



CITY OF CLOQUET

**City Council Agenda
Tuesday, April 19, 2022
City Hall Council Chambers**

**5:15 p.m. Work Session
6:00 p.m. Regular Meeting**

City Council Work Session

- a. Police Department Presentation - Body Cameras and Tasers

Regular Meeting

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
 - a. Approval of April 19, 2022 Council Agenda
4. **Approval of Council Minutes.**
 - a. Regular Council Minutes from the April 5, 2022 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 on 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. 22-31, Authorizing the Payment of Bills
 - b. Year End Transfers for 2021
 - c. Approval of New Therapeutic Massage License



CITY OF CLOQUET

**City Council Agenda
Tuesday, April 19, 2022
City Hall Council Chambers**

7. Public Hearings

None

8. Presentations

None

9. Council Business

- a. Public Works Position Appointment – Pfeffer
- b. Landfill Host Committee Appointments
- c. Resolution No. 22-29, Approving Condemnation of 915 Cloquet Avenue
- d. Resolution No. 22-30, Awarding 2022 Pavement Management Project
- e. Resolution No. 22-32, Awarding 2022 Material Testing Contract
- f. Tree City USA Recognition

10. Council Comments, Announcements, and Updates

11. Adjournment

Cloquet Council Chambers
5:15 P.M. April 5, 2022

5:15 Work Session

The Cloquet Broadband Committee presented on the community engagement process they used to examine broadband needs in Cloquet, especially in residential areas. The committee recommends working with CTC to move forward on opportunities and pathways for improvements.

6:00 Regular Meeting

Roll Call

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

Councilors Absent: Swanson, Jaakola

Pledge of Allegiance

AGENDA

MOTION: Councilor Lamb moved and Councilor Wilkinson seconded the motion to approve the April 5, 2022 agenda. The motion carried unanimously (5-0).

MINUTES

MOTION: Councilor Carlson moved and Councilor Kolodge seconded the motion to approve the Regular Meeting minutes of March 15, 2022 as presented. The motion carried unanimously (5-0).

PUBLIC COMMENTS

There were none.

CONSENT AGENDA

MOTION: Councilor Lamb moved and Councilor Kolodge seconded the motion to adopt the Consent Agenda of April 5, 2022, approving the necessary motions and resolutions. The motion carried unanimously (5-0).

- a. Resolution No. 22-26, Authorizing the Payment of Bills and Payroll
- b. Approval of New Taxicab License – Ace Taxi of Cloquet

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

POSITION APPOINTMENTS

MOTION: Councilor Lamb moved and Councilor Wilkinson seconded the motion to appoint Ann Michaud to the position of Assistant Finance Director, Marlaina Cooper to the position of Accountant I, and Karin Stedman to the position of Permit and Accounting Clerk. The motion carried unanimously (5-0).

APPOINTMENT OF ADMINISTRATIVE POLICE DEPARTMENT SECRETARY

MOTION: Councilor Wilkinson moved and Councilor Carlson seconded the motion to approve the six-month probationary appointment of Raeanna Marnati to the position of Administrative Police Department Secretary effective April 6, 2022. The motion carried unanimously (5-0).

STORMWATER RESILIENCY PLANNING GRANT

MOTION: Councilor Lamb moved and Councilor Kolodge seconded the motion to approve the **RESOLUTION NO. 22-27, A RESOLUTION AUTHORIZING STAFF TO EXECUTE GRANT AGREEMENT WITH THE STATE OF MINNESOTA.** The motion carried unanimously (5-0).

WHEREAS, the City of Cloquet has a Stormwater Master Plan that is nearly 40 years old; and

WHEREAS, the City of Cloquet was awarded \$106,440 in state funds thru Minnesota Pollution Control Agency Stormwater Resiliency Planning Grant to contribute towards preparing a **Stormwater Resiliency Assessment and Action Plan**; and

WHEREAS, the City of Cloquet must enter into a grant agreement with the State of Minnesota in order to receive state funds.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, that the City of Cloquet will enter into an agreement with the State of Minnesota for the above referenced project; and

BE IT FURTHER RESOLVED, the City of Cloquet will comply with all applicable laws, environmental requirements and regulations as stated in the Grant Agreement; and

BE IT FURTHER RESOLVED, the Public Works Director is hereby authorized to execute the Grant Agreement on behalf of the City.

AWARDING ENGINEERING SERVICES CONTRACT

MOTION: Councilor Wilkinson moved and Councilor Carlson seconded the motion to award **RESOLUTION NO. 22-28, A RESOLUTION AWARDING ENGINEERING SERVICES CONTRACT TO SEH, INC.** The motion carried unanimously (5-0).

WHEREAS, the City of Cloquet was awarded \$106,440 in state funds thru Minnesota Pollution Control Agency Stormwater Resiliency Planning Grant to contribute towards preparing a Stormwater Resiliency Assessment and Action Plan; and

WHEREAS, preparation of the Stormwater Resiliency Assessment and Action Plan requires specialized stormwater modeling to be completed; and

WHEREAS, the City of Cloquet has received a proposal from SHE, Inc. in the amount of \$106,440.00 to complete the stormwater modeling identified in the Stormwater Resiliency Planning Grant Agreement.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the City of Cloquet hereby agrees to enter into an Agreement with SEH, Inc. in the amount of \$106,440.00 for engineering services.

BE IT FURTHER RESOLVED, The Public Works Director is hereby authorized to act as agent on behalf of the City of Cloquet.

AMENDING CHAPTER 17 OF THE MUNICIPAL CODE

MOTION: Councilor Wilkinson moved and Councilor Lamb seconded the motion to adopt **ORDINANCE NO. 499A, AN ORDINANCE TO AMEND CHAPTER 17 OF THE MUNICIPAL CODE TO ALLOW CHILD CARE CENTERS IN THE OFFICE/MANUFACTURING DISTRICT.** The motion carried unanimously (5-0).

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

Section 1. Section 17.4.16 Subd. 4 Prohibited Uses is amended to read:

- B. Institutional. Schools, orphanages, homes for the aged, and similar institutions for human care.

Section 2. Effective Date. This ordinance shall take effect and be in force from and after its passage and publication in accordance with law.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Boldt Company is sponsoring Earth Day Clean-Up on Saturday, April 30th. Pre-registration is encouraged.

City Administrator Peterson commented that two Parks Department staff spent 4 hours each cleaning up dog waste and garbage at Foley Park. Additional bag stations, trash cans and signage will be added to the parks. Reminder to keep dogs on leashes and pick up after them.

ADJOURNMENT

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

Tim Peterson, City Administrator

DRAFT



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council MK
From: Mary Kay Hohensee-Mayer, Assistant Finance Director
Reviewed by: Tim Peterson, City Administrator
Date: April 19, 2022

ITEM DESCRIPTION: Payment of Bills

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 22-31, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS.**

Background/Overview

Statutory Cities are required to have most claims authorized by the city council.

Policy Objectives

MN State Statute sections 412.271, Claims and Disbursements for Statutory Cities.

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

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

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

RESOLUTION NO. 22-31

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

WHEREAS, The City has various bills each month that require payment.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the bills be paid and charged to the following funds:

101	General Fund	\$	121,260.74
202	Federal CDBG Loan (EDA)		878.50
405	City Sales Tax Capital		204.70
600	Water - Lake Superior Waterline		158,186.20
601	Water - In Town System		20,827.01
602	Sewer Fund		5,303.32
605	Stormwater Fund		15.42
614	Cable Television		1,370.95
701	Employee Severance		150.45
	TOTAL:	\$	308,197.29

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 19TH DAY OF APRIL, 2022.**

ATTEST:

Roger Maki, Mayor

Tim Peterson, City Administrator

DATE: 04/14/2022
TIME: 09:53:43
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/19/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
111350	LEXISNEXIS RISK DATA MNGMT INC	450.00	150.00
112050	ADVANCED SERVICES INC	1,635.00	1,090.00
118950	ARAMARK UNIFORM & CAREER	0.00	2,678.33
122958	AUTO ZONE, INC.	271.88	25.73
125700	BEST OIL COMPANY	24,463.74	883.20
125900	BEST SERVICE	1,035.50	43.60
127200	CHARLES BOEDIGHEIMER	0.00	109.00
134800	CARLTON COUNTY TREASURER	35.00	23.10
134900	CARLTON COUNTY TREASURER	2,989.50	324.00
137340	CHAMBERLAIN OIL CO., INC.	2,052.67	2,714.20
139025	CINTAS	1,428.56	138.99
142800	CLOQUET SANITARY SERVICE	4,348.83	1,185.64
145300	COMMUNITY PRINTING	5,361.45	100.50
145500	COMPENSATION CONSULTANTS, LTD	1,169.00	222.00
147050	CONSOLIDATED TELEPHONE COMPANY	10,131.52	3,343.33
149865	COMPUTER WORLD INC	23,915.01	5,651.44
152775	DELTA DENTAL OF MINNESOTA	13,789.53	3,359.40
153300	DIAMOND DRILLING	0.00	437.00
156400	CITY OF DULUTH COMFORT SYSTEMS	511.45	169.73
160950	ELECTRIC PUMP, INC.	0.00	1,276.37
162640	ENVENTIS TELECOM INC	141.65	45.95
165375	FERGUSON WATERWORKS #2516	1,486.54	716.00
169650	FORUM COMMUNICATIONS COMPANY	1,444.62	759.28
171100	FRYBERGER, BUCHANAN, SMITH &	53,675.44	31,339.85
172300	GARTNER REFRIGERATION COMPANY	9,190.94	877.48
175200	GOPHER STATE ONE CALL INC	140.45	37.80
175700	GRAINGER	4,214.46	556.94
175950	GRAPHIC TECHNOLOGIES	330.00	80.00
178500	GUARDIAN PEST SOLUTIONS INC	151.21	51.98
178700	H & L MESABI	5,137.00	411.00
179340	HAGENS GLASS & PAINT	21,836.09	250.00
184155	MIDWEST WASH SYSTEMS LLC	464.62	100.35
197775	KWIK TRIP INC	327.24	165.81
197800	L & M FLEET SUPPLY INC.	7,411.84	3,413.76
200460	LAKES GAS	0.00	90.50
205050	LOFFLER COMPANIES INC	196.49	77.07
206500	M R SIGN CO INC	2,849.66	118.08
211400	MENARDS INC	1,354.71	730.97
212700	MID-STATE TRUCK SERVICE INC	20,752.26	11,268.00
221850	MN HIGHWAY SAFETY & RESEARCH	0.00	455.00
222275	MN PEIP	196,761.72	65,587.24
229500	NAPA AUTO PARTS	2,578.76	1,169.90
235400	NORTHERN PRINTERY THE	0.00	44.19
241950	PACE ANALYTICAL SERVICES INC	748.00	346.00

DATE: 04/14/2022
TIME: 09:53:44
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 04/19/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
244975	PINE KNOT LLC	35,750.00	92.00
251475	RAILROAD MANAGEMENT	313.34	313.34
256775	ROOTX	0.00	1,211.16
259460	SAGINAW POWER & AUTOMATION	3,280.00	1,540.00
260300	CITY OF SCANLON	2,842.60	8.50
260500	SCHINDLER ELEVATOR CORPORATION	1,689.66	3,963.00
261750	SEELYE PLASTICS, INC.	83.75	433.93
263400	SIGN PRO	223.15	480.00
265250	SNAP ON TOOLS	219.00	94.45
270300	SWAGIT PRODUCTIONS, LLC	3,975.00	1,325.00
271325	NANCY GETCHELL	3,169.26	110.71
272600	TERMINAL SUPPLY INC	1,860.16	427.08
278600	TWIN PORT MAILING	13,860.09	540.91
279100	U S BANK EQUIPMENT FINANCE	2,407.60	13.16
283700	USA BLUEBOOK	1,581.71	395.78
289015	WELLS FARGO CREDIT CARD	39,640.30	3,830.04
291400	WOOD CITY MOTORS	274.84	1,206.53
R0002160	FOOTPRINT PROMOTIONAL	0.00	130.00
R0002161	JOHNSON FITNESS & WELLNESS	0.00	234.00
R0002162	PJ'S LUCKY SEVEN GENERAL STORE	0.00	78.93

TOTAL ALL VENDORS: 159,047.23

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 4/19/2022

Total	159,047.23
Less:	
Library	(601.36)
Cloquet Area Fire District	
Total City Bills	<u>158,445.87</u>
Less:	
Payroll benefits	(68,796.19)
Plus:	
Building Materials (Arrowhead Supply)	1,986.20
Credit Card/PSN Fees	2,200.81
MN Energy Auto Pay	8,905.97
MN Power Auto Pay	203,776.49
MN Sales Tax	1,255.05
Verizon Auto Pay	423.09
Total Bills	<u><u>308,197.29</u></u>

DATE: 04/14/22
 TIME: 09:57:31
 ID: AP443000.WOW

CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/19/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
00			
152775	DELTA DENTAL OF MINNESOTA	13,789.53	3,208.95
222275	MN PEIP	196,761.72	65,587.24
			68,796.19
32	LICENSES & PERMITS		
260300	CITY OF SCANLON	2,842.60	8.50
	LICENSES & PERMITS		8.50
41	GENERAL GOVERNMENT		
142800	CLOQUET SANITARY SERVICE	4,348.83	73.05
145500	COMPENSATION CONSULTANTS, LTD	1,169.00	222.00
147050	CONSOLIDATED TELEPHONE COMPANY	10,131.52	407.66
149865	COMPUTER WORLD INC	23,915.01	5,281.72
171100	FRYBERGER, BUCHANAN, SMITH &	53,675.44	26,925.60
179340	HAGENS GLASS & PAINT	21,836.09	125.00
260500	SCHINDLER ELEVATOR CORPORATION	1,689.66	1,981.50
278600	TWIN PORT MAILING	13,860.09	210.35
279100	U S BANK EQUIPMENT FINANCE	2,407.60	6.58
289015	WELLS FARGO CREDIT CARD	39,640.30	1,198.00
R0002161	JOHNSON FITNESS & WELLNESS		234.00
	GENERAL GOVERNMENT		36,665.46
42	PUBLIC SAFETY		
111350	LEXISNEXIS RISK DATA MNGMT INC	450.00	150.00
142800	CLOQUET SANITARY SERVICE	4,348.83	73.05
147050	CONSOLIDATED TELEPHONE COMPANY	10,131.52	826.07
171100	FRYBERGER, BUCHANAN, SMITH &	53,675.44	3,535.75
179340	HAGENS GLASS & PAINT	21,836.09	125.00
197775	KWIK TRIP INC	327.24	165.81
197800	L & M FLEET SUPPLY INC.	7,411.84	80.98
221850	MN HIGHWAY SAFETY & RESEARCH		455.00
260500	SCHINDLER ELEVATOR CORPORATION	1,689.66	1,981.50
271325	NANCY GETCHELL	3,169.26	110.71
278600	TWIN PORT MAILING	13,860.09	60.10
289015	WELLS FARGO CREDIT CARD	39,640.30	1,853.11

INVOICES DUE ON/BEFORE 04/19/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
42	PUBLIC SAFETY		
291400	WOOD CITY MOTORS	274.84	1,001.90
R0002162	PJ'S LUCKY SEVEN GENERAL STORE		78.93
	PUBLIC SAFETY		10,497.91
43	PUBLIC WORKS		
125900	BEST SERVICE	1,035.50	43.60
134800	CARLTON COUNTY TREASURER	35.00	23.10
137340	CHAMBERLAIN OIL CO., INC.	2,052.67	2,714.20
139025	CINTAS	1,428.56	55.35
142800	CLOQUET SANITARY SERVICE	4,348.83	104.32
147050	CONSOLIDATED TELEPHONE COMPANY	10,131.52	258.88
169650	FORUM COMMUNICATIONS COMPANY	1,444.62	759.28
175200	GOPHER STATE ONE CALL INC	140.45	18.90
178700	H & L MESABI	5,137.00	411.00
184155	MIDWEST WASH SYSTEMS LLC	464.62	100.35
197800	L & M FLEET SUPPLY INC.	7,411.84	704.43
200460	LAKES GAS		90.50
205050	LOFFLER COMPANIES INC	196.49	15.41
206500	M R SIGN CO INC	2,849.66	118.08
212700	MID-STATE TRUCK SERVICE INC	20,752.26	11,268.00
229500	NAPA AUTO PARTS	2,578.76	688.01
244975	PINE KNOT LLC	35,750.00	92.00
263400	SIGN PRO	223.15	480.00
265250	SNAP ON TOOLS	219.00	94.45
272600	TERMINAL SUPPLY INC	1,860.16	427.08
278600	TWIN PORT MAILING	13,860.09	60.10
289015	WELLS FARGO CREDIT CARD	39,640.30	-20.00
291400	WOOD CITY MOTORS	274.84	204.63
	PUBLIC WORKS		18,711.67
45	CULTURE AND RECREATION		
112050	ADVANCED SERVICES INC	1,635.00	1,090.00
118950	ARAMARK UNIFORM & CAREER		2,678.33
125700	BEST OIL COMPANY	24,463.74	883.20
127200	CHARLES BOEDIGHEIMER		109.00
134900	CARLTON COUNTY TREASURER	2,989.50	324.00
142800	CLOQUET SANITARY SERVICE	4,348.83	865.69
147050	CONSOLIDATED TELEPHONE COMPANY	10,131.52	612.07

INVOICES DUE ON/BEFORE 04/19/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
45	CULTURE AND RECREATION		
149865	COMPUTER WORLD INC	23,915.01	369.72
172300	GARTNER REFRIGERATION COMPANY	9,190.94	877.48
175700	GRAINGER	4,214.46	222.68
175950	GRAPHIC TECHNOLOGIES	330.00	80.00
178500	GUARDIAN PEST SOLUTIONS INC	151.21	51.98
197800	L & M FLEET SUPPLY INC.	7,411.84	1,070.80
211400	MENARDS INC	1,354.71	80.08
	CULTURE AND RECREATION		9,315.03
46	COMMUNITY DEVELOPMENT		
147050	CONSOLIDATED TELEPHONE COMPANY	10,131.52	58.24
235400	NORTHERN PRINTERY THE		44.19
278600	TWIN PORT MAILING	13,860.09	30.05
	COMMUNITY DEVELOPMENT		132.48
FEDERAL CDBG LOAN (EDA)			
46	COMMUNITY DEVELOPMENT		
171100	FRYBERGER, BUCHANAN, SMITH &	53,675.44	878.50
	COMMUNITY DEVELOPMENT		878.50
LIBRARY FUND			
45	CULTURE AND RECREATION		
147050	CONSOLIDATED TELEPHONE COMPANY	10,131.52	601.36
	CULTURE AND RECREATION		601.36
CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
289015	WELLS FARGO CREDIT CARD	39,640.30	204.70
	SPECIAL PROJECTS		204.70

DATE: 04/14/22
TIME: 09:57:31
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 04/19/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
WATER - LAKE SUPERIOR WATERLIN			
50	STATION 1		
175700	GRAINGER	4,214.46	15.65
	STATION 1		15.65
51	STATION 2		
139025	CINTAS	1,428.56	28.29
197800	L & M FLEET SUPPLY INC.	7,411.84	1,323.28
211400	MENARDS INC	1,354.71	353.89
261750	SEELYE PLASTICS, INC.	83.75	433.93
289015	WELLS FARGO CREDIT CARD	39,640.30	594.23
	STATION 2		2,733.62
52	LAKE SUPERIOR WATERLINE		
197800	L & M FLEET SUPPLY INC.	7,411.84	58.57
251475	RAILROAD MANAGEMENT	313.34	313.34
259460	SAGINAW POWER & AUTOMATION	3,280.00	1,540.00
283700	USA BLUEBOOK	1,581.71	395.78
	LAKE SUPERIOR WATERLINE		2,307.69
57	ADMINISTRATION		
156400	CITY OF DULUTH COMFORT SYSTEMS	511.45	169.73
205050	LOFFLER COMPANIES INC	196.49	15.41
	ADMINISTRATION		185.14
WATER - IN TOWN SYSTEM			
49	CLOQUET		
122958	AUTO ZONE, INC.	271.88	25.73
139025	CINTAS	1,428.56	33.21
153300	DIAMOND DRILLING		437.00
165375	FERGUSON WATERWORKS #2516	1,486.54	716.00
175700	GRAINGER	4,214.46	34.32
197800	L & M FLEET SUPPLY INC.	7,411.84	117.13
211400	MENARDS INC	1,354.71	297.00

DATE: 04/14/22
 TIME: 09:57:31
 ID: AP443000.WOW

CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 04/19/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
49	CLOQUET		
229500	NAPA AUTO PARTS	2,578.76	26.79
241950	PACE ANALYTICAL SERVICES INC	748.00	346.00
	CLOQUET		2,033.18
54	BILLING & COLLECTION		
145300	COMMUNITY PRINTING	5,361.45	100.50
278600	TWIN PORT MAILING	13,860.09	60.10
279100	U S BANK EQUIPMENT FINANCE	2,407.60	6.58
	BILLING & COLLECTION		167.18
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	4,348.83	34.77
147050	CONSOLIDATED TELEPHONE COMPANY	10,131.52	405.61
175200	GOPHER STATE ONE CALL INC	140.45	11.34
205050	LOFFLER COMPANIES INC	196.49	15.41
278600	TWIN PORT MAILING	13,860.09	60.10
	ADMINISTRATION & GENERAL		527.23
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
139025	CINTAS	1,428.56	22.14
175700	GRAINGER	4,214.46	284.29
197800	L & M FLEET SUPPLY INC.	7,411.84	58.57
229500	NAPA AUTO PARTS	2,578.76	455.10
256775	ROOTX		1,211.16
R0002160	FOOTPRINT PROMOTIONAL		130.00
	SANITARY SEWER		2,161.26
56	LIFT STATIONS		
160950	ELECTRIC PUMP, INC.		1,276.37
	LIFT STATIONS		1,276.37

DATE: 04/14/22
TIME: 09:57:31
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 04/19/2022

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

ENTERPRISE FUND - SEWER			
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	4,348.83	34.76
147050	CONSOLIDATED TELEPHONE COMPANY	10,131.52	173.44
175200	GOPHER STATE ONE CALL INC	140.45	7.56
205050	LOFFLER COMPANIES INC	196.49	15.42
278600	TWIN PORT MAILING	13,860.09	60.11
	ADMINISTRATION & GENERAL		291.29
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
205050	LOFFLER COMPANIES INC	196.49	15.42
	ADMINISTRATION & GENERAL		15.42
CABLE TELEVISION			
45	CULTURE AND RECREATION		
162640	ENVENTIS TELECOM INC	141.65	45.95
270300	SWAGIT PRODUCTIONS, LLC	3,975.00	1,325.00
	CULTURE AND RECREATION		1,370.95
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
152775	DELTA DENTAL OF MINNESOTA	13,789.53	150.45
	EMPLOYEE VACATION & SICK		150.45
	TOTAL ALL DEPARTMENTS		159,047.23



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Katie Bloom, Finance Director TCP
Reviewed/Approved by: Tim Peterson, City Administrator
Date: April 19, 2022

ITEM DESCRIPTION: Year End Transfers for 2021

Proposed Action

Staff recommends the Council move to authorize the transfers for 2021 as detailed in the April 19, 2022 staff report.

Background/Overview

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

2021 Capital Improvements – Expenditures were made in the Storm Water Utility Fund for the fuel system improvements. Expenditures were also made in the Public Works Reserve Fund with budgeted amounts from the Water Fund and Sewer Fund to help cover expenses.

Transfer to the Storm Water Utility Fund from the Permanent Improvement Fund \$30,000 for the costs of the fuel system improvements.

Transfer from the Water Fund of \$87,500 to cover portions of equipment purchased in the Public Works Reserve Fund.

Transfer from the Sewer Fund of \$43,500 to cover portions of equipment purchased in the Public Works Reserve Fund

Fund balance & future capital outlay – The General Fund is fully funded in accordance with the Fund Balance Policy. The Library Fund 2021 transfer was budgeted at \$200,000 to meet the Fund Balance Policy.

Transfer to Library Fund from the General Fund \$200,000.

Tax Increment Financing administrative fees – The City is allowed to transfer 10% of tax increments received to offset administrative fees incurred by administration, finance, and community development. The administrative costs must be documented.

Transfer to General Fund from TIF 14th Street Apartments \$2,309.81, TIF Oakwood Estates \$5,317.95, and TIF Patio Homes \$5,180.56.

To Mayor and Council
Year End Transfers for 2021
April 19, 2022
Page 2

Landfill Host Fee – 25% of the host fee received is allocated to the General Fund.

Transfer to General Fund from Landfill Host Fee Fund \$42,226.63.

Policy Objectives

Proper approval for financing transfers for the year ended 12/31/2021.

Financial Impacts/Budget/Grant Considerations

Approval of transfers so various funds are properly reimbursed for 2021 activities and to increase reserve for future capital outlay. The construction transfers are budgeted at the beginning of the year but actual numbers are not available until the audit is complete.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

None.



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 *TFP*
Date: April 19, 2022

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 Kimberly Hamsher, effective April 20, 2022.

Background/Overview

The City has received an application from Kimberly Hamsher for a new Therapeutic Massage Therapist license operating as a mobile massage therapist for clients in nursing homes, assisted living facilities and in homes of clients who are homebound.

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. Hamsher 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



CITY ADMINISTRATOR'S OFFICE

101 14th Street, Cloquet MN 55720
Phone: 218-879-3347 Fax: 218-879-6555
www.cloquetmn.gov

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 <i>Kimberly</i>	Full Middle <i>Christine</i>	Last <i>Hamsher</i>
Current Address: Street / City / State / Zip Code		
E-mail address: (if applicable)		
Home Phone:	Cell Phone:	Work Phone:
Date of Birth: <i>8/26</i>	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: <i>Lacuna Massage</i>	Manager of Business: <i>myself (Kim Hamsher)</i>
Business Street Address: <i>mobile business</i>	
Phone Number: <i>(702) 767-8429</i>	Alternate Number:
Owner of Business: <i>Kimberly Hamsher</i>	
Owner's Residence Address: Street / City / State / Zip Code	
Home Phone:	Cell Phone:
E-mail address: (if applicable) <i>Escape@lacunaMassages.com</i>	
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: Lacuna Massage 2018 - current
Lake Havasu City, AZ 86404

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:

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
1661 Lake Havasu Ave N. #101, Lake Havasu City, AZ 86404

Dates at Address:
Jan 2018 - April 2022

Street / City / State / Zip Code
3212 Hidden Valley Dr, Lake Havasu City, AZ 86404

Dates at Address:
Dec. 2016 - Jan. 2018

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:
Lacuna Massage

City / State / Zip Code
Lake Havasu City, AZ 86404

Dates at Address:
Jan 2018 - April 2022

Business or Occupation:
City of Dark Angels Tours

City / State / Zip Code
Lake Havasu City, AZ 86404

Dates at Address:
Oct 2017 - April 2022

Business or Occupation:
Totem Animal Massage

City / State / Zip Code
Lake Havasu City, AZ 86404

Dates at Address:
Jan 2018 - April 2022

Please provide the names and addresses of your employers and partners, if any, for the preceding five years. Begin with present or last occupation and work back. Attach additional sheets if necessary.

Employer or Partner:

School of Charles of Italy Cosmetology & Massage

Street / City / State / Zip Code

1984 McCulloch Blvd, Lake Havasu City, AZ 86404

Dates:

2/2018 - 11/2018

Employer or Partner:

Street / City / State / Zip Code

Dates:

Have you ever been convicted of any felony, crime or violation of any ordinance, other than traffic?

Yes

No

If yes, give information as to the date, place, and offense for each conviction. Also, specifically state if any such conviction was a felony offense or involved any allegations of physical assault or sexual misconduct.

List the names, residences, and business addresses of three residents of Carlton County, of good moral character, not related to the applicant or financially interested in the premises or business, who may be referred to as to the applicant's character.

Name:

Dan Johnson

Residence Address:

Barnum, MN

Business Address:

works at Sappi

Phone Number:

Name:

Stacey Johnson

Residence Address:

Barnum, MN

Business Address:

~~Barnum, MN~~

Phone Number:

Name:

Bill Gannon

Residence Address:

Croquet 55720

Business Address:

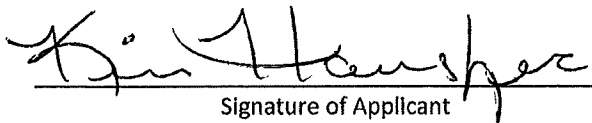
~~_____~~

Phone Number:

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.


4-11-22

 Signature of Applicant Date

Print Name Kimberly Christine Hamsher
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:				

Authorization & Release

The undersigned, having filed an application with the City of Cloquet realizing that the City has need to investigate the background and history of the applicant in order to better evaluate his or her application, does hereby authorize and request every law enforcement official and every other person, firm, officer, corporation, association, organization or institution having control of any documents, records or other information pertaining to me to furnish the original or copies of any such documents, records and other information to the City or any of its representatives and to permit said City or any of its representatives to inspect and make copies of any such documents, records and other information. I further authorize any such persons to answer any inquiries, questions or interrogatories concerning the undersigned which may be submitted to them by the City or its authorized representative. I fully understand that the information so obtained by the City may be used by it in its evaluation of my application.

I hereby release and exonerate any person who shall comply with the authorization and request made herein from any and all liability of every nature and kind growing out of and in any way pertaining to the furnishing or inspection of such documents, records and other information.

Data Practices Advisory (Tennessee Warning)

Some or all of the information that you are asked to provide on the attached forms are classified by state law as either private or confidential. Private data is information which generally cannot be given to the public, but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is to perform background investigations of the applicant, manager and others appearing on the application. This information will be used to determine if it is appropriate for the applicant to be issued a license or permit from the City of Cloquet.

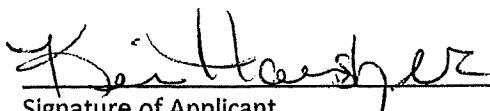
You are not legally required to provide this information. However, failure to furnish the requested information may result in your application being denied.

This information will be used by various City departments in the course of their investigations. In addition, various State and Federal law enforcement agencies may be furnished portions of the information you provide.

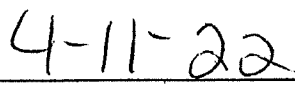
If you have any questions in this regard, please contact the City Administrator's Office at (218) 879-3347.

I read and understand the above information regarding my rights as a subject of government data.

**I HAVE READ AND UNDERSTAND THE ABOVE
AUTHORIZATION & RELEASE AND DATA PRACTICES ADVISORY.**



Signature of Applicant



Date

MINNESOTA BUSINESS TAX IDENTIFICATION LAW

Pursuant to Minnesota Statute 270C.72 (Tax Clearance; Issuance of Licenses), Subd. 4. The licensing authority is required to provide the Minnesota Commissioner of Revenue your business tax identification number and social security number of each license applicant. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

License Type: Therapeutic Massage Therapist License

Please supply the following information and return along with your application to the City of Cloquet.

APPLICANT INFORMATION		
Name: First <u>Kimberly</u>	Full Middle <u>Christine</u>	Last <u>Hansher</u>
Current Address:		
City: <u>Cloquet</u>	State: <u>MN</u>	Zip Code: <u>55720</u>
Social Security Number:		

MESSAGE THERAPY BUSINESS INFORMATION		
Business Name: <u>Lacuna Massage</u>		
Business Address: <u>mobile</u>		
City: <u>Cloquet</u>	State: <u>MN</u>	Zip Code: <u>55720</u>

TAX IDENTIFICATION NUMBERS	
Federal Tax Identification Number:	<u>47-3522054</u>
Minnesota Tax Identification Number:	

Signature: Kimberly Hansher

Date: 4-11-22

Certificate of Compliance Minnesota Workers' Compensation Law

THIS FORM MUST BE COMPLETED BY THE BUSINESS LICENSE APPLICANT

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

LICENSE or CERTIFICATE NO (if applicable) MT-24500	BUSINESS TELEPHONE NO. (502) 767-8429	FAX TELEPHONE NO.
BUSINESS NAME (Use the person(s) name if business structure is sole proprietor or partnership (i.e., John Doe, or John Doe and Jane Doe), otherwise it is the legal name of the business entity.) Kimberly Hamsher		
DBA ("doing business as" or also known as an assumed name) (if applicable) Lacuna Massage		
BUSINESS ADDRESS (must be physical street address, no PO boxes) Mobile Business	CITY	STATE ZIP CODE
COUNTY Carlton	E-MAIL ADDRESS Escape@lacunamassages.com	

YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1 or 2 below.

NUMBER 1 – Workers' compensation insurance policy information

INSURANCE COMPANY NAME (not the insurance agent) Hands on Trade		NAIC Number
POLICY NO. 190572654	EFFECTIVE DATE 2/25/22	EXPIRATION DATE 2/25/23

NUMBER 2 – Reason for exemption from workers' compensation insurance

If you have questions regarding the need to obtain workers' compensation coverage, including exemptions, contact 651.284.5032 or 1-800-342-5354.

- I have no employees. (See Minn. Stat. § 176.011, subd. 9 for the definition of an employee.)
- I am self-insured for workers' compensation (attach a copy of the authorization to self-insure from the Minnesota Department of Commerce).
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered:

Other: _____

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

PRINT NAME Kim Hamsher		
APPLICANT SIGNATURE (required) Kim Hamsher	TITLE Owner	DATE 4-11-22

NOTE: You must notify us if there is any change to your Workers' Compensation Insurance Information or Employee Status Change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or on a tape.

Hands-On Trade Association
A member of the Wellness and Beauty
Association Risk Purchasing Group
3009 S Mt Vernon St
Spokane, WA 99223

NAMED INSURED

Kimberly Hamsher
1261 Lake Havasu Av N, #101
Lake Havasu City, AZ 86404

Certificate of Insurance
Certificate Number
190572654

This certificate provides benefits subject to the terms, conditions, exclusions and limits of the Master Policy MKLV5PSM000058 as provided by EVANSTON INSURANCE COMPANY

Benefits: Professional and General Liability Protection

Membership Period: 02/25/2022 - 02/25/2023

Limits: **General Liability**
 \$2,000,000 Each Occurrence
 \$3,000,000 Annual Aggregate

Damage to Premises Rented or Occupied by You
\$100,000

Professional Liability (Including Professional Personal Injury)
\$2,000,000 Each Claim

This certificate of benefits is to provide evidence of insurance and does not amend, expand or alter any terms and conditions of the Master Policy. In the event of cancellation of the above stated insurance the Association will endeavor to mail 45 days written notice of cancellation of this insurance to the Primary Certificate Holder and/or Additional Insurance Holder, but failure to mail such notice shall impose no obligation of any kind upon the Association, its companies, agents or representatives.



Kelly G Greenwood
Administrator

Hamsher, Kimberly

2018-12-18 Official Transcript

Official Transcript
Charles of Italy Beauty College

Student ID:	4769HAK170519	Separation Type:	Graduated
Student Name:	Hamsher, Kimberly	Curriculum:	Massage Therapy Curriculum
Student Address:	3212 Hidden Valley Dr Lake Havasu City AZ, 86404	Section Start Date:	2017-05-01
Campus:	LHC	Student Start Date:	2017-05-22
Program:	Massage Therapy	Sched. Grad. Date:	2017-10-30
		Completion date:	2017-11-28 00:00:00

Scheduled Hours:	814.03	Total Hours Attended:	701.52
Std. Hours Attended:	701.52	Hours Missed:	112.51
MakeUp Hrs. Attended:	.00	Attendance Rate:	86.18%
Trsfr/Re-enrolled Hours:	0.00	Current GPA:	100.00%

Academic Courses and Grades
Charles of Italy Beauty College

Practical Assigned	Grade Assigned	Grade Assigned	Grade Assigned	Grade
P Stone Massage	P			
Test Assigned	Grade Assigned	Grade Assigned	Grade Assigned	Grade
Effects, Benefits, etc.	100	Application of Massage Te	100	Classification of Massage
Hydrotherapy	100	Procedures for COMPLETE M	100	Therapeutic Procedure
History of Massage	100	Consultation	100	Professional Requirements
Digestive System	100	Excretory System	100	A & P Overview
Circulatory System	100	Endocrine System	100	Equipment and Products
Sanitary and Safety Pract	100	Integumentary System	100	Introduction to A & P
Muscular System	100	Nervous System	100	Respiratory System
Skeletal System	100			
Practical Assigned	Grade Assigned	Grade Assigned	Grade Assigned	Grade
Chair Massage Practical	P	Draping Procedures	P	Full Body Massage
Remaining Assignments / Exams:				
Clinical				
Chair Massage	Draping procedure	Stone Massage		
Practical				
Test				
Business Practice	CPR	Final Examination	First Aid	Massage in Medica
Massage in the Sp	Other Therapeutic	Sports Massage		
Final Grade Averages:				
Categories		Weight		Grade Ave.
Practical		.00%		100.00%
Test		50.00%		100.00%
Practical		50.00%		100.00%
Current GPA				100.00%

School Official Signature

Date

CHARLES OF ITALY BEAUTY COLLEGE AND MASSAGE
THERAPY SCHOOL

PRESENTS THIS DIPLOMA TO:

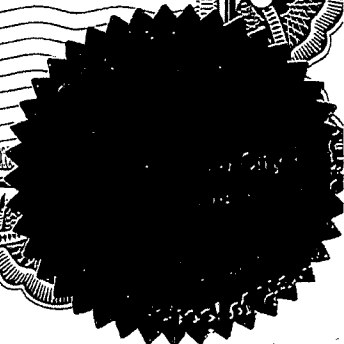
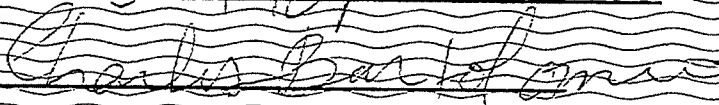
KIMBERLY HAMSHER

FOR THE SUCCESSFUL COMPLETION OF THE MASSAGE THERAPY COURSE AND
CERTIFICATION IN CHAIR MASSAGE, SWEDISH MASSAGE AND HOT STONE MASSAGE
ON THIS 28TH DAY OF NOVEMBER 2017

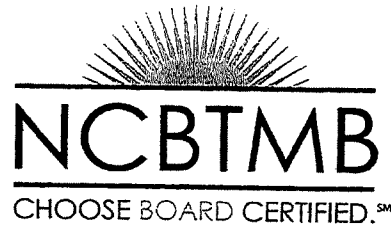
INSTRUCTOR SIGNATURE:



OWNER SIGNATURE:



National Certification Board for Therapeutic Massage & Bodywork



This is to certify that

Kimberly Hamsher

*has met or exceeded the high standards of excellence put forth by the National Certification Board for
Therapeutic Massage & Bodywork and is hereby recognized and awarded the esteemed designation of*

Board Approved Continuing Education Provider



Portia B Resnick

President

1000263

Provider Number

12/05/2022


Expiration Date



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator 
Date: April 19, 2022

ITEM DESCRIPTION: Public Works Position Appointment

Proposed Action

Staff recommends the City Council move to approve the probationary appointment of Isaac Pfeffer to the position of Parks Maintenance Person effective April 20, 2022.

Background

Due to a recent promotion Public Works has a full-time position vacancy in the Parks Department. An internal posting was completed as required under the union contract and the vacancy was then advertised and posted externally. Isaac performed well through the interview process and has experience in many of the job duties. The selection panel is unanimously recommending his probationary appointment to the position of Parks Maintenance Person.

Policy Objectives

Keeping a fully staffed department is consistent with the service level directives of the City Council.

The City Council is the hiring authority for the City as determined by City Code and State law. Council must act to appoint applicants to complete the hiring process.

Financial/Budget/Grant Considerations

This position is fully funded as part of the 2022 operating budget.

Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

N/A.



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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Al Cottingham, City Planner/Zoning Administrator
Reviewed/Approved By: Tim Peterson, City Administrator *TP*
Date: April 13, 2022

ITEM DESCRIPTION: Landfill Host Committee Appointments

Proposed Action

The City Council is asked to consider the appointment of Al Cottingham, John Sanders, Kyle Backstrom Geoff Strack and one City Councilor to the Landfill Host Committee.

Background/Overview

The City has received an application of interest from John Sanders for the Landfill Host Committee; City Planner/Zoning Administrator Al Cottingham as a staff representative; and, Kyle Backstrom and Geoff Strack as representatives of the Landfill. A City Councilor also should be added to make up the five member committee.

With the approval of the landfill to operate within the City, a Host Fee was established along with how those fees are to be used. The agreement stated that a "Host Fee Committee" should be established ten (10) years prior to the anticipated closure of the landfill. It is estimated that we are close to that time frame. The agreement further states that the Committee shall consist of three (3) members of the community which are chosen by the City Council and two (2) members chosen by the owner/operator of the Landfill. John Sanders and Al Cottingham are both members of the community. Mr Sanders was also on the Planning Commission when everything was occurring with the landfill.

Policy Objectives

The makeup of the Committee is spelled out in the Host Fee Agreement. The agreement states that the Committee shall consist of three (3) members of the community which are chosen by the City Council and two (2) members chosen by the owner/operator of the Landfill. John Sanders and Al Cottingham are both members of the community. Mr. Sanders was also on the Planning Commission when everything was occurring with the landfill.

Financial/Budget/Grant Considerations

None.

Advisory Committee/Commission Action

None.

Supporting Documentation

- Application



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: John Sanders		Date: 4-3-2022
Address		
Email:		
Home Phone:	Work Phone: 612-369-4433	Cell Phone:
How long have you lived in Cloquet? 16 + years	Years/Months: 16/6	Which Ward? 5
What Cloquet community activities have you been involved in? Planning Commission - 13 years, Landfill Subcommittee, Parks and Recreation System Master Plan Task Force, Cloquet Comprehensive Plan Transportation Section Update Advisory Committee		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. I am a subcommittee Chairman for AREMA Committee 15 - national organization that maintains the manual for designing steel railroad structures		
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: Landfill Host Fee Committee		
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. work travel from time to time		
Why do you wish to be on a Board/Commission? My time on the planning commission coincided with the rebirth of the landfill. I attended all of the community meetings and was involved in numerous planning commission meetings regarding the landfill. I served on the landfill subcommittee.		
Please describe any other relevant information you would like us to know. I am a civil engineer. During my time on the commission, I invested a lot of time researching landfills and listening to the concerns of the public. I have toured the landfill a number of times with the most recent just last year.		

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



Community Development Department
101 14th ST • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555

REQUEST FOR COUNCIL ACTION

To: Mayor and Cloquet City Council
From: Holly Hansen, Community Development Director
Reviewed By: Tim Peterson, City Administrator; Bill Helwig, City Attorney *TCT*
Date: April 19, 2022

ITEM DESCRIPTION: Approving Condemnation of 915 Cloquet Avenue

Proposed Action

The City's good faith negotiations with Felipe A. Mata and the Estate of Carlos G. Villarreal have been unsuccessful. In an effort to resolve hazardous and blighted conditions and attract responsible development ownership to a building that has opportunity for revitalization, the staff recommendation is for City Council to move to approve **RESOLUTION NO. 22-29, APPROVING CONDEMNATION OF 915 CLOQUET AVENUE.**

The City Attorney will be available for questions at the City Council meeting that Councilors may have.

Background / Overview

On December 21, 2021 the Council approved Resolution No. 21-79 which provided extensive background on this situation of a property with an unaddressed order to repair the roof and exterior bricks along 10th Street, actions by the City to secure the property which was vacant and open to trespass, revocation of the building's certificate of occupancy in November 2021 by the City due to lack of utilities, declaration on December 15, 2021 that the building is vacant and hazardous, and after a January 2022 exterior inspection with a regional commercial brick expert, further action by the City from February 15-16, 2022 to protect pedestrians from unsecured building bricks by blocking off the sidewalk along 10th Street.

On March 15, 2022, the City Council held a public hearing to obtain public comments related to the initiation of city acquisition of 915 Cloquet Avenue by condemnation in the event that the City is not able to proceed by directly purchasing the property via good faith negotiated purchase price with property owners. One written comment was provided by the grandson of the Solem Hotel owners supporting reviving the existing structure. Also on March 15, 2022, the Council approved Resolution No. 22-22, A Resolution Adding a Contingency for Inspection/Analysis by a Structural Engineer to Any Purchase Agreement for 915 Cloquet Avenue.

In accordance with Resolution No. 21-79 passed on December 21, 2021, the City approved the acquisition of 915 Cloquet Avenue by direct purchase through good faith negotiation (pursuant to Minn. Stat.

§ 117.036) for no more than the appraised value of \$8,000 (plus costs pursuant to Minn. Stat. § 117.232) unless further approved by 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 on March 15, 2022. The City's first good faith offer of the appraised value of \$8,000 was sent to Felipe A. Mata and the Estate of Carlos G. Villarreal by Offer Letter dated February 9, 2022, to which Felipe A. Mata responded rejecting the offer and to which the Estate of Carlos G. Villarreal did not respond. In accordance with Resolution No. 22-16 passed on March 1, 2022, the City authorized the EDA to determine further good faith offers for negotiations with Felipe A. Mata and the Estate of Carlos G. Villarreal without requiring further approval from the City Council. The City did respond to Felipe A. Mata requesting that he make a counteroffer to the City considering the City's appraisal of \$8,000, to which Mr. Mata responded with a counteroffer of \$192,800, being the market value listed on the County property tax statement. In accordance with Resolution No. 22-22 passed on March 15, 2022 after the Public Hearing, the City declined Felipe A. Mata's counteroffer of \$192,800 and authorized the EDA to proceed to determine an appropriate counteroffer to continue good faith negotiations. The City next offered to Felipe A. Mata and the Estate of Carlos G. Villarreal \$50,000 as determined by the EDA, wherein no response was received from the Villarreal Estate, and Mr. Mata maintained his position with respect to subsequent counteroffers by the City, and will only accept \$192,800, which is equal to the tax assessed value as determined by the County. EDA staff, following a discussion by the EDA Board, agreed to offer Felipe A. Mata and the Estate of Carlos G. Villarreal a final offer of \$75,000 to purchase the property by Final Offer letter signed by the City Attorney on April 5, 2022. Felipe A. Mata responded on April 8, 2022 and rejected the City's \$75,000 offer and did not make a further counteroffer. To date, the Estate of Carlos G. Villarreal has not responded to any offer letters or requests for confirmation of receipt of such letters. The City's good faith negotiations with Felipe A. Mata and the Estate of Carlos G. Villarreal have been unsuccessful.

After further consideration by the City Council following the public hearing held on March 15, 2022 at 6:00 p.m., the City finds that condemnation, repair, and redevelopment of the property will remove a danger and hazard to public safety at minimal cost to the City due to the low appraised value of the Property being taken, which associated damages and acquisition costs will be passed on to a developer, and further finds that redevelopment will result in a significant public benefit to the City's business base and provide new opportunities for economic growth.

The acquisition of buildings found to be hazardous under Minn. Stat. § 463.15 and the acquisition of the real estate upon which they are located is declared to be a public purpose pursuant to § 463.152. This acquisition is necessary as the owners have failed to comply with or respond to multiple orders to repair identified hazardous conditions to the Property. Pursuant to the foregoing findings and resolutions, and in accordance with Minn. Stat. § 463.152 and Cloquet City Code § 10.5 (as appropriate), the Council orders that the Property be acquired by the City by condemnation through the exercise of the City's power of Eminent Domain according to the City's appraised value of \$8,000. Title and possession of the Property is required as soon as possible so that the danger and hazard to public safety can be corrected, necessitating that the Property be acquired prior to the filing of an award by the Court pursuant to the quick-take provisions of Minnesota Statutes § 117.042. The Council authorizes and directs the City Attorney to prepare all documents and take whatever actions are necessary to file the necessary petition for condemnation and other pleadings with the District Court for the acquisition of the Property through

the exercise of the City's power of Eminent Domain, and to prosecute said action(s) to a successful conclusion or until it is obtained, dismissed, or terminated by the City or the Court.

Policy Objectives

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. The Council was informed that this building has opportunity in three story, two story or one-story format however if no action is taken, building conditions will worsen and create risks and there will be no options for future renovations. The building will require substantial gutting and renovating for which there are economic development tools to match skilled developer needs. The City is initiating condemnation in an effort to obtain ownership of the property which is currently in hazardous disrepair and then sell this building to a skilled developer interested in repairing and adaptively reusing this building to its highest and best market use. Cloquet Economic Development Authority (EDA) funding would be used for the acquisition of the hazardous and blighted property by a legal taking and the Cloquet EDA would be overseeing this funding process.

Financial/Budget/Grant Considerations

Policy support for utilizing the Cloquet EDA's Fund 202 is derived from 1) aiding in the prevention or elimination of slum and blight conditions. Under other eligible activities, the acquisition process may be considered on a case-by-case process as tied to an EDA renovation/development project. If the City acquires the property via condemnation due to hazardous conditions, in the future the EDA would prepare a request for proposals from developers to acquire and repair the building and would prepare necessary Development Agreements.

Advisory Committee Action

At their November 1st meeting, the Cloquet EDA unanimously voted to recommend to Council that the City acquire 915 Cloquet Avenue via direct negotiated purchase or the use of condemnation. The Cloquet EDA has provided property counter offers.

Supporting Documentation Attached

- Resolution No. 22-29

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

RESOLUTION NO. 22-29

**RESOLUTION APPROVING CONDEMNATION OF
915 CLOQUET AVENUE**

WHEREAS, in accordance with Resolution No. 21-79 passed on December 21, 2021, the City approved the acquisition of 915 Cloquet Avenue, legally described 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,"

by direct purchase through good faith negotiation (pursuant to Minn. Stat. § 117.036) for no more than the appraised value of \$8,000 (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 on March 15, 2022 at 6:00 p.m.

WHEREAS, the City's first good faith offer of the appraised value of \$8,000 was sent to Felipe A. Mata and the Estate of Carlos G. Villarreal by Offer Letter dated February 9, 2022, to which Felipe A. Mata responded rejecting the offer and to which the Estate of Carlos G. Villarreal did not respond.

WHEREAS, in accordance with Resolution No. 22-16 passed on March 1, 2022, the City authorized the EDA to determine further good faith offers for negotiations with Felipe A. Mata and the Estate of Carlos G. Villarreal without requiring further approval from the City Council.

WHEREAS, the City did respond to Felipe A. Mata requesting that he make a counteroffer to the City, giving consideration to the City's appraisal of \$8,000, to which Mr. Mata responded with a counteroffer of \$192,800, being the estimated value listed on the 2022 County property tax statement for the Property building parcel.

WHEREAS, a public hearing on the proposed condemnation of 915 Cloquet Avenue was held on March 15, 2022 at 6:00 p.m. in the City Council chambers following published, posted and mailed notice as required by statute, at which time the City Council adopted Resolution No. 22-22 declining Felipe A. Mata's counteroffer of \$192,800 and authorizing the EDA to proceed to determine an appropriate counteroffer to continue good faith negotiations.

WHEREAS, the City next offered to Felipe A. Mata and the Estate of Carlos G. Villarreal \$50,000 as determined by the EDA, wherein no response was received from the Villarreal Estate, and Mr. Mata maintained his position with respect to subsequent counteroffers by the City, and will only accept \$192,800, which is equal to the tax assessed value as determined by the County.

WHEREAS, EDA staff, following a discussion by the EDA Board, agreed to offer Felipe A. Mata and the Estate of Carlos G. Villarreal a final offer of \$75,000 to purchase the property by Final Offer letter signed by the City Attorney on April 5, 2022.

WHEREAS, Felipe A. Mata responded on April 8, 2022 and rejected the City's \$75,000 offer and did not make a further counteroffer. To date, the Estate of Carlos G. Villarreal has not responded to any offer letters or requests for confirmation of receipt of such letters.

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

1. The City's good faith negotiations with Felipe A. Mata and the Estate of Carlos G. Villarreal have been unsuccessful.
2. That after further consideration by the City Council following the public hearing held on March 15, 2022 at 6:00 p.m., the City finds that condemnation, repair, and redevelopment of the property will remove a danger and hazard to public safety at minimal cost to the City due to the low appraised value of the Property being taken, which associated damages and acquisition costs will be passed on to a developer, and further finds that redevelopment will result in a significant public benefit to the City's business base and provide new opportunities for economic growth.
3. The acquisition of buildings found to be hazardous under Minn. Stat. § 463.15 and the acquisition of the real estate upon which they are located is declared to be a public purpose pursuant to § 463.152. This acquisition is necessary as the owners have failed to comply with or respond to multiple orders to repair identified hazardous conditions to the Property.
4. That pursuant to the foregoing findings and resolutions, and in accordance with Minn. Stat. § 463.152 and Cloquet City Code § 10.5 (as appropriate), the Council orders that the Property be acquired by the City by condemnation through the exercise of the City's power of Eminent Domain according to the City's appraised value of \$8,000.
5. That title and possession of the Property is required as soon as possible so that the danger and hazard to public safety can be corrected, necessitating that the Property be acquired prior to the filing of an award by the Court pursuant to the quick-take provisions of Minnesota Statutes §117.042.
6. That the City Attorney is hereby authorized and directed to prepare all documents and take whatever actions are necessary to file the necessary petition for condemnation and other pleadings with the District Court for the acquisition of the Property through the exercise of the City's power of Eminent Domain, and to prosecute said action(s) to a successful conclusion or until it is obtained, dismissed, or terminated by the City or the Court.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 19th DAY OF APRIL, 2022.

Roger Maki, Mayor

ATTEST:

Tim Peterson, City Administrator



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: City Council
From: John Anderson, Assistant City Engineer
Reviewed By: Tim Peterson, City Administrator *TP*
Date: April 19, 2022

ITEM DESCRIPTION: Award 2022 Pavement Management Project

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION 22-30, AWARDING 2022 PAVEMENT MANAGEMENT PROJECT.**

Background/Overview

On January 18, 2022 the City Council authorized staff to solicit bids for the 2022 Pavement Management Project. This project includes mill and overlay on Carlton Avenue from 22nd Steet to 14th Street and full depth reclamation of 22nd Street from Carlton Avenue to Cloquet Avenue. Staff has advertised for and opened bids on the project. Four bids were submitted. The table below shows the results of the bid opening.

No.	Bidder	Total Bid
1	KGM Contractors, Inc.	\$ 511,301.94
2	Ulland Brothers, Inc.	\$ 519,650.00
3	Northland Constructors of Duluth, Inc.	\$ 589,500.00
4	KTM Paving	\$ 600,900.00
	Engineer's Estimate	\$ 525,124

Policy Objectives

The project's objectives are to extend the useful life of streets by maintaining the condition of the road surface.

Financial/Budget/Grant Considerations

The bid is 2.6% under the engineers estimate of \$525,124. The CIP budget for this project is \$515,000. This project is slated to be funded by the city's Municipal State Aid account and water utility funds.

Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

- Resolution No. 22-30

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

RESOLUTION NO. 22-30

RESOLUTION AWARDING 2022 PAVEMENT MANAGEMENT PROJECT

WHEREAS, A resolution of the Council adopted on January 18, 2022, authorized advertising the project for bid.

WHEREAS, The City of Cloquet advertised and received the following bids for the project:

No.	Bidder	Total Bid
1	KGM Contractors, Inc.	\$ 511,301.94
2	Ulland Brothers, Inc.	\$ 519,650.00
3	Northland Constructors of Duluth, Inc.	\$ 589,500.00
4	KTM Paving	\$ 600,900.00
	Engineer's Estimate	\$ 525,124

AND WHEREAS, The apparent low bid from KGM Contractors Inc. was found to meet the minimum bid requirements.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the bid from KGM Contractors Inc. in the amount of \$511,301.94 is hereby accepted.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 19th DAY OF APRIL 2022.

Roger Maki, Mayor

ATTEST:

Tim Peterson, City Administrator



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: City Council
From: John Anderson, Assistant City Engineer
Reviewed By: Tim Peterson, City Administrator *TeP*
Date: April 19, 2022

ITEM DESCRIPTION: Award 2022 Material Testing Contract

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 22-32, AWARDING 2022 MATERIAL TESTING CONTRACT.**

Background/Overview

Two of the construction projects scheduled for this summer require material testing as part of the construction inspection process. While city staff provides inspection on most aspect of construction, material testing is one specialty area we rely on consultants to provide. The two projects that require this testing are the pavement management project on 22nd Street and Carlton Avenue and the sewer and water construction on 14th Street (Phase 2).

Staff requested quotes for these services and received three proposals for these services. The table below shows the amount for each proposal.

Firm	Pavement Management Project	14th Street (phase 2)	total
WSB	\$ 9,542.50	\$ 4,356.25	\$ 13,898.75
Braun	\$ 10,777.50	\$ 4,530.00	\$ 15,307.50
EPC	\$ 12,604.00	\$ 4,729.00	\$ 17,333.00

Policy Objectives

The project's objectives are to extend the useful life of streets by maintaining the condition of the road surface and maintain sewer and water utilities to provide service to our customers.

Financial/Budget/Grant Considerations

The Pavement Management Project is slated to be funded by the city's Municipal State Aid account and the 14th Street Project is funded by sales tax funds.

Advisory Committee/Commission Action

N/A.

Supporting Documents Attached

- Resolution No. 22-32

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

RESOLUTION NO. 22-32

RESOLUTION AWARDING 2022 MATERIAL TESTING CONTRACT

WHEREAS, The City is responsible to provide Construction oversight on projects constructed for the City;

WHEREAS, The City of Cloquet requested and received the following proposals for the testing services:

Firm	Pavement Management Project	14th Street (phase 2)	total
WSB	\$ 9,542.50	\$ 4,356.25	\$ 13,898.75
Braun	\$ 10,777.50	\$ 4,530.00	\$ 15,307.50
EPC	\$ 12,604.00	\$ 4,729.00	\$ 17,333.00

AND WHEREAS, WSB provided the low proposal, and is capable and qualified to complete the work;

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the Proposal from WSB in the amount of \$13,898.75 is hereby accepted.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 19th DAY OF APRIL 2022.

Roger Maki, Mayor

ATTEST:

Tim Peterson, City Administrator

From: treecity@arborday.org <treecity@arborday.org>
Sent: Thursday, March 10, 2022 8:14 AM
To: Caleb Peterson <CPeterson@cloquetmn.gov>
Subject: Congratulations your 2021 Tree City USA Application has been Approved!

Dear Tree City USA Contact,

On behalf of the Arbor Day Foundation, congratulations on earning recognition as a 2021 Tree City USA. Residents of your community should be proud to live in a place that makes the planting and care of trees a priority, and you should be proud of a job well done!

Ready to take it to the next level? If your community has been recognized in the past AND you have not already applied this year, don't forget to apply for a [Growth Award](#). Please go to your Tree City USA profile online to access this application. If this is your first time being recognized, check out the list of Growth Award Activities and consider what you could do to grow your program in the next year.

As a 2021 Tree City, you also have access to the Tree City Center – an online portal with new, customizable Tree City marketing materials, examples of urban forest master plans, and exclusive grant opportunities.

A recognition letter and press release will be sent directly to your Mayor when your recognition materials are mailed out. Your recognition materials will be shipped and distributed to you on or before your state's Arbor Day. Please reach out with any questions about when and how you will be receiving your materials.

Again, congratulations on your recognition!

The Tree City USA Team
treecity@arborday.org