



**CITY OF CLOQUET
City Council Agenda
Tuesday, May 19, 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 May 19, 2020 Council Agenda
4. **Approval of Council Minutes**
 - a. Regular Council minutes from the May 5, 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. 20-28, Authorizing the Payment of Bills
 - b. Resolution No. 20-29, Approval of Raffle Permit – Queen of Peace Parish



**CITY OF CLOQUET
City Council Agenda
Tuesday, May 19, 2020
7:00 p.m.
VIA TELECONFERENCE**

7. Public Hearings

None.

8. Presentations

None.

9. Council Business

- a. Selection of Finalists for Police Chief
- b. Year End Transfers for 2019
- c. Resolution No. 20-30, Calling for a Public Hearing
- d. Cloquet EDA Small Business Assistance Loan (COVID-19 Fund)
- e. Consideration of WLSSD Reappointment
- f. Approval of 4th of July Celebration Activities
- g. Affidavit of Candidacy for Wards 4, 5 and At- Large
- h. Summer Hours begin May 26th – September 30th
- i. COVID-19 Update

10. Council Comments, Announcements, and Updates

11. Adjournment

Via Teleconference
7:00 P.M. May 5, 2020

Regular Meeting

 **DRAFT**

Roll Call

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

Councilors Absent: None

Pledge of Allegiance

AGENDA

MOTION: Councilor Kolodge moved and Councilor Swanson seconded the motion to approve the May 5, 2020 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Carlson moved and Councilor Swanson seconded the motion to approve the Regular Meeting minutes of April 21, 2020 as presented. The motion carried (7-0).

PUBLIC COMMENTS

There were none.

CONSENT AGENDA

MOTION: Councilor Wilkinson and Councilor Carlson seconded the motion to adopt the Consent Agenda of May 5, 2020, approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 20-26, Authorizing the Payment of Bills and Payroll
- b. Approval of Transient Merchant License for Carlton County Farmers Market

PUBLIC HEARINGS

City Administrator Peterson announced now is the time and place for the Public Hearing on the proposal to approve the issuance by the Duluth Economic Development Authority of revenue obligations.

MOTION: Councilor Kolodge motioned and Councilor Lamb seconded the motion to open the public hearing on the proposal to approve the issuance by the Duluth Economic Development Authority of revenue obligations. The motion carried unanimously (7-0). The time is 7:08 p.m.

MOTION: After hearing no comments, Councilor Lamb moved and Councilor Carlson seconded the motion to close the public hearing. The motion carried unanimously (7-0). The time is 7:09 p.m.

MOTION: Councilor Swanson moved and Councilor Wilkinson seconded the motion to approve **RESOLUTION NO. 20-27, APPROVING A PROJECT BY ESSENTIA HEALTH AND CONSENTING TO THE ISSUANCE OF TAX-EXEMPT OBLIGATIONS BY THE DULUTH ECONOMIC DEVELOPMENT AUTHORITY.** The motion carried unanimously (7-0).

BE IT RESOLVED, by the City Council of the City of Cloquet, Carlton County, Minnesota, as follows:

Section 1. Definitions. The capitalized terms used in this resolution have the meanings assigned below:

Act: Minnesota Statutes, Sections 469.152 through 469.165, as amended.

Authorized Officers: the Mayor and Clerk of the City.

Bond Counsel: Fryberger, Buchanan, Smith & Frederick, P.A.

Bonds: DEDA's Health Facilities Revenue Bonds, Series 2020D (Essentia Health Obligated Group) to be issued in an amount not to exceed \$70,000,000.

City: the City of Cloquet, Carlton County, Minnesota.

City Portion of the Bonds: the portion of the Bonds issued to finance the City Project.

City Project: the portion of the Projects located in the City, described as: constructing and equipping an approximately 7,800-square foot, one-story outpatient clinic building to be located at 1413 Hwy. 33 S. in the City (not to exceed \$4,400,000).

Code: the Internal Revenue Code of 1986, as amended.

Corporation: Essentia Health.

Council: the City Council as the governing body of the City.

DEDA: the Duluth Economic Development Authority.

Host Municipalities: the Cities of Duluth, Park Rapids and Pine River.

Medical Campus: the area described as follows in Duluth, Minnesota: starting at the west side of Third Avenue East from its intersection with the south side of the alley above Superior Street, north to the north side of Fourth Street; then east to the intersection of the west side of Fourth Avenue East, then north to the north side of the alley above Fourth Street; then east to the east side of Fifth Avenue East; then south to the intersection of east side of Fifth Avenue East and the north side of the alley above Third Street; then east along the north side of the alley to the east side of Sixth Avenue East, then south to the north side of Second Street; then east approximately ½ block; then south to the north side of First Street; then east approximately ½ block to the east side of Seventh Avenue East, then south along the east side of Seventh Avenue East to Superior Street; then west along Superior Street to the east side of Fourth Avenue East; then north along the east side of Fourth Avenue East to the south side of the alley above Superior Street; then west to the west side of Third Avenue East as its intersection with the alley above Superior Street.

Projects: the City Project and financing or reimbursing all or a portion of the costs of constructing, renovating, remodeling, expanding, rehabilitating, acquiring and equipping certain health facilities owned by the Corporation and one or more of its affiliates, including (i) constructing and equipping an approximately 17,200-square foot, one-story outpatient clinic building to be located at 280 Barclay Ave. W., Pine River, MN (not to exceed \$6,500,000), (ii) renovating and equipping approximately 88,000-square feet of space within the Miller Hill Mall, 1600 Miller Trunk Hwy., Building C, Duluth, MN, to house a fitness and therapy center (not to exceed \$25,000,000), (iii) remodeling an existing approximately 102,000 square-foot structure located at 1600 Miller Trunk Hwy., Duluth, MN, at which ambulatory surgical services, outpatient clinical services and/or support services will be provided (not to exceed \$50,000,000), (iv) constructing and equipping an approximately 24,000-square foot, one-story outpatient clinic building to be located at 1103 First St. E., Park Rapids, MN (not to exceed \$8,000,000) and (v) routine capital expenditures located and to be located within the Corporation's Medical Campus (as defined below) (not to exceed \$10,000,000).

Qualified Services and Activities: health care services and health care related activities.

Section 2. Recitals. The Council makes the following recitals of fact:

a. Representatives of the Corporation have represented to the City that:

i. the Corporation is a Minnesota nonprofit corporation and organization described in Section 501(c)(3) of the Code;

ii. each affiliate of the Corporation to be benefitted from the proceeds of the Bonds is an organization described in Section 501(c)(3) of the Code, or treated for federal tax purposes as an organization described in Section 501(c)(3) of the Code;

iii. the Corporation and its affiliates are engaged directly or through one or more of its affiliated organizations in providing Qualified Services and Activities;

iv. the Corporation desires to finance the costs of the Projects from the proceeds of the Bonds, including reimbursement of costs of the Projects paid or incurred by the Corporation or its affiliates, or both, prior to the date of issuance of the Bonds; and

v. at the request of the Corporation, the governing body of DEDA has authorized the issuance of the Bonds, which are tax-exempt revenue bonds.

b. Bond Counsel has advised the City that:

i. the Act authorizes the issuance of revenue obligations to finance projects of an organization engaged in providing Qualified Services and Activities; and

ii. in order for the Bonds to be issued on a tax-exempt basis, and in order to comply with Minnesota laws restricting the issuance of obligations by one municipality for a project in another municipality, the City must (i) conduct a public hearing on the proposal of the Corporation to undertake and finance the City Project and (ii) consent to the issuance of the City Portion of the Bonds by DEDA.

Section 3. Limitations. The Bonds, when, as and if issued, shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property of the City or DEDA, and the Bonds, when, as and if issued, shall recite in substance that the Bonds, including interest thereon, are payable solely from the revenues received from the Corporation and the property pledged to the payment thereof, and shall not constitute a debt of the City or DEDA within the meaning of any constitutional or statutory limitation.

Section 4. Public Hearing.

a. A Notice of Public Hearing was published in the *Pine Knot News*, the City's official newspaper and a newspaper of general circulation, calling a public hearing by telephone on the proposed issuance of the City Portion of the Bonds and the proposal to undertake and finance the City Project.

b. The Council has, on May 5, 2020, held, by telephone, a public hearing on the proposal to undertake and finance the City Project, through the issuance of the City Portion of the Bonds by DEDA, at which all those appearing who desired to speak were heard and written comments were accepted, if submitted.

Section 5. Approvals; Authorizations.

a. The proposal of the Corporation to undertake and finance the City Project is approved. The issuance of the City Portion of the Bonds by DEDA is approved.

b. The Authorized Officers are authorized and directed to execute and deliver such documents or certificates needed from the City for the issuance of the Bonds.

PRESENTATIONS

Mayor's Proclamation, Cloquet Community Memorial Hospital Foundation

ACCEPTING PROPOSAL FOR CONSTRUCTION TESTING SERVICES, BRAUN INTERTEC, INC.

MOTION: Councilor Langley moved and Councilor Carlson seconded the motion to adopt **RESOLUTION NO. 20-25, ACCEPTING PROPOSAL FOR CONSTRUCTION TESTING SERVICES, BRAUN INTERTEC INC.** The motion carried unanimously (7-0).

WHEREAS, A resolution of the Council adopted on April 21, 2020, awarded a construction contract for the Prospect Avenue Area Project.

WHEREAS, The City has solicited a proposal for construction testing services

AND WHEREAS, Braun Intertec, Inc. has provided a professional services proposal to provide the construction testing required for the Prospect Avenue Area Project.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, Proposal submitted by Braun Intertec, Inc. in the amount of \$20,940 is hereby accepted.

CAT-7 DISCUSSION

City Administrator Peterson reported the negotiations with FDLTCC to run CAT-7 failed after several attempts to come to an agreement that works for both the City and FDLTCC. Four options were presented to the council:

- Hire a part time employee. This option would require the most city responsibility and space, but come with the lowest cost.
- Contract with another agency. This would be the most expensive but require the least responsibility of the city and less space.
- Cease operation. The city would lose funds from the franchise fee that are allocated to current and ongoing expenses.
- Joint Powers Agreement, which is the least favorable option to Cloquet.

Councilors discussed pros and cons of all options. Mr. Peterson recommends finding a contractor to partner with and will explore options to bring back to Council for more discussion.

COVID 19 UPDATE

City Administrator Peterson updated Councilors on the city's status of the Stay at Home Order.

The Return to Work Policy was sent out to city staff in anticipation of returning to work May 18th while continuing to follow the CDC guidelines as closely as possible. Changes can be made to the policy if needed.

This week's Parks Commission meeting included discussion of city parks and various athletic courts being open. Basketball and tennis courts were opened with signs posted requiring social distancing and to follow the CDC guidelines. Since being reopened, the guidelines are not being followed, there is overflow of

garbage in the parks and signs are being torn down. The Parks Commission discussed also opening the skatepark with proper signage asking for participants to act appropriately and at your own risk. Mr. Peterson requested a motion whether to open or close all parks.

MOTION: Councilor Lamb moved Councilor Carlson seconded the motion to close the basketball court, tennis court and skate park until the Stay at Home Order is lifted by the Governor. Motion carried (4-3), Councilors Swanson, Langley and Kolodge opposed.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Councilor Lamb stated that May 5th is a day to honor missing indigenous women and girls. Important is acknowledged and awareness continues.

Council discussed the reduction in liquor license renewal fees due to COVID-19 mandatory closures. Mr. Peterson stated liquor licensing is a \$28,000 annual revenue to the city and we are willing to work with business owners on payment extensions but cannot reduce the license fees by funding through property taxes. It was presented that if liquor license fees were reduced, it would be difficult not to do the same for other business licenses offered by the city. The city recognizes this is a difficult time and is working with residents and businesses as much as possible by waiving any late fees, recognizing this is a difficult time.

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 MK
From: Mary Kay Hohensee-Mayer, Assistant Finance Director
Reviewed/Approved by: Tim Peterson, City Administrator
Date: May 19, 2020

ITEM DESCRIPTION: Payment of Bills

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 20-28, 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. 20-28

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	\$	50,787.09
231	Public Works Reserve		1,443.60
403	Revolving Capital Projects		9,025.60
600	Water - Lake Superior Waterline		109,317.49
601	Water - In Town System		15,599.28
602	Sewer Fund		1,000.22
605	Stormwater Fund		15,960.00
614	CAT-7		1,368.37
701	Employee Severance Benefits		88.50
	TOTAL:	\$	204,590.15

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 19TH DAY OF MAY, 2020.**

ATTEST:

Roger Maki, Mayor

Tim Peterson, City Administrator

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

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ATTEST:

Roger Maki, Mayor

Tim Peterson, City Administrator

INVOICES DUE ON/BEFORE 05/19/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
111350	LEXISNEXIS RISK DATA MNGMT INC	750.00	150.00
111950	ADVANCED DESIGN AWNINGS	2,447.25	270.00
116100	AMERICAN PAYMENT CENTERS	92.00	98.79
116550	AMERICAN SOLUTIONS FOR	0.00	580.78
121000	ARROWHEAD SPRINGS INC	645.95	32.00
121350	ASPEN MILLS	2,425.07	110.11
122000	A T & T MOBILITY	4,725.96	379.06
127200	CHARLES BOEDIGHEIMER	0.00	49.00
132375	CAMPBELL KNUTSON	3,245.25	82.50
134800	CARLTON COUNTY TREASURER	277.75	45.10
139025	CINTAS	1,207.64	89.68
139030	CINTAS CORPORATION NO 2	3,646.83	640.52
142800	CLOQUET SANITARY SERVICE	4,549.82	852.78
145500	COMPENSATION CONSULTANTS, LTD	1,378.00	207.00
147600	EXELON CORPORATION	8,348.97	1,579.71
148800	CROW GOEBEL VETERINARY CLINIC	8,190.10	89.22
150100	D A L C O	4,215.39	172.21
152485	DEAD ON ARMS INC	1,340.00	150.00
152775	DELTA DENTAL OF MINNESOTA	15,637.00	3,556.45
156400	CITY OF DULUTH COMFORT SYSTEMS	341.35	66.83
158000	DULUTH/SUPERIOR COMMUNICATIONS	11,891.65	55.75
161850	EMERGENCY AUTOMOTIVE TECH, INC	0.00	7,452.36
162640	ENVENTIS TELECOM INC	245.85	43.37
165375	FERGUSON WATERWORKS #2516	14,749.63	325.00
166625	FIRST AID CORP	397.30	211.81
175000	GOODIN COMPANY	0.00	76.27
175200	GOPHER STATE ONE CALL INC	137.75	206.95
180500	HAWKINS INC	30,171.76	89.68
184485	HUNT ELECTRIC	7,244.94	9,025.60
195850	KIMINSKI PAVING	0.00	15,960.00
197800	L & M SUPPLY CO	8,526.61	617.76
205050	LOFFLER COMPANIES INC	282.22	38.49
211400	MENARDS INC	1,475.74	8.49
212400	MICHAUD DIST INC	115.50	22.00
219067	MN DEPT OF ADMINISTRATION	8,049.36	1,443.60
222275	MN PEIP	220,661.76	54,896.14
225975	MATHY CONSTRUCTION COMPANY	850.75	822.27
229500	NAPA AUTO PARTS	4,042.17	404.11
234600	NORTHERN BUSINESS PRODUCTS	2,867.60	112.90
235565	NORTHERN TOOL & EQUIPMENT	0.00	60.72
238950	OCCUPATIONAL DEVELOPMENT	0.00	610.00
244950	PINE JOURNAL	0.00	65.52
247400	396-PRAXAIR DISTRIBUTION, INC.	4,042.49	244.38
251475	RAILROAD MANAGEMENT CO.	517.90	258.95

DATE: 05/14/2020
TIME: 09:51:07
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 05/19/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
252000	RANGE CREDIT BUREAU INC	25.13	25.13
268800	STOCK TIRE COMPANY	1,126.90	185.88
270300	SWAGIT PRODUCTIONS, LLC	5,300.00	1,325.00
271325	NANCY GETCHELL	1,580.26	47.95
271975	TEAMSTERS JOINT COUNCIL 32	104,819.88	34,012.86
278600	TWIN PORT MAILING	19,541.73	3,309.19
279100	U S BANK EQUIPMENT FINANCE	3,281.50	131.56
283700	USA BLUEBOOK	1,857.56	115.29
293000	ZARNOTH BRUSH WORKS, INC.	1,680.00	813.86
R0001037	IRON RANGE ECONOMIC ALLIANCE	0.00	75.00
R0001227	LAKES GAS COMPANY	76.00	76.00
R0001756	TENNIS COURT DOCTOR	0.00	125.00
R0001915	AFTER HOURS HEATING AND COOLIN	0.00	1,586.20
R0001916	BELINDA LOOSEN	0.00	25.45
R0001917	PATRICK WALSH	0.00	350.00
TOTAL ALL VENDORS:			144,458.23

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 5/19/2020

Total	144,458.23
Less:	
Library	(3.84)
Cloquet Area Fire District	0.00
Total City Bills	<u>144,454.39</u>
Less:	
Payroll benefits	(87,940.49)
Plus:	
Credit card/PSN fees	2,166.58
MN Energy Auto Pay	4,358.97
MN Power Auto Pay	140,237.90
Building Permit Surcharge	397.44
MN Sales Tax	915.36
Total Bills	<u><u>204,590.15</u></u>

DATE: 05/14/20
TIME: 09:52:47
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/19/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
152775	DELTA DENTAL OF MINNESOTA	15,637.00	3,467.95
222275	MN PEIP	220,661.76	54,896.14
271975	TEAMSTERS JOINT COUNCIL 32	104,819.88	29,576.40
			87,940.49
34	CHARGES FOR SERVICES		
142800	CLOQUET SANITARY SERVICE	4,549.82	25.99
R0001917	PATRICK WALSH		350.00
	CHARGES FOR SERVICES		375.99
41	GENERAL GOVERNMENT		
116550	AMERICAN SOLUTIONS FOR		580.78
132375	CAMPBELL KNUTSON	3,245.25	82.50
139030	CINTAS CORPORATION NO 2	3,646.83	54.78
142800	CLOQUET SANITARY SERVICE	4,549.82	49.54
145500	COMPENSATION CONSULTANTS, LTD	1,378.00	207.00
150100	D A L C O	4,215.39	91.78
175000	GOODIN COMPANY		76.27
212400	MICHAUD DIST INC	115.50	22.00
234600	NORTHERN BUSINESS PRODUCTS	2,867.60	21.83
244950	PINE JOURNAL		65.52
278600	TWIN PORT MAILING	19,541.73	119.91
279100	U S BANK EQUIPMENT FINANCE	3,281.50	65.78
	GENERAL GOVERNMENT		1,437.69
42	PUBLIC SAFETY		
111350	LEXISNEXIS RISK DATA MNGMT INC	750.00	150.00
121350	ASPEN MILLS	2,425.07	110.11
122000	A T & T MOBILITY	4,725.96	379.06
139030	CINTAS CORPORATION NO 2	3,646.83	138.39
142800	CLOQUET SANITARY SERVICE	4,549.82	49.54
148800	CROW GOEBEL VETERINARY CLINIC	8,190.10	89.22
150100	D A L C O	4,215.39	80.43
152485	DEAD ON ARMS INC	1,340.00	150.00
158000	DULUTH/SUPERIOR COMMUNICATIONS	11,891.65	55.75

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 05/19/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
161850	EMERGENCY AUTOMOTIVE TECH, INC		7,452.36
197800	L & M SUPPLY CO	8,526.61	22.00
252000	RANGE CREDIT BUREAU INC	25.13	25.13
271325	NANCY GETCHELL	1,580.26	47.95
271975	TEAMSTERS JOINT COUNCIL 32	104,819.88	4,436.46
278600	TWIN PORT MAILING	19,541.73	34.26
	PUBLIC SAFETY		13,220.66
43	PUBLIC WORKS		
121000	ARROWHEAD SPRINGS INC	645.95	16.00
139025	CINTAS	1,207.64	37.85
139030	CINTAS CORPORATION NO 2	3,646.83	213.21
142800	CLOQUET SANITARY SERVICE	4,549.82	59.04
166625	FIRST AID CORP	397.30	211.81
175200	GOPHER STATE ONE CALL INC	137.75	103.48
197800	L & M SUPPLY CO	8,526.61	165.91
205050	LOFFLER COMPANIES INC	282.22	7.69
211400	MENARDS INC	1,475.74	8.49
225975	MATHY CONSTRUCTION COMPANY	850.75	822.27
229500	NAPA AUTO PARTS	4,042.17	404.11
234600	NORTHERN BUSINESS PRODUCTS	2,867.60	16.06
238950	OCCUPATIONAL DEVELOPMENT		610.00
247400	396-PRAXAIR DISTRIBUTION, INC.	4,042.49	122.19
268800	STOCK TIRE COMPANY	1,126.90	185.88
278600	TWIN PORT MAILING	19,541.73	34.26
R0001227	LAKES GAS COMPANY	76.00	76.00
	PUBLIC WORKS		3,094.25
45	CULTURE AND RECREATION		
111950	ADVANCED DESIGN AWNINGS	2,447.25	270.00
127200	CHARLES BOEDIGHEIMER		49.00
134800	CARLTON COUNTY TREASURER	277.75	45.10
139030	CINTAS CORPORATION NO 2	3,646.83	55.86
142800	CLOQUET SANITARY SERVICE	4,549.82	629.31
147600	EXELON CORPORATION	8,348.97	1,579.71
197800	L & M SUPPLY CO	8,526.61	363.49
293000	ZARNOTH BRUSH WORKS, INC.	1,680.00	813.86
R0001756	TENNIS COURT DOCTOR		125.00

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 05/19/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
45	CULTURE AND RECREATION		
R0001915	AFTER HOURS HEATING AND COOLIN		1,586.20
	CULTURE AND RECREATION		5,517.53
46	COMMUNITY DEVELOPMENT		
234600	NORTHERN BUSINESS PRODUCTS	2,867.60	8.03
278600	TWIN PORT MAILING	19,541.73	17.13
R0001037	IRON RANGE ECONOMIC ALLIANCE		75.00
	COMMUNITY DEVELOPMENT		100.16
LIBRARY FUND			
45	CULTURE AND RECREATION		
139030	CINTAS CORPORATION NO 2	3,646.83	3.84
	CULTURE AND RECREATION		3.84
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
219067	MN DEPT OF ADMINISTRATION	8,049.36	1,443.60
	PUBLIC SAFETY		1,443.60
CAPITAL PROJECTS - REVOLVING			
81	SPECIAL PROJECTS		
184485	HUNT ELECTRIC	7,244.94	9,025.60
	SPECIAL PROJECTS		9,025.60
WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
121000	ARROWHEAD SPRINGS INC	645.95	16.00
139025	CINTAS	1,207.64	13.98
139030	CINTAS CORPORATION NO 2	3,646.83	19.56

DATE: 05/14/20
TIME: 09:52:47
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 05/19/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
180500	HAWKINS INC	30,171.76	89.68
	STATION 2		139.22
52	LAKE SUPERIOR WATERLINE		
139030	CINTAS CORPORATION NO 2	3,646.83	52.49
197800	L & M SUPPLY CO	8,526.61	16.59
251475	RAILROAD MANAGEMENT CO.	517.90	258.95
	LAKE SUPERIOR WATERLINE		328.03
57	ADMINISTRATION		
156400	CITY OF DULUTH COMFORT SYSTEMS	341.35	66.83
205050	LOFFLER COMPANIES INC	282.22	7.70
	ADMINISTRATION		74.53
WATER - IN TOWN SYSTEM			
00			
R0001916	BELINDA LOOSEN		25.45
			25.45
49	CLOQUET		
139025	CINTAS	1,207.64	22.71
139030	CINTAS CORPORATION NO 2	3,646.83	49.98
165375	FERGUSON WATERWORKS #2516	14,749.63	256.76
197800	L & M SUPPLY CO	8,526.61	33.18
235565	NORTHERN TOOL & EQUIPMENT		60.72
247400	396-PRAXAIR DISTRIBUTION, INC.	4,042.49	73.31
283700	USA BLUEBOOK	1,857.56	115.29
	CLOQUET		611.95
54	BILLING & COLLECTION		

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TIME: 09:52:47
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 05/19/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
54	BILLING & COLLECTION		
116100	AMERICAN PAYMENT CENTERS	92.00	98.79
234600	NORTHERN BUSINESS PRODUCTS	2,867.60	6.90
278600	TWIN PORT MAILING	19,541.73	3,035.11
279100	U S BANK EQUIPMENT FINANCE	3,281.50	65.78
	BILLING & COLLECTION		3,206.58
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	4,549.82	19.68
175200	GOPHER STATE ONE CALL INC	137.75	62.09
205050	LOFFLER COMPANIES INC	282.22	7.70
234600	NORTHERN BUSINESS PRODUCTS	2,867.60	44.04
278600	TWIN PORT MAILING	19,541.73	34.26
	ADMINISTRATION & GENERAL		167.77
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
139025	CINTAS	1,207.64	15.14
139030	CINTAS CORPORATION NO 2	3,646.83	52.41
165375	FERGUSON WATERWORKS #2516	14,749.63	68.24
197800	L & M SUPPLY CO	8,526.61	16.59
247400	396-PRAXAIR DISTRIBUTION, INC.	4,042.49	48.88
	SANITARY SEWER		201.26
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	4,549.82	19.68
175200	GOPHER STATE ONE CALL INC	137.75	41.38
205050	LOFFLER COMPANIES INC	282.22	15.40
234600	NORTHERN BUSINESS PRODUCTS	2,867.60	16.04
278600	TWIN PORT MAILING	19,541.73	34.26
	ADMINISTRATION & GENERAL		126.76
STORM WATER UTILITY			
59	OPERATIONS		

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 05/19/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

STORM WATER UTILITY			
59	OPERATIONS		
195850	KIMINSKI PAVING		15,960.00
	OPERATIONS		15,960.00
CABLE TELEVISION			
45	CULTURE AND RECREATION		
162640	ENVENTIS TELECOM INC	245.85	43.37
270300	SWAGIT PRODUCTIONS, LLC	5,300.00	1,325.00
	CULTURE AND RECREATION		1,368.37
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
152775	DELTA DENTAL OF MINNESOTA	15,637.00	88.50
	EMPLOYEE VACATION & SICK		88.50
	TOTAL ALL DEPARTMENTS		144,458.23



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: May 19, 2020

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

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 20-29, A RESOLUTION APPROVING EXEMPT PERMIT TO CONDUCT A BINGO AND RAFFLE EVENT AT QUEEN OF PEACE PARISH.**

Background/Overview

The City has received an application from Queen of Peace Parish, 102 - 4th Street, for a bingo and raffle event to be held on October 24 and 25, 2020, at Queen of Peace Parish, 102 - 4th Street.

Policy Objectives

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

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Resolution 20-28
- LG220 Application for Exempt Permit

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

RESOLUTION NO. 20-29

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

WHEREAS, The City of Cloquet received an application from Queen of Peace Parish, 102 - 4th Street, for an Exempt Permit to conduct a raffle event on October 24 and 25, 2020, at Queen of Peace Parish, 102 - 4th Street.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City Council has reviewed the application of Queen of Peace Parish, 102 - 4th Street, for an Exempt Permit to conduct a bingo and raffle event on October 24 and 25, 2020 at Queen of Peace Parish, 102 - 4th Street, and has no objection to the Minnesota Gambling Control Board's issuance of such permit.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 19TH DAY OF MAY 2020.

Roger Maki, Mayor

ATTEST:

Tim Peterson, City Administrator

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Queen of Peace Parish Previous Gambling Permit Number: X-04657

Minnesota Tax ID Number, if any: 2976131 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 102 4th St

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

Name of Chief Executive Officer (CEO): Father Justin Fish

CEO Daytime Phone: 218 879 6793 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 Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Queen of Peace Parish

Physical Address (do not use P.O. box): same

Check one:
 City: Cloquet Zip: 55720 County: Carlton
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Oct 24 + 25 2020

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

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

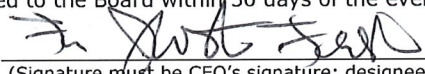
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized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

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 4-24-2020

(Signature must be CEO's signature; designee may not sign)

Print Name: Father Justin Fish

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

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

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

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

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

Mail application with:

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

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

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

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

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



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
Phone: 218.879.3347 Fax: 218.879.6555

www.cloquetmn.gov

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *NK*
Reviewed/Approved by: Tim Peterson, City Administrator *TCP*
Date: May 7, 2020

ITEM DESCRIPTION: Year End Transfers for 2019

Proposed Action

Staff recommends the Council move to authorize the transfers for 2019 as detailed in the May 7, 2020 staff report.

Background/Overview

The council reviews and approves transfers for projects and other transactions yearly after the financial statements are finalized.

2019 Capital Improvements – Expenditures are made in the Revolving Capital Projects Fund or in the City Sales Tax Capital Projects Fund for infrastructure projects.

Transfer to the Revolving Capital Projects from the Permanent Improvement Fund \$81.13 for the West End Arch/Park Ave project.

Transfer to Permanent Improvement from the General Fund \$11,410.87 for overlay street projects.

Transfer to Water Fund \$603,398.57, Sewer Fund \$84,797.44, and Stormwater Fund \$36,341.76 from the City Sales Tax Fund for the Pine Tree Plaza and North Waterline loop projects.

Close Funds – Funds are closed or combined with other funds when determined to be appropriate.

Transfer to General Fund from the Park Fund \$227,839.45 to combine funds.

Transfer to General Fund from Business Park Bonds Fund \$64,801.93 to close fund since the bonds were called and paid off in 2019.

Transfer to Community Development Fund from the General Fund \$46,121.82 to combine funds.

Transfer to Senior Center Fund from the General Fund \$14,868.42 to combine funds.

Transfer to Revolving Capital Projects Fund from the Public Facilities Fund \$51,773.63 to close fund since the City Hall/Police Building project is complete.

Transfer to Economic Development Loan Fund from Community Development Fund \$142,453.81 to transfer loans receivable when the Community Development Fund was combined into the General Fund.

Fund balance & future capital outlay – The General Fund is fully funded in accordance with the Fund Balance Policy. The Library Fund 2019 transfer was budgeted at \$175,000 to meet the Fund Balance Policy.

Transfer to Library Fund from the General Fund \$175,000.

Employee Severance Benefits

The Utility Funds are transferring to the Employee Severance Benefits due to changes in salary allocation and GASB #68, which is the proportional share of PERA expenses.

Transfer to Employee Severance Benefits Fund from the Water LSW Fund \$60,251, Water In-Town Fund \$85,217, and Stormwater Fund \$70,726.

Policy Objectives

Proper approval for financing transfers for the year ended 12/31/2019.

Financial Impacts/Budget/Grant Considerations

Approval of transfers so various funds are properly reimbursed for 2019 activities and to increase reserve for future capital outlay. The construction transfers are budgeted at the beginning of the year but actual numbers are not available until the audit is complete.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

None.



Community Development Department

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Holly Hansen, Community Development Director
Reviewed by: Tim Peterson, City Administrator *TCP*
Date: May 19, 2020

ITEM DESCRIPTION: Calling for a Public Hearing

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 20-30, RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY COUNCIL ON THE PROPOSED ADOPTION OF THE ESTABLISHMENT OF A DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 5 AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 5-1 THEREIN AND THE ADOPTION OF THE TAX INCREMENT FINANCING PLAN THEREFORE**, with a proposed hearing date of June 16, 2020 at 7:00 p.m.

Overview/Background

In 2003, Jim Kuklis Construction began the Trails Edge Phase senior duplex rental project west of 18th Street on Trail Drive. No public assistance was sought for that project which constructed 11 buildings for a total of 22 senior rental units (slab on grade duplex format, executive finish) and constructed Trail Drive which remains a private street that dead ends. There were a total of 16 buildable lots originally constructed, however only 11 were constructed upon, leaving 5 remaining unconstructed lots. This TIF Application "Trails Edge Phase 2" will complete the construction of the 5 remaining lots along the south side of Trail Drive generating 10 senior duplex rental units. The purpose of the public assistance being sought is to offset the affordability of the senior rental units provided.

Policy Objectives

The City Council is required to hold a public hearing on this proposed TIF Application.

Financial/Budget/Grant Considerations

The Developer paid the \$10,000 application fee in September 2019 and resubmitted application on April 24, 2020. Any additional charges related to the review of this TIF Application and preparation of associated legal agreements (Development Agreement) will be charged directly to the Developer Jim Kuklis. At the June 16, 2020 public hearing, the City's financial advisor (Ehlers) will review the TIF assistance generated from the project with the Council and staff will review the Development Agreement terms prepared by the City's Development Attorney (Taft Law).

To Mayor and Council
Proposed TIF Housing Project
May 19, 2020
Page 2

Advisory Committee/Commission Action

On May 6, 2020, the Cloquet EDA unanimously recommended to Council that they call for a public hearing on this proposed TIF Housing project.

Supplemental Documentation Attached

- Resolution No. 20-30

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

RESOLUTION NO. 20-30

RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY COUNCIL ON THE PROPOSED ADOPTION OF THE ESTABLISHMENT OF A DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 5 AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 5-1 THEREIN AND THE ADOPTION OF THE TAX INCREMENT FINANCING PLAN THEREFORE

BE IT RESOLVED by the City Council (the "Council") for the City of Cloquet, Minnesota (the "City"), as follows:

Section 1. Public Hearing. This Council shall meet on June 16, 2020, at approximately 7:00 PM, to hold a public hearing on the proposed adoption of the Establishment of a Development Program for Development District No. 5 (the "Establishment"), the proposed Establishment of Tax Increment Financing District No. 5-1 (the "TIF District"), (a Housing district), and the proposed adoption of a Tax Increment Financing Plan therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.174 to 69.1794, inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City; and

Section 2. Notice of Public Hearing, Filing of Program and Plan. City staff is authorized and directed to work with Ehlers to prepare the Establishment and a Tax Increment Financing Plan for the TIF District (the "Plans") and to forward documents to the appropriate taxing jurisdictions including Carlton County and Independent School District No. 94 (Cloquet Public Schools). The Community Development Director is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30, days prior to June 16, 2020, and to place a copy of the Plans on file in the Community Development Director's office at City Hall and to make such copy available for inspection by the public.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 19TH DAY OF MAY 2020.

Mayor

ATTEST:

City Administrator

CLOQUET EDA SMALL BUSINESS ASSISTANCE LOAN (COVID-19 FUND)

The purpose of this fund is to prevent permanent closure of City of Cloquet for-profit businesses during and after the COVID19 pandemic and restore affected businesses back to financial health as quickly as possible.

Eligibility:

- For-profit locally owned business located within the municipal city limits of Cloquet and located within commercial, office or industrial property. Applicants must provide proof of address of owned business and/or lease.
- Business affected by the COVID-19 virus (all businesses; not only those included in the executive orders, however priority will be targeted to those included in EO 20-04 and 20-08). Applicants must demonstrate they have applied for federal and state leverage programs such as SBA programs EIDL Loan/Grant or PPP (federal) and state (DEED) resources in order to leverage this local program.
- Loan fund use is for working capital and inventory and cannot be used for business owner's/manager's personal uses or expenses. Applicants must demonstrate the ability to collateralize this loan. Applicants must provide proof of need including but is not limited to the previous year's annual gross revenue, average monthly gross revenue prior to COVID-19
- Applicants must demonstrate they are current on financial obligations as of March 1, 2020 (which includes property taxes and city utilities), be a conforming or legally conforming use under the current zoning ordinance of the city and not be in violation of the city's zoning code.
- Applicants must be an existing business at least 6 months prior to March 1, 2020 and preferably have filed 2019 taxes.

Loan Size:

- Priority Target: For-profit Small Businesses with 1 - 30 FTE employees (sole proprietor located within commercial, office, or industrial building is eligible) prior to the issuance of the State of MN Emergency EO 20-04 and make \$2 million or less in annual gross revenue. Priority will be given to locally owned and operated businesses noted in EO 20-04 and 20-08.
- The City will evaluate businesses with over 30 employees and other needs outside the scope of EO 20-04 and 20-08 on a case by case basis.

Terms:

- Up to \$20,000 working capital/inventory loan for, initial 6-month deferral period for principal.
- 5-year term
- 2% interest rate

Required Submittal Documents to the Entrepreneur Fund:

- Entrepreneur Fund Loan Application <https://www.entrepreneurfund.org/>
- Business Tax Returns and Personal Financial Statement
- Narrative Document that includes:
 - What changes the business has made to stay viable during the pandemic
 - Plans to get through the pandemic - work plan & simple cash flow forecast
 - What your business looks like post-pandemic. Define your plans for a new normal





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: May 19, 2020

ITEM DESCRIPTION: Consideration of WLSSD Reappointment

Proposed Action

Staff recommends that the City Council discuss and consider the reappointment of Loren Lilly to the Western Lake Superior Sanitary District Board for a term expiring June 30, 2023.

Background/Overview

The City has received correspondence from the Western Lake Superior Sanitary District informing the City that Mr. Lilly's term will expire on June 30, 2020. Mr. Lilly has expressed interest in serving in this capacity for an additional three year term.

The City has three residents appointed to seats on the Sanitary District Board. This position has historically been held by a representative of local industry and in this case, Enbridge has verbalized its support for Mr. Lilly's reappointment. The other two seats are held by Archie Chelseth and Dave Manderfeld.

Policy Objectives

To keep the various City boards, committees, and commissions at full membership as identified by the City Council or under Municipal Code. The membership of the WLSSD is defined under M.S. 458D.03, Subd. 2 of which Cloquet has three representatives.

Financial/Budget/Grant Considerations

There is no direct cost to the City regarding the appointment of this position.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Letter from Marianne Bohren



2626 Courtland Street
Duluth, MN 55806-1894
phone 218.722.3336
fax 218.727.7471
www.wlssd.com

Western Lake Superior Sanitary District

May 14, 2020

Mr. Tim Peterson
City Administrator
City of Cloquet
Administrative Office
1307 Cloquet Avenue
Cloquet, MN 55720

Subject: Loren Lilly WLSSD Board Team

Dear Mr. Peterson:

This letter is to advise you that Board member Lilly's term will expire on June 30, 2020. Mr. Lilly has brought a wealth of experience to the WLSSD Board. His commitment to the environment and his knowledge of administration and operations has been an asset to his fellow Board members and to District staff. Mr. Lilly has expressed an interest in being reappointed to the WLSSD Board for an additional three-year term. The WLSSD Board and staff highly recommend his reappointment.

Thank you for your prompt consideration.

Sincerely,

Marianne Bohren
Executive Director



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 TGP
Date: May 19, 2020

ITEM DESCRIPTION: 4th of July Celebration Activities

Proposed Action

Staff recommends that the City Council move to approve the following 4th of July Celebration items: recognize the Event Committee as a City Committee coordinating the 2020 4th of July Celebration; closure of Industrial Avenue from 9:30 a.m. to 12:00 p.m. and Cloquet Avenue from 8th to 22nd Street from 11:00 a.m. to 12:00 p.m. for the parade; use of Veterans and Pinehurst Parks; pyrotechnics display permit and beer tent in Veterans Park.

Due to the COVID-19 pandemic, the committee is working on back-up locations for the outdoor movie and fireworks display to allow the community to remain in their cars and practice social distancing. Possible movie locations include the L&M or Premiere Theater parking lots with the fireworks being set off in the Pine Valley parking lot. Ms. Leno is working with the business owners on these possibilities.

Background/Overview

Enclosed the City Council will find a request from Alyson Leno, representing the Cloquet 4th of July Celebration Committee, seeking approval to hold the 4th of July parade and related activities again this year in Veterans and Pinehurst Parks. This year's events may be subject to change due to the COVID-19 pandemic, however the committee is moving forward for now with planning.

In addition to the parade, there are several other items the City Council needs to consider as part of the celebration. First, the Committee should once again be authorized as a City Committee acting on behalf of the City for this sponsored event. Thus, the event and volunteers working on the event would fall under the City's event coverage. This is common in certain cities and is legal per our insurance carrier. Staff supports this for the 4th of July Celebration.

Other support typically requested from the City require no formal action and are as follows: providing trash cans, dumpsters, and some port-a-pottys for the event. The event organizers also use the City tents, trailer (for bands) and bleachers. The City has historically provided these items to the event. The City has also provided water and/or electricity at no cost to the event and its participants.

Policy Objectives

The support of this type of community event is not directly addressed in any City policy or ordinance.

To Mayor and Council
4th of July Celebration
May 15, 2020
Page 2

Financial/Budget/Grant Considerations

Some staff time is required for clean-up and barricading of streets which would be charged against the General Fund. The insurance costs will fall under the City's existing liability insurance coverage.

Advisory Committee/Commission Action

The Parks Commission annually approves the use of the parks for this event.

Supporting Documentation Attached

- Request from Alyson Leno, 4th of July Committee
- Application for Outdoor Public Fireworks Display

May 5, 2020

Cloquet City Council
1307 Cloquet Avenue
Cloquet, MN 55720

City Council:

July 4th is right around the corner, and our committee is in the process of putting together an entire day's worth of FREE July 4th activities for families and residents from Cloquet and the surrounding communities. Below, you will find a list regarding approvals needed for the July 4th Celebration.

1. Street Closures
 - a. July 4th: Industrial Avenue, 9:30am-12:00pm (parade line-up and Sawdust 1-mile route)
 - b. July 4th: Cloquet Avenue, 11am-12:00pm (parade)
2. Use of Parks
 - a. July 3 - July 5th: Veterans Park, all day (set-up and clean-up, included)
 - b. July 4: Pinehurst Park, 4am-10:30am (Sawdust 5k)
3. Fireworks permit
 - a. See attached Pyrotechnic Display, Inc display application
4. Temporary Beer Permit
 - a. July 4th: Veterans Park (Carmens Restaurant and Bar)
 - b. Would the City agree to pay half of the security expense as in the past?
5. Bingo in Veterans Park
 - a. Cloquet VFW will run this, as previous years.

Thank you for your consideration regarding the July 4th Celebration approvals.

Alyson Leno
879.1551
aleno@cloquet.com



APPLICATION FOR OUTDOOR PUBLIC FIREWORKS DISPLAY

1. This application is for an outdoor public fireworks display only and is not valid for an indoor fireworks display.
2. This application must be completed and returned at least 15 days prior to date of display.

Name of Applicant (Sponsoring Organization): City of Cloquet

Address of Applicant: 1307 Cloquet Avenue, Cloquet, MN 55720

Names of Applicant's Authorized Agent: Pyrotechnic Display, Inc.

Address of Agent: 9405 River Road SE, Clear Lake, MN 55319

Telephone Number of Agent: 320-300-4823 Date of Display: 7/4/2020 Time of Display: about 10pm

Location of Display: on service road SE of Hospital, E of Hwy 33 along St. Louis River, Cloquet, MN - see map

Manner and place of storage of fireworks prior to display: _____

Delivery and storage in truck on day of display: _____

Type and number of fireworks to be discharged: _____

1.3G product - up to 6" aerial shells and Multi-Shot Box items and candles

MINNESOTA STATE LAW REQUIRES THAT THIS DISPLAY BE CONDUCTED UNDER THE DIRECT SUPERVISION OF A PYROTECHNIC OPERATOR CERTIFIED BY THE STATE FIRE MARSHAL.

Name of Supervising Operator: Patrick Liebl Certificate No. 0814

Required attachments. The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in amount of at least \$1.5 million.
2. A diagram of the grounds at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained.
3. Names and ages of all assistants that will be participating in the display.

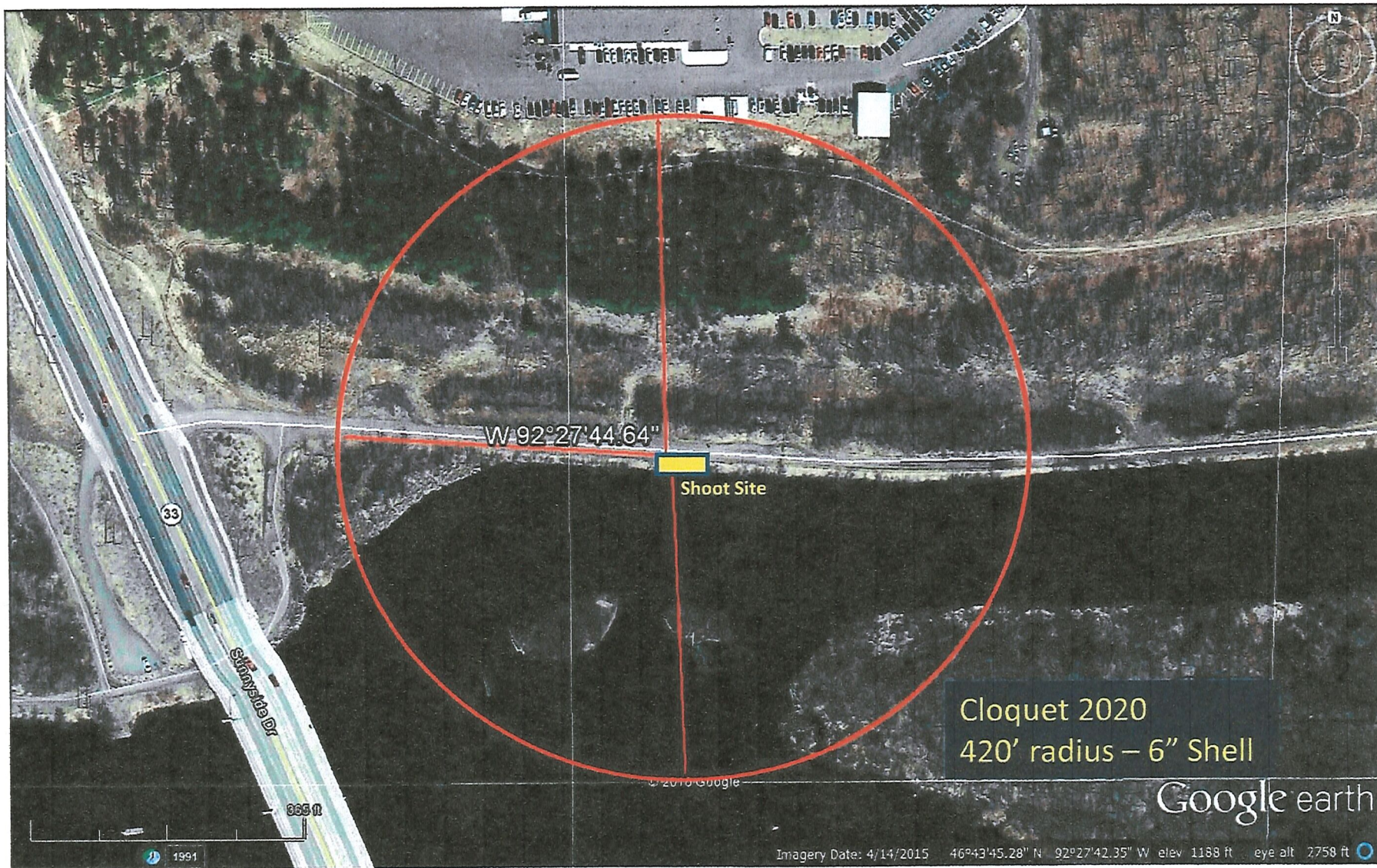
The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any: _____

I understand and agree to comply with all provisions of this application, MN Statute 624.20 through 624.25, MN State Fire Code, National Fire Protection Association Standard 1123 (2006 edition), applicable federal law(s) and the requirements of the issuing authority, and will ensure that the fireworks are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of Applicant (or Agent): Becky Hanson Date: 4/20/2020

Signature of Fire Chief: _____ Date: _____

Signature of Issuing Authority: _____ Date: _____



W 92° 27' 44.64"

Shoot Site

Cloquet 2020
420' radius – 6" Shell

Google earth

Imagery Date: 4/14/2015 46°43'45.28" N 92°27'42.35" W elev 1188 ft eye alt 2758 ft



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/20/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

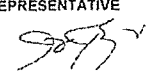
PRODUCER Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100 E-MAIL ADDRESS: FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Axis Surplus Ins Company INSURER B : Everest Indemnity Insurance Co INSURER C : Everest Denali Insurance Company INSURER D : MN WC Assigned Risk Plan INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: 1698036873 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR		S18ML00056-194	9/30/2019	9/30/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
C	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS		S18CA00006-191	9/30/2019	9/30/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTIONS		P-001-000209498-01	9/30/2019	9/30/2020	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	102529 601 (MN)	9/30/2019	9/30/2020	WC STATUTORY LIMITS OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
DISPLAY DATE: July 4, 2020
LOCATION: Cloquet, Minnesota,
ADDITIONAL INSURED: City of Cloquet, Minnesota

CERTIFICATE HOLDER City of Cloquet Mr. James Barclay 1307 Cloquet Avenue Cloquet MN 55720	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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