



**CITY OF CLOQUET
City Council Agenda
Tuesday, April 7, 2020
7:00 p.m.
VIA TELECONFERENCE**

THERE WILL BE NO WORK SESSION

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
 - a. Approval of April 7, 2020 Council Agenda
4. **Approval of Council Minutes**
 - a. Work Session minutes from the March 17, 2020 meeting
 - b. Regular Council minutes from the March 17, 2020 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. 20-19, Authorizing the Payment of Bills and Payroll



**CITY OF CLOQUET
City Council Agenda
Tuesday, April 7, 2020
7:00 p.m.
VIA TELECONFERENCE**

7. Public Hearings

None.

8. Presentations

None.

9. Council Business

- a. Appointment of Truck Driver/Utility Maintenance Person
- b. Appointment of Police Officers
- c. Public Works Truck Purchases
- d. Street Sweeping Contract
- e. Highway 33 Ditch Mowing Contract
- f. COVID-19 Update

10. Council Comments, Announcements, and Updates

11. Adjournment

Cloquet City Council Work Session

Tuesday, March 17, 2020

Present: B. Carlson, S. Lamb, C. Swanson, K. Kolodge, S. Langley, L. Wilkinson

Absent: Mayor Maki

Staff: Barclay, Peterson

McKinstry Pine Valley Update

Ed Zepeda and Pierre Khalil from McKinstry were present to review the engineering audit report for the Northwoods Credit Union Arena and Pine Valley ice arena "Barn" in regard to the refrigeration and rink floor system in the Barn and the dehumidification system for Northwoods Arena. No decisions to be made tonight, Council is asked to review the information over the coming weeks to give direction to staff.

The Pine Valley ice arena's refrigeration system is estimated to be over 30 years old and is considered a critical failure point requiring immediate action. A phased approach is recommended as the best way to leverage existing assets of the facility. Discussion included demolition of the floor, new sand versus new concrete followed by explanations of both, pros and cons were discussed for each, and the reuse of the existing refrigeration equipment.

The Northwoods Arena dehumidification system is beyond the end of expected useful life. The system was not designed to provide ventilation for 12 months a year and is considered undersized for the current operation of the building and humidity control is limited in summer months. The recommendation is to replace the unit with a model capable for 12-month operation. Discussion took place on the demolition of the current system and installation of the new.

Caleb Peterson, Public Works Director, explained the price breakout and indicated that unused sales tax dollars would be used upon Council approval. Mr. Peterson is recommending moving forward with the sand floor and new dehumidifier option as it fixes most of the immediate concerns. Council will need to decide and direct staff at the April 7th Council meeting.

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. March 17, 2020

DRAFT

Regular Meeting

Roll Call

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

Councilors Absent: Mayor Maki

Pledge of Allegiance

AGENDA

MOTION: Councilor Langley moved and Councilor Swanson seconded the motion to approve the amended March 17, 2020 agenda, with the removal of *item 9.a., Library Relocation Expense*, removal of *item 9.d., Public Works Trucks Purchase*, and the addition of *9.f., COVID-19 Update and City Policies*. The motion carried unanimously (6-0).

MINUTES

MOTION: Councilor Lamb moved and Councilor Swanson seconded the motion to approve the Regular Council Meeting minutes of March 5, 2020 as presented. The motion carried unanimously (6-0).

PUBLIC COMMENTS

- Maryann Johnson spoke on behalf of her brother Arthur Wojciehowski regarding the Prospect Avenue sidewalk discussion during the March 5th Council meeting. Would residents be notified when the decision is made? Ms. Johnson also addressed concern of the snow that will be plowed into yards and potentially blocking sidewalks and a wheelchair ramp if there is a sidewalk. Ms. Johnson questioned the potential dollar amount of assessments and the length of time to pay them. She also commented on the votes of Councilor Langley and Wilkinson on the project.

CONSENT AGENDA

MOTION: Councilor Kolodge moved and Councilor Wilkinson seconded the motion to adopt the Consent Agenda of March 17, 2020, approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 20-16, Authorizing the Payment of Bills
- b. Resolution No. 20-14, Approving the Site Plan for Leonard Conklin
- c. Fond du Lac Trail Agreement Amendment

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

CONDITIONAL USE PERMIT FOR AT&T MOBILITY/HALL INSTITUTE

MOTION: Councilor Carlson moved and Councilor Lamb seconded the motion to approve **RESOLUTION NO. 20-15, A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT FOR AT&T MOBILITY /HALL INSTITUTE, INC. FOR A CELLULAR TOWER IN THE MRC-MIXED RESIDENTIAL/COMMERCIAL DISTRICT**. The motion carried unanimously (6-0).

WHEREAS, AT&T Mobility/Hall Institute, Inc. is proposing a Conditional Use Permit for a 180-foot mono-pole cellular tower in the MRC - Mixed Residential/Commercial District; and

WHEREAS, As required by ordinance, notification was advertised in the Pine Knot and property owners within 350 feet were sent notice. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on March 10, 2020 at which time Zoning Case/Development Review No. 20-02 was heard and discussed; and

WHEREAS, the property of the proposed Conditional Use Permit is located east of 14th Street and south of Interstate 35 and is legally described as follows:

The South One Half of the Southwest Quarter (S ½ of SW ¼), Section Twenty-five (25), Township Forty-nine (49) North, Range Seventeen (17) West of the Fourth Principal Meridian, Carlton County, Minnesota, except the following parcels:

- A. All that part of the Southwest Quarter of the Southwest Quarter (SW ¼ of SW ¼) lying northerly of the north right-of-way line of Interstate Highway No. 35.
 - B. All of the Southwest Quarter of the Southwest Quarter (SW ¼ of SW ¼) lying southerly of the center line of Interstate Highway No. 35 and westerly of the centerline of Carlton County Highway No. 3.
- All according to the U.S. Government Survey thereof. And,

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

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that it approves Zoning Case 20-02 for AT&T Mobility/Hall Institute Inc. for a 180-foot mono-pole cellular tower in the MRC - Mixed Residential/Commercial District subject to the following conditions:

1. The maximum height of the tower and the attached antennas shall not exceed 185 feet.
2. The lease agreement must be finalized prior to the issuance of a building permit.
3. The tower shall not be artificially illuminated unless required by the FCC or FAA regulations.
4. If the tower is required to have flashing type lighting or illumination, the use of red flashing lights is required during the nighttime hours as opposed to white strobe lights unless otherwise federally mandated.
5. The security fence shall not exceed 8 feet in height.

ORDERING FEASIBILITY STUDY REGARDING THE PAVING OF JOLICOUER TRAILS FIRST ADDITION

MOTION: Councilor Wilkinson moved and Councilor Swanson seconded the motion to adopt **RESOLUTION NO. 20-18, A RESOLUTION ORDERING A FEASIBILITY STUDY REGARDING THE PAVING OF JOLICOUER TRAILS FIRST ADDITION.** The motion carried unanimously (6-0).

WHEREAS, the City of Cloquet has received a petition from benefiting property owner requesting the City Council consider paving of existing streets within Jolicouer Trails First Addition; and

WHEREAS, City Code requires a portion of the cost of such improvements be assessed to benefiting properties; and

WHEREAS, Statute requires the preparation of a feasibility study by a licensed engineer in order to levy special assessments of this manner.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that the City Engineer is hereby directed to prepare a feasibility study regarding the paving of Jolicouer Trails First Addition.

WATER TREATMENT PLANT CHANGE ORDER #3

MOTION: Councilor Langley moved and Councilor Swanson seconded the motion to approve Change Order No. 3 to the water treatment plant construction contract. The motion carried unanimously (6-0).

COVID-19 POLICIES

City Administrator Peterson presented and reviewed two temporary City policies regarding the COVID-19 pandemic and the safety and health of City Staff and the recommendation to close public buildings to the public effective March 18, 2020.

MOTION: Councilor Carlson moved and Councilor Lamb seconded the motion to approve the Temporary Sick Leave During the COVID-19 Pandemic Policy. The motion carried unanimously (6-0).

MOTION: Councilor Kolodge moved and Councilor Wilkinson seconded the motion to approve the COVID-19 Paid Administration Leave Policy. The motion carried unanimously (6-0).

MOTION: Councilor Lamb moved and Councilor Carlson seconded the motion to approve the recommendation of the City Administrator to close public buildings to the public effective March 18, 2020. The motion carried unanimously (6-0).

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Councilor Lamb commended City Administrator Peterson on the outstanding job he is doing during this critical time. She also requested to have a list of businesses that offer delivery services to be posted on the city's website. The Lighthouse will remain open for at risk children during this time of no schools in session and lastly, gave a reminder to reach out to the police if you suspect domestic abuse.

Councilor Wilkinson reminded citizens that the City requires a Transient Merchant License to sell goods door to door or in a parking lot. The City frowns upon anyone illegally selling goods and price gouging.

Councilor Swanson encouraged citizens to follow the guidelines given by the CDC to avoid getting ill and overwhelming healthcare facilities. Take care of each other.

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


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: Mary Kay Hohensee-Mayer, Assistant Finance Director
Reviewed/Approved by: Tim Peterson, City Administrator
Date: April 7, 2020

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 20-19, 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. 20-19

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	\$	423,674.70
231	Public Works Reserve		14,005.48
403	Revolving Capital Projects		208,936.65
405	City Sales Tax Projects		1,797.75
600	Water - Lake Superior Waterline		49,347.68
601	Water - In Town		59,982.65
602	Sewer Fund		109,298.56
614	CAT-7		2,670.68
701	Employee Severance Benefits		88.50
	TOTAL:	\$	869,802.65

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

ATTEST:

Roger Maki, Mayor

Tim Peterson, City Administrator

DATE: 03/27/2020
TIME: 10:08:20
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
111950	ADVANCED DESIGN AWNINGS	516.00	1,785.00
112275	ADVANTAGE EMBLEM INC	57.80	351.50
113650	AMAZON.COM CREDIT	1,951.28	140.98
116600	AMERICAN WATER WORKS ASSOC	0.00	334.00
116650	AMERIGAS - 2306	1,136.76	300.90
121525	ASSEMBLED PRODUCTS CORP	0.00	71.40
123400	BAKER & TAYLOR	3,825.29	1,580.81
123900	BATTERIES PLUS BULBS	0.00	125.93
127400	OSCAR J BOLDT CONSTRUCTION	538,200.52	208,936.65
134300	CARLTON COUNTY RECORDER	184.00	17.00
135675	VORK ENTERPRISES INC	1,295.00	925.00
136850	CENTER POINT LARGE PRINT	264.84	132.42
137310	CENTURY LINK	2,731.08	240.12
139025	CINTAS	580.91	494.75
139800	CLOQUET AREA CHAMBER OF COMMER	30,817.43	3,268.00
142800	CLOQUET SANITARY SERVICE	2,997.18	123.04
142950	CLOQUET SHAW MEMORIAL	13.35	21.00
147050	CONSOLIDATED TELEPHONE COMPANY	9,900.09	3,196.45
147600	EXELON CORPORATION	6,291.42	2,057.55
150100	D A L C O	1,459.26	1,147.21
150400	D E M C O	0.00	1,359.29
152775	DELTA DENTAL OF MINNESOTA	9,343.10	3,146.95
161675	EMC NATIONAL LIFE	6,269.20	1,298.50
162640	ENVENTIS TELECOM INC	143.74	51.03
164750	FARONICS TECH USA, INC.	0.00	745.50
169650	FORUM COMMUNICATIONS COMPANY	275.88	255.00
170975	FRIENDS OF THE CLOQUET LIBRARY	79.55	213.61
171100	FRYBERGER, BUCHANAN, SMITH &	26,764.55	255.75
171800	GALE/CENGAGE LEARNING	171.43	110.60
175950	GRAPHIC TECHNOLOGIES	449.50	20.00
176200	GRAYBAR ELECTRIC COMPANY INC	0.00	7.89
178500	GUARDIAN PEST SOLUTIONS INC	141.75	47.25
179340	HAGENS GLASS & PAINT	257.73	2,418.00
180500	HAWKINS INC	10,194.05	12,627.05
184485	HUNT ELECTRIC	89.97	170.00
185900	IDEXX DISTRIBUTION CORP.	460.89	733.82
186500	INDEPENDENT SCHOOL DISTRICT 94	18,772.50	18,772.50
192225	JOBSHQ	2,256.84	539.00
202100	LAWSON PRODUCTS INC	1,598.87	887.57
203200	LEXISNEXIS	24.00	28.00
206800	MACQUEEN EQUIPMENT INC	13,873.79	729.32
211400	MENARDS INC	675.08	438.59
211700	METRO SALES, INC.	1,794.08	1,694.27
212400	MICHAUD DIST INC	77.00	22.00

DATE: 03/27/2020
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CITY OF CLOQUET
VENDOR SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
214000	MIELKE ELECTRIC WORKS	464.25	720.00
218400	MN CHIEFS OF POLICE ASSOC	922.50	112.50
219067	MN DEPT OF ADMINISTRATION	5,162.16	1,395.48
219080	MINNESOTA DEPT OF AGRICULTURE	0.00	23.00
221900	MN HISTORICAL SOCIETY PRESS	0.00	28.00
222500	MN POLICE & PEACE OFFICERS	0.00	900.00
229500	NAPA AUTO PARTS	2,540.43	459.70
229850	NATIONAL ASSOC OF SCHOOL	0.00	445.00
232300	THE NEW YORK TIMES	0.00	440.00
234600	NORTHERN BUSINESS PRODUCTS	2,522.88	126.50
236275	NORTHLAND VEBA TRUST	587.50	1,875.00
242850	PARSONS ELECTRIC LLC	4,868.56	1,145.18
244975	PINE KNOT LLC	240.75	807.51
247400	396-PRAXAIR DISTRIBUTION, INC.	3,026.99	230.32
251475	RAILROAD MANAGEMENT CO.	258.95	258.95
252400	RANGER	0.00	250.99
258500	RUSSEL STEEL	0.00	191.00
261750	SEELYE PLASTICS, INC.	71.62	18.43
261800	SEH	69,953.12	5,112.23
264000	SIRCHIE FINGER PRINT LABS	0.00	198.73
265250	SNAP ON TOOLS	0.00	29.00
268800	STOCK TIRE COMPANY	1,050.90	76.00
270200	SUPERIOR COMPUTER PRODUCTS INC	31,148.71	13,463.00
271325	NANCY GETCHELL	1,066.89	53.45
271975	TEAMSTERS JOINT COUNCIL 32	70,807.02	34,012.86
278550	TWIN PORTS PAPER & SUPPLY, INC	134.31	284.83
278600	TWIN PORT MAILING	15,071.40	4,033.99
279100	U S BANK EQUIPMENT FINANCE	1,908.30	550.29
280925	UNIQUE MANAGEMENT SERVICES	94.50	113.40
284875	VERIZON WIRELESS	6,440.39	765.30
285500	VIKING INDUSTRIAL CENTER	520.35	209.50
286900	W L S S D	242,144.60	82,715.00
287800	WAL-MART COMMUNITY	352.44	81.53
287900	WAL-MART COMMUNITY	527.59	249.71
289015	WELLS FARGO CREDIT CARD	17,614.90	135.68
R0001227	LAKES GAS COMPANY	0.00	76.00
R0001802	MUTT MITT	0.00	219.41
R0001903	KAY PARK RECREATION	0.00	601.00
R0001904	BERT'S TRUCK EQUIPMENT OF MOOR	0.00	13,375.00
R0001905	DONNA MAE BAKER	0.00	12.00
R0001906	MARK SINKKONEN	0.00	400.00

TOTAL ALL VENDORS: 438,016.67

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 4/7/2020

Bills	438,016.67
Less: CAFD	0.00
Less: Library	(7,950.91)
	<hr/>
Bills approved	430,065.76
Other:	
Payroll	473,670.24
Payroll - benefits	<u>(33,933.35)</u>
Total Bills and Payroll Approved	<u><u>869,802.65</u></u>

DATE: 03/27/20
TIME: 10:08:50
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
152775	DELTA DENTAL OF MINNESOTA	9,343.10	3,058.45
161675	EMC NATIONAL LIFE	6,269.20	1,298.50
271975	TEAMSTERS JOINT COUNCIL 32	70,807.02	29,576.40
			33,933.35
34	CHARGES FOR SERVICES		
R0001906	MARK SINKKONEN		400.00
	CHARGES FOR SERVICES		400.00
41	GENERAL GOVERNMENT		
139025	CINTAS	580.91	13.98
147050	CONSOLIDATED TELEPHONE COMPANY	9,900.09	408.84
150100	D A L C O	1,459.26	167.47
171100	FRYBERGER, BUCHANAN, SMITH &	26,764.55	255.75
211700	METRO SALES, INC.	1,794.08	569.22
212400	MICHAUD DIST INC	77.00	22.00
244975	PINE KNOT LLC	240.75	707.88
278600	TWIN PORT MAILING	15,071.40	118.33
279100	U S BANK EQUIPMENT FINANCE	1,908.30	222.81
284875	VERIZON WIRELESS	6,440.39	256.60
	GENERAL GOVERNMENT		2,742.88
42	PUBLIC SAFETY		
112275	ADVANTAGE EMBLEM INC	57.80	351.50
121525	ASSEMBLED PRODUCTS CORP		71.40
135675	VORK ENTERPRISES INC	1,295.00	925.00
139025	CINTAS	580.91	281.63
147050	CONSOLIDATED TELEPHONE COMPANY	9,900.09	801.68
150100	D A L C O	1,459.26	167.47
175950	GRAPHIC TECHNOLOGIES	449.50	20.00
211700	METRO SALES, INC.	1,794.08	245.96
218400	MN CHIEFS OF POLICE ASSOC	922.50	112.50
222500	MN POLICE & PEACE OFFICERS		900.00
229850	NATIONAL ASSOC OF SCHOOL		445.00
236275	NORTHLAND VEBA TRUST	587.50	375.00

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 04/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
244975	PINE KNOT LLC	240.75	31.88
264000	SIRCHIE FINGER PRINT LABS		198.73
268800	STOCK TIRE COMPANY	1,050.90	76.00
271325	NANCY GETCHELL	1,066.89	53.45
271975	TEAMSTERS JOINT COUNCIL 32	70,807.02	4,436.46
278600	TWIN PORT MAILING	15,071.40	33.81
279100	U S BANK EQUIPMENT FINANCE	1,908.30	209.36
287900	WAL-MART COMMUNITY	527.59	249.71
	PUBLIC SAFETY		9,986.54
43	PUBLIC WORKS		
123900	BATTERIES PLUS BULBS		125.93
134300	CARLTON COUNTY RECORDER	184.00	17.00
139025	CINTAS	580.91	59.29
147050	CONSOLIDATED TELEPHONE COMPANY	9,900.09	259.22
192225	JOBHQ	2,256.84	539.00
202100	LAWSON PRODUCTS INC	1,598.87	443.79
206800	MACQUEEN EQUIPMENT INC	13,873.79	729.32
229500	NAPA AUTO PARTS	2,540.43	340.54
236275	NORTHLAND VEBA TRUST	587.50	562.50
247400	396-PRAXAIR DISTRIBUTION, INC.	3,026.99	115.16
252400	RANGER		250.99
265250	SNAP ON TOOLS		29.00
278600	TWIN PORT MAILING	15,071.40	33.81
284875	VERIZON WIRELESS	6,440.39	188.61
R0001227	LAKES GAS COMPANY		76.00
	PUBLIC WORKS		3,770.16
45	CULTURE AND RECREATION		
111950	ADVANCED DESIGN AWNINGS	516.00	1,785.00
116650	AMERIGAS - 2306	1,136.76	300.90
137310	CENTURY LINK	2,731.08	174.00
147050	CONSOLIDATED TELEPHONE COMPANY	9,900.09	580.43
147600	EXELON CORPORATION	6,291.42	2,057.55
150100	D A L C O	1,459.26	812.27
176200	GRAYBAR ELECTRIC COMPANY INC		7.89
178500	GUARDIAN PEST SOLUTIONS INC	141.75	47.25
179340	HAGENS GLASS & PAINT	257.73	2,418.00

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 04/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
45	CULTURE AND RECREATION		
186500	INDEPENDENT SCHOOL DISTRICT 94	18,772.50	18,772.50
211400	MENARDS INC	675.08	330.71
229500	NAPA AUTO PARTS	2,540.43	119.16
242850	PARSONS ELECTRIC LLC	4,868.56	1,145.18
258500	RUSSEL STEEL		191.00
287800	WAL-MART COMMUNITY	352.44	81.53
R0001802	MUTT MITT		219.41
R0001903	KAY PARK RECREATION		601.00
	CULTURE AND RECREATION		29,643.78
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER	30,817.43	3,268.00
147050	CONSOLIDATED TELEPHONE COMPANY	9,900.09	58.40
278600	TWIN PORT MAILING	15,071.40	16.90
279100	U S BANK EQUIPMENT FINANCE	1,908.30	52.33
	COMMUNITY DEVELOPMENT		3,395.63
LIBRARY FUND			
00			
142950	CLOQUET SHAW MEMORIAL	13.35	21.00
170975	FRIENDS OF THE CLOQUET LIBRARY	79.55	213.61
			234.61
45	CULTURE AND RECREATION		
113650	AMAZON.COM CREDIT	1,951.28	140.98
123400	BAKER & TAYLOR	3,825.29	1,580.81
136850	CENTER POINT LARGE PRINT	264.84	132.42
139025	CINTAS	580.91	41.88
142800	CLOQUET SANITARY SERVICE	2,997.18	123.04
147050	CONSOLIDATED TELEPHONE COMPANY	9,900.09	507.99
150400	D E M C O		1,359.29
164750	FARONICS TECH USA, INC.		745.50
171800	GALE/CENGAGE LEARNING	171.43	110.60
184485	HUNT ELECTRIC	89.97	170.00
203200	LEXISNEXIS	24.00	28.00

DATE: 03/27/20
 TIME: 10:08:50
 ID: AP443000.WOW

CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
LIBRARY FUND			
45	CULTURE AND RECREATION		
211700	METRO SALES, INC.	1,794.08	689.35
221900	MN HISTORICAL SOCIETY PRESS		28.00
232300	THE NEW YORK TIMES		440.00
234600	NORTHERN BUSINESS PRODUCTS	2,522.88	126.50
270200	SUPERIOR COMPUTER PRODUCTS INC	31,148.71	853.00
278550	TWIN PORTS PAPER & SUPPLY, INC	134.31	284.83
280925	UNIQUE MANAGEMENT SERVICES	94.50	113.40
284875	VERIZON WIRELESS	6,440.39	105.03
289015	WELLS FARGO CREDIT CARD	17,614.90	135.68
	CULTURE AND RECREATION		7,716.30
PUBLIC WORKS RESERVE			
41	GENERAL GOVERNMENT		
270200	SUPERIOR COMPUTER PRODUCTS INC	31,148.71	12,610.00
	GENERAL GOVERNMENT		12,610.00
PUBLIC SAFETY			
42	PUBLIC SAFETY		
219067	MN DEPT OF ADMINISTRATION	5,162.16	1,395.48
	PUBLIC SAFETY		1,395.48
CAPITAL PROJECTS - REVOLVING			
00			
127400	OSCAR J BOLDT CONSTRUCTION	538,200.52	-10,987.20
			-10,987.20
SPECIAL PROJECTS			
81	SPECIAL PROJECTS		
127400	OSCAR J BOLDT CONSTRUCTION	538,200.52	219,923.85
	SPECIAL PROJECTS		219,923.85
CITY SALES TAX CAPITAL			

DATE: 03/27/20
 TIME: 10:08:50
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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
169650	FORUM COMMUNICATIONS COMPANY	275.88	255.00
244975	PINE KNOT LLC	240.75	67.75
261800	SEH	69,953.12	1,475.00
	SPECIAL PROJECTS		1,797.75
WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
137310	CENTURY LINK	2,731.08	66.12
139025	CINTAS	580.91	38.69
180500	HAWKINS INC	10,194.05	1,559.81
185900	IDEXX DISTRIBUTION CORP.	460.89	733.82
214000	MIELKE ELECTRIC WORKS	464.25	720.00
236275	NORTHLAND VEBA TRUST	587.50	187.50
	STATION 2		3,305.94
52	LAKE SUPERIOR WATERLINE		
211400	MENARDS INC	675.08	107.88
236275	NORTHLAND VEBA TRUST	587.50	187.50
251475	RAILROAD MANAGEMENT CO.	258.95	258.95
284875	VERIZON WIRELESS	6,440.39	70.02
	LAKE SUPERIOR WATERLINE		624.35
WATER - IN TOWN SYSTEM			
00			
R0001905	DONNA MAE BAKER		12.00
			12.00
49	CLOQUET		
139025	CINTAS	580.91	35.57
180500	HAWKINS INC	10,194.05	11,067.24
202100	LAWSON PRODUCTS INC	1,598.87	266.27
219080	MINNESOTA DEPT OF AGRICULTURE		23.00

DATE: 03/27/20
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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
49	CLOQUET		
236275	NORTHLAND VEBA TRUST	587.50	187.50
247400	396-PRAXAIR DISTRIBUTION, INC.	3,026.99	69.10
261750	SEELYE PLASTICS, INC.	71.62	18.43
261800	SEH	69,953.12	3,637.23
284875	VERIZON WIRELESS	6,440.39	70.02
285500	VIKING INDUSTRIAL CENTER	520.35	209.50
R0001904	BERT'S TRUCK EQUIPMENT OF MOOR		13,375.00
	CLOQUET		28,958.86
54	BILLING & COLLECTION		
211700	METRO SALES, INC.	1,794.08	189.74
278600	TWIN PORT MAILING	15,071.40	3,763.52
279100	U S BANK EQUIPMENT FINANCE	1,908.30	65.79
	BILLING & COLLECTION		4,019.05
57	ADMINISTRATION & GENERAL		
116600	AMERICAN WATER WORKS ASSOC		334.00
147050	CONSOLIDATED TELEPHONE COMPANY	9,900.09	406.11
278600	TWIN PORT MAILING	15,071.40	33.81
	ADMINISTRATION & GENERAL		773.92
ENTERPRISE FUND - SEWER			
00			
286900	W L S S D	242,144.60	-28.00
			-28.00
55	SANITARY SEWER		
139025	CINTAS	580.91	23.71
202100	LAWSON PRODUCTS INC	1,598.87	177.51
236275	NORTHLAND VEBA TRUST	587.50	187.50
247400	396-PRAXAIR DISTRIBUTION, INC.	3,026.99	46.06
284875	VERIZON WIRELESS	6,440.39	75.02

DATE: 03/27/20
TIME: 10:08:50
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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 04/07/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
286900	W L S S D	242,144.60	82,743.00
	SANITARY SEWER		83,252.80
57	ADMINISTRATION & GENERAL		
147050	CONSOLIDATED TELEPHONE COMPANY	9,900.09	173.78
236275	NORTHLAND VEBA TRUST	587.50	187.50
278600	TWIN PORT MAILING	15,071.40	33.81
	ADMINISTRATION & GENERAL		395.09
CABLE TELEVISION			
45	CULTURE AND RECREATION		
162640	ENVENTIS TELECOM INC	143.74	51.03
	CULTURE AND RECREATION		51.03
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
152775	DELTA DENTAL OF MINNESOTA	9,343.10	88.50
	EMPLOYEE VACATION & SICK		88.50
	TOTAL ALL DEPARTMENTS		438,016.67



ADMINISTRATIVE OFFICES

101 14th Street • Cloquet MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: admin@cloquetmn.gov
www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed by: Tim Peterson, City Administrator
Date: April 7, 2020

ITEM DESCRIPTION: Truck Driver/Utility Maintenance Person

Proposed Action

Staff recommends that the City Council move to approve the one-year probationary appointment of Tyler Kaspari to the position of Truck Driver/Utility Maintenance Person effective April 8, 2020.

Background/Overview

The vacancy at the Truck Driver/utility Maintenance position is due to the recent job transfer of Mike Austin to the vacant Relief Pumphouse Operator position.

In February 2020, the City completed all of the due diligence required and posted the position vacancy as required under the AFSCME labor agreement. The City had no internal applicants and subsequently posted the position to the general public. The City received multiple qualified candidates, interviewed several, and selected Mr. Kaspari as our candidate. Mr. Kaspari is currently employed by the City of Duluth and will need to provide two weeks' notice if approved by Council.

Policy Objectives

The department currently functions with four Truck Driver/Utility Maintenance personnel. Keeping these positions fully staffed is integral to assuring service demands are met and is consistent with the service level directives of the City Council.

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

This position is currently fully funded as part of the adopted 2020 operating budget. There should be no additional impact on the tax levy or in-town utility rates.

Advisory Committee/Commission Action

- None

Supporting Documentation Attached

- None



CLOQUET POLICE DEPARTMENT

Derek W. Randall
Interim Chief of Police

101 14th STREET
CLOQUET, MINNESOTA 55720-1799
records@cloquetmn.gov

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Derek Randall, Interim Chief of Police
Reviewed By: Tim Peterson, City Administrator
Date: April 7, 2020

Item Description: Authorization for Police Officer Appointments

Proposed Action

Staff recommends the City Council move to approve the probationary appointments of Kevin Holshouser to Police Officer effective April 8, 2020 and Brodie Nordquist and to the position of Police officer effective April 9, 2020.

Background/Overview

The 2019 and 2020 budgets include approved funding for a total of 24 Police Officers. These staffing levels are consistent with the 2014 Law Enforcement Analysis of the Cloquet Police Department by the Upper Midwest Community Policing Institute, Minnesota Chiefs of Police Association identified best practices and optimum staffing levels to provide and manage police services, and the latest Novak Consulting firm's 2019 assessment of the department.

Currently, active department staffing has dropped to 18 sworn officers of the established 24. We have one interim commander, three patrol sergeants, one full-time detective, and 12 patrol officers.

The shortage of sworn personnel has created a crisis at the department regarding appropriate staffing levels, budgetary issues related to shift-replacement overtime, and available staff to keep up with the administrative duties.

In November 2019, we began the hiring process. The process included a pre-screening questionnaire, a written exam, and oral interviews. After those steps, the background investigation, physical exam, psychological exam, and a fitness test process was conducted on the top candidates.

Mr. Holshouser and Mr. Nordquist have completed the required medical and psychological assessment and have been recommended for employment.

After hiring, all new officers are required to complete three-months of field training and have a one-year probationary period.

To Mayor and Council
Police Officer Appointment
April 7, 2020
Page 2

Policy Objectives

The hiring of this position is consistent with previous actions of the City Council. It will allow the Police Department to continue to provide a full level of service to our community by maintaining adequate staffing levels.

Financial/Budget/Grant Considerations

No additional financial implications to the City as the positions are currently included in the 2019 or 2020 budget.

Advisory Committee/Commission Action

The Police Citizen Advisory Board assisted the administration with the creation of the current eligibility list.

Supporting Documentation Attached

N/A



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: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed by: Tim Peterson, City Administrator
Date: April 7, 2020

ITEM DESCRIPTION: Public Works Truck Purchases

Proposed Action

Staff recommends the City Council move to authorize the purchase of one RAM 1500 from Mike Motors in the amount of \$30,800; one RAM 4500 from Hibbing Chrysler Center in the amount of \$33,200; and one FSS Series contractor truck body from Townmaster in the amount of \$17,859.00.

Background/Overview

As part of the approved 2020 Capital Improvement Program (CIP) and annual budget, one 1-ton pickup (Unit 301) with a dump box and v-plow is scheduled for replacement along with a half-ton pickup (Unit 233). Unit 301 will be 16 years old at the time of replacement and is used daily by staff for utility maintenance operations along with snow removal in alleys and at various utility sites. Unit 233 will be 24 years old at replacement and is part of the general maintenance fleet. The new truck is proposed to be put into service in the engineering department and a current 2005 Chevy will be passed down to the fleet replacing Unit 233. The existing trucks will be traded or sold at auction upon replacement. *Note: the values listed below include a trade value for unit 301.*

Under the Cooperative Purchase Agreement with the State of Minnesota, local governments can purchase this equipment directly off a previously awarded state contract. This process can provide greatly discounted prices and eliminates the need for the City to advertise bids. As a matter of policy, prices are also requested from local dealers to see if they can match or come close to the state contract price. In this case, our only in-town dealer declined to submit a bid.

Staff conducted a review of the state bid for all three manufacturers and found Dodge to be the lowest price for both trucks. Quotes were received were as follows:

Dealer	Dodge Ram 1500 Crew Cab	Dodge Ram 4500 (Truck Only Minus Trade)
Mike Motors (State Bid)	\$30,776.99	\$36,680.11
Hibbing Chrysler Center	\$31,258.97	\$33,147.22

To Mayor and Council
Public Works Truck Purchases
April 7, 2020
Page 2

The Ram 4500 pricing is based on the truck only (minus trade value). The dump box and plow, which are included in the budget, need to be purchased and installed separately. Council previously approved \$6,285 for the plow purchase and staff is recommending the dump box be purchased from Towmaster for the state bid amount of \$17,859.00.



Truck with FSS series Towmaster Dump box.

Policy Objectives

To replace necessary equipment in accordance with the approved Capital Improvement Plan.

Financial/Budget/Grant Considerations

The 2020 budget included \$90,000 for these purchases from the Public Works Reserve (\$35,000), Sewer (\$27,500) and Water (\$27,500) Funds. The total purchase price of both trucks including the plow and service body totals \$88,068.21.

Advisory Committee/Commission Action

N/A

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: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator
Date: April 7, 2020

ITEM DESCRIPTION: 2020 Street Sweeping Contract

Proposed Action

Staff recommends the City Council move to authorize a contract with Kiminski Paving in an amount not to exceed \$17,000 for supplemental spring street sweeping.

Background

Approximately three years ago the City made a strategic decision to reduce the public works fleet from two street sweepers to one. The replacement cost for a sweeper is approximately \$200,000 and due to the nature of the work, they perform they are also costly to maintain requiring frequent maintenance. Peak use of this equipment typically occurs during spring clean-up, however one unit typically stays busy through the fall season with clean-up of wood debris from the logging trucks and the fall leaf season. One sweeper is enough to meet the City's needs most of the time, but spring clean-up can drag into August. As a cost saving measure, staff found that rental or contracting for a second sweeper during the busy spring season accelerates this process significantly at a much lower cost than owning a second sweeper.

Staff solicited quotes for both rental and contract sweeping for spring 2020. A one-month rental for a sweeper came in at \$14,000. Conversely, Kiminski Paving will provide a sweeper and operator at an hourly rate of \$105 which equates to \$16,800 over four weeks. The City's cost to staff a rental sweeper is approximately \$40/hour making the contract a superior option. This option also frees up staff time to deal with gravel grading, potholes and other services that are in high demand during the spring. This would be the third year the City has contracted with Kiminski for this service and staff has found it to be very beneficial in the past.

Policy Objectives

Over the past three years, Public Works has set a department goal to complete all winter water leak patches and spring sweeping by July 1st.

Financial/Budget/Grant Considerations

The 2020 stormwater utility budget includes \$17,000 for sweeper rental or contracting.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

N/A



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: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator *TCP*
Date: April 7, 2020

ITEM DESCRIPTION: Hwy 33 Ditch Mowing Contract

Proposed Action

Staff recommends that the City Council move to award a contract to the Smith Company for base bid only Highway 33 ditch mowing in the amount of \$13,946.00.

Background/Overview

In 2017 Council directed staff to provide regular mowing along the rural section of Highway 33 in order to make our most heavily traveled corridor more attractive through town. The state provides once a year mowing for vegetation management, but anything further needs to be done by the City or it’s contractor. Rather than purchase more equipment and allocate additional staff time, it was determined a contract would be the best solution. For the past three years, the City has contracted this work under the original bids however, that contract expired at the end of 2019. Staff solicited bids for the next three-year period and received the following:

Contractor	Base Bid per Year	Alternate A per Year
The Smith Company	\$13,946.40	\$2,772.00
Blotti Contracting	\$16,998.00	\$3,030.00

The numbers above are based on four mowings per year. Depending on the growing season, staff anticipates 3-4 will be required. We have found this sufficient to keep the turf to a manageable level (below 6” in height). The attached maps show the approximate area to be maintained by the contractor. In addition to mowing, the contract also provides for litter removal along the highway.

Policy Objectives

To improve the appearance of the community along high priority routes.

Financial/Budget/Grant Considerations

The 2020 Budget includes a total of \$12,500.00 for ditch mowing along Highway 33. The previous contract included both the Base Bid Area and Alternate A at \$13,500/year.

Advisory Committee/Commission Action

N/A

Supporting Documentation Attached

- Bid Tabulation
- Mowing Area Maps

CITYWIDE MOWING

PROPOSAL TABULATION SUMMARY

City of Cloquet, Minnesota

Bidder	Base	Alternate A	Total Annual
Blotti Contracting	\$ 4,249.50	\$757.50	\$20,028.00
The Smith Company	\$ 3,486.60	\$693.00	\$16,718.40

Cloquet City Project No. N/A
Proposal Tabulation

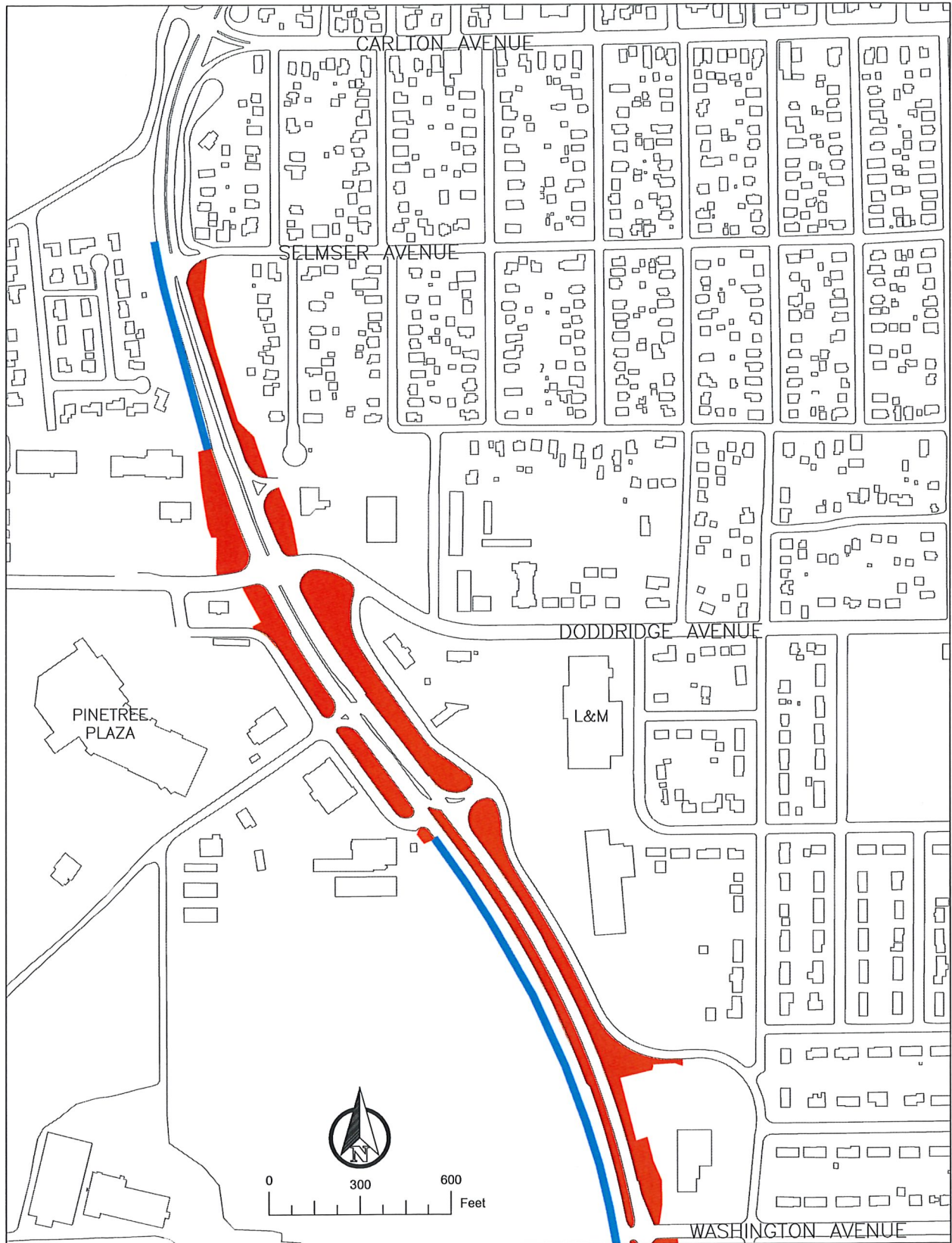
BID LETTING DATE: Thursday March 19, 2020

RECOMMEND AWARD TO: The Smith Company
227 E. Harney Rd
Esko, MN 55733

Blotti Contracting	The Smith Company
--------------------	-------------------

<u>BASE - CONTRACT ITEM</u>	<u>MOWINGS PER YEAR</u>	<u>UNIT</u>	<u>QUANT.</u>	<u>UNIT</u>			<u>UNIT</u>		
				<u>BID</u>	<u>AMOUNT</u>	<u>ANNUAL COST</u>	<u>BID</u>	<u>AMOUNT</u>	<u>ANNUAL COST</u>
RIGHT OF WAY MOWING (red)[sheets 1 & 2]	4.00	ACRE	18.12	\$225.00	\$4,077.00	\$16,308.00	\$180.00	\$3,261.60	\$13,046.40
SHOULDER MOWING (one side, Red)(10' Wide) [sheets 1 & 2]	4.00	MILE	1.50	\$115.00	\$172.50	\$690.00	\$150.00	\$225.00	\$900.00
					\$4,249.50	\$16,998.00		\$3,486.60	\$13,946.40
<u>ALTERNATE A - CONTRACT ITEM</u>		<u>UNIT</u>	<u>QUANT.</u>	<u>UNIT BID</u>	<u>AMOUNT</u>		<u>UNIT BID</u>	<u>AMOUNT</u>	
RIGHT OF WAY MOWING (Blue)[Sheet 3]	4.00	ACRE	2.60	\$225.00	\$585.00	\$2,340.00	\$180.00	\$468.00	\$1,872.00
SHOULDER MOWING (red) [sheet 3]	4.00	MILE	1.50	\$115.00	\$172.50	\$690.00	\$150.00	\$225.00	\$900.00
					\$757.50	\$3,030.00		\$693.00	\$2,772.00
					Total Annual Cost	\$20,028.00			\$16,718.40

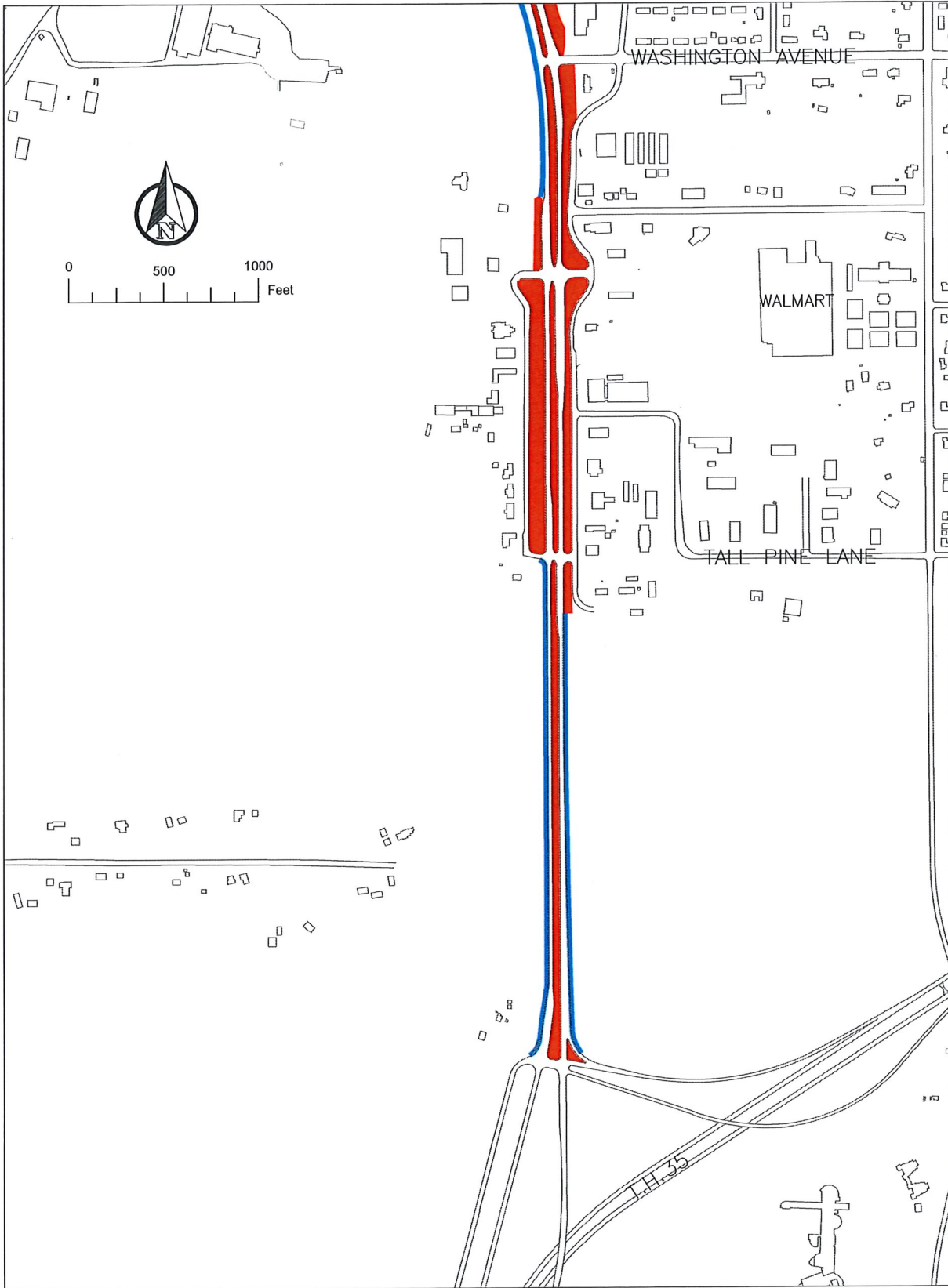
HIGHWAY 33 MOWING - BASE BID



- TH33 RIGHT OF WAY MOWING - 7.53 acres
- TH33 10' SHOULDER MOWING - 0.35 miles



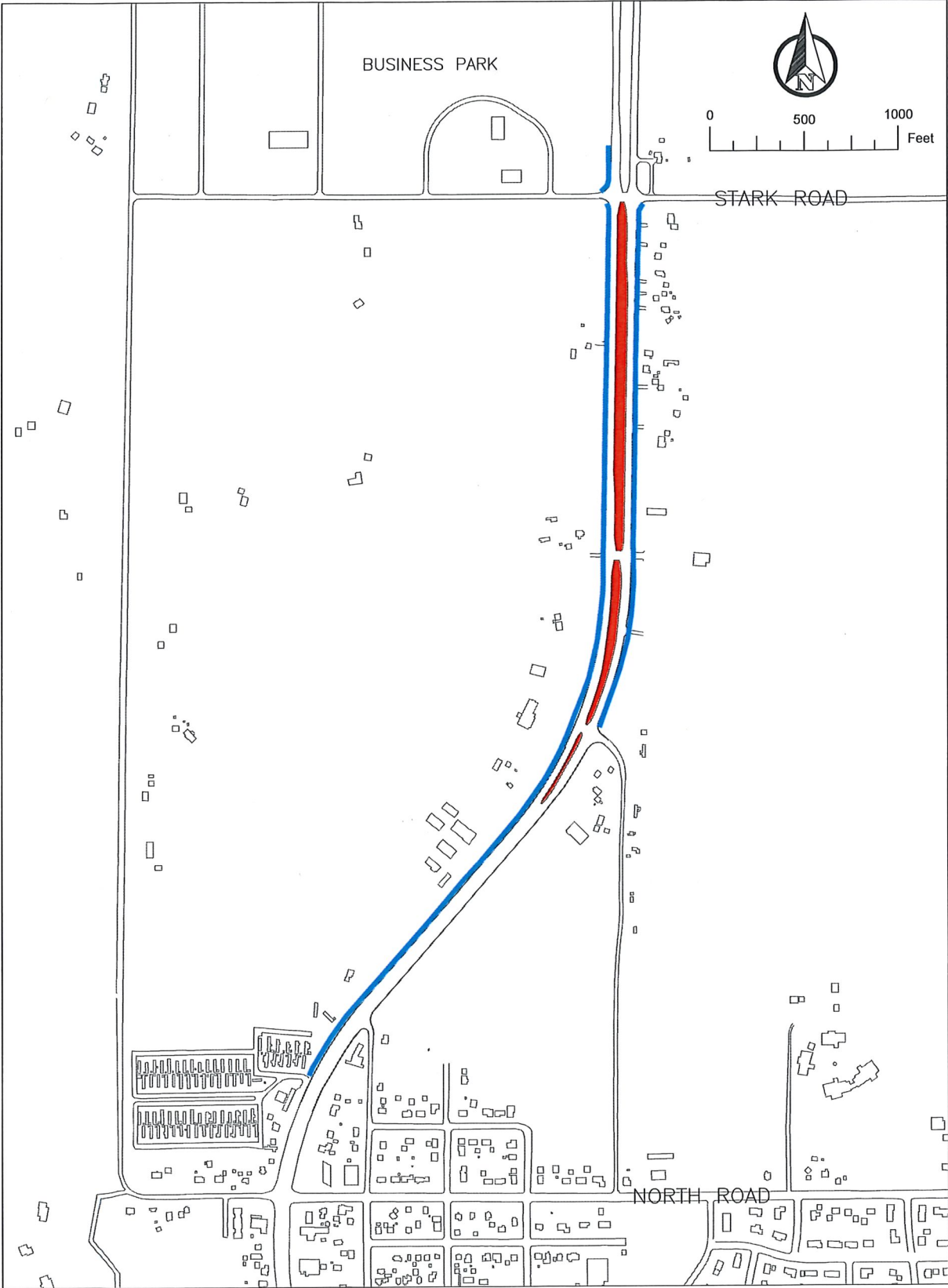
HIGHWAY 33 MOWING – BASE BID



- TH 33 RIGHT OF WAY MOWING** – 10.59 acres
- TH33 10' SHOULDER MOWING** – 1.15 miles



HIGHWAY 33 MOWING - ALTERNATE



TH 33 RIGHT OF WAY MOWING - 2.60 acres

TH33 10' SHOULDER MOWING - 1.50 miles

