



**CITY OF CLOQUET**  
**City Council Agenda**  
**Tuesday, February 7, 2023**  
**Work Session 5:00 p.m.**  
**Regular Meeting 6:00 p.m.**  
**City Hall Council Chambers**

**5:00 Work Session**

- EDA Policy Discussion

**6:00 Regular Meeting**

1. Oath of Office – Ward 3 City Councilor Iris Keller
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
  - a. Approval of February 7, 2023 Council Agenda
5. **Approval of Council Minutes**
  - a. Work Session and Regular Council Minutes from the January 17, 2023 meeting
6. **Public Comments**

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

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

  - a. Resolution No. 23-06, Authorizing the Payment of Bills and Payroll
  - b. Consideration of Citizens Advisory Board Reappointment – A. Korby
  - c. Approval of New Therapeutic Massage Therapist License – J. Batista
8. **Public Hearings**

None



**CITY OF CLOQUET  
City Council Agenda  
Tuesday, February 7, 2023  
6:00 p.m.  
City Hall Council Chambers**

**9. Presentations**

- a. Cloquet Area Inclusion Learning Cohort – Amber Lewis
- b. Review of Cloquet's Snowplow Policy

**10. Council Business**

- a. Approval of New Police Officer Hire – B. Asanovich
- b. Resolution No. 23-05, Adopting the 2023-2028 ICAC Joint Powers Agreement
- c. Ordinance No. 504A, An Ordinance to Amend Chapter 2 of the Municipal Code to Change the Composition of the Planning Commission, Second Reading
- d. Resolution No. 23-07, Approving the Conditional Use Permit Amendment for SKB Environmental Cloquet Landfill for Expanded Hours in the HI-Heavy Industry District

**11. Council Comments, Announcements, and Updates**

**12. Adjournment**

Cloquet Council Chambers  
5:15 P.M. January 17, 2023

### **5:15 Work Session**

City Council members interviewed Ward 3 applicants Iris Keller and Peter Erickson. The appointed applicant will fill the vacancy left by Chris Swanson until a special election will be held in conjunction with the November 2024 general election.

### **6:00 Regular Meeting**

#### **OATH OF OFFICE**

City Administrator Peterson administered the oath of office to re-elected Ward 1 Councilor Warren “Bun” Carlson and Ward 2 Councilor Sheila Lamb, and re-elected Mayor Roger Maki.

Roll Call

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

Councilors Absent: None

Pledge of Allegiance

#### **AGENDA**

**MOTION:** Councilor Lamb moved and Councilor Jaakola seconded the motion to approve the January 17, 2023 agenda. The motion carried unanimously (6-0).

#### **MINUTES**

**MOTION:** Councilor Carlson moved and Councilor Wilkinson seconded the motion to approve the Regular Meeting minutes of December 20, 2022 as presented. The motion carried unanimously (6-0).

#### **PUBLIC COMMENTS**

Jared Johnson, 21<sup>st</sup> Street, addressed the City Council regarding lack of snow removal from his alleyway creating problems getting out of his driveway. Mr. Johnson stated he hears many neighbor complaints and at times they feel like they are second class citizens who are forgotten. The alley is very narrow now. Administrator Peterson and Public Works Director Peterson will take a look at the situation in the morning.

#### **CONSENT AGENDA**

**MOTION:** Councilor Wilkinson moved and Councilor Carlson seconded the motion to adopt the Consent Agenda of January 17, 2023 approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 23-02, Authorizing the Payment of Bills and Payroll
- b. Approve 2022 Independent Auditor
- c. Resolution No. 23-01, Authoring the Designation of Depositories for 2023
- d. Resolution No. 23-03, Approving Off-Site Gambling for Eagles #1163

#### **PUBLIC HEARINGS**

There were none.

#### **PRESENTATIONS**

There were none.

#### **APPOINT WARD 3 COUNCIL MEMBER**

**MOTION:** Councilor Wilkinson moved and Councilor Jaakola seconded the motion to appoint Iris Keller to fill the Ward 3 vacancy beginning February 7, 2023 until a special election can

be held in conjunction with the next general election in 2024. The motion carried unanimously (6-0).

### **APPOINT COUNCIL MEMBERS TO BOARDS AND COMMISSIONS**

**MOTION:** Councilor Lamb moved and Councilor Kolodge seconded the appointments of City Council representation on various City boards and commissions for 2023. The motion carried unanimously (6-0).

- EDA – Councilors Wilkinson and Jaakola
- Library Board Liaison – Councilor Keller
- Park Commission Liaison – Kolodge
- Personnel / Negotiating Committee – Councilors Kolodge and Keller
- CAFD – Councilors Carlson and Lamb
- ARDC – Mayor Maki
- Economic Development Partnership – Mayor Maki

### **REAPPOINTMENT TO CITIZENS ADVISORY BOARD**

**MOTION:** Councilor Kolodge moved and Councilor Lamb seconded the motion to reappoint Lauren Herbert to the Citizens Advisory Board (CAB) for a term expiring December 31, 2025. The motion carried unanimously (6-0).

### **SET HEARING DATE ON PROPOSED 14<sup>TH</sup> STREET UTILITY IMPROVEMENTS**

**MOTION:** Councilor Jaakola moved and Councilor Wilkinson seconded the motion to approve **RESOLUTION NO. 23-04, A RESOLUTION TO SET HEARING DATE ON PROPOSED FINAL ASSESSMENTS FOR THE UTILITY IMPROVEMENTS ALONG 14<sup>TH</sup> STREET.** The motion carried unanimously (6-0).

**WHEREAS,** The City made plans to reconstruct sewer and water utilities in 14<sup>th</sup> Street from Cloquet Avenue to Stanley Avenue as part of the City's 5-Year Capital Improvement Program (CIP) and approved budget for 2021 and 2022; and

**WHEREAS,** The Cloquet City Council on October 6, 2020 and December 7, 2021, held public hearings to consider the improvement; and

**WHEREAS,** Said improvement were subsequently ordered and completed and the City has prepared a proposed assessment roll which is available in the office of the City Administrator for public inspection.

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

1. A hearing shall be held on March 7, 2023 in the City Council Chambers at 6:00 p.m. to pass upon such proposed assessments and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper as required by Minnesota Statutes and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll as required by Minnesota Statutes.

### **AMENDING CHAPTER 2 OF MUNICIPAL CODE, PLANNING COMMISSION – FIRST READING**

Council is asked to review the first reading of proposed **ORDINANCE NO. 504A, AN ORDINANCE TO AMEND CHAPTER 2 OF THE MUNICIPAL CODE TO CHANGE THE COMPOSITION OF THE PLANNING COMMISSION.** Action will be taking at the February 7, 2022 meeting.

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

**Section 1. Section 2.2.01 Subd. 2 Composition** is amended to read:

The planning commission shall consist of five members appointed by the Mayor with the approval of the Council. Commission members shall be appointed for terms of three years each. Each appointed member shall serve until his or her successor shall be appointed and



qualified. Interim vacancies shall be filled by appointment of the Mayor upon approval of the Council for unexpired terms. The terms of the ex-officio members shall correspond to their respective official tenures. Every appointed member shall, before assuming the office, take an oath that he or she shall faithfully discharge the duties of his or her office. All members shall serve without compensation.

**Section 2.** **Section 2.2.01 Subd. 6 Procedure for Adoption of Plan** is amended to read:

Before adopting the City plan or any section of it or any substantial amendment thereof, the commission shall hold at least one public hearing thereon. Notice of the time and place of that meeting shall be given by publication in the official newspaper at least ten days before the day of the hearing. The adoption of the City plan or any section or amendment thereof shall be by resolution of the commission and approved by the City Council by the affirmative votes of not less than five/sevenths (5/7) of its total membership. The Commission may from time to time amend or add to the City plan or any section thereof as provided in this Section for the adoption of the original plan whenever changed conditions or further studies by the commission indicate that an amendment or addition shall be necessary. An attested copy of the plan or any section, amendment, or addition to the City plan adopted by the planning commission shall be certified to the City Council subject to final approval.

#### **AWARD CONSULTANT FOR CULTURAL RIVERFRONT PLACEMAKING SIGNAGE**

**MOTION:** Councilor Jaakola moved and Councilor Lamb seconded the motion to award the consultant contract for the Cultural Riverfront Placemaking Signage Project to the 106 Group for \$50,000 and direct staff and consultant team to prepare and execute the project contracts. The motion carried unanimously (6-0).

#### **COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES**

Councilor Wilkinson requested a future meeting to discuss and review snow removal practices and the winter parking ordinance.

Public Works Director Peterson stated the standard start time for plows is 3 a.m. during a major snow event. Peterson also stated that staff has been working 12+ hour days as well as weekends since the first snowstorm in December.

Administrator Peterson thanked the Cloquet High School ski team and Pine Valley ski club for clearing the downed trees that made the cross-country ski trails impassable after the first storm. The trails would not be open if it wasn't for their hard work and hundreds of volunteer hours.

#### **ADJOURNMENT**

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

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Tim Peterson, City Administrator



**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Ann Michaud, Assistant Finance Director  
Reviewed by: Tim Peterson, City Administrator *TCP*  
Date: February 7, 2023

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**ITEM DESCRIPTION:** Payment of Bills and Payroll

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**Proposed Action**

Staff recommends the Council move to adopt **RESOLUTION NO. 23-06, 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. 23-06**

**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	\$	602,770.67
202	Federal CDBG Loan (EDA)		823.36
215	TIF #5-1 Trails Edge		5,282.83
221	TIF#2-2 14th Street Apartments		29,362.84
222	TIF #2-1 - Oakwood Estates		26,368.28
223	TIF #4-1 Patio Homes		15,150.89
225	Permanent Improvement		2,205.00
231	Public Works Reserve		10,278.86
403	Capital Projects - Revolving		31,396.87
405	City Sales Tax Capital		2,280.00
600	Water - Lake Superior Waterline		64,190.01
601	Water - In Town		86,138.81
602	Sewer Fund		43,933.67
605	Stormwater Fund		14,888.75
701	Employee Severance		55.08
	TOTAL:	\$	<u>935,125.92</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET  
THIS 7TH DAY OF FEBRUARY, 2023.**

ATTEST:

\_\_\_\_\_  
Roger Maki, Mayor

\_\_\_\_\_  
Tim Peterson, City Administrator

DATE: 02/02/2023  
TIME: 12:23:14  
ID: AP442000.WOW

CITY OF CLOQUET  
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
110850	ABCO PLUMBING & HEATING, INC	14,300.00	1,459.00
111610	ACME TOOLS	0.00	303.97
116550	AMERICAN SOLUTIONS FOR	0.00	602.15
118950	ARAMARK UNIFORM & CAREER	13,174.36	1,560.22
121000	ARROWHEAD SPRINGS INC	1,647.00	84.00
125700	BEST OIL COMPANY	108,366.61	9,045.20
128075	BRAUN INTERTEC CORP	0.00	5,750.00
132380	CAMPION, BARROW & ASSOCIATES	2,740.00	455.00
134000	CARLTON COUNTY HIGHWAY DEPT	1,247,769.71	3,963.32
134300	CARLTON COUNTY RECORDER	644.00	46.00
137310	CENTURY LINK	8,177.66	150.91
137340	CHAMBERLAIN OIL CO., INC.	14,053.81	3,175.87
139025	CINTAS	5,030.37	212.10
139030	CINTAS CORPORATION NO 2	11,933.05	701.32
139650	CLOQUET ACQUISITIONS LLC	10,605.97	10,605.97
139800	CLOQUET AREA CHAMBER OF COMMER	71,200.53	9,087.70
140100	CLOQUET AUTOMOTIVE	9,853.80	60.84
145300	COMMUNITY PRINTING	8,916.63	179.60
145500	COMPENSATION CONSULTANTS, LTD	4,167.00	213.00
147050	CONSOLIDATED TELEPHONE COMPANY	40,295.28	3,358.53
147600	EXELON CORPORATION	31,371.29	3,950.89
148800	CROW GOEBEL VETERINARY CLINIC	14,368.72	200.00
150100	D A L C O	9,070.83	176.44
152775	DELTA DENTAL OF MINNESOTA	45,752.70	4,614.28
153800	DIGGERS HOTLINE, INC.	102.40	73.60
158000	DULUTH/SUPERIOR COMMUNICATIONS	18,284.30	81.00
158950	DYNAMIC HOMES LLC	20,308.59	6,817.90
159700	EAST SIDE OIL COMPANIES	0.00	90.00
160950	ELECTRIC PUMP, INC.	21,873.69	6,361.50
161675	EMC NATIONAL LIFE	23,523.23	1,386.01
165375	FERGUSON WATERWORKS #2516	50,183.15	106.02
169180	FORCE AMERICA DISTRIBUTING LLC	2,499.96	968.38
169950	14TH III, LLC	45,302.29	15,820.59
171100	FRYBERGER, BUCHANAN, SMITH &	231,319.32	20,079.75
171900	GALLS LLC	8,771.35	2,080.26
172300	GARTNER REFRIGERATION COMPANY	33,980.02	392.50
174000	MATTHEW LEDVINA	6,637.50	2,205.00
175200	GOPHER STATE ONE CALL INC	1,448.60	62.15
175700	GRAINGER	10,049.29	241.08
177200	GRIFFEYE INC	0.00	1,495.00
178500	GUARDIAN PEST SOLUTIONS INC	645.03	57.58
179340	HAGENS GLASS & PAINT	26,326.80	365.00
180500	HAWKINS INC	104,782.03	14,789.87
186500	INDEPENDENT SCHOOL DISTRICT 94	132,053.20	53,317.13

DATE: 02/02/2023  
TIME: 12:23:14  
ID: AP442000.WOW

CITY OF CLOQUET  
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
188000	INNOVATIVE OFFICE SOLUTIONS	6,243.45	1,730.60
191700	JERRY'S AUTO ELECTRIC	333.00	290.00
192850	JOHN HENRY FOSTER	249.55	273.76
195700	KGM CONTRACTORS INC	1,556,401.26	25,646.87
202250	LEADSONLINE	2,191.84	2,345.00
202300	LEAGUE OF MN CITIES	39,688.00	2,246.20
204250	LIFTPRO	703.28	55.20
206800	MACQUEEN EQUIPMENT INC	31,439.98	145.43
211400	MENARDS INC	8,844.09	486.84
211500	MERCURY INVESTMENT CO.	20,308.58	6,817.90
211700	METRO SALES, INC.	8,683.21	217.75
212400	MICHAUD DIST INC	368.90	20.80
212700	MID-STATE TRUCK SERVICE INC	37,891.58	1,333.20
217300	MIRACLE RECREATION EQUIPMENT	397.37	48.48
219067	MN DEPT OF ADMINISTRATION	22,644.46	1,741.98
220900	MN DEPT PUBLIC SAFETY	500.00	500.00
225900	MOMENTUM ECM LLC	3,870.50	925.00
226900	MOOSE LAKE VETERINARY CLINIC	8,750.00	8,050.00
235560	NORTHERN STATES SUPPLY, INC.	1,169.30	107.68
235565	NORTHERN TOOL & EQUIPMENT	1,578.96	107.29
235800	NORTHLAND AUTO PARTS	308.99	148.30
236500	NORTHWOODS POWER EQUIPMENT	532.70	8,661.08
238925	OAKWOOD ESTATES LLC	47,862.40	23,731.45
241400	OXYGEN SERVICE COMPANY	969.39	26.68
241950	PACE ANALYTICAL SERVICES INC	5,289.73	458.00
243530	PER MAR SECURITY SERVICES	1,066.08	1,151.40
243535	PERMITWORKS	1,495.00	1,495.00
244975	PINE KNOT LLC	119,008.00	476.00
259900	SAMBATEK, INC	8,282.00	90.50
261750	SEELYE PLASTICS, INC.	1,036.93	109.54
261800	SEH	73,659.45	15,958.75
265650	RSPT c/o SOUTH ST. LOUIS SWCD	1,210.00	1,210.00
268800	STOCK TIRE COMPANY	9,208.13	1,830.68
270400	SUPERIOR WATER, LIGHT & POWER	57.13	71.75
271320	T MOBILE	16,926.48	1,240.10
271975	TEAMSTERS JOINT COUNCIL 32	604,373.00	46,574.00
276480	TRAILS EDGE LLC	4,754.55	4,754.55
277550	TURFWERKS	145.13	730.16
278600	TWIN PORT MAILING	46,557.86	1,055.95
279100	U S BANK EQUIPMENT FINANCE	7,939.46	544.26
283700	USA BLUEBOOK	9,057.11	599.80
284580	VC3	51,125.83	1,294.25
287800	WAL-MART COMMUNITY	1,315.09	35.45
287900	WAL-MART COMMUNITY	540.88	174.40

DATE: 02/02/2023  
TIME: 12:23:15  
ID: AP442000.WOW

CITY OF CLOQUET  
VENDOR SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
288150	WASTE MANAGEMENT NORTHERN MN	453.37	5.00
289015	WELLS FARGO CREDIT CARD	126,191.00	4,219.35
293700	ZIEGLER INC	560.59	106.90
R0001939	DENISE HALVERSON	0.00	80.00
R0002282	CAYWOOD OIL & PROPANE LLC	100.00	268.68
R0002283	PERRY BENTLEY	0.00	4,000.00
R0002284	JASON BOROvac	0.00	4,000.00
R0002285	RM COTTON COMPANY	0.00	9,778.00
R0002288	SYNC.COM INC	0.00	120.00
R0002290	BPH HOLDING INC	0.00	29.66
R0002291	FIELD TRAINING SOLUTIONS	0.00	590.00
TOTAL ALL VENDORS:			375,456.25

City of Cloquet  
Vendor Summary Report Reconciliation  
Invoices Due On/Before 2/7/2023

Bills	375,456.25
Less: CAFD	(234.45)
Less: Library	(601.79)
Bills approved	374,620.01
Other:	
Payroll	567,892.76
Payroll - benefits	(41,986.21)
Bond Payments	34,539.36
MN State Patrol CMV - 2023 Decals	<u>60.00</u>
Total Bills and Payroll Approved	<u><u>935,125.92</u></u>

DATE: 02/02/23  
TIME: 12:23:38  
ID: AP443000.WOW

CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
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GENERAL FUND			
00			
152775	DELTA DENTAL OF MINNESOTA	45,752.70	4,559.20
161675	EMC NATIONAL LIFE	23,523.23	1,386.01
271975	TEAMSTERS JOINT COUNCIL 32	604,373.00	36,041.00
			41,986.21
39	OTHER FINANCING SOURCES		
139650	CLOQUET ACQUISITIONS LLC	10,605.97	-1,178.44
158950	DYNAMIC HOMES LLC	20,308.59	-757.54
169950	14TH III, LLC	45,302.29	-1,757.84
211500	MERCURY INVESTMENT CO.	20,308.58	-757.55
238925	OAKWOOD ESTATES LLC	47,862.40	-2,636.83
276480	TRAILS EDGE LLC	4,754.55	-528.28
	OTHER FINANCING SOURCES		-7,616.48
41	GENERAL GOVERNMENT		
116550	AMERICAN SOLUTIONS FOR		602.15
139025	CINTAS	5,030.37	89.38
139030	CINTAS CORPORATION NO 2	11,933.05	51.87
145500	COMPENSATION CONSULTANTS, LTD	4,167.00	213.00
147050	CONSOLIDATED TELEPHONE COMPANY	40,295.28	410.90
150100	D A L C O	9,070.83	88.22
171100	FRYBERGER, BUCHANAN, SMITH &	231,319.32	19,302.39
172300	GARTNER REFRIGERATION COMPANY	33,980.02	196.25
211400	MENARDS INC	8,844.09	123.81
211700	METRO SALES, INC.	8,683.21	108.88
212400	MICHAUD DIST INC	368.90	20.80
225900	MOMENTUM ECM LLC	3,870.50	925.00
243535	PERMITWORKS	1,495.00	1,495.00
244975	PINE KNOT LLC	119,008.00	60.00
278600	TWIN PORT MAILING	46,557.86	770.93
279100	U S BANK EQUIPMENT FINANCE	7,939.46	155.46
284580	VC3	51,125.83	326.09
289015	WELLS FARGO CREDIT CARD	126,191.00	2,017.33
	GENERAL GOVERNMENT		26,957.46
42	PUBLIC SAFETY		



INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
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GENERAL FUND			
42	PUBLIC SAFETY		
125700	BEST OIL COMPANY	108,366.61	4,689.07
132380	CAMPION, BARROW & ASSOCIATES	2,740.00	455.00
139025	CINTAS	5,030.37	77.22
139030	CINTAS CORPORATION NO 2	11,933.05	84.03
140100	CLOQUET AUTOMOTIVE	9,853.80	60.84
145300	COMMUNITY PRINTING	8,916.63	179.60
147050	CONSOLIDATED TELEPHONE COMPANY	40,295.28	831.73
148800	CROW GOEBEL VETERINARY CLINIC	14,368.72	200.00
150100	D A L C O	9,070.83	88.22
158000	DULUTH/SUPERIOR COMMUNICATIONS	18,284.30	81.00
171900	GALLS LLC	8,771.35	2,080.26
172300	GARTNER REFRIGERATION COMPANY	33,980.02	196.25
177200	GRIFFEYE INC		1,495.00
188000	INNOVATIVE OFFICE SOLUTIONS	6,243.45	1,730.60
191700	JERRY'S AUTO ELECTRIC	333.00	290.00
202250	LEADSONLINE	2,191.84	2,345.00
202300	LEAGUE OF MN CITIES	39,688.00	2,160.00
226900	MOOSE LAKE VETERINARY CLINIC	8,750.00	8,050.00
268800	STOCK TIRE COMPANY	9,208.13	853.00
271320	T MOBILE	16,926.48	1,240.10
271975	TEAMSTERS JOINT COUNCIL 32	604,373.00	10,533.00
278600	TWIN PORT MAILING	46,557.86	15.57
279100	U S BANK EQUIPMENT FINANCE	7,939.46	207.25
284580	VC3	51,125.83	968.16
287900	WAL-MART COMMUNITY	540.88	174.40
R0002288	SYNC.COM INC		120.00
R0002291	FIELD TRAINING SOLUTIONS		590.00
	PUBLIC SAFETY		39,795.30
43	PUBLIC WORKS		
121000	ARROWHEAD SPRINGS INC	1,647.00	63.00
125700	BEST OIL COMPANY	108,366.61	1,250.42
134000	CARLTON COUNTY HIGHWAY DEPT	1,247,769.71	3,963.32
137340	CHAMBERLAIN OIL CO., INC.	14,053.81	3,175.87
139030	CINTAS CORPORATION NO 2	11,933.05	292.90
147050	CONSOLIDATED TELEPHONE COMPANY	40,295.28	259.81
159700	EAST SIDE OIL COMPANIES		90.00
169180	FORCE AMERICA DISTRIBUTING LLC	2,499.96	968.38
175200	GOPHER STATE ONE CALL INC	1,448.60	31.08
212700	MID-STATE TRUCK SERVICE INC	37,891.58	1,333.20
235560	NORTHERN STATES SUPPLY, INC.	1,169.30	107.68

DATE: 02/02/23  
TIME: 12:23:38  
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CITY OF CLOQUET  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
43	PUBLIC WORKS		
235800	NORTHLAND AUTO PARTS	308.99	148.30
241400	OXYGEN SERVICE COMPANY	969.39	13.34
268800	STOCK TIRE COMPANY	9,208.13	977.68
278600	TWIN PORT MAILING	46,557.86	15.57
279100	U S BANK EQUIPMENT FINANCE	7,939.46	43.25
287800	WAL-MART COMMUNITY	1,315.09	35.45
293700	ZIEGLER INC	560.59	106.90
	PUBLIC WORKS		12,876.15
45	CULTURE AND RECREATION		
110850	ABCO PLUMBING & HEATING, INC	14,300.00	1,459.00
118950	ARAMARK UNIFORM & CAREER	13,174.36	1,560.22
125700	BEST OIL COMPANY	108,366.61	1,698.99
137310	CENTURY LINK	8,177.66	133.26
139030	CINTAS CORPORATION NO 2	11,933.05	87.30
147050	CONSOLIDATED TELEPHONE COMPANY	40,295.28	614.23
147600	EXELON CORPORATION	31,371.29	3,950.89
175700	GRAINGER	10,049.29	185.18
178500	GUARDIAN PEST SOLUTIONS INC	645.03	57.58
179340	HAGENS GLASS & PAINT	26,326.80	365.00
186500	INDEPENDENT SCHOOL DISTRICT 94	132,053.20	53,317.13
204250	LIFTPRO	703.28	55.20
211400	MENARDS INC	8,844.09	263.25
217300	MIRACLE RECREATION EQUIPMENT	397.37	48.48
220900	MN DEPT PUBLIC SAFETY	500.00	100.00
236500	NORTHWOODS POWER EQUIPMENT	532.70	32.36
243530	PER MAR SECURITY SERVICES	1,066.08	1,151.40
244975	PINE KNOT LLC	119,008.00	80.00
277550	TURFWERKS	145.13	730.16
289015	WELLS FARGO CREDIT CARD	126,191.00	395.00
R0002282	CAYWOOD OIL & PROPANE LLC	100.00	268.68
R0002285	RM COTTON COMPANY		9,778.00
	CULTURE AND RECREATION		76,331.31
46	COMMUNITY DEVELOPMENT		
139800	CLOQUET AREA CHAMBER OF COMMER	71,200.53	9,087.70
147050	CONSOLIDATED TELEPHONE COMPANY	40,295.28	58.70
244975	PINE KNOT LLC	119,008.00	336.00

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INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
46	COMMUNITY DEVELOPMENT		
278600	TWIN PORT MAILING	46,557.86	7.78
279100	U S BANK EQUIPMENT FINANCE	7,939.46	51.81
289015	WELLS FARGO CREDIT CARD	126,191.00	223.17
	COMMUNITY DEVELOPMENT		9,765.16
FEDERAL CDBG LOAN (EDA)			
46	COMMUNITY DEVELOPMENT		
134300	CARLTON COUNTY RECORDER	644.00	46.00
171100	FRYBERGER, BUCHANAN, SMITH &	231,319.32	777.36
	COMMUNITY DEVELOPMENT		823.36
LIBRARY FUND			
45	CULTURE AND RECREATION		
147050	CONSOLIDATED TELEPHONE COMPANY	40,295.28	601.79
	CULTURE AND RECREATION		601.79
TIF #5-1 TRAILS EDGE			
70	--- UNDEFINED CODE ---		
276480	TRAILS EDGE LLC	4,754.55	4,754.55
	--- UNDEFINED CODE ---		4,754.55
98	--- UNDEFINED CODE ---		
276480	TRAILS EDGE LLC	4,754.55	528.28
	--- UNDEFINED CODE ---		528.28
TIF#2-2 14TH STREET APARTMENTS			
70	TAX INCREMENT DISTRICT		
139650	CLOQUET ACQUISITIONS LLC	10,605.97	10,605.97
169950	14TH III, LLC	45,302.29	15,820.59
	TAX INCREMENT DISTRICT		26,426.56

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INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
TIF#2-2	14TH STREET APARTMENTS		
98	OTHER FINANCING USES		
139650	CLOQUET ACQUISITIONS LLC	10,605.97	1,178.44
169950	14TH III, LLC	45,302.29	1,757.84
	OTHER FINANCING USES		2,936.28
TIF #2-1	OAKWOOD ESTATES		
70	TAX INCREMENT DISTRICT		
238925	OAKWOOD ESTATES LLC	47,862.40	23,731.45
	TAX INCREMENT DISTRICT		23,731.45
98	OTHER FINANCING USES		
238925	OAKWOOD ESTATES LLC	47,862.40	2,636.83
	OTHER FINANCING USES		2,636.83
TIF #4-1	PATIO HOMES		
70	TAX INCREMENT DISTRICT		
158950	DYNAMIC HOMES LLC	20,308.59	6,817.90
211500	MERCURY INVESTMENT CO.	20,308.58	6,817.90
	TAX INCREMENT DISTRICT		13,635.80
98	OTHER FINANCING USES		
158950	DYNAMIC HOMES LLC	20,308.59	757.54
211500	MERCURY INVESTMENT CO.	20,308.58	757.55
	OTHER FINANCING USES		1,515.09
PERMANENT IMPROVEMENT			
56	CONSTRUCTION & MAINTENANCE		
174000	MATTHEW LEDVINA	6,637.50	2,205.00
	CONSTRUCTION & MAINTENANCE		2,205.00

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INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
219067	MN DEPT OF ADMINISTRATION	22,644.46	1,741.98
	PUBLIC SAFETY		1,741.98
45	CULTURE AND RECREATION		
236500	NORTHWOODS POWER EQUIPMENT	532.70	8,536.88
	CULTURE AND RECREATION		8,536.88
CAPITAL PROJECTS - REVOLVING			
00			
195700	KGM CONTRACTORS INC	1,556,401.26	25,646.87
			25,646.87
81	SPECIAL PROJECTS		
128075	BRAUN INTERTEC CORP		5,750.00
	SPECIAL PROJECTS		5,750.00
CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
261800	SEH	73,659.45	2,280.00
	SPECIAL PROJECTS		2,280.00
WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
111610	ACME TOOLS		303.97
121000	ARROWHEAD SPRINGS INC	1,647.00	21.00
137310	CENTURY LINK	8,177.66	17.65
139025	CINTAS	5,030.37	45.50
139030	CINTAS CORPORATION NO 2	11,933.05	49.50
175700	GRAINGER	10,049.29	55.90

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INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
180500	HAWKINS INC	104,782.03	4,829.00
211400	MENARDS INC	8,844.09	99.78
220900	MN DEPT PUBLIC SAFETY	500.00	100.00
235565	NORTHERN TOOL & EQUIPMENT	1,578.96	107.29
288150	WASTE MANAGEMENT NORTHERN MN	453.37	5.00
	STATION 2		5,634.59
52	LAKE SUPERIOR WATERLINE		
125700	BEST OIL COMPANY	108,366.61	390.76
139030	CINTAS CORPORATION NO 2	11,933.05	9.75
153800	DIGGERS HOTLINE, INC.	102.40	73.60
259900	SAMBATEK, INC	8,282.00	90.50
270400	SUPERIOR WATER, LIGHT & POWER	57.13	71.75
	LAKE SUPERIOR WATERLINE		636.36
WATER - IN TOWN SYSTEM			
00			
R0002290	BPH HOLDING INC		29.66
			29.66
49	CLOQUET		
125700	BEST OIL COMPANY	108,366.61	468.91
139030	CINTAS CORPORATION NO 2	11,933.05	65.67
165375	FERGUSON WATERWORKS #2516	50,183.15	106.02
180500	HAWKINS INC	104,782.03	9,960.87
192850	JOHN HENRY FOSTER	249.55	273.76
220900	MN DEPT PUBLIC SAFETY	500.00	300.00
236500	NORTHWOODS POWER EQUIPMENT	532.70	91.84
241400	OXYGEN SERVICE COMPANY	969.39	8.00
241950	PACE ANALYTICAL SERVICES INC	5,289.73	458.00
261750	SEELYE PLASTICS, INC.	1,036.93	109.54
283700	USA BLUEBOOK	9,057.11	599.80
R0001939	DENISE HALVERSON		80.00
	CLOQUET		12,522.41

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CITY OF CLOQUET  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
WATER - IN TOWN SYSTEM			
54	BILLING & COLLECTION		
211700	METRO SALES, INC.	8,683.21	108.87
278600	TWIN PORT MAILING	46,557.86	214.96
	BILLING & COLLECTION		323.83
57	ADMINISTRATION & GENERAL		
147050	CONSOLIDATED TELEPHONE COMPANY	40,295.28	407.00
175200	GOPHER STATE ONE CALL INC	1,448.60	18.65
202300	LEAGUE OF MN CITIES	39,688.00	86.20
278600	TWIN PORT MAILING	46,557.86	15.57
279100	U S BANK EQUIPMENT FINANCE	7,939.46	43.25
	ADMINISTRATION & GENERAL		570.67
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
125700	BEST OIL COMPANY	108,366.61	312.60
139030	CINTAS CORPORATION NO 2	11,933.05	60.30
206800	MACQUEEN EQUIPMENT INC	31,439.98	145.43
241400	OXYGEN SERVICE COMPANY	969.39	5.34
289015	WELLS FARGO CREDIT CARD	126,191.00	1,609.51
	SANITARY SEWER		2,133.18
56	LIFT STATIONS		
160950	ELECTRIC PUMP, INC.	21,873.69	6,361.50
289015	WELLS FARGO CREDIT CARD	126,191.00	-25.66
	LIFT STATIONS		6,335.84
57	ADMINISTRATION & GENERAL		
147050	CONSOLIDATED TELEPHONE COMPANY	40,295.28	174.37
175200	GOPHER STATE ONE CALL INC	1,448.60	12.42
278600	TWIN PORT MAILING	46,557.86	15.57
279100	U S BANK EQUIPMENT FINANCE	7,939.46	43.24
R0002283	PERRY BENTLEY		4,000.00

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INVOICES DUE ON/BEFORE 02/07/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
ENTERPRISE FUND - SEWER			
57	ADMINISTRATION & GENERAL		
R0002284	JASON BOROVAC		4,000.00
	ADMINISTRATION & GENERAL		8,245.60
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
261800	SEH	73,659.45	13,678.75
265650	RSPT c/o SOUTH ST. LOUIS SWCD	1,210.00	1,210.00
	ADMINISTRATION & GENERAL		14,888.75
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
152775	DELTA DENTAL OF MINNESOTA	45,752.70	55.08
	EMPLOYEE VACATION & SICK		55.08
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
125700	BEST OIL COMPANY	108,366.61	234.45
	PUBLIC SAFETY		234.45
	TOTAL ALL DEPARTMENTS		375,456.25





**ADMINISTRATIVE OFFICES**

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

**REQUEST FOR COUNCIL ACTION**

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To: Mayor and City Council  
From: Tim Peterson, City Administrator *TP*  
Date: February 7, 2023

---

**ITEM DESCRIPTION:** Consideration of Citizens Advisory Board Reappointment

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**Proposed Action**

Staff recommends that the City Council move to reappoint Andrew Korby to the Citizens Advisory Board (CAB) for a term expiring December 31, 2025.

**Background/Review**

The City has received correspondence from Mr. Korby seeking reappointment to the Citizens Advisory Board. Mr. Korby has served on the CAB since 2014 and would like to continue to serve in this capacity.

**Policy Objectives**

To keep the various City boards, committees, and commissions at full membership as identified by the City Council or under Municipal Code.

**Financial Budget/Grant Considerations**

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

**Advisory Committee/Commission Action**

None

**Supporting Documentation**

- 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: <b>Andrew Korby</b>		Date: <b>01/31/2023</b>
Address		
Email:		
Home Phone:	Work Phone:	Cell Phone:
How long have you lived in Cloquet?	Years/Months: <b>32 Years</b>	Which Ward? <b>5</b>
What Cloquet community activities have you been involved in? <b>CAB President for 6+ years, CAB member for 12+ years, Youth sports coach/official, Our Saviors Lutheran Church Member, Cloquet Country Club (CCC) Member, CCC Finance committee, CCC Revenue Generating Committee, CCC Men's League Committee.</b>		
Please describe any previous experience you have which is similar to serving on a volunteer Advisory Board/Commission. <b>I have been on this board for over a decade. We have seen sweeping changes (for the good) to our police department. The department is in good hands, but always appreciates checks and balances.</b>		
Do you have a preferred Board/Commission that you are interested in serving on?	Yes CAB	No
If yes, fill in the name of Board/Commission: <b>CAB</b>		
Would you consider an alternate appointment?	Yes	No x
If yes, which one?		
Please describe any schedule conflicts with the regular meeting schedules for the Board/Commissions i.e., routine travel, work schedules and the like. <b>None</b>		
Why do you wish to be on a Board/Commission? <b>A great way for me to give back to my community. Also, really feel a connection with the leadership team on CPD and feel we make a great partnership.</b>		
Please describe any other relevant information you would like us to know.		

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



**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: February 7, 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 Jill Batista, effective February 8, 2023.

**Background/Overview**

The City has received an application from Jill Batista for a new Therapeutic Massage Therapist license operating at The Body Connection, 707 Highway 33. Ms. Batista has over 20 years of massage therapy experience, owning and operating her own business, Essential Healing Works, in Arizona. Ms. Bartista recently moved into the area from Arizona.

**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. Bartista has submitted the appropriate paperwork and a background check has been completed.

**Financial/Budget/Grant Considerations**

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

**Advisory Committee/Commission Action**

None.

**Supporting Documentation Attached**

- Application





**APPLICATION FOR THERAPEUTIC MASSAGE  
 THERAPIST LICENSE**

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

APPLICANT INFORMATION		
Name: First	Full Middle	Last
Jill	Louise	Batista
Current Address: Street / City / State / Zip Code		
Mahtowa, MN 55707		
E-mail address: (if applicable)		
essentialhealingworks@gmail.com		
Home Phone:	Cell Phone:	Work Phone:
Date of Birth:	Social Security Number:	
11/29/1975		

BUSINESS INFORMATION		
Business where Massage Therapy Services will be conducted:		<input checked="" type="checkbox"/> Business <input type="checkbox"/> *Residence
*A Therapeutic Massage Therapist License will only be issued to a person at a residence which is properly zoned and/or meets the zoning requirements for such location as may be required by the City. For zoning verification, contact the Cloquet Zoning Department at (218) 879-2507 prior to submitting your application.		
Business Name:	Manager of Business:	
Body Connection		
Business Street Address:		
Phone Number:	Alternate Number:	
Owner of Business:		
Owner's Residence Address: Street / City / State / Zip Code		
Home Phone:	Cell Phone:	Work Phone:
E-mail address: (if applicable)		
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:  
*I have held my license in Arizona for 20+ years.*

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:  
*Owner/operator 2020-2022 3660 E. University Dr. #7 Mesa, AZ 85205*

List all names, nicknames and aliases by which you have been known:  
*Jill Batista, Jill Batista - Ryder*

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  
*3620 E. Casper St. Mesa, AZ 85205*

Dates at Address:  
*8-2018 - 8-2022*

Street / City / State / Zip Code  
*7710 E. Palm Ln. Mesa, AZ 85207*

Dates at Address:  
*1-2009 - 8-2018*

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:  
*Essential Healing Works - Owner/operator*

City / State / Zip Code  
*3660 E. University Dr. Ste 7 Mesa, AZ 85203*

Dates at Address:  
*3-2022 - Current*

Business or Occupation:  
*Essential Healing Works - Owner/operator*

City / State / Zip Code  
*1809 E. University Dr. Ste. 102 Mesa, AZ 85203*

Dates at Address:  
*8-2021 - 3-2022*

Business or Occupation:  
*Healing Touch Beauty & Wellness - Owner/operator <sup>Spa</sup>*

City / State / Zip Code  
*2929 N. Power Rd Mesa, AZ 85215*

Dates at Address:  
*8-2015 - 5-2020*



## 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 <i>Jill</i>	Full Middle <i>Louise</i>	Last <i>Batista</i>
Current Address:		
City: <i>Mahkota</i>	State: <i>MN</i>	Zip Code: <i>55707</i>
Social Security Number:		

MASSAGE THERAPY BUSINESS INFORMATION		
Business Name: <i>Body Connection</i>		
Business Address: <i>707 Hwy 33 So.</i>		
City: <i>Cloquet</i>	State: <i>MN</i>	Zip Code: <i>55720</i>

TAX IDENTIFICATION NUMBERS	
Federal Tax Identification Number:	
Minnesota Tax Identification Number:	

Signature: *Jill Batista*

Date: *1-19-2023*

## 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)	BUSINESS TELEPHONE NO.	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.)		
DBA ("doing business as" or also known as an assumed name) (if applicable)		
BUSINESS ADDRESS (must be physical street address, no PO boxes)	CITY	STATE      ZIP CODE
COUNTY	E-MAIL ADDRESS	

**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)	NAIC Number	
<i>Massage Magazine Insurance Plus</i>		
POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE
<i>407105</i>	<i>5/18/2022</i>	<i>5/18-2023</i>

**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		
<i>Jill Louise Batista</i>		
APPLICANT SIGNATURE (required)	TITLE	DATE
<i>Jill Batista</i>	<i>Massage Therapist</i>	<i>1-19-2023</i>

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.



**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.**

*Jin Batista*  
Signature of Applicant

1-19-2023  
Date

Southwest Institute of Natural Aesthetics



1460 East Southern Avenue  
 Tempe, Arizona 85282  
 (480)-393-1415

Batista, Jill L

7710 E Palm Lane  
 Mesa, AZ 85207

ID: 200210004  
 DOB:  
 Phone: (480) 734-3733

Program: NA - Natural Aesthetics Practitioner	Status: Grad	Grad Date: 05/10/2011	Full Time
First Term: 10/01/2010	LDA: 05/10/2011		Session: E
Program: NA - Natural Aesthetics Practitioner	Status: Transfer	Exp. Grad: 05/06/2011	Full Time
First Term: 09/14/2010			Session: D
Program: NA - Natural Aesthetics Practitioner	Status: NoStart	Exp. Grad:	Full Time
First Term: 09/30/2009			Session: D
Program: PD - Personal Development	Status: Transfer	Exp. Grad:	Session:
First Term: 07/10/2009			
Program: MT500 - Therapeutic Massage Practitioner - Therapeutic Massage Techniques	Status: Grad	Grad Date: 04/17/2002	Session:
First Term: 01/02/2002			
Program: CE - Continuing Education	Status: Transfer	Exp. Grad:	Session:
First Term: 10/23/2000			
Program: MT500 - Therapeutic Massage Practitioner - Therapeutic Massage Techniques	Status: Drop	Exp. Grad: 01/09/2000	Session:
First Term: 01/09/1999			
Program: MT200 - Massage Technician	Status: Grad	Grad Date: 10/03/1998	Session:
First Term: 09/22/1997			

**Student Transcript**

Term	Course	Grade	Hours	Units Attempted	Units Completed	GPA	
09/14/2010	NA 500	Natural Aesthetics - White Block - Foundations & Fundamentals	4	224.00	11	11	4.00
11/09/2010	NA 515	Natural Aesthetics - Blue Block - Spa Technologies	3	64.00	3	3	3.79
11/09/2010	NA 932	Natural Aesthetics - Clinic I - Practical Application	4	32.00	0.75	0.75	3.80
12/14/2010	NA 152	Natural Aesthetics - Clinic II - Practical Application	4	152.00	3.25	3.25	3.83
12/14/2010	NA 510	Natural Aesthetics - Green Block - Holistic & Business Practices	3	64.00	3	3	3.71
01/25/2011	NA 505	Natural Aesthetics - Red Block - Waxing & Makeup	3	64.00	3	3	3.63
<b>Student Transcript Total</b>				600.00	24	24	3.63

Transcript Key

All grades are based on a 4.0 scale

INC: Course Incomplete    WD: Student Withdrawn from Program    DEFAULT: Expired Incompletion-No Credit

Southwest Institute of Natural Aesthetics, a division of Southwest Institute of Healing Arts, is licensed by the

Arizona State Board of Cosmetology and accredited by the Accrediting Council for Continuing Education and Training (ACCET).

Not official without school seal and authorized signature

# TEMPORARY LICENSE



Minnesota Department of Public Safety  
Driver and Vehicle Services Division  
445 Minnesota Street, Suite 175, Saint Paul, Minnesota 55101  
Phone: 651-297-3298 TTY: 651-282-6555  
[drive.mn.gov](http://drive.mn.gov)



Driver's License/ID #:

TEMPORARY CREDENTIAL EXPIRATION  
**05/19/2023**

DATE OF BIRTH

## APPLICANT INFORMATION

APPLICATION DATE 01/19/2023

APPLICATION NAME BATISTA, JILL LOUISE

## CREDENTIAL INFORMATION

Name	BATISTA, JILL LOUISE	Date of Birth	
DL/ID Number	X000-100-722-300	Height	5ft 4in
Residence Address		Eye Color	Brown
Card Mailed To		Sex	Female
		Weight	
Station Location	114 Moose Lake	Organ Donor	No
Credential Type	Standard ID	Veteran	No
Card Type	DL Class D	Designation	
Endorsements	None		
Restrictions	None		
License Indicators	None		



**THIS DOCUMENT IS FOR THE TYPE OF CARD  
INDICATED UNTIL THE EXPIRATION DATE  
LISTED ABOVE.**

- This document is void if the applicant is not in compliance with all restrictions indicated on the record.

**THIS IS NOT A STAND-ALONE IDENTIFICATION  
DOCUMENT**

**VALID FOR DRIVING PRIVILEGES IF THE  
RECORD INDICATES**

## CONTACT US

Visit [drive.mn.gov](http://drive.mn.gov) to:

- Check the status of your driving privileges
- Schedule a road test

Driver's License Questions	651-297-3298
License Status, available 24/7	651-284-1234
DVS Locations	651-297-2126
Motor Vehicle Questions	651-297-2126
TDD/TTY	651-282-6555

For additional information about organ, eye or tissue donation, please visit [DonateLifeMidwest.org](http://DonateLifeMidwest.org)

Back Jill Batista's Unofficial Student Transcript.pdf

Southwest Institute of Healing Arts



1100 East Apache Blvd  
Tempe, AZ 852815822  
(480) 994-9244

Batista, Jill L

LDA Ph

Program: PD-MT750 - Professional Massage Practitioner-PERSONAL DEVELOPMENT  
 Status: NoStart Exp. Grad: 01/31/2016  
 First Term: 02/24/2015 Session: E

Program: CE - Continuing Education  
 Status: Transfer Exp. Grad:  
 First Term: 11/20/2012 Session:

Program: NA - Natural Aesthetics Practitioner  
 Status: Grad Grad Date: 05/10/2011 Full Time  
 First Term: 10/01/2010 LDA: 03/10/2011 Session: E

Program: NA - Natural Aesthetics Practitioner  
 Status: Transfer Exp. Grad: 05/06/2011 Full Time  
 First Term: 09/14/2010 Session: D

Program: NA - Natural Aesthetics Practitioner  
 Status: NoStart Exp. Grad:  
 First Term: 09/20/2009 Full Time Session: D

Program: PD - Personal Development  
 Status: Transfer Exp. Grad:  
 First Term: 07/10/2009 Session:

Program: MT500 - Therapeutic Massage Practitioner - Therapeutic Massage Techniques  
 Status: Grad Grad Date: 04/17/2002  
 First Term: 01/02/2002 Session:

Program: CE - Continuing Education  
 Status: Transfer Exp. Grad:  
 First Term: 10/23/2000 Session:

Program: MT500 - Therapeutic Massage Practitioner - Therapeutic Massage Techniques  
 Status: Drop Exp. Grad: 01/09/2000  
 First Term: 01/09/1999 Session:

Program: MT200 - Massage Technician  
 Status: Grad Grad Date: 10/03/1996  
 First Term: 09/22/1997 Session:

Student Transcript

Term	Course	Grade	Hours	Units Attempted	Units Completed	GPA
08/22/1987	AA Applied Anatomy	CCMP	168.00	6.5	6.5	4.00
08/23/1987	SW Swedish Massage	CCMP	48.00	1.25	1.25	4.00
11/04/1987	MT-B Myotherapy	CCMP	48.00	1.25	1.25	4.00

Transcript Key  
 All grades are based on a 4.0 scale. Grade of 2 or higher required for completion of courses.  
 I-D: Incomplete Course - Eligible for Make-Up I: Incomplete - Non-passing grade AUN: Audited for NO credit  
 Southwest Institute of Healing Arts is licensed by the Arizona State Board of Private Postsecondary Education. Accredited by Accrediting Council on  
 Continuing Education and Training (ACCET).  
 Not official without school seal and authorized signature

Thursday, January 25, 2018

Official Signature: \_\_\_\_\_

Page 1

Batista, Jill L

Student Transcript

Term	Course	Grade	Hours	Units Attempted	Units Completed	GPA
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## Snow and Ice Control Policy

City of Cloquet, Minnesota

### **I. Scope**

Effective snow and ice control is achieved through planning, preparation and observation of good tactical procedures.

### **II. General**

- A. The removal of snow and ice from City streets is one of the most important jobs confronting maintenance personnel during the winter season. To neglect such operations could lead to complete shutdown of City transportation, especially during severe snow and ice storms. Our streets have cost the motorist large sums of money; therefore, they expect to travel on well-maintained roadways throughout the year
- B. The City of Cloquet believes that it is in the best interest of the residents for the City to assume basic responsibility for control of snow and ice on City streets. Reasonable ice and snow control is necessary for routine travel and emergency services. Safety for the motorist and serviceability of streets are the primary consideration of the maintenance crews. Snow and ice removal operations must be carried out so as to provide reasonable safety for the Public as well as the employees. The City will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use City employees, equipment and/or private contractors to provide this service.
- C. In addition to the responsibility for public streets and alleys, the City provides snow removal and/or ice control for public parking areas, fire station driveways, and other public sidewalks and trails as determined by the City Council.
- D. Snow removal and ice control operation in the City are normally performed by Streets, Utilities and Park Maintenance personnel under the general guidelines of the Director of Public Works. Resident questions, concerns, or comments are normally routed to the Public Works Department. Calls requiring service will be transferred to the appropriate supervisor for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available. During normal business hours (8:00 a.m. - 4:30 p.m., Monday - Friday) residents can report a concern at 879-6758. After hours emergencies can be reported at 624-0391.
- E. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public facilities, of their responsibility to act in a reasonable, prudent and cautious manner given the prevailing conditions.

### **III. Policy Statement**

- A. These recommended levels of service should be interpreted as policy for maintenance operations although it is expected that the Public Works Department will continue to exercise judgement in situations where maintenance requirements differ from the guidelines. While variations in local conditions must be considered, consistency should be exercised in an effort to comply with policy.

- B. The Street Department Supervisor of his/her assigned designee will decide when to begin snow or ice control operations. The criteria for that decision are:
- Snow accumulation of 2 inches or more.
  - Drifting of snow that causes problems for travel.
  - Icy conditions that seriously affect travel.
  - Time of Snowfall in relation to heavy use of streets.
- C. Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfalls of less than 2 inches.
- D. Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of City employees and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, limited visibility or other.

#### **IV. Operations Guidelines**

- A. The City has classified City streets based on the street function, traffic volume and importance to the welfare of the Community. Those streets classified as “tandem/priority grader routes” will be plowed first. These are higher volume streets which connect major sections of the City and provide access for Emergency, Fire, Police, and Medical services.

The second priority streets are those providing access to schools and commercial businesses. These are identified as “priority” streets within each individual truck route. The third priority streets are low volume residential streets. Fourth priority areas are alleys and City parking lots. Fifth priority will be given to any city sidewalks or trails identified for plowing.

During significant and severe storms, the city must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

- B. The following guidelines are based on an anticipated average snowstorm of two to six inches falling in a six to eight hour period. Modifications would be expected pending the severity and timing of the storm.

During winter storms, a winter maintenance schedule may be employed required staggered work hours in order to provide the coverage desired.

Priority levels of servicing that are described are for weekdays that are workdays. Saturdays, Sundays, and Holidays may receive a reduced level of service according to the resources available.

Each snowplow priority route shall be reviewed annually and necessary changes made depending on resources available.

#### **V. Call Outs**

- A. During normal working hours, the Police Department, the Public Works Director or his/her designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures.

- B. After hours, on weekend, and during holidays, the Police Department shall notify the Public Works Director or his/her designee when snow and ice conditions warrant crew alert.
- C. Persons authorized to call out City snow and ice control personnel are the on-duty Police Officer and/or the Public Works Director or his/her designee.

## **VI. Snow Removal**

- A. It is the City's general intent to perform snow removal and ice control in such a manner that is complementary to the existing overnight on-street parking prohibition. As such, a normal winter maintenance schedule would begin work at 3:00 a.m. the day following a snow event. Cloquet's Municipal Code, Section 5.4.05 states as follows: During the period from November 1st of each year to March 31 of the following year, no person, persons, firm or corporation shall park any motor vehicle on the streets, alleys, boulevards, sidewalks or public grounds within the corporate limits of the City between the hours of three o'clock a.m. and six o'clock a.m. It shall be the duty of the Police Department to cause any motor vehicle that is so parked between three o'clock a.m. and six o'clock a.m. to be removed and impounded, and the motor vehicle shall not be released until the fees for towing and storage of the vehicle are paid to the bailee holding the vehicle. Those fees will be in addition to any fine otherwise imposed for the violation of this Section.
- B. Removal of snow and ice from the roadway is an emergency operation and normally takes precedence over other work. This means that the roadways should be cleared and widened as rapidly as possible.

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from the left to right. The discharge shall go onto the boulevard area of the street. When a plow goes over a bridge, the driver shall slow down so that snow does not go over the bridge if possible. In times of extreme snowfall, all streets may not be completely cleared of snow.

- C. The principle operations of snow removal are:
  - Snow plowing to begin after any appreciable accumulation of snow, and to continue plowing before snow becomes packed by traffic.
  - The spreading of chemicals and abrasives at intersections, hills, curves, bridges, and railroad crossings. The need for additional applications of abrasives and chemicals will depend on the length of the storm and the chemicals action on the surface.
- D. Care should be taken not to knock over rural style mailboxes or to unnecessarily obstruct intersecting roads and streets or private drives. Property owners are responsible for clearing their mailboxes, sidewalks, and drives. Care must also be taken to prevent damage to guardrails, signs, light standards, boulevards, etc. Sign and markers obstructed by snow should be cleared as soon as possible so they can be seen within reasonable distances.
- E. At railroad crossings and other obstructions the plow blade should be raised in time to avoid damaging the obstacle and/or the plow blade.
- F. The use of motor graders still remains one of the most effective methods for the removal of snow and ice accumulations. Tandem use of graders and other snow removal equipment will be used whenever possible to expedite clearing of roadways.



- G. Trucks, graders and spreading equipment shall be flushed and cleaned free of all snow and road chemicals periodically as time and work schedule permit. Major cleaning should be accomplished during a normal work day after cessation of the storm.

## **VII. Ice Control**

- A. The primary materials used in maintaining roads in a reasonably safe and serviceable condition throughout the winter season are sodium chloride and various types of abrasives. The combination of materials used to combat any particular storm condition usually depends on such variables as temperature, traffic, wind and time of day. Temperature plays an important role because Sodium Chloride becomes virtually ineffective at temperatures below 0 degrees Fahrenheit. Desired effectiveness and economic considerations are also very important.
- B. Abrasives should be treated with chloride to prevent freezing in storage and as an aid to anchoring the material to the road surface when spread. Experience has shown that traffic and wind will sweep untreated sand from the road surface.
- C. The City is concerned about the effects of salt on the environment and will limit its use for that reason. Therefore, it is the policy of the City to utilize salt, where necessary, to provide for traction, but is not intended to provide bare pavement during winter conditions. Application of salt is generally limited to priority routes, steep grades, and intersections. Application is limited on lower volume streets.

## **VIII. Trucking of Snow**

The Street Department Supervisor or his/her designee will determine when snow will be removed by truck from an area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed, with the exception of Cloquet Avenue.

Snow removal operations may be delayed depending on weather conditions, personnel and budget availability. Snow will be removed and hauled to designated snow storage areas. The snow storage areas will be located so as to minimize run off and environmental problems.

The City Council will normally identify those streets where snow will regularly be hauled by truck. These routes are intended to be areas with wide streets where no public boulevard exists for the purpose of snow storage. Those business and property owners adjacent to designated snow removal routes will be permitted to place snow from the public sidewalk onto the street for removal by City forces. In no case shall snow from privately owned parking lots or driveways be placed on any public roadway.

## **IX. Work Schedule for Snow Plow Operators**

Snowplow operators will be expected to work assigned shifts; however, because of safety concerns, no operator shall normally work more than a twelve (12) hour shift in any twenty-four hour period. Operators will take regular lunch break. After a twelve (12) hour day, the operators may be replaced if additional qualified personnel are available.

## **X. Mailboxes & Property Damage**

Snow plowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The major types of damage are to improvements in the City right-of-way that typically extends approximately 10-15 feet beyond the curb location.

The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks, and other City uses. However, certain private improvements such as mailboxes are required within this area.

Therefore, the City will cooperate with the property owner to determine if the damage is the responsibility of the City and when it will be the responsibility of the resident. The City accepts responsibility for mailboxes that are placed in the road right-of-way if the damage is by physically being struck by a plow blade, wing, or other piece of equipment. If a mailbox, conforming to US postal requirements, is damaged due to the direct contact by a snow removal vehicle, the City, at its option, will repair or replace at a cost not to exceed the current City standard for mailbox construction.

If a mailbox is damaged due to any indirect cause, such as the weight of plowed snow, the City will not participate in the cost of repair or replacement. Mailboxes should be constructed sturdily enough to withstand snow rolling off a plow or wing. Therefore, damage resulting from snow is the responsibility of the resident. The City will repair or replace mailboxes in those instances where the City is responsible for the damage.

Damage to fences, trees, or other structures will not be repaired or replaced by the City if they are within the public right-of-way. Turfed areas that are scraped or gouged by City equipment will be repaired by top dressing and seeding the following spring. Residents are requested to assist by watering the areas that are repaired.

#### **XI. Driveways**

One of the most frequent and most irritable problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. Snow accumulated on the plow blade has no place to go but in the boulevard (right-of-way) areas, which includes driveways. The plow drivers make every attempt to minimize the amount of snow deposited on driveways, but the amount can still be significant. Regardless, the City does not possess the resources to attempt to provide private driveway cleaning after plowing public roads. Property owners should also use the (non-improved) boulevard areas for storage of snow blown or thrown from their driveways, private sidewalks, etc. Under Minnesota State Law no person shall deposit snow on the improved portion of a publicly dedicated street, alley, sidewalk, bike path, and trail way or parking lot.

#### **XII. Mail Delivery**

The snow plow operators make every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for the postal service. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident and subject to the delivery requirements of the United States postal service.

#### **XIII. Sidewalks/Trails**

The City generally provides winter maintenance on only a select number of public sidewalks and trails. The types of winter maintenance are typically sweeping, plowing, and snow blowing. The City Council will normally identify those sidewalks and trails to be maintained by the City.

#### **XIII. Traffic Regulations**

The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on city streets have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school

children safety, when in their judgement, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one or more lighted lamps displaying a flashing, oscillating, or rotating amber light placed in such positing on the vehicle as to be visible throughout an arc of 360 degrees.

**XIII. Deviation from Policy**

The Public Works Director or his/her designee may deviate from this policy when in his or her judgement it is in the best interest of the city or in necessary because of budget needs, safety concerns or other circumstances. Those city employees and/or contractors affected will be notified immediately by phone of such changes. Any change in priority lasting more than 48 hours should be documented in writing and the public should be informed of such changes through normal methods used by the city for emergency notifications.

**XIV. Street Maintained by Other Agencies**

In rural areas not contiguous with other City owned and maintained roadways, it is difficult to provide cost effective services for snow and ice control with City forces and equipment. In such instances, the City has commonly contracted with Carlton County to provide these services on a time and materials basis. The cost of said services are reviewed and agreed upon with County each year. A map of current City owned routes plowed by the County is attached.

Adopted by the City Council of the City of Cloquet on this 6<sup>th</sup> day of December, 2016.

\_\_\_\_\_  
Dave Hallback, Mayor

ATTEST:

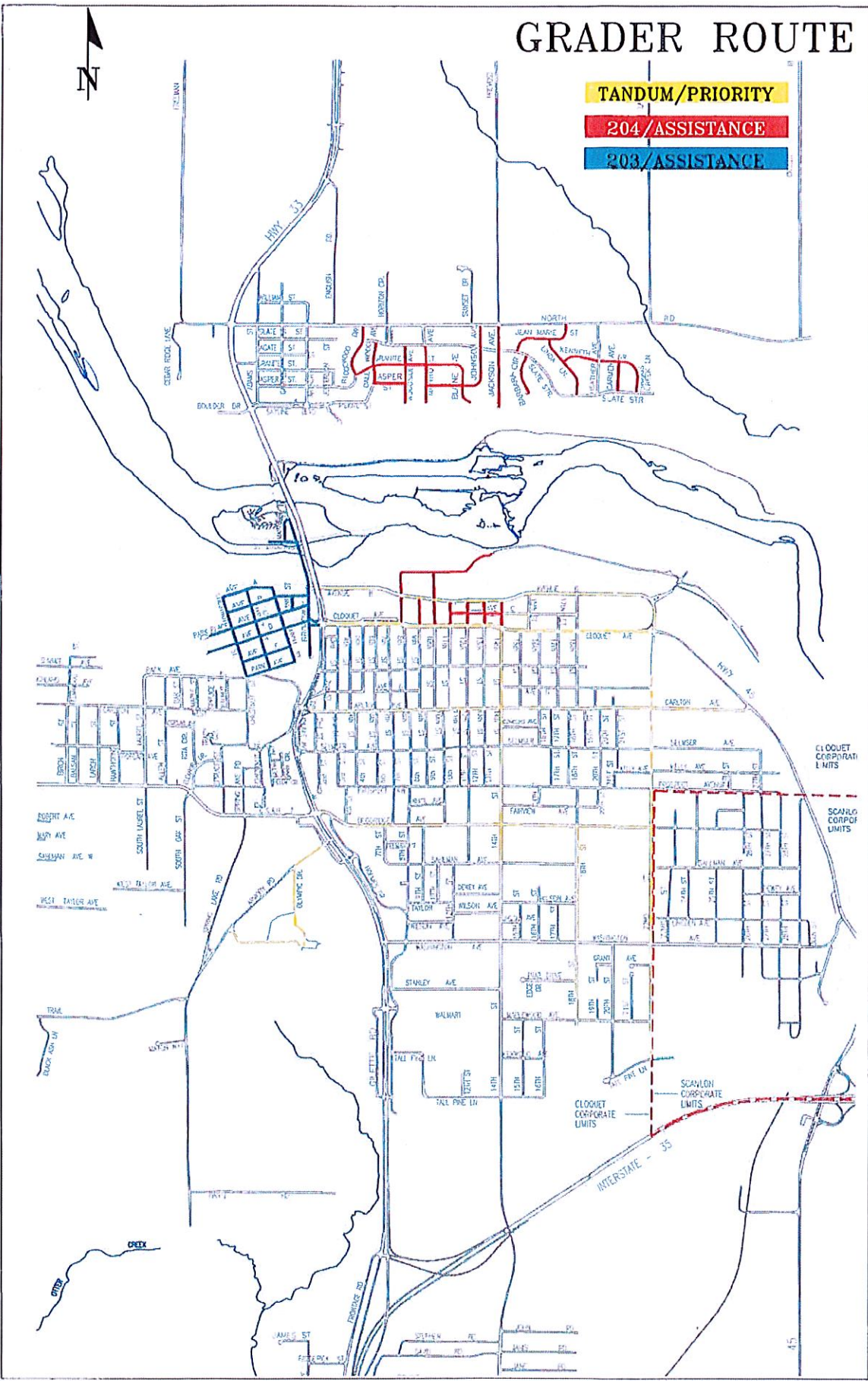
\_\_\_\_\_  
Brian Fritsinger, City Administrator

# GRADER ROUTE

TANDUM/PRIORITY

204/ASSISTANCE

203/ASSISTANCE

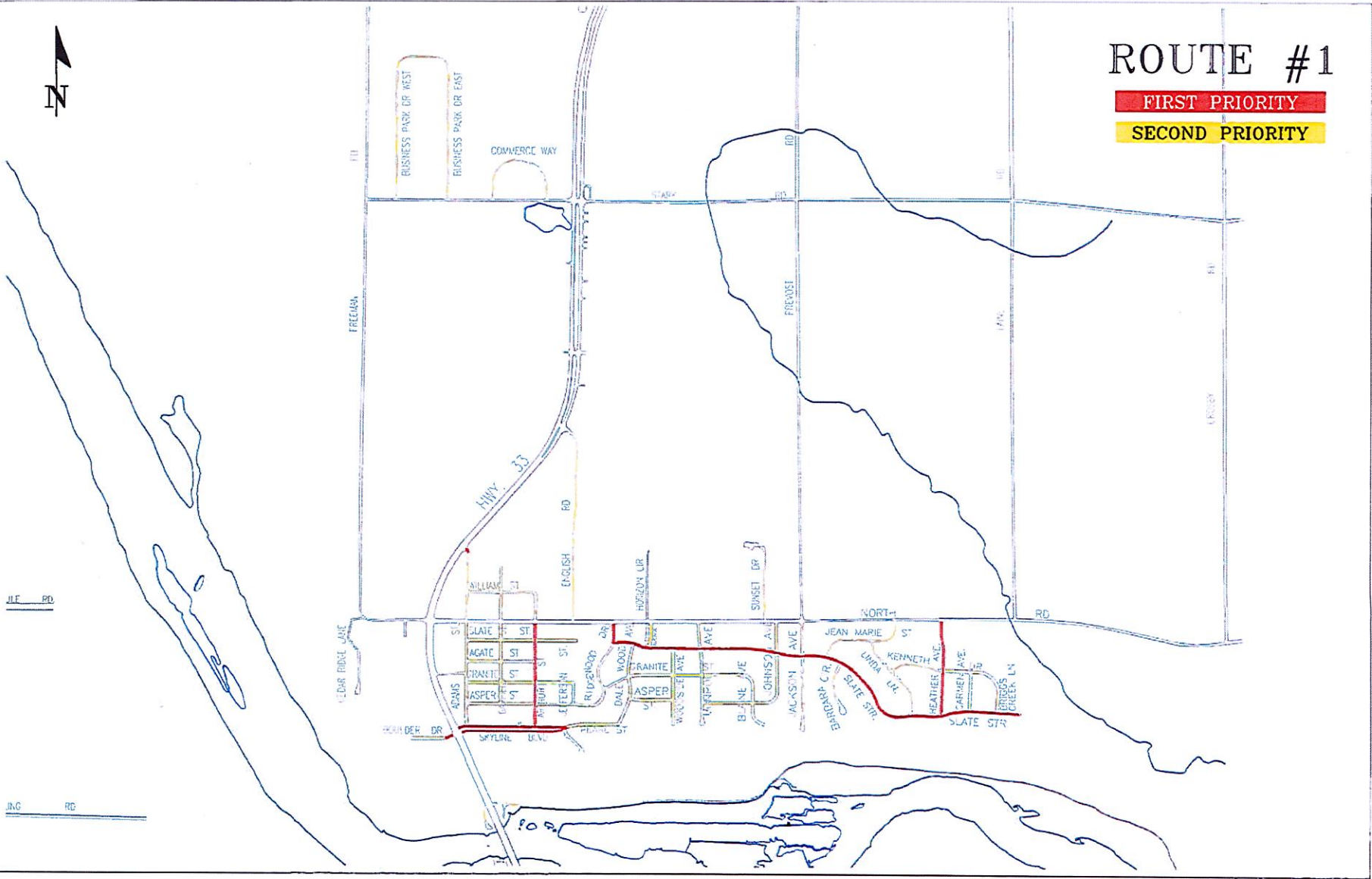




# ROUTE #1

FIRST PRIORITY

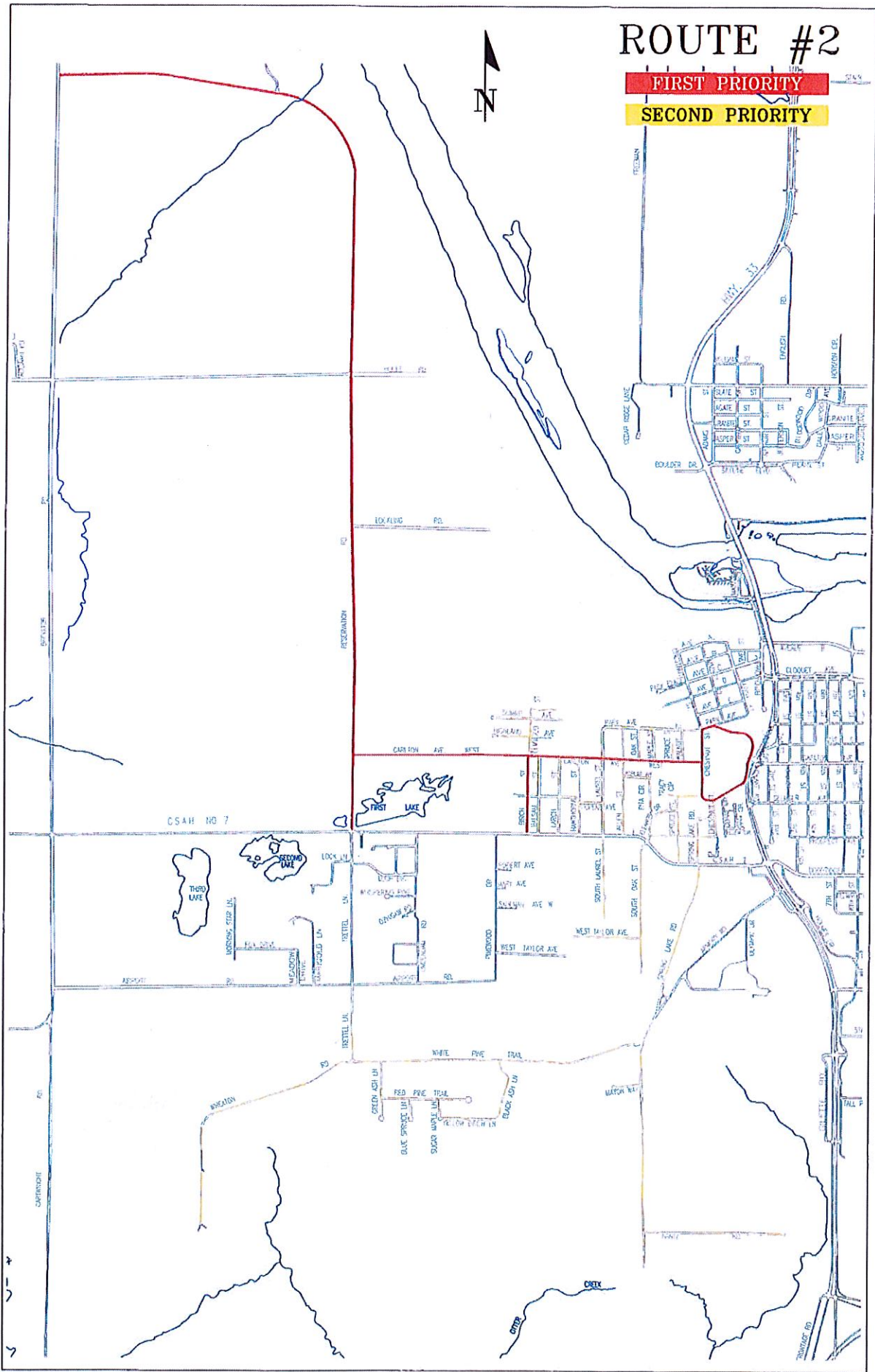
SECOND PRIORITY





# ROUTE #2

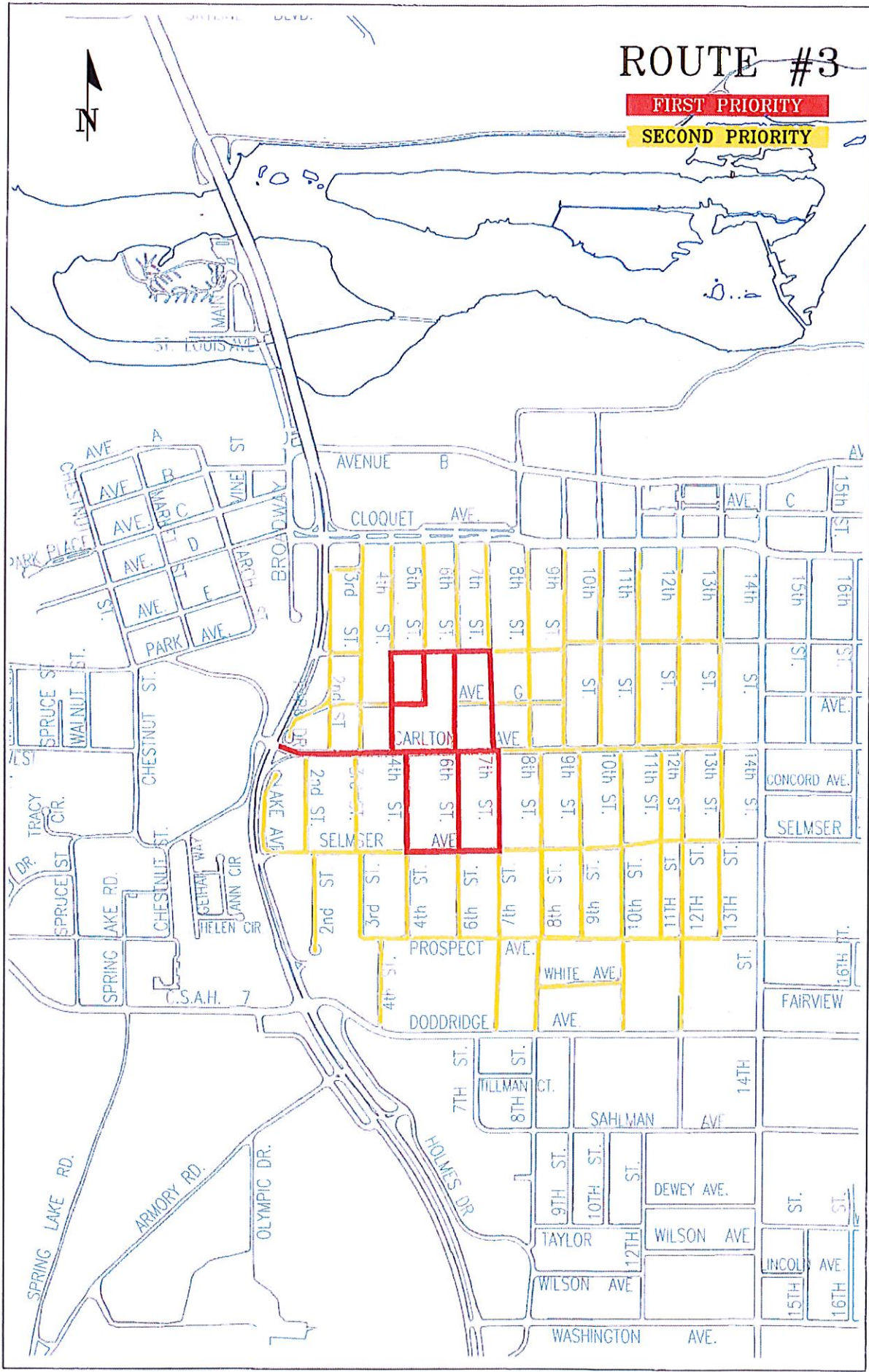
FIRST PRIORITY  
SECOND PRIORITY



# ROUTE #3

FIRST PRIORITY

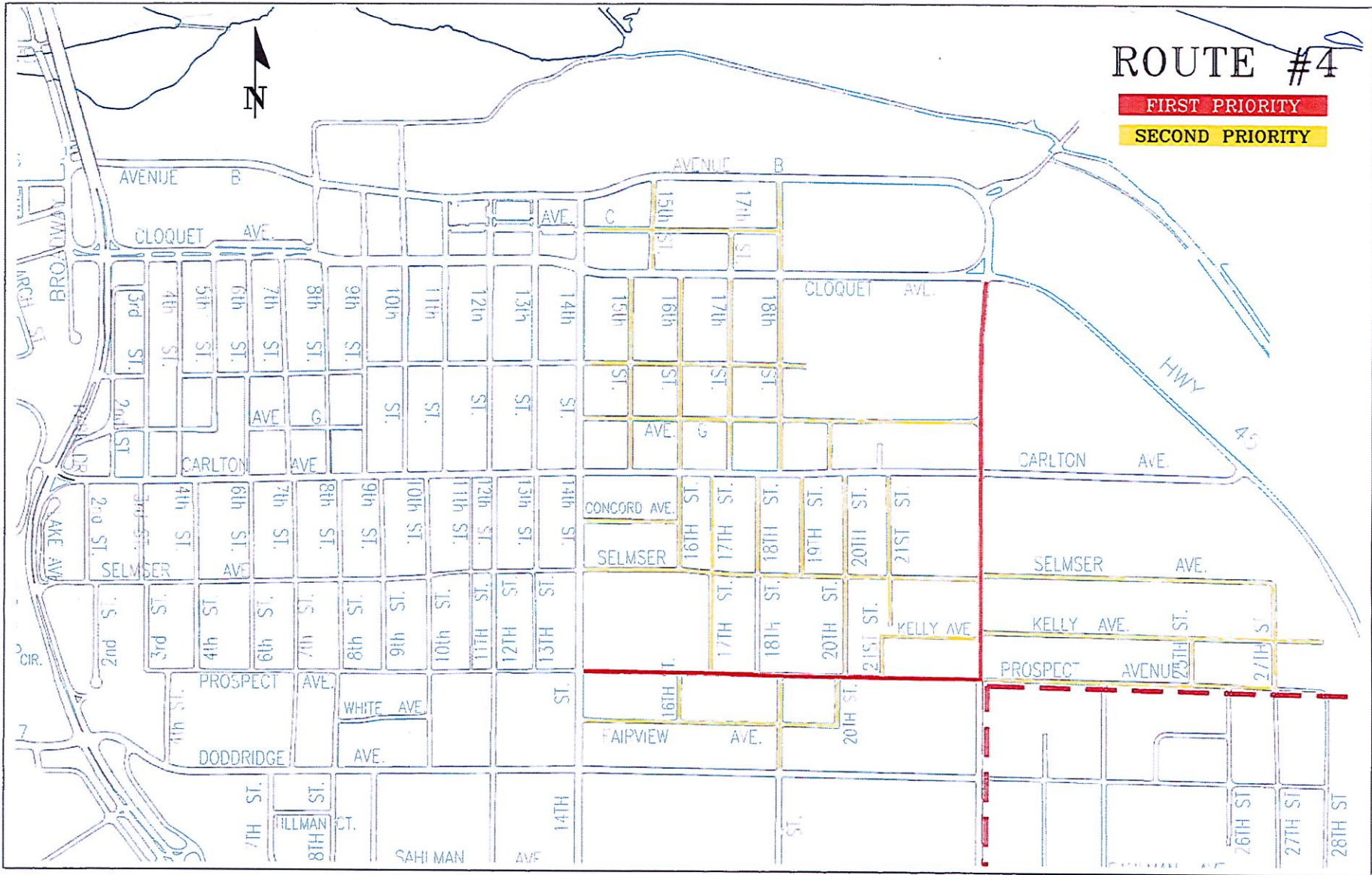
SECOND PRIORITY





# ROUTE #4

- FIRST PRIORITY
- SECOND PRIORITY

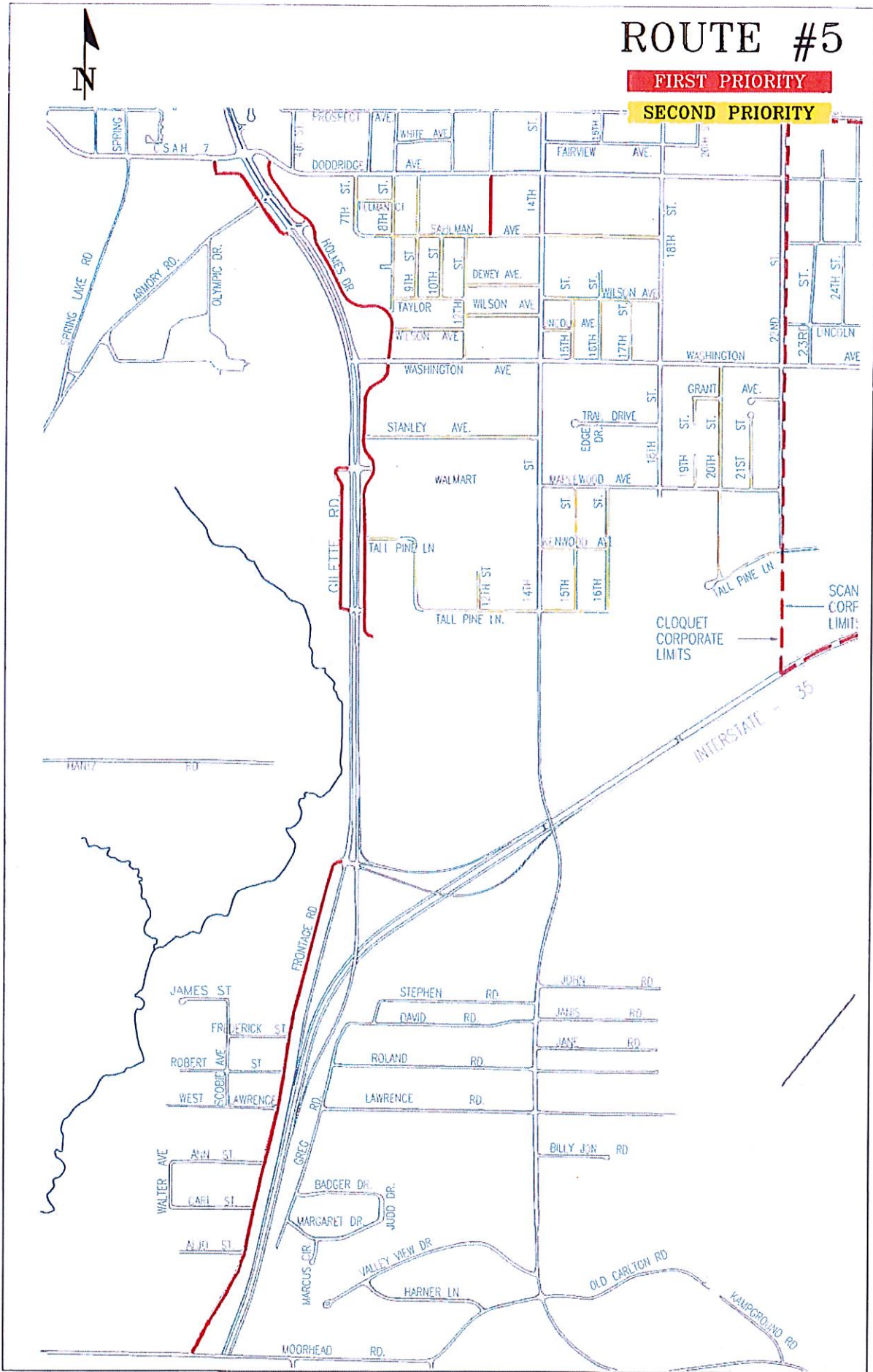




# ROUTE #5

FIRST PRIORITY

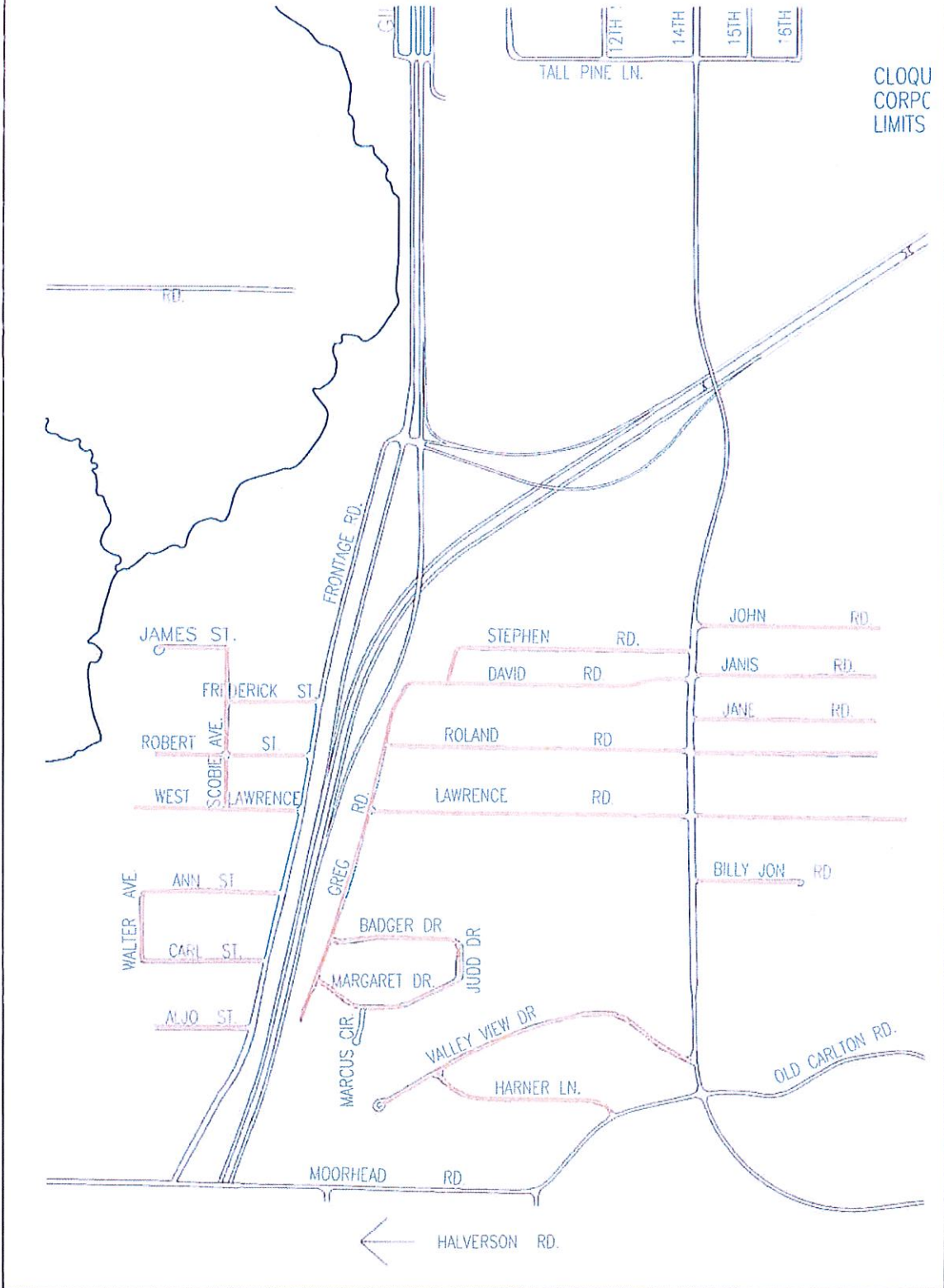
SECOND PRIORITY





# ROUTE #6

COMPLETED AFTER  
ALL OTHER ROUTES



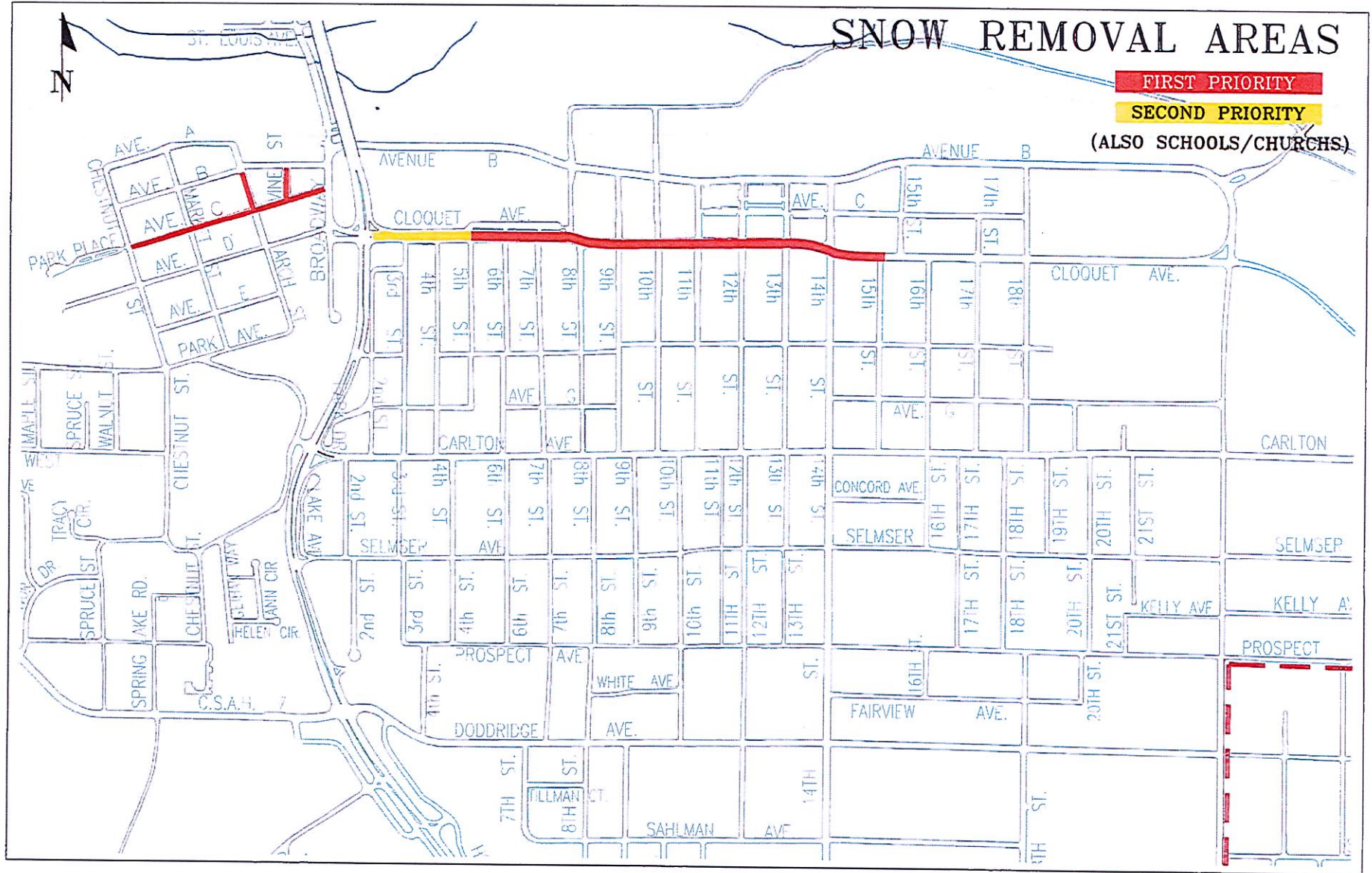


# SNOW REMOVAL AREAS

FIRST PRIORITY

SECOND PRIORITY

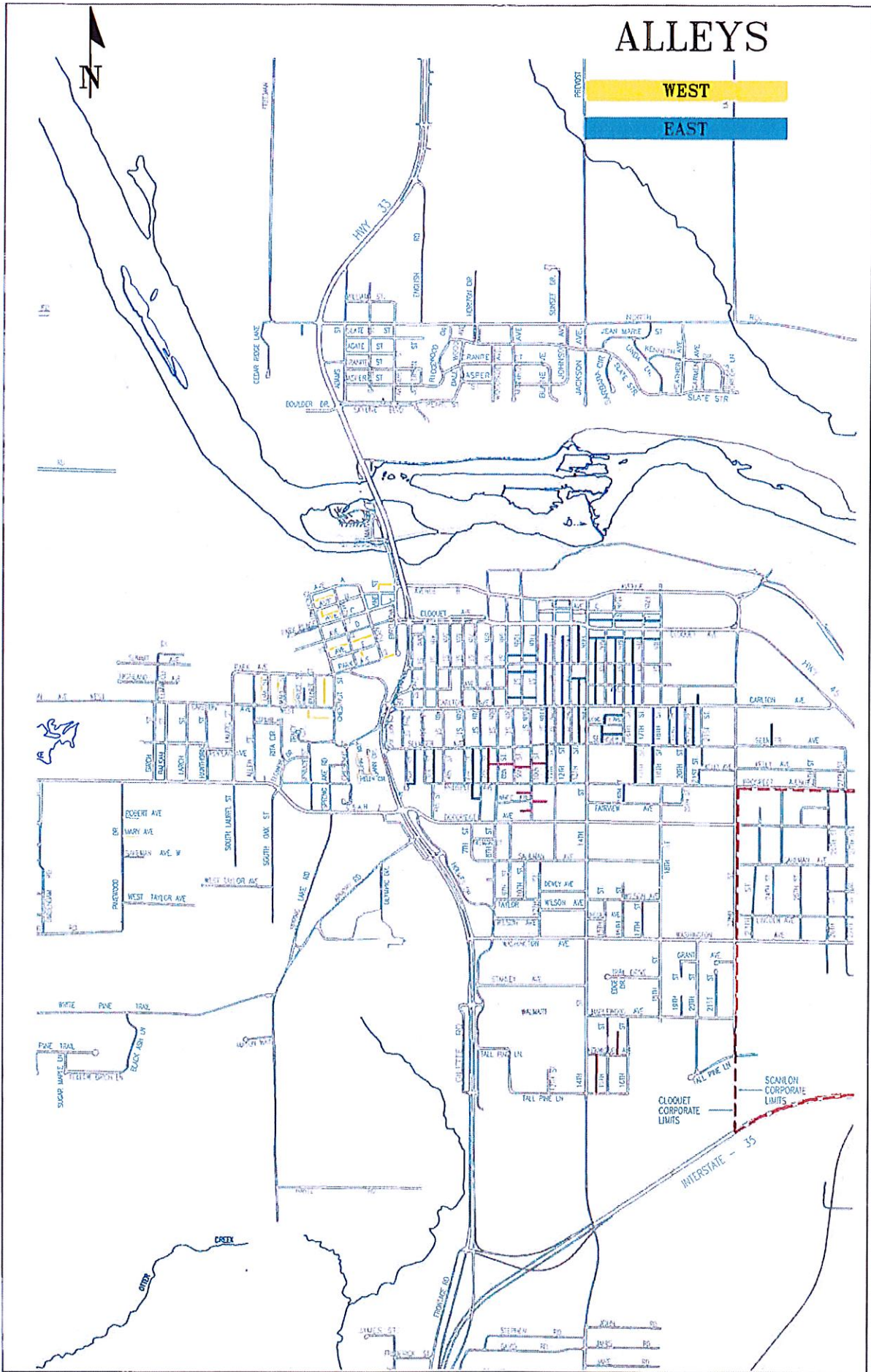
(ALSO SCHOOLS/CHURCHS)



# ALLEYS

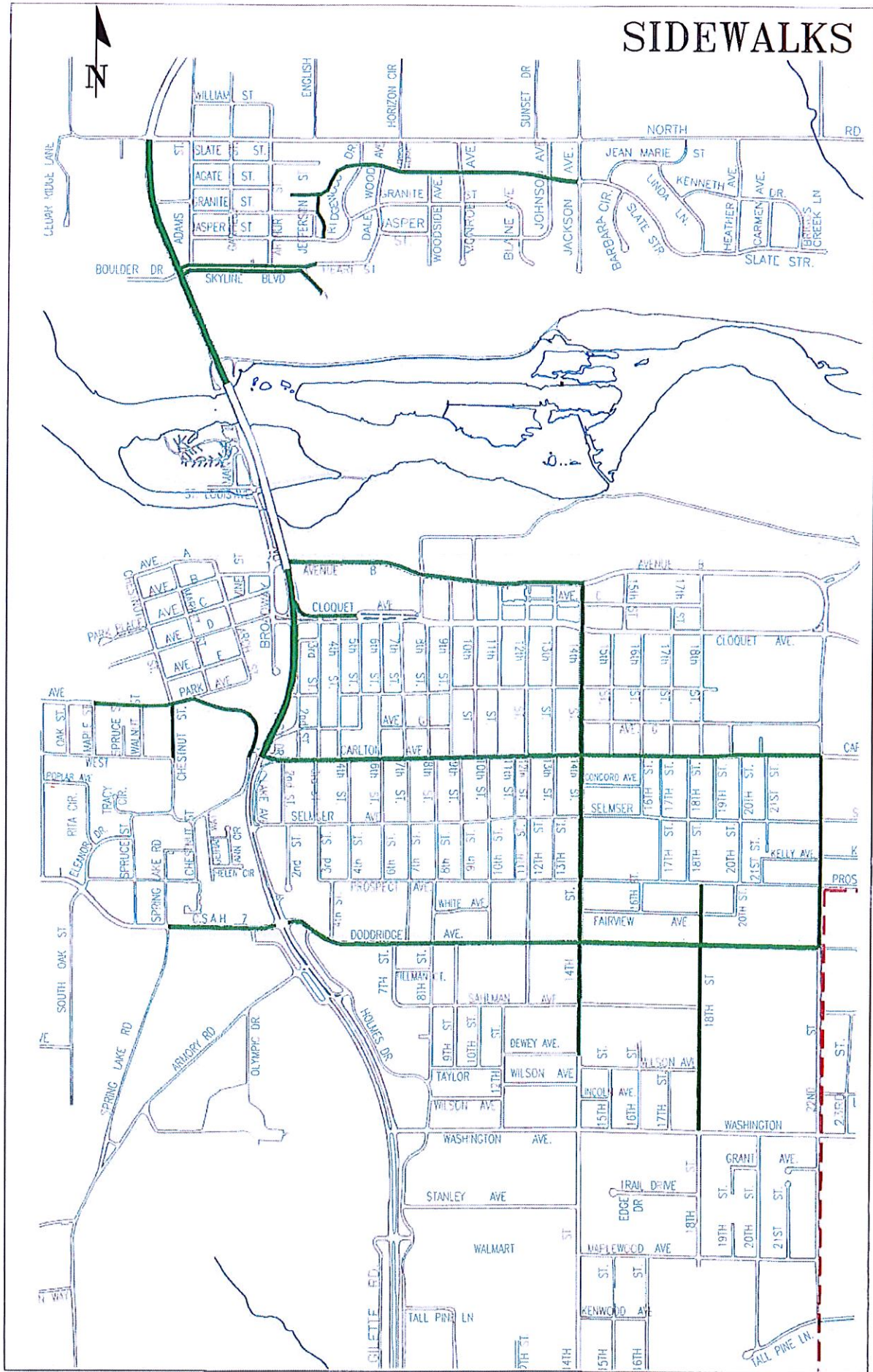
WEST

EAST







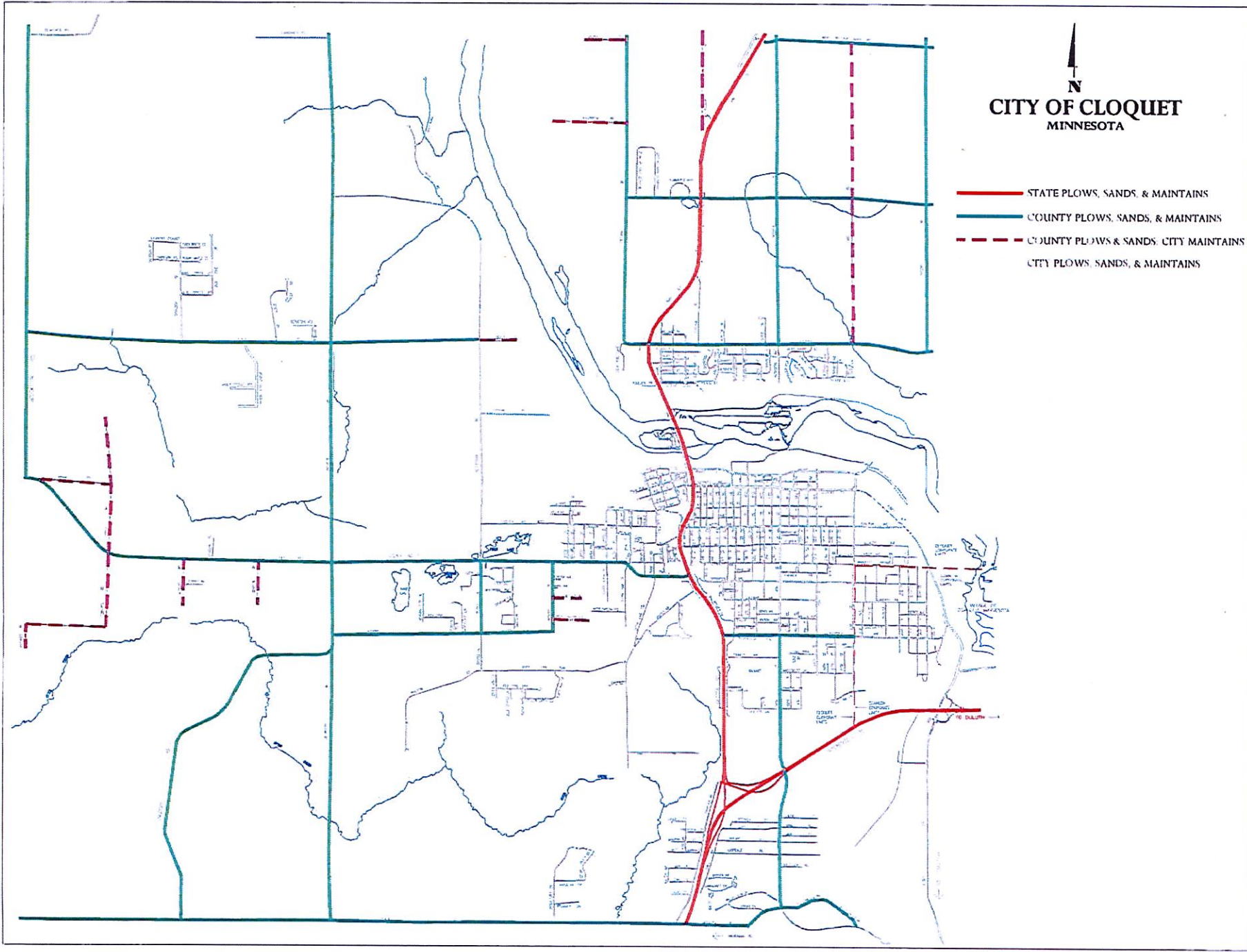


# SIDEWALKS

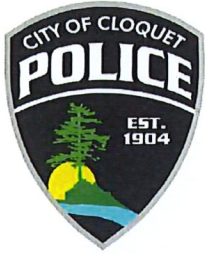


N  
**CITY OF CLOQUET**  
MINNESOTA

-  STATE PLOWS, SANDS, & MAINTAINS
-  COUNTY PLOWS, SANDS, & MAINTAINS
-  COUNTY PLOWS & SANDS, CITY MAINTAINS
-  CITY PLOWS, SANDS, & MAINTAINS







# CLOQUET POLICE DEPARTMENT

Derek W. Randall  
Chief of Police

101 14<sup>th</sup> STREET  
CLOQUET, MINNESOTA 55720-1799  
records@cloquetmn.gov

Phone 218-879-1247  
Fax 218-879-1190

## REQUEST FOR COUNCIL ACTION

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To: Mayor and City Council  
From: Derek Randall, Chief of Police  
Reviewed By: Tim Peterson, City Administrator TCP  
Date: February 7, 2023

---

**Item Description:** Authorization for Appointment of a Police Officer

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### Proposed Action

Staff recommends the City Council move to approve the probationary appointment of Brittany Asanovich to a police officer position.

### Background/Overview

The 2023 budget includes approved funding for 24 sworn police officers who provide services to the cities of Cloquet, Scanlon, and a portion of the Fond du Lac Indian Reservation. These staffing levels are consistent with the 2014 Law Enforcement Analysis of the Cloquet Police Department by the Upper Midwest Community Policing Institute, in conjunction with the Minnesota Chiefs of Police Association's identified best practices and optimum staffing levels to provide and manage police services. The latest Novak Consulting firm's 2019 assessment of the department also supports this staffing number.

Currently, active department staffing is 21 sworn officers of the established 24. (We are still one officer short and two are on medical leave.) We have two commanders, two [of four] patrol sergeants, two full-time detectives, an "officer in investigations" position, one School Resource Officer, and twelve patrol officers.

The shortage of sworn personnel can create challenges in the department regarding appropriate staffing levels, budgetary issues related to shift-replacement overtime, and available staff to keep up with administrative duties.

In the fall of 2022, we began the hiring process. The process included a pre-screening questionnaire, a written exam, and oral interviews. After those steps, the background investigation, physical exam, psychological exam, and fitness test process were conducted on the top candidates.

Ms. Asanovich has completed the required medical and psychological assessment and is recommended for employment.

After hiring, all new officers must complete three months of field training and have a one-year probationary period.

To Mayor and Council  
New Police Officer Hire  
February 7, 2023  
Page 2

### **Candidate Background/Bio**

Ms. Asanovich is a native of Proctor, Minnesota. During her youth, she enjoyed playing sports and participated in 4-H programs.

After high school, she obtained a bachelor's degree from UMD. While at UMD, she worked in the mental health and chemical dependency field. She later received a master's degree from UW-Madison. She taught undergraduate classes focusing on Spanish literature, culture, and ethics during her graduate studies. After graduating, she returned to the mental health and chemical dependency fields working as a program director in Duluth.

Her son, Avery, was born in 2017, and she spent two years caring for him and taking classes in law enforcement. After completing the reserve academy, she collaborated closely with a team of reserves who sought to build community relations and improve trust and transparency with their citizens. She became a Reserve Deputy with the Chisago County Sheriff's Office in January 2019.

Ms. Asanovich later accepted the Community Service Officer position with the Chisago County Sheriff's Office in September 2019. In her three years as a CSO, she was responsible for community outreach, evidence management, responding to calls for service, translation, and overall assistance to the investigations and administration divisions.

While working as a CSO, she attended Century College and Hennepin Technical College for law enforcement. She graduated in August of 2022 with her certificate in law enforcement.

Ms. Asanovich enjoys spending time with friends and family, Crossfit, coaching youth sports, and hiking during her free time. She and her family recently relocated to the area and have enjoyed being close to friends and family there.

Her aim is to utilize her mental health experience and de-escalation training to serve the citizens of Cloquet with the highest degree of integrity and professionalism. She aspires to meet the challenging aspects of law enforcement with patience and compassion. She is very excited and honored to have the opportunity to serve Cloquet and its surrounding communities.

### **Police Objectives**

The hiring of this position is consistent with previous actions of the City Council. It will allow the Police Department to continue providing excellent service to our community by maintaining adequate staffing levels.

### **Financial/Budget/Grant Considerations**

The City has no other financial implications, as the positions are included in the 2023 budget.

### **Advisory Committee/Commission Action**

The Police Citizen Advisory Board assisted the administration with creating the current eligibility list.

### **Supporting Documentation Attached**

- Police Officer job description





## City of Cloquet Job Description

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**POSITION:** Police Officer  
**DEPARTMENT:** Police  
**REPORTS TO:** Patrol Sergeant

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### **SUMMARY**

Responsible for the preservation of law and order, the protection of life and property, the prevention and detection of crime, the provision of emergency services and the enforcement of laws and ordinances.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Responds to calls for police service, including domestic disputes, auto accidents, crimes in progress, and medical emergencies.

Investigates complaints involving violation of City codes, and State and Federal laws.

Patrols streets and highways, residential and business areas and buildings to prevent and protect against criminal activities.

Participates in crime prevention, community policing and neighborhood watch activities.

Takes crime reports from citizens and files reports and logs.

Investigates traffic accidents, including preparing reports and gathering evidence.

May perform specialized assignments such as canine, range officer, field training officer, intoxilyzer operator, crime prevention training, evidence officer, etc.

Ensures proper maintenance and safe operation of all vehicles and equipment.

Monitor and keep abreast of incident reports, other logs, emails, bulletins and teletypes.

Performs other duties as apparent or assigned.

## **QUALIFICATION REQUIREMENTS**

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

## **EDUCATION AND/OR EXPERIENCE**

Associates degree with coursework in law enforcement, or related field, or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to communicate effectively in both written and oral form. Ability to prepare effective and complete reports as required. Ability to hear, read, understand and carry out oral and written instructions. Ability to communicate to groups through presentations and speeches. Ability to read and understand City, State and Federal laws and ordinances, State and department reporting forms, and department and civil service policies.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to exercise independent judgement. Ability to quickly process information and make decisions.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of State and Federal laws, City codes and traffic laws and regulations.

Knowledge of approved practices, procedures and techniques required in performing daily law enforcement duties.

Knowledge of rules of evidence, arrest, search and seizure.

Knowledge of first aid and ability to apply first aid promptly in emergency situations.

Ability to operate law enforcement related equipment including firearms.

General knowledge of computers, cameras and video equipment.

Ability to type reports or use handheld recorders.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

P.O.S.T. licensed or eligible to be licensed at the time of appointment.  
Minnesota Class D Driver's License.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee may occasionally be required to use sudden exertion to apprehend a suspect or to take control of a situation.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, and risk of radiation. The employee may occasionally be exposed to blood and airborne pathogens.

The noise level in the work environment is usually moderate.



# CLOQUET POLICE DEPARTMENT

Derek W. Randall  
Chief of Police

101 14<sup>th</sup> STREET  
CLOQUET, MINNESOTA 55720-1799  
records@cloquetmn.gov

Phone 218-879-1247  
Fax 218-879-1190

## REQUEST FOR COUNCIL ACTION

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To: Mayor and City Council  
From: Derek Randall, Chief of Police  
Reviewed By: Tim Peterson, City Administrator *TRP*  
Date: February 7, 2023

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**Item Description:** Multiagency Law Enforcement Joint Powers Agreement 2023-2028

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### Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 23-05, A RESOLUTION TO ADOPT THE 2023-2028 ICAC JOINT POWERS AGREEMENT.**

### Background/Overview

The Bureau of Criminal Apprehension (BCA) has created a task force to assist law enforcement in investigating and prosecuting crimes committed against children and the criminal exploitation of children.

The task force focuses on crimes committed and/or facilitated by or using computers and makes every effort to disrupt and dismantle organizations involved in such activity.

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) has provided a grant to the State of Minnesota Commissioner of Public Safety, Bureau of Criminal Apprehension. They have designated Joshua Florell as the Commander of the Minnesota ICAC Task Force.

The task force utilizes local law enforcement agencies to assist them in this effort. The Cloquet Police Department has been part of this ICAC task force since 2008.

The grantee or the local law enforcement agency may terminate the agreement at any time, with or without cause, upon 30 days, written notice to the other party.

### Policy Objectives

To establish/maintain the multi-agency law enforcement joint powers agreement with the State ICAC Task Force. Each year ICAC requires that the joint powers agreement be updated and agreed upon by all participating agencies.

### Financial/Budget/Grant Considerations

As a member of the ICAC task force, the Cloquet Police Department is entitled to reimbursement for ICAC-related equipment, training, and expenses (including travel and overtime) incurred by law enforcement as a result of an ongoing investigation(s).

To Mayor and Council  
JPA with BCA  
February 7, 2023  
Page 2

**Advisory Committee/Commission Action**

None

**Supporting Documentation Attached**

- Resolution No. 23-05
- Joint Powers Agreement



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

**RESOLUTION NO. 23-05**

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENT  
WITH THE CITY OF CLOQUET ON BEHALF OF ITS POLICE DEPARTMENT**

**WHEREAS**, The City of Cloquet, on behalf of its Police Department, desires to enter into a Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension ICAC Task Force, to use the state forensic computer systems, tools and resources available by the task force for which the City is eligible.

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

- 1) That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension, and the City of Cloquet on behalf of its Police Department, are hereby approved. A copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.
- 2) That the Chief of Police, Derek Randall, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's participation in the ICAC Task Force, and the resources offered by the State.

To assist the Authorized Representative with the administration of the agreement, Chief Randall is appointed as the Authorized Representative's designee.

- 3) That the Chief of Police, Derek Randall, or his or her successor, is designated the Authorized Representative for the Cloquet Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's agreement to the BCA and the ICAC Task Force.

To assist the Authorized Representative with the administration of the agreement, Chief Randall is appointed as the Authorized Representative's designee.

- 4) That Roger Maki, the Mayor for the City of Cloquet, Tim Peterson, the City Administrator, or Kris St. Arnold, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreement.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 7<sup>TH</sup> DAY OF FEBRUARY 2023.**

\_\_\_\_\_  
Roger Maki, Mayor

ATTEST:

\_\_\_\_\_  
Tim Peterson, City Administrator



# STATE OF MINNESOTA

## JOINT POWERS AGREEMENT MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the "City of Cloquet on behalf of the Cloquet Police Department located at 101 14<sup>th</sup> Street, Cloquet, MN 55720" ("Governmental Unit").

### Recitals

Under Minnesota Statutes, § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to investigate and prosecute crimes committed against children and the criminal exploitation of children that is committed and/or facilitated by or through the use of computers, and to disrupt and dismantle organizations engaging in these activities. The Governmental Unit wants to participate in the Minnesota Internet Crimes Against Children (ICAC) Task Force and be provided reimbursement of the following: equipment, training, and expenses (including travel and overtime) as are incurred by law enforcement as a result of ongoing investigations.

### Agreement

#### 1. Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes, § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective unless terminated earlier pursuant to clause 12.

#### 2. Purpose

The Governmental Unit and BCA enter into this Agreement to implement a three-pronged approach of prevention, education and enforcement to combat internet crimes against children. This Agreement provides the mechanism to reimburse the Governmental Unit for equipment, training and expenses (including travel and overtime), which are incurred by law enforcement as a result of these investigations.

#### 3. Standards

The Governmental Unit will adhere to the ICAC Program standards identified below.

- 3.1 Investigate activities related to internet crimes and the exploitation of children through the use of computers.
- 3.2 Investigate organizations to disrupt and dismantle crimes committed against children.
- 3.3 Investigators will follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures. Investigators will follow proper legal procedures in securing evidence, including electronic devices.
- 3.4 Investigators will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.
- 3.5 Investigators will use, as appropriate, the most current investigative technologies and techniques.

- 3.6 Investigators must be licensed Minnesota peace officers.
- 3.7 Investigators will comply with the guidelines of the Department of Justice Internet Crimes Against Children Program Operational and Investigative Standards.

**4. Responsibilities of the Governmental Unit and the BCA**

**4.1 The Governmental Unit will:**

- 4.1.1 Assign a Governmental Unit point of contact to act as the liaison between it and the BCA ICAC Project Commander to assist in reimbursement deadlines.
- 4.1.2 Submit an ICAC reimbursement request for pre-approval of funds. This request shall include a description of the item requested for reimbursement and an explanation of how it qualifies under the required criteria in Clauses 3.1 and 3.2 and an operational plan.
- 4.1.3 Conduct investigations in accordance with provisions of the ICAC Operational and Investigative Standards, identified in Clause 3.7 above, and conclude the investigations in a timely manner.
- 4.1.4 Allow BCA to inform participating agencies of potential case connections based on data submitted to BCA through the ICAC Program.
- 4.1.5 Not comingle ICAC funds with any other existing federal or state grant funded overtime or additional local Governmental Unit funding.

**4.2 The BCA will:**

- 4.2.1 Provide a Senior Special Agent who will serve as the Commander of the Task Force.
- 4.2.2 Review and approve or decline reimbursement requests under clause 4.1.2 within seven (7) business days of the reimbursement request.

- 4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a Governmental Unit acting through its employees.

**5. Payment**

- 5.1 To receive reimbursement for an expense, Governmental Unit must make a request for reimbursement to the BCA Authorized Representative under the required criteria for operational and investigative standards.
- 5.2 To receive approved reimbursement, Governmental Unit must submit an expense form no later than 15 business days after the end of the month during which the expense is incurred.
- 5.3 The BCA will pay the Governmental Unit within thirty (30) calendar days of the submission of the expense form.
- 5.4 In the event Governmental Unit breaches this Agreement, it will not be eligible to receive reimbursement for any expenses.

**6. Authorized Representatives**

The BCA's Authorized Representative is the following person or his successor:

Name: Joshua Florell, Commander of MN ICAC  
Address: Department of Public Safety; Bureau of Criminal Apprehension  
1430 Maryland Street East  
Saint Paul, MN 55106  
Telephone: 651.793.7000  
E-mail Address: Joshua.florell@state.mn.us

The Governmental Unit's Authorized Representative is the following person or his/her successor:

Name: Derek Randall, Chief  
Address: 101 14<sup>th</sup> Street  
Cloquet, MN 55720  
Telephone: 218-879-1247  
E-mail Address: drandall@cloquetmn.gov

If the Governmental Unit's Authorized Representative changes at any time during this Agreement, the Governmental Unit must immediately notify the BCA.



**7. Assignment, Amendments, Waiver, and Agreement Complete**

- 7.1 Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3 Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**8. Liability**

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes, § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes, §§ 466.01-466.15, and other applicable law.

**9. Audits**

Under Minnesota Statutes, § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

**10. Government Data Practices**

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

**11. Venue**

The venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**12. Expiration and Termination**

- 12.1** Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.
- 12.2** In the event that federal funding is no longer available, the BCA will email the Governmental Unit's Authorized Representative and terminate the Agreement. The termination will be effective two (2) business days after email notification to the Governmental Unit; and the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

**13. Continuing Obligations**

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

***The parties indicate their agreement and authority to execute this Agreement by signing below.***

1. **STATE ENCUMBRANCE VERIFICATION**  
*Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT PO Number: 3000074442

2. **GOVERNMENTAL UNIT**  
*Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions or ordinances.*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

3. **DEPARTMENT OF PUBLIC SAFETY; BUREAU OF CRIMINAL APPREHENSION**

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

4. **COMMISSIONER OF ADMINISTRATION**  
*As delegated to the Office of State Procurement*

By: \_\_\_\_\_

Date: \_\_\_\_\_



Community Development Department  
101 14<sup>th</sup> Street • Cloquet MN 55720  
Phone: 218-879-2507 • Fax: 218-879-6555

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To: Mayor and City Council  
From: Al Cottingham, City Planner/Zoning Administrator  
Reviewed By: Tim Peterson, City Administrator *TCP*  
Date: February 7, 2023

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**ITEM DESCRIPTION:** Ordinance No. 504A Amending Chapter 2 of the Municipal Code –  
Second Reading

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**Proposed Action**

City Staff recommends the City Council move to adopt **ORDINANCE NO. 504A, AN ORDINANCE TO AMEND CHAPTER 2 OF THE MUNICIPAL CODE TO CHANGE THE COMPOSITION OF THE PLANNING COMMISSION.**

**Background/Overview**

For the past year, composition of the Planning Commission has been made up of five individuals. The City Code states the composition of the Planning Commission shall consist of seven members. We have published advertisements in the Pine Knot, placed information on the City Web site and the Community Development Facebook page and have not been able to increase our membership beyond five. It seems that when we do get someone to finally apply, an existing member steps down for various reasons. This is not an unusual situation in that many other commissions or committees are having difficulties filling vacant spots.

Staff is recommending changing the composition of the Planning Commission from seven members to five members.

**Policy Objectives**

None.

**Financial Impacts**

None. The members are volunteers.

**Advisory Committee Recommendation**

None

**Attachments**

- Ordinance No. 504A

**ORDINANCE NO. 504A**

**AN ORDINANCE TO AMEND CHAPTER 2 OF THE MUNICIPAL CODE  
TO CHANGE THE COMPOSITION OF THE PLANNING COMMISSION**

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

**Section 1. Section 2.2.01 Subd. 2 Composition** is amended to read:

The planning commission shall consist of five members appointed by the Mayor with the approval of the Council. Commission members shall be appointed for terms of three years each. Each appointed member shall serve until his or her successor shall be appointed and qualified. Interim vacancies shall be filled by appointment of the Mayor upon approval of the Council for unexpired terms. The terms of the ex-officio members shall correspond to their respective official tenures. Every appointed member shall, before assuming the office, take an oath that he or she shall faithfully discharge the duties of his or her office. All members shall serve without compensation.

**Section 2. Section 2.2.01 Subd. 6 Procedure for Adoption of Plan** is amended to read:

Before adopting the City plan or any section of it or any substantial amendment thereof, the commission shall hold at least one public hearing thereon. Notice of the time and place of that meeting shall be given by publication in the official newspaper at least ten days before the day of the hearing. The adoption of the City plan or any section or amendment thereof shall be by resolution of the commission and approved by the City Council by the affirmative votes of not less than five/sevenths (5/7) of its total membership. The Commission may from time to time amend or add to the City plan or any section thereof as provided in this Section for the adoption of the original plan whenever changed conditions or further studies by the commission indicate that an amendment or addition shall be necessary. An attested copy of the plan or any section, amendment, or addition to the City plan adopted by the planning commission shall be certified to the City Council subject to final approval.

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

Passed this 7th day of February 2023.

CITY OF CLOQUET

By: \_\_\_\_\_  
Its Mayor

ATTEST:

By: \_\_\_\_\_  
Its City Administrator

Published this \_\_\_\_\_ day of \_\_\_\_\_, 2023.



COMMUNITY DEVELOPMENT DEPARTMENT  
101 14<sup>th</sup> Street • Cloquet MN 55720  
Phone: 218-879-2507 • Fax: 218-879-6555  
[www.cloquetmn.gov](http://www.cloquetmn.gov)

## REQUEST FOR COUNCIL ACTION

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To: Mayor and City Council  
From: Al Cottingham, City Planner/Zoning Administrator  
Reviewed/Approved By: Tim Peterson, City Administrator *TCP*  
Date: February 7, 2023

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**ITEM DESCRIPTION:** Zoning Case 22-13: Conditional Use Permit Amendment – SKB Environmental Cloquet Landfill, Amend Hours of Operation in the HI – Heavy Industry District

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### Proposed Action

The Planning Commission recommends the City Council move to adopt **RESOLUTION NO. 23-07, A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT AMENDMENT FOR SKB ENVIRONMENTAL CLOQUET LANDFILL FOR EXPANDED HOURS IN THE HI – HEAVY INDUSTRY DISTRICT.**

### Background/Overview

On February 15, 2011, the City Council approved a conditional use permit for Shamrock Environmental, LLC for an Industrial Waste Landfill at 761 Highway 45 subject to a number of conditions. On November 5, 2014, the condition that limited the hours of operation was amended to allow hours of 7:00 AM to 5:00 PM Monday through Saturday and Noon to 4:00 PM on Sunday. The Sunday hours were allowed on a trial basis only for the winter months of 2014 – 2015 and were specifically to allow SKB to dump paper sludge waste only with a maximum of 5 truckloads. In December 2019 the Planning Commission recommended approval (7-0) of a similar request as being proposed only that it was for SRFI material only. The applicant is proposing to amend the condition pertaining to hours of operation. The conditional use permit amendment is to amend the hours of SKB Environmental Cloquet Landfill to be open 24 hours per day, seven (7) days per week solely for SRFI material and coal ash being transported by individuals trained as a MPCA Licensed Landfill Operator in the HI – Heavy Industry District.

A public hearing was held on Tuesday, October 11, 2022, to consider a conditional use permit amendment. A legal notice was published in the Pine Knot on September 30, 2022, and property owners within 1320 feet were sent notices of the public hearing.

### Staff Review

During the early operations of the landfill staff received anonymous complaints regarding the operations and upon investigation determined that they were unfounded. The landfill has been in operation for over ten years and has been a good neighbor when it pertains to noise. We have received complaints regarding the gravel mining operations in the same area which is why some people may have thought it was the landfill. With the extended hours that were approved in 2014 they were required to monitor the noise levels to determine what, if any, were the impacts on the Hilltop (to the southwest) neighborhood which is over 1,600 feet away from the site. The noise monitoring equipment showed that there was more noise coming from Interstate 35 and the railroad whistle than the trucks dumping loads at the landfill. There



were no complaints filed with the city during this time frame. Another noise study was conducted in July 2022 with the same results.

### **Policy Objectives**

This operation was approved as a Conditional Use in 2011 with conditions placed upon it. The Zoning Ordinance states Conditional Use Permits may be granted when they comply with the following approval criteria: *(Staff comments in italic)*

- 1. Consistency with the Comprehensive Plan. The relationship of the proposed use to the goals, objectives, and policies of the City of Cloquet Comprehensive Plan. *The Plan identifies the area as interim mining with commercial-industrial reserve following that.***
- 2. Compatibility. The compatibility of the proposed use with existing development within three hundred (300) feet of the proposed use and within five hundred (500) feet along the same street and development anticipated in the foreseeable future within the neighborhood and conditions that would make the use more compatible. *The proposed use is compatible with the former use of this site as a gravel mining operation. Access to the site is via Highway 45 to the east along with two gravel operations, the Sappi wood lot and Carlson Timber. The closest residence is over 1,400 feet from the property boundaries.***
- 3. Importance of services to the community. The importance of the services provided by the proposed facility to the community, if any, and the requirements of the facility for certain locations, if any, and without undue inconvenience to the developer, and the availability of alternative locations equally suitable. *The landfill provides a location for industrial and demolition materials to be brought for business in Cloquet and the surrounding area.***
- 4. Neighborhood protections. The sufficiency of terms and conditions proposed to protect and maintain the uses in the surrounding neighborhood. *With the approval in 2011 there were a number of conditions to protect the residents some 1400 feet away. This included a berm and plantings.***
- 5. Conformance with other requirements of this Chapter. The conformance of the proposed development with all provisions of this Chapter. *The proposed new hours of operation will be in compliance with all requirements of the Zoning Ordinance and the approved conditional use permit.***
- 6. Other factor. Other factors pertinent to the proposed use, site conditions, or surrounding area considerations that the Planning Commission or the City Council feels are necessary for review in order to make an informed and just decision.**

### **Financial/Budget/Grant Considerations**

The Conditional Use Permit fee is \$400. The applicant has paid this fee to cover the cost associated with the application process.

To the Mayor and City Council  
CUP SKB Environmental  
February 7, 2023  
Page 3

**Advisory Committee/Commission Action**

The Planning Commission, following the public hearing at which no one was present, has recommended approval of the Conditional Use Permit subject to the conditions in the attached resolution on a 3-1 vote.

**Supporting Documentation Attached**

- Resolution No. 23-07
- Location Map
- Petitioner's Narrative

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

**RESOLUTION NO. 23-07**

**APPROVING OF A CONDITIONAL USE PERMIT AMENDMENT TO ALLOW  
FOR THE EXPANDED HOURS OF OPERATION FOR SKB ENVIRONMENTAL  
CLOQUET LANDFILL IN THE HI – HEAVY INDUSTRY DISTRICT**

**WHEREAS**, an Application has been submitted by Shamrock Landfill to amend their existing Conditional Use Permit which was approved on February 15, 2011, and amended on November 5, 2014. The amendment request is pursuant to 17.2.06 of the City Code, for the 59-acre Industrial Landfill to modify their hours of operation to allow 24 hours a day, seven days a week solely for the SRFI material transported with SKB trucks and direct employees, with the hours between 7am – 5pm, Monday – Saturday open to anyone; and

**WHEREAS**, As required by ordinance, notification was advertised in the Pine Journal and all neighbors within 1320 feet were notified. A public hearing was held to consider the Application at the regular meeting of the Cloquet Planning Commission on October 11, 2022, at which time Zoning Case / Development Review No. 22-13 was heard and discussed; and

**WHEREAS**, the property of the proposed Conditional Use Permit Amendment is located at 761 Highway 45 and is legally described as follows:

That part of the West 390.00 feet of the Northwest Quarter of the Southeast Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota, which lies southerly of Interstate Highway 35 and northerly of the South 100.00 feet of said Northwest Quarter of the Southeast Quarter.

AND ALSO

That part of the South 100.00 feet of the North Half of the Southeast Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota, which lies westerly of the right-of-way of the Great Northern Railway (now known as Burlington Northern Santa Fe Railroad).

AND ALSO

That part of the East 600.00 feet of the Northeast Quarter of the Southwest Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota, which lies southerly of Interstate Highway 35.

AND ALSO

The east 600.00 feet of the Southeast Quarter of the Southwest Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota.

AND ALSO

The South Half of Southeast Quarter lying West of Great Northern Railway Company's right-of-way (now known as Burlington Northern Santa Fe Railroad), Section 25, Township 49, Range 17, according to the United States Government Survey thereof. EXCEPT those two parcels lying within the following described tracts;

1. Beginning at a point on the south line of said Section 25, distant 100 feet west of the southeast corner of SW ¼ of SE ¼ thereof; thence run northeasterly at an angle of 68 degrees 00 minutes with said south line for 475 feet; thence deflect to the left at an angle of 112 degrees 00 minutes for 500 feet; thence deflect to the left at an angle of 68 degrees 00 minutes for 475 feet; thence deflect to the left at an angle of 112 degrees 00 minutes for 500 feet to the beginning.

2. From a point on the south line of said Section 25 distant of 100 feet west of the southeast corner of SW ¼ of SE ¼, thereof, run northeasterly at an angle of 68 degrees 00 minutes with said south section line for 475 feet to the point of beginning; thence continue northeasterly along the above described course to its intersection with a line run parallel with and distant 660 feet north of the south line of said Section 25; thence run west along said 660 foot parallel line to its intersection with a line run parallel with and distant 992 feet west of the east line of the SW ¼ of SE ¼ of said Section 25; thence run south along said 992 foot parallel line to the south line of said Section 25; thence run east along said section line for 392 feet; thence deflect to



the left 68 degrees 00 minutes for 475 feet; thence deflect to the right 68 degrees for 500 feet to the point of beginning.

**WHEREAS**, the Cloquet Planning Commission reviewed the Application to Amend the Conditional Use Permit for SKB Environmental Cloquet Landfill to modify their hours of operation to allow 24 hours a day, seven days a week solely for the SRFI material and coal ash being transported by individuals trained as a MPCA Licensed Landfill Operator, with the hours between 7am – 5pm, Monday – Saturday open to anyone per Section 17.2.06 Subdivisions 3 and 4 of the Cloquet Zoning Ordinance.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA:** that the City Council approves Zoning Case 22-13 for an amendment to the Conditional Use Permit to modify their hours of operation to allow 24 hours a day, seven days a week solely for the SRFI material and coal ash being transported by individuals trained as a MPCA Licensed Landfill Operator, with the hours between 7am – 5pm, Monday – Saturday open to anyone for SKB Environmental/Shamrock Landfill subject to the following conditions:

1. The hours of operation shall be amended to allow 24 hours a day, seven days a week solely for the SRFI material and coal ash being transported by individuals trained as a MPCA Licensed Landfill Operator, with the hours between 7am – 5pm, Monday – Saturday open to anyone.
2. No heavy equipment (bulldozer, front end loader and that type of equipment) shall be operated on site between the hours of 5:00 PM and 7:00 AM. and on Sunday.
3. The request shall be reviewed in one year to see how the amendment is working.

**PASSED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 7TH DAY OF FEBRUARY 2023.**

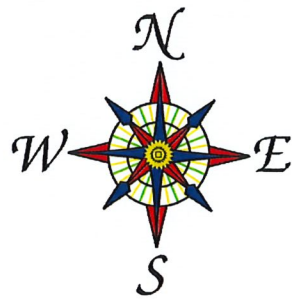
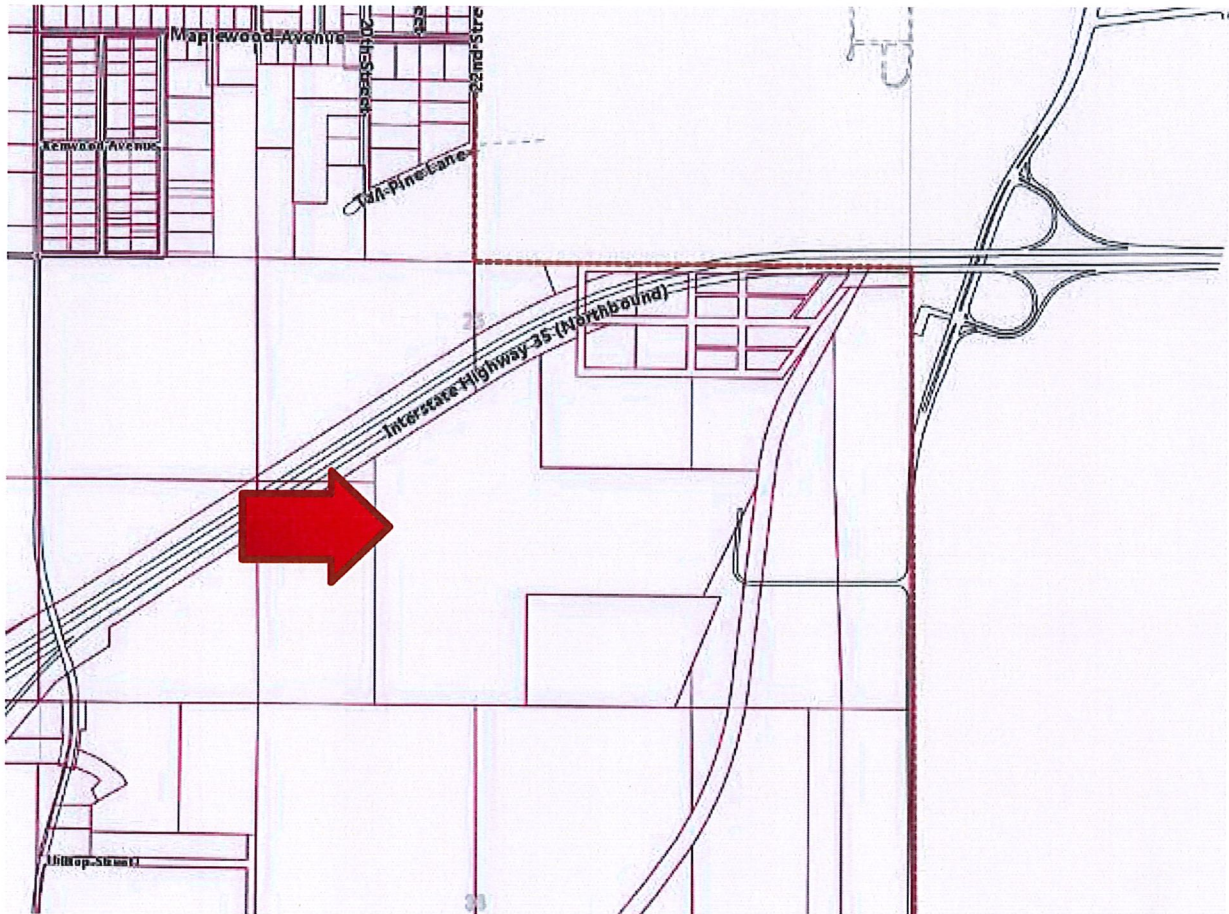
\_\_\_\_\_  
Roger Maki, Mayor

ATTEST:

\_\_\_\_\_  
Tim Peterson, City Administrator

# Location Map

## SKB Environmental Cloquet Landfill



No Scale



September 19<sup>th</sup>, 2022

Mr. Al Cottingham  
City Planner/Zoning Administrator  
City of Cloquet  
101 14<sup>th</sup> Street  
Cloquet, MN 55720

RE: SKB Cloquet Environmental Landfill CUP Zoning Application

Mr. Cottingham,

The specifics of our CUP Zooning Application request are as follows:

As a permanent change, SKB Environmental would like to alter our CUP language to allow 24 hours per day, 7 days per week disposal of the SRFI Waste (paper sludge) material being generated at the ST Paper facility in Duluth.

In addition, the need has recently arisen for the MN Power Hibbard Station located in Duluth to have the ability to dispose of their Coal Ash within the same potential hours.

All personnel that will be entering our site outside our normal gate hours will be trained as a MPCA Licensed Landfill Operator.

We appreciate the opportunity for your Planning & Zoning to consider our request.  
Please let me know if you have any questions.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kyle Backstrom".

Kyle Backstrom  
SKB Environmental  
District Manager  
(218) 451-1386