



**CITY OF CLOQUET
City Council Agenda
AMENDED
Tuesday, February 18, 2020
7:00 p.m.
City Hall Council Chambers**

WORK SESSION IS CANCELLED

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Ward 3 Oath of Office**
4. Approval of Agenda
 - a. Approval of February 18, 2020 Council Agenda
5. **Approval of Council Minutes**
 - a. Work Session minutes from the February 4, 2020 meeting
 - b. Regular Council minutes from the February 4, 2020 meeting
6. **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.
7. **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. 20-09, Authorizing the Payment of Bills
 - b. Approval of MN Human Trafficking Investigators Task Force Joint Powers Agreement
 - c. Application for Exempt Permit – Knights of Columbus
 - d. Appointment to Cable Commission – L. Jaakola



**CITY OF CLOQUET
City Council Agenda
AMENDED
Tuesday, February 18, 2019
7:00 p.m.
City Hall Council Chambers**

8. Public Hearings

None

9. Presentations

None

10. Council Business

- a. Detective Appointment – E. Baker
- b. Police Department Payroll Software Update
- c. CAT7 Programming Discussion with FDLTCC
- d. July 4th Event Coordination

11. Council Comments, Announcements, and Updates

12. Adjournment

DRAFT

Cloquet City Council Work Session

Tuesday, February 4, 2019

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

Absent: B. Carlson

Staff: Barclay, Klassen, Hansen, Peterson

EDA Website Overview

Holly Hansen, Community Development Director, gave Councilors an overview of the EDA website and the plethora of information it contains. Ms. Hansen explained the variety of business loan programs available that have information on the website. She also reviewed the development opportunities that exist in the business park, the commercial small cities grant projects in 2015-2017, loan participations and local programs offered, an explanation of TIF Financing, Tax abatement, housing and historic tax credits.

The EDA will meet with City Council in a joint meeting during the March 17th Work Session.

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

Respectfully Submitted,

Tim Peterson
City Administrator

Council Chambers, Cloquet, Minnesota
7:00 P.M. February 4, 2020

DRAFT

Regular Meeting

Roll Call

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

Councilors Absent: Carlson

Pledge of Allegiance

AGENDA

MOTION: Councilor Kolodge moved and Councilor Wilkinson seconded the motion to approve the February 4, 2020 agenda. The motion carried unanimously (6-0).

MINUTES

MOTION: Councilor Swanson moved and Councilor Lamb seconded the motion to approve the Work Session and Regular Meeting minutes of January 21, 2020 as presented. The motion carried unanimously (6-0).

PUBLIC COMMENTS

There were none.

CONSENT AGENDA

MOTION: Councilor Lamb moved and Councilor Swanson seconded the motion to adopt the Consent Agenda of February 4, 2020, approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 20-05, Authorizing the Payment of Bills and Payroll
- b. Station II Ball Valve and Actuator Purchase
- c. Approval of New Massage Therapist License – L. Burr
- d. Approval of New Taxicab License – Blue and White of Cloquet

PUBLIC HEARINGS

There were none.

PRESENTATIONS

A representative from MN Power presented a \$2,500 check towards construction of the Pine Valley single track bike trail phase II project. Park Commissioner Tim Krohn accepted the check on behalf of the Mountain Bike Trail Committee.

WARD 3 SPECIAL ELECTION AND SPECIAL CANVASS MEETING

City Administrator Peterson gave a reminder of the February 11th Ward 3 Special Election and the Special Meeting scheduled for February 14, 2020 to canvass Ward 3 election results.

ORDINANCE NO. 487A, AMENDING CHAPTER 6, SECTION 6.5 OF THE CITY CODE

MOTION: Councilor Swanson moved and Councilor Lamb seconded the motion to approve Ordinance No. 487A, Amending Chapter 6, Section 6.5 of the City Code as it Relates to Regulation and the Sale, Possession and Use of Tobacco Products and Tobacco Related Devices. The motion carried unanimously (6-0).

Section 1. That all references of the term “minor” in Section 6.5, Regulation and the Sale, Possession, and Use of Tobacco Products and Tobacco Related Devices, be amended to read “Underage Person”.

Section 2. That Section 6.5.02, Subd. 7, Minor, be amended as follows:

- (1) **Underage Person.** Underage Person shall mean any natural person who has not yet reached the age of twenty one (21) years.

Section 3. That Section 6.5.05, Basis for Denial of License, Item A., be amended as follows:

- (1) The applicant is under the age of twenty one (21) years.

Section 4. That Section 6.5.06, Prohibited Sales, Item A., be amended as follows:

- (1) To any person under that age of twenty one (21) years.

Section 5. That Section 6.5.12, Subd. 1, Illegal Use, be amended as follows:

- (1) **Subd. 1. Illegal Possession.** It shall be a violation of this section for any underage person to have in his or her possession any tobacco, tobacco product, tobacco related device or tobacco related electronic delivery device. This subdivision shall not apply to underage persons lawfully involved in a compliance check on behalf of the City.

Section 6. That Section 6.5.12, Subd. 2, Illegal Use, be amended as follows:

- (1) **Subd 2. Illegal Use.** It shall be a violation of this section for any underage person to smoke, chew, sniff, or otherwise use any tobacco, tobacco product, tobacco related device or tobacco related electronic delivery device. All underage persons found in violation of this section shall be cited with an administrative offense and shall be subject to the administrative fine schedule as amended from time to time by the City Council. Such underage persons who are also under the age of 18 years shall be referred to juvenile court for review by the Carlton County Attorney’s Office for delinquency proceedings.

Section 7. Effective Date. This ordinance shall take effect and be in force from and after its passage and publication in accordance with law.

ACCEPTING FEASIBILITY STUDY AND SETTING PUBLIC HEARING DATE FOR PROSPECT AVENUE AREA IMPROVEMENTS

MOTION: Councilor Swanson moved and Councilor Lamb seconded the motion to accept **RESOLUTION NO. 20-07, ACCEPTING THE FEASIBILITY STUDY AND SETTING A PUBLIC HEARING DATE ON THE PROPOSED 2020 IMPROVEMENT OF PROSPECT AVENUE AREA STREETS** with a proposed hearing date of March 5, 2020. The motion carried unanimously (6-0).

WHEREAS, In accordance with the City of Cloquet’s Capital Improvement Program and approved budget, preliminary plans and a feasibility study have been prepared for the improvement of Prospect Avenue Area streets; and

WHEREAS, The feasibility study provides information regarding whether the proposed improvements are necessary, cost-effective and feasible; and

WHEREAS, It is anticipated that benefitted properties will be assessed for a portion of the project costs, pursuant to Minnesota Statutes, Chapter 429 and Chapter 12 of City Code.

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

- 1. That the Council will consider the reconstruction of the Prospect Avenue Area Streets in accordance with said feasibility study and the possible assessment of abutting property for a portion of the cost of the improvements pursuant to Minnesota Statue, Chapter 429 at an estimated total cost of \$3,050,000.
- 2. A public hearing shall be held on March 5, 2020, in the City Council Chambers at 7:00 p.m.
- 3. The City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES


Mayor Maki acknowledged the CAFD and their program offering free smoke detectors and carbon monoxide detectors to homeowners.



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: Tim Peterson, City Administrator
Date: February 18, 2020

ITEM DESCRIPTION: Payment of Bills

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 20-09, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS.**

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

- a. Resolution Authorizing the Payment of Bills.
- b. Vendor Summary Report.
- c. Department Summary Report.

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

RESOLUTION NO. 20-09

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

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

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

101	General Fund	\$	90,339.02
403	Revolving Capital Projects		3,610.49
600	Water - Lake Superior Waterline		64,857.62
601	Water - In Town System		90,559.79
602	Sewer Fund		1,396.96
605	Stormwater Fund		101.00
614	CAT-7		1,325.00
	TOTAL:	\$	<u>252,189.88</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 18TH DAY OF FEBRUARY, 2020.**

ATTEST:

Roger Maki, Mayor

Tim Peterson, City Administrator

DATE: 02/13/2020
TIME: 12:25:06
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
111950	ADVANCED DESIGN AWNINGS	0.00	516.00
112050	ADVANCED SERVICES INC	496.00	496.00
121000	ARROWHEAD SPRINGS INC	84.25	103.50
122000	A T & T MOBILITY	1,182.30	382.30
122958	AUTO ZONE, INC.	167.57	41.94
129800	BUREAU CRIMINAL APPREHENSION	0.00	390.00
132375	CAMPBELL KNUTSON	621.75	511.50
134900	CARLTON COUNTY TREASURER	0.00	731.50
137310	CENTURY LINK	856.55	164.20
137340	CHAMBERLAIN OIL CO., INC.	2,511.62	1,383.41
139025	CINTAS	252.26	109.47
139030	CINTAS CORPORATION NO 2	971.89	511.09
142800	CLOQUET SANITARY SERVICE	899.24	880.03
145500	COMPENSATION CONSULTANTS, LTD	457.00	207.00
148800	CROW GOEBEL VETERINARY CLINIC	35.50	7,424.96
150100	D A L C O	849.09	80.50
153800	DIGGERS HOTLINE, INC.	0.00	62.00
156600	DULUTH LAWN & SPORTS, INC.	0.00	270.63
159350	ENVIRONMENTAL SYSTEMS RESEARCH	0.00	1,212.00
160950	ELECTRIC PUMP, INC.	0.00	48,690.00
168900	JOSEPH FOLZ	5,467.50	1,012.50
171100	FRYBERGER, BUCHANAN, SMITH &	0.00	14,557.95
172300	GARTNER REFRIGERATION COMPANY	15,239.92	2,744.79
175200	GOPHER STATE ONE CALL INC	71.60	20.25
178500	GUARDIAN PEST SOLUTIONS INC	94.50	47.25
180425	HARRIS COMPUTER SYSTEMS	150.00	148.85
180500	HAWKINS INC	0.00	7,707.98
192225	JOBSHQ	0.00	1,557.00
195700	KGM CONTRACTORS INC	12,174.89	223.85
197800	L & M SUPPLY CO	1,873.43	1,534.40
209875	MCCOY CONSTRUCTION & FORESTRY	2,235.00	1,511.89
211400	MENARDS INC	362.02	128.69
211645	METERING & TECHNOLOGY SOLUTION	0.00	130.82
211700	METRO SALES, INC.	1,396.15	281.27
212055	MEYER GROUP ARCHITECTURE	5,602.37	3,610.49
220925	MN DRIVERS & VEHICLE SERVICES	0.00	14.25
222275	MN PEIP	54,479.04	56,390.44
229500	NAPA AUTO PARTS	829.87	796.70
233550	COMPASS MINERALS AMERICA	0.00	6,572.54
234600	NORTHERN BUSINESS PRODUCTS	378.64	679.34
235450	NORTHERN SAFETY TECHNOLOGY INC	0.00	232.84
235800	NORTHLAND AUTO PARTS	81.18	124.82
236450	THE NORTHSPAN GROUP, INC.	0.00	2,500.00
244300	BRENT BELICH	395.00	406.00

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
247400	396-PRAXAIR DISTRIBUTION, INC.	1,009.39	456.02
248650	THE PROJECT CENTER	0.00	95.96
261800	SEH	38,934.53	18,427.93
268800	STOCK TIRE COMPANY	318.90	120.00
270300	SWAGIT PRODUCTIONS, LLC	1,325.00	1,325.00
271325	NANCY GETCHELL	143.45	536.64
272600	TERMINAL SUPPLY INC	0.00	660.68
276225	KANDI KOUNTRY EXPRESS LTD	0.00	192.08
278600	TWIN PORT MAILING	7,341.13	4,096.01
279100	U S BANK EQUIPMENT FINANCE	1,085.56	274.29
281500	UNITED TRUCK BODY CO INC	0.00	364.14
283700	USA BLUEBOOK	868.04	523.02
284525	VAN IWAARDEN ASSOCIATES	1,700.00	1,100.00
285400	VIKING ELECTRIC SUPPLY	300.00	8.91
285500	VIKING INDUSTRIAL CENTER	0.00	271.75
289015	WELLS FARGO CREDIT CARD	6,032.30	2,660.81
290300	WIDDES FEED & FARM SUPPLY	119.40	1.79
291100	WKLK/WMOZ	0.00	1,050.00
291350	JOHN & JULIE HAVERKAMP	16.97	26.97
293700	ZIEGLER INC	2,722.20	163.94
R0000297	JOYCE FRITSINGER	0.00	100.47
R0000325	CHRISTINA DEBLASS	0.00	187.48
R0000538	JOHN CAVANAUGH	0.00	211.15
R0000870	CYNTHIA KILMAN	0.00	188.86
R0001137	ANN STANGLAND	0.00	187.02
R0001378	JESSICA LOONS	0.00	218.63
R0001548	MINIT MART 557	224.00	40.00
R0001887	TRICA KENANEN	0.00	20.65
R0001888	KAREN WILLIAMS	0.00	81.35

TOTAL ALL VENDORS: 200,694.49

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 2/18/2020

Total	200,694.49
Less:	
Library	(596.70)
Cloquet Area Fire District	0.00
Total City Bills	<u>200,097.79</u>
Less:	
Payroll benefits	(56,390.44)
Plus:	
Credit card/PSN fees	2,968.06
Building Permit Surcharge	2,633.57
MN Sales Tax	1,273.01
MN Power auto pay	95,802.11
MN Energy auto pay	5,805.78
Total Bills	<u><u>252,189.88</u></u>

DATE: 02/13/20
TIME: 12:25:27
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
222275	MN PEIP	54,479.04	56,390.44
			56,390.44
34	CHARGES FOR SERVICES		
142800	CLOQUET SANITARY SERVICE	899.24	43.33
	CHARGES FOR SERVICES		43.33
41	GENERAL GOVERNMENT		
111950	ADVANCED DESIGN AWNINGS		516.00
132375	CAMPBELL KNUTSON	621.75	511.50
134900	CARLTON COUNTY TREASURER		19.25
139030	CINTAS CORPORATION NO 2	971.89	12.70
142800	CLOQUET SANITARY SERVICE	899.24	49.66
145500	COMPENSATION CONSULTANTS, LTD	457.00	207.00
150100	D A L C O	849.09	40.25
159350	ENVIRONMENTAL SYSTEMS RESEARCH		808.00
171100	FRYBERGER, BUCHANAN, SMITH &		14,557.95
180425	HARRIS COMPUTER SYSTEMS	150.00	148.85
211700	METRO SALES, INC.	1,396.15	140.64
234600	NORTHERN BUSINESS PRODUCTS	378.64	219.69
278600	TWIN PORT MAILING	7,341.13	274.53
279100	U S BANK EQUIPMENT FINANCE	1,085.56	65.79
284525	VAN IWAARDEN ASSOCIATES	1,700.00	1,100.00
289015	WELLS FARGO CREDIT CARD	6,032.30	100.33
R0000297	JOYCE FRITSINGER		100.47
R0000325	CHRISTINA DEBLASS		187.48
R0000538	JOHN CAVANAUGH		211.15
R0000870	CYNTHIA KILMAN		188.86
R0001137	ANN STANGLAND		187.02
R0001378	JESSICA LOONS		218.63
	GENERAL GOVERNMENT		19,865.75
42	PUBLIC SAFETY		
122000	A T & T MOBILITY	1,182.30	382.30
129800	BUREAU CRIMINAL APPREHENSION		390.00

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
134900	CARLTON COUNTY TREASURER		19.25
139025	CINTAS	252.26	37.64
139030	CINTAS CORPORATION NO 2	971.89	12.69
142800	CLOQUET SANITARY SERVICE	899.24	49.66
148800	CROW GOEBEL VETERINARY CLINIC	35.50	7,424.96
150100	D A L C O	849.09	40.25
197800	L & M SUPPLY CO	1,873.43	157.28
220925	MN DRIVERS & VEHICLE SERVICES		14.25
234600	NORTHERN BUSINESS PRODUCTS	378.64	229.35
271325	NANCY GETCHELL	143.45	536.64
278600	TWIN PORT MAILING	7,341.13	78.43
289015	WELLS FARGO CREDIT CARD	6,032.30	2,328.98
291100	WKLK/WMOZ		1,050.00
R0001548	MINIT MART 557	224.00	40.00
	PUBLIC SAFETY		12,791.68
43	PUBLIC WORKS		
121000	ARROWHEAD SPRINGS INC	84.25	32.00
122958	AUTO ZONE, INC.	167.57	41.94
134900	CARLTON COUNTY TREASURER		385.00
137340	CHAMBERLAIN OIL CO., INC.	2,511.62	1,383.41
139025	CINTAS	252.26	22.23
139030	CINTAS CORPORATION NO 2	971.89	240.23
142800	CLOQUET SANITARY SERVICE	899.24	59.22
159350	ENVIRONMENTAL SYSTEMS RESEARCH		101.00
175200	GOPHER STATE ONE CALL INC	71.60	10.13
192225	JOBSHQ		973.00
195700	KGM CONTRACTORS INC	12,174.89	223.85
197800	L & M SUPPLY CO	1,873.43	613.41
209875	MCCOY CONSTRUCTION & FORESTRY	2,235.00	1,511.89
229500	NAPA AUTO PARTS	829.87	641.41
233550	COMPASS MINERALS AMERICA		6,572.54
234600	NORTHERN BUSINESS PRODUCTS	378.64	41.64
235450	NORTHERN SAFETY TECHNOLOGY INC		232.84
247400	396-PRAXAIR DISTRIBUTION, INC.	1,009.39	228.01
248650	THE PROJECT CENTER		95.96
268800	STOCK TIRE COMPANY	318.90	120.00
272600	TERMINAL SUPPLY INC		660.68
276225	KANDI KOUNTRY EXPRESS LTD		192.08
278600	TWIN PORT MAILING	7,341.13	78.43
279100	U S BANK EQUIPMENT FINANCE	1,085.56	47.57

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
43	PUBLIC WORKS		
285500	VIKING INDUSTRIAL CENTER		271.75
291350	JOHN & JULIE HAVERKAMP	16.97	26.97
293700	ZIEGLER INC	2,722.20	163.94
	PUBLIC WORKS		14,971.13
45	CULTURE AND RECREATION		
112050	ADVANCED SERVICES INC	496.00	496.00
134900	CARLTON COUNTY TREASURER		96.25
139030	CINTAS CORPORATION NO 2	971.89	32.25
142800	CLOQUET SANITARY SERVICE	899.24	638.68
156600	DULUTH LAWN & SPORTS, INC.		270.63
172300	GARTNER REFRIGERATION COMPANY	15,239.92	2,744.79
178500	GUARDIAN PEST SOLUTIONS INC	94.50	47.25
197800	L & M SUPPLY CO	1,873.43	621.71
211400	MENARDS INC	362.02	16.57
229500	NAPA AUTO PARTS	829.87	155.70
235800	NORTHLAND AUTO PARTS	81.18	124.82
244300	BRENT BELICH	395.00	406.00
290300	WIDDES FEED & FARM SUPPLY	119.40	1.79
	CULTURE AND RECREATION		5,652.44
46	COMMUNITY DEVELOPMENT		
234600	NORTHERN BUSINESS PRODUCTS	378.64	20.82
236450	THE NORTHSPAN GROUP, INC.		2,500.00
278600	TWIN PORT MAILING	7,341.13	39.22
289015	WELLS FARGO CREDIT CARD	6,032.30	231.50
	COMMUNITY DEVELOPMENT		2,791.54
LIBRARY FUND			
45	CULTURE AND RECREATION		
139030	CINTAS CORPORATION NO 2	971.89	12.70
192225	JOBSHQ		584.00
	CULTURE AND RECREATION		596.70

DATE: 02/13/20
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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CAPITAL PROJECTS - REVOLVING			
81	SPECIAL PROJECTS		
212055	MEYER GROUP ARCHITECTURE	5,602.37	3,610.49
	SPECIAL PROJECTS		3,610.49
WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
121000	ARROWHEAD SPRINGS INC	84.25	71.50
137310	CENTURY LINK	856.55	164.20
139025	CINTAS	252.26	27.37
139030	CINTAS CORPORATION NO 2	971.89	6.84
180500	HAWKINS INC		1,039.87
211400	MENARDS INC	362.02	112.12
	STATION 2		1,421.90
52	LAKE SUPERIOR WATERLINE		
139030	CINTAS CORPORATION NO 2	971.89	38.32
153800	DIGGERS HOTLINE, INC.		62.00
197800	L & M SUPPLY CO	1,873.43	35.50
	LAKE SUPERIOR WATERLINE		135.82
WATER - IN TOWN SYSTEM			
00			
R0001887	TRICA KENANEN		20.65
R0001888	KAREN WILLIAMS		81.35
			102.00
49	CLOQUET		
134900	CARLTON COUNTY TREASURER		134.75
139025	CINTAS	252.26	13.34
139030	CINTAS CORPORATION NO 2	971.89	90.25
160950	ELECTRIC PUMP, INC.		48,690.00
168900	JOSEPH FOLZ	5,467.50	1,012.50
180500	HAWKINS INC		6,668.11

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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
49	CLOQUET		
197800	L & M SUPPLY CO	1,873.43	71.01
211645	METERING & TECHNOLOGY SOLUTION		130.82
229500	NAPA AUTO PARTS	829.87	-0.41
247400	396-PRAXAIR DISTRIBUTION, INC.	1,009.39	136.81
261800	SEH	38,934.53	18,427.93
281500	UNITED TRUCK BODY CO INC		364.14
283700	USA BLUEBOOK	868.04	523.02
285400	VIKING ELECTRIC SUPPLY	300.00	8.91
	CLOQUET		76,271.18
54	BILLING & COLLECTION		
211700	METRO SALES, INC.	1,396.15	140.63
234600	NORTHERN BUSINESS PRODUCTS	378.64	41.64
278600	TWIN PORT MAILING	7,341.13	3,468.54
279100	U S BANK EQUIPMENT FINANCE	1,085.56	65.79
	BILLING & COLLECTION		3,716.60
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	899.24	19.74
159350	ENVIRONMENTAL SYSTEMS RESEARCH		101.00
175200	GOPHER STATE ONE CALL INC	71.60	6.08
234600	NORTHERN BUSINESS PRODUCTS	378.64	84.56
278600	TWIN PORT MAILING	7,341.13	78.43
279100	U S BANK EQUIPMENT FINANCE	1,085.56	47.57
	ADMINISTRATION & GENERAL		337.38
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
134900	CARLTON COUNTY TREASURER		77.00
139025	CINTAS	252.26	8.89
139030	CINTAS CORPORATION NO 2	971.89	65.11
197800	L & M SUPPLY CO	1,873.43	35.49
247400	396-PRAXAIR DISTRIBUTION, INC.	1,009.39	91.20
	SANITARY SEWER		277.69

DATE: 02/13/20
TIME: 12:25:27
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 02/18/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	899.24	19.74
159350	ENVIRONMENTAL SYSTEMS RESEARCH		101.00
175200	GOPHER STATE ONE CALL INC	71.60	4.04
234600	NORTHERN BUSINESS PRODUCTS	378.64	41.64
278600	TWIN PORT MAILING	7,341.13	78.43
279100	U S BANK EQUIPMENT FINANCE	1,085.56	47.57
	ADMINISTRATION & GENERAL		292.42
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
159350	ENVIRONMENTAL SYSTEMS RESEARCH		101.00
	ADMINISTRATION & GENERAL		101.00
CABLE TELEVISION			
45	CULTURE AND RECREATION		
270300	SWAGIT PRODUCTIONS, LLC	1,325.00	1,325.00
	CULTURE AND RECREATION		1,325.00
	TOTAL ALL DEPARTMENTS		200,694.49



CLOQUET POLICE DEPARTMENT

DEREK W. RANDALL
Interim Chief of Police

101 14th Street
CLOQUET, MINNESOTA 55720
records@cloquetmn.gov

Phone 218-879-1247
Fax 218-879-1190

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Derek W. Randall, Interim Chief of Police
Reviewed By: Tim Peterson, City Administrator
Date: February 12, 2020

Item Description: **Human Trafficking Investigators Task Force
Joint Powers Agreement Renewal**

Proposed Action

Staff recommends the City Council approve the Cloquet Police Department to renew the Human Trafficking Investigators Task Force Joint Powers Agreement with the State of Minnesota BCA for 2020.

Background/Overview

Human trafficking occurs when a person is sold for sexual acts or forced labor. Minnesota law defines Sex Trafficking as “receiving, recruiting, enticing, harboring, providing, or obtaining by any means an individual to aid in the prostitution of the individual: or receiving profit or anything of value, knowing or having reason to know it is derived from an act (of sex trafficking).” Minnesota law defines Labor Trafficking as “the recruitment, transportation, transfer, harboring, enticement, provision, obtaining, or receipt of a person by any means, for debt bondage or forced labor or services: slavery or practices similar to slavery: or the removal of organs through the use of coercion or intimidation; or receiving profit or anything of value, knowing or having reason to know it .” from an act (of labor trafficking).”

In the fall of 2019, the Cloquet Police Department entered into an annual agreement with the Bureau of Criminal Apprehension as a member of the Human Trafficking Investigators Task Force. We are no asked to renew this agreement for 2020.

Police Objectives

To continue working with the Bureau of Criminal Apprehension (BCA) to identify incidents of human trafficking. The parties wish to work together to investigate and prosecute human trafficking and sexual exploitation of children.

Financial/Budget/Grant Considerations

There is no financial burden on the city by renewing the Joint Powers Agreement. By continuing to participate with the task force, the Cloquet Police Department becomes eligible for reimbursement for funds spent on human trafficking investigations.

Supporting Documentation Attached

- State of Minnesota Human Trafficking Investigators Task Force JPA Renewal



STATE OF MINNESOTA HUMAN TRAFFICKING INVESTIGATORS TASK FORCE JOINT POWERS AGREEMENT

This Joint Powers Agreement (“Agreement”) is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension (“BCA”), and the City of Cloquet on behalf of its Police Department, 101 14th Street, Cloquet, MN 55720 (“Governmental Unit”).

Recitals

Under Minnesota Statutes § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to investigate and prosecute human trafficking and sexual exploitation of children. The Governmental Unit wants to participate in the Minnesota Human Trafficking Investigators Task Force (“MNHITF”) as an affiliate member.

Agreement

1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five (5) years from the Effective Date unless terminated earlier pursuant to clause 12.

2. Purpose

The Governmental Unit and BCA enter into this Agreement to make the Governmental Unit part of the Minnesota Human Trafficking Investigators Task Force that will use a three-pronged approach to combat human trafficking and the sexual exploitation of children: **prevention, education, and enforcement.** The BCA will provide a Senior Special Agent who will serve as the Commander of the task force.

3. Standards

The Governmental Unit will adhere to the MNHITF Standards identified below.

- 3.1 Investigate human trafficking crimes committed by organized groups or individuals related to child sexual exploitation, sex trafficking with a focus on minors being trafficked, and labor trafficking.
- 3.2 Investigators will follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures. Investigators will follow proper legal procedures in securing evidence, including electronic devices.
- 3.3 Investigators will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.
- 3.4 Investigators will use, as appropriate, a broad array of investigative technologies and techniques.
- 3.5 Investigators will interview and prepare reports of victim rescues and be able to direct those victims to appropriate public and private resources to help ensure their safety and integration back into society.
- 3.6 Affiliate Task Force members must be willing to respond and/or work jointly on human trafficking crimes within their jurisdiction and complete their assigned duties for the duration of

the term of this Agreement.

- 3.7 Investigators must be licensed peace officers.
- 3.8 Affiliate members will investigate cases involving cross-jurisdictional, high impact and/or organized groups involving human trafficking. The assignment may require investigators to travel to neighboring jurisdictions as investigations expand or as assigned by the task force commander.
- 3.9 Affiliate members will be asked to participate in pro-active operations deterring sexual exploitation of children and rescuing victims of human trafficking primarily focused on minors with the goal of identifying their traffickers.
- 3.10 Affiliate Task Force members will prepare an operational briefing sheet for each active operation, to be approved by the task force commander.
- 3.11 Affiliate Task Force members will prepare investigative reports to be submitted to the task force commander. Affiliate members must submit statistics to the task force commander on a quarterly basis.
- 3.12 Affiliate members are assigned to their home agencies and may request assistance and resources on a case-by-case basis as approved by the task force commander.
- 3.13 Affiliate Task Force members will utilize the MNHITF deconfliction system to share and receive information to promote deconfliction with other agencies.

4. Responsibilities of the Governmental Unit and the BCA

- 4.1 The Governmental Unit will:
 - 4.1.1 Conduct investigations in accordance with provisions of the MNHITF Standards, identified in clause 3 above, and conclude such investigations in a timely manner.
 - 4.1.2 Maintain accurate records of prevention, education, and enforcement activities, to be collected and forwarded quarterly to the BCA for statistical reporting purposes.
 - 4.1.3 Assign, on a part-time basis, one or more employees of the Governmental Unit as members to the MNHITF. All employees of the Governmental Unit assigned as members, and while performing MNHITF assignments, shall continue to be employed and directly supervised by the same Governmental Unit currently employing that member. All services, duties, acts or omissions performed by the MNHITF member will be within the course and duty of the member's employment and therefore covered by the Workers Compensation and other compensation programs of the Governmental Unit including fringe benefits.
 - 4.1.4 Make a reasonable good faith attempt to be represented at all scheduled MNHITF meetings in order to share information and resources among the MNHITF members.
 - 4.1.5 Participate fully in any audits required by the Minnesota Human Trafficking Task Force.
 - 4.1.6 Maintain an electronic deconfliction system for use by MNHITF Affiliate members.
- 4.2 The BCA will:
 - 4.2.1 Provide a Senior Special Agent who will serve as the Commander of the Task Force.
 - 4.2.2 Review and approve or decline reimbursement requests under clause 5.1 within three (3) business days of the reimbursement request.
- 4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a member as an employee of the Governmental Unit.

5. Payment

- 5.1 Governmental Unit must first submit a written request for funds and receive written pre-approval for the funds from BCA.
- 5.2 Governmental Unit must supply original receipts to be reimbursed on pre-approved requests. Approved reimbursement will be paid directly by the BCA to the Governmental Unit within thirty (30) calendar days of the invoice date with payment made to the Governmental Unit Authorized Representative's address listed below.

6. Authorized Representatives

The BCA's Authorized Representative is the following person or his successor:

Name: Jeffrey Hansen, Deputy Superintendent
Address: Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Street East
Saint Paul, MN 55106
Telephone: 651.793.7000
E-mail Address: jeff.hansen@state.mn.us

The Governmental Unit's Authorized Representative is the person below or his successor:

Name: Derek Randall, Interim Chief of Police
Address: 101 14th Street
Cloquet, MN 55106
Telephone: 218-879-1247
E-mail Address: drandall@cloquetmn.gov

If the Governmental Unit's Authorized Representative changes at any time during this Agreement, the Governmental Unit must immediately notify the BCA in writing/email.

7. Assignment, Amendments, Waiver, and Agreement Complete

- 7.1 Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3 Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law.

9. Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

10. Government Data Practices

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

11. Venue

The venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Expiration and Termination

12.1 Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

12.2 Upon expiration or earlier termination of this Agreement, the Governmental Unit shall provide the MNHITF Commander all investigative equipment that was acquired under this Agreement.

13. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT PO Number: _____

**3. DEPARTMENT OF PUBLIC SAFETY;
BUREAU OF CRIMINAL APPREHENSION**

By: _____

(with delegated authority)

Title: _____

Date: _____

2. GOVERNMENTAL UNIT
Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

4. COMMISSIONER OF ADMINISTRATION
As delegated to the Office of State Procurement

By: _____

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: Tim Peterson, City Administrator *tcp*
Date: February 18, 2020

ITEM DESCRIPTION: Approval of Raffle Permit

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 20-10, A RESOLUTION APPROVING EXEMPT PERMIT TO CONDUCT A RAFFLE EVENT AT KNIGHTS OF COLUMBUS.**

Background/Overview

The City has received an application from Knights of Columbus Council 5132 for a raffle event to be held on April 19, 2020 at Knights of Columbus Hall, 208 Avenue C.

Policy Objectives

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

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution 20-10
- LG220 Application for Exempt Permit

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Knights of Columbus Council 5132 Previous Gambling Permit Number: X-04207

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 30-0591121

Mailing Address: 208 Avenue C

City: Cloquet State: MN Zip: 55720 County: Carlton

Name of Chief Executive Officer (CEO): Daniel A Wappes

CEO Daytime Phone: _____ CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

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

GAMBLING PREMISES INFORMATION

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

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

Check one:

City: Cloquet Zip: 55720 County: Carlton

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): April 19, 2020

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

LG220 Application for Exempt Permit

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

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

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Daniel A. Wappes* Date: 2-7-2020
(Signature must be CEO's signature; designee may not sign)

Print Name: Daniel A Wappes

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

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

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

RESOLUTION NO. 20-10

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

WHEREAS, The City of Cloquet received an application from Knights of Columbus Council 5132, 208 Avenue C, for an Exempt Permit to conduct a raffle event on April 19, 2020 at Knights of Columbus Hall, 208 Avenue C.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Knights of Columbus Council 5132 for an Exempt Permit to conduct a raffle event on April 19, 2020 at Knights of Columbus Hall, 208 Avenue C, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 18TH DAY OF FEBRUARY 2020.

Roger Maki, Mayor

ATTEST:

Tim Peterson, 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: Tim Peterson, City Administrator
Date: February 18, 2020

ITEM DESCRIPTION: Consideration of Cable Commission Appointment

Proposed Action

The City Council is asked to approve the appointment of Elizabeth Jaakola to serve on the Cable TV Commission with a term expiring December 31, 2022. The appointment of Ms. Jaakola will fill the last vacancy remaining on the Cable TV Commission.

Background/Overview

The Cable TV Commission is a six-person Board, with three people needing to be Cloquet residents, which serve staggered three year terms. Ms. Jaakola will fill the remaining vacancy if Council chooses to appoint.

Policy Objectives

To keep the various City Boards, Commissions and Committees at full membership as identified by the City Council or under City Code. Section 2.3.01 of the Code addresses the membership and terms of the Cable TV Commission. Under City Code, appointments to the various Boards and Commissions are made by the Mayor and confirmed by the City Council.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Application



ADMINISTRATIVE OFFICES

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

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

Name: Elizabeth Jaakola		Date: 2/3/20	
Address			
Email:			
Home Phone:		Work Phone: 2188790721	Cell Phone:
How long have you lived in Cloquet?		Years/Months: 51 years 4 mos	Which Ward? 5
<p>What Cloquet community activities have you been involved in? I have taught in our community for 28 years, I have sung at many varied occasions including graduations, weddings, funerals, grand openings, etc. I am a community organizer through music and the arts. My family has had a presence in this community since before Cloquet began. We have been business people, educators, and health professionals who have helped shaped Cloquet into what it is today.</p>			
<p>Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I currently serve on the FDL Cultural Resource Advisory Review Board, FDL Tribal College Board, and Duluth Homegrown Music Festival BOD. I have served on other boards in the past, as well.</p>			
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 checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, which one? Not sure at this moment, but I might consider alternates			
<p>Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. My work schedule changes each semester. This semester I could be available any evening except 2nd & 4th Tuesdays.</p>			
<p>Why do you wish to be on a Board/Commission? I like to serve the community. I have been involved with media production off & on for 20 years since I worked at PBS Eight (WDSE) in Duluth (1997-2000). I, with the support of FDLTCC Administration, began to build a digital audio & video production studio in 2011 to enhance student experiences on campus. We currently produce a student weekly "news program", educational Ojibwe culture & language videos and any number of student audio recordings during the academic year.</p>			
<p>Please describe any other relevant information you would like us to know. I think I could be an asset to the commission and in turn, gain perspective that would help me to better serve our community and students.</p>			

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

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



CLOQUET POLICE DEPARTMENT

DEREK W. RANDALL
Interim Chief of Police

101 14th Street
CLOQUET, MINNESOTA 55720
records@cloquetmn.gov

Phone 218-879-1247
Fax 218-879-1190

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Derek W. Randall, Interim Chief of Police
Reviewed By: Tim Peterson, City Administrator *TRP*
Date: February 12, 2020

Item Description: Appointment of Corporal Baker to the position of Detective

Proposed Action

Staff recommends the City Council move to approve the appointment of Eric Baker effective February 18, 2020, to the position of Detective.

Background/Overview

The Cloquet Police Department currently has 17 sworn officers providing service to the cities of Cloquet, Scanlon, and a portion of the Fond du Lac Reservation. The current number of sworn officers in the department includes 14 assigned to patrol, one assigned to investigative functions, and two interims assigned to administration.

Previously, the Investigations Division consisted of three promoted positions. In May of 2015, Interim Chief Randall was promoted from Detective to Commander, leaving a vacancy in the Investigations division. At that time, the Command staff decided to replace Randall with an "Officer in Investigations" position. The rationale was because the detective positions can be occupied, in some instances for 20 years, and with the number of new employees, we believed it was in the employees' and department's best interest to allow for a temporary position, "employee enrichment" position in investigations allowing for [multiple] officer enrichment opportunities. Shortly after Randall left the Investigations Division, Officer Baker took on the temporary position in the investigations division.

In 2019, the City's two, full-time, detectives left the department, leaving Officer Baker as the only officer handling investigations for the entire department. Based on this caseload, Baker is not able to keep up with the workload formerly handled by a three detective unit. In response, we often assign the low-level investigations to the original patrol officers handling the case.

On February 7, 2020, the department conducted promotional interviews for one detective position. Four [internal] candidates applied for the position. The promotional process consisted of a letter of interest, a resume or curriculum vitae, an oral interview, and a crime scene scenario exercise. The panelists included Interim Chief of Police Randall and Interim Commander Reed, the Human

Resources Director, the City Administrator, an investigator from a local law enforcement agency, a Citizen's Advisory Board member, and the Chief Deputy of the Carlton County Attorney's Office.

After the process, Corporal Baker was the unanimous first choice for the position. As noted by several panelists, all the candidates performed very well, and their interviews were impressive.

Corporal Baker has been with the Cloquet Police Department for 18 ½ years. During this time, he has been a member of the Carlton County Consolidated Emergency Response Team (CERT) and a Patrol Sergeant. Baker has a bachelor's degree in Criminology from UMD.

Throughout Baker's time in the investigations division, he has continued to learn the duties of the job, attended training in a variety of investigation areas, and has conducted several significant investigations that concluded with successful outcomes.

The detective position is critical to the overall success of the department. Some of the job duties of a detective are: investigate various incidents; criminal and non-criminal; question witnesses, perform undercover work as required, examine crime scenes to obtain clues and gather evidence; process and supervise crime scenes through the collection, preservation, documentation, and analysis of evidence, prepares and files detailed investigative reports, interacts with other law enforcement agencies and the prosecutor's office to collect and distribute criminal intelligence information, process evidence, prepare court cases, and provide legal testimony, supervises law enforcement personnel at crime scenes, and performs miscellaneous job-related duties as assigned.

As we continue to replace personnel, Corporal Baker will assume the duties of trainer to officers assigned to the investigations division.

Financial/Budget/Grant Considerations

No additional financial implications to the City as two permanent and one temporary position in the Detective Unit are included in the 2020 budget.

Advisory Committee/Commission Action

None

Supporting Documentation Attached

- Detective Job Description



City of Cloquet Job Description

POSITION: Detective / Sergeant
DEPARTMENT: Police
REPORTS TO: Investigative/Administrative Commander

SUMMARY

Responsible for the preservation of law and order, the protection of life and property, the prevention and detection of crime, the provision of emergency services and the enforcement of laws and ordinances. Detectives / Sergeants are responsible for the investigation of crime, enforcement of all state, federal laws and City codes.

ESSENTIAL FUNCTIONS OF THE JOB

Conduct/assist with investigations/surveillance on own initiative or on request of management

Develops informants for ongoing investigations

Investigates all criminal allegations including child abuse and neglect, manages and protects crime scenes

Locates and apprehends violators

Interviews and interrogates suspects

Coordinate and performs crime scene processing and evidence gathering

Analyses crime trends and patterns

Obtain and execute search warrants

Monitor predatory offenders within the community

Coordinates with clerical staff to ensure all reports are complete and distributed through the court systems in accordance with Minnesota statutes

Coordinates with County Attorney's Office the signing of all juvenile petitions, criminal complaints, search warrants, and court orders

Advises, assists, and supervises all officers during an investigation

Controls, secures, returns and makes final disposition of all evidence obtained

Assists administration in employee background investigations

Responds to calls for police service, including domestic disputes, auto accidents, crimes in progress, and medical emergencies

Investigates complaints involving violation of City codes, and State and Federal laws

Patrols streets and highways, residential and business areas and buildings to prevent and protect against criminal activities

Participates in crime prevention, community policing and neighborhood watch activities

Takes crime reports from citizens, files reports and logs

Investigates traffic accidents, including preparing reports and gathering evidence

May perform specialized assignments such as canine, range officer, field training officer, intoxilyzer operator, crime prevention training, evidence officer, etc.

Ensures proper maintenance and safe operation of all vehicles and equipment

Monitor and keep abreast of incident reports, other logs, emails, bulletins and teletypes

Assigns schedules and supervises shift patrol officers

Reviews patrol officers' reports to ensure accuracy, completeness and clarity in reporting

Coordinates activities and ensures that all applicable directives, policies, and procedures are adhered to

Testifies in court

Performs other duties as apparent or assigned

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Associate degree (A.A.) or equivalent from two-year college or technical school in law enforcement; and three to five (3-5) years minimum experience as a patrol officer, investigative experience preferred. Must attend additional specialized schools (homicide investigation, crime scene, first witness, etc.)

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare reports and correspondence. Ability to give verbal presentations and speeches. Ability to interview and interrogate suspects, victims and witnesses. Ability to communicate with all facets of the judicial system and testify in both civil and criminal trials. Ability to communicate with private and business sectors of the community in a daily public relations setting.

MATHEMATICAL SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of State and Federal laws, City codes, traffic laws and regulations.

Knowledge of approved practices, procedures and techniques required in performing daily law enforcement duties.

Knowledge of rules of evidence, arrest, search and seizure.

General knowledge of computers, cameras and video equipment.

Ability to prepare and review reports.

Knowledge of first aid and ability to apply first aid promptly in emergency situations.

Ability to supervise personnel and provide effective leadership.

Ability to operate law enforcement related equipment including firearms.

Knowledge of the collection and preservation of evidence, and crime scene processing.

Knowledge and the ability to operate specialized equipment.

Ability to identify controlled substances.

Knowledge of photographic equipment and crime scene photography techniques (crime scenes, accidents, autopsies, injured victims, etc.).

CERTIFICATES, LICENSES AND REGISTRATIONS

Minnesota Police Officer License.

Minnesota Class D Driver's License.

Specialized certification (crime scene technician, homicide investigation, arson investigation, accident reconstruction, first witness, bias-motivated crimes, etc.) is desired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include: close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.

The noise level in the work environment is usually moderate.



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator
Date: February 18, 2020

ITEM DESCRIPTION: 4th of July Event Coordination

Proposed Action

Staff recommends the City Council move to increase its 2019 appropriation from \$11,300 to \$20,000 annually to reimburse the Cloquet Chamber of Commerce for their work, time and expenses toward making Cloquet's 4th of July event the City and regional success it is.

Background/Overview

At the City Council Work Session on November 7, 2019, the Chamber of Commerce presented a review of this past year's events including 4th of July and Home for the Holidays celebrations. As a part of this presentation, Alyson Leno informed the Council that she and the Chamber would no longer be able to coordinate these celebrations beginning in 2020. The events themselves had started out as volunteer group organized and executed events that were in the process of failing when the City and Chamber stepped in to provide coordination activities and in-kind assistance. At this point, the events have grown so much that the effort required to continue to manage them has become burdensome.

City staff met with the Chamber to discuss the possibility of them continuing to coordinate the events. The Chamber agreed that the 4th of July event does meet their mission of bringing people to our community enough that they would be willing to continue their role as coordinator, with continued support of the City and a volunteer committee. They indicated that expenses, with the overall growth of the event over the past few years, necessitates additional reimbursement from the City up to \$20,000 per year.

We also discussed the Home for the Holidays event. The Chamber staff believe this event seemed further away from the mission of the Chamber of Commerce. They are still willing to be a liaison to a new group coordinating the event, but they no longer are willing to take the lead.

The Chamber, with City staff, intend to meet other local groups to attempt to find a new sponsor for this event.

Policy Objectives

The objective of community celebrations is to invite current community members, and visitors, to celebrate and take pride in their community.

Financial/Budget/Grant Considerations

In the 2020 budget, \$9,000 was allocated for these events. In 2019, expenditures were \$11,300. This increase in cost would come from reserves for 2020 and be budgeted accurately in 2021.