



CITY OF CLOQUET

**City Council Agenda
Tuesday, January 4, 2022
6:00 p.m.
City Hall Council Chambers**

Regular Meeting

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
 - a. Approval of January 4, 2022 Council Agenda
4. **Approval of Council Minutes**
 - a. Regular Council Minutes from the December 21, 2021 Meeting
5. **Public Comments**

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

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

 - a. Resolution No. 22-01, Authorizing the Payment of Bills and Payroll
 - b. Resolution No. 22-02, Authorizing the Solicitation of Bids for SAP 112-010-005
 - c. 2022 Official Newspaper Designation
7. **Public Hearings**

None.
8. **Presentations**

None.



**City Council Agenda
Tuesday, January 4, 2022
6:00 p.m.
City Hall Council Chambers**

9. Council Business

- a. Appointing Acting Mayor for 2022
- b. Review of Standing Rules of Council
- c. Council Seats on Boards/Commissions Discussion
- d. Consideration of Appointments to Various Boards/Commissions
- e. Approval of 2022-2023 Community Education Agreement

10. Council Comments, Announcements, and Updates

11. Closed Session

- a. Council may adjourn into a closed session pursuant to Minn. Stat. §13D.05, Subd. 3(a) for the purpose of discussing the City Administrator's performance evaluation

12. Adjournment

Cloquet Council Chambers
6:00 P.M. December 21, 2021

DRAFT

Regular Meeting

Roll Call

Councilors Present: Carlson, Lamb, Kolodge, Jaakola, Acting Mayor Wilkinson

Councilors Absent: Swanson, Mayor Maki

Pledge of Allegiance

AGENDA

MOTION: Councilor Kolodge moved and Councilor Lamb seconded the motion to approve the amended December 21, 2021 agenda with the addition of item 9.h., *Resolution No. 21-84, Regarding the State of Minnesota Opioid Settlement*. The motion carried unanimously (5-0).

MINUTES

MOTION: Councilor Lamb moved and Councilor Jaakola seconded the motion to approve the Regular Meeting minutes of December 7, 2021 as presented. The motion carried unanimously (5-0).

PUBLIC COMMENTS

There were none.

CONSENT AGENDA

MOTION: Councilor Carlson moved and Councilor Kolodge seconded the motion to adopt the Consent Agenda of December 21, 2021, approving the necessary motions and resolutions. The motion carried unanimously (5-0).

- a. Resolution No. 21-81, Authorizing the Payment of Bills
- b. Approval of 2022 City Council Meeting Calendar
- c. Resolution No. 21-80, Identifying 2022 Polling Locations
- d. 2022 Business License Renewals

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

2022 TORO 4100-D PURCHASE

MOTION: Councilor Jaakola moved and Councilor Lamb seconded the motion to authorize the order of a 2022 TORO 4100-D Groundmaster from MITTI Distributing for a total amount of \$71,923.39. The motion carried unanimously (5-0).

SUPPORTING SUBMITTAL OF SAFE ROUTES TO SCHOOL FUNDING

MOTION: Councilor Lamb moved and Councilor Jaakola seconded the motion to approve **RESOLUTION NO. 21-83, SUPPORTING SUBMITTAL OF SAFE ROUTES TO SCHOOL (SRTS) FUNDING APPLICATION**. The motion carried unanimously (5-0).

WHEREAS, SRTS funding is available, with a minimum of \$50,000 and cap of \$500,000 for each project; and

WHEREAS, A joint study by SRF Consulting in coordination with the City, County and School District identified needs for intersection improvements along City owned streets including Doddridge Avenue and 18th Street; and

WHEREAS, Chapter 13 of City Code requires the construction of Safe Routes to School infrastructure (sidewalks) in new developments, a requirement of SRTS funding.

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

1. The City Council supports submittal of the SRTS funding application.
2. The City Council supports the construction of the project and agrees to maintain such improvements.
3. The City is committed to work with the School District to cover all costs beyond the SRTS grant award.

APPROVING 2022 FEE SCHEDULE

MOTION: Councilor Lamb moved and Councilor Jaakola seconded the motion to adopt **RESOLUTION NO. 21-82, ESTABLISHING THE CITY FEES AND CHARGES FOR 2022** with the removal of Taxicab License fee. The motion carried unanimously (5-0).

915 CLOQUET AVENUE - DECLARING A VACANT AND HAZARDOUS BUILDING AND SETTING A PUBLIC HEARING DATE FOR PURCHASE OR CONDEMNATION

MOTION: Councilor Jaakola moved and Councilor Carlson seconded the motion to approve **RESOLUTION NO. 21-79, DECLARING 915 CLOQUET AVENUE A VACANT AND HAZARDOUS SUBSTANDARD BUILDING AND SETTING A PUBLIC HEARING FEBRUARY 1, 2022 FOR CITY ACQUISITION (VIA PURCHASE OR CONDEMNATION) OF 915 CLOQUET AVENUE.** The motion carried unanimously (5-0)

WHEREAS, pursuant to Cloquet City Code §§ 10.3.07 subd. 1 and 7.1.01 to 7.1.07 and Minn. Stat. §§ 463.152 and Chapter 117, the City Council of the City of Cloquet finds the building on the property located at 915 Cloquet Avenue (PINs 06-275-1460 and 06-275-1480) a vacant hazardous and substandard building and a public nuisance for the following reasons:

1. An annual liquor license inspection was conducted on March 4, 2020 by the Cloquet Building Official which concluded there was visible deterioration that required reinspection on July 14, 2020. The reinspection on July 14, 2020 found a leaking roof and east wall brick deterioration. The report concludes that the property needs immediate repairs to the bulging exterior brick and that the roof has failed and requires complete replacement, and to disconnect the roof drains which are discharging into the sanitary sewer system as it is a regional WLSSD violation.
2. On September 10, 2020, the Building Official issued an Order to Repair the deteriorated brick and leaking roof pursuant to City Code § 10.5 and Minn. Stat. § 326B.101 providing 90 days to comply. The City Building Official further issued an extension on the Order to Repair on January 14, 2021, providing a final repair deadline of April 15, 2021 which was personally served to the owner via process server. There has been no response or attempt to repair the building.
3. The property has been disconnected from water and sewer as of November 2, 2021 and gas utility service since October 6, 2021. Water and sewer service are required by Cloquet City Code § 10.3.05 subd. 2 subp. B.
4. On December 15, 2021, the Building Official issued a notice declaring the property a Vacant Hazardous Substandard Building and a Public Nuisance due to further deterioration and failure to respond to prior Orders to Repair and make necessary repairs to the building to ensure safety of the occupants and general public.

WHEREAS, the building located at 915 Cloquet Avenue is sitting vacant in an urban commercial district and has been determined to be a structurally substandard structure. That said building was inspected by the City Building Official and found to be in

violation of State Building Code and City Code involving the roof and roof framing elements (the roof has failed and requires complete replacement), exterior envelope (east wall face exterior brick is deteriorating and bulging) and utilities (lacks water/sewer as of 11/02/2021 and gas as of 10/06/2021), and that the order to repair has not been complied with and the violations have not been remedied after two orders to repair have been issued and served to cure the noncompliance, meeting the definition of a substandard structure comprising a blighted area, pursuant to Minnesota Statutes Sec. 117.025, subs. 6 & 7.

WHEREAS, it has further been determined that the building located at 915 Cloquet Avenue, due to inadequate maintenance, dilapidation, physical damage, unsanitary condition, and abandonment, constitutes a fire hazard and a hazard to public safety and health, and has therefore been declared to be a hazardous (and substandard) structure pursuant to Minnesota Statutes Sec. 463.15, subd. 3.

WHEREAS, the public interest requires that municipalities be authorized to acquire buildings, and real estate on which buildings are located, which are found to be hazardous (and substandard) within the meaning of Sec. 463.15, subd. 3, and the acquisition of such buildings and real estate is declared to be a public purpose, under Minnesota Statutes Sec. 463.152, subd. 1.

WHEREAS, the governing body of any municipality may therefore acquire any such hazardous (and substandard) building, or real estate on which any such building is located, by eminent domain in the manner provided by chapter 117, pursuant to Minnesota Statutes Sec. 463.152, subd. 2.

WHEREAS, the conditions listed above, which are more fully documented in the Building Inspection photos and Report prepared by Building Official Matt Munter on July 14, 2020, a copy of which is attached hereto as **Exhibit A**, along with the final report declaring the property a Vacant Hazardous Building and a Public Nuisance attached hereto as **Exhibit B**, which conditions have further deteriorated to date, make clear that due to years of neglect and failure to repair the leaking roof and deteriorating brick on the east exterior wall, the building located on the property at 915 Cloquet Avenue constitutes a hazard to public health and safety, and is therefore declared a Vacant Hazardous Substandard Building and a Public Nuisance that is subject to condemnation proceedings by the City of Cloquet; and

WHEREAS, the complete legal description for the property at 915 Cloquet Avenue is as follows:

Lots 15 and 16, Block 5, NELSON'S SUB-DIVISION OF OUTLOTS 35, 36 & 40 OF THE VILLAGE, NOW CITY, OF CLOQUET, according to the plat thereof on file and of record in the office of the County Recorder in and for Carlton County, Minnesota.

Parcel ID Nos.: 06-275-1460 and 06-275-1480.

Hereinafter the "Property."

WHEREAS, the owners of record of the Property are Felipe A. Mata and Carlos G. Villareal, of which Mr. Villareal is deceased (herein OWNER); and

WHEREAS, the City is authorized to declare the Property a Vacant Hazardous Substandard Building and a Public Nuisance;

WHEREAS, the City is authorized to hold a public hearing for the purchase or condemnation of the Property; and

WHEREAS, the City is authorized to acquire the Property by direct purchase or by condemnation pursuant to Minn. Stat. § 412.211, 463.152 and Chapter 117 of the Minnesota Statutes; and

WHEREAS, OWNER and their successors and assigns have failed to comply with the September 11, 2020 and January 14, 2021 Orders to Repair the deteriorated and bulging brick on the exterior east wall and replace the roof and disconnect the roof drains from the sanitary sewer; and

WHEREAS, the City may proceed with obtaining the Property by Judgment of the District Court through condemnation proceedings, allowing City to take the property and thereafter transfer to a contractor to perform the necessary repairs and redevelopment;

WHEREAS, the City of Cloquet's Economic Development Department has funds and authority to pay for the acquisition of the property and aid in redevelopment of the Property after acquisition, including but not limited to working with the City Attorney to prepare and file appropriate court documents, zoning changes, obtain property survey(s), collecting bids from contractors, and review of development agreements; and

WHEREAS, pursuant to a search of the records of the Carlton County Recorder's Office, the City does not find and is not aware of any lienholder of record of said parcel other than Carlton County for partially unpaid taxes for the second half of the year 2021;

WHEREAS, the City Council of the City of Cloquet has considered this matter and believes that it is in the best interests of the City to acquire the property by direct purchase through good faith negotiation, or if an agreement cannot be reached, through the exercise of the City's power of Eminent Domain under the quick-take provisions.

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

1. The City declares the Property a Vacant Hazardous Substandard Building and a Public Nuisance due to failure to respond to prior Orders to Repair and make necessary repairs to the building to ensure safety of the occupants and general public.
2. The City will hold a public hearing for the City to acquire (via purchase or condemnation) the Property at least 30 days after proper notice can be given and published.
3. The City finds that the condemnation, repair, and redevelopment will remove a danger and hazard to public safety, and redevelopment will result in a significant public benefit to the City's business base and provide new opportunities for economic growth.
4. That the Property be acquired by the City by direct purchase through good faith negotiation (pursuant to Minn. Stat. § 117.036) for no more than the appraised value of \$8,000.00 (plus costs pursuant to Minn. Stat. § 117.232) unless further approved by this Council, or if an agreement cannot be reached, by condemnation through the exercise of the City's power of Eminent Domain subject to further approval following a public hearing.
5. That pursuant to the foregoing findings and in accordance with Cloquet City Code § 10.5 and Minn. Stat. § 326B.101 (as appropriate), the Council orders the condemnation, repair, and redevelopment of the Property subject to further approval following a public hearing, which constitutes a Vacant Hazardous Building and a Public Nuisance, which repair and redevelopment shall be commenced by the City at the conclusion of a condemnation proceeding commenced in Carlton County District Court if City is unable to first acquire the property by direct purchase in lieu of condemnation proceedings subject to further approval following a public hearing.
6. OWNER and their successors and assigns have 20 days from the date of service of this Resolution/Order to serve an answer in the manner provided for the service of an answer in a civil action, specifically denying such facts in the Resolution/Order as are in dispute; or to provide an acceptance of an offer to purchase by the City for the estimated market value of the property valued at \$8,000.00.
7. That the City Attorney working with the City Administrator and Community Development Director are authorized to proceed with the preparation of all documents and the taking of all actions necessary for enforcement of this Resolution/Order, including negotiating with the OWNER and their successors and assigns for direct purchase in lieu of condemnation, the filing of an action in the District Court including a condemnation action if required, subject to further approval following a public hearing, for any appropriate Order needed, preparation and filing of appropriate zoning changes, obtain property survey(s), collecting bids from contractors, and review of development agreements.

ACTING MAYOR APPOINTMENT

MOTION: Councilor Kolodge moved and Councilor Lamb seconded the motion to table the appointment of Acting Mayor for 2022 until the January 4, 2022 meeting when the full Council is present. The motion carried (5-0).

COUNCIL SEATS ON BOARDS/COMMISSIONS DISCUSSION

MOTION: Councilor Lamb moved and Councilor Jaakola seconded the motion to table the discussion of Councilor appointments to the various boards and commissions until the January 4, 2022 meeting when the full Council is present. The motion carried unanimously (5-0).

REVIEW OF THE STANDING RULES OF CITY COUNCIL

MOTION: Councilor Jaakola moved and Councilor Carlson seconded the motion to table the review of the Standing Rules of City Council until the January 4, 2022 meeting when the full Council is present. The motion carried unanimously (5-0).

PARTICIPATION IN NATIONAL OPIOID SETTLEMENTS

MOTION: Councilor Carlson moved and Councilor Lamb seconded the motion to approve **RESOLUTION NO. 21-84, APPROVING THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE STATE OF MINNESOTA AND LOCAL GOVERNMENTS AND AUTHORIZING PARTICIPATION IN NATIONAL OPIOID SETTLEMENTS.** The motion carried unanimously (5-0).

WHEREAS, the State of Minnesota, Minnesota counties and cities, and their people, have been harmed by misconduct committed by certain entities that engage in the manufacture, marketing, promotion, distribution, or dispensing of opioids; and

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties joined with thousands of local governments across the country to file lawsuits against opioid manufacturer and pharmaceutical distribution companies and hold those companies accountable for their misconduct; and

WHEREAS, representatives of local Minnesota governments, the League of Minnesota Cities, the Association of Minnesota Counties, the Coalition of Greater Minnesota Cities, the State of Minnesota, and the Minnesota Attorney General's Office have negotiated and prepared a Memorandum of Agreement (MOA) to provide for the equitable distribution of proceeds to the State of Minnesota and to individual local governments from recent settlements in the national **opioid** litigation; and

WHEREAS, by signing onto the MOA, the state and local governments maximize Minnesota's share of opioid settlement funds, demonstrate solidarity in response to the opioid epidemic, and ensure needed resources reach the most impacted communities; and

WHEREAS, it is in the best interests of the State of Minnesota and the residents of the City of Cloquet, and the County of Carlton, that the City participate in the national opioid litigation settlements.

NOW, THEREFORE, be it resolved by the City Council of the City of Cloquet, Minnesota:

1. Participation in the opioid litigation settlements promotes the public health, safety, and welfare of the residents of the City of Cloquet
2. The City of Cloquet supports and opts-in to the national opioid litigation settlements with the Distributors McKesson, Cardinal Health, and Amerisource Bergen, and with the Manufacturer Johnson & Johnson.
3. The Memorandum of Agreement (MOA) between the State of Minnesota and Local Governments relating to the distribution of settlement funds is hereby approved by the City of Cloquet.

4. City Staff is hereby authorized to take such measures as necessary to sign the MOA and otherwise participate in the national opioid settlements, including executing the Participation Agreement and accompanying Release.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

There were none.

CLOSED SESSION

MOTION: Councilor Lamb moved and Councilor Jaakola seconded the motion to table the closed session to discuss the City Administrator's performance evaluation until the January 4, 2022 meeting when the full Council is present. The motion carried unanimously (5-0).

ADJOURNMENT

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


Tim Peterson, City Administrator



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council 
From: Mary Kay Hohensee-Mayer, Assistant Finance Director
Reviewed by: Tim Peterson, City Administrator
Date: January 4, 2022

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 22-01, 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. 22-01

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	\$	694,604.53
231	Public Works Reserve		1,741.82
405	City Sales Tax Capital		150.00
600	Water - Lake Superior Waterline		69,646.98
601	Water - In Town		60,936.41
602	Sewer Fund		117,476.00
605	Stormwater Fund		15.70
614	Cable Television		17,150.00
701	Employee Severance		150.45
	TOTAL:	\$	<u>961,871.89</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 4TH DAY OF JANUARY, 2022.**

ATTEST:

Roger Maki, Mayor

DATE: 01/04/2022
TIME: 08:23:14
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
111950	ADVANCED DESIGN AWNINGS	0.00	262.50
112050	ADVANCED SERVICES INC	0.00	718.00
112400	A.G. O'BRIEN	0.00	435.00
113650	AMAZON.COM CREDIT	0.00	657.17
116950	AMERIPRIDE SERVICES INC	0.00	369.96
121000	ARROWHEAD SPRINGS INC	0.00	105.00
123050	B & B MARKET	0.00	194.18
123400	BAKER & TAYLOR	0.00	204.98
124400	BECKER ARENA PRODUCTS	0.00	3,269.24
137310	CENTURY LINK	0.00	255.28
139025	CINTAS	0.00	406.11
139030	CINTAS CORPORATION NO 2	0.00	673.93
139800	CLOQUET AREA CHAMBER OF COMMER	0.00	3,982.40
140100	CLOQUET AUTOMOTIVE	0.00	301.01
142800	CLOQUET SANITARY SERVICE	0.00	84.28
142950	CLOQUET SHAW MEMORIAL	0.00	6.00
144580	COMMERCIAL REFRIGERATION	0.00	3,848.98
145300	COMMUNITY PRINTING	0.00	391.25
145500	COMPENSATION CONSULTANTS, LTD	0.00	250.00
147600	EXELON CORPORATION	0.00	2,016.74
149865	COMPUTER WORLD INC	0.00	603.25
149875	CYBRARIAN CORPORATION	0.00	1,444.95
150100	D A L C O	0.00	329.49
152485	DEAD ON ARMS INC	0.00	275.00
152775	DELTA DENTAL OF MINNESOTA	0.00	3,729.93
161675	EMC NATIONAL LIFE	0.00	1,332.51
170975	FRIENDS OF THE CLOQUET LIBRARY	0.00	22.72
172300	GARTNER REFRIGERATION COMPANY	0.00	985.58
174300	GLORY SHINE JANITORIAL CLEAN	0.00	1,948.00
175700	GRAINGER	0.00	470.98
179300	HACH COMPANY	0.00	533.50
179340	HAGENS GLASS & PAINT	0.00	931.72
180500	HAWKINS INC	0.00	4,527.48
183300	HOMELAND HEALTH SPECIALISTS,	0.00	204.00
184155	MIDWEST WASH SYSTEMS LLC	0.00	464.62
188000	INNOVATIVE OFFICE SOLUTIONS	0.00	198.49
202100	LAWSON PRODUCTS INC	0.00	450.85
204500	LITTLE FALLS MACHINE INC	0.00	1,583.95
205050	LOFFLER COMPANIES INC	0.00	78.46
206500	M R SIGN CO INC	0.00	2,171.97
211300	MENARDS INC	0.00	18.98
211645	METERING & TECHNOLOGY SOLUTION	0.00	247.04
211700	METRO SALES, INC.	0.00	446.50
212400	MICHAUD DIST INC	0.00	11.00

INVOICES DUE ON/BEFORE 01/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
212700	MID-STATE TRUCK SERVICE INC	0.00	338.92
214600	MINITEX	0.00	411.00
219067	MN DEPT OF ADMINISTRATION	0.00	1,741.82
220125	MN DEPARTMENT OF HEALTH	0.00	150.00
220900	MN DEPT PUBLIC SAFETY	0.00	500.00
231775	NEVCO SPORTS LLC	0.00	71.69
234600	NORTHERN BUSINESS PRODUCTS	0.00	421.58
236275	NORTHLAND VEBA TRUST	0.00	625.00
241400	OXYGEN SERVICE COMPANY	0.00	39.00
244975	PINE KNOT LLC	0.00	17,150.00
251475	RAILROAD MANAGEMENT	0.00	313.34
252000	RANGE CREDIT BUREAU INC	0.00	50.00
260500	SCHINDLER ELEVATOR CORPORATION	0.00	844.83
263400	SIGN PRO	0.00	180.00
264200	SKUTEVIK FLORAL	0.00	50.00
271320	T MOBILE	0.00	2,316.65
271325	NANCY GETCHELL	0.00	144.85
271975	TEAMSTERS JOINT COUNCIL 32	0.00	45,438.00
278550	TWIN PORTS PAPER & SUPPLY, INC	0.00	101.35
279100	U S BANK EQUIPMENT FINANCE	0.00	142.71
280925	UNIQUE MANAGEMENT SERVICES	0.00	37.80
281350	UNITED SYSTEMS & SOFTWARE, INC	0.00	1,005.78
283700	USA BLUEBOOK	0.00	22.80
284875	VERIZON WIRELESS	0.00	320.23
285500	VIKING INDUSTRIAL CENTER	0.00	1,413.49
286900	W L S S D	0.00	75,193.80
287800	WAL-MART COMMUNITY	0.00	257.80
287900	WAL-MART COMMUNITY	0.00	30.43
288150	WASTE MANAGEMENT NORTHERN MN	0.00	63.32
289015	WELLS FARGO CREDIT CARD	0.00	5,784.29
R0002121	RINK SYSTEMS	0.00	560.00
R0002122	HHS/FIRE-X OF DULUTH	0.00	452.51
R0002123	HOLIDAY OUTDOOR DECOR	0.00	599.80
R0002125	JUSTIN FRYKMAN	0.00	22.90

TOTAL ALL VENDORS: 198,238.67

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 1/4/2022

Bills	198,238.67
Less: CAFD	(625.00)
Less: Library	<u>(7,501.18)</u>
Bills approved	190,112.49
Other:	
Payroll	811,722.39
Payroll - benefits	<u>(39,962.99)</u>
Total Bills and Payroll Approved	<u><u>961,871.89</u></u>

DATE: 01/04/22
TIME: 08:24:03
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
152775	DELTA DENTAL OF MINNESOTA		3,579.48
161675	EMC NATIONAL LIFE		1,332.51
271975	TEAMSTERS JOINT COUNCIL 32		35,051.00
			39,962.99
32	LICENSES & PERMITS		
286900	W L S S D		1,804.80
	LICENSES & PERMITS		1,804.80
41	GENERAL GOVERNMENT		
139025	CINTAS		38.53
139030	CINTAS CORPORATION NO 2		73.88
145500	COMPENSATION CONSULTANTS, LTD		250.00
150100	D A L C O		164.75
183300	HOMELAND HEALTH SPECIALISTS,		204.00
188000	INNOVATIVE OFFICE SOLUTIONS		16.23
212400	MICHAUD DIST INC		11.00
234600	NORTHERN BUSINESS PRODUCTS		186.31
264200	SKUTEVIK FLORAL		50.00
284875	VERIZON WIRELESS		245.11
289015	WELLS FARGO CREDIT CARD		3,725.27
	GENERAL GOVERNMENT		4,965.08
42	PUBLIC SAFETY		
139025	CINTAS		91.16
139030	CINTAS CORPORATION NO 2		113.84
140100	CLOQUET AUTOMOTIVE		301.01
145300	COMMUNITY PRINTING		376.25
150100	D A L C O		164.74
152485	DEAD ON ARMS INC		275.00
252000	RANGE CREDIT BUREAU INC		50.00
271320	T MOBILE		2,316.65
271325	NANCY GETCHELL		144.85
271975	TEAMSTERS JOINT COUNCIL 32		10,387.00
287900	WAL-MART COMMUNITY		30.43
	PUBLIC SAFETY		14,250.93

DATE: 01/04/22
TIME: 08:24:03
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
43	PUBLIC WORKS		
121000	ARROWHEAD SPRINGS INC		63.00
123050	B & B MARKET		194.18
139025	CINTAS		97.42
139030	CINTAS CORPORATION NO 2		244.08
184155	MIDWEST WASH SYSTEMS LLC		464.62
188000	INNOVATIVE OFFICE SOLUTIONS		13.47
202100	LAWSON PRODUCTS INC		225.42
204500	LITTLE FALLS MACHINE INC		1,583.95
205050	LOFFLER COMPANIES INC		15.69
206500	M R SIGN CO INC		2,171.97
211300	MENARDS INC		18.98
234600	NORTHERN BUSINESS PRODUCTS		183.40
241400	OXYGEN SERVICE COMPANY		19.50
263400	SIGN PRO		180.00
279100	U S BANK EQUIPMENT FINANCE		47.57
285500	VIKING INDUSTRIAL CENTER		1,217.99
R0002123	HOLIDAY OUTDOOR DECOR		599.80
	PUBLIC WORKS		7,341.04
45	CULTURE AND RECREATION		
111950	ADVANCED DESIGN AWNINGS		262.50
112050	ADVANCED SERVICES INC		718.00
116950	AMERIPRIDE SERVICES INC		369.96
124400	BECKER ARENA PRODUCTS		3,269.24
137310	CENTURY LINK		188.19
139030	CINTAS CORPORATION NO 2		73.32
144580	COMMERCIAL REFRIGERATION		3,848.98
147600	EXELON CORPORATION		2,016.74
149865	COMPUTER WORLD INC		306.25
179340	HAGENS GLASS & PAINT		931.72
220900	MN DEPT PUBLIC SAFETY		100.00
231775	NEVCO SPORTS LLC		71.69
260500	SCHINDLER ELEVATOR CORPORATION		844.83
289015	WELLS FARGO CREDIT CARD		302.16
R0002121	RINK SYSTEMS		560.00
R0002122	HHS/FIRE-X OF DULUTH		452.51
	CULTURE AND RECREATION		14,316.09
46	COMMUNITY DEVELOPMENT		

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER		3,982.40
145300	COMMUNITY PRINTING		15.00
188000	INNOVATIVE OFFICE SOLUTIONS		57.03
234600	NORTHERN BUSINESS PRODUCTS		7.41
289015	WELLS FARGO CREDIT CARD		807.79
	COMMUNITY DEVELOPMENT		4,869.63
LIBRARY FUND			
00			
142950	CLOQUET SHAW MEMORIAL		6.00
170975	FRIENDS OF THE CLOQUET LIBRARY		22.72
			28.72
36	MISCELLANEOUS REVENUE		
112400	A.G. O'BRIEN		435.00
123400	BAKER & TAYLOR		204.98
	MISCELLANEOUS REVENUE		639.98
45	CULTURE AND RECREATION		
113650	AMAZON.COM CREDIT		657.17
139025	CINTAS		75.88
139030	CINTAS CORPORATION NO 2		24.00
142800	CLOQUET SANITARY SERVICE		84.28
149865	COMPUTER WORLD INC		297.00
149875	CYBRARIAN CORPORATION		1,444.95
172300	GARTNER REFRIGERATION COMPANY		985.58
174300	GLORY SHINE JANITORIAL CLEAN		1,948.00
188000	INNOVATIVE OFFICE SOLUTIONS		44.78
211700	METRO SALES, INC.		446.50
214600	MINITEX		411.00
278550	TWIN PORTS PAPER & SUPPLY, INC		101.35
280925	UNIQUE MANAGEMENT SERVICES		37.80
284875	VERIZON WIRELESS		75.12
289015	WELLS FARGO CREDIT CARD		199.07
	CULTURE AND RECREATION		6,832.48

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
219067	MN DEPT OF ADMINISTRATION		1,741.82
	PUBLIC SAFETY		1,741.82
CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
220125	MN DEPARTMENT OF HEALTH		150.00
	SPECIAL PROJECTS		150.00
WATER - LAKE SUPERIOR WATERLIN			
50	STATION 1		
179300	HACH COMPANY		533.50
	STATION 1		533.50
51	STATION 2		
121000	ARROWHEAD SPRINGS INC		42.00
137310	CENTURY LINK		67.09
139025	CINTAS		5.70
139030	CINTAS CORPORATION NO 2		38.88
175700	GRAINGER		314.40
220900	MN DEPT PUBLIC SAFETY		100.00
288150	WASTE MANAGEMENT NORTHERN MN		63.32
	STATION 2		631.39
52	LAKE SUPERIOR WATERLINE		
139030	CINTAS CORPORATION NO 2		58.36
251475	RAILROAD MANAGEMENT		313.34
	LAKE SUPERIOR WATERLINE		371.70
57	ADMINISTRATION		

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - LAKE SUPERIOR WATERLIN 57	ADMINISTRATION		
205050	LOFFLER COMPANIES INC		15.69
	ADMINISTRATION		15.69
WATER - IN TOWN SYSTEM 00			
R0002125	JUSTIN FRYKMAN		22.90
			22.90
49	CLOQUET		
139025	CINTAS		58.45
139030	CINTAS CORPORATION NO 2		32.82
175700	GRAINGER		156.58
180500	HAWKINS INC		4,527.48
202100	LAWSON PRODUCTS INC		135.26
211645	METERING & TECHNOLOGY SOLUTION		247.04
220900	MN DEPT PUBLIC SAFETY		300.00
241400	OXYGEN SERVICE COMPANY		11.70
281350	UNITED SYSTEMS & SOFTWARE, INC		1,005.78
283700	USA BLUEBOOK		22.80
285500	VIKING INDUSTRIAL CENTER		195.50
287800	WAL-MART COMMUNITY		114.08
	CLOQUET		6,807.49
54	BILLING & COLLECTION		
188000	INNOVATIVE OFFICE SOLUTIONS		40.05
234600	NORTHERN BUSINESS PRODUCTS		14.82
287800	WAL-MART COMMUNITY		63.09
	BILLING & COLLECTION		117.96
57	ADMINISTRATION & GENERAL		
188000	INNOVATIVE OFFICE SOLUTIONS		26.93
205050	LOFFLER COMPANIES INC		15.69

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CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
57	ADMINISTRATION & GENERAL		
234600	NORTHERN BUSINESS PRODUCTS		14.82
279100	U S BANK EQUIPMENT FINANCE		47.57
	ADMINISTRATION & GENERAL		105.01
ENTERPRISE FUND - SEWER			
00			
286900	W L S S D		-10,503.00
			-10,503.00
55	SANITARY SEWER		
139025	CINTAS		38.97
139030	CINTAS CORPORATION NO 2		14.75
202100	LAWSON PRODUCTS INC		90.17
212700	MID-STATE TRUCK SERVICE INC		338.92
241400	OXYGEN SERVICE COMPANY		7.80
286900	W L S S D		83,892.00
287800	WAL-MART COMMUNITY		80.63
	SANITARY SEWER		84,463.24
57	ADMINISTRATION & GENERAL		
205050	LOFFLER COMPANIES INC		15.69
234600	NORTHERN BUSINESS PRODUCTS		14.82
279100	U S BANK EQUIPMENT FINANCE		47.57
289015	WELLS FARGO CREDIT CARD		750.00
	ADMINISTRATION & GENERAL		828.08
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
205050	LOFFLER COMPANIES INC		15.70
	ADMINISTRATION & GENERAL		15.70

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CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/04/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CABLE TELEVISION			
45	CULTURE AND RECREATION		
244975	PINE KNOT LLC		17,150.00
	CULTURE AND RECREATION		17,150.00
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
152775	DELTA DENTAL OF MINNESOTA		150.45
	EMPLOYEE VACATION & SICK		150.45
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
236275	NORTHLAND VEBA TRUST		625.00
	PUBLIC SAFETY		625.00
	TOTAL ALL DEPARTMENTS		198,238.67



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 *TP*
Date: January 4, 2022

ITEM DESCRIPTION: Authorizing the Solicitation of Bids for Proposed Reduced Conflict Intersection at Highway 33 and Gillette Road

Proposed Action

Staff recommends the City Council move to approve **RESOLUTION NO. 22-02, A RESOLUTION AUTHORIZING THE SOLICITATION OF BIDS FOR SAP 112-010-005.**

Background/Overview

Plans for the proposed reduced conflict intersection (RCI) at Highway 33 and Gillette Rd are complete and the project is ready for bidding. The City was awarded a \$665,000 Transportation Economic Development Grant to compete this improvement in coordination with the Minnesota Department of Transportation (MnDOT). The project is intended to prepare the intersection for future traffic impacts expected from further development along the South Highway 33 corridor.

The project budget includes \$285,000 of sales tax funding however, the engineers estimate for this improvement has gone up in recent months and the City's portion is now \$442,985 (\$157,985 over budget). Recognizing the importance of the project, MnDOT has agreed to allocate 70% or \$110,571 of the necessary funding. The remaining \$47,387 could be taken from the City's Municipal State Aid (gas tax) allocation if required.

Due to the projected budget shortfall, it is recommended the City take over bidding of this improvement. Through negotiation of an agreement with the State of Minnesota, it was discovered the City would not have the option to reject bids the project was contracted by MnDOT. To protect the City's budgetary interests, City staff will solicit and award bids for this project using MnDOT as our no-fee consultant engineer. This will ensure City Council has the option to reject all bids in the event of budgetary concerns.

Policy Objectives

To advance proposed capital improvement projects in accordance with state law.

To Mayor and Council
Authorization to Bid
January 4, 2022
Page 2

Financial/Budget/Grant Considerations

The current engineer's estimate for this improvement is \$1,117,070.88 broken down as follows:

Funding Source	Amount
TED Grant	\$ 665,000.00
Sales Tax (City)	\$ 285,000.00
State Aid (City)	\$ 47,387.90
MnDOT SRC Funds	\$ 110,571.76
Snowmobile Club	\$ 9,111.22
TOTAL:	\$ 1,117,070.88

Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

- Resolution No. 22-02

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

RESOLUTION NO. 22-02

**RESOLUTION AUTHORIZING THE SOLICITATION OF BIDS
FOR SAP 112-010-005**

WHEREAS, the City of Cloquet was awarded \$665,000 in funding to construct a Reduced Conflict Intersection at South Highway 33 and Gillette Road and;

WHEREAS, previous planning studies indicate future commercial development along the South Highway 33 corridor is likely to cause traffic impacts and;

WHEREAS, bidding documents to compete said improvement have been prepared by the State of Minnesota in coordination with City Staff.

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

Such improvement is hereby ordered and the City Engineer is hereby authorized to solicit bids for construction.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 4th DAY OF JANUARY 2022.

ATTEST:

Roger Maki, Mayor

Tim Peterson, City Administrator



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator *TP*
Date: January 4, 2022

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 2022.

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

- PNK Bid
- MN State Statute 331A.04

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 in 2022.

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 1,870 subscribers, with 1,590 residing in Carlton County. An additional 250 copies are available every week at local newsstands and the Pine Knot News office at 122 Avenue C in Cloquet.

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

331A.04 DESIGNATION OF A NEWSPAPER FOR OFFICIAL PUBLICATIONS.

Subdivision 1. **Priority.** The governing body of a political subdivision, when authorized or required by statute or charter to designate a newspaper for publication of its public notices, shall designate a qualified newspaper in the following priority.

Subd. 2. **Known office in locality.** If there are one or more qualified newspapers, the known office of issue of which are located within the political subdivision, one of them shall be designated.

Subd. 3. **Secondary office in locality.** When no qualified newspaper has a known office of issue located in the political subdivision, but one or more qualified newspapers maintain a secondary office there, one of them shall be designated.

Subd. 4. **General circulation in locality.** When no qualified newspaper has its known office of issue or a secondary office located within the political subdivision, then a qualified newspaper of general circulation there shall be designated.

Subd. 5. **Other situations.** If a political subdivision is without an official newspaper, or if the publisher refuses to publish a particular public notice, matters required to be published shall be published in a newspaper designated as provided in subdivision 4. The governing body of a political subdivision with territory in two or more counties may, if deemed in the public interest, designate a separate qualified newspaper for each county.

Subd. 6. **Exception to designation priority.** (a) Notwithstanding subdivisions 1 to 3, the governing body of a political subdivision may designate any newspaper for publication of its official proceedings and public notices, if the following conditions are met:

- (1) the newspaper is a qualified medium of official and legal publication;
- (2) the publisher of the newspaper furnishes a sworn statement, verified by a recognized independent circulation auditing agency, covering a period of at least one year ending no earlier than 60 days before designation of the newspaper, stating that the newspaper's circulation reaches not fewer than 75 percent of the households within the political subdivision;
- (3) the newspaper has provided regular coverage of the proceedings of the governing body of the political subdivision and will continue to do so; and
- (4) the governing body votes unanimously to designate the newspaper.

(b) If the circulation of a newspaper designated under this subdivision falls below 75 percent of the households within the political subdivision at any time within the term of its designation as official newspaper, its qualification to publish public notices for the political subdivision terminates.

Subd. 7. **Joint bidding.** A bid submitted jointly by two or more newspapers for the publication of public notices must not be considered anticompetitive or otherwise unlawful if the following conditions are met:

- (1) all of the qualified newspapers in the political subdivision participate in the joint bid;
- (2) the existence of the joint bid arrangement is disclosed to the governing body of the political subdivision before or at the time of submission of the joint bid; and

(3) the board is free to reject the joint bid and, if it does, individual qualified newspapers do not refuse to submit separate bids owing to the rejection of the joint bid.

History: *1984 c 543 s 23; 2003 c 59 s 1; 2004 c 182 s 14*



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 4, 2022

ITEM DESCRIPTION: Acting Mayor Appointment

Proposed Action

The Council is asked to discuss the position of Acting Mayor and move to appoint one member of the Council for this position for 2022.

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:

- Lara Wilkinson..... 2021
- Kerry Kolodge..... 2020
- Kerry Kolodge..... 2019

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

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 4, 2022

ITEM DESCRIPTION: Standing Rules of the City Council

Proposed Action

Staff recommends that the City Council move to approve the Standing Rules of the City Council as last amended in February 2021 (meeting time change).

Background/Overview

Each year the Council is asked to consider the approval of the Standing Rules of the Council as one of the annual housekeeping items.

The Standing Rules of the Council details the process and procedures used by the City Council to govern its City Council meetings. The current rules were last revised and approved in February of 2021. 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 was 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 6:00 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 live streaming 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.

2021 Council Committees

City Boards & Commissions:

Economic Development Authority

Lyz Jaakola
Lara Wilkinson

Library Board Liaison

Chris Swanson

Parks Commission Liaison

Kerry Kolodge

Planning Commission

N/A

Personnel/Negotiating Committee

Kerry Kolodge
Chris Swanson

Non-City Boards & Commissions:

Arrowhead Regional Development Commission (ARDC)

Roger Maki

Cloquet Area Fire District (2 required)

Bun Carlson
Sheila Lamb

Economic Development Partnership

Roger Maki



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 4, 2022

ITEM DESCRIPTION: Consideration of Appointment/Reappointments to Various Boards and Commissions

Proposed Action

The City Council is asked to approve the appointment/Reappointment to the various Boards and Commissions as presented.

Background/Overview

City Code requires the Mayor to appoint members to the various City Boards and Commissions with the approval of City Council. The Parks Commission, Planning Commission, Library Board, Citizens Advisory Board, CAFD and HRA all have vacancies due to term expirations or resignations. The City has received applications from several of the members who would like to be reappointed, however several seats remain vacant.

The City has advertised for interested residents to serve on these Boards and Commissions through the Pine Knot News and the City's website. The appointments and reappointments recommended to be considered are as follows:

Library Board

Cassandra Brissett – Reappoint
Steve Korby - Reappoint

Parks Commission

Tim Krohn – Reappoint
Michael Krick - Reappoint
Sarah Buhs – Appoint
1 Remains Vacant

Planning Commission

Philip Demers – Reappoint
Elizabeth Polling – Reappoint
2 Remain Vacant

HRA

Brenda Carlson – Reappoint

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

101 - 14th Street, 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: Cassandra Brissett		Date: November 12, 2021
Address		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet? 15 years	Years/Months:	Which Ward? 3
What Cloquet community activities have you been involved in? I have served on both the library board and the historical society board		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I have served on both the library board and the historical society board		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes <small>yes</small>	No
If yes, fill in the name of Board/Commission: Library board		
Would you consider an alternate appointment?	Yes	No
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.		
Why do you wish to be on a Board/Commission? I am a library advocate		
Please describe any other relevant information you would like us to know.		

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



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

Name: <i>Steven C. Korby</i>		Date: <i>Nov. 11, 2021</i>
Address: <i>Cloquet, MN.</i>		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet? <i>30+ years</i>	Years/Months:	Which Ward? <i>sunnyside (5?)</i>
What Cloquet community activities have you been involved in? <i>Current Library Board member Men's League Basketball, Cloquet Country Club member/Board of Directors, broomball, newspaper, Men's darts, etc.</i>		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. <i>Other Boards (Northland Human Resources, Golfcourse, ASTD, School to Work, Private Industry Council, etc.)</i>		
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: <i>Library Board</i>		
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>Usually none</i>		
Why do you wish to be on a Board/Commission? <i>Enjoying Board work/decisions (expansion, COVID, etc.)</i>		
Please describe any other relevant information you would like us to know.		

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



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

Name: Tim Krohn		Date: 12/28/21
Address		
Email:		
Home Phone:	Work Phone: 218 878 7128	Cell Phone:
How long have you lived in Cloquet?	Years/Months: 5 yrs. 6 mo	Which Ward? 4
What Cloquet community activities have you been involved in? Lost Forester & Pine Valley Rhns Cloquet Parks Master Plan Fund raising for Pine Valley Mtn Bike Trails Pine Valley Regional Park Designation		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. Cloquet Park Board member for several years Blue House Uganda Board member		
Do you have a preferred Board/Commission that you are interested in serving on?		<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, fill in the name of Board/Commission: Park Board		
Would you consider an alternate appointment?		<input type="radio"/> Yes <input checked="" type="radio"/> No
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. None		
Why do you wish to be on a Board/Commission? Pine Valley is the crown jewel of the Cloquet parks. I want to be able to help guide and support this jewel along with the other Cloquet parks.		
Please describe any other relevant information you would like us to know. the other Cloquet parks,		

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



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 www.cloquetmn.gov
 email: kstarnold@cloquetmn.gov

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

Name: Michael Krick		Date: 12/28/2021
Address		
Email: michaelkrick10@gmail.com		
Home Phone: -----	Work Phone:	Cell Phone:
How long have you lived in Cloquet? 8 years	Years/Months: 8 yr 2 mo	Which Ward? 4
What Cloquet community activities have you been involved in? My kids participated in ski club the last few years, my son plays soccer and basketball on cloquet area teams.		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I have served on the Parks Commission since 2015 and reappointed in 2019.		
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. None		
Why do you wish to be on a Board/Commission? I love Cloquet and as a citizen I really like being civicy engaged. I enjoy helping the city in the decision making process for recreational oppourtunities and would like to continue to do so.		
Please describe any other relevant information you would like us to know.		

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



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 email: kstarnold@cloquetmn.gov

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

Name: Sarah Buhs		Date: 12/16/21
Address		
Email: spbludog@hotmail.com		
Home Phone:	Work Phone: 218-499-4258	Cell Phone:
How long have you lived in Cloquet? 42 yrs	Years/Months:	Which Ward? 1
What Cloquet community activities have you been involved in? 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 Co. Human Services as well as the City with SHIP.		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I served 2 years as Vice President for Washington School P.I.E. (PTA) and now serve as board member for the Cloquet Ed Foundation.		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes <input checked="" type="checkbox"/>	No
If yes, fill in the name of Board/Commission: Parks		
Would you consider an alternate appointment?	Yes	No
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. N/A		
Why do you wish to be on a Board/Commission? 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 and the commission is doing a great job with continued development. I would like to be a part of this process of improving and maintaining our parks and trails.		
Please describe any other relevant information you would like us to know. I'm the public education coordinator for the Cloquet Area Fire District for the past 10 years.		

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



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

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

Name: <i>Philip J. DEMERS</i>		Date: <i>11-9-21</i>
Address		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet? <i>11 YRS</i>	Years/Months: <i>11-2009</i>	Which Ward?
What Cloquet community activities have you been involved in? <i>Boy scout Troop 168 Cloquet City PLANNING Commission</i>		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. <i>BOARD OF DIRECTORS FAIRBANKS Resource Agency</i>		
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: <i>PLANNING Commission</i>		
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>NONE</i>		
Why do you wish to be on a Board/Commission? <i>ASSIST WITH PLANNING CLOQUETS Property Regulations</i>		
Please describe any other relevant information you would like us to know. <i>NONE</i>		

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

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



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

Name: Elizabeth Ann Polling		Date: 12/29/2021
Address		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: 7, 10 months	Which Ward?
What Cloquet community activities have you been involved in?		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission.		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes	No
If yes, fill in the name of Board/Commission: Planning Commission		
Would you consider an alternate appointment?	Yes	No
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.		
Why do you wish to be on a Board/Commission?		
Please describe any other relevant information you would like us to know. I have served on the planning commission for the last several years, and would like to return		

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



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 Phone: 218-879-3347 Fax: 218-879-6555
 www.cloquetmn.gov
 email: kstarnold@cloquetmn.gov

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

Name: Brenda Carlson		Date: 12-13-2021
Address		
Email: Brenda.Carlson@co.carlton.mn.us		
Home Phone: none	Work Phone: 218-878-2588	Cell Phone:
How long have you lived in Cloquet? All my life	Years/Months: 60 years	Which Ward? 1
What Cloquet community activities have you been involved in? I have served on the Cloquet Housing Authority Board and am interested in continuing my involvement on the Board. I have been a "rink" mom while my daughter played hockey and also support the Cloquet Softball Association.		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I have been on the Cloquet/Carlton Housing Authority Board for the last two years. I have also been a member of the Carlton County Local Public Health Advisory Board and the Carlton County Children's Mental Health Local Advisory Council.		
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/Carlton Housing Authority Board		
Would you consider an alternate appointment?	Yes <input checked="" type="checkbox"/>	No <input 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 work full time but my employer supports my involvement with this Board.		
Why do you wish to be on a Board/Commission? I feel my experience as a social worker/social services supervisor for Carlton County Public Health and Human Services for 35 years helps me to convey the needs of those with mental health or chemical dependency issues, low income/impoverished families, and persons with developmental disabilities.		
Please describe any other relevant information you would like us to know.		

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



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator *tcp*
Date: January 4, 2022

ITEM DESCRIPTION: Community Education Agreement

Proposed Action

Staff recommends the City Council move to approve the 2022-2023 Agreement with Cloquet ISD #94 and Cloquet Community Education.

Background/Overview

For many years, the City has contracted with the Cloquet School District and Community Education to staff and manage Cloquet's community recreation program. This cooperative agreement has allowed for increased efficiency, as well as the collaboration of resources while meeting a common goal of promoting recreational activities which increase quality of life in Cloquet.

Under the terms of the Agreement, nine services are to be provided by Community Education in return for the City's annual contribution. Examples of services include implementation of a community recreation program and the staffing and management of the Pinehurst Pond and the Red Cross swim program. Either party may terminate the agreement given 90 days written notice.

Policy Objectives

Park Master Plan Policy 7.1: Partnerships shall be sought to make unique opportunities available to the community and allow for facilities and programs that would otherwise be difficult to achieve by the City alone.

Park Master Plan Policy 7.4: The City shall require formal agreements with those partners providing resources, programs or activities benefiting the community.

Financial/Budget/Grant Considerations

The park operations budget includes funding for this Agreement each year. Payments are made quarterly and the City has the option to terminate this Agreement at any time. The agreement remains unchanged from the previous year minus a negotiated 3% annual increase to the contract.

Advisory Committee/Commission Action

None.

Supporting Documents Attached

- 2022-2023 Agreement

COMMUNITY EDUCATION AGREEMENT

The City of Cloquet, by and through its Parks Commission, hereinafter called "City," and Independent School District #94 operating the Community Education Program in the City of Cloquet, hereinafter called "District," have entered into an agreement pursuant to statutes as follows:

WHEREAS, the City has and is desirous of utilizing the Community Education Program for supervision, development, implementation, management, control and scheduling activities of the recreation program, Cloquet sport associations and programs consisting of general health; and

WHEREAS, the City has the authority pursuant to Minnesota Statutes 471.15 and 471.16 and, also, general authority under Minnesota Statutes for the operation of and maintenance of the general health and welfare of the residents of the City, and

WHEREAS, the District currently operates and manages a Community Education Program for the citizens of Cloquet.

NOW, THEREFORE, BE IT RESOLVED, that the City hereby contracts with the District to provide the following services:

1. Administer a year-round program of recreation and leisure time services through the offices of the Community Education Director providing all office, telephone, and material costs necessary for said program.
2. Administer adult recreation leagues and promote group recreational opportunities for adults of all ages.
3. Operation of a variety of youth and adult education programs that are considered recreation. Examples of these types of programs include, but are not limited to arts and crafts, sports classes (such as skiing, tennis, swimming), or fitness programs.
4. Pay for the wages and materials for a variety of adult and youth recreation programs developed and directed by Community Education, including but not limited to school year swim programs, park programs, summer programs, recreation leagues and special events. Sport Associations who develop and direct their sports programs will pay for wages and materials as directed by their bylaws and written agreements with the city.
5. Provide the necessary staff and support personnel for the operation and management of Pinehurst Pool during the summer months and the administration of the Red Cross Swim Program for adults and students. The staff is provided by Community Education and the city will reimburse Community Education as otherwise agreed for wages of such employees.

6. Provide staff for scheduling facilities and the scheduling system for the following city parks/facilities: Athletic, Dunlap Island, Hilltop, Pinehurst, Pine Valley, Sunnyside, Veterans and Senior Center (after 4p.m.) following the City of Cloquet Parks & Recreation Facility Policy with the goal in mind to maximize the use of the public facilities. Keys for the Pine Valley Chalet and Senior Center will be distributed through the Community Education office.
7. Coordinate and encourage the efforts of the Cloquet Sports Associations in the scheduling of fields and courts. Community Education will set a semi-annual meeting for the associations to discuss scheduling and other matters that they may deem necessary.
8. Operate and pay wages of the staff and purchase materials needed for the operation of after school programming at Washington School, Churchill School and the Cloquet Middle School as agreed upon by both parties.
9. Handle marketing for the recreation programs in the same manner as all other Cloquet Community Education programs. This will also include the Pine Valley Winter Recreation Area, the Senior Center or other park areas as appropriate.

TERM OF AGREEMENT

This Agreement will be in effect from January 1, 2022 through December 31, 2023. In enumeration for said services, the City hereby agrees to pay to the District the following yearly amount on a quarterly basis:

2022 – \$77,342
2023 – \$79,662

The City further agrees to pay one-half the cost of insurance benefits for a Community Education Secretarial position in the approximate amount of \$4,500. The exact amount of said benefits shall be determined annually and reimbursed to Cloquet Community Education via invoice independent from regular quarterly agreement payments. In doing so, it is agreed that a minimum of one-half of the position's time will be dedicated to fulfilling duties of this contract.

This Agreement will expire on December 31, 2023. Either party may terminate this Agreement by giving a 90 day written notice to the other party of its intent. Written notice shall be given by either party to the other party at the following addresses:

City of Cloquet
City Administrator
1307 Cloquet Avenue
Cloquet, MN 55720

ISD #94
Community Education Director
509 Carlton Avenue
Cloquet, MN 55720

It is the understanding of both the District and the City that the primary responsibility of the District is to develop, organize, publicize and manage activities as outlined above through the mutual agreement between the City's representative, the Parks Commission, and District's representative, and the Community Education Director. Activities are held in or on facilities controlled by the City and by the School District. Should a lawsuit result from the operation of one of these activities, defense and liability, if any, must be determined on a case by case basis.

Dated this ___ day of January, 2022

CITY OF CLOQUET

INDEPENDENT SCHOOL DISTRICT #94

By: _____
Mayor

By: _____
Chairman

By: _____
City Administrator

By: _____
Superintendent