



**CITY OF CLOQUET
City Council Agenda
AMENDED
Wednesday, February 6, 2019
7:00 p.m.
City Hall Council Chambers**

5:30 - COUNCIL WORK SESSION

- Citizens Advisory and Library Board Interviews
- Council Retreat Date
- Animal Control Update
- WLSSD I&I Point of Sale Inspections Discussion

1. Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

- a. Approval of February 6, 2019 Council Agenda

4. Approval of Council Minutes

- a. Work Session minutes from the January 15, 2019 meeting
b. Regular Council Minutes from the January 15, 2019 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. 19-08, Authorizing the Payment of Bills and Payroll
b. Water Treatment Plant Change Order No. 1
c. Resolution No. 19-09, Authorizing the State Library Construction Grant
d. Arena Transfer Agreement
e. Resolution No. 19-10, Approving New Lawful Gambling Premises Permit Application, American Legion Post 262



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Wednesday, February 6, 2019
7:00 p.m.
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6. **Public Hearings**

None.

7. **Presentations**

None.

8. **Council Business**

a. Appointment to Citizen's Advisory Board and Library Board

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**



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: February 6, 2019

ITEM DESCRIPTION: Police Citizen Advisory Board (CAB) and Library Board Interviews & Appointments

Proposed Action

Interview two candidates for the open CAB seat and two candidates for the open Library Board seat at the Work Session. Appoint one applicant to the CAB and one applicant to the Library Board at the regular meeting.

Background/Overview

The Council will interview and appoint applicants to the CAB and Library Board.

Supporting Documentation Attached

- Interview Questions
- Applications
- Appointment Policy



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**Application for Appointment to
 Advisory Boards and Commissions**

Name: Lauren Herbert		Date: 11/29/18	
Address			
Email:			
Home Phone:	Work Phone:	Cell Phone:	
How long have you lived in Cloquet?	Years/Months: 7/6	Which Ward? 4	
What Cloquet community activities have you been involved in? I am currently serving as a CAB member. I am also actively involved in our church.			
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. As mentioned above, I am currently a member of the CAB. I have also previously served on advisory boards (academic, citizens, and mental health) for the Long Beach, CA PD. In addition, I have been a member of the Association of Threat Management Professionals, which assisted in advising police departments in the Los Angeles area.			
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: CAB			
Would you consider an alternate appointment?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one? Perhaps in the future, but not at this time.			
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. I have a full time job, as well as a private practice. My roles require travel, but typically this is not last minute. I do manage my own schedule, however, and have the ability to be flexible.			
Why do you wish to be on a Board/Commission? I have a strong desire to objectively assist the community and local police department. I have enjoyed my previous and current roles in these types of advisory positions.			
Please describe any other relevant information you would like us to know. As previously mentioned, I've served in roles that have assisted police departments in a variety of capacities. In addition, I am employed in a full time position management position. As such, I understand command and organizational structure, union and non-union positions, sworn and civilian duties, as well as the intricacies of HR related matters (such as hiring and progressive discipline).			

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



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**Application for Appointment to
 Advisory Boards and Commissions**

Name: Mark Cline		Date: 12/20/18
Address		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: 1 year 7 months	Which Ward? 1
What Cloquet community activities have you been involved in? Volunteer for Pine Knot paper. Since I'm fairly new to the city and recently retired, I'm searching for more ways to contribute to my community.		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. Considerable experience in student gov't while in college; since then, focus was on career & raising a family. I did serve for several years as an officer of a neighborhood homeowner's association when I lived in the Twin Cities. I also worked a bit with Hennepin County Medical Center in their patient-centered care initiative, primarily by sharing my own experiences and ideas at various meetings.		
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, fill in the name of Board/Commission:		
1) Citizens' Advisory Board 2) Planning commission		
Would you consider an alternate appointment?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, which one?		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. None outside of recreational travel; retired		
Why do you wish to be on a Board/Commission? Since I have free time now, which I never did during my career, I want to contribute to my community. Policing issues are important to me, as I have a nephew who serves, and worry daily about his putting his life on the line. I also have grave concerns, however, when I see cases of departments abusing their authority. I recognize the fine balance that needs to be reached in this regard. I am also a strong believer that good communications between law enforcement and the citizens it protects leads to mutual trust and respect, which in turn results in safer communities. The police department also interests me. Being familiar to the city and local government is		
Please describe any other relevant information you would like us to know. I was a small business owner for the majority of my career, and benefited from a strong community, especially after suddenly finding myself a single father of 2 handicapped boys (another reason that I didn't have time for community activities previously). I returned to the area (I graduated from UMD many years ago) upon retirement, out of my love for all it offers, and now have the time & energy to give back to the community.		

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

THIS INFORMATION WILL BE DISTRIBUTED TO COUNCIL AND IS CLASSIFIED AS PUBLIC DATA

Full reply to why I wish to serve on a board (electronic form truncated my reply):

Since I have free time now, which I never did during my career, I want to contribute to my community. Policing issues are important to me, as I have a nephew who serves, and worry daily about his putting his life on the line. I also have grave concerns, however, when I see cases of departments abusing their authority. I recognize the fine balance that needs to be reached in this regard. I am also a strong believer that good communications between law enforcement and the citizens it protects leads to mutual trust and respect, which in turn results in safer communities. The planning commission also interests me. Being fairly new to the city, my "outsider" perspective is that Cloquet's zoning appears rather haphazard. I'd like to learn more about what goes into zoning decisions, and contribute ideas for productive changes where appropriate. Owning a higher-end home (by local standards), I of course want to protect my own property values, but also feel that the city as a whole could benefit from stronger planning. For some reason, I find myself particularly drawn to the character of the West side of downtown (was broken hearted when Avenue C closed), and would love to contribute to its revitalization.



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**Application for Appointment to
 Advisory Boards and Commissions**

Name: STEVEN C. KORBY		Date: January 18, 2019
Address		
Email: 1771		
Home Phone:	Work Phone:	Cell Phone: 3
How long have you lived in Cloquet? 30 + years	Years/Months: 30 - 1 month	Which Ward? Sunny Side Five.
What Cloquet community activities have you been involved in? Second Harvest Mobile Food Bank, On Youth Basketball + Baseball Boards Coached Youth Baseball - Basketball - Soccer, Member (about 50 years) and served on Cloquet Country Club Board of Directors. Youth activities at Our Saviors Lutheran Church, Habitat for Humanity		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. Board of Directors Cloquet Country Club, Professional Assoc. Board of Directors (Northland Human Resources Assoc. + Lake Superior Society of Training + Development), Youth Basketball + Baseball Boards.		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: Library Board		
Would you consider an alternate appointment?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one?		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. Schedules are flexible for the most part		
Why do you wish to be on a Board/Commission? Support Life long Learning (big proponent + Library Board seems like a good fit.) Share some of my Board experiences + skills learned as a Human Resources Professional for nearly 40 years.		
Please describe any other relevant information you would like us to know. Regularly go to the library. Check out hot spot, books, etc. Have attending some special meetings at Library (such as Drawing Birds, etc.) Expansion is exciting. I've also written State Grant Requests on past jobs.		

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

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1/17 to Bern



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Application for Appointment to
Advisory Boards and Commissions

Name: DONALD WALSH		Date: JANUARY 15, 2019	
Address: Cloquet, MN 55720			
Email:			
Home Phone:		Work Phone: NA	Cell Phone:
How long have you lived in Cloquet? 75 years		Years/Months:	Which Ward? WARD 2
What Cloquet community activities have you been involved in? I served on the PLANNING Commission FROM 1999-2002. I VOLUNTEERED with Red Cross.			
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I have served on many BOARDS - e.g. Cloquet community EDUCATION ADVISORY COUNCIL, MEMBER CCU SUPERVISORY COMMITTEE			
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: LIBRARY BOARD			
Would you consider an alternate appointment?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one?			
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. NONE			
Why do you wish to be on a Board/Commission? I AM A REGULAR USER OF THE LIBRARY AND WOULD LIKE TO BE INVOLVED IN THE GROWTH AND POSSIBLE NEW IDEAS FOR THE UPCOMING ADDITIONS.			
Please describe any other relevant information you would like us to know.			

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

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GUIDELINES FOR ADVISORY COMMISSION APPOINTMENTS AND PROCEDURES POLICY

I. PURPOSE

- A. Assure balanced and fair access to the appointment process for all City advisory commission positions appointed by the City Council.
- B. Set up a uniform recruitment and selection policy for all eligible applicants to the City advisory commissions.
- C. Establish and outline the role of advisory commissions and commissioners within the City of Cloquet in a clear format.
- D. Provide applicants to City advisory commissions with necessary information pertinent to their position as an advisory commission member.

II. POLICY

It is the purpose of this policy to provide fair and consistent guidelines to be followed in regards to the application, appointment, orientation and role of advisory commissioners.

III. PROCEDURE

A. Application Process

1. Advertisements will be included on the City's website and will be included in the City's official newspaper.
2. The advisory commission application will be included on the City of Cloquet website.

B. Appointment Process

1. If there are more applications than positions available for any commission openings each applicant will be asked to take part in a fifteen-minute interview with the City Council.
2. The interview will consist of open ended questions based on the commission each applicant wishes to serve on, along with standard questions to be asked of all applicants.
3. A majority of the Council must approve an appointment.

C. Orientation

1. Each appointed advisory commissioner will receive an orientation packet, which contains all pertinent information to the specific advisory commission on which the commissioner will be serving.
2. Orientation meetings will be conducted, consisting of all new advisory commission members and the staff liaisons to each advisory commission.
3. Guidelines will be discussed during the orientation process regarding the advisory commissions' relationship to the City Council, emphasizing the advisory commissions' advisory nature to the City Council.

Guidelines for Advisory Commission Appointments/Procedures

D. Attendance Policy

1. In the event that an advisory commissioner is absent from three meetings in a row, he or she may be removed from the advisory commission.
2. Attendance records shall be included in the advisory commission meeting minutes.
3. Alternate members on each commission are asked to attend all commission meetings; however, alternate members are only permitted to vote in the event that a regular commission member is not present.

IV. RESPONSIBILITY

By accepting this policy, the City of Cloquet accepts responsibility to enact the guidelines and policies as proposed. Any proposed modifications to the policy must be submitted to the City Council for consideration and approval.



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REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: February 6, 2019

ITEM DESCRIPTION: Council Retreat

Proposed Action

Finalize a Council retreat date.

Background/Overview

After two rounds of polling there is not a weekend date through the end of April that works for all Council Members. The closest we have is February 23rd where all but Council Member Carlson can attend or February 24th where all but Council Member Lamb can attend. The Council should decide if they want to proceed with a member missing or start looking at dates during the week.

Supporting Documentation Attached



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REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AK*
Date: February 6, 2019

ITEM DESCRIPTION: Animal Control Update

Proposed Action

Review proposed action plan to address stray animals.

Background/Overview

The City and County have been reviewing numerous options to address stray animals in the County after the closure of Friends of Animals. Staff will provide details on a proposed course of action that has been reviewed with all the other governmental units in the County. If the Council supports the direction recommended, staff will work with the other governmental units to implement as soon as possible.

Supporting Documentation Attached



DEPARTMENT OF PUBLIC WORKS

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Street - Water - Sewer – Engineering - Park
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REQUEST FOR COUNCIL ACTION

To: City Council
From: John Anderson, Assistant City Engineer
Reviewed By: Aaron Reeves, City Administrator *AK*
Date: February 05, 2019

ITEM DESCRIPTION: Inflow and Infiltration Ordinance - Work Session Discussion

Proposed Action

No action required, information provided to the City Council for background only at this time.

Background/Overview

Inflow and Infiltration (I&I) is clean unpolluted water that enters the sanitary sewer system. Typically, I&I increases with wet weather when high groundwater levels works its way into sewer pipes and manholes. The City has been addressing this problem on the public portion of the sewer system. The private side of this system also requires attention. In an effort to establish a program to deal with the private portion of the sewage collection system, WLSSD has put in place an ordinance that requires cities that discharge to their system to develop a program that addresses I&I in private sewer services.

Attached is the Ordinance that WLSSD adopted in 2017. Customers of WLSSD are required to develop a plan that meets the guidelines laid out in the WLSSD ordinance by February 2020. Public works staff is beginning the process to develop a draft policy addressing the WLSSD Ordinance. This policy will ultimately be incorporated into City Code.

City staff is sharing this information with the City Council at the onset to inform the Council on this effort and solicit feedback on the direction and content of this policy

Supporting Documents Attached

- WLSSD Ordinance Establishing Standards for Reduction of Inflow and Infiltration

**WESTERN LAKE SUPERIOR SANITARY DISTRICT
ORDINANCE ESTABLISHING STANDARDS
FOR REDUCTION OF INFLOW AND INFILTRATION**

Amended June 26, 2017

Article I: Authority and Purpose.

Section 1.1 The Western Lake Superior Sanitary District (“WLSSD”) was established by the Laws of the State of Minnesota as codified in Minn. Stat. Chapter 458D. WLSSD owns and operates a network of interceptor sewers and a regional treatment facility (collectively referred to as the Treatment Works) for the collection and treatment of municipal and industrial wastewater from sources within WLSSD boundaries. To ensure the best use of the Treatment Works, WLSSD regulates and enforces its responsibilities through a series of ordinances, agreements and enforcement mechanisms. The capacity allocation system regulates the distribution of finite Treatment Works capacity among customers. This Ordinance establishes standards for the reduction of Inflow and Infiltration (“I & I”) from municipal wastewater customers through the requirement of the preparation and implementation of I&I ordinances, annual reduction plans and progress reports, elimination of I & I through Sump Pump and Sewer Service Lateral compliance programs for structures and the enforcement of penalties for failure to comply. This Ordinance will protect the health, welfare and safety of the public and the environment by requiring the reduction of I & I, minimizing the risk of overflows in the wastewater conveyance and treatment system (“WCTS”).

Article II: Definitions.

- Section 2.1 “*Actual Peak Flow*” means the highest one-hour wastewater flow rate measured in million gallons per day (MGD) actually discharged by a Municipal Customer within any individual clock hour (60-minute average) of any calendar day (24-hour period) based on measurement determined and recorded by WLSSD.
- Section 2.2 “*Average Dry Weather Flow*” means the flow in a sanitary sewer during periods of dry weather in which the sanitary sewer is under minimum influence of inflow and infiltration. The average daily flow in the month of January is typically used.
- Section 2.3 “*Permitted Peak Flow*” means the highest one-hour wastewater flow rate measured in million gallons per day (MGD) allowable per User within any individual clock hour (60-minute average) of any calendar day (24-hour period) as identified in the Customer’s Capacity Allocation Permit. This value is determined by averaging on a five-year basis the Average Dry Weather Flow for each municipal customer and applying the wet weather Municipal Peak Flow Standards as included in the WLSSD Comprehensive Wastewater Services Plan. For industrial customers the Permitted Peak Flow rate is based upon the remaining hydraulic capacity of the WLSSD system.

- Section 2.4 “*Capacity Allocation Permit*” means the permit issued by WLSSD and signed by a Customer which sets wastewater discharge limits for the Customer.
- Section 2.5 “*Capacity Availability Fee*” means the WLSSD fee for new connections to, and estimated expanded uses of, the WCTS.
- Section 2.6 “*Certificate of Sump Pump or Foundation Drain Disconnection I&I Compliance*” means a certificate issued by the Municipal Customer to verify that a building being sold, transferred or otherwise conveyed, or subject to any of the requirements, including a Capacity Availability Fee payment, as provided in Section 7.3 A, is not contributing Inflow and Infiltration to the WCTS.
- Section 2.7 “*Executive Director*” means the person occupying the position of Executive Director of WLSSD or the designee of the Executive Director.
- Section 2.8 “*Foundation Drain*” means an exterior drainage system installed at the footings of a building foundation that collects and diverts water to daylight or to a catch basin where it is pumped to daylight or a storm drain.
- Section 2.9 “*Inflow and Infiltration*” or “*I&I*” means *infiltration*, which is water that seeps or flows into a damaged or leaking portion of the WCTS from the surrounding soil; and *inflow*, which is unwanted water, such as rainwater or melting snow, which enters the WCTS through a direct connection. I&I describes the overall problem of rainwater and groundwater contributing to wastewater flows in the WCTS.
- Section 2.10 “*MGD*” means million gallons per day.
- Section 2.11 “*Municipal Customer*” or “*Customer*” means the cities of Duluth, Proctor, Hermantown, Cloquet, Carlton, Scanlon, Rice Lake and Wrenshall, the townships of Thomson, Midway and Twin Lakes, the Pike Lake Area Wastewater Collection System, the Duluth/North Shore Sanitary District, the Village of Oliver, Wisconsin, the Knife River-Larsmont Sanitary District, and any other governmental entity which discharges wastewater directly to the WLSSD wastewater conveyance system and is not a wastewater customer of another governmental entity.
- Section 2.12 “*New Use*” means the development or redevelopment of a property for a different residential, business or industrial use evidenced by the requirement of a building or plumbing permit issued by a Municipal Customer.

- Section 2.13 “*Sewer Connection*” means the addition of a new use to a municipal sewer system resulting in the increased discharge of wastewater into this system without extending or altering the existing public sanitary sewer infrastructure.
- Section 2.14 “*Sewer Extension*” means extending, expanding or altering sanitary sewer mains, trunks, interceptors or other sewer projects that may prepare for future expansions or services, even if no new flow is initially added. This may include increasing the size of an existing pipe or installing additional pumps or larger pumps to increase pumping capacity.
- Section 2.15 *Sewer Service Lateral* or *Service Lateral* means the privately owned pipeline connecting a structure to the publicly owned sewer main or interceptor.
- Section 2.16 “*Sump Pump*” is a pump used to remove water that has accumulated in a water collecting sump basin, commonly found in the basement of a structure.
- Section 2.17 “*Wastewater Collection and Transmission System*” (“WCTS”) means the system for wastewater collection and transmission, including all pipes, force mains, gravity sewer lines, lift stations, pumping stations, and appurtenances owned and operated by WLSSD and the municipally owned portion of the system which collects wastewater from residences and businesses and conveys it to the portion of the system operated by WLSSD.

Article III: Peak Flow Compliance.

Section 3.1 Municipal Reduction. A Municipal Customer must take appropriate action to ensure that its Actual Peak Flow is reduced to a level no higher than the Permitted Peak Flow specified in the Municipal Customer’s Capacity Allocation Permit.

Article IV: Reporting Requirements

Section 4.1 Any Municipal Customer with a wastewater treatment Capacity Allocation Permit must file the following reports with the Executive Director.

A. Permitted Peak Flow Exceedance Report. If a Municipal Customer has an Actual Peak Flow which exceeds the Municipal Customer’s Permitted Peak Flow as described in Article III, WLSSD will notify the Municipal Customer of the exceedance in writing quarterly each year. Within 30 days of being notified of a Permitted Peak Flow exceedance by WLSSD, the Municipal Customer must provide a written evaluation of what caused the exceedance(s), what actions will be taken to correct the exceedance(s) and when these actions will be completed. The written evaluation must provide written verification that the plans and timelines detailed in the Annual Report will eliminate further exceedances.

If the Municipal Customer has a release of wastewater to the environment from any part of the municipally owned portion of the WCTS, then the Municipal Customer must call the Minnesota Duty Officer as required by Minnesota Statute Section 115.061 as soon as possible and complete an Incident Report as described below:

Incident Report. The incident report must be submitted to WLSSD by the 10th calendar day of the month immediately subsequent to the month that the release occurred. The report must include:

1. The Duty Officer report number;
2. If the Municipal Customer has been notified by the MPCA that a release sampling report must be filed along with the Duty Officer report, then a copy of the release sampling report must be included with the Incident Report;
3. The date and time the release began and ended;
4. The location of the release; and
5. The estimated volume of the release.

B. Annual I&I Reduction Plan and Progress Report (“Annual Report”). By February 15th of each year each Municipal Customer must submit an Annual Report. This report must include an engineer’s certification and be verified by an authorized representative of the Customer. The Annual Report must contain the following information:

1. Detailed documentation of I & I identification and reduction activities carried out during the reporting year and amount of funds expended. This report should identify the roof drain and footing drain disconnections, manhole covers plugged and sealed, cross connections eliminated, service laterals lined, manholes rehabilitated or replaced, a description of sanitary sewer lines rehabilitated or replaced and other reduction activities. This report should also include the linear feet of sanitary sewer televised, smoke test results, flow monitoring information, footing drain inspection reports, and other I & I identification tasks completed. This report must also include a summary of the previous year’s budget for I & I reduction activities, comparing planned expenses to actual expenses and explaining the variance.
2. Detailed plans of I & I identification and reduction activities that the municipality will complete during the upcoming calendar year. These plans should include activities, expenditures, timelines and milestones.
3. A copy of the most recent version of the Municipal Customer’s sewer ordinance, and a summary of any proposed revisions for the next 12 months. The sewer ordinance must be in conformance with the WLSSD Model Ordinance Regulating the Use of Public and Private Sewers.

4. Copies of any information distributed to the public concerning I & I reduction.
5. A list of Permitted Peak Flow exceedances and wastewater overflows that occurred within the municipality during the previous calendar year with detailed plans and timelines to correct the exceedances and overflows.
6. A quantitative assessment of I & I reduction progress accomplished during the reporting year.
7. A summary of any new connections to the public sanitary sewer system including an updated public sanitary sewer system map.
8. A summary of key maintenance activities and standards utilized to improve or maintain the integrity of the collection system.
9. All information required in Sections 7.2 D and 7.3 D of this Ordinance.

Section 4.2 Adequacy of Submittals. WLSSD will review Submittals (Permitted Peak Flow Exceedance Report, Incident Report, and Annual Report (collectively referred to as "Submittals")) to determine if the Customer has met all requirements of Section 4.1 above. The review will be completed within 45 days after Submittal is received by WLSSD. If notified in writing by WLSSD that the Submittal does not satisfy Section 4.1 requirements, a corrected Submittal must be filed by the Customer within 45 days of the notice.

Article V: Penalties

Section 5.1 Noncompliance. If a Customer fails to file a Submittal within the deadlines established, fails to substantially comply with the I & I reduction activities and timelines set forth in its Submittals, fails to timely comply with any of the requirements in Article VII or is not making substantial progress in reducing its Actual Peak Flow to the limits described in Article III, then the Customer is noncompliant and subject to one or more of the following penalties as determined by the Executive Director:

- A. No extension and/or connections of Customer's sewer lines will be permitted until such time that the Customer is in compliance with the provisions of this Ordinance; or
- B. Extensions and/or connections of Customer's sewer lines may be limited and subject to the terms or conditions set forth by the Executive Director until Customer is in compliance with the provisions of this Ordinance.
- C. A civil penalty of up to \$500 per day, beginning on the first day of noncompliance and continuing until the Customer is in compliance with the provisions of this Ordinance.

Section 5.2 Notice of Noncompliance. WLSSD will send written notice to a Customer of a finding of Noncompliance, setting forth the basis for the determination, any

penalties imposed on the Customer, and the actions the Customer must take to comply with the Ordinance.

Section 5.3 Noncompliance Resulting in a Release. If the Executive Director finds a Customer is noncompliant with this Ordinance and the Customer Permitted Peak Flow exceedance as described in Article III results in a release of wastewater to the environment, then the Executive Director may assess a civil penalty of up to \$1000 for each such Permitted Peak Flow exceedance. These penalties are in addition to the penalties set forth in Section 5.1 above. If multiple Customers located upstream of a release location contributed Actual Peak Flow exceeding that Customer's Permitted Peak Flow as described in Article III and are noncompliant, then each Customer will be assessed the full penalty.

Section 5.4 Notice and Payment. WLSSD will send written notice to a Customer of a civil penalty under Section 5.3, setting forth the date of the violation, approximate time when the violation occurred, Actual Peak Flow at the time of violation, and the amount the Actual Peak Flow exceeded the Permitted Peak Flow. Prior to the end of the calendar year, WLSSD will notify each Customer which has received a notice of violation that year of the total amount of the penalty due for that year. The penalty shall be paid no later than ninety (90) days from the date of the notice of the total penalty due. Extensions to the payment period may be granted by the Board, subject to a showing of hardship by the applicant.

Article VI: Appeal

Section 6.1. Any Municipal Customer can challenge by written notice of appeal a decision of the Executive Director made under this Ordinance. The appeal will be decided by the Board. In the notice of appeal the Customer must provide the Board with a written explanation of the reasons supporting the appeal and setting forth the requested relief. The written notice of appeal must be submitted to the Executive Director within thirty (30) days of the date of the written notice of the finding of noncompliance or the written notice of the imposition of a penalty or the written notice of any other decision by the Executive Director under this Ordinance which is adverse to the Customer. The appeal hearing will follow the process set forth in Section 3.6 of the WLSSD Solid Waste Ordinance, unless the parties mutually agree to an alternate appeal hearing process which is defined in writing and signed by both parties.

Article VII: Sewer Service Lateral and Sump Pump or Foundation Drain Disconnection Compliance Programs

Section 7.1. Written Plan. Each Municipal Customer shall provide to the Executive Director by no later than February 15, 2019 a written Plan describing how the Municipal Customer will satisfy the requirements of this Article. This plan can be submitted separately or included as part of the Annual Report reference in Section IV Part B. The written Plan must address both Sump Pump or Foundation Drain Disconnection and Sewer Service Lateral inspection and correction. The Executive Director will review the Plan and either approve or reject the Plan based on its compliance with the requirements of Article VII. If rejected, the Executive Director will notify the Municipal Customer of the deficiencies in the Plan. An

amended Plan must be submitted by the Municipal Customer within 45 days of notice of the deficiency.

Section 7.2. Sewer Service Lateral Compliance Program. Each Municipal Customer must adopt and enforce an effective Sewer Service Lateral inspection and correction program for structures connected to the WCTS which is designed to prevent any building or structure from contributing Inflow and Infiltration to the public wastewater collection system, regardless of the manner in which the I & I is entering the Sewer Service Lateral.

- A. The inspection and correction program must be based on one or more of the following:
 - 1. *Property Transactions.* A program to inspect and correct Sewer Service Laterals upon a change in real property title or property ownership with one or more buildings or structures located thereon, or upon a significant change in use of one or more buildings or structures located thereon, or upon certain modifications to the plumbing system, so that no such building or structure is contributing Inflow and Infiltration to the WCTS.
 - 2. *Annual Inspection.* A program developed by the Municipal Customer to systematically inspect and correct all Sewer Service Laterals by identifying the number and location of inspections to be done each year to verify that no building or structure is contributing Inflow and Infiltration to the WCTS.
- B. The inspection and correction program must be structured so that the compromised Sewer Service Laterals contributing Inflow and Infiltration to the WCTS within the jurisdiction of the Municipal Customer are corrected within a reasonable period of time, as determined in the discretion of the Executive Director.
- C. The inspection and correction program must include the following components:
 - 1. An annual targeted number of Sewer Service Laterals to be inspected each year and the percentage of the annual target related to the number of Sewer Service Laterals within the jurisdiction of the Municipal Customer.
 - 2. An annual targeted number of Sewer Service Laterals to be corrected or repaired each year.
 - 3. The method used to inspect the Sewer Service Laterals (televising, pressure test, etc.) and the standard to be applied to determine if a Sewer Service Lateral is compliant, including the following:
 - (a) Free of roots, grease deposits, and other solids which may impede or obstruct flow,

- (b) All joints must be watertight and all pipes shall be intact and not deformed,
 - (c) Free of any structural defects such as cracks, breaks, openings or missing portions,
 - (d) All clean-outs shall be securely sealed with a proper cap or approved overflow device at all times, and
 - (e) There shall be no non-sanitary sewer connections to the Sewer Service Lateral or any plumbing that connects thereto.
 - (f) As an alternative, the inspection of the Service Lateral can be conducted by televising the Municipal Customer main sewers during wet weather events to identify I&I from Service Laterals.
4. The method used by the Municipal Customer to target Sewer Service Laterals for repair (point of sale, during planned municipal road or sewer work, etc.).
 5. A description of the enforcement system used by the Municipal Customer to deter noncompliance.
 6. A description of the system used by the Municipal Customer to address repairs needed on shared or common Sewer Service Laterals.
- D. The following information shall be included in the Annual Report submitted by the Municipal Customer pursuant to Article IV:
1. The location by address of the Sewer Service Lateral corrections completed during the reporting period.
 2. An estimate of the total number of Sewer Service Laterals within the jurisdiction of the Municipal Customer.
 3. The address of Sewer Service Laterals inspected by the Municipal Customer during the reporting period and found to be compromised.
 4. The address of Sewer Service Laterals inspected by the Municipal Customer during the reporting year which were found to be in compliance with Sewer Service Lateral program requirements.

Section 7.3. Sump Pump or Foundation Drain Disconnection Compliance Program.
 Each Municipal Customer must adopt and enforce an effective inspection and correction program which must include:

- A. A requirement that the owner of any dwelling structure, commercial building structure or other building or land upon which such buildings are located which are connected to the WCTS, shall obtain a Certificate of Sump Pump or Foundation Drain Disconnection I&I Compliance from the Municipal Customer (i) prior to selling, transferring, or conveying an interest or entering into an agreement to sell, transfer or otherwise convey an interest in such property, or (ii) upon a determination that the owner of a structure with a new or existing connection to the WCTS must pay a Capacity Availability Fee as a result of a New Use or anticipated wastewater flow increase calculated in accordance with the *WLSSD Capacity Availability Fee Procedures Manual* in effect at the time of the calculation.
- B. A requirement that no owner of real estate described in subsection (A) above shall sell, transfer or otherwise convey an interest or enter into an agreement to sell, transfer or otherwise convey an interest in such property without either (i) presenting the prospective purchaser or grantee with a copy of a Certificate of Sump Pump or Foundation Drain Disconnection I&I Compliance for the subject property or (ii) entering into an agreement as provided in subsection (C) below.
- C. A requirement that property inspected and found to need a Foundation Drain disconnection but determined to have either no sump pump, a sump pump that is not in use, a sump pump that is malfunctioning or discharging into the WCTS, or a Foundation Drain or other source that is discharging I & I into the WCTS be corrected within 120 days of the transfer of the property. The Municipal Customer must have in place a process to compel the Sump Pump or Foundation Drain correction which may be either pursuant to an agreement between the parties together with the escrow of 125% of the repair costs, or pursuant to an alternate process designed to compel the correction.
- D. The following information shall be included in the Annual Report submitted by the Municipal Customer pursuant to Article IV:
1. The location by address of the structures where Sump Pumps or Foundation Drain disconnections were installed during the reporting period.
 2. The total number of Sump Pump installations or Foundation Drain disconnections certified by the Municipal Customer to be in compliance.
 3. The address of structures inspected by the Municipal Customer during the reporting period and found to require Sump Pump installation.
 4. The address of structures inspected by the Municipal Customer during the reporting period and found to require Foundation Drain disconnections other than through use of a Sump Pump.

5. The address of structures inspected by the Municipal Customer during the reporting year which were found to be in compliance with Sump Pump or Foundation Drain disconnection program requirements.

Section 7.4. Record Retention. The inspection records and all documents relating to the requirements of Article VII shall be retained by the Municipal Customer and available to the Board for a minimum of 7 years and not less than the period required by Minnesota law for public records retention for these documents.

Section 7.5 Enforcement Date. The approved Inflow and Infiltration compliance Plan for each Municipal Customer must be in effect and enforceable no later than February 15, 2020. If the Municipal Customer fails to meet the deadline in this Section, the Municipal Customer is in Noncompliance and subject to the penalties in Article V.

Article VIII: Effective Date

This amended Ordinance is effective January 1, 2018.

Dated: June 26, 2017.

SANITARY BOARD OF THE WESTERN
LAKE SUPERIOR SANITARY DISTRICT

By: Ruth Janke
Ruth Janke, Chair


By: David Manderfeld
David Manderfeld, Secretary



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: Nancy Klassen, Finance Director 
Reviewed/Approved by: Aaron Reeves, City Administrator
Date: February 6, 2019

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 19-08, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL.**

Background/Overview

Statutory Cities are required to have most claims authorized by the city council.

Policy Objectives

MN State Statute sections 412.271, Claims and disbursements for Statutory Cities.

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

- Resolution Authorizing the Payment of Bills and Payroll
- Vendor Summary Report
- Department Summary Report

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

RESOLUTION NO. 19-08

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL

WHEREAS, The City has various bills and payroll each month that require payment.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the bills and payroll be paid and charged to the following funds:

101	General Fund	\$	602,327.13
207	Community Development Operating		5,233.86
224	Public Facilities Planning		9,645.00
225	Permanent Improvement		3,500.00
226	Park Fund		14,071.54
231	Public Works Reserve		239,236.54
368	Business Park Bonds		500.00
403	Revolving Capital Projects		6,363.17
405	City Sales Tax Projects		86,161.47
600	Water - Lake Superior Waterline		103,645.43
601	Water - In Town		518,478.41
602	Sewer Fund		121,418.80
605	Storm Water Fund		10,541.92
614	CAT-7		5,418.08
701	Employee Severance Benefits		1,447.95
	TOTAL:	\$	<u>1,727,989.30</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 6TH DAY OF FEBRUARY, 2019.**

ATTEST:

Roger Maki, Mayor

Aaron Reeves, City Administrator

DATE: 02/06/2019
TIME: 07:49:26
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
110950	AARDVARK SEPTIC PUMPING	712.00	712.00
111610	ACME TOOLS	0.00	144.99
112050	ADVANCED SERVICES INC	49.00	49.00
113650	AMAZON.COM CREDIT	332.36	235.92
116100	AMERICAN PAYMENT CENTERS	0.00	92.00
120100	ARROWHEAD LIBRARY SYSTEM	0.00	115.00
121000	ARROWHEAD SPRINGS INC	114.00	149.25
121350	ASPEN MILLS	517.28	3,228.37
123022	AXON ENTERPRISE, INC	0.00	600.00
123400	BAKER & TAYLOR	484.11	571.35
123500	BAKER & TAYLOR ENTERTAINMENT	0.00	748.18
123900	BATTERIES PLUS BULBS	0.00	57.58
125700	BEST OIL COMPANY	8,771.34	14,493.56
126850	BLAINE BROTHERS, INC	0.00	335.03
128075	BRAUN INTERTEC CORP	317.50	3,500.00
134000	CARLTON COUNTY HIGHWAY DEPT	2,434.03	1,475.63
134700	CARLTON COUNTY TREASURER	0.00	137.25
135675	VORK ENTERPRISES INC	0.00	185.00
136850	CENTER POINT LARGE PRINT	0.00	698.67
137310	CENTURY LINK	2,328.45	1,739.81
137340	CHAMBERLAIN OIL CO., INC.	0.00	994.31
139025	CINTAS	361.75	157.38
139030	CINTAS CORPORATION NO 2	57.38	670.85
139800	CLOQUET AREA CHAMBER OF COMMER	3,944.65	3,595.10
140200	CITY OF CLOQUET - PETTY CASH	741.20	97.25
141800	JAMES D ABRAHAMSON	0.00	766.40
142800	CLOQUET SANITARY SERVICE	763.49	588.49
142950	CLOQUET SHAW MEMORIAL	11.96	10.60
145300	COMMUNITY PRINTING	568.20	614.30
145500	COMPENSATION CONSULTANTS, LTD	250.00	213.00
147050	CONSOLIDATED TELEPHONE COMPANY	0.00	11,356.54
148800	CROW GOEBEL VETERINARY CLINIC	563.50	83.50
149875	CYBRARIAN CORPORATION	0.00	1,444.95
150100	D A L C O	992.58	194.97
150400	D E M C O	160.52	173.24
152775	DELTA DENTAL OF MINNESOTA	3,214.15	2,587.45
154600	DIVERSIFIED INSPECTIONS INC	0.00	424.20
156600	DULUTH LAWN & SPORTS, INC.	0.00	129.97
160600	EHLERS & ASSOCIATES, INC.	0.00	500.00
160950	ELECTRIC PUMP, INC.	0.00	2,958.72
161675	EMC NATIONAL LIFE	2,077.80	1,252.00
161850	EMERGENCY AUTOMOTIVE TECH, INC	0.00	244.20
162640	ENVENTIS TELECOM INC	47.24	47.95
164900	THE FASTENAL COMPANY	0.00	250.12

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TIME: 07:49:26
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CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
165375	FERGUSON WATERWORKS #2516	903.86	644.65
166525	FIRE SAFETY USA, INC	175.34	370.00
169180	FORCE AMERICA DISTRIBUTING LLC	0.00	220.69
169650	FORUM COMMUNICATIONS COMPANY	496.40	338.04
170975	FRIENDS OF THE CLOQUET LIBRARY	102.36	31.10
171800	GALE/CENGAGE LEARNING	0.00	159.74
173575	GEORGE BOUGALIS & SONS INC	0.00	6,363.17
174300	GLORY SHINE JANITORIAL CLEAN	1,050.00	1,050.00
175200	GOPHER STATE ONE CALL INC	39.15	112.10
175600	DUANE C GRACE & ASSOCIATES	0.00	3,070.00
175950	GRAPHIC TECHNOLOGIES	328.53	189.06
176200	GRAYBAR ELECTRIC COMPANY INC	3,384.42	2,262.55
180500	HAWKINS INC	5,050.45	1,965.71
181500	HERMANTOWN HYDRAULICS	0.00	256.35
187500	INGRAM LIBRARY SERVICES	0.00	789.03
197775	KWIK TRIP INC	335.72	41.40
202100	LAWSON PRODUCTS INC	0.00	888.31
202300	LEAGUE OF MN CITIES	774.00	2,250.00
205050	LOFFLER COMPANIES INC	83.48	55.48
206800	MACQUEEN EQUIPMENT INC	11,849.78	3,349.61
207047	MAGNEY CONSTRUCTION	374,620.88	442,221.57
207400	MANEY INTERNATIONAL INC	0.00	259.82
209875	MCCOY CONSTRUCTION & FORESTRY	0.00	226,893.00
210450	MEDIACOM LLC.	226.49	140.47
211400	MENARDS	27.44	197.39
211700	METRO SALES, INC.	189.93	622.98
212400	MICHAUD DIST INC	38.50	33.00
214000	MIELKE ELECTRIC WORKS	0.00	371.25
214800	CITY OF MINNEAPOLIS RECIEVABLE	105.30	80.10
214950	MINNESOTA AGGREGATE	0.00	2,089.37
216400	MN STATE PATROL, CMV SECTION	0.00	68.00
219067	MN DEPT OF ADMINISTRATION	2,140.20	2,211.54
219350	MN DNR ECO-WATERS	0.00	37,837.95
220500	MN DEPT OF HEALTH	0.00	32.00
220900	MN DEPT PUBLIC SAFETY	0.00	600.00
220925	MN DRIVERS & VEHICLE SERVICES	0.00	52.00
221900	MN HISTORICAL SOCIETY PRESS	0.00	20.00
222600	MN POLLUTION CONTROL AGENCY	0.00	393.00
224750	MN STATE TREASURER'S OFFICE	0.00	68.63
227100	MORTON SALT	2,524.09	4,293.18
229300	J D POWER	0.00	190.00
229500	NAPA AUTO PARTS	679.30	606.54
234600	NORTHERN BUSINESS PRODUCTS	274.04	396.93
235800	NORTHLAND AUTO PARTS	407.04	40.19

DATE: 02/06/2019
TIME: 07:49:26
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CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
236125	NORTHLAND FIRE & SAFETY, INC	0.00	610.00
240725	O'REILLY AUTO ENTERPRISES LLC	0.00	38.56
242850	PARSONS ELECTRIC LLC	22,092.87	468.95
243300	PAW COMMUNICATION, INC.	0.00	853.99
243535	PERMITWORKS	0.00	1,495.00
244300	BRENT BELICH	613.50	563.00
244500	PETE & SONS INC	0.00	41.70
244950	PINE JOURNAL	41.60	41.60
247250	POWERPLAN	0.00	458.38
247400	396-PRAXAIR DISTRIBUTION, INC.	925.84	230.36
248125	PROCTOR BUILDERS	0.00	64.07
258200	RUDY GASSERT YETKA	9,291.00	2,930.25
259450	SAFEASSURE CONSULTANTS INC	0.00	7,463.04
260600	WILLIAM SCHLENOG	500.00	225.12
261800	SEH	23,231.76	8,686.24
265650	RSPT c/o SOUTH ST. LOUIS SWCD	0.00	1,210.00
268700	CRAIG STEVENS	225.00	1,792.50
268800	STOCK TIRE COMPANY	1,931.95	832.80
270150	SUPERIOR CHRYSLER	0.00	4,000.00
270200	SUPERIOR COMPUTER PRODUCTS INC	6,886.50	22,661.00
271325	NANCY GETCHELL	917.20	1,531.00
271975	TEAMSTERS JOINT COUNCIL 32	30,594.30	31,984.95
272600	TERMINAL SUPPLY INC	437.25	512.15
275075	TITAN MACHINERY	0.00	331.43
276460	TIMOTHY D WEGNER	0.00	4,381.71
278550	TWIN PORTS PAPER & SUPPLY, INC	179.90	76.96
278600	TWIN PORT MAILING	3,427.10	3,880.06
279100	U S BANK EQUIPMENT FINANCE	561.42	548.45
280400	ULLAND BROTHERS, INC.	0.00	77,604.96
280925	UNIQUE MANAGEMENT SERVICES	47.25	56.70
281000	UNITED ELECTRIC COMPANY	357.04	131.78
284875	VERIZON WIRELESS	4,185.44	2,614.23
285500	VIKING INDUSTRIAL NORTH	0.00	453.66
286900	W L S S D	80,643.20	73,110.00
289015	WELLS FARGO CREDIT CARD	2,996.46	9,221.15
290860	WINTER EQUIPMENT COMPANY INC	0.00	1,136.62
R0000294	SUZANNE ERICKSON	0.00	90.00
R0000297	JOYCE FRITSINGER	0.00	80.90
R0000302	CARLA HOULE	0.00	213.27
R0000326	RONALD ANDERSON	0.00	189.00
R0000515	JOSEPH LEE PETERSON	0.00	174.00
R0000669	KATHLEEN ERICKSON	0.00	180.00
R0000673	ELISE RIESCHL	0.00	223.32
R0000866	PATRICK BEGAN	0.00	180.00

DATE: 02/06/2019
TIME: 07:49:26
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
R0000867	JAMES CITROWSKI	0.00	216.96
R0000868	IRENE RUDNICKI	0.00	183.28
R0000870	CYNTHIA KILMAN	0.00	176.90
R0001095	ELMER SPLETT	0.00	98.32
R0001137	ANN STANGLAND	0.00	177.48
R0001368	LISA TILNEY	0.00	180.58
R0001371	CRYSTA REEVES	0.00	181.28
R0001373	YVONNE BASTIEN	0.00	181.45
R0001376	KAREN SMITH	0.00	155.32
R0001377	EILEEN CHRISTOPHERSON	0.00	185.60
R0001378	JESSICA LOONS	0.00	216.96
R0001382	CHRIS CONNER	0.00	156.00
R0001425	CAROL PERTTULA	0.00	177.58
R0001443	SARA'S VAC SHACK	0.00	24.99
R0001562	WTS MEDIA	71.65	85.18
R0001576	NATIONAL ASSOCIATION OF	0.00	35.00
R0001650	PATRICIA GEORGE	0.00	184.64
R0001651	JULIE JOHANSON	0.00	83.90
R0001653	BONNIE WELMAN	0.00	233.28
R0001654	DAVID JOHANSON	0.00	96.58
R0001681	KELLY LORENZ	0.00	112.24
R0001684	EMMA WELLS	0.00	179.90
R0001686	JASON GOWARD	0.00	175.74
R0001687	ALEXANDRA COOKE	0.00	103.54
R0001700	TKDA	0.00	1,912.25
R0001709	SUPPLYWORKS	0.00	224.33
R0001710	SUPERIOR RENTALS	0.00	82.72
R0001711	RANDY & CINDY MILLER	0.00	49.00
R0001712	KIMBERLY POPE	0.00	7.50
TOTAL ALL VENDORS:			1,072,201.34

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 2/6/2019

Bills	1,072,201.34
Less: CAFD	(2,618.38)
Less: Library	(13,590.42)
	<hr/>
Bills approved	1,055,992.54
Other:	
Payroll - three payrolls	706,373.21
Payroll - benefits	(34,376.45)
	<hr/>
Total Bills and Payroll Approved	<u><u>1,727,989.30</u></u>

DATE: 02/06/19
TIME: 07:49:56
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
134700	CARLTON COUNTY TREASURER		137.25
152775	DELTA DENTAL OF MINNESOTA	3,214.15	2,530.15
161675	EMC NATIONAL LIFE	2,077.80	1,252.00
224750	MN STATE TREASURER'S OFFICE		68.63
271975	TEAMSTERS JOINT COUNCIL 32	30,594.30	30,594.30
			34,582.33
41	GENERAL GOVERNMENT		
139025	CINTAS	361.75	31.50
139030	CINTAS CORPORATION NO 2	57.38	82.80
142800	CLOQUET SANITARY SERVICE	763.49	53.45
145300	COMMUNITY PRINTING	568.20	82.80
145500	COMPENSATION CONSULTANTS, LTD	250.00	213.00
147050	CONSOLIDATED TELEPHONE COMPANY		1,134.49
150100	D A L C O	992.58	97.49
169650	FORUM COMMUNICATIONS COMPANY	496.40	338.04
175600	DUANE C GRACE & ASSOCIATES		3,070.00
212400	MICHAUD DIST INC	38.50	33.00
234600	NORTHERN BUSINESS PRODUCTS	274.04	37.35
243535	PERMITWORKS		1,495.00
244950	PINE JOURNAL	41.60	41.60
258200	RUDY GASSERT YETKA	9,291.00	1,171.50
259450	SAFEASSURE CONSULTANTS INC		7,463.04
260600	WILLIAM SCHLENOGT	500.00	225.12
270200	SUPERIOR COMPUTER PRODUCTS INC	6,886.50	4,153.00
278600	TWIN PORT MAILING	3,427.10	304.05
279100	U S BANK EQUIPMENT FINANCE	561.42	205.67
281000	UNITED ELECTRIC COMPANY	357.04	131.78
284875	VERIZON WIRELESS	4,185.44	655.06
289015	WELLS FARGO CREDIT CARD	2,996.46	3,134.87
R0000294	SUZANNE ERICKSON		90.00
R0000297	JOYCE FRITSINGER		80.90
R0000302	CARLA HOULE		213.27
R0000326	RONALD ANDERSON		189.00
R0000515	JOSEPH LEE PETERSON		174.00
R0000669	KATHLEEN ERICKSON		180.00
R0000673	ELISE RIESCHL		223.32
R0000866	PATRICK BEGAN		180.00
R0000867	JAMES CITROWSKI		216.96
R0000868	IRENE RUDNICKI		183.28
R0000870	CYNTHIA KILMAN		176.90

INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
41	GENERAL GOVERNMENT		
R0001095	ELMER SPLETT		98.32
R0001137	ANN STANGLAND		177.48
R0001368	LISA TILNEY		180.58
R0001371	CRYSTA REEVES		181.28
R0001373	YVONNE BASTIEN		181.45
R0001376	KAREN SMITH		155.32
R0001377	EILEEN CHRISTOPHERSON		185.60
R0001378	JESSICA LOONS		216.96
R0001382	CHRIS CONNER		156.00
R0001425	CAROL PERTTULA		177.58
R0001443	SARA'S VAC SHACK		24.99
R0001650	PATRICIA GEORGE		184.64
R0001651	JULIE JOHANSON		83.90
R0001653	BONNIE WELMAN		233.28
R0001654	DAVID JOHANSON		96.58
R0001681	KELLY LORENZ		112.24
R0001684	EMMA WELLS		179.90
R0001686	JASON GOWARD		175.74
R0001687	ALEXANDRA COOKE		103.54
	GENERAL GOVERNMENT		28,967.62
42	PUBLIC SAFETY		
121350	ASPEN MILLS	517.28	3,228.37
123022	AXON ENTERPRISE, INC		600.00
125700	BEST OIL COMPANY	8,771.34	1,978.63
135675	VORK ENTERPRISES INC		185.00
137310	CENTURY LINK	2,328.45	640.51
139025	CINTAS	361.75	45.91
139030	CINTAS CORPORATION NO 2	57.38	134.28
141800	JAMES D ABRAHAMSON		766.40
142800	CLOQUET SANITARY SERVICE	763.49	50.60
145300	COMMUNITY PRINTING	568.20	318.75
148800	CROW GOEBEL VETERINARY CLINIC	563.50	83.50
150100	D A L C O	992.58	97.48
161850	EMERGENCY AUTOMOTIVE TECH, INC		244.20
197775	KWIK TRIP INC	335.72	41.40
202300	LEAGUE OF MN CITIES	774.00	2,250.00
214800	CITY OF MINNEAPOLIS RECIEVABLE	105.30	80.10
220925	MN DRIVERS & VEHICLE SERVICES		52.00
234600	NORTHERN BUSINESS PRODUCTS	274.04	91.96
258200	RUDY GASSERT YETKA	9,291.00	113.75

INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
270150	SUPERIOR CHRYSLER		4,000.00
270200	SUPERIOR COMPUTER PRODUCTS INC	6,886.50	995.00
271325	NANCY GETCHELL	917.20	1,531.00
278600	TWIN PORT MAILING	3,427.10	86.87
279100	U S BANK EQUIPMENT FINANCE	561.42	209.35
284875	VERIZON WIRELESS	4,185.44	1,641.85
289015	WELLS FARGO CREDIT CARD	2,996.46	4,283.29
R0001576	NATIONAL ASSOCIATION OF		35.00
	PUBLIC SAFETY		23,785.20
43	PUBLIC WORKS		
121000	ARROWHEAD SPRINGS INC	114.00	87.25
125700	BEST OIL COMPANY	8,771.34	4,889.31
126850	BLAINE BROTHERS, INC		27.68
134000	CARLTON COUNTY HIGHWAY DEPT	2,434.03	1,475.63
137310	CENTURY LINK	2,328.45	139.47
137340	CHAMBERLAIN OIL CO., INC.		994.31
139025	CINTAS	361.75	15.19
139030	CINTAS CORPORATION NO 2	57.38	193.33
142800	CLOQUET SANITARY SERVICE	763.49	51.82
147050	CONSOLIDATED TELEPHONE COMPANY		324.14
154600	DIVERSIFIED INSPECTIONS INC		424.20
164900	THE FASTENAL COMPANY		12.36
166525	FIRE SAFETY USA, INC	175.34	185.00
169180	FORCE AMERICA DISTRIBUTING LLC		220.69
175200	GOPHER STATE ONE CALL INC	39.15	56.05
175950	GRAPHIC TECHNOLOGIES	328.53	189.06
181500	HERMANTOWN HYDRAULICS		256.35
202100	LAWSON PRODUCTS INC		444.16
205050	LOFFLER COMPANIES INC	83.48	11.09
206800	MACQUEEN EQUIPMENT INC	11,849.78	1,932.17
207400	MANEY INTERNATIONAL INC		259.82
216400	MN STATE PATROL, CMV SECTION		68.00
227100	MORTON SALT	2,524.09	4,293.18
229500	NAPA AUTO PARTS	679.30	489.42
234600	NORTHERN BUSINESS PRODUCTS	274.04	54.45
235800	NORTHLAND AUTO PARTS	407.04	40.19
240725	O'REILLY AUTO ENTERPRISES LLC		38.56
243300	PAW COMMUNICATION, INC.		853.99
247250	POWERPLAN		458.38
247400	396-PRAXAIR DISTRIBUTION, INC.	925.84	115.18

INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
43	PUBLIC WORKS		
268800	STOCK TIRE COMPANY	1,931.95	832.80
272600	TERMINAL SUPPLY INC	437.25	512.15
278600	TWIN PORT MAILING	3,427.10	86.87
279100	U S BANK EQUIPMENT FINANCE	561.42	21.63
284875	VERIZON WIRELESS	4,185.44	107.24
289015	WELLS FARGO CREDIT CARD	2,996.46	190.00
290860	WINTER EQUIPMENT COMPANY INC		1,136.62
	PUBLIC WORKS		21,487.74
45	CULTURE AND RECREATION		
110950	AARDVARK SEPTIC PUMPING	712.00	712.00
112050	ADVANCED SERVICES INC	49.00	49.00
125700	BEST OIL COMPANY	8,771.34	1,799.00
137310	CENTURY LINK	2,328.45	236.55
139030	CINTAS CORPORATION NO 2	57.38	44.32
142800	CLOQUET SANITARY SERVICE	763.49	259.09
156600	DULUTH LAWN & SPORTS, INC.		129.97
211400	MENARDS	27.44	18.06
220900	MN DEPT PUBLIC SAFETY		100.00
229500	NAPA AUTO PARTS	679.30	46.58
275075	TITAN MACHINERY		331.43
289015	WELLS FARGO CREDIT CARD	2,996.46	217.98
	CULTURE AND RECREATION		3,943.98
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER	3,944.65	3,304.10
147050	CONSOLIDATED TELEPHONE COMPANY		162.07
234600	NORTHERN BUSINESS PRODUCTS	274.04	27.22
278600	TWIN PORT MAILING	3,427.10	43.44
289015	WELLS FARGO CREDIT CARD	2,996.46	426.23
	COMMUNITY DEVELOPMENT		3,963.06
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
279100	U S BANK EQUIPMENT FINANCE	561.42	16.22
	COMMUNITY DEVELOPMENT		16.22

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CITY OF CLOQUET
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INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

LIBRARY FUND			
00			
142950	CLOQUET SHAW MEMORIAL	11.96	10.60
170975	FRIENDS OF THE CLOQUET LIBRARY	102.36	31.10
			41.70
45	CULTURE AND RECREATION		
113650	AMAZON.COM CREDIT	332.36	235.92
120100	ARROWHEAD LIBRARY SYSTEM		115.00
123400	BAKER & TAYLOR	484.11	571.35
123500	BAKER & TAYLOR ENTERTAINMENT		748.18
136850	CENTER POINT LARGE PRINT		698.67
139025	CINTAS	361.75	25.99
139030	CINTAS CORPORATION NO 2	57.38	25.06
139800	CLOQUET AREA CHAMBER OF COMMER	3,944.65	291.00
140200	CITY OF CLOQUET - PETTY CASH	741.20	97.25
142800	CLOQUET SANITARY SERVICE	763.49	99.24
147050	CONSOLIDATED TELEPHONE COMPANY		925.48
149875	CYBRARIAN CORPORATION		1,444.95
150400	D E M C O	160.52	173.24
171800	GALE/CENGAGE LEARNING		159.74
174300	GLORY SHINE JANITORIAL CLEAN	1,050.00	1,050.00
187500	INGRAM LIBRARY SERVICES		789.03
211700	METRO SALES, INC.	189.93	622.98
221900	MN HISTORICAL SOCIETY PRESS		20.00
229300	J D POWER		190.00
234600	NORTHERN BUSINESS PRODUCTS	274.04	71.98
236125	NORTHLAND FIRE & SAFETY, INC		610.00
268700	CRAIG STEVENS	225.00	1,792.50
270200	SUPERIOR COMPUTER PRODUCTS INC	6,886.50	2,151.00
278550	TWIN PORTS PAPER & SUPPLY, INC	179.90	76.96
280925	UNIQUE MANAGEMENT SERVICES	47.25	56.70
284875	VERIZON WIRELESS	4,185.44	105.03
289015	WELLS FARGO CREDIT CARD	2,996.46	91.96
R0001562	WTS MEDIA	71.65	85.18
R0001709	SUPPLYWORKS		224.33
	CULTURE AND RECREATION		13,548.72
PUBLIC FACILITIES PLANNING			
81	SPECIAL PROJECTS		

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INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

PUBLIC FACILITIES PLANNING			
81	SPECIAL PROJECTS		
147050	CONSOLIDATED TELEPHONE COMPANY		8,000.00
258200	RUDY GASSERT YETKA	9,291.00	1,645.00
	SPECIAL PROJECTS		9,645.00
PERMANENT IMPROVEMENT			
56	CONSTRUCTION & MAINTENANCE		
128075	BRAUN INTERTEC CORP	317.50	3,500.00
	CONSTRUCTION & MAINTENANCE		3,500.00
PUBLIC WORKS RESERVE			
41	GENERAL GOVERNMENT		
270200	SUPERIOR COMPUTER PRODUCTS INC	6,886.50	10,132.00
	GENERAL GOVERNMENT		10,132.00
42	PUBLIC SAFETY		
219067	MN DEPT OF ADMINISTRATION	2,140.20	2,211.54
	PUBLIC SAFETY		2,211.54
43	PUBLIC WORKS		
209875	MCCOY CONSTRUCTION & FORESTRY		226,893.00
	PUBLIC WORKS		226,893.00
BUSINESS PARK BONDS			
60	DEBT SERVICE		
160600	EHLERS & ASSOCIATES, INC.		500.00
	DEBT SERVICE		500.00

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INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CAPITAL PROJECTS - REVOLVING			
00			
173575	GEORGE BOUGALIS & SONS INC		-334.90
			-334.90
81	SPECIAL PROJECTS		
173575	GEORGE BOUGALIS & SONS INC		6,698.07
	SPECIAL PROJECTS		6,698.07
CITY SALES TAX CAPITAL			
00			
276460	TIMOTHY D WEGNER		4,381.71
280400	ULLAND BROTHERS, INC.		-4,084.47
			297.24
81	SPECIAL PROJECTS		
176200	GRAYBAR ELECTRIC COMPANY INC	3,384.42	2,262.55
280400	ULLAND BROTHERS, INC.		81,689.43
R0001700	TKDA		1,912.25
	SPECIAL PROJECTS		85,864.23
WATER - LAKE SUPERIOR WATERLIN			
50	STATION 1		
219350	MN DNR ECO-WATERS		33,384.94
285500	VIKING INDUSTRIAL NORTH		85.68
	STATION 1		33,470.62
51	STATION 2		
121000	ARROWHEAD SPRINGS INC	114.00	32.00
123900	BATTERIES PLUS BULBS		57.58
137310	CENTURY LINK	2,328.45	366.53

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INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
139025	CINTAS	361.75	23.59
139030	CINTAS CORPORATION NO 2	57.38	24.88
164900	THE FASTENAL COMPANY		237.76
165375	FERGUSON WATERWORKS #2516	903.86	644.65
180500	HAWKINS INC	5,050.45	1,559.81
211400	MENARDS	27.44	179.33
214000	MIELKE ELECTRIC WORKS		371.25
220900	MN DEPT PUBLIC SAFETY		100.00
242850	PARSONS ELECTRIC LLC	22,092.87	468.95
244300	BRENT BELICH	613.50	563.00
289015	WELLS FARGO CREDIT CARD	2,996.46	413.08
	STATION 2		5,042.41
52	LAKE SUPERIOR WATERLINE		
125700	BEST OIL COMPANY	8,771.34	1,046.80
139030	CINTAS CORPORATION NO 2	57.38	38.36
248125	PROCTOR BUILDERS		64.07
284875	VERIZON WIRELESS	4,185.44	35.01
	LAKE SUPERIOR WATERLINE		1,184.24
57	ADMINISTRATION		
205050	LOFFLER COMPANIES INC	83.48	11.10
	ADMINISTRATION		11.10
WATER - IN TOWN SYSTEM			
00			
207047	MAGNEY CONSTRUCTION	374,620.88	-23,274.81
R0001710	SUPERIOR RENTALS		82.72
R0001711	RANDY & CINDY MILLER		49.00
R0001712	KIMBERLY POPE		7.50
			-23,135.59
49	CLOQUET		

INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
49	CLOQUET		
111610	ACME TOOLS		144.99
125700	BEST OIL COMPANY	8,771.34	1,267.46
137310	CENTURY LINK	2,328.45	153.74
139025	CINTAS	361.75	9.12
139030	CINTAS CORPORATION NO 2	57.38	85.91
180500	HAWKINS INC	5,050.45	405.90
202100	LAWSON PRODUCTS INC		266.49
207047	MAGNEY CONSTRUCTION	374,620.88	465,496.38
214950	MINNESOTA AGGREGATE		2,089.37
219350	MN DNR ECO-WATERS		4,453.01
220900	MN DEPT PUBLIC SAFETY		400.00
229500	NAPA AUTO PARTS	679.30	70.54
244500	PETE & SONS INC		41.70
247400	396-PRAXAIR DISTRIBUTION, INC.	925.84	69.11
261800	SEH	23,231.76	8,686.24
284875	VERIZON WIRELESS	4,185.44	35.03
285500	VIKING INDUSTRIAL NORTH		367.98
	CLOQUET		484,042.97
54	BILLING & COLLECTION		
116100	AMERICAN PAYMENT CENTERS		92.00
145300	COMMUNITY PRINTING	568.20	212.75
234600	NORTHERN BUSINESS PRODUCTS	274.04	5.07
278600	TWIN PORT MAILING	3,427.10	3,185.07
279100	U S BANK EQUIPMENT FINANCE	561.42	52.34
	BILLING & COLLECTION		3,547.23
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK	2,328.45	83.68
142800	CLOQUET SANITARY SERVICE	763.49	17.27
147050	CONSOLIDATED TELEPHONE COMPANY		486.22
166525	FIRE SAFETY USA, INC	175.34	185.00
175200	GOPHER STATE ONE CALL INC	39.15	33.63
205050	LOFFLER COMPANIES INC	83.48	11.10
220500	MN DEPT OF HEALTH		32.00
234600	NORTHERN BUSINESS PRODUCTS	274.04	54.45
265650	RSPT c/o SOUTH ST. LOUIS SWCD		1,210.00
278600	TWIN PORT MAILING	3,427.10	86.87

INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
57	ADMINISTRATION & GENERAL		
279100	U S BANK EQUIPMENT FINANCE	561.42	21.62
289015	WELLS FARGO CREDIT CARD	2,996.46	447.57
	ADMINISTRATION & GENERAL		2,669.41
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
125700	BEST OIL COMPANY	8,771.34	933.73
126850	BLAINE BROTHERS, INC		307.35
139025	CINTAS	361.75	6.08
139030	CINTAS CORPORATION NO 2	57.38	41.91
202100	LAWSON PRODUCTS INC		177.66
247400	396-PRAXAIR DISTRIBUTION, INC.	925.84	46.07
284875	VERIZON WIRELESS	4,185.44	35.01
286900	W L S S D	80,643.20	73,110.00
	SANITARY SEWER		74,657.81
56	LIFT STATIONS		
160950	ELECTRIC PUMP, INC.		2,958.72
	LIFT STATIONS		2,958.72
57	ADMINISTRATION & GENERAL		
137310	CENTURY LINK	2,328.45	55.78
142800	CLOQUET SANITARY SERVICE	763.49	17.27
147050	CONSOLIDATED TELEPHONE COMPANY		324.14
175200	GOPHER STATE ONE CALL INC	39.15	22.42
205050	LOFFLER COMPANIES INC	83.48	11.10
222600	MN POLLUTION CONTROL AGENCY		393.00
234600	NORTHERN BUSINESS PRODUCTS	274.04	54.45
270200	SUPERIOR COMPUTER PRODUCTS INC	6,886.50	1,140.00
278600	TWIN PORT MAILING	3,427.10	86.89
279100	U S BANK EQUIPMENT FINANCE	561.42	21.62
	ADMINISTRATION & GENERAL		2,126.67

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INVOICES DUE ON/BEFORE 02/06/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
205050	LOFFLER COMPANIES INC	83.48	11.09
270200	SUPERIOR COMPUTER PRODUCTS INC	6,886.50	4,090.00
289015	WELLS FARGO CREDIT CARD	2,996.46	16.17
	ADMINISTRATION & GENERAL		4,117.26
59 OPERATIONS			
206800	MACQUEEN EQUIPMENT INC	11,849.78	1,417.44
	OPERATIONS		1,417.44
CABLE TELEVISION			
45	CULTURE AND RECREATION		
121000	ARROWHEAD SPRINGS INC	114.00	30.00
137310	CENTURY LINK	2,328.45	63.55
162640	ENVENTIS TELECOM INC	47.24	47.95
210450	MEDIACOM LLC.	226.49	140.47
	CULTURE AND RECREATION		281.97
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
152775	DELTA DENTAL OF MINNESOTA	3,214.15	57.30
271975	TEAMSTERS JOINT COUNCIL 32	30,594.30	1,390.65
	EMPLOYEE VACATION & SICK		1,447.95
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
125700	BEST OIL COMPANY	8,771.34	2,578.63
142800	CLOQUET SANITARY SERVICE	763.49	39.75
	PUBLIC SAFETY		2,618.38
	TOTAL ALL DEPARTMENTS		1,072,201.34

Cloquet City Council Work Session

Tuesday, January 15, 2019

DRAFT

Present: W. Carlson, D. Koski, S. Lamb, K. Kolodge, S. Langley, L. Wilkinson, Mayor Maki

Absent: None

Staff: Reeves, Barlcay, Klassen, Peterson

Council Retreat

Mr. Reeves discussed the importance of having a Council retreat this spring, especially now with new Council members. A retreat would give an opportunity to lay out priorities with a more focused direction. The retreat will also include time with department heads. Council agreed to have the retreat facilitated by staff rather than an outside agency. Mr. Reeves will send out a short questionnaire to Councilors to help organize topics as well as a list of available dates.

Wilderness Agreement

Mr. Reeves reviewed the 3 arena agreements with the City; CAHA, ISD 94 and the Wilderness. All are on tonight's agenda for approval. He also summarized the responsibilities of each party involved. Discussion followed regarding payment amounts and schedules, sales tax dollars being used for larger arena maintenance, and operational items being funded by the City.

Public Works Director Peterson clarified that the City cannot take over arena operations because the City does not have adequate staffing to run programming. Any staff hired would result in charges to the associations to cover those costs. Programming now is run by the association volunteers who know what they are doing.

Discussion on large arena upgrades, such as locker room improvements, will be part of the capital improvement budget. Mr. Reeves explained that sales tax dollars may be used if it becomes available and that Council approval will be requested for arena projects.

Library Grant

Mr. Reeves gave the history of the library expansion project. The previous Council authorized the library to apply for a \$1 million library construction grant from the state which resulted in a \$784,000 award. If any other libraries turn down their grant award, we will have the opportunity to get those funds. Mr. Reeves is asking for direction from Council whether or not to move forward with the grant agreement. Moving forward will result in the City contributing approximately \$80,000 to the project. Discussion followed on other entities that use the library contributing funds to the project. Council agreed to move forward with the grant agreement.

Council Meeting Live Streaming

Mr. Reeves has been researching live streaming systems for Council and commission meetings to be installed when the new council chambers is constructed. He explained the system will automatically turn on and start streaming based on the dates/times we have entered into the system. Meetings will also automatically be archived on the City's website. Live steaming will allow for City transparency.

Other Discussion

Mr. Reeves stated he is going to resume the Cable Commission and will reach out to current members and other interested individuals to be appointed to the commission by Council. Discussion followed regarding current programming, opportunities available, and personnel.

There being no further business, the meeting adjourned at 6:58 p.m.

Respectfully Submitted,

Aaron Reeves
City Administrator

Council Chambers, Cloquet, Minnesota
7:00 P.M. January 15, 2019

Regular Meeting

 **DRAFT**

Roll Call

Councilors Present: Carlson, Koski, Lamb, Kolodge, Langley, Wilkinson, Mayor Maki

Councilors Absent: None

Pledge of Allegiance

AGENDA

MOTION: Councilor Kolodge moved and Councilor Carlson seconded the motion to approve the January 15, 2019 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Langley moved and Councilor Wilkinson seconded the motion to approve the minutes of the Work Session and Regular Meeting of January 2, 2019. The motion carried unanimously (7-0).

CONSENT AGENDA

MOTION: Councilor Kolodge moved and Councilor Lamb seconded the motion to adopt the amended Consent Agenda with the exclusion of item 5.g., *Purchase of New Duty Handguns* and adding it to Council Business as item 8.c, approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 19-04, A Resolution Authorizing the Payment of Bills
- b. Council Appointments to Various Boards/Commissions
- c. Public Works Position Appointments
- d. Resolution No. 19-06, A Resolution Supporting State Law that Provides Limited Liability to Commercial Salt Applicators that are Certified through an Established Voluntary Salt Applicator Certification Program
- e. Consideration of Appointments to Planning Commission and CAFD, and Reappointment to Library Board
- f. Resolution No. 19-07, A Resolution Approving a Conditional Use Permit, Ryan & Zack, LLC
- g. Acceptance of K9 Donation
- h. Resolution No. 19-05, A Resolution Approving Exempt Raffle Permit, Knights of Columbus
- i. Temporary On-Sale Liquor License – Queen of Peace

PUBLIC HEARINGS

There were none.

PRESENTATIONS

Pam Saarala of Minnesota Energy Resources, presented the City with a \$10,000 grant award for an extension of the Pine Valley bike trail. The award was accepted by Tim Krohn on behalf of the City's Park's Commission.

PINE VALLEY ARENA REPAIR ASSISTANCE

MOTION: Councilor Wilkinson moved and Councilor Kolodge seconded the motion to approve paying CAHA \$25,000 from the City's Capital Fund, to be reimbursed by Sales Tax revenue, to assist in repairs made to the Pine Valley Arena's heating system, ice system, and hot water heater totaling roughly \$50,000. The motion carried unanimously (7-0).

NORTHWOODS ARENA USE AGREEMENTS

MOTION: Councilor Lamb moved and Councilor Carlson seconded the motion to approve the Arena Use Agreements between the City and CAHA, Cloquet School District, and the Minnesota Wilderness. The motion carried unanimously (7-0).

PURCHASE OF NEW DUTY HANDGUNS

MOTION: Councilor Kolodge moved and Councilor Carlson seconded the motion to table purchase approval for twenty-six H&K VP9 duty handguns from Dead On Arms as replacements for the Police Department's current Glock duty handguns, until a quote can be received from a Glock representative for the purchase and potential trade-in of the Glock handguns currently being used. The motion carried unanimously (7-0).

PUBLIC COMMENTS

Isaac Saarberg, 203 16th Street, addressed the Council expressing his support for Eric Lipponen's reinstatement to full time status.

Teresa Backus, 425 7th Street, stated her support of Councilor Lamb's request for the City to research renewable energy options for City facilities.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

There were none.

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

Aaron Reeves, City Administrator



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: City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Aaron Reeves, City Administrator *AR*
Date: February 5, 2019

ITEM DESCRIPTION: Water Treatment Plant - Change Order No. 1.

Proposed Action

Staff recommends that the City Council move to approve Change Order No. 1 to the water treatment plant construction contract.

Background

Work is currently underway to construct Water Treatment Plant No. 1 at the City garage site. Once authorized, the cost of work is typically determined using a unit price or allowance submitted by the lowest responsible bidder for each work item in a contract. Sometimes during construction, unforeseen conditions arise which force us to alter the scope of work. When a unit price for the extra work is not included in the original contract, a price must be negotiated with the contractor amending the original contract. The recommended changes are then brought to City Council for authorization in the form of a Change Order.

The City's consulting engineer for this project (Short Elliot Hendrickson) has reviewed this change order and found it to be necessary and reasonable.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

The original contract price for this project was \$6,629,120.00 and the total of Change Order #1 will increase this amount by \$9,921.45 or 0.15%. All projects of this size and complexity are expected to incur some changes. With approximately 31% of contract paid to date, a contract amendment of less than 1% indicates construction is going very well and the design plans and specifications have been impressively comprehensive to date.

The City was awarded a Drinking Water Revolving Fund Loan from the Minnesota Department of Health to fund this project.

Advisory Committee/Commission Action

None.

Supporting Documents Attached

- Change Order #1



Building a Better World
for All of Us®

January 23, 2019

RE: City of Cloquet
Water Treatment Plant No. 1
SEH No. CLOQU 144728 73.00

Caleb Peterson
Director of Public Works
City of Cloquet
1307 Cloquet Avenue
Cloquet, MN 55720

Dear Caleb:

Attached are electronic copies of Application for Payment No. 5 and Change Order No. 1 from Magney Construction, Inc. This application for payment is for work on the Water Treatment Plant No. 1 project through January 11, 2019. I have reviewed this application for payment and believe it to accurately reflect the work completed through the above referenced date. We recommend that the City pay the requested amount of \$442,221.57. Please sign a copy of both Pay Application No. 5 and Change Order No. 1 and send copies to both Peter Aldritt at Magney Construction and myself.

For reference, Change Order No. 1 represents 0.15 percent of the total original project cost. Including the recommended payment for Change Order No. 1 and Pay Application No. 5, the value of the contract is approximately 31 percent paid.

Additionally, we have reviewed the Contractor Payroll Reports for the time period associated with this Pay Application. Based upon our review, the certified payroll records received in connection with Pay Application 5 from Magney Construction, Inc. are in compliance with the U.S. Department of Labor prevailing wage requirements of 29 CFR 5.5(a)(1).

If you have any questions regarding this application for payment or the payroll reports please call me at (320) 229-4306.

Sincerely,

A handwritten signature in black ink that reads "Kevin Young".

Kevin Young, PE
Project Engineer

kby
Enclosures

Pay Application No. 5
Change Order No. 1

s:\a\el\cloquet\144728\7-const-svcs\173-app-pym\pay app no. 5\2018-01-23\city pay app no. 5.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196
SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax



Owner: City of Cloquet, 1307 Cloquet Ave., Cloquet, MN 55720	Date 01/11/19
Contractor: Magney Construction Inc., 1401 Park Rd, Chanhassen, MN 55317	
Bond Company: Fidelity and Deposit Company of Maryland, 1299 Zurich Way, Schaumburg, IL 6196-1056	

CHANGE ORDER NO. 1
Water Treatment Plant No. 1
Cloquet, Minnesota

Description of Work

The following items are deemed to be necessary to complete the project according to the intended design. In accordance with the terms of this Contract, the Contractor is hereby authorized and instructed to perform the work as altered by the following provisions.

Ref. No.	Item	Unit	Contract Quantity	Unit Price	Total Amount
PR-1	MDH Plan Review In order to maintain overall project schedule, the project bids were opened prior to the receipt of MDH plan comments. These comments included adjustments to the design creating a change in the project cost.				\$3,389.60
MC-4A	Clearwell Overflow Due to survey and design efforts occurring during winter months with snow and ice cover, additional data was collected during the construction phase. This data indicated that a secondary location for the overflow would be required to meet applicable requirements for drainage and ground clearance.				\$3,743.29
MC-4B	Rebar Changes During the shop drawing review process, it was determined by the structural engineer that additional reinforcing steel should be included to create more sound structural concrete at specific critical locations.				\$2,936.72
MC-3	Wood Blocking During the shop drawing review process, additional wood blocking for door and window installation was determined to be necessary to construct the project to meet plan and code requirements.				\$801.84
MC-4C	High Service Pump Hatch High Service Pump room hatch change from aluminum fabricated hatch to Bilco Aluminum SM-5 hatch. Contractor provided alternate pricing for this lower cost item.				(\$950.00)
	Original Contract Amount				\$6,629,120.00
	Previous Change Orders				\$0.00
	This Change Order				\$9,921.45
	Revised Contract Amount (including this change order)				\$6,639,041.45

CHANGE IN CONTRACT TIME

The Contract completion date is not adjusted as a result of the items included in Change Order No. 1.

Recommended for Approval by:
SHORT ELLIOTT HENDRICKSON, INC.

Kim Young _____ Date 01/14/19
 Approved by Owner
 CITY OF CLOQUET

 Date

Approved by Contractor:
MAGNEY CONSTRUCTION, INC.

Patricia Admitt _____ Date 1-18-19
 Date

cc: City of Cloquet
 Magney Construction, Inc.
 Fidelity and Deposit Company of Maryland
 SEH, Inc.



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: areeves@cloquetmn.gov
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: February 6, 2019

ITEM DESCRIPTION: Library Grant Support Resolution

Proposed Action

Approve the Library Grant Support Resolution as presented.

Background/Overview

The City is still working with the State to finalize the State Library Construction Grant Agreement that will provide \$784,000 towards the library expansion project. As part of the grant agreement the attached resolution must be approved. The final grant agreement will be brought to the Council for review and possible approval at a future meeting.

Supporting Documentation Attached

- Resolution 19-09

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

RESOLUTION NO. 19-09

**A RESOLUTION AUTHORIZING THE
STATE LIBRARY CONSTRUCTION GRANT**

WHEREAS, the City of Cloquet applied for a competitive library construction grant administered through the Minnesota Department of Education for the Library Renewal Project and,

WHEREAS, the city requested \$1 million in funds, the maximum possible from the \$2 million grant pool and has been offered a grant in the amount of \$784,000 for the Library Renewal Project contingent upon the completion of the end grant agreement requirements and,

WHEREAS, the \$784,000 grant award would be applied towards the construction project costs of the Cloquet Public Library and,

WHEREAS, the City of Cloquet affirms they own the library building and will follow the assurances in the end grant agreement and grant application,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, to adopt a resolution authorizing the grant project, acknowledging the city owns the library building and affirming the city will follow the assurances in the grant application and end grant agreement and will comply with the requirements outlined in the Capital Grants Manual.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 6TH DAY OF FEBRUARY 2019.

Roger Maki, Mayor

ATTEST:

Aaron Reeves, City Administrator



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: areeves@cloquetmn.gov
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: February 6, 2019

ITEM DESCRIPTION: Arena Transfer Agreements

Proposed Action

Approve the Termination of Lease and Bill of Sale that formally transfer the two ice arena facilities from CAHA to the City.

Background/Overview

As discussed at previous Council meetings the two attached agreements will finalize the process of the City taking ownership of both ice arenas.

Supporting Documentation Attached

- Termination of Lease
- Bill of Sale

TERMINATION OF LEASE

This Termination of Lease is executed to be effective as of the _____ day of _____, 2019, by CITY OF CLOQUET, a municipal corporation and political subdivision of the State of Minnesota ("Landlord"), and CLOQUET AMATEUR HOCKEY ASSOCIATION, a Minnesota non-profit corporation ("Tenant").

WHEREAS, Landlord and Tenant are the original named parties to that certain Ground Lease (the "Lease") dated effective as of April 22, 1996, concerning the Property described therein (capitalized terms not otherwise defined herein shall have the meaning ascribed to such terms in the Lease); and

WHEREAS, Tenant has conveyed to Landlord all Improvements and other property owned by Tenant associated with the Property pursuant to Bill of Sale dated even date herewith, Tenant and Landlord have entered into an Arena Operations and Use Agreement, and Tenant and Landlord have mutually agreed to terminate the Lease according to the terms and conditions hereof.

NOW, THEREFORE, Landlord and Tenant agree as follows:

1. The Lease is hereby terminated effective as of _____, 2019.
2. Neither party shall be deemed to owe the other party any financial or other obligation under the Lease.
3. Upon execution by each party of this Termination of Lease, neither party shall have any further rights or obligations under the Lease and, notwithstanding anything to the contrary contained in the Lease or elsewhere, both parties hereby declare that the Lease shall thereafter be of no further force or effect.

EXECUTED as of the date set forth above.

Landlord:

Tenant:

CLOQUET AREA HOCKEY ASSOCIATION, a Minnesota non-profit Corporation

CITY OF CLOQUET, a municipal corporation and political subdivision of the State of Minnesota

By: _____
Name: _____
Title: President

By: _____
Name: Roger Maki
Title: Mayor

By: _____
Name: _____
Title: Secretary

By: _____
Name: Aaron Reeves
Title: City Administrator

BILL OF SALE

THIS BILL OF SALE (this "Bill of Sale") is dated as of _____, 2019 (the "Effective Date"), and is from CLOQUET AMATEUR HOCKEY ASSOCIATION, a Minnesota non-profit corporation ("CAHA") to CITY OF CLOQUET, a municipal corporation and political subdivision of the State of Minnesota ("City"). This Bill of Sale is given in connection with that certain Arena Operations and Use Agreement dated _____, 2019.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged:

CAHA hereby sells, assigns, transfers and conveys to City all of its right, title and interest in and to the Assets, as defined below, and City hereby receives and accepts all of CAHA's right, title and interest in and to the Assets as of the date set forth above.

All structures, improvements, fixtures, trade fixtures, equipment, personal property, inventory, supplies and other goods or personal property of any kind or nature now located on or used in connection with the maintenance and operation of the facilities located at 1102 Olympic Drive, on a parcel of land legally described as the SW1/4 of SE1/4 of SW1/4 Section 23, Township 49, Range 17, with a Parcel Identification Number of 06-510-5490 in the City of Cloquet, Carlton County, Minnesota, sometimes commonly referred to as The Barn, Cloquet Area Recreation Center (CARC) and Northwoods Credit Union Arena.

IN WITNESS WHEREOF, CAHA and City have caused this Bill of Sale to be executed and delivered in their names by their respective duly authorized officers or representatives as of the Effective Date.

CLOQUET AREA HOCKEY ASSOCIATION,
a Minnesota non-profit Corporation

CITY OF CLOQUET, a municipal corporation
and political subdivision of the State of Minnesota

By: _____
Name: _____
Title: President

By: _____
Name: Roger Maki
Title: Mayor

By: _____
Name: _____
Title: Secretary

By: _____
Name: Aaron Reeves
Title: City Administrator



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Aaron Reeves, City Administrator *AR*
Date: February 6, 2019

ITEM DESCRIPTION: New Lawful Gambling Premises Permit Application for the American Legion at the Northeastern Hotel, Saloon & Grille

Propose Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 19-10, A RESOLUTION APPROVING NEW LAWFUL GAMBLING PREMISES PERMIT APPLICATION FOR THE AMERICAN LEGION POST 262.**

Background

The City has received a request from the American Legion Post 262 for a new Premises Permit for lawful gambling at the Northeastern Hotel, Saloon & Grille, 115 St. Louis Avenue.

No organization is permitted under City Code 6.7.03, Subd. 3(c) to have more than three (3) permitted establishments. This is the first permit for the American Legion Post 262 at this location.

Policy Objectives

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

Financial Impacts

The City does not charge a fee for the permit. Per Section 6.7.03, Subd. 1(b) of the Municipal Code, ten percent (10%) of the net profits from the operation of gambling equipment in the City by charitable organizations shall be donated to the City.

Advisory Committee/Commission Action

None.

Supporting Documents Attached

- Resolution No. 19-10
- LG214 & LG215

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

RESOLUTION NO. 19-10

**A RESOLUTION APPROVING NEW LAWFUL GAMBLING
PREMISES PERMIT APPLICATION FOR
AMERICAN LEGION POST 262**

WHEREAS, The City of Cloquet has received a request from the American Legion Post 262 for a new Premises Permit for gambling at the Northeastern Hotel, Saloon & Grille, 115 St. Louis Avenue.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application for the American Legion Post 262 seeking approval of a new Lawful Gambling Premises Permit at the Northeastern Hotel, Saloon & Grille, 115 St. Louis Avenue, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 6TH DAY OF FEBRUARY 2019.**

Roger Maki, Mayor

ATTEST:

Aaron Reeves, City Administrator

LG214 Premises Permit Application

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

- 1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
- 2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

Mail the application and required attachments to:
 Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: AMERICAN LEGION POST 262 License Number: CHARTER 335 A-46 27, 1920
 Chief Executive Officer (CEO) GLENN WERTANEN Daytime Phone: _____
 Gambling Manager: Chad Mackey Daytime Phone: _____

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: NORTHEASTERN HOTEL, SALOON + GRILLE
 List any previous names for this location:
NONE
 Street address where premises is located: 115 ST LOUIS AVE
(Do not use a P.O. box number or mailing address.)

City: <u>CLOQUET</u>	OR Township: _____	County: <u>CARLTON</u>	Zip Code: <u>55720</u>
----------------------	---------------------------	------------------------	------------------------

Does your organization own the building where the gambling will be conducted?

Yes No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? Yes No Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? Yes No Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: _____ Bank Account Number: _____
 Bank Street Address: _____ City: _____ State: **MN** Zip Code: _____

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number): <u>801 Industry Ave</u>	City: <u>Cloquet</u>	State: <u>MN</u>	Zip Code: <u>55720</u>
_____	_____	<u>MN</u>	_____
_____	_____	<u>MN</u>	_____

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

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

City Name: _____

Date Approved by City Council: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of City Personnel: _____

Title: _____ Date Signed: _____

**Local unit of government
must sign.**

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

County Name: _____

Date Approved by County Board: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of County Personnel: _____

Title: _____ Date Signed: _____

TOWNSHIP NAME: _____

Complete below only if required by the county.
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.

6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.



Signature of Chief Executive Officer (designee may not sign)

1/28/19

Date

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.

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

LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION		
Organization: AMERICAL LEGION POST 262	License/Site Number:	Daytime Phone: 218-348-1011
Address: P. O. BOX 51	City: CLOQUET	State: Zip: MN 55720
Name of Leased Premises: NORTHEASTERN HOTEL, SALOON + GRILLE	Street Address: 115 ST LOUIS AVE	
City: CLOQUET	State: Zip: MN 55720	Daytime Phone: 218-879-9968
Name of Legal Owner: BERT WHITTINGTON	Business/Street Address: 115 ST LOUIS AVE	
City: CLOQUET	State: Zip: MN 55720	Daytime Phone:
Name of Lessor (if same as legal owner, write "SAME"): SAME	Address:	
City:	State: Zip:	Daytime Phone:
Check applicable item: <input checked="" type="checkbox"/> New or amended lease. Effective date: _____. Submit changes at least ten days before the effective date of the change. <input type="checkbox"/> New owner. Effective date: _____. Submit new lease within ten days after new lessor assumes ownership.		
CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)		
<input checked="" type="checkbox"/> Pull-Tabs (paper) <input checked="" type="checkbox"/> Electronic Pull-Tabs <input type="checkbox"/> Pull-Tabs (paper) with dispensing device <input type="checkbox"/> Electronic Linked Bingo <input checked="" type="checkbox"/> Bar Bingo <input checked="" type="checkbox"/> Bingo Electronic games may only be conducted: <input checked="" type="checkbox"/> Tipboards 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or <input checked="" type="checkbox"/> Paddlewheel <input type="checkbox"/> Paddlewheel with table 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.		
PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)		
BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.		
ALL GAMES, including electronic games: Monthly rent to be paid: <u>10</u> %, not to exceed 10% of gross profits for that month. <ul style="list-style-type: none"> Total rent paid from all organizations for only booth operations at the leased premises may not exceed \$1,750. The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor. 		
BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.		
ELECTRONIC GAMES: Monthly rent to be paid: <u>15</u> %, not to exceed 15% of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.		
ALL OTHER GAMES: Monthly rent to be paid: <u>20</u> %, not to exceed 20% of gross profits from all other forms of lawful gambling. <ul style="list-style-type: none"> If any booth sales conducted by a licensed organization at the premises, rent may not exceed 10% of gross profits for that month and is subject to booth operation \$1,750 cap. 		
BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)		
Bingo rent is limited to one of the following: <ul style="list-style-type: none"> Rent to be paid: <u>10</u> %, not to exceed 10% of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo. - OR - Rate to be paid: \$ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor. => Rent may not be paid for bar bingo. => Bar bingo does not include bingo games linked to other permitted premises. 		
LEASE TERMINATION CLAUSE (must be completed)		
The lease may be terminated by either party with a written <u>30</u> day notice. Other terms:		

LG215 Lease for Lawful Gambling Activity

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:

Date:

Bert Whittington 28 JANUARY 2019

Signature of Organization Official (Lessee):

Date:

Glenn Wirtanen 1/28/19

Print Name and Title of Lessor:

BERT WHITTINGTON, OWNER

Print Name and Title of Lessee:

GLENN WIRTANEN

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication 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 become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:

Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113

Fax: 651-639-4032



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: areeves@cloquetmn.gov
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: February 6, 2019

ITEM DESCRIPTION: Police Citizen Advisory Board (CAB) and Library Board Interviews & Appointments

Proposed Action

Interview two candidates for the open CAB seat and two candidates for the open Library Board seat at the Work Session. Appoint one applicant to the CAB and one applicant to the Library Board at the regular meeting.

Background/Overview

The Council will interview and appoint applicants to the CAB and Library Board.

Supporting Documentation Attached

- Interview Questions
- Applications
- Appointment Policy