



CITY OF CLOQUET
City Council Agenda
Tuesday, January 5, 2021
7:00 p.m.
VIA TELECONFERENCE

To Access Meetings:
Work Session: 1(872) 240-3412
Access Code 602-676-573

Council Meeting: 1(872) 240-3311
Access Code 918-223-445

6:00 WORK SESSION

- Park Commission Interviews
- Acting Mayor Discussion
- Councilor Appointments to Boards/Commissions Discussion

1. **Oath of Office**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
 - a. Approval of January 5, 2021 Council Agenda
5. **Approval of Council Minutes**
 - a. Regular Council minutes from the December 15, 2020 meeting
6. **Public Comments**

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

Items in the Consent Agenda are considered routine and will be approved with one motion without discussion/debate. The Mayor will ask if any Council members wish to remove an item. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.

 - a. Resolution No. 21-02, Authorizing the Payment of Bills
 - b. Resolution No. 21-01, Authorizing the Designation of Depositories for 2021
 - c. 2021 Budgeted Transfers
 - d. Approval of Standing Rules of the Council
 - e. 2021 Official Newspaper Designation



**CITY OF CLOQUET
City Council Agenda
Tuesday, January 5, 2021**

7. Consent Agenda Continued

- f. Approval of Appointment for At-Large EDA Commissioner Vacancy
- g. Consideration of Appointments to Library Board and Planning Commission
- h. Approval of 2021 Business License Renewals
- i. Approval of New Massage Therapist License – G. Zhong

8. Public Hearings

None.

9. Presentations

None.

10. Council Business

- a. Consideration of Appointments to Park Commission
- b. Appointment of Acting Mayor
- c. Approval of Ordinance No. 493, Amending City Code Section 6.11.05, Subd. 4, Regulation and Licensing of Pawn Brokers, Regarding the Collection Procedures for Billable Transaction License Fees; Approval of Resolution No. 20-92, Amending the 2020 Fee Schedule for Pawnbroker Transaction Fees
- d. Authorization of Agreement for Professional Services with Saginaw Power and Automation

11. Council Comments, Announcements, and Updates

12. Adjournment

Via Teleconference
7:00 P.M. December 15, 2020

DRAFT

Regular Meeting

Roll Call

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

Councilors Absent: Langley

Pledge of Allegiance

AGENDA

MOTION: Councilor Wilkinson moved and Councilor Swanson seconded the motion to approve the December 15, 2020 agenda. The motion carried unanimously (6-0).

MINUTES

MOTION: Councilor Lamb moved and Councilor Carlson seconded the motion to approve the Regular Meeting minutes of December 1, 2020 as presented. The motion carried unanimously (6-0).

PUBLIC COMMENTS

Kevin Dupuis, FDL Board Chairman, stated he does not support combining the Ward 5-2 polling location currently at FDL Headstart with Ward 4 at the Armory or with Ward 5-1 at Our Redeemer Lutheran Church. Mr. Dupuis offered assistance with securing election judges for this location for future elections if the City continues to have difficulty staffing.

CONSENT AGENDA

MOTION: Councilor Kolodge moved and Councilor Lamb seconded the motion to adopt the Consent Agenda of December 15, 2020, approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 20-91, Authorizing the Payment of Bills
- b. Approval of 2021 City Council Meeting Calendar
- c. Resolution No. 20-90, Approving 2021 Fee Schedule
- d. Liability Coverage Torte Waiver Consideration
- e. Approval of the MHFA MN City Participation Program
- f. Pine Valley Area Change Order No. 1
- g. Resolution No. 20-96, Approving the State of MN Joint Powers Agreement with the City of Cloquet; Resolution No. 20-97, Approving the State of MN Court Data Services Subscriber Amendment

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

IDENTIFYING 2021 POLLING SITES

MOTION: Councilor Lamb moved and Councilor Swanson seconded the motion to approve **RESOLUTION NO. 20-95, OPTION 3, IDENTIFYING POLLIG SITES FOR 2021.** The motion carried unanimously (6-0).

APPROVAL OF TEAMSTERS LOCAL UNION NO. 320 LABOR AGREEMENT

MOTION: Councilor Carlson moved and Councilor Wilkinson seconded the motion to approve the three-year Labor Agreement between the Teamsters Local Union No. 320 and the City and authorizes the Mayor and City Administrator to execute such Agreement. The motion carried unanimously (6-0).

APPROVAL OF AFSCME LOCAL UNION NO. 545 LABOR AGREEMENT

MOTION: Councilor Lamb moved and Councilor Kolodge seconded the motion to approve the three- year Labor Agreement between AFSCME Local Union No. 545 and the City and authorizes the Mayor and City Administrator to execute such Agreement. The motion carried unanimously (6-0).

APPROVAL OF TEAMSTERS LOCAL UNION NO. 346 LABOR AGREEMENT

MOTION: Councilor Carlson moved and Councilor Wilkinson seconded the motion to approve the three-year Labor Agreement between the Teamsters Local Union NO. 346 and the City and authorizes the Mayor and City Administrator to execute such agreement. The motion carried unanimously (6-0).

2021 NON-UNION EMPLOYEE PAY PLAN

MOTION: Councilor Lamb moved and Councilor Wilkinson seconded the motion to approve a 3% wage increase to the non-union Pay Plan effective January 1, 2021. The motion carried unanimously (6-0).

2020 PAY EQUITY IMPLEMENTATION REPORT

MOTION: Councilor Swanson moved and Councilor Carlson seconded the motion to approve the 2020 Pay Equity Implementation Report and authorize staff to submit this report to the state. The motion carried unanimously (6-0).

ORDINANCE NO. 493A – AMENDING CITY CODE CHAPTER 6.11.05, FEE SCHEDULE FOR PAWN BROKERS – FIRST READING

City Administrator Peterson explained this will be a first reading of Ordinance No. 493A, Amending City Code Chapter 6.11.05, Fee Schedule for Pawn Brokers. The code amendment and background were provided by Chief Randall. A second reading and Council action will take place at the January 5, 2021 Council meeting.

The City Council of the City of Cloquet does hereby ordain as follows:

Section 1. Section 6.11.05, Fees, Subdivision. 4, Billable Transaction License Fee is amended to read as follows:

(1) The billable transaction license fee shall be reviewed and determined by the City Council annually and updated within the Annual Fee Schedule.

(2) The billable transaction license fee shall be reviewed and adjusted as necessary. Licensees shall be notified in writing thirty (30) days before any adjustment is implemented. The billable transaction fee for modem transactions shall not exceed the billable transaction fee for manual transactions.

(3) Billable transaction fees shall be automatically remitted monthly and are due and payable within thirty (30) days. Failure to do so is a violation of this chapter.

Section 2. Effective Date. This ordinance shall take effect after passage and publication by the law, retroactively to January 1, 2020.

CARLTON COUNTY PLAN APPROVAL – UNIVERSITY ROAD CSAH 5

MOTION: Councilor Kolodge moved and Councilor Carlson seconded the motion to adopt **RESOLUTION NO. 20-93, APPROVING PLANS FOR CARLTON COUNTY PROJECT NO. (SAP) 009-605-029 ALONG UNIVERSITY ROAD (CSAH 5).** The motion carried unanimously (7-0).

WHEREAS, plans for Carlton County Project No. (SAP) 009-605-029 showing proposed improvement of County State-Aid Highway No. 5 within the limits of the City of Cloquet as a State Aid Project have been prepared and presented to the City of Cloquet.

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

That said plans are hereby approved.

SPRING LAKE ROAD RESERVOIR – ROUND RESERVOIR REHAB

MOTION: Councilor Lamb moved and Councilor Wilkinson seconded the motion to authorize the design bidding and construction services with SEH in the amount of \$10,900 for Spring Lake Road Reservoir, Round Reservoir Rehab. The motion carried unanimously (6-0).

LAKE SUPERIOR WATERLINE – RESERVOIR DESIGN SERVICES

MOTION: Councilor Swanson moved and Councilor Wilkinson seconded the motion to authorize an agreement for design services with KLM Engineering, Inc. in the amount of \$22,000 for Lake Superior Waterline – Reservoir Design Services. The motion carried unanimously (6-0).

BOARDS/COMMISSIONS APPOINTMENT DISCUSSION

City Administrator Peterson explained there are more applications than vacancies for the Parks Commission for 2021 and requested Council feedback whether to reappoint those that are currently hold those seats and have applied or interview all applicants before appointing. Councilors agreed they would like to meet and talk with the applicants before appointing.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Councilor Swanson acknowledged the holiday lights put up around Cloquet and thanked the Street and Parks Department for their work.

CLOSED SESSION

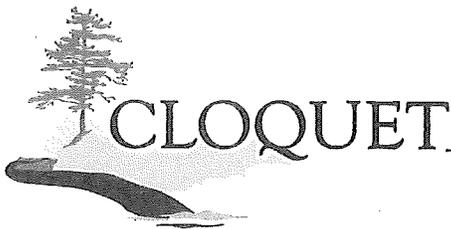
City Administrator Peterson announced that the City Council will adjourn into a closed meeting as permitted under M.S. 13D.05, Subd. 1(d) and 3(a) for the purpose of discussing the City Administrator's performance evaluation.

MOTION: Councilor Lamb moved and Councilor Kolodge seconded the motion to close the regular meeting. The motion carried unanimously (6-0). The time is 7:53 p.m.

MOTION: Councilor Lamb moved and Councilor Carlson seconded the motion to adjourn the closed session. The motion carried unanimously (6-0). The time is 9:12 p.m.

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 *MLL*
From: Mary Kay Hohensee-Mayer, Assistant Finance Director
Reviewed by: Tim Peterson, City Administrator
Date: January 5, 2021

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 21-02, 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

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

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

RESOLUTION NO. 21-02

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	\$	705,072.70
231	Public Works Reserve		70,216.00
405	City Sales Tax Projects		109,708.92
600	Water - Lake Superior Waterline		106,007.77
601	Water - In Town		227,036.57
602	Sewer Fund		124,212.92
	TOTAL:	\$	<u>1,342,254.88</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 5TH DAY OF JANUARY, 2021.**

ATTEST:

Roger Maki, Mayor

Tim Peterson, City Administrator

INVOICES DUE ON/BEFORE 01/05/2021

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
121350	ASPEN MILLS	7,347.34	355.45
123400	BAKER & TAYLOR	17,817.21	84.23
125900	BEST SERVICE	133.31	90.42
127200	CHARLES BOEDIGHEIMER	224.00	248.00
129800	BUREAU CRIMINAL APPREHENSION	1,560.00	375.00
134000	CARLTON COUNTY HIGHWAY DEPT	9,285.62	1,660.74
137310	CENTURY LINK	7,841.45	248.39
139025	CINTAS	3,517.90	56.68
139800	CLOQUET AREA CHAMBER OF COMMER	67,946.28	316.00
141100	CLOQUET FORD-CHRYSLER CENTER	4,246.50	419.98
142800	CLOQUET SANITARY SERVICE	19,365.43	100.74
142925	CLOQUET SERVICE CENTER	0.00	42.09
142950	CLOQUET SHAW MEMORIAL	154.77	3.25
145300	COMMUNITY PRINTING	7,811.48	343.75
147050	CONSOLIDATED TELEPHONE COMPANY	39,295.46	3,321.78
150100	D A L C O	30,137.78	137.98
158000	DULUTH/SUPERIOR COMMUNICATIONS	33,272.56	1,344.00
161850	EMERGENCY AUTOMOTIVE TECH, INC	30,363.95	7,490.00
165375	FERGUSON WATERWORKS #2516	30,762.58	1,721.78
165925	SUMMIT COMPANIES	0.00	293.00
170975	FRIENDS OF THE CLOQUET LIBRARY	472.98	3.00
171100	FRYBERGER, BUCHANAN, SMITH &	126,403.07	15,203.30
171800	GALE/CENGAGE LEARNING	1,344.94	123.96
172300	GARTNER REFRIGERATION COMPANY	24,425.51	985.58
174300	GLORY SHINE JANITORIAL CLEAN	7,059.00	3,150.00
176200	GRAYBAR ELECTRIC COMPANY INC	265.67	121.40
178500	GUARDIAN PEST SOLUTIONS INC	519.75	47.25
184150	JLA INDUSTRIAL EQUIPMENT INC	2,246.00	433.10
189725	ITRON, INC.	3,433.99	3,605.69
193800	JOHNSON'S SEWER ROOTER SERVICE	250.00	382.44
202300	LEAGUE OF MN CITIES	18,365.40	1,000.00
203175	LEXIPOL LLC	9,417.00	9,747.00
203200	LEXISNEXIS	301.10	255.10
207047	MAGNEY CONSTRUCTION	430,145.06	166,758.49
207500	MANSFIELD ENERGY CORP	0.00	9,832.56
211300	MENARDS INC	590.44	192.37
211400	MENARDS INC	5,964.96	322.68
211700	METRO SALES, INC.	9,781.58	597.31
212400	MICHAUD DIST INC	242.00	16.50
212700	MID-STATE TRUCK SERVICE INC	97,744.40	47.80
213875	MIDWEST TAPE	1,099.75	147.96
217300	MIRACLE RECREATION EQUIPMENT	0.00	4,258.22
219200	MN DEPT LABOR & INDUSTRY	0.00	190.00
220500	MN DEPT OF HEALTH	35,695.00	32.00

INVOICES DUE ON/BEFORE 01/05/2021

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
220925	MN DEPARTMENT OF PUBLIC SAFETY	79.25	60.00
222275	MN PEIP	604,439.30	61,200.50
227700	MSA PROFESSIONAL SERVICES, INC	0.00	3,361.95
234600	NORTHERN BUSINESS PRODUCTS	7,481.41	532.64
236100	NORTHLAND CONSTRUCTORS	2,953,173.84	109,708.92
236275	NORTHLAND VEBA TRUST	7,362.50	2,062.50
244975	PINE KNOT LLC	6,924.15	526.50
248125	PROCTOR BUILDERS	522.55	768.00
251475	RAILROAD MANAGEMENT	1,035.80	284.85
260500	SCHINDLER ELEVATOR CORPORATION	5,963.22	816.42
264100	SHERWIN WILLIAMS CO	0.00	140.54
270100	CITY OF SUPERIOR	15,764.16	16,534.56
270200	SUPERIOR COMPUTER PRODUCTS INC	145,987.96	602.00
271320	T MOBILE	4,607.96	1,161.90
271325	NANCY GETCHELL	6,206.25	257.10
271975	TEAMSTERS JOINT COUNCIL 32	413,243.46	38,396.40
272550	TEMPLE DISPLAY LTD	0.00	523.05
278550	TWIN PORTS PAPER & SUPPLY, INC	554.38	181.02
279100	U S BANK EQUIPMENT FINANCE	8,023.10	508.44
281500	UNITED TRUCK BODY CO INC	364.14	247.50
284875	VERIZON WIRELESS	16,956.49	799.09
285400	VIKING ELECTRIC SUPPLY	1,425.23	182.88
286900	W L S S D	1,023,531.80	82,713.00
287800	WAL-MART COMMUNITY	1,416.19	191.04
287900	WAL-MART COMMUNITY	1,543.70	28.10
288150	WASTE MANAGEMENT NORTHERN MN	374.38	63.41
289015	WELLS FARGO CREDIT CARD	92,304.36	5,392.89
293700	ZIEGLER INC	4,633.67	27.57
R0001320	FIRST WITNESS CHILD ADVOCACY	0.00	2,500.00
R0001801	KOLAR CHEVROLET	296.19	34.23
R0001822	KRISS PREMIUM PRODUCTS, INC	0.00	1,002.72
R0001859	UHL COMPANY	0.00	350.00
R0001930	R & R SPECIALTIES	19,404.48	3,078.00
R0002005	ASSOCIATION FOR RURAL & SMALL	0.00	49.00
R0002006	3W PROPERTIES LLC	0.00	38.57
R0002007	ACCREDITED SECURITY	0.00	2,995.00
R0002008	UNITED AMERICAN ELECTION	0.00	1,250.50
R0002009	WATCHGUARD VIDEO	0.00	62,726.00

TOTAL ALL VENDORS: 637,403.76

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 1/5/2021

Bills	637,403.76
Less: CAFD	(3,423.07)
Less: Library	<u>(9,231.70)</u>
Bills approved	624,748.99
Other:	
Payroll	808,282.79
Payroll - benefits	<u>(90,776.90)</u>
Total Bills and Payroll Approved	<u><u>1,342,254.88</u></u>

INVOICES DUE ON/BEFORE 01/05/2021

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
222275	MN PEIP	604,439.30	61,200.50
271975	TEAMSTERS JOINT COUNCIL 32	413,243.46	29,576.40
			90,776.90
41	GENERAL GOVERNMENT		
147050	CONSOLIDATED TELEPHONE COMPANY	39,295.46	410.25
150100	D A L C O	30,137.78	68.99
171100	FRYBERGER, BUCHANAN, SMITH &	126,403.07	15,203.30
211300	MENARDS INC	590.44	45.49
212400	MICHAUD DIST INC	242.00	16.50
219200	MN DEPT LABOR & INDUSTRY		5.00
264100	SHERWIN WILLIAMS CO		140.54
279100	U S BANK EQUIPMENT FINANCE	8,023.10	207.12
284875	VERIZON WIRELESS	16,956.49	245.07
R0001859	UHL COMPANY		175.00
R0002008	UNITED AMERICAN ELECTION		1,250.50
	GENERAL GOVERNMENT		17,767.76
42	PUBLIC SAFETY		
121350	ASPEN MILLS	7,347.34	355.45
129800	BUREAU CRIMINAL APPREHENSION	1,560.00	375.00
142925	CLOQUET SERVICE CENTER		42.09
145300	COMMUNITY PRINTING	7,811.48	343.75
147050	CONSOLIDATED TELEPHONE COMPANY	39,295.46	796.76
150100	D A L C O	30,137.78	68.99
158000	DULUTH/SUPERIOR COMMUNICATIONS	33,272.56	1,344.00
202300	LEAGUE OF MN CITIES	18,365.40	1,000.00
203175	LEXIPOL LLC	9,417.00	9,747.00
207500	MANSFIELD ENERGY CORP		3,441.40
219200	MN DEPT LABOR & INDUSTRY		5.00
236275	NORTHLAND VEBA TRUST	7,362.50	375.00
244975	PINE KNOT LLC	6,924.15	42.50
271320	T MOBILE	4,607.96	1,161.90
271325	NANCY GETCHELL	6,206.25	257.10
271975	TEAMSTERS JOINT COUNCIL 32	413,243.46	8,820.00
279100	U S BANK EQUIPMENT FINANCE	8,023.10	188.42
287900	WAL-MART COMMUNITY	1,543.70	28.10
289015	WELLS FARGO CREDIT CARD	92,304.36	4,376.08

INVOICES DUE ON/BEFORE 01/05/2021

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
42	PUBLIC SAFETY		
R0001320	FIRST WITNESS CHILD ADVOCACY		2,500.00
R0002007	ACCREDITED SECURITY		2,995.00
	PUBLIC SAFETY		38,263.54
43	PUBLIC WORKS		
125900	BEST SERVICE	133.31	90.42
134000	CARLTON COUNTY HIGHWAY DEPT	9,285.62	1,660.74
139025	CINTAS	3,517.90	16.88
141100	CLOQUET FORD-CHRYSLER CENTER	4,246.50	199.99
147050	CONSOLIDATED TELEPHONE COMPANY	39,295.46	259.63
184150	JLA INDUSTRIAL EQUIPMENT INC	2,246.00	433.10
207500	MANSFIELD ENERGY CORP		1,081.58
212700	MID-STATE TRUCK SERVICE INC	97,744.40	47.80
219200	MN DEPT LABOR & INDUSTRY		20.00
220925	MN DEPARTMENT OF PUBLIC SAFETY	79.25	60.00
236275	NORTHLAND VEBA TRUST	7,362.50	562.50
248125	PROCTOR BUILDERS	522.55	768.00
272550	TEMPLE DISPLAY LTD		523.05
284875	VERIZON WIRELESS	16,956.49	193.82
285400	VIKING ELECTRIC SUPPLY	1,425.23	182.88
293700	ZIEGLER INC	4,633.67	27.57
R0001801	KOLAR CHEVROLET	296.19	34.23
	PUBLIC WORKS		6,162.19
45	CULTURE AND RECREATION		
137310	CENTURY LINK	7,841.45	182.82
147050	CONSOLIDATED TELEPHONE COMPANY	39,295.46	620.05
176200	GRAYBAR ELECTRIC COMPANY INC	265.67	121.40
178500	GUARDIAN PEST SOLUTIONS INC	519.75	47.25
193800	JOHNSON'S SEWER ROOTER SERVICE	250.00	382.44
207500	MANSFIELD ENERGY CORP		884.93
217300	MIRACLE RECREATION EQUIPMENT		4,258.22
219200	MN DEPT LABOR & INDUSTRY		20.00
260500	SCHINDLER ELEVATOR CORPORATION	5,963.22	816.42
281500	UNITED TRUCK BODY CO INC	364.14	247.50
287800	WAL-MART COMMUNITY	1,416.19	70.28
R0001822	KRISS PREMIUM PRODUCTS, INC		1,002.72
R0001930	R & R SPECIALTIES	19,404.48	3,078.00
	CULTURE AND RECREATION		11,732.03

INVOICES DUE ON/BEFORE 01/05/2021

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
46	COMMUNITY DEVELOPMENT		
147050	CONSOLIDATED TELEPHONE COMPANY	39,295.46	58.61
244975	PINE KNOT LLC	6,924.15	484.00
279100	U S BANK EQUIPMENT FINANCE	8,023.10	47.11
	COMMUNITY DEVELOPMENT		589.72
LIBRARY FUND			
00			
142950	CLOQUET SHAW MEMORIAL	154.77	3.25
170975	FRIENDS OF THE CLOQUET LIBRARY	472.98	3.00
			6.25
45	CULTURE AND RECREATION		
123400	BAKER & TAYLOR	17,817.21	84.23
139800	CLOQUET AREA CHAMBER OF COMMER	67,946.28	316.00
142800	CLOQUET SANITARY SERVICE	19,365.43	100.74
147050	CONSOLIDATED TELEPHONE COMPANY	39,295.46	595.57
171800	GALE/CENGAGE LEARNING	1,344.94	123.96
172300	GARTNER REFRIGERATION COMPANY	24,425.51	985.58
174300	GLORY SHINE JANITORIAL CLEAN	7,059.00	3,150.00
203200	LEXISNEXIS	301.10	255.10
211700	METRO SALES, INC.	9,781.58	597.31
213875	MIDWEST TAPE	1,099.75	147.96
219200	MN DEPT LABOR & INDUSTRY		20.00
234600	NORTHERN BUSINESS PRODUCTS	7,481.41	532.64
236275	NORTHLAND VEBA TRUST	7,362.50	187.50
270200	SUPERIOR COMPUTER PRODUCTS INC	145,987.96	602.00
278550	TWIN PORTS PAPER & SUPPLY, INC	554.38	181.02
284875	VERIZON WIRELESS	16,956.49	105.03
289015	WELLS FARGO CREDIT CARD	92,304.36	1,016.81
R0001859	UHL COMPANY		175.00
R0002005	ASSOCIATION FOR RURAL & SMALL		49.00
	CULTURE AND RECREATION		9,225.45
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		

INVOICES DUE ON/BEFORE 01/05/2021

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
161850	EMERGENCY AUTOMOTIVE TECH, INC	30,363.95	7,490.00
R0002009	WATCHGUARD VIDEO		62,726.00
	PUBLIC SAFETY		70,216.00
CITY SALES TAX CAPITAL			
00			
236100	NORTHLAND CONSTRUCTORS	2,953,173.84	92,543.62
			92,543.62
81	SPECIAL PROJECTS		
236100	NORTHLAND CONSTRUCTORS	2,953,173.84	17,165.30
	SPECIAL PROJECTS		17,165.30
WATER - LAKE SUPERIOR WATERLIN			
50	STATION 1		
219200	MN DEPT LABOR & INDUSTRY		20.00
	STATION 1		20.00
51	STATION 2		
137310	CENTURY LINK	7,841.45	65.57
139025	CINTAS	3,517.90	22.92
211400	MENARDS INC	5,964.96	19.92
219200	MN DEPT LABOR & INDUSTRY		20.00
236275	NORTHLAND VEBA TRUST	7,362.50	562.50
288150	WASTE MANAGEMENT NORTHERN MN	374.38	63.41
	STATION 2		754.32
52	LAKE SUPERIOR WATERLINE		
207500	MANSFIELD ENERGY CORP		393.30

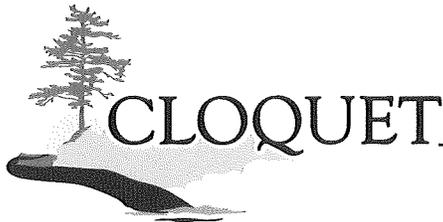
INVOICES DUE ON/BEFORE 01/05/2021

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - LAKE SUPERIOR WATERLIN			
52	LAKE SUPERIOR WATERLINE		
227700	MSA PROFESSIONAL SERVICES, INC		3,361.95
236275	NORTHLAND VEBA TRUST	7,362.50	0.00
251475	RAILROAD MANAGEMENT	1,035.80	284.85
270100	CITY OF SUPERIOR	15,764.16	16,534.56
284875	VERIZON WIRELESS	16,956.49	70.04
287800	WAL-MART COMMUNITY	1,416.19	120.76
	LAKE SUPERIOR WATERLINE		20,765.46
WATER - IN TOWN SYSTEM			
00			
207047	MAGNEY CONSTRUCTION	430,145.06	132,468.81
R0002006	3W PROPERTIES LLC		38.57
			132,507.38
49	CLOQUET		
127200	CHARLES BOEDIGHEIMER	224.00	248.00
139025	CINTAS	3,517.90	10.13
141100	CLOQUET FORD-CHRYSLER CENTER	4,246.50	219.99
165375	FERGUSON WATERWORKS #2516	30,762.58	310.33
165925	SUMMIT COMPANIES		293.00
207047	MAGNEY CONSTRUCTION	430,145.06	34,289.68
207500	MANSFIELD ENERGY CORP		491.63
211300	MENARDS INC	590.44	146.88
211400	MENARDS INC	5,964.96	302.76
220500	MN DEPT OF HEALTH	35,695.00	32.00
284875	VERIZON WIRELESS	16,956.49	110.09
	CLOQUET		36,454.49
54	BILLING & COLLECTION		
189725	ITRON, INC.	3,433.99	3,605.69
279100	U S BANK EQUIPMENT FINANCE	8,023.10	65.79
	BILLING & COLLECTION		3,671.48

INVOICES DUE ON/BEFORE 01/05/2021

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
WATER - IN TOWN SYSTEM			
57	ADMINISTRATION & GENERAL		
147050	CONSOLIDATED TELEPHONE COMPANY	39,295.46	406.72
	ADMINISTRATION & GENERAL		406.72
ENTERPRISE FUND - SEWER			
00			
286900	W L S S D	1,023,531.80	-29.00
			-29.00
55	SANITARY SEWER		
139025	CINTAS	3,517.90	6.75
165375	FERGUSON WATERWORKS #2516	30,762.58	1,411.45
207500	MANSFIELD ENERGY CORP		196.65
236275	NORTHLAND VEBA TRUST	7,362.50	187.50
284875	VERIZON WIRELESS	16,956.49	75.04
286900	W L S S D	1,023,531.80	82,742.00
	SANITARY SEWER		84,619.39
57	ADMINISTRATION & GENERAL		
147050	CONSOLIDATED TELEPHONE COMPANY	39,295.46	174.19
236275	NORTHLAND VEBA TRUST	7,362.50	187.50
	ADMINISTRATION & GENERAL		361.69
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
207500	MANSFIELD ENERGY CORP		3,343.07
219200	MN DEPT LABOR & INDUSTRY		80.00
	PUBLIC SAFETY		3,423.07
	TOTAL ALL DEPARTMENTS		637,403.76



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director
Reviewed by: Tim Peterson, City Administrator *TP*
Date: December 11, 2020

ITEM DESCRIPTION: 2021 Designation of Depositories

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 21-01, A RESOLUTION AUTHORIZING THE DESIGNATION OF DEPOSITORIES FOR 2021.**

Background/Overview

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

Policy Objectives

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

Financial/Budget/Grant Considerations

Various fees charged by each authorized depository.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

- Resolution 21-01

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

RESOLUTION NO. 21-01

A RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES

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

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the Wells Fargo Bank, Frandsen Bank, Wells Fargo Brokerage Services, US Bancorp, Morgan Stanley, RBC Wealth Management, Moreton Capital Markets, and UBS Financial Services, Inc., Financial Institutions located within City limits for certificates of deposit, limited to federal insurance coverage, such as: Frandsen Bank, US Bank, Cornerstone State Bank, Woodlands National Bank, North Shore Bank, Members Cooperative Credit Union, Northwoods Credit Union be and the same are hereby designated as official depositories of City monies to be deposited by the City of Cloquet for the year 2021; and

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

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

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

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

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

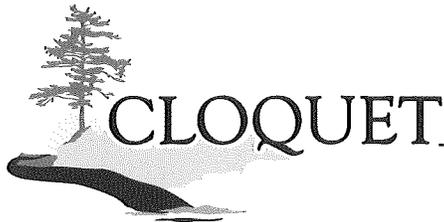
BE IT FURTHER RESOLVED, That the City Administrator and/or Finance Director are authorized to invest in other financial institutions, which from time to time offer to pay the City interest rates on deposits which are greater than obtained by other investments as consistent with the City's investment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

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 4TH DAY OF JANUARY, 2021.**

Roger Maki, Mayor

ATTEST:

Tim Peterson, City Administrator



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director
Reviewed by: Tim Peterson, City Administrator
Date: December 17, 2020

ITEM DESCRIPTION: 2021 Budgeted Transfers

Proposed Action

Staff recommends the Council to authorize the 2021 budgeted transfers noted below.

Background/Overview

The council adopted financial transfers in the 2021 Budget. Some transfers are based on project costs and will be requested to be transferred after year end. The following noted transfers are based on estimated costs.

Policy Objectives

Meet the 2021 Budget.

Financial/Budget/Grant Considerations

The Cable TV Fund \$25,000, Water In-Town Fund \$400,000, Water Lake Superior Waterline Fund \$155,000, Sewer Fund \$235,000, and Storm Water Fund \$220,000 transfer to the General Fund to reimburse City Hall and garage for indirect costs and personal services.

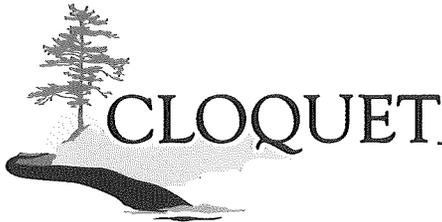
The City Sales Tax Capital Projects Fund transfer of \$542,750 to the City Sales Tax Bond Fund for 2021 bond principal, interest and bond disclosure fees.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

None



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator *TP*
Date: January 5, 2021

ITEM DESCRIPTION: Standing Rules of the Council

Proposed Action

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

Background/Overview

Each year, City Council is asked to consider the approval of the Standing Rules of the Council. The Standing Rules detail the process and procedures used by the City Council to govern Council meetings. The current rules were last revised in October of 2019. Staff has no recommended changes at this time.

Policy Objectives

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

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation

- Standing Rules of the City Council

**CITY OF CLOQUET
STANDING RULES FOR CONDUCTING
CITY COUNCIL MEETINGS**

INTRODUCTION

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

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

RULE 1. MEMBERSHIP

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

RULE 2. PRESIDING OFFICER

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

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

RULE 3. QUORUM

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

RULE 4. REGULAR MEETING

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

- **Roll Call and Order of Business**

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

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

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

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

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

- **Agenda**

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

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

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

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

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

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

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

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

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

The general mode of voting will be by acclamation but with enough clarity that individual

votes can be recorded in the minutes. If in doubt, the recording secretary can request clarification. Each individual's vote will be entered in the minutes.

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

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

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

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

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

- **Process Public Hearing**

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

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

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

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

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

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

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

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

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

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

- **Work Session Meetings**

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

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

RULE 5. PARLIMENTARY PROCEDURE

- **Priority of Business**

All questions relating to the priority of business shall be decided without debate.

- **Duties and Privileges of the Mayor**

The Mayor shall preserve order and decorum and shall decide questions of order, subject however, to an appeal to the Council.

- **Rule of Order**

While the Mayor is putting the question, no member shall walk across or out of the Council Room.

- **Members Must Address the Presiding Officer**

Every member, previous to speaking, shall address the Mayor and say "Mayor _____", but shall not proceed with remarks until recognized and named by the Chair.

- **Duties and Privileges of Members**

No member shall speak except from his or her own desk, nor more than twice on the same general question, nor longer than five minutes at one time without leave of two-thirds of the members of the Council, and no member shall be allowed to speak more than once in any case until every member choosing to speak shall have spoken, and no member shall be permitted to leave the room while the Council is in session, except by permission of the Presiding Officer, and any member who shall leave the room while the Council is in session, without permission being granted, and any member leaving without first obtaining said permission, shall be deemed guilty of contempt, and may be dealt with for such contempt as provided for in Rule 16.

- **Private Discussion Restricted, When**

While a member is speaking, no member shall entertain private discourse.

- **Member to Be Called To Order When**

A member called to order shall immediately suspend remarks unless permitted to explain. If there is no appeal, the decision of the Chair shall be deemed conclusive; but if the member appeals to the Council from the decision of the Chair, the Council shall decide without debate.

- **Motions Reduced to Writing**

Motions upon subject under consideration shall have precedence in the following order:

1. To lie on the table
2. To postpone
3. To commit
4. To amend

- **Reconsideration**

Any member who voted with the prevailing side may move a reconsideration of any action of the Council provided that the motion be made not later than the next Regular Meeting after such action was taken. A motion to reconsider shall be in order at any time except when motion on some other question is pending. A motion to reconsider being laid upon the table may be taken up and acted upon at any time when the Council is engaged in transacting miscellaneous business. No motion to reconsider shall be made more than once on any matter or subject and the same number of votes shall be required to reconsider any action of the Council as is required to pass or adopt the same.

- **Motions Reduced to Writing**

All Motions or Resolutions shall be reduced to writing, if required by the Mayor or a member, and when seconded and stated by the Mayor shall be open for consideration, and no motion or resolution can be withdrawn after it shall have been amended or so decided.

- **Adjournment**

A motion to adjourn shall be in order at any time, shall have precedence over all other motions and shall be decided without debate excepting only that any member of the Council shall before such motion is put be entitled to state what business he or she or any committee of which he or she is a member desires to have considered.

- **Voting Ayes and Nays, Members Excused, When**

Every member present shall vote on any question on the calling of the Ayes and Nays unless excused by the unanimous consent of the Council; and any member not being excused who refuses to vote upon any question when the Ayes and Nays are being taken, shall be deemed guilty of contempt of the Council and may for such contempt be censured by a majority vote of the Council or may be expelled by a vote of two-thirds of all the members. If a member of the Council has a conflict of interest with the questions, such member may abstain from voting providing the reason for the conflict of interest is stated.

- **Division of Question**

If the question in debate contains several distinct propositions, any member may have the same divided.

- **When Amendment And Debate Not in Order**

A motion for a previous question, to lay the previous question on the table, or to commit until it is decided, shall preclude all amendment and debate on the main questions, and a motion to postpone a question indefinitely, or to adjourn it to a certain day, shall until it is decided, preclude all amendments to the first question.

- **Previous Question**

The previous question shall be as follows: "Shall the main question now be put."

RULE 6. SPECIAL COMMITTEES

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

RULE 7. APPROPRIATION OF CITY FUNDS

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

RULE 8. JOURNAL/MINUTES

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

RULE 9. CITY PROPERTY AND BUILDINGS

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

before final action thereon by the City Council.

RULE 10. RULES, HOW AMENDED

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

RULE 11. RULES, HOW SUSPENDED

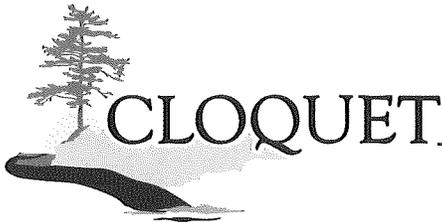
These rules may be suspended by a two-thirds vote of the City Council. If suspended, the rules are automatically reinstated at the next meeting.

RULE 12. ANNUAL REVIEW

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

RULE 13. INTERPRETATION

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



ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
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: January 5, 2021

ITEM DESCRIPTION: Official Newspaper

Proposed Action

Staff recommends that the City Council move to appoint the Pine Knot News as the City's official newspaper for the year 2021.

Background/Overview

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

Policy Objectives

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

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

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

None.

Pine Knot

News

The Pine Knot News, a local community newspaper published on Fridays and located in Cloquet, respectfully presents the following bid for printing all official business for the City of Cloquet.

The Pine Knot News meets the State of Minnesota's requirements of a legal newspaper, as presented in Minnesota Statute Section 331A.01 Subd. 8.

The bid is for \$8.00 per column-inch; the Minnesota Newspaper Association Index for the proposed rate is 0.708. The bid is for a Standard Advertising Unit of 7 points and column-width of 1.57 inch (9.42 picas) in six-column broadsheet format.

MNA Index:

$9.42 \text{ picas per line} \times 12 \text{ points per pica} = 113 \text{ points per line}$

$9 \text{ lines per inch} \times 113 \text{ points per line} = 1017 \text{ points per inch}$

$1017 \text{ points per inch} \div 90 \text{ points lowercase alphabet} = 11.3 \text{ LCA per inch}$

$\$8.00 \text{ per inch} \div 11.3 \text{ LCA per inch} \rightarrow 0.708 \text{ index}$

We currently have 1717 subscribers, with 1496 residing in Carlton County. An additional 300 copies are available at local newsstands and the Pine Knot News office.

Thank you for the opportunity to apply for the privilege of serving the City of Cloquet.

Sincerely,

Jana Peterson

Jana Peterson
Editor and General Manager

122 Avenue C ♦ Cloquet, Minnesota 55720 ♦ (218) 878-9332
news@pineknotnews.com ♦ www.pineknotnews.com



REQUEST FOR COUNCIL ACTION

To: Mayor and Cloquet City Council
From: Holly Hansen, Community Development Director
Reviewed By: Tim Peterson, City Administrator *TP*
Date: January 5, 2021

ITEM DESCRIPTION: At-Large EDA Commissioner Vacancy

Proposed Action

The Council is asked to approve the appointment of At-Large EDA Commissioner to Mark Lanigan, President of Cloquet Frandsen Bank and Trust.

Background/Overview

Please find attached Mark Lanigan's City Board Application for the Cloquet EDA At-Large Commissioner vacancy. The mission of the Cloquet Economic Development Authority (EDA) is to take an active role in attracting new businesses to the community, retaining existing businesses, assisting businesses with expansion, and enabling rehabilitation and/or redevelopment of areas within the community. The goal of work activities by the EDA is to grow the local economy through focused efforts that stimulate economic investment and grow prosperity in the Cloquet region.

Policy Objectives

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

Financial/Budget/Grant Considerations

The vacancy was posted in the Pine Knot Legal Ads with two weeks to complete applications, which were due back to the City by the end of the business day 11/20/20.

Advisory Board Recommendation

At their December 2nd meeting, EDA members interviewed applicant Mark Lanigan, President of Cloquet Frandsen Bank and Trust. They found him to be a solid candidate and if approved by the Council, Mark Lanigan would take the Oath of Office at the January 6th Annual Meeting of the Cloquet EDA.

Supporting Documentation Attached

- EDA Board Application



ADMINISTRATIVE OFFICES

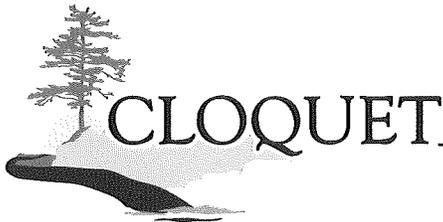
101 - 14th St., Cloquet MN 55720 Phone:
218-879-3347 Fax: 218-879-6555
www.cloquetmn.gov
email: kstarnold@cloquetmn.gov

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

Name: Mark Lanigan		Date: 11/17/20	
Address Email:			
Home Phone: N/A	Work Phone:	Cell Phone:	
How long have you lived in Cloquet?	Years/Months: NA	Which Ward?	
<p>What Cloquet community activities have you been involved in?</p> <p>In the Mid 90's I coached Cloquet jr level hockey with John Langenbrunner and Bruce Ahlgren.</p>			
<p>Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission.</p> <p>Over 32 banking years, have served on a variety of boards: To name a few:</p> <ul style="list-style-type: none"> - Hermantown Chamber Board, - Duluth Rotary Board - Kiwanis Board - Duluth Jr Hockey Board 			
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission:			
Cloquet Economic Development Authority			
Would you consider an alternate appointment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, which one?			
<p>Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like.</p> <p>No conflicts</p>			
<p>Why do you wish to be on a Board/Commission?</p> <p>I have over 25+ years experience in managing and building Business relationships. This is what I do....</p>			
<p>Please describe any other relevant information you would like us to know.</p> <p>I started employment with Frandsen Cloquet in August 2020. My focus is to be involved in the community & share my knowledge and business experiences.</p>			

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

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



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator *TEP*
Date: January 5, 2021

ITEM DESCRIPTION: Approval of 2021 Business License Renewals

Proposed Action

Staff recommends the City Council move to approve the business license renewals identified on the attached 2021 license renewal list subject to submittal of all licensing requirements.

Background/Overview

Attached the City Council will find a list of the business license renewals for 2021. These renewals include Therapeutic Massage Therapist, Therapeutic Massage Business, Solid Waste and Recycling Collector and Pawnbroker.

Each year staff sends out renewal notices to current business license holders for the license period of January 1st through December 31st. The license holders that have submitted the required renewal information and fees are indicated on the attached list for Council approval.

Policy Objectives

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

Financial/Budget/Grant Considerations

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

Advisory Committee/Commission Action

None.

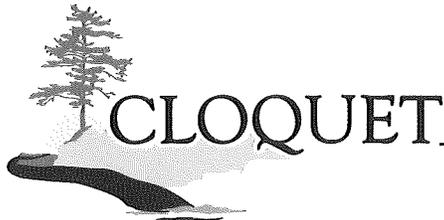
Supporting Documentation Attached

- 2021 Business License Renewal List

2021 Business License Renewals

January 1 - December 31

<u>Applicant Name</u>	<u>Name of Business</u>	<u>Business Address</u>	<u>Type of License</u>
Jacinda Aili	Body Connection Massage Clinic	707 Highway 33	Massage Therapist
Jill Bartl	Body Connection Massage Clinic	707 Highway 33	Massage Therapist
Marcella Bubb	Body Connection Massage Clinic	707 Highway 33	Massage Therapist
Leah Burr	Organic Carrot	502 Carlton Ave	Massage Therapist
Amanda Horvat	Body Connection Massage Clinic	707 Highway 33	Massage Therapist
Terry Kirchoff	In Touch Therapies	8 13th Street	Massage Therapist
Rebecca Kobes	Tranquility Salon and Day Spa	1610 Cloquet Ave	Massage Therapist
Karen Langness	Tranquility Salon and Day Spa	1610 Cloquet Ave	Massage Therapist
Juan Lui	Hong Kong Spa	139 North Rd	Massage Therapist
Shuwen Liang	Hong Kong Spa	139 North Rd	Massage Therapist
Yingling Liang	Hong Kong Spa	139 North Rd	Massage Therapist
Aine O'Leary	Cailin Deas Hair Salon	1005 Cloquet Ave	Massage Therapist
Karla Southworth	Inspirations Therapeutic Massage	1005 Cloquet Ave	Massage Therapist
Hope Weber	The Organic Carrot	502 Carlton Ave	Massage Therapist
Jill Bartl	Body Connection Massage Clinic	707 Highway 33	Massage Business
Kayla Ellison	Leno Chiropractic Clinic	123 Ave C	Massage Business
Don Christensen	The Organic Carrot	502 Carlton Ave	Massage Business
William Fortman	Carlton County Disposal	3088 Co Rd 61	Solid Waste & Recycling Collector
Raymond Crestik	Cloquet Sanitary Service	244 English Road	Solid Waste & Recycling Collector
Gerald Hansen	North State Services	7018 Maple Grove Rd	Solid Waste & Recycling Collector
Steven Amatuzio	A-1 Disposal	7497 Saginaw Rd	Solid Waste & Recycling Collector
Alan Heikes	Heikes Garbage Inc	8 Panstar Rd	Solid Waste & Recycling Collector
Thomas Anderson	TJ's Gun-N-Pawn	1007 Cloquet Avenue	Pawnbroker



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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator *TCP*
Date: January 5, 2021

ITEM DESCRIPTION: Approval of New Therapeutic Massage Therapist License

Proposed Action

Staff recommends the City Council move to approve the Therapeutic Massage Therapist license for Guilan Zhong, effective January 6, 2021.

Background/Overview

The City has received an application from Guilan Zhong for a new Therapeutic Massage Therapist license to operate at Hong Kong Spa, 139 North Road.

Policy Objectives

Approval of a Therapeutic Massage Therapist license is required under Section 6.9 of the Municipal Code. There is no limit on the number of licenses issued in any one year. Ms. Zhong has submitted the appropriate paperwork and a background check has been completed.

Financial/Budget/Grant Considerations

The City's fee schedule requires a \$50 fee for the therapist license and \$100 for the background check. The applicant has paid all fees.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Application



APPLICATION FOR THERAPEUTIC MASSAGE THERAPIST LICENSE

This application, all required documentation and fees must be submitted by any person desiring to obtain a license to practice therapeutic massage within the City of Cloquet, MN.

APPLICANT INFORMATION		
Name: First	Full Middle	Last
GUILAN		ZHONG
Current Address: Street / City / State / Zip Code		
E-mail address: (if applicable)		
Home Phone:	Cell Phone:	Work Phone:
Date of Birth:	Social Security Number:	

BUSINESS INFORMATION		
Business where Massage Therapy Services will be conducted:	<input type="checkbox"/> Business <input type="checkbox"/> *Residence	
*A Therapeutic Massage Therapist License will only be issued to a person at a residence which is properly zoned and/or meets the zoning requirements for such location as may be required by the City. For zoning verification, contact the Cloquet Zoning Department at (218) 879-2507 prior to submitting your application.		
Business Name:	Manager of Business:	
HONG KONG SPA	ying ling liang	
Business Street Address:		
139 North rd CLOQUET MN 55720		
Phone Number:	Alternate Number:	
218-879-2288		
Owner of Business:		
ying ling liang		
Owner's Residence Address: Street / City / State / Zip Code		
139 North rd CLOQUET MN 55720		
Home Phone:	Cell Phone:	Work Phone:
E-mail address: (if applicable)		
Hongkongmassage218@gmail.com		
Property Parcel ID Number:	Property Complete Legal Description:	

FINANCIAL INFORMATION	
Real Estate Taxes on property to be licensed are:	<input type="checkbox"/> Paid current <input type="checkbox"/> Delinquent
Are there any financial claims to the City of Cloquet owed by the applicant /property owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If there are current financial claims owed to the City of Cloquet, please state the amount(s) and type of claim:		
Responsible Party:	Amount:	Type of claim (i.e., utilities, etc.)
Responsible Party:	Amount:	Type of claim (i.e., utilities, etc.)

ADDITIONAL INFORMATION
(attach additional sheets as necessary)

Have you ever applied for or held a license to conduct a similar activity in any other City or State? Yes No
 If yes, please provide details; description, date and location: Duluth.
5/1/2020 - 4/30/2021.

Have you ever been denied a license to conduct a similar or like activity or had such licenses suspended, revoked or canceled in any City/State, including Cloquet? Yes No
 If yes, please provide details; description, date and location:

List all names, nicknames and aliases by which you have been known:
LAILAN

List addresses at which you have lived during the preceding five years. Begin with present or last address and work back. Attach additional sheets if necessary.

Street / City / State / Zip Code
1001 SYLMAR AVE APT 245 CLOVIS. CA 93612.

Dates at Address:
February 2017 to now.

Street / City / State / Zip Code
China. Before 2-2017 in China.

Dates at Address:

Name, location and type of every business or occupation you have been engaged in during the preceding five years. Begin with present or last occupation and work back. Attach additional sheets if necessary.

Business or Occupation:
massage THERAPIST. in Duluth.

City / State / Zip Code

Dates at Address:

Business or Occupation:

City / State / Zip Code

Dates at Address:

Business or Occupation:

City / State / Zip Code

Dates at Address:

Business or Occupation:

City / State / Zip Code

Dates at Address:

I HEREBY UNDERSTAND AND AGREE THAT:

1. Information revealed herein for a Therapeutic Massage Therapist License in the City of Cloquet will be handled by the City in accordance with federal and state laws regarding privacy of criminal records.
2. A criminal conviction will not bar an applicant from obtaining a Therapeutic Massage Therapist License with the City of Cloquet unless such conviction is directly related to the occupation for which the license is sought, according to Minnesota Statutes §364.03.
3. Failure to reveal a criminal conviction will be considered falsification of the application and may be used as grounds for denial of the license.

(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.

ZHONG GUILAN 12-28-2020
 Signature of Applicant Date
 Print Name GUILAN ZHONG
First Middle Last

SEND FUTURE APPLICATION RENEWALS TO: Residence Address Business Address

FOR CITY USE ONLY: (When applicable)				
	Signature:	Approved:	Denied:	Date:
Planning:				
Police Chief:				
Fire Dept.:				
Finance Director:				
City Administrator:				



EL PASO MASSAGE INSTITUTE

Certifies that

GUILAN ZHONG

Has fulfilled the requirements and successfully completed the

Texas License Massage Therapy Training Program

And is therefore awarded

This certificate of graduation in witness thereof

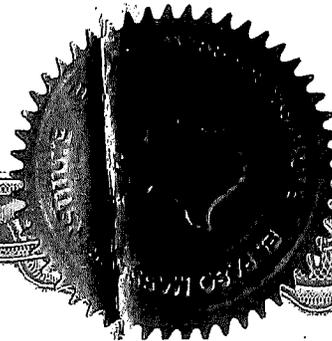
We have hereunto affixed our seal and subscribed our name.

A handwritten signature in black ink, written over a solid horizontal line. The signature is cursive and appears to be the name of the owner.

Owner

12/19/2018

Graduation Date



EL PASO MASSAGE INSTITUTE

9639 Dyer St, Second Floor, El Paso, TX 79924

Phone: (915) 308-7766

Email: admin@elpasomassageinstitute.com

OFFICIAL TRANSCRIPT

MS 1066

Student Name: Guilan Zhong

Date of Birth: -

Social Security #

Address: 7133 N Mesa, Apt 15

El Paso, TX 79912

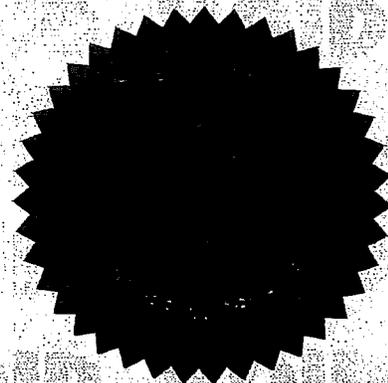
Beginning and Ending Dates of Program: October 01, 2018-- December 19, 2018

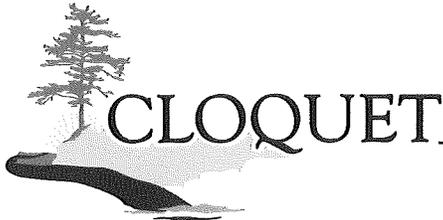
Course title	Completed hours	Dates	Grade
Massage Therapy Fundamentals I	125	10/01/18-11/13/18	B
Anatomy & Physiology for Massage	75	10/01/18-10/25/18	B
Kinesiology for Massage	50	10/25/18-11/13/18	A
Massage Therapy Fundamentals II	75	11/13/18-12/10/18	B
Pathology for Massage	40	11/13/18-11/28/18	B
Health and Hygiene	20	11/28/18-12/05/18	A
Hydrotherapy	20	12/05/18-12/12/18	B
Business Practices & Professional Ethics	45	12/12/18-12/19/18	A
Internship-Massage / Therapy / Therapeutic Massage	50	11/13/18-12/19/18	PASS
Total hours completed	500		

DATE OF GRADUATION: December 19, 2018

Owner's Signature: _____

Ashley Atteberry





ADMINISTRATIVE OFFICES

101 14th Street Cloquet, MN 55720-1903
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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator *TEP*
Date: January 5, 2021

ITEM DESCRIPTION: Consideration of Appointments to Parks Commission

Proposed Action

The City Council is asked to discuss and approve appointments to the Parks Commission for a term expiring on December 31, 2023.

Background/Overview

City Code requires the Mayor to appoint members to the various Boards and Commissions with the approval of City Council. The Parks Commission currently has two seats expiring December 31, 2020.

The City advertised for interested residents to serve on Boards and Commissions through the Pine Knot News and the City's website. Five applications were received for the two Parks Commission vacancies, therefore requiring interviews. Interviews were held by the City Council during the 6:00 Work Session. Appointments to be considered are from the following applicants:

- John Badger – current
- Tom Urbanski - current
- Sarah Buhs
- Pat Marciniak
- Dennis Painter

Policy Objectives

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

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Applications



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue, Cloquet MN 55720
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email: kstarnold@cloquetmn.gov

Application for Appointment to
Advisory Boards and Commissions

Name: John Badger Date: 12/12/2020
Address: CLOQUET
Home Phone: Work Phone: Cell Phone:
How long have you lived in Cloquet? 40 years Years/Months: Which Ward?
What Cloquet community activities have you been involved in? Currently serving on the Cloquet Park Board.
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I have a decade of experience on the Cloquet Park Board and volunteer activities associated with it.
Do you have a preferred Board/Commission that you are interested in serving on? Yes [X] No []
If yes, fill in the name of Board/Commission: Park Board
Would you consider an alternate appointment? Yes [] No [X]
If yes, which one?
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. Occasional travel with job, but employer is very supportive.
Why do you wish to be on a Board/Commission? I have passion for parks and activities. I have helped with advocating dollars for park projects including the Skate Park. I bring a lot of experience
Please describe any other relevant information you would like us to know. I plan to carry the same energy and enthusiasm forward to the next 3 years.

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

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

Name: Tom Urbanski		Date: December 1, 2020	
Address Cloquet, MN 55720			
Email:			
Home Phone:		Work Phone:	
Cell Phone:			
How long have you lived in Cloquet?		Years/Months: 50+ years	
		Which Ward? One	
What Cloquet community activities have you been involved in? In my role as Director of Public Information at Fond du Lac Tribal and Community College, I am directly responsible for having created and organized several large community-related events, including the Hot Summer Nights Concert Series (21 years), and Pumpkin Run & Walk 5K Race (15 years). I have also coordinated the annual Career and College Fair (25 years), and numerous open houses and individual campus events. I have volunteered at countless community events over the years, as well as being an active participant or attendee at			
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I am a current Parks Commission member and have served several terms, including three separate years as Chair. During my terms, I was Co-Chair of the volunteer group who developed the Cloquet Parks and Recreation System Master Plan. I have served on several strategic planning committees at Fond du Lac Tribal and Community College. I served on the Minnesota State Marketing Advisory Board for the higher education institutions that are part of the Minnesota State system. I served two years as President of the Minnesota State			
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: Parks Commission			
Would you consider an alternate appointment?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, which one?			
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. I do not anticipate any conflicts with the regularly scheduled monthly meeting plus the occasional additional meetings or events. I think my attendance record during the terms I have been on the Park Commission reflects my interest and dedication to active citizen volunteer service.			
Why do you wish to be on a Board/Commission? First, to continue the work and plan envisioned for the City's network of parks during the Cloquet Parks and Recreation System Master Planning process. The combination of a solid master plan created through significant community member input along with the extra sales tax revenue has provided the opportunity to enhance and expand our parks and programs, and I would like to continue working on this effort. While I spend the most time using Pine Valley, Pinehurst Park, Veterans' Park, and Braun Park, I don't consider myself a single-issue advocate			
Please describe any other relevant information you would like us to know. I am currently the longest-serving member of the Parks Commission. With new members and general turnover of Commission members, I feel my experience and historical knowledge of the City parks system as well as completed projects and previous discussions is an extremely valuable contribution I can bring to the Parks Commission. I was born and raised in Cloquet, and with the exception of a handful of years after college, I have lived and worked in Cloquet my entire life. I have been an avid user of our city parks as a young person, teenager,			

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

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

Name: <i>Sarah Buhs</i>		Date: <i>11/13/2020</i>
Address		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet? <i>42 years in Cloquet/Scanlon</i>	Years/Months:	Which Ward? <i>1</i>
What Cloquet community activities have you been involved in? <i>I have helped and participated in the organizing of Cloquet's 4th of July Celebrations and Home for the Holidays. Worked with Cloquet schools and Carlton County Humans services as well as the City with SHIP.</i>		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. <i>I served two years at vice president for Washington School P.I.E (PTA) and now serve as a board member for the Cloquet Education Foundation.</i>		
Do you have a preferred Board/Commission that you are interested in serving on?	<i>Yes</i>	
If yes, fill in the name of Board/Commission: <i>Parks Commission</i>		
Would you consider an alternate appointment?	<i>Maybe</i>	
If yes, which one?		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. <i>None</i>		
Why do you wish to be on a Board/Commission? <i>With my experience in public safety I feel I can be an asset to the parks commission. I believe the parks are a vital role in Cloquet, I think the Parks Commission is doing a great job with the new develop of the parks and I would like to be a part of this process and see the continue effort to improve in maintain the parks and trails in the Cloquet.</i>		
Please describe any other relevant information you would like us to know. <i>I'm the public education coordinator for the Cloquet Area Fire District for the past 10 years.</i>		

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



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

Name: Patrick Marciniak		Date: 12/30/2020
Address: Cloquet MN 55720		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet? Lifelong	Years/Months: 54. 3 months	Which Ward? 4
What Cloquet community activities have you been involved in? Coach Both Soccer & Baseball. Cloquet Ski Club at Pine Valley.		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. President of I.A.F.F Local 880 Cloquet Firefighters 12 years. Extensive EXPERIENCE working with employees ADMINISTRATION on local Level. ALSO on a state level working M.P.F.F and State Legislature		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: Parks		
Would you consider an alternate appointment?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, which one? Parks		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. None		
Why do you wish to be on a Board/Commission? Really believe we have an excellent Parks system & Parks. Strongly believe Parks Benefit our citizens and help bring in New Residents & business.		
Please describe any other relevant information you would like us to know. As a Lifelong Resident of Cloquet I have benefitted from our Parks. AND feel they enhance our community. Very Important our Parks are there for our youth.		

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

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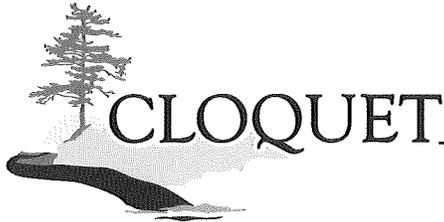
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**Application for Appointment to
 Advisory Boards and Commissions**

Name: Dennis M Painter		Date: 10-1-20	
Address			
Email:			
Home Phone:	Work Phone:	Cell Phone:	
How long have you lived in Cloquet?	Years/Months: 43 years/5 months	Which Ward?	Ward 5
What Cloquet community activities have you been involved in? I have never previously been on any city commissions or boards. I have coached youth sports for my children for both the Cloquet youth baseball association and youth Basketball program.			
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I served on the Our Saviors Lutheran Church preschool advisory board. On this board we discussed enrollment, marketing, curriculum and finances. X			
Do you have a preferred Board/Commission that you are interested in serving on?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, fill in the name of Board/Commission: Cloquet Area Fire District, Parks Commission, Planning Commission, Housing and Redevelopment Authority			
Would you consider an alternate appointment?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, which one? Library Board, Cable Commission, Citizens Advisory Board			
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. My work schedule is Monday through Friday 7AM to 5PM with some work for on-call on evenings and weekends.			
Why do you wish to be on a Board/Commission? I believe this is a great way to get involved in the community and make a positive difference. These commissions and boards help to make the decisions that guide and shape our community.			
Please describe any other relevant information you would like us to know. I believe the work these commissions are doing has been crucial to the improvements we are seeing in our community, for example the Parks commission has done a great job of beautifying our parks and really utilizing the new outdoor spaces such as the Pine valley trails to help our residents embrace the outdoors and be more active. I want to be a part of these improvements in our city!			

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

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ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator *TCP*
Date: January 5, 2021

ITEM DESCRIPTION: Acting Mayor Appointment

Proposed Action

The Council is asked to discuss the position of Acting Mayor and move to appoint one member (to be named) of the Council for this position for 2021.

Background/Overview

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

Recent Acting Mayors have included:

- Kerry Kolodge..... 2020
- Kerry Kolodge..... 2019
- Dave Bjerkness..... 2018
- Jeff Rock 2017
- Lara Wilkinson..... 2016

Policy Objectives

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

Financial/Budget/Grant Considerations

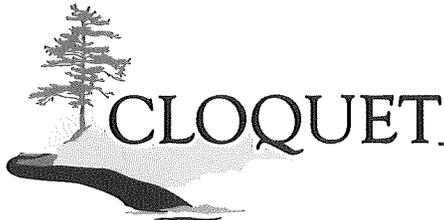
None

Advisory Committee/Commission Action

None

Supporting Documentation Attached

None



ADMINISTRATIVE OFFICES

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REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Derek Randall, Chief of Police
Reviewed by: Tim Peterson, City Administrator *TRP*
Date: January 5, 2021

ITEM DESCRIPTION: City Code No. 6.11: Regulation and Licensing of Pawn Brokers
Amendment regarding the collection procedures for Billable Transaction License Fees

Proposed Action

Staff recommends the City Council move to pass Ordinance 493A amending City Code section 6.11.05 Subdivision 4 and pass Resolution 20-92 amending the 2020 Fee Schedule for Pawnbroker Transaction Fees.

Background

Currently, under Section 6.11.05 *Fees* of the Cloquet Regulation and Licensing of Pawn Brokers Ordinance states, the transaction fee shall reflect the cost of processing transactions from the respective classifications and other related regulatory expenses as determined by the City Council.

This subdivision of the code was previously modified to add flexibility and reduce the number of code amendments caused by the frequent fee changes set forth by Minneapolis' Automated Property System, the repository of the pawn transactions, and software vendor.

In late 2018, the Minneapolis APS system ceased operation, forcing police agencies with pawnshops regulations to find another software vendor for pawn transaction monitoring.

The CPD began seeking out input from other states, regional, and local agencies to learn what vendors they were using. The overwhelming choice of other agencies was LeadsOnline. LeadsOnline is a national online investigative system used by more than 3,000 law enforcement agencies (including our neighboring agency, Duluth PD, where many of our stolen items end up in their pawn shops.)

This robust system is more expensive than Minneapolis APS (almost double) due to the additional resources of LeadsOnline partnering with eBay to provide eBay transaction information and online sales search lookups. This software allows law enforcement to work more efficiently by delivering expedited subpoena returns for online retailers (like eBay) and provides an extensive records database of property transactions online and within our local, state, and regional pawnshops.

Because of those additional benefits, which are not directly related to pawn transactions, the police department suggests the pawnshops cover 75% of the LeadsOnline costs and not the entire expense for the service as the current ordinance reads. With these changes, the pawnshop would incur approximately an additional \$25/month to their pawn transaction fees. *(This was calculated by averaging the monthly transaction fees of the past few years of our current pawn shop.)*

The amendment, if approved, would amend subdivision 4 (1) *Billable Transaction License Fee* to instead read:

- (1) The billable transaction license fee shall be reviewed and determined by the City Council annually and updated within the Annual Fee Schedule.

Policy Objectives

The Regulation and Licensing of Pawn Brokers ordinance should identify costs responsibility by use requirements between the local pawn shop(s) and the Cloquet Police Department.

Supporting Documentation Attached

1. Ordinance 493A
2. Resolution 20-92
3. City Code Chapter 6 Section 6.11.05

ORDINANCE NO. 493A

**AN ORDINANCE TO AMEND CHAPTER 6 OF THE MUNICIPAL CODE
PERTAINING TO REGULATIONS AND LICENSING OF PAWNBROKERS**

The City Council of the City of Cloquet does hereby ordain as follows:

Section 1. Section 6.11.05, Fees, Subdivision. 4, Billable Transaction License Fee is amended to read as follows:

- (1) The billable transaction license fee shall be reviewed and determined by the City Council annually and updated within the Annual Fee Schedule.
- (2) The billable transaction license fee shall be reviewed and adjusted as necessary. Licensees shall be notified in writing thirty (30) days before any adjustment is implemented. The billable transaction fee for modem transactions shall not exceed the billable transaction fee for manual transactions.
- (3) Billable transaction fees shall be automatically remitted monthly and are due and payable within thirty (30) days. Failure to do so is a violation of this chapter.

Section 2. Effective Date. This ordinance shall take effect after passage and publication by the law, retroactively to January 1, 2020.

Passed this 15th day of December 2020.

CITY OF CLOQUET

By: _____
Its Mayor

ATTEST:

By: _____
Its City Administrator

Published this _____ day of _____, 2020.

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

RESOLUTION NO. 20-92

**RESOLUTION AMENDING THE
2020 FEE SCHEDULE**

WHEREAS, The City of Cloquet annually charges fees for a variety of services, licenses, and permits; and

WHEREAS, The City Council has adopted an ordinance updating the pawnbroker transaction fee; and

WHEREAS, City Code allows the City to establish fees by resolution; and

WHEREAS, The City Council has concluded that it is appropriate for the fee schedule to be amended to include fees for this service.

NOW, THEREFORE, BE IT RESOLVED, That the 2020 fee schedule be amended to include the following revised fees:

2020

Pawnbroker Transaction Fees (annually)
(retroactive to January 1, 2020)

One pawnshop	\$1596.00
Two pawnshops	\$798.00

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 15TH DAY OF DECEMBER 2020.**

Roger Make, Mayor

ATTEST:

Tim Peterson, City Administrator

6.11.05 Fees.

Subd. 1. License Fee. The annual fee for a license shall be Three Hundred Dollars (\$300) or at such amount as adopted from time to time by the City Council and this fee shall be payable in advance and no license shall be issued until the fee shall be paid. The license fee shall be payable annually in accordance with procedures established by the City Administrator's Office.

Subd. 2. Duration. All licenses issued hereunder expire on the 1st day of January of each year. If the license period is for less than one year, the fee to be paid by the applicant shall not be pro rated. The payment of the fee in installments shall not be allowed.

Subd. 3. Investigative Fee. An applicant for a new license under this chapter, or for the renewal of an existing license that is more than six (6) months past due, shall deposit five hundred dollars (\$500.00) with the Police Department at the time an original application is submitted to cover the costs involved in verifying the license application and to cover the expense of any investigation needed to assure compliance with this chapter. If the investigation is conducted outside the State of Minnesota, the issuing authority may recover the actual investigation costs not exceeding two thousand five hundred dollars (\$2,500.00).

Subd. 4. Billable Transaction License Fee.

- (1) The billable transaction license fee shall be reviewed and determined by the City Council annually and updated within the Annual Fee Schedule. ~~reflect the cost of processing transactions from the respective classifications and other related regulatory expenses as determined by the City Council.~~
- (2) The billable transaction license fee shall be reviewed and adjusted as necessary. Licensees shall be notified in writing thirty (30) days before any adjustment is implemented. The billable transaction fee for modem transactions shall not exceed the billable transaction fee for manual transactions.
- (3) Billable transaction fees shall be automatically remitted monthly and are due and payable within thirty (30) days. Failure to do so is a violation of this chapter.

6.11.06 Bond and Workers Compensation Certificate.

Subd. 1. Every applicant for a license to be issued under this section shall provide with his or her application a bond in the sum of \$5,000, by a corporate surety authorized to do business in this state, conditioned upon observance of and compliance with the conditions and provisions of this section. The bond shall be for the benefit of the City or any person who shall suffer damage through the act of the pawnbroker. The bond shall have the same term as the license which the applicant is seeking.

Subd. 2. Every applicant for a license to be issued under this section shall provide with his or her application a certificate evidencing that applicant has in force and effect workers compensation insurance required under the laws of the state or that the insurance shall not be required to be maintained by applicant.

6.11.07 Payment of Taxes and Other Charges. No license shall be granted under this section for the operation on any premises, on which real estate taxes, assessments or other financial claims of the City are delinquent and unpaid.

6.11.08 Qualifications of Licensee.

6.11.05 Fees.

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Subd. 4. Billable Transaction License Fee.

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- (2) The billable transaction license fee shall be reviewed and adjusted as necessary. Licensees shall be notified in writing thirty (30) days before any adjustment is implemented. The billable transaction fee for modem transactions shall not exceed the billable transaction fee for manual transactions.
- (3) Billable transaction fees shall be automatically remitted monthly and are due and payable within thirty (30) days. Failure to do so is a violation of this chapter.

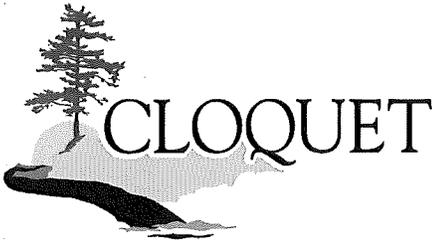
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6.11.08 Qualifications of Licensee.



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator *TEP*
Date: January 5, 2021

ITEM DESCRIPTION: Lake Superior Waterline – Station 2 Electrical

Proposed Action

Staff recommends the City Council move to authorize an agreement for professional services with Saginaw Power and Automation in the amount of \$25,400.

Background/Overview

Staff has been coordinating with Sappi on priority project needs for the Lake Superior Waterline. This facility is over 50 years old and in need of investment to ensure reliable service in future years. Of those projects identified, the two top priorities include electrical system upgrades at Pump Station 2 and painting/reconditioning of our two above ground reservoirs. In a recent meeting with Sappi, we have set a goal to complete both projects in the year 2022.

To accommodate the necessary planning and a proposed request for state bond funds during the upcoming legislative session, Council is asked to consider awarding the attached contract for electrical engineering services associated with the Station 2 upgrades in West Duluth.

Policy Objectives

N/A.

Financial/Budget/Grant Considerations

Preliminary design services for the electrical system are estimated at \$25,400. These funds would come from the Lake Superior Waterline Fund and have no impact on taxes or in-town utility rates. Staff is coordinating with Sappi on a request for State Bond Funds to assist with the actual improvements estimated at \$2 million.

Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

- Saginaw Power Proposal

Date: December 11, 2020

SPA Proposal No.: Q121120-1

Revision 0

Subject: City of Cloquet
LSW Pump Station #2 Electrical Upgrade

Mr. Ross Biebl,

We appreciate the opportunity to provide you with this proposal for an engineering study to upgrade the electrical systems at the City of Cloquet Lake Superior Water (LSW) Pump Station #2. This proposal is based on our verbal conversations and various site visits the past couple years.

1. Detailed Scope

Saginaw Power & Automation will provide engineering services to evaluate the existing electrical systems and provide recommendations for the path forward to upgrade the electrical infrastructure at the facility. The following activities will be completed:

- Evaluate the existing power distribution system, develop existing one-line diagram.
- Determine various alternatives, review options with City of Cloquet & Sappi personnel, select preferred option.
- Develop new one-line diagrams.
- Develop equipment specifications and procure vendor quotes.
- Develop plan and elevation view drawings of new equipment.
- Develop control system upgrade requirements and equipment specifications.
- Develop preliminary cable schedule.
- Develop detailed engineering scope of work (electrical, mechanical, civil) and cost estimate.
- Develop preliminary construction scope of work, cost estimate, and schedule.
- Submit final report detailing activities and summarizing estimated project costs.

SPA will work with a local engineering firm for mechanical and civil engineering requirements and construction estimates.

This proposal is for developing the scope and cost estimates for executing the electrical upgrade. This proposal does not include detailed engineering.

2. Pricing

Time & Material Estimate: \$ 25,400

If a Saginaw Power & Automation order results from this proposal, please direct to:

Trista Holden

E-mail: Trista.Holden@SPA-LLC.com

Fax: 866-770-6952

Cell: 218-590-2407

Mail: Saginaw Power & Automation

PO Box 131

Saginaw, MN 55779

PROPRIETARY NOTICE

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