



CITY OF CLOQUET
City Council Agenda
Tuesday, January 7, 2020
7:00 p.m.
City Hall Council Chambers

5:30 WORK SESSION

- Acting Mayor Discussion
- Councilor Appointments to Boards/Commissions Discussion
- Mobile Storage Units
- CAT 7 Studio Tour

1. **Roll Call**

2. **Pledge of Allegiance**

3. **Approval of Agenda**

- a. Approval of January 7, 2020 Council Agenda

4. **Approval of Council Minutes**

- a. Work Session minutes from the December 17, 2019 meeting
b. Regular Council minutes from the December 17, 2019 meeting

5. **Public Comments**

Please give your name, address, and your concern or comments. Visitors may share their concerns with the City Council on any issue of public business. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual or successive individual's presentation if they become redundant, repetitive, irrelevant or overly argumentative. All comments will be taken under advisement by the City Council. No action will be taken at this time.

6. **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. 20-01, Authorizing the Payment of Bills and Payroll
- b. Resolution No. 20-02, Authorizing the Designation of Depositories for 2020
- c. Approval of Standing Rules of the Council
- d. Consideration of Appointments/Reappointments to Boards and Commissions
- e. Economic Development Authority At-Large Commission Seat Appointments
- f. 2020 Official Newspaper Designation
- g. Pinetree Plaza Change Order No. 1
- h. Remaining 2020 Business License Renewals



**CITY OF CLOQUET
City Council Agenda
Tuesday, January 7, 2019
7:00 p.m.
City Hall Council Chambers**

7. Public Hearings

None.

8. Presentations

None.

9. Council Business

- a. Appointment of Acting Mayor
- b. Appointments of Qualified Pumphouse Operator and Relief Pumphouse Operator
- c. Conditional Use Permit Amendment – SKB

10. Council Comments, Announcements, and Updates

11. Adjournment

**Council Appointments
to
Various Boards and Commission**

At the beginning of each year the Council is asked to consider appointments to the various Boards and Commissions for 2019.

At this time Council is asked to discuss the various Boards and Commissions the City Councilors will serve on for 2020. During our 2nd Council meeting on January 21st staff will bring a Request for Council Action forward to finalize appointments.


Appointments Needed:

Board/Commission	Incumbent(s)
Economic Development Authority Partnership	Roger Maki
Park's Commission Liaison	Kerry Kolodge
Cloquet Area Fire District	Bun Carlson Sheila Lamb
Library Board Liaison	Chris Swanson
Personnel Negotiating Committee	Vacant (2020 will be a negotiation meeting for our 4 employment contracts with the Unions)



COMMUNITY DEVELOPMENT DEPARTMENT

101 14th Street • Cloquet MN 55720
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To: Mayor and City Council
From: Al Cottingham, City Planner/Zoning Administrator
Reviewed/Approved By: James Barclay, Acting City Administrator 
Date: December 31, 2019

ITEM DESCRIPTION: Zoning Discussion for Mobile Storage Structures (Shipping Containers)

Staff had received a complaint regarding “mobile storage structures” (shipping containers) on commercial property that were being used as rental storage space on the site. Staff had approached the property owner last year regarding this and came to an agreement that he could keep the units that he had but not bring in any additional units. This summer we noticed that he had brought in more units onto the site and was sent a letter regarding this. He has since contacted a city council member about this, so we are having a discussion with the Council as to their thoughts on amending the Ordinance.

Section 17.5.07 Mobile Storage Structures. Any assembly of materials which is so designed, constructed or reconstructed to make it portable and capable of movement from on site to another, designed to be used without a permanent foundation, designed with the purpose of storing tangible property and not for occupancy by persons, and to have one dimension exceeding ten (10) feet.

Subd. 1 Procedure. The erection of a mobile storage structure shall require an administrative permit as may be issued by the City Planner/Zoning Administrator, except as otherwise provided by this Chapter.

Subd. 2 Special Requirements.

- A. Location. Mobile storage structures may be located as a temporary structure on property within the City.
- B. Time Limitations. Mobile storage structures are allowed for a period not exceeding 48 hours in duration on a public street and not exceeding three weeks on private property, from time of delivery to time of removal. Exceptions for special circumstances may be granted by the City Planner/Zoning Administrator.
- C. Placement. No more than one mobile storage structure may be located on a specific piece of property within the City at one time. Such temporary structure may not be located on a specific property more than two times in any sixty-calendar-day period. Such temporary structure shall be located no closer than ten (10) feet to the property line unless on a driveway and must be placed on an impervious surface. Such structure may not be placed in a fire lane, or sidewalk. Such structure may not exceed eight feet six inches in height, ten (10) feet in width or twenty (20) feet in length. It

shall be the obligation of the owner or user of such temporary structure to secure it in a manner that does not endanger the safety of persons or property in the vicinity of the temporary structure.

Staff acknowledges there are a number of these structures throughout the community on both commercial and residential properties. However, in all of these cases they are being used for personal use and not as a business to generate revenue. While the County Assessor does place a value on these, they are not near the value of a mini storage building.

Staff is seeking direction from the City Council on how this should be addressed from a revenue generating storage business. The second part would be on the Council's thoughts about just the storage units for personal use on your own property. Both of these will require an amendment to the Zoning Ordinance with a public hearing being held before the Planning Commission.

As a second issue with this particular property, it is located within the Highway 33 corridor and thus is subject to the Highway 33 Design Standards. The design standards require an exterior façade of primarily masonry, concrete, brick or EIFS (exterior insulating finish system), or stucco, and may have metal or wood trim. Metal buildings may be allowed, provided exterior facades which can be viewed from a 'public way' (i.e. public or private roadway) are at least fifty percent (50%) masonry, concrete, brick EIFS or wood. If all sides of a building can be viewed from a 'public way', a minimum of two (2) sides of the building shall have exterior facades constructed to this standard.

Cloquet City Council Work Session

Tuesday, December 17, 2019

Present: W. Carlson, S. Lamb, C. Swanson, K. Kolodge, S. Langley, L. Wilkinson, Mayor Maki

Absent: None

Staff: J. Barclay, N. Klassen, C. Peterson, D. Randall

Pine Valley/Northwoods Arena Discussion

Representatives from McKinstry were present to discuss the facility audit report done for the Northwoods and Pine Valley Ice Arenas. Areas audited were the refrigeration and floor system replacement and dehumidification improvements. The recommendation is a phased plan to fix the most critical component and leave the rest until funds are available at a later date.

Phase 1 recommendation is to convert the Pine Valley arena refrigerant system to an indirect system utilizing the existing compressor plant.

Phase 2 recommendation is to convert the Northwoods Arena to an indirect system and install a new shared compressor plant connected to each rink. This represents an overall 30+ year solution for the arenas.

Next discussed were dehumidification improvements. The current unit was not designed to provide ventilation 12 months a year making it undersized for the current operation of the building. Recommendations include refurbishment of the unit or adding an additional dehumidification unit to supplement the current operation of the building.

Conversation followed regarding the pros and cons of the recommendations, the volatility of R22, budgeting and the next steps of a detailed engineering study which would start to identify 70-80% of the scope of work. Caleb Peterson, Public Works Director stated there are unallocated funds budgeted through sales tax that would cover this. Council agreed to take the next steps with the flooring and dehumidification system.

PLA/Private ED Projects

Holly Hansen, Community Development Director brought forward discussion from the EDA for Council to consider amending City Code 9.2.02, Project Labor Agreements, by removing private economic development projects from PLA. There is one private development project that is currently being affected by the PLA, Trails Edge 2.

Craig Olson, President of the Duluth Building and Trades was present and addressed the Council. Mr. Olson provided information including a list of cities who have PLAs, myths about PLAs, guarantees of no work stoppages, rates of pay and the potential loss for union employees if the Council amends the ordinance.

After discussion, Council majority agreed to retain City Code as it now reads, Councilor Kolodge is in favor of deleting the language pertaining to private developments.

Police Officer Car Update

Interim Chief Randall provided information to Council so they are aware of the change of what was approved for police vehicles purchase on October 15, 2019. Randall reviewed the October 15, 2019 Council approval. Since that time, Dodge cancelled the order due to high demand. The department has reached out to other agencies on vehicle preference and to gain feedback. The result of research and lack of availability of the Dodge Charger is to purchase the Dodge Durango SUV for the budget amount.

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

Respectfully Submitted,

James Barclay
Interim City Administrator

Council Chambers, Cloquet, Minnesota
7:00 P.M. December 17, 2019

Regular Meeting

 **DRAFT**

Roll Call

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

Councilors Absent: None.

Pledge of Allegiance

AGENDA

MOTION: Councilor Wilkinson moved and Councilor Lamb seconded the motion to approve the December 17, 2019 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Swanson moved and Councilor Carlson seconded the motion to approve the Regular Meeting minutes of December 3, 2019 as presented. The motion carried (7-0).

PUBLIC COMMENTS

There were none.

CONSENT AGENDA

MOTION: Councilor Langley moved and Councilor Carlson seconded the motion to adopt the Consent Agenda of December 17, 2019, approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 19-101, Authorizing the Payment of Bills
- b. Resolution No. 19-108, Adoption of the 2020 City Council Meeting Calendar
- c. Resolution No. 19-106, Adoption of 2020 Fee Schedule
- d. Resolution No. 19-107, Identifying Polling Sites for 2020 Elections
- e. Approval of Heroine Task Force Joint Powers Agreement
- f. Resolution No. 19-111, Approving Plans for Carlton County Project No. 009-614-001 Along Airport Road
- g. Resolution No. 19-112, Supporting Transportation Alternatives Funding for a Multi-Use Path Along 22nd Street
- h. Approval of Optional 2AM Liquor License – Northeastern Saloon & Grille
- i. 2020 Business License Renewals
- j. Resolution No. 19-110, Approving Raffle Permit, Queen of Peace Church

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

APPROVAL OF THE 2020 EMPLOYEE PAY PLAN

MOTION: Councilor Kolodge moved and Councilor Langley seconded the motion to approve the 2020 Pay Plan effective January 1, 2020. The motion carried unanimously (7-0).

DOT DRUG AND ALCOHOL TESTING POLICY AMENDMENT

MOTION: Councilor Swanson moved and Councilor Lamb seconded the motion to approve the amended Drug and Alcohol Testing Policy for Commercial Drivers (DOT Policy) dated December 17, 2019. The motion carried unanimously (7-0).

COUNTRY CLUB PATIO HOMES DEVELOPMENT AGREEMENT AMENDMENT

MOTION: Councilor Lamb moved and Councilor Swanson seconded the motion to approve **RESOLUTION NO. 19-104, RESOLUTION DECERTIFYING LOT 4 COUNTRY CLUB PATIO HOMES FROM TIF DISTRICT 4-1 (HOUSING DISTRICT) DEVELOPMENT DISTRICT 4.** The motion carried unanimously (7-0).

WHEREAS, on May 2, 2017, the City of Cloquet (the "City") created its Tax Increment Financing District No. 4-1 (the "TIF District") within its Development District No. 4 (the "Project") by approval of a tax increment financing plan (the "TIF Plan") for the TIF District; and

WHEREAS, the following property, by property identification number, was included in the TIF District: parcel identification number (PIN) 06-625-0040, Lot 4 Country Club Patio Homes; and

WHEREAS, the City desires by this resolution to amend the TIF Plan to remove the above-described parcel from the TIF District, thereby reducing the size thereof; and

WHEREAS, the total current net tax capacity of the parcel to be eliminated from the TIF District equals or exceeds the original net tax capacity and, therefore this amendment to the TIF Plan is accomplished pursuant to *Minnesota Statutes, Section 469.175, Subdivision 4, clause (e)(2)(A)*.

NOW THEREFORE, BE IT RESOLVED by the City that the TIF Plan for the TIF District is hereby amended to remove the described parcel and the City Administrator is authorized and directed to notify the County Auditor thereof pursuant to *Minnesota Statutes, Section 469.175, Subdivision 4, clause (e)*.

NOW THEREFORE, BE IT FURTHER RESOLVED by the City as follows:

1. The TIF Plan for the TIF District is hereby modified to remove the Parcel from the TIF District, effective for taxes payable in 2020.
2. Upon approval of this resolution, staff are authorized and directed to file a copy of this resolution with the County Auditor of Carlton County along with instructions to adjust the records for the TIF District accordingly.

CUP AMENDMENT FOR SKB ENVIRONMENTAL FOR EXPANDED HOURS

MOTION: Councilor Carlson moved and Councilor Lamb seconded the motion to approve **RESOLUTION NO. 19-105, DENYING THE CONDITIONAL USE PERMIT AMENDMENT FOR SKB ENVIRONMENTAL CLOQUET LANDFILL FOR EXPANDED HOURS IN THE HI-HEAVY INDUSTRY DISTRICT.** The motion carried (4-3). Councilors Swanson, Langley and Mayor Maki opposed.

WHEREAS, an Application has been submitted by Shamrock Landfill to amend their existing Conditional Use Permit which was approved on February 15, 2011 and amended on November 5, 2014. The amendment request is pursuant to 17.2.06 of the City Code, for the 59-acre Industrial Landfill to modify their hours of operation to allow 24 hours a day, seven days a week solely for the SRFI material transported with SKB trucks and direct employees, with the hours between 7am – 5pm, Monday – Saturday open to anyone; and

WHEREAS, As required by ordinance, notification was advertised in the Pine Journal and all neighbors within 1320 feet were notified. A public hearing was held to consider the Application at the regular meeting of the Cloquet Planning Commission on December 10, 2019 at which time Zoning Case / Development Review No. 19-16 was heard and discussed; and

WHEREAS, the property of the proposed Conditional Use Permit Amendment is located at 761 Highway 45 and is legally described as follows:

That part of the West 390.00 feet of the Northwest Quarter of the Southeast Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota, which lies southerly of Interstate Highway 35 and northerly of the South 100.00 feet of said Northwest Quarter of the Southeast Quarter.

AND ALSO

That part of the South 100.00 feet of the North Half of the Southeast Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota, which lies westerly of the right-of-way of the Great Northern Railway (now known as Burlington Northern Santa Fe Railroad).

AND ALSO

That part of the East 600.00 feet of the Northeast Quarter of the Southwest Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota, which lies southerly of Interstate Highway 35.

AND ALSO

The east 600.00 feet of the Southeast Quarter of the Southwest Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota.

AND ALSO

The South Half of Southeast Quarter lying West of Great Northern Railway Company's right-of-way (now known as Burlington Northern Santa Fe Railroad), Section 25, Township 49, Range 17, according to the United States Government Survey thereof. EXCEPT those two parcels lying within the following described tracts;

1. Beginning at a point on the south line of said Section 25, distant 100 feet west of the southeast corner of SW $\frac{1}{4}$ of SE $\frac{1}{4}$ thereof; thence run northeasterly at an angle of 68 degrees 00 minutes with said south line for 475 feet; thence deflect to the left at an angle of 112 degrees 00 minutes for 500 feet; thence deflect to the left at an angle of 68 degrees 00 minutes for 475 feet; thence deflect to the left at an angle of 112 degrees 00 minutes for 500 feet to the beginning.

2. From a point on the south line of said Section 25 distant of 100 feet west of the southeast corner of SW $\frac{1}{4}$ of SE $\frac{1}{4}$, thereof, run northeasterly at an angle of 68 degrees 00 minutes with said south section line for 475 feet to the point of beginning; thence continue northeasterly along the above described course to its intersection with a line run parallel with and distant 660 feet north of the south line of said Section 25; thence run west along said 660 foot parallel line to its intersection with a line run parallel with and distant 992 feet west of the east line of the SW $\frac{1}{4}$ of SE $\frac{1}{4}$ of said Section 25; thence run south along said 992 foot parallel line to the south line of said Section 25; thence run east along said section line for 392 feet; thence deflect to the left 68 degrees 00 minutes for 475 feet; thence deflect to the right 68 degrees for 500 feet to the point of beginning.

WHEREAS, the Cloquet Planning Commission reviewed the Application to Amend the Conditional Use Permit for SKB Environmental Cloquet Landfill to modify their hours of operation to allow 24 hours a day, seven days a week solely for the SRFI material transported with SKB trucks and direct employees, with the hours between 7am – 5pm, Monday – Saturday open to anyone per Section 17.2.06 Subdivisions 3 and 4 of the Cloquet Zoning Ordinance.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA: that the City Council denies Zoning Case 19-16 for an amendment to the Conditional Use Permit to modify their hours of operation to allow 24 hours a day, seven days a week solely for the SRFI material transported with SKB trucks and direct employees, with the hours between 7am – 5pm, Monday – Saturday open to anyone for SKB Environmental/Shamrock Landfill.

PURCHASE OF NEW DUTY HANDGUNS

MOTION: Councilor Swanson moved and Councilor Wilkinson seconded the motion to approve the purchase of 26 H&K VP9 duty handguns, 24 holsters and 16 lights, to replace the current Glock duty handguns for a purchase price of \$14,442.00. The motion carried (5-2). Councilors Kolodge and Lamb opposed.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Mayor Maki noted the first City Council meeting in 2020 is January 7th. He also extended holiday greetings and his appreciation for the support received.

James Barclay, Interim City Administrator



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
Phone: 218.879.3347 Fax: 218.879.6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Mary Kay Hohensee-Mayer, Assistant Finance Director
Reviewed/Approved by: James Barclay, Interim City Administrator
Date: January 7, 2020

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 20-01, 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. 20-01

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	\$	543,861.67
225	Permanent Improvement		17,728.54
231	Public Works Reserve		2,138.40
405	City Sales Tax Projects		126,522.69
600	Water - Lake Superior Waterline		81,646.13
601	Water - In Town		248,157.08
602	Sewer Fund		106,497.32
614	CAT-7		5,017.39
701	Employee Severance Benefits		88.50
	TOTAL:	\$	1,131,657.72

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 7TH DAY OF JANUARY, 2020.**

ATTEST:

Roger Maki, Mayor

James Barclay, Interim City Administrator

DATE: 01/02/1920
TIME: 13:27:59
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
110902	ABRA AUTO BODY & GLASS -	0.00	4,523.12
111350	LEXISNEXIS RISK DATA MNGMT INC	0.00	150.00
116650	AMERIGAS - 2306	0.00	300.91
117775	ANIMAL ALLIES HUMANE SOCIETY	0.00	190.00
122958	AUTO ZONE, INC.	0.00	60.00
125700	BEST OIL COMPANY	0.00	9,301.77
132375	CAMPBELL KNUTSON	0.00	621.75
134000	CARLTON COUNTY HIGHWAY DEPT	0.00	682.41
137310	CENTURY LINK	0.00	301.24
137340	CHAMBERLAIN OIL CO., INC.	0.00	2,511.62
139025	CINTAS	0.00	173.37
139800	CLOQUET AREA CHAMBER OF COMMER	0.00	7,631.98
141100	CLOQUET FORD-CHRYSLER CENTER	0.00	627.34
145300	COMMUNITY PRINTING	0.00	159.75
145500	COMPENSATION CONSULTANTS, LTD	0.00	250.00
147050	CONSOLIDATED TELEPHONE COMPANY	0.00	3,376.02
147600	EXELON CORPORATION	0.00	2,114.51
150100	D A L C O	0.00	222.07
152775	DELTA DENTAL OF MINNESOTA	0.00	3,049.20
154600	DIVERSIFIED INSPECTIONS INC	0.00	428.40
156400	CITY OF DULUTH COMFORT SYSTEMS	0.00	74.03
158000	DULUTH/SUPERIOR COMMUNICATIONS	0.00	325.00
159275	E P C ENGINEERING & TESTING	0.00	350.00
160600	EHLERS & ASSOCIATES, INC.	0.00	1,200.00
161675	EMC NATIONAL LIFE	0.00	1,269.25
162640	ENVENTIS TELECOM INC	0.00	47.91
162725	ENVIRONMENTAL PRODUCTS	0.00	51.52
166625	FIRST AID CORP	0.00	135.00
166750	FIRST HOSPITAL LABORATORIES IN	0.00	105.79
168900	JOSEPH FOLZ	0.00	5,467.50
169650	FORUM COMMUNICATIONS COMPANY	0.00	130.63
172300	GARTNER REFRIGERATION COMPANY	0.00	12,303.12
175700	GRAINGER	0.00	37.39
178500	GUARDIAN PEST SOLUTIONS INC	0.00	47.25
179300	HACH COMPANY	0.00	15.85
179340	HAGENS GLASS & PAINT	0.00	60.90
185900	IDEXX DISTRIBUTION CORP.	0.00	460.89
186500	INDEPENDENT SCHOOL DISTRICT 94	0.00	18,772.50
189725	ITRON, INC.	0.00	3,433.99
193800	JOHNSON'S SEWER ROOTER SERVICE	0.00	250.00
195700	KGM CONTRACTORS INC	0.00	12,174.89
197800	L & M SUPPLY CO	0.00	305.20
200750	LANDMARK ENVIRONMENTAL, LLC	0.00	5,553.65
202300	LEAGUE OF MN CITIES	0.00	275.00

DATE: 01/02/1920
TIME: 13:27:59
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 01/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
203175	LEXIPOL LLC	0.00	9,417.00
204250	LIFTPRO	0.00	133.56
206800	MACQUEEN EQUIPMENT INC	0.00	9,690.77
207047	MAGNEY CONSTRUCTION	0.00	165,243.78
207400	MANEY INTERNATIONAL INC	0.00	2,111.54
211300	MENARDS INC	0.00	256.66
211700	METRO SALES, INC.	0.00	611.50
212800	MID-STATES ORGANIZED CRIME	0.00	150.00
218400	MN CHIEFS OF POLICE ASSOC	0.00	414.50
219067	MN DEPT OF ADMINISTRATION	0.00	2,138.40
222600	MN POLLUTION CONTROL AGENCY	0.00	45.00
229500	NAPA AUTO PARTS	0.00	526.21
236275	NORTHLAND VEBA TRUST	0.00	587.50
244975	PINE KNOT LLC	0.00	160.00
251475	RAILROAD MANAGEMENT CO.	0.00	258.95
253400	RELIABLE AGENCY INC.	0.00	103,864.50
258200	RUDY GASSERT YETKA	0.00	10,672.00
259450	SAFEASSURE CONSULTANTS INC	0.00	7,612.30
259460	SAGINAW POWER & AUTOMATION	0.00	2,390.00
260500	SCHINDLER ELEVATOR CORPORATION	0.00	794.19
261800	SEH	0.00	20,924.88
262875	SHAMROCK LANDFILL INC	0.00	291.41
268800	STOCK TIRE COMPANY	0.00	39.90
269600	SUPER ONE FOODS CLOQUET	0.00	14.87
270100	CITY OF SUPERIOR	0.00	15,764.16
270200	SUPERIOR COMPUTER PRODUCTS INC	0.00	1,332.21
271975	TEAMSTERS JOINT COUNCIL 32	0.00	31,984.95
277500	TURBO DIESEL & ELECTRIC	0.00	3,526.01
278600	TWIN PORT MAILING	0.00	6,562.70
279100	U S BANK EQUIPMENT FINANCE	0.00	418.71
280400	ULLAND BROTHERS, INC.	0.00	26,938.36
283700	USA BLUEBOOK	0.00	255.17
284200	UTILITY SYSTEMS OF AMERICA INC	0.00	99,234.33
284875	VERIZON WIRELESS	0.00	650.92
286900	W L S S D	0.00	73,105.00
287800	WAL-MART COMMUNITY	0.00	141.04
287900	WAL-MART COMMUNITY	0.00	468.69
288150	WASTE MANAGEMENT NORTHERN MN	0.00	58.23
289015	WELLS FARGO CREDIT CARD	0.00	3,756.83
290300	WIDDES FEED & FARM SUPPLY	0.00	119.40
291350	JOHN & JULIE HAVERKAMP	0.00	5.99
293700	ZIEGLER INC	0.00	362.20
R0001436	E D A M	0.00	295.00
R0001548	MINIT MART 557	0.00	120.00

DATE: 01/02/1920
TIME: 13:27:59
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
R0001725	SERENITY FARM DOG BOARDING	0.00	60.00
R0001732	MCFOA REGION II	0.00	445.00
R0001794	ST GERMAINS CABINET INC	0.00	2,290.00
R0001813	WASHINGTON AVE LAUNDRY AND CAR	0.00	100.00
R0001873	BAKER TILLY VIRCHOW KRAUSE,LLP	0.00	1,556.54
R0001874	WASTE WOOD RECYCLERS LLC	0.00	375.00
TOTAL ALL VENDORS:			707,798.58

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 1/7/2020

Bills	707,798.58
Less: CAFD	(105,196.14)
Less: Library	(640.11)
	<hr/>
Bills approved	601,962.33
Other:	
Payroll	561,738.34
Payroll - benefits	(32,042.95)
	<hr/>
Total Bills and Payroll Approved	<u><u>1,131,657.72</u></u>

DATE: 01/02/20
TIME: 13:28:22
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
152775	DELTA DENTAL OF MINNESOTA		2,960.70
161675	EMC NATIONAL LIFE		1,269.25
271975	TEAMSTERS JOINT COUNCIL 32		27,813.00
			32,042.95
41	GENERAL GOVERNMENT		
132375	CAMPBELL KNUTSON		621.75
139025	CINTAS		16.90
145500	COMPENSATION CONSULTANTS, LTD		250.00
147050	CONSOLIDATED TELEPHONE COMPANY		410.32
150100	D A L C O		96.83
169650	FORUM COMMUNICATIONS COMPANY		130.63
172300	GARTNER REFRIGERATION COMPANY		10,280.00
175700	GRAINGER		18.70
202300	LEAGUE OF MN CITIES		275.00
244975	PINE KNOT LLC		160.00
258200	RUDY GASSERT YETKA		10,672.00
259450	SAFEASSURE CONSULTANTS INC		1,903.07
278600	TWIN PORT MAILING		254.10
279100	U S BANK EQUIPMENT FINANCE		157.02
284875	VERIZON WIRELESS		245.07
289015	WELLS FARGO CREDIT CARD		2,674.78
R0001732	MCFOA REGION II		445.00
R0001873	BAKER TILLY VIRCHOW KRAUSE,LLP		1,556.54
	GENERAL GOVERNMENT		30,167.71
42	PUBLIC SAFETY		
110902	ABRA AUTO BODY & GLASS -		4,523.12
111350	LEXISNEXIS RISK DATA MNGMT INC		150.00
117775	ANIMAL ALLIES HUMANE SOCIETY		190.00
147050	CONSOLIDATED TELEPHONE COMPANY		794.86
150100	D A L C O		96.82
158000	DULUTH/SUPERIOR COMMUNICATIONS		325.00
175700	GRAINGER		18.69
203175	LEXIPOL LLC		9,417.00
212800	MID-STATES ORGANIZED CRIME		150.00
218400	MN CHIEFS OF POLICE ASSOC		414.50
268800	STOCK TIRE COMPANY		39.90

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CITY OF CLOQUET
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INVOICES DUE ON/BEFORE 01/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
269600	SUPER ONE FOODS CLOQUET		14.87
271975	TEAMSTERS JOINT COUNCIL 32		4,171.95
278600	TWIN PORT MAILING		72.60
279100	U S BANK EQUIPMENT FINANCE		209.36
287900	WAL-MART COMMUNITY		468.69
289015	WELLS FARGO CREDIT CARD		584.68
R0001548	MINIT MART 557		120.00
R0001725	SERENITY FARM DOG BOARDING		60.00
R0001813	WASHINGTON AVE LAUNDRY AND CAR		100.00
	PUBLIC SAFETY		21,922.04
43	PUBLIC WORKS		
122958	AUTO ZONE, INC.		60.00
125700	BEST OIL COMPANY		4,836.92
134000	CARLTON COUNTY HIGHWAY DEPT		682.41
137340	CHAMBERLAIN OIL CO., INC.		2,511.62
139025	CINTAS		27.42
147050	CONSOLIDATED TELEPHONE COMPANY		414.48
154600	DIVERSIFIED INSPECTIONS INC		428.40
166625	FIRST AID CORP		135.00
166750	FIRST HOSPITAL LABORATORIES IN		105.79
179340	HAGENS GLASS & PAINT		60.90
204250	LIFTPRO		133.56
206800	MACQUEEN EQUIPMENT INC		8,941.43
207400	MANEY INTERNATIONAL INC		2,111.54
211700	METRO SALES, INC.		203.87
229500	NAPA AUTO PARTS		526.21
259450	SAFEASSURE CONSULTANTS INC		2,650.71
277500	TURBO DIESEL & ELECTRIC		3,526.01
278600	TWIN PORT MAILING		72.60
284875	VERIZON WIRELESS		190.77
289015	WELLS FARGO CREDIT CARD		45.71
293700	ZIEGLER INC		362.20
R0001874	WASTE WOOD RECYCLERS LLC		375.00
	PUBLIC WORKS		28,402.55
45	CULTURE AND RECREATION		
116650	AMERIGAS - 2306		300.91

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CITY OF CLOQUET
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INVOICES DUE ON/BEFORE 01/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
45	CULTURE AND RECREATION		
125700	BEST OIL COMPANY		744.14
137310	CENTURY LINK		174.86
139025	CINTAS		76.35
141100	CLOQUET FORD-CHRYSLER CENTER		627.34
147050	CONSOLIDATED TELEPHONE COMPANY		467.30
147600	EXELON CORPORATION		2,114.51
150100	D A L C O		28.42
172300	GARTNER REFRIGERATION COMPANY		2,023.12
178500	GUARDIAN PEST SOLUTIONS INC		47.25
186500	INDEPENDENT SCHOOL DISTRICT 94		18,772.50
193800	JOHNSON'S SEWER ROOTER SERVICE		250.00
197800	L & M SUPPLY CO		305.20
211300	MENARDS INC		256.66
259450	SAFEASSURE CONSULTANTS INC		407.80
260500	SCHINDLER ELEVATOR CORPORATION		794.19
270200	SUPERIOR COMPUTER PRODUCTS INC		1,332.21
287800	WAL-MART COMMUNITY		91.92
290300	WIDDES FEED & FARM SUPPLY		119.40
291350	JOHN & JULIE HAVERKAMP		5.99
R0001794	ST GERMAINS CABINET INC		2,290.00
	CULTURE AND RECREATION		31,230.07
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER		7,631.98
147050	CONSOLIDATED TELEPHONE COMPANY		58.62
160600	EHLERS & ASSOCIATES, INC.		1,200.00
278600	TWIN PORT MAILING		36.30
279100	U S BANK EQUIPMENT FINANCE		52.33
289015	WELLS FARGO CREDIT CARD		16.12
R0001436	E D A M		295.00
	COMMUNITY DEVELOPMENT		9,290.35
LIBRARY FUND			
45	CULTURE AND RECREATION		
147050	CONSOLIDATED TELEPHONE COMPANY		640.11
	CULTURE AND RECREATION		640.11

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INVOICES DUE ON/BEFORE 01/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

PERMANENT IMPROVEMENT			
00			
195700	KGM CONTRACTORS INC		11,474.89
			11,474.89
56	CONSTRUCTION & MAINTENANCE		
195700	KGM CONTRACTORS INC		700.00
200750	LANDMARK ENVIRONMENTAL, LLC		5,553.65
	CONSTRUCTION & MAINTENANCE		6,253.65
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
219067	MN DEPT OF ADMINISTRATION		2,138.40
	PUBLIC SAFETY		2,138.40
CITY SALES TAX CAPITAL			
00			
280400	ULLAND BROTHERS, INC.		26,938.36
284200	UTILITY SYSTEMS OF AMERICA INC		-5,222.86
			21,715.50
81	SPECIAL PROJECTS		
159275	E P C ENGINEERING & TESTING		350.00
284200	UTILITY SYSTEMS OF AMERICA INC		104,457.19
	SPECIAL PROJECTS		104,807.19
WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
137310	CENTURY LINK		126.38
139025	CINTAS		25.28
185900	IDEXX DISTRIBUTION CORP.		460.89

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CITY OF CLOQUET
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INVOICES DUE ON/BEFORE 01/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
259460	SAGINAW POWER & AUTOMATION		2,390.00
283700	USA BLUEBOOK		255.17
287800	WAL-MART COMMUNITY		49.12
288150	WASTE MANAGEMENT NORTHERN MN		58.23
	STATION 2		3,365.07
52	LAKE SUPERIOR WATERLINE		
125700	BEST OIL COMPANY		930.18
251475	RAILROAD MANAGEMENT CO.		258.95
270100	CITY OF SUPERIOR		15,764.16
284875	VERIZON WIRELESS		70.02
	LAKE SUPERIOR WATERLINE		17,023.31
57	ADMINISTRATION		
156400	CITY OF DULUTH COMFORT SYSTEMS		74.03
259450	SAFEASSURE CONSULTANTS INC		1,427.31
	ADMINISTRATION		1,501.34
WATER - IN TOWN SYSTEM			
00			
207047	MAGNEY CONSTRUCTION		-8,697.04
			-8,697.04
49	CLOQUET		
125700	BEST OIL COMPANY		1,116.21
139025	CINTAS		16.45
168900	JOSEPH FOLZ		5,467.50
179300	HACH COMPANY		15.85
207047	MAGNEY CONSTRUCTION		173,940.82
261800	SEH		20,924.88
284875	VERIZON WIRELESS		70.04
289015	WELLS FARGO CREDIT CARD		339.93
	CLOQUET		201,891.68

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INVOICES DUE ON/BEFORE 01/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
54	BILLING & COLLECTION		
145300	COMMUNITY PRINTING		159.75
189725	ITRON, INC.		3,433.99
278600	TWIN PORT MAILING		5,981.90
	BILLING & COLLECTION		9,575.64
57	ADMINISTRATION & GENERAL		
147050	CONSOLIDATED TELEPHONE COMPANY		354.20
211700	METRO SALES, INC.		203.81
259450	SAFEASSURE CONSULTANTS INC		611.70
278600	TWIN PORT MAILING		72.60
	ADMINISTRATION & GENERAL		1,242.31
ENTERPRISE FUND - SEWER			
00			
286900	W L S S D		-8,955.00
			-8,955.00
55	SANITARY SEWER		
125700	BEST OIL COMPANY		930.18
139025	CINTAS		10.97
162725	ENVIRONMENTAL PRODUCTS		51.52
206800	MACQUEEN EQUIPMENT INC		749.34
262875	SHAMROCK LANDFILL INC		291.41
284875	VERIZON WIRELESS		75.02
286900	W L S S D		82,060.00
	SANITARY SEWER		84,168.44
56	LIFT STATIONS		
289015	WELLS FARGO CREDIT CARD		79.44
	LIFT STATIONS		79.44

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CITY OF CLOQUET
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INVOICES DUE ON/BEFORE 01/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE



ENTERPRISE FUND - SEWER			
57	ADMINISTRATION & GENERAL		
147050	CONSOLIDATED TELEPHONE COMPANY		236.13
211700	METRO SALES, INC.		203.82
222600	MN POLLUTION CONTROL AGENCY		45.00
259450	SAFEASSURE CONSULTANTS INC		611.71
278600	TWIN PORT MAILING		72.60
	ADMINISTRATION & GENERAL		1,169.26
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
289015	WELLS FARGO CREDIT CARD		16.17
	ADMINISTRATION & GENERAL		16.17
CABLE TELEVISION			
45	CULTURE AND RECREATION		
162640	ENVENTIS TELECOM INC		47.91
	CULTURE AND RECREATION		47.91
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
152775	DELTA DENTAL OF MINNESOTA		88.50
	EMPLOYEE VACATION & SICK		88.50
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
125700	BEST OIL COMPANY		744.14
236275	NORTHLAND VEBA TRUST		587.50
253400	RELIABLE AGENCY INC.		103,864.50
	PUBLIC SAFETY		105,196.14
	TOTAL ALL DEPARTMENTS		707,798.58



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
Phone: 218.879.3347 Fax: 218.879.6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director 
Reviewed by: James Barclay, Interim City Administrator 
Date: December 11, 2019

ITEM DESCRIPTION: 2020 Designation of Depositories

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 20-02, A RESOLUTION AUTHORIZING THE DESIGNATION OF DEPOSITORIES FOR 2020.**

Background/Overview

The City is required to designate depositories within 30 days of the start of the City's fiscal year. It is recommended that the first meeting of the year is the best time to meet this requirement.

Policy Objectives

Adopting depositories is required under MN State Statutes Section 472.01 and 118A.02, subd. 1.

Financial/Budget/Grant Considerations

Various fees charged by each authorized depository.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

Resolution 20-02.

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

RESOLUTION NO. 20-02

A RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES

WHEREAS, Minnesota Statutes require that the City of Cloquet must invest its monies in depositories which protect its investment.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the Wells Fargo Bank, Frandsen Bank, Wells Fargo Brokerage Services, US Bancorp, Morgan Stanley, RBC Wealth Management, and UBS Financial Services, Inc., Financial Institutions located within City limits for certificates of deposit, limited to federal insurance coverage, such as: Frandsen Bank, US Bank, Cornerstone State Bank, Woodlands National Bank, North Shore Bank, Members Cooperative Credit Union, Northwoods Credit Union be and the same are hereby designated as official depositories of City monies to be deposited by the City of Cloquet for the year 2020; and

BE IT FURTHER RESOLVED, That the City accept securities presented as collateral for the repayment of the City funds on deposit in the Wells Fargo Bank or Frandsen Bank, said collateral to be supplied as required by Minnesota Statutes; and

BE IT FURTHER RESOLVED, That checks of the City of Cloquet drawn on any of the official depositories shall be signed by both the Mayor and City Administrator; and

BE IT FURTHER RESOLVED, That the City Administrator is authorized to use facsimile signature as necessary for the Mayor and City Administrator; and

BE IT FURTHER RESOLVED, That the City Administrator and/or Finance Director shall have authority to wire transfer funds; and

BE IT FURTHER RESOLVED, That the City Administrator and/or Finance Director are hereby designated as the approval authority for the acceptance and release of all collateral to be held by the City in conjunction with City funds on deposit with authorized institutions; and

BE IT FURTHER RESOLVED, That the City Administrator and/or Finance Director are authorized to invest in other financial institutions, which from time to time offer to pay the City interest rates on deposits which are greater than obtained by other investments as consistent with the City's investment policy.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 7TH DAY OF JANUARY, 2020.**

Roger Maki, Mayor

ATTEST:

James Barclay, Interim City Administrator



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
Phone: 218.879.3347 Fax: 218.879.6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James Barclay, Interim City Administrator
Date: January 7, 2020

ITEM DESCRIPTION: Standing Rules of the Council

Proposed Action

Staff recommends that the City Council move to approve the Standing Rules of the City Council as last amended in October 2019 (order of agenda items).

Background/Overview

Each year there are a number of housekeeping items that are considered by the City Council at its first meeting of the year. As one of these items, the Council is asked to consider the approval of the Standing Rules of the Council.

The Standing Rules details the process and procedures used by the City Council to govern its Council meetings. The current Rules were last revised in October 2019. Staff has no recommended changes at this time.

Policy Objectives

The City is not required to have on file detailed Standing Rules. Typically, these rules are part of City Code, Minnesota Statute or Roberts Rules of Order. Under Rule 10, if the City Council was to consider changes to the Rules, such changes could not be adopted until the next meeting of the City Council.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation

- Standing Rules of the City Council

CITY OF CLOQUET STANDING RULES FOR CONDUCTING CITY COUNCIL MEETINGS

INTRODUCTION

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

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

RULE 1. MEMBERSHIP

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

RULE 2. PRESIDING OFFICER

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

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

RULE 3. QUORUM

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

RULE 4. REGULAR MEETING

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

- **Roll Call and Order of Business**

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

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes
5. Public Comments

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

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

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

- **Agenda**

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

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

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

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

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

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

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

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

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

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

clarification. Each individual's vote will be entered in the minutes.

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

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

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

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

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

- **Process Public Hearing**

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

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

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

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

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

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

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

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

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

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

- **Work Session Meetings**

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

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

RULE 5. PARLIMENTARY PROCEDURE

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

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

motions and shall be decided without debate excepting only that any member of the Council shall before such motion is put be entitled to state what business he or she or any committee of which he or she is a member desires to have considered.

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

RULE 6. SPECIAL COMMITTEES

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

RULE 7. APPROPRIATION OF CITY FUNDS

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

RULE 8. JOURNAL/MINUTES

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

RULE 9. CITY PROPERTY AND BUILDINGS

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

RULE 10. RULES, HOW AMENDED

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

RULE 11. RULES, HOW SUSPENDED

These rules may be suspended by a two-thirds vote of the City Council. If suspended, the rules

are automatically reinstated at the next meeting.

RULE 12. ANNUAL REVIEW

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

RULE 13. INTERPRETATION

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



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
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www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James Barclay, Interim City Administrator
Date: January 7, 2020

ITEM DESCRIPTION: Consideration of Appointments to Boards and Commissions

Proposed Action

The City Council is asked to approve the Mayor’s appointments for the various Boards and Commissions as presented.

Background/Overview

The City currently has vacancies on the Citizens Advisory Board (CAB), Library Board, Parks and Planning Commissions and the HRA. The City Code calls for the Mayor to appoint members with the approval of the Council.

The City advertised for interested residents to serve on these Boards and Commissions through the Pine Journal Newspaper and the City’s website. There were sufficient applications received with no excesses which would require interviews. The appointments to be considered are as follows:

Cable Commission

Pete Radosevich – Reappoint
Frank Yetka – Reappoint

Citizens Advisory Board

Andrew Korby – Reappoint

HRA

Stephanie Bjorkland – Reappoint
Brenda Carlson

Library Board

Marla Ahlgren – Reappoint
Donald Walsh

Parks Commission

John Fryc - Reappoint
Cory Martinson - Reappoint

Planning Commission

Terri Lyytinen - Reappoint

Policy Objectives

The Council can delegate certain functions to appointed administrative Boards and Commissions. Certain Commissions are established per Minnesota Statutes and others serve, such as the Parks Commission, at the direction of the City Council.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Applications



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 218-879-3347 Fax: 218-879-6555
 www.cloquetmn.gov
 email: lkstarnold@cloquetmn.gov

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

Name: Pete Radosevich		Date: 11-13-2019	
Address			
Email:			
Home Phone:	Work Phone:	Cell Phone:	
How long have you lived in Cloquet?	Years/Months: 6 years	Which Ward?	
What Cloquet community activities have you been involved in? Cable Commission. Various Civic Involvement			
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. Hosted a CAT-7 cable program for 16 years; cable commission member for at least 4 years.			
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: Cable Commission			
Would you consider an alternate appointment?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, which one? Economic Development Authority			
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? To serve my community and to help make teh cable access channel work better			
Please describe any other relevant information you would like us to know. I would be honored to serve on either, or both,selected commissions.			

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

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email: lkstarnold@cloquetmn.gov

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

Name: Frank Yetka		Date: 11/25/2019	
Address			
Email: fyetka@cloquetlaw.com			
Home Phone:	Work Phone: 218 879-3363	Cell Phone:	
How long have you lived in Cloquet?	Years/Months: 63 years	Which Ward? 5th	
What Cloquet community activities have you been involved in? Numerous. Cloquet Kiwanis, Cloquet Rotary, Historical Society, Cancer Society, Special Olympics, Cable TV Commission, Cloquet High School Scholarship Board, Cloquet Hospital Board, Cloquet Educational Foundation Board to name a few.			
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I have acted as City Attorney for many years and have been on the Cable TV Commission since its inception. I would be willing to continue to serve if re-appointed as my term expired in 2017. I believe my experience would be helpful for historical context.			
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: Cable TV Commission			
Would you consider an alternate appointment?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one? 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 live in town and I am self-employed as an attorney so I have flexibility in scheduling.			
Why do you wish to be on a Board/Commission? Because of my experience on the Board and my history with the franchise agreement and its components.			
Please describe any other relevant information you would like us to know.			

*** Attach Additional Sheets, If necessary ***

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 email: kstarnold@cloquetmn.gov

Application for Appointment to
 Advisory Boards and Commissions

Name: <u>Andrew Kirby</u>		Date: <u>12/22/19</u>
Address: <u>Cloquet, MN 55720</u>		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: <u>28 years</u>	Which Ward? <u>5</u>
What Cloquet community activities have you been involved in? <u>- Chair of CAB</u> <u>- President Lumberjack Investment Club</u> <u>- Cloquet County Club Member</u> <u>- Our Saviors Lutheran Church Member/volunteer</u>		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. <u>- Current chair of CAB</u>		
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: <u>CAB</u>		
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. <u>N/A</u>		
Why do you wish to be on a Board/Commission? <u>To help serve my community.</u>		
Please describe any other relevant information you would like us to know.		

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



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 www.cloquetmn.gov
 email: kstarnold@cloquetmn.gov

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

Name: <u>Stephanie Bjorklund</u>		Date: <u>10-25-19</u>
Address: <u>Cloquet MN 55720</u>		
Email: <u>22</u>		
Home Phone: <u>0</u>	Work Phone: <u>218-878-3619</u>	Cell Phone: <u>0</u>
How long have you lived in Cloquet? <u>15+ yrs</u>	Years/Months: <u>15</u>	Which Ward?
What Cloquet community activities have you been involved in? <u>Vice chair - Cloquet Housing Authority for last 3 yrs.</u> <u>Vice chair - REACH mentoring program</u> <u>Soccer coach for Cloquet youth 14+ yrs. 5 yrs at Power lunch volunteer - Churchill school</u> <u>Volunteer @ Duluth Aquarium</u>		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. <u>Having served on the board the last 3 yrs has me up to speed on the happenings.</u> <u>Also, being on REACH board has given me experienced</u>		
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: <u>Cloquet Housing Authority</u>		
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. <u>N/A</u>		
Why do you wish to be on a Board/Commission? <u>I feel I've been of value being a part of the board so far and would like to continue serving our community</u>		
Please describe any other relevant information you would like us to know.		

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



Carlton County

PUBLIC HEALTH & HUMAN SERVICES

Dave Lee, *Director*

November 14, 2019

Roger Maki, Mayor
City of Cloquet
101 14th Street
Cloquet, MN 55720

RE: Carlton/Cloquet Housing and Redevelopment Authority Vacancy

Dear Mayor Maki:

I am writing to you to indicate my interest in servicing on the Board of Directors for the Cloquet/Carlton Housing and Redevelopment Authority. A current member of the HRA Board requested that I apply and indicated with my current employment at Carlton County Public Health and Human Services I may be an asset on the Board.

To be transparent I need to inform you that my husband is Warren "Bun" Carlson and he currently is the City Councilor for Ward 1. We do not believe that this would be a conflict of interest but realize that this is up to you and perhaps the City Administrator to decide.

I will outline my qualifications that I see as beneficial for the HRA. I have lived in Cloquet all of my life except for four years when I attended college at the College of St. Scholastica in Duluth, Minnesota.

I have worked for Carlton County Public Health and Human Services for almost 33 years. I first started as a social worker for the elderly and disabled working with that population for 8 years. I then was a child welfare social worker for 7 years out posted in the Cloquet Public Schools. I worked with families who experienced homelessness, poverty, and untreated or undertreated mental health issues. I worked to assist them in accessing appropriate housing and other services. Many families that I worked with were tenants of low income housing through HRA.

I then supervised child protection services for 15 years and currently supervise children's mental health and parent support outreach services. I am accustomed to the requirements for Federal reimbursement and grants and am familiar with managing budgets.

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I also have personal experience with the Cloquet/Carlton Housing and Redevelopment Authority in that my father, Freeman Johansen, lived in Aspen Arms for almost five years. He had an excellent experience at Aspen Arms and the staff was very supportive when he passed away.

I feel with my personal and professional experience I make an excellent candidate for the HRA Advisory Board. Dave Lee, Director of Carlton County Public Health and Human Services, is also supportive of me applying for the board.

Please let me know if you require any additional information or if I should be contacting someone else regarding this position. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Brenda Carlson".

Brenda Carlson, Supervisor
Carlton County Public Health & Human Services

Enc. Application Form



ADMINISTRATIVE OFFICES

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 Phone: 218-879-3347 Fax: 218-879-6555
 www.cloquetmn.gov
 email: kstarnold@cloquetmn.gov

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

Name: <u>Brenda Carlson</u>		Date: <u>11-14-19</u>
Address <u>Work: 14 N. 11th St, Ste 100, P.O. Box 660 Cloquet,</u>		
Email: <u>Brenda.Carlson@co.carlton.mn.us</u>		
Home Phone:	Work Phone: <u>218-878-2588</u>	Cell Phone: <u>same as Home</u>
How long have you lived in Cloquet? <u>58 yrs</u>	Years/Months:	Which Ward? <u>Ward 1 17 yrs;</u>
What Cloquet community activities have you been involved in? <u>I Supervise Childrens mental health and child welfare services for 17 yrs.</u> <u>Former member Women of Today & Presbyterian Women</u> <u>Clerk of Session of Presbyterian Church of Cloquet</u>		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. <u>I have been in Carlton County employee for 33 yrs, I have been on the Carlton County Collaborative Board for 17 years. I have first hand experience working with clients who access public housing.</u>		
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: <u>Cloquet Housing & Redevelopment Authority</u>		
Would you consider an alternate appointment?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, which one? <u>Citizens Advisory Board or Economic Development</u>		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. <u>It is my understanding the CHRA board meets the second Tuesday of the month at 7:30Am and my employer supports my attendance.</u>		
Why do you wish to be on a Board/Commission? <u>I was asked to apply by a current CHRA Board member I have experience working with clients who access public housing. My father lived in Aspen Arms for 5 yrs.</u>		
Please describe any other relevant information you would like us to know.		

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

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 www.ci.cloquet.mn.us
 email: kstarnold@cloquetmn.gov

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

Name: <i>Marla Ahlgren</i>		Date: <i>Oct. 29, 2019</i>
Address		
Email:		
Home Phone: <i>0</i>	Work Phone: _____	Cell Phone:
How long have you lived in Cloquet? <i>45 yrs.</i>	Years/Months:	Which Ward? <i>5</i>
What Cloquet community activities have you been involved in? <i>Already on Library board (2 terms)</i>		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission.		
Do you have a preferred Board/Commission that you are interested in serving on?		<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, fill in the name of Board/Commission: <i>LIBRARY</i>		
Would you consider an alternate appointment?		<input type="radio"/> Yes <input checked="" type="radio"/> No
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. _____		
Why do you wish to be on a Board/Commission? <i>I am an advocate of reading and community involvement</i>		
Please describe any other relevant information you would like us to know. <i>I am a former English instructor at FDLTEC (and also Cloquet Jr High way back then)</i>		

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



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

Name: DONALD WALSH		Date: NOV. 27, 2019
Address: CLOQUET, MN, 55720		
Email:		
Home Phone:	Work Phone: N/A	Cell Phone:
How long have you lived in Cloquet? MOST OF MY LIFE	Years/Months: 34 YEARS	Which Ward? WARD 2
What Cloquet community activities have you been involved in? CITY OF CLOQUET PLANNING COMMISSION CLOQUET COMMUNITY EDUCATION ADVISORY COUNCIL MEMBERS COOPERATIVE CREDIT UNION SUPERVISORY COMMITTEE		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. ATTACHED		
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 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.		
Why do you wish to be on a Board/Commission? I AM A VERY ACTIVE USER OF THE LIBRARY. I WOULD LIKE TO BE INVOLVED IN FUTURE OF THE LIBRARY AND THE NEW ADDITION.		
Please describe any other relevant information you would like us to know. AS YOU CAN SEE DURING MY WORKING LIFE AND NOW RETIRED I BELIEVE IN PARTICIPATING IN ORGANIZATIONS I BELONG TO.		

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

Donald Walsh

Volunteer Activities

Esko 4-H Parent and group leader
Elected to the Esko School Board,
Esko Community Education Advisory Council
Knight of Columbus - financial secretary of the Cloquet Council for 14 years,
Cloquet Community Education Advisory Council
City of Cloquet Planning Commission,
American Red Cross, Duluth Chapter local and national volunteer
American Cancer Society Relay for Life,
Queen of Peace Church Social Concerns Committee and Finance Committee.
Queen of Peace Blood Drive
Queen of Peace Food Shelf drive.
Members Cooperative Credit Union Supervisory Committee



Rec. 11/5/19

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 www.cloquetmn.gov
 email: kstarnold@cloquetmn.gov

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

Name: John S Fryc		Date: 10/29/19
Address: Cloquet MN 55720		
Email: jsfryc@aol.com		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet? 39 years 9 months	Years/Months: ?	Which Ward? 3
What Cloquet community activities have you been involved in? Mountain Biking, walking the parks, XC SKIing for Recreation. Helped with events at Pine Valley for MBT extension Attended city events as a PARK Commissioner		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. 1 - 3 year term as PARK Commissioner.		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes <input checked="" type="checkbox"/>	No
If yes, fill in the name of Board/Commission: PARKS Commission		
Would you consider an alternate appointment?	Yes	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. I will be spending the winter in Florida. I will miss the 12/19, 1/20, 2/20 and 3/20 meetings		
Why do you wish to be on a Board/Commission? Continue the momentum building and improving our PARKS.		
Please describe any other relevant information you would like us to know. I enjoy participating at commission meetings and PARK events		

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



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 email: kstarnold@cloquetmn.gov

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

Name: Cory Martinson		Date: 12/19/2019	
Address			
Email:			
Home Phone:	Work Phone: 218-625-5754	Cell Phone:	
How long have you lived in Cloquet?	Years/Months: 33 years	Which Ward? 3	
What Cloquet community activities have you been involved in? Primarily the Park Commission			
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I've been on a recycling advisory commission for WLSSD, and have worked with a couple of non-profits regarding recycling.			
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: Park Commission			
Would you consider an alternate appointment?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one? Not interested 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 can make it to most of the meetings. I missed one in three years when my father passed away.			
Why do you wish to be on a Board/Commission? I'd like to be a part of promoting the best park system our city can offer its residents and visitors. It's important to me to give some of my time to Cloquet, I love this town.			
Please describe any other relevant information you would like us to know. Anyone with any questions can call or text me anytime, I'm happy to answer.			

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

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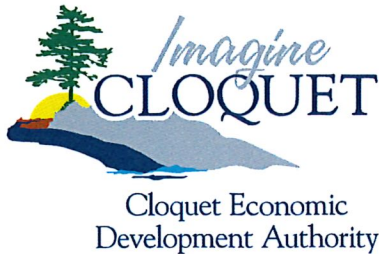
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 www.cloquetmn.gov
 email: lkstarnold@cloquetmn.gov

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

Name: <i>Teri Hyttinen</i>		Date:	
Address:			
Email: <i>tenly4@msn.com</i>			
Home Phone:	Work Phone: <i>Same</i>	Cell Phone: <i>Same</i>	
How long have you lived in Cloquet? <i>20 yrs</i>	Years/Months:	Which Ward?	
What Cloquet community activities have you been involved in? <i>Planning Commission Chamber of Commerce Salvation Army, Mobile Food Pantry</i>			
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. <i>Board of Director Duluth Area Association of Realtors Board of Director Salvation Army Board of Director Friends of Animals</i>			
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: <i>Planning Commission</i>			
Would you consider an alternate appointment?		Yes <input type="checkbox"/>	No <input 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. <i>So far I haven't had to miss a meeting do to any conflicts</i>			
Why do you wish to be on a Board/Commission? <i>So far I have enjoyed the opportunity to serve on the Planning Commission.</i>			
Please describe any other relevant information you would like us to know.			


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

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Community Development Department
101 14th ST • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555

REQUEST FOR COUNCIL ACTION

To: Mayor and Cloquet City Council
From: Holly Hansen, Community Development Director
Reviewed By: James Barclay
Date: January 7, 2020 

ITEM DESCRIPTION: EDA At-Large Commission Seats

Proposed Action

The Council is asked to appoint the three At-Large Cloquet EDA board commissioner seats to:

- 1) Sue Ryan, Upper Lake Foods
- 2) Dave Manderfeld, USG
- 3) John Riihiluoma, Ray Riihiluoma Inc. (RRI)

Background/Overview

The Cloquet EDA is a public body governed by Mn. Stat. 469 and enabling resolution by the Cloquet City Council. The membership of the EDA is composed of seven (7) members, including five (5) at-large and two (2) Council members who are appointed by the City Council for six-year terms (Mn. Stat. 469) or in the case of the elected officials when their political terms end. The EDA meets monthly and is a seven-member volunteer commission, provide the community platform for local economic discussion and decision making.

Per the EDA's Bylaws the EDA is comprised of two City Councilors and five At-Large EDA Commissioners representing:

“the general public; from organizations which may have a role in economic development; or representatives of local business and industry. An appointment could be from such organizations as the School District, Chamber of Commerce, Historical Society, or FDL RBC. Representatives of business, industry or economic development may serve on the EDA regardless of whether or not they reside in the city.”

For many years the EDA has extended ex-officio staff invitations to the Chamber of Commerce and County EDA. Per EDA direction, staff has also initiated outreach with FDL to see if they have an interest in an Ex-Officio role on the Cloquet EDA.

Policy Objectives

Retaining full membership for EDA seats from diverse representation is essential to a functional EDA.

To Mayor and Council
EDA Commissioner Appointments
January 7, 2020
Page 2

Financial/Budget/Grant Considerations

N/A.

Advisory Committee Action

The Cloquet EDA conducted candidate outreach for membership and discussed as a Board needed business representation that would add value to filling an At-Large Commissioner seat on the EDA. In considering candidates, the EDA discussed the current mix of representation of the five At-Large seats evaluating the type of business input/size of business and need to build stronger ties with the City-EDA/leadership gaps that will exist with vacating Commissioners. President Ross Peterson and staff outreached with top candidates who accepted and were recommended at the December Cloquet EDA meeting to City Council for appointment.

Supporting Documentation Attached

None.



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
Phone: 218.879.3347 Fax: 218.879.6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James Barclay, Interim City Administrator
Date: January 7, 2020

ITEM DESCRIPTION: Official Newspaper

Proposed Action

Staff recommends that the City Council move to appoint the Pine Knot News as the City's official newspaper for the year 2020.

Background/Overview

The Pine Knot News is currently the only local newspaper that meets the qualifications required by Minnesota state statute to serve as an official newspaper.

Policy Objectives

Minnesota Statutes require that annually, at its first meeting of the year, a City designate a legal newspaper of general circulation in the City as its official newspaper. The City must publish the following items in its official newspaper:

- Ordinances (summary)
- Annual Financial Reports
- Council Proceedings
- Notices of Election
- Budget Summary

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

None.



DEPARTMENT OF PUBLIC WORKS

101 14th Street; Cloquet, MN 55720
Phone: (218) 879-6758 Fax: (218) 879-6555
Street - Water - Sewer – Engineering - Park
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: City Council
From: John Anderson, Assistant City Engineer
Reviewed By: James Barclay, Interim City Administrator *JCB*
Date: January 7, 2020

ITEM DESCRIPTION: Pinetree Plaza Change Order No. 1.

Proposed Action

Staff recommends that the City Council move to approve Change Order No. 1 to City Contract 1082.

Background

Once authorized, the cost of work is typically determined using a unit price submitted by the lowest responsible bidder for each work item in a contract. Sometimes during the course of construction unforeseen conditions arise which force us to alter the scope of work. When a unit price for the extra work is not included in the original contract, staff must negotiate a price with the contractor amending the original contract.

Change Order #1 – The major portion of this change order deals with changes to the directional drilling operations and changed conditions encountered on the north side of Big Lake Road. Additionally, the change order includes some erosion control materials, insulation and minor revisions to trail grading. Also included in this change order is some work done to restore storm sewer, irrigation and parking stops disturbed during the course of the construction. *Net increase in cost: \$22,143.60.*

Policy Objectives

Maintain operational and functioning Sewer and water infrastructure and public street streets.

Financial/Budget/Grant Considerations

The original contract price for this project was \$512,018.10 and the total of Change Order #1 will increase this amount by \$22,143.60. The costs associated with this change order will be funded through the sales tax funds.

Advisory Committee/Commission Action

None.

Supporting Documents Attached

- Change Order #1



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	NA	MN Project No.:		Change Order No.	1
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Project Location	Pine Tree Plaza Frontage Road				
Local Agency	City of Cloquet	Local Project No.	CP1082		
Contractor	Utility Systems of America	Contract No.			
Address/City/State/Zip	1280 Industrial Park Eveleth, MN 55734				
Total Change Order Amount \$	\$22,143.60				

This change order covers the alterations to the directional drilling plan as well as a few other miscellaneous items that we not accounted for during the planning of this project.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
**Group/funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
		Directional Drilling changes	LumpSum	\$13,941.86	+1	\$ 13,941.86
		Parking Stop Remove and Reinstall	Each	\$50	+23	\$ 1,150
		2" thick foam board Insulation	SY	\$40	+25	\$ 1,000
		Sediment Control Log (wood fiber)	LF	\$4	+184	\$ 736
		Sediment Control Log (rock)	LF	\$5	+32	\$ 160
		Temporary Striping	LumpSum	\$3500	+1	\$ 3500
		Inv. X02 Repair ST Sewer (Perkins)	LumpSum	\$999.23	+1	\$ 999.23
		Inv. X03 Repair Sprinklers (McDonalds)	LumpSum	\$345.03	+1	\$ 345.03
		Inv. X04 Re Grading Trail	LumpSum	\$311.48	+1	\$ 311.48
Net Change this Change Order						\$22,143.60

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: (check one)	
<input checked="" type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
<input type="checkbox"/> Is Increased by _____ Working Days	<input type="checkbox"/> Is Increased by _____ Calendar Days
<input type="checkbox"/> Is Decreased by _____ Working Days	<input type="checkbox"/> Is Decreased by _____ Calendar Days

Approved by Project Engineer: _____ Date: _____

Print Name: John M. Anderson Phone: 763-300-7507

Approved by Contractor: _____ Date: _____

Print Name: _____ Phone: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
Phone: 218.879.3347 Fax: 218.879.6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Kris St. Arnold, City Clerk
Date: January 7, 2020

ITEM DESCRIPTION: Approval of 2020 Business License Renewals

Proposed Action

Staff recommends the City Council move to approve the renewals of the three business licenses identified below subject to submittal of all licensing requirements.

Background/Overview

Staff solicits renewals from our current business license holders annually. Most have completed the 2020 necessary renewal requirements and were approved at the December 17, 2019 Council meeting. Sandra McLeod and Desiree Pederson have since submitted their Therapeutic Massage Therapist license renewal paperwork as well as a Taxi Cab license renewal for City Cab. Staff has found everything to be in order for all three renewals.

Ms. McLeod practices therapeutic massage therapy out of Tranquility Salon and Day Spa at 1610 Cloquet Avenue, and Ms. Pederson at Necessities Salon, 8 13th Street.

Policy Objectives

Approval of these license renewals is required under Chapter 6 of the Municipal Code. There is no limit on the number of licenses issued in any one year for any business licenses.

Financial/Budget/Grant Considerations

The City's fee schedule varies for each of these licenses as set by the City Council. The applicants have paid the required fees.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

None.



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
Phone: 218.879.3347 Fax: 218.879.6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: James Barclay, Interim City Administrator
Date: January 7, 2020

ITEM DESCRIPTION: Acting Mayor Appointment

Proposed Action

The Council is asked to discuss the position of Acting Mayor and move to appoint one member (to be named) of the Council for this position for 2020.

Background/Overview

The Council considers the appointment of an Acting Mayor each year at the first City Council meeting. The Acting Mayor shall perform the duties of the Mayor during the disability or absence of the Mayor from the City or, if there is a vacancy, until a successor has been appointed.

Recent Acting Mayors have included:

- Kerry Kolodge..... 2019
- Dave Bjerkness..... 2018
- Jeff Rock 2017
- Lara Wilkinson..... 2016
- Steve Langley..... 2015

Policy Objectives

The appointment of an Acting Mayor is required under M.S. 412.121.

Financial/Budget/Grant Considerations

None

Advisory Committee/Commission Action

None

Supporting Documentation Attached

None



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
Phone: 218.879.3347 Fax: 218.879.6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed by: James Barclay, Interim City Administrator *JAB*
Date: January 7, 2020

ITEM DESCRIPTION: Qualified Pumphouse Operator and Relief Pumphouse Operator
Appointments

Proposed Action

Staff recommends that the City Council move to approve the one year probationary appointment of Warren Haapoja to the position of Qualified Pumphouse Operator and Mike Austin to the position of Relief Pumphouse Operator in the Public Works-Utilities Department effective January 18, 2020.

Background/Overview

The vacancy at the Qualified Pumphouse Operator position is due to the recent retirement of the incumbent on December 27, 2019. The vacancy for the Relief Pumphouse Operator is due to Warren Haapoja's promotion to Qualified Pumphouse Operator.

In December 2019, the City completed all of its due diligence required and posted the position vacancy as required under the AFSCME labor agreement. Warren Haapoja and Mike Austin were the only members of the AFSCME unit posted for the two Operator positions. Under the agreement, the oldest in point of service in the department shall be given preference, ability and efficiency taken into consideration. Mr. Haapoja is the senior employee within the department who posted for the Qualified Pumphouse Operator position and Mr. Austin was the only employee in the department who posted for the Relief Pumphouse Operator position.

The appointments of Mr. Haapoja and Mr. Austin to these positions will create a vacancy for a Truck Driver/Utility Maintenance person within Public Works. Human Resources will complete all of the due diligence required and post the position vacancy as required under the AFSCME labor agreement.

Policy Objectives

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

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

Financial/Budget/Grant Considerations

These positions are currently fully funded as part of the adopted 2020 operating budget. All pumphouse operator positions are funded by the Lake Superior Waterline Enterprise Fund which has no impact on the tax levy or in-town utility rates.

Advisory Committee/Commission Action

- None.

Supporting Documentation Attached

- None.



COMMUNITY DEVELOPMENT DEPARTMENT
101 14th Street • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Al Cottingham, City Planner/Zoning Administrator
Reviewed/Approved By: James Barclay, Acting City Administrator *JRB*
Date: December 31, 2019

ITEM DESCRIPTION: Zoning Case 19-16: Conditional Use Permit Amendment – SKB Environmental Cloquet Landfill, Amend Hours of Operation in the HI – Heavy Industry District

Background/Overview

The City Council at its meeting on December 17, 2019 denied the Conditional Use Permit Amendment for SKB Environmental Cloquet Landfill. Staff discussed this with the City Attorney and was informed the City Council needs to state reasons to support the denial and citizen opposition alone is not a valid basis to support the denial. City Attorney Helwig will be at the meeting if the City Council has any questions.

The City Attorney recommends one of the following three options:

1. Would be for the Council, to articulate on the record the reasons for the prior denial based upon the discussion at the prior meeting at which the action was taken.
2. One of the Council Members who voted for the denial to move the Council for reconsideration of the request and then have a more thorough and complete discussion of the pros and cons of the Planning Commission recommendation.
3. Would be for the City Council to do nothing and rest on the denial on the record and hope that SKB Environmental Cloquet Landfill does not challenge the Council's denial.

On February 15, 2011 the City Council approved a conditional use permit for Shamrock Environmental, LLC for an Industrial Waste Landfill at 761 Highway 45 subject to a number of conditions. On November 5, 2014 the condition that limited the hours of operation was amended to allow hours of 7:00 AM to 5:00 PM Monday through Saturday and Noon to 4:00 PM on Sunday. The Sunday hours were allowed on a trial basis only for the winter months of 2014 – 2015 and were specifically to allow SKB to dump paper sludge waste only with a maximum of 5 truckloads. The applicant is proposing to amend the condition pertaining to hours of operation. The conditional use permit amendment is to amend the hours of SKB Environmental Cloquet Landfill to be open 24 hours per day, seven (7) days per week solely for SRFI material being

transported with SKB trucks and direct employees, with the hours between 7am – 5pm, Monday – Saturday open to anyone in the HI – Heavy Industry District. The heavy equipment on site would not be used during those hours.

A public hearing was held on Tuesday, December 10, 2019 to consider a conditional use permit amendment. A legal notice was published in the Pine Journal on November 28, 2019 and property owners within 1320 feet were sent notices of the public hearing.

Staff Review

During the early operations of the landfill staff received anonymous complaints regarding the operations and upon investigation determined that they were unfounded. The landfill has been in operation for over eight years and has been a good neighbor when it pertains to noise. We have received complaints regarding the gravel mining operations in the same area which is why some people may have thought it was the landfill. With the extended hours that were approved in 2014 they were required to monitor the noise levels to determine what if any were the impacts on the Hilltop (to the southwest) neighborhood which is over 1,600 feet away from the site. The noise monitoring equipment showed that there was more noise coming from Interstate 35 and the railroad whistle than the trucks dumping loads at the landfill. There were no complaints filed with the city during this time frame.

Policy Objectives

This operation was approved as a Conditional Use in 2011 with conditions placed upon it. The Zoning Ordinance states Conditional Use Permits may be granted when they comply with the following approval criteria: *(Staff comments in italic)*

- 1. Consistency with the Comprehensive Plan. The relationship of the proposed use to the goals, objectives, and policies of the City of Cloquet Comprehensive Plan.** *The Plan identifies the area as interim mining with commercial-industrial reserve following that.*
- 2. Compatibility. The compatibility of the proposed use with existing development within three hundred (300) feet of the proposed use and within five hundred (500) feet along the same street and development anticipated in the foreseeable future within the neighborhood and conditions that would make the use more compatible.** *The proposed use is compatible with the former use of this site as a gravel mining operation. Access to the site is via Highway 45 to the east along with two gravel operations, the Sappi wood lot and Carlson Timber. The closest residence is over 1,400 feet from the property boundaries.*
- 3. Importance of services to the community. The importance of the services provided by the proposed facility to the community, if any, and the requirements of the facility for certain locations, if any, and without undue inconvenience to the developer, and the availability of alternative locations equally suitable.** *The landfill provides a location for industrial and demolition materials to be brought for business in Cloquet and the surrounding area.*
- 4. Neighborhood protections. The sufficiency of terms and conditions proposed to protect and maintain the uses in the surrounding neighborhood.** *With the approval in 2011 there were a number of conditions to protect the residents some 1400 feet away. This included a berm and plantings.*
- 5. Conformance with other requirements of this Chapter. The conformance of the proposed development with all provisions of this Chapter.** *The proposed new hours of operation will be in compliance with all requirements of the Zoning Ordinance and the approved conditional use permit.*

6. Other factor. Other factors pertinent to the proposed use, site conditions, or surrounding area considerations that the Planning Commission or the City Council feels are necessary for review in order to make an informed and just decision.

Financial/Budget/Grant Considerations

The Conditional Use Permit fee is \$400. The applicant has paid this fee to cover the cost associated with the application process.

Advisory Committee/Commission Action

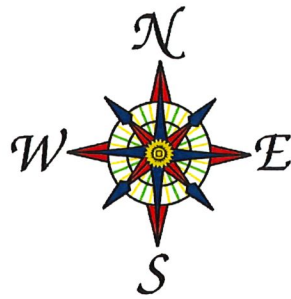
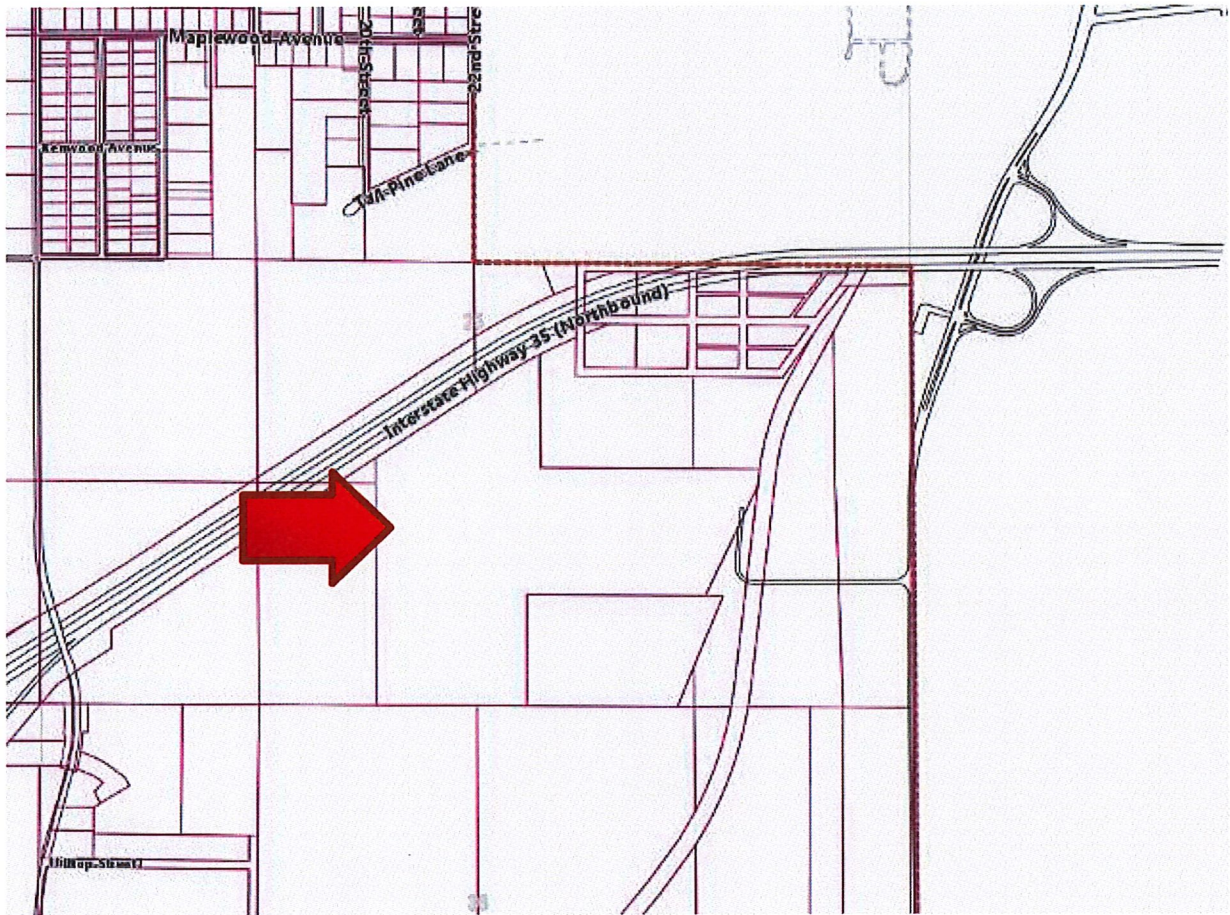
The Planning Commission following the public hearing at which no one was present has recommended approval of the Conditional Use Permit subject to three conditions on a 7 - 0 vote.

Supporting Documentation Attached

- Location Map
- Petitioner's Narrative

Location Map

SKB Environmental Cloquet Landfill



No Scale



City of Cloquet
101 14th Street
Cloquet, MN 55720
Attn. Al Cottingham

RE: CUP Amendment

Mr. Cottingham,

Our CUP Application request is in two (2) parts. The following is a brief description of each request.

1 – We are requesting to have the ability to dispose of the SRFI Paper Residue Waste on a 24 hour basis. The Verso facility is expected to increase production in 2020 and as a result, generating material on a 24/7 basis. Our current gate hours are 7am – 5pm Monday – Saturday. The loads received between the hours of 5pm & 7am and on Sundays will be solely the SRFI material transported with SKB trucks and direct employees. We will not be operating heavy equipment within those hours.

~~2 – The upcoming Twin Ports Interchange (TPI) or “Can of Worms” project is set to kick off in spring of 2020. The project is seeking quotes for material disposal. As part of the bid package there is a need for extended hours of disposal operations. In order to meet the project scope we are requesting our normal operational hours to be 7am – 8pm 7 days per week. The project is expected to last for 3 years.~~

We appreciate the consideration and look forward to further dialog through the approval process. Please let me know if you have any questions or need further clarification.

Respectfully Submitted,

Kyle Backstrom
SKB Environmental
(218) 451-1386