1817 BIG LAKE RD	0260050700-00	57.60	25.00	82.60
06-510-3570	1818 JARVI RD	0260050800-00	57.60	25.00	82.60
06-510-7601	1865 MOORHEAD RD	0260051500-00	57.60	25.00	82.60
06-510-4880	22 RESERVATION RD	0260054600-00	57.60	25.00	82.60
06-510-8270	2312 14TH ST	0260055700-00	57.60	25.00	82.60
06-510-2405	232 ENGLISH RD	0260055900-00	57.60	25.00	82.60
06-510-2380	234 ENGLISH RD	0260056600-00	57.60	25.00	82.60
06-510-2721	241 CROSBY RD	0260057700-00	57.60	25.00	82.60
06-510-2742	244 LAINE RD	0260058500-00	57.60	25.00	82.60
06-530-8550	2502 14TH ST	0260059400-00	57.60	25.00	82.60
06-743-0640	2581 14TH ST	0260062300-00	57.60	25.00	82.60
06-510-2095	261 HIGHWAY 33 N	0260062800-00	57.60	25.00	82.60
06-510-1730	263 FREEMAN RD	0260062900-00	57.60	25.00	82.60
06-510-1370	275 JACKPINE DRIVE	0260064100-00	57.60	25.00	82.60
06-510-1990	292 HIGHWAY 33 N	0260065000-00	57.60	25.00	82.60

06-510-1945	296 HIGHWAY 33 N	0260065400-00	57.60	25.00	82.60
06-510-0190	325 CROSBY RD	0260067400-00	57.60	25.00	82.60
06-510-0494	325 PREVOST ROAD	0260067500-00	57.60	25.00	82.60
06-510-0540	353 FREEMAN RD	0260069700-00	57.60	25.00	82.60
06-510-0300	354 FREEMAN RD	0260069800-00	57.60	25.00	82.60
06-510-0090	370 PREVOST RD	0260070900-01	57.60	25.00	82.60
06-510-0060	370 ST LOUIS RIVER RD W	0260071000-01	57.60	25.00	82.60
06-510-0296	374 FREEMAN RD	0260071300-00	57.60	25.00	82.60
06-510-0292	376 FREEMAN RD	0260071600-00	57.60	25.00	82.60
06-510-0205	395 HIGHWAY 33 N	0260073000-00	57.60	25.00	82.60
06-510-3625	514 BROOKSTON RD	0260073800-00	57.60	25.00	82.60
06-510-0636	620 KALLSTROM RD	0260074800-00	57.60	25.00	82.60
06-510-0524	633 KALLSTROM RD	0260075300-00	57.60	25.00	82.60
06-510-4990	956 TRETTEL LN	0260077600-00	57.60	25.00	82.60
06-510-4760	959 TRETTEL LN	0260077800-00	57.60	25.00	82.60
06-510-4980	960 TRETTEL LN	0260077900-00	57.60	25.00	82.60
06-510-5060	983 PINEWOOD DR	0260078900-00	57.60	25.00	82.60
06-510-4960	996 TRETTEL LN	0260079400-00	57.60	25.00	82.60
06-510-5095	999 PINEWOOD DR	0260079500-00	57.60	25.00	82.60
06-510-1750	06-510-1750	0260080100-00	57.60	25.00	82.60
06-735-0080	1302 W TAYLOR AVE	0260100000-00	57.60	25.00	82.60
06-510-2660	243 LAINE RD	0260101800-00	57.60	25.00	82.60
06-510-3622	544 BROOKSTON RD	0260102000-00	57.60	25.00	82.60
06-510-1930	430 STARK RD	0260104900-00	57.60	25.00	82.60
06-510-8390	1423 LAWRENCE RD	0260033700-01	56.25	25.00	81.25
06-510-8150	1502 MOORHEAD RD	0260037300-01	56.25	25.00	81.25
06-510-4219	1769 BIG LAKE RD	0260048800-01	50.40	25.00	75.40
06-510-3915	1872 BIG LAKE RD	0260051600-01	50.40	25.00	75.40
06-510-0830	403 BREVATOR RD	0260073300-01	50.40	25.00	75.40
06-678-0160	1436 BLUE SPRUCE LANE	0260103700-00	50.40	25.00	75.40
06-510-0240	378 NELSON RD	0260071900-00	48.00	25.00	73.00
06-510-8291	1405 ROLAND RD	0260029600-00	46.26	25.00	71.26
			<u>\$ 23,026.97</u>	<u>\$ 3,970.00</u>	<u>\$ 26,996.97</u>



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: November 9, 2015



ITEM DESCRIPTION: Approval of Raffle Permit

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 15-88, A RESOLUTION APPROVING EXEMPT PERMIT TO CONDUCT A RAFFLE EVENT AT KNIGHTS OF COLUMBUS.**

Background/Overview

The City has received an application from Knights of Columbus Council 5132 for a raffle event to be held on April 17, 2016 at Knights of Columbus Hall, 208 Avenue C.

Policy Objectives

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

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- a. Resolution 15-88
- b. LG220 Application for Exempt Permit

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

RESOLUTION NO. 15-88

**A RESOLUTION APPROVING EXEMPT PERMIT
TO CONDUCT A RAFFLE EVENT
AT KNIGHTS OF COLUMBUS COUNCIL 5132**

WHEREAS, The City of Cloquet received an application from Knights of Columbus Council 5132, 208 Avenue C, for an Exempt Permit to conduct a raffle event on April 17, 2016 at Knights of Columbus Hall, 208 Avenue C.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Knights of Columbus Council 5132 for an Exempt Permit to conduct a raffle event on April 17, 2016 at Knights of Columbus Hall, 208 Avenue C, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

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

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 17TH DAY OF NOVEMBER, 2015.**

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: <u>Knights of Columbus Cloquet Council 5132</u>	Previous Gambling Permit Number: <u>X-04207</u>
Minnesota Tax ID Number, if any: _____	Federal Employer ID Number (FEIN), if any: <u>30-0591121</u>
Mailing Address: <u>208 Avenue C</u>	
City: <u>Cloquet</u>	State: <u>MN</u> Zip: <u>55720</u> County: <u>Carlton</u>
Name of Chief Executive Officer (CEO): <u>Daniel Wappes</u>	
Daytime Phone: <u>218-341-3444</u>	Email: <u>ldwappes@gmail.com</u>

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Knights of Columbus Hall

Address (do not use P.O. box): 208 Avenue C

City or Township: Cloquet Zip: 55720 County: Carlton

Date(s) of activity (for raffles, indicate the date of the drawing): April 17, 2016

Check each type of gambling activity that your organization will conduct:

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 5,000.00)

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **LIST OF LICENSEES**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Daniel A. Wappes GK* Date: 11-5-15
(Signature must be CEO's signature; designee may not sign)

Print Name: Daniel A. Wappes

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Mail application with:

a copy of your proof of nonprofit status, and

application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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ADMINISTRATIVE OFFICES

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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: November 3, 2015

ITEM DESCRIPTION: Approval of Raffle Permit at Queen of Peace Parish

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 15-85, A RESOLUTION APPROVING EXEMPT PERMIT TO CONDUCT A RAFFLE EVENT AT QUEEN OF PEACE PARISH.**

Background/Overview

The City has received an application from Queen of Peace Parish, 102 - 4th Street, for a raffle event to be held on January 30, 2016, at Queen of Peace Parish, 102 - 4th Street.

Policy Objectives

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

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution 15-84
- LG220 Application for Exempt Permit

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

RESOLUTION NO. 15-85

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

WHEREAS, The City of Cloquet received an application from Queen of Peace Parish, 102 - 4th Street, for an Exempt Permit to conduct a raffle event on January 30, 2016 at Queen of Peace Parish, 102 - 4th Street.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Queen of Peace Parish, 102 - 4th Street, for an Exempt Permit to conduct a bingo and raffle event on October 11 and 12, 2014 at Queen of Peace Parish, 102 - 4th Street, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

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

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 17TH DAY OF NOVEMBER 2015.**

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

LG220 Application for Exempt Permit

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

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

ORGANIZATION INFORMATION

Check# _____ \$ _____

Organization name Queen of Peace Parish	Previous gambling permit number X-04657-15-019
Minnesota tax ID number, if any	Federal employer ID number, if any

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address: **102 4th street Cloquet MN 55720 Carlton**

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Address (do not use PO box): **Cloquet MN 55720**

Date(s) of activity (for raffles, indicate the date of the drawing): **Jan 30th 2016 Mardi Gras**

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

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

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

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

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

Print city name _____

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

Title _____ Date _____

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

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

Print county name _____

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

Title _____ Date _____

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

Print township name _____

Signature of township official acknowledging application _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

Print form and have CEO sign

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

Chief executive officer's signature *John Z. Fisher* Date *10-30-15*
John Z. Fisher

Complete a separate application for each gambling event:

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

Send application with:

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

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

Financial report and recordkeeping required

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

Questions?

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

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

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

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

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





ADMINISTRATIVE OFFICES

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www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator
Date: November 11, 2015

ITEM DESCRIPTION: Approval of Raffle Permit

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 15-90, A RESOLUTION APPROVING EXEMPT PERMIT TO CONDUCT A RAFFLE EVENT AT FOND DU LAC TRIBAL AND COMMUNITY COLLEGE.**

Background/Overview

The City has received an application from FDLTCC Foundation for a raffle event to be held on January 21, 2016 at the Fond du Lac Tribal Community College, 2101 14th Street.

Policy Objectives

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

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution 15-90
- LG220 Application for Exempt Permit

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

RESOLUTION NO. 15-90

**A RESOLUTION APPROVING EXEMPT PERMIT
TO CONDUCT A RAFFLE EVENT
AT FOND DU LAC TRIBAL AND COMMUNITY COLLEGE**

WHEREAS, The City of Cloquet received an application from the Fond du Lac Tribal and Community College Foundation, 2101 14th Street, for an Exempt Permit to conduct a raffle event on January 21, 2016 at Fond du Lac Tribal and Community College, 2101 14th Street.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Fond du Lac Tribal and Community College Foundation for an Exempt Permit to conduct a raffle event on January 21, 2016 at Fond du Lac Tribal and Community College, 2101 14th Street, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

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

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 17TH DAY OF NOVEMBER, 2015.**

Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

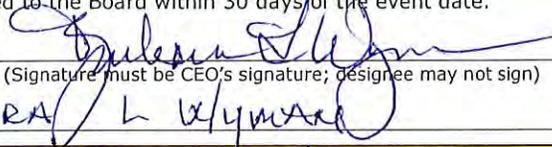
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 11-5-15
(Signature must be CEO's signature; designee may not sign)

Print Name: BARBARA L. WYMAN

REQUIREMENTS

- Complete a separate application for:**
- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day.
- Financial report to be completed within 30 days after the gambling activity is done:**
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.
- Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

- Mail application with:**
- a copy of your proof of nonprofit status, and
 - application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.
- To:** Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
- Questions?**
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

MAYOR'S PROCLAMATION

City of Cloquet

WHEREAS, the City of Cloquet, MN, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 27.9 million small businesses in the United States, they represent 99.7 percent of American employer firms, create more than two-thirds of the net new jobs, and generate 46 percent of private gross domestic product, as well as 54 percent of all US sales; and

WHEREAS, small businesses employ over 55 percent of the working population in the United States; and

WHEREAS, 89 percent of consumers in the United States agree that small businesses contribute positively to the local community by supplying jobs and generating tax revenue; and

WHEREAS, 87 percent of consumers in the United States agree that small businesses are critical to the overall economic health of the United States; and

WHEREAS, 93 percent of consumers in the United States agree that it is important for people to support the small businesses that they value in their community; and

WHEREAS, the City of Cloquet, MN, supports our local businesses that create jobs, boost our local economy and preserve our neighborhoods; and

WHEREAS, advocacy groups as well as public and private organizations across the country have endorsed the Saturday after Thanksgiving as *Small Business Saturday*.

THEREFORE, BE IT RESOLVED, that I, Dave Hallback, Mayor of Cloquet, do hereby proclaim November 28, 2015, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on *Small Business Saturday* and throughout the year.



Dave Hallback, Mayor
City of Cloquet



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: November 3, 2015

ITEM DESCRIPTION: Temporary On-Sale Liquor License – Food For Thought

Proposed Action

Staff recommends the City Council move to approve the application from the Fond du Lac Tribal and Community College Foundation for the issuance of a Temporary On-Sale Liquor License for the Food for Thought event to be held at the Fond du Lac Tribal and Community College, 2101-14th Street, on January 21, 2016. In issuing the license, the Council must clarify the license fee and the need for security and security fees. The license is subject to final approval by the Commissioner of Public Safety.

Background/Overview

Attached the City Council will find an application for a Temporary On-Sale Liquor License from the Fond du Lac Tribal and Community College on behalf of the FDLTCC Foundation. The Foundation is seeking the license for a one day event to be held on Thursday, January 21, 2016, at the Fond du Lac Tribal and Community College. The Foundation will be holding its annual Food and Wine Tasting event from 4:30 p.m. to 7:00 p.m.

Under Minnesota Statute and City Code, in order to allow for the event proposed, the applicant is required to obtain a Temporary On-Sale Liquor License, which again under Minnesota Statute and City Code, can only be issued to a Club or licensed non-profit organization.

The applicant has stated in their request that the primary goal of this event is to keep expenses to a minimum to be able to provide more students with financial assistance. Therefore, they are requesting the \$50.00 application fee be waived.

Under City Code, the applicant is required to hire law enforcement for security purposes. This would require the applicant to hire two police officers at \$45.00/hr. each for the duration of the event. The applicant is requesting the use of Fond du Lac Law Enforcement students and staff to provide security during the event. The Council has deviated from the current Code requirements on a number of recent applications.

Policy Objectives

Approval of a temporary license is required under Section 6.3 of the Municipal Code and Minnesota Statutes 340A.404. Under these rules, only a non-profit organization is allowed to obtain a permit for such purposes.

Financial/Budget/Grant Considerations

The City's fee schedule requires a \$50 fee for each license. The applicant is requesting this fee be waived.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Temporary on-sale liquor license application



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Date organized Tax exempt number

Address City State Zip Code

Name of person making application Business phone Home phone

Date(s) of event Type of organization
 Club Charitable Religious Other non-profit

Organization officer's name City State Zip Code

Location where permit will be used. If an outdoor area, describe.

FDLTCC COMMONS AREA

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

*COLD ONE LIQUORS
904 HWY 33 S.
CLOQUET MN 55720*

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

SEE ATTACHED CERTIFICATE OF LIABILITY INSURANCE.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license

Date Approved

Fee Amount

Permit Date

Date Fee Paid

City or County E-mail Address

City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



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

**CITY OF CLOQUET
 TEMPORARY ON SALE LIQUOR LICENSE APPLICATION**

Check all that apply: Indoor Entertainment Outdoor Entertainment No Entertainment

Organization Name: FOND DU LAC TRIBAL AND COMMUNITY COLLEGE ED. FDN.

Organization Address: 2101 14th St.

City, State, Zip: CLOQUET, MN 55720

Purpose of the Organization: RAISE FUNDS FOR STUDENT SCHOLARSHIPS/STUDENT NEEDS.

Is this organization a:

- Charitable, religious, or non-profit organization? Yes No
If yes, attach a copy of the non-profit certificate of incorporation or IRS 501(c)(3) letter.
- Political committee registered under Minnesota Statute 10A.14? Yes No
- Organization which has been existence for three (3) years? Yes No

Contact Person Name: BARB WYMAN

Address: _____

City, State, Zip: CLOQUET MN 55720

Home Phone _____ Work Phone _____ Cell Phone _____
 E-Mail Address: bwyman@msn.com

Event Dates and Times: THURSDAY JANUARY 21, 2016 4:30pm to 7:00pm

Purpose of the Event: RAISE MONIES FOR STUDENT SCHOLARSHIPS,

Estimated Total Attendance at the Event: 300

Name of Location for Event: FDLCC COMMONS AREA.

Address for Event: 2101 14th St. CLOQUET MN 55720

Is the event a Community Festival? Yes No (Must be designated by the Cloquet City Council.)

Will organization contract for intoxicating liquor? Yes No

If yes, please list:

Name of on sale license holder: COLD ONE LIQUOR

Address: 904 Hwy 33 S.

CLOQUET MI 55720

Contact Person: GARY STOWELL Phone No. 28879-7533

Full Year On Sale Intoxicating Liquor License No. _____

Will event be outdoors? Yes No

What type of enclosure will be used for the outdoor area? N/A.

(Area shall be enclosed by a fence or other enclosure)

Describe all types of entertainment to be provided at the event. If entertainment is not planned, describe what will occur.

FOOD AND WINE TASTING EVENT PROVIDED BY AREA VENDORS.

Days / Times of Entertainment: _____

Will there be a band? Yes No

Will the entertainment be amplified? Yes No

Has this organization had any temporary liquor or wine licenses in the City of Cloquet in the past 12 months? Yes No

If yes, list the Event and Date(s): JANUARY 21, 2015

The City of Cloquet reserves the right to request additional information to assist in the evaluation of this application.

I do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Cloquet, its agents and employees, to obtain information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this license.

Signature of Applicant: [Signature] Date: OCTOBER 26, 2015

Print Name BARBARA L WYMAN
First Middle Last

FOR CITY USE ONLY: (When applicable)				
	Signature:	Approved:	Denied:	Date:
Police Chief:				
City Administrator:				

Food for Thought



"A Tasting Event"

*Over 20 local vendors
providing samples of their
"signature" food &
beverage specialties*

**Advanced Tickets
\$25 each or \$30
At the Door!**

Thursday, January 21, 2016

4:30 p.m. — 7:00 p.m.

Fond du Lac Tribal & Community College Commons

Purchase tickets ONLINE at:

<http://foodforthought.zapevent.com>

Or contact Mary Soyring at

218-879-0811

or via email at

msoyring@fdltcc.edu

Visit our webpage at:

<http://fdltcc.edu/about-us/foundation>

"Like" us on



Fond du Lac Tribal & Community **College**
FOUNDATION

Proceeds from this event
support academic scholarships



ADMINISTRATIVE OFFICES

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www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Brian Fritsinger, City Administrator 
Date: November 6, 2015

ITEM DESCRIPTION: Preliminary Consolidation Study Scanlon-Cloquet

Proposed Action

Staff recommends that the City Council move to accept the proposal for a preliminary consolidation study for the cities of Cloquet and Scanlon from Ehlers & Associates.

Background/Overview

The concept of a consolidation of the cities of Cloquet and Scanlon has been debated for many years. Dating back to 1955, the two communities have explored the concept both formally and informally.

In early 2015, the City was approached by Scanlon representatives seeking to meet and explore the concept. The City agreed to meet and a small sub-committee met in late February to identify the pros/cons of exploring the concept in detail. Both parties found reason to conduct further investigation into the various issues that would need to be considered by the residents of the two communities. The group was not yet prepared to recommend a full study/analysis as dictated by State Statute, but through a preliminary study of the finances, utility rates and governance models, could determine if a consolidation was feasible and/or appropriate. Further, the preliminary study would be able to clarify the statutory process for engaging the residents in discussing and exploring a consolidation if the two elected bodies found reason to move forward.

To further this effort, the City has solicited a proposal from Ehlers and Associates to conduct a preliminary study. This proposal is attached for City Council consideration.

The Scanlon City Council met on Wednesday, November 4, 2015 to discuss the proposal and voted 5-0 to start the project in 2015.

Policy Objectives

The City Council has for several years identified the consolidation/merger with Scanlon as one of its highest priorities as part of its Goal/Strategy retreats. Minnesota Statutes Chapter 414 and Chapter 465.81 to 465.86 further address the technical and legal process of a formal merger/consolidation process.

Financial/Budget/Grant Considerations

The total maximum charges for the study as proposed by Ehlers, is \$10,950.00. Should the communities look to hold additional community meetings on the subject that require Ehlers attendance, the firm will charge the communities an additional hourly rate in addition to the base charge.

It is proposed that the cost of the study be split 50/50 between the two cities.

The City did not budget any monies for such a study as part of its adopted 2015 budget. As a result, fund reserves will be used to pay for the cost. The City has pursued several other outside grant opportunities to assist financially, but was unsuccessful in finding outside monies. The City has included funds as part of the 2016 preliminary budget to fund this study.

Advisory Committee/Commission Action

The City Council subcommittee working on this subject has expressed its support for moving forward with the study.

Supporting Documentation Attached

- June 2, 2015 Proposal from Ehlers & Associates

June 2, 2015

Proposal for a Preliminary Consolidation Study to the Cities of Cloquet and Scanlon, Minnesota

Main Contact:

Mark Ruff, Senior Municipal Advisor

Team Members:

Elizabeth Diaz, Senior Financial
Specialist

Todd Hagen, Senior Municipal
Advisor



Background and Outline of the Proposed Work

It is our understanding that the cities of Scanlon and Cloquet are considering a consolidation of the two communities to improve efficiencies and service levels to citizens and businesses. The cities are not yet prepared to undertake the full statutory consolidation/merger process outlined in Minnesota Statutes, Chapter 465. Instead, the cities are interested in an analysis that studies and comments upon the following items:

1. Hypothetical general fund budget and tax rate of a merged community assuming that the consolidation occurred for taxes payable 2015. This budget would identify assumptions in changes to revenue sources (taxes, state aids, other fee/permit revenues); and expenses such as elimination of duplicate services (audits, reporting to the state, human resources, etc).
2. Tax rates for debt and options to treat existing debt as still attributable to the former communities or merging the obligations. We would also comment on the potential impact of a merger on bond ratings and interest rates for a merged community.
3. Options to merge water, sanitary and storm sewer utilities into a single rate structure.
4. Timeline and process for a full study, a referendum, and new votes for a merged city council.
5. Governance models for an interim city council after a referendum by each community to merge.
6. Potential funding sources for a full consolidation study including state or philanthropic sources.

At this time, we do not anticipate that this study would address future capital needs of each community and the advantages and disadvantages of a merger in addressing these capital needs.

Ehlers Expertise

Ehlers is a municipal/financial advisory firm headquartered in Roseville, MN with offices also in the Milwaukee, Chicago, and Denver metropolitan areas. We were established in 1955. In 1986, the employees of Ehlers converted to an employee stock ownership plan. Everyone who works full time for more than a year owns stock and no one owns more than 20% of the firm's stock. We employ 85 people and our only clients are local and state government entities along with a handful of non-profits. Our primary business is helping communities with debt issuance, financial planning and economic development. Many other financial advisory firms are often viewed solely as "bond consultants", but debt is only one part of municipal finance. Ehlers sees long-term financial planning as a central part of maintaining and building community, and provides services geared to meet the wide range of financial issues facing local government.

Resumes for the individuals proposed to work on this project are found at <http://www.ehlers-inc.com/contact-us/minnesota/>

Ehlers Experience with Financial Planning

Ehlers' founder, Robert Ehlers was famous for saying, "We don't do deals. We help build communities." In this spirit the employee owners of Ehlers work with community leaders to envision financial plans that lead to concrete, positive realities. These skills and experiences in other communities with similar work products described below will help to make the proposed consolidation analysis more complete and thoughtful. We do not propose to create full studies described in this section; they are included as background on our work in this area.

Financial Management Plans. We work with clients to create dynamic Financial Management Plans that give leaders a roadmap to determine options and make farsighted decisions. A Financial Management Plan ("FMP") is a comprehensive fiscal plan that budgets for 5 to 10 years at a time. The interactive process of developing the FMP involves both the staff and elected officials. A FMP will clearly illustrate for your council members what is affordable both now and in the future, and provide choices between feasible options. The Council can then set policy to guide financial operations for both the short term and the long term. The FMP incorporates elements from all of your stand-alone documents – the annual budget, the audit report, and the capital improvement plan – and shows how changing employment trends, capital purchases, and bonding affect the tax levy.

Once the FMP is adopted, it provides an important context for ongoing decisions. The FMP will allow you to show policymakers and the public how their decisions will affect the budget, the tax rate and, most importantly, the community for years into the future.

Bond rating agencies use Financial Management Plans and multi-year budgeting as an indication of strong management, one key factor in their evaluation of the City's credit quality. A higher bond rating can lead to lower interest rates. Financial planning is, literally, time well invested.

Utility Rate Studies. Ehlers has completed utility rate studies for over 90 communities throughout the Midwest. We have found that water, sewer, and storm water enterprise funds are a much more important facet of a city's operation than they were 10 years ago. In some cities, annual water and sewer rates total more than the City's portion of a homeowner's taxes and rating agencies are now routinely analyzing enterprise funds as part of each bond rating. Many communities' street reconstruction programs rely heavily upon enterprise funds. As growth has slowed, a rate study is an important means of measuring how much new infrastructure can be paid from existing users and how much will need to be a function of new growth. All of these factors make a thorough review of the utilities an important part of a maintaining a city's financial health.

Expected Hours and Fees

For each of the following tasks, we expect the maximum number of hours. If we spend less time on the project, we will only bill for the time actually spent.

1. Hypothetical general fund budget and tax rate of a merged community (20 hours/\$4,500).

2. Tax rates for debt and options to treat existing debt as still attributable to the former communities or merging the obligations (4 hours/\$1,000).
3. Options to merge water, sanitary and storm sewer utilities into a single rate structure (15 hours/\$3,500).
4. Timeline and process for a full study, a referendum, and new votes for a merged city council (2 hours/\$500).
5. Governance models for an interim city council after a referendum by each community to merge (5 hours/\$1,200).
6. Potential funding sources for a full consolidation study including state or philanthropic sources (1 hour/\$250)

The total maximum charges would be \$10,950. You can choose to eliminate any of the tasks without impact on the cost of the others. If you would like us to attend any meetings, we would charge hourly. Ehlers proposes to charge an hourly rate for this analysis of \$225 per hour for senior municipal advisors and \$210 for senior financial analysis. No charges will be attributable to clerical time and any travel time will be billed at 50%.

Materials/Services to be Provided by the Cities

- 2015 general fund and utility budgets and background
- All existing debt schedules and special assessment workpapers (as necessary) and future projected debt levies
- Detail on personnel costs
- General information as necessary

Federal Registration as a Municipal Advisor

The Dodd-Frank Wall Street Reform and Consumer Protection Act (the "Act") enacted on July 21, 2010 requires firms/persons who are "Municipal Advisors" to register with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB). Generally, a municipal advisor is any person that provides advice to a municipal entity or obligated person concerning the timing, terms structuring or similar matters of a municipal security or provides advice with respect to municipal financial products. Municipal Advisors have a federal fiduciary duty to represent their municipal entity client's best interests as part of any engagement. Ehlers as a firm and our financial advisors are included within the definition of "municipal advisors" and are registered with the SEC (Registration No. 866-00266-00) and the MSRB (Registration No. K0165). Confirmation of Ehlers' registration can be viewed on their respective websites. Ehlers, the registered Municipal Advisor, will provide all financial advisory and related services as the corporate entity responsible for this proposal. Ehlers (Ehlers and Associates, Inc.) is a wholly-owned subsidiary of the Ehlers Companies. Ehlers Companies also owns both Bond Trust Services Corporation (BTSC) and Ehlers Investment Partners (EIP). BTSC is a limited purpose Trust Company chartered by the State of Minnesota that serves as paying agent for municipal debt

issues. EIP, a federally registered investment advisor, advises issuers on the investment of municipal funds. Services by either BTSC or EIP would need to be provided under separate agreement. There is no fee sharing between any of the Ehlers Companies.

Ehlers is also a Charter member of the National Association of Municipal Advisors (NAMA). This professional association is dedicated to high ethical standards and is committed to providing independent advice when serving as advisors to municipal issuers.



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Assistant City Engineer
Reviewed by: Brian Fritsinger, City Administrator 
Date: November 9, 2015

ITEM DESCRIPTION: Hilltop Park Playground Equipment Purchase

Proposed Action

Staff recommends the City Council move to approve the purchase of playground equipment option #2 from Minnesota Wisconsin Playgrounds in the amount of \$39,519.77.

Background/Overview

Of the planned 2015 improvements at Hilltop Park, only the new playground and associated equipment remains. In September, staff solicited a request for proposals for supply and delivery of new play equipment. It is anticipated that installation will be done with City crews during the spring of 2016. However, staff is recommending the purchase take place before the new year which will result in a significant cost savings to the City.

The City received responses from two firms both of which are well established in the industry. Jay Webber represents Miracle Recreation which is the manufacturer of most all of the City's current playground equipment. Minnesota Wisconsin Playground sells GameTime Equipment, another Minnesota company whose equipment can be found quite commonly across the region. In response to the RFP each supplier has submitted two options for the City's consideration. The RFP was structured in such a way that the budget for the improvement was capped at \$40,000 making the selection process focus on value and design considerations.

At their November 2nd meeting the Park Commission conducted an in-depth review of the four options presented. It was their preference to proceed with Option Two from Minnesota Wisconsin Playgrounds. The Commission liked the "open" design of the selected equipment, adding some variety to the current playgrounds available at other parks.

The Commission did express some concern with the lack of ADA accessible "play value" offered under the selected alternative. All four options are considered ADA compliant however the standards to establish compliance are based on the ability to touch a certain percentage of the equipment not the ability of use. Per the Commission's direction, staff has worked with the supplier to replace one of the new swings with solid seat alternative that is not shown in submitted proposal.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

The budget for 2015 Hilltop Park Improvements was \$150,000. To date City has spent approximately \$75,000 on athletic field and disc golf development. The project is funded using sales tax revenues.

Advisory Committee/Commission Action

At their November 2nd meeting, the Park Commission voted unanimously to recommend the purchase of playground equipment, option number two, from Minnesota Wisconsin Playgrounds.

Supporting Documentation Attached

- Request for Proposals
- Miracle Recreation Options 1 & 2
- GameTime Equipment Options 1 & 2



COMMUNITY DEVELOPMENT DEPARTMENT

1307 Cloquet Avenue • Cloquet MN 55720

Phone: 218-879-2507 • Fax: 218-879-6555

www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Al Cottingham, City Planner/Zoning Administrator
Reviewed/Approved By: Brian Fritsinger, City Administrator 
Date: November 12, 2015

ITEM DESCRIPTION: ZONING CASE 15-17: REVISED FINAL PLAT– JAMES KUKLIS FOR TRAILS EDGE

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 15-89, A RESOLUTION APPROVING THE REVISED FINAL PLAT FOR JAMES KUKLIS FOR TRAILS EDGE.**

Background/Overview

James Kuklis is proposing a revised final plat of Trails Edge Planned Community, Common Interest Community (CIC) #6. The CIC #6 final plat was approved on September 21, 2010 and filed on December 28, 2010.

Mr. Kuklis is proposing to replat this as what is called a 505 Plat where each building (2 units) will be on one lot with the exception of one building that has two separate owners. The proposed plat will not create any additional lots than what has been approved by the preliminary plat. There will be no additional road or utility extensions with this proposal, these were all done with the CIC plat. Rather than trying to explain the difference I am attaching a copy of the CIC Plat so you can see the difference.

A public hearing is not required nor is notification to surrounding property owners.

Policy Objectives

The Subdivision Code addresses the platting process and in this case specifically the Final Plat and the things that need to be shown on the plat. The plat has the dedicated right-of-way for both Trail Drive and Edge Drive shown at the minimum of 66 feet and a portion of 18th Street shown at 33 feet. It also shows the required 10 foot drainage and utility easement adjacent to those right-of-ways.

Outlot A on the plat is for storm water ponding, a drainage and utility easement is in place over the entire Outlot. Outlot B is for a future phase of the development.

To the Mayor and City Council
Final Plat James Kuklis
November 12, 2015
Page 2

The 17 lots will contain 32 units of which 10 units have not been constructed as of yet. Of the 22 constructed units 20 of them are rental units while 2 are owner occupied. This development is geared for people over 55 years of age.

Financial/Budget/Grant Considerations

The Final Plat fee is \$300. The applicant has paid this fee to cover the cost associated with the application process.

Advisory Committee/Commission Action

The Planning Commission has recommended approval of the Revised Final Plat subject to the conditions in the attached resolution on a 6 – 0 vote.

Supporting Documentation Attached

- Resolution No. 15-89
- Location Map
- CIC Plat
- Final Plat

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

RESOLUTION NO. 15-89

**A RESOLUTION APPROVING THE REVISED FINAL PLAT
FOR JAMES KUKLIS FOR TRAILS EDGE**

WHEREAS, James Kuklis is proposing a revised Final Plat for Trails Edge in the One and Two Family Residential District; and

WHEREAS, A public meeting was held to consider the application at the regular meeting of the Cloquet Planning Commission on November 10, 2015 at which time Zoning Case / Development Review No. 15-17 was discussed; and

WHEREAS, the property of the proposed revised Final Plat is located west of 18th Street and Trail Drive and is legally described as follows:

Outlot A, That part of Outlot B, Rasmussen Addition and that part of the Northwest Quarter of Northwest Quarter, Section 25, Township 49 North, Range 17 West, Carlton County, Minnesota, described jointly as follows: Beginning at the northeast corner of said Outlot A; thence North 89 degrees 07 minutes 59 seconds West, along the north line of said Outlot A a distance of 1007.84 feet to the northwest corner of said Outlot A; thence South 00 degrees 09 minutes 30 seconds East, along the west line of said Outlot A a distance of 165.59 feet to the southwest corner of said Outlot A; thence South 89 degrees 09 minutes 15 seconds East, along the south line of said Outlot A a distance of 66.01 feet to the northwest corner of said Outlot B; thence South 00 degrees 13 minutes 36 seconds East, along the west line of said Outlot B and its southerly extension a distance of 249.11 feet to the north line of the South 82.50 feet of said A1/2-N1/2-S1/2-NW1/4-NW1/4; thence South 89 degrees 13 minutes 01 seconds East, along said north line a distance of 197.18 feet to the east line of the West 528.00 feet of said S1/2-N1/2-S1/2-NW1/4-NW1/4; thence South 00 degrees 10 minutes 00 seconds East, along said east line a distance of 82.51 feet to the north line of said N1/2-S1/2-S1/2-NW1/4-NW1/4; thence North 89 degrees 13 minutes 01 seconds West, along said north line a distance of 42.01 feet to a point on said north line distant 66.00 feet easterly of the northeast corner of the West 420.00 feet of said N1/2-S1/2-S1/2-NW1/4-NW1/4; thence South 31 degrees 03 minutes 17 seconds East a distance of 194.77 feet to a point on the south line of said N1/2-S1/2-S1/2-NW1/4-NW1/4 distant 166.00 feet easterly of the southeast corner of the West 420.00 feet of said N1/2-S1/2-S1/2-NW1/4-NW1/4; thence South 89 degrees 14 minutes 12 seconds East, along said south line a distance of 720.36 feet to the east line of said NW1/4-NW1/4 and the centerline of 18th Street as platted on Rasmussen Addition; thence North 00 degrees 14 minutes 14 seconds West, along said centerline a distance of 660.98 feet to the point of intersection with the easterly extension of the north line of said Outlot A; thence North 89 degrees 07 minutes 59 seconds West, along said north line a distance of 33.01 feet to the point of beginning. Subject to easement recorded as Document No. A000434737. Subject to the dedicated street right-of-way for 18th Street per Document No. 338359. and

WHEREAS, the Planning Commission reviewed the staff report and recommends approval of the revised Final Plat.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that it approves Zoning Case 15-17 for the revised Final Plat of Trails Edge subject to the following conditions:

1. Cross Easements be filed on Lots 2 and 3, Block 1 for the shared driveway.
2. A common wall easement/agreement be filed on Lots 7 and 8, Block 1 for the common wall.
3. Future development of Outlot B will require a new Preliminary Plat.

PASSED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 17TH DAY OF NOVEMBER, 2015.

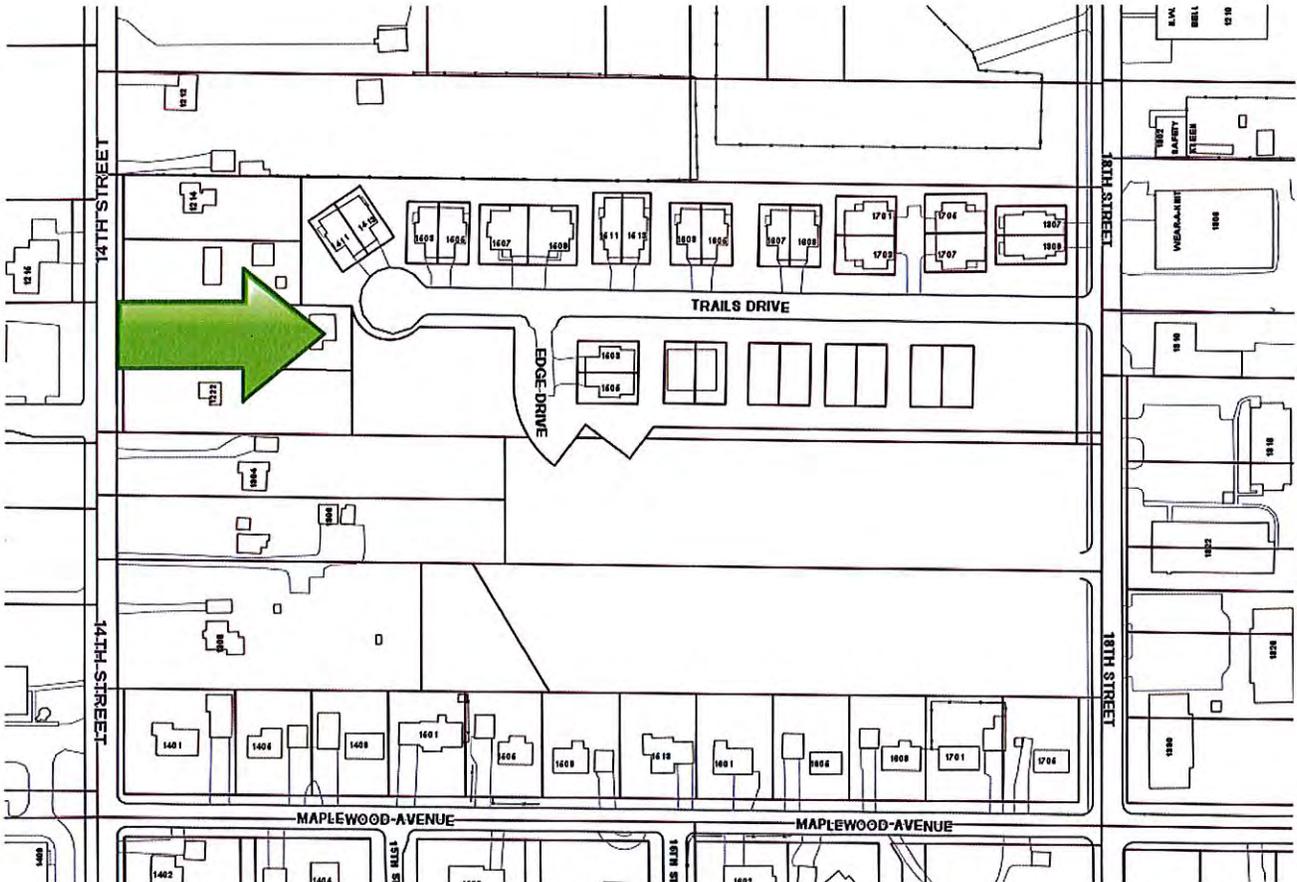
Dave Hallback, Mayor

ATTEST:

Brian Fritsinger, City Administrator

LOCATION MAP

TRAILS EDGE

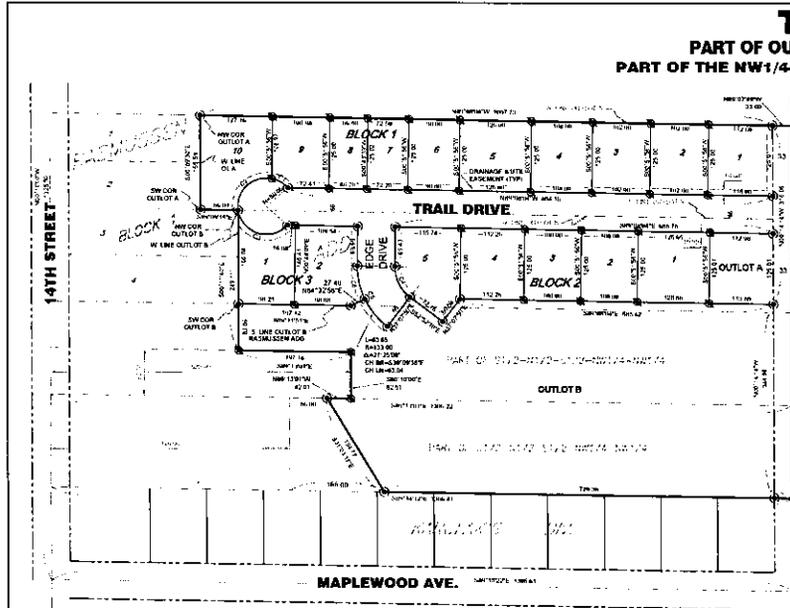


NO SCALE

OFFICIAL PLAT

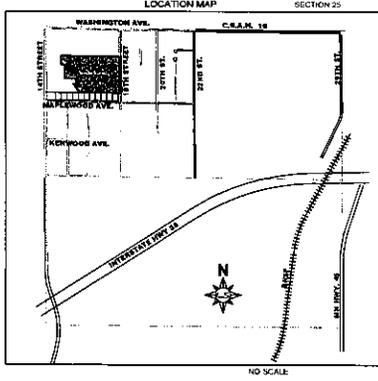
TRAILS EDGE

PART OF OUTLOTS A & B, RASMUSSEN ADDITION & PART OF THE NW1/4-NW1/4, SEC. 25, T.49N., R.17W., CARLTON CO., MN



CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD BEARING
CL	50.00'	32.17'	S 63°29'40" W	S 63°29'40" W
CL	50.00'	46.16'	S 63°29'40" W	S 63°29'40" W
CL	50.00'	60.15'	S 63°29'40" W	S 63°29'40" W
CL	50.00'	74.14'	S 63°29'40" W	S 63°29'40" W
CL	50.00'	88.13'	S 63°29'40" W	S 63°29'40" W
CL	50.00'	102.12'	S 63°29'40" W	S 63°29'40" W

NOTE: BEARINGS SHOWN ARE BASED ON THE BIRTHLINE OF OUTLOT A OR RASMUSSEN ADDITION HAVING A BEARING OF NORTH 89 DEGREES 07 MINUTES 53 SECONDS WEST. ALL DISTANCES SHOWN WERE MEASURED TO THE HUNDRETH OF A FOOT.



I, Norman B. Legard, hereby certify that I have surveyed and plotted the property described in the dedication of this plat as TRAILS EDGE, that the plat is a correct representation of said survey, that all distances are correctly shown on the plat in feet and hundredths of a foot, that all monuments will be correctly placed in the ground as shown within one year after recording of this subdivision, that the outside boundary lines are correctly designated on the plat and that there are no well-known public highways to be designated on said plat other than as shown thereon.

Dated this _____ day of _____

Norman B. Legard, Land Surveyor
M.L.C. No. 10725

STATE OF MINNESOTA
COUNTY OF ST. LOUIS

The foregoing instrument was acknowledged before me this _____ day of _____ by Norman B. Legard, a Licensed Land Surveyor.

Notary Public, St. Louis County
My Commission Expires _____

CITY APPROVAL

Approved as to form and execution this _____ day of _____

City Administrator, City of Cloquet, Minnesota

Approved by the City Council of the City of Cloquet, Minnesota, this _____ day of _____

Mayor, City of Cloquet, Minnesota

KNOW ALL MEN BY THESE PRESENTS: That Lisa M. and James D. Kulis, husband and wife, Lee F. and Cathy M. Gilchrist, husband and wife, Isabelle V. Lindholm, a single person and Grant J. Kulis, a single person, owners, and Ditch Financial, L.L.C., J.P. Morgan Chase, Frandsen Bank & Trust, a Minnesota Corporation, National Bank of Commerce, a Wisconsin Corporation and Woodlands National Bank, a National Bank Association: none of the following described property situated in the City of Cloquet, County of Carlton, State of Minnesota, to-wit:

Outlot A, that part of Outlot B, Rasmussen Addition and that part of the Northwest Quarter of Northwest Quarter, Section 25, Township 49 North, Range 17 West, Carlton County, Minnesota, described partly as follows:

Beginning at the northeast corner of said Outlot A, thence North 89 degrees 07 minutes 53 seconds West, along the north line of said Outlot A a distance of 1007.64 feet to the northwest corner of said Outlot A, thence South 03 degrees 03 minutes 30 seconds East, along the west line of said Outlot A a distance of 165.59 feet to the southwest corner of said Outlot A, thence South 89 degrees 07 minutes 53 seconds East, along the east line of said Outlot A a distance of 468.01 feet to the northeast corner of said Outlot A, thence South 03 degrees 03 minutes 30 seconds East, along the north line of said Outlot A a distance of 242.11 feet to the north line of the South 82° 50' 00" East of said S1/2-N1/2-S1/2-NW1/4-NW1/4, thence South 89 degrees 07 minutes 53 seconds East, along said north line of said S1/2-N1/2-S1/2-NW1/4-NW1/4, thence South 03 degrees 03 minutes 30 seconds East, along the west line of the West 528.00 feet of said S1/2-N1/2-S1/2-NW1/4-NW1/4, thence South 03 degrees 03 minutes 30 seconds East, along the north line of said S1/2-N1/2-S1/2-NW1/4-NW1/4, thence South 89 degrees 07 minutes 53 seconds East, along said north line a distance of 42.01 feet to a point on said north line distant 66.00 feet easterly of the northeast corner of the West 420.00 feet of said S1/2-N1/2-S1/2-NW1/4-NW1/4, thence South 31 degrees 03 minutes 17 seconds East a distance of 154.77 feet to a point on the south line of said S1/2-N1/2-S1/2-NW1/4-NW1/4 distant 190.00 feet easterly of the southeast corner of the West 420.00 feet of said S1/2-N1/2-S1/2-NW1/4-NW1/4, thence South 89 degrees 07 minutes 53 seconds East, along said north line a distance of 720.56 feet to the east line of said NW1/4-NW1/4 and the collection of 1864.00 feet as detailed in Rasmussen Addition, thence North 09 degrees 14 minutes 14 seconds West, along said north line a distance of 800.98 feet to the point of intersection with the easterly extension of the north line of said Outlot A, thence North 09 degrees 07 minutes 53 seconds West, along said north line a distance of 33.01 feet to the point of beginning.

Subject to assessment recorded as Document No. A000434737

Subject to the dedicated street right-of-way for 18th Street per Document No. 336359

Herein caused the same to be surveyed and plotted as TRAILS EDGE and do hereby dedicate and deliver to the public use forever both Street, Trail Drive and Edge Drive as shown on the plat.

In witness whereof, we James O. Kulis and Lisa M. Kulis, husband and wife, have hereunto set our hands, this _____ day of _____

James O. Kulis
Lisa M. Kulis

STATE OF MINNESOTA
COUNTY OF CARLTON

The foregoing instrument was acknowledged before me this _____ day of _____ by

James D. Kulis and Lisa M. Kulis, husband and wife

Notary Public, Carlton County
My Commission Expires _____

In witness whereof, we Lee F. Gilchrist and Cathy M. Gilchrist, husband and wife, have hereunto set our hands, this _____ day of _____

Lee F. Gilchrist
Cathy M. Gilchrist

STATE OF MINNESOTA
COUNTY OF CARLTON

The foregoing instrument was acknowledged before me this _____ day of _____ by

Lee F. Gilchrist and Cathy M. Gilchrist, husband and wife

Notary Public, Carlton County
My Commission Expires _____

In witness whereof, Isabelle V. Lindholm, a single person, have hereunto set my hand, this _____ day of _____

Isabelle V. Lindholm

STATE OF MINNESOTA
COUNTY OF CARLTON

The foregoing instrument was acknowledged before me this _____ day of _____ by

Isabelle V. Lindholm, a single person

Notary Public, Carlton County
My Commission Expires _____

In witness whereof, I Grant J. Kulis, a single person, have hereunto set my hand, this _____ day of _____

Grant J. Kulis

STATE OF MINNESOTA
COUNTY OF CARLTON

The foregoing instrument was acknowledged before me this _____ day of _____ by

Grant J. Kulis, a single person

Notary Public, Carlton County
My Commission Expires _____

In witness whereof, Ditch Financial, L.L.C., has caused these presents to be signed by its proper officer, this _____ day of _____

Signed: Ditch Financial, L.L.C.

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me on _____ day of _____ by _____

Notary Public, _____ County
My Commission Expires _____

I hereby certify that taxes payable on _____ and prior years have been paid for the land described on this plat dated this _____ day of _____

Carlton County Auditor

COUNTY RECORDER

I hereby certify that the within plat of TRAILS EDGE was filed for record in this office this _____ day of _____ at _____ O'CLOCK _____ M. Filed as document No. _____

Carlton County Recorder

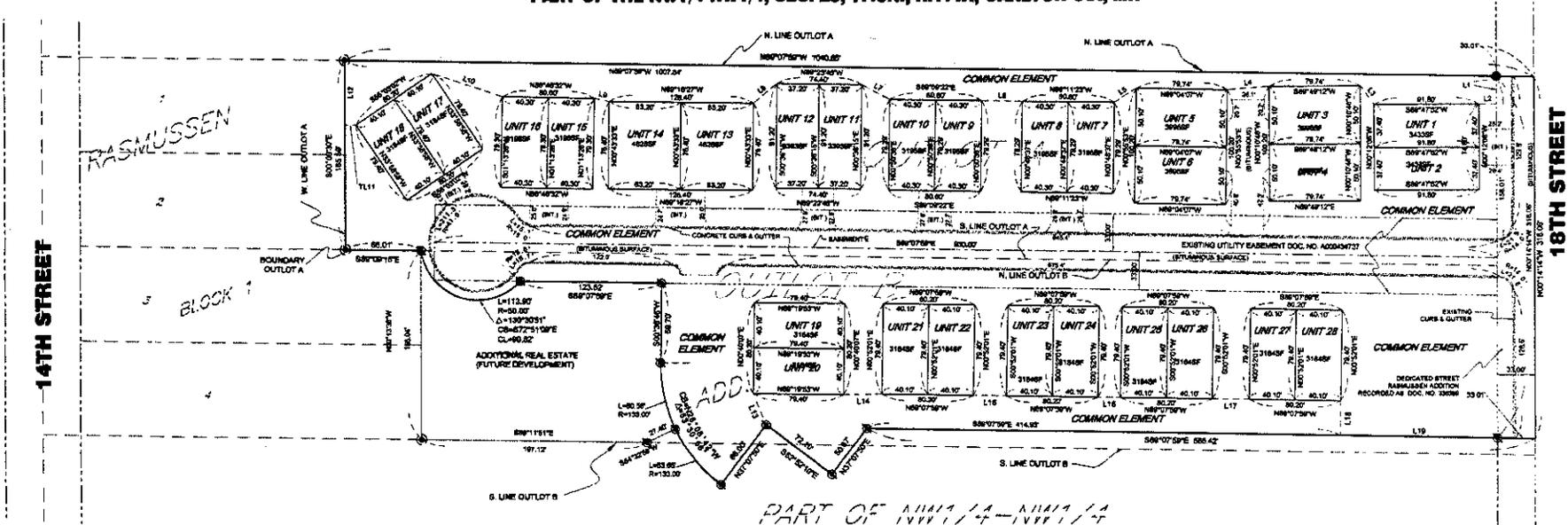
COPY

COMMON INTEREST COMMUNITY NO. 6 A PLANNED COMMUNITY

TRAILS EDGE

OUTLOT A & PART OF OUTLOT B, RASMUSSEN ADDITION & PART OF THE NW1/4-NW1/4, SEC. 25, T.49N., R.17W., CARLTON CO., MN

THIS CC IS PART OF THE DECLARATION RECORDED
AS DOCUMENT NO. AD00436268 ON THE
27 DAY OF SEPT. 2010. 2:44 P.M.
CARLTON COUNTY RECORDER



DEDICATION

I, Norman B. Liggett, do hereby certify that the work was undertaken by or retained and approved by me for the Common Interest Community No. 6, A Planned Community, TRAILS EDGE, being located upon:

Outlot A, that part of Outlot B, Rasmussen Addition and that part of the Northwest Quarter of Northwest Quarter, Section 25, Township 49 North, Range 17 West, Carlton County, Minnesota, described partly as follows:

Beginning at the northeast corner of said Outlot A, thence North 89 degrees 07 minutes 58 seconds West, along the north line of said Outlot A a distance of 1037.34 feet to the northwest corner of said Outlot A, thence South 03 degrees 06 minutes 30 seconds East, along the west line of said Outlot A a distance of 185.56 feet to the southwest corner of said Outlot A, thence South 86 degrees 00 minutes 15 seconds East, along the south line of said Outlot A a distance of 95.01 feet to the southeast corner of said Outlot B, thence southeasterly, along a bi-arc tangential curve concave to the northwest having a radius of 50.00 feet, central angle of 120 degrees 30 minutes 51 seconds (the chord of said curve of the point being South 72 degrees 51 minutes 06 seconds East, a distance of 113.80 feet, thence North 09 degrees 07 minutes 58 seconds East a distance of 123.62 feet, thence South 60 degrees 38 minutes 49 seconds West a distance of 69.70 feet, thence southeasterly, along a tangential curve concave to the northwest having a radius of 133.00 feet, central angle of 53 degrees 30 minutes 36 seconds, a distance of 124.25 feet, thence North 37 degrees 07 minutes 50 seconds East a distance of 68.00 feet, thence South 02 degrees 52 minutes 19 seconds East a distance of 72.10 feet, thence North 37 degrees 07 minutes 50 seconds East a distance of 50.87 feet, thence South 80 degrees 07 minutes 58 seconds East a distance of 389.42 feet to the northwest corner of 18th Street as shown on Rasmussen Addition, thence North 00 degrees 14 minutes 14 seconds West, along said north line a distance of 210.00 feet to the point of intersection with the southerly extension of one north line of said Outlot A, thence North 89 degrees 07 minutes 58 seconds West, along said north line a distance of 33.01 feet to the point of beginning.

Subject to easement recorded as Document No. AD00454737
Subject to the dedicated street right-of-way for 18th Street per Document No. 300288

This CIO Plat fully and accurately depicts all information required by Minnesota Statutes, Sections 518.24-10, 1.2, 2, 4, 5, 6, 7, 8, 9 and 10.

Dated this 15th day of DECEMBER, 2010.
Norman B. Liggett
Norman B. Liggett, Licensed Land Surveyor
MN Lic. No. 1022

STATE OF MINNESOTA
COUNTY OF ST. LOUIS

This recording instrument was acknowledged before me this 15th day of DECEMBER, 2010, by Norman B. Liggett, a Licensed Land Surveyor.

Norman B. Liggett
Notary Public, St. Louis County
My Commission Expires 12/31/2013

CITY APPROVAL

Approved by the City Council of the City of Cloquet, Minnesota, this 21st day of September, 2010.

Barbara Adley
Mayor, City of Cloquet, Minnesota

TAXPAYERS SERVICES DIVISION

I hereby certify that taxes payable in 2010 and prior years have been paid for the land described on this plat, dated the 23rd day of December, 2010.

Paul A. Brown
Carlton County Auditor

LEGEND:

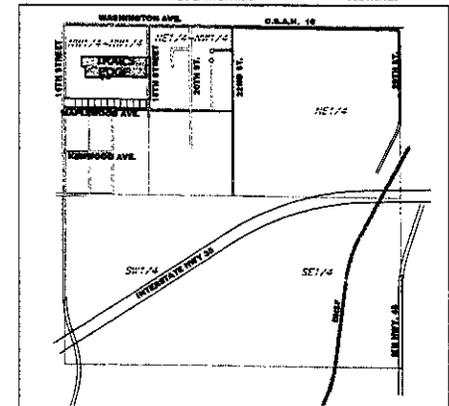
- EXISTING EASEMENT LINE
- EASEMENT CENTERLINE
- CURB & GUTTER LINE
- UNIT BOUNDARY LINE
- UNIT BOUNDARY LINE

- FOUND IRON PIPE
- ⊕ FOUND REBAR
- ⊗ SET 3/4" DIA. REBAR W/ CAP 10275

LINE TABLE

LINE	BEARING	DISTANCE
L1	S00°14'47"E	24.27'
L2	S89°43'06"W	15.06'
L3	N36°30'11"W	20.00'
L4	S85°21'13"W	36.72'
L5	S75°03'59"W	22.72'
L6	N88°47'18"W	35.35'
L7	N82°37'09"W	27.84'
L8	S50°33'59"W	26.56'
L9	N76°02'57"W	12.88'
L10	N71°44'44"W	84.88'
L11	S89°52'57"W	9.82'
L12	N00°06'30"W	36.86'
L13	S27°22'58"E	29.81'
L14	S88°53'21"W	33.44'
L15	N88°07'36"W	29.02'
L16	N88°07'36"W	19.80'
L17	N88°07'36"W	32.37'
L18	N88°07'36"W	39.87'
L19	S89°07'59"E	137.46'

LOCATION MAP



NO SCALE



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Assistant City Engineer
Reviewed by: Brian Fritsinger, City Administrator 
Date: November 9, 2015

ITEM DESCRIPTION: Community Education Agreement

Proposed Action

Staff recommends the City Council move to recommend approval of the 2016 Agreement with Independent School District #94 and Cloquet Community Education.

Background/Overview

For a number of years, the City has contracted with the School District and Community Education in order to staff and manage Cloquet's community recreation program. This cooperative agreement has allowed for increased efficiency, as well as the collaboration of resources while meeting a common goal of promoting recreational activities which increase quality of life in Cloquet.

Under the terms of the agreement, nine services are to be provided by Community Ed in return for the City's annual contribution. Examples of services include implementation of a community recreation program and the staffing and management of the Pinehurst Pond, Pine Valley Tubing Hill and the Red Cross swim program. Either party may terminate the agreement given 90 days written notice.

Policy Objectives

Park Master Plan Policy 7.1: Partnerships shall be sought to make unique opportunities available to the community and allow for facilities and programs that would otherwise be difficult to achieve by the City alone.

Park Master Plan Policy 7.4: The City shall require formal agreements with those partners providing resources, programs or activities benefiting the community.

Financial/Budget/Grant Considerations

Community Education has requested a 2.5% (\$1,700) increase in the 2016 agreement for total cost of \$69,700. This is the second adjustment since 2010 which will be used to offset staffing costs due to the increase in minimum wage. The Agreement amount is included as part of the Park system operating budget each year.

Advisory Committee/Commission Action

The Park Commission voted unanimously to recommend approval of the 2016 Community Education Agreement at their regular November 2nd Meeting.

Supporting Documents Attached

- 2016 Agreement

COMMUNITY EDUCATION AGREEMENT

The City of Cloquet, by and through its Parks Commission, hereinafter called "City," and Independent School District #94 operating the Community Education Program in the City of Cloquet, hereinafter called "District," have entered into an agreement pursuant to statutes as follows:

WHEREAS, the City has and is desirous of utilizing the Community Education Program for supervision, development, implementation, management, control and scheduling activities of the recreation program, Cloquet sport associations and programs consisting of general health; and

WHEREAS, the City has the authority pursuant to Minnesota Statutes 471.15 and 471.16 and, also, general authority under Minnesota Statutes for the operation of and maintenance of the general health and welfare of the residents of the City, and

WHEREAS, the District currently operates and manages a Community Education Program for the citizens of Cloquet.

NOW, THEREFORE, BE IT RESOLVED, that the City hereby contracts with the District to provide the following services:

1. Administer a year-round program of recreation and leisure time services through the offices of the Community Education Director providing all office, telephone, and material costs necessary for said program.
2. Administer adult recreation leagues and promote group recreational opportunities for adults of all ages.
3. Operation of a variety of youth and adult education programs that are considered recreation. Examples of these type of programs include, but are not limited to arts and crafts, sports classes (such as skiing, tennis, swimming), or fitness programs.
4. Pay for the wages and materials for a variety of adult and youth recreation programs developed and directed by Community Education, including but not limited to school year swim programs, park programs, summer programs, recreation leagues and special events. Sport Associations who develop and direct their sports programs will pay for wages and materials as directed by their bylaws and written agreements with the city.
5. Provide the necessary staff and support personnel for the operation and management of Pinehurst Pool during the summer months, Pine Valley Ski/Tubing hill during the winter months and the administration of the Red Cross Swim Program for adults and students. The staff is provided by Community Education and the city will reimburse Community Education as otherwise agreed for wages of such employees.
6. Provide staff for scheduling facilities and the scheduling system for the following city parks/facilities: Athletic, Dunlap Island, Hilltop, Pinehurst, Pine Valley, Sunnyside, Veterans and Senior Center (after 4p.m.) following the City of Cloquet Parks & Recreation Facility Policy with the goal in mind to maximize the use of the public facilities. Keys for the Pine Valley Chalet and Senior Center will be distributed through the Community Education office.

7. Coordinate and encourage the efforts of the Cloquet Sports Associations in the scheduling of fields and courts. Community Education will set a semi-annual meeting for the associations to discuss scheduling and other matters that they may deem necessary.
8. Operate and pay wages of the staff and purchase materials needed for the operation of the Cloquet Youth Center recreation program housed in the Cloquet Middle School.
9. Handle marketing for the recreation programs in the same manner as all other Cloquet Community Education programs. This will also include the Pine Valley Winter Recreation Area, the Senior Center or other park areas as appropriate.

TERM OF AGREEMENT

This Agreement will be in effect from January 1, 2016 through December 31, 2016. In enumeration for said services, the City hereby agrees to pay to the District the following yearly amount on a quarterly basis:

2016 – \$69,700

This Agreement will expire on December 31, 2016. Either party may terminate this Agreement by giving a 90 day written notice to the other party of its intent. Written notice shall be given by either party to the other party at the following addresses:

City of Cloquet
 City Administrator
 1307 Cloquet Avenue
 Cloquet, MN 55720

ISD #94
 Community Education Director
 509 Carlton Avenue
 Cloquet, MN 55720

It is the understanding of both the District and the City that the primary responsibility of the District is to develop, organize, publicize and manage activities as outlined above through the mutual agreement between the City’s representative, the Parks Commission, and District’s representative, and the Community Education Director. Activities are held in or on facilities controlled by the City and by the School District. Should a lawsuit result from the operation of one of these activities, defense and liability, if any, must be determined on a case by case basis.

Dated this ___ day of _____, 2015

CITY OF CLOQUET

INDEPENDENT SCHOOL DISTRICT #94

By: _____
 Mayor

By: _____
 Chairman

By: _____
 City Administrator

By: _____
 Superintendent



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 R
Date: November 10, 2015

ITEM DESCRIPTION: City Council Values Statement

Proposed Action

The City Council is asked to discuss its strategic priority related to Effective Governance and the specific initiative to create a process for achieving 100% participation of all Councilors.

Background/Overview

At its 2015 Strategic Planning Retreat, the City Council identified a number of initiatives to enhance effective governances. Specifically, the Council identified the development of a values statement related to its personal accountability as a Council representative.

Creating a Values Statement for an organization involves examining the organization's purpose and goals. Once it is clear where the organization wants to go, a Values Statement guides it while it makes decisions on how to get there. The content of such a guide depends on the members of the organization, their beliefs and what they consider desirable behavior. The ethics of possible courses of action also influence the Values Statement.

In the case of this specific initiative, the City Council is not looking at a statement that applies organizationally, but a statement that is specific to the City Council, even though the process and intent is very similar.

- **What are values?** To create a Values Statement, you have to have a clear idea of what values are and what values the City Council wants to highlight. Values are enduring beliefs or concepts that relate to desirable behavior or results. They are influenced by attitudes, interests, and preferences, but are more stable and less easily changed. They are related to virtues, but are more practical and more easily applicable as a guide for decisions.
- **Ethics.** Implicit in the concept of values is that the articulated values will lead to ethical decisions. Inclusive values that guide members to make decisions that are fair, just, and promote a greater good are appropriate values for a Values Statement. Statements that members can use to justify unethical behavior will weaken the organization. Such statements don't reflect the concept that the application of values results in positive behavior.

The conversations reflected during the retreat were primarily focused on the development of a statement that furthered the participation and role of each City Councilor. As such, the initiative becomes entwined with the broader areas of Values and Ethics.

Staff has included several examples of Value Statements adopted by other City Councils. Each is fairly unique in its scope and level of detail desired by that City Council.

The City Council is being asked to review these samples and to provide direction as to how the Council would like to go about developing its own Values Statement. Staff suggests using an upcoming Work Session to focus energy on this topic.

Policy Objectives

The completion of this initiative was identified as a priority as part of the City Council's 2015 Strategic Planning Retreat. The Council identified a target goal for completion of 12/31/15.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Strategic Priority: Effective Governance
- Grand Rapids Value Statement
- Manhattan Beach Core Values
- Ojai Values
- Watertown Values Statement/Roles of Conduct
- Topeka Council Statement of Values Behavior
- Mounds View Statement of Values

MONDAY, 9 NOVEMBER, 2015
420 N. POKEGAMA AVENUE

- (/)
- Your Government
 - Residents
 - Visitors
 - Maps
 - Doing Business
 - Engineering & Public Works
 - Parks & Recreation
 - Public Safety

Home (/) / Your Government / City Council

City Council (/your-government/city-council)

MISSION STATEMENT

We will meet the basic needs of our city with cost effective quality services, will facilitate healthy growth, and will prepare for the long-term development of our community.

VALUE STATEMENT

We will:

- Operate honestly, ethically and with integrity.
- Treat all people fairly, equitably, and respectfully.
 - Encourage open and free communication.
 - Respect differences of opinion.
- Recognize policy effect on personal and family lives.
- Prepare for all issues coming before the Council and respect the decisions made.
 - Operate in a safe and environmentally sound manner.
- Seek to continually improve in all areas of our business.

Update of May 1, 2012

Update of April 3, 2012

Update of March 6, 2012

Update of January 31, 2012

Throughout the budget cycle, the Strategic Plan proves beneficial in communicating and setting budget priorities.

Mission Statement

As part of the strategic planning process, the City Council developed a revised mission statement. The mission statement states WHY the organization exists and WHOM it serves. The City's mission statement is:

"The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, businesses and visitors."

Core Values

The City's core values explain what the organization values, recognizes and rewards – strongly held beliefs that are freely chosen, publically affirmed, and acted upon with consistency and repetition.

The City Council identified the following core values (not in priority order):



- Excellence
- Fiscal responsibility
- Ethical behavior
- Mutual respect
- Integrity
- Dedication to community
- Professionalism
- Openness

Three-Year Goals

The City Council's three-year goals state what the organization needs to accomplish (consistent with the Mission and moving the organization toward its Vision).

The City Council identified four (4) three-year goals for 2012-2015 (not in priority order):

- Maintain and enhance financial stability
- Increase organizational effectiveness and efficiency
- Maintain and enhance city facilities, programs and infrastructure
- Encourage engagement and increase participation of residents and businesses

City of Ojai Values

The following Values define how city officials and employees provide service to our community while ensuring the city's fiscal stability, and the health, safety, and welfare of its citizens.

We Value:

Transparency and Open Communications

We will conduct our business in public so that our citizens can easily understand our processes and policies.

We will listen carefully and remain open to different perspectives.

We will explain workplace policies, issues and changes so that decisions and procedures are understood.

We will provide opportunities for officials, commissioners, community organizations, employees, volunteers, and the community to connect with each other, share and offer information.

Accountability

We dedicate ourselves to being honest and respectful in how we communicate with each other and our community.

We will be accountable to each other and the community we serve.

We will accept responsibility for our decisions and our actions.

Engagement

We will work together and support one another to provide unbeatable customer service to our community.

We will encourage and support community groups to pursue programs and projects for the benefit of Ojai.

We actively encourage citizen participation to educate and inform us and influence our decisions.

Respect

We will be respectful and considerate of each other and all those we serve.

We will actively listen to others when they speak.

Proposed Values Statement

THE FOLLOWING VALUES ARE FUNDAMENTAL TO THE CITY OF WATERTOWN'S SUCCESS AND THE FULFILLMENT OF OUR MISSION:

- 1) **Excellence and Quality in the Delivery of Services**
We believe that service to the public is our reason for being and strive to deliver quality services in a highly professional, cost-effective and efficient manner.
- 2) **Fiscal Responsibility**
We believe that fiscal responsibility and the prudent stewardship of public funds is essential for citizen confidence in government and we strive for diverse sources of revenue.
- 3) **Ethics and Integrity**
We believe that ethics and integrity are the foundation blocks of public trust and confidence and that all meaningful relationships are built on these values.
- 4) **Fairness**
We believe policies and decision making processes that are applied consistently across all parties is the foundation for fairness.
- 5) **Transparency**
We believe that transparency: keeping our stakeholders informed through open and honest communication is essential for an informed and involved citizenry and the fostering of a positive working environment for employees.
- 6) **Professionalism**
We believe that continuous improvement is the mark of professionalism and are committed to applying this principle to the services we offer and the development of our employees.
- 7) **Visionary Leadership and Planning**
We believe that the very essence of leadership is to be visionary and to plan for the future.
- 8) **Small Town Atmosphere**
We believe that our city's small town atmosphere and unique charm is what attracts people to our community and encourages their participation in our activities.

PROPOSED RULES OF CONDUCT FOR THE CITY OF WATERTOWN

- RULE #1** Council members treat each other, the staff, and the public with respect and dignity.
- RULE #2** Council members maintain the highest standards of honesty and integrity in their public and private dealings.
- RULE #3** Council members recognize the interdependency of the council and the professional staff.
- RULE #4** Council members are courteous in their dealings, and do not interrupt other council members, the staff, or citizens when they are speaking at council meetings.
- RULE #5** Council members respect the individuality and contribution that other council members and staff members bring to the city.
- RULE #6** Council members respect the majority vote of the council, and do not undermine or sabotage implementation of ordinances, policies, and rules passed by the majority.
- RULE #7** Council members respect, and do not belittle, the minority opinions and votes of council members who are not part of the majority vote on key issues.
- RULE #8** Council members praise in public and critique and discipline in private.
- RULE #9** Council members focus on the "big picture of the city," thinking and acting strategically.
- RULE #10** Council members set an example for others to follow.

Topeka City Council Statement of Values and Behavior

The office of elected official is one of trust and service to the citizens of Topeka. This position creates a special responsibility for each Topeka city council member. In response to this, the Topeka city council is expected to govern in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective governing. To further these objectives, certain values based principles shall govern the conduct of every council member, who shall:

1. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the citizens of Topeka;
2. Recognize that the chief function of local government at all times is to serve the best interests of all of the people;
3. Be dedicated to public service by being cooperative and constructive, and by making the best and most efficient use of available resources;
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the council. Do not seek nor accept gifts or special favors; believe that personal gain by use of confidential information or by misuse of public funds or time is dishonest;
5. Recognize that public and political policy decisions, based on established values, are ultimately the responsibility of the city council, and
6. Conduct business in open, well-publicized meetings in order to be directly accountable to the citizens of Topeka. It is recognized that certain exceptions are made by the State for executive sessions; however, any action as a result of that type of meeting will be handled later in open session.

Council Relations Policy

The Topeka City Council is the governing body for the City of Topeka; therefore, it must bear the responsibility for the integrity of governance. The council is responsible for its own development (both as a body and as individuals), its responsibilities, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy will address mayor and council relations, council and staff relations, and council and media relations. By adopting these guidelines for ourselves as elected officials, we acknowledge our responsibility to each other, to our professional staff, and to the public.

The city council will govern the city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy, and a dedication to the promotion of efficient and effective governing.

The following statements will serve as a guide and acknowledge the commitment being made in this service to the community:

1. The council has as high priorities the continual improvement of the member's professional ability and the promotion of an atmosphere conducive to the fair exchange of ideas and policies among members.
2. The council will endeavor to keep the community informed on municipal affairs; encourage communication between the citizens and the city council; and strive for strong, working relationships among its intergovernmental partners.
3. In its governance role, the council will be dedicated to friendly and courteous relationships with staff, other council members, and the public, and seek to improve the quality and image of public service. Respect will be shown at all times to citizens, staff, and each other.
4. Each council member will make a commitment to improve the quality of life for the individual and the community, and to be dedicated to the faithful stewardship of the public trust. The good of the City will be placed first when the council makes any decision.

Statement of Responsibility

In order to ensure proper discharge of duties for the improvement of representative democratic local government, Topeka City Council members will display behavior that demonstrates independent, impartial review of all matters addressed by them, and be duly responsible to the citizens of Topeka and to each other in their relationships.

Section I: Mayor-City Council Relations

Mike's Comments - This section particularly needs to be discussed by and customized for the Topeka City Council. It is provided as a starting point and is based on the general conversations at the 4/23/11 meeting.

A. Mayor's Responsibilities

1. The mayor shall be the presiding officer at all meetings. The deputy mayor shall preside in his/her absence.
2. The mayor shall have a voice in all matters before the council and may vote on agenda items as stipulated by city charter ordinances.
3. The mayor shall preserve order and decorum and shall require council members engaged in debate to limit discussion to the question under consideration.
4. The mayor is the spokesperson for the council on all matters unless absent, at which time his/her designee will assume the role.
5. The mayor will encourage all council members to participate in council discussion and give each member an opportunity to speak before any member can speak again on the same subject. The mayor may limit each speaker to five minutes to ensure efficient use of time.
6. The mayor is responsible for keeping the meetings orderly by recognizing each member for discussion, limiting speaking time, encouraging debate among members and keeping discussion on the agenda item being considered.
7. Should a conflict arise among council members, the mayor serves as mediator.
8. All decisions made by the mayor should be respected. The mayor will show fairness to every citizen, staff member and fellow council members.
9. The mayor is responsible to ensure the orientation of all new council members after an election. The orientation shall include council procedures, staff and media relations, current agenda items and municipal leadership training programs.

B. Council Responsibilities

1. Agenda Item Placement Procedure: Any council member may request the city manager to place an item on the agenda for discussion. Should staff time be required to address this item, the city manager may canvass all council members to determine the support for commitment of staff time and resources.
2. Council members will be prepared for each meeting by reading over the agenda and associated background material. Informational questions or clarification should be requested in advance in order to facilitate the meeting moving smoothly. Members will also have knowledge of meeting rules to ensure debate remains effective, efficient, and transparent.
3. Council will be fully prepared to be involved in discussions of all issues that come before them. Members will debate in a forthright manner by voicing what is in their heart and mind. However passionate an issue becomes, decisions will not be taken personally and no resentment of past decisions will linger.
4. It is the responsibility of council members to be informed about previous action taken by the council in their absence. In the case of absence from a workshop session where information is given, the individual council member is responsible for obtaining this information prior to the council meeting when said item is to be voted upon.
5. Council Training: EXAMPLE [Each council member is encouraged to attend at least one League of Kansas Municipalities or National League of Cities sponsored conference each year in order to stay informed on issues facing municipalities.] [What else??]

OTHER ITEMS OTHER COUNCILS OFTEN INCLUDE – NOT DISCUSSED

6. When addressing an agenda item, the council member shall first be recognized by the mayor, confine himself/herself to the question under debate, avoid reference to personalities, and refrain from impugning the integrity or motives of any other council member or staff member in his/her argument or vote.
7. In the absence of a ruling by the mayor on any procedural matter, a council member may move to change the order of business or make any other procedural decision deemed appropriate. The affirmative vote of a majority of the council members present and voting shall be necessary to approve the motion.
8. Any council member may appeal to the council as a whole from a ruling by the mayor. If the appeal is seconded, the person making the appeal may make a brief statement and the mayor may explain his/her position, but no other member may speak on the motion. The mayor will then put the ruling to a vote of the council.

9. Any council member may ask the mayor to enforce the rules established by the council. Should the mayor fail to do so, a majority vote of the council members present shall require him/her to do so.
10. When a council member is appointed to serve as liaison to a board, the council member is responsible for keeping all council members informed of significant board activities.

C. Code of Conduct for Mayor and Council Members

1. During the council meetings, council members shall preserve order and decorum, shall not interrupt or delay proceedings, and shall not refuse to obey the orders of the mayor or the rules of the council. Council members shall demonstrate respect and courtesy to each other, to city staff members, and to members of the public appearing before the council. Council members shall refrain from rude and derogatory remarks and shall not belittle staff members, other council members, or members of the public.
2. Council Members should not use their position to secure special privileges and should avoid situations that could cause any person to believe that they may have brought bias or partiality to a question before the council.
3. Members of the council will not condone any unethical or illegal activity. All members of the council agree to uphold the intent of this policy and to govern their actions accordingly.
4. The council will strive to maintain a congenial environment at its meetings.
5. What else??

Section II: Council and Staff Relations

No single relationship is as important as that of the council and their city manager in effectively governing the City of Topeka. It is for this reason that the council and the city manager must understand their respective roles in that process. The city manager is the primary link between the council and the professional staff. The council's relationship with the staff shall be through the city manager.

1. In order to ensure proper presentation of agenda items by staff, questions arising from council members after receiving their information packet should be whenever possible, presented to the city manager for staff consideration prior to the council meeting. This allows staff time to address the council member's concern and provide all council members with the additional information.
2. The city manager shall designate the appropriate staff member to address each agenda item and shall see that each presentation is prepared and presented in order to inform and educate the council on the issues which require council action. The presentation

should be professional, timely, and allow for discussion of options for resolving the issue. The staff member making the presentation shall either make it clear that no council action is required, present the staff recommendation, or present the specific options for council consideration. Staff presentations and council discussions will be listened to and evaluated without jumping to conclusions. All viewpoints will be recognized and no decision will be predetermined. Council will honor staff's need for a recess if additional information needs to be made available during a meeting.

3. The city manager is directly responsible for providing information to all the council concerning any inquiries by a specific council member. If the city manager or his/her staff's time is being dominated or misdirected by a council member, it is his/her responsibility to inform the mayor of the concern.
4. The city manager will be held responsible for the professional and ethical behavior of himself/herself and the discipline of his/her staff. The city manager is also responsible for seeing that his/her staff also receives the education and information necessary to address the issues facing municipal government.
5. Council will refrain from blaming staff for unfavorable recommendations. Any conflicts arising between the city staff and the council will be addressed by the mayor and the city manager.
6. All of the rules applicable to council will also be applicable to staff. All staff members shall show each other, each council member, and the public respect and courtesy at all times. They are also responsible for making objective, professional presentations to ensure public confidence in the process.
7. The city manager, after an election, will make sure that staff has prepared information needed for the orientation of new council members and inform them of any League of Kansas Municipalities' conferences and seminars available. The city manager will also be responsible for meeting personally with new members and informing them about city facilities and procedures.

Section III: Council and Media Relations

Since the democratic form of government is only successful when the citizens are kept informed and educated about the issues facing their municipality, it is imperative the media play an important role in the council-manager-media relations. It is through an informed public that progress is ensured and good government remains sensitive to its constituents. These guidelines are designed to help ensure fair relationships with print, radio, and television reporters. The council and the city manager recognize that the news media provide an important link between the council and the public. It is the council's desire to establish a professional working relationship to help maintain a well informed and educated citizenry.

1. During the conduct of official business, the news media shall occupy places designated for them or the general public.

2. All reporters will receive an agenda in advance and will be furnished support material needed for clarification if requested.
3. In order to preserve the decorum and professionalism of council meetings, the media are requested to refrain from conversing privately with other people in the audience and to conduct any interviews with the public outside the council chambers while council is in session.
4. It is requested that all reporters new to city council meetings meet with the city manager, mayor, or the media relations representative prior to covering their first meeting to be informed of policies and procedures to help ensure a professional working relationship between the media reporter and the city.
5. On administrative matters, the city manager is the spokesperson, unless he/she has appointed a media relations person to present staff information on the agenda.
6. The mayor, or his/her designee, is the primary spokesperson for the city on matters regarding policy decisions or any council information pertaining to issues on the agenda. In order to ensure fair treatment of an issue, any clarifications requested by the media on the issue should be addressed after the meeting. When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. This lets the public know that the item was seriously debated and options discussed before a vote was taken, and helps build confidence in the democratic process.
7. The Topeka City Council is made up of nine council members and a mayor, each elected by the citizens of Topeka. In respect to each council member and his/her constituents, his/her views as presented on an issue before the council should provide equitable representation from all ten members. Even though council members may express differing ideas, equitable representation helps promote unity of purpose by allowing the public to be informed of each member's position during his/her term of office and not only during an election campaign.

We all have the responsibility to protect the integrity of our governing process and therefore, have read and agreed to the above guidelines.



Statement of Values

Preamble

The proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. The City of Mounds View has adopted this Statement of Values to promote and maintain the highest standards of personal and professional conduct in the City's government. All elected and appointed officials, City employees, and volunteers are required to subscribe to this statement, understand how it applies to their specific responsibilities, and practice its core values in their work. Because we seek public confidence in the City's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this statement.

The Values

As a Representative of the City of Mounds View,

1. I serve the public interest
2. I fulfill the duties and responsibilities of holding public office
3. I am ethical
4. I am professional
5. I am fiscally responsible
6. I am conscientious
7. I communicate effectively
8. I am collaborative
9. I am forward thinking

Value expressions

1. I serve the public interest. In practice, this value means that:
 - a. I provide courteous, equitable, and prompt service to everyone.
 - b. I am attuned to, and care about, the needs and issues of citizens, public officials, and city workers.
 - c. I am interested, engaged, and responsive in my interactions with constituents.
 - d. I recognize and support the public's right to know the public's business.

2. I fulfill the duties and responsibilities of holding public office. In practice, this value means that:

- a. I observe the highest standards of integrity in my official acts and undertake my responsibilities for the benefit of the greater public good.
- b. I faithfully discharge the duties of my office regardless of my personal considerations, recognizing that the public interest is my primary concern.
- c. I uphold the Constitution of the United States and the Constitution of the State of Minnesota and carry out impartially the laws of the nation, state, and city and thus foster respect for all government.
- d. I comply with both the letter and the spirit of the laws and policies affecting operations of the City.
- e. I recognize my obligation to implement the adopted goals and objectives of the City in good faith, regardless of my personal views.
- f. I conduct myself in both my official and personal actions in a manner that is above reproach.
- g. I do not use my position to secure for myself or others special privileges or exemptions that are different from those available to the general public.
- h. I understand and abide by the respective roles and responsibilities of elected and appointed officials and city staff and will not undermine them in their work.
- i. I am independent, impartial, and fair in my judgment and actions.

3. I am ethical. In practice, this value means that:

- a. I am trustworthy, acting with the utmost integrity and moral courage.
- b. I am truthful, doing what I say I will do, and am reliable.
- c. I am accountable for my actions and behavior and accept responsibility for my decisions.
- d. I make impartial decisions, free of influence from unlawful gifts, narrow political interests, and financial and other personal interests that impair my independence of judgment or action.
- e. I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- f. I oppose all forms of harassment and unlawful discrimination.
- g. I extend equal opportunities and due process to all parties in matters under consideration.
- h. I show respect for confidences and confidential information.
- i. I avoid giving the appearance of impropriety and of using my position for personal gain.

4. I am professional. In practice, this value means that:

- a. I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
- b. I approach my job and work-related relationships with a positive attitude, contributing to a supportive, respectful, and non-threatening work environment.

- c. I keep my professional knowledge and skills current and growing.
- d. I am respectful of all city staff, officials, volunteers, and others who participate in the City's government.

5. I am fiscally responsible. In practice, this value means that:

- a. I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the City, especially its financial stability.
- b. I demonstrate concern for the proper use of City assets (e.g., personnel, time, property, equipment, funds), follow established procedures, and do not use public resources for personal gain.
- c. I make decisions that seek to preserve the financial capacity of the City to provide programs and services for City residents.
- d. I provide full disclosure of any potential financial or other private conflict of interest. I abstain from participating in the discussion and vote on these matters.
- e. I prevent misuse of public funds by establishing, maintaining, and following strong fiscal and management controls.
- f. I report any misuse of public funds of which I am aware.

6. I am conscientious. In practice, this value means that:

- a. I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b. I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
- c. I am respectful of established City processes and guidelines.
- d. I prioritize my duties so that the work of the City may move forward.
- e. I prepare for all meetings by reviewing any materials provided ahead of time. When I have materials to contribute, I make sure all others involved have ample time to review these materials prior to the meeting.

7. I communicate effectively. In practice, this value means that:

- a. I convey the City's care for and commitment to its citizens.
- b. I communicate in various ways that I am approachable, open-minded, and willing to participate in dialog.
- c. I engage in effective two-way communication by listening carefully, asking questions, and responding appropriately which adds value to conversations.
- d. I do not interfere with the orderly conduct of meetings by interrupting others or making personal comments not germane to the business at hand.
- e. I follow up on inquiries in a timely manner.
- f. I encourage and facilitate citizen involvement in policy decision-making.
- g. I am respectful in disagreements and contribute constructively to discussions on the issue.

8. I am collaborative. In practice, this value means that:
 - a. I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding to accomplish common goals.
 - b. I share information with others in a timely manner so that, together, we can make informed decisions.
 - c. I work towards consensus building and gain value from diverse opinions.
 - d. I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.

9. I am forward thinking. In practice, this value means that:
 - a. I promote intelligent, proactive, and thoughtful innovation in order to advance the City's policy agenda and provide City services while considering the broader regional, state-wide, national, and international implications of the City's decisions and issues.
 - b. I maintain consistent standards, but am also sensitive to the need for compromise, creative problem solving, and making improvements when appropriate.
 - c. I am open to new ideas and processes, adopting them as they conserve resources and provide efficient and cost-effective service.
 - d. I consider the potential long-term consequences and implications of my actions and inactions.

Policy approved via Resolution 7588
Adopted March 8, 2010