



**CITY OF CLOQUET
City Council Agenda
Tuesday, June 2, 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 June 2, 2020 Council Agenda
4. **Approval of Council Minutes**
 - a. Regular Council minutes from the May 19, 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. 20-31, Authorizing the Payment of Bills and Payroll
 - b. Approval of New Tobacco License – Diversified Management Group, Inc (Murphy Oil)



**CITY OF CLOQUET
City Council Agenda
Tuesday, June 2, 2020
7:00 p.m.
VIA TELECONFERENCE**

7. Public Hearings

None.

8. Presentations

None.

9. Council Business

- a. Account Clerk and Public Works Secretary Position Description
- b. Approval of 2020-2021 Liquor and Related Business License Renewals
- c. 4th of July Celebration Activities
- d. Police Chief Search Update
- e. COVID-19 Update

10. Council Comments, Announcements, and Updates

11. Adjournment

Via Teleconference
7:00 P.M. May 19, 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 Langley moved and Councilor Lamb seconded the motion to approve the May 19, 2020 agenda. The motion carried unanimously (7-0).

MINUTES

MOTION: Councilor Kolodge moved and Councilor Carlson seconded the motion to approve the Regular Meeting minutes of May 5, 2020 as presented. The motion carried (7-0).

PUBLIC COMMENTS

There were none.

CONSENT AGENDA

MOTION: Councilor Wilkinson and Councilor Lamb seconded the motion to adopt the Consent Agenda of May 19, 2020, approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 20-28, Authorizing the Payment of Bills
- b. Resolution No. 20-29, Approval of Raffle Permit, Queen of Peace Parish

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

SELECTION OF FINALISTS FOR POLICE CHIEF

MOTION: Councilor Carlson moved and Councilor Kolodge seconded the motion to advance three Police Chief candidates to the next phase of interviews to take place on June 2, 2020. The motion carried unanimously (7-0).

YEAR END TRANSFERS FOR 2019

MOTION: Councilor Lamb moved and Councilor Swanson seconded the motion to authorize the transfers for 2019 as detailed in the May 7, 2020 staff report. The motion carried unanimously (7-0).

CALLING FOR A PUBLIC HEARING

MOTION: Councilor Kolodge moved and Councilor Wilkinson seconded the motion 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. The Motion passed unanimously (7-0).

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.

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

Explanation of a fund established to prevent closure of City of Cloquet for-profit businesses during and after the COVID-19 pandemic and restore affected businesses back to financial health as quickly as possible. No Council action required.

CONSIDERATION OF WLSSD REAPPOINTMENT

MOTION: Councilor Swanson moved and Councilor Carlson seconded the motion to reappoint Loren Lilly to the Western Lake Superior Sanitary District Board for a term expiring June 30, 2023. The motion carried unanimously (7-0).

APPROVAL OF 4TH OF JULY CELEBRATION ACTIVITIES

MOTION: Councilor Carlson moved and Councilor Swanson seconded the motion to approve 4th of July celebration events for 2020. The motion carried (4-3), Councilors Lamb, Langley and Wilkinson opposed.

AFFIDAVIT OF CANDIDACY FOR WARDS 4, 5 AND AT-LARGE

The filing period for Council members in Wards 4, 5 and At- Large is May 19 through June 2, 2020. The Primary Election is August 11, 2020 and the General Election is November 3, 2020. Candidate filing will be done curbside and by appointment at City Hall.

CITY HALL SUMMER HOURS

Summer hours begin May 26th and will cease September 30th for City Hall staff. Hours are 7:30 a.m.-5:00 p.m. Monday through Thursday, 7:30 a.m.-11:30 a.m. on Fridays.

COVID 19 UPDATE

City Administrator Peterson gave a City COVID-19 update reporting that staff returned to the office on May 18th but City Hall remains closed to the public. Staff is making plans to tentative reopen City Hall to the public on June 1st.

The Library is offering curbside book orders. Sanitation measures are being taken on all returned books.

City parks will reopen now that the Stay at Home order has been lifted. Appropriate signage will be posted offering guidelines and for use at your own discretion.

Council discussed liquor license renewal fees following requests from license holders to reduce fees due to COVID-19 mandatory closures. Mr. Peterson does not recommend reducing fees but will offer a six-month deferment or payment arrangements to license holders. Mr. Peterson stated there is no way to determine how one business is more impacted than another when COVID-19 has affected everyone. The city is already waiving late fees and small business loans.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

There were none.

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



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: June 2, 2020

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 20-31, 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. 20-31

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	\$	436,771.56
231	Public Works Reserve		21,110.00
403	Revolving Capital Projects		255,202.98
405	City Sales Tax Projects		24,418.80
600	Water - Lake Superior Waterline		54,793.38
601	Water - In Town		50,452.35
602	Sewer Fund		110,471.77
	TOTAL:	\$	<u>953,220.84</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 2ND DAY OF JUNE, 2020.**

ATTEST:

Roger Maki, Mayor

Tim Peterson, City Administrator

DATE: 05/28/2020
TIME: 13:35:45
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
112275	ADVANTAGE EMBLEM INC	409.30	63.75
113650	AMAZON.COM CREDIT	2,266.05	32.87
116200	AMERICAN PLANNING ASSOCIATION	467.00	517.00
123150	B W DISTRIBUTING	441.96	1,146.89
125900	BEST SERVICE	0.00	31.00
127400	OSCAR J BOLDT CONSTRUCTION	981,542.24	254,902.98
134000	CARLTON COUNTY HIGHWAY DEPT	682.41	6,116.40
137310	CENTURY LINK	4,107.04	289.19
137340	CHAMBERLAIN OIL CO., INC.	5,629.70	858.85
139025	CINTAS	1,297.32	488.43
139800	CLOQUET AREA CHAMBER OF COMMER	36,206.78	1,464.90
141100	CLOQUET FORD-CHRYSLER CENTER	1,889.75	950.13
142100	CLOQUET MAIL STATION	326.25	160.65
142800	CLOQUET SANITARY SERVICE	5,534.17	100.74
145300	COMMUNITY PRINTING	4,082.70	15.00
147050	CONSOLIDATED TELEPHONE COMPANY	16,290.79	3,239.69
150100	D A L C O	8,767.80	657.29
152485	DEAD ON ARMS INC	1,490.00	215.00
156575	DULUTH AIRPORT AUTHORITY	0.00	276.00
160600	EHLERS & ASSOCIATES, INC.	12,000.00	795.00
161675	EMC NATIONAL LIFE	8,298.50	1,361.25
164900	THE FASTENAL COMPANY	0.00	141.20
166625	FIRST AID CORP	609.11	484.73
166750	FIRST HOSPITAL LABORATORIES IN	993.48	56.38
171100	FRYBERGER, BUCHANAN, SMITH &	42,478.80	1,825.50
174300	GLORY SHINE JANITORIAL CLEAN	2,100.00	1,809.00
175700	GRAINGER	2,431.88	687.36
175950	GRAPHIC TECHNOLOGIES	849.50	30.00
179340	HAGENS GLASS & PAINT	2,717.36	585.00
180500	HAWKINS INC	30,261.44	5,323.71
196300	KLM ENGINEERING INC	0.00	4,925.00
200100	LAKEHEAD TRUCKING, INC.	819.75	804.73
209875	MCCOY CONSTRUCTION & FORESTRY	3,942.10	970.26
211400	MENARDS INC	1,484.23	36.95
211700	METRO SALES, INC.	4,045.33	403.98
212700	MID-STATE TRUCK SERVICE INC	1,833.47	135.36
220500	MN DEPT OF HEALTH	8,942.00	8,910.00
220925	MN DRIVERS & VEHICLE SERVICES	28.50	28.50
227750	MTI DISTRIBUTING, INC.	0.00	90.36
244975	PINE KNOT LLC	1,976.86	216.75
245000	PINE RIVER SALES, INC.	0.00	8,162.75
247975	PROQUEST LLC	0.00	63.23
251475	RAILROAD MANAGEMENT CO.	776.85	258.95
260500	SCHINDLER ELEVATOR CORPORATION	1,588.38	1,371.00

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CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
261750	SEELYE PLASTICS, INC.	90.05	59.71
261800	SEH	79,290.13	503.63
265250	SNAP ON TOOLS	29.00	1,299.00
268100	STAR TRIBUNE	0.00	552.76
269150	STRATEGIC INSIGHTS INC	0.00	750.00
270200	SUPERIOR COMPUTER PRODUCTS INC	58,514.59	30,003.00
275075	TITAN MACHINERY	212.96	733.03
276470	TRAIL LOGIC, LLC	8,924.30	24,418.80
278600	TWIN PORT MAILING	22,850.92	159.46
279100	U S BANK EQUIPMENT FINANCE	3,413.06	460.56
283700	USA BLUEBOOK	1,972.85	115.29
284875	VERIZON WIRELESS	10,073.59	1,674.72
286900	W L S S D	407,574.60	95,325.50
287900	WAL-MART COMMUNITY	1,081.28	59.84
289015	WELLS FARGO CREDIT CARD	34,372.11	488.30
290300	WIDDES FEED & FARM SUPPLY	1,090.19	659.88
R0001469	RIVISTAS SUBSCRIPTION SERVICES	4,004.59	151.80
R0001765	WHERLEY MOVING SYSTEMS INC	1,100.00	300.00
R0001921	KATIE BECK	0.00	18.20
R0001922	TORI MARKOVICH	0.00	29.31
TOTAL ALL VENDORS:			468,766.50

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 6/2/2020

Bills	468,766.50
Less: CAFD	0.00
Less: Library	(4,497.83)
Add: Kwik Trip (Squad Car Washes Dec-Apr)	<u>670.40</u>
Bills approved	464,939.07
Other:	
Payroll	489,643.02
Payroll - benefits	<u>(1,361.25)</u>
Total Bills and Payroll Approved	<u><u>953,220.84</u></u>

INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
161675	EMC NATIONAL LIFE	8,298.50	1,361.25
276470	TRAIL LOGIC, LLC	8,924.30	0.00
			1,361.25
41	GENERAL GOVERNMENT		
116200	AMERICAN PLANNING ASSOCIATION	467.00	517.00
139025	CINTAS	1,297.32	48.19
147050	CONSOLIDATED TELEPHONE COMPANY	16,290.79	408.33
150100	D A L C O	8,767.80	251.15
164900	THE FASTENAL COMPANY		141.20
171100	FRYBERGER, BUCHANAN, SMITH &	42,478.80	1,825.50
244975	PINE KNOT LLC	1,976.86	63.75
260500	SCHINDLER ELEVATOR CORPORATION	1,588.38	685.50
269150	STRATEGIC INSIGHTS INC		250.00
270200	SUPERIOR COMPUTER PRODUCTS INC	58,514.59	7,304.00
278600	TWIN PORT MAILING	22,850.92	62.02
279100	U S BANK EQUIPMENT FINANCE	3,413.06	172.71
284875	VERIZON WIRELESS	10,073.59	286.13
286900	W L S S D	407,574.60	12,610.50
287900	WAL-MART COMMUNITY	1,081.28	7.28
	GENERAL GOVERNMENT		24,633.26
42	PUBLIC SAFETY		
112275	ADVANTAGE EMBLEM INC	409.30	63.75
139025	CINTAS	1,297.32	394.83
147050	CONSOLIDATED TELEPHONE COMPANY	16,290.79	800.74
152485	DEAD ON ARMS INC	1,490.00	215.00
166750	FIRST HOSPITAL LABORATORIES IN	993.48	56.38
175950	GRAPHIC TECHNOLOGIES	849.50	30.00
220925	MN DRIVERS & VEHICLE SERVICES	28.50	28.50
260500	SCHINDLER ELEVATOR CORPORATION	1,588.38	685.50
270200	SUPERIOR COMPUTER PRODUCTS INC	58,514.59	160.00
278600	TWIN PORT MAILING	22,850.92	17.72
279100	U S BANK EQUIPMENT FINANCE	3,413.06	230.29
284875	VERIZON WIRELESS	10,073.59	870.57
287900	WAL-MART COMMUNITY	1,081.28	52.56
	PUBLIC SAFETY		3,605.84

DATE: 05/28/20
TIME: 13:37:42
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
43	PUBLIC WORKS		
123150	B W DISTRIBUTING	441.96	573.45
134000	CARLTON COUNTY HIGHWAY DEPT	682.41	6,116.40
137340	CHAMBERLAIN OIL CO., INC.	5,629.70	858.85
141100	CLOQUET FORD-CHRYSLER CENTER	1,889.75	950.13
147050	CONSOLIDATED TELEPHONE COMPANY	16,290.79	259.10
166625	FIRST AID CORP	609.11	484.73
209875	MCCOY CONSTRUCTION & FORESTRY	3,942.10	970.26
211400	MENARDS INC	1,484.23	36.95
211700	METRO SALES, INC.	4,045.33	50.74
265250	SNAP ON TOOLS	29.00	1,299.00
270200	SUPERIOR COMPUTER PRODUCTS INC	58,514.59	1,040.00
278600	TWIN PORT MAILING	22,850.92	17.72
283700	USA BLUEBOOK	1,972.85	115.29
284875	VERIZON WIRELESS	10,073.59	197.93
290300	WIDDES FEED & FARM SUPPLY	1,090.19	659.88
	PUBLIC WORKS		13,630.43
45	CULTURE AND RECREATION		
125900	BEST SERVICE		31.00
137310	CENTURY LINK	4,107.04	231.32
142100	CLOQUET MAIL STATION	326.25	72.61
147050	CONSOLIDATED TELEPHONE COMPANY	16,290.79	625.75
150100	D A L C O	8,767.80	406.14
179340	HAGENS GLASS & PAINT	2,717.36	585.00
200100	LAKEHEAD TRUCKING, INC.	819.75	804.73
227750	MTI DISTRIBUTING, INC.		90.36
244975	PINE KNOT LLC	1,976.86	153.00
261750	SEELYE PLASTICS, INC.	90.05	59.71
	CULTURE AND RECREATION		3,059.62
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER	36,206.78	1,464.90
147050	CONSOLIDATED TELEPHONE COMPANY	16,290.79	58.33
160600	EHLERS & ASSOCIATES, INC.	12,000.00	795.00
278600	TWIN PORT MAILING	22,850.92	8.86
279100	U S BANK EQUIPMENT FINANCE	3,413.06	57.56
	COMMUNITY DEVELOPMENT		2,384.65

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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
LIBRARY FUND			
45	CULTURE AND RECREATION		
113650	AMAZON.COM CREDIT	2,266.05	32.87
139025	CINTAS	1,297.32	45.41
142800	CLOQUET SANITARY SERVICE	5,534.17	100.74
147050	CONSOLIDATED TELEPHONE COMPANY	16,290.79	507.91
174300	GLODY SHINE JANITORIAL CLEAN	2,100.00	1,809.00
211700	METRO SALES, INC.	4,045.33	251.78
247975	PROQUEST LLC		63.23
268100	STAR TRIBUNE		552.76
270200	SUPERIOR COMPUTER PRODUCTS INC	58,514.59	389.00
284875	VERIZON WIRELESS	10,073.59	105.03
289015	WELLS FARGO CREDIT CARD	34,372.11	488.30
R0001469	RIVISTAS SUBSCRIPTION SERVICES	4,004.59	151.80
	CULTURE AND RECREATION		4,497.83
PUBLIC WORKS RESERVE			
41	GENERAL GOVERNMENT		
270200	SUPERIOR COMPUTER PRODUCTS INC	58,514.59	21,110.00
	GENERAL GOVERNMENT		21,110.00
CAPITAL PROJECTS - REVOLVING			
00			
127400	OSCAR J BOLDT CONSTRUCTION	981,542.24	-13,415.92
			-13,415.92
81	SPECIAL PROJECTS		
127400	OSCAR J BOLDT CONSTRUCTION	981,542.24	268,318.90
R0001765	WHERLEY MOVING SYSTEMS INC	1,100.00	300.00
	SPECIAL PROJECTS		268,618.90
CITY SALES TAX CAPITAL			
00			
276470	TRAIL LOGIC, LLC	8,924.30	-1,285.20
			-1,285.20

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 TIME: 13:37:42
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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
276470	TRAIL LOGIC, LLC	8,924.30	25,704.00
	SPECIAL PROJECTS		25,704.00
WATER - LAKE SUPERIOR WATERLIN			
50	STATION 1		
156575	DULUTH AIRPORT AUTHORITY		276.00
	STATION 1		276.00
51	STATION 2		
137310	CENTURY LINK	4,107.04	57.87
175700	GRAINGER	2,431.88	523.20
180500	HAWKINS INC	30,261.44	1,111.62
	STATION 2		1,692.69
52	LAKE SUPERIOR WATERLINE		
196300	KLM ENGINEERING INC		4,925.00
251475	RAILROAD MANAGEMENT CO.	776.85	258.95
284875	VERIZON WIRELESS	10,073.59	70.02
	LAKE SUPERIOR WATERLINE		5,253.97
WATER - IN TOWN SYSTEM			
00			
R0001921	KATIE BECK		18.20
R0001922	TORI MARKOVICH		29.31
			47.51
49	CLOQUET		
123150	B W DISTRIBUTING	441.96	344.07
142100	CLOQUET MAIL STATION	326.25	21.74

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
49	CLOQUET		
175700	GRAINGER	2,431.88	164.16
180500	HAWKINS INC	30,261.44	4,212.09
220500	MN DEPT OF HEALTH	8,942.00	8,910.00
245000	PINE RIVER SALES, INC.		8,162.75
261800	SEH	79,290.13	503.63
275075	TITAN MACHINERY	212.96	733.03
284875	VERIZON WIRELESS	10,073.59	70.02
	CLOQUET		23,121.49
54	BILLING & COLLECTION		
142100	CLOQUET MAIL STATION	326.25	66.30
145300	COMMUNITY PRINTING	4,082.70	15.00
278600	TWIN PORT MAILING	22,850.92	17.72
	BILLING & COLLECTION		99.02
57	ADMINISTRATION & GENERAL		
147050	CONSOLIDATED TELEPHONE COMPANY	16,290.79	405.90
211700	METRO SALES, INC.	4,045.33	50.73
269150	STRATEGIC INSIGHTS INC		250.00
278600	TWIN PORT MAILING	22,850.92	17.72
	ADMINISTRATION & GENERAL		724.35
ENTERPRISE FUND - SEWER			
00			
286900	W L S S D	407,574.60	-28.00
			-28.00
55	SANITARY SEWER		
123150	B W DISTRIBUTING	441.96	229.37
212700	MID-STATE TRUCK SERVICE INC	1,833.47	135.36
284875	VERIZON WIRELESS	10,073.59	75.02
286900	W L S S D	407,574.60	82,743.00
	SANITARY SEWER		83,182.75

DATE: 05/28/20
TIME: 13:37:43
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/02/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
57	ADMINISTRATION & GENERAL		
147050	CONSOLIDATED TELEPHONE COMPANY	16,290.79	173.63
211700	METRO SALES, INC.	4,045.33	50.73
269150	STRATEGIC INSIGHTS INC		250.00
278600	TWIN PORT MAILING	22,850.92	17.70
	ADMINISTRATION & GENERAL		492.06
TOTAL ALL DEPARTMENTS			468,766.50



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 *TP*
Date: June 2, 2020

ITEM DESCRIPTION: Approval of License to Sell Tobacco and Tobacco Products

Proposed Action

Staff recommends the City Council move to approve the new license for Retail Sales of Tobacco, Tobacco Products and Tobacco Related Devices for Diversified Management Group, Inc., d.b.a. BP, operating at 1310 Highway 33 South, effective June 15, 2020.

Background/Overview

The City has received an application from Diversified Management Group, Inc. who is in the process of acquiring the Murphy Oil USA fuel station located at 1310 Highway 33 South. The acquisition is to be finalized June 15th. The applicant has submitted the required applications and other information required by City Code. Everything appears to be in order and all fees have been paid.

Policy Objectives

Approval of a Tobacco and Tobacco Products License is required under Section 6.5 of the Municipal Code. There is no limit on the number of licenses issued in any one year.

Financial/Budget/Grant Considerations

The City's fee schedule requires a \$150 annual fee for this license which has been paid in full.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Application

DIVERSIFIED MANAGEMENT GROUP, INC.

TO: City of Cloquet, Minnesota

DATE: May 6, 2020

We are in the process of acquiring the Murphy, USA fuel station located at 1310 Hwy 33 South in Cloquet. We plan to finalize the acquisition June 15th and are in need of acquiring a license to sell Cigarettes and Tobacco products at this location.

Enclosed please find our Application for Retail Sales of Cigarette and Other Tobacco Products and payment for the license.

Upon approval, please email a copy of the license to mike.buck@megacoop.com and mail the originals to the store or reach out to them for pickup.

If there are any questions or concerns, please call me at 715-514-8887. Thank you for your assistance.



PO Box 3155 Eau Claire, WI 54702-3155

Phone 715-514-5211

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

FOR MUNICIPAL USE ONLY

Applicant's Minnesota tax ID number
6798041

The Minnesota tax ID must be issued in the same legal name of the licensee below.

License number
Period covered
Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

Over counter Through vending machine Both

Licensee's legal name 7E MN 6, LLC	Federal employer ID number (FEIN) 84-4924641
Business trade name (doing business as) BP #7806	Daytime phone 218-879-7513
Complete address of business location (permit location) 1310 Hwy 33 South	County Isanti
City Cloquet	State MN
	Zip code 55720
Mailing address (if different than business address) PO Box 3155	City WI
	State WI
	Zip code 54702-3155
	Other phone number 715-839-5258
	Fax number
	Email address jenny.matysik@megacoop.com

Type of legal organization (check one):


Sole proprietor Minnesota corporation: Enter date of incorporation _____
 Partnership Out-of-state corporation: State of incorporation **CO**
 Other (describe) _____ Are you registered to do business in Minnesota? Yes No

Corporate officers or partners (attach a list if necessary)

Name Kenneth Monfort	Title Owner
Address 1840 E Cedar Ave	City Denver
	State CO
	Zip code 80209
Name Alon Mor	Title Owner
Address 6105 S Akron Way	City Greenwood Village
	State CO
	Zip code 80111

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee signature 	Title Owner	Print name Kenneth Monfort	Date 4/28/2020	Daytime phone 303-731-1404
Licensing agent's signature	Title	Print name	Date	Daytime phone

License applicant: Submit this form to the licensing authority along with the license application.

Licensing authority: Mail or fax a copy of approved form to:
 Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.



CITY ADMINISTRATOR'S OFFICE

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

**CITY OF CLOQUET, MN
APPLICATION TO SELL AT RETAIL
TOBACCO, TOBACCO PRODUCTS AND TOBACCO RELATED DEVICES**

This application, all required documentation and fees must be submitted by any person desiring to obtain a license to sell tobacco, tobacco products and tobacco related devices within the City of Cloquet, MN.

INDIVIDUAL SUBMITTING APPLICATION:

Name: Kenneth Warren Monfort
First Full Middle Name Last

Applicant Current Address: _____

City, State, Zip: Denver, CO 80202

303-731-1404

Home Phone Work Phone Cell Phone

kenny@monfortcompanies.com
E-Mail Address

Date of Birth: _____ Place of Birth: Colorado

BUSINESS INFORMATION:

Business Name: BP #7806

Address of Business: 1310 Hwy 33 South, Cloquet, MN 55720

Mailing Address (if different from above): PO Box 3155
Eau Claire, WI 54702-3155

Phone No.: 218-879-7513 Alternate Number: 715-839-5258

MANAGER OR PERSON IN CHARGE OF BUSINESS:

Name: Kenneth Michael Buck
First Full Middle Name Last

Address: PO Box 3155 Eau Claire WI 54702-3155

City, State, Zip: 401 Pinnacle way #207 Eau Claire WI 54701

715-839-5211
Home Phone Work Phone Cell Phone

mike.buck@megacoop.com
E-Mail Address

PREMISE / PROPERTY INFORMATION:

Property Zoning District: _____ Property Parcel ID Number: _____

Property Complete Legal Description: 1310 Hwy 33 South
Cloquet, MN 55720

Real estate taxes on property to be licensed are: Paid current Delinquent

Are there any financial claims to the City of Cloquet owed by the applicant, business owner, or property owner?

None exist. There are financial claims owed to the City of Cloquet.

If there are current financial claims owed to the City of Cloquet, please state the responsible party, state amount(s), and type of claim:

Responsible Party	Amount	Type of claim (i.e., utilities, etc.)
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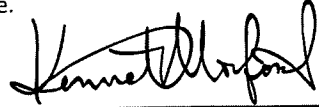
1. Have you ever been convicted of any violation of a federal, state, or local law, Code or Ordinance provisions, or other regulation relating to tobacco or tobacco products, or tobacco related devices within the past five (5) years?
 Yes No *If yes, give information as to the date, place, and offense for each conviction.*

2. Have you ever been denied a license to sell tobacco or tobacco products or had such license suspended, revoked or canceled in any City/State, including Cloquet? Yes No
If yes, please provide details; description, date and location _____

3. Are you prohibited by federal, state, or other local law, Code or Ordinance, or other regulation, from holding such a license? Yes No
If yes, please provide details: _____

I HEREBY UNDERSTAND AND AGREE THAT:

(I) do hereby swear that I have submitted all of the required documentation as listed above and that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Cloquet, its agents, and employees, to obtain any necessary information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this license. I do understand that providing false information shall be grounds for denial of my license.

 4/28/2020
 Signature of Applicant Date

Print Name Kenneth Warren Monfort
 First Middle Last

SEND FUTURE APPLICATION RENEWALS TO:
 Applicant's Residence Address
 Business Address

FOR CITY USE ONLY: (When applicable)				
City Administrator:				



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator TCP
Date: June 2, 2020

ITEM DESCRIPTION: Merging of Accounting Clerk and Public Works Secretary Job Descriptions

Proposed Action

The City Council is asked to discuss and approve the proposed job description for the **Permit & Accounting Clerk** position and appoint Laurie Anderson, currently the Public Works Secretary and Marlaina Cooper, currently the Accounting Clerk to this new position.

Background/Overview

With the move from the old City Hall to our new building, the floor plan of City Hall has changed in a favorable way. Both our Public Works Secretary and Accounting Clerk are now co-located at the front counter to provide service to our customers. Currently, the Public Works Secretary provides service to public works, EDA, planning and building inspection customers to include the processing of permits. The Accounting Clerk receives payments, balances cash drawers and customer payments, and prepares receipts for various departments. This position also assists with and completes as directed or assigned, various financial activities such as accounts receivable, accounts payable, special assessments and budget schedules among other finance related activities. Both positions provide general reception duties such as answering the telephone and directing calls and receiving and directing visitors, as necessary.

The combination of these two positions will provide a smoother customer service flow for our citizens and ensure 100% task coverage when one person is out of the office.

Staff has coordinated the combination of the two job descriptions/positions with the representative union and the affected employees and all see this as a favorable change.

Policy Objectives

The City is required to have a job description in order to conduct a proper grading and pointing of a position. The combined duties described in this draft job description will fill gaps in customer service experienced when one staff member is away.

Financial/Budget/Grant Considerations

The City's 2020 budget included funding for 2 FTE positions at the City Hall front desk, along with 2.5 FTE positions at the Police Department front desk. With the combination of these two positions, we will be able to sufficiently staff both desks, provide the best service to our customers, while lowering the impact to the approved budget by .5 FTE.

To Mayor and Council
Job Description Merger
June 2, 2020
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Both employees associated with the combination of the two positions are currently full-time employees. Marlaina Cooper works part time as the current Accounting Clerk and part time as an Administrative Police Secretary. With the combination of the two jobs Marlana's job will become full-time at City Hall and the part-time Administrative Police Secretary Position will be eliminated.

Advisory Committee/Commission Action

None

Supporting Documentation Attached

- Draft job description



City of Cloquet Job Description

POSITION: Permit & Accounting Clerk
DEPARTMENT: Administration
REPORTS TO: Asst City Administrator

SUMMARY

Greets visitors and operates switchboard; directs calls and visitors to appropriate departments as necessary. Provides clerical support for the City Administration, Finance, Community Development and Engineering.

ESSENTIAL FUNCTIONS OF THE JOB

Receives incoming telephone calls and responds to questions, complaints or requests regarding City procedures, regulations, operations or services and refers/directs inquiries to other department employees when necessary; receives and directs visitors as necessary

Provides clerical and administrative support to Administration, Public Works, Community Development, Finance and other City staff as directed

Coordinates, collects, assembles and distributes correspondence and agenda/information packets to a variety of City Boards and Commissions for meetings

Receives initial emergency reports regarding broken water mains, sewer backups, interruptions to water service, basement flooding, slippery streets, road washouts, fallen trees, etc. and assesses urgency of issue and notifies or dispatches appropriate departmental personnel

Compiles and maintains information, prepares selected reports and maintain various files including operating data, maintenance records, work orders, overtime reports, equipment inventories, building permit database and reports, etc.

Assists public and contractors with routine building and engineering permits; reviews permits for completeness and enters permits into permitting software. Issues or holds building permits requiring plan review for the Building official, City Planner, or Public Works/Engineering.

Issues water meters to new customers, collects and maintains appropriate customer information. Coordinate the scheduling of water meter repairs and replacement with meter maintenance department. Notifies billing department to set up new accounts, when to activate accounts or as otherwise required to implement changes in billing.

Responds and assists public with questions regarding general zoning district information, building permits, engineering, and other permits, licenses or applications

Provides clerical support to include preparing/filing a wide variety of documents, including letters, reports, work orders, purchase orders, minutes, specifications and public notices

Performs general office duties including ordering of office supplies, and routine maintenance supplies for all department personnel.

Be familiar with the City and EDA website in order to direct callers/visitors to necessary information

Receives payments, balances cash drawers and customer payments, and prepares receipts for various departments

Assist with and complete as directed or assigned various financial activities such as accounts receivable, accounts payable, special assessments, budget schedules, etc.

Sorts and distributes mail and prepares outgoing mail for pick-up

Performs other duties as apparent or assigned

QUALIFICATION REQUIREMENTS

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

EDUCATION AND/OR EXPERIENCE

High School diploma or equivalent. Three years related office/customer service experience and two years computerized billing, cashier and/or accounting training or experience.

LANGUAGE SKILLS

Ability to read and interpret written documents and procedure manuals, ordinance documents, and review and comprehend simple building and site plans and drawings. Ability to prepare written reports and correspondence. Ability to communicate effectively with customers, other employees, supervisors, elected officials and the general public.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to calculate daily interest, sales tax, water/sewer usage, ratios, percentages, areas and volumes.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to work both independently and as part of a team.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

High level of knowledge and proficiency in use of computers including Microsoft Office (Word and Excel) and Adobe

Knowledge of recordkeeping, bookkeeping and accounting practices and procedures

General knowledge of operation and upkeep of all office equipment

Ability to operate multi-line telephone system

PHYSICAL DEMANDS

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

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

The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.